

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Tuesday, October 7, 2021, 6pm
Burnsville Town Center

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Special meeting held on August 31, 2021
 - b. Regular meeting held on September 2, 2021
 - c. Special meeting held on September 24, 2021
 - d. Closed session held on September 2, 2021
4. Public Hearings
5. Presentations
 - a. Michelle Ball, High Country Council of Governments
 - i. CDBG-I administration contract
 - ii. CDBG-I compliance policies
6. Manager's Update - Heather Hockaday
 - a. COVID-19 Update
 - b. FEMA process update
 - c. SOC with DEQ update
 - d. West Main sewer interceptor grant update
 - i. CDBG-I contract proposal from Withers-Ravenel
 - e. Water line extension to Little Leaf Farms update
 - i. RFQ committee recommendations
 - ii. CDC Engineering proposal
 - f. Municipal parking lot electric car charging unit update
 - g. Town Hall elevator project update
 - h. N Main fire station IDEXlab rehab update
 - i. Bicycle and Pedestrian Planning grant update
 - j. Pineola St Fire Station DOT funding update
 - k. Consideration of McGill contract amendment for Water Treatment Plant project
 - l. Pavement conditions survey information
 - m. Sewer ORC contracting
 - n. Consideration of resolution to amend employee handbook to include manager job description
 - o. Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated September 30, 2021 is provided as an update of uncollected revenues.
7. Department Updates
 - a. Public Works - Shane Dale
 - i. OMC Pump Station
 - ii. Water line for Pineola Fire Station
 1. Consideration of amendment to contract for Westover Dr. water line
 - iii. Paving projects

- b. Finance - Leslie Crowder
 - i. Budget vs. Actual dated September 30, 2021, previously provided to Council
 - ii. Budget amendment(s)
 - iii. Project Ordinance
 - c. Fire Department - Niles Howell
 - i. Operations
 - ii. Building project update
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement - Brian Buchanan
 - f. Burnsville Events
 - i. Events on the Town Square - Chad Fox
 - 1. Ordinance for "Halloween on the Square" road closure.
 - 2. Dylan Wilson Halloween Show
 - ii. Burnsville Town Center - Corbin Cooper
8. Council Members' Reports
- a. Theresa Coletta
 - i. High Country Council of Governments
9. Updates from Advisory Boards and Non-Profits
- a. Consideration of Planning Board alternate - Martin Stankus
 - b. Burnsville-Yancey Chamber of Commerce - Christy Jones
10. Closed Session
11. Next Town Council Meeting - November 4, 2021
12. Adjourn

BURNSVILLE TOWN COUNCIL
Special Meeting - Tuesday, August 31, 2021

On Tuesday, August 31, 2021, the Burnsville Town Council with Mayor Theresa Coletta and members Bunnie McIntosh and Denise Collier present, held a regular meeting at the Burnsville Town Hall. Also in attendance were Town staff members Heather Hockaday, and Chad Fox. Mayor Coletta, who presided, called the meeting to order at 9:59pm. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Tax Collector's Annual Settlement Report for previous fiscal year ending on June 30, 2021 (NCGS 105-373) - Heather Hockaday presented the report detailing the levy, additions, and collections and balance as of June 30, 2021. She went over a list of individuals who still owe taxes and a breakdown of tax information for the last ten years.

A discussion of ways to collect unpaid taxes was had. Mrs. Hockaday mentioned efforts such as letters, notices, ads, payment plans, garnished wages and liens. Councilor Denise Collier made a motion to approve the *Tax Collector's Annual Settlement Report*. Councilor Bunnie McIntosh seconded the motion, which carried. All were in agreement.

Order of Collection to the Tax Collector authorizing the collection of the current fiscal year property taxes (NCGS 105-321) - Mrs. Hockaday explained the Order of Collection which authorizes her to collect taxes. Mayor Coletta made a motion to adopt the Order of Collection. Bunnie McIntosh seconded the motion, which carried. All were in agreement.

With there being no further business, Denise Collier moved to adjourn the meeting at 10:06am. Bunnie McIntosh seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, September 2, 2021

On Thursday, September 2, 2021, the Burnsville Town Council with Mayor Theresa Coletta, members Bunnie McIntosh, Russell Fox, and Denise Collier present, held a regular meeting at the Burnsville Town Center. Also in attendance were Town staff members Heather Hockaday, Niles Howell, Brian Buchanan, Leslie Crowder, Chad Fox, and Corbin Cooper; and visitors Danny McIntosh, Jamie McMahan, Christy Jones, Brian Franklin, and others. Mayor Coletta, who presided, called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of September 2021. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Adoption of Agenda

Councilor Bunnie McIntosh moved to approve the agenda as presented. Councilor Russell Fox seconded the motion, which carried.

Public Comment

- Brian Franklin with the Burnsville ABC store presented a year over year profit and loss comparison and audit. He discussed the impact of COVID, supply chain issues, and software issues which have led to distribution problems across the state. Mr. Franklin applauded his staff for delivering positive numbers despite the issues.

- Former Mayor Danny McIntosh wanted to speak about giving out figurative roses of appreciation to people who have endured difficult months recently. The first was to Jeff Howell for his work with the pandemic and flood. He thanked Niles Howell for his efforts dealing with the virus, construction of the new fire station, and compliance matters. He mentioned the Burnsville water and street departments for thorough work during the flood. Joe and Karen Ventrice, Ed Seel, Christy Jones, and Claudia Honeycutt were also thanked for their contributions to the community.

Consideration of Minutes

Minutes from a regular meeting on August 3, 2021 and a special meeting on August 31, 2021 were considered. Councilor Denise Collier made a motion to approve the both sets of minutes as presented. Councilor Russell Fox seconded the motion, which carried. All were in agreement.

Emergency Management update - Emergency Management Director Jeff Howell was available to explain, that once an emergency declaration is declared, how public entities could qualify for assistance and how they must apply separately. He explained the individual coverage, the need for 25 homes with at least 50% damage, and which items could be covered. He encouraged people to document the damage and any work done. He mentioned an estimate of at least \$175,500.00 in damages throughout Burnsville but he is still waiting on numbers from a full assessment. He also encouraged the Town to do all of the leg work assessing damage now and to contact April Riddle with the Department of Insurance or John England for help with estimates.

Public Hearing

1. A public hearing required by NCGS 158-7.1 to consider extending economic incentives to Project Oaks - EDC Director Jamie McMahan presented on Project Oaks and the five year incentive program that mirrors a grant from the county. The Project is in the hospitality and services industry and is set to close near the end of September. He said that the incentive is in the form of a grant based on a percentage of the capital investment in the property that results in an increase in new tax revenue. The grant is paid out annually on a sliding scale and incentivises projects that could possibly be lost to a competing location. Without the

improvements, there is no incentive or with less improvements the incentive would be less. The maximum amount of the grant is \$86,855.86 and the resulting entity must also contribute 42 jobs. Mr. McMahan requested that the council approve the grant to not exceed \$86,855.86. If any aspect of the arrangement was to change, a new agreement would need to be consented to by all parties. The numbers presented included three potential locations. Details of the transaction can not be disclosed since the transaction is yet to close.

- a. Open hearing - Russell Fox made a motion to open the public hearing at 6:33pm. Councilor Bunnie McIntosh seconded the motion, which carried.
- b. Public comment - Danny McIntosh made comments referencing a pig and a poke (a thing that is bought without first being inspected) and said that if Jamie McMahan is involved, then it is in good hands.
- c. Close hearing - Bunnie McIntosh made a motion to close the public hearing at 6:37pm. Denise Collier seconded the motion, which carried. Further discussion will be held during the closed session.

Presentations

1. High Country Council of Governments - Phil Trew with High Country was available to discuss details of funding for mapping of the Town's water and wastewater systems. The maps would provide more accurate information as to where the Town's infrastructure is and what condition it is in. Possible state funds would require a 15% match but only 1.5% in cash. He said funds from Dogwood are also being pursued.
 - a. Councilor Russell Fox made a motion to approve the resolution for the Burnsville water system asset inventory project. Councilor Denise Collier second the motion, which carried.
 - b. Russell Fox made a motion to approve the resolution for the Burnsville sewer system asset inventory project. Denise Collier second the motion, which carried.

Administrator's Update - Heather Hockaday

COVID-19 Update - Town Administrator Heather Hockaday reported the most recent case numbers from emergency management.

SOC with DEQ update - The application has been completed and the regional office has reviewed it. She said the agreement will request 70 sewer taps and the lifting of the sewer tap moratorium upon execution. Councilor Bunnie McIntosh moved to approve the *Resolution For A Special Order By Consent*, authorizing Heather Hockaday to sign and execute the SOC on behalf of the Town. Councilor Denise Collier seconded the motion, which carried.

West Main sewer interceptor grant update

- i. CDBG-I contracts - The Town has received a planning/administration contract and a construction contract. Denise Collier moved to approve the contracts. Bunnie McIntosh seconded the motion, which carried. All were in agreement.
- ii. Requests for qualifications for engineering services were reviewed on August 10th with the committee rewarding WithersRavenel the highest score. Russell Fox made a motion to approve the RFQ committee recommendation and enter into negotiations with WithersRavenel. Denise Collier seconded the motion, which carried. All were in agreement.

Municipal parking lot EV charging unit - The pilot project from French Broad electric will be located at W. Main municipal parking lot. After a required notice and 30 days, the Town was able to lease the two parking spaces requested. The Chargepoint is one unit that can charge two cars at a time. French broad will own and operate the unit for five years then turn it over to the Town who will be responsible for a \$600 annual service fee.

i. Bunnie McIntosh moved to approve the resolution to enter into a lease agreement for two parking spaces for an EV charging station. Denise Collier seconded the motion, which carried. All were in agreement.

ii. Denise Collier moved to approve the lease and authorize Heather Hockaday to sign. Mayor Theresa Coletta corrected the motion and moved to approve the lease agreement and authorize the Mayor to sign. Russell Fox seconded the motion, which carried. All were in agreement.

Town Hall elevator project update - Three options for the Town Hall elevator project were presented and discussed. The cost estimates presented to Council are attached to these minutes. Mrs. Hockaday explained that the outer wall installation options could cause ADA compliance issues. After discussions, option 3 seemed to be preferred by the Council. They felt that Installation of an elevator inside the building would leave the sidewalk unobstructed, not alter the outside of the building, and be more affordable. Mayor Coletta made a motion to proceed with option 3 of the Woods Dendy Architects Town Hall elevator project proposal. Russell Fox seconded the motion, which carried. All were in agreement.

An update on the Water line extension to Little Leaf Farms was moved to the EDC update.

Consideration of paving contracts - Russell Fox made a motion to approve the paving contract with Heritage Grading & Paving, Inc. for paving of East Blvd. and Ivy Street, and repairs to Mountain View Dr for \$92,730.00. Denise Collier seconded the motion, which carried. Russell Fox made a motion to approve the contract with Woodby's Paving and Sealing for repair patching and paving on Presnell Street for \$12,400.00. Denise Collier seconded the motion, which carried.

Mrs. Hockaday said she hopes to inventory streets and have them ranked in order to repair them in a rotation. Russell Fox recommended keeping Westover Dr. and Pineola St. in mind with the next round of Powell Bill funds.

Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated August 31, 2021 was provided as an update of uncollected revenues. Mrs. Hockaday said that this year's bills have been generated and staff is evaluating options to collect the remaining amounts due from prior years.

Department Updates

1. Public Works

- a. OMC Pump Station update - Mrs. Hockaday reported that the new pumps are substantially complete and are running as most issues have been worked out.
- b. Water line for new fire station - The line has been placed down to the road and the problematic tree has been taken down. A leak in the area is also being addressed.

2. Finance - Leslie Crowder

- a. A Budget vs. Actual dated August 31, 2021 and Overtime Report were previously provided to Council.
- b. Budget amendment(s) - Finance Officer Leslie Crowder presented a budget amendment acknowledging a donation promoting events on the square, and creating new lines for recent flood damage and expenses. Bunnie McIntosh

moved to approve the amendments. Denise Collier seconded the motion, which carried.

3. Fire Department - Niles Howell
 - a. Operations - Fire Chief Niles Howell reported that the department received 217 calls with most of them occurring during the recent flooding. The department is also getting ready for an upcoming inspection.
 - b. Building project update - The project is expected to be completed by the beginning of October.
4. Police Department - Police Chief Brian Buchanan made activity logs available.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan reported that grade work has begun on the new Auto Zone and Longview subdivision. He also mentioned that recent flooding has resulted in an increase in his Floodplain duties.
6. Burnsville Events
 - a. Events on the Town Square - Town Clerk Chad Fox made the Council aware of a stage and road closure request for the north side of the Town Square by the organizers of the Mt. Mitchell Toy Run. Concerns over the closure of the Azalea Lane alternate route for the fire department were discussed. The Council felt that without the ability to access Azalea Lane, it would not be appropriate to also block the north side of the square. Mayor Coletta made a motion to deny the closure of the north side of the Town Square. Russell Fox seconded the motion, which carried. All were in agreement.
 - b. Burnsville Town Center - Town Center Manager Corbin Cooper updated the Council on how larger events have been cancelling due to the rise in COVID cases, but smaller events have continued to use the facility.

Council Members' Reports

- Councilor Denise Collier reported that a meeting was held to discuss internship programs for public works and finance. They are now waiting to hear back from students.
- Mayor Coletta commented on the four-lane traffic noise behind her house. Chief Buchanan mentioned the noise ordinance and that he would remind his officers of the issue.

Updates from Advisory Boards and Non-Profits

- Economic Development Commission - EDC Director Jamie McMahan updated the Council on the Little Leaf Farm project. He recently visited Little Leaf's Boston location and spoke to how impressive the 10-acre facility was. A permitting conference call with a site designer for the Yancey facility was held. Mr. McMahan said the Army Corp permit would cover all aspects of the project, including the water line extension. Mrs. Hockaday said that a scoring committee is being put together to review RFQs for the extension.

Mr. McMahan said that the construction grant for Mountain Community Health Partners clinic on Pensacola Rd. has been funded.

The Council was informed that Burnsville had been selected as one of the filming locations for a new Amazon series. Mr. McMahan said it was the largest project in NC since 2014.

- Burnsville-Yancey Chamber of Commerce - Chamber Director Christy Jones thanked everyone for their help with the Crafts Fair, saying it went very well.

She informed the Council on several items including the cancellation of Old Timey Days Fall Festival, work with several groups to develop a leadership program for young adults, and recent filming by PBS Highpointers, expected to air during their second season.

- High Country Council of Governments - Minutes from the recent meeting were available.

Closed Session - Councilor Russell Fox made a motion to leave open session and go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss matters relating to the expansion of business and NCGS 143-318.11(a)(6) to discuss personnel matters at 8:05pm. Bunnie McIntosh seconded the motion, which carried.

The Council reentered open session at 8:14pm.

After returning to open session, Mayor Coletta made a motion to forego advertising the Town Manager position and appoint Heather Hockaday as Burnsville's first Town Manager. Denise Collier seconded the motion, which carried. Russell Fox and Bunnie McIntosh were in agreement.

Mayor Coletta made a motion to approve the tax economic incentive, to not exceed \$86,855.86, for Project Oaks. Russell Fox seconded the motion, which carried. All were in agreement.

Next Town Council Meeting - October 7, 2021

Adjourn - With there being no further business, Denise Collier moved to adjourn the meeting at 8:19pm. Bunnie McIntosh seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

BURNSVILLE TOWN COUNCIL
Regular Meeting - Friday, September 24, 2021, 10:30am

On Friday, September 24, 2021, the Burnsville Town Council with members Judy Buchanan, Bunnie McIntosh, and Denise Collier present, held a special meeting at the Burnsville Fire Station located at 118 North Main Street. The purpose of the meeting was to attend a building rehab project kick-off session with IDEXlab from Appalachian State University. The students will have an opportunity to collect data and input from project stakeholders.

Meeting in the conference room of the North Main Fire Station, introductions were made among the students and staff. Fire Chief Niles Howell gave the students an overview of the building. Public Works Director Shane Dale and Burnsville Police Chief Brian Buchanan were introduced as the two main points of contact as the students develop a plan for the public works/police building.

ASU instructor Chad Everhart described the next three weeks as the "problem seeking weeks", as they gather data and define what issues need to be addressed.

Councilors Judy Buchanan, Bunnie McIntosh, and Denise Collier left at 10:48am.

Chief Howell then led a tour of the facility. Afterwards, students divided up into three groups, a measurements and documentation group, a group focusing on the needs of public works, and another to focus on the needs of police.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

September 21, 2021

Mayor Theresa Coletta
Town of Burnsville
Post Office Box 97
Burnsville, North Carolina 28714

Re: Request for Additional Services
Water Treatment Plant Upgrades

Dear Mayor Coletta:

This letter is a follow up to our on-going discussions regarding the proposed Water Treatment Plant Upgrades project. As you are aware, the Town was awarded additional funds for this project in the recent funding cycle in the form of a State Reserve Program Loan and a Drinking Water State Revolving Fund loan. The details and specifics of these funding awards are provided in the August 1, 2021, Revised Letter of Intent to Fund from the Division of Water Infrastructure (DWI). The purpose of this letter is to request an amendment to our current Agreement for Engineering Services for the following tasks that are associated with this additional funding and the changes made to the project scope. Note that the proposed fee amendments are included in the project funding.

Task 1 – Update Engineers Report and Prepare Environmental Information Document (ER/EID)

Due the addition of several proposed improvements at the WTP, including the replacement of the filter media, the structural repairs to the sedimentation basin, and the modifications to the raw water piping at the WTP, DWI requires the ER/EID to be updated. The ER will be revised to include the new scope items and update the project cost estimate consistent with the approved funding.

As the previous funding did not include any federal funds, an EID was not previously required. Due to the inclusion of the DWSRF funds, an EID will now be required. Due to the nature of the project, this effort is anticipated to consist of a Request for Categorical Exclusion. Should the review of the EID result in a more comprehensive Environmental Review (e.g., Environmental Assessment), this would be considered additional services.

In accordance with the milestone dates in the Revised Letter of Intent to Fund from DWI, this task will be completed no later than December 1, 2021.

Task 2 – Additional Design and Permitting Revision

Under this task we will provide updated plans and specifications for the project to include the new scope items noted above. We will review the plans and specifications with the Town and upon Town approval will submit these to the Division of Water Resources-Public Water Supply Section (PWSS) for approval and Authorization to Construct. This task also includes submittal of the bidding documents to DWI for their review and approval.

In accordance with the milestone dates in the Revised Letter of Intent to Fund from DWI, this task will be completed no later than November 3, 2022.

Task 3 – Bidding

We will assist the Town in advertising, receiving, opening, and evaluating bids, consult with and advise the Town as to the acceptability of contractors and subcontractors and make recommendations as to the lowest responsible bidder. We will prepare and submit the bid document information submittal to DWI for review and approval; assist the Town in the final preparation and execution of construction contracts and in checking Performance and Payment Bonds and Insurance Certificates for compliance. Finally, we will schedule a preconstruction conference with the Town, Contractor, Engineer, and all other applicable parties to assure discussion of all matters related to the project.

Task 4– Additional Construction Observation and Administration

This task is as described in the current agreement, and this amendment provides for additional efforts related to the added scope items which will require additional administration and observation.

We propose to provide the above scope of services for the following lump sum fees. Note that these fees are eligible expenses under the project funding.

Task 1 – Update ER and prepare EID	-	\$10,000
Task 2 – Additional Design and Permitting Revision	-	\$20,000
Task 3 – Bidding	-	\$10,000
Task 4 – Additional Construction Administration	-	\$5,000

We appreciate your consideration for our services and look forward to continued work on this project. Please do not hesitate to contact us if you have any questions or need additional information. If the above is acceptable to you, please sign and return this amendment to our office as your notice to proceed.

Sincerely,
McGILL ASSOCIATES, P.A.



MIKE DOWD, PE
Senior Project Manager

ACCEPTANCE:

Name

Title

Date



1155 N. Main Street
Waynesville, NC 28786

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PROPOSAL AND SCOPE OF SERVICES PAVEMENT CONDITION ASSESSMENT

TOWN OF BURNSVILLE, NORTH CAROLINA
WAYN 1221

Prepared For:

Heather Hockaday, Town Administrator

2 Town Square
Burnsville, NC 28714

Mailing Address
PO Box 97
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828.682.2420

hhockaday@townofburnsville.org

October 2021

Prepared By:

David W. Hyder, PE, Engineering Director

J.M. Teague Engineering & Planning

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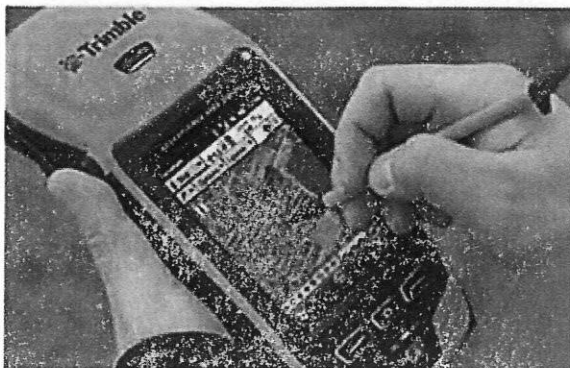
828.456.8383

PROJECT BACKGROUND AND UNDERSTANDING

J.M. Teague Engineering and Planning (JMTE) understands that the Town of Burnsville, North Carolina is requesting a proposal outlining a scope of services for a detailed pavement condition assessment of all Town-owned public roadways within the Burnsville Town Limits - approximately 11 miles of roadway as of January 2021.

SCOPE OF WORK

Before starting work, JMTE meet with the Town of Burnsville (Town) representatives to discuss the full extent of the project and to refine the project scope to ensure a clear understanding of the Town's needs and expectations. This meeting may be in-person or virtual. During this meeting, previous pavement data and any unique aspects of the project will be discussed.



After the telephone meeting, JMTE will develop a customized data collection plan to ensure that the comprehensive roadway review meets all Town expectations. JMTE will also develop a communication plan and timeline to ensure that all project deadlines are met. JMTE will use Yancy County or Burnsville centerline data and *SHP* files for JMTE's use during the pavement condition survey. JMTE will use these files to develop a detailed GPS data dictionary to be used with Trimble hardware by the

JMTE team during the field assessment. JMTE will correct missing or inaccurate GIS data as part of the survey.

Over a period of days, the JMTE team will perform a thorough pavement condition assessment. This assessment will be conducted in a similar manner as the standard North Carolina Department of Transportation (NCDOT) pavement condition assessment and will result in a Pavement Condition Index (PCI) rating score for each segment of roadway. This rating will be based on eight (8) factors: Pattern cracking (Alligator, Block, Reflective), Transverse cracking, Longitudinal Stress, Rutting, Raveling, Bleeding, Patching, and Ride Quality.

When a pavement distress is located and identified, the section of roadway will be photographed and the primary type of distress, its distress rating, and geospatial location will be recorded using Trimble hardware and a customized datasheet. JMTE will also note obvious instances in which subsurface conditions are affecting pavement condition (e.g., collapsing drainage pipes or leaking water lines). However, JMTE's work does not extend to inspecting culverts, drainage systems, or water supply lines.

The primary and secondary road crossings and the directional side of the street will be used to further identify the location of the recorded distress. Each rated section of roadway will align with previous centerline and pavement condition data, and each segment will begin and end at natural and logical points that can easily be identified in the field (such as intersections, bridges, utility features, or other landmarks). The pavement distress data will be used to calculate a PCI for each segment of roadway.

The JMTE team will also note details such as utility cuts, speed humps/speed tables, drainage issues and other safety issues within the public right-of-way. All additional details will be recorded via geospatial location and be specific to side of road. JMTE understands that these additional details will not affect the PCI calculation.

JMTE understands that the Town may identify sections of roadway for additional consideration during the pavement condition survey. JMTE and Burnsville will agree upon any additional fee for the additional work based upon the standard hourly rates shown on page 4 of this Scope of Services.

PROJECT DELIVERY

The JMTE team will compile all roadway PCI data into a final report and priority schedule that will identify the pavement condition by major distress and street classification. Considerations for paving priority will include calculated rating, current traffic volumes, street type, and typical vehicle use. This report will provide the Town with recommended maintenance activities to strategically replace, perform maintenance on, or preserve pavements in a manner consistent with budgetary constraints, driver safety, and NCDOT (Powell Bill) compliance.

JMTE will carefully consider the PCI ratings and other roadway condition data to calculate a current year estimate and implementation strategy. JMTE believes in the 3Rs of pavement maintenance: *the right treatment, on the right road, at the right time* will maximize benefit of every paving dollar the Town spends.

Recommendations for Federal Highway Administration (FHWA) and NCDOT approved asphalt maintenance activities such as Milling, Grinding, Resurfacing, Sealing, Overlays, or Patching will be cost estimated by treatment type. These costs will be accompanied by a customized prioritization strategy for implementation of ongoing pavement rehabilitation.

The assessment results - including location, pavement condition score, photographs, special notes, and recommended treatment to maximize pavement life - will be presented to the Town in an engineering report (1-digital copy, 1-printed copy). All geospatial data developed during the assessment will be shared with the Town digitally as SHP files for use by Town staff.

QUALITY ASSURANCE AND QUALITY CONTROL

JMTE recognizes that the disciplines of quality, health and safety, and environmental management are integral parts of its management function. The successful delivery of an engineering, planning or JMTE Academy training project involves having in place adopted quality assurance and control processes and procedures. These processes and procedures govern not only the health and safety of our employees and our environmental responsibility - they also govern our best practices from project pursuit through project execution and measuring client satisfaction. JMTE believes that our professional services and project deliverables must meet or exceed our client's expectations, the first time every time, and reflect and advance our company's mission. We look forward to sharing and demonstrating our passion for quality with the Town of Burnsville.

FEE STRUCTURE

The professional fees for the proposed work are estimated to be \$5,400 and include a pavement condition survey and report, and revised shape files. An optional presentation to Town Council can be included at a cost of \$700.

Table 1 Fee

Task	Amount
Pavement Condition Survey, Revise Shape Files & Report	\$5,400
Presentation to Town Council	\$ 700
Total	\$6,100

The estimate for this contract was developed using an approximation of person-hours required by JMTE. JMTE's professional fee scale is laid out in Table 2. Occasionally, JMTE will shift project tasks among staff. This table is intended to provide transparency to our clients. If the Town of Burnsville changes the project scope or its parameters anytime during the project, additional fees may be required. The client will be provided with a quote of anticipated fee changes prior to any additional work.

JMTE will submit invoices according to the following schedule:

- Completion of Field Work \$2,700
- Final Report Submitted \$2,700
- Council Presentation (Optional) Upon Completion \$ 700

Table 2: JMTE Hourly Rates

JMTE will submit invoices on a regular basis, usually monthly, to the client for services performed and expenses incurred the previous month. If the final product has not yet been delivered upon the invoicing date, the invoice will reflect a percent complete, tasks complete, hours worked so far, or similar denotation. A final invoice will accompany the final product delivery and will be denoted as such. Payment of each invoice will be due within 30 days of receipt. Interest at the rate of 1.5% monthly will be added to accounts not paid within 30 days. If the client fails to make any payment due to JMTE for services and expenses within 45 days after JMTE's transmittal of its invoice, services may be suspended until all amounts are paid in full.

Job Title	Standard Rates
Administrative Assistant	\$ 30
Assistant Office Manager	\$ 30
Business Developer	\$ 125
Community Planner	\$ 115
Engineer PE	\$ 140
Engineering Director	\$ 150
Engineering Technician	\$ 75
Executive Assistant	\$ 60
Planning Technician	\$ 75
Principal Engineer	\$ 175
Sr. Engineer PE	\$ 150
Sr. Engineering Technician	\$ 90
Sr. Transportation Planner	\$ 135
Transportation Planner	\$ 105
Transportation Safety Engineer	\$ 170

If this proposal is acceptable, please advise and a contract will be prepared for execution. Project delivery time will begin on the executed contract date. If work needs to begin prior to the contract execution, a written notice to proceed will suffice as an interim agreement until a contract can be formally executed. JMTE anticipates completion of this project within 60 business days from notice to proceed.

The terms, fees, and conditions are valid for 60 business days from the date of this proposal.

ADDITIONAL SERVICES

Upon request, there are several additional services that can be added during the Town's pavement condition assessment (at additional cost):

- Inventory of existing curb and gutter along Town-owned roadways,
- Curb and gutter condition ratings, including extent of asphalt above the gutter by location for milling requirements prior to roadway resurfacing,
- Inventory of existing sidewalk along Town-owned roadways,
- Sidewalk condition ratings based on specific distress type, and
- Americans with Disabilities Act (ADA) Compliance for sidewalks and parking lots.

END OF SCOPE OF SERVICES

RESOLUTION TO AMEND THE TOWN OF BURNSVILLE EMPLOYEE HANDBOOK TO INCLUDE A JOB DESCRIPTION FOR TOWN MANAGER

WHEREAS, the Burnsville Town Council has amended the Town Charter to a Council-Manager form of Government; and

WHEREAS, the Town's Employee Handbook does not currently include a job description for the Manager's position; and

WHEREAS, the Town Council desires to amend the Employee Handbook to include said job description that is attached as Exhibit A and incorporated by reference herein as if set forth fully herein; and

WHEREAS, the Burnsville Town Council believes the inclusion of this job description is in the best interests of the citizens of the Town.

NOW THEREFORE IT IS HEREBY RESOLVED:

1. The Employee Handbook for the Town of Burnsville is hereby amended to include a job description for a Town Manager as described in Exhibit A attached hereto as if set forth fully herein.
2. Officers of the Town are authorized to make the necessary changes to the Employee Handbook as proscribed under this resolution.

This the ____ day of _____, 2021.

Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Town Clerk

Exhibit A

(Town Manager Job Description)

CLASS TITLE: TOWN MANAGER

NCGS160A-148. Powers and duties of manager.

Primary Tasks: The manager shall be the chief administrator of the city. The manager shall be responsible to the council for administering all municipal affairs placed in his/her charge by them, and shall have the following powers and duties:

- (1) He/She shall appoint and suspend or remove all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt.
- (2) He/She shall direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law.
- (3) He/She shall attend all meetings of the council and recommend any measures that he deems expedient.
- (4) He/She shall see that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city.
- (5) He/She shall prepare and submit the annual budget and capital program to the council.
- (6) He/She shall annually submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of the fiscal year.
- (7) He/She shall make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control.
- (8) He/She shall perform any other duties that may be required or authorized by the council.

Reporting Relationship: This position sits at the pleasure of the Town Council and reports to the Town Council.

Qualifications of Class:

Education: Graduation from an accredited college or university with a bachelor's degree. Preferably in public or business administration, management, legal studies or civil engineering (or related field). Prefer possession of an advanced degree in one of the above fields. Or completion of UNC School of Government Municipal and County Administration Program.

Considerable experience of an increasingly responsible nature in local government administration. Prefer some experience in local government finance and accounting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Special Requirements: Possession of or ability to obtain a valid North Carolina driver's license.

Ordinance No. _____ 2020 Halloween on the Square
AN ORDINANCE DECLARING A ROAD CLOSURE FOR AN EVENT: "2021 Halloween on the Square"

WHEREAS, the annual community event in the Town of Burnsville known as "2021 Halloween on the Square" is scheduled for October 30, 2021;

WHEREAS, the Town Council of the Town of Burnsville acknowledges "2021 Halloween on the Square" is an annual event for the children and families of Yancey County. The event is a safe and child/family friendly Halloween party that brings citizens into Town and allows businesses to promote their stores by having children trick or treat at their downtown locations;

WHEREAS, the safety of pedestrians during the Halloween event is of great importance to the Town Council and the citizens and residents of the Town and due to the level of pedestrian traffic expected it is prudent and in the best interest of the citizens and residents to close the State roadways;

WHEREAS, the Town Council of the Town of Burnsville acknowledges the event requires approximately one (1) hour to install and remove signs, traffic control and litter;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Burnsville pursuant to the authority granted by NCGS 20-169 that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion of a State Highway System route:

Date: October 30, 2021.

Time: 3:30 p.m.-7:30 p.m.

Route Description: 2021 Halloween on the Square Description of Closure: 0.6mi. SR 1428 (Main St) from Cooper Street to Summit St. including Burnsville Town Square, SR 1369 North Main Street from Avery St. to Town Square).

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the closures. This ordinance will expire at 7:30 p.m. on October 30, 2021.

Adopted this _____ day of _____, 2021.

MAYOR

Attest:

TOWN CLERK

2021 Events on the Town Square

10/30/21 Dylan Wilson Halloween Show 8pm-10pm

Dylan Wilson

1. Requesting a closure of the old Post Office parking lot.
2. Requesting the stage
3. Requesting sponsorship/insurance coverage

