

**Town of Montreat  
Board of Commissioners  
Agenda Meeting  
May 1, 2014  
Walkup Building**

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Commissioners present: Mayor Letta Jean Taylor  
Mayor Pro Tem Mary Standaert  
Commissioner Martha Campbell  
Commissioner Tim Helms  
Commissioner Jack McCaskill (arrived at 7:05 p.m.)  
Commissioner Ann Vinson

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

Six 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**

Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

**Presentations to Council**

The Board will hear the following presentations at next week's Town Council Meeting:

- A. Living Wage Initiatives – Just Economics WNC
- B. Proposed 2014-2015 Fiscal Year Budget

**Mayor's Communications**

Mayor Taylor had no report at this time.

**Review of the Consent Agenda**

The proposed Consent Agenda included the following items:

- April 3, 2014 Agenda Minutes Adoption;
- April 10, 2014 Town Council Meeting Minutes Adoption;

- April 14, 2014 Special Meeting Minutes Adoption;
- April 15, 2014 Special Meeting Minutes Adoption;
- Approval of Fiscal Year 2013-2014 Budget Amendment #5 to account for increased Buncombe County tax collection and election services fees;
- Approval of Fiscal Year 2013-2014 Budget Amendment #6 to account for NCDPS/FEMA grant funding proceeds;
- Approval of Fiscal Year 2013-2014 Budget Amendment #7 to account for additional Water Fund debt service expenditures;
- A call for a Public Hearing on June 12, 2014 at 7:20 p.m. or as soon thereafter as possible to discuss the proposed 2014-2105 Fiscal Year Budget.

Staff may amend Budget Amendment #5 prior to next week's meeting, pending further review.

Mr. Nalley expects the proposed 2014-2015 Fiscal Year Budget document to be completed and published by early next week.

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

- The final draft of the Categorical Exclusion (CE) document has been revised and submitted to the North Carolina State Historic Preservation Office (NC SHPO) for review. Language has been added to the document to clarify that the Historical Structures and Archeological Survey were done at NC SHPO's request, rather than the Town's.
- Public Works Department staff encountered ground water today when digging holes for the concrete footers for the Assembly Drive Greenway's boardwalk-style pedestrian bridge. A geotechnical engineer will review the site and determine if any design changes are needed before work can resume.
- The water line for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment has been pressure tested and awaits State permitting approval for connection to the Town's water system. Huntley Construction Company expects to submit a third Change Order for approval at next week's meeting to allow the Phase 1 Resident Utility Assessment in the area to be completed as a continuation of the current work. The final gravel roadway grading and surfacing will be completed once the water and sewer lines for both the Neighborhood and Resident assessment phases have been installed.
- The municipal boundary line survey of the Upper Greybeard Trail area indicates 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 has been notified of this discovery and that the Board is considering the property tax issue. Back door sanitation collection fees will be waived for the current fiscal year if the Shufords wish to continue this service.

- The Mountain Retreat Association (MRA) engaged a private engineering firm to review and propose solutions to certain ongoing problems with their private water system serving four homes on Appalachian Way. At the MRA's expense, the Town will install individual water meters to connect each home to the existing 6" public water main. Once these meters are in place, the MRA will also fund and coordinate the purchase and installation of small supplemental water pumps to ensure adequate water pressure in each home. The Town will then bill each of these four households individually for their water usage, line maintenance and water access fees and sewer treatment charges based on standard residential rates. Town staff has reviewed these plans and agrees with the engineering firm that this proposal is the most efficient and cost-effective means of providing long-term, sustainable water service to these homes. The Town will not assume responsibility for maintenance or repair of the supplemental pumps, as they are privately owned and not a part of the public water supply system.
- The Town has earned a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for its Comprehensive Annual Financial Report (CAFR). Mr. Stackhouse has been recognized with an Award of Financial Reporting Achievement for his contributions toward preparing the CAFR document.
- The Cooley family, who reside on Montreat Road just outside the Town's municipal limits, will provide a \$500 donation to purchase native plants for the woodland garden section of Gate Lot landscaping project.

Mr. Nalley then gave a presentation on the Town Hall replacement project which included the following information:

- a brief description of the age, ownership status and condition of the current Town Services Office and the Mountain Retreat Association's Maintenance Shop facility next door;
- the reasons a new facility is needed, including a lack of proper heating, air conditioning and electrical systems, inadequate office, meeting and storage space, restrooms, and safety features, inefficient design, lack of ADA compliance, and increased staffing levels since the 1980s;
- a timeline of the Board's consideration of this topic and official actions taken since 2005, including how long the project has been included in the Town's Capital Improvement Plan and ways in which information concerning the project have been communicated to the public during that time period;

- maps of the 21 potential locations considered for constructing a new Town Hall or renovating an existing structure for this purpose;
- a summary of the advantages and disadvantages for each potential site;
- a statement of the factors influencing the Board's final site selection choice, and a clarification that the chosen property was listed and purchased on the open real estate market and not through a privately negotiated arrangement;
- a description of the parcel's pre-existing Institutional/Residential Zoning District designation and the permitted or conditional uses currently allowed on the site;
- a clarification that the space needs and site assessment studies performed prior to the purchase of the Florida Terrace lots were intended to determine the maximum building square footage needed to accommodate current and future needs, and to confirm that a structure of that size could be sited on the subject property;
- estimated project costs, including the space needs and site assessment studies, land acquisition, construction, design, engineering, and financing expenses;
- a statement of the Town's legal debt margin, Fund Balance amount and lack of any General Fund debt;
- a proposed schedule of next project steps, including public input sessions, design development, bid solicitation, contract awards and an estimated project completion date.

This information will be presented again at next week's Town Council Meeting, and is available to the public in a two-page printed fact sheet. Several Board members advocated mailing the fact sheet or other, similar printed material to each property owner and displaying it in the Town Services Office and Post Office, in addition to Sunshine List and social media postings.

### **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.

Chief Staggs stated that the new Town Hall location would be more central to the majority of the Police Department's activity, as 80% of assistance calls originate northward from the Louisiana Road intersection. He briefly explained changes in shift schedules and patrol car parking procedures that were made nearly two years ago so that the public could not easily predict which officer was on duty, or which area he or she was patrolling at a given time. These practices were adopted as a public safety measure and are unrelated to the Town Hall replacement project. He also advised that Montreat Police Officers conduct any confidential meetings or interviews with individuals suspected of criminal activity at the Black Mountain Police Department, due to the lack of adequate facilities and building safety features at Town Services Office.

Before leaving the meeting to respond to a reported water leak, Mr. Freeman noted that at next week's meeting, the Board would be asked to approve an engineering proposal from McGill Associates to update the water system's 2005 hydraulic model in preparation for constructing a new water storage tank at the upper end of Greybeard Road. The tank will improve water system pressures and fire protection flows in this area and increase the water system's overall storage capacity. Once the water system model is updated, it will be used to generate an engineering report analyzing options for improving fire protection in areas of Montreat with lower water flow rates, expanding the system to serve currently undeveloped property lying above Oklahoma Road and Providence Terrace, and using gravity feeds to protect the Town's ability to provide water service during extended power outages.

Mr. Freeman also noted that a bid recommendation for repaving Westminster Terrace would be added to next week's meeting agenda.

At Mayor Pro Tem Standaert's request, Mr. Stackhouse reviewed a report on the Town's various revenue sources and the amounts received from each for the current and past three fiscal years. He noted that the taxable assessed valuation amount for ad valorem property taxes did not include the assessed value of tax-exempt properties. He also explained that Buncombe County currently allocates local sales taxes revenues to municipalities based on a proportional assessed valuation. If the County ever switched to a population-based allocation method, Montreat's local sales tax revenues could decrease by an estimated \$140,000 annually.

Mr. Stackhouse asked the Board's permission to enter into a service contract with Point and Pay® to provide online and in-office credit and debit card payment services for utility bills, permit fees, and police fines. This expense is included in the current year's budget and satisfies an annual goal for the Administration Department. After brief discussion, the Board agreed by consensus. The Board also agreed by consensus to proceed with a planned upgrade to the payroll module of the Town's accounting system in the amount of \$6,180 by the end of the current fiscal year.

### **Commissioner Reports**

Mayor Pro Tem Standaert reported that over the past year, Board members and Town staff have made numerous attempts to have the township name and ZIP Code inaccuracies corrected in the Buncombe County Board of Elections' voter registration database for all registered Montreat voters and for Montreat's advertised polling location. These efforts will continue until the matter is resolved.

Commissioner Campbell reported briefly on the success of last Saturday's Montreat Landcare Committee's second annual Native Plant Show and Sale.

Commissioner McCaskill reported that the French Broad River Metropolitan Planning Organization's next Transportation Advisory Committee meeting is scheduled for May 22.

Any additional Commissioner reports will be given during next week's Town Council Meeting.

**Public Comment**

Mr. Kent Smith felt that the new changes to the Town's dumpster facility hours will create considerable difficulties for vacation rental property owners and tenants, seasonal residents and youth or church groups staying in private residences. He believed it was very important for groups and individuals to have a means of disposing of their garbage and recycling on Saturdays as they arrive or depart Montreat.

Mr. Bill Solomon apologized for his prior lack of attendance at Council meetings and limited involvement with Town business. He said he was prompted to come to this meeting and because of a petition circulating in the community in opposition to the Town Hall replacement project. Mr. Solomon said that instead of signing the petition, he met with Town staff and toured the Town Services Office building and storage area. He said that his impression of the current facilities was terrible and that there was a clear need for more suitable accommodations for Town employees. He praised Mr. Nalley's presentation, describing it as factual and informative. He felt that providing positive solutions and accurate information was more helpful than criticism, and offered to assist the Town wherever he could.

Mr. Skip Taylor of 386 Oklahoma Road commended the Board for moving forward with construction of a new Town Hall facility. He said that, based on his conversations with individuals who had signed the petition being circulated in opposition to the project, many had done so because they had not regularly attended Town Council meetings and were misinformed. He encouraged the Board and staff members to invite anyone with questions or concerns about the new Town Hall facility to attend next week's meeting.

Dr. Ruth Currie praised Mr. Nalley for his presentation on the Town Hall facility and encouraged Chief Staggs to repeat his police response statistics and his comments about the new Town Hall location at next week's meeting. She said that based on her experience as a former Commissioner, she knew that the Board had chosen the location for the new Town Hall after careful consideration of a number of options. She encouraged the Board to emphasize the positive aspects of the selected location, which could be accessed from two different routes once the Texas Road bridge replacement project is complete.

**Old Business**

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

- A. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations;
- B. Resolution Endorsing a Living Wage for All Full- and Part-Time Employees.

**New Business**

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

- A. Proposed Revisions to Montreat Zoning Ordinance Article XII – Zoning Board of Adjustment: At next week's meeting, the Board will be asked to call for a public hearing to discuss proposed ordinance revisions needed to ensure conformity with recent legislative changes affecting Board of Adjustment procedures.
  
- B. Town Hall Architectural Design Services Contract Award: Mr. Nalley provided copies of a draft architectural design services contract from Architectural Design Studios for the Board's review in preparation for next week's meeting. Staff will confirm whether certain reimbursable expenses are included in the proposed contract price, which may result in minor changes to the document language prior to next week's meeting. If the Board chooses to approve the contract, initial planning meetings with Town staff and Board members will be scheduled for later this month, followed by public input sessions and preliminary design presentations beginning in June. Preliminary design plans will also be made available during the summer Montreat Cottagers Association meetings.
  
- C. Greybeard Trail Water Service Area Study – Engineering Services Proposal: The Board will consider approving this item at next week's meeting.
  
- D. Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project Preliminary Assessment Resolution: Mr. Nalley indicated the location and scope of the proposed assessment on a highlighted survey map, and explained the difference between this assessment project and the phased utility assessment already underway. He also advised that a separate petition for street paving improvements on Peace Lane may be added to next week's meeting agenda if a sufficient number of signatures are received.

**Public Comment**

Mr. Wade Burns stated that he had signed Mr. Michael Sonnenberg's petition to delay the Town Hall replacement project for one year. He spoke of his experience as an architect and general contractor and said he believed that the building size proposed in the space needs study of over 8,000 square feet was larger than the Town needed or could afford to build. He recommended that the Board reduce the maximum building size to approximately 5,000 square feet and consider options to build the new Town Hall in the same location as the current facility. He felt that this would be a less expensive option and would be better suited as a control point for Police and Public Works functions.

Mayor Taylor thanked the public for their attendance and their comments.

**Montreat Board of Commissioners  
Agenda Meeting Minutes  
May 1, 2014**

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**Upcoming Meeting Dates**

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

<u>May Montreat Landcare Committee Meeting:</u>	May 7, 2014, 9:00 a.m. Freeland Hall, Conference Room A
<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, 5:00 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
<u>Agenda Packets Available:</u>	June 3, 2014 <a href="http://www.townofmontreat.org/TownGovernment.php">www.townofmontreat.org/TownGovernment.php</a> or Town Services Office
<u>June Montreat Landcare Committee Meeting:</u>	June 4, 2014, 9:00 a.m. Freeland Hall, Conference Room A
<u>June Agenda Meeting:</u>	June 5, 2014, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Collection Begins:</u>	June 6, 2014 Collection Begins at 8:00 a.m.
<u>June Town Council Meeting:</u>	June 12, 2014, 7:00 p.m. Walkup Building
<u>Special Meeting: 2014-2015-Fiscal Year Budget Adoption:</u>	June 26, 2014 Location and Time TBA

**Adjournment**

There being no further items of business to discuss, Commissioner McCaskill moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 8:24 p.m.

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Letta Jean Taylor, Mayor

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Misty R. Gedlinske, Town Clerk