

Town of Blowing Rock

Board of Commissioners

Special Meeting, September 21, 2004

The Town of Blowing Rock Board of Commissioners met in special session on Tuesday, September 21, 2004 at 4:00 p.m. Members present were Mayor J.B. Lawrence, and Commissioners Bobby Ball, Rita Wiseman, Terry Lentz, Keith Tester and David Wray. Staff members attending the meeting were Town Manager Scott Hildebran, Town Clerk Barbara Beach, Police Chief Owen Tolbert, Planning Director Kevin Rothrock, Public Works Director Johnny Lentz, and Consulting Engineer Doug Chapman of McGill & Associates.

CALL TO ORDER

Mayor Lawrence called the meeting to order and members began consideration of agenda items.

OLD BUSINESS

1. Streetlights

Kent Landholm and Grey Scheer of BREMCO were present to discuss an upgrade of the coach lights in the Central Business area of town. They reported that there are roughly 340 lights of this type in town, and 10-20% needs replacement because of deterioration. There are approximately 125 poles on Sunset and Main that are decorated with Christmas lights, and 75 poles on Main Street on which hanging baskets are placed for the summer months. They will continue their inventory to determine which poles or light fixtures should be replaced, and will present an estimate of the cost. They can propose a project that will gradually phase in new lights and poles as needed, or replace them all at one time. The estimate will include labor and materials and the replacement cost will be rolled into the monthly rate charged for utility service. They explained that the life expectancy of fiberglass poles is 20 years, and metal poles can be expected to last slightly longer. Council members discussed the type of brackets available for hanging planters.

Council agreed by consensus to request a plan for the 75 poles with planters, and replace the others in phases as needed. BREMCO representatives will return at a later date with more information and a proposal.

2. U.S. 321 Draft MOU – Review

Council members reviewed the NCDOT draft Memorandum of Understanding for the U.S. 321 widening project. The draft presented by the NC Department of Transportation is attached as *Exhibit A*. Council requested the following changes/comments be made to the draft.

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1. In the introduction - add a "Whereas" statement regarding the historical significance of The Blowing Rock - North Carolina's oldest travel attraction since 1933.
2. In reference to the term "formed concrete walls with simulated masonry surface treatment" - Council desires to see a sample and would like to "review and comment".
3. In reference to the term "decorative concrete" medians - Council desires to see a sample and would like to "review and comment".
4. In reference to median statement "either decorative concrete or planted with vegetation" - Council would like clarification of the sentence and a map depicting where all median is proposed and which type.
5. In reference to all statements where plans are to be reviewed by the Town of Blowing Rock - Council desires to "review and comment".
6. Several Council members expressed the desire for a median in front of the Green Park Inn in order to minimize the freeway look of the road. This recommendation did not receive unanimous support from Council, however, they would like to hear the reasoning for removing the median.

Grammatical Corrections - on page four of document - first paragraph "placement if signs" should read "placement of signs" on page four of document - next to last paragraph "design install" should read "design and install."

Mr. Hildebran will send the comments and corrections to Missy Dickens of the NCDOT, and this matter will be on the agenda of the October 12 Council meeting. Ms. Dickens and Sam Erby will represent NCDOT at that meeting.

1. Individual Sewage Pump System – Policy

Council considered the addition of a standard specification policy for individual sewage pump systems.

Engineer Doug Chapman presented the final draft of the policy, which would regulate residential sewage pump systems discharging into the Town sewer system. Upon motion of Mr. Wray, second by Ms. Wiseman, members voted unanimously to enact the new policy.

Individual Sewage Pump System Attached as Exhibit B

2. Mausoleum Roof - Woodlawn Cemetery

Kevin Rothrock presented a color rendering of plan to construct a roof over the existing mausoleum in Woodlawn Cemetery. Council agreed by consensus to approve the hip roof design, but asked for shingles of a single color, not the tri-color appearance of the rendering.

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NEW BUSINESS

1. Finance Director/Town Clerk Job Description and Duties

Mr. Hildebran presented new job descriptions and duties for the positions of Finance Director and Town Clerk. He explained that under the current Code, these duties are assigned to one employee. With the retirement of Mrs. Beach, her duties will be assigned to two employees; Margaret Pierce has been hired as the Finance Director, and Sharon Greene will assume the duties of Town Clerk.

Sonya Long will be sworn in as Deputy Town Clerk, and Council also reviewed a new job description for Ms. Long. Ms. Wiseman made motion that the new job descriptions be approved. Mr. Lentz seconded the motion, and all members voted to ratify the action.

2. Budget Amendments

Mrs. Beach presented the following budget amendments for consideration.

1. This amendment accounts for funds distributed to the Blowing Rock Tourism Development Authority for fiscal year 2003-04 occupancy tax proceeds. The Town committed occupancy tax revenue to the Blowing Rock Chamber of Commerce through the budget for 2003-2004. Though the six-percent occupancy tax was effective on January 1, 2004, the Town honored the budgetary commitment to the Chamber and transferred money each month to fulfill the money allocated to the Chamber. The remainder of the funds collected was not transferred to the Blowing Rock Tourism Development Authority until July 1. This amount represents the balance of occupancy tax collected during the six-month period.

DEBIT CREDIT

10-5000-633 Comm Contributions-Occupancy Tax \$22657.39

10-3400-399 Fund Balance appropriated \$22657.39

2. The following will amend an administrative budget amendment made on June 30, 2004. The revenue line used was Water Fund 30-2960-000, but should have been Fund Balance from the Water Fund.

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30-2960-000 Retained Earnings \$25,000

30-3400-399 Fund Balance \$25,000

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3. We propose to add a new line item for stormwater projects. This will help fund extensions of stormwater drainage projects.

DEBIT CREDIT

20-3400-340 Storm Water Connections \$10,145

20-5000-550 GF Storm Water Projects \$10,145

3. This amendment will add a line item for Horse Show Reserve. The funds are carried forward from the fiscal year 2003-2004 budget.

DEBIT CREDIT

10-5000-633 Community Contributions \$10,000

10-3400-399 Fund Balance Appropriated \$10,000

20-5000-540 GF Cap Projects-Horse Show Reserve \$10,000

20-3400-331 Transfer from General Fund \$10,000

Ms. Wiseman made a motion that all the budget amendments be approved as presented. Mr. Lentz seconded, and members voted unanimously to approve the motion.

1. Swearing in of New Town Clerk and Deputy Town Clerk

Mayor Lawrence administered the oaths of office to Sharon Greene, Town Clerk, and Sonya Long, Deputy Town Clerk.

Attached as Exhibits C and D

Adjournment

There was no further business, and Mayor Lawrence adjourned the meeting at 5:10 p.m.

J. B. Lawrence, Mayor

Barbara G. Beach, Town Clerk

