



# Town of Blowing Rock

**Date:** Tuesday, October 8, 2019

**Time:** 6:00 p.m.

**Location:** Town Hall, 1036 Main Street,  
Blowing Rock, NC 28605

## Agenda

| <i>Item</i> |   | <i>Present &amp; Participants</i>   |
|-------------|---|---|
| <b>I.</b>   | <b>CALL TO ORDER</b>  | Mayor Charles Sellers   |
| <b>II.</b>  | <b>PLEDGE OF ALLEGIANCE</b>   | Mayor Charles Sellers   |
| <b>III.</b> | <b>CONSENT &amp; REGULAR AGENDA ADOPTION</b><br><b>1. Bovino Annexation – Resolution #2019-10 and Resolution #2019-11</b><br><b>2. Budget Amendment – Parks &amp; Rec #2019-12</b><br><b>3. Tax Release – Samaritan’s Purse #2019-3</b><br><b>APPROVAL OF MINUTES</b><br><b>1. September 10, 2019 – Regular Meeting Minutes</b><br><b>2. September 19, 2019 – Special Meeting</b> | Mayor & Council<br><br>Mayor & Council  |
| <b>IV.</b>  | <b>PUBLIC COMMENTS... <i>comments shall be limited to three (3) minutes</i></b>   | Public  |
| <b>V.</b>   | <b>PRESENTATIONS</b><br><b>1. Blowing Rock Police Department Community Survey</b><br><b>2. Police Presentation – Recognition of Officers</b><br><b>3. Heather Ridge – Water Line Completion</b>   | Dylan Powell<br><br>Police Chief Aaron Miller<br>Public Works Director Matt Blackburn                     |
| <b>VI.</b>  | <b>BUSINESS MATTERS:</b><br><b>1. Blowing Rock Chamber – Winterfest</b><br><b>2. Sunset Gateway Project – Blowing Rock Chamber</b><br><b>3. Financial Report</b>  | Parks and Rec Director Jennifer Brown<br>Chamber Director Charles Hardin<br>Finance Officer Nicole Norman |

|                     |  |   |
|---------------------|--|---|
| <p><b>VII.</b></p>  | <p><b>OFFICIALS REPORTS &amp; COMMENTS:</b></p> <ul style="list-style-type: none"> <li>a. Mayor</li> <li>b. Council Members</li> <li>c. Town Attorney</li> </ul> <p>Town Manager</p> | <p>Mayor Charlie Sellers<br/> Council Members<br/> Alan Mosley<br/> Shane Fox</p> |
| <p><b>VIII.</b></p> | <p><b>4. CLOSED SESSION...NCGS 143-318.11. (a)(5)</b><br/> – <i>Discussion of potential property acquisition</i></p>   | <p>Mayor &amp; Council</p>  |
| <p><b>IX.</b></p>   | <p><b>d. ADJOURNMENT/RECESS...Mayor Charles Sellers entertains a motion and second to adjourn or recess the meeting.</b></p>   |   |

## MEMORANDUM

TO: Mayor Charlie Sellers and Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: Natalie Bovino Annexation – 250 Old US Highway 321

DATE: October 1, 2019

Natalie Bovino has submitted a petition of voluntary satellite annexation for Council consideration. The 0.826 acre subject property is located in the ETJ along Highway 321 South just outside of the Town corporate limits. The property is zoned GB and further identified by Watauga County PIN 2818-54-5813-000 and 2818-54-6836-000.

### Key points

- The applicant has submitted a petition for satellite annexation with the intention of connecting to Town sewer utilities. Consistent with Town policy, any property that desires connection to Town utilities must be located within the corporate limits.
- Ms. Bovino is responsible for the costs of extending sewer service to her property and for the availability fees for any buildings connected to the system. Public sewer service was installed on a nearby property lot when the lift station installed for the Chestnut Ridge (Foley Center) PACF.

Since the boundaries of the subject property are not contiguous with the Town's corporate limits, the rules for satellite annexation have to be followed. The five basic rules for satellite annexation in North Carolina found in G.S. 160A-58.1(b) are:

- 1) The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town of Blowing Rock;
- 2) No point on the proposed satellite corporate limits is closer to another municipality than to the Town of Blowing Rock;
- 3) The area described is so situated that the Town of Blowing Rock will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- 4) No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation, and
- 5) The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town of Blowing Rock.

Through staff review of the annexation petition, it appears that all requirements of satellite annexation will be satisfied.

### **RECOMMENDATIONS**

To pursue annexation, staff recommends that Council approve resolutions No. 2019-10 and 2019-11 which initiates the annexation process and establishes a public hearing for November 12, 2019 for consideration of the annexation petition.

### **ATTACHMENTS**

- Annexation Petition submitted by Natalie Bovino
- Resolution 2019-10 – directing the Town Clerk to investigate the annexation petition
- Resolution 2019-11 – setting date of public hearing
- Survey of Bovino property
- Map of Bovino property with proposed annexation boundary

Summary Information

Development Project Name: BOVINO PROPERTY  
Street Address: 250 OLD US HWY 321, BLOWING ROCK, NC 28605

Tax Map, Block and Lot Number(s)

PARID 2818545813000  
PARID 2818546836000

Acreage of annexation site: 0.826

Linear feet of public streets within annexation boundaries: 232.21

Annexation site requesting connection to Town water: No Sewer:

Number of proposed dwelling units

Type of units:  Single-family, \_\_\_\_\_ Townhouse, \_\_\_\_\_ Condo, \_\_\_\_\_ Apt.

Building square footage of non-residential space: NONE - RESIDENCE = 1624.5 sq ft.

Specific proposed use (office, retail, warehouse, school, etc.): residence

Projected market value at build-out (land improvements): \$ \_\_\_\_\_

Person to contact if there are questions about the petition:

Name: NATALIE BOVINO

Address: 250 OLD US HWY 321, BLOWING ROCK, NC 28605

Telephone: 828 719 8555 Fax: 828 295 4388

Cell: 828 719 8555 e-mail: bovinonatalie@gmail.com

Annexation Petition

State of North Carolina

County of Watauga/Caldwell (please circle one)

Petition of Annexation of Property to the Town of Blowing Rock, North Carolina

**PART 1.** The undersigned, being all the owners of the real property described in this application respectfully request the annexation of said property to the Town of Blowing Rock, North Carolina.

The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Land Use Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners. The property to be annexed is:

\_\_\_\_\_ contiguous to the present corporate limits of the Town of Blowing Rock, North Carolina, or

not contiguous to the municipal limits of the Town of Blowing Rock, North Carolina, not closer to the limits of any other municipality and is located within (3) miles of the municipal limits of the Town of Blowing Rock, North Carolina (pursuant to G.S. Chapter 160A-58.1).

**PART 2.** NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S. 160A-385.1 or 153A-344.1 for properties subject to the petition.

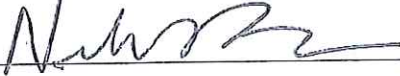
Do you declare such vested rights for the property subject to this petition? YES \_\_\_\_\_ NO

Do you otherwise claim a vested right for the property subject to this petition? YES \_\_\_\_\_ NO    
 If yes, please submit proof that vested rights have been granted by a governing board or some other means. I hereby declare that my failure to disclose the existence of vested right terminates any vested right previously acquired for this property.

Print Owner Name(s), Addresses

Owner's Signature(s):

A. NATALIE BOVINO



Date: 9/18/19

250 OLD US HWY 321, BLOWING ROCK, NC  
28605

Phone: 828 719 8555

B. \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

D. \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E. \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

*If additional owners, please attach a separate sheet with names, addresses, signatures, and date.*

Corporate Seal

North Carolina  
\_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public for said County or State, do hereby certify that  
\_\_\_\_\_ personally appeared before me this day and acknowledge the due execution of  
the foregoing instrument. Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

My commission expires \_\_\_\_\_, Notary Public \_\_\_\_\_

**RESOLUTION NO. 2019-10**

**RESOLUTION DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on September 18, 2019 by the Town of Blowing Rock; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation procedures take place; and

WHEREAS, the Board of Commissioners of the Town of Blowing Rock deems it advisable to proceed in response to this request for annexation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Blowing Rock, North Carolina, that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Commissioners the result of her investigation.

Adopted this the 8<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Charlie Sellers, Mayor

ATTEST: \_\_\_\_\_  
Hilari H. Hubner, Town Clerk

**RESOLUTION NO. 2019-11****RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Board of Commissioners of the Town of Blowing Rock has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Blowing Rock, North Carolina, that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Blowing Rock Town Hall Council Chambers at 1036 Main Street at 6:00 P.M. on November 12, 2019.

Section 2. The area proposed for annexation is described as follows:

Being a certain .826 acre parcel on the northwest side of Old U.S. Highway 321 and west of Ski Crest Park Road. Said property is that property as described in Book 1580, Page 198 as situate in the Blowing Rock Township of Watauga County, North Carolina and being more particularly described as follows:

**Commencing** at a 1-1/2" existing iron pipe on the northwest side of Old U.S. Highway 321 and having North Carolina Grid Coordinates of N: 884,732.87', E: 1,215,515.77' NAD83(2011); thence leaving the road and with the line of Apple Ridge Cabins, PUD, N 16°22'27" W a distance of 81.46' to a 1-1/2" existing iron pipe; thence N 44°49'27" E a distance of 82.35' to a 1" existing iron pipe; thence N 12°49'11" E a distance of 98.08' to a 5/8" iron rebar (old) with cap; thence N 08°33'37" E a distance of 100.86' to a 3/4" existing conduit pipe; thence N 83°38'02" E a distance of 58.21' to a point on the west side of the branch, corner to Nathaniel H. Bush, which bears S 15°03'42" W a distance of 4.62' from a 5/8" iron rebar (old) and also N 49°24'32" W a distance of 38.68' from the northwest corner of the house on the Bush property; thence with the Bush Property, S 00°59'51" E a distance of 123.43' to a 1/2" existing conduit pipe, corner to Bush; thence S 84°29'10" E a distance of 91.54' to a 1/2" iron rebar (new) with cap in the west margin of Ski Crest Park Road; thence with the general west side of Ski Crest Park Road and the northwest side of Old U.S. Highway 321 for three calls, S 03°50'58" W a distance of 43.78' to a point; thence S 37°18'58" W a distance of 43.37' to a point; thence S 56°32'52" W a distance of 232.21' to the **Point of Beginning**; containing 0.826 acres more or less.



This description was drafted by Ricky L. Snyder, PLS, L-4418, per a plat prepared by Snyder Surveying, Inc. Firm #C-2812, entitled Satellite Annexation Plat of: The Natalie Elizabeth Bovino Noncontiguous Voluntary Annexation, dated September 16, 2019.

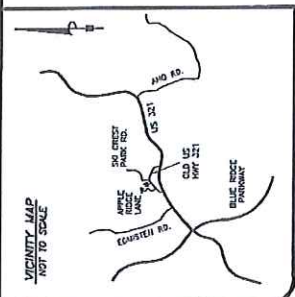
Section 3. Notice of the public hearing shall be published in The Blowing Rocket, a newspaper having general circulation in the Town of Blowing Rock, at least 10 days prior to the date of the public hearing.

Adopted this the 8<sup>th</sup> day of October, 2019.

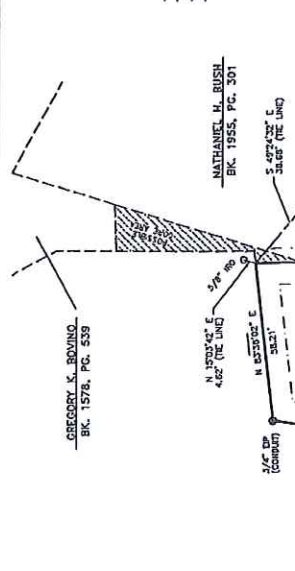
\_\_\_\_\_  
Charlie Sellers, Mayor

ATTEST: \_\_\_\_\_  
Hilari H. Hubner, Town Clerk

**SNYDER SURVEYING, INC.**  
 Professionally Licensed in  
 Tennessee and North Carolina  
 156 Doe Creek Rd, Buller, TN 37640 Firm C-2812  
 Ph: 423-768-3932 email: rick@snydersurveying.net



- LEGEND**
- IRON REBAR (OLD)
  - IRON REBAR (NEW)
  - ⊕ EXISTING IRON PIPE
  - ⊖ UTILITY POLE
  - ⊗ WATER METER
  - ⊘ PROGRAM TANK
  - ARCHWAY MONUMENT FOUND
  - FENCE LINE
  - - - CONVEYANCE
  - - - ADJOINER'S LINE
  - - - BOUNDARY LINES



**NOTE:**

1. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAY, OR RESTRICTIONS OF RECORD.
2. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
3. ALL AREAS ARE CALCULATED FROM THE CORNER POINTS OF THE PROPERTY.
4. ALL AREAS ARE CALCULATED FROM THE CORNER POINTS OF THE PROPERTY.
5. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
6. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
7. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
8. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
9. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.
10. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD.

**THE NATALIE ELIZABETH BOVINO  
 NONCONTIGUOUS VOLUNTARY ANNEXATION  
 ORDINANCE NO. 2019-001  
 ADOPTED 2019  
 CONSISTENT WITH NCGS 160A-08.1(b)  
 250 OLD US HWY 21, BLOWING ROCK, NC 28008  
 BLOWING ROCK TOWNSHIP, WATAUGA COUNTY, NC**



**THE FOLLOWING INFORMATION WAS USED FOR THIS COPY:**

1. CASE OF SNYDER SURVEYING, INC.
2. PERSONAL SURVEY BY SNYDER SURVEYING, INC.
3. DATE OF SURVEY: 08/12/2019
4. SURVEYED BY: RICK SNYDER
5. CHECKED BY: RICK SNYDER
6. COMPILED AND PLOTTED BY: RICK SNYDER
7. DATE OF PLOTTING: 08/12/2019
8. DATE OF PRINTING: 08/12/2019
9. DATE OF ISSUANCE: 08/12/2019
10. DATE OF REVISION: 08/12/2019

|          |                |
|----------|----------------|
| NO. DATE | REVISION       |
| 1907     | FILE NAME      |
| 1907     | PROJECT NAME   |
| 1907     | BOUNDARY       |
| 1907     | DRYAN BY       |
| 1907     | NICK SNYDER    |
| 1907     | DATE           |
| 1907     | SEPT. 16, 2019 |
| 1907     | BOUNDARY       |
| 1907     | SHEET NUMBER   |
| 1907     | 1 OF 1         |

**DIGITAL COPY**  
 ACCORDING TO NC ADMINISTRATIVE CODE 21-56.1103 (C)  
 THIS DOCUMENT ORIGINALLY ISSUED AND SOLD BY  
 SNYDER SURVEYING, INC.  
 THIS MEDIA SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT

**Professional Land Surveyor**  
 License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**North Carolina - Watauga County**  
 Review Officer of  
 Watauga County, verify that the map  
 is in accordance with the  
 statutory requirements for recording.

**Professional Land Surveyor**  
 License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Professional Land Surveyor**  
 License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Professional Land Surveyor**  
 License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Professional Land Surveyor**  
 License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Bovino Annexation





# Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, NC 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council  
From: Nicole Norman, Finance Officer  
Subject: Budget Amendment Ordinance to Account for Various Items  
(Ordinance #2019-10)  
Date: October 8, 2019

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Enclosed please find a Budget Amendment Ordinance for the fiscal year 2019-2020 for your consideration.

**Section 1 (General Fund)** is to appropriate reimbursement funds from Blue Ridge Conservancy towards Police department overtime for Police Support during closure of Laurel Ln. (\$120). This section also transfers remaining Park Avenue curb storm water & sidewalk project funds (\$7,260) and reallocates it to fund repairs to the Blowing Rock Club House to repair drainage surrounding the building.

**Section 2 (General Capital Projects Fund)** transfers remaining Park Avenue curb, storm water & sidewalk project funds (\$7,260) to the General Fund to reallocate funds remaining from this project to fund repairs to the Blowing Rock Clubhouse drainage surrounding the building. This project also recognizes public contributions to be made to the Town to fund voluntary improvements made at the owner's expense during the course of the Sunset Drive Streetscape Project (\$2,660). This section also allocates GO Bond interest earnings for the following projects:

- New Stairway & Sidewalk in Park (next to lower basketball/pickle ball court) - (\$21,962) Includes Curb, Gutter, Handrails, Hydro seed, fill dirt, and additional fencing to enclose the court.
- Legacy Garden Handrail- (\$8,000) Includes Installation of a handrail, gate and necessary signage on the existing stairway on Legacy Trail.

**Section 3 (Water/Sewer Fund)** recognizes and allocates NCDOT reimbursements for damage to Town Sewer lines on Valley Blvd. (\$2,000) as well as Contractor cost for a water tap, valve, box and meter for new service to a private property/business (\$8,886).

**Section 4 (Water/Sewer Capital Projects Fund)** recognizes public contributions to be made to the Town to fund voluntary improvements made at the owners expense during the course of the Sunset Drive Streetscape Project (\$14,760 Water & \$3,600 Sewer).

Please let me know if you need further details on the proposed amendment.

2019-2020  
Budget Amendment Ordinance 2019-10

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

**Section 1. To amend the General Fund, the appropriations are to be changed as follows:**

| <u>Acct. No.</u> |                              | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u> | <u>Proposed<br/>Appropriation</u> |
|------------------|------------------------------|----------------------------------|-----------------|-----------------|-----------------------------------|
| 10-80-6100-315   | Maint./Repair Club House     | \$ 2,000                         | \$ -            | \$ 7,260        | \$ 9,260                          |
| 10-10-4310-003   | Capital Outlay- Parks & Rec. | \$ 9,000                         | \$ -            | \$ 120          | \$ 9,120                          |
|                  |                              |                                  | <u>\$ -</u>     | <u>\$ 7,380</u> |                                   |

This will result in a net increase of \$7,380 in the appropriations of the General Fund. As a result, the following revenue will be increased.

| <u>Acct. No.</u> |                              | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u> | <u>Proposed<br/>Appropriation</u> |
|------------------|------------------------------|----------------------------------|-----------------|-----------------|-----------------------------------|
| 10-00-3400-400   | Capital Projects Transfer In | \$ 60,000                        | \$ -            | \$ 7,260        | \$ 67,260                         |
| 10-00-3400-335   | Miscellaneous Income         | \$ 25,878                        | \$ -            | \$ 120          | \$ 25,998                         |
|                  |                              |                                  | <u>\$ -</u>     | <u>\$ 7,380</u> |                                   |

**Section 2. To amend the General Capital Fund, the appropriations are to be changed as follows:**

| <u>Acct. No.</u> |  | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|--|----------------------------------|-----------------|------------------|-----------------------------------|
| 20-20-5000-427   | Park Ave. Curb, Stormwater & Sidewalk        | \$ 8,154                         | \$ 8,154        | \$ -             | \$ -                              |
| 20-80-5001-448   | GO New Stairway & Sidewalk in Park- Issue II | \$ 38,380                        | \$ -            | \$ 21,962        | \$ 60,342                         |
| 20-00-5000-331   | Transfer to General Fund                     | \$ 1,122,173                     | \$ -            | \$ 7,260         | \$ 1,129,433                      |
| 20-20-5001-420   | GO Carriage Trail- Issue II                  | \$ -                             | \$ -            | \$ 8,000         | \$ 8,000                          |
| 20-20-5002-420   | Sunset Dr. SS-Streets-Private Upgrade        | \$ -                             | \$ -            | \$ 2,660         | \$ 2,660                          |
|                  |  |                                  | <u>\$ 8,154</u> | <u>\$ 39,882</u> |                                   |

This will result in a net increase of \$31,728 in the appropriations of the General Capital Fund. As a result, the following revenue will be increased.

| <u>Acct. No.</u> |  | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|--|----------------------------------|-----------------|------------------|-----------------------------------|
| 20-00-3400-327   | Series 2018 GO Bond Int.                                       | \$ -                             | \$ -            | \$ 29,068        | \$ 29,068                         |
| 20-00-3400-345   | Sunset Dr. Streetscape Private Contributions- Streets Upgrades | \$ -                             | \$ -            | \$ 2,660         | \$ 2,660                          |
|                  |  |                                  | <u>\$ -</u>     | <u>\$ 31,728</u> |                                   |

**Section 3. To amend the Water/Sewer Fund, the appropriations are to be changed as follows:**

| <u>Acct. No.</u> |                                 | <u>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|---------------------------------|----------------------|-----------------|------------------|-----------------------------------|
| 30-91-7120-240   | Contracted Services- Field Ops. | \$ -                 | \$ -            | \$ 10,886        | \$ 10,886                         |
|                  |                                 |                      | <u>\$ -</u>     | <u>\$ 10,886</u> |                                   |

This will result in a net increase of \$10,886 in the appropriations of the Water/Sewer Fund. As a result, the following revenue will be increased.

| <u>Acct. No.</u> |                      | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|----------------------|----------------------------------|-----------------|------------------|-----------------------------------|
| 30-91-3400-335   | Miscellaneous Income | \$ 300.00                        | \$ -            | \$ 10,886        | \$ 11,186                         |
|                  |                      |                                  | <u>\$ -</u>     | <u>\$ 10,886</u> |                                   |

**Section 4. To amend the Water/Sewer Capital Fund, the appropriations are to be changed as follows:**

| <u>Acct. No.</u> |  | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|--|----------------------------------|-----------------|------------------|-----------------------------------|
| 50-91-3400-345   | Sunset Dr. Streetscape Private Contributions- Water Upgrades | \$ -                             | \$ -            | \$ 14,760        | \$ 14,760                         |
| 50-91-3400-346   | Sunset Dr. Streetscape Private Contributions- Sewer Upgrades | \$ -                             | \$ -            | \$ 3,600         | \$ 3,600                          |
|                  |  |                                  | <u>\$ -</u>     | <u>\$ 18,360</u> |                                   |

This will result in a net increase of \$18,360 in the appropriations of the Water/Sewer Capital Fund. As a result, the following revenue will be increased.

| <u>Acct. No.</u> |  | <u>Current<br/>Appropriation</u> | <u>Decrease</u> | <u>Increase</u>  | <u>Proposed<br/>Appropriation</u> |
|------------------|--|----------------------------------|-----------------|------------------|-----------------------------------|
| 50-91-5002-420   | Sunset Dr.-SS- Water- Private Upgrade Cost | \$ -                             | \$ -            | \$ 14,760        | \$ 14,760                         |
| 50-91-5002-460   | Sunset Dr.-SS- Sewer-Private Upgrade Cost  | \$ -                             | \$ -            | \$ 3,600         | \$ 3,600                          |
|                  |  |                                  | <u>\$ -</u>     | <u>\$ 18,360</u> |                                   |

**Section 5. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.**

Adopted this 8th day of October, 2019.

Attested by:

\_\_\_\_\_  
Charles Sellers, Mayor

\_\_\_\_\_  
Hilari Hubner, Town Clerk



# TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

## Release Request No: 2019-3

Property Owner: Samaritan's Purse

Address: 165 Rippling Brook Way

Parcel Number: 2808808450002 Request Date: October 8, 2019

I Hereby Request Release of Tax Under G.S. 105-381 for the Following Year(s):

| Assessment Release | Tax Release | Interest | Total      | Tax Year |
|--------------------|-------------|----------|------------|----------|
| \$328,600          | \$1,281.54  |          | \$1,281.54 | 2019     |

Account Number: 1377803

County: Watauga

Date: October 8, 2019

Release Amount: \$1,281.54

**Specific Reason for Release:** This property was formally owned by Frank Lehti and is now owned by a non-profit, Samaritan's Purse. The property is now supposed to be tax exempted, but was left on the scroll in error per Watauga County.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**DRAFT**  
**MINUTES**  
**Town of Blowing Rock**  
**Town Council Meeting**  
**September 10, 2019**

The Town of Blowing Rock Town Council met in regular session on Tuesday, September 10, 2019, at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock, N.C. Present were Mayor Charlie Sellers, Mayor Pro-tem Albert Yount and Council Members Jim Steele, Sue Sweeting, Doug Matheson and Virginia Powell. Others in attendance were Town Manager Shane Fox, Town Attorney Allen Moseley, Town Engineer Doug Chapman from McGill Associates, Public Works and Utilities Director Matt Blackburn, Police Chief Aaron Miller, Planning Director Kevin Rothrock, Building Inspector John Warren, Parks and Recreation Director Jennifer Brown, Finance Officer Nicole Norman and Town Clerk Hilari Hubner who recorded the minutes.

**CALL TO ORDER**

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

**THE PLEDGE OF ALLEGIANCE**

**REGULAR AGENDA ADOPTION**

Council Member Steele made a motion to adopt the agenda, seconded by Council Member Powell. Unanimously approved.

**CONSENT AGENDA**

Budget Amendment Ordinance to Account for various items. **Budget Amendment #2019-09 – Attachment A**

Resolution for the 2020 Census Partnership. **2020 Census Partnership Resolution – Attachment B**

Council Member Sweeting made a motion to approve consent agenda as presented, seconded by Council Member Powell. Unanimously approved.

**MINUTE APPROVAL**

Council Member Matheson made a motion to approve the minutes from the August 13, 2019 Regular Council Meeting and Closed Session Minutes, seconded by Council Member Sweeting. Unanimously approved.

**SPEAKERS FROM THE FLOOR**

Mr. Lee Cohen, 492 Skyland View Drive, spoke on behalf of the Pickleball Community, he advised that Pickleball is the fastest growing sport in the country and is extremely popular with the aging “Baby Boomer” generation. He further advised Blowing Rock’s Pickleball community would like the opportunity to work with Mayor, Council and Parks and Recreation staff to create a better and safer pickleball environment for residents and

visitors. Mr. Cohen expressed gratitude for the recent renovations to the courts area retaining wall, walk way and new steps. He advised further fencing between the courts and the walkway is absolutely necessary for the safety of anyone passing through the park.

Mr. Chohen stated the pickleball group would like the Town to consider converting the lower basketball court to three (3) permanent pickleball courts in Memorial Park. This would give Blowing Rocks' beautiful park a complete recreational experience; tennis, basketball and pickleball.

Mr. Chohen advised it's a safety concern as well as the heavy "portable net" duffle bags that have to be carried by the players, many of whom should not be carrying these bags back and forth down the new, very steep staircase. He advised permanent nets would completely eliminate this issue. Mr. Cohen further showed some locations in the area that have permanent pickleball courts.

Ms. Ellen Bray, 225 Rocky Glen Lane, advised she is the "keeper" of the pickleball schedule and contact list with approximately eighty (80) people. In the beginning of summer, they started with playing three (3) days and now at seven (7) days a week. Ms. Bray further stated at any time all three (3) courts are filled up. Ms. Bray stated she would like Council to consider putting up permanent nets. Ms. Bray further stated the new county Recreation Center is not going to take care of their problem.

Mr. Mike Cantanese, 175 Chestnut Drive, advised from his observation the lower basketball court is not usually used for basketball. He stated every now and then he will see a father and son playing "Horse", but typically the pickleball players are the only ones using the court. Mr. Cantanese further advised he would like the Town to consider putting up fencing. He explained it's a safety issue when people use the walk way behind the courts and all players have to stop and wait for the people to pass before they can resume their game.

Ms. Gigi Poole, 147 Dogwood Lane, thanked staff for striping Laurel Park Drive as it has helped with the construction traffic in that area and many wrecks have been avoided. She further thanked staff and Council on the progress that has been made on Legacy Trail. Ms. Poole asked for consideration be made to stripe some areas on Main Street as well; in front of Six Pence and near the stoplight on Main Street.

Rick Parsons, 1577 Greenhill Road, spoke about speeding on Greenhill Road. He thanked whoever reduced the speed limit to 25 on that road but explained there is still a big issue with speeding. Mr. Parsons asked Council to do something about the speeding on that road.

Betsy Wilcox, 460 Greenhill Circle, admitted she had found herself guilty of speeding on Greenhill Road unintentionally. She advised something she thought would be helpful and catch people's attention when their "mind is somewhere else" is a flashing light to get the motorist attention.



Mayor Sellers thanked the citizens for their input and advised Council would take these suggestions under consideration.

## **AGENDA ITEMS:**

### **1. Public Art Request – Blowing Rock Inn**

Parks and Recreation Director Jennifer Brown advised the Blowing Rock Inn is requesting to install a 72” by 20” sculpture in their flower bed beside their gazebo. The sculpture is a wood frame that is covered with rusted tin roofing and is in the shape of a Triquetra Knot.

BRAAC approved the installation of the sculpture during their September meeting that was held on September 5<sup>th</sup>.

Council Member Sweeting asked if the sculpture would be permanent or temporary. Ms. Brown advised it would be a permanent sculpture. Council Member Sweeting further advised she liked the sculpture.

With no further questions or comments, Council Member Matheson made a motion to approve, seconded by Mayor Pro-Tem Yount. Unanimously approved.

### **2. Financing for Capital Items**

Finance Officer Nicole Norman advised the Town requested financing proposals from nine (9) area banks to finance the acquisition of capital vehicles and equipment for the approved FY 2019-2020 Budget. A four (4) year note in the amount up to \$300,000 was solicited with five (5) bids received. The lowest bidder was United Community Bank with a rate of 1.82%. Staff recommends the financing bid be awarded to United Community Bank.

Council Member Sweeting asked Manager Fox if he was pleased with the selection of the trucks and equipment.

Manager Fox advised the overall bids of each of the items either came in at or below what was predicted. From an overall budgetary standpoint, he was very pleased.

Mayor Pro-Tem Yount stated for the record he and Manager Fox had discussed the Chevy Silverado that went for \$67,000 is not a pickup truck. Manager Fox advised that was correct, the vehicle is the 2020 version of the 2019 5500 Model which is truck/dump truck/snow plow usage vehicle.

Council Member Steele further stated for the record the Town received multiple bids on each vehicle and didn’t select them without thought and consideration. He thanked staff for their hard work.

Council Member Matheson made a motion to accept the bid from United Community Bank at 1.82%, seconded by Council Member Powell. Unanimously approved.

### **3. Financial Report**

Finance Officer Nicole Norman gave the Financial report for August 2019. Council had no questions or concerns.

### **4. Ad Hoc Update**

Planning Director Kevin Rothrock gave an update on the Ad Hoc committee:

- Ad Hoc Committee met on July 1<sup>st</sup> and established the purpose of the group to develop a vision for Valley Blvd and considered expanding the scope to include downtown area as well
- At the July 9<sup>th</sup> meeting, the Town Council confirmed that the Ad Hoc should focus on developing a vision for Valley Blvd only
- The Ad Hoc Committee agreed to utilize the services of an urban planner to;
  - Capture community input and consensus
  - Develop a future vision for Valley Blvd through community involvement and use of the 2014 Comprehensive Plan
  - Create graphics/visuals, and
  - Evaluate the current Land Use Code to identify its strengths and also deficiencies that may hinder accomplishing the vision
- An RFP was developed in August that was sent to twelve (12) planning firms in the southeast US
- Staff received three (3) proposals by the August 30<sup>th</sup> deadline
- The Ad Hoc Committee evaluated the proposals on Tuesday September 3 and selected Benchmark Planning for an interview
- The interview with Benchmark will be held on Monday September 16 at 4:00 p.m.
- Town Council will have the opportunity to review and approve specifics of a consulting services contract prior to final selection, perhaps a special meeting
- If a consultant is selected, all public visioning workshops will be held in October 2019 to gather information from year-round residents and as many seasonal residents as possible
- Final presentation to Town Council by consultant currently scheduled for January 2020

Council thanked Mr. Rothrock for his update.

### **OTHER BUSINESS**

- Mayor Sellers – attended the Blowing Rock Historical Society’s meeting and learned of some concerns with the 1888 Museum. They would like to work with the Town to make the necessary repairs.
- Mayor Pro-Tem Yount – big changes to zoning be coming in 2021. Asked Mr. Rothrock to meet with Council and bring them up to speed on the changes.

- Council Member Matheson – AppalCart has reduced their schedule to one (1) day a week. He will be setting up a meeting to meet with Craig Hughes from AppalCart, Manager Fox and Executive Director of the TDA Tracy Brown to meet and discuss a plan going forward.
- Council Member Powell – Asked staff to look into putting on the Town website the list of “Right of Way Tree Trimming” so that people will be able to know when their area is scheduled.
- Manager Fox – Updated the following:
  - Reached out to NCDOT about the Sunset Crosswalk- pedestrian only is \$15,000 - \$18,000 and the Full Arm is \$150,000 to \$200,000
  - Fire Department sent five (5) Firefighters trained in swift water rescue to the Eastern part of the state to help with Hurricane relief
  - Sunset Project – main water and sewer lines have been completed. Still on tract to be completed by the deadline.
  - Highway 321/Valley Blvd – Town staff working with NCDOT to get the fall planting done

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

There being no further business to discuss, Council Member Sweeting made a motion to adjourn at 7:15 p.m., seconded by Council Member Matheson. Unanimously approved.

**MAYOR** \_\_\_\_\_  
**Charlie Sellers**

**ATTEST** \_\_\_\_\_  
**Hilari Hubner, Town Clerk**

**DRAFT**

**MINUTES**

**Town of Blowing Rock  
Town Council Special Meeting  
September 19, 2019**

The Town of Blowing Rock Town Council held a special meeting on Thursday, September 19, 2019 at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock. Present were Mayor Charlie Sellers, Mayor Pro-Tem Albert Yount, Council Members Jim Steele, Sue Sweeting, Doug Matheson, and Virginia Powell. Staff present were Town Manager Shane Fox, Planning Director Kevin Rothrock, and Planning and Support Specialist Tammy Bentley.

Mayor Sellers called the meeting to order and lead those assembled in The Pledge of Allegiance. The purpose of the meeting was consideration of a planning consulting services contract with Benchmark Planning for Visioning for Valley Boulevard (321 Bypass).

Mayor Sellers asked for public comment prior to the meeting commencing. There was none.

Mr. Rothrock gave the Board an update on the Ad Hoc committee meeting that occurred last week. The committee met with Benchmark regarding the proposal and Mr. Rothrock asked Benchmark to prepare the contract, which he forwarded to the Board yesterday. Mr. Rothrock advised that the tentative public meeting dates were October 15 and 29 at 7:00 p.m. Mr. Rothrock said the Ad Hoc committee is tentatively scheduled to meet with Benchmark on 9/29/19. Mr. Rothrock said that the committee requested that Benchmark add an hourly rate to the contract in the event additional services are needed. Benchmark added this to page 5. Mr. Rothrock advised that Town Attorney Allen Moseley had reviewed at the contract.

Council Member Steele asked how the payment process would flow. Mr. Rothrock advised it is a three-phase process; Background and Research \$6,500, Visioning \$5,000, and Prepare and Present the final report, \$8,500.

Council Member Matheson asked how this will affect the next Comprehensive Plan update. Mr. Rothrock advised that this is targeted to Valley Boulevard but goes a step further. Council Member Matheson asked if the cost of the Comprehensive Plan update will be reduced as this will not need to be addressed again. Mr. Rothrock said the cost should be minimal. Mr. Rothrock advised the Board that there are some code revisions necessary to comply with state statutes, adding this will be part of the codification process.

Council Member Powell said she likes having community input and hopes we can use our technology to communicate this opportunity prior to the October meeting to encourage public

participation. Council Member Powell added that she thinks the Council Chambers may be too small.

Council Member Matheson noted that the Blowing Rock School cafeteria was used for the community meetings for the most recent Comprehensive Plan and that had worked well. Council Member Sweeting said that Mr. Fox plans to have a TV for the lobby, in the event of overflow. Council Member Matheson asked if a.m. and p.m. meetings should be offered. Council Member Sweeting said 7:00 p.m. was chosen to allow business owners and seasonal residents an opportunity to attend.

Council Member Powell asked if a meeting should be held on Valley Boulevard. Council Member Steele recommended having the first meeting in the Council Chambers and then move to the American Legion if necessary. Council Member Yount recommended having the American Legion as a back-up. Mr. Fox suggested that the American Legion be reserved for the October meeting dates if it pleases the Council.

Council Member Powell said, with this being such an opportunity to get the community involved, that she hopes Benchmark will not tell the Town what to do. Council Member Sweeting said the Ad Hoc committee has asked Benchmark for visuals and different ways to achieve those views, then ask the Town how to choose. Council Member Sweeting said this will help the Council target funds and efforts towards the goals and then determine what can be done to protect the new corridor through land use codes. Mr. Rothrock advised that Benchmark will provide an assessment of the codes, but that will need to go before the Planning Board before it goes before Town Council.

Council Member Powell asked if there were minutes from the last Ad Hoc meeting that she could read. Mr. Rothrock said he has notes. Mr. Fox said he would get the notes and share with the Council.

Council Member Matheson said that Benchmark was very good at synopsisizing and adapting the public comment during the Comprehensive Plan process. Mr. Rothrock said the 2013 community-wide survey can included. Council Member Powell said this might help Benchmark.

Council Member Steele asked the date the first report will be presented. Mr. Rothrock advised it will be summarized in January, but the first draft could be available in late November, with the report being finalized in December. Council Member Steele asked Council Member Sweeting if this will happen sometime in December. Council Member Sweeting said the Ad Hoc committee will be following Benchmark closely and the committee will be meeting four times.

Council Member Yount said he had been hearing why the cost is \$20,000 and noted that this will cover from south Main Street to the ETJ. Council Member Yount said this is a lot of area, some of which is topographically challenging. Mayor Sellers said, for the record, he was asked why the Town is spending \$20,000 if there is a Planning Department and Ad Hoc committee. Mayor Sellers asked Mr. Rothrock to clarify how Benchmark can further enhance the Town's ability for growth

on Valley Boulevard. Mr. Rothrock said he thinks it a good idea to have a professional with ‘fresh eyes’ to take public comment and develop a vision and evaluate the codes.

Ms. Betsy Wilcox, of 460 Green Hill Circle, asked if reverse 911 can be used for notification of the meetings. Mr. Fox confirmed. Ms. Wilcox said she thinks this a good idea and advised the announcement to be promotional in tone. Ms. Wilcox asked how much control the Town has over private property. Council Member Powell said zoning codes are our only control. Mr. Rothrock and Council Member Matheson concurred.

Council Member Steele made a motion to accept the Benchmark Planning Consulting Contract, seconded by Council Member Matheson. Unanimously approved.

There being no further business, Council Member Powell made a motion to adjourn at 6:30 p.m., seconded by Council Member Matheson. Unanimously approved.

**MAYOR** \_\_\_\_\_  
**Charlie Sellers**

**ATTEST** \_\_\_\_\_  
**Tammy Bentley**  
**Planning & Zoning Support Specialist**

**ATTACHMENTS**

**Benchmark Planning Contract for Visioning for Valley Boulevard**

TOWN OF BLOWING ROCK POLICE DEPARTMENT  
143 Park Avenue, PO Box 603 Blowing Rock NC 28605  
(828)295-5212



## Memo

**To:** Shane Fox, Town Manager

**CC:**

**From:** Aaron Miller, Police Chief

**Date:** October 3, 2019

**Reference:** Award Presentation

Blowing Rock Police Department would like to publicly recognize two of our police officers whose actions directly contributed to the saving of a life. We would like to recognize Master Police Officer Lance Dotson and Senior Police Officer Caleb Hildebran at the October 8<sup>th</sup> Town Council Meeting. The "Life Saving" award presentations should only take 5 to 10 minutes.

Thanks you.

## Town of Blowing Rock

### Request for Council Action

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FROM: Matt Blackburn  
SUBJECT: Heather Ridge Water Line  
TO: Mayor and Council  
DATE: October 8, 2019  
REQUESTED BY:

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Public Hearing       Yes    No    Not required    NA  
Properly Advertised    Yes    No    Not required    NA

#### BACKGROUND:

The Public Works Department completed the Heather Ridge water line replacement this past month. This included the installation of approximately 300 feet of 6" PVC water line, and new fire hydrant and three service taps. Material cost for this project was just under \$6,000.00. With the completion of this project all the properties on Heather Ridge Lane have been tied to a 6" water line and the old 2" galvanized water line has been taken out of service. While this section of line is still on a dead end, we hope that the upgraded line will help to alleviate cloudy water complaints.

ATTACHMENTS: NONE



**Town of Blowing Rock**  
**Request for Council Action**

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FROM: Jennifer Brown Director of Blowing Rock Parks & Recreation  
SUBJECT: 2020 Winterfest  
TO: Town Council  
DATE: October 8, 2019  
REQUESTED BY: Suzy Barker, Event & Communication Specialist, Blowing Rock Chamber of Commerce

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Public Hearing       Yes     No     Will be required  
Properly Advertised     Yes     No     Will be required

**BACKGROUND:**

We have implemented a Special Events Application to anyone or any organization who is requesting to hold an event in the Town of Blowing Rock.

The Blowing Rock Chamber of Commerce has submitted an application to close Park Avenue on Saturday, January 25, 2020 for some of their events during Winterfest. It would be closed from Main Street to Wallingford.

The dog keg pulls, a band, and the beer garden would be in this area. This will allow them to have more control over the beer garden and the crowd would be more spread out instead of cramming everyone in the American Legion parking lot.

Town staff has reviewed the Special Event application and has given their feedback and approval of the request.

**STATEMENT OF PLAN CONSISTENCY:**

It is the opinion of staff that the proposed action     IS     IS NOT    consistent with the Comprehensive Plan for Blowing Rock or other officially adopted plan (list if other: \_\_\_\_\_).

Specifically, this action is in accord with the following sections of the Comprehensive Plan:

**ATTACHMENTS:**

1. Special Event Application

**COUNCIL ACTION:**

To approve the temporary closure of Park Avenue on Saturday, January 25, 2020 during Winterfest for some of their events.



Town Of Blowing Rock  
 PO Box 47  
 1036 Main Street  
 Blowing Rock, NC  
 28605  
 Tel 828-295-5200

**Town Of Blowing Rock**  
**Special Events/Activities Application**  
 (Must be submitted to Town Hall)

The purpose of this application is to provide information about your event or activity in order for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. Depending on the specific event, a permit application and/or fee(s) from individual departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. The applicant is also responsible for notifying the Parks Department of any changes. Incomplete applications will not be accepted. \*\*A complete application should be submitted at least **90 days** prior to the planned event to allow sufficient review time. Town staff may contact you with specific questions. Any official may require a pre-planning meeting.

Applications and events are prioritized based on a first come-first served basis and the Town may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year.

Applicant should contact the Parks Department to verify date availability prior to submission of application.

\*\*NO MORE THAN 2 RACES WILL BE ALLOWED IN ANY GIVEN MONTH

**\*\*If the event is to be held on public property, approval to use the property must be obtained from Town Council; therefore the application must be submitted 90 days prior to the event.**

**APPLICANT INFORMATION**

Name of Event: Blowing Rock WinterFest Beer Garden & K-9 Keg Pull  
 Applicant Name & Title: Suzanne Barker, Events Specialist  
 Organization: Blowing Rock Chamber of Commerce  
 Mailing (Billing) Address: Po Box 406  
 City / State / Zip: Blowing Rock, North Carolina, 28605  
 Daytime Phone: 8282957851 Cell: 8284061231 Email: suzy@blowingrock.com  
 Description of the Event: Beer Garden and K-9 keg pull  
 Does the event have a Twitter, Facebook or other social networking page: WinterFest  
 If yes, please list URL(s): www.blowingrockwinterfest.com

|   |
|---|
| Event Address: <u>Park Ave and Police Parking Lot</u>   |
| Date of Event: <u>1/25/20</u>   |
| Event Start Time: <u>11:00am</u> Event End Time: <u>4:00pm</u>  |
| Set-Up Begins: <u>7:00am</u> Clean-Up Ends: <u>6:00pm</u>   |
| Preferred Date & Time of Inspection: <u>1/25/19</u>   |
| Estimated Attendance: <u>300</u>  |
| The Event is: <input type="checkbox"/> Private (by invitation only) or <input checked="" type="checkbox"/> Open to General Public |

APPLICANT'S SIGNATURE *Suzanne Barker* DATE: 10/1/19

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The town reserves the right to require others to attend.

## TENTS & MEMBRANE STRUCTURES

**\*\* Tent is a structure, enclosure, or shelter, with or without sidewalls or drops \*\***

Will tent(s) be used for the event?  Yes  No

Number of Tent(s) planned: 12- 15

Size of Tent(s) planned: 10x10

Percentage of side walls if any to be used for each tent: \_\_\_\_\_

Detail tent location, size, percentage of side walls and spacing for each on required site plan.

**\*\* Membrane structure is an air-inflated or air supported structure \*\***

Will inflated/air Supported membrane(s) structures be used for the event?  Yes  No

Number of air inflated/air supported membrane structures planned: N/A

Size(s) air inflated/air supported membrane structures planned: N/A

Detail air inflated/air supported membrane structure location(s), size and spacing for each on required Site plan.

## POWER SOURCES

Will you use electric generators?  Yes  No

If yes, will Power Distribution boxes be used?  Yes  No

Provide contact information for contractor supplying generator power:

Name: N/A Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you use electric power from an existing structure?  Yes  No

If yes, will direct wiring to breakers be required?  Yes  No

Provide contact information for person responsible for setup of power:

Name: N/A Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## HAZARDOUS MATERIALS

Will there be any portable heaters??  Yes  No

Will there be any deep fat fryers??  Yes  No

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?  Yes  No

**If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.**

Will there be any fireworks, lasers, torches, candles or pyrotechnics?  Yes  No

**If yes, contact the Blowing Rock Fire & Rescue office at 828-548-2800 for more information.**

**VOICE/MUSIC AMPLIFICATION**

|  |
|--|
| Are there any musical entertainment features related to your event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(If no proceed to next section)   |
| If yes, state the number of bands and type of music: Number of bands: <u>1</u><br>Type(s) of music: <u>TBD</u>   |
| Will a portable or temporary stage be utilized? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes*, state the number of portable or temporary stages: <u>N/A</u><br>Will stage have canopy with frame that supports equipment (lighting, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes* state the size of canopy: <u>N/A</u> |
| Provide contact information for contractor providing stage:<br>Name: <u>N/A</u> Phone: _____ Email: _____  |
| Will your event use amplified sound? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please indicate times: Start time: <u>1pm</u> Finish time: <u>4pm</u>  |

**ALCOHOL**

|   |
|---|
| Will alcoholic beverages be served? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)  |
| Will alcoholic beverages be sold? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)  |
| What type of alcohol will be served?<br><input checked="" type="checkbox"/> Draft Beer <input type="checkbox"/> Can/Bottle Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor |
| Who will be serving the alcohol? <u>Local Breweries and Distributors</u>  |
| Times for alcohol to be served: <u>1pm- 4pm</u>   |
| Locations within event site where alcohol will be served:<br><u>"Beer Garden" in the Police Parking Lot.</u>  |
| Have you applied for a North Carolina temporary ABC permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |

**MECHANICAL RIDES**

|  |
|--|
| Does the event include mechanical rides, or other similar attractions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, please describe attractions: _____<br><u>N/A</u>   |
| Applicants contracting with amusement ride companies are required to provide the Town of Blowing Rock with a certificate of insurance, naming applicant and the Town of Blowing Rock (if applicable) as additional insured on general liability. |

## VENDORS

**PLEASE ATTACH COMPLETE LIST OF VENDORS IF ON PUBLIC PROPERTY.**

Does the event include food vendors?  Yes  No

If the event will have food vendors, please check the following that apply:

Served  Sold  Free  Catered  Prepared Outdoors

Does the event include food concession and/or cooking areas?  Yes  No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)

*(Use additional sheet if necessary)*

| VENDOR | COOKING METHOD | FOOD ITEM |
|--------|----------------|-----------|
| TBD    |                |           |
|        |                |           |
|        |                |           |

*Fire Code requires a fire extinguisher at each cooking location. Event organizers are responsible for arranging health inspections for their events.*

## EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheet of paper if necessary)

| DATE    | TIME    | ACTION                        | ADDITIONAL NOTES |
|---------|---------|-------------------------------|------------------|
| 1/25/19 | 8:00am  | Begin event/vendor set up     |                  |
|         | 9:00am  | Beer vendors arrive to set up |                  |
|         | 11:30am | K9 Keg Pull Starts            |                  |
|         | 1:00pm  | Beer Garden Opens             |                  |
|         | 4:00pm  | Beer Garden Closes            |                  |
|         | 4:00pm  | K9 Keg Pull Ends              |                  |
|         | 5:00pm  | Clean up ends                 |                  |
|         |         |                               |                  |
|         |         |                               |                  |
|         |         |                               |                  |

**TOWN SERVICES**

The Town of Blowing Rock does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

**TRASH AND RECYCLING PLAN**

In order to determine what types of containers are needed for the event, please answer the following questions: Are you requesting trash/recycle bins from the town? Yes / **No**

How many trash bins are you requesting for trash? N/A

How many recycle bins are you requesting? N/A

Delivery Location? N/A

Date and Time for trash or recycling bins to be emptied/picked up:

N/A

*Applicants are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be paid for by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.*

**PUBLIC PROPERTY CLEAN-UP**

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? Volunteers and event staff

*If town personnel are needed to assist with event site clean-up the applicant will be required to hire off Duty personnel.*

If needed, please list preferred Date & Time for clean-up staff to arrive: N/A

Will any of the following services be used for the event:

- Water Service                       Portable Toilet Services
- Wastewater Service             Public Restrooms     Public Electric Power

**SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)**

- Beer/Alcohol Security     Stage Security     Event Area Security     Gate Security
- Road Closure Security     Money Handling Security     Other \_\_\_\_\_
- Overnight Security    From \_\_\_\_\_: \_\_\_\_\_ To \_\_\_\_\_: \_\_\_\_\_

Dates & Times security will be on site: 1/25/19 1:00pm - 4:00pm

Security provided by: Event Volunteers      Number of Security Personnel: 4-6

*Applicant may be required to hire sworn off-duty Town of Blowing Rock police officers to provide security to insure public safety. The Blowing Rock Police Department will determine the number of security personnel required on site.*

## WALK, RUN, CYCLE EVENTS ON PUBLIC ROADWAYS

Number of participants expected: \_\_\_\_\_ % of participants expected under 18: \_\_\_\_\_

\*Must be at least 100 participants and no more than 2,000 per route.

Number of volunteers expected: \_\_\_\_\_ % of volunteers expected under 18: \_\_\_\_\_

## ADDITIONAL GUIDELINES AND REQUIREMENTS

**Please initial all guidelines below and provide the information requested at the time the application is submitted.**

Must use a pre-approved route from the Town/NCDOT and/or pre-approved neighborhood route and/or track or one of the options not on roadways that are available at a park. \_\_\_\_\_

Must include a certificate of liability insurance for walk, run, and/or cycle event if the start/finish are on public property. \_\_\_\_\_

Must include a plan for volunteers for events with an anticipated attendance of 100 participants or more (how many, their duties). \_\_\_\_\_

Must include a parking plan for participants and volunteers (can be included in site plan). \_\_\_\_\_

The provision of twenty foot (20') minimum emergency access lanes throughout the event site. \_\_\_\_\_

Temporary signs may be used to mark a course. No markings of any kind (permanent or temporary) are allowed on roadways, sidewalks, or parking lots. \_\_\_\_\_

Any unauthorized traffic control device or other sign or message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. Any violations of this policy will result in disapproval of future event(s). \_\_\_\_\_

Do not assume, advertise, or promote your event until you have a signed permit from the Blowing Rock Police Department, along with permission from town staff and Blowing Rock Town Council. Conflicts do arise and changes to the request may be necessary. \_\_\_\_\_

Organizers to make sure race starts at the time approved on the application. Any deviated start times shall be requested no later than 30 days prior to the event. A deviated time request cannot be guaranteed approval. \_\_\_\_\_

Event organizers to assist in enforcing safe roadway rules. \_\_\_\_\_

Event volunteers standing throughout the course to direct as well as instruct participants to stay out of the roadway. \_\_\_\_\_

Cancellation of any event must be in writing/email to the permit center no later than 30 days prior to the scheduled date of the event. \_\_\_\_\_

**A VIOLATION OF ANY GUIDELINE REQUIREMENT COULD RESULT IN THE DENIAL OF FUTURE EVENTS. \_\_\_\_\_**

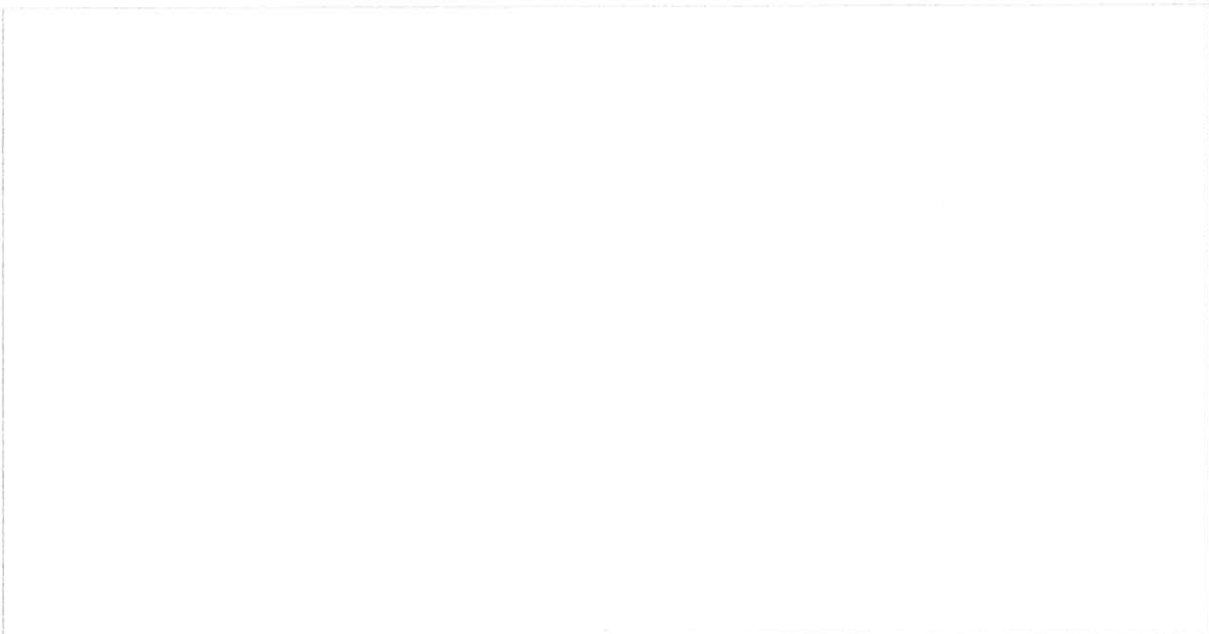
## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

## SITE PLAN SKETCH

Please see attached document.





## ATTACHMENT CHECKLIST

In addition to the Special Event Application form, the following supporting documents are required to complete your application package and begin the review process:

### All Events:

- Site Plan Sketch
- Parking Plan for participants and volunteers (May be included in site plan)
- Volunteer Plan for events with an anticipated attendance of 100 participants or more (how many, their duties)

### All Public Property Events:

- Certificate of Insurance listing the Town of Blowing Rock as certificate holder and additional insured.

### Public Property Event at a Public Park:

- Email from the Parks and Recreation Director indicating approval of the event date. Parks and Recreation Director may be reached at (828) 295-5222 or [jbrown@tobr.us](mailto:jbrown@tobr.us).

### Waiver Request:

- I am requesting a waiver from the Section which prohibits animals from special events on town property. I have included the required safety plan with the application.

## USE OF PUBLIC PLACES

### **\*\* THIS SECTION IS ONLY TO BE COMPLETED IF REQUESTING TO HOLD AN EVENT IN PUBLIC PLACES AND PARKS \*\***

#### RULES REGULATING THE USE OF PUBLIC PLACES AND PARKS FOR SPECIAL EVENTS

- The Town Council reserves the right to reject any application as to the use of any area for any special event. If the Town Council learns that the event or vendors participating were misrepresented to the Town Council or that the event in any way fails to comply with the rules regulating the use of public places or fails to comply with any applicable local, state, or federal laws, it reserves the right to rescind any approved application up to and during the course of the event. In the case of a special event being held at a Town-owned facility for which a rental fee is usually charged, the normal rental fee shall be charged to the applicant unless the Town Council waives such rental.
- Application must be filed in the Town Manager's Office at least ninety (90) days prior to the time that the applicant desires to first take possession of the area to make preparations for the special event. The applicant for a special event must be a non-profit organization, organized and existing for the purpose of either some charitable or public benefit or for the promotion of business in the area of Blowing Rock. In addition, said non-profit organization may at the request of the Council be required to produce evidence of their non-profit corporation status as defined by state and federal laws. In addition, procedures to be used for selecting participants and vendors must be included with the application.
- The applicant shall provide to the Town Manager at least two (2) weeks prior to the beginning of the public participation in the special event a list of all of the vendors or others having booths or display tables during the special event. No other persons may sell merchandise or operate any booth or display tables during the special event, unless the applicant, in writing, requests the Town Manager to amend such list accordingly and permission is granted.
- No motor vehicles or other large equipment or manufactured items or livestock will be permitted within the area unless they are clearly identified and described and the proposed location is stated in the application and specific approval is given.
- The size, type of construction and location of display tables and booths must be described generally in the application; all construction must be safe and self-sustaining; no spikes or other holding devices may be driven into the ground of any street, sidewalk or tied to any tree.
- When food preparation, painting and/or pottery making activities or similar activities are held, appropriate protective materials must be placed over any paved or brick areas for protection.

- No tents may be placed in the area without being described and exhibited to the Fire Prevention Inspectors of the Blowing Rock Fire & Rescue Department and special approval by the Town Council.
- Public address systems can be used only if specifically requested in the application and special permission given, including limitations as to use.
- Sufficient portable toilets shall be provided for the expected number of participants.
- A first-aid station shall be provided, staffed by competent Emergency Medical Technicians, unless a waiver is requested and granted by the Town.
- The applicant shall be responsible for providing trash receptacles of the number and size as the town shall require in order to eliminate litter.
- If the applicant desires to sell alcoholic beverages, it shall specifically so state in its application and shall provide a sketch of the area where the same will be sold and consumed. The area shall be delineated by barricades, with the entrance to be clearly marked and so constructed as to allow ready control of patrons, including viewing of identification to avoid underage persons being within the barricaded area. Signs shall be posted stating that no one shall leave the barricaded area with alcoholic beverages.
- Application must be made to proper State authorities for special permit for sale of alcoholic beverages. Special permit shall be available for inspection by the Town at any time.
- The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place at the special event and during the time the area is being readied for the event and while it is being cleaned up following the event. A copy of the insurance policy must be submitted to the Town Manager's office prior to the event. The policy is to be one of comprehensive general liability in the amount of not less than Three Hundred Thousand Dollars (\$300,000.00) for bodily injury per person and One Million Dollars (\$1,000,000.00) per occurrence and not less than One Hundred Thousand Dollars (100,000.00) for property damage per occurrence.
- The applicant will be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event.
- Applicants must obtain any special use permits required by the Blowing Rock Fire Inspector, must comply with all applicable provisions of the North Carolina Fire Code and must at all times insure that all fire lanes in the area to be used remain unobstructed.
- Applicants must comply with all applicable Health Department regulations pertaining to the scheduled event.
- Applicants must comply with the requirements of the Blowing Rock Sign Ordinance.
- Applications must comply with any and all local, state, and federal laws pertaining to equal opportunity and should make every effort to make events accessible to the disabled public. In addition, applicants shall not deny access or a vendor's booth to any group based on national origin, race, religion, age, sex, or disability.

Blowing Rock Chamber of Commerce

**NAME OF NON-PROFIT ORGANIZATION**

**BRIEFLY DESCRIBE THE PURPOSE OF THE NON-PROFIT ORGANIZATION:**

To promote, protect, and improve business through the cultural, social, and economic development, growth and sustainability of Blowing Rock.

**LIST ORGANIZATIONS OFFICERS:**

Billy Chick

TELEPHONE

Ben Powell

TELEPHONE

Jim McDowell

TELEPHONE

**CHAIRPERSON OF THE SPECIAL EVENT:**

Suzy Barker

828.295.7851

NAME

TELEPHONE


132 Park Ave, Blowing Rock, NC 28605

ADDRESS

*The undersigned Applicant is aware of the rules regulating the use of public places and parks for special events, and will abide with the same; and further understands that the Town of Blowing Rock will not be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event. The undersigned Applicant agrees to reimburse the Town of Blowing Rock for the additional cost of providing police department and/or fire department personnel to supervise the event, including services rendered both before, during and after the event itself, to ensure the compliance with all laws and ordinance, to direct traffic and to promote the safety and welfare of participants and other citizens.*

10/3/19  
Date

*Suzanne Barker*  
President Event Coordinator  
Blowing Rock Chamber of Commerce  
Non-Profit Organization

Approved by:   
TOWN MANAGER

10/3/19  
DATE

DATE APPROVED BY BLOWING ROCK TOWN COUNCIL: \_\_\_\_\_

NORTH CAROLINA

RELEASE AND INDEMNITY AGREEMENT

WATAUGA COUNTY

THIS RELEASE AND INDEMNITY AGREEMENT, entered into by THE TOWN OF BLOWING ROCK, a North Carolina Municipal Corporation, party of the first part, and the Blowing Rock Chamber of Commerce, a non-profit organization with its principal place of operation being Watauga County, North Carolina, party of the second part:

WITNESSETH

**WHEREAS**, the party of the first part is desirous of allowing the party of the second part to conduct a special event within the Town Limits of Blowing Rock, North Carolina, pursuant to the Blowing Rock Town Code; and

**WHEREAS**, the party of the second part is desirous of conducting a special event within the Town Limits of Blowing Rock, North Carolina; and

**WHEREAS**, to this end, said party of the second part has heretofore filed with the Town of Blowing Rock an application for approval of said event, and wishes to enter into this Release and Indemnity Agreement pursuant to the Blowing Rock Town Code and the administrative rules of the Town of Blowing Rock;

**NOW, THEREFORE**, for and in consideration of the mutual promises and covenants herein contained, and for other good and sufficient consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the party of the second part hereby completely and unequivocally releases the party of the first part, the officials of the party of the first part, and all employees of said party of the first part, and their families, from any and all claims, damages, injuries or rights of action which the party of the second part may incur by reason of the special event being conducted by the party of the second part.
2. That the party of the second part hereby agrees to indemnify and hold harmless the party of the first part for any liability, injury or claim which may arise to the benefit of the party of the second part as a result of the special event being conducted by the party of the second part.
3. That the parties to this Release and Indemnity Agreement stipulate and acknowledge that there exists sufficient consideration for the execution of this instrument.

This the 3 day of October, 2019.

Dyanne Barko  
~~President~~ Event Coordinator

William H. Hulse  
Witness

## **Winterfest Beer Garden & K-9 Keg Pull Site Plan**

No Parking After Midnight

Road Closure at 7 AM on January, 25<sup>th</sup>, 2020

### **Winterfest Events on Park Ave & Police Lot**

K-9 Keg Pull on Park Ave

Beer Garden in the Police Lot

#### **Site Plan is attached**

- Park Ave will be closed for traffic and used a pedestrian area
  - The K-9 Keg Pull will be located in the street front of the police department
    - Open to pedestrians
    - K9 Keg Pull has a course that is aprox. 100ft and there is a fencing around the track
    - 10x10 pop up tents will be used for event registration
  - The Police lot will be used for the Beer Garden
    - Using natural barriers and event barricades
    - Barricades will placed in front of the opening to the picnic benches and the entrance to sidewalk behind the tennis courts
    - Additional barricades will be use where seen fit
    - 10x10 pop up tents will be used for breweries and any food vendors
    - Beer Vendors will have to have unloaded material in the Police Lot before 11am.
  - For the “unused” space on Park Ave
    - Signage towards Main Street promoting Beer Garden, Keg Pull, and Mountain Alliance Auction
    - Hendrick Sponsor Car on display

#### **Parking Plan for Participants and Volunteers**

- Participants would park in surrounding public parking areas
  - Maple Street Lot
  - American Legion Parking Deck
  - Pool Parking Lot
- Volunteers and vendors would be instructed to park at the pool parking lot

**Volunteer Plan**

**K-9 Keg Pull**

**Begin Setting up by 8am**

**In addition to Partners Canine Staff, Chamber volunteers or staff will be around to help manage**

**Crowd control, etc..**

**Beer Garden**

|  |          |               |
|--|----------|---------------|
| Set up tables / distribute ice / vendor help (2 Volunteers)                        | Saturday | 11 AM - 5 PM  |
| Ice delivery   | Saturday | 11 AM - 12 PM |
| Ticket Sales   | Saturday | 12:30 - 2:30  |
| Ticket Sales   | Saturday | 12:30 - 2:30  |
| Ticket Sales   | Saturday | 12:30 - 2:30  |
| Ticket Sales   | Saturday | 2:30 - 4:30   |
| Ticket Sales   | Saturday | 2:30 - 4:30   |
| Ticket Sales   | Saturday | 2:30 - 4:30   |
| Crowd control / roaming info / check wristbands for back deck entry (2 Volunteers) | Saturday | 12:30 - 2:30  |
| Crowd control / roaming info / check wristbands for entry (2 Volunteers)           | Saturday | 2:30 - 4:30   |



Chamber

Residential Homes

Sidewalk

# Park Ave

10x10 Tent

10x10 Tent

Start

K-9 Keg Pull Course

End

Trash

Sidewalk



Entrance to Beer Garden



Grass Hill

Park And Public Restrooms

10x10 Tent

10x10 Tent

10x10 Tent

10x10 Tent

10x10 Tent

10x10 Tent

Police Lot

Trash

Trash

Trash

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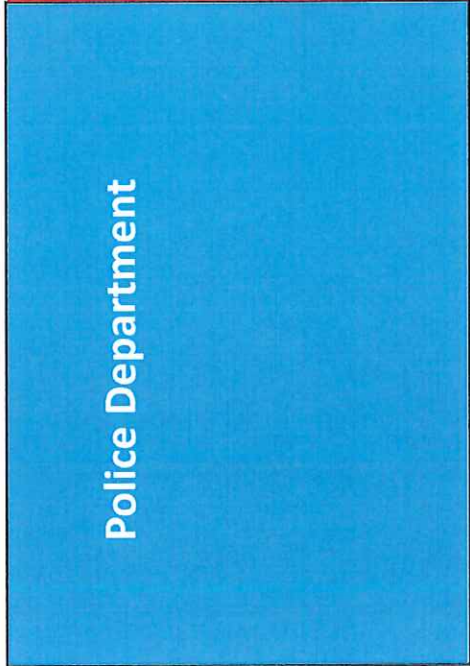
10x10 Tent

10x10 Tent

10x10 Tent

Barricade

Barricade



Police Department

Memorial Park

## FINANCIAL REPORT AS OF SEPTEMBER 30, 2019

### Financial Overview

We are 25% into fiscal year 2019-20. Final year end totals for the previous fiscal year will be presented in the FY 2018-19 audit around December.

The 2019 property tax billing was completed in September. To date, we have collected \$770,083 or 17% of budget (this is approximately 13% below last year at this time). With collections being one month in arrears, we have collected \$17,494 or 21% of motor vehicle taxes for the two months of collections in the new fiscal year (this is 7% above prior year collections at this time).

Sales tax revenues are collected two months in arrears, so for the month of revenues collected so far, we have collected \$170,683 or 9% for the fiscal year (this is 1% above last year's revenues at this time). Building permit fees to date total \$23,062 or 46% (10% higher than last year at this time) and zoning fees total \$3,462 or 35% (7% above last year at this time).

The second utility billing of the new fiscal year will occur in late October. Collections for the current fiscal year total \$177,895 or 19% (remaining 9% above last year's collections at this time) and \$142,312 or 18% (4% above last year's collections at this time) for water and sewer fees respectively. Water and sewer connection fees to date remain at \$4,500 for water or 23% of budget and \$8,747 for sewer or 40% of budget, both are significantly lower than last year at this time due to the Inn at Cornish project fees paid last year.

Overall expenditures for the General Fund are at 21% (3% above last year at this time) and 24% (10% below last year at this time) for the Water/Sewer Fund. Overall revenue for the General Fund is at 14% (3% below last year at this time) and less than 17% for the Water/Sewer Fund (1% higher than last year). Since many of our revenues are collected in arrears and the property tax billing has just occurred, these totals are expected at this point in the fiscal year. All department expenditures are in line with budget at this time. See the attached report for departmental breakdowns.

### Department Activity Notes

We have continued to focus on audit activities with Town Auditors Martin Starnes & Associates, CPAs, P.A., working towards a draft of the audit anticipated in the coming weeks. A draft of the TDA audit document completed by Combs, Tennant & Carpenter is expected within the same time frame.

We have begun implementation of a new more inclusive purchase order process aimed at generating encumbrances of funds prior to items being ordered or any services being rendered. The threshold chosen for purchases to require prior approval via purchase order is currently \$500. This level has been reduced from our previous level as recommended by the Local Government Commission during a recent visit with the Town.

Loan closing preparation has been underway with United Community Bank for FY 2019-20 Capital Equipment Loan as approved by Town Council at the September regular meeting. The anticipated loan closing date is October 8, 2019.

## Bond Activity Update Summary

Follows is an update summary of bond fund issuances and expenditures to date as well as amounts not yet issued:

### Issue I

**Transportation** \$3,060,387 issued with \$3,060,387 spent to date at 9/16/2019

**Parks** \$439,614 issued with \$431,454.91 spend to date at 9/16/2019

**Water** \$471,250 issued with \$225,212 spent to date at 9/16/2019

**Sewer** \$665,000 issued with \$556,993 spent to date at 9/16/2019

### Issue II

**Transportation** \$1,628,459 issued with \$1,628,459 spent to date on 9/16/2019

**Parks** \$129,041 issued with \$77,821 spent to date at 9/16/2019

**Water** \$542,500 issued with \$542,500 spent to date at 9/16/2019

### Funds Remaining to be Issued in Phase III & VI total

**Transportation** \$4,311,155 with \$89,402 spent to date at 9/16/2019 to be reimbursed via issue III

**Parks** \$431,345

**Water** \$986,250

**Sewer** \$335,000

**Grand Totals: \$6,936,250 Issued to date at 9/16/2019**

**\$6,612,229 Spent to date at 9/16/2019**

**\$6,063,750 Remaining to be Issued at 9/16/2019**

Attached is the monthly financial report in numbers. Please let me know if you have any questions on these reports.

Thank you,

Nicole M. Norman  
Finance Officer

# TOWN OF BLOWING ROCK FINANCIAL SUMMARY REPORT

As of September 30, 2019, 25% of Fiscal Year 2019-20

## GENERAL FUND

| <b>REVENUES</b>                               | Annual<br>Budget | Actual<br>to Date | Y-T-D %<br>Collected |
|---|------------------|-------------------|----------------------|
| Current Year Levy of Property Taxes           | \$ 4,359,606     | \$ 770,083        | 17.66%               |
| Motor Vehicle Taxes                           | 84,572           | 17,494            | 20.68%               |
| Utilities Franchise Taxes                     | 374,400          | -                 | 0.00%                |
| Local Option Sales Taxes                      | 1,821,591        | 170,683           | 9.37%                |
| Fund Balance Appropriated                     | 120,000          | -                 | 0.00%                |
| All Other Revenues                            | 1,872,354        | 266,330           | 14.22%               |
|   | \$ 8,632,523     | \$ 1,224,590      | 14.19%               |
|   |                  |                   |                      |
| <b>EXPENDITURES</b>                           | Annual<br>Budget | Actual<br>to Date | Y-T-D %<br>Spent     |
| Governing Board                               | \$ 56,181        | \$ 12,767         | 22.72%               |
| Central Government                            | 1,819,857        | 313,208           | 17.21%               |
| Public Buildings                              | 599,880          | 114,129           | 19.03%               |
| Administrative/Finance                        | 457,122          | 103,543           | 22.65%               |
| Police  | 1,422,170        | 288,788           | 20.31%               |
| Emergency Services                            | 1,088,664        | 242,109           | 22.24%               |
| Planning and Inspections                      | 300,550          | 63,146            | 21.01%               |
| Street  | 1,415,126        | 282,069           | 19.93%               |
| Sanitation                                    | 406,463          | 75,328            | 18.53%               |
| Parks and Rec/Landscaping                     | 1,066,510        | 277,823           | 26.05%               |
|   | \$ 8,632,523     | \$ 1,772,910      | 20.54%               |
|   |                  |                   |                      |
| <b>Y-T-D FUND BALANCE INCREASE (DECREASE)</b> | \$ -             | \$ (548,320)      |                      |

|                                      |                       |                       |                       |                       |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Property Tax Collection</b>       | <b><u>FY 2020</u></b> | <b><u>FY 2019</u></b> | <b><u>FY 2018</u></b> | <b><u>FY 2017</u></b> |
| <b>As a Percentage of Total Levy</b> | 20.30%                | 100.05                | 98.49%                | 99.13%                |
| (Motor Vehicles Not Included)        |                       |                       |                       |                       |

## WATER AND SEWER FUND

| <b>REVENUES</b>                               | Annual<br>Budget | Actual<br>to Date | Y-T-D %<br>Collected |
|---|------------------|-------------------|----------------------|
| Water Revenue                                 | \$ 928,200       | \$ 177,895        | 19.17%               |
| Sewer Revenue                                 | 773,680          | 142,312           | 18.39%               |
| Connection Fees                               | 42,000           | 13,247            | 31.54%               |
| Fund Balance Appropriation                    | 40,000           | -                 | 0.00%                |
| All Other Revenues                            | 201,625          | 9,637             | 4.78%                |
|   | \$ 1,985,505     | \$ 343,091        | 17.28%               |
|   |                  |                   |                      |
| <b>EXPENDITURES</b>                           | Annual<br>Budget | Actual<br>to Date | Y-T-D %<br>Spent     |
| Administrative                                | \$ 620,464       | \$ 116,115        | 18.71%               |
| Plant Operations                              | 814,503          | 205,311           | 25.21%               |
| Field Operations                              | 477,596          | 161,237           | 33.76%               |
| Contribution to Fund Balance/Contingency      | 72,942           | -                 | 0.00%                |
|   | \$ 1,985,505     | \$ 482,663        | 24.31%               |
|   |                  |                   |                      |
| <b>Y-T-D FUND BALANCE INCREASE (DECREASE)</b> | \$ -             | \$ (139,572)      |                      |