

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
May 6, 2010 – 7:00 p.m.  
Walkup Building**

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**I. CALL TO ORDER**

- Welcome
- Pledge of Allegiance
- Moment of Silence

**II. ADOPTION OF THE AGENDA**

**III. COMMUNICATIONS FROM THE MAYOR**

**IV. CONSENT AGENDA**

- A. Adoption of Minutes
  - i. **Motion for Consideration:** To adopt the minutes of the March 11, 2010 Town Council Meeting
  - ii. **Motion for Consideration:** To adopt the minutes of the April 8, 2010 Town Council Meeting
- B. Fiscal Year 2009-2010 Budget Amendments
  - i. **Motion for Consideration:** To adopt Fiscal Year 2009-2010 Budget Amendment #1 to adjust the Open Space Conservation budget and acknowledge receipt of donated funds
  - ii. **Motion for Consideration:** To adopt Fiscal Year 2009-2010 Budget Amendment #2 reallocate department budgets to cover expenditures for professional services, insurance and capital outlays
  - iii. **Motion for Consideration:** To adopt Fiscal Year 2009-2010 Budget Amendment #3 to appropriate Fund Balance reserves for Powell Bill to cover additional asphalt patching and repair costs
- C. Proposed 2010-2011 Fiscal Year Budget Hearing
  - i. **Motion for Consideration:** To call for a Public Hearing on June 10, 2010 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2010-2011 Fiscal Year Budget

*All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.*

**V. COMMUNICATIONS FROM THE TOWN ADMINISTRATOR**

- A. Review of Consent Agenda

- B. Projects Update
  - i. American Recovery and Reinvestment Act of 2009 Funding Update
  - ii. 2010 Census Update
  - iii. Public Utility Extension Request – Lots Above Peace Lane

**VI. ADMINISTRATIVE REPORTS**

- A. Police Chief
  - i. Activity Report
- B. Public Works Director
  - i. Departmental Reports
- C. Finance Officer
  - i. Financial Reports
- D. Building Inspector/Code Administrator
  - i. Activity Report
  - ii. Board and Commission Updates

**VII. COMMISSIONER REPORTS**

- A. Mayor Pro Tem Nichols
- B. Commissioner Currie
- C. Commissioner McCaskill
- D. Commissioner Standaert
- E. Commissioner Tate
  - i. Montreat Landcare Committee Update

**VIII. PUBLIC COMMENT**

**IX. OLD BUSINESS**

- A. Town of Montreat Police Captain
  - i. **Motion for Consideration:** To approve the job description for a Captain position in the Town of Montreat Police Department
  - ii. **Motion for Consideration:** To appoint Officer Jack Staggs to the position of Captain in the Town of Montreat Police Department effective May 17, 2010.

- B. Town of Montreat Senior Water Technician
  - i. **Motion for Consideration:** To approve the job description for a Senior Water Technician position in the Town of Montreat Public Works Department
  - ii. **Motion for Consideration:** To appoint Barry Creasman to the position of Senior Water Technician in the Town of Montreat Public Works Department effective May 17, 2010.
  
- C. Asphalt Patching and Repair Project
  - i. **Motion for Consideration:** To approve the contract with C&T Paving, Inc. for asphalt patching and repair in the amount of \$10,875.00
  
- D. Woodland Road Drainage Improvements and Paving Project
  - i. **Motion for Consideration:** To approve the contract for the Woodland Road drainage improvements and paving project with JLS Company in the amount of \$217,162.00 and authorize the Mayor and Town Administrator to execute the necessary contract documents

**X. NEW BUSINESS**

- A. Auditing Services Contract – Martin Starnes & Associates
  - i. **Motion for Consideration:** To approve the contract for auditing services with Martin Starnes & Associates in the amount of \$19,000
  
- B. Code of Ethics – Montreat Board of Commissioners
  - i. **Motion for Consideration:** To adopt the Code of Ethics for the Town of Montreat Board of Commissioners
  
- C. Proposed Revisions to Montreat General Ordinance Chapter C – Fire Protection and Prevention
  - i. **Motion for Consideration:** To call for a Public Hearing on June 10, 2010 at 7:10 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance Chapter C – Fire Protection and Prevention
  
- D. Proposed Revisions to the Town of Montreat Fee Schedule
  - i. **Motion for Consideration:** To call for a Public Hearing on June 10, 2010 at 7:20 p.m. or as soon thereafter as possible to discuss proposed revisions to the Town of Montreat Fee Schedule related to operational and construction fire permits
  - ii. **Motion for Consideration:** To call for a Public Hearing on June 10, 2010 at 7:30 p.m. or as soon thereafter as possible to discuss proposed revisions to the Town of Montreat Fee Schedule related to flood hazard area development permits

- E. Municipal Bridge Agreement – Texas Road Bridge Replacement Project
  - i. **Motion for Consideration:** To approve the Municipal Bridge Agreement between the North Carolina Department of Transportation and the Town of Montreat for the Texas Road bridge replacement project

**XI. PUBLIC COMMENT**

**XII. MEETING DATES**

<u>May Town Council Meeting:</u>	May 13, 2010, 7:00 p.m., Walkup Building
<u>May Planning and Zoning Commission Meeting:</u>	May 20, 2010, 7:00 p.m., Kirk Allen Building
<u>Agenda Item Deadline:</u>	May 28, 2010, 4:30 p.m., Town Services Office
<u>Town Services Offices Closed:</u>	May 31, 2010 Memorial Day Holiday
<u>Rescheduled Sanitation Collection Date:</u>	Tuesday, June 1, 2010, 8:00 a.m.
<u>Bi-Weekly Sanitation Collection Begins:</u>	June 1, 2010
<u>June Montreat Landcare Committee Meeting:</u>	June 1, 2010, 9:30 a.m., Andy Andrews Gallery
<u>Agenda Packets Available:</u>	June 1, 2010 Town Services Office
<u>June Agenda Meeting:</u>	June 3, 2010, 7:00 p.m., Walkup Building
<u>June Town Council Meeting:</u>	June 10, 2010, 7:00 p.m., Walkup Building
<u>June Planning and Zoning Commission Meeting:</u>	June 17, 2010, 7:00 p.m., Walkup Building
<u>Summer Bulk Item Collection Date:</u>	July 6, 2010

**XIII. ADJOURNMENT**