

## AGENDA

Catawba County Board of Commissioners Meeting  
Monday, August 3, 2015, 9:30 a.m.  
Robert E. Hibbitts Meeting Room, 1924 Courthouse  
30 North College Avenue, Newton, NC

1. Call to Order.
2. Pledge of Allegiance to the Flag.
3. Invocation.
4. [Approval of the Minutes from the Board's Regular Meeting of July 20, 2015.](#)
5. Recognition of Special Guests.
6. Public Comments.
7. Presentations:
  - a. [National Association of Counties \(NACo\) Achievement Award for Catawba County Tobacco-Free Initiative. Presented to Public Health Director Doug Umland and Community Outreach Manager Amy McCauley.](#)
  - b. [National Association of Counties \(NACo\) Achievement Award for Early Literacy Outreach – Every Child Ready to Read Program. Presented to Library Director Suzanne White, Assistant Library Director Siobhan Loendorf, Library Services Specialist Kayla Lavigne, and Librarian April Green.](#)
  - c. [National Association of Counties \(NACo\) Achievement Award for the Library Community Garden. Presented to Library Director Suzanne White, Librarian April Green, Library Assistant Karen Herron, Cooperative Extension Director George Place, Immigrant Agricultural Program Coordinator Der Xiong and Horticulturist Brian Shook.](#)
  - d. [National Association of Counties \(NACo\) Honorable Mention for Accomplishments in the Field of Arts and Culture. Presented to Social Worker Supervisor II Jan Shaffer and Public Information Officer Margaret Allen.](#)
  - e. [Center for Digital Government \(CDG\) Top 10 Digital Counties Survey Award. Presented to Chief Information Officer Rick Pilato, Senior Systems Architect Scott Buxton, GIS Administrator Michelle Deese, IT Managers Stephanie Pannell and Yee Yount and members of the IT Team.](#)
8. [Appointments.](#)
9. Consent Agenda:
  - a. [Computer Equipment Financing.](#)
  - b. [Greater Hickory MPO Amended Memorandum of Understanding \(MOU\).](#)
  - c. [Right of Way Encroachment Agreement with North Carolina Department of Transportation for Signage at the Landfill and Blackburn Convenience Center.](#)
10. Departmental Reports:
  - A. [Library.](#)  
[Appropriation of Grant Funds in the amount of \\$117,919.00 to the Catawba County Library from six separate grants: Library Services and Technology](#)

Act (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant, LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant, and National Endowment for the Arts, and Catawba County United Arts Council BIG READ Grants. *Presented by Library Director Suzanne White.*

**B. Planning and Parks.**

*Budget Revision – Allocation of Funds donated for Mountain Creek Park Project. Presented by Planning and Parks Director Jacky Eubanks.*

11. Other Items of Business.
12. Attorneys' Report.
13. Manager's Report.
14. Adjournment.

**PERSONS WITH DISABILITIES:** Individuals needing assistance should contact the County Clerk at 828-465-8990 within a reasonable time prior to the meeting. Access to the 1924 Courthouse for individuals with disabilities is at the south side ("A" Street). The elevator is located at the north end of the building. Participation in public meetings is without regard to race, creed, religion, national origin, sex, age, color, or disability.

**INFOTALK/INTERNET:** The Catawba County Telephone Information System will allow you to use your touch tone telephone to obtain current information on Catawba County 24 hours a day. Information is updated on a regular basis. Dial 465-8468 and INFOTALK will direct your questions with easy to understand instructions. Reach Catawba County on the Internet at <http://www.catawbacountync.gov>.

**CALENDAR:** The next Board of Commissioners Meeting will take place on Monday, August 17, 2015 at 7:00 p.m. **in the 2<sup>nd</sup> Floor Meeting Room of the Government Center in Newton due to the Soldiers Reunion**



**PREVIEW OF COUNTY COMMISSION AGENDA  
MONDAY, AUGUST 3, 2015, 9:30 A.M.  
ROBERT E. HIBBITTS MEETING ROOM  
1924 COURTHOUSE, NEWTON, N.C.**



The Catawba County Board of Commissioners will consider accepting six grants, totaling almost \$118,000 from varying sources, which have been received by the County Library and will be used to support 21st century learning skills and ensure equitable access to technologies that enrich and improve citizens' digital literacy skills and career readiness; to complete system-wide installation of technology that improves inventory tracking, increases work efficiencies and allows staff to focus on improved personal service; to implement a film series, art, early literacy and discussion program to explore the history and experiences of Latinos; and to increase pre-school children's access to early literacy programs, when the Board meets at 9:30 a.m. on Monday, August 3, 2015, at the 1924 Courthouse at 30 North College Avenue in Newton.

The Board will also consider a right-of-way encroachment agreement with the North Carolina Department of Transportation, to allow for the placement of improved signage at and near the Blackburn Landfill and Convenience Center. The Board will consider the financing of \$570,000 to purchase new computer equipment, which was included in this year's budget to replace aging equipment. It will consider a budget revision allocating \$250,000 received from The Village at Sherrills Ford, LLC for the planned Mountain Creek Park project. And the Board will consider approving a Memorandum of Understanding amending the Greater Hickory Metropolitan Planning Organization (MPO) to add the Town of Taylorsville and North Carolina Department of Transportation as members of the MPO and add the Town of Taylorsville and Western Piedmont Transit Authority for Board representation and voting purposes.

The Board will formally present National Association of Counties (NACo) Achievement Awards to the County Library for its "Early Literacy Outreach - Every Child Ready to Read" and Community Garden programs and to Catawba County Public Health for its Tobacco Free Initiative program working with municipalities across the county that adopted tobacco free campuses. The Board will also present an Honorable Mention in NACo's Arts and Culture Award program to Catawba County Social Services for an Arts and Science for Seniors component that has been added to the Seniors Morning Out Program. And the Board will recognize the County's Technology staff, which was recently recognized by the Center for Digital Government as the number one ranked county, among counties across the United States with a population of between 150,000 and 249,999 people, in the overall use of technology.

**PRESENTATIONS**

**A.** The Board will present a National Association of Counties (NACo) Achievement Award to Catawba County Public Health for its Tobacco-Free Initiative. Public Health worked with municipalities across the county to adopt tobacco free campuses.

**B.** The Board will present a NACo Achievement Award to the Catawba County Library for its Early Literacy Outreach – Every Child Ready to Read Program. This collaborative effort with local agencies, including the Catawba County Partnership for Children, expanded the Library's capacity to improve early literacy and digital literacy skills of young children.

**C.** The Board will present a second NACo Achievement Award to the County Library for its Community Garden Project. This collaborative effort with North Carolina Cooperative Extension and other local groups provided opportunities to grow local vegetables and minds and a chance to give back to the community through donation of produce to community food banks.

**D.** The Board will present a NACo Honorable Mention Award to Catawba County Social Services for accomplishments in the field of Arts and Culture. This award recognizes the Arts and Science for Seniors component that has been added to the Seniors Morning Out Program, which has increased average daily attendance in the program by 12%.

**E.** The Board will present the Center for Digital Government (CDG) Top 10 Digital Counties Survey Award to the County's Information Technology Department. The County has been ranked number one in the overall use of technology, among counties across the United States with a population of between 150,000 and 249,999 people, in the CDG's annual Top 10 Digital Counties Survey Awards. This is the second time in three years that Catawba County has earned this number one ranking.

## **CONSENT AGENDA**

**A.** The Board will consider approval of 1) financing in the amount of \$570,000 for computer equipment upgrades for the County and 2) a Declaration of Official Intent to Reimburse Expenditures. A Storage Area Network (SAN) is a large array of high speed, high capacity hard drives that provide storage space for files, data, backups, etc. The SAN is a critical piece of technology infrastructure that houses all data stored by the County, including backup data storage provided to several municipalities within the County. Since the County runs a virtual server environment, the SAN also hosts the virtual servers and provides space for them to run. The central data storage function that the SAN fulfills enhances disaster recovery efforts by enabling real-time data redundancy, keeping the latest data secured and accessible.

The useful life of a SAN is typically 4 to 5 years, and future replacement is planned to correspond with the terms of the financing. In 2006, the County implemented a plan to virtualize computer applications and create a SAN. The original equipment was financed over a five-year period. In 2011, the County made major upgrades to the equipment and financed \$650,000 over another five year period. The County has entered into a new agreement to upgrade the SAN with new equipment with better technology and useable drive space. The cost of this upgrade is approximately \$570,000.

The equipment purchase is planned in the current fiscal year County budget to be financed over a 48-month period. It will be purchased in August 2015 from Varrow through State contract pricing plus additional savings negotiated with the vendor. A Request for Financing Proposals was sent to several financial institutions on June 18, 2015, with five responding by the July 15 deadline. US Bancorp was the lowest bidder at 1.43%, financed over a term of 48 months, with quarterly payments, and First Citizens Bank and Trust was the next lowest at 1.44. At its July 27, 2015 meeting, the Board's Finance and Personnel Subcommittee recommended First Citizens Bank and Trust be considered due to its local presence in the county. First Citizens was contacted to see if it would revise its bid, and submitted an alternate proposal to match the low bid of 1.43%. Other bids included Branch, Banking & Trust (BB&T) (Newton), 1.56%; Peoples Bank (Newton), 2.12%, and PNC Bank (Archdale), 2.82%.

The County would borrow funds under North Carolina General Statute 160-A.20, installment purchase transaction, with the equipment pledged as collateral on the loan. Debt payments will be made quarterly beginning this fiscal year and are included in the current year budget. It is expected that the financing will be complete prior to payment of all expenses related to the purchase. Should there be a delay, staff requests approval of a Declaration of Official Intent to Reimburse Expenditures for any costs incurred prior to the debt issuance. The Board's Finance and Personnel Subcommittee recommends approval of this financing.

**B.** The Board will consider a resolution approving an amended Catawba County Metropolitan Planning Organization Memorandum of Understanding (MOU) which amends the MPO's planning boundary. On May 27, 2015, the Greater Hickory MPO Technical Advisory Committee voted unanimously to approve an amended MPO Memorandum of Understanding. The proposed changes include the addition of the Town of Taylorsville and North Carolina Department of Transportation (NCDOT) as members of the MPO, and the addition of both the Town of Taylorsville and Western Piedmont Transit Authority for Board representation and voting purposes. Further changes include the requirement for joint approval of revisions to a Comprehensive Transportation Plan by the MPO and NCDOT and preparation of a quarterly expenditure report. The Board's Policy and Public Works Subcommittee recommends approval of the amended MOU.

**C.** The Board will consider entering into a Right of Way Encroachment Agreement with the North Carolina Department of Transportation (NCDOT) for a Non-Utility Encroachment on Primary and Secondary Highway, for the purpose of placing additional signage on Rocky Ford Road for the Landfill and Blackburn Convenience Center. In May 2015, concerns were expressed that the Blackburn Convenience Center and Blackburn Landfill have inadequate signage. It was requested that better signage be added at the Convenience Centers at each bin identifying what goes where and to improve directional signage of where to turn into the Landfill. Staff met with Mr. John Isenhour of Republic Services and visited the Blackburn Convenience Center to discuss improved signage needs. In addition, Landfill staff met with County Maintenance staff who received NCDOT requirements for signage design at the Landfill which includes the requested Right of Way Encroachment Agreement. When completed, an application with drawings will be submitted for approval to NCDOT to install signs on the road right-of-way that will provide improved directions for the Landfill and Convenience Center. After approval is received, staff will make the signs. Planned signs would have arrows indicating "Landfill Entrance" and "Blackburn Convenience Center". One sign will face west on Rocky Ford Road to be seen when approaching from Hickory Lincolnton Highway. Another will face east on Rocky Ford Road to be seen when approaching from Startown Road. The Board's Policy and Public Works Subcommittee recommends entering into this Agreement.

## **DEPARTMENTAL REPORTS**

### **A. LIBRARY**

The Board will consider accepting and appropriating grant funds in the amount of \$117,919 to the Catawba County Library from six separate grants: Library Services Technology Act (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant; LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant; National Endowment for the Arts; and Catawba County United Arts Council BIG READ Grant.

On June 15, 2015, the Board adopted the Catawba County Library Strategic Plan that lays out priorities for 2016 through 2019. Three major goals embedded in the strategic plan, driven by the results of a comprehensive community needs assessment and intensive input process, include: 1) As a Community Center of Excellence, Fuel Citizens' Passion for Reading, Personal Growth and Learning; 2) Innovate to Provide 21<sup>st</sup> Century Access that Empowers Citizens; and 3) Library Anytime, Anywhere: Expand Citizens' Access to Information and Ideas.

With increased reliance on libraries during times of economic downturn, the plan focuses on enhancing County libraries' role in serving as community centers, increasing libraries' capacity to provide the technology, digital resources and personnel to bridge the digital divide for citizens, and increasing outreach and collaboration in the community to engage and empower citizens with resources, services and collections. To that end, the Library has already begun leveraging resources towards some of these strategies, pursuing and securing several grants that advance specific strategies in alignment with the overarching strategic plan, as follows:

Priority Strategy #3: Creation of TechConnect spaces to expose citizens to state-of-the-art technologies while ensuring underserved populations have access. To get this initiative started, the Library secured the **LSTA Literacy and Lifelong Learning grant from the State of North Carolina in the amount of \$20,495** to create one digital learning space for citizens to get hands-on experience working with emerging technologies. Through this grant, the Library will aid citizens in improving their digital literacy and obtaining real-world experience with professional design and engineering tools. The Western Piedmont Council of Governments will partner by imbedding a career specialist at the Library four hours per week, providing career guidance and training to citizens. The library will draw on local engineering expertise through a partnership with the Manufacturing Solutions Center, offering access to professional tools, software applications and training. The grant requires a local match of \$2,049, which will be funded from the Library reinventing budget.

Priority Strategy #4: Conduct literacy outreach activities to ensure children start school ready to learn and positioned to excel; enhance and support active learning for children. To this end, the Library secured the **LSTA EDGE Initiative grant in the amount of \$5,000**, with no match required, to address the early digital literacy of its youngest patrons with the purchase of a Smart Table (touch screen computer table) preloaded with interactive educational software. This project contributes toward the following Library outcome: *Catawba County pre-school children participating in the Library's early literacy programs will be better prepared for school and their caregivers will be better equipped to develop their vital early literacy skills.*

Priority Strategy #5: Conduct Adult Outreach / Programming to bring library resources to where people are, including non-traditional locations and targeting underserved audiences. While it is not possible to fully implement this initiative without additional staff resources, the Library is being creative in identifying one-time initiatives and securing grant funding to begin moving in the desired direction. The Library secured the **National Endowment for the Arts grant in the amount of \$11,800** to partner in the community for a Big Read, a countywide reading initiative to encourage the community to rediscover the classic novel "To Kill a Mockingbird" and engage in its themes of morality and racial equity. This program is being conducted in partnership with libraries of Lenoir-Rhyne University and CVCC, Hickory Public Library, Green Room Theatre and Catawba County Historical Society. A keynote speaker, several book discussions throughout the community, theater performances and history exhibits are all part of this program. Free copies of the book will be distributed throughout the county. The grant requires a local match of \$11,800 which will be matched with Library and partner agencies' in-kind contributions. Additionally, the Library secured a **Catawba County United Arts Council grant of \$5,000**, with no required match, to augment the project with extra copies of the book to distribute to the community.

Further, steps taken to strategically re-work existing positions have made it possible to carve out a part-time position to begin conducting Spanish language outreach and programming

Aligned with this strategy, the Library has secured the **\$3,000 grant from the American Library Association / National**

**Endowment for the Humanities** to bring “Latino Americans”, a nationwide public programming initiative that supports the exploration of the rich and varied history and experiences of Latinos, who have become the country's largest minority group (with over 50 million people). Grant funds will provide a guest speaker, art exhibit, six screenings of a Latino Americans Documentary, bilingual story time for children and a Halloween festival. This project contributes to the following Library outcome: *Catawba County citizens will have access to culturally and intellectually diverse opportunities to enhance their lifelong learning; as evidenced by at least 85 percent of adults who participate in Library programs or check out materials reporting that they have increased their knowledge or discovered culturally diverse or interesting reading or viewing materials.* There is no local match requirement for this \$3000 grant.

Priority Strategy #9: Create welcoming, vibrant, comfortable, and secure Library spaces to position branches as a desirable place for citizens to spend time. In pursuit of this strategy, the Library secured the **LSTA Project Access and Digitization grant in the amount of \$72,624** to install Radio Frequency Identification (RFID) technology at Claremont, Conover, Maiden, and Southwest branch libraries. RFID technology increases patrons’ access to Library materials by improving inventory tracking, enhancing materials security, and enabling patrons to use self check in and checkout stations, which in turn increases staff productivity and frees up more time for staff to focus on improved individualized customer service. This project will complete the initiative started last fiscal year (also with the assistance of LSTA funding) to install this technology at Main, St. Stephens, and Sherrills Ford-Terrell branches. The grant requires a minimum \$24,208 match, which will be funded from the Library reinventing budget.

The Board’s Finance and Personnel Subcommittee recommends acceptance and appropriation of these grant funds.

## **B. PLANNING AND PARKS**

The Board will consider approval of a budget revision allocating \$250,000 received from The Village at Sherrills Ford, LLC for the Mountain Creek Park Project. The Board approved a Development Agreement between The Village at Sherrills Ford, LLC and Catawba County on April 20, 2015. Included in the agreement was a requirement for the Developer to donate \$500,000 to the County for the sole purpose of constructing improvements within Mountain Creek Park. The first payment was to be made within 30 days after the Agreement was recorded. The Village at Sherrills Ford, LLC made the first payment of \$125,000 on June 2, 2015. The second payment of \$125,000 is expected no later than May 4, 2016. The Board’s Finance and Personnel Subcommittee recommends a budget revision allocating these funds.

CONTACT: DAVE HARDIN, PUBLIC INFORMATION OFFICER

828-465-8464

June 9, 2015

## CATAWBA COUNTY PROGRAMS HONORED BY NATIONAL ASSOCIATION OF COUNTIES

Three Catawba County programs have been named winners of a 2015 National Association of Counties (NACo) Achievement Award.

The Catawba County Library System won two of the awards. One is for a partnership that expands the Library's capacity to improve early literacy and digital literacy skills in young children through outreach to children in local daycares. The Library's second award is for a Community Garden project that grows local vegetables and minds, with the produce donated to community food banks and the garden itself providing a setting for library programs and events.

Catawba County Public Health won the third NACo Award for its collaborative effort with Catawba County and six municipalities (Brookford, Catawba, Claremont, Conover, Hickory and Newton) to adopt tobacco-free campus policies or ordinances within the span of one year, creating healthier government facilities and parks for the combined 146,140 residents they serve.

"NACo awards demonstrate Catawba County's continuing effort to find innovative and creative ways to deliver sound, efficient services to our citizens," said Randy Isenhower, Chair of the Catawba County Board of Commissioners. "My fellow commissioners and I are very pleased with these awards."

The NACo Achievement Awards program, now in its 44th year, gives national recognition to significant and innovative programs that improve county organization, management and service delivery. Catawba County has won 202 awards over the history of the NACo program and has been honored during each of its 44 years.

The Catawba County Library System's **Early Literacy Outreach - Every Child Ready to Read** program is a collaboration with local agencies, including the Catawba County Partnership for Children, through which the Library expanded its capacity to improve the early literacy and digital literacy skills of young children. It includes outreach to children in local daycares. A Library outreach specialist delivered "Every Child Ready to Read" story times for children in daycares and conducted empowering workshops for caregivers on how to nurture early literacy. The specialist also integrated the use of Kindle Fire tablets to establish and improve the digital literacy skills of children and caregivers. This project was made possible through funding from the Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources.

The Library's **Community Garden Project** was initiated in 2014 as a collaboration with the North Carolina Cooperative Extension Catawba Center and other local groups to grow local vegetables and minds, as well as provide learning opportunities and a chance to give back to the community. The produce is donated to community food banks while the garden itself provides a setting for Library programs and events. The goal of the community garden is to engage more people from the community with opportunities, such as growing food and eating the food they grow, participating in sustainable agriculture and garden workshops, and taking part in health and wellness activities at the garden.

"I am very proud of these innovative and collaborative programs that connect more of our community with empowering learning opportunities," said Suzanne White, Director of the Catawba County Library System.

Catawba County Public Health won the County's third 2015 National Association of Counties Achievement Award for its **Tobacco Free Initiative**, a collaborative effort with Catawba County and six municipalities (Brookford, Catawba, Claremont, Conover, Hickory and Newton) to adopt tobacco-free campus policies or ordinances within the span of one year.

Through this initiative, Public Health facilitated local movement toward tobacco-free government buildings, grounds and parks after first working with Catawba County to expand its smoke-free campus policy to a tobacco-free policy in March 2013. From there, staff worked with leadership from the county's eight municipalities to explore the pursuit of tobacco-free policies. Six of those municipalities ultimately decided to enact ordinances or policies, which became effective in early 2014.

The county and these municipalities joined organizations in Catawba County that have previously established tobacco-free campus policies, including Catawba County Schools (2002), Hickory Public Schools (2004), Newton-Conover City Schools (2004), Catawba County Public Health (2005), Catawba Valley Medical Center (2006), Frye Regional Medical Center (2006), and Catawba Valley Community College (2009). Catawba County's restaurants and bars became smoke-free in 2010.

"The decision to expand existing smoke-free policies reflects a continued commitment by local leaders to promote a healthy and safe environment for their employees and the public," said Catawba County Public Health Director Doug Urland. "We commend them for their leadership and support their efforts to foster a culture of health in Catawba County. We are very pleased that NACo has chosen to recognize this important partnership and give it a national spotlight, which we hope will encourage other governments across the nation to create partnerships for healthier communities."

Catawba County's NACo Awards will be presented to County officials during the Association's annual conference, being held in Charlotte in July. Employees involved in the three programs will also be recognized at an upcoming Board of Commissioners meeting and at the annual County Awards Night dinner in October.

-30-

CONTACT: SUZANNE WHITE, LIBRARY DIRECTOR 828-465-8660  
PATRICIA OLIVER, LIBRARY COMMUNITY ENGAGEMENT SPECIALIST 828- 465-8661  
AMY McCAULEY, PUBLIC HEALTH COMMUNITY OUTREACH MANAGER 828-695-5818

NaCo Award Nomination:

## **Arts and Science for Seniors**

### **Abstract:**

Arts and Science for Seniors is a program begun in 2011 and continuing through the present. Our county's Department of Social Services operates several Senior Nutrition Programs, including Seniors Morning Out, a half-day congregate meal program for persons who are 60 or older. This program is supported through a combination of federal, state and county funding, supplemented by local grants and donations by businesses and individuals. Seniors Morning Out, which is free to participants, includes a balanced lunch, information about healthy living and community resources, and socialization activities. Attendance at this program had stagnated, and staff began to look at ways to counteract this and introduced more arts programming. In FY 2011-2012, the first efforts were made to find local performers who were willing to donate their services. Average daily attendance grew from 144 to 147. The next year, in 2012-2013, staff applied for and received a grant from the local Arts Council to pay for a limited number of paid arts and science programs. Average daily attendance grew by 7% that year, to 157. In each year since then, the Senior Nutrition staff has applied for renewed Arts Council funding and received it. This grant has been matched by local donations. Now in its fourth year, the arts programming has resulted in a 12% increase in average daily attendance. Participants say that the special arts and science programs have been meaningful and have asked for more. Senior Nutrition Services is currently applying for another Arts Council grant.

### **Circumstances that Motivated the County to Undertake the Program or Project:**

Social Services staff felt that attendance at its congregate meal program for seniors was important and, because of the health benefits of the program, wanted to reach as many seniors as possible. Those who attended learned about healthy living, were taken to the local farmers market to shop for fresh produce, and had their blood pressure checked by a nurse on a regular basis. Those who attended, many of whom were low-income persons who relied on public transportation, reported that the program also helped them meet new friends and provided meaningful information and activities. However, few new seniors were joining the program, resulting in a gradual decline in attendance.

### **A Description of the Program or Project, including a discussion of its objectives, the costs (including staff time), of planning and implementing the program or project and the methods of obtaining the sources of funding or conducting the program or completing the project:**

Social Services staff discussed ways to increase attendance at Seniors Morning Out while meeting the program's objectives of supporting seniors who wished to remain at home rather than moving to an assisted living facility or nursing home. Approximately seventy percent of the participants relied on bus transportation to attend the program. Due to limited transportation funding, it was difficult to add new persons to the transportation routes, so marketing shifted to encouraging seniors who still drive to attend the program. Forty percent of participants were living below the Federal Poverty Level. Forty-six percent lived alone. Although Seniors Morning Out is open to anyone living in the county who is 60 or

older, many participants were in their 70s, 80s, or 90s. In addition to these challenges, many county seniors perceived the Social Services program as being for "under-privileged persons," which they did not identify with, even though the program is open to all seniors living in the county, regardless of income or financial resources.

The staff decided to introduce more arts programming, feeling that providing occasional "special entertainment" would attract more participants, who might begin attending on a regular basis. In FY 2011-2012, the first attempt was made by trying to attract local amateur performers willing to donate their services. This effort was somewhat successful, resulting in an increase in average daily attendance from 144 to 147 persons. However, staff realized that if they wanted to attract professional performers and artists, they would need to offer some kind of compensation, even though it might be limited. In 2012, the staff applied for and received their first grant from the local Arts Council for \$3,098. This step was something of a leap of faith, since the grant required matching funds, and the program had never solicited donations for this purpose before. A local dentist, who is an advocate for seniors, stepped forward to provide the matching funds. That year, the grant paid for performances by a string quartet; an Irish folk music duo; and a local folk artist, who led participants in creating their own memory paintings. In addition, the grant paid for the participants to visit the local Science Center, where they saw a planetarium show. Surveys were completed following each arts activity, with the overwhelming majority of applicants indicating they liked the programs, and that, in most cases, they had never participated in any type of similar activity before.

Throughout the year, the department's public information officer vigorously promoted the special activities using free sources including the local news media, Facebook, and YouTube. That first year, daily attendance jumped to 157, a 9% increase over the previous year.

The staff applied for and received the same grant in 2013-2014. That year, the grant enabled Seniors Morning Out to offer a performance by a harp and flute duo, a barbershop quartet, a jazz ensemble, a pottery-making demonstration, a visit to the Science Center to see a live butterfly exhibit, and trip to the local art museum to see a folk art exhibit.

In FY 2014-15, another grant was obtained, which paid for a program on the history of Appalachian string music, a marimba music performance, a choir performance, a Polish paper-cutting activity, and a science program taught by a naturalist from the local Science Center.

Over the four years of enhanced arts programming, Seniors Morning Out has increased its average daily attendance by 12%. Publicity surrounding these arts and science events have made more people aware of the program. After each program, participants were surveyed. They overwhelmingly said they enjoyed the programs and wanted more of them. Some comments were: "One excellent and informative program, all the old songs brought back happy memories of days gone by, and the information on each instrument was wonderful. These programs make me so happy, and how uplifting it was to be here today. Please do more of these programs." Most participants indicated they had never had any previous experiences with this type of art. Many had never been to a classical music performance, or visited the local art museum or science center. Some of the participants who could still

drive mentioned that these programs inspired them to make return visits to the art museum and science center, sometimes bringing their grandchildren with them. Because of their family's socio-economic status, most had grown up without any exposure to these types of activities. But once they became aware of these programs, they wanted more.

This program cost approximately \$3,000 to \$6,000 per year, although none of that amount was borne by the county. All funding came from the Arts Council grants matched by community donations. No extra staff time was involved, since all efforts were conducted during normal hours. This was an effective program that cost the county nothing but had positive results.

#### **Criteria of the Award:**

##### **Demonstrated Community Impact:**

This low-cost program made a significant impact in the lives of participants in Seniors Morning Out. It exposed them to the arts in a way that they appreciated. Since many of the seniors are low-income and rely on public transportation, it is unlikely that they would have had these experiences otherwise. In many cases, because of the socio-economic status of their families, these seniors had never before attended a classical music concert or visited an art museum or science center, even though these opportunities were nearby and low-cost.

The program increased average daily attendance at our Seniors Morning Out program by 12% over a four-year period. Arts and Science for Seniors also increased the visibility of Seniors Morning Out in the county through increased publicity.

The cultural programming also opened the eyes of local arts leaders to the opportunity for outreach to this underserved population. The art museum is now working on a grant to bring arts programming to other seniors in the community who are living in nursing homes, and to provide additional art programming to Seniors Morning Out. The local symphony, which had previously never done outreach to this population, is now sending string quartets to perform at Seniors Morning Out through its String Quartet Residency program. Some of the performers who received funding through the grants have volunteered to provide additional performances free of charge.

##### **Innovation:**

When thinking of under-served communities that the arts do not typically reach, few think of low-income seniors with disabilities who have no family tradition of engaging with the arts. However, the opportunity is there for those willing to "color outside the lines." This program cost an average \$3,000 to \$6,000 per year. None of the cost was borne by the county. Instead, the funding came from the Arts Council and community donors. Staff willingly contributed the extra effort to apply for and publicize the grants, and to arrange for the performances and activities. There was no extra cost for staff incurred, since this effort was done during existing work hours.

##### **Community/County Partnership**

In addition to supporting our seniors by providing meaningful cultural activities, the arts and science programs supported local artists by hiring them to present programs. It also encouraged attendance at the local art museum and science center. Some of the seniors who can drive have said they have returned to the art and science museums, sometimes bringing their grandchildren with them. Through this kind of serendipity, the program may be fostering inter-generational arts appreciation. The local Arts Council has been an enthusiastic supporter of the program. They said they had never thought of doing outreach to this underserved population before we approached them for a grant.

**Leadership:**

This program involved the commitment of staff to enrich the life experiences of the seniors they serve through arts programming. The staff had to apply to the Arts Council for a grant, something they had never done before, and locate local matching funds. In addition, the staff made a commitment to publicize the new program. This was accomplished through unpaid resources, including placement in local news media, starting a Facebook page, and creating YouTube videos about the programs.

The enthusiasm of the seniors for the arts and science programming encouraged Senior Nutrition staff to strive to secure additional, free arts programming. These have included performances by local high school bands and choruses, children's dance schools, and local gospel and bluegrass bands. In one location, participants are even learning to play hand bells through the efforts of a local volunteer. In some cases, the performers receiving the grants felt so appreciated by the seniors that they volunteered to present even more performances free of charge.

**Transferability:**

This program could be replicated by other county governments that operate programs for seniors. The total investment for the programming was fairly small each year, ranging from about \$3,000 to \$6,000. None of this cost was borne by the county, since all funds were secured through grants from the Arts Council and from local donors. All staff involved enthusiastically made the extra effort to make these programs a reality, costing the county nothing extra beyond the staff's normal salaries. Most counties are served by local arts councils with similar grant programs. Other counties could replicate this program if the staff were willing to go beyond traditional approaches in making life meaningful for local seniors.

We feel this approach is beneficial to all involved: the seniors being served, local artists and musicians, and local art and science museums. Staff also received the intangible benefit of seeing the seniors' enthusiasm for the programs.

July 9, 2015

## **CATAWBA COUNTY NAMED BEST IN NATION, IN ITS POPULATION GROUP, IN 2015 TOP 10 DIGITAL COUNTIES SURVEY**

Catawba County has been named by the Center for Digital Government (CDG) as the number one ranked county, among counties across the United States with a population of between 150,000 and 249,999 people, in its annual Top 10 Digital Counties Survey Awards. This is the second time in three years that Catawba County has earned the number one ranking, having also attained it in 2013.

The CDG is a national research and advisory institute focused on IT policies and best practices in state and local government. The survey, conducted annually by the CDG and *Government Technology*, in partnership with the National Association of Counties (NACo), “recognizes leading examples of counties using technology to improve services and boost efficiencies”, according to an announcement from the CDG.

“Congratulations to this year’s winners for their work to continually innovate in an ever-changing technology landscape and proactively address citizen demands and expectations,” said Center for Digital Government Executive Director Todd Sander.

“Counties across the country are harnessing technology to enhance services, maximize efficiency and save money,” said NACo Executive Director Matthew Chase. “The Digital Counties Survey recognizes county innovation that strengthens communities and builds a stronger America.”

Survey questions were asked in a variety of areas such as computing, networking, applications, data and cyber security, open government, mobile services, and much more. The CDG specifically recognized Catawba County for “its social engagement initiative, centralized GIS website, performance metrics, open data efforts, shared services initiative, and commitment to the environment.”

