

## MINUTES

### Town of Blowing Rock

### Board of Commissioners

### Regular Meeting-February 14, 2006

The Town of Blowing Rock Board of Commissioners met in regular session on Tuesday, February 14, 2006 in the Town Council Chambers located at 1036 Main Street. Attending were Mayor J.B. Lawrence, Commissioners Bobby Ball, Keith Tester, Terry Lentz, Rita Wiseman and Tommy Klutz. Others in attendance were Town Manager Scott Hildebran, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Planning Director Kevin Rothrock, Public Works Director Johnny Lentz, Police Chief Owen Tolbert, Building Inspector John Warren, Parks & Recreation Director Jennifer Gore, EMS Director Kent Graham and Town Clerk Sharon Greene. Also in attendance were Water/Wastewater Treatment Plant Supervisor Tom McRary and Tim Everhart.

## CALL TO ORDER

Mayor Lawrence called the meeting to order at 7:00 p.m. and welcomed those attending.

## APPROVAL OF MINUTES

Commissioner Tester stated that on Page 3, of the minutes for the meeting held on January 10, 2006 stated that he voted twice. Mr. Tester requested that one of the votes be omitted. Commissioner Wiseman made a motion to approve the minutes after the correction, seconded by Commissioner Ball. Unanimously approved.

## PRESENTATION

**Mayor Lawrence introduced Jennifer Gardner-Shadle, Awards Coordinator with the United States Environmental Protection Agency. He also asked that Water/Wastewater Treatment Supervisor Tom McRary and Operator Tim Everhart step forward for the**

**presentation. Mr. McRary and Mr. Everhart were presented with the U.S. Environmental Protection Agency's (U.S. EPA), Region 4 2005 Consumer Confidence Report Excellence Award for the Small Surface Water Public Water Supply by Ms. Gardner-Shadle. Ms. Gardner-Shadle stated this prestigious award was given to one utility in the Southeast Region 4, which includes South Carolina, Kentucky, Florida, Alabama, Georgia, Mississippi, Tennessee and North Carolina.**

Mayor Lawrence offered congratulations to Mr. McRary and Mr. Everhart on behalf of Council and the Town of Blowing Rock on this great accomplishment.

#### PUBLIC HEARING

Sworn to speak during the public hearing were Planning Director Kevin Rothrock, Scott Garner Architect, and Town Engineer Doug Chapman.

#### **1. CUP #2006-01- Blowing Rock Emergency Services Building**

Planning Director Kevin Rothrock represented the Town of Blowing Rock, on a request for a conditional use permit to construct an emergency services building on Valley Boulevard. After a brief synopsis Mr. Rothrock introduced project architect Scott Garner.

Mr. Garner stated the proposed site dictated a lot about the building design. He stated that the intent was to design a building that looked good and fit the image of Blowing Rock as well as one that was functional. He spoke regarding the unique aspects of the building site such as the site having sixteen (16) sides, the town setbacks requirements etc. Mr. Garner stated the proposed 21,800sq.ft.building design would meet the Town's current needs as well as their future needs.

Commissioner Wiseman complimented Mr. Garner on the design of the building and entertained a motion to close the public hearing, seconded by Commissioner Ball. Unanimously approved.

Commissioner Tester made a motion to approve the request as presented with the following Planning Board recommendations:

- That the parking waiver be allowed if 24 additional spaces could be accommodated on the on the concrete pad on the south side of the vehicle bays.
- That the buffer on the north side be reduced to 8 feet in width and blend in with the adjacent development.
- That the project be allowed to increase impervious surfaces up to 47% of the total lot.

Commissioner Lentz seconded the motion. Unanimously approved. **CUP # 2006-01 Attachment A**

## **APPOINTMENTS**

### **1. Appointments to Volunteer Boards and Commissions**

Town Manager Hildebran presented Council with recommended appointments to various town boards discussed previously at the 2006 retreat. The recommended appointments were as follows:

- **Planning Board (*Appointments Effective March 1, 2006 meeting*)**

- Jim West, reappoint to a three-year term ending 2009

- Web Alexander, appoint to a three-year term ending 2009

- Dennis Quinn, reappoint to unexpired term ending 2007

- Ron Mace, request Watauga County (ETJ) to reappoint to a three-year term ending 2009

- **Board of Adjustment (*Appointments Effective march 1, 2006 meeting*)**

- Jerry Starnes, reappoint to a three-year term ending 2009

- Annie Whatley, reappoint to unexpired term ending 2007

- Ron Mace, request Watauga County (ETJ) to reappoint to a three-year term ending 2009

- **ABC Board (*Appointment Effective July 1, 2006 with unexpired effective March 1, 2006*)**

-David Greene, reappoint to a three-year term ending in 2009

-Robert Miller, appoint to unexpired term ending 2007 (Chairperson)

- **TDA Board (*Appointment Effective March 1, 2006*)**

-Phil Picket, reappoint to a three-year term ending 2009 (Lodging)

-Keith Tester, reappoint to a three-year term ending 2009 (Business/Council)

- **Watauga County Parks & Recreation Commission (*Appointment Effective upon Watauga County Board of Commission approval*)**

-Keith Tester, request Watauga County to reappoint to a three-year term ending 2009

-Tommy Klutz, request Watauga County to appoint to a three-year term ending 2009

Commissioner Tester made a motion to accept the appointments as presented, seconded by Commissioner Ball. Unanimously approved.

## OLD BUSINESS

### **1. Water/Sewer Capital Improvements Plan (Res. #2006-01)**

Town Manager Hildebran presented Council with a Resolution #2006-01 to adopt the Town of Blowing Rock Water & Sewer Capital Improvements Plan. Mr. Hildebran stated that the town had contracted with McGill Associates to develop a Comprehensive Water & Sewer Capital Improvements Plan (CIP). He stated this plan was to guide the town regarding future water and sewer expenditures. Mr. Hildebran stated Town Engineer Doug Chapman was on hand to answer any questions Council might have regarding the CIP.

Mr. Chapman stated other than a few wording changes the CIP was the same as what was presented during the 2006 Retreat. Commissioner Klutz voiced his concerns that the CIP showed the interconnection with Boone as being a higher priority than reservoir maintenance issues that needed to be addressed. Mr. Chapman replied no specific date for the interconnection with Boone was set and the work at the reservoir was prioritized after the interconnection with Boone, due to the reservoir work would interfere with the running of the water treatment plant. Mr. Chapman also stated there were tests that could be done in order to determine to what degree of urgency there was regarding the siltation buildup in the reservoir, and if it needed to be cleaned out soon or could possibly wait. Commissioner Klutz stated he would like to see the town as self-sufficient regarding their

water supply. Mr. Chapman replied the State recommended that towns have interconnection with neighboring towns in case of a drought situation.

Commissioner Tester stated he thought the plan was excellent and the priorities could be changed as they moved forward with the plan.

Commissioner Wiseman moved to adopt Resolution #2006-01 as presented, seconded by Commission Ball. Aye - Lentz, Ball, Wiseman, & Tester - No – Klutz Motion approved 4 to 1. **Resolution #2006-01 Attachment B**

## **2. Tax Release/Refund Policy (Res. #2006-02)**

Town Manager Hildebran presented Council with a resolution adopting a tax release/refund policy, which delegates to staff authority to release/refund tax claims made in error (under N.C.G.S. 105-380) up to \$100.

Pursuant to N.C.G.S. 105-381(b), a governing board, upon receiving a taxpayer's written statement of defense and request for release or refund, shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made.

N.C.G.S. states that a governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100) to the finance director, manager, or attorney of the taxing unit. A finance office, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body.

Commissioner Lentz, seconded by Commissioner Wiseman, made a motion to accept Resolution #2006-02 as presented. Unanimously approved. **Resolution #2006-02 Attachment C**

## **3. Personnel Policy Amendment-Travel Reimbursement (Meals)**

Council received a proposed amendment to the Town Personnel Policy for their consideration. The proposed change to the policy would increase the meal reimbursement rate to a N.C. average per diem range, and within the IRS acceptable limits. The policy would be effective with the FY 2006-07 budget.

**The per diem meal allowance is for out-of-town travel will be as follows:**

Breakfast \$ 7.00  
Lunch \$15.00  
Dinner \$20.00

Commissioner Wiseman made a motion to accept the amendment as presented, seconded by Commissioner Lentz. Unanimously approved. **Personnel Policy Amendment- Travel Reimbursement Attachment D**

**NEW BUSINESS**

**1. Tax Collectors 2005 Settlement Report & Advertisement of Tax Liens Order**

Council received the Tax Collectors 2005 Settlement Report with a request to advertise the lien list of past due 2005 taxes as of April 13, 2006.

Commissioner Lentz made a motion to accept the settlement report and authorize the tax collector to advertise past due taxes starting April 13, 2006. The motion received a second from Commissioner Tester. Unanimously approved.

**SPEAKERS FROM THE FLOOR**

None

**DEPARTMENTAL REPORTS**

Town Manager Hildebran reported that Town Clerk Sharon Greene had received her Certification as a Municipal Clerk from the International Institute of Municipal Clerks; and EMS Director Kent Graham had received his Fire Fighters II Certification as well. Council congratulated both Mr. Graham and Mrs. Greene on their achievement. Mr. Hildebran also reminded Council that Building Inspector John Warren would be leaving employment as of February 17<sup>th</sup>. Council wished Mr. Warren much luck in his future endeavors.

Council also commended Tom McRary and Tim Everhart again regarding the award they received earlier in the evening, and also extended a “thank you” to Public Works Director Johnny Lentz and his crew for their hard work.

There being no further business to discuss, a motion was made by Commissioner Wiseman to adjourn the meeting at 8:00 p.m., seconded by Commissioner Ball. Mayor Lawrence adjourned the meeting at this time.

**MAYOR** \_\_\_\_\_

**J.B. Lawrence**

**Attest:**

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**Sharon H. Greene, CMC**