MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
PRE-AGENDA MEETING

The Burke County Board of Commissioners held a pre-agenda Meeting on Tuesday, May 7, 2019 at 3:00 p.m. The meeting was held at the Commissioners' Meeting Room, Burke County Services Building, 110 N. Green Street, Entrance E., Morganton, N.C. Those present were:

COMMISSIONERS: Johnnie W. Carswell, Chairman
Scott Mulwee, Vice Chairman
Wayne F. Abele, Sr.

COMMISSIONERS ABSENT: Jeffrey C. Brittain (Unable to attend.)
Maynard M. Taylor (Unable to attend.)

STAFF PRESENT: Bryan Steen, County Manager
Margaret Pierce, Deputy County Manager/Finance Director
J.R. Simpson, County Attorney
Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER
Chairman Carswell called the meeting to order at 3:02 p.m.

APPROVAL OF THE AGENDA
Motion: To approve the agenda.
RESULT: APPROVED [UNANIMOUS]
MOVER: Wayne F. Abele, Sr., Commissioner
AYES: Johnnie W. Carswell, Scott Mulwee and Wayne F. Abele, Sr.
ABSENT: Jeffrey C. Brittain and Maynard M. Taylor

PRESENTATIONS

BOC - RECOGNITION OF GOVERNOR’S VOLUNTEER SERVICE AWARDS (PLACE HOLDER)

The Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service. Any person, group, or entity from the public, non-profit and private sector may be nominated for an award to their county award coordinator. County award coordinators submit their top 10 volunteer nominations per county. There are categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.)

The Board is asked to recognize the recipients of the Governor's Volunteer Service Award at the regular meeting and take a commemorative group photo.
May 7, 2019 (Pre-Agenda)

Chairman Carswell said none of the commissioners were able to make it to the awards ceremony, so he has asked them to come to the May regular meeting to be recognized.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

BCPS - PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING MARCH 31, 2019

In accordance with the Memorandum of Agreement approved by the County and the Board of Education in June 2018, the Board of Education will provide to the County quarterly financial reports on the 2018-2019 budget year at the end of each fiscal quarter. These reports will be presented to the County at the regular meeting of the County’s Board of Commissioners in November 2018, February 2019 and May 2019, respectively.

Keith Lawson, Burke County Public Schools Finance Officer, presented the following financial data for the period ending March 31, 2019.

<table>
<thead>
<tr>
<th>BCP S</th>
<th>Estimated Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018/2019</td>
</tr>
<tr>
<td></td>
<td>Previous</td>
</tr>
<tr>
<td>State</td>
<td>78,403,505</td>
</tr>
<tr>
<td>Federal</td>
<td>7,175,283</td>
</tr>
<tr>
<td>Local</td>
<td>14,608,764</td>
</tr>
<tr>
<td>School Nurses</td>
<td>726,095</td>
</tr>
<tr>
<td>Charter Schools</td>
<td>372,286</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
<td>330,570</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>4,943,029</td>
</tr>
<tr>
<td>Total</td>
<td>106,559,532</td>
</tr>
</tbody>
</table>

85% of the ’18/19 budget is payroll and benefits costs, or about $91.9M
Wage increase of 0% - 14.8% for certified staff and 2% for classified
Health insurance costs increased by 7.3% and retirement by 10.1%
Expected impact to budget for the above increases is @ 4.0% or $4.3M

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Chairman Carswell asked what would happen if the General Assembly passed a $15 per hour minimum wage. Mr. Lawson said BCPS would have to ask the County for additional funding, around $300,000.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

WPCC - PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING MARCH 31, 2019

Sandy Hoilman, WPCC Chief Financial Officer, presented an overview of the College’s financial data for the period ending March 31, 2019.

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Ms. Hoilman attributed cost savings due to vacant positions. She also noted that the Phifer Hall roof coating project and door repairs will be completed during the 4th quarter. Ms. Hoilman said an active shooter drill is scheduled for tomorrow, and their facilities master planning will begin soon; and the College would like Board representation.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.
**SCHEDULED PUBLIC HEARINGS**

**COMM. DEV. - ZONING MAP AMENDMENT ZMA 2019-02 & PUBLIC HEARING - 6:00 P.M.**

Scott Carpenter, Deputy County Manager/Panning Director, presented information regarding ZMA 2019-02 as follows:

**SUMMARY OF INFORMATION:**

**REQUEST**

Staff has received a rezoning application from RQW Properties to rezone one (1) parcel of land totaling 8.23 acres. The request is to rezone the property from its current zoning of Industrial (IND) to the Residential Two (R-2) zoning district. The parcel is also within the I-40 Overlay District.

**SITE ANALYSIS**

The parcel is described as follows: The 911 address of the parcel is 7600 Franklin St., Connelly Springs, NC. The parcel is further identified in county records as (PIN# 2762573578 and REID# 19838). As mentioned above, the parcel is 8.23 acres. Although the property is zoned “Industrial”, there are no industrial or commercial uses or structures on the property. The primary structure on the property is a single-family residence which was built in 1941. There are also several accessory structures on the property as well. There is approximately 2.5 acres of wooded area on the property. The remaining of the property is cleared with grass. The residence is on a private well and an onsite wastewater disposal system. The property is located within the Lake Hickory Water Supply Watershed and is within the Icard Fire District. The parcel is also located within the Icard Township of Burke County. The parcel is accessed by a perpetual ten (10) foot right-of-way and easement (Franklin St.) for ingress and egress (Deed Bk.124 / Pg.693-697).

**SURROUNDING AREA**

Land uses in the surrounding area are a mixture of industrial and residential uses. There are also several vacant parcels in the area as well. There are two industrial zoned properties adjoining the subject parcel. There are also multiple residential zoned properties adjoining the subject parcel as well.

To the north of the property are scattered residences, an industrial plant, and businesses. To the east is an industrial plant and medium density residential development, several minor subdivisions, and a few large lot residences. South of the subject parcel is predominantly residential with both single-family and two-family (duplex) residences. The I-40 corridor is approximately 350 feet to the south of the subject property. To the west is both vacant land and scattered site residences on multiple acre lots.

The table below indicates the existing land uses in the area.

| Existing Zoning and Land Uses within the Surrounding Area |
|-------------|----------------|
| Current Zoning | Existing Land Uses |
| North | R-2, L-I., and G-B | Residences, Industrial plant, small businesses |
South | Residential 2 | Single-family and two-family residences
East  | R-2 / G-B    | Industrial plant / medium density residential / Business
West  | R-2 / Industrial | Vacant land / Residences / Mobile home park

The Existing Land Use Map and the 2018 aerial photo also provide a visual representation of the existing land uses in the area. The current Zoning Map shows where the current zoning districts are located.

CONFORMITY WITH THE COMPREHENSIVE PLAN

This space is intentionally left blank.
The current land use plan for Burke County is the 2016-2030 Blueprint Burke Strategic Land Use Plan. The parcel is designated “Rural / Agricultural”, because it is located between two Secondary Growth Areas. These areas are typically considered rural in nature and access to infrastructure and public utilities will be more limited. In this case, the area does have access to those components, the area just fell in between two predefined zones.

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CONFORMITY WITH THE BURKE COUNTY ZONING ORDINANCE

The “current” zoning district for this parcel is Industrial (IND). The Zoning Ordinance defines the Industrial District as a district in which the principle use of land is for industrial and warehousing uses. The industrial district has a greater potential of environmental impacts than in other non-residential districts. The “proposed” Residential Two (R-2) District designation is intended for low to medium density residential development. This district is similar to the R-1 zoning district, however, this district allows for multi-section manufactured homes and multi-family housing. Very few non-residential uses are permitted within the R-2 District. Zoning the subject parcel to the R-2 zoning district would bring the existing non-conforming dwelling into compliance with the zoning ordinance.

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PLANNING BOARD RECOMMENDATION

Following general procedure and discussion, the Planning Board reached the following decision: Richard Evey made a motion to approve ZMA 2019-02: “A request to rezone (1) parcel of land consisting of 8.23 acres from the Industrial (IND) Zoning District to the Residential Two (R-2) Zoning District Ray Weaver/RQW Properties, LLC, Applicant based on its consistency with the 2016-2030 Burke County Strategic Land Use Plan.” He was seconded by Gary Kling. The motion passed with a 5/0 vote.

STAFF COMMENTS

Although, there is one industrial and one light industrial zoned parcel adjacent to the subject property, the surrounding area is predominately residential. The subject property has an existing dwelling on it that is occupied. Rezoning the property to residential would bring the structure into compliance. Access to the property is via a ten (10) foot wide right-of-way. Although the road is paved, the access is not wide enough for two cars to pass, must less two delivery trucks. I would not think NCDOT would approve a driveway permit for an industrial use of this property without requiring the right-of-way and road be widened and improved. The lack of public water and sewer would also hinder this land from industrial development. Staff would recommend approval of the rezoning the property to residential for the reasons mentioned above.
To assist the Board in their decision, staff has provided the following considerations:

- Is there a public need for additional land to be zoned to the requested classification?
- What is the impact on public services, facilities, infrastructure, fire and safety, and topography?
- What are the nearby development/zoning patterns?
- Consider the full range of uses allowed by the proposed district versus the uses allowed within the current zoning district.
- Is the rezoning request compatible with the character of the surrounding area and suitable with the property for certain uses?

STATEMENT OF CONSISTENCY

When a local government adopts development regulations, there must be a rational basis for determining what those regulations should be. Zoning regulates where various land uses can be located and at what density and intensity of use. To make rational and informed choices in adopting and later amending these regulations, there should be careful consideration of many factors, including what infrastructure is needed to support development, how the land uses relate to one another, what the community's goals, objectives, and vision for the future are, and so forth.

The statement must take one of three forms:

- A statement approving the proposed zoning amendment and describing its consistency with the plan;
- A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan; or
- A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community taken into account in the zoning amendment.

With each of these alternatives, the statement is also to include an explanation of why the board deems the action reasonable and in the public interest. A statement on plan consistency must be explicitly approved by the Board at the time a zoning amendment decision is made. The statement must be more than a one-sentence conclusion. It must both describe plan consistency or inconsistency and it must explain the rationale of the decision. The statement is to take the form of one of the three options noted above.

ADDITIONAL INFORMATION

Please refer to the application, driving directions, and map(s) for more information.

Statement of Consistency

The proposed rezoning would be consistent with the 2016-2030 Burke County Strategic Land Use plan and considered reasonable and in the public interest because:
The proposed zoning reclassification is consistent with the purposes, goals, objectives, and policies, of the adopted land use plan, and other plans for the physical development of the County as adopted by the Board of Commissioners; and

The proposed zoning reclassification is compatible with the overall character of existing development in the immediate vicinity of the subject property; and

There is adequate of public facilities and services to serve the subject property, including but not limited to: roadways, parks and recreational facilities, police and fire protection, schools, storm water drainage systems, water supplies and wastewater treatment systems and garbage services.

Rational for Decision

- The subject property is not located within an Industrial Focus Area according to the 2016-2030 Future Land Use Map. Residential zoning would therefore be appropriate for this property.
- The surrounding area is predominantly residential (R-2) zoning, therefore, the proposed zoning would conform to the surrounding area.
- The property has an existing residence on it that is currently non-conforming with the existing “Industrial” zoning currently in place. Rezoning to Residential Two zoning would bring the residence into compliance.
- The access to the subject property is via a ten (10) foot private drive. This drive is not capable of providing suitable access for an Industrial use of the property.

OR: Deny the rezoning request.

Statement of Consistency

Although the proposed rezoning would be consistent with the 2016-2030 Burke County Strategic Land Use plan, the proposed rezoning would not be considered reasonable and in the public interest because:

- The proposed zoning reclassification is not consistent with the purposes, goals, objectives, and policies, of the adopted land use plan, and other plans for the physical development of the County as adopted by the Board of Commissioners; and
- The proposed zoning reclassification is not compatible with the overall character of existing development in the immediate vicinity of the subject property; and
- The existing public facilities and services are not adequate to serve the subject property, including but not limited to: roadways, parks and recreational facilities, police and fire protection, schools, storm water drainage systems, water supplies and wastewater treatment systems and garbage services.

Vice Chairman Mulwee said he was surprised to see this was originally zoned industrial due to lack of public water and sewer and noted he believes this to be a reasonable request.
RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

CONSENT AGENDA

BOC - REAPPOINTMENT OF TAX ADMINISTRATOR
Chairman Carswell reported Danny Isenhour currently serves as the County's Tax Administrator. He was reappointed by the Board in 2011 and in 2015 for a 4-year term ending June 30, 2019. Should the Board wish to reappoint Mr. Isenhour to this position, he will have to take the prescribed oaths of office and provide a sufficient bond in accordance with NCGS § 105-294 and § 105-349. The term would be for a period of four (4) years beginning July 1, 2019.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

CLERK - APPOINTMENT TO ANIMAL ADVISORY BOARD
Clerk Draughn reported Seat No. 2 (Veterinarian) on the Animal Advisory Board is vacant. An application was received from Dr. Linda Schilkowsky. The unexpired term for this seat is July 30, 2019.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

COMM. DEV. - COUNTY PARK RESTROOM
Scott Carpenter, Deputy County Manager/Planning Director and Shane Prisby, Operations Manager, presented information regarding the County Park restroom as follows:

The Board of Commissioners appropriated funds in FY 19 for the Community Development Department to construct a restroom at the Fonta Flora County Park Trailhead. Because of the higher than expected contract price for the White Creek Covered Bridge, the Community Development Department was instructed by the Commissioners to move forward with the bridge project and return to the Board with the additional cost of the restroom.

After pricing out the options, a two-stall flush restroom with well and septic is the preferred option. The total price of the project is $100,000. The Restroom would be manufactured, delivered, and installed by CXT, Inc for $65,000 which is state contract pricing. The well, septic system, site prep will be $35,000 which include a contingency of 5%. The alternative is a pit/vault toilet system which offers little savings initially and the long-term expense of pump
and haul. The project will require an appropriation of an additional $82,000 from General Fund, Fund Balance.

Vice Chairman Mulwee said the designs look good and asked how durable the restrooms are. Mr. Carpenter said this type of restroom requires virtually no maintenance and are easy to install.

Clerk Draughn suggested installing a dog water fountain at the restroom and said Commissioner Taylor, who was unable to attend the meeting, has concerns regarding the project. Clerk Draughn suggested moving the item to items for decision for the regular meeting. Chairman Carswell asked how the septic system will work. Mr. Prisby said they will install the septic system ($5,000) and a well ($10,000). He said the only other option would be to have a pump and haul system; however, a septic system would be the most cost-effective option with the least amount of maintenance. A brief discussion ensued about installing a water fountain for dogs. County Manager Steen asked if they need to adjust the total price to account for the dog fountain. Mr. Carpenter said no, he will make it up elsewhere in the project and a brief discussion ensued.

Chairman Carswell said he considers Commissioner Taylor’s phone call to Clerk Draughn an objection and requested the item be moved to items for decision for the regular meeting.

**RESULT: MOVED TO ITEMS FOR DECISION FOR THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.**

**HEALTH / SHERIFF - APPROVAL OF SERVICE CONTRACTS FOR THE DEPARTMENT OF JUSTICE ADULT DRUG COURT GRANT**

Lisa Moore, Health Education Supervisor, presented information regarding the approval of service contracts for the Department of Justice Adult Drug Court Grant as follows:

Contracts from The Cognitive Connection and Burke Recovery were submitted for services that will be rendered during the four (4) years of the Department of Justice Adult Drug Court Grant, which is called, Burke County Recovery Court. The contracts have been reviewed and approved by the county attorney. The treatment services for those voluntary clients identified for Burke County Recovery Court will be rendered by The Cognitive Connection and Burke Recovery will hire a peer support specialist to provide additional peer and recovery support services along with basic substance use disorder services. Funding is provided through the $500,000 Department of Justice grant from January 2019 through December 2022.

Note: The contracts were not available at the time of agenda distribution.

Ms. Moore said the contracts with The Cognitive Connection ($298,706) will provide outpatient and medication assisted treatment, and Burke Recovery ($126,878) will provide basic substance use outpatient treatment and recovery support services.

**RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.**
GEN. SERVICES - ACCEPTANCE OF STATE LOAN FOR THE ECKARD CREEK PUMP STATION PROJECT

Miles Champion, General Services Director, and Benjie Thomas, West Consultants, presented information regarding the acceptance of a state loan for the Eckard Creek Pump Station project as follows:

In March of 2019, the Local Government Commission approved a $1.6 million Clean Water State Revolving Fund loan (0%, $500,000 principle forgiveness) for the Eckard Creek Pump Station rehabilitation project. This project will replace the pumps and equipment at the Eckard Creek sewer pump station in Icard, along with 7,600 feet of force main pipe that connects the pump station to the gravity sewer system. The project will address failing equipment and materials in order to maintain sanitary sewer services in the Icard area. The next step is to adopt the following resolution and to execute the Offer-and-Acceptance Document, Standard Conditions for the Federal SRF loans, and Sales-Tax Certification.

As an update, plan review is almost finalized, and the project should go out for bids on or before June 1. A contract could be awarded in July or August at the latest.

Budgetary Effect: None currently. However, an estimated annual debt payment of $56,700 will be due beginning approximately May 1, 2021 or no sooner than six (6) months after the project is completed. In addition, a one-time 2% loan closing fee, estimated to be $32,680, will be due when construction begins, prior to the first loan disbursement.

Adoption of the following resolution is required:

Resolution to Accept a Loan Offered by the North Carolina Department of Environmental Quality for the Rehabilitation of the Eckard Creek Sewer Pump Station and Force Main

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

WHEREAS, the North Carolina Department of Environmental Quality (DEQ) has offered a Clean Water SRF loan in the amount of $1,634,000 for the construction of the Eckard Creek Sewer Pump Station and Force Main Rehabilitation Project (DEQ Project No. CS370400-01); and

WHEREAS, $500,000 of the loan principal will be forgiven and the remaining balance will be amortized over 20 years at an interest rate of 0% per annum; and
WHEREAS, Burke County intends to construct said project in accordance with the approved plans and specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE BURKE COUNTY BOARD OF COMMISSIONERS:

That Burke County does hereby accept the Clean Water SRF loan offer of $1,634,000.

That Burke County does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, including the Standard Conditions and Assurances, will be adhered to.

That Kenneth B. Steen, County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such loan offer for the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the loan offer.

That Burke County has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

IT - RECLASSIFICATION OF 911 TECHNOLOGIST TO A SENIOR IT TECHNICIAN

Steve Bennett, IT Director, presented information regarding the reclassification of a 911 Technologist to a Senior IT Technician as follows:

When the 911 Radio Technologist position became vacant, the IT Director conducted a job study to determine the best possible way to handle the job duties required by this position. After the study, it was determined that some of the more advanced functions of the job, such as server maintenance and application administration, could be handled by the IT Department’s System Administration team. Other functions such as maintaining FCC (Federal Communications Commission) licensing, radio maintenance and coordination of the County’s VIPER radio list would still need to be handled by one (1) individual. Due to the redistribution of duties, this position should be reclassified down from a pay grade 24 (starting salary $41,717.26) to a pay grade 22 (starting salary $37,835.72) and the title changed from a 911 Technologist/Radio Technician to Senior IT Technician. This reclassification will save the county approximately $3,800.00 per year.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

JCPC - APPROVAL OF COUNTY PLAN FOR BURKE COUNTY & FUNDING ALLOCATION

Aj Coutu, JCPC Administrator, presented information regarding approval of County Plan for
Burke County & funding allocation as follows:

The Juvenile Crime Prevention Council (JCPC) plans for the needs of adjudicated and at-risk youth and assesses the need for delinquency treatment and prevention services in Burke County. The funding from the state Department of Public Safety Division of Juvenile Justice (DJJ) for the programs, $230,294, requires a 30% match which is provided by the programs themselves either by cash or in-kind donations. Therefore, no county funding is necessary. The Annual Plan describes and documents each step of the state mandated process required to make decisions on the allocation of funds provided to Burke County by the Division of Juvenile Justice. The plan also documents the required membership of the council and meeting dates and attendance. Most importantly, it lists the programs chosen for funding and the amounts allocated. This plan must be approved by the Burke County Board of Commissioners prior to acceptance and funding by DJJ.

### 2019/20 BURKE COUNTY

**NC DPS - Community Programs - County Funding Plan**

| Available Funds: | $230,294 | Local Match: | $78,732 | Rate: 30% |

<table>
<thead>
<tr>
<th>Program Provider</th>
<th>DPS-JCPC Funding</th>
<th>Local Funding</th>
<th>OTHER</th>
<th>OTHER</th>
<th>% Non-DPS-JCPC Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County</strong> Cash Match</td>
<td>$5,768</td>
<td>Local In-Kind</td>
<td>State / Federal</td>
<td>Funds</td>
<td>Total</td>
</tr>
<tr>
<td><strong>State</strong> Cash Match</td>
<td>$9,691</td>
<td>$43,122</td>
<td>$49,804</td>
<td>68%</td>
<td></td>
</tr>
<tr>
<td><strong>Federal</strong> Funds</td>
<td>$26,530</td>
<td>$26,530</td>
<td>$26,530</td>
<td>39%</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- DPS-JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.
- Ms. Coutu noted how thoroughly agencies/data were vetted this year.

Ms. Coutu noted how thoroughly agencies/data were vetted this year.
RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

J CPC - APPROVAL OF FY20 JCPC CERTIFICATION

AJ Coutu, JCPC Administrator, reported information regarding the approval of FY20 JCPC certification as follows:

The Juvenile Crime Prevention Council (J CPC) is required to submit a Certification to assure that all required standards are being met or are in the process of being met. The J CPC voted at the April 10, 2019 meeting to approve this FY 19/20 Certification. The County Commissioners are to review this report and vote to accept the certification as presented.
RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

TAX DEPT. - TAX COLLECTION REPORT FOR APRIL 2019

Danny Isenhour, Tax Administrator, presented the Tax Collection report for April 2019 as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Budget</th>
<th>Amount Collected YTD</th>
<th>Balance to Collect</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year Taxes</td>
<td>$44,850,000.00</td>
<td>$44,279,262.20</td>
<td>$570,737.80</td>
<td>98.73%</td>
</tr>
<tr>
<td>Delinquent Taxes</td>
<td>$710,000.00</td>
<td>$532,114.48</td>
<td>$177,885.52</td>
<td>74.95%</td>
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<tr>
<td>Late List Penalty</td>
<td>$300,000.00</td>
<td>$269,220.52</td>
<td>$30,779.48</td>
<td>89.74%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Budget</th>
<th>Amount Collected YTD</th>
<th>Balance to Collect</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax</td>
<td>$40,374,965.00</td>
<td>$40,432,861.19</td>
<td>NONE</td>
<td>100.14%</td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>$4,475,035.00</td>
<td>$3,846,401.01</td>
<td>$628,633.99</td>
<td>85.95%</td>
</tr>
</tbody>
</table>

These two items below make up the current year taxes above.
RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

TAX DEPT. - RELEASE REFUND REPORT FOR APRIL 2019
Danny Isenhour, Tax Administrator, presented the Release Refund report for April 2019 as follows:

<table>
<thead>
<tr>
<th>Tax System Refunds and Releases</th>
<th>Report Amount</th>
<th>Rebilled Amount</th>
<th>Net Release</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Releases (TR-304)</td>
<td>$5,814.97</td>
<td>$5,644.02</td>
<td>$170.95</td>
<td>$15.46</td>
</tr>
</tbody>
</table>

| VTS Refunds Over $100          |               |                 |             |              |
| VTS Adjustments                |               |                 |             | $259.62      |

*Note: The net loss amount is a result of the report amount minus the rebilled amount.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

ITEMS FOR DECISION

CO. MGR. - PRESENTATION OF RECOMMENDED BUDGET FOR FY 19-20 AND SCHEDULING OF PUBLIC HEARING
County Manager Steen announced that the recommended budget will be presented at the May regular meeting and the public hearing will be scheduled. Information from the agenda packet regarding the presentation of the recommended budget for FY 19-20 and scheduling of a public hearing reads as follows:

The County Manager will present the recommended budget for FY 2019-20 to the Board of Commissioners on Tuesday, May 21, 2019. A copy of the recommended budget will be filed in the office of the Clerk to the Board that day and be available for public inspection at the Burke County Governmental Offices during regular business hours. The recommended budget will also be posted to the County’s website at: http://www.burkenc.org/2265/Budget-Documents.

G.S. 159-11 (b) - The budget, together with a budget message, shall be submitted to the governing board not later than June 1. The budget and budget message should, but need not, be submitted at a formal meeting of the board. The budget message should contain a concise explanation of the governmental goals fixed by the budget for the budget year, should explain important features of the activities anticipated in the budget, should set forth the reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and should explain any major changes in fiscal policy.

Budget workshop meetings will be held in the Commissioners’ Meeting Room, Burke County Services Building, 110 N. Green Street, Morganton, NC, on the
following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>June 4</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>June 6</td>
<td>3:00 p.m. If needed.</td>
</tr>
</tbody>
</table>

A public hearing on the recommended budget is required and citizens are encouraged to attend and present written or oral comments. Adoption of the recommended budget is anticipated to occur on June 18, 2019.

**RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.**

**HR - CREATION OF ANIMAL SERVICES POSITIONS**

County Manager Steen presented information regarding the creation of Animal Services positions as follows:

As a part of the County's initiative to create and implement a new Animal Services Department, the daily control and operation of the current animal facility will be shifted from the Sheriff’s Office to the County Manager’s Office. Moving forward, to ensure the effective and equitable treatment of animals and the public in Burke County, three (3) new full-time positions will need to be created. These positions will include one (1) Animal Services Director, (1) Animal Services Coordinator, and one (1) Animal Services Technician. The actual cost of these positions will be outlined in the County Manager's FY 19-20 recommended budget. To ensure a smooth transition from the Sheriff's Office to the Animal Services Department, it is requested that these positions be approved so they can be advertised and recruited so the selected candidates can begin employment on July 1, 2019. The actual cost of these positions will be outlined in the County Manager's FY 19-20 recommended budget.

Chairman Carswell commended Clerk Draughn for her work regarding Animal Services.

**RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.**

**REPORTS**

**FINANCE - COUNTY FINANCIAL REPORT ENDING MARCH 31, 2019**

At the request of the Chairman, Margaret Pierce, Deputy County Manager/Finance Director, provided a brief overview of the County’s financial status for informational purposes only.

This space is intentionally left blank.
## GENERAL FUND AS OF MARCH 31, 2019

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Budget</th>
<th>Actual</th>
<th>Balance</th>
<th>Percent Received / Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes, Interest, &amp; Penalties</td>
<td>$45,883,000</td>
<td>43,957,691</td>
<td>$1,925,309</td>
<td>95.80%</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$7,097,100</td>
<td>3,027,637</td>
<td>$4,069,463</td>
<td>42.66%</td>
</tr>
<tr>
<td>Other taxes</td>
<td>$1,094,200</td>
<td>904,262</td>
<td>$189,938</td>
<td>82.64%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$16,084,127</td>
<td>10,727,396</td>
<td>$5,356,731</td>
<td>66.70%</td>
</tr>
<tr>
<td>Sales/Services</td>
<td>$4,128,411</td>
<td>3,118,677</td>
<td>$1,009,734</td>
<td>75.54%</td>
</tr>
<tr>
<td>Permit/Fees</td>
<td>$1,362,950</td>
<td>1,100,599</td>
<td>$262,351</td>
<td>80.75%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>$915,666</td>
<td>1,198,020</td>
<td>($282,354)</td>
<td>130.84%</td>
</tr>
<tr>
<td>Transfer from other Funds</td>
<td>$6,911,929</td>
<td>6,911,929</td>
<td>$0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$5,139,834</td>
<td>0</td>
<td>$5,139,834</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$88,617,217</strong></td>
<td><strong>70,946,211</strong></td>
<td><strong>$17,671,006</strong></td>
<td><strong>80.06%</strong></td>
</tr>
</tbody>
</table>

## EXPENDITURES:

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Budget</th>
<th>Actual</th>
<th>Balance</th>
<th>Percent Received / Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burke County Schools</td>
<td>$15,699,453</td>
<td>11,798,886</td>
<td>$3,900,567</td>
<td>75.15%</td>
</tr>
<tr>
<td>Community Dev/Planning</td>
<td>$784,211</td>
<td>605,718</td>
<td>$178,493</td>
<td>77.24%</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>$372,650</td>
<td>252,399</td>
<td>$120,251</td>
<td>67.73%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$8,785,951</td>
<td>8,783,521</td>
<td>$2,430</td>
<td>99.97%</td>
</tr>
<tr>
<td>DSS</td>
<td>$16,945,164</td>
<td>11,651,957</td>
<td>$5,293,207</td>
<td>68.76%</td>
</tr>
<tr>
<td>Economic Development</td>
<td>$1,839,828</td>
<td>1,479,792</td>
<td>$360,036</td>
<td>80.43%</td>
</tr>
<tr>
<td>Elections</td>
<td>$376,339</td>
<td>302,703</td>
<td>$73,636</td>
<td>80.43%</td>
</tr>
<tr>
<td>Emergency Service</td>
<td>$8,164,822</td>
<td>6,034,639</td>
<td>$2,130,183</td>
<td>73.91%</td>
</tr>
<tr>
<td>General Government</td>
<td>$6,742,323</td>
<td>4,061,551</td>
<td>$2,680,772</td>
<td>60.24%</td>
</tr>
<tr>
<td>Health</td>
<td>$3,384,080</td>
<td>2,359,846</td>
<td>$1,024,234</td>
<td>69.73%</td>
</tr>
<tr>
<td>Library</td>
<td>$2,396,762</td>
<td>1,240,265</td>
<td>$1,156,497</td>
<td>51.75%</td>
</tr>
<tr>
<td>Maintenance &amp; Operation</td>
<td>$3,189,602</td>
<td>1,102,787</td>
<td>$2,086,815</td>
<td>34.57%</td>
</tr>
<tr>
<td>Mental Health</td>
<td>$265,000</td>
<td>265,000</td>
<td>$0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Recreation</td>
<td>$651,883</td>
<td>421,492</td>
<td>$230,391</td>
<td>64.66%</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$403,541</td>
<td>269,809</td>
<td>$133,732</td>
<td>66.86%</td>
</tr>
<tr>
<td>Senior Services/Veteran Services</td>
<td>$592,602</td>
<td>346,961</td>
<td>$245,641</td>
<td>58.55%</td>
</tr>
<tr>
<td>Sheriff (incl. Detention &amp; Animal Ctrl)</td>
<td>$10,408,735</td>
<td>7,395,609</td>
<td>$3,013,126</td>
<td>71.05%</td>
</tr>
<tr>
<td>Soil &amp; Water</td>
<td>$115,216</td>
<td>86,063</td>
<td>$29,153</td>
<td>74.70%</td>
</tr>
<tr>
<td>Tax</td>
<td>$1,774,169</td>
<td>1,276,705</td>
<td>$497,464</td>
<td>71.96%</td>
</tr>
<tr>
<td>Western Piedmont Community College</td>
<td>$2,872,762</td>
<td>2,152,762</td>
<td>$720,000</td>
<td>74.94%</td>
</tr>
<tr>
<td>Transfers to other Funds</td>
<td>$2,852,124</td>
<td>1,951,721</td>
<td>$900,403</td>
<td>68.43%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$88,617,217</strong></td>
<td><strong>63,840,186</strong></td>
<td><strong>$24,777,031</strong></td>
<td><strong>72.04%</strong></td>
</tr>
</tbody>
</table>

## FUND BALANCE INCREASE / (DECREASE)

| Fund Balance Increase / (Decrease)          | $7,106,025 |

## SALES TAX SUMMARY BY ARTICLE

| Sales Tax - Article 39                      | $4,866,750  | 2,511,580  | $2,355,170 | 51.61%                     |
| Sales Tax - Article 40                      | $5,623,800  | 2,898,716  | $2,725,084 | 51.54%                     |
| Sales Tax - Article 42                      | $2,703,000  | 1,394,718  | $1,308,282 | 51.60%                     |
| Sales Tax - Article 44                      | $1,473,300  | 774,389   | $698,911   | 52.56%                     |
| **Total**                                   | **$14,666,850** | **7,579,403** | **$7,087,447** | **51.68%**                |
Chairman Carswell said he appreciates that Ms. Pierce included the sales tax summary by article section in the report because it tells the real story of how good Burke County is doing. In response to a question from Chairman Carswell, Ms. Pierce reviewed the sales tax articles and said they are in great shape. Vice Chairman Mulwee asked what “hold harmless” means regarding Article 39. Ms. Pierce said the State proposed to take over Medicaid expenses from the counties if they would give up some of their tax revenue. Ms. Pierce said because cities were not giving up an expense, they did not want to give up a revenue, so counties have to hold municipalities harmless; there is a calculation that shows what they would have received in sales tax, accounting for certain factors. She said then the cities receive funds (from Article 39) as a hold harmless because unlike counties, the municipalities did not reduce their expenses.

**RESULT:** MOVED WITHOUT OBJECTION TO THE NEXT MEETING: 5/21/2019 AT 6:00 P.M.

**OTHER DISCUSSION ITEMS**

Chairman Carswell reminded the Board members of the following events:

- County Assembly Day is May 8, 2019 in Raleigh.
- Commissioners Abele and Taylor have ethics training at the Western Piedmont Council of Governments (WPCOG) on May 22, 2019.
- The grand opening of the White Creek covered bridge will take place on May 24, 2019.
- Memorial Day is on May 27, 2019 and county offices will be closed.
- The Board’s budget meeting will be held on May 30, 2019 at 3:00 p.m.
- The Board’s pre-agenda and budget meetings will be held on June 4, 2019 at 3:00 p.m. and 4:00 p.m. respectively.
- If necessary, an additional budget meeting will be held on June 6, 2019.
ADJOURN
Motion: To adjourn at 3:47 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Wayne F. Abele, Sr., Commissioner
AYES: Johnnie W. Carswell, Scott Mulwee and Wayne F. Abele, Sr.
ABSENT: Jeffrey C. Brittain and Maynard M. Taylor

-approved this 17th day of September 2019.

Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

Attest:

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board