

**BURNSVILLE TOWN COUNCIL AGENDA**  
**Special Meeting – Thursday, September 3, 2020**  
**To Conduct Regular Business for the Month of September, 2020**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
  - a. Special meeting held August 13, 2020
4. Public Hearing – Peterson Trailer Park closeout (Michelle Ball, High Country Council of Governments)
5. Public Works ~ Dillon Lundy
  - a. OMC pump station and force main project update
  - b. Meadow Road/Indian Trail project update
  - c. Presentation on long term and intermediate plan on wastewater treatment plant
  - d. Discussion regarding East Main Street sidewalk
6. Administrator's Update:
  - a. Covid-19 – update
  - b. Utility payment plans update (Heather Hockaday/Jamie McMahan)
    - 1) Memorandum of Understanding with Yancey Advancement Foundation (utility assistance grant)
    - 2) Application for COVID-19 Utility Assistance Grant
  - c. Water leak protection program ~ Servline Utilities Protection Proposal
7. Department Updates
  - a. Administration ~ Jeanne Martin
    - 1) Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated August 28, 2020 is provided as an update of uncollected revenues. A variety of collection efforts are underway.
    - 2) Resolution *Declaring Certain Property Surplus and Authorizing Disposal* (miscellaneous listing)
    - 3) Finance report ~ Leslie Crowder
      - a) Budget vs. Actual dated August 28, 2020 was provided previously to Council
      - b) Budget Amendment (to recognize Altec donation for downtown entertainment)
      - c) Amendment to Fire Department Project Ordinance (for concrete stabilization)
      - d) Amendment to the Project Ordinance for the OMC/Force Main project (update budget to include force main project and remove water plant project)
  - b. Fire Department ~ Chief Niles Howell
    - 1) Operations
    - 2) Building project update
  - c. Police Department ~ Brian Buchanan
    - 1) Time clocks
    - 2) Resolution *Declaring Certain Property Surplus and Authorizing Disposal* (Dodge Charger)
    - 3) Discussion of proposed road closure on Saturday, October 31, 2020
    - 4) Performing stage request
  - d. Zoning Update ~ Brian Buchanan (no update)
  - e. Code Enforcement – Brian Buchanan (no update)
  - f. Burnsville Town Center ~ Chad Fox
    - 1) Proposed policies for events during COVID-19

8. Council Members' Reports
  - a. Mayor Theresa Coletta
  - b. Denise Collier (Briggs Parking Lot Committee)
  - c. Other Council Members
  
9. Updates from Advisory Boards and Non-Profits
  - a. Economic Development Commission ~ Jamie McMahan
    - 1) Downtown strategies
  - b. High Country Council of Governments
  
10. Closed session (if needed)
  
11. Next Town Council meeting – October 1, 2020
  
12. Adjourn

## **BURNSVILLE TO HOLD PUBLIC HEARING**

The Town of Burnsville is seeking to closeout its Community Development Block Grant Infrastructure Program #16-I-2915 sewer line rehabilitation at Peterson Trailer Park located off Love Fox Road. The project included installation of 2,006 linear feet of new sewer line and 1,842 linear feet service lines benefiting 126 residents, 98% of whom are low and moderate income individuals. The total CDBG-I expenditure for the project was \$769,318.41.

A public hearing will be held on, September 3, 2020 at 6:00 pm at the Burnsville Town Center located at 6 South Main Street, Burnsville, NC to obtain citizen input regarding the project's closeout.

Due to public health and safety concerns amid the Covid-19 pandemic and Executive Orders from the Governor of North Carolina restricting the number of persons allowed to gather in public places the meeting will be CLOSED to the public. Per the State Law, S.L. 2020-3, SB 704, modifying rules governing public hearings effective May 4, 2020 for meetings conducted under a Declaration of State of Emergency by the Governor or General Assembly the public may listen to the hearing by streaming live at Burnsville Town Center channel on YouTube and public comment will be taken in the manner prescribed below.

Public Comment will be taken in the following manner:

1. Any public comment may be submitted via email at any time after the posting of this Notice up and through 24 hours after the public hearing to the following email address [publiccomment@townofburnsville.org](mailto:publiccomment@townofburnsville.org) ;
2. The commenter must state his/her name and address.
3. Action may not be taken by the Council until more than 24 hours after the public hearing is closed.

Citizens will be given the opportunity to provide written comment on the project at the public hearing. All interested citizens are encouraged to listen to the public hearing and make comment.

If additional information is needed, please contact the Town of Burnsville at (828) 682-2420.

Persons with disabilities or who otherwise need assistance should contact Jeanne Martin, at (828) 682-2420 or [clerk@townofburnsville.org](mailto:clerk@townofburnsville.org) (Relay North Carolina #711) by March 23, 2020. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Jeanne Martin at (828) 682-2420 or at 2 Town Square, Burnsville, NC 28714 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jeanne Martin al (828) 686-2420 o en 2 Town Square., Burnsville, NC 28714 de alojamiento para esta solicitud.



**Town of Burnsville**  
**CDBG Infrastructure Grant #16-I-2915**  
**Closeout Public Hearing September 3, 2020**

The purpose of this public hearing is to give the opportunity for citizen input concerning the closeout of the **Burnsville CDBG Infrastructure Grant #16-I-2915**. The grant provided funds to replace the sewer line in the Peterson Trailer Park off Fox Love Road.

The Town of Burnsville received a total of \$900,000 in Community Development Block Grant-Infrastructure (CDBG-I) funds from the North Carolina Department of Environmental Quality (NC DEQ) to aid in the replacement a sewer lines within the Peterson Trailer Park, replacing 40+-year old orangeburg piping. The project consisted of installing 2,000 lf of 8-inch sewer line, 1,842 lf of service lines, 18 new manholes, and 52 service connections serving 45 households.

The CDB-I funding must assist areas that must have at least a 51% low- and moderate-income (LMI) or less than 80% of the Yancey County Median income (\$35,350 for a 2-person household). This project served an area with 98.3% LMI.

The project is complete and came in under budget.

The Town received \$900,000 in CDBG-I funding and the following was expended during the program:

\$ 523,786.87 for Construction

\$ 163,370.00 for Engineering (including design and construction oversight)

\$ 82,161.54 for Administration, Environmental Review and the Engineering Report

**\$ 769,318.41 TOTAL**

Unexpended funds in the amount of \$130,681.59 will be deobligated – returned to NC DEQ –to be used for other CDGB funding programs.

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE  
COMMUNITY DEVELOPMENT BLOCK GRANT - INFRASTRUCTURE PROGRAM  
CLOSEOUT PERFORMANCE REPORT  
Cover Sheet**

**Grantee Name:** town of Burnsvi                      **Grant Number:** 16-I-2915

**Grantee Address:** PO Box 97, 2 Town Square, Burnsville, NC 28714

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to DEQ, in which case they may be incorporated by reference.)

- a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under this grant;
- b. The grantee's assessment of the comment; and
- c. A description of any action taken or to be taken in response to public comments as required in Citizen Participation Plan.

2. The grantee's authorized official representative must certify the following:

- a. To the best of his/her knowledge and belief, data in this report is true and correct;
- b. The records are being maintained and will be made available upon request; and
- c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

Theresa Coletta  
Typed Name of Chief Elected Official/Authorized Representative

Mayor  
Title

\_\_\_\_\_  
Signature of Chief Elected Official/Authorized Representative

\_\_\_\_\_  
Date

**Preparer Information**

**Name:** Michelle Ball, High Country Council of Governments

**Address:** 468 New Market Blvd., Boone, NC 28607

**Telephone Number:** (828) 265-5434

**Email Address:** mball@hccog.org



# DIVISION OF WATER INFRASTRUCTURE

## *CDBG-I Closeout Forms*

<b>Grantee</b>	Town of Burnsville
<b>Grantee Address</b>	PO Box 97, 2 Town Square, Burnsville, NC 28714
<b>Grant Number</b>	16-I-2915
<b>Project Name</b>	Peterson Trailer Park Sewer Line Rehabilitation
<b>Period</b>	January 2017 - March 2020
<b>Authorized Representative</b>	
<b>Name</b>	Theresa Coletta
<b>Title</b>	Mayor
<b>Preparer of Information</b>	
<b>Name</b>	Michelle Ball, High Country Council of Governments
<b>Address</b>	468 New Market Blvd., Boone, NC 28607
<b>Telephone Number</b>	(828) 265-5434
<b>Email Address</b>	mball@hccog.org
<b>Property acquired with CDBG funds?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# PROPERTY DISPOSITION REPORT

Property	(1) Description	(2) Date Acquired	(3) Acquisition Cost	(4) % CDBG Participation	(5) Current Use	(6) Proposed Use/Disposition
I. Real	N/A					
II. Nonexpenda ble Personal	N/A					
III. Expendable Personal	N/A					



**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY  
CDBG-I FINAL PERFORMANCE REPORT**

**GRANT NO.**            16-I-2915                    **Period:**                    January 2017 - March 2020

**USE OF PROGRAM INCOME PAGE**

1 Anticipated Program Income	2 Actual Program Income Received	3 Program Income Expended	4 Expended On Activity Name	5 Expended On Activity Code
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Will grantee exceed \$25,000 in Program Income during the next 12 months? YES \_\_\_ NO \_\_\_

What is the approximate date for exceeding \$25,000 in Program Income?

Grantee	<u>Town of Burnsville</u>	Activity Name	<u>Administration</u>
Grant Number	<u>16-I-2915</u>	Project:	<u>Peterson Trailer Park Sewer Line</u>
Acct Number	<u>1060</u>		
Activity Code	<u>13</u>		
Budgeted	<u>\$90,000.00</u>	Expended	<u>\$82,161.54</u>

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
<b>Households by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
<b>Total Households</b>	<u>0</u>	<u>0</u>
<b>Persons by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
<b>Total Persons</b>	<u>0</u>	<u>0</u>
Female Head of Household		
<b>Hispanic</b>		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
<b>Non-Hispanic</b>		
American Indian or Alaska native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	<u>Town of Burnsville</u>	Activity Name	<u>Sewer Improvements</u>	
Grant Number	<u>16-I-2915</u>	Project:	<u>Peterson Trailer Park Sewer Line</u>	
Acct Number	<u>1030</u>			
Activity Code	<u>4B</u>			
Budgeted	<u>\$810,000.00</u>	Expended	<u>\$687,156.87</u>	
			<b>Proposed</b>	
			<b>Actual</b>	
Linear Feet			<u>2000</u>	<u>2006</u>
Properties				
Units, Dwelling				
<b>Households by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%			<u>1</u>	<u>1</u>
Moderate Income Households 51-80%			<u>2</u>	<u>2</u>
Low Income Households 30-50%			<u>4</u>	<u>4</u>
Very Low Income Households <30%			<u>33</u>	<u>33</u>
<b>Total Households</b>			<u>40</u>	<u>40</u>
<b>Persons by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%			<u>2</u>	<u>2</u>
Moderate Income Households 51-80%			<u>5</u>	<u>5</u>
Low Income Households 30-50%			<u>5</u>	<u>5</u>
Very Low Income Households <30%			<u>114</u>	<u>114</u>
<b>Total Persons</b>			<u>126</u>	<u>126</u>
Female Head of Household			<u>15</u>	<u>15</u>
<b>Hispanic</b>				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White			<u>47</u>	<u>47</u>
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				
<b>Non-Hispanic</b>				
American Indian or Alaska native				
Asian				
Black or African American			<u>3</u>	<u>3</u>
Native Hawaiian or Other Pacific Islander				
White			<u>123</u>	<u>123</u>
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				

## CERTIFICATE OF COMPLETION

1. Grantee: Town of Burnsville  
 3. Project Name: Peterson Trailer Park Sewer Line Reha

2. Grant Number: 16-I-2915

4. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DEQ/DWI
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
	a. Acquisition			
b. Public facilities and improvements				
(10) Other public facilities				
(11) Sewer improvements	\$687,156.87		\$687,156.87	687156.87
(12) Water improvements				
c. Relocation assistance				
d. Construction, rehab. and preservation activities				
(1) Rehabilitation of privately owned buildings - sewer				
(2) Rehabilitation of privately owned buildings - water				
e. Subtotal	\$687,156.87		\$687,156.87	687156.87
f. Planning				
g. Administration	\$82,161.54		\$82,161.54	82161.54
h. Total	\$769,318.41		\$769,318.41	769318.41
i. Less: Program Income Applied to Program Costs			\$0.00	0.00
<b>j. Equal: Grant Amount Applied to Program Costs</b>	<b>\$769,318.41</b>		<b>\$769,318.41</b>	<b>769318.41</b>

5. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient Amount (b)	To Be Completed By DEQ DWI Approved Amount (c)
(1) Grant Amount Applied To Program Costs (From Line j)	\$769,318.41	\$769,318.41
(2) Estimated Amount For Unsettled Third - Party Claims		\$ -
(3) Subtotal	\$769,318.41	\$769,318.41
(4) Grant Amount Per Grant Agreement	\$ 900,000.00	\$ 900,000.00
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)	\$ 130,681.59	\$ 130,681.59
(6) Grant Funds Received	\$ 774,072.68	\$ 774,072.68
(7) Balance of Grant Payable (Line 3 Minus Line 6)*	-\$4,754.27	-\$4,754.27

\* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DEQ by check, unless DEQ has previously approved use of these funds.

6. Program Income	
a) Amount of existing program income:	\$0.00
b) Amount of anticipated program income:	\$0.00
c) If program income exists or is anticipated, describe the proposed application(s):	

**7. Unpaid Costs and Unsettled Third Party Claims**

Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no." No  
 If yes, in the box below describe the circumstances and amounts involved.

**8. Remarks (For DEQ/DWI Use Only)**

- Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of three (3) years from the date of this letter.
  
- This grant is closed pending receipt and approval of your final audit by the Department of Environmental Quality.
  
- Town
- City
- County

**9. Certification of Recipient**

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Recipient's Authorized Representative	Signature of Recipient's Authorized Representative
	Theresa Coletta <small>(Name)</small>  Mayor <small>(Title)</small>	✓ _____

**10. DEQ/DWI Approval**

This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ \_\_\_\_\_, less \$ \_\_\_\_\_ previously authorized for cancellation (from Section 5, line 5, page 1).

Date	Typed Name and Title of DWI Authorized Representative	Signature of DWI's Authorized Representative
	Kim Colson Director	✓ _____

**MEMORANDUM OF UNDERSTANDING BETWEEN THE YANCEY ADVANCEMENT FOUNDATION  
AND THE TOWN OF BURNSVILLE, NORTH CAROLINA**

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this \_\_\_\_ day of September, 2020 by and between the Yancey Advancement Foundation a North Carolina 501 (c)(3) nonprofit arm of the Yancey County Economic Development Commission (“Foundation”) and the Town of Burnsville, North Carolina, a body politic and corporate of the State of North Carolina (the “Town”)

**WITNESSETH**

**WHEREAS:** On August 24, 2020 the Foundation Board of Directors met in a duly called official meeting and voted unanimously to approve the establishment of the Yancey Advancement Foundation Utility Assistance Grant program utilizing funds from its Covid-19 Response Fund. The purpose of the grant is to assist residential water/sewer customers of the Town who have become delinquent on their water/sewer accounts during the payment and disconnection moratorium imposed by North Carolina Governor’s Executive Order No.124 and 142 due to a Covid-19 related cause.

**WHEREAS:** The effective and relevant dates of the Executive Orders are March 31, 2020 through July 29, 2020. The Grant program will run from September 3, 2020 through October 31, 2020 unless extended further by action and writing of the parties herein.

**WHEREAS:** The Foundation will grant to the Town the sum of \$8,000.00 for purposes administering the grant program as outlined below. Foundation will make available to Town staff an application approved by its director to be utilized to determine customer eligibility.

**WHEREAS:** The Foundation funding will be used to make direct payments to the Town Water Collections Office an amount up to \$300.00, per qualifying applicant, to be applied to delinquencies on the accounts of qualifying residential water/sewer customers that accrued between March 31, 2020 and July 29, 2020 under the following specific application guidelines:

1. Applicant must have an account delinquency that occurred between March 31, 2020 and July 29, 2020 and be currently on the Town’s “cut-off list”.
2. Applicant’s delinquency must be related to one of the following Covid-19 reasons:
  - a. Loss of employment or income (including temporary loss of income);
  - b. Costs associated with childcare needs/school closings;
  - c. Illness or medical costs during this time period;
  - d. other (applicant may write in any other reason related to the pandemic that affected their ability to pay utility bills;
3. Applicants must agree to waive confidentiality rights in so far as their name only will be released to the Foundation for their internal record keeping purposes. (Applicant

information will not be shared with other entities or used to solicit the applicant in any way);

4. Applicants must agree to pay their July water/sewer bill in full at the time of making application in order to receive grant funds to credit their accounts;

5. Funds will be paid directly to Town on applicant's behalf for water/sewer account delinquencies occurring during qualifying dates only. The funds may not be used for any other purposes. Applicants remain responsible for any remaining balance on their accounts and may qualify for mandated payment plans if balances remain for delinquencies between March 31, 2020 and July 29, 2020;

**WHEREAS:** The Town agrees to administer the grant funding as follows:

1. The Town will contact all account holders with delinquencies during the qualifying period of time directly and take application from any customers desiring to be considered for grant funds;

2. The Town Council will, per budget amendment, receive the revenue, to be shown in a separate line item created by the Finance Officer in the F/Y 2020/21 Budget. A corresponding expense line item will be created to show qualifying payments credited to customer water/sewer accounts;

3. After expending funds for qualifying applicants, on or before October 31, 2020, Town will make a written accounting to Foundation for all funds expended under the grant guidelines including a printed account history/expenditure report. Foundation may request any reasonable additional information needed to show that grant funds have been expended in accordance with the provisions of this document;

4. Upon completion of the Grant Program, unless further extended by the parties herein, any sums remaining unspent of the initial grant sum of \$8,000.00 will be refunded to the Foundation;

**NOW, THEREFORE,** for and in consideration of the promises and covenants contained in this Memorandum of Understanding, the Foundation and the Town agree as follows:

1. The Recitals set forth above, along with the definitions of certain terms, are incorporated herein by reference as if fully restated.

2. The Foundation will transfer to the Town the sum of \$8,000.00 for the purposes of administering the Yancey Advancement Foundation Utility Assistance Grant Program. This funding must be used, pursuant to the terms and conditions as set forth above, to cover accrued utility delinquencies for the period between March 31, 2020 and July 29 2020 for water and sewer customers affected by Covid-19.

3. The term of the grant program shall be from September 1, 2020 to October 31, 2020. Applications will be taken on a first come first serve basis. Grants in the amount of up to \$300.00 to cover aforementioned delinquencies will be applied to qualifying customer's accounts. Customers must apply for the grant funding by completing an application at Burnsville Town Hall and paying July 2020 bills in full at the time the application is submitted. Customers who fail to apply for grant funding on or before October 30, 2020 are ineligible for grants and must make other arrangements with the Town to settle their account.

4. The Town shall provide documentation to Foundation on October 31, 2020 of expenditure of the grant funds as required by this document. Any remaining funds from the initial \$8000.00 shall be returned to Foundation unless the parties jointly agree to extend the terms of this memorandum of understanding.

10. Entire Agreement. This Agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this agreement.

11. Invalid Provision to Affect no Others. If any provisions of this Agreement is held, determined or adjudicated to be invalid, unenforceable or void for any reason, each such provision shall be severed from the remaining provisions of this Agreement and shall not affect the validity and enforceability of such remaining provisions.

12. The individual signatories below have the expressed and implied authority on behalf of their respective Boards to execute this Agreement. The Parties may execute this Agreement in separate counterparts and the execution of a copy shall have the same effect as the execution of an original. Such execution may be by facsimile or PDF attachment to an email.

13. Authority is hereby given to the Administrator and Finance Director for the Town and the Executive Director of Yancey County EDC for the purpose of fulfilling the objectives and directives of this agreement. And each may perform such actions, duties and tasks necessary to carry out the provisions of this agreement on behalf of the respective parties herein. They shall not be authorized to carry out any actions, duties or tasks which are in contravention of the terms of this agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument as of the day and year written above.



(Signature Page)

TOWN OF BURNSVILLE

By: \_\_\_\_\_  
Theresa Coletta, Mayor

Attest:

\_\_\_\_\_  
Jeanne Martin, Town Clerk

This instrument has been preaudited in the manner required by the  
Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Leslie Crowder, Finance Director

Approved as to Form:

\_\_\_\_\_  
Heather Hockaday, Town Attorney

YANCEY COUNTY EDC

By: \_\_\_\_\_  
Jon Ray, Chair

Attest:

\_\_\_\_\_



YANCEY ADVANCEMENT FOUNDATION

## APPLICATION FOR COVID-19 UTILITY ASSISTANCE GRANT

The following application is to be completed by residential water customer seeking assistance with delinquencies of their Town of Burnsville public utility accounts. This grant assistance only applies to delinquencies between March 31, 2020 through 29 July 2020. Qualified applicants may receive up to \$300 in financial assistance per qualifying account.

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Which of the following COVID-19 related financial impacts apply to you:

- Loss of income/employment
- Increased childcare cost/need
- Increased healthcare costs
- Increased household expenses
- Other (provide explanation:)

\_\_\_\_\_  
\_\_\_\_\_

Copy of receipt for Town of Burnsville water bill for the period covering July 2020 indicating payment in full must be attached to qualify for grant assistance.

By execution of this application the undersigned specifically consents to the release of the information contained above to the Yancey Advancement Foundation, Inc. (This information will not be used in any way to solicit the customer and will only be used by Yancey Advancement Foundation, Inc. for internal record keeping purposes)

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Town of Burnsville Admin. \_\_\_\_\_

Date: \_\_\_\_\_

	REAL PROP	PERSONAL PROP	TOTAL	INSOLVENT PP
2019	\$8,908.50	\$2,237.88	\$11,146.38	
2018	\$4,481.83	\$338.18	\$4,820.01	
2017	\$867.01	\$378.58	\$1,245.59	
2016	\$692.51	\$2,255.80	\$2,948.31	
2015	\$559.41	\$389.43	\$948.84	
2014	\$477.33	\$606.03	\$1,083.36	\$412.22
2013	\$116.23	\$1,797.87	\$1,914.10	\$1,516.84
2012	\$39.43	\$796.23	\$835.66	\$476.19
2011	\$0.00	\$1,534.91	\$1,534.91	\$1,144.29
2010	\$0.00	\$1,223.81	\$1,223.81	\$895.02
	\$16,142.25	\$11,558.72	\$27,700.97	\$4,444.56
AUG. 28 2020				

## Tax Delinquent Report By Year

Town of Burnsville

Date: 8/28/2020

Account	Customer Name	Tax Year	Amount Owed
2349	APPALACHIAN VIBE & MUSIC STUDIO	2017	\$60.18
674	BARBARA HURST ESTATE	2019	\$129.46
1527	BIGGERSTAFF, RONNIE L	2010	\$466.17
1527	BIGGERSTAFF, RONNIE L	2011	\$377.04
2055	BURLESON, SHAWN B	2015	\$25.62
793	BURNSVILLE CHEVROLET-BUICK INC	2013	\$1,183.91
390	CHAVEZ, GLORIA CEJA	2019	\$389.45
1541	CHAVEZ, JOSE MARTIN GARCIA	2018	\$524.27
1541	CHAVEZ, JOSE MARTIN GARCIA	2019	\$546.03
602	CMA INC	2013	\$5.60
2457	COHEN, RICHARD MARCUS L/E	2018	\$240.73
2457	COHEN, RICHARD MARCUS L/E	2019	\$217.84
1674	CRICKET'S CORNER KITCHEN	2011	\$109.17
1722	DEYTON, AARON	2013	\$81.33
1722	DEYTON, AARON	2014	\$440.16
1722	DEYTON, AARON	2015	\$524.32
1722	DEYTON, AARON	2016	\$439.05
1722	DEYTON, AARON	2017	\$413.05
1722	DEYTON, AARON	2018	\$377.57
1722	DEYTON, AARON	2019	\$342.94
1722	DEYTON, AARON	2019	\$30.45
2197	FRED'S RETAIL STORE # 1193	2019	\$779.41
2469	GALLOWAY, JASON TEW	2018	\$18.21
2469	GALLOWAY, JASON TEW	2019	\$17.04
1636	GARCIA, JOSE MARTIN	2018	\$1,080.61
104	GRIGGS, D T & VIRGINIA	2018	\$225.95
104	GRIGGS, D T & VIRGINIA	2019	\$204.35
1045	GRIGGS, DEE & VIRGINIA	2018	\$279.20
1045	GRIGGS, DEE & VIRGINIA	2019	\$253.02
2101	HENSON, MELVIN	2019	\$5.58
1009	HENSON, MELVIN	2017	\$76.54
1009	HENSON, MELVIN	2018	\$283.42
1009	HENSON, MELVIN	2019	\$256.88
130	HIGGINS, JO HEIRS	2016	\$112.01
130	HIGGINS, JO HEIRS	2017	\$244.54
130	HIGGINS, JO HEIRS	2018	\$223.51
130	HIGGINS, JO HEIRS	2019	\$202.09
512	HIGGINS, LAWERENCE RAY TRUSTEE	2019	\$232.48
2620	HOYT, ADAM & SHEILA KOCK	2019	\$301.02
787	HUSKINS, PAUL R & ELLEN	2019	\$607.90
575	IN THE GARDEN	2014	\$42.03
897	IN THE GARDEN	2013	\$53.93
2209	J & J OUTDOORS	2018	\$8.10
2209	J & J OUTDOORS	2019	\$6.13
1700	JOHN VAN ZANDT ESTATE	2012	\$39.43
1700	JOHN VAN ZANDT ESTATE	2013	\$34.90
1700	JOHN VAN ZANDT ESTATE	2014	\$37.17
1700	JOHN VAN ZANDT ESTATE	2015	\$35.09
1700	JOHN VAN ZANDT ESTATE	2016	\$141.45
1700	JOHN VAN ZANDT ESTATE	2017	\$132.88

# Tax Delinquent Report By Year

Town of Burnsville

Date: 8/28/2020

Account	Customer Name	Tax Year	Amount Owed
1700	JOHN VAN ZANDT ESTATE	2018	\$121.43
1700	JOHN VAN ZANDT ESTATE	2019	\$108.78
2052	JUST ASK AMANDA INC	2019	\$6.13
1712	KAULF, SHARON & CHERYL RATHBURN	2019	\$234.38
991	KEATING, FRANK	2018	\$441.51
991	KEATING, FRANK	2019	\$401.40
137	KEATING, FRANK	2018	\$484.05
137	KEATING, FRANK	2019	\$440.29
2318	KING, KAY BOONE	2019	\$13.32
2219	LIL SMOKY DRIVE -IN	2018	\$32.21
2219	LIL SMOKY DRIVE -IN	2019	\$29.45
149	MCCARTY, ERNEST D & DEBORAH D	2019	\$364.26
1150	MCCOURRY, TROY WADE	2019	\$116.60
231	MCCOURRY, TROY WADE	2019	\$461.76
1151	MCINTOSH, JOHN M & ELIZABETH P	2019	\$15.88
332	MEADE, DONOVAN C & SARAH E	2019	\$366.64
457	MOORE, SAYRE SCOTT & HELENE S	2019	\$322.80
2228	MOUNTAIN LIFESTYLE REALTY GROUP	2015	\$10.08
2234	OFF THE BEATEN PATH	2018	\$10.05
968	OO-LA-LA	2011	\$10.90
666	PATE, JOSEPH P	2010	\$418.39
666	PATE, JOSEPH P	2011	\$382.51
666	PATE, JOSEPH P	2012	\$320.55
666	PATE, JOSEPH P	2013	\$266.78
666	PATE, JOSEPH P	2014	\$221.86
2079	PATE, JOSEPH P	2015	\$184.57
2079	PATE, JOSEPH P	2016	\$170.45
2079	PATE, JOSEPH P	2017	\$146.05
2079	PATE, JOSEPH P	2018	\$121.46
2079	PATE, JOSEPH P	2019	\$101.05
1391	PATTON, JEFF & ANGELA	2018	\$66.93
1391	PATTON, JEFF & ANGELA	2019	\$442.42
1804	PROCOPIO, PEDRO	2012	\$33.05
1804	PROCOPIO, PEDRO	2013	\$27.42
1804	PROCOPIO, PEDRO	2014	\$22.81
2138	PROCOPIO, PEDRO	2015	\$19.01
2138	PROCOPIO, PEDRO	2016	\$17.56
2138	PROCOPIO, PEDRO	2017	\$15.03
2138	PROCOPIO, PEDRO	2018	\$12.52
2138	PROCOPIO, PEDRO	2019	\$10.45
520	RAY, ERNEST	2019	\$268.62
2550	RHA HEALTH SERVICES	2019	\$19.95
2249	SAM'S REGAL BEAGLE	2015	\$34.70
2249	SAM'S REGAL BEAGLE	2016	\$32.08
2251	SCOTT POLING DDSMS PA	2016	\$1,792.85
2252	SENIOR CARE GROUP OF YANCEY LLC	2019	\$996.90
2137	SHEPHERD, DAVID & GINGER	2015	\$12.59
2137	SHEPHERD, DAVID & GINGER	2016	\$165.06
2137	SHEPHERD, DAVID & GINGER	2017	\$141.41
2137	SHEPHERD, DAVID & GINGER	2018	\$117.68

# Tax Delinquent Report By Year

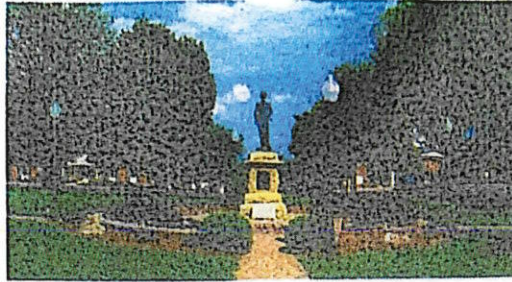
Town of Burnsville

Date: 8/28/2020

Account	Customer Name	Tax Year	Amount Owed
2137	SHEPHERD, DAVID & GINGER	2019	\$97.91
2137	SHEPHERD, DAVID & GINGER	2019	\$30.45
1767	SHEPHERD, DAVID & GINGER	2010	\$315.32
1767	SHEPHERD, DAVID & GINGER	2011	\$373.38
1767	SHEPHERD, DAVID & GINGER	2012	\$312.87
1767	SHEPHERD, DAVID & GINGER	2013	\$260.23
1767	SHEPHERD, DAVID & GINGER	2014	\$187.61
2254	SIMPLICITY	2015	\$8.28
2368	SOUTHERN DRIFTERS OUTFITTERS LLC	2019	\$100.60
2257	STAMEYS ENTERPRISES	2019	\$7.09
2263	TAP PHOTOGRAPHY	2015	\$94.58
2263	TAP PHOTOGRAPHY	2016	\$77.80
1671	TAP PHOTOGRAPHY	2014	\$113.60
2149	THE OFFICE SHOPPE	2017	\$15.91
622	TIMEPAYMENT CORP	2012	\$19.08
2271	TROY'S GREENHOUSES & FABRICS	2018	\$17.95
2271	TROY'S GREENHOUSES & FABRICS	2019	\$16.42
1589	VARNEY, ALICE DEE & SCOTT GALIPEAU JTRS	2019	\$9.80
190	VASTA, MARIA CRISTINA	2019	\$3.04
604	WARREN, MICHAEL & JEAN H	2019	\$1,261.09
807	WINTERSTAR CO	2010	\$23.93
1613	WOODBYS OUALITY CLEANERS	2011	\$281.91
1613	WOODBYS OUALITY CLEANERS	2012	\$110.68
1771	YANCEY COUNTY NEWS	2014	\$18.12
2348	YANCEY NURSING CARE INC ( BROOKSIDE)	2018	\$2.04
2348	YANCEY NURSING CARE INC ( BROOKSIDE)	2019	\$259.67
200	YANG, CLAUDIA	2018	\$130.61
200	YANG, CLAUDIA	2019	\$117.16
<b>Total Amount:</b>			<b>\$27,700.97</b>

## Tax Years and Totals

2010	\$1,223.81
2011	\$1,534.91
2012	\$835.66
2013	\$1,914.10
2014	\$1,083.36
2015	\$948.84
2016	\$2,948.31
2017	\$1,245.59
2018	\$4,820.01
2019	\$11,146.38



**Town Square Request Form**

1. Event Name: Rally for Don forest for Governor
2. Sponsoring Organization: Yancey Republican Party
3. Contact Information (for day of event):  
Name: Shane Hilliard  
Address: 200 valley Hills Drive, Burnsville  
Phone: \_\_\_\_\_ (Cell) 628-6796  
Email: ShaneyCSA@gmail.com
4. Event Date: 9-19-2020
5. Actual Event Time: 6:00 pm
6. Brief Description of Event: Outdoor Rally
7. Special Requests for the Event:  
 Road Closure Request - from \_\_\_\_\_ o'clock a.m./p.m. to \_\_\_\_\_ o'clock a.m./p.m.  
(Please indicate road(s) to be closed on attached Site Plan)  
 Performing Stage - (Please indicate location of stage on the attached Site Plan)  
 Extra Waste Containers - number needed: \_\_\_\_\_  
(Please indicate location(s) on attached Site Plan)  
 Orange Cones - number needed: \_\_\_\_\_ (Please indicate location(s) on attached Site Plan)
8. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All requests will be subject to approval. You will receive notification if the event has been approved or not approved.**

<p><b>Office Use Only:</b></p> <p><input type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Not Approved</b></p> <p>Date: _____</p>
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## **BURNSVILLE TOWN CENTER**

### **EVENTS DURING COVID-19 POLICIES**

The Burnsville Town Center has made every effort to adhere to and follow all recommendations and guidelines from local, State, and Federal governments. Cooperation with local agencies such as emergency management and the health department have been a priority throughout the decision making process, all to ensure that the health and safety of our citizens.

The overall health and wellbeing of the community is of paramount importance when it comes to balancing the benefit of renting the facility versus keeping it closed. The following guidelines are an effort to ensure that the benefit of having an event can be done responsibly and outweighs any potential risk.

In the event that BTC is allowed to operate, to whatever degree we are open, the following guidelines must be adhered to by staff and renters.

#### **BEFORE AN EVENT**

- The Burnsville Town Center's employees will be sanitizing the building with CDC and NCDHHS approved resources.
- Coordination with renters and employees will be of utmost importance.
- Participants who have shown any symptoms of COVID-19 at any point should not consider attending any events or meetings until
  1. Has it been at least 7 days since you first had symptoms
  2. You've been without fever for three days without any medicine for fever
  3. Any other symptoms have improved
- The option to live stream will be an option for participants who are forced to stay home due to COVID-19 for an additional fee to be determined on a case by case basis
- The Town Center would require people who are sick to stay home. We would encourage any person showing symptoms consistent with COVID-19 or anyone who may be at a higher risk from complications from COVID-19, including people over 65 and those with pre-existing medical conditions to stay at home. Also, any person who may be at a higher risk, to consult their doctor before attending any event.
- Prior to an event, the renter should make every effort to inform potential attendees of the requirements and guidelines they'll need to follow in order to attend their event. This could include advertisements, social media posts and emails.
- Prepare all necessary signage to let attendees know what will be required to attend an event at the Burnsville Town Center. Ensure attendees know that failure to comply with the guidelines could result in the following:
  - .1. Being denied access to the event
  - .2. Being asked to leave the event
  - .3. Event closure



## DURING AN EVENT

- In order to enter the facility there will be a series of screening questions such as,
  - Have you had any symptoms in the last 14 days?
  - Have you recently traveled to or from a covid hot spot?
  - Have you been in contact with anyone confirmed with covid?  
(if Town Center personnel are asked to perform these screenings there will be an additional fee)
  
- A contact tracing form may be required so that if someone present is diagnosed, you will receive a notice of exposure.
- A waiver may need to be signed holding the BTC harmless of any liability.
- Fask masks will be required. There must be respiratory hygiene supplies available for employees and participants, including hand sanitizer containing at least 60% alcohol, tissues, N95 Face Masks and lined trash cans.
- Attendees must pass a temperature check.
- Responsible physical distancing will be encouraged at all times during the event.
  - Venders will need to have at least six feet between booths.
  - Dining table will need appropriate spacing based on capacity constraints.
- Room Layout and Traffic flow
  - Eliminate crossover traffic as much as possible
  - Have one entrance and one exit
  - Divide foyer to maintain single directions.
  - Easily, well marked entrance and exit for people with disabilities.
  - Mark the ground to show safe spacing for people waiting to get into the event and restrooms.
  - Have appropriate signage to make sure all directions are clear and easy to understand.
- There will be no in person box office. Will call or sales over the phone will be available.
- Individuals will be encouraged to leave, or be asked to wait in a separate room for their transportation if said individual is showing signs of illness. Any surface said individual may have been in contact with will immediately be sanitized with approved resources.
- If at any point the public and employees are at risk, the town will shut down the facility until further notice.
- Employees of high risk will not attend work, or will contribute their talents away from the public.
- Concessions.
  - No self service.
  - Everything served by dedicated staff with appropriate PPE.
  - Prepackaged food is preferred with distancing and minimal touchpoints.
  - Possibly close concessions completely.
- Loading in and loading out will have to be done in stages to prevent overcrowding at entrances.
- Renters will be encouraged to make use of outdoor space.

### **RENTER RESPONSIBILITY DURING AND AFTER EVENT**

- If an attendee is diagnosed with COVID-19 after the event, the renter may be asked by local health departments to provide contact information for all other attendees who could have been exposed.
- In some instances renter may be required to provide staffing for health screenings

### **AFTER EVENT**

- Any and all surfaces will be cleaned once again with approved resources to insure the COVID-19 Virus does not reside within the Burnsville Town Center walls.

### **CANCELING**

- If the facility is to shut down due to local or state orders, the renter will be notified and will be responsible for updating any other participants or vendors.
- During the COVID-19 Pandemic, customers will receive a full refund of their deposit if a cancellation or rescheduling is required within the 30 days prior to the event. Every effort will be made to accommodate a rescheduling of the event as the schedule allows.

**Valerie Jaynes**  
Chair of the Board

**Todd McNeill**  
Vice-Chair



**Doug Matheson**  
Secretary

**Dennis Aldridge**  
Treasurer

468 New Market Blvd.  
Boone, NC 28607

[www.hccog.org](http://www.hccog.org)

Phone: 828-265-5434

Fax: 828-265-5439

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**High Country Council of Governments Executive Board  
Virtual Zoom Meeting  
Monday, August 17, 2020  
7:00 PM**

Meeting registration will be emailed to all Executive Board Members. Any members of the public who are interested in joining the meeting, please email [info@hccog.org](mailto:info@hccog.org) for more information.

[View the livestream HCCOG Executive Board Meeting here.](#)

Public comments received by 4:00 PM on Monday, August 17, 2020, will be available to be read by the Clerk to the Board during the public comment section of the Executive Board meeting. Board members will have the ability to hear and respond to any public comments.

**All public comments must be received prior to 4:00 PM on Monday, August 17, 2020.**

You may submit public comment by email to [vpotter@hccog.org](mailto:vpotter@hccog.org)

**Valerie Jaynes**  
Chair of the Board

**Todd McNeill**  
Vice-Chair



**Doug Matheson**  
Secretary

**Dennis Aldridge**  
Treasurer

468 New Market Blvd.  
Boone, NC 28607

[www.hccog.org](http://www.hccog.org)

Phone: 828-265-5434

Fax: 828-265-5439

## Tips and Housekeeping Items for HCCOG Zoom Meetings

- Please REGISTER for the Zoom meeting with the link we sent to your email
- Follow instructions to join the meeting by either clicking the link in the email Zoom sends you or by dialing one of the numbers listed below the link
  - The passwords are included in that confirmation email Zoom sends you after you register
- It is helpful to download the Zoom app on phones and tablets prior to the meeting time in order to join quicker/more efficiently
  - If you haven't already, you will be prompted by Zoom to update your Zoom app
- Test your microphone and audio before the meeting begins, Zoom will prompt you to do this once you click the link to join the meeting
- Be camera ready if you are joining with video
  - Be aware of your background and any background noise that may disturb the meeting
- Learn how to mute and unmute yourself during the meeting, we will also go over this once the meeting begins
- Once the meeting begins, Chairwoman Jaynes will call roll, please say here when she calls your name
- When speaking during the meeting, please state your name first
- When making a motion during the meeting, please state your name first
- Please refrain from multitasking and be engaged in the meeting as if we were in the board room
- Reach out to Victoria with any questions or concerns you may have, she is happy to help in any way!
- Embrace the challenges and technology, we are all in this together! We can't wait to see you virtually on Monday!

**Valerie Jaynes**  
Chair of the Board

**Todd McNeill**  
Vice-Chair



**Doug Matheson**  
Secretary

**Dennis Aldridge**  
Treasurer

468 New Market Blvd.  
Boone, NC 28607

[www.hccog.org](http://www.hccog.org)

Phone: 828-265-5434

Fax: 828-265-5439

**Executive Board Meeting**  
**August 17, 2020 | 7:00 p.m.**  
**Zoom Meeting**

Meeting registration will be emailed to all Executive Board Members. Any members of the public who are interested in joining the meeting, please email [info@hccog.org](mailto:info@hccog.org).

**I. CALL TO ORDER AND INVOCATION**

*Valerie Jaynes, Executive Board Chairwoman*

**II. CONSIDERATION OF JULY 2020 MINUTES AND RATIFICATION OF JULY ACTIONS TAKEN [ACTION]**

*Valerie Jaynes, Executive Board Chairwoman*

**III. FINANCIAL MATTERS**

*Julie Page, Finance Officer*

- Financial Highlights as of July 31, 2020 [ACTION]
- Resolution to Amend the Minimum Unassigned Fund Balance Policy [ACTION]
- Budget Amendment #1 [ACTION]

**IV. DRAFT RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING SALE OF SURPLUS PROPERTY**

*Julie Wiggins, Executive Director*

**V. AREA AGENCY ON AGING UPDATES**

(10 minutes)

*Nicole Hiegl, AAA Director*

**VI. WORKFORCE DEVELOPMENT BOARD UPDATES**

(10 minutes)

*Keith Deveraux, WDB Director*

**VII. PLANNING AND DEVELOPMENT UPDATES**

(10 minutes)

*Phil Trew, Planning and Development Director*

**VIII. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR**

(10 minutes)

*Julie Wiggins, Executive Director*

- Update on Regional Programs, Projects, and Issues
- Other Business

**IX. BOARD MEMBER COMMENTS**

**X. CHAIRWOMAN'S COMMENTS**

**XI. OTHER BUSINESS**

**XII. PUBLIC COMMENT**

**XIII. ADJOURNMENT [ACTION]**

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
JUNE 15, 2020  
MINUTES**

The Executive Board of the High Country Council of Governments met June 15, 2020, 7:00pm, virtually via Zoom. The following members were present at the meeting: Charles E. Vines, Robert L. Johnson, Brenda Lyerly, Gary D. Blevins, Johnny Riddle, Todd McNeill, Andrew Soots, Doug Matheson, Dennis Aldridge, Rocky Buchanan, Tom Hartman, Jim Blevins, Rennie Brantz, Larry Fontaine, and Valerie Jaynes. All board members maintained connection throughout the entire meeting. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Phil Trew, Keith Deveraux, Nicole Hiegl, Julie Page and Victoria Potter.

**CALL TO ORDER AND INVOCATION**

Chairwoman Jaynes welcomed everyone to the Zoom meeting and called roll. Chairwoman Jaynes called on Dennis Aldridge to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

**CONSIDERATION OF MINUTES**

Johnny Riddle made a motion to approve the Executive Board minutes for May 18, 2020. Robert L. Johnson seconded the motion. Motion carried.

**FINANCIAL MATTERS**

**Financial Highlights**

Finance Officer, Julie Page presented the Financial Highlights as of May 31, 2020 (Attachment A) and explained that while we are still maintaining our minimum 16% fund balance, per the Minimum Fund Balance resolution adopted in May 2017 (Attachment A1), we risk running below that policy in FY2021 due to increased budget. The board discussed the possibility of amending the resolution to require a minimum of 16% based on an average of 5 budget years. (Attachment A2) Mrs. Page stated she would check with the auditor to ensure this would meet their needs and prevent a potential audit finding.

Dennis Aldridge made a motion to approve Financial Highlights as of May 31, 2020. Larry Fontaine seconded the motion. Motion carried.

**Budget Amendment #7**

Mrs. Page also discussed Budget Amendment #7 (Attachment A3) which is an addition of an in-kind match of \$4,528.00 in Area Agency on Aging and \$69,000.00 of EDA funding into Planning and Development. The EDA funds will be drawn down early from a three-year grant in anticipation of a new grant for the next two fiscal years and to avoid appropriating fund balance. Budget Amendment #7 increases the FY2020 budget by \$73,528.00.

Charles E. Vines made a motion to approve Budget Amendment #7. Brenda Lyerly seconded the motion. Motion carried.

### **PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE FY2021 PROPOSED BUDGET**

Executive Director, Julie Wiggins asked if there were any public comments submitted via email, posted on YouTube live stream or from anyone present at the meeting. Clerk to the Board, Victoria Potter checked all of the above and there were no public comments.

### **AREA AGENCY ON AGING UPDATES**

Nicole Hiegl, Area Agency on Aging (AAA) Director noted that June 15, 2020 is recognized as World Elder Abuse Prevention and Awareness Day and the month of June is Vulnerable Adult and Elder Abuse Awareness Month for the state of North Carolina. (Attachment B) Mrs. Hiegl explained that Long-term Care Ombudsman, Stevie John has been distributing activity books and ombudsman outreach to residents in regional long-term care facilities. AAA is also co-hosting a free webinar on Thursday, June 18, 2020 to create a dialogue and coalition to address elder abuse awareness in the region. Mrs. Hiegl also discussed budgetary changes and new funding due to the COVID-19 pandemic (Attachment B). Lastly, Mrs. Hiegl discussed the High Country Area Aging 2020-2024 Plan (Attachment B2). This work plan will be reevaluated each year and updated as needed. Mrs. Hiegl discussed the process and the top four goals for the AAA plan which will be sent to the state for approval.

### **WORKFORCE UPDATES**

Keith Deveraux, Workforce Development Board (WDB) Director presented his report (Attachment C) and compared the unemployment rates for our region: 11.2%, versus North Carolina: 12.5% and the United States: 14.4%. Mr. Deveraux also presented the unemployment rate for each county in our region. Mr. Deveraux explained that workforce services are still being provided remotely and virtually at NCWorks Career Centers, and that their team is developing a plan for safely reopening the NCWorks Career Centers in the region. Mr. Deveraux announced that WDB received a National Emergency grant (~~\$174,000.00~~) (\$175,000.00) for dislocated workers in the High Country. Mr. Deveraux also announced that the US Department of Labor and NC Department of Commerce-Division of Workforce Solutions approved for Rescare to provide workforce services for ~~25 cents from~~ July 1-September 30, 2020. Starting October 1, 2020, Goodwill of North Western NC will provide workforce services for Alleghany, Ashe, Watauga and Wilkes counties.

### **PLANNING AND DEVELOPMENT UPDATES**

Phil Trew, Planning and Development Director gave an update on Appalachian Regional Commission grant pre-applications. Four local projects got invited for full applications including: West Jefferson's Downtown WiFi Project, Avery County Chamber of Commerce's Broadband Expansion Project, Ashe County Industrial Sites Infrastructure Project and Partnership for Ashe to

construct training facility for Preschool teachers. Planning and Development staff helped with three of the four project pre-applications. Mr. Trew announced that the Planning and Development department recently submitted an application for EDA funding through the CARES Act, no match is required. The grant, if and when awarded, will pay Planning and Development staff to assist local governments, primarily with pandemic recovery efforts. Also, through EDA funding, HCCOG is partnering with Southwestern Commission and Land of Sky Regional Council to complete a region-wide technical assistance project to help businesses that are engaged in outdoor recreation equipment manufacturing that have pivoted toward COVID-19 PPE production. The HCCOG Comprehensive Economic Development Strategy (CEDS) process will begin again this fall with completion by summer 2021. Lastly, the Community Development Block Grant (CDBG) infrastructure grant applications are due this September. Planning and Development staff are currently working with the Town of Burnsville and the Town of West Jefferson on applications. Gary D. Blevins complimented Planning and Development staff on their work on a previous CDBG project in Wilkes county.

#### **REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR**

Julie Wiggins, Executive Director discussed the FY20 and FY21 budgets. In regard to this fiscal year, HCCOG is working to not use any of the appropriated fund balance. Due to the pandemic, expenses have been reduced significantly. One funding source the Planning department will receive from EDA spans for three years, and we will be able to draw and use some funding for FY20. HCCOG is also anticipating more funding for all three departments due to COVID-19. When final notification comes through, we will amend the proposed budget. Ms. Wiggins briefly discussed key points of the FY21 budget. Ms. Wiggins also announced that HCCOG has begun providing interim clerical services for the Town of Seven Devils. Larry Fontaine thanked Julie and said it is a great addition for a three-person office. Ms. Wiggins reminded everyone that we will be recessing tonight's meeting and reconvening on Thursday June 18<sup>th</sup> at 6:00 pm, so that we allow at least 24 hours for public comment on the proposed FY21 budget. We must have a quorum and the majority of board members in attendance tonight, also in attendance to approve the budget on Thursday. Ms. Wiggins announced that the Advisory Committee discussed asking Linville Ridge about a deadline for cancelling the Annual Banquet due to COVID-19 and then bringing back more information to the full board at a later date. Lastly, the Advisory Committee has discussed starting to convene in person, with social distancing and Zooming together for the July Executive Board meeting. We will be monitoring the trends and hope to move back toward normalcy soon and safely.

#### **BOARD MEMBER COMMENTS**

Larry Fontaine thanked Victoria Potter for all of her technical assistance and for keeping everyone up to date.



### **RECESS**

As there were no other comments or business, Robert L. Johnson made a motion to recess until Thursday, June 18<sup>th</sup> at 6:00 pm. Todd McNeill seconded the motion. Motion carried. Meeting recessed at 8:05 pm.

### **RECONVENING**

The Executive Board of the High Country Council of Governments reconvened on June 18, 2020, 6:00pm, virtually via Zoom. The following members were present at the meeting: Robert L. Johnson, Brenda Lyerly, Gary D. Blevins, Johnny Riddle, Todd McNeill, Andrew Soots, Kelly Melang, Doug Matheson, Dennis Aldridge, Bill Osborne, Rocky Buchanan, Tom Hartman, Jim Blevins, Larry Fontaine, and Valerie Jaynes. All board members maintained connection throughout the entire meeting. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Julie Page and Victoria Potter.

### **CALL TO ORDER AND INVOCATION**

Chairwoman Jaynes welcomed everyone to the Zoom meeting. Chairwoman Jaynes called on Dennis Aldridge to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

### **ADOPTION OF THE FY2021 BUDGET ORDINANCE**

Julie Wiggins, Executive Director reported that HCCOG had received no public comments over the more than 24-hour period following the public hearing. As there were no further questions or public comments Doug Matheson made a motion to adopt the FY2021 budget ordinance. Kelly Melang seconded the motion. Motion carried.

### **OTHER BUSINESS**

Executive Director, Julie Wiggins reported that Linville Ridge has cancelled all of their outside organization events for the remainder of the year. Brenda Lyerly asked if we may be interested in a less formal event with fewer people in attendance. Chairwoman Jaynes mentioned a location in Newland that might be worth checking into. Kelly Melang suggested we postpone the Annual Banquet and wait until Governor Cooper announces restrictions moving into Phase 3 of reopening. Board members agreed with that suggestion. Gary D. Blevins suggested we communicate with Linville Ridge that we want to preserve our slot for 2021. Ms. Wiggins will work with Victoria Potter and gather more information before the July Executive Board meeting.

### **ADJOURNMENT**

As there were no other comments or business, Robert L. Johnson made a motion to adjourn. Kelly Melang seconded the motion. Motion carried. Meeting adjourned at 6:33 pm.

---

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
SPECIAL EXECUTIVE BOARD MEETING  
JUNE 30, 2020  
MINUTES**

The Executive Board of the High Country Council of Governments met June 30, 2020, 6:00pm, virtually via Zoom. The following members were present at the meeting: Charles E. Vines, Brenda Lyerly, Gary D. Blevins, Johnny Riddle, Todd McNeill, Andrew Soots, Kelly Melang, Doug Matheson, Theresa Coletta, Dennis Aldridge, Eddie Yarber, Rocky Buchanan, Tom Hartman, Jim Blevins, Rennie Brantz, Larry Fontaine, Larry Turnbow, and Valerie Jaynes. All board members maintained connection throughout the entire meeting. The following staff and guests were present at the meeting: Julie Wiggins, Julie Page and Victoria Potter.

**CALL TO ORDER AND INVOCATION**

Chairwoman Jaynes welcomed everyone to the Zoom meeting and called roll. Chairwoman Jaynes called on Dennis Aldridge to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

**ADOPTION OF THE FY2021 BUDGET ORDINANCE**

Executive Director, Julie Wiggins thanked everyone for their willingness and flexibility to join the meeting so quickly. Ms. Wiggins explained that the Charter and Bylaws define our quorum differently. According to the Charter, 17 members present defines a quorum. Ms. Wiggins will be working with an attorney and the clerk to get the quorum definition sorted out. As there were still no public comments or further discussion Theresa Coletta made a motion to adopt the FY2021 Budget (Attachment E). Kelly Melang seconded the motion. Motion carried.

**ADJOURNMENT**

As there were no other comments or business, Charles E. Vines made a motion to adjourn. Kelly Melang seconded the motion. Motion carried. Meeting adjourned at 6:14 pm.

---

Chairwoman, Valerie Jaynes

---

Clerk to the Board, Victoria Potter

Date \_\_\_\_\_

Valerie Jaynes  
Chair of the Board

Todd McNeill  
Vice-Chair



Doug Matheson  
Secretary

Dennis Aldridge  
Treasurer

468 New Market Blvd.  
Boone, NC 28607

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## FINANCIAL HIGHLIGHTS July 20, 2020 Executive Board Meeting

June 30, 2020 as of 7-17-2020			
		2019	
Total Fund Balance - Governmental Funds		\$ 1,291,827	
Restricted Fund Balance - GF		\$ 202,601	
Assigned Fund Balance - GF		\$ 23,000	
Unassigned Fund Balance - GF		\$ 1,066,226	
		2020	
Total Expenditures - YTD	\$ 5,012,346	\$ 5,466,733	
Total Fund Balance as % of General Fund Expenditures*	19.61%	23.63%	
Unassigned Fund Balance as % of General Fund Expenditures*	16.19%	19.50%	
<b>*FY2020 Budget Expenditures \$6,512,699</b>		FISCAL YEAR 2019-2020	
		BUDGET	ACTUAL
<b>Total Revenue</b>			
General	\$ 164,060	\$ 170,028	
Planning/Development	\$ 785,554	\$ 627,980	
Area Agency on Aging	\$ 3,009,264	\$ 2,465,266	
Workforce Development	\$ 2,604,349	\$ 1,546,552	
Appropriated Fund Balance	\$ 23,000	\$ -	
	\$ 6,586,227	\$ 4,809,827	
<b>Total Expenditures</b>			
General	\$ 187,060	\$ 159,372	
Planning/Development	\$ 785,554	\$ 761,035	
Area Agency on Aging	\$ 3,009,264	\$ 2,527,608	
Workforce Development	\$ 2,604,349	\$ 1,564,330	
	\$ 6,586,227	\$ 5,012,346	
Revenues over (under) expenditures			\$ (202,519)
<b>Cash Balances</b>			
Operating Account	\$ 249,379		
NCCMT Account	\$ 1,050,054		
	\$ 1,299,433		

**NOTES:**

***Daily operations running normally (checks, deposits, etc.)***

***Audit on-site date still unconfirmed***

***Year-end closing activities are progressing***

***Preparation for workforce monitoring and upcoming fiscal year audit progressing***

***FY2021 Budget to be entered no later than July 31st***

*The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through June 30, 2020 as of today's date July 17, 2020 and is for the management discussion purposes only.*

Julie Page, Finance Officer

July 17, 2020

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
JULY 20, 2020  
MINUTES**

The Executive Board of the High Country Council of Governments met July 20, 2020, 7:00pm, virtually via Zoom. The following members were present at the meeting: Robert L. Johnson, Brenda Lyerly, Gary D. Blevins, Johnny Riddle, Todd McNeill, Andrew Soots, Doug Matheson, Theresa Coletta, Dennis Aldridge, Rocky Buchanan, Tom Hartman, Rennie Brantz, Larry Fontaine, Paul Robinson Jr., and Valerie Jaynes. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Keith Deveraux, Nicole Hiegl, Julie Page and Victoria Potter.

**CALL TO ORDER AND INVOCATION**

Chairwoman Jaynes welcomed everyone to the Zoom meeting. Chairwoman Jaynes called on Robert L. Johnson to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance. The meeting did not have a quorum, so attorney Jeff Hedrick explained that once there is a quorum at the next meeting, the quorum can ratify the action items from this meeting.

**CONSIDERATION OF MINUTES**

Chairwoman Jaynes discussed two revisions to the June 2020 minutes that were brought to the clerk's attention. Brenda Lyerly made a motion to approve the Executive Board minutes with the revisions presented for June 2020. Robert L. Johnson seconded the motion. Motion carried.

**FINANCIAL MATTERS**

**Financial Highlights**

Finance Officer, Julie Page presented the Financial Highlights as of July 17, 2020 (Attachment A). Because we are at the end of the fiscal year there are still some revenues Mrs. Page will book and a few expenses HCCOG will accrue back. Mrs. Page stated that no other discrepancies are anticipated. Mrs. Page is still waiting to hear from the auditors about scheduling the on-site visit. Mrs. Page explained that year-end closing activities are progressing, and that she and Julie Wiggins have been working with department heads on this process. The FY2021 budget has now been entered into Smartfusion. Mrs. Page also discussed the minimum fund balance policy. Mrs. Page and Ms. Wiggins are working with the auditors on this and hope to present the amendment for consideration at the August 2020 meeting. Johnny Riddle asked if posting the new revenues would make our fund balance go above 16.19%. Mrs. Page said that it could make the fund balance go up, but until we go through all the audit review this is just a projection.

Rennie Brantz made a motion to approve Financial Highlights as of July 17, 2020. Robert L. Johnson seconded the motion. Motion carried.

**AREA AGENCY ON AGING UPDATES**

Nicole Hiegl, Area Agency on Aging (AAA) Director discussed new funding coming in from the COVID-19 Pandemic and that the AAA is working with providers on these two new funding streams. Mrs. Hiegl explained that there is quite a bit of flexibility with the CARES Act funds. Mrs. Hiegl announced that the Lifespan Respite Grant will continue for another year with new creativity and ideas to provide respite in a fair and consistent way. Mrs. Hiegl is looking to hire a new, temporary position with some of the CARES Act funding. This position will be 50% focused

on helping with the Family Caregiver Support Program and 50% administrative duties. This new position will also help expand a program to support grandparents raising grandchildren in the region. Funding is limited so the position will likely only last for a year's time. Mrs. Hiegl also discussed recent projects. The AAA has partnered with Appalachian State University including: supporting cognitive health, a potential caregiver college, music therapy programs, and inter-generational programming. Board members commended Mrs. Hiegl on her work and report.

### **WORKFORCE UPDATES**

Keith Deveraux, Workforce Development Board (WDB) Director presented his report (Attachment B). Mr. Deveraux highlighted that Workforce Innovation and Opportunity Act (WIOA) services are still being provided remotely and virtually at this time. The WDB is happy to have the extra funds from the USDOL National Emergency Grant to serve dislocated workers in the High Country. NCWorks Centers plan to reopen August 3-7 for employees only and beginning on October 10th will be open to the public by appointment only, with safety precautions in place. Mr. Deveraux also mentioned that NCWorks Career Centers will be getting new building signage from a recent rebranding effort. Mr. Deveraux then reviewed unemployment rates throughout the region versus state and federal rates as of May 2020. Mr. Deveraux also presented Unemployment Insurance Claims from March-May 2020. Board members commended Mr. Deveraux on his work and report.

### **REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR**

Julie Wiggins, Executive Director discussed the discrepancy between the quorum definition listed in the charter versus the bylaws. The charter (the overarching governance) defines quorum as 60% of the full board and the bylaws define quorum as 50% of the full board. The charter also states that there will be a maximum of 15 members on the Executive Board, while we have a 27-member board. Ms. Wiggins also explained that the two documents use three different terms to refer to what we currently call the Executive Board. The three terms are Council Board, Executive Committee, and Executive Board and they have all been interpreted to reference the Executive Board. The Advisory Committee recommends that HCCOG define quorum as 50%. The Advisory Committee also recommends that Ms. Wiggins and COG staff revise the charter and bring it back to them as a draft to review before the Executive Board votes on amending the charter. Ms. Wiggins explained that to amend the charter, there must be a 60% quorum as already defined and then at least two-thirds of that quorum must vote in favor. The proposed amendment would be included in writing prior to a scheduled vote and it would be made clear that an amendment to the charter is to be considered. Ms. Wiggins also discussed the Annual Banquet and Awards Ceremony. After some research and discussion, the Advisory Committee recommends that HCCOG postpone the Annual Banquet and Awards Ceremony until spring 2021. Ms. Wiggins mentioned that Phil Trew was out of town this week but that he wanted her to relay these messages: the CEDS update will begin this fall, the RPO met in June and approved the budget and road construction delays are expected, GIS is working to renew and update contracts with local governments, he is waiting to hear back from the state on how they plan to

spend the CDBG COVID-19 money, and in the meantime they are working with three towns on CDBG grant applications. Ms. Wiggins also noted that HCCOG is here to support our members and their entities with pandemic relief. Ms. Wiggins echoed Mrs. Hiegl's discussion about hiring a new position for the AAA. After the initial momentum of this position, the AAA will be able to keep these new programs going despite knowing this position is temporary. Ms. Wiggins also mentioned that she is now in a work group tasked with considering the development of a 501(c)(3) for the statewide association of COGs for the purpose of creating a single contracting entity for some of the work administered through the and Area Agencies on Aging. Ms. Wiggins anticipates having the first budget amendment for FY2021 in August after adjustments in COVID-19 funding comes through, this will likely be a net gain overall.

**ADJOURNMENT**

As there were no other comments or business, Robert L. Johnson made a motion to adjourn. Rennie Brantz seconded the motion. Motion carried. Meeting adjourned at 7:51 pm.

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Chairwoman, Valerie Jaynes

---

Clerk to the Board, Victoria Potter

Date \_\_\_\_\_

Valerie Jaynes  
Chair of the Board

Todd McNeill  
Vice-Chair



Doug Matheson  
Secretary

Dennis Aldridge  
Treasurer

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## FINANCIAL HIGHLIGHTS August 17, 2020 Executive Board Meeting

July 31, 2020 as of 8-13-2020			
			<b>2019</b>
Total Fund Balance - Governmental Funds			\$1,291,827
Restricted Fund Balance - GF			\$ 202,601
Assigned Fund Balance - GF			\$ 23,000
Unassigned Fund Balance - GF			\$1,066,226
		<b>2021</b>	
Total Expenditures - YTD	\$ 91,943		\$5,466,733
Total Fund Balance as % of General Fund Expenditures*	17.97%		23.63%
Unassigned Fund Balance as % of General Fund Expenditures*	14.83%		19.50%
<b>*FY2021 Budget Expenditures \$7,190,398</b>		<b>FISCAL YEAR 2020-2021</b>	
		<b>BUDGET</b>	<b>ACTUAL</b>
<b>Total Revenue</b>			
General	\$ 224,549		\$ 105,086
Planning/Development	\$ 733,127		\$ 21,148
Area Agency on Aging	\$3,609,493		\$ -
Workforce Development	\$2,623,229		\$ -
	<b>\$7,190,398</b>		<b>\$ 126,233</b>
<b>Total Expenditures</b>			
General	\$ 224,549		\$ 131
Planning/Development	\$ 733,127		\$ 36,622
Area Agency on Aging	\$3,609,493		\$ 21,467
Workforce Development	\$2,623,229		\$ 33,723
	<b>\$7,190,398</b>		<b>\$ 91,943</b>
Revenues over (under) expenditures			\$ 34,290
<b>Cash Balances</b>			
Operating Account	\$ 132,900		
NCCMT Account	\$1,050,117		
	<b>\$1,183,017</b>		



**NOTES:**

***Daily operations running normally (checks, deposits, etc.) Audit on-site date still unconfirmed***

***Preparation for fiscal year end audit progressing***

***FY2021 Budget entered***

***Workforce monitoring continuing through this Friday 8-14***

*The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through July 31, 2020 as of today's date August 13, 2020 and is for the management discussion purposes only.*

Julie Page, Finance Officer  
August 13, 2020

**Valerie Jaynes**  
Chair of the Board

**Todd McNeill**  
Vice-Chair



**Doug Matheson**  
Secretary

**Dennis Aldridge**  
Treasurer

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## **A Resolution of the High Country Council of Governments' Executive Board to Amend the Minimum Unassigned Fund Balance Policy**

**WHEREAS**, on May 15, 2017, the High Country Council of Governments established a Minimum Unassigned Fund Balance Policy; and

**WHEREAS**, the High Country Council of Governments' Executive Board desires to amend the Minimum Unassigned Fund Balance Policy; and

**WHEREAS**, for the purpose of improving and maintaining fiscal responsibility as required under the Local Government Budget and Fiscal Control Act, North Carolina General Statute Chapter 159, it is prudent to amend the Minimum Unassigned Fund Balance Policy to include a policy to be followed in the event the unassigned fund balance drops below 16% of the fiscal year's budgeted expenditures and the High Country Council of Governments is thus unable to achieve its goal for the minimum unassigned fund balance for the fiscal year; and

**WHEREAS**, the High Country Council of Governments recognizes that a corrective action plan to bring the unassigned fund balance back up to at least equal to or greater than 16% of budgeted expenditures is necessary as maintaining a sufficient and stable level of unassigned funds provides an important financial reserve for the High Country Council of Governments; and

**WHEREAS**, the High Country Council of Governments establishes the following amendment to the Minimum Unassigned Fund Balance Policy.

**NOW, THEREFORE, BE IT RESOLVED**, by the High Country Council of Governments' Executive Board that the Minimum Unassigned Fund Balance Policy is restated and amended as follows:

- 1) The minimum unassigned fund balance policy for the High Country Council of Governments instructs management to conduct business of the Council in such a manner that unassigned fund balance is at least equal to or greater than 16% of budgeted expenditures.
- 2) Once the Council achieves its goal for the minimum unassigned fund balance, the fund balance amount exceeding the targeted amount may be appropriated for any one-time expenditure by the Executive Board of the High Country Council of Governments.
- 3) The Finance Director shall prepare annually a report documenting the status of the unassigned fund balance to the Council as part of the annual budget preparation.

- 4) The High Country Council of Governments' Executive Board passed the Resolution of the High Country Council of Governments' Executive Board to Establish a Minimum Unassigned Fund Balance Policy on May 15, 2017.
- 5) In the event that the minimum unassigned fund balance drops below 16% of budgeted expenditures and High Country Council of Governments comes out of compliance with the Minimum Unassigned Fund Balance Policy:
  - a) The High Country Council of Governments shall have three (3) fiscal years to return to the established minimum unassigned fund balance to at least equal to or greater than 16% of budget expenditures.
  - b) The Executive Director and Finance Officer shall prepare a corrective action plan to bring the minimum unassigned fund balance back up to at least 16% or greater of budgeted expenditures within three (3) fiscal years. The corrective action plan shall be prepared within 90 days of discovery that the unassigned fund balance has fallen below 16% of the fiscal year's budgeted expenditures.
  - c) Once the corrective action plan is prepared, the Executive Director and Finance Officer shall present the established corrective action plan at the next High Country Council of Governments' Executive Board Meeting.
- 6) This amendment to the High Country Council of Governments' Minimum Unassigned Fund Balance Policy shall take effect immediately upon its passage.

**BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:**

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_

**THIS THE \_\_\_ DAY OF AUGUST, 2020.**

\_\_\_\_\_  
*Chair*

\_\_\_\_\_  
*Secretary*

**BUDGET AMENDMENT #1**

**BE IT RESOLVED** by the Board of High Country Council of Governments that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2021.

**SECTION 1: REVENUES BY SOURCE**

**PLANNING/DEVELOPMENT FUND**

Federal	\$ 213,332.00
<b>TOTAL PLANNING/DEVELOPMENT FUND</b>	<b>\$ 213,332.00</b>

**WORKFORCE DEVELOPMENT FUND**

Federal	\$ (175,000.00)
<b>TOTAL WORKFORCE DEVELOPMENT FUND</b>	<b>\$ (175,000.00)</b>

**TOTAL REVENUES BY SOURCE** \$ 38,332.00

**SECTION II: EXPENDITURES BY PROGRAM**

**SPECIAL REVENUE FUNDS**

Planning/Development Fund	\$ 213,332.00
Workforce Development Fund	\$ (175,000.00)
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 38,332.00</b>

**TOTAL EXPENDITURES BY PROGRAM** \$ 38,332.00

**FY2020-2021 ORIGINAL BUDGET** \$ 7,190,398.00

**Budget Amendment #1 8-17-2020** \$ 38,332.00

**TOTAL AMENDED BUDGET FY2021** \$ 7,228,730.00

BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
Valerie Jaynes, Chair of the Board

\_\_\_\_\_  
Doug Matheson, Secretary

**Valerie Jaynes**  
Chair of the Board

**Todd McNeill**  
Vice-Chair



**Doug Matheson**  
Secretary

**Dennis Aldridge**  
Treasurer

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Phone: 828-265-5434

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**A Resolution of the High Country Council of Governments' Executive Board  
Declaring Surplus Property and Authorizing the Sale of Said Property**

**WHEREAS**, The High Country Council of Governments owns certain items of personal property that have become surplus for its current needs; and

**WHEREAS**, NC General Statute 160-266 permits the HCCOG to sell such property by private sale, upon authorization by the Executive Board of Directors at a regular meeting and notice to the public; and

**WHEREAS**, the Executive Board of Directors is convened in a regular meeting; and

**NOW, THEREFORE BE IT RESOLVED** that the Executive Board of Directors authorizes the HCCOG Executive Director to sell by private sale the following items of surplus personal property:

- (1) 2007 Chevrolet 4Dr Malibu VIN# 1G1ZS58F97F309618

The Clerk to the Executive Board of Directors shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the day the notice is published.

**BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION  
BY:**

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_

**THIS THE \_\_\_ DAY OF AUGUST, 2020.**

\_\_\_\_\_  
*Chair*

\_\_\_\_\_  
*Secretary*



---

## High Country Workforce Development Board Update

PRESENTED TO  
THE HIGH COUNTRY COUNCIL OF GOVERNMENTS EXECUTIVE BOARD


PRESENTED BY  
KEITH DEVERAUX  
DIRECTOR OF WORKFORCE DEVELOPMENT

AUGUST 17, 2020

Jeff Dreyer, Chair  
Edward Hinson, Vice-Chair

## MEMORANDUM

To: High Country Council of Governments Board Members

From: Keith Deveraux, Director of Workforce Development 

Subject: Re-opening of NCWorks Career Centers in the High Country Workforce Development Board Region

Date: August 12, 2020

Due to Governor Roy Cooper's decision that North Carolina remain in Phase 2 of re-opening, all workforce services will continue to be provided remotely and virtually (provided by phone and internet) through September 11, 2020.

If workforce services cannot be provided remotely and virtually, then on a case-by-case basis the career center manager and the WIOA Director/Project Manager will coordinate the delivery of workforce services at the NCWorks Career Center. Appropriate staff coverage and adequate safety procedures for in-person appointments will be required.

On August 31, 2020, the HCWDB NCWorks Career Centers will open to career center staff only, with services continuing to be provided virtually. If North Carolina does not begin Phase 3 on September 11, 2020, then the re-opening schedule will be adjusted accordingly to follow Governor Cooper's guidance. If a delayed re-opening becomes necessary, Felicia Culbreath-Setzer, DWS Regional Operations Director, and I will consult as to the best course for the region moving forward.

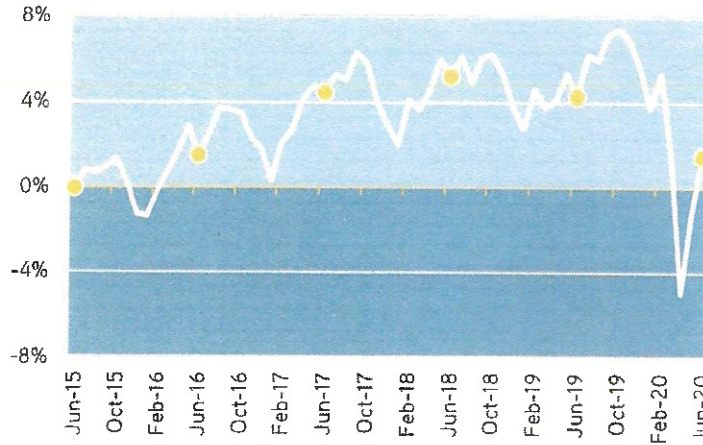
Please help us keep the lines of communication open, and if you have questions or concerns, please contact me, the HCWDB staff, or your career center manager. Thank you for all that you do for workforce development in the High Country.



# LABOR MARKET OVERVIEW

## Regional Labor Market Snapshot

Change in Employment since 2015\*



High Country Region

Source: LAUS, Labor & Economic Analysis, NC Dept. of Commerce

## Trending

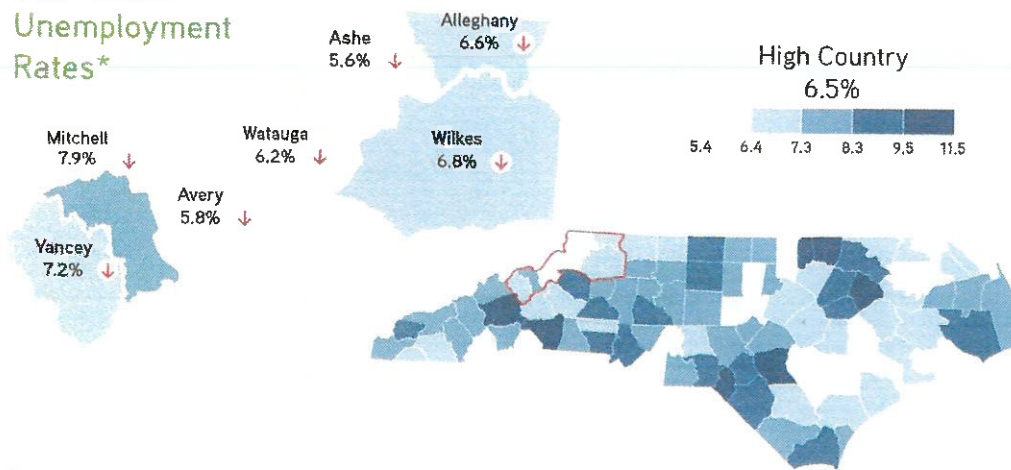
### UNEMPLOYMENT\*

June 2020

High Country Total = 6,312

	Current	Previous
Region	6.5%	10.9%
NC	7.9%	12.7%
US	11.2%	13.0%

## June 2020 Unemployment Rates\*



## REGIONAL EMPLOYMENT\*

High Country Total = 91,253

**2,432 More People Working** in June than previous month

**2,527 Fewer People Working** than same period one year ago

## METRO JOB GROWTH\*

Asheville Total = 180,000

**10,400 More Jobs** in June than previous month

Hickory-Lenoir-Morganton Total = 137,500

**5,200 More Jobs** in June than previous month

## Who's Hiring

past 90 days from July 21, 2020

Carrolls Corporation	90
Appalachian State University	75
Lowe's Companies, Inc	61
Brown Integrated Logistics	53
Watauga County Schools	48
Food Lion	45
Appalachian Regional Healthcare System	44
Ashe County Schools	43

## What Jobs

past 90 days from July 21, 2020

Heavy & Tractor-Trailer Truck Drivers	120
Retail Salespersons	86
Combined Food Prep. & Serving Workers	74
Registered Nurses	73
First-Line Supervisors, Food Prep.	65
Cashiers	64
Driver/Sales Workers	63
Nursing Assistants	43

Source: DWS, NC Dept. of Commerce, NCWorks.gov

Source: DWS, NC Dept. of Commerce, NCWorks.gov

\*June 2020 data are preliminary. Previous month's data are revised while all other data have undergone annual revision. All data produced in this publication are generated by LEAD unless otherwise stated. LEAD generated data are not seasonally adjusted.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment & Training Administration.

## TAXABLE RETAIL SALES

High Country Total = \$196,622,915

**7.3% Lower** than same period one year ago

Source: NC Dept. of Revenue  
Note: May 2020 data most current available at time of release

## ONLINE JOB ADS

**408 Online Advertised Vacancies** reported in May

**551 Fewer Vacancies** than same period one year ago

Source: LEAD/The Conference Board  
Note: May 2020 data most current available at time of release.



# LABOR MARKET OVERVIEW

High Country Workforce Development Board

## Civilian Labor Force Estimates\*

		June 2020	May 2020	April 2020	June 2019
<b>Alleghany</b>	Labor Force	4,415	4,498	4,348	4,462
	Employed	4,124	4,007	3,897	4,238
	Unemployed	291	491	451	224
	Rate	6.6	10.9	10.4	5.0
<b>Ashe</b>	Labor Force	12,697	13,082	12,785	12,727
	Employed	11,985	11,749	11,437	12,215
	Unemployed	712	1,333	1,348	512
	Rate	5.6	10.2	10.5	4.0
<b>Avery</b>	Labor Force	7,900	7,818	7,378	7,737
	Employed	7,440	7,079	6,621	7,433
	Unemployed	460	739	757	304
	Rate	5.8	9.5	10.3	3.9
<b>Mitchell</b>	Labor Force	6,033	6,109	6,102	6,026
	Employed	5,558	5,368	5,341	5,723
	Unemployed	475	741	761	303
	Rate	7.9	12.1	12.5	5.0
<b>Watauga</b>	Labor Force	29,665	30,180	29,264	29,364
	Employed	27,819	26,830	25,984	28,194
	Unemployed	1,846	3,350	3,280	1,170
	Rate	6.2	11.1	11.2	4.0
<b>Wilkes</b>	Labor Force	28,858	29,786	28,297	29,189
	Employed	26,906	26,497	25,053	27,871
	Unemployed	1,952	3,289	3,244	1,318
	Rate	6.8	11.0	11.5	4.5
<b>Yancey</b>	Labor Force	7,997	8,220	7,937	8,455
	Employed	7,421	7,291	7,094	8,106
	Unemployed	576	929	843	349
	Rate	7.2	11.3	10.6	4.1

\*June 2020 data are preliminary. Previous month's data are revised while all other data have undergone annual revision. A.. data produced in this publication are generated by LEAD unless otherwise stated. LEAD generated data are not seasonally adjusted.

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## North Carolina Unemployment Insurance Claims Claims Filed from June 2020

### Statewide Claims

	Initial Claims	Continued Claims
<b>Total Claimants</b>	<b>161,693</b>	<b>521,131</b>
<b>COVID-19 Claimants</b>	<b>95,231</b>	<b>396,542</b>
<b>Total Continued Weeks Claimed</b>		<b>917,673</b>

### Alleghany County

**Initial Claims:**  
**Claimants: 101(COVID-19 Related 75)**  
**Continued Claims:**  
**Claimants: 384 (COVID-19 Related 308)**  
**Total Continued Weeks Claimed: 997**

### Ashe County

**Initial Claims:**  
**Claimants: 278(COVID-19 Related 178)**  
**Continued Claims:**  
**Claimants: 983 (COVID-19 Related 800)**  
**Total Continued Weeks Claimed: 2,510**

### Avery County

**Initial Claims:**  
**Claimants: 163 (COVID-19 Related 95)**  
**Continued Claims:**  
**Claimants: 652 (COVID-19 Related 526)**  
**Total Continued Weeks Claimed: 1,840**

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## Statewide Claims

	<b>Initial Claims</b>	<b>Continued Claims</b>
<b>Total Claimants</b>	<b>161,693</b>	<b>596,903</b>
<b>COVID-19 Claimants</b>	<b>95,231</b>	<b>396,542</b>
<b>Total Continued Weeks Claimed</b>		<b>917,673</b>

## Mitchell County

**Initial Claims:**  
**Claimants: 128 (COVID-19 Related 75)**  
**Continued Claims:**  
**Claimants: 556 (COVID-19 Related 440)**  
**Total Continued Weeks Claimed: 1,653**

## Watauga County

**Initial Claims:**  
**Claimants: 498 (COVID-19 Related 325)**  
**Continued Claims:**  
**Claimants: 2,186 (COVID-19 Related 1,824)**  
**Total Continued Weeks Claimed: 6,119**

## Wilkes County

**Initial Claims:**  
**Claimants: 795 (COVID-19 Related 485)**  
**Continued Claims:**  
**Claimants: 2,419 (COVID-19 Related 1,840)**  
**Total Continued Weeks Claimed: 6,480**

## Yancey County

**Initial Claims:**  
**Claimants: 169 (COVID-19 Related 116)**  
**Continued Claims:**  
**Claimants: 675 (COVID-19 Related 555)**  
**Total Continued Weeks Claimed: 1,944**