



Town of Blowing Rock

Date: Wednesday, February 15, 2023, 6:00 p.m.

Location: 1036 Main Street, Blowing Rock, NC 28605

Agenda

<i>Item</i>		<i>Present & Participants</i>
I.	CALL TO ORDER – ROLL CALL FOR ATTENDANCE	Mayor Charles Sellers
II.	PLEDGE OF ALLEGIANCE	Mayor Charles Sellers
III.	APPROVAL OF MINUTES – By Roll Call 1. January 9, 2023 – Regular and Closed Session Meeting Minutes 2. January 30, 31 and February 1, 2023 – Council Retreat Minutes REGULAR AGENDA ADOPTION	Mayor & Council Mayor & Council
IV.	CONSENT AGENDA: 1. Tax Releases - #2022-07 2. Tax Refunds - #2022-02 3. Budget Amendment - #2023-04	Mayor & Council
V.	PUBLIC COMMENTS..... <i>comments shall be limited to three (3) minutes</i>	
VI.	SPECIAL PRESENTATION: 1. William Byrd – Swearing In	Chief Aaron Miller Town Clerk Hilari Hubner
VII.	PRESENTATION: 1. Middle Fork Greenway	Wendy Patoprsty
VIII.	REGULAR AGENDA: 1. Paid Parking 2. Wi-Fi Expansion	Chief Aaron Miller Thomas Steele

	<p>3. Phase 4 of the 2014 Bonds – Approval of Bank Bids</p> <p>4. Retreat Review</p> <p>5. Board Appointments</p>	<p>Finance Officer Nicole Norman</p> <p>Manager Shane Fox</p> <p>Mayor & Council</p>
IX.	<p>OFFICIALS REPORTS & COMMENTS:</p> <p>1. Mayor</p> <p>2. Council Members</p> <p>3. Town Attorney</p> <p>4. Town Manager</p>	
X.	<p>CLOSED SESSION – NCGS 143-318.11. (a)(3) – <i>Attorney/Client update on current litigation.</i></p>	
XI.	<p>ADJOURNMENT/RECESS...<i>Mayor Charles Sellers entertains a motion and second to adjourn or recess the meeting.</i></p>	

Town Council Meeting - Tuesday, January 10th, 2023

Fri, Jan 13, 2023 9:38AM • 1:53:06

SUMMARY KEYWORDS

parking, pay, town, passport, park, residents, retreat, numbers, parking spaces, staff, permitting, revenue, questions, council, year, blowing, approve, problem, talked, main street

SPEAKERS

All, Alan Thompson, David Harwood, Aaron Miller, Tracy Brown, Doug Matheson, Shane Fox, Albert Yount, Kevin Rothrock, Pete Gherini, Charlie Sellers, Rick Parsons

The Town of Blowing Rock Town Council met for their regular monthly meeting on Tuesday, January 10, at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street Blowing Rock, NC. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson and Council Members Albert Yount, David Harwood and Pete Gherini. Council Member Melissa Pickett was unable to attend the meeting. Others in attendance were Town Manager Shane Fox, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Police Chief Aaron Miller, Planning Director Kevin Rothrock, Public Works Director Matt Blackburn, Emergency Services Director Kent Graham, Finance Officer Nicole Norman, IT Director Thomas Steele and Town Clerk Hilari Hubner who recorded the minutes.

Charlie Sellers

I'm calling this meeting to order this January 10, 2023. Good evening, everybody, thanks for attending. Roll call for attendance. All were present but Councilwoman Pickett. Council could I get a motion to approve the minutes from December 13, 2022.

Pete Gherini

So move.

Charlie Sellers

Do I have a second?

David Harwood

Second?

Charlie Sellers

Any discussion? How do you vote?

All

All voted yes.

Charlie Sellers

Do I have a motion to approve the regular agenda?

Doug Matheson

So moved.

David Harwood

Second.

Charlie Sellers

Any discussion? How do you vote?

All

All voted to approve the regular agenda.

Charlie Sellers

Moving right along the Consent Agenda, do I have a motion to approve?

Pete Gherini

So move?

Charlie Sellers

Do I have a second? Second. How do you vote?

All

All voted yes to approve consent agenda.

Charlie Sellers

Now we do allow for public comments, we wish that you would refrain from any longer in three minutes. If you would like to speak see Ms. Hilari over here and give her your name. Rick Parsons, just state your address.

Rick Parsons

Rick Parsons 1577 Green Hill Road. Mr. Mayor, Town Council Members, Shane, thank you so much. I had not planned to come speak tonight. That was until 6am this morning, when the same truck without its muffler come speeding down the road, like he does most days at 6am, very regular. And that changed my mind. I know in talking to all of you that none of you find it acceptable that cars travel at 40, 50, 60 miles an hour on residential streets in Blowing Rock. So my question would be, why do we continue to let it happen on Green Hill Road. It's not a new problem. It's not the only problem in this village in this town. But it is one that has been going on for far too long. There have been solutions.

There's been data that shows the problem, the magnitude of the problem, the time of the problem, the time the year of the problem. There have been public comments solicited. And there have been solutions to the problem. Solutions that I might add have even an already been implemented in this town. So again, I'm here to ask you before you go on your retreat, to consider solving this problem addressing the problem not just on Green Hill Road, but as I hear today on other roads in town. And in other cases, it's time to address this problem. It's not time to kick the can down the road any longer. Thank you very much. Rick,

Charlie Sellers

I do have a question, you say this was 6am this morning,

Rick Parsons

Pretty much, this guys quite regular. Okay, that's going south you have I mean, this is a, this is a problem you have. It's a cat three, we know it's true. Everybody knows is a cat through the people going from Moon down the mountain used to cut through and the people coming up the mountain going to Boone know what to cut through and they do the same thing. In the winter. It's not as bad. In the summer. It's all day long.

Doug Matheson

So thank you, Rick. Thank you.

Charlie Sellers

We have a special presentation this evening. Chief Aaron Miller. Hello, chief. How are you sir?

Aaron Miller

Chief Miller recognized Master Patrol Officer Hunt for obtaining his Tactical Certificate from the North Carolina Justice Academy.

Charlie Sellers

Congratulations Officer Hunt. Next, we have a year of the trail proclamation from TDA. Director Tracy Brown. Good evening, Mr. Brown.

Tracy Brown

Mayor and Council, I appreciate the opportunity to present just a little bit this evening and bring you up to speed on what the state is doing with 2023 being the year of the trail in North Carolina. I'm not necessarily going to give you a presentation but just give you a little background on it. Back in 2021, the North Carolina legislature and the governor signed off on proclaiming North Carolina as the great trail state and in 2023, we would celebrate 50 years of the 1973 North Carolina trail system act so now 50 years later, we are proclaiming North Carolina is the year the trail and we're hoping the great trails coalition has asked every municipality every county in the state to proclaim 2023 as the year the trail if we could do it. And we have prepared the proclamation for the town appreciate you all being willing to sign off on this couple of things that you might want to be or you may be interested in the mission of North Carolina the year of the trail campaign is to showcase and celebrate North Carolina's trails encouraging ongoing participation, investment and development among locals and legislators. The

purpose for the year the trail is to celebrate North Carolina's vast and diverse collection of trails and encourages all of us to recognize our role as champions of these special resources. The vision is a future in which each of the state's 100 counties experienced the proven benefits of trails and advocate for their ongoing growth and development in the values is participation inclusivity stewardship, connectivity and collaboration. You know how many great trails we have right here in Bowling Rock we've been we've been stewards and owners of the Glen Burney Trail since 1906. We've been in a well over 100 years. So we just are asking the town to make this proclamation so that we can celebrate along with the rest of the state. And saying that Blowing Rock is a part of the year the trail. Mr. Brown read the proclamation.

Charlie Sellers

Thank you, Mr. Brown. Do I have a motion to accept this proclamation?

Pete Gherini

So moved.

Charlie Sellers

Do I have a second?

Doug Matheson

Second.

Charlie Sellers

Any discussion?

All

All were in favor of the proclamation. Tracy, thank you so much for everything you do for the town and the citizens.

Charlie Sellers

Now we come down to the 2021-2022 audit presentation. This is Alan Thompson. Mr. Thompson, thank you for joining us this evening.

Alan Thompson

Presented the audit results from the 2021-2022 audit.

Charlie Sellers

Thank you.

Alan Thompson

As Alan was leaving, I would just say thank you to his firm. This is our first year with Thomson Price, we did make the switch this past year after being with Martin Starnes for three years. And then I can't give you the number of hours that Ms Norman has spent on this audit. But I would say it's in the excess of hundreds and hundreds of hours of time and dedication that it took the changing of an audit firm is a

good thing a lot of times because it puts fresh eyes and new things back into play that maybe others did not see or have grown accustomed to seeing. But with that comes a great deal of time and dedication from our finance staff, which is Ms. Norman putting into that so this firm, I think is a good firm. I've got experiences with him. They are growing across the state. So I would recommend that we stay with him hopefully for quite some time. Thank you.

Charlie Sellers

Now we have an update on paid parking Chief Aaron Miller. Hello, Chief.

Aaron Miller

So in January of 2022, at the Council Retreat, we talked a lot about a pay to park proposal. Council indicated they wanted us to move forward with gathering some information about that. And we've done that in the past year. So I think tonight, we wanted to have a full update, let you know exactly where we are. We're going to present the information tonight give you some time to digest that. So if you have any questions or more discussion, we can do that at the upcoming retreat and hopefully come to some kind of consensus maybe at the February meeting. So that's sort of where we're at. So we'll go through this. And I'm going to recap some of the things that very hurriedly that we talked about at the retreat last year. This is going back to the Roger Brooks study, Roger Brooks, obviously came TDA brought him in to do a study about tourism. That's sort of what prompted our parking discussion was that presentation. These were just some of the numbers we looked at from that presentation last year. The town should have 1,500 parking spaces now. out, which means we need an additional 600 parking spaces. And this was according to Roger Brooks, which I concur with his assessment on that. And this was the big takeaway from his presentation for me was Blowing Rock doesn't have tourism problem, we have a parking problem. These were some numbers that Mr. Brooks came up with some potential revenue generation numbers that we took a look at. I'm going to, hurriedly going through this first part, because it's a recap. We've been over this a couple of times. This was a revenue projection that I put together, it was pretty similar. It was based on the TDA occupancy numbers for their hotel occupancies, based on our number of parking spaces and different lots. This is just some numbers that I put together that we had a potential 1.3 million in parking revenues that we could take advantage of. So here are the benefits that we talked about last year of pay to park. Fairly consistently to accomplish the goals of the town. And that's the most important thing of our goals is to turnover, parking on Main Street shops or whatever this is a good way to make sure that we achieve those goals. Provides fair and equitable use of our parking, provides opportunities for public and private partnerships. And down here at the bottom, it also gives us a way to generate revenues for additional parking that are shared by some of our visitors and not on the backs of the taxpaying residents here. So these are the different folks that parking effects in our town, you can see that list. We've talked about it a couple times the residents, businesses, churches, visitors, town departments, and staff and other organizations. So the first thing that we did after the retreat last year was we put together this advisory committee and the goals of this advisory committee were to answer some of these questions to decide if pay to park is right for Blowing Rock, what impact it would have, what the rates should be if we decide to move forward with pay to park and those types of things. So the group did meet, there was 16 or 17 people, I think total on the committees. We had three or four meetings, they did come up with a list of recommendations based on these questions that were posed. So these are the recommendations that that first advisory group came up. They were unanimous Well, I think there was one objecting vote, but most everybody was in

favor of implementing a paid park system in Blowing Rock. They decided that our pay to park times should be Monday through Saturday, from 9am until 5pm On Sundays from 1pm to 5pm, leaving the Sunday morning slot free for the church traffic that leaves our town parking spaces to hold their services. And they also agreed that we needed to reserve a few spaces in some area, which we felt like a street parking area would be the best for residents only. That does not mean that residents do not have to pay, it just simply meant that they would have the availability to find the space. Here's some of the parking rates that they recommended. On our on street parking, it was \$2 an hour for the first three hours, and then it increased to \$3 an hour after three hours. Off street parking, all the off street parking lots were \$1.50 per hour, for that time. And we would leave the Davant parking area as free parking for the folks that work in our businesses in town who may not have parking provided by the business, a free place to park and we also discussed reevaluating that at some point in the future. If we did build some offsite parking somewhere else. In addition, the revenue is estimates that Roger Brooks put together that I put together. Shane and Nicole also asked for First Tron Advisors to put together a revenue estimate and I'm going to let Shane go over that revenue estimate.

Shane Fox

Absolutely, Ms. Norman spoke with First Tryon, which you all are familiar with, especially during our retreat time working through our debt capacity and looking as our financial advisor. They worked with the town on our bond issuance, continue to work for the town moving forward with some of our upcoming debt that we have. So they put together a pretty neat template here. It's very interactive, and I won't go through all the details here. We'll do this more at the retreat. bringing this up. But everything you see here is essentially interchangeable. So everywhere you see highlighted sale, as in 51 spots, or whether that's \$2, an hour, eight hours, four hours on Sundays. You'll see here we've got some different percentages in here based on the months what we feel like, or what they conservatively felt like these numbers have changed or can be changed, I should say, as we go through this. This template also allows us to go more in depth of future expansion. So we have options here. And again, going into more detail at the retreat, of turning on assumptions and filling in some of that information. What it allows us to do is as we go through and talk about whether it's \$2. Now, we're not doing that, whether we're doing for eight hours a day, or six hours a day, or whatever we come up with, we have the ability to do a pretty quick and easy input and spit out some information that is easy for all of us to understand also allows us and Chief Miller has been great and providing them with some information, along with not only the capital potential needs, but operating needs as well, and what that may look like with some growth opportunities. So you'll see a tab here for parking system expenditures, with some numbers in it for parking staff, some software calls, etc., that's going on along with some startup cost. Again, without getting too far in the weeds right now, this ratio allows us and this template allows us to be able to put together information or take the information that we have and generate out the deliverables of what paid parking may look like. And so as we're you're hearing numbers from Roger Brooks, as chief Miller has put together numbers, this gives us more of an interactive feel, as we play around and work through some of that data of what that may look like. But, for instance, you'll see the information that I have here, we've provided this information through our current inventory. Total existing paid parking spots are 487, 51 spots, that would be the Davant Field parking area. So as of this assumption, we have 190 spaces that we considered on street parking. That's the list that was shown just a few minutes ago, mainly Main Street, of course, Sunset Park Avenue, as well. Our proposal or the committee's proposal is \$2 an hour, our off street or surface lots at \$1.50 an hour. And

then our existing parking next again, at \$1.50 an hour. This assumption that you see here takes eight hours into account Monday through Saturday and four hours on Sunday. And again, if you want it to be uniform, and just simply use 50% as a number, just as a placeholder. What this allows us to do is look at our system overview. You'll see here that 50% number that we're using here, 12 months out a year, again, that may be high that may be conservative, will produce \$815,000 for our street parking and surface lots and \$294,000 for our parking deck for a potential total revenue of 1.1 million. Back out our expenditures initially that includes some startup cost of say \$700,000, this shows in the first year, approximately a net revenue of \$400,000 from parking that can be utilized for additional parking, debt service and parking, upgrading our current parking, etc. within that. So again, I don't want to go too far into the to the details of these numbers. Because these are hypotheticals, these are assumptions that we're making. First Tryon did a fantastic job, Ms. Norman did a fantastic job of providing them with information that we can then use this data to start making some decisions and seeing potential outcomes within that. Again, a lot of these numbers that we're using here are hypothetical numbers and assumptions exactly as it says here. Just wanted to take a few moments and show you the details of what's out there. And then as we start thinking through maybe some final numbers and final theories of how we want to implement this, if we do want to implement paid parking, then this will give us some closer deliverables to what that may look like.

