MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING

The Burke County Board of Commissioners held a regular meeting on Monday, November 17, 2025, at 6:00 p.m. in the Commissioners' Meeting Room, Burke County Services Building, 110 N. Green Street, Entrance E, in Morganton, North Carolina. The meeting was streamed live on the County's YouTube channel, BurkeCountyNC and it was broadcast on the local cable systems. The agenda, in its entirety, was posted to the County's website, www.burkenc.org, several days prior to the meeting. Pursuant to Resolution No. 2024-17, adopted and effective on August 20, 2024, the Burke County Board of Commissioners conferred upon itself all the power, duties, and responsibilities of the Board of Health and the Social Services Board. Those present were:

COMMISSIONERS:	Jeffrey C. Brittain, Chairman Phil Smith, Vice Chairman Brian Barrier Randy Burns Mike Stroud
STAFF:	Brian Epley, County Manager Margaret Pierce, Finance Director/Deputy County Manager Dylan Laws, Wilson, Lackey, Rohr & Hall P.C. Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER

Chairman Brittain called the meeting to order at 6:00 p.m.

INVOCATION

Keith Barnett, Bridge Worship Center Ministries International, delivered the invocation.

PLEDGE OF ALLEGIANCE

Burke County Football League Champions led the Pledge of Allegiance to the American Flag. Wesley Haason, Athletics Program Supervisor, introduced the participating teams: the Valdese Tigers (Ages 5–7), the Valdese Tigers (Ages 8–9), and the East Burke Royals (Ages 10–12), all of whom were regular season and playoff champions.

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The Board of Commissioners with Wesley Hasson, the Valdese Tigers (ages 5–7) and their coaches.



The Board of Commissioners with Wesley Hasson, the Valdese Tigers (ages 8-9) and their coaches.



The Board of Commissioners with Wesley Hasson, the East Burke Royals (Ages 10–12) and their coaches.

APPROVAL OF AGENDA AS AMENDED

Motion: To approve the agenda as amended, with the addition of Decision Item No. 3, Appointments to the Tax Revaluation Task Force.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Phil Smith, Vice Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

APPROVAL OF MEETING MINUTES

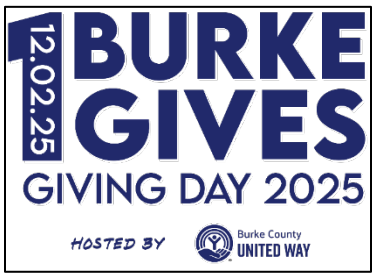
Motion: To approve the minutes of the July 21, 2025 (regular) and August 18, 2025 (regular) meetings as written.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Barrier, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

PRESENTATIONS

BCUW — PROCLAMATION FOR BURKE COUNTY NONPROFIT DAY

Abigail Taylor, Marketing & Campaign Manager, Burke County United Way, requested approval of the following proclamation, which declares December 2nd as 1BurkeGives Day in Burke County. An initiative of Burke County United Way, 1BurkeGives is a 24-hour day of giving fueled by the power of social media and collaboration.



This will be the 6th annual event, the first of which was in 2020 during the Covid Pandemic. There are 39 non-profits participating in the event.

Chairman Brittain encouraged citizens to participate, then called for a motion.

Motion: To approve Proclamation No. 2025-17.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Proclamation No. 2025-17 reads as follows:

BURKE COUNTY
NORTH CAROLINA

PROCLAMATION
BURKE COUNTY, NC NONPROFIT DAY
(AKA 1BURKEGIVES)

WHEREAS, charitable nonprofit organizations throughout Burke County save taxpayers thousands of dollars through their services and contribute significantly to the high quality of life for all citizens; and

WHEREAS, these organizations are committed to serving the educational, cultural, civic, health, religious, human and animal services, recreational, philanthropic, environmental, and other diverse needs of Burke County; and

WHEREAS, the staff and volunteers of all Burke County nonprofit organizations are dedicated to upholding the highest standards of community service, donating their time and effort to making a difference in the lives of others; and

WHEREAS, Tuesday, December 2, 2025, observance of "Burke County, NC Nonprofit Day" (aka 1BurkeGives) provides a unique opportunity for the citizens of Burke County to join together in appreciation and support of the many contributions made by nonprofit organizations to our continued wellbeing while boosting awareness for continued growth.

NOW, THEREFORE, the Burke County Board of Commissioners do hereby proclaim Tuesday, December 2, 2025, as Burke County, NC Nonprofit Day (aka 1BurkeGives) and encourage all citizens to recognize the positive impact nonprofit organizations have on the quality of life of the citizens of Burke County.

Approved this 17th day of November 2025.

/s/: Jeffrey C. Brittain
Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

CM - FOSTER CARE INTRODUCTION OF BEVERLY MORTON

County Manager Brian Epley introduced Beverly Morton, a member of the inaugural 2025 Citizens Academy class and longtime foster parent. Ms. Morton shared her experience caring for 31 foster children, many of whom faced neglect, fear, or malnourishment, emphasizing that foster care centers on providing love, stability, and guidance while supporting reunification with biological families. She highlighted the importance of empathy, patience, and adaptability, shared the challenges and rewards of fostering, and encouraged community support for foster families through simple acts of help, such as meals, babysitting, and errands.

Chairman Brittain opened the floor for questions or comments. Commissioner Stroud praised the presentation as moving and emphasized the county's collective responsibility to support children, highlighting the role of churches and the community in providing hope, mentorship, and care for the youth, especially those without parental guidance.

RESULT: NO ACTION TAKEN.

CM - RECOGNITION OF THE GRADUATING CLASS OF THE 2025 CITIZENS ACADEMY

The inaugural 2025 Burke County Citizens Academy graduating class was recognized and presented with a commemorative t-shirt.



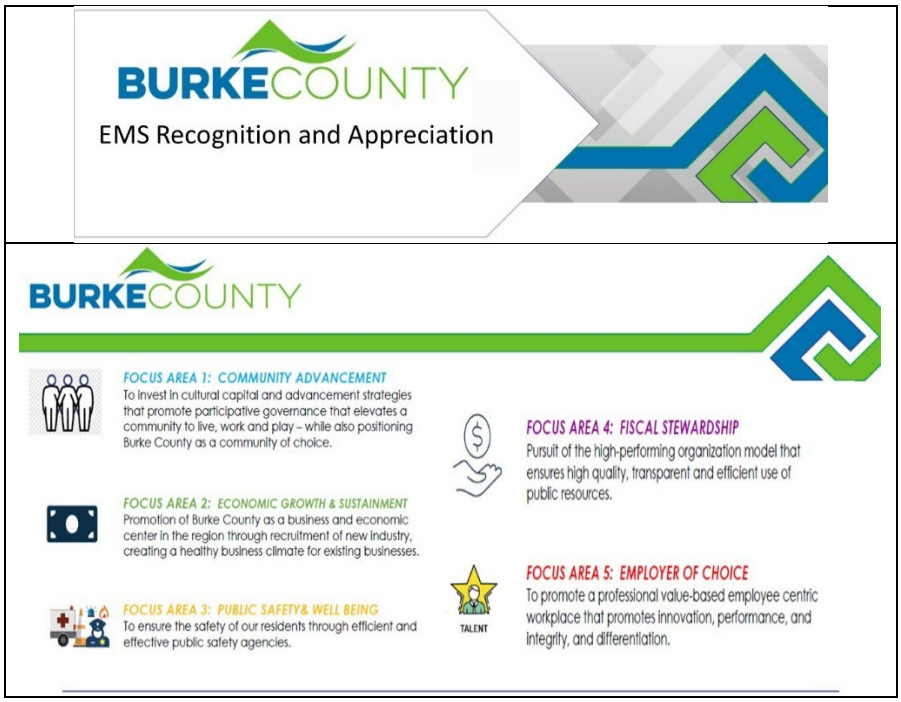
Depicted from left to right: James "Jay" Leach, Karen Swaim, Beverly Morton, Commissioner Stroud, Susan Butterworth, Commissioner Burns, Dave Beachler, Commissioner Barrier, Kim Van Sickler, Joseph Winkler, Kim Falsey, Vice Chairman Smith, and Chairman Brittain.

Chairman Brittain expressed appreciation to all staff for their hard work in making the Citizens Academy possible.

RESULT: NO ACTION TAKEN.

EM - PRESENTATION OF LIFESAVER AWARDS

James Robinson, Emergency Services Director, requested that the Board recognize three (3) lifesaving young citizens for their lifesaving efforts and the emergency services response crews who rendered aid. Highlights of his presentation were as follows:



EMS Leadership Team

BURKECOUNTY

BC EMS operates on four (4) shifts.
Each shift works a 24/72 schedule and is led by:

- Shift Captain
- Shift Lieutenant
- Training Sergeant
- Two (2) Field Training Officers (FTOs) on each shift help work with new employees and students.

3

Saving Lives: Impact of Early CPR

https://www.sca-aware.org/about-sudden-cardiac-arrest/latest-statistics

BURKECOUNTY

Key Facts:

- ✅ **1,000** people suffer **sudden cardiac arrest** every day—across all ages.
- ✅ **10%** survive to hospital discharge after EMS treatment.
- ✅ Only **7%** have a **good functional recovery** post-event.
- ✅ Most cardiac arrests happen **outside the hospital (OHCA).**

🚨 **What Makes a Difference?**

- Early **911 activation**
- **Bystander CPR & First Responder CPR** = Higher Survival Rates



Every second counts—learning CPR saves lives!

4

Community Makes the Difference

Quick Actions and Early Activation

BURKECOUNTY

Jincy Gibby

Seizure/Drowning at Morganton Aquatic Center, September 2, 2025

Burke County EMS dispatched for a male patient who had lost consciousness while in the deep end of the pool at the Morganton Aquatic Center. The lifeguard on duty, Ms. Jincy Gibby, recognized that the patient was in distress and going underwater. She jumped into action and was able to remove the patient from the water. He was placed in the recovery position and ensuring that his airway was open. Had it not been for the quick actions of Ms. Gibby, this patient would likely have drowned. This patient was able to make a complete and full recovery.

5

Community Makes the Difference

Quick Actions and Early Activation

BURKECOUNTY

Jahdiel Reyes

Drowning Child, September 19, 2025

Every parent's worst nightmare is to be working around the house and realize, in what feels like a split second, your toddler is missing. Family frantically searched the home and discovered that the child had found his way to the pool, where he had fallen in. The family activated the 911 system, and like a good neighbor, Mr. Reyes was there. He performed back blows and provided CPR for the patient until EMS arrival. The efforts to clear the child's airway and ensure circulation through CPR were critical in assisting with the positive outcome for the patient. This child has made a full recovery and is now home with their family.

6

Community Makes the Difference

Quick Actions and Early Activation

BURKECOUNTY

Kayson Snyder

Man Trapped Under Lawnmower, September 25, 2025

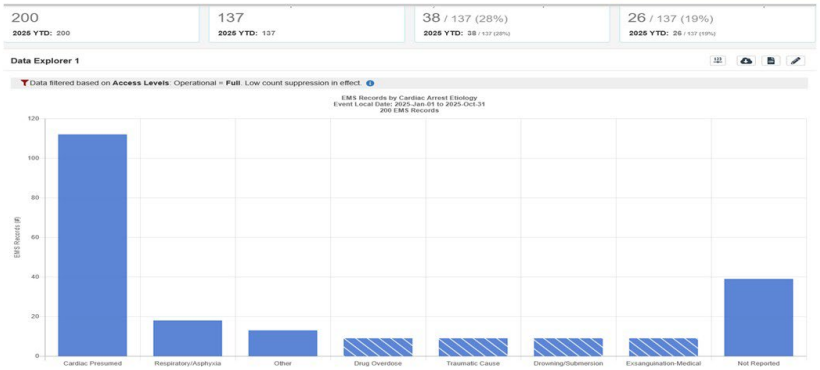
Kayson was riding in the back seat of the family car on the way home from school. Like most children, he was looking out the window at the world as they traveled down the road. Out of the blue, he spoke up and asked if they should help the man under a lawnmower. Due to Kayson's question, the family stopped, called 911, and assisted the man until Icard Fire and Rescue and Burke County EMS arrived. The patient was thankfully uninjured, but the outcome might not have been so positive had it not been for Kayson.

7

Burke County Statistics

Year-to-date Cardiac Arrest Statistics

BURKECOUNTY



8

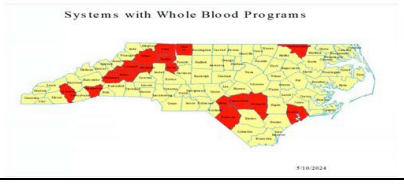
Training With Purpose

October 12, 2025, Swift Water Training

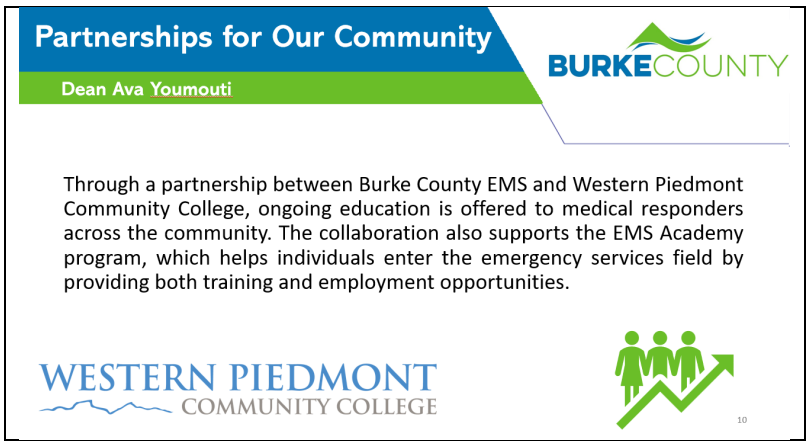
BURKECOUNTY

- Noah Pressler
  - (student in SWT Class from Cashiers FD)
- Ethan Winkler
- Thadeus Reid, Faith Anderson Crew 3
- Josh Angely QRV









Ava Youmouti, Health & Public Services Dean, Western Piedmont Community College, spoke about the county's successful partnership with Western Piedmont Community College, highlighting its role in providing nationally recognized public safety education while generating significant cost savings for Burke County through state reimbursement of tuition waivers. She explained that the partnership enhances training quality, reduces liability by utilizing college-based instruction, and supports staffing efforts within Burke EMS. Ms. Youmouti reported on the continued success of the EMS academy, including the credentialing of paramedics and EMTs, specialty and continuing education courses, and extensive training for EMS and fire personnel. She emphasized that the collaboration strengthens workforce readiness, improves community safety, and reflects effective interagency cooperation in service to Burke County residents.



Depicted from left to right: Ross Callans, James Freeman, Jessica Buffington, Jincy Gibby, and Commissioner Burns.

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Depicted from left to right: Michael Stacy, Jerry White, Jonathan Milkie, Jahdiel Reyes, and Commissioner Burns.



Depicted from left to right: Casey Beard, Joey Burleson, Kayson Snyder, Commissioner Burns, and Shannon Abraham.



Depicted from left to right: Zackary Williams, Adam Rawls, Justin Taylor, Audrey Thomas, Kim Ledford, and Commissioner Burns.



Depicted from left to right: Faith Anderson, Thaddeus Reid, Ethan Winkler, Mr. Winkler's son and Commissioner Burns.



The Board of Commissioners with all the awardees.

RESULT: NO ACTION TAKEN.

KLF - TAX ATTORNEY UPDATE

Richard Kania, County Tax Attorney, provided an overview of their firm's role in assisting Burke County with the collection of delinquent property taxes and related liens under North Carolina's Machinery Act. They explained that since 2018, their firm has worked in partnership with the Burke County Tax Office to promote fairness and compliance. He issued a reminder that property contributes to county services such as schools, public safety, and human services. Mr. Kania reported that 1,275 accounts have been referred for collection, with 1,166 cases resolved and 109 currently in progress, resulting in nearly $3 million remitted to the county, including over $528,000 in 2024 and more than $334,000 to date this year. Of the 1,166 resolved cases, 724 were closed through demand letters alone without the need for legal action, and an additional 137 cases (approximately 11%) were resolved through repayment plans authorized by the Burke County Tax Office and completed within one (1) year. For most referrals, their firm functions as an extension of the Tax Office rather than an aggressive outside collection entity. He emphasized

that the program increases county revenue without increasing county expenses, relies primarily on voluntary compliance through demand letters and repayment plans, and uses legal action only when necessary, thereby protecting compliant taxpayers and supporting strong county tax collection rates.

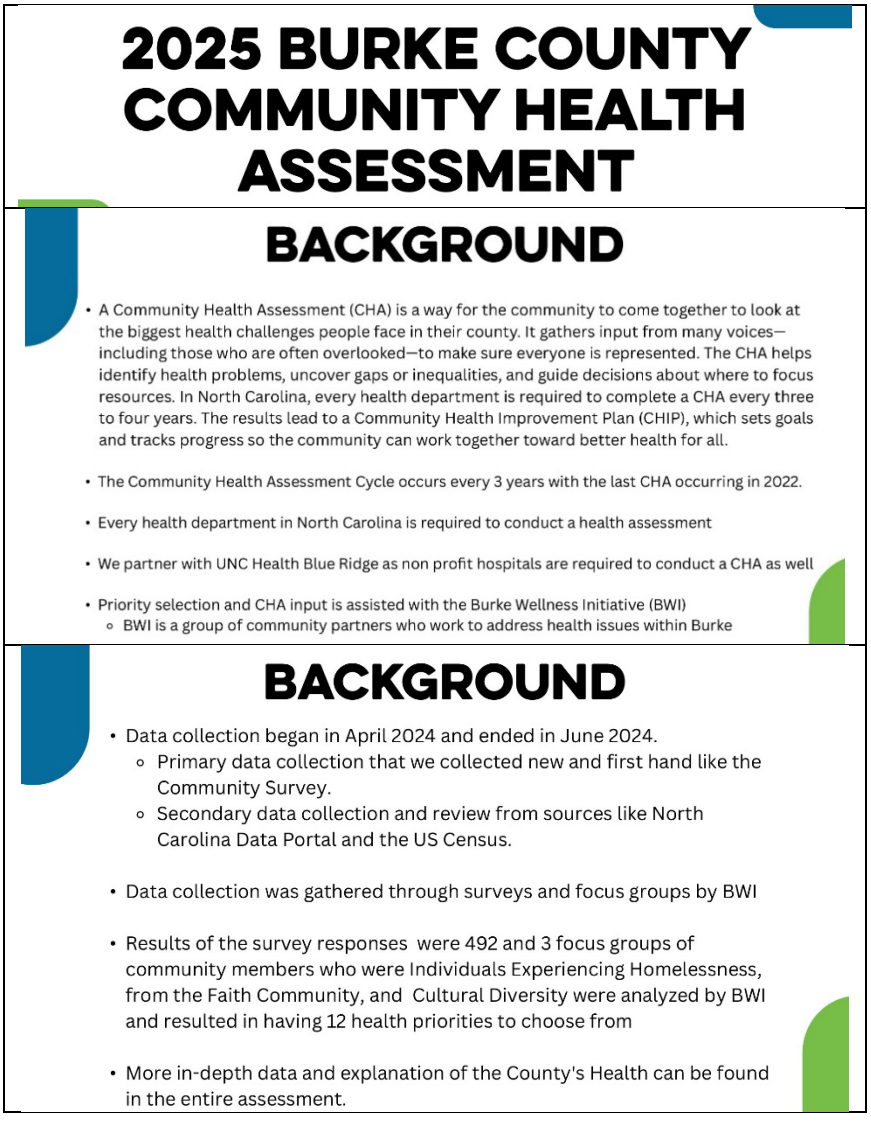
Chairman Brittain opened the floor for questions or comments; there were none.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Stroud, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

HEALTH - PRESENTATION OF THE 2025 COMMUNITY HEALTH ASSESSMENT

Miranda Smith, Public Health Educator / PIO, presented the overview of the Community Health Assessment (CHA) as follows:





Note: The CHA report is hereby incorporated into the meeting minutes by reference.

Additional information from the agenda packet:

A Community Health Assessment (CHA) is a way for the community to come together to look at the biggest health challenges people face in their county. It gathers input from many voices—including those who are often overlooked—to make sure everyone is represented. The CHA helps identify health problems, uncover gaps or inequalities, and guide decisions about where to focus resources. In North Carolina, every health department is required to complete

a CHA every three (3) to four (4) years. The results lead to a Community Health Improvement Plan (CHIP), which sets goals and tracks progress, so the community can work together toward better health for all. The CHA cycle occurs every three (3) years, with the last CHA occurring in 2022.

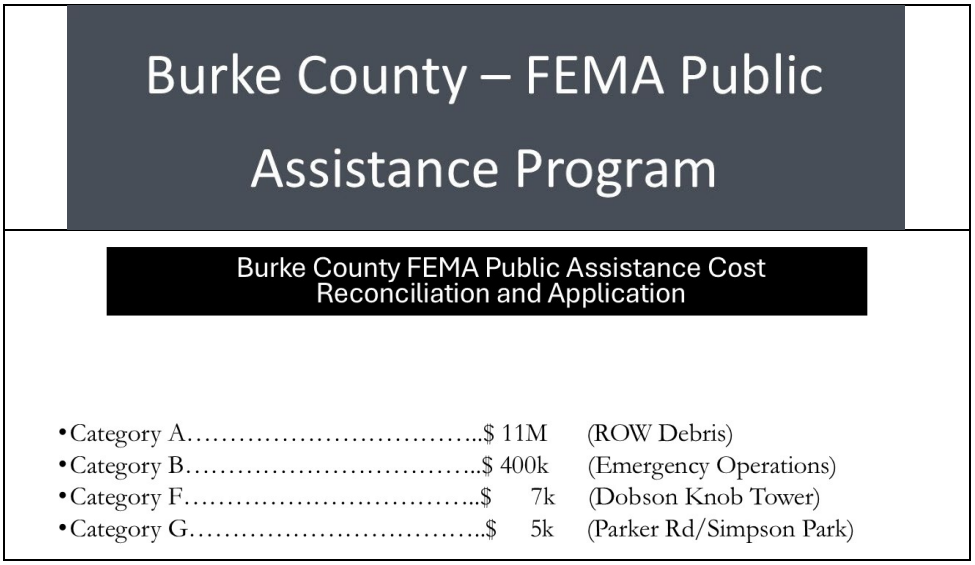
Chairman Brittain opened the floor for questions or comments; there being none, he called for a motion.

Motion: To accept the 2025 Community Health Assessment report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Stroud, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, Mike Stroud

CM - FEMA PUBLIC ASSISTANCE PROCESS UPDATE

Brian Epley, County Manager, provided an update on Burke County's FEMA Public Assistance application process. Mr. Epley reported that Burke County has applied for approximately $11.4 million in FEMA Public Assistance reimbursement, and staff continue to work on the application daily. Over the past several weeks, County staff have participated in multiple meetings with FEMA attorneys and have maintained ongoing communication with state legislators and the North Carolina Department of Emergency Management.

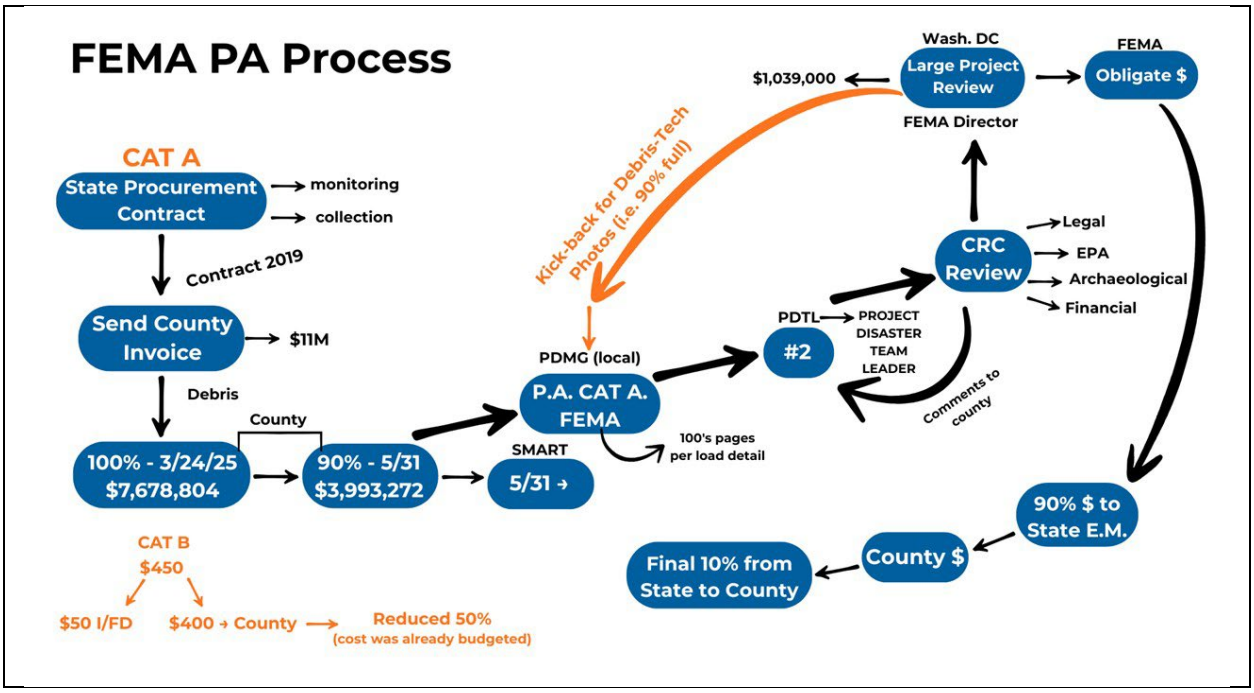


To date, the County has received approximately $12,000 in reimbursement, specifically under Categories F and G. Categories A and B remain outstanding.

- Category B primarily consists of emergency protective measures, largely reflecting staff time spent responding to the storm.
- Category A relates to debris removal, including debris monitoring, collection, and disposal from both private and commercial rights-of-way.

Mr. Epley explained that the FEMA Public Assistance process has been extremely complex and fluid. The County is navigating the FEMA Public Assistance and Policy Guide (commonly referred

to as the PAPA G), a federal policy manual of approximately 400–500 pages that governs eligibility and documentation requirements. Over the past 14 to 15 months, the guidance has changed multiple times, with certain costs shifting between allowable and unallowable, and with changes to how costs must be calculated and documented. These ongoing changes have made the process particularly challenging to interpret and implement.



He expressed appreciation for assistance from Congressman Moore's office and the North Carolina Department of Emergency Management, both of which have helped answer questions and track issues when possible. However, one of the most significant challenges has been frequent turnover in FEMA's assigned Public Assistance Project Manager (PDMG). The County has had multiple PDMG changes, which has resulted in inconsistent guidance and difficulty maintaining continuity throughout the review process.

Mr. Epley reviewed the state-prepared procurement process that was followed, noting that in 2019, the North Carolina Department of Emergency Management pre-selected debris monitoring and debris collection firms through a statewide procurement process. This allowed counties to engage those services quickly following a declared emergency, without having to conduct a separate competitive procurement during the disaster response. Burke County utilized this state-approved process.

Regarding funding structure, Mr. Epley reminded the Board that the first six (6) months of eligible costs were covered at 100% federal reimbursement under the presidential declaration. After March 28, 2025, reimbursement reverted to the standard 90% federal share for a Level 1 disaster declaration.

He outlined the FEMA review process for large projects, which includes multiple levels of review, including financial, legal, environmental, and archaeological assessments. Burke County was, to his knowledge, the first county in Western North Carolina to reach the Large Project Review stage,

which is the final step before FEMA obligates funds to the State, and ultimately to the County. At that stage, FEMA raised a new issue regarding debris trailer utilization, determining that debris trailers could not be assumed to be 90% full. As a result, the County's application was sent back for further review. The County's debris monitoring firm, Debris Tech, had documented quantities at temporary debris staging sites, and the matter is currently being addressed between FEMA attorneys and the monitoring firm's attorneys.

Mr. Epley stated that no significant progress has occurred in the past two (2) weeks, pending clarification on this issue. He noted that FEMA has offered settlement agreements to some counties in North Carolina based on reduced trailer utilization percentages, which appear to be a federal cost-reduction strategy. The County has been advised not to accept such negotiated settlements at this time, and any such proposal would be brought to the Board for consideration if it arose. Mr. Epley remains optimistic that the 90% utilization issue will ultimately be resolved.

Chairman Brittain opened the floor for questions or comments; there being none he called for a motion.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Stroud, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

SCHEDULED PUBLIC HEARINGS

Patrick Dickinson, Planner, presented an overview of the following rezoning request:

Rezoning Request: ZMA 2025-06
Applicant: Country Squire Leasing LLC
PIN: 2772-35-7468
Address: 2893 US 70, Connelly Springs, NC 28612
Request: Rezone a 4.78-acre parcel from Residential Two (R-2) to General Business (G-B)

REQUEST:

The Community Development Department received a rezoning application from Country Squire Leasing Co., LLC, requesting to rezone their parcel totaling approximately 4.78 acres from the current zoning of Residential Two (R-2) to General Business (G-B). The applicant stated that they would like to rezone the property to general business, as it was a motor vehicle service station and currently hosts facilities that are retail and business in nature. The parcel for consideration was once combined with the adjoining parcel that is currently zoned as General Business.

SITE ANALYSIS AND SURROUNDING AREA:

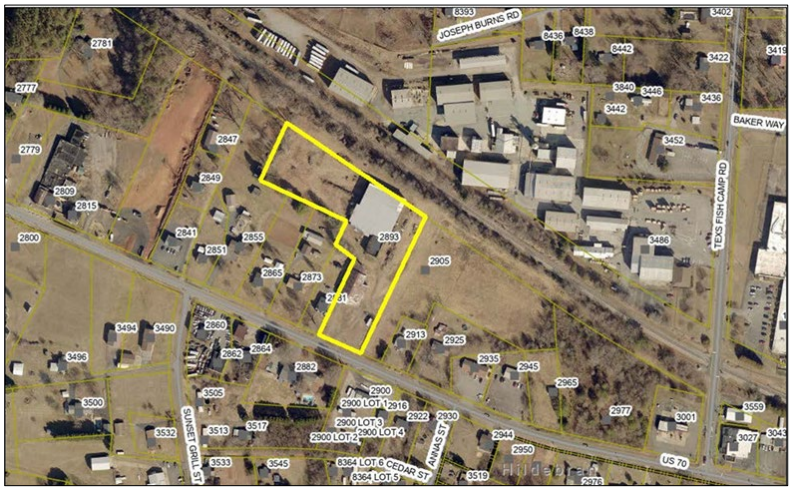
The subject parcel contains unoccupied structures previously used for business and retail purposes. It is located within the Icard Township and falls under the Icard Fire District. Access to the parcel is provided by a private driveway connecting to U.S. Highway 70, a state-maintained roadway.

Surrounding Zoning and Land Use:

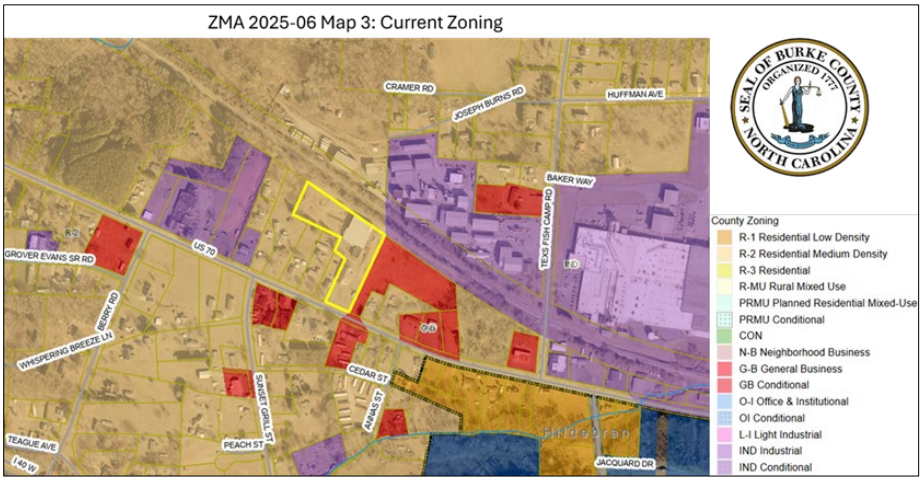
Direction	Current Zoning	Existing Land Use
North	R-2	Lumber Yard Parking & Storage
South	R-2/G-B	Single Family Residential/ Retail
East	G-B	Vacant
West	R-2	Single Family Residential

This parcel is in a historically "mixed-use" area on US 70 in Connelly Springs. The surrounding uses vary from industrial use at the Cramer Lumber Mill, retail uses such as automotive sales and service, and single-family residences.

SATELLITE & EXISTING SURROUNDING LAND USE



ZONING CONTEXT



SITE PHOTOS



CURRENT ZONING (R-2):
The Residential Two (R-2) zone in Burke County is explicitly residential in nature, but less restrictive on housing type than R-1. Permitted uses include allowing stick-built and modular single-family homes, double-wide (class A) manufactured homes, and duplexes. Certain uses, such as golf courses, parks, and country clubs, require a special use permit.

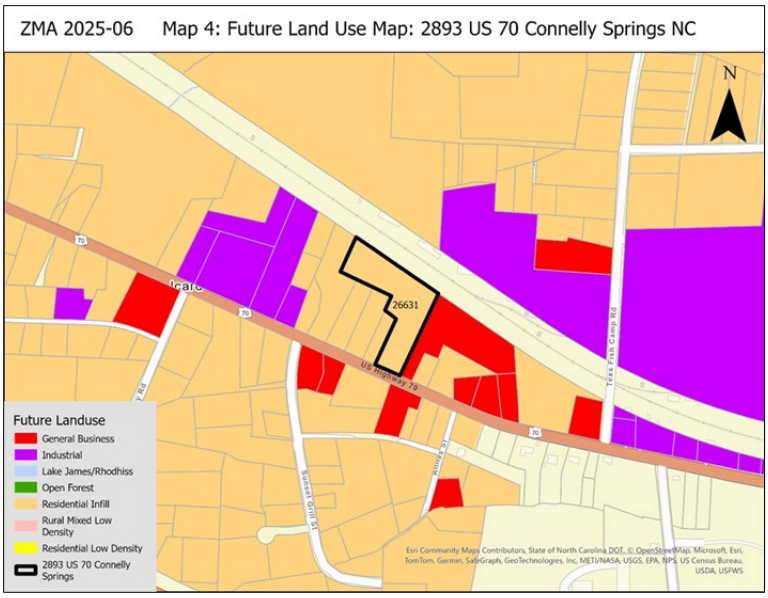
PROPOSED ZONING - GENERAL BUSINESS (G-B):
The General Business District has been established to provide suitable locations for commercial activities that serve the public. Allows most retail, entertainment, and service uses. More intensive uses in this district require a special use permit (e.g., kennels, exterminators, special event grounds, retail spaces greater than 100,000 square feet, and scrap yards). *See BCZO Table of Uses pg. 3-20 to 3-24.* Industrial and agricultural uses are limited. Distillery, breweries, commercial greenhouses, automobile parts recycling, and mini warehouses are a few examples of industrial and agricultural uses permitted under G-B zoning.

COMPLIANCE WITH THE COMPREHENSIVE PLAN:
The 2022-2030 Blueprint Burke Strategic Land Use Plan designates this parcel as *Residential Infill* on the future land use map. The residential infill category supports the following:

- Medium to high-density development focuses on suburban or rural neighborhood settings with sufficient access to major roads.
- Access to infrastructure such as public water and sewer.

The requested zoning of General Business is not consistent with the future land use map and would require a change to General Business on the future land use map.

General Business supports the following: Major road access under NCDOT maintenance, infrastructure including water and sewer, and improved driveways for access. Encourages uses such as single-family, multifamily, and manufactured residential development, along with commercial, retail, warehouses, and smaller manufacturing uses.



STAFF FINDINGS:
Community development staff find the rezoning request reasonable and in public interest based on the following: The surrounding mix of land uses and zoning (including adjacent G-B and IND zoning) supports the parcel's rezoning. The parcel is located along Hwy 70, which provides access to state-maintained roads and utilities, which are consistent along highway corridors. While the rezoning is not consistent with the Blueprint Burke Strategic Land Use Plan and Land Use Map, it is consistent with its goals to promote economic development along highway corridors with access to utilities and state-maintained roads.

PLANNING BOARD ACTION RECOMMENDATIONS:
The Planning Board reviewed this item at their September 25, 2025, meeting. No one spoke during the public comment period, and the Board voted 6-0 to support the request.

Chairman Brittain opened the floor for questions or comments; there being none, he opened the public hearing at 7:16 p.m. The Public Hearing Notice was published in the News Herald on November 6 and 13, 2025. Further, the notice was also posted on the County's website (www.burkenc.org) on November 6, 2025. There being no one present to address the Board, the public hearing was closed at 7:16 p.m. He then called for a motion.

Motion: To adopt Ordinance No. 2025-12 as it relates to ZMA 2025-06 to rezone the parcel at 2893 US 70, Connelly Springs, NC (PIN 2772-35-7468) from Residential Two (R-2) to G-B (General Business) and to adjust the Future Land Use Map to General Business for this parcel. This request is reasonable and in the public interest as it aligns with the surrounding commercial and mixed-use character of US 70 and is supported by the Blueprint Burke Land Use Plan, which encourages commercial development along Burke County's highway corridors.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Brian Barrier, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Ordinance No. 2025-12 reads as follows:

An Ordinance Amending the Official Burke County Zoning Map
ZMA 2025-06

Be it ordained that the Official Burke County Zoning Map is hereby amended as follows:

A single parcel totaling 4.78 acres located at 2893 US 70, Connelly Springs, NC 28612, and identified by PIN: 2772-35-7468, shall be rezoned from the Residential Two (R-2) district to General Business (G-B).

Consistency Statement

The Commissioners find that Ordinance No. 2025-12 related to rezoning application ZMA 2025-06, a 4.78-acre parcel located at 2893 US 70, Connelly Springs, NC 2, and identified by PIN: 2772-35-7468, is reasonable and in the public interest. While the request to rezone ZMA 2025-06 is not consistent with the Blueprint Burke Future Land Use Map designation of Residential Infill, it is consistent with its goal of promoting economic development along highway corridors. Furthermore, the parcel is located along a state-maintained highway with access to utilities and is surrounded by mixed-use development, including adjoining General Business zoning. The Future Land Use Map will be amended to designate the parcel as General Business.

Adopted this 17th day of November 2025.

/s/: Jeffrey C. Brittain
Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

Attest:
/s/: Kay Honeycutt Draughn
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

INFORMAL PUBLIC COMMENTS

Chairman Brittain opened the floor for informal public comments. There being no one to address the Board, Chairman Brittain closed this portion of the meeting.

CONSENT AGENDA

Upon request of Chairman Brittain, County Manager Epley reviewed the following eight (8) items on the consent agenda, which were approved by a single motion.

BCPS - FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30TH AND FOR THE PERIOD ENDING SEPTEMBER 30, 2025

Keith Lawson, Finance Officer, Burke County Public Schools, presented financial reports for the year ended June 30, 2025, and for the period ending September 30, 2025, at the pre-agenda meeting as follows:

BCPS

Estimated Revenues

2025/2026

	Annual		Sep YTD			% of Budget
	Previous	Current Fcst	Previous	Current	% Change	Received
State	99,867,340	98,868,667	21,633,729	21,189,239	-2.1%	21.4%
Federal	13,959,820	13,325,000	2,199,722	2,097,429	-4.7%	15.7%
Local	19,279,613	19,481,204	5,054,646	5,123,644	1.4%	26.3%
Charter Schools	970,387	1,018,796	7,854	1,356	-82.7%	0.1%
Fines & Forfeitures	289,181	260,396	43,852	64,436	46.9%	24.7%
Receivables	47,416	42,674	45,876	32,236	-29.7%	75.5%
Special Revenues	12,850,279	12,593,273	2,137,926	2,177,093	1.8%	17.3%
Total	$ 147,264,036	$ 145,590,010	$ 31,123,605	$ 30,685,433	**-1.4%**	**21.1%**

BCPS

Local Financials by Purpose & Function Level

2025/2026

			Anaudited	'25/'26					
Expenses	'22/'23	'23/'24	'24/'25	Budget	1st	2nd	3rd	4th	Total
Regular Instructional Services	5,521,972	8,342,293	8,301,648	8,435,386	838,874				838,874
Instructional Support	10,283,484	10,865,457	11,665,620	11,641,999	3,728,769				3,728,769
Other Governmental Units	692,840	895,393	1,095,489	1,230,028	62,282				62,282
Revenues Over/(Under)	100,077	176,296	(476,160)	(504,343)	591,747				591,747
Grand Total	$16,598,373	$20,279,439	$20,586,597	$20,803,070	$ 5,221,672	$ -	$ -	$ -	$ 5,221,672
% of Annual Budget									25.1%
Revenue									
Burke County	15,593,566	19,157,406	19,279,613	19,481,204	5,123,644				5,123,644
Charter Schools	709,442	842,594	970,387	1,018,796	1,356				1,356
Fines & Forfeitures	241,513	242,444	289,181	260,396	64,436				64,436
Schools' Receivables	53,852	36,995	47,416	42,674	32,236				32,236
Grand Total	$16,598,373	$20,279,439	$20,586,597	20,803,070	5,221,672	-	-	-	5,221,672

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - REAPPOINTMENTS TO THE ADULT CARE & NURSING HOME COMMUNITY ADVISORY COMMITTEE

The terms of the following members of the Adult Care & Nursing Home Community Advisory Committee ended May 31st:

- Seat No. 1: Karen Robinson
- Seat No. 3: Diane Patterson
- Seat No. 4: Victoria Whitworth
- Seat No. 13: Susan Merrill

All four (4) members expressed interest in serving an additional 3-year term.

Motion: To reappoint Karen Robinson, Diane Patterson, Victoria Whitworth, and Susan Merrill to complete the remainder of a 3-year term ending May 31, 2028.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - APPOINTMENTS / REAPPOINTMENTS TO THE COUNCIL ON AGING

The terms of the following members end Nov. 30, 2025, and Ms. Pitts is willing to serve another 3-year term:

- Paige Pitts
- Jerry Propst (Did not reapply.)

In accordance with her wishes, the removal of Linda McGallard was requested. She will be moving out of state at the end of November. An application from Pearl Jones was received to fill this vacant seat.

Motion: To remove Linda McGallard's and Jerry Propst's names from the official Council on Aging roster and thank them for their service to the community. To reappoint Paige Pitts (Seat No. 6) to the Council on Aging to complete a term ending November 30, 2028. To appoint Pearl Jones (Seat No. 1) to the Council on Aging to complete an unexpired term ending November 30, 2027.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - REAPPOINTMENT TO THE EAST BURKE SENIOR CENTER

Karin O'Donnell's term on the East Burke Senior Center Advisory Council ended in May. She has reapplied to serve a second 3-year term.

Motion: To reappoint Karin O'Donnell to the East Burke Senior Center Advisory Council, Seat No. 3, to complete the remainder of a term ending May 31, 2028.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - REMOVAL FROM THE LEPC SEAT NO. 11, MEDIA

The removal of Marty Queen from Seat No. 11, Media, on the Local Emergency Planning Committee was requested due to an employment change.

11	Media	Marty Queen	A-UT	4/16/2024
			TE	1/31/2027

Motion: To remove Marty Queen's name from the official roster for the Local Emergency Planning Committee, Seat No. 11, due to an employment change, and thank him for his service to the community.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CM - APPROVAL OF BUDGET AMENDMENT NO. 4 - $18,500

Approval of Budget Amendment No. 4 is requested to recognize additional donation revenues received above the originally budgeted amounts. These funds include:

- $16,000 in contributions from Burke County United Way, the Community Foundation of Burke County, and UNC Health Blue Ridge to support the Hurricane Helene 1-Year Anniversary Event;
- $1,000 from Walmart to support the Annual Essay Contest Event; and
- $1,500 from Walmart to provide holiday meals for senior citizens.

Motion: To adopt Budget Amendment No. 4 in the amount of $18,500.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Budget Amendment No. 4 reads as follows:

BUDGET AMENDMENT NO. 4
FY 25-26

BUDGET AMENDMENT NO. 4			
REVENUES			
ACCOUNT NUMBER	DESCRIPTION	INCREASE	DECREASE
100-00000-06-436500	CONTRIBUTIONS/DONATIONS	$16,000	
100-54500-06-436500	CONTRIBUTIONS/DONATIONS	$1,500	
100-00000-06-436500	CONTRIBUTIONS/DONATIONS	$1,000	
EXPENSES			
ACCOUNT NUMBER	DESCRIPTION	INCREASE	DECREASE
100-40000-05-561500	PROGRAM SUPPLIES	$16,000	
100-54500-20-562600	FOOD	$1,500	
100-61000-35-580000	DISTRICT ACTIVITIES – SUPPLIES	$1,000	
To recognize funds received by Burke County for the expenses of those funds used toward the Hurricane Helene event, and donations from Walmart for sponsoring the annual Essay contest event and holiday meals for seniors.			
A copy of these amendments shall be furnished to the Budget Officer and the Finance Officer of the County to be kept on file for direction in the disbursement of funds.			

Adopted this 17th day of November 2025.

/s/: Jeffrey C. Brittain
Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

Attest:
/s/: Kay Honeycutt Draughn

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

HR - APPROVAL OF POLICY REVISIONS TO SEEK SUBSTANTIAL EQUIVALENCY
Human Resources Director Mark Miller presented text revisions to the Classification Plan (Policy No. 007) and the Compensation Plan Policy (Policy No. 008). These revisions are required by the North Carolina Office of State Human Resources (OSHR) following its review of the policies. Approval of the updates is requested to support Burke County's ongoing efforts to achieve substantial equivalency from OSHR, as authorized by Resolution No. 2025-20, adopted by the Board of Commissioners on August 18, 2025.

Motion: To approve text changes to the Classification Plan (Policy Number 007) and Compensation Plan Policy (Policy Number 008) as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

The Classification Plan reads as follows (changes are highlighted):

Policy Title: Classification Plan		
Number: 007	Effective Date: 11/17/2025	Revision Date: 10/06/2025

Purpose

This policy applies to all positions/jobs necessary to execute the business of Burke County government as determined by the Burke County Board of Commissioners and/or as prescribed by State or Federal legislation.

General Statement

Burke County maintains the "classification plan" (the "plan") to ensure fair and appropriate evaluation of all positions and jobs that are employed by the county and to ensure fair and competitive compensation to all employees.

Guidelines

Responsibilities.

1) *County manager.* The county manager is responsible to the board of commissioners for maintaining, and when needed updating, the plan so that it accurately reflects the duties performed by county employees in their respective jobs.
2) *Human resources director.* The Burke County Manager shall delegate to the human resources director the responsibility for overseeing and administering the job classification and compensation system for Burke County. The human resources director and his/her staff shall provide professional input and advice to county department heads upon receipt of requests to establish new positions and/or requests to reclassify existing positions. The

human resources director shall provide advice and recommendations regarding job-classification actions to the county manager, who will make the final decisions regarding such actions. The human resources director shall ensure that trained professional staff are available to maintain the job classification and compensation system policies.

3) *Human resources department.* The staff of the human resources department shall provide initial review of requests to classify new positions and to reclassify or reallocate existing positions, and such staff shall also maintain all records, position-histories, organizational charts, and all other information that is necessary to administer this plan. As part of such responsibilities, such staff shall identify "benchmark positions" for use in the classification review of existing and new positions. Human resources staff shall also assist county departments to ensure that organizational charts are complete and current and shall document all classification requests and how such requests have been resolved. Organizational charts shall be reviewed and revised at least annually, or whenever a significant change is made to an organizational unit structure.

4) *Department heads.* Department heads shall work and cooperate with the human resources department to maintain the job classification and compensation system. Department heads shall also notify human resources whenever any of the essential job functions of an existing position have been or need to be changed or when a new position needs to be established. Department heads shall also ensure that departmental organizational charts and written job descriptions regarding jobs in their departments are current and have been provided to the human resources department. For the purposes of this subsection, a department head is an employee who both (1) reports to the county manager or assistant county manager and (2) supervises at least one (1) employee.

5) *Equal employment opportunity.* The human resources department shall periodically review the essential job functions and written job descriptions of all existing positions to ensure that reasonable and appropriate measures have been taken to avoid unlawful employment discrimination and maximize equality of opportunity for applicants and employees.

The classification plan.

The classification plan consists of:

1) A grouping into their respective classes of positions which are approximately equal in complexity and responsibility, and which can be equitably compensated within the same range of pay under similar working conditions.

2) Class titles descriptive of the work of the class.

3) Written job descriptions for each position.

4) An allocation list containing the position number, class, title, and grade of each position and identifying the name of the incumbent in each position.

5) Specifications for Trainee and Work-Against programs or other special types of career development (See Recruiting, Selection and Advancement Policy, Types of Appointments). The Classification Plan envisions that a pre-approved, written plan or program will be established with clear guidelines as to how to administer these separate individual programs. These operational programs will be established by the County Manager and Human Resources Director in concert with the Department Head of the affected Department(s). The program specifications will define how to measure attainment of

experience, knowledge, skills and abilities and how and when to administer any applicable pay or job title changes.

6) Career Ladder. Some job classifications have objective, measurable, specific criteria which separate them from jobs in the same job series, but do not necessarily take them into a higher pay grade or different classification. These advancements are made by natural progression, pay and job title will be adjusted upon completion of the requirement(s) as listed in the position description, trainee classification specifications or career ladder plan.

Class titles.

Class titles will be used in all records maintained by the human resources, finance, and budget appropriation departments. Changes in class titles must be approved by the county manager or his/her designee.

Informal working titles may be used in the course of intra-departmental or inter-departmental communications to indicate authority, status in the organization, or administrative rank of positions in question. "Position" and "job" are synonymous and will therefore be used interchangeably in this policy.

Methodology for job classification.

Position analysis is the process of describing and analyzing the different types and levels of work and then grouping positions that have the same or similar functions, for the purpose of ensuring appropriate compensation of all jobs. Jobs are allocated to classifications based on the internal value of the job, value as compared to other county classifications, and external market conditions.

Positions will be grouped into job families and occupational series based on the kind of work performed. Then, each position's duties and responsibilities will be evaluated to determine its level in the overall grouping of positions. This process will evaluate positions based on classification factors in this policy. All positions will be designated as exempt from or subject to premium overtime compensation.

For each class of positions, reasonable and valid qualifications as to education, experience, specialized training, licenses, certifications and other job-related requirements are required.

The following classification factors will be considered in the course of classifying jobs for the purpose of determining compensation:

(1) Training and ability. Includes education and specialized training, licenses, certifications, and registrations.

(2) Experience. The time usually required for a person with the required training and ability to develop the necessary skills and abilities to perform the job.

(3) Level of work. Whether the position is entry level of the type of work performed, intermediate level, advanced/supervisory level, or a mastery/managerial level.

(4) Human relations. The responsibility of working with or through other people, and the extent, frequency, and purpose of the contacts.

(5) Physical demands. The job requirements which induce physical fatigue through exertion or strain.

(6) Working conditions and hazards. The extent of disagreeable or hazardous environmental or physical conditions or mental effort and/or stress and the frequency and duration of the undesirable conditions.

(7) Independence of actions. How much freedom or independence is allowed or required of this position.

(8) Impact of end results. The extent to which the job directly influences and affects actions impacting the end results, i.e. how much the decisions or actions of the employee impact the organization and what are the consequences.

(9) Supervision. The responsibility for oversight or supervision over other employees.

Administration of the plan.

1) Request to establish a new position.
Requests to establish a new position of employment, which may be made only by the head of a department and must be submitted to the Human Resources Director and County Manager. The County Manager may then propose it to the Board of Commissioners for final review and approval. The County Manger or his/her designee may also make an initial request to establish a new position of employment.

2) Procedure for establishing a new position. The Department Head will submit a written justification of a new position, a complete written job description, a written request for the action, proposed funding stream, and a proposed organizational chart reflecting the requested changes. The Human Resources Director or his/her designee will review the request and determine if the position will fit within an established classification. If it does not, the human resources department will conduct a "labor market survey" or other appropriate analysis to match the job duties and responsibilities of the position with appropriate compensation based on prevailing "market rates" for the job. This procedure should be conducted prior to the County Manager or his/her designee making a request to the Board of Commissioners but may be completed following Board action provided it is before recruitment for the position begins.

3) Request to review an existing position.
Requests to reclassify or reallocate existing positions shall be made only by the head of a department and must be submitted to the County Manager or his/her designee for final review and approval. The County Manager or his/her designee may also make an initial request to reclassify or reallocate one or more existing positions.

4) Procedure for reviewing the classification of an existing position.
The Department Head will submit a justification for reclassification of an existing position, along with a current job description and a proposed complete written job description, written request for the action, funding stream if different, and a proposed organizational chart reflecting the requested changes. The Human Resources Director or his/her designee will review the request and determine the appropriate classification and level of the position using the allocation factors set out in the section "Methodology for job classification" above. If the position does not fit into an existing job classification, the human resources department will conduct a "labor market survey" or other appropriate analysis to match the job duties and responsibilities of the position with appropriate compensation based on prevailing "market rates" for the job.

5) Procedure for conducting organizational or occupational studies. When conditions require a position management review of an entire organizational unit or an occupational series, the following process will be followed:

    a. Procedure for conducting an organizational unit study. First, the departmental director will contact human resources to discuss the reasons for requesting a position management review of the entire organizational unit. Such reviews typically occur either prior to or at the same time as significant reorganization.

    Next, the human resources director will submit the request to the County Manager or his/her designee, who will determine whether there are sufficient in-house resources to conduct the study and whether such a study should be performed. If approved by the County Manager or his/her designee, and at the direction of the County Manager or his/her designee, the human resources department and leadership from the department in question will work out a schedule for the study or an outside consultant will be engaged for this review.

    Before the process starts, it is the responsibility of department management to work with the finance director to secure funding for the results of this review, at the direction of the County Manager or his/her designee.

    Finally, once the study is completed, the County Manager or his/her designee will present the results, including proposed allocations and potential cost to the department head. The County Manager or his/her designee shall then have the discretion to determine whether any change shall be made to the organizational unit in light of the performed study.

    b. Procedure for conducting an occupational study. Human Resources, as part of its ongoing position management responsibility, is responsible for monitoring classification and compensation activity to determine when conditions require an occupational study. When such conditions occur, the human resources director shall recommend to the county manager that a county wide occupational study occur. Part of this recommendation shall be whether county human resources can conduct the study, or whether outside assistance will be needed.

    c. Upon approval of, and at the direction of the County Manager or his/her designee, Human Resources will coordinate all aspects of the study, including information gathering and analysis. At the completion of the study, human resources shall recommend to the county manager any new classifications or compensation policies from the study. The cost of implementing this study shall be included in this recommendation. The results of the study, including the costs of implementation, shall be presented to the County Manager or his/her designee for approval.

6) Position history files will be maintained by human resources staff. These files will include job analysis information, position descriptions, organizational charts and related documents. In instances of extraordinary classification issues or problems, relevant information as to the nature of the issue(s), decision(s) or change(s) made along with conclusions or resolutions will be documented in the position history file(s) for the affected classification.

7) Compensation surveys/compensation. Burke County uses as comparators for compensation purposes those organizations that it believes are most similar to it in terms

of population, commerce and services offered. These resources are also used in cross reference to the classification plans of those entities and of Burke County to ensure their relevance to market conditions.

8) Database tracking.
The human resources department uses Munis System, position control function for purposes of review, analysis, and documentation of appropriate compensation of all employed positions. Further, the Munis system is used to track position classification actions and utilizations. Nothing herein shall be construed as creating a property right in employment as a result of any data contained in said system.

The Compensation Plan reads as follows (changes are highlighted):

Policy Title: Compensation Plan Policy		
Number: 008	Effective Date: 11/17/2025	Revision Date: 10/06/2025

Purpose

This policy applies to all Burke County employees. It defines the development process and uses of the "Compensation Plan" of Burke County.

General Statement

The Compensation Plan is to provide consistent, equitable, and work-related bases for administering employees' compensation in a way that best serves the citizens and employees of Burke County. The Compensation Plan stipulates the pay policies as approved by the Board of County Commissioners. The Compensation Plan in conjunction with the Classification Plan guide the County in providing equitable compensation for all positions.

Guidelines

Administration and Maintenance

The County Manager may delegate the responsibility for the administration and maintenance of the compensation plan to the Human Resources Director. The Compensation Plan includes the "Pay Plan" which consists of a minimum, midpoint, and maximum rate for each job classification. The Pay Plan is intended to provide equitable compensation for all positions when considered in relation to each other, reflecting differences in duties and responsibilities, the comparable rates of pay for positions in public and private employment in North Carolina, changes in the cost of living, the financial conditions of Burke County, and other factors. The Human Resources Director shall, from time to time, with the permission of the County Manager or his/her designee, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the County Manager such changes in salary ranges as appear to be warranted. All employees covered by the Compensation Plan shall be paid at a rate listed within the pay range established for the respective position classification, except for employees in trainee status or employees whose existing pay rates are above the established maximum rate following adjustments to the Pay

Plan. Employees being paid at a rate above the maximum rate established for their respective classes shall remain at their present pay rate as long as the maximum rate is equal to or below the employees' present pay rate. The actual compensation paid to any employee shall be determined by the County Manager or his/her designee in accordance with the relevant provisions of this personnel policy.

Burke County will conduct salary surveys as the County Manager or his/her designee may deem necessary for the entire organization or for those departments or specific classes of jobs as may be appropriate.

Such salary surveys will use as comparators for compensation purposes those public and private organizations that it believes are most similar to it in size and purpose. These comparators will typically include: (1) the City of Morganton located within Burke County; (2) those North Carolina counties that are most similar to it and/or are located in the immediate geographical area; and, (3) other private and public organizations as determined to be appropriate. The North Carolina counties used typically include the counties of Caldwell, Catawba, Cleveland, Henderson, Lincoln, McDowell, Nash, Rowan and Rutherford. These resources are also used in cross reference to the classification plans of those entities and of Burke County to ensure their relevance to market conditions.

Adjustments to the compensation plan.

a. *Adjustments of compensation.* The County Manager may from time to time adjust compensation of county employees to ensure that such compensation remains competitive, to the extent possible.

b) *Cost-of-living adjustments.* Cost-of-living adjustments, when granted by the board of commissioners, will be provided to all eligible county employees. Eligible county employees are any employees who are below their grade range maximum rate. In lieu of receiving the Cost-of-living base compensation increase, employees at or above grade range maximum will receive a lump sum payout comparable to the Cost-of-living amount.

Rates of compensation pay.

Rates of compensation are based on qualifications that pertain to the requirements of each position, internal equity, recruitment difficulties, conditions of the labor market, budget constraints, and/or the employee's unique skills. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex, national origin, political affiliation, disability, marital status or age.

a) *Trainee rates.* Employees in trainee status will remain in a training job grade for the position until the appointing Department Head and the Human Resources Director determine that the trainee is qualified to assume the full responsibilities of the position, subject to approval by the County Manager or his/her designee.

b) *Interim appointment rates.* An interim appointment occurs when an employee is selected to temporarily perform some or all the duties and responsibilities of a vacant position with

the expectation that the person will hold the position for at least thirty (30) calendar days. Interim appointments typically apply only for Department Head positions. Interim appointments must be reviewed and approved by the County Manager or his/her designee.

The employee's compensation will typically be increased by ten (10) percent for the period of time in any interim appointment. After the interim appointment has been completed, the employee will typically return to her/his original position at the previous compensation.

c) *Part-time employees.* Part-time employees will be hired at the minimum rate of compensation of the position into which the employee was hired with limited exceptions based on experience and market demand. Exceptions will have to be approved by the County Manager or his/her designee.

d) *Differentials and Stipends*. From time to time there exist unique situations that may require additional compensation to employees who provide specific service that is above and beyond the normal requirements of the position they are in (for example SWAT Team, language skills). These services may be rendered for a specific period of time or on an on-going "as needed" basis. Such situations will be recommended by department heads for consideration, based on the needs of the department to the County Manager or his/her designee for review. Compensation may be addressed by way of differential or stipend to an individual employee, or class of employees, and paid in such manner as the County Manager or his/her designee may determine appropriate for the situation. .

Compensation when a position change occurs.

Position changes may affect an employee's compensation rate. The degree of change, if any, depends upon the type of position change. All position changes and pay adjustments are subject to approval of the County Manager or his/her designee. Pay adjustments in general will occur at the time of the position change.

a) *New hire/appointment.* Newly hired employees will generally be paid at the minimum of the compensation range for the classification of the position into which the employee has been hired, except those employees with trainee/work against status. Employees may be paid above that rate if education/experience, internal equity, department turnover, conditions of the labor market, or recruiting challenges warrant higher compensation in the discretion of the County Manager or his/her designee.
Appointments above the hiring rate may be made with the approval of the County Manager or his/her designee when deemed necessary in the best interest of the County. The County Manager or his/her designee may authorize a starting pay up to midpoint of the salary range without any further notification to the Board of Commissioners. The County Manager or his/her designee may also authorize starting pay above the midpoint of the salary range, but in such cases the County Manager or his/her designee must notify the Chairman of the Board of Commissioners within one (1) week after doing so.

New hire pay for part-time or temporary status will be paid at an hourly rate within the established range.

b) *Promotion.* Employees may be promoted in appropriate circumstances. The terms and conditions of all promotions must be approved in advance by the County Manager or his/her designee. A promoted full-time employee's annual compensation will typically be increased (a) by six (6) percent of his or her current compensation or (b) to the "compensation range minimum" set forth in the then-prevailing pay plan that corresponds with the position to which he or she has been promoted, whichever is greater. Higher promotional increases may be approved by the County Manager or his/her designee based on the requirements of the new position, internal equity, recruitment difficulties, or the unique or unusual skills of the promoted employee. A promoted part-time employee's pay rate will be increased to minimum hourly rate set forth in the then-prevailing Pay Plan that corresponds with the position to which he or she has been promoted to. Nothing herein shall be construed as creating a property right in employment.

c) *Reclassification/ Initial Classification.* Classification is the process of evaluating a position for substantial and long-term changes in the assigned duties and responsibilities. See Classification Plan Policy for a description of this process.

When an employee occupies a position that is evaluated, and the position moves to a higher pay grade, then the employee's compensation will increase by at least six (6) percent or to the minimum compensation of the higher pay grade, whichever is greater. Higher increases in compensation for reclassification may be approved by the County Manager or his/her designee based on the requirements of the new position, the amount of the grade movement, and internal equity.

d) *Lateral transfer.* A lateral transfer occurs when an employee moves into another position at the same grade level. Employees' pay will be evaluated by the County Manager or his/her designee when making a lateral transfer. Lateral transfers must be reviewed and approved by the County Manager or his/her designee.

e) *Demotions.* Employees may be demoted in appropriate circumstances. The terms and conditions of all demotions must be approved in advance by the County Manager or his/her designee. A demoted employee's annual compensation will be evaluated and addressed by the County Manager or his/her designee at the time of demotion based on, for example, the reason for the demotion, the number of pay plan grades by which the employee's position is being demoted, or internal equity issues.

f) *Amendment of compensation prescribed by pay scale.* If the county elects to amend the pay scale, then the rates at which employees are compensated may be adjusted accordingly.

g) *Career Ladder.* Some job classifications have objective, measurable, specific criteria which separate them from jobs in the same job series, but do not necessarily take them into a higher pay grade or different classification. These advancements are made by natural progression, pay and job title will be adjusted upon completion of the requirement(s) as listed in the position description, trainee classification specifications or career ladder plan as adopted.

h) Suspensions. The limited and temporary extent to which suspensions, paid or unpaid, disciplinary or administrative, affect compensation are explained in the Disciplinary Practices Policy in the Burke County Personnel Policies.

WPCC - FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30TH AND SEPTEMBER 30, 2025

Financial information for the fiscal year ending June 30th and for the period ending September 30th was presented at the pre-agenda meeting by Sandy Hoilman, WPCC Vice President for Administrative Services / CFO. For fiscal year 2025, July 1, 2024 – June 30, 2025, Ms. Hoilman reported that the College spent 92% of its total state budget and 99% of its formula allocation, with all of the remaining funds carried forward. County funds were spent at 99.5% of the budget.

WESTERN PIEDMONT COMMUNITY COLLEGE
FY 2025-2026 SUMMARY AS OF SEPTEMBER 30, 2025

	STATE			COUNTY			INSTITUTIONAL		
Summary of Revenues	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
State Appropriations	17,506,477	3,996,530							
Add. Allocations (detail below)	1,320								
County Appropriations				3,129,864	782,466				
Rent & Interest Income					9,188				
Institutional Funds							10,960,844	2,740,211	
Total Budgeted Revenues	**17,507,797**	**3,996,530**	**13,511,267**	**3,129,864**	**791,654**	**2,338,210**	**10,960,844**	**2,740,211**	**8,220,633**
Summary of Expenditures									
Institutional Support	2,905,776	943,178	32%	328,234	192,000	58%	44,150	11,032	25%
Curriculum Instruction	8,218,633	1,623,383	20%				800,000	198,914	25%
Non Curriculum Instruction	2,149,234	486,235	23%				150,000	36,154	24%
Academic Support	1,439,018	363,976	25%					-	0%
Student Support	1,783,520	429,592	24%				2,000,000	471,276	24%
Plant Operations & Maint.				2,801,630	674,658	24%	-	-	0%
Proprietary / Other							1,600,000	391,068	24%
Student Aid							6,366,694	1,482,010	23%
Capital Outlay (excluding Capital Improvements)	1,011,616	107,488	11%				-	-	-
Total Budgeted Expenditures	**17,507,797**	**3,953,852**	**13,553,945**	**3,129,864**	**866,658**	**2,263,206**	**10,960,844**	**2,590,454**	**8,370,390**
		22.6%	**77.4%**		**27.7%**	**72.3%**		**23.6%**	**76.4%**

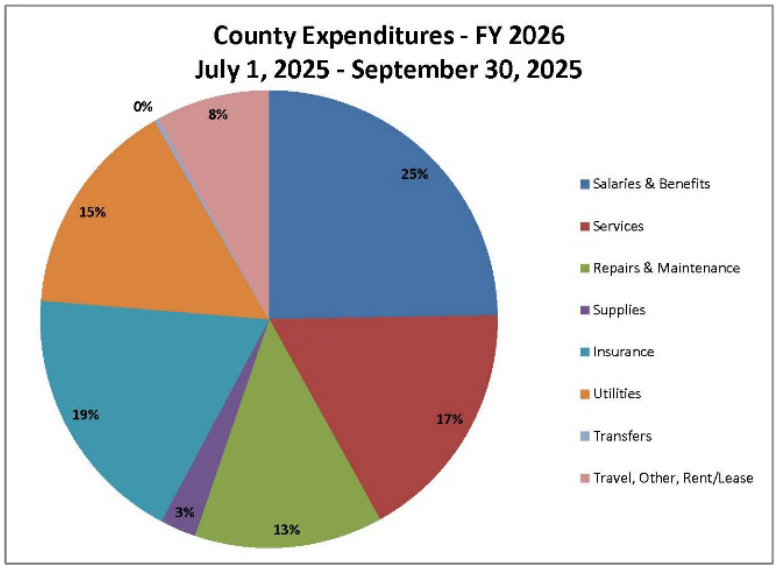
ADDITIONAL FUNDING DESIGNATED FOR APPROVED PROJECTS		
Customized Training Projects	1,320	
ApprenticeshipNC		
Perkins Carryforward		
Hurricane Relief		
Enrollment Growth		
Longevity		
High Cost Programs		
Faculty Retention & Nursing		
Total Other	**1,320**	

For Year Ending June 30, 2026			
Total College Budget	$	31,598,505	
Total Expenditures	$	7,410,964	**23.5%**

Fund Balance: County Funds	
Fund Balance, Beginning July 1, 2025	688,735
Current Operating Cash	(75,004)
Current Fund Balance	**613,731**
	20%

Western Piedmont Community College
County Expenditures by Category
FY 2026 - Actual Expenditures - July 1, 2025 thru September 30, 2025

Salaries & Benefits	214,440	24.7%
Services	149,071	17.2%
Repairs & Maintenance	115,416	13.3%
Supplies	22,119	2.6%
Insurance	160,255	18.5%
Utilities	133,241	15.4%
Transfers	2,579	0.3%
Travel, Other, Rent/Lease	69,537	8.0%
	866,658	**100%**



Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

ITEMS FOR DECISION

TDA - PRESENTATION OF THE FINANCIAL UPDATE FOR THE YEAR ENDED JUNE 30TH AND FOR THE PERIOD ENDING SEPTEMBER 30, 2025

Ed Phillips, CEO, TDA, began by introducing members of his team: Katherine Christie, Director of Sales and Marketing, and Ashley Frye, Director of Visitor Services, who oversees the Burke County Visitor Center. Mr. Phillips reported on visitor center attendance, stating that through October 31, 2025, the Visitor Center recorded 3,058 visitors. He noted that this total has already surpassed the total number of visitors recorded for all of 2024, even though the year is not yet complete. Additionally, he reported that October alone accounted for approximately 400 visitors, reflecting strong visitor engagement during that month. He then provided an update on tourism activity in the county, as follows:

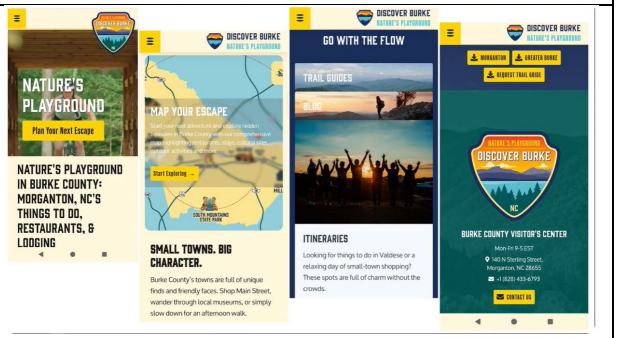


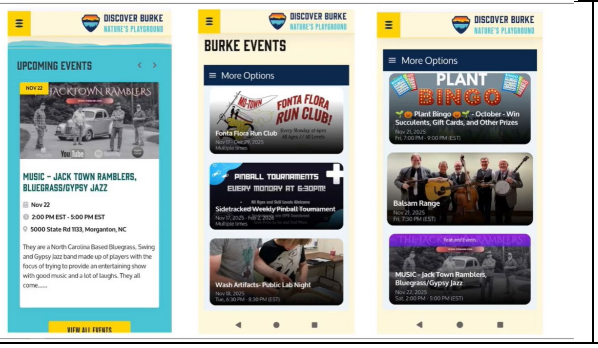

2024 VISITOR SPENDING NUMBERS
• Visitor Spending rose 11.9% from 2023-2024
◦ Rose to 154.26 Million from $137.78 Million
• Tourism related employees rose from to 931 from 865, a growth of 7.6% (2nd highest in NC)
• Payroll generated from the tourism industry was $32.8 million in 2024
• State tax revenue generated in Burke County totaled $5.86 million
• About $4.6 million in local taxes were generated from occupancy, sales and property tax revenue from travel related business
TOURISM IS ECONOMIC DEVELOPMENT
Data from Visit NC


2024 VISITOR DATA
OUT OF MARKET VISITORS 2.2 M
VISITS 12.2M
AVERAGE STAY 5.5 DAYS
Top 5 states they came from:
North Carolina 1.6M
South Carolina 141K
Florida 88.7K
Tennessee 74.6K
Virginia 57.1K
Pisgah National Forest
Placer AI 2024 Data


MARKETING
UPDATE


NATURE'S PLAYGROUND
DISCOVER BURKE
NC
DISCOVER BURKE
DISCOVER BURKE
NATURE'S PLAYGROUND
DISCOVER BURKE


NATURE'S PLAYGROUND
Plan Your Next Escape
NATURE'S PLAYGROUND IN BURKE COUNTY: MORGANTON, NC'S THINGS TO DO, RESTAURANTS, & LODGING
MAP YOUR ESCAPE
SMALL TOWNS. BIG CHARACTER.
GO WITH THE FLOW
TRAIL GUIDES
BLOG
ITINERARIES
BURKE COUNTY VISITOR'S CENTER


UPCOMING EVENTS
MUSIC – JACK TOWN RAMBLERS, BLUEGRASS/GYPSY JAZZ
BURKE EVENTS
FONTA FLORA RUN CLUB!
PINBALL TOURNAMENTS
EVERY MONDAY AT 6:30PM
PLANT BINGO
Balsam Range
MUSIC – Jack Town Ramblers, Bluegrass/Gypsy Jazz


DISCOVERBURKECOUNTY.COM
Crafted
GUATEMALA
Paradise Glass
MORGANTON COMMUNITY HOUSE
DOWNTOWN MORGANTON
Toners
IRISH PUB
COMMA
CAN'T WAIT TO SEE YOU!



At the conclusion of his presentation, he provided a financial update as follows on the next page:

BURKE COUNTY TDA
June 30, 2025

Assets		
1014	First Citizens Bank	$ 255,440.51
1015	NC Capital MGMT Account	$ 631,617.79
1210	Accounts Receivable	$ 187,468.34
	Total Checking	$ 1,074,526.64
Liabilities		
2000	Accounts Payable	$ 16,807.65
2050	City of Morganton - Payable	$ 22,534.89
2053	Grant Funds Paid in Advance	$ 11,851.27
2075	Town of Valdese - Payable	$ 136,609.49
2100	Payroll Liabilities	$ -
	Total Liabilities	$ 187,803.30
Equity		
3900	Retained Earnings	$ 727,137.42
	Net Income	$ 159,585.92
	Total Equity	$ 886,723.34
Total Liabilities & Equity		$ 1,074,526.64

BURKE COUNTY TDA
September 30, 2025

Assets		
1014	First Citizens Bank	$ 266,853.51
1015	NC Capital MGMT Account	$ 638,335.40
1210	Accounts Receivable	$ -
	Total Checking	$ 905,188.91
Liabilities		
2000	Accounts Payable	$ 9,919.90
2050	City of Morganton - Payable	$ 44,288.09
2053	Grant Funds Paid in Advance	$ 11,851.27
2075	Town of Valdese - Payable	$ 88,341.13
2100	Payroll Liabilities	$ 127.51
	Total Liabilities	$ 154,527.90
Equity		
3900	Retained Earnings	$ 886,723.34
	Net Income	$ (136,062.33)
	Total Equity	$ 750,661.01
Total Liabilities & Equity		$ 905,188.91

Note: Due to technical difficulties, this was not displayed, but Mr. Phillips read highlights from the report, including the record-breaking $1.2 million occupancy tax collected, attributable in part to the presence of recovery workers who stayed in the area from approximately October through March. While occupancy related to recovery efforts has since declined, Mr. Phillips reported that overall visitation remains strong, with both the summer and fall seasons showing robust tourism activity.

BURKE COUNTY TDA
BUDGET TO ACTUAL JULY 1, 2025-SEPTEMBER 30, 2025

Income	Budget	Actual	Available Balance
4010 · Burke Co. Govt. - Occup. Tax	$ 1,200,000	96,680.90	$ 1,103,319.10
4110 · Interest Income	$ -	6,774.05	$ (6,774.05)
4120 · Miscellenous	$ 25,000	8,704.12	$ 16,295.88
4530 · America 250 Grant	$ -	-	$ -
5000 · Trolley Revenue	$ 10,000	6,271.92	$ 3,728.08
Total Income	$ 1,235,000	118,430.99	$ 1,116,569.01
Expense			
5010 · Accounting/Audit	$ 10,000	-	$ 10,000.00
5020 · Marketing/Advertising	$ 271,000	77,552.30	$ 193,447.70
5023 · America 250	$ -	7,555.53	$ (7,555.53)
5102 · Membership Dues	$ 2,500	1,650.00	$ 850.00
5109 · Building Maintenance	$ 4,800	1,130.00	$ 3,670.00
5113 · City of Morganton/Tourism	$ 270,000	21,753.20	$ 248,246.80
5115 · Town of Valdese/Tourism	$ 150,000	12,085.11	$ 137,914.89
5117 - Bank Charges	$ -	20.84	$ (20.84)
5150 · Insurance	$ 35,000	11,047.57	$ 23,952.43
5180 · Office Supplies	$ 7,000	439.05	$ 6,560.95
5200 · Payroll Expenses	$ 411,000	104,140.78	$ 306,859.22
5250 · Postage	$ 1,000	122.41	$ 877.59
5265 - Retail Items	$ -	-	$ -
5280 · Office Rent	$ 30,000	7,500.00	$ 22,500.00
5285 · Utilities	$ 5,200	390.34	$ 4,809.66
5290 · Telephone	$ 7,000	1,686.98	$ 5,313.02
5300 · Travel/Training	$ 20,500	5,135.27	$ 15,364.73
5301 · Trolley Expenses	$ 10,000	2,271.92	$ 7,728.08
5400 · Misc. Expense	$ -	12.02	$ (12.02)
Total Expense	$ 1,235,000	254,493.32	$ 980,506.68
Net Income	$ -	-136,062.33	136,062.33

Chairman Brittain opened the floor for questions or comments; there being none, he called for a motion.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - REAPPOINTMENT TO THE FOOTHILLS REGIONAL AIRPORT AUTHORITY

Kay Druaghn, Clerk to the Board, explained that the County appoints two (2) members to the Foothills Regional Airport Authority for 2-year terms. Seat No. 1 is occupied by Commissioner Burns. Seat No. 2, an at-large seat, is occupied by Thomas Fraley. His term ended, and he is willing to serve another term. There are three (3) applications on file for this position: Thomas Fraley, Ed Hallyburton, and Tim Newton.

Chairman Brittain opened the floor for nominations. Commissioner Burns nominated Thomas Fraley. There being no further nominations, Chairman Brittain closed the floor and called for a

motion.

Motion: To reappoint Thomas Fraley to the Foothills Regional Airport Authority, Seat No. 2, to complete the remainder of a 2-year term ending January 31, 2027.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey C. Brittain, Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CLERK - APPOINTMENTS TO TAX REVALUATION TASK FORCE

Kay Draughn, Clerk to the Board, stated that in July, the Board, by adopting Resolution No. 2025-21, created the Revaluation Task Force—a seven (7) member citizen advisory body charged with promoting transparency, enhancing public understanding, and providing community input throughout the 2027 countywide property revaluation process. Five (5) seats were filled in September. Seat No. 2, representing an active licensed general contractor, is vacant, along with Seat No. 6, representing an at-large member. The term ends January 1, 2027.

Applications on file include Jim Belote (at-large), Damion Patton (at-large), and Brian Smith (general contractor).

Chairman Brittain opened the floor for nominations. Commissioner Burns nominated Brian Smith. With there being no other nominations, Chairman Brittain closed the floor and called for a motion.

Motion: To appoint Brian Smith to the Revaluation Task Force, Seat No. 2, active licensed general contractor, to complete the remainder of a term ending January 1, 2027.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Chairman Brittain opened the floor for nominations. Vice Chairman Smith nominated Jim Belote. With there being no other nominations, Chairman Brittain closed the floor and called for a motion.

Motion: To appoint Jim Belote to the Revaluation Task Force, Seat No. 6, at-large, to complete the remainder of a term ending January 1, 2027.

RESULT:	**APPROVED**
MOVER:	Phil Smith, Vice Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

FINANCE — CONSIDERATION OF COPS GRANT & BUDGET AMENDMENT NO. 5 - $624,991

Lindsay Stockman, Senior Fiscal Analyst, recognized Kieth Lawson, Finance Officer, BCPS, and Dr. Dillon Sain, Director, BCPS, without whom, this grant could not be obtained. She then presented an overview of a new partnership with Burke County Public Schools related to a federally funded COPS violence prevention grant authorized under the Stop School Violence Act, as follows on the next page:

Burke County and Burke County Public Schools New Grant Partnership

Lindsay Stockman, MPH, CSAPC
Grant Program Manager

BURKE COUNTY Public Schools
BURKECOUNTY

DISCUSSION TOPICS

- Background on COPS: School Violence Prevention Grant
- Proposed Grant Terms & Amounts
- Utilization Strategy
- Questions...

BURKE COUNTY Public Schools
BURKECOUNTY

DOJ COPS School Violence Prevention Grant

- In 2018, Congress passed the Students, Teachers, and Officers Preventing School Violence Act of 2018 (STOP School Violence Act), empowering the COPS Office to award competitive grants to states, local governments, tribal agencies, and school districts for evidence-based school safety and violence-prevention initiatives.
- The program was designed to fund three broad types of activities:
  1. Training for law enforcement, school personnel, and students to prevent violence;
  2. Technology and physical security enhancements (e.g., locks, lighting, detectors, expedited notification systems);
  3. Other measures that the COPS Office determines will significantly improve school-ground security.
- The application and award process is rigorous: for example, in FY 2024, the COPS Office received 1,008 applications requesting over $330 million, yet funding was limited (~$73 million), which required a strong methodology for selecting grantees.

Igniting Learning For A Brighter Future
BURKE COUNTY Public Schools
DEPARTMENT OF JUSTICE
QUI PRO DOMINA JUSTITIA SEQUITUR
BURKE COUNTY



PROPOSED GRANT STRUCTURE

Total amount of the projects will cost:.....**$624,991**
Requires a 25% local match.....**($156,248)**
BCPS.....**$116,248**
Burke County.....**$40,000**

- Three (3) year federal grant.
- Partnership with Burke County Public Schools.



Chairman Brittain opened the floor for questions or comments.

Commissioner Burns asked whether the grant would create any new positions. Ms. Stockman confirmed that it would not; the funds are earmarked solely for school violence prevention and safety measures. Commissioner Barrier inquired about the costs of the lighting for Reep Park, to which Ms. Stockman explained it was approximately $160,000. Commissioner Burns commented on the impressive lighting already in place at the park. County Manager Epley clarified that the field lighting project had already been planned, budgeted for, and that the $40,000 match would not require any new appropriations.

There being no further discussion, Chairman Brittain called for a motion.

Motion: To approve Budget Amendment No. 5 in the amount of $624,991 and authorize the Deputy Co. Manager / Finance Director to execute the grant documents on behalf of the Board.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Phil Smith, Vice Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Budget Amendment No. 5 reads as follows:

BUDGET AMENDMENT NO. 5
FY 25-26

BUDGET AMENDMENT NO. 5			
REVENUES			
ACCOUNT NUMBER	DESCRIPTION	INCREASE	DECREASE
REVENUES			
150-15001-01-433000-	US DOJ SCHOOL GRANT	$468,743	
150-15001-11-439410	TRANSFER FROM CAPITAL RESERVE	$40,000	
EXPENSES			
150-15001-30-586000	US DOJ SCHOOL GRANT	$464,991	
150-15001-30-575000	EQUIPMENT	$160,000	
150-00000-30-599999	BUDGET SET ASIDE		$116,248
410-00000-55-595150	TRANSFER TO SCH ART 42 FD 150	$40,000	

410-00000-05-599999	PROJECT RESERVE SET ASIDES		$40,000
Purpose: To recognize grant funding awarded through the U.S. Department of Justice's COPS Office School Violence Prevention Program (SVPP), which will be used to strengthen school safety and security through evidence-based initiatives and technology enhancements.			
A copy of these amendments shall be furnished to the Budget Officer and the Finance Officer of the County to be kept on file for direction in the disbursement of funds.			

Adopted this 17th day of November 2025.

/s/: Jeffrey C. Brittain
Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

Attest:
/s/: Kay Honeycutt Draughn
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

TAX - TAX COLLECTION REPORT - OCTOBER 2025

Dawn Hutchins, Revenue Collections Supervisor, presented the Tax Collection Report for the period between July 1, 2025, and October 31, 2025, as follows:

Category	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	$37,477,843.82	68.09%	$17,561,170.18
Motor Vehicle Tax	$2,123,353.61	38.91%	$3,333,503.39
Current Year Taxes	$39,601,197.43	65.46%	$20,894,673.57
Delinquent Taxes	$384,300.38	54.90%	$315,699.62
Penalty & Interest	$114,213.85	34.72%	$214,786.15

Note: John Bridgers, Tax Administrator, identified a correction to the property tax collection figures during the pre-agenda meeting but was unable to attend the regular meeting. As a result, the data presented was not corrected. The year-to-date collections total should have been $37,477,843.14, representing 68.08% of the total, leaving a remaining balance of $17,561,170.86 yet to be collected.

The Tax Levy is the total property tax value, not including motor vehicles, times the tax rate. This amount changes monthly with the addition of discoveries, other changes, or corrections, and when Public Utility Values are added, typically during September.

Category	Tax Levy	Amount Collected YTD	% Collected	Balance to Collect
Property Tax	$56,741,128.49	$37,477,843.82	66.05%	$19,263,284.67

Chairman Brittain opened the floor for questions or comments. Commissioner Burns inquired about the revision, to which County Manager Epley confirmed that a correction had been identified; however, that information was not relayed to the Clerk or Ms. Hutchins, and the agenda materials therefore reflected the uncorrected figures which were presented.

Motion: To accept the Tax Collection Report for October 2025 as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

TAX - TAX REFUND & RELEASE REPORT - OCTOBER 2025

Dawn Hutchins, Revenue Collections Supervisor, presented the Tax Refund & Release Reports for October 2025 as follows:

VTS Refunds Over $100	
	Refund Amount
VTS Adjustments	$209.33

Payee Name	Address 3	Bill #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BIGGERSTAFF, JOLENE GREENE	LINVILLE FALLS, NC 28647	0087581035	Refund Generated due to adjustment on Bill #0087581035-2025-2025-0000-00	Change of County	10/21/2025	01	TAX	($45.79)	$0.00	($45.79)
						57	TAX	($41.25)	$0.00	($41.25)
						57	VEHICLE FEE	($20.00)	$0.00	($20.00)
									Refund	$107.04
MCCALL, MAXINE COOPER	DREXEL, NC 28619	0087422823	Refund Generated due to adjustment on Bill #0087422823-2025-2025-0000	Situs error	10/28/2025	01	TAX	$0.00	$0.00	$0.00
						55	TAX	$192.01	$0.00	$192.01
						57	TAX	($274.30)	$0.00	($274.30)
						57	VEHICLE FEE	($20.00)	$0.00	($20.00)
									Refund	$102.29
									Refund Total	$209.33

Tax System Refunds and Releases			
Report Amount	Rebilled Amount	Net Release	Refund Amount
$15,144.63	$3,552.04	$11,592.59	$2,324.62

Trans #	Refund Recipient Name	Refund Address	Refund Description	Opid	Refund Change Date	Refund Amount ($)
19311477	GERALD DAVIS SMITH	PO BOX 440 RUTHERFORD COLLEGE,NC 28671	Refund on Bill # 0024090208-2025-2025-0000-00	DHUTCHINS1	10/24/2025 8:47:47 AM	106.27
19311595	PATRICK LUKE HARRIGAN	100 BEIERSDORF DR CONNELLY SPRINGS,NC 28612	Refund on Bill # 0024091214-2025-2025-0000-00	DHUTCHINS1	10/27/2025 9:41:10 AM	194.00
19312275	RYAN S SETTLEMYRE	308 MAIN AVE E HILDEBRAN,NC 28637	Overpayment on Payment of CHECK on Bill # 0000024465-2025-2025-0000-00 of $1,781.55	DPCLBX	10/31/2025 6:05:06 PM	1,781.55
Total						2,324.62

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Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount($)	Release Amount($)	Bill Amount after Release($)
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Adjustment**						
0000044575-2025-2025-0000-00-REG	HICKS, RONALD R	7/1/2025	LOENDORF JOSEPH	10/3/2025	92.00	92.00	0.00
0000044575-2025-2025-0000-01-REG	HICKS, RONALD R	7/1/2025	LOENDORF JOSEPH	10/3/2025	242.48	150.48	92.00
0024057756-2025-2025-0000-00-REG	MARTIN, BRIAN NEEL	10/6/2025	LOENDORF JOSEPH	10/6/2025	4.88	4.88	0.00
Subtotal					**339.36**	**247.36**	**92.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Amended Listing**						
0000048144-2025-2025-0000-00-REG	BOBBY HONEYCUTT CONTRACTING, LLC	7/1/2025	LINDA WILBUR	10/21/2025	1,091.99	1,091.99	0.00
0000071456-2025-2025-0000-00-REG	CARDONA-RAMIREZ, CATHY	7/1/2025	LINDA WILBUR	10/22/2025	16.73	16.73	0.00
0024076741-2025-2025-0000-00-REG	MED FIRST IMMEDIATE CARE AND FAMILY PRACTICE	7/1/2025	LOUISE JOHNSON	10/23/2025	194.82	194.82	0.00
Subtotal					**1,303.54**	**1,303.54**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Business Closed**						
0024058982-2022-2022-0000-00-REG	MORSE AGENCIES LLC	7/1/2022	LINDA WILBUR	10/10/2025	38.23	38.23	0.00
0024058982-2023-2023-0000-00-REG	MORSE AGENCIES LLC	7/3/2023	LINDA WILBUR	10/10/2025	30.80	30.80	0.00
0024058982-2024-2024-0000-00-REG	MORSE AGENCIES LLC	7/15/2024	LINDA WILBUR	10/10/2025	30.80	30.80	0.00
0024058982-2025-2025-0000-00-REG	MORSE AGENCIES LLC	7/1/2025	LINDA WILBUR	10/10/2025	33.58	33.58	0.00
0024070936-2024-2024-0000-00-REG	HOLLOW MOON LLC	7/15/2024	LINDA WILBUR	10/9/2025	25.96	25.96	0.00
0024070936-2025-2025-0000-00-REG	HOLLOW MOON LLC	7/1/2025	LINDA WILBUR	10/9/2025	23.50	23.50	0.00
Subtotal					**182.87**	**182.87**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Discovery Billing**						
0024076701-2025-2025-0000-02-REG	DAVIDSON HOLLAND WHITESELL & CO PLLC	7/1/2025	JOHN BRIDGERS	10/7/2025	396.35	396.35	0.00
Subtotal					**396.35**	**396.35**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Exempt Property**						
0000034865-2024-2024-0000-00-REG	STATE OF NORTH CAROLINA	7/15/2024	AMANDA CONLEY	10/27/2025	45.08	45.08	0.00
Subtotal					**45.08**	**45.08**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Not in Burke County**						
0000085493-2024-2024-0000-00-REG	CARTER, JAMIE	7/15/2024	LINDA WILBUR	10/13/2025	94.16	94.16	0.00
0024069685-2023-2023-0000-00-REG	GRIGG, PENNI LIBERA	7/3/2023	LINDA WILBUR	10/23/2025	185.88	185.88	0.00
0024072639-2025-2025-0000-00-REG	REDNECK FLYERS	7/1/2025	JOHN BRIDGERS	10/28/2025	134.31	134.31	0.00
Subtotal					**414.35**	**414.35**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Over Assessment**						
0024084741-2025-2025-0000-00-REG	MORTON, MICHAEL E	7/1/2025	JOHN BRIDGERS	10/30/2025	1,831.50	1,404.15	427.35
Subtotal					**1,831.50**	**1,404.15**	**427.35**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Process Correction**						
0024085343-2025-2023-0000-00-REG	RENCARE SOLUTIONS LLC	9/23/2025	LINDA WILBUR	10/2/2025	1,519.24	1,519.24	0.00
0024085343-2025-2023-0000-01-REG	RENCARE SOLUTIONS LLC	9/23/2025	LINDA WILBUR	10/2/2025	1,580.29	1,580.29	0.00
0024085343-2025-2024-0000-00-REG	RENCARE SOLUTIONS LLC	9/23/2025	LINDA WILBUR	10/2/2025	1,488.73	1,488.73	0.00
0024085343-2025-2024-0000-01-REG	RENCARE SOLUTIONS LLC	9/23/2025	LINDA WILBUR	10/2/2025	1,545.10	1,545.10	0.00
Subtotal					**6,133.36**	**6,133.36**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Release LFUF**						
0000048144-2025-2025-0000-01-REG	PRICE, JEFFERY DONALD	7/1/2025	LINDA WILBUR	10/21/2025	1,201.94	92.00	1,109.94
0000071456-2024-2024-0000-00-REG	CARDONA-RAMIREZ, CATHY	7/15/2024	LINDA WILBUR	10/3/2025	94.16	88.00	6.16
0000071456-2025-2025-0000-00-REG	CARDONA-RAMIREZ, CATHY	7/1/2025	LINDA WILBUR	10/3/2025	108.73	92.00	16.73
Subtotal					**1,404.83**	**272.00**	**1,312.83**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Situs Correction**						
0024045856-2025-2025-0000-00-REG	HERMAN, TAHARA L	7/1/2025	LINDA WILBUR	10/22/2025	21.67	21.67	0.00
Subtotal					**21.67**	**21.67**	**0.00**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Sold/Traded**						
0000035579-2025-2025-0000-00-REG	NORMAN, GERALD W	7/1/2025	KAYLA BURGESS	10/13/2025	813.98	6.11	807.87
0024007926-2022-2022-0000-00-REG	GARRISON, EDWARD W III	7/1/2022	KAYLA BURGESS	10/16/2025	15.60	15.60	0.00
0024007926-2023-2023-0000-00-REG	GARRISON, EDWARD W III	7/3/2023	KAYLA BURGESS	10/16/2025	11.33	11.33	0.00
0024007926-2024-2024-0000-00-REG	GARRISON, EDWARD W III	7/15/2024	KAYLA BURGESS	10/16/2025	10.77	10.77	0.00
0024007926-2025-2025-0000-00-REG	GARRISON, EDWARD W III	7/1/2025	KAYLA BURGESS	10/16/2025	10.67	10.67	0.00
Subtotal					**862.35**	**54.48**	**807.87**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Value Change**						
0000025535-2025-2025-0000-00-REG	PRICE, BETTY RUTH W	7/1/2025	LOENDORF JOSEPH	10/1/2025	271.33	271.33	0.00
0000025535-2025-2025-0000-01-REG	PRICE, BETTY RUTH W	7/1/2025	LOENDORF JOSEPH	10/1/2025	487.51	487.51	0.00
0000025535-2025-2025-0000-02-REG	PRICE, BETTY RUTH W	7/1/2025	LOENDORF JOSEPH	10/1/2025	271.33	271.33	0.00
0000048144-2025-2025-0000-00-REG	BOBBY HONEYCUTT CONTRACTING, LLC	7/1/2025	AMANDA CONLEY	10/21/2025	1,179.20	87.21	1,091.99
Subtotal					**2,209.37**	**1,117.38**	**1,091.99**
Total					**15,144.63**	**11,592.59**	**3,552.04**

Chairman Brittain opened the floor for questions or comments; there being none, he called for a motion.

Motion: To approve the Tax Releases and Refunds for October 2025 as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Stroud, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

REPORTS AND COMMENTS

AS - DEPARTMENTAL UPDATE

Kaitlin Settlemyre, Animal Services Director, presented a departmental update as follows:





BURKECOUNTY

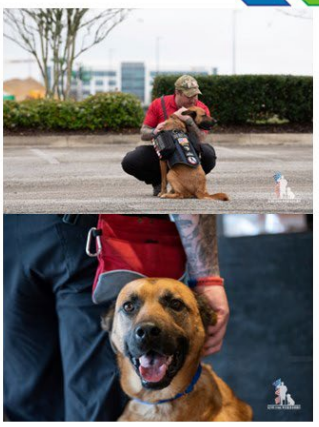
Why do we do what we do?



Our mission aligns directly with Burke County's vision of *improving lives in Burke County.*

Every program we offer — from reuniting lost pets and providing community resources, to supporting responsible ownership and public safety — strengthens the connection between people and animals.

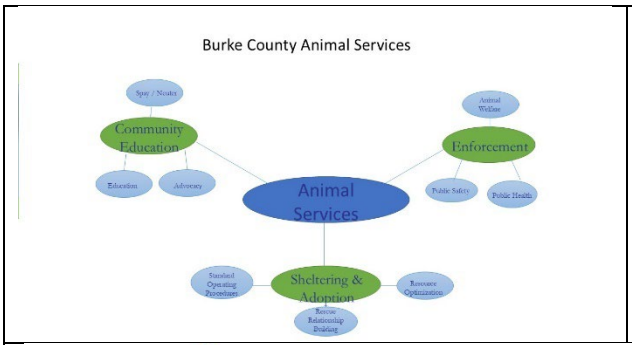
By focusing on compassion, collaboration, and responsible stewardship, we're not just serving animals — we're improving the lives of the people who love them and the communities they live in.

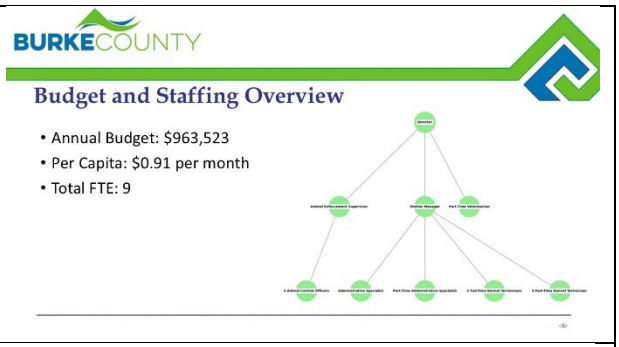


BURKECOUNTY

Why we exist

- **Public Safety**
  Without animal services, loose, aggressive, and injured animals would pose daily risks to neighborhoods, schools, and roadways.
- **Disease Prevention**
  Rabies, parvovirus, and other contagious diseases would spread unchecked without vaccination, quarantine, and monitoring programs.
- **Community Health & Quality of Life**
  Stray populations would rise, increasing nuisance complaints, property damage, and negative impacts on neighborhoods.
- **Animal Welfare**
  Abused, neglected, or abandoned animals would have no safety net, and citizens would have no resource for help.
- **Support for People**
  Families facing crisis (housing, medical, financial) would have no assistance to keep or safely surrender their pets.





BURKECOUNTY

Departmental Impact Goal

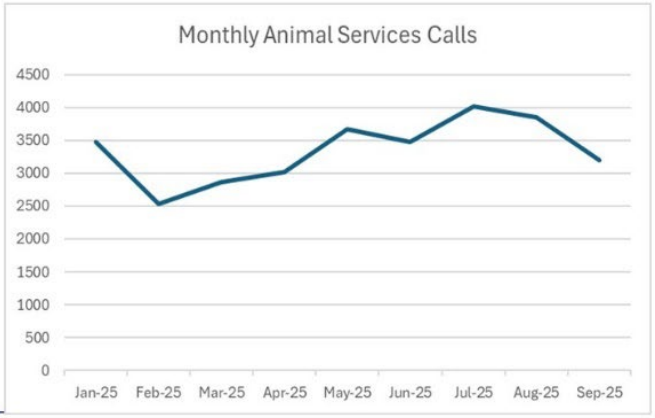
Promote public safety and public health response in a highly efficient manner.

Efficient Operational Throughput	=	Increased Service Demand

BURKECOUNTY

Calls for Service

Average Annual Calls: 40,140
Average Monthly Calls: 3,345
Average Daily Calls: 110



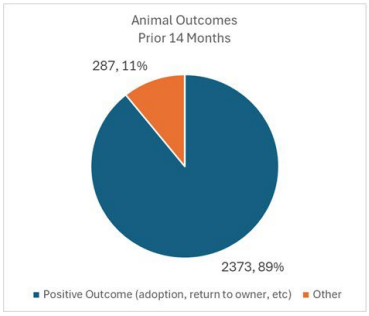
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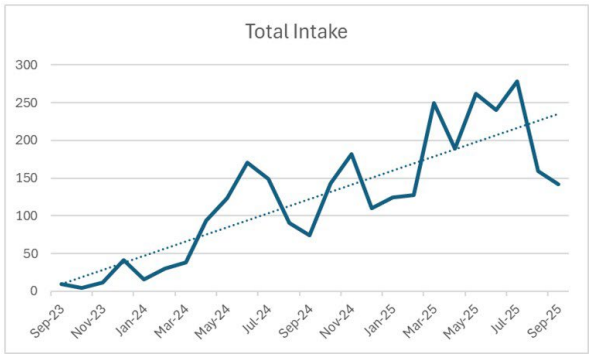
Key Performance Indicators (KPIs)

1. Field Return to owner (RTO)
   - Ability of animal control to mitigate shelter population
2. Community Support Service Utilization
   - Ability to reduce shelter intake through support services
3. Average Length of Stay
   - Shelter thruput and overall efficiency
4. Door Count
   - Community interest and support to meet departmental goals

Intake and Outcome Snapshot

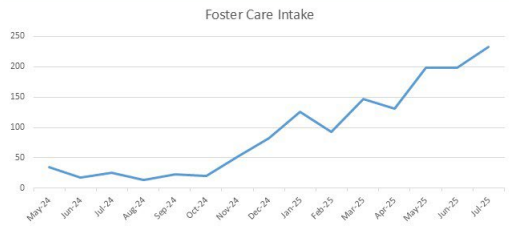
Total Dog Kennels: 14

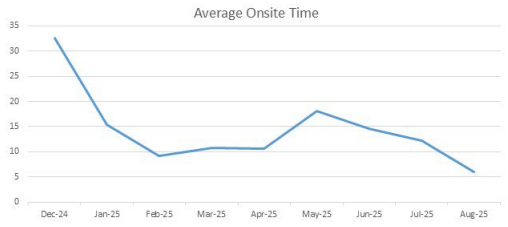


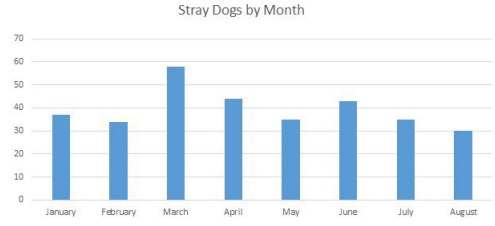


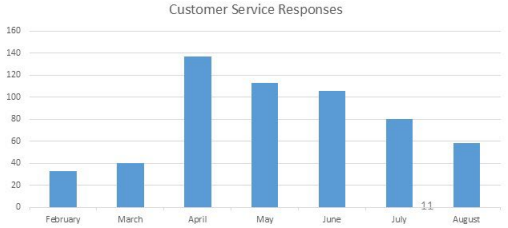
Note: Ms. Settlemyre clarified that there are 16 dog kennels.

Operational Performance Overview









BURKECOUNTY

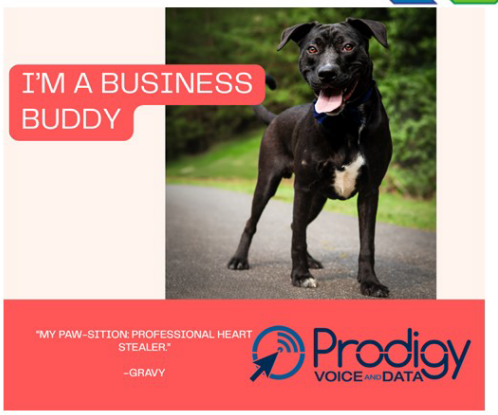
Highlights and Accomplishments

- Business Buddies
- Community Outreach and Field Support
- Reunification Efforts

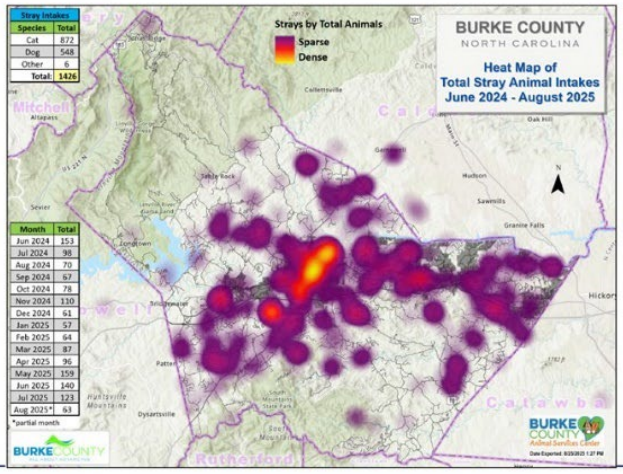
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Business Buddies

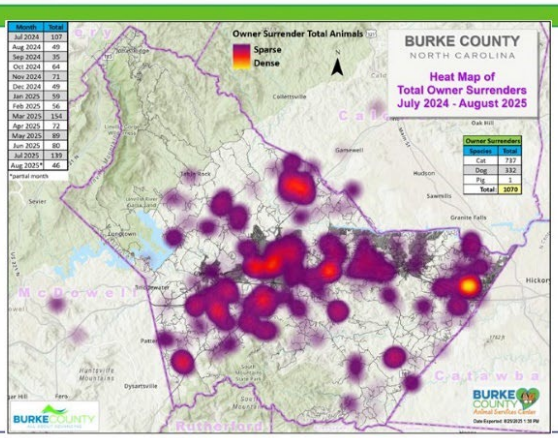
- Reason for Implementation: Gap analysis performed for animals experiencing longer average length of stay and found that our large dogs (over 50lbs) were sitting longer than others.
- Strong participation from local businesses, which resulted in new community partnerships and visibility. The business with the most adoptions received a brick at the new animal shelter.
- We adopted 12 long-term residents during the month of September. We are actively recruiting for our next month-long competition.



BURKECOUNTY



BURKECOUNTY



BURKECOUNTY

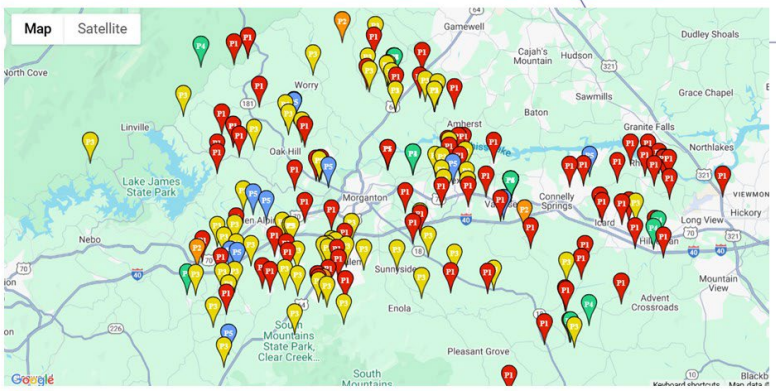
Reunification Efforts

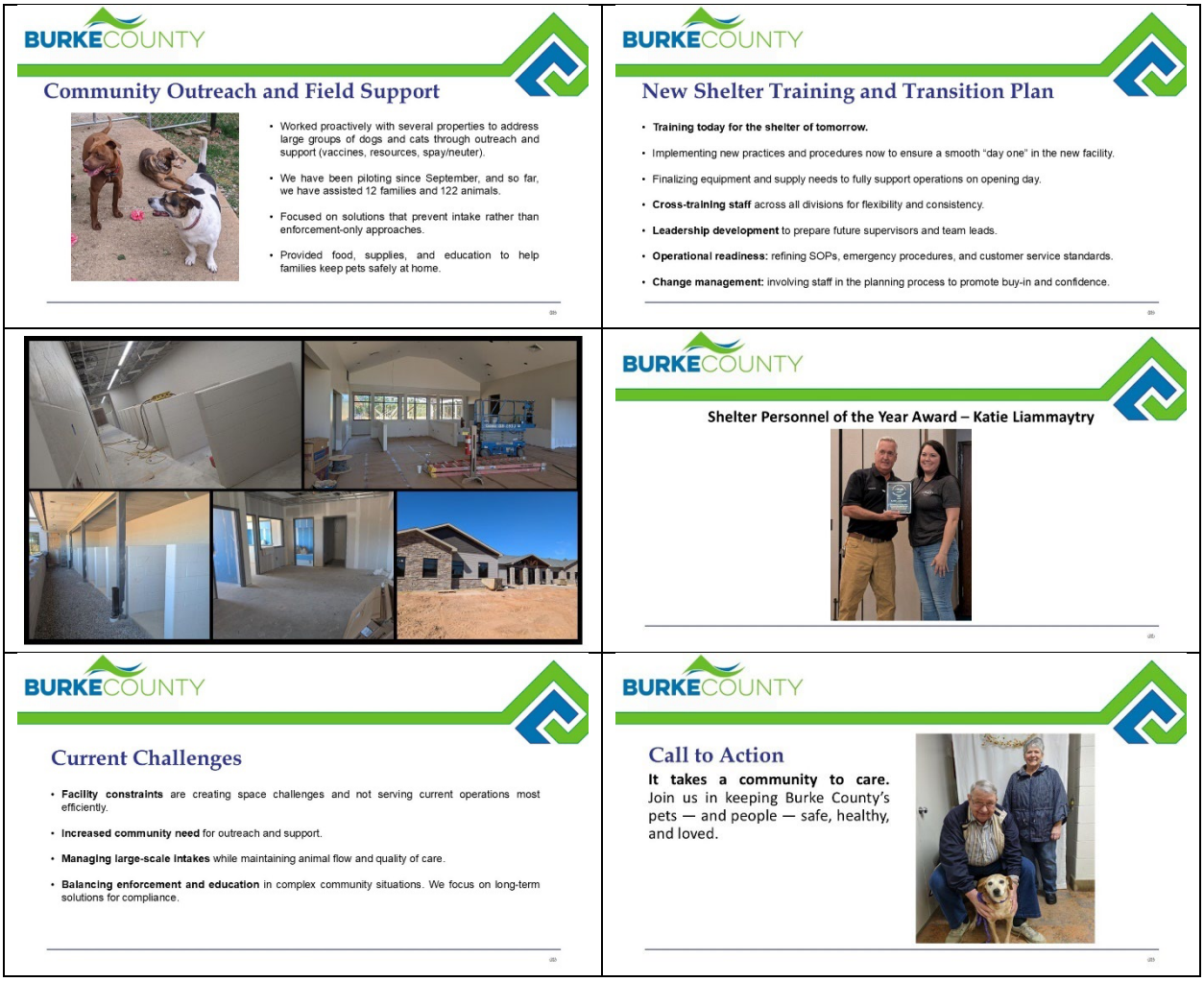
- Continued success with “Free Ride Home” and “Finder to Foster” programs.
- Data analysis shows that we have the highest return to owner rate back to the City of Morganton.
- We will be installing a microchip scanning station and hosting a free microchip clinic to keep these animals out of the shelter.
- We are also working with GIS on an interactive citizen lost/found pet map.
- Reduced shelter crowding and stress for both staff and animals.



Animal Enforcement Mapping

BURKECOUNTY





Chairman Brittain opened the floor for questions or comments. Ms. Settlemyre received praise from Vice Chairman Smith for all the work she does. There being nothing further, Chairman Brittain called for a motion.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

CM / OPIOID - ORS UPDATE

Dr. Katie Samuels, Opioid Coordinator, provided an update on the Opioid Remediation Strategy (ORS) as follows on the next page:

BURKE COUNTY
ALL ABOUT ADVANCING

OPIOID RESPONSE TEAM

BOC UPDATE

November 2025

DISCUSSION OVERVIEW

01 FY24-25 IMPACT REPORT OVERVIEW

02 COUNTY-LED STRATEGY UPDATES

03 PROVIDER-LED STRATEGY UPDATES

04 LOOKING AHEAD

FY24-25 OSF ANNUAL IMPACT REPORT

YEAR IN REVIEW

- Established an independent Opioid Settlement Department
- Distributed 1,000+ naloxone kits across the county
- Launched county-wide education and engagement campaigns
- Coordinated Peers Partnering for Excellence (PPE) to elevate peer leadership
- Developed a videography project documenting lived experience
- Sustained and expanded Recovery Court as an alternative to incarceration



STRATEGIES FUNDED IN FY24–25

Strategy 1: Collaborative Strategic Planning

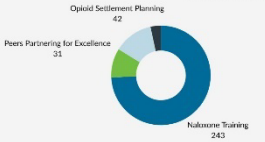
- Opioid Settlement Coordinator
- Program Coordinator
- Peers Partnering for Excellence (PPE)
- Qualitative Data Project (Videography)
- Public Health & Safety Team
- Strategic Plan (Not included in Annual Report)

Strategy 3: Recovery Support Services

- Recovery Court

COLLABORATION IN ACTION

In FY24-25, the Opioid Response Team engaged 315 unique individuals in strategic planning, naloxone training, and recovery court.



34%

of individuals reported living experience in mental health, substance use, or taking care of a loved one.

BURKE COUNTY RECOVERY COURT

Recovery Support Services

15 participants served; 1,592 staff contacts documented	100% referral and linkage to treatment, harm reduction, and healthcare	86% treatment adherence after 6 months
73% housing retention; 53% employment	87% connected to other services; 90% engaged in harm reduction supports	100% received naloxone kits; 2 community overdose reversals reported

CURRENT STRATEGY UPDATES

COUNTY-LED STRATEGY UPDATE

UPDATES ON THE THREE COUNTY-LED STRATEGIES APPROVED IN FY25–26 AND THEIR CURRENT IMPLEMENTATION STATUS.

NALOXONE DISTRIBUTION

Purchasing has begun with a new vendor: $22/box.

COMMUNITY NAVIGATOR

A contingent offer has been made. Start date TBD.

PORT TEAM

Offers have been extended to fill two AM Peer Co-Responder positions. The PM shift position is being reposted. Implementation planning and partnership development are ongoing.

PROVIDER-LED STRATEGY UPDATE

SPARC: FCT-R program.

Fully staffed: Supervisor, Trainer, 2 Practitioners, and Peer Support Specialist

3 of 5 staff completed full FCTR training; skills labs began Oct. 21

Ongoing training in Substance Use and Recovery

5 new referrals received this month; 1 active case

Notable increase in referrals and engagement



Chairman Brittain opened the floor for questions or comments; there being none, he called for a motion.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Barrier, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, Mike Stroud

HEALTH - QUARTERLY OPERATIONAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2025

Danny Scalise, Local Health Director, presented a quarterly operational report as follows:

QUARTERLY REPORT

Burke County Public Health
FY 2025-2026 Quarter 1

QUARTERLY HIGHLIGHTS

- Finalized 2025 Burke County Community Health Assessment
- Epi Team Launched and received State Training
- Welcomed 4 new members to our team
- Between July 1 and September 30, 2025, WIC staff completed 233 new applications and recorded 2,310 kept appointments
- The entire team completed all required FEMA ICS trainings, including ICS 100, 200, 700, 800, 120, and 2200.
- Across Women's Health, Primary Care, General Clinic, Communicable Disease, and Child Health programs, staff served a total of 599 patients.
- Abstracts were accepted to: NCPHA, APHA, and a paper published to the Journal of Appalachian Health.
- From July through September, 174 septic applications were received—51 in July, 51 in August, and 72 in September. A total of 60 septic permits and 15 well permits were issued

HEALTH EDUCATION & COMMUNITY ENGAGEMENT



- Completed the 2025 Burke County Community Health Assessment
- Attended a Local Review Team and a Public Information Officer Training
- Participated in local events such as the Freedom High School Health Fair and the Burke United Christian Ministries Point In Time Count

ENVIRONMENTAL HEALTH

- 174 septic applications were received:
  - 51 in July, 51 in August, and 72 in September
- The team also completed 54 operation permits and installations and collected 14 water samples
- 35% of required Food and Lodging inspections have been completed to date
- 11 new restaurants permitted
- Intern Elizabeth Nesbitt permitted in Onsite Waste Water



CLINIC & LAB SERVICES

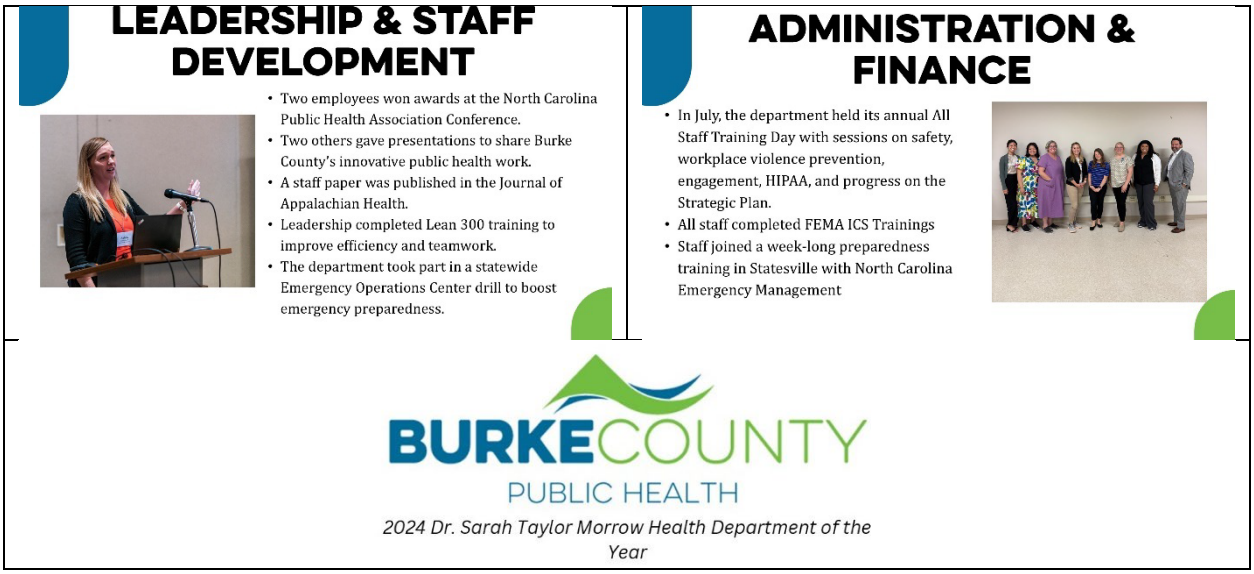


- Across Women's Health, Primary Care, General Clinic, Communicable Disease, and Child Health programs, staff served a total of 599 patients.
- Lab performed 1,708 tests
- Hosted a successful Immunization Clinic on September 17th, serving 40 students

CARE MANAGEMENT & WIC

- CMHRP and CMARC caseloads continue to grow
- Graduations show positive outcomes
- WIC maintained strong performance averaging 104%
- WIC breastfeeding peer counselors have made 135 contacts with families





Chairman Brittain opened the floor for questions or comments; there being none, he called for a motion.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Phil Smith, Vice Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

BOC - REPORT & COMMENTS

Chairman Brittain expressed gratitude to the honorable Congressman Tim Moore, who not only has provided assistance throughout the FEMA public assistance process, but also helped to secure $3.18 million to aid in the renovations of the Health and Resource Building. Then Chairman Brittain shared information on upcoming meetings, county office closures, and community events. He invited youth groups to sign up to lead the Pledge of Allegiance at Commissioners' meetings.

RESULT:	**NO ACTION TAKEN.**

VACANCY ANNOUNCEMENTS

CLERK - BOARDS & COMMITTEES VACANCY REPORT

Kay Draughn, Clerk to the Board, announced the following service opportunities:

- Adult Care & Nursing Home Community Advisory Committee
- Burke County Public Health Advisory Board
- Hickory Regional Planning Commission
- Drexel Planning Board - ETJ Members & Alternate
- Partners Health Management's Human Rights Committee

Chairman Brittain opened the floor for questions or comments and then encouraged citizens to participate and get involved.

RESULT:	**NO ACTION TAKEN.**

CLOSED SESSION
Chairman Brittain announced that a closed session is needed.

Motion: To go into closed session to prevent the disclosure of information that is privileged or confidential, to discuss threatened or pending litigation, to preserve the attorney-client privilege, to discuss economic development matters, to discuss contractual matters (land acquisition) and to discuss personnel matters as authorized by NCGS 143-318.11(a) (1), (3), (4), (5) and (6).

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey C. Brittain, Chairman
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Motion: To come out of closed session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

RETURN TO OPEN SESSION
Chairman Brittain announced that a proper motion was made to come out of closed session.

RELEASE OF LATE PAYMENT PENALTY
Motion: To approve the release or refund for the late payment penalty to Morganton Lodging Associates for the Month of August 2025.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Randy Burns, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

ADJOURN

Motion: To adjourn at 8:23 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Stroud, Commissioner
AYES:	Jeffrey C. Brittain, Phil Smith, Brian Barrier, Randy Burns, and Mike Stroud

Approved this 16th day of February 2026.

_____
Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

Attest:

_____
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board