

CUMBERLAND COUNTY FACILITIES COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
JANUARY 7, 2016 - 8:30 A.M.  
MINUTES

MEMBERS PRESENT: Commissioner Glenn Adams  
Commissioner Jimmy Keefe  
Commissioner Kenneth Edge

MEMBERS ABSENT: Commissioner Charles Evans

COMMISSIONERS PRESENT: Commissioner Larry Lancaster  
Commissioner Marshall Faircloth

OTHERS PRESENT: Amy Cannon, County Manager  
Tracy Jackson, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Sally Shutt, Governmental Affairs Officer  
Rick Moorefield, County Attorney  
Vicki Evans, Finance Director  
Jeffery Brown, Engineering & Infrastructure Director  
Terri Robertson, Board of Elections Director  
Brenda Jackson, Department of Social Services Director  
Andy Rind, Employment Source Inc.  
Jim Richter, Employment Source Inc.  
Candice White, Clerk to the Board  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Glenn Adams called the meeting to order.

1. ELECTION OF CHAIRMAN

MOTION: Commissioner Keefe moved to appoint Commissioner Adams as  
Chairman of the Facilities Committee.

SECOND: Commissioner Edge

VOTE: UNANIMOUS (3-0)

2. APPROVAL OF MINUTES – NOVEMBER 5, 2015 FACILITIES  
COMMITTEE MEETING

MOTION: Commissioner Keefe moved to approve the minutes.

SECOND: Commissioner Adams  
VOTE: UNANIMOUS (3-0)

### 3. CONSIDERATION OF AMES STREET PROPERTY ISSUES

#### A. REQUEST FROM EMPLOYMENT SOURCE, INC. TO PERFORM CAPITAL IMPROVEMENTS ON LEASED PROPERTY

##### BACKGROUND:

Employment Source, Inc. is a 501(c)(3) nonprofit organization that leases property owned by Cumberland County located at 600 Ames Street. This property consists of multiple buildings located on a 12.96 acre tract. This organization provides employment, training, habilitation, and support services to individuals with disabilities. Employment Source, Inc. entered into a ten year lease with Cumberland County in April of 2012. A condition of the lease requires Employment Source, Inc. to notify the County Manager of any proposed alterations or improvements in which the County Manager shall approve in writing prior to the work commencing. Employment Source, Inc. is responsible for the entire cost of any improvements or alternations to the property.

On December 17, 2015, the Engineering and Infrastructure Director received a written request from representatives of Employment Source, Inc. with a list of proposed improvements that they would like the County's permission to complete. This list has been reviewed by Engineering and Infrastructure staff and they feel that the proposed improvements/alterations will have no negative impact on the property.

The list provided by Employment Source, Inc. includes the following proposed improvements/alterations:

- Fence line clearing – entire property
  - Remove all vegetation growing in fence lines
    - This will involve both manual and chemical removal. The General Manager of the Fort Bragg Ground Service Team is licensed as a certified pesticide applicator.
    - Chemicals will not be applied where drainage could enter the creek.
  - Remove trees within 3-10 feet of the fence line, where the main trunk of the tree has either grown over or fallen over the fence.
  - Trim all tree limbs that have grown over the fence line.
- Erosion at creek area
  - Once fence line is cleared, check closely for erosion creeping to fence line.
  - Build small swale from black top at rear parking lot to fence line (approximately 4') and place rip rap to help drain run off from lot to creek.
    - NOTE: Other erosion methods may be necessary if major issues are found.
- Back area by barn
  - Large sink holes to be filled in and leveled.

- Would like permission to remove the barn, as it is in poor shape and unsafe. The block is cracking and the foundation is unsafe.
- Tennis court inside fence to be removed
- Left back area at Training Center
  - Thin out/remove trees to open area up (for visibility/safety concerns)
- Parking lot
  - Would like permission to repair the parking lot area. The concrete has significantly cracked and poses a safety hazard to employees and visitors. Would like to remove the broken concrete and replace with asphalt.
  - Would like to replace the broken concrete with asphalt.

**RECOMMENDATION/PROPOSED ACTION:**

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve Employment Source, Inc. to move forward with the proposed improvements/alterations requested.

\*\*\*\*\*

Jeffery Brown, County Engineer, reviewed the background information and recommendation as recorded above. Mr. Brown discussed the summary of the Employment Source, Inc. lease agreement:

- Effective lease date is April 1, 2012
- Lease rate \$1/year
- 10 year lease agreement
- 24 month termination clause by either party
- Lessee responsible for all utilities
- Lessee responsible for the cost of all maintenance and any proposed improvements or alterations
- Lessee shall receive permission prior to making changes

Andy Rind, Employment Source, Inc. stated Employment Source, Inc. is a nonprofit agency that serves over 17,000 individuals with disabilities annually across the regional sites. Mr. Rind further stated Employment Source, Inc. has experienced significant growth over the last three years. Mr. Rind stated Employment Source, Inc. not only serves individuals with disabilities they also employ individuals with disabilities. Mr. Rind stated Employment Source, Inc. has partnered with Cumberland County since 2001 and since that time Employment Source, Inc. has done \$157,000 worth of investments and improvements at 600 Ames Street.

Mr. Richter stated the total cost of the proposed improvements to 600 Ames Street would be about \$75,000. Mr. Rind stated the primary request is for ground improvement, erosion control and to enhance the parking lot and pedestrian walkways. Mr. Richter discussed the following proposed ground improvements:

- Fence line clearing
- Erosion along creek area
- Back area and demolition of barn
- Tennis court: fence to be removed

- Tree and limb removal along the fence line

Mr. Richter discussed the following proposed accessibility improvements:

- 530 cubic yards of concrete demolition/removal
- 660 tons of ABC stone at a depth of 4 inches
- 2961 square yards of grading improvements
- 345 tons of 9.5a asphalt paving at depth of 2 inches
- 1135 linear feet of striping to include (stop bar for wheelchair accessible para-transit drop off);
- 3 directional arrows; 7 handicap symbols; 1 No Parking stencil

Commissioner Edge stated he would like the County Engineer to oversee the proposed improvements along with the demolition of structure. Mr. Brown stated he would be involved to make sure the project goes smoothly.

**MOTION:** Commissioner Edge moved to recommend to the full board approval for Employment Source, Inc. to move forward with the proposed improvements/alterations outlined in their written request and direct the County Engineer to oversee the project.

**SECOND:** Commissioner Keefe

**VOTE:** UNANIMOUS (3-0)

### 3. CONSIDERATION OF AMES STREET PROPERTY ISSUES

#### B. REQUEST FROM CITY OF FAYETTEVILLE FOR A PORTION OF THE AMES STREET PROPERTY FOR THE SENIOR/AQUATICS CENTER

**BACKGROUND:**

Fayetteville-Cumberland Parks & Recreation is in the process of developing future plans for a proposed aquatics center and senior center. Property owned by Cumberland County and located on Ames Street has been identified as a potential site for this project. This property is the site of Employment Source, Inc. and a portion of the property is needed for the proposed project. Parks & Recreation would like to present information to the Facilities Committee about the proposed project and determine how feasible it will be to move the project forward if a bond package is approved by voters in coming months.

**RECOMMENDATION/PROPOSED ACTION:**

The Facilities Committee is being asked to provide guidance about the use of this site for the proposed aquatics/senior center and provide direction in handling the request.

\*\*\*\*\*

Ms. Cannon stated the proposed aquatics center has been removed from the bond package at this time. Ms. Cannon stated at this time Mr. Gibson could not rule out the fact that the

Parks and Recreation Department may come back at a later date and have interest in this property. Ms. Cannon stated at this time the request is off the table.

No action taken. For information only.

4. DISCUSSION REGARDING LEASE RATES BETWEEN GOVERNMENTAL BODIES

BACKGROUND:

Commissioner Jimmy Keefe requested that County staff provide a spreadsheet showing all leases with outside agencies and the specifics associated with each of these lease agreements. Commissioner Keefe also requested that any agency that is utilizing space within County owned property without a valid lease to be included on the spreadsheet as well. Staff will give an overview of the information and field questions.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is not being asked to take action. The purpose of this item is to provide the Committee an overview of leases that the County currently has with outside agencies for the use of space within County facilities.

\*\*\*\*\*

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above.

Commissioner Keefe stated he requested information on all leases with outside agencies and the specifics of the agreements because he feels the lease rates are not consistent. Questions and discussion followed.

Commissioner Keefe stated he feels when a reduction in rent is given that amount should be considered towards the contribution to the non-profit or state agency because there is a value to reduced rent. Commissioner Keefe stated he would like to get additional information regarding the breakdown of the space occupied in each building and the actual utilities used. Commissioner Keefe further stated there is a value to janitorial services and staff and he would like those details provided. Commissioner Keefe stated salary and benefits of county supplied janitorial staff needs to be included.

Ms. Cannon stated the budget staff can work with Mr. Brown to get this information back to the Facilities Committee. Commissioner Keefe stated he would like to see this information back to the Facilities Committee within the next sixty days.

No action taken.

5. REVIEW OF NEW VENUE AND PROCEDURES FOR ELECTION RETURNS

**BACKGROUND:**

The Cumberland County Board of Elections voted on December 10, 2015 to no longer rent a banquet room at the Ramada Plaza and Bordeaux Convention Center for people to gather to watch election night returns. The facility use charge for each election was approximately \$500 - \$750 depending on the type of election.

For the March 15, 2016 primary, the Board of Elections will use the conference rooms at the Department of Social Services, 1225 Ramsey Street. The four conference rooms will be opened into one large meeting room. Election results will be projected onto the two large screens once the polls close at 7:30 p.m.

Moving the event to a County facility will not incur rent, but will require the following County staff to work at the venue:

- Three Public Information Office employees
- One DSS Information Services employee
- Sheriff's Office deputies for security

The Board of Elections has been notified of the plan and concurs with the use of the DSS facility for candidates, their supporters and the media to gather to view election returns.

**RECOMMENDATION/PROPOSED ACTION:**

Review is provided for information purposes only.

\*\*\*\*\*

Terri Robertson, Board of Elections Director, reviewed the background information and recommendation as recorded above. Ms. Robertson stated it is not mandated by law to hold the election results at a facility but it is good public service. Ms. Robertson further stated the Board of Elections office does not have enough space to hold the results there.

No action taken.

**6. CONSIDERATION OF REQUEST TO LEASE PRIVATE PROPERTY  
LOCATED AT 727 MCGILVERY STREET**

**BACKGROUND:**

The fiscal year 2015-16 budget included funding to lease property to use as a Family Visitation Center for the purpose of creating a family-friendly setting for children in foster care. Due to the increased number of children in foster care DSS is unable to accommodate the court ordered visits within the building's limited visitation space. All available county owned property was evaluated and it was determined none was suitable for this purpose. Private property has been located at 727 McGilvary Street. This location is the former site of the Kidsville Newspaper and has a family friendly

atmosphere. The site will be staffed with employees of the Cumberland County Department of Social Services.

**RECOMMENDATION/PROPOSED ACTION:**

The McGilvary Street site will provide a private, more family like setting for foster children to have court ordered visits with their parents. We respectfully request your approval to enter into a lease agreement with Malzone Marketing, Inc. in the amount of \$1,500 a month. The lease has been reviewed by County Legal.

\*\*\*\*\*

Brenda Jackson, Department of Social Services Director, stated there are currently 916 children in foster care and those children are required to have court-ordered visitation with relatives (parents, grandparents, etc.). Ms. Jackson stated the Department of Social Services currently has four family visitation spaces at the Ramsey Street location but they have outgrown that space.

Commissioner Adams stated since this lease is only for one year what is going to happen after the year. Ms. Jackson stated her hope is to renew the lease each year. Commissioner Adams asked if there would be any upfront costs. Ms. Jackson stated they may need tables and chairs but they would try to get that from surplus and other county departments. Ms. Jackson stated they are really working on permanency efforts and she hopes to see a decrease in the number of children in foster care.

Commissioner Lancaster asked if the school system was involved and stated Tim Kinlaw may be a good resource to check on available vacant space in the school system. Commissioner Edge agreed. The consensus of the Facilities Committee was for this item to come back to the next Facilities Committee meeting so Ms. Jackson could check with the school system and any other options regarding the needed space. Ms. Jackson stated location and proximity to the courthouse area and the bus line is very important when considering a location along with a safe and suitable space for children.

**7. OTHER ITEMS OF BUSINESS**

Ms. Cannon stated Tracy Jackson would like to give a brief update on the 911 Co-Location Study with the City of Fayetteville. Mr. Jackson stated in the spring of 2015 RFP's were solicited and a consultant was chosen. Mr. Jackson further stated the lead consultant started work in August 2015. Mr. Jackson stated a final report and recommendation to the City of Fayetteville and Cumberland County is anticipated in February 2016. Mr. Jackson explained the study consists of six key tasks: facility needs assessment, technology and equipment assessment, operations and staffing assessment, financial feasibility study, governance and location. Mr. Jackson stated the cost of the study is \$89,683 which is being shared between Cumberland County and the City of Fayetteville.

No action taken.

MEETING ADJOURNED AT 9:24 AM.