

MINUTES
Town of Blowing Rock
Town Council Meeting
February 9, 2016

The Town of Blowing Rock Town Council met in regular session on Tuesday, February 9, 2016 at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock, N.C. Present were Mayor J.B. Lawrence, Mayor Pro-tem Albert Yount and Council Members Jim Steele, Sue Sweeting, Doug Matheson and Ray Pickett. Others in attendance were Town Manager Scott Fogleman, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Planning Director Kevin Rothrock, Finance Officer Nicole Norman, Public Works and Utilities Director Mike Wilcox, Police Chief Tony Jones, Parks & Recreation Director Jennifer Brown and Town Clerk Sharon Greene.

CALL TO ORDER

Mayor Lawrence called the meeting to order at 6:00 p.m. and welcomed everyone.

APPROVAL OF MINUTES

Council Member Sweeting made a motion to approve the minutes for meetings held on [January 12, 2016](#) and for the Council Retreat held on [January 17-19, 2016](#) as written. The motion was seconded by Council Member Pickett. Unanimously approved.

SPECIAL RECOGNITIONS AND REPORTS

Oath of Office for New Police Officer

Police Chief Tony Jones introduced newly hired Police Officer, Cameron Taylor, to those present. Town Clerk Greene gave the Oath of Office to Officer Taylor. Mayor Lawrence and the Town Council welcomed Officer Taylor to the Town of Blowing Rock.

Highway 321 Valley Boulevard Construction Update

Due to Kipp Turner of Maymead Construction being unable to attend the meeting, Planning Director Kevin Rothrock read an email from Mr. Turner regarding the monthly Highway 321 Valley Boulevard Widening Project update. **Kipp Turner Email – Attachment A**

CONSENT AGENDA

Town Manager Fogleman presented the following Consent Agenda items.

1. Budget Ordinance Amendment to Account for Various Items

A budget ordinance amendment has been prepared for Council to consider the recognition of \$1,500 of utility franchise tax revenue expected over and above the budgeted amount and a \$6,000 grant secured by the Blue Ridge Conservancy through

the NC State Parks and Recreation Division for maintenance along the Glen Burney Trail.
Budget Amendment Ordinance #2015-17 – Attachment B

2. General Obligation Bond Referendum Resolution

A resolution has been prepared for Council consideration providing approval for the issuance of \$4,635,000 of General Obligation Public Improvement Bonds, series 2016 for the Town of Blowing Rock. This issuance is associated with execution of a portion of the \$13,000,000 of general obligation bonds approved by voters in November 2014. **General Obligation Bond Referendum Resolution – Attachment C**

3. Surplus Equipment Resolution

From time to time various pieces of equipment or office furniture are no longer needed. Council is authorized to sell personal property by electronic auction upon adoption of a resolution. At this time, a 2010 Ford Crown Victoria in poor condition has been identified for surplus since the vehicle has been replaced and is no longer in service. **Surplus Equipment Resolution – Attachment D**

4. Notification of Planning Board Recommendation Regarding Holiday Inn Express

The Planning Board has recommended denial of this request to install a “right in only” access to the side/rear of the property from Ransom Street, and for the applicant to pursue other alternatives. This agenda item has been prepared to officially notify Council of that recommendation. The applicant is currently reviewing options and this case will need to have its required public hearing at the March 8, 2016 Council meeting in order to be considered.

5. Hunter’s Heroes Memorial Race Date of Saturday, May 21, 2016

A request has been received from Hunter’s Heroes Memorial Race Committee to hold their 4th annual 5k/10 mile run on Saturday, May 21, 2016. The 5k/10 mile run will begin at 8:30 a.m. at the Watauga County Sheriff’s Department in Boone. The 5k will end at the Boone Police Department and the 10 mile run will end at the Blowing Rock Police Department. Afterwards, there will be activities in Memorial Park for participants, their families, and other supporters. The committee is working with our staff on the details of the race and events in Memorial Park.

6. Report of 2015 Taxes Uncollected to Date

Real property billed for the 2015 tax year (fiscal year 2015-2016) totaled \$3,612,786.38. Through February 2, 2016 \$3,429,461.31 or 94.9% has been collected. Consistent with NC General Statute 105-369, and following Council approval, staff will send an individual letter to each property owner and allow at least 30 days for payment prior to publishing the list of real property owners and amounts still unpaid as of that date (projected to be April 18, 2016). **Report of 2015 Taxes Uncollected to Date – Attachment E**

7. Grant Agreement for Stormwater Mapping Project

The High Country Council of Governments (COG) has successfully secured a 205(j) grant from the North Carolina Department of Environmental Quality on behalf of the Town of

Blowing Rock to map the Town's stormwater collection system. This work is similar to that already completed for the sewer system and that currently taking place for the water system. Included with the same grant, the COG secured funding for the Town of Banner Elk and they will have a matching requirement as well. The total project cost for the entire effort is \$15,999 for the Blowing Rock and Banner Elk systems combined. The project match for the Town of Blowing Rock portion is \$2,494 and is recommended to be included in the upcoming fiscal year 2016-2017 budget. An agreement with the COG has been prepared for Council approval documenting this work scope and financial arrangement.

Grant Agreement for Stormwater Mapping Project – Attachment F

Council Member Pickett made a motion to approve all Consent Agenda items as presented, seconded by Council Member Sweeting. Unanimously approved.

PUBLIC HEARINGS

None

DISCUSSION AGENDA

1. Board Appointments

Mayor Lawrence read a summary of those appointed/reappointed to various Boards and Commissions which were discussed and agreed upon at the January Council Retreat. Newly appointed positions will begin their respective terms and meetings in the month of March.

Council Member Sweeting made a motion to approve all appointments/reappointments as summarized by Mayor Lawrence, seconded by Council Member Matheson. Unanimously approved. **Summary of Appointments/Reappointments – Attachment G**

2. Ice House Process to Consider Request for Proposals

Planning Director Rothrock presented a power point presentation regarding the Ice House located at 140 Morris Street Ice House Presentation. He stated per Council's direction, staff had prepared a Request for Proposals (RFP) to lease the Town-owned historic Ice House. Planning Director Rothrock stated the building had been vacant for several years with the exception of serving as a staging office for the Blowing Rock Chamber of Commerce for the Blue Ridge Wine Festival. Mr. Rothrock explained the RFP would seek to identify potential tenants that desire to utilize the interior space for office or retail purposes that would be most compatible with the downtown area while still maintaining the historic integrity of the building. **Ice House Presentation – Attachment H**

Planning Director Rothrock reviewed elements of the proposed RFP and explained there were specific requirements for leasing Town property according to the NC General Statutes. He then reviewed the recommended schedule for the process for sending RFP's, receiving bids, establishing a lease rate, advertising a 30-day public notice and selecting a potential tenant. Planning Director Rothrock advised the lease could be from one to three years.

Council Member Steele questioned why a potential tenant would want to make improvements to a building that was owned by the Town. Planning Director Rothrock explained the lease could be extended to up to a 10-year period if Council chose to approve it and the location of the building could be very beneficial to the right tenant.

With no further comments, Council Member Matheson made a motion to approve the Ice House Request for Proposals (RFP) process as presented, seconded by Council Member Pickett. Unanimously approved. **Ice House Request for Proposals (RFP) – Attachment I**

3. Bid Award for Streetscape Capital Improvement Project on Main Street

Town Engineer Doug Chapman stated three bids had been received for the Downtown Streetscape Phases 5 and 6 Capital Improvements Project as well as a sidewalk replacement along Laurel Lane. Greene Construction, Inc. was the lowest bidder for a total of \$382,922.77.

Mr. Chapman explained that while the total project was within the previously estimated amount of \$588,480, he believed the bid for the sidewalk along Laurel Lane was higher than should be expected. He advised that it was recommended that some of the construction guidelines be altered, and the Laurel Lane portion be informally bid, for award consideration at the March Town Council meeting.

Mr. Chapman advised that area business owners who would be affected by the project had been contacted and the project had been reviewed with them in order to help alleviate any potential affects the project might have on their business.

Mr. Chapman continued by saying that Greene Construction, Inc. had performed other projects for the Town and were appropriately licensed with the North Carolina General Contractor Board. Mr. Chapman stated they appeared to be capable of performing the work associated with this particular project, so therefore it was recommended by staff the project be awarded to Greene Construction, Inc. in the amount of \$382,922.77 plus the allocation of a ten-percent (10%) contingency budget.

Council Member Sweeting asked Mr. Chapman what he had originally estimated the Laurel Lane sidewalk would cost. Mr. Chapman replied approximately \$72,000, however the bids had been significantly higher.

Council Member Steele questioned the ten-percent (10%) contingency portion of the project and asked if it was in line with other Town projects. Mr. Chapman explained this project was significantly larger than some of the other projects and he felt a 10% contingency was appropriate.

Council Member Pickett asked for clarification regarding the replacement of the sidewalk in front of Memorial Park. Mr. Chapman stated that the entire sidewalk in front of Memorial Park would be replaced.

Mayor Pro Tem Yount made a motion to award the bid to Green Construction, Inc. in the amount of \$382,922.77 for Phases 5 and 6 of the Downtown Streetscape Plan as presented, seconded by Council Member Matheson. Council Member Sweeting asked for clarification regarding the Laurel Lane portion of the project. Mayor Pro Tem Yount clarified that his motion did not include the bid award for the Laurel Lane sidewalk. Unanimously approved.

SPEAKERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:40 p.m.

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

ATTACHMENTS

- [Kipp Turner Email – Attachment A](#)
- [Budget Amendment Ordinance #2015-17 - Attachment B](#)
- [General Obligation Bond Referendum Resolution - Attachment C](#)
- [Surplus Equipment Resolution - Attachment D](#)
- [Report of 2015 Taxes Uncollected to Date - Attachment E](#)
- [Grant Agreement for Stormwater Mapping Project - Attachment F](#)
- [Summary of Appointments/Reappointments – Attachment G](#)
- [Ice House Presentation – Attachment H](#)
- [Ice House Request for Proposals \(RFP\) - Attachment I](#)