

**BURNSVILLE TOWN COUNCIL**  
**AGENDA**  
**Special for Regular Meeting - Thursday, July 10, 2025, 6pm**  
**Burnsville Town Hall**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
  - a. Regular meeting held on June 5, 2025
  - b. Special meeting held on June 25, 2025
4. Public Hearings
5. Presentations
6. Manager's Update - Heather Hockaday
  - a. Project updates
    - i. FEMA
    - ii. ARPA
    - iii. 118 N. Main renovation
  - b. Procurement Policy update
  - c. Tax Report
    - i. Annual Tax Settlement and Order of Collections
7. Clerk Update
  - a. Semi-Annual Self Report - CDBG-I Compliance
8. Department Updates
  - a. Public Works - Shane Dale
    - i.
  - b. Finance - Leslie Crowder
    - i. Budget vs. Actual, previously provided to Council
    - ii. Capital project update
  - 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
9. Council Members' Reports
10. Updates from Advisory Boards and Non-Profits
  - a. Yancey/Burnsville Chamber of Commerce
  - b. High Country Council of Governments
11. Closed Session
12. Next Town Council Meeting - Regular meeting on August 7, 2025, 6pm
13. Adjourn

**BURNSVILLE TOWN COUNCIL**  
**Regular Meeting - Thursday, June 5, 2025, 6pm**  
**Burnsville Town Hall**

On Thursday, June 5, 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 located at 2 Town Square. Also in attendance were Town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Leslie Crowder, Niles Howell, Chad Fox, and Corbin Cooper. 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 June 2025.

Adoption of the agenda - Heather Hockaday requested to add a consideration of an agreement with Bunnell Lammons Engineering (BLE) for material testing services on the 118 N. Main renovation project. Judy Buchanan moved to adopt the agenda with the additional item. Denise Collier seconded the motion, which carried. All were in agreement.

Public Comment

- Danny McIntosh made an announcement that the Board of Equalization and Review, of which he is a member, has concluded the appeals process. He also discussed the Nu Wray Inn's recent ribbon cutting and how he was trained as a dosa at the event. He commented on the impressive amount of work and level of detail as each room has a local connection.
- Lucy Doll thanked supporters of the Thomas Woof festival which raised money for the Humane Society and had several adoptions. She said that several renters near her do not know local regulations and asked if someone could mark the roads to prevent parking near fire hydrants in her neighborhood. She also mentioned a bright light near her property and several issues that it could create. She requested that officials shade, lower, or remove the light on Summit Street.

Consideration of Minutes - Minutes from a regular meeting held on May 1, 2025 and a special meeting held on May 22, 2025 were considered. Randy Ollis made a motion to approve both sets of minutes as read. Bill Wheeler seconded the motion, which carried unanimously.

Public Hearings

1. FY 25-26 Budget

- a. Budget Presentation - Finance Officer Leslie Crowder presented highlights from the FY 2025/26 Town of Burnsville Budget, mentioning the over 99% tax collection rate, 2.5% COLA for hourly Town employees, and the rising costs of insurance, retirement, and water treatment plant supplies. She said that Public Works is hoping to fill positions that have been open for a while and reviewed several ongoing projects. Finally, she reported, there will be a 7% water and sewer rate increase as recommended by a recent rate study.
- b. Open hearing - Judy Buchanan moved to open the public hearing at 6:10pm, Randy Ollis seconded the motion, which carried unanimously.
- c. Public Comment
  - i. Danny McIntosh spoke to the difficulty of the many ongoing projects and thanked the staff for their work.
  - ii. Town Manager Heather Hockaday said that Mrs. Crowder is a great steward of the \$6.3 million general operating budget, complicated by \$10 million in capital projects, \$2 million in building projects and now several FEMA

projects that she will have to do the financing and accounting for. Mayor Fox echoed the sentiment.

- iii. Councilor Randy Ollis said that Heather Hockaday's budget message was particularly enlightening to how many projects are in motion.
  - d. Close hearing - Judy Buchanan moved to close the hearing at 6:14pm. Bill Wheeler seconded the motion, which carried unanimously.
  - e. Consideration of the *FY 2025-26 Town of Burnsville Budget* - Judy Buchanan moved to approve the *FY 2025-26 Town of Burnsville Budget* including the Fee & Rate Schedule, going into effect on July 1, 2025. Bill Wheeler seconded the motion, which carried. All were in agreement.
2. W. Main Sewer Interceptor CDBG-I projects 16-I-3154, 19-I-3649, and 20-I-3604, Closeout Public Hearing June 5, 2025 - Michelle Ball with the High Country Council of Governments was present to read a summary of the CDBG-I West Main Interceptor project grants:

"The purpose of this public hearing is to give the opportunity for citizen input concerning the closeout of the Burnsville CDBG-I projects #16-I-3154, #19-I-3649, and #20-I-3604. The CDBG-I program provided funds to replace the main sewer interceptor on the west side of Town to the WWTP.

The Town of Burnsville received a total of \$2,500,000 in Community Development Block Grant-Infrastructure (CDBG-I) funds from the North Carolina Department of Environmental Quality (NC DEQ) to aid in the replacement of the main sewer interceptor on the west side of Town. The project consisted of the installation of 1,659 lf of 8-inch line and 6,795 lf of 10-inch line through a process called the Cured in Place Pipe (CIPP) method; 154 lf of 8-inch line through a pipe bursting method; 433 lf of line by dig and replace. In addition, 44 manholes were restored, 2 new manholes were installed, and 3 additional manholes were restored/repared after suffering damage from Hurricane Helene.

The CDGB-I funding can only assist areas where at least 51% of the homes are considered low and moderate-income (LMI), or less than 80% of the Yancey County Median income (\$37,450 for a 2-person household in 2021).

The entire Town of Burnsville benefited from the project. The Town is considered LMI per the most current US Census data. Approximately 1,500 people were assisted with CDBG-I funds with an estimated 835 (or 55.67%) residing in low and moderate-income households.

The CDBG-I funds were spread among three grants from the Department of Environmental Quality:

- #16-I-3154 - \$125,400 – for Planning and Administration
- #20-I-3604 - \$1,874,600 – for Administration, Engineering, and Construction
- #19-I-3649 - \$500,000 – for Construction only

The original project award of \$2,000,000 was split between two CDBG-I funding sources by DEQ. The construction bids came in over budget and in 2024 the Town asked for an additional \$500,000 to complete the project.

The project is complete and came in under budget. The following was expended for each funding source.

#16-I-3154	\$30,500.00	Planning (Engineering Report & Env. Review)
	\$94,900.00	Administration
#20-I-3604	\$9,549.50	Administration
	\$262,098.75	Engineering
	\$1,151,558.00	Construction
#19-I-3649	<u>\$500,000.00</u>	Construction
Total	\$2,048,606.25	

Of the \$2,500,000 award there is a total of \$451,393.75 remaining. These funds will be deobligated – returned to NC DEQ – to be used for future CDGB-I programs.”

- a. Open hearing - Randy Ollis moved to open the hearing at 6:22pm. Denise Collier seconded the motion, which carried. All were in agreement.
- b. Public Comment
  - i. Danny McIntosh mentioned his admiration for Michelle Ball’s work and all of the projects that she helps coordinate. He mentioned the history of the West Main sewer interceptor, saying that he was grateful for the foresight to construct the project in 1964 and the opportunity to repair the line.
- c. Close hearing - Judy Buchanan moved to close the hearing at 6:24pm. Bill Wheeler seconded the motion, which carried. All were in agreement.
- d. Motion to close projects - Judy Buchanan moved to close the CDBG-I grants, project numbers 16-I-3154, 19-I-3649, and 20-I-3604, for the West Main Sewer Interceptor. Bill Wheeler seconded the motion, which carried. All were in agreement.

Presentations - There were none.

Manager’s Update - Town Manager Heather Hockaday

1. Project updates
  - a. FEMA- Mrs. Hockaday said that several smaller projects have been obligated where the amount of money is made known and will then go to the State and eventually to the local government. The Town has begun to receive payments.
    - i. Consideration of HGA Consultants agreement - HGA consultants have been engaged to help guide the Town through the FEMA documentation and reimbursement procedures for all eighteen projects. Randy Ollis motion to approve the HGA Consulting Agreement, pending final review, and authorize Mayor Fox to sign once the documents are finalized. Judy Buchanan seconded the motion, which carried. All were in agreement.
    - ii. Consideration of GMC Engineering Services Master agreement, Redundant Raw Water Intake project - Mrs. Hockaday explained that the agreement is set up to have a master agreement with task orders to be more in sync with FEMA’s process. She explained how “versioning” or phases would help to get the money sooner in stages. A task order will be issued for the first phase of work. Judy Buchanan moved to approve the GMC Engineering Services Master Agreement and allow Manager Hockaday the ability to approve task orders with the option to terminate. Randy Ollis seconded the motion, which carried. All were in agreement.
  - b. ARPA
    - i. Consideration of Main Street Waterlines “A” contracts - The Main Street and Town Square portion of the project will be completed by T.P. Howard with a start date in late August. Bill Wheeler moved to approve a construction

- contract with T.P. Howard's Plumbing Co, Inc on Part "A" of the Main Street Waterlines project and authorize Mayor Fox to execute the agreement. Judy Buchanan seconded the motion, which carried. All were in agreement.
- ii. Consideration of Glendale Waterlines "B" contracts - Portion "B" of the Waterlines project includes the Glendale area, Shepard Way, the Shepard Way pump station, and other surrounding areas with work starting in late June. Judy Buchanan moved to approve a construction contract with Carolina Specialties Construction, LLC on Part "B" of the Waterlines project and authorize Mayor Fox to execute the agreement. Bill Wheeler seconded the motion, which carried. All were in agreement.
- c. 118 N. Main Public Works/Police building renovation - Mrs. Hockaday said that the project is still in the demo phase. She presented an agreement with BLE for special inspections and material testing services. Judy Buchanan moved to approve the agreement with Bunnell Lammons Engineering (BLE) and authorize Manager Hockaday to sign it. Bill Wheeler seconded the motion, which carried. All were in agreement.
2. Consideration of Micro-Purchase Threshold resolution - The Town is allowed to raise the competitive bidding amount to the State levels each year. Randy Ollis moved to approve *Resolution #2025.06.05.01* authorizing an increase to the Micro-Purchase Threshold. Bill Wheeler seconded the motion, which carried. All were in agreement.
3. Consideration of bonding resolution - Mrs. Hockaday explained that the Finance Officer, Tax Collector, and anyone handling over \$100,000 need to have either a bond or appropriate insurance coverage. Judy Buchanan moved to approve *Resolution # 2025.06.05.02 Resolution to Approve The Bonding Of Town Officials*. Denise Collier seconded the motion which carried. Mayor Fox and councilors Judy Buchanan, Denise Collier, Randy Ollis, and Bill Wheeler were all present and unanimously voted in favor of *Resolution # 2025.06.05.02*.
4. Consideration of Unifirst agreement - The agreement had not been received. Mrs. Hockaday reviewed the terms. Randy Ollis moved to grant Manager Hockaday the authority to approve and execute the *Unifirst Customer Service Agreement* once it is received and she is satisfied with the terms. Judy Buchanan seconded the motion, which carried. All were in agreement.
5. Tax Report - Mrs. Hockaday presented an updated tax report to the Council. She mentioned a couple of delinquent accounts that will be sent to foreclosure attorneys.

#### Department Updates

1. Public Works - Public Works Director Shane Dale said that it had been a busy month with several water leaks.
- a. Consideration of paving agreement - Mr. Dale said that the agreement would address several issues around Town including pot holes and sidewalk repairs. Judy Buchanan moved to approve the *Municipal Street/Sidewalk Repair and Paving Agreement* with Heritage Grading & Paving, Inc. Randy Ollis seconded the motion, which carried. All were in agreement.
- b. Consideration of S. Main sewer line repair agreement - Mr. Dale mentioned the increased need for capacity as the Nu Wray Inn comes on line. Randy Ollis moved to approve the *Construction Contract-South Main Sewer Line Repair Project* with Clifton D. Hamlin, LLC. Bill Wheeler seconded the motion, which carried. All were in agreement.

2. Finance - Finance Officer Leslie Crowder
  - a. Consideration of Audit contract - The FY 24/25 Audit contract was presented. Randy Ollis moved to approve the *Contract To Audit Accounts* from Sharon Gillespie, PA. Judy Buchanan seconded the motion, which carried. All were in agreement
  - b. Budget Amendment - Year end cleanup - Mrs. Crowder presented the amendment for year-end cleanup. Judy Buchanan moved to approve *Budget Adjustment #6, FY 24/25*. Denise Collier seconded the motion, which carried. All were in agreement.
3. Fire Department - Fire Chief Niles Howell presented a call summary with mostly MVA and mutual aid calls, on pace to break 500 calls for the year. Chief Howell discussed possibly doing a 100 year celebration for the Fire Department in the fall. He has also been working with the forest service to repair and clear roads to improve rescue efforts.
4. Police Department - Police Chief Brian Buchanan presented an activity log and reminded everyone of a road closure for Camp Funshine on June 19th.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said that most permits have been for smaller residential projects.
6. Burnsville Town Center - Town Center Manager Corbin Cooper said that the center has been very busy and will have a few concerts coming up. He mentioned the need for a new marquee sign and expects to have an estimate and design soon.

#### Council Members' Reports

- Mayor Fox spoke about the Fire, Police, and Public Works departments and the “above and beyond” work they have been doing, especially since the storm.

#### Updates from Advisory Boards and Non-Profits

- Yancey/Burnsville Chamber of Commerce - Chamber Director Elaine Mann said that the Chamber has been focused on recovery and she is encouraged by the momentum she has been seeing. She reviewed recent highlights including the opening of the Gastro Pub and ribbon cuttings for the Nu Wray and Plott Hound Books. She said that the prior day saw the highest traffic count at the visitors center since before the storm. The Chamber is also ramping up outreach with a newsletter and community focused social media. She also reviewed several upcoming events including an activity filled 4th of July.

Closed session - There was none.

Next Town Council Meeting - Regular meeting on July 10, 2025, 6pm

Adjourn - With there being no further business, Randy Ollis moved to adjourn the meeting at 7:14pm. Judy Buchanan seconded the motion, meeting adjourned.

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J. Chad Fox, Town Clerk

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T. Russell Fox, Mayor

**BURNSVILLE TOWN COUNCIL**  
**Special Meeting - Wednesday, June 25, 2025, 4:30pm**  
**Burnsville Town Hall**

On Wednesday, June 25, 2025 at 4:30pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, and Bill Wheeler present, held a special meeting at the Burnsville Town Hall. Denise Collier and Randy Ollis were 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 4:30pm.

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

Consideration of Resolution to approve amendment to Helene Cash Flow Loan agreement - Town Manager Heather Hockaday explained the previously adopted cash flow loan. She explained that the Town has received an amendment, altering and relaxing language on how the loan is to be repaid. Judy Buchanan moved to approve Resolution #2025.06.25.01, *Resolution To Approve the Amendment to Loan Agreement Between The State Of North Carolina And The Town Of Burnsville* (Helene Cash Flow Loan). Bill Wheeler seconded the motion, which carried. All were in agreement.

Consideration of Resolution to approve Round 2 NC Cash Flow Loan Agreement and Promissory Note - Mrs. Hockaday explained the availability of a second round of the Helene Cash Flow loan in the amount of \$1,433,011.75, with the same repayment terms as Round 1. Judy Buchanan moved to approve Resolution #2025.06.25.02, *Resolution To Approve Round 2 - North Carolina Cashflow Loan Agreement and Promissory Note* and authorize Manager Hockaday and Mayor Fox to sign the agreement. Bill Wheeler seconded the motion, which carried.

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 4:40pm. Mayor Fox seconded the motion, meeting adjourned.

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J. Chad Fox, Town Clerk

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T. Russell Fox, Mayor



**Doug Matheson**  
*Chair of the Board*

**Dennis Aldridge**  
*Vice-Chair*



**Larry Fontaine**  
*Secretary*

**Jeff Whitson**  
*Treasurer*

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**Executive Board Meeting  
June 16, 2025 | 7:00 p.m.  
High Country COG Board Room**

**I. CALL TO ORDER AND INVOCATION**

*Doug Matheson, Executive Board Chairman*

**II. CONSIDERATION OF MAY 2025 MINUTES [ACTION]**

*Doug Matheson, Executive Board Chairman*

**III. FINANCIAL MATTERS**

*Caroline Briggs, Finance Officer*

- Financial Highlights as of May 31, 2025 [ACTION]

**IV. OPENING OF PUBLIC HEARING FOR FY2026 BUDGET ADOPTION [ACTION]**

*Doug Matheson, Executive Board Chairman*

**V. CLOSING OF PUBLIC HEARING FOR FY2026 BUDGET ADOPTION [ACTION]**

*Doug Matheson, Executive Board Chairman*

**VI. FY2026 BUDGET ADOPTION [ACTION]**

*Julie Wiggins, Executive Director*

5 MINUTES

**VII. CDBG FUNDING PROGRAMS**

*John Brooks, CDBG Section Chief, Rural Economic Development Division, NC Commerce*

10 MINUTES

**VIII. NC HOUSING FINANCE AGENCY PROCUREMENT/DISBURSEMENT POLICY & ASSISTANCE PLAN OVERVIEW**

*Chris Grubb, Planning and Development Director*

10 MINUTES

**IX. AREA AGENCY ON AGING UPDATE**

*Zack Green, Area Agency on Aging Director*

10 MINUTES

**X. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR**

*Julie Wiggins, Executive Director*

10 MINUTES

**XI. BOARD MEMBER COMMENTS**

**XII. CHAIRMAN'S COMMENTS**

**XIII. OTHER BUSINESS**

**XIV. PUBLIC COMMENT**

**XV. ADJOURNMENT [ACTION]**



**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
MAY 19, 2025  
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met May 19, 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, Bill Wheeler, Larry Fontaine, Jeff Whitson, Bobby Munsey, Mike Parlier, Jeff Harding, Rocky Buchanan, Teresa McCoy, Tom Hartman, Braxton Eggers, and Dennis Aldridge. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Caroline Briggs, Misty Bishop-Price, Cory Osborne, Chris Grubb, and Victoria Oxentine.

**CALL TO ORDER AND INVOCATION**

Vice-Chairman Aldridge called the meeting to order and welcomed attendees. Braxton Eggers led the Pledge of Allegiance and Todd McNeill offered the invocation.

**CONSIDERATION OF MINUTES**

Todd McNeill moved to accept the minutes of the April 21, 2025 meeting, seconded by Braxton Eggers. Motion carried.

**FINANCIAL MATTERS**

**Financial Highlights**

Finance Officer, Caroline Briggs presented the Financial Highlights as of April 30, 2025 (Attachment A) and discussed revenues versus expenditures. Charles E. Vines made a motion to approve the Financial Highlights as of April 30, 2025. Todd McNeill seconded the motion. Motion carried.

**Budget Amendment #6**

Finance Officer, Caroline Briggs presented Budget Amendment #6 (Attachment A1), which is an increase of \$78,445 in the general fund, an increase of \$1,335,849 in the Workforce Development department and a decrease of \$34,648 in the Planning and Development department. Jeff Whitson made a motion to approve Budget Amendment #6. Charles E. Vines seconded the motion. Motion carried.

**National Council on Aging's ACL Innovations Lab Grant Project Ordinance**

Finance Officer Caroline Briggs presented a Grant Project Ordinance for the National Council on Aging's ACL Innovations Lab, which focuses on home modifications and assistance (Attachment A2). This ordinance includes additional funding of \$289,973, allocated to the Area Agency on Aging department, and is effective through May 31, 2027. Charles E. Vines made a motion to approve the National Council on Aging's ACL Innovations Lab Grant Project Ordinance. Brenda Lyerly seconded the motion. Motion carried.

**HCCOG Contract to Audit**

Finance Officer, Caroline Briggs presented the FY2025 Contract to Audit and noted that the price remains the same at \$26,500. The only change is that the deadline to submit the audit is now December 31, 2025. Todd McNeill made a motion to approve the HCCOG Contract to Audit. Charles E. Vines seconded the motion. Motion carried.

**CONSIDERATION OF 2025 HCCOG LEGISLATIVE PRIORITIES**

Julie Wiggins, Executive Director presented a draft version of the proposed 2025 HCCOG Legislative Priorities (Attachment B) for consideration. Todd McNeill suggested that a statement opposing House Bill 765 and any component therein be added to the priorities list. Todd McNeill made a motion to approve the draft 2025 HCCOG Legislative Priorities with the new addition forementioned. Brenda Lysterly seconded the motion. Motion carried.

**WORKFORCE DEVELOPMENT UPDATES**

Misty Bishop-Price, Workforce Development Director provided an update on the Workforce Development department, highlighting recent grant funding achievements including an additional \$1,335,849 from the state, Dislocated Worker funds and Business Recovery funds due to the impacts of Hurricane Helene in our region. Vice-Chairman Aldridge praised Mrs. Bishop-Price and her team for their outstanding efforts and dedication to supporting the community during this challenging time.

**PLANNING AND DEVELOPMENT UPDATES**

Chris Grubb, Planning and Development Director provided an update on recent projects and grant applications/administration that his department has been actively pursuing. Mr. Grubb noted upcoming deadlines for programs and introduced Judson Belvins, the new Planner/Housing Coordinator. Mr. Grubb also announced that the Planning department will host a Lead NC Intern from the UNC SOG later this summer at no cost to the COG.

**FY2026 BUDGET PRESENTATION**

Julie Wiggins, Executive Director, delivered a comprehensive presentation outlining the workings of the HCCOG's budget, including the proposed budget resolution for fiscal year 2026, which totals \$7,578,641 (Attachment C). Ms. Wiggins emphasized that the HCCOG is predominantly funded through federal grants from five primary sources. She also highlighted the introduction of new revenue streams and various grant project ordinances. Furthermore, Ms. Wiggins indicated that the board will be required to take action on the proposed FY2026 budget resolution following the public hearing scheduled for the Executive Board meeting on June 16, 2025.

**REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR**

Julie Wiggins, Executive Director announced that HCCOG hired Mackenzie Tipton as Finance Technician. Ms. Wiggins handed it over to Cory Osborne, Economic Recovery & Resilience Director, who provided a handout (Attachment D) highlighting the NC Commerce Small Business Infrastructure Grant Program (SmBIZ). Ms. Wiggins also commended Victoria Oxentine on her hard work compiling the Spring 2025 ReCOGnition newsletter. Mrs. Oxentine noted that the newsletter would be available online soon.

**BOARD MEMBER COMMENTS**

Todd McNeill announced that the Paddy Mountain Park Grand Opening in West Jefferson was a great success.

**VICE-CHAIRMAN'S COMMENTS**

Vice-Chairman Aldridge expressed his gratitude for the HCCOG and all the work they do for the region.

**ADJOURNMENT**

As there were no other comments or business, Todd McNeill made a motion to adjourn. Tom Hartman seconded the motion. Motion carried. Meeting adjourned at 8:03 pm.

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Chairman, Doug Matheson

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Clerk to the Board, Victoria Oxentine

Date \_\_\_\_\_

**Doug Matheson**  
Chair of the Board

**Dennis Aldridge**  
Vice-Chair



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## Financial Highlights – June 16, 2025

MAY 30, 2025		
		<b>2024</b>
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
	<b>2025</b>	
Total Expenditures - YTD	\$ 5,208,609	\$ 7,396,890
Total Fund Balance as % of General Fund Expenditures*	26.27%	29.58%
Unassigned Fund Balance as % of General Fund Expenditures*	18.31%	20.62%
<b>*FY2025 Budget Expenditures</b>	<b>FISCAL YEAR 2025</b>	
<b>\$8,328,493</b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b>Total Revenue</b>		
General	\$ 489,020	\$ 392,411
Planning/Development	\$ 969,424	\$ 674,251
Resilience Contractual	\$ 73,627	\$ 61,059
Area Agency on Aging	\$ 3,052,713	\$ 2,539,593
Workforce Development	\$ 3,743,709	\$ 1,390,920
	\$ 8,328,493	\$ 5,058,234
<b>Total Expenditures</b>		
General	\$ 489,020	\$ 475,520
Planning/Development	\$ 969,424	\$ 802,092
Resilience Contractual	\$ 73,627	\$ 43,333
Area Agency on Aging	\$ 3,052,713	\$ 2,394,964
Workforce Development	\$ 3,743,709	\$ 1,492,701
	\$ 8,328,493	\$ 5,208,609
Revenues over (under) expenditures		\$ (150,375)



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FY2025 PROJECT ORDINANCES				
DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750	\$ 341,779	\$ 461,426
DISASTER RECOVERY NCARCOG	2023	\$ 331,250	\$ 331,250	\$ 331,250
DOGWOOD HEALTH TRUST	2025	\$ 75,000	\$ 75,000	\$ 3,829
ARC DISASTER HELENE FUNDING	2025	\$ 276,000	\$ -	\$ -
EDA DISASTER HELENE FUNDING	2025	\$ 500,000	\$ -	\$ -
NCARCOG HELENE	2025	\$ 665,000	\$ 665,000	\$ 38,154
DIT DIGITAL CHAMPION	2025	\$ 800,000	\$ 452,360	\$ 180,913
CHOOSING HOME SFRF	2025	\$ 132,889	\$ -	\$ -
NCAO INNOVATION'S LAB	2025	\$ 289,973	\$ -	\$ -
PEAS	2025	\$ 97,120	\$ -	\$ -
ASU FALLS PREVENTION	2023	\$ 251,959	\$ 214,921	\$ 255,114
AGELESS ACCESS DIGITAL NAVIGATOR	2025	\$ 98,058	\$ 50,799	\$ 61,806
OMB LOC 6 - ARPA	2024	\$ 15,425	\$ 4,208	\$ 4,208
ARPA FCSP	2023	\$ 125,769	\$ 67,255	\$ 69,252
ARPA P&A		\$ 147,189	\$ 75,786	\$ 79,197
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	\$ 140,862	\$ 140,862
BROC ARPA		\$ 154,860	\$ 141,769	\$ 141,769
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	\$ 24,687	\$ 24,687
LEGAL AID OF NC ARPA		\$ 27,000	\$ 21,119	\$ 21,119
		\$ 1,159,598	\$ 879,510	\$ 884,918
NCWORKS SUBSTANCE USE DISORDER RECOVERY	2023	\$ 200,000	\$ 156,873	\$ 156,873
NCWORKS SMALL BUSINESS WORK-BASED LEARNING	2023	\$ 935,000	\$ 650,686	\$ 653,111
DOGWOOD WORKBASED LEARNING	2025	\$ 310,000	\$ 310,000	\$ 4,754
<b>TOTALS</b>		<b>\$ 6,731,022</b>	<b>\$ 4,132,385</b>	<b>\$ 3,036,356</b>
<b>Cash Balances</b>				
Operating Account		\$ 607,225		
NCCMT Account		\$ 2,679,247		
		\$ 3,286,472		

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.

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
FY 2025/2026  
BUDGET RESOLUTION**

**BE IT RESOLVED BY THE BOARD OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS:**

The following amounts are hereby appropriated by program for the operation of said Council of Governments for fiscal year beginning July 1, 2025, and ending June 30, 2026:

**SECTION I: REVENUES BY SOURCE**

**GENERAL FUND**

Local  
TOTAL GENERAL FUND \$ 346,531

**PLANNING/DEVELOPMENT FUND**

Federal \$ 325,115  
Local \$ 572,500  
TOTAL PLANNING/DEVELOPMENT FUND \$ 897,615

**ECONOMIC RECOVERY & RESILIENCY FUND**

Local \$ 110,784  
TOTAL ECONOMIC RECOVERY & RESILIENCY FUND \$ 110,784

**AREA AGENCY ON AGING FUND**

Federal \$ 2,660,925  
State \$ 142,093  
Local \$ 178,829  
TOTAL AREA AGENCY ON AGING FUND \$ 2,981,847

**WORKFORCE DEVELOPMENT FUND**

Federal \$ 3,241,864  
TOTAL WORKFORCE DEVELOPMENT FUND \$ 3,241,864

**APPROPRIATED FUND BALANCE**

\$ -

**TOTAL BUDGET REVENUE**

**\$ 7,578,641**

**SECTION II: EXPENDITURES BY PROGRAM**

**GENERAL FUND**

Local Activities \$ 346,531  
TOTAL GENERAL FUND

**SPECIAL REVENUE FUNDS**

Planning/Development \$ 897,615  
Economic Recovery & Resiliency \$ 110,784  
Area Agency on Aging \$ 2,981,847  
Workforce Development \$ 3,241,864  
TOTAL SPECIAL REVENUE FUNDS \$ 7,232,110

**TOTAL BUDGET EXPENDITURES**

**\$ 7,578,641**

**SECTION III:**

- a. The Budget Officer is hereby authorized to transfer appropriations within any of the above programs subject to any restriction on particular grant monies.
- b. Due to the timing of receiving certain revenues and projects for the Council, the Budget Officer is hereby authorized to incur expenditures after a notice of revenue availability is received. A formal budget amendment incorporating such project is to be presented to the Board of Directors at the next available meeting.

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

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_  
THIS \_\_\_\_ DAY OF JUNE, \_\_\_\_

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Secretary