MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
PRE-AGENDA MEETING

The Burke County Board of Commissioners held a pre-agenda meeting on November 2, 2021 at 3:00 p.m. in the County Board Room, Burke Services Building, 110 N. Green Street in Morganton, N.C. The meeting was streamed live on the County's YouTube channel, BurkeCountyNC, and it was broadcast later on the local cable systems. The agenda, in its entirety, was posted to the County's website, www.burkenc.org, several days prior to the meeting as usual. Both Burke County and the state of North Carolina had previously declared a state of emergency which was ongoing as of November 2, 2021 due to the global COVID-19 pandemic. Those present were:

COMMISSIONERS PRESENT:	Jeffrey C. Brittain, Chairman Scott Mulwee, Vice Chairman Wayne F. Abele, Sr. Johnnie W. Carswell Maynard M. Taylor
STAFF PRESENT:	Bryan Steen, County Manager Margaret Pierce, Deputy County Manager/Finance Director J.R. Simpson, II, County Attorney Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER
Chairman Brittain called the meeting to order at 3:11 p.m. He thanked attendees for complying with COVID-19 safety protocols and encouraged citizens to be vaccinated.

APPROVAL OF THE AGENDA
Motion: To approve the agenda as amended: addition of consent item for an appointment to the Planning Board.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Jeffrey C. Brittain, Scott Mulwee, Wayne F. Abele, Sr., Johnnie W. Carswell and Maynard M. Taylor

PRESENTATIONS

TDA - FINANCIAL UPDATE FOR THE YEAR ENDING JUNE 30, 2021 & THE PERIOD ENDING SEPT. 30, 2021
Information from the agenda packet:

> In accordance with Session Law 2007-265, HB 78, the Tourism Dev. Authority must report quarterly and at the close of the fiscal year to the Burke County Board of Commissioners on its receipts and expenditures for the preceding quarter and for the year in such detail as the board may require.

Ed Phillips, TDA CEO, said regarding the end of the last fiscal year, they finished well financially, noting that they cut back on marketing expenses, received grants and a Paycheck Protection Program (PPP) loan because they had a reduction in revenue greater than 25 percent in the second quarter of 2020. Mr. Phillips said the TDA ended the year well and noted the TDA is in an excellent financial position.

The audit, prepared by Gould Killian CPA Group, P.A., for the period ending June 30, 2021 was included in the agenda packet and is hereby incorporated into the meeting minutes by reference. Financial highlights and the auditor's opinion reads as follows:

Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the period ended June 30, 2021 by $431,792 (*net position*), an increase of $112,499.
- As of the close of the fiscal year, the Authority's governmental fund reported an ending fund balance of $446,419, an increase of $125,554 in comparison with the prior year. Approximately 83.13 percent of this amount, $371,087, is considered available for appropriation to facilitate tourism promotion and related activities.
- Fund balance available for appropriation, $371,087, represents 68.17 percent of the Fiscal Year (FY) 2020-2021 General Fund expenditures. Of this amount, the Authority appropriated $40,000 for FY 2021-2022.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was $331,087, which represents 60.82 percent of total FY 2020-2021 General Fund expenditures.
- Occupancy tax revenues came in surprisingly well with the original forecast due to the pandemic. A marketing grant from the state and a PPP forgivable loan to offset expenses created a more positive fiscal year than anticipated.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Burke County Tourism Development Authority, as of June 30, 2021, and the changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Mr. Phillips then reviewed the quarterly report as follows, noting that occupancy tax revenues have a 2-month lag time:

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BURKE COUNTY TDA
BUDGET TO ACTUAL JULY- SEPEMBER, 2021

			Budget	Actual
Income				
	4010 · Burke Co. Govt. - Occup. Tax	$	600,000	87,356.08
	4110 · Interest Income	$	-	12.92
	4120 Miscellaneous	$	-	126.00
	4000 · Fund Balance	$	75,000	-
	5000 · Trolley Revenue	$	7,500	5,472.25
Total Income		$	682,500	92,967.25
Expense				
	5010 · Accounting	$	8,000	-
	5020 · Marketing/Advertising	$	155,100	20,477.03
	5102 · Membership Dues	$	2,500	570.00
	5110 · Building Maintenance	$	500	37.50
	5113 · City of Morganton/Tourism	$	135,000	19,655.12
	5115 · Town of Valdese/Tourism	$	75,000	10,919.51
	5140 · Website Upkeep	$	500	212.73
	5150 · Insurance	$	20,000	5,961.72
	5180 · Office Supplies	$	4,000	924.98
	5190 · Payroll Shared Staff Reimb.	$	40,000	5,059.93
	5200 · Payroll Expenses	$	206,000	50,781.01
	5250 · Postage	$	1,000	402.15
	5280 · Office Rent	$	6,000	1,500.00
	5290 · Telephone	$	3,000	839.82
	5300 · Travel/Training	$	15,000	1,895.83
	5301 · Trolley Expenses	$	10,900	745.14
	5400 · Misc. Expense	$	-	-
Total Expense		$	682,500	119,982.47
Net Income		**$**	**-**	**-27,015.22**

Further, he said their original budget for last year was $600,000, they made $598,000 and are on track this year to making their budget. He then reviewed tourism factors affecting Burke County.

Chairman Brittain opened the floor for questions and comments from the Board. In response to a question from Chairman Brittain, Mr. Phillips said catering, transportation, and increased hotel stays, especially on Sundays, are increasing tourism revenue.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

WPCC - PRESENTATION OF ECONOMIC VALUE OF WPCC

Dr. Joel Welch, President, Western Piedmont Community College, presented information on the economic value of the community college including the results of an economic impact analysis as well as an investment analysis as follows:

AUGUST 2021

WESTERN PIEDMONT COMMUNITY COLLEGE

REFLECTS **FY 2019-20**

The Economic Value of Western Piedmont Community College

About WPCC

2,683 Credit students

3,777 Non-credit students

413 Employees

Burke County
North Carolina

1 out of every **15** jobs in Burke County is supported by the activities of WPCC and its students.

ECONOMIC IMPACT ANALYSIS

● = 50 jobs
= family of four

Alumni impact

Impact of the increased earnings of WPCC alumni and the businesses they work for

$100.7 million
Added income

OR

2,084
Jobs supported

An economic boost similar to hosting the World Series
17x

WPCC TOTAL ANNUAL IMPACT

$118.7 million
Added income

OR

2,605
Jobs supported

Operations spending impact

Impact of annual payroll and other spending

$15.1 million
Added income

OR

452
Jobs supported

Enough to buy
451 new cars

Student spending impact

Impact of the daily spending of WPCC students attracted to or retained in the county

$2.8 million
Added income

OR

70
Jobs supported

Enough to buy 225 families*
a year's worth of groceries

INVESTMENT ANALYSIS

For every $1...

Students gain $5.10 in lifetime earnings

Taxpayers gain $1.40 in added tax revenue and public sector savings

Society gains $6.40 in added state revenue and social savings

The average associate degree graduate from WPCC will see an increase in earnings of **$7,400** each year compared to someone with a high school diploma or equivalent working in North Carolina.

< High school	$19,000
High school	$25,200
Certificate	$28,900
Associate	$32,600
Bachelor's	$47,700

Sources: Emsi Burning Glass Economic Impact Study; http://www.chicagotribune.com/news/opinion/commentary/ct-world-series-host-cities-economy-20151103-story.html; http://www.usatoday.com/story/money/cars/2015/05/04/new-car-transaction-price-3-kbb-kelley-blue-book/26690191/; http://www.usatoday.com/story/news/nation/2013/05/01/grocery-costs-for-family/2104165/

Emsi | burningglass

Chairman Brittain opened the floor for questions and comments from the Board. Commissioner Taylor noted the average salary difference between a high school graduate versus someone with an Associate degree.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

FINANCE - PRESENTATION OF FY 20-21 AUDIT
Margaret Pierce, Deputy County Manager / Finance Director, distributed copies of the audit to the Board and reported the County's auditor, Lowdermilk Church & Co. LLP, will present highlights of the audit for FY 20-21 and respond to questions the Board may have at the regular meeting. Ms. Pierce said the audit has been submitted to the Local Government Commission (LGC) but they have not fully reviewed it yet.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

SCHEDULED PUBLIC HEARINGS

BDI - BUILDING REUSE GRANT FOR PROJECT UMBRELLA AND PUBLIC HEARING - 6:00 P.M.
Information from the agenda packet:

> Burke Development Inc. requests the County's support for Project Umbrella, a local company, through a Building Reuse grant. Project Umbrella will focus on building improvements to assist with their growth. A grant application for $240,000 has been submitted by the City of Morganton. Burke County and the City of Morganton will provide the 5 percent match of $12,000 or $6,000 each. Project Umbrella will create 30 new jobs with the project. The jobs will meet or exceed the average county wage and will include healthcare benefits. Furthermore, the City of Morganton will be contracting with the WPCOG to administer the grant, if awarded.
>
> Budgetary Effect: The County's portion of the local match, $6,000, was not included in the FY 2021-22 budget. The local match funds would need to be appropriated from Fund Balance.

Alan Wood, BDI President & CEO, reported: (1) this item is for an existing industry that is conducting an internal expansion and the Funders Forum has pre-approved the grant request, but it still needs to go through the Rural Infrastructure Authority for final approval; (2) the requested grant amount is $240,000 and is tied to the creation of 30 new jobs; (3) the City of Morganton is the grant applicant and they are asking the county to provide one half of the five (5) percent match, $6,000; and , (4) the jobs will exceed the average county wage of $37,610 and at least one half of the cost of health care will be provided. In closing, Mr. Wood said this is a good company and they have been working with them for several years as the company has tried to move forward with this endeavor.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

COMM. DEV. - ZONING MAP AMENDMENT ZMA 2021-11 & PUBLIC HEARING - 6:00 P.M.

Alan Glines, Planning Director, presented information regarding ZMA 2021-11 as follows:

REQUEST

Staff has received a rezoning application from Olivia Black Byrd to rezone a 32.25-acre portion of a parcel of land totaling 54.25-acres. The request is to rezone the lower portion of the property from its current zoning of Industrial (IND) to the Residential Three (R-3) zoning district. The upper 22-acre portion of the property is currently zoned R-3.

BACKGROUND AND SITE ANALYSIS

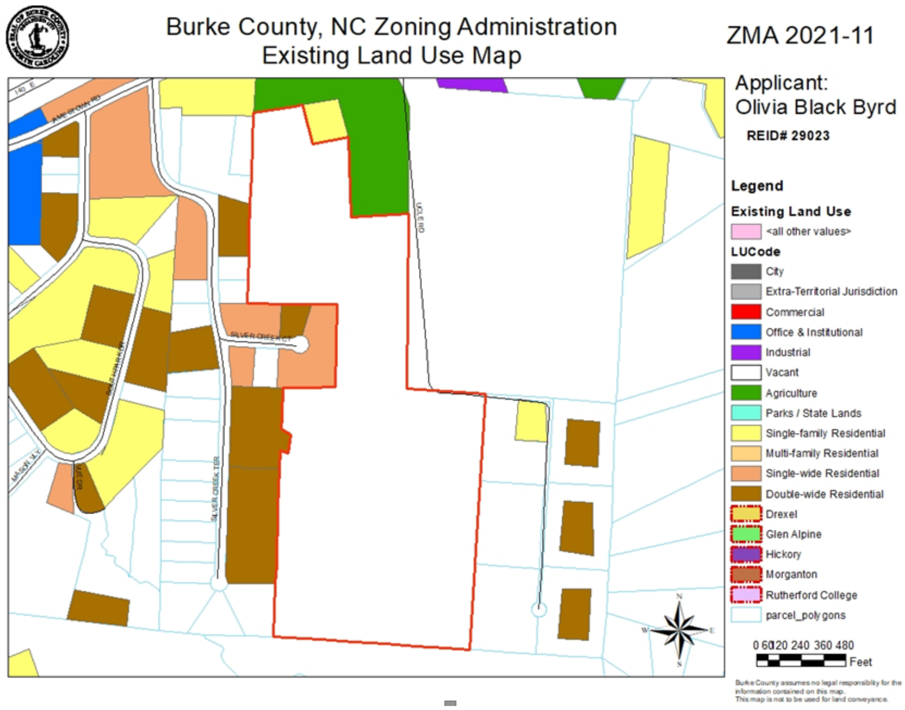
The applicant is requesting the rezoning to build dwellings in the future. The parcel is further identified in county records as (REID# 29023). The parcel is vacant; therefore a 911 address has not been established. The property is located to the south and adjacent to another parcel in the same ownership located at 1979 Jamestown Road, Morganton, NC 28655. The state road number for Jamestown Road is SR# 1142. The parcel is located within the Silver Creek Township and the Brendletown Fire District of Burke County. The parcel is not located within a WS-IV PA Water Supply Watershed. Records indicate that the property can be served by public water and private onsite septic. The parcel is located in close proximity to Causby Road - Exit 98 off I-40. However, the parcel has no legal access. The adjoining parcel in the same ownership will need to provide a legal access before the subject parcel can be developed. The parcel is not located within any Overlay District.

SURROUNDING AREA

There is a mixture of zoning in this area. On the north side of Interstate 40 is City of Morganton jurisdiction and zoning. The Morganton zoning is the Exclusive Industrial District (EID). The Exclusive Industrial District is established as a district intended to provide for manufacturing, warehousing, transportation, utility, and similar uses. The further growth of non-industrial development is prohibited to preserve land for industrial purposes. South of I-40 is all county jurisdiction and zoning. The county zoning in this area primarily consists of the three residential districts (Residential-One (R-1), Residential-Two (R-2), Residential Three (R-3). There are also several non-residential zoned parcels in the area as well. Those districts consist of the General Business, Industrial, and Office Institutional Districts.

Existing Zoning and Land Uses within the Surrounding Area		
	Current Zoning	Existing Land Uses
North	R-3 / G-B / Morganton EID	Vacant Land / Scattered Residences / I-40 / Industry
South	R-1	Vacant Land / Residential Subdivision
East	IND / R-3 / O-I / R-1	Vacant Land / Industry / Scattered Residences
West	R-2 / R-1	Residential Subdivision / Church

The Existing Land Use Table and the Existing Land Use Map provide information concerning the existing uses within the surrounding area.



The Aerial Land Use Map (below) prominently depicts the amount of vacant land including the subject parcel and the large parcel adjoining it to the east. A church is shown in the upper left (W) corner. The Silver Creek Estates subdivision is shown to the west and to the south is Silver Creek Plantation subdivision and golf course. To the north are several Single-Family homes, several small vacant lots, and the Exit 98 I-40 Interchange.

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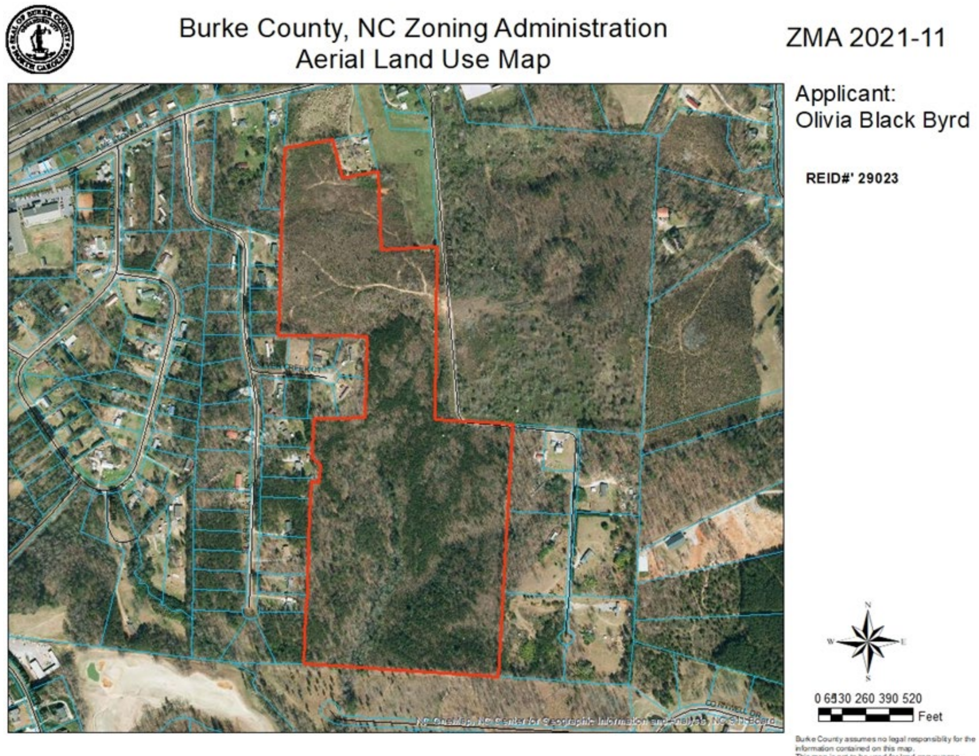
CONFORMITY WITH THE COMPREHENSIVE PLAN



The current land use plan for Burke County is the 2016-2030 Blueprint Burke Strategic Land Use Plan. The subject parcel is located entirely within the Secondary Growth Area. Secondary Growth Areas have many of the same attributes as Primary Growth Areas such as infrastructure, utilities, and transportation corridors. The Primary Growth Area (gray color) is within the city of Morganton's city limits and ETJ.

One of the fundamental policies of the Land Use Plan is to allow and promote multiple types of economic development opportunities. A diverse economy can appeal to a wide range of population groups. This could be achieved through higher density and mixed-use type developments. In addition to residential uses, commercial, institutional, and industrial development can be expected in these areas as needed to support the other uses within this area.

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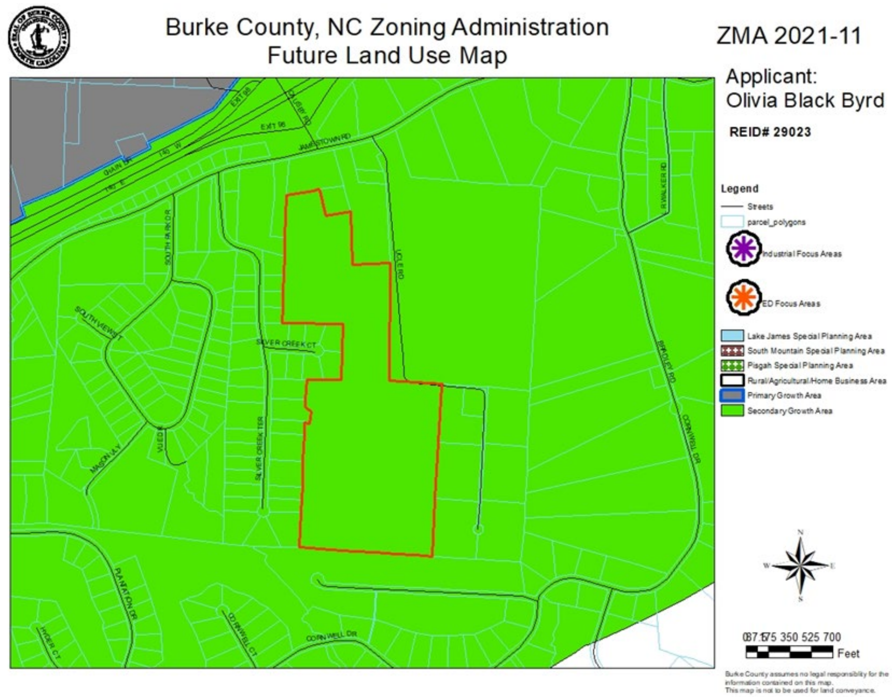
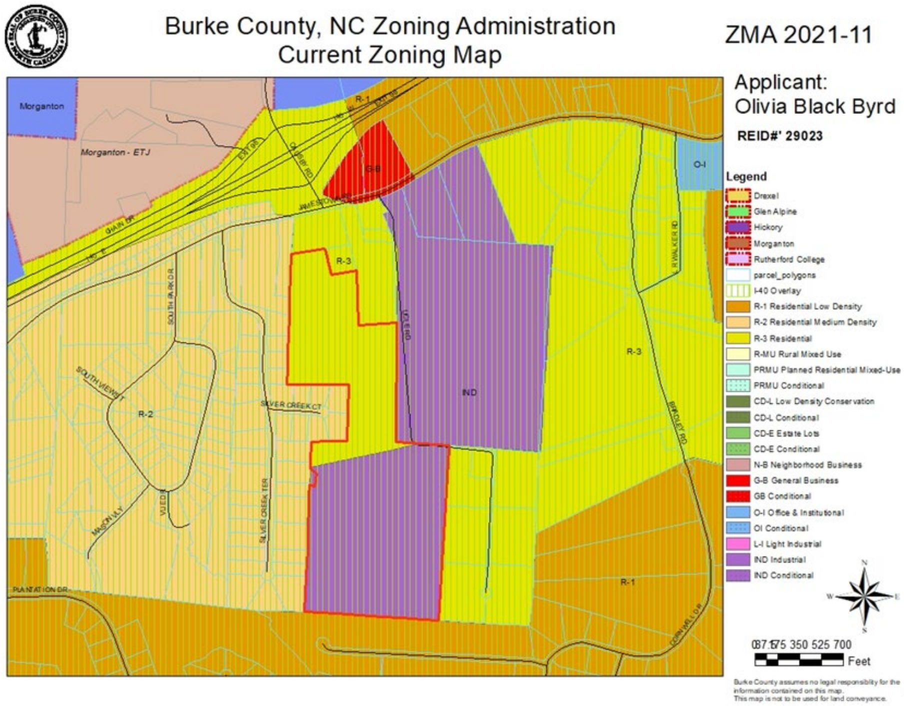


<u>CONFORMITY WITH THE BURKE COUNTY ZONING ORDINANCE</u>

The current Zoning Map shows the current zoning for the subject parcel and surrounding area. As stated earlier, the "current" zoning district for this parcel is a mixture of Residential Three (R-3) and Industrial (IND). The applicant wishes to rezone the lower 32-acres of the parcel currently zoned Industrial to the Residential Three (R-3) District.

As mentioned earlier, the subject parcel and the adjoining 5.57-acre parcel to the northeast are in the same ownership. It is assumed that the access from Jamestown Road to the subject parcel will need to come from that parcel. Jamestown Road is classified as a Secondary Road. The Burke County Thoroughfare Plan classifies this state route as a minor arterial road. Secondary roads are main arteries, usually in the U.S. Highway, State Highway, and/or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They usually have both a local name and a route number.

Section 920 of the Zoning Ordinance represents the Table of Permitted and Permissible Uses-By-District. Uses permitted within the R-3 district are Single-Family dwellings, modular homes, Class-A double-wide manufactured homes, and Class-B single-wide manufactured homes.



STAFF COMMENTS:
In staff's opinion, rezoning the 32.25-acre portion of the property to the Residential-Three zoning district would enhance the overall character of the area. Alternatively, if the property were developed as an industrial use or facility, it potentially could have a significant impact on the surrounding residential development. The county may want to look at the other industrial zoned properties and work with the property owners on a similar rezoning.

To assist the Board in their decision, staff has provided the following considerations:

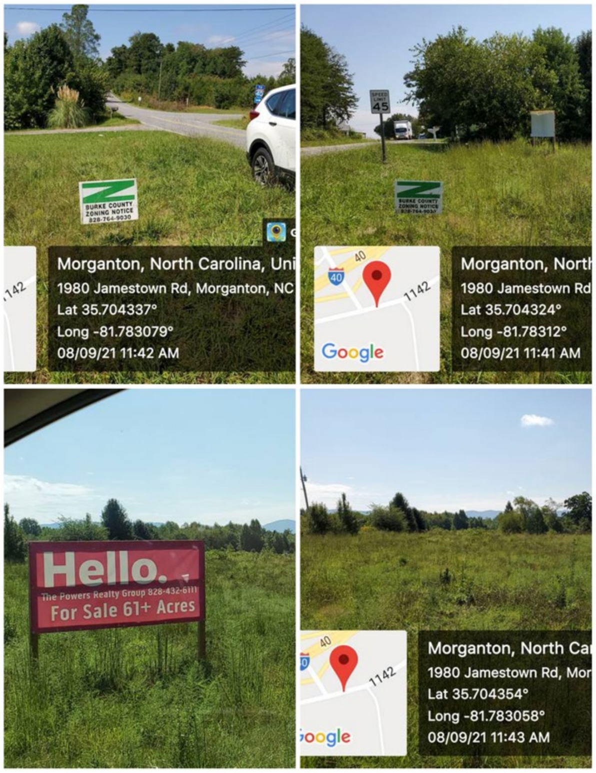
- Is there a public need for additional land to be rezoned to the requested classification?
- What are the impacts on public services, facilities, infrastructure, fire and safety, and topography?
- What are the nearby development/zoning patterns?
- Consider the full range of uses allowed by the proposed district versus the uses allowed within the current zoning district.
- Is the rezoning request compatible with the character of the surrounding area and suitable with the property for certain use?

PLANNING BOARD RECOMMENDATION
The Burke County Planning Board met on September 23, 2021, to hear this request. There were several members of the family there to speak. There was no one present from the general public to speak. After hearing from staff and the property representative, the Planning Board voted 4-0 to recommend approval of ZMA 2021-11.

ADDITIONAL INFORMATION

November 2, 2021 (Pre-Agenda)

Please refer to the application, driving directions, photos, and map(s) for more information.



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Chairman Brittain opened the floor for questions and comments from the Board. Commissioner Taylor asked why only a portion of the subject parcel is being rezoned. Mr. Glines said the tracts of land have different owners.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CONSENT AGENDA

BCPS - PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING SEPT. 30, 2021

Information from the agenda packet:

> In accordance with the Memorandum of Agreement approved by the County and the Board of Education, the Board of Education will provide to the County quarterly financial reports on the 2021-2022 budget year, showing the application of the County's local funding by the end of each fiscal quarter. These reports will be presented to the County's Board of Commissioners in November 2021, February 2022 and May 2022, respectively.

Keith Lawson, BCPS (Burke Co. Public Schools) Finance Officer, presented the financial data for the period ending September 30, 2021 as follows:

BCPS

Estimated Revenues

2021/2022

	Annual		September YTD			% of Budget
	Previous	Current Fcst	Previous	Current	% Change	Received
State	84,648,060	85,494,541	17,921,034	17,794,768	-0.7%	20.8%
Federal	11,617,619	11,733,795	1,567,521	7,379,056	370.7%	62.9%
Local	14,660,763	14,630,668	3,719,013	3,771,072	1.4%	25.8%
School Nurses	893,155	893,155	92,414	76,638	-17.1%	8.6%
Charter Schools	495,287	525,382	69,999	17,941	-74.4%	3.4%
Fines & Forfeitures	230,225	204,133	45,531	88,177	93.7%	43.2%
Receivables	61,249	23,839	10,958	10,624	-3.0%	44.6%
Special Revenues	3,088,983	5,389,838	1,420,925	1,237,393	-12.9%	23.0%
Total	$115,695,341	$118,895,351	$ 24,847,395	$ 30,375,669	**22.2%**	**25.5%**

State estimated revenue increase is entirely COVID funding, otherwise still operating at '18/'19 funding level

Federal increase almost entirely ESSER

0 0

Have spent $7.4M to date in ESSER funds, consisting of Devices, PPE, Nurses and Air Quality Improvement Projects
We look for every opportunity without violating the intent of the funds to relieve our exisiting budgets
One example is buying specialized custodial supplies, thus releiving our typical supplies budget
We have added 11 nurses since COVID, resulting in one nurse for every school
Planning meetings for ESSER funds are held periodically
Most plans involve concentrating on counseling, physical & mental health services, remediation and tutoring, as well as continued Air Quality Improvement Projects
As you are aware we have held our budget request flat for the third consecutive year
We will continue to contribute to FB in anticipation of the expiration of ESSER in September 2024
Making every effort to hold ESSER investments to non-recurring costs and/or sustainable pursuits
A few areas we will need recurring financial support to maintain are school nurses, 1:1 devices, and virtual operations

	BCPS						
	Local Financials by Purpose & Function Level						
	2021/2022						
				Unaudited	'21/'22		
	Expenses	'18/'19	'19/'20	'20/'21	Budget	1st	Total
5XXX	Regular Instructional Services	5,324,653	5,637,807	4,826,930	5,707,971	480,737	480,737
6XXX	Instructional Support	10,119,395	9,759,099	10,373,801	10,015,258	2,830,133	2,830,133
8XXX	Other Governmental Units	702,226	592,733	646,421	691,423	56,058	56,058
4XXX	Revenues Over/(Under)	37,872	207,420	493,527	(137,475)	597,524	597,524
XXXX	Grand Total	$ 16,184,146	$ 16,197,059	$ 16,340,679	$ 16,277,177	$ 3,964,452	$ 3,964,452
	% of Annual Budget						24.4%
	Revenue						
4110	Burke County	14,448,211	14,552,494	14,602,211	14,630,668	3,771,072	3,771,072
4110	Timber Receipts	120,696	-	58,552	-	-	-
4110	Charter Schools	412,143	428,556	495,287	525,382	17,941	17,941
4410	Fines & Forfeitures	430,149	279,114	230,225	204,133	88,177	88,177
4490	School Nurses	718,403	893,153	893,155	893,155	76,638	76,638
4493	Schools' Receivables	54,544	43,742	61,249	23,839	10,624	10,624
44XX	Grand Total	$ 16,184,146	$ 16,197,059	$ 16,340,679	$ 16,277,177	$ 3,964,452	$ 3,964,452
	LCE FB contributed $207k for '19/'20, bringing total FB to $2.9M, 17.5% of local budget						
	Although there are many uncertainties given the COVID situation, forecasting FB contribution to be @ $500k						
	We are tracking about $400k less in local spending than this time last year						-
	Purchasing specialized custodial supplies using ESSER rather than our typical supplies is resulting in substantial savings						

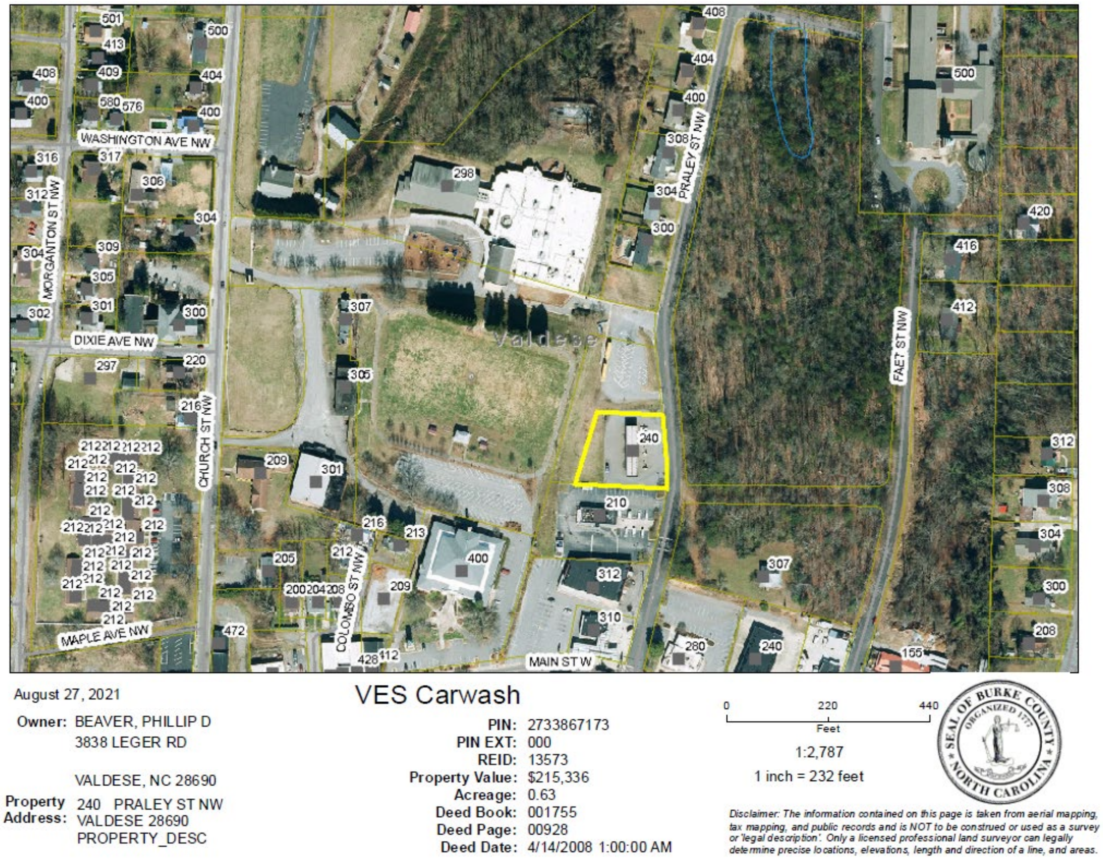
Mr. Lawson said BCPS has approximately $18 million of air quality improvement projects that have either been completed, are in process, or planned through September 2024. He clarified that the "Receivables" category is actually what the schools owe back to BCPS as an entity and is credited to expenses rather than revenues but is stated as it is for audit purposes. Mr. Lawson said their special revenues have decreased due to normal pre-covid operations beginning to resume. Mr. Lawson said last year they ended up contributing $509,000 to their fund balance and they anticipate contributing another $500,000 this year. He cautioned that after the COVID-19 funding is over, the years they used that funding along with inflation will most likely result in a significant increase in BCPS's budgetary request for fiscal year 2024-2025.

Chairman Brittain opened the floor for questions and comments from the Board. After Mr. Lawson responded to a comment from Commissioner Taylor on school nurses, Chairman Brittain asked for an explanation for the negative percentage change in the "Charter Schools" line. Mr. Lawson said it represents the funds that BCPS gives to the local charter schools based on the funding BCPS receives from the county. He said the reason that percentage is down is due to timing because the state changed the way charter schools send invoices to schools from a 10 month to a nine (9) month schedule. He said that budgetary amount will soon come in line and exceed the previous year.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

BCPS - APPROVAL OF PURCHASE OF REAL PROPERTY

Keith Lawson, BCPS Finance Officer, reported the Board of Education intends to expand the parking area for Valdese Elementary with the acquisition of property located at 240 Praley St. NW in Valdese. The Offer to Purchase and Contract in the amount of $250,000 were approved by the BOE on Oct. 18th. Approval by the Board of Commissioners is required.



Mr. Lawson said the parcel would be used for bus and visitor parking to allow for a safer area for pre-kindergarten pick up and drop off. Chairman Brittain opened the floor for questions and comments from the Board. Commissioner Taylor inquired as to how many parking spaces will be on the parcel. Mr. Lawson said he did not know and a short discussion ensued on parking practices.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

WPCC – PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING SEPT. 30, 2021

Sandy Hoilman, WPCC Chief Financial Officer, presented an overview of the College's financial data for the period ending September 30, 2021.

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WESTERN PIEDMONT COMMUNITY COLLEGE
FY 2021-2022 SUMMARY AS OF SEPTEMBER 30, 2021

	STATE			COUNTY			INSTITUTIONAL		
Summary of Revenues	BUDGET	ACTUAL	REMAINING	PGLT	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
State Appropriations	13,330,846	3,411,426							
Add. Allocations (detail below)	960,385								
County Appropriations				2,627,610	656,903				
Rent & Interest Income				24,500	1,201				
Institutional Funds							9,702,370	3,341,733	
Total Budgeted Revenues	14,291,231	3,411,426	10,879,805	2,652,110	658,103	1,994,007	9,702,370	3,341,733	6,360,637
Summary of Expenditures									
Institutional Support	2,808,206	671,064	24%	268,778	161,697	60%	1,798,527	32,225	2%
Curriculum Instruction	6,076,243	1,467,513	24%				283,955	65,989	23%
Non Curriculum Instruction	1,558,029	323,911	21%				69,863	13,493	19%
Academic Support	1,344,519	325,358	24%				1,000	-	0%
Student Support	1,936,843	387,990	20%				630,804	145,808	23%
Plant Operations & Maint.				2,383,332	455,546	19%			
Proprietary / Other							834,500	398,024	48%
Student Aid							6,083,721	2,725,487	45%
Capital Outlay (excluding Capital Improvements)	567,391	12,080	2%						
Total Budgeted Expenditures	14,291,231	3,187,916	11,103,315	2,652,110	617,243	2,034,867	9,702,370	3,381,026	6,321,344
		22.3%	77.7%		23.3%	76.7%		34.8%	65.2%

ADDITIONAL FUNDING DESIGNATED FOR APPROVED PROJECTS	
Customized Training Projects	10,560
Male Minority Grant - Aviso	42,903
NCWorks Career Coach	158,328
Federal Portion - Basic Skills	171,667
CTP Regional Trainer	135,225
Golden Leaf Grant	23,860
Longleaf Complete & Commitment	98,113
GEER Scholarships	100,484
Carryforward	219,245
Perkins Grant - Reserve Funds	
Longevity	
Total Other	960,385

As of June 30, 2022		
Total College Budget	$ 26,645,711	
Total Expenditures	$ 7,186,185	27.0%

Fund Balance: County Funds	
Fund Balance, Beginning July 1, 2021	881,767
Current Operating Cash	40,860
Current Fund Balance	922,627
	35%

Western Piedmont Community College
County Expenditures by Category
FY 2022 - Actual Expenditures - July 1, 2021 thru September 30, 2021

Salaries & Benefits	151,840	24.6%
Services	96,135	15.6%
Repairs & Maintenance	44,245	7.2%
Supplies	15,279	2.5%
Insurance	135,313	21.9%
Utilities	149,111	24.2%
Transfers	823	0.1%
Travel, Other, Rent/Lease	24,497	4.0%
	617,243	100%

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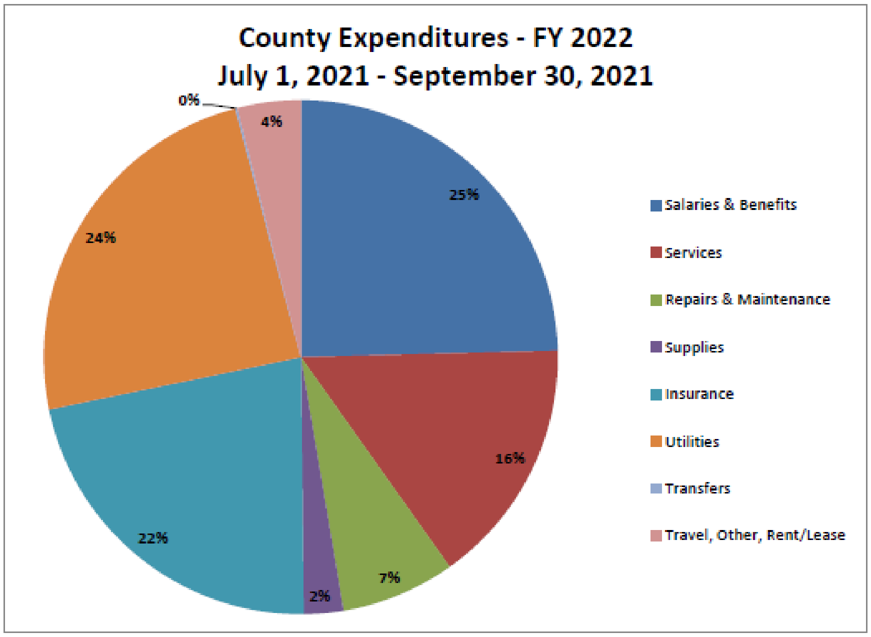

Regarding the end of FY 2021, Ms. Hoilman said they had a $16.5 million state budget, of which they spent $16.1 million or 97 percent. The remainder, Ms. Hoilman said, was eligible for carry forward with their basic skills program, GEER Scholarships, or their formula allotments that they were able to carry forward. Regarding county funding for FY year 2021, Ms. Hoilman said WPCC spent $2,647,736 out of $2,667,110 or 99.3 percent. She said the remaining funds were already committed to an informal capital project, a handicap restroom in Patton Hall. Ms. Hoilman said in fiscal year 2021 they were able to handle the pandemic and come out ahead.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

TDA - APPROVAL OF BYLAWS

Ed Phillips, TDA CEO, said in May the Tourism Development Authority updated its bylaws. In accordance with Article 2, Section 2-87 of the Burke Co. Code of Ordinances, the changes must be submitted to the Burke County Board of Commissioners for review and approval. Mr. Phillips said they amended the bylaws to include a paragraph relating to the creation of the TDA by the General Assembly and the Burke County Board of Commissioners. The bylaws also included the addition of an attendance policy, board member responsibilities, and TDA closed session procedures.

Chairman Brittain opened the floor for questions and comments from the Board. Chairman Brittain requested that Mr. Phillips work with Clerk Draughn to get the changes / additions to the bylaws highlighted for the regular meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

BCECC - VIPER RADIO MEMORANDUM OF UNDERSTANDING

Brock Hall, 911 Operations Director, reported information regarding the VIPER MOU as follows:

> This is an update to the current VIPER Radio agreement between Burke County as primary point of contact with the NC State Highway Patrol VIPER radio system and responding agencies within the limits of Burke County for whom radio services are provided. This agreement outlines the responsibilities of all parties involved in regard to radio usage, programming, and accountability of equipment. The primary impetus for and update is upcoming changes in the VIPER system which limit the types of radios that will be allowed on the system thereby limiting the types of radios Burke County can service.

Mr. Hall said there are some changes occurring on the state level for the VIPER tenants which will happen in the next few years, and this document will bring those changes into compliance. He said the contract designates the 911 Director as the VIPER point of contact with the state, authorizes the point of contact or Emergency Management Director to deactivate radios as needed, dictates which radios they will program for other agencies, and how lost and stolen equipment will be addressed.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CLERK - APPOINTMENTS TO EMS PEER REVIEW COMMITTEE

Clerk Draughn reported Dr. Anthony Frank replaced Dr. Seth Hawkins as the Medical Director for the Emergency Medical Services Department. Dr. Frank wishes to reduce the membership on the EMS Peer Review Committee (formerly named the EMS Quality Management Committee) from +/- 33 members to 9 members. Terms are for two (2) years and end Nov. 15th. The proposed membership roster reads as follows:

Applicant	Position	Term
Dr. Anthony Frank	Physician	2-year, ending 11-15-23
Leonora Mahoney	Nurse (UNC Blue Ridge)	1-year ending 11-15-22
Nicole Hudson	EMS Personnel	2-year, ending 11-15-23
April Traxler	Medical Center - Frye	1-year ending 11-15-22
Mike Willis	Emergency Management	2-year, ending 11-15-23
Maynard Taylor	Government Official	1-year ending 11-15-22
Brand Lingerfelt	Fire/First Responder - East	2-year, ending 11-15-23
Allen Hudson	Fire/First Responder - South	1-year ending 11-15-22
Casandra Reid	911 Communications	2-year, ending 11-15-23

Ex Officio / Moderator - Jason Black EMS director
Ex Officio / Recording Secretary - TBA upon hiring an EMS Administrative Asst. position

Chairman Brittain opened the floor for questions and comments from the Board. He asked if this is a legislative committee and can the membership be changed from 33 to nine (9). Clerk Draughn said it is, and noted it is by NC code, the specifics of which were outlined in the agenda packet. She said she is unaware of any restrictions on membership changes. EMS Major Nicole Hudson said there are no legislative issues that they need to address, as long as the nine (9) aforementioned seats are filled, the rest is at the discretion of the medical director.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CLERK - APPOINTMENTS / REMOVALS TO THE BOARD OF HEALTH

Clerk Draughn reported Susan Bingham occupied Seat No. 7, registered nurse, on the Board of Health until her recent resignation. An application was received from Barry Nelson, VP of Nursing / Chief Nurse Executive at Blue Ridge Healthcare. The unexpired term for this seat ends Dec. 31, 2023. An application from Dr. Joel Welch, WPCC President, was received for Seat No. 8, representing an engineer. Dr. Welch is a licensed professional engineer in South Carolina and for staggering purposes, the completion of an initial 2-year term ending December 31, 2022 is recommended for this seat.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CLERK - COUNCIL ON AGING APPOINTMENTS & REMOVAL

Clerk Draughn reported the terms of appointment for Seats 1, 2, 5, 7, 9 and 11 on the Council on Aging end November 30, 2021. Linda McGalliard (Seat 1), Eleanor Summers (Seat 2), Susan Janney (Seat 7) and Mary Wright (Seat 9) desire reappointment. The terms are for 3 years. Kimberly Ramsey (Seat 5) and Chuck Mosley (Seat 11) are not seeking reappointment.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CM - RESOLUTION RE LEASE OF PROPERTY - AVERY BUILDING

County Manager Steen reported the resolution in the agenda packet approves a 3-year lease, Nov. 1, 2021 - Oct. 31, 2024, for approximately 1,203 sq. ft. of office space in the Governmental Administration building on Avery Avenue for Juvenile Justice. The annual rent is $1. (The County is required to provide space for this service.) In accordance with NCGS 160A-272, the required 30-day notice was published on October 8, 2021.

Chairman Brittain opened the floor for questions and comments from the Board. County Manager Steen responded to questions from Commissioner Taylor.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

COMM. DEV. - ACCEPT FRIENDS OF THE FONTA FLORA STATE TRAIL VOLUNTEER MOU

Shane Prisby, Community Development Operations Manager, reported the Community Development and Parks & Recreation Departments have received numerous requests for volunteers to work on the Fonta Flora, MST Connector, and other trails managed by Burke County. Under the current rules for the County, all volunteers would be covered under the County's workers compensation plan and be required to complete a background check. Participation at trail volunteer workdays can vary from event to event. This would make it impractical to obtain background checks from all the volunteers. Either the County or the volunteers themselves would need to cover the cost of the background check. The barriers to volunteering are so great that it is likely that the County would not be able to attract and maintain volunteers to help keep up our expanding trail network. The intent of this Memorandum of Understanding is to streamline the volunteering process. Working with the Friends of the Fonta Flora State Trail, Inc., we would be able to supplement the hard work of the Parks & Recreation Department with periodic volunteer workdays and keep the trails in prime condition.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

FINANCE - APPROVAL OF PURCHASING POLICY

Margaret Pierce, Deputy County Manager / Finance Director, reported the County has adhered to an approved purchasing policy from 1999 with administrative updates. Federal Uniform Guidance requires a purchasing policy be Board approved and include language that the County adheres to the Uniform Guidance areas that relate to Federal funding. The policy meets all Federal and State guidelines for purchasing. Board approval is requested to formally update the County's purchasing policies. This is a requirement specific to utilizing funding under ARP. Ms. Pierce said this updated policy simply codifies what they have been adhering to for several years. She said this needs to be updated before the county can spend any American Rescue Plan (ARP) funding.

Note: The policy included: N.C. legal requirements, general requirements/information, departmental purchasing procedures, accounts payable procedures, travel advance and reimbursement, vehicle fueling system, surplus property sale, transfer or disposal, fixed assets, third party personal injury / property damage claims, grants, contracts, budget monitoring, budget amendments, payroll, competitive bids, an appendix and exhibits.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

TAX DEPT. - TAX COLLECTION REPORT FOR OCTOBER 2021

Danny Isenhour, Tax Administrator, presented the tax collection report for October 2021 as follows:

Category	Annual Budget	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	$45,000,000.00	$32,871,624.21	73.05%	$12,128,375.79
Motor Vehicle Tax	$5,200,000.00	$1,970,496.93	37.89%	$3,229,503.07
Current Year Taxes	$50,200,000.00	$34,842,121.14	69.41%	$15,357,878.86
Delinquent Taxes	$700,000.00	$340,334.46	48.62%	$359,665.54
Late List Penalty	$315,000.00	$109,470.13	34.75%	$205,529.87

The Tax Levy is the total property tax value not including motor vehicles times the tax rate. This amount changes monthly with the addition of discoveries, other changes, or corrections, and when Public Utility Values are added, typically during September.

Category	Tax Levy	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	$46,281,128.00	$32,871,624.21	71.03%	$13,409,503.60

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

TAX DEPT. - RELEASE REFUND REPORT FOR OCTOBER 2021

Danny Isenhour, Tax Administrator, presented the release refund report for October 2021 as follows:

Tax System Refunds and Releases				
	Report Amount	Rebilled Amount	Net Release	Refund Amount
Releases (TR-304)	$9,015.29	$8,678.50	$336.75	$1,068.60

VTS Refunds Over $100	
	Refund Amount
VTS Adjustments	$620.20

*Note: The net loss amount is a result of the report amount minus the rebilled amount.

Chairman Brittain opened the floor for questions and comments from the Board. Mr. Isenhour responded to questions from Commissioner Taylor.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

TAX DEPT. - LATE APPLICATION FOR 2021 VETERAN'S EXCLUSION

Danny Isenhour, Tax Administrator, reported the Tax Department has received late applications for the Age Exclusion and the Veteran's Exemption. Persons qualifying for the Age Exclusion receive a reduction in value of $25,000 or 50% of the home and prime site value, whichever is greater. See NCGS 105-277.1.

To qualify,

- The home must be their primary residence.
- The primary owner must be at least 65 years old or totally and permanently disabled.
- The owner or household income cannot exceed $31,500 for the previous year.
- The Disabled Veteran's Exclusion reduces the taxable value by $45,000. See 105-277.1(c).

To qualify,

- The home must be their primary residence.
- One must be a disabled veteran with an honorable discharge or the surviving spouse.
- The disability must be service related and considered 100% disabled or receive housing benefits under 38 U.S.C. 2101. Partial disabilities do not qualify.
- Must submit Certification for Disabled Veteran's Property Tax Exclusion (NCDVA-9) along with Application for Property Tax Relief (AV-9). Form NCDVA-9 must be completed by US Department of Veterans Affairs.

The application period for these exclusions is January 2nd through June 1st each year (NCGS

105-277.1(c)). Due to the applications being late, the assessor's only option was to deny the applications for the current year. These applicants now have the right to either reapply next year or appeal the assessor's decision to the Board of Commissioners.

First Appeal:
Veteran's Exclusion – Parcel 45118 – Jeremy Aaron Lewis and Yani Chen Lewis are appealing the Tax Assessor's decision to the Board of Commissioners. Their application was received on September 2, 2021. The Board must decide if the reason for not applying in a timely manner demonstrates "Good Cause" (105-282.1(a1)). If the BOC believes the applicant has proven good cause, then they can grant authority to the Tax Assessor to accept the application. If not, then Mr. and Mrs. Lewis can reapply next year.

Mr. Lewis' reason for filing late:

> "*Hello. My name is Jeremy Lewis. I recently submitted an application for a veteran tax exemption that was denied for 2021. I have attached the proper missing document as I was unaware that it would be returned to me to be submitted instead of sent directly to you via the VA.*
>
> *I understand the deadline was missed, but I am hoping you could reconsider given circumstance. This last year I have been struggling with the problems my traumatic brain injury has caused me and I spent a few months this summer in Georgia at a medical facility receiving treatment for it. If has been a struggle to function up until completing my treatment and as a result many things have fallen behind or have been problematic.*
> *I am not one to normally operate this type of late, or to ask for exceptions, but I could use some help on this.*
>
> *Attached is the NCDAV-9 as well as the denial letter. Any assistance would be greatly appreciated; however, I understand that may not be possible.*
>
> *Thank you for your time and effort.*
> *Respectfully*
> *Jeremy"*

If the application had been mailed or received prior to June 1st, it would have been approved by the Tax Dept.

Second Appeal:
Age Exclusion - Parcel 5697 – Christy Edwards is appealing the Tax Assessor's decision to the Board of Commissioners. Mrs. Edwards lost her home due to a fire in 2019. Because the home was no longer there the Age Exclusion was removed for 2020. The home was rebuilt during 2020. Mrs. Edwards did not realize she had to reapply in 2021 for the new home. She inquired about the exclusion after receiving the 2021 tax notice for the full amount. Her new application was not received until October 20, 2021. The Board must decide if the reason for not applying in a timely manner demonstrates "Good Cause" (105-282.1(a1)). If the BOC believes the applicant has proven good cause, then they can grant authority to the Tax Assessor to accept the application. If not, then Mrs. Edwards can reapply next year.

Mrs. Edward's reason for filing late:

> "*My house burnt down and was rebuilt on the same property. I did not know that I needed to reapply for exemption.*
> *Christy Edwards*"

If the application had been mailed or received prior to June 1st, it would have been approved by the Tax Dept

Budgetary Effect: Minimal impact on FY 21-22 property tax collection.

Appeal 1 - The value exclusion is $45,000. This equates to a reduction in county taxes of $312.75 in taxes.

Appeal 2 - The value exclusion is $59,996. This equates to a reduction in county taxes of $416.97 in taxes and $38.00 landfill use fee for a total of $454.97.

Total exemption amount is $767.72.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

CLERK - APPOINTMENT TO PLANNING BOARD
Clerk Draughn reported Seat No. 1 on the Planning Board is vacant and represents eastern Burke County. An application was received from Beth Heile and her appointment for a term ending September 30, 2024, is recommended by staff.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

ITEMS FOR DECISION

CLERK - APPOINTMENTS / REMOVAL TO THE ANIMAL ADVISORY BOARD
Clerk Draughn reported seats 1, 3 and 7 on the Animal Advisory Board require action.

Seat No. 1 - Rescue or Foster Agency
This is a request to move Gwen Stephens who occupies Seat No. 1 representing Rusty's Legacy to Seat No. 3, which represents the Board of Health. Ms. Stephens was recently appointed to the Board of Health, and they want her to represent them on the AAB. An application from a rescue or foster agency is needed to fill this vacancy which has an unexpired term ending July 31, 2022.

Seat No. 3 - Board of Health Member or Designee (Excluding Health Director)
Amy Burnette, Environmental Health, occupied this seat on the AAB until her recent resignation. Gwen Stephens, a Board of Health member, will fill Ms. Burnette's vacancy. The unexpired term ends July 31, 2022.

Seat No. 7 - At-Large Pet Owner
Gary McClure occupied seat No. 7 until his recent resignation. There are several applications on file for this seat which has an unexpired term ending July 31, 2022.

RESULT: MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.

FINANCE - REQUEST FOR ARP SENIOR FISCAL ANALYST POSITION
Margaret Pierce, Deputy County Manager / Finance Director, reported the American Rescue Plan (ARP) funds will require extensive reporting, tracking and management of projects. She requested a new senior fiscal analyst position, time-limited, to handle a multitude of duties associated with the ARP funding, which is an eligible expense under the ARP.

Budgetary Effect: No County funds will be used. Previously budgeted grant funds will cover the position's salary and benefits. Pay Grade 29: Min. $56,777 - Max $88,003.

GENERAL STATEMENT OF DUTIES:
Functions as Grant Manager in leading and managing all aspects of the American Rescue Plan Act (ARPA) funding awarded to Burke County. Manage ARPA funding through effective investments and collaborations in support of County and community priorities and goals, to ensure this one-time funding positively impacts our County for years to come.

DISTINGUISHING FEATURES OF THE CLASS:
This grant-funded position is anticipated through at least December 31, 2024, with the potential for funding to continue through 2026. The position reports directly to the Deputy County Manager/Finance Director. Requires a motivated, experienced, and passionate professional for planning, project management, contract/grant administration, community engagement, and more. Functions as the County ARPA expert, including Title 2 Code of Federal Regulations 200-Uniform Administration Requirements, Cost Principles, and Audit Requirements for federal awards. This position may have direct or indirect leadership responsibilities.

DUTIES AND RESPONSIBILITIES:

GRANT PROCESS
Create an application, evaluation, and approval process which meets established requirements.
Manage and oversee the life cycle of the grant processes.
Assist in the preparation of grant applications, submissions, and oversight as needed.

BUDGET
- Create new grant project budget; monitor all expenses; verify availability of funds and allowable expenses as dictated by federal grant guidance.
- Interpret laws and regulations pertaining to federal grants and align grant projects to ensure compliance.
- Plan, direct and coordinate financial activity of grant-funded projects/programs to ensure objectives are accomplished according to federal, state, and county regulations.
- Monitor and track costs.
- Compile, review and submit quarterly expenditure and descriptive reports to the U.S. Treasury Department and the County.
- Ensure proper documentation.

- Ensure correct coding.
- Create tracking documents for eligibility and expenses.
- Work with Finance staff to review reimbursement requests and track fund disbursements.

COMMUNICATION
- Train and aid all subrecipients to ensure accurate management of grant funding.
- Prepare and make presentations as a representative of the County, and serve as liaison on intergovernmental funding to citizens, committees, boards, citizen groups and other governmental agencies.
- Establish and communicate reporting guidelines and deadlines for all beneficiaries and subrecipients.
- Collaborate with internal and external partners.
- Maintain relationships with the State of North Carolina and other governmental agencies to remain abreast of changes in federal policy.
- Create webinars/orientations and host office hours to provide support to possible subrecipients and beneficiaries.
- Participates in county-wide and department-wide team activities, working on specific issues and assignments.

REPORTING
- Review, submit, and process expenditure requests from all departments, ensuring fiscal and performance compliance.
- File periodic, required reports with the Treasury Department.
- Create transparent reporting for the Board of Commissioners and the Burke County community.
- Maintain grant-related reference resources, including fund research files, grant application deadlines, grant reporting schedules and other information as needed.
- Review, edit and approve all beneficiary and subrecipient reports.
- Maintain other COVID-19 specific regulatory reports.

Additional Job Duties
Performs related duties as required.

Chairman Brittain opened the floor for questions and comments from the Board. Commissioner Taylor asked what the total pay / benefits package is for pay grade 29. Ms. Pierce said assuming the base salary, it should be approximately $21,000 in benefits which can be funded through the ARP money. Commissioner Taylor asked how many employees are currently in the Finance Department to which Ms. Pierce responded seven (7) including herself. Commissioner Taylor asked what is so difficult about the ARP funds that requires a special position. Ms. Pierce said one stipulation of the ARP funding is the required quarterly reports. She advised that the initial submitted report was 15 pages without spending any ARP money during that period. Continuing, she said each report will take a significant amount of time to produce and require performance-based reporting for all ARP expenditures. Ms. Pierce said this position would also help other departments manage their ARP projects and then she proceeded to respond to additional questions from Commissioner Taylor. Commissioner Taylor stated he had difficulty understanding why a specialty bookkeeper is needed. Ms. Pierce commented on the extensive amount of time spent on ARP training, advised that the Finance staff are busy with their normal duties and that the requested position will ensure that the ARP funds are used appropriately while adhering to Federal, State and local regulations.

RESULT:	**MOVED WITHOUT OBJECTION TO THE NOVEMBER 16, 2021 MEETING AT 6:00 P.M.**

REPORTS – NONE.

OTHER DISCUSSION ITEMS
Chairman Brittain reminded the Board to submit their reports to the Clerk for inclusion in the agenda packet for the regular meeting. He said February 4, 2022 is the tentative date for the board's budget retreat and asked if there were any conflicts. After a short discussion on possible topics such as the results of the facilities study, pretrial release program, budget drivers, construction projects, etc., the in-county budget retreat was tentatively scheduled for February 3 – 4.

Chairman Brittain reminded everyone of the following:

- Election Day is today, and polls will close at 7:30 p.m.
- The Veteran Services Office will host a Veterans Day appreciation event on November 10th from 11:00 a.m. – 2:00 p.m.
- County offices will be closed on November 11th in observance of Veterans Day and on November 25 – 26 in observance of Thanksgiving.
- The Clerk will attend a training conference during November 16 – 19 in Chapel Hill and Lance Riddle, Executive Assistant to the County Manager / Deputy Clerk, will substitute for her at the regular meeting.

ADJOURN
Motion: To adjourn at 4:22 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Jeffrey C. Brittain, Scott Mulwee, Wayne F. Abele, Sr., Johnnie W. Carswell and Maynard M. Taylor

Approved this 18th day of January 2022.

Scott Mulwee, Chairman
Burke Co. Board of Commissioners

Attest:

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board