

Minutes
Spruce Pine Town Council
Monday, November 14th, 2022

A meeting of the Town Council was held on November 14, 2022. Present were Mayor Darla Harding and Council Members Jackie Rensink, Larry McKinney, James Acuff and Rocky Buchanan. Staff in attendance included Darlene Butler, Crystal Young, Michael Wood, Shelley Buchanan, Billy Summerlin, and Russell Lankford. Others attended, including Chad Donnahoo, Donnie Staton, and Lynn Holler.

CALL TO ORDER

Mayor Darla Harding called the regular meeting to order at 5:30 PM. Rocky Buchanan gave the invocation. Larry McKinney led the Pledge of Allegiance.

APPROVAL OF AGENDA

Jackie Rensink moved to approve the agenda with the removal of Amber Briggs library update appointment. Larry McKinney seconded the motion, which carried unanimously.

APPROVAL OF MINUTES

Rocky Buchanan moved to approve the minutes of the regular meeting of October 24, 2022. James Acuff seconded the motion, which carried unanimously.

Rocky Buchanan moved to approve the minutes of closed session #1 held on October 24, 2022. James Acuff seconded the motion which carried unanimously.

Rocky Buchanan moved to approve the minutes of closed session #2 held on October 24, 2022. Jackie Rensink seconded the motion which carried unanimously.

APPOINTMENTS-none

DEPARTMENT UPDATES

Public Works

- Russell Lankford was unable to attend due to a water leak.

Water & Sewer

- Donnie Staton presented his monthly Veolia report. Said report is incorporated by reference and attached to these minutes. Donnie introduced himself as the new head of the water and sewer plant. He thanked the Council for their support. He stated he would make sure the transition was seamless and conveyed that he would watch for the Town's interest as Russell always did in the past.

Parks & Rec

- Michael Wood presented his Parks and Recreation Director's report for the month of October, which is incorporated by reference and attached to these minutes.

Main Street

- Libby Phillips presented the Main Street Director's report for the month of October, which is incorporated by reference and attached to these minutes.

Finance

- Finance Officer Crystal Young presented the second quarter financials through the end of October. She also noted that 23.9% of property taxes have been collected to date. The yearly audit has been completed and submitted to the state. She advised that all was good with the audit and Doug Tennant will be attending a meeting in December to give his report. After receiving proposals from both United Community Bank and Hometrust Bank, Crystal decided it was in the Town's best interest to switch to United Community Bank. The Town will earn \$1,738.00 more per month in interest. Positive Pay will be implemented as well as the ability to take credit cards for tax payments. Brad Ragan Pool will also have a credit card machine in place next season. She updated the Council on the fraudulent check situation with Wells Fargo. She noted that the SBI is now involved and conducting an investigation.

Police Department

- Chief Bill Summerlin gave an update on his department. He noted his department is now fully staffed and that he is very pleased with his most recent hire. Billy mentioned that he is looking forward to the Town's ordinances being updated and ready to be enforced. Billy has been working hard downtown to make sure each business has Christmas lights hung for the holiday season. Billy acknowledged the beautiful lights put up by Stephanie Whitson across from Town Hall. He then bragged on the administrative staff at Town Hall for their hard work.

ACTION AGENDA

Crystal presented more items to be declared surplus property. These items included a storage shed, swing set, and the GMC truck used by the Parks and Rec Department. Rocky Buchanan moved to declare these items surplus property. James Acuff seconded the motion, which carried unanimously.

Crystal presented General Fund Budget Ordinance Amendment #3. This amendment includes increases to salaries for the police department and public works department as well as repairs to the mausoleum. Said budget amendment is incorporated by reference and attached to these minutes. Larry McKinney moved to adopt General Fund Budget Ordinance Amendment #3. James Acuff seconded the motion, which carried unanimously.

Jackie Rensink moved to release 2022 property taxes for Kirk Edwards in the amount of \$46.46 due to incorrect valuation. Rocky Buchanan seconded the motion, which carried unanimously.

James Acuff moved to release 2022 property taxes for Arthur Sparks in the amount of \$25.19 due to the elderly exclusion. Rocky Buchanan seconded the motion, which carried unanimously.

Larry McKinney moved to release 2022 property taxes for Charles and Judy Hensley in the amount of \$544.18 due to a late application for tax relief. Rocky Buchanan seconded the motion, which carried unanimously.

James Acuff moved to release 2022 property taxes for Sharon Wilson in the amount of \$135.47 due to late application filing for tax relief. Jackie Rensink seconded the motion, which carried unanimously.

James Acuff moved to provide water with no annexation to Maria Tehandon at 366 Pine Run Ridge Rd. Larry McKinney seconded the motion, which carried unanimously.

PUBLIC COMMENT- none

TOWN MANAGER

- ✓ Darlene Butler advised that Rocky Buchanan's term on the HCCOG Rural Transportation Advisory Committee is expiring and he or someone else would need to be appointed to that position. She noted she spoke to Chuck Vines in Bakersville to see if any of his board would be interested, and they were not. James Acuff moved to reappoint Rocky Buchanan to the HCCOG Rural Transportation Board. Larry McKinney seconded the motion, which carried unanimously.
- ✓ Darlene advised that the Planning and Zoning Board met last week to consider a second request from James Phillips to rezone his property on South Dale St to light industrial. She noted after several new questions raised the Planning and Zoning Board voted to table the issue until both parties can do more research and meet again on January 16th, 2023.
- ✓ The EDC Board was invited to tour the Quartz facility and was hosted for lunch. Darlene noted what a tremendous asset Quartz Corp is to our community.
- ✓ Darlene has received many positive comments on the new Veteran's Day flags on the bridge in town. James suggested having designated flag pole holes installed in the sidewalks for each business to display a flag next year.
- ✓ Requests for proposals were advertised for the installation of the splash pad and Darlene has received one proposal from Miller Contracting. She recommended the Council accept this proposal. Larry moved to accept the proposal from Miller Contracting for installation of the splash pad at Riverside Park. James Acuff seconded the motion, which carried unanimously.
- ✓ Darlene met with Phil Trew this week from HCCOG regarding updating the current town code.
- ✓ Darlene requested the Council think about revisiting Sherry Sautner's request to close all of Oak Ave for the Alien Festival next June due to Blue Ridge Homecare requiring access in and out of their property to deliver medical supplies.
- ✓ Whitson Electric has been working this week on the Christmas lights in Town.
- ✓ Darlene mentioned that the light that was out on the traffic bridge in town has been replaced and asked the Council to consider changing all the lights out to match, which will cost around \$10,000.00. Larry McKinney made a

motion to allow Darlene to proceed with replacing the lights on the bridge after seeking out additional quotes not to exceed \$10,000.00. Jackie Rensink seconded the motion, which carried unanimously.

- ✓ Darlene asked the Council to consider live streaming the Council meetings in the future.
- ✓ The skatepark group has asked to meet with Chad and Darlene in the near future.
- ✓ Darlene made the Council aware she plans to take vacation time next week but that she would be available if she is needed.
- ✓ Shelley Buchanan mentioned there is still an open position on the Zoning Board of Adjustment. She asked that the Council think about who they would like to appoint to this seat. Darlene asked the Council to consider compensating the advisory board members for their time.

MAYOR/COUNCIL REQUESTS / COMMENTS

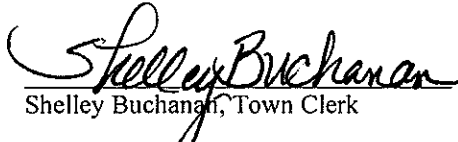
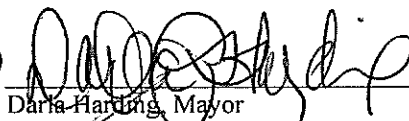
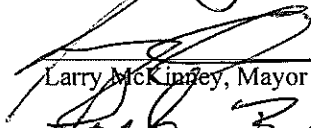
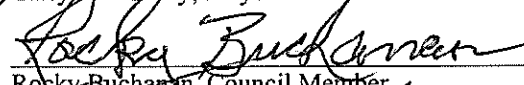
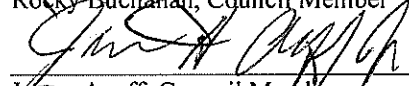

- ❖ Mayor Harding read a thank you card from the Mitchell County Chamber of Commerce for the Town's annual contribution.
- ❖ Jackie Rensink asked that it be considered the Town light up the walking bridge in Riverside Park all year like it was during the Hilloween Festival.

CLOSED SESSION

Mayor Harding asked for a motion to enter into closed session. Jackie Rensink made a motion to enter into closed session citing NC G.S. 143.318.11(a) (3). James Acuff seconded the motion, which carried with all present in favor.

ADJOURNMENT

With no further business, the meeting was adjourned by motion of Rocky Buchanan at 7:25 PM.

 _____ Shelley Buchanan, Town Clerk	 _____ Darla Harding, Mayor
	 _____ Larry McKinley, Mayor Pro Tem
	 _____ Rocky Buchanan, Council Member
	 _____ James Acuff, Council Member
	 _____ Jackie Rensink, Council Member



AUGUST 2022 MONTHLY REPORT

SPRUCE PINE WATER/WASTE PLANTS

OPERATED BY VEOLIA NORTH AMERICA

WATER SYSTEM

The water plant, pump stations, and both wells operated in full compliance with all State and Federal rules for the month. The Water Plant collected six (6) bacteriological samples from the distribution system and all were clear. Beaver Creek Dam is full.

Kemp Inc is continuing work on the Henredon pump station. This is a grant money project.

CAPITAL PROJECTS

- The new pump/motor assembly has been ordered for the Summit Avenue water station.
- The new controller and two (2) new turbidimeters for Filters 1 & 2 were ordered and installed by KDT Technologies August 1, 2022

PRODUCTION

	PRODUCTION MG	AVE GAL/DAY PRODUCTION MG	GALLONS USED TO BACKWASH FILTERS
Water Plant	31.8	1.02	780,000
Wells	3.9		

	WATER TURBIDITY
Raw NTU	5.0
Finished NTU	.03
Fed. Limit	.3

EFFLUENT CHLORINE RESIDUAL
1.37

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WASTEWATER

The wastewater plant and lift stations operated in full compliance with all State and Federal rules and regulations for the month.

We installed a new set of SO₂ scales at the waste plant and completed chronic tox fish study for permit renewal. Samples were collected from the BRP cast line for pretreatment information. The Carter's ridge pumps were pulled and cleaned. The Spruce Pine maintenance staff jetted the clarifier line as it was clogged.

CAPITAL PROJECTS

- A new pump was ordered for Beaver Creek and the lower prison pump station. They are scheduled to ship on 11/22/22

ANALYSES

	INF AVG MG/L	EFF AVG MG/L	% REMOVAL
BOD	410.8	<2.0	99%
TSS	756.8	7.0	99%

OTHER CONSIDERATIONS

- August Safety Courses covered Personal Protective Equipment.

Respectfully Submitted,

Donnie Staton
Project Manager
Veolia North America

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SEPTEMBER 2022 MONTHLY REPORT

SPRUCE PINE WATER/WASTE PLANTS

OPERATED BY VEOLIA NORTH AMERICA

WATER SYSTEM

The water plant, pump stations, and both wells operated in full compliance with all State and Federal rules for the month. The Water Plant collected six (6) bacteriological samples from the distribution system and all were clear. Beaver Creek Dam is barely spilling over. We have had to use the Toe River more than usual during the current drought.

CAPITAL PROJECTS

- The new pump/motor assembly has been ordered for the Summit Avenue water station. Henredon pump house rehab is in progress.

PRODUCTION

	PRODUCTION MG	AVG GAL/DAY LEAVING PLANT	GALLONS USED TO BACKWASH FILTERS
Water Plant	31.28	1016666	780,000
Wells	4.95		

	WATER TURBIDITY
Raw NTU	2.0
Finished NTU	.03
Fed. Limit	.3

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WASTEWATER

The wastewater plant operated in full compliance with all State and Federal rules for the month. The wastewater plant sent out samples of total nitrogen, total phosphorus, hardness, and COD. The number 2 pump at Sullins Branch pump station burnt up and had to be repaired. Both Carters Ridge pumps had to be pulled and cleaned 5 times during the month. Number 2 pump burnt up and had to be repaired. Burleson Hill pumps stopped up but backwashing them solved the problem. Also we sent out weekly covid samples to the CDC.

CAPITAL PROJECTS

- A new pump was ordered for Beaver Creek and the lower prison pump station. As of today, they have not arrived.

ANALYSES

	INF AVG MG/L	EFF AVG MG/L	% REMOVAL
BOD	284.2	2.4	99%
TSS	502.9	7.7	98%

OTHER CONSIDERATIONS

- September safety training was on respirator and fall protection.

Respectfully Submitted,

Donnie Staton
Project Manager
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OCTOBER 2022 MONTHLY REPORT

SPRUCE PINE WATER/WASTE PLANTS

OPERATED BY VEOLIA NORTH AMERICA

WATER SYSTEM

The water plant, pump stations, and both wells operated in full compliance with all State and Federal rules for the month. The Water Plant collected six (6) bacteriological samples from the distribution system and all were clear. Beaver Creek Dam is barely spilling over. We have had to use the Toe River more than usual during the current drought.

CAPITAL PROJECTS

- The new pump/motor assembly has been ordered for the Summit Avenue water station. Henredon pump house rehab is still in progress.

PRODUCTION

	PRODUCTION MG	AVG GAL/DAY LEAVING PLANT MG	GALLONS USED TO BACKWASH FILTERS
Water Plant	33.73	1.06	820,000
Wells	5.89		

	WATER TURBIDITY
Raw NTU	3.0
Finished NTU	.03
Fed. Limit	.3

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WASTEWATER

The wastewater plant operated in full compliance with all State and Federal rules for the month. The wastewater plant sent out samples of total nitrogen, total phosphorus, hardness, and COD. The number 2 pump at the maintenance pump station broke a shaft. We are in the process of deciding on whether to repair or replace it. This station is one of our oldest wastewater stations and may need some serious attention in the near future. Also, the main power at the Burleson Hill station had problems. Gerald Glenn repaired. We replaced 2 floats at the Beaver Creek pump station.

CAPITAL PROJECTS

- A new pump was ordered for Beaver Creek and the lower prison pump station. As of today, they have not arrived.

ANALYSES

	INF AVG MG/L	EFF AVG MG/L	% REMOVAL
BOD	290.7	2.5	99%
TSS	535	5.8	99%

OTHER CONSIDERATIONS

- October safety training was machine guarding and defensive driving. We hired 2 new employees at the waste plant.

Respectfully Submitted,

Donnie Staton
Project Manager
Veolia North America

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Parks and Recreation Department

Office (828)765-3012

Cell (828) 385-2179

Town of Spruce Pine Board Meeting

November 14, 2022

General Park Maintenance

- Mowing, weed eating, and weed removal in both parks
- Morning and Night check list completed each day
- Trash pick-up in town

Brad Ragan Park

- Contractor has finished the painting of the shelters and the pool building
- Leaves are almost done for the season

Riverside Park

- Cut and cleaned out the rain garden in the second parking lot
- Took apart a small picnic shelter that is no longer in use to make way for the new restrooms
- Cleaned out old storage shed so it can be removed to make way for new restrooms
- Helped set up and worked and helped clean up for the Hilloween festival
- Trimmed up flower bed around the amphitheater

Shelter Reservations

- N/A

Pool

- N/A

Town

- Side walks in town are being blowing off (leaves, dust, trash etc..)
- Moved Christmas decorations for main street

Other Business

- Picked up trash along the road from the following places:
 - Laurel creek court to Harris Street from Harris Street Greenwood Intersection
 - Tappan street to Riverside Drive from Riverside Drive to Spring Street
 - Intersection of Fortner and Roan to the clock/metal tree
 - Intersection of Summit Ave and Spring Street to Riverside Drive
- Tree and underbrush removal for the property on stroup rd has been completed
- Check list made for what is left to do on grants for the parks
- New basketball goals and equipment has been delivered
- New corn hole boards have been delivered

Spruce Pine Main Street Directors Report

PR- We had 14 participants in the scarecrow contest and Aston James won. Halloween was busy as usual. We had about 60 participants in the costume contest. Thanks to all that volunteered. Both Hilloween and the BBQ festivals went well. The photo contest has ended. We had about a dozen entries and the winner will be announced next week. Thanks to Emma who has stepped up as the committee chair on PR. Christmas events are in the works. We have finalized events for small business Saturday and have launched the Festival of Wreaths fundraiser again as well as merchant window display. I mailed out the park programming sponsor ask and will send FOM sponsor letters and applications this month.

D&B- I hosted a webinar for the committee with the design team at NCMS this past month and I have a community meeting tomorrow for property owners to go over the guidelines and process from the grant. Jackie attended the design training through NCMS. We will be decorating for Christmas this week. Emma has completed the letters for the mosaic mural and we hope to get those hung before end of year. We had a fall cleanup last month and prepped the sidewalk pot trees for spring. I met with DOT at the bridge last week. They had engineers and contractors take a look at the project prior to bid to see the scope of the project. We are waiting to hear back the projections regarding bid, budget and possible alternatives that would be more cost effective. I am happy to report I have another \$250,000 secured from the legislature secured for the bridge.

ERC- Chill Thai and Sushi is open and doing well. We hosted a ribbon cut last week. Sadly, downtown merchant John Pendley passed. Renovation continues on the Hise building. Owners want to have 2 apartments and retail space completed by late spring/early summer. Façade on the Ark building is complete and interior work has begun. They are converting the upstairs into an apartment and meeting area. A new tattoo shop is opening up beside Blue Mountain Retail. Alpine Motors/storage property sold last month as well as the old Pontiac/Bailey building. Southwest Trading Celebrated their 15- year anniversary and L&L celebrated their first year. Moondust Lounge is offering community nights on Mondays and is serving a free meal to the public. The Cat's Meow has expanded to both storefronts of her building. Herman Buchanan sold his Locust St. business and has opened a new location at the east end of town near the storage units. The top floor of the Blue Ridge Boutique is now open and has been busy this past month!

Organization- Darlene and I have completed the RC2 curriculum and submitted a grant application for \$50k. I will be re-posting the assistant job in the next few weeks. The board had their annual workshop last month and have been finalizing the plan of work. I hosted the board for volunteer appreciation dinner last month. I have been appointed to the new TDA board and the Land Use and Planning board. The loitering issue in the park has been resolved.

Town of Spruce Pine Financials
Ending October 31st, 2022
2nd Quarter
FY 2022-2023



2022-2023 Budget Figures				
	2022-2023	Y-T-D October 31st,		
	Budget	2022	Percent	
General Fund Revenue				
Levied Taxes and Penalties	\$1,419,500	\$386,218	27.2%	
Local Sales Tax	\$670,000	\$266,110	39.7%	
Franchise Taxes	\$285,000	\$67,855	23.8%	
Powell Bill	\$80,000	\$44,227	55.3%	
Interest Earned	\$1,000	\$8,366	836.6%	
Recreation Park Revenue	\$26,000	\$10,673	41.0%	
Revolving Loan Repayments	\$7,500	\$2,025	27.0%	
Misc Income	\$80,015	\$10,260	12.8%	
Grants	\$23,962	\$1,495	6.2%	
Fund Balance Appropriated	\$0	\$0		
General Fund Revenue	\$2,592,977	\$797,229	30.7%	
General Fund Expenditures				
Governing Body	\$22,682	\$6,405	28.2%	
Total Administration & Finance	\$258,520	\$110,104	42.6%	
Cost of Elections	\$0	\$0	0.0%	
Tax Collections Fees	\$5,000	\$1,644	32.9%	
Economics	\$158,728	\$33,082	20.8%	
Total Public Building & Facilities	\$79,630	\$40,550	50.9%	
Fire Department	\$149,000	\$0	0.0%	
Building Inspections	\$28,500	\$7,108	24.9%	
Police Department	\$987,773	\$368,402	37.3%	
Public Works	\$198,860	\$72,205	36.3%	
Powell Bill	\$95,295	\$7,221	7.6%	
Sanitation	\$83,909	\$21,422	25.5%	
Parks & Recreation	\$343,242	\$113,776	33.1%	
Library	\$111,577	\$34,768	31.2%	
Trac Grant	\$5,000	\$5,000	100.0%	
Cemetery	\$19,850	\$27,702	139.6%	
Loan Disbursements	\$0	\$0	0.0%	
Covid Relief Fund	\$0	\$0		
Contingency	\$45,411			
Total General Fund Expenditures	\$2,592,977	\$849,390	32.8%	
<i>Excess (deficiency) of revenue over Expenditures</i>	\$0	-\$52,161		

Town of Spruce Pine Financials
Ending October 31st, 2022
2nd Quarter
FY 2022-2023



	<u>2022-2023</u>	<u>Y-T-D October 31st,</u>	
	<u>Budget</u>	<u>2022</u>	<u>Percent</u>
<u>2022-2023 Budget Figures</u>			
<u>Water & Sewer Fund</u>			
Charges for Water	\$1,584,000	\$567,091	36%
Charges for Sewer	\$1,044,000	\$394,803	38%
Water & Sewer Taps	\$3,000	\$7,650	255%
Water & Sewer Interest	\$250	\$0	0%
Misc Revenues	\$30,500	\$25,438	83%
Retained Earnings Appropriated	\$0	\$0	0%
Water & Sewer Revenue	\$2,661,750	\$994,982	37%
<u>Water & Sewer Expenditures</u>			
Water & Sewer Debt	\$94,383	\$3,399	4%
Water & Sewer Administration	\$1,264,918	\$353,023	28%
Water Expense	\$641,983	\$221,428	34%
Sewer Expense	\$532,377	\$205,977	39%
Contingency	\$128,089		
Water & Sewer Expenditures	\$2,661,750	\$783,826	29%
<i>Excess (deficiency) of revenue over Expenditures</i>	\$0	\$211,155	

Town of Spruce Pine
 Analysis of Current Year Tax Levy
 10/31/22
 excluding vehicle taxes

	Property Valuation	Town-wide Rate	Amount of Levy
Original levy:			
Real property	58,626,070	\$0.46	
Building property	260,098,900		
Personal property	54,373,712		
Public service companies	17,849,971		
Penalties			
Exemptions	84,627,243		
	<u>306,321,410</u>		<u>1,409,078.49</u>
Discoveries:			
Current year taxes	129,650		596.39
<i>Rounding</i>			<i>0.43</i>
Prior year taxes	<u>9,163,815</u>		<u>46,735.46</u>
	<u>9,293,465</u>		<u>47,332.28</u>
Abatements			
Min Bill	28,021		128.90
Releases (Curr)	218,830		
Releases (Prior)	96,363		
Total property valuation	<u><u>315,368,024</u></u>		
Net levy			<u><u>1,409,546.41</u></u>
Uncollected taxes at			<u>1,072,235.82</u>
Current year's taxes collected			<u><u>337,310.59</u></u>
Current levy collection percentage			<u><u>23.9%</u></u>



TOWN OF SPRUCE PINE, NORTH CAROLINA
GENERAL FUND BUDGET ORDINANCE AMENDMENT #3

BE IT ORDAINED by the Town Council of the Town of Spruce Pine, North Carolina that the following amendment be made to the annual budget ordinance for fiscal year ending June 30th, 2023

SECTION 1: To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct. No:</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
Police					
10-510-02	Salaries	\$ 552,066.00		\$ 24,000.00	\$ 576,066.00
10-510-05	FICA	\$ 42,234.00		\$ 2,000.00	\$ 44,234.00
10-510-07	Retirement	\$ 71,990.00		\$ 3,200.00	\$ 75,190.00
Public Works					
10-560-02	Salaries	\$ 354,906.00		\$ 29,000.00	\$ 383,906.00
10-560-05	FICA	\$ 27,151.00		\$ 2,300.00	\$ 29,451.00
10-560-07	Retirement	\$ 43,334.00		\$ 3,600.00	\$ 46,934.00
Cemetery					
10-640-15	Building/Grounds Maintenance	\$ 19,500.00		\$ 17,000.00	\$ 36,500.00
				<u>\$ -</u>	<u>\$ 81,100.00</u>

This will result in a net increase of \$81,100.00 in the appropriations of the General Fund.
As a result, the following revenue will be increased. This revenue has been or will be received.

<u>Acct. No:</u>					
10-301-22	2022 Taxes	\$ 1,295,000.00		\$ 50,000.00	\$ 1,345,000.00
10-345-00	Local Sales Tax	\$ 670,000.00		\$ 31,100.00	\$ 701,100.00
				<u>\$ -</u>	<u>\$ 81,100.00</u>

Adopted this the 14th Day of November, 2022.


Shelley Buchanan, Town Clerk


Darla Harding, Mayor