

**MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

The Burke County Board of Commissioners held a regular meeting on Tuesday, January 16, 2024, at 6:00 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 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:

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

STAFF:

Brian Epley, County Manager
Margaret Pierce, Finance Director/Deputy County Manager
J.R. Simpson, II, County Attorney
Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER

Chairman Brittain called the meeting to order at 6:00 p.m.

INVOCATION

Jeff Lovitt, Retired Minister, delivered the invocation.

PLEDGE OF ALLEGIANCE

J.R. Simpson, County Attorney, delivered the Pledge of Allegiance to the American flag.

APPROVAL OF AGENDA

Motion: To approve the agenda as present.

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

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of July 18, 2023 (regular), August 15, 2023 (regular), September 5, 2023 (pre-agenda), and September 8, 2023 (special joint) as written.

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

PRESENTATIONS**AS - PET OF THE MONTH**

Kaitlin Settlemyre, Animal Services Director, presented a dog, Lou, and a cat, Monroe, in need of their “forever” home at the regular meeting. She reported that there were 27 dogs at the animal shelter. Additionally, she mentioned that during December, the shelter received 212 animals, out of which 152 were either adopted, transferred to a rescue organization, or reunited with their owners. Consequently, the shelter's live release rate for December stood at 88%.

Chairman Brittain opened the floor for questions or comments. Ms. Settlemyre, responding to a question from Commissioner Burns, relayed that there were approximately 20 – 25 cats at the shelter.

RESULT: NO ACTION TAKEN.

PHM - PARTNERS HEALTH MANAGEMENT FOLLOW UP REPORT

Dr. Paul Holden, Partners Behavioral Health, responded to questions raised during his presentation at the December pre-agenda meeting as well as provided supplemental information that was also requested by the Board. The state legislature initially developed six (6) public health agencies that dealt with mental health, substance use and intellectual disabilities. As of January 1, 2024, that has been downsized to four (4) organizations. Dr. Holden emphasized that Partners Health Management (PHM) is like a general contractor that works with agencies in the community. The main mission of a Managed Care Organization (MCO) is to help keep costs even and predictable. The contracts PHM has with the community organizations help to facilitate that goal. Dr. Holden reiterated that PHM does not provide any direct services to Medicaid members, rather they have care managers who help to facilitate care through the community agencies. To address some of the questions of the Commissioners from the December meeting, Dr. Holden provided a handout which is included below. He also explained that there are collaborative groups that meet in this community, such as the Burke Community Collaborative. This group is comprised of various organizations offering direct services, convening monthly to address the challenges encountered by Medicaid members, identify service gaps, and explore potential partnerships aimed at enhancing service provision. Another notable group is BSAN (Burke Substance Abuse Network), which concentrates solely on substance use and addiction recovery efforts. Dr. Holden noted that for Medicaid members, there were 231 that sought substance use services in the prior year, of which 33% were for opioid use, 25% were for stimulant use, and 19% were for alcohol addiction.

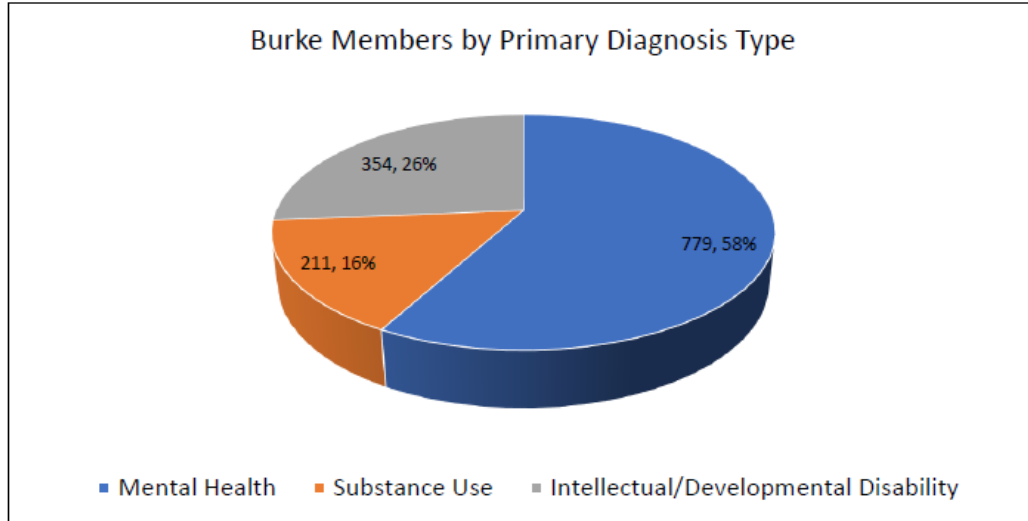
This space is intentionally left blank.

PARTNERS HEALTH MANAGEMENT BURKE COUNTY CONTRACT PROVIDERS A CARING ALTERNATIVE LLC Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) • Assertive Community Treatment • Community Support Team ASPIRE PSYCHIATRY Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) BLUE RIDGE HEALTHCARE HOSPITALS INC (UNC HEALTH BLUE RIDGE) Specialty Services • Acute care hospital-inpatient psychiatric (adult) • Acute care hospital-inpatient psychiatric (adolescent) BROUGHTON HOSPITAL Provider Specialties: Psychiatric Hospital BURKE COUNCIL ON ALCOHOLISM Specialty Services • Outpatient behavioral health-adult/children • Peer Supports • Substance Use Residential Services & Supports • Residential Services (I/DD and TBI)	CAROLINA THERAPEUTIC SERVICES INC Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) • Peer Supports CLEAR PERSPECTIVE LLC Specialty Services • Outpatient behavioral health-adult/children EASTER SEALS UCP NORTH CAROLINA (EASTER SEALS UCP NORTH CAROLINA & VIRGINIA INC) Specialty Services • Assertive Community Treatment • Diagnostic Assessment • Substance Use Residential Services & Supports • Residential Services (I/DD and TBI) • Respite Services FAITH PRIMARY CARE PLUS PLLC Specialty Services • Outpatient behavioral health-adult/children • Diagnostic Assessment FLYNN CHRISTIAN FELLOWSHIP HOME Specialty Services Residential Substance Use Counseling FOCUS BEHAVIORAL HEALTH SERVICES Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT)
GOOD SAMARITAN CLINIC Specialty Services Mental health counseling Prescription medications METRO TREATMENT OF NORTH CAROLINA (NEW SEASON MORGANTON TREATMENT CENTER) Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) • Outpatient Opioid treatment program (OTP) (adult) MY NEXT STEPS OF MORGANTON LLC Specialty Services • Outpatient behavioral health-adult/children • Substance Abuse Intensive Outpatient Program REPAY INC Specialty Services • Outpatient behavioral health-adult/children RHA HEALTH SERVICES NC LLC Specialty Services • Substance Use Residential Services & Supports • Residential Services (I/DD and TBI) SOUTHMOUNTAIN CHILDREN AND FAMILY (BURKE COUNTY CAC - 503 S GREEN ST) Specialty Services • Outpatient behavioral health-adult/children	THE MENTAL HEALTH FUND INC (CATAWBA VALLEY BEHAVIORAL HEALTHCARE) Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) THE OUTREACH CENTER (FRESH START COUNSELING CENTER) Specialty Services • Outpatient behavioral health-adult/children THE SPARC NETWORK LLC Specialty Services • Outpatient behavioral health-adult/children • Community Support Team • Intensive in-home services YELLOW WOOD TALK THERAPY LLC Specialty Services • Outpatient behavioral health-adult/children ZEN PSYCHIATRIC SERVICES PLLC Specialty Services • Outpatient behavioral health-adult/children • Office-based opioid treatment (OBOT) *The Burke County agencies on this list have entered into contracts with Partners Health Management to serve Medicaid members and serve indigent individuals with state funds. *It is important to note that eligible Burke County Medicaid members may be served by the 1,070 Tailored Plan behavioral health providers or the 1,087 Medicaid Direct providers contracted with Partners Health Management across Partners service area. In addition, Partners has state contracts with 151 providers.

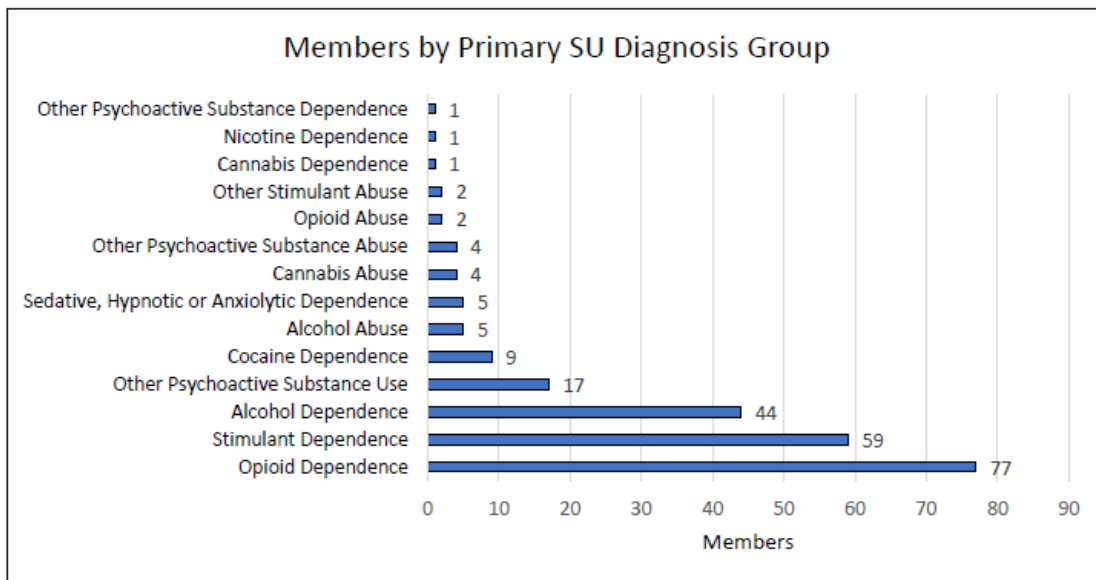


**Partners Health Management
Substance Use Services-Burke County**

Data for Burke County members authorized to receive enhanced behavioral health services between November 1, 2022 and November 30, 2023 were examined. Sixteen percent of Burke county members were authorized to receive substance use services.



Members authorized to receive substance use (SU) services had various primary diagnosis types, with the most prevalent being Opioid Dependence. It is common for individuals struggling with substance use to engage in use of multiple substances, resulting in different primary diagnoses throughout their treatment history. Primary diagnosis is determined to be the overriding issue affecting the member's need for treatment at the time the service is requested.

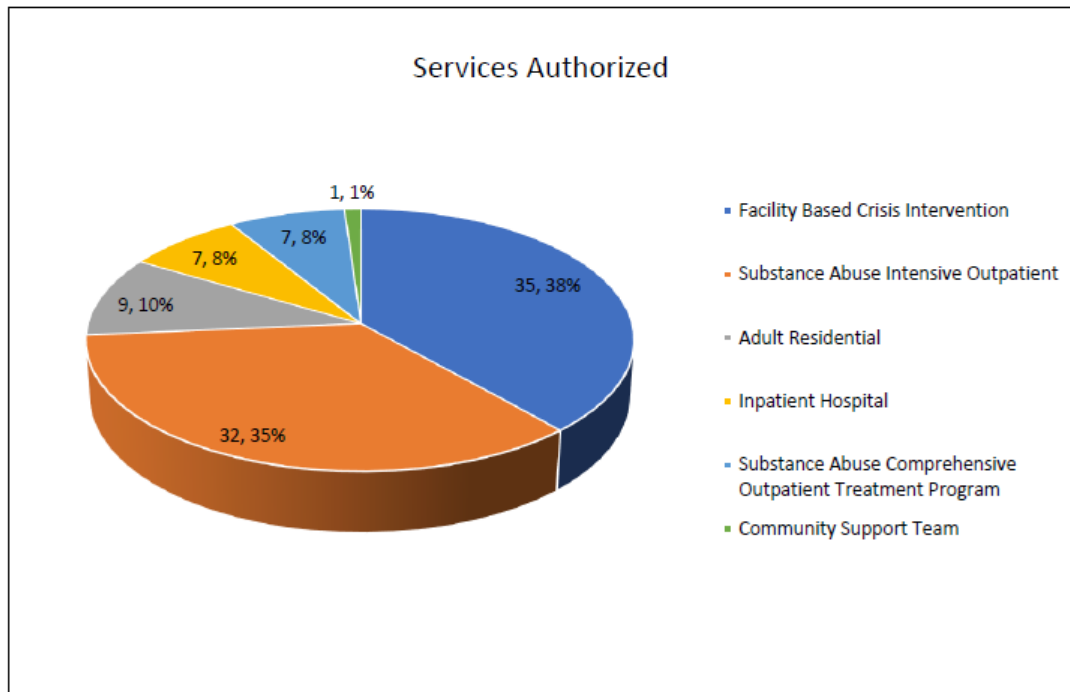




Partners Health Management
Substance Use Services-Burke County

Burke county members with a primary substance use diagnosis of Opioid Dependence or Opioid Abuse were authorized for various types of services. The most prevalent type of service authorized was Facility Based Crisis Intervention (FBC), closely followed by Substance Abuse Intensive Outpatient (SAIOP) services. Members may have received more than one type of service during the reporting period.

For example, a member may have received an inpatient service, such as Hospitalization or FBC and then received an outpatient service such as SAIOP during their course of treatment. Members may also have been receiving an outpatient service and then required inpatient interventions.



Chairman Brittain opened the floor for questions or comments; there being none, he opened the floor for a motion.

Motion: To accept the report as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Phil Smith, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

P&R - PARKS AND RECREATION SUBCOMMITTEE REGARDING TRAIL AND PARK PROJECTS

Alan Glines, Community Planning Director / Deputy County Manager, introduced Sarah Chabaane, Trail Planner Specialist, who then presented an update on the recently formed Parks and Recreation Subcommittee whose focus is on trail and park projects. Highlights of Ms.

Chabaane's presentation were as follows:

	
Parks and Recreation Subcommittee  The cross-division group meets every six weeks to review progress, combine resources, and evaluate ways to implement projects that are in alignment with the Board Commissioner's Strategic Plan.  8 Members Include: - Sarah Chabaane - Brian Epley - Alan Glines - Treg McGee - Brian Nieft - Maragaret Pierce - Hugh Sandoe - Brian Tart	
Funding Sources State/Federal Funding: \$385,000 County Funding: CIP allocated funds of \$2.2 million to be used from 2023 to 2025 Partners: F3ST \$724,500   Photo by Tom Geffey	

Goals of This Presentation

- Review Accomplishments of County and Partners
- Updates from the Parks & Recreation Subcommittee
- Opportunity to Renew Consensus on the Work Plan— Updated alignment for the project approach for the review of Commissioners and County Manager
- Guide and Provide Context for Annual Budget Requests— Allow for staff and the Commissioners to prioritize budget requests into future fiscal years
- Provide Information to the Public and our Partners— The final work plan will be posted on the County website
- This is a Living Document — The work plan will be updated annually to reflect opportunities and constraints that may arise



2022-23 Review of Accomplishments

- Harris Whisnant Trailhead Parking lot bid awarded
- Canal Bridge Progress- Finalized construction documents will be provided by Mattern & Craig Engineers which will be reviewed through NCDOT's district and structures. Through an MOU with the County, this will be a NCDOT managed project.
- Lake James Camping Resort and Marina Easement recorded with 0.8 miles of trail designated
- County concurred on the location of Paddy's Creek trail easement below dam surveyed by State Historic Preservation Office, once approved Duke Energy will assign easement to Burke County

- In Partnership with Wildlife Resources Commission:



- Watermill Road Access Area
- Pisgah Gamelands forest restoration to include overlook through temporary MOU

- In Partnership with Overmountain Victory State Trail:



- Traction and community support on multiple connectivity projects

- In Partnership with Friends of Fonta Flora State Trail:



- 342 Volunteer hours for trail maintenance

Jonas Ridge Phase II

Project team has had a kickoff with staff and will be spending time on the property to do site analysis, which includes wetland and architectural. Project team is developing schematics for future use. Existing structure appears to be sound.



Rhodhiss Rd Convenience Site

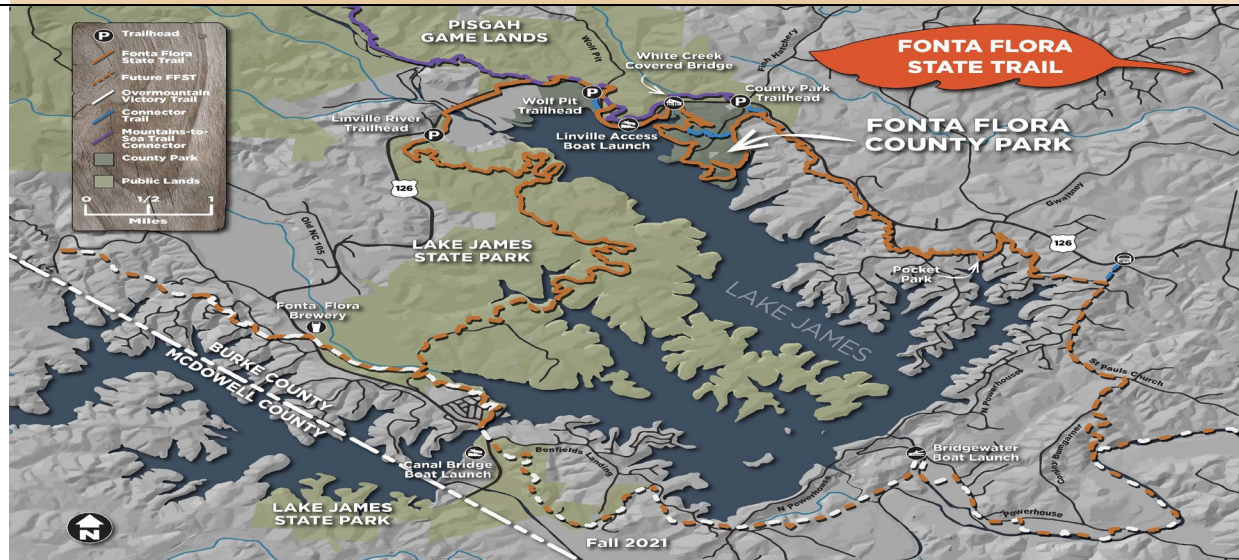
Following the closure procedures of convenience site and former landfill, County will hire a firm to conduct Highest Best Use analysis to guide site feasibility and decision making for future community use.

Mountain Biking Community Survey

Community interest in Mountain Biking- includes opportunities to expand types of trails at Fonta Flora and Reep County Parks that will meet wider user group interests in having access to more diverse trails.

Key Takeaways:

- 55% respondents ride mountain bike trails weekly
- 69% of participants stated difficulty and variety played an important to very important role in the choice of biking destination



2024: Trail RFQ Repair and Expansion

In partnership with F3ST and OVST create a three-part project document that will incorporate trail expansion through Enclave towards Pisgah Preserve to take the trail to county line. This will also repair existing trail in 1780 and apply for state designation. The easement through Lake James Family Camping Resort and Marina allow for an additional expansion.

Request for Qualifications Timeline

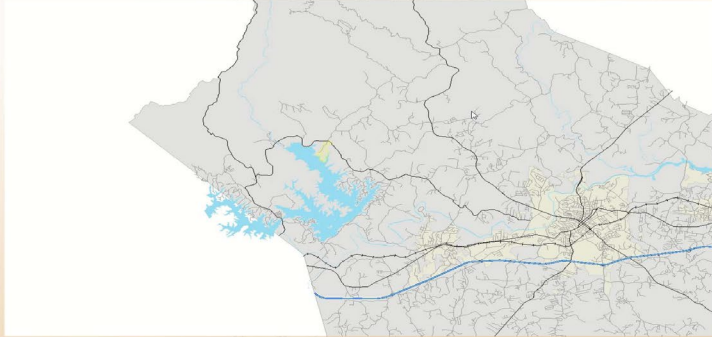
January-March: internal review, released for responses, contraction negotiations

April: return to board to award contract with a final scope of work

May: begin priority implementation



Fonta Flora County Park



Existing amenities:

- 44 parking spots
- 4.7 miles of hiking and biking trail
- Access to 15 plus miles of trail in vicinity
- Seasonal restrooms
- Covered Bridge Feature



- 131 acres transferred from Crescent Resources to Burke County in 2014
- 119 acres leased from Crescent Resources in 2017

2024: County Park Master Planning and Improvements

Undergo RFQ process for Fonta Flora County Park to develop Master Plan that will incorporate site analysis, recreation uses, community outreach, land management, growth opportunities, and funding eligibility. Long term implementation reflective of existing precedence for quality. Anticipated increase in visitors when new boat ramp opens in May 2025.

Request for Qualifications Timeline

June-August: internal review, released for responses, contraction negotiations

August: return to board to award contract with a final scope of work

September: begin priority implementation

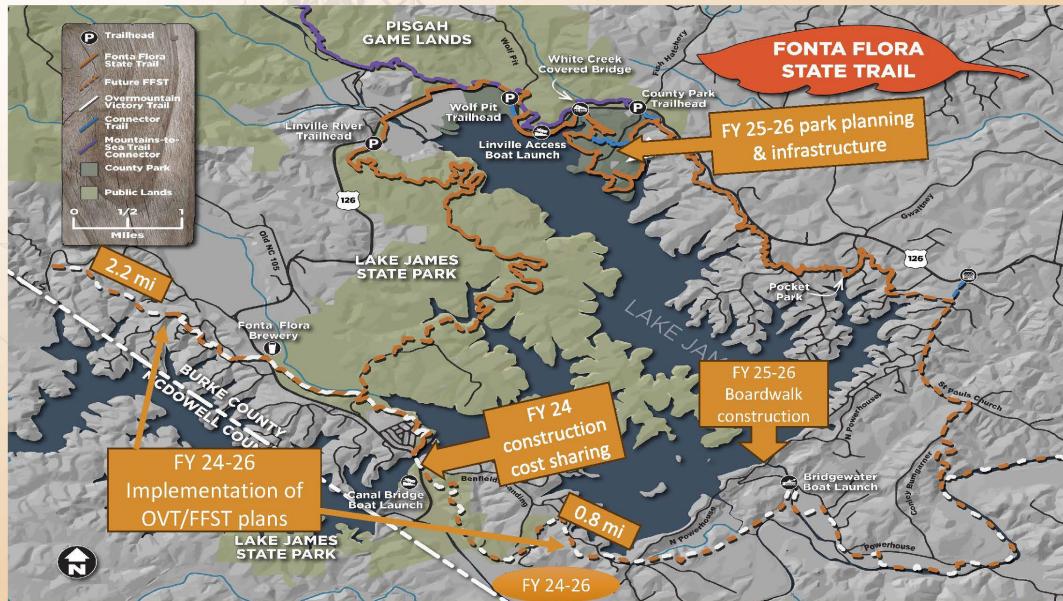


2025-2026

- Implementation of RFQ documents supporting the growth of Fonta Flora State Trail and Overmountain Victory State Trail into McDowell County and connecting to Lake James State Park through bidding out projects
- Paddy's Creek Land and Trailhead with 2.4 miles of new trail
- Fonta Flora County Park master plan for new infrastructure and features
- Opportunities for features at Linville Dam and Pocket Park by Duke



Anticipated Funding Allocations by Fiscal Year



Questions?

Information from the agenda packet:

Parks and trails are aligned with the Board of Commissioners' Strategic Goals of Community Advancement. The County's robust program of trail and park projects are an investment in cultural capital and advancement strategies so that Burke County is highly competitive as a place to live, work and play as well as making it a community of choice. The subcommittee is made up of the following members: Sarah Chabaane, Brian Epley, Alan Glines, Treg McGee, Brian Neift, Margaret Pierce, Hugh Sandoe, and Brian Tart. The group meets every six (6) weeks to review progress on current projects. Ms. Chabaane will give a presentation about several projects across Burke County and efforts being coordinated with Burke County's community partners including Duke Energy, Fonta Flora State Trail, Overmountain Victory State Trail, Wildlife Resources Commission, NC Department of Transportation and other regional partners. The projects featured in her presentation will be underway during the next two (2) years. There will be planning work and also construction activities for specific sections of the trail and park areas. These projects include:

- Design for Jonas Ridge Cranberry Bog Park is currently in progress, including the delineation of wetlands.
- Construction documents are being prepared for bidding for shared sections of Fonta Flora State Trail and Overmountain Victory State Trail on the lake's west side.

- A highest and best use study is being conducted for the current Rhodhiss Road Convenience Site and former landfill property, with the new East Burke Convenience Site set to complete construction early next year as its replacement.
- Planning is underway to enhance mountain bike trail experiences at Reep Park and Fonta Flora County Park.
- Construction documents and funding for the Canal Bridge sidewalk are being coordinated with Fonta Flora State Trail and Overmountain Victory State Trail.
- The Harris Whisnant Trailhead is currently under construction.
- Fonta Flora County Park, in collaboration with Duke Energy, is in the planning and design phase for new boat launch and county park features.
- Easements are being detailed and planning for trail features and Duke Energy's pocket park is underway at Paddy's Creek and Linville Dams.

Funding for this project will be sourced from a mix of local, state, and federal allocations, supplemented by contributions from partner organizations and grants for which the county qualifies.

Chairman Brittain opened the floor for questions or comments. Vice Chairman Mulwee discussed an opportunity to work with McDowell Community College's trail program for existing repairs or building more trails. Ms. Chabaane responded that collaboration opportunities were in progress. There being nothing further, Chairman Brittain opened the floor for a motion.

Motion: To accept the report as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Scott Mulwee, Vice Chairman

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

SCHEDULED PUBLIC HEARINGS – NONE

INFORMAL PUBLIC COMMENTS

Chairman Brittain opened the floor for informal public comments and asked speakers to limit their comments to three (3) minutes.

Loch Hoffman stated that in early 2023, prompted by various experiences, he decided to relocate to Morganton from Hickory. Despite being an avid reader and retired, he found a lack of reading materials at the Burke County Library due to budget constraints. Mr. Hoffman attended the Library Board of Trustees meetings but noted a lack of quorum in five (5) out of seven (7) meetings. At one of the non-quorum meetings, Mr. Hoffman stated that Director Wilson announced plans to spend \$20,000 on an off-duty policeman citing staff safety due to Morganton street people. He questioned the necessity of this expenditure given Morganton's safety record. Mr. Hoffman stated that he went to the library one day to investigate but found no evidence of the officer's presence. Mr. Hoffman believes the library should prioritize public

benefit over staff concerns and called for improved Library Board of Trustee membership attendance as well as service provision.

Jennifer Reep, 5640 Robardajen Woods, spoke about development and the profit such undertakings can bring. Ms. Reep spoke against the Great Meadows Megasite development project. She cited a few development projects that have been abandoned that now stand vacant. Instead of taking on a new development project, she would prefer renovations to occur on these abandoned already developed sites.

Carla Kincaid, 1276 NC Highway 126, thanked the Board for allowing her to speak last year and extended that gratitude for the new year. She was happy to see the Board attend the MLK banquet and then spoke against the presence of the confederate flags as well as the confederate monument in the courtyard square. Further, she spoke about her own personal acts of protests which began as a young girl when she was mistakenly called a "maid" at a local downtown business and, later as an adult, her refusal to attend any events held on the historic courthouse square.

Caroline Avery, 115 Riverside Court, Burke Coalition for Reconciliation member, expressed appreciation to the Board for their public service and acknowledged the difficulties associated with unification. She said she was encouraged to see several Commissioners present at the recent MLK banquet. Ms. Avery stated she too desires unification, a principle that was spread by MLK. She then spoke out against the confederate monument in the courtyard square since its presence is antithetical to the unification of the County.

Ann Chapman, 5909 Old Highway 70 West, spoke against the Great Meadows Megasite. She wanted to leave the nature of the property untouched by development. She shared her experience of pollutants from the Great Lakes Carbon Plant in Carbon City, NC. Ms. Chapman wanted to keep her rural way of life and was concerned about the potential hazards of developing the area.

Dudley Greene, 1911 Wall Street, stated there is a dichotomy between Burke County being "nature's playground" and building a giant industrial park at the Great Meadows Megasite near the headwaters of the Catawba River. He expressed concern with the safety of the drinking water and was upset at Alan Wood, CEO of BDI, for not having a formal Q&A for the public. Mr. Greene said he felt as if the funding from the state is evidence of long-term planning that has been kept out of the public eye. He was adamant that facts are being hidden from the public.

Sherry Cavalcante, 1536 US 70 West, spoke in favor of more actively prosecuting animal abuse cases. She spoke about dogs that live in untenable conditions on a chain. Ms. Cavalcante felt frustrated that there was nothing that could be done to get these animals into better living conditions.

There was no one else to address the Board; therefore, Chairman Brittain closed this portion of the meeting.

CONSENT AGENDA

At the request of the Board, Brian Epley, County Manager, reviewed the following five (5) items on the consent agenda, which were approved by a single motion.

CLERK - CHANGES TO PLAT REVIEW OFFICERS FOR RUTHERFORD COLLEGE

The Town of Rutherford College sought the designation of Katelyn Smith as a new plat review officer for the Town and requested that Daniel Odom be removed from the list.

Motion: To adopt Resolution No. 2024-01.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

Resolution No. 2024-01 reads as follows:

BURKE COUNTY
NORTH CAROLINA

RESOLUTION UPDATING PLAT REVIEW OFFICERS

WHEREAS, the North Carolina General Statutes (GS 47-30.2) requires the board of commissioners in each county, by resolution, to appoint persons to serve as Plat Review Officers to review each plat before it is presented to the register of deeds for recording and certify that it meets the statutory requirements for recording; and

WHEREAS, the Town of Rutherford College, via a written request dated December 4, 2023, requests the designation of Katelyn Smith, a planner with the Western Piedmont Council of Governments, as a plat review officer for the Town in the place and stead of Daniel Odom; and

NOW, THEREFORE, BE IT RESOLVED, that the Burke County Board of Commissioners appoint Katelyn Smith as a plat review officer for the Town of Rutherford College in the place and stead of Daniel Odom; and

BE IT FURTHER RESOLVED, that a copy of this resolution designating the Plat Review Officer be recorded in the Burke County Register of Deeds Office and indexed in the name of the Review Officers.

Adopted this 16th day of January 2024.

/s/: Jeffrey C. Brittain

Jeffrey C. Brittain, Chairman

Burke Co. Board of Commissioners

Attest:

/s/: Kay Honeycutt Draughn

Kay Honeycutt Draughn, CMC, NCMCC

Clerk to the Board

CLERK - APPOINTMENTS TO THE LOCAL EMERGENCY PLANNING COMMITTEE

Burke County is required to organize and maintain the Local Emergency Planning Committee

(LEPC) as a requirement of the federal law known as the Emergency Planning and Community Right-to-Know Act (EPCRA). EPCRA requires facilities with more than the threshold planning quantities of hazardous materials to report to the LEPC, Fire Departments, and the State Emergency Response Commission. This reporting is done through Tier II reporting on a program called E-Plan. E-Plan can be viewed by the LEPC, Fire Departments, and Emergency Services personnel. The LEPC was formed to work on the planned response and general safety measures in dealing with hazardous materials at fixed facilities and transportation routes. This committee is designed to work together with emergency response agencies, business and industry organizations and the general public.

The LEPC is required to have a certain cross-section of representation with sixteen (16) members or more serving according to the by-laws. Four (4) seats are up for reappointment. A membership change is requested for Seat No. 5 (Public Health) and Seat No. 11, along with an addition of Seat No. 17 representing the Department of Social Services. The terms are for three (3) years.

Note: No applications were received for Seat No. 11 (Media). Action on this seat will be requested at a future meeting.

Motion: To reappoint Banks Hinceman (Seat No. 2), Mike Willis (Seat No. 4), and Jason Black (Seat No. 14) to the LEPC for 3-year terms ending January 31, 2027. To remove Davina Dudley (Seat No. 5) from the LEPC and thank her for her service to the community. To appoint Todd Staton to LEPC Seat No. 5 (Public Health) for a 3-year term ending January 31, 2027. To approve the addition of Seat No. 17 (DSS) and appoint Amy Patton to the LEPC for a 3-year term ending January 31, 2027.

RESULT: APPROVED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

FM - UPDATES TO THE EMERGENCY OPERATIONS PLAN

The Burke County Emergency Operations Plan was developed to address multiple hazards that threaten a jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. For informational purposes, some minor updates to the Burke County Emergency Operations Plan have been made. An example of the changes made includes updating the name and contact information for the new county manager and a modification in how the strategic national stockpile is implemented. As indicated in the following resolution, the Fire Marshal is authorized to update the Plan as needed. As indicated in the following resolution, the Fire Marshal is authorized to update the Plan as needed.

Motions: To approve the revisions to the Burke County Emergency Operations and All Hazards Plan and rescind all previous versions.

RESULT: APPROVED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

TAX DEPT. - TAX COLLECTION REPORT FOR DECEMBER 2023

The Board of Commissioners was presented with the Tax Collection Report for the period between July 1, 2023, and December 31, 2023, at the pre-agenda meeting. This reflects the status of collections by the Burke County Tax Collection's Staff. This information is a supplement to the Annual Settlement Report.

Category	Annual Budget	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	\$52,699,577.00	\$43,558,321.85	82.65%	\$9,141,255.15
Motor Vehicle Tax	\$6,200,000.00	\$2,745,713.01	44.29%	\$3,454,286.99
Current Year Taxes	\$58,899,577.00	\$46,304,034.86	78.62%	\$12,595,542.14
Delinquent Taxes	\$700,000.00	\$461,071.75	68.87%	\$238,928.25
Penalty & Interest	\$329,000.00	\$161,029.27	48.95%	\$167,970.73

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	\$53,844,987.39	\$43,558,321.85	80.90%	\$10,286,665.54

Motion: To accept the Tax Collection Report for December 2023 as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

TAX DEPT. - RELEASE REFUND REPORT FOR DECEMBER 2023

Releases in value and/or refunds of taxes typically occur when:

- ☐ Taxpayers submit information that creates a reduction in value.
- ☐ Situs is corrected between counties and / or municipalities.
- ☐ Valuation appeals reduce the value of real or personal property.
- ☐ The postmark reveals a payment was timely sent.

The Board of Commissioners was presented with the following list of releases and refunds at the pre-agenda meeting for consideration. The Net Release is a result of the Report Amount minus the Rebilled Amount.

Tax System Refunds and Releases			
Report Amount	Rebilled Amount	Net Release	Refund Amount
\$19,940.69	\$3,684.53	\$16,256.16	\$0.00

VTS Refunds Over \$100	
	Refund Amount

VTS Adjustments	\$157.00
-----------------	----------

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

Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount(\$)	Release Amount(\$)	Bill Amount after Release(\$)
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Adjustment							
0000002384-2023-2023-0000-00-REG	CARSWELL, WILSON J	7/3/2023	LINDA WILBUR	12/20/2023	1,012.82	1,012.82	0.00
0000002384-2023-2023-0000-01-REG	CARSWELL, WILSON J	7/3/2023	LINDA WILBUR	12/20/2023	1,264.82	1,264.82	0.00
0000011287-2023-2023-0000-00-REG	CLINE, BETTY KELLY	7/3/2023	LINDA WILBUR	12/14/2023	637.78	637.78	0.00
0000011287-2023-2023-0000-01-REG	CLINE, BETTY KELLY	7/3/2023	LINDA WILBUR	12/14/2023	1,230.13	1,230.13	0.00
0000012759-2023-2023-0000-01-REG	INGOLD, ANSON MITSUGI	7/3/2023	LOUISE	12/6/2023	2,275.27	2,275.27	0.00
0000014171-2023-2023-0000-01-REG	DUNCAN, MONDA T SMITH	7/3/2023	LINDA WILBUR	12/18/2023	899.60	899.60	0.00
0000022320-2023-2023-0000-01-REG	LAIL, RACHEL M	7/3/2023	LINDA WILBUR	12/20/2023	229.14	229.14	0.00
0000022320-2023-2023-0000-01-REG	LAIL, RACHEL M	7/3/2023	LINDA WILBUR	12/20/2023	384.40	384.40	0.00
0000039803-2023-2023-0000-01-REG	QUEEN, VIRGINIA HASTINGS	7/3/2023	LINDA WILBUR	12/8/2023	889.19	889.19	0.00
0000039803-2023-2023-0000-02-REG	QUEEN, VIRGINIA HASTINGS	7/3/2023	LINDA WILBUR	12/8/2023	933.19	933.19	0.00
0000039803-2023-2023-0000-03-REG	QUEEN, VIRGINIA HASTINGS	7/3/2023	LINDA WILBUR	12/8/2023	549.40	549.40	0.00
0000044575-2023-2023-0000-00-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	88.00	88.00	0.00
0000044575-2023-2023-0000-01-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	239.84	239.84	0.00
0000044575-2023-2023-0000-02-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	179.31	179.31	0.00
0000044575-2023-2023-0000-03-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	128.35	128.35	0.00
0000044575-2023-2023-0000-04-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	239.84	239.84	0.00
0000044575-2023-2023-0000-05-REG	HICKS, RONALD R	7/3/2023	LINDA WILBUR	12/20/2023	179.31	91.31	88.00
0000075286-2023-2023-0000-00-REG	ALLERGY PARTNERS PLLC	7/3/2023	LINDA WILBUR	12/5/2023	211.60	211.60	0.00
0000075286-2023-2023-0000-01-REG	ALLERGY PARTNERS	7/3/2023	LINDA WILBUR	12/5/2023	211.60	13.93	197.67
0024076530-2023-2021-0000-00-REG	WILLIS, EMMETT PRESTON	12/20/2023	JOHN	12/20/2023	451.75	406.57	45.18
Subtotal					12,235.34	11,904.49	330.85
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Amended Listing							
0000039803-2023-2023-0000-04-REG	QUEEN, VIRGINIA HASTINGS	7/3/2023	LINDA WILBUR	12/8/2023	510.59	510.59	0.00
Subtotal					510.59	510.59	0.00
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Assessed In Error							
0000037182-2023-2023-0000-00-REG	CHAVEZ, ROGACIANO	7/3/2023	JOHN	12/18/2023	332.31	332.31	0.00
0024074577-2023-2023-0000-00-REG	ONPOINT CAPITAL LLC	12/19/2023	LINDA WILBUR	12/21/2023	960.30	960.30	0.00
Subtotal					1,292.61	1,292.61	0.00
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Deceased							
0000014171-2023-2023-0000-00-REG	DUNCAN, MONDA T SMITH	7/3/2023	LINDA WILBUR	12/18/2023	476.70	476.70	0.00
0000031918-2023-2023-0000-00-REG	MCCABE, HEATHER ELISE	7/3/2023	LOUISE	12/5/2023	439.53	439.53	0.00
Subtotal					916.23	916.23	0.00
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Listed In Error							
0000037182-2022-2022-0000-00-REG	CHAVEZ, ROGACIANO	7/1/2022	LINDA WILBUR	12/21/2023	385.20	385.20	0.00
0000081530-2023-2023-0000-00-REG	CARVER, JUDY R	7/3/2023	LINDA WILBUR	12/7/2023	101.50	101.50	0.00
Subtotal					486.70	486.70	0.00
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Not in Burke County							
0024047840-2023-2023-0000-00-REG	MOSTELLER, HEATHER	7/3/2023	LINDA WILBUR	12/13/2023	82.61	82.61	0.00
0024075070-2023-2023-0000-00-REG	LOR, LUE	12/19/2023	LINDA WILBUR	12/28/2023	38.13	38.13	0.00
Subtotal					120.74	120.74	0.00
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Over Assessment							
0024033255-2023-2023-0000-00-REG	PIEDMONT NATURAL GAS	9/18/2023	JOHN	12/11/2023	3,453.13	308.00	3,145.13
0024072639-2023-2023-0000-00-REG	REDNECK FLYERS	7/3/2023	LINDA WILBUR	12/11/2023	332.64	184.80	147.84
Subtotal					3,785.77	492.80	3,292.97
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Release LFUF							
0000092592-2017-2017-0000-00-REG	YATES, BOBBIE	7/1/2017	LINDA WILBUR	12/4/2023	80.01	70.00	10.01
0000092592-2018-2018-0000-00-REG	YATES, BOBBIE	7/1/2018	LINDA WILBUR	12/4/2023	82.01	72.00	10.01
0000092592-2019-2019-0000-00-REG	YATES, BOBBIE	7/1/2019	LINDA WILBUR	12/4/2023	82.44	72.00	10.44
0000092592-2020-2020-0000-00-REG	YATES, BOBBIE	7/1/2020	LINDA WILBUR	12/4/2023	80.03	72.00	8.03
0000092592-2021-2021-0000-00-REG	YATES, BOBBIE	7/1/2021	LINDA WILBUR	12/4/2023	84.03	76.00	8.03
0000092592-2022-2022-0000-00-REG	YATES, BOBBIE	7/1/2022	LINDA WILBUR	12/4/2023	90.03	82.00	8.03
0000092592-2023-2023-0000-00-REG	YATES, BOBBIE	7/3/2023	LINDA WILBUR	12/4/2023	94.16	88.00	6.16
Subtotal					592.71	532.00	60.71
Grand Total					19,940.69	16,256.16	3,684.53

Payee Name	Primary Owner	Address 1	Address 3	Refund Type	Transaction #	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CALDWELL COUNTY TAX	DAVIS, MARYANN	PO BOX 2200	LENOIR, NC 28645	Adjustment >= \$100	295771428	Change of County	12/01/2023	01	Tax	(\$75.27)	\$0.00	(\$75.27)
								57	Tax	(\$61.73)	\$0.00	(\$61.73)
								57	Vehicle Fee	(\$20.00)	\$0.00	(\$20.00)
											Refund	\$157.00
											Refund	\$157.00
											Total	

Motion: To approve the Tax Releases and Refunds for December 2023 as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

ITEMS FOR DECISION

CM - RFQ FOR COURTHOUSE RENOVATIONS

Brian Epley, County Manager, presented information concerning an upfit at the Burke County Courthouse and requested approval of the recommended construction and design team, BEAM Construction Company, Inc. / Holland & Hamrick Architects, P.A. Highlights of his presentation were as follows:



CAPITAL IMPROVEMENT PLAN UPDATE

Burke County, NC

AGENDA

- Review of County Capital Priorities
- Burke County Courthouse Analysis
- Procurement Model & Process
 - Courthouse Investment & Decompression
- Timeline
- Questions




The Burke County Courthouse, originally built in the mid 1970's, has been renovated twice. Once in 2011 and again in 2020.

Overall, the building has been taken care of and renovated. With investments in courthouse esthetics, flooring, mechanical, and structure, the building is suitable for continued use; however, there are roofing failures, most of the equipment infrastructure is end of life, lighting should be updated to LED, and other esthetics should be considered. There are also significant needs in the HVAC realm, primarily in the basement – that if properly adapted, could create compression relief that allows for additional courtroom space and storage. The estimated costs of these renovations are approximately \$2.0MM.

2020 Facilities Study

MOSELEYARCHITECTS

FACILITIES ASSESSMENT NEEDS:

Building Condition Analysis 1-5 (where 1 is poor)

- Structural
- Interior Construction
- Electrical System
- Mechanical Systems
- Plumbing Systems
- Security Systems

Burke County Space Needs Assessment and Master Plan
General Facility Assessment
Address: 200 Avery Street, Morganton, NC
Date of Observation: 2/8/2022

Mechanical System 1				Overall Condition Rating: 1	
HVAC System Type	Water Source Heat Pump	Controls	Thermostat		
Unit Type	Vertical Recosed	Refrigerant Type	R22		
Boiler	Well-McLain	System age	Could not verify		
Fuel Source	Gas Fire HW boiler	Pumps	HW and CHW pumps		
Cooling Tower	BAC Closed Loop				

General comments: The WSP's age could not be determined but appear to be at the end of their service life. These units utilize R22 refrigerant that is no longer manufactured. The boiler and cooling tower age is also unknown. The boiler is aged as are associated HW pumps.

Mechanical System 2				Overall Condition Rating: 3	
HVAC System Type	Roof Top Units (RTU) (Carrier)	Controls	Thermostat		
Quantity	4	Refrigerant Type	410A		
Secondary Systems		System age	7 years old (2015)		
Fuel Source	Gas Fire Heat in RTU's				

General comments: RTU's were installed approximately 7 years ago and have approximately 8 years of service remaining.

Mechanical System 3				Overall Condition Rating: 1	
HVAC System Type	Split System Air Handling Units	Controls	Thermostat		
Quantity	6	Refrigerant Type	R22		
Secondary Systems		System age	15 years		
Fuel Source	Electric Heat	Toilet exhaust	Yes		
Smoke Control	None				

General comments: The split system AHU's are at the end of their service life utilize R22 refrigerant that is no longer manufactured.

2020 Facilities Study

Facilities Evaluated During Space Needs Assessment

Building	Location	City	Rating	Sq. Ft	Yr. Built
Animal Shelter	425 Kirksey Drive	Morganton	1.00	4,000	1980
EMS Station #1: Hospital	2201 S Sterling Street	Morganton	1.00	5,000	1975
Landfill - Transfer Station	2500 Marsh Trail	Morganton	1.40	12,500	1997
Avery Building	200 Avery Avenue	Morganton	2.13	28,700	1923
Sheriff's Office (Sheriff side only)	150 Government Drive	Morganton	2.14	11,500	1993
Burke-Catawba District Confinement Facility (Old Jail)	148 Government Drive	Morganton	2.14	48,500	1993
Human Resources Center (HRC)	700 East Parker Road	Morganton	2.42	56,500	1979
EMS Station #2: Rutherford College (Hospital Owns Property)	90 Campus Street	Rutherford College	2.50	1,900	1975
Hildebran Building (Water & Sewer Office)	101 Main Ave West	Hildebran	2.58	7,100	1964/2016
Courthouse	201 South Green Street	Morganton	2.60	55,000	1974
EMS Station #4: Hildebran	705 US Highway 70W	Hildebran	2.83	2,200	2002
Landfill - Office/Garage	2500 Marsh Trail	Morganton	3.00	5,000	1988
Morganton Library	204 South King Street	Morganton	3.00	16,800	1995/2004
Morganton Senior Center	501 North Green Street	Morganton	3.00	17,600	1984
Burke Agricultural Building	130 Ammons Drive	Morganton	3.50	14,000	2002
Burke Services Building	110 North Green Street	Morganton	3.83	24,000	1954/2000
Valdese Library (Share Ownership with Valdese)	213 St. Germain Avenue	Valdese	3.83	9,000	1943/2004
Foothills Higher Education	2128 South Sterling Street	Morganton	4.00	130,000	1980/2004

*Building Condition Rating Scale 1 thru 5 where 1 is poor condition and 5 is new or excellent condition

Board of Commissioners – Projects

Short Term:

- Jonas Ridge Phase I & II
- East Burke Collection Site
- Indian Hills Pump Station
- Courthouse Improvements
- Storage Management Policies

Mid Term:

- Health and Human Services Building
- Animal Services Building
- Emergency Medical Services Base #1
- Regional Substance Abuse Rehabilitation Center
- Fonta Flora Trail Boardwalk at Linville Dam
- Fonta Flora Trail Eagles Nest Overlook and ADA pocket park

Long Term:

- Library Expansion
- Solid Waste MSW Development
- Water/Sewer Infrastructure
- EMS Base Additions
- Courthouse Replacement

BURKE COUNTY
ALL ABOUT ADVANCING

Project Steering Committee



Project Scope & Goal Development
July 27, 2023

- Brian Epley – Burke County Manager
- Mark Delehant – Director of General Services
- Brian Tart – Deputy Assistant, General Services
- Crystal Carpenter – Clerk of Court
- Justina Tate – Superior Court Coordinator
- Robert C. Ervin – Superior Court Judge
- Mitch Walker – Assistant District Attorney
- Brandi Tolbert – Trial Court Coordinator
- Sheri Elliott – District Court Judge
- Jared Amos – Attorney
- Michelle Lippert – Attorney
- Jeff Robinson – Captain, Sheriff's Office



Design/Build Selection
January 10, 2024

- Mark Delehant – Director of General Services
- Brian Tart – Deputy Assistant, General Services
- Crystal Carpenter – Clerk of Court
- Jeff Robinson – Captain, Sheriff's Office
- Hugh Sandoe – Budget Analyst



Project Logistics/ Steering Committee
TBD

- Brian Epley – Burke County Manager
- Mark Delehant – Director of General Services
- Brian Tart – Deputy Assistant, General Services
- Crystal Carpenter – Clerk of Court
- Jeff Robinson – Captain, Sheriff's Office
- Hugh Sandoe – Budget Analyst
- District Attorney Representative

Project Goals & Deliverables

Address Building Envelope & Infrastructure Need:

- HVAC Mechanical Upgrades
- Evaluate Roofing Needs

Space Decompression:

- Higher Utilization of Existing Square Footage
- Improved Record Retention Strategies
- Additional Administrative Footprint for Clerk or Court and District Attorney's Office

Additional Courtroom Space:

- Small Courtroom Space Available for Court Operations and/or Attorney/Client Meetings

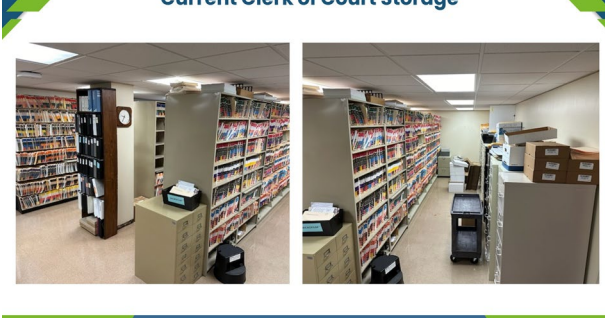
Extend useful life
and functionality
of building 7–10
years



Current District Attorney's Suite



Current Clerk of Court Storage





Basement Area

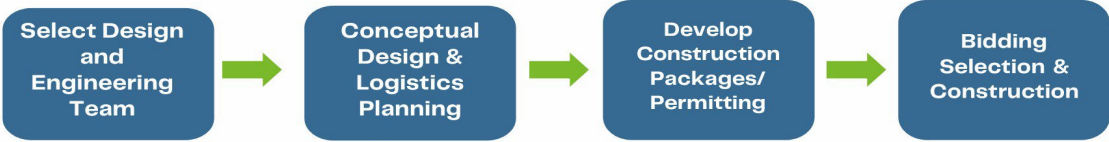


PROCUREMENT MODEL & PROCESS
[N.C.G.S. 143-128]

PROCUREMENT MODEL SELECTION

(a1) Construction methods. - The State, a county, municipality, or other public body shall award contracts to erect, construct, alter, or repair buildings pursuant to any of the following methods:

- (1) Separate-prime bidding.
- (2) Single-prime bidding.
- (3) Dual bidding pursuant to subsection (d1) of this section.
- (4) Construction management at risk contracts pursuant to G.S. 143-128.1.
- (5) Alternative contracting methods authorized pursuant to G.S. 143-135.26(9).
- (6) Design-build contracts pursuant to G.S. 143-128.1A. RFQ MODEL
- (7) Design-build bridging contracts pursuant to G.S. 143-128.1B.
- (8) Public-private partnership construction contracts pursuant to G.S. 143-128.1C.





PROCUREMENT MODEL SELECTION

Courthouse Improvements

- Courthouse:** The Burke County Courthouse, originally built in 1976, has been renovated twice. Once in 2011 and again in 2020. Overall, the building has been taken care of and renovated. With investments in courthouse esthetics, flooring, mechanical, and structure, the building is suitable for continued use; however, there are roofing failures, most of the equipment infrastructure is end of life, lighting should be updated to LED, and other esthetics should be considered. There are also significant needs in the HVAC realm, primarily in the basement – that if properly adapted, could create compression relief that allows for additional courtroom space and storage. The estimated costs of these renovations are approximately \$2.0MM.

Project	Cost	Source	Completion Date
Courthouse	\$1,000,000	Grant - SCIF	12/31/2024
Courthouse	\$1,000,000	Pay-as-you-go	12/31/2024

Burke County Government is seeking a design build team consisting of Architect, engineers, and General Contractor to design and construct renovations within the existing Buke County Courthouse. This renovation will consist of an unoccupied basement level and a fully occupied 1st floor. The expected goal for this project is to better equip the existing floor space to accommodate an increase in personnel and to better solve functionality issues within the exiting areas. This design must keep the existing courthouse and all occupants functional and always working with priority based on safety for the public and all Burke County Employees.

SCHEDULE

Burke County Courthouse Investment & Decompression

MILESTONE DATES

Awarded Design RFQ	January 2024
Design Development Phase	February – April 2024
Construction Documents Phase	May 2024
Bidding/Award	June 2024
Substantial Completion	Q4 2024



Evaluation Criteria

Architectural Selection & Interview Committee

- Mark Delehant.....Director, General Services
- Crystal Carpenter.....Clerk of Court
- Brian Tart.....Deputy Asst., General Services
- Jeff Robinson.....Captain, Sheriff's Office
- Hugh Sandoe.....Budget Analyst

EVALUATION CRITERIA

Name of Firm: _____ Date: _____

Project Name: _____

Provide a score for each item using a range of 0 to 10. Zero (0) being lowest and ten (10) being highest.

Weight	Score
• Firm's understanding of project objectives.	3 x ____ = ____
• Firm's experience with local government work.	3 x ____ = ____
• Firm's ability to meet our anticipated budget.	3 x ____ = ____
• Qualifications of project manager and staff assigned to the project. Super, pm, firm, etc.	3 x ____ = ____
• Adequacy of firm's staffing level and resources.	2 x ____ = ____
• Applicability of references.	2 x ____ = ____
• Schedule/timeline for design development and budget.	2 x ____ = ____
• Experience with providing these services to local government.	2 x ____ = ____
• Hourly rates.	1 x ____ = ____
• Adherence to request for qualification.	1 x ____ = ____
• Proximity to Burke County.	1 x ____ = ____

Summary & Recommendation

• Project Summary:

- Address Building Infrastructure, Space Decompression, & Courtroom Space (Approx. 17,000 Square Ft)
- No Local Funding Component
- Substantially Complete +/- 12 Months

Commissioner Action:

Approve / Deny / Modify – To award the Request for Qualification for Design Build Construction / Development services for renovations to the Burke County Courthouse to BEAM Construction Company, Inc. / Holland & Hamrick Architects, P.A. Further, authorize the County Manager to negotiate and execute the contract on behalf of the Board, subject to review and/or revisions by the County Attorney.



With the approval of Chairman Brittain, Crystal Carpenter, Clerk of Superior Court, approached the podium to discuss the need for the improvement of the courthouse. Having worked in the courthouse for 17 years, she said she knows the building intimately. Ms. Carpenter noted that court filings have increased and those records must be stored for years based on the required state record retention guidelines. Purging documents that are no longer necessary to retain cannot keep pace with the increased filings, which causes strain on the limited filing space. The public use space is also inadequate for the volume of foot traffic at the courthouse. In addition to the limited spacing, she said there is currently no private area for a person to fill out filing paperwork. Ms. Carpenter then made some recommended renovation ideas to help address the existing limitations of the space.

Chairman Brittain opened the floor for questions or comments. Mr. Epley responded to a question from Commissioner Smith. There being nothing further, Chairman Brittain opened the floor for a motion.

Motion: To award the Request for Qualifications for Design Build Construction / Development services for renovations to the Burke County Courthouse to BEAM Construction Company, Inc. / Holland & Hamrick Architects, P.A. Further, authorize the County Manager to negotiate and execute the contracts on behalf of the Board, subject to review and / or revisions by the County Attorney.

RESULT: APPROVED [UNANIMOUS]

MOVER: Scott Mulwee, Vice Chairman

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

Note: Due to this being a design / build project, no further action will be needed by the Board in June. Staff is allowed to approve subcontractors as needed.

BOC - AMENDMENT TO RULES OF PROCEDURE, RULE NO. 10, PRE-AGENDA

Jeffrey Brittain, Chairman, requested the following change to Rule No. 10 in the Commissioners' 2024 Rules of Procedures which would allow, at the discretion of the chairman, action upon any decision item set forth in the agenda packet at the pre-agenda meeting for a time sensitive item

or when waiting until the regular meeting for action may be detrimental to the county.

Rule 10. Pre-Agenda Meetings

In accordance with its local practice, the board shall hold a pre-agenda on the first (1st) Tuesday of each month, except that if a pre-agenda meeting day is on a holiday on which county offices are closed or held in conjunction with an organizational meeting on the first (1) Monday in December in even numbered years, the meeting shall be held on the next business day. The meeting shall be held in the County Board Room and begin at 3:00 p.m. The board shall adopt a resolution establishing the meeting schedule each year consistent with this rule. The purpose of a pre-agenda meeting is to set the agenda for the board's next regular meeting by reviewing and discussing each item on the agenda and determining its specific location or placement on the agenda (ex.: presentation, consent agenda, scheduled public hearing, items for decision or reports). Historically, the board does not take action at pre-agenda meetings except for approving the agenda and adjourning the meeting. However, at the discretion of the chair, any decision item set forth in the agenda packet may be acted upon during the pre-agenda meeting if the matter is considered to be time sensitive or waiting until the regular meeting may be detrimental to the county.

Chairman Brittain opened the floor for questions or comments; there being none, he opened the floor for a motion.

Motion: To approve the following amendment to Rule 10, Pre-Agenda Meetings, of the 2024 Suggested Rules of Procedure as presented with the additional text, "However, at the discretion of the chair, any decision item set forth in the agenda packet may be acted upon during the pre-agenda meeting if the matter is considered to be time sensitive or waiting until the regular meeting may be detrimental to the county."

RESULT: APPROVED [UNANIMOUS]

MOVER: Phil Smith, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

HEALTH - APPROVAL OF TEMPORARY HARBOUR PROGRAM COORDINATOR POSITION & BUDGET AMENDMENT NO. 6

Katie Varnadoe, Human Services Planner, relayed that the HARBOUR program is funded through the Bureau of Justice Administration. Burke County received this grant in 2019, in partnership with Catawba Valley Health, Burke Council on Alcoholism and Chemical Dependency, and Burke United Christian Ministry. Factors such as COVID and staff capacity reduced the impact of the program and limited the amount of funding that was drawn down. In 2023, a no-cost extension was granted, and a budget amendment was completed to combine the HARBOUR program with Burke Recovery Court under the same grant. Under the changes requested, the HARBOUR coordinator position was moved from the subaward line item to the personnel line item, meaning that the position is employed through the county and not a sub-awardee. This agenda item requests the approval of the full-time position to hire the HARBOUR Coordinator under the Health Department and approval of the following budget amendment (No. 6), which recognizes a funding change to add (1) FTE position for the HARBOUR Grant. Ms. Varnadoe explained that HARBOUR is an acronym for Helping Achieve Recovery in Burke County through Opioid Use Reduction.

BUDGET AMENDMENT NO. 6			
EXPENSES			
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
180-18002-00-510100	SALARIES FULL TIME	\$52,000	
180-18002-00-520500	BENEFITS	\$10,400	
180-18002-00-554500	CLIENT SERVICES HARBOUR LEAD		\$62,400
To implement necessary budget changes that move necessary funds to provide funding for the addition of (1) FTE position that is being funded by the HARBOUR Grant.			
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: Net \$-0- budget impact reallocation.

Chairman Brittain opened the floor for questions or comments; there being none, he opened the floor for a motion.

Motion: To approve the creation of a temporary grant funded position, "Human Services Coordinator II" (aka the HARBOUR Program Coordinator) and approve Budget Amendment No. 6 as presented.

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

Budget Amendment No. 6 reads as follows:

BURKE COUNTY
BUDGET AMENDMENT NO. 6
FY 23-24

BUDGET AMENDMENT NO. 6			
EXPENSES			
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
180-18002-00-510100	SALARIES FULL TIME	\$52,000	
180-18002-00-520500	BENEFITS	\$10,400	
180-18002-00-554500	CLIENT SERVICES HARBOUR LEAD		\$62,400
To implement necessary budget changes that move necessary funds to provide funding for the addition of (1) FTE position that is being funded by the HARBOUR Grant.			

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.

Adopted this 16th day of January 2024.

/s/: Jeffrey C. Brittain
 Jeffrey C. Brittain, Chairman
 Burke Co. Board of Commissioners

Attest:

/s/: Kay Honeycutt Draughn
 Kay Honeycutt Draughn, CMC, NCMCC
 Clerk to the Board

REPORTS AND COMMENTS

Chairman Brittain opened the floor for reports and comments from Board members and professional staff.

Kay Draughn, Clerk to the Board, on behalf of the Animal Services Foundation's Board of Directors, announced the second annual WoofStock event at Silver Fork Winery on May 19, 2024, from 11:00 a.m. – 3:00 p.m. Commissioner Smith wished everyone a happy new year. Commissioner Carswell spoke about his trip to Washington D.C. where he spoke with legislatures about funding for projects in Burke County as well as giving an opening speech alongside Dr. Rahul Gupta, White House Director of National Drug Control Policy, at the Opioid Conference hosted by the National Association of Counties (NACo). He also attended a day event at the White House where he met Pete Buttigieg, U.S. Secretary of Transportation, John Podesta, Senior Advisor for President Biden's Office on Clean Energy Innovation and Implementation and Tom Perez, Senior Advisor and Assistant to the President and Director of the White House Office of Intergovernmental Affairs. Commissioner Carswell was also invited to supper with the British Ambassador at the British Consulate. He has another NACo trip to Washington D.C. planned where he will present more about his Presidential Initiative, 1 More Thing. Vice Chairman Mulwee praised Commissioner Carswell for all his hard work. Chairman Brittain wished Commissioner Smith a happy birthday. He relayed information on the upcoming meetings and community events. He then issued friendly reminders to spay and neuter your pets and to adopt or foster a pet from Animal Services as well as to not litter, to pick up trash, to cover your loads when transporting trash to the landfill or a convenience site.

RESULT: NO ACTION TAKEN.

VACANCY ANNOUNCEMENTS

CLERK- BOARDS AND COMMITTEES VACANCY REPORT

Kay Draughn, Clerk to the Board, announced the following vacancies on county boards or committees as follows:

- Adult Care & Nursing Home Community Advisory Committee
- City of Morganton - Board of Adjustment (ETJ)

- City of Morganton - Planning Board (ETJ)
- Council on Aging
- Burke County Board of Health
- Hickory Regional Planning Commission
- Drexel Planning Board - ETJ Alternate

Chairman Brittain opened the floor for questions or comments and then encouraged citizens to participate and get involved.

RESULT: NO ACTION TAKEN.

CLOSED SESSION – NOT NEEDED; NOT HELD.

ADJOURN

Motion: To adjourn at 7:24 p.m.

RESULT: APPROVED [UNANIMOUS]

MOVER: Randy Burns, Commissioner

AYES: Jeffrey C. Brittain, Scott Mulwee, Randy Burns, Johnnie W. Carswell, and Phil Smith

Approved this 16th day of April 2024.


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

Attest:


Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board