

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, January 3, 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
Commissioners: Christopher A. Measmer
Barbara C. Strang
Kenneth M. Wortman

Absent - Vice Chairman Lynn W. Shue

Vice Chairman Shue was in attendance via Microsoft Teams briefly at the beginning of the meeting.

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 4:01 p.m.

2. Approval of Agenda

Updated:

Discussion Items for Action

4.1 Sheriff's Office - Transfer of K-9 Zeno - Agreement and Waiver of Liability for Transfer of Police Canine

4.5 Cooperative Extension - Special Programs Budget Amendment

Addition:

Closed Session - Pending Litigation

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

3. Discussion Items - No Action

3.1 Cooperative Extension - Annual Report

Tracy LeCompte, Cooperative Extension Director, Mackenzie Hall, Cooperative Extension Agent, Molly Kleman, Cooperative Extension Agent, Beverly Bollenbecker, Cooperative Extension 4-H Program Associate, and Pam Outen, Cooperative Extension Agent, presented a PowerPoint presentation showcasing the Cooperative Extension Annual Report. The following topics were included:

- Commercial Greenhouse and Nursery - Stress Management on Farms
- Livestock and Field Crops
- Horticulture
- 4-H Youth Development
- 4-H Afterschool
- Family and Consumer Sciences
- Cooperative Extension Programs

Christine Barrier, Cooperative Extension Administrative Assistant, was also in attendance.

A discussion ensued. During discussion, Ms. LeCompte and Ms. Kleman responded to questions from the Board.

3.2 County Manager's Office - 2022 Community Survey

Kasia Thompson, Strategy Manager, reported the Community Survey is given every two years. She stated the survey gives the county a representational understanding of resident opinions of county programs, services, resource allocation, and more. Ms. Thompson noted the 2022 survey incorporated a new

section for resident's input on needs and strategic direction that will be used to inform the strategic planning process.

Ryan Murray, ETC Institute Assistant Director of Community Research, presented a PowerPoint presentation of the survey results that included the following topics:

- Purpose of survey
 - Assess resident satisfaction with the delivery of services
 - Compare the County's performance with residents regionally and nationally
 - Help determine priorities for the community using Importance-Satisfaction Analysis
- Survey design changes for 2022
- Methodology
- Location of survey respondents
- Overall perceptions
 - Perceptions of the Cabarrus County Sheriff's Office
 - Satisfaction with items that influence perception of Government Administration
 - Overall quality of County services offered to citizens
- Priorities for improvement
- Communication and customer service
- Education

A discussion ensued. During discussion, Mr. Murray and Ms. Thompson responded to questions from the Board.

3.3 Infrastructure and Asset Management - Emergency Medical Services Headquarters Project Update

Kyle Bilafer, Assistant County Manager, presented an update on the Emergency Medical Services headquarters project. Milestones over the last 30 days included:

- Getting ready for the panels for the building
- Brick work going in
- Drywall on inside
- 50% - 60% of equipment is in

Mr. Bilafer advised completion is anticipated for May or June, 2023.

4. Discussion Items for Action

4.1 Sheriff's Office - Transfer of K-9 Zeno

Chief Deputy James Bailey and Captain Tessa Burchett, Cabarrus County Sheriff's Office, reported a working canine (Zeno) has been diagnosed with chondrosarcoma. The medical needs of the canine has been found cost-prohibitive to continue to keep online with the Sheriff's office. Chief Deputy Bailey stated the Sheriff's office found private donations for the canine's needs. Therefore, a request was presented to surplus the canine, which would allow ownership to the handler and responsibility for the canine.

A discussion ensued. During discussion, Chief Deputy Bailey and Captain Burchett responded to questions from the Board.

UPON MOTION of Commissioner Wortman, seconded by Commissioner Strang and unanimously carried, the Board suspended the Rules of Procedure due to time constraints.

UPON MOTION of Commissioner Measmer, seconded by Commissioner Wortman and unanimously carried, the Board declared K-9 "Zeno" as surplus property and authorized disposition in accordance with the County's policy.

4.2 Active Living and Parks - Carolina Thread Trail Resolution of Support

Londa Strong, Active Living and Parks Director, reported Carolina Thread Trail (CTT) approached Cabarrus County about a possible North Carolina Department of Transportation (NCDOT) Trail Feasibility Study Grant Program.

Mark Kincaid, Carolina Thread Trail Community Coordinator, stated the Carolina Thread Trail (CTT) the grant, if awarded, will fund a trail feasibility study of Mallard Creek as it flows eastward out of Mecklenburg County into

Cabarrus County, 1 ½ miles to the confluence with Rocky River, then upstream along Rocky River to Highway 29. Mr. Kincaid advised the trail would be a segment of the Great Trails State Masterplan. The grant would not require a match.

Should the Board approve application for the grant, a Resolution of Support for the NCDOT Trail Feasibility Study Grant was requested.

A discussion ensued. During discussion, Mr. Kincaid and Ms. Strong responded to questions from the Board.

4.3 Active Living and Parks - Pharr Mill Road Park

Londa Strong, Active Living and Parks Director, and Byron Haigler, Active Living and Parks Assistant Director, reported the Town of Harrisburg has again requested transfer of ownership from Cabarrus County to them for the Pharr Mill Road Park. The park was developed from grants from the Land and Water Conservation (LWCF) and Park and Recreation Trust Fund (PARTF). Staff has checked with the grant administrators, and it now seems the current grant administrator has indicated there would not be an issue with transfer of the property, assuming both the Town and County are in agreement, and that the Town ensures the Park will always remain a park per LWCF requirements.

A discussion ensued. During discussion, Ms. Strong and Mr. Haigler responded to questions from the Board.

4.4 BOC - Appointments to Boards and Committees

Chairman Morris advised information for January 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.

4.5 Cooperative Extension - Special Programs Budget Amendment

Tracy LeCompte, Cooperative Extension Director, presented a request for approval of a budget amendment for an increase in both revenue and expenditure line items related to special programs. Ms. LeCompte stated after covid, the Master Gardeners have restructured, and need assistance from Cooperative Extension to take responsibility for the incoming and outgoing funds and vendors at the Extension Herb and Plant Festival planned for this spring on April 29, 2023.

A brief discussion ensued.

4.6 County Manager - Behavioral Health Center Design Recommendation

Rodney Harris, Deputy County Manager, reported the County has received \$32.5 million from the State of North Carolina to design and construct a regional behavioral health facility. In September 2022, the board approved awarding the project design contract to the firm human eXperience. Staff and human eXperience have analyzed two options: (1) constructing two separate facilities ("the Guilford model") with separate ownership and providers or (2) constructing a single facility with a sole owner and provider.

Kevin Turner, Human eXperience Principal Architect, and Sherri Reyes, Human eXperience Principal and Behavioral Healthcare Consultant, along with Mr. Harris then presented a PowerPoint presentation that included the following topics:

- Challenge
- Response
- Facility location
- Funding
 - o The "Guilford Model" - two buildings, two owners/operators
 - BHUC and Adult FBC
 - Child FBC
 - o Recommendation - the single facility model, one building/owner/operator
 - Continuum of care
 - FBC beds
 - PRTF beds
 - SUD beds
 - Outpatient services (budget permitting)

- BHUC chairs
- Benefits
 - Reduce overhead for administration, facility maintenance, security, food service, housekeeping, laundry service
 - Reduce staffing needs (e.g. one Medical Director, clinical staffing)
 - Greater number of beds to support community needs
 - Creation of "No Wrong Door" behavioral health continuum of care
 - Potentially higher revenues for PRTF and SUD beds
 - More efficient facility (Clinically and financially)
 - Opportunity for greater financial reimbursement if/when State obtains IMD Waiver
- Risks
 - Loss of revenue for Adult Medicaid FBC bed
- Provider selection - next steps
 - If approved, staff will repost the provider request for proposals (RFP) with the new statement of work
 - Providers that responded to the original RFP will be allowed to amend proposals and resubmit
 - Work toward provider selection by June 2023
 - Selected provider will maximize the quality-of-care while minimizing the County's financial investment

A lengthy discussion ensued. During discussion, Mr. Turner, Ms. Reyes and Mr. Harris responded to questions from the Board.

Several staff members from Cabarrus Health Alliance were also in attendance.

4.7 County Manager - Cabarrus County Government Strategic Planning Process

Kasia Thompson, Strategy Manager, and Elie Landrum, Management Analyst, presented a PowerPoint presentation of the Cabarrus County Government Strategic planning process. The following information was included in the presentation.

- 2020 Strategic Plan
 - Health and Safe Community
 - Culture and Recreation
 - Sustainable Growth and Development
 - A Thriving Economy
 - Transparent and Accountable Government
- Business and Mission NEVER Stopped
- Plan Development
 - Centralina Regional Council
 - Experienced
 - Flexible
 - Able to Adapt to our Needs
 - Strategic Planning Core Components
 - Foundation
 - Details
 - Evaluation and Monitoring
 - Reporting
- Timeline
- Next Steps
 - January Work Session
 - Motion to approve the outlined strategic planning process
 - January
 - Commissioners and Department Heads take DiSC Assessment to Measure Preferences and Tendencies. Informs Staff on how to Best Communicate
 - Research Review
 - Plan February Kickoff
- Key information
 - Project Goals
 - BOC Participation
 - Proposal Cost
 - Centralina Plan Development

o Timeline

A discussion ensued. During discussion, Ms. Thompson responded to questions from the Board.

UPON MOTION of Commissioner Measmer, seconded by Commissioner Wortman and unanimously carried, the Board suspended the Rules of Procedures due to time constraints.

Commissioner Measmer **MOVED** to approve the outlined strategic planning process and budget amendment in the amount of \$25,000 to come from the Board's contingency. Commissioner Strang seconded the motion.

Following discussion, the **MOTION** unanimously carried.

Date: <u>1/3/2023</u>	Amount: <u>25,000.00</u>
Dept. Head: <u>Kasia Thompson (prepared by Elie Landrum)</u>	Department: <u>County Manager's Office</u>
<input type="checkbox"/> Internal Transfer Within Department <input type="checkbox"/> Transfer Between Departments/Funds <input checked="" type="checkbox"/> Supplemental Request	
To fully align with the FY25 budget, staff developed a comprehensive and aggressive timeline that requires a January 2023 strategic planning kickoff and ends with a final plan review by commissioners in May. Staff asked respected agencies across the state for plan development proposals. The Centralina Regional Council submission (\$25,000) met several key objectives, including extensive research; advanced planning work; facilitation of multiple objective and engaging sessions; loops that incorporate board, staff and community engagement; tried-and-true methodology; and a comprehensive final report. Motion to approve the outlined strategic planning process and budget amendment in the amount of \$25,000 to come from the Board's contingency.	

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	1910-9660	Contingency	2,400,199.00		25,000.00	2,375,199.00
001	9	1210-9445	Purchased Services	272,736.18	25,000.00		297,736.18

4.8 County Manager - Resolution Authorizing Use of Opioid Settlement Funds

Rodney Harris, Deputy County Manager, reported in November 2022, the Board committed a local match of \$70,000 per year, for three years, to the Cabarrus Health Alliance to offer recovery support services through a partnership with Vital Strategies.

Since then, the State has recommended adoption of a resolution each time the board appropriates settlement funds. In that regard, Mr. Harris presented a resolution for the Board's consideration.

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

4.9 Finance - FY 2022 ACFR

Jim Howden, Finance Director, presented an overview of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022. Mr. Howden stated the Local Government Commission (LGC) requires that the Board of Commissioners accept the ACFR within 45 days of the submission of the report. He requested the Board to vote on this item tonight due to time constraints.

Mr. Howden and Matthew Braswell, Martin Starnes and Associates Senior Manager, presented a PowerPoint of the ACFR report that included the following information:

- Audit Highlights
 - o Unmodified Opinion on the Financial Statements
 - o No Financial Statement Findings
 - o No Single Audit Findings
 - o Unmodified Opinion on Federal and State Awards
- General Fund
 - o Property Taxes
 - o Sales Taxes
 - o Expenditure Summary
 - o General Fund, Fund Balance Summary

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

Commissioner Wortman, **MOVED** to suspend the Rules of Procedures due to time constraints. Commissioner Strang seconded the motion.

Following discussion, the **MOTION** unanimously carried.

UPON MOTION of Commissioner Strang, seconded by Commissioner Wortman and unanimously carried, the Board accepted the Fiscal Year 2022 Annual Comprehensive Financial Report as presented.

4.10 Finance - Transfer of Funds for 15 Percent Fund Balance Policy

Jim Howden, Finance Director, reported the sum of the General Operating Fund, fund balance in excess of 15 percent is available to transfer and appropriate to the Community Investment Fund. In that regard, he presented a request to transfer \$17,520,532 from the General Fund to the Community Investment Fund. He further requested to budget \$1,950,500 of these funds for the Broadband Program.

Rodney Harris, Deputy County Manager, provided additional information in connection with future budgets.

4.11 Human Resources - Personnel Ordinance Updates: Leaves of Absence

Lundee Covington, Human Resources Director, presented several updates in the Leaves of Absence section in the Personnel Ordinance regarding the areas of Workers' Compensation, Military Leave and Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Ms. Covington also presented additional changes in the ITS classification schedule.

During the presentation, Ms. Covington and Jon Bradley, Risk and Safety Director, responded to questions from the Board.

4.12 Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Mount Pleasant and Virginia Foil Park Project Update and Current Design Development Cost Estimate from Construction Manager at Risk

Kyle Bilafer, Assistant County Manager, presented the most current cost estimates, which have been generated at the completion of design development by the Construction Manager at Risk (CMAR) for the Cabarrus County Library and Active Living Center at Mount Pleasant and Virginia Foil Park project. These cost estimates are in line with the opinion of project construction costs presented in April 2022. A list of alternates was provided for review.

Mr. Bilafer requested direction from the Board on moving forward.

A discussion ensued. During discussion, Mr. Bilafer, Mike Downs, County Manager, and Rodney Harris, Deputy County Manager, responded to questions from the Board.

4.13 Infrastructure and Asset Management - City of Concord Public Utility Easement

Kyle Bilafer, Assistant County Manager, presented a request for a public utility easement regarding the utilities under the public plaza at the Courthouse Expansion project. Mr. Bilafer advised the City of Concord requires an easement for these utilities.

4.14 Infrastructure and Asset Management - Frank Liske Park Office, Restroom, Concessions, Mini-Golf Course Renovations Capital Investment Project Update

Kyle Bilafer, Assistant County Manager, presented an update on the preliminary programming and opinionated projected construction costs for the Frank Liske Park Office, Restroom, Concessions, and Mini-Golf Course Renovations Capital Investment Project.

Mr. Bilafer requested input from the Board regarding potential additional funding based on the initial cost estimate.

A discussion ensued. During discussion, Mr. Bilafer, Mike Downs, County Manager, Londa Strong, Active Living and Parks Director, Byron Haigler, Active Living and Parks Assistant Director, and Rodney Harris, Deputy County Manager, responded to questions from the Board.

Board consensus supported the project.

4.15 Salisbury-Rowan Community Action Agency, Inc. Presentation of FY 2023-24 Application for Funding

Sherry Tillmon, Salisbury-Rowan Community Action Agency, Inc. Director of Family Services, presented their FY 2023-24 Application for Funding. The agency provides services for economically disadvantaged citizens in Cabarrus and Rowan counties. A video showing an overview of the program and services was presented.

A brief discussion ensued. During discussion, Ms. Tillmon responded to questions from the Board.

4.16 Soil and Water District - Request for Seed Drill Rental Fee Increase

Kelly Sifford, Assistant County Manager, presented a request for an increase for the rental rate of the district grass drill from \$10/acre in county and \$12/acre outside of the county to \$12/acre in county and \$15/acre outside of county. She stated the proposed increase is due to the higher cost of parts. Comparisons have been made with surrounding counties who have similar or higher rates.

5. Approval of Regular Meeting Agenda

5.1 BOC - Approval of Regular Meeting Agenda

The Board discussed the placement of the items on the agenda.

UPON MOTION of Commissioner Strang, seconded by Commissioner Wortman and unanimously carried, the Board approved the agenda as follows for the January 17, 2023 regular meeting, and scheduled a public hearing for 6:30 or as soon thereafter as persons may be heard.

Approval or Correction of Minutes

- Approval or Correction of Meeting Minutes

Recognitions and Presentations

- Active Living and Parks - Year of the Trail Proclamation
- Proclamation - Black History Month

Consent

- Active Living and Parks - Carolina Thread Trail Resolution of Support
- Active Living and Parks - Pharr Mill Road Park
- Appointments - Agricultural Advisory Board
- Appointments - Firemen's Relief Fund Trustees
- Appointments - Youth Commission
- Appointments and Removals - Mental Health Advisory Board
- Cooperative Extension - Special Programs Budget Amendment
- County Manager - Behavioral Health Center Design Recommendation
- County Manager - Resolution Authorizing Use of Opioid Settlement Funds
- Finance - Transfer of Funds for 15% Fund Balance Policy
- Human Resources - Personnel Ordinance Updates: Leaves of Absence
- Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Mt. Pleasant and Virginia Foil Park Project Update and Current Design Development Cost Estimate from Construction Manager at Risk
- Infrastructure and Asset Management - City of Concord Public Utility Easement
- Infrastructure and Asset Management - Frank Liske Park Office, Restroom, Concessions, Mini-Golf Course Renovations Capital Investment Project Update
- Salisbury-Rowan Community Action Agency, Inc. Presentation of FY 2021-22 Application for Funding
- Soil and Water District - Request for Seed Drill Rental Fee Increase
- Tax Administration - Refund and Release Reports - December 2022

New Business

- Economic Development Investment - HSREI, LLC - 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 - December 2022 Monthly Summary Report

Closed Session

- Closed Session - Pending Litigation

6. Closed Session

6.1 Closed Session - Pending Litigation

UPON MOTION of Commissioner Wortman, seconded by Commissioner Strang and unanimously carried, the Board moved to go into closed session to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

UPON MOTION of Commissioner Measmer, seconded by Commissioner Wortman and unanimously carried, the Board moved to come out of closed session.

7. Adjourn

UPON MOTION of Commissioner Measmer, seconded by Commissioner Strang and unanimously carried, the meeting adjourned at 8:39 p.m.


Lauren Linker, Clerk to the Board