

CUMBERLAND COUNTY FACILITIES COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
OCTOBER 2, 2014 - 8:30 A.M.  
MINUTES

MEMBERS PRESENT: Commissioner Billy King, Chairman  
Commissioner Charles Evans

MEMBERS ABSENT: Commissioner Kenneth Edge

OTHER COMMISSIONERS  
PRESENT: Commissioner Jimmy Keefe

OTHERS PRESENT: Amy Cannon, County Manager  
James Lawson, Deputy County Manager  
Melissa Cardinali, Assistant County Manager for Finance /  
Administrative Services  
Sally Shutt, Governmental Affairs Officer  
Rick Moorefield, County Attorney  
Jeffery Brown, Engineering and Infrastructure Director  
Vicki Evans, Finance Accounting Manager  
Candice White, Clerk to the Board  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Billy King called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 4, 2014 REGULAR MEETING

MOTION: Commissioner Evans moved to approve the minutes.  
SECOND: Commissioner King  
VOTE: UNANIMOUS (2-0)

2. CONSIDERATION OF APPROVAL OF CHANGE ORDER TO CLASSIC WINDOW AND GLASS, INC. FOR DEPARTMENT OF SOCIAL SERVICES WINDOW PROJECT

BACKGROUND:

The Board of Commissioners approved a contract in the amount of \$464,505 to Carolina Classic Window and Glass, Inc. on August 18, 2014. On September 11, 2014, Engineering Staff met with representatives from Carolina Classic Window and Glass, Inc. along with Walter Vick to select a replacement glass from the various samples provided by the contractor. The contract requires the contractor to replace 50% of the glass on the north side of the building based on the fact that it has failed. While the

County selected the glass that was the closest match, it was determined that there still could be a slight variation with the new glass next to the existing glass. This in turn led to a discussion about the possibility of replacing 100% of the glass on the north side for not only the concern about the color but more importantly the likelihood that it may fail in the future. All the existing glass is being removed per a requirement of the contract anyway, so the cost of installing all new glass will simply be the glass itself as the labor has already been factored into the base bid.

The Engineering and Infrastructure Department received a quote of \$82,835 to replace all the windows on the north side instead of just the glass that has currently failed. There is sufficient funding in the project budget for this additional cost.

**RECOMMENDATION/PROPOSED ACTION:**

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee approve increasing the cost of the existing contract with Carolina Classic Window and Glass, Inc. by \$82,835 for the additional work and forward this to the Board of Commissioners for its consideration at their October 20, 2014 meeting.

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Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation recorded above and responded to questions.

**MOTION:** Commissioner Evans moved to recommend to the full board consideration of approval of the request made by the Engineering and Infrastructure Director along with County Management to increase the cost of the existing contract with Carolina Classic Window and Glass, Inc. by \$82,835 for the additional work to replace all windows on the north side of the Department of Social Services.

**SECOND:** Commissioner King

**VOTE:** UNANIMOUS (2-0)

**3. CONSIDERATION OF APPROVAL OF RELOCATION OF EMPLOYEE CLINIC/RISK MANAGEMENT**

**BACKGROUND:**

Recently the CommuniCare offices were relocated to 109 Bradford Avenue (the old mental health building). This move left the building at 226 Bradford Avenue vacant. The vacancy at 226 Bradford Avenue presents an opportunity to begin to address some existing as well as future needs of the County.

The first proposed relocation is to move the employee clinic from the E. Newton Smith building to the former CommuniCare building. This building is well suited for use as an employee clinic. The offices and entry are designed similar to a doctor's office. More

importantly, the location provides greater privacy for the patient and has ample parking. This facility is well suited to accommodate future growth of the clinic. The cost to enable use of the space will be minimal at \$25,000.

Since the space at 226 Bradford Avenue is approximately 4,900 square feet, there is sufficient room to include the Risk Management department, which is responsible for the clinic. Not only will this assist in consolidating areas of responsibility, the move will begin to address pressures for County offices to vacate the courthouse. The relocation of the employee clinic and Risk Management will allow an overcrowded Information Services (IS) department access to much needed space within the courthouse.

**RECOMMENDATION/PROPOSED ACTION:**

Approve renovation costs of \$25,000 to Bradford Avenue in order to move the employee clinic and Risk Management to that location. Allow IS to occupy courthouse offices vacated by Risk Management.

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Amy Cannon, County Manager, stated in September the Finance Committee and full board approved outsourcing the employee clinic to Novant which should occur early 2015.

Melissa Cardinali, Assistant County Manager for Finance/Administrative Services, reviewed the background information and recommendation as recorded above and responded to questions.

Ms. Cardinali stated Risk Management will be responsible for the employee clinic and moving the Risk Management employees from the courthouse to the same location as the employee clinic would consolidate services and give employees easier access to the Benefits Coordinator to investigate retirement options. Ms. Cardinali further stated if Risk Management moved to the vacant Bradford Avenue location it would free up space on the lower level of the courthouse which would give the Information Services department much needed space to load and unload equipment. Ms. Cardinali stated the Information Services department would not need any funds to utilize the existing office space on the lower level of the courthouse if the Risk Management offices were vacated.

**MOTION:** Commissioner Evans moved to recommend to the full board consideration of approval of renovation costs of \$25,000 to 226 Bradford Avenue in order to move the employee clinic and Risk Management to that location and allow IS to occupy courthouse offices vacated by Risk Management.

Commissioner Keefe questioned the pharmacy not being included in the move to Bradford Avenue and stated he feels it would be more convenient for the pharmacy and the employee clinic to be in the same location. Ms. Cannon stated the 4,900 SF at the Bradford Avenue location was not enough space for the pharmacy and the employee clinic and explained there are specific security measures that have been put in place for

the pharmacy at the E. Newton Smith Center location. Ms. Cannon further stated the pharmacy numbers have not been driven by the employee clinic and she feels the pharmacy and employee clinic at separate locations would not have a negative impact on the pharmacy. Ms. Cannon explained it would take a significant amount of money and renovations to retrofit Bradford Avenue to include the pharmacy.

Commissioner Evans stated he agreed with Commissioner Keefe and feels the pharmacy should be located in the same general area as the employee clinic.

#### COMMISSIONER EVANS WITHDREW HIS MOTION.

Ms. Cannon stated an option would be to perform major renovations of the Bradford Avenue location and include the county pharmacy and the employee clinic but there would not be enough space for Risk Management and Wellness. Ms. Cannon and Mr. Brown stated it would take a significant amount of money due to the current makeup of the Bradford Avenue location. Mr. Brown stated he would need to look at the internal wall structure to see if the space could be reconfigured to accommodate the pharmacy.

Commissioner Evans stated he feels regardless of the cost of renovations it would be in the best interest of all to consider each option and make a decision based upon that information. Commissioner King stated he feels the idea of having one central location for all parties has value but if it is not structurally or financially achievable then it is not an option.

Ms. Cannon stated the E. Newton Smith Center appraisal came back and indicated that it would be difficult to sale that property and she believes eventually moving County Administration will be the plan. Ms. Cannon further stated if the administrative offices are moved to the E. Newton Smith Center there will be a significant amount of employees in that building which would be convenient to the pharmacy.

Commissioner Evans stated he would like to see a plan and cost assessment at the November Facilities Committee meeting with all options including the county pharmacy moving to the Bradford Avenue location along with the employee clinic and Risk Management.

Commissioner King stated the consensus of the Facilities Committee is to ask county staff to bring a report to the November Facilities Committee meeting with a comparative analysis of the different options discussed above so a decision can be made.

No action taken.

#### 4. UPDATE ON COUNTY-OWNED FACILITIES AND SURPLUS PROPERTIES

##### 4A. – COUNTY OWNED FACILITIES

##### BACKGROUND:

At the September 4, 2014 Facilities Committee meeting the committee requested staff to present a list of county-owned facilities at the next committee meeting.

**RECOMMENDATION/PROPOSED ACTION:**

The Facilities Committee is not being asked to take action. The purpose of this item is to provide the Facilities Committee a list of county-owned facilities that was requested during the September 4, 2014 meeting.

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Mr. Brown reviewed the background information as recorded above. Mr. Brown stated the county-owned facilities list includes all facilities the County owns and maintains. Mr. Brown reviewed the list and pointed out the vacant properties and leased spaces. Mr. Brown stated he has confirmed all group homes on the list are DSS operated and run by the County.

**4B. – SURPLUS PROPERTIES**

**BACKGROUND:**

At the September 4, 2014 meeting the Facilities Committee requested county staff to present a list of surplus properties at their next meeting.

**RECOMMENDATION/PROPOSED ACTION:**

The Facilities Committee is not being asked to take action. The purpose of this item was to provide the Facilities Committee a list of surplus properties that was requested during the September 4, 2014 meeting.

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Ms. Cannon stated Mr. Moorefield suggested the Facilities Committee review the list of surplus properties and discuss scheduling a public auction because the list is lengthy.

Mr. Moorefield reviewed the background information and recommendation as recorded above. Mr. Moorefield stated the surplus property list includes properties that have been on the list for years. Mr. Moorefield further stated there was a public auction in 2007 which was successful and he feels another auction needs to be held. Mr. Moorefield stated he plans to bring the list back to the Facilities Committee in the spring of 2015 after he is able to identify which parcels can be auctioned off and will ask the board to approve a public auction.

No action taken.

**5. UPDATE ON PROPERTY LOCATED AT 800 OLD WILMINGTON ROAD**

**BACKGROUND:**

At the September 4, 2014 Facilities Committee meeting, the committee was made aware of a property that the County owns at 800 Old Wilmington Road. The property contains a building that was constructed as a mental health group home facility and is still being currently operated as such by RHA Management Services. RHA Management Services indicated to County staff that they were interested in purchasing the property. The Facilities Committee voted unanimously to direct staff to have the property appraised and move forward with the sale of the property. The full Board of Commissioners approved this action at their September 15, 2014 meeting.

County staff received an appraisal from Holmes Appraisal Service stating that the subject property had a market value of \$215,000. RHA Management has received a copy of the appraisal and has indicated that they have no issues with moving forward with purchasing the property at the appraised price. However, they would like to complete a phase one environmental survey as well as a title search in order to obtain a title policy prior to purchasing the property. Due to the time it takes to complete these actions, the proposal at this time is to bring a month to month lease at a fair market rate for a term not to exceed four months to the Board of Commissioners for consideration at their October 6, 2014 meeting. This will allow time for the lease to be advertised as required by General Statute so that the Board of Commissioners can approve the lease at their October 20, 2014 meeting. The purpose of the lease is to provide the occupant sufficient time to complete their due diligence to either make an offer to purchase or vacate the property.

**RECOMMENDATION/PROPOSED ACTION:**

The Facilities Committee is not being asked to take action. The purpose of this item was to provide the Committee an update as to what actions have taken place since the September meeting.

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Mr. Brown reviewed the background information and recommendation as recorded above and responded to questions.

No action taken.

**6. UPDATE ON VANDER SEWER EXTENSION PROJECT**

**BACKGROUND:**

On October 6, 2011, Cumberland County was awarded a grant from The Golden LEAF Foundation in the amount of \$469,218 for the extension of a sanitary sewer line into the Vander community with the ability to serve civic organizations as well as businesses. The initial completion date for this project was to be October 6, 2012. However, due to the fact that the route was changed in order to serve a greater population, the completion date for the project was extended to April 2014 and further extended until October 2014. An inter-local agreement was executed between PWC, the City of Fayetteville, and Cumberland County in August 2012 where PWC agreed to participate in the cost of the

project since the relocation of the line would increase their future service area. While PWC initially agreed to fund all additional cost up to one million for the entire project, the PWC Commission voted on September 11, 2013 to increase their contribution to \$1.2 million in addition to the grant to cover the increased cost of the project.

Bids were received on September 5, 2013 and the Board of Commissioners awarded a contract to Utilities Plus, Inc. on September 16, 2013 in the amount of \$1,258,638.93. The Notice to Proceed for this project was issued on October 16, 2013. At this point in time, the entire sewer extension has been installed and it is expected that the contract should be closed out within the next 30 days. The County has currently received \$375,374 (80% of the grant) in reimbursement from the Golden Leaf Foundation. Upon completion of the project, the County will be able to submit a final grant reimbursement request for the remaining 20% as well getting reimbursement from PWC for their portion of the project.

**RECOMMENDATION/PROPOSED ACTION:**

The Facilities Committee is not being asked to take action. The purpose of this item was to provide the Committee an update on the project.

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Mr. Brown reviewed the background information and recommendation as recorded above. Mr. Brown stated he just wanted to make the Facilities Committee aware the Vander Sewer Extension Project is nearing completion.

No action taken.

**7. OTHER ITEMS OF BUSINESS**

Ms. Cannon stated she asked Mr. Brown to update the committee on the roof assessment process. Mr. Brown stated there were seven submittals from the RFQ process and the top four firms have been interviewed. Mr. Brown stated Fleming & Associates; a local firm has been selected to provide the roof assessments as well as the building envelope assessments. Mr. Brown stated this item would go straight to the full board at the October 20<sup>th</sup> BOC meeting.

**MEETING ADJOURNED AT 9:26 AM.**