

**Town of Montreat
Board of Commissioners
Agenda Meeting
November 6, 2014
Walkup Building**

Board members present: Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Board members absent: Mayor Letta Jean Taylor

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
Jack Staggs, Chief of Police
Justyn Whitson, Police Officer

Fifteen members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m. and led the group in reciting the Pledge of Allegiance. Rev. Keith Grogg gave the invocation. Rev. Grogg then welcomed the Board and public to the meeting space, which the Montreat Presbyterian Church (PC USA) now leases from the Mountain Retreat Association for a period of ten years. Meeting Room "A" has been renamed as the "Swannanoa Room" in honor of the First Presbyterian Church of Swannanoa, which recently held its last official service as Buncombe County's oldest church after 220 years of ministry.

Agenda Approval

Metropolitan Sewerage District Board representative Matt Ashley's report will be rescheduled for the January 8, 2015 Town Council Meeting. Public Works Director Steve Freeman will be absent next week, and will give his monthly departmental activity report during tonight's meeting. Commissioner Campbell requested a Resolution in honor of Mountain Retreat Association President Dr. Pete Peery's retirement be drafted and included on the agenda for adoption at next week's Town Council meeting.

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

Presentation to Council

2013-2014 Fiscal Year Audit Report Presentation: Martin, Starnes & Associates staff will present the 2013-2014 Fiscal Year Audit Report at next week's meeting.

Mayor's Communications

Mayor Taylor was absent and had no report at this time.

Review of the Consent Agenda

The proposed Consent Agenda included the following items:

- September 11, 2014 Town Council Meeting Adoption;
- September 18, 2014 Special Meeting Minutes Adoption;
- September 29, 2014 Special Meeting Minutes Adoption;
- October 2, 2014 Agenda Meeting Minutes Adoption;
- Fiscal Year 2014-2015 Budget Amendment #2 Adoption.

Town Administrator's Communications

- Fiscal Year 2014-2015 Budget Amendment #2 is needed to account for indirect cost allocations from the Water Fund to the General Fund. These funds are already budgeted, and all proposed amendments net to zero within each fund.
- KCI Associates staff met with North Carolina State Historic Preservation Office representatives to discuss a written agreement that will allow the new Texas Road bridge structure to be similar in appearance to other bridges in Montreat. If final agreement language is received before next Thursday, staff will likely ask that this item be added to the Town Council Meeting agenda for approval. Once the agreement is approved, KCI can complete the Categorical Exclusion document and begin work on right-of-way acquisition and preliminary bridge design. The Board then briefly discussed whether the Town would have any input about the materials used for the new bridge's guard rails. Mr. Nalley and Chief Staggs stated that the North Carolina Department of Transportation would require metal guard rails designed according to current national safety standards.
- Architectural Design Studios staff is working on draft Town Hall design plans and construction drawings for initial presentation at the December Town Council Meeting. Formal approval of the final plans is expected in January.
- Work continues on the Upper Kentucky Road Paving and Utility Assessment projects. Clearing and site preparation for the Phase 1 Residential Utility Extensions should be completed within the next 30 to 60 days. The paving assessments projects in this area will take place next spring. Staff will provide photographs of the current work for reference at next week's meeting.

- There is no new information to report at this time concerning the Town's efforts to correct township name and ZIP Code inaccuracies in the Buncombe County Board of Elections' voter registration database for Montreat.

Administrative Reports

Public Works Director: Mr. Freeman reported on the following topics:

- Carolina Tree Company, a tree trimming contractor for Duke Energy Progress, will be trimming trees in utility rights-of-way areas Town-wide over the next several weeks to minimize the risk of electrical power losses due to fallen or broken tree branches. This company will send letters and speak in person with owners of adjacent properties to advise them of the work as it progresses. Anyone with concerns about this work is encouraged to speak with the job supervisor on site. Although the Town has no ownership control over utility rights-of-way, Public Works Department staff will continue to monitor the work as it progresses.
- The stormwater retention feature at the intersection of Virginia Road and Mississippi Road is nearly complete. A smaller, but similar, feature will also be installed on Community Center Circle. The work was completed by Public Works Department staff and funded by reimbursement grant proceeds from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management. Completion of these projects will be included in the measurable goals listed in Town's annual Municipal Separate Storm Sewer System (MS4) permit report to the North Carolina Division of Water Quality.
- All permitting and site preparation work has been completed for the Well A02 replacement project on Greybeard Trail, which was also funded through grant proceeds from FEMA and the North Carolina Department of Emergency Management. Drilling has commenced to a depth of 400 feet, though no water has yet been found. Other wells in this area that are still in current operation were drilled to a depth of over 650 feet. Staff will provide updated information on the status of this project at next week's meeting.
- At the August 14, 2014 Town Council Meeting, the Board authorized a temporary, emergency public water system connection at 628 Greybeard Trail in Montreat Extra-Territorial Jurisdiction area at the property owner's expense for a period of 90 days. The property owner has since indicated that his existing well was successfully re-drilled, and the requested public water service connection will no longer be necessary.
- Earlier this month, heavy rains caused a small slope failure from a private residential lot onto Texas Road Spur roadway. Public Works Department crews removed the soil and other debris from the pavement, and closed the road to pedestrian and vehicle traffic until further notice in the interest of public safety. Residents on Texas Road Spur may still access their homes, as no driveways will be blocked due to the road closure. Commissioner McCaskill is personally helping the homeowners meet with geotechnical engineers to

evaluate the slope and ensure that it is stabilized. Town staff will continue to monitor this issue and will provide additional updates as soon as more information becomes available. The property owners are working with geotechnical engineers and other professionals on plans to ensure that the slope is stabilized. A nearby slope that was damaged during Hurricanes Frances and Ivan in 2004 and repaired using gabion baskets was unaffected by this storm.

The Board will hear monthly departmental activity reports from the Police Chief, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting.

Commissioner Reports

Commissioner Campbell reported that next year's Native Plant Show and Sale will be held on May 2, 2015 in the Moore Center Meeting Room and on Moore Center Field. This event will also include National Arbor Day activities. She also said that property owners on Texas Road Extension have asked the Town to relocate a nearby 20 MPH speed limit sign closer to the Montreat Gate so that northbound vehicles on Assembly Drive are travelling slower before reaching this intersection. She asked Police and Public Works Department staff to perform a traffic evaluation in this area and report their findings to the Board.

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

Public Comment

Mr. Tom Frist of 98 Frist Road asked the Board to place two proposals for compromise concerning the Town Hall project on their agenda for study and open debate at their next meeting. The first was to detach the Police Department from the administrative offices and build a smaller Town Hall facility either at Pratt Park or the hillside lot inside the Montreat Gate that could also serve as a welcome center for the Town, Conference Center, College and Presbyterian Heritage Center. The second proposal was to place the Police Department in another location, preferably with the Public Works Department in either a new or renovated facility in the same location as the current Town Services Office. He stated that this location was in Buncombe County, rather than the Town of Black Mountain, and could be annexed into the Town of Montreat. Mr. Frist did not feel that locating the Police Department in a separate facility was an unusual practice, and described his two proposals as a viable compromise to the current plans for the Florida Terrace site.

Dr. Ruth Currie of 104 John Knox Road encouraged Town staff to continue monitoring Carolina Tree Company's tree trimming work in utility rights of way. She also commended the Public Works Department for their work to install the new stormwater retention feature at the intersection of Virginia Road and Mississippi Road.

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. Planning and Zoning Membership Appointment: Lucile Jackson has submitted an application for consideration as a regular member of the Planning and Zoning Commission. If appointed, Ms. Jackson's three-year term would expire on January 31, 2017.

- B. Proposal for Engineering Services - Greybeard Trail Water Storage Tank: The Board will consider approval of a proposal from McGill Associates in the amount of \$63,500 for engineering services related to construction of a second, 100,000 gallon ground level storage tank on Greybeard Trail. This project is included in the 2014-2019 Capital Improvements Plan and 2014-2015 Annual Budget.

- C. Proposed Revisions to Montreat General Ordinance, Chapter I – Disorderly Conduct and Public Nuisances, Article II “Noise Control”: During a recent review of this Ordinance section, staff determined that the amplified sound limits and the permitting requirements for indoor and outdoor events may need clarification for greater ease and consistency of enforcement. While not required for General Ordinance amendments, the Board has sometimes asked the Planning and Zoning Commission to review certain matters and provide recommended revision language. Next week, the Board will be asked to decide whether to direct Town staff to prepare recommended revision language for consideration at the January Town Council Meeting, or refer this matter to the Planning and Zoning Commission for review at their next regular meeting. It is staff's hope for any amendment language to be formally adopted prior to the start of 2015 summer conference season.

During brief discussion, Commissioner Campbell supported referring this matter to the Planning and Zoning Commission for review, stating this option would provide more opportunities for public input.

Public Comment

There were no comments from the public at this time.

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Upcoming Meeting Dates

Mayor Pro Tem Standaert reviewed the following list of upcoming meeting dates and deadlines:

November Open Space Conservation Committee Meeting: November 11, 2014, 3:30 p.m.
Moore Center Meeting Room

November Town Council Meeting: November 13, 2014, 7:00 p.m.
Walkup Building

Agenda Items Due: November 26, 2014, 5:00 p.m.
Town Services Office

Town Services Office Closed: November 27-28, 2014
Thanksgiving Holidays

Agenda Packets Available: December 2, 2014
[http://www.townofmontreat.org/
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)
or Town Services Office

December Montreat Landcare Committee Meeting: December 3, 2014, 9:00 a.m.
Location TBA

December Agenda Meeting December 4, 2014, 7:00 p.m.
Walkup Building

December Town Council Meeting: December 11, 2014, 7:00 p.m.
Walkup Building

Town Services Office Closed: December 24-25, 2014
Christmas Holidays

Adjournment

There being no further items of business to discuss, Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner Campbell seconded. The motion carried 5/0 and the meeting was adjourned at 7:36 p.m.

Mary Standaert, Mayor Pro Tem

Misty R. Gedlinske, Town Clerk