

**BURNSVILLE TOWN COUNCIL**  
**Regular Meeting**  
**Thursday, January 5, 2017**

On January 5, 2017, 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, Jon England, Chad Fox, Niles Howell, and Jeanne Martin; town attorney Heather Hockaday; and visitors Lucy Doll, Sharon Gillespie, David Grindstaff, Mike Hoskins, Ginger Johnson, Laura Maher, Harrison Tyner, and others. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of January 2017.

- **Public Comment** – Lucy Doll spoke about a program *“You’re Never Too Old to Raise a Little Hell,”* that will be presented at the Town Center on January 21<sup>st</sup>.
- **Adoption of Agenda** – Judy Buchanan moved to adopt the agenda. Ron Powell seconded the motion, which carried.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
  - a. Regular meeting held December 1, 2016 - Ron Powell moved to adopt the aforesaid minutes as written. Ruth Banks seconded the motion, which carried.
- **Annual Audit Report** – Sharon Gillespie, CPA discussed the details of the town’s audit for FY 2015-2016, which was available for review, attached to these minutes, and by reference made a part hereof. The town was given a clean audit opinion. Mrs. Gillespie advised that revenue and expenditures in the General Fund were consistent with prior years, with the exception of a large expenditure due to the purchase of land by the Fire Department. The excess revenues at year-end amounted to \$213,789. The tax collection rate was 97.73%, and the fund balance for the General Fund was 67%.

Council heard that revenues and expenditures in the Water/Sewer Fund were also consistent with other years, resulting in an excess in revenues of \$88,598.

Judy Buchanan moved to accept the FY 2015-2016 audit. Shannon Peterson seconded the motion, which carried. The Mayor thanked Mrs. Gillespie for her work on the audit and the evening’s presentation.

- **June 30, 2017 Audit Angagement Letter and Contract to Audit Accounts** – Council considered a contract prepared by Young, Miller and Gillespie for the town’s FY 2016-2017 audit. Ron Powell moved to accept the contract as written. Judy Buchanan seconded the motion, which carried.

- **Planning Board Report** – Harrison Tyner, Planning Board Chair, reported:
  - a. Minutes from the December 13, 2016 Planning Board meeting were available for review.
  - b. All changes on the sign and zoning ordinances are complete, with the exception of Residential, which is next on the Planning Board’s agenda. A hearing will be necessary prior to the adoption of the amendments to the zoning ordinance that are proposed.

Attorney Heather Hockaday suggested it might be efficient to call for a combined hearing for the adoption of proposed amendments to the zoning ordinance as well as the adoption of the Sidewalk Dining ordinance, which will be reviewed at the January 17th Council worksession.

- **Mayor’s Administrative Report**
  - a. Water/Sewer grant update – Council heard that we should be hearing from High Country Council of Governments on grant awards sometime this month.
  - b. Council Work Session January 17, 2017 at 3:00 p.m. Agenda items include the Personnel Policy, a discussion about downtown revitalization (including basic signs for entrances to town) and the proposed sidewalk dining ordinance.
  - c. The Town’s most dangerous crosswalk (at Felicity’s Closet on West Main Street) – The Mayor explained that she has been in continued discussion with the Police Chief and the Public Works Director about the crosswalk in this increasingly congested area, which the Police Chief admitted is a crosswalk of utmost concern. Council was told that the best solution would be a pedestrian-activated flashing sign that would be installed on both sides of the road, which would make it clear to drivers that a pedestrian was intending to cross. Installation of this sign would have to meet French Broad Electric and D.O.T. approval/permission. Harrison Tyner suggested that a red sign would be preferable, because it signifies “STOP.”

Assistant Public Works Director Jon England estimated the cost of the signage would be \$4,000, and said there is no money allocated in the Street Department budget for this sign, and it would not be an approved Powell Bill expenditure. Leslie Crowder suggested covering this expense by reducing *Contribution to Capital Reserve*.

Ron Powell moved to reduce 10-420-7401 (Contribution to General Fund Reserve) by \$4000 to accommodate an expenditure for a flashing crosswalk sign on West Main Street, and relocate the existing speed limit sign to East Main Street. Ruth Banks seconded the motion, which carried.

- **Department Updates:**
  - a. Administration
    1. Personnel Policy – The policy will be reviewed at the next work session on January 17<sup>th</sup>.
    2. Pursuant to GS 105-369(a), *Tax Delinquent Report* dated December 30, 2016 was provided as an update of uncollected revenues. A variety of collection efforts are underway.
    3. Finance Issues:
      - a) The Budget vs. Actual dated December 23, 2016 was furnished to Council.
      - b) Council was asked to consider Budget Amendment #3 to recognize revenues and expenditures related to a 100% grant for MDT’s for police cars through the Governor’s Crime Commission. Judy Buchanan moved to approve the aforesaid budget amendment. Shannon Peterson seconded the motion, which carried.

- b. Fire Department - Chief Niles Howell reported:
  - 1. Status of Property:
    - a) The barn on the property is being taken down a section at a time.
    - b) The USDA representative will return next week to assist with the grant application.
    - c) Fundraising Efforts – None were reported.
  - 2. 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. MDT’s are currently being installed.
  - 3. Council considered a *Resolution Declaring Certain Property Surplus and Authorizing Disposal*. Judy Buchanan moved to adopt the aforesaid Resolution. Ron Powell seconded the motion, which carried.
  
- d. Public Works Department – Assistant Public Works Director Jon England reported:
  - 1. An activity log was available for review. It was noted that along with Christmas decoration activities, the department handled 59 work orders in the past month.
  - 2. Ronnie Tipton has been working with Heather Hockaday and office staff on the implementation of a new rate and fee schedule as it applies to CDI fees. A copy of the new schedule will be emailed to each Council member for review before the next Council meeting.
  - 3. There will be a meeting on January 13<sup>th</sup> to explore the steps necessary to apply for funding for sidewalk projects. Councilor Ron Powell advised that this initiative began through the RTAC, and a D.O.T. Division Engineer was contacted to look at our ten-year old Walkability Plan that established as a #2 priority the sidewalk from Longview up Pensacola Road, past the apartments, the nursing center and social services. A meeting was held on December 21<sup>st</sup> with the Engineer, and on January 13<sup>th</sup> she and Chris Deyton will return to continue this discussion. The Mayor thanked Mr. Powell for the report.
  
- e. Town Center - Facility Manager Chad Fox provided a brief update of events scheduled for the upcoming month, reporting that he booked 8 weddings and 11 concerts, as well as expo festivals and private events. The annual TRAC auction will be held at the Town Center in July.

Council learned that sidewalks around the facility have been improved with handicap accessibility, handrails have been installed at the entrance to the auditorium, and there have been water improvements. The garage door to Area C was installed today, which is a necessary accommodation for the microbrewery.

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 she would like to expedite work on the elevator at the Town Hall. This project has been estimated to be a \$100,000 project. She said she will be working with Jon England on the Christopher Reeves Foundation grant as well as funding from Blue Cross and Blue Shield and would like to have a commitment of at least \$50,000 to report. Ron Powell moved to approve the commitment of \$50,000 for this project. Shannon Peterson seconded the motion, which carried. If further local funding is necessary, it will be budgeted for in the next fiscal year.

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


a. Yancey County Economic Development Commission – minutes from the December 5, 2016 EDC meeting were available.


1. EDC Director Wanda Proffitt was unavailable to report.

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, February 2, 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 Shannon Peterson and carried.

  
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Jeanne Martin, Town Clerk

  
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Theresa Coletta, Mayor