

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 2, 2024.

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; Kelly Sifford, Assistant County Manager; Aalece Pugh, Assistant County Manager; and Lauren Linker, Clerk to the Board.

**1. Call to Order**

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

**2. Approval of Agenda**

Chairman Morris reviewed the following changes to the agenda.

REMOVED:

Discussion Items - No Action  
3.1 Cabarrus Arts Council - Arts & Economic Prosperity Study

Closed Session  
6.1 Closed Session - Pending Litigation

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

**3. Discussion Items - No Action**

**3.1 County Manager - Cabarrus Recovery Grants Update**

Elizabeth Landrum, Management Analyst, and Peticia Ritch, Senior Accountant, presented a PowerPoint presentation to provide an update regarding the American Rescue Plan Act (ARPA) funds to date. Information included the following:

- Allocation
  - o Childcare
  - o Housing
  - o Non-profit assistance
  - o Food assistance
  - o Mental health
  - o Healthcare
  - o Education
- Recovery Grants Overview
- Community Impacts
- Monitoring and Compliance
- Treasury Department Reports
  - o Quarterly expenditure reports
  - o Total expenditures reported by non-profits
- Engagement
- Engagement Timeline
- Key Information
  - o 30 organizations service 6,105 people per month
  - o Continued focus
    - Align data collection to County goals
    - Support collective impact and networking
    - Encourage sustainability
    - Consistent monitoring and compliance with federal regulations

A discussion ensued. During discussion, Ms. Landrum, Ms. Ritch and Evan Lee, General Counsel, responded to questions from the Board.

### **3.2 County Manager - Concord Library Exterior Alley Project Discussion**

Kelly Sifford, Assistant County Manager, presented a funding request in the amount of \$80,000 in the FY25 budget with a projected request of \$250,000 in the FY26 budget to redo the alley next to the Concord Library. The goal would be to provide a safe area for persons walking to and from the parking garage to the library.

There was discussion throughout the presentation. During discussion, Ms. Sifford; Michael Miller, Design and Construction Manager; Chief Deputy Tessa Burchett; and Evan Lee, General Counsel, responded to questions from the Board.

Rodney Harris, Deputy County Manager, provided additional comments.

Should this item be funded in FY25, staff will bring proposals back to the Board for consideration.

## **4. Discussion Items - For Action**

### **4.1 Active Living and Parks - Hartsell/Top Gun School Use Agreement**

Londa Strong, Active Living and Parks Director, advised the process of developing an agreement and "leasing" the elementary school outdoor athletic facilities began a few years ago. Currently, Concord Parks and Recreation has assumed responsibilities for all indoor programming and maintenance of the elementary schools inside the city limits. In continuing to share the elementary schools with the local Volunteer Athletic Associations, the Agreement specifies the responsibilities of the Association and the County Schools or Cabarrus County. Chuck Taylor, Director of Facilities for Cabarrus County Schools, and the County attorney have reviewed and approved the agreement. The Hartsell/Top Gun Use Agreement for Rocky River Elementary School was provided for the board's consideration.

### **4.2 BOC - Appointments to Boards and Committees**

Chairman Morris reported information regarding appointments to boards and committees was provided in the agenda. He announced for the benefit of the public, that there are always vacancies, and encouraged people to get involved. He advised these appointment requests would be included in the Consent section of the January 16, 2024, regular meeting agenda.

### **4.3 County Manager - Appointment to Harrisburg Planning and Zoning Board for Extraterritorial Jurisdiction**

Kelly Sifford, Assistant County Manager, presented the Town of Harrisburg's request to appoint a new member to the Planning and Zoning Board. Cabarrus County was required to appoint an extraterritorial board member in the past, however, it has become very difficult to find volunteers in the required area. Harrisburg has amended the requirements to allow the member to come from the planning area rather than just the extraterritorial jurisdiction. The Town requests permission allowing them to appoint the position. The clerk provided three applications currently on file for the board's consideration.

A brief discussion ensued. During discussion, Ms. Sifford and Rich Koch, County Attorney, responded to questions from the board.

### **4.4 County Manager- Dedication of a Utility Easement on Ramdin Court**

Kelly Sifford, Assistant County Manager, reported Cabarrus County dedicated Ramdin Court as a public right of way. As part of that process, the City of Concord requires the dedication of permanent public utility easements along the right of way. The dedication will allow for property owners at the rear to access it and allow for public maintenance. The agreement for the proposed area of dedication was provided for the board's review.

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

### **4.5 County Manager - Nuisance Ordinance**

Kelly Sifford, Assistant County Manager, and Evan Lee, General Counsel, presented a draft ordinance crafted by staff (as previously directed by the Board) to address illegal occupancy of homes, cars, vans or shelters of any type. A second component addresses salvage and trash. The ordinance may also apply to certain vacant properties that become an attractive nuisance. There has been an increase of complaints.

A lengthy discussion ensued. During discussion, Ms. Sifford, Mr. Lee, and Matt Love, Construction Standards Director, responded to questions from the Board.

**4.6 County Manager - Resolution for Medication Assisted Treatment (MAT) Delivered through the Cabarrus County Community Paramedicine Program**

Aalece Pugh, Assistant County Manager, and Kara Clark, EMS Deputy Chief, presented a proposed resolution for the Board's consideration. It would utilize opioid settlement funds for a mobile Medication Assisted Treatment (MAT) unit through the Community Paramedic Program. Their focus would be to deliver FDA approved medication due in the case of an overdose and assistance with resources for extended treatment and long-term recovery.

A discussion ensued. During discussions, Ms. Clark and Ms. Pugh responded to questions from the Board.

Rodney Harris, Deputy County Manager, provided additional funding information.

**4.7 County Manager - Resolution for Medication-Assisted Treatment (MAT) for Incarcerated Persons**

Aalece Pugh, Assistant County Manager, and Chief Deputy Burchett presented a proposed resolution for the Board's consideration. It would allow the Sheriff's Office Detention Center and Cabarrus Health Alliance, the administrator of Cabarrus County's Stepping Up re-entry program, to use opioid funds to develop a Medication Assisted Treatment (MAT) program. The intent is to use FDA-approved medications in combination with behavioral therapies to treat opioid use disorders (OUD) to promote long term recovery, reduce recidivism, and improve the physical and mental health of those incarcerated and released.

A discussion ensued. During discussion, Deputy Chief Tessa Burchett; Dr. Pugh, Rodney Harris, Deputy County Manager; and Kara Clark, EMS Deputy Chief; responded to questions from the Board.

**Break**

The Board took a break at 5:50 p.m.; the meeting resumed at 6:07 p.m.

**4.8 County Manager - Transfer of Assets at CC Griffin Middle School**

Kelly Sifford, Assistant County Manager, and Rich Koch, County Attorney, advised the City of Concord requested a Bill of Sale in connection with a transfer of the sewer lines on the C.C. Griffin Middle School property initially transferred in February 2012. The asset transfer did not follow the legal process at the time. The transfer of assets was approved by the BOC, the school board, and city council at that time. Documentation was provided for the board's review and consideration.

**4.9 County Manager -Water and Sewer Authority of Cabarrus County Pretreatment Agreement**

Kelly Sifford, Assistant County Manager, presented the proposed WSACC agreement deals with the requirements of pretreatment of wastewater into the system. The current agreement expired at the end of 2023. The new inter-jurisdictional agreement is proposed to run for a period of twenty years. It would allow WSACC more ability to enforce corporate non-compliance. Legal has reviewed the agreement and does not feel it places any new responsibilities or liabilities on the county.

**4.10 DHS - Budget Revision for Additional ARPA Congregate Nutrition Funds**

Tammy Bare, Interim Adult and Aging Services Program Administrator, presented a budget amendment for the Board's consideration. It provides for the additional ARPA funds for The Cabarrus County Congregate Nutrition (LunchPlus) program received through the Centralina Area Agency on Aging. A county match is not required.

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

**4.11 Finance - Fiscal Year 2023 ACFR and Audit**

Jim Howden, Finance Director, and Matt Braswell, Senior Manager with Martin Starnes and Associates, presented the Annual Comprehensive Financial

Report (ACFR) for fiscal year ending June 30, 2023. Topics included the following:

- Audit Highlights
  - Unmodified opinion on the financial statements
  - No financial statement findings
  - No single audit findings
  - Unmodified opinion on federal and state awards
- General Fund
  - Budget for FY 2023: \$359 million
  - Revenues: \$347.4 million
  - Expenditures: \$326.4 million
  - \$21.0 million increase in general fund - fund balance
- Property Taxes
  - Budget for FY 2023: \$226.6 million
  - Actual budget: \$231.5 million
  - Budget overage: \$4.9 million
  - Consistent collection percentage: 99.3%
  - Increase in AD Valorem values of \$1,251 billion
- Sales Taxes
  - Budget for FY 2023: \$64.9 million - includes general fund and community investment fund
  - Total collections for FY 2023: \$76.8 000
  - Budget overage: \$11.9 million
- General Fund Expenditures Summary
  - \$326.4 million in general fund expenditures
  - Salary and Benefits - \$105.9 MM
  - Operations - \$52.5 MM
  - Capital projects - \$4.5 MM
  - Education - \$94.8 MM
  - Transfers to other funds - \$68.7 MM
- Expenditures VS. Budget
  - \$31.5 million or 8.8% under budget
  - Salary and Benefits - \$8.0 million
    - Lapse Salaries
      - General Government (HR, Finance, Tax, ITS, Facilities) - \$3.0 MM
      - Public Safety (Sheriff, EM, EMS) - \$1.7 MM
      - Human Services - \$2.7 MM
  - \$6.2 million in capital purchases unspent
    - Vehicles, Patrol cars, Ambulances - \$3.4 MM
    - Transportation vehicles - \$.9 MM
    - CAD System - \$1.1 MM
    - Reappropriated
  - Operational costs under budget \$17.3 million
    - Broadband - \$2.0 MM
    - Human Services - \$5.2 MM
    - Public Safety - \$2.5 MM
    - General Government - \$3.1 MM
    - Information Technology - \$2.8 MM
- General Fund - Fund Balance Summary
  - FY 2023 General Fund Balance \$199.0 MM
    - Restricted - \$47.2 million
    - Non-spendable - \$.6 million
    - Committed/Assigned - \$61.7 million
    - Unrestricted - \$89.5 million
  - Unrestricted - \$89.5 million
    - Reserved per Cabarrus County FB Policy
      - 15% of current year's budget - \$53.1 million
    - \$36.4 million transferred to CIF per policy

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

#### **4.12 Finance - Transfer of Funds in accordance with the County's 15% Fund Balance Policy**

Jim Howden, Finance Director, advised as part of the County's Financial and Budgetary Policies, the sum of the General Operating Fund's fund balance of more than 15% of the current fiscal year's budget is available to transfer and appropriate to the Community Investment Fund for future project allocation in the amount of \$36,359,791. Mr. Howden presented for the Board's consideration a budget amendment for the transfer from the General Fund to the Community Investment Fund.

**5. Approval of Regular Meeting Agenda**

**5.1 BOC - Approval of Regular Meeting Agenda**

UPON MOTION of Vice Chairman Shue, seconded by Commissioner Wortman, and unanimously carried, the Board approved the agenda as follows for the January 16, 2024, regular meeting with changes made and to schedule all public hearings.

Recognitions and Presentations

- Emergency Management - Fire Safety Bulletin Board Contest Recognition

Consent

- Appointments - Cabarrus County Planning and Zoning Commission
- Appointments - Home and Community Care Block Grant (HCCBG) Advisory Committee
- Active Living and Parks - Hartsell/Top Gun School Use Agreement
- County Manager - Appointment to Harrisburg Planning and Zoning Board for Extraterritorial Jurisdiction
- County Manager- Dedication of a Utility Easement on Ramdin Court
- County Manager - Nuisance Ordinance
- County Manager - Resolution for Medication Assisted Treatment (MAT) Delivered through the Cabarrus County Community Paramedicine Program
- County Manager - Resolution for Medication-Assisted Treatment (MAT) for Incarcerated Persons
- County Manager - Transfer of Assets at CC Griffin Middle School
- County Manager -Water and Sewer Authority of Cabarrus County Pretreatment Agreement
- DHS - Budget Revision for Additional ARPA Congregate Nutrition Funds
- Finance - Fiscal Year 2023 ACFR and Audit
- Finance - Transfer of Funds in accordance with the County's 15% Fund Balance Policy
- Sheriff's Office - Retirement of K9 Brad
- Sheriff's Office - Awarding of Service Weapon to Sgt. David Burchett Upon Retirement
- Sheriff's Office - Awarding of Service Weapon to Deputy Brian Isenhour Upon his Retirement
- Sheriff's Office - Awarding of Service Weapon to Deputy Brent Saffell Upon His Retirement
- Tax Administration - Refund and Release Reports - December 2023

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
- EDC - November 2023 Monthly Summary Report
- Infrastructure & Asset Management - Courthouse Construction Update
- Infrastructure & Asset Management - Afton Library and Active Living Center Construction Update
- Infrastructure & Asset Management - Mt Pleasant Library and Active Living Center Construction Update

**6. Adjourn**

UPON MOTION of Commissioner Measmer, seconded by Commissioner Furr, and unanimously carried, the meeting adjourned at 6:29 p.m.



*Lauren Linker*  
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 Lauren Linker, Clerk to the Board