

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, March 5, 2026, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on February 5, 2026
 - b. Special meeting held on February 18, 2026
4. Public Hearings - CDBG-Disaster Relief Funds
5. Presentations
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - i. ARPA
 - ii. 118 N. Main renovation
 - b. Resolutions to accept Helene SRF funds
 - c. Institute of Emerging Issues-Water update
 - d. Tax Report
7. Clerk's Update
8. Department Updates
 - a. Public Works - Shane Dale
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. FEMA 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 April 2, 2026
13. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, February 5, 2026, 6pm
Burnsville Town Hall

On Thursday, February 5, 2026, at 6pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Randy Ollis, Denise Collier, 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, 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 February 2026.

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

Public Comment

- Danny McIntosh thanked the Town staff for all that they do especially in the extreme cold weather. He also spoke about a friend and fellow volunteer firefighter Dennis Carroway, who passed away recently. He said that Dennis served his community and country in many ways. Mr. McIntosh said that Dennis set an important example for young firefighters and he had a great deal of respect for him.
- Chuck Ivey talked about the non-profit SEARCH and an upcoming meeting on Wednesday at the Town Center. The meeting would share information on interviews with Helene victims followed by a community discussion.
- Stephanie Johnson talked about the non-profit Rebuilding Hollers and their 585 projects in Yancey and Mitchell Counties. She said that 144 of them have already been completed. She shared an informational booklet and talked about fundraisers, specifically the Jeepin' to the Hollers event on the Town Square. She spoke about the importance of rebuilding and lifting up the Town and its businesses.

Consideration of Minutes - Minutes from a special meeting held on January 8, 2026 were considered. Judy Buchanan made a motion to approve the minutes as read. Randy Ollis seconded the motion, which carried. All were in agreement. Minutes from a closed session held on January 8, 2026 were viewed and signed during the meeting by each Councilor.

Public Hearings - There were none.

Presentations

- American Red Cross - Joe & Karen Ventrice were present to discuss the importance of blood drives and distribute information about donations and the upcoming Battle of the Badges, sponsored by the Burnsville Fire Department on February 27th from 1pm-6pm.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
 - a. 118 N. Main Public Works/Police building renovation - Mrs. Hockaday said that progress continues with a few weather delays recently, but the work is getting back on schedule.
 - b. ARPA
 - i. Main Street Water Lines, Contract A - As soon as crews and equipment are available, work will ramp up on East Main.

- c. Lead Service Line
 - i. McGill contract amendment - McGill was contracted to do the analysis side of the project. Bids went out in September for soft digs to examine lines on both sides of the meter to determine if anything has a lead related issue. The bids for 1000 soft digs came in over budget. McGill has the ability to execute an approved new approach, Statistical Analysis, which could help reduce the cost of the project significantly. Mrs Hockaday reminded the Council that this is a nationwide requirement and that the Town has never had any lead issues. Judy Buchanan moved to approve *Contract Amendment No. 1* allowing for preparation and submittal of a Statistical Analysis Method for the lead service line identification and authorize Manager Hockaday to sign it. Bill Wheeler seconded the motion, which carried. All were in agreement.
- 2. Toe River Regional Hazard Mitigation Plan Resolution - The plan is required to be eligible for FEMA funding in the event of a disaster. Randy Ollis moved to approve Resolution # 2026.02.05.01 *Resolution Adopting The Toe River Regional Hazard Mitigation Plan*. Judy Buchanan seconded the motion which carried. All were in agreement.
- 3. Tax Report - Mrs. Hockaday presented a tax report with a 91.43% collection rate.
 - a. Resolution to advertise delinquent taxes - A resolution was presented for delinquent taxes to be advertised on March 23rd, 2026. Bill Wheeler moved to approve the *Resolution Ordering The Advertisement Of Delinquent Real Estate Property Tax Lien*. Judy Buchanan seconded the motion, which carried unanimously.

Clerk's Update - Town Clerk Chad Fox

- 1. Consideration of annual Town sponsored events on the Square - Clerk Fox presented a list of annual events that the Town typically sponsors with stage usage or road closures. The Council were in a general agreement to continue sponsorship of the traditional events on the square.
- 2. New requests for road closure, Jeepin' to the Hollers - Mayor Fox wanted to discuss the status of several construction and infrastructure projects happening this spring at neighboring properties around the Square. Mayor Fox moved to table the discussion of a May 23, 2026 road closure for the Jeepin to the Hollers event until a special meeting on February 18th at 8:30am. Judy Buchanan seconded the motion, which carried. All were in agreement.

Department Updates

- 1. Public Works - Public Works Director Shane Dale mentioned a kickoff meeting for the Bakers Creek pump station repair project which will begin soon. Mr. Dale and Manager Hockaday discussed the complexities of the Main Street water line project, explaining the process of laying new pipe outside of the existing system, having to cover trenches overnight, discovering several unknowns underground, and then testing before being brought online.
- 2. Finance - Finance Officer Leslie Crowder
 - a. A budget versus actual and overtime report was previously provided to Council.
 - b. FEMA projects - Mrs. Crowder presented a list of current projects and updated the Council on funds received.
- 3. Fire Department - Before Chief Howell began, Mayor Fox wanted to point out how many calls the fire department had to respond to lately in the frigid temperatures and thanked them.

Fire Chief Niles Howell then presented a call report and mentioned the large volume of structure fires during the recent extreme cold weather. He said that the annual service testing is complete, and that the new side by side should be shipped in a couple of weeks.

4. Police Department - Police Chief Brian Buchanan presented an activity log and mentioned a reduction in accidents due to the cold weather.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said that he has discussed several projects with floodplain and zoning related issues. He expects a design review meeting to be scheduled soon.
6. Burnsville Town Center - Town Center Manager Corbin Cooper reported that twenty-one events have been booked for February and thirty for March.

Council Members Reports

Updates from Advisory Boards and Non-Profits

- Yancey/Burnsville Chamber of Commerce - Chamber Director Juliana Walker said that membership is growing with twenty-seven new members in January and mentioned upcoming events such as the Sweet Heart Stroll and Member Gala.

Closed Session - There was none.

Next Town Council Meetings - Special meeting on February 18, 2026 and a regular meeting on March 5, 2026.

Adjourn - With there being no further business, Randy Ollis moved to adjourn the meeting at 6:58pm. Denise Collier seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

BURNSVILLE TOWN COUNCIL
Special Meeting - Wednesday, February 18, 2026, 8:30am
Burnsville Town Hall

On Wednesday, February 18, 2026, at 8:30am, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Randy Ollis, Denise Collier, and Bill Wheeler present, held a special meeting at the Burnsville Town Hall located at 2 Town Square. Also in attendance were Town staff members Heather Hockaday, Brian Buchanan, and Chad Fox, and guests Stephanie Johnson, David Buchanan, and Natalie Gideon. The Mayor called the meeting to order at 8:30am.

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

Consideration of a road closure on May 23, 2026 - Stephanie Johnson, president of the non-profit Rebuilding Hollers, submitted a revised Jeepin' to the Hollers event map, altering access to some of the downtown businesses and adding areas for shuttles. She described the event for the Council saying that there will be a car show, vendor booths on the square, and an opportunity for local businesses to come out onto the street and promote.

Mayor Fox shared his findings on the nearby projects, saying that the Main Street water line project should be completed before Memorial Day, but the demolition of a nearby building is still unclear. The Council discussed the concerns that local business owners have about the many road closures that already occur in Town. Mrs. Johnson said that a primary goal of her event would be to help local businesses and expressed a willingness to leave more of the square open. The Council discussed how the many unknowns with future projects make it more difficult to anticipate how to direct traffic and they would like to avoid obstructing access for emergency vehicles and Town residents.

Mayor Fox welcomes the increase in foot traffic to downtown, but is reluctant to close the streets around the square. Judy Buchanan and Bill Wheeler were in agreement with Mayor Fox that the street should not be closed. Denise Collier wanted to listen to the merchants and not close the street. Randy Ollis talked about the negative reactions to road closures but voted yes to allow the closure. The request to close the street failed by a vote of 4-1.

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 8:55am. Bill Wheeler seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

TOWN OF BURNSVILLE TO HOLD PUBLIC HEARING

The Town of Burnsville will be holding a public hearing to solicit citizen input on the submission of applications for Community Development Block Grant – Disaster Relief Funds (CDBG-DR) funds. The CDBG funds will be used to assist the Town of Burnsville with Hurricane Helene recovery efforts.

A public hearing is scheduled for Thursday, March 5, 2026 at 6:00 pm in the Mark W. Bennett Board Room, second floor of Burnsville Town Hall located at 2 Town Square, Burnsville, NC 28714. All interested citizens are invited to attend.

This information is available in Spanish or any other language upon request. Please contact Chad Fox at (828) 682-2420 or at 2 Town Square, Burnsville, NC 28714 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Chad Fox al (828) 682-2420 o en 2 Town Square, Burnsville de alojamiento para esta solicitud.

Hearing impaired persons desiring additional information or having questions regarding this subject should call Relay North Carolina at 711 or (800) 735-2962.



Past 30-Day Review

What We Did

- Complete Bay 2 floor in-fill
- Complete Bay 2 roof framing
- Continue misc. demolition (vault/beam pockets)
- Pour footings for stairwell walls
- Complete masonry work for stairwell walls
- Began structural steel installation
- Started electrical panel built out underway
- Started interior 2 bay wall framing
- 1st bay floor joist replaced and sister-ed

30- Day Look Ahead

What We Plan To Do

- Complete structural steel installation
- Complete bay 1 floor and roof framing
- Complete demo work
- Install first layers of epoxy flooring
- Complete 2nd floor interior framing
- Begin interior electrical, plumbing wall rough in

John Arnaud
Architect

HARPER
GENERAL CONTRACTORS

High Priority Action Items | Harper

- Access roof decking condition during demo work in Bay 3

High Priority Action Items | Owner | Architect

- Submittal for owner supplied appliances

Budget Update

Original Contract \$ 1,995,089.00

Approved Change Orders \$ 165,626.76

Revised Contract Amount \$ 2,160,715.76

Potential Change Orders \$31,980.11

Schedule Update

Original Contract Duration: 305 Days

Approved Schedule Changes: 112 Days

Pending Schedule Changes: 0 Days

Projected Completion Date: June 12, 2026

Photo Log



Continue Demolition Work



Bay 2 Roof Framing



Pour New Footings for Stairwell Masonry



Set New Hollow Metal Door Frames



Lay New CMU walls for Stairwell



Lay New CMU walls for Stairwell

Photo Log



Start Structural Steel Installation



Start Structural Steel Installation



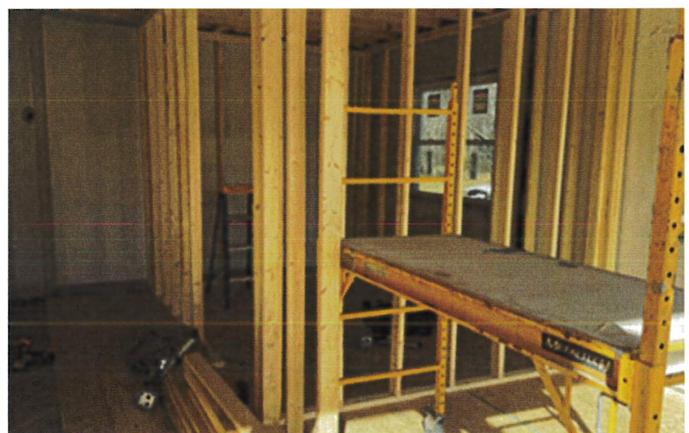
Complete In-Fill Framing in Bay 2



Complete In-Fill Framing in Bay 2



Start New Bay 2 Wall Framing



Start New Bay 2 Wall Framing

Burnsville ES-Additions Renovations

Weather Delay Log

Year	Month	Allocated Weather Days	Recorded Weather Days	Weather Delay Delta	Date	Weather
2025	December	5	NA	NA		
			1		12/2/2025	Rain
			1		12/8/2025	Winter Weather
2026	January	6	1		1/26/2026	Winter Weather
			1		1/27/2026	Winter Weather
2026	February	4			2/2/2026	Winter Weather
					2/3/2026	Winter Weather
2026	March	5				
2026	April	4				
2026	May	4				
2026	June	6				
2026	July	6				
2026	August	7				
2026	September	6				
2026	October	4				
2026	November	4				
2026	December	5				

Defintion of Weather Delay Requested

Rain Delay	Days is defined as a day when rainfall exceeds one-half (.5) inch during a 24-hour period
Mud Delay	Days in which work was delayed or spent remedying precipitation issues
Cold Weather Delays	Days in which work was not able to perform due to low temperatures

RESOLUTION BY BURNSVILLE TOWN COUNCIL FOR NORTH CAROLIN DEPARTMENT OF ENVIRONMENTAL QUALITY SRF-D-HEL-0019, WATER SUPPLY & DISTRIBUTION IMPROVEMENTS

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collections systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Revolving Loan with partial principal forgiveness in the amount \$8,208,522.00 for the design and construction of waterline supply and distribution system improvements in area of Highway 19E project area; and

WHEREAS, The Town of Burnsville intends to construct said project in accordance with the approved plans and specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BURNSVILLE, NORTH CAROLINA:

1. That the Town of Burnsville does hereby accept the State Revolving Loan and Principal Forgiveness offer outlined in a Letter of Intent to Fund from the North Carolina Department of Environmental Quality for \$8,208,522.00.
2. That the Town of Burnsville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the offer, Section II-Assurances with be adhered to.
3. That Heather Hockaday, Town Manager and, successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
4. That the Town of Burnsville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 5th day of March, 2026 at a regular business meeting of the Town Council in Burnsville, North Carolina.

T. Russell Fox, Mayor

ATTEST:

J. Chad Fox, Town Clerk

JOSH STEIN
Governor

D. REID WILSON
Secretary

SHADI ESKAF
Director



NORTH CAROLINA
Environmental Quality

February 4, 2026

Heather Hockaday, Town Manager
Town of Burnsville
PO Box 97
Burnsville, NC 28714

Subject: Letter of Intent to Fund
Town of Burnsville
Water Supply & Distribution Improvements
SRF Helene Rolling Application Cycle
SWIA Award Date: December 10, 2025
Project No.: SRF-D-HEL-0019
Agreement ID: 2000087881

Dear Manager Hockaday:

The Division of Water Infrastructure has reviewed your funding application for the project listed above, and we're pleased to share that the State Water Infrastructure Authority (SWIA) has determined your project is eligible for funding through the State Revolving Fund Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (referred to as the "SRF Helene" funds).

These funds are intended to support projects that strengthen infrastructure resilience—either by reducing flood risk and vulnerability or by improving preparedness for rapid hydrologic changes and other natural disasters. The funding information is as follows:

Funding Information

Funding Source/Type:	Drinking Water State Revolving Fund (DWSRF) Loan Helene Funds
Funding Amount*:	\$8,208,552 total funding including: \$5,000,000 at 100% Principal Forgiveness (PF) and the remainder at 75% Principal Forgiveness and 25% Loan with the loan term specified below. Total award includes \$7,406,414 in PF and \$802,138 in Loans
Loan Term:	0% interest rate over 20 years
Total Project Cost:	\$8,208,552



RESOLUTION BY BURNSVILLE TOWN COUNCIL FOR NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY SRF-W-HEL-0022, HICKORY LANE AND GLENDALE AVENUE SEWER IMPROVEMENTS

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collections systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Revolving Loan with principal forgiveness in the amount \$4,877,626.00 for the design and construction of sewer collection system rehabilitation, repairs and replacement in the Hickory Lane and Glendale Avenue project area; and

WHEREAS, The Town of Burnsville intends to construct said project in accordance with the approved plans and specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BURNSVILLE, NORTH CAROLINA:

1. That the Town of Burnsville does hereby accept the State Revolving Loan and Principal Forgiveness offer as outlined in a Letter of Intent to fund from the North Carolina Department of Environmental Quality in the amount of \$4,877,626.00.
2. That the Town of Burnsville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the offer, Section II-Assurances with be adhered to.
3. That Heather Hockaday, Town Manager and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
4. That the Town of Burnsville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 5th day of March, 2026 at a regular business meeting of the Town Council in Burnsville, North Carolina.

T. Russell Fox, Mayor

ATTEST:

J. Chad Fox, Town Clerk

JOSH STEIN

Governor

D. REID WILSON

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality

February 4, 2026

Heather Hockaday, Town Manager
Town of Burnsville
PO Box 97
Burnsville, NC 28714

Subject: Letter of Intent to Fund
Town of Burnsville
Hickory Ln & Glendale Ave Sewer Line
SRF Helene Rolling Application Cycle
SWIA Award Date: December 10, 2025
Project No.: SRF-W-HEL-0022
Agreement ID: 2000087906

Dear Manager Hockaday:

The Division of Water Infrastructure has reviewed your funding application for the project listed above, and we're pleased to share that the State Water Infrastructure Authority (SWIA) has determined your project is eligible for funding through the State Revolving Fund Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (referred to as the "SRF Helene" funds).

These funds are intended to support projects that strengthen infrastructure resilience—either by reducing flood risk and vulnerability or by improving preparedness for rapid hydrologic changes and other natural disasters. The funding information is as follows:

Funding Information

Funding Source/Type: Clean Water State Revolving Fund (CWSRF) Loan Helene Funds
Funding Amount*: \$4,877,626 total funding including:
\$4,877,626 at 100% Principal Forgiveness (PF)
Total award includes \$4,877,626 in PF and 0 in Loans

Total Project Cost: \$4,877,626



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

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

Fax: 828-265-5439

Executive Board Meeting
February 16, 2026 | 7:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Dennis Aldridge, Executive Board Vice-Chairman

II. CONSIDERATION OF DECEMBER 2025 MINUTES [ACTION]

Dennis Aldridge, Executive Board Vice-Chairman

III. FINANCIAL MATTERS

Caroline Briggs, Finance Officer

- Financial Highlights as of January 31, 2026 [ACTION]
- Budget Amendment #4 [ACTION]
- Workforce Grant Project Ordinance Amendment – ARPA Work-Based Learning [ACTION]
- Planning Grant Project Ordinance Amendment – NCDIT Digital Champion [ACTION]
- Planning Grant Project Ordinance – EDA 2025 Partnership Planning Grant [ACTION]
- Corrected Grant Project Ordinances (Clerical Corrections Only)

IV. HCCOG AUDIT PRESENTATION [ACTION]

15 MINUTES

Hunter Wiseman, Thompson, Price, Scott, Adams & Co. P.A.

V. HEALTHY BLUE PRESENTATION

15 MINUTES

Keith Cradle, Ph.D. - Director of Judicial Program | Healthy Blue Care Together

Kristin Stout - Judicial Program Treatment Court Specialist | Healthy Blue Care Together

LaDonte Lee- Judicial Program Liaison | Healthy Blue Care Together

VI. REPORT FROM THE NOMINATING COMMITTEE

5 MINUTES

Nominating Committee

- Officer Nominations & Elections [ACTION]

VII. RECESS OF HCCOG EXECUTIVE BOARD SESSION AND CONVENING OF REGION D DEVELOPMENT CORPORATION SESSION [ACTION]

5 MINUTES

Chris Grubb, Deputy Executive Director/Planning & Development Director

- Consideration of February 17, 2025 Minutes [ACTION]

VIII. CLOSING OF REGION D DEVELOPMENT CORPORATION SESSION AND OPENING OF HCCOG EXECUTIVE BOARD SESSION [ACTION]

IX. REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

10 MINUTES

Julie Wiggins, Executive Director

X. BOARD MEMBER COMMENTS

XI. VICE-CHAIRMAN'S COMMENTS

- Welcome New Board Members

XII. OTHER BUSINESS

XIII. PUBLIC COMMENT

XIV. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
DECEMBER 15, 2025
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met December 15, 2025, 7:00pm, in the HCCOG Board Room in Boone. The following members were present at the meeting: Charles E. Vines, Brenda Lyerly, Wes Greene, Kelly Melang, Bill Wheeler, Larry Fontaine, John Shepherd, Bobby Munsey, Mike Parlier, Jeff Harding, Rocky Buchanan, Teresa McCoy, Braxton Eggers, Dennis Aldridge, and Doug Matheson. The following staff and guests were present at the meeting: Brian Glish, Heather Hogan, Kristopher Hurley, Nicole Hurley, Julie Wiggins, Caroline Briggs, Judson Blevins, Zack Green, Cory Osborne, Chris Grubb, Jackson Marcellus, 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 Rocky Buchanan offered the invocation.

CONSIDERATION OF MINUTES

Rocky Buchanan moved to accept the minutes of the November 17, 2025 meeting, seconded by Kelly Melang. Motion carried.

PUBLIC COMMENT

Chairman Matheson asked the board to advance the public comment portion of the agenda so that Todd McNeill, NCARCOG Executive Director, could present his update prior to leaving the meeting early. Mr. McNeill reported that he has visited 12 of the 16 COGs across North Carolina and stated that the High Country Council of Governments stands out as one of the strongest. He added that board members are fortunate to have this resource in the region and commended Julie Wiggins and the entire HCCOG staff for their work.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Caroline Briggs presented the Financial Highlights as of November 30, 2025 (Attachment A) and discussed revenues versus expenditures.

Dogwood Health Trust (DHT) Dementia Caregivers Network Grant Project Ordinance

Finance Officer, Caroline Briggs presented the DHT Dementia Caregivers Network Grant Project Ordinance (Attachment A1) of \$163,200 which will provide caregiver support in Avery, Mitchell, and Yancey counties through December 2027.

Dogwood Health Trust (DHT) COG Capacity Grant Project Ordinance

Finance Officer, Caroline Briggs presented the DHT COG Capacity Grant Project Ordinance (Attachment A2) of \$600,000 which will help support COG operations and Helene recovery work through August 31, 2027.

NCARCOG Helene Funding Tranche Two Grant Project Ordinance

Finance Officer, Caroline Briggs presented NCARCOG Helene Funding Tranche Two Grant Project Ordinance (Attachment A3) of \$532,000 which is the second round of funding for Helene recovery and will go through June 2030.

Charles E. Vines made a motion to approve the Financial Highlights as of November 30, 2025, DHT Dementia Caregivers Network Grant Project Ordinance, DHT COG Capacity Grant Project Ordinance, and the NCARCOG Helene Funding Tranche Two Grant Project Ordinance. Brenda Lyerly seconded the motion. Motion carried.

HCCOG 2025 Amended Contract to Audit

Finance Officer, Caroline Briggs presented an amended 2025 Contract to Audit (Attachment A4) noting that the audit is delayed because of the State's delay in release of the 2025 compliance supplements. There is now a 43-day extension. Wes Greene made a motion to approve the HCCOG 2025 Amended Contract to Audit. Braxton Eggers seconded the motion. Motion carried.

NC NATIONAL GUARD CYBER SECURITY RESPONSE FORCE OVERVIEW

Brian Glish, LTC MPCyber/MC Deputy presented a PowerPoint overview (Attachment B) of the NC National Guard Cyber Security Response Force (NCNGCSRF). LTC Glish noted that the Response Force, which is grant funded, was started in 2013 and fully established in 2022. The NCNGCSRF provides incident responses to cyber-attacks throughout NC. LTC Glish reviewed activities from 2020-2025 and provided contact information if needed.

TACKLING COMPLEX WASTE STREAMS & IMPROVING THE ECONOMICS OF RECYCLING THROUGH REGIONAL COLLABORATION

Heather Hogan, CEO of Sustainable Development Solutions, presented a PowerPoint (Attachment C) regarding the work of Sustainable Development Solutions, a local environmental management firm rethinking how communities grow, consume, and connect. Ms. Hogan discussed the issue of critical minerals, program components, and a grant opportunity with Golden Leaf.

ESFRLP GRANT POLICIES APPROVAL

Judson Blevins, Planner/Housing Coordinator presented two policies needing approval for the Wilkes County 2027 Essential Single-Family Repair Loan Pool (ESFRLP) cycle. A minimum of two homes will be included for repairs in this cycle. Mr. Blevins noted that the policies have been reviewed and approved by the NC Housing Finance Agency.

Assistance Policy – ESFRLP 2027 (Attachment D)

Jeff Harding made a motion to approve the Assistance Policy – ESFRLP 2027. John Shepherd seconded the motion. Motion carried.

Procurement & Disbursement Policy – ESFRLP 2027 (Attachment D1)

Braxton Eggers made a motion to approve the Procurement & Disbursement Policy – ESFRLP 2027. Wes Greene seconded the motion. Motion carried.

ANNUAL CEDS UPDATE

Chris Grubb, Deputy Executive Director/Planning & Development Director presented the Comprehensive Economic Development Strategies (CEDS) Annual Report and a Resolution in Support of the CEDS (Attachment E). Larry Fontaine made a motion to approve the Resolution in Support of the CEDS. John Shepherd seconded the motion. Motion carried.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director wished everyone a Merry Christmas and Happy Holidays. Ms. Wiggins noted that the High Country COG had assisted the region with applications for SRF, OSBM, and Small Business Infrastructure grant applications resulting in \$30.5M of funding. Ms. Wiggins welcomed North Wilkesboro Commissioner, Kristopher Hurley and his wife to the meeting. Ms. Wiggins asked Victoria Oxentine, Communications Manager to share a few updates including her work on the Christmas giftbags, the 2025 Fall/Winter ReCOGNition that was just printed and the 2026 meeting schedule.

BOARD MEMBER COMMENTS

Dennis Aldridge discussed a 1st amendment auditor situation in Avery County and legislative guardrails on this topic.

CHAIRMAN'S COMMENTS

Chairman Matheson welcomed Town of Jefferson Alderman, John Shepherd to the Executive Board. Chairman Matheson thanked the COG staff for a great year and wished everyone a Merry Christmas.

OTHER BUSINESS

Chairman Matheson has chosen Charles E. Vines, Brenda Lyerly, and Braxton Eggers to be on the 2026 nominating committee for officer nominations. Those nominations will be presented for a vote in February.

ADJOURNMENT

As there were no other comments or business, Jeff Harding made a motion to adjourn. Braxton Eggers seconded the motion. Motion carried. Meeting adjourned at 8:18 pm.

Chairman, Doug Matheson

Clerk to the Board, Victoria Oxentine

Date _____

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

Fax: 828-265-5439

Financial Highlights – February 16, 2026

JANUARY 2026

	<u>2025</u>	
Total Fund Balance - Governmental Funds	\$	2,973,983
Restricted Fund Balance - GF	\$	15,260
Assigned Fund Balance - GF	\$	1,225,738
Unassigned Fund Balance - GF	\$	1,732,985
	<u>2026</u>	
Total Expenditures - YTD	\$ 3,210,157	\$ 7,539,615
Total Fund Balance as % of General Fund Expenditures*	36.61%	39.44%
Unassigned Fund Balance as % of General Fund Expenditures*	21.33%	22.99%

*FY2026 Budget Expenditures	<u>FISCAL YEAR 2026</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>
Total Revenue		
General	\$ 476,531	\$ 347,057
Planning/Development	\$ 917,615	\$ 374,159
Resilience Contractual	\$ 110,784	\$ 36,290
Area Agency on Aging	\$ 3,088,822	\$ 1,482,981
Workforce Development	\$ 3,529,507	\$ 818,365
	<u>\$ 8,123,259</u>	<u>\$ 3,058,852</u>
Total Expenditures		
General	\$ 476,531	\$ 293,446
Planning/Development	\$ 917,615	\$ 339,237
Resilience Contractual	\$ 110,784	\$ 27,372
Area Agency on Aging	\$ 3,088,822	\$ 1,379,178
Workforce Development	\$ 3,529,507	\$ 1,170,925
	<u>\$ 8,123,259</u>	<u>\$ 3,210,157</u>
Revenues over (under) expenditures		\$ (151,305)

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

Fax: 828-265-5439

FY2026 PROJECT ORDINANCES

DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750	\$ 536,695	\$ 559,869
DOGWOOD HEALTH TRUST	2025	\$ 75,000	\$ 75,000	\$ 2,329
ARC DISASTER HELENE FUNDING	2025	\$ 276,000	\$ 8,186	\$ 132,498
EDA DISASTER HELENE FUNDING	2025	\$ 500,000	\$ 127,595	\$ 149,063
NCARCOG HELENE	2025	\$ 665,000	\$ 665,000	\$ 134,020
NCARCOG HELENE TRANCHE 2	2025	\$ 532,000	\$ -	\$ -
DHT COG CAPACITY	2025	\$ 600,000	\$ 600,000	\$ -
URGENT REPAIR PROGRAM	2026	\$ 330,000	\$ 150,000	\$ 12,593
DIT DIGITAL CHAMPION	2025	\$ 800,000	\$ 503,719	\$ 472,314
CHOOSING HOME SFRF	2025	\$ 132,889	\$ 5,104	\$ 6,908
NCOA INNOVATION'S LAB	2025	\$ 289,973	\$ 144,987	\$ 69,908
DHT DEMENTIA CAREGIVER	2025	\$ 163,200	\$ 156,600	\$ 1,965
PEAS	2025	\$ 97,120	\$ -	\$ -
ASU FALLS PREVENTION	2023	\$ 251,959	\$ 250,459	\$ 250,650
AGELESS ACCESS DIGITAL NAVIGATOR	2025	\$ 98,058	\$ 98,039	\$ 98,039
OMB LOC 6 - ARPA	2024	\$ 15,425	\$ 15,417	\$ 15,417
AAA ARPA	2023	\$ 1,159,598	\$ 1,155,841	\$ 1,155,842
NCWORKS SUBSTANCE USE DISORDER RECOVERY	2023	\$ 200,000	\$ 172,729	\$ 178,038
NCWORKS SMALL BUSINESS WORK-BASED LEARNING	2023	\$ 1,035,000	\$ 737,326	\$ 778,316
DOGWOOD WORKBASED LEARNING	2025	\$ 310,000	\$ 310,000	\$ 176,089
TOTALS		\$ 8,124,972	\$ 5,712,697	\$ 4,193,858

Cash Balances

Operating Account	\$ 847,563
NCCMT Account	\$ 2,805,678
	\$ 3,653,242

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through June 30, 2026 and is for the management discussion purposes only.

Caroline Briggs, Finance Officer

BUDGET AMENDMENT #4

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, 2026.

SECTION 1: REVENUES BY SOURCE

GENERAL FUND

Fund Balance	\$ -
TOTAL GENERAL FUND	\$ -

PLANNING/DEVELOPMENT FUND

Federal	\$ -
State	\$ -
Local	\$ -
TOTAL PLANNING/DEVELOPMENT FUND	\$ -

AREA AGENCY ON AGING FUND

Federal	\$ -
State	\$ -
Local	\$ 126,121.00
TOTAL AREA AGENCY ON AGING FUND	\$ 126,121.00

WORKFORCE DEVELOPMENT FUND

Federal	\$ -
TOTAL WORKFORCE DEVELOPMENT FUND	\$ -

TOTAL REVENUES BY SOURCE \$ 126,121.00

SECTION II: EXPENDITURES BY PROGRAM

GENERAL FUND

Fund Balance	\$ -
TOTAL GENERAL FUND	\$ -

SPECIAL REVENUE FUNDS

Planning/Development Fund	\$ -
Area Agency on Aging Fund	\$ 126,121.00
Workforce Development Fund	\$ -
TOTAL SPECIAL REVENUE FUNDS	\$ 126,121.00

TOTAL EXPENDITURES BY PROGRAM \$ 126,121.00

FY2025-2026 ORIGINAL BUDGET	\$ 7,578,641.00
Budget Amendment #1 8-18-2025	\$ (212,357.00)
Budget Amendment #2 10-20-2025	\$ 99,751.00
Budget Amendment #3 11-17-2025	\$ 657,224.00
Budget Amendment #4 2-16-2026	\$ 126,121.00

TOTAL AMENDED BUDGET FY2026 \$ 8,249,380.00

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

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2026.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary



**HIGH COUNTRY COUNCIL OF GOVERNMENTS
GRANT PROJECT ORDINANCE AMENDMENT
NCWorks Small Business Work-Based Learning Grant
November 1, 2022 – December 30, 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 originally adopted February 20, 2023 is hereby amended to read:

Section 1. High Country Council of Governments (the "COG") will use the funds to establish a work-based learning program targeting small businesses with 25 or less employees in its region in accordance with the approved scope of work in the grant agreement with the North Carolina Department of Commerce including the Division of Workforce Solutions, the State of North Carolina, and the Office of State Budget and Management/NCRPO.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents and the rules and regulations of the North Carolina Department of Commerce including the Division of Workforce Solutions, the State of North Carolina, and the Office of State Budget and Management/NCRPO.

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

- ARPA Small Business Work-Based Learning \$500,000.00
- Additional funding awarded July 8, 2024 \$250,000.00
- Additional funding awarded March 17, 2025 \$185,000.00
- Additional funding awarded August 6, 2025 \$100,000.00
- Additional funding awarded February 6, 2025 \$35,000.00

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

Expenditure Category	Small Business Work-Based Learning	Additional Funds Awarded	TOTAL
Salaries	\$24,648	\$868	\$25,516
Fringe	\$10,311	\$356	\$10,667
Indirect	\$16,791	\$526	\$17,317
Materials/Supplies	\$2,729		\$2,729
Contractual	\$980,521	\$33,250	\$1,013,771
TOTAL	\$1,035,000.00	\$35,000	\$1,070,000

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 _____ 2026.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary