

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
January 9, 2014  
Walkup Building**

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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: Ron Nalley, Town Administrator  
Misty R. Gedlinske, Town Clerk  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water operator  
David Currie, Building Inspector/Code Administrator  
Jack Staggs, Chief of Police

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

**Presentations to Council**

GroWNC Initiative Presentation: Land-of-Sky Regional Council Director of Economic and Community Development Erica Anderson gave a presentation on the GroWNC initiative, a planning effort addressing economic development, housing, transportation, land use, energy, health and wellness, and natural and cultural resources in Buncombe, Haywood, Henderson, Madison and Transylvania Counties. Throughout the course of the project, GroWNC staff have collected and reviewed data from existing strategic plans, convened workgroups in each of the project's study area, conducted public surveys and input sessions and collaborated with local, state and federal agency partners. Input from all of these sources was used to create a GroWNC Regional Plan, including an overview and Executive Summary, a Preferred Scenario for future growth and development, as well as implementation strategies, resources and recommendations. Searchable online tools, such as the Strategy Toolkit and MapViewer resource, are available at the initiative's website, [www.gro-wnc.org](http://www.gro-wnc.org). Over the next six months, GroWNC staff will continue developing these online tools, pursue funding for implementation activities and provide other technical assistance as needed.

2014-2019 Town of Montreat Capital Improvements Plan Introductory Presentation: Mr. Nalley gave a brief introductory presentation on the 2014-2019 Capital Improvement Plan (CIP), a flexible financial planning tool used to forecast the Town's future equipment, building and infrastructure needs. Items included in the CIP generally have both a monetary value greater than \$5,000 and a useful life expectancy greater than one year. The presentation also included information on how each project or expenditure is prioritized on both the departmental and organizational levels, as well as how CIP information is used to develop the annual Budget for the upcoming fiscal year. Staff will present a completed CIP draft at the February Town Council Meeting, which will also be available in print and electronic formats for public review and comment. The final Plan will be eligible for adoption following a Public Hearing during the March Town Council Meeting.

### **Mayor's Communications**

- Mayor Taylor, Mayor Pro Tem Standaert, Commissioner Helms and Commissioner Vinson each attended the "Essentials of Municipal Government" course hosted by the NC School of Government and the North Carolina League of Municipalities in Asheville on January 8 and 9, 2014. This course also provided the statutory ethics training required for all newly elected or re-elected Board members.
- "Solarize Asheville" is a pilot project undertaken in August 2013 by the Blue Ridge Sustainability Institute to provide cost-savings opportunities for residential solar panel installation in the Asheville area through group purchasing, financing, education and community outreach. At the end of the six-week registration period, the group received 368 applications and expects to have 150 solar panel installations in place by February 2014. Funding research continues to extend this project to four other Asheville-area communities.

### **Review of the Consent Agenda**

With the adoption of the Consent Agenda, the Board approved 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 to make a Fund Balance appropriation to cover the cost of a real property purchase on Florida Terrace;
- Fiscal Year 2013-2014 Budget Amendment #4 Adoption to account for interfund transfer accounting procedural changes recommended by the Finance Officer and the Town's auditing firm;
- Re-appointment of Robert "Gill" Campbell as a regular member of the Planning and Zoning Commission for a term to expire on January 31, 2016;

- Re-appointment of Lisa Harrold as a regular member of the Board of Adjustment for a term to expire on January 31, 2016

**Town Administrator's Communications**

- The Town has not yet received the draft Categorical Exclusion (CE) document for the Texas Road bridge replacement project. KCI Associates is conducting a final review and will forward the document to Town staff as soon as possible. The Board will make a final decision on the replacement bridge location as part of their review and approval of the CE document. Bridge construction is still scheduled to begin in Spring 2015, and is expected to last approximately six months.
- Staff is reviewing the construction plans for the boardwalk-style pedestrian bridge along the Assembly Drive Greenway across from the Shenandoah Terrace intersection, and has asked Asheville Playgrounds for their assistance in finding ways to reduce construction costs. Public Works Department staff will build the bridge with outside technical assistance. There may also be an opportunity for a portion of the project to be completed with student volunteers from Montreat College.

Mayor Pro Tem Standaert and Commissioner McCaskill asked Town staff to provide an update at the February Town Council Meeting on the current total expenditure and grant reimbursement amounts for both the Assembly Drive Greenway and Texas Road bridge replacement projects.

- Montreat's voter registration database incorrectly lists Black Mountain's municipality name and ZIP code for all registered Montreat voters. Mr. Nalley provided copies of a draft letter from Montreat's Board to the Buncombe County Board of Commissioners summarizing the township name and ZIP Code inaccuracies and requesting that they be corrected. He asked the Board to review the draft and forward any suggested changes to him as soon as possible. The final letter will be ready for Mayor Taylor's signature early next week and will include a listing of all current Board members, as well as former Commissioners Ruth Currie and Eric Nichols.
- The Town stands to receive \$112,449.32 in reimbursement funding from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management for a number of stormwater erosion and flood damage repair projects related to this summer's heavy rain events. Approximately \$80,000 in additional funds to replace a failed well site in the Greybeard Trail area is still pending FEMA review.
- High Country Surveyors has located three of the four municipal boundary markers in the Upper Greybeard Trail area. Next week, the company plans to use a "sun shot" technique using astronomical data to locate the fourth marker. The total cost of the survey is expected to be less than the \$2,000 approved for this project.

- At next month's meeting, the Board will choose from a list of potential special meeting dates in February to conduct the Town Administrator's annual performance evaluation. Mr. Nalley will distribute evaluation forms next week to department heads, current Board members and former Commissioners Ruth Currie and Eric Nichols, to be submitted in confidence to Mayor Taylor once completed.
- The 2014 Annual Board Retreat will be held on February 26 at the North Carolina Arboretum in Asheville. Staff will prepare a draft meeting agenda for the Board's review as soon as possible.

### **Administrative Reports**

**Police Chief:** Chief Staggs presented and reviewed his December 2013 departmental activity report, and mentioned the following additional items:

- Over the past year, the Department has received approximately \$3,700 in privately donated funds to be used toward special projects. The most recent donation was to engrave the departmental mission statement on a wall plaque for display in the police office. Chief Staggs read the mission statement language aloud and thanked the donor, who wishes to remain anonymous.
- During the recent extreme cold weather, officers performed wellness checks on several households with residents who are elderly or have medical issues to ensure their safety.
- No vehicle accidents were reported during last week's light snow event.

**Public Works Director:** Mr. Freeman reported on the following items:

- Due to the upcoming Martin Luther King, Jr. Day holiday, household garbage and recycling collection will be delayed for that week until Tuesday, January 21. Residents are asked to place their items at curbside by 8:00 a.m. Starting this week, bagged leaves will be collected on a bi-weekly schedule through June 2013. Discarded Christmas trees may be disposed of on Wednesdays as part of weekly brush collection.
- Annual inspection of the Town's seven stormwater control features is now complete, with no issues reported.
- In February, the Board will be asked to approve the purchase of a new Street Department vehicle. The Town's Green Fleet Team recommends a standard gasoline engine due to lower fuel and vehicle maintenance costs compared to a diesel engine.
- Street Department crews spread approximately nine tons of sand at intersections and other roadway sections Town-wide to improve vehicle traction during the January 3 winter storm. At least one inch of snow or ice accumulation is needed for snow plows to effectively operate.

- Recent record-breaking low temperatures caused a number of water meters to freeze and rupture. Water Department crews used the Town's Automated Meter Reading System (AMR) to electronically read each meter to detect any additional leaks. Crews are also placing wood mulch around water meters as an additional insulating layer.

Finance Officer: Mr. Stackhouse was absent due to a personal emergency. The Board was encouraged to contact Mr. Stackhouse with any questions concerning the following financial reports:

- November 2013 Financial Summary Report
- Final November 2013 Financial Statement
- Preliminary December 2013 Financial Statement
- December 31, 2013 Cash and Investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his December 2013 zoning and inspections activity report. He also reported that Verizon Wireless had successfully activated service on the cellular tower near South Carolina Home. Neither the Planning and Zoning Commission nor Board of Adjustment met during the past month.

### **Commissioner Reports**

Mayor Pro Tem Standaert said that the Town sent out its third quarterly postcard mailing in December. The postcards provide brief updates on Town news and events in an alternative format to standard newsletter mailings, and have been positively received by the public.

Commissioner Campbell reported that the Montreat Landcare Committee cancelled its January meeting due to inclement weather. Committee members O'Neil Tate and Joe Standaert worked to complete and submit the Town's renewal application to the National Wildlife Federation's Community Wildlife Habitat certification. The Annual Native Plant Show and Sale will take place on April 26, 2014.

Commissioner McCaskill spoke briefly about his planned attendance at an upcoming French Broad River Metropolitan Planning Organization (MPO) event.

There were no other Commissioner reports at this time.

### **Public Comment**

Mr. Wade Burns thanked the Police Department for recovering stolen street signs.

Montreat College Provost and Senior Vice President Dr. Marshall Flowers thanked the Police Department for providing road condition updates during inclement weather. He reported that Spring 2014 semester enrollment was greater than expected, and invited the public to attend a number of upcoming College events.

Speaking as a member of the public, Mary Standaert reported on the Buncombe County Board of Commissioners' recent unanimous vote to amend the County's ordinances regulating solar farms and other large-scale renewable resource facilities.

### **Old Business**

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

### **New Business**

**Resolution #14-01-0001 Accepting the Dedication of Private Property for Public Right-of-Way Use on Texas Road Spur:** In conjunction with a recent donation of two lots into the Town's Open Space Conservation program, the Lancaster Revocable Trust has made an Offer of Dedication to the Town for the 0.062 acre tract of real property for use as public street right-of-way between Texas Road Spur and Texas Road Extension. The Town currently has no public right-of-way connection between Texas Road Spur and Texas Road Extension, and would use the donated property to accommodate public utility line installation, replacement and maintenance in this area. The executed Offer of Dedication is attached to a proposed Resolution accepting the donation and dedicating the property for public right-of-way use.

Commissioner Vinson moved to adopt Resolution #14-01-0001 Accepting the Dedication of Private Property for Public Right-of-Way Use on Texas Road Spur. Commissioner Campbell seconded and the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference. Mr. Nalley thanked former Commissioner Ruth Currie for her efforts to complete both the Open Space Conservation Program donations and the right-of-way dedication from the Lancaster family.

**Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations:** Mr. Currie stated that the Wayfinding Advisory Committee, composed of representatives from the Board of Commissioners, Planning and Zoning Commission, Montreat Conference Center, Montreat College and Montreat Cottagers Association Board, had worked for nearly two years to develop a comprehensive Wayfinding Signage Plan, implementation schedule and a number of revisions to Montreat Zoning Ordinance Article X – Sign Regulations. Among other items, the suggested changes included an amortization schedule to remove or remediate non-conforming signage, and language requested by Montreat College to allow pole-mounted banners on private property within the Town Center Overlay District. The Planning and Zoning Commission

reviewed this matter in November and voted to recommend the proposed ordinance revision language to the Board of Commission with only minor changes.

Mayor Pro Tem Standaert moved to 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. Commissioner Helms seconded. Mayor Taylor said the Board would not take action on this item until the March or April Town Council Meeting, to allow adequate time to receive and review any comments or concerns expressed during next month’s public hearing. Montreat College Executive Director of Advancement Annie Carlson has also prepared a PowerPoint presentation explaining the College’s request for pole-mounted banners, as well as their proposed use and appearance. The presentation materials have been made available to the Board members and will be included in next month’s agenda packet. The motion to call for the public hearing then carried 5/0.

**Town Hall Facility Professional Architectural Design Services Request for Qualifications (RFQ):**

The Town purchased a 0.776-acre tract of property located between Florida Terrace and Arkansas Trail in October 2013. At the Board’s request, staff has prepared a Request for Qualifications for architectural design services to construct a new Town Hall facility at this location. Proposals in response to the RFQ will be due by February 28. The Board and Town staff will review the responses and narrow the selection of top architectural firms during the March Town Council Meeting. These firms will give presentations to the Board on April 3, with final contract approval scheduled for April 10, 2014. After brief discussion, Commissioner Helms moved to authorize the release of a Request for Qualifications for Professional Architectural Design Services for the construction of a new Town Hall Facility. Commissioner Campbell seconded and the motion carried 5/0.

**Public Comment**

Ms. Annie Carlson summarized Montreat College’s request to install pole-mounted banners displaying the College’s logo and mission statement, as well as upcoming special event information at various locations on their campus. She described the use of banners as a common practice at many colleges, universities and non-profit centers as a means of defining the campus area and creating a collegiate spirit. She thanked the Wayfinding Advisory Committee and Planning and Zoning Commission for their consideration of this issue, and encouraged the Board to review the College’s presentation materials and contact her with any questions or concerns.

**Upcoming Meeting Dates**

**January Planning and Zoning Commission Meeting:**

January 16, 2014, 7:00 p.m.  
Walkup Building

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
January 9, 2014**

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Town Services Office Closed: January 20, 2014  
Martin Luther King Jr., Holiday

Rescheduled Sanitation Collection Date: Tuesday, January 21, 2014  
Collection begins at 8:00 a.m.

Agenda Items Due: January 31, 2014, 5:00 p.m.  
Town Services Office

Agenda Packets Available: February 4, 2014  
[www.townofmontreat.org/TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)  
or Town Services Office

February Montreat Landcare Committee Meeting: February 5, 2014, 9:00 am.  
Moore Center Meeting Room

February Agenda Meeting: February 6, 2014, 7:00 p.m.  
Walkup Building

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

2014 Annual Board Retreat: February 26, 2014, 9:00 a.m.  
North Carolina Arboretum Library

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

**Adjournment**

There being no further items of business to discuss, Commissioner Helms moved to adjourn the Town Council Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 8:11 p.m.

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Letta Jean Taylor, Mayor

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Misty R. Gedlinske, Town Clerk