

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 8, 2014
Kirk Allen 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
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
Jack Staggs, Chief of Police
Justyn Whitson, Police Officer
Stefan Stackhouse, Finance Officer
David Currie, Building Inspector/Code Administrator

Approximately 60 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 gave the invocation.

Agenda Approval

Mayor Taylor reviewed the changes and additions to the proposed meeting agenda since last week. Commissioner Campbell moved to adopt the meeting agenda as presented. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Presentations to Council

- A. Living Wage Initiatives – Just Economics WNC: Vicki Meath, Executive Director and Just Economics WNC, gave a brief presentation on the definition of a living wage, how it differs from federal minimum wage standards, and how her organization believes that living wage initiatives benefit employees, businesses and the local economy. She thanked the Board of Commissioners for their consideration of adopting a living wage policy for all full- and part-time Town employees.
- B. Proposed 2014-2015 Fiscal Year Budget: Mr. Nalley presented the proposed 2014-2015 Fiscal Year Budget in the amount of \$3,267,300. The budget is balanced and is prepared in accordance with the Local Government Budget and Fiscal Control Act and in accordance with Local Government Commission guidelines. The data presented is materially accurate and presented in a manner which fairly reflects the financial position and operations of the Town as measured by the financial activity of its various funds. Significant factors

influencing the proposed Budget include the current state and national economic conditions, the funding of capital projects as identified in the Capital Improvements Plan, fuel and utility cost increases and employee benefit costs. Staff feels that the proposed Budget assigns funding priorities are based on Board input and direction, and that it fulfills obligations made by the Board or imposed by other levels of government.

The tax rate necessary to fund this budget is \$0.41 per \$100 in property valuation, a continuation of the current fiscal year's ad valorem tax rate. Each penny of the tax rate generates \$23,024 in revenues for the Town. General Fund operating revenues are budgeted at \$2,809,300, a decrease of approximately 1.9%, or \$54,255 from the current year. Water Fund operation revenues are budgeted at \$458,000, a decrease of \$57,350, or 11.1% from the current fiscal year. Water rates are proposed to remain at \$4.83 per 1,000 gallons of usage. The proposed Budget is on file at the Town Services Office and will be posted to the Town's website, www.townofmontreat.org. Following the June 12 Public Hearing, the Board may choose to set Special Meetings for additional Budget discussion at their discretion. Adoption of the final Budget Ordinance is scheduled for June 26.

Public Hearing

Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: Mr. Currie thanked the Wayfinding Advisory Committee and Planning and Zoning Commissioner for their work over the past two years to develop the Wayfinding Signage Plan and related Zoning Ordinance amendments related to sign regulations. He noted that certain aspects of the proposed revision language have generated a considerable amount of discussion and community interest, particularly pole-mounted banner regulations and an amortization schedule for removal or replacement of existing non-conforming signage.

Mayor Taylor opened the public hearing on this matter at 7:17 p.m.

Montreat College Executive Director of Advancement Annie Carlson thanked the Wayfinding Signage Committee, Planning and Zoning Commission and Town staff for their work on the proposed ordinance revisions. She asked the Board to consider allowing pole-mounted banners as a way of supporting Montreat College. She referred to a recommendation from UNC School of Government Professor David Owens to regulate pole-mounted banners through text amendments, rather than geographical boundary limitations, and asked the Board to consider this approach.

Wayfinding Advisory Committee Chair Margo Smith said that she understood the College's desire for pole-mounted banners, but as a homeowner she would favor prohibiting banners around Lake Susan Dam to preserve the viewscape in this area.

Hearing no further comments, Mayor Taylor declared the public hearing closed at 7:21 p.m.

Mayor's Communications

Mayor Taylor presented a copy of Land-of-Sky Regional Council's 2014 Older Americans Month Proclamation, as well as a fact sheet summarizing the North Carolina Senior Tar Heel Legislature's 2014 legislative priorities. She also thanked the public for their attendance at tonight's meeting.

Review of the Consent Agenda

With the adoption of the Consent Agenda, the Board approved 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 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.
- Approval of Change Order #3 from Huntley Construction Company, Inc. dated May 2, 2014 for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project.

Town Administrator's Communications

- The North Carolina State Historic Preservation Office (NC SHPO) will review the final Archeological Survey document draft for the Texas Road bridge replacement project over the next ten business days. Once approved, it will be incorporated into the Categorical Exclusion document and submitted to the Federal Highway Administration for final approval. Staff hopes that the design phase of this project can begin within the next month.
- Public Works Department staff encountered ground water last week when digging holes for the concrete footers for the Assembly Drive Greenway's boardwalk-style pedestrian bridge.

The area has been cordoned off while a geotechnical engineer reviews the site to determine if any design changes are needed before work can resume. This project remains scheduled for completion prior to July 1.

- The majority of the work for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment is now complete. Once the North Carolina Division of Water Quality approves the necessary permits, the water lines will be connected to the Town's water system and the individual homes. The Town hopes to complete the Phase 1 Resident Utility Assessment in this area as a continuation of the current work, and have both phases complete before the end of the current fiscal year. The final gravel roadway grading and surfacing will be completed once the water and sewer lines for both assessment phases are installed and connected to the Town's water system.
- During the municipal boundary line survey of the Upper Greybeard Trail area, the Town discovered 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. During discussion, Commissioner Helms advocated collecting 60% of the current year's ad valorem taxes. Mayor Pro Tem Standaert agreed. Staff asked whether collecting only the current year's taxes would be acceptable in the event that the Buncombe County Tax Department does not allow a partial year's payment. The Board agreed by consensus. Back door sanitation collection fees will also be waived for the current fiscal year if the Shufords wish to continue this service.
- The Buncombe County Board of Elections' voter registration database for Montreat inaccurately lists Black Mountain's township name and ZIP Code for all registered Montreat voters and for Montreat's advertised polling location. Over the past year, Board members and Town staff have contacted local and State Board of Elections officials, the Buncombe County Board of Commissioners, United States Postal Service representatives and Congressman Patrick McHenry's office in their attempts to correct this matter. Although the problem remains unresolved, the Town will continue its efforts and also encourages private citizens to contact both State and local officials to express their concerns. Residents have reported that the township name and ZIP Code inaccuracies have negatively impacted package deliveries and some employment applications, as well as causing confusion and frustration on election days.
- 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 in cash 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.

McGill Associates' space needs study identifies a maximum net building size of 6,050 square feet for offices, work rooms, file storage and meeting spaces. A gross area factor of 32% is then added to this amount to account for interior wall dimensions, hallways, restrooms, stairways and mechanical areas, which results in a total maximum building size of 8,897 square feet. Although the Public Works Director's office would relocate to the new Town Hall facility, all heavy equipment and supplies, as well as the Town's dumpster facility will continue to remain in their current locations.

In response to concerns that relocating the Town Hall away from the Montreat Gate area would adversely affect police protection, Chief Staggs advised that 80% of assistance calls originate northward from the Louisiana Road intersection, making the new Town Hall location more central to the majority of the Police Department's activity. Montreat Police officers routinely patrol all public streets within the Town's municipal boundaries and will continue to do so after the new Town Hall facility is constructed. He also explained that changes in shift schedules and patrol car parking procedures were made approximately two years ago to make it more difficult for the public to determine which officer was on duty, or predict 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. Any confidential meetings or meetings with individuals suspected of criminal activity are currently conducted at the Black Mountain Police Department, due to the lack of adequate facilities and building safety features at Town Services Office.

Mr. Nalley stated that the Town planned to borrow the funding necessary to construct the new Town Hall facility in order to avoid significantly depleting the Town's available Fund Balance amount. These monies are reserved in the event of emergency expenditures or revenue losses, and it is particularly important for local governments with smaller tax bases to maintain Fund Balance amounts that well exceed statutorily required amounts. Financing for this project was estimated at 5% annual interest over a 20 year term, but recent information suggests that financing costs may be lower than this amount due to reductions in interest rates.

Administrative Reports

Police Department: Chief Staggs presented and reviewed his April 2014 departmental activity report. He also reminded the public to call the Police and Fire Department non-emergency dispatch numbers to quickly report any suspicious activity or request other assistance.

Officer Justyn Whitson reported that the Montreat Police Department plans to participate in the upcoming Safety Saturday event on June 7, 2014 from 9:00 a.m. until 1:00 p.m. in the Ingles parking lot in Black Mountain. Safety Saturday is a multi-agency effort featuring interactive displays, exhibits and demonstrations focusing on personal, family and community safety from a variety of emergency response agencies. Montreat's Police officers are accepting public donations to be able to provide small giveaway items such as printed plastic drinking cups without generating a cost to the Town. Anyone wishing to donate may submit cash or checks made payable to the Montreat Police Department and delivered or mailed to the Town Services Office. Any funds not spent on this event will be set aside in a fund dedicated for youth development and used only for this purpose.

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

- Due to the Memorial Day holiday, household garbage and recycling collection will be delayed for that week until Tuesday, May 27th. Residents are asked to place their items at curbside by 8:00 a.m. Bi-weekly sanitation collection begins on Friday, June 6.
- Street Department crews have finished repairing erosion damage to roadway edges town-wide, and will soon start work on a stormwater retention feature at the intersection of Virginia Road and Mississippi Road. These projects are being funded through the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management.
- Starting next week, there will be ongoing road closures along a portion of Missouri Road while H&M Construction installs the new sprinkler system for Anderson Residence Hall.
- Water Department crews replaced three broken water meters over the past month, none of which resulted in a significant loss of water.
- Samples from the new water line for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment have been tested with favorable results which meet all applicable State standards.
- After reviewing annual lead and copper water sampling results over the past five years, the North Carolina Department of Environment and Natural Resources has determined that the Town is now eligible for a three-year monitoring cycle. The new sampling schedule will reduce testing fees by approximately \$2,000 per year.

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

- March 2014 Financial Summary Report
- Final March 2014 Financial Statement
- Preliminary April 2014 Financial Statement
- April 30, 2014 Cash and Investment Earnings Report

He then reported on the following additional items:

- A planned upgrade to the Town's payroll accounting system module has been scheduled for completion prior to the end of the current fiscal year.
- The Town will soon begin providing online and in-office credit and debit card payment services for utility bills, permit fees, and police fines.
- The Audit Committee will schedule a meeting within the next few weeks to begin preparations for the 2013-2014 Fiscal Year Audit.

Mr. Stackhouse then briefly reviewed a report on the Town's various General and Water Fund revenue sources and the amounts received from each for the current and past three fiscal years. He explained that local sales taxes revenues were allocated from Buncombe County based on a proportion of assessed property valuation, rather than by population counts. He also noted that non-profit entities sometimes chose to make voluntary payments in lieu of taxes, or PILOT contributions to the Town. Mayor Pro Tem Standaert suggested that all community non-profit entities should be made aware of this option. In response to Commissioner Helms' inquiry, Mr. Stackhouse explained that Water Fund revenues were budgeted in a separate account and used to fund the public water system's operational, maintenance and capital costs.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his April 2014 zoning and inspections activity report. At their April 21 meeting, the Planning and Zoning Commission met to discuss proposed Zoning Ordinance changes made necessary by recent legislative amendments pertaining to Board of Adjustment procedures. The recommended revisions are presented to the Board of Commissioners as New Business Item A. The Board of Adjustment did not meet during the past month and has no cases pending at this time.

Commissioner Reports

Mayor Pro Tem Standaert reported that the Board will hold an hour-long public education meeting at 10:30 a.m. on August 5 in the Moore Center Meeting Room entitled "How to Protect Your Montreat Home," with presentations from Police, Public Works and Fire Department staff.

Commissioner Campbell thanked Shannon Ingersoll for her assistance with the Montreat Landcare Committee's 2nd annual Native Plant Show and Sale. The Committee has circulated separate survey forms to both the plant sale's vendors and attendees to receive feedback that will be used to help plan next year's event. Several Montreat College students are Landcare Committee members and assist with a variety of projects. The Montreat Presbyterian Church (PCUSA) Earth Ministry Team, a designated Earth Care Congregation, will participate in an upcoming Christian education webinar series, and will distribute milkweed seeds at this week's Sunday services to be planted as a food source for Monarch butterflies. Commissioner Campbell also presented Mayor Taylor with a plaque from the National Wildlife Federation recognizing Montreat as the eighth Certified Wildlife Habitat Community in the United States and the first in North Carolina. Montreat first obtained Certified Wildlife Habitat Community status nine years ago.

Commissioner Helms had no report at this time.

Commissioner McCaskill reported that the French Broad River Metropolitan Planning Organization's May 22 meeting had been cancelled.

Commissioner Vinson encouraged the public to attend the Open Space Conservation Committee's upcoming meeting on May 13 at 5:00 p.m. in the Moore Center Meeting Room.

Public Comment

Mr. Joe Standaert of 118 Shenandoah Terrace thanked Town staff for the presentation and printed summary information concerning the Town Hall replacement project. He referred to a petition being circulated in the community to delay the project for 12 months, and said he felt that such a delay could potentially result in increased loan interest rates and construction costs. He stated that extensive site research had already been done prior to the purchase of the Florida Terrace lots, and that any offers to donate property or assist in these research efforts should have already been made. He felt that the current Town Services Office building was inadequate and unsuitable and said that few people would wish to work in this facility on a daily basis.

Mrs. Nan Clark of 558 Providence Terrace said she wondered if part of the reason Montreat was not properly recognized as a township in the voter registration database could be because the current Town Hall is outside Montreat's municipal limits.

Mr. Bob Shaw of 431 Appalachian Way apologized for signing the petition seeking to delay the new Town Hall facility, explaining that he had done so without full knowledge of all the relevant facts. He said that he was now in full support of the project and that he had asked for his name to be withdrawn from the list of petition signatures.

Mountain Retreat Association's Vice President for the Center for Youth & Young Adult Ministry Rev. Bob Tuttle presented a check for Community Service Fees in the amount of \$8,353, bringing the total contribution amount for the Town's current fiscal year to \$45,614. Mayor Taylor thanked the MRA and explained that this amount represented the return of approximately two cents on the Town's ad valorem property tax rate.

Ms. Robyn Josephs of 538 Peace Lane felt that paving Peace Lane would be irresponsible, environmentally destructive and not cost-effective, and that not every property owner living on this street wanted the road to be paved. She asked the Board not to move forward the Peace Lane street paving assessment project.

Dr. John L. Currie of 207 Hanover Terrace referred to a letter he had written to the Board describing his concerns about the new Town Hall facility. He felt that in its current form, the project would cause divisiveness in the community and be overly expensive. He called for "peace in the valley" and asked the Board to wait one year to further research all other available options before incurring any further expenses.

Mrs. Mary Nell Todd of 143 Eastminster Terrace complimented Mr. Nalley on his Town Hall replacement project presentation. She thanked the Board and Town staff for their efforts and said she hoped the Town could meet the estimated building completion date.

Mrs. Joanne Ellington read aloud from a letter from Montreat resident Michael Sonnenberg, which listed a number of concerns he had with the size, location and cost of the proposed new Town Hall facility and asking that project be delayed for one year. At the end of her allotted comment period, Mrs. Ellington was asked to provide a copy of this letter to the Town Clerk so that the Board may review it in its entirety.

Dr. Ruth Currie of 104 John Knox Road said that working with Town staff members was one of the joys she experienced during her ten years of service as a Town Commissioner. She described the current Town Services office as pitiful, and said that more suitable and appropriate facilities had been needed for some time. She said that she knew from her own tenure as a Commissioner that the Board had been discussing this issue for several years, and had chosen to proceed with the selected site after careful consideration and due diligence. She felt it was now time to support the Board and staff and that the new Town Hall should not be a source of divisiveness. She believed that building a new Town Hall would provide better working conditions for Town staff and improve efficiency of service, but would not increase the size of Town government itself. She was confident that any challenges related to the building site or location could be addressed, and that the completed facility would be an asset to the community.

Mrs. Ann Seaman of 425 Appalachian Way commended the Board members and Town staff for their efforts toward the new Town Hall facility and said she hoped the new building would include its own Council chambers.

Montreat College Provost and Senior Vice President Dr. Marshall Flowers invited the public to attend the College's Spring Commencement ceremonies. He also announced the start of significant renovations to Anderson Residence Hall, and that final College presidential candidate interviews would be held next week in Charlotte. The College hopes to make a candidate selection announcement in mid-June, with inauguration of the new President planned in early fall.

Mr. Erskine Clarke of 558 Providence Terrace said he found the presentation concerning the Town Hall replacement project to be helpful and informative. He said that, to the best of his knowledge there had never been "peace in the valley," and that any issue with the potential to be divisive should be taken seriously. He also said that while he was pleased to hear positive information concerning Montreat College, he encouraged the Town to consider the potential community and financial impact of a future campus closure.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace said she did not see a benefit to delaying the Town Hall replacement project for a year. She commended the Board and Town staff for their efforts and felt that she and other members of the public had been remiss in not following Town proceedings more closely.

Mr. Peter Boggs of 338 Chapman Road commended the Board of Commissioners for their work on the Town Hall replacement project. He did not believe that anyone who had signed the community petition to delay the project wanted the Town Services Office to remain in its current condition, and felt there was a clear need for significant improvements. He believed that the public was becoming more engaged in this process, and encouraged the Board to provide ample opportunity for input from all viewpoints.

Mr. Gordon Neville of 226 Alabama Terrace also apologized for not regularly attending Town Council Meetings. He said that he had full confidence in the Board, Town staff, and the Montreat community to reach consensus concerning the Town Hall replacement project.

Old Business

- A. Proposed Revisions to Montreat Zoning Ordinance Article X – Sign Regulations: Commissioner Campbell moved to adopt Ordinance #14-05-0001 Amending Montreat Zoning Ordinance Article X – Sign Regulations with an amendment to remove Section 1005.26 for further review. Mayor Pro Tem Standaert seconded. During discussion, Commissioner Campbell asked Town staff to collaborate with Montreat College, Mountain

Retreat Association and any other affected institutions to prepare revised ordinance language regulating pole-mounted banners mounted and displayed on private property. She asked that the revised ordinance language be presented to the Board during the Fall of this year. Commissioner Campbell thanked the Wayfinding Advisory Committee, Planning and Zoning Commission and Town staff for their continued efforts to develop the Wayfinding Signage Plan and related Zoning Ordinance amendments. She explained that the purpose of her requested delay would be to review recommendations from the UNC School of Government to regulate pole-mounted banners on private property through text amendments, rather than geographical limitations, in consideration of the concerns expressed about viewscape protections in the Lake Susan Dam area. She also asked Town staff to review the use of the term “temporary” in this and other Zoning Ordinance sections pertaining to signage on private property. The Board agreed to this request by consensus. After brief discussion, the motion to adopt Ordinance #14-05-0001 as amended carried 5/0.

- B. Resolution Endorsing a Living Wage for All Full- and Part-Time Employees: Commissioner Campbell moved to adopt Resolution #14-05-0001 Endorsing a Living Wage for all Full- and Part-Time Employees. Commissioner Vinson seconded. During discussion, Mayor Pro Tem Standaert noted that participation in this initiative would not result in any additional costs to the Town, as all full- and part-time employee salaries already exceed current living wage standards. The motion then carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.

New Business

- A. Proposed Revisions to Montreat Zoning Ordinance Article XII – Zoning Board of Adjustment: Mayor Pro Tem Standaert moved to call for a Public Hearing on June 12, 2014 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Article XII – Zoning Board of Adjustment. Commissioner Vinson seconded and the motion carried 5/0.
- B. Town Hall Architectural Design Services Contract Award: Commissioner McCaskill moved to award a contract for architectural design services for the Town Hall facility construction project to Architectural Design Studios in the amount of \$168,000 and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded. Members of the Board thanked the public for their interest in this project and encouraged them to participate in several upcoming public education and design presentation meetings that will be scheduled throughout the summer months in an effort to engage both full-time and seasonal residents. Information about the project’s background, current status, next steps and related documents are posted on the Town’s website and will be regularly updated. After brief further discussion, the motion carried 5/0.

- C. Greybeard Trail Water Service Area Study – Engineering Services Proposal: Constructing a new water storage tank at the top of Greybeard Road will improve water system pressures and fire protection flows in this area, and increase the water system’s overall storage capacity. Updating the water system’s 2005 hydraulic model will reflect recent modifications and additions to the Town’s water system and confirm a basic calibration of the model to assure accurate results. The updated hydraulic model will then be used to analyze three scenarios 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. Mayor Pro Tem Standaert moved to approve the engineering services proposal from McGill Associates for the Greybeard Trail Water Service Area Study in the amount of \$5,000 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Commissioner Helms seconded. After brief discussion, the motion carried 5/0.
- D. Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project Preliminary Assessment Resolution: Mayor Pro Tem Standaert moved to adopt Preliminary Assessment Resolution #14-05-0002 for the Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project. Commissioner Campbell seconded. During discussion, Mr. Nalley indicated the location and scope of the proposed assessment on a highlighted survey map, and explained that if approved, the Town would perform the requested street paving improvements and then assess the total costs of the project upon the benefitted property owners on a per lot basis. After brief discussion, the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.
- E. Peace Lane Street Paving Assessment Project Preliminary Assessment Resolution: Commissioner Vinson moved to adopt Preliminary Assessment Resolution #14-05-0003 for the Peace Lane Street Paving Assessment Project. Commissioner McCaskill seconded. During discussion, Town staff verified that the submitted petition included the required number of signatures and reviewed the subsequent statutory public hearing and property owner notification steps that must be followed throughout the assessment process. After brief further discussion, the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.
- F. Westminster Terrace Repaving Project Bid Award: The Texas Road water line replacement and street paving project, originally planned for the current fiscal year, has been delayed pending completion of the Texas Road bridge replacement project. Staff asks the Board to consider reallocating a portion of the funding for the Texas Road project to instead resurface Westminster Terrace, a smaller-scale paving project that can be completed without the need for water line replacement or storm drainage improvements. Weather permitting, the work is expected to be finished prior to the end of the current fiscal year.

Proceeding with this project will address poor pavement conditions in this area and ensure that future paving projects are completed according to the priority codes assigned in the Town's Capital Improvement Plan. C&T Paving, Inc. submitted the lower of two received bids at \$59,688.40. Commissioner Helms moved to award the bid for the Westminster Terrace Paving Project to C&T Paving, Inc. in the amount \$59,688.40 and to authorize the Mayor and Town Administrator to execute the necessary related contract documents. Commissioner McCaskill seconded and the motion carried 5/0.

- G. Suwannee Drive Paving: The Town budgeted approximately \$24,000 for new road paving projects in the current fiscal year's budget. Staff asks the Council's permission to use \$17,000 of these funds to contract with C&T Paving, Inc. to pave a portion of Suwannee Drive, which is the gravel road scheduled for paving in the Town's Capital Improvement Plan. The remaining funds would be used on other small-scale paving projects Town-wide. After discussion, Commissioner Helms moved to enter into a contract with C&T Paving, Inc. for the Suwannee Drive paving project in the amount of \$17,000. Commissioner McCaskill seconded and the motion carried 5/0.

Public Comment

Dr. Ruth Currie said she would notify former Commissioner Eric Nichols about the Suwannee Road paving project.

Mayor Taylor encouraged the public to join the Sunshine List and visit the Town's website, www.townofmontreat.org to stay current on Town business and events, and also to sign up for CodeRED emergency telephone, e-mail and text alerts. She also noted that while General Statutes require municipalities to provide one public comment period per month, the Board of Commissioners designates two public comment periods at each of its Agenda and Town Council Meeting, a total of four per month. Other advisory boards such as the Board of Adjustment and Planning and Zoning Commission also include public comments periods during their meetings.

Officer Justyn Whitson again encouraged anyone who wished to donate to the upcoming Safety Saturday event to do so as soon as possible.

Upcoming Meeting Dates

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

May Open Space Conservation Committee Meeting:

May 13, 2014, 5:00 p.m.,
Moore Center Meeting Room

Town Services Office Closure:

May 26, 2014
Memorial Day Holiday

**Montreat Board of Commissioners
Town Council Meeting Minutes
May 8, 2014**

Rescheduled Sanitation Collection Date: Tuesday, May 27, 2014
Collection begins at 8:00 a.m.

Agenda Items Due: May 30, 2014, 5:00 p.m.
Town Services Office

Agenda Packets Available: June 3, 2014
www.townofmontreat.org/TownGovernment.php
or Town Services Office

June Montreat Landcare Committee Meeting: June 4, 2014, 9:00 a.m.
Outdoor Education Classroom

June Agenda Meeting: June 5, 2014, 7:00 p.m.
Walkup Building

Bi-Weekly Sanitation Collection Begins: June 6, 2014
Collection Begins at 8:00 a.m.

Safety Saturday Event: June 7, 2014, 9:00 a.m. – 1:00 p.m.
Ingles Parking Lot, Black Mountain

June Town Council Meeting: June 12, 2014, 7:00 p.m.
Walkup Building

Special Meeting: 2014-2015-Fiscal Year Budget Adoption: June 26, 2014
Location and Time TBA

Adjournment

There being no further items of business to discuss, Commissioner Campbell moved to adjourn the Town Council Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 9:16 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk