

Regular Session, January 19, 2016, 7:00 p.m.
Catawba County Board of Commissioners

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The Catawba County Board of Commissioners met in regular session on Tuesday, January 19, 2016, at 7:00 p.m. in the Robert E. Hibbits Meeting Room of the 1924 Courthouse, 30 North College Avenue, Newton, North Carolina.

Present were Chair Randy Isenhower, Vice-Chair Barbara G. Beatty and Commissioners Katherine W. Barnes, Sherry E. Butler and Dan A. Hunsucker.

Also present were County Manager J. Thomas Lundy, Assistant County Managers Dewey Harris and Mary Furtado, County Attorney Debra Bechtel, Assistant County Attorney Jodi Stewart and County Clerk Barbara Morris.

1. Chair Randy Isenhower called the meeting to order at 7:00 p.m., noting a quorum was present.
2. Commissioner Sherry E. Butler led the Pledge of Allegiance to the Flag.
3. Commissioner Katherine W. Barnes offered the invocation.

4. Commissioner Hunsucker made a motion to approve the minutes from the Board's Regular Meeting and Closed Session of December 7, 2015. The motion carried unanimously.
5. Recognition of Special Guests: Chair Isenhower welcomed everyone present and thanked them for their interest in the business of the County. He specifically recognized Boy Scout Alex Fisher who was attending to complete his communications badge and Don Robinson, Mayor of the Town of Catawba, and commissioner candidate Troy Sigman. Chair Isenhower also noted Commissioners Beatty and Hunsucker were running in the upcoming commissioner election.
6. Public Comments. None
7. Public Hearings:

Planner Chris Timberlake presented a request for the Board to hold a public hearing to receive citizen comments and approve a request to rezone 10.98 acres from R-30 Residential (minimum lot size of 30,000 square feet or 3/4th of an acre) to Planned Development for a mini-storage facility and also approve the applicant's request for high-density development which allows 50% built-upon area (5.48 acres of imperviousness) on the property, as the property is also within the WS-IV Watershed Critical Area which typically only allows 24% built-upon area (2.63 acres of imperviousness). The property is located at 6477 Highway 150 East in the Highway 150 Corridor Plan, is undeveloped and is in a medium density "general use" district. Predominant uses in this district include single-family homes and agriculture. The Planned Development district requires a minimum lot size of 80,000 square feet (2 acres) and is considered a "special district" and promotes master planning of larger developments. Parcels to the north and west are zoned R-30 residential and have single family homes. There are parcels to the north and south also zoned R-30 but undeveloped, as well as a parcel zoned HC Highway Commercial, which contains a non-residential use. Parcels to the east and south are zoned R-30 and is the location of the Wildlife Wood Campground.

The conceptual site plan depicts an office and 14 mini-warehouses, a permitted use in the Planned Development district. The property is located within the Mixed Use Corridor-Overlay (MUC-O) district. Both the Planned Development district and the MUC-O regulate additional aesthetics concerning façade treatment (brick, stone, stucco, etc.) facing public roadways; roof type (parapet or 3:12 or greater); decorative fencing and landscaping.

As stated above, the property is also within the WS-IV Watershed Critical Area which allows 24% built-upon area (2.63 acres of imperviousness). The approved high-density development requires the developer to engineer and construct stormwater control structures (bioretention basin, filtration basin, swale, dry/wet detention basin). Other non-residential development regulations provided in the Unified Development Ordinance address site lighting, parcel perimeter landscaping, parking, access, and other land development issues. Public water and sewer are available to the site. The applicant intends to connect to both.

NC Highway 150 is designated as a minor arterial transportation facility in the Catawba County Thoroughfare Plan. Traffic counts taken in 2013 east and west of the site each measured 9,400 and 12,000 average trips per day, respectively. The roadway is currently designed to accommodate approximately 12,000-15,000 vehicles per day. According to the Institute of Transportation Engineers, the proposed development would generate approximately 23 vehicle trips per day. Development of the property will not overburden the existing roadway. The widening of NC Highway 150 to a divided four-lane facility is currently in the planning and design phase. Right-of-way acquisition is scheduled to begin in 2025. The Highway 150 Corridor Plan, accepted on September 8, 2014, serves as the current land use plan for this area and depicts the property as being located in an area recommended for mixed use, commercial, and/or multi-family development.

Staff recommended the 10.98 acres be rezoned from R-30 Residential to Planned Development district based upon the property's proximity to other commercially zoned properties located east and west on NC Highway 150 and the request being consistent with the accepted Highway 150 Corridor Plan future land use recommendations.

The Planning Board held a public hearing on November 30, 2015, to consider the request. Dan Brewer with ESP Associates spoke on behalf of the applicant. The public did not express opposition to or approval of the request at the meeting. The Planning Board asked if the applicant was aware of future plans to widen NC Highway 150 and if there were lighting standards within the County's Unified Development Ordinance. Although the site plan depicted a 30 foot right-of-way reservation, there was concern that the facility should be moved further from the existing roadway. Since the Planning Board public hearing, the North Carolina Department of Transportation has reviewed the plan and the applicant has revised the plan by moving the building back on the property to provide a 115 foot right-of-way reservation.

The Planning Board voted 9-0 to submit a favorable recommendation to the Board of Commissioners to rezone the 10.98 acres from R-30 Residential to Planned Development (PD) for a mini-storage facility based upon the submission of a revised conceptual plan addressing visibility/setbacks from NC Highway 150, the property's proximity to other commercially zoned properties located east and west on NC Highway 150, and the request being consistent with the accepted Highway 150 Corridor Plan, future land use recommendations.

After discussion by the Board, Chair Isenhower opened the public hearing. A representative of the applicant spoke in favor of the project during the public hearing and answered questions regarding the façade of the building, setbacks surrounding the facility and the location of boat storage. Chair Isenhower closed the public hearing. Commissioner Butler made a motion to approve a request to rezone 10.98 acres from R-30 Residential (minimum lot size of 30,000 square feet or 3/4th of an acre) to Planned Development for a mini-storage facility and also approve the applicant's request for high-density development as well as adopt the consistency statement. The motion carried unanimously. The following ordinance and consistency statement applies:

ZONING MAP AMENDMENT CONSISTENCY STATEMENT

On January 19, 2016 the Catawba County Board of Commissioners conducted a public hearing for the purpose of considering a zoning map amendment to PIN 3696-07-58-0239 (Case #RZ2015-08). The applicant is Bryan Lloyd. The property owner is Penny Reitzel Morris.

Upon considering the matter, the Catawba County Board of Commissioners finds the request to be consistent with the land use recommendations illustrated on Map 6 titled "Future Land Use and Economic Opportunity" of the Highway 150 Corridor Plan and reasonable for rezoning based upon:

- 1) Submittal of a revised conceptual plan addressing visibility/setbacks from NC Highway 150;
- 2) The property's proximity to other commercially zoned properties located east and west on NC Highway 150; and
- 3) The request being consistent with the accepted Highway 150 Corridor Plan, future land use recommendations.

The Catawba County Board of Commissioners therefore approves the zoning map amendment. This approval was affirmed by a vote of ____ - ____ of the Catawba County Board of Commissioners.

Ordinance No. 2016-_____

AMENDMENT TO THE CATAWBA COUNTY ZONING MAP

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS, that the Catawba County Official Zoning Atlas is hereby amended by rezoning the following described property from R-30 Residential to PD Planned Development District (RZ2015-08).

One parcel totaling approximately 10.98 acres located at 6477 East NC 150 Highway in the Highway 150 Corridor Planning District, Mountain Creek Township, and further identified by Parcel Identification Number 3696-07-58-0239.

PLAN CONSISTENCY STATEMENT:

Pursuant to NCGS 153A-341, the Catawba County Board of Commissioners finds the request to be consistent with Map titled "Future Land Use and Economic Development" of the Highway 150 Corridor Plan depicting the property as being located in an area recommended for mixed use, commercial, and/or multi-family development. The Catawba County Board of Commissioners finds the rezoning request to be consistent with the corridor plan and reasonable for rezoning based upon:

- 4) Submittal of a revised conceptual plan addressing visibility/setbacks from NC Highway 150;
- 5) The property's proximity to other commercially zoned properties located east and west on NC Highway 150; and
- 6) The request being consistent with the accepted Highway 150 Corridor Plan, future land use recommendations.

This, the 19th day of January 2016.

8. Appointments.

Vice-Chair Beatty recommended the appointment of Henry Helton, Jr. for a first term on the Nursing and Rest Home Advisory Board. This initial term will expire January 18, 2017. This recommendation came in the form of a motion, which carried unanimously.

9. Consent Agenda:

County Manager J. Thomas Lundy presented the following four items on the consent agenda:

a. A request for the Board to approve two refund requests totaling \$12,787.55 that were made to the Tax Office. The records were checked and these refunds verified; therefore, the Tax Collector asked for approval of the refund requests. According to North Carolina General Statute 105-381, a Taxpayer who has paid his or her taxes may request a refund (in writing) for the amount that was paid through error. The following applies:

Carolina West Wireless – Hickory LLC (abstract # 2395424-2015-2015) filed property tax listing via paper form with our office in Catawba County which created a bill in the amount of \$22,807.05 which they paid. Then they determined that they were required to list with the state as a public service entity (Carolina West Wireless Inc.) which they did thus creating a double listing. The abstract #3019763-2015-2015 is currently due in the amount of \$10,327.31. We will be reapplying the initial payment of \$22,807.05 to this bill and refunding the difference of \$12,479.74 to Carolina West Wireless Inc.

This is in the City of Hickory.

CIT Finance LLC is requesting a refund for an asset listed in error. This asset was shipped to Mexico prior to January 1, 2015 and should not have been reported on their 2015 business personal property listing for 2015. Total refund: \$307.81.

This is in the City of Hickory

b. A request for the Board to approve the Alcoholic Beverage Control Board's Travel Policy. This policy has not been changed since its approval by the Board of Commissioners on February 16, 2010. The North Carolina Alcoholic Beverage Control Commission requires that the Catawba County ABC Board provide proof that its appointing authority has approved its travel policy on a yearly basis. This travel policy very closely mirrors that of the County.

c. A request for the Board to approve the designation of Map Review Officers. On July 17, 1997, the North Carolina General Assembly ratified SB 875 - Maps and Plats Law. This law required all counties to appoint Review Officers who would review each plat or map before it is recorded and certify that it

meets the statutory requirements for mapping. The law states that individuals have to be appointed by name, not by job title, so any time a change occurs in staffing, a new Review Officer has to be appointed, approved by resolution of the Board, and subsequently recorded in the Register of Deed's Office. The City of Hickory requested that Ross Zelenske be added to their list of approved Map Review Officers. The active list of Review Officers is:

Catawba County: Jacky M. Eubanks, Susan Ballbach, Chris Timberlake and Lashana Marshburn
City of Hickory: Brian Frazier, Cal Overby, John Fumage, David Leonetti, Shamaury Myrick and Ross Zelenske
City of Newton: Alex S. Fulbright
City of Conover: Q. Lance Hight, and Cara C. (Chris) Reed
City of Claremont: Laurie Locicero and Elinor Hiltz
Town of Long View: David Epley, and Charles T. Mullis
Town of Maiden: Travis Ramsey
Town of Catawba: Elinor Hiltz
Town of Brookford: Marshall Eckard

The following resolution applies:

RESOLUTION #2016-_____
APPOINTMENT OF MAP REVIEW OFFICERS

WHEREAS, S.L. 1997-309 (SB875) made a number of significant changes in the procedures for recording maps and plats; and

WHEREAS, the main purpose of the law was to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

WHEREAS, G.S. 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person or persons to serve as Review Officer to review each plat or map before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Catawba County Board of Commissioners to insure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording.

WHEREAS, the Catawba County Board of Commissioners on September 8, 2015 adopted Resolution #2015-14 which included names of individuals who were appointed as Review Officers for representative jurisdictions in Catawba County; and

WHEREAS, said Resolution was recorded in the Office of the Register of Deeds in Book 3307 Pages 0756-0758; and

WHEREAS, staffing changes have occurred in the City of Hickory, which necessitate an amendment to the approved list of Map Review Officers.

NOW THEREFORE, BE IT RESOLVED, that Ross Zelenske is hereby appointed to perform the responsibilities as required for Map Review Officer for the City of Hickory as indicated in accordance with the appropriate General Statutes; and

With the above change, the comprehensive list of Map Review Officers is as follows:

Catawba County: Jacky M. Eubanks, Susan Ballbach, Chris Timberlake and Lashana Marshburn
City of Hickory: Brian Frazier, Cal Overby, John Fumage, David Leonetti, Shamaury Myrick and Ross Zelenske
City of Newton: Alex S. Fulbright

City of Conover: Q. Lance Hight, and Cara C. (Chris) Reed
City of Claremont: Laurie Locicero and Elinor Hiltz
Town of Long View: David Epley, and Charles T. Mullis
Town of Maiden: Travis Ramsey
Town of Catawba: Elinor Hiltz
Town of Brookford: Marshall Eckard

AND BE IT FURTHER RESOLVED that a copy of this Resolution designating the Review Officer be recorded in the Catawba County Register of Deed's Office and indexed in the names of the Review Officers.

Adopted this the _____ day of _____, 20_____.

d. A request for the Board to grant an easement to the City of Hickory for a new sewer line. The City of Hickory is planning to run a force main sewer which necessitates an approximate 15 foot expansion of an existing easement located on County property. The existing sewer is outdated and a new sewer line is needed to improve service. County staff reviewed the location and determined there will not be any impact on possible future expansion at the site given the terrain and proximity to a stream. For engineering reasons, a tap is not possible at this location. However, Hickory has agreed to provide the County with one free 6-inch sanitary sewer service connection for use at any location in the City's Collection System.

Chair Isenhower asked if any commissioner wished an item to be broken out of the consent agenda and none was requested. Commissioner Barnes made a motion to approve the consent agenda. The motion carried unanimously.

10. Departmental Reports.

A. Hickory Public Schools.

County Manager Lundy presented a request from Hickory Public Schools to transfer \$60,000 in funds remaining in the Longview Elementary School project to a new project to construct a Professional Development Lab for teachers and staff in the media center of the old Longview Elementary School. This space will allow the District to bring in large groups (250 people) for training and meetings. The District used to have professional development space in the old Grandview Middle (Annex) but that building was torn down to build the new Longview Elementary School. With no space to accommodate large groups, trainings and meetings are currently performed in multiple small groups (40-50 people at a time) at individual schools or the District offices. If trainings are held in school media centers, student schedules generally have to be altered as a result.

The old Longview Elementary School building and grounds are still being used by the district's Facilities/Maintenance Department but the media center is vacant. Hickory Public Schools administration sees the Professional Development Lab as the highest and best use of available funds and space. Expected costs of the project are: flooring, \$12,969; lighting, \$4,115; painting, \$10,042; furniture, \$8,177; technology, \$15,797; signage, \$2000; ceiling tiles, \$1,500; paint material, \$400, and contingency, \$5000. Commissioner Hunsucker made a motion to approve the transfer of these funds. The motion carried unanimously.

The following applies:

<u>Transfer of Appropriation:</u>		
423-740100-865200-32106-2-01	Hickory– Longview Elementary School	(\$60,000)
423-740050-995420-30050-9-02	Transfer to Schools Capital Projects	\$60,000
420-750100-865200-32106-3-07	Longview Renovations	\$60,000
420-750100-695423	From Schools Construction	\$60,000

B. Newton-Conover City Schools.

1. Dr. David Stegall, Superintendent of Newton-Conover Schools, presented a request from Newton-Conover City Schools for \$894,400 in additional funding for the Newton-Conover High School (NCHS)

Bleacher project, funded by decreasing the planned renovations project for Conover School. The budget includes \$1.5 million to replace the football bleachers at NCHS. Bids have been received for the project and the lowest bid is \$760,000 higher than the budgeted amount before allowing for recommended contingency of 4% (\$90,000) or architect fees of \$50,000 already incurred. The budget was based on Catawba County Schools experience replacing bleachers but that project was completed three years ago and construction prices have increased. Additional work required for ADA compliance, repair work to the track, a leaking drainage pipe, and retainage/erosion control underneath the bleachers have all contributed to the higher cost as well.

This year began a new four-year funding cycle for schools construction. The plan includes \$9.5 million for Newton-Conover City Schools. The school system requested that the \$900,000 needed for the bleacher project be taken from \$4 million originally planned for Conover School renovations in Fiscal Year 2016/17 and for that project to be scaled back to \$3.1 million. Newton-Conover City Schools will ask the boosters club to fund seat backs rather than taking this \$5,600 expense from the project budget, making the total needed from the Conover School project \$894,400. Commissioner Butler confirmed that much of the added cost was due to ADA requirements for numerous additional bathrooms. Commissioner Barnes made a motion to approve the additional funding for the bleacher project, funded by decreasing the planned renovation project for Conover Schools. The motion carried unanimously.

The following applies:

Supplemental Appropriation:

423-740050-690450	Proceeds – Installment Purchase	\$894,400
423-740100-864200-33102-3-17	NCHS Bleachers	\$894,400

2. Dr. Stegall presented a request from Newton-Conover City Schools for a letter of intent for funding in the Fiscal Year 2016/17 budget to complete roofing at North Newton Elementary School (\$1 million) and construction of a new entrance to the bus/staff parking lot at Conover School (\$3.1 million) prior to the beginning of the new school year. These projects are scheduled for funding (\$5 million) as part of the four-year school construction plan in the Fiscal Year 2016/17 budget and need to be completed during the summer while school is not in session. The work can't be accomplished if architectural renderings are not completed prior to students being out for summer vacation. Accordingly, Newton-Conover City Schools requested a letter of intent from the Board to fund these projects in the upcoming County budget. Newton-Conover City schools will up-front any costs incurred prior to July 1, 2016 and submit for reimbursement after the beginning of the fiscal year. Commissioner Butler made a motion to provide this letter of intent. The motion carried unanimously.

C. Public Health.

Public Health Director Doug Umland presented a request for the Board to accept a \$450,000 grant from the Duke Endowment, which has selected Catawba County Health Partners, the 501(c) 3 nonprofit community coalition operated and managed by Catawba County Public Health, to participate in the Healthy People Healthy Carolinas (HPHC) grant program and approved the creation of a short-term (3-year), grant-funded Community Health Coordinator position . This program will help Health Partners build capacity, implement transformative community change strategies, and improve population health outcomes in Catawba County. The program awarded Health Partners \$450,000 in total funding across calendar years 2016-2018, with \$150,000 provided annually. As a result, Catawba County Public Health proposed the creation of the short-term (3-year), grant-funded Community Health Coordinator position to coordinate and implement grant deliverables, including program implementation and reporting. This position and all associated program costs will be fully funded by the grant allocation. The fiscal agent is Catawba Valley Medical Center as the Duke Endowment requires a hospital to support local grant applications and act in such a capacity.

The Duke Endowment selected coalitions in five communities (Catawba, Chatham, Granville, Montgomery/Richmond, and Wilkes) to begin in 2016, with plans to expand the initiative to include up to 20 total communities by 2020 throughout the Carolinas.

The healthcare industry continues to undergo transformational change, placing emphasis on the need for communities to come together to find solutions for persistent and costly health conditions such as obesity and diabetes. As the U.S. transitions to a value-based healthcare system, communities working

collaboratively to improve population health are expected to have lower healthcare costs as well as better health outcomes and quality of life. The Duke Endowment recognizes that communities are rich with potential to solve local health problems, and HPHC will help equip Health Partners with the tools and support needed to achieve significant results.

The overall aim of the initiative is transformative improvement in population health. This initiative will not only drive improvement in outcomes but also enhance Health Partners' ability to build partnerships across the community and apply new approaches to optimize community health. Additionally, HPHC aims to affect the community itself by shifting attitudes and beliefs through data and knowledge to increase appreciation for the role of prevention and social determinants, enhance community systems, and increase coordination of related services and resources.

Health Partners will utilize this funding to support, develop and implement community health improvement strategies related to the county's health priorities, which will be finalized in February 2016 as part of the county's Community Health Assessment process. As a selected coalition, Health Partners will also become part of a peer learning and innovation collaboration and receive extensive technical assistance and resources from grant partners.

Currently, two Public Health positions (Community Outreach Manager and Community Health Analyst) support the work undertaken by Health Partners, its board, and its multiple community workgroups. The time dedicated to these activities does not currently equate to 1 FTE due to other responsibilities assigned to these positions. A Community Health Coordinator position is needed to ensure all grant deliverables are effectively and efficiently met, such as: forming and facilitating community work groups to select, implement, measure, and evaluate evidence-based community health improvement strategies addressing nutrition, physical activity, and/or chronic disease; developing and implementing related action plans and budgets; managing and reporting all programmatic and financial activities and outcomes, and attending all required meetings, conference calls, webinars and trainings.

Board members congratulated Mr. Umland on his staff's good relationship with the Duke Endowment. Vice-Chair Beatty made a motion to accept this grant and the creation of the requested position. The motion carried unanimously. The following applies:

Supplemental Appropriations:

110-580425-636415	Healthy People, Healthy Carolinas	\$150,000
110-580425-812100	Regular Wages	\$ 63,265
110-580425-821100	FICA	\$ 4,840
110-580425-822100	Retirement	\$ 4,270
110-580425-823100	Health	\$ 8,028
110-580425-823300	Dental	\$ 423
110-580425-823600	LTD	\$ 111
110-580425-825500	STD	\$ 91
110-580425-831005	Office Supplies	\$ 200
110-580425-831090	Other Miscellaneous Supplies	\$ 1,300
110-580425-841010	Travel	\$ 1,000
110-580425-841020	Education	\$ 2,000
110-580425-841030	Printing / Binding	\$ 2,000
110-580425-841505	Telephone	\$ 500
110-580425-841510	Postage	\$ 150
110-580425-870100	Small Tools	\$ 2,300
110-580425-870150	Minor IT/ Equipment	\$ 5,500
110-580425-841516	Marketing	\$ 5,000
110-580425-849251	Healthy People Implementation	\$ 49,022

D. Utilities and Engineering.

Utilities and Engineering Director Barry Edwards requested Board approval of four new Building Services Official III positions, vehicles and operational expenses; one new Permit Center Specialist position; and making an existing temporary full time Building Services Official III position approved by

the Board on May 18, 2015 in association with Dedicated Inspection Services funded by Gilbane Building Company (Apple, Inc.) a permanent full time position, as well as a budget revision in the amount of \$243,202.

In the first six months of this fiscal year, the County experienced a marked increase in development and construction activity. Over the last seven fiscal years, building permits have gone from a high of 1,609 in Fiscal Year 2008/09 to a low of 1,161 in Fiscal Year 2011/12. Due to the lack of development pressure and matching the reduction in permit issuance, the County reduced eight Building Services' full time positions, beginning in Fiscal Year 2008/09 through Fiscal Year 2011/12. However, from the low point in Fiscal Year 2011/12, development in the County has increased significantly. The 1,455 building permits issued in Fiscal Year 2014/15 was the highest since Fiscal Year 2008/09, at which time Building Services' full time position count was nearly three times as large as the current staffing level.

As the County's real estate market has begun to recover from the recession, the type of development in the county has diversified. The types of construction experienced now include much larger projects such as the health sciences building at Lenoir-Rhyne University and also more complex projects than were constructed during the recession, such as the Catawba Valley Medical Center expansion and the redevelopment of old historic structures. These larger, more complex projects require a higher number of inspections and more in-depth inspections, all of which are more time consuming and required more staff time in plan review for the same reasons. In addition, these types of projects require Building Services Official IIIs who have a minimum of four level-3 certifications. Currently, the field inspection staff has six out of nine who are Building Services Official IIIs.

This welcome increase in activity has brought its own issues as the County has experienced numerous instances in which the scheduling of inspections has extended two to seven working days beyond the staff's outcome of providing next day inspections. Two to seven working days may not sound too bad until a weekend or holiday falls in the same time period, giving the customer the reality of waiting ten or more calendar days to have a requested inspection performed. This has resulted in multiple complaints from clientele and was recently a topic of discussion by the Land Use Development Board of the Chamber of Commerce. Staff has attempted to minimize this issue by requiring the Building Services Chief and the Field Supervisor to perform inspections a minimum of one half day each day. This often became performing a full day of inspections, which did help the delay in inspection scheduling but had negative effects on customer service in other areas (i.e. telephone calls could not be returned in a timely manner, response time to complaints was increased, ability to respond to customer needs at the Permit Center was lessened, ability to respond to unscheduled contractor or site consultation demands was diminished, ability to respond to questions from subordinates was reduced, etc.).

Additionally, in the past year, Building Services lost three fully qualified and experienced employees, the Plan Review Supervisor and one field inspector to retirement, and one plan reviewer to higher paying Mecklenburg County. This situation is exacerbated by the fact that, of the County's remaining six experienced and fully certified inspectors, one is eligible to retire at any time, one is eligible to retire in May 2016 and two will be eligible for retirement within the next 24 months. Along with this mature workforce comes the ability and need for staff to be out of work more frequently. In addition to these impending retirements, without Board of Commissioners' approval to maintain the position, staff is faced with losing the Building Services Official III funded by Gilbane Building Company to provide inspection services on the new construction at the Apple, Inc. facility in Maiden. While this position has been primarily performing inspections at the Apple facility, it has also been able to perform inspections on other projects when not needed at Apple.

When attempting to fill these vacancies, it became apparent that qualified and experienced inspectors do not exist in the available workforce. Staff has been able to hire new Building Services Officials (field inspectors) but with minimal to no experience and no certifications. Due to their inexperience and lack of certification, new hires require 18 to 24 months of education and experience before they are able to make a significant impact in daily operations. The lack of qualified and experienced inspectors in the available workforce is an issue across the state. Therefore, to have a proper and meaningful succession plan, the County should begin hiring new inspectors as soon as possible.

Further fueling the need for additional inspectors is the impending development activity associated with the completion of the waste water collection system in the Sherrills Ford area, not the least of which is the Village Center. Two hundred residential lots are already approved and construction is expected to begin in spring of 2016. The demand for service is expected to increase exponentially in Southeastern Catawba County (SECC) alone as development pressure from the Charlotte metro continues to expand into the SECC and across the county.

The attrition of staff and size and complexity of the development being experienced in the County is also draining the County's plan review resources. The retired Supervisor position was filled from within and one plan reviewer position has been filled while a previously vacated plan review position was moved to field inspections to help with the delays in that area. The impact of an inexperienced, uncertified available workforce is magnified when attempting to hire for the position of plan reviewer because level III certifications are imperative to performing high quality, timely, plan review services. This issue was also a topic of discussion at the most recent Land Use Development Board meeting where it was recommended that a "plans facilitator", similar to what Mecklenburg County has, was needed in Catawba County. The requested Permit Specialist position will fill this role, as well as assist in the issuance of permits and other daily permit center operations. This will also allow the plan review staff to spend more time reviewing plans versus dealing with paperwork that does not require a certified plan reviewer.

The North Carolina Department of Insurance recommends that building inspectors perform between 8 and 12 inspections per day. However, due to the implementation of the mobile field inspections program, centered on field inspectors receiving their daily work and reporting inspection results from their vehicles via mobile devices and driving their County vehicles home, the available time in the field was increased by as much as one hour per day. Therefore, the County's goal is to perform between 12 and 14 inspections per inspector per day, not to exceed 14 inspections on a consistent basis. When inspections consistently average 14 or more per inspector per day, additional staff is recommended to provide the expected level of customer service. These statistics do not capture the fact that each field inspector receives and returns 50 to 60 phone calls each day, further reducing their available time to perform inspections. Regardless of the impact to inspection time, this level of customer service is not only expected but was praised at the most recent LUDB meeting.

The annual salary and benefits for a Building Services Official III is approximately \$67,957 and for a Permit Center Specialist is approximately \$42,639. For fiscal year 2015/16, it is anticipated that the five new requested positions could be filled in February 2016 which equates to a total of \$131,028 (five months salaries and benefits expenses). Three of the four Building Services Officials will be assigned as Field Inspection Staff and require additional operational expenses including a County vehicle. The total cost of equipment for a Building Services Field Inspector is approximately \$37,391, which includes a vehicle, fuel, uniforms, code books, OSHA and personal protective equipment, cell phone, jetpack wireless modem for internet connection, and training and educational expenses to acquire inspection certifications and/or for State mandated continuing education credits. For the three requested field inspection positions, the operating cost will be \$112,173 in fiscal year 2015/16. The total cost of these positions is \$243,201. Fiscal year 2015/16 Building Permit revenue is projected to be \$1,473,131. Budgeted fiscal year 2015/16 revenue is \$1,189,100 which equates to \$284,031 being available to fund the new positions.

Mr. Edwards, as well as Board members, thanked the permit and inspecting staff for all their efforts and support through this period of growth. Vice-Chair Beatty made a motion to approve four new Building Services Official III positions, vehicles and operational expenses; one new Permit Center Specialist position; and making an existing temporary full time Building Services Official III position approved by the Board on May 18, 2015 in association with Dedicated Inspection Services funded by Gilbane Building Company (Apple, Inc.) a permanent full time position, as well as a budget revision in the amount of \$243,202. The motion carried unanimously.

Appropriations:

Revenue:

110-430100-650435

\$243,202

Expense:	
110-430100-812100	\$66,676
Regular Wages	
110-430100-821100	\$5,101
FICA	
110-430100-822100	\$4,501
Retirement	
110-430100-823100	\$8,028
Health Insurance	
110-430100-823300	\$423
Dental Insurance	
110-430100-823610	\$11
Life Insurance	
110-43100-823600	\$117
Long Term Disability	
110-430100-825500	\$91
Short Term Disability	
110-430200-812100	\$13,021
Regular Wages	
110-430200-821100	\$996
FICA	
110-430200-822100	\$879
Retirement	
110-430200-823100	\$2,676
Health Insurance	
110-430200-823300	\$141
Dental Insurance	
110-430200-823600	\$23
Long Term Disability	
110-430200-825500	\$30
Short Term Disability	
110-430250-812100	\$22,225
Regular Wages	
110-430250-821100	\$1,700
FICA	
110-430250-822100	\$1,500
Retirement	
110-430250-823100	\$2,676
Health Insurance	
110-430250-823300	\$141
Dental Insurance	
110-430250-823610	\$4
Life Insurance	
110-430250-823600	\$39
Long Term Disability	
110-430250-825500	\$30
Short Term Disability	
110-430100-831015	\$900
Uniforms	
110-430100-831090	\$1,800
Misc (Code Books)	

110-430100-833015	\$1,500
OSHA Equipment	
110-430100-835005	\$13,800
Motor Fuels	
110-430100-841020	\$585
Training Education	
110-430100-841025	\$240
Certificates Costs	
110-430100-841500	\$1,368
Air Card Service	
110-430100-841505	\$1,980
Telephone Service	
110-430100-984000	\$90,000
Motor Vehicles	

11. Other Items of Business: None.

12. Attorney's Report: None.

13. Manager's Report: None.

14. Adjournment. Commissioner Hunsucker made a motion to adjourn at 8:10 p.m. The motion carried unanimously and the meeting adjourned.

Randy Isenhower, Chair
Catawba County Board of Commissioners

Barbara E. Morris
County Clerk