Caldwell County
Lenoir, North Carolina

Board of Commissioners
December 3, 2018
6:00 p.m.

Present: Randy T. Church, Chairman
         Mike LaBrose, Vice Chairman
         Jeff Branch
         Donnie Potter
         Robbie Wilkie

Absent: None

Staff Present: Stan Kiser, County Manager
              Kathy Greene, Clerk to the Board
              David Lackey, County Attorney

Chairman Church opened the meeting and welcomed everyone.

Public Comment

There was no public comment.

Regular Session

Aaron Horn, Associate Pastor of First United Methodist Church, provided the invocation and Commissioner Wilkie led the Pledge of Allegiance. Chairman Church asked if there were any additions or amendments to the December 3, 2018 agenda. Commissioner LaBrose moved to approve the agenda as presented by the Clerk and the vote was unanimous.

Oaths of Office

Commissioner Mike LaBrose, accompanied by his wife, Ellen and Commissioner Donnie Potter, accompanied by his wife, Lisa were administered their oaths of office of county commissioner by the Honorable Judge Daniel A. Kuehnert.

Election of Officers

The County Manager requested nominations from the Board for chairman during calendar year 2019. Commissioner LaBrose nominated Randy Church. There being no further nominations, Commissioner Potter moved to close the floor for nominations and elect Commissioner Randy Church as chairman of the board by acclamation. The vote was unanimous.

The County Manager requested nominations from the Board for vice chairman during calendar year 2019. Commissioner Potter nominated Mike LaBrose. Commissioner Wilkie moved to close the floor for nominations and, by majority vote, Commissioner LaBrose was elected vice chairman of the board.
Mr. Kiser relinquished the floor to Chairman Church to preside over the remainder of the meeting.

Public Hearing—Economic Development Incentive for ICON Publishing, Inc.

EDC Director Deborah Murray provided information about ICON Publishing, a company that began in 2000 in Bakersfield, California. The company has become a national manufacturer of a wide variety of printed products and, on the Internet, the company does business as www.PrintDirtCheap.com. The company produces all of its products and ships from California. As it has grown and as the timeliness of shipping has become more significant, the company sought an east coast site from which to more directly serve customers in the Midwest, Southeast and Northeast. For the past year, the company has explored various opportunities to land an east coast production site. In the fall of 2018, the company’s president chose to make an offer on a building previously occupied by a local printer.

Mr. Murray reported ICON Publishing had requested consideration for state and local incentives to assist the company in establishing its second production facility in Lenoir. The company plans to close on the purchase in December and begin operations immediately. The Lenoir facility will require substantial upfitting and renovation. The company plans to make application for a NC Building Reuse grant as well as a $2,000 per job Local Jobs Incentive. The company anticipates creating as many as 15 new, full-time jobs in its first two years.

Ms. Murray presented the request from ICON Publishing for a $30,000 Local Jobs Incentive to run concurrently with the company’s two year Building Reuse grant during which time the company will create as many as 15 new, full-time jobs in the newly renovated building in Lenoir.

Chairman Church declared the public hearing open. There was no public comment; therefore, Chairman Church declared the public hearing closed.

Commissioner Wilkie moved to approve a $30,000 Local Jobs Incentive for ICON Publishing, LLC for 15 new, full-time jobs to be created over a two-year period to run concurrently with a two-year Building Reuse grant. The motion carried unanimously.

Approval of 2019 Meeting Schedule

Mr. Kiser informed Commissioners that, according to N.C. General Statures, a meeting schedule must be approved by them each year during the first meeting in December. He presented a proposal for calendar year 2019. Chairman Church moved to adopt the following meeting schedule for 2019 and the vote was unanimous.

**Calendar Year 2019**

**Caldwell County Commissioner Meeting Schedule**

City-County Chambers  
905 West Avenue NW  
Lenoir, North Carolina
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Meeting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>February 4, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>March 4, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td>NACo Legislative Briefing D.C. — Mar 2-6</td>
</tr>
<tr>
<td>April 1, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>May 6, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>May 20, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>June 3, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>June 17, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>July 22, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td>Annual NACo Conference — July 12-15</td>
</tr>
<tr>
<td>August 5, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td>Annual NCACC Conference — Aug 22-24</td>
</tr>
<tr>
<td>September 9, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td>1st Monday is Labor Day Holiday</td>
</tr>
<tr>
<td>October 7, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
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<tr>
<td>November 4, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>Monday</td>
<td>6:00 p.m.</td>
<td>Regular</td>
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Adopted by the Caldwell County Board of Commissioners during a duly held meeting on the 3rd day of December, 2018.

ATTEST:

Kathy T. Greene, MMC
Clerk to the Board

Randy T. Church
Chairman

**HVAC Control Improvements**

Account Services Manager Jason Foster and Intelligent Services Account Manager Jim Norton with Trane gave a follow up to the October 2018 presentation they made to Commissioners. They proposed utility upgrades in the amount of $277,000.00 for the Sheriff Office that would result in estimated savings of $114,000.00 and a rebate from Duke Energy in the amount of $77,000.00.
Following their presentation, Finance Officer Tony Helton requested approval of a budget amendment to provide funds in addition to funding previously set aside to complete upgrades for the County Office Plaza.

Chairman Church moved to approve the following $21,830.00 budget amendment and the motion carried unanimously.

<table>
<thead>
<tr>
<th>Increase</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>10.3000.310000</td>
<td>Miscellaneous Revenue</td>
<td>$11,403.00</td>
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<tr>
<td>10.9800.397000</td>
<td>Fund Balance Appropriation</td>
<td>$10,427.00</td>
<td></td>
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<tr>
<td>10.9000.451000.4268</td>
<td>Equipment</td>
<td>$21,830.00</td>
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**Contingent Approval of Revised Plats for Waterfront Club Subdivision**

Planning Director Shelley Stevens presented the request on behalf of Caldwell Timber Partners, LLC for approval of revised plats, Phase 1-B and Phase 2, as identified in the following information submitted in the application.

**Applicant:** Caldwell Timber Partners, LLC – Bart Shaw, Shaw Tate Group – Land Investments and Management

**Developer:** Caldwell Timber Partners, LLC

**Property Owner:** Caldwell Timber Partners, LLC

**NCPIN:** 2745903873, 2745333257 and 2745333257

**Location:** West of Connelly Springs Rd, and south of Premier and Baton School Rds

**Site Conditions:** wooded with floodplain, in the Watershed Critical and Protected Areas

**Acreage:** 97.087 acres in Phase 1-B, 168.354 acres in Phase 2; (1011.12 acres in entire subdivision)

**Zoning:** R-20 & PUD

**Surrounding Land Use:** RA-20 to the north, northwest, east and southeast. Some R-20 to the north, and a little G-B to the northeast, along Connelly Springs Rd. There is also PUD zoning to the southeast.

**Request:** Final plat review/contingent approval

Ms. Stevens said Caldwell Timber Partners, LLC had requested the approval contingent upon approval by the Planning Board for Phases 1-B and 2 of Waterfront Club Subdivision for property located west of Connelly Springs Road and directly north of Lake Rhodhiss. It was noted Phase 1-B contains 20 residential lots and no common areas and Phase 2 contains 76 residential lots and 3 common areas (changed from the preliminary plat). The lot sizes range from 1.002 acres to 15.586 acres.

Ms. Stevens said she had reviewed the plats and supplementary documents required by the ordinances and provided the applicant with comments and revisions based on her review of those documents against the County’s Subdivision, Zoning and Watershed Ordinances.

It was noted that plats and all legally-required documents are due complete and correct 15 days before a Planning Board meeting to make that Planning Board meeting agenda; however, the
required items for this request were submitted (complete and correct) after the 15-day deadline. Ms. Stevens informed Commissioners the next meeting of the Planning Board was scheduled for December 11th.

It was also noted that, based on the WPCOG School Growth Estimation Model run by Taylor Dellinger at the WPCOG, the estimated school impact from all phases of Waterfront Club Subdivision is:
- Baton Elementary: 42 students (estimated at .15 students per new housing unit)
- Hudson Middle: 22 students (estimated at .08 students per new housing unit)
- South Caldwell High: 28 students (estimated at .10 students per new housing unit)

Commissioner Potter moved to approve the revised plats, Phases 1-B and 2 of Waterfront Club Subdivision, contingent upon approval by the Planning Board. The vote was unanimous.

**Award Bid for Construction of Southeast Water Storage Tank**

Mr. Kiser said staff recently conducted a bid opening for constructing a water storage tank on Temple Hill Church Road and listed the following bids from the three contractors that submitted proposals. He noted Eric Williams, PE with HDR Engineering was also present at the bid opening and assisted in reviewing the proposals. Mr. Kiser informed Commissioners that Mr. Williams recommended the award be made to the lowest responsible bidder, Phoenix Fabricators and Erectors, Inc., in the amount of $1,011,736.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
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<tbody>
<tr>
<td>Phoenix Fabricators and Erectors, Inc.</td>
<td>$1,011,736</td>
</tr>
<tr>
<td>182 S. County Road 900 East</td>
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<tr>
<td>Avon, Indiana  46123</td>
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<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
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<tbody>
<tr>
<td>Maguire Iron, Inc.</td>
<td>$1,226,000</td>
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<tr>
<td>1610 N Minnesota Avenue</td>
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<tr>
<td>Sioux Falls, South Dakota  57104</td>
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<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
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</thead>
<tbody>
<tr>
<td>Landmark Structures</td>
<td>$1,408,000</td>
</tr>
<tr>
<td>1665 Harmon Road</td>
<td></td>
</tr>
<tr>
<td>Fort Worth, Texas 76177</td>
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</table>

Commissioner Branch moved to award the bid for construction of the Southeast Water Storage Tank to Phoenix Fabricators and Erectors in the amount of $1,011,736 as proposed and to approve the following budget amendment associated with the project. The motion carried unanimously.

| Increase | Interfund Transfer-Water Fund | $200,000.00 |
| Increase | Construction                  | $200,000.00 |
| Increase | Fund Balance Appropriation    | $200,000.00 |
| Increase | Interfund Transfer-Capital Project | $200,000.00 |
Request to Purchase New Radios for BMS

BMS Director Dino DiBernardi requested approval from Commissioners to buy nine new Motorola VIPER 800 mhz radios for $18,500.00 from the Town of Boone. Mr. DiBernardi said Boone Police Department reevaluated their needs and surplus nine new radios. He said that BMS had planned to purchase new radios next year and estimated the cost to be $63,000.00; so, the purchase is a $45,000.00 savings to the County. It was noted that the radios were fully operational in the existing VIPER system.

Discussion followed about the grant that was submitted, the operability of these nine radios with the new ones that would be bought with the grant funds if approved.

Chairman Church moved to approve the purchase of nine radios as requested and to approve the following budget amendment to fund the acquisition. The motion carried unanimously.

- Increase 10.9800.397000 Fund Balance Appropriation $18,500.00
- Increase 10.9000.452000.4600 Non Capital Equipment $18,500.00

Consent Agenda

1. Approval of Minutes
The County Manager recommended the Board of Commissioners approve the minutes of the November 19, 2018 meeting as presented.

2. Budget Amendments
   A. Library (State Aid) $5,509.00
The County Manager recommended the Board of Commissioners approve the following budget amendment necessary to reflect additional State Aid funding to the library. The funds will be used to purchase supplies as well as books and periodicals. No new local funds are needed.

   - Increase 10.6110.334000 State Aid $5,509.00
   - Increase 10.6110.426000 Supplies $4,000.00
   - Increase 10.6110.456000 Books & Periodicals $1,509.00

3. Agreement for Workforce Housing Study
As a result of significant growth in Caldwell County business and industry in the last six years, the Economic Development Commission has been discussing the critical need for workforce housing. Thousands of new jobs have been created and increasing numbers of potential new workers accept jobs contingent on finding housing. Some never find it and simply don’t come. Others accept the jobs and then struggle, dissatisfied with their housing or their commute from outside the county. Employers find this to be the number one factor that cannot be mitigated in attracting top talent and keeping them.

The EDC has aggressively recruited developers during the last year. There are excellent sites and great need; however, the financial case has not been made that Caldwell is a market that can support market-rate housing. The existing inventory was built for a much different population
than the population renting apartments and shopping for homes today. The going rate for existing multi-family units is well below what a modern, multi-family development must bring to be financially feasible.

Caldwell’s industries and businesses have been greatly diversified since the recession. Wages have been on the move up. Professional and highly skilled jobs are more abundant and better paying. The addition of these types of jobs in addition to an overall strong recovery make housing critical to sustaining that growth. Caldwell will be vulnerable to losing the momentum of economic growth if it is unable to solve the housing issue.

Mr. Kiser recommended the Board of Commissioners approve a two-phase Workforce Housing Study by the Development Finance Initiative, a division of the University of North Carolina School of Government, and approve the agreement which is hereby incorporated by reference and made a part of these minutes (Exhibit A).

Commissioner LaBrose moved to approve the three items on the consent agenda as presented and recommended by the County Manager. The motion carried unanimously.

Presentation re Salary Study by MAPS

Ms. Becky Beasey, representing MAPS (Management and Personnel Services) presented her educational and career background information. Mr. Beasey provided information regarding the process and methodology for Caldwell County’s study and the context of the formal content that would be provided to Commissioners later.

She listed the following reasons for updating classification and pay plans. She said it is a consistent method to treat all employees the same way for reasons such as legality; morale; pay plan integrity; and internal equity.

- Recruit and retain
- Internal equity
- Equal pay for equal work
- Maximize cost effectiveness
- Defensible system

Ms. Beasey said periodic studies are necessary to capture changes in jobs due to reorganizations, new services, new technology, and new regulations. They are also needed for changes in the jobs market. She cited examples such as the shortage of nurses in the 1980’s.

She listed the following factors considered in classifying jobs.

- Difficulty, Complexity, and Variety of Work
- Public Contact
- Education and Experience Requirements
- Work Environment and Hazards
- Physical Effort
- Supervision Given
- Supervision Received
She talked about the annual market adjustment needed to address the following factors.

- Cost of living
  - Local area cost of living
  - Consumer Price Index
- Move hiring rate and maximum rate so that the pay plan stays competitive
- Helps avoid the cost of turnover

Ms. Beasey said the major thrust of Caldwell County's study was to update classifications and updating salary ranges so that the County so that they match the market and stay competitive.

She informed Commissioners that there needed to be a method for moving the plan forward by merit/performance; seniority; etc. Ms. Beasey said Caldwell County had not had a consistent method for moving employees across the range. She noted that it was about 50/50 in the local governments she had seen that chose either a performance based or seniority to move employees through the plan.

Ms. Beasey said the company would be giving Commissioners different options to consider in implementing the pay plan.

In closing, Mr. Beasey said Commissioners should focus on policy issues such as how competitive Caldwell County wanted to be, how much the County could spend to implement the study, and how compression would be addressed in the future.

With no further business, Commissioner Wilkie moved to adjourn and, by unanimous vote, Chairman Church declared the meeting adjourned at 7:40 p.m.