



Town of Blowing Rock

Date: Tuesday, September 12, 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. August 8, 2023 – Regular and Closed Session Meeting Minutes REGULAR AGENDA ADOPTION	Mayor & Council Mayor & Council
IV.	CONSENT AGENDA: 1. Budget Amendment - #2023-14 2. Special Event – Speckled Trout Cornhole Tournament 3. Fireworks Request – Chetola Wedding 4. Capital Equipment	Mayor & Council
V.	PUBLIC COMMENTS.....comments shall be limited to three (3) minutes	
VI.	SPECIAL RECOGNITION: 1. Daughters of the American Revolution Proclamation	Interim Manager Kevin Rothrock
VII.	REGULAR AGENDA: 1. BRAAC Ordinance 2. Traffic Update	Interim Manager Kevin Rothrock Police Chief Aaron Miller

VIII.	OFFICIALS REPORTS & COMMENTS: 1. Mayor 2. Council Members 3. Town Attorney 4. Town Manager	
IX.	CLOSED SESSION – None	
X.	ADJOURNMENT/RECESS... <i>Mayor Charles Sellers entertains a motion and second to adjourn or recess the meeting.</i>	

Draft
MINUTES
Town of Blowing Rock
Town Council Meeting
August 8, 2023

The Town of Blowing Rock Town Council met for their regular monthly meeting on Tuesday, August 8, 2023, 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, Melissa Pickett and Pete Gherini. Others in attendance were Interim Town Manager Kevin Rothrock, Town Attorney Allen Moseley, Town Engineers Doug Chapman and Jared Wright, Fire Chief Kent Graham, Parks and Recreation Director Jennifer Brown, Police Chief Aaron Miller, Interim Planning Director Brian Johnson, Public Works Director Matt Blackburn, Finance Officer Nicole Norman, IT Director Thomas Steele and Town Clerk Hilari Hubner who recorded the minutes.

CALL TO ORDER

Mayor Sellers called the meeting to order at 6:00 p.m. and welcomed everyone. Mayor Sellers verified attendance via roll call.

THE PLEDGE OF ALLEGIANCE

MINUTE APPROVAL

Council Member Gherini made the motion to approve the minutes from the July 11, 2023 regular and closed session meeting, seconded by Council Member Pickett. Unanimously approved.

REGULAR AGENDA ADOPTION

Mayor Pro-Tem Matheson made a motion to approve the agenda as presented, seconded by Council Member Harwood.

CONSENT AGENDA

1. Budget Amendment - #2023-12
2. Special Event – Porsche Event Street Closure
3. Mayoral Proclamation – End Overdose in Watauga County

Council Member Harwood made a motion to approve consent agenda as presented, seconded by Council Member Gherini.

SPEAKERS FROM THE FLOOR

None

PUBLIC HEARING

1. Parking Ordinance

Interim Town Manager Kevin Rothrock presented the proposed Ordinance Changes as follows:

- A. Establishes the ability for the Town to regulate and enforce paid parking;
- B. Amends the current fines for parking violations;
- C. Increases the fines for repeat parking violations;
- D. And allows the Town to immobilize vehicles when the owner is a repeat violator and has not paid for violations over a period of 60 days.

Section 6-29 has been added to allow for paid parking when Council decides to move forward with a paid parking program, and Section 6-35 has been amended to allow for increased parking fines and vehicle immobilization.

Mayor Sellers opened the Public Hearing.

Lela Silver, Owner of Storie Street Grille (Blowing Rock) – Spoke as an advocate for the workforce in Blowing Rock. Ms. Silver explained as an employer, it's very difficult to recruit employees as it is these days, but adding in the possibility of them having to pay to park will discourage them from wanting to work in Blowing Rock. She noted she is not for or against paid parking but wanted the Council to think about the workforce when making a permanent decision about paid parking.

Emily Roberts 309 Morningside Dr (Blowing Rock) – Spoke against paid parking. She noted that during the “Parking Question and Answer” meeting from March 28, 2023, the majority of people in attendance, both residents and business owners were against paid parking. She further noted that when then Town Manager Shane Fox asked “if you would like a show of hands, the majority of the people in the room are against paid parking”. Ms. Roberts reiterated employers already face the challenge of hiring employees and paid parking will make it even harder to staff their stores and restaurants that are loved by residents. She concluded that taxpayers do not support this.

Tom Barrett 204 W. Green Hill Dr (Blowing Rock) – Read a letter on behalf of the Blowing Rock Civic Association in their support of a paid parking system for the downtown area.

Lee Rocamora 300 Laurel Park Road (Blowing Rock) – Stated it's not the taxpayers responsibility to pay for business employees, it's the responsibility of the employer. Paid parking does nothing to improve the parking situation, but if the revenues are used for improving the parking situation it would be worthwhile. He concluded that paid parking is not unique to Blowing Rock and most of the statements made tonight are hearsay, not validated by any data.

Mayor Sellers asked if there were any further questions or comments. With no further questions or comments Mayor Pro-Tem Matheson made a motion to close the public hearing, seconded by Council Member Pickett.

Council Member Harwood recommended adding language about the use of proceeds that come from paid parking, that those proceeds would be used exclusively for

regulating and enforcing paid parking. Also could be used for construction, acquisition, reconstruction, improvements to off-street parking facilities. He noted he would also like to add an exception for emergency vehicles; police, fire etc.

Mayor Sellers mentioned from his understanding, on-street paid parking funds cannot be used for new parking facilities, only for maintaining the current parking program. Which would be paying for personnel and for equipment, and that is State mandated.

Council Member Harwood asked for clarification that the proceeds from paid parking cannot be used to offset costs for new facilities.

Mayor Sellers stated only parking garages and the Maple Street parking areas proceeds could be used and asking Chief Miller to verify.

Police Chief Aaron Miller explained that his understanding is parking on US Highways, which would be Main Street, the proceeds have to go to offset the current parking program.

Council Member Gherini asked about church parking lots.

Chief Miller stated the initial plan was to create a public private partnership with the churches, businesses, and other organizations. If the Council were to choose paid parking in the future, those discussions would resume.

Council had an in-depth discussion of how the Town can further generate revenue from parking and how the Town can utilize those revenues. Further research will be done and more information will be provided at the Winter Retreat. No decision was made for paid parking.

Council Member Harwood made a motion to accept the ordinance as presented with the amendment exception for emergency vehicles, seconded by Council Member Yount. Unanimously approved.

Mayor Sellers asked Chief Miller to state for the public when they should start seeing the increased enforcement.

Chief Miller advised they have probably already seen some of that with increased days per week the parking enforcement is out. He explained the next step is to develop an internal system to track repeat violators.

REGULAR AGENDA

1. Request for Funding – Parking Enforcement

Interim Town Manager Kevin Rothrock stated in order to increase parking enforcement in downtown for fall of 2023 and Spring of 2024, the Police Department is requesting additional funding of \$10,000 over the budgeted amount of \$8,000. This amount covers

additional temporary staff hours for increased weekly parking enforcement until November 2023 and beginning again in May through June 2024. These added funds were not allocated in FY 23-24 Budget, so the General Fund Balance will be the likely source of revenue for this expenditure. There is a budget amendment for Council approval.

Council Member Harwood asked if this purpose was to get more “man hours” on the street instead of any additional collection systems.

Interim Manager Rothrock stated that’s correct, it is not anything additional, only a internal system evaluating the methods so staff can keep track.

Chief Miller further explained he and Interim Manager Rothrock had discussed and concluded there isn’t enough time in the current parking season to try to implement any new software and/or set up a new system. They both felt getting more “boots on the ground” would get them through this parking season and at the winter retreat in January Council can talk about systems and the cost of those systems during that time.

Mayor Pro-Tem Matheson made a motion to approve the budget amendment as presented, seconded by Council Member Gherini. Unanimously approved.

OFFICIALS REPORTS & COMMENTS

- Mayor Sellers – State of the Town is August 24, 5:30 pm at BRAHM. Work on the water/sewer has begun, started on South Main and will be working their way into Town. Do expect delays. 100th Anniversary of the Horse Show went very well and the library will be celebrating their 100th Anniversary as well.
- Council Member Yount – None
- Council Member Harwood – None
- Council Member Pickett – None
- Mayor Pro-Tem Matheson – None
- Council Member Gherini – Thanked Representative Pickett for attending the Economic Development Meeting a few weeks ago. Speeding on Ransom Street- he suggested to Interim Manager Rothrock about a temporary test speed bump being placed there and he suggested talking to a few other Council Members to get a concurrence. Council Members Harwood and Yount said they would support that.
- Town Attorney Allen Moseley – None
- Interim Manager Kevin Rothrock – Thanked Council again for allowing him the opportunity to serve as Interim Manager. Thanked staff and department heads for all their continued support. With McGill, been addressing some drainage issues throughout Town. Met with the Middle Fork Greenway and the Blue Ridge Parkway Superintendent to discuss moving forward with the Middle Fork project, and what obstacles/challenges must be addressed to make that a reality. Pre-construction meeting is coming up with McGill and VPC for the Memorial Park bathrooms project and work can start when the building permit is issued. Staff will

also be meeting with McGill to evaluate phase two elements and reprioritize before going out to re-bid.

EXECUTIVE SESSION

Council Member Yount made a motion to go into closed session at 7:00 p.m. pursuant to NCGS 143-318.11.(a)(6) to consider the qualifications, competence, character, fitness, conditions of appointment or conditions of initial public officer or employee or prospective public officer or employee, seconded by Mayor Pro-Tem Matheson. Unanimously approved.

ADJOURNMENT

At 7:30 p.m. Council returned to open session. With no further business, Council Member Pickett made a motion to adjourn, seconded by Council Member Gherini. Unanimously approved.

MAYOR _____
Charlie Sellers

ATTEST _____
Hilari Hubner, Town Clerk

Attachments

- Budget Amendment - #2023-12 – Attachment A**
- Mayoral Proclamation – End Overdose in Watauga County – Attachment B**
- Public Hearing - Citizen Letters – Attachment C**
- Budget Amendment - #2023-13 – Attachment D**



Town of Blowing Rock

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

To: Mr. Kevin Rothrock, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2023-14)
Date: September 12, 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:

- Re-allocates Wifi Expansion project costs remaining unspent at the end of FY 2022-23 to fund remaining costs to complete the project (\$11,550) via fund balance allocation.
- Allocates a private contribution made to the Town for plantings on Laurel Ln. & Meadow Ln. (\$1,790) to the cost of the plantings.
- Allocates loan proceeds (\$87,240) towards the purchase of FY 2022-23 police vehicles not received until FY 2023-24.

Section 2 (General Capital Projects Fund) allocates funding as follows:

- Allocates funds transferred in FY 2022-23 that were contributed by the TDA (\$61,603) to the 2023 Wayfinding Signage Reserve.

Section 3 (Water/Sewer Fund) allocates funding as follows:

- Allocates a private contribution made to the Town for a sewer tap on Main St. (\$6,000) to the cost of the tap.

Section 4 (Water/Sewer Capital Projects Fund) allocates funding as follows:

- Corrects previous amendment errors (GL code key errors) found by Finance Officer during general ledger accounts reviews.

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

**2023-2024
Budget Amendment Ordinance 2023-14**

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>
10-00-4250-509	Wifi Expansion Expense	\$ -	\$ -	\$ 11,550	\$ 11,550
10-80-6500-033	Materials/Supplies- Grounds	\$ 30,900	\$ -	\$ 1,790	\$ 32,690
10-10-4310-500	Capital Outlay- PD	\$ 202,250	\$ -	\$ 87,240	\$ 289,490
			<u>\$ -</u>	<u>\$ 100,580</u>	

This will result in a net increase of \$100,580. 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>
10-00-3400-399	Fund Balance Appropriated	\$ 377,370	\$ -	\$ 11,550	\$ 388,920.00
10-00-3400-335	Miscellaneous Income	\$ 25,000		\$ 1,790	\$ 26,790.00
10-60-3400-333	Proceeds From Long-term Debt	\$ 534,775	\$ -	\$ 87,240	\$ 622,015.00
			<u>\$ -</u>	<u>\$ 100,580</u>	

Section 2. To amend the General Capital Projects 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>
20-00-5000-400	2023 Way Finding Signage Plan Reserve (TDA Funded)	\$ -	\$ -	\$ 61,603	\$ 61,603
			<u>\$ -</u>	<u>\$ 61,603</u>	

This will result in a net increase of \$61,603. in the appropriations of the General Capital Projects 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>
20-00-3400-331	Transfer from General Fund	\$ 2,340,588	\$ -	\$ 61,603	#####
			<u>\$ -</u>	<u>\$ 61,603</u>	

Section 3. 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>
30-91-7120-504	Sewer Line I&I Replacements/Repairs	\$ 10,000	\$ -	\$ 6,000	\$ 16,000
			<u>\$ -</u>	<u>\$ 6,000</u>	

This will result in a net increase of \$6,000 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>
30-91-3400-373	Taps & Connections	\$ 7,000	\$ -	\$ 6,000	\$ 13,000.00
			<u>\$ -</u>	<u>\$ 6,000</u>	

Section 4. To amend the Water/Sewer Capital Projects 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>
50-91-5050-529	2022 USDA Water/Sewer Project- Engineering	\$ (283,300)	\$ -	\$ 336,000	\$ 52,700
50-91-5050-531	Main St. Water/Sewer- Prelim. Engineering (old line item)	\$ 336,000	\$ 336,000	\$ -	\$ -
			<u>\$ 336,000</u>	<u>\$ 336,000</u>	

This will result in a net increase of \$0. in the appropriations of the Water/Sewer Capital Projects 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>
50-91-3400-000	GO Bond Water Bond Authority	\$ (148,805)	\$ -	\$ 148,805	\$ -
50-91-3400-001	GO Water Bond Authority- Issue II	\$ 122,865	\$ 122,865	\$ -	\$ -
50-91-3400-002	GO Bond Water bond Authority- Issue III	\$ 228,717	\$ 25,940	\$ -	\$ 202,777.00
			<u>\$ 148,805</u>	<u>\$ 148,805</u>	

2023-2024
Budget Amendment Ordinance 2023-14

Section 6. 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 12th day of September, 2023.

Attested by:

Charles Sellers, Mayor

Hilari Hubner, Town Clerk



Town Of Blowing Rock
 PO Box 47
 1036 Main Street
 Blowing Rock, NC
 28605

Town Of Blowing Rock
Special Events/Activities Application
 (Must be submitted to Blowing Rock Parks & Recreation)

Tel 828-295-5200

The purpose of this application is to provide information about your event or activity in order for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. Depending on the specific event, a permit application and/or fee(s) from individual departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. The applicant is also responsible for notifying the Parks Department of any changes. Incomplete applications will not be accepted. **A complete application should be submitted at least 90 days prior to the planned event to allow sufficient review time. Town staff may contact you with specific questions. Any official may require a pre-planning meeting.

Applications and events are prioritized based on a first come-first served basis and the Town may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year.

Applicant should contact the Parks Department to verify date availability prior to submission of application.

****NO MORE THAN 2 RACES WILL BE ALLOWED IN ANY GIVEN MONTH**

**If the event is to be held on public property, approval to use the property must be obtained from Town Council; therefore the application must be submitted 90 days prior to the event.

APPLICANT INFORMATION

Name of Event: The Speckled Trout Outfitters Cornhole Tournament
 Applicant Name & Title: William Brinker, manager
 Organization: The Speckled Trout Outfitters, LLC
 Mailing (Billing) Address: 184 Willy Austin Rd
 City / State / Zip: Blowing Rock, NC 28605
 Daytime Phone: 828-773-8852 Cell: 704-507-2881 Email: outfitters@thespeckledtrout.com
 Description of the Event: Cornhole Tournament
 Does the event have a Twitter, Facebook or other social networking page: no
 If yes, please list URL(s): Q

Event Address: <u>916 Main Street (private lot between 916/922)</u>
Date of Event: <u>09/23/2023</u>
Event Start Time: <u>12:00 PM</u> Event End Time: <u>5:00 PM</u>
Set-Up Begins: <u>11:00 AM</u> Clean-Up Ends: <u>6:00 PM</u>
Preferred Date & Time of Inspection:
Estimated Attendance: 50 <u>50 - 75</u>
The Event is: <input type="checkbox"/> Private (by invitation only) or <input checked="" type="checkbox"/> Open to General Public

APPLICANT'S SIGNATURE [Signature] DATE: 8/25/2023

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The town reserves the right to require others to attend.

TENTS & MEMBRANE STRUCTURES

**** Tent** is a structure, enclosure, or shelter, with or without sidewalls or drops ******

Will tent(s) be used for the event? Yes No

Number of Tent(s) planned: 2

Size of Tent(s) planned: 10' x 10'

Percentage of side walls if any to be used for each tent: N/A

Detail tent location, size, percentage of side walls and spacing for each on required site plan.

**** Membrane structure** is an air-inflated or air supported structure ******

Will inflated/air Supported membrane(s) structures be used for the event? Yes No

Number of air inflated/air supported membrane structures planned: _____

Size(s) air inflated/air supported membrane structures planned: _____

Detail air inflated/air supported membrane structure location(s), size and spacing for each on required Site plan.

POWER SOURCES

Will you use electric generators? Yes No

If yes, will Power Distribution boxes be used? Yes No

Provide contact information for contractor supplying generator power:

Name: _____ Phone: _____ Email: _____

Will you use electric power from an existing structure? Yes No

If yes, will direct wiring to breakers be required? Yes No

Provide contact information for person responsible for setup of power:

Name: _____ Phone: _____ Email: _____

HAZARDOUS MATERIALS

Will there be any portable heaters?? Yes No

Will there be any deep fat fryers?? Yes No

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? Yes No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any fireworks, lasers, torches, candles or pyrotechnics? Yes No

If yes, contact the Blowing Rock Fire & Rescue office at 828-548-2800 for more information.

VOICE/MUSIC AMPLICATION

Are there any musical entertainment features related to your event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no proceed to next section)
If yes, state the number of bands and type of music: Number of bands: _____ Type(s) of music: _____
Will a portable or temporary stage be utilized? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes*, state the number of portable or temporary stages: _____ Will stage have canopy with frame that supports equipment (lighting, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes* state the size of canopy: _____
Provide contact information for contractor providing stage: Name: _____ Phone: _____ Email: _____
Will your event use amplified sound? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate times: Start time: <u>12:00 PM</u> Finish time: <u>5:00 PM</u>

ALCOHOL

Will alcoholic beverages be served? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)
Will alcoholic beverages be sold? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)
What type of alcohol will be served? <input checked="" type="checkbox"/> Draft Beer <input checked="" type="checkbox"/> Can/Bottle Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Who will be serving the alcohol? <u>THE SPECKLED TROUT OUTFITTERS</u>
Times for alcohol to be served: <u>12:00 PM - 5:00 PM</u>
Locations within event site where alcohol will be served: <u>The Speckled Trout Parking Lot</u> <u>Inside Shop</u>
Have you applied for a North Carolina temporary ABC permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MECHANICAL RIDES

Does the event include mechanical rides, or other similar attractions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe attractions: _____ _____
<i>Applicants contracting with amusement ride companies are required to provide the Town of Blowing Rock with a certificate of insurance, naming applicant and the Town of Blowing Rock (if applicable) as additional insured on general liability.</i>

VENDORS

PLEASE ATTACH COMPLETE LIST OF VENDORS IF ON PUBLIC PROPERTY.

Does the event include food vendors? Yes No

If the event will have food vendors, please check the following that apply:
 Served Sold Free Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)
(Use additional sheet if necessary)

VENDOR	COOKING METHOD	FOOD ITEM
	N/A	

Fire Code requires a fire extinguisher at each cooking location. Event organizers are responsible for arranging health inspections for their events.

EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheet of paper if necessary)

No public property being used.

DATE	TIME	ACTION	ADDITIONAL NOTES
9/23/23	12:00 PM	Beginning of Cornhole Tournament	Private Property
9/23/23	5:00 PM	Winners Announced	Private Property
9/23/23	6:00 PM	BREAKDOWN COMPLETE	

TOWN SERVICES

The Town of Blowing Rock does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

TRASH AND RECYCLING PLAN

In order to determine what types of containers are needed for the event, please answer the following questions: Are you requesting trash/recycle bins from the town?(Additional Fee Will Be Required) Yes / **(No)**

How many trash bins are you requesting for trash? X

How many recycle bins are you requesting? X

Date and Time for trash or recycling bins to be emptied\picked up: X

Delivery Location?

_ Applicants are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be paid for by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? Our staff and volunteers from shop/TSTU will assist closing down.

If town personnel are needed to assist with event site clean-up the applicant will be required to hire off Duty personnel.

If needed, please list preferred Date & Time for clean-up staff to arrive: _____

Will any of the following services be used for the event:

- Water Service Portable Toilet Services
 Wastewater Service Public Restrooms Public Electric Power

SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)

- Beer/Alcohol Security Stage Security Event Area Security Gate Security
 Road Closure Security Money Handling Security Other _____
 Overnight Security From _____: _____ To _____: _____

Dates & Times security will be on site: _____

Security provided by: _____ Number of Security Personnel: _____

Applicant may be required to hire sworn off-duty Town of Blowing Rock police officers to provide security to insure public safety. The Blowing Rock Police Department will determine the number of security personnel required on site.

WALK, RUN, CYCLE EVENTS ON PUBLIC ROADWAYS

Number of participants expected: _____ % of participants expected under 18: _____

*Must be at least 100 participants and no more than 2,000 per route.

Number of volunteers expected: _____ % of volunteers expected under 18: _____

ADDITIONAL GUIDELINES AND REQUIREMENTS

Please initial all guidelines below and provide the information requested at the time the application is submitted.

Must use a pre-approved route from the Town/NCDOT and/or pre-approved neighborhood route and/or track or one of the options not on roadways that are available at a park. WPB

Must include a certificate of liability insurance for walk, run, and/or cycle event if the start/finish are on public property. WPB

Must include a plan for volunteers for events with an anticipated attendance of 100 participants or more (how many, their duties). WPB

Must include a parking plan for participants and volunteers (can be included in site plan). WPB

The provision of twenty foot (20') minimum emergency access lanes throughout the event site. WPB

Temporary signs may be used to mark a course. No markings of any kind (permanent or temporary) are allowed on roadways, sidewalks, or parking lots. WPB

Any unauthorized traffic control device or other sign or message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. Any violations of this policy will result in disapproval of future event(s). WPB

Do not assume, advertise, or promote your event until you have a signed permit from the Blowing Rock Police Department, along with permission from town staff and Blowing Rock Town Council. Conflicts do arise and changes to the request may be necessary. WPB

Organizers to make sure race starts at the time approved on the application. Any deviated start times shall be requested no later than 30 days prior to the event. A deviated time request cannot be guaranteed approval. WPB

Event organizers to assist in enforcing safe roadway rules. WPB

Event volunteers standing throughout the course to direct as well as instruct participants to stay out of the roadway. WPB

Cancellation of any event must be in writing/email to the permit center no later than 30 days prior to the scheduled date of the event. WPB

A VIOLATION OF ANY GUIDELINE REQUIREMENT COULD RESULT IN THE DENIAL OF FUTURE EVENTS. WPB

* Note: Most of the above are N/A, but initiated in acknowledgement of the 6 guidelines. *

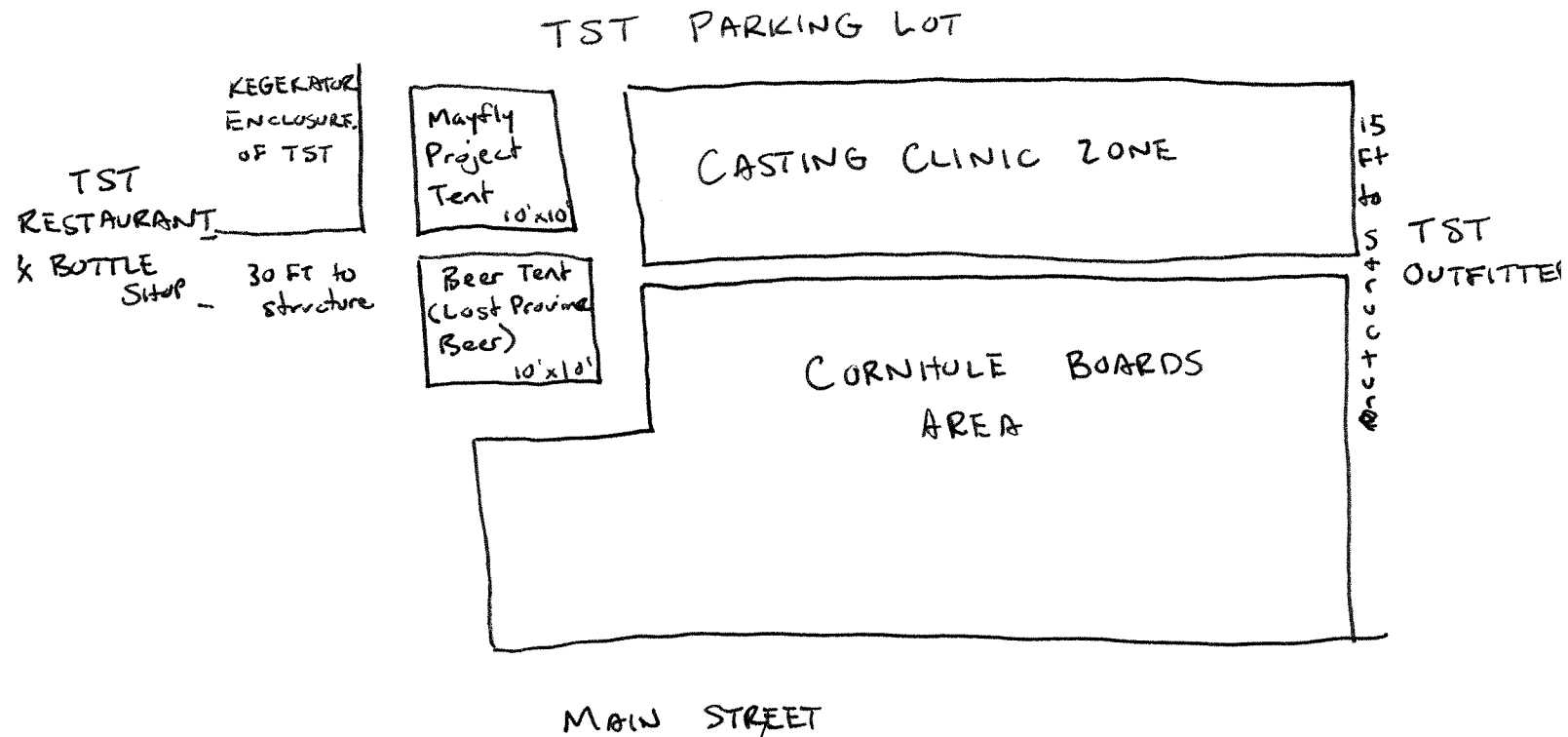
SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

SITE PLAN SKETCH

Please provide a site plan and describe details here.



Volunteers / Participants will utilize public parking of Blowing Rock.

ATTACHMENT CHECKLIST

In addition to the Special Event Application form, the following supporting documents are required to complete your application package and begin the review process:

All Events:

- Site Plan Sketch
- Parking Plan for participants and volunteers (May be included in site plan)
- Volunteer Plan for events with an anticipated attendance of 100 participants or more (how many, their duties)

All Public Property Events:

- Certificate of Insurance listing the Town of Blowing Rock as certificate holder and additional insured.

Public Property Event at a Public Park:

- Email from the Parks and Recreation Director indicating approval of the event date. Parks and Recreation Director may be reached at (828) 295-5222 or jbrown@tobr.us.

Waiver Request:

- I am requesting a waiver from the Section which prohibits animals from special events on town property. I have included the required safety plan with the application.



195 Rodgers Ridge Rd
Newland, NC 28657
828-260-2619
jecopyro@gmail.com

Date: 9/5/2023

Attention: Matt McGuire

Re: application for fireworks permit

Please find the attached documents listed below in support of our request for a permit for an outdoor fireworks display.

- Shot list
- Certificate of insurance
- Site display
- Copy of operator license

Date/time of show: Saturday, October 7, 2023, approx. 9:30pm

Sponsor & location: Wedding, Chetola Resort

Ignition system: Hand fired

Size of product: 1.4g

Please let me know if further information is needed.

Thank you,

Eric Wright

Eric Wright, President
JECO Pyrotechnics, Inc.

JECO Pyrotechnics, Inc
195 Rodgers Ridge Rd
Newland, NC 28657
828-260-2619
jecopyro@gmail.com

Shot List

Location:

Chetola Resort
185 Chetola Lake Drive
Blowing Rock, NC 28605

Date: 10/7/2023

Shots to be fired:

<u>Number of shots</u>	<u>description of shot</u>
144	1.75" inch shell
23	500 gram cakes



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/4/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	CONTACT NAME: Kristy Wolfe PHONE (A/C, No, Ext): 308-382-2330 E-MAIL ADDRESS: Kwolfe@ryderinsurance.com	FAX (A/C, No): 308-382-7109
	INSURER(S) AFFORDING COVERAGE	
INSURED JECO Pyrotechnics Inc 195 Rogers Ridge Rd Newland NC 28657	INSURER A: SCOTTSDALE INS CO	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1446284884

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			CPS4020692	10/25/2022	10/25/2023	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
								\$
							WC STATU-TORY LIMITS	OTHER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			N/A			E.L. DISEASE - EA EMPLOYEE	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.
 Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.

Additional Insured: Chetola Resort; Town of Blowing Rock; Watauga County NC
 Date: 10/7/2023
 Location: 185 Chetola Lake Drive, Blowing Rock, NC

CERTIFICATE HOLDER**CANCELLATION**

Chetola Resort
 185 Chetola Lake Drive
 Blowing Rock NC 28605

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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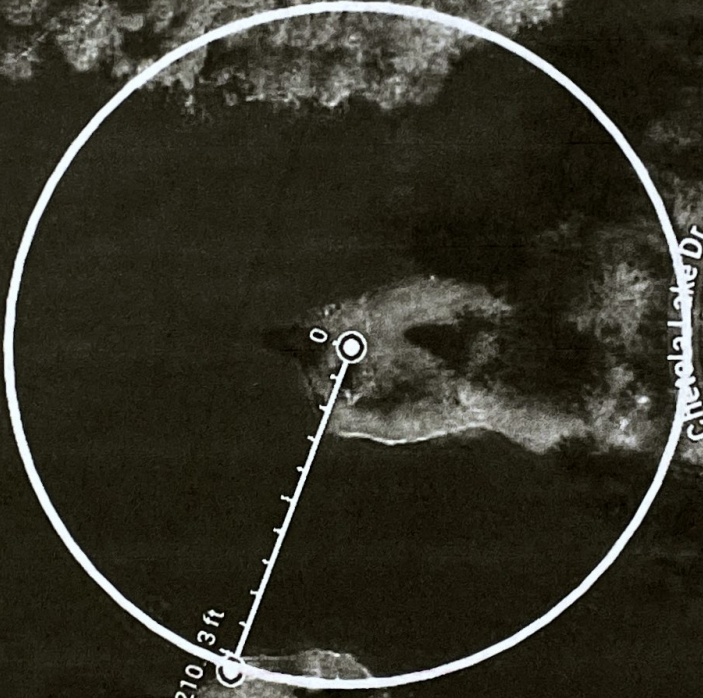
Chetola Orvis Endorsed
Fly Fishing Guide Service

Chetola Lake Dr

Chetola Lake

Blowing Rock Hwy

BUS
321



Measure distance
Click on the map to add points to path
Total distance: 210.13 ft (64.05 m)

Chetola Lake Dr

Bass Lake Dr

Chetola Lake Dr

Chetola Lake Dr

Outdoor Pyrotechnics
Display

**OPERATORS
LICENSE**

M A R

2 0 2 4



**Shane Cantrell
License # 3843**



TOWN OF BLOWING ROCK

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

MEMORANDUM

TO: Mayor Sellers and Members of the Town Council

FROM: Kevin Rothrock, Interim Town Manager

SUBJECT: #1) Bids - FY 2023-24 Capital Equipment
#2) Financing Proposals
#3) Resolution Approving Financing-To be included at the meeting for approval.

DATE: September 12, 2023

1) BIDS – FY 2023-24 CAPITAL EQUIPMENT

Police

Police Chief Aaron Miller received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- 4 Police Interceptor SUVs with Equipment **\$180,110**
- 2 Portable Radios **\$10,490**

Public Works

Public Works Director Matt Blackburn received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Street: Hydraulic Spreader **\$14,865**
- Street: Leafer **\$56,950 (includes tax and tag)**
- Street: 4 Portable Radios and Chargers: **\$12,380**
- Sanitation: 4 Portable Radios and Chargers: **\$10,380**
- Field Ops: Grandfather Lift Station Rehab.: **\$73,720**
- Field Ops.: 4 Portable Radios: **\$10,380**
- Field Ops: Trailer: **\$23,555 (includes tax and tag)**

Parks & Recreation

Parks & Recreation Director Jennifer Brown received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Used 16 Passenger Van **\$46,910 (includes tax and tag)**

Landscaping

Landscape Director Cory Cathcart received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Skid Steer w/ Bucket (Bobcat trade in): **\$46,540**
- 18KW Battery Electric Mower (Ferris trade in): **\$20,700**

Planning & Inspections

Planning & Inspections Director Brian Johnson received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Used Ford Explorer: **\$34,730 (includes tax and tag)**

Spread Across Multi-departments (Police, Fire, Street, Sanitation, Field Ops. & Plant Ops.)

Fire Chief Kent Graham received quotes and proposals for FY 2023-24 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- New Green Hill Communications Building & Equipment Rehab. **\$118,020** (Estimate used in Budget- Project cost breakdown not received as of yet)

2) FINANCING PROPOSALS

4 Year up to \$665,000

The Town of Blowing Rock has requested financing proposals from eleven (11) area banks to finance the acquisition of capital vehicles approved in the FY 2023-24 Budget.

The responses received are as follows:

Bank	Rate	Fees
BB&T		
Bank of America		
Chase Bank		
First Citizens Bank		
First Horizon Bank		
First National Bank		
Highlands Union Bank		
PNC		
SunTrust		
United Community Bank		
Wells Fargo		

We recommend the financing bid be awarded to (to be determined on date of the meeting once proposals are received)

#3) Resolution Approving Financing-To be included at the meeting for approval.

PROCLAMATION FOR CONSTITUTION WEEK

The following proclamations can be used as suggested or in combination with one another. Proclamations you have used in the past years can also be used as samples. Chapter may adjust the dates for the correct year and anniversary.

WHEREAS: September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, _____ by virtue of the authority vested in me as (Governor or Mayor) of the State or City) of _____ (in the City of) _____ do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the (State or City) to be affixed this _____ day of _____ of the year of our Lord two thousand _____.

Signed _____ SEAL Attest _____

MEMORANDUM

To: Mayor Charlie Sellers and Blowing Rock Town Council

From: Kevin Rothrock, Planning Director

Subject: BRAAC Re-organization

Date: September 7, 2023

At the mid-year retreat in June, Council asked staff to consider a reorganization of BRAAC that added a recreation/public land representation to the commission. BRAAC members reported at the retreat that they wanted public projects to go before them prior to going to Council for consideration. In response, please see the attached draft ordinance language that would widen the scope of BRAAC with the addition of a recreation/public land oversight component. Language has also been added to clarify that the BRAAC has the responsibility of acting as the Tree Board since 2020.

If the Council decides to move forward with the direction of this proposed ordinance, submittal to Planning Board for review and comment is the next step.

Section 16-3.6 **Public Land and Recreation Appearance Commission.**

16-3.6.1 Membership and Vacancies. There shall be an **public land appearance and recreation advisory commission (herein after referred to as "Commission")** consisting of **five (5) nine (9)** members, all of whom shall be citizens and residents of the planning and zoning jurisdiction of the town. Members shall be appointed by the board of commissioners for a term of three (3) years. Vacancies occurring for reasons other than the expiration of terms shall be filled as they occur for the period of the unexpired term. It is desirable that at least one member be **a member of a design professional, and at least one member have a background in recreation, coaching, or sports administration.**

16-3.6.1.1 Members may be removed from the commission by the mayor for due cause. Attendance at the meetings of the commission and performance of the duties of members shall be considered a prerequisite for continued membership on the commission.

16-3.6.1.2 Members of the commission shall serve without pay, but may be reimbursed for actual expenses incident to the performance of their duties within the limits of funds available to the commission.

16-3.6.2 Organization, Rules, Meetings and Records. Within thirty days after its appointment, the **public land appearance and recreation advisory** commission shall meet and elect a chair, **and** vice-chair. It may create and fill such other offices as it may determine. The term of each officer shall be one year. They may be re-elected. The commission shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, which records shall be open to the public. The commission shall meet as needed. All of its meetings shall be open to the public. For the purpose of taking any official action authorized or required by this article, there shall be present a quorum **of three five (3 5) members.**

16-3.6.3 Responsibilities and Duties

(A) It shall be the responsibility and duty of the **public land appearance and recreation advisory** commission:

- (1) To initiate, promote and assist in the implementation of general community beautification in the town and its environs.
- (2) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities, and programs bear upon the appearance of the town and its environs.
- (3) To provide leadership and guidance in matters of area community design and appearance to individuals and to public and private organizations and agencies.

(4) To make studies of the appearance characteristics and problems of the town and its environs, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the town, any portion or neighborhood thereof, or any project to be undertaken.

(5) To prepare both general and specific plans for the improved appearance of the town.

(6) To make recommendations upon any permit or other item referred to the commission by the board of commissioners, planning board, board of adjustment, or administrator.

(7) To review proposed amendments and improvements to town parks, facilities, properties and rights-of-ways, and to provide recommendations related to the proposals.

(8) To take any other action authorized by this chapter or any other ordinance or resolution adopted by the board of commissioners.

(9) To serve as the Tree Board in conjunction with the Blowing Rock Landscaping Department to include the short- and long-range management of trees within public street rights-of-way, Town-owned property, and other public property in the Town.

(B) The following specific duties are hereby conferred upon the public land appearance and recreation advisory commission:

(1) To ask the proper officials of any public agencies of the state and its political subdivisions for plans for public buildings, facilities or projects to be located within the town.

(2) To review such plans as well as permit applications referred to the commission and make recommendations regarding appearance suitability to the appropriate agency or to the planning board, board of adjustment or board of commissioners. All plans shall be reviewed by the commission in a prompt and expeditious manner, and all recommendations of the commission with regard to any public project shall be made in writing. Copies shall be transmitted promptly to the appropriate town board and to the appropriate agency.

(3) To direct the attention of officials to the needed enforcement of any ordinance that may in any way affect the appearance of the town.

(4) To make recommendations related to the use of recreational facilities and public lands.

(5) To seek voluntary adherence to the standards and policies of its plans.

(6) To enter upon private land for the purpose of making examinations or surveys, with the consent and permission of the person in possession of such property.

(7) To promote public interest in and an understanding of its recommendations, studies and plans, and to that end to prepare, publish and distribute to the public such studies and reports as will, in the opinion of the commission, advance the cause of improved municipal appearance.

(8) To formulate and recommend to the town planning board and board of commissioners the adoption or amendment of ordinances regulating the use of property that will, in the opinion of the commission, serve to enhance the appearance of the town and its surrounding area.

(9) To act as the Tree Board and coordinate efforts with the Town Landscape Department to satisfy requirements of maintaining and expanding the Town's status as a Tree City, USA member.

(10) To be the lead civic organization coordinating and the chief sponsor of the annual Town Clean-up Week.

16.3-6.4 Annual Report and Budget.

(A) In conjunction with the submission of the budget request, the commission shall submit to the board of commissioners a progress report of its activities during the present fiscal year. A report of the entire fiscal year, July through June, shall be submitted to the board of commissioners no later than thirty days after the close of the fiscal year.

(B) The commission may present requests to the board of commissioners no later than April 1 of each year for the purpose of incorporating in the budget future recreation, beautification, preservation, restoration and landscaping projects to include establishment, maintenance and replacement of gardens. Anticipated revenues for the next fiscal year from non-city sources shall be indicated. The requests will be reviewed and, if approved, recommended for inclusion in the proposed budget.

16.3-6.5 Receipt and Expenditure of Funds. The commission may receive contributions from private agencies, foundations, organizations, individuals, the state or federal government or any other source, in addition to any sums appropriated for its use by the board of commissioners. It may accept and disburse these funds for any purpose within the scope of its authority as specified in this article. All sums appropriated by the board of commissioners to further the work and purposes of the commission are deemed to be for a public purpose.