

**MINUTES**  
**Town of Blowing Rock**  
**Board of Commissioners**  
**Regular Meeting-November 13, 2012**

The Town of Blowing Rock Board of Commissioners met in regular session on Tuesday, November 13, 2012 at 5:30 p.m. Present were Mayor J.B. Lawrence, Commissioners Albert Yount, Tommy Klutz, Doug Matheson and Jim Steele. Commissioner Dan Phillips was out of town and unable to attend. Others in attendance were Town Manager Scott Hildebran, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Planning Director Kevin Rothrock, Police Chief Eric Brown, Lieutenant Angel Mahaffey, Finance Director Nicole Norman, Public Works Director Mike Wilcox, Emergency Services Director Kent Graham, Building Inspector Jesse Horner, Parks & Recreation Director Jennifer Brown, 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 Matheson to approve the minutes as written for meetings held on October 9<sup>th</sup> and 11<sup>th</sup>, 2012, seconded by Commissioner Steele. Unanimously approved.

**NEW BUSINESS**

**1. Friends of the Blue Ridge Parkway Anniversary Event (August 23-25, 2013)**

A request from the Friends of the Blue Ridge Parkway for approval of an event for their 25<sup>th</sup> Anniversary celebration to be held on August 23-25, 2013 was presented to Council. Planning Director Kevin Rothrock stated that event coordinators requested that Main Street be closed on Saturday, August 24<sup>th</sup> from Sunset Drive to Morris Street. Mr. Rothrock gave a brief highlight of activities that were planned such as musical performances, old fashion games, parade, poker run, up to 70 vendors on Main Street, etc.

Mr. Rothrock also mentioned that logistics would be coordinated between Town staff and Friends of the BR Parkway regarding garbage collections, street cleaning and closure, police, and signage, etc. He stated that Town staff had requested appropriate liability insurance coverage with the Town named as an additional insured and that the Town be reimbursed for any related costs for Town services during the event.

Mr. Rothrock then introduced Mr. Michael Keibelbeck, Chairman for the Friends of the BR Parkway. Commissioner Klutz asked if this event conflicted with other events during this time. He also wanted to know if there would be enough police coverage during the event. Mr. Rothrock advised the event shouldn't conflict with other events in town that he was aware of. Mr. Keibelbeck stated the event would have a limited impact on traffic and the Rotary Auction was scheduled the same weekend at the American Legion building which would be a great complimentary event.

Commissioner Klutz also asked about NCDOT needing to reroute traffic down Main Street if blasting occurred. Mr. Rothrock stated that NCDOT had agreed to work around any special events that were to be held in town.

Council also had questions regarding the poker run event that was to be held. Mr. Keibelbeck explained the event more thoroughly and what the plans included. He also expressed that volunteers were needed to help with all events.

Mayor Lawrence thanked Mr. Keibelbeck for his hard work and stated the Blue Ridge Parkway was a great asset to the Town. Commissioner Steele also requested that Mr. Keibelbeck let Council know if the Town could be of further assistance with the event. Mr. Keibelbeck expressed there would be more emphasis on fund raising for the Park Service due to budget cuts.

Commissioner Klutz asked if downtown merchants were aware of Main Street being closed during the event and how they felt. Mr. Keibelbeck advised that merchants would be notified door-to-door making them aware of the closure of Main Street and event plans. He further stated he would return in May 2013 to give an update on the event.

A motion for approval of the Friends of the Blue Ridge Parkway 25th Anniversary Event was made by Commissioner Yount, seconded by Commissioner Klutz. Unanimously approved.

## **2. Mayview Madness – 5K Road Race/Fun Run (September 21, 2013)**

Town Manager Hildebran presented a request from the Blue Ridge Conservancy to hold their 14<sup>th</sup> Annual Blowing Rock Mayview Madness 5K Run/Fun Run on Saturday, September 21, 2013 to Council for consideration.

Mr. Hildebran reviewed the event details and stated that the 2012 race had approximately 320 entrants making it the largest 5K run and 3<sup>rd</sup> largest run held in the High Country and he anticipated this year's race to be equally successful.

Commissioner Yount made a motion for approval of the Mayview Madness – 5K Road Race/Fun Run to be held on Saturday, September 21, 2013, seconded by Commissioner Matheson. Unanimously approved.

## **3. Condemnation Appeal (Howe Property) – 857 Green Hill Road**

Pursuant to neighborhood complaints and a subsequent inspection, on September 24, 2012 property located at 857 Green Hill Road was condemned as unsafe by the Town. All pertinent paper work was sent to the record property owner according to the inspection department.

Mr. Hildebran advised the Town had received an appeal regarding the condemnation of the property, however the owners asked that the matter be deferred to the December Council meeting. Mr. Hildebran also advised a permit had been administered for

electrical repairs which had been completed and consultation with Al Lewis Construction regarding needed repairs had taken place. It was the consensus of Council to grant a continuance of this item to their December meeting.

#### **4. ARHS – NC Rural Center Economic Infrastructure Grant Applications (Res #2012-20)**

According to Mr. Hildebran, Appalachian Regional Healthcare System (ARHS) plans to construct a new 112 bed state-of-the-art post-acute facility to replace the aging Blowing Rock Hospital. The new facility would be approximately 83,350 square feet and located on a portion of a 68-acre tract along Highway 321 in Blowing Rock.

Earlier in the summer, the Town of Blowing Rock was pre-approved for a \$585,485 grant for the extension of public water and sanitary sewer to serve the 68.186 acres project, which is estimated to cost \$1,170,990. The grant would be based upon the creation of 59 new jobs by ARHS.

Mr. Hildebran advised with the completion of the project, there would be a capital investment of over \$50 million and 120 jobs would be maintained as well as an additional 120-150 new jobs created that would benefit the local economy.

Mr. Hildebran advised that the Town is required to enter into a Performance Agreement with Appalachian Regional Healthcare System to ensure they are committed to creating and maintain the jobs for a period of six months.

Resolution #2012-20 authorizing the filing of a grant application with the NC Rural Center for Infrastructure funding for the ARHS project, a Memorandum of Understanding with the NC Rural Center outlining conditions and regulations as well as a Performance Agreement with ARHS were presented to Council for their review and consideration. Mr. Hildebran also informed the board that Town Attorney Moseley had reviewed all documents.

Commissioner Yount asked for further clarification regarding what the grant money would be used for. Town Engineer Doug Chapman explained that a sewer lift station would be constructed on the property and water and sewer would be extended to the property. Commissioner Yount asked if anyone else built in the area would they be allowed use of the infrastructure as well. Mr. Chapman responded that they would. Commissioner Yount asked for further clarification regarding the water and sewer extension to the property line and that ARHS would be responsible for getting the utility lines to the actual facilities from their property line. Town Manager Hildebran stated that was correct.

With no further discussion, Commissioner Klutz made a motion to approve Resolution #2012-20 as presented, seconded by Commissioner Steele. Unanimously approved.  
**Resolution Authorizing Filing of a Grant Application with the NC Rural Economic Development Center, Inc. Res #2012-20 – Exhibit A**

## **5. ARHS Golden Leaf Foundation Grant Agreement**

Town Manager Hildebran stated in July of this year, an Open Grants Program application was submitted to the Golden Leaf Foundation, in the amount of up to \$200,000, naming the Town as grantee of the funds.

The impetus of the grant is for extension of public water and sewer to serve the 68.186 acre Appalachian Regional Healthcare System project, which is estimated to cost \$1,170,990. The project would also open up other potential properties for future development and/or water/sewer service upon annexation.

The Golden Leaf Foundation approved the grant for up to \$100,000.

Mr. Hildebran said the grant total will be a reimbursement to the Town for up to \$100,000 of the actual construction costs incurred during the project and in order to be eligible for these funds, the Town was required to execute the Grantee Acknowledgement and Agreement with the Golden Leaf Foundation. He also advised that Town Attorney Moseley had reviewed these documents as well.

Commissioner Steele made a motion to approve the Golden Leaf Foundation Grant Agreement between the Town and ARHS as presented. The motion was seconded by Commissioner Klutz. Unanimously approved. **ARHS – Golden Leaf Foundation Grant Agreement – Exhibit B**

## **6. ARHS – ARC Grant Authorization (Res. #2012-21)**

Town Manager Hildebran presented the ARHS Grant Application Resolution #2012-21 to Council for their consideration. He stated the ARHS project would require a new access road in order to enter the property and new facilities. Appalachian Regional Commission funds would be used for the construction of approximately 0.25 miles of completed roadway with curb and gutter into the Blowing Rock Post Acute Facility located at the intersection of US 321 and Edmisten Road. The roadway would consist of two 12-foot wide travel lanes within a 60-foot right-of-way. The NC Department of Transportation (NCDOT) would work with ARHS and the Town to begin construction of the road in 2013 with a goal of completing the project by September 2014 at an estimated cost of \$2,583,330. Mr. Hildebran advised, no Town money was involved and the Town was only the grant applicant. Commissioner Klutz expressed there would be a lot of rock to contend with while building the road into the project. Mr. Hildebran explained the road plans would have to meet state DOT standards.

Commissioner Matheson made a motion to approve ARHS Grant Authorization Resolution #2012-21 as presented, seconded by Commissioner Klutz. Unanimously approved. **ARHS – ARC Grant Authorization (Res. #2012-21) – Exhibit C**

## **7. Budget Amendment (Ord. #2012-14)/ARHS Project Ordinance (Ord. #2012-15)**

Town Manager Hildebran presented the following budget amendments for Fiscal Year 2012-2013 to Council.

- **Budget Amendment (Ord. #2012-14):**

Section I (General Fund) is to account for year-end TDA revenue.

Section 2 (General Capital Fund) allocates the remaining 1/3 Fiscal year 11-12 Occupancy Tax revenue due to the Town from the TDA and applies it towards Hwy. 321 Traffic Signal Reserves.

Section 3 (Water/Sewer Capital Fund) reduces amounts previously allocated towards the ARHS Engineering/Professional Services line and Sewer Interceptor (Hwy. 321) line to be re-allocated towards the ARHS Utility project through Capital Project Ordinance #2012-15.

- **Project Ordinance (Ord. #2012-15)**

This ordinance allocates funds necessary to complete the Appalachian Regional Healthcare System (ARHS) proposed Water/Sewer Utility Project.

Commissioner Steele, seconded by Commissioner Klutz, made a motion for approval of Ord. #2012-14 and 2012-15 as presented. Unanimously approved. **Budget Amendment (Ord. #2012-14)/ARHS Project Ordinance (Ord. #2012-15) – Exhibits D & E**

**8. Glenmoore Lane – Acceptance as a Town-Maintained Street (Res. #2012-22)**

Resolution #2012-22 was presented to Council for their review by Planning Director Rothrock. He explained the resolution would be to accept Glenmoore Lane as a public street. According to Mr. Rothrock, the 5-lot Glenmoore Subdivision was approved in August of 2006. After the recent completion of water and sewer utilities, the road was paved and all utilities were installed to Town standards and certified by the developer's engineer. If accepted, Glenmoore Lane (0.085 m) would become part of the Town's street system for maintenance and snow plowing and the road would be included on the Powell Bill Map.

Mr. Rothrock further explained that pursuant to NCGS 160A-374 and Section 16-4.21.5 of the Land Use Ordinance, Council could by resolution accept offers of dedication made to the public of lands and facilities for streets, sidewalks, open spaces and public utilities after verification from the Administrator and Town Engineer that such properties and improvements are in a manner consistent with the Land Use Ordinance.

Commissioner Matheson questioned if fire hydrants were in the area and if a fire truck could access the homes located in the cul-de-sac. Mr. Rothrock stated hydrants were available and there was adequate access for fire trucks.

Commissioner Steele expressed his concern with the steepness of the shoulder of the road and wanted to know if something was going to be done. Mr. Rothrock stated that staff did not see the shoulder of the road as a problem at this time, but there would be future grading in the spring by the developer.

A motion to accept Resolution #2012-22 to accept Glenmoore Lane as a Town-maintained street was made by Commissioner Steele subject to the required utility easements and road shoulders being backfilled, seconded by Commissioner Matheson. Unanimously approved. **Glenmoore Lane – Acceptance as a Town-Maintained Street (Res #2012-22) – Exhibit F**

### **9. Blowing Rock Pre-K – Temporary Building Use Extension**

During their August meeting, Council approved the Blowing Rock Pre-K Program to use the Blowing Rock Club House until the Blowing Rock First Baptist Church could integrate them into their program.

Town Manager Hildebran stated a request for a 5-month extension had been received from the Blowing Rock Pre-K to continue using the Blowing Rock Club House (Ruritan Building) for a pre-school program.

Mr. Hildebran stated the pre-school program planned to relocate to the First Baptist Church next fall. Parks & Recreation Director Brown stated no problems had occurred during the Pre-K program's use of the building.

Commissioner Matheson made a motion to allow the Blowing Rock Pre-K program a 5-month extension as requested. Commissioner Klutz seconded the motion. Unanimously approved.

### **10. Electronic Payments/Electronic Billing Statements**

Town Manager Hildebran expressed that South Data Innovative Solutions, the Town's bill printing vendor offered an e-billing option, which would allow utility and tax customers the option to receive their bill electronically. This would allow the customer to receive their bill quicker and pay online directly from their e-mailed bill. Also in accordance with discussions at previous retreats, this service would help accomplish several major goals of the Town including customer service and Green initiatives as well as savings in postage costs. Mr. Hildebran stated the e-billing option would involve a one-time cost of \$500.00 and would require no annual fee to the customer or Town for use of the service.

Mr. Hildebran stated that staff recommended proceeding forward with offering the new e-billing processes through South Data.

Also, in August 2006, Council approved the use of online credit card and electronic check vendor Official Payments Corp. for processing online payments. At that time, no annual fee was incurred to the Town for use of this service; however, the Town had recently been made aware that an annual fee of \$1,000.00 would be charged. After

becoming aware of the charge, staff researched other vendors and made contact with other companies who offer this service, as well as additional services such as payment and billing history availability and the ability to make partial payments.

Mr. Hildebran stated that Council would most likely receive a proposal to change the e-payment vendor by March 2013.

Commissioner Steele asked Mr. Hildebran if he was aware of any downside to the change. Mr. Hildebran stated not to his knowledge but that Finance Director Nicole Norman had worked more closely with this item. Ms. Norman stated that she had received only positive feedback from others who utilized this service because of the savings in postage, customer convenience, reduction of clutter, etc.

Commissioner Yount inquired if the Town had installed any smart water meters. Mr. Hildebran stated the Town was in the process of testing approximately 120 radio-read meters and if deemed feasible, the Town would possibly proceed further.

With no further discussion, Commissioner Steele made a motion to move forward with electronic billing statements, seconded by Commissioner Klutz. Unanimously approved.

#### **OTHER**

Town Manager Hildebran advised that the ABC Store needed a personnel travel policy and according to N.C.G.S. 18B-700 (g2), the travel policy was to be approved annually by the appointing authority. Since the Town was the appointing authority for the ABC Board, the Town's Personnel Travel Policy could be used and it was the ABC Board's request to do so.

With no further discussion, Commissioner Matheson made a motion to allow the Town of Blowing Rock's Personnel Travel Policy to be utilized by the Blowing Rock ABC Board in accordance with the North Carolina General Statute, seconded by Commissioner Steele. Unanimously approved.

#### **SPEAKERS FROM THE FLOOR**

None

#### **DEPARTMENTAL REPORTS**

Mr. Hildebran updated everyone on the following items:

- 2013 Calendars are now available thanks to the TDA
- Construction has commenced on the salt bin at the Town Warehouse
- The WWTP project is 65-70% complete
- Hydrants are operational on the Town interconnect between Blowing Rock and Boone due to the installation of a pressure reducing valve. Another pressure reducing valve may be installed at a later date

Town Manager Hildebran wished everyone Happy Holidays!

Parks and Recreation Director Jennifer Brown gave a quick review of the upcoming Christmas in the Park event.

Commissioner Steele inquired as to when the Town would be proceeding with the architectural design at the American Legion building. He thought citizens might have recommendations regarding this issue. Mr. Hildebran stated the Town would be sending out a Request for Qualifications in the future.

Commissioner Steele also requested that Council receive the Town Survey results during their annual retreat to be held in January. He also stressed the need for other Council members to speak with Mr. Hildebran regarding items they would like to discuss during the retreat. Commissioner Steele suggested a strategic plan for proceeding with long-term capital items be discussed during the retreat as well.

Motion by Commissioner Matheson, second by Commissioner Steele to enter into closed session to further discuss item #11 of the agenda Green Hill Circle- Lot 13A Property Discussion. Unanimously approved.

At 6:20 p.m. Council entered into Closed Session.

#### **ADJOURNMENT**

At 6:45 p.m. Council reentered into their regular meeting and adjourned.

**MAYOR** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
**J.B. Lawrence** **Sharon Greene, Town Clerk**

#### **ATTACHMENTS** (11-13-12)

Resolution Authorizing Filing of a Grant Application with the NC Rural Economic Development Center, Inc. (Res. #2012-20) –Exhibit A

ARHS –Golden Leaf Foundation Grant Agreement –Exhibit B

ARHS –ARC Grant Authorization (Res. #2012-21) –Exhibit C

Budget Amendment (Ord. #2012-14)/ARHS Project Ordinance (Ord. #2012-15) – Exhibits D & E

Glenmoore Lane –Acceptance as a Town-Maintained Street (Res. #2012-22) –Exhibit F



