

BURNSVILLE TOWN COUNCIL
AGENDA
Special for Regular Meeting - Thursday, July 11, 2024, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on June 6, 2024
 - b. Special Meeting held on June 11, 2024
4. Public Hearings
 - a. 204 W Blvd. zoning map amendment
5. Presentations
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - i. N Main PD/PWD building - Ratify engineering contracts
 - ii. Meadow Rd - Reject bids above available funding
 - iii. Lead Service Line - Consideration of Offer and Acceptance resolution
 - b. Consideration of Town official bonding resolution
 - c. MBE participation outreach plan
 - d. Consideration of Crafts Fair MOU
 - e. Tax Report
 - i. Annual Tax Settlement and Order of Collections
7. Clerk's Update
 - a. Semi-Annual Self Report - CDBG-I Compliance
 - b. Road closure request
 - c. BOA update
8. Department Updates
 - a. Public Works - Shane Dale
 - i. Bakers Creek pump station update
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. Project Ordinance, Lead Service Line
 - 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 6, 2024, 6pm
13. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, June 6, 2024, 6pm
Burnsville Town Hall

On Thursday, June 6, 2024, at 6pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Randy Ollis, and Bill Wheeler present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Heather Hockaday, Brian Buchanan, Leslie Crowder, Chad Fox, and Corbin Cooper, and visitors. Mayor Fox called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of June 2024.

Mayor Fox requested that Police Chief and Zoning Administrator Brian Buchanan's report be moved up to follow the consideration of the minutes so he could leave for annual training. All were in agreement to amend the agenda.

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

Public Comment

- There was none.

Consideration of Minutes - Minutes from a regular meeting held on May 2, 2024 and a special meeting held on May 30, 2024 were considered. Randy Ollis made a motion to approve all minutes as read. Judy Buchanan seconded the motion, which carried. All were in agreement.

Police Department Update - Police Chief Brian Buchanan presented an activity log.

Zoning/Code Enforcement Update

- Zoning map amendment - Zoning Administrator Brian Buchanan mentioned consideration of a zoning map amendment request for 204 West Blvd at a recent Planning Board meeting. The Planning Board members were in agreement to recommend the zoning map amendment, changing the zoning designation from C1 to C3. Mr. Buchanan requested that the Council call for a public hearing on the matter. The Council called for a public hearing for a zoning map amendment request at 204 West Blvd to be held at the July 11th Town Council special meeting.
- Flood Plain mapping process update - Mr. Buchanan said that floodplain maps are being reviewed and it is possible that a few areas in Town may change.

Public Hearings

- Proposed text amendment for Zoning Ordinance Section 1106, Board of Adjustment.
 - Open the hearing - Judy Buchanan moved to open the public hearing at 6:06pm. Bill Wheeler seconded the motion, which carried. All were in agreement.
 - Public Comment - There was no comment.
 - Close the hearing - Judy Buchanan moved to close the public hearing at 6:07pm. Bill Wheeler seconded the motion, which carried. All were in agreement.
 - Consideration of the proposed text amendment for Zoning Ordinance Section 1106, Board of Adjustment - Randy Ollis moved to adopt Ordinance No. 2024.06.06.01 *An Ordinance Amending The Text Of Article 11, Section 1106, Of The Burnsville Zoning Ordinance Entitled "Board Of Adjustment"*. Judy Buchanan seconded the motion, which carried. All were in agreement.

Presentations

- There were none

Councilor Denise Collier joined the meeting at 6:09pm.

Manager's Update - Town Manager Heather Hockaday

1. Project updates

- a. Meadow Road Culvert - Mrs. Hockaday reported that the project received five bids with Young & McQueen submitting the low bid, which was very close to budget.

- b. Lead Service Line Inventory

- i. RFQ for Engineering Services & Grant Management Agreement - Mrs. Hockaday said that she has still not received the Offer & Acceptance from DEQ. With an October 1st deadline, an RFQ was put out and the project received five bids. The bids were reviewed by staff, with McGill Associates receiving the highest score.

Mrs. Hockaday explained an agreement with the High Country Council of Governments for grant management assistance on the project. Judy Buchanan moved to approve notifying McGill Associates of their bid receiving the highest score and to approve the agreement with High Country COG for grant management assistance. Bill Wheeler seconded the motion, which carried. All were in agreement.

2. De-Obligation of the following loan funds from DWI for repairs to the WTP.

- H-SRP-D-17-0095/ DWSRP/ Burnsville Water Treatment Plant Improvement Project
- 2022/ DWSRF/ Burnsville Water Treatment Plant Improvement Project

Mrs. Hockaday gave background on the evolution of funding for the project, saying that loans, attempting to get the project within budget, were eventually flipped into a grant. A recent bid came in within the grant amount, so DEQ has requested that the loans be de-obligated. Judy Buchanan moved to authorize Mrs. Hockaday to send a letter to Mark Hubbard at DEQ de-obligating the funds. Bill Wheeler seconded the motion, which carried. All were in agreement.

3. Update on System Development Fees public hearing on June 11 - Mrs. Hockaday reported that she was informed recently of changes made by the Legislature regarding the design flow daily average for sewer, being lowered from 120 per bedroom per day to 75 gallons per bedroom per day. She said that in order for the Town to net out to the same amount of money, the "percent of adjustment" for the cost of treating sewer per day used in calculating the SDF fee, would need to be changed from 61% to 71%. She reminded the Council that this is only for new development, not existing connections, and that a public hearing has been noticed for June 11.

4. SOC amendment - The Special Order of Consent had dates in the agreement for project completion. Since the Town and County have received ARPA money, the completion dates have changed. The amendment acknowledges those updated dates.

5. Tax Report - Mrs. Hockaday said that the Town continues to collect and has sent letters out warning some individuals that they may be turned over to foreclosure attorneys.

Clerk's Update

Dates for the Town Council and Board of Adjustment July regular meetings were set for July 11, 2024 due to the current date falling on July 4th.

A date for the Town Council August regular meeting was set for August 6, 2024 due to the Crafts Fair.

Department Updates

1. Public Works - Public Works Director Shane Dale - Mrs. Hockaday reported for Mr. Dale, who was unavailable.
 - a. She reported that the belt press at the wastewater treatment plant is back up and working with a new pump installed.
 - b. NCDOT Accessibility Ramp and Driveway project - NCDOT met with Town staff about their project to redo driveway ramps on NCDOT roads. The project is unfunded but they have asked the Town to send a letter of support. She said that the project would change the grade of the crossings to be level with the rest of the sidewalk with the Town responsible for maintenance. NCDOT was also made aware of the Town's need for assistance on other projects such as the East Main sidewalk and crosswalks at Swiss.

The Council was in favor of sending a letter of support for the project.

2. Finance - Finance Officer Leslie Crowder previously provided a budget vs actual and overtime report.
 - a. Project Ordinance amendment, N. Main PD/PWD building renovation - Mrs. Crowder presented the amendment that updates language to the project ordinance and allows her to begin making payments. Judy Buchanan moved to approve *Grant Project Ordinance, Police Department/Public Work Building Renovation*. Denise Collier seconded the motion, which carried.

Mrs. Hockaday said that she has had several conversations with the project architect regarding engineering services and we are hoping to bid the project by August. The deadline to complete the project is October 3, 2025.

3. Fire Department - Fire Chief Niles Howell was unavailable. Mayor Fox reviewed the call summary for the month of June, attached to these minutes.
4. Burnsville Town Center - Town Center Manager Corbin Cooper reviewed upcoming events that included a variety of concerts and private events.

Council Members' Reports

- Bill Wheeler talked about discussions at the High Country Council of Governments about potentially available funds from the State.
- Mayor Fox reviewed a request he received requesting a letter of support for 26 additional acute care beds at Mission Hospital. The Council discussed the situation along with a previous request from Advent Health. Randy Ollis recommended that the Council support 26 beds at each hospital. Mayor Fox suggested looking into the matter further and moved to table the matter until a later date. Judy Buchanan seconded the motion, which carried. All were in agreement.

Updates from Advisory Boards and Non-Profits

- Yancey Chamber of Commerce - Elaine Mann talked about the Crafts Fair, updating the MOU with the Town, and how excited the Chamber is for the opening of the Nu Wray Inn. She said that visitors to Burnsville are up 20% from last month.

Closed Session - There was none.

Budget Discussion - Finance Officer Leslie Crowder discussed changes since the last budget work session. She said that the COLA was changed to 4% and reviewed the idea of aligning property taxes to cover essential services and tying other revenues to specific services.

There was a discussion on Police expenses such as the higher 401k match, State retirement, and special separation. Future potential expenses of the fire department and OPEB were also discussed.

Councilors shared their thoughts on property tax rates with the potential of a decrease to 50¢ considered. Randy Ollis said that anything less than 52¢ is doing a disservice to the people that have to manage the budget.

The conversation moved to the Cost Of Living Adjustment and a change from 3.7% to 4% was reviewed. All were in agreement to set the COLA at 4%.

Water and sewer rates were reviewed. Recommendations from the newly updated CIP and ANP were mentioned. There was a discussion of a 5% increase up to the recommended 7%. The Council came to a general agreement of a 5% water and sewer rate increase.

The discussion returned to property taxes, with the Council agreeing to keep the property tax rate at 52¢.

Next Town Council Meeting - Budget Hearing on June 11, 6pm
Regular meeting on July 11, 2024, 6pm

Adjourn - With there being no further business, Randy Ollis moved to adjourn the meeting at 8:22pm. Denise Collier seconded, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

BURNSVILLE TOWN COUNCIL
Special Meeting - Tuesday, June 11, 2024, 6pm
Burnsville Town Hall

On Tuesday, June 11, 2024, at 6pm, 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. Also in attendance were town staff members Heather Hockaday, Brian Buchanan, Leslie Crowder, and Chad Fox, and visitor Elaine Mann. Mayor Fox called the meeting to order at 6:01pm.

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

Public Hearings

1. System Development Fees Amendment - Mrs. Hockaday explained the State's change to the design flow daily average for sewer, being lowered from 120 per bedroom per day to 75. Dale Schepers from McGill recommended adjusting the "percent of adjustment" for the cost of treating sewer per day used in calculating the SDF fee to 71%, allowing the Town to net out to the same amount of money. The Resolution changes the amount from 61% to 71%.
 - a. Open hearing - Judy Buchanan moved to open the hearing at 6:04pm. Randy Ollis seconded the motion, which carried. All were in agreement.
 - b. Public Comment - There was none
 - c. Close hearing - Judy Buchanan moved to close the hearing at 6:05pm. Bill Wheeler seconded the motion, which carried. All were in agreement.
 - d. Consideration of Resolution to Amend System Development Fees - Judy Buchanan moved to approve Resolution #2024.06.11.01. Mayor Fox seconded the motion, which carried. All were in agreement.

2. FY 24-25 Budget
 - a. Open hearing - Bill Wheeler moved to open the hearing at 6:06pm. Denise Collier seconded All were in agreement.
 - b. Public Comment - There was none
 - c. Close hearing - Judy Buchanan moved to close the hearing at 6:07pm. Bill Wheeler seconded the motion, which carried. All were in agreement.
 - d. Consideration of FY 24-25 Budget including Fee & Rate Schedule - A slideshow was presented by Finance Officer Leslie Crowder, summarizing the year in review and showing graphs that reflected projected revenues and expenses for the upcoming year. Mrs. Crowder and staff were thanked for their effort. Randy Ollis made a motion to approve the *Town of Burnsville, NC Annual Budget Fiscal Year 24-25*. Bill Wheeler seconded the motion which carried. All were in agreement.

Consideration of Micro-Purchase Threshold Resolution - Mrs. Hockaday explained the process to raise the \$10,000 federal micro-purchase up to the state levels of \$50,000 on some services in order to not need competitive bidding under those levels when federal money is involved. The issue must be re-resolved each year. Mayor Fox moved to approve Resolution #2024.06.11.02, authorizing an increase to the micro-purchase threshold. Judy Buchanan seconded the motion, which carried. All were in agreement.

Consideration of McKinney solid waste contract - Mrs. Hockaday explained the solid waste and recycling RFP process, responses, and the five year agreement reached with McKinney Lawn and Garbage, who had the lowest bid. Judy Buchanan moved to approve the *Residential Solid Waste*

and Recycling Service Agreement with McKinney Lawn and Garbage Service, LLC. Denise Collier seconded the motion, which carried. All were in agreement.

Consideration of Water Quality Labs contract - The three year agreement provides an ORC for the wastewater plant and lab services for the water plant. Bill Wheeler moved to approve the Service Contract with Water Quality Lab and Operations, Inc. Judy Buchanan seconded the motion, which carried. All were in agreement.

FY 23/24 Budget amendment, year end cleanup - Mrs Crowder presented a line item clean-up that would help ensure accurate numbers. Mayor Fox moved to approve the presented Budget Amendment. Judy Buchanan seconded the motion, which carried. All were in agreement.

Adjourn - Mayor Fox moved to adjourn the meeting at 6:39pm. Judy Buchanan seconded, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

NOTICE OF PUBLIC HEARING Notice is hereby given that the Burnsville Town Council will hold a public hearing to consider the following application: Root Down Farm, LLC rezoning: Root Down Farm, LLC by member owner Ben Holt, has applied to rezone one (1) parcel of land identified as tax lot PIN 082013243646000 204 West Blvd., Burnsville NC 28714 which is currently zoned C-1 Commercial to C-3 Commercial. The proposed zoning map amendment will be heard at the regular meeting of the Burnsville Town Council on Thursday, July 11, 2024 at 6:00 pm in the Mark Bennett Boardroom 2nd floor Town Hall at 2 Town Square, Burnsville NC 28714.

For more information, please call Brian Buchanan, Certified Zoning Administrator at Town of Burnsville (828) 682-2420. Comments may also be emailed to publiccomment@townofburnsville.org

All interested parties are encouraged to attend. Individuals requiring special accommodations for this meeting please contact the Town Clerk at (828) 682-2420.

ORDINANCE NO. _____

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF BURNSVILLE

WHEREAS, pursuant to NCGS 160D-201 municipalities have the authority to regulate land use within their corporate limits. The Town Council shall provide for the manner in which zoning regulations and restrictions and the boundaries of zoning districts shall be determined, established and enforced, and from time to time amended, supplemented or changed, in accordance with the provisions of this Article. Council may adopt a zoning ordinance to regulate development within its territorial jurisdiction;

WHEREAS, Article 12 "AMENDMENTS" of the Zoning Ordinance for the Town of Burnsville provides that the Zoning Ordinance, including the Official Zoning Map, may be amended pursuant to the provisions of that section;

WHEREAS, pursuant to NCGS 160D-604, Town may amend the zoning map by ordinance after giving proper public notice and holding a public hearing;

WHEREAS, the Planning Board has received an application for an amendment to the Official Zoning Map of the Town of Burnsville, North Carolina ("Official Zoning Map") to rezone the below listed parcel:

File Number:	ZMA2024-01
APPLICANT(s):	Ben Holt (Manager of Root Down Farm, LLC
OWNER(s):	Root Down Farm, LLC
PIN(s):	082013243646000
ADDRESS:	204 WEST MAIN STREET, BURNSVILLE NC 28714
LOT AREA:	.346 ACRE
CURRENT ZONING:	C-1 (commercial)
PROPOSED ZONING:	C-3 (commercial)

WHEREAS, the applicant is requesting that the zoning designation for the subject property be changed from the C-1 Commercial District to C-3 Commercial District. See attached Map (exhibit A) incorporated by reference as if set forth fully herein; and,

WHEREAS, in accordance with the procedures set forth in the Town of Burnsville Zoning Ordinance, the Planning Board met to consider the proposed amendment on May 28, 2024, reviewed the application, 2021 Land Use Plan and Future Land Use Map contained

within the Plan and upon a motion to approve the proposed map amendment unanimously approved the proposed map amendment; and,

WHEREAS, Town Council has reviewed the written recommendation of the Burnsville Planning Board; and

WHEREAS, in accordance with North Carolina General Statutes and with the provisions set forth in the Zoning Ordinances, Town Zoning Official mailed notices of the proposed map amendment and public hearing to all abutting property owners, posted the property with a zoning sign and notice and caused to be published an advertisement for two (2) consecutive weeks not more than 25 days or less than 10 day prior to the called public hearing. Town Council after all proper notice held a public hearing to take public input on the proposed map amendment on July 11, 2024.

NOW, THEREFORE, BE IT ORDAINED BY THE BURNSVILLE TOWN COUNCIL THAT:

Section 1. This Council has reviewed the written recommendation of the Burnsville Planning Board dated May 28, 2024; properly noticed and conducted a public hearing to take public comment on the proposed map amendment; and, has considered whether this proposed amendment is consistent with provisions of the 2021 Land Use Plan and the Future Land Use Map contained within said plan; and, hereby finds the following:

1. The proposed map amendment is consistent with the 2021 Land Use Plan and Future Land Use Map which encourages more mixed use property. The proposed map amendment would not be detrimental to the owners, adjacent neighbors, and surrounding community.
2. The requested zoning is reasonable and in the public interest.
3. This Board does hereby approve the request to rezone and amend the Town of Burnsville Zoning May for the following property from C-1 Commercial to C-3 Commercial zoning:

PIN	082013243646000
ADDRESS:	204 WEST MAIN STREET, BURNSVILLE NC 28714
LOT AREA:	.346 ACRE
4. If any section, subsection, clause or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance;
5. All ordinances and clauses of ordinances in conflict herewith be and are hereby repealed to the extent of such conflict; and
6. This ordinance is effective upon adoption.

Read, approved and adopted this the 11th day of July, 2024.

ATTEST:

J. Chad Fox, Clerk

APPROVED AS TO FORM

Town Attorney

BURNSVILLE TOWN COUNCIL

By: _____
T Russell Fox, Mayor

Resolution#: _____

RESOLUTION TO APPROVE THE BONDING OF TOWN OFFICIALS

WHEREAS, N.C.G.S. §105-349(c) requires a tax collector to provide a performance bond in such amount as the governing body may prescribe;

WHEREAS, N.C.G.S. §159-29(a) requires the finance officer to provide a performance bond with sufficient sureties. The amount of the bond fixed by the governing board may not be less than the greater of the following:

- (1) Fifty thousand dollars (\$50,000).
- (2) An amount equal to ten percent (10%) of the unit's annually budgeted funds, up to one million dollars (\$1,000,000);

WHEREAS, the Town Council provides a blanket crime/employee dishonesty coverage for all employees and agents in the amount of \$50,000.00 with the IRFFNC;

WHEREAS, N.C.G.S. §58-72-55 states it is the duty of the clerk of the board of commissioners to record in the proceedings of the board the names of those commissioners who are present at the time of the approval of any official bond, and who vote for such approval. Every clerk neglecting to make such record, besides other punishment, shall forfeit his office. Any commissioner may cause his written dissent to be entered on the records of the board.

NOW, THEREFORE, BE IT RESOLVED by the Burnsville Town Council as follows:

1. That this Board hereby accepts and approves bonds for public officials as follows:
 - a. Heather Hockaday, Tax Collector \$25,000.00 with Travelers Indemnity Company;
 - b. Leslie Crowder, Finance Director \$610,000.00 with Travelers Indemnity Company;
 - c. Blanket Crime/Employee Dishonesty insurance coverage \$50,000.00 with IRFFNC
2. That pursuant to N.C.G.S. §58-72-55, the Clerk is hereby instructed to record the names of all Council members present at this meeting and who voted in favor of this resolution; and further, any Council member who votes against this resolution may cause their written dissent to be entered into the record of the Council.
3. All acts and doings of officers, employees and agents of the Town, whether taken prior to, on or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
4. Any prior resolutions or parts thereof of the Council in conflict with the provisions herein contained are to the extent of such conflict, hereby superseded and repealed.
5. That this resolution is effective on July 1, 2024 at 12:00 midnight EST.

This the ____ day of July, 2024.

ATTEST:

BURNSVILLE TOWN COUNCIL

J. Chad Fox, Clerk

BY: _____
T. Russell Fox, Mayor

Approved as to Form

Town Attorney

(e) Before awarding a contract, a public entity shall do the following:

- (1) Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and nonminority businesses.
- (2) Attend the scheduled prebid conference.
- (3) At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office of Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - a. A description of the work for which the bid is being solicited.
 - b. The date, time, and location where bids are to be submitted.
 - c. The name of the individual within the public entity who will be available to answer questions about the project.
 - d. Where bid documents may be reviewed.
 - e. Any special requirements that may exist.
- (4) Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.

(f) A public entity shall require bidders to undertake the following good faith efforts to the extent required by the Secretary on projects subject to this section. The Secretary shall adopt rules establishing points to be awarded for taking each effort and the minimum number of points required, depending on project size, cost, type, and other factors considered relevant by the Secretary. In establishing the point system, the Secretary may not require a contractor to earn more than fifty (50) points, and the Secretary must assign each of the efforts listed in subdivisions (1) through (10) of this subsection at least 10 points. The public entity may require that additional good faith efforts be taken, as indicated in its bid specifications. Good faith efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

TOWN OF BURNSVILLE MINORITY BUSINESS PARTICIPATION AND OUTREACH PLAN FOR BUILDING CONSTRUCTION OR REPAIR CONTRACTS

Except as provided in NCGS 143-128.2(a) for State funding related projects, in accordance with NCGS 143-128.2, these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on the Town of Burnsville building construction or repair projects in the amount of \$300,000 or more.

The Town of Burnsville has a current verifiable goal of ten percent (10%) for minority participation for building construction or repair projects.

I. INTENT

It is the intent of these guidelines that the Town of Burnsville, as awarding authority for building construction or repair projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the goal of ten percent (10%) for participation by minority businesses in each building construction or repair project as required by NCGS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

II. DEFINITIONS

1. **Minority**: as defined in NCGS 143-128(g)(2) a person who is a citizens or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. **Minority Business**(MBE): as defined by NCGS 143-128(g)(1) a business:

a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and

b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

c. The business is certified as a Historically Underutilized Business by the North Carolina Department of Administration Office for Historically Underutilized Business.

3. **Socially and Economically Disadvantaged Individual**: as defined by 15 U.S.C. 637:

a. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.

b. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

4. **Public Entity**: The State and all public subdivisions and local government units.

5. **Owner**: The Town of Burnsville

6. **Designer**: Any person, firm, partnership, corporation which has contracted with the Town of Burnsville to perform architectural or engineering work.

7. **Bidder**: Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. **Contract**: A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.

9. **Contractor**: Any person, firm, partnership, corporation, association, or joint venture which has contracted with the Town of Burnsville to perform building construction or repair work.

10. **Subcontractor**: A firm under contract with the prime contractor or construction manager at risk from supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

11. **HUB Office**: N.C. Department of Administration's Office for Historically Underutilized Businesses.

MINORITY OUTREACH PLAN AND GUIDELINES

A. OWNER

The Town of Burnsville shall do the following to encourage participation from MBEs:

1. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and nonminority businesses.
2. Attend the scheduled pre-bid conference.
3. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office of Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - a. A description of the work for which the bid is being solicited.
 - b. The date, time, and location where bids are to be submitted.
 - c. The name of the individual within the public entity who will be available to answer questions about the project.
 - d. Where bid documents may be reviewed.
 - e. Any special requirements that may exist.

The notification shall be submitted through the North Carolina Department of Administration website <https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub/solicitation-opportunities>.

4. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
5. Place the outreach plan on the Town's website.
6. After review of prime contractor's pay applications for compliance with minority business utilization commitments prior to payment, owner will submit the report to HUB Office as required by NCGS 143-128.3(a)

B. DESIGNER

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

1. Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.
2. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
3. Review jointly with the owner, all requirements of NCGS 143-128.2(c) and NCGS 143-128.2(f)-(i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce)- prior to recommendation of award.
4. During construction phase of the project, review documentation for contract payment to MBEs (e.g. state form "Appendix E: MBE Documentation for Contract Payment" <https://www.doa.nc.gov/document/appendix-e-mbe-documentation-contract-payments> for compliance with minority business utilization commitments. Submit this form with pay apps to the Owner.
5. Retain documentation showing evidence of implementation of Designer's responsibilities and make same available for review by Owner and State officials upon request.

C. PRIME CONTRACTOR(S), CM AT RISK, & FIRST TIER SUBCONTRACTORS

The following requirements apply to all contractors utilizing single-prime bidding, separate-prime bidding, construction manager at risk and alternative contracting methods, as well as to all contractors performing as contractors and first-tier subcontractors under construction manager at risk. For purposes of this subsection, the term "Contractor" shall also include first-tier subcontractors under a construction manager at risk. The Contractors shall:

1. Attend the scheduled pre-bid conference and any pre-bid meetings scheduled by the Owner.
2. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
3. At least ten (10) days prior to the scheduled day of bid opening or due date for proposals, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification must include all of the following:
 - a. A description of the work for which the sub bid is being solicited.
 - b. The date, time, and location where sub bids are to be submitted.
 - c. The name of the individual within the company who will be available to answer questions about the project.
 - d. Where bid documents may be reviewed.
 - e. Any special requirements that may exist such as insurance, licenses, bonds and financial arrangements. Identify on the bid the minority businesses that will be utilized on the project

with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by NCGS 143-128.2(c) and NCGS 143-128.2(f).

4. Make documentation showing evidence of implementation of compliance with this plan's responsibilities for Contractors, CMAR and First Tier Subcontractors available for review by Town of Burnsville upon request.

5. During the bidding process, comply with the contractor requirements listed in these Guidelines and any contractor requirements listed in the Town of Burnsville Minority Business Participation Outreach Plan.

6. Identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and submit affidavit listing Good Faith Efforts (Affidavit A) as required by NCGS 143-128.2(c) and NCGS 143-128.2(f). If the contractor will be performing all of the work with its own workforce, the contractor may submit Affidavit B, Intent to Perform Contract with Own Workforce, in lieu of Affidavit A. Failure to comply with these requirements is grounds from rejection of the bid and award to the next lowest responsible and responsive bidder.

7. Provide one of the following to Owner upon being named the apparent low bidder:

a. Affidavit C that includes a description of the portion of the work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to the applicable goal; or

b. If the percentage is not equal to the applicable goal, then provide an Affidavit D and documentation of all Good Faith Efforts take to meet the goal. The documentation must include evidence of all good faith efforts implemented, including any advertisements, solicitation, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.

8. Within thirty (30) days after award of the contract, the apparent lowest responsible, responsive bidder shall file with Owner a list of all identified subcontractors that the contractor will use on the project.

9. Identify the names of minority business subcontractors and corresponding amount of work on the schedule of values.

10. Submit documentation from contract payment with each monthly pay request and final payment request the "MBE Documentation for Contract Payment" for Appendix E for Contract Payment to Designer for their review.

11. If at any time during the construction of a project, it becomes necessary to replace a minority business subcontractor, immediately advise Owner in writing of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

12. Make a good faith effort to solicit sub-bids from minority businesses during the construction of a project if additional subcontracting opportunities become available.

13. If applicable the CMAR shall submit its plan for compliance with NCGS 143-128.2 for approval by the Town prior to soliciting bids for the project's first tier subcontractors.

D. MINORITY BUSINESS RESPONSIBILITIES-CERTIFICATION

The Town of Burnsville does not certify minority businesses. Any business which desires to participate as a minority business under these Guidelines will be required to register and become certified as a historically underutilized business ("HUB") by the North Carolina Department of Administration Office for Historically Underutilized Businesses ("HUB OFFICE").

Businesses seeking HUB certification are directed to:

<https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub/certifications>

Minority HUB contractors shall make good faith efforts to participate in construction projects as demonstrated by:

1. Attending the scheduled pre-bid conference.
2. Responding promptly whether or not they wish to submit a bid when contacted by the Owner or bidders.

SECTION D: MINIMUM COMPLIANCE REQUIREMENTS

1. All written statements or affidavits made by the bidder shall become a part of the agreement between the contractor and the Town of Burnsville for performance of the contract. Failure to comply with any of these statements, affidavits, or with the minority business guidelines shall constitute a breach of the contract. A finding by the Burnsville Town Council that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the Burnsville Town Council whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, the Burnsville Town Council will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, diligence, and results of these efforts.

Contractors are required to earn at least 50 points for good faith efforts. Failure to file a required affidavit or documentation demonstrating that the contractor made the required good faith effort, is grounds for rejection of the bid. Good faith efforts include:

1. Contacting minority businesses that reasonably could have been expected to submit a quote and

that were known to the contractor or available on State or local government maintained lists at least ten (10) days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. (10 points)

2. Making the construction plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least ten (10) days before the bid or proposals are due. (10 points)

3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation. (15 points)

4. Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. (10 points)

5. Attending any pre-bid meetings scheduled by the public owner. (10 points)

6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. (20 points)

7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Reasons for rejection of a minority business based on lack of qualification should be documented in writing. (15 points)

8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. (25 points)

9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. (20 points)

10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands. (20 points)

SECTION E: DISPUTE RESOLUTION PROCEDURES

Pursuant to N.C.G.S. § 143-128(f1), all disputes involving contractors on a building construction or repair project with the Town of Burnsville shall be resolved pursuant to State of North Carolina Policy, specifically that which is located at N.C.G.S. § 143-135.26(11).

SECTION F: In addition to these guidelines, there will be issued with each construction bid package provisions for providing minority business participation in Town of Burnsville projects.

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

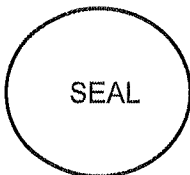
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Identification of HUB Certified/ Minority Business Participation

I, _____
 (Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority
Category

**HUB
Certified
(Y/N)

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) _____.

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

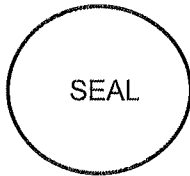
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.
This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

_____ (Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

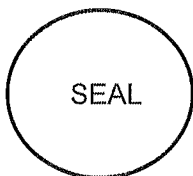
*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

_____ (Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

SCO Project ID: _____

Pay Application #: _____ Period: _____

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* TYPE OF MBE	AMOUNT PAID THIS MONTH (With This Pay App)	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED)

Approved/Certified By:

Name

Title

Date

Signature

SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT

**Annual Settlement and Order of Collection
for Approval by the Burnsville Town Council**

Pursuant to the provisions of North Carolina General Statute 105-373, this memorandum is the Tax Collector's report of Settlement to the Burnsville Town Council for fiscal year 2023.

At the beginning of each fiscal year, the Tax Collector must provide to the Town Council an annual settlement of property tax collected in the previous fiscal year for approval, prior to being charged to collect taxes for the current fiscal year.

Included in this settlement are three primary requirements:

- Sworn settlement of all taxes collected in the prior fiscal year
- List of unpaid taxes for 2023 fiscal year
- List of taxpayers who have been found to be insolvent with unpaid personal property

I certify the information contained in the fiscal year 2023 annual settlement has been reviewed and to my knowledge is true and accurate and that I have made diligent efforts to collect the taxes due from the persons listed in such a manner that is reasonably necessary.

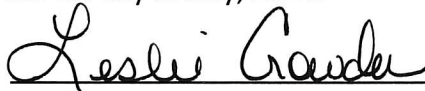
Respectfully submitted,



Heather Hockaday
Tax Collector



SWORN AND SUBSCRIBED BEFORE ME, this the 1st day of July, 2024.



NOTARY PUBLIC

My Commission Expires: 5-13-25

Following approval of the Tax Collector's Annual Settlement of the preceding year, pursuant to NCGS 105-321, an order of collection to the Tax Collector must be adopted for the 2023 tax year authorizing the collection of the current fiscal year property taxes.

**STATE OF NORTH CAROLINA
TOWN OF BURNSVILLE**

TO THE TAX COLLECTOR OF THE TOWN OF BURNSVILLE:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Town of Burnsville Tax Collection and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Burnsville, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the ____ day of July, 2024.

_____(SEAL)
MAYOR, Town of Burnsville North Carolina

Attest:

Town Clerk



**SIGN
HERE**

	REAL	PERSONAL		
2023	\$761,787.43	\$84,134.87		\$845,922.30
PAYMENTS	\$754,957.58	\$80,491.62		\$835,449.20
PRE-PAYMENTS	\$3,949.41	\$2,657.39		\$6,606.80
PEN/INTEREST	\$2,954.14	\$126.78		\$3,080.92
ADV	\$335.16			\$335.16
BILL RELEASE	\$18.20	\$265.46		\$283.66
TOTALS	\$6,151.54	\$847.18		\$6,998.72
PERCENT COLLECTED	99.17%			
TAX YEAR	LEVY DUE	COLLECTED	UNCOLLECTED	
2022	\$12,729.14	\$11,576.75		\$1,152.39
2021	\$1,473.07	\$1,128.48		\$344.59
2020	\$630.46	\$236.57		\$393.89
2019	\$1,733.37	\$238.72		\$1,494.65
2018	\$702.45	\$236.65		\$465.80
2017	\$852.59	\$258.93		\$593.66
2016	\$764.53	\$225.67		\$538.86
2015	\$561.63	\$46.61		\$515.02
2014	\$607.24	\$49.37		\$557.87
2024 PREPAID AMOUNT COLLECTED		\$2133.72		JUNE 28, 2024.

Tax Delinquent Report By Year

Town of Burnsville

Date: 7/1/2024

Account	Customer Name	Tax Year	Amount Owed
2349	APPALACHIAN VIBE & MUSIC STUDIO	2017	\$84.84
2701	BONILLA, SHEILA DARDER	2023	\$371.56
910	BOONE, RAY & PATRICIA	2022	\$5.27
910	BOONE, RAY & PATRICIA	2023	\$219.03
2055	BURLESON, SHAWN B	2015	\$36.11
2789	BURNSVILLE HOSPITALITY GROUP	2022	\$65.43
2707	CLOUSE, JAMES W	2016	\$118.78
2707	CLOUSE, JAMES W	2017	\$259.27
2707	CLOUSE, JAMES W	2018	\$236.99
2707	CLOUSE, JAMES W	2019	\$214.28
2707	CLOUSE, JAMES W	2020	\$197.85
2707	CLOUSE, JAMES W	2021	\$181.50
2707	CLOUSE, JAMES W	2022	\$125.50
2707	CLOUSE, JAMES W	2023	\$155.71
2598	CLRA HOLDINGS INC	2022	\$8.57
2911	DAVIS, RONALD L	2023	\$823.69
1722	DEYTON, AARON	2023	\$4.04
2611	FORD & FORD RENTALS LLC	2023	\$334.12
2612	FORD & FORD RENTALS LLC	2023	\$297.82
1491	FOX, WYLIE DEAN & JUDY ANN BLANKENSHIP	2023	\$389.51
2197	FRED'S RETAIL STORE # 1193	2019	\$1,099.11
2469	GALLOWAY, JASON TEW	2023	\$18.00
2469	GALLOWAY, JASON TEW	2018	\$25.68
2469	GALLOWAY, JASON TEW	2019	\$24.03
2469	GALLOWAY, JASON TEW	2020	\$21.97
2469	GALLOWAY, JASON TEW	2021	\$26.03
2469	GALLOWAY, JASON TEW	2022	\$21.62
1814	GRIGGS, DARRELL & CATHERINE	2023	\$384.75
1009	HENSON, MELVIN	2021	\$18.33
1009	HENSON, MELVIN	2022	\$279.38
1009	HENSON, MELVIN	2023	\$257.58
2101	HENSON, MELVIN	2022	\$5.98
2101	HENSON, MELVIN	2023	\$5.50
243	HIGGINS, MILTON B III & LINDA	2023	\$402.62
1700	JOHN VAN ZANDT ESTATE	2023	\$1.66
2978	LAVENDER DRAGONFLY	2023	\$3.46
2076	LEDFORD, MICHAEL DOUGLAS	2022	\$1.41
2076	LEDFORD, MICHAEL DOUGLAS	2023	\$120.19
2219	LIL SMOKY DRIVE -IN	2023	\$29.01
231	MCCOURRY, TROY WADE	2023	\$459.41
1150	MCCOURRY, TROY WADE	2023	\$116.63
1151	MCINTOSH, JOHN M & ELIZABETH P	2023	\$288.41
332	MEADE, DONOVAN C & SARAH E	2023	\$365.70
2228	MOUNTAIN LIFESTYLE REALTY GROUP	2015	\$14.23
2234	OFF THE BEATEN PATH	2018	\$14.18
2558	PAPPY'S GUNSMITHIN & BACKWOODS LIVIN'	2021	\$34.15
2558	PAPPY'S GUNSMITHIN & BACKWOODS LIVIN'	2022	\$27.83
2079	PATE, JOSEPH P	2021	\$48.81
2079	PATE, JOSEPH P	2015	\$260.29
2079	PATE, JOSEPH P	2016	\$240.40

Tax Delinquent Report By Year

Town of Burnsville

Date: 7/1/2024

Account	Customer Name	Tax Year	Amount Owed
2079	PATE, JOSEPH P	2017	\$205.93
2079	PATE, JOSEPH P	2018	\$171.29
2079	PATE, JOSEPH P	2019	\$142.50
2079	PATE, JOSEPH P	2020	\$130.28
2079	PATE, JOSEPH P	2022	\$43.06
2079	PATE, JOSEPH P	2023	\$38.16
2860	PATTON, ANGELA	2023	\$103.66
2138	PROCOPIO, PEDRO	2015	\$10.42
2138	PROCOPIO, PEDRO	2016	\$24.75
2138	PROCOPIO, PEDRO	2017	\$21.20
2138	PROCOPIO, PEDRO	2018	\$17.66
2138	PROCOPIO, PEDRO	2019	\$14.73
2138	PROCOPIO, PEDRO	2020	\$13.47
2138	PROCOPIO, PEDRO	2021	\$11.20
2138	PROCOPIO, PEDRO	2022	\$9.27
2138	PROCOPIO, PEDRO	2023	\$7.73
2112	REDBOX AUTOMATED RETAIL LLC	2023	\$37.70
2249	SAM'S REGAL BEAGLE	2015	\$48.93
2249	SAM'S REGAL BEAGLE	2016	\$45.24
379	SILCOX, MARY LOUISE	2022	\$531.12
379	SILCOX, MARY LOUISE	2023	\$487.72
2254	SIMPLICITY	2015	\$11.66
2255	SIX CHRIS PRODUCTS INC	2020	\$30.32
2255	SIX CHRIS PRODUCTS INC	2021	\$24.57
2255	SIX CHRIS PRODUCTS INC	2022	\$22.47
2255	SIX CHRIS PRODUCTS INC	2023	\$20.54
2263	TAP PHOTOGRAPHY	2015	\$133.38
2263	TAP PHOTOGRAPHY	2016	\$109.69
2149	THE OFFICE SHOPPE	2017	\$22.42
3026	THOMAS BUILDERS & DEVELOPMENT LLC	2023	\$250.42
2271	TROY'S GREENHOUSES & FABRICS	2023	\$16.18
1561	TYNER, FORREST MARCO & ERIKA	2022	\$1.65
1561	TYNER, FORREST MARCO & ERIKA	2023	\$214.08
3030	WARREN, ANDREW M (1/2) & WARREN, ALLISON D	2023	\$35.62
2670	WRIGHT FAMILY RESTAURANT INC	2023	\$554.17
1133	YOUNG, JETER R	2022	\$3.83
1133	YOUNG, JETER R	2023	\$184.34

Total Amount: \$12,497.58
+ 557.87

2014	Tax Years and Totals	557.87
	2015	\$515.02 ✓
	2016	\$538.86 ✓
	2017	\$593.66 ✓
	2018	\$465.80 ✓
	2019	\$1,494.65 ✓
	2020	\$393.89 ✓
	2021	\$344.59 ✓
	2022	\$1,152.39
	2023	\$6,998.72

\$13,055.45

Tax Pre-Payment Listing

Town of Burnsville

Account	Customer Name	Billing Address	Pre-Pay Balance
84	BARNETT, DERWIN	25 PAPA LUM DR BURNSVILLE NC 28714	\$17.73
265	BAILEY, JOSEPH TODD	PO BOX 217 BURNSVILLE NC 28714	\$0.04
512	HIGGINS, LAWERENCE RAY TRUSTEE	13 SWISS AVE BURNSVILLE NC 28714	\$41.51
626	MILLER, GARY L & ELIZABETH	351 SHEPARD WAY BURNSVILLE NC 28714	\$2.33
736	ROBERTSON, JOHN H & BETTY R	120 SWISS AVE BURNSVILLE NC 28714	\$672.75
780	NIBEVI LLC	622 GEORGES FORK RD BURNSVILLE NC 28714	\$0.40
872	INGLES MARKETS INC	C/O RYAN LLC PO BOX 56607 ATLANTA GA 30343	\$2.60
1335	PRESNELL, GERALD D & SANDRA B	313 PRESNELL ST BURNSVILLE NC 28714	\$1,116.74
1644	MCINTOSH, REECE L JR & HELEN L	PO BOX 728 BURNSVILLE NC 28714	\$0.80
1768	GATTS, TODD D & BETH E	104 RIDDLE ST BURNSVILLE NC 28714	\$0.01
1919	RICHARDS, RYAN	237 WESTOVER LN BURNSVILLE NC 28714	\$4.00
1934	BRANCH, BARBARA B	99 LADY BUG LN BURNSVILLE NC 28714	\$0.10
2158	HAMMOND ANTIQUES	201 WEST MAIN ST BURNSVILLE NC 28714	\$14.57
2252	SENIOR CARE GROUP OF YANCEY LLC	410 S WARE BLVD STE #10001 TAMPA FL 33619	\$240.91
2605	EBH HOMES LLC	101 MARSEILLE PL CARY NC 27511	\$5.91
2761	STEDMAN, WILLIAM HANSELL HALL	1907 BERKS RD NORRISTOWN PA 19403	\$4.79
2982	LEIBOWITZ, DAVID A & BOBBIE R	PO BOX 782 BURNSVILLE NC 28714	\$8.53
Grand Total:			\$2133.72

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
June 17, 2024 | 7:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Doug Matheson, Executive Board Chairman

II. CONSIDERATION OF MAY 2024 MINUTES [ACTION]

Doug Matheson, Executive Board Chairman

III. FINANCIAL MATTERS

Julie Page, Finance Officer

- Financial Highlights as of May 31, 2024 [ACTION]
- Disaster Recovery Grant Project Ordinance [ACTION]
- Capital Bank and First Horizon Signatories [ACTION]

IV. OPENING OF PUBLIC HEARING FOR FY2025 BUDGET ADOPTION [ACTION]

Doug Matheson, Executive Board Chairman

V. CLOSING OF PUBLIC HEARING FOR FY2025 BUDGET ADOPTION [ACTION]

Doug Matheson, Executive Board Chairman

VI. FY2025 BUDGET ADOPTION [ACTION]

5 MINUTES

Julie Wiggins, Executive Director

VII. WORKFORCE DEVELOPMENT UPDATE

10 MINUTES

Pam Wilson, NCWorks Manager

VIII. ECONOMIC RECOVERY & RESILIENCE UPDATE

10 MINUTES

Cory Osborne, Economic Recovery & Resilience Director

IX. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

10 MINUTES

Julie Wiggins, Executive Director

X. BOARD MEMBER COMMENTS

XI. CHAIRMAN'S COMMENTS

XII. OTHER BUSINESS

XIII. PUBLIC COMMENT

XIV. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
MAY 20, 2024
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met May 20, 2024, 7:00pm, in the HCCOG Board Room in Boone. The following members were present at the meeting: Charles Vines, Brenda Lyerly, Todd McNeill, Timmy Evans, Bill Wheeler, Jeff Whitson, Harley Masters, Teresa McCoy, Rocky Buchanan Tim Futrelle, Tom Hartman, Ray Russell, Paul Robinson Jr., Dennis Aldridge, and Doug Matheson. The following staff and guests were present at the meeting: Ben Massey, Jeff Hedrick, Julie Wiggins, Julie Page, Caroline Briggs, Chris Grubb and Victoria Oxentine. The following guests were present via Zoom: Chris Wall and Abigail Holdsclaw.

CALL TO ORDER AND INVOCATION

Chairman Matheson called the meeting to order and welcomed attendees. Harley Masters led the Pledge of Allegiance and Jeff Whitson offered the invocation.

CONSIDERATION OF MINUTES

Tim Futrelle moved to accept the minutes of the April 15, 2024 meeting, seconded by Charles E. Vines, the motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Julie Page presented the Financial Highlights as of April 30, 2024 (Attachment A) and reviewed year to date revenues versus expenditures and balances. Mrs. Page introduced Caroline Briggs, Finance Technician, who will become the next Finance Officer when Mrs. Page retires at the end of June. Tim Futrelle made a motion to approve the Financial Highlights as of April 30, 2024. Tom Hartman seconded the motion. Motion carried.

Budget Amendment #5

Finance Officer, Julie Page presented Budget Amendment #5 (Attachment A1) which is an increase of \$45,000.00 to the Area Agency on Aging (AAA) Lifespan Respite program and an increase of \$50,000.00 to the Workforce Development In-School Youth Program. Budget Amendment #5 is a total increase of \$95,000.00. Todd McNeill made a motion to approve Budget Amendment #5. Charles E. Vines seconded the motion. Motion carried.

LEGISLATIVE UPDATE

Chris Wall, Principal for EQVStrategic joined the meeting via Zoom and gave an update on the NC General Assembly. Mr. Wall discussed the recent COG Legislative Day and ARPA funding among other things. Mr. Wall noted that if any of our board members have questions they can always reach out.

NC PANDEMIC RECOVERY REGIONAL FOCUS GROUP REPORT

Abigail Holdsclaw, Research Associate for ncIMPACT joined the meeting via Zoom to give an overview of the NC Pandemic Recovery Office (NCPRO) Regional Focus Group Report (Attachment B and B1). ncIMPACT was launched by UNC School of Government in 2017 and has partnered with HCCOG for different projects. NCPRO was launched after the COVID-19

pandemic. Ms. Holdsclaw discussed the focus group findings for the High Country region, versus the statewide findings. The top concerns being high-speed internet, transportation, impact of stimulus checks, affordable housing, and healthcare. Ms. Holdsclaw also discussed the implications of the results related to our current Strategic Plan.

FY2025 BUDGET PRESENTATION

Julie Wiggins, Executive Director presented the FY2025 Budget packet (Attachment C) and a PowerPoint (Attachment C1) giving an overview of how the HCCOG functions and how our budget works. Ms. Wiggins noted that the dues/match is critical to leveraging our grant funds and maintaining supportive services to the region. Ms. Wiggins discussed budget highlights including current dues, a 4% COLA, increased rental income, fringe and indirect rate, and some expected expenses for FY2025. Ms. Wiggins noted that the board can continue to review the proposed budget and bring any questions or discussion to the June 17th meeting when the FY2025 budget is brought forth for adoption.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director gave a quick overview of recent happenings including the AAA Aging Well Conference held at Appstate last week where several HCCOG staff members presented and tabled the event and COG Legislative Day in Raleigh. Ms. Wiggins also discussed the WIOA proposed reauthorization bill and noted that representatives from Senator Budd's and Senator Tillis' offices were present at the Workforce Development Board meeting for discussion earlier this month. Ms. Wiggins acknowledged that housing continues to be a priority in the region and that a small task force will meet at the COG this week.

BOARD MEMBER COMMENTS

Brenda Lyerly introduced Adriana Ingle, a college student shadowing her to learn more about local government. Todd McNeill noted that they broke ground on the new high school football and track field in Ashe County. Rocky Buchanan acknowledged his grandson for being the 3x State Champion for high school golf. Other board members acknowledged their local high school teams for recent accomplishments.

OTHER BUSINESS

Victoria Oxentine, Communications Manager announced that Summer ReCOGnition submissions are due this Friday, May 24th. Mrs. Oxentine also noted that the COG is celebrating 50 years and has revamped the logo for the special occasion.

PUBLIC COMMENT

Ben Massey, who is running for NC House District 93 introduced himself and was happy to attend to listen, learn, and engage with the community.

ADJOURNMENT

As there were no other comments or business, Todd McNeill made a motion to adjourn. Paul Robinson Jr. seconded the motion. Motion carried. Meeting adjourned at 8:03 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 – JUNE 17, 2024

MAY 31, 2024					
			\$	2,023	
Total Fund Balance - Governmental Funds		\$	2,122,917		
Restricted Fund Balance - GF		\$	22,457		
Assigned Fund Balance - GF		\$	553,514		
Unassigned Fund Balance - GF		\$	1,546,946		
	2024				
Total Expenditures - YTD	\$ 5,211,151	\$	6,719,237		
Total Fund Balance as % of General Fund Expenditures*	32.46%		31.59%		
Unassigned Fund Balance as % of General Fund Expenditures*	23.65%		23.02%		
*FY2024 Budget Expenditures \$6,539,628		FISCAL YEAR 2024			
		BUDGET	ACTUAL		
Total Revenue					
General	\$ 415,336	\$	424,800		
Planning/Development	\$ 1,251,640	\$	1,050,935		
Resilience Contractual	\$ 41,000	\$	19,837		
Area Agency on Aging	\$ 3,035,361	\$	2,347,214		
Workforce Development	\$ 1,796,291	\$	1,126,977		
	\$ 6,539,628	\$	4,969,763		
Total Expenditures					
General	\$ 415,336	\$	398,354		
Planning/Development	\$ 1,251,640	\$	1,138,997		
Resilience Contractual	\$ 41,000	\$	25,690		
Area Agency on Aging	\$ 3,035,361	\$	2,413,544		
Workforce Development	\$ 1,796,291	\$	1,234,565		
	\$ 6,539,628	\$	5,211,151		
Revenues over (under) expenditures		\$	(241,387)		
FY2024 PROJECT ORDINANCES					
DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE	
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750	\$ 212,496	\$ 232,496	
DISASTER RECOVERY NCARCOG	2023	\$ 331,250	\$ 97,552	\$ 290,178	
ASU FALLS PREVENTION	2023	\$ 251,959	\$ 144,408	\$ 172,637	
OMB LOC 6 - ARPA	2024	\$ 15,425	\$ -	\$ -	
ARPA FCSP		\$ 125,769	\$ 50,418	\$ 50,658	
ARPA P&A		\$ 147,189	\$ -	\$ -	
ARPA OMB		\$ 10,456	\$ 1,923	\$ 5,108	
ARPA EBHP		\$ 39,013	\$ 12,926	\$ 16,555	
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120	\$ 858	\$ 858	
GENERATIONS ASHE ARPA		\$ 114,666	\$ 78,628	\$ 78,628	
AVERY SENIOR SERVICES ARPA		\$ 71,006	\$ 15,496	\$ 15,496	
MITCHELL SENIOR CENTER ARPA	2023	\$ 66,601	\$ -	\$ -	
WATAUGA PROJECT ON AGING ARPA		\$ 146,001	\$ 90,158	\$ 90,158	
BROC ARPA		\$ 154,860	\$ 112,863	\$ 112,863	
WILKES SENIOR RESOURCES ARPA		\$ 107,181	\$ 97,838	\$ 91,530	
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792	\$ 7,214	\$ 13,522	
YANCEY COMMUNITY CENTER ARPA		\$ 77,944	\$ -	\$ -	
LEGAL AID OF NC ARPA		\$ 27,000	\$ 16,140	\$ 16,140	
		\$ 1,159,598	\$ 484,462	\$ 491,516	
NCWORKS SUBSTANCE USE DISORDER RECOVERY GRANT	2023	\$ 200,000	\$ 88,798	\$ 96,552	
NCWORKS SMALL BUSINESS WORK-BASED LEARNING GRANT	2023	\$ 500,000	\$ 301,614	\$ 334,872	
TOTALS		\$ 3,051,982	\$ 1,329,330	\$ 1,618,251	
Cash Balances					
Operating Account	\$ 569,990				
NCCMT Account	\$ 1,090,735				
	\$ 1,660,725				

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

Amended Project Ordinance

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through May 31, 2024 and is for the management discussion purposes only.

Julie Page, Finance Officer



**HIGH COUNTRY COUNCIL OF GOVERNMENTS
GRANT PROJECT ORDINANCE
Disaster Recovery – NC Association of Regional Councils of Governments
July 1,2022 – June 30, 2024**

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 grant project ordinance for the North Carolina Association of Regional Councils of Governments Disaster Recovery funding, originally adopted September 19, 2022, is hereby amended to read:

Section 1. High Country Council of Governments (the “COG”) will use the funds to provide training and technical assistance related to disaster recovery to communities in its region in accordance with the approved scope of work in the grant agreement with the North Carolina Association of Regional Councils of Governments (NCARCOG)

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 NCARCOG.

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

Grant from NCARCOG - \$331,250

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

Expenditure Category	Disaster Recovery Financial Administration Training Deployment	Regional Recovery, Mitigation, and Resiliency Capacity	TOTAL
Salaries	\$15,866	\$64,042	\$79,908
Fringe	\$6,506	\$26,447	\$32,953
Registration/Travel	\$2,438	\$1,808	\$4,246
Equipment	-	\$12,685	\$12,685
Supplies	\$2,170	\$1,072	\$3,242
Contractual	-	\$144,360	\$144,360
Indirect	\$10,520	\$43,336	\$53,856
TOTAL	\$37,500	\$293,750	\$331,250

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 _____ 2024.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
FY 2024/2025
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, 2024, and ending June 30, 2025:

SECTION I: REVENUES BY SOURCE

GENERAL FUND

Local		
TOTAL GENERAL FUND	\$	310,575

PLANNING/DEVELOPMENT FUND

Federal		\$ 390,453
Local		\$ 593,619
TOTAL PLANNING/DEVELOPMENT FUND	\$	984,072

ECONOMIC RECOVERY & RESILIENCY FUND

Local		\$ 73,627
TOTAL ECONOMIC RECOVERY & RESILIENCY FUND	\$	73,627

AREA AGENCY ON AGING FUND

Federal		\$ 2,574,787
State		\$ 92,093
Local		\$ 84,214
TOTAL AREA AGENCY ON AGING FUND	\$	2,751,094

WORKFORCE DEVELOPMENT FUND

Federal		\$ 1,499,786
TOTAL WORKFORCE DEVELOPMENT FUND	\$	1,499,786

APPROPRIATED FUND BALANCE

\$ 100,000

<u>TOTAL BUDGET REVENUE</u>	\$	5,719,154
------------------------------------	-----------	------------------

SECTION II: EXPENDITURES BY PROGRAM

GENERAL FUND

Local Activities		\$ 410,575
TOTAL GENERAL FUND		

SPECIAL REVENUE FUNDS

Planning/Development		\$ 984,072
Economic Recovery & Resiliency		\$ 73,627
Area Agency on Aging		\$ 2,751,094
Workforce Development		\$ 1,499,786
TOTAL SPECIAL REVENUE FUNDS	\$	5,308,579

<u>TOTAL BUDGET EXPENDITURES</u>	\$	5,719,154
---	-----------	------------------

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, 2024

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary