

**Town of Montreat
Board of Commissioners
Agenda Meeting
March 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

Three members of the public were also present. Mayor Taylor called the meeting to order at 7:02 p.m., led the group in reciting the Pledge of Allegiance and held a moment of silence.

Agenda Approval

Mayor Taylor asked for an amendment to the proposed meeting agenda to add adoption of a Resolution honoring Senator Martin Nesbitt as the first item of New Business, and for action on this item to be taken during this meeting. Commissioner Campbell also asked to move the call for a special meeting to discuss the proposed Upper Greybeard Trail voluntary annexation from the Consent Agenda to the final item of New Business.

Commissioner Vinson moved to adopt the meeting agenda as amended. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Public Hearings

The Board will hold public hearings on the following topics at the beginning of next week's Town Council Meeting:

- Draft 2014-2019 Capital Improvements Plan;
- Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations.

Mayor's Communications

Mayor Taylor thanked Public Works Department staff for their snow removal work during the February winter storm, Police Department staff for their response to a recent brush fire, and the Town Clerk for the Annual Board Retreat preparations and arrangements.

Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- February 6, 2014 Agenda Meeting Minutes Adoption;
- February 25, 2014 Special Meeting Minutes Adoption;
- Adoption of 2014-2015 Departmental Goals and Objectives;

Town Administrator's Communications

- Mr. Nalley has notified KCI Associates of the Board's majority preference for Option B to replace the existing Texas Road bridge with a new structure in approximately the same location. The North Carolina State Historic Preservation Office (NCSHPO) has determined that the Texas Road bridge is located within an eligible National Register Historic District, and that the existing bridge is a contributing structure that the area. In a reversal of their prior decision, NCSHPO now recommends significantly expanding the project's Area of Potential Effect to encompass most of Montreat, and may require the Town to prepare a 4(f) statement for the project. Depending on NCSHPO's final determination, the Town may be required to either select a replacement alternative that does not involve removing the existing bridge structure, enter into a Memorandum of Agreement which would require the use of certain aesthetic treatments to the new bridge structure, or a combination of both. Discussions are still ongoing, and it is unknown at this time when NCSHPO will make its decision. If NCSHPO dictates that the existing bridge cannot be demolished and the Town refuses to honor that decision, it will forfeit its eligibility for Municipal Bridge Program grant funding.
- Asheville Playgrounds has submitted a final construction contract for the boardwalk-style Assembly Drive Greenway pedestrian bridge at a cost of \$18,165. After brief discussion, the Board agreed by consensus to place approval of this contract on the Consent Agenda for next week's meeting.
- High Country Surveyors has now established the Town's municipal boundary line in the Upper Greybeard Trail area. Once two nearby private property boundaries are established, the final survey report will be submitted for the Board's review.
- The Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project is underway, and staff is working with McGill Associates on engineering work for a portion of the Phase 1 Resident Assessment, which includes installation of approximately 355 feet of water and sewer lines in this area.
- There is currently no new information to report on the status of the Town's request for address corrections to the Buncombe County Board of Elections voter registration database.

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

Rev. Bob Tuttle, Mountain Retreat Association's Vice President for the Center for Youth & Young Adult Ministry, expressed the MRA's concerns about the Town's possible intention to trademark a Town Seal design which incorporates the Montreat Gate, a feature that is owned by the MRA. He asked for clarification of this issue at next week's meeting.

Mr. Wade Burns asked the Board to consider amending Montreat Zoning Ordinance Article X – Sign Regulations to allow construction signs within a consistently established distance from the roadway edge. These signs are currently restricted to private property only, which Mr. Burns felt created a hardship in locations where the property boundary is a considerable distance away from the street due to the width of the public rights-of-way.

Old Business

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

- A. Draft 2014-2019 Capital Improvements Plan: A completed draft of the full Capital Improvements Plan (CIP) document will be available next week. Mr. Nalley will give a brief presentation summarizing the proposed CIP projects and estimated revenues, and the Board will have an opportunity to discuss this matter further following the public hearing.

- B. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: For the Board's reference at next week's meeting, Mayor Pro Tem Standaert asked Town staff to provide information on the exact locations within Montreat where the proposed banners would be allowed. She also requested any available information on the total potential number of utility pole on both private property and public rights-of-way where banners could be mounted.

New Business

- A. Resolution Honoring Senator Martin L. Nesbitt: Mayor Pro Tem Standaert moved to adopt Resolution #14-03-0002 Honoring Senator Martin L. Nesbitt. Commissioner Helms seconded. After brief discussion, the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference. Action was taken on this item during the Agenda Meeting due to Senator Martin's health concerns.

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

- B. Town Hall Architectural Design Services Request for Qualifications (RFQ) Response Review: The Town received 11 responses to the Request for Qualifications (RFQ) for professional architectural design services to construct a new Town Hall facility. Mr. Nalley distributed copies of each submitted proposal, along with ranking sheets for each responding firm and a copy of the published RFQ document. He explained how the ranking sheets should be used to rate each firm's response and narrow the field of potential candidates. He asked the Board members to return their responses as soon as possible so that he can compile the data and present the results for further discussion at next week's meeting. At that time, the Board will select a limited number of firms for invitations to give presentations during the April 3 Agenda Meeting. The Board will formally select their preferred architectural firm for the Town Hall construction project at the April 10 Town Council Meeting.
- C. Montreat Watershed Stormwater Utility Study Request for Qualifications (RFQ): Members of the Board and public were encouraged to contact Building Inspector/Code Administrator David Currie with any questions concerning this matter.
- D. Municipal Records Retention and Disposition Schedule Amendments Adoption: The North Carolina Department of Cultural Resources develops, publishes and periodically updates an official Municipal Records Retention and Disposition Schedule for use by all local government units statewide. This Schedule ensures the protection of essential records and allows for the destruction of obsolete records as provided by North Carolina General Statutes Chapters 121 and 132. Most notable among the recent updates to the Schedule is the inclusion of a requirement for local governments to establish internal time frames for the retention and destruction of certain records which generally have a more limited administrative, fiscal, legal, reference or research value. The suggested retention periods for each of these document classes is derived from comparative data from other municipalities, as well as input from each department head to ensure consistency with routine operations and reference needs.

- E. Town Seal Selection: The Board will consider the Mountain Retreat Association's trademark concerns as they discuss Town Seal image selection during next week's meeting.
- F. A call for a Special Meeting for discussion of proposed voluntary annexation of the Upper Greybeard Trail area: After discussion, the Board chose to postpone action on this item until the April Town Council Meeting, citing Commissioner Vinson's upcoming travel plans and the Board's desire to have the final municipal boundary study available before discussing this matter in more detail. In the meantime, Town staff will prepare and mail a letter to all affected property owners in the Upper Greybeard Trail area explaining the potential benefits and costs of the proposed voluntary annexation and inviting them to attend the special meeting.

Public Comment

Mr. Wade Burns encouraged the Board to set the date for a special meeting to discuss the proposed Upper Greybeard Trail voluntary annexation issue as soon as possible.

Upcoming Meeting Dates

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

<u>March Town Council Meeting:</u>	March 13, 2014, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	March 28, 2014, 5:00 p.m. Town Services Office
<u>Agenda Packets Available:</u>	April 1, 2014 www.townofmontreat.org/TownGovernment.php or Town Services Office
<u>April Montreat Landcare Committee Meeting:</u>	April 2, 2014, 9:00 a.m. Moore Center Meeting Room
<u>April Agenda Meeting:</u>	April 3, 2014, 7:00 p.m. Walkup Building
<u>April Town Council Meeting:</u>	April 10, 2014, 7:00 p.m. Walkup Building
<u>April Planning and Zoning Commission Meeting:</u>	April 17, 2014, 7:00 p.m. Walkup Building
<u>Town Services Office Closure:</u>	April 18, 2014 Good Friday Holiday Observance
<u>2014 Annual Native Plant Show and Sale:</u>	April 26, 2014, 10:00 a.m. Pratt Park

Adjournment

There being no further items of business to discuss, Commissioner Campbell moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 7:43 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk