

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, February 2, 2023, 6pm
Burnsville Town Center

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular Meeting held on January 5, 2023.
4. Public Hearings
5. Presentations
 - a. Sewer line mapping - Tatiana Magee
 - b. Police/Public Works Building - Architect John Arnaud
 - c. Mayland Community College update - John Boyd
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - b. NC Community Colleges Apprentice Program
 - c. Tax Report
7. Clerk's Update - Chad Fox
 - a. Consideration of sponsored events on the square
 - b. February 8, 2023 joint meeting w. County & HCCOG
 - c. Local Elected Leader Academy courses
8. Department Updates
 - a. Public Works - Shane Dale
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual dated December 30, 2022, previously provided to Council
 - 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 - Jamie McMahan
 - b. Yancey/Burnsville Chamber of Commerce - Christy Wood
 - c. High Country Council of Governments
11. Closed Session
12. Next Town Council Meeting - March 2, 2023, 6pm
13. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, January 5, 2023, 6pm
Burnsville Town Center

On Thursday, January 5, 2023, the Burnsville Town Council with Mayor Russell Fox and members Judy Buchanan, Denise Collier, Randy Ollis and Bill Wheeler present, held a regular meeting at the Burnsville Town Center. Also in attendance were town staff members Heather Hockaday, Brian Buchanan, Shane Dale, Leslie Crowder, Niles Howell, Chad Fox, and Corbin Cooper; and visitors, Danny McIntosh, Sharon Gillespie, Kayti Ledford, Richard Gierloff, Lucy Doll, and Jim Parlier, among others. Mayor Fox, who presided, called the meeting to order at 6:01pm and stated that the purpose of the meeting was to conduct business for the month of January 2023. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

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

Public Comment

- Danny McIntosh spoke about the Town of Burnsville audit and what it entails. He expressed appreciation for the Town Staff, saying he knows there is constant and consistent work that has to happen everyday day.

Consideration of Minutes - Minutes from a regular meeting held on December 1, 2022 and a special meeting held on December 29, 2022 were considered. Judy Buchanan made a motion to approve both sets of minutes as read. Bill Wheeler seconded the motion, which carried. All were in agreement.

Public Hearings - There were no public hearings.

Presentations

- Audit - Sharon Gillespie was on hand to present the 2021-2022 Audit. She reviewed several highlights with the Council including the *Audit Opinion*, saying that the financial statements referred to in the opinion, present fairly in all material respects the financial position of the Town. She reviewed the layout of the document and the *Management's Discussion and Analysis* explaining items worthy of note such as assets exceeding liabilities, the increase in net position, and the paying off of debt. She also mentioned items such as the building of a fire department and the receiving of ARPA grants.

Mrs. Gillespie reviewed the financials of the general fund and the water and sewer fund in detail. She mentioned depreciation and the amount being less than what is required for a rate rise. Other highlights included saving on interest by paying off the revolving water fund and working on infrastructure with grant funds. She also reviewed the 98.51% collection rate, saying Burnsville's rate is better than most towns.

Mrs. Gillespie told the Council that the local government commission website would give them an opportunity to compare Burnsville to other towns. She said there were no findings this year and encouraged separation of duties. She also recommended that the Council request reports and ask questions to the staff. Overall, she said "everything looked good".

Mayor Fox appreciated Sharon's help and all that she does for the Town. He was grateful for how her and the Town staff work together.

Manager's Update - Town Manager Heather Hockaday
Project updates

1. ARPA - Mrs. Hockaday reported that the engineer reports on all of the ARPA projects are due to DEQ on March 1st. After review and approval, they can move on to the design phase and then on to bidding and construction.
 - a. Water Treatment Plant loan conversion project - Mrs. Hockaday made the Council aware of a grant administration contract for the water treatment plant project from the High Country Council of Governments. She explained that the loan for this project, already under way, was converted to a grant. Bill Wheeler moved to approve the *Agreement Between the High Country Council of Governments and the Town of Burnsville for the Provisions of GRANT MANAGEMENT ASSISTANCE* for the Water Treatment Plant Improvements Project. Judy Buchanan seconded the motion, which carried. All were in agreement.

2. FEMA
 - a. Azalea Lane - Mrs. Hockaday has been working with Corey Osborne of High Country on getting extension notices into the grant administrator, the NC Department of Public Safety. The Town has had issues getting engineering firms to do design work and price increases on materials. Another challenge with FEMA funding is they will not allow an engineering firm that works on a project to do your initial estimate also. Smaller dollar projects make it more difficult to acquire engineering services because you have to use separate engineering firms.

A reduction to the scope of work has occurred, with a section removed due to the daylighting project. Having a precast concrete box culvert installed was considered but there is a 6-8 month lead time and a significant increase in price. The Town now has pricing on having the culvert poured in place which would make the project go faster but presents new challenges such as diverting water. She estimated that an additional \$45,000 will likely be needed that the Town will have to cover.

Mayor Fox explained the current situation, of a box culvert connected to two separate 48" pipes with voids, that led to having the road fail. He discussed possible solutions and the costs of fixing the road back correctly. He said that there was a cheaper estimate to put everything back like it was but he felt that it would fail again later. He said that pour-in-place is much quicker, recommending diverting leftover paving money to couple with the FEMA money.

Mrs. Hockaday said that the final number will be coming soon but wanted to make the Council aware that the number will likely exceed previous estimates. A budget amendment accounting for any over runs will be presented later for consideration.
 - b. Meadow Rd - The civil engineer said that FEMA will only pay to fix it back like it was before the flood. The civil engineer, who could help with a total replacement, suggested a structural engineer if the Town wants to repair it. The Town will meet with Medlock, a structural engineering firm, in January.

3. Police/Public Works Building - There have been meetings with the Mayor, staff, and architect. The architect will present on a finished developmental design in February.

A structural engineer looked over the building and will add input to the design because of the degree of renovations. With the plans in hand, a funding strategy will be developed.

4. East Main Sidewalk Improvement - She reported that the Town did not receive funding from the Department of Commerce. Phil Trew from High Country said that one concern was the unsecured right of way. Separately, there have been discussions with DOT for funding to help get a more detailed design and plan for the project. She said that the DOT grant was submitted on the prior day as the project remains a high priority for her.

NCLM delegate consideration - The North Carolina League of Municipalities compiled a list of legislative goals to lobby for on behalf of towns and cities. She explained the need for a delegate to be selected to choose ten of the sixteen proposed goals. She reviewed the proposed list. Mayor Fox nominated Mrs. Hockaday to be the delegate for the Town of Burnsville. Judy Buchanan seconded the motion, which carried. All were in agreement. The Council agreed to send her their recommendations.

Tax Report - Mrs. Hockaday reported that the Town had a flurry of activity, as the deadline before fees kicked neared. At this point in time, having \$121,000 outstanding is impressive and she commended the work of Jackie Hensley and Kim Johnson.

Public Works recognition - Lastly, she recognized Public Works Director Shane Dale and his work crews as they worked over the holidays, repairing the many emergencies the water system endured during recent cold weather. She said that the water plant has run nearly day and night to keep up the water levels, depleted by water main breaks. She said the crew had a plan and worked through it. Mayor Fox asked Mr. Dale to pass along the Council's gratitude.

Clerk's Update - Town Clerk Chad Fox

Consider Planning Board alternates - Applications for planning boards alternates from Paul Bradley, Jerri Storie, and Cherie Turner were considered. Judy Buchanan nominated Jerry Storie and Paul Bradley to fill the two alternate vacancies on the Planning Board. Randy Ollis seconded the motion, which carried. All were in agreement.

Semi-Annual Self Report - For compliance on the CDBG-I West Main Sewer Interceptor Improvements project grants #20-I-3604 & #16-I-3154 the following was read into the minutes:

- There have been no Section 504/Americans With Disabilities Act complaints to the Town during the last 6 months.
- There have been no Fair Housing complaints to the Town during the last 6 months.
- There have been no Limited English Proficiency translation requests in the last 6 months.

Department Updates

1. Public Works - Public Works Director Shane Dale updated the Council on the effects of recent cold weather on the infrastructure and the challenge of keeping up water capacity caused by several water breaks. He said that there were still a few smaller leaks that they were looking for.
2. Finance - Finance Officer Leslie Crowder previously provided a budget vs. actual and overtime report dated December 30, 2022 to the Council.

Water treatment plant project ordinance amendment - Mrs. Crowder updated the council on the latest numbers for the project. Mayor Fox moved to approve the amendment to the Grant Project Ordinance for the Water Treatment Plant Improvements project, ARPA project #

SRP-D-ARP-0128. Judy Buchanan seconded the motion, which carried. All were in agreement.

Open new account - Mayor Fox moved to open a new account for the Water Treatment Plant Improvements project (ARPA project # SRP-D-ARP-0128). Judy Buchanan seconded the motion, which carried. All were in agreement.

Purchase of part-time - Mrs. Crowder mentioned a former employee that had worked part-time in the 1990's, saying she has been investigating his potential to purchase time for the retirement system. She said that the Town may have to pay the 12% employer contribution portion of what was earned during those years. The earnings are an estimated \$3000. Mrs. Hockaday said that it would be contingent on the state retirement fund accepting the employee's application to purchase the time and that a budget amendment may be needed in the future.

3. Fire Department - Fire Chief Niles Howell presented a call summary for the month of December and mentioned the effects of recent freezing temperatures. He said that Pumper 1101 is getting work done on the engine, causing an adjustment to how the trucks are used.
4. Police Department - Police Chief Brian Buchanan passed out monthly activity numbers, with a snapshot of the yearly numbers. He said that Summit Street will have extra patrols until Azalea Lane is reopened, to help with the speeding.
5. Zoning/Code Enforcement - He updated the Council on an upcoming regular Planning Board meeting.
6. Burnsville Town Center - Town Center Manager Corbin Cooper updated the Council on recent rentals and how the 2023 calendar is filling up.

Council Members' Reports

- Mayor Fox mentioned the Chamber Gala is set for January the 19th at 6pm. Christy Wood asked him to invite everyone and said that the excellence in business award would be given out.
- Bill Wheeler mentioned several complaints of no Santa in the Parade. Santa was in the parade but it was discussed how people were expecting a float with him.

Updates from Advisory Boards and Non-Profits

- Economic Development Commission - The EDC Annual Report was sent out previously to the Council.

Next Town Council Meeting - February 2, 2023, 6pm

Adjourn - With there being no further business, Denise Collier moved to adjourn the meeting at 7:06pm. Randy Ollis seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

January 5, 2023

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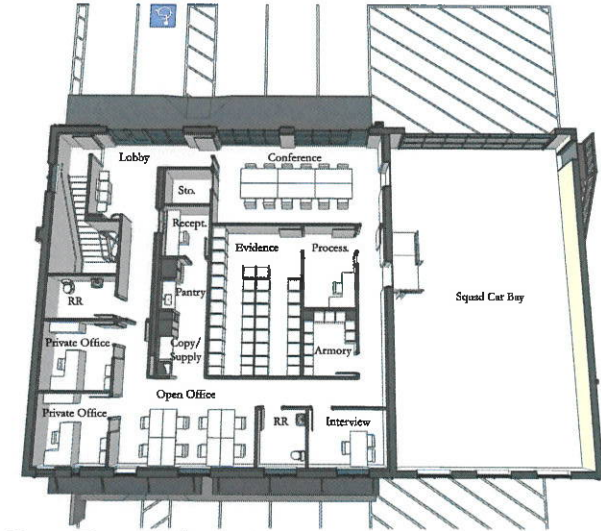


Town of Burnsville
Police Station and Public Works Facility Renovation

John Arnaud
Architect



Main Street Facade



Upper Floor - Police Station



Rogue Street Facade



Lower Floor - Public Works Facility