

**IREDELL COUNTY BOARD OF COMMISSIONERS**  
**BRIEFING MINUTES**  
**APRIL 15, 2003**

The Iredell County Board of Commissioners met in Briefing Session on Tuesday, April 15, 2003, at 5:00 p.m., in the Iredell County Government Center (South Wing Conference Room), 200 South Center Street, Statesville, NC.

Present were:

Chairman Steve D. Johnson  
Vice Chairman Godfrey Williams  
Doug Madison  
Marvin Norman  
Sara Haire Tice

Staff present: County Manager Joel Mashburn, Finance Director Susan Blumenstein, Planning & Code Enforcement Director Lynn Niblock, Planning Supervisor Ron Smith, Interim County Assessor Bob Miller, County Assessor Bill Doolittle, Recreation Director Robert Woody, Chief Deputy Rick Dowdle, Communications Director David Martin, Emergency Services Director Tracy Jackson, Health Director Ray Rabe, Social Services Director Don Wall, Support Services Director Jim Vernon, and Clerk to the Board Jean Moore.

**Call to Order** by Chairman Johnson.

**Request for Approval of the March 2003 Refunds and Releases:** Interim County Assessor Bob Miller and County Assessor Bill Doolittle attended the meeting. Doolittle, who started work on April 14, 2003, requested for the March 2003 refunds and releases to be approved.

**Request for Approval of Budget Amendment #36A which will (1) Appropriate \$16,160 to Planning/Contracted Services (2) Recognize Revenue of \$8,190 in Community Contributions (3) Transfer \$7,970 from Economic Development/Professional Services and (4) Award the Contract for the South Iredell Small Area Plan to Woolpert LLP:** Planning Supervisor Smith said \$15,000 had been budgeted for a study to examine the south Iredell area (I-77 and the proposed interchange with Langtree Road in the west, Shearers Road in the east, the Mooresville Town limits in the north, and the Iredell/Mecklenburg County line towards the southern end). Smith said the following five agencies submitted proposals.

	<u>Costs</u>
<i>Benchmark LLC</i>	\$ 16,500
<i>Centralina Council of Governments</i>	17,258 + four membership hour blocks
<i>Woolpert LLP</i>	22,968*
<i>The Wooten Company</i>	36,340
<i>The Lawrence Group</i>	49,500

*\*Woolpert proposed a base fee of \$27,968 plus \$8,186 for an optional Economic Impact Analysis (EIA); however, the planning staff will assist in the project and the company has agreed to reduce its cost to \$22,968. In reference to the EIA, outside agencies have committed \$6,000.00, and it is anticipated that another \$2,000 will be forthcoming.*

Smith said his staff, along with the planners in the Towns of Mooresville and Davidson, reviewed the proposals and everyone was in agreement that Woolpert was the top candidate. Mr. Smith said the EIA would address the impact of the new Lowe's headquarters in the area. He said the analysis could be used by the county for capital facilities planning and as an economic development tool. Smith said the ORED study for the schools did not factor in the Lowe's project.

Commissioner Norman asked, pertaining to Woolpert's economic impact analysis, how far out into the future it would extend.

Smith said he would check on this.

**Request from the Sheriff's Department for Approval of Budget Amendment #37 to: (1) Transfer \$2,850 from Seized Funds for the Purchase of Six Channels for the 800-mhz Project & (2) Transfer \$1,356 for the Purchase of a Video Player to Replace an Older One:** Chief Deputy Rick Dowdle explained the need for these two purchases from seized funds. He said the video player had special tracking devices to aid in investigating break-ins at businesses.

Communications Director David Martin said the 800-mhz system had been around for years, and if the county was interested, it needed to start the application process now. He said the Town of Mooresville had applied for 6 channels or 12 frequencies. Martin said the 800-mhz could be integrated into the county's present system.

Charles Tower: Martin said the Charles tower lease discussions with the American Tower Corporation (ATC) had ended. He said the lease idea had been abandoned due to the company's costs (site interference study, structural analysis study, insurance, etc.). Martin said the ATC costs were not feasible, and the county could erect its own self-supporting tower for \$25,000 to \$30,000. He said the Harmony Volunteer Fire Department officials had been approached about erecting a tower at the Olin Station.

**Request for a Decision Regarding the Proposed Lease & Construction Up-fit for the North Carolina Department of Environment & Natural Resources at the Iredell County Government Center-South:** Support Services Director Vernon said a "lease condition offer" had been presented to the North Carolina State Property Office and to the Environmental & Natural Resources Office. He said the lease would now be submitted to the Council of State on May 6, 2003, for approval.

Vernon said the State officials were requiring the following items for the proposed lease.

- DENR will be allocated space on third and fourth floors as indicated by approved floor plans. Fourth floor renovations will include perimeter window.
- Security program will include contract security officers; metal detection equipment at all public entrances; program controlled elevator access to upper floors; and private employee access controlled entrances.
- Parking plan for DENR will include a vinyl-clad chain link fenced area to accommodate 35 state-owned vehicles, two boats and an outside 10x12 storage shed (for equipment and combustible fluids). The fenced-in area will have a sliding vehicular gate system and pedestrian gate both controlled by a keypad or card security system. DENR will have specifically designated parking spaces for 110 employees and handicapped parking for at least two DENR employees. (They currently park directly in front of the entrance with close access to the door.)
- Directional signage for DENR customers will be provided in parking areas, main entrance, and within the building interior. The county will provide appropriate street signs for the government center to facilitate citizens locating the facility.
- The county will provide all maintenance and upkeep of the facility and will have an onsite building contact for this purpose.
- A secure courier mail pickup and delivery area will be provided.
- Space will be available for occupancy on or before September 30, 2004.
- Transportation, labor, and appropriate packing materials will be furnished by the county as part of the moving process. DENR staff will pack office articles that will aid in the moving effort.
- Iredell County will provide environmental certifications evidencing that the ICGC-S site is free of hazards regarding lead paint asbestos and underground storage tanks.
- There will be adequate visitor parking for use of DENR clientele.
- It is understood that Iredell County will contract for janitorial services for the entire ICGC-S complex. Iredell County will invoice DENR, for its square footage at the same square rate as the contract.

- An emergency electrical generator will be installed for DENR’s use during power outages. This generator will serve approximately 2,500 square feet of DENR lease space. Minimum requirements are 40kw, 122/240 volt, 1 single phase and a 150 AMP circuit with a weatherproof panel.
- Iredell County will be responsible for all DENR business cards and letterhead stationery.
- Installation of an Air Quality Satellite Dish on the roof. Cabling will be required to two (2) locations.

The proposal submitted from the county to the State offices was:

Iredell County proposes to demolish and renovate/upfit a total leasable area of 26,871 square feet, consisting of 22,052 square feet on the third floor, and 4819 square feet on the fourth floor of the newly converted ICGC-South.

**Lease Period:**

Twelve (12) year, renewable, variable rate based upon total percentage change in “Consumer Price Index, All Items, for Urban South” for years 1-3, 5-7, and renewal rate based upon years 9-11. Caps for these years shall be as listed in the schedule below. Lease begins in November 2004 and runs through October 2016.

**Lease Rate Schedule:**

***Proposal “A”***

(1)	11/2004-10/2005	\$7.50/sf
(2)	11/2005-10/2006	\$7.50/sf
(3)	11/2006-10/2007	\$7.50/sf
(4)	11/2007-10/2008	\$7.50/sf then adjust rate – CPI-U-S X \$7.50, with ceiling of \$8.25/sf
(5)	11/2008-10/2009	\$8.25/sf or less
(6)	11/2009-10/2010	\$8.25/sf or less
(7)	11/2010-10/2011	\$8.25/sf or less
(8)	11/2011-10/2012	\$8.25/sf then adjust rate – CPI-U-S x \$8.25 with max ceiling of 9.08/sf
(9)	11/2012-10/2013	\$9.08/sf or less
(10)	11/2013-10/2014	\$9.08/sf or less
(11)	11/2014-10/2015	\$9.08/sf or less
(12)	11/2015-10/2016	\$9.08/sf then adjust rate – CPI-U-S x \$9.08 with ceiling of \$9.98 for renewal starting base.

***Proposal “B”***

Rather than tie increases in lease rate to the CPI, the rate would be adjusted upward a total of 2.5% per year, effective on the anniversary of the lease. For example, the lease rate for year 2008/2009 would be \$8.25/sf/year, beginning in November 2008. This proposal is based in part upon historical data for the CPI indicating an average increase of 2.5% per year for the past twelve years (US Department of Labor, Bureau of Labor Statistics).

**Lease Conditions:**

1. ***Security*** – The county will provide security for the building in the form of contract security officers. Metal detection equipment will be in use at all public entrances, and elevator access to the upper floors will be programmed and controlled, if at all possible. Building employees will have private access-controlled entrances. The proposed courtroom facility, on the first floor, will be manned by the Iredell County Sheriff’s Department when in session, and there will be a sheriff’s presence in the building at Station H during normal business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. The county will take every possible step to keep “courts customers” from intermingling with county and state office customers/personnel.
2. ***Parking*** – It is understood that NCDENR will require designated spaces for thirty (30) state vehicles, 110 employee spaces, plus some overflow and visitor parking. Spaces for State vehicles containing equipment will be in a secured, fenced area to be provided by the county. A loading dock/receiving area for secured delivery of samples and evidence will be provided as per plans.

3. **Signage** – The county will provide directional signage for NCDENR located in the parking area, main entrance and interior of the building. This will meet all code/zoning requirements and will be professionally done.
4. **Schedule/Occupancy** – The architects indicate renovation completion by November of 2004. It is understood that an occupancy deadline of November 2004 is required by NCDENR’s current lease arrangement, and that the State will execute a lease agreement with the county as soon as a design/conditions proposal is approved. The State currently can terminate its lease on North Main Street with 180 days notification to the lessor. The county and the designer will make every effort to include “green design” concepts into the upfit as long as budgetary restraints can be met and the green design does not add appreciable costs to the project.
5. The lease will be drawn by the county attorney and state officials and should contain the general provisions listed above and the following (not inclusive):
  - a. The beginning lease rate will be \$7.50 per square foot, net floor space, defined as gross square footage less wall thickness area. Corridors and common space is included when a complete floor or area is leased. The State will choose either lease rate proposal “A” or “B.”
  - b. The county is to be responsible for all maintenance and upkeep. Janitorial services may be negotiated as a part of the total building; however, these services are not included in the lease.
  - c. All utilities are included in the lease amount.
  - d. The lease amount covers a standard commercial type upfit; any special requirements specified by the state will be negotiated above and beyond the beginning lease rate of \$7.50/sf.
  - e. Junction boxes and conduit to/above the ceiling for voice/data lines will be included in the upfit as per NCDENR’s specifications and locations. Cable runs and terminations will be completed by Iredell County.
  - f. The county agrees to provide transportation and labor in the physical move of furniture and materials to the new location. All packing and boxing of materials are to be done by NCDENR.

Mr. Vernon said the State had accepted **Proposal “A,”** and a decision was now needed from the board of commissioners regarding the approval of the upfit/lease. The board members agreed to place the item on the consent agenda for approval.

**ADJOURNMENT:** Chairman Johnson adjourned the briefing session at 6:45 p.m.

APPROVAL: \_\_\_\_\_

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