

**MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
PRE-AGENDA MEETING**

The Burke County Board of Commissioners held a pre-agenda meeting on Monday, December 4, 2023, at 3:00 p.m. in the Commissioners' Meeting Room, Burke County 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 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. Those present were:

COMMISSIONERS:

Scott Mulwee, Chairman
Jeffrey C. Brittain, Vice Chairman
Randy Burns
Johnnie W. Carswell
Phil Smith

STAFF:

Brian Epley, 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 Mulwee called the meeting to order at 3:00 p.m.

APPROVAL OF THE AGENDA

Motion: To approve the agenda as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Randy Burns, Commissioner
AYES:	Scott Mulwee, Jeffrey C. Brittain, Randy Burns, Johnnie W. Carswell, and Phil Smith

ORGANIZATION OF THE BOARD**BOC - ELECTION OF CHAIRMAN FOR 2024 (PLACE HOLDER)**

Pursuant to North Carolina General Statute 153A-39, it is the duty of the Board of Commissioners to elect a chairman for the ensuing year which will be done at the regular meeting.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT:	MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.
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BOC - ELECTION OF VICE CHAIRMAN FOR 2024 (PLACE HOLDER)

Pursuant to North Carolina General Statute 153A-39, it is the duty of the Board of Commissioners to elect a Vice Chairman for the ensuing year which will be done at the regular

meeting.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

BOC - APPOINTMENT OF COUNTY ATTORNEY FOR 2024 (PLACE HOLDER)

Currently, James R. Simpson II serves as the Board's attorney. This position is appointed by the Board of Commissioners and serves at the pleasure of the Board. An appointment will be made at the regular meeting.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

BOC - APPOINTMENT OF TAX ATTORNEY FOR 2024 (PLACE HOLDER)

The Kania Law Firm (Asheville) currently serves as the County Tax Attorney. This position is appointed by the Board and serves at the pleasure of the Board. The Board may change this appointment as deemed necessary. An appointment will be made at the regular meeting.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

BOC - APPOINTMENT OF THE CLERK TO THE BOARD FOR 2024 (PLACE HOLDER)

Currently, Kay Honeycutt Draughn serves as the Clerk to the Board. This position is appointed by the Board of Commissioners and serves at the Board's pleasure. An appointment will be made at the regular meeting.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

PRESENTATIONS

AS - PET OF THE MONTH

Kaitlin Settlemire, Animal Services Director, reported that Animal Services staff will present a dog and cat in need of its "forever" home at the regular meeting.

Chairman Mulwee opened the floor for questions or comments. In response to questions, Ms. Settlemyre reported: (1) the shelter population is down for both dogs and cats thanks to several recent successful adoption events and (2) the Jordan's Way fundraiser garnered just under \$10,000. Commissioner Carswell announced that his dog, Jasper, was missing, and Ms. Settlemyre asked the community to keep an eye out for the missing Chihuahua. She also responded to questions from Chairman Mulwee on dogs being stolen. There being nothing further, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.
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FS - FOREST SERVICE UPDATES

Nicholas Larson, District Ranger, Forest Service, Pisgah National Forest, provided updates on the Linville Gorge Trails, Pisgah Restoration Initiative, Wilson Creek, and the Fall 2023 fire season. Linville Gorge has an additional 2.7 miles that has been added to the trail system and now hikers can do a loop. Mr. Larson predicted that in the next two (2) years there will be an additional 2.5 miles added to the trail system. There are tentative plans to explore rock climbing opportunities in Linville Gorge as well. This was the first Pisgah Restoration Initiative to help reduce wildfire risks and restore fire-destroyed forestry. The environmental assessment has been completed which will allow for targeted intervention as part of this project. The report is scheduled to be released to the public in late January or early February. A new parcel of land has been acquired in the Wilson Creek area. Forest Service has entered into an agreement with Carolina Land and Lakes RC&D to do a corridor study along Wilson Creek to improve the area. There will be a community survey sent out in late winter to get some community feedback. The 2023 fire season is nearly over, and Burke County has not had many fires that required US Forest Services to respond.

Chairman Mulwee opened the floor for questions or comments. Mr. Larson responded to numerous questions from the Board. In reference to several popular locations, Mr. Larson noted that parking limitations were a huge hurdle due to the landscape and is something that warrants further thought on how to resolve this ongoing issue. There being nothing further, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.
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BDI - ECONOMIC DEVELOPMENT UPDATE

Alan Wood, President and CEO, Burke Development Inc., provided an economic development update. Burke County has advanced to tier 2 on the state system, where tier 1 represents the most severe challenges and tier 3 signifies the least. This shift is attributed to notable improvements in income and population growth data. Burke County has successfully moved out of the bottom 40 in terms of income and population, positioning itself closer to the middle of the pack. Highlights of BDI projects were as follows:

Project Fern

- Building Reuse Grant
- Local company expanding
- \$1.1 million

- 25 new jobs
- Morganton applicant
- 5% match or \$5k each

UNIX Packaging (Burke Business Park)

- Crews should be onsite within the next several weeks to finish pouring pads and continue the building construction.
- Top 10 private employers
- Top 10 tax base in the County
- Fulfilled Building Reuse Grant requirements.

Opt-In (Opportunity Internship)

- Employer outreach continues for the next cohort of summer interns.
- 22 graduated last year.
- The goal is to have 40 graduates for the new year.
- A construction trade cohort will be added to support this specific need.
- Goal to have 10 students complete a 70-hour trade school curriculum.
- BDI is partnering up with several organizations to try and provide 10 people with scholarships geared towards construction trade programs.

Great Meadows Megasite

- Grants through the Golden LEAF Foundation and the North Carolina Railroad should be announced in the month of December.
- Preliminary due diligence had been completed but additional due diligence such as the geotechnical review would begin once funds are announced.
- A rezoning request is currently being considered (most of the site is zoned industrial, need to have the entire site in the industrial classification except the few undevelopable parcels).
- Design / build work on utilities and estimates of maximum sq. ft. will be the next step.
- Plans are to have a full site / marketing presentation on the site developed in early summer 2024.
- When access to funds provided by the legislature is verified, the boundary survey and title search will be completed and BDI will work towards closing on the site.

Drexel Business Park

- RFP is in the works in February or March for some additional clean-up on the brownfield site and grading on the full acreage.
- Anticipate grading to begin in May or late Q2 2024.

Speculative Building

- Crystal Morphis with Creative Designs presented a report to the BDI Board of Directors regarding the need for a spec building. The conclusion is there is a need and Burke County would benefit from a 75,000 - 85,000 square-foot building. The final report is due in January 2024.
- BDI has had 17 project requests looking for a building that they have not been able to respond to in the last 120 days.

2023

- Two (2) projects announced new CAPEX totaling \$26.3 million and 125 new jobs paying at or above the county average wage.
- Since 2020 there has been \$212.9 million CAPEX and 847 new jobs created among 13 projects.

Chairman Mulwee opened the floor for questions or comments. Mr. Wood responded to a question from Commissioner Burns about the Drexel Project's electrical availability. There being nothing further, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

FINANCE - PRESENTATION OF FY 22-23 AUDIT

Margaret Pierce, Finance Director / Deputy County Manager reported that the County's auditor, Lowdermilk Church & Co. LLP, will present highlights of the audit for FY 22 - 23 and respond to questions the Board may have at the regular meeting.

Chairman Mulwee opened the floor for questions or comments. Vice Chairman Brittain asked about the Crescent South Point capital project. Ms. Pierce stated that it was a joint water project with the City of Morganton out near Lake James completed approximately 15 years ago. There are still surcharges being collected and set aside for any future repairs that arise for that waterline. There being nothing further, this item was moved without objection to the next meeting.

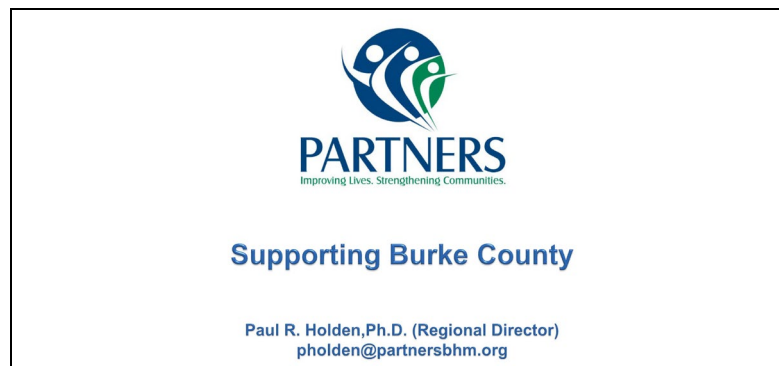
RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

SCHEDULED PUBLIC HEARINGS – NONE

CONSENT AGENDA

PHM - PARTNERS HEALTH MANAGEMENT FINANCIAL REPORTS FOR THE PERIOD ENDING SEPT. 30, 2023

Dr. Paul Holden, Regional Director, Partners Health Management, gave a financial update for the period ending Sept. 30, 2023. Highlights of his presentation were as follows:



Members Served

Medicaid Members

- Partners providers served 3792 unduplicated Burke County Medicaid members (12 rolling months ending September 30, 2023)
- Medicaid penetration rate is 30%

Non-Medicaid funded Recipients

- 903 unduplicated individuals were served (12 rolling months ending September 30, 2023)

Members Served

1st Quarter (12 months ending 9-30-23)

<u>Numbers of Persons Served by Disability</u>		Medicaid	Non-Medicaid
Intellectual Developmental Disabilities	Child (Age 3-21)	267	1
	Adult (Over 21)	550	6
Mental Health	Child (Age 3-21)	978	15
	Adult (Over 21)	1,539	552
Substance Use	Child (Age 3-21)	10	2
	Adult (Over 21)	448	327

Members Served

1st Quarter (12 months ending 9-30-23)

<u>Cost of Persons Served by Disability</u>		Medicaid	Non-Medicaid
Intellectual Developmental Disabilities (TOTAL: \$28,323,078)	Child (Age 3-21)	\$2,376,006	\$53,898
	Adult (Over 21)	\$25,687,755	\$205,419
Mental Health (TOTAL: \$16,456,439)	Child (Age 3-21)	\$9,515,401	\$9,402
	Adult (Over 21)	\$5,563,825	\$1,367,811
Substance Use (TOTAL: \$2,360,882)	Child (Age 3-21)	\$16,029	\$206
	Adult (Over 21)	\$1,497,298	\$847,349

Burke County Funds

Expenditures to Date

<u>Burke Detention Center</u>	
Correctional Behavioral Health (TOTAL Expended: \$10,900)	Budget: \$48,760
Catawba Valley Healthcare	
Substance Use Services in Detention Center (TOTAL Expended: \$16,732)	Budget: \$58,300
MORES Program Family Partner (TOTAL Expended: \$10,837)	Budget: \$20,000
Psychiatric Support (TOTAL Expended: \$13,420)	Budget: \$72,140

Chairman Mulwee opened the floor for questions or comments. At the request of Commissioner Carswell, Dr. Holden stated he would procure a list of providers and what services they offer to the Board. Commissioner Burns and Commissioner Carswell both requested some additional data that Dr. Holden did not have offhand, but Dr. Holden stated that would provide them with the information later. Upon a suggestion from Brian Epley, County Manager, Dr. Holden was invited to present the requested data at the January BOC meeting as a presentation item. There being nothing further, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

BOC - 2024 COMMISSION APPOINTMENTS

Chairman Mulwee reported that there are approximately 20 (+/-) boards or commissions that Commission members are appointed to serve on. Consideration of work schedules and prior commitments should be taken into consideration when making the appointments which will be made at the regular meeting.

Authority, Board or Commission	2023 Appointee	Proposed 2024 Appointee
Burke Development Inc.		
Burke Co. BOC Chairman* (Designee)	Brittain	Brittain
Burke Co. Manager*	Epley	Epley
Board of Health	Carswell	Carswell
Burke County Cooperative Water Board	Carswell	Carswell
EMS Peer Review Committee	Burns	Burns
Foothills Regional Airport Authority	Burns	Burns
Juvenile Crime Prevention Council	Smith	Smith
JCPC Oversight "Governance" Committee	Smith	Smith
Library Board of Trustees	Carswell	Carswell
Local Emergency Planning Committee	Carswell	Carswell
Partners Health Management	Brittain	Brittain
Recreation Commission	Mulwee	Mulwee
Smart Start (Burke Partnership for Children)	Smith	Smith
Social Services Board	Brittain	Brittain
Tourism Development Authority	Mulwee	Mulwee
Transportation Advisory Committee	Smith	Smith
Transportation Coordinating Committee	Epley	Glines
WPCOG - Policy Board: Alternate	Carswell	Carswell
WPCOG - Policy Board: Delegate	Burns	Burns

*Based on BDI bylaws.

Chairman Mulwee opened the floor for questions or comments. In response to a question from Commissioner Burns, a brief discussion ensued on agenda placement and the return visit of Dr. Paul Holden.

There being nothing further, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - RESOLUTION ESTABLISHING THE BOC 2024 MEETING SCHEDULE

Kay Draughn, Clerk to the Board, reported that in accordance with NCGS 153A-40, the following resolution sets the Board's meeting schedule for 2024.

Establish the Board's regular pre-agenda meetings at 3:00 p.m. in the County Board Room (Commissioners' Meeting Room) on the following dates:

January 2, 2024	July – N.A.
February 6, 2024	August – N.A.
March 5, 2024	September 3, 2024
April 2, 2024	October 1, 2024
May 7, 2024	November 5, 2024
June 4, 2024	December 2, 2024*

*Monday

Establish the Board's regular meetings at 6:00 p.m. in the County Board Room (Commissioners' Meeting Room) on the following dates:

January 16, 2024	July 16, 2024
February 20, 2024	August 20, 2024
March 19, 2024	September 17, 2024
April 16, 2024	October 15, 2024
May 21, 2024	November 19, 2024
June 18, 2024	December 17, 2024

Establishes the following workshop meetings:

March 7, 2024	10:00 a.m.	Lake James State Park Visitors Center
March 8, 2024	10:00 a.m.	7321 NC Hwy 126, Nebo

Establishes an organizational meeting on Monday, December 2, 2024, at 2:00 p.m., in the County Board Room (Commissioners' Meeting Room), Burke Services Building, 110 N. Green Street, Morganton.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

BOC - ADOPTION OF RULES OF PROCEDURE FOR 2024

Brian Epley, County Manager, relayed that it is the Board's practice to review, amend as needed and adopt its Rules of Procedures (ROP) on an annual basis. The DRAFT 2024 ROP is largely based on the 4th Edition, 2017, Suggested Rules of Procedure for the Board of County Commissioners, which was published by the SOG (School of Government) and authored by Trey Allen.

The following changes are proposed for housekeeping purposes and to expedite the appointment process of the clerk, county attorney and tax attorney when no change in professional staff is needed:

Rule 8 (Page 4 & 5):

(b) Scheduling Organizational Meeting

- (1) *Even-numbered years.* The board shall hold an organizational meeting at its regular meeting place at 2:00 p.m. on the first Monday in December of each even-numbered year. The organizational meeting shall be convened and concluded before the regular December **pre-agenda** meeting is convened.

(c) Order of Business

- (1) *Even-numbered years*

- (A) As the first order of business at the organizational meeting, all persons elected or reelected to the board at the most recent county election must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution, unless they did so earlier in the day. They must then take the General Oath prescribed by G.S. 11-11. Each member's constitutional oath must be filed with the clerk to the board. Although a newly elected or reelected member who has not yet been sworn and who is not present for the organizational meeting may be sworn in later, the member must take, subscribe, and file the constitutional oath and take the G.S. 11-11 oath before he or she begins performing any of the duties of the member's office.
- (B) As the second order of business, the board shall elect a chair and vice chair from among its members using the procedure specified in Rule 39.
- (C) As the third order of business, the board shall approve the bonds of the sheriff and the register of deeds and induct any other newly elected county officials into office.
- (D) As the fourth order of business, the board will appoint the clerk to the board, and the county attorney, **and the county tax attorney as needed.**

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - REMOVAL FROM AND APPOINTMENT TO THE COUNCIL ON AGING

Kay Draughn, Clerk to the Board, noted that Ms. Eleanor Summers passed away on October 27, 2023. Her removal from Seat No. 2 on the Council on Aging was requested. Ms. Summers

served on the CoA since 2016 and was a valuable member of the Council.

2	Eleanor Summers	A	2/16/2016
		R	12/18/2018
		R	11/16/2021
		R	11/30/2024

Ms. Sherry Gast has applied to serve on the Council on Aging. Her appointment to fill Seat No. 2 was requested.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - ADULT CARE / NURSING HOME CAC UPDATE & APPOINTMENTS

The Regional Ombudsman, Christina Franklin, presented an update on the State's and the Burke County Community Advisory Committee's activities, requested an additional seat for a new facility, The Berkeley, and requested reappointments and removals to this vital board.

The CAC resumed visitation in 2022, after a two (2) year restriction due to Covid-19. There are currently five (5) active members, one (1) member on leave due to family illness and one (1) member that Ms. Franklin stated she is going to reconnect with. There is a new required training by the State that must be completed before citizens can apply to serve on the Committee. There are two (2) applicants who are set to go through the training program and will be requesting an appointment once the training is completed in January 2024. The training has three (3) phases; the first is an independent study, the second portion is done through the state, and the third phase is led by Ms. Franklin herself. The training takes several months for interested applicants to undergo before they are ready to visit.

Kay Draughn, Clerk to the Board, reported the terms for Roger Hart, Jon Cook and Dolores Huffman have expired. Mr. Hart and Ms. Huffman have agreed to serve another term and their reappointments are recommended, pending receipt of Mr. Hart's application. She further reported that Mr. Cook is seeking reappointment after all; therefore, his removal is not requested at this time.

Additional information from the agenda packet:

Currently, there are six (6) vacancies on this Board despite recent solicitations in print and on social media.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - REAPPOINTMENTS TO THE BOARD OF HEALTH

Kay Draughn, Clerk to the Board, reported that Seats No. 6 (Dentist), No. 7 (Registered Nurse) and No. 10 (at-large) on the Board of Health have terms that expire on December 31st. All three (3) members have submitted applications for reappointment. The terms are for three (3) years.

An application for Seat No. 9, at-large, was received from Camey Ervin.

6	Dentist	Dr. Nicholas Thomas	A	12/19/2017
			R	1/19/2021
			TE	12/31/2023
7	Registered Nurse	Barry Nelson	A-UT	11/16/2021
			R	
			TE	12/31/2023
9	At-Large	Vacant		
			TE	12/31/2024
10	At-Large	Dr. Laura Gratton	A-UT	3/15/2022
			R	
			TE	12/31/2023

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.
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CLERK - REAPPOINTMENTS TO THE EMS PEER REVIEW COMMITTEE

Kay Draughn, Clerk to the Board, relayed that for the EMS Peer Review Committee, the terms of appointment ended on November 15th for the following members:

Dr. Anthony Frank (Seat No. 1, Physician)

Nicole Hudson (Seat No. 3, EMS Personnel)

Comm. Randy Burns (Seat No. 6, Gov't Official)

Note: This appointment will be addressed in another agenda item for Board appointments.

Brand Lingerfelt (Seat No. 7, First Responder - East)

Cassandra Reid (Seat No. 9, 911 Communications)

Brand Lingerfelt is not seeking reappointment and Ms. Reid is no longer employed with Burke County; Therefore, their removals are requested. Applications were received from the following:

Seat No. 1: Dr. Anthony Frank

Seat No. 3: Pending receipt of Nicole Hudson's application

Seat No. 9: Terry Lail

Seat No. 7: Pending

The terms of appointment are for two (2) years for this 9-member board.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - APPOINTMENTS OR REAPPOINTMENTS TO THE TDA

Kay Draughn, Clerk to the Board, stated that on the Tourism Development Authority, the terms of Rebecca Randolph (Seat No. 1, Hotel / Motel), Rob Winkler (Seat No. 2, Morganton), Morrissa Angi (Seat No. 3, Valdese), Dana Whisnant (Seat No. 5, Travel / Tourism At-large) and Mike Watts (Seat No. 7, Travel / Tourism At-large) end December 31, 2023. The term is for two (2) years. Two (2) applications were received to fill the vacancy for Seat No. 1, Mandy Nix and Deborah Perry; therefore, Clerk Draughn recommended that this item be moved to Items for Decision at the regular meeting.

The following applications were on file: Morrissa Angi, Dana Whisnant, Mike Watts, Mandy Nix and Deborah Perry.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved to Items for Decision without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CM - APPROVAL OF BUDGET AMENDMENT NO. 5

Brian Epley, County Manager, requested consideration for approval of the following budget amendment (No. 5), which recognizes grant funding for three (3) grants for emergency management and EMS.

BUDGET AMENDMENT NO. 5			
REVENUES			
ACCOUNT NUMBER	DESCRIPTION	INCREASE	DECREASE
100-46501-01-433100	Jag Grant	\$10,746	
100-46503-01-433200	NC Dept of Public Safety Grant	\$178,000	
100-46503-01-433100	NC Dept of Public Safety Grant	\$17,689	
EXPENSES			
ACCOUNT NUMBER	DESCRIPTION	INCREASE	DECREASE
100-46501-10-533100	Jag Grant	\$10,746	
100-46503-10-533200	Trailer Grant	\$178,000	
100-46503-10-533100	EOC Computer Grant	\$17,689	

To implement necessary budget changes that recognize three grants for public safety. These funds have no matching requirements or local funds. The JAG grant is for bulletproof vests and tactical gear. The other two (2) grants are NC Dept of Public Safety Emergency Management Capacity Building Competitive Grants awarded to purchase a portable shower trailer, animal housing for crisis events, and EOC computer upgrades.

A copy of these amendments shall be furnished to the Budget Officer and the Finance Officer of the County to be kept on file for direction in the disbursement of funds.

Budgetary Effect: Total of \$206,435 of grant funding and applicable expenditures.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

FINANCE - SIGNATURE CARD UPDATE

Margaret Pierce, Finance Director / Deputy County Manager, reported that the signature card for the Inmate Trust, a county bank account, needs to be updated in accordance with NCGS § 159-25 (b) due to staff changes within the Sheriff's Office. Matthew Johnson, Accounting Manager with the Finance Department, will need to be designated as an authorized signatory for the Inmate Trust Account as well as a Deputy Finance Officer with the sole duty of signing checks on this account, effective December 20, 2023. The Sheriff has requested Randy Carswell, Detention Lieutenant, be added as an authorized signer on the Inmate Trust account to facilitate check processing. Further, Miranda Beaver needs to be removed as an authorized signatory due to leaving County employment.

NCGS § 159-25 (b):

(b) Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes no other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts. The governing board of a unit or authority may waive the requirements of this subsection if the board determines that the internal control procedures of the unit or authority will be satisfactory in the absence of dual signatures.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

TAX DEPT. - TAX COLLECTION REPORT FOR NOVEMBER 2023

John Bridgers, Tax Administrator, presented the Tax Collection Report for November 30, 2023,

as follows:

Category	Annual Budget	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	\$52,699,577.00	\$38,499,223.16	73.05%	\$14,200,353.84
Motor Vehicle Tax	\$6,200,000.00	\$2,382,848.61	38.43%	\$3,817,151.39
Current Year Taxes	\$58,899,577.00	\$40,882,071.77	69.41%	\$18,071,505.23
Delinquent Taxes	\$700,000.00	\$419,735.93	59.96%	\$280,264.07
Penalty & Interest	\$329,000.00	\$142,177.29	41.21%	\$186,822.71

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	\$56,830,829.79	\$38,499,223.16	71.52%	\$15,331,606.63

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

TAX DEPT. - RELEASE REFUND REPORT FOR NOVEMBER 2023

John Bridgers, Tax Administrator, presented the Tax Release Refund Report for November 30, 2023, as follows:

Tax System Refunds and Releases			
Report Amount	Rebilled Amount	Net Release	Refund Amount
\$25,679.88	\$2,080.80	\$23,599.19	\$0.00

VTS Refunds Over \$100	
	Refund Amount
VTS Adjustments	\$670.75

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

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

ITEMS FOR DECISION**CLERK - APPOINTMENT OR REAPPOINTMENT TO THE BURKE CO. BOARD OF E & R**

Kay Draughn, Clerk to the Board, reported that the terms of appointment on the Board of Equalization & Review for Kevin Farris (Seat No. 3) and Mary Louise Hatley (Seat No. 5) end December 31, 2023. They are seeking reappointments and there are other applications on file as well. Pursuant to NCGS 105-322, the Board of Equalization & Review:

- examines tax lists to ensure property is listed and appraised correctly;
- hears property owner appeals about appraised values; and
- makes necessary adjustments to property valuation in accordance with standards established by law.

3	Kevin Farris P.O. Box 909 Valdese NC 28690	A	2/17/2015
		A	12/15/2015
		R	12/19/2017
		R	1/19/2021
		TE	12/31/2023
5	Mary Louise Hatley P.O. Box 901 Valdese NC 28690	A	2/17/2015
		A	12/15/2015
		R	12/19/2017
		R	1/19/2021
		TE	12/31/2023

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.
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CLERK - APPOINTMENTS OR REAPPOINTMENTS TO THE LIBRARY BOTS

Kay Draughn, Clerk to the Board, reported that the terms of appointment for Tiffany Cooper (Seat No. 5, Valdese City resident) and Susan Berley (Seat No. 9, At-large) on the Library Board of Trustees end December 31, 2023. The reappointment of Ms. Cooper was requested due to experience along with an appointment to fill Seat No. 9 which will be vacated by Ms. Berley. There are two (2) applications on file for Seat No. 9.

5	Valdese - City	Tiffany Cooper Valdese NC 28690	A-UT	3/16/2021
			R	
			TE	12/31/2023
9	At-Large	Susan Berley	A-UT	4/20/2021
			R	
			TE	12/31/2023

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

CLERK - APPOINTMENTS / REAPPOINTMENTS TO THE VETERANS SERVICE BOARD

Kay Draughn, Clerk to the Board, reported that the Veterans Service Board consists of five (5) at-large seats for veterans with an honorable service record. Appointments are needed to replace Larry Britt, Seat No. 1, and Forrest Earley, Seat No. 2, who did not seek reappointment. The reappointments of David Tubergen (Seat No. 3) and Edwin Ware (Seat No. 4) were requested to complete unexpired terms ending September 30, 2025. An appointment is also needed for Seat No. 5. Kenneth Canipe occupied this seat until his passing in July. The unexpired term for this seat ends September 30, 2026. There are several applications on file for these seats.

Chairman Mulwee opened the floor for questions or comments; there being none, this item was moved without objection to the next meeting.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON DECEMBER 19, 2023, AT 6:00 P.M.

REPORTS

Chairman Mulwee asked Board members to submit their reports to the Clerk for inclusion in the regular agenda packet. He issued reminders for several upcoming meetings, office closures and public events. He also encouraged citizens to spay or neuter pets and to adopt or foster a pet from Animal Services. Further, Chairman Mulwee encouraged citizens to not litter, to pick up trash and to cover their loads during transit to the landfill or convenience centers.

OTHER DISCUSSION ITEMS – NONE

ADJOURN

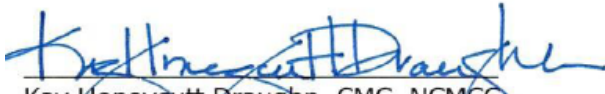
Motion: To adjourn at 4:11 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Randy Burns, Commissioner
AYES: Scott Mulwee, Jeffrey C. Brittain, Randy Burns, Johnnie W. Carswell, and Phil Smith

Approved this 19th day of March 2024.


 Jeffrey C. Brittain, Chairman
 Burke Co. Board of Commissioners

Attest:



Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board