

**MINUTES**  
**Town of Blowing Rock**  
**Board of Commissioners- Special Meeting**  
**June 25, 2013**

The Town of Blowing Rock Board of Commissioners held a special meeting on Tuesday, June 25, 2013 at 1036 Main Street, Blowing Rock beginning at 3:00 p.m. Present were Mayor J.B. Lawrence, Commissioners Albert Yount, Dan Phillips, Tommy Klutz, Doug Matheson and Jim Steele. Also present were Town Manager Scott Hildebran, Town Finance Director Nicole Norman, and Town Clerk Sharon Greene.

**CALL ORDER**

Mayor Lawrence called the meeting to order at 3:00 p.m.

**DISCUSSION ITEMS**

**1. Budget Amendment Ordinance #2013-08**

Town Manager Hildebran presented Council with a fiscal year 2012-2013 Budget Amendment Ordinance #2013-08 for consideration. He explained that Section 1 (General Fund) would set aside current year funds for the purchase of 2 Police SUV vehicles in capital reserves for the next fiscal year since the vehicles would be received after July 1<sup>st</sup>. This section would also set aside current year special paving funds in capital reserve as end of year special paving to be completed after July 1<sup>st</sup> due to weather related delays. Furthermore; this section allocated current year funds to the capital reserve for Memorial Park improvements to be completed after July 1<sup>st</sup>. Funds to close out the fiscal year would also be included in the allocations.

Section 2 (BRAAC Special Revenue Fund) reallocated funds to close out the fiscal year.

Section 3 (Capital Projects Fund) would allocate funds for: the purchase of 2 Police SUV vehicles (FY 12-13) to be received after July 1, special paving (FY 12-13) to be completed after July 1 and Memorial Park improvements also to be completed after July 1<sup>st</sup>.

Mr. Hildebran advised that paving would commence on July 8<sup>th</sup>.

Commissioner Klutz inquired as to why Sunset Drive and Morris Street did not have the same flower baskets as Main Street. Mr. Hildebran explained the poles in those areas would not support the larger baskets. Commissioner Klutz asked that staff look into the cost for upgrading the poles on Sunset Drive as well as Morris Street.

Mr. Hildebran also mentioned that special brackets were made for the poles on Main Street.

Commissioner Steele made a motion to approve Budget Amendment Ordinance #2013-08 as presented, seconded by Commissioner Yount. Unanimously approved. **Budget Amendment Ordinance #2013-08 – Exhibit A**

Commissioner Steele commended Finance Officer Norman on her excellent work on the budget.

## **2. Town Manager Selection Process**

Mr. Hildebran advised that N.C. League of Municipalities Human Resource Consultant, Hartwell Wright would be joining the meeting at 3:30 and while waiting he would update Council on several items. He stated that approximately 43 applications had been received with over one third being out of state residents. He also mentioned that currently there were approximately 30 positions such as this open in North Carolina.

Mr. Hildebran suggested that Council after reviewing the applications, compile a list of questions that Council would like potential applicants to answer. He also stressed the need for confidentiality during the hiring process.

Mr. Hildebran updated Council regarding several new business openings in town. He also briefly discussed the State budget, year to date sales tax funds received, etc. Mr. Hildebran also mentioned the Town of Boone was going to send a letter to the Town asking if Blowing Rock continued to have an interest in acquiring water from Boone. The letter was asking Blowing Rock to enter into an agreement with the Town of Boone to pay a portion of the cost to upgrade their existing water plant to meet expected future water demand.

Mr. Hildebran then introduced Human Resource Consultant Hartwell Wright with the North Carolina League of Municipalities to Council.

Mr. Wright began his presentation by distributing a packet of information to Council that he felt would be helpful during the Town Manager hiring process. He stated pursuant to N.C. General Statutes; with a Council/Manager form of government such as Blowing Rock, an Interim Manager was required until the Town Manager position was filled.

Mr. Wright suggested that Council schedule a work session in the near future to develop a profile of important qualities they as a board felt potential applicants should have in order to fulfill their expectations for the position. Mr. Wright advised the process could take as long as six months and the average salary for the position, based solely on population, could be in the neighborhood \$90,000.

Next, Mr. Wright reviewed a selection process for Council to follow while interviewing candidates. Once the process was completed and a selection was made, a contract needed to be drawn up between the chosen applicant and the Town.

Mayor Lawrence asked each member of Council to email him a list of attributes they felt were important for potential candidates to possess by Thursday of that week.

Mr. Wright mentioned that he knew of two retired managers who had expressed an interest in working for the Town until the position was filled. He advised that an interim manager would only be needed on a part-time schedule.

It was the consensus of Council for Mayor Lawrence to call Mr. Robert Shepherd regarding the Interim Manager position.

**ADJOURN**

With no further business to discuss, the meeting was adjourned at 4:48 p.m.

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