

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Commissioners' Meeting Room at the Cabarrus County Governmental Center in Concord, North Carolina at 5:00 p.m. on Monday, August 4, 2025.

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

live broadcast at 5:00 p.m. on Channel 22  
<https://www.youtube.com/cabarruscounty>  
<https://www.cabarruscounty.us/cabcotv>

Present - Chairman: Jeff Jones  
 Vice Chairman: Laura B. Lindsey  
 Commissioners: Larry G. Pittman  
 Kenneth M. Wortman  
 Absent - Commissioners: Lynn W. Shue

Also present were: Sean Newton, County Manager; Kelly Sifford, Deputy County Manager; Aalece Pugh, Assistant County Manager; Daniel Peterson, County Attorney and Lauren Linker, Clerk to the Board.

Commissioner Pittman provided the invocation.

### 1. Call to Order

Chairman Jones called the meeting to order at 5:00 p.m.

### 2. Approval of Work Session Agenda

ADDITIONS:

Closed Session

2.1 Closed Session - Consult with Attorney Including Pending Litigation (Downs v. Cabarrus County, Location or Expansion of Industries or Business and Personnel

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

### 3. Discussion Items - No Action

#### **3.1 County Manager - Construction Manager at Risk Delivery Method Discussion**

Sean Newton, County Manager, provided an introduction explaining the discussion would address previously raised questions regarding the renovation contract regarding Progress Place. He then introduced Michael Miller, Director of Design and Construction, and Jason Harris, Messer Construction, Senior Project Executive, to provide an overview of the Construction Manager at Risk (CM@R) contract model.

Mr. Miller presented a PowerPoint presentation highlighting the following:

- CM@R Overview: A delivery method commonly used for large or complex public projects involving multiple phases, technical complexity, and multidisciplinary coordination. Cabarrus County has used CM@R on past projects.
- What is CM@R: Requires the construction manager to be a licensed contractor who provides construction management services and guarantees the maximum project cost. The "at risk" term refers to the contractor assuming risks such as subcontractor performance, vendor stability, material price fluctuations, scheduling, and weather impacts. The CM@R process shifts the traditional owner-contractor relationship by integrating the CM into the design phase, promoting collaboration.
- CM@R - Construction Manager services include preparation and coordination of bid packages, scheduling, cost control, value engineering, material and product evaluation, preconstruction services and construction administration
- Selection and Onboarding Processes: Contractors are chosen based on qualifications and experience. The county conducts internal reviews, negotiates preconstruction services, selects the contractor and presents it to the Board for approval.
- Alternative Delivery Methods:
  - o Design-Bid-Build (single prime contract)
  - o Design-Build
  - o Public-Private Partnership

- CM@R Project Phases: Preconstruction, construction, and post-construction.
- Additional Considerations: Benefits and advantages of CM@R, as well as Contractor Controlled Insurance Programs (CCIP) and Owner Controlled Insurance Programs (OCIP).

There was discussion throughout the presentation. Mr. Miller and Mr. Harris responded to questions from the Board.

### **3.2 County Manager - Proposal To Co-locate At Allen Volunteer Fire Department (VFD)**

Sean Newton, County Manager, invited Jason Burnett, Emergency Management Director, and Jacob Thompson, Fire Marshal, to speak regarding co-location opportunities with the Allen Fire Department. Mr. Burnett introduced Allen Fire Department Chief Randy Dozier.

Mr. Burnett reported the County was approached by Allen Fire Department regarding the construction of a second fire station on Miami Church Road. He further provided background on Cabarrus County Squad 410, which is a firefighting unit that supplements volunteer and combination fire departments, primarily on the east side of the county. Squad 410 is currently housed at EMS Station Two with the goal of moving into a fire department related facility.

Chief Randy Dozier provided an update on the project, noting site clearing, grading, and erosion control have been completed. A meeting with the building committee and contractors is scheduled to finalize the selection of a contractor. Architectural drawings are complete, and financing has been secured through Pinnacle Bank. Approximately 3,000 square feet of the new facility will be designated for Squad 410, including a bay, day room, kitchen, bathrooms, and an office. Co-locating Squad 410 with Allen Fire would add approximately \$1 million to the project cost.

Mr. Thompson advised portions of Joe Bost Road and Miami Church Road fall outside a five-mile radius of an existing fire station, which results in higher insurance premiums for affected residents. The new station would lower insurance costs, improve call coverage, and reduce response times. He also noted that the proposed location is more centrally positioned to serve most districts primarily supported by Squad 410.

A discussion ensued. During discussion, Mr. Newton, County Manager, was asked about funding. He advised that savings from closing out existing projects at the end of the fiscal year could provide funds, pending Board direction.

Mr. Thompson responded to additional questions from the Board.

**UPON MOTION** by Vice Chair Lindsey, seconded by Commissioner Wortman, the Board unanimously approved adding the proposal to co-locate at Allen Volunteer Fire Department (VFD) as an action item at the next meeting.

### **4.1 Boards and Committees - Adult Care Home Community Advisory Committee Appointment**

Chairman Jones reviewed the Board/Committee appointment item and asked if there were any questions or comments. No questions or comments were raised.

### **4.2 Boards and Committees - Partners Health Management - Appointment**

Chairman Jones Reviewed the Board/Committee appointment item and asked if there were any questions or comments. No questions or comments were raised.

### **4.3 Boards and Committees - Public Authority of Cabarrus County - Appointment**

Chairman Jones reviewed the Board/Committee appointment item and asked if there were any questions or comments. No questions or comments were raised.

### **4.4 County Manager - Fiscal Year 2025 Funding Re-appropriations**

Sean Newton, County Manager, provided information regarding the FY25 funding re-appropriations.

A discussion ensued. During discussion, Todd Shanley, Chief Information Officer, responded to a question regarding the COVID-19 Broadband project. Mr. Shanley explained that during the pandemic, the state pushed for broadband expansion across North Carolina. However, those funds may no longer be needed

as some projects were either canceled or covered directly by the state. Cabarrus County is awaiting confirmation from the state to ensure no repayment is required, as contracts for these projects were signed a year ago. Once clarified, the funds originally allocated to COVID-19 broadband could be re-appropriated back into the general fund for other projects. A response from the state is expected within approximately six weeks.

#### **4.5 Planning and Development Department - Community Development NCDEQ LIHEAP and HARRP Grant Award Acceptance for FY26**

Susie Morris, Planning & Development Director, reported in late January staff requested permission from the Board to apply for community development grants. The County has since been awarded the grants and is seeking formal acceptance of the funds. Because the amount awarded exceeded the original estimate, a budget amendment will be required to adjust for the additional funds. Ms. Morris introduced Robert Anderson, Community Development Manager, who was in attendance.

#### **4.6 Planning and Development Department - Request for Board Approval to accept NCDEQ Grant Funding - Disaster Recovery Act 2024 (Part II)**

Susie Morris, Planning and Development Director, reported in March staff was notified that legislators approved additional funds to be spent in Western North Carolina for the Weatherization Program. Because Cabarrus County was included in the disaster declaration for Hurricane Helene, the County is eligible to receive funding that was not part of the original request earlier in the year. She requested permission to accept \$102,000 in new funds from NCDEQ, which would supplement the existing Weatherization Program and allow more residents to be served. New accounts will need to be created since this is entirely new funding. Any unused funds would be returned to the state for redistribution to other eligible recipients in the western part of the state.

A discussion ensued. Ms. Morris; Jason Burnett, Emergency Management Director; and Robert Anderson, Community Development Manager; responded to questions from the Board.

#### **4.7 Sheriff's Office - Acceptance of 911 Funds for 911 Expenditures and Associated Budget Amendment**

Tessa Burchett, Chief Deputy, reported Cabarrus County is the primary and only recognized Public Service Answering Point (PSAP) in the county. The State 911 Board allocates funds to support centers within the state and has awarded Cabarrus County 911 a total of \$828,210.15. A budget amendment was provided for consideration in accepting the grant. The funds will be used to replace 911 console radios and support other projects to refurbish the 911 center.

Lieutenant Travis McGee provided additional information regarding use of the funds.

**UPON MOTION** by Commissioner Wortman, seconded by Commissioner Pittman and unanimously carried, the Board suspended the Rules of Procedure.

**UPON MOTION** by Commissioner Wortman, seconded by Commissioner Pittman and unanimously carried, the Board approved the budget amendment.

#### **4.8 Sheriff's Office - Acceptance of Governor's Highway Safety Program (GHSP) Grant Award**

Tessa Burchett, Chief Deputy, advised Cabarrus County has been awarded funds from the Governor's Highway Safety Program (GHSP) Grant for the fourth year to staff the Traffic Education and Enforcement Unit. The grant provides a 25% reimbursement of salaries for personnel participating in enforcement and education activities under the program. She requested the Board's consideration to accept the grant along with the necessary budget amendment.

#### **4.9 Sheriff's Office - Acceptance of Governor's Highway Safety Program Bike Safe Grant**

Tessa Burchett, Chief Deputy, advised Cabarrus County was awarded a \$5,000 grant for the "Bike Safe" program, an educational initiative that educates the public and motorcyclists on safety to help reduce crashes through community classes and outreach. No county match is required. A budget amendment was provided for Board consideration.

**4.10 Soil and Water - Cabarrus County Creek Week Budget Amendment**

Abby Weinshenker, Resource Education Coordinator, presented for consideration a budget amendment to implement Cabarrus County's first "Creek Week." This initiative, promoted by the Department of Environmental Quality (DEQ), is being passed to Soil and Water districts to provide local water education through a week-long series of free public events. Activities will include movie nights, water-themed trivia, a festival at Frank Liske Park, and a litter sweep (location to be determined), among others events. Sponsorship has been received from the Concord Subaru dealership.

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

Amy Cook, Resource Conservation Easement Specialist, reported that one of the department's main goals is farmland preservation in Cabarrus County. Historically, around this time of year, work begins on applications for conservation easements. Ms. Cook ask for the Board's consideration to apply for grant funds through the North Carolina Agricultural Development and Farmland Preservation Trust Fund.

**4.12 Tax Administration - South Carolina Debt Setoff Resolution and Memorandum of Understanding**

David Thrift, Tax Administrator, presented for consideration a resolution to participate in the South Carolina Debt Setoff Program, which is similar to a program Cabarrus County has participated in with the State of North Carolina for many years to collect delinquent taxes. The program allows the County to identify individuals who are delinquent on taxes and may have property or businesses in South Carolina. Any tax refunds or lottery winnings granted by the State of South Carolina to individuals who owe taxes in Cabarrus County could be applied toward the delinquent taxes owed to us. The resolution, prepared by County Attorney Doug Hall, authorizes the County to enter into a Memorandum of Understanding with South Carolina to submit delinquent taxes and pursue collection through the program.

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**

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

**UPON MOTION** of Commissioner Pittman, seconded by Vice Chair Lindsey, and unanimously carried, the Board approved the agenda as follows for the August 18, 2025 regular meeting.

## Recognitions and Presentations

- Proclamation - Child Support Awareness Month
- Proclamation - Economic Services Appreciation
- Recognition - Active Living and Parks - Recognize Communications Department
- Recognition - Emergency Management - Recognize Dawn Gustafson, Emergency Management Planner II
- Recognition - Human Resources - Recognize Sergeant Marsha Williams on Her Retirement from Cabarrus County Sheriff's Office

## Consent Agenda

- County Manager - Proposal To Co-locate at Allend Volunteer Fire Department (VFD)
- Boards and Committees - Adult Care Home Community Advisory Committee Appointment
- Boards and Committees - Partners Health Management - Appointment
- Boards and Committees - Public Authority of Cabarrus County - Appointment
- County Manager - Fiscal Year 2025 Funding Re-appropriations
- Sheriff's Office - Acceptance of Governor's Highway Safety Program (GHSP) Grant Award
- Sheriff's Office - Acceptance of Governor's Highway Safety Program Bike Safe Grant
- Soil and Water - Cabarrus County Creek Week Budget Amendment

- Soil and Water - Grant Application to North Carolina Agricultural Development and Farmland Preservation Trust Fund
- Tax Administration - South Carolina Debt Setoff Resolution and Memorandum of Understanding

**6. Closed Session**

**6.1 Closed Session -Pending Litigation**

UPON MOTION of Commissioner Wortman, seconded by Vice Chair Lindsey 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).

**7. Return to Open Session**

UPON MOTION of Vice Chair Lindsey, seconded by Commissioner Wortman and unanimously carried, the Board returned to open session.

**6. Adjourn**

UPON MOTION of Vice Chair Lindsey, seconded by Commissioner Pittman, the meeting adjourned at 7:44 p.m.



  
Ariadne Olvera, Clerk to the Board

