

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, November 2, 2023, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular Meeting held on October 5, 2023
4. Public Hearings
5. Presentations
6. Manager's Update - Heather Hockaday
 - a. CDBG-I, W Main Interceptor additional funding - Call for a public hearing
 - b. McGill construction administration and observation agreement, Water Treatment Plant
 - c. Discuss Golden Leaf stormwater application
 - d. 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. Capital project ordinance amendment
 - iii. Budget amendment
 - iv. SDF program update
 - 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
 - c. High Country Council of Governments
 - i. Consider appointment/reappointment to the High Country Rural Transportation Advisory Committee
11. Closed Session
12. Next Town Council Meeting - December 7, 2023
13. Adjourn

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

Phone: 828-265-5434

Fax: 828-265-5439

TO: Heather Hockaday, Burnsville Town Manager

FROM: David Graham
Transportation Planner

SUBJECT: Appointment for High Country Rural Planning Organization (RPO)
Rural Transportation Advisory Committee (RTAC)

DATE: October 23, 2023

The High Country RPO's Rural Transportation Advisory Committee (RTAC) is the RPO's governing board and is comprised of one county commissioner from each county, one municipal elected official from each county, one elected official from each municipality with a population of 10,000 or more, and one member representing the NC Board of Transportation.

Denise Collier, Burnsville Town Council member has been serving as the Yancey County Municipal Representative on the RTAC and the two-year term is set to expire on December 31, 2023. Therefore, I am requesting a Burnsville Town Council Member to fill Denise Collier's vacancy on the RTAC. *Please note that a reappointment is possible.*

The RTAC's regular meeting date/location is the third Wednesday in February, May, August, and November at the High Country Council of Government offices in Boone.

Municipal representatives on the RTAC are typically chosen by a caucus of the municipalities within each county unless there is only one municipality in the county. No procedure is spelled out in the RTAC bylaws that describe alternating representation among towns or process for selecting a municipal representative. Therefore, decisions on appointments or reappointments of municipal representatives to the RTAC are left to the towns' administration and governing boards.

Please consider Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin when deciding on an appointment to the RTAC.

Please have the appointment to the RTAC selected by January 5, 2024 and notify me of this appointment. I am glad to answer any questions you may have regarding this request. You may contact me at (828) 265-5434, ext. 135 or by email at dgraham@hccog.org.

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Executive Board Meeting
October 16, 2023 | 6:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Todd McNeill, Executive Board Chairman

II. CONSIDERATION OF SEPTEMBER 2023 MINUTES [ACTION]

Todd McNeill, Executive Board Chairman

III. FINANCIAL MATTERS

Julie Page, Finance Officer

- Financial Highlights as of September 30, 2023 [ACTION]
- Budget Amendment #1 [ACTION]

IV. PUBLIC COMMENT

V. STRATEGIC PLANNING SESSION

(1.5 hours)

Jim Youngquist and Wendell Lawrence, SERDI

VI. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
SEPTEMBER 18, 2023
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met September 18, 2023, 6:00pm, in the HCCOG Board Room in Boone. The following members were present at the meeting: Charles E. Vines, Stoney Greene, Jeff Whitson, Timmy Evans, Otis Church, Bill Wheeler, Dennis Aldridge, Larry Fontaine, Steve Pitman, JoAnn Royal, Jim Blevins, Rocky Buchanan, Tom Hartman, Tim Futrelle, Larry Turnbow, Paul Robinson Jr., Doug Matheson, and Todd McNeill. The following staff and guests were present at the meeting: Jim Youngquist, Wendell Lawrence, Chandler Reece, Mason Reece, Jeff Hedrick, Julie Wiggins, Julie Page, and Victoria Oxentine.

CALL TO ORDER AND INVOCATION

Chairman McNeill welcomed everyone to the High Country Council of Governments September Executive Board meeting. Chairman McNeill welcomed new board member from the Town of Ronda, JoAnn Royal. Chairman McNeill called on Stoney Greene to lead the invocation and Jeff Whitson to lead the board in the Pledge of Allegiance.

CONSIDERATION OF MINUTES

Charles E. Vines made a motion to approve the July 17, 2023 Executive Board minutes. Stoney Greene seconded the motion. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Julie Page presented the Financial Highlights as of August 31, 2023 (Attachment A) and reviewed year to date revenues versus expenditures and balances. Mrs. Page noted that everything has been submitted to the auditors and they should be able to present in November. Otis Church made a motion to approve the Financial Highlights as of August 31, 2023. Stoney Greene seconded the motion. Motion carried.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director announced that the building restoration has finished up and we are just waiting on a few more furniture items. Ms. Wiggins noted that the search is underway for the Planning and Development Director. Ms. Wiggins also reminded board members that the Annual Banquet will be held on October 6th and RSVPs are due Friday, September 22nd. We received \$5,000.00 in sponsorships for this year's banquet. Lastly, Ms. Wiggins announced that the Fall ReCOgnition will be published in November.

STRATEGIC PLANNING SESSION

Jim Youngquist and Wendell Lawrence from SERDI facilitated a Strategic Planning Focus Group session. HCCOG staff left for this portion of the meeting.

ADJOURNMENT

As there were no other comments or business, Charles E. Vines made a motion to adjourn. Stoney Greene seconded the motion. Motion carried. Meeting adjourned at 7:34 pm.

Chairman, Todd McNeill

Clerk to the Board, Victoria Oxentine

Date _____

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Chair of the Board

Doug Matheson
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FINANCIAL HIGHLIGHTS – OCTOBER 2023 MEETING

SEPTEMBER 30, 2023

		2022
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
	2024	
Total Expenditures - YTD	\$ 1,366,351	\$ 6,027,586
Total Fund Balance as % of General Fund Expenditures*	31.49%	31.34%
Unassigned Fund Balance as % of General Fund Expenditures*	21.68%	21.57%

*FY2024 Budget Expenditures \$5,998,296

	FISCAL YEAR 2024	
	BUDGET	ACTUAL
Total Revenue		
General	\$ 322,301	\$ 307,260
Planning/Development	\$ 1,227,703	\$ 257,980
Area Agency on Aging	\$ 2,778,878	\$ 448,336
Workforce Development	\$ 1,669,414	\$ 124,739
	\$ 5,998,296	\$ 1,138,315
Total Expenditures		
General	\$ 322,301	\$ 357,456
Planning/Development	\$ 1,227,703	\$ 404,241
Area Agency on Aging	\$ 2,778,878	\$ 315,679
Workforce Development	\$ 1,669,414	\$ 288,975
	\$ 5,998,296	\$ 1,366,351

Revenues over (under) expenditures \$ (228,036)

FY2024 PROJECT ORDINANCES

DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE	VARIANCE
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750.00	\$ 144,177.64	\$ 179,475.90	\$ (35,298.26)
CDC VACCINE GRANT	2022	\$ 41,765.00	\$ 41,764.00	\$ 41,524.15	\$ 239.85
DISASTER RECOVERY NCARCOG	2023	\$ 331,250.00	\$ 58,779.02	\$ 64,434.22	\$ (5,655.20)
DOGWOOD HEALTH TRUST	2023	\$ 100,000.00	\$ 100,000.00	\$ 96,808.73	\$ 3,191.27
ASU FALLS PREVENTION	2023	\$ 251,959.00	\$ 91,418.80	\$ 106,506.81	\$ (15,088.01)
ARPA FCSP	2023	\$ 125,769.00	\$ 13,393.00	\$ 20,329.20	\$ (6,936.20)
ARPA P&A		\$ 147,189.00	\$ -	\$ -	\$ -
ARPA OMB		\$ 10,456.00	\$ -	\$ -	\$ -
ARPA EBHP		\$ 39,013.00	\$ 712.00	\$ 4,320.27	\$ (3,608.27)
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120.00	\$ 473.00	\$ 473.00	\$ -
GENERATIONS ASHE ARPA		\$ 114,666.00	\$ 64,326.00	\$ 60,915.00	\$ 3,411.00
AVERY SENIOR SERVICES ARPA		\$ 71,006.00	\$ -	\$ -	\$ -
MITCHELL SENIOR CENTER ARPA		\$ 66,601.00	\$ -	\$ -	\$ -
WATAUGA PROJECT ON AGING ARPA		\$ 146,001.00	\$ 65,320.00	\$ 63,613.00	\$ 1,707.00
BROC ARPA		\$ 154,860.00	\$ 55,130.00	\$ 26,061.00	\$ 29,069.00
WILKES SENIOR RESOURCES ARPA		\$ 107,181.00	\$ 23,982.00	\$ 20,932.00	\$ 3,050.00
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792.00	\$ 7,214.00	\$ 7,214.00	\$ -
YANCEY COMMUNITY CENTER ARPA		\$ 77,944.00	\$ -	\$ -	\$ -
LEGAL AID OF NC ARPA		\$ 27,000.00	\$ 5,220.00	\$ 5,220.00	\$ -
		\$ 1,159,598.00	\$ 235,770.00	\$ 209,077.47	\$ 26,692.53
NCWORKS SUBSTANCE USE DISORDER RECOVERY GRANT	2023	\$ 200,000.00	\$ 20,898.73	\$ 23,588.37	\$ (2,689.64)
NCWORKS SMALL BUSINESS WORK-BASED LEARNING GRANT	2023	\$ 500,000.00	\$ 62,891.70	\$ 82,115.58	\$ (19,223.88)
TOTALS		\$ 3,178,322.00	\$ 755,699.89	\$ 803,531.23	\$ (47,831.34)

Cash Balances

Operating Account	\$ 161,005
NCCMT Account	\$ 1,375,256
	\$ 1,536,261

Budget Amendment #1

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

Julie Page, Finance Officer

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, 2024.

SECTION 1: REVENUES BY SOURCE**PLANNING/DEVELOPMENT FUND**

Federal	\$ 19,150.00
State	\$ 3,590.00
Local	\$ 1,197.00
TOTAL PLANNING/DEVELOPMENT FUND	\$ 23,937.00

AREA AGENCY ON AGING FUND

Federal	\$ (169,442.00)
State	\$ (107,513.00)
Local	\$ 170,197.00
TOTAL AREA AGENCY ON AGING FUND	\$ (106,758.00)

WORKFORCE DEVELOPMENT FUND

Federal	\$ 68,139.00
TOTAL WORKFORCE DEVELOPMENT FUND	\$ 68,139.00

TOTAL REVENUES BY SOURCE	\$ (14,682.00)
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SECTION II: EXPENDITURES BY PROGRAM**SPECIAL REVENUE FUNDS**

Planning/Development Fund	\$ 23,937.00
Area Agency on Aging Fund	\$ (106,758.00)
Workforce Development Fund	\$ 68,139.00
TOTAL SPECIAL REVENUE FUNDS	\$ (14,682.00)

TOTAL EXPENDITURES BY PROGRAM	\$ (14,682.00)
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FY2023-2024 ORIGINAL BUDGET	\$ 5,998,296.00
Budget Amendment #1 10-16-2023	\$ (14,682.00)
	\$ 5,983,614.00

TOTAL AMENDED BUDGET FY2024	\$ 5,983,614.00
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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