Aaron Miller

Couple of things about revenue and expenses, the expenses are really easy for us to calculate. We know what that is pretty close. Revenues as Shane says we're speculating a few things like the occupancy of our parking. Until we have one or two years of pay to park under our belts, we're not going to know 100% for sure what the revenue generation or revenue potential might be. So we're doing the best we can with the information that we have available to try and come up with some of this. But so far, what makes me feel good about it is all the projections are somewhat in line. They're not they're not too far apart. So hopefully we'll be somewhere in the ballpark. Another thing about the revenue and expense projections as we go through this is I'm only taking into account the pay to park it's not taking into account any kind of violation revenues that maybe generated no parking citations, or any of the expenses that go along with parking citations, hopefully there'll be zero. So that'll be a mute point. But obviously, there'll be some revenue generated from parking citations. And obviously, there'll be some expenses that will occur as we issue those citations and do those mailings. Any questions so far?

Pete Gherini

Aaron, you mentioned on Maple Street for residents only are you going to have some kind of ID or identification that all local residents will be able to put on their car so they can be identified?

Aaron Miller

Well, it'll all be done electronically. So our pay to park system will be based on your license plate number. And so there's different ways, we've talked about the different methods that you can utilize pay to park, you get a ticket, put on your dash, or you register your license plate, or you have to actually park in a number of space. So we don't want the number of parking spaces in town, we don't want to have to pull a ticket and have to take that back to your car. So it will only be a license plate. So we'll have a registration system, a permitting system, if you will. And the residents that are interested in

taking advantage of that, once it's fully automated will be able to go online, register their vehicles, if they are a resident of the Town of Blowing Rock, we will verify that, we will approve that and based on their license plate numbers, they'll be able to park in those spots.

Pete Gherini

This question is for Shane, how and where is the money going to go? I mean, is it going to go into a special parking fund. And can you talk a little bit about what you and Nicole are going to do to keep that money separate? It doesn't go into the general fund? Right?

Shane Fox

Yeah, so this is a separate fund this is considered a special revenue fund. This is a special revenue source. So this money would be restricted to utilizing it within that particular source. So for us, it'd be parking, whether that's additional parking, upgraded parking, there's a number of things obviously, that can go in that other than what Chief Miller will talk about few minutes are our typical reoccurring operating cost. And so absolutely the money itself, the plan is to use that money to only continue to better parking. And there's more to come from that. Once we start this process of what that looks like, you know, we had discussed and started this conversation back with Roger Brooks, about utilizing these monies or debt service that would offset additional parking, new parking structure a parking deck. Those are absolutely possibilities within that. So all things parking, so to speak, is what the outcome or what the use of this would be that would be within sight of the special revenue fund. So it would be restricted to be used for that purpose.

Charlie Sellers

If I may elaborate on Pete's question does the state not mandate that money has to be utilized in certain areas?

Shane Fox

The auditor Mr. Thompson, that would be part of his job as he came in and did that work within that there is a little bit of oddness, I think that we're not quite ready to fully flush out with our on street parking versus off street parking. I think there's a statute or two there, we got to figure some things out of how that money is being utilized. It's still being used for parking.

Aaron Miller

I think the only place that would even possibly apply will be for violations, not for paid parking itself, but only for monies that are collected from violations. And even then a lot of those monies can be used to offset your expenses, your enforcement expenses, which is almost all of your parking expenses.

Shane Fox

The initial thought process, at least among staff is that once we work out the details, and there's a lot of details, you have to be worked out. And that's hopefully what we use tonight and at the retreat for us kind of working through some of these questions like Maple Street, whether that's any parking at all for residents, or if that's all Maple Street parking for residents. I mean, there's a lot of details to be worked there, whether that's \$2 an hour if that's \$1 an hour. The beauty and I don't want to steal any thunder that may be coming. The beauty of this process if we go with the recommendation of staff, which is

through the pay to park program, like say a passport company, anything you can think of can be modified within the system. So it allows for us to essentially start from the base and work our way up to whatever specifications we want to include in that. Whether that's special rates for businesses and permits or not whether that's called whitelisting, and putting individuals on a list that allows certain individuals to park in certain areas. If you can think of it there's a chance they can put into play and make it happen within them. So we're just trying to narrow down some of these concepts and some of these options into some of the recommendations that Chief Miller is talking about tonight.

Aaron Miller

And again, the recommendations that we've talked about thus far have been recommendations from the advisory committee that was approved by Council and came back with the recommendations after having some meetings and discussing final decisions in all these matters.

Albert Yount

So it's still in the weeds who's really going to administrate this?

Aaron Miller

Well, we have a plan and we will present that plan and it'll be up to Council to approve or not approve that plan.

Shane Fox

So there's many, many companies and we've talked to a number of them, we've had them here, we've gone through some demos. Again, I think it's coming up passport, is the company that we would recommend as being our parking app, and our kind of back office enforcement company as been our recommendation.

Charlie Sellers

And Council then you would have to approve that.

Aaron Miller

When you say administer, the Town of Blowing Rock would administer all the programs, were just simply working with vendors to provide the technology, the apps, the back office software vendor to provide. There's, you know, three major pieces to this pay to park component. There's the multi space pay stations, you may call those kiosk. That's one piece, there's the pay to park app, that is one piece. And the third piece is the enforcement piece. So our goal, when we start deciding who the vendors will be, is to try to keep that number of vendors to the smallest number that we can. So we don't have too many people that we have to work with, and around with the technology. So we're trying to look at companies that can provide more than one of those components. And I will try to get into that here in a second. So I actually didn't put any slides in tonight to talk about specific vendors. But we'll talk a little bit about the selection process that we've discussed. There's some collective purchasing organizations out there. And we work through collective purchasing organizations all the time, for example, our police cars that we buy, or purchase through a collective Purchasing Association. It's actually the Sheriffs Association, but that's a private purchasing alliance. So all of the companies that we were interested in looking at that provide the recognition that we're looking for, that have services in North Carolina that

can provide the the technology that we're looking for. All of these companies are already a part of a of the national cooperative purchasing alliance. And they have already submitted their qualifications and they've submitted bids to that organization. So we're going to try to select vendors through that purchasing alliance. People who have already been in business work with these municipalities, the National Cooperative purchasing alliance works with hundreds if not thousands of municipalities throughout the country. I've got a big long list of the ones I've worked with in North Carolina. It's a long, long list. But hat's what we based the selection process on. So we wanted to find an app vendor that was well known in our area, or a tourist town, we wanted people to be able to come to Blowing Rock see the sign that says passport parking, and they know who that is. They already have that app loaded in their phone because passport is in the Ashville market, Raleigh market, Charlotte market in these different markets, and they specialize in municipal parking. There's some apps and companies that are best suited for private parking lots. And that's fine. That's their niche and they do best they are passport services, a lot of municipalities they have a good track record. Passport also provides the enforcement application. So we can only deal with one vendor for our pay to park app and our enforcement, software and technology. So that was an advantage to them. We've looked at some companies to provide the multi pay stations, flow bird would be my recommendation currently, through the National Cooperative Purchasing Alliance. They're a company that works closely with passport already. They're familiar with one another, they have multi space base stations, that I would recommend. A lot of these numbers that we're getting ready to talk about as far as expenses came from these two companies and their presentations. So that's how we narrow down these numbers. So the initial startup cost, we have to purchase the vehicle, a license plate reading system, that's how we're going to do parking enforcement, which is basically some high tech cameras that are mounted on the vehicle that reads those license plates, as it drives by and tells you that car is paid to park, that car didn't pay to park, that car paid but they are over time. So that is how it will flag on the computer inside of the parking enforcement vehicle. So that's a pretty significant cost. The multi space meters is another huge cost. We're recommending purchasing about 10 of those initially. To see how that goes. We feel like most of our patrons, visitors, residents in town will probably take advantage of the parking apps and do that from their smartphones. It's really easy to do. I think we went through, I talked about that in my previous presentations, I pulled up to the passport parking space in Raleigh, I had a new cell phone, so I didn't have the app already on my phone, so I took out my cell phone, scan the barcode within two minutes. This is not having the app on my phone at all. Within two minutes, the app was loaded, it was set up and I paid for my parking. So once that app is already loaded on your phone, you're talking about 20 or 30 seconds to punch a couple buttons on your phone and pay for your parking session. And it'll give you reminders that your parking session is about to expire or whatever on your smartphone. So that's what we're looking at and we feel like we can spread those multi space pay stations out a little wider than maybe you might expect. And we're only putting those in for customers who maybe don't have a smartphone, don't like to use technology or want to pay cash. So there's still a percentage of folks out there who are paying cash and the meters or the pay stations. Raleigh, for example, I think it's about 17% of their parking customers are paying by cash. So we did want to make sure that that was an option, and space those in places that are fairly convenient for people to get to. So that's a huge part of the startup cost initial startup costs, we came up with about \$160,000 of additional capital investment. In the remainder of this year, we wanted to roll out the pay to park before our busy tourist season began. That way we have a little time to work out the kinks before it's super busy. So we would have some expenses that we incur during the remainder of this fiscal year. Those expenses that we will have for the remainder of this

fiscal year is approximately \$72,500, you can see what that's for, obviously, the largest cost is personnel, the largest recurring costs will always be personnel. The recurring expenses going forward for the years to come. Obviously, personnel is the highest one again \$230,000, we've estimated that we need three people, three additional staff to manage the parking program, and that'll include having the parking enforcement person out seven days a week, they will also be helping with parking spaces that make people up for events and that type of activity. They'll help with that and a person to manage the pay to park program. And that's everything from doing maintenance on the parking kiosk, to making sure that the collection programs running smoothly to making sure that the accounting spreadsheets, all the money's counted and deposited in the bank and Nicole gets the paperwork she needs to make sure that's all accounted for. So that's what the management person will do. Outside of that the next biggest expenses is reoccurring software fee the very biggest one of the interest is the permitting system, the permitting piece so that we can permit people to park in the resident only spaces or in certain other private lots as we deem necessary moving forward. That's the most expensive piece of the recurring software. I think it was like \$27,000, just for that one piece of software. So it's not cheap. Total recurring annually is \$269,000. Any questions about expenses before we move on?

Doug Matheson

How come that software is a recurring expense? After you put it in once, how is that a year after year expense?

Aaron Miller

Some of those software's the first six are that particular permitting piece is not. I think, in the software world, the trend is to move to annual fees on software, if you use Microsoft Word, these office products, any of these things are going to annual fees so they can generate more money. That's basically why. Most of the software is but that one particular piece of software will be an annual recurring.

Shane Fox

If I may, I will add Mr. Steele, Thomas will be presenting at the retreat as well about possibly expanding our Wi-Fi to all these areas, we do have difficulty with cell service. And so one of the things that he will be presenting, will show an overview of where our current free Wi-Fi exists. And it's pretty limited. It's right around the park area here and a little bit, you know, a couple small areas. He's been working with an outside vendor and will present the results of that study that's taking place of what that would look like and what we need there to expand Wi-Fi, essentially, to all pay parking areas. And so as you get out your car, in a paid parking area, you'd have a free Wi-Fi option course, would have signage as well, helping cause we all know the frustration with that. Right now there is no way, but the expansion would allow that. And I don't want to take away from Thomas's expertise. But he will share that at the retreat, what that would look like and what service and signal we would get, again, not cell signal, but Wi-Fi signal of what that would look like. We definitely have to have that before we can even think about initiating this parking program. Correct. We're looking to pair the two together and have them both at the same time. That's correct. Mr. Steele will present that at the retreat during this update on the topic.

Aaron Miller

Just one more note, just a reminder on the revenues or on the cost of the program. That number does not include the enforcement activities. Other than the personnel. What I mean by that is, there's a one

time if you receive a parking citation, and we bill it through the passport, there'll be \$1 surcharge against the passport, we will recoup that in the citation money that we collect from the customer. So the expenses will not only offset one another, but we will generate revenues from that. But just know that in the future, when you see a spreadsheet, there could be some cost increases, the more citations we write, those costs go up a little bit, but we should have income from the citation revenue to completely cover that and generate additional revenues. And I have no idea how to there's no way to predict that. There's no way to guessing what that might look like. So we'll just see what happens in the future.

David Harwood

Chief with regard to cost. I'm somewhat familiar with passport. And I know that in large metropolitan areas uses were not a large metropolitan area and so I fully expect that this is scalable. When we get tongue in cheek those other 600 parking spaces. But is there some type of economy of scale? And are we paying a premium for this given our size?

Aaron Miller

Yeah, that's a really good question. The money that we pay to passport doesn't come from the town budget. That is a fee that's assessed to each customer when they pay to park. So we other than the permitting software and that sort of goes back to Doug's question why that permitting software cost, passport doesn't have any way to generate income from that permitting software, so they have to charge a fee for it. But there are other software's and their other services, those fees are in addition to pay to park. So when you go on your app, and we charge \$2 an hour Park on Main Street, when you pay for your parking session, they're going to charge you \$2 per hour plus, that additional fee, that passport gets on top of that, which is I think it's .25 cents per transaction. Some of the companies are .35 cents per transaction, but there's a few cents on additional entry. And that's how passport makes money. The only thing that is scalable, the permitting software. Passport doesn't know and we don't know what to tell them. We don't know how many permit applications we're going to have, if we don't have as many permit applications as maybe we anticipate passport has already said that they can scale that amount back some. If we go way over the number, which I don't expect we would we might have to readjust that cost. But right now, we're looking at scaling it down, maybe not up. That would be worst case scenarios, what we priced here, there is maybe some room to negotiate that.

Shane Fox

I would add one of the common questions that initially we discussed with the companies is who pays that fee. So whether or not that's taken out of our hourly rate. And again, that's will be up to you all to help us decide right now we've included that \$2, that \$1.50 an hour between the gross and net amount, we're not taking out the .25 or .35 cents. And the kiosk fee is a little bit different than the app fee. Like there's about a .10 cent fee, but we're passing that on to the consumer is what our proposal is, but we haven't, it's up to you all to help us work through.

David Harwood

Those digital permits are issued through the app? It'll be a different program, it won't be through the app, the residents would have to go to our website. And what we'd like to see is an interface on our website, you click on the register bar, and you'll be able to go in there and put in your information that

would be forward into the police department automatically. And we will go into verify that information and approve that permit. So that's the way that would work.

Shane Fox

The permitting process, again, is what we make it so that can be from no permits to permit for employees and permit for residents apart. I mean, they can be as many different permits as you would like for it to be

Doug Matheson

My question on that was, so you got permit, and you pay for the permit in the lots full?

Aaron Miller

Well, we we're not proposing at this time that that permit, be at a cost. We think that should be free for town residents to register. And that would give them the ability to use those parking spaces if they're available. I think that's what was discussed. Some previous presentations we've made, I think we talked about maybe just 10 spaces initially in the Maple Street lots, or we talked about just having a few spaces that were residents only to give residents an opportunity to properly park, they would still pay the \$2 or the \$1.50 an hour fee to park there. But registering to be able to park there we can provide free now we can, if Council wants to, we can assess a fee to that and reduce the cost to the town reduce that \$36,000 or software fee. A lot of that, like I said that permitting software is one of the most expensive pieces, it's \$27,000. We can offset that \$27,000 by passing that on to the residents. Right now our proposal is that we don't and pay for that out of the parking income itself and not assess an additional fee to residents but that's totally up to Council.

Doug Matheson

We've also talked about giving or selling permits or monthly passes or whatever. What I was leading up to is what if you buy monthly pass and you can't find a place to park.

Aaron Miller

I can't make more parking spaces though that's the problem we're in right now. I mean, right now the residents don't have a place to park now. So what we're trying to do is generate some revenues to build some additional parking.

Doug Matheson

Well, what I'm saying be crazy to buy a pass when you can't guarantee a space.

Aaron Miller

Yeah, and I'm not sure, we're not proposing right now to be able to purchase passes in advance. We had talked about that, that was in a conversation that we've had. But as you recall we've had a lot of conversations since last January about parking. And I think currently, in our proposal, we're not proposing that be a part of it, that everybody just pay for their parking session when they arrived to park. I just think that'd be simpler. One reason we wanted to administer the program ourselves and keep it in house is so that we handle the complaints. It's us at the police department. So some of the negative comments that I've heard from other municipalities that farmed the entire thing out, they

contract the entire parking program out to a third party is that they have no local control. If somebody has a complaint, if you parked in the handicapped spot, and you're tag had fell down, and you have a legitimate reason why you shouldn't pay your parking citation, you can come to us and we can adjudicate that right in the police department, you don't have to get on the phone and call the toll free number and talk to somebody in another state. You know how that goes. So we want to keep as much local control as we can provide the customer service that people expect. Well, we're hopeful, we're going to present and I give you a chance to digest the information, come back with questions that you have. At the retreat, we'll have some time allotted to have some more conversation about it at retreat. And we would kind of like some decision, hopefully, by the first of February, obviously, that's up to you. But if we don't get something decided pretty soon, if you do, we'll move forward with pay to park. And we don't start implementing that soon, we will not be able to implement it prior to our busy tourist season. Because it's going to take some time to get these pay stations in all the software setup with the company.

Doug Matheson

One last question, I'll leave you alone until retreat. You know, we've talked before and I have brought it up before about, are we going to elongate some of these spaces to handle people like Blue Ridge Electric, who come in with larger trucks and cannot park in a single parking space. And they're here to try and find some lunch or something like that.

Aaron Miller

My personal opinion would be no.

Charlie Sellers

So they'd have to rent two spots?

Aaron Miller

Staff did have a conversation a little bit the other day, obviously, we're going through the resurfacing project coming up this coming year. There's some suggestions on different things, different things we might do to Main Street to change the appearance, maybe subtract a parking space here or add a parking space there. Whether we have loading zones, whether we don't have loading zones, I think that's a pretty big conversation in of itself to have as we get closer to the resurfacing of Main Street. And perhaps that's another work group that sits and has a conversation about that. If there's things you'd like to see different about Main Street, that's just strictly my personal opinion. I don't know whether Shane agrees or disagrees. That would just be my personal to talk about that then.

Albert Yount

Church parking involve yes, no or optional?

Aaron Miller

Optional, we have provided a plan. If the churches or other private parking lots would like to participate, we have a plan in place that we can come in and help them. Help them generate revenues and help them mitigate problems. But that is totally none of those numbers have been included in any of our revenue projections or cost projections, that would be totally separate. And that's totally 100% up to the

individual churches or owners of those parking areas. But we do have a plan if they choose to participate.

Shane Fox

Part of the discussion at the retreat will be if they do choose to participate and what that will look like and what options we have there. So the numbers that we presented tonight, do not include any of those spaces, whether that's at First Baptist or Rumble, or the Post Office or any of the private lots, we have discussed what that could potentially look like and we'll share that information with you. As what those numbers are, we have that data and the parking spaces. And what that might look like from we'll call it a revenue sharing standpoint, if there is some opportunities there. Of course, we just wanted to keep it simple. Our own space right now with this presentation. And I would add, it's come up several times over the past year, we're only talking a certain amount of time that we would enforce this parking. So there's a lot of early morning folks to come out. There's a lot of late night folks that come out, so to speak. And so what we're looking at, again, this is up to you to make that decision is what hours of the day do you want to enforce and have paid parking, whether that's 9-5, as I think committee suggested or 10-6 or whatever those numbers look like there still is going to be opportunity for free parking outside of those hours as well. So it's come up with folks coming into town early to get coffee and just needing a few minutes and things of that nature had come up. So we're trying to keep those in mind as we were working through this may not make sense to have paid parking at 7 in the morning. Maybe it only makes sense to have that starting at 9 or 10 when the shops start opening within that. So just keep all these things in mind as we go into the retreat for discussions.

Aaron Miller

And if you will, as you have questions or things you'd like to hear more about at the retreat, if you will forward those questions to Shane, so I can I'll give you as much detailed information as you like or I'll be as brief as you like. But if you'll send that information forwarded to us, we'll make sure that we try to have answers to the things that you have questions about or we get to retreat in talking about those.

Charlie Sellers

Good Council?

David Harwood

Great presentation, thank you very much.

Charlie Sellers

Thank you Chief. Thanks for your hard work and all the people on the committee All right moving right long here. We have got two public hearings coming up. This would be the church parking amendments to the code. Kevin Rothrock. Good evening, Kevin. How are you?

Kevin Rothrock

Good evening Mayor and Council during the review and public hearing for the Rumble Church Special Use Permit, I shared that the Planning Board made a recommendation to amend the parking requirements for churches. The recommendation was to only require parking for the area designated for services such as a sanctuary or chapel. That requirement is one parking space for every four seats

in the service area. Planning Board recommendation was to eliminate any parking requirements for other areas of the church as these are typically not used at the same time as church services. The attached draft ordinance has removed that parking required for the other services parts of the church. And as drafted this amendment would be for town center and central business is also the other zoning districts in town where churches are permitted. Interesting that it comes on the heels of talking about parking, but that was a recommendation from Planning Board from their November meeting and they discussed the Rumble Church special use permit. Any questions

Charlie Sellers

Questions Council? Ok, the public hearing is open. If you would like to speak on this particular issue, please step up to Hilari and we will go forward from there. Okay, do I have a motion to close the public hearing?

Albert Yount

So moved.

Charlie Sellers

Do I have a second?

Doug Matheson

Second.

Charlie Sellers

Thank you. Any further discussion? Okay, we're out of public hearing. Someone want to make a motion to approve this amendment?

Pete Gherini

So moved.

Charlie Sellers

Do I have a second.

David Harwood

Second.

Charlie Sellers

Any further discussion?

David Harwood

You said this is just Town Center and Central Business.

Kevin Rothrock

No as well as other zoning districts in Town where churches are allowed to become General Business, office institutions. Those are yours too.

All

All were in favor of the motion.

Charlie Sellers

Ok motion passes. Moving right along. We've got annexation Blowing Rock Brewing Company. And we get Mr. Kevin Rothrock once again.

Kevin Rothrock

Thank you. Blue Rock Brewing submitted a petition of voluntary satellite annexation for Council consideration that was before the December meeting. And we had two resolutions to move that actions forward. The property is 3.87 acres. Located currently in the ETJ on the southwest corner of Highway 321 and Emerson Road. The property is now currently zoned CZ, GB Conditional Zoning General Business. The applicant has submitted the petition for satellite annexation, as required by the approved conditional rezoning ordinance required Blowing Rock Brewery to go through this process for the purposes of connecting the Town utilities. Consistent with Town policy any property that desires connection to Town utilities must be located within the corporate limits. Blowing Rock Brewing is responsible for the costs of extension of any utilities to serve the property and any availability fees. And Blowing Rock Brewing is required to connected public water and sewer as the public water is deemed available. As the Town of Blowing Rock and Town of Boone completed a settlement agreement recently related to the emergency water supply agreement between the two entities. There are five points that need to be followed for satellite annexation, this property meets those requirements. And so, through the process of annexation, it appears that all those requirements have been satisfied. And if approved, as presented, the annexation will be become effective June 30, 2023. And there'll be a map recorded with the register deeds and with the North Carolina Secretary of State. The annexation ordinance has been attached and also the plan was attached to for your review. Questions?

Charlie Sellers

Council. Okay, this is also now up for public hearing. Do we have any residents that would like to speak on this particular issue? Okay. Do I have a motion to close the public hearing?

Pete Gherini

So moved.

David Harwood

Second.

Charlie Sellers

Any further discussion? Do I have a motion to approve?

Doug Matheson

So moved.

Charlie Sellers

Do I have a second?

Albert Yount

Second.

Charlie Sellers

Any further discussion?

All

All in favor of the motion.

Charlie Sellers

Okay annexations approved. Official reports, I would like to say thank you to the Town of Boone Council. Thank you to the Blowing Rock Council. The Town Managers for Boone and Blowing Rock for working out all the details it took to get this interconnect agreement approved. It's been going on for many years. And now with this interconnect the Town of Boone and the Town of Blowing Rock are able to utilize it for water source within our city limits. And per say ETJ but actually city limits. So my thanks to the Council's for that. I would like to say thank you to our Town staff. This is probably the coldest Christmas, I can remember. Because I wasn't here in 1989, they said it was colder then. But our Town staff, Public Works, Police, Fire even our Town Manager jumped up to the plate and everybody was there and my thanks to all the staff. And I just I've gotten so many emails from residents applauding the Town staff and what they accomplished and how they were proactive. I love being proactive I hate reactive. So last but not least, well not almost last traffic light and Green Hill Road is installed. So hopefully those people that live on Green Hill will feel safer when pulling out and also off Gideon Ridge. It will be on caution flashing for about a week. And that is so people can familiarize themselves that there is now a traffic light on our four lane road at that location. It will not fully go into operation until they finish the striping and the striping will not be done until weather permits. So but the poles are up, the lights are up and everything's supposed to be completed and wired tomorrow. So as mayor I would like to thank Cullie Tarleton, who was able to pull this together because the Green Hill residents were very concerned. Which rightfully so. Last, 24/7 transport. This has been an issue for many years. Doug Matheson has spearheaded a lot of this. Many residents have been involved in the last few years there were a number of emails that floated around over Christmas between the Council myself and County Commissioners. After the County Commissioners had some meetings and with Watauga Medics, my hat's off to Watauga Medics and the County Commissioners they have gotten the ambulance transport looks like back here on a regular basis. From roughly 8 to 9 in the morning to 5ish or so. Which I feel like it's a great start. This is excellent. And I know the County Commissioners will definitely move forward with the needs of 24/7 transport in the near future. And I'm sure Doug would like to elaborate on this, we get down to Doug, because he's worked on this for 40 years. So I'm done. Oh, and Happy New Year to everybody. Thank you so much for all you all do for our Town.

Albert Yount

I would like to include Boone Area Chamber of Commerce and Blowing Rock Chamber, they did a lot of grunt work behind the scenes for the Brewery.

David Harwood

Yeah, I would like to echo the Mayor's comments on Town staff and the cold weather we'd had just excellent performance. And thank you so much. Congratulations to Officer Hunt. As I was sitting here thinking about 400 hours, beyond what you have to put in your 40 hours a week, I have to do some continuing education for my profession. And you know, it's like nothing compared to 400 hours. So kudos to Mr. Hunt. Chief Miller got away before I can thank the parking advisory committee and the chief that was a heavy lift and a lot of information. I'm looking forward to retreat to digesting that and moving forward with paid parking. Having been in organizations that are required to have an audit each year, if you're the financial manager it's sort of like your report card. And I would just like to commend Ms. Norman and Mr. Fox for an A plus, on your report card. I know that it's a lot of work. And always as business manager look forward to the audit, which is kind of sick. But I know you're the same way. And I suspect Ms. Norman is too. So congratulations on a good audit. A lot of work went into that. That's all I have.

Doug Matheson

I will elaborate a little bit more on what you'd said. One of the other person's out like thank is Chief Graham, and all his hard work that he is done to help us get some of the things corrected and some misunderstandings corrected. And so with going forward. I hope this is just the beginning of something that we can accomplish now. We've worked hard on this, the public's worked hard on this there's been calls and comments made by a lot of the public the Council Members here so I look forward to hopefully moving forward on this. Also would like to thank the Town staff, the only time I can really come to mind that was colder was when Glenwood burned down there and that will always stay in my mind. Thank the Town staff for being out in something like that and the leaks and hopefully we're getting ready to correct that here in the near future at least on Main Street. Last thing is just just mainly for town staff and I think I've mentioned to Shane in about for the first time and 40 years. The staff here and your wife also at the college will not be having BlueCross BlueShield managing your insurance Aetna is taken over and hopefully at \$140 million savings. It will keep our insurance down close to what it is right now.

Pete Gherini

Yeah, I'd like to echo what Charlie and Doug said about the ambulance thing. I'd also like to recognize one of our local residents who wrote a letter to the Watauga Democrat, and talked about how this issue and this goes way back to Doug here. But the article said that in October 5, 1978, they were talking about this problem with ambulance service in Blowing Rock. That's kind of a lot of years. For people that have been around. I certainly hope that we're going to, at the retreat, really get down and get this problem fixed. There's a lot of talent here that can do that. The Mayor, Shane, Kent, Doug, and others, and so I hope at the retreat, we can, it's been too long. I mean, residents want it fixed. And let's get it fixed. Thank you.

Charlie Sellers

If I may, yes, we were talking about the ambulance transport. I would like to say we've had many residents, including Greg King, the BRCA, individual groups, the Chamber everybody has been involved with this. And so thanks to everybody.

Shane Fox

Thank you, Mayor and Council for taking the time tonight for a good meeting. Good update on the audit and parking. So thank you, everyone participating in tonight's meeting. I'll start by saying an update on the retreat dates, since we're talking about the retreat. So the retreat is set for Monday, January the 30th, Tuesday January 31 and Wednesday February 1st all three days at the American Legion, the plan is to keep hours similar to in the past, which is about 8:30 am to 5:00 pm. So 3, full days are planned at this point. Among many things that we'll talk about, of course will be EMS. Chief Graham will present an update to a PowerPoint that I believe he put together about eight years ago, seven, eight years ago now, that helped land code Creek a station so there'll be an update to that PowerPoint with some of the updated numbers. And they've changed quite drastically to only prove our further prove our point. We will also talk about parking, as Chief Miller mentioned tonight, along with hopefully reviewing the bids for not only Main Street, water and sewer and underground utilities, sidewalk and paving, as well as our park project, Memorial Park project reviewing those bids and our water meters. So the retreat is always three full days, this will be no exception. This may be the full list of all of our retreats or at least in recent memory of data that we have to go over decisions we will be discussing. Again, that's Monday, Tuesday, Wednesday, January 30,31 and February the 1 at the American Legion. I'd also like to say in the past month, you approved the replacement of the roof at the wastewater plant that work is being completed this week should be completed tomorrow. Weather permitting, I think we're going to get there tomorrow so that that roof will be replaced, which is fantastic news for them. And again, I mentioned earlier the bids are out for all those projects. So all of our bid documents have been out and are soliciting bids right now whether that's the Main Street project that has five divisions included water, sewer, underground utilities, sidewalk and paving, whether that's our memorial park project, which is out for bids or our water meters. So again, all three of those separate bids will be back prior to the retreat and hopefully we'll use the retreat to go through and discuss the details of those. As said nothing everyone up here. I would thank staff for all the work that they do every day of course we always have individuals that are on duty 24/7 whether that's in police or fire and this time of year public works is almost 24/7 especially during the holidays. We had unfortunate timing in so many ways. We had a wonderful and beautiful quiet Christmas that did lead to some problems. We had the snow that came in slash freeze that been led to the deep freeze that then led to many pipes bursting throughout the town. Luckily, I say luckily only three, I would call mainlines broke during that time. If you watch the news and followed Asheville and others, they could be many more that were out there. So we had one on Main Street, one on Wallingford, and one on New River Estates. Unfortunately, all three happened in the same night. So thank you to Public Works and staff for coming in earlier that day and starting the repair process and finishing it up at about 6am The next morning, so they worked through the night. I believe sub zero temperatures during that timeframe. So just again, thank you to all the staff and all the work that goes into that there's so many things that I can say from a thank you standpoint, police turning off water meters, fire being out dealing with true fires that took place during that time, we did have a structure fire, we did have a number of water damage calls that required the fire departments assistance along with public works of turning off meters, pulling power supplies, etc. So for about three, full days, there was work being done 24/7. In many different facets, a lot of updating through social media. So I'm sure I'm missing individuals other than just simply saying thank you to all the staff for all the work. Unfortunately, it happened during the holidays. Fortunately, we've got a wonderful staff that came in every day during those times and put out, you know, the work

that was needed to get the job done. So thank you to everyone. And that's my conclusion. I'll have been happy to answer any questions. You have questions, guys.

Doug Matheson

I would like to add one thing, if I may, about the new committee that's been formed the mayor's meetings and that's meeting almost quarterly now. And it's the mayor's of Blowing Rock, Beach Mountain and Seven Devils are coming together. And meeting so I'd like that's getting started and kicked off.

Charlie Sellers

Well, thanks to you because you spearheaded that. Ladies and gentlemen, we're going to take a 10 minute recess. We're going to go into closed session after that there shouldn't be any decisions made from that closed session. Albert, if you read the

Albert Yount

well, we're kind of general statute 14331 811 Six. Move we move into

Charlie Sellers

take a 10 minute recess and we'll go into closed session. Thanks for joining us tonight.

MAYOR _____

Charlie Sellers

ATTEST _____

Hilari H. Hubner, Town Clerk

ATTACHMENTS

- Tax Releases #2022-06 – Attachment A**
- Budget Amendment #2023-02 – Attachment B**
- Year of the Trail Proclamation – Attachment C**
- 2021 – 2022 Audit Presentation – Attachment D**
- Church Parking Amendment – Attachment E**
- Annexation – Blowing Rock Brewing – Attachment F**

Draft
Town of Blowing Rock
Town Council 2023 Annual Retreat
January 30, 31 and February 1, 2023

The Town of Blowing Rock Town Council met for their annual retreat on Monday, January 30, 2023 at 8:30 a.m. at the American Legion, Blowing Rock, North Carolina. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson, Council Members Albert Yount, David Harwood, Melissa Pickett and Pete Gherini. Also present were Town Manager Shane Fox, Parks and Recreation Director Jennifer Brown, Public Works and Utilities Director Matt Blackburn, Planning Director Kevin Rothrock, Police Chief Aaron Miller, Finance Officer Nicole Norman, Town Engineer Doug Chapman, IT Director Thomas Steele and Town Clerk Hilari Hubner, who recorded the minutes.

CALL TO ORDER

Mayor Sellers called the meeting to order at 8:30 a.m. on Monday, January 30th and welcomed everyone. Mayor Pro-Tem Matheson made a motion to open the meeting, seconded by Council Member Harwood. Unanimously approved.

Monday Items Discussed:

- Review of 2022 Retreat Topics and Accomplishments
- 2022-2023 Mid-Year Financial Update
- Debt and Bond Update
- Fund Balance Update
- Comprehensive Plan and Downtown Development Update

The meeting recessed from 12:00 p.m. until 1:00 p.m. for lunch.

- Water Meter Bids and Discussion
- Cemetery Discussion – Update and Discussion of Potential Section 8 Expansion
- Main Street Project – Water and Sewer, Sidewalk, Underground Utilities, Paving

At 4:00 p.m. Council recessed for the evening.

On Tuesday, January 31, 2023, at 8:30 a.m. at the meeting reconvened. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson, Council Members Albert Yount, David Harwood, Melissa Pickett and Pete Gherini. Also present were Town Manager Shane Fox, Parks and Recreation Director Jennifer Brown, Public Works and Utilities Director Matt Blackburn, Planning Director Kevin Rothrock, Police Chief Aaron Miller, Fire Chief Kent Graham, Town Engineer Doug Chapman, IT Director Thomas Steele and Finance Officer Nicole Norman, Town Engineer Doug Chapman, TDA Executive Director Tracy Brown and Town Clerk Hilari Hubner, who recorded the minutes.

Tuesday Items Discussed:

- Blowing Rock TDA Update
- Paid Parking – Overview, Timeline/Next Steps
- Park Avenue – One Way
- K-9
- Electrical Vehicles

The meeting recessed from 12:00 p.m. until 1:00 p.m. for lunch.

- Overnight Premiums
- Ambulance and 24/7 Update and Discussion
- Communication Building
- IT Needs Plans Update

At 5:30 p.m. Council recessed for the evening.

On Wednesday, February 1, 2023, at 8:30 a.m., the meeting was reconvened. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson, Council Members Albert Yount, David Harwood, Melissa Pickett and Pete Gherini. Also present were Town Manager Shane Fox, Parks and Recreation Director Jennifer Brown, Public Works and Utilities Director Matt Blackburn, Planning Director Kevin Rothrock, Police Chief Aaron Miller, Town Engineer Doug Chapman, IT Director Thomas Steele and Town Clerk Hilari Hubner, who recorded the minutes.

Wednesday Items Discussed:

- PARTF Project Bids and Discussion
- Stormwater Fund
- Water and Sewer Topics
- USDA Update
- Water Shortage Tank
- Sewer Expansion
- Water Line Needs

The meeting recessed from 12:00 p.m. until 1:00 p.m. for lunch.

- 2023 Board Appointments Discussion: Planning Board, TDA Board, ABC Board and Board of Adjustments
- Town Hall Update
- Community Service Time for Employees
- Child Development Center
- Prioritization for 2023 – Timeline/Next Steps

EXECUTIVE SESSION

NONE

ADJOURN

At 3:35 p.m. with no further business to discuss Council Member Pickett made a motion to adjourn, seconded by Council Member Harwood. Unanimously approved.

MAYOR _____

Charlie Sellers, Mayor

ATTEST _____

Hilari Hubner, Town Clerk



TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

Release Request No: 2022-7

I Hereby Request Release of Tax Under G.S. 105-381 for the Following Year(s):

Assessment Release	Tax Release	Interest/ Penalty	Total	Tax Year
\$78,300	\$305.37		\$305.37	2019
\$78,300	\$305.37		\$305.37	2020
\$78,300	\$336.39		\$336.39	2021
\$78,300	\$289.71		\$289.71	2022
\$405,240	\$1,499.39		\$1,499.39	2022

Reason for Releases: Each year tax releases come up from time to time due to various factors, incorrect billing values, no longer to be billed (personal property) or clerical errors. The above amount was overbilled in value since 2019. And a personal property that was overbilled for 2022.

Approved By: _____ Date: _____



TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

Tax Refund Request No. 2022-02

Refund Request pursuant to NC General Statute 105-381 For Year 2022

Year	Value Amt. Released	Int/Penalties	Total Refund
2022	\$405,240	\$0	\$1,499.39
2022	\$78,300	\$0	\$289.71
2021	\$78,300	\$0	\$336.39
2020	\$78,300	\$0	\$305.37
2019	\$78,300	\$0	\$305.37

Specific Reason for Refund: Per Watauga County – US Bank was over billed in value on their personal property. They paid full amount, so therefore due a refund back for the difference in amount. Elton Hyder was billed for an incorrect value for tax years 2019, 2020, 2021 and 2022. Refund is due back for the overage amount.

Person Receiving Refund: US Bank (personal property 521383999) and Elton Hyder (parcel 2807889417000)

Check No. _____ Check Amt. \$ _____ Date Pd _____

Council Meeting Date:

Approved By _____ Tax Collector _____



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2023-04)
Date: February 15, 2023

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2022-2023 for your consideration.

Section 1 (General Fund) allocates funding as follows:

- Allocated loan proceeds (\$14,430) that were issued in FY 21-22 towards the purchase of the Hydraulic Spreader approved in the FY 21-22 Budget, but not received until FY 22-23.
- Reallocate IT related expenditures according to actual expenditure categories. Also allocates additional expenditures (\$5,100) for actual cost differences from budget.
- Allocates insurance proceeds (\$12,650) towards repairs costs of the leafer and vehicle in the Public Works Department.
- Allocates old deposit funds (\$1,580) refunded from Sherwin Williams towards Public Works department materials/supplies.

Section 2 (Water/Sewer Fund) allocates funding as follows:

- Allocates additional funds (\$12,600) towards AT&T alarm line expenses for the water alarm line located at the Green Hill water tank.
- Allocates Manager's discretionary funds (\$6,175) as well as additional revenues received (\$20,075) above budget towards a Finished Water Pump at the Water Plant (\$26,250).

Please let me know if you need further details on the proposed amendment.

**2022-2023
Budget Amendment Ordinance 2023-04**

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 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>
10-20-4500-500	Capitol Outlay- Public Works	\$ 124,965	\$ -	\$ 14,430	\$ 139,395
10-00-4200-217	IT Licenses/Contracts	\$ 35,300	\$ -	\$ 15,100	\$ 50,400
10-00-4200-216	Maintenance/Repair- IT	\$ 6,400	\$ 5,000.00	\$ -	\$ 1,400
10-00-4200-233	Materials/Supplies- IT	\$ 13,000	\$ 5,000.00	\$ -	\$ 8,000
10-00-4200-054	Insurance & Bonds	\$ 140,000	\$ 5,100.00	\$ -	\$ 134,900
10-20-4500-017	Maint./Repair-Vehicles- PW	\$ 11,000	\$ -	\$ 12,650	\$ 23,650
10-20-4500-033	Materials/Supplies- PW	\$ 30,000	\$ -	\$ 1,580	\$ 31,580
			<u>\$ 15,100</u>	<u>\$ 43,760</u>	

This will result in a net increase of \$28,660. in the appropriations of the General Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-60-3400-333	Proceeds from Long-term Debt	\$ 492,965	\$ -	\$ 14,430	\$ 507,395
10-00-3400-335	Miscellaneous Income	\$ 30,000	\$ -	\$ 14,230	\$ 44,230
			<u>\$ -</u>	<u>\$ 28,660</u>	

Section 2. To amend the Water/Sewer 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>
30-91-7110-508	Manager's Discretionary Fund	\$ 60,000	\$ 6,175	\$ -	\$ 53,825
30-91-7120-011	Telephone- Plant Ops.	\$ 18,000	\$ -	\$ 12,650	\$ 30,650
30-91-7120-500	Water/Wastewater Treatment Plant Capital Outlay	\$ 48,847	\$ -	\$ 26,250	\$ 75,097
			<u>\$ 6,175</u>	<u>\$ 38,900</u>	

This will result in a net increase of \$32,725 in the appropriations of the Water/Sewer Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
30-91-3400-329	Interest Income	\$ 250	\$ -	\$ 7,700	\$ 7,950
30-91-3400-373	Taps/Connections	\$ 5,000	\$ -	\$ 7,100	\$ 12,100
30-91-3400-374	Water Impact Fees	\$ 30,000	\$ -	\$ 10,845	\$ 40,845
30-91-3400-375	Sewer Impact Fees	\$ 35,000	\$ -	\$ 7,080	\$ 42,080
			<u>\$ -</u>	<u>\$ 32,725</u>	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 15th day of February, 2023.

Attested by: Charles Sellers, Mayor

Hilari Hubner, Town Clerk



Memo

To: Shane Fox, Town Manager

Cc: Hilary Hubner, Town Clerk

From: Aaron Miller, Police Chief

Date: February 9, 2023

Reference: Comprehensive Parking Plan

At the Town Council Retreat in January, a comprehensive plan to implement a pay to park system in Blowing Rock was discussed at length. Pay to park would include all on-street and off-street parking areas owned by the Town. The pay to park plan includes mobile phone app and multi-space pay stations to accept payments.

Moving forward with pay to park requires Council's approval of the plan. The comprehensive parking plan, as discussed at retreat, is attached for your consideration.

Upon approval of the parking plan, amendments to the Town Code will be required. Town Code amendments will require a public hearing with notice given a minimum of 30 days prior. Staff recommends that a public hearing and consideration of these amendments be set for the April 2023 regularly scheduled Town Council meeting.

Thank you for your consideration of these items.



Town of Blowing Rock

Pay to Park Proposal

Prepared January 23, 2023

Background

In 2021, the Blowing Rock Tourism Development Authority, retained the services of a consultant to provide a comprehensive study and recommendations about tourism in Blowing Rock. The consultant, Roger Brooks, presented his findings publicly in January 2022. One of the recommendations presented to Town Council by Mr. Brooks was to add approximately 600 parking spaces. To generate revenues to pay for this additional parking, Mr. Brooks recommended charging to park in parking spaces owned by the Town.

At the Town Council retreat in January 2022, additional information was presented to Town Council in regard to pay to park. During the retreat, Council expressed their desire to move forward with gathering information and preparing recommendations.

On February 8, 2022, at their regular meeting, Council approved establishing an advisory committee to provide recommendations about pay to park. The advisory committee consisted of citizens, business owners, Council members, Town staff and other pertinent organizations throughout the Town. Members of the advisory committee were:

Chamber of Commerce Director - Charles Hardin
Tourism Development Authority Director - Tracy Brown
Resident – Julie O’Dell
Resident – Tom Ross
Business Owner – Andy Barth
Business Owner – Kenneth Wehrmann
Parks and Recreation Director – Jennifer Brown
Town Council Member – Melissa Pickett
Town Manager – Shane Fox
Police Chief – Aaron Miller
Finance Director - Nicole Norman
St Mary’s of the Hills representative – Gretta Wilson
Rumple Presbyterian Church representative - Billy Worsham
BR Methodist Church representative – Steve Kimsey
BR School Principal– Patrick Sukow
*First Citizens
Wells Fargo property owner representative – Tim Gupton
Resident – Don Norwood
Town Council Member – Doug Matheson
*First Baptist Church

**No representative participated*

The members of the parking advisory committee meet on multiple occasions throughout the spring of 2022. The parking advisory committee made the following recommendations:

1. The majority of the parking advisory committee members do recommend a pay to park system in Blowing Rock although there were representative members who feel that parking should remain free in Town.
2. Some of the goals were that were identified as important for our parking program include:
 - a. Provide funds to be used for the additional parking
 - b. To keep the parking program financially self sufficient
 - c. To ensure that there is adequate parking available downtown for business customers
 - d. To help with the traffic flow throughout Town
 - e. To continue to provide positive customer service
3. The dates and time for pay to park are:
 - a. Monday – Saturday 9 am until 5 pm
 - b. Sunday 1 pm until 5 pm
4. Parking Rates
 - a. On- Street (including Main, Sunset, Pine, Park Ave, Ginny Stevens Lane and Wallingford) \$2/hour for first 4 hours. \$3/hour for each additional hour.
 - b. Off-Street (Ginny Stevens parking deck, Wallingford parking deck, Maple Street lot and Swimming Pool lot) \$1.50 /hour.
 - c. Davant Field parking areas will remain free. This will be reevaluated if additional remote parking areas are built.
5. A few parking spaces will be reserved for “residents only” in the Maple Street parking lot. These spaces will still be subject to the parking fees for the lot. Vehicles using these spaces must be registered with BRPD.
6. There will be no restriction for employee parking. Employees will be subject to the posted parking rates.
7. Parking fines for failing to pay for parking will result in a fine of \$25.

The recommendations of the Parking Advisory Committee were presented to Council during the June 2022 regular meeting.

Following the conclusion of the work by the Parking Advisory Committee, a working group, comprised of Town staff was established to continue gathering information. Members of this working group are:

Town Manager – Shane Fox
Planning Director – Kevin Rothrock
Finance Director - Nicole Norman
Chamber of Commerce Director – Charles Hardin
Tourism Development Director – Tracy Brown
Police Chief - Aaron Miller
IT specialist – Thomas Steel

Topics discussed by this working group include:

1. Design, placement and accessibility of pay stations
2. Phone app requirements
3. Vendor qualification criteria
4. Technical requirements and integrations
5. Finance processes
6. IT Requirements

The working group gathered information and interviewed prospective vendors. The working group was able to determine vendors who are recommended for this project.

Finance processes for collection and accountability of monies were planned for.

Areas where additional internet access may be required, were identified. A plan to expand Town Wi-Fi will be presented. Improvements may be necessary to ensure that connectivity is available for customers and enforcement personnel.

Pay to Park Proposal

After consideration of all information and recommendations from the Parking Advisory Committee and the pay to park work group, it is the recommendation of Town staff to implement a pay to park system in Blowing Rock, with the following provisions:

1. A special Parking Fund will be established with the Town Budget. The Parking Fund shall be administered by the Finance Director. All revenues and expenditures relating to parking shall be accounted for within this special fund.
2. Upon proper notification and hearing, changes will be made to Chapter 6 of the Town Code to authorize pay to park in Blowing Rock. (See proposed Town Code Changes)
3. The Town manager shall be authorized to enter into agreements with persons or organizations who own private parking lots, to collect fees and enforcement parking regulations, in exchange for public access to these lots and spaces.
4. Fees for parking will be collected through use of a mobile phone app or at a pay station installed by the Town.
5. Vendors selection, to provide mobile phone parking app services, enforcement software and equipment and multi space pay stations, will be selected through the National Cooperative Purchasing Alliance.
6. Three additional employee positions are recommended to provide enforcement and management of the pay to park program. These positions will be non-sworn positions.
7. Budget amendments may be required to begin implementation of the program in the 2022/23 fiscal year.

Proposed Town Code Amendments

Town Code Section 6-29 shall be amended, upon proper notification and hearing, as follows:

Section 6- 29 Paid Parking (this section is currently reserved)

- (A) Fees may be charged for parking any vehicle in a parking space owned and maintained by the Town. A list of parking areas and associated parking fees shall be approved by the Town Council and listed in Appendix A6 – 18.
- (B) The payment of fees will be enforced Monday through Saturday from 9am until 5pm and on Sundays from 1pm until 5pm.
- (C) The Police Chief or his/her designee shall be responsible for the enforcement and collection of fees for parking.
- (D) The Town Council may approve the waiver of fees for certain groups, during certain times or in certain spaces. These waivers shall be issued through an approved system of permitting. A list of approved permit holders shall be maintained and made available by the Police Chief or his/her designee.
- (E) The Town Manager may suspend fees for parking during times of public meetings, public hearing or other times when participation from the public is encouraged.
- (F) Fines and remedies for violation of this section shall be set forth in Article VI of this Chapter.

Parking Violation Fines

<u>Type of Violation</u>	<u>Fine</u>
Overtime	
1 st Offense	\$10.00
2 nd Offense	\$15.00
3 rd and subsequent	\$20.00
Two Spaces	\$25.00
Wrong Direction	\$15.00
Improper Use of Designated Space	\$25.00
No Parking	\$50.00
Parked in Street	\$50.00
Loading Zone	\$25.00
Parked on Sidewalk	\$50.00
Other	\$25.00
Failure to Pay	\$25.00
Blocking Street (impeding traffic flow)	\$50.00
Fire Hydrant	\$50.00
Fire Lane	\$50.00
Handicap Zone	\$100.00

(A) Any vehicle or obstruction, placed on any street or public parking area, in violation of Article IV, which presents a hazard or obstructs the normal use of the of the street or parking area by the public, may be removed or caused to be removed by the Administrator, Police Chief or their designee, at the owner's expense.

(B) Vehicle Immobilization Devices may be used for violations of Article IV when:

1. The violator is a repeat offender **and**
2. The violator has fines which are more than 60 days delinquent.

Appendix A6-18 Parking Fees

On Street Parking

\$2.00 per hour plus applicable convenience fees. Convenience fees shall not exceed \$0.50 per parking transaction without approval of Council.

Main Street
Sunset Drive
Wallingford Street
Park Ave
Pine Street
Ginny Stevens Lane

Off Street Parking Areas

\$1.50 per hour plus applicable convenience fees. . Convenience fees shall not exceed \$0.50 per parking transaction without approval of Council.

Maple Street Parking Lot
Ginny Stevens Lane Parking Deck
Wallingford Street Parking Deck
Robbins Pool Parking Area
American Legion Parking Area
Annie Cannon Gardens Parking Area

Free Parking

Davant Field Parking Area

Vendor Recommendations

When looking for prospective vendors to implement our pay to park plan, the National Cooperative Purchasing Alliance (NCPA) was used as a resource. The NCPA is a nation-wide cooperative that solicits bids and proposals for goods and services used by local government entities. Using the NCPA allowed the Town to see detailed information on qualified vendors and leverage savings by utilizing nation wide bids.

Payment APP

When selecting a vendor to provide a mobile phone app that customers could use to pay for parking, the following criteria was considered:

1. Experience in the industry
2. Cost to the customer and the Town
3. Other areas where the app is in use in our geographic area
4. Availability of customer service and support

Passport Parking is the recommended vendor for our parking app. Passport is a Charlotte NC based company with 12 years of experience in parking technology. Passport is used in several areas in North Carolina, including Raleigh, Charlotte, Asheville, Carolina Beach, Hickory, Davidson, Atlantic Beach and others. Use in geographical areas that are considered our tourism target areas, increases the familiarity of the app for visitors.

Passport is also recommended because they also offer enforcement technology solutions, which is a key piece to our pay to park program. By selecting a vendor who can provide the pay by app services and also the enforcement solution, we are able to streamline our processes and eliminate the need for additional vendors. Passport will provide one back-office solution that handles both our pay to park and our enforcement.

Multi-Space Meters

When selecting a vendor to provide multi-space meters, the following criteria was considered:

1. Experience in the industry
2. Design of product
3. Solar capability
4. Ease of Service

In order to provide a variety of payment options, for our citizens and visitors, multi-space meters will be utilized. Multi-space meters will be placed in various locations for on street and off- street parking. Payments through multi-space meters may be made in coin or by credit card.

Flowbird is the recommended vendor for multi-space meters. Flowbird is an international company with bases in New Jersey and Florida. With 65 years of experience, their meters are in 80 countries and 4,350 cities. Flowbird is a meter that Passport has experience working with. Their meter is well designed and modular, for ease of service.

Revenue Potential

There have been several revenue estimates produced. Because pay to park in Blowing Rock is new, there is no historical data to help with revenue expectations. All of the revenue estimates have used the similar formula of using the occupant rates of lodging in Blowing Rock to predict the occupancy rate of parking spaces in Town. For example, TDA occupancy rates for the month of May are projected at 60%. Therefore, for estimation purposes we have projected that public parking in Town would average 60% occupancy. Using this formula, gross revenues have been estimated at 1.3 million dollars per year.

Revenues from the issuance of citations to parking violators are also expected. There is currently no data available to create an estimate of citation revenue. The potential also exists to generate revenues from management of private parking spaces through public/private partnerships. Any revenues generated from these partnerships will depend on participation from private individuals and organizations.

Program Cost

Many of the cost of a pay to park program can be accurately estimated. Other, until data is available, cannot. The major cost can be broken down as follows:

1. Capital Expenses - \$170,000
 - a. Multi-space pay station
 - b. Vehicle
 - c. License Plate Reading Equipment
2. Fiscal Year 22/23 Expenses - \$72,080
 - a. Software
 - b. Personnel
 - c. Misc
3. Annual Recurring Expenses - \$280,000
 - a. Software
 - b. Personnel
 - c. Misc.

Other expenses such as merchant fees, citation cost and collection cost will also be incurred. This cost cannot be estimated with any degree of certainty at this time. Some cost, such as permitting software, may be renegotiated once sufficient data exists to project usage.

Capital funding options will be presented to Council at a later date.

Public/Private Partnerships

There are several advantages to working with individuals and organizations who own parking areas in Blowing Rock, including:

1. Create revenue for the individuals and organizations who have surplus parking during certain days and times.
2. Identify additional parking that can be utilized by the public.
3. Help private parking owners manage parking areas to prevent abuse.

A plan has been developed to aid private parking owners to manage their parking areas. Any private parking owner may request assistance from the Town in managing their parking. The private owner may determine the fee charged to park in their lot. The private owner will also determine other specifics, such as days and times that the lot may be used as well as reserve spaces and issue permits in their lot. A separate zone will be established by the parking division to identify the parking lot. Town parking enforcement staff will patrol the lot to ensure compliance. Fees will be collected thorough the Town's parking app and pay stations. Fees collected for parking will be returned to the private owner, less normal charges paid by the Town to their vendors. The Town will also retain 20% of the net proceeds collected for enforcement and management of the lot.



Town Wi-Fi Expansion



Town Wi-Fi Expansion

Coverage In Parking Locations

- Both parking decks (American Legion & BRAHM)
- Broyhill Park/Robbins Pool parking lot
- Main St. & Sunset on-street parking
- Davant Field parking lot
- Security cameras at all of the main parking lots/decks



Town Wi-Fi Expansion

Quote & Installation

- \$65,000 (Includes all networking hardware, cameras, new internet lines, & installation labor)
- ~3 months for hardware delivery
- ~2 to 3 weeks for installation
- Plan to be online by the end of June 2023



Town Wi-Fi Expansion

More Details

- Significantly improve the coverage of the town's Wi-Fi
- Seamless integration with the current system
- Summer "stress test" before paid parking
- Less reliance on bad cell service
- Easier to upgrade and expand in the future as needed



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Any Questions?



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2023-05)
Date: February 15, 2023

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2022-2023 for your consideration.

Section 1 (General Fund) allocates funding as follows:

- Allocates revenues received above budget (\$43,500) as well as fund balance (\$21,500) towards the Wifi expansion project as directed by Town Council at the 2023 Winter Retreat.

Please let me know if you need further details on the proposed amendment.

**2022-2023
Budget Amendment Ordinance 2023-05**

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 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>
10-00-4200-507	Wifi Expansion Expense	\$ -	\$ -	\$ 65,000	\$ 65,000
			<u>\$ -</u>	<u>\$ 65,000</u>	

This will result in a net increase of \$65,000. in the appropriations of the General Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-3400-329	Interest on Investments	\$ 2,000	\$ -	\$ 32,700	\$ 34,700
10-00-3400-398	Sale of Fixed Assets	\$ 10,000	\$ -	\$ 10,800	\$ 20,800
10-00-3400-399	Fund Balance Appropriation	\$ 87,982.00	\$ -	\$ 21,500	\$ 109,482
			<u>\$ -</u>	<u>\$ 65,000</u>	

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 15th day of February, 2023.

Attested by: _____ **Charles Sellers, Mayor**

Hilari Hubner, Town Clerk



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Town of Blowing Rock Series 2023 (Final) General Obligation Bond Issue
Date: February 15, 2023

Following a market analysis in concert with the Town of Blowing Rock's Financial Advisors, First Tryon Bank, it was determined to be in the Town's best interest to issue Final General Obligation Bond debt via direct bank placement loan vs a public sale as was done with prior issues. The rate and fee environment to issue the debt paired with the dollar amount remaining to be issued were the main factors in that analysis.

Funds remaining to be issued to close out the GO Bonds originally authorized in 2014 total **\$1,695,000** (\$650,000 Transportation & Sidewalks, \$420,000 Parks, \$590,000 Water & \$35,000 Sewer). On March 16, 2023, bank bids were received to issue the final debt. Approximately 30 banks received the request for financing proposals with bids received from 5 institutions including JP Morgan Chase Bank, NA, Zions Bank, Key Government Finance, First Horizon Bank & Huntington Public Capital. Rates offered ranged from 3.29- 4.43%, with both 15- and 20-year term offers.

Following an analysis of proposals as well as initial discussions of offers with the Local Government Commission (LGC), the recommended award is to **JP Morgan Chase Bank, NA at a rate of 3.29% and a term of 15 years**, with a fixed rate and call option after 10 initial years of the loan (in 2033) with no penalty and a closing fee of \$5,500 due at closing (will also have fees for: LGC closing, Financial Advisor services & Bond Attorney). Following Town Council consideration of the proposal, the LGC will consider the financing for final approval at their March 7, 2023, regular meeting. Should final approval be received, the loan would be scheduled for closing on or before March 16, 2023.

In order to proceed with issuance of the debt it is necessary for Town Council to adopted the enclosed resolution including form of the bond authorizing issuance of bond as well as accept the proposal offered by JP Morgan Chase Bank, NA.

Enclosures:

- Resolution Providing for the Issuance Of An Up To \$1,695,000 General Obligation Public Improvement Bond, Series 2023 Of the Town Of Blowing Rock, North Carolina
- JP Morgan Chase Bank, NA Financing Proposal
- Bids Summary

I, Hilari H. Hubner, duly appointed Town Clerk of the Town of Blowing Rock, North Carolina, *DO HEREBY CERTIFY*, as follows:

1. A regular meeting of the Town Council of the Town of Blowing Rock, a municipal corporation of the State of North Carolina, was duly held on February 15, 2023, proper notice of such meeting having been given as required by North Carolina statute, and minutes of said meeting have been duly recorded in the minutes of the Town in accordance with law for the purpose of recording the minutes of said Town Council.

2. I have compared the attached extract with said minutes so recorded and said extract is a true copy of said minutes and of the whole thereof insofar as said minutes relate to matters referred to in said extract.

3. Said minutes correctly state the time when said meeting was convened and the place where such meeting was held, the members of said Town Council who attended said meeting and the unanimous adoption of the Resolution set forth in the attached extract by members of the Town Council.

WITNESS my hand and the corporate seal of the Town of Blowing Rock, North Carolina, this ___ day of _____, 2023.

(SEAL)

Hilari H. Hubner
Town Clerk of the
Town of Blowing Rock, North Carolina

EXTRACTS FROM MINUTES OF THE TOWN COUNCIL

A regular meeting of the Town Council of the Town of Blowing Rock, North Carolina, was duly held on February 15, 2023 at 6:00 p.m. in the Council Chambers, at Blowing Rock Town Hall, 1036 Main Street, Blowing Rock, North Carolina. Mayor Charles Sellers presiding.

The following members were present:

The following members were absent:

* * * *

Council Member _____ moved that the following resolution, copies of which having been made available to the Town Council, be adopted, which motion was duly seconded, and unanimously adopted by the Council:

RESOLUTION NO. 2023-__

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BLOWING ROCK, NORTH CAROLINA PROVIDING FOR THE ISSUANCE OF AN UP TO \$1,695,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2023 OF THE TOWN OF BLOWING ROCK, NORTH CAROLINA

WHEREAS, the Bond Orders hereinafter-described have been adopted, authorizing bonds to be issued by the Town of Blowing Rock (**the "Town"**) in the maximum principal amount of \$13,000,000, consisting of \$1,000,000 for the Parks and Recreation Project, \$1,000,000 for the Sewer Improvement Project, \$9,000,000 for the Street and Sidewalk Improvement Project and \$2,000,000 for the Water Improvement Project (as such Projects are defined below);

WHEREAS, \$11,305,000 principal amount of the bonds authorized by said Bond Orders have been issued (with \$8,350,000 of such par amount allocated to the Street and Sidewalk Improvement Project, \$580,000 of such par amount allocated to the Parks and Recreation Project, \$1,410,000 of such par amount allocated to the Water Improvement Project and \$965,000 of such par amount allocated to the Sewer Improvement Project), no notes have been issued in anticipation of the receipts of the sale of the Bond (as defined below) and it is desirable at this time to make provision for the issuance of an additional up to \$1,695,000 of Bond obligations authorized by said Bond Orders;

WHEREAS, JPMorgan Chase Bank, N.A. (**the "Bank"**) has submitted a proposal for the purchase of such Bond, and the Town Council of the Town (**the "Town Council"**) has determined to accept such proposal;

WHEREAS, the Town Council has determined that those moneys previously advanced no earlier than 60 days prior to the date of adoption of this resolution and to be advanced on and after the date hereof to pay the Expenditures (as defined below) are available only for a temporary period and it is necessary to reimburse the Town for the Expenditures from the proceeds of the Bond (as defined below).

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Blowing Rock, North Carolina (**the "Town"**), as follows:

Section 1. For purposes of this Resolution, the following words will have the meanings ascribed to them below:

“Bond Orders” means the Bond Orders relating to the (i) Water Improvement Project, (ii) Sewer Improvement Project, (iii) Street and Sidewalk Improvement Project and (iv) Parks and Recreation Project, each authorizing a portion of the Bond, adopted by the Town Council on July 29, 2014 and each approved by the vote of a majority of the voters who voted thereon at a referendum duly called and held on November 4, 2014.

“Bond” means the Town of Blowing Rock, North Carolina General Obligation Public Improvement Bond, Series 2023.

“Code” means the Internal Revenue Code of 1986, as amended. Each reference to a section of the Code herein will be deemed to include the United States Treasury Regulations proposed or in effect with respect thereto.

“Expenditures” means certain expenditures for the acquisition, construction, expansion, renovation and equipping of the Projects.

“Federal Securities” means (a) direct obligations of the United States of America for the timely payment of which the full faith and credit of the United States of America is pledged or (b) obligations issued by any agency controlled or supervised by and acting as an instrumentality of the United States of America, the timely payment of the principal of and interest on which is fully guaranteed as full faith and credit obligations of the United States of America, which obligations, in either case, may be certificates representing ownership of United States Treasury bond principal at maturity or coupons for accrued periods of interest, which bonds or coupons are held in the capacity of custodian and independent of the seller of such certificates by a bank or trust company organized and existing under the laws of the United States of America or any of its states.

“LGC” means the Local Government Commission of North Carolina.

“Maturity Date” means March 1, 2038.

“Nonarbitrage and Tax Certificate” means the Nonarbitrage and Tax Certificate executed by the Town related to the Bond.

“Parks and Recreation Project” means one or more capital projects to provide or improve parks and recreation facilities, including without limitation land, athletic fields, parks, playgrounds, recreation centers, shelters, permanent and temporary stands, swimming pools, wading pools, and lighting.

“Projects” means the Parks and Recreation Project, the Sewer Improvement Project, the Street and Sidewalk Improvement Project and the Water Improvement Project.

“Sewer Improvement Project” means one or more capital projects to provide or improve sanitary sewer systems, including without limitation community sewerage facilities for the collection, treatment, and disposal of sewage or septic tank systems and other on-site collection and disposal facilities.

“Street and Sidewalk Improvement Project” means one or more capital projects to provide or improve streets and sidewalks, including without limitation bridges and alleys; paving, grading, resurfacing, and widening streets; sidewalks, curbs and gutters, culverts and drains; traffic controls, signals, and markers; lighting; and grade crossings and the elimination thereof and grade separations.

“Water Improvement Project” means one or more capital projects to provide or improve water systems, including without limitation facilities for the supply, storage, treatment and distribution of water.

Section 2. The Town shall issue its Bond in a principal amount not to exceed \$1,695,000. The Town’s full faith and credit are irrevocably pledged for the payment of the principal of and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Council will levy and collect an annual ad valorem tax, without restriction as to rate or amount, on all locally taxable property in the Town sufficient to pay the principal of and interest on the Bond as the same become due. The provisions of this resolution shall constitute a contract between the Town and the holders of the Bond for so long as any portion of the Bond and interest thereon are outstanding. The Town accepts the Bank’s proposal dated February 2, 2023 for the purchase of the Bond (**the “Bank Proposal”**).

Section 3. The Bond shall be dated as of its date of issuance and pay interest semiannually on September 1 and March 1, beginning September 1, 2023. The Bond is being issued to provide funds (a) to finance the capital costs of the Projects and (b) pay costs of issuing the Bond, all pursuant to and in accordance with the Bond Orders.

Section 4. The Town Council has ascertained and hereby determines that the average period of usefulness of the capital projects being financed by the proceeds of the Bond is not less than 15 years computed from the date of issuance of the Bond.

Section 5. The Bond shall be issued as a single fully registered bond, in the denomination not to exceed \$1,695,000, will be designated "1,695,000 General Obligation Bond, Series 2023," will be dated the date of its issuance and delivery to the Bank, and will be numbered R-1. The Bond will be in substantially the form of Appendix A, with such changes not inconsistent with this Resolution as may be approved by the Town Manager and the officers signing the Bond. The Bond shall mature in principal installments on each March 1, commencing March 1, 2024 as set forth in Appendix A, and the final maturity date of the Bond shall be not later than the Maturity Date. The Finance Officer of the Town is hereby authorized and directed to make any such adjustments, if appropriate, on behalf of the Town. Principal, premium, if any, and interest on the Bond will be payable in lawful money of the United States of America. Sale proceeds of the Bond are allocated to the specific Projects as follows reflecting the remaining authorization under each of the respective Bond Orders: \$590,000 for the Water Project, (b) \$35,000 for the Sewer Project, (c) \$650,000 for the Street Project and (d) \$420,000 for the Parks and Recreation Project.

Section 6. The Bond is to be numbered “R-1” and shall bear interest from its date at a per annum rate of 3.29%, absent an event of taxability or loss of bank-qualified status as set forth in the Bond, such interest to be computed on the basis of a 360-day year of twelve 30-day months.

Section 7. The Bond is to be registered as to principal and interest, and the Finance Officer of the Town is hereby appointed Registrar for the Bond (**the "Registrar"**) and directed to maintain the registration records with respect thereto. The Bond shall bear the original or facsimile signatures of the Mayor or Town Manager of the Town and the Town Clerk of the Town. An original or facsimile of the seal of the Town is to be imprinted on the Bond.

Section 8. The Bond will initially be issued as a single fully-registered bond, in substantially the form set out in Appendix A, with such changes as may be in keeping with this resolution, and as the Finance Officer may approve. The Bond will be dated the date of its initial delivery to the Bank (**the "Closing Date"**).

The Bond must be signed by the manual or facsimile signature of the Mayor, Mayor Pro-Tem, or the Town Manager, must be countersigned by the manual or facsimile signature of the Clerk of Council or any Deputy or Assistant Clerk, and the Town's seal must be affixed thereto or a facsimile thereof printed thereon. The Bond will not be valid unless at least one of the signatures appearing on such Bond (which may be the signature of the LGC's representative required by law) is manually applied.

Section 9. Principal of the Bond shall be paid in full on or before the Maturity Date. The Bond may be redeemed or prepaid at the option of the Town upon at least 45 days prior written notice to the Bank on any interest payment date on or after March 1, 2033, either in whole or in part in multiples of \$5,000 in the inverse order of the maturity dates of the installments of principal, from any moneys that may be made available for such purpose, at the aggregate principal amount to be redeemed or prepaid, together with the interest accrued thereon to the date fixed for redemption, but without any premium. Because the Bond allows for partial prepayment, the actual principal amount outstanding on the Bond may be different from the amount determined by reference to the principal payment schedule set forth in such Bond. The holder of the Bond shall not be required to present or surrender the Bond as a condition of receiving any payment on the Bond.

At least forty five (45) days prior to the redemption date of the principal amount of the Bond, the Bond Registrar shall cause a notice of any such redemption to be mailed, first class, postage prepaid, to the registered owner of the Bond. A copy of such notice shall also be given by first class mail, postage prepaid, to the Local Government Commission; provided, however, that failure to give such notice to the Local Government Commission or any defect therein shall not affect the sufficiency of the proceedings for redemption.

Each such notice shall set forth the designation and date of the Bond, the date fixed for redemption, the principal amount of the Bond to be redeemed, the redemption price to be paid, the address and phone number of the Bond Registrar and the date of the redemption notice. Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Registrar on or prior to the redemption date of moneys sufficient to pay the principal of and interest on the principal installments of the Bond to be redeemed and that if such moneys are not so received, such notice shall be of no force or effect and such principal installments shall not be required to be redeemed. In the event that such notice contains such a condition and moneys sufficient to pay the principal of and interest on such principal installments of the Bond to be redeemed are not received by the Bond Registrar on or prior to the redemption date, the redemption shall not be made, and the Bond Registrar shall within a

reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

The Finance Officer may determine to modify the terms for redemption of the Bond prior to issuance of the Bond to the extent the Finance Officer determines that such modification is in the best interest of the Town.

Section 10. The Finance Officer and all other Town officers and employees are authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with this Resolution and to cause the Bond to be delivered to the Bank upon payment for the Bond.

The Finance Officer is authorized and directed to hold the executed Bond, and any other documents authorized or permitted by this resolution, in escrow on the Town's behalf until the conditions for the delivery of the Bond and other documents have been completed to the Finance Officer's satisfaction, and thereupon to release the executed Bond and other documents for delivery to the appropriate persons or organizations.

Without limiting the generality of the foregoing, this authorization and direction is specifically extended to authorize the Town Manager and the Finance Officer, or either of them (a) to enter into such agreements including a bond purchase agreement in form and substance acceptable to the Bank and (b) to approve changes to any documents or closing certifications previously received or signed by Town officers or employees, subject to the provisions of this resolution and provided that any such changes will not substantially alter the intent of such certificates from that expressed in the forms of such certificates as executed by such officers or employees. The Finance Officer's authorization of the release of any such agreement or document for delivery will constitute conclusive evidence of such officer's approval of any such changes.

Section 11. The Town covenants that it will not take or permit, or omit to take or cause to be taken, any action that would adversely affect the exclusion from gross income of the recipient thereof for federal income tax purposes of the interest on the Bond, and, if it should take or permit, or omit to take or cause to be taken, any such action, the Town will take or cause to be taken all lawful actions within its power necessary to rescind or correct such actions or omissions promptly upon having knowledge thereof. The Town acknowledges that the continued exclusion of interest on the Bond from the owner's gross income for federal income tax purposes depends, in part, on compliance with the arbitrage limitations imposed by Section 148 of the Code. The Town covenants that it will comply with all the requirements of Section 148 of the Code, including the rebate requirements, and that it will not permit at any time any of the proceeds of the Bond or other funds under its control be used, directly or indirectly, to acquire any asset or obligation, the acquisition of which would cause the Bond to be "arbitrage bonds" for purposes of Section 148 of the Code. The Town Manager and Finance Officer are each hereby authorized to execute a Nonarbitrage and Tax Certificate with respect to the Bond.

The Town Council, on behalf of the Town, certifies by this resolution that it does not reasonably anticipate the issuance by it or its subordinate entities of more than \$10,000,000 in "qualified tax-exempt obligations" (excluding private activity bonds) during the calendar year 2023 and will not designate (excluding any bonds deemed designated pursuant to the provisions of § 265(b)(3)(D)(ii) of the Code), or permit the designation by any of its subordinate entities of

any bonds during the calendar year 2023 which would cause the \$10,000,000 limitation of Section 265(b)(3)(D) of the Code to be violated, and hereby designates the Bond as “qualified tax-exempt obligations” for the purpose of § 265(b)(3) of the Code.

Section 12. The sale proceeds of the Bond shall be utilized by the Town to pay costs of the Projects and costs of issuance of the Bond, and invested in accordance with the requirements of the Local Government Budget and Fiscal Control Act, Article 3 of Chapter 159, General Statutes of North Carolina, as amended. The Finance Officer is hereby directed to create and establish a special fund to be designated "Town of Blowing Rock, North Carolina General Obligation Bond, Series 2023 Project Fund" (**the "Project Fund"**) and shall establish separate accounts for each of the Projects within the Project Fund to track the expenditure of proceeds of the Bond related to each of the Projects. The Finance Officer shall deposit net proceeds from the sale of the Bond in the Project Fund. The Finance Officer shall keep and maintain adequate records pertaining to the proceeds of the Bond and all disbursements thereof so as to satisfy the requirements of the laws of the State of North Carolina, to properly allocate proceeds of the Bond to the individual Projects in accordance with the limitations of the Bond Orders and to assure that the Town maintains its covenants with respect to the exclusion of the interest on the Bond from gross income for purposes of federal income taxation.

Section 13. The Town Manager and Town Finance Officer are authorized and directed to make such application to the LGC for LGC authorization and approval of the Town's issuance of the Bond at a private sale. The LGC is hereby requested to sell the Bond to the Bank at a private sale, substantially in accordance with the terms of this Resolution, at a purchase price of the Bond equal to the par amount of the Bond.

Section 14. The Mayor, the Town Manager, the Finance Officer and the Town Clerk of the Town are authorized and directed to execute and deliver for and on behalf of the Town any and all additional certificates, agreements, instruments, documents, opinions or other papers and perform all other acts as may be required by the documents contemplated hereinabove or as may be deemed necessary or appropriate in order to implement and carry out the intent and purposes of this Resolution. All actions of the Mayor, the Town Manager, the Finance Officer, the Town Clerk, the Town Attorney and their respective designees, whether previously or hereinafter taken, in effectuating the proposed financing are hereby ratified, approved and authorized. Unless the Town's audited annual financial statements, prepared by an independent Certified Public Accountant, are otherwise available electronically on a public website, the Finance Officer shall provide the Bank with such audited financial statements within 270 days of the close of the fiscal year that such audited financial statements concern. The Town will provide the Bank additional information at such reasonable times as the Bank may reasonably request. The Town shall provide notice of issuance of the Bond on the EMMA website as required by one or more continuing disclosure agreements entered into for bonds previously issued under the Bond Orders, in accordance with the limitations set forth in the Bank Proposal.

