

MINUTES

BOARD OF COMMISSIONERS

2005 RETREAT

January 17-18, 2005

The Board of Commissioners for the Town of Blowing Rock met in special session on Monday, January 17, 2005 at 9:00 a.m. at the Grove Park Inn in Asheville, North Carolina. Present were Mayor J. B. Lawrence, Commissioners Barbara Ball, Terry Lentz, Keith Tester, Rita Wiseman, and David Wray. Also present were Town Manager Scott Hildebran, Town Clerk Sharon Greene and Finance Officer Margaret Pierce. At 5:00 p.m., Mayor Lawrence recessed the meeting for the evening. On Tuesday, January 18, 2005, Mayor Lawrence reconvened the meeting at 9:00 a.m.

The purpose of the meeting was to hold a retreat to discuss key issues, initiatives and long-term planning. An issue-based process was used to help update the Town's FY 2005-06 goals and initiatives. The following major issues and topics were discussed during the sessions and the action plan below resulted:

2005 – RETREAT PRIORITIES & ACTION PLAN

Board Appointments

It was the consensus of the Board that the following persons be asked to serve on volunteer boards as shown below.

- **Planning Board**

- Albert Yount, reappoint to a three-year term ending 2008
- Nelda Miller, appoint to a three-year term ending 2008
- Sue Sweeting, appoint to a three-year term ending 2008

- **Board of Adjustment**

- Ron Oberle, reappoint to a three-year term ending 2008
- Al Wheeler, reappoint to a three-year term ending 2008
- Jerry Starnes, appoint to an unexpired term ending 2006
 - TBA appoint to an unexpired term as an alternate member, ending in 2006
 - Carol Horne, appoint to three-year term as an alternate member, ending in 2008

- **ABC Board**

- Susie Greene, appoint to a three-year term ending in 2008

- **TDA Board**

- Lynn Drury, reappoint to a three-year term ending 2008 (At-large)

No final action was taken on these proposed appointments, pending contact with these citizens and final action to be made at the February 8 Council meeting.

Fiscal Management (Administration/Budgetary) Issues

Administration

- Obtain estimate on Rock Work – Sidewalk Entrance for FY 2005-06 budget process
- Obtain estimate on Painting – Interior for FY 2005-06 budget process
- Obtain estimate on replacement of Front Office Windows for FY 2005-06 budget process
- Evaluate Credit/Debit Cards Payment Option for Council formal consideration
- Initiate Payroll Processing Changes to improve efficiency of system
- Provide monthly financial report with written commentary for Council
- Develop Web-based Quarterly Newsletter
- Work toward placing TDA Agenda on web site
- Review placement and/or shielding of the Town Hall Flagpole light
- Obtain estimate on Meter Reading Handhelds/Software for FY 2005-06 budget process
- Prepare cost study of electronic-read meters

Budgetary

- Prepare Comprehensive Town Financial Operating Policy w/ Fund Balance Policy (50%)
- Place Vacation/Sick Time Year-end Transfer Policy on agenda for Council consideration
- Place Travel Reimbursement – IRS Rates on agenda for Council consideration
- Encourage the set aside of monies for parking facility & streetlights in future TDA budgets
- Continue to maintain Debt Service Schedule
- Fleet Capital Replacement Schedule – don't pursue trade-in of tractor
- Minimize comp time in all departments whenever possible

Planning Issues

- Satellite Parking Requirements - Seek parking impact fee legislation
 - Continue Parking Plan implementation
- Central Business District – Amend code to require CUP's for all exterior changes (exc. paint)
- Central Business - Amend code to prohibit Metal Roofs on all structures in CB district
 - Draft letter to merchants regarding Outdoor Display concerns
- Begin process of ETJ Extension in the Green Hill Road/Goforth Road area
- Prepare annexation study for the Gideon Ridge/Rock area for Council consideration
- Continue to prohibit windmills & private commercial display of art
- Continue to review and maintain the Town Comprehensive Plan
- CUP – Amend work definition to "exclude engineering & architectural design fees" from construction costs
- CUP – Amend code to require all CUP's with storm water/excavation work to provide bond/letter of credit
- Review zoning uses/standards on U.S. 321 Bypass to insure compatibility w/ Town Vision

- Follow-up on enforcement of retaining wall permits
- Fire Inspections should remain in Emergency Services Department

Parks & Recreation/Town Beautification Issues

- Begin P&R Master Plan Implementation
- Obtain estimate on Swimming Pool Engineering Study for FY 2005-06 budget process
- Obtain estimate on Gazebo at Broyhill Park renovation for FY 2005-06 budget process
- Obtain estimate on ADA improvements to Playground for FY 2005-06 budget process
- Obtain estimate on Playground surfacing material for FY 2005-06 budget process
- Continue to budget for Tennis Courts Renovation in FY 2005-06 budget process
- Work with McGill Associates to pursue a PARTF Grant in FY 2005-06
- Complete draft of Landscape Plan w/Tree Ordinance
- Continue to work with BRAAC in beautification of the Town
- Develop Tree Planting Plan for Main Street & Parks – (the simpler grate design preferred)
- Move Landscaping to P&R once director in place

Public Safety Issues (Police/Emergency Services)

Police

- Implement strategy for Police Chief replacement due to future retirement
- Probationary salary increases for new hires per personnel policy
- Monitor the evolving legal/insurance issues surrounding use of Tasers
- Initiate Police Department building renovation funding

Emergency Services

- Proceed with Emergency Services Building Design/Funding
- Pursue and execute agreement with Fire District on ES Building contribution
- Pursue negotiations with County regarding Medic Base co-location
- House Numbering Program – look at all options, "not one size/type fits all"

Infrastructure Issues (Public Works/Water/Wastewater)

Public Works

- Pursue Fleet Maintenance/Mechanic Service Contract with vendor
- Work with McGill Associates to pursue a grant for a Storm Water Study
- Repair street drop-offs at Main Street/Hill Street and Watson/Rankin
- Proceed with Garden Circle Storm Water Project
- Proceed with BREMCO to begin Streetlight Pole Replacement (February Agenda)
- Implement Street Pavement Plan
- Woodlawn Cemetery - Place directional signage
 - Prohibit new head stones

- Consider mausoleum plots on individual basis & price high enough to discourage use
- Seek additional land, if available
- Amend code to limit street grade to 14/15% range
- Deter # personnel riding garbage truck to Boone

Water/Sewer

- Sewer Connection Policy – Develop updated installation plan to inform citizens
- Initiate Smoke Testing of Sewer lines
- Water Supply & Land Exchange (Payne Branch Intake, Water Tank & Reservoir)
- Obtain estimate on Holding Basin – Water Plant for FY 2005-06 budget process
- Obtain estimate on Wastewater Plant Improvements for FY 2005-06 budget process
- Obtain estimate on Lift Station Improvements for FY 2005-06 budget process
- Proceed with Greenhill Road/Greenhill Circle Sewer Project
- Proceed with Park Bathroom/Goforth Road @ Oak Street/Hillwinds Lot Sewer Replacement
- Follow-up on North White Pine Water Line – re: Community Arts Center
- Automated Meter Reading & Handhelds – Prepare cost study of electronic-read meters
- Develop a Water/Sewer Extension Plan
- Work with McGill Associates to update Water/Sewer Capital Improvements Plan

Tourism Issues

- Schedule annual meeting with TDA to review Annual Report (February)
- Develop lease for Visitors Center with TDA
- Work with TDA to begin fund for Downtown Parking Facility
- Move ahead with Master Signage Plan, with Town taking the lead role
- Investigate extension of Occupancy Tax District to include 3 adjacent hotel/motel properties
- Continue to monitor tourism impacts on the community and the construction of the Blowing Rock Art and History Museum & Community Arts Center
- Follow-up on Edgewood Cottage Preservation/Restoration – 150 days expires in March 2005

Other

- Pursue dialogue with American Legion on building use and/or acquisition
- Monitor Assembly Grounds area and pursue ETJ extension

There being no further business Mayor Lawrence adjourned the meeting at 12:30 p.m.

Mayor _____

J.B Lawrence

Attest:

Town Clerk _____

Sharon Greene