

BURNSVILLE TOWN COUNCIL
Regular Meeting – Thursday, October 4, 2018

On September 6, 2018, the Burnsville Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Russell Fox, Bunnie McIntosh, and Shannon Peterson present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Leslie Crowder, Jon England, Niles Howell, Jeanne Martin, and Ronnie Tipton; Town Attorney Heather Hockaday; and visitors Randy Banks, Chuck Carlson, Jody Higgins, Rhonda Higgins, Jamie McMahan, Danny McIntosh, and others. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of October, 2018.

- **Public Comment** – No one spoke during the period set aside for public comment.
- **Adoption of Agenda** – Bunnie McIntosh moved to adopt the agenda as written. Judy Buchanan seconded the motion, which carried.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
 1. Regular meeting held September 6, 2018
 2. Special meeting held September 17, 2018

Shannon Peterson moved to adopt the minutes of the aforesaid meetings. Bunnie McIntosh seconded the motion, which carried.

- **Public Hearing** – Russell Fox moved to open a public hearing on proposed amendments to the Town's *Ordinance Establishing a Planning Board*. Judy Buchanan seconded the motion, which carried. Former Mayor Danny McIntosh asked a series of questions regarding the proposed revisions to the ordinance, particularly as they relate to qualifications for appointment to the Planning Board. Questions were answered by Attorney Heather Hockaday.

When there were no further questions or comments, Russell Fox moved to close the hearing. Shannon Peterson seconded the motion, which carried.

- **Action on Proposed Amendments to the Ordinance Establishing a Planning Board** – Council members engaged in a discussion of the proposed amendments.

Bunnie McIntosh commented that given the purpose of the Planning Board, which is to aid in planning for the health and welfare of citizens in Burnsville, she favored board appointments being limited to those who have a vested interest in the Town as a Town taxpayer. She questioned the membership preferences that don't include the average citizen, such as landscapers, librarians, and other visionaries. She said she was not in favor of looking for members outside the Town for the purpose of finding specific professional qualifications such as general contractors and architects.

Judy Buchanan agreed with Councilor McIntosh.

Theresa Coletta said she thought Council already agreed that county residents would not be considered for board membership. She said the professional expertise being preferred in the

ordinance ensures the knowledge required for arriving at planning decisions, but it does not limit membership to those categories.

Russell Fox mentioned that the current Planning Board meets those preferred qualifications, and Council already discussed that there is a slim chance of finding other members that are similarly qualified. He agreed that membership should be limited to a Town taxpayer.

Heather Hockaday advised that the revisions being considered are merely in draft form, and that there is no need to hold another public hearing if a decision is made within 60 days after tonight's hearing.

Theresa Coletta moved to revisit this issue at the Town's next work session. Judy Buchanan seconded the motion, which carried.

Planning Board member Randy Banks reminded Council that he will be leaving the Planning Board in December, and another member is planning to move out of the area.

- **Planning Board** – Harrison Tyner, Chairman, was absent from the meeting.
 1. Planning Board minutes from a meeting held October 2, 2018 were available for review.
 2. Subdivision Ordinance update – Jon England advised that the Town's subdivision ordinance is not in bad shape, but does need updating, with the assistance of McGill Associates on technical issues such as road width, curbing, slope, etc. The ordinance will then be written by Heather Hockaday. The proposed fee of \$10,000 was recently discussed with a McGill representative, and it is now estimated that the project can be capped at \$6,000, following McGill's fee schedule, which was available for Council consideration.

Council reviewed an engagement letter for McGill's participation in the aforesaid project. Bunnie McIntosh moved to approve the letter. Russell Fox seconded the motion, which carried.

- **Administrative Report** – Russell Fox reported:
 1. A work session will be held on Monday, October 22nd, at 3:00 p.m., at the Town Hall.
 2. Petition to D.O.T. for traffic signal at Charlie Brown Road – Yancey County apparently is already discussing this issue with the D.O.T., and will be sending a Resolution to them soon.
 3. Municipal and County Administration classes (UNC School of Government) – Russell Fox will begin attending this program on October 9th. Classes are held on Tuesdays through Fridays once a month through April of 2019.
 4. Yancey Chamber of Commerce – Crafts Fair update (Russell Fox and Ronnie Tipton) - No update was available. The last Chamber meeting was scheduled the evening of the hurricane.
 5. Fire Department options (Russell Fox and Niles Howell) – It is hoped that a report will be ready at the next regular meeting. Chief Howell said he contacted the architect on the project to settle up on their fee.
- **Other**
 1. Administration (Jeanne Martin)
 - a. Pursuant to GS 105-369(a), *Tax Delinquent Report* dated September 27, 2018 was provided as an update of uncollected revenues. A variety of collection efforts are underway, with every delinquent account receiving attention.

- b. Finance Report - The Budget vs. Actual dated October 2, 2018 was furnished to Council. It was noted that a column has been added to the overtime report that shows actual hours worked in a month so there are no surprises as the year progresses.
2. Fire Department (Chief Niles Howell)
 - a. A report of Fire Department of activities was available for review.
 - b. The department has been notified it will receive a \$20,000 no match grant from NC State Budget Management, but clarification that the department is not incorporated is a requirement.
 3. Police Department (Randall Shuford)
 - a. Councilors were asked to consider an Ordinance *Declaring a Road Closure for an Event: 2018 Mt. Mitchell Toy Run*, which will be held on October 6th. Judy Buchanan moved to adopt the aforesaid Ordinance. Shannon Peterson seconded the motion, which carried.
 - b. Council reviewed the department's activity log for the month of September, 2018.
 - c. Officer Brian Fields recently completed radar and intoxilyzer certifications
 - d. Chief Buchanan is keeping up with department activities while he is out on sick leave.
 4. Public Works (Ronnie Tipton)
 - a. An activity log was available for consideration.
 - b. Overtime reported this past month for water/wastewater operators was due to the hurricane.
 - c. Councilors reviewed a Certified Bid Tabulation on the Peterson Trailer Park project. Councilors learned there were 3 bidders, and the low bidder came in \$100,000 under the engineer's projected budget. A recommendation of award letter from McGill Associates was read aloud. Russell Fox moved to adopt a *Resolution of Tentative Award* that was available at the meeting. Shannon Peterson seconded the motion, which carried.
 - d. Proposed Inspections Department Fee Schedule – the aforesaid fee schedule was available for Council review. Proposed fees mirror those charged by Yancey County. Judy Buchanan said she would like to see current fees alongside the proposed fees.

Bunnie McIntosh moved to hold a public hearing on the proposed fees on November 1, 2018 at 6:00 p.m. at the Town Hall. Judy Buchanan seconded the motion, which carried.

- e. Follow up on falling-down building on West Main/Bypass – a certified letter was sent to the property owner by Jon England, the Town's building inspector. An informal hearing on the matter has been set for Monday, October 8th, and will be attended by Jon England and Russell Fox.
 - f. Follow-up on Summit Street – the sign has been moved and a stop sign has been added.
5. Burnsville Town Center – A schedule for the Fall and Christmas seasons was distributed. It was noted that the schedule is jam-packed and does not list private events.

▪ **Council Members' Reports**

1. Mayor Theresa Coletta
 - a. Business breakfast update – the next meeting will be Tuesday, October 16th at 8:00 a.m. at the Burnsville Town Center.
 - b. Termination of State of Emergency – Council was reminded that we entered jointly with the County in declaring a State of Emergency during the hurricane, but the Town declared its

own emergency for flexibility in amending the declaration to include such things as water restrictions. The declaration is in place until it is terminated, which has been done by a Declaration of Termination.


- c. *Summer Evenings on Town Square* (July into October) – Sunday, October 14th will feature old-timey gospel music performed by the Mars Hill Gospel Choir, the Griffith Chapel, and the Jack Laws Family Trio.
 - d. Taking back Burnsville's West Main Street – to be continued at a later date.
2. Councilor Bunnie McIntosh discussed concerns about keeping Main Street clean and attractive. She mentioned that Jeff Truett is doing a good job, and merchants are trying to weed around their own businesses. One property owner is being asked to wash the windows on her vacant building and put up display signs that promote other businesses. There have been comments about the deteriorating yellow paint that indicates parking spaces and the need for general housekeeping, like washing streets and/or sweeping.

The Town crew will do something about painting curbs and parking spaces, and the D.O.T. will be asked to sweep, which is more effective than washing.


▪ **Updates from Advisory Boards and Non-Profits**

1. Economic Development Commission – Director Jamie McMahan reported:
 - a. The new Entrepreneurship Assistance program has begun. The first grant application has been received and another is expected soon.
 - b. The first cut of footage of a commercial that has been filmed to promote Burnsville has been viewed, and it is impressive. It will be available for Council viewing soon.
 - c. Artist Jack Mackie is currently assembling the first element of the gateway project. Installation is expected the first week in November.
 - d. Hotel recruitment project – Negotiations for a hotel are ongoing with a couple of properties of interest.
 - e. Revision of the Yancey County/Town of Burnsville strategic economic development plan - The Council of Governments will be conducting activities on this project. Along with the EDC Board, a core steering committee will be formed that includes the Mayor, Russell Fox, and Ronnie Tipton. County representatives will include the County Manager and Commissioner Chairman. Meetings will begin in November.

Next Regular Town Council Meeting – The next regular Town Council meeting will be held on Thursday, November 1, 2018 at 6:00 p.m., at the Burnsville Town Hall to consider regular business for the month of November. Council member Judy Buchanan moved to adjourn. The motion was seconded by Bunnie McIntosh and approved by all members.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor