

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 8, 2008 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Town Council Meeting on May 8, 2008 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 Ruth Currie, Commissioner Bill Hollins, Commissioner Jack McCaskill and Commissioner O'Neil Tate. Representing Town Staff were Town Administrator Ron Nalley, Public Works Director Charles Caldwell, Chief of Police William B. McClintock, Town Clerk Misty R. Gedlinske, Finance Officer Stefan Stackhouse and Building Inspector/Code Administrator David Currie. Two 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

At Commissioner Currie's request, the minutes of the March 8, 2008 Board Retreat were removed from the Consent Agenda and placed for consideration under Old Business. Mayor Pro Tem Nichols then moved to adopt the meeting agenda as amended. Commissioner Tate seconded and all voted in favor. The motion carried 5/0.

Communications From the Mayor

2008 National Volunteer Week and 2008 National Public Works Week Proclamations: Commissioner Hollins moved to adopt the 2008 National Volunteer Week and 2008 National Public Works Week Proclamations. Commissioner Tate seconded and all voted in favor. The motion carried 5/0.

Land-of-Sky Regional Council Water Resource Plan Study: Mayor Taylor advised that Land-of-Sky Regional Council would contact all its member municipalities to obtain comprehensive information on each entity's water system rates, capacity and infrastructure as part of their Water Resource Plan Study.

French Broad/Pigeon River Water Sheds Regional Trails and Open Space Plan: Mayor Taylor referred to a map which was part of a draft Regional Trails and Open Space Plan for the French Broad and Pigeon River water sheds being prepared by the North Carolina State Trails Program in conjunction with the Land-of-Sky Regional Council. She advised that all member municipalities would be asked to pass resolutions endorsing the final plan, and that more detailed view of the map were available on the Land-of-Sky Regional Council's website.

Review of the Consent Agenda

Mr. Nalley stated that with adoption of the Consent Agenda, Council had approved the minutes of the March 10, 2008 Continued Meeting and April 3, 2008 Agenda Meeting, and had called for a Public Hearing on June 12, 2008 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2008-2009 Fiscal Year Budget.

Communications from the Town Administrator

Planning and Zoning Commission Update: Mr. Nalley advised that the Planning and Zoning Commission had received a list of short-term Comprehensive Plan Implementation Matrix goals for completion within one year and had chosen to begin work on steep slope ordinance development.

Board of Adjustment Update: Mr. Nalley reported that at their April meeting, the Board of Adjustment had unanimously granted Walter Bartlett's variance request to construct a home below the minimum lot width line and within the side yard setback area of his lot on Oklahoma Road. He explained that the request was approved with the condition that if the Bartlett's entered into a shared driveway agreement with the neighboring homeowner, a written copy of that agreement must be submitted to the Town prior to a Certificate of Zoning Compliance being issued.

Mobile Emission Sources Reduction Grant Update: Mr. Nalley advised that the North Carolina Department of Environment and Natural Resources had awarded \$12,800 in response to the 2008 Mobile Emission Sources Reduction Grant application submitted earlier this year on behalf of the Town, Montreat Conference Center and Montreat College. He said that these funds would be used toward the purchase on an electric vehicle which was expected to be delivered in September.

In other matters, Mr. Nalley also reported that the Town had recently received a payment in lieu of taxes from the Montreat Conference Center in the amount of \$5,000.

Administrative Reports

Police Chief: Chief McClintock gave his Police Department activity report for the month of April and noted a reduction in the amount of emergency assistance calls compared to the same period during prior years, as well as fewer misdirected semi-trucks entering Montreat.

Public Works Director: Mr. Caldwell reminded the public that garbage and recyclables would be collected on Tuesday, May 27 2008 due to the Memorial Day holiday. He noted that no bears had been reported in the Town's dumpster facility during the past two weeks. Mr. Caldwell also thanked the Police Department for their assistance with traffic control while the double yellow center traffic lines on Assembly Drive were being re-painted recently.

Finance Officer: Mr. Stackhouse presented and reviewed the final March 2008 and preliminary April 2008 Financial Reports. There were no questions or comments from the Council at this time.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his zoning activity and building inspections report for the month of April. He also noted that he was in the process of transferring building inspection information from the Town of Black Mountain's Planning

Department, and was researching options for purchasing an integrated planning and permitting software system, as well as available resources for implementing “green” building practices for both institutional and residential construction projects within the Town.

Commissioner Reports

Mayor Pro Tem Nichols said he had recently attended a legislative luncheon held by the Mountain Council for Accountable Development, which he explained was a coalition of the Asheville Board of Realtors and the Asheville Home Builders Association that could serve as a resource for assistance with issues such as affordable housing, green building techniques, ordinance development, stormwater and erosion control, landscaping guidelines and site planning. He also reported that the Revenue Source Committee had met that afternoon and would meet again within the next two weeks to continue their work on preparing a list of recommended alternative revenue sources for the Council’s review. Mayor Pro Tem Nichols then nominated Henry Copeland, Jerone Herring and Ann Straughan to serve on the Revenue Source Committee. Commissioner Currie seconded and the nominations were approved by a vote of 5/0.

Commissioner Currie suggested that Mr. Currie should report on permitting requirements for common home improvement and renovation projects in the next edition of the Town’s newsletter.

Commissioner Hollins reported that the Audit Committee would meet at 2:00 p.m. on the following Wednesday in the Town Services Office.

Commissioner McCaskill had no report at this time.

Commissioner Tate reported that the Asheville Buncombe Flood Reduction Task Force met recently with local legislators to discuss possible grant and other funding options for environmental projects. Mr. Nalley advised that at their last meeting, the Parks and Recreation Committee had met with Land-of-Sky Regional Council LandCare staff members Jim Stokoe and Carrie Runser-Turner to develop a proposal under which the Montreat Parks and Recreation Committee would become the coordinating body for LandCare activities in Montreat. He said that a draft proposal would be developed and e-mailed to the Parks and Recreation Committee and also presented for Council’s review at their June meeting.

Public Comment

There were no comments from the public at this time.

Old Business

March 8, 2008 Board Retreat Minutes: Commissioner Currie said she had listened to the digital audio recording of the March 8, 2008 Board Retreat and asked that the draft minutes be revised

to reflect her comments that the Town should be considered as an over-arching community framework, rather than equating the Town, Montreat College and Montreat Conference Center as three separate entities. She also requested the addition of Mr. Nalley's comment that several of the individual committees within Montreat had expressed their desire for the Town's assistance in coordinating their environmental projects. The Council agreed by consensus that a revised draft of these minutes will be presented for consideration at next month's meeting.

Mayor Pro Tem Nichols then asked for an explanation of the relationship between LandCare and the Montreat Parks and Recreation Committee. Mr. Nalley replied that the Parks and Recreation Committee's focus on environmental conservation was very similar to and compatible with LandCare, and that many of its members were also involved in LandCare projects. He explained that because of this, the group felt it would be beneficial to create a consortium of representatives from the all of the environmental groups within the community that would adhere to LandCare's principles while still retaining some measure of structure and oversight from the Town.

Public Comment

Susan Neville said she had difficulty hearing the proceedings and asked the Town staff to resume the use of the microphone and speaker system for future meetings.

New Business

Metropolitan Sewerage Resolution: Mayor Pro Tem Nichols moved to adopt Resolution #08-05-0001 Supporting the Development and Expansion of Affordable Housing in the Metropolitan Sewerage District Service Area, a copy of which is attached to these minutes and incorporated by reference. Commissioner Currie seconded and all voted in favor. The motion carried 5/0.

Banking Services Contract: Commissioner Hollins moved to adopt Resolution #08-05-0002 awarding the Banking Services Contract to First Charter Bank for the period of July 1, 2008 through June 30, 2013, a copy of which is attached to these minutes and incorporated by reference. Mayor Pro Tem Nichols seconded and all voted in favor. The motion carried 5/0.

2008-2009 Fiscal Year Budget Presentation: Mr. Nalley presented the proposed 2008-2009 Fiscal Year Budget in the amount of \$1,860,505 and noted no change from the prior year's property tax rate of \$0.37 per \$100 of valuation. He summarized the projected revenues and expenditures for both the General and Water Funds and pointed out factors influencing the budget, including funding for capital projects as identified in the Capital Improvements Plan (CIP), increased personnel costs related to building inspections, rising fuel and health insurance costs and a national economic slowdown. He also noted that in order to cover the costs of capital improvements, the budget included a fund balance allocation from the General Fund of approximately \$31,000, as well as a Retained Earnings appropriation from the Water Fund. Mr. Nalley advised that the proposed budget did not include funding for all of the capital improvement projects listed in the first year of the CIP and cited the Woodland Road paving and drainage project and Greybeard Trail water line replacement as specific examples. With respect

**Montreat Board of Commissioners
Town Council Meeting
May 8, 2008**

to the Greybeard Trail water line project, he explained that staff felt it would be more beneficial and cost-effective to proceed with well site exploration in that area at a cost of \$80,000 and redirecting these funds toward phased water line replacement if a viable well site could not be established. After discussion, the Board agreed by consensus to hold a Budget Workshop meeting on May 13, 2008 at 5:00 p.m. in the Town Services Office for further discussion of the proposed 2008-2009 Fiscal Year Budget.

Public Comment

Elliott Hester asked for clarification as to what area was considered to be the “top” of Greybeard Trail. Mr. Nalley replied that this term referred to the lots above the Burriss residence at 628 Greybeard Trail.

Meeting Dates

Mayor Taylor announced the following upcoming meeting dates:

<u>Budget Workshop Meeting:</u>	May 13, 2008, 5:00 p.m., Town Services Office
<u>Audit Committee Meeting:</u>	May 14, 2008, 2:00 p.m., Town Services Office
<u>May Planning & Zoning Commission Meeting:</u>	May 15, 2008, 7:00 p.m., Kirk Allen Building
<u>Town Services Office Closed:</u>	May 26, 2008 Memorial Day Holiday
<u>Memorial Day Sanitation Collection Date:</u>	Tuesday, May 27, 2008
<u>Agenda Items Due:</u>	May 30, 2008, 4:30 p.m., Town Services Office
<u>Agenda Packets Available:</u>	June 3, 2008 Town Services Office
<u>June Parks & Recreation Commission Meeting:</u>	June 3, 2008, 9:00 a.m., Outdoor Education Classroom
<u>June Agenda Meeting:</u>	June 5, 2008, 7:00 p.m. Kirk Allen Building

**Montreat Board of Commissioners
Town Council Meeting
May 8, 2008**

June Town Council Meeting:

June 12, 2008, 7:00 p.m.,
Kirk Allen Building

June Planning & Zoning Commission Meeting:

June 19, 2008, 7:00 p.m.,
Kirk Allen Building

2008-2006 Fiscal Year Budget Adoption Date:

June 26, 2008 (tentative)

Adjournment

There being no further business to discuss, Commissioner Tate moved to adjourn the Town Council Meeting. Mayor Pro Tem Nichols seconded. The motion carried 5/0 and the meeting was adjourned at 8:05 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk