

**Town of Montreat
Board of Commissioners
Special Meeting
February 25, 2014
Town Services Office**

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

No members of the public were present. Mayor Taylor called the meeting to order at 5:00 p.m. 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. The business items included for consideration at this meeting were originally scheduled for discussion at the February 13 Town Council Meeting, which was cancelled due to inclement weather.

Mayor's Communications

Mayor Taylor asked Mr. Nalley to report on the following items:

- Asheville Playgrounds estimates the construction cost for the boardwalk-style Assembly Drive Greenway pedestrian bridge at approximately \$22,000. This price includes both material and labor costs, and may be further reduced depending on the amount of technical assistance necessary. The Board agreed by consensus to proceed with the bridge construction. During discussion, Commissioner McCaskill felt the Board may want to consider installing pet waste disposal stations along the Greenway in response to the increased number of dog walkers using the path.
- Water line replacement and street repaving on Texas Road planned for this fiscal year has been delayed pending completion of the Texas Road bridge replacement project. Staff asks the Board to consider reallocating the funding for this project 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 Board agreed to the funding reallocation by consensus.

- High Country Surveyors plans to complete the municipal boundary survey of the Upper Greybeard Trail area this Thursday, weather permitting. Staff will forward the completed survey report as soon as it becomes available.

Review of the Consent Agenda

With the adoption of the Consent Agenda, the Board approved 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.

A copy of Resolution #14-02-0001 is attached to these minutes and incorporated herein by reference.

Old Business

- A. Draft 2014-2019 Capital Improvements Plan: Commissioner Campbell moved to 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 (CIP). Mayor Pro Tem Standaert seconded and the motion carried 5/0. A full draft of the proposed CIP will be available as soon as possible.

New Business

- A. Audit Services Contract Approval – Martin, Starnes & Associates, P.A.: Commissioner Helms moved to approve an annual audit contract with Martin, Starnes & Associates, P.A. in the amount of \$19,100. Commissioner Vinson seconded and the motion carried 5/0.
- B. Street Department Vehicle Purchase - 2015 Ford F-250 Supercab 4x4: Commissioner Helms moved to approve the purchase of the 2015 Ford F-250 Supercab 4x4 truck from Bobby Jones Ford in the amount of \$37,793.00 and to authorize the Mayor and Town Administrator to execute any necessary purchase documents. Commissioner Campbell seconded. After brief discussion, the motion carried 5/0.

Public Comment

There were no comments from the public at this time.

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Upcoming Meeting Dates

<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

Closed Session – Personnel Matter

Mayor Taylor stated that the purpose of today's Closed Session was to discuss the Town Administrator's Annual Performance Evaluation. Mayor Pro Tem Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Commissioner Campbell seconded. The motion carried 5/0. No action was taken during the Closed Session.

Upon returning to open session, Mayor Taylor thanked Mr. Nalley for his service to the Town of Montreat. Mayor Pro Tem Standaert moved to increase the annual salary of Mr. Nalley by two percent (2%). Commissioner Campbell seconded. The motion carried 5/0.

Adjournment

There being no further items of business to discuss, Mayor Pro Tem Standaert moved to adjourn the Special Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 7:25 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk