

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, May 1, 2025, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on April 3, 2025
 - b. Special meeting held on April 14, 2025
4. Public Hearings
5. Presentations
6. Proclamations
 - a. International Firefighters Day, 5/4
 - b. Police Appreciation Week, 5/11-17
 - c. Public Works Appreciation Week, 5/18-24
7. Manager's Update - Heather Hockaday
 - a. Project updates
 - i. FEMA
 - ii. ARPA
 - iii. 118 N. Main renovation
 - b. Tax Report
8. Clerk's Update
 - a. Square events - Sept 20th road closure request
 - b. Set date for July regular meeting
9. Department Updates
 - a. Public Works - Shane Dale
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. Budget Amendment - Lead Service Line project
 - iii. Set date for a budget worksession
 - c. Fire Department - Niles Howell
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement/Flood Plain Administration - Brian Buchanan
 - f. Burnsville Town Center - Corbin Cooper
10. Council Members' Reports
 - a. Mayor - Advent Health's Certificate of Need
11. Updates from Advisory Boards and Non-Profits
 - a. Yancey/Burnsville Chamber of Commerce
 - b. High Country Council of Governments
12. Closed Session
13. Next Town Council Meeting - Regular meeting on June 5, 2025, 6pm
14. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, April 3, 2025, 6pm
Burnsville Town Hall

On Thursday, April 3, 2025, at 6pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Denise Collier, Randy Ollis, and Bill Wheeler present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Leslie Crowder, Niles Howell, and Chad Fox, and visitors. Mayor Fox called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of April 2025.

Adoption of the agenda - Randy Ollis moved to adopt the agenda as presented. Judy Buchanan seconded the motion, which carried. All were in agreement.

Public Comment - Danny McIntosh said that the Board of Equalization and Review has begun to meet and are hearing many storm related stories. He also mentioned a trip to the Bougie Brush, a local business that offers an event space with a variety of activities. He said that it was a great group experience and the owner had a unique and interesting origin story.

Consideration of Minutes - Minutes from a regular meeting held on March 6, 2025 and a special meeting held on March 17, 2025 were considered. Judy Buchanan made a motion to approve both sets of minutes as read. Bill Wheeler seconded the motion, which carried unanimously.

Public Hearings - There were none.

Presentations - There were none.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
 - a. 118 N. Main Public Works/Police building - The pre-construction meeting was held recently with Harper Construction. They are expected to mobilize in two to three weeks with a ten month construction period.
 - b. ARPA
 - i. Bolens Creek raw water intake - A contract with Hyatt Pipeline, reflecting the reduction of work to be done, was presented. The project price was reduced with the balance of funds moving to the Main Street waterlines project. Bill Wheeler moved to approve the contract and authorize Mayor Fox to sign it. Judy Buchanan seconded the motion, which carried unanimously.
 - ii. East Main sewer interceptor - The first bid will be on April 8th.
 - iii. Water Treatment Plant improvements - The project is on schedule.
 - iv. Main & Bennett Street waterlines (A)/Glendale Ave. Waterlines (B) - Mrs. Hockaday is awaiting a pre-construction meeting.
 - c. West Main Interceptor - The project is substantially complete. Mrs Hockaday reviewed a few smaller items that still remain. A grant closeout public hearing should take place in June.
 - d. County ARPA
 - i. Pine Swamp Wastewater Treatment Plant - The project overbid by \$5 million. Mrs. Hockaday said that there will be a call with NCDEQ during the following week to find a solution to the overrun.
 - e. FEMA
 - i. Temporary raw water intake pump system - Mrs. Hockaday reported that after sitting in Washington DC for seven weeks, the expedited project was approved for 50% funding (\$1.1 million). A NC Emergency Management

- representative estimated a thirty-five day wait after the Federal Government releases the money.
 - ii. Permanent raw water intake rebuild project - The project has moved to peer review at FEMA. Mrs. Hockaday reviewed other funding sources that might help expedite the project.
 - iii. Consultants - To assist with the eighteen FEMA projects, a Request For Proposals was sent out and received twelve responses. The following day, a committee will score the RFP's to see which firm would be the best fit.
2. Mowing contract - The seven month contract was presented. Judy Buchanan moved to approve the *Service Contract for Mowing* with Mountain Top Landscaping. Bill Wheeler seconded the motion, which carried. All were in agreement.
 3. Tax Report - Mrs. Hockaday presented a tax report with an excellent collection rate. She thanked the citizens, property, and business owners of Burnsville for their payments during a difficult time. She said that collection methods will be discussed to address the small amount outstanding. Jackie Hensley was recognized for her diligent work throughout the process.

Clerk's Update - Town Clerk Chad Fox

1. ABC Board - Clerk Fox reported that Erica Deaton's term expires this month. Several applications were distributed prior to the meeting. Randy Ollis moved to reappoint Erica Deaton to a new term on the ABC Board. Judy Buchanan seconded the motion, which carried. All were in agreement.
2. Town Square events, Jeepin' to the Hollers - Clerk Fox presented a road closure request submitted by Stephanie Johnson of Rebuilding Hollers Foundation for all of Town Square on May 31st. The topic of road closures was discussed at length with the Council reaching a general agreement to not have any new road closures for several reasons. Randy Ollis made a motion to approve the request. The request failed for lack of a second.

Department Updates

1. Public Works - Public Works Director Shane Dale reported on brush pickups saying that anyone with brush could make a work order for the town to pick it up. He mentioned recent inspections on the water and sewer systems and how nice it is to have the W. Main sewer interceptor project completed.
2. Finance - Finance Officer Leslie Crowder previously provided a budget vs actual and overtime report.
 - a. Budget Amendment - Mrs. Crowder explained the creation of a new fund and the budget amendment acknowledging revenues and expenses for the Lead Service Line project. Judy Buchanan moved to approve *Budget Amendment #6*. Bill Wheeler seconded the motion which carried. All were in agreement.
 - b. Project Ordinance amendments, Bolen's Creek & Main St Waterlines - Mrs. Crowder explained the amendments that move funds from the Bolens Creek raw water line project to the Main Street waterline project. Randy Ollis moved to approve the updated *Grant Project Ordinance - Main Street, Bennett Street & Glendale Avenue Waterline Improvements* and *Grant Project Ordinance - Bolens Creek Raw Water Line & Cane River Intake Improvements*. Judy Buchanan seconded the motion, which carried. All were in agreement.
 - c. Budget work session - April 14th at 4pm was set for the Council to discuss the budget.

3. Fire Department - Fire Chief Niles Howell presented a call summary with forty-nine calls for the month, several due to forest fires. He said that large amounts of brush around the county are hampering access to areas and fueling the potential for fire danger. The department is working on ways to access hard to reach areas of the county in case of emergencies. He also mentioned efforts to apply for funds to mitigate future emergencies.
4. Police Department - Police Chief Brian Buchanan presented an activity log and presented a road closure ordinance for the Fit Families 5k. Judy Buchanan moved to approve *Road Closure Ordinance No. 2025.04.03.01*. Bill Wheeler seconded the motion, which carried. All were in agreement.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said that, with no new projects, the upcoming planning board meeting would be canceled.
6. Burnsville Town Center - Town Center Manager Corbin Cooper said that the venue has over twenty-five events in April and May. He mentioned several upcoming events such as a craft show, health screening, and fundraiser.

Council Members' Reports

- Mayor Fox commended the Town staff for the increased workloads outside of the typical duties following the storm.

Updates from Advisory Boards and Non-Profits

- Yancey/Burnsville Chamber of Commerce - Chamber Director Elaine Mann updated the Council on several events such as the recent Chamber Gala and upcoming easter egg hunt. She said that activity is picking up with a new business at the old Hill Top location and other businesses reopening soon.

Closed session - There was none.

Next Town Council Meeting - Budget work session on April 14, 2025 at 4pm and a regular meeting on May 1, 2025 at 6pm.

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 6:52pm. Denise Collier seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

BURNSVILLE TOWN COUNCIL
Special Meeting - Monday, April 14, 2025, 4pm
Burnsville Town Hall

On Monday, April 14, 2025, at 4pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Denise Collier, Randy Ollis, and Bill Wheeler present, held a regular meeting at the Burnsville Town Hall. Councilor Judy Buchanan was unable to attend. Also in attendance were town staff members Heather Hockaday, Leslie Crowder, and Chad Fox. Mayor Fox called the meeting to order at 4:09pm.

Adoption of the agenda - Randy Ollis moved to adopt the agenda as presented. Denise Collier seconded the motion, which carried. All were in agreement.

Approve Engineering RFQ selections and Consulting Services RFP - Town Manager Heather Hockaday explained the need for engineering and consulting services on the projects resulting from Hurricane Helene. She said that WithersRavenel's response for engineering services scored the highest on the Pine Swamp Wastewater Treatment Plant projects, McGill Associates scored the highest for engineering on the Raw Water Intake project, and GMC scored the highest for engineering on the Bolens Creek Redundant Raw Water Line project. Mrs. Hockaday asked for the Council's permission to move forward with negotiations with each firm.

Bill Wheeler made a motion to approve the engineering selections and authorize Manager Hockaday to negotiate agreements with the selected firms and bring any contracts back to Council for their approval. Randy Ollis seconded the motion, which carried. All were in agreement

Mrs. Hockaday reviewed the Scoring Committee results for twelve Consulting Service RFPs. Hunt, Guillot & Associates, LLC (HGA) received the highest score and recommendation.

Bill Wheeler made a motion to approve the consulting service selection and authorize Manager Hockaday to negotiate agreements with HGA and bring any contracts back before Council for their approval. Randy Ollis seconded the motion, which carried. All were in agreement

Update on DEQ bridge loan application - Mrs. Hockaday described the urgency to get the Town off of the temporary water intake system and how important it is to get the new intake started. She said that DEQ has made more money available and explained the \$1.2 million increase to go along with the previous \$3 million and \$200,000 grant. Along with getting the new intake started, the money could also help pay what is already owed to contractors since no FEMA money has been received yet.

Denise Collier made a motion to approve *Resolution #2025.04.14.01*, accepting the State Emergency Bridge Loan offer of \$4,280,060.00, authorize Mayor Fox to sign the resolution, and authorize Manager Hockaday to sign the loan documents. Bill Wheeler seconded the motion, which carried. All were in agreement.

Budget Work Session

General Fund - Mrs. Hockaday and Finance Officer Leslie Crowder reviewed a draft of the FY 25-26 budget, reflecting projections based on previous meetings held with department heads. Mrs. Crowder led a line by line review of the budget, beginning with general fund revenues, saying that tax collection has gone well and that sales, vehicle, and fire taxes were all higher.

Expenses were reviewed. Mrs. Crowder highlighted increased cost in insurance, labor, and utilities. She also mentioned the Town Hall roof project, contributions to OPEB (Other Post-Employment Benefits), and Community Promotions grants.

The new Police Department budget included additional money to purchase a new car and increases to workers comp and maintenance lines.

The Fire department, Streets budget, Powell Bill, and slight increases to the Sanitation agreement tied to CPI were all reviewed.

Water/Sewer Fund - Water and sewer rate increases were discussed. Mrs. Crowder reviewed how different increases could affect revenues and Mrs. Hockaday mentioned the rate's effect on grant awards. It was noted that engineers have recommended a 7% increase. The Council requested additional information and wanted to wait until the full Council was present to make a decision.

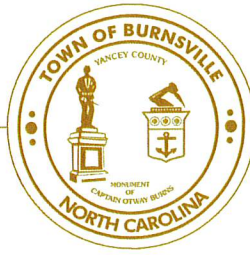
Notable expenses included overtime from the storm, potentially reimbursed by FEMA, furnishings for the soon to be renovated Police/Public Works building on N Main, and an increase in water treatment chemicals as a result of river conditions as storm cleanup continues.

Employees - Mrs. Crowder mentioned COLA (Cost of Living Adjustment) for employees. Mrs. Hockaday recommended a 5% raise for all department heads and compensation for employees with additional certifications and/or responsibilities outside of their job description. A 2.5% increase for all hourly employees was also proposed.

Adjourn - With there being no further business, Mayor Fox moved to adjourn the meeting at 5:49pm. Denise Collier seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor



International Firefighters Day Proclamation

May 4th, 2025

WHEREAS, International Firefighters' Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served, and to show support and appreciation for those who presently serve; and

WHEREAS, firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors and strangers alike, playing an essential role in the protection of lives and property in our community; and

WHEREAS, the demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives of others: and

WHEREAS, there is no greater example of the exceptional professionalism and bravery of firefighters then their response to the aftermath of Hurricane Helene that hit western North Carolina on September 27, 2024, causing unprecedented damage and displacing thousands of individuals, families, and businesses; and

WHEREAS, local firefighters and countless others from all across the country responded to assist western North Carolina, uprooting their lives to help people get food, clothing, shelter, energy, and other critical support services; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Burnsville Town Council observe May 4th, 2025, as *International Firefighters Day* in recognition of our Town, County, and State firefighters, past and present, who have rendered an invaluable service to our community and its citizens.

IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 1st day of May, 2025.

T. Russell Fox, Mayor

Town Seal:

Russell Fox
Mayor
Heather Hockaday
Town Manager/Attorney
Chad Fox
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Randy Ollis
Bill Wheeler

National Police Week Proclamation

May 11–17, 2025

WHEREAS, the Town of Burnsville Town Council supports and recognizes the vital role law enforcement officers have within our communities. These servants and their families make enormous personal sacrifices but have answered their community's call to serve in a profession that at any given time may place them in harms way to secure the well-being of others; and

WHEREAS, law enforcement officers build relationships and trust with the residents they serve, protect the innocent, aid those in need, and remain faithful to their solemn oath; and

WHEREAS, law enforcement officers must be highly trained and appropriately resourced to meet the challenges of today. This Council will continue to support the Burnsville Police Department to meet the growing needs of our Town; and

WHEREAS, when emergencies like Hurricane Helene cause unprecedented damage and disrupt the lives of thousands of individuals, families, and businesses, law enforcement officers perform extraordinary tasks beyond their duties to aid their communities; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Burnsville Town Council does hereby designate the week May 11–17, 2025, as National Police Week; to commemorate police officers, past and present, who have rendered a dedicated service to their communities, preserving the rights and security of all citizens.

IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 1st day of May, 2025.

T. Russell Fox, Mayor

Town Seal:

Russell Fox
Mayor
Heather Hockaday
Town Manager/Attorney
Chad Fox
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Randy Ollis
Bill Wheeler

National Public Works Week Proclamation

May 18-24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable communities, public health, and the well-being of the people of the Town of Burnsville; and

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our community's streets, water supply, water treatment system, wastewater treatment, public buildings, and other facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Burnsville to gain knowledge and maintain ongoing interest and understanding of the importance of public works employees and public works programs; and

WHEREAS, in the unprecedented aftermath of Hurricane Helene, the Burnsville Town Council would like to also express deep gratitude for the Town of Burnsville's Public Works employees and all they sacrificed to restore Town services so quickly.

NOW, THEREFORE, BE IT PROCLAIMED, that that the Burnsville Town Council does hereby designate the week May 18–24, 2025, as National Public Works Week; all citizens are encouraged to reflect on the importance of the contributions our public works employees make to protecting our community's health, safety, and quality of life.

IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 1st day of May, 2025.

T. Russell Fox, Mayor

Town Seal:



Town Square Request Form

1. Event Name: Festival of Hope
2. Sponsoring Organization: Freedom Life Ministries and
Yancey Reentry Council
3. Contact Information (for day of event):

Name: Beth Wyatt

Address: 617 US HWY 19E

Phone: 828-536-4044 (Cell) 828-284-6678

Email: bwyatt@freedomlifeministries.org

4. Event Date: Saturday September 20, 2025

5. Actual Event Time: 3pm - 7pm

6. Brief Description of Event: A family and faith celebration of hope
that God can bring to lives of those who
struggle.

7. Special Requests for the Event:

☒ Road Closure Request - from 1pm o'clock a.m./p.m. to 8pm o'clock a.m./p.m.
(Please indicate road(s) to be closed on attached Site Plan)

☒ Performing Stage - (Please indicate location of stage on the attached Site Plan)

☒ Extra Waste Containers - number needed: 10

(Please indicate location(s) on attached Site Plan)

☒ Orange Cones - number needed: 16 (Please indicate location(s) on attached Site Plan)

8. Other: _____
- _____
- _____

Note: All requests will be subject to approval. You will receive notification if the event has been approved or not approved.

Office Use Only:

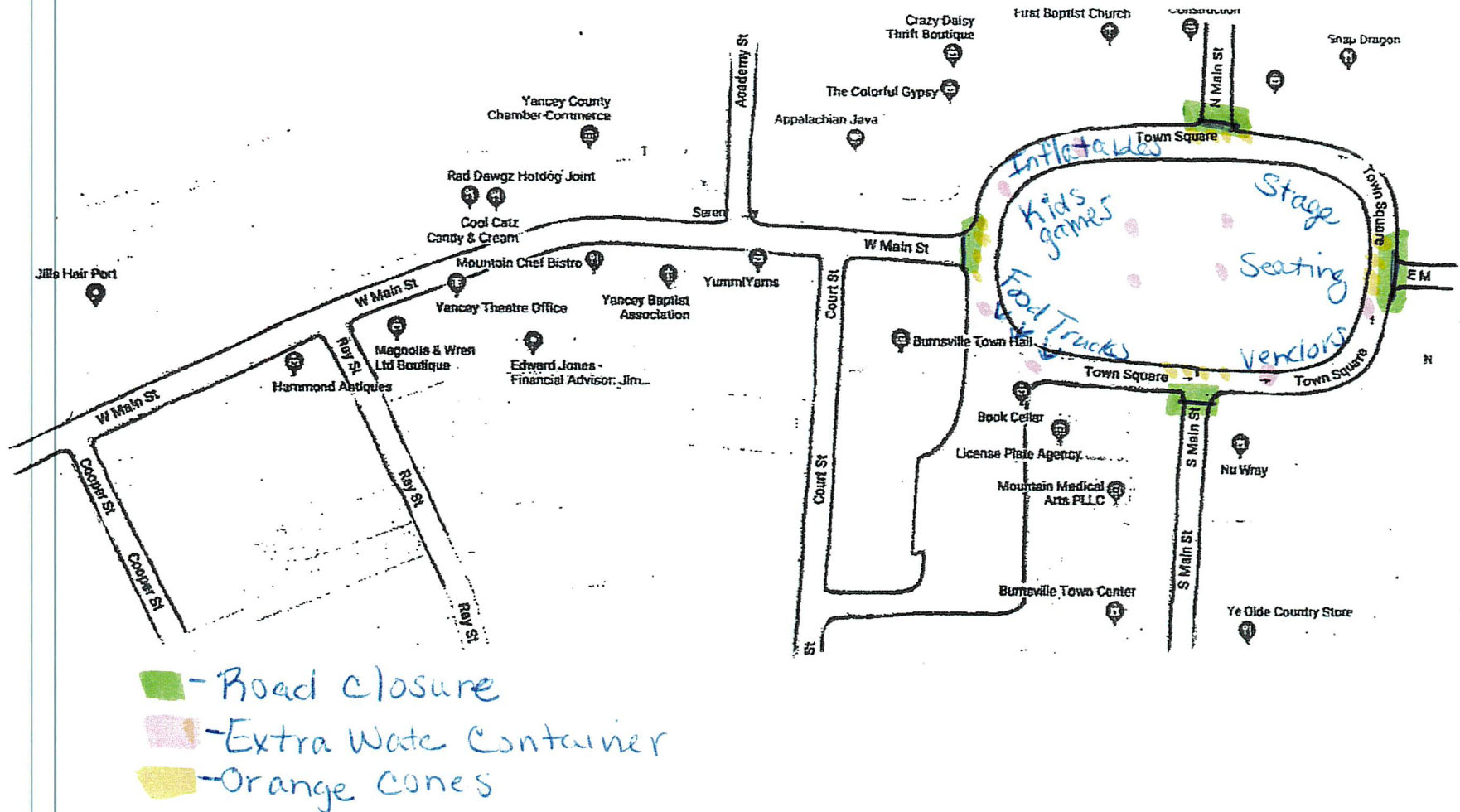
☐ Approved

☐ Not Approved

Date: _____

Indicate below which Streets you would like the Town to consider closing for your event.

Please indicate the location of booths, stage (if needed) and general event layout.



Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

Jeff Whitson
Treasurer

468 New Market Blvd.
Boone, NC 28607

www.hccog.org

Phone: 828-265-5434

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Executive Board Meeting
April 21, 2025 | 7:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Doug Matheson, Executive Board Chairman

II. CONSIDERATION OF MARCH 2025 MINUTES [ACTION]

Doug Matheson, Executive Board Chairman

III. FINANCIAL MATTERS

Caroline Briggs, Finance Officer

- Financial Highlights as of March 31, 2025 [ACTION]
- Budget Amendment #5 [ACTION]
- Providing Elderly Additional Sustenance (PEAS) Grant Project Ordinance [ACTION]

**IV. LONG TERM RECOVERY OF PUBLIC INFRASTRUCTURE
(AN INTRODUCTION TO THE IS-RSF MISSION)**

20 MINUTES

Colton Bowles, Infrastructure Recovery Support Function (IS-RSF) Program Manager for USACE

**V. NC DEPARTMENT OF AGRICULTURE'S ONGOING &
FUTURE RESPONSE TO HURRICANE HELENE**

15 MINUTES

David Williams, Director, Division of Soil & Water Conservation at NC Dept. of Ag & Consumer Services

VI. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

10 MINUTES

Julie Wiggins, Executive Director

VII. BOARD MEMBER COMMENTS

VIII. CHAIRMAN'S COMMENTS

IX. OTHER BUSINESS

X. PUBLIC COMMENT

XI. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
MARCH 17, 2025
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met March 17, 2025, 7:00pm, in the HCCOG Board Room in Boone. The following members were present at the meeting: Charles E. Vines, Brenda Lyerly, Todd McNeill, Bill Osborne, Otis Church, Bill Wheeler, Larry Fontaine, Jeff Whitson, Bobby Munsey, Mike Parlier, Rocky Buchanan, Tim Futrelle, Braxton Eggers, Dennis Aldridge, and Doug Matheson. The following staff and guests were present at the meeting: Holly Jones, Julie Wiggins, Jeff Hedrick, Caroline Briggs, Zack Green, Cory Osborne, Tatiana Magee, Stevie Welborn, Chris Grubb, and Victoria Oxentine.

CALL TO ORDER AND INVOCATION

Chairman Matheson called the meeting to order and welcomed attendees. Charles E. Vines led the Pledge of Allegiance and Jeff Whitson offered the invocation.

CONSIDERATION OF MINUTES

Tim Futrelle moved to accept the minutes of the February 17, 2025 meeting, seconded by Otis Church. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Caroline Briggs presented the Financial Highlights as of February 28, 2025 (Attachment A) and discussed revenues versus expenditures. Charles E. Vines made a motion to approve the Financial Highlights as of February 28, 2025. Jeff Whitson seconded the motion. Motion carried.

Budget Amendment #4

Finance Officer, Caroline Briggs presented Budget Amendment #4 (Attachment A1), which is an increase of \$56,000 for the total budget. This increase is for Meals on Wheels and Hurricane Helene relief funding for the Area Agency on Aging department. Tim Futrelle made a motion to approve Budget Amendment #4. Braxton Eggers seconded the motion. Motion carried.

ARPA NCWorks WBL Grant Project Ordinance

Finance Officer, Caroline Briggs presented a Grant Project Ordinance for ARPA NCWorks Small Business Work-Based Learning (Attachment A2), which is additional funding of \$500,000 that goes through December 2026 allocated to the Workforce Development department. The Workforce Development department will use the funds to establish a work-based learning program targeting small businesses with 25 or less employees in its region. Dennis Aldridge made a motion to approve the ARPA NCWorks Small Business Work-Based Learning Grant Project Ordinance. Brenda Lyerly seconded the motion. Motion carried.

ARC – Disaster Funding Grant Project Ordinance

Finance Officer, Caroline Briggs presented a Grant Project Ordinance for Appalachian Regional Commission – Disaster Funding (Attachment A3) of \$276,000 for the COG to carry out activities to support disaster recovery in the region. Charles E. Vines made a motion to approve the NCARCOG Helene Grant Project Ordinance. Tim Futrelle seconded the motion. Motion carried.

HCCOG AUDIT PRESENTATION

Alan Thompson, TPSA CPAs presented the FYE June 30, 2024 audit results (Attachment B). Mr. Thompson noted that there were no findings in the audit and reviewed the analysis of fund balances and revenues.

OMBUDSMAN ANNUAL REPORT

Stevie Welborn, Regional Long-Term Care Ombudsman presented her program's 2024 Annual Report (Attachment C). Mrs. Welborn reviewed resident complaint data and trends, program assistance and facility visitation data, and advocacy/outreach programs.

INFORMATION TECHNOLOGY DISASTER RESOURCE CENTER: CONNECTING COMMUNITIES IN CRISIS

Rodney Cooper, Technical Programs Director could not attend due to traveling to a disaster site in California, but Tatiana Magee, HCCOG GIS Tech and Planner gave a brief update on Digital Opportunities funding and programs she is working on in the region.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director thanked everyone for attending the rescheduled 49th Annual Banquet and noted to save the date for the 50th Annual Banquet on October 10, 2025. Ms. Wiggins announced that there are a few open positions within the COG, including a Planner/Housing Coordinator, Finance Technician, and Aging Services Coordinator-Compliance and Administration. Ms. Wiggins also announced that the Advisory Committee would soon be working on updating the Legislative Priorities to present to the Executive Board. Ms. Wiggins welcomed new Executive Board Members, Bobby Munsey, Town of Ronda Commissioner and Mike Parlier, Town of Sparta Mayor Pro Tem.

BOARD MEMBER COMMENTS

Todd McNeill discussed the potential for wildfires post-Helene and noted that the NC Forest Service needs legislative support/funding. Ashe and Watauga Counties have drafted letters of support, and Commissioner McNeill asked other jurisdictions to do the same. Dennis Aldridge discussed other legislative goals.

CHAIRMAN'S COMMENTS

Chairman Matheson also welcomed the new Executive Board members.

PUBLIC COMMENT

Holly Jones, Director of NC Governor Stein's Western Office noted that after a meeting tomorrow, she will have visited all the High Country counties and appreciates everyone's hospitality. Mrs. Jones also announced a new website launch for Hurricane Helene Recovery Resources in WNC: wncrecovery.nc.gov.

ADJOURNMENT

As there were no other comments or business, Otis Church made a motion to adjourn. Todd McNeill seconded the motion. Motion carried. Meeting adjourned at 7:53 pm.

Chairman, Doug Matheson

Clerk to the Board, Victoria Oxentine

Date _____

Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



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Financial Highlights – April 21, 2025

MARCH 31, 2025		
		2024
Total Fund Balance - Governmental Funds		\$ 2,187,912
Restricted Fund Balance - GF		\$ 102,662
Assigned Fund Balance - GF		\$ 560,052
Unassigned Fund Balance - GF		\$ 1,525,198
	2025	
Total Expenditures - YTD	\$ 4,008,072	\$ 7,396,890
Total Fund Balance as % of General Fund Expenditures*	31.88%	29.58%
Unassigned Fund Balance as % of General Fund Expenditures*	22.22%	20.62%
*FY2025 Budget Expenditures	FISCAL YEAR 2025	
\$6,862,885	BUDGET	ACTUAL
Total Revenue		
General	\$ 410,575	\$ 316,785
Planning/Development	\$ 1,004,072	\$ 458,189
Resilience Contractual	\$ 73,627	\$ 43,979
Area Agency on Aging	\$ 2,995,053	\$ 1,659,818
Workforce Development	\$ 2,379,558	\$ 992,673
	\$ 6,862,885	\$ 3,471,444
Total Expenditures		
General	\$ 410,575	\$ 332,553
Planning/Development	\$ 1,004,072	\$ 644,922
Resilience Contractual	\$ 73,627	\$ 32,400
Area Agency on Aging	\$ 2,995,053	\$ 1,865,196
Workforce Development	\$ 2,379,558	\$ 1,133,001
	\$ 6,862,885	\$ 4,008,072
Revenues over (under) expenditures		\$ (536,628)

Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

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FY2025 PROJECT ORDINANCES				
DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750	\$ 341,779	\$ 408,856
DISASTER RECOVERY NCARCOG	2023	\$ 331,250	\$ 331,250	\$ 331,250
DOGWOOD HEALTH TRUST	2025	\$ 75,000	\$ 75,000	\$ 3,529
ARC DISASTER HELENE FUNDING	2025	\$ 276,000	\$ -	\$ -
EDA DISASTER HELENE FUNDING	2025	\$ 500,000	\$ -	\$ -
NCARCOG HELENE	2025	\$ 665,000	\$ 665,000	\$ 16,728
DIT DIGITAL CHAMPION	2025	\$ 800,000	\$ 452,360	\$ 96,745
CHOOSING HOME SFRF	2025	\$ 132,889	\$ -	\$ -
ASU FALLS PREVENTION	2023	\$ 251,959	\$ 214,921	\$ 255,065
AGELESS ACCESS DIGITAL NAVIGATOR	2025	\$ 98,058	\$ 28,630	\$ 43,301
OMB LOC 6 - ARPA	2024	\$ 15,425	\$ -	\$ 4,208
ARPA FCSP	2023	\$ 125,769	\$ 62,580	\$ 65,461
ARPA P&A		\$ 147,189	\$ 68,966	\$ 73,514
ARPA OMB		\$ 10,456	\$ 10,279	\$ 10,278
ARPA EBHP		\$ 39,013	\$ 33,318	\$ 33,318
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120	\$ 58,120	\$ 58,120
GENERATIONS ASHE ARPA		\$ 114,666	\$ 114,666	\$ 114,666
AVERY SENIOR SERVICES ARPA		\$ 71,006	\$ 71,006	\$ 71,006
MITCHELL SENIOR CENTER ARPA		\$ 66,601	\$ -	\$ -
WATAUGA PROJECT ON AGING ARPA		\$ 146,001	\$ 140,503	\$ 140,538
BROC ARPA		\$ 154,860	\$ 137,094	\$ 137,094
WILKES SENIOR RESOURCES ARPA		\$ 107,181	\$ 107,121	\$ 107,121
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792	\$ 13,522	\$ 13,522
YANCEY COMMUNITY CENTER ARPA		\$ 77,944	\$ -	\$ -
LEGAL AID OF NC ARPA		\$ 27,000	\$ 20,160	\$ 20,880
		\$ 1,159,598	\$ 837,335	\$ 845,518
NCWORKS SUBSTANCE USE DISORDER RECOVERY	2023	\$ 200,000	\$ 152,216	\$ 152,216
NCWORKS SMALL BUSINESS WORK-BASED LEARNING	2023	\$ 935,000	\$ 616,830	\$ 618,994
DOGWOOD WORKBASED LEARNING	2025	\$ 310,000	\$ 310,000	\$ 1,653
TOTALS		\$ 6,343,929	\$ 4,025,319	\$ 2,778,064
Cash Balances				
Operating Account		\$ 296,167		
NCCMT Account		\$ 2,660,488		
		\$ 2,956,655		

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through July 31, 2025 and is for the management discussion purposes only.

Caroline Briggs, Finance Officer

The High Country Council of Governments will be the leader in initiating and providing solutions to regional and local challenges, supporting a bright future for the High Country.

BUDGET AMENDMENT #5

BE IT RESOLVED by the Board of High Country Council of Governments that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2025.

SECTION 1: REVENUES BY SOURCE**PLANNING/DEVELOPMENT FUND**

Local	
TOTAL PLANNING/DEVELOPMENT FUND	\$ -

AREA AGENCY ON AGING FUND

Federal	\$ 57,660.00
State	\$ -
Local	\$ -
TOTAL AREA AGENCY ON AGING FUND	\$ 57,660.00

WORKFORCE DEVELOPMENT FUND

Federal	\$ 28,302.00
TOTAL WORKFORCE DEVELOPMENT FUND	\$ 28,302.00

TOTAL REVENUES BY SOURCE

\$ 85,962.00

SECTION II: EXPENDITURES BY PROGRAM**SPECIAL REVENUE FUNDS**

Planning/Development Fund	\$ -
Area Agency on Aging Fund	\$ 57,660.00
Workforce Development Fund	\$ 28,302.00
TOTAL SPECIAL REVENUE FUNDS	\$ 85,962.00

TOTAL EXPENDITURES BY PROGRAM

\$ 85,962.00

FY2024-2025 ORIGINAL BUDGET	\$ 5,719,154.00
Budget Amendment #1 10-21-2024	\$ 615,063.00
Budget Amendment #2 12-16-2024	\$ 265,000.00
Budget Amendment #3 2-17-2025	\$ 207,668.00
Budget Amendment #4 3-17-2025	\$ 56,000.00
Budget Amendment #5 4-21-2025	\$ 85,962.00

TOTAL AMENDED BUDGET FY2025

\$ 6,948,847.00

BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2025.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary



**HIGH COUNTRY COUNCIL OF GOVERNMENTS
GRANT PROJECT ORDINANCE**

**Providing Elders Additional Sustenance Project
January 1, 2025 – December 31, 2026**

BE IT ORDAINED by the Executive Board of the High Country Council of Governments that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This project authorized "Providing Elders Additional Sustenance" is described in the notification of grant award between this unit and the North Carolina Division of Aging, as well as Administrative Letter 24-11 for the project. The purpose of this grant is to provide food assistance for functionally impaired older adults.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Division of Aging and Adult Services and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Nutrition Funding - **\$97,120**

Section 4. The following amounts are appropriated for the project:

Expense	
Salaries	\$9,350
Fringe	\$3,927
Indirect	\$6,240
Allocation to County Providers	\$77,603
Total	\$ 97,120

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report annually on the financial status of each project element in **Section 4** and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Executive Board.

Section 9. Copies of this Ordinance shall be furnished to the Clerk, Executive Board, Budget Officer, and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2025.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary