

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, August 7, 2025, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on July 10, 2025
4. Public Hearings
5. Presentations
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - i. FEMA - WWTP, Consideration of WithersRavenel contract
 - ii. ARPA - E Main Sewer Interceptor, Consideration of Tentative Award
 - iii. 118 N. Main renovation
 - b. DWI application for SRF Helene funds update
 - c. Tax Report
 - i. Consideration of tax refunds
7. Department Updates
 - a. Public Works - Shane Dale
 - i.
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. Budget amendment
 - c. Fire Department - Niles Howell
 - i. Discussion of new fire truck
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement/Flood Plain Administration - Brian Buchanan
 - f. Burnsville Town Center - Corbin Cooper
8. Council Members' Reports
9. Updates from Advisory Boards and Non-Profits
 - a. Yancey/Burnsville Chamber of Commerce
 - b. High Country Council of Governments
10. Closed Session
11. Next Town Council Meeting - Regular meeting on September 4, 2025, 6pm
12. Adjourn

BURNSVILLE TOWN COUNCIL
Special for Regular Meeting - Thursday, July 10, 2025, 6pm
Burnsville Town Hall

On Thursday, July 10, 2025, at 6pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Denise Collier, Randy Ollis, and Bill Wheeler present, held a regular meeting at the Burnsville Town Hall located at 2 Town Square. Also in attendance were Town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Leslie Crowder, Niles Howell, Chad Fox, and Corbin Cooper. Mayor Fox called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of July 2025.

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

Public Comment

- Chuck Ivey commented on the recent No Kings Rally on the square, with concerns about safety. He brought up the issue of how to assess the need for police presence and road closures at potentially risky events.

Consideration of Minutes - Minutes from a regular meeting held on June 5, 2025 and a special meeting held on June 25, 2025 were considered. Judy Buchanan made a motion to approve both sets of minutes as read. Bill Wheeler seconded the motion, which carried unanimously.

Public Hearings - There were none.

Presentations - There were none.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
 - a. FEMA - Mrs. Hockaday said that funds for engineering on the permanent Raw Water Intake system and Pine Swamp Wastewater Treatment plant have been received. As designs are approved, FEMA will obligate future funds for construction. McGill has begun engineering on the raw water system, and the Town is working with WithersRavenel on the Pine Swamp Wastewater Treatment plant. She said that almost all of the "small projects" have been obligated and the funds were sent to the State. The Town has received most of the "small project" funds from the State.
 - b. ARPA
 - i. Main St./Glendale Waterlines - The Glendale portion of the waterlines project has begun on Cherry Street as crews replace lines, working their way eastward. The Main Street portion should begin on the east side of Town in late August. DEQ also notified the Town that, as part of the waterlines project, they will allow replacement of older lines on Longview Drive.
 - ii. Water Treatment Plant - Phase one of the upgrades has been completed.
 - iii. E. Main Sewer Interceptor - The project had a bidder after two attempts. Mrs. Hockaday and the contractor had discussed ways to bring the project into budget without an appropriate solution. She then applied for \$540,000 in additional funds, which was approved, making the project fully funded. She expects it to begin soon.
 - c. W. Main Sewer Interceptor - The project will be closed out once the June 5th minutes, approved earlier in this meeting, and the closeout documents are sent in.
 - d. 118 N. Main Public Works/Police building renovation - Mrs. Hockaday said that structural issues were found on the south and west walls. The architect and structural

engineer should have a plan to move forward within the next week.

2. Procurement Policy update - Mrs. Hockaday said that as of October 1, 2024, the Federal Government updated their uniform procurement guidance for anyone receiving federal funds. In order for the Town of Burnsville to remain compliant, she presented a model policy that would take the place of "Exhibit E" in the Town's current policy and a new Federal Conflict of Interest policy. She said that the update will help the Town be ready for any future infrastructure funding that might become available. Bill Wheeler moved to adopt *Resolution # 2025.07.10.01 Amendment To The Procurement Policy Of The Town Of Burnsville* amending the Town of Burnsville's Procurement Policy by rescinding "Exhibit E" and replacing it with the Federal Procurement Policy updated to comply with the current Federal uniform guidance and the Federal Conflict of Interest Policy. Judy Buchanan seconded the motion, which carried. All were in agreement.
3. Tax Report
 - a. Annual Tax Settlement and Order of Collections - Mrs. Hockaday presented the Tax Settlement and Order of Collections, the collection rate of 99.9%, the unpaid taxes list, and the insolvent list. Randy Ollis moved to approve the *Tax Settlement and Order of Collections*. Judy Buchanan seconded the motion, which carried. All were in agreement. Judy Buchanan moved to approve the *Insolvent List of Tax Bills For The Fiscal Year 2022 Tax Settlement*. Bill Wheeler seconded the motion, which carried. All were in agreement.

Clerk's Update - Town Clerk Chad Fox

- Semi-Annual Self Report, CDBG-I Compliance - Mr. Fox reported to the Council that for the West Main sewer interceptor project:
 - There have been no Section 504/Americans With Disabilities Act complaints to the Town during the last 6 months.
 - There have been no Fair Housing complaints to the Town during the last 6 months.
 - There have been no Limited English Proficiency translation requests in the last 6 months.

Department Updates

1. Public Works - Public Works Director Shane Dale said that the Town will communicate to residents as the waterline project moves eastward throughout the west side of town. He also talked about recent repairs to the temporary water intake and preparations for the Mt. Mitchell Crafts Fair.
2. Finance - Finance Officer Leslie Crowder
 - a. A new budget and overtime report was provided to Council.
 - b. Capital project update, Helene - Mrs. Crowder reviewed the update that addressed several FEMA issues, including reimbursements, insurance claims, loans, grants, and other expenses. Denise Collier moved to approve the *Grant Capital Project Ordinance or the Town of Burnsville Helene Disaster Response and Recovery*. Randy Ollis seconded the motion, which carried. All were in agreement.
3. Fire Department - Fire Chief Niles Howell presented a call summary with fewer calls than normal. The department passed the annual ladder test and started annual hose testing. He updated the Council on a recent grant application where phase two could be up to \$50,000 for wildlife response and preparedness. He also mentioned a truck committee to look at a possible purchase. The Council was supportive of the truck committee continuing to look for a new truck.

4. Police Department - Police Chief Brian Buchanan presented an activity log and spoke about preparations for the upcoming Crafts Fair.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said that there was no business for the July planning board meeting.
6. Burnsville Town Center - Town Center Manager Corbin Cooper said that July has over 20 events.

Updates from Advisory Boards and Non-Profits

- Yancey/Burnsville Chamber of Commerce - Chamber Director Elaine Mann said they are continuing to support the local community with a focus on visitors 3-5 hours away. She mentioned a recent networking event, and an increase in membership additions and Visitor Center visits. She also shared magazine ads that have run recently and spoke about preparations for the upcoming Crafts Fair.

Closed session - There was none.

Next Town Council Meeting - Regular meeting on August 7, 2025, 6pm

Adjourn - With there being no further business, Randy Ollis moved to adjourn the meeting at 6:44pm. Denise Collier seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

**TOWN OF BURNSVILLE
EAST MAIN SEWER INTERCEPTOR
AMERICAN RESCUE PLAN ACT GRANT (PROJECT # SRP-W-ARP-0143)**

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the **Town of Burnsville**, North Carolina has received bids, pursuant to duly advertised public notice therefore, for construction of the East Main Sewer Interceptor Improvements ARPA project, a portion of project number SRP-W-ARP-0143 and

WHEREAS, **WithersRavenel**, the Town consulting Engineers, have reviewed the bids; and

WHEREAS, CaJenn Construction and Rehabilitation Services, Inc. was the lowest responsible, responsive bidder for the East Main Sewer Interceptor Improvements ARPA project in the total bid amount of \$2,338,670.00, and

WHEREAS, the consulting Engineers recommend **TENTATIVE AWARD** to the lowest responsible, responsive bidder.

NOW, THEREFORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest responsible, responsive bidder (CaJenn Construction and Rehabilitation Services, Inc.) in the Total Bid Amount of \$2,238,670.00.

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the apparent low bidder by North Carolina Department of Environmental Quality Division of Water Infrastructure.

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** may be contingent upon receipt of the loan approval by the Local Government Commission.

Upon motion of _____, seconded by _____, the above **RESOLUTION** was unanimously adopted.

This 10th day of July, 2025 at Town of Burnsville, North Carolina.

✓

T. Russell Fox, Mayor

ATTEST:

✓

July 18, 2025

Heather Hockaday, Town Manager
Town of Burnsville
2 Town Square
Burnsville, NC 28714

RE: Bid Evaluation and Recommendation of Award
East Main sewer interceptor
WR Project No. 08221177

Dear Ms. Hockaday:

On Thursday, May 1, at 2:00 pm, bids were received for the referenced project. The intent of this letter is to present our evaluation of the bids and make a recommendation for award.

EVALUATION OF BIDS

One (1) bid package was received. The bid was hand delivered to the Office of the Engineer immediately before the scheduled bid opening. Bid received was as follows:

Bidder	Base Bid
CaJenn Construction and Rehabilitation Services, Inc.	\$2,238,670.00

CaJenn Construction and Rehabilitation Services, Inc. of Hoboken, GA was the low bidder with a bid of \$2,238,670.00 for the Base Bid.

Individual unit price bid amounts are provided in the attached Certified Bid Tabulation. A review of the bid submittal package for CaJenn Construction and Rehabilitation Services, Inc. revealed that the bid was complete, and the required supporting documentation was provided.

RECOMMENDATION

Based on our review of the bids, WithersRavenel recommends that the Town tentatively award the contract to CaJenn Construction and Rehabilitation Services, Inc. in the amount of \$2,238,670.00 contingent upon the Division of Water Infrastructure's (NCDWI's) approval of the bid package.

The original grant funded project construction budget was \$1,698,570.00 and has subsequently received an additional \$540,100.00 in additional grant funding. This results in a project construction budget of \$2,238,600.00. Thus, the available grant funding exactly equals the low bid construction price. The grant budgeted "Legal" line item has not been needed to date and is not expected to be required during construction. This amount will provide a 2.2% contingency for the project during construction.

If you have any questions or need additional information, please call 828.734.8150 and I will be glad to assist you.

Sincerely,

WithersRavenel

A handwritten signature in black ink that reads "Dana J. Bolden". The signature is written in a cursive, flowing style.

Dana Bolden, P.E.

Senior Project Manager, Utilities

Attachments: Certified Bid Tabulation

Project Bid Tabulation

June 6, 2025

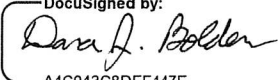
**Town of Burnsville East Main Sewer Interceptor ARPA
Burnsville, NC**CaJenn Construction and
Rehabilitation Services, Inc.

WithersRavenel Project No. 08221177

Item No.	Item Description	Unit	Est. Quan.	Unit Price	Extended Total Price
Sanitary Sewer Pipe Rehab					
1	Mobilization (3%)	LS	1	\$ 65,000.00	\$ 65,000.00
2	8" Point Repair with SDR 26 PVC <10ft Deep	EA	1	\$ 10,000.00	\$ 10,000.00
3	8" CIPP	LF	2226	\$ 95.00	\$ 211,470.00
4	10" CIPP	LF	980	\$ 110.00	\$ 107,800.00
5	Dig and Replace 8" Pipe with 10" C250 DIP depth 8-10'	LF	57	\$ 600.00	\$ 34,200.00
6	Dig and Replace 10" Pipe with 10" C250 DIP depth 8-10'	LF	54	\$ 600.00	\$ 32,400.00
7	Dig and Replace 10" Pipe with 10" C250 DIP depth 10-12'	LF	107	\$ 600.00	\$ 64,200.00
8	Dig and Replace 10" Pipe with 10" C250 DIP depth 12-14'	LF	54	\$ 600.00	\$ 32,400.00
9	Abandon Pipe and Fill With Flowable Fill	FT ³	6	\$ 500.00	\$ 3,000.00
10	Install New Sanitary Sewer 10" C250 DIP depth 6-8' by Open Cut	LF	315	\$ 600.00	\$ 189,000.00
11	Install New 18" Steel Casing 0.25" thick by Open Cut	LF	35	\$ 1,000.00	\$ 35,000.00
12	Cut Intruding Tap	EA	2	\$ 750.00	\$ 1,500.00
13	Reconnect 4-Inch Sewer Service (Excavation Required)	EA	5	\$ 5,000.00	\$ 25,000.00
14	Reconnect 4-Inch Sewer Service (No Excavation Required)	EA	1	\$ 350.00	\$ 350.00
15	Replace Service to Cleanout Using 4" SCH 40 PVC	LF	480	\$ 200.00	\$ 96,000.00
16	Furnish and Install 4-Inch Cleanout	EA	7	\$ 1,500.00	\$ 10,500.00
Manhole Rehab					
17	Dig and Replace MH with 4' Precast Concrete MH depth 6-8' (If Needed)	EA	1	\$ 10,000.00	\$ 10,000.00
18	Dig and Replace MH with 4' Precast Concrete MH with Outside Drop depth 6-8'	EA	1	\$ 12,000.00	\$ 12,000.00
19	Install New 4' Precast Concrete Manhole depth 8-10'	EA	1	\$ 9,000.00	\$ 9,000.00
20	Install New 4' Precast Doghouse Concrete Manhole depth 6-8'	EA	1	\$ 9,000.00	\$ 9,000.00
21	Install New 4' Precast Doghouse Concrete Manhole depth 8-10'	EA	1	\$ 10,000.00	\$ 10,000.00
22	Abandon and Remove Manhole	EA	1	\$ 4,500.00	\$ 4,500.00
23	Install Inside Drop Bowl Connection	EA	8	\$ 3,500.00	\$ 28,000.00
24	Cementitious Manhole Surface Liner 4-Foot Diameter	VF	150	\$ 500.00	\$ 75,000.00
25	Manhole Bench and Invert Repair	EA	7	\$ 1,000.00	\$ 7,000.00
26	Install Watertight Manhole Frame, Ring and Cover	EA	12	\$ 4,500.00	\$ 54,000.00
27	Manhole Injection Grouting	EA	4	\$ 500.00	\$ 2,000.00
28	Rubber Seals for Manhole Section Joints	EA	15	\$ 1,500.00	\$ 22,500.00
29	Rubber Seals for Manhole Cone/Ring	EA	9	\$ 1,000.00	\$ 9,000.00
30	Locate, Uncover, and Raise Manhole to Grade	EA	1	\$ 2,500.00	\$ 2,500.00
Misc Items					
31	Pavement Repair	SY	2	\$ 3,000.00	\$ 6,000.00

32	Concrete Sidewalk & Driveway Repair	SY	35	\$ 250.00	\$ 8,750.00
33	Surface Restoration	SY	800	\$ 100.00	\$ 80,000.00
34	Clearing and Grubbing	LS	1	\$ 400,000.00	\$ 400,000.00
35	Furnish and Placement of Graded Stone for Backfill	CY	200	\$ 200.00	\$ 40,000.00
36	Remove and Replace Unsuitable Material with #67 Stone	CY	100	\$ 300.00	\$ 30,000.00
37	Rock Excavation	CY	60	\$ 1,000.00	\$ 60,000.00
38	Erosion Control	LS	1	\$ 50,000.00	\$ 50,000.00
39	Stream Bypass	EA	1	\$ 50,000.00	\$ 50,000.00
40	Silt Fence	LF	1200	\$ 10.00	\$ 12,000.00
41	Silt Fence Outlet	EA	2	\$ 1,000.00	\$ 2,000.00
42	Stream Restoration	LS	1	\$ 150,000.00	\$ 150,000.00
43	Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00
44	Bypass Pumping	LS	1	\$ 150,000.00	\$ 150,000.00
45	Construction Entrance/Exit	EA	1	\$ 5,000.00	\$ 5,000.00
46	3rd Party Materials Testing (Allowance)	LS	1	\$ 12,600.00	\$ 12,600.00
				\$2,238,670.00	

A	Total Construction Base Bid	\$2,238,670.00
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DocuSigned by:
By: 
A4C043C8DFF447E...
Dana J. Bolden, PE

Corrections made to Bid Proposal
by Engineer

Date: June 6, 2026





Request #1

YANCEY COUNTY TAX OFFICE

110 Town Square, Room 2 * Burnsville, North Carolina 28714

Phone: (828) 682-2198 * Fax (828) 682-4817

Email: danny.mcintosh@yanceycountync.gov

Regular Meeting of the Board of Commissioners July 14 2025

Refund request:

LEIBOWITZ, DAVID A & BOBBIE R

PO BOX 782

BURNSVILLE NC 28714

PIN: 082010258022204 5 TOWN SQUARE SUITE 204. Property owner found that the square footage of the residence was listed at twice the correct footage and asked for an adjustment. The adjustment decreased the property assessed value. Property owner did request in writing that the excess tax paid for 2023 and 2024 be refunded.

2024 Excess tax collected \$ 744.12

2023 Excess tax collected \$ 617.90

Assessor's opinion: Pursuant to North Carolina General Statute 105-381 release is indicated and recommended in the amount of \$1362.02.

BOCC action: approved denied continued

Customer Name: LEIBOWITZ, DAVID A & BOBBIE R	
Account Number: 2982	Account Status: Active
Bill To Address: PO BOX 782	Account Balance: (\$8.53)
	Current Year Balance: \$0.00
	Prior Year Balance: \$0.00
BURNSVILLE NC 28714	
Primary Phone:	Allow Advertising: True
Email Address:	Allow Late Listing: True
Social Security #:	Cash Only: False
Other Social Security #:	Bankrupt: False
DL Number:	Allow Interest: True
Employer:	Allow Penalty: True
County #: 082010258022204	Tax Exempt: False
	Circuit Breaker: False
Bill Comment:	
Pay Comment:	

Real Properties

Prop Address	Real Pin	Prop Value	Building Value
5 TOWN SQ	082010258022204	\$65,000.00	\$397,600.00

2405.52
- 1668.40

744.12

YANCEY COUNTY TAX ADMINISTRATION OFFICE
110 TOWN SQUARE
COURTHOUSE ROOM 2
BURNSVILLE, NC 28714
(PH) (828) 682-2198 (FAX) (828) 682-4817



LEIBOWITZ, DAVID A & BOBBIE R
PO BOX 782
BURNSVILLE NC 28714

DATE	PARCEL ID	CURRENT VALUE	DESCRIPTION
04/22/2025	082010258022204	\$319,500	5 TOWN SQ <i>Ste 204</i>

Dear Property Owner:

This is to inform you of a change in the ownership/assessed value of the real property at the address listed above. PLEASE NOTE THIS IS NOT A TAX BILL, but simply a statement of your property value. This value will be used to calculate the property tax due on your next annual tax bill.

Our office makes adjustments in value when something occurs to cause the value of a property to change. Some examples are remodeling projects, addition of decks, porches, garages, or other new construction, or a newly created parcel of land.

Should you have any question regarding this notice, please call our office at (828) 682-2198 and our staff will be happy to assist you. If you take exception to the value, please respond within thirty (30) days of the date of this notice and we will explain the procedures for an informal review of your property value.

Sincerely,

Danny McIntosh

Yancey County Tax Assessor

(828) 682-2198

danny.mcintosh@yanceycountync.gov

June 5, 2025

To Town of Burnsville.

To: Yancey County Tax Administration:

This letter is concerning parcel # 082010258022204. Originally the square footage of this property was listed at 2400 sq. ft. and taxes based on that. The sq. ft. was recently readjusted to a value of \$319,500 after lowering sq. ft. We would like to request a refund from our 2024 payment based on this reduction. Thank you.

Sincerely,

Bonnie Ruth Leibowitz



Ph. - 754-368-0622

Request #2

Hello,

To those whom it concerns. I'm writing to initiate a refund for overpayment on 2024 property taxes at 49 Lincoln Park Rd. Burnsville. This was due to an error in the recent property re-evaluation. The evaluation was appealed and approved by the county and a refund was issued by them for the county tax overpayment. The details regarding that appeal and appeal decision (including the revised property valuation) can be found in the supporting documents.

Thank you,

Devon Nelson 7/21/25
Devon Nelson
(828) 333-3904

74,300.00+
206,800.00+
002 281,100.00*
0.*
281,100.00+
240,600.00-
000 40,500.000
40,500.00x
0.0052=
210.60*

refund request

PAR ID: 082010364851000

Map #:

JURIS CD: 12 TOWN OF BURNSVILLE

Route #:

PIN #:

YANCEY COUNTY NC - Property Card

Printed: 06/10/25 Card: 1 of 1

Appraiser: JH

Land Description: LUC: 511 NBHD: 1201 Nbhd 1201

N-Fact: Topo1: above street Topo3: Road 1: paved
 Zoning: R-10 Topo2: rolling Traffic: Road 2:

L#	Typ	Code	Desc	Size	BaseRate	Adj	AdjRate	Value
1	A	1	Primary	0.3900	84150		84150	74,299

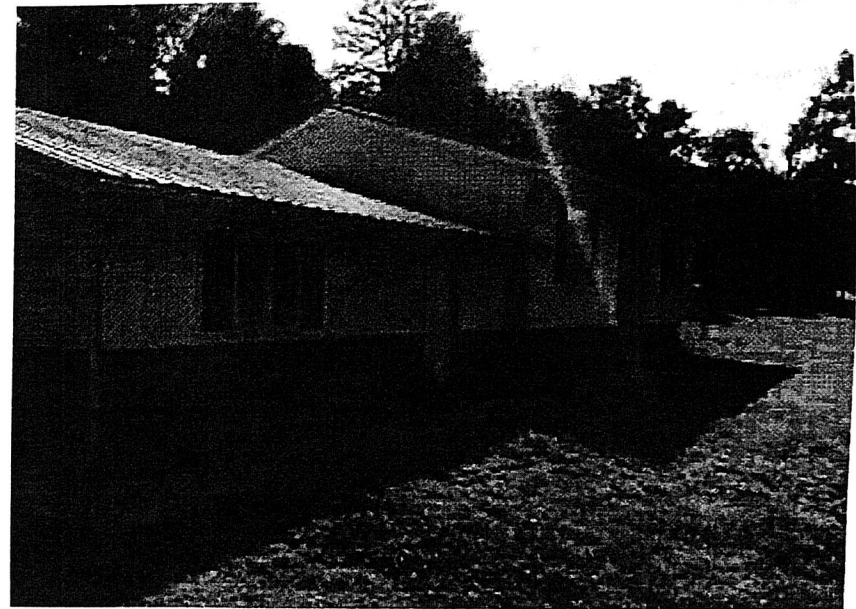
Ag Use	LN	Soil	Acres	Rate	Value
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Total Parcel Size:	AC	0.3900	Rate/AC	190,510.26	Value	74,299
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Value

Comments:

#	Comment
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OB&Y

L#	Code	Yr Blt	Eff Yr	W x L	Area	Grd	Units	Mod Cd	Rate	Ovrd Rte	RCN	Cnd	Fncf	%Cmp	%Gd	RCNLD
				X												
				X												
				X												
				X												
				X												

Total:

Route #:

Appraiser JH

Deeded Acres: .39
Legal Description:

Nbhd: 1201 Nbhd 1201

Parcel: 511 single family 0.1-10a

Sale Dt	I S	Price	Db/Pa	Valid. Code
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Fronting:	05/05/17	1	2	143,000	763/573 VALID SALE
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Location: A0	09/30/02	1	2	98,000	410/251 VALID SALE
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Parking: No Valid Sale

Utility: ;

Zoning: R-10

Sketch Vectors

Vector

A0CU26R36D26L15U1L6D1L15 A1CL26U26R26D26 A2U26R15CU10R12D10L12

Improvement Description: R split level

Assessment: 2025

Story:	1	FP Stacks:		Bsmt:	full bsmt	Phys Cond:	3	% Complete:	
Class:		Openings:		BSMT Gar:	0	CDU:	AV	Grade:	C
Ext Wall:	alum/vinyl	Prefab FP:		Attic:	none	Over Depr Tb:		C&D Fact:	
Yr Blt:	1996	Rooms:	7	Baths:	2	Funct Dep %:		C&D Desc:	
Eff Year:		Bedrooms:	3	Half:	0	Funct Desc:		TV/SF	258.71
Heating:	basic	Unfin Area:	0	Extra Fixt:	0	Econ Dep%:		SP/SF	153.76
Fuel:	gas	Fin Bsmt Area:		Misc 1:		Econ Desc:		RCN/SF	210.35
System:	hot air	Rec Room Area:		Misc 2:		N-Fact:		RCNLD/SF	178.80

Method: COST APPROACH

Land: \$74,300 Excluded:

BLDG: \$166,300 Ag Use:

Market:	\$240,600
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Deferred: \$0

Exempt: \$0

Taxable: \$240,600

<u>L#</u>	<u>Low</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Description</u>	<u>Area</u>	<u>Value(RCN)</u>	<u>Yr Bt</u>	<u>EfYr Bt</u>	<u>Grd</u>	<u>CDU</u>	<u>%Gd</u>	<u>Table</u>	<u>% Cmp</u>	<u>RCNLD</u>
0					Split Level	930	177,882	1996		C	AV		85		151,200
1		13			Frame Garage	676	16,761	1996		C	AV		85		14,247
2		33			Masonry Patio	120	987	1996		C	AV		85		839
<div style="display: flex; justify-content: space-between;"> <div> HSF: 930 TSF: 1,726 </div> <div> Total: 166,286 </div> </div>															

Entrances

Revisit:

Reason:

<u>Appr</u>	<u>Date</u>	<u>Code</u>	<u>Rev2</u>
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24	04/26/06	(no descriptio
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009	06/11/99	NOT AT HOM
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Building Permit

Date	Permit #	Permit \$	CO Date	Flg
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Yancey County Tax Assessor's Office

BOARD OF EQUALIZATION & REVIEW NOTICE OF DECISION

Mailing Date: May 28, 2025

NELSON, DEVON ANDERSON
49 LINCOLN PARK RD
BURNSVILLE NC 28714

Dear Property Owner:

On May 13, 2025, the Yancey County Board of Equalization and Review (hereinafter "Board") considered the appeal concerning the property described below. After due consideration of the evidence received and all applicable laws, the Board made the following decision for the **[2025] tax year:**

Parcel Number -- Account Number: 082010364851000 – 000082210

Property Description: 49 LINCOLN PARK RD

Type of Appeal: FORMAL

Value Under Appeal: \$281,100

Board Decision: CHANGE

Value Changed To: \$240,600

Decisions concerning value is based on the property's value as of the general reappraisal and/or valuation date of January 1, 2025. Decisions concerning the ownership, listing or taxability of property is determined as of January 1 of the year under appeal.

If you **DO NOT** wish to appeal this decision but still have questions, please contact the county tax office at danny.mcintosh@yanceycountync.gov or (828) 682-2198.

If you disagree with the Board's decision, you may appeal further to the North Carolina Property Tax Commission (hereinafter "Commission").

- Property owners who are individuals may prepare and file an appeal with the Commission either on their own behalf or through an attorney licensed to practice law in North Carolina.
- Property owners that are corporations or LLCs must be represented either by an attorney licensed to practice law in North Carolina or by a non-attorney representative as provided in N.C. Gen. Stat. 105-290(d2). **A tax consultant or other agent is not permitted to serve as a non-attorney representative, and may not file an appeal on behalf of any property owner.**

Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

Jeff Whitson
Treasurer

468 New Market Blvd.
Boone, NC 28607

www.hccog.org

Phone: 828-265-5434

Fax: 828-265-5439

Executive Board Meeting
July 21, 2025 | 7:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Doug Matheson, Executive Board Chairman

II. CONSIDERATION OF JUNE 2025 MINUTES [ACTION]

Doug Matheson, Executive Board Chairman

**III. NCHFA PROCUREMENT/DISBURSEMENT POLICY & ASSISTANCE PLAN
ADOPTION [ACTION]**

5 MINUTES

Chris Grubb, Planning and Development Director

IV. FINANCIAL MATTERS

Caroline Briggs, Finance Officer

- Financial Highlights as of June 30, 2025 [ACTION]
- Regional Economy Grant Project Ordinance Amendment [ACTION]
- Urgent Repair Program Grant Project Ordinance [ACTION]

V. NORTH CAROLINA RAILROAD COMPANY PROJECTS/PROGRAMS

15 MINUTES

Patrick Pierce, Director, Economic & Business Development, NCRR

VI. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

10 MINUTES

Julie Wiggins, Executive Director

VII. BOARD MEMBER COMMENTS

VIII. CHAIRMAN'S COMMENTS

IX. OTHER BUSINESS

X. PUBLIC COMMENT

XI. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
JUNE 16, 2025
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met June 16, 2025, 7:00pm, in the HCCOG Board Room in Boone. The following members were present at the meeting: Charles E. Vines, Brenda Lyerly, Bill Osborne, Otis Church, Bill Wheeler, Larry Fontaine, Bobby Munsey, Mike Parlier, Jeff Harding, Rocky Buchanan, Teresa McCoy, Tom Hartman, Tim Futrelle, Braxton Eggers, Dennis Aldridge, and Doug Matheson. The following staff and guests were present at the meeting: Julie Wiggins, Caroline Briggs, Zack Green, Cory Osborne, Chris Grubb, Judson Blevins, and Victoria Oxentine. The following guest was present via Zoom: John Brooks.

CALL TO ORDER AND INVOCATION

Chairman Matheson called the meeting to order and welcomed attendees. Charles E. Vines led the Pledge of Allegiance and Tom Hartman offered the invocation.

CONSIDERATION OF MINUTES

Braxton Eggers moved to accept the minutes of the May 19, 2025 meeting, seconded by Otis Church. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Caroline Briggs presented the Financial Highlights as of May 31, 2025 (Attachment A) and discussed revenues versus expenditures. Charles E. Vines made a motion to approve the Financial Highlights as of May 31, 2025. Tim Futrelle seconded the motion. Motion carried.

OPENING OF PUBLIC HEARING FOR FY2026 BUDGET ADOPTION

Larry Fontaine moved to open the Public Hearing for FY2026 Budget Adoption. Braxton Eggers seconded the motion. Motion carried. Julie Wiggins, Executive Director reviewed the FY2026 Budget Resolution (Attachment B) and opened the floor for questions. Ms. Wiggins went over the budget highlights as the FY2026 Budget Resolution was presented in depth the prior month.

CLOSING OF PUBLIC HEARING FOR FY2026 BUDGET ADOPTION

As there were no public comments or movements from the Executive Board, Brenda Lyerly made a motion to close the Public Hearing for FY2026 Budget Adoption. Tim Futrelle seconded the motion. Motion carried.

FY2026 BUDGET ADOPTION

Tim Futrelle made a motion to adopt the FY2026 Budget Resolution. Charles E. Vines seconded the motion. Motion carried.

CDBG FUNDING PROGRAMS

John Brooks, CDBG Section Chief, Rural Economic Development Division, NC Commerce joined the meeting via Zoom and presented a slideshow presentation overviewing the Community Development Block Grant Neighborhood Revitalization (CDBG-NR) program,

funding, eligible activities, and projects. (Attachment C). Mr. Brooks noted that funding is available to local government units to spur job creation, job retention, infrastructure, and housing activities.

NC HOUSING FINANCE AGENCY PROCUREMENT/DISBURSEMENT POLICY & ASSISTANCE PLAN OVERVIEW

Chris Grubb, Planning and Development Director gave a brief department update on upcoming meetings and programs and then reviewed Procurement/Disbursement Guidelines (Attachment D) and an Urgent Repair Program Assistant Policy (Attachment D1) that the HCCOG must adopt after the NC Housing Finance Agency approves the drafts. After Executive Board approval in July, the funds can start being spent in the region.

AREA AGENCY ON AGING UPDATE

Zack Green, Area Agency on Aging (AAA) Director gave an update on the Digital Navigator program (Attachment E) noting that Fred Wilson, Digital Navigator is making a huge impact on the region by providing classes and device distribution. Mr. Green discussed other grants the AAA has received for non-evidence-based fall prevention and home safety modifications. Mr. Green also announced that Maddy Wilson will start on June 23rd as the new Home Modification Project Manager.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director announced that the CDBG-DR program will have upcoming meetings and that the COG will help distribute information about them. Ms. Wiggins also announced that the Lead for NC Fellow will start with HCCOG in August for almost a year and will have a primary focus in the Planning department.

BOARD MEMBER COMMENTS

Board members discussed CDBG funding, Senate Bill 205 and disaster recovery concerns.

ADJOURNMENT

As there were no other comments or business, Otis Church made a motion to adjourn. Braxton Eggers seconded the motion. Motion carried. Meeting adjourned at 7:53 pm.

Chairman, Doug Matheson

Clerk to the Board, Victoria Oxentine

Date _____



High Country Council of Governments Procurement and Disbursement Policy 2026 URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, High Country Council of Governments (HCCOG) promotes a fair, open, and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of HCCOG's Approved Contractors Registry (the Registry). To be on the Registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the Rehabilitation Specialist and submit proof of insurance. Any contractor listed with and approved by the COG and in good standing will receive automatic approval status on the Registry.
2. At least three eligible contractors on HCCOG's Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of HCCOG's cost estimate, and (c) there is no conflict of interest (real or apparent). Additionally, all contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with both firm certificate and the qualified renovator's letter on file will be invited to bid on pre-1978 homes.
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line-item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of HCCOG. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. HCCOG reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, HCCOG reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids, and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) HCCOG's Rehabilitation Specialist, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of HCCOG's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the HCCOG's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. HCCOG assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the _____ day of

_____ 20_____.

HIGH COUNTRY COUNCIL OF GOVERNMENTS

BY: _____
Doug Matheson, Chair

ATTEST: _____
Victoria Oxentine, Clerk to the Board

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

Jeff Whitson
Treasurer

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Financial Highlights – July 21, 2025

JUNE 30, 2025		
		2024
Total Fund Balance - Governmental Funds		\$ 2,187,912
Restricted Fund Balance - GF		\$ 102,662
Assigned Fund Balance - GF		\$ 560,052
Unassigned Fund Balance - GF		\$ 1,525,198
	2025	
Total Expenditures - YTD	\$ 5,865,983	\$ 7,396,890
Total Fund Balance as % of General Fund Expenditures*	26.27%	29.58%
Unassigned Fund Balance as % of General Fund Expenditures*	18.31%	20.62%
*FY2025 Budget Expenditures	FISCAL YEAR 2025	
\$8,328,493	BUDGET	ACTUAL
Total Revenue		
General	\$ 489,020	\$ 404,616
Planning/Development	\$ 969,424	\$ 1,007,339
Resilience Contractual	\$ 73,627	\$ 71,008
Area Agency on Aging	\$ 3,052,713	\$ 2,817,555
Workforce Development	\$ 3,743,709	\$ 1,669,909
	\$ 8,328,493	\$ 5,970,428
Total Expenditures		
General	\$ 489,020	\$ 477,349
Planning/Development	\$ 969,424	\$ 926,954
Resilience Contractual	\$ 73,627	\$ 50,813
Area Agency on Aging	\$ 3,052,713	\$ 2,748,816
Workforce Development	\$ 3,743,709	\$ 1,662,052
	\$ 8,328,493	\$ 5,865,983
Revenues over (under) expenditures		\$ 104,445

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Dennis Aldridge
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FY2025 PROJECT ORDINANCES				
DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750	\$ 408,856	\$ 492,253
DOGWOOD HEALTH TRUST	2025	\$ 75,000	\$ 75,000	\$ 3,829
ARC DISASTER HELENE FUNDING	2025	\$ 276,000	\$ -	\$ -
EDA DISASTER HELENE FUNDING	2025	\$ 500,000	\$ -	\$ -
NCARCOG HELENE	2025	\$ 665,000	\$ 665,000	\$ 52,923
DIT DIGITAL CHAMPION	2025	\$ 800,000	\$ 452,360	\$ 314,546
CHOOSING HOME SFRF	2025	\$ 132,889	\$ -	\$ -
NCAO INNOVATION'S LAB	2025	\$ 289,973	\$ 144,987	\$ 1,880
PEAS	2025	\$ 97,120	\$ -	\$ -
ASU FALLS PREVENTION	2023	\$ 251,959	\$ 214,921	\$ 252,741
AGELESS ACCESS DIGITAL NAVIGATOR	2025	\$ 98,058	\$ 61,806	\$ 72,544
OMB LOC 6 - ARPA	2024	\$ 15,425	\$ 4,208	\$ 4,208
ARPA FCSP	2023	\$ 125,769	\$ 69,013	\$ 69,702
ARPA P&A		\$ 147,189	\$ 79,196	\$ 84,443
ARPA OMB		\$ 10,456	\$ 10,279	\$ 10,278
ARPA EBHP		\$ 39,013	\$ 33,318	\$ 33,318
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120	\$ 58,120	\$ 58,120
GENERATIONS ASHE ARPA		\$ 114,666	\$ 114,666	\$ 114,666
AVERY SENIOR SERVICES ARPA		\$ 71,006	\$ 71,006	\$ 71,006
MITCHELL SENIOR CENTER ARPA		\$ 66,601	\$ -	\$ -
WATAUGA PROJECT ON AGING ARPA		\$ 146,001	\$ 141,063	\$ 141,063
BROC ARPA		\$ 154,860	\$ 141,769	\$ 141,769
WILKES SENIOR RESOURCES ARPA		\$ 107,181	\$ 107,575	\$ 107,121
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792	\$ 13,522	\$ 13,522
YANCEY COMMUNITY CENTER ARPA		\$ 77,944	\$ 24,687	\$ 25,201
LEGAL AID OF NC ARPA		\$ 27,000	\$ 21,179	\$ 21,119
		\$ 1,159,598	\$ 885,393	\$ 891,329
NCWORKS SUBSTANCE USE DISORDER RECOVERY	2023	\$ 200,000	\$ 157,601	\$ 157,601
NCWORKS SMALL BUSINESS WORK-BASED LEARNING	2023	\$ 935,000	\$ 665,600	\$ 666,130
DOGWOOD WORKBASED LEARNING	2025	\$ 310,000	\$ 310,000	\$ 16,860
TOTALS		\$ 6,399,772	\$ 4,045,730	\$ 2,926,843
Cash Balances				
Operating Account		\$ 461,391		
NCCMT Account		\$ 2,988,710		
		\$ 3,450,102		

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through July 31, 2025 and is for the management discussion purposes only.

Caroline Briggs, Finance Officer

The High Country Council of Governments will be the leader in initiating and providing solutions to regional and local challenges, supporting a bright future for the High Country.