Catawba County has ranked first in North Carolina for total public recycling, per capita, over two of the last three years.

The County’s very broad technology efforts were included in this year’s survey. Among those are the County’s open data sources, an effort to connect with citizens and also provide easy to access public data to anyone who wants it. Open data sources include a web page at <http://www.catawbacountync.gov/datasets/> leading to more than thirty different categories of data, the County’s Geographic Information System site (<http://gis.catawbacountync.gov/>), with nearly sixty links to real estate data, maps showing a wide array of information and more; and the County’s Performance Dashboard at <http://www.catawbacountync.gov/budget/PerformanceDashboard.asp>, which let users search data in eight broad categories.

County technical partnerships with cities and towns, the Economic Development Corporation and others were mentioned, including work to increase the use of an online permitting application called Energov across the county, as was website development and support for such projects as Public Health’s Farmers Market, which had the highest rate of Women’s, Infants and Children (WIC) voucher use in North Carolina in 2014, and the Carolina Thread Trail, a developing network of trails and waterways in fifteen North and South Carolina counties, including Catawba.

“Catawba County has a goal to provide our citizens with the best services and information possible,” said Dave Hardin, the County’s Public Information Officer. “The Board of Commissioners and County staff listen to citizen needs, and our Technology staff continually explores opportunities to

improve our services. Being selected as the top ranking county among our peers through the 2015 Top 10 Digital Counties Survey is confirmation of the quality of our staff's hard work."

The complete announcement about the 2015 Digital Counties Survey Winners may be seen at <http://www.govtech.com/dc/digital-counties/13th-Annual-Digital-Counties-Survey-2015.html>  
Catawba County staff will be formally presented with the award during the National Association of Counties annual conference in Charlotte July 10th through 13th.

-30-

CONTACT:

JANET GRENSLITT, DIRECTOR OF SURVEYS AND AWARDS, CDG 916-932-1363  
[jgrenslitt@centerdigitalgov.com](mailto:jgrenslitt@centerdigitalgov.com)

DAVE HARDIN, PUBLIC INFORMATION OFFICER 828-465-8464  
[dave@catawbacountync.gov](mailto:dave@catawbacountync.gov)

## **APPOINTMENTS**

### **DAN HUNSUCKER (Due) Public Health Board**

**Commissioner Hunsucker recommends the reappointment of Dr. Sharon Monday for a third term on the Public Health Board. This term will expire June 30, 2018.**

### **SHERRY BUTLER (Due) WPCOG REGIONAL AGING ADVISORY COMMITTEE**

**Commissioner Butler recommends the reappointment of Robert Spuller for a second term and Richard Smith for a third term on the WPCOG Regional Aging Advisory Committee. Commissioner Butler also recommends the appointment of Henry Helton for a first term on this Committee. These terms will expire June 30, 2017.**

## MEMORANDUM

To: Catawba County Board of Commissioners  
From: Jeanne C. Jarrett, Interim Finance Officer  
Date: August 3, 2015  
Subject: Computer Equipment Financing

### Request

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve financing in the amount of \$570,000 for computer equipment upgrades for the County at 1.43%, and approve the Declaration of Official Intent to Reimburse Expenditures.

### Background

A Storage Area Network (SAN) is a large array of high speed, high capacity hard drives that provide storage space for files, data, backups, etc. The SAN is a critical piece of technology infrastructure that houses all data stored by Catawba County, including backup data storage provided to several municipalities within the County. Since the County runs a virtual server environment, the SAN also hosts the virtual servers, providing space for them to run. The central data storage function that the SAN fulfills enhances disaster recovery efforts by enabling real-time data redundancy, keeping the latest data secured and accessible. The useful life of a SAN is typically 4 to 5 years, and future replacement is planned to correspond with the terms of the financing.

In 2006, the County implemented a plan to virtualize computer applications and create a SAN that reduced the number of servers required to run county business applications and provided an alternate site to provide backup in case of disaster or loss of equipment use. The original equipment was financed over a five-year period. In 2011, the County made major upgrades to the equipment and financed \$650,000 over another five year period. The County has entered into a new agreement to upgrade the SAN with new equipment with better technology and useable drive space. The cost of this upgrade is approximately \$570,000.

### Review

The equipment purchase is planned in the current year budget to be financed over a 48-month period. The new equipment will be purchased in August of this year from Varrow through State contract pricing plus additional savings negotiated with the vendor.

A request for financing proposals (RFP) was sent to several financial institutions on June 18, 2015, with five responding on July 15. US Bancorp was the lowest bidder at 1.43% financed over a term of 48 months, with quarterly payments, and First Citizens Bank and Trust was the next lowest at 1.44.

On July 27, 2015, the Finance and Personnel Subcommittee recommended First Citizens Bank and Trust be considered due to its local presence in the County. First Citizens was contacted to see if they would revise their bid, and they submitted an alternate proposal to match the low bid of 1.43%.

The County will be borrowing funds through a G.S. 160-A.20 installment purchase transaction, with the equipment pledged as collateral on the loan. Local Government Commission approval is not required on local government loans that are less than five years. A budget revision is attached to appropriate funds

in the project and to account for the loan proceeds. The debt payments will be made quarterly beginning this fiscal year and are included in the current year budget.

It is expected that the financing will be complete prior to payment of all expenses related to this computer equipment purchase. Should there be a delay, staff requests approval of a Declaration of Official Intent to Reimburse Expenditures for any costs incurred prior to the debt issuance.

RFP Bid Results for 48 month term (Local Office) - Revised

Branch, Banking & Trust (BB&T) (Newton) - 1.56%

First Citizens Bank and Trust (Newton) – 1.43%

Peoples Bank (Newton) – 2.12%

PNC Bank (Archdale) – 2.82%

US Bancorp (Charlotte) – 1.43%

Recommendation

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve the proposed installment purchase financing of County computer equipment in the amount of \$570,000 through First Citizens Bank and Trust, at a rate of 1.43% for a 48-month term.

In addition, staff recommends that the Declaration of Official Intent to Reimburse Expenditures be approved for any costs incurred prior to the issuance of the borrowing.

Budget Revision:

410-460100-982000-11202	Computer Equipment	\$570,000
410-460100-690450	Proceeds from Financing	\$570,000

# DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse Expenditures under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the Catawba County, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The issuer anticipates incurring expenditures (the "Expenditures") for budgeted installment purchases (the "Projects").
2. **Plan of Finance.** The issuer intends to finance the costs of the Projects with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$570,000.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this the 3<sup>rd</sup> Day of August, 2015

---

Randy Isenhower, Chair  
Catawba County Board of Commissioners

Seal:

---

Clerk to the Board of Commissioners

## MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Policy and Public Works Subcommittee

DATE: August 3, 2015

IN RE: Greater Hickory MPO Amended Memorandum of Understanding (MOU)

### REQUEST

The Policy and Public Works Subcommittee recommends the Board of Commissioners approve, by resolution, an amended MPO Memorandum of Understanding (MOU) which amends the MPO's planning boundary.

### BACKGROUND

On May 27, 2015, the Greater Hickory MPO Technical Advisory Committee voted unanimously to approve an amended MPO Memorandum of Understanding. The proposed changes are highlighted in the attached MOU and include the addition of the Town of Taylorsville and the North Carolina Department of Transportation as members of the MPO and the addition of both the Town of Taylorsville and the Western Piedmont Transit Authority for Board representation and voting purposes. Further changes include the requirement for joint approval of revisions to the Comprehensive Transportation Plan (CTP) by the MPO and NCDOT and the preparation of a quarterly Expenditure report.

### RECOMMENDATION

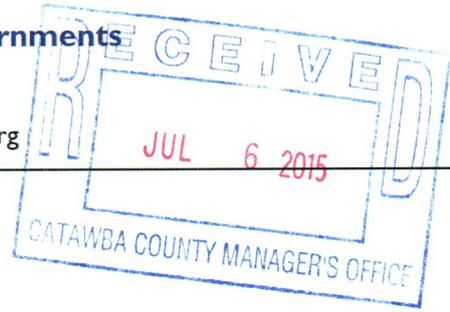
The Policy and Public Works Subcommittee recommends the Board of Commissioners approve, by resolution, an amended MPO Memorandum of Understanding (MOU) which amends the MPO's planning boundary.



**Western Piedmont Council of Governments**

1880 Second Avenue NW, Hickory, NC 28601  
PO Box 9026, Hickory, NC 28603  
828.322.9191 • Fax: 828.322.5991 • www.wpcog.org

**Over 45 Years of Regional Leadership**



**MEMORANDUM**

**To:** Clerks of MPO Member Municipalities  
**From:** Kelly Larkins, Transportation Planner  
**Subject:** Greater Hickory MPO Amended Memorandum of Understanding  
**Date:** July 1, 2015  
**Cc:** John Marshall, WPCOG Planning Director

On May 27th of this year, the Greater Hickory MPO Technical Advisory Committee voted unanimously to approve the amended MPO Memorandum of Understanding (MOU). Several changes were made to the MOU with the most important involving the MPO officially accepting the Unifour RPO into the MPO's planning boundary (all four counties). Due to the significance of this action, the MPO member municipalities must approve the amended MOU by resolution.

Enclosed with this memorandum is a copy of the amended MOU (with changes highlighted in yellow) and a copy of your signature page to be signed and returned to the Western Piedmont COG by Monday August 31st.

Contact me if you have any questions.

Kelly Larkins  
(828) 485-4231  
kelly.larkins@wpcog.org

Robert L. Smyre, Chairman • George B. Holleman, Vice-Chairman • Larry G. Yoder, Secretary • Mary Bess Lawing, Treasurer • John F. "Chip" Black, Past Chair  
At-Large Members: Wayne F. Abele, Sr., Kitty W. Barnes, Bob Floyd, Jr., Barbara C. Pennell  
Anthony W. Starr, Executive Director

Alexander County • Taylorsville • Burke County • Connelly Springs • Drexel • Glen Alpine • Hildebran • Morganton • Rutherford College • Valdese • Caldwell County • Cahah's Mountain  
Cedar Rock • Gamewell • Granite Falls • Hudson • Lenoir • Rhodhiss • Sawmills • Catawba County • Brookford • Catawba • Claremont • Conover • Hickory • Long View • Maiden • Newton

*An Equal Opportunity Affirmative Action Employer*

MUNICIPAL STATEMENT OF ADOPTION OF THE AMENDED MEMORANDUM OF UNDERSTANDING REGARDING THE GREATER HICKORY METROPOLITAN ORGANIZATION FOR ALEXANDER, BURKE, CALDWELL AND CATAWBA COUNTIES

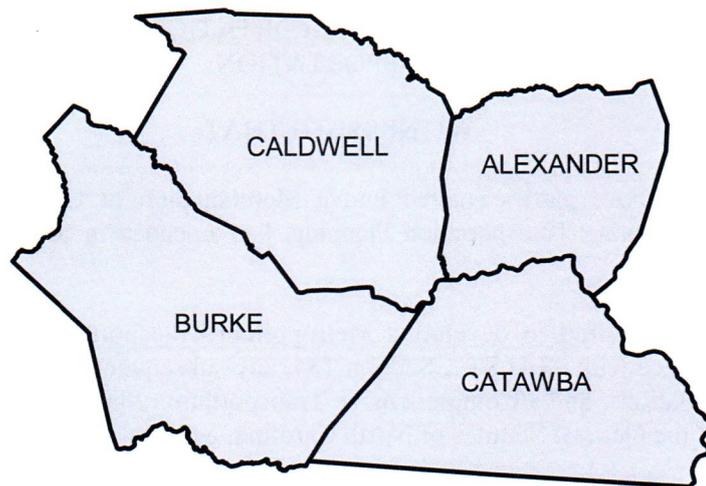
The Amended Memorandum of Understanding dated May 27, 2015 for cooperative, comprehensive, and continuing transportation planning and the establishment of a Metropolitan Planning Organization for the Counties of Alexander, Burke, Caldwell and Catawba Counties and the participating municipality of Catawba County is hereby adopted by Catawba County this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Commission Chairman, Catawba County

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Seal

# Greater Hickory Metropolitan Planning Organization



## Memorandum of Understanding

February, 2003  
Amended March 2009  
Amended September 2013  
**Amended May 2015**

AMENDED MEMORANDUM OF UNDERSTANDING  
FOR  
COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING

AMONG

THE COUNTY OF ALEXANDER, TOWN OF BROOKFORD, COUNTY OF BURKE, TOWN OF CAJAH'S MOUNTAIN, **TOWN OF TAYLORSVILLE**, COUNTY OF CALDWELL, COUNTY OF CATAWBA, TOWN OF CATAWBA, VILLAGE OF CEDAR ROCK, CITY OF CLAREMONT, TOWN OF CONNELLY SPRINGS, CITY OF CONOVER, TOWN OF DREXEL, TOWN OF GAMEWELL, TOWN OF GLEN ALPINE, TOWN OF GRANITE FALLS, CITY OF HICKORY, TOWN OF HILDEBRAN, TOWN OF HUDSON, CITY OF LENOIR, TOWN OF LONG VIEW, TOWN OF MAIDEN, CITY OF MORGANTON, CITY OF NEWTON, TOWN OF RHODISS, TOWN OF RUTHERFORD COLLEGE, TOWN OF SAWMILLS AND TOWN OF VALDESE, **THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION** IN COOPERATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION

WITNESSETH THAT:

THAT WHEREAS, the above parties entered into a Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning, last amended in **September 2013**, regarding the Greater Hickory MPO;

Whereas, each MPO is required to develop a Metropolitan Transportation Plan in cooperation with NCDOT and in accordance with 23 U.S.C., Section 134, any subsequent amendments to that statute, and any implementing regulations; and a Comprehensive Transportation Plan as per Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina; and

WHEREAS, the transportation plan, once adopted shall serve as the basis for future transportation improvements within the MPO; and

WHEREAS, it is the desire of these parties that all prior Memoranda of Understanding between the parties be superseded and replaced by this Memorandum of Understanding.

**NOW THEREFORE BE IT RESOLVED** by the Greater Hickory MPO that the following Memorandum of Understanding (MOU) is made:

**SECTION I.** It is hereby agreed that the COUNTY OF ALEXANDER, TOWN OF BROOKFORD, COUNTY OF BURKE, TOWN OF CAJAH'S MOUNTAIN, COUNTY OF CALDWELL, COUNTY OF CATAWBA, TOWN OF CATAWBA, VILLAGE OF CEDAR ROCK, CITY OF CLAREMONT, TOWN OF CONNELLY SPRINGS, CITY OF CONOVER, TOWN OF DREXEL, TOWN OF GAMEWELL, TOWN OF GLEN ALPINE, TOWN OF GRANITE FALLS, CITY OF HICKORY, TOWN OF HILDEBRAN, TOWN OF HUDSON, CITY OF LENOIR, TOWN OF LONG VIEW, TOWN OF MAIDEN, CITY OF MORGANTON, CITY OF NEWTON, TOWN OF RHODISS, TOWN OF RUTHERFORD COLLEGE, TOWN OF SAWMILLS, **TOWN of TAYLORSVILLE**, TOWN OF VALDESE AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION in cooperation with THE UNITED STATES DEPARTMENT OF TRANSPORTATION, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

- A. The area involved - the Greater Hickory Transportation Study Planning Area - will consist of the Hickory Urbanized Area as defined by the United States Department of Commerce, Bureau of the Census, in addition to that area beyond the existing urbanized area boundary in Alexander, Burke, Caldwell and Catawba Counties. This area is hereinafter referred to as the Greater Hickory MPO Metropolitan Planning Area.
- B. The continuing transportation planning process will be cooperative one and all planning discussions will be reflective of and responsible to the comprehensive plans for growth and development within the Metropolitan Planning Area.
- C. The continuing transportation planning process will be conducted in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
- D. The Urbanized Area Boundary and Metropolitan Planning Area shall be periodically reviewed and revised in light of new development and basic data projections.
- E. The Greater Hickory Metropolitan Planning Organization Board Established.

A Greater Hickory Metropolitan Planning Organization Board [hereinafter referred to as "Board" or "the Board"] is hereby established with the responsibility for cooperative transportation planning decision making for the Greater Hickory MPO. The Board shall have the responsibility for keeping the policy boards of the participating local governments informed of the status and requirements of the transportation planning process; for assisting in the dissemination and clarification of the decisions and policies of the policy boards; and for providing opportunities for citizen participation in the transportation planning process.

The Board, in cooperation with the State, and in cooperation with publicly owned operators of public transportation services, shall be responsible for carrying out the urban transportation planning process as required by Federal and State transportation planning requirements and shall develop the planning work program, Metropolitan Transportation Plan, and Transportation Improvement Program.

This Board shall be the forum for cooperative decision-making by elected officials of the member General Purpose Local Governments. However, this shall not limit the Board's local responsibility for (1) ensuring that the transportation planning process and the plans and improvement projects which emerge from that process are consistent with the policies and desires of local government; nor, (2) serving as a forum for the resolution of conflicts which arise during the course of developing the Metropolitan Transportation Plan, the Comprehensive Transportation Plan and the Transportation Improvement Program.

- G. The Board is hereby established with the responsibility for coordinating transportation policy decisions of member local governments within the Metropolitan Planning Area and will consist of the Chief Elected Official or a single representative appointed by, and from, the member local government from the following Boards of General Purpose Local Government, public transportation as well as a member of the North Carolina Board of Transportation:
  - 1. Alexander County Commissioners
  - 2. Brookford Board of Aldermen
  - 3. Burke County Commissioners
  - 4. Cahah's Mountain Town Council

5. Caldwell County Commissioners
6. Catawba County Commissioners
7. Catawba Town Council
8. Cedar Rock Village Council
9. Claremont City Council
10. Connelly Springs Board of Aldermen
11. Conover City Council
12. Drexel Board of Aldermen
13. Gamewell Town Council
14. Glen Alpine Town Council
15. Granite Falls Town Council
16. Hickory Board of Aldermen (2 Members)
17. Hildebran Town Council
18. Hudson Town Commissioners
19. Lenoir City Council
20. Long View Board of Aldermen
21. Maiden Town Council
22. Morganton City Council
23. Newton City Council
24. Rhodhiss Town Commissioners
25. Rutherford College Town Council
26. Sawmills Town Council
27. Taylorsville Town Council
28. Valdese Town Council
29. North Carolina Board of Transportation
30. Western Piedmont Transit Authority Official

Each of the above member agencies may also appoint an alternate, in accordance with the rules contained within the GHMPO Bylaws.

H. The duties and responsibilities of the Board are as follow:

1. The Board in cooperation with the State, and in cooperation with publicly owned operators of public transportation services, shall be responsible for carrying out the Federal and State transportation planning process and shall develop the planning work programs, Metropolitan and Comprehensive Transportation Plans, and Transportation Improvement Program.
2. The Board shall be the forum for cooperative decision-making by elected officials of General Purpose Local Government. The Board shall have responsibility for (1) ensuring that the transportation planning process and the plans and improvement projects which emerge from that process are consistent with the policies and desires of local government; and (2) serving as a forum for the resolution of conflicts which arise during the course of developing the Transportation Plan and the Transportation Improvement Programs.
3. The Board shall establish goals and objectives for the transportation planning process reflective of and responsive to comprehensive plans for growth and development in the Metropolitan Planning Area adopted by Boards of General Purpose Local Government.
4. The Board shall review and approve the Planning Work Program, Transportation Plan and Transportation Improvement Program as necessary.

5. The Board as required, shall review, approve, and endorse amendments to the Planning Work Program, the Transportation Plan and the Transportation Improvement Program.
6. The Board shall be responsible for adopting and amending the Metropolitan and Comprehensive Transportation Plans (CTP). Revisions to the CTP must be jointly approved by the MPO and NCDOT.
7. The Board shall have the responsibility for keeping the Boards of General Purpose Local Government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of these Boards; and ensuring meaningful citizen participation in the transportation planning process.
8. The Board shall review, approve and endorse changes to the Federal Functional Classification System and Urbanized Boundary, in conformance with Federal regulations.
9. The Board shall review, approve, and endorse a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process; and
10. The Board shall review and approve related air quality planning in conformance with Federal regulations.
11. The Board shall review and approve energy conservation planning and energy contingency planning for the transportation system in conformance with Federal regulations.
12. The Board is responsible for conducting public involvement and technical analyses to determine the preliminary alignments for transportation projects (both road and transit) included in the Metropolitan Transportation Plan. These alignments will be used by local jurisdictions through their land development ordinances for right-of-way protection purposes. Once the Board has adopted an official thoroughfare alignment, the alignment can only be modified by:
  - a. Official Board action; or
  - b. Action of the GHMPOs Technical Coordinating Committee (TCC), (which is described in Section I.O of this Memorandum of Understanding) under the following criteria:
    - i) The TCC finds the proposed alignment to be technically reasonable; and,
    - ii) The proposed alignment enters and exits the affected property at the officially approved location and angle or curvature.

The Board adopts the alignment for right-of-way purposes even if the alternatives are produced through a State or locally funded environmental study process.

13. Each General Purpose Local Government on the Board will assist in the transportation planning process by providing planning assistance, data and inventories in accordance with the Prospectus. Additionally, the local government shall coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Transportation Plan.
14. The Board is responsible for the distribution of funds distributed to GHMPO's under the provisions of MAP-21 and any subsequent re-authorizations.

15. The Board shall adopt a set of Bylaws for the Board and the TCC. Amendments to either set of Bylaws shall occur by a  $\frac{3}{4}$  vote of the GHMPO.
  16. The Board shall maintain a centralized information repository including but not limited to the Metropolitan Transportation Plan including the Comprehensive Transportation Plan; the Planning Work Program (PWP); air quality conformity analysis; Board and TCC Bylaws and membership lists; copies of all draft and final environmental studies, public hearing maps, roadway corridor official maps, and noise reports on projects within the GHMPO boundaries; copies of adopted transportation project alignments; the Transportation Improvement Program (TIP) (local and state); and any other appropriate archival information. The GHMPO shall endeavor through the affected local governments and appropriate technological means to make this information easily available to local governments, citizens, and individuals involved in land development and real estate transactions.
  17. The Board shall have the primary responsibility for citizen input into the continuing transportation planning process. During transportation plan reevaluation, citizen involvement in the planning process shall be encouraged for reanalysis of goals and objectives and plan formation.
  18. Any other duties identified as necessary to further facilitate the transportation planning process.
- I. The Board shall consist of both voting and non-voting members.

Voting membership of the Board will consist of representatives of the following General Purpose Local Government units and the North Carolina Board of Transportation as of September 24, 2014, which shall have the indicated number of votes:

<u>Unit</u>	<u>number of votes</u>
1. Alexander County	1
2. Town of Brookford	1
3. Burke County	1
4. Town of Cahah's Mountain	1
5. Caldwell County	1
6. Catawba County	1
7. Town of Catawba	1
8. Village of Cedar Rock	1
9. City of Claremont	1
10. Town of Connelly Springs	1
11. City of Conover	1
12. Town of Drexel	1
13. Town of Gamewell	1
14. Town of Glen Alpine	1
15. Town of Granite Falls	1
16. City of Hickory	2
17. Town of Hildebran	1
18. Town of Hudson	1
19. City of Lenoir	1
20. Town of Long View	1
21. Town of Maiden	1
22. City of Morganton	1

23. City of Newton	1
24. Town of Rhodhiss	1
25. Town of Rutherford College	1
26. Town of Sawmills	1
27. Town of Taylorsville	1
28. Town of Valdese	1
29. N.C. Board of Transportation (NCBOT)	1
30. Western Piedmont Transit Authority	1
<b>Total</b>	<b>31</b>

Members will vote on matters pursuant to the authority granted by their respective governmental bodies.

Non-voting membership – One representative from each of the following bodies will serve as a non-voting member:

- FHWA – Division Administrator (or designee)

Other local, State, or Federal agencies impacting transportation in the Planning Area, can become non-voting members upon invitation by the Board.

The Board shall have a Chair and Vice-Chair and shall meet in accordance with the rules contained within the GHMPO Bylaws.

J. Board Voting Policy

1. The Board and the Technical Coordinating Committee (TCC), as well as any established sub-committees are responsible for carrying out the provisions on North Carolina G.S. Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the TAC or TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. An alternate may be appointed to attend meetings should the member not be able to attend. Alternates should be identified by name on the meeting attendance log. Vacant seats will not count against the quorum. Electronic meetings and voting are allowed as long as proper public notice is given and meeting materials are available to the public upon request. Any member who does not attend two consecutive TCC/TAC meetings will not be included as part of the membership needed to obtain a quorum after the second meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.
2. When any project is on a road that does not carry an I, US, or NC route designation, and is totally contained within a single municipality's corporate limits or extraterritorial planning jurisdiction, its location shall be determined only with the consent of that municipality.
3. The GHMPO cannot override the position of any individual local municipality on a project for a road that does not carry an I, US, or NC route designation when any portion of the project is within that municipality's corporate limits or extraterritorial planning jurisdiction except by  $\frac{3}{4}$  majority vote of all votes eligible to be cast.

- K. The Transportation Improvement Program (TIP) shall be adopted in accordance with adoption schedules for the State Transportation Improvement Program (STIP). The TIP shall include all information

typically contained in the STIP, including, but not limited to route number, project I.D. number, project limits, project description, proposed implementation schedule, funding source, and projected cost. The TIP is intended to represent local priorities for transportation improvements. Once it is adopted, any discrepancies between the TIP and the STIP will be negotiated through established State and Federal processes.

- L. The Board shall develop a list of projects for transportation improvements in conjunction with the NCDOT prioritization process as codified in NCGS § 136-18.42. This entails preparing a list of projects for staff to evaluate against NCDOT's quantitative measures, then choosing a subset of projects. The subset of projects chosen will be assigned points by the Board based on locally and regionally developed criteria and submitted to NCDOT and the GHMPO Board to compete for available funding in the STIP and TIP, respectively.
- M. The Board may establish subcommittees and advisory groups through its bylaws or through a vote at a regularly scheduled meeting. The subcommittees may consist of existing members of the Board, the Technical Coordinating Committee, and other officials and citizens as appropriate to achieve the objectives of the subcommittee.
- N. The GHMPO will coordinate transit planning and programming within the Planning Area. The duties and responsibilities of the Board with regard to transit planning and programming are as follows:
  - 1. Establish policies for distribution of Federal Transit Administration funds that are provided directly to the Metropolitan Planning Organization. These policies will be reviewed and approved annually by the Board.
  - 2. Develop and approve a list of prioritized projects for transit improvements.
  - 3. Program transit improvements in the Transportation Improvement Program (TIP).
  - 4. In developing transit plans, programs, and funding formulas, the Board shall consider the following factors: Federal Transit Administration funding formulas, State Maintenance Assistance Program formulas, and population served by the transit system, ridership, and present and future demand for transit service.
- O. A Technical Coordinating Committee, hereinafter referred to as the TCC, shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the Metropolitan Planning Area and with the responsibility for making recommendations to the respective local and State governmental agencies and the GHMPO Board regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval of the Prospectus, Planning Work Program (PWP), Transportation Improvement Program, Federal Functional Classification System and Urbanized Area Boundary, revisions to the Metropolitan Transportation Plan, planning citizen participation, and documentation reports on the transportation study.

Membership of the TCC shall include technical representation from all local and state governmental agencies directly related to and concerned with the transportation planning process for the planning area. GHMPO Board approval of TCC membership changes shall be required.

TCC Membership:

1. Alexander County
2. Town of Brookford
3. Burke County
4. Town of Cahah's Mountain
5. Caldwell County
6. Catawba County
7. Town of Catawba Town
8. Village of Cedar Rock
9. City of Claremont
10. Town of Connelly Springs
11. City of Conover
12. Town of Drexel
13. Town of Gamewell
14. Town of Glen Alpine
15. Town of Granite Falls
16. City of Hickory – 2 Representatives
17. Town of Hildebran
18. Town of Hudson
19. City of Lenoir
20. Town of Long View
21. Town of Maiden
22. City of Morganton
23. City of Newton
24. Town of Rhodhiss
25. Town of Rutherford College
26. Town of Sawmills
27. Town of Taylorsville
28. Town of Valdese
29. NCDOT – Transportation Planning Branch
30. NCDOT - Division 11 Engineer, or his/her designated representative
31. NCDOT - Division 12 Engineer, or his/her designated representative
32. NCDOT - Division 13 Engineer, or his/her designated representative
33. NCDOT – Public Transportation Division (non-voting)
34. Western Piedmont Regional Transit Authority (Greenway Transit)
35. Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, NCDOT
36. Director of Planning, Western Piedmont Council of Governments
37. Alexander County Chamber of Commerce
38. Burke County Chamber of Commerce
39. Caldwell County Chamber of Commerce
40. Catawba County Chamber of Commerce
41. FHWA, MPO Contact (non-voting)

Representatives of the municipalities shall be the chief administrative officers (managers/administrator/clerks), planning directors or their designees. Other entities may be represented by their chief administrative officers or their designees. Each TCC member shall have one vote.

Other local agencies, organizations, and individuals, upon filing a request with the TCC Secretary, will be informed of the time, date, and location of all meetings of the TCC and may attend meetings.

Notification will also be furnished to any private transportation operator, upon receipt of a request.

The TCC shall meet in accordance with schedules set forth in the TCC Bylaws. The Chairperson may cancel a regular meeting if there is insufficient business on the TCC's tentative agenda.

The Board and the Technical Coordinating Committee (TCC), as well as any established sub-committees are responsible for carrying out the provisions on North Carolina G.S. Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the TAC or TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. An alternate may be appointed to attend meetings should the member not be able to attend. Alternates should be identified by name on the meeting attendance log. Vacant seats will not count against the quorum. Electronic meetings and voting are allowed as long as proper public notice is given and meeting materials are available to the public upon request. Any member who does not attend two consecutive TCC/TAC meetings will not be included as part of the membership needed to obtain a quorum after the second meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.

P. Administrative coordination for the GHMPO and for the TCC will be performed by the Western Piedmont Council of Governments Planning Director, who shall report to the Chair of the GHMPO. Administrative support shall be furnished by the Western Piedmont Council of Governments' planning staff. The Planning Director shall supervise additional GHMPO staff as necessary and approved in the annual work program. The Planning Director will serve as the Secretary for the GHMPO and TCC with the responsibility for such functions as follows:

1. Arranging meetings and agendas
2. Maintaining minutes and records
3. Maintaining Policy Manual
4. Preparing a Prospectus and Planning Work Program (PWP)
5. Assembling and publishing the Transportation Improvement Program
6. Serving as custodian of the Metropolitan and Comprehensive Transportation Plans
7. Collecting from local governments, certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the North Carolina Department of Transportation annually or more often if deemed necessary by the GHMPO or local governments involved
8. Monitoring the transportation planning process to ensure its execution is in accordance with goals and objectives
9. Performing other coordinating functions as assigned by the GHMPO from time to time
10. Taking lead responsibility for structuring public involvement in the transportation planning process
11. Preparing the **quarterly** PL Expenditure Report

The Planning Director shall be hired by the Western Piedmont Council of Governments.

Q. All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the Planning Work Program

adopted by GHMPO. As part of the development of the Planning Work program, the MPO shall review the process for sharing the funding of MPO activities and establish funding responsibility for each local government.

Administration of funding in support of the transportation planning process on behalf of the GHMPO will be conducted by Western Piedmont Council of Governments, the lead planning agency, which will execute appropriate agreements with funding agencies as provided by the Planning Work Program.

**SECTION II.** Subscribing agencies to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 30 calendar days written notice to the GHMPO Chairperson prior to the date of termination. When annexation occurs and member municipality boundaries extend beyond the adopted urbanized area boundary, the new boundaries will automatically become part of the urbanized area and will be so designated on the Transportation Plan within 60 calendar days of the annexation. After two (2) years from the date of adoption of this document, the terms of this agreement will be evaluated by the participating members. It is further agreed that these agencies will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. Additionally, these agencies shall coordinate zoning and subdivision approval in accordance with the adopted Transportation Plan.

**SECTION III.** In witness whereof, the Secretary of Transportation on behalf of the North Carolina Department of Transportation has signed this Memorandum of Understanding and the other parties have adopted this Memorandum of Understanding.

DEPARTMENT OF TRANSPORTATION

By \_\_\_\_\_  
Secretary of Transportation

## MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Policy and Public Works Subcommittee

DATE: August 3, 2015

IN RE: Right of Way Encroachment Agreement with North Carolina Department of Transportation for Signage at the Landfill and Blackburn Convenience Center

### REQUEST

The Policy and Public Works Subcommittee recommends the Board of Commissioners enter into a Right of Way Encroachment Agreement with the North Carolina Department of Transportation for a Non-Utility Encroachment on Primary and Secondary Highway for the purpose of placing additional signage on Rocky Ford Road for the Landfill and Blackburn Convenience Center.

### BACKGROUND

In May, concerns were expressed that the Blackburn Convenience Center and Blackburn Landfill has inadequate signage. It was requested that better signage be added at the Convenience Centers at each bin identifying what goes where and to improve directional signage of where to turn into Landfill. Staff met with John Isenhour of Republic Services and visited the Blackburn Convenience Center and discussed improved signage needs. In addition, Landfill staff met with the County Maintenance staff who received NC DOT requirements for signage design at the landfill which includes the requested Right of Way Encroachment Agreement (attached). When completed, an application with drawings will be submitted for approval to NC DOT to install the signs on the road right-of-way that will provide improved directions for the Landfill and Convenience Center. After approval is received, staff will make the signs (see attached). It is planned to have signs with arrows indicating "Landfill Entrance" and "Blackburn Convenience Center". A sign will face west on Rocky Ford Road to be seen when approaching from Hickory Lincolnton Highway and a sign facing east on Rocky Ford Road to be seen when approaching from Startown Road.

### RECOMMENDATION

The Policy and Public Works Subcommittee recommends the Board of Commissioners enter into a Right of Way Encroachment Agreement with the North Carolina Department of Transportation for a Non-Utility Encroachment on Primary and Secondary Highway for the purpose of placing additional signage on Rocky Ford Road for the Landfill and Blackburn Convenience Center.

DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY ENCROACHMENT AGREEMENT  
FOR NON-UTILITY ENCROACHMENTS ON  
PRIMARY AND SECONDARY HIGHWAYS

-AND-  
Catawba County

THIS AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Department of Transportation, party of the first part; and \_\_\_\_\_ Catawba County \_\_\_\_\_ party of the second part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) \_\_\_\_\_ Rocky Ford Road \_\_\_\_\_, located \_\_\_\_\_ at points indicated on Exhibit A \_\_\_\_\_ attached \_\_\_\_\_ with the construction and/or erection of: \_\_\_\_\_ signage for the Landfill and the Blackburn Convenience Center \_\_\_\_\_

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to the installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first part.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

It is clearly understood by the party of the second part that the party of the first part will assume no responsibility for any damage that may be caused to such facilities, within the highway rights of way limits, in carrying out its construction and maintenance operations.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the encroaching site, at all times during construction, a copy of

R/W (161A) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (161A) incorporating all revisions to date.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
Asst. Manager of Right of Way

ATTEST OR WITNESS:

\_\_\_\_\_  
Randy Isenhower , Chair

\_\_\_\_\_  
Catawba County Board of  
Commissioners

\_\_\_\_\_  
Second Party

### INSTRUCTIONS

When the applicant is a corporation or a municipality, this agreement must have the corporate seal and be attested by the corporation secretary or by the empowered city official, unless a waiver of corporate seal and attestation by the secretary or by the empowered City official is on file in the Raleigh office of the Manager of Right of Way. In the space provided in this agreement for execution, the name of the corporation or municipality shall be typed above the name, and title of all persons signing the agreement should be typed directly below their signature.

When the applicant is not a corporation, then his signature must be witnessed by one person. The address should be included in this agreement and the names of all persons signing the agreement should be typed directly below their signature.

This agreement must be accompanied, in the form of an attachment, by plans or drawings showing the following applicable information:

1. All roadways and ramps.
2. Right of way lines and where applicable, the control of access lines.
3. Location of the proposed encroachment.
4. Length and type of encroachment.
5. Location by highway survey station number. If station number cannot be obtained, location should be shown by distance from some identifiable point, such as a bridge, road, intersection, etc. (To assist in preparation of the encroachment plan, the Department's roadway plans may be seen at the various Highway Division Offices, or at the Raleigh office.)
6. Drainage structures or bridges if affected by encroachment.
7. Typical section indicating the pavement design and width, and the slopes, widths and details for either a curb and gutter or a shoulder and ditch section, whichever is applicable.
8. Horizontal alignment indicating general curve data, where applicable.
9. Vertical alignment indicated by percent grade, P.I. station and vertical curve length, where applicable.
10. Amount of material to be removed and/or placed on NCDOT right of way, if applicable.
11. Cross-sections of all grading operations, indicating slope ratio and reference by station where applicable.
12. All pertinent drainage structures proposed. Include all hydraulic data, pipe sizes, structure details and other related information.
13. Erosion and sediment control.
14. Any special provisions or specifications as to the performance of the work or the method of construction that may be required by the Department must be shown on a separate sheet

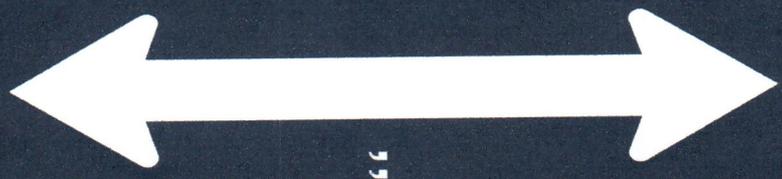


Sign 1A

36"



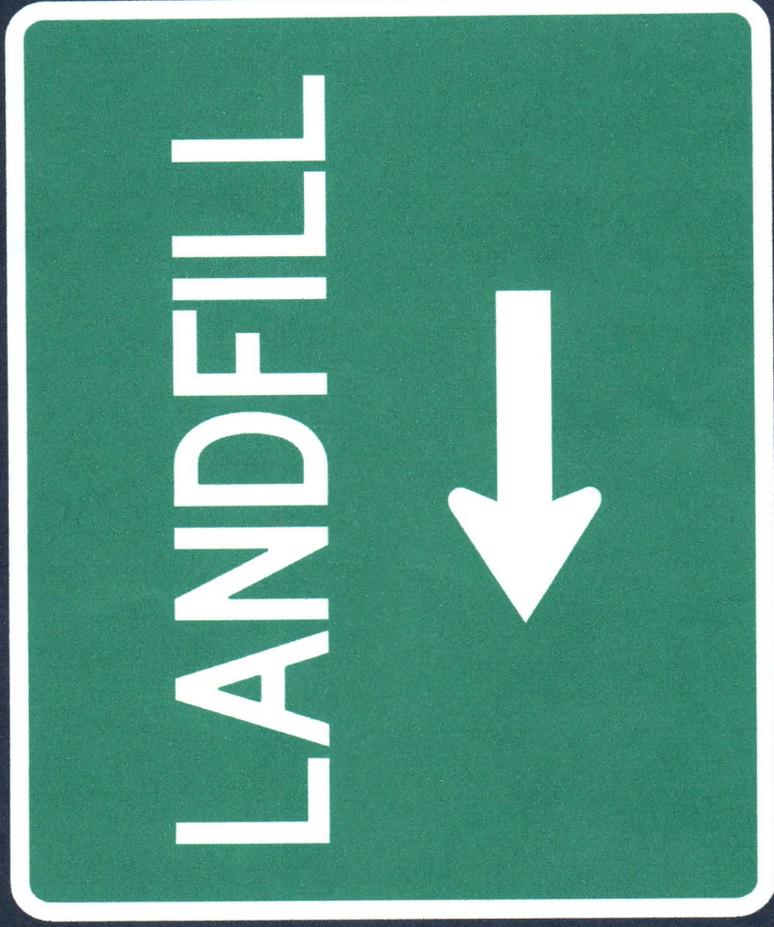
30"



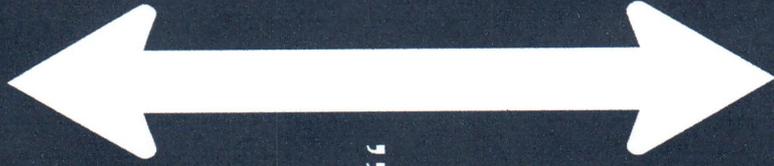
4" lettering

Sign 1B

36"



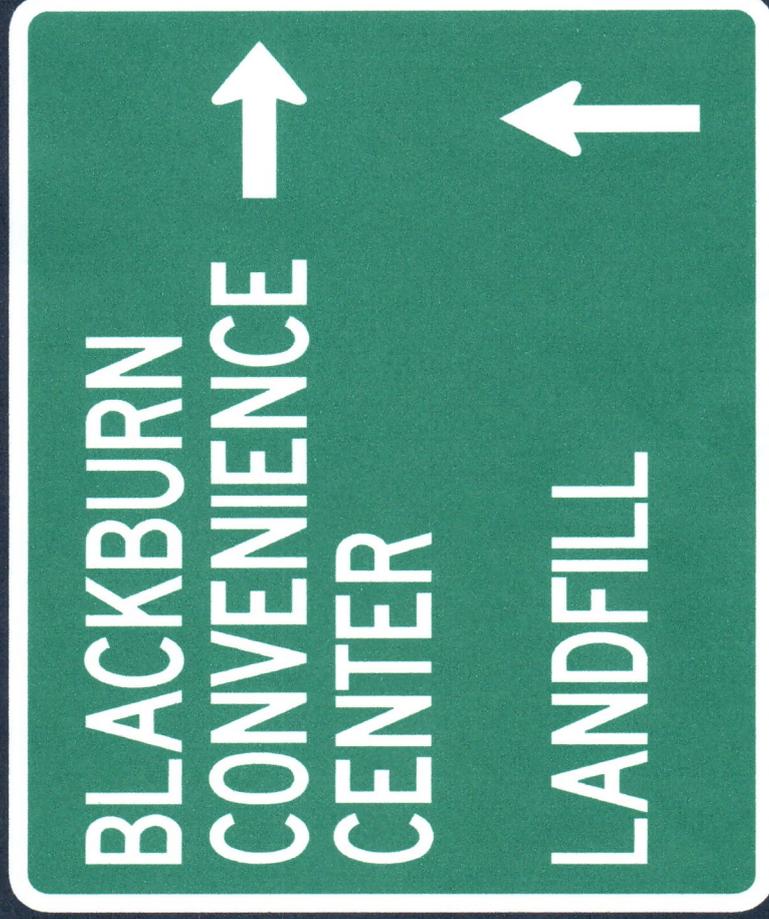
30"



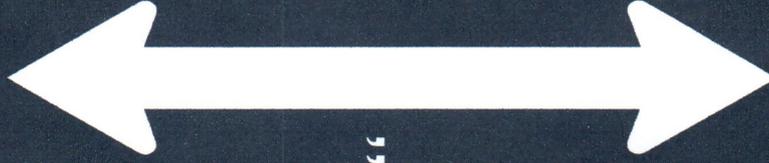
6' lettering

Sign 2A

36"



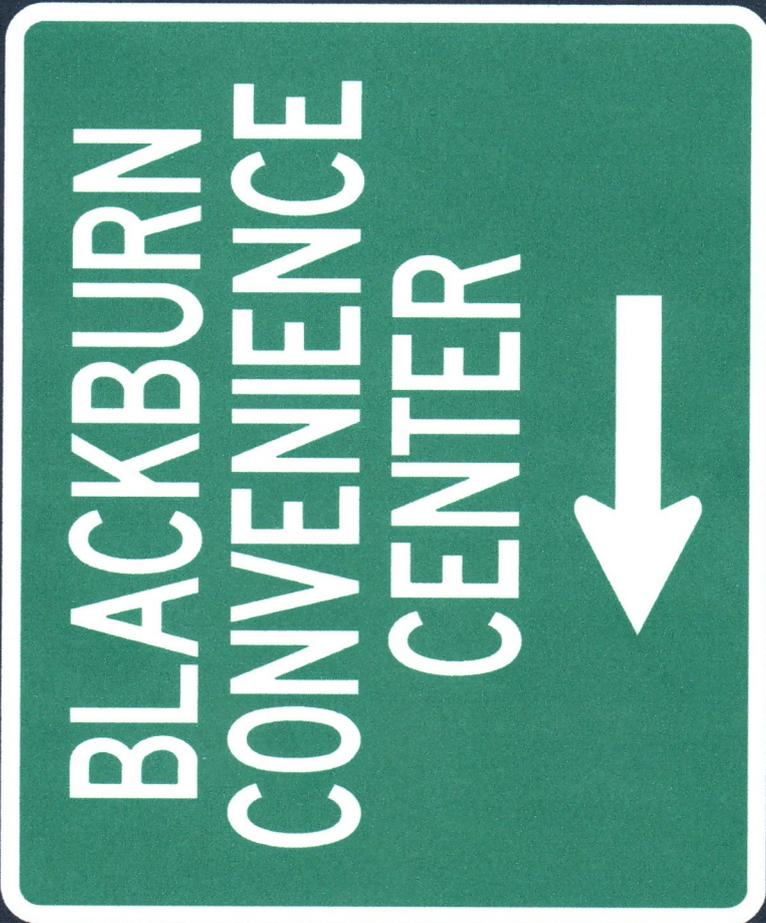
30"



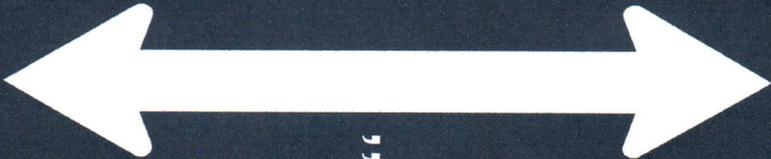
4" lettering

Sign 2B

36"



30"



5" lettering

## MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Finance and Personnel Subcommittee

DATE: August 3, 2015

IN RE: Appropriation of Grant Funds in the amount of \$117,919.00 to the Catawba County Library from six separate grants: Library Services and Technology Act (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant, LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant, and National Endowment for the Arts, and Catawba County United Arts Council BIG READ Grants.

### REQUEST

The Finance and Personnel Subcommittee recommends the Board of Commissioners accept and appropriate the grant funds in the amount of \$117,919.00 to the Catawba County Library from six separate grants: Library Services Technology Act (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant, LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant, and National Endowment for the Arts, and Catawba County United Arts Council BIG READ Grants.

### BACKGROUND

In June 2015, the Board of Commissioners adopted the Catawba County Library Strategic Plan that lays out priorities for 2016 through 2019. The three major goals embedded in the strategic plan, which were driven by the results of a comprehensive community needs assessment and intensive input process, include:

- As a Community Center of Excellence, Fuel Citizens' Passion for Reading, Personal Growth, and Learning
- Innovate to Provide 21<sup>st</sup> Century Access that Empowers Citizens
- Library Anytime, Anywhere: Expand Citizens' Access to Information and Ideas

With increased reliance on libraries during times of economic downturn, the plan focuses on enhancing County libraries' role in serving as community centers, increasing libraries' capacity to provide the technology, digital resources, and personnel to bridge the digital divide for citizens, and increasing outreach and collaboration in the community to engage and empower citizens with resources, services and collections. To that end, the Library has already begun leveraging resources towards some of these strategies, pursuing and securing several grants that advance specific strategies in alignment with the overarching strategic plan.

Priority Strategy #3: Creation of TechConnect spaces to expose citizens to state-of-the-art technologies while ensuring underserved populations have access. To get this initiative started, the Library recently secured an **LSTA Literacy and Lifelong Learning grant from the State of North Carolina in the amount of \$20,495** to create one digital learning space for citizens to get hands-on experience working with emerging technologies. Through this grant, the library will aid citizens in improving their digital literacy and obtaining real-world experience with professional design and engineering tools. The Western Piedmont Council of Governments will partner by imbedding a career specialist at the library four hours

per week, providing invaluable career guidance and training to citizens. The library will also draw on local engineering expertise through a partnership with the Manufacturing Solutions Center, offering access to professional tools, software applications and training. The grant requires a local match of \$2,049 which will be funded from the library reinventing budget.

Priority Strategy #4: Conduct literacy outreach activities to ensure children start school ready to learn and positioned to excel; enhance and support active learning for children. To this end, the Library secured a **LSTA EDGE Initiative grant in the amount of \$5,000** to address the early digital literacy of our youngest patrons with the purchase of a Smart Table (touch screen computer table) preloaded with interactive educational software. This project contributes toward the library outcome: *Catawba County pre-school children participating in the library's early literacy programs will be better prepared for school and their caregivers will be better equipped to develop their vital early literacy skills.* This grant has no matching requirement.

Priority Strategy #5: Conduct Adult Outreach / Programming to bring library resources to where people are, including non-traditional locations and targeting underserved audiences. While it is not possible to fully implement this initiative without additional staff resources, the Library is being creative in identifying one-time initiatives and securing grant funding to begin moving in the desired direction. The Library secured a **National Endowment for the Arts grant in the amount of \$11,800** to partner in the community for a Big Read--a countywide reading initiative to encourage our community to rediscover the classic novel "To Kill a Mockingbird" and engage in its themes of morality and racial equity. This program is being conducted in partnership with libraries of Lenoir-Rhyne University and CVCC, Hickory Public Library, the Green Room Theatre and the Catawba County Historical Society. A Keynote speaker, several book discussions throughout the community, theater performances and history exhibits are all part of this program. Free copies of the book will be distributed throughout the county. The grant requires a local match of \$11,800 which will be matched with library and partner agencies' in-kind contributions. Additionally, the Library secured a **Catawba County United Arts Council grant of \$5,000**, with no required match, to augment the project with extra copies of the book to distribute throughout the community.

Further, steps taken to strategically re-work existing positions have made it possible to carve out a part-time position to begin conducting Spanish language outreach and programming

Aligned with this strategy, the Library has secured a **\$3,000 grant from the American Library Association / National Endowment for the Humanities** to bring Latino Americans, a nationwide public programming initiative that supports the exploration of the rich and varied history and experiences of Latinos, who have become the country's largest minority group (with over 50 million people). Grant funds will provide a guest speaker, art exhibit, six screenings of Latino Americans Documentary, bilingual story time for children and a Halloween festival. This project contributes to the library's outcome: *Catawba County citizens will have access to culturally and intellectually diverse opportunities to enhance their lifelong learning; as evidenced by at least 85 percent of adults who participate in library programs or check out materials reporting that they have increased their knowledge or discovered culturally diverse or interesting reading or viewing materials.* There is no local match requirement for this \$3000 grant.

Priority Strategy #9: Create welcoming, vibrant, comfortable, and secure library spaces to position branches as a desirable place for citizens to spend time. In pursuit of this strategy, the Library secured an **LSTA Project Access and Digitization grant in the amount of \$72,624** to install Radio Frequency

Identification (RFID) technology at Claremont, Conover, Maiden, and Southwest branch libraries. RFID technology increases patrons' access to library materials by using technology that improves inventory tracking, enhances materials security, and enables patrons to use self check-in and –out stations, which in turn increases staff productivity and frees up more time for staff to focus on improved individualized customer service. This project will complete the initiative started last fiscal year (also with the assistance of LSTA funding) to install this technology at Main, St. Stephens, and Sherrills Ford-Terrell branches.

The grant requires a minimum \$24,208 match, which will be funded from the library reinventing budget. Staff is coordinating with the Purchasing department and requests sole source purchasing based on standardization for this project since it is a continuation of last year's project in which 3M was awarded the project through the county's Request for Proposal for Technology Goods and Services process.

**RECOMMENDATION**

The Finance and Personnel Subcommittee recommends the Board of Commissioners accept and appropriate the grant funds in the amount of \$117,919.00 to the Catawba County Library from six separate grants: Library Services technical Assistance (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant, LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant, and National Endowment for the Arts and Catawba County United Arts Council BIG READ Grants.

**Revenue**

110-810050-631912	\$20,495
LSTA Literacy and Lifelong Learning Grant	
110-810050-631911	\$72,624
LSTA Access Digitization Grant	
110-810050-631913	\$5,000
LSTA EDGE Initiative	
110-810050-631914	\$3,000
Latino Americans Project	
110-810050-631255	\$16,800
BIG READ Project	

**Expenditure**

110-810050-841059	\$20,495
Literacy and Learning	
110-810050-841058	\$72,624
Access and Digitization	
110-810050-841054	\$5,000
Edge Initiative	

110-810050-841064  
Latino Americans Project

\$3,000

110-810050-841056  
BIG READ Project

\$16,800

# MEMORANDUM

**To:** Catawba County Board of Commissioners  
**From:** Finance and Personnel Subcommittee  
**Date:** August 3, 2015  
**Re:** Budget Revision - Allocation of Funds Donated for Mountain Creek Park Project

---

## **Request**

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve a budget revision allocating \$250,000 received from The Village at Sherrills Ford, LLC for the Mountain Creek Park Project.

## **Background**

The Board of Commissioners approved a Development Agreement between The Village at Sherrills Ford, LLC and Catawba County on April 20, 2015. Included in the Agreement under "TERMS" #8(d), the Developer will donate \$500,000 to the County for the sole purpose of constructing improvements within Mountain Creek Park. The first payment was to be made within 30 days after the Agreement was recorded. The Village at Sherrills Ford, LLC made the first payment of \$125,000 on June 2, 2015. The second payment of \$125,000 is expected no later than May 4, 2016.

## **Recommendation**

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve a budget revision allocating \$250,000 received from The Village at Sherrills Ford, LLC for the Mountain Creek Park Project.

## **Revenue:**

410-460100-681941	\$ 250,000
-------------------	------------

## **Expenditures:**

410-460100-988000-18020	\$250,000
-------------------------	-----------