

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
April 10, 2014  
Walkup Building**

---

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

Commissioners absent: Commissioner Tim Helms

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

Seven 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**

Mayor Pro Tem Standaert moved to adopt the meeting agenda as presented. Commissioner Campbell seconded and the motion carried 4/0.

**Mayor's Communications**

Mayor Taylor spoke about her recent conversations with Buncombe County Board of Elections personnel and Congressman Patrick McHenry's office staff as part of the Board's ongoing efforts to correct continued township name and ZIP code inaccuracies in Montreat's voter registration database and advertised polling location. Congressman McHenry's office has agreed to continue pursuing a solution to this matter. Mayor Pro Tem Standaert said she had also called Buncombe County's voter assistance telephone number and spoken with North Carolina State Board of Elections liaison Veronica Degraffenreid about this issue.

**Review of the Consent Agenda**

With the adoption of the Consent Agenda, the Board approved 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 as amended;
- 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. for the Mountain Retreat Association's Annual Recreation Workshop.

Mr. Nalley asked the Board members to begin arriving for the April 14 and 15 Special Meetings at 8:30 a.m., and reminded them to forward any additional questions for the architectural firm candidates to him as soon as possible.

#### **Town Administrator's Communications**

- The revised Historical Structures report for the Texas Road bridge replacement project has been sent to the North Carolina State Historic Preservation Office (NC SHPO) for review. The draft Categorical Exclusion (CE) document has also been revised to reflect the Board's selection of Option B as the preferred replacement location. Following NC SHPO's review and response to the Historic Structures report, the final CE document will be sent to the North Carolina Department of Transportation and Federal Highway Administration for review. The design phase of the project is expected to begin within the next six weeks.
- Public Works Department staff will travel to Asheville Playground's work shop to help prepare the structural steel support pieces for the Assembly Drive Greenway's boardwalk-style pedestrian bridge. This work should begin within the next week, pending Mr. Currie's approval of the bridge's final design plans.
- The municipal boundary line survey of the Upper Greybeard Trail area is now fully complete and available in the Town Services Office. Staff will begin preparing a letter to property owners affected by the proposed Upper Greybeard Trail voluntary annexation, and will forward the completed draft to the Board for their review as soon as possible.
- The Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project is nearly complete. The water line was pressure tested today, and final road grading in this area is scheduled for next week. More information concerning change orders related to this project will be presented under New Business.
- 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. Based on last week's discussion, Mr. Nalley will confirm the Town's interest in this donation with the potential donor and provide more information at next month's meeting.

- The first full week of revised hours for the Town's dumpster facility has gone well, with no illegal dumping issues reported. Several visitors to the site were disappointed that the dumpsters were no longer open to the public on Friday or Saturday morning, but generally seemed to understand the explanation for change in service hours. 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. Part-time residents, visitors and volunteer groups entering or leaving Montreat during weekends will need to make alternate trash disposal arrangements. Information on local bear-proof container vendors is available in the Town Services Office for residents or property owners wishing to leave garbage outdoors overnight.

### **Administrative Reports**

**Police Chief:** Chief Staggs presented and reviewed his March 2014 departmental activity report. He also mentioned recent residential burglaries in Black Mountain and Swannanoa and encouraged the public to immediately report any suspicious activity.

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

- Street Department crews are now removing debris from around the Town's culverts and bridges, and will continue repairing erosion damage to roadway edges town-wide. This work is being funded through the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management. Pothole patching and gravel road regrading is also underway. Crews also responded to two wind events and one ice storm during the month.
- Due to water line permitting delays, staff feels it is unlikely that the Mecklenburg Circle water line replacement and street repaving project can be completed during the current fiscal year. Mr. Freeman asked the Board to consider reallocating the funding for this project to a repaving project on Westminster Terrace.
- Harry Buckner with McGill Associates is developing a Scope of Work for a water storage tank on Greybeard Trail, which may be presented for the Board's consideration at next month's Town Council Meeting.
- Water Department personnel responded to a water leak involving a water meter broken by a resident who had used the meter to turn water service off and on at his home. The property owner will be billed for the material cost to replace the meter, in the absence of an established fee or penalty. Homeowners are strongly encouraged to install private shut-off valves for their residential water lines, rather than attempting to use the water meter for this purpose. Such occurrences are generally rare, and Town staff will advise the Board if further action or policy changes are recommended.

- The Town's completed 2013 Annual Water Supply Plan has been sent to the North Carolina Department of Environment and Natural Resources – Division of Water Resources.

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

- February 2014 Financial Summary Report
- Final February 2014 Financial Statement
- Preliminary March 2014 Financial Statement
- March 31, 2014 Cash and Investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his March 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. The Planning and Zoning Commission will meet later this month to review Zoning Ordinance changes proposed due to recent legislative amendments pertaining to Board of Adjustment procedures. The Board of Adjustment did not meet during the past month and has no cases pending at this time.

### **Commissioner Reports**

Commissioner Campbell reported that the Montreat Landcare Committee's upcoming Native Plant Show and Sale would include information on proper planting techniques from master gardeners, invasive plant information and examples, a tour of the Native Plant garden and various exhibits and informational handouts. The event begins promptly at 10:00 a.m. on April 26 and will be staffed by Montreat Landcare Committee members, Montreat College students and other community volunteers. Milkweed, an important food source for Monarch butterflies, will be among the numerous varieties of native plant specimens for sale.

Commissioner McCaskill will attend an upcoming French Broad River Metropolitan Planning Organization meeting on April 24.

There were no other Commissioner reports at this time.

### **Public Comment**

Mr. Wade Burns commented on Mayor Pro Tem Standaert's request for a revision to Mrs. Laura Long's comments at the March 13, 2014 Town Council Meeting regarding the proposed voluntary annexation of the Upper Greybeard Trail area. He read from an e-mail sent from Mrs. Long in early March, in which she expressed her support for the proposed voluntary annexation of this area.

Dr. Ruth Currie thanked the Board for their efforts to correct the errors in Montreat voter registration address database and polling location. She asked the Board to consider limiting the number, location, and display duration of pole-mounted banners, prohibiting all banners placement in the Lake Susan Dam area, and banning the use of any type of illuminated or flashing signage. She also asked that copies of the Upper Greybeard Trail municipal boundary survey be made available to the public.

Montreat College Provost and Senior Vice President Marshall Flowers reported that significant renovations to Anderson Dormitory, valued at over \$2 million, will begin this summer. He invited the public to attend a Town Hall-style meeting hosted by the College's Board of Trustees on April 23 at 4:00 p.m. to discuss the All IN Initiative and presidential candidate search status. He also listed the dates and times of several upcoming College events, including Spring Commencement on May 10 at 2:00 p.m. in Anderson Auditorium. This year's Commencement speaker is Dr. Don King, who also celebrates his 40<sup>th</sup> year of service with the College.

### **Old Business**

- A. Draft 2014-2019 Capital Improvements Plan: After brief discussion, Mayor Pro Tem Standaert moved to adopt the 2014-2019 Capital Improvements Plan as presented. Commissioner Campbell seconded and the motion carried 4/0.
  
- B. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: Commissioner Campbell moved to call for a public hearing on May 8, 2014 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Article X – Sign Regulations. Commissioner Vinson seconded. During discussion, Mayor Pro Tem Standaert presented a map depicting her proposal for a smaller area in which a maximum total of 20 pole-mounted banners could be displayed from light poles on private property in locations that are not visible from the Lake Susan Dam area. Applicant eligibility for permits to display pole-mounted banners would be limited to the property owner only, who would have the ability to apply for a permit on behalf of another party if desired. She asked the Board to consider these suggestions as part of their continued discussion of the proposed ordinance changes, as well as the possibility of removing pole-mounted banner provisions from the Wayfinding Signage Plan and proposed Zoning Ordinance language entirely. After brief further discussion, the motion carried 4/0.

### **New Business**

- A. Microsoft 365 E-mail System Conversion: Commissioner Campbell moved to approve the Statement of Work from Electronic Office in the amount of \$3,300 to convert the Town's e-mail system to Microsoft 365. Commissioner Vinson seconded and the motion carried 4/0.

- B. Living Wage Discussion: Commissioner Campbell referred to a recent Asheville Citizen-Times article concerning efforts by Just Economics, a local non-profit group, to encourage area businesses and local government groups to provide their employees with a living wage. She reiterated her request from last week's meeting for a resolution defining a living wage, affirming the Board's continued commitment to providing a living wage for all full- and part-time Town employees, and encouraging General Service contractors to include living wage calculations in their bid responses and contract proposals valued at \$30,000 and above. Mr. Nalley said that the Executive Director of Just Economics had expressed an interest in attending the Board's May 8 Town Council Meeting to give brief comments about living wage initiatives and their importance. Commissioner McCaskill did not feel that adopting a living wage resolution was necessary or beneficial to the Town, since all full- and part-time employees were already paid salaries that were greater than this amount. Commissioner Campbell said she felt it was important for the Board to publicly affirm the value it places on all Town employees, and for the Town to join with Buncombe County, the City of Asheville, and a number of other municipalities in participation with living wage initiatives state-wide. The Board will consider adoption of a living wage resolution at next month's meeting, and staff will make arrangements for a brief presentation from Just Economics regarding this issue.
- C. Change Orders Approval – Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project: Change Order #1 would extend the contract period for Huntley Construction by sixty days. Six of those days are to account for weather delays incurred during the January and February snow events. The remaining time period will allow the Town to complete the necessary engineering work and obtain State permits to undertake the Phase 1 Resident Utility Assessment as a continuation of the current project. A construction contract for this assessment phase will likely be presented for approval at the May Town Council Meeting. There is no change in the approved contract price related to Change Order #1. Change Order #2 adds the installation of a grated concrete catch basin to collect stormwater runoff from portions of Upper Kentucky road and Peace Lane at an additional cost of \$3,000 and a two-day increase in project length. Mayor Pro Tem Standaert moved to approve Change Order #1 from Huntley Construction Company, Inc. dated March 18, 2014 for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project. Commissioner Campbell seconded. After brief discussion, the motion carried 4/0. Mayor Pro Tem Standaert then moved to approve Change Order #2 from Huntley Construction Company, Inc. dated April 9, 2014 with a revised contract amount of \$139,530 for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project. Commissioner Vinson seconded and the motion carried 4/0.

**Public Comment**

Dr. Marshall Flowers felt that the proposed additional limitation on permitted pole-mounted banner locations was very unfavorable. He stated that the College would wish to display banners adjacent to their facilities on Gaither Circle and Appalachian Way that were visible but not offensive. He hoped that this matter could be negotiated further to allow additional poles, located on the College's private property that may also be added as permissible banner locations.

Dr. Ruth Currie requested and received clarification on the meaning of the green-highlighted utility pole locations shown in the agenda packet materials, as well as the red-lined boundary of the area within the Town Center Overlay District in which pole-mounted banners would be allowed under Mayor Pro Tem Standaert's proposal.

Rev. Bob Tuttle thanked the Board for their consideration of pole-mounted banners and stated that the Mountain Retreat Association's Communications staff had no plans to install any banners around the Lake Susan Dam. In response to Rev. Tuttle's inquiries, Mr. Currie explained that temporary, building-mounted banners were already allowed under the Town's current ordinance language, and that the proposed revisions specifically addressed pole-mounted banners. Rev. Tuttle suggested that the proposed requirement to promptly remove obsolete, seasonal or special event signs could also be used to address viewscape issues in certain areas.

**Upcoming Meeting Dates**

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

<u>Special Meetings – Town Hall Architectural Candidate Presentations:</u>	April 14 and 15, 2014, 9:00 a.m., Left Bank Conference Room
<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 <a href="http://www.townofmontreat.org/TownGovernment.php">www.townofmontreat.org/TownGovernment.php</a> or Town Services Office

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
April 10, 2014**

---

<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, Commissioner Campbell moved to adjourn the Town Council Meeting. Commissioner Vinson seconded. The motion carried 4/0 and the meeting was adjourned at 8:10 p.m.

---

Letta Jean Taylor, Mayor

---

Misty R. Gedlinske, Town Clerk