

The Board of Commissioners for the County of Cabarrus met in Agenda Work Session in the Commissioners' Meeting Room at the Cabarrus County Governmental Center in Concord, North Carolina at 6:15 p.m. on Monday, December 02, 2024.

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

live broadcast at 6:00 p.m. on Channel 22  
<https://www.youtube.com/cabarruscounty>  
<https://www.cabarruscounty.us/cabcotv>

Present - Chairman: Christopher Measmer  
 Vice Chair: Laura Lindsey  
 Commissioners: Larry G. Pittman  
 Lynn Shue  
 Kenneth Wortman

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

### **1. Call to Order**

Chairman Measmer called the meeting to order at 6:15 p.m.

### **2. APPROVAL OF THE AGENDA**

Updates:

Discussion Items for Action

4.6 BOC - 2025 Commissioner Board Appointments

4.12 BOC - Cabarrus County to Assume Lease of the Midland Library

Removed:

Discussion Items for Action

4.11 BOC - Rules of Procedure

**UPON MOTION** of Vice Chair Lindsey, seconded by Commissioner Pittman and carried by the following vote: Ayes: Chairman Measmer, Vice Chair Lindsey and Commissioner Pittman. Nays: Commissioners Shue and Wortman. The board approved the agenda as amended.

### **3. Discussion Items - No Action**

#### **3.1 Budget - FY 2025 Review**

Rosh Khatri, Budget Director, presented an overview of the Fiscal Year 2025 budget.

Mr. Khatri and Kelly Sifford, Deputy County Manager, provided additional updates based on the adopted budget to include the following:

- Five Year Financial Plan
- Property Tax Impact (County Only)
  - Summary of Differences by Fund - Recommended Budget vs. Adopted Budget
- FY 25 Capital Improvement Plan (CIP) - Debt Funded Projects
- FY 25 Capital Improvement Plan (CIP) - PayGo Projects
- CIP Fund - Debt Capacity
- FY 2025-2026 Budget Calander

A discussion ensued. During discussion, Mr. Khatri, Ms. Sifford and Mike Downs, County Manager, responded to questions from the Board.

Commissioner Wortman asked Mr. Khatri to explain the award received for the Budget Books. Mr. Khatri advised Cabarrus County's Budget Department received the Government Finance Officers Award for the 27<sup>th</sup> consecutive year. This award is one of the most prestigious awards that recognizes the contributions and practices that illustrate excellence in financial management.

Discussions continued.

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

#### **4.1 Cooperative Extension - Dedication of Kitchen**

Tracy LeCompte, Cooperative Extension Director, presented a request to name the newly remodeled kitchen, the Pamela C. Outen Education Kitchen in honor of her 51 years of service and to continue the legacy of "Pam's Kitchen".

A brief discussion ensued.

#### **4.2 Facilities Design & Construction - Behavioral Healthcare Center Design Contract Additional Services**

Michael Miller, Director of Design and Construction, presented two proposed service changes to the scope of work for Human Experience, architect for the behavioral healthcare center.

The first would be to add building commissioning services to be performed by CMTA (an engineering firm, who currently provides the mechanical, electrical, plumbing and fire protection) as the commissioning agent. Commissioning is the process of fine tuning the building systems and critical components to ensure the building is operating in compliance with our standards and meeting the design intent. During construction it would include matters such as holding commissioning on regular intervals that coincide with the regular progress meetings, reviewing submittals from subcontractors, and developing a plan for functional testing. As construction progresses, the commissioning agent would develop a list of issues that arise and track the deficiencies. As the project nears completion, the agent will coordinate owner training, develop a final commissioning report and conduct an operational review of the project months after the project has been substantially completed. The HVAC, electrical and plumbing would go through the process. Additionally, the building would be evaluated for air tightness that could impact energy efficiency as well as temperature and humidity control issues. The proposed fee for commissioning is \$102,000.

The second service would be a building envelope consultant. The consultant would help with the implementation of an exterior spray foam-based insulation system, which would save the project approximately \$108,000 versus the original way to insulate the building. The fee for this added service is \$8,500. To incorporate both service changes would add costs \$110,500 to the contract that would result in savings of \$108,000. Therefore, it would be a \$2,500 increase on the project thus leaving a cost of \$2,500 that would provide a fully commissioned project. Mr. Miller advised funding is available in the construction account.

#### **4.3 Risk Management - Budget Amendment**

Jon Bradley, Risk and Safety Director, presented for consideration a budget amendment to transfer funds from the general liability insurance fund to the Sheriff's office to replace a vehicle involved in an accident September 2022. The county recently received a subrogation check in the amount of \$26,650.

Captain Kluttz and Chief Burchett were in attendance.

#### **4.4 Risk Management - Budget Amendment**

Jon Bradley, Risk and Safety Director, presented for consideration a budget amendment to transfer funds from the general liability insurance fund to the Sheriff's office to replace a vehicle involved in an accident May 2024. The county recently received a subrogation check in the amount of \$9,224.

Captain Kluttz and Chief Burchett were in attendance.

#### **4.5 Sheriff's Office - Acceptance of NC 911 Grant Funds**

Chief Tessa Burchett advised the North Carolina 911 Board Grant Committee awarded a grant in the amount of \$719,765.07 to Cabarrus County for the AXS Radio Console Migration Project. The radio console migration project will involve replacing the existing consoles in the communications center. There will not be a required county match.

Lieutenant Travis McGhee was in attendance.

#### **4.6 BOC - 2025 Commissioner Board Appointments**

Commissioner appointments to various boards and committees as liaisons for 2025 were provided for review.

Lauren Linker, Clerk to the Board, advised there are 3 board appointments that serve term limits; and the new appointees would complete the current terms.

A discussion ensued. During the discussion, Commissioner Wortman requested to remain on the Blended Community Child Protection Team (CCPT)/Child Fatality Prevention Team (CFPT), Fire Departments & First Responder Advisory Committee as well as the Tourism Authority (CVB).

#### **4.7 BOC - Annual Bond Approvals**

Jon Bradley, Risk and Safety Director, advised the annual approval of the ongoing bonds will be needed at the regular meeting for the following:

- Cabarrus County Finance Director, Jim Howden
- Cabarrus County Deputy Finance Director, Mitzi Odell
- Cabarrus County Tax Administrator, David Thrift
- Cabarrus County Sheriff, Van Shaw
- Cabarrus County Human Resources Director, Lundee Covington

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

Chairman Measmer advised information for December 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.

Lauren Linker, Clerk to the Board, advised the Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee will be updated once the Board decides who will serve on the committee.

#### **4.9 BOC - Appointment Policy**

Chairman Measmer requested Lauren Linker, Clerk to the Board, provide an overview of the Appointment Policy. Ms. Linker provided an overview of the contents and workings of the policy.

#### **4.10 BOC - Resolution Establishing the Board of Commissioners' 2025 Meeting Schedule**

A resolution to establish the Board of Commissioners' 2025 schedule was provided for review and consideration.

Vice Chair Lindsey requested in observance of Presidents' Day the Board of Commissioners February Regular Meeting be moved from February 17, 2025, to February 18, 2025.

Vice Chair Lindsey requested that the Work Session Meetings begin at 5:00 p.m. instead of 4:00 p.m.

Lastly, Vice Chair Lindsey requested Regular Meetings begin at 6:00 p.m. instead of 6:30 p.m.

A brief discussion ensued.

#### **4.11 County Manager - Former Mount Pleasant Library Lease to Cabarrus Health Alliance**

Kelly Sifford, Deputy County Manager, advised the Cabarrus Health Alliance (CHA) would like to expand services into the Mount Pleasant area. CHA is interested in leasing the former Mount Pleasant library property and would make the renovations needed. A proposal has been made for a 10-year lease at \$1 per year.

A discussion ensued. During discussion, Ms. Sifford and Mike Downs, County Manager, responded to questions from the Board.

#### **4.12 BOC - Cabarrus County to Assume Lease of the Midland Library**

Vice Chair Lindsey recommended the County enter into a lease to pay for the Midland Library at a cost of \$3500 per month.

A discussion ensued.

### **5. APPROVAL OF REGULAR MEETING AGENDA**



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

UPON MOTION of Vice Chair Lindsey, seconded by Commissioner Pittman, and unanimously carried, the Board approved the agenda with changes for the December 16, 2024, regular meeting with changes made and to schedule all public hearings.

**Recognitions and Presentations**

- Active Living and Parks - Eagle Scout Service Project
- Proclamation - Reverend Dr. Martin Luther King, Jr. Day
- Recognition - Cooperative Extension - Christine Barrier Retirement
- Recognition - Cooperative Extension - Pam Outen Retirement

**Consent**

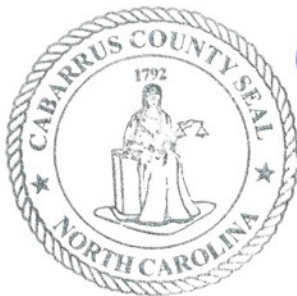
- Appointment - Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee (TAC) and Transportation Advisory Committee (TCC)
- Appointment and Removal - Centralina Workforce Development Board
- Appointment and Removal - Home and Community Care Block Grant (HCCBG) Advisory Committee
- Appointment and Removal - Juvenile Crime Prevention Council (JCPC)
- Appointment - Library Board of Trustees
- BOC - Annual Bond Approval - Deputy Finance Director
- BOC - Annual Bond Approval - Finance Director
- BOC - Annual Bond Approval - Human Resources Director
- BOC - Annual Bond Approval - Sheriff
- BOC - Annual Bond Approval - Tax Administrator
- BOC - Appointment Policy
- BOC - Resolution Establishing the Board of Commissioners' 2025 Meeting Schedule
- Cooperative Extension - Dedication of Kitchen
- County Manager - Former Mount Pleasant Library Lease to Cabarrus Health Alliance
- Facilities Design & Construction - Behavioral Healthcare Center Design Contract Additional Services
- Risk Management - Budget Amendment
- Risk Management - Budget Amendment
- Sheriff's Office - Acceptance of NC 911 Grant Funds
- Tax Administration - Refund and Release Reports - November 2024

**New Business**

- BOC - Midland Library Lease
- BOC - 2025 Commissioner Board Appointments

**(J) ADJOURN**

Chairman Measmer adjourned the meeting at 7:41 p.m.



*Lauren Linker*  
Lauren Linker, Clerk to the Board