



**BURKE COUNTY
BOARD OF COMMISSIONERS
PRE-AGENDA MEETING
COMMISSIONERS' MEETING ROOM
110 N. GREEN STREET, MORGANTON
YOUTUBE: [BURKECOUNTYNC](#)
MONDAY, NOVEMBER 3, 2025
3:00 P.M.**

Note: The pre-agenda meeting will serve as a review of items scheduled to be considered during the upcoming regular meeting, with the exception of items listed under "Action Items."

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PRESENTATIONS

1. BCUW — Proclamation for Burke County Nonprofit Day - Presented by Abigail Taylor, Marketing & Campaign Manager, Burke County United Way
2. CM - Foster Care Introduction of Beverly Morton - Presented by Brian Epley, County Manager, and Beverly Morton
3. CM - Recognition of the Graduating Class of the 2025 Citizens Academy - Presented by Brian Epley, County Manager
4. CM - FEMA Public Assistance Process Update (Place Holder) - Presented by Brian Epley, County Manager
5. EM - Presentation of Lifesaver Awards - Presented by James Robinson, Emergency Services Director
6. Health - Presentation of the 2025 Community Health Assessment, Miranda Smith, Public Health Education Supervisor / Health PIO

4. SCHEDULED PUBLIC HEARINGS

1. CD - Zoning Map Amendment, ZMA 2025-06 & Public Hearing - 6:00 P.M. - Presented by Patrick Dickinson, Planner

5. CONSENT AGENDA

1. WPCC - Financial Report for the Period Ending June 30th and September 30, 2025 - Presented by Sandy Hoilman, Vice President for Administrative Services / Chief Financial Officer, WPCC

2. BCPS - Financial Report for the Year Ended June 30th and for the Period Ending September 30, 2025 - Presented by Keith Lawson, Finance Officer, BCPS
3. Clerk - Reappointments to the Adult Care & Nursing Home Community Advisory Committee - Presented by Kay Draughn, Clerk to the Board
4. Clerk - Appointments / Reappointments to the Council on Aging - Presented by Kay Draughn, Clerk to the Board
5. Clerk - Reappointment to the East Burke Senior Center - Presented by Kay Draughn, Clerk to the Board
6. Clerk - Removal from the LEPC Seat No. 11, Media - Presented by Kay Draughn, Clerk to the Board
7. CM - Approval of Budget Amendment No. 4 - \$18,500 - Presented by Brian Epley, County Manager
8. CM - Approval of Occupancy Tax Release - Presented by Brian Epley, County Manager
9. Tax - Tax Collection Report - October 2025 - Presented by John Bridgers, Tax Administrator
10. Tax - Tax Refund & Release Report - October 2025 - Presented by John Bridgers, Tax Administrator

6. ITEMS FOR DECISION

1. TDA - Presentation of the Financial Update for the Year Ended June 30th and for the Period Ending September 30, 2025 - Presented by Ed Phillips, CEO, TDA
2. Clerk - Reappointment to the Foothills Regional Airport Authority - Presented by Kay Draughn, Clerk to the Board
3. Finance — Consideration of COPS Grant & Budget Amendment No. 5 - \$624,991 - Presented by Lindsay Stockman, Senior Fiscal Analyst
4. HR - Approval of Policy Revisions to Seek Substantial Equivalency - Presented by Mark Miller, HR Director

7. REPORTS AND COMMENTS

1. AS - Departmental Update - Presented by Kaitlin Settlemyre, Animal Services Director
2. CM / Opioid - ORS Update - Presented by Katie Samuels, Opioid Settlement Coordinator
3. Health - Quarterly Operational Report for the Period Ending September 30, 2025

- Presented by Danny Scalise, Local Health Director

8. OTHER DISCUSSION ITEMS

9. ACTION ITEMS

1. Clerk - Reappointment to the Jury Commission - Presented by Kay Draughn, Clerk to the Board
2. CM / GS - Approval of Engineering Services Contract for the Landfill - Presented by Brian Epley, County Manager
3. DSS - Departmental Update for September 2025 - Presented by Korey Fisher-Wellman, DSS Director

10. ADJOURN

In accordance with ADA regulations, persons in need of an accommodation to participate in the meeting should notify the County Manager's office at 828-764-9350 at least forty-eight (48) hours prior to the meeting.