

**Town of Montreat
Board of Commissioners
Agenda Meeting
February 6, 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: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
David Currie, Building Inspector/Code Administrator

Three members of the public were also present. Mayor Taylor called the meeting to order at 7:01 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.

Public Hearing

The Board will hold a public hearing on proposed revisions to Montreat Zoning Ordinance Article X – Sign Regulations at the beginning of next week’s Town Council Meeting.

Presentations to Council

Mr. Nalley will present the draft 2014-2019 Town of Montreat Capital Improvements Plan at next week’s meeting.

Mayor’s Communications

Mayor Taylor had no report at this time.

Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- January 2, 2014 Agenda Meeting Minutes Adoption;
- January 9, 2014 Town Council Meeting Minutes Adoption;

- Adoption of Resolution #14-02-0001 Honoring UNC School of Government Professor A. Fleming Bell on the Occasion of His Retirement.

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

Town Administrator's Communications

- The draft Categorical Exclusion (CE) document for the Texas Road bridge replacement project was received today and forwarded to the Board members for their review. Mr. Nalley encouraged the Commissioners to forward any comments or suggested revisions to him as soon as possible. The Board will discuss this matter in more detail at the upcoming Annual Retreat, prior to approving the final CE document and selecting their preferred bridge replacement option during either the Retreat or the March Agenda Meeting.
- Town Staff is reviewing revised construction plans for the boardwalk-style pedestrian bridge along the Assembly Drive Greenway across from the Shenandoah Terrace intersection, prepared by Asheville Playgrounds. Estimated construction costs were higher than expected but less than the cost to build the bridge according to Baker Engineering's plans. Montreat College students in Professor Kalisch's class chose a different volunteer project and will not participate in the bridge's construction.
- High Country Surveyors has now received the additional filtering equipment and computer software upgrade needed to complete the municipal boundary survey of the Upper Greybeard Trail area. Depending on weather conditions, data collection is scheduled for next week, and the completed survey will be available at either the February 13 Town Council Meeting or the February 26 Annual Board Retreat. The total cost of the survey is still expected to be less than the \$2,000 approved for this project.
- The Town Administrator's annual performance evaluation will take place during a Special Meeting on February 25 at 5:00 p.m. in the Town Services Office.
- The 2014 Annual Board Retreat will be held on February 26 at the North Carolina Arboretum in Asheville. At the Board's request, agenda packet information for this meeting will be provided to each member in both electronic and print format.
- Town staff recently learned that Verizon Wireless has activated only data transmission equipment on the cellular tower near South Carolina Home at this time. Verizon customers who still do not receive reliable signal in Montreat are encouraged to contact the company and request that voice calling equipment also be installed.
- The Request for Qualifications (RFQ) for professional architectural design services to construct a new Town Hall Facility has been published as approved at last month's meeting. Responses are due in the Town Services Office by 3 p.m. on February 28, 2014. To date, eight firms have contacted Town staff to express their interest in the project.

- Mayor Pro Tem Standaert asked for an update on the Town's request for address corrections to Montreat's voter registration database at next week's 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.

Mr. Freeman stated that planned water line replacement and street repaving on Texas Road would need to be delayed until after the Texas Road bridge replacement project is completed. He asked the Board to consider allowing staff to use approximately \$190,000 of the funds budgeted in the current fiscal year for the Texas Road improvements to instead begin the engineering and permitting phase of the Mecklenburg Circle water line replacement, drainage improvements and street repaving project, originally planned for the 2016-2017 fiscal year. The estimated total costs of the two projects are comparable, and proceeding with the work on Mecklenburg Circle will allow the Town to address some residential flooding concerns in the area and prevent future capital project scheduling delays. The Board will consider this proposal further at next week's meeting.

Mayor Taylor advised that the Board would set a Special Meeting to discuss the proposed Upper Greybeard Trail voluntary annexation issue once the municipal boundary survey is complete.

Commissioner Reports

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

Public Comment

After confirming with Mayor Taylor that the Board did not plan to discuss the proposed Upper Greybeard Trail voluntary annexation issue either at next week's meeting or during their upcoming Annual Retreat, Mr. Wade Burns said he had forwarded his additional research materials concerning this matter to the Board and Town staff with the intent of having them included in the February agenda packet for discussion. He stated that he also provided copies of these materials to the affected property owners in the Upper Greybeard Trail area, several of whom had planned to attend next week's Town Council Meeting. He said that while he understood the Board's need to have time to review the materials, he encouraged the Board to proceed with their consideration of this matter as soon as possible.

Old Business

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

- A. Proposed revisions to Montreat Zoning Ordinance Article X – Sign Regulations;
- B. A call for a public hearing on March 13, 2014 at 7:00 p.m. or as soon thereafter as possible to discuss the draft 2014-2019 Capital Improvements Plan.

New Business

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

- A. Audit Services Contract Approval – Martin, Starnes & Associates, P.A.: Martin Starnes & Associates, P.A has prepared an audit services renewal contract in the amount of \$19,100, a slight increase from last year's contract amount of \$18,500. In response to Commissioner Helms' inquiry, Mr. Nalley explained that the Town requests new proposals for professional services every five years.
- B. Street Department Vehicle Purchase - 2015 Ford F-250 Supercab 4x4: Staff requests Board approval to purchase a 2015 Ford F-250 Supercab 4x4 truck from Bobby Jones Ford in the amount of \$37,793.00. This vehicle would replace the Street Department's 1994 truck, which has a current odometer reading of 133,500 miles. The purchase price includes a snow plow package with a new plowing blade, but does not include vehicle taxes, title or tag fees.

Public Comment

Mr. Wade Burns asked how he should advise those property owners who would like to participate in the Board's discussion of the proposed Upper Greybeard Trail voluntary annexation issue. Mayor Taylor encouraged anyone who wished to comment on this matter to attend any upcoming Board meeting and speak during a designated public comment period. Mr. Burns commented that some individuals may find it difficult or intimidating to address the Board without a designated discussion period for this topic. Mayor Pro Tem Standaert and Commissioner Helms also welcomed the public to correspond with individual Board members directly via phone or e-mail. Mayor Taylor reiterated that the Board would call and advertise a Special Meeting to discuss the proposed annexation once the boundary survey is complete and the Commissioners have had an opportunity to review all available information.

Upcoming Meeting Dates

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

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| <u>February Town Council Meeting:</u> | February 13, 2014, 7:00 p.m. Walkup Building |
| <u>Special Meeting – Town Administrator’s Annual Performance Evaluation:</u> | February 25, 2014, 5:00 p.m. Town Services Office |
| <u>2014 Annual Board Retreat:</u> | February 26, 2014, 9:00 a.m. North Carolina Arboretum Library |
| <u>Agenda Items Due:</u> | February 28, 2014, 5:00 p.m. Town Services Office |
| <u>Agenda Packets Available:</u> | March 4, 2014 www.townofmontreat.org/TownGovernment.php or Town Services Office |
| <u>March Montreat Landcare Committee Meeting:</u> | March 5, 2014, 9:00 am. Moore Center Meeting Room |
| <u>March Agenda Meeting:</u> | March 6, 2014, 7:00 p.m. Walkup Building |
| <u>March Town Council Meeting:</u> | March 13, 2014, 7:00 p.m. Walkup Building |

Adjournment

There being no further items of business to discuss, Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 7:28 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk