

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
June 4, 2015  
Walkup Building**

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Board members 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  
Stefan Stackhouse, Finance Officer & Deputy Town Clerk  
Jack Staggs, Chief of Police  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
David Currie, Building Inspector/Code Administrator

Approximately 12 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 in prayer.

**Agenda Approval**

Mayor Taylor welcomed everyone to the meeting. Commissioner Vinson requested to add discussion for the scheduling of a special meeting on sanitation issues under Upcoming Meeting Dates. Commissioner Campbell made a motion to approve the Agenda as amended. Commissioner Vinson seconded and the motion to approve the Agenda as amended carried 5/0.

**Presentation to Council:**

**Metropolitan Transportation Plan and the Montreat Hemlock Restoration Program**

At next week's meeting the Board will have two presentations. Tristan Winkler with the French Broad River Metropolitan Planning Organization will give a short presentation on the Metropolitan Transportation Plan. John Johnson will give a presentation on the Montreat Hemlock Restoration Program.

**Public Hearings:**

**Upper Kentucky Road Phase 1 Neighborhood Utility Preliminary Assessment Roll**  
**Upper Kentucky Road Phase 1 Resident Utility Preliminary Assessment Roll**  
**Proposed 2015-2016 Fiscal Year Budget**

The Board will hold three Public Hearings at the beginning of next week's meeting in order to receive comments on the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment

Preliminary Assessment Roll, the Upper Kentucky Road Phase 1 Resident Utility Assessment Preliminary Assessment Roll, and the Proposed 2015-2016 Fiscal Year Budget.

**Mayor's Communications**

Mayor Taylor reserved her communications until the regular meeting on June 11.

**Consent Agenda Review**

The proposed Consent Agenda included the following items:

- May 7, 2015 Town Council Agenda Meeting Minutes Adoption;
- May 21, 2015 Special Board Meeting Minutes Adoption (materials pending);
- Call for a Public Hearing on July 9, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss Proposed Revisions to Montreat General Ordinance, Chapter I, Article II – Noise Control;
- Call for a Special Meeting on June 25, 2015 at 3:00 p.m. in the Town Services Office to adopt the 2015-2016 Fiscal Year Budget Ordinance and make any necessary amendments to the 2014-2015 Fiscal Year Budget;
- Adoption of Fiscal Year 2015-2016 Budget Amendment #5 to account for unanticipated salary and benefit costs.

**Town Administrator's Communications**

- Budget Amendment #5 is necessitated by the unanticipated extra payroll costs due to the departure of the Town Clerk and the payout of accrued leave, and due to the need for reserve police officer coverage while Officer Blevins has been out on leave. In response to a question from Commissioner Helms, Mr. Nalley stated that he hopes to fill the vacant Town Clerk position early in the next fiscal year and that any unexpended funds accumulated during the vacancy will be reallocated once their full extent is known.
- Engineering and design work for the Texas Road bridge replacement project continues, and preliminary plans at 75% are completed except for the hydrology portions of the plan. Permission has been received from the North Carolina Department of Transportation to begin any necessary right-of-way acquisition for the project. In a response to a question from Commissioner McCaskill, Building Inspector and Code Administrator explained the process for reviewing the floodway and floodplain study and certifications. In a response to a question from Commissioner Helms, Mr. Nalley stated that KCI could complete a rendering at an

additional cost due to it not being a part of the original contract. KCI estimated the cost for the rendering to be \$10,000. The Board asked Mr. Nalley to contact other local engineering or design firms to determine the cost of a rendering.

- Mr. Nalley reported that there is no new information to report on the Town's continued efforts to correct township name and zip code inaccuracies in Montreat's voter registration database. Mayor Pro Tem Standaert reported that for this upcoming election, the Buncombe County Board of Elections has stated that in Montreat, the voter registration card will not match your driver's license address information.
- The construction of a small building near the compactor site is nearly complete. There has been mixed response from the public to changes proposed at the site. However, staff while working at the site has observed a decrease in the amount of traffic from non-residents who attempted to stop and dispose of trash. Commissioner Helms mentioned that Decatur, Georgia uses special colored bags and asked staff to check into the possibility of their use. In response to a question from Commissioner Campbell, Mr. Nalley said that there were now local options for bear proof containers and that this information is available on the Town website.
- Mr. Nalley reported that he and Mr. Stackhouse will cover the Town Clerk duties until the vacancy is filled. Advertising for the Town Clerk position will occur over the next couple of weeks. Mr. Nalley also reported that he has been unable to find someone interested in the compactor site attendant position and encouraged the Board and those in the audience to contact him if they knew of anyone who might be interested.

### **Administrative Reports**

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and the Building Inspector/Code Administrator during next week's Town Council meeting.

### **Public Comment – Agenda Items**

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

**Old Business**

- A. Resolution #15-06-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Assessment Project: Mayor Taylor reported that a public hearing on this matter is scheduled for next week’s Town Council meeting.
  
- B. Resolution #15-06-02 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project: Mayor Taylor reported that a public hearing on this matter is scheduled for next week’s Town Council meeting. Mayor Pro Tem Standaert questioned the difference in the number of lots owned by the Eckards when comparing the neighborhood assessment to the residential assessment. Mr. Nalley responded that he will need to review this and report back to the Board at their next meeting.

**New Business**

- A. Employee Health Insurance Benefit Contract Renewal: Mr. Stackhouse reported that the Town was waiting on an additional quote from the North Carolina League of Municipalities. While unlikely that the League quote will be competitive, staff feels it is important to receive this information prior to a recommendation to the Board at next week’s meeting.
  
- B. Property and Liability Insurance Renewal: The Board will consider approval of the Property and Liability Insurance renewal proposal from the North Carolina Interlocal Risk Management Agency and Millennium in the amount of \$20,713.
  
- C. Planning and Zoning Membership Appointment: The Board will consider the appointment of Anne Seaman as a regular member of the Planning and Zoning Commission for a three-year term to expire on January 31, 2018.
  
- D. Copier Replacement: The Board will consider approval of the procurement of a Xerox 7855PT with Professional Finisher from Morris Business Solutions for \$7,714.

**Public Comment – Other Topics**

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Lynn Gilliland, Vice President of Development with the Montreat Conference Center invited the public to attend the installation service of Richard Dubose as the new Conference Center President on June 7<sup>th</sup> in Upper Anderson Auditorium with a reception beginning at 9:30 a.m.

**Commissioner Communications**

There were no Commissioner Communications at this time.

**Upcoming Meeting Dates**

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

During discussion, the Board scheduled a special meeting for review of the proposed Fiscal Year 2015-2016 Budget for Thursday, June 18<sup>th</sup> at 3:00 p.m. at the Town Services Building, and to schedule the special meeting for the 2015-2016 Budget Adoption for 3:00 p.m. on June 25<sup>th</sup>.

Discussion was also held on holding a special meeting in August to talk about sanitation services and to review the new policies and procedures at the compactor site. Mayor Pro Tem Standaert suggested mid-August while most residents were still in Montreat. Commissioner Vinson expressed her wish to have several months of sanitation data available for this discussion. Mr. Nalley stated that the sanitation totals will not be available before late August or early September. Both Mayor Pro Tem Standaert and Commissioner Vinson indicated that late August would be better because input from the residents is needed before summer is over. In response to a question from Mayor Pro Tem Standaert, Mr. Freeman indicated that monthly statistics on tonnage would be available at the end of each month. Mayor Taylor stated that the Board can schedule this special open meeting on sanitation issues at the July regular meeting.

**June Town Council Meeting**

June 11, 2015, 7:00 p.m.  
Walkup Building

**Special Meeting: 2015-2016 Budget Review**

June 18, 2015, 3:00 p.m.  
Town Services Building

**Special Meeting: 2015-2016 Budget Adoption**

June 25, 2015, 3:00 p.m.  
Town Services Building

**Agenda Packets Available:**

June 30, 2015  
[http://www.townofmontreat.org/  
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)  
or Town Services Office

**July Agenda Meeting:**

July 2, 2015, 7:00 p.m.  
Walkup Building

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Town Services Office Closure:

July 3, 2015  
Independence Day Holiday

**\*There will be sanitation collection on this date\***

4<sup>th</sup> of July Parade:

July 4, 2015, 10:00 a.m.

July Town Council Meeting:

July 9, 2015, 7:00 p.m.  
Walkup Building

July Planning and Zoning Commission Meeting

July 16, 2015, 7:00 p.m.  
Walkup Building

**Closed Session**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Upon a motion by Commissioner Helms and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session, Commissioner Helms moved to adjourn the Agenda Meeting. Mayor Pro Tem Standaert seconded and the motion carried 5/0. The meeting was adjourned at 8:26 p.m.

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Letta Jean Taylor, Mayor

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Stefan Stackhouse, Deputy Town Clerk