

## **MINUTES**

### **Town of Blowing Rock Board of Commissioners Special Meeting-November 30, 2009**

The Town of Blowing Rock held a special meeting on Monday, November 30, 2009 at Town Hall, 1036 Main Street, Blowing Rock, NC. Present were Mayor J.B. Lawrence, Commissioners Bobby Ball, Keith Tester, Phillip Pickett, Albert Yount, and Tommy Klutz. Others attending were Town Manager Scott Hildebran, Finance Director Nicole Norman and Town Clerk Sharon Greene.

#### **CALL TO ORDER**

Mayor Lawrence called the meeting to order at 4:00 p.m. and welcomed Mr. Billy Combs and Mr. Jason Carpenter of Combs, Tennant & Carpenter, P.C.

#### **DISCUSSION ITEMS**

##### **1. FY 2008-09 Audit**

Mr. Carpenter thanked Council for allowing their accounting firm to serve the Town of Blowing Rock again this year. Mr. Carpenter informed Council that the Town of Blowing Rock's FY 2008-09 Audit was conducted in accordance with Governmental Auditing Standards. He proceeded to state a "clean opinion" was issued in the audit and that there were no adverse findings. Mr. Carpenter highlighted several areas of the audit. He mentioned that Fund Balance had increased by \$177,000 over the past year from \$2.5 million to approximately \$2.7 million of which \$2,325,948 was undesignated. Mr. Carpenter also commented the Town had fared well in spite of the current economic downturn.

Mr. Carpenter and Mr. Combs commended Town Manager Hildebran and Finance Director Norman on the great job they were doing. They also commended the tax collector on the Town's 98.7% tax collection rate.

According to Mr. Combs and Mr. Carpenter, Town funds remained stable due to wise investing. Commissioner Klutz inquired how the majority of town funds were invested. Mr. Hildebran stated funds were invested in Certificate of Deposits with banks that utilize the pooling method administered by the State Treasurer, for the collateralization of funds above FDIC coverage and also invested in the North Carolina Cash Management Trust.

With no further discussion, Commissioner Ball made a motion to accept the FY 2008-09 Audit as presented, seconded by Commissioner Pickett. Unanimously approved.

**FY 2008-09 Audit – Exhibit A**

**2. FY 2009-10 Audit Contract**

Town Manager Hildebran presented Council with the FY 2009-10 Audit Contract with Combs, Tennant & Carpenter, P.C. in an amount not to exceed \$22,000. Mr. Hildebran stated the amount had not increased this year, however had increased slightly last year due to the possibility of the receipt of state funds which may be received this year.

Commissioner Yount made a motion to accept FY 2009-10 Audit Contract as presented, seconded by Commissioner Klutz.

**FY 2009-10 Audit Contract – Exhibit B**

**3. Public Works Department – Job Descriptions**

Town Manager Hildebran presented Council with updated job descriptions for the Public Works Director and Superintendent of Streets, Sanitation and Facilities & Equipment. He stated with the retirement of Mr. Lentz in December 2009, Mr. Mike Wilcox, the current Assistant Public Works Director had been promoted to Public Works Director. He also advised that Mr. Matt Blackburn would assume the duties of Superintendent of Streets, Sanitation and Facilities & Equipment. Mr. Hildebran advised that Mr. Lentz would remain as the ORC on call for the next year until Mr. Wilcox and Mr. Blackburn received certifications and that McGill Associates would also be available to advise if needed.

Commissioner Yount made a motion to accept the updated job descriptions, seconded by Commissioner Pickett. Unanimously approved.

**Public Works Department Job Descriptions - Exhibit C**

**4. Other**

Mr. Hildebran mentioned that Charter Cable rates for basic service were increasing as of January 2010.

Also, Mr. Hildebran asked Council for their feedback regarding columns at the Robbins Pool. He showed renderings of columns with caps made from rock as well as columns with slightly pointed caps made from concrete. He stated there would be a difference in cost of \$1,600 for the concrete caps. Council consensus was to remain with the original plan to use rock on the caps.

He also mentioned the Council Retreat to be held January 17<sup>th</sup> through the 19<sup>th</sup>, 2010. He advised that staff had received quotes from the Double Tree Inn and the Grove Park Inn in Asheville and asked Council which they preferred. Council consensus was for the 2010 Retreat to be held at the Double Tree Inn.

Commissioner Klutz stated that he would prefer the Retreat to be held in Blowing Rock.

Commissioners Ball and Tester spoke regarding some of the positive aspects and accomplishments during their respective terms on Town Council. Mr. Tester stated it had been a productive eight years with several major accomplishments, which included hiring Town Manager Hildebran. Mr. Tester encouraged Council to continue working with Mr. Hildebran and his staff for continued success. He also stated that hiring a full service engineering firm was another step forward for the town. Furthermore, Mr. Tester mentioned after many hours of work over the past few years, the Town now had a good solid set of Codes to follow and in conjunction with the Town's Comprehensive Plan the Town could be maintained as it was currently.

Ms. Ball was in agreement with Mr. Tester's comments and stated that she and Mr. Tester would be happy to assist Council if needed. She also gave other helpful information and suggestions such as for Council to go slow and review items that come before them carefully before making decisions and that they cannot always please everyone while trying to do what they think is best for the town.

**ADJOURN**

There being no further business to discuss, the meeting was adjourned at 5:30 p.m.

**MAYOR** \_\_\_\_\_  
**J.B. Lawrence**

**ATTEST** \_\_\_\_\_  
**Sharon Greene, Town Clerk**