

CUMBERLAND COUNTY FACILITIES COMMITTEE
CUMBERLAND COUNTY DEPARTMENT OF PUBLIC HEALTH
1235 RAMSEY STREET, 3RD FLOOR AUDITORIUM
OCTOBER 4, 2018
SPECIAL MEETING MINUTES

MEMBERS PRESENT: Commissioner Glenn Adams, Facilities Committee Chairman
Commissioner Jeannette Council

MEMBERS ABSENT: Commissioner Michael Boose

OTHER COMMISSIONERS
PRESENT: Commissioner Marshall Faircloth
Chairman Larry Lancaster

OTHERS PRESENT: Amy Cannon, County Manager
Melissa Cardinali, Assistant County Manager
Duane Holder, Assistant County Manager
Tracy Jackson, Assistant County Manager
Rick Moorefield, County Attorney
Jeffery Brown, County Engineer
A.J. Riddle, Assistant County Engineer
Vicki Evans, Finance Director
Deborah Shaw, Budget Analyst
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board

Commissioner Glenn Adams called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 6, 2018 SPECIAL MEETING

MOTION: Commissioner Council moved to approve the September 6, 2018 meeting minutes as presented.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

2. CONSIDERATION OF RADIO TOWER LEASE AGREEMENT WITH THE
CAPE FEAR AMATEUR RADIO SOCIETY

BACKGROUND:

The Cape Fear Amateur Radio Society (CFARS) provides volunteer Amateur Radio operators who help our community in good times and bad, through community events, disaster response, and educational programs. CFARS is seeking a new location for their primary antenna and is requesting to place an antenna on the old Highsmith Rainey Building located at 109 Bradford Avenue in Fayetteville. The proposed use of the space on the tower provides more effective and efficient services to the citizens of Cumberland County without any negative impact to existing operations. This serves as a benefit to the County and more specifically Emergency Management during disaster operations like those encountered during Hurricanes Matthew and Florence.

The proposed terms for the new agreement are as follows:

- Five-year term commencing October 15, 2018 and ending June 30, 2023
- Rent of \$10 for the entire five-year term
- Lessor provides and maintains existing antennae, connections, and headend building while Lessee provides and maintains its headend equipment
- Lessor provides utilities and environmentally controlled headend building (utilities are singly metered for entire facility and therefore cannot be split out)
- Lessee is self-insured

RECOMMENDATION/PROPOSED ACTION:

Staff recommends consideration of the proposed agreement and approval to move the lease agreement forward to the full Board of Commissioners as a Consent Agenda Item at the October 15, 2018 regular meeting.

Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval of the proposed agreement and approval to move the lease agreement forward to the full Board of Commissioners as a Consent Agenda Item at the October 15, 2018 regular meeting.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF LEASE AGREEMENT RENEWAL FOR THE COOPER SOLID WASTE CONTAINER SITE

BACKGROUND:

The Solid Waste Department operates the Cooper Container site located at 2210 Rich Walker Road, Wade, N.C. Cumberland County leases the property for this site from the Shirley Beard Cooper Heirs. This container site has been in place since 2009 and the projected cost of constructing a new container site in a different location is \$75,000. It is critical that this site remain open in order to provide the necessary service to the citizens within the surrounding community. The current lease agreement was entered into on January 1, 2009 and is set to expire on January 1, 2019 (attached for your convenience). The lease rate has been \$8,000 for the ten-year period.

The property owners have agreed to renew the lease with Cumberland County for an additional five years at a lease rate of \$5,000 for the full five-year term and is to be paid promptly after the execution of the lease agreement.

RECOMMENDATION/PROPOSED ACTION:

The Interim Solid Waste Director along with County Management recommend that the Facilities Committee approve the attached lease renewal for the Cooper Solid Waste Container Site and forward it to the Board of Commissioners for its approval at their October 15, 2018 meeting.

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

MOTION: Commissioner Council moved to recommend to the full board approval of the lease agreement renewal for the Cooper Solid Waste Container Site and forward it to the Board of Commissioners for its approval at their October 15, 2018 meeting.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

4. CONSIDERATION OF CONTRACT FOR PARKING LOT IMPROVEMENTS AT CENTRAL MAINTENANCE AND BUILDING MAINTENANCE FACILITIES

BACKGROUND:

The Capital Improvement Plan (CIP) identified repairs for the Central Maintenance and Building Maintenance Facility's parking lots. The project consists of asphalt removal and replacement for the entire parking lot.

A pre-bid meeting was held on September 11, 2018, in which all local contractors were invited to attend. Informal bids were scheduled to be received on September 25, 2018, but the bid date was rescheduled due to Hurricane Florence. Informal bids will be received on October 1, 2018 and will be presented to the Facilities Committee on October 4, 2018, along with a recommendation to award the contract to the lowest, responsible and responsive bidder.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their October 15, 2018 meeting:

1. Award a contract to the lowest responsible and responsive bidder.
2. Establish a contingency in the amount of \$20,000 to be used for additional work recommended by the Engineering & Infrastructure Director and approved by the County Manager.

Mr. Brown reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval to award a contract to Diamond Constructors, Inc., the lowest responsible and responsive bidder, in the amount of \$420,422.87 and establish a contingency in the amount of \$20,000 to be used for additional work recommended by the Engineering & Infrastructure Director and approved by the County Manager and forward this item to the Board of Commissioners for its consideration at the October 15, 2018 meeting.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

5. **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH STEVENS ENGINEERS FOR REPLACEMENT OF CROWN COLISEUM ICE RINK CHILLER, COOLING TOWER AND FLOOR**

BACKGROUND:

The Capital Improvement Project (CIP) identified the Crown Coliseum ice rink chiller, cooling tower and floor for replacement. The current system has reached the end of its useful life and is beginning to be problematic for providing a safe and adequate ice surface for playing hockey. These improvements are part of the installment financing package and will be repaid from the Crown fund.

North Carolina General Statute 143-64.31 requires local governments to select firms to provide architectural, engineering and surveying services on the basis of demonstrated competence and qualifications for the type of professional services required without regard to fee other than unit price information. This project is highly specialized, and the Engineering and Infrastructure staff issued a Request for Qualifications (RFQ) for professional services on July 26, 2018 with submittals due back on August 31, 2018. Our Department received three submittals (all from out of state) to review and evaluate the firms based on the submitted qualifications.

Engineering and Infrastructure staff selected the most responsible and responsive firm based upon their statement of qualifications and feedback from references. The most responsive and responsible firm is Stevens Engineers, Inc. based out of Hudson, Wisconsin. Stevens Engineers, Inc. was contacted and submitted a fee proposal for their services. Their fee proposal is attached for your convenience. Stevens Engineers has proposed a not to exceed fee of \$233,700 for the engineering work required to complete the replacement of the chiller, cooling tower and ice floor.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve a professional services agreement with Stevens Engineers in the amount of \$233,700 and forward this item to the Board of Commissioners for its approval at their October 15, 2018 meeting.

Mr. Brown reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval of a professional services agreement with Stevens Engineers in the amount of \$233,700 and forward this item to the Board of Commissioners for its approval at the October 15, 2018 meeting.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

6. CONSIDERATION OF GRANT OF EASEMENT TO THE CITY OF FAYETTEVILLE FOR BUS STOP SHELTER AT CLIFFDALE REGIONAL BRANCH LIBRARY

BACKGROUND:

The City has requested the County to grant an easement approximately 2' in width and 20' in length to be located in the southeastern corner of the lot on which the Cliffdale Regional Branch Library is located. The City wants to construct a concrete pad and shelter for a bus stop within the easement. The City will be responsible to maintain the bus stop. The City's request, the easement document, and a GIS map of the parcel and approximate location of the easement are attached.

RECOMMENDATION/PROPOSED ACTION:

County Attorney recommends the City's request for a bus stop easement be approved with authorization for the Chair to execute the deed of easement.

Rick Moorefield, County Attorney, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval of the City's request for a bus stop easement with authorization for the Chair to execute the deed of easement.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

7. MONTHLY PROJECT UPDATE

Mr. Brown provided the monthly project update to the Facilities Committee.

8. OTHER ITEMS OF BUSINESS

There were no other items of business to discuss.

MEETING ADJOURNED AT 8:40 AM.