

**Town of Montreat
Board of Commissioners
Agenda Meeting
April 3, 2014
Walkup Building**

Commissioners present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill

Commissioners absent: Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk

Two members of the public were also present. Mayor Taylor called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance and held a moment of silence.

Agenda Approval

Mr. Nalley asked that change orders from Huntley Construction for the Phase 1 Upper Kentucky Road Neighborhood Utility Assessment project be added as a New Business item for consideration and potential approval at next week's Town Council Meeting. Commissioner Helms moved to adopt the meeting agenda as amended. Commissioner Campbell seconded and the motion carried 4/0.

Mayor's Communications

Mayor Taylor had no reports at this time.

Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- February 26, 2014 Annual Board Retreat Minutes Adoption;
- March 6, 2014 Agenda Meeting Minutes Adoption;
- March 13, 2014 Special Meeting Minutes Adoption;
- A call for Special Meetings on April 14 and 15, 2014 at 9:00 a.m. in the Left Bank Conference Room to receive presentations from the architectural firm candidates for the new Town Hall facility;

- Approval of a request to temporarily close the portion of Assembly Circle from the Assembly Drive intersection to the Kentucky Road intersection on May 6, 2014 from 6:30 p.m. until 9:00 p.m.

Mayor Pro Tem Standaert requested an amendment to the March 13, 2014 Town Council Meeting minutes to clarify that public speaker Ms. Laura Long spoke in favor of the Board's consideration and study of the proposed Upper Greybeard trail voluntary annexation issue, rather than in favor of the annexation itself.

Mr. Nalley has prepared a list of standardized questions for the Board members to ask of the six Town Hall facility architectural firm candidates during the April 14 and 15 Special Meetings. He asked the Council members to forward any additional questions concerning specific issues to him as soon as possible. The special meeting dates, time and location will be advertised electronically via the Town's website, social media outlets, Sunshine List and in print at the Montreat Post Office early next week.

Police and Public Works Department staff members have reviewed and have no objections to the Mountain Retreat Association's request to temporarily close a portion of Assembly Circle. Mr. Nalley reviewed a map of the proposed closure locations and traffic detour route, and stated that MRA staff will be responsible for staffing the barricades. Mayor Pro Tem Standaert asked that the suggested motion language for this item to be amended to include the name of the requesting party and the purpose for the closure.

Town Administrator's Communications

- Staff will provide KCI Associates staff with a copy of the March 13 Town Council Meeting minutes as an official record of the Board's selection of Option B as the preferred location for the Texas Road bridge replacement project. Vice President Charlie Flowe is leaving the firm and will be replaced as Project Manager by Senior Associate Liz Phipps, who has a long history of involvement with this project.
- The materials needed to complete the Assembly Drive Greenway's boardwalk-style pedestrian bridge were ordered last week. As a cost-saving measure, the structural steel support pieces will be prepared at Asheville Playgrounds' work shop and then brought to Montreat for installation. Public Works Department staff and Asheville Playgrounds personnel will work together to complete this project.
- High Country Surveyors has now fully completed the municipal boundary line survey of the Upper Greybeard Trail area. The survey has revealed that the Shuford family's home is located within Town limits, although a portion of their lot lies outside the boundary. In cases where properties or portions thereof are discovered to be located within municipal limits, North Carolina General Statutes allows local governments to collect up to ten years of past ad valorem property taxes. The Board will be asked at their May Town Council

Meeting how it wishes to proceed in this regard. The Shuford family will no longer be charged additional fees for "Back Door" sanitation collection services, and will be credited for last year's payments if they wish to continue this service.

- Work resumed earlier this week on the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project after a series of weather delays. Crews will pressure test the water line next week, and expect to complete this assessment phase within the next two weeks. Town staff is working with McGill Associates on engineering plans for the Phase 1 Resident Utility Assessment project, and hopes to present change orders from Huntley Construction at next week's meeting to complete the Resident Assessment as a continuation of the current work. This will allow the next project phase to be done more quickly and at potentially 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 has been approached by an individual who wishes to donate funds to purchase native plants for the woodland garden section of Gate Lot landscaping project. The number and variety of the plants would be selected in accordance with the project's conceptual landscaping plan. After brief discussion, the Board agreed by consensus for staff to pursue this offer further and give a more detailed update at next month's meeting.
- Effective April 1, the Town's dumpster facility is no longer open to the public on Fridays and Saturday mornings. Additional fencing and updated signage has been installed to alert the public to this change, in addition to information listed in the recent postcard mailing and posted on the Town's website and social media accounts. The Town has experienced continued increases in solid waste and recycling disposal tonnages despite the Mountain Retreat Association's decision to discontinue their contract for sanitation collection services over a year ago. Staff estimates the financial impact of the tonnage increases at approximately \$20,000 per year. There has been a considerable amount of interest in the change in facility hours, which staff has taken as a public education opportunity. Residents are encouraged to participate in weekly curbside sanitation collection services for their household garbage and recyclables, which is supplemented with bi-weekly collection on Fridays during the summer months.

During discussion, Commissioner McCaskill requested a spreadsheet comparing solid waste and recycling tonnages for the past several years. Mr. Nalley advised that staff can provide overall tonnage information, but cannot specifically identify how much of these amounts is attributed to a particular source. The Board also discussed local sources and prices for bear-proof garbage containers and the procedures and penalties for improper bear-proof containers that are disturbed by animals.

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

There were no comments from the public at this time.

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 (CIP): During discussion, Mr. Nalley stated that despite its fifth-place priority ranking, the copier replacement project would likely be funded in the next fiscal year due to its relatively low cost. He pointed out that to comply with required local government accounting practices, the expenditure sections include the entire cost of each project, with any grants, refunds or other reimbursements shown in the revenue sections. He also explained that the remaining electrical connections needed at each of the Town's wells and pump stations would be funded during the next two fiscal years, followed by the purchase of a portable generator in Fiscal Year 2016-2017. The Board will consider adopting the proposed CIP at next week's meeting, subject to any further discussion or amendments.

- B. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: Town staff has updated the ordinance amendment draft to reflect the Board discussion and public comments heard at last month's Town Council Meeting. Further amendments will be made prior to next week's meeting to incorporate recommendations recently received from the Town Attorney. For reference at next week's meeting, Mayor Pro Tem Standaert asked staff to again provide copies of the Town Center Overlay District map, marked to indicate the potential locations where banners could be displayed. She also asked the Board to consider more specifically defining the locations within this area where banners may be allowed, as well as further limitations on the number of banners to be allowed per property owner.

New Business

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

- A. Microsoft 365 E-mail System Conversion: Staff will ask the Board to consider approving a Statement of Work from Electronic Office in the amount of \$3,300 to convert the Town's e-mail system to Microsoft 365.

- B. Living Wage Discussion: Commissioner Campbell requested a living wage resolution for consideration at the Board's May 8 Town Council Meeting. She asked that the resolution language include a definition of a living wage, an affirmation of the Town's intent to continue providing a living wage to all full-and part-time employees, a statement of the Town's commitment to fair buying practices and ethical standards in its business relationships, and encouragement for vendors of General Service contracts valued at \$30,000 and above to include living wage calculations in their bid responses and contract proposals whenever possible. Commissioner McCaskill did not feel it would be appropriate to include professional service contracts such as engineering or architectural firms in living wage considerations. He also believed that employee salaries should be addressed through internal policies and budgeting practices to ensure an equitable pay scale for both lower and higher pay grades. Commissioner Campbell said she understood that living wage provisions could not legally be required of contractors or used as a determining factor when awarding a contract or bid. She explained that with respect to professional service providers, she would advocate living wage provisions for any subcontractors these firms may use. Mr. Nalley stated that the Town ensures that salaries for all pay grades are reviewed each year during the annual Budget process to ensure that entry-level positions are earning an appropriate wage. Cost of living salary adjustments are also normally provided on an annual basis for all employees.

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:

April Town Council Meeting:

April 10, 2014, 7:00 p.m.
Walkup Building

Special Meetings – Town Hall Architectural
Candidate Presentations:

April 14 and 15, 2014, 9:00 a.m.,
Left Bank Conference Room

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<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>Agenda Items Due:</u>	April 25, 2014, 5:00 p.m. Town Services Office
<u>2014 Annual Native Plant Show and Sale:</u>	April 26, 2014, 10:00 a.m. Pratt Park
<u>Agenda Packets Available:</u>	April 29, 2014 www.townofmontreat.org/TownGovernment.php or Town Services Office
<u>May Agenda Meeting:</u>	May 1, 2014, 7:00 p.m., Walkup Building
<u>May Town Council Meeting:</u>	May 8, 2014, 7:00 p.m., Kirk Allen Building
<u>May Open Space Conservation Committee Meeting:</u>	May 13, 2014, 3:30 p.m., Moore Center Meeting Room
<u>Town Services Office Closure:</u>	May 26, 2014 Memorial Day Holiday
<u>Rescheduled Sanitation Collection Date:</u>	Tuesday, May 27, 2014 Collection begins at 8:00 a.m.
<u>Agenda Items Due:</u>	May 30, 2014, 5:00 p.m. Town Services Office

Adjournment

There being no further items of business to discuss, Mayor Pro Tem Standaert moved to adjourn the Agenda Meeting. Commissioner Campbell seconded. The motion carried 4/0 and the meeting was adjourned at 7:53 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk