

**Town of Montreat
Board of Commissioners
Meeting Agenda
May 13, 2010 – 7:00 p.m.
Walkup Building**

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 3, 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 7:00 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 7:10 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 7:20 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 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. CLOSED SESSION

A. Real Property Acquisition

- i. **Motion for Consideration:** To enter into Closed Session in accordance with North Carolina General Statute §143-318.11(5) to discuss the proposed acquisition of real property

XIV. ADJOURNMENT