

MINUTES
Town of Blowing Rock
Board of Commissioners
Regular Meeting-June 12, 2012

The Town of Blowing Rock Board of Commissioners met in regular session on Tuesday, June 12, 2012 at 5:30 p.m. Present were Mayor J.B. Lawrence, Commissioners Albert Yount, Dan Phillips, Tommy Klutz, Doug Matheson and Jim Steele. Others in attendance were Town Manager Scott Hildebran, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Planning Director Kevin Rothrock, Police Chief Eric Brown, Finance Director Nicole Norman, Public Works Director Mike Wilcox, Emergency Services Director Kent Graham, Parks & Recreation Director Jennifer Brown, Planning Intern Taylor Gupton and Town Clerk Sharon Greene.

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m. and welcomed everyone.

APPROVAL OF MINUTES

A motion was made by Commissioner Klutz to approve the minutes as written for meetings held on May 8th, 14th, and 15th, 2012, seconded by Commissioner Steele. Unanimously approved.

PUBLIC HEARING

1. FY 2012-2013 Budget Ordinance # 2012-07)

Town Manager Hildebran stated that the Recommended 2012-2013 Budget was presented to Council on May 8, 2012 and budget work sessions were held on May 14th and 15th. Mr. Hildebran advised there was an increase of only \$4,655.00 over last year's budget and the tax rate would remain at \$0.028 per \$100.00 of the value for the seventh year in a row. According to Mr. Hildebran, the only fee change would be an increase of \$0.50 per month for water and for sewer; however, the interconnect fee would decrease by \$1.00 per month which would mean no net change in the bi-monthly minimum bill for utilities. All other fees would remain as is.

Mr. Hildebran stated the proposed budget would include funding for the Streetscape Phase III from St. Mary's Episcopal Church to Storie Street, a new roof for Town Hall, a salt storage facility for Public Works, hard-scape improvements to Memorial Park, etc.

Mayor Lawrence asked if there were any public comments at this time. With no further discussion, a motion was made by Commissioner Phillips to close the public hearing, seconded by Commissioner Klutz. Unanimously approved.

A motion was then made by Commissioner Klutz to approve the Recommended FY 2012-2013 Budget as presented. Commissioner Matheson seconded the motion. Unanimously approved. **FY 2012-2013 Budget (Ord. #2012-07) – Exhibit A**

Commissioner Yount commended Town Manager Hildebran on his hard work on the budget. Town Manager Hildebran then expressed his gratitude to the Town Finance Director, Nicole Norman and all Department Heads for their hard work also.

OLD BUSINESS

1. Update – Town Comprehensive Plan Process

Planning Director Kevin Rothrock and Planning Board Chairperson Jim West updated Council regarding the Town's Comprehensive Plan process. Mr. West stated the Comprehensive Plan was updated approximately every 10 years. He gave Council statistics regarding previous surveys that had been sent to Town residents and property owners. Mr. West advised that two individuals per household would be able to respond to the 2012 survey.

Mr. Rothrock spoke regarding the timeline; stating that during the 2012 Retreat, Council had instructed staff to move forward with the survey. The Planning Board and their subcommittee had met numerous times to formulate questions that would be asked on the survey. The NCSU Center for Urban Affairs and Community Service (CUACS) had also been contacted in reference to the survey process and creating a timeline to launch the survey. Mr. Rothrock stated that CUACS had provided a tentative timeline and was compiling a draft contract and work plan. Mr. Rothrock also advised that he hoped Council would receive a copy of the final questions to be on the survey by their July 12th meeting and the survey was scheduled to be mailed by August 1, 2012.

Mr. West remarked that the survey was only the beginning of the comprehensive planning process. He mentioned the survey would be utilized in helping to establish policies, set goals, and action statements for development of the Comprehensive Plan but experience, public information sessions, visioning workshops, hearings would be utilized as well.

Commissioner Matheson asked as the survey was being tabulated; would small groups be identified. Mr. West responded that certain things on the survey would be very specific, but small groups would not be identified, but as the process progressed, small groups would be identified.

Commissioner Steele asked if the public would be given the opportunity to submit ideas regarding the questions that would be asked on the survey. Mr. West commented if anyone had a particular interest, they could voice it at any given time in the process.

Commissioner Steele also suggested that staff call residents/property owners who did not return their survey in a timely manner. Mr. West stated that all avenues would be utilized to encourage the public to complete and return their surveys.

Commissioner Steele then inquired about the visionary workshops to be held. Mr. Rothrock advised that in the spring of 2013, public forums would be held to receive further input. He stated that commonalities during these forums would be focused upon.

Commissioner Klutz wanted to know if Council would see the survey questions before they were sent. Mr. Rothrock responded that Council would be previewing the survey questions in July. Mr. Rothrock also mentioned that staff had called approximately 25 residents to ask what issues they would like to see in the Comprehensive Plan and had received only two (2) responses out of the 25 people who were called.

Commissioner Steele asked Town Manager Hildebran if the League of Municipalities had any expertise regarding this process that the Town could utilize. Mr. Hildebran responded the process explained by Mr. West was commonly used throughout North Carolina.

Commissioner Yount asked what NC State would be doing to help with the comprehensive plan process. Mr. West stated they would be reviewing the questions and structuralizing them in a consistent pattern, then tabulating the responses and compiling a report for the Town.

Commissioner Phillips commented the survey had been mailed with the water bills in 1993 and he felt this should also be done in 2012. He commented the process shouldn't be overly complicated. Mr. Rothrock explained the water billing customer addresses had been used in 1993 in which to send the survey; but the actual survey had not been mailed with water bills because they were in postcard form during that time. He stated that most towns had found that the process explained earlier had worked well and residents/property owners could complete the survey online or if they preferred or could receive a hard copy of the survey. Commissioner Phillips stated that everyone received a water bill and he felt this would be a good way in which to send the survey. Mr. Hildebran responded that there were some property owners who did not receive a water bill due to their property being vacant, etc.

Mr. David Rogers commented that his publication "Blowing Rock News" would be receptive of running any information that needed to be sent out to the public during the comprehensive plan process.

With no further comments, Mayor Lawrence moved to the next item.

NEW BUSINESS

1. Appalachian Regional Healthcare – Annexation Petition (Res #2012-13 & 14)

Planning Director Rothrock stated that on June 5, 2012, Appalachian Healthcare (ARHS) had submitted a petition of voluntary annexation on behalf of Blowing Rock Hospital for Council's consideration. The petition initiates the satellite annexation process of the 24.76 acre property located off Hwy 321 across from Edmisten Road. The property borders a 43 acre tract owned by ARHS that was annexed last year.

Mr. Rothrock advised that since the boundaries were not contiguous with the Town's corporate limits, certain rules for satellite annexation had to be followed according to the State of North Carolina. Mr. Rothrock then reviewed the rules and stated all requirements for satellite annexation had been satisfied.

Mr. Rothrock stated that staff recommended that Council approve Resolutions 2012-13 & 14 initiating the annexation process and establishing a public hearing date of July 10, 2012 for consideration of the annexation petition.

With no further comments, Commissioner Yount made a motion to approve Resolution #2012-13 & 14 as presented, seconded by Commissioner Klutz. Unanimously approved. **Appalachian Regional Healthcare – Annexation Petition (Res #2012-13 & 14) – Exhibit B**

2. Parade - Parking Enforcement

Town Manager Hildebran advised that Commissioner Phillips had requested this item be placed on the agenda for discussion.

Commissioner Phillips stated that he had received numerous phone calls regarding the lack of parking enforcement during parades.

Police Chief Eric Brown stated that his department had no problem with enforcing the Town Ordinance, but historically parking had not been strictly enforced on parade days. Commissioner Phillips stated that during the Shriner's Parade, a lot of parking spaces on Main Street had been roped off and he felt that a compromise needed to be made to accommodate the merchants and still have great parades. Chief Brown stated that the parking had been roped off to accommodate for stunts during the Shriner's Parade.

Mayor Lawrence stated this issue had been discussed previously. He called on Parks & Recreation Director Jennifer Brown. Ms. Brown stated that Council had directed her and Chief Brown to investigate moving the parade to a different time. They had taken a survey of various merchants as well as the public regarding possibly having the parades earlier in the day or during the evening. Ms. Brown stated that no definitive resolution had been made at that time.

Commissioner Klutz commented that he felt the parade should be held earlier or later in the day so that parking would not be blocked for an extended period of time during these events.

Mayor Lawrence stated it would be more feasible if the parades were held earlier in the day, rather than later. Commissioners Klutz and Phillips agreed.

Commissioner Steele advised there were several options that would accommodate everyone regarding this issue. He stated that doing nothing was one option, and possibly banning cars from one side of Main Street was another. Commissioner Steele continued by saying there were 102 parking spaces on Main Street and 148 more spaces in the parking decks. Commissioner Steele commented that he didn't feel that chairs belonged in parking space. He said there were 52 Saturdays per year and only three (3) Saturdays were affected by parades in town. Commissioner Steele advised that he had spoken with TDA Director Tracy Brown and Mr. Brown had suggested the Christmas parade be held in the evening making the parade a big event in Blowing Rock with possibly a bonfire and shop owners staying open later. Commissioner Steele acknowledged that a lot of people came to Blowing Rock for the parades, and that he had also spoken with several shop owners who had expressed that they loved the Shriner's Parade as well as the other parades.

Commissioner Phillips again reiterated that a compromise was needed in order to make everyone happy. Mayor Lawrence suggested the 4th of July parade be held earlier to avoid potential afternoon thunderstorms. Commissioner Matheson agreed that the parade needed to be held earlier, but he thought 11:00 a.m. would be a better time. He also agreed that the Christmas parade needed to be held later in the afternoon due to the potential for cold weather.

It was the consensus of Council that parking enforcement was needed beginning with the upcoming 4th of July parade. Commissioner Klutz reiterated that he was not in favor of having lawn chairs on the sidewalks or in parking spaces during the parades.

Commissioner Steele asked about notifying the public regarding the changes. Mayor Lawrence stated that notification to media sources was needed in order to get the word out.

3. Bids – American Legion Roof Building Replacement

Town Manager Hildebran presented Council with bids that were received for a roof replacement on the American Legion Building. He stated the project included replacement of the shake shingles with 30-year architectural asphalt shingles. UDL titanium underlayment and any associated plywood decking due to rot. The bids would also include disposal of existing roofing and clean-up.

The following bids were received:

	<u>Base Bid</u>	<u>Decking</u>
L&R Construction (Vilas)	\$18,000.00	\$30 per man hour + 10%
Blowing Rock Property Serv. Inc (BR)	\$10,700.00	\$1,200.00
4 Forty-Four, Inc. (BR)	\$15,900.00	\$65.00 per plywood sheet

Enterline & Russell Builders, Inc. (BR) \$26,077.28 Included

Mr. Hildebran stated that all bidders were licensed and bonded and that funding for the project would come from capital reserves.

After further discussion regarding performance bonds, Town Engineer Doug Chapman stated that performance bonds were not required for smaller projects such as this one.

A motion was made by Commissioner Matheson to award to low bidder Blowing Rock Property Inc. at \$11,900.00. Commissioner Klutz seconded the motion. Commissioner Phillips wanted clarification that Council was not committing to anything further than replacement of the roof for this building. Mayor Lawrence stated the roof was the only thing being voted upon at this time. Commissioner Matheson's motion was unanimously approved.

4. 2012 Watauga County Solid Waste Management Plan (Res #2012-15)

Town Manager Hildebran presented Resolution to Accept and Endorse the 2012 Watauga County Solid Waste Management Plan (Res #2012-15) to Council for their review and consideration. Mr. Hildebran referenced a correction made on page six of the plan.

Mr. Hildebran stated that per NC General Statute 130A-309.09 A (b), requires that each unit of local government, either individually or in cooperation with other units of local government, update their Ten Year Comprehensive Solid Waste Management Plan at least every three years. With the assistance of the High Country Council of Governments, the Watauga County Solid Waste Management Department updated the Watauga County Solid Waste Management Plan (SWMP) to cover all aspects of solid waste management in the county, including the towns of Blowing Rock, Beech Mountain and Seven Devils.

Commissioner Klutz wanted to know if this tied the Town down for 10 years. Mr. Hildebran explained this was a ten-year plan that was required to be updated every three years and it would not tie the Town down for ten years.

Commissioner Yount, seconded by Commissioner Phillips made a motion to approve the 2012 Watauga County (SWMP) Resolution #2012-15 as presented. Unanimously approved. **2012 Watauga County Solid Waste Management Plan (Res #2012-15) – Exhibit C**

5. Budget Amendment (Ord #2012-08)

Town Manager Hildebran presented Budget Amendment Ordinance fiscal year 2011-2012 to Council for their consideration.

Section 1 (Water/Sewer Capital Projects Fund) allocates NC State Revolving Loan Fund Proceeds towards W/S CIP Phase II – Wastewater Plant Improvements, as approved at last month's regular meeting. This section also allocated funds towards the

Appalachian Regional Health System water/sewer extension project as well as the Water Field Projects line for further water field projects.

Commissioner Yount made a motion to approve Budget Amendment Ord #2012-08 as presented, seconded by Commissioner Phillips. Unanimously approved. **Budget Amendment (Ord #2012-08) – Exhibit D**

SPEAKERS FROM THE FLOOR

None

DEPARTMENTAL UPDATES

Town Manager Hildebran updated Council on the following:

- Service reception to be held for Sharon VanDyke and Sharon Greene on June 13th at 8:00 a.m.
- A retirement reception for Mike Barfoot on June 13th from 3:00 p.m. to 5:00 p.m.
- Eric Ford who is currently receiving treatments for cancer. Commissioner Steele also updated everyone on Mr. Ford's progress and spirits.
- Jerry Burns Day, June 18th at 4:00 p.m. to be held at Edgewood Cottage.
- Introduction of P & I Intern Taylor Gupton.

Commissioner Phillips asked when Council would be receiving an update from BRAAC regarding the Hwy 321 Widening Project. Planning Director Rothrock stated that staff had another meeting scheduled with BRAAC and an update regarding rock walls, etc. would be forthcoming.

Commissioner Matheson also expressed his appreciation to the Police Department and Fire Department for their help during Ms. Peyton Townsend's funeral service held recently at the First Baptist Church.

ADJOURN

There being no further business to discuss, the meeting adjourned at 6:30 p.m.

MAYOR _____
J. B. Lawrence

ATTEST _____
Sharon Greene, Town Clerk

ATTACHMENTS (June 12, 2012)

FY 2012-2013 Budget (Ord. #2012-07) – Exhibit A

Appalachian Regional Healthcare – Annexation Petition (Res #2012-13 & 14) – Exhibit B

2012 Watauga County Solid Waste Management Plan (Res #2012-15) – Exhibit C

Budget Amendment (Ord #2012-08) – Exhibit D