

**MINUTES**  
**Town of Blowing Rock**  
**Special Departmental Work Session**  
**Monday, March 5, 2013**

The Town of Blowing Rock Board of Commissioners held their annual Departmental Work Sessions beginning on Monday, March 5, 2013. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock N.C. 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, Finance Director Nicole Norman, EMS Director Kent Graham, Police Chief Eric Brown and Town Clerk Sharon Greene.

**CALL TO ORDER**

Mayor Lawrence called the meeting to order at 4:10 p.m.

**ADMINISTRATION**

Finance Director Nicole Norman updated everyone regarding town budgetary issues by stating that tax collections were at 101% of the projected budget, a slight increase over the prior year. Prior year tax collections were at 115%, while motor vehicle tax collections were up 5% over the previous year. According to Ms. Norman, sales tax received by the town was down approximately 7% compared to budget.

Ms. Norman stressed that department heads continued to closely monitor their departmental budgets trying to keep expenditures within the budget.

Other issues briefly discussed were, improvements that were needed in the administration building such as record storage room renovation. Ms. Norman mentioned that she would be pursuing a Request for Proposals for Town Banking Services beginning in the spring of 2013.

Ms. Norman also stated the the Customer Service Excellence Initiative remained a #1 priority of the Town and would be prioritized accordingly. She updated Council regarding future plans such as new employee customer service orientation sessions that would be held, etc.

Town Manager Hildebran commented the Town per Council direction, would continue to explore a hybrid sales tax distribution option for county consideration that would change from the 100% Per Capita distribution method to a 50% Per Capita and 50% Ad Valorem Levy distribution method.

Mr. Hildebran updated Council regarding the Appalachian Regional Health Care conditional use process. He briefly discussed the potential for taxable development in that area once the hospital project was underway.

Next, Mr. Hildebran asked for Council's direction regarding a Resolution requesting an act be passed requiring payment of delinquent taxes be made and tax certifications

completed before deed recordation. He stated that other area towns such as Beech Mountain, Seven Devils, etc. had sought our participation. Beech Mountain agreed to draft a resolution requesting the same.

Commissioner Klutz made a motion for staff to move forward with the request as stated, seconded by Commissioner Phillips. Unanimously approved.

## **PUBLIC SAFETY**

### **Emergency Services**

Emergency Services Director Kent Graham updated everyone regarding the need for an ambulance base in Blowing Rock. He stated that negotiations continued in regard to an ambulance base to be placed in the emergency service building located on Valley Blvd. Commissioner Phillips asked how Council could help make this happen. Mr. Graham responded that Council's maintained support would be needed. Commissioner Phillips commended Mr. Graham and his department on their great work.

Mr. Graham then updated Council regarding the reclassification of a position within his department. He stated with the transfer of former Fire Marshal Aaron Miller to the Police Department, the position of Fire Marshal would be reclassified to Support Services Captain.

Mr. Graham also mentioned that his department would continue to work at improving communication with citizens, encouraging the installation of house numbers, fire alarm/sprinkler systems in downtown buildings, as well as public education in the school system.

Town Manager Hildebran advised that a motion would be needed from Council regarding the reclassification of the position previously mentioned. Commissioner Yount made a motion to approve the reclassification from Fire Marshal to Support Services Captain, seconded by Commissioner Phillips. Unanimously approved. **Support Services Captain Job Description – Exhibit A**

### **Police Department**

Chief Eric Brown stated that his department continued their efforts in increased foot patrol in the downtown area especially during peak tourism season and high-traffic times. He also mentioned that crosswalk signage was being pursued as well as a contingency congestion plan for high volume traffic days. Chief Brown mentioned a situation where several events were taking place on the same weekend causing major traffic congestion problems last fall. Chief Brown advised that his department was working with NCDOT on a plan to help alleviate some of the traffic problems in the future during the busiest times.

Commissioner Phillips also mentioned that the downtown area had congestion problems as well and he would like to see police officers directing traffic during the high-traffic days.

Chief Brown mentioned that some reorganization of staff had occurred in his department which had proved to be very beneficial and he was pleased to report that things were running smoothly.

Commissioner Steele inquired if Chief Brown had received any feedback regarding the "Brief Sheet" article in the paper. Chief Brown stated that response had been favorable. He also mentioned that his "Chat with the Chief" program would begin in the spring which he thought had been helpful to citizens.

**ADJORN**

There being no further business to discuss, the meeting was adjourned at 5:40 p.m.

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

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

**ATTACHMENTS** (03-05-13)

Support Services Captain Job Description – Exhibit A