

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 4:00 p.m. on Tuesday, September 5, 2023.

Public access to the meeting could also be obtained through the following means:

live broadcast at 4:00 p.m. on Channel 22
<https://www.youtube.com/cabarruscounty>
<https://www.cabarruscounty.us/cabcotv>

Present - Chairman:	Stephen M. Morris
Vice Chairman:	Lynn W. Shue
Commissioners:	Christopher A. Measmer
	Kenneth M. Wortman
	Timothy A. Furr

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Rodney Harris, Deputy County Manager; Kyle Bilafer, Assistant County Manager; Kelly Sifford, Assistant County Manager; and Lauren Linker, Clerk to the Board.

1. Call to Order

Chairman Morris called the meeting to order at 4:00 p.m.

2. Approval of Agenda

UPON MOTION of Commissioner Furr, seconded by Commissioner Measmer and unanimously carried, the Board approved the agenda as amended.

4.2 BOC - Appointments to Boards and Committees
• Recommendation letters

4.12 Tax Administration - 2013 Write-Off, Real and Personal Outstanding Taxes
• Removed Insolvents

3. Discussion Items - No Action

3.1 Active Living and Parks - St. Stephens Park Masterplan

Jacob Wentink, Park Program Manager, reported Benesch (Design Firm) was selected to create a masterplan for the passive park property in Mt. Pleasant totaling 615 acres. Extensive site review and recommendations considered in the design from NC Wildlife, Forestry and private Ecologist. Mr. Wentink introduced Jeff Ashbaugh, Benesch, Senior Project Manager,

Mr. Ashbaugh presented a PowerPoint presentation to include the following:

- Masterplan Process
 - Site Analysis
 - Program Input from Staff
 - Public Input Meeting #1
 - Concept Development
 - County Commission Update
 - Public Input Meeting #2
 - Preliminary Masterplan
 - Final Masterplan
 - Presentations and Approvals

A lengthy discussion ensued. During discussion, Mr. Wentink, Mr. Harris, and Mr. Ashbaugh responded to questions from the Board.

3.2 Cabarrus Soil and Water Conservation District - Program Year 2023 Annual Report

Daniel McClellan, Senior Resource Conservation Specialist, presented the 2023 Annual Report. Staff's primary focus areas are plan reviews, environmental education, conservation easements and cost share programs. Work included the following projects:

- 80 plan reviews for municipalities within the county
- Worked on State and Federal grants for conservation easements in connection with prime and farmland soil
- Currently 360 acres purchased through State and Federal grants
- Worked with land trusts writing conservation easement plans
- Held 7,472 educational experiences for teachers, students and non-formal educators and citizens of Cabarrus County

- Conservation contest reaching 2,700 students
- Participation in citizen science programs
- Big sweep project
- City nature challenge
- Received funding for cost share programs for water improvement
- Agricultural programs to improve quantity of water for farms
- Received funds for debris removal from streams experiencing issues from water runoff

A discussion ensued. During discussion, Mr. McClellan and David Thrift, Tax Administrator, responded to questions from the Board.

3.3 Infrastructure and Asset Management - Cabarrus County Behavioral Health Center Project Update

Rodney Harris, Deputy County Manager, reviewed the original plan for the behavioral health center compared to the updated plan. The updated plan will contain 16 beds rather than 20. However this will allow for more patient treatment needs to be met within the county. Mr. Harris then introduced Jason Harris, Messer Construction, Senior Project Executive.

Jason Harris provided a milestone schedule as follows:

- Milestones
 - Equipment early procurement
 - Early site notice to proceed
 - Early site work
 - Overall construction
 - Main building notice to proceed
 - Structure
 - Envelope
 - Roof dry in - Area A/B
 - Roof dry in - Area C/D
 - Exterior dry in
 - Finishes
 - Exterior complete (ready for Finish sitework)
 - Hardscapes and landscaping
 - Final building inspections
 - Architect create punch list / punch list repairs
 - Substantial completion
 - DHEC inspections
 - DHEC corrections
 - Final completion
 - User group move in / activation
 - First patients
- Design
- Permitting
- Procurement
- Pricing /GMP
- Construction

There was discussion throughout the presentations. During discussions, Rodney Harris and Jason Harris responded to questions from the Board.

Kyle Bilafer, Assistant County Manager, was in attendance.

3.4 Tax Administration - Presentation of Schedule of Values

David Thrift, Tax Administrator, presented the Schedule of Values and the required process and procedure for the Board's consideration. Mr. Thrift requested the board adopt the schedule at the next work session so as to allow a statement of receipt and announcement of a public hearing for citizens to appeal or raise concerns and questions.

A lengthy discussion ensued. During discussion, Mr. Thrift responded to questions from the board.

4. Discussion Items - For Action

4.1 Active Living and Parks - Senior Center American Rescue Plan Act Award

Ian Sweeney, ALP Project and Event Manager, reported Active Living and Parks was awarded \$9,504 in ARPA funding for both Concord and Mt. Pleasant Senior Centers in September of 2022. A county match is not required. The funds will be used for free programs, supplies, marketing and outreach and equipment. Mr. Sweeney presented a budget amendment for the Board's consideration.

A discussion ensued. During discussion, Mr. Sweeney responded to questions from the board.

4.2 BOC - Appointments to Boards and Committees

Chairman Morris stated information for September appointments to boards and committees has been provided to the commissioners. He asked if anyone had any questions, comments, or concerns regarding the upcoming requests. There were none.

4.3 Budget - Carry Forward of Outstanding FY23 Purchase Orders and Contracts to FY24

Rosh Khatri, Budget Director, advised at the end of each fiscal year, the Procurement Department reviews outstanding purchase orders and contracts to determine what needs carried forward into the next fiscal year. It has been determined approximately \$4.3 million for purchase orders and a little over \$4.6 million for contracts will need to be carried forward. Mr. Khatri presented for the board's consideration the budget amendment needed.

4.4 DHS - FY25 5311 Community Transportation Grant

Bob Bushey, Transportation Manager, reported the County staff has started work on the FY25 5311 Community Transportation Grant for the State of North Carolina. The administrative portion was predetermined by the State; the County will receive \$194,578. A 15% County match of \$29,188 will be required.

The capital portion of the grant will be determined by need. The current need for 13 vehicles total approximately \$1,755,000. A 10% County match of \$175,500 will be required. Mr. Bushey advised a public hearing will be required to apply for the grant.

4.10 Soil and Water - Grant Application to North Carolina Agricultural Development and Farmland Preservation Trust Fund

Daniel McClellan, Senior Resource Conservation Specialist, reported the County was awarded grant funding from the State of North Carolina and the Federal government to purchase conservation easements. However, we have not yet received funds from the Federal government. A new program is available through the State, which would provide the majority of the funding for such projects. Staff requested the board's approval to apply for funding for two conservation easements through the new program.

A brief discussion ensued. During discussion, Mr. McClellan responded to questions from the Board.

Break

The Board took a break at 5:55 p.m.; the meeting resumed at 6:11 p.m.

4.5 Finance - Ambulance Receivable Write Off

Jim Howden, Finance Director, advised each year staff evaluates the outstanding ambulance accounts receivables. Mr. Howden requested to write off the 2019 outstanding balance of \$1,823,817.28. Collection efforts are still available; the write-off aids in more accurate financial reporting.

4.6 Finance - Budget Amendment for SUN Program Grant

Jim Howden, Finance Director, advised the deadline for use of the Substance Abuse Prevention Treatment (SAPT) Block Grant was extended in July resulting in the grant funds not budgeted for fiscal year 2024. Mr. Howden presented for the Board's consideration a budget amendment to include the grant funds in the FY24 budget. A county match is not required.

Chairman Morris commented on the program.

4.7 Finance - Lottery Proceeds

Jim Howden, Finance Director, reported lottery proceeds in the amount of \$2,300,000 were included for Fiscal Year 2024 Community Investment Fund to pay a portion of debt services related to public school debt. An Additional \$432,161.00 has been requested from the Repairs and Renovations portion of the lottery funds for replacement of the HVAC system in the Education Center. This expenditure was an approved deferred maintenance project in the FY 2024 Cabarrus County Schools Capital Project budget.

A discussion ensued. During discussion, Mr. Howden and Rodney Harris, Deputy County Manager, responded to questions from the board.

4.8 Planning Department - Community Development Budget Amendment

Kelly Sifford, Assistant County Manager, advised grant funding information for the Community Development Programs typically is not available during the County budget processing and approval. Therefore, an estimate from the previous year's funding was used. The information for FY2024 (July 1, 2023 through June 30, 2024) has been provided. A budget amendment to reflect the correct amount was provided for the board's consideration.

4.9 Safety and Risk - Property and Liability Funds

Jonathan Bradley, Risk and Safety Director, presented a budget amendment to appropriate funding from the Property and Liability Internal Service Fund to replace a totaled company vehicle.

Kyle Bilafer, Assistant County Manager, provided additional information.

A discussion ensued. During discussion, Mr. Bilafer and Mike Downs, County Manager, responded to questions from the board.

4.11 Strategy - 2023 Cabarrus County Government Strategic Planning Process

Kasia Thompson, Strategy Manager, and Elizabeth Landrum, Management Analyst, presented a PowerPoint presentation on the Strategic Plan to include the following:

- Plan development
- Process recap
- Implementation forecast
 - Balanced scorecard approach
 - Plan sustainability
 - Implementation plan
 - Annual business plan
 - Day-to-day operations
- Strategic Plan
 - Our vision
 - Empower our people
 - Act intentionally and decisively
 - Focus on the future
 - Our mission
 - Through meaningful partnerships and engagement we serve and support all on their journey to thrive
 - Our values
 - Teamwork
 - Respect
 - Communication
 - Integrity
 - Accountability
 - Our goals
 - Engagement
 - Workplace culture
 - Innovation
 - Stewardship
 - Advancement
 - Plan outcomes
 - Plan monitoring and reporting
 - Regularly (every 4-8- weeks)
 - Task force meetings
 - Develop timebound plans
 - Assign responsibility
 - Track progress
 - Monitor environment/trends
 - Quarterly
 - Qualitative and quantitative progress updates (beginning in September 2024)
 - Annually
 - Plan review
 - Business plan alignment
 - Budget alignment
 - Comprehensive plan report (July/August)
 - Next steps
 - Launce
 - Form task force for each goal

- Community engagement
- Brand elements

Chairman Morris commented on and expressed appreciation for the work.

4.12 Tax Administration - 2013 Write-Off, Real and Personal Outstanding Taxes

David Thrift, Tax Administrator, reported the tax collector uses every effort to collect all outstanding taxes. However, NCGS 105-378 expresses a ten-year statute of limitations preventing the Tax Collector from exercising remedies on delinquent bills older than 10 years old. Therefore, it was requested to allow the write-off for outstanding real and personal property taxes for the year 2013 totaling \$110,410.18.

A discussion ensued. During discussion, Mr. Thrift responded to questions from the board.

5. Approval of Regular Meeting Agenda

5.1 BOC - Approval of Regular Meeting Agenda

UPON MOTION of Commissioner Wortman, seconded by Commissioner Measmer, and unanimously carried, the Board approved the agenda as follows for the September 18, 2023, regular meeting as presented and to schedule all public hearings.

Consent

- Appointments and Removal - Juvenile Crime Prevention Council
- Appointments - Nursing Home Community Advisory Committee
- Appointments - Youth Commission
- Active Living and Parks - Senior Center American Rescue Plan Act Award
- Budget - Carry Forward of Outstanding FY23 Purchase Orders and Contracts to FY24
- Finance - Ambulance Receivable Write Off
- Finance - Budget Amendment for SUN Program Grant
- Finance - Lottery Proceeds
- Planning Department - Community Development Budget Amendment
- Safety and Risk - Property and Liability Funds
- Soil and Water - Grant Application to North Carolina Agricultural Development and Farmland Preservation Trust Fund
- Strategy - 2023 Cabarrus County Government Strategic Planning Process
- Tax Administration- 2013 Write-Off, Real and Personal, Outstanding Taxes and 2020 Insolvents Write-Off
- Tax Administration - Refund and Release Reports - August 2023

New Business

- DHS - FY25 5311 Community Transportation Grant - Public Hearing 6:30 p.m.
- Tax Administration - Schedule of Values - Public Hearing 6:30 p.m.

Reports

- BOC - Receive Updates from Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- Budget - Monthly Budget Amendment Report
- Budget - Monthly Financial Update
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - September 2023 Monthly Summary Report

6. Adjourn

UPON MOTION of Commissioner Furr, seconded by Commissioner Measmer, and unanimously carried, the meeting adjourned at 6:43 p.m.



Lauren Linker
Lauren Linker, Clerk to the Board