

AGENDA

Catawba County Board of Commissioners Meeting
Monday, June 16, 2025, 7:00 p.m.
Board of Commissioners Meeting Room 2nd Floor,
Catawba County Justice Center
100 Government Drive, Newton, NC

1. Call to Order.
2. Pledge of Allegiance to the Flag.
3. Invocation.
4. [Approval of the Minutes from the Board's Regular Meeting of June 2nd, 2025.](#)
5. Recognition of Special Guests.
6. Public Comments.
7. [Appointments.](#)
8. Presentations.
 - a. [Proclamation Observing June 19th as "Juneteenth."](#) *Presented to Jerry McCombs, Catawba County NAACP.*
 - b. [Republic Services Quarterly Update.](#) *Presented by Republic Services General Manager Jenni Holdt.*
9. Public Hearings.
[Rezoning Request: R-20 to HC – 9.35 Acres at 8134, 8162 and 8176 E NC 16/Hwy 150.](#) *Presented by Planner Madison Whisnant.*
10. Consent Agenda.
 - a. [Jail Medical Plan.](#)
 - b. [Preliminary Assessment Roll: Bay Pointe Subdivision Road Improvements.](#)
 - c. [Preliminary Assessment: Wellington Subdivision Road Improvements.](#)
 - d. [Upset Bid Resolution: Sale of Surplus Property at 246 7th Street SE, Hickory, NC.](#)
 - e. [May Tax Refunds, Releases and Adjustments.](#)
11. Other Items of Business.
12. Manager's Report.
Budget Transfer.
13. Attorney's Report.
14. Adjournment.

PERSONS WITH DISABILITIES: Individuals needing assistance should contact the County Clerk at 828-465-8990 within a reasonable time prior to the meeting. Participation in public meetings is without regard to race, ethnicity, religion, sex, age, or disability.

CALENDAR: The next Board of Commissioners Meeting will take place on Monday, July 21, 2025, at 7:00 p.m., in the Board of Commissioners Meeting Room of the Catawba County Justice Center.

APPOINTMENTS

RANDY **2025 NACo Annual Conference Voting Delegate**
Austin Allran

Chair Isenhower recommends Vice-Chair Austin Allran as the voting delegate for the 2025 NACo Annual Conference on July 14th, 2025.

RANDY (Due) **Economic Development Corporation Board**
6/30/25 **Robin Nicholson** Eligible for a 5th Term
6/30/25 **Dan Timmerman** (Susanne Swinnie last term) Eligible for a 1st Term
3-year terms

Chair Isenhower recommends the reappointment of Robin Nicholson to the Economic Development Corporation Board for a 5th term, with a term expiration of June 30, 2028; and the appointment of Dan Timmerman to the Economic Development Corporation Board for a first term, beginning July 1, 2025, with a term expiration of June 30, 2028.

ROBERT (Due) **Juvenile Crime Prevention Council**
6/30/25 **Tammy Hayman** (Vacant - Heather Bain NCCS) Eligible for a 1st Term
6/30/25 Mark Bumgarner Eligible for a 3rd Term
6/30/25 LaChauncey Coulter Eligible for a 2nd Term
6/30/25 Ian Bumgarner (Jennifer Mace) Eligible for a 1st Term
6/30/25 Eric Page Eligible for a 5th Term
6/30/25 Kyle Smith Eligible for a 2nd Term
6/30/25 Chrissy Triplett Eligible -1st Full Term
2-year terms

Commissioner Abernethy recommends the appointment of Tammy Hayman as the NCCS representative to the Juvenile Crime Prevention Council, for a first term beginning July 1, 2025 with a term expiration of June 30, 2027.

ROBERT (Due) **Subdivision Review Board**
5/17/25 **Guy Cline** Eligible for a 4th Term
2-year terms

Commissioner Abernethy recommends the reappointment of Guy Cline to the Subdivision Review Board for a fourth term, with a term expiration of May 17, 2027.

BARBARA (Due) **WPCOG Aging Advisory Committee**
6/30/24 **Lynn Sampson** (David Stikeleather) Eligible for a 1 Term
6/30/25 **Allen Bandy** (Ron Downs) Eligible for a 1st Term
6/30/26 (Vacant) Meredith Willis
2-year terms

Commissioner Beatty recommends the following appointments to the WPCOG Aging Advisory Committee: Lynn Sampson to fill an unexpired term for a first term with a term expiration of June 30, 2026; and Allen Bandy to a first term, with a term expiration of June 30, 2027.

Government of Catawba County, North Carolina

PROCLAMATION

WHEREAS, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States; and

WHEREAS, Juneteenth, the combination of the words *June* and *Nineteenth*; is also known as Freedom Day, Liberation Day and Emancipation Day, and is recognized or observed in all 50 states; and

WHEREAS, on June 19, 1865, United States troops led by Maj. Gen. Gordon Granger arrived in Galveston, TX to declare freedom for all who still remained enslaved; and

WHEREAS, in 2007 the State of North Carolina became the 26th state to recognize Juneteenth as a State holiday, and Juneteenth became a federal holiday on June 17, 2021; and

WHEREAS, Juneteenth is a time to reflect and take stock of the progress made since the abolition of slavery and the necessity of continued progress moving forward; and

WHEREAS, every day is an opportunity to strive to more fully realize the ideals of our nation in pursuit of the promise of a free and just society; and

WHEREAS, this day may serve to remind us of the promise of freedom and equality, rights that are core to the American Dream.

NOW, THEREFORE, THE CATAWBA COUNTY BOARD OF COMMISSIONERS does hereby proclaim June 19th, 2025, as **JUNETEENTH** in Catawba County and calls upon all citizens to participate this celebration, to promote healing and unity.

This the 16th day of June, 2025.

Randy Isenhower, Chair
Catawba County Board of Commissioners



Partnering for a Sustainable Community



CATAWBA COUNTY Quarterly Update

OUR VALUES



Safe

We protect the livelihoods of our colleagues and communities.



Committed to Serve

We go above and beyond to exceed our customers' expectations.



Environmentally Responsible

We take action to improve our environment.



Driven

We deliver results in the right way.



Human-Centered

We respect the dignity and unique potential of every person.

Support Team

Sustainable Leadership for Key Relationships

- Tenure
- Expertise
- Committed to Serve



Jenni Holdt
General Manager
10 years



Sharon Parks
Municipal Sales Manager
37 Years



Brad Dubreuil
Operations Manager
3 years



Rodney Stevens
Supervisor
8 years



Ray Carrion
Supervisor
19 years



Donnie Cook
Supervisor
2 years
Driver 8 years

Catawba County Recycling:

PROCESSING: 18,111 TONS IN 2024

7,424 Tons Jan-May 2025





114 Local Employees



Convenience Sites

8 Hours weekly is spent
collecting cash from all
sites

2024 Tonnage:

- Cooksville
 - 83 Hauls
 - 5,920 Tons
- Newton
 - 576 Hauls
 - 35,650 Tons
- Oxford
 - 329 Hauls
 - 27,060 Tons
- Blackburn
 - 535 Hauls
 - 25,750 Tons
- Sherrills Ford
 - 368 Hauls
 - 23,150 Tons

What Our Customers Are Saying

Commercial/Industrial		
PROFESSIONAL LANDSCAPE MA		Because you come out on your schedule and do what you do
HICKORY MOTOR SPEEDWAY - RACE		That is as high as I can do for them. 10
BOB KILLIAN TIRE		We have always had a good experience with Republic Services. We would highly recommend Republic Services to anyone.
CARPENTER CO		WE HAVE GOOD SERVICE WHENEVER WE NEED A PICKUP. WHEN WE HAVE A FULL LOAD, IT IS EMPTIED.
MIMOSA GARDENS CONDOMINIUMS		You always let me know the day before pick up the morning of and when it has been picked up.
MARTIN STARNES & ASSOC		WE HAVE NEVER HAD ANY TROUBLE. THEY COME EVERY WEEK. THEY ARE RELIABLE, I GUESS.
Residential		
RENAE FREY	MAIDEN NC	Such a huge help
MARK HOPKINS	CONOVER NC	It is just because they are good.
TINA COMBS	NEWTON NC	You communicate with customers, and are there when you say you are coming!
WENDY PYLE	CATAWBA NC	They are always on time. Respectful to my property.
ARMANDO SOTO	CATAWBA NC	Dependable service
MARI VELAZQUEZ	SHERRILLS FORD NC	The employees on my route are very professional and on time.
BRIAN MITCHELL	CATAWBA NC	Phone interaction were very good. Never had an issue with weekly pickups.
AMBER BRASEL	HICKORY NC	Excellent service
MICHAEL GOLDMAN	HICKORY NC	You don't miss pickups, you don't leave a mess

Community Involvement

Upcoming Volunteer Opportunity Hickory Soup Kitchen Pantry- June 25

HBA Fall Charity Golf

Hickory Christmas Parade

Salvation Army Charity Golf

Blazing Trails

Catawba Co. Chamber Charity Golf

Spring HBA golf event

Christmas toy drive

Scarf/hat/glove drive

Food pantry drive fall

Catawba Science Center, Partners in Science

Corner Table Feed the Flock Event

Conover Community Partners- Lyle Creek Storm Water

Corner Table Back pack program





Company Accolades

- Republic Services has been recognized again as one of Ethisphere's World's Most Ethical Companies®. This makes us a 7-time honoree on this prestigious list. Republic Services is one of 136 companies spanning 19 countries and 44 industries across the globe. This recognition underscores our unwavering commitment to conducting business the right way – for our customers, communities, environment, and each other. We are proud to share this achievement, as it reflects our commitment to a highly ethical culture. It's one of the many reasons Republic Services is a great place to work.





Thank you!



MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Madison Whisnant, Planner
DATE: June 16, 2025
IN RE: Rezoning Request for 8134, 8162 and 8176 E. NC 150 Hwy, Terrell, NC 28682
(4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145) from R-20 Residential to Highway Commercial (HC)

REQUEST

Staff requests the Board of Commissioners hold a public hearing to consider an application to rezone 3 parcels totaling 9.35 acres owned by Linda Jo Godbout and Melda Campbell with Betty Brown LFI from R-20 Residential to Highway Commercial (HC), on behalf of RCM Development, LLC.

REVIEW/BACKGROUND

The current R-20 Residential district requires a minimum lot size of 20,000 square feet (approx. 1/2 acre) and is considered a high-density “general use” residential district. Predominant uses in this district include single-family homes and agriculture. The Highway Commercial district requires a minimum lot size of 40,000 square feet (just under one acre). It is a “general use commercial” district providing areas for regional highway-oriented business, office, service and civic uses. The parcels are also within the Mixed-Use Corridor Overlay (MUC-O) and the Watershed Protection Overlay (WP-O). With a rezoning to a general district, any use allowed in the Highway Commercial district and the MUC-O could be permitted on these parcels.

Location/Zoning

The parcels are located at 8134, 8162, and 8176 E. NC Highway 150 in the Mountain Creek Township, further identified by Parcel Identification Numbers 4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145 within the Sherrills Ford Small Area. These parcels are within the Mixed-Use Corridor-Overlay (MUC-O) and the Watershed Protection-Overlay (WP-O).

The properties, depicted as Parcels 1A, 1B and 1C on the attached map, are zoned R-20 Residential. Parcel 1A currently contains an accessory building, where Parcels 1B and 1C both contain single-family dwellings, as well as accessory buildings. All three parcels are impacted by a 506-foot Duke Energy Power Easement. The easement is shown on the enclosed maps and bisects Parcel 1A. The applicant does not have firm development proposal as Highway Commercial; the rezoning request is speculative. The surrounding parcels contain the zoning districts and land uses described below.

- *North* – Parcel 10 is zoned Residential R-20 and contains a kennel. A Special Use Permit (SU-148) was approved in 1992 for a kennel business with a 100 x 40 building. Parcel 9 to the northwest is also zoned R-20 and is currently vacant.
- *South* – Parcel 3 is zoned Planned Development – Conditional District (PD-CD) and is dedicated open space for the Norman Ridge subdivision (formerly Lawson’s Landing). Parcel 5 is zoned R-20 and is developed with a single-family dwelling, while Parcels 4, 6 and 7 are also zoned R-20 but are undeveloped.
- *East* – Parcel 2 is zoned R-20 and is developed with a single-family dwelling.
- *West* – Parcel 8 is zoned R-20 and contains an abandoned dwelling.

Parcel Zoning History

There is no pertinent zoning history for these parcels.

Land Use

The acreage of the parcels meet the minimum requirements for Highway Commercial (HC) property (40,000 square feet). Uses allowed in the Highway Commercial district include restaurants, office/retail, mini-storage, carwashes, and motor vehicle repair and sales. The properties are also located within the Mixed-Use Corridor-Overlay (MUC-O) and the Watershed Protection-Overlay (WP-O). MUC-O regulations prohibit some uses typically allowed in the HC district, such as campgrounds and heavy equipment rental. The MUC-O district also establishes additional development criteria for certain uses. For example, motor vehicle repair and sales are allowed but limit inventory being displayed with the use of fencing and landscape screening. Carwashes and mini-warehouses (self-storage facilities) are also permitted in the MUC-O with additional regulations.

The site falls within the WS-IV Critical Area of the watershed overlay, which limits the amount of impervious surface down to 24% or 36% built-upon area, depending on use of curb and gutter. Additionally, the 506-foot Duke Energy Power Easement prevalent on the parcels would be subject to the Duke Energy Guidelines for Encroachments Involving Transmission Easements (document attached). If rezoned, non-residential projects would be subject to development standards (building appearance, landscaping, parking, setbacks, etc.), watershed protection regulations (built-upon area limitations), and low-impact development standards of the Unified Development Ordinance.

Utilities

Public water and sewer are located along NC 150 Highway. Access to sewer will depend on system capacity at the time of utility plan approval.

Transportation

NC 150 Highway is designated as a major thoroughfare in the Greater Hickory Metropolitan Transportation Plan. Traffic counts taken in 2023 near the site measured 17,000 average trips per day. The 2024-2033 State Transportation Improvement Program (STIP) allocates funding for right-of-way acquisition in 2027 and construction in 2030 for the widening of NC 150 in Catawba County. However, the 2026-2035 Draft STIP decommits funding, except for preliminary engineering, for the Catawba County portion of the NC 150 widening for the next 10 years. The STIP is revised every two years as transportation projects move through the funding process.

Land Use Plan

The Catawba County Comprehensive Plan was adopted in April 2024. The Future Land Use recommendation for these parcels is Mixed Use/Commercial/Multi-Family uses.

Planning Board Public Hearing

The Planning Board held a public hearing on Tuesday, May 27, 2025. The board asked if a developer would be required to connect to water and sewer, if setbacks took into account the future widening of NC 150, and what could be built in the Duke Energy transmission line easement. Connecting to utilities will depend on system capacity at the time of utility plan approval for a proposed development. A site plan, which would identify setbacks, is not being proposed at this time. In the future, when a development is considered, the developer would be made aware of NC 150 widening plans. Statute does not allow NCDOT or local governments to require developers to reserve right-of-way or preserve area for future widening.

Generally, structures and a number of improvements are not permitted within transmission easements. Duke Energy's use guidelines involving transmission easements are included within the packet. There were no comments from the public or the applicant.

PLANNING BOARD AND STAFF RECOMMENDATION

Staff recommended and the Planning Board voted 7-0 to submit a favorable recommendation the Board of Commissioners to rezone three parcels totaling 9.35 acres, located at 8134, 8162, and 8176 E. NC Highway 150, from R-20 Residential (R-20) to Highway Commercial (HC) district based upon:

- 1) The properties being located on E NC Highway 150 and near existing nonresidential zoning districts and uses;
- 2) The Catawba County Comprehensive Plan Future Land Use Map's recommendation for Mixed Use/Commercial/Multifamily uses on these parcels;
- 3) The Watershed Protection-Overlay limiting the amount of Built Upon Area for development of these parcels; and
- 4) The properties being subject to the Duke Energy Use Guidelines for Encroachments Involving Transmission Easements.

Ordinance No. 2025-_____

AMENDMENT TO THE CATAWBA COUNTY ZONING MAP

BE IT ORDAINED, BY THE BOARD OF COMMISSIONERS, that the Catawba County Official Zoning Atlas is hereby amended by rezoning the following described properties from R-20 Residential to Highway Commercial (HC):

Three parcels totaling 9.35 acres identified by Parcel Identification Numbers 4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145, and located at 8134, 8162 and 8176 E. NC 150 Highway in the Sherrills Ford Small Area of the Catawba County Comprehensive Plan.

This, the 16th day of June 2025.

C. Randall Isenhower, Chair



CATAWBA COUNTY BOARD OF COMMISSIONERS

PROPOSED PLAN CONSISTENCY AND REASONABLENESS STATEMENT

Zoning Amendment Request: To rezone 3 parcels totaling 9.35 acres located at 8134, 8162 and 8176 E. NC 150 Hwy, also identified by Parcel Identification Numbers 4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145, from R-20 Residential within the Mixed Use Corridor-Overlay (MUC-O) and Watershed Protection Overlay (WP-O) to Highway Commercial within the MUC-O and WP-O.

The Catawba County Board of Commissioners finds the request consistent with the Catawba County Comprehensive Future Land Use Map recommendation of Mixed Use/Commercial/Multifamily use on these parcels.

Pursuant to NCGS 160D-605, the Board of Commissioners finds the rezoning request reasonable based upon:

- 1) The properties being located on E NC Highway 150 and near existing nonresidential zoning districts and uses;
- 2) The Catawba County Comprehensive Plan Future Land Use Map's recommendation for Mixed Use/Commercial/Multifamily uses on these parcels;
- 3) The Watershed Protection-Overlay limiting the amount of Built Upon Area for development of these parcels; and
- 4) The properties being subject to the Duke Energy Use Guidelines for Encroachments Involving Transmission Easements.

By a vote of _____, the Catawba County Board of Commissioners approves the rezoning request.

This the 16th day of June 2025.

C. Randall Isenhower, Chair

catawbacountync.gov
Catawba County Government Center
25 Government Drive | Newton NC 28658 | 828.465.8380

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Applicant

RCM Development, LLC

Request

Conduct a public hearing to consider rezoning three parcels totaling 9.35 acres owned by Linda Jo Godbout, Melda Campbell and with Betty Brown LFI, from R-20 Residential to Highway Commercial (HC).

Location

8134, 8162 and 8176 E. NC 150 Hwy

PIN 4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145

Date

June 16, 2025



CURRENT ZONING



Applicant: RCM Development

LRKs: 92920, 13911, 13912

Current Zoning: R-20 (Residential)

Proposed Zoning: HC (Hwy Commercial)

Overlays: MUC-O, WP-O

Case #: RZ 2025-02

Subject Parcels

Parcels

Structures

Utility Easements

Sewer Lines

Water Lines

County Zoning

GI

HC

PD

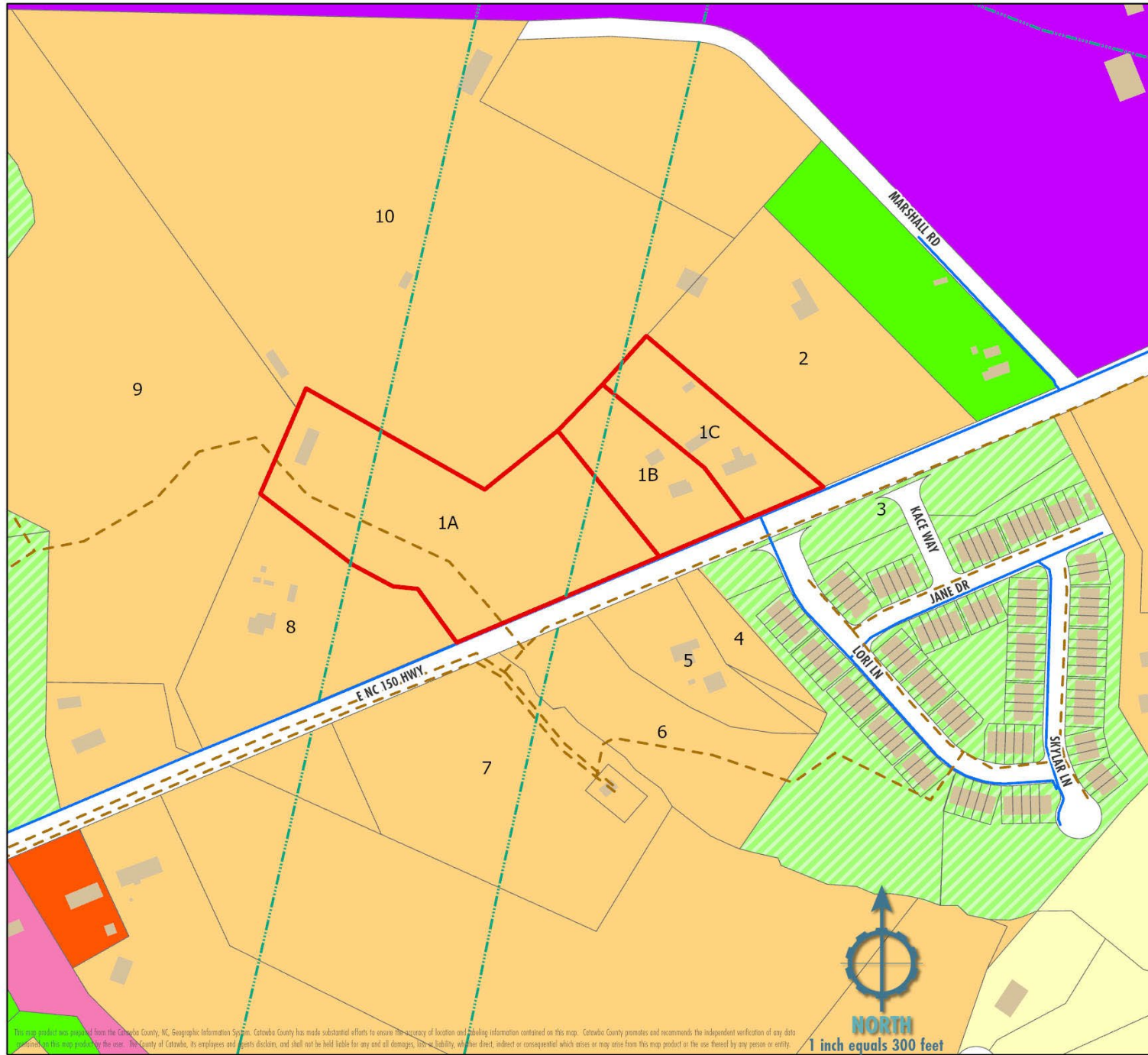
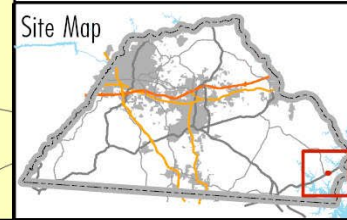
PD-CD

R-20

R-30

RC

Site Map



CATAWBA COUNTY PLANNING

REZONING REQUEST



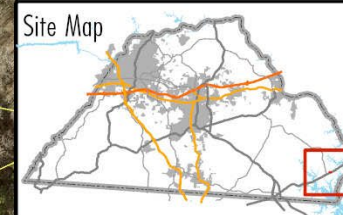
Applicant: RCM Development
LRKs: 92920, 13911, 13912
Current Zoning: R-20 (Residential)
Proposed Zoning: HC (Hwy Commercial)
Overlays: MUC-O, WP-O
Case #: RZ 2025-02

- Subject Parcels
- Parcels
- Utility Easements
- Sewer Lines
- Water Lines

Aerial Photography captured
February/March 2025



1 inch equals 300 feet

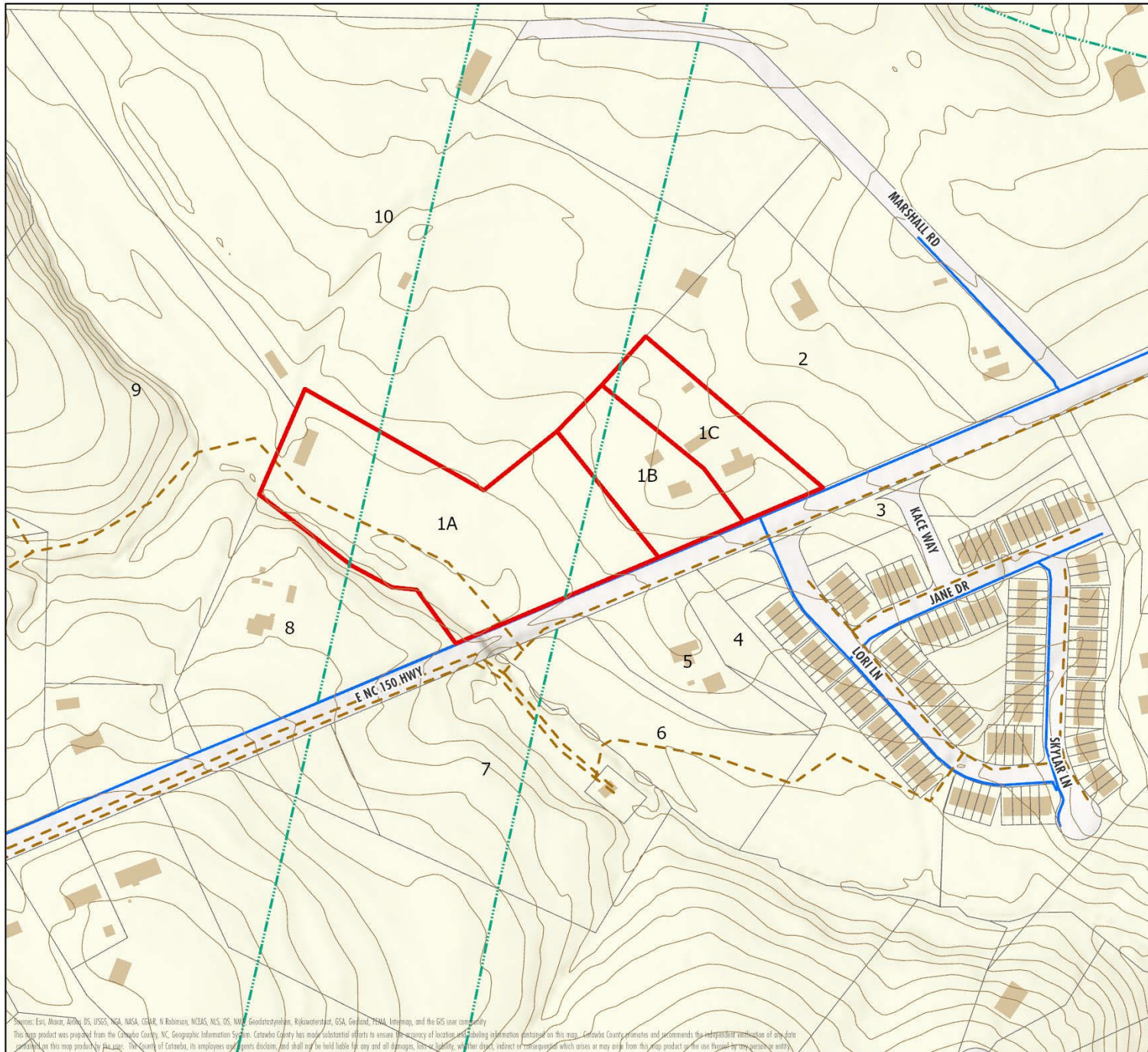


Applicant: RCM Development
LRKs: 92920, 13911, 13912
Current Zoning: R-20 (Residential)
Proposed Zoning: HC (Hwy Commercial)
Overlays: MUC-O, WP-O
Case #: RZ 2025-02

- Subject Parcels
- Parcels
- Structures
- Utility Easements
- Contour Lines
- Sewer Lines
- Water Lines



1 inch equals 300 feet



CURRENT OVERLAY



Applicant: RCM Development
 Current Zoning: R-20 (Residential)
 Proposed Zoning: HC (Hwy Commercial)
 Overlays: MUC-O, WP-O
 Case #: RZ 2025-02

Subject Parcels

Parcels

Structures

Utility Easements

Sewer Lines

Water Lines

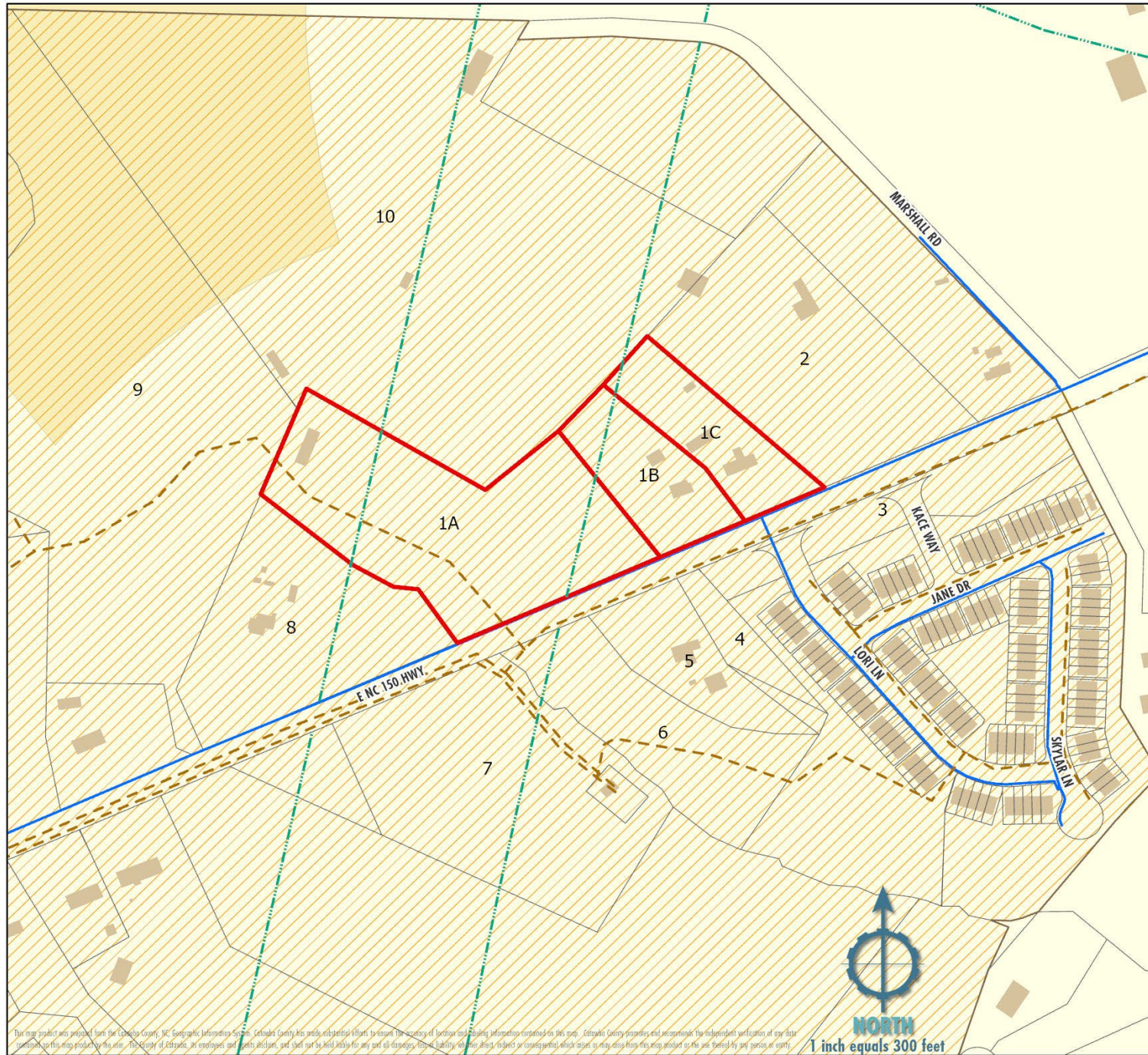
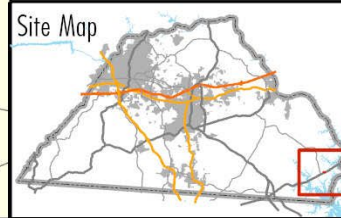
Watershed Overlays

WP-O (WSIV-C)

WP-O (WSIV-P)

Overlays

Mixed Use Corridor





Subject Property



Adjacent Properties



Residence to southwest (covered tree canopy)



Review – Purpose of Zoning District



The current R-20 Residential district requires a minimum lot size of 20,000 square feet (approx. 1/2 acre) and is considered a “general use” residential district. Prevailing uses for R-20 are single family homes and agriculture.



Mixed Use Corridor Overlay (MUC-O) addresses some commercial uses and appearance standards for development within the overlay.



Watershed Protection Overlay (WP-O) addresses built upon area to protect water supply sources if an erosion/sedimentation control plan is required. This property is in the Critical Area of the watershed and is limited to 24 - 36% built upon area.



Highway Commercial (HC) district is a general use commercial district to provide area for regional highway-oriented business, office, service and civic uses. The minimum lot size for HC is 40,000 square feet.

Utilities



- Water is available on NC Hwy 150.
- Sewer is located on NC Hwy 150.
 - Access to sewer will depend on system capacity at the time of utility plan approval.

Transportation



- NC 150 a major thoroughfare
 - The current Statewide Transportation Improvement Program from Greenwood Rd to NC 16 interchange identifies the funding for the widening of Hwy 150
 - ROW acquisition/utility relocation in 2027
 - Construction in 2030
 - However, **2026-2035 draft STIP** decommits funding for next 10 years
 - Draft STIP calls for preliminary engineering only
- Traffic counts from 2023 near project for NC Hwy 150 – 17,000 Annual Average Daily Traffic (AADT).

Land Use Plan



- The Catawba County Comprehensive Plan was adopted in April 2024.
- Future Land Use Map denotes mixed use/commercial/multi-family for these parcels.

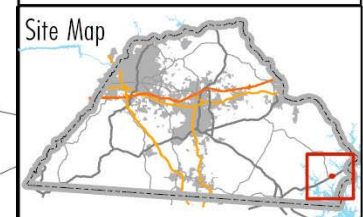
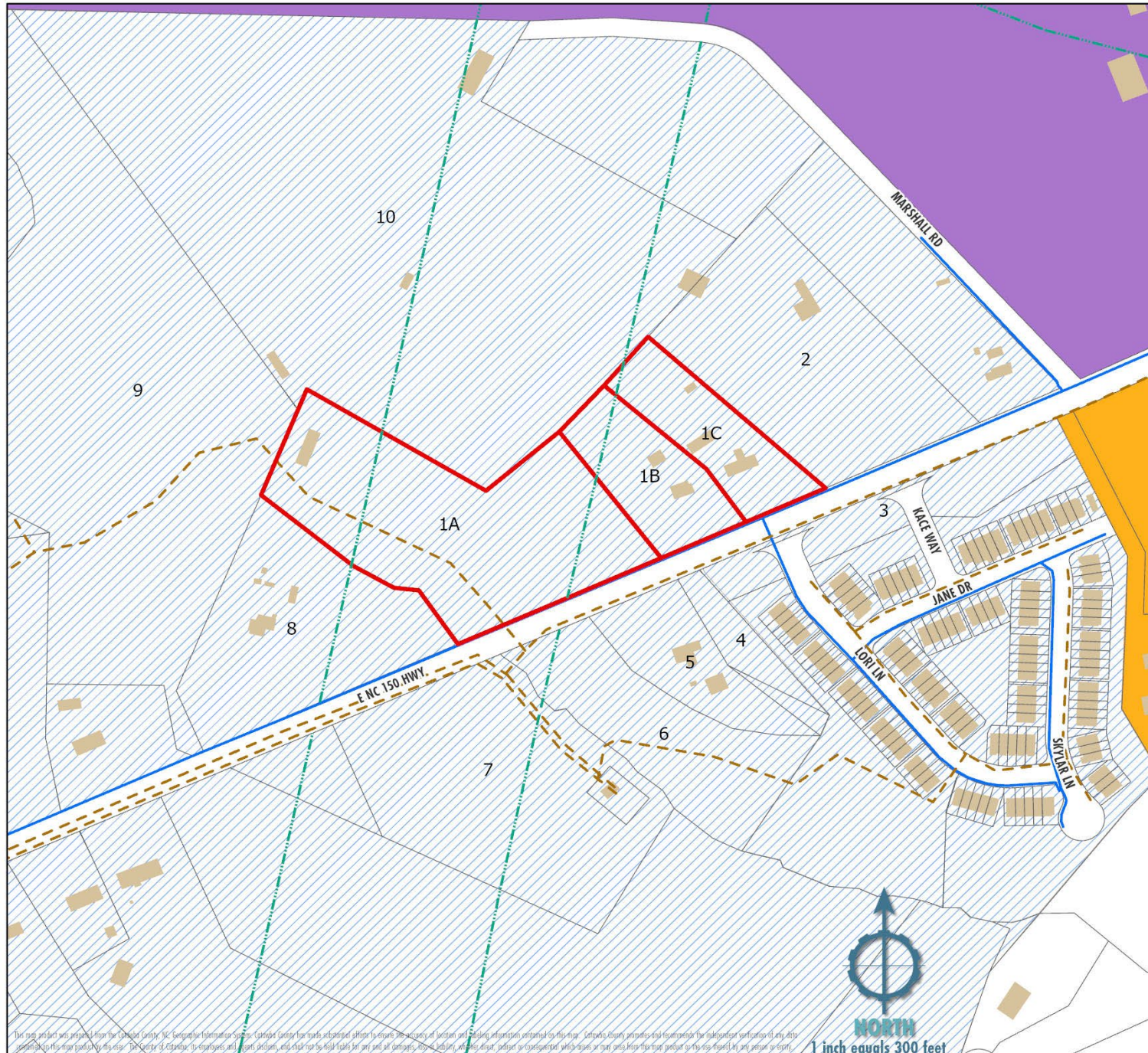
CATAWBA COUNTY PLANNING

FUTURE LAND USE

catawba county
MAKING. LIVING. BETTER.

Applicant: RCM Development
 LRKs: 92920, 13911, 13912
 Current Zoning: R-20 (Residential)
 Proposed Zoning: HC (Hwy Commercial)
 Overlays: MUC-O, WP-O
 Case #: RZ 2025-02

- Subject Parcels
- Parcels
- Structures
- Utility Easements
- Sewer Lines
- Water Lines
- Future Land Use
 - GI - General Industrial
 - MU-C-MF - Mixed Use/Commercial/Multi-Family
 - R-20 - High Density Residential (1/2 Acre)



This map product was prepared from the Catawba County GIS Geographic Information System. Catawba County has made substantial efforts to ensure the accuracy of location and boundary information contained on this map. Catawba County assumes no responsibility for the independent verification of any data contained on this map product by the user. The County of Catawba, its employees and agents, officers, and staff do not hold rights for any and all damages, including liability, arising from this map, product or representation, which arises or may arise from this map product or this map, printed as is and as shown on map.

Planning Board Public Hearing



- The Planning Board held a public hearing on Tuesday, May 27, 2025 to consider the application.
- The board asked if a developer would be required to connect to water and sewer, if setbacks accounted for the future Hwy 150 widening, and what could be built within the Duke Energy transmission easement.
 - Utility connections will depend on system capacity at the time of utility plan approval;
 - Site plan has not been proposed at this time;
 - Generally, structures and other improvements are not permitted within transmission easements.

Staff and Planning Board Recommendation



Staff recommended and Planning Board voted 7-0 to submit a favorable recommendation to the Board of Commissioners to rezone three parcels totaling 9.35 acres located at 8134, 8162, and 8176 E. NC Highway 150 from R-20 Residential to Highway Commercial (HC) based upon:

- 1) The properties being located on E NC Highway 150 and near existing nonresidential zoning districts and uses;
- 2) The request is consistent with the Catawba County Comprehensive Plan Future Land Use Map's recommendation for Mixed Use/Commercial/Multifamily uses on these parcels;
- 3) The Watershed Protection-Overlay limiting the amount of Built Upon Area for development of these parcels; and
- 4) The properties being subject to the Duke Energy Use Guidelines for Encroachments Involving Transmission Easements.



Catawba County Rezoning/Ordinance Text Amendment Application

Applicant RCM Development Phone # 704-999-5779
 Applicant's Fax _____ Applicant's Email casey@limitlessland.info
 Applicant's Mailing Address 20307 Southshore Dr City, State, Zip Cornelius, NC 28031
 Property Owner Linda Brown Godbout, Melda Brown Campbell Phone # 828 217 1349
 Property Owner's Mailing Address 128 Skyland Dr. City, State, Zip Statesville, NC 28625
 Parcel 911 Address 8162 E NC-150 Terrell, NC 28682 PIN # 461710460391, 461710462450 & 461710366145
 Subdivision Name and Lot # _____
 Current Zoning District R-20 (Residential) Proposed Zoning District HC (Highway Commercial)

Type of Rezoning Application:

☒ **General Rezoning**

- The general information listed below shall be submitted with the rezoning application.

☐ **Planned Development Rezoning**

- All information contained in the Planned Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.

☐ **Special District Rezoning**

- All information contained in the Special District Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.

☐ **Conditional District Rezoning**

- All information contained in the Conditional District Development Chart of the Procedures Manual is to be shown on a plan submitted with the application. The complete application includes the general information below and specific development conditions substantially agreed to by the staff and applicant as well as a development agreement if applicable.

☐ **Manufactured Home Park Rezoning**

- All information contained in the Manufactured Home Park Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.
- Proposed Park Name _____

☐ **Ordinance Text Amendment**

- Submit general information listed below.

General Information to be attached:

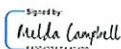
- ☒ If a portion of an existing parcel is requested to be rezoned, a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than 1 inch equals 200 feet, on a 18 x 24 inch map and one 8 x 11 inch map (30 copies).
☒ Submittal of 30 copies of each map including digital copies in .pdf or .jpg format.
☒ If applicable, a legal description of such land
☒ If applicable, a detailed statement of any alleged error in the Unified Development Ordinance which would be corrected by the proposed amendment, and a detailed explanation of the manner the proposed amendment will correct the alleged error.
☒ A detailed statement of all other circumstances, factors, and reasons, which applicant offers in support of the proposed zoning map or text amendment.
☒ Filing Fee: Per Catawba County Fee Schedule

Applicant's Name (Printed) William C Farmer

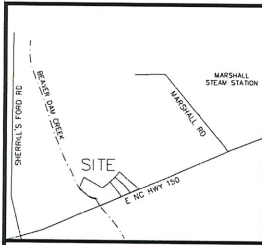
Applicant's Signature  Date 2/21/2025

Property Owners Name (Printed) Linda Brown Godbout; Melda Brown Campbell

Property Owner's Signature  Date 2/21/2025


 Melda Campbell

2/21/2025



VICINITY MAP
NOT TO SCALE



SITE DATA TABLE	
PARCEL(S) # : 461710366145; 461710460391; 4617046250	
8162 E NC 150 HWY	
EXISTING ZONING: R-20 (RESIDENTIAL) PROPOSED REZONING: HC (HIGHWAY COMMERCIAL)	
EXISTING USE RESIDENTIAL	PROPOSED USE (COMMERCIAL, PROFESSIONAL OFFICES, RETAIL, RESTAURANT)



CES GROUP
ENGINEERS, LLP
CES Group Engineers, LLP
3525 Whitehall Park Drive, Suite 150
Charlotte, NC 28273
PH: 704.489.1500
www.ces-group.net

SEAL:
FOR REVIEW ONLY
NOT FOR CONSTRUCTION

CO. SEAL:
NORTH CAROLINA
REGISTERED PROFESSIONAL ENGINEER
13,630 ENGINEERS
1-12-14C

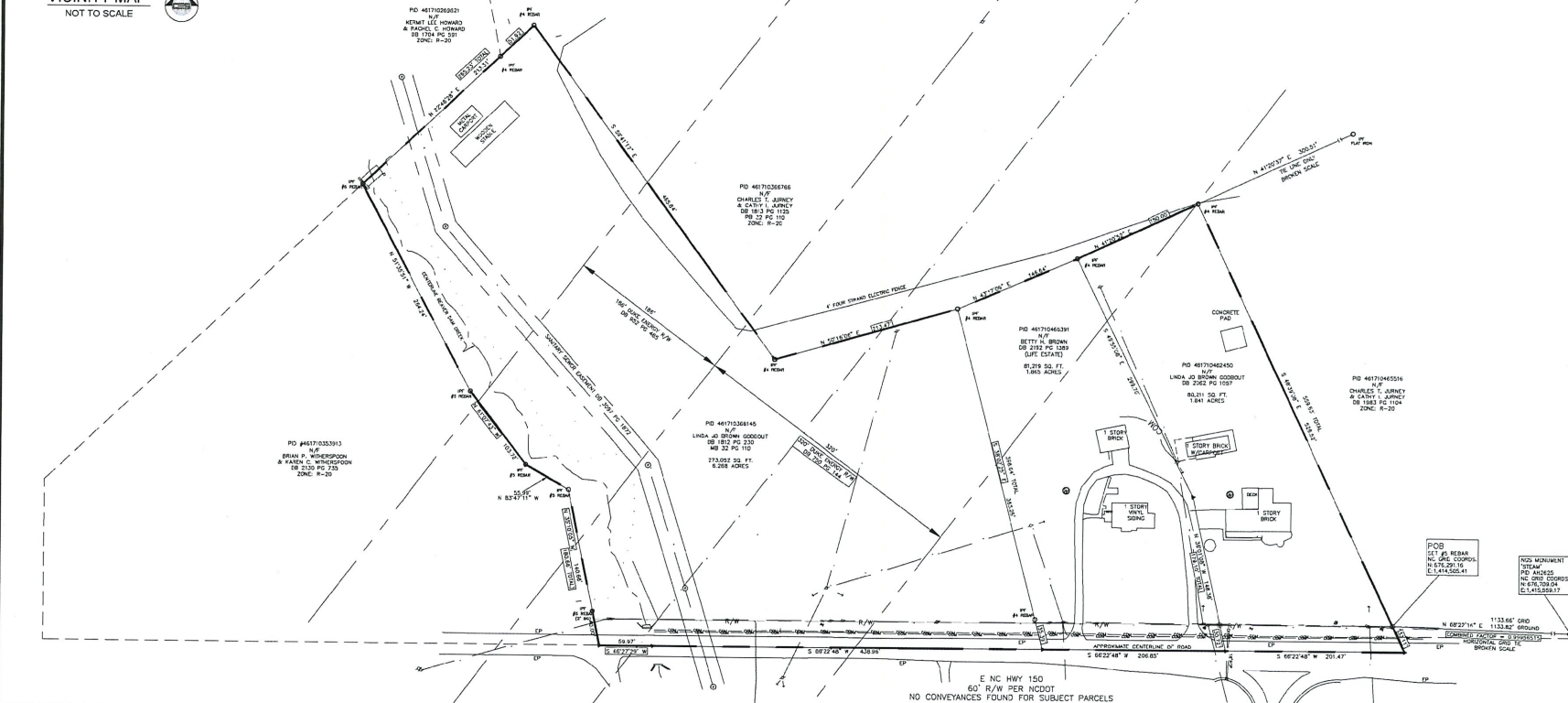
OWNER: KAREN WITHERSPOON
RCM DEVELOPMENT
8162 E NC 150 HWY, TERRELL, NC 28682
PROJECT DESCRIPTION:
TERRELL PROPERTY
8162 E NC 150 HWY
TERRELL, NC 28682

PROJECT NO.		
8507.1024CD		
ISSUE DATE: 02/19/2025		
DRAWING REVISIONS		
NO.	REVISION DESC.	DATE
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
DRAWN BY: CB		REVISED BY: MK
CHECKED BY: JM		ISSUED BY: JM
DRAWING TITLE:		

EXISTING
CONDITION
EXHIBIT

DRAWING NUMBER:

EX-1



LEGAL DESCRIPTION

BEGINNING AT A SET #5 REBAR ON THE MARGIN OF THE 6' R/W 6' CLAIMED BY NCDOT, OF E NC HWY 150, IN THE LINE OF CHARLES & CATHY JURNAY (DB 1983 PG 1104)/PID 46170465516 AND LINDA JO BROWN GODSOUT (DB 2002 PG 1057)/PID 46170462450; SAID REBAR HAVING NORTH CAROLINA GRID COORDINATES OF N 675,291.16 E 1,414,565.41 AND BEING 8.89' 22" 16" E, 1133.68' (GRID) FROM NATIONAL GEODETIC MONUMENT 'STEAM', HAVING NORTH CAROLINA GRID COORDINATES OF N 876,709.04 E 1,415,559.17, (COMBINED FACTOR 0.9956515) THENCE FROM SAID BEGINNING POINT: S 48° 39' 08" E 33.11 FEET TO A COMPUTED POINT NEAR THE APPROXIMATE CENTERLINE OF THE AFOREMENTIONED E NC HWY 150, THENCE, WITH THE APPROXIMATE CENTERLINE OF SAID HIGHWAY, S 65° 22' 48" W 201.47 FEET TO A COMPUTED POINT IN THE LINE OF BETTY H. BROWN (DB 2192 PG 1385); THENCE, CONTINUING WITH THE APPROXIMATE CENTERLINE OF E NC HWY 150, S 66° 22' 48" W 208.85 FEET TO A COMPUTED POINT IN THE LINE OF LINDA JO BROWN GODSOUT (DB 1812 PG 230); THENCE, TWO COURSES CONTINUING WITH THE APPROXIMATE CENTERLINE AND GODSOUT, 11.5 60' 22' 48" W 438.96 FEET TO A COMPUTED POINT; 2) S 65° 22' 29" W 59.97 FEET TO A COMPUTED POINT IN THE LINE OF BROWN & KAREN WITHERSPOON (DB 2130 PG 755); THENCE, WITH LINE OF WITHERSPOON AND GODSOUT, THE FOLLOWING FOUR (4) COURSES: 1) N 35° 10' 07" W 180.66 FEET TO A FOUND #5 REBAR, CROSSING A FOUND #5 REBAR (2 FEET BELOW GROUND) AT 40.09 FEET; 2) N 83° 47' 11" W 55.99 FEET TO A FOUND #4 REBAR IN THE LINE OF KERMIT & RACHEL HOWARD (DB 1704 PG 591); THENCE, WITH THE LINE OF HOWARD AND GODSOUT, N 22° 48' 28" E 213.31 FEET TO A FOUND #4 REBAR IN THE LINE OF CHARLES & CATHY JURNAY (DB 1913 PG 1125); THENCE, WITH THE LINE OF JURNAY AND GODSOUT, 1) N 32° 48' 28" E 51.52 FEET TO A FOUND #4 REBAR; 2) S 59° 41' 17" E 485.84 FEET TO A FOUND #4 REBAR; 3) N 50° 16' 06" E 273.47 FEET TO A FOUND #4 REBAR IN THE LINE OF BETTY H. BROWN (DB 2192 PG 1385); THENCE, WITH THE LINE OF JURNAY AND BROWN, N 43° 17' 09" E 465.64 FEET TO A FOUND #4 REBAR IN THE LINE OF LINDA JO BROWN GODSOUT (DB 2002 PG 1057); THENCE, WITH THE LINE OF JURNAY AND GODSOUT, N 41° 29' 52" E 150.00 FEET TO A FOUND #4 REBAR IN THE LINE OF CHARLES & CATHY JURNAY (DB 1983 PG 1104); THENCE, WITH THE LINE OF JURNAY AND GODSOUT, S 48° 39' 08" E 528.52 FEET TO A SET #5 REBAR, THE POINT OF BEGINNING, CONTAINING 434.482 SQ FT OR 9.974 ACRES.

February 24, 2025

Chris Timberlake Planning & Parks
Director Catawba County,
25 Government Drive, Newton, NC 28658

RE: General Rezone Request- Narrative
8162 E NC-150 Terrell, NC
Parcel IDs: 461710460391, 461719462450 & 461710366145

Dear Mr Timberlake,

The applicant RCM Development is requesting that the above properties be generally rezoned from their existing zoning district R-20 (Residential) to HC (Highway Commercial). The applicant intends to construct a new commercial development providing retail and office uses to the property once rezoning has taken place.

The applicant has taken an extensive look at the County's Comprehensive Plan to review the request for the rezone of the property to ensure alignment goals of the County are being met with this request. The Comprehensive Plan supports this rezoning request as the future land use within the NC-150 and Sherril Farms Road intersection calls for a land use of Mixed use/Commercial/Mult-family. In addition to this the roadway has been identified as part of a STIP improvement to increase the travel capacity of NC-150 to assist in implementing commercial developments. For this reason, the applicant decided to request the HC general rezone as it aligns with these future goals of the community.

The tract in question is located at 8162 E NC-150 Terrell, NC which consist of three different parcels (461710460391, 461719462450 & 461710366145) with a total area of 10 AC. The site is currently zoned R-20(Residential) and the properties to the North, East and west are all zoned R-20. The property to the south is zoned Planned Development. The lot fronts NCDOT Route 150 (NC-150). There is a large overhead Utility Power line easement that transverses the property at an angle, as well as a sewer easement that is routed along the same path as an existing stream, the lines the edge of the western property line of the parcel.

The parcel is a prime candidate for a rezoning to the Highway commercial District as there is access to public facilities including water and sewer as well as have access to a Major thoroughfare which will promote the 'Highway Commercial' use. As the property is located in a protected watershed area the development will be subject to strict impervious coverage and stormwater regulations which will help reduce impact on adjoining properties and promote green infrastructure to soften the change in between residential and commercial uses. It should be noted that the surrounding uses are all located within the future land use of Mixed use/Commercial/Multifamily and it's anticipated that this project would act as a catalyst to bring the neighborhood and corridor into alignment with the Comprehensive Plan.

LEGAL DESCRIPTION

BEGINNING AT A SET #5 REBAR ON THE MARGIN OF THE 60' R/W (60' CLAIMED BY NCDOT), OF E NC HWY 150, IN THE LINE OF CHARLES & CATHY JURNEY (DB 1983 PG 1104)(PID 461710465516) AND LINDA JO BROWN GODBOUT (DB 2062 PG 1057)(PID 461710462450) SAID REBAR HAVING NORTH CAROLINA GRID COORDINATES OF N:676,291.16 E:1,414,505.41 AND BEING S 68°22'16"E ,1133.66' (GRID) FROM NATIONAL GEODETIC MONUMENT 'STEAM', HAVING NORTH CAROLINA GRID COORDINATES OF N:676,709.04 E:1,415,559.17, (COMBINED FACTOR=0.99956515) THENCE FROM SAID BEGINNING POINT, S 48° 39' 08" E 33.11 FEET TO A COMPUTED POINT NEAR THE APPROXIMATE CENTERLINE OF THE AFOREMENTIONED E NC HWY 150; THENCE, WITH THE APPROXIMATE CENTERLINE OF SAID HIGHWAY, S 66° 22' 48" W 201.47 FEET TO A COMPUTED POINT IN THE LINE OF BETTY H. BROWN (DB 2192 PG 1389); THENCE, CONTINUING WITH THE APPROXIMATE CENTERLINE OF E NC HWY 150, S 66° 22' 48" W 206.85 FEET TO A COMPUTED POINT IN THE LINE OF LINDA JO BROWN GODBOUT (DB 1812 PG 230); THENCE, TWO COURSES CONTINUING WITH THE APPROXIMATE CENTERLINE AND GODBOUT; 1) S 66° 22'48" W 438.96 FEET TO A COMPUTED POINT; 2) S 66° 27' 29" W 59.97 FEET TO A COMPUTED POINT IN THE LINE OF BRIAN & KAREN WITHERSPOON (DB 2130 PG 735); THENCE, WITH LINE OF WITHERSPOON AND GODBOUT, THE FOLLOWING FOUR (4) COURSES; 1) N 35° 10' 05" W 180.66 FEET TO A FOUND #5 REBAR, CROSSING A FOUND #5 REBAR (2 FEET BELOW GROUND) AT 40.00 FEET; 2) N 83° 47' 11" W 55.99 FEET TO A FOUND #5 REBAR; 3) N 61°07' 43" W 103.72 FEET TO A FOUND #5 REBAR; 4) N 51° 35' 51" W 264.24 FEET TO A FOUND #6 REBAR IN THE LINE OF KERMIT & RACHEL HOWARD (DB 1704 PG 591); THENCE, WITH THE LINE OF HOWARD AND GODBOUT, N 22°48' 28" E 213.31 FEET TO A FOUND #4 REBAR IN THE LINE OF CHARLES & CATHY JURNEY (DB 1813 PG 1125); THENCE, WITH THE LINE OF JURNEY AND GODBOUT, THE FOLLOWING THREE (3) COURSES; 1) N 22° 48' 28" E 51.92 FEET TO A FOUND #4 REBAR; 2) S 59° 41' 17" E 465.84 FEET TO A FOUND #4 REBAR ; 3) N 50° 16' 06" E 213.47 FEET TO A FOUND #4 REBAR IN THE LINE OF BETTY H. BROWN (DB 2192 PG 1389); THENCE, WITH THE LINE OF JURNEY AND BROWN, N 43° 17' 09" E 146.64 FEET TO A FOUND #4 REBAR IN THE LINE LINDA JO BROWN GODBOUT (DB 2062 PG 1057); THENCE, WITH THE LINE OF JURNEY AND GODBOUT, N 41° 20' 52" E 150.00 FEET TO A FOUND #4 REBAR IN THE LINE OF CHARLES & CATHY JURNEY (DB 1983 PG 1104); THENCE, WITH THE LINE OF JURNEY AND GODBOUT, S 48° 39' 08" E 526.52 FEET TO A SET #5 REBAR, THE POINT OF BEGINNING,

CONTAINING 434,482 SQ FT OR 9.974 ACRES.

Subject and Adjacent Property Owners

Label	PIN	Acreage	owner	owner2	owner.address	owner.city	owner.state	owner.zip
1A	461710366145	5.96	GODBOUT LINDA JO BROWN		8176 E NC 150 HWY	TERRELL	NC	28682-8706
1B	461710460391	1.74	BROWN BETTY H LFI		128 SKYLAND DR	STATESVILLE	NC	28625-8588
1C	461710462450	1.65	GODBOUT LINDA JO BROWN		8176 E NC 150 HWY	TERRELL	NC	28682-8706
2	461710465516	5.25	JURNEY CHARLES T	JURNEY CATHY I	8100 NC HIGHWAY 150 E	TERRELL	NC	28682-8706
3	461710468350	1.78	LAWSONS LANDING COMMUNITY ASSOCIATION		8435 JANE DR	TERRELL	NC	28682-9814
4	461710453902	0.63	LUTZ SUE SHERRILL		7150 NANCY LEE CIR	SHERRILLS FORD	NC	28673-9749
5	461710452826	1.62	LUTZ SUE SHERRILL		7150 NANCY LEE CIR	SHERRILLS FORD	NC	28673-9749
6	461710451720	3.15	LUTZ SUE SHERRILL		7150 NANCY LEE CIR	SHERRILLS FORD	NC	28673-9749
7	461710356763	6.17	HOWARD PATRICIA M		565 SHUFORD CIRCLE DR	NEWTON	NC	28658-8670
8	461710353913	4.25	WITHERSPOON BRIAN P	WITHERSPOON KAREN C	3123 CHARLOTTE HWY	MOORESVILLE	NC	28117-8065
9	461710269621	16.08	HOWARD KERMIT LEE HEIRS		8510 TIMBERLAKE LN	TERRELL	NC	28682-8738
10	461710366766	22.34	JURNEY CHARLES T	JURNEY CATHY I	8100 NC HIGHWAY 150 E	TERRELL	NC	28682-8706

USE GUIDELINES FOR ENCROACHMENTS INVOLVING TRANSMISSION EASEMENTS

Duke Energy has a property interest called an easement (or sometimes a right-of-way) in land that you own or are considering purchasing. This easement grants Duke Energy the right to use the easement area for purposes described in the easement document that is filed and recorded in the county's recorder office. This property interest stays with the land when it is bought and sold and generally is perpetual in duration. A series of easements often form a corridor in which the transmission facilities are located and access up and down the corridor is part of the reason Duke Energy obtains these rights.

Broadly stated, easements allow Duke Energy to use another person's property to construct, operate, maintain, repair, and replace electrical facilities for the transmission of high voltage power. The landowner may continue to use the easement area so long as the use is not inconsistent with the easement document or Duke Energy's use of the easement. Any incompatible use by the landowner is called an encroachment. Where an encroachment is under construction, Duke Energy will request that it be stopped and removed; where an encroachment is already installed, Duke Energy will request that it be removed. Where a landowner fails to cooperate, Duke Energy will seek legal recourse to remove the encroachment.

Electricity is a public service and subject to state and federal regulations with which Duke Energy must comply. Any use by the landowner that does or could create regulatory issues is an encroachment. Power lines in the transmission easement are uninsulated and electricity is a dangerous instrumentality. Any landowner use that increases the danger to the landowner, the public or Duke Energy in its use of the easement is also an encroachment.

Over years of designing, constructing, operating, repairing, upgrading and maintaining electric facilities in transmission easements, Duke Energy has developed an understanding of the types of uses by landowners that do, or potentially can, interfere with the easement's purposes and Duke Energy's ability to provide safe and reliable service. This guidance, which supersedes all prior versions, provides a brief overview of types of things that do, or can, interfere with Duke Energy's easement rights and thereby create encroachments.

This overview cannot address all possible situations and is intended to provide general guidance. Please contact the Asset Protection Specialist if you have additional questions or concerns about the use of the easements. Please discuss any proposed activity in the transmission easements with Duke Energy to avoid creating an encroachment or interference. The Asset Protection Specialist can assist and help avoid a subsequent need by the landowner to revise plans or remove obstructions from the easements. Engineering plans may be required by Duke Energy to fully understand any proposed use by the landowner.

By providing these guidelines, Duke Energy does not waive any rights it has in its easements or under the law. Duke Energy's concurrence that a proposed use does not constitute an interference with its easement rights does not mean that requirements of local, county, state or federal governments or other agencies with governing authority have been met.

The following are not permitted in Duke Energy's transmission easements as they interfere with Duke Energy's use of the easements for transmission of electricity by, among other things, interfering with full use the easement, interfering with existing facilities, interfering with access to the facilities, interfering with future expansion in the easement, increasing the danger to the public or those who may be required to work in the easement, creating regulatory violations and generally, making the transmission of electricity more dangerous, costly and/or unreliable: Examples include but are not limited to:

- Permanent or temporary structures and buildings, including for example, permanent or manufactured/mobile homes (and home additions and extensions), garages, sheds, satellite systems, intersections, cul-de-sacs, entrances, streets, swimming pools (any associated equipment and decking), playground equipment, graves, billboards, dumpsters, signs, wells, deer stands, retaining walls, septic systems or tanks (whether above or below ground).
- Mounding or stockpiling any material, such as spoils, dirt, logs, construction or building material, wrecked or disabled vehicles, (e.g. may create clearance and access issues and/or increases dangers in using the easement).
- Transformers, telephone/cable pedestals and associated equipment (unless specifically addressed in a joint use agreement), fire hydrants, manholes, water valves, water meters, backflow preventers & irrigation heads, (e.g. may increase the likelihood of safety hazards & access issues).

- Attachments to Duke Energy structures in the easement; (unless specifically addressed in a joint use agreement).
- Streets, roads, driveways, sewer/water lines, other utility lines or any underground facilities that run in parallel to the centerline in the easement or cross in one contiguous segment from outside edge of easement to opposing outside edge of easement, at any angle that is less than 30 degrees or greater than 90 degrees as measured from the centerline. No portion of such facility shall be located within 25 feet of Duke Energy's facilities (unless specifically addressed in a joint use agreement.)
- Fences or utilities that cross the easement in multiple segments in a non-continuous alignment from outside edge of easement to opposing outside edge of easement at any angle of less than 30 degrees or greater than 90 degrees as measured from the centerline. This generally creates an interference as the ability to access and utilize the full easement and reach facilities in the easement is substantially impaired. If a fence crosses the easement at an angle greater than or equal to 30 degrees and less than or equal to 90 degrees with the centerline, a gate (16 feet wide at each crossing) shall be installed by the landowner, per Duke Energy's specifications. Duke Energy will supply a lock. The landowner is required to install the Duke Energy lock on the gate to ensure access. The lock can be interlocked with the landowner's lock. Fences and gates that exceed 10 feet in height are prohibited because they create a clearance issue and are an interference. Fences that inhibit Duke Energy's access because they lack a gate that is at least 16 feet wide, interfere with Duke Energy's easement use.
- Grading (cuts or fill) in the easement that is closer than 25 feet to transmission facilities i.e. poles, towers, guys and anchors and/or slopes greater than 4:1 no matter where located or that otherwise change clearances or topography.
- Parking or lighting facilities which affect clearances, access or Duke Energy's ability to make full use of its easement.
- Placement of combustible materials and/or the purposeful burning of anything within the easement are inconsistent with electric facilities, the transmission of power and create safety hazards and system reliability issues.
- Any water feature in the easement, such as a detention and retention pond, stream or lake. Where a structure outside the easement causes erosion or directs storm water toward the easement or the electric facilities or access to or around the electric facilities, such structure will interfere with Duke Energy's use and must be altered to eliminate that effect.
- Incompatible vegetation above ground transmission lines - Vegetation within or outside of the transmission easement that will mature to a height or size that will pose a grow-in, fall-in, or blowing-together threat to the transmission conductor (typical maximum mature height greater than 15 feet within the transmission easement depending on location and voltage).
- Incompatible vegetation underground transmission lines - Vegetation within or outside of the transmission easement that is capable of posing a threat (e.g., root systems, etc.) to the underground transmission conductor by **a)** causing damage to the underground pipes / cables or **b)** reducing the moisture in the soil, thus altering the thermal properties of the surrounding soil / backfill and thereby negatively impacting the cable ampacity rating (typical maximum mature height within the easement - greater than 3 feet depending on location and voltage).
- Incompatible vegetation for safe and reliable operation and access on all transmission lines - Vegetation that will limit or block access, limit the safe and reliable operation, emergency restoration, or maintenance of the transmission facilities, limit the full use of the transmission easement for its intended purposes or vegetation which is typically within a horizontal distance of 25 feet of any Duke Energy facilities (towers, poles, guy wires, guy anchors, manholes, dip-poles, substation equipment, etc.).

As discussed, these guidelines are not exhaustive and there may be other interferences on a case-by-case basis depending on individual circumstances. Certain conditions such as line voltage, line criticality, frequency of required access and structure type may require heightened restrictions in the easements to provide safe and reliable service.

If you have additional questions or plan any activity not mentioned above, please contact customer service and ask for your local Transmission Asset Protection Specialist.



catawba county
planning & parks

CATAWBA COUNTY PLANNING BOARD

PROPOSED PLAN CONSISTENCY AND REASONABLENESS STATEMENT

Zoning Amendment Request: To rezone three parcels totaling 9.35-acres located at 8134, 8162, and 8176 E. NC HWY 150, also identified by Parcel Identification Numbers 4617-10-46-0391, 4617-10-46-2450 and 4617-10-36-6145 from R-20 Residential within the Mixed Use Corridor-Overlay (MUC-O) and the Watershed Protection Overlay (WP-O), to Highway Commercial within the MUC-O and WP-O.

The Catawba County Planning Board finds the request to be consistent with the Catawba County Comprehensive Plan Future Land Use Map recommendation of Mixed Use/Commercial/Multifamily use on this parcel.

Pursuant to NCGS 160D-604(d), the Planning Board finds the rezoning request reasonable based upon:

1. The properties being located on E NC Highway 150 and near existing nonresidential zoning districts and uses;
2. The Catawba County Comprehensive Plan Future Land Use Map's recommendation for Mixed Use/Commercial/Multifamily uses on these parcels;
3. The Watershed Protection-Overlay limiting the amount of Built Upon Area for development of these parcels; and
4. The properties being subject to the Duke Energy Use Guidelines for Encroachments Involving Transmission Easements.

By a vote of 7-0, the Catawba County Planning Board recommends the rezoning request.

This the 27th day of May 2025.


Chair William Pekman

catawbacountync.gov
Catawba County Government Center
25 Government Drive | Newton NC 28658 | 828.465.8380

MAKING. LIVING. BETTER.

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Finance and Personnel Subcommittee
DATE: June 16, 2025
IN RE: Annual Review of Jail Medical Plan

REQUEST

The Finance and Personnel Subcommittee requests the Board of Commissioners approve the Annual Jail Medical Plan.

BACKGROUND

Pursuant to Chapter 14J of the NC Administrative Code, the Board of Commissioners in each county must adopt the written medical plan of the Detention Facility for jail health services annually, after review. This plan is developed in consultation with the local health director and other appropriate officials, and it includes details about health services, mental health care, chronic and communicable disease management, medication administration, and emergency care.

Both the Sheriff and the local Public Health Director are also required to review and approve the plan annually, ensuring it remains up to date. The jail medical plan before the Board of Commissioners for consideration has been approved by both Sheriff Brown and Public Health Director Jennifer McCracken.

ALTERNATIVES

The Board of Commissioners may recommend edits or revisions to the plan, prior to adoption, which would then trigger revisions to the plan. Ultimately Board adoption is a statutory requirement; no true alternatives exist.

RECOMMENDATION

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve the Annual Jail Medical Plan.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.01
Policy Title: FACILITY MEDICAL PLAN
Date: September 2020
Revised: May 2025
PREPARED BY: Captain K. Kelly

POLICY

In order to provide for the health, well-being and welfare of the inmates confined in the Catawba County Detention Facility, the Jail Administrator, as directed by the Sheriff, will be responsible for the development of a written Facility Medical Plan (hereinafter the "Plan") that complies with N.C.G.S. § 153A-225 and all applicable North Carolina regulations. The plan shall be designed to protect the health and welfare of prisoners and to avoid the spread of contagious disease; shall provide for medical supervision of prisoners and emergency medical care for prisoners to the extent necessary for their health and welfare; and shall provide for the detection, examination and treatment of prisoners who are infected with tuberculosis or venereal diseases. The Plan shall include a reimbursement process which pays to the State the State portion of the costs, including the costs for the services provided and any administrative costs directly related to the services to be reimbursed, to the State's Medicaid program. The Plan will be reviewed and updated, as necessary, on at least an annual basis by the Jail Administrator and must be approved by the Sheriff. The Sheriff and/or Jail Administrator will ensure that the Plan is reviewed and approved by the appropriate officials of the Catawba County Health Department prior to implementation of the Plan. Upon a determination that the Plan is adequate to protect the health and welfare of the prisoners, the Plan must be adopted by the governing body of the County.

PROCEDURES

1. As directed by the Sheriff, the Jail Administrator will be responsible for the development and annual review of the Plan. The Jail Administrator will ensure that the Plan is approved and signed by the Sheriff, reviewed and signed by officials of the Catawba County Health Department and adopted by the governing body of the County prior to implementation of the Plan.

2. A copy of the Plan will be placed in the Policy and Procedures Manual to afford all officers access to the Plan for review and shall be available for ready reference by Detention Facility staff.
3. A brief summary of the Plan, to include information as to the availability of health care services at the Detention Facility, will be included in the Inmate Rules Manual to ensure that inmates are aware of and familiar with the procedures necessary to be followed to access health care services.
4. At a minimum, the Plan will include information that addresses the following areas:
 - A. Health screening of inmates upon admission to the Detention Facility;
 - B. Procedures for handling routine medical care requests;
 - C. Procedures for the handling of inmates with chronic illnesses or known communicable diseases or conditions;
 - D. Procedures for the administration, dispensing and control of prescription and non-prescription medications;
 - E. Procedures for handling emergency medical problems, including, but not limited to, emergencies involving dental care, chemical dependency, pregnancy and mental health;
 - F. Procedures for the maintenance and confidentiality of medical records;
 - G. Procedures for ensuring privacy during medical examinations and conferences with qualified medical personnel;
 - H. Procedures for handling of intoxicated inmates admitted to the facility;
 - I. Procedures for educating officers about AIDS, HIV and the transmission of AIDS/HIV and other blood borne pathogens,
 - K. Procedures for transporting inmates to outside sources for medical care.
5. Inmates shall be provided an opportunity each day to communicate their health complaints to a health professional or an officer. Qualified medical

personnel shall be available to evaluate the medical needs of inmates. A written record shall be maintained of all requests for medical care and the actions taken in response to each request.

6. Under no circumstances will the Plan allow any inmate to perform any medical function at the Detention Facility.
7. Catawba County Detention Facility will reimburse to the State the State portion of the costs, including the costs for the services provided and any administrative costs directly related to the services to be reimbursed, to the State's Medicaid program.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.02

Policy Title: PRELIMINARY HEALTH SCREENING

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

Catawba County Detention staff shall ensure the completion of a Health Screening Form for all newly admitted inmates.

PROCEDURES

1. The processing officer will fill out a Health Screening Form during the booking process. This form will be filled out on each inmate who is admitted to the Detention Facility.
2. If the inmate is uncooperative or refuses to answer questions, this should be noted on the form and signed by the Officer and witnessed. In addition, it must be noted that as soon as the inmate is cooperative the form will be filled out.
3. The form will be filled out following these steps:
 - A. Interview: The processing Officer will ask the inmate the questions on the form and record their answers.
 - B. Observation: The processing Officer will observe the inmate and record their observations. The processing Officer will also record if the inmate is wearing a medical alert tag. It is important that the processing officer uses the form as a guide, but also looks for other potential medical problems not listed on the form.
4. The processing Officer who conducts the preliminary health screening will take one of the following actions:

- A. If the screening reveals that the inmate needs emergency medical or mental health treatment, the processing Officer will secure any necessary treatment immediately, pursuant to the Plan.
 - B. If the screening reveals that the inmate has a non-emergency medical or mental health problem, the processing Officer will secure any necessary treatment pursuant to the Plan.
 - C. If the screening reveals that the inmate requires additional supervision or special housing for medical or mental health reasons, the processing Officer will secure it pursuant to the Plan and Classification of Inmates. Suicidal inmates, inmates with an alcohol screening in excess of .15 BAC or greater, or inmates who appear to be impaired by a controlled substance shall be supervised and checked at least four times per hour on an irregular basis with no more than 20 minutes between rounds.
 - D. If the medical screening and the Officer's observations of the inmate reveal that the inmate has no health problems requiring medical attention, the processing Officer will classify and house the inmate according to Detention Center Policy.
5. **If the processing Officer has any doubts about whether the inmate needs medical attention; they shall immediately seek medical advice from a health professional.**
6. The Medical Staff will then be notified of the new inmate. The Medical Staff will complete a full Health Screening and assess the new inmate in the Medical Intake Room, located in Booking.
7. Under North Carolina regulations, the Health Screening forms must be available to other Detention Officers. The Detention Officer may access the Health Screening Form by requesting a copy from the Medical Department at any time. However, North Carolina law makes it a misdemeanor to disclose that a person has AIDS or another reportable communicable disease.
- A. The processing Officer will not reveal to anyone other than Medical Personnel information regarding the disclosed communicable disease.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.03
Policy Title: ROUTINE MEDICAL CARE
Date: September 2020
Revised: May 2025
PREPARED BY: Captain K. Kelly

POLICY

In order to promote the health and well-being of inmates confined to the Catawba County Detention Facility, officials will ensure that qualified health care professionals are available to provide necessary routine medical services and treatment to inmates on a regularly scheduled basis and as otherwise necessary. **Should a Detention Officer have any reasonable doubt as to whether an inmate suffers from a "serious medical condition" requiring immediate attention, the procedure outlined in Catawba County Detention Facility Policy "Emergency Medical Care" shall be followed.**

A "serious medical need" is one that is so obvious that a person without medical training would recognize the necessity for a Doctor's attention. A medical need is serious if it is one that has been diagnosed by a physician as requiring treatment. A serious medical need, at a minimum, ought to be considered any condition that causes significant pain and suffering. **In any case involving any reasonable doubt about whether an inmate's condition is serious, Detention Facility Staff shall resolve all doubts in favor of providing an inmate with medical care.**

PROCEDURES

1. Routine medical care may be accessed by inmates pursuant to the procedures outlined in Catawba County Detention Facility Policy, "Medical Complaints and Referrals." Detention Officers will also be responsible for monitoring the condition of inmates during their security rounds and for referring any noted medical problems to contract health care providers.

2. The on-duty Medical Staff will review the Sick Call requests daily, as they are submitted, to determine whether inmates require routine medical treatment. The Detention Officer or Supervisor will refer observed medical problems and emergency requests for treatment to the on-duty Medical Staff for evaluation and treatment.
3. **This procedure is used only for routine medical complaints that do not involve a serious medical condition. Should a Detention Officer have any reasonable doubt as to whether an inmate suffers from a "serious medical condition" requiring immediate attention, the procedure outlined in the County Detention Facility Policy "Emergency Medical Care" shall be followed.**
4. Inmates will be afforded privacy during medical examinations and conferences with medical personnel.

Chronic Illnesses

1. The CDC defines chronic illness as conditions that last one year or more and require ongoing medical attention, or limit activities of daily living, or both.
2. Chronic illnesses may be identified at intake through the intake screening process, by questioning the inmate, or by statements made by the inmate.
3. Any inmate identified with a chronic illness will be treated by the contract medical provider according to their protocols.

Pregnancy

1. Pregnant inmates may be identified at intake through the intake screening process, by questioning the inmate, or by statements made by the inmate.
2. Pregnancy tests will be provided at no charge to inmates believed to be pregnant.
3. Pregnant inmates will be treated by the contract medical provider according to their protocols.
4. Pregnant inmates will only be restrained as noted in Policy 4.19 "Pregnant Female Inmates".

CATAWBA COUNTY DETENTION FACILITY

POLICY TITLE: EMERGENCY MEDICAL PLAN

POLICY NUMBER: 4.04

DATE: September 2020

REVISED: May 2025

PREPARED BY: Captain K. Kelly

POLICY

In order to ensure that the emergency health care needs of inmates housed at the Catawba County Detention Facility are met on a continuous basis, the Facility will provide for 24-hour emergency medical care services through contracts with health care providers, hospitals, and through local Emergency Medical Services (EMS, or ambulance.) Emergency medical care shall be provided to the extent necessary for the health and welfare of inmates. First aid kits will also be available within the Facility to allow Detention Officers to provide any needed services until such time that health care professionals arrive at the Facility. All Detention Facility Officers will be trained in CPR and in the detection of the signs and symptoms that may suggest a medical emergency.

PROCEDURES

1. Training: All Detention Facility Officers employed by the Catawba County Detention Facility will be instructed/trained in the following areas during their first year of employment through Detention Officer Certification Course and/or in-service training:
 - A. CPR/AED: All Officers during their first year of employment will be trained in the area of CPR techniques and AED use. It will be the responsibility of the Jail Administrator or designee to coordinate and schedule this training.
 - B. Detection of Medical Emergencies: All Officers will be trained to detect the signs and symptoms of medical emergencies to include, but not be limited to, the following areas:
 - I. Signs of unconsciousness or semi-consciousness;
 - II. Signs of alcohol or drug intoxication;

- III. Signs of severe bleeding;
- IV. Signs/symptoms of serious breathing difficulties;
- V. Signs/symptoms of serious head injury;
- VI. Signs of severe burns;
- VII. Signs/symptoms of severe pain;
- VIII. Signs of suicide risk;
- IX. Signs/symptoms of pregnancy;
- X. Signs/symptoms of heart attack/stroke; and
- XI. Signs/symptoms of any other serious medical need that requires immediate medical attention and that cannot be deferred until the next scheduled sick call or clinic.

- C. All training received by Detention Facility Officers will be documented, maintained, and filed in each employee's personnel/training file.

2. Emergency Medical Care Procedures:

- A. In the event a Detention Facility Officer should discover or be summoned to respond to a medical emergency, the Detention Facility Officer will immediately contact the Shift Supervisor and the Control Room Officer and explain that a medical emergency exists. Whenever a Detention Facility Officer takes custody of an inmate who is unconscious, semi-conscious or otherwise suffering from a disabling condition, that officer shall investigate for a Medic Alert Foundation symbol.
- B. The Shift Supervisor or designee on duty will be responsible for assessing the inmate's condition and immediately contacting the following:
 - I. Medical personnel on duty;
 - II. EMS (through the Catawba County Communications Center); and
 - III. Jail Administrator.
- C. A list of all emergency phone numbers will be posted in a conspicuous place in the Control Room for all Detention Facility Officers to have access.
- D. The Detention Facility Officer responding to the medical emergency will be responsible for observing all security precautions when entering a cellblock to provide care to an inmate. To this end, the Officer will be responsible for ensuring that another Officer is

summoned to assist in handling the medical emergency.

- E. The responding Officer will employ emergency first aid techniques until medical assistance arrives on the scene. Care will be provided in place to the extent possible until medical assistance arrives. Detention Facility Officers will use universal safety precautions when administering first aid to avoid contamination from any contagious or communicable diseases.
- F. Once medical personnel have arrived at the Facility, Detention Facility Officers will afford them access to the inmate requiring medical care and will allow the medical personnel to take over all medical care responsibilities. **Detention Facility Officers are not to interfere with any medical care being provided to an inmate by qualified health care professionals unless serious, gross negligence is observed.**
- G. Should medical personnel responding to the emergency make the determination that the inmate requires transportation to an outside medical facility for treatment, Officers shall follow the procedures outlined in Catawba County Detention Facility Policy, "Transportation of Inmates for Medical Care."

3. Documentation of Medical Emergency:

- A. An Incident Report shall be completed detailing the circumstances surrounding the event and any action taken by the Officer and by the responding medical personnel to treat the inmate will be completed either by the responding Detention Officer and/or other Officers involved in the medical emergency situation.
- B. All documentation will be provided to the Jail Administrator for review.
- C. Inmates will not be charged a fee for the medical services provided due to the fact that emergency care was needed. See Policy, "Medical Co-Payments" for more information.

4. Maintenance of First Aid Kits:

- A. A first aid kit will be located in the Booking Area and Control Rooms and will be available for use by Detention Facility Officers at all times. Replacement supplies for the kit will be maintained at the Detention Facility.
- B. The Detention Facility Lieutenant will be responsible for

periodically inspecting the contents of the first aid kit to ensure that all supplies are available. Contract medical staff or the Facility Lieutenant should restock the kit any time supplies need to be replaced.

- C. Detention Facility Officers should advise the Facility Lieutenant any time they utilize supplies from the first aid kit.
- D. The first aid kit should, at a minimum, contain the following items at all times:
 - I. Different size bandages;
 - II. Tape;
 - III. Alcohol wipes or swabs;
 - IV. Cotton swabs;
 - V. Antiseptic lotion, cream or liquid;
 - VI. Scissors;
 - VII. Tourniquet(s); and,
 - VIII. Hot and/or cold packs for swelling.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.05
Policy Title: DENTAL CARE
Date: September 2020
REVISED: May 2025
PREPARED BY: Captain K. Kelly

POLICY

In order to protect the general health and welfare of inmates confined to the Catawba County Detention Facility, the Facility will provide for the medical supervision of all inmates. To this end, the Catawba County Detention Facility will arrange for dental care services by a licensed dentist to be provided to inmates **only for dental conditions that constitute a serious medical need**. A "serious medical need" is one that is so obvious that a person without medical training would recognize the necessity for a Dentist's attention and, at a minimum, ought to be considered any condition that causes significant pain and suffering. Should a Detention Facility Officer have any reasonable doubt as to whether an inmate's dental complaint may constitute a serious medical need requiring emergency care or attention, the procedure outlined in Catawba County Detention Facility Policy, "Emergency Medical Care" shall be followed. **NOTE – It is possible that a dental condition might constitute a serious medical need.**

PROCEDURES

1. Dental care services by a licensed dentist will be afforded inmates for conditions that constitute a serious medical need.
2. Dental care services will be limited to the treatment necessary to address such serious medical need.
3. When an inmate notifies a Detention Officer either in writing or verbally of tooth pain or some other dental issue, the Detention Officer shall promptly notify medical staff. If this occurs when the medical staff is not present, Detention Officers will follow the Catawba County Detention Facility Policy "Medical Complaints and Referrals" and standing orders from the Detention Facility Contract Physician.

4. If the medical staff determines that the reported dental condition constitutes a serious medical need, the Contract Physician or Dentist shall provide appropriate dental treatment.
5. Inmates will have the opportunity to communicate dental problems via the "Sick Call Requests" form. The medical staff will review and follow up on requests pursuant to the Plan.
6. The medical staff will record all verbal dental complaints or dental referrals.
7. A copy of the completed "Sick Call Request" form will be filed and maintained in the inmate's medical file. **Under no circumstances will any "Sick Call Request" form containing any diagnosis or recommendations/referrals for treatment by any health care worker be placed in the inmate's confinement record or be made accessible to any Detention Facility Officer.**

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.06
Policy Title: MENTAL HEALTH CARE
Date: September 2020
Revised: May 2025
PREPARED BY: Captain K. Kelly

POLICY

Detention Officers will monitor the mental health needs of inmates, and they will arrange for emergency care and other necessary treatment ordered by the Detention Facility physician or licensed mental health professionals.

PROCEDURES

1. The Sheriff and the County will make arrangements with the appropriate licensed mental health professionals to provide treatment, counseling and referral for Detention Facility inmates.
2. Inmates will be provided an opportunity to communicate their mental health complaints by submitting Sick Call Requests daily. See Catawba County Detention Facility Policy, "Medical Complaints and Referrals."
3. A "serious medical need" is one that is so obvious that a person without medical training would recognize the necessity for a Doctor's attention. A medical need is serious if it is one that has been diagnosed by a physician as requiring treatment. A serious medical need, at a minimum, ought to be considered any condition that causes significant pain and suffering. **Routine mental health complaints may constitute a serious medical need. In any case involving any reasonable doubt about whether an inmate's condition is serious, Detention Facility Staff shall resolve all doubts in favor of providing an inmate with mental health care.**
4. Routine Mental Health: The mental health staff will review inmate mental health complaints each day.
Note: This is for routine mental health problems. If there is any doubt as to whether the inmate suffers from a serious medical condition requiring immediate mental health care services, the

medical staff will follow the procedure for emergency mental health care.

5. Emergency Mental Health Treatment: Detention Officers will be instructed during Basic Detention Officer Certification School of the signs and symptoms that may be the result/cause of an emergency mental health problem. Should any officer detect any of the following signs/symptoms, he/she shall promptly contact the Detention Facility medical staff:
 - A. Significant depression;
 - B. Disorientation;
 - C. Exaggerated mood swings;
 - D. Delusions and/or hallucinations;
 - E. Intense fear, panic or anxiety;
 - F. Warning signs of suicide; and/or
 - G. Significant sleeping difficulties.
 - H. Other symptoms or complaints, which indicate that an inmate might need immediate mental health treatment.

Detention Officers will contact the medical staff regardless of the source of information (example: a verbal request, a written request, or Detention Officers observe that the inmate has a problem). The medical staff shall contact the proper person for instruction, treatment or referral.

6. Any verbal orders given by the medical staff, doctor, or other licensed mental health professional will be documented by the contract medical staff or mental health professional. The Detention Officer should notify the medical staff or mental health professional of any difficulties carrying out the orders.
7. All such documentation shall be considered confidential and shall be maintained only in the inmate's medical file.
8. Inmates who must leave the Detention Facility for medical/mental health treatment will be transported according to the Detention Facility Policy, "Transportation for Medical Care."

9. Inmates will be afforded privacy during conferences with mental health personnel.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.07

Policy Title: SUBSTANCE ABUSE SERVICES

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

In order to protect the well-being of inmates confined at the facility, Catawba County Detention Facility officials will provide routine and emergency medical services to inmates either suffering from severe drug or alcohol intoxication and to inmates suffering from the effects of severe drug or alcohol intoxication to the extent that such condition constitutes a serious medical need.

PROCEDURES

1. The issue of chemical/substance abuse treatment is addressed under the Detention Facility, "Routine Medical Care" and "Emergency Medical Care" Policies.
2. If an inmate appears to, verbally advises that they do, or from past experience is known to have a chemical/substance abuse problem, the Detention Officer will document the specific substance(s) of abuse and notify the Detention Facility medical staff or contract physician as soon as possible for appropriate treatment under either the Routine Medical Care or Emergency Medical Care Policies.
3. Detention Facility Officers will be instructed in the Basic Detention Officer Certification School to detect the signs, symptoms and effects of severe alcohol and drug intoxication.
4. Substance Abuse, Rehabilitation, and Overdose Prevention classes will be offered to inmates as available.
 - A. Inmates who pose a safety or behavioral issue may be not recommended for participation.
 - B. Inmates with dual diagnosis will need approval from their mental health provider prior to attendance.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.08

Policy Title: ADMINISTRATION AND CONTROL OF MEDICATIONS

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

In as much as the policies and procedures of the Catawba County Detention Facility are designed to promote and protect the health, safety and well-being of inmates, all employees of the Detention Facility will be cognizant of the fact that all medications, whether non-prescription or prescription, will be distributed and stored at the Detention Facility in a manner that reflects these policy objectives. All medications will be securely stored, handled and administered in accordance with applicable legal requirements and orders of the prescribing health professionals. Detention Facility staff should be aware that it is not within the scope of their job to recommend, prescribe, or distribute any type of medication to inmates. With the exception of the possession of medications already outlined above, **UNDER NO CIRCUMSTANCES WILL ANY INMATE HOUSED AT THE FACILITY BE ALLOWED TO POSSESS, DISPENSE OR ADMINISTER ANY MEDICATIONS FOR EITHER THEMSELVES OR OTHERS.**

PROCEDURES

1. All medications, whether prescribed, or over the counter, will be strictly controlled and kept locked in the clinic of the Detention Facility. The Contract Medical Staff will administer all medications. The Detention Facility nurse will control all medications and have prescriptions to be filled ordered from a licensed pharmacist. The Detention Facility nurse will destroy any outdated medications or if the Contract Medical Staff has discontinued them.

NOTE: These medications must be strictly controlled to prevent the possible abuse of medication by inmates and Detention Facility staff.

2. Except as set forth at sections 9 and 10 below, inmates are not allowed to possess any medication in their Pod/Cellblocks, unless ordered by the Contract Medical Staff.
3. Inmates will not be allowed to prepare or administer any medication for or to another inmate. In addition, inmates will not perform any medical function at the Detention Facility regardless of any license or certification the inmate may hold.
4. Prescribed medications will be kept locked in the medication cart located in the clinic. Controlled substance medication will be locked in a lock box, which is locked inside of the medicine cabinet. The following will be an exception: Any medication that must be kept refrigerated. These will be kept in the refrigerator, which is locked in the clinic pharmacy.

NOTE: At no time will an inmate be left unattended or have access to the clinic.

5. Prescribed medications that are provided for a specific inmate by a pharmacist, whether the Detention Facility purchased it, or it was brought in with the inmate, must be labeled with the following information:
 - A. Name, address, and telephone number of the pharmacy or other place that provided the medication.
 - B. The name of the prescribing physician.
 - C. Date medication was prescribed.
 - D. Name of the inmate who is to receive it.
 - E. Instructions for administering the medication.
 - F. Name, strength and prescribed dosage for the medication.
6. All prescription medication that is brought into the Detention Facility by the inmate or a family member of the inmate must be confirmed by the Contract Physician or Nurse as medically approved prior to administration to the inmate.
7. The Detention Facility Medical Staff shall package all inmate prescription medications in a small envelope for capsules, tablets, etc.,

and in small cups for liquids. These medications will be marked with the inmate's name, medication name, day of the week, and time of day that it is to be given out. Medicine envelopes will be kept together by day of the week and time.

8. Preparation and Distribution of Medications to Inmates:
 - A. Contracted medical staff will prepare and distribute routine medication on a daily basis.
 - B. All needed medications will be distributed by contract medical staff.
9. Inmates may purchase limited quantities of certain over-the-counter medications, such as Ibuprofen, Alka Seltzer, Cough Drops, and Tums from the Commissary.
10. Certain other over-the-counter medicines may be provided to inmates by the Contract Medical Staff. To acquire these medications, the inmate will submit a request to medical on the kiosk. The Contract Medical Staff will then, as appropriate, provide a prescription signed by a Doctor. The inmate will then be charged and given the prescription. These prescriptions may only be written for 2 times a day for 7 days every 30 days. The only over-the-counter medications which may be provided by the Contract Medical Staff are: Ibuprofen, CTM, Medi- phenyl and Cough Syrup.
11. Medication pass will occur at several times throughout the day as determined by contract medical staff and detention staff.
 - A. Detention Facility staff will make an announcement to the inmates to be dressed and standing at their door with water for med pass.
 - B. Inmates shall be locked down prior to med pass in the housing unit.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.09

Policy Title: SUICIDAL INMATES

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

All Detention Officers will learn the signs and indicators of a possibly suicidal inmate and respond appropriately to their needs. Inmates will be screened, classified, and supervised in order to reduce the possibility of suicides in the Detention Facility.

PROCEDURES

1. Detention Officers will receive, in Detention Officer Certification School, training to recognize signs and indicators that an inmate may be suicidal. The training will instruct Detention Officers on the procedure for responding if they suspect that an inmate is suicidal or suffering from serious mental health problems which may lead to a suicide attempt.
2. Each newly admitted inmate will be screened and evaluated during the health screening process for their potential as a suicide risk.
3. The following conditions may indicate that an inmate is considering suicide and shall be watched for by Detention Officers and Detention Facility medical personnel. Detention Facility medical personnel and Detention Officers shall also watch carefully for any other indicators of potentially suicidal behavior, including but not limited to:
 - A. Actual threats to commit suicide or active discussion of suicidal intent;
 - B. Previous attempts to commit suicide;
 - C. Depression, which might be revealed by crying, withdrawal, insomnia, variations in moods, and lethargy (abnormal

- drowsiness);
 - D. Giving away all personal property;
 - E. Signs of serious mental health problems such as paranoid delusions or hallucinations;
 - F. Significant drug or alcohol intoxication or withdrawal;
 - G. History of mental illness;
 - H. Severe aggressiveness or problems relating to others; and
 - I. Clearly unrealistic expectations of immediate release from Detention.
4. Detention Facility medical personnel and Detention Officers will observe inmates closely for signs of potentially suicidal behavior during the following high-risk periods:
- A. First 24 hours of confinement;
 - B. After receiving bad news from home such as a death in the family or marital problems;
 - C. Before and after court appearances; especially after being sentenced;
 - D. Weekends and holidays;
 - E. Before anticipated release and/or transfer;
 - F. During poor physical health or after receipt of a serious medical diagnosis;
 - G. During serious intoxication or withdrawal;
 - H. After being assaulted by another inmate, particularly if the assault was sexual in nature.
5. When an inmate is identified as a suicide risk, the following shall take place:

- A. The inmate shall be placed in a populated cell. An inmate identified as a suicide risk will never be placed in a single cell unless it is necessary to do so for medical or security reasons.
 - B. Detention Facility medical personnel shall immediately be notified.
 - C. The potentially suicidal inmate will be directly observed by a Detention Officer **at least 4 times per hour, on an irregular basis, with no more than 20 minutes between rounds.** These direct observations **must** be made, regardless of whether the inmate is in a multiple-occupant cell. These supervision rounds **must** be documented.
 - D. If an inmate attempts suicide, the inmate will be secured as appropriate, immediate medical attention will be provided and Detention Facility medical personnel shall promptly contact the appropriate mental health care professional for further action and guidance.
6. If an inmate poses a suspected, imminent suicide risk, or has attempted suicide, Detention Officers shall remove all articles that the inmate has in his possession that may be used to commit or attempt suicide. The inmate may be placed in a safety cell to prevent the inmate from causing injury or further harm to him/herself.
7. All potentially suicidal inmates shall be promptly evaluated by a qualified mental health professional. Detention Facility Medical Staff and Officers will reveal to this mental health professional any and all information about the inmate that pertains to the inmate's potentially suicidal condition. If the evaluating mental health professional recommends transfer or commitment, the Shift Supervisor will immediately notify the Jail Administrator, who will determine the appropriate further action. If the evaluation reveals that the inmate does not require transfer or commitment, the mental health professional **must** provide a written recommendation for the Detention Facility medical staff and Detention Officers that outlines the appropriate care for the inmate, and any precautions that should be taken.

NOTE: The precautions will continue until lifted by the contracted mental health professional. A copy of the report must be put into the inmate's medical file.

8. **If a Detention Officer discovers an inmate, who appears to be**

deceased, the following shall take place:

- A. All other inmates shall be secured in their locked Pod/Cellblock;
- B. The Shift Supervisor shall be notified immediately;
- C. The Shift Supervisor shall instruct Control Room Officer to contact on site medical personnel and Emergency Medical Services through the most available and speedy means;
- D. If the inmate is hanging, the Officer will get him or her down and remove the ligature, attempting to preserve the knot;
- E. The Detention Officer or Detention Facility medical personnel shall provide the necessary first aid until relieved by someone with more training;
- F. The Jail Administrator shall be contacted as soon as possible;
- G. If the inmate is deceased, the Jail Administrator shall immediately contact the chain of command;
- H. The Shift Supervisor shall secure the area and remain on scene until relieved by another Detention Officer;
- I. The Jail Administrator will relay all pertinent information to the Chief Deputy and the Sheriff, who will make the decision to request that an investigation be performed by either the Sheriff's Office's CID or the SBI. The medical examiner will also be notified;
- J. The Jail Administrator shall release, as appropriate, the personal property of the deceased inmate to the next of kin. This property will only be released upon the express direction of the investigating agency;
- K. Within 5 days of the death, the Jail Administrator or his designee shall notify the Jail and Detention Branch, the local health director and the Secretary of The Department of Health and Human Services;
- L. Employees involved in the incident will be offered an opportunity to debrief with other officers and supervisors. Employees are also afforded the opportunity for support

through the Employee Assistance Program.

CATAWBA COUNTY DETENTION FACILITY

Policy Title: 4.10

Policy Title: ACQUIRED IMMUNE DEFICIENCY SYNDROME

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

In order to provide training to employees and the proper treatment of inmates with the diagnosis of HIV/AIDS, all Detention Facility Officers will be trained in the transmission of the disease and precautions to be followed. Inmates will be afforded the opportunity to receive an AIDS test through the medical department and/or community healthcare partners. Detention Officers will not disclose any inmate's information that would identify the inmate as having a communicable disease.

PROCEDURE

1. Training:
 - A. All Detention Facility Officers will receive, during their first year of employment, basic training concerning AIDS and HIV infection, the transmission of these diseases, and the universal safety precautions to be followed to protect against possible transmission. This training will be conducted during the State Mandated Basic Detention Officer Certification School.
 - B. In addition to the above, all Detention Facility Officers will be required to read and become familiar with the contents of this Policy.
 - C. Detention Facility Officers will be provided information related to blood borne pathogens. This will be done during in-service training once per year.
 - D. Testing of Inmates for HIV/AIDS Infection: The routine testing of newly admitted inmates for HIV infection or AIDS will be strictly prohibited.
 - E. The contract medical physician may request an inmate to

consent to a test for HIV or AIDS if the test is necessary for the appropriate treatment of the inmate. Testing will not be conducted, however, should the inmate refuse the test.

- F. The contract health care physician can require an inmate to submit to a test to detect HIV or AIDS should an inmate, officer, or other person be exposed to the inmate's blood or bodily fluid and it is felt that the exposure poses a threat/risk of transmitting HIV or AIDS. The inmate must sign a "Consent for Blood Draw and Testing for Blood-Borne Pathogens" to allow the blood to be drawn. Should an inmate refuse to be tested, the contract physician or Detention Facility Officer may obtain a court order to require the inmate to be tested or the physician may make all reasonable attempts to contact the inmate's previous physician to determine the status of the inmate.
- G. **The laboratory results of any inmate tested for HIV/AIDS will be held strictly confidential and will be filed and maintained in the inmate's confidential medical record only. Any employee found to have revealed the medical status of any inmate housed at the Detention Facility will be subject to disciplinary action.** The only exception to this will be in cases where another inmate or Officer may have been exposed to an inmate's blood or body fluid and it is felt that the exposure poses a threat/risk of transmitting HIV or AIDS. In these cases, the inmate may be tested and the contract physician will be responsible for revealing the results of the test to the exposed person. The exposed person will be instructed as to the confidentiality of the test results and will be provided the opportunity to be tested him/herself for the HIV/AIDS virus.

2. Housing Inmates with HIV/AIDS:

- A. Inmates who are HIV positive and asymptomatic will not be segregated or transferred from the facility solely because of their condition. However, the Detention Facility Administrator or Shift Supervisor may make the determination to segregate or transfer an inmate who is HIV and asymptomatic for any of the following reasons:

- I. To protect the inmate from other inmates (protective custody).
 - II. For engaging in violence, sexual assault, sexual activity, or other high-risk behaviors within the Detention Facility.
 - III. Pending transfer to another facility the inmate may be placed in segregation.
 - IV. Upon the recommendation of the medical staff for the benefit of the inmate's treatment.
 - B. Inmates who are Symptomatic and have HIV or AIDS may be placed on medical segregation status upon the direct recommendation of the medical staff.
 - C. An inmate who is HIV positive and has been recommended for transfer to another facility may be placed on medical segregation status pending transfer to this facility.
 - D. Any inmate placed on medical segregation will be given the opportunity to participate to the extent possible, in regular facility programs and services (e.g., visitation, recreation, etc.).
 - E. **Should any employee of the facility segregate an inmate within the facility solely because the inmate is HIV infected or has AIDS, that employee may be subject to disciplinary action.**
5. Housing of Detained Defendants for Investigation and/or HIV Testing:
- A. Pursuant to state statute, a judge may order a defendant to be detained up to 24 hours for investigation by public health officials or for a possible HIV test. Should an inmate be admitted to the Detention Facility for this purpose, the admitting Officer will immediately notify the Detention Facility Administrator and the Shift Supervisor.
 - B. The Detention Facility Administrator will be responsible for contacting local public health authorities and advising them of the detainee.
 - C. Detention Facility Officers will afford public health officials reasonable access to the detainee.
 - D. Should any individual contact the facility to find out the status of any test conducted on a detainee, Detention Facility Officers will

refer all such inquiries to local public health department authorities.

6. Program Participation for HIV/AIDS Inmates:
 - A. An inmate who is HIV infected or has AIDS will not be denied the same access to programs and services as other inmates housed in the general population at the facility. The only exception to this will be in cases where the contract physician has determined that an inmate should not participate in a certain program, activity, or service due to medical reasons.
7. Safety Equipment and Standard Precautions:
 - A. The following safety equipment will be readily available for use at the facility:
 - I. Disposable non-latex gloves.
 - II. Disposable paper towels and cleaning supplies.
 - B. Detention Facility Officers will be trained in the purpose and use of such equipment and in standard safety precautions during their first year of employment at the State Mandated Basic Detention Officer Certification School and during first aid training.
 - C. Detention Facility Officers will wear protective equipment while performing duties at the Detention Facility that will likely expose the employee to a blood borne pathogen.
 - D. The following standard safety precautions will be exercised by Detention Facility Officers whenever an officer comes, or expects to come, in contact with blood or body fluids:
 - I. Detention Facility Officers will wear disposable or rubber gloves when handling objects, conducting cell searches, handling inmate laundry, handling disruptive, assaultive, or violent inmates, and/or when physically required to handle inmates (e.g., during frisk searches).
 - II. Detention Facility Officers will ensure that any area on either their body, another individual's body, object or area exposed to blood or bodily fluids be thoroughly cleansed with warm water and soap.

- III. Detention Facility Officers will ensure that any cut, sores or breaks in their skin be covered with water resistant bandages.
- IV. Detention Facility Officers should avoid situations where there is likelihood that they could be punctured with sharp objects, to include knives, razors and needles. To this end, officers should ensure that they use a flashlight and mirror if they are entering or searching an area where their sight is obstructed.
- V. Detention Facility Officers will ensure that sharp objects are placed in puncture resistant containers whenever possible.
- VI. Detention Facility Officers will wear disposable or rubber gloves and will use a disinfectant when cleaning up spills and surfaces exposed to blood or bodily fluids.
- VII. Detention Facility Officers will place contaminated items in red biohazard bags or containers.

8. Steps to be taken Upon Exposure to Blood or Bodily Fluids:

- A. Any Detention Facility Officer exposed to blood or bodily fluids should immediately wash and cleanse the exposed area with warm water and soap. Officers will be required to complete an official county "Incident Report" and an "Injury/Exposure Report" anytime they have been exposed to blood and/or bodily fluids of another individual while at the facility.
- C. Copies of the county "Incident Report" and the "Injury/Exposure Report" will be submitted to the Detention Facility Administrator for review and for necessary distribution, maintenance, and filing. The officer's supervisor will be responsible for notifying Human Resources no later than the end of the next business day.
- D. Detention Facility Officers exposed to blood and/or bodily fluids may request that they be tested for HIV infection. The results of any such test do not need to be reported to the facility.

9. Confidentiality:

- A. All Detention Facility Officers will be instructed to never reveal any information pertaining to the HIV or AIDS status of any inmate to any other officer, inmate, or individual. Any

Detention Facility Officer found disclosing such information will be immediately reported to the Sheriff and/or Detention Facility Administrator and may be subject to disciplinary action or a misdemeanor criminal charge per NC statute.

- B. Contract medical personnel may reveal the HIV/AIDS status of an inmate to any of the following individuals or for any of the following reasons with the written permission of the inmate:
 - I. To another health care provider who will be responsible for caring or providing services to the inmate.
 - II. To another individual with written permission of the inmate.
 - III. To the Director of Health Services, North Carolina Department of Corrections, and to the receiving facility administrator, anytime an inmate is transferred to the North Carolina Department of Corrections for housing.
 - IV. Pursuant to the mandates of a court order or subpoena for such information.
 - V. Pursuant to any other requirements stipulated in G.S. 130A- 143 or by the regulations adopted by the Commission for Health Services.
- C. Should an inmate or other individual inadvertently reveal the HIV/AIDS status of an inmate to a Detention Facility Officer, the Detention Facility Officer will treat this information as confidential and will not disclose this information to any other individual. Disclosure of such information may result in disciplinary action.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.11

Policy Title: COMMUNICABLE DISEASES

DATE: September 2020

REVISED: MAY 2025

PREPARED BY: Captain K. Kelly

POLICY

In order to promote the well-being of inmates and to provide protection against the spread of illnesses throughout the facility, Detention Facility staff will conduct a preliminary health evaluation of all inmates upon their admission to the Detention Facility. Newly admitted inmates who appear to be or admit that they are suffering from a communicable or contagious disease will be placed in administrative separation housing until such a time that a licensed health care provider examines them. Upon the orders of a licensed health care provider contracted with the Detention Facility to provide for health care services, inmates who are suffering from a known communicable or contagious disease will be placed in medical segregation status until such a time that the physician recommends the inmate for placement to the general population or for transfer to an outside facility. **Any information or documentation identifying an inmate with a communicable disease shall be a part of the inmate's medical record and shall be kept strictly confidential.**

PROCEDURES

1. Detention Facility staff will ensure that all newly admitted inmates are screened for health/medical problems pursuant to the procedures contained in Catawba County Detention Facility Policy, "Preliminary Health Screening." **Should an inmate admit to having a communicable and/or contagious disease, the admitting Officer shall ensure that this information is noted on "The Preliminary Health Screening Form" for filing in the inmate's medical record only.**
2. Any inmate who admits being or appears to be suffering from a communicable or contagious disease will be placed in administrative separation until such a time that a contracted health care provider examines them.
3. The contracted medical care provider will be responsible for

recommending a housing assignment or alternative to the Jail Administrator or Detention Facility staff for an inmate with a known communicable or contagious disease. The physician may recommend any of the following actions:

- A. That the inmate remains medically segregated at the Detention Facility
 - B. That the inmate be placed in the general population; or,
 - C. That the inmate be transferred to an outside facility for treatment/care (e.g., transfer to the Department of Adult Corrections D.A.C).
4. Should the contract medical care provider recommend that the inmate be transferred to an outside facility for treatment, the procedures outlined in Catawba County Detention Facility Policy, "Transportation of Inmates for Medical Care," will be followed.
 5. **Any record(s) or information that would identify an inmate as having a communicable or contagious disease will be kept strictly confidential and will be maintained and filed in the inmate's medical file only. Under no circumstances will information that identifies an inmate as having a communicable disease be placed in the inmate's confinement record.**
 6. Detention Facility staff shall follow universal safety precautions when coming in contact with inmates with communicable and/or contagious diseases or when coming in contact with any items that may be considered contagious.
 7. Detention Officers will receive formal training regarding communicable/contagious diseases during their first year of employment through instruction at Basic Detention Officer Certification School. Detention Facility Officers will receive annual "Blood Borne Pathogens Training" through the Sheriff's Office.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.12

Policy Title: TRANSPORTATION FOR MEDICAL CARE

Date: September 2020

Revised: May 2025

PREPARED BY: Captain K. Kelly

POLICY

When the medical staff determines, or an inmate requires treatment or diagnosis from an outside medical facility, detention officials will arrange for or provide transportation that ensures the safety and security of the public, inmate and officer as well as transportation that does not endanger the inmate's health.

PROCEDURES

1. Routine Transportation: When an inmate is in need of diagnosis or treatment from a medical source outside the Detention Facility:
 - A. The Transportation Supervisor shall arrange an officer to transport.
NOTE: NC regulations prohibit assigning any duties to Detention Officers that would interfere with the continuous supervision, custody, or control of inmates. Therefore, transporting Officers will not be assigned in such a manner as to interfere with such continuous supervision, custody, or control.
 - B. All transported inmates will be secured with all restraints (belly chain, handcuffs, leg irons, restraint chair or other restraint devices) **unless the use of such restraints is prohibited for medical reasons or is otherwise not feasible.** If the use of such restraints has been prohibited for medical reasons, the transported inmate shall be physically restrained in the most secure manner reasonably possible under the circumstances. **See Policy 7.12.**
 - C. The arranging authority will ensure that should a female inmate require transportation to a medical provider a female Officer is to provide transportation or accompany the transporting

Officer, unless the inmate requires immediate emergency medical care, and no female Officer is available.

- D. The Officer will be required to remain in close proximity with the inmate at all times when the inmate is not within the confines of the Detention Facility. However, inmates will be allowed privacy during medical examinations and conferences with qualified medical personnel.
2. Emergency Transportation: If an inmate has a life-threatening emergency medical problem which requires immediate transportation, Catawba County Emergency Services shall transport.
- A. Detention Officer/Deputy Sheriff shall accompany the EMS, inside the transporting vehicle.
 - B. If qualified medical personnel determine that the inmate does not need emergency medical treatment but needs to be seen at an outside medical facility, a Detention Officer will transport.
NOTE: Any reasonable doubt as to whether an inmate suffers from a life-threatening emergency medical problem which requires immediate transportation will be resolved by summoning EMS.
NOTE: The decision whether or not EMS will transport the inmate will only be made by a qualified medical professional
 - C. To obtain an ambulance, Catawba County Communications should be contacted either by dialing 911, (828) 464-3112 or calling them on the Sheriff's Office radio.
 - D. Appropriate restraints shall be used at all times during an emergency transport unless their use would endanger the inmate's health or interfere with the inmate's treatment.
 - E. In all such emergency situations, the Jail Administrator shall be contacted immediately and advised of the situation.
3. The transporting Officer shall remain with the inmate at the off-site medical facility until treatment is completed.
- A. If the inmate is released, the Officer shall transport the inmate back to the Detention Facility.
 - B. If the inmate is admitted to the off-site medical facility, the Officer shall stay with the inmate, and contact the Detention

Supervisor, who will contact the Jail Administrator.

4. The Officer who accompanies an inmate to an outside facility for medical care shall obtain written instructions for further treatment and follow-up from the treating medical facility and deliver them to the medical staff. At no time is the inmate to have knowledge of the date and/or location of any follow up treatments.
5. The Jail Administrator or higher authority will determine on a case by case basis if the inmate's next of kin will be notified of an inmate's admission to the hospital or other outside medical facility. The inmate's attorney should also be notified, unless doing so would present an articulable security risk.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.13
Policy Title: MEDICAL RECORDS
Date: September 2020
REVISED: May 2025
PREPARED BY: Captain K. Kelly

POLICY

In order to protect the privacy of inmates and to comply with state and federal law, inmate medical records will be filed and maintained in a secure area separate from inmate confinement records. Authorized medical personnel will be responsible for the maintenance of inmate medical records and will be the only individuals authorized access to inmate medical records.

PROCEDURES

1. Inmate Medical Records
 - A. During the admission process, the medical staff on duty will ensure that a medical record is established for each inmate confined to the Facility. A copy of the inmate's "Preliminary Health Screening" form will be included in the medical record.
Any record(s) or information that would identify an inmate as having a communicable or contagious disease will be kept strictly confidential and will be maintained and filed in the inmate's medical files only. Under no circumstances will information that identifies an inmate as having a communicable disease be placed in the inmate's confinement record.
 - B. Should an inmate disclose information during the admission process that may suggest infection with any disease or condition deemed confidential either by state or federal statute, case law, standard, or regulation, the officer will ensure that this information is recorded and filed only in the inmate's medical record.

- C. The following documents/information will be filed in the inmate's medical record:
 - I. "Preliminary Health Screening";
 - II. Medical evaluation results (usually recorded on a "Consultation Request" form;
 - III. Medical information/prescription information;
 - IV. Reports of laboratory, x-ray and any diagnostic tests;
 - V. Progress notes;
 - VI. Inmate consent and refusal of treatment forms;
 - VII. Release of information forms;
 - VIII. Hospital discharge forms;
 - IX. Special treatment plans; and/or,
 - X. Medical appointment information, to include the time, place, date and with whom the appointment is with.

2. **Access to Medical Records**

- A. A lockable filing room will be maintained in the Medical Area of the Detention Facility for the purpose of filing inmate medical records.
- B. The medical records of inmates will be kept confidential as required by law. The records will be stored securely and maintained separately from confinement records, and access to medical records will be controlled and limited to authorized medical personnel.
- C. Upon written consent of an inmate, a Jail Inspector may have access to an inmate's medical record. Pursuant to state law, an inmate must be given written notice of his/her right to object, prior to allowing a Jail Inspector access to his/her record.

3. **Release of Medical Information/Records to Other Authorities**

- A. Medical records normally should not be allowed outside the Detention Facility. However, in special situations (e.g., an attorney may request a medical record for a legal case involving the inmate; another health care provider may request the file), it may become necessary to release an inmate's medical record to an outside authority. In these cases, Detention Facility officers must receive a written consent form from the inmate authorizing release of their medical record to

the authority, or an appropriate court order directing release of the record. The actual medical record shall not be released. A copy is to be made and only the copy is to be released. Inmate medical records may be released without the inmate's consent only under the following circumstances:

- I. Release is made for purposes of treatment, payment, research, or health care operations to the extent that disclosure is permitted under Federal and State law;
 - II. Release is necessary to protect the public health and is made as provided by the Commission for Public Health in its rules regarding control measures for communicable diseases and conditions;
 - III. Release is made pursuant to an appropriate court order or other appropriate judicial process;
 - IV. Release is made for the purpose of enforcing Article 6 (Communicable Diseases) or Article 22 (a Terrorist Attack Using Nuclear, Biological or Chemical Agents) of Chapter 130A of the North Carolina General Statutes, or investigating a terrorist incident using nuclear, biological, or chemical agents;
 - V. When authorized state or local health officials seek the assistance of the law enforcement official in preventing or controlling the spread of the disease or condition and expressly authorizes the disclosure as necessary for that purpose.
- B. Medical information for inmates being transferred to another correctional Facility will be handled in the following manner:
- I. A sealed, written statement from the contract health care physician shall be provided to the transporting officer for delivery to the receiving institution's health care provider. The written statement will include general information concerning the inmate's medical history and will authorize the receiving facilities medical staff to contact the physician for more information. Should a sealed written statement not be provided to the transporting officer, the contract physician will contact the receiving facilities medical staff and verbally provide information concerning the inmate's medical history.

- II. The inmate may execute a written consent form giving permission to transfer their medical information.
- C. The contract physician will be responsible for advising the Director of Health Services, Division of Prisons, whenever an inmate is transferred from the Facility to the Department of Corrections, who is known to be infected with HIV or AIDS.

CATAWBA COUNTY DETENTION FACILITY

Policy Number: 4.14
Policy Title: MEDICAL COPAYMENTS
Date: September 2020
Revised: May 2025
REVISED BY: Captain K. Kelly

POLICY

The Catawba County Detention Facility may charge inmates for non-emergency medical services as determined by medical staff. Inmates will not be denied emergency or non-emergency care because of an inability to pay. However, twenty dollars (\$20.00) will be deducted from the inmate's account for all non-emergency medical visits (including dental services/visits), ten dollars (\$10.00) for each prescription, and three dollars (\$3.00) for non-prescription medication. This policy shall not apply for medical visits initiated by Medical personnel, follow-up visits initiated by medical personnel, or emergency medical treatment. The - Catawba County Sheriff's Office may utilize Medicaid coverage for inpatient hospitalization or for any other Medicaid services allowable for eligible prisoners. It is the policy of the Catawba County Sheriff's Office to reimburse the State's portion of the costs, including the costs of the services provided and any administrative costs directly related to the services to be reimbursed, to the State's Medicaid program.

PROCEDURES

1. Inmates will not be denied medical visits/services, emergency or non-emergency, necessary to treat a serious medical condition because of indigence. Specific procedures for all non-emergency visits are detailed in Catawba County Detention Facility Policy, "Routine Medical Care of Inmates" (Non-emergency).
2. Inmates will be informed that they will be charged twenty dollars (\$20.00) for non-emergency medical visits and/or service, ten dollars (\$10.00) for each prescription, and three dollars (\$3.00) for non-prescription medication. These copayments will be waived if the

inmate is determined to be indigent. Inmates will be notified of this procedure through the following means:

- A. During intake by written notice.
 - B. Through posted notices on the housing unit kiosk. Such notices will be written in English and in Spanish. Should an inmate be unable to read the notice, a Detention Officer will read the notice to the inmate. Notices will be posted in conspicuous areas throughout all housing areas.
 - C. Verbally by medical staff before a non-emergency medical examination.
- 3. The Catawba County Detention Facility's medical staff will determine whether the inmate's visit will be classified as an emergency or non-emergency visit. A visit will be classified as an "emergency" only after the inmate has been treated and a determination made that the injury precipitating the visit was life threatening or near life-threatening. No inmate shall be denied access to medical treatment based upon classification of injuries or illness.
 - 4. Should the inmate refuse medical treatment; the inmate must sign a Refusal of Treatment Form. If the inmate refuses to sign the Refusal of Treatment Form, it will be witnessed by a Detention Officer and another nurse. If the inmate's condition constitutes a serious medical need, the inmate will be placed on medical watch. All forms regarding an inmate's medical treatment or refusal thereof, will be filed and maintained in the medical office.
 - 5. Medical staff will provide the Administrative Lieutenant, on a daily basis with names of inmates who should be charged a fee for a medical visit.
 - 6. If an inmate is not indigent, as determined by the procedure set forth above, the inmate's account will be debited twenty dollars (\$20.00) for non-emergency medical services, ten dollars (\$10.00) for each prescription, and three dollars (\$3.00) for non-prescriptive medications.
 - 7. An inmate or inmate's family wishing transport to a private doctor will make arrangements through the Detention Administrative staff. If approved, the inmate/inmate's family will be responsible for the office visit and any other charges from the provider. The inmate/inmate's

family will also be responsible for a fifty dollar (\$50.00) fee for the transportation to the private doctor visit.

8. The Administrative Lieutenant will be responsible for deducting the requisite amount from an inmate's account. The deducted amount will be visible to the inmate on the inmate's commissary account. The Administrative Lieutenant will maintain records of all inmates who were charged for medical visits or prescriptions.
9. The facility may utilize Medicare coverage if the inmate is eligible. The applies to inpatient hospitalization or for any other Medicaid services allowable to eligible inmates. Any reimbursement or administrative costs due to the State shall be made to the State's Medicaid Program by the county.

CATAWBA COUNTY DETENTION FACILITY

Policy #: 4.15

Policy Title: Suicide Watch and Medical/Mental Health Holds

Date: September 2025

Revised By: Captain K. Kelly

PREPARED BY: Major Nathan R. Fisher

POLICY

This policy serves to clarify process and categorize individuals who need additional supervision and care in the facility. This policy also defines the notifications that shall be made and the privileges that an inmate on each status is allowed. Each inmate placed under one of the three categories defined by this policy SHALL be on 4 times per hour watch not to exceed 20 minutes between each round.

CATEGORIES:

Suicide Watch

Refer to policy 4.09 (Suicidal Inmates)

If an inmate by his own words or actions poses a suspected, imminent suicide risk, or has attempted suicide, **staff shall immediately notify a Supervisor and medical staff**. The Supervisor, after review, shall determine if the inmate shall be placed on suicide watch. When approved, Detention Officers shall remove all clothing articles or items that the inmate has in his possession that may be used to commit or attempt suicide. A suicide smock shall be issued. The cell assignment for the watch shall be made by Facility staff. If the inmate is causing harm to themselves by striking a part of their body on hard surfaces or jumping from cell fixtures, the inmate may be placed in a safety cell to prevent the inmate from causing injury or further harm to him/herself. The inmate shall not receive any commissary, or other privileges while on Suicide watch. One religious book of the inmate's preference shall be allowed if requested.

Notations regarding the reason for the watch and the supervisor approving shall be made in the jail management system, the unit logbook, and shift report.

Triggering events for this category; Suicide attempt in facility, very recent suicide attempt outside facility, causing physical harm or injury to themselves, telling of any other person their intent on suicide that includes a plan.

Effort shall be made to house the inmate with another inmate unless there are Safety or PREA concerns.

Inmates can only be removed from Suicide watch by order of a physician in coordination with contracted mental health professionals working in the facility.

After a period of time, step down accommodations such as providing clothing or other privileges may be prescribed by the physician in coordination with contracted mental health professionals and facility managers. Cut off inmate uniform pants (shorts), or other approved methods may be approved as a step-down process to limit the ability of the inmate to cause self-harm while restoring some privileges.

Refer to Policy 4.09 (Suicidal Inmates) for additional information.

Mental Health Hold

A Mental Health Hold is a 4x per hour watch established for inmates who are in a mental health crisis or for inmates that staff designate are possibly at risk for self-harm but not elevated to the level of a Suicide watch. (note: same 4x watch as suicide watch.) **If staff believes an inmate meets the criteria for a mental health hold, a supervisor and medical shall be contacted immediately.** A mental health hold shall be approved by a supervisor. Regular inmate privileges shall be allowed for mental health holds on a case by case basis providing the behavior of the inmate allows for the privileges provided. An inmate may be placed on a mental health hold for the following:

- Non-recent suicide attempt
- Homicidal or suicidal ideations without a plan
- Inmates who have stated or suggested they may cause harm to themselves
- Inmates who are acting erratically (e.g. screaming, crying, laughing uncontrollably for no reason, etc.)

Signs of Depression, withdrawal, or giving away personal items. Acute Mental Health Psychosis;

- Unexpected bad news from family or substantial prison sentence in trial. (This can also be a physician approved step down from a suicide watch).

Notations regarding the reason for the hold and the supervisor approving shall be made in the jail management system and the unit logbook.

Medical Hold

A Medical Hold is a 4x per hour watch designed for inmates when facility or medical staff are concerned about the immediate health or physical wellbeing of an inmate. **If staff believes an inmate meets the criteria for a medical hold, a supervisor and medical shall be contacted immediately.** A medical hold shall be approved by a supervisor. Regular inmate privileges shall be allowed for medical holds. These conditions include but are not limited to:

- Severe Drug or Alcohol withdrawal symptoms.
- Being under the influence of drugs or alcohol.
- Debilitating medical conditions or conditions that limit movement.
- Special needs inmates that require additional supervision.
- Any medical problems that medical or facility staff determine require additional supervision.

Notations regarding the reason for the hold and the supervisor approving shall be made in the jail management system and the unit logbook.

CATAWBA COUNTY DETENTION FACILITY

Policy #: 4.16
Policy Title: Hunger Strike
Date: January 2021
Revised: May 2025
Revised by: Captain K. Kelly
PREPARED BY: Lt P Starnes

POLICY

Detention Facility staff will coordinate with medical personnel to monitor and evaluate the health and well-being of an inmate who has chosen to participate in a hunger strike. A hunger strike is a method of non-violent resistance or pressure in which participants fast as an act of political protest, or to provoke the feelings of guilt in others, usually with the objective to achieve a specific goal, such as a policy change.

PROCEDURE

1. If Officers observe this kind of behavior for 24 hours, the following will need to take place:
 - A. Notify the Shift Supervisor, Medical, and Administration;
 - B. The inmate will need to be placed on a four time per hour watch;
 - C. The inmate's cell will be searched, and all perishable items removed from their cell. This will allow for staff to get accurate documentation when doing rounds and documenting food and fluid consumptions;
 - D. The inmates water will be turned off to the cell;
 - E. After 72 hours of the inmate not consuming any food, the inmate will be taken to medical for an assessment to be completed;
 - F. If the inmate consumes any food or water. The inmate will be taken to medical for an assessment before removal.
 - G. If the Inmate remains on hunger strike for 5 consecutive days,

the safe keeping process will begin and the inmate will be sent to safe keeping.

CATAWBA COUNTY DETENTION FACILITY

Policy #: 4.17

Policy Title: Americans with Disabilities Act ("ADA")

Date: January 2024

Prepared By: Lt A. Brannon
Lt A. Medley

POLICY

Catawba County Detention staff shall ensure compliance with the requirements of the Americans with Disabilities Act as it pertains to local jails and detention facilities.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

1. All staff shall comply with the Americans with Disabilities Act ("ADA") to the extent that it applies to local jails and detention facilities as defined in 28 CFR § 35.152.
 - A. An individual with a disability is a person who has a physical or mental impairment that substantially limits major life activities; has a record of such an impairment; or is regarded as having such an impairment.
 - B. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
 - C. Under the ADA, a qualified individual with a disability is an individual with a disability who meets the essential eligibility requirements for receipt of services or participation in programs or activities.
 - D. Physical or mental impairments include, but are not limited to: visual, speech, and hearing impairments; mental retardation, emotional illness, and specific learning disabilities; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; orthopedic conditions; cancer; heart disease; diabetes; contagious and noncontagious diseases such as tuberculosis and HIV disease (whether symptomatic or asymptomatic); and Opioid Use Disorder.
 - E. In the United States 4th Circuit, persons with a medical diagnosis of Gender Dysphoria are also considered a qualified person under the ADA.

2. 28 CFR § 35.152 specifically addresses the applicability of the ADA to jails, detention and correctional facilities, and community correctional facilities.
 - A. General. This section applies to public entities that are responsible for the operation or management of adult and juvenile justice jails, detention and correctional facilities, and community correctional facilities, either directly or through contractual, licensing, or other arrangements with public or private entities, in whole or in part, including private correctional facilities.
 - B. Discrimination prohibited.
 - I. Detention staff shall ensure that qualified inmates or detainees with disabilities shall not, because a facility is inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of, the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.
 - II. Detention staff shall ensure that inmates or detainees with disabilities are housed in the most integrated setting appropriate to the needs of the individuals. Unless it is appropriate to make an exception, a Detention Officer;
 - a. Shall not place inmates or detainees with disabilities in inappropriate security classifications because no accessible cells or beds are available;
 - b. Shall not place inmates or detainees with disabilities in designated medical areas unless they are actually receiving medical care or treatment;
 - c. Shall not place inmates or detainees with disabilities in facilities that do not offer the same programs as the facilities where they would otherwise be housed; and
 - d. Shall not deprive inmates or detainees with disabilities of visitation with family members by placing them in distant facilities where they would not otherwise be housed, unless for the safety and security of the detention facility.
 - C. The Sheriff, Jail Administrator, or their designee shall implement reasonable policies, including physical modifications to additional cells in accordance with the 2010 Standards, so as to ensure that each inmate with a disability is housed in a cell with the

accessible elements necessary to afford the inmate access to safe, appropriate housing.

3. Detention staff shall make an individual determination as to each incoming inmate or detainee to ensure compliance with the ADA as to:
 - A. Medical treatment
 - B. Assigned clothing
 - C. Security classification
 - D. Housing
 - E. Visitation
 - F. Staff interactions
4. All such determinations shall be reviewed by the Jail Administrator or their designee, in conjunction with jail medical staff.

CATAWBA COUNTY DETENTION FACILITY

Policy #: 4.18

Policy Title: Medication Assisted Treatment

Date: February 2024

Revised: May 2025

PREPARED BY: Nathan Fisher

POLICY

The Catawba County Detention Facility will comply with local, state, and federal guidelines by providing Medication Assisted Treatment (MAT) services to inmates for Opioid Use Disorder (OUD) as required by law.

PROCEDURE

The Catawba County Detention Facility will contract with a professional health care vendor experienced in providing treatment for OUD. This vendor shall provide staffing, services, management, oversight, quality review, and protocols for the program. The program shall be compliant with legal requirements and best practices for MAT services.

CATAWBA COUNTY DETENTION FACILITY

Policy #: 4.19

Policy Title: Pregnant Female Inmates NCGS 153A-229.1, 229.2

Date: September 1, 2024

Revised By: Major Nathan R. Fisher

PREPARED BY: Major Nathan R. Fisher

POLICY

This policy specifies how pregnant females, and females in the postpartum recovery period are to be managed in the detention facility.

DEFINITIONS

1. Body cavity searches – The probing of body orifices in search of contraband.
2. Escape risk – An inmate who is determined to be at high risk for escape based on an individualized risk assessment.
3. Facility employee – Any person who is employed by the local government and who works at or in a local confinement facility.
4. Important circumstance – There has been an individualized determination that there are reasonable grounds to believe that the female inmate presents a threat of harming herself, the fetus, or any other person, or an escape risk that cannot be reasonably contained by other means, including the use of additional personnel.
5. Inmate – Any person incarcerated or detained in a local confinement facility who is accused of, convicted of, sentenced for, or adjudicated delinquent for violations of criminal law or the terms and conditions of parole, probation, pretrial release, or a diversionary program.
6. Postpartum recovery – The six-week period following delivery, or longer, as determined by the health care professional responsible for the health and safety of the female inmate.

7. Restraints – Any physical or mechanical device used to restrict or control the movement of an inmate's body, limbs, or both. This does not include the use medical restraints by a health care professional to ensure the medical safety of the inmate.
8. Trimesters of pregnancy - the first trimester is from week 1 to the end of week 12. the second trimester is from week 13 to the end of week 26. the third trimester is from week 27 to the end of the pregnancy
9. Restrictive housing – Any type of detention that involves removal from general population and an inability to leave a room or cell for the vast majority of the day. This term shall not include any of the following:
 - A. Single-cell accommodations in facilities that provide those accommodations to all incarcerated persons.
 - B. Single-cell accommodations in facilities that provide those accommodations to all persons of a certain sex or gender.
 - C. Single-cell accommodations provided for medical reasons, except when pregnancy alone, is the medical reason for the single-cell accommodations.
 - D. Single-cell accommodations provided when an individualized determination has been made that there are reasonable grounds to believe that there exists a threat of harm to the female incarcerated person or the fetus.
 - E. Single-cell accommodations provided at the request of the incarcerated person.

PROCEDURE

1. Restraints during pregnancy: Detention Officers shall not apply restraints on a pregnant female inmate inside the facility in the 2nd or 3rd trimester of pregnancy or during labor and delivery. This does not include the use medical restraints by a health care professional to ensure the medical safety of the inmate.
2. Postpartum restraints: A female inmate in the postpartum recovery period may only be restrained if a Detention Officer makes an individualized determination that the inmate presents an immediate danger to herself or others or an escape risk. If an inmate in this category is restrained, a supervisor shall be contacted and notes shall be generated in the jail management system and the logbook specifying the reasons the restraints were determined necessary. This information shall also be reported on the shift report which is sent to Facility Administration.

3. Transport restraints: During transports outside of the facility, except during active labor, restraints may be used in the front (wrists only).
4. Nutrition (refer to policy 6.01): The Jail Administrator will ensure that the contract food service vendor provides the appropriate modified diet for female inmates who are pregnant or in the postpartum recovery period.
5. Restrictive Housing: No female inmate who is pregnant or in the postpartum recovery period shall be placed in disciplinary segregation or a restrictive housing setting (medical, protective custody, etc.) unless a detention officer or medical provider makes an individualized determination that an important circumstance exists. If an inmate in this category is placed in restrictive housing, a supervisor shall be contacted for approval and notes shall be generated in the jail management system and the logbook specifying the reasons the housing assignment was determined necessary. This information shall also be reported on the shift report which is sent to Facility Administration.
6. Bed assignment: Female inmates who are pregnant or in the postpartum recovery period shall only be assigned a bottom bunk.
7. Bonding period: Detention Officers providing hospital security post-delivery shall allow hospital staff to leave the newborn with the mother in the hospital room for a bonding period. The decision to allow or disallow the bonding period is solely the discretion of the hospital staff and the detention officer shall not interfere unless a circumstance arises that creates a health or safety risk to the newborn or the inmate.
8. Hygiene products: All female inmates, including those in postpartum recovery, shall be offered all necessary hygiene products. (refer to policy 2.10)
9. Emergencies or critical incidents: If any portion of this policy has to be temporarily modified due to an emergency or critical incident, the senior shift supervisor on duty has to approve the modification. Notification shall be immediately made to the Jail Administrator or designee, and a written incident report shall be completed and submitted to the Jail Administrator.
10. All reports received pursuant to this policy shall be preserved by the Jail Administrator pursuant to Policy.

MEMORANDUM

To: Catawba County Board of Commissioners

From: Policy and Public Works Subcommittee

Date: June 16, 2025

RE: Preliminary Assessment Roll for Bay Pointe Subdivision Special Assessment for Road Improvements

REQUEST: The Policy and Public Works Subcommittee requests the Board of Commissioners:

- a. Adopt the attached resolution establishing project total cost, setting the Preliminary Assessment Roll, and scheduling a Public Hearing on the Preliminary Assessment Roll for Bay Pointe Subdivision Road Improvement Project; and
- b. Authorize the Chair to petition the North Carolina Department of Transportation (NCDOT) to accept the following roads into NCDOT's Secondary Road Maintenance Program: Bay Pointe Drive, Golden Bay Court and West Bay Drive in Bay Pointe subdivision.

BACKGROUND:

In 2020, the Board established a petition-driven program to facilitate acceptance of private roads into NCDOT's Secondary Road Maintenance Program, which is consistent with NCGS §153A-185 *Authority to Make Special Assessments*. Through this program, the County provides up-front financing to improve private roads to NCDOT standards, so NCDOT can assume maintenance responsibility. The cost of improvements is assessed against the property owners and recouped over a 10-year period through the special assessment process. To participate in the program, at least 75 percent of the homeowners to be assessed must voluntarily sign a petition supporting the project, and the owners who sign the petition must account for at least 75 percent of the road frontage to be improved through the assessment. The Board of Commissioners must then authorize the project prior to any construction efforts. In 2022, the Board established the \$2.5 Million Subdivision Road Improvement Fund and authorized the dedication of special assessment repayment revenue to the Fund, thereby establishing a clear funding mechanism for subdivision road improvement projects.

Property owners of Bay Pointe subdivision followed the above process to petition the County to finance repairs to their subdivision roads for the purpose of bringing the roads up to NCDOT standards for acceptance into NCDOT's secondary road maintenance program. The construction is now complete, and NCDOT Division staff are satisfied that the roads now meet NCDOT standards and can be accepted into the secondary road maintenance program.

In order to complete the special assessment after a project is complete, the Board must make a final determination of cost, prepare and publish a Preliminary Assessment Roll, conduct a public hearing, and consider adopting what – if approved – will then become the Final Assessment Roll, and charge the Tax Administrator with the collection of the assessments. Property owners will then be notified of the assessment and payment options. This action implements the special assessment. The last required action is submission of a petition to the NCDOT Board for acceptance of the roads into the State's program for maintenance.

The table below summarizes the statutory process for establishing private road assessments and, for the items that have already been completed, provides the dates on which the Board of Commissioners took each the required action. The table also outlines the remaining steps the Board will still need to take in order to implement the assessment (*noted in italics, with planned dates*).

NCGS §	Date	Action Items
153A-205	8/2/2024	Citizens petition BOC with >75% of property owners & >75% of road frontage.
153A-190 & 153A-191	10/21/2024	BOC accepts Citizen Petition, makes funding decision and adopts Preliminary Resolution describing the Project, financing and setting time for Public Hearing.
153A-192	11/4/2024	BOC holds Public Hearing on Preliminary Assessment Resolution.
153A-192	11/4/2024	BOC adopts Final Resolution approving Project, setting financing terms.
143-131	11/26/2024	Project is bid in accordance with NC Procurement Procedures.
143-131	3/3/2025	Bid awarded.

153A-193 & 194	6/16/2025	BOC determines Project Total Cost, sets date and time for Public Hearing on the Preliminary Assessment Rolls.
153A-195	TBD – proposed date 7/21/2025	<i>BOC holds Public Hearing on the Preliminary Assessment Rolls annuals, confirms Preliminary Assessment Rolls. If confirmed, Tax Administrator is authorized to collect assessment fees in same manner as property taxes.</i>

Below is a summary of the actions the Board is being requested to take today.

1). **Determination of Cost**

In determining the total cost, the Board may include construction costs and the cost of publishing and mailing notices. For Bay Pointe, the costs associated with the project are:

Determination of Cost – Bay Pointe

Construction	\$245,517.55
Advertisement of Preliminary Assessment (prior to construction)	\$156.08
Advertisement and notice of Preliminary Roll (current BOC item)	\$150.00
Tax Roll Advertisement	\$200.00
Total Cost – Bay Pointe	\$246,023.63

The basis for assessment is by lot in accordance with the number of subdivision lots at the time the petition was made, which is 50.

The individual assessment for each of the 50 lots is \$4,920.47. This amount can be paid as a lump sum before the first assessment bill comes due or in 10 annual payments with 1.5% annual interest. The annual payment with interest is \$533.55.

2.) **Preliminary Assessment Roll Prepared and Published**

Now that construction is complete, County staff have developed a preliminary assessment roll for Bay Pointe subdivision, in accordance with the provisions of NCGS 153A-194. If the Board adopts the resolution presented, the preliminary assessment roll will be filed in the Clerk's office where it will be available for inspection, and the required public hearing will be scheduled for the Board meeting on July 21, 2025. Additionally, a notice of the preliminary assessment roll and public hearing time will be mailed by first-class mail to each property owner to be assessed.

3.) **Petition to NCDOT**

To initiate the process with NCDOT regarding maintenance responsibility, the Board must authorize submitting a petition to NCDOT to accept the following roads: Bay Pointe Drive, Golden Bay Court and West Bay Drive in Bay Pointe subdivision. A copy of the NCDOT petition form for the subdivision is attached.

ALTERNATIVES:

If the Board of Commissioners should choose not to adopt the Final Assessment Rolls, the County would be unable to recover the project funds spent repairing the roads and would have established a precedent of dedicating public funding to private road repair projects.

RECOMMENDATION:

Staff recommends the Policy and Public Works Subcommittee recommend the Board of Commissioners:

- Adopt the attached resolution establishing project total cost, setting the Preliminary Assessment Roll, and scheduling a Public Hearing on the Preliminary Assessment Roll for Bay Pointe Subdivision Road Improvement Project; and
- Authorize the Chair to petition the North Carolina Department of Transportation (NCDOT) to accept the following roads into NCDOT's Secondary Road Maintenance Program: Bay Pointe Drive, Golden Bay Court and West Bay Drive in Bay Pointe subdivision.

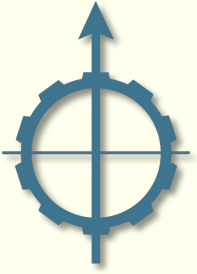
BAY POINTE SUBDIVISION



catawba county



- Parcels
- Structures
- Addresses
- Bay Pointe



NORTH

1 inch equals 100 feet

RESOLUTION No. 2025-____

RESOLUTION DECLARING COST, ORDERING PREPARATION OF PRELIMINARY ASSESSMENT
ROLL AND SETTING TIME AND PLACE FOR PUBLIC HEARING ON THE PRELIMINARY
ASSESSMENT ROLL FOR THE STREET IMPROVEMENT PROJECT FOR BAY POINTE SUBDIVISION

WHEREAS, the improvement of a portion of Bay Pointe subdivision fronting on Bay Pointe Drive, Golden Bay Drive and West Bay Drive was requested by petition of Property Owners filed on August 2, 2024, duly certified, to the Board of Commissioners, and determined to be sufficient in all respects by the Director of Utilities and Engineering; and

WHEREAS, the Board authorized the project by a Resolution adopted by the Board on November 4, 2024, and the project has been completed; and

WHEREAS, the cost of the project, has been determined.

NOW, THEREFORE, BE IT RESOLVED by the Catawba County Board of Commissioners that:

1. The cost of the above-described improvement, has been computed and determined and is hereby declared to be \$ 246,023.63.
2. The Catawba County Tax Administrator is hereby directed to prepare a preliminary assessment roll, in accordance with N.C.G.S. §153A-194, showing the individual assessments upon properties benefited by the improvement.
3. The Catawba County Clerk is hereby directed to make available during regular office hours, in the Clerk's office, the preliminary assessment roll for inspection by the public from this day through July 21, 2025.
4. The Catawba County Board of Commissioners will hold a public hearing in accordance with N.C.G.S. §153A-195 at 7:00 p.m. on July 21, 2025 at the Catawba County Board of Commissioners Board Room, located in the Justice Center in Newton, North Carolina.
5. The Clerk is hereby directed to issue notice of the above-described public hearing.
6. The Clerk is further directed, no later than 10 days before the public hearing, to mail by first class mail copies of the notice of hearing to the property owners listed on the preliminary assessment roll.

Adopted the 16th day of June, 2025.

[Seal]

C. Randall Isenhower, Chairman
Catawba County Board of Commissioners

Attest:

Dale R. Stiles, Clerk to the Board
Catawba County Board of Commissioners

**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Catawba

Road Description: Bay Pointe Drive, Golden Bay Drive and West Bay Drive - Bay Pointe subdivision

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Catawba requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Catawba that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Catawba at a meeting on the 16th day of June, 2025.

WITNESS my hand and official seal this the 16th day of June, 2025.

Official Seal

Clerk, Board of Commissioners
County: _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Policy and Public Works Subcommittee
DATE: June 16, 2025
IN RE: Preliminary Assessment for Wellington Subdivision Road Improvements

REQUEST:

The Policy and Public Works Subcommittee requests the Board of Commissioners adopt the Preliminary Assessment Resolution authorizing the Wellington Subdivision Road Improvement Project.

BACKGROUND:

Resolution #2020-17 created the petition-driven program to upgrade privately maintained secondary roads to meet NCDOT standards, thereby converting road maintenance responsibility from private homeowners to NCDOT. As statutorily permitted, the cost of improvements may be assessed against the property owners and recouped over a 10-year period, through the special assessment process. To participate in the program, a minimum 75 percent of the homeowners to be assessed must voluntarily sign a petition supporting the project. The owners who sign the petition must account for at least 75 percent of the road frontage to be improved through the assessment.

Wellington subdivision is located off Rocky Ford Road in unincorporated Catawba County. The property owners of the portion of Wellington subdivision fronting Wellington Avenue, Dublin Lane and Devonshire Road filed a petition for improving the streets with Utilities and Engineering. The portion of Wellington subdivision included in the petition consists of twenty-eight lots. Property owners of 23 of the 28 lots, representing 82.1% of the affected owners, signed the petition. These property owners represent approximately 8,031.10 lineal feet of the 9,696.69 lineal feet (82.8%) of total frontage.

NCDOT staff prepared the scope of work and County staff prepared the cost estimate to bring the roads up to NCDOT standards. A letter from NCDOT stating the roads will be recommended for acceptance into the Secondary Road Maintenance Program once improved is attached.

ANALYSIS:

The streets are approximately 38 years old and are in poor condition for pavement of this age. To bring the roads up to North Carolina Department of Transportation standards, trees and brush within the right-of-way will be removed; most sections of pavement will be milled 1.5 inches and overlaid with 1.5 inches of asphalt. Certain sections of pavement will be milled 2.0 inches; the gravel base will be reconditioned and after passing a proof roll test, will be overlaid with 1.5 inches of asphalt. To allow for proper road drainage, road shoulders will be graded, some culverts will be cleaned, and certain cross drains will be cleaned and/or repaired. The cost of this work is estimated to be \$338,015.65, or about \$12,071.99 per lot. The final cost and per lot assessment remains unknown until the project is bid and constructed.

The table below summarizes the statutory process for establishing private road assessments and, for the items that have already been completed, provides the dates on which the Board of Commissioners took each required action. The table also outlines the remaining steps the Board will still need to take to implement the assessment (*noted in italics*).

NCGS §	Date	Action Items
153A-205	5/16/2025	Citizens petition BOC with >75% of property owners & >75% of road frontage.
153A-190 & 153A-191	6/16/2025	BOC accepts Citizen Petition, makes funding decision and adopts Preliminary Resolution describing the Project, financing and setting time for Public Hearing.
153A-192	7/21/2025	<i>BOC holds Public Hearing on Preliminary Assessment Resolution.</i>
153A-192	7/21/2025	<i>BOC considers adopting Final Resolution approving Project, setting financing terms.</i>
143-131	<i>tbd</i>	<i>Project is bid in accordance with NC Procurement Procedures.</i>
143-131	<i>tbd</i>	<i>Bid awarded.</i>
153A-193 & 194	<i>tbd</i>	<i>BOC determines Project Total Cost, sets date and time for Public Hearing on the Preliminary Assessment Rolls.</i>
153A-195	<i>tbd</i>	<i>BOC holds Public Hearing on the Preliminary Assessment Rolls annuals, confirms Preliminary Assessment Rolls. If confirmed, Tax Administrator is authorized to collect assessment fees in same manner as property taxes.</i>

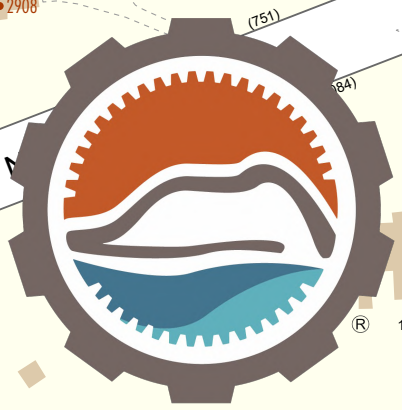
ALTERNATIVES:

The alternative to adopting the Preliminary Assessment Resolution is to deny it and not offer public financing of private road improvements.

RECOMMENDATION:

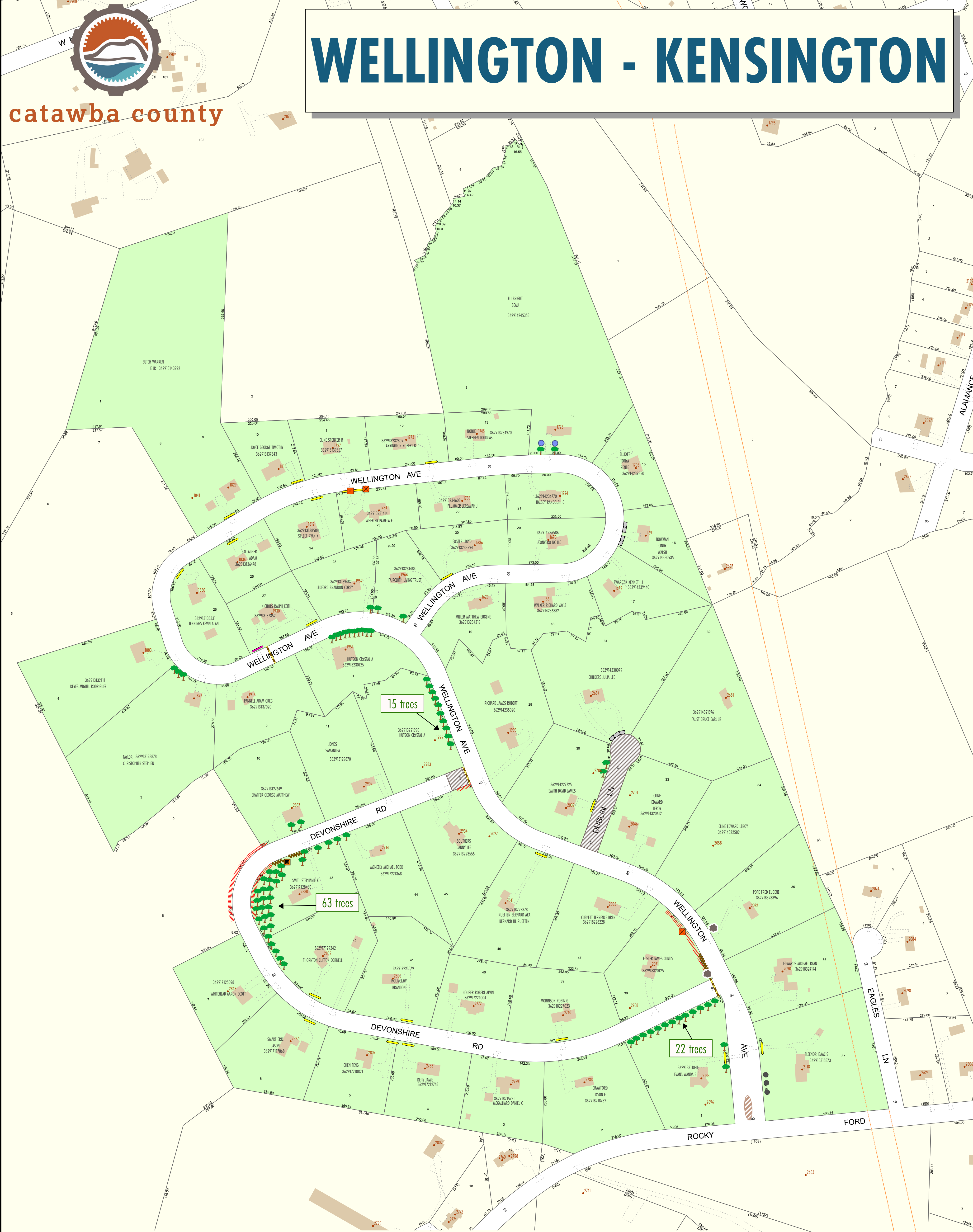
The Policy and Public Works Subcommittee recommends the Board of Commissioners adopt the Preliminary Assessment Resolution authorizing the Wellington Subdivision Road Improvement Project.

Attachments: Preliminary Assessment Resolution for Wellington Subdivision
NCDOT Letter
Certificate of Sufficiency of Petition
Map of Wellington Subdivision



catawba county

WELLINGTON - KENSINGTON



- Duke Power Easements

Addresses

Driveways

Structures

Recondition road base

Sign Removal

Clean cross drain
- Shoulder graded and grassed

Driveway culvert replaced

Pull Ditch

Reduce block to 2 high

Clean driveway culvert

Drainage box replaced

Box Cleanup
- Concrete bars removed

Filter fabric and riprap

Trees Removed

Remove Columns

Wellington - Kensington Subdivision



1 inch equals 150 feet

RESOLUTION No. 2025-

PRELIMINARY ASSESSMENT RESOLUTION
FOR STREET IMPROVEMENT PROJECT
FOR WELLINGTON SUBDIVISION
JUNE 16, 2025

WHEREAS, street maintenance and deterioration is a concern that affects residents of Catawba County neighborhoods and subdivisions; and

WHEREAS, at its meeting held on September 8, 2020, the Catawba County Board of Commissioners resolved (Resolution # 2020-17) to take an active role in efforts to make street repair assistance available to citizens when other alternatives are not feasible, in accordance with Chapter 153A Article 9 of the North Carolina General Statutes; and

WHEREAS, on the 16th day of May 2025, the property owners of Wellington subdivision fronting Wellington Avenue, Dublin Lane and Devonshire Road filed with the Catawba County Utilities and Engineering Department a petition for improving the streets in the following manner:

Trees and shrubs within the right-of-way will be removed; most sections of pavement will be milled 1.5 inches and overlaid with 1.5 inches of asphalt. Certain sections of pavement will be milled 2.0 inches; the gravel base reconditioned and after passing a proof roll test, will be overlaid with 1.5 inches of asphalt. To allow for proper road drainage, road shoulders will be graded, some culverts will be cleaned, and certain cross drains will be cleaned and/or repaired; and

WHEREAS, the Director of Utilities and Engineering for Catawba County has certified to the Catawba County Board of Commissioners that said petition is sufficient in all respects, the same having been duly signed by more than seventy-five percent (75%) of the affected owners, whose property represents more than seventy-five percent (75%) of all the lineal feet of frontage of the lands abutting upon the streets or portion of streets hereinabove described.

NOW, THEREFORE, BE IT RESOLVED by the Catawba County Board of Commissioners:

1. The above mentioned petition is found to be sufficient in all respects.
2. It is intended that Wellington subdivision be improved in the following manner:

Trees and shrubs within the right-of-way will be removed; most sections of pavement will be milled 1.5 inches and overlaid with 1.5 inches of asphalt. Certain sections of pavement will be milled 2.0 inches; the gravel base reconditioned and after passing a proof roll test, will be overlaid with 1.5 inches of asphalt. To allow for proper road drainage, road shoulders will be graded, some culverts will be cleaned, and certain cross drains will be cleaned and/or repaired;

under and by virtue of Chapter 153A Article 9 of the General Statutes of North Carolina and the procedure therein established for acceptance into the NCDOT State system for highway maintenance.

3. One hundred percent (100%) of the total cost of said improvement be hereafter assessed upon the property receiving the improvements (according to the assessment basis set out in the petition):

The property owners of Wellington subdivision fronting Wellington Avenue, Dublin Lane and Devonshire Road.

4. Within 30 days of publication of notice of confirmation of the final assessment role, the assessments shall be payable in full, or if any property owner shall so elect, such owner shall have the option of paying the assessment in ten (10) equal annual installments, said installments to bear interest at the proposed rate of 1.5% percent per annum.
5. A public hearing on all matters covered by this resolution shall be held at 7:00 p.m. on the 21st day of July, 2025, in the Board of Commissioners Meeting Room, 2nd floor of the Catawba County Justice Center, 100 Government Dr. in Newton, North Carolina.

BE IT FURTHER RESOLVED that a copy of the Notice of Preliminary Assessment Resolution and Public Hearing provided for in NCGS § 153A-191 be published in the Hickory Daily Record as described in said subsection of said General Statutes.

The County, and its officers, agents and attorneys are hereby directed to take any further actions as may be required by the laws of the State of North Carolina to perform the matters and things directed by this Resolution.

Adopted the 16th day of June 2025.

[Seal]

C. Randall Isenhower, Chairman
Catawba County Board of Commissioners

Attest:

Dale R. Stiles, Clerk
Catawba County Board of Commissioners

CERTIFICATE AS TO SUFFICIENCY
OF PETITION FOR IMPROVEMENT

TO: THE CATAWBA COUNTY BOARD OF COMMISSIONERS

I, Peter Shonka, Director of Utilities and Engineering for Catawba County, North Carolina, do hereby certify that the attached petition of property owners for the improvement Wellington Subdivision was lodged with me on the 16th day of May, 2025; that I have investigated the sufficiency of the said petition; and that the result of my investigation is as follows:

1. The total number of owners of the lands abutting upon the street or streets or part of street or streets proposed by the said petition to be improved is 28. The number of said owners who signed the petition is 23, a number equal to greater than 75 percent.
2. The total number of lineal feet of frontage of said lands upon the street or streets or part of street or streets proposed by the said petition to be improved is 9696.69 feet. The number of the said lineal feet of frontage represented by the property of the said owners who signed the petition is 8031.1 feet, a distance equal to greater than 75 percent or the frontage of the lands abutting the area to be improved.
3. I find that the said petition is in all respects sufficient and in conformity with all the requirements of Chapter 153A-205 of the General Statutes of North Carolina. I find also that the street (or streets) (or part of a street or streets) proposed by the said petition to be improved is (or are) or has been (or have been) definitely laid out, and that the boundaries of the same have been definitely fixed.

IN WITNESS THEREOF, I affix my hand and seal.

This the 30th day of May, 2025.



Peter M. Shonka, Director Utilities and Engineering



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

May 30, 2025

Mr. Pete Shonka, P.E.
Utilities & Engineering Director
25 Government Drive
Newton, NC 28658

Dear Mr. Shonka,

This letter is in response to your inquiry about the acceptance of Wellington Subdivision in Catawba County. Once all items on the scope of work have been corrected and the District Office has confirmed that the repairs meet NCDOT's Minimum Standards for Addition. The District Office will move forward with the addition paperwork for the streets within Wellington Subdivision that meet those minimum standards and then submit and recommend the streets for addition to NCDOT's Secondary Road Maintenance System. If you have any further question please let us know.

Sincerely,

Travis R Jordan, P.E.
District Engineer
Division 12, District 3

TRJ:jlk
Cc: file

MEMORANDUM

To: Catawba County Board of Commissioners
From: Policy and Public Works Subcommittee
Date: June 16, 2025
Subject: Sale of Surplus Property located at 246 7th Street SE, Hickory, North Carolina, by Offer and Upset Bid Process

Staff Requests

The Policy and Public Works Subcommittee requests the Board of Commissioners approve a resolution to accept the offer of Legacy Home Builders, LLC, in the amount of \$15,000, to purchase County owned property located at 246 7th Street SE in Hickory, subject to the upset bid process, and appropriate the sale proceeds to the existing General Renovations capital project.

Background

Legacy Home Builders, LLC, hopes to acquire the County-owned parcel (Parcel ID: 370208973801) and has submitted to the County an offer to purchase for \$15,000. In addition, Legacy Home Builders, LLC, has submitted a bid deposit of \$750, as required by County policy and State law.

The County acquired the parcel in 1999 from an execution sale conducted by Sheriff Huffman. The County has no use for this vacant 0.24-acre parcel at the present time or in the foreseeable future.

If authorized by the Board, notice of the bid will be advertised in the Hickory Daily Record and on the County's website, and upset bids may be made to the County within ten (10) days of publication. If an upset bid is received, that bid will be re-advertised until there are no further upset bids. The Board will then either accept or reject the offer. If the offer is accepted, the property will be sold to the highest bidder. The successful bidder must present cash or a certified check for the entire balance due at the time of closing.

Recommendation

The Policy and Public Works Subcommittee requests the Board of Commissioners approve a resolution to accept the offer of Legacy Home Builders, LLC, in the amount of \$15,000, to purchase County owned property located at 246 7th Street SE, Hickory, North Carolina, subject to the upset bid process, and appropriate the sale proceeds to the existing General Renovations capital project.

Attachments:

GIS – Property Data

Supplemental Appropriation

Revenue:

410-460100-680700	Sale of Properties	\$15,000
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Expense:

410-460100-988000-11018	General Renovations Project	\$15,000
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RESOLUTION #_2025---_____

RESOLUTION AUTHORIZING SALE AND UPSET BID PROCESS

Parcel ID: 370208973801

WHEREAS, Catawba County owns certain property located at 246 7th Street SE, Hickory, North Carolina, as shown in Deed Book 2160 at Page 1764 in the office of the Register of Deeds for Catawba County, to which Deed reference is hereby made for more complete description; and

WHEREAS, North Carolina General Statute 160A-269 permits the County to sell property by upset bid, after declaring the property surplus and receiving an offer to purchase the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$15,000, submitted by Legacy Home Builders, LLC; and

WHEREAS, Legacy Home Builders, LLC, has paid the required five percent (5%) deposit on the offer; and

WHEREAS, the Catawba County Board of Commissioners acknowledges the offer of \$15,000, subject to the upset bid procedure, for the property located at 246 7th Street SE, Hickory, North Carolina.

THEREFORE, the Catawba County Board of Commissioners resolves that:

1. The Catawba County Board of Commissioners declares the property located at 246 7th Street SE, Hickory, North Carolina, surplus and authorizes the sale of the property described above through the upset bid procedure of North Carolina General Statute 160A-269.
2. The County Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the most recent offer received shall submit a sealed bid with their offer to the office of the County Clerk within ten (10) days after the notice of sale is published. At the conclusion of the 10-day period, the Purchasing Manager shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying bid is received, the County Clerk shall cause a new notice of upset bid to be published and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit equal to five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The County will return the deposit of the final high bidder at closing.
7. The terms of the final sale are that the property is sold "as is" and the buyer must pay with cash, cashier's check or certified check at the time of closing.
8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject all bids at any time.

9. If no qualifying bid is received after the initial public notice, the offer set forth above by Legacy Home Builders, LLC is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property. All other bids must be accepted by the Board of Commissioners.

This the 16th of June, 2025.

C. Randall Isenhower, Chair
Catawba County Board of Commissioners

Parcel Report - Catawba County NC

Parcel Information:

Parcel ID: **370208973801**
 Parcel Address: 246 7TH ST SE
 City: HICKORY, 28602
 LRK(REID): 24558
 Deed Book/Page: 2160/1764
 Subdivision: MAP OF KENWORTH
 Lots/Block: 13/ 3
 Last Valid Sale:
 Plat Book/Page: 1/23
 Legal: LOT 13 13 BLK 3 PL1-23 7TH ST SE PL 1-23
 Calculated Acreage: .240
 Tax Map: 025H 03008
 Township: HICKORY
 State Road #:

Owner Information:

Owner: CATAWBA COUNTY
 Owner2:
 Address: PO BOX 368
 Address2:
 City: NEWTON
 State/Zip: NC 28658-0368
 Click **here** to update owner mailing address.

School Information:

School District: HICKORY
 Elementary School: LONGVIEW/SOUTHWEST
 Middle School: NORTHVIEW
 High School: HICKORY
 School Map

Tax/Value Information: Tax Rates

City Tax District: HICKORY
 County Fire District: All in City
 Building(s) Value: \$0
 Land Value: \$7,100
 Assessed Total Value: \$7,100
 Year Built/Remodeled: /
 Tax Revaluation 2023: Info, COMPER
 You can contact the Real Property division of the
 Tax Office at: 828.465.8436
 Tax Bill

Zoning Information:

Zoning District: HICKORY
 Zoning1: R-4
 Zoning2:
 Zoning3:
 Zoning Overlay:
 Small Area:
 Split Zoning Districts: /
 Zoning Agency Phone Numbers

Miscellaneous:

Current: If available, Building Permits for this parcel.
 Before 12/4/23: Building Permit Address Search for this parcel.

If available, Building Permits for this parcel. Septic links are not permits.
 Septic Final Permits prior to 08/2018, contact Environmental Health.

Building Details

WaterShed:

Voter Precinct: P12/ Voting Map

Parcel Report Data Descriptions

Firm Panel Date: 2007-09-05

Firm Panel #: 3710370200J

2010 Census Block: 2002

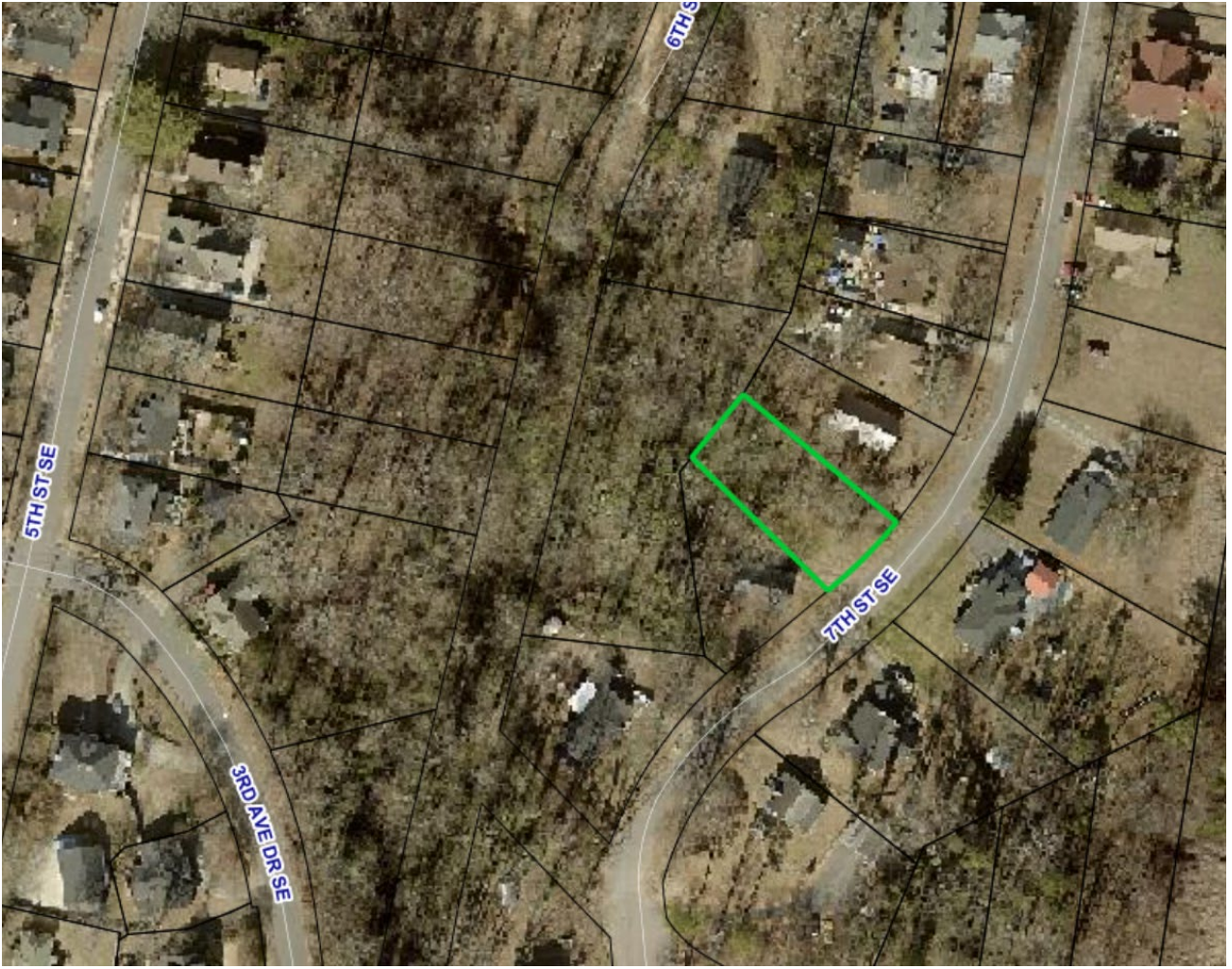
2010 Census Tract: 010900

Agricultural District:

List all Owners

Deed History Report

Assessment Report



MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Brian Myers, Tax Administrator

DATE: June 16, 2025

IN RE: Tax Release / Refund Request

REQUEST

The Tax Administrator requests the Board of Commissioners to approve three releases totaling \$2,241.07 and 57 Motor Vehicles Bill adjustments / refunds totaling \$2,954.19 requested during the month of May.

BACKGROUND

North Carolina General Statute 105-381(b) states upon receipt of a taxpayer's written request for release or refund, the taxing unit's governing body has 90 days to determine whether the taxpayer's request is valid to either approve the release or refund of the incorrect portion or to notify the taxpayer in writing that no release or refund will be made.

During the month of May Tax Office staff have checked records and verified the legitimacy of three release requests totaling \$2,241.07 and 57 Motor Vehicle Bill adjustments / refunds totaling \$2,954.19.

Common reasons for the release of tax bill amounts include change in values and months, change in situs, businesses closing / being sold, clerical errors and removal of rollout bill due to application being provided. The motor vehicle bill adjustments are largely due to pro-ratio of tax bill amounts to account for mid-year transfers of ownership, change in values and change in situs. (A detailed transaction summary of individual transactions is attached.)

RECOMMENDATION

Staff recommends the Board of Commissioners approve three releases totaling \$2,241.07 and 57 Motor Vehicle Bill adjustments / refunds totaling \$2,954.19 requested during the month of May.

COMMISSIONER APPROVAL OF RELEASES & REFUNDS

TIME PERIOD: May 1, 2025 Thru May 31, 2025

PROCESSED: June 16, 2025

REGULAR RELEASES

MOTOR VEHICLE	\$0.00
REAL & PERSONAL	\$2,241.07
TOTALS	\$2,241.07

REGULAR REFUNDS

MOTOR VEHICLE	
REAL & PERSONAL	\$0.00
TOTALS	\$0.00

COUNTY GRAND TOTAL	\$2,241.07
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NEW MOTOR VEHICLE SYSTEM REFUNDS (VTS)

MOTOR VEHICLE NCVTS	2,954.19
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RANDY ISENHOWER
CHAIRMAN OF THE BOARD
CATAWBA COUNTY BOARD OF COMMISSIONERS

Payee Name	Address 1	Address 2	Address 3	Plate Number	Status	Refund Description	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
ARNEY, GEORGE LAIFAIT	968 COUNTY HOME DAIRY RD		CONOVER, NC 28613	KDJ6555	PENDING	Refund Generated due to proration on Bill #0080505900-2024-2024-0000-00	CATA	TAX	(\$9.96)	\$0.00	(\$9.96)
							F06	TAX	(\$2.00)	\$0.00	(\$2.00)
										Refund	\$11.96
BRADLEY, LEWIS NIE	771 IRIS LANE		NEWTON, NC 28658	VCA4881	PENDING	Refund Generated due to proration on Bill #0080620522-2024-2024-0000-00	CATA	TAX	(\$20.89)	\$0.00	(\$20.89)
							C08	TAX	(\$23.59)	\$0.00	(\$23.59)
							C08	VEHICLE FEE	\$0.00	\$0.00	\$0.00
				Refund	\$44.48						
BROWN, MAURISHA JALIA LAQUAGIA	2175 14TH AVE SW		HICKORY, NC 28602	VEX1724	PENDING	Refund Generated due to proration on Bill #0082771115-2024-2024-0000-00	CATA	TAX	(\$6.61)	\$0.00	(\$6.61)
							C06	TAX	(\$8.12)	\$0.00	(\$8.12)
										Refund	\$14.73
CARLSON, ALYCE JEAN	3121 3RD STREET DR NW		HICKORY, NC 28601	ELD085	PENDING	Refund Generated due to proration on Bill #0081244932-2024-2024-0000-00	CATA	TAX	(\$6.02)	\$0.00	(\$6.02)
							C05	TAX	(\$6.87)	\$0.00	(\$6.87)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
				Refund	\$17.89						
CHIS, MARIUS	3826A 16TH ST NE		HICKORY, NC 28601	TJD1416	PENDING	Refund Generated due to proration on Bill #0065095107-2024-2024-0000-00	CATA	TAX	(\$29.62)	\$0.00	(\$29.62)
							C05	TAX	(\$33.82)	\$0.00	(\$33.82)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
				Refund	\$63.44						
COLE, JULIE DAYTON	1933 BONNERS CIR		CONOVER, NC 28613	DBN6611	PENDING	Refund Generated due to proration on Bill #0023386587-2024-2024-0000-00	CATA	TAX	(\$6.86)	(\$0.44)	(\$7.30)
							F11	TAX	(\$1.93)	(\$0.13)	(\$2.06)
										Refund	\$9.36
CONN, KATHERINE ROBYN	2287 STARBROOKE DR		NEWTON, NC 28658	AMX1679	PENDING	Refund Generated due to adjustment on Bill #0014464328-2024-2024-0000-00	CATA	TAX	(\$12.48)	\$0.00	(\$12.48)
							C08	TAX	(\$14.09)	\$0.00	(\$14.09)
							C08	VEHICLE FEE	\$0.00	\$0.00	\$0.00
				Refund	\$26.57						
CONWAY, EILEEN MARIE	1220 9TH ST NW		HICKORY, NC 28601	RDR5776	PENDING	Refund Generated due to proration on Bill #0072832961-2023-2023-0000-00	CATA	TAX	(\$14.95)	\$0.00	(\$14.95)
							C05	TAX	(\$17.06)	\$0.00	(\$17.06)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
				Refund	\$32.01						

CRANFORD, WALTER MAIER	1940 LAKESIDE LN		CONOVER, NC 28613	HEZ2219	PENDING	Refund Generated due to proration on Bill #0051502248-2024- 2024-0000-00	CATA	TAX	(\$40.97)	\$0.00	(\$40.97)
							F11	TAX	(\$11.53)	\$0.00	(\$11.53)
										Refund	\$52.50
DINGLER, STEPHEN LAWRENCE	3817 11TH ST PLACE NE		HICKORY, NC 28601	LFP2204	PENDING	Refund Generated due to proration on Bill #0082617729-2024- 2024-0000-00	CATA	TAX	(\$139.66)	\$0.00	(\$139.66)
							C05	TAX	(\$159.46)	\$0.00	(\$159.46)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$299.12
EGGERS, JOHN PAUL	3267 RP WHITENER LN		HICKORY, NC 28602	HJM9085	PENDING	Refund Generated due to adjustment on Bill #0084726698- 2024-2024-0000	CATA	TAX	\$0.00	\$0.00	\$0.00
							C05	TAX	(\$4.32)	\$0.00	(\$4.32)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
							F20	TAX	\$1.19	\$0.00	\$1.19
										Refund	\$8.13
EGGERS, JOHN PAUL	3267 RP WHITENER LN		HICKORY, NC 28602	JJV7691	PENDING	Refund Generated due to adjustment on Bill #0084726673- 2024-2024-0000	CATA	TAX	\$0.00	\$0.00	\$0.00
							C05	TAX	(\$35.85)	\$0.00	(\$35.85)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
							F20	TAX	\$9.85	\$0.00	\$9.85
										Refund	\$31.00
EGGERS, JOHN PAUL	3267 RP WHITENER LN		HICKORY, NC 28602	KHW4980	PENDING	Refund Generated due to adjustment on Bill #0084726677- 2024-2024-0000	CATA	TAX	\$0.00	\$0.00	\$0.00
							C05	TAX	(\$9.05)	\$0.00	(\$9.05)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
							F20	TAX	\$2.49	\$0.00	\$2.49
										Refund	\$11.56
EGGERS, JOHN PAUL	3267 RP WHITENER LN		HICKORY, NC 28602	XRJ6545	PENDING	Refund Generated due to adjustment on Bill #0084726688- 2024-2024-0000	CATA	TAX	\$0.00	\$0.00	\$0.00
							C05	TAX	(\$4.60)	\$0.00	(\$4.60)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
							F20	TAX	\$1.26	\$0.00	\$1.26
										Refund	\$8.34
EGGERS, JOHN PAUL	3267 RP WHITENER LN		HICKORY, NC 28602	CM34003	PENDING	Refund Generated due to adjustment on Bill #0084726658- 2024-2024-0000	CATA	TAX	\$0.00	\$0.00	\$0.00
							C05	TAX	(\$5.06)	\$0.00	(\$5.06)
							F20	TAX	\$1.39	\$0.00	\$1.39
										Refund	\$3.67
FENEQUE, GAMALIEL	4087 ANGEL LN		MAIDEN, NC 28650	VFN1004	PENDING	Refund Generated due to adjustment on Bill #0084471232- 2024-2024-0000-00	CATA	TAX	(\$59.22)	\$0.00	(\$59.22)
							C05	TAX	(\$67.61)	\$0.00	(\$67.61)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
										Refund	\$131.83
FREEMAN, TIFFANY GRACE	3994 MATTINGLY DR		HICKORY, NC 28602	FFB6593	PENDING	Refund Generated due to adjustment on Bill #0042618061- 2024-2024-0000-00	CATA	TAX	(\$8.80)	\$0.00	(\$8.80)
							F03	TAX	(\$1.88)	\$0.00	(\$1.88)
										Refund	\$10.68
FREEMAN, TYLER WALKER	3994 MATTINGLY DR		HICKORY, NC 28602	HJX7641	PENDING	Refund Generated due to adjustment on Bill #0053661891- 2024-2024-0000-00	CATA	TAX	(\$2.47)	\$0.00	(\$2.47)
							F03	TAX	(\$0.53)	\$0.00	(\$0.53)
										Refund	\$3.00

GLISAN, GEORGE BERNARD	PO BOX 117		CLAREMONT, NC 28610	JKV2349	PENDING	Refund Generated due to adjustment on Bill #0076291449-2024-2024-0000-00	CATA	TAX	(\$50.13)	\$0.00	(\$50.13)
							C03	TAX	(\$52.52)	\$0.00	(\$52.52)
										Refund	\$102.65
GRELL, KEVIN THOMAS	4725 BROOKRIDGE DR NE		HICKORY, NC 28601	DANN	PENDING	Refund Generated due to proration on Bill #0058600533-2024-2024-0000-00	CATA	TAX	(\$16.29)	\$0.00	(\$16.29)
							C05	TAX	(\$18.60)	\$0.00	(\$18.60)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
HALDER, SRIJEET	3350 GEORGE BUSBEE PKWY NW	APT 702	KENNESAW, GA 30144	KKN7075	PENDING	Refund Generated due to proration on Bill #0074676336-2024-2024-0000-00	CATA	TAX	(\$10.44)	\$0.00	(\$10.44)
							C05	TAX	(\$11.92)	\$0.00	(\$11.92)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
HALDER, SRIJEET	3350 GEORGE BUSBEE PKWY NW	APT 702	KENNESAW, GA 30144	KKS2284	PENDING	Refund Generated due to proration on Bill #0079048638-2024-2024-0000-00				Refund	\$22.36
							CATA	TAX	(\$65.58)	\$0.00	(\$65.58)
							C05	TAX	(\$74.88)	\$0.00	(\$74.88)
HAMBY, SHARON BOYD	1511 BOLICK CIR NE		CONOVER, NC 28613	JDS7563	PENDING	Refund Generated due to proration on Bill #0064027583-2024-2024-0000-00	C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$140.46
							CATA	TAX	(\$36.96)	\$0.00	(\$36.96)
HAMMER-SCRONCE, AMY LYNN	4178 PLATEAU RD		NEWTON, NC 28658	VCT4027	PENDING	Refund Generated due to proration on Bill #0080306978-2024-2024-0000-00	C04	TAX	(\$36.63)	\$0.00	(\$36.63)
							C04	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$73.59
HARDIN, BOBBY JOE	1037 12TH STREET PL NE		HICKORY, NC 28601	LCV7625	PENDING	Refund Generated due to proration on Bill #0078762743-2023-2023-0000-00	CATA	TAX	(\$37.25)	\$0.00	(\$37.25)
							F04	TAX	(\$5.51)	\$0.00	(\$5.51)
										Refund	\$42.76
HARRIS, WESLEY SCOTT	1040 38TH AVE NE		HICKORY, NC 28601	VJ8034	PENDING	Refund Generated due to proration on Bill #0082907732-2024-2024-0000-00	CATA	TAX	(\$14.61)	\$0.00	(\$14.61)
							C05	TAX	(\$16.68)	\$0.00	(\$16.68)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
HEFNER, GREGORY DALE	4861 SPRINGS RD		CONOVER, NC 28613	TAM4193	PENDING	Refund Generated due to proration on Bill #0053208395-2023-2023-0000-00				Refund	\$31.29
							CATA	TAX	(\$158.30)	\$0.00	(\$158.30)
							F05	TAX	(\$49.26)	\$0.00	(\$49.26)
HOKE, LARRY GENE	PO BOX 207		CLAREMONT, NC 28610	SWX7563	PENDING	Refund Generated due to proration on Bill #0018209818-2023-2023-0000-00				Refund	\$207.56
							CATA	TAX	(\$10.25)	\$0.00	(\$10.25)
							F05	TAX	(\$2.68)	\$0.00	(\$2.68)
HOKE, LARRY GENE	PO BOX 207		CLAREMONT, NC 28610	ADL4657	PENDING	Refund Generated due to proration on Bill #0014456373-2023-2023-0000-00				Refund	\$12.93
							CATA	TAX	(\$1.47)	\$0.00	(\$1.47)
							C03	TAX	(\$1.54)	\$0.00	(\$1.54)
HOLLAND, CHARLES ADOLPHUS III	206 31ST AVE NE		HICKORY, NC 28601	6V3737	PENDING	Refund Generated due to proration on Bill #0045749231-2024-2024-0000-00				Refund	\$3.01
							CATA	TAX	(\$1.36)	\$0.00	(\$1.36)
							C03	TAX	(\$1.43)	\$0.00	(\$1.43)
										Refund	\$2.79
							CATA	TAX	(\$14.22)	\$0.00	(\$14.22)
							C05	TAX	(\$16.23)	\$0.00	(\$16.23)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$30.45

HOLLAND, CHARLES ADOLPHUS III	206 31ST AVE NE		HICKORY, NC 28601	7K3947	PENDING	Refund Generated due to proration on Bill #0047994282-2024-2024-0000-00	CATA	TAX	(\$17.29)	\$0.00	(\$17.29)
							C05	TAX	(\$19.75)	\$0.00	(\$19.75)
							C05	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
										Refund	\$42.04
HOPPER, EDNA LLOYD	6450 APPLEHILL DR		HICKORY, NC 28602	FDJ3415	PENDING	Refund Generated due to proration on Bill #0041653231-2024-2024-0000-00	CATA	TAX	(\$30.28)	\$0.00	(\$30.28)
							F03	TAX	(\$6.50)	\$0.00	(\$6.50)
										Refund	\$36.78
HOWARD, LAURIE IDA ELIZABETH	8729 RIVERWOOD RD		TERRELL, NC 28682	JLT4535	PENDING	Refund Generated due to proration on Bill #0076574012-2024-2024-0000-00	CATA	TAX	(\$47.55)	\$0.00	(\$47.55)
							F08	TAX	(\$11.22)	\$0.00	(\$11.22)
										Refund	\$58.77
HUGHES, JOHN ERIC	1126 MCREE HEIGHTS CIR		NEWTON, NC 28658	JDE4266	PENDING	Refund Generated due to proration on Bill #0040476512-2024-2024-0000-00	CATA	TAX	(\$15.01)	\$0.00	(\$15.01)
							C08	TAX	(\$16.96)	\$0.00	(\$16.96)
							C08	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$31.97
HUNT, ELIZABETH LUCILLE	905 7TH STREET DR SE		HICKORY, NC 28602	KKN5972	PENDING	Refund Generated due to proration on Bill #0078365834-2023-2023-0000-00	CATA	TAX	(\$7.69)	\$0.00	(\$7.69)
							C05	TAX	(\$8.78)	\$0.00	(\$8.78)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$16.47
JOHNSON, PAMELA BOWMAN	1869 ROLLINS DR		CATAWBA, NC 28609	VFB7694	PENDING	Refund Generated due to proration on Bill #0083249435-2024-2024-0000-00	CATA	TAX	(\$56.92)	\$0.00	(\$56.92)
							F08	TAX	(\$13.42)	\$0.00	(\$13.42)
										Refund	\$70.34
JOYNER, VIVIAN ELAINE	919 JIM MILLSAPS RD		HIDDENITE, NC 28636	LAN5270	PENDING	Refund Generated due to proration on Bill #0080709760-2024-2024-0000-00	CATA	TAX	(\$58.58)	\$0.00	(\$58.58)
							F14	TAX	(\$14.85)	\$0.00	(\$14.85)
										Refund	\$73.43
LEE, SPENCER TSWVYIM	1823 KINCAID CT		HICKORY, NC 28602	ECK6600	PENDING	Refund Generated due to proration on Bill #0072585055-2023-2023-0000-00	CATA	TAX	(\$8.61)	\$0.00	(\$8.61)
							F03	TAX	(\$1.58)	\$0.00	(\$1.58)
										Refund	\$10.19
LOWMAN, DORIS WORKMAN	601 UNION ST		MAIDEN, NC 28650	JDE3446	PENDING	Refund Generated due to proration on Bill #0051248146-2024-2024-0000-00	CATA	TAX	(\$18.21)	\$0.00	(\$18.21)
							C07	TAX	(\$17.37)	\$0.00	(\$17.37)
										Refund	\$35.58
LUTZ, WILLIAM HARVEY JR	811 N ASHE AVE		NEWTON, NC 28658	HLN2646	PENDING	Refund Generated due to proration on Bill #0057876827-2024-2024-0000-00	CATA	TAX	(\$4.23)	\$0.00	(\$4.23)
							C08	TAX	(\$4.78)	\$0.00	(\$4.78)
							C08	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$9.01
MARTIN, AMBER MIA SHANICE ADREONA	1842 20TH AVE DR NE APT B		HICKORY, NC 28601	JBB8623	PENDING	Refund Generated due to proration on Bill #0063516244-2024-2024-0000-00	CATA	TAX	(\$11.44)	\$0.00	(\$11.44)
							C05	TAX	(\$13.07)	\$0.00	(\$13.07)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$24.51

MASTIN, ROBERT JAMES	3755 BURTON ST		SHERRILLS FORD, NC 28673	JJX4722	PENDING	Refund Generated due to proration on Bill #0070647119-2024- 2024-0000-00	CATA	TAX	(\$110.05)	\$0.00	(\$110.05)
							F08	TAX	(\$25.96)	\$0.00	(\$25.96)
										Refund	\$136.01
MCALLISTER, THOMAS LEE	309 10TH AVE NE		CONOVER, NC 28613	LFM5867	PENDING	Refund Generated due to proration on Bill #0083234189-2024- 2024-0000-00	CATA	TAX	(\$39.85)	\$0.00	(\$39.85)
							C04	TAX	(\$39.50)	\$0.00	(\$39.50)
							C04	VEHICLE FEE	\$0.00	\$0.00	\$0.00
MELLON, ZACHARY JAMES	12300 FOXBRIDGE LN APT J		BLACKSBURG, VA 24060	TPC7886	PENDING	Refund Generated due to proration on Bill #0057372785-2024- 2024-0000-00				Refund	\$79.35
							CATA	TAX	(\$30.13)	\$0.00	(\$30.13)
							F10	TAX	(\$6.67)	\$0.00	(\$6.67)
MEREDITH, WILBUR R IV	4760 GILES AVE		SHERRILLS FORD, NC 28673	FFC1690	PENDING	Refund Generated due to adjustment on Bill #0042638173- 2024-2024-0000-00				Refund	\$36.80
							CATA	TAX	(\$61.44)	\$0.00	(\$61.44)
							F08	TAX	(\$14.49)	\$0.00	(\$14.49)
MILLER, LEONARD HERBERT IV	6967 W NC 10 HWY		VALE, NC 28168	RHX8426	PENDING	Refund Generated due to proration on Bill #0078867362-2023- 2023-0000-00				Refund	\$75.93
							CATA	TAX	(\$17.70)	\$0.00	(\$17.70)
							F04	TAX	(\$2.62)	\$0.00	(\$2.62)
MOSTAFALOO, SAMAN	329 41ST AVENUE PL NW		HICKORY, NC 28601	KHH7184	PENDING	Refund Generated due to proration on Bill #0073070463-2023- 2023-0000-00				Refund	\$20.32
							CATA	TAX	(\$56.33)	\$0.00	(\$56.33)
							C05	TAX	(\$64.31)	\$0.00	(\$64.31)
PROPST, KAREN D	3328 16TH ST NE		HICKORY, NC 28601	JKS2524	PENDING	Refund Generated due to proration on Bill #0014449505-2024- 2024-0000-00				Refund	\$120.64
							CATA	TAX	(\$11.98)	\$0.00	(\$11.98)
							F05	TAX	(\$3.73)	\$0.00	(\$3.73)
PROPST, KAREN D	3328 16TH ST NE		HICKORY, NC 28601	ZVS5775	PENDING	Refund Generated due to proration on Bill #0018238203-2023- 2023-0000-00				Refund	\$15.71
							CATA	TAX	(\$2.88)	\$0.00	(\$2.88)
							F05	TAX	(\$0.75)	\$0.00	(\$0.75)
PROPST, MARK DOUGLAS	5171 LAVERN ST		CONOVER, NC 28613	CN81884	PENDING	Refund Generated due to adjustment on Bill #0066001149- 2024-2024-0000-00				Refund	\$3.63
							CATA	TAX	(\$35.59)	\$0.00	(\$35.59)
							F05	TAX	(\$11.07)	\$0.00	(\$11.07)
PRZYPEK, STEVEN A	2381 CROFTE DR		SHERRILLS FORD, NC 28673	KEP9391	PENDING	Refund Generated due to proration on Bill #0075369495-2024- 2024-0000-00				Refund	\$46.66
							CATA	TAX	(\$168.93)	\$0.00	(\$168.93)
							F08	TAX	(\$39.85)	\$0.00	(\$39.85)
QUEEN, LUCIA NATHALIA	104 TALLULAH CT		STATESVILLE, NC 28625	KJT7790	PENDING	Refund Generated due to proration on Bill #0077853227-2023- 2023-0000-00				Refund	\$208.78
							CATA	TAX	(\$7.40)	\$0.00	(\$7.40)
							C08	TAX	(\$8.36)	\$0.00	(\$8.36)
							C08	VEHICLE FEE	\$0.00	\$0.00	\$0.00
										Refund	\$15.76

SIGMON, DWAYNE HEATH	2762 JUDEA DR		CONOVER, NC 28613	KMF4448	PENDING	Refund Generated due to proration on Bill #0075900305-2024- 2024-0000-00	CATA	TAX	(\$121.15)	\$0.00	(\$121.15)
							F11	TAX	(\$34.11)	\$0.00	(\$34.11)
										Refund	\$155.26
SLOAN, RAHSAAN LATIEF	934 AC LITTLE DR		NEWTON, NC 28658	LDK4128	PENDING	Refund Generated due to proration on Bill #0083067221-2024- 2024-0000-00	CATA	TAX	(\$43.36)	\$0.00	(\$43.36)
							C05	TAX	(\$49.51)	\$0.00	(\$49.51)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
									Refund	\$92.87	
SNIDER, BETH LEANNE	6 SOUTH CROSSING WAY		BETHEL, CT 06801	VBB6489	PENDING	Refund Generated due to proration on Bill #0080962561-2024- 2024-0000-00	CATA	TAX	(\$7.65)	\$0.00	(\$7.65)
							C05	TAX	(\$8.73)	\$0.00	(\$8.73)
							C05	VEHICLE FEE	\$0.00	\$0.00	\$0.00
									Refund	\$16.38	
STARNES, MICHAEL ALAN	6163 EMORY LN		HICKORY, NC 28601	9M3246	PENDING	Refund Generated due to adjustment on Bill #0084477675- 2024-2024-0000-00	CATA	TAX	(\$14.70)	\$0.00	(\$14.70)
							F05	TAX	(\$4.58)	\$0.00	(\$4.58)
											Refund
STEWART, KATHY LAIL	1170 MURRAYS MILL RD		CATAWBA, NC 28609	JBB6222	PENDING	Refund Generated due to proration on Bill #0001202827-2024- 2024-0000-00	CATA	TAX	(\$13.36)	\$0.00	(\$13.36)
							F09	TAX	(\$3.35)	\$0.00	(\$3.35)
											Refund
									Refund Total	\$2954.19	

Release SUBJECT TO BOARD APPROVAL ON 6/16/2025

Abstract Number (Please include leading zeros)	Year For which release/refund requested	Owner Name as Billed (Last, First, Middle)	Release or Refund?	Original Value	Corrected Value	Release / Refund Amount	Reason (Please do not use all CAPS. Use correct capitalization)
201551	2025	SIGMON BARRY MITCHELL FAMILY TRUST	Release	106,700	0	\$752.24	Rollout bill to be removed, application was provided
201575	2025	SIGMON BARRY MITCHELL FAMILY TRUST	Release	152,700	0	\$736.78	Rollout bill to be removed, application was provided
201580	2025	SIGMON BARRY MITCHELL FAMILY TRUST	Release	152,700	0	\$752.05	Rollout bill to be removed, application was provided
				412,100	0	\$2,241.07	