



# Guilford County

301 West Market Street  
Greensboro, NC 27402

## Meeting Agenda - Final Board of Commissioners

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Thursday, December 4, 2025

5:30 PM

Second Floor, Old County Courthouse

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### I. INVOCATION

### II. PLEDGE OF ALLEGIANCE

### III. WELCOME AND CALL TO ORDER

*Chairman Melvin "Skip" Alston*

### IV. SPEAKERS FROM THE FLOOR

*Each speaker will be allowed three (3) minutes to address the Board. Speakers from the Floor will last for a maximum of thirty (30) minutes.*

### V. CLERK TO BOARD ROBIN KELLER WILL CONDUCT ELECTION OF CHAIRMAN OF THE GUILFORD COUNTY BOARD OF COMMISSIONERS FOR CALENDAR YEAR 2026

### VI. NEWLY ELECTED CHAIRMAN WILL CONDUCT ELECTION OF VICE CHAIRMAN OF THE GUILFORD COUNTY BOARD OF COMMISSIONERS FOR CALENDAR YEAR 2026

### VII. CONSENT AGENDA

### A. BUDGET AMENDMENTS

1. [2025-486](#) BUDGET AMENDMENT: DIGITAL LITERACY SKILLS REVENUES

**Background:** Cooperative Extension received Instructional Services funds for the delivery of computer basics classes for seniors at East White Oak Community Center provided by Jeffrey Cates, Digital Skills Agent. The course included six hands-on, 1.5 hours instructional sessions that were offered 1-2 times per week for six weeks at White Oak Community Center. Participants received guided instructions, practice opportunities, and laptop distribution upon course completion to ensure continued skill application. The project is a partnership between Guilford County Extension, White Oak Community Center and F.D. Bluford Library at N.C. A&T State University, who each received \$40,000 in technical support, and funded by the Digital Champions grant, totaling \$300,000, offered by North Carolina Department of Information Technology. These funds will be used for ongoing Digital Literacy general program supplies.

**Requested Action:** Approve a budget amendment in the amount of \$2,400 to Cooperative Extension Service and \$2,400 to Other Revenues.

**Budget Impact:** **General Fund**  
\$2,400 increase in appropriation to Cooperative Extension Service  
\$2,400 increase in Other Revenues

**Sponsors:** Natalie Owens

## B. CONTRACTS

1. [2025-491](#) CONTRACT TO OPERATE AN EVICTION MEDIATION AND LANDLORD OUTREACH PROGRAM WITH UNC-G

**Background:**

Since July 1, 2022, Guilford County has contracted with UNC-G Center for Housing and Community Studies (CHCS) to address the needs of vulnerable, low-income communities experiencing housing instability and potential evictions. The eviction mediation and counseling program includes a triage system of housing counseling and resource navigation that guides tenants through options to address rental arrears, address cost burdens, and connect with existing resources in the community. The current contract ends on December 31, 2025. The proposed contract will continue services from January 2026 through June 2026, for an amount of \$417,912.

During FY 2025, CHCS has held 194 eviction clinic days in the courthouse in partnership with Legal Aid and together served over 2,500 households by providing eviction mediation, rental assistance, and referrals to other services. During this same period there were 6,400 evictions on the court docket on the days the clinic was present in court. Of those cases, approximately 23% (1,502) were dismissed by the court or the landlord and an additional 17% (1,107) were delayed by being continued to a later date. Additionally, UNC-G has conducted 919 one-on-one landlord engagements, primarily with small landlords who have 1 to 10 units.

The County has used ERA and then ARPA funds to pay for this service until now but both of these funding sources have been expended. This new contract will be funded with local funds appropriated in the FY 2025-26 budget including local funds and ARPA investment proceeds.

**Requested Action:** Authorize the County Manager, or designee, to enter into contract, and take any and all necessary steps to execute agreement, with the University of North Carolina at Greensboro (UNC-G) for operation of the Tenant Eviction and Mediation (TEAM) program in the amount of \$417,912 and for a term of 6 months running from January 1, 2025 to June 30, 2026.

**Budget Impact:** **NO ADDITIONAL COUNTY FUNDS REQUIRED**

**Sponsors:** Natalie Craver, Assistant County Manager for Successful People

2. [2025-497](#) AUTHORIZE STAFF TO PURCHASE REPLACEMENT FAMILY JUSTICE FURNITURE FOR GREENE ST. FIRE RESTORATION

**Background:** The Katie S. Cashion Building located at 201 S. Greene St has sustained significant damage due to a fire on July 6, 2025. The second and first floors suffered substantial smoke and soot damage. This requires the replacement of all fabric covered furniture on these floors in order to relocate the Family Justice Center back to 201 S. Greene St.

The furniture is being purchased from Institutional Interiors, through NC state contract 5610-A. Replacement chairs and lounge furniture at Greene Street, for a total cost of \$163,287.59 and the Bid Waiver Justification has been approved by the Finance Department.

**Requested Action:** Approve purchase of replacement chairs and lounge furniture , as authorized by the state contract exemption of G.S. 143-129(e)(9), for a total cost of \$163,287.59 from Institutional Interiors through NC state contract 5610-A.

**Budget Impact:** **NO ADDITIONAL COUNTY FUNDS REQUIRED**

**Sponsors:** Eric Hilton (Facilities)

**Attachments:** [Institutional Interiors Bid Waiver Request # 05845447](#)  
[Guilford CO Justice Dept FProposal 25-2867](#)

## C. MISCELLANEOUS

1. [2025-488](#) REVIEW AND APPROVE CALENDAR YEAR 2026 REGULAR MEETING SCHEDULE

**Background:** Pursuant to the resolution adopted in May 2007, the Guilford County Board of Commissioners strives to conduct its regular meetings on the first and third Thursdays of each month. The attached proposed calendar is reflective of this meeting schedule for calendar year 2026, with proposed modifications for the months of January and July.

**Requested Action:** Adopt the calendar year 2026 Board of Commissioners regular meeting schedule.

**Budget Impact:** **NO ADDITIONAL COUNTY FUNDS REQUIRED**

**Sponsors:** Clerk to Board Robin Keller

**Attachments:** [2026 Annual Calendar - DRAFT v1](#)

**2.**     [2025-498](#)     ADOPTION OF MINUTES

**Requested Action:** Approve the following sets of minutes:  
                                Work Session Minutes November 20, 2025  
                                Regular Meeting Minutes November 20, 2025

**Sponsors:**         Robin Keller, Clerk to Board

**Attachments:**       [dmwsx112025](#)  
                                [dmx112025](#)

**VIII. PUBLIC HEARINGS**

*Proponents shall be heard first and shall be provided a total of twenty (20) minutes notwithstanding the number of persons desiring to be heard. Opponents shall be heard after the proponents and shall be provided a total of twenty (20) minutes notwithstanding the number of persons desiring to be heard. Each side will be allowed three (3) minutes in rebuttal.*

A. [2025-499](#) PUBLIC HEARING FOR CONSIDERATION OF ECONOMIC DEVELOPMENT INCENTIVE GRANT FOR UNNAMED INNOVATIVE MANUFACTURING COMPANY

**Background:** Having been duly noticed, the Board of Commissioners is asked to hold a public hearing and consider an economic development incentive grant, in accordance with N.C. General Statute 158-7.1, and receive public input on the proposed allocation of funds in an amount up to \$300,000 for the following request:

Project Ticket is an existing industry engaged in innovative manufacturing work and is considering an expansion to include leasing a property at 2506 Sinclair Avenue in High Point and making a capital investment of approximately \$30,000,000. The company will make a capital investment of approximately \$30,000,000 and is expecting to create 99 new jobs by December 31, 2029. The average annual wage for the new jobs created is expected to be \$62,250, which is above the average annual wage for the private sector of \$60,195 in Guilford County (NC Department of Commerce, 2025). The company is considering the expansion at the 2506 Sinclair Avenue site, in addition to other options within the United States and in other countries. The company is also requesting state and other local incentives before making a location decision. The local approval of incentives does not commit the company to locate in North Carolina. The company's legal name will be shared in the public meeting.

**Requested Action:** Pursuant to N.C.G.S. 158-7.1, hold a public hearing and consider approval of an economic development incentive grant to Project Ticket (company name to be disclosed during public hearing) in an amount not to exceed \$300,000 and a finding that the project will stimulate the local economy, promote business, and result in the creation of a substantial number of jobs in the County that pay at or above the County's median average wage; and upon approval, authorize staff to execute grant agreements, in accordance with terms and conditions of the proposal, consistent with the County's economic development incentive policy.

**Sponsors:** Brantley Craft, High Point Economic Development Corporation

## IX. NEW BUSINESS

A. [2025-496](#) RESOLUTION AUTHORIZING CONVEYANCE OF PROPERTY:  
ARCHITECTURAL COMPONENTS OF THE STRAUSS HOUSE  
CONNECTED TO THE OTTO ZENKE PROPERTY

**Background:** The Guilford County Board of Commissioners approved the construction of the new Law Enforcement Administrative Building, allowing the relocation of the Sheriff's office administrative staff from the existing Otto Zenke building at 400 W. Washington St. to the new facility. The Otto Zenke property includes a two-story structure facing Eugene Street, known as the Strauss House. The Strauss House contains historical interior architectural components dating back to 1968. It is one of the oldest remaining residential structures in downtown Greensboro. Preservation Greensboro Incorporated ("Preservation Greensboro") has requested that certain architectural components of the property be conveyed to it in support of historic preservation, as permitted by N.C.G.S. 160A-266(b). If this Resolution is approved, these architectural components may be conveyed to Preservation Greensboro, which will commit to removing the items by a deadline that will not impede the construction project and to the preservation of the items, for the amount of \$1.00. The items of conveyance are listed in the attachment to the proposed Resolution. The conveyance is subject to Preservation Greensboro entering into a binding agreement that ensures the historic preservation of the items, protects the construction project timeline, and protects the County from liability, consistent with the proposed Resolution.

**Requested Action:** Adopt proposed resolution, in substantial form, authorizing the conveyance of County-owned property (located at 400 W. Washington Street, Greensboro, NC) detailed in Exhibit A to the Resolution, to Preservation Greensboro, on terms consistent with the Resolution, and direct the publication of notice of the adoption of this Resolution in accordance with N.C.G.S. 160A-267.

**Budget Impact:** **NO ADDITIONAL COUNTY FUNDS REQUIRED**

**Sponsors:** Eric Hilton (Facilities)

**Attachments:** [Resolution Authorizing Conveyance of Zenke-Strauss Property Elements\\_final 1](#)

**X. APPOINTMENTS AND REAPPOINTMENTS TO VARIOUS BOARDS  
AND COMMISSIONS.**

**A. [2025-505](#) EXCEPTION REAPPOINTMENTS TO BOARDS & COMMISSIONS**

**Requested Action:** Consider and approve the following exception reappointments to various boards & commissions:

**Adult Care Home Community Advisory Committee**

Reappoint Patricia Hall Stephens to 8th term (July 19, 2023 - July 18, 2026)

**Commission on Aging**

Reappoint Carolyn J. Biggerstaff to 6th term (November 21, 2025 - November 20, 2028)

**Sponsors:** Robin Keller

**Attachments:** [03.13.24\\_Reapp\\_PStephens](#)  
[03.13.24\\_Term Exempt\\_PStephens](#)  
[10.17.25\\_App\\_CBiggerstaff](#)  
[10.17.25\\_Letter\\_CBiggerstaff](#)  
[11.17.25\\_Term Exempt\\_CBiggerstaff](#)

**B. [2025-494](#) APPOINTMENTS AND REAPPOINTMENTS TO VARIOUS BOARDS & COMMISSIONS**

**Requested Action:** Consider and approve the following appointments and reappointments to various boards & commissions

**Commission on Aging**

Appoint Alicia Kaplan to 1st term (December 4, 2025 - December 3, 2028)

**Fire District Commission - Stokesdale**

Reappoint Bernie Stewart to 3rd term (November 18, 2025 - November 17, 2027)

**Sponsors:** Robin Keller

**Attachments:** [11.10.25\\_App\\_AKaplan](#)  
[11.10.25\\_Resume\\_AKaplan](#)  
[08.27.25\\_App\\_BStewart](#)

**XI. COMMISSIONER LIAISON REPORTS**

## XII. COMMENTS FROM COUNTY MANAGER / INTERIM COUNTY ATTORNEY

- A. [2025-230](#) RECEIVE FY26 BUDGET PERFORMANCE REPORT THROUGH OCTOBER 2025

**Background:** Budget and Management Services prepares a Budget Performance Report as part of our monthly budget monitoring. These reports are intended to show the current status of the county's actual expenditures and revenues compared to budgeted amounts and identify areas of concern that may require additional staff and/or board action.

At this time, staff is providing the report to the Board for reference only. No additional action is needed.

**Requested Action:** Receive FY2025-26 Budget Performance Report through October.

**Sponsors:** Toy Beeninga

**Sponsors:** Budget and Smith

**Attachments:** [FY26 October BPR Presentation](#)  
[FY2026 Budget Performance Report - October](#)

## XIII. COMMENTS FROM COMMISSIONERS

## XIV. HOLD CLOSED SESSION PURSUANT TO N.C.G.S. §143-318.11 FOR THE PURPOSE OF CONSULTING WITH THE COUNTY ATTORNEY.

## XV. ADJOURN

*THE NEXT REGULAR MEETING OF  
THE GUILFORD COUNTY BOARD OF COMMISSIONERS  
WILL BE HELD DECEMBER 18, 2025 AT 5:30PM IN THE  
COMMISSIONERS MEETING ROOM,  
OLD COUNTY COURTHOUSE  
301 W. MARKET STREET, GREENSBORO NC 27401.*