

**Meeting Minutes  
September 6, 2023**

**MINUTES OF MECKLENBURG COUNTY, NORTH CAROLINA  
BOARD OF COUNTY COMMISSIONERS**

The Board of Commissioners of Mecklenburg County, North Carolina, met in Informal Session in the Meeting Chamber Conference Room CH-14 of the Charlotte-Mecklenburg Government Center located at 600 East Fourth Street, Charlotte, North Carolina, at 5:00 p.m. and in Formal Session in the Meeting Chamber of the Charlotte-Mecklenburg Government Center at 6:16 p.m. on Wednesday, September 6, 2023.

**ATTENDANCE**

**Present:** Chair George Dunlap, Vice-Chair Elaine Powell,  
and Commissioners Patricia “Pat” Cotham, Arthur Griffin,  
Mark Jerrell, Vilma D. Leake, Laura J Meier,  
and Susan Rodriguez-McDowell  
County Manager Dena R. Diorio  
Deputy County Attorney Edward J. Yeager  
Clerk to the Board Kristine M. Smith  
Deputy Clerk to the Board Arlissa Eason

**Absent:** Commissioner Leigh Altman

---

**-INFORMAL SESSION-**

**CALL TO ORDER**

*Chair Dunlap called the meeting to order, after which the matters below were addressed.*

**REMOVAL OF ITEMS FROM CONSENT**

The Board identified item(s) to be removed from Consent and voted upon separately. The items identified were Items:

**23-0507** Commissioner Leake

**Meeting Minutes  
September 6, 2023**

**23-0509** Commissioner Leake  
**23-0510** Commissioner Leake  
**23-0511** Commissioner Leake  
**23-0512** Commissioner Leake  
**23-0517** Commissioner Leake  
**23-0519** Commissioner Leake  
**23-0521** Commissioner Leake  
**23-0524** Commissioner Leake  
**23-0527** Commissioner Leake  
**23-0530** Commissioner Leake  
**23-0542** Commissioner Leake

**STAFF BRIEFINGS**

**23-0545      CLOSED SESSION**

Motion was made by Commissioner Leake, seconded by Commissioner Meier, and unanimously carried, to go into Closed Session for the following purpose(s): to Discuss a Personnel Matter.

*The Board went into Closed Session at 5:00 p.m. and returned to Open Session at 6:02 p.m.*

*The Board then proceeded to the Meeting Chamber for the remainder of the meeting.*

**-FORMAL SESSION-**

**CALL TO ORDER**

*Chair Dunlap called this portion of the meeting to order, followed by introductions, invocation by Commissioner Vice Chair Powell, and the Pledge of Allegiance to the Flag, after which the matters below were addressed.*

**AWARDS/RECOGNITION**

**23-0526      PROCLAMATION – NATIONAL KINSHIP CARE MONTH (CHAIR DUNLAP)**

**Meeting Minutes**  
**September 6, 2023**

Commissioner Jerrell read the proclamation.

Motion was made by Commissioner Jerrell, seconded by Commissioner Meier, and unanimously carried to adopt a proclamation declaring September 2023 as "National Kinship Care Month" in Mecklenburg County.

*Background: Nationally, more than 2.7 million children are living with grandparents, other relatives, and fictive kin in kinship care, of which 85,000 of these young people reside in North Carolina and recognize September 2023 as "National Kinship Care Month in Mecklenburg County.*

Kimberly Henderson, Director of Department of Child, Family and Adult Services, accepted the proclamation and gave remarks.

# Mecklenburg County North Carolina Proclamation

**WHEREAS**, this year during the month of September, Kinship Care Month is observed, as residents of Mecklenburg County are proud to recognize children, grandparents, and other relatives who raise them in kinship care who ensure their safety, promote their well-being, and establish a stable household for these young people to thrive; and

**WHEREAS**, nationally more than 2.7 million children are living with grandparents, other relatives, and fictive kin in kinship care of which 85,000 of these young people reside in North Carolina; and

**WHEREAS**, citizens of Mecklenburg County join to honor children residing in urban, rural, and suburban households in Mecklenburg County who through the unconditional support of their kin, have successfully addressed the emotional trauma of being separated from their parents; and

**WHEREAS**, the public becomes increasingly aware of the challenges faced by children and their kinship caregivers to work in partnership with the education, legal, social services, mental health, justice, and other systems to access services that can enable kinship youth to flourish in all facets of their life; and

**WHEREAS**, children will live within a kinship family sometime during their childhood, kinship care provides the best opportunity to retain the child's cultural heritage and community ties.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mecklenburg Board of County Commissioners does hereby proclaim September 2023 as

## "NATIONAL KINSHIP CARE MONTH"

in Mecklenburg County and urges all citizens, community agencies, religious organizations, businesses, and others to celebrate kinship families that offer safety, permanency, and well-being for children who are unable to remain with their birth parents.

This the 6<sup>th</sup> day of September 2023



*George Dunlap*

George Dunlap, Chair  
Mecklenburg Board of County Commissioners

**Meeting Minutes  
September 6, 2023**

**23-0544      COMMISSIONER MARK JERRELL APPOINTMENT TO THE DISCIPLINARY  
HEARING COMMISSION OF THE NORTH CAROLINA STATE BAR**

*NOTE: This item was moved to the September 12, 2023, BOCC meeting agenda.*

**PUBLIC ART MOMENT – N/A**

**23-0538      PUBLIC APPEARANCE**

The following persons appeared to speak during the Public Appearance portion of the agenda:

1. Angela Edwards – Topic: Parks
2. James Pendergraph, Jerry Pinkard, A. Leon Miller, Matt Walsh and Harry Weatherly – Retiree Insurance Benefits.

**APPOINTMENTS**

**23-0428      APPOINTMENTS – CHARLOTTE-MECKLENBURG PLANNING COMMISSION**

Appointments were needed on the Charlotte-Mecklenburg Planning Commission to fill one (1) three-year term expiring June 30, 2026.

*Background: On June 21, 2023, the Board nominated John Hanline and Robin Stuart for appointment consideration to the Charlotte-Mecklenburg Planning Commission.*

*Per Board policy, the Ad-Hoc Interview Committee held interviews on Monday, August 28, 2023. At the conclusion of the interviews, the Ad-Hoc Committee chose one nominee for recommendation to the full Board.*

*The Ad-Hoc Interview Committee was comprised of the following Commissioners: Leigh Altman (Chair), Laura Meier, Elaine Powell, and Susan Rodriguez-McDowell.*

Motion was made by Commissioner Meier, seconded by Vice-Chair Powell, and unanimously carried, to appoint Robin Stuart, on the Charlotte-Mecklenburg Planning Commission to fill one (1) three-year term expiring June 30, 2026.

**Meeting Minutes  
September 6, 2023**

**23-0429 APPOINTMENTS – BOARD OF EQUALIZATION AND REVIEW**

Appointment was needed on the Board of Equalization and Review to fill one (1) unexpired term expiring March 31, 2025, and three (3) full three-year terms.

*Background: On June 21, 2023, the Board of County Commissioners nominated the following candidates for appointment consideration to the Board of Equalization and Review: Peggy Peterson, Lloyd Scher, and Lucas Young.*

*Per Board policy, the Ad-Hoc Interview Committee interviewed the nominees on Monday, August 28, 2023. At the conclusion of the interviews, the Ad-Hoc Committee chose one nominee for recommendation to the full Board.*

*The Ad-Hoc Interview Committee was comprised of the following Commissioners: Leigh Altman (Chair), Laura Meier, Elaine Powell, and Susan Rodriguez-McDowell.*

Motion was made by Commissioner Meier, seconded by Commissioner Rodriguez-McDowell, and unanimously carried, to appoint Peggy Peterson, to the Board of Equalization and Review to fill one (1) unexpired term expiring March 31, 2025.

**23-0503 APPOINTMENTS – AIR QUALITY COMMISSION**

Reappointment needed on the Air Quality Commission for one (1) three-year term expiring August 31, 2026. Aaron Levy is eligible for reappointment.

Motion was made by Commissioner Powell, seconded by Commissioner Meier, and unanimously carried, to reappoint Aaron Levy, to the Air Quality Commission for one (1) three-year term expiring August 31, 2026.

**23-0505 APPOINTMENTS – CHARLOTTE-MECKLENBURG COMMUNITY RELATIONS COMMITTEE**

Nominations were needed on the Charlotte-Mecklenburg Community Relations Committee to fill vacancies.

*Background: The CRC has 15 BOCC vacancies.*

**Meeting Minutes  
September 6, 2023**

*The Clerk's Office will distribute terms based on when applications were received. All nominees will be brought back before the Board on September 19, 2023.*

The following were nominated:

Rachel Brummert – nominated by Commissioner Jerrell  
Delores Reid-Smith – nominated by George Dunlap

**23-0506 APPOINTMENTS-TOWN OF HUNTERSVILLE BOARD OF ADJUSTMENT**

Appointment was needed on the Town of Huntersville Board of Adjustment for a term expiring June 30, 2026. Kimberle Burton was eligible for appointment and received approval by the Town of Huntersville Board of Commissioners.

*Background: At the June 7, 2021 meeting, the Town of Huntersville Board of Commissioners voted to appoint Kimberle Burton to the Board of Adjustment as the extraterritorial jurisdiction (ETJ) representative for a term expiring June 30, 2024.*

*The Town of Huntersville Board of Adjustment handles issues that arise from the enforcement of the Huntersville Zoning Ordinance on individual properties; such as variance requests for relief from the requirements of the Zoning Ordinance, and appeals from determinations or decisions made by Planning Staff. The Board of Adjustment also acts as the Water Review Board for*

*Density Averaging Certificates. Requests are heard in a quasi-judicial (court style) manner in which sworn testimony is given and decisions are based on facts and evidence presented.*

Motion was made by Commissioner Leake, seconded by Commissioner Powell, and unanimously carried, to appoint Kimberle Burton, on the Town of Huntersville Board of Adjustment for a term expiring June 30, 2026.

**23-0535 APPOINTMENTS-PARK AND RECREATION COMMISSION**

Reappointments were needed on the Park and Recreation Commission for two (2) three-year terms expiring June 30, 2026. Rufus Kearney and Mark Loflin were eligible for reappointment.

Appointment was needed on the Park and Recreation Commission for one (1) three-year term expiring June 30, 2026, Southern Towns slot.

## **Meeting Minutes September 6, 2023**

Appointment was needed on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, Central-1 slot.

Appointment was needed on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, North-2 slot.

Nomination/appointment was needed on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, At-Large slot.

*Note: William Howell (Southern Towns), Sarah Kennard (Central-1), George Berger (North-2), and Megan Gregory (At-Large) are no longer members of the PRC.*

Motion was made by Commissioner Jerrell, seconded by Commissioner Meier, and unanimously carried, to reappoint Rufus Kearney on the Park and Recreation Commission for one (1) three-year term expiring June 30, 2026.

Motion was made by Commissioner Jerrell, seconded by Commissioner Leake, and failed (2-6) with Commissioners Cotham and Jerrell voting yes and Commissioners Dunlap, Griffin, Leake, Meier, Powell and Rodriguez-McDowell voting no, to reappoint Mark Loflin on the Park and Recreation Commission for one (1) three-year term expiring June 30, 2026.

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Jerrell, and unanimously carried to appoint William Colyer to the Park and Recreation Commission for one (1) three-year term expiring June 30, 2026, Southern Towns, slot.

Motion was made by Commissioner Meier, seconded by Commissioner Jerrell, and unanimously carried, to appoint Mark Talbot, on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, Central-1, slot.

Motion was made by Commissioner Powell, seconded by Commissioner Meier, and unanimously carried, to appoint Donald Morris, on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, North-2, slot.

Motion was made by Commissioner Meier, seconded by Commissioner Rodriguez-McDowell, and unanimously carried, to nominate and appoint Cowden Rayburn, on the Park and Recreation Commission to fill one (1) unexpired term expiring June 30, 2024, At-Large, slot.

## **PUBLIC HEARINGS**



**Meeting Minutes  
September 6, 2023**

**23-0525 BUSINESS LOCATION AND EXPANSION – TTX COMPANY**

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Meier, and unanimously carried, to open public hearing to receive comments on a proposed Business Investment Program grant to TTX Company.

Shahid Rana, Deputy Director, Office of Economic Development, gave the presentation.

*Background: TTX is a railcar pooling company owned by Union Pacific, BNSF, CSX, Norfolk Southern, CPKC, Canadian National, and FXE. Founded as Trailer Train in 1955 by the Pennsylvania Railroad, the subsidiary invested in a new technology - flatcars that would haul highway trailers.*

*TTX has a complete engineering and design team to care for its large and varied fleet with maintenance operations in terminals across the network. TTX is privately owned by North America's leading railroads and functions as the industry's railcar cooperative, operating under*

*pooling authority granted by the Surface Transportation Board the successor to the ICC. The project is relocating its headquarters locations from Chicago, IL to support revenue growth, improve margins by reducing costs in a market that has adequate access to talent.*

*TTX's Company proposed project meets all the following grant guidelines for a five-year Business Investment Grant, specifically:*

*A taxable investment up to \$16,320,000 to be completed in the next five years.*

*Creation of 150 new jobs with an average wage of \$179,400 (which is equal or greater than 100% of the average SOC codes for each job position for the Charlotte-Gastonia-Rock Hill M.S.A.).*

*There is competition for this project from Chicago, IL, and Tennessee.*

*The general terms and conditions of this grant include:*

*A portion of the grant must be repaid if the company moves this investment from Charlotte within five years of the end of the grant term.*

*Actual grant payments are based on the value of the investment as appraised by the Mecklenburg County Assessor's Office.*

**Meeting Minutes**  
**September 6, 2023**

*All property taxes due from the company must be paid before a grant payment.*

*The Board of County Commissioners indicated their intent to approve this grant in a closed session on June 6, 2023.*

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Meier, and unanimously carried, to open public hearing to receive comments on a proposed Business Investment Program grant to TTX Company.

Meeting Minutes  
September 6, 2023



Business Investment Program Grant  
**Public Hearing**

Mecklenburg Board of County Commissioners  
September 6, 2023.

**Public Hearing** **Business Investment Program Grant**



**TTX**



MeckN.C.gov 2

Meeting Minutes  
September 6, 2023

**Public Hearing** **Business Investment Program Grant**

**TTX Company**

**Company Background**



- TTX is a railcar pooling company owned by Union Pacific, BNSF, CSX, Norfolk Southern, CPKC, Canadian National and FXE. Founded as Trailer Train in 1955 by the Pennsylvania Railroad, the subsidiary invested in a new technology – flatcars that would haul highway trailers.
- TTX has a complete engineering and design team to care for its large and varied fleet with maintenance operations in terminals across the network.
- TTX is privately-owned by North America’s leading railroads and functions as the industry’s railcar cooperative, operating under pooling authority granted by the Surface Transportation Board the successor to the ICC.
- The project contemplates relocating its headquarters locations from Chicago, IL to support revenue growth, improve margins by reducing costs in a market that has adequate access to talent.



MeckN C . g o v 3

**Public Hearing** **Business Investment Program Grant**

**TTX Company**

**Project Details**



- **New Jobs-** 150
- **Average Salary-** \$ 179,400
- **Capital Investment-** \$14,535,000  
- \$16,320,000
- **Competing Sites-** Chicago, IL;  
Tennessee.



MeckN C . g o v 4

**Public Hearing** **Business Investment Program Grant**

TTX Company 




**Proposed Locations:**

- 2151 Hawkins St. Charlotte, NC
- 3600 South Blvd. Charlotte, NC.

 MeckNC.gov 5


**Public Hearing** **Business Investment Program Grant**

TTX Company 

**Partner Incentives**

Partner	Terms	Amount
County (Proposed)	5yr/50%	\$231,927
County (Policy)	3yr/50%	\$142,564
City of Charlotte	7yr/90%	\$323,007
State JDIG	12yr	\$1,827,750
<b>Total</b>		<b>\$2,525,248</b>

\$14,535,000 New Investment- 5yr/50%- \$204,397


 MeckNC.gov 6

**Public Hearing** **Business Investment Program Grant**


---

TTX

**Project Employment**



Position	Total New Hires	Total Hires Relocated	Wage	SOC Average	% of SOC	SOC
Analyst	5	4	\$61,000	\$62,500	97%	15-1232
Sr. Analyst/ Manager	25	20	\$96,000	\$91,650	104%	15-1211
Sr. Manager	24	24	\$142,000	\$140,550	101%	11-2022
Director	12	12	\$197,000	\$144,450	136%	11-2000
Senior Director	4	3	\$252,000	\$153,470	164%	11-2020
Assistant Vice President	6	5	\$348,000	\$166,050	209%	11-3031
Executives	0	6	\$818,000	\$246,440	331%	11-1011
<b>Total</b>	<b>76</b>	<b>74</b>	<b>Avg. \$179,400</b>			



MeckN C . g o v

7

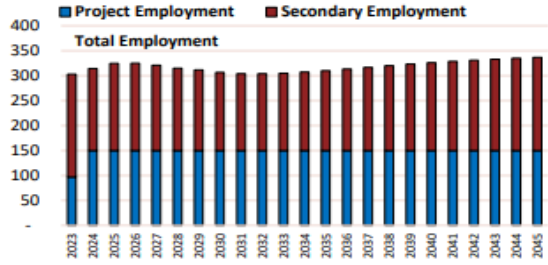
**Public Hearing** **Business Investment Program Grant**

---

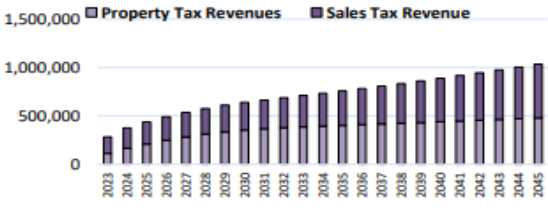
TTX Company

**Project Impacts**


- TTX Company is expected to induce an additional **171 jobs** by the end of the five-year term.
- TTX Company is expected to induce an additional **\$1,106,204** in sales tax revenue by the end of Year 5.



**Total Employment**



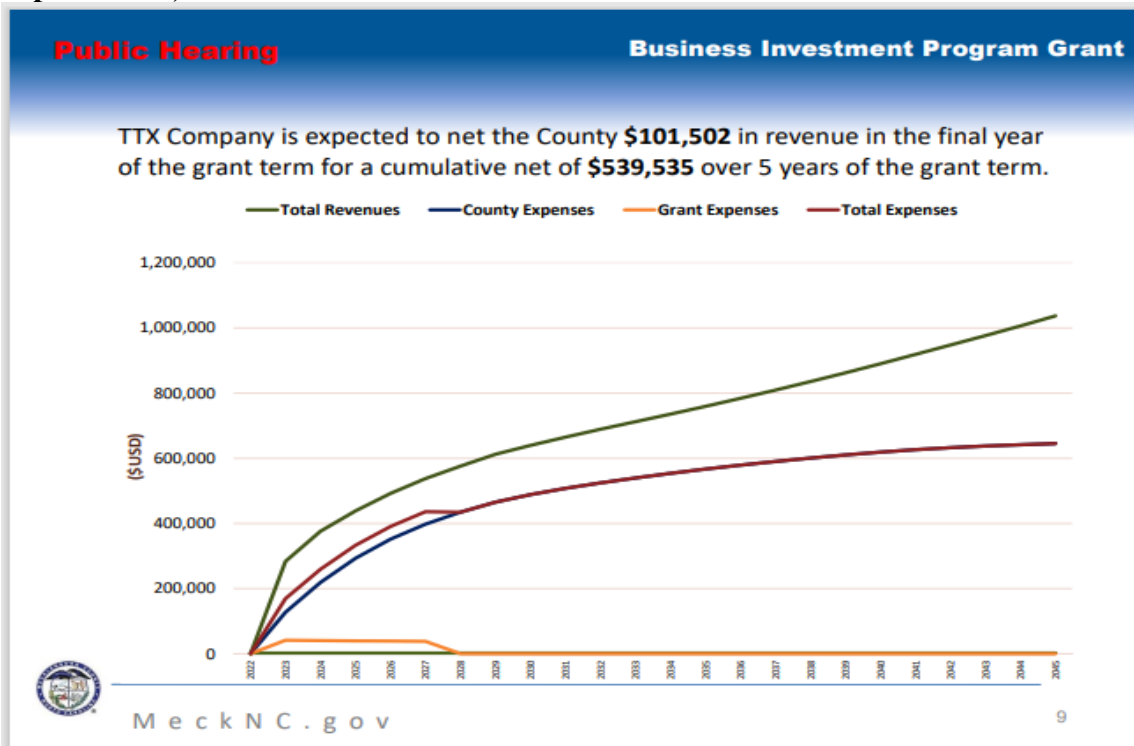
**Property Tax Revenues** **Sales Tax Revenue**



MeckN C . g o v

8

Meeting Minutes  
September 6, 2023



**Public Hearing** **Business Investment Grant Program**

TTX Company  
**Community Engagement and  
Corporate Culture**

- Promoting safety, professional growth and engagement.
- All employees eligible for tuition reimbursement up to \$7,500.
- The Company supports diversity & inclusion via Company-sponsored Business Resource Groups. Specifically, the “Woman’s Business Network” was established to inspire and empower women to develop and advance their professional and career goals, and “UNITE” was created to establish a business community that works together to support and empower the LGBTQ+ employee community and its allies.
- In 2020 and 2021, TTX partnered with Breakthrough, a Chicago non-profit that helps build connections, develop skills and create opportunities for those affected by poverty.

MeckNC.gov 10

**Public Hearing** **Business Investment Program Grant**

---

**TTX Company**  
**BOCC Action**

Requesting the Board of County Commissioners to vote and adopt a resolution to approve a **5-year, 50%** Business Investment Program Grant to **TTX Company**, for a not to exceed amount of **\$231,927** and to authorize the County Manager to negotiate and execute the contract.

---

 [MeckNC.gov](http://MeckNC.gov) 11





**Business Investment Program Grant**  
**Public Hearing**

Mecklenburg Board of County Commissioners  
September 6, 2023.



**Meeting Minutes**  
**September 6, 2023**

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Jerrell and carried (7-1), with Commissioners Cotham, Griffin, Jerrell, Leake, Dunlap, Meier, and Rodriguez-McDowell, voting yes, and Commissioner Powell voting no, to close public hearing and adopt a resolution approving a Business Investment Program grant to TTX Company for a not to exceed amount of \$231,927 and authorize the County Manager to negotiate and execute the contract.

**Comments**

Commissioner Griffin said that he would like to see a Memorandum of Understanding with the expectation of a relationship with the county's Unified Workforce Development programs. He thought the corporation provided enormous opportunities for people to obtain living-wage jobs. He suggested to County Manager Diorio that an MOU be added to the contact to negotiate it. *County Manager Dena Diorio said that she would get with the County Attorney to develop that language.*

Commissioner Rodriguez-McDowell stated that the Economic Development Committee voted unanimously to support this business investment opportunity.

**Meeting Minutes  
September 6, 2023**

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS  
RESOLUTION  
APPROVING BUSINESS INVESTMENT PROGRAM GRANT  
FOR TTX COMPANY**

**WHEREAS**, TTX Company is seeking to expand their operations in Mecklenburg County; and

**WHEREAS**, the organization evaluated sites in Chicago, IL, and Tennessee; and

**WHEREAS**, this project as described by the company was determined to meet all of the criteria for a Business Investment Program grant from the County of Mecklenburg, the Board of Commissioners voted its intent to provide a Business Investment Program grant to the company during a closed session meeting on June 6, 2023, and as authorized by the Board, the County communicated this information to the company; and

**WHEREAS**, taking into consideration the Board's stated intent to make an economic development grant, the company subsequently decided to expand in Mecklenburg County. The project will include a capital investment up to \$16,320,000 and will create 150 new jobs within 5 years at an average annual salary of approximately \$179,400. The Business Investment Program grant is a 50% grant over 5 years, with a not to exceed amount of \$231,927. The grant will be subject to the County's standard contract provisions, including compliance requirements for the company related to job creation targets and claw back provisions; and

**WHEREAS**, Mecklenburg County Board of Commissioners has determined that this grant will provide new employment, new taxable property and new economic activity within the County, now, therefore, be it

**RESOLVED** that the Board of County Commissioners does hereby approve the Business Investment Program grant as described above and authorizes the County Manager to execute a contract for the same, with any necessary or helpful nonmaterial changes.

ADOPTED the

Approved as to Form:

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
County Attorney

***Resolution recorded in full in Ordinance Book ---, Document #---***

**Meeting Minutes**  
**September 6, 2023**  
**ADVISORY COMMITTEE REPORTS - NONE**

**MANAGER'S REPORT**

County Manager Dena Diorio presented Chair Dunlap with a 2023 Silver Telly award for his television segments called "Discussions with Dunlap."

County Manager Diorio said another segment, the Mecklenburg Minute, also produced by Pam Escobar, also won a silver Telly Award.

*Note: The Telly Awards is an award that honors excellence in video and television across all screens. It was established in 1979 to honor excellence in local, regional and cable television commercials, and non-broadcast video and television programming was added soon after.*

County manager Diorio introduced three new department directors: Kimberly Henderson, Director for Child, Family and Adult Services; Roger Johnson, Director of Economic Development; and Stewart Gray Director of Historic Landmarks.

**23-0536      APPOINTMENT OF ACTING COUNTY MANAGER**

Pursuant to GS 153A-83, designate and appoint Deputy County Manager, Anthony Trotman, as Acting County Manager during the temporary absence of County Manager Dena Diorio, who will be out on personal leave effective September 13, 2023, who shall exercise the powers and perform the duties of the County Manager, until the County Manager returns, or this designation is revoked or rescinded.

*Background: This action is being requested to ensure County business is conducted seamlessly during the absence of the County Manager.*

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Meier, and unanimously carried, to Pursuant to GS 153A-83, designate and appoint Deputy County Manager, Anthony Trotman, as Acting County Manager during the temporary absence of County Manager Dena Diorio, who will be out on personal leave effective September 13, 2023, who shall exercise the powers and perform the duties of the County Manager, until the County Manager returns, or this designation is revoked or rescinded.

**23-0553      UPDATE ON SHEFFIELD PARK PICKLE BALL COURTS**

## **Meeting Minutes September 6, 2023**

Lee Jones, Park and Recreation Director, gave an update on the recent improvements at Sheffield Park. He said Park and Recreation staff frequently receive requests for modifications to existing park infrastructure. He said when possible, they try to work those requests into the park renovations and capital projects. He said neighbors from the Eastway Park/Sheffield Park Neighborhood Association reached out to them with two requests: pickleball courts and tree plantings for shade in Sheffield. He said this request occurred as the department prepared to resurface some of the courts at Sheffield Park, which created an opportunity to add new court amenities to the park. He said the department explored responsible conversions during the resurfacing processes to meet evolving neighborhood demand, demonstrated need, and our regional distribution of our amenities. He said prior to the conversion, courts at Sheffield Park included one full-court basketball court, two half-court basketball courts, and one tennis court. He said staff noticed that neighbors had used tape to mark pickleball lines on the tennis courts which confirmed community demand for this amenity. He said staff considered restriping the tennis courts to also include pickleball lines however this approach caused conflicts between tennis players and pickleball players. He said removing the tennis courts at Sheffield Park would completely remove tennis as an amenity within this area of east Charlotte, so prior to the court conversion, the closest outdoor pickleball courts to Sheffield Park were Pearl Street Park and Freedom Park. He said upon further consideration, staff decided to maximize the number of pickleball courts that could be accommodated within the park by converting the full-court basketball court into three pickleball courts. He said they heard from the community that having the full-court basketball court was extremely important at the site. He said that following that feedback regarding the changes that were made to Sheffield Park, they are having a community engagement session within the next 30 days to discuss adding a full-court basketball amenity back to the site. He said they would then move forward with adding the amenity within the next 90 days.

The following spoke on this matter:

Matt Walsh – via Zoom – Topic: against getting rid of basketball courts

Sharon Ford – Topic: against getting rid of basketball courts

Carolyn Millen – Topic: win-win situation with basketball and pickleball courts

### **Comments**

Commissioner Jerrell thanked the speakers for coming out. He also wanted to make it clear and to remind everyone that this is not an issue without a solution, both amenities can co-exist, It is important if there is a miss, to own it. He said they were trying to find a solution. He committed to engage in a process of community engagement. The community has lifted up a few more

**Meeting Minutes**  
**September 6, 2023**

items such as trees and resurfacing courts and it's a Golden opportunity to move forward together.

**23-0545            CLOSED SESSION ITEM – COUNTY MANAGERS EVALUATION**

A committee was formed for the evaluation. Commissioner Cotham stood in for Commissioner Altman, Chair of that committee, to present the committee's recommendation related to the County Manager's FY23 Performance Review.

Commissioner Cotham said the purpose of the meeting was to review the County Manager's (Dena Diorio) FY23 Performance Review evaluation and her FY24 Work and Performance Plan, held on August 17, 2023. She said the committee members were Commissioners Altman, Powell, Griffin, and Commissioners Meier and Leake, who also attended the meeting. She said that based on a review of the information, the committee reached a consensus that County Manager Dena Diorio exceeded expectations on key initiatives established on the FY23 Workplan, and she demonstrated all leadership competencies ascribed to her position and exceeded expectations for the performance year and successfully delivered additional key products and initiatives.

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell and carried (7-1) with Commissioners Cotham, Dunlap, Griffin, Jerrell, Leake, Meier, and Powell voting yes and Commissioner Rodriguez-McDowell voting no, to adopt an 8% increase in the County Manager's base salary which when combined with deferred compensation of a five percent (5%) 401(K) match and expense allowance equals a total compensation of \$505,841.75 effective July 1st 2023.

Motion was made by Commissioner Leake, seconded by Commissioner Griffin, and carried 5-3 with Commissioners Cotham, Dunlap, Griffin, Jerrell, and Leake voting yes. Commissioners Meier, Powell, and Rodriguez-McDowell voting no, to provide the County Manager with a one-time performance-based cash reward of \$25,000 which when combined with the 5% salary increase, and the County Manager's base salary, deferred compensation and the five percent (5%) 401(k)match and her expense allowance, equals a total compensation of \$530,841.75 effective July 1, 2023.

The Performance Review Committee also recommended an FY24 working performance plan for the County Manager, which was presented to the full board during Closed Session.

Motion was made by Commissioner Leake, seconded by Commissioner Cotham, and unanimously carried, to adopt the County Manager's FY24 Work and Performance Plan as proposed by the County Manager and any amendments thereof.

**Meeting Minutes**  
**September 6, 2023**  
**Comments**

The Commissioners thanked Dena for her hard work.

**DEPARTMENTAL DIRECTORS' MONTHLY REPORTS – NONE**

**STAFF REPORTS & REQUESTS - NONE**

**COUNTY COMMISSIONERS REPORTS & REQUESTS**

**23-0543      PROCLAMATIONS AND AWARDS POLICY (COMMISSIONER LEAKE)**

*Background: Currently, the only signature appearing on proclamations issued by the Board is that of the chairman, excluding joint county/city proclamations. Occasionally, some district representatives have requested that their signature appear on a proclamation, in addition to the chairman's, for events taking place in their district and being presented by them on behalf of the Board. This type of request has been granted by some past Board chairs. Placing language in the policy to allow a requesting commissioner's name to be added upon request would eliminate the need for staff to seek the chairman's approval to do so. This would be applicable to both district and at-large commissioners. It would not be applicable for joint county/city proclamations.*

The co-sponsors were Commissioners Cotham and Jerrell.

Commissioner Leake spoke regarding the proposed changes to the Proclamations and Awards Policy, asking to amend the Board's Proclamations and Awards Policy to allow a District or At-Large representative's signature to be added to the resolutions and proclamations in addition to the Chairman's signature if it was being given within the confines of the respective district.

Commissioners Cotham and Jerrell spoke in favor of the policy change when appropriate.

Chair Dunlap said if a district representative wanted to do a proclamation and sign their name on and not be in the name of Mecklenburg County or send a letter with your name, they were free to do that, but the policy specifically states that the only person who does that on behalf of the Board is the chair. He said the policy was adopted in 1982 with just a few revisions because if you didn't do that, anybody could sign a resolution on behalf of the County whether we agree with it or not, and so it has controls for a particular reason.

**Meeting Minutes  
September 6, 2023**

The Commissioners continued to discuss this matter.

Motion was made by Commissioner Leake, seconded by Commissioner Cotham, and failed (3-5), with Commissioners Jerrell, Cotham, and Leake voting yes and Commissioners Griffin, Powell, Dunlap, Meier, and Rodriguez-McDowell voting no, to amend the Board's Proclamations and Awards Policy to allow a District or At-Large representative's signature to be added to the Proclamation, in addition to the Chairman's signature.

**CONSENT ITEMS**

**Motion was made by Commissioner Jerrell, seconded by Commissioner Meier, and unanimously carried, to approve the following item(s):**

**23-0508      CONSTRUCTION CONTRACT – BETTE RAE THOMAS RECREATION CENTER  
DEEP ENERGY RETROFIT**

Award a construction contract to Randolph and Son Builders, Inc., in the amount of \$1,953,000 for the Deep Energy Retrofit Construction Project at Bette Rae Thomas Recreation Center.

*Background: This project will implement deep energy retrofit measures to the Bette Rae Thomas Recreation Center, such as replacing the HVAC units with high-efficiency heat pumps and replacing the roof with a higher insulation value. These retrofits will greatly improve the energy efficiency of the facility and substantially reduce the carbon emissions. This project is part of the Environmental Leadership Action Plan to enable the County to achieve net zero carbon energy sources by 2035.*

**Meeting Minutes  
September 6, 2023**

**GRANT PROJECT ORDINANCE**

**WHEREAS,** Mecklenburg County is applying and/or has been awarded a grant from Community Solutions International, Inc. The grant has been made available to Mecklenburg County under the Stabilization and Prevention Flex Fund for up to the amount of \$200,000.00; and

**WHEREAS,** the grant funds must be used to provide short-term financial assistance to create greater housing stability; and

**WHEREAS,** the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the Community Solutions International grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive the Stabilization and Prevention Flex Fund and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements to Community Solutions International, Inc.

Section 3. The following revenues are anticipated for Mecklenburg County in the G001 fund to complete this project:

**Community Solutions International, Inc.**  
**\$200,000.00 (application/award amount)**

Section 4. The following amount is appropriated in the G001 fund to complete this project:

**\$200,000.00 (application/award amount)**

Adopted this 6 day of September 2023

\_\_\_\_\_  
Clerk to the Board

***Ordinance recorded in full in Ordinance Book ---, Document #---***



**Meeting Minutes**  
**September 6, 2023**

**23-0513      SANITARY SEWER TEMPORARY CONSTRUCTION EASEMENT – CREEKBRIDGE  
AFFORDABLE HOUSING**

Authorize the County Manager to grant a Temporary Construction Easement (+/- 0.232 acres) to Charlotte Leased Housing Associates II, LLLP on Mecklenburg County owned Tax Parcel 191-071-16 (McAlpine Creek Park) for the construction of a sanitary sewer.

*BACKGROUND/JUSTIFICATION:*

*Adjacent to County owned McAlpine Creek Park, Charlotte Leased Housing Associates II, LLLP (“Creekbridge”) is developing new affordable housing apartments with assistance of \$5,000,000 in American Rescue Plan Act (ARPA) funding from the County. Creekbridge has requested to tie into the existing Charlotte Water sanitary sewer on McAlpine Creek Park. Construction of the sanitary sewer line will require the residential developer to access a portion of County property at McAlpine Creek Park. Creekbridge has requested +/- 0.232 acres of Temporary Construction Easement (TCE) on County tax parcel 191-071-16 to complete grading activities associated with this work. Following construction of the sanitary sewer tie in, the permanent easement rights for maintenance of the sewer will be granted to the City of Charlotte under the County Manager’s authority to grant utility easements.*

*The request has been reviewed by the Park and Recreation Department, and it has been determined that the request will not negatively impact the park property. While not a part of this transaction, the Owner will be donating +/- 21,626 square feet to Mecklenburg County in a separate transaction for a Greenway Easement.*

**23-0520      CONSTRUCTION MANAGER AT RISK – THE UMBRELLA CENTER**

Authorize the County Manager to negotiate fees, terms, and conditions to execute a contract for Construction Manager @ Risk services with EDIFICE Inc. for The Umbrella Center and in the event negotiations with this firm are unsuccessful, approve negotiations and contract execution with the alternate firm.

*Background: A Construction Manager is needed to provide Preconstruction and Construction Management services during the design and construction phases of The Umbrella Center project.*

*The Umbrella Center will be a victim-centered, trauma-informed facility in which multiple domestic violence, sexual assault, elder abuse, human trafficking, and child abuse partners are*

**Meeting Minutes**  
**September 6, 2023**

*co-located and work in collaboration with each other so that victims and their children access all of the services that they need in a single place--advocates, law enforcement, prosecutors, counselors, representatives of the faith community, healthcare providers, and others all under one roof.*

**23-0523      TAX REFUNDS**

Approve refunds in the amount of \$16,247.06 for registered motor vehicles as statutorily required to be paid as requested by the County Assessor; and refunds in the amount of \$8,286.77 as statutorily required to be paid as requested by the County Assessor.

*Background: This Board action is necessary to approve registered motor vehicle tax refunds resulting from clerical errors, value changes and appeals processed in the statewide vehicle tax system.*

*This Board action is necessary to approve tax refunds resulting from clerical errors, audits and other amendments, including revaluation appeals. There is no accrued interest added to refunds of \$8,286.77. The total refund with no interest added is \$8,286.77.*

**23-0528      ENERGY PROGRAMS OUTREACH PLANS**

Review and approve the Energy Outreach Plan and program flyers for FY24.

*Background: The State requires documentation of outreach strategies for the Energy Program components towards effective education and budget year spend down.*

**23-0529      TEMPORARY CONSTRUCTION EASEMENT DONATION – HOOVER CREEK GREENWAY**

Accept a donation of a Temporary Construction Easement from ARC RGCHRNC001 LLC for the Creek Greenway on Tax Parcels 219-061-30 and 219-061-10: (+/- 1.66 acres )of TCE.

*Background: Park and Recreation is requesting approval to accept donation of a Temporary Construction Easement (TCE) from ARC RGCHRNC001 LLC(ARC), on tax parcels 219-061-30 and 219-061-10 (+/- 1.66 acres). The TCE will act as staging area, materials storage area and access path for construction of the Hoover Creek Greenway. Upon delivery of a survey document that*

**Meeting Minutes**  
**September 6, 2023**

ARC requested(which is also needed by the County for the Construction of the project), ARC has agreed to donate the TCE to the County.

*The donation is consistent with Park and Recreation’s Greenway Master Plan that calls for the addition of parkland, greenway and open space within the County. It is also consistent with the County’s Environmental Leadership Action Plan.*

**23-0531 MALLARD CREEK PARK – RAIN GAGING STATION INSTALLATION AND MAINTENANCE AGREEMENT WITH THE UNITED STATES GEOLOGICAL SURVEY (USGS)**

Authorize the County Manager to negotiate and execute all documents necessary for the United States Geological Survey (USGS) to install and maintain a rain gage on tax parcel 029-342-33, a portion of Mallard Creek Park, in northeast Charlotte.

*Background: The United States Geological Survey (USGS) has approached the County with a request to install and maintain a rain gage on tax parcel 029-342-33, portion of Mallard Creek Park which is located in northeast Charlotte. The rain gage will be part of USGS’s rain and stream gage network for the Charlotte-Mecklenburg Flood Information and Notification System*

*(FINS). The rain gage will allow USGS to collect data within the Mallard Watershed for the purposes of flood warning and mitigation services activities. The data collected by USGS is used to protect the life, safety, and property of Mecklenburg County residents.*

*Per the agreement, USGS will have access to an area that is 3' x 3' in size at the park to install, operate, and maintain a rain gage that is approximately 10' in height. The term of the agreement will be for nine (9) years and eleven (11) months, with sixty (60) days notice to terminate by either party after one (1) year. The request to install the rain gage was evaluated by staff with the Park and Recreation Department. Staff determined that the rain gage would not negatively the use of the park site.*

**23-0532 CONSTRUCTION CONTRACT – REEDY CREEK GREENWAY**

The Board awarded a construction contract to J.D Goodrum Company, Inc., in the amount of \$4,963,608.61.

*Background: Mecklenburg County Asset & Facility Management and Mecklenburg County Park & Recreation have been involved in the design of a project for Reedy Creek Greenway which will*

**Meeting Minutes**  
**September 6, 2023**

*add +/- 3.6 miles of new trail to the County's greenway system within Reedy Creek Park and Nature Preserve. This construction contract will include the new greenway trail, two boardwalk structures, and several secondary neighborhood connections. The anticipated construction period will be approximately 18 months.*

**23-0533          CONSTRUCTION CONTRACT – LONG CREEK GREENWAY AND WATER QUALITY IMPROVEMENT PROJECT, I-485 TO OAKDALE ROAD**

Award a construction contract to Blythe Development in the amount of \$10,314,494.50.

*Background: Mecklenburg County Asset & Facility Management, Park & Recreation, and Storm Water Services have been involved in the design of a project which will add +/- 1.75 miles of new greenway trail to the County's greenway acceleration initiative and add 1.85 miles of improved stream to meet goals of the County's Environmental Leadership Action Plan.*

*This construction contract will include the new greenway trail, three (3) public access connections and a connection to the Oak Hills Park trail network. The stream improvements will include realignment of existing centerline, installation of in-stream structures, and revegetation restoration areas to improve water quality and re-establish macroinvertebrate habitat in the creek. The anticipated construction period will be approximately 18 months.*

*This project is the third phase of the joint initiative on Long Creek from I-77 to Oakdale Road. Mecklenburg County Storm Water Services has been awarded a \$400k grant for Phase III from North Carolina Land & Water Fund (totaling \$1.2M in grants for all three phases).*

**23-0534          MINUTES**

The Board approved the following Meeting Minutes:

June 22, 2022 Regular Meeting

July 6, 2022 Regular Meeting

December 13, 2022 Budget Public Policy Workshop

**Meeting Minutes  
September 6, 2023**

**THIS CONCLUDED ITEMS APPROVED BY CONSENT**

---

**23-0537      PULLED CONSENT ITEMS**

Commissioners may remove agenda items from the Consent Agenda for a separate vote, to bring public awareness or to make comments. The following items were pulled and voted upon separately:

**23-0507      AUCTION FOR DISPOSAL OF SURPLUS EQUIPMENT**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, adopting a resolution authorizing the sale of surplus personal property by public auction on September 16, 2023.

*Background: The Live auction will be conducted by Rogers Realty and Auction Company Inc. This matter will be advertised in advance on 8/29/2023 to comply with the notification requirements and assuming Board approval of the matter.*

*Pulled by Commissioner Leake.*

**Meeting Minutes  
September 6, 2023**

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS**

**Resolution Authorizing Sale of Surplus Personal Property by Public Auction**

**WHEREAS**, North Carolina G.S. 160A-270(b) allows the County to sell surplus personal property at public auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the surplus property at public auction; and

**WHEREAS**, the County Manager has recommended that the surplus property listed on the attached Exhibit-A should be sold at public auction,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mecklenburg County Board of Commissioners that the County Manager or her designee is authorized to sell the surplus property described on Exhibit A at public auction on the day of September 16, 2023, at 9:00 am at 5550 Wilkinson Blvd, Charlotte, North Carolina, as per the terms and conditions in accordance with North Carolina G.S. 160A-270(b) and in compliance with County policies. The terms of the sale shall be net cash. The County Manager or her designee is directed to publish at least once and not less than ten (10) days before the date of the auction, a copy of this Resolution or a notice summarizing its content as required by North Carolina General Statute 160A-270(b).

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
George Dunlap, Chairman  
Mecklenburg County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Kristine M. Smith, Clerk to the Board

***Resolution recorded in full in Ordinance Book ---, Document #---***

**Meeting Minutes  
September 6, 2023**

**NORTH CAROLINA  
MECKLENBURG COUNTY**

**DELEGATION OF AUTHORITY  
TO TRANSFER TITLE**

Rex E. Dye and/or Marcy Mars are hereby authorized to execute on behalf of Mecklenburg County such documents as may be necessary to evidence the transfer of title for the vehicles listed on Exhibit A (attached hereto) upon sale of said surplus vehicles at the date and location set forth below:

Date: September 16, 2023

Location:  
5550 Wilkinson Blvd  
Charlotte, North Carolina 28208

This is the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Dena Diorio  
Title: County Manager

\_\_\_\_\_  
ATTEST:

**Meeting Minutes  
September 6, 2023**

**23-0509 EASEMENT DONATION – CLARKE CREEK GREENWAY**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, accepting donation of a Permanent Greenway Easement from TF Walden LP and the Walden Homeowners Association, Inc. for the Clarke Creek Greenway on Tax Parcels 019-436-41, 019-437-72, 019-437-71, 019-437-54, 019-432-20, 019-232-73 and 019-455-20 (+/- 29.5 acres).

*Background: The subject property owners, TF Walden LP and Walden Homeowners Association, Inc., have proposed to donate an easement on Tax parcels 019-436-41, 019-437-72, 019-437-71, 019-437-54, 019-432-20, 019-232-73 and 019-455-20 (+/- 29.5 acres) per the approved rezoning plan, required by the Town of Huntersville, for the Walden subdivision. The land is adjacent to the existing Oehler Nature Preserve. The easement will allow the Walden neighborhood to make a connection to the Clarke Greenway when it is built in the future.*

*The donation is consistent with Park and Recreation’s Greenway Master Plan that calls for the addition of parkland, greenway and open space within the County. It is also consistent with the County’s Environmental Leadership Action Plan.*

*Pulled by Commissioner Leake.*

**23-0510 TEMPORARY CONSTRUCTION AND PERMANENT GREENWAY EASEMENT – REEDY CREEK GREENWAY**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, accepting the donation of a Temporary Construction Easement (+/- 2,086 square feet ) and a Permanent Greenway Easement (+/- 3,127 square feet ) on a portion of Tax Parcel 105-111-03 from Brookfield Holdings, LLC needed for construction of a portion of the Reedy Creek Greenway.

*Background: Park and Recreation is requesting approval to accept donation of a Temporary Construction Easement and Permanent Greenway Easement from Brookfield Holdings, LLC on the Reedy Creek Greenway (a portion of Tax Parcel 105-111-03).*

*As part of the department’s current capital improvement plan, access is being constructed to connect the main trail of the Reedy Creek Greenway to Reedy Creek Park though the Orchard*



**Meeting Minutes**  
**September 6, 2023**

*Park Neighborhood. The easements to be donated by Brookfield Holdings, LLC will allow for Park and Recreation to construct paved access to the Orchard Park neighborhood as well as provide access to neighborhoods across Plaza Road Extension.*

*Pulled by Commissioner Leake.*

**23-0511 GRANT APPLICATION – COMMUNITY SUPPORT SERVICES (REVENUE INCREASE)  
- COMMUNITY SOLUTIONS PREVENTION FLEX FUNDS**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, affirming the submission of a grant application to Community Solutions International in the amount up to \$200,000 to provide short-term financial assistance to create greater housing stability in Mecklenburg County; and If awarded, recognize, receive and appropriate the award amount to the General Grants Fund (G001) within Community Support Services; and adopt a grant project ordinance for the Community Solutions International grant in the General Grant Fund (G001).

*Background: Flexible funding from Community Solutions International, a nonprofit that leads the Built for Zero movement, will provide short-term financial assistance to create greater housing stability.*

*Previous funds provided households short-term rental assistance, security or utility deposits, application fees, or a portion of arrears. Additional considerations for this funding include layering of rental assistance, transportation, car repairs, application fees, renters' insurance, funds for household items and toiletries, pet food, birth certificates, legal fines/tickets, or money for credit reports.*

*A local non-profit currently providing eviction prevention will expand its target population and will serve as the fiscal agent for this funding. Access to this resource will be provided through Coordinated Entry and will be based on vulnerability utilizing the NC-505 Prevention Assistance Screening Tool. This intervention provides an alternative to emergency shelter as households contact Coordinated Entry seeking homeless resources.*

*The flexible funds will also be utilized to support households experiencing homelessness to move into housing more quickly by addressing barriers that housing providers are not able to meet. The impact will be measured by monitoring the length of time homeless.*

*The grant amount will be paid in two disbursements. Year two funding is contingent upon an approved sustainability plan.*

**Meeting Minutes**  
**September 6, 2023**

*The grant was submitted on 5/13/2023.*

*Pulled by Commissioner Leake.*

**23-0512 GRANT APPLICATION – COMMUNITY SUPPORT SERVICES (REVENUE INCREASE)  
– COMMUNITY SOLUTIONS BUILT FOR ZERO DEPARTMENT POSITION**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, to affirm the submission of a grant application to Community Solutions International in the amount up to \$206,375 to fund a full-time position to project manage and coordinate all system improvement efforts under the Community Solutions Built for Zero Initiative to end veteran homelessness in Mecklenburg County; and If awarded, recognize, receive and appropriate the grant funds to the General Grants Fund (G001) within Community Support Services; and authorize one new term-limited position in the Community Support Services, Housing Innovation & Stabilization Services Division: 1 Social Services Program Coordinator position (annual mid-point) \$68,899; and adopt a grant project ordinance for the Community Solutions International grant in the General Grant Fund (G001).

**BACKGROUND/JUSTIFICATION:**

*This position supports a full-time System Improvement Coordinator to project manage and coordinate all system improvement efforts under the Community Solutions Built for Zero (BFZ) Initiative to end veteran homelessness. Charlotte-Mecklenburg has dedicated BFZ leadership that has been able to successfully implement the BFZ methodology, achieving quality by-name list data and notable reductions in both veteran and chronic homelessness over the past several years.*

*The additional capacity will accelerate local progress toward functional zero, support the community as it works to move into the Large City Last Mile (LCLM) Phase, and develop, implement, and monitor plans for system improvement.*

*The BFZ System Improvement Coordinator will work with the local team to develop the necessary infrastructure to implement system improvement projects aligned with LCLM efforts and overall local BFZ initiative goals; determine and implement project performance tracking to monitor project effectiveness; develop and implement a model to ensure the engagement of people with lived experience and other key community stakeholders; and oversee administrative tasks related to project management such as documenting community goals and processes, meeting planning, scheduling, and facilitation, managing internal and external communication, and completing local and national BFZ reporting.*

**Meeting Minutes**  
**September 6, 2023**

*Building such an infrastructure and standard operating procedures for system improvement projects will improve the efficiency and effectiveness of how improvements can be implemented (and adjusted) locally. It will also create a model that can be replicated across populations and system wide. In addition, the System Improvement Coordinator will be responsible for planning for the financial sustainability of their role and cultivating relationships to that end.*

*The grant amount will be paid in two disbursements. Year two funding is contingent upon an approved sustainability plan.*

*The grant was submitted on 5/13/2023.*

*Pulled by Commissioner Leake.*

**Meeting Minutes  
September 6, 2023**

**GRANT PROJECT ORDINANCE**

**WHEREAS,** Mecklenburg County is applying and/or has been awarded a grant from Community Solutions International, Inc. The grant has been made available to Mecklenburg County under Community Solutions Built for Zero (BFZ) Initiative for up to the amount of \$206,375.00; and

**WHEREAS,** the grant funds must be used to support a full-time System Improvement Coordinator to project manage and coordinate all system improvement efforts under the BFZ Initiative to end veteran homelessness; and

**WHEREAS,** the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the Community Solutions International grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive funding from the Community Solutions Built for Zero (BFZ) Initiative and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements to Community Solutions International, Inc.

Section 3. The following revenues are anticipated for Mecklenburg County in fund G001 to complete this project:

**Community Solutions International, Inc.**  
**\$206,375.00**

Section 4. The following amount is appropriated in the fund G001 to complete this project:

**\$206,375.00**

Adopted this 6 day of September 2023

\_\_\_\_\_  
Clerk to the Board

***Ordinance recorded in full in Ordinance Book ---, Document #---***

**Meeting Minutes  
September 6, 2023**

**23-0517 PUBLIC HEARING FOR CLOSING A PORTION OF THE RIGHT-OF-WAY OF  
YOUNGBLOOD ROAD WEST**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, to set a public hearing for October 17, 2023, to hear all interested parties who appear with respect to closing a portion of the right-of-way for Youngblood Road West and to adopt resolution declaring intent to close a portion of the right-of-way for Youngblood Road West.

*Background: The adjacent property owner has petitioned to close a portion of the right-of-way for Youngblood Road West (0.426 acres). Petitioner is requesting the abandonment of a portion of the right-of-way. The remaining parcels will have ingress and egress. The petitioner owns one of the parcels that would be impacted if the right-of-way for Youngblood Road West is closed and the other is common open space owned by the Palisades Master Homeowners*

*Association. On May 26, 2021, NCDOT informed the petitioner that the right-of-way petitioned to be closed was not State maintained.*

*To close a right-of-way in the unincorporated part of the County, General Statute 153A-241 requires the Board of County Commissioners to adopt a resolution declaring its intent to close the public road and call a public hearing. The attached Exhibit A map shows the current right-of-way for Youngblood Road West and the portion petitioned to be closed.*

*Mecklenburg County Land Use and Environmental Services Agency has determined that in its opinion closing the right-of-way of this portion of Youngblood Road West would not deprive any individual owning land in the vicinity of said right-of-way of reasonable ingress and egress to their property and would not be contrary to the public interest. Charlotte-Mecklenburg Planning and the Mecklenburg County Fire Marshal's Office reviewed the petition and have no objection to the closing of the portion of said right-of-way. Once closed, the 0.426-acre former right-of-way will become vested in the adjacent parcels.*

PETITION  
FOR  
CLOSING OF PUBLIC ROAD AND RIGHT-OF-WAY

STATE OF NORTH CAROLINA  
MECKLENBURG COUNTY

TO THE BOARD OF COUNTY COMMISSIONERS

I (We), the undersigned property owner(s) ("Petitioner"), respectfully petition and request a portion or all of

(Name of road) Youngblood Road West located near

(Description of general location) Intersection of Youngblood Road West  
and Youngblood Road North

as shown on the map attached hereto and made a part of hereof, marked "Exhibit A," be closed in accordance with the provisions of Chapter 153A, Section 241 of the General Statutes of North Carolina.

In support of this Petition, your Petitioner respectfully declares that:

1. (Give reason for requested closing)

ALTERNATE INTERSECTION HAS BEEN PROVIDED ON MAIN ROAD 70-829

2. The road (or portion thereof), requested to be closed has not been previously accepted by the North Carolina Department of Transportation (NCDOT) for maintenance, or the NCDOT has relinquished control and supervision of the road (or portion thereof), requested to be closed. If the NCDOT has relinquished control and supervision of the road (or portion thereof) at the request of the Petitioner, or if Petitioner has otherwise come into possession of correspondence from the NCDOT about this matter, please provide evidence of that by attaching correspondence from the NCDOT as an Exhibit B.

3. The Petitioner believes that closing of said road or portion of road or easement is not contrary to the public interest.

PEOPLE ● PRIDE ● PROGRESS ● PARTNERSHIP  
2145 Suttle Avenue ● Charlotte, North Carolina 28208 ● Fax 704.335.2253  
www.mecklenburgcountync.gov

ver20190116

**Meeting Minutes  
September 6, 2023**

4. The Petitioner believes that no individual owning property in the vicinity of the road or in the subdivision in which it is located would be deprived of reasonable means of ingress and egress to his or her property.

5. The Petitioner understands that if the road is closed by the Board of County Commissioners, that all right, title and interest in the right-of-way will become vested in those persons owning lots or parcels of land adjacent to the road, and that the title of each adjoining landowner will, for the width of his abutting land, extend to the former center line of the public road that is closed.

6. The Petitioner understands that the right, title or interest vested in an adjoining landowner after the road closing will remain subject to any public utility use or facility (such as, for example, a Duke Power or Duke Energy easement) located on, over, or under the road or easement immediately before its closing, until the landowner or any successor thereto pays to the utility involved the reasonable cost of removing and relocating the facility.

7. The petitioner understands that the adjoining landowners will become responsible for any additional property taxes that may result from the increase in the size of their original parcels.

I (We) understand the above statements and agree with the proposed road closure.

Signature	Date
<i>Samuel Stalls</i>	10/25/2022
Name (Print)	Title
SAMUEL STALLS	DIRECTOR OF LAND DEVELOPMENT
Name (Print) STANDARD PACIFIC OF THE CAROLINAS LLC	
6701 CARMEL ROAD SUITE 425	
CHARLOTTE, NC, 28226	
PH 704 759-6017	
Signature	Date
Name (Print)	Title
Signature	Date
Name (Print)	Title
Signature	Date
Name (Print)	Title

PEOPLE ● PRIDE ● PROGRESS ● PARTNERSHIP  
2145 Suttle Avenue ● Charlotte, North Carolina 28208 ● Fax 704.335.2253  
www.mecklenburgcountync.gov

ver20190116

Meeting Minutes  
September 6, 2023



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

September 21, 2022

Division 10  
District 2

Mr. Joseph E. Whaley Jr.  
PLS VP Surveying Services  
Yarbrough-Williams & Houle Inc  
PO Box 1198 Pineville, NC 28134

Subject: Youngblood Road West (SR 1101) Rights of Ways closure on a section of road not state maintained by NCDOT in Mecklenburg Co.

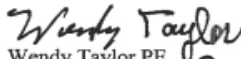
We have been petitioned by Yarbrough-Williams & Houle, Inc. on behalf of Standard Pacific of the Carolinas LLC to release the R/W on a section of Youngblood Road West. This section of road was abandoned for state maintained due to Youngblood Road West and Youngblood Road intersection realignment in 2008 engineer firm was Turnbull Sigmon Design for phase T-3L9 Palisades.

The R/W shown shaded on attachment A being Lot 11 (tax# 217-192-47) & tax # 217-192-90) is of no along interest to the NCDOT, therefore can be released.

The rights of ways will have to be closed through Mecklenburg Co. rights of ways abandonment process for clearing up all rights of ways claims. You will need to contact Mr. David Goode who is with Mecklenburg Co. (e-mail address is David.Goode@mecklenburgcountync.gov) for complete details on closures of rights of Ways. I have copied him also.

If you have any questions/or if we can be of further assistance, please contact our office at 980 523 0000.

Sincerely,

  
Wendy Taylor PE  
District Engineer

WAT/ds

Cc: Mr. David Goode Mecklenburg. Co



State of North Carolina | Department of Transportation | Highway Division 10 District 2  
7605 District Drive | Charlotte, NC 28213  
980 523 0000 T



**MECKLENBURG COUNTY  
BOARD OF COMMISSIONERS**

**RESOLUTION DECLARING INTENT TO CLOSE A PORTION OF THE  
YOUNGBLOOD ROAD WEST RIGHT-OF-WAY**

**WHEREAS**, North Carolina General Statute 153A-241 specifies that a county may permanently close any public road or easement within the county and not within the city except public roads or easements for public roads under the control and supervision of the North Carolina Department of Transportation and specifies the procedure to be followed; and

**WHEREAS**, petitioners have requested that 0.426-acres of right-of-way for Youngblood Road West as shown on the Exhibit A map attached hereto be closed; and

**WHEREAS**, Charlotte-Mecklenburg Planning and the Mecklenburg County Fire Marshal's Office reviewed the petition and have no objection to the closing of the portion of said right-of-way. Mecklenburg County Land Use and Environmental Services Agency (LUESA) has determined that in its opinion the closing of the portion of said right-of-way petitioned for closing would not deprive any individual owning land in the vicinity of said right-of-way of reasonable ingress and egress to their property, and would not be contrary to the public interest; and has determined that the North Carolina Department of Transportation does not maintain said right-of-way; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mecklenburg Board of County Commissioners does hereby declare its intent to close a portion of the right-of-way of Youngblood Road West (0.426 acre) as shown on the attached Exhibit A map, and as required by G.S. 153A-241 does hereby set a public hearing on the question of

**Meeting Minutes  
September 6, 2023**

whether to close said right-of-way for October 17, 2023 at 6:30 PM in the Meeting Chamber on the first floor of the Charlotte-Mecklenburg Government Center, 600 East Fourth Street, Charlotte, North Carolina and does hereby instruct the Clerk to the Board of Commissioners to have a Notice of Intent published once a week for three successive weeks before the hearing; and does hereby instruct the LUESA to send or have sent by registered or certified mail a copy of this resolution and Exhibit A map and Notice of Intent to each owner as shown on the County tax records of all properties adjoining the said right-of-way of Youngblood Road West who did not join in the request to have said portion of the right-of-way closed; and to have a notice of the closing and the public hearing posted in at least two places at said right-of-way.

ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.

\_\_\_\_\_  
Clerk to the Board of  
County Commissioners

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney

***Resolution recorded in full in Ordinance Book ---, Document #---***

**Meeting Minutes  
September 6, 2023**

**NOTICE OF PUBLIC HEARING  
BY THE BOARD OF COUNTY COMMISSIONERS OF MECKLENBURG ON  
THE REQUEST TO ABANDON A PORTION OF THE RIGHT-OF-WAY FOR  
YOUNGBLOOD ROAD WEST IN MECKLENBURG COUNTY**

Notice is hereby given that a public hearing will be held by the Mecklenburg Board of County Commissioners in the Meeting Chamber of the Charlotte-Mecklenburg Government Center, 600 East Fourth Street on October 17, 2023 at 6:30 p.m., or as soon thereafter as the agenda permits, on a request to abandon a portion of the right-of-way for Youngblood Road West. Parties in interest and residents shall have an opportunity to be heard at the hearing and may obtain information on the requested abandonment from the Mecklenburg County Land Use and Environmental Services Agency, 2145 Suttle Avenue either by phone (980) 314-3235 or email ([David.Goode@MecklenburgCountyNC.gov](mailto:David.Goode@MecklenburgCountyNC.gov)).

Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format because of a disability, contact the Clerk to the Board at least seventy two (72) hours prior to the meeting, either by phone (980) 314-2939, e-mail ([Kristine.Smith@MecklenburgCountyNC.gov](mailto:Kristine.Smith@MecklenburgCountyNC.gov)) or by mail at 600 East Fourth Street, Charlotte, N.C. 28202.

\_\_\_\_\_  
Kristine Smith, Clerk to the Board of  
County Commissioners

**Meeting Minutes  
September 6, 2023**

**23-0519 LEASE AMENDMENT WITH THE TOWN OF MATTHEWS – PURSER-HULSEY PARK**

Motion was made by Commissioner Rodriguez-McDowell, seconded by Commissioner Meier, and unanimously carried, authorizing the County Manager to negotiate and execute a lease amendment with the Town of Matthews for the Purser-Hulsey Park (Tax Parcels 215-163-11, 215-163-01 and 215-163-12) to extend the lease by a period of twenty-five (25) years.

*Background: The County is the owner of the Purser-Hulsey Park (#215-163-11, #215-163-01, and #215-163-12) located on North Carolina Highway 51 in Matthews, NC. The County acquired the approximately 93.49-acre park from the Town of Matthews in February 2007, and entered into a lease agreement with the town on April 1, 2007. The lease currently ends on March 31, 2057.*

*Recently, the Town approached the County with a request to extend the term of its lease for the Purser-Hulsey Park site. Due to the significant improvements planned for the park, the Town requested to extend the lease by a period of twenty-five (25) years. The Town's current design plans calls for the addition an all-abilities playground, nature trails, picnic shelters, pond with pier, amphitheater, splash park, clubhouse, walking trails, restrooms, and parking. The Town has allotted \$9,120,000 from its November 2022 bond referendum for upgrades to the park. If approved, the lease with the Town will be extended to March 31, 2082.*

*The County's Park and Recreation Department has reviewed the Town's design plans and is in agreement with the lease extension. Pursuant to G.S. 160A-274(b), any governmental unit may, upon terms and conditions it deems wise, lease to any other governmental unit any interest in real property.*

*Pulled by Commissioners Leake and Rodriguez-McDowell.*

**23-0521 GRANT APPLICATION – AMERICAN HEART ASSOCIATION GROWS GREATER CHARLOTTE'S COMMUNITY OF LIFESAVERS**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, affirming the submission of a grant application to the American Heart Association-Greater Charlotte Market to receive up to, but not to exceed, 70 Automated External Defibrillators (AEDs) and if approved, receive a donation of up to 70 AED's from the American Heart Association - Greater Charlotte Market.

*Background: The American Heart Association Grows Greater Charlotte's Community of Lifesavers- grant solicitation seeks to increase the community's access to Automated External*

**Meeting Minutes**  
**September 6, 2023**

*Defibrillators (AEDs). The Mecklenburg County Sheriff's Office (MCSO) seeks to receive up to 70 AEDs to ensure each MCSO Field Unit and Community Engagement Unit is assigned an*

*AED. Additional AEDs will be assigned to MCSO facilities to increase access to detention center residents, staff, and community members.*

*The grant application deadline is August 31, 2023. This is a donation of equipment only.*

**23-0524      GRANT APPLICATION – US EPA CLEAN AIR ACT SECTION 105 GRANT – LUESA  
AIR QUALITY**

Motion was made by Commissioner Leake, seconded by Commissioner Powell, and unanimously carried, affirming submission of the FY24 Clean Air Act Section 105 Federal grant application for up to \$610,000 to the U.S. Environmental Protection Agency and if awarded, recognize, receive, and appropriate the award amount to the General Grants Fund (G001) within LUESA.

*Background: Mecklenburg County Air Quality (MCAQ) is a certified local air quality program with the mission to lead and assist the County in meeting and maintaining compliance with the health-based National Ambient Air Quality Standards.*

*MCAQ receives federal funds from the Clean Air Act (CAA), Section 105 grant through US Environmental Protection Agency. Grant funds are used to fund and support, in part, commitments to US EPA to implement programs to improve ambient air quality. These activities include permitting stationary sources of hazardous air pollutants, conducting ambient air monitoring, conducting emission inventories, and enforcing environmental laws and regulations. The grant application must be submitted by August 31, 2023.*

**23-0527      HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) NEW SLATE OF  
POTENTIAL APPOINTEE MEMBERS**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, to confirm and approve the appointment of the new members to our Home and Community Care Block Grant (HCCBG) Advisory Committee.

**Meeting Minutes**  
**September 6, 2023**

*Background: With the support of our current HCCBG Advisory Committee members, we would like to recommend 7 potential members. The current members have served two three-year terms and their replacements are listed on the attached committee list and are as follows:*

<i>Current Members</i>	<i>Classification</i>	<i>REPLACEMENTS</i>
<i>John Highfill</i>	<i>STH. OA</i>	<i>Michael Taylor</i>
<i>Renee Dutcher</i>	<i>GS - DSS</i>	<i>Kristine Arnau</i>
<i>Trena Palmer</i>	<i>GS - Park &amp; Rec</i>	<i>Gabe Hackney</i>
<i>Ruby Works</i>	<i>PS, OA</i>	<i>Joyce Freeman</i>
<i>Antonia Cathey</i>	<i>OA</i>	<i>Jacqueline Fenwick</i>
<i>Cathy Young-Jones</i>	<i>P, GS - PH</i>	<i>Mona Cooper</i>
<i>Dahn Jenkins</i>	<i>GS - Senior Center</i>	<i>Michele Allgood</i>

*The HCCBG Committee’s main function is to help determine the allocation of funds to various agency’s that support senior services in Mecklenburg County. The committee meets quarterly throughout the fiscal year. The service providers present to the committee annually to request funding to continue their programs and services for the next fiscal year. These rankings are tallied and sent to DSS Finance Department as recommendation for funding allocation. The services are:*

- *Adult Day Care/ Adult Day Health*
- *Congregate Nutrition*
- *Consumer Directed Care*
- *Home Delivered Meals*
- *In Home Aide Services*
  
- *Senior Center Operations*
- *Transportation (Congregate)*
- *Transportation (General)*

Meeting Minutes  
September 6, 2023

Home and Community Care  
Block Grant Committee  
2023 - 2024

Revised August 2023

Greg Tanner (*Committee Chair, GS, P*)  
Department of Social Services  
301 Billingsley Road  
Charlotte, NC 28211  
Office: (980) 314-6468  
[gregory.tanner@mecklenburgcountync.gov](mailto:gregory.tanner@mecklenburgcountync.gov)

Tracy McGinnis (NP)  
South Minster Retirement Community  
8919 Park Road  
Charlotte, NC 28210  
Office: (704) 551-7129  
[tmcginnis@southminster.org](mailto:tmcginnis@southminster.org)

**Kristine Arnau (GS)**  
**Department of Social Services**  
**3205 Freedom Drive**  
**Charlotte, NC 28208**  
**Office: (980) 355-2971**  
[kristine.arnau@mecklenburgcountync.gov](mailto:kristine.arnau@mecklenburgcountync.gov)

Linda Miller (*Ex. Officio, P - HCCBG Program Administrator*)  
Centralina Area Agency on Aging  
9815 David Taylor Drive - Ste. 100  
Charlotte, NC 28262  
Office: (704) 372-2416  
[lmiller@centralina.org](mailto:lmiller@centralina.org)

Deborah Atkinson (OA)  
11008 Scrimshaw Lane  
Charlotte, NC 28215  
Home: (704) 496-9143  
[ddja3@aol.com](mailto:ddja3@aol.com)

**Gage Hackney (GS)**  
**Mecklenburg County Park & Recreation**  
**5841 Brookshire Blvd.**  
**Charlotte, NC 28216**  
**Office: (704) 840-0686**  
[gabe.hackney@mecklenburgcountync.gov](mailto:gabe.hackney@mecklenburgcountync.gov)

Nimish G. Bhatt (GS, CR, OA)  
Universal Institute for Successful Aging of Carolinas (UISAC)  
7701 Wallace Lane  
Charlotte, NC 28212  
Office: (704) 491-1186  
[uisac.nc@gmail.com](mailto:uisac.nc@gmail.com); [nimishbhatt@bellsouth.net](mailto:nimishbhatt@bellsouth.net)

Aletha Ramey (GS)  
Inlivan Housing Redefined  
400 East Blvd.  
Charlotte, NC 28203  
Office: (704) 336-8434  
[aramey@inlivan.com](mailto:aramey@inlivan.com)

**Jacqueline F. Fenwick (CR, OA)**  
**807 Jarmon Court**  
**Charlotte, NC 28213**  
**Home: (704) 421-1545**  
[jfenwick@bellsouth.net](mailto:jfenwick@bellsouth.net)

Michelle Robinson (GS)  
Charlotte Area Transit System  
901 N. Davidson Street  
Charlotte, NC 28206  
Office: (704) 336-6983  
[Michelle.Robinson@charlottenc.gov](mailto:Michelle.Robinson@charlottenc.gov)

Sandra Jackson (OA)  
6409 Hidden Forest Drive  
Charlotte, NC 28213  
Mobile: (704) 577-2678  
[jack7118@bellsouth.net](mailto:jack7118@bellsouth.net)

**Joyce Freeman (PS, OA)**  
**Loving Touch Day Health Care Center**  
**1302 Beatties Ford Road**  
**Charlotte, NC 28216**  
**Office: (704) 331-0015**  
[midfreeman@live.com](mailto:midfreeman@live.com)

Legend:

AR = Geographic Area Representative  
CR = Constituent Representative  
STH = Senior Tar Heel/ Alternate

PS = Service Category Rep.  
GS = Public Services Provider  
NP = Non-Profit

OA = Older Adult  
P = Perpetual Term

**Meeting Minutes  
September 6, 2023**

**Home and Community Care  
Block Grant Committee  
2023 - 2024**

*Revised August 2023*

**Michele Allgood (AR, CR, GS)**  
**Gracious Living Adult Day & Health Care Center**  
**16630 Northcross Drive**  
**Huntersville, NC 28078**  
**Office: (704) 997-5032**  
**[graciousliving@live.com](mailto:graciousliving@live.com)**

**Mona Cooper (P, GS)**  
**Mecklenburg County Health Department**  
**700 N. Tryon Street**  
**Charlotte, NC 28211**  
**Office: (980) 314-9564**  
**[mona.cooper@mecklenburgcountync.gov](mailto:mona.cooper@mecklenburgcountync.gov)**

Shelia Johnson (GS)  
Mecklenburg County, CSS-Veteran Services  
Valerie C. Woodard Building  
3205 Freedom Dr. - Bldg. D, Suite 2000  
Charlotte, NC 28208  
Office: (980) 314-1903  
[shelia.johnson@mecklenburgcountync.gov](mailto:shelia.johnson@mecklenburgcountync.gov)

Sheila Wright (AR, CR)  
6732 Brighton Park Drive  
Mint Hill, NC 28227  
Home: (704) 574-6140  
[sheila.wright@atriumhealth.org](mailto:sheila.wright@atriumhealth.org)

**Michael Taylor (STH, OA)**  
**811 Bromley Road, # 4**  
**Charlotte, NC 28207**  
**Home: (704) 574-2431**  
**[mt411clt@gmail.com](mailto:mt411clt@gmail.com)**

Legend:

AR = Geographic Area Representative  
CR = Constituent Representative  
STH = Senior Tar Heel/ Alternate

PS = Service Category Rep.  
GS = Public Services Provider  
NP = Non-Profit

OA = Older Adult  
P = Perpetual Term



**Mecklenburg  
Home & Community Care Block Grant (HCCBG)  
Advisory Committee  
By-Laws**

**Article I: Name**

Section 1: The name shall be the Mecklenburg Home & Community Care Block Grant (HCCBG) Advisory Committee.

**Article II: Purpose**

Section 1: The purpose of the Mecklenburg Home & Community Care Block Grant (HCCBG) Advisory Committee shall be to support the general well-being of older adults and their family caregivers as intended by NCGS 143B-18-1.1(A) (11) through such activities as:

- A. Providing funding allocation recommendations for the Mecklenburg Home & Community Care Block Grant to the Mecklenburg County Board of County Commissioners and the Centralina Council of Governments Area Agency on Aging based upon its understanding of current needs for services and priorities for older adults.
- B. Promoting cooperation with other agencies and groups, public or private and utilizing information from same, about the short-term service concerns and needs of older adults with consideration of long-term planning efforts of other agencies and groups.

**Article III: Membership**

Section 1: Qualifications. Membership of the Mecklenburg Home and Community Care Block Grant (HCCBG) Advisory Committee shall consist of persons who:

- are interested in the well-being of older adults and are able to commit appropriate time, advice, skill and energy to the work of the Committee;
- reside in Mecklenburg County (or is the designated representative of an agency serving Mecklenburg County residents);
- will contribute experiential, cultural, ethnic, economic and geographic diversity, regardless of physical ability;
- must be willing to represent the broad spectrum of senior needs and interests of Mecklenburg County residents rather than any specific agenda

Section 2: Appointments. The Advisory Committee shall have at least 14 and no more than 19 members, appointed by the Mecklenburg County Board of Commissioners.

**Meeting Minutes  
September 6, 2023**

Section 3: Composition of the Advisory Committee. The Advisory Committee will include:

- Individuals aged 60 years or older (excluding designated agency representatives) which shall be no less than 1/3 of the membership;
- Individuals who represent interests across the entire County (including those of Charlotte, Cornelius, Davidson, Huntersville, Matthews, Mint Hill, Pineville and unincorporated County areas);
- A delegate or alternate from Mecklenburg County to the NC Senior Tar Heel Legislature or a delegate or alternate to the Region F Aging Advisory Committee;
- A representative from the Mecklenburg County Department of Social Services (DSS) who shall serve as perpetual Chair of the Committee;
- A representative from the CharMeck Council on Aging who shall serve as perpetual member of the Committee;
- A representative from the Public Health Department who shall serve as perpetual member of the Committee;
- Representatives from public agencies in Mecklenburg County (e.g. Area Mental Health, Veterans' Affairs, Parks & Recreation) shall not exceed 25% of the Advisory Committee membership; and
- Representatives from private organizations who provide services to adults over age sixty shall not exceed 25% of the Advisory Committee membership (no more than one representative from a service type such as Adult Day Care, Adult Day Health, Senior Centers, etc.)
- A representative can serve in more than one category of the above assigned roles. Said member will only have one vote.

Section 4: Ex-officio. A representative from Centralina Council of Governments Area Agency on Aging shall serve as an ex-officio member of the Advisory Committee.

Section 5: Term. The term for Advisory Committee appointments shall be three years (except perpetual members).

- Members conforming to performance provisions of these by-laws, as determined by the Chair, may be recommended for only one re-appointment. (Total consecutive years of service would be six years)
- Terms will be staggered in order that one-third of the appointed members' terms will expire every year.

Section 6: Attendance. Consistent with Mecklenburg County Advisory Board Procedures Policy (as rev. 11.8.2008) Advisory Committee members shall attend all meetings.

**Meeting Minutes  
September 6, 2023**

- Any member who fails to attend a majority of all meetings from their term initiation until the end of that calendar year and each subsequent calendar year thereafter, will be considered for revocation of membership from the Advisory Committee.
- Members must attend at least 50% of the meeting to be counted as present at that meeting.

Section 7: Voting. Advisory Committee members otherwise eligible to vote any matter before the Committee have one vote.

- Ex-officio members have no vote (unless needed for a tiebreaker).
- When a vote is taken, it is considered a conflict of interest for a member of the Advisory Committee to determine the dollar amount allocation to a specific provider, and the member is:
  - A provider of the service to be considered,
  - An employee of the agency,
  - The current owner, or
  - Former owner, fiduciary, contractor, creditor or consultant of the agency (within the previous twelve-month period)
  - Any member considered to have a conflict of interest shall excuse him/ herself from the vote.
  - Existence of a conflict does not proscribe a member from participating in discussion and his/ her attendance at the meeting counts toward determining a quorum.
  - No proxy voting is allowed.

Section 8: Quorum. A quorum of the Advisory Committee is required to be in attendance to conduct valid Advisory Committee business.

- A quorum is achieved when 50% or more of the eligible voting membership is present at any regularly-scheduled or properly announced special meeting.

Section 9: Resignation/ Removal. Vacancies and unexpired terms may be filled by appointment of the Board of County Commissioners or, on an interim basis, as agreed upon and recommended by the Advisory Committee Chair.

**Article IV: Officers' and Members' Roles and Responsibilities**

Section 1: As provided under Article III, Section 3, Mecklenburg County DSS shall serve as permanent Chair of the Advisory Committee and will be the only officer.

Section 2: The Roles and Responsibilities of the Chair shall be:

1. Attend all meetings which voting will occur

## Meeting Minutes September 6, 2023

2. Coordinate dates and arrange places for meetings.
3. Prepare the agenda.
4. Preside at all meetings. (One may preside when the other is unable to attend).
5. Provide agency staff to record and distribute minutes to provide timely notice of meetings (at least seven days in advance).
6. Conduct meetings in a manner that ensures factual information, relevant data and first-hand accounts are presented.
7. Manage meeting discussions so that members and stakeholders are fairly heard.
8. Appoint sub-committees or task groups as needed.
9. Strive to maximize the benefits experienced by older adults and caregivers in Mecklenburg County that meets the needs, address the concerns, and enhance quality of life available through the HCCBG process.

### Section 3: Members should:

1. Attend all meetings.
2. Contribute positively to the work of the Committee.
3. Listen respectfully to the opinions and experiences of others.
4. Be willing to compromise.

### Section 4: Role of the Ex-officio representative from the Centralina Council of Governments Area Agency on Aging:

1. Attend all meetings.
2. Provide local HCCBG service performance data and interpretation of same from the State.
3. Apprise the Committee of State policy or programs affecting its schedule or deliberations.
4. Advise the Committee of other matters that may influence decisions regarding prioritization or funding services.
5. Act as a liaison between the Committee and the NC Dept. of Health and Human Services in administering HCCBG funds.

### Article V: Meetings

- Section 1: Meetings. Regular meetings of the Mecklenburg HCCBG Advisory Committee shall be up to nine times per year but not less than quarterly.
- Section 2: Place of Meetings. Meetings will be held at a place designated in the notice of the meeting.
- Section 3: Special Meetings. Special meetings may be called by the Chair or upon majority vote of the membership.

**Meeting Minutes**  
**September 6, 2023**

Section 4: Notice of Meetings. A written notice, stating the time and place of any meeting shall be distributed electronically (emailed), mailed or otherwise publicly posted (as agreed upon by the members) at least one calendar week prior to the meeting.

Section 5: Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable, in which they are not inconsistent with these By-Laws, or any special rule of order the Committee may adopt.

Article VI: Amendments to the By-Laws

Section 1: Amendments to these By-Laws may be recommended by a majority vote of the Advisory Committee members present, provided a quorum of the members is in attendance at the time of the vote. Any member intending to propose a change to the By-Laws should present the proposed change in writing at a regularly scheduled meeting. The membership can consider the change and vote on it at the next meeting. The proposed changes would be submitted to the Board of County Commissioners for final approval.

**Meeting Minutes**  
**September 6, 2023**

**23-0530 YOUTH & FAMILY SERVICES (YFS) LEASE**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, authorizing the County Manager to negotiate and execute a lease for five (5) years and 4 (four) months with H5 Data Centers-Charlotte LLC, for office space in Northeast Charlotte to house the County's Youth and Family Services staff.

*Background: The County has housed several Health and Human Services operations at the Charlotte East office complex off of Albemarle Road for a number of years. Operations that have been housed at this location includes the County's Youth and Family Services, Women, Infants, and Children (WIC), and Child Support Enforcement (CSE) offices. The WIC and CSE offices have been relocated to the new Ella B. Scarborough Community Resource Center off of N. Tryon Street in northeast Charlotte.*

*Staff is proposing entering into a lease for new office space on David Taylor Drive in northeast Charlotte to house staff with YFS who are currently located at the Charlotte East complex. If approved, YFS will relocate to the new office by December 31, 2023 when the existing lease at Charlotte East terminates. Staff have agreed to the following major business terms with the Landlord, contingent upon Board approval:*

*Proposed Major Business Terms:*

*New Location - 10101 David Taylor Drive, 3rd Floor totaling 46,370 SF*

*Lease Term - Five (5) years and 4 (four) months*

*Base Rent - \$27.00/SF*

*Rent Escalations - 3% per annually*

*Services - Full Service; Landlord to provide all janitorial and maintenance*

*Improvements - Landlord to provide a tenant improvement allowance of up to \$350,000 for furniture, moving, cabling and other office relocation related items and activities.*

*Right of First Refusal - County will have a one-time right of first refusal to lease an additional 19,192 SF of office space on the 2nd floor of the building.*

*Parking - The lease including availability of parking in the parking lot adjacent to the building for staff and visitors, along with 30 overnight night parking spaces for County vehicles.*

*Pulled by Commissioner Leake.*

**Meeting Minutes  
September 6, 2023**

**23-0542 ACCEPT ADDITIONAL NCDOT GRANT FUNDING FOR SOUTH TRADE STREET/FOUR MILE CREEK GREENWAY IN MATTHEWS**

Motion was made by Commissioner Leake, seconded by Commissioner Jerrell, and unanimously carried, to recognize, receive and appropriate the additional grant funding in the amount of \$344,000 awarded to Mecklenburg County for this project by Charlotte Regional Transportation Planning Organization (CRTPO) on behalf of NCDOT in the existing GRNT fund; and committing to providing the funding for the required match not to exceed \$115,000. Funding has been identified for this project from residual completed Park and Recreation CIP greenway projects; authorizing the County Manager to enter into agreements necessary for this project.

*Background: The Board of County Commissioners approved the application to CRTPO for NCDOT discretionary grant funds for the South Trade St/Four Mile Creek Greenway Underpass project on 5/17/2016. BOCC approved to recognize, receive, and appropriated the original awarded NCDOT grant funds on 9/6/2016, and approved additionally awarded NCDOT grant funds on 3/8/2018 and 5/03/2022.*

*To-date \$2,582,000 has already been committed to this project from: NCDOT grant (\$1,943,973), the Town of Matthews local match (\$145,000) and Mecklenburg County Local Match (\$493,047). The additional NCDOT grant funds (\$344,000) will apply towards the cost of construction only. The additional local match required from the County is \$115,000, to be paid in full to NCDOT upon receipt of invoice.*

*CRTPO manages the process of selection and award recommendations of discretionary funds for NCDOT. CRTPO recommended award of additional NCDOT Grant Funds to Mecklenburg County for this project on 3/15/2023. This Board action will serve as County support for these additional funds and the commitment of the required local match.*

*NCDOT will manage this project and all the discretionary funds awarded to this project by CRTPO. NCDOT has completed the design, started the construction of the tunnel and is ready to start the construction of the trail.*

*This greenway was chosen because it meets the County criteria used to identify the county bond projects as well as CRTPO criteria for funding. It has been included in the statewide TIP (Transportation Improvement Program).*

*Award of this funding provides residents of Mecklenburg County the opportunity to reduce the amount of County funding necessary to complete this project. The required local match will be paid to NCDOT in advance of construction per the Transportation Improvement Project Agreement.*

**Meeting Minutes  
September 6, 2023**

*The fiscal year identified is part of the TIP (Transportation Improvement Program). The project will require more than one-year to complete. This project is due to start construction in Fall 2023.*

*The NCDOT grant procurement regulations require that the Federal Disadvantaged Business Enterprise special provisions be used for project bidding in lieu of Mecklenburg County's MWBE provisions. The overall purpose of the Federal DBE (Disadvantaged Business Enterprises) provisions largely aligns with Mecklenburg County's MWBE provisions by working to provide opportunities for DBE's in the bidding process. The total goal for DBE participation in this project has not yet been established by NCDOT and may differ from Mecklenburg County goals.*

*Pulled by Commissioners Leake and Rodriguez-McDowell.*

**23-0539 COMMISSIONER REPORTS**

Commissioners shared information of their choosing within the guidelines as established by the Board, which included, but not limited to, past and/or upcoming events.

**ADJOURNMENT**

Motion was made by Commissioner Jerrell, seconded by Commissioner Powell, and unanimously carried, that there being no further business to come before the Board that the meeting be adjourned at 8:34 p.m.

---

Kristine M. Smith, Clerk to the Board

---

George Dunlap, Chair