Section 15. This Resolution may be amended or supplemented, from time to time, without the consent of the owners of the Bond if in the opinion of nationally recognized bond counsel, such amendment or supplement would not adversely affect the interests of the owners of the Bond and would not cause the interest on the Bond to be included in the gross income of a recipient thereof for federal income tax purposes.

Section 16. Nothing in this Resolution shall preclude (a) the payment of the Bond from the proceeds of refunding bonds or (b) the payment of the Bond from any legally available funds.

If the Town causes to be paid, or has made provisions to pay, on maturity or on redemption before maturity, to the owners of the Bond the principal of the Bond (including interest to become due thereon) and, premium, if any, on the Bond, through setting aside trust funds or setting apart in a reserve fund or special trust account created pursuant to this Resolution or otherwise, or through the irrevocable segregation for that purpose in some sinking fund or other fund or trust account with an escrow agent or otherwise, moneys sufficient therefor, including, but not limited to, interest earned or to be earned on Federal Securities, such Bond shall be considered to have been discharged and satisfied, and the principal of the Bond (including premium, if any, and interest thereon) shall no longer be deemed to be outstanding and unpaid; provided, however, that nothing in this Resolution requires the deposit of more than such Federal Securities as may be sufficient, taking into account both the principal amount of such Federal Securities and the interest to become due thereon, to implement any such defeasance.

If such a defeasance occurs and after the Town receives an opinion of a nationally recognized accounting firm that the segregated moneys or Federal Securities together with interest earnings thereon are sufficient to effect a defeasance, the Town shall execute and deliver all such instruments as may be necessary to effect such a defeasance and desirable to evidence such release, discharge and satisfaction. Provisions shall be made by the Town, for the mailing of a notice to the owners of the Bond that such moneys are so available for such payment.

Section 17. If any one or more of the agreements or provisions herein contained is held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or for any reason whatsoever is held invalid, then such covenants, agreements or provisions are null and void and separable from the remaining agreements and provisions and will in no way affect the validity of any of the other agreements and provisions hereof or of the Bond authorized hereunder.

Section 18. The Town Council hereby declares the Town's intent to reimburse the Town with the proceeds of Bond allotted to finance a specific Project for Expenditures with respect to such Project, made on and after the date that is 60 days prior to the date of adoption of this Resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures related to a specific Project with the proceeds of the Bond allocated to finance such specific Project. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the respective date of the Expenditures), (b) a cost of issuance with respect to the Bond, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Town so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Town. The maximum principal amounts of the Bond expected to be issued for (a) the Water Project is \$590,000, (b) for the Sewer Project is \$35,000, (c) for the Street Project is \$650,000 and (d) for the Parks and Recreation Project is \$420,000. The Town will make a reimbursement allocation, which is a written allocation by the Town that evidences the Town's use of proceeds of the Bond to reimburse an Expenditure, no later than 18 months after the later of the date on

which the Expenditure is paid or the respective Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Town recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 19. The selection and retaining of First Tryon Advisors as financial advisor and Sands Anderson PC as bond counsel to the Town is hereby confirmed and ratified.

Section 20. All resolutions or parts thereof of the Town Council in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 21. The Town acknowledges and agrees that: (i) the transaction contemplated by this Resolution is an arm’s length, commercial transaction between the Town and the Bank in which the Bank is acting solely as a principal and is not acting as a municipal advisor, financial advisor or fiduciary to the Town; (ii) the Bank has not assumed any advisory or fiduciary responsibility to the Town with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether Bank has provided other services or is currently providing other services to the Town on other matters); (iii) the only obligations Bank has to the Town with respect to the transaction contemplated hereby expressly are set forth in this Resolution; and (iv) the Town has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate.

Section 22. This Resolution is effective on the date of its adoption.

.....
APPENDIX A

Form of Bond

No. R-1

March __, 2023

\$ _____

United States of America
State of North Carolina

TOWN OF BLOWING ROCK, NORTH CAROLINA
GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND
SERIES 2023

Final Maturity Date

March 1, 2038

Interest Rate

3.29%

The Town of Blowing Rock, North Carolina, a municipal corporation duly organized and validly existing under the laws of the State of North Carolina (the “Town”), is justly indebted and for value received hereby promises to pay to

JPMORGAN CHASE BANK, N.A.

or registered assigns or legal representative the principal sum of ONE MILLION SIX HUNDRED NINETY FIVE THOUSAND DOLLARS (\$1,695,000) in principal installments as set forth in Schedule I attached hereto and made a part hereof (each, a “Principal Payment Date”), with a Final Maturity Date as specified above, and to pay interest from the date hereof on the unpaid portion of said principal sum until payment thereof (computed on the basis of a 360-day year consisting of twelve 30-day months) at the Interest Rate specified above (subject to adjustment as provided herein), such interest being payable as set forth in Schedule I attached hereto (each, an “Interest Payment Date”).

The principal of and the interest on this Bond shall be payable in any coin or currency of the United States of America which is legal tender for the payment of public and private debts on the respective dates of payment thereof. For the prompt payment hereof, both principal and interest as the same shall become due, the full faith and credit of the Town are hereby irrevocably pledged. The holder of this Bond shall not be required to present or surrender this Bond as a condition of receiving any payment on this Bond.

This Bond is being issued under and pursuant to The Local Government Bond Act, as amended, Article 7, as amended, of Chapter 159 of the General Statutes of North Carolina, an order adopted by the Town Council of the Town, which order has taken effect, and a resolution duly adopted by said Town Council (the “Resolution”). This Bond is being issued by the Town for the purpose of providing funds, together with any other available funds, to pay costs of the Projects, as defined in and described in the Resolution.

This Bond may be redeemed or prepaid at the option of the Town on any interest payment date on or after March 1, 2033, either in whole or in part in multiples of \$5,000 in the inverse order of the maturity dates of the installments of principal, from any moneys that may be made available for such purpose, at the aggregate principal amount to be redeemed or prepaid, together with the interest accrued thereon to the date fixed for redemption, but without any premium. Because this Bond allows for partial prepayment, the actual principal amount outstanding on this Bond may be different from the amount determined by reference to the principal payment schedule set forth in such Bond. The holder of this Bond shall not be required to present or surrender this Bond as a condition of receiving any payment on this Bond. At least forty five (45) days prior to the redemption date of the outstanding principal amount of this Bond, the Finance Officer of the Town (the "Bond Registrar") shall cause a notice of any such redemption to be mailed, first class, postage prepaid, to the registered owner of this Bond. A copy of such notice shall also be given by first class mail, postage prepaid, to the Local Government Commission; provided, however, that failure to give such notice to the Local Government Commission or any defect therein shall not affect the sufficiency of the proceedings for redemption. Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Registrar on or prior to the redemption date of moneys sufficient to pay the principal of and interest on the principal installments of this Bond to be redeemed and that if such moneys are not so received, such notice shall be of no force or effect and such principal installments shall not be required to be redeemed. In the event that such notice contains such a condition and moneys sufficient to pay the principal of and interest on such principal installments of this Bond to be redeemed are not received by the Bond Registrar on or prior to the redemption date, the redemption shall not be made, and the Bond Registrar shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

On the date designated for redemption, notice having been given as aforesaid, the portion of the principal installment of this Bond so called for redemption shall become due and payable at the redemption price provided for redemption of such principal installments on such date plus accrued interest to such date.

"Rate Adjustment Event" means any action by the Internal Revenue Service (including the delivery of a deficiency notice) or any other federal court or administrative body determining (i) that the interest on the principal amount of this Bond is includable in the Bank's gross income for federal income tax purposes or (ii) that the Town's obligations under this Bond are not "qualified tax-exempt obligations" (a "265 Event") within the meaning of Section 265 of the Internal Revenue Code of 1986, as amended (the "Code") in any case as a result of any misrepresentation by the Town or as a result of any action the Town takes or fails to take.

Upon any Rate Adjustment Event, (i) the unpaid principal amount of this Bond shall continue to be payable on dates and in amounts as set forth in Schedule I, but (ii) the interest rate applicable to such principal amount shall be recalculated, at such rate as the Bank may reasonably determine shall be appropriate to provide the Bank with the same tax equivalent yield it enjoyed prior to the Rate Adjustment Event, to the date (retroactively, if need be) determined pursuant to the Rate Adjustment Event to be the date interest became includable in the Bank's gross income for federal income tax purposes (or in the case of a 265 Event, retroactively to the date of issuance of this Bond). The Town shall pay interest at such adjusted rate (subject to credit for interest previously paid) to the Bank, notwithstanding the fact that the Bank may have assigned some or all of its interest in this Bond on the date of a Rate Adjustment Event. In the

event of a Rate Adjustment Event, the Town shall also be required to pay to the Bank all amounts, if any, which may be necessary to reimburse the Bank for any additions to tax, interest and penalties, and any arrears in interest that are required to be paid to the United States of America or the Department of Revenue of the State of North Carolina as a result of the applicable Rate Adjustment Event. The Town shall pay all such additional interest, additions to tax, penalties and interest to the Bank within sixty (60) days following demand by the Bank.

The Bond Registrar shall keep at his or her office the books of the Town for the registration of transfer of this Bond. The transfer of this Bond may be registered only upon such books and as otherwise provided in the Resolution upon the surrender hereof to the Bond Registrar, together with an assignment duly executed by the registered owner hereof or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar. Upon any such registration of transfer, the Bond Registrar shall deliver in exchange for this Bond a new Bond registered in the name of the transferee in an aggregate principal amount equal to the principal amount of this Bond, containing the same principal installments and bearing interest at the same rate. This Bond may not be exchanged for any denomination other than the outstanding principal amount thereof. Notwithstanding the foregoing, the Bond Registrar shall not register the transfer of this Bond to any person or entity other than a bank, insurance company or similar financial institution unless such transfer has been approved by the Local Government Commission of North Carolina.

The Town has designated this Bond as a "qualified tax-exempt obligation" for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by the Constitution and laws of North Carolina to happen, exist and be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in regular and due form and time as so required; that provision has been made for the levy and collection of a direct annual tax upon all taxable property within the Town sufficient to pay the principal of and the interest on this Bond as the same shall become due; and that the total indebtedness of the Town, including this Bond, does not exceed any constitutional or statutory limitation thereon.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any benefit or security under the Resolution until this Bond shall have been authenticated by the execution by the Bond Registrar of the certificate of authentication endorsed hereon.

IN WITNESS WHEREOF, the Town of Blowing Rock, North Carolina, by resolution duly adopted by its Town Council, has caused this Bond to be signed by its Mayor, its official seal to be impressed hereon and attested by the Town Clerk, all as of the ___ day of _____, 2023.

[SEAL]

THE TOWN OF BLOWING ROCK,
NORTH CAROLINA

ATTEST:

Town Clerk

Mayor

CERTIFICATE OF LOCAL GOVERNMENT COMMISSION

The issuance of the within Bond has been approved under the provisions of The Local Government Bond Act of North Carolina.

Sharon G. Edmundson or Designated Assistant,
Secretary, Local Government Commission

CERTIFICATE OF AUTHENTICATION

This Bond is the Bond of the series designated herein and issued under the provisions of the within-mentioned Resolution.

Finance Officer, as Bond Registrar

Date of authentication: _____

ASSIGNMENT

FOR VALUE RECEIVED the undersigned registered owner thereof hereby sells, assigns and transfers unto _____

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____,

attorney to register the transfer of said bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

In the presence of:

NOTICE: The signature must be guaranteed by an institution which is a participant in the Securities Transfer Agent Medallion Program (STAMP) or similar program.

The signature to this assignment must correspond with the name as it appears on the face of the within Bond in every particular, without alteration of enlargement or any change whatever.

SCHEDULE I

DEBT SERVICE SCHEDULE

Payment Date

Principal

Interest

Total

* * * * *

The undersigned Town Clerk of the Town of Blowing Rock, North Carolina, DOES HEREBY CERTIFY that the foregoing has been carefully copied from the actually recorded minutes of said Town Council at a meeting held on February 15, 2023, and is a true copy of so much of said minutes as relates in any way to the adoption of the resolution set forth above. A quorum was present and acting throughout such meeting.

I further certify that due notice of such meeting was provided as required by North Carolina General Statutes Section 143-318.12.

WITNESS my signature and the seal of the Town of Blowing Rock, North Carolina, this ____ day of _____, 2023.

[SEAL]

Town Clerk
Town of Blowing Rock, North Carolina



February 2, 2023

Amy Vitner, Financial Advisor
First Tryon Advisors

avitner@firsttryon.com
finance@townofblowingrocknc.gov
pjacobson@sandsanderson.com
bdecoste@firsttryon.com

RE: Private Placement for \$1,695,000 General Obligation parks and recreation, street and sidewalk, and water and sewer projects Series 2023, Town of Blowing Rock, North Carolina

JPMorgan Chase Bank, NA (“Bank”) is pleased to submit this proposal for tax-exempt financing to the Town of Blowing Rock (the “Town”). This proposal is presented in the form of a non-binding “Term Sheet,” subject to negotiation and acceptance of all terms, conditions and documentation for the transaction. The Term Sheet does not signify a commitment by Bank to extend credit or purchase the Bond.

FORM OF BOND:

The Bank will require a single term Bond in the full amount of par, with sinking fund payments equivalent to the proposed amortization schedule indicated in the Request for Proposal and duplicated below. The Bank will not require the Bond to be rated by any rating agency. The Bank; (a) is a bank, an entity directly or indirectly controlled by the bank or under common control with the bank, other than a broker, dealer or municipal securities dealer registered under the Securities Exchange Act of 1934, or a consortium of such entities; and (b) has the present intent to hold the Bond to maturity or earlier redemption or mandatory tender.

PURPOSE:

Proceeds of the Series 2023 Bond will be used to (i) fund parks and recreation, street and sidewalk, and water and sewer projects and (ii) pay costs of issuance.

SECURITY:

The Bond is a general obligation of the Town, and the full faith and credit will be pledged to the payment of the principal of and the interest on the Bond. The Town is authorized to levy on all real and personal property taxable by the Town such *ad valorem* taxes as may be necessary to pay the Bond and the interest thereon without limitation as to the rate or amount.

FINANCING TERM:

Final maturity may not exceed March 1, 2038.

PAR AMOUNT:

Not to exceed \$1,695,000.

INTEREST PAYMENTS

Interest will be payable semi-annually on September 1 and March 1, commencing September 1, 2023. Interest will be calculated on the basis of a 360-day year of twelve 30-day months.

REPAYMENT TERMS:	Fifteen equal, consecutive annual principal payments of \$113,000 each March 1, beginning March 1, 2024 and ending on March 1, 2038.
ELIGIBILITY:	The Bank’s bid assumes that the Issuer will designate the obligation OPTION 1 and 2, below, as “BANK QUALIFIED” tax-exempt obligation under Section 265(b)(3) of the Internal Revenue Code of 1986 (the "Code").
INTEREST RATE:	<p><i>The rates provided below are exclusively for indicative purposes, based upon market conditions as of February 2, 2023. The interest rate remains indicative until this proposal is accepted by the Town</i></p> <p>The interest rate will be fixed as described above, however, prior to receipt of signed acceptance; the interest rate may increase if the Bank’s cost of funds increases. Bank’s cost of funds may increase due to a number of factors including, but not limited to, changes in market conditions. Interest will be calculated on a 30/360 basis.</p>
OPTION 1:	3.19% indicative, fixed, tax-exempt, bank qualified, with no call option.
OPTION 2:	3.29% indicative, fixed, tax-exempt, bank qualified, with optional redemption on or after March 1, 2033. Upon at least 45 days prior written notice to the Bank, the Bond is subject to redemption without premium on any interest payment date prior to maturity at the option of the Town, in whole or in part in multiples of \$5,000, at par and accrued interest to the date fixed for redemption, and shall be applied to repay the principal amount of the Bond in inverse order of maturities.
OPTION 3:	3.28% indicative, fixed, tax-exempt, non-bank qualified, with no call option.
OPTION 4:	3.38% indicative, fixed, tax-exempt, non-bank qualified, with optional redemption on or after March 1, 2033. Upon at least 45 days prior written notice to the Bank, the Bond is subject to redemption without premium on any interest payment date prior to maturity at the option of the Town, in whole or in part in multiples of \$5,000, at par and accrued interest to the date fixed for redemption, and shall be applied to repay the principal amount of the Bond in inverse order of maturities.
INDEPENDENT BANK COUNSEL FEE:	Bank counsel fees will be paid by the City to McGuireWoods LLP at closing and will not exceed \$5,500. Jonathan T. Mize will be the primary point of contact at Womble Bond Dickson. The Town will pay or reimburse the Bank for all its out-of-pocket costs and expenses and reasonable attorneys’ fees where not prohibited by applicable law and incurred in connection with the enforcement or preservation of any rights under any agreement, any amendment, supplement, or

modification thereto, and any other loan documents both before and after judgment.

LEGAL OPINION:

The Town's Bond Counsel, Town, Sands Anderson PC, , will deliver an opinion as to (i) the validity and enforceability of the Bond under state statutes, and (ii) the exemption of interest on the Bond from Federal income tax purposes. Bond Counsel approving opinion must be addressed to Bank or permit reliance by Bank.

DETERMINATION OF TAXABILITY:

If interest on the Bond is determined to be taxable for any reason as a result of the action or inaction of the Town, the interest on the Bond shall be adjusted to preserve the Bank's after-tax economic yield with respect to the interest on the Bond. In addition, the Town shall pay to the Bank an amount necessary to reimburse the Bank for any interest, penalties, or other charges assessed by the Internal Revenue Service and the Department of Revenue by reason of the Bank's failure to include the interest on the Bond in its gross income for income tax purposes. The financing documents shall include similar provisions protecting the Bank in the event of a loss of bank-qualified status.

PAYING AGENT/REGISTRAR:

The Bank will not serve as Paying Agent or as Registrar. The Bank will invoice for payment on the 15th business day of the month preceding the payment due date.

FINANCIAL REPORTING:

Unless otherwise available electronically on a public website, the Town will be required to provide the Bank with audited annual financial statements, and prepared by an independent Certified Public Accountant, within 270 days (nine months) of the close of its fiscal year. Other reporting, such as Bank may require from time to time, could include copies of any long-term capital improvement plans.

MUNICIPAL ADVISOR DISCLAIMER:

The Town acknowledges and agrees that (i) the transaction contemplated herein is an arm's length commercial transaction between the Town and the Bank and its affiliates, (ii) in connection with such transaction, the Bank and its affiliates are acting solely as a principal and not as an advisor including, without limitation, a "Municipal Advisor" as such term is defined in Section 15B of the Securities and Exchange Act of 1934, as amended, and the related final rules (the "Municipal Advisor Rules"), agent or a fiduciary of the Town, (iii) the Bank and its affiliates are relying on the Bank exemption in the Municipal Advisor Rules, (iv) the Bank and its affiliates have not provided any advice or assumed any advisory or fiduciary responsibility in favor of the Town with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (whether or not the Bank, or any affiliate of the Bank, has provided other services or advised, or is currently providing other services or advising the Town on other matters), (v) the Bank and its

affiliates have financial and other interests that differ from those of the Town , and (vi) the Town has consulted with its own financial, legal, accounting, tax and other advisors, as applicable, to the extent it deemed appropriate.

WEBSITE DISCLOSURE:

Final documentation may be posted by the Town on a national public bond market repository provided that certain information be redacted by the Town as directed by the Bank. Items that should be redacted include signatures/names, account numbers, wire transfer and payment instructions and any other data that could be construed as sensitive information.

ADDITIONAL PROVISIONS:

This proposal must be accepted on or before 4:00 pm EDT on February 14, 2023 with funding and closing to occur not later than March 16, 2023. If acceptance and funding have not occurred by the above dates, the Bank may, at its option and in its sole discretion, terminate this proposal, or adjust the interest rate. *The interest rate will remain indicative until signed acceptance has been received by the Bank.*

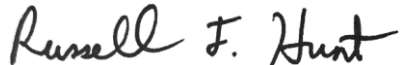
Any change (whether material or not) in the amount to be financed or a material change in the financial condition or prospects of the Town may constitute a re-pricing event and the Bank may, at its option and in its sole discretion, terminate this Term Sheet and/or the Interest Rate may be adjusted.

BANKING RELATIONSHIP:

This term sheet is provided with the understanding and expectation that the Town will be open to discussions regarding other traditional banking services, such as deposit accounts and cash management services, with JPMorgan Chase Bank, NA.

Submitted by:

JPMORGAN CHASE BANK, NA

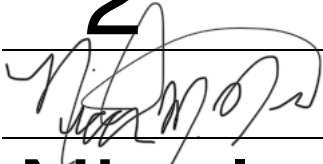


Russell T Hunt, Vice President
Business Banking
Government and Not for Profit
3424 Peachtree Rd
Atlanta GA 30326-1118
(404) 908-2983 mobile
russell.t.hunt@chase.com

cc: mnrusher@mcguirewoods.com

[Signature Page Follows]

ACCEPTED BY: (for the) Town of Blowing Rock, North Carolina

Option: 2
By: 
Name: Nicole M Norman
Title: Finance Officer
Date: 2/3/23

IRS Circular 230 Disclosure: Bank and its affiliates (collectively, "Chase") do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not intended or written to be used, and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with Chase of any of the matters addressed herein or for the purpose of avoiding U.S. tax-related penalties.

Town of Blowing Rock, North Carolina

General Obligation Public Improvement Bond, Series 2023

Summary of Bids Received

February 2, 2023

15-Year Proposals

Bank	BQ Status	Rate	Fees	Effective Rate	Prepayment	Additional Terms
JPMorgan Chase	BQ	3.1900%	\$5,500	3.2400%	Non-Callable	Rates are indicative until accepted by the Town Womble Bond Dickinson would serve as bank counsel Proposal must be accepted by 4pm on February 14th Closing must occur by March 16th Bank expects that Town will be open to discussions regarding other banking services
	NBQ	3.2800%		3.3300%		
	BQ	3.2900%	3.3400%	3/1/2033 at Par		
	NBQ	3.3800%	3.4300%			
Zions Bank	BQ/NBQ	3.5000%	\$0	3.5000%	Anytime at Par	Rate is fixed for 45 days from bid date Expected to close by March 17th
Key Government Finance	BQ/NBQ	4.1790%	\$0	4.1790%	3/16/2024 at Par (In Whole Only)	Kutak Rock would serve as bank counsel Rate is locked until February 9th Closing must occur by March 16th Rates subject to change due to Event of Taxability
First Horizon Bank	BQ	4.2000%	\$5,000	4.2454%	Anytime at Par	Proposal expires on February 17th Closing must occur by March 16th Rates subject to change due to tax law changes
	NBQ	4.3300%		4.3754%	Anytime at Par	
Huntington Public Capital	BQ/NBQ	4.4300%	\$3,000	4.4573%	103% before 3/1/2027 102% from 3/1/27-3/1/31 101% from 3/1/31-3/1/35 100% thereafter	Taft Stettinius & Hollister would serve as bank counsel Proposal must be accepted by February 15th Closing must occur by March 16th

20-Year Proposals

Bank	BQ Status	Rate	Fees	Effective Rate	Prepayment	Additional Terms
Zions Bank	BQ/NBQ	3.5600%	\$0	3.5600%	Anytime at Par	Rate is fixed for 15 years, then subject to annual rate resets, capped at 8.56% Variable rate is 1-Year FHLB Des Moines Fixed-Rate Advance rate plus 50 bps 15-Year Rate is fixed for 45 days from bid date
First Horizon Bank	BQ	4.3300%	\$5,000	4.3672%	Anytime at Par	Proposal expires on February 17th Closing must occur by March 16th Rates subject to change due to tax law changes
	NBQ	4.4600%		4.4972%	Anytime at Par	
Huntington Public Capital	BQ/NBQ	4.6100%	\$3,000	4.6323%	103% before 3/1/2028 102% from 3/1/28-3/1/33 101% from 3/1/33-3/1/38 100% thereafter	Taft Stettinius & Hollister would serve as bank counsel Proposal must be accepted by February 15th Closing must occur by March 16th

Town of Blowing Rock, North Carolina

General Obligation Public Improvement Bond, Series 2023
 Estimated Debt Service Comparison
 February 2, 2023

FY	JPMorgan Chase 15-Year (3.29%) Callable 3/1/2033 at Par			Zions Bank 20-Year (3.56%) Callable Any Time at Par		
	Principal	Interest	Total	Principal	Interest	Total
2024	113,000	53,442	166,442	84,000	57,828	141,828
2025	113,000	52,048	165,048	85,000	57,352	142,352
2026	113,000	48,330	161,330	85,000	54,326	139,326
2027	113,000	44,612	157,612	85,000	51,300	136,300
2028	113,000	40,895	153,895	85,000	48,274	133,274
2029	113,000	37,177	150,177	85,000	45,248	130,248
2030	113,000	33,459	146,459	85,000	42,222	127,222
2031	113,000	29,742	142,742	85,000	39,196	124,196
2032	113,000	26,024	139,024	85,000	36,170	121,170
2033	113,000	22,306	135,306	85,000	33,144	118,144
2034	113,000	18,589	131,589	85,000	30,118	115,118
2035	113,000	14,871	127,871	85,000	27,092	112,092
2036	113,000	11,153	124,153	85,000	24,066	109,066
2037	113,000	7,435	120,435	85,000	21,040	106,040
2038	113,000	3,718	116,718	85,000	18,014	103,014
2039	-	-	-	85,000	14,988	99,988
2040	-	-	-	84,000	11,962	95,962
2041	-	-	-	84,000	8,971	92,971
2042	-	-	-	84,000	5,981	89,981
2043	-	-	-	84,000	2,990	86,990
Total	1,695,000	443,800	2,138,800	1,695,000	630,276	2,325,276

Note: Debt service in red is not fixed (subject to annual rate resets)

Staff Report –Regular Agenda Item

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: 2023 Retreat Recap

Date: February 15, 2023

Information: The Blowing Rock Town Council and Town Staff participated in a three-day Winter Retreat from January 30 – February 1, 2023. During the three-day retreat the Town Council discussed topics related to:

- 2024 - Comprehensive Plan Update
- Cemetery Expansion
- Water Meter Replacement – AMI
- Main Street Water/Sewer/Sidewalk/Underground Utilities/Paving
- K-9
- Paid Parking
- Police EV and Shift Differential
- EMS 24/7 Discussion
- Green Hill Communication Building
- WIFI Expansion
- Memorial Park Project – PARTf
- Stormwater Fund
- Water and Sewer Update – USDA, Water Line Needs, Sewer Expansion
- Town Hall Renovations
- Blowing Rock Child Development Center

The 2023 retreat went great, our best one yet. Many thanks to our Town Staff for doing a tremendous job in preparing for the retreat. Each of the topics discussed were presented with great clarity that allowed a wonderful in-depth discussion with the Town Council.



TOWN OF BLOWING ROCK

List of Those Interested in Serving on Volunteer Boards

Starting March 2023

	<u>Expiring Terms</u>	<u>Applicant</u>
PLANNING BOARD (Need 2)	Bill McCarter Pete Page	Gregg Bergstrom Lindsay McClanahan-Cook Larry Armor Charles Gilliam Brooks Mayson (1 st choice) Bill McCarter
BOARD OF ADJUSTMENT (Need 2 Full Time Members and 1 Alternate Member)	Jerry Starnes (Full Time) Lance Campbell (Full Time) Sarah Murphy (Alternate)	Sarah Murphy Brandon Walker Jerry Starnes Brooks Mayson (2 nd choice)
ABC BOARD (Need 1)	Susie Greene	Susie Greene Al Shackelford
TDA (Need 1 – At-Large Member)	Tim Gupton	Zika Rea Brandon Walker (2 nd choice)

2022 Planning Board Attendance

	Jan	Feb-24	Mar-17	Apr-21	May-19	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Rate of Attendance
Bill McCarter		✓	✓	✓	✓	✓	✓	✓		✓	✓		100%
Sam Glover		✗	✓	✗	✗	✓	✗	✗		✗	✗		22%
Sam Hess		✗	✗	✓	✓	✗	✗	✓		✗	✗		33%
Joe Papa		✓	✓	✓	✗	✗	✓	✗		✗	✓		55%
Pete Page		✓	✓	✗	✓	✓	✓	✗		✓	✓		78%
Harrison Herbst		✓	✗	✓	✗	✓	✓	✓		✓	✗		67%
Chris Squires			✓	✓	✓	✓	✗	✓		✓	✓		88%
Catherine Perry			✓	✓	✓	✓	✓	✓		✓	✓		100%
Tom Barrett			✓	✓	✓	✓	✓	✓		✓	✓		100%
Mike Page		✓											-

2022 Blowing Rock ABC Attendance

	Jan-13	Feb-10	Mar-17	Apr-15	May-12	Jun-16	Jul-27	Aug-18	Sep-15	Oct-20	Nov-10	Dec-15	Rate of Attendance
Susie Greene	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%
Jerry Starnes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%
Sylvia Tarleton	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%

2022 Blowing Rock TDA Attendance

	Jan-19	Feb	Mar-29	April	May-3	June	July	August	September	October	November	Dec-6	Rate of Attendance
Dean Bullis	Yes	N	No	N	Yes	Yes	N	N	Yes	N	N	Yes	90%
Greg Tarbutton	Yes	O	Yes	O	Yes	No	O	O	No	O	O	Yes	80%
Kevin Walker	Yes	M	Yes	M	Yes	Yes	M	M	Yes	M	M	Yes	100%
Tim Gupton	Yes	E	Yes	E	Yes	Yes	E	E	Yes	E	E	Yes	100%
Pete Gherini	N/A	E	Yes	E	Yes	Yes	E	E	Yes	E	E	N/A	100%
		T		T			T	T		T	T		
		I		I			I	I		I	I		
		N		N			N	N		N	N		
		G		G			G	G		G	G		