

**Town of Montreat
Board of Commissioners
Town Council Meeting
January 14, 2010 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Town Council Meeting on January 14, 2010 at 7:00 p.m. in the Kirk Allen Building. Present among the Board were Mayor Letta Jean Taylor, Mayor Pro Tem Eric Nichols, Commissioner Jack McCaskill, Commissioner Mary Standaert and Commissioner O’Neil Tate. Commissioner Ruth Currie was absent. Town Administrator Ron Nalley, Public Works Director Steve Freeman, Town Clerk Misty R. Gedlinske, Chief of Police William B. McClintock, Finance Officer Stefan Stackhouse and Building Inspector/Code Administrator David Currie represented Town staff. Six members of the public were also present. After calling the meeting to order, Mayor Taylor led the group in reciting the Pledge of Allegiance and gave the invocation.

Agenda Approval

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

**Public Hearing – Proposed Revisions to Montreat Zoning Ordinance
Article IX - Off-Street Parking and Loading Regulations, Section 900.86
“Off-Street Parking Space Requirements – Boarding Houses.”**

Mr. Currie said that during their review of Institutional parking requirements, the Planning and Zoning Commission felt that the Zoning Ordinance did not provide specific parking requirements for lodge facilities. The Commission recommended inclusion of the term “Lodges” along with “Boarding Houses” in Section 900.86 of the Zoning Ordinance. The purpose of this revision was to clarify that one space for each guest room and one space for each owner or manager residing on the premises was required for both of these similar uses. Mayor Taylor opened the Public Hearing on this matter. Hearing no comments or questions from the public or Commissioners, she then closed the Public Hearing.

Presentations to Council

2008-2009 Audit Presentation – Scott Hughes, Johnson, Price & Sprinkle: Scott Hughes presented the 2008-2009 Fiscal Year Audit Report and said that the report reflected an unqualified opinion, meaning that the financial statements were fairly presented in all material respects. He reviewed the Town’s unrestricted cash balance amounts, General Fund and Water Fund balances and compared each figure to that reported at the end of the prior fiscal year. He commended the Town for its responsible budgeting and cash management practices, and reported a property tax collection rate of 99.62%. Mr. Hughes felt the Town’s Fund Balance amount was appropriate given its relatively small budget and the potential cost of disaster recovery and other emergencies. He recommended that staff continue monitoring state sales tax revenues and comparing these figures to budgeted amounts throughout the end of the fiscal year. Mr. Nalley noted that the 2008-2009 Fiscal Year Audit was the first to be completed with the involvement of a Town-appointed Audit Committee. Mr. Hughes said that the relationship

between the Committee and the auditors was working well and explained that establishing an Audit Committee allowed more direct communication and involvement between the auditors and Board.

2010-2015 Capital Improvement Program – Ron Nalley, Town Administrator: Mr. Nalley gave a brief presentation on the 2010-2015 Capital Improvement Program (CIP), which he explained was a financial planning tool used to forecast the Town's future equipment, building and infrastructure needs for items greater than \$5,000 in value with a useful life expectancy greater than five years. The presentation included information on the types of items included in the CIP, the process for Board members or residents to request that an item be included in the plan, and how each project is prioritized on both the departmental and organizational levels. A final draft of the 2010-2015 CIP will be presented to the Council at their February meeting. The final plan will be eligible for adoption following a public hearing at the March Town Council Meeting.

Communications From the Mayor

The Town received a letter of appreciation from the School of Government for its \$100 donation to the David Lawrence Distinguished Professorship endowment.

Review of the Consent Agenda

Mr. Nalley said that with the adoption of the Consent Agenda, the Board had approved the following items:

- December 3, 2009 Agenda Meeting minutes
- December 10, 2009 Town Council Meeting minutes

Communications From the Town Administrator

Mr. Nalley gave updates on the following items:

American Recovery and Reinvestment Act (ARRA) of 2009 Funding Update: The Town has received confirmation that any leftover funding from the Harmony Lane well site construction and Greybeard Trail water line extension project may be used toward well site construction on Greybeard Trail. The Town will also move forward with negotiations to purchase land from the Mountain Retreat Association for a new well site in the Greybeard Trail area.

2010 Census Update: Census forms will be distributed to all residents in March. Mr. Nalley again urged community-wide participation and support for the census. Because Montreat uses post office boxes as its only mail delivery method, census personnel will personally visit each home in Montreat to distribute census information. All persons residing in Montreat for more than six months of the year are eligible to be registered as residents for census purposes.

Woodland Road/Revised Street Standards Update: Staff has completed a preliminary draft of revisions to the Town's street standards to allow a minimum street width of 14' in certain instances. These changes will be compared to McGill Associates' updated paving and stormwater drainage plan for Woodland Road to ensure compatibility, and presented to the Board for consideration at their January meeting. At that time, the Board will be asked to make a final decision concerning the possible paving of Woodland Road.

Evaluation of Town Administrator: After discussion, the Board agreed by consensus to hold a special meeting tentatively scheduled for February 1 at 4:30 p.m. in the Town Services Office to conduct the Town Administrator's annual performance review. Evaluation forms will be forwarded to the Board, former Commissioner Bill Hollins and Town department heads to be completed and returned to Mayor Taylor as soon as possible.

Scheduling of 2010 Board Retreat: The annual Board Retreat is tentatively scheduled for March 6 at the North Carolina Arboretum Library in Asheville. Both the Board members and staff will work to compile list of topics to be discussed at this meeting.

Administrative Reports

Police Chief: Chief McClintock presented and reviewed his monthly departmental activity report for the month of December, as well as a yearly activity report for 2009. He also noted that Officer Phyllis Comrie would be out on medical leave for the next few weeks. Some discussion was also heard concerning the jurisdictional scope of Montreat College campus police officers.

Public Works Department: Mr. Freeman reported on the following items:

- Garbage disposal amounts increased by two tons compared to December 2008. Recyclable item disposal amounts decreased by two tons over the same period.
- Discarded Christmas trees are being collected each Wednesday and should be placed at curbside with any bagged leaves or other brush.
- The upcoming Martin Luther King, Jr. Day holiday will delay garbage and recyclable collection for that week until Tuesday, January 19.
- Installation of the automated meter reading system is tentatively scheduled for January 21, weather permitting. Construction on the Harmony Lane well site, originally planned for January 4, has been postponed due to weather delays. Materials for the Greybeard Trail water line extension project will be delivered next week, with installation to follow shortly.
- Well A sustained roof damage from a fallen tree during the December 9 windstorm. Repair costs were approximately \$1,400.
- Electrical service was interrupted overnight December 26 to the Appalachian Way water tank. Town crews operated the pumping controls manually to maintain adequate water supply during this time.
- Two large water main breaks also occurred during December, one on Florida Terrace and the other at the intersection of Kentucky Road and Arbor Lane. Water service was

interrupted for several hours on both occasions while these leaks were located and repaired.

- December's water loss due to unaccounted usage was 23.5%, attributed largely to water line breaks and other leaks. To date, twelve homes have been identified with water leaks due to ruptured pipes.
- The December 18 winter storm yielded the highest snowfall amounts in Montreat since 1993. Town crews worked multiple twelve-hour shifts to remove snow and apply sand to blocked or hazardous roadways.
- The gravel portion of Oklahoma Road is currently closed to vehicular traffic due to icy conditions.

Finance Officer: Mr. Stackhouse presented and reviewed the final November and preliminary December 2009 Financial Statements. He also stated that staff would prepare a Request for Proposals for auditing services before the end of the current fiscal year in accordance with the Town's Purchasing Policy.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed the zoning activity and building inspections report for the month of December. He also reported on the following items:

- Neither the Planning and Zoning Commission or Board of Adjustment met during December.
- TowersXX, LLC has obtained a building permit for the cellular telecommunications towers to be installed on the South Carolina Home property. Some site access problems have arisen due to a large amount of underground rock at the site that may require minor building plan modifications.
- Updated Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) became effective on January 6. Staff prepared and mailed written notification to affected property owners reminding them to evaluate their flood insurance coverage in light of these map revisions.
- Effective January 1, 2010, new statutory regulations now require all rental properties with fuel-burning heat sources or with attached garages to install carbon monoxide detectors. Staff is in the process of contacting local rental property management agencies to advise them of this change, and will add this item to the fire safety inspection checklist for all rental properties.

Commissioner Reports

Mayor Pro Tem Nichols had no report at this time.

Commissioner Currie was absent.

Commissioner McCaskill had no report at this time.

Commissioner Standaert had no report at this time.

Commissioner Tate said the minutes of the January 5 Montreat Landcare Committee meeting had been completed and forwarded to the Council members.

Public Comment

There were no comments from the public at this time.

Old Business

Proposed Revision to Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations, Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses”: Mayor Pro Tem Nichols moved to adopt Ordinance #10-01-0001 Amending Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses.” Commissioner McCaskill seconded. During discussion, Commissioner Standaert asked what effect this revision might have on the Mountain Retreat Association’s proposed lodge. Mr. Currie explained that this revision would assign specific parking requirements for lodges, which had previously been lacking from the Zoning Ordinance. Under the proposed revision, lodges must provide one parking space for each guest room and one parking space for each owner or manager residing on the premises. The motion then carried 4/0. A copy of this Ordinance is attached to these minutes and incorporated herein by reference.

Board and Commission Vacancies: Commissioner Standaert moved to appoint Robert “Gill” Campbell as a regular member of the Planning and Zoning Commission for a term to expire on January 31, 2013. Commissioner Tate seconded and the motion carried 4/0.

New Business

Proposed Amendments to the Town of Montreat Fee Schedule: Mayor Pro Tem Nichols moved to call for a Public Hearing on February 11, 2010 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to the Town of Montreat Fee Schedule pertaining to residential water heater replacement permitting requirements. Commissioner McCaskill seconded and the motion carried 4/0.

Proposed Revisions to Montreat General Ordinance Chapter H – Business and Trades, Article II “Rentals”: Commissioner Tate moved to call for a Public Hearing on February 11, 2010 at 7:10 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance Chapter H – Business and Trades, Article II “Rentals.” Mayor Pro Tem Nichols seconded and the motion carried 4/0.

Proposed Revisions to Montreat General Ordinance Chapter K – Environment, Article III “Stormwater Management”: Commissioner McCaskill moved to call for a Public Hearing on

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February 11, 2010 at 7:20 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance Chapter K – Environment, Article III “Stormwater Management.” Commissioner Standaert seconded and the motion carried 4/0.

Resolution Declaring Certain Items Surplus and Authorizing Disposal by Private Negotiation and Sale: Mayor Pro Tem Nichols moved to adopt Resolution #10-01-0001 Declaring Certain Items Surplus and Authorizing Disposal by Private Negotiation and Sale. Commissioner McCaskill seconded. During discussion, staff explained that the 1998 Ford Crown Victoria would be sold through online auction at www.GovDeals.com. The motion then carried 4/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.

Public Comment

There were no comments from the public at this time.

Meeting Dates

Mayor Taylor announced the following upcoming meeting dates:

<u>Town Services Office Closed:</u>	January 18, 2010 Martin Luther King, Jr. Holiday
<u>Rescheduled Sanitation Collection Date:</u>	January 19, 2010, 8:00 a.m.
<u>January Planning and Zoning Commission Meeting:</u>	January 21, 2010, 7:00 p.m., Kirk Allen Building
<u>Agenda Item Deadline:</u>	January 29, 2010, 4:30 p.m. Town Services Office
<u>Special Meeting – Town Administrator’s Evaluation (Closed Session)</u>	February 1, 2020, 4:30 p.m., Town Services Office
<u>Agenda Packets Available:</u>	February 2, 2010 Town Services Office
<u>February Montreat Landcare Committee Meeting:</u>	February 2, 2010, 9:30 a.m., Andy Andrews Gallery
<u>February Agenda Meeting:</u>	February 4, 2010, 7:00 p.m., Kirk Allen Building
<u>February Town Council Meeting:</u>	February 10, 2010, 7:00 p.m., Kirk Allen Building

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February Planning and Zoning Commission
Meeting:

February 18, 2010, 7:00 p.m.,
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Adjournment

There being no further business to discuss, Commissioner Standaert moved to adjourn the Town Council Meeting. Commissioner McCaskill seconded. The motion carried 4/0 and the meeting was adjourned at 8:00 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk