

**Town of Montreat
Board of Commissioners
Town Council Meeting
March 13, 2014
Walkup Building**

Commissioners present: Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Commissioners absent: Mayor Letta Jean Taylor

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
Jack Staggs, Chief of Police
Stefan Stackhouse, Finance Officer
David Currie, Building Inspector/Code Administrator

Ten 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 Campbell asked that New Business Item E, a call for a Special Meeting to discuss proposed voluntary annexation in the Upper Greybeard Trail area, be removed from the meeting agenda. Mayor Pro Tem Standaert also asked that the proposed 2014-2015 Departmental Goals and Objectives be amended as follows:

Governing Body: ~~Consider~~Study the voluntary annexation of the Upper Greybeard area.

The Board agreed to the requested amendment to the proposed 2014-2015 Departmental Goals and Objectives by consensus. Commissioner Helms then moved to adopt the meeting agenda as amended. Commissioner Vinson seconded and the motion carried 5/0.

Public Hearing - Draft 2014-2019 Capital Improvements Plan

Mr. Nalley presented the proposed 2014-2019 Capital Improvements Plan (CIP), a flexible financial planning tool used to forecast the Town's equipment, building and infrastructure needs over the next five years. Items included in the CIP have a life expectancy of greater than one year and a value of greater than \$5,000. He explained the numerical and alphabetical priority codes used to organize each project scheduled throughout the Plan's five-year scope on both the departmental and organizational levels. Once the final CIP is adopted, these priority codes are used to help determine which projects will receive funding in the upcoming fiscal year's Budget.

In order of priority, the proposed projects and expenditures for the 2014-2015 Fiscal Year are as follows:

Proposed General Fund Projects and Expenditures

1)	Local Street Paving (Texas Road)	\$194,000
2)	Texas Road Bridge Replacement Project	\$1,061,900
3)	Town Hall Replacement	\$132,200
4)	Police Vehicle Replacement	\$34,000
5)	Copier Replacement	\$10,000
6)	Unified Development Ordinance	\$35,000
7)	New Road Paving (Suwannee Drive)	\$74,000
8)	Compactor Area Paving	\$30,000
9)	Wayfinding Signage Plan	\$20,000
10)	Native Plant Garden	\$10,000

General Fund Total for Fiscal Year 2013-2014:	\$1,601,100
Five-Year Total for 2014-2019:	\$7,401,900

Proposed Water Fund Projects and Expenditures

1)	Water Line Replacement (Georgia Terrace)	\$39,500
2)	Greybeard Trail Water Storage Facility	\$64,150
3)	Portable Generators	\$5,000

Water Fund Total for Fiscal Year 2014-2015:	\$ 108,650
Five-Year Total for 2014-2019:	\$ 1,069,350

The draft CIP is available in print at the Town Services Office electronically on the Town's website. The public is encouraged to review the Plan and provide their input. The final Plan will be scheduled for adoption at the April 10 Town Council Meeting.

Mayor Pro Tem Standaert opened the public hearing on this matter at 7:09 p.m.

Michael Sonnenberg spoke in opposition to the proposed Town Hall replacement, expressing objections to the project's timing, location, building size and funding source. He questioned whether adequate future funding had been planned for necessary building maintenance and repair, and suggested that the Town solicit community donations instead of funding the project entirely through tax revenues. He did not believe that the Board should be in a hurry to complete this project, and instead suggested waiting until a more suitable location becomes

available. He also recommended that more gravel be added to the Town's dumpster facility site, instead of paving in this area.

Hearing no further comments, Mayor Pro Tem Standaert closed this public hearing at 7:13 p.m.

Public Hearing - Proposed Revisions to Montreat Zoning Ordinance
Article X – Sign Regulations

Mayor Pro Tem Standaert opened the public hearing on this matter at 7:14 p.m.

Montreat College Executive of Advancement Annie Carlson summarized the College's desire to install pole-mounted banners at various locations on their campus to display the College's logo and mission statement, and to periodically promote any upcoming special events such as homecoming, commencement or centennial year celebrations. She described the use of banners as a common practice at many colleges and universities as a means of defining the campus area, creating a collegiate spirit and providing an opportunity for environmental branding.

Dr. Daniel Bennett, Montreat College Associate Dean of Students and Howerton Resident Director spoke in favor of allowing pole-mounted banners as a means of supporting the College and Conference Center's programs and initiatives.

Montreat College Provost and Senior Vice President Dr. Marshall Flowers expressed the College's wish to promote their mission both within and beyond the Montreat and to be a community partner with the Town and Conference Center. He felt that allowing pole-mounted banners would help accomplish both of these goals.

Presbyterian Heritage Center Executive Director Ron Vinson thanked the Wayfinding Advisory Committee for their efforts and spoke in support of the proposed pole-mounted banner regulations as a reasonable compromise between signage needs and aesthetic concerns.

Mr. Wade Burns reiterated his previous request to amend the Zoning Ordinance language so that construction signs are allowed within a consistently established distance from the roadway edge. Placement of construction signs is currently restricted to private property only, which Mr. Burns felt created a hardship for contractors and others attempting to locate a construction site in locations where the property boundary is a considerable distance away from the street due to the width of the public rights-of-way.

Hearing no further comments, Mayor Pro Tem Standaert closed this public hearing at 7:21 p.m.

Mayor's Communications

Mayor Pro Tem Standaert reported that Mayor Taylor was away on international travel.

Review of the Consent Agenda

With the adoption of the Consent Agenda, the Board approved 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 as amended;
- Approval of a contract with Asheville Playgrounds to construct the Assembly Drive Greenway pedestrian bridge in the amount of \$18,165 and authorization for the Town Administrator to execute the necessary contract documents;
- Adoption of Corporate Authorization Resolutions #14-03-0003 through #14-03-0007 amending the Town of Montreat's list of authorized account signatories with Asheville Savings Bank.

Town Administrator's Communications

- KCI Associates staff notified Mr. Nalley today that selecting Texas Road bridge replacement Option B will extend the project completion date by two to three months. Some degree of cost increase is also expected, though the exact amount remains unknown until more information is available from the North Carolina State Historic Preservation Office (NCSHPO) and the design work for this replacement option is complete. KCI Associates staff is hopeful that NCSHPO will allow the Town to enter into an agreement that would permit demolition of the existing bridge structure in exchange for certain aesthetic treatments. KCI has also asked the Board to select their preferred bridge replacement option by means of an official vote. Commissioner Campbell moved to select Option B as the preferred location for the Texas Road bridge replacement project. Commissioner Helms seconded. After discussing the estimated costs and potential community impact of each replacement alternative, the motion carried 4/1 with Commissioner McCaskill voting in opposition.
- High Country Surveyors has now established the Town's municipal boundary line in the Upper Greybeard Trail area. The final survey report will be submitted after two nearby private property boundaries are determined.
- The Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project has been delayed due to inclement weather and adverse site conditions. Completion is expected within the next 30 days. Affected residents are being given regular project status updates. Town staff is working with McGill Associates to complete engineering work and obtain State

approvals for the Phase 1 Resident Utility Assessment project, which includes installation of approximately 355 feet of water and sewer lines in this area. Completing the Resident Assessment as a change order to the previous phase will allow the work to be done more quickly and at less cost than initiating a separate contract.

- 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. Staff will follow up on previous e-mail correspondence with Congressman Patrick McHenry's local office concerning this matter.

Administrative Reports

Police Chief: Chief Staggs presented and reviewed his February 2014 departmental activity report, and mentioned the following additional items:

- The Town saw snow accumulations of nearly 12 inches during a major winter storm on February 11 through 13. No motor vehicle accidents were reported. Police and Public Works Department personnel worked extended hours to clear roads and provide emergency assistance.
- Montreat officers assisted the Black Mountain Fire Department with the 2014 Mount Mitchell Challenge event, and provided support services during Black Mountain's response to a residential house fire in Black Mountain that destroyed two homes and burned approximately three acres of land. No injuries were reported.
- Montreat Police and Black Mountain Fire Department personnel also responded to a residential brush fire earlier this week in Montreat that did not involve property damage or personal injury. CodeRED was not initiated due to the lack of danger to life or property, the short duration of the incident, and the desire to avoid encouraging unnecessary pedestrian and vehicular traffic to the area.
- The Montreat Police Department is now part of the web-based NCAWARE criminal records database and processing system. Staff is now researching the cost of mobile internet service options to allow mobile access to this system from each patrol vehicle.
- Citizens are encouraged to report any suspicious persons, activities or request non-emergency assistance by calling the 24-hour dispatch service numbers of (828) 419-9320 for Police or (828) 419-9350 for Fire Department personnel. This service covers both Black Mountain and Montreat. These numbers will be included on the revised annual sanitation services schedule to be published later this spring. Refrigerator magnets with this information are available in the Town Services Office.

Chief Staggs also reported that U.S. Forest Service K-9 Unit Officer Jason Crisp and his service dog, Maros were both killed yesterday while searching for a double homicide suspect in Burke

County. Law enforcement and emergency service personnel from all over Western North Carolina participated in Officer Crisp's procession earlier today as his remains were returned to his hometown of Marion.

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

- The Town has seen a continued increase in garbage disposal and recycling tonnages at the dumpster facility despite the Mountain Retreat Association's decision to discontinue their sanitation services contract last year. Staff believes these increases are primarily due to illegal dumping and other unauthorized use. As a result, the Board decided at their recent Annual Retreat to close the facility on Fridays, Saturdays and Sundays, effective April 1.
- In addition to snow removal during the February winter storm, Street Department crews have removed ten dump truck loads of fallen limbs and other debris from around the Town's culverts and bridges. This work is being funded through the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management.
- The emergency backup generator has been installed at the Town Services Office and will be operational by the end of next week.
- Water Department personnel repaired two leaks during the past month. Weekend or after-hours water emergencies can be reported by calling the 24-hour Police dispatch service number.
- The North Carolina Department of Environment and Natural Resources recently performed a routine sanitary inspection of the Town's water system. No deficiencies were indicated, and the system's operation and maintenance were described as exemplary.

Finance Officer: Mr. Stackhouse presented and reviewed the following financial reports:

- January 2014 Financial Summary Report
- Final January 2014 Financial Statement
- Preliminary February 2014 Financial Statement
- February 28, 2014 Cash and Investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his February 2014 zoning and inspections activity report. He also explained the circumstances of a Stop Work Order issued due to insufficient erosion control measures at a residential construction site on Providence Terrace. This matter has since been resolved. Neither the Planning and Zoning Commission nor Board of Adjustment met during the past month.

Commissioner Reports

Mayor Pro Tem Standaert reported that during the February 26 Annual Retreat, the Board decided to hold a Town Hall public education meeting focused on home safety and property protection topics, with presentations from Police and Public Works Department staff and a member of the Black Mountain Fire Department. The Spring 2014 Town Updates postcard will be sent out next week.

Commissioner Campbell reported on the following topics:

- The Montreat Landcare Committee continues its preparations for the 2014 Native Plant Show and Sale on April 26 at 10:00 a.m. in Pratt Park. Montreat Presbyterian Church (PCUSA) Earth Ministry Team Representative Bill Seaman is also working to pursue official Tree City USA designation through the Arbor Day Foundation. This designation will enable the Town to pursue grant funding for staff training in tree care and preservation, among other benefits. The Committee also discussed their budget and encouraged all represented entities to make financial or in-kind service contributions to ensure that projects and initiatives are not delayed due to a lack of funding or other support.
- Ms. Carlisle Rankin, a graduate student in Montreat College's Environmental Education Program will be working on a project related to the Town's Native Plant Garden, and will also be available to help with landscape maintenance work in that area in preparation for the Native Plant Sale event.
- The Montreat Presbyterian Church is sponsoring a field trip to the National Climatic Data Center in Asheville on March 21.
- Over 200 people attended the Presbyterian Heritage Center's March 7 North American Symposium on John Knox.

Commissioner Vinson encouraged anyone with exhibit suggestions or materials for Montreat's 50th anniversary celebration to contact the Presbyterian Heritage Center. There will also be a centennial exhibit for Montreat College.

There were no other Commissioner reports at this time.

Public Comment

Rev. Bob Tuttle, Mountain Retreat Association's Vice President for the Center for Youth & Young Adult Ministry, said the MRA would appreciate any and all efforts to minimize the impact of the Texas Road bridge replacement project on Welch Field.

Dr. Marshall Flowers reported that Montreat College launched its “All IN” Initiative on March 1, with \$6.4 million in donor support pledged over the next year. The College’s Board of Trustees will meet during the week of April 23 to hold a Town Hall-style meeting to discuss and receive public input about the Initiative’s various goals and tasks. Dr. Flowers also announced the date and time of the upcoming Annual Faculty Showcase Recital, and spoke briefly about various mission outreach and environmental education trips taking place during Spring Break.

Mr. Wade Burns stressed the importance and potential benefits of voluntarily annexing the Upper Greybeard Trail area and encouraged the Board to set a special meeting to discuss and receive public input concerning this issue as soon as possible.

Mrs. Laura Long, owner of an undeveloped lot in the Upper Greybeard Trail area, thanked the Board for their consideration and study of proposed voluntary annexation in this area.

Old Business

- A. Draft 2014-2019 Capital Improvements Plan: Mr. Nalley asked the Board members to review the draft CIP document and contact him with any questions or revisions. Adoption of the final Capital Improvements Plan is scheduled for the April Town Council Meeting. The public will be notified if the Board chooses to hold a special meeting for more discussion of this item prior to the schedule adoption date.

- B. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: Mr. Currie presented and reviewed a map of the Town Center Overlay District, which was color-coded to indicate the location of the 33 light poles located on private property where banners may potentially be displayed. The proposed ordinance revision language allows up to 15 banners per applicant. Beyond a prohibition against commercial content and for-profit business logos, control over banner appearance and content rests primarily with the property owner. The Town Attorney also plans to provide suggested amendments to the proposed revision language to prevent any potential conflicts with First Amendment freedom of speech protections. During discussion, Mayor Pro Tem Standaert asked that sign permit applicant eligibility be limited to the property owner only, and that banners be more clearly defined as a type of sign for the purposes of this ordinance. She also requested the addition of language requiring banners advertising special events to be removed promptly after the event has taken place. She further expressed concerns about the visual impact of banners posted in and around the Lake Susan Dam area, and felt that locations on the interior of the Montreat College campus would be more appropriate. Commissioner Helms asked staff to review the existing ordinance language restricting construction signs to private property only, and to provide possible suggestions for amendments to this section. Staff will incorporate the Board’s comments with any

recommendations from the Town Attorney and present an updated ordinance revision draft for consideration at next month's meeting.

New Business

- A. 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. The Board has reviewed these responses over the past week and completed individual rating sheets for each candidate. Staff has compiled the information from these sheets into a cumulative results form. Mr. Nalley asked the Board to confirm the final ranking assignments and choose which firms would be contacted for interviews and presentations. After discussion, Commissioner Helms moved to direct Town staff to contact Architectural Design Studio, ARCA Design, Padgett & Freeman Architects, Mathews Architecture, Stewart Cooper Newell Architects and SMHA Architects to give presentations at a selected future date. Commissioner Vinson seconded and the motion carried 5/0. Due to scheduling conflicts among a number of Board members, the presentations will be given during one or more special meetings to be set in April, rather than at the April 3 Agenda Meeting as indicated the published Request for Qualifications. Staff will prepare a list of suggested interview questions, compile suggested meeting dates and times for the Board's review and contact the selected firms. The special meetings will be announced to the public once final arrangements have been made.
- B. Montreat Watershed Stormwater Utility Study Request for Qualifications (RFQ): Montreat's Municipal Separate Storm Sewer System (MS4) permit, which allows stormwater discharge into surface waters within its jurisdiction, requires completion of certain measurable annual goals such as installation of stormwater infiltration features. Currently, there is no dedicated funding source for the Town's stormwater program. Since 2011, staff has been researching ways to initiate a stormwater utility program that would fund the construction and maintenance of new and existing stormwater control measures Town-wide. In response to Board direction received at the February 26 Annual Retreat, Mr. Currie presented a draft Request for Qualifications for professional consulting services to evaluate the current system's effectiveness, suggest modifications if and where needed, determine annual system maintenance and operation costs, and provide data and field observations to help establish fair and equitable stormwater fees for all Montreat property owners. After discussion, Commissioner Campbell moved to authorize the release of a Request for Qualifications for Professional Engineering Services to conduct a stormwater utility study. Responses to the RFQ will be due prior to the June 12 Town Council Meeting.

- B. Municipal Records Retention and Disposition Schedule Amendments Adoption: Commissioner Helms moved to adopt Resolution #14-03-0001 Adopting the 2012 and 2013 Amendments to the Municipal Records Retention and Disposition Schedule. Commissioner Vinson seconded. After brief discussion, the motion carried 5/0.
- C. Town Seal Selection: At staff's request, the Board postponed their consideration of this item until the April Town Council Meeting.

Public Comment

Mr. Wade Burns asked when the letter to property owners affected by the proposed Upper Greybeard Trail voluntary annexation would be prepared and sent, and when the Board would decide on a special meeting date to discuss this matter. The Board agreed by consensus that Town staff would work with Mayor Taylor on the letter draft when she returned from international travel later this month. This letter will also be posted in the Post Office and on the Town's website, Sunshine List and social media accounts. Special meeting arrangements will be made after the affected property owners have had time to receive and read the letter, and will be announced separately.

Upcoming Meeting Dates

Mayor Pro Tem Standaert reviewed the following list of upcoming meeting dates and deadlines:

<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

**Montreat Board of Commissioners
Town Council Meeting Minutes
March 13, 2014**

The dates, times and location of Special Meetings to hear presentations from the six Town Hall architectural design firm candidates will be announced as soon as final arrangements are made.

Adjournment

There being no further items of business to discuss, Commissioner Helms moved to adjourn the Town Council Meeting. Commissioner Campbell seconded. The motion carried 5/0 and the meeting was adjourned at 9:22 p.m.

Mary Standaert, Mayor Pro Tem

Misty R. Gedlinske, Town Clerk