

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
November 5, 2015
Walkup Building**

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

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Jack Staggs, Chief of Police
David Currie, Code Enforcement Officer and Building Inspector

Approximately 20 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 and stated that it was necessary to remove the Closed Session from the Agenda. There being no further corrections, Commissioner Vinson moved to approve the Agenda as amended. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Mayor's Communications

Mayor Taylor stated that at next week's meeting, Martin, Starnes & Associates will be giving a presentation on the 2014-2015 Annual Audit Report and that the Board will hold a Public Hearing on proposed revisions to Montreat General Ordinance, Chapter K, Article V: Trees. Mayor Taylor will reserve her other communications until next week.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- July 2, 2015, Agenda Meeting (Pending)
- July 9, 2015, Town Council Meeting (Pending)
- August 6, 2015, Agenda Meeting (Pending)
- August 11, 2015, Special Meeting (Pending)
- August 13, 2015, Town Council Meeting (Pending)
- September 3, 2015, Agenda Meeting (Pending)
- September 10, 2015, Town Council Meeting (Pending)
- October 1, 2015, Agenda Meeting (Pending)

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- October 8, 2015, Town Council Meeting (Pending)
- October 15, 2015, Special Meeting (Pending)

Town Administrator's Communications

- Mr. Nalley stated that the minutes from July 2, 2015 through September 10, 2015 will be sent to the Board on Friday for consideration at next week's meeting.
- The right-of-way agreements for the Texas Road Bridge project are now in place except for one from the Montreat Conference Center. A letter from their President, Richard DuBose, indicates that the agreement will be considered by their Board during their meeting on November 5th.
- Staff is putting together its final recommendations on Sanitation Services and plans on presenting the information to the Board at its January meeting.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, and the Finance Officer during next week's Town Council meeting. Because Mr. Currie will not be present next week, he presented and reviewed the October departmental activity report. Mr. Currie reported that the Planning & Zoning Committee met twice, once to review the Storm Water Management Ordinance and stream buffer requirements and the second to review a request for a conditional use permit, which then be forwarded to the Board of Adjustment.

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. Montreat General Ordinance, Chapter K, Article V: Trees and the Tree City USA Application: Mayor Taylor reported that the Board will hold a public hearing on this matter at next week's meeting. Mr. Nalley stated that the Town Attorney had recently suggested additional revisions to the proposed Ordinance, and that those changes will be incorporated into the draft presented at next week's meeting. Mr. Nalley explained that the most major change involved removing the licensing requirement and relocating the bonding requirement to a separate section of the Ordinance.

New Business

- A. **Town Clerk Appointment:** Mayor Taylor reported that Angela Murphy will begin work with the Town on November 23rd and that the Board will be asked to appoint her to the Town Clerk position at next week's meeting.

- B. **Approval of Revised Contract with Asheville Savings Bank - Financing of Upper Kentucky Area Phase I Special Assessment Projects:** Mayor Taylor reported that the Board will be asked to approve the revised contract with Asheville Savings Bank after receiving approval from the North Carolina Local Government Commission to finance \$300,000 for the Upper Kentucky Area Phase 1 Special Assessment Projects. In response to a question from Mayor Pro Tem Standaert, Mr. Stackhouse stated that the interest rate on the proposed contract is a little over two percent.

- C. **Planning and Zoning Commission Member Appointment:** Mayor Taylor explained that Lucille Jackson had resigned from the Planning and Zoning Commission and encouraged those interested in serving on the Commission, to complete the application found on the Town's website.

- D. **Floodplain Review Report – Joshua Robinson, Robinson Design Engineers:** Mayor Taylor reported that the Board is waiting on this information and that she is hopeful it will be ready in time for next week's meeting.

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.

There were no comments from the public at this time.

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.

November Town Council Meeting:

November 12, 2015, 7:00 p.m.
Walkup Building

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<u>Open Space Conservation Committee Meeting:</u>	November 13, 2015, 3:00 p.m. Town Services Building
<u>Planning and Zoning Commission Meeting:</u>	November 19, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	November 25, 2015, 5:00 p.m. Town Services Office
<u>Town Services Office Closed:</u>	November 26-27, 2015 Thanksgiving Holidays
<u>Board of Adjustment Meeting:</u>	November 30, 2015, 7:00 p.m. Walkup Building
<u>Landcare Committee Meeting:</u>	December 2, 2015, 9:00 a.m. Moore Center Meeting Room
<u>December Agenda Meeting:</u>	December 3, 2015, 7:00 p.m. Walkup Building
<u>December Town Council Meeting:</u>	December 10, 2015, 7:00 p.m. Walkup Building

Adjournment

Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded and the motion carried 5/0. The meeting was adjourned at 7:14 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk