

BURNSVILLE TOWN COUNCIL
Regular Meeting
Thursday, December 1, 2016

On December 1, 2016, the Burnsville Town Council, with members Mayor Theresa Coletta, Ruth Banks, Judy Buchanan, Shannon Peterson, and Ron Powell present, held a regular meeting at the Burnsville Town Center. Also in attendance were town staff members Brian Buchanan, Leslie Crowder, Chad Fox, Jeanne Martin, and Ronnie Tipton; town attorney Heather Hockaday; and visitors Lucy Doll, Mike Hoskins, Ginger Johnson, Margaret Pence, Wanda Proffitt, and others. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of December, 2016.

- **Public Comment** – No one asked to speak during the period set aside for public comment.
- **Adoption of Agenda** – Judy Buchanan moved to adopt the agenda. Shannon Peterson seconded the motion, which carried.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
 - a. Regular meeting held November 3, 2016
 - b. Special meeting held November 17, 2016

Ron Powell moved to adopt the aforesaid minutes as written. Shannon Peterson seconded the motion, which carried.

- **Public Hearing on Funding in the Amount of \$10,000 for Yancey County EDC** - Ron Powell moved to leave the meeting's agenda and open a public hearing on the issue of allocating \$10,000 for the Yancey County Economic Development Commission. Ruth Banks seconded the motion, which carried.

EDC Director Wanda Proffitt explained that in the past the town has funded the EDC operation in the amount of \$15,000, but this year's budget provided for only \$10,000. She said she failed to submit a budget request before the decision was made, and asked Council to consider another \$5,000 to cover the shortfall. Mrs. Proffitt also asked Council to consider funding the EDC an additional \$5,000 towards an update of the Sanford-Holshouser county-town strategic plan.

With no one else wishing to speak, Judy Buchanan moved to close the public hearing. Ron Powell seconded the motion, which carried.

After a short discussion, Ruth Banks moved to allocate an additional \$10,000 for FY 2016-2017 to the Economic Development Commission. Ron Powell seconded the motion, which carried.

Shannon Peterson moved to return to the regular meeting agenda. Judy Buchanan seconded the motion, which carried.

- **Planning Board Report** – Harrison Tyner, Planning Board Chair, was unavailable to report.
- **Mayor's Administrative Report**
 - a. Water/Sewer grant update – Council heard that the Mayor, Ronnie Tipton, Mike Waresac and Phil Trew met for three hours in the past month over additional CDBG no-match funds that are still available. The guidelines are very specific as to eligible projects, so if we are funded for a project, it may not be at the top of the CIP. The Mayor said we should hear about our first CDBG application in January.
 - b. The Mayor advised that the Agricultural Extension office has asked that the town write a letter of appreciation for the WNC fireman and submit it to the newspaper. We also have been asked to contribute \$100 for food, supplies, etc. during the ongoing cleanup effort after the WNC fires. Ron Powell moved to approve funding this effort with \$100. Shannon Peterson seconded the motion, which carried.
 - c. Council Work Session January 17, 2017 at 3:00 p.m. One focus at the worksession will be downtown revitalization. There will be no worksession during the month of December, 2016.
 - d. The Christmas parade will be held on Saturday, December 3rd, at 3:00 p.m.
 - e. The Town Christmas dinner for Council, employees, and their immediate families will take place on Thursday, December 15th at 6:00 p.m. at the Town Center.
 - f. Caroling on the Square is planned for Friday, December 9th from 5:30 p.m. until 7:30 p.m. Should there be inclement weather, an announcement will be made on WKYK.
- **Department Updates:**
 - a. Administration
 - 1. Personnel Policy – Attorney Heather Hockaday has furnished new information to be considered before policy adoption. The policy will be reviewed at the next worksession on January 17th.
 - 2. Town Holidays – The Christmas holidays will be observed on December 23rd and December 26th. The New Year's holiday will be observed on January 2nd.
 - 3. Pursuant to GS 105-369(a), *Tax Delinquent Report* dated November 29, 2016 was provided as an update of uncollected revenues. A variety of collection efforts are underway.
 - 4. Council considered the following tax releases:
 - a) Jared McQueen, PIN 000050843 (outside town limits)
 - b) Kay Greene, PIN 082011657270000 (change in value)

Ron Powell moved to release the aforesaid taxes, as requested. Shannon Peterson seconded the motion, which carried.
 - 5. Finance Issues –
 - 1) The *Budget vs. Actual* dated November 28, 2016 was furnished to Council. Ron Powell asked to see specific format changes in the document. Theresa Coletta suggested we follow the format used by the High Country Council of Governments.
 - 2) Council considered Budget Amendment #2 which accommodates recent funding to the EDC. Ruth Banks moved to adopt the budget amendment for the purpose stated. Theresa Coletta seconded the motion, which carried.
 - b. Fire Department - Chief Niles Howell reported:
 - 1. Status of Property: Copies of the revised contract for removal of the barn on the Fire Department property were available for review. Ron Powell moved to approve the contract

and authorize the Mayor's signature to the document. Theresa Coletta seconded the motion, which carried.

The contract with ADW Architects is expected tomorrow; the mayor's signature has already been authorized. The next step will be the USDA application and a call to the Local Government Commission.

2. Fundraising Efforts – None were reported.
 3. Operations – Council reviewed the Fire Department's Monthly Update.
- c. Police Department - Chief Brian Buchanan reported:
1. Council reviewed the department's activity log.
 2. The Police Department is researching an additional grant through the Governor's Highway Safety program.
- d. Public Works Department - Public Works Director Ronnie Tipton reported:
1. The town's water level is up from 1.6 feet to 2.8 feet.
 2. There have been several equipment failures at the Wastewater Treatment Plant. Three motors and 1 pump were rebuilt in the past month.
 3. Micaville water line extension – An encroachment agreement has been signed with the DOT. Hopefully we will bid the project in January.
 4. The Town was awarded funding for ADA ramps in 10 locations on East and West Main Streets and Green Mountain Drive. The funding will rehabilitate or create handicap ramps that are ADA compliant. This will be a 100% funded grant, available for towns with fewer than 5,000 people. Past experience indicates the average value of these ramps is \$2,000 each, without repairs to the road.
 5. Christmas decorations are almost installed.
- e. Town Center - Facility Manager Chad Fox provided a brief update of events scheduled for the upcoming month. He said the Town Center's website was viewed in November over 2,200 times, and noted that by contrast there were only 5,000 views the entire year of 2014.

Available for review was a "business plan" for the Town Center which has been compiled in the format of a typically-structured management plan. The document refers to related documents, and some elements have been posted in an organized fashion on the Town Center's website.

Ronnie Tipton advised that work has begun on Area C, and progress is being made in the right direction.

▪ **Council Members' Reports**

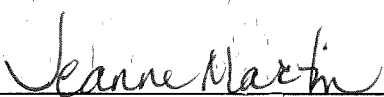
- a. Mayor Theresa Coletta
 1. The Mayor reported that the Agricultural Task Force will be meeting at noon on December 5th, and Town Councilors and County Commissioners have been invited. The Mayor said that the farmers' market has just completed its most successful year, and with 24 farmers involved, they are seeking a permanent location they could outfit with a demonstration kitchen and room for inside activity during bad weather. She shared some information on possible locations she has become aware of. Council will be updated as more details become available.

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

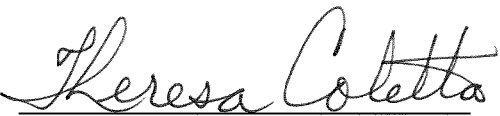
- a. Yancey County Economic Development Commission – minutes from the October 3, 2016 EDC meeting were available.
1. EDC Director Wanda Proffitt reported:
- a) Glen Raven is growing, and has changed to Sunbrella fabric. An in-house engineer and 20 employees have been hired, and several million dollars have been invested in equipment.
 - b) Jack Mackie will be in the area next week to blow more glass at Penland. Over \$12,000 was raised at the reception that was held during his last visit.
 - c) TRACTOR is moving into the back part of the Burnsville Business Park, through an agreement worked out with WinterStar. The building is still in need of a fire suppression system.
- b. High Country Council of Governments (minutes and financials available).

- **Next Regular Town Council Meeting** – The next Town Council meeting will be held on Thursday, January 5, 2017 at 6:00 p.m., at the Burnsville Town Center to consider regular business for the month of December.

There being no further business, Judy Buchanan moved to adjourn. The motion was seconded by Ruth Banks and carried.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor