

**MINUTES**  
**Town of Blowing Rock**  
**Town Council Meeting**  
**March 8, 2016**

The Town of Blowing Rock Town Council met in regular session on Tuesday, March 8, 2016 at 7:00 p.m., versus the normal start time of 6:00 p.m. due to early one-stop voting that was taking place until 6:00 p.m. at Town Hall located at 1036 Main Street, Blowing Rock, N.C. Present were Mayor J.B. Lawrence, Mayor Pro-tem Albert Yount and Council Members Jim Steele, Sue Sweeting, Doug Matheson and Ray Pickett. Others in attendance were Town Manager Scott Fogleman, Town Attorney Bryan Martin (attending for Allen Moseley), Town Engineer Doug Chapman, Planning Director Kevin Rothrock, Finance Officer Nicole Norman, Fire Chief Kent Graham, Building Inspector John Warren, Public Works and Utilities Director Mike Wilcox, Police Chief Tony Jones, Parks & Recreation Director Jennifer Brown and Town Clerk Sharon Greene.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Council Member Steele made a motion to approve the minutes for the February 9, 2016 meeting as written, seconded by Council Member Pickett. Unanimously approved.

**SPECIAL RECOGNITIONS AND REPORTS**

**Presentation of Years of Service Awards**

Mayor Lawrence called the following Town of Blowing Rock employees forward to receive their years of service awards:

- Deputy Chief, Matt McGuire – 10 years
- Fire Chief, Kent Graham – 15 years
- Utility Plant Supervisor, Mark Griffin – 20 years
- Sanitation Equipment Operator, Barry Ford – 25 years

On behalf of Town Council, Mayor Lawrence congratulated the employees for reaching these milestones and on their hard work.

**Demonstration of Two New Online Tools Now Available**

Jessica Brannock, Geographic Information Systems (GIS) Planner for the High Country Council of Governments gave a presentation regarding two new online tools: the Town of Blowing Rock Woodlawn Cemetery and GIS Mapping applications, or Apps, that are now available to the public which can be accessed at [www.townofblowingrock.com](http://www.townofblowingrock.com).

Council thanked Ms. Brannock for her excellent work in helping to make these useful apps available.

### **Highway 321 Valley Boulevard Construction Update**

Planning Director Kevin Rothrock presented the Highway 321 construction update due to Kipp Turner being out of Town and his being unable to attend the meeting. **Kipp Turner's Email- Attachment A**

## **CONSENT AGENDA**

Town Manager Fogleman presented the following consent agenda items:

### **1. Budget Ordinance Amendment to Account for Various Items**

A budget ordinance amendment has been prepared for Council to consider the recognition of \$1,000 from Tanger Properties for Blowing Rock Police Department Community outreach. **Budget Ordinance #2015-18 – Attachment B**

### **2. Tax Refunds and Releases**

Various tax adjustments over time become apparent and present themselves in the form of requests for releases (adjustments) and refunds. Six tax releases totaling \$2,860.74 and four tax refunds totaling \$983.52 have been identified for Council approval. **Tax Releases/Refunds – Attachment C**

### **3. Surplus Equipment Resolution**

From time to time various pieces of equipment or office furniture are no longer needed. Council is authorized to sell personal property by electronic auction upon adoption of a resolution. At this time, a 1,000 gallon above ground fuel tank that was previously used at the Public Works Facility is no longer in use and is available for liquidation. **Surplus Equipment Resolution #2015-17 – Attachment D**

### **4. Blue Ridge Relay Request for Runner Exchange Zone Friday, September 9**

The Blue Ridge Relay Group has requested to use the parking lot and restrooms at Robbins Pool within Broyhill Park on Friday, September 9 from 3:00 p.m. until 9:15 p.m. This request is consistent with their use of these facilities the previous two years.

### **5. Shriners Parade Date Request of Saturday, June 4, 2016 at 3:00 p.m.**

The Oasis Shriners have requested the Town's approval to have a parade on Saturday, June 4, 2016 at 3:00 p.m. as part of their annual Spring Ceremonial event being held in Blowing Rock.

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

## **PUBLIC HEARINGS**

None

## **DISCUSSION AGENDA**

### **1. Bid Award for Laurel Lane Sidewalk**

Town Engineer Doug Chapman stated that on March 1, 2016, four informal proposals were received for replacement of the sidewalk and curb/gutter along the south side of Laurel Lane from Main Street to Wallingford. The work also included replacement of the stamped asphalt crosswalk at Main Street, and the installation of conduits for street lighting. Mr. Chapman advised that Mountain Crest, LLC was the low bidder in the amount of \$72,000 in addition to a 10% contingency budget.

Council Member Steele asked about the timeframe of the project. Mr. Chapman stated the start date would be approximately April 1, 2016 and would take 4 – 6 weeks to complete.

Council Member Pickett made a motion to award the project to low bidder Mountain Crest, LLC. as presented in the amount of \$72,000, plus a 10% contingency budget. Council Member Matheson seconded the motion. Unanimously approved.

### **2. Streetscape Project Paver Base Change Consideration**

Mr. Chapman presented Change Order #1 for the Blowing Rock Streetscape Improvements proposed by contractor Greene Construction, Inc. in the amount of \$9,593.22. The change order consists of placing stone and concrete base under the cobble pavers between the sidewalk and curb, in lieu of stone base only. Mr. Chapman stated that placing only a stone base allows the pavers to be more easily removed for any construction or maintenance of utilities. He also mentioned that by placing concrete for the base, it would provide a cleaner project during construction.

Mr. Chapman advised that Green Construction, Inc., since the initial change order #1 submitteal had offered via change order proposal #1-B to absorb the labor costs for the proposed change order, reducing the change order amount down to \$5,918.22.

Council Member Sweeting asked if the appearance of the sidewalk would be different should this change be approved. Mr. Chapman responded that it would not change the appearance of the sidewalk.

Council Member Yount asked Public Works Director Wilcox if he anticipated any problems with this change. Mr. Wilcox stated he did not see a problem with the proposed change.

Council Member Pickett asked if the sidewalk pavers would be replaced in front of Memorial Park. Mr. Chapman stated that area would be replaced.

Council Member Sweeting made a motion to approve Streetscape Project Paver Change Order 31 as updated, seconded by Council Member Pickett. Unanimously approved.  
**Streetscape Project Paver Base Change Order #1 – Attachment E**

## **Streetscape Project Paver Base Change Order #1-B- Attachment F**

### **3. Grant Agreement for Sidewalk to Bass Lake**

Town Manager Fogleman advised that during their NC Board of Transportation meeting held on March 3, 2016, a Memorandum of Agreement between the Federal Highway Administration Eastern Federal Lands Highway Division, the North Carolina Department of Transportation, and the Town of Blowing Rock was approved. Per the agreement, the total estimated project cost of \$1,220,000 would be funded by \$987,956 of grant funding and \$232,044 of funding from the Town. The current project schedule reflects the required environmental analysis and design being completed in 2016, bidding in December 2016, and bid award in February of 2017, and construction completion in the fall of 2017.

Mr. Fogleman explained the proposed sidewalk would be installed on the north side of Highway 221 primarily due to NCDOT's lack of support of a pedestrian crosswalk due to the challenges presented at the intersection of US Business 321 and Highway 221. Town Manager Fogleman then reviewed the funding process for the project.

Council Member Sweeting made a motion to approve The Federal Land Access Program grant agreement as presented, seconded by Council Member Pickett. Unanimously approved. **Federal Lands Access Program Project Memorandum of Agreement – Attachment G**

### **SPEAKERS FROM THE FLOOR**

- 1) Ms. Susie Greene of 272 Yonahlossee Road voiced concerns regarding the proposed sidewalk to Bass Lake. She thought the sidewalk would have a large impact on parking at the Speckled Trout Café and parking for Art in the Park since many visitors park along Highway 221 during Art in the Park events. Ms. Greene also wanted to know who would be supervising this project, because debris had been left on her property when Green Street was repaved. Ms. Greene commented that the bike lane along Highway 221 had not been maintained and was not used by cyclists. In closing, Ms. Greene asked the Town to work with her regarding her fence and landscaping at the corner of Greene Street and Yonahlossee Road. Mayor Lawrence thanked Ms. Greene for her concerns and comments.
- 2) Mr. Bob Burroughs of 166 Kings Drive inquired about the status of the Holiday Inn Express CUP. Town Manager Fogleman stated the CUP request had been withdrawn. Should another CUP amendment for this project be submitted in the future, it would be treated as a new request and be reviewed by the Planning Board prior to being forwarded to Council.
- 3) Ms. Debbie Wysor of 846 Ransom Street inquired about the plans for repair of the area at the Holiday Inn Express. Ms. Wysor showed the audience a slide show of the area where trees had been removed, barrels had been placed, etc.

Council consensus was for the Town to have the area on Ransom Street behind the Holiday Inn Express repaired due to the problem occurring because of a Town error in

permitting a driveway. Town Manager stated that Town staff was getting estimates to repair the area. Once the estimates were reviewed, the work should be completed within a three week period. Ms. Wysor thanked Council for their assistance in this matter. Council Member Sweeting requested that staff present an update with pictures regarding this project to Council at their next meeting.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

**MAYOR** \_\_\_\_\_  
**J.B. Lawrence**

**ATTEST** \_\_\_\_\_  
**Sharon Greene, Town Clerk**

**ATTACHMENTS**

- Mr. Turner's Email- Attachment A
- Budget Ordinance #2015-18 – Attachment B
- Tax Releases/Refunds – Attachment C
- Surplus Equipment Resolution #2015-17 – Attachment D
- Streetscape Project Paver Base Change Order #1 – Attachment E
- Streetscape Project Paver Base Change Order #1-B- Attachment F
- Federal Lands Access Program Project Memorandum of Agreement – Attachment G



## Blowing Rock Downtown Streetscapes Improvements

1036 Main Street; Blowing Rock, NC 28605

### CHANGE ORDER PROPOSAL #1-B

DATE: 3/8/2016  
 DESCRIPTION: Add 4" Concrete Paver Base in Lieu of Stone  
 REFERENCE: N/A

#### (A) Labor

1. N/A

	\$0.00
<b>Sub Total A</b>	<b>\$0.00</b>

#### (B) Materials

1. Materials: Class A concrete  
 2. Materials Credit: ABC Stone (includes labor for compaction)

	\$5,280.00
	<del>-\$3,500.00</del>
Sub Total	\$5,280.00
Sales Tax 6.75%	\$356.40
<b>Sub Total B</b>	<b>\$5,636.40</b>

#### (C) Subcontract Work

1. PCM, Inc.

	\$3,500.00
<b>Sub Total C</b>	<b>\$3,500.00</b>

#### (D) Rental of Equipment (list separately)

1. N/A

	\$0.00
<b>Sub Total D</b>	<b>\$0.00</b>

#### (E) Contractor's Overhead and Profit

5%

	\$281.82
<b>Sub Total E</b>	<b>\$281.82</b>

#### (F) Performance & Payment Bonds

\$0.00 per \$1,000

	\$0.00
<b>Sub Total F</b>	<b>\$0.00</b>

<b>TOTAL</b>	<b>\$5,918.22</b>
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**Note: Time Extension Requested per this change = 0 calendar days**

All cost proposals for change orders shall be based on costs of materials and estimates for labor which are those normal to established by estimating guides generally applicable for the locality of the project.

1-B TOBR American Legion COP#1-B-Add 4" Concrete Paver Base in Lieu of Stone  
 Reference Documents: N/A

March 8, 2016

Item	Description	Qty	Units	\$/L	Labor w/ 40%	\$/M	Material	\$/S	Sub/Unit Price	\$/E	Equip	Total
<b>Add 4" Concrete Paver Base in Lieu of Stone</b>												
A	NA	0	hr	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Materials: Class A concrete	40	cuyd	\$0.00	\$0.00	\$132.00	\$5,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,280.00
	Materials Credit: ABC Stone (includes labor for compaction)	55	ton	\$0.00	\$0.00	\$0.00	\$0.00	-\$63.63	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)
C	PCM	2800	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$1.25	\$3,500.00	\$0.00	\$0.00	\$3,500.00
D	Equipment	1	ls	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Subtotals			\$0.00		\$5,280.00		\$0.00		\$0.00	\$5,280.00

Note: Time Extension Requested per this change = 0 calendar days

**Subtotal** \$5,280.00  
**Tax** \$356.40  
**OH&P 5%** \$281.82

**Total Add - COP #1-B- March 8, 2016 \$5,918.22**

ATTACHMENT F