

**Town of Montreat
Board of Commissioners
Agenda Meeting
January 2, 2014
Walkup Building**

Commissioners present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Misty R. Gedlinske, Town Clerk

Two members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance and held a moment of silence.

Agenda Approval

Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Presentations to Council

At next week's meeting, the Board will hear presentations on the GroWNC Initiative and the 2014-2019 Town of Montreat Capital Improvements Plan.

Mayor's Communications

Mayor Taylor reported that the deed from the Lancaster Revocable Trust donating Lots 479 and 480 to the Town's Open Space Conservation Program was recorded on December 31, 2013.

Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- December 5, 2013 Agenda Meeting Minutes Adoption;
- December 12, 2013 Town Council Meeting Minutes Adoption;
- Fiscal Year 2013-2014 Budget Amendment #3 Adoption;
- Fiscal Year 2013-2014 Budget Amendment #4 Adoption;
- Planning and Zoning Commission Membership Re-Appointment: Robert "Gill" Campbell;
- Board of Adjustment Membership Re-Appointment: Lisa Harrold

The Board made no revisions to the proposed Consent Agenda items.

Town Administrator's Communications

Mr. Nalley will report on a number of topics at next week's Town Council Meeting.

Administrative Reports

The Board will hear monthly departmental activity reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting.

Commissioner Reports

Any Commissioner reports will be given during next week's Town Council Meeting.

Public Comment

Montreat Landcare Committee Chair Rev. Bob Tuttle said that the Committee's January 8 meeting would be relocated from the Moore Center Meeting Room to the Kirk Allen Building.

Old Business

There were no items of Old Business to discuss at this time.

New Business

The Board will consider the following items of New Business at next week's Town Council Meeting:

- A. Resolution #14-01-0001 Accepting the Dedication of Private Property for Public Right-of-Way Use on Texas Road Spur;
- B. A call for a Public Hearing on February 13, 2014 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Article X – Sign Regulations;
- C. Authorization to Release a Request for Qualifications (RFQ) for Professional Architectural Design Services for the construction of a new Town Hall Facility.

Brief discussion was heard concerning any requested changes or additions to the proposed architectural services RFQ. Mayor Taylor suggested adding language stating that "green" building materials and techniques will be used wherever practical, and felt it was important to

give preference to local architectural design firms. Commissioner Campbell felt that the new facility should be consistent in appearance, design and materials with other structures within Montreat. She also requested additional information on how the RFQ would be advertised to potential candidates.

Public Comment

There were no comments from the public at this time. During general discussion, Commissioner Campbell said she appreciated receiving recent weather alert information and power outage maps from Duke Energy Progress. Commissioner Standaert requested a copy of the draft November 21, 2013 Planning and Zoning Commission Minutes as soon as they are available.

Upcoming Meeting Dates

The 2014 Annual Board Retreat will be held on either February 24, 25 or 26, depending on available facilities. The meeting location will be announced once final arrangements have been made. Mayor Taylor then reviewed the following list of upcoming meeting dates and deadlines:

<u>January Montreat Landcare Committee Meeting:</u>	January 8, 2014, 9:00 am. Kirk Allen Building, Room A
<u>January Town Council Meeting:</u>	January 9, 2014, 7:00 p.m. Walkup Building
<u>January Planning and Zoning Commission Meeting:</u>	January 16, 2014, 7:00 p.m. Walkup Building
<u>Town Services Office Closed:</u>	January 20, 2014 Martin Luther King Jr., Holiday
<u>Rescheduled Sanitation Collection Date:</u>	Tuesday, January 21, 2014 Collection begins at 8:00 a.m.
<u>Agenda Items Due:</u>	January 31, 2014, 5:00 p.m. Town Services Office
<u>Agenda Packets Available:</u>	February 4, 2014 www.townofmontreat.org/TownGovernment.php or Town Services Office
<u>February Montreat Landcare Committee Meeting:</u>	February 5, 2014, 9:00 am. Moore Center Meeting Room
<u>February Agenda Meeting:</u>	February 6, 2014, 7:00 p.m. Walkup Building

**Montreat Board of Commissioners
Agenda Meeting Minutes
January 2, 2014**

February Town Council Meeting:

February 13, 2014, 7:00 p.m.
Walkup Building

Agenda Items Due:

February 28, 2014, 5:00 p.m.
Town Services Office

Adjournment

There being no further items of business to discuss, Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 7:12 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk