MINUTES-SPECIAL MEETING
BOONE TOWN COUNCIL
APRIL 6, 2011

A special meeting of the Boone Town Council was called to order at 9:03 a.m., Wednesday, April 6, 2011, in the Council Chambers, 1500 Blowing Rock Road. Mayor Loretta Clawson presided. Council members present were Mayor Pro-Tem Lynne Mason, Stephen Phillips, Jamie Leigh, Andy Ball, and Rennie Brantz. Staff members in attendance were Town Manager Greg Young, Town Clerk Freida Van Allen, Deputy Clerk Kim Brown, Assistant to the Manager Jim Byrne, Police Chief Dana Crawford, Fire Chief Jimmy Isaacs, Finance Director Amy Davis, Public Works Director Blake Brown, Public Utilities Director Rick Miller, Planning Director Bill Bailey, and Human Resources Director Peri Moretz. Town Attorney Sam Furgiuele was also in attendance.

The purpose of the meeting was to discuss the Council's annual retreat. Mayor Clawson welcomed all in attendance.

Town Manager presented the following addition to the agenda: discussion of UDO Section 198. Upon a motion by Council Member Brantz, seconded by Council Member Mason, Council move to approve the addition to the agenda.

VOTE: Aye - All
Nay - None

DEPARTMENTAL REPORTS

$ **Finance Department**

Finance Director Amy Davis presented the Finance Department Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)** Council directed Ms. Davis to investigate the possibility of updating the Town's website so that it will be more user-friendly.

$ **Fire Department**

Fire Chief Jimmy Isaacs presented the Fire Department Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)** Chief Isaacs indicated that the possibility of extending the solar project to other buildings will become more viable once the buildings are converted to natural gas.

$ **Human Resources Department**

Human Resources Director Peri Moretz presented the Human Resources Department Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)**

$ **Police Department**

Police Chief Dana Crawford presented the Police Department Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)** He noted that the generator for the Police Department is old and in need of replacement. Furthermore, he indicated that the department is in need of 16 more in-car cameras for patrol cars.

$ **Public Works Department**

Public Works Director Blake Brown presented the Public Works Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)** Council Member Mason noted that it would be beneficial to compare recycling statistics from previous years in order to gauge possible trends. Mr. Brown addressed concerns regarding the damage to equipment and vehicles from the use of salt and brine projects and pointed out that the department is exploring alternatives to these products, such as corn byproducts and beet oil.

$ **Public Utilities Director**

Public Utilities Director Rick Miller presented the Public Utilities Annual Report **(copy of report permanently on file in the 2011 Annual Retreat packet.)** Mr. Miller indicated that he is trying to include at least $10,000 in the department budget for the toilet rebate pilot program. He also noted that the conversion from propane to natural gas at the Waste Water Treatment Plant will save approximately one-third of the cost of using propane.

WRITTEN LOBBYIST REPORTS

Town Manager Greg Young presented a report from both of the Town's lobbyists: Steve Metcalf of The Policy Group and Brad Edwards of Jenkins-Hill Consulting **(copies of reports permanently on file in the April 2011 meetings file.)**

Mayor Clawson declared a break at 10:09 a.m. Council reconvened at 10:21 a.m.

PRESENTATION & DISCUSSION OF CAPITAL PROJECT/BUDGET REVIEW

Town Manager Greg Young began a power-point presentation **(copy of power-point permanently on file in the 2011 Annual Retreat packet)** and presented information regarding the following issues:

$ Current & Prior Fiscal Years Sales Tax Comparison
$ Property Tax Collections as of February 2011
$ Tax Exempt Properties & Map
$ Municipal Vehicle Tax.

Mayor Clawson declared a break at 10:44 a.m. Council reconvened at 11:11 a.m. Town Manager Greg Young continued with information regarding space needs for various Town departments with the Public Works and Public Utilities Departments being in greatest need. Discussion also ensued regarding the proposed debt service for the new water intake project.

LUNCH & CLOSED SESSION (PURSUANT TO N.C.G.S. 143-318.11a)3) - LEGAL ADVICE ON PROPOSED WATER INTAKE

Upon a motion by Council Member Brantz, seconded by Council Member Ball, Council moved to enter into Closed Session at 12:31 p.m. pursuant to N.C.G.S. 143-318.11(a)(3) to discuss the proposed water intake project.

VOTE: Aye - All
Nay - None

Upon a motion by Council Member Brantz, seconded by Council Member Mason, Council moved to exit Closed Session.

VOTE: Aye - All
Nay - None

Council reconvened the special meeting at 1:33 p.m.

COUNCIL ITEMS FOR DISCUSSION

$ **Discussion of Howard Street & Downtown Improvements**

Discussion ensued regarding the status of the Howard Street Project. Council Member Mason stated that the Town needs to move forward with the project in some manner. Council Member Brantz agreed, citing safety issues as a concern. Council Member Ball suggested that the Interim DBDA Director be included in any discussions of this project. Council Member Phillips pointed out that infrastructure needs for the Howard Street area should also be addressed. Council Member Leigh suggested that an independent party should be contracted to negotiate the remaining easements needed for the project. Public Works Director Blake Brown stated that he would like to take the recommendation for the Pedestrian Plan received from the engineer to the Transportation Committee for review and then present it to the Council in May. Town Attorney Sam Furgiuele cautioned that any changes to the original plan should be presented to the

property owners who have already signed easement agreements. Additionally, Town Manager Greg Young advised that parameters should be set for any negotiations for additional easements. It was the consensus of the Council to place this matter on a future agenda for further discussion.

$ **Discussion of Saturday & Game-Day Parking**

Discussion ensued regarding the following possible changes to the Saturday and Game-Day Parking Plan:

-Change King Street lot to include some Game-Day parking
-Change the Saturday time limit for parking to 1 (one) hour instead of the 2 (two)-hour time limit
-Clarify signage to better reflect parking options
-Create parking options for permit holders
-Possible increase in parking fees.

It was the consensus of the Council to place proposed changes to the Saturday & Game-Day Parking Plan on a public hearing agenda in May.

$ **Discussion & Direction Regarding Capital Improvement Plan**

Discussion ensued regarding a Capital Improvement Plan. It was the consensus of the Council to discuss the item after reviewing budget needs.

Mayor Clawson declared a break at 3:13 p.m. Council reconvened at 3:31 p.m.

Upon a motion by Council Member Brantz, seconded by Council Member Ball, Council moved to amend the agenda in order to go into Closed Session at the end of the meeting pursuant to N.C.G.S.143-318.11(a)(3) to discuss Water & Sewer Code Enforcement.

VOTE: Aye - All
Nay - None

SETTING OF COUNCIL PRIORITIES FOR FY11/12

The following list of priorities and budget amounts was agreed upon by the Council:

1. Downtown Post Office Renovation Project - $1,050,000
2. Sidewalk Expansion - $100,000
3. Capital Reserve-Town Facilities (Brown Building) - $300,000
4. Police Department Generator - $40,000
5. Folklorist-WCAD - $15,000
6. Town of Boone Calendar - $13,000
7. Capital Reserve-Howard Street - $50,000
8. Greenway Expansion - $100,000.

It was the consensus of the Council to revisit the Capital Improvement Plan discussion after the budget is approved.

DISCUSSION OF UDO SECTION 198 TRANSITIONAL ZONES

Planning Director Bill Bailey informed the Council of three projects which now must go before the Board of Adjustment because of the proposed driveways due to the recent UDO amendments to this section. After brief discussion, Council agreed not to direct any changes to Section 198 of the UDO regarding Transitional Zones.

CLOSED SESSION (PURSUANT TO N.C.G.S. 143-318.11a)3) - LEGAL ADVICE ON WATER & SEWER CODE ENFORCEMENT

Upon a motion by Council Member Brantz, seconded by Council Member Ball, Council moved to enter into Closed Session at 4:32 p.m. pursuant to N.C.G.S. 143-318.11(a)(3) in order to discuss water and sewer code enforcement.

VOTE: Aye - All

Nay - None

Upon a motion by Council Member Brantz, seconded by Council Member Mason, Council moved to exit Closed Session.

VOTE: Aye - All
Nay - None

ADJOURNMENT

Upon a motion by Council Member Ball, seconded by Council Member Mason, Council moved to adjourn the meeting at 5:05 p.m.

VOTE: Aye - All
Nay - None

_____

Deputy Clerk Mayor