

**MINUTES**  
**CHATHAM COUNTY BOARD OF COMMISSIONERS**  
**WORK SESSION**  
**NOVEMBER 1, 2010**

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The Board of Commissioners (“the Board”) of the County of Chatham, North Carolina met in the Central Carolina Community College, Meeting Room, located in Pittsboro, North Carolina, at 10:36 AM on November 1, 2010.

Present: Sally Kost, Chair; George Lucier, Vice Chair; Commissioners Mike Cross, Carl Thompson, and Tom Vanderbeck

Staff Members Present: Charlie Horne, County Manager; Jep Rose, County Attorney; Renee Paschal, Assistant County Manager; Vicki McConnell, Finance Officer; David Hughes, Public Works Director; and Elizabeth Plata, Deputy Clerk to the Board

*Work Session*

1. **Steering Committee for Land Use Plan Update:** Discussion of selection of Steering Committee members for the Comprehensive Land Use Plan Update
2. **Taskforce on Art in County Facilities:** The Board will discuss the possibility of forming a task force on public art in county facilities and outline the charge of such a group.
3. **Courthouse Reconstruction:** As a continuation of the discussion of space planning for the historic courthouse, conduct a tour of the existing facility with the architect. Review preliminary sketches that outline some possible uses and configurations. Review preliminary schedule of space planning, schematic design, design development, final design and construction.

**CALL TO ORDER**

The Chair called the Work Session to order at 10:36 AM.

**STEERING COMMITTEE FOR LAND USE PLAN UPDATE**

Cynthia Van Der Wiele, Sustainable Communities Director, went over the details of the selection process for the Steering Committee. The Board has already decided on the composition of the Steering Committee. She made reference to the draft application for the ten members that would come from the five geographic areas.

Chair Kost said that there are three options as far as the representation from the six advisory boards and Ms. Van Der Wiele agreed. Chair Kost asked if the Board made the decision that it would be the Planning Board Chair or if it would be the Planning Board Chair and/or his or her designee.

Commissioner Lucier said that it was either the Planning Board Chair or the designee.

Ms. Van Der Wiele said that the concern is that, theoretically, the Steering Committee could be highly tilted towards the northeast if they are not careful with the selection of the advisory board members. The goal is to have very good geographic and demographic representation.

Chair Kost said that she is ok with staff making a recommendation, but she would like the final approval to be by the Board of County Commissioners.

Commissioner Lucier said that it should be a recommendation made by staff and the liaison from each of those boards.

Commissioner Thompson said that this looks good as far as ensuring geographical representation. He has some concern that there is not enough ethnic diversity. He would recommend tasking staff to work with the Human Relations Director and Commission to help in getting more applicants.

Ms. Van Der Wiele said that she had concerns about trying to assemble a slate of people the December BOCC meeting. The concern is that having this information by agenda review would necessitate having people respond no later than November 17<sup>th</sup>. She asked if the agenda review could be moved ahead a week.

Chair Kost said that this could be done.

Renee Paschal, Assistant County Manager, said that the Wednesday before Thanksgiving might not be possible. She suggested the last Monday in November.

A discussed ensued about the schedule of the Board of Commissioners.

Chair Kost asked if it was ok to do this at the first meeting in December and Ms. Van Der Wiele said that this would be fine. She just needs to know when the applications should be submitted.

Chair Kost said to have the applications by the agenda review.

A discussion ensued about the geographical location of the applicants.

Ms. Van Der Wiele said that the two people from each of the five areas are extremely critical to this process because they will be the people working directly with the community in each of those five areas, helping maintain the flow of information and also working to set up meeting space, location, and times.

Commissioner Lucier proposed that there be two Vice-Chairs, which would be representatives from that area and would take the lead when the meetings are there.

Commissioner Vanderbeck moved, seconded by Commissioner Thompson to allow the staff liaison/board liaison to each advisory board to select the representatives to the Steering Committee, and also work with the Human Relations Director in outreach to make sure that there is diversity on the board, and that staff will contact each town for recommendations or recruit geographic area representatives through the application form.

Staff will begin this process immediately and expects to have recommendation for the Steering Committee for review by the December 13, 2010 Board of Commissioners' meeting.

Chair Kost said that the only clarification is that the staff liaison and the board liaison will recommend to the Board of County Commissioners, and then the Board of County Commissioners would make the actual appointment. Instead of "board to select", it would be "board would recommend." Commissioner Vanderbeck approved this amendment. The motion carried five (5) to zero (0).

### **TASKFORCE ON ART IN COUNTY FACILITIES**

Chair Kost introduced this item. She said that this is actually pretty complicated, because there is temporary and permanent art, interior and exterior art, etc. If there are any public art projects, there is a lot of work to do as far as establishing guidelines. The first piece of this is the issue of the content because of what happened with the fireplace in this building. She reviewed her handout for this item. Once the criteria are established the task force would be charged with evaluating the current library fireplace project against the criteria. She thinks that this is a policy issue with the Board of County Commissioners and should not be a part of the Economic Development Commission. The timetable would be January 1, 2011.

Commissioner Lucier asked about the selection process. He said that the simplest thing would be to ask each entity who they would recommend. The question would be how to select the architect and the two citizens at-large. He suggested putting an ad in the paper.

Commissioner Vanderbeck asked that the Art Guild be added and Chair Kost said that this was an oversight on her part.

Chair Kost said that the timetable may need to be adjusted because of advertising for task force members.

A discussion ensued about having a representative from the performing arts.

Chair Kost said that she would ask Ellen Bland from the Community College and David Subrennen from the performing arts for recommendations of members for the task force. The two citizens at large will be left in and there will be an advertisement for this as well as the architect/landscaper. She asked for flexibility with the date because of the membership issue.

Charlie Horne, County Manager, asked about a timeline for members to apply.

Chair Kost said that this is why she used the January 1<sup>st</sup> date. However, this will probably not be enough time to get the membership.

Commissioner Lucier said that it would be helpful to know how many meetings there would be to help in recruiting, so that potential members would know what they are getting into.

Chair Kost said that it would probably not be more than two or three meetings because the scope is narrow.

Commissioner Lucier suggested saying that the task force will finish its work by February 1<sup>st</sup> and will likely involve 3-4 meetings.

Commissioner Vanderbeck said that it would be helpful to say that this is a facilitated process.

Chair Kost said that she would like to talk to staff about this first and then come back to the Board.

This item will be returning to the Board.

### **COURTHOUSE RECONSTRUCTION**

David Hughes, Public Works Director, went over some drawings, which are incorporated by reference. He showed the footprint pre-fire and the proposed new footprint.

Taylor Hobbs, Architect, showed drawings with colors of functions of the building.

Commissioner Lucier asked what kind of office space would be needed for the courtroom. Mr. Hobbs said that this needs to be explored. The Judge's offices will be in the

new facility. If court is held here, there would need to be a Judge's Chambers and a Jury Room.

Chair Kost asked if the museum downstairs could also be a Jury Room.

It was answered that the Judge will probably want the Jury Room close to where the Jury goes out.

Commissioner Vanderbeck said that the Jury would probably prefer the room to be upstairs.

Commissioner Vanderbeck said that at the last meeting when this was discussed, he has asked if maybe there could be a reverse schedule done because there is still a certain amount of time where the County Commissioners can agree on certain things, but they do not have to hit the timelines yet. Then if someone wants to make a proposal, as long as the staff is comfortable in the time, that there is time to do that, time to work the budget figures out, schedules to get things done and wrapped up in time to collect the money. He said that this is important to give everyone a comfort level.

Commissioner Vanderbeck asked for a schedule in having enough time to execute this and get this bid out and other things so as not to hold up the construction.

Mr. Hughes said that he has laid out a preliminary schedule and the goal is to wrap it up by the middle of December and go into schematic design by January.

A discussion ensued about meeting ADA requirements.

Chair Kost said that she wants to exceed the requirements.

Mr. Hughes said that the working drawings should be finished in May-June and construction should start in August. The construction should be done in August 2012. The deadline is March 2013.

Barbara Pugh, from the Chatham Historical Association, said that it is encouraging to know that the County Commissioners wants the Historical Association in the courthouse. She thanked the Board for this. She suggested looking at an encompassing museum for the whole County in this building. She said that there would be a presentation on the 14<sup>th</sup> regarding the history of the County. There will be photographic exhibits as well.

Commissioner Thompson asked if there was any collaboration or planning going on between the various museum organizations in the County and Ms. Pugh said no. Commissioner Thompson encouraged this.

Commissioner Thompson asked how they could get the ball rolling on this. Ms. Pugh said that the Chatham Historical Association Board has had trouble getting African American representation. Commissioner Thompson said that they could make this happen.

Chair Kost suggested having representatives from the historical associations to make a museum board. The Board agreed.

Commissioner Thompson volunteered to serve as a liaison on this museum board.

Commissioner Lucier suggested involving the Visitor's Center as well.

Commissioner Thompson recommended that staff come back to the Board at the next meeting or the meeting after regarding the constitution of the museum board.

Mr. Hughes said that there will be an area for a museum and they will have to figure out by a process of elimination if there will be enough room for the Tourism Office.

Commissioner Thompson said that the best thing would be for the group to get together initially and decide that they can work together and move forward. He said that he would be happy to facilitate this.

Susan Little suggested that the language read, “the Commissioners would want on the first floor, museum space merging input from relevant historic groups,” rather than “museums.” The idea is that it is cohesive and includes all Chatham County history.

At this time, the Board recessed to the Historic Courthouse.

**RECESS**

Chair Kost recessed the Work Session to the Historic Courthouse at 11:37 AM.

The Board toured the building.

**ADJOURNMENT**

Commissioner Cross moved, seconded by Commissioner Lucier, to adjourn the meeting. The motion carried five (5) to zero (0), and the meeting was adjourned at 12:14 PM.

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Sally Kost, Chair

ATTEST:

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Sandra B. Sublett, CMC, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners