

**Town of Montreat  
Board of Commissioners  
Agenda Meeting  
June 5, 2014  
Walkup Building**

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Commissioners present: Mayor Letta Jean Taylor  
Commissioner Martha Campbell  
Commissioner Tim Helms  
Commissioner Jack McCaskill  
Commissioner Ann Vinson

Commissioners absent: Mayor Pro Tem Mary Standaert

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  
David Currie, Building Inspector/Code Administrator

Approximately 15 members of the public were also present. Mayor Taylor called the meeting to order at 7:03 p.m. and gave the invocation.

**Agenda Approval**

Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Helms seconded and the motion carried 4/0.

**Public Hearings**

The Board will hold the following public hearings at next week's Town Council Meeting:

- A. Proposed Revisions to Montreat Zoning Ordinance Article XII – Zoning Board of Adjustment;
- B. Preliminary Assessment Resolution - Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project;
- C. Proposed 2014-2015 Fiscal Year Budget;
- D. Preliminary Assessment Resolution - Peace Lane Street Paving Assessment Project.

**Mayor's Communications**

Mayor Taylor had no report at this time.

### Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- May 1, 2014 Agenda Minutes Adoption;
- May 8, 2014 Town Council Meeting Minutes Adoption;
- Approval of Fiscal Year 2013-2014 Budget Amendment #8 to establish and fund revenue and expense accounts for the Police Department's Safety Saturday event project;
- A call for a special meeting on June 26, 2014 at a time and location to be determined to adopt the 2014-2015 Fiscal Year Budget Ordinance and make any necessary amendments to the 2013-2014 Fiscal Year Budget.

Commissioner Campbell requested a minor revision to the May 8, 2014 Town Council Meeting. The Board agreed to the revision by consensus. Mr. Nalley advised that Fiscal Year Budget Amendments #9 and #10 would be added to the Consent Agenda for next week's meeting. The Board may also choose to call for an additional special meeting to discuss the proposed 2014-2015 Fiscal Year Budget. The date and time of that meeting will be decided at next week's Town Council Meeting.

### Town Administrator's Communications

- The North Carolina State Historic Preservation Office (NC SHPO) has approved the final Archeological Survey document for the Texas Road bridge replacement project. The Archeological Survey will now be incorporated into the Categorical Exclusion document and submitted to the Federal Highway Administration for a 30-day review and approval period. These are the last document approvals needed before the design phase of this project can begin.
- Work on the Assembly Drive Greenway's boardwalk-style pedestrian bridge will resume next Tuesday, following an unforeseen delay with Asheville Playgrounds. This project remains scheduled for completion prior to July 1.
- Huntley Construction will complete the final gravel roadway grading and surfacing for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment once the water and sewer lines for both the Neighborhood and Phase 1 Resident Utility Assessment phases have been installed. McGill Associates is expected to submit final engineering plans to the North Carolina Division of Water Quality for approval within the next week.
- The Town's request for address corrections to the Buncombe County Board of Elections voter registration database remains unresolved. Mayor Taylor continues to pursue this matter with the United States Postal Service's Charlotte Regional Office.

- Utility Maintenance Worker Darrick Allen's wife has suffered the loss of several family members over the past eight months. Mr. Nalley asked everyone to keep the Allen family in their thoughts and prayers during this difficult time.

### **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**

The Board will hear any reports from individual Commissioners during next week's Town Council Meeting.

### **Public Comment**

Mrs. Margo Smith of 513 Greybeard Trail invited interested members of the public to sign up to join the Montreat Cottagers Association in delivering care packages of baked goods and other snacks to the Conference Center's summer staff.

Dr. Ruth Currie of 104 John Knox Road referred to two newspaper articles, one in the Asheville Citizen-Times and one in the Charlotte Observer referring to complaints from Asheville-area residents over Duke Energy's tree trimming practices. She said she wanted the Board and Town staff to be aware of this issue and make attempts to prevent similar incidents from occurring in Montreat.

Mr. Eric Nichols of 527 Suwannee Drive said that during his eight years as a former Commissioner, the Board held nearly 200 meetings, all of which were open to the public. He said that information concerning the Town Hall replacement project had been made available to the public in a variety of formats during the Board's consideration of this issue over the past several years. He felt that a new Town Hall was clearly needed to provide adequate working accommodations for Town employees, and noted that the Board had considered more than 20 sites in their search for a suitable building location. He encouraged the public to support the Board and Town staff and to remain involved in the planning and design processes for the new facility. He concluded his comments by thanking the Board and Town staff for their efforts.

Mayor Taylor 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.

**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 XII – Zoning Board of Adjustment: Session Law 2013-126, effective October 1, 2013, modified certain Board of Adjustment procedures related to quasi-judicial matters. Many of these changes provide standardization of procedures that, prior to this legislation, varied widely among jurisdictions. Other provisions deal specifically with public notice requirements and rights of the applicant in working through the appeal process. The ordinance revision language prepared by Town staff has been reviewed and recommended by the Town Attorney and Planning and Zoning Commission to ensure compliance with the new statutory requirements.
  
- B. Resolution Directing That the Project Be Undertaken - Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project: Mr. Nalley briefly reviewed the proposed assessment project's scope and location. The Board will consider adoption of a resolution directing that this project be undertaken following next week's public hearing on this matter.
  
- C. Proposed 2014-2015 Fiscal Year Budget Discussion: Mr. Nalley advised that the Governing Body and Administration Department's goals and objectives had been corrected in the electronic copy of the budget document. The Board will hear a presentation from Town staff and hold a public hearing on this matter at next week's meeting.
  
- D. Resolution Directing That the Project Be Undertaken - Peace Lane Street Paving Assessment Project: The Board will consider adoption of a resolution directing that this project be undertaken following next week's public hearing on this matter.

**New Business**

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

- A. Employee Health Insurance Benefit Contract Renewal: BlueCross BlueShield: Renewing the Town's existing employee health insurance policy would result in a 3% decrease in premium costs from the previous year. Staff recommends continuing to reimburse employees for the last half of the \$1,500 employee-only deductible amount. To date, no employee has applied for a deductible reimbursement during the current fiscal year.

- B. Workers Compensation Insurance Renewal: North Carolina Interlocal Risk Management Agency (NCIRMA): The expected annual workers compensation insurance renewal premium is \$21,971, a reduction of 8% from the current fiscal year. The final premium amount may change slightly, depending on the results of NCIRMA's annual audit of the Town's payroll account.
  
- C. Property and Liability Insurance Renewal: White Insurance Agency: White Insurance has not yet submitted their final policy renewal quote for the upcoming fiscal year, but does not anticipate an increase in rates of more than 5% from the current premium amount. Staff will forward the renewal information as soon as it is received.
  
- D. Declaration of Official Intent to Reimburse: Town Hall Construction Project: Financing for the Town Hall replacement project requires approval from the Local Government Commission (LGC), which has recommended that the Board adopt a Declaration of Official Intent to Reimburse prior to incurring substantial construction expenditures for this project. The Declaration allows the Town up to two years to negotiate long-term financing arrangements and terms without delaying the project's design or construction phases. Exact final construction costs for the Town Hall replacement project remain unconfirmed, depending on the final building design, but staff does not expect the financed amount to exceed \$1.8 million.

### **Public Comment**

Mr. Mike Sonnenberg of 125 Virginia Road asked about the potential financial impact of reimbursing employees for the second half of the annual health insurance deductible amount. Mr. Stackhouse explained that this reimbursement practice has been in place for several years and has resulted in a cost savings to the Town.

### **Upcoming Meeting Dates**

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

<u>Safety Saturday Event</u> :	June 7, 2014, 9:00 a.m. – 1:00 p.m. Ingles Parking Lot, Black Mountain
<u>June Town Council Meeting</u> :	June 12, 2014, 7:00 p.m. Walkup Building
<u>Special Meeting: Design Development Discussion and Public Input Session - Town Hall Replacement Project</u> :	June 19, 2014, 6:30 p.m. Walkup Building

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<u>Special Meeting: 2014-2015 Fiscal Year Budget Adoption:</u>	June 26, 2014 Location and Time TBA
<u>Agenda Items Due:</u>	June 27, 2014, 5:00 p.m. Town Services Office
<u>Agenda Packets Available:</u>	July 1, 2014
<u>July Montreat Landcare Committee Meeting:</u>	July 2, 2014, 9:00 a.m. Outdoor Education Classroom
<u>July Agenda Meeting:</u>	July 3, 2014, 7:00 p.m. Walkup Building
<u>Town Services Office Closure:</u>	July 4, 2014 Independence Day Holiday <b>*There will be no sanitation collection on this date</b>
<u>4<sup>th</sup> of July Parade:</u>	July 4, 2014, 10:00 a.m.
<u>Montreat Cottagers Association Meeting:</u>	July 5, 2014, 10:00 a.m. Convocation Hall
<u>July Town Council Meeting:</u>	July 10, 2014, 7:00 p.m. Walkup Building
<u>July Planning and Zoning Commission Meeting:</u>	July 17, 2014, 7:00 p.m. Walkup Building

**Adjournment**

There being no further items of business to discuss, Commissioner Campbell moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 4/0 and the meeting was adjourned at 7:24 p.m.

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Letta Jean Taylor, Mayor

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Misty R. Gedlinske, Town Clerk