



TOWN OF BLACK MOUNTAIN BOARD OF ALDERMEN  
BUDGET WORKSHOP CIP MEETING MINUTES  
May 20, 2019

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**THE BLACK MOUNTAIN BOARD OF ALDERMEN** held a budget workshop and capital improvement plan meeting on Monday May 20, 2019 at 5:00 p.m. in the board room of Town Hall, 160 Midland Avenue, Black Mountain, NC. The purpose of the meeting was to discuss the FY2019-20 budget and capital improvement plan projects for the Town as well as discuss the Town's purchasing card (P-Card) policy. The next scheduled budget workshop and capital improvement plan meeting is scheduled for Monday, May 20, 2019 at 5:00 p.m. at Town Hall.

**1. CALL TO ORDER**

*Mayor Collins called the meeting to order at 5:00 p.m. with the following members present:*

Mayor Don Collins  
Vice Mayor Maggie Tuttle  
Alderman Larry Harris  
Alderman Tim Raines  
Alderman Carlos Showers  
Alderman Ryan Stone

The following staff members were present:

Josh Harrold, Town Manager  
Dean Luebbe, Assistant Town Manager/Financial Services Director  
Angela L. Reece, Town Clerk  
Ronald E. Sneed, Attorney - absent  
Shawn Freeman, Police Chief  
Scottie Harris, Fire Chief  
John Wilson, Deputy Fire Chief  
Jessica Trotman, Planning Director  
Jamey Matthews, Public Services Director  
Joshua Henderson, Recreation Services Director

Mayor Don Collins called the meeting to order and opened the floor for discussion.

Town Manager Harrold began the discussion with items requested for follow-up by the Board from the last budget meeting.

Winterization of restrooms at Veterans Park

Manager Harrold stated the cost to install heaters and hand dryers in the current restrooms at Veterans Park is approximately \$2,800. Manager Harrold stated maintenance funds are budgeted each year to upkeep the public restrooms at Cherry Street and Lake Tomahawk and suggested accounting for this in the same manner. Mayor Collins inquired if this included insulation at the

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Veterans Park facility and Manager Harrold clarified this figure did not include insulation. Manager Harrold stated the maintenance budget at the Cherry Street facility was \$3,500 and \$5,000 at Town Square facility and said there is enough funds left in the budget to complete the maintenance at Veterans Park. Assistant Town Manager Luebbe stated the current budget also accounts for paying for port-a-potty services throughout the colder months which would be eliminated if the maintenance is performed to winterize the facility.

#### NC-9 Sidewalk Funding

Manager Harrold recalled discussions for Powell Bill Funds being used to begin the sidewalk project on NC-9. Alderman Larry B. Harris stated he prefers to begin the project using Powell Bill Funds and to have staff apply for funding through NCDOT for road modernization in hopes of obtaining funding for the next fiscal year.

#### Professional Development for Administration

Manager Harrold provided a list of courses for each Administrative Department staff and reminded the Board new employees require additional training to be successful in their roles such as employment law and finance courses.

#### Whistleblower Hotline

Manager Harrold stated staff have placed inquires with Navax Global (currently being used by Buncombe County) for implementation of a whistleblower hotline and said the startup cost is approximately \$2,900.00. Alderman Larry B. Harris stated this is a prudent decision to implement.

#### Maintenance & Repair line item- Fire Department

Manager Harrold stated the cost to provide all full time Fire Department employees with two sets of turnout gear is approximately \$36,000. Assistant Manager Luebbe stated this will not impact fund balance as previously thought due to the implementation of fire inspection fees and the revenue it will generate.

#### Comprehensive Plan Update

Manager Harrold stated this update would be a much more in depth update than the last one conducted in 2014 to account for all the changes that have occurred and would involve more public input and public meetings. Manager Harrold stated he feels \$45,000 is reasonable for this type of plan and said he has saw some cost as much as \$100,000. Manager Harrold stated he has spoken with Land of Sky regarding the update and said they did not have interest at this time due to staffing. Alderman Larry B. Harris inquired regarding utilizing retired consultants as independent contractors and suggested seeking additional quotes.

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Option to Lease Town Vehicles rather than Purchase

Manager Harrold stated he would like to explore leasing options for town vehicles rather than continuing to purchase them. Manager Harrold stated staff would be able to have newer vehicles and to replace them earlier. Assistant Town Manager Luebbe stated currently vehicles are used until they are obsolete and said the return is next to nothing when the Town sells them. Manager Harrold stated this option could be more cost effective. Alderman Larry B. Harris stated he has explored both options and stated each option has merit and is not something to dismiss. Assistant Manager Luebbe stated used town vehicles are on average 12 years old and sale for \$1,000 to \$2,000 on GovDeals.

Property Inquiry- Offer to Purchase

Manager Harrold advised the Board an offer to purchase the old Public Works building has been made. Board members agreed they would like investigate this option further at the next regularly scheduled meeting. Board members agreed the sale and/or retention of the building directly impacts the budget.

There was no further discussion regarding budgetary items.

***Procurement Policy Manual***

Manager Harrold presented a draft Procurement Policy Manual to the Board of Aldermen for their consideration. Manager Harrold highlighted areas of the proposed manual with regards to contracts stating as the town continues to grow more and more contracts will come before the Board for consideration. Manger Harrold stated the manual will lay out a process to guide staff as to what contracts are appropriate to bring before the Board of Aldermen. Manager Harrold stated contracts are coming before the Board two to three times after they have been initially approved and/or budgeted for. Manager Harrold discussed page 1-4 of 1-17 stating the contracting thresholds come directly from NC General Statutes.

Manager Harrold discussed the purchasing card (P-Card) policy on page 6-1 stating since he has become Town Manager the purchasing card purchases have been cut in half. Manager Harrold stated this policy is to give employees a clear direction of acceptable use and to promote accountability. Alderman Larry B. Harris inquired regarding the preaudit process and compliance. Assistant Town Manager Dean Luebbe stated there are no financial transactions exempt from the preaudit process and said transactions are limited to \$500.00 or less without a purchase order being assigned. Alderman Larry B. Harris clarified that every transaction is subject to the preaudit process as NC Administrative Code (20NCAC 03.0409 and 20 NCAC 03.0410).

Alderman Harris inquired if this policy will slow down administrative processes and Manager Harrold stated it would minimally but is worth the clarification. Alderman Harris reminded everyone that this policy was a suggestion of the Auditor. Alderman Harris encouraged staff to

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come back before the Board with any changes once the policy has been adopted if they experience any slowdown in the administration of it.

Manager Harrold stated the draft procurement policy also includes a whistleblower reference.

Manager Harrold announced the Appalachian Regional Commission (ARC) has awarded and additional \$450,000 to complete the access road to the Avadim Project in the Black Mountain Commerce Park. He said there have been difficulties in preparation of the site and said the project faced cost overruns. The Board of Aldermen extended their thanks and appreciation to Congressman McHenry's office for supporting the additional funding for this project.

Board members inquired regarding funding for the annual fireworks show on the Fourth of July and Manager Harrold stated staff are currently raising funds and have put together a sponsorship packet which is available on the Town's website at [www.townofblackmountain.org](http://www.townofblackmountain.org).


***The Board will hold the Budget Public Hearing on Monday, June 10, 2019 at 6:00 p.m. at Town Hall.***

There was no further discussion.

***There being no further business, on a motion by Vice Mayor Maggie Tuttle and with a vote of 5-0, Mayor Don Collins adjourned the meeting at 5:49 p.m.***

ATTEST:

  
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Angela L. Reece, Town Clerk

  
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Don Collins, Mayor

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Josh Harrold Town Manager