

MINUTES
Town of Blowing Rock
Board of Commissioners
Special Meeting-November 29, 2010

The Town of Blowing Rock Board of Commissioners held a special meeting on Monday, November 29, 2010. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock. Present were Mayor J.B. Lawrence, Commissioners Phillip Pickett, Tommy Klutz, Doug Matheson and Jim Steele. Albert Yount was unable to attend. Others in attendance were Town Manager Scott Hildebran, Finance Director Nicole Norman, Planning Director Kevin Rothrock, Police Chief Eric Brown, Parks & Recreation Director Jennifer Brown, Public Works Director Mike Wilcox, and Town Clerk Sharon Greene.

CALL TO ORDER

Mayor Lawrence called the meeting to order at 4:00 p.m.

DISCUSSION ITEMS

1. FY 2009-2010 Audit Presentation

Mr. Billy Combs and Mr. Jason Carpenter of Combs, Tennant & Carpenter, P.C. presented the Audit for FY 2009-2010 to Council for approval. Mr. Carpenter advised the audit was done in accordance with Government Auditing Standards. He proceeded to state a "clean opinion" had been issued with no adverse findings. He commended Finance Director Norman and her staff on their work. He also mentioned that internal controls within the finance office were very good.

Mr. Carpenter went over several areas of the audit with Council. He stated the Town's net assets totaled approximately \$24.51 million which was an increase of \$1.69 million over last year.

Town Manager Hildebran also gave a 10-year history of the General Fund Balance to Council for review. He stated the Town worked to achieve an undesignated fund balance, equal to 50% of the Town's General Fund Budget.

Mr. Hildebran advised that the Town was still due approximately \$138,985 from the storm damage reimbursement from FEMA and the funds should be received in the near future, which would bring undesignated fund balance to just above 50%.

He also commended town staff who curtailed spending due to the state of the economy to bring the budget in balance.

Mayor Lawrence inquired if members of Council wished to speak with Mr. Combs and Mr. Carpenter without staff present. Council stated they did not feel this was necessary.

Mayor Lawrence thanked Mr. Combs and Mr. Carpenter for their presentation. With no further comments, a motion was made by Commissioner Klutz to accept the FY 2009-2010 Audit as presented, seconded by Commissioner Pickett. Unanimously approved.

FY 2009-2010 Audit – Exhibit A

Mr. Hildebran mentioned that he and other members of staff had recently met with representatives of the Blue Ridge Vista Condominiums located on Hwy 321 South regarding possible annexation and extending water service to that area due to the road widening project. He asked for a consensus from Council regarding this issue. Mr. Hildebran stated that NCDOT would be taking the well that provided water supply to the condos and that Blue Ridge Vistas was discussing the possibility of NCDOT extending an 8-inch water line with fire hydrants to the area. Based on Town policy, water cannot be extended beyond town limits without annexation. According to Mr. Hildebran, the Town already supplied Fire/Rescue services to that area. He also commented the 31 units had a combined tax base of \$2,655,300 and would increase tax revenues by approximately \$8,400 annually if this property were to be voluntarily annexed into the town. Commissioner Steele asked if there were any adversities toward the Town if this were to take place. Mr. Hildebran stated he did not anticipate any problems for the Town. It was the consensus of Council to move ahead with discussions regarding the annexation and water line extension should the owners decide to move forward.

2. Blowing Rock Facilities Study

Mr. Doug Chapman and Mr. Marty Beal of McGill Associates presented a facility study for the Police, Parks & Recreation and Public Works Departments. Mr. Beal mentioned they had reviewed the current floor plans for the Police and Parks & Recreation Departments and had met with each department head to discuss their needs. He also stated a site plan had been completed for the Public Works Department.

Some of the assessed needs for the Police Department were additional office space, a criminal processing area, storage, etc.; a total of 6,750 square feet. An elevator to be used by both the Police and Parks & Recreation Department was also proposed.

Mr. Beal stated the Parks & Recreation Department currently had 2,700 sq. feet and needed a total of 9,100 sq. feet. Their needs included additional office space, a larger work area, storage, program space/classes event space, etc. Commissioner Klutz asked if the old fire department building could be utilized for that department. Mr. Beal advised the building was not code acceptable and would need to be torn down and rebuilt. It was determined the space could continue to be used as a storage area. Mr. Chapman also suggested the area underneath the BRAHM parking deck could be used as storage space.

Commissioner Steele suggested the Sally Port area proposed for the Police Department be redesigned into a flexible use space that could also be used by the Parks & Recreation Department when available.

In reference to the Public Works Facility located on Cone Road, Mr. Beal and Mr. Chapman stated the old salt storage building needed to be torn down. It was recommended that the newest building on that site be salvaged and added to. The assessed needs for that department included a salt/slag storage area, office/break area, enclosed vehicle/equipment storage, work area, etc. The diesel/gas area would also need to be moved. Mr. Hildebran advised in the near future the Town would most likely be using gas cards due to environmental issues with our current tank system.

Mr. Hildebran stated he would have the cost estimates and various sequencing scenarios for Council discussion at the retreat to be held in January.

Blowing Rock Facilities Study Draft Plans – Exhibit B

Council briefly discussed the newly installed playground at the Robbins Pool. Mr. Hildebran advised the State required a playground be added to the Pool Facility as part of the \$500,000 grant award.

Commissioner Matheson also suggested that Town Staff call G.D.S. and ask that they not begin residential recycle pick-up until after 7:00 a.m.

ADJOURN

There being no further business to discuss, the special meeting was adjourned at 6:05 p.m.

MAYOR _____
J.B. Lawrence

ATTEST _____
Sharon Greene, Town Clerk

Attachments (11-29-10)
FY 2009-2010 Audit – Exhibit A
Blowing Rock Facilities Study Draft Plans – Exhibit B