

CUMBERLAND COUNTY FACILITIES COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
OCTOBER 1, 2015 - 8:30 A.M.  
MINUTES

MEMBERS PRESENT: Commissioner Jimmy Keefe  
Commissioner Larry Lancaster

MEMBERS ABSENT: Commissioner Glenn Adams

OTHERS PRESENT: Amy Cannon, County Manager  
James Lawson, Deputy County Manager  
Tracy Jackson, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Rick Moorefield, County Attorney  
Vicki Evans, Finance Director  
Deborah Shaw, Finance Accountant  
Thelma Matthews, County Finance  
Jeffery Brown, Engineering & Infrastructure Director  
Sarah Hallock, Communicare  
Candice White, Clerk to the Board  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Jimmy Keefe called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 3, 2015 REGULAR MEETING

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

2. REVIEW OF DELI FRANCHISE REQUEST FOR PROPOSAL (RFP)  
PROCESS AND TIMELINE

BACKGROUND:

Staff was previously instructed by the Facilities Committee to prepare a Request for Proposal (RFP) to solicit submissions for a franchise to provide deli and snack bar services at the Courthouse and the DSS Building.

Limitations for prospective franchisees include the absence of a vented cooking hood at both locations. This will require any cooking equipment to have an approved built-in filtration system with fire suppression capabilities. The restricted hours of operation also

serve as a potential limitation (i.e., Monday-Friday, 7:30 a.m. to 3:00 p.m., excluding weekends and County holidays). The current franchisee owns all non-fixed appliances and kitchen equipment at both locations and also the dining room furnishings at the Courthouse location.

Requirements include:

- Must maintain a Grade A Health Inspection Rating
- Must pay a percentage of monthly earnings or a minimum of \$500 whichever is greater
- Must maintain a point-of-sale system and accept credit and debit cards
- Proof of insurance

Evaluation criteria include:

- Five (5) years of deli/restaurant experience
- Evidence of stable financial position
- Acceptable menu and pricing
- Adequate references

#### RECOMMENDATION

Approval to move forward with an RFP process for a deli and snack bar franchise.

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Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above. Mr. Jackson reviewed the projected timeline below for the Cumberland County Deli and Snack Bar – Request for Proposals:

Facilities Committee Meeting	October 1, 2015
Advertise RFP in Paper & Internet for 15 Business Days	October 7, 2015
Deadline for Proposals	October 23, 2015
Review Proposals	October 23, 2015
Present Recommendation to Facilities Committee	November 5, 2015
Present Recommendation to Board of Commissioners	November 16, 2015
Expiration of Contract Extension with Mr. Jae Yi	December 31, 2015

Commissioner Keefe asked how the figures were verified. Ms. Cannon, County Manager, stated Tammy Gillis, Internal Auditor, has done two internal audits in the past year to review the sales information and cash register tapes. Melissa Cardinali, Assistant County Manager, stated Ms. Gillis verifies the information by looking at receipts printed from the cash register and compares with the information submitted to the County Finance Department to make sure there are no discrepancies. Commissioner Keefe stated he feels the verification process could be improved.

Commissioner Keefe stated he feels the space in the Courthouse is worth more than \$500 a month to the County. Commissioner Keefe further stated he feels the RFP process should be done every few years to give other businesses an opportunity to utilize the

space. Ms. Cannon stated she feels the Deli is used and provides a service to many citizens using the Courthouse.

MOTION: Commissioner Keefe moved to recommend to the full board approval of the RFP process for a deli and snack bar franchise.

SECOND: Commissioner Lancaster

VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF A RESOLUTION FOR THE APPROVAL OF THE FINAL PLANS AND SPECIFICATIONS FOR THE OVERHILLS PARK WATER & SEWER PROJECT

BACKGROUND:

The Public Utilities Division of the Engineering & Infrastructure Department received notification from the United States Department of Agriculture – Rural Development (USDA-RD) of their intent to fund the installation of sewer within the Overhills Park Water & Sewer District on August 8, 2014. The project funding consists of a loan in the amount of \$819,000, a grant in the amount of \$2,503,000 and a County contribution of \$50,700 for a total project cost of \$3,372,700. Recently USDA-RD notified the Public Utilities Division that the plans and specifications have been reviewed and prior to providing written authorization to bid the project, the Overhills Park Water and Sewer District must submit, in accordance with the Water and Wastewater Docket (WWD) Processing Checklist, a signed resolution providing approval of the final plans and specifications in order to move forward with this project.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee approve the resolution and place it on the agendas of the October 19, 2015 Board of Commissioners and Overhills Park Governing Board meetings for approval.

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Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above. Mr. Brown stated this project will provide sewer to a community without a sanitary sewer system in the Overhills Park Subdivision. Mr. Brown stated 75% of the cost of the project is grant money and 25% of the cost of the project is a loan that will be paid back over a 40 year term with a low interest rate. Mr. Brown further stated the availability fee has not been set yet but should be between \$12-\$14 and that cost will go towards the payment of the loan.

Mr. Brown explained the USDA has approved the plans but needs a resolution by the governing board that the board is in agreement with the plans. Mr. Brown further explained once the resolution is approved and sent back to the USDA the County will be able to bid the project.

MOTION: Commissioner Lancaster moved to recommend to the full board approval of the resolution for the approval of the final plans and specifications for the Overhills Park Water and Sewer Project.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

#### 4. A) APPROVAL OF LEASE AGREEMENTS: MID-CAROLINA COUNCIL OF GOVERNMENT

##### BACKGROUND:

The Mid-Carolina Council of Governments, a quasi-governmental regional agency serving Cumberland, Harnett and Sampson Counties and the municipalities contained therein, wishes to enter into a lease agreement with Cumberland County for 4,070 square feet of executive office space located in the Cumberland County Historic Courthouse, 130 Gillespie Street in Fayetteville. This agreement will take the place of a prior lease that was in need of an update. The rent shall be at an annual rate of \$8,000 the first year (fiscal year 2016); \$12,210 the second year (fiscal year 2017); \$16,280 the third year (fiscal year 2018) \$20,350 the fourth year (fiscal year 2019); and \$24,420 the fifth year (fiscal year 2020). Mid-Carolina Council of Governments provides transportation, planning and other services such as administering the Area Agency on Aging which provides various programs and advocacy for those sixty (60) years of age and older in our region.

##### RECOMMENDATION/PROPOSED ACTION:

Staff recommends approval of the proposed lease agreement.

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Mr. Jackson reviewed the background information and recommendation as recorded above. Mr. Jackson stated the proposed lease will be for five (5) years and the rent amount will escalate.

Commissioner Keefe stated he feels he has not been briefed on the services that the Mid-Carolina Council of Government provides and would like to see a presentation. Commissioner Keefe further stated he does not know if this is the best utilization of the space in the Historic Courthouse. Commissioner Keefe stated he is not prepared to make a motion to support this item at this time.

Ms. Cannon stated she feels the Mid-Carolina Council of Government provides a valuable service to the elderly in the community. Ms. Cannon stated she will have a discussion with the Mid-Carolina Council of Government and will invite them to the next Facilities Committee meeting to provide a report regarding services.

MOTION: Commissioner Lancaster moved to delay recommendation of the Mid-Carolina Council of Government lease until the November Facilities Committee meeting.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

#### 4. B) APPROVAL OF LEASE AGREEMENTS: COMMUNICARE

##### BACKGROUND:

Communicare, a local not-for-profit agency that assists people in overcoming mental health problems, substance abuse/chemical dependency, and the trauma of sexual victimization and abuse, wishes to enter into a lease agreement with Cumberland County for 13,994 square feet of office space located at 109 Bradford Avenue in Fayetteville. This agreement contains terms that mirror the prior agreement between Communicare and Cumberland County and will take the place of that agreement which will expire October 31, 2015. The agreement also continues to recognize the in-kind services that Communicare provides to the County. The rent is proposed at an annual rate of \$41,308 and will be for a three-year term.

##### RECOMMENDATION/PROPOSED ACTION:

Staff recommends approval of the proposed lease agreement.

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Mr. Jackson reviewed the background information and recommendation as recorded above. Commissioner Keefe asked Mr. Brown to provide utility bill information for this location.

MOTION: Commissioner Lancaster moved to recommend to the full board approval of the proposed lease agreement with Communicare, Inc.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

#### 5. OTHER ITEMS OF BUSINESS

Commissioner Keefe asked the status of the Wade Byrd Building in the Courthouse parking lot. Mr. Moorefield stated it is an ongoing matter and he does not know how long it will take to resolve. Ms. Cannon stated a decision will need to be made soon regarding the direction of the building.

MEETING ADJOURNED AT 9:09 AM.