BURNSVILLE TOWN COUNCIL AGENDA

Regular Meeting - Thursday, June 2, 2022, 6pm Burnsville Town Center

- 1. Adoption of Agenda
- 2. Public Comment
- 3. Consideration of Minutes
 - a. Regular meeting held on May 4, 2022
 - b. Budget work session held on May 9, 2022
- 4. Public Hearings
 - a. FY 21-22 Budget
- 5. Presentations
 - a. Financial assessment Elsemarie Mullins, UNC School of Government
- 6. Manager's Update Heather Hockaday
 - a. Project updates
 - b. Tax Report
- 7. Clerk's Update Chad Fox
 - a. Bike and Pedestrian Steering Committee update
 - b. Consideration of Old Timey Days road closure 9-24-22
- 8. Department Updates
 - a. Public Works Shane Dale
 - i. Raw water intake generator update
 - b. Finance Leslie Crowder
 - i. Budget vs. Actual dated May 31, 2022, previously provided to Council
 - ii. Budget amendment(s)
 - c. Fire Department Niles Howell
 - d. Police Department Brian Buchanan
 - i. Discussion of noise ordinance
 - 1. Set a date for public hearing
 - ii. Road Closure Ordinances
 - 1. Sizzlin Summer Series Bicycle Event
 - 2. Mt. Mitchell Crafts Fair
 - e. Zoning/Code Enforcement Brian Buchanan
 - f. Burnsville Town Center Corbin Cooper
- 9. Council Members' Reports
- 10. Updates from Advisory Boards and Non-Profits
 - a. Economic Development Commission Jamie McMahan

- b. Yancey/Burnsville Chamber of Commerce Christy Wood
- c. High Country Council of Governments
- 11. Closed Session
- 12. Next Town Council Meeting July 7, 2022, 6pm
- 13. Adjourn

BURNSVILLE TOWN COUNCIL Special for Regular Meeting - Wednesday, May 4, 2022, 6pm Burnsville Town Center

On Wednesday, May 4, 2022, the Burnsville Town Council with Mayor Russell Fox, members Judy Buchanan, Denise Collier, Randy Ollis, and Bill Wheeler present, held a special for regular meeting at the Burnsville Town Center. Also in attendance were town staff members Heather Hockaday, Niles Howell, Brian Buchanan, Leslie Crowder, Chad Fox, and Corbin Cooper; and visitors, Danny McIntosh, Katie Ledford, Joe Ventrice, Richard Gierloff, Grace Collins, Melanie StJean, Lucy Doll and Jim Parlier among others. Mayor Fox, who presided, called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct business for the month of May 2022. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

<u>Adoption of Agenda</u> - Councilor Judy Buchanan moved to adopt the agenda as presented. Councilor Denise Collier seconded the motion, which carried.

Public Comment

- Joe Ventrice of the American Red Cross updated the Council on the initial planning stages of a battle of the badges blood drive, a local shelter site survey, and a need for volunteers.
- Danny McIntosh mentioned an anecdotal survey concluding that we have an influx of new visitors and residents from the west. He said that Lake Mead issues show how important water issues are around the world. He also reminded the Council and staff to remember how important Bolens Creek is as a water source.
- Lucy Doll mentioned previous conversations with Town Manager Heather Hockaday and French Broad, asking who controls the streetlight by her house and how to reduce its brightness. Mrs. Hockaday said that a conversation had not happened with the utility and reminded her that the pole and its maintenance are controlled by French Broad, not the Town. Mayor Fox said that if conversations with French Broad did not help, she should let the Town know and they would try to meet with French Broad and find a solution.

<u>Consideration of Minutes</u> - Minutes from a regular meeting held on April 7, 2022, a closed session held on April 7, 2022, and a budget work session held on April 25, 2022 were considered. Councilor Randy Ollis made a motion to approve all minutes as read. Judy Buchanan seconded the motion, which carried. All were in agreement.

Public Hearings - There were no public hearings.

<u>Presentations</u>

 Police Week and Public Works Week Proclamations - Mayor Fox read a proclamation proclaiming May 15-21 National Police week urging all citizens to join the Council in commemorating police officers, past and present. Mayor Fox read another proclamation proclaiming May 15-21 Public Works Week urging all citizens to reflect on the importance of the contributions our public works professionals and employees make to protecting our community's health, safety, and quality of life.

Manager's Update - Heather Hockaday

Projects update - Town Manager Heather Hockaday updated the Council on several projects. Four grants for water and sewer projects and one application to transition a water treatment plant loan into a grant were submitted to DEQ's Department of Water Infrastructure. The projects include repair of the East Main sewer interceptor, replacement and upgrades to the Baker's Creek pump station, upgrades to the raw water intake on Pensacola and repairs to

the Bolens creek line, and replacement of the 1915 water main on East and West Main Streets. She said that the applications have been sent and received, with a response expected in July.

Mrs. Hockaday also updated the Council on a grant from Dogwood Health Trust, in partnership with Yancey County, that has already been received. The grant would pay for studies to update the asset management plan and capital improvement plan, create a master plan for all of the infrastructure and future needs. She said that the studies would offer a great deal of value in helping to plan for the future. The engineers project the documents to be complete in about six months.

FEMA - Projects are progressing and have moved from the mitigation phase to the environmental phase, with the payment phase being next.

WWTP estimate - The Town is still waiting on an estimate for a rehab of the wastewater treatment plant from WithersRavenel. A meeting with the engineer will occur on the following day.

Tax Report - Mrs. Hockaday reported that collections continue to trickle in and that she has been in touch with a firm that helps with collections at no cost to the Town.

Clerk's Update - Chad Fox

Bike and Pedestrian Steering Committee update - Town Clerk Chad Fox updated the Council on an upcoming virtual meeting of the committee on May 16 where they are expected to review a draft scoring approach and refine a table of projects.

The date of May 9th was set for a May budget work session.

First Friday Market - Mr. Fox informed the council of a meeting with organizer Melaie StJean, saying she answered all questions and appears to have everything well planned. Bill Wheeler made a motion to approve the First Friday Market on the Square. Judy Buchnan seconded the motion, which carried. All were in agreement.

Department Updates

1. Public Works - Mrs. Hockaday reported for Public Works Director Shane Dale, saying that the gear drive for the .5 wastewater treatment plant has been ordered.

The third pump at the OMC pump station has also been installed. The next part would be financing a connector line to the Yancey County wastewater line, diverting flow to the East Yancey wastewater treatment plant.

2. Finance - Finance Officer Leslie Crowder referenced, a previously provided, budget vs. actual dated March 31, 2022 and overtime report then offered to answer any questions.

Budget amendment - Mrs. Crowder said that she was waiting on more information on the amendment and would need to table it until the next meeting.

Budget public hearing - Randy Ollis moved to have the public hearing on the FY 22-23 budget at the June regular meeting of the Burnsville Town Council. Denise Collier seconded the motion, which carried. All were in agreement.

Cost of living adjustment discussion - Mrs. Crowder reported current COLA numbers that were much higher than normal. She reviewed a chart with options for COLA employee raises, in combination with a one-time bonus. There was a brief conversation and it was decided that they would discuss it further at the budget work session on May 9th.

Required ARPA report - Mrs. Crowder reported that after months of preparation, the first ARPA report was successfully submitted.

3. Fire Department - Fire Chief Niles Howel presented a call summary report, with around 30 calls for the month. He then invited the Council to an open house at the new building, scheduled for June 11th from 11am-2pm.

Chief Howell said that he has applied for a COVID grant that he expects to receive, another supplemental grant he is waiting to hear about, and a state grant for equipment that he will be notified about in May.

4. Police Department - Police Chief Brian Buchanan presented call logs and mentioned the Fit Families 5k race over the weekend, saying it went smoothly. He thanked Niles Howell and Emergency Management Director Jeff Howell for all of their assistance. He said that the department has finished qualifying, completing firearm training for another year.

Discussion of Noise Ordinance - Mr. Buchanan explained the current ordinance and made suggestions on ways that it could be updated and mentioned several factors that the Council may want to consider. Mayor Fox asked Mr. Buchanan to look into it further and present options to the Council for possible changes.

Traffic light at S. Main St and BFD update - Mr. Buchanan updated the Council on a conversation with Anna Henderson from NCDOT. She said that the redlights were operating independently before making them change more quickly. Recently they were changed to work in sequence so that cars on the four-lane have a better chance of hitting all of the lights green. The consequence of this is traffic on the side streets can back up.

Mr. Buchanan also discussed, with Ms. Henderson, an emergency light at the four-lane for the fire department. She said it was possible, but since it was for the fire department, they would have to pay for it. She said that very early estimates, based on other current projects, would be around \$100,000 with a 5 year plan.

- 5. Zoning/Code Enforcement Zoning Administrator Brian Buchanan reported that construction on the new Taco Bell could start any time and that several discussions have been had for new projects.
- 6. Burnsville Town Center Town Center Manager Corbin Cooper reported a consistent number of rentals for the next few months and the expectation of having at least one live music event each month through the summer.

Council Members' Reports

• Denise Collier reported that the local FBLA had eight students achieve eligibility to compete nationally. She informed everyone of a fundraiser to help students cover the cost of the trip.

Updates from Advisory Boards and Non-Profits

- Planning Board
 - Consideration of applicants for alternate vacancy Judy Buchanan moved to appoint Richard Gierloff to fill the alternate vacancy on the Burnsville Planning Board. Randy Ollis seconded the motion, which passed unanimously.
- Economic Development Commission There was no report.
- Yancey/Burnsville Chamber of Commerce There was no report.
- High Country Council of Governments Minutes were made available previously.

Closed Session - There was no closed session.

Next Town Council Meeting - June 2, 2022, 6pm

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

J. Chad Fox, Town Clerk	T. Russell Fox, Mayor

BURNSVILLE TOWN COUNCIL Budget Work Session Monday, May 9, 2022, 10am

On Monday, May 9, 2022, the Burnsville Town Council with Mayor Russell Fox, Judy Buchanan, Denise Collier, Bill Wheeler, and Randy Ollis present held a special meeting at the Burnsville Town Center. Also in attendance were Heather Hockaday, Leslie Crowder, and Chad Fox. Mayor Fox called the meeting to order at 10:03am.

<u>Approval of offer on acceptance of the new water treatment plant loan</u> - Town Manager Heather Hockaday said that the Council should wait on taking action on this item, saying that the DEQ acceptance package contained an interest rate that may change. She is waiting for a response from DEQ and recommended the Council vote when they know exactly what the interest rate is.

<u>Consideration of grant project ordinances</u> - Finance Officer Leslie Crowder presented two project ordinances. Councilor Bill Wheeler moved to approve Project Ordinance CDBG #16-I-3154. Councilor Judy Buchanan seconded the motion, which carried.

Councilor Randy Ollis moved to approve Project Ordinance CDBG #20-I-3604. Judy Buchanan seconded the motion, which carried.

Conduct a budget work session for FY 2022-2023 budget - Mrs. Hockaday began the budget work session by reviewing how governments in surrounding areas were addressing the COLA (cost of living adjustment) for their employees. Councilors discussed options with a percentage raise in combination with a cash bonus. The councilors were all in agreement to award employees a 2.5% raise to their pay rate and a \$500 bonus to address recent increases to the cost of everyday expenses.

With there being no further business, Randy Ollis made a motion to adjourn at 10:33am. Judy Buchanan seconded the motion, which carried. The meeting adjourned.

J. Chad Fox, Town Clerk	T. Russell Fox, Mayor

		Ordinance	No	
AN ORDINANCE DECLARIN	IG A ROAD CLOSURE F	FOR AN EVENT: " Si	zzlin Summer Series Bicycle E	vent'
WHEREAS, the Town Counc by P.A.T.H. known as "Sizzli		sville is a sponsor of	f the Summer Event Series hos	sted
	ns to be active and hea		s "Sizzlin Summer Series" prov t encourages healthy lifestyles	
WHEREAS, the Town Cound one (1) hour to install and i			the event requires approxima	ately
authority granted by NCGS	20-169 that they do h	ereby declare a tem	of Burnsville pursuant to the porary road closure during the telephasy System route:	
Date: Sa	turday, July 26, 2022.			
Fime: 9:0	00 a.m12:00 p.m.			
			. SR 1428 (Main St) from Cour h Main Street from Azalea Lan	
			tice of the limits and times of ugh vehicles around the closur	
Ad	lopted this day	of	, 2022.	
	-	MAYOR		
Attest:		WIATUR		
TOWN CLERK				

AN ORDINANCE DECLARING A ROAD CLOSURE FOR AN EVENT: "Mt. Mitchell Crafts Fair"
WHEREAS, the Town Council of the Town of Burnsville is a sponsor of the annual Mt. Mitchell Crafts Fair;
WHEREAS, the Town Council of the Town of Burnsville acknowledges "Mt. Mitchell Crafts Fair" is one of the oldest crafts fair in the State of North Carolina and the signature event annually for the Town of Burnsville. The Fair has a tremendous economic impact on the merchants and businesses in the Town of Burnsville as it draws visitors from all over the country and showcases Burnsville's beauty, hospitality and folk crafters;
WHEREAS, the Town Council of the Town of Burnsville acknowledges the event requires approximately one (1) hour to install and remove signs, traffic control and litter;
NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Burnsville pursuant to the authority granted by NCGS 20-169 that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion of a State Highway System route:
Date: Thursday August 4- Saturday, August 6, 2021.
Time: 1:00 p.m. (Thursday)-8:00 p.m. (Saturday)
Route Description: (Description of Closure: 0.6mi. SR 1428 (Main St) from Court Street to Summit St. including Burnsville Town Square, SR 1369 North Main Street from Avery St. to Town Square.
This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the closures.
Adopted this day of, 2022.
MAYOR
Attest:
TOWN CLERK

Ordinance No._____

Todd McNeill Chair of the Board Doug Matheson Vice-Chair

468 New Market Blvd. Boone, NC 28607

XII. PUBLIC COMMENT

XIII. ADJOURNMENT [ACTION]

www.hccog.org



Dennis Aldridge Secretary Larry Fontaine Treasurer

Phone: 828-265-5434

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Executive Board Meeting May 16, 2022 | 7:00 p.m. HCCOG Board Room

I. CALL TO ORDER AND INVOCATION	
Todd McNeill, Executive Board Chairman	
II. CONSIDERATION OF APRIL 2022 MINUTES [ACTION]	
Todd McNeill, Executive Board Chairman	
III. FINANCIAL MATTERS	A STATE OF THE STA
Julie Page, Finance Officer	
 Financial Highlights as of April 30, 2022 [ACTION] 	
 Budget Amendment #6 [ACTION] 	
IV. WORKFORCE CONSORTIUM UPDATE	(10 minutes)
Keith Elmore, Wilkes County Commissioner Chair	,
V. NEW USDA STATE DIRECTOR INTRODUCTION	(10 minutes)
Reginal Speight, USDA North Carolina Director	
VI. CONSIDERATION OF 2022 LEGISLATIVE PRIORITIES [ACTION]	(15 minutes)
Todd McNeill, Executive Board Chairman	
VII. FY2023 BUDGET PRESENTATION	(15 minutes)
Julie Wiggins, Executive Director	
VIII. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR	(10 minutes)
Julie Wiggins, Executive Director	
 Update on Regional Programs, Projects, and Issues 	
Other Business	
IX. BOARD MEMBER COMMENTS	
X. CHAIRMAN'S COMMENTS	
XI. OTHER BUSINESS	

HIGH COUNTRY COUNCIL OF GOVERNMENTS EXECUTIVE BOARD MEETING APRIL 18, 2022 MINUTES

The Executive Board of the High Country Council of Governments (HCCOG) met April 18, 2022, 7:00pm, at the High Country Council of Governments Office in Boone. The following members were present at the meeting: Eddie Settle, Jeff Whitson, Mike Inscore, Otis Church, Larry Fontaine, Dennis Aldridge, Steve Pitman, Kevin Reece, Jim Blevins, Rocky Buchanan, Wes Brinegar, Tim Futrelle, Tom Hartman, Doug Matheson, and Todd McNeill. The following staff and guests were present at the meeting: Julie Wiggins, Julie Page, Jeff Hedrick, Phil Trew, Zack Green, Cory Osborne, Lola Benfield, and Victoria Potter.

CALL TO ORDER AND INVOCATION

Chairman McNeill welcomed everyone to the High Country Council of Governments April Executive Board meeting. Chairman McNeill called on Dennis Aldridge to lead the invocation and Tim Futrelle to lead the board in the Pledge of Allegiance.

CONSIDERATION OF MINUTES

Wes Brinegar made a motion to approve the March 21, 2022 Executive Board minutes. Tim Futrelle seconded the motion. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Julie Page presented the Financial Highlights as of March 31, 2022 (Attachment A) and reviewed year to date revenues versus expenditures and balances.

Budget Amendment #5

Finance Officer, Julie Page presented Budget Amendment #5 (Attachment A1) and explained that it is an increase for the Planning and Development department from federal and local funds. Budget Amendment #5 is an additional \$18,362.00.

Eddie Settle made a motion to approve the Financial Highlights as of March 31, 2022, and Budget Amendment #5. Otis Church seconded the motion. Motion carried.

CORY OSBORNE INTRODUCTION

Cory Osborne, Director of Recovery and Resilience re-introduced himself to the Executive Board and stated that he was happy to be back at High Country Council of Governments. Mr. Osborne is currently working with local government staff on reporting for American Rescue Plan Act (ARPA) funds and plans to also work with local stakeholders to make the region more stable and livable in the future.

AREA AGENCY ON AGING PRESENTATION

Zack Green, Area Agency on Aging (AAA) Director presented a slideshow (Attachment B) giving an overview of the AAA, its staff members, the budget and AAA program overview. Mr. Green explained that additional ARPA funding the department has received will be spent in the region to help support local service providers to make long term investments in their facilities and for the aging community.

APPOINTMENT OF ONE REGION D DEVELOPMENT CORPORATION BOARD OF **DIRECTORS**

Phil Trew, Planning and Development Director explained that one of the Region D Development Corporation (RDDC) members must be appointed by the Executive Board. This appointment needed to be filled by a representative on the Executive Board from Mitchell, Wilkes, or Yancey County. Kevin Reece made a motion to appoint Mike Inscore, Mayor of Wilkesboro as a member of the RDDC Board of Directors. Otis Church seconded the motion. Motion carried.

RECESS OF HCCOG EXECUTIVE BOARD SESSION AND CONVENING OF RDDC SESSION

Wes Brinegar made a motion to recess the HCCOG Executive Board session and convene the Region D Development Corporation (RDDC) session. (Attachments C and C1). Jeff Whitson seconded the motion. Motion carried.

[Please reference RDDC Minutes for April 18, 2022]

CLOSING OF RDDC SESSION AND OPENING OF HCCOG EXECUTIVE BOARD **SESSION**

Mike Inscore made a motion to close the RDDC session and open the HCCOG Executive Board session. Jeff Whitson seconded the motion. Motion carried.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director reviewed key items for the FY23 budget that were discussed at the Advisory Committee Retreat. The draft budget will be presented in May and voted on in June. Ms. Wiggins noted that the Advisory Committee discussed adding a 5% Cost of Living Increase for HCCOG staff in the FY23 budget and to complete a pay study in the fiscal year so that the organization has formal pay scales in place. Ms. Wiggins discussed Annual Banquet planning and potential new locations for the event coming up this fall. Ms. Wiggins also noted that the Statewide Workforce Commission recently voted on the guiding principals and adopted a policy for requesting Workforce Development Boards movement. Ms. Wiggins will get more information on this soon. Ms. Wiggins also commended Cory Osborne, Director of Recovery and Resilience on his great work already in his first week back at the HCCOG. Ms. Wiggins congratulated Victoria Potter, Communications Manager on becoming a North Carolina Certified County Clerk.

BOARD MEMBER COMMENTS

Otis Church asked the board to remember his family at this time during the loss of his brother. Kevin Reece noted that Robert Johnson's health is not well and asked the board to remember him during this time. Mike Inscore noted that MerleFest is coming up next weekend.

CHAIRMAN'S COMMENTS

Chairman McNeill thanked Advisory Committee members for attending the retreat in Ashe County on April 9th (in the snow/cold). Chairman McNeill also thanked Mayor Hartman and Mayor Powers for their help with the tours.

OTHER BUSINESS

Eddie Settle announced that racing is back in Wilkes County. Victoria Potter, Communications Manager reminded board members about the COG hosting a regional Clerks Gathering on May 4, 2022 at 8:30AM. Clerks need to RSVP by April 22.

ADJOURNMENT

As there were no other comments or business, Eddie Settle made a motion to adjourn. Wes Brinegar seconded the motion. Motion carried. Meeting adjourned at 8:20 pm.

Chairman, Todd McNeill	Clerk to the Board, Victoria Potter
Date	

Todd McNeill Chair of the Board Doug Matheson Vice-Chair



Dennis Aldridge Secretary Larry Fontaine Treasurer

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FINANCIAL HIGHLIGHTS May16, 2022, Executive Board Meetina

weeding		
APRIL 30, 2022		
		2021
Total Fund Balance - Governmental Funds		\$1,602,480
Restricted Fund Balance - GF		\$ 360,862
Assigned Fund Balance - GF		\$ 219,359
Unassigned Fund Balance - GF		\$1,022,259
*	2022_	
Total Expenditures - YTD	\$4,168,726	\$5,572,839
Total Fund Balance as % of General Fund Expenditures*	22.31%	28.76%
Unassigned Fund Balance as % of General Fund Expenditures*	14.23%	18.34%
*FY2022 Budget Expenditures \$7,182,200	FISCAL YEA	R 2021-2022
11222 2 332 244000000 33 77 132 222	BUDGET	ACTUAL
Total Revenue		
General	\$ 237,716	\$ 221,937
Planning/Development		\$ 797,728
Area Agency on Aging		\$2,222,810
Workforce Development		\$1,140,630
		\$4,383,105
Total Expenditures		
General	\$ 237,716	\$ 211,575
Planning/Development	\$1,036,028	\$ 762,847
Area Agency on Aging	\$3,234,091	\$2,027,310
Workforce Development	\$2,674,365	\$1,166,994
The Company of the Co	\$7,182,200	\$4,168,726
Revenues over (under) expenditures		\$ 214,379
PROJECT ORDINANCE - CDC VACCINE GRANT		R 2021-2022
		ACTUAL
Total Revenue	\$ 41,765	\$ 10,542
Total Expenditures	\$ 41,765	\$ 15,259
Revenues over (under) expenditures		\$ (4,717)
Cash Balances		
Operating Account	\$ 543,624	
NCCMT Account	\$1,330,668	
	\$1,874,292	

NOTES:

• Budget Amendment #6

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through April 30, 2022 and is for the management discussion purposes only.

Julie Page, Finance Officer

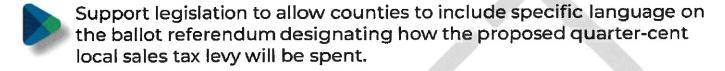
BUDGET AMENDMENT #6

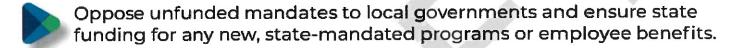
BE IT RESOLVED by the Board of High Country Council of Governments that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2022.

WORKFORCE DEVELOPMENT			
WORK ONGE DEVELOR MEN	Federal	\$	(70,000.00)
	TOTAL WORKFORCE DEVELOPMENT FUND	\$	(70,000.00)
	TOTAL REVENUES BY SOURCE	\$	(70,000.00)
SECTION II: EXPENDITURES BY P	ROGRAM		
SPECIAL REVENUE FUNDS			
	Workforce Development Fund	\$	(70,000.00)
	TOTAL SPECIAL REVENUE FUNDS	\$	(70,000.00)
	TOTAL EXPENDITURES BY PROGRAM	\$	(70,000.00)
	FY2021-2022 ORIGINAL BUDGET	\$	7,161,778.00
	Budget Amendment #1 8-16-2021	\$	·
	Budget Amendment #2 10-18-2021	\$	(254,053.00)
	Budget Amendment #3 11-15-2021	\$	
	Budget Amendment #4 2-21-2022	\$	
	Budget Amendment #5 4-18-2022	\$	
	Budget Amendment #6 5-16-2022	\$	(70,000.00)
	TOTAL AMENDED BUDGET FY2022	\$	7,182,200.00
BY VOTE OF THE HIGH COUNTRY (COUNCIL OF GOVERNMENTS UPON MOTION BY:		
	_AND SECONDED BY		
THIS THE DAY OF	2022.		
Todd McNeill, Chair of th	e Board Dennis Aldridge, S	Secr	etarv



2022 Legislative Priorities





Some examples include:

- No state funding available to hire new employees necessary to perform funtions required by DHHS memorandum of understanding.
- Additional local cost to support fire department retirees' pension.
- Trash pickup. Additionally, there is no way for law enforcement officers to enforce litter that originates from the back of a moving pickup truck.
- No funding for health departments to perform re-inspections.
- Seek legislation, funding, and other efforts to expand digital infrastructure/broadband capability to the unserved and undeserved areas and residents of the state.
- Make available grant funding to municipalities to repair and refurbish existing water and wastewater infrastructure systems.
- Support legislation to protect all farming operations from nuisance lawsuits.
- Support increased funding at the state level for the Parks and Recreation Trust Fund.

Todd McNeill Chair of the Board

468 New Market Blvd

Boone, NC 28607

Doug Matheson Vice-Chair

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Dennis Aldridge Secretary

Larry Fontaine Treasurer

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MEMORANDUM

TO: Board Chair and Members, High Country Council of Governments

FROM: Julie Wiggins, Executive Director

SUBJECT: Budget Message for Fiscal Year Ending 2023

DATE: May 12, 2022

The proposed budget for the High Country Council of Governments' 2022-2023 fiscal year is \$6,811,162.

The HCCOG budget is divided into four (4) main departments including: Area Agency on Aging, Planning and Development, Workforce Development, and the General Fund.

Area Agency on Aging

The High Country's Area Agency on Aging (AAA) administers the Long-Term Care Ombudsman Program, Family Caregiver Support Programs, health promotion and disease prevention classes, administrative support for the North Carolina Senior Tar Heel Legislature/Aging Advisory Committee, the North Carolina Lifespan Respite Project, and many additional activities authorized by the Older Americans Act and state-directed funds for older adults.

The AAA is responsible for contracting with local providers throughout the region, as well as monitoring their expenditure of funds and service delivery to ensure that all spending follows program requirements.

The AAA will continue administering the North Carolina Lifespan Respite Project as part of threeyear grant awarded again to the North Carolina Division of Aging and Adult Services (NCDAAS). The AAA has administered this program during previous grant cycles and will continue to do so with approximately \$188,417 for Fiscal Year 2023. Lifespan Respite provides funding for respite vouchers for adult caregivers caring for someone with special needs of any age.

The High Country AAA's Family Caregiver Support Program (FCSP) continues to mature and now includes the Grandparents Raising Grandchildren Program. The AAA's FCSP provides caregiver directed respite vouchers for all seven counties as well as other services and supports to family caregivers. The FCSP program allows for flexibility in services, providing caregivers with various types of supports such as incontinence supplies, nutritional supplements, as well as home safety modifications and repairs.

Planning and Development

The Planning and Development department is supported by funding from the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), NC Department of Transportation (NCDOT), member government dues, which match the federal funds, and contracts with local governments for larger projects and grant administration. Where available, staff leverages state and federal grant funds for administration. These contracts enable the department to offer a more robust array of specialized services throughout the region. Local contractual funding for Fiscal Year 2023 is estimated at \$360,000. Contractual revenue consists primarily of grant administration and GIS services.

The GIS Program comprises \$160,000 of the \$360,000 budget in contractual revenue. Most GIS projects are based on lump-sum contracts. Other projects are charged by the hour. For Fiscal Year 2023, the rate for GIS services remains unchanged at \$60/hour.

The Planning and Development department administers the Rural Transportation Planning Organization. The NCDOT funding for the RPO for FYE 2023 is \$127,650, with a local match requirement of \$31,913.

Workforce Development

The High Country Council of Governments serves as the administrative/fiscal agent for Workforce Innovation and Opportunity Act (WIOA) funded programs and services via the Workforce Development department. The WIOA formula funding is provided by the United States Department of Labor to serve adult, dislocated worker, youth, and business customers. WIOA legislation emphasizes the need to assist business customers with obtaining the workers they need to be successful. On the jobseeker side, WIOA funding assists adult and youth customers in working toward meeting their educational and employment goals through career center services including assessments, classroom training, work experiences, supportive services case management, job search assistance, placement service, and employment follow up services.

The High Country Workforce Development Board (HCWDB) will be working to increase workbased learning and incumbent worker training by administering \$42,000 in grants for businesses/industries to retrain and upskill their workforce. HCWDB also will administer \$89,000 National Emergency Grant for Dislocated Workers from the North Carolina Department of Commerce to provide training to dislocated workers who have lost their jobs/employment.

The HCWDB will continue administering the Finish Line grant program, which provides financial support to eligible community college students facing barriers that may impede their efforts to obtain a degree or certification. HCWDB will have \$131,137 available for grants to eligible students. The HCWDB will continue to administer federal funding to promote and establish workbased learning initiatives that will help develop a qualified skilled workforce to meet the needs of business and industry.

General Fund and Indirect Cost

This year's proposed budget includes \$24,600 in revenue from the lease of HCCOG office's Suite B and \$56,376 additional local funds as part of a planned three-year phased-in increase to meet the local match required by some of our federal grants. Total match needed for Fiscal Year 2023 totals \$262,225. Revenues and expenditures are conservatively balanced. The indirect cost rate is 50%. The staffing level projected for the coming fiscal year is 22 full-time employees.

The HCCOG office building has seven (7) remaining years on the term with an interest rate of 4.19%. The debt service for the building will include \$113,021 in combined principal and interest payment for Fiscal Year 2023.

The indirect budget includes funds to cover the required post-employment benefit actuary study, to be conducted on an annual basis at a cost of \$3,000 as well as a pay study for the purpose of establishing a pay scale for each of the High Country Council of Governments' 22 employees.

Budget Highlights

Expenditures:

- A cost of living adjustment of 5% is proposed for all employees.
- The fringe rate (employee benefits) is 42%. Matching contributions to the Local Government Retirement System has increased from 11.35% to 12.1%.
- Software expenditures includes estimated expenses for IT support and various software systems as required by each department.

Revenues:

- A new lease agreement for HCCOG office's Suite B will generate \$24,600.
- Local match will increase for year two of the three-year planned phase-in to meet local matching requirements.
- Workforce Development budget includes roughly \$423,000 in special grant funds such as the Finish Line and the National Dislocated Worker grant programs.
- The Planning and Development department contractual revenue includes an estimated \$160,000 in revenue for GIS services. The rate for GIS services is budgeted at the same \$60 per hour rate.
- AAA revenues include a special allocation of \$54,714 for senior center supplemental nutrition services.

It has been a pleasure working with staff on the proposed 2022-2023 budget, and I look forward to working with the Executive Board on its adoption. If you have any questions, please give me a call at (828) 265-5434 ext. 125 or email me at jwiggins@hccog.org.

HIGH COUNTRY COUNCIL OF GOVERNMENTS FY 2022/2023

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, 2022, and ending June 30, 2023:

SECTION I: REVENUES BY SOURCE GENERAL FUND Local		
TOTAL GENERAL FUND	\$	320,137
PLANNING/DEVELOPMENT FUND		
Federal	\$	338,950
Local	\$	566,997
TOTAL PLANNING/DEVELOPMENT FUND	\$	905,947
AREA AGENCY ON AGING FUND		
Federal	\$	1,582,847
State	\$	1,229,722
Local	\$	55,228
TOTAL AREA AGENCY ON AGING FUND	\$	2,867,797
WORKFORCE DEVELOPMENT FUND Federal	¢	2,642,281
	₽ e	2,642,281
TOTAL WORKFORCE DEVELOPMENT FUND	<u> }</u>	2,642,281
APPROPRIATED FUND BALANCE	\$	75,000
TOTAL BUDGET REVENUE	<u>\$</u>	6,811,162
Local Activities TOTAL GENERAL FUND SPECIAL REVENUE FUNDS Planning/Development Area Agency on Aging Workforce Development TOTAL SPECIAL REVENUE FUNDS	\$ \$ \$ \$	395,137 905,947 2,867,797 2,642,281 6,416,025
	\$	6,811,162
TOTAL BUDGET EXPENDITURES	<u>3</u>	0,011,102
a. The Budget Officer is hereby authorized to transfer appropriations we to any restriction on particular grant monies. b. Due to the timing of receiving certain revenues and projects for the Cohereby authorized to incur expenditures after a notice of revenue available meeting. ADOPTED BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNA	Council, the Bud Ilability is received the Board of Direction	dget Officer is ived. A formal rectors at the next
		•••
THIS DAY OF JUNE, 2022		

Dennis Aldridge, Secretary

Todd McNeill, Chair of the Board

HIGH COUNTRY COUNCIL OF GOVERNMENTS FYE 2023 BUDGET SUMMARY

REVENUES:	
Federal	\$ 4,564,078
State	\$ 1,229,722
Local	\$ 942,362
Appropriated Fund Balance	\$ 75,000
TOTAL	6,811,162
EXPENDITURES:	
Salaries	\$ 877,533
Fringe Benefits	\$ 368,564
Indirect Costs	\$ 623,048
Required Local Match	\$ 262,225
Professional Services	\$ 407,533
Meeting Expense	\$ 10,250
Mileage/Meals/Lodging	\$ 76,619
Information Technology	\$ 43,849
Buildings/Equipment/Rent	\$ 120,465
Gas/Oil/Tires	\$ 13,912
Capital Expense	\$ 100,000
Housing Partnership	\$ 1,000
Training/Supportive Services	\$ 139,300
Office Operations	\$ 126,358
Contractual Aging	\$ 2,100,868
Contractual Workforce	\$ 1,539,638
TOTAL	\$ 6,811,162

FYE 2023 PLANNING/DEVELOPMENT

REVENUES:	
Federal	
EDA	\$ 70,000
Appalachian Regional Commission	\$ 141,300
RPO	\$ 127,650
Local	
Contracted Projects	\$ 360,000
Required Local Match	\$ 206,997
Development Corporation	\$
TOTAL	\$ 905,947
EXPENDITURES:	
Salaries	\$ 406,455
Fringe Benefits	\$ 170,711
Indirect Costs	\$ 288,583
Professional Services	\$ _
Meeting Expense	\$ 250
Travel/Registrations	\$ 23,793
Information Technology	\$ 6,000
Equipment	\$ 3,300
Office Operations	\$ 6,855
Contractual	\$
TOTAL	\$ 905,947

PERSONNEL:

Planning & Development Director

Senior Planner

Regional Planner (2)

GIS Planner (2)

Transportation Planner

FYE 2023 GENERAL FUND

REVENUES:		
Local Dues	\$	262,225
Mileage	\$	25,000
Investment Income	\$	500
Banquet Reimbursement	\$	8,000
Banquet Sponsorship	\$	4,000
Rental Income	_\$	20,412
REVENUES	\$	320,137
Appropriated Fund Balance	\$	75,000
TOTAL REVENUE	\$	395,137
EXPENDITURES:		
Required Local Match	\$	262,225
Auto Expense	\$	13,912
Banquet and Meeting Expense	\$	18,000
Capital Expense	\$	100,000
Housing Partnership Match	\$	1,000

\$395,137

TOTAL EXPENDITURES

FYE 2023 AREA AGENCY ON AGING

REVENUES:		
P & A	\$	159,820
Ombudsman	\$	108,004
Family Caregiver Support Program	\$	153,995
Elder Abuse	\$	3,414
Lifespan	\$	188,417
MIPPA	\$	17,320
State Admin	\$	48,262
Required Local Match	\$	55,228
Special Projects	\$	1,000
Disease Prevention and Health Promotion	\$	20,574
Consumer Contribution	\$	500
Falls Prevention	\$	9,917
Senior Center, Fan Heat Relief	\$	43,831
Nutrition	\$	54,714
Supplemental Nutrition	\$	133,316
Home and Community Care Block Grant	\$	1,869,485
TOTAL	\$	2,867,797
EXPENDITURES:		
EXPENDITURES: Salaries	\$	246,854
	\$ \$	
Salaries		246,854
Salaries Fringe Benefits	\$	246,854 103,679
Salaries Fringe Benefits Indirect Costs	\$ \$	246,854 103,679 175,266
Salaries Fringe Benefits Indirect Costs Professional Services Contractual	\$ \$ \$	246,854 103,679 175,266 20,500
Salaries Fringe Benefits Indirect Costs Professional Services Contractual Meeting Expense	\$ \$ \$	246,854 103,679 175,266 20,500 2,500
Salaries Fringe Benefits Indirect Costs Professional Services Contractual Meeting Expense Travel/Registrations	\$ \$ \$ \$	246,854 103,679 175,266 20,500 2,500 32,826
Salaries Fringe Benefits Indirect Costs Professional Services Contractual Meeting Expense Travel/Registrations Office Operations	\$ \$ \$ \$ \$	246,854 103,679 175,266 20,500 2,500 32,826 46,004
Salaries Fringe Benefits Indirect Costs Professional Services Contractual Meeting Expense Travel/Registrations Office Operations Special Projects, Caregiver Services	\$ \$ \$ \$ \$	246,854 103,679 175,266 20,500 2,500 32,826 46,004 139,300

PERSONNEL:

AAA Director

Regional Ombudsman

Aging Services Coordinator

Caregiver Program Coordinator (Lifespan Respite grant)

Family Caregiver Support Specialist

Special Projects Coordinator

HIGH COUNTRY COUNCIL OF GOVERNMENTS FYE 2023 INDIRECT COST BUDGET

REVENUES:		
Program Indirect	\$	700,106
Rental Income	\$	3,788
TOTAL	\$	703,894
TOTAL	Φ	703,034
EXPENDITURES:		
Salaries	\$	271,608
Fringe Benefits	\$	114,075
Professional Services	\$	52,950
Meeting Expense	\$	1,000
Travel/Registrations	\$	11,000
Buildings/Equipment (Interest/Dep)	\$	103,867
Repairs and Maintenance and Capital	\$	33,400
Utilities	\$	15,950
Training/Dues	\$	11,000
Board Activity	\$	22,600
Office Operations & Equip Lease	\$	39,444
Information Technology & Software	\$	27,000
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TOTAL	\$	703,894

PERSONNEL:

Executive Director

Finance Officer

Communications Manager

Accounting Technician

FYE 2023 WORKFORCE DEVELOPMENT

REVENUES:	
Administration	\$ 146,803
Adult	\$ 675,505
Dislocated Worker	\$ 552,173
Youth Services	\$ 844,548
Special Grants	\$ 423,252
TOTAL	\$ 2,642,281
EXPENDITURES:	
Salaries	\$ 224,224
Fringe Benefits	\$ 94,174
Indirect Costs	\$ 159,199
Professional Services	\$ 387,033
Meeting Expense	\$ 7,500
Travel/Registrations	\$ 20,000
Information Technology	\$ 37,849
Career Center Rent	\$ 99,165
Career Center Utilities	\$ 21,600
Office Operations	\$ 51,899
Contractual	\$ 1,539,638
TOTAL	\$ 2,642,281

PERSONNEL:

Workforce Development Director

Workforce Development Operations Manager

Workforce Development Accountability and Compliance Manager

Workforce Development Communications and Business Services Coordinator

HIGH COUNTRY COUNCIL OF GOVERNMENTS LOCAL SUPPORT REQUEST

FY 2022/2023

		2022/2023	2022/2023	2022/2023
	Current Population	Member Dues	*Support	TOTAL
	2020 Estimates	\$0.40	Requested for	Local Support
MEMBER GOVERNMENTS		per capita	Local Match	Requested
Alleghany County	10,867	\$4,347	\$7,443	\$11,790
Sparta	1,831	250	\$1,250	1,500
Sparia	1,031	250	\$1,230	1,500
Ashe County	26,533	\$10,613	\$19,319	\$29,932
Jefferson	1,620	250	\$1,250	1,500
Lansing	126	250	\$500	750
West Jefferson	1,335	250	\$1,000	1,250
Avery County	17,807	\$7,123	\$12,297	\$19,420
Banner Elk	1,046	250	\$1,000	1,250
Crossnore	212	250	\$500	750
Elk Park	540	250	\$750	1,000
Newland	712	250	\$750	1,000
Sugar Mountain	369	250	\$500	750
Sugai Wouldani	309	230	υντ	750
Mitchell County	14,902	\$5,961	\$10,098	\$16,058
Bakersville	450	250	\$500	750
Spruce Pine	2,194	250	\$1,500	1,750
Watauga County	53,909	\$21,564	\$26,778	\$48,342
Beech Mountain	673	250	\$750	1,000
Blowing Rock	1,371	250	\$1,000	1,250
Boone	19,046	1,000	\$15,689	16,689
Seven Devils	312	250	\$500	750
Wilkes County	65,827	\$26,331	\$47,232	\$73,563
North Wilkesboro	4,373	500	\$3,602	4,102
Ronda	437	250	\$500	750
Wilkesboro	3,680	500	\$3,031	3,531
	- ,			,
Yancey County	18,491	\$7,396	\$13,901	\$21,297
Burnsville	1,616	250	\$1,250	1,500
тлт	AL REQUESTED	\$89,334	\$172,891	\$262,225
101	AL REQUESTED	\$07,33 4	Ψ114 ₉ 071	Qu Uu çuu J

Member dues; towns \$250, population 2500-5000, \$500, population over 5000, \$1000

Match: Towns under 500 pay \$500 / 500-999 \$750 / 1000-1499 \$1000 / 1500-1999 \$1250 / 2000-2499 \$1500

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Towns over 2500 and the counties pay a pro-rata share of the balance based on population.

LOCAL SUPPORT REQUEST HISTORY FY 2022/2023