

**Town of Montreat  
Board of Commissioners  
Agenda Meeting  
July 3, 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 7:11 p.m.)  
Commissioner Ann Vinson

Town staff present: Misty R. Gedlinske, Town Clerk  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
Jack Staggs, Chief of Police

Nine members of the public were also present. Mayor Taylor called the meeting to order at 7:05 p.m. and gave the invocation.

**Agenda Approval**

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

For next week's meeting agenda, Commissioner Campbell asked for the addition of a motion requesting that the group of individuals opposed to the Town Hall site on Florida Terrace submit all plans, documents, studies, presentation materials and contact information for all professional firms consulted regarding their alternative Town Hall site plans to the Board of Commissioners for their review and consideration within one to two weeks after the motion is passed. Staff also advised that a resolution formalizing the Board's recent action to obtain property and liability insurance coverage from the North Carolina League of Municipalities' Interlocal Risk Finance Fund would also be added to next week's meeting agenda.

**Presentation to Council**

At next week's meeting, the Board will hear a presentation from Liz Phipps of KCI Associates concerning the design phase of the Texas Road bridge replacement 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:

- June 5, 2014 (4:30 p.m.) Special Meeting Minutes Adoption;
- June 5, 2014 (5:30 p.m.) Special Meeting Minutes Adoption;
- June 5, 2014 Agenda Minutes Adoption;
- June 12, 2014 Town Council Meeting Minutes Adoption;
- Re-appointment of Philip Arnold and Bill Hollins as Community Members of the Audit Committee for two-year terms to expire on June 1, 2016;
- Approval of Change Order #4 from Huntley Construction Company, Inc. for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project.

During discussion of the proposed Change Order #4 for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment project, Mayor Pro Tem Standaert asked staff to provide affected residents and property owners with updated project status information.

**Town Administrator's Communications**

Mr. Nalley was absent and will give his monthly reports during next week's Town Council meeting.

**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.

Mr. Freeman reported that construction cost estimates for the Peace Lane street paving assessment project were submitted at approximately \$26,000. The estimated construction costs for the Upper Kentucky Road Phase 1 Neighborhood street paving assessment project is approximately \$18,000. Staff expects to present bid award recommendations for both these projects at the August Town Council Meeting. Ms. Luann Bryan from the North Carolina Parks and Recreation Trust Fund (PARTF) grant program performed the final project walk-through for the Assembly Drive Greenway today. Final grant reimbursement proceeds for this project are pending the submission of as-built drawings from Equinox Environmental Group.

In Mr. Currie's absence, Mayor Taylor reported that the Planning and Zoning Commission would be asked at their July 17 meeting to consider amendments to the Town's sign regulations to allow non-profit organizations to post temporary signage for a limited amount of time in designated portions of Town rights-of-way until the four permanent sign structures planned along Assembly Drive are installed.

### **Commissioner Reports**

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

### **Public Comment**

There were no comments from the public at this time.

### **Old Business**

There were no items of Old Business to discuss at this time.

### **New Business**

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

- A. Open Space Conservation Committee Membership and Rules of Procedure Amendments:  
Upon her resignation last February, former Open Space Conservation Committee Chair Ruth Currie suggested that the Committee's membership be expanded. The Committee discussed and unanimously agreed with this suggestion during their May 13 meeting. The proposed resolution suggests a membership composed of a minimum of three and a maximum of five members residing within the municipal limits of the Town of Montreat. The Committee's assigned duties, goals and responsibilities remain unchanged. Also proposed is an amendment to the Committee's Rules of Procedure to state that the Committee Chair will vote only in the instance of a tie vote of the other Committee members, and to fix the date of the Committee's annual organizational meeting.
- B. Resolution #14-07-0002 Honoring Rev. Robert J. Tuttle on the Occasion of His Retirement;
- C. Declaration of Official Intent to Reimburse – Peace Lane Street Paving Assessment Project;
- D. Declaration of Official Intent to Reimburse – Upper Kentucky Road Phase 1 Neighborhood Street Paving Assessment Project.

**Public Comment**

Mr. Eric Nichols thanked the Board of Commissioners for their efforts.

Montreat Conference Center Vice President for Development Lynn Gilliland thanked the Board for the resolution in honor of Rev. Bob Tuttle’s retirement.

Mr. Wade Burns asked how the Board defined a “resident” with respect to eligibility to use the Town’s dumpster facility, and whether short-term rental tenants in private housing would be included. He also asked whether Montreat tax payers or contractors acting on their behalf would be allowed to dispose of cardboard boxes related to home renovation projects in the Town’s corrugated cardboard recycling container, in order to avoid having to take these items to the Buncombe County Landfill. He stated that he had used the Town’s recycling container for this purpose in the past on behalf of his clients. Mayor Taylor said the Board would need to consult with Town staff before responding to these questions.

**Upcoming Meeting Dates**

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

<u>Town Services Office Closure:</u>	July 4, 2014 Independence Day Holiday *There will be no sanitation collection on this date
<u>Montreat Gait Run/Walk Event</u>	July 4, 2014, 7:00 a.m. Montreat Gate
<u>4<sup>th</sup> of July Parade:</u>	July 4, 2014, 10:30 a.m.
<u>Town Dumpster Facility Special Hours:</u>	July 5, 2014 9:00 a.m. – 2:00 p.m.
<u>Montreat Cottagers Association Meeting:</u>	July 5, 2014, 10:00 a.m. Convocation Hall
<u>Summer Bulk Item Collection Date:</u>	July 8, 2014 Collection begins at 8:00 a.m.
<u>July Town Council Meeting:</u>	July 10, 2014, 7:00 p.m. Walkup Building
<u>Audit Committee Meeting:</u>	July 16, 2014, 2:00 p.m. Town Services Office
<u>July Planning and Zoning Commission Meeting:</u>	July 17, 2014, 7:00 p.m. Walkup Building

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<u>Agenda Items Due:</u>	August 1, 2014, 5:00 p.m. Town Services Office
<u>Public Information Session – “How to Protect Your Montreat Home”</u>	August 5, 2014, 10:30 a.m. Moore Center Meeting Room
<u>Agenda Packets Available:</u>	August 5, 2014 <a href="http://www.townofmontreat.org/TownGovernment.php">http://www.townofmontreat.org/TownGovernment.php</a> or Town Services Office
<u>August Montreat Landcare Committee Meeting:</u>	August 6, 2014, 9:00 a.m. Outdoor Education Classroom (tentative)
<u>August Agenda Meeting:</u>	August 7, 2014, 7:00 p.m. Walkup Building
<u>August Town Council Meeting:</u>	August 14, 2014, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Service Ends:</u>	August 29, 2014

**Adjournment**

There being no further items of business to discuss, Commissioner Campbell moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 7:23 p.m.

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Letta Jean Taylor, Mayor

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Misty R. Gedlinske, Town Clerk