

**BURNSVILLE TOWN COUNCIL**  
**AGENDA**  
**Regular Meeting - Thursday, June 1, 2023, 6pm**  
**Burnsville Town Center**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
  - a. Regular Meeting held on May 4, 2023
  - b. Budget work session held on May 8, 2023
4. Public Hearings
  - a. FY 23-24 Budget
    - i. Consideration of FY 23-24 Budget
5. Presentations
6. Manager's Update - Heather Hockaday
  - a. Project updates
  - b. Consideration of Micro-purchase resolution
  - c. Consideration of Interlocal agreement with the County for infrastructure projects
  - d. Consideration of contract with Water Quality Labs
  - e. Consideration of Town Official bonding resolution
  - f. Consideration of Areas C rental resolution
  - g. Tax Report
7. Clerk's Update
8. Department Updates
  - a. Public Works - Shane Dale
  - b. Finance - Leslie Crowder
    - i. Budget vs. Actual, previously provided to Council
    - ii. Budget amendment - year end cleanup
  - c. Fire Department - Niles Howell
  - d. Police Department - Brian Buchanan
  - e. Zoning/Code Enforcement - Brian Buchanan
  - f. Burnsville Town Center - Corbin Cooper
9. Council Members' Reports
10. Updates from Advisory Boards and Non-Profits
  - a. Economic Development Commission
  - b. Yancey/Burnsville Chamber of Commerce - Christy Wood
  - c. High Country Council of Governments
11. Closed Session
12. Next Town Council Meeting - July 6, 2023
13. Adjourn

**BURNSVILLE TOWN COUNCIL**  
**Special Meeting - Thursday, May 4, 2023, 6pm**  
**Burnsville Fire Department**

On Thursday, May 4, 2023, 6pm, the Burnsville Town Council with Mayor Russell Fox and members Judy Buchanan, Denise Collier, Randy Ollis, and Bill Wheeler present, held a special meeting at the Burnsville Fire Department. Also in attendance were town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Niles Howell, Leslie Crowder, Chad Fox, and Corbin Cooper; and several visitors. Mayor Fox, who presided, called the meeting to order at 6:01pm and stated that the purpose of the meeting was to conduct regular business for the month of May 2023.

Adoption of Agenda - Bill Wheeler moved to adopt the agenda as presented. Judy Buchanan seconded the motion, which carried.

Public Comment

- Danny McIntosh thanked Fire Chief Niles Howell and law enforcement for their service.
- Karen Ventrice spoke about nominating Fire Chief Niles Howell and Veteran Pierson Riddle for American Red Cross Salute to Heroes awards.
- Lucy Doll spoke about the Thomas Woof Festival, an event to help get dogs adopted, the Literary Festival in September, and the Old Timey Fall Festival.

Consideration of Minutes - Minutes from a regular meeting held on April 6, 2023 and two closed sessions held on April 6, 2023 were considered. Bill Wheeler made a motion to approve the minutes as read. Judy Buchanan seconded the motion, which carried. All were in agreement. The closed session minutes were distributed and signed during the meeting.

Public Hearing - Zoning Administrator Brian Buchanan reviewed the proposed changes to the Town of Burnsville's Zoning Ordinance. The changes were previously reviewed and recommended by the Planning Board at their meeting on April 11, 2023.

The changes included:

- Amendments to Article 7 (Use Standards) Sections 712, 713, and 714 correcting clerical mistakes to reference numbers for other related provisions and to apply single family dwelling requirements in the C-1 District to Secondary Dwellings
- Amendment to Article 7 Section 728 to delete language requiring emergency contact information be kept with the Town of Burnsville and replacing that language with a requirement that an owner's contact information be displayed in the rental unit which is in conformance with current North Carolina Law.
- Amendment to Article 12 section 1213 (off street parking requirements table of Use Classification and Required Parking to change the number of required parking spaces for Public Safety Facilities and Public Works Facilities to be one (1) space for each three (3) employees.

Open the public hearing - Judy Buchanan moved to open the public hearing at 6:15pm. Bill Wheeler seconded the motion, which carried. All were in agreement.

Public Comment

- Danny McIntosh thanked all involved in developing the zoning ordinance, noting the complexity and challenges, saying that he was in favor of the

changes.

- Susan Armstrong said that she saw a real estate listing on East Main Street that was zoned for light machinery. She was surprised and said that she does not want East Main Street to look like West Main Street, saying that the new restaurants are not as appealing.

Close the public hearing - Randy Ollis moved to close the public hearing at 6:18pm. Denise Collier seconded the motion, which carried. All were in agreement, the public hearing closed.

Consideration of Ordinance - Judy Buchanan moved to approve Ordinance No: 2023.05.04.01, *ORDINANCE AMENDING ARTICLE 7 SECTIONS 712 (Dwelling-Secondary); 713 (Dwelling-Single Family); 714 (Dwelling-Two-Family); 728 (Short Term Rentals); and ARTICLE 12 SECTION 1213 (Off-Street Parking) OF THE TOWN OF BURNSVILLE ZONING ORDINANCE, INITIALLY ADOPTED APRIL 4, 1985; AND AMENDED FEBRUARY 6, 2014, and JUNE 3, 2021, and WITH SUBSEQUENT AMENDMENTS THEREAFTER.* Bill Wheeler seconded the motion, which carried. All were in agreement.

#### Presentations

- Homeplace Festival - Homeplace owner John Silver began by mentioning previous successes working with the Town to create festivals. He said this year's festival will be in conjunction with the soft opening of the NuWray Inn. Scheduled for September 30 from 5pm-9pm Mr. Silver requested a closure of South Main Street and the opportunity to rent the Town's portable stage. He said that the street is convenient due to the Town's ownership and ease of directing foot traffic.

Utilizing the Burnsville Police, parking, and the Old Timey Days Festival using the stage earlier in the day were discussed. Bill Wheeler moved to approve closing South Main street on September 30th from 5pm-9pm for the No Place Like Homeplace Beer Festival. Judy Buchanan seconded the motion, which carried. All were in agreement.

- Anthony McCurry of the Yancey County Rescue squad spoke about how the organization helps the community with medical issues, and assists during large events. He said that the squad gets approximately 1400 calls per year, and has occasional fundraisers to help with costs. He requested support from the Town, saying that any amount would be appreciated. Randy Ollis mentioned the lack of funds dedicated to the Rescue Squad, saying that they are on their own. Mayor Fox said that the request will be considered at the May 8 budget work session.

#### Proclamations

- French Broad Appreciation - Randy Ollis read a proclamation thanking French Broad EMC and their linemen for their hard work and dedication during a severe wind storm on April 1.
- International Firefighters Day - Denise Collier read a proclamation observing May 4th, 2023, as International Firefighters Day in recognition of all firefighters, past and present, for their invaluable service to our community and citizens.
- Police Appreciation Week - Judy Buchanan read a proclamation designating May 15–21, 2023, as National Police Week, encouraging citizens to join the Council in commemorating police officers, past and present, who have rendered a dedicated service to their communities.
- Public Works Appreciation Week - Mayor Fox read a proclamation designating the week of May 21–27, 2023, as National Public Works Week. The proclamation

encouraged citizens to reflect on the importance of the contributions our public works employees make, protecting our community's health, safety, and quality of life.

Manager's Update - Town Manager Heather Hockaday

Project updates

1. FEMA
  - a. Azalea Lane - Mrs. Hockaday reported that the bid documents have been prepared and sent out by McGill. McGill will be soliciting different contractors for informal estimates and bids.
  - b. Meadow Road culvert - Medlock Engineers will be evaluating the culvert soon.
  - c. Maintenance Shed driveway - Mrs. Hockaday is still waiting on approval of a change of scope request, submitted several months ago, resulting from the decision to daylight the stream. Corey Osborne from High Country has reached out to FEMA several times.
2. Maintenance shed stream daylighting - Jonathan Hartsell from Blue Ridge Resource Conservation and Development Council has received the contract from NC land and water fund for all of the funding to proceed with the project. Engineers have worked with public works to locate infrastructure.
3. DOT landscaping project - Mrs. Hockaday reported on an update from DOT's Chris Deyton, saying that the initial plan for landscaping at the entrances to West Main, South Main, and East Main had received one response but was 60% over budget. DOT has revised the plan and intends to rebid the project soon.
4. CDBG-I projects
  - a. West Main sewer interceptor - Mrs. Hockaday said that the Town has received final approval from DEQ on the amendment presented at the April Council meeting, allowing the project to move forward.
  - b. Wastewater treatment plant rehab - The application was submitted in the amount of \$1 million.
5. ARPA Grants
  - a. Water Treatment Plant improvements - Responses to questions and comments that DEQ had on the design and bid package were submitted. Once approved, McGill can put the project out to bid.
  - b. Bakers Creek pump station rehab - The Town has received an engineering report and funding approval. Mrs. Hockaday has signed the permit application for DEQ and the encroachment agreement with DOT. She said that she expects this project to move quickly.
  - c. Waterline improvements - The Town has received an engineering report and funding approval. McGill has initiated surveying, with field work expected to begin within the next month.
  - d. Bolens Creek raw waterline/Cane River intake improvements - The Town has received an engineering report and funding approval for this project as well.
  - e. Pine Swamp WWTP rehabilitation - The project is moving forward, with inspections set to begin on the following day to prepare the design documents.
6. East Main Street sidewalk project
  - a. Feasibility study - Mrs. Hockaday had a call with DOT about the DOT Feasibility Study and reported that AECOM has been selected to work on the project.
  - b. Rural transformation grant - Mrs. Hockaday said that she hoped the feasibility study approval would improve the chances of receiving a transformation grant. A new application was submitted to the Department of Commerce.

Consideration of resolution to accept ARPA funding from DEQ - Judy Buchanan moved to approve Resolution No. 2023.05.04.01, *RESOLUTION BY BURNSVILLE TOWN COUNCIL ON BEHALF OF THE RECIPIENT TOWN OF BURNSVILLE FOR AMERICAN RESCUE GRANT FUNDING*

*THROUGH THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY, DIVISION OF WATER INFRASTRUCTURE.* Bill Wheeler seconded the motion, which carried. All were in agreement.

Consideration of Interlocal agreement with the County and East Yancey Sewer District for infrastructure projects - Mrs. Hockaday explained that the agreement addressed the fact that the County would be providing funding for projects that are on Town Facilities. She has a draft but is still waiting on numbers on the East Yancey wastewater treatment plant from the engineers. She said that consideration should be tabled until next month.

Consideration of contract with Water Quality Labs - Mrs. Hockaday said that the contract has been prepared but Water Quality is still reviewing it.

Mayor Fox moved to table consideration of the interlocal agreement and the agreement with Water Quality Labs until the June meeting. Randy Ollis seconded the motion, which carried. All were in agreement.

Mrs. Hockaday updated the Council on several bills that are moving through the state government. She said that several of them focus on sewer and water, with one bill focusing on rate structures. The bills are going through changes but could create additional hoops for local governments.

Tax Report - Mrs. Hockaday distributed a report to all Council members. She said that staff are continuing to contact delinquent accounts, with some being referred to a law firm for collection action.

#### Clerk's Update - Town Clerk Chad Fox

Area C rental - Mr. Fox mentioned advertising for the rental of Area C but stated that consideration of a resolution would need to be taken at a regularly scheduled meeting. He asked that the Council table the matter until the June 1, 2023 Council regular meeting since they are not in their usual location. Judy Buchanan made a motion to table consideration of a resolution to rent Area C until the next regular meeting. Bill Wheeler seconded the motion which carried. All were in agreement.

#### Department Updates

1. Public Works - Public Works Director Shane Dale
  - a. Consideration of Water Shortage Response Plan, 5-year update - Mr. Dale explained an update to the plan which addresses the Town's response to extreme drops in water levels. Randy Ollis moved to approve the *Water Shortage Response Plan, March 2023*. Judy Buchanan seconded the motion, which carried. All were in agreement.
2. Finance - Finance Officer Leslie Crowder previously provided a budget vs. actual, overtime report, and draft budget to the Council.
  - a. Project Ordinance, Azalea Lane culvert - Mrs. Crowder introduced the ordinance addressing additional costs requested by McGill to expand the scope of work, including a structural design of the entire culvert, not just the connections. She said that the changes would add \$3,520 to the project. Judy Buchanan moved to approve the *Grant Project Ordinance for Azalea Ln Culvert, Multiple Culverts and Erosion, and Management Cost (Event #4617DR-NC)*. Bill Wheeler seconded the motion, which carried. All were in agreement.
  - b. Budget amendment - Mrs. Crowder explained the changes for paving, automated meters, salaries, and water treatment supplies. Bill Wheeler moved to approve *Budget Amendment #5 FY: 22/23*. Judy Buchanan seconded the motion, which

carried. All were in agreement.

3. Fire Department - Fire Chief Niles Howell presented a call summary with 40 calls for the month of April. He said the recognition for International Firefighters day was well received. He said that, as an example of what the department does, a recent rescue took crews on to the Appalachian Trail and three miles into Tennessee. He also mentioned that he had spent most of the day with students talking about traffic safety.
4. Police Department - Police Chief Brian Buchanan passed out a monthly activity log and mentioned that the new Police interceptor vehicle, ordered in August, has finally been received. He said that all of his officers have completed in service qualifications for the year.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said, at a recent planning board meeting, several residential development projects were moved forward.
6. Burnsville Town Center - Town Center Manager Corbin Cooper was unavailable because of events at the Town Center.

#### Council reports

- Randy Ollis updated the Council on a recent event for elected officials at Mayland's Planetarium and recommended that everyone go check it out.

#### Updates from Advisory Boards and Non-Profits

- Economic Development Commission - Mrs. Hockaday said that the EDC met Monday but did not have a quorum. The board has received two applications for a director and interviews will happen soon.
- Yancey/Burnsville Chamber of Commerce - Chamber Director Christy Wood was not available.

Closed Session - There was none.

Next Town Council Meeting - June 1, 2023, 6pm

Adjourn - With there being no further business, Randy Ollis moved to adjourn the meeting at 7:20pm. Denise Collier seconded the motion, meeting adjourned.

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J. Chad Fox, Town Clerk

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T. Russell Fox, Mayor

**BURNSVILLE TOWN COUNCIL  
Budget Work Session  
Monday, May 8, 2023, 10am**

On Monday, May 8, 2023, the Burnsville Town Council with Mayor Russell Fox, and members Judy Buchanan, Denise Collier, Bill Wheeler, and Randy Ollis present held a special meeting at the Burnsville Town Hall. Also in attendance were Heather Hockaday and Leslie Crowder. Mayor Fox called the meeting to order at 10:05am. These minutes are based off of notes taken by Mrs. Hockaday and Mrs. Crowder.

**Conduct a budget work session for FY 2023-2024 budget** - Town Manager Heather Hockaday began the budget work session by discussing revenues and current tax collections. Mrs. Hockaday reviewed sales tax revenue and other revenue sources.

Mrs. Hockaday and Finance Officer Leslie Crowder reviewed expenses by department. A draft of the FY 22-23 budget, reflecting projections based on previous meetings held with department heads, was reviewed in its entirety. There was a more in-depth discussion on the Community Promotions line with the Town Council discussing an inclusion in the budget of an award of \$2500 to the Yancey County Rescue Squad. Other topics discussed included a new police car, upgrades to the public restrooms, and a replacement of flooring at the Town Center

Cost of living (COLA) increases were discussed with the Council increasing employee pay by three percent. A few individual salary adjustments were discussed to reflect heavier workloads and responsibilities.

Water rates were reviewed with the Council, as recommended in the Town's Capital Improvements Plan to keep up with rising costs and infrastructure needs.

With there being no further business, Randy Ollis made a motion to adjourn at 12:05pm. Judy Buchanan seconded the motion, which carried. The meeting adjourned.

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J. Chad Fox, Town Clerk

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T. Russell Fox, Mayor

**SUBMISSION OF THE  
BUDGET FOR FY 2023 - 2024  
AND NOTICE OF BUDGET HEARING  
FOR THE TOWN OF BURNSVILLE**

The Town of Burnsville's budget and updated rate and fee schedule for FY 2023-2024 has been submitted to the Town Council and the budget officer has filed a copy in the office of the Town Clerk where it will remain available for public inspection until the budget ordinance is adopted.

The Town Council will hold a public hearing on the budget at 6pm on June 1, 2022 at the Burnsville Town Center at 6 South Main Street, Burnsville, NC.

Individuals with questions may contact the Town Manager, Heather Hockaday at 828-682-2420. Individuals needing any assistance or a particular accommodation may contact the Town Clerk at 828-682-2420.



**RESOLUTION  
OF THE TOWN COUNCIL  
OF BURNSVILLE, NORTH CAROLINA  
AUTHORIZING INCREASE IN MICRO-PURCHASE THRESHOLD**

**WHEREAS**, from time to time, the Town of Burnsville purchases goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D; and **WHEREAS**, the Town of Burnsville's procurement of such goods and services is subject to Town's Procurement Policy, as adopted on June 25, 2020 together with various policies adopted pursuant to requirements of federal grants; and

**WHEREAS**, the Town of Burnsville is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a "higher threshold consistent with State law"; and

**WHEREAS**, G.S. 143-129(a) and G.S. 143-131(a) require the Town of Burnsville to conduct a competitive bidding process for the purchase of (1) "apparatus, supplies, materials, or equipment" where the cost of such purchase is equal to or greater than \$90,000, and (2) "construction or repair work" where the cost of such purchase is greater than or equal to \$500,000; and

**WHEREAS**, North Carolina law does not require a unit of local government to competitively bid for purchase of services other than services subject to the qualifications-based selection process set forth in Article 3D of Chapter 143 of the North Carolina General Statutes (the "Mini-Brooks Act"); and

**WHEREAS**, G.S. 143-64.32 permits units of local government to exercise, in writing, an exemption to the qualifications-based selection process for services subject to the Mini-Brooks Act for particular projects where the aggregate cost of such services do not exceed \$50,000; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Town Council of Burnsville, North Carolina now desires to adopt higher micro-purchase thresholds than those identified in 48 C.F.R. § 2.101.

**NOW THEREFORE, BE IT RESOLVED BY TOWN COUNCIL OF THE TOWN OF BURNSVILLE:**

1. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the Town of Burnsville hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:

- A. \$30,000, for the purchase of “apparatus, supplies, materials, or equipment”; and
- B. \$30,000, for the purchase of “construction or repair work”; and
- C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Town has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the July 1, 2024, the end of the current fiscal year, but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

3. In the event that the Town receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Town shall comply with the more restrictive threshold when expending such funds.

4. The Town shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

5. The Mayor or the Town Manager are hereby authorized, individually and collectively, to revise the Procurement Policy of the Town of Burnsville to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of the foregoing resolution.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

TOWN OF BURNSVILLE:

\_\_\_\_\_  
J. Chad Fox, Clerk

\_\_\_\_\_  
Russell Fox, Mayor

Approved as to form:

\_\_\_\_\_  
Town Attorney

**RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE CONTRACT WITH WATER QUALITY  
LABS, INC.**

**WHEREAS**, the Town of Burnsville is required as a provider of Water and Sewer Services and owner of treatment facilities to acquire services for water and waste water treatment services and employ or contract with licensed Operator in Responsible Charge (hereinafter ORC) personnel; and

**WHEREAS**, the Town desires to contract with Contractor, WATER QUALITY LABS, INC. to provide an ORC to deliver laboratory and treatment services, chemical, testing and required reporting to State and Federal compliance agencies on behalf of Town's water and waste water treatment facilities; and

**WHEREAS**, WATER QUALITY LABS, INC. by and through its Owner and President has executed a Service Agreement to provide the above listed services to the Town for a period of one (1) year beginning July 1, 2023.

**NOW, THEREFORE, BE IT RESOLVED by the Burnsville Town Council:**

1. That the Mayor and Town Manager, or either of them, are hereby authorized to execute a Service Agreement with WATER QUALITY LABS, INC. for the scope of services, terms and conditions contained in said Agreement.
2. That the term of Agreement shall be for one (1) year to begin on July 1, 2023 and end on June 30, 2024 at 11:59 p.m. EST.
3. That all acts and doings of officers, employees and agents of the Town, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.

3. That this Resolution shall be effective upon its adoption.

This the \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

ATTEST:

Burnsville Town Council

\_\_\_\_\_  
J. Chad Fox, Clerk

BY:

\_\_\_\_\_  
Russell Fox, Mayor

Approved as to form:

\_\_\_\_\_  
Town Attorney

Resolution#: \_\_\_\_\_

## RESOLUTION TO APPROVE THE BONDING OF TOWN OFFICIALS

WHEREAS, N.C.G.S. §105-349(c) requires a tax collector to provide a performance bond in such amount as the governing body may prescribe;

WHEREAS, N.C.G.S. §159-29(a) requires the finance officer to provide a performance bond with sufficient sureties. The amount of the bond fixed by the governing board may not be less than the greater of the following:

- (1) Fifty thousand dollars (\$50,000).
- (2) An amount equal to ten percent (10%) of the unit's annually budgeted funds, up to one million dollars (\$1,000,000);

WHEREAS, the Town Council provides a blanket crime/employee dishonesty coverage for all employees and agents in the amount of \$50,000.00 with the IRFFNC;

WHEREAS, N.C.G.S. §58-72-55 states it is the duty of the clerk of the board of commissioners to record in the proceedings of the board the names of those commissioners who are present at the time of the approval of any official bond, and who vote for such approval. Every clerk neglecting to make such record, besides other punishment, shall forfeit his office. Any commissioner may cause his written dissent to be entered on the records of the board.

NOW, THEREFORE, BE IT RESOLVED by the Burnsville Town Council as follows:

1. That this Board hereby accepts and approves bonds for public officials as follows:
  - a. Heather Hockaday, Tax Collector \$25,000.00 with Travelers Indemnity Company;
  - b. Leslie Crowder, Finance Director \$500,000.00 with Travelers Indemnity Company;
  - c. Blanket Crime/Employee Dishonesty insurance coverage \$50,000.00 with IRFFNC
2. That pursuant to N.C.G.S. §58-72-55, the Clerk is hereby instructed to record the names of all Council members present at this meeting and who voted in favor of this resolution; and further, any Council member who votes against this resolution may cause their written dissent to be entered into the record of the Council.
3. All acts and doings of officers, employees and agents of the Town, whether taken prior to, on or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
4. Any prior resolutions or parts thereof of the Council in conflict with the provisions herein contained are to the extent of such conflict, hereby superseded and repealed.
5. That this resolution is effective on July 1, 2023 at 12:00 midnight EST.

This the \_\_\_\_ day of June, 2023.

ATTEST:

BURNSVILLE TOWN COUNCIL

\_\_\_\_\_  
J. Chad Fox, Clerk

BY: \_\_\_\_\_  
T. Russell Fox, Mayor

Approved as to Form

\_\_\_\_\_  
Town Attorney

## Resolution to Enter into a Lease Agreement for Area C of the Burnsville Town Center

**WHEREAS**, the town of Burnsville is the owner of a parcel of land and building known as the Burnsville Town Center located at 6 South Main Street, Burnsville, North Carolina. Said building is comprised of 2 parts: a main venue including an auditorium with adjoining classrooms and a smaller separate section known as Area C located in the lower part of the building. Area C includes a separate entrance from the street and separate bathroom facilities from the main Town Center venue; and

**WHEREAS**, the main venue of the Burnsville Town Center is regularly rented for activities and functions throughout the year on a short term (daily) basis; and

**WHEREAS**, Area C has been rented on both a short term (daily) basis and on a long term (monthly/yearly) basis in the past; and

**WHEREAS**, Area C has been rented on an annual basis by Linhart Realty Group, LLC, and operated by local realtors since 2021 and the tenant has requested the lease be renewed for a term of three (3) years at an increased rental amount of \$1,500.00 per month; and

**WHEREAS**, the Town Council believes that the space in the Town Center known as Area C would be suited for the proposed use and such use would not hinder or be in conflict with the current or future usage of the larger and separate Town Center venue; and

**WHEREAS**, the Tenant has made no permanent alterations to the space and doesn't intend to make any permanent changes or alterations to the interior or exterior of the space. The Tenant has a low volume of traffic, compatible operating hours with the larger Town Center space and does not create a parking issue for the use of the larger Town Center space. The Town has no plans or needs for the space that would prohibit its use under a new lease agreement; and

**WHEREAS**, the Town Council desires to lessen the taxpayer's burden for the operation of the Town Center building and would do so by entering into a lease agreement which would provide annual rental income of \$18,000.00 which would be in the best interests of the citizens and residents of the Town; and

**WHEREAS**, pursuant to the provisions of NCGS 160A-272 (a) and (a1), and after proper notice of the same has been published according to the aforementioned statute, the Town Council for the Town of Burnsville declares its intent to enter a Lease Agreement for a year or longer.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Burnsville as follows:

1. That the Town Council does hereby confirm that it does not have plans or needs for the premises known as Area C of the Burnsville Town Center during any proposed term of a lease agreement with the Tenant.

2. That the Town Council authorizes entering a lease agreement between the Town of Burnsville and Linhart Realty Group, LLC for the premises known as Area C of the Burnsville Town Center located at 6 South Main Street, Burnsville, North Carolina. And further authorizes the Mayor or his designee to sign said lease agreement on its behalf.

3. All acts and doings of officers, employees and agents of the Town, whether taken prior to, on or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.

4. That this resolution is adopted after publication at least 30 days prior adoption pursuant to NCGS 160A-272(a) and (a1).

5. Any prior resolutions or parts thereof of the Council in conflict with the provisions herein contained are to the extent of such conflict, hereby superseded and repealed.

6. That this Resolution is effective upon adoption.

ADOPTED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Burnsville Town Council.

\_\_\_\_\_  
Russell Fox, Mayor

\_\_\_\_\_  
Judy Buchanan, Councilor

\_\_\_\_\_  
Denise Collier, Councilor

\_\_\_\_\_  
Randy Ollis, Councilor

\_\_\_\_\_  
Bill Wheeler, Councilor

ATTEST:

\_\_\_\_\_  
J. Chad Fox, TOWN CLERK

**Todd McNeill**  
*Chair of the Board*

**Doug Matheson**  
*Vice-Chair*



**Dennis Aldridge**  
*Secretary*

**Larry Fontaine**  
*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**  
**May 15, 2023 | 7:00 p.m.**  
**Watauga County Agricultural Conference Center**

**I. CALL TO ORDER AND INVOCATION**

*Doug Matheson, Executive Board Vice-Chairman*

**II. CONSIDERATION OF APRIL 2023 MINUTES [ACTION]**

*Doug Matheson, Executive Board Vice-Chairman*

**III. FINANCIAL MATTERS**

*Julie Page, Finance Officer*

- Financial Highlights as of April 30, 2023 [ACTION]
- Budget Amendment #5 [ACTION]

**IV. AREA AGENCY ON AGING HEALTH PROMOTION UPDATE**

(10 minutes)

*Sia Beasley, PhD., Health Promotion Specialist*

**V. DIGITAL INCLUSION PLAN CONSIDERATION [ACTION]**

(10 minutes)

*Tatiana Magee, GIS Tech & Planner*

**VI. FY2024 BUDGET PRESENTATION**

(15 minutes)

*Julie Wiggins, Executive Director*

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

(10 minutes)

*Julie Wiggins, Executive Director*

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

**VIII. BOARD MEMBER COMMENTS**

**IX. VICE-CHAIRMAN'S COMMENTS**

**X. OTHER BUSINESS**

**XI. PUBLIC COMMENT**

**XII. ADJOURNMENT [ACTION]**



**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
APRIL 17, 2023  
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met April 17, 2023, 7:00pm, at the Blue Ridge Energy Office in Boone. The following members were present at the meeting: Charles E. Vines, Brenda Lyerly, Stoney Greene, Jeff Whitson, Mike Inscore, Timmy Evans, Otis Church, Bill Wheeler, Dennis Aldridge, Larry Fontaine, Steve Pitman, Jim Blevins, Rocky Buchanan, Wes Brinegar, Tom Hartman, Tim Futrelle, Larry Turnbow, Paul Robinson Jr., Doug Matheson, and Todd McNeill. The following staff and guests were present at the meeting: Jeff Hedrick, Julie Wiggins, Phil Trew, Zack Green, Misty Bishop-Price, Cory Osborne, and Victoria Oxentine. The following staff and guests were present via Zoom: Julie Page.

**CALL TO ORDER AND INVOCATION**

Chairman McNeill welcomed everyone to the High Country Council of Governments April Executive Board meeting. Chairman McNeill called on Charles E. Vines to lead the invocation and Chairman McNeill led the board in the Pledge of Allegiance.

**CONSIDERATION OF MINUTES**

Tim Futrelle made a motion to approve the February 20, 2023 Executive Board minutes. Tom Hartman seconded the motion. Motion carried.

**FINANCIAL MATTERS**

**Financial Highlights**

Finance Officer, Julie Page presented the Financial Highlights as of March 31, 2023 (Attachment A) and reviewed year to date revenues versus expenditures and balances. Wes Brinegar made a motion to approve the Financial Highlights as of March 31, 2023. Stoney Greene seconded the motion. Motion carried.

**ECONOMIC RECOVERY AND RESILIENCE UPDATE**

Cory Osborne, Economic Recovery and Resilience Director reviewed his department handout (Attachment B). Mr. Osborne noted that HCCOG received close to \$300,000 from the General Assembly via NCARCOG to boost disaster recovery capacity and resilience. Most of the funding has been for technical assistance in each county for emergency services/operations. Mr. Osborne and his staff are also assisting communities with ARPA funded infrastructure projects compliance. Mr. Osborne also discussed Local Assistance for Stormwater Infrastructure Investments (LASII) grants that the towns of Boone and Spruce Pine received. Mr. Osborne also noted that he and his staff are working on broadband and GREAT grants in Avery County.

**WORKFORCE DEVELOPMENT UPDATE**

Misty Bishop-Price, Workforce Development Director gave an overview of recent events, programs, and funding. Mrs. Bishop-Price noted that the NCWorks Career Centers have been busy hosting monthly hiring events on site, attending career fairs and pathway learning sessions in local high schools. Mrs. Bishop-Price also discussed the ARPA funding the department received in the amount of \$700,000 for small employers for work-based learning along with recovery and substance abuse barriers. Mrs. Bishop-Price lastly discussed that she is working with counties in the region to fill vacancies on the board.

**PLANNING AND DEVELOPMENT UPDATE**

Phil Trew, Planning and Development Director discussed many grants the planning department has worked on recently, including three (towns of Sparta, Beech Mountain, and Jefferson) that were submitted today for the Appalachian Regional Commission. Mr. Trew announced that the towns of Boone, Burnsville, and Sparta have received CDBG funding. Mr. Trew noted that his staff is currently working on Rural Transformation Grants for the towns of Burnsville and Jefferson, those applications are due May 3. Mr. Trew also noted that his staff is working on Land Use Plans for the towns of Jefferson and Spruce Pine.

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

Julie Wiggins, Executive Director noted that the HCCOG is in full FY24 budget preparation mode and it will be presented to the Executive Board in May. Ms. Wiggins announced that the Advisory Committee has recommended a version of the pay study that was completed in 2022 and a 2% COLA beginning in July 2023. The pay study will enable HCCOG to have a formal pay scale. The dues/match will stay the same (based on population) even with the pay study implementation. The Advisory Committee has also recommended a one-time, 2% bonus for HCCOG staff this fiscal year. Ms. Wiggins is working with Finance Officer, Julie Page to make sure this works with our existing budget. Ms. Wiggins noted that she has been pleased with the office restoration and that the operation has been seamless with Dolbier. Insurance covers everything except the carpet replacement in three offices in the rental space.

**BOARD MEMBER COMMENTS**

Charles E. Vines gave an update on his wife's health since her injury last November and thanked the board for their support. Larry Fontaine thanked all the department heads for their hard work and noted that their work impacts a lot of lives in the region. Dennis Aldridge noted that a reentry facility has opened in Avery County called Freedom Life. Doug Matheson announced that the Town of Blowing Rock is seeking a Town Manager. Mike Inscore announced that Merlefest in Wilkesboro is coming up April 27-30. Wes Brinegar announced the Fried Apple Pie Festival in Sparta will be on May 6. Stoney Greene announced that the NASCAR All-Star Race will be in North Wilkesboro May 19-21.

**CHAIRMAN'S COMMENTS**

Todd McNeill, Executive Board Chairman encouraged Executive Board members to advocate occupancy tax to their Legislators.

**OTHER BUSINESS**

Victoria Oxentine, Communications Manager announced that the May 15, 2023 Executive Board meeting will be held in the conference room downstairs at the Watauga County Agricultural Center located at 252 Poplar Grove Road in Boone.

**ADJOURNMENT**

As there were no other comments or business, Otis Church made a motion to adjourn. Jeff Whitson seconded the motion. Motion carried. Meeting adjourned at 7:59 pm.

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Chairman, Todd McNeill

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Clerk to the Board, Victoria Oxentine

Date \_\_\_\_\_

**Todd McNeill**  
Chair of the Board

**Doug Matheson**  
Vice-Chair



**Dennis Aldridge**  
Secretary

**Larry Fontaine**  
Treasurer

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## FINANCIAL HIGHLIGHTS – MAY 2023 MEETING

<b>APRIL 30, 2023</b>					
		<b>2022</b>			
Total Fund Balance - Governmental Funds		\$ 1,889,108			
Restricted Fund Balance - GF		\$ 71,514			
Assigned Fund Balance - GF		\$ 517,457			
Unassigned Fund Balance - GF		\$ 1,300,137			
	<b>2023</b>				
Total Expenditures - YTD	\$ 4,252,747	\$ 6,027,586			
Total Fund Balance as % of General Fund Expenditures*	29.23%	31.34%			
Unassigned Fund Balance as % of General Fund Expenditures*	20.12%	21.57%			
<b>*FY2023 Budget Expenditures \$6,462,424</b>		<b>FISCAL YEAR 2022-2023</b>			
		<b>BUDGET</b>	<b>ACTUAL</b>		
<b>Total Revenue</b>					
General	\$ 395,137	\$ 374,100			
Planning/Development	\$ 955,947	\$ 589,239			
Area Agency on Aging	\$ 2,874,575	\$ 2,053,030			
Workforce Development	\$ 2,236,765	\$ 1,228,232			
	\$ 6,462,424	\$ 4,242,602			
<b>Total Expenditures</b>					
General	\$ 395,137	\$ 367,187			
Planning/Development	\$ 955,947	\$ 759,311			
Area Agency on Aging	\$ 2,874,575	\$ 1,908,341			
Workforce Development	\$ 2,236,765	\$ 1,219,907			
	\$ 6,462,424	\$ 4,252,747			
Revenues over (under) expenditures		\$ (10,145)			
<b>FY2023 PROJECT ORDINANCES</b>					
<b>DESCRIPTION</b>	<b>FISCAL YEAR</b>	<b>BUDGET</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>VARIANCE</b>
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750.00	\$ 61,751.08	\$ 125,344.02	\$ (63,592.94)
CDC VACCINE GRANT	2022	\$ 41,765.00	\$ 41,764.00	\$ 43,504.23	\$ (1,740.23)
DISASTER RECOVERY NCARCOG	2023	\$ 331,250.00	\$ -	\$ 29,197.24	\$ (29,197.24)
DOGWOOD HEALTH TRUST	2023	\$ 100,000.00	\$ 100,000.00	\$ 56,559.57	\$ 43,440.43
ASU FALLS PREVENTION	2023	\$ 251,959.00	\$ 31,005.35	\$ 49,417.82	\$ (18,412.47)
ARPA FCSP	2023	\$ 125,769.00	\$ -	\$ -	\$ -
ARPA P&A		\$ 147,189.00	\$ -	\$ -	\$ -
ARPA OMB		\$ 10,456.00	\$ -	\$ -	\$ -
ARPA EBHP		\$ 39,013.00	\$ -	\$ -	\$ -
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120.00	\$ 473.00	\$ 473.00	\$ -
GENERATIONS ASHE ARPA		\$ 114,666.00	\$ -	\$ -	\$ -
AVERY SENIOR SERVICES ARPA		\$ 71,006.00	\$ -	\$ -	\$ -
MITCHELL SENIOR CENTER ARPA		\$ 66,601.00	\$ -	\$ -	\$ -
WATAUGA PROJECT ON AGING ARPA		\$ 146,001.00	\$ 6,228.00	\$ 2,211.00	\$ 4,017.00
BROC ARPA		\$ 154,860.00	\$ 7,327.00	\$ -	\$ 7,327.00
WILKES SENIOR RESOURCES ARPA		\$ 107,181.00	\$ -	\$ -	\$ -
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792.00	\$ -	\$ -	\$ -
YANCEY COMMUNITY CENTER ARPA		\$ 77,944.00	\$ -	\$ -	\$ -
LEGAL AID OF NC ARPA		\$ 27,000.00	\$ -	\$ -	\$ -
		\$ 1,159,598.00	\$ 14,028.00	\$ 2,684.00	\$ 11,344.00
NCWORKS SUBSTANCE USE DISORDER RECOVERY GRANT	2023	\$ 200,000.00	\$ 3,896.94	\$ 3,896.94	\$ -
NCWORKS SMALL BUSINESS WORK-BASED LEARNING GRANT	2023	\$ 500,000.00	\$ 3,653.47	\$ 3,653.47	\$ -
<b>TOTALS</b>		<b>\$ 3,178,322.00</b>	<b>\$ 256,098.84</b>	<b>\$ 314,257.29</b>	<b>\$ (58,158.45)</b>
<b>Cash Balances</b>					
Operating Account		\$ 449,793			
NCCMT Account		\$ 1,422,088			
		\$ 1,871,881			

***Budget Amendment #5***

***TPSA contract will be presented in June board meeting***

*The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through April 30, 2023 and is for the management discussion purposes only.*

Julie Page, Finance Officer

**BUDGET AMENDMENT #5**

**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, 2023.

**SECTION 1: REVENUES BY SOURCE**

**WORKFORCE DEVELOPMENT FUND**

Federal	\$ 10,549.00
<b>TOTAL WORKFORCE DEVELOPMENT FUND</b>	<b>\$ 10,549.00</b>
<b>TOTAL REVENUES BY SOURCE</b>	<b>\$ 10,549.00</b>

**SECTION II: EXPENDITURES BY PROGRAM**

**SPECIAL REVENUE FUNDS**

Workforce Development Fund	\$ 10,549.00
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 10,549.00</b>

<b>TOTAL EXPENDITURES BY PROGRAM</b>	<b>\$ 10,549.00</b>
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<b>FY2022-2023 ORIGINAL BUDGET</b>	<b>\$ 6,811,162.00</b>
<b>Budget Amendment #1 7-18-2022</b>	<b>\$ 4,529.00</b>
<b>Budget Amendment #2 9-19-2022</b>	<b>\$ (423,266.00)</b>
<b>Budget Amendment #3 11-21-2022</b>	<b>\$ 50,000.00</b>
<b>Budget Amendment #4 2-20-2023</b>	<b>\$ 9,450.00</b>
<b>Budget Amendment #5 5-15-2023</b>	<b>\$ 10,549.00</b>

<b>TOTAL AMENDED BUDGET FY2023</b>	<b>\$ 6,462,424.00</b>
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BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

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

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.

\_\_\_\_\_  
Todd McNeill, Chair of the Board

\_\_\_\_\_  
Dennis Aldridge, Secretary