

**Town of Montreat
Board of Commissioners
Agenda Meeting
February 5, 2015
Walkup Building**

Board members 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 Arrant, Master Police Officer

Approximately 20 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 gave the invocation.

Agenda Approval

Commissioner Helms moved to adopt the meeting agenda. Commissioner McCaskill seconded and the motion carried 5/0.

Presentation to Council

2015-2020 Capital Improvement Plan: Mr. Nalley will present the draft 2015-2020 Capital Improvements Plan at next week's meeting.

Mayor's Communications

Mayor Taylor suggested that the Board begin updating the 2008 Comprehensive Plan this coming spring, to maximize opportunities for participation and input from seasonal residents. She reviewed the process used to develop the original plan with assistance from Walter Fields and the professional consulting firm LandDesign, and named those community members who served on the Comprehensive Plan Steering Committee. After brief discussion, the Board agreed by consensus for Mr. Nalley to contact LandDesign representatives to determine their firm's estimated contract price and availability to assist in the update process.

Consent Agenda Review

The proposed Consent Agenda included the following items:

- January 8, 2015 Town Council Meeting Minutes Adoption;
- January 14, 2015 Special Meeting Minutes Adoption.

Town Administrator's Communications

- Preliminary planning for the Texas Road bridge replacement project is now 25% complete. Town staff expects that the plans should be 75% complete within the next two weeks. Right-of-way acquisition is scheduled for completion by March 15, and construction bids will be let in August of this year.
- A contract for camera inspection and possible well repair for the Well A02 replacement project will be presented as an item of New Business.
- The Upper Kentucky Road Phase 1 Neighborhood and Residential Utility Assessment projects are now complete, along with gravel roadway installation. Paving assessments in this area will be completed this coming spring.
- There is no new information to report on the Town's continued efforts to correct township name and ZIP code inaccuracies in Montreat's voter registration database.
- Due to scheduling conflicts, the 2015 Annual Board Retreat will be delayed until mid- to late April. Board members were asked to provide Town staff with available dates during this time period for further discussion at next week's meeting.
- The Board members were asked to provide Town staff with potential dates prior to February 18 for a Special Meeting to conduct the Town Administrator's annual performance review. Due to the tight scheduling deadline, this year's review process may not include evaluation feedback from the Town's department heads. The Board may also consider further revisions to the evaluation process during this Special Meeting.
- At Mr. Nalley's request, the Board agreed by consensus to delay his presentation on the history, evolution, and mission of the Montreat Landcare Committee until the March 12 Town Council Meeting.
- Officer Lee Blevins will be out on medical leave for several months due to a significant health-related issue. Chief Jack Staggs will perform patrol duties in Officer Blevins' absence.

Administrative Reports

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

Tem Standaert requested more information on two items mentioned in the Police Chief's monthly departmental activity report.

Commissioner Reports

Mayor Pro Tem Standaert said she hoped that the Comprehensive Plan update process would include opportunities for volunteer participation. Mayor Taylor noted that the eight-member Comprehensive Plan Steering Committee had included representatives from a wide range of Montreat entities.

Commissioner Campbell had no report at this time.

Commissioner Helms had no report at this time.

Commissioner McCaskill had no report at this time.

Commissioner Vinson reported that the Open Space Conservation Committee would hold a Special Meeting on February 10 at 10:00 a.m. in the Town Services Office. The purpose of the meeting will be to discuss the potential acquisition of a parcel of real property located on New Hope Lane, formerly known as Upper Kentucky Road. This meeting will be open to the public.

Public Comment

There were no comments from the public at this time.

Old Business

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

New Business

- A. Proposed 2015-2020 Capital Improvements Plan: Following next week's presentation, the Board will be asked to call for a Public Hearing to hear comments on this matter during the March 12, 2015 Town Council Meeting.

- B. Well A02 Replacement – FEMA-4146-DR-NC - PW#143: Well A02 was taken offline in July 2013 due to large concentrations of iron and silica sand caused by damage sustained during the 2013 summer flood events. In September 2014, the Town received approval for reimbursement funding from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management to replace the well under the provisions of FEMA Declaration 4146. A new well located approximately 75 feet west of the

existing well site was drilled in November 2014, but no water was found after drilling to a depth of over 800 feet. The proposal from Reuben Caldwell Drilling Inc. includes camera inspection and diagnostic testing to determine the amount and source of the iron and sand infiltration at a cost of \$750. Depending on the results of this testing, the proposal also includes an additional cost of \$2,450 to repair the existing well. If well repair is not feasible, the Town will proceed with drilling a new well in an alternate location. All costs associated with the repair or replacement of this well will be fully reimbursed, with 80% to be paid by FEMA and the remaining 20% to be paid by the North Carolina Department of Emergency Management. To date, the Town has spent \$23,796 of the proposed \$80,707 authorized by FEMA for this project.

- C. Town of Montreat Board of Commissioners Rules of Procedure Rule #7 Review: Mayor Taylor suggested an amendment to the Order of Business listed in the Board's Rules of Procedure to provide a time for Commissioner Comments following the second Public Comment period. This item would replace the "Commissioner Reports" currently held earlier in the meeting. She asked the Board members to forward any other suggested changes to Town staff for further consideration at next week's meeting.

- D. Town of Montreat Technology Use Policy: Adoption of a comprehensive Technology Use Policy satisfies one of the Administration Department's adopted goals for the 2014-2015 Fiscal Year as established during the 2014 Annual Board Retreat. The draft policy is currently being reviewed by the Town Attorney and the Town's third-party software and technology services vendors. This item may be presented for consideration at next week's Town Council Meeting, depending on the results of the document review.

Public Comment

There were no comments from the public at this time.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

<u>Open Space Conservation Committee Special Meeting:</u>	February 10, 2015, 10:00 a.m. Town Services Office
<u>February Town Council Meeting:</u>	February 12, 2015, 7:00 p.m. Walkup Building

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Agenda Items Due: February 27, 2015, 5:00 p.m.
Town Services Office

Agenda Packets Available: March 3, 2015
<http://www.townofmontreat.org/TownGovernment.php>
or Town Services Office

March Montreat Landcare Committee Meeting: March 4, 2015, 9:00 a.m.
Moore Center Meeting Room

March Agenda Meeting: March 5, 2015, 7:00 p.m.
Walkup Building

March Town Council Meeting: March 12, 2015, 7:00 p.m.
Walkup Building

Closed Session

Mayor Pro Tem Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Campbell seconded and the motion carried 5/0.

No action was taken during the Closed Session.

Adjournment

Upon returning to open session at 8:11 p.m., Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 8:12 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk