

**Town of Montreat
Board of Commissioners
Agenda Meeting
June 3, 2010 – 7:00 p.m.
Walkup Building**

The Montreat Board of Commissioners held their regularly scheduled Agenda Meeting on May 6, 2010 in the Walkup Building.

Commissioners present: Mayor Letta Jean Taylor
Mayor Pro Tem Eric Nichols
Commissioner Ruth D. Currie
Commissioner Jack McCaskill
Commissioner Mary Standaert
Commissioner O'Neil Tate

Town staff present: Ron Nalley, Town Administrator
Stephen Freeman, Public Works Director
Misty R. Gedlinske, Town Clerk
William B. McClintock, Chief of Police
Stefan Stackhouse, Finance Officer

Two members of the public were also present. On Mayor Taylor's behalf, Mayor Pro Tem Nichols called the meeting to order at 7:02 p.m., led the group in reciting the Pledge of Allegiance and held a moment of silence.

Agenda Approval

Commissioner Standaert moved to adopt the meeting agenda as presented. Commissioner McCaskill seconded and the motion carried 5/0.

Public Hearing: Proposed 2010-2011 Fiscal Year Budget

Mayor Pro Tem Nichols opened the public hearing on this matter.

Mr. Nalley gave a PowerPoint presentation summarizing the proposed 2010-2011 Fiscal Year Budget in the amount of \$3,015,700, with a recommended tax rate of \$0.37 per \$100 of property valuation. He noted that the significant factors influencing this budget were various capital projects, personnel costs including a cost of living salary adjustment and health insurance premium increases, current national economic factors and the State governmental budget crisis.

Operating revenues for Town's General Fund are budgeted at \$2,401,700. This is an increase of \$409,500 from the previous fiscal year, but is largely associated with grant funding through the North Carolina Department of Transportation's Municipal Bridge Program for the Texas Road Bridge replacement project. Estimated real and property tax base growth for the upcoming fiscal year is just under ½%, with no projected growth in sales taxes or state-shared revenues. \$289,000 will be appropriated from Fund Balance to cover the costs of capital improvements in the coming year.

The major expenditures from the General Fund include:

- Legal and audit service contract costs
- Public communication efforts
- Tax collection fees
- Public building utility and insurance costs
- Dispatching services
- Police Department patrol vehicle purchase and firearm replacement costs
- Planning and Zoning Department computer and related software purchase
- Phase II NPDES Stormwater program costs
- Road sign replacement
- Street lighting expenses
- Increased tree removal and other contract labor costs
- Assembly Drive and truck route paving project
- Assembly Drive greenway project
- Street and Sanitation Department debt service payments
- Continuation of in-house sanitation collection service
- Native Plant Garden construction
- Montreat Landcare Committee funding

Water Fund operating revenues are budgeted at \$614,000, a decrease of \$43,560 from the previous fiscal year. This figure includes \$252,000 in funding through the American Recovery and Reinvestment Act of 2009 and \$35,000 in community service fees from the Montreat Conference Center. No change in water billing rates is requested at this time. \$36,500 is appropriated from Retained Earnings.

Major projected Water Fund expenditures include the following:

- Texas Road water line replacement project
- Greybeard Trail well construction project
- Debt service and water bond payments
- Greybeard Trail property purchase costs
- Contributions to the General Fund

Mr. Nalley explained that the budgeted community service fee revenue amount from the Montreat Conference Center was based on a recommended estimate from MRA Vice President for Finance Richard Sills. These funds will be used to offset the purchase costs of twelve lots near Greybeard Trail for well site construction in that area. Staff does not know at this time if this estimate is a guaranteed figure, and will need to monitor this item throughout the next fiscal year to determine if further budget adjustments will be necessary. Commissioner Standaert noted that a \$4 community service fee to the Town of Montreat was included on the registration from for a women's conference she recently signed up for.

Mayor Pro Tem Nichols asked Montreat Conference Center Vice President for Youth & Young Adult Ministry Bob Tuttle to obtain a firm revenue estimate from Mr. Sills by next week's meeting, based on the number of conferences being charged and the number of registrants for those conferences. Commissioner Standaert also asked Mr. Tuttle to determine when those revenues might be paid to the Town.

No further comments from the Commissioners, staff or public were heard at this time, and the Public Hearing was then closed.

**Public Hearing: Proposed Revisions to Montreat General Ordinance Chapter C –
Fire Protection and Prevention**

The Board will hold a Public Hearing on this matter during next week's Town Council Meeting at 7:00 p.m. or as soon thereafter as possible.

**Public Hearing: Proposed Revisions to the Town of Montreat Fee Schedule –
Operational and Construction Fire Permits**

The Board will hold a Public Hearing on this matter during next week's Town Council Meeting at 7:10 p.m. or as soon thereafter as possible.

**Public Hearing: Proposed Revisions to the Town of Montreat Fee Schedule –
Flood Hazard Development Area Permits**

The Board will hold a Public Hearing on this matter during next week's Town Council Meeting at 7:20 p.m. or as soon thereafter as possible.

Communications From the Mayor

On Mayor Taylor's behalf, Mayor Pro Tem Nichols reported on the following items:

- The Western North Carolina Livable Community Initiative will hold a day-long educational event on June 9 at the Seven Star Factory in Asheville's River Arts District. This event is open to the public with no registration or admission fees. Sessions begin at 9:00 a.m.
- Land-of-Sky Regional Council will hold a Building Energy Code Education Workshop on July 15 at 9:00 a.m. at their regional office on New Leicester Highway in Asheville. This event is open to building code inspectors, elected officials, local government employees and others interested in developing and implementing energy conservation codes.

Review of the Consent Agenda

Mr. Nalley reviewed the items listed on the Consent Agenda, which included the following:

- Adoption of the May 6, 2010 Agenda Meeting minutes
- Adoption of the May 13, 2010 Town Council Meeting minutes
- Setting a Special Meeting on June 24, 2010 at 4:30 p.m. at 4:30 p.m. in the Town Services Office to adopt the 2010-2011 Fiscal Year Budget Ordinance and make any necessary amendments to the 2009-2010 Fiscal Year Budget

Commissioner Currie asked for a minor revision to the May 6, 2010 Agenda Meeting minutes to clarify that the funds donated to the Town's Open Space Conservation Fund were made by the Montreat Cottagers Wilderness and Open Space Committee.

Communications From the Town Administrator

Mr. Nalley gave updates on the following items:

American Recovery and Reinvestment Act of 2009 Funding Update: The closing for the twelve lots the Town is purchasing from the Mountain Retreat Association for well site construction on Greybeard Trail is planned for the end of the following week. Once the deed and final survey are recorded, staff will move forward with submitting the necessary permit applications to the North Carolina Department of Environment and Natural Resources – Public Water Supply Section.

2010 Census Update: Based on their communication with field workers and other Census officials, staff believes that seasonal homes were incorrectly listed as permanent residences in Montreat's estimated housing count, which may contribute to the Town's lower than average Census response rate. Staff is hopeful that these seasonal homes will be subtracted from the official housing count, thereby improving both the accuracy of that report as well as the questionnaire response rate.

Assembly Drive Transportation Improvement Plan: Equinox Environmental group would like to hold a community-wide public input session for the Assembly Drive Transportation Improvement Plan during the same week as the Independence Day holiday to ensure the highest possible attendance rate. Available dates and locations are July 5 in Freeland Hall or July 6 in the Walkup Building. After brief discussion, the Board agreed by consensus for the meeting to be held on July 6 at 6:30 p.m. in the Walkup Building.

Woodland Road Drainage Improvements and Paving Project: The plans for the underground stormwater retention system have been modified slightly to reduce the pipe diameter in an effort to reduce the cost of the project. Although this change will only yield a savings of approximately \$2,000, staff recommends using the smaller pipe size in order to get the project underway. Once contracts are signed, construction could begin within the next two weeks.

Administrative Reports

Police Chief: Chief McClintock presented and reviewed his monthly departmental activity report for the month of May.

Public Works Department: Mr. Freeman listed the garbage and recyclable collection tonnages for the month of May and reported on the following additional items:

- The summer bulk item and white goods collection date will be July 6. Household garbage and recycling will also be collected on this date, as the Town Services Office will be closed on July 5 in observance of Independence Day.
- All residential and institutional water meters have been replaced with automated meters. More meter re-setters and backflow prevention devices were needed than originally estimated, resulting in an additional project cost of approximately \$5,000.
- The Harmony Lane well house structure is now complete. Electrical wiring and connection to the Town's SCADA system has been delayed pending delivery of an electrical panel.
- Phase 1 of the Greybeard Trail water line extension project is also completed, and well site construction will begin once the deeds for the purchase of lots along Greybeard Trail have been recorded.
- C&T Paving will perform pothole patching and asphalt repair work throughout the Town over the next few weeks.
- Due to the increasingly large amounts of leaves and yard debris being placed for collection each week, staff will research policies to establish a fee for this service based on the amount of materials placed for disposal. Any policy developed would be recommended to take effect during the 2011-2012 budget year.
- May's water loss due to unaccounted usage was 14.3%.

Finance Officer: Mr. Stackhouse presented and reviewed the final April 2010 Financial Statement, along with a cash investment report for the period ending April 30, 2010. The preliminary May 2010 Financial Statement will be ready for the Board's review at next week's meeting. He also provided copies of a questionnaire letter from Martin Starnes, the Town's new auditing firm, for each board member to complete as part of the audit preparation process.

Building Inspector/Code Administrator: On Mr. Currie's behalf, Mr. Nalley presented and reviewed the zoning activity and inspections report for the month of May. He also reported on the following additional items:

- There has been positive media interest in the South Carolina Home cellular communications tower, particularly in the design of the structure and the measure taken to blend it into its natural surroundings.
- The top portion of the "tree" structure will be installed once AT&T finishes placing their antennas and related electrical equipment.

- Two recent stormwater runoff complaints related to construction at the site had been addressed by Town staff. AT&T is currently the only service provider using the tower, although the structure can provide space for up to six carriers.
- The 2010 Ford Escape arrived with a minor scratch at the time of delivery. Asheville Ford is making repairs and will return the vehicle within the next few days.

Commissioner Reports

Mayor Pro Tem Nichols had no report at this time.

Commissioner Currie suggested the idea of selling t-shirts, sweatshirts and other similar items bearing the Town's seal as a fund-raising opportunity.

Commissioner McCaskill had no report at this time.

Commissioner Standaert said that updated sanitation and recycling brochures will be distributed next week.

Commissioner Tate said the minutes of the recent Montreat Landcare Committee meeting had been completed and forwarded to the Council members. He also asked for volunteers to remove Japanese Knotweed and install mulch along Gate Trails beginning at 8:00 a.m. on Saturday in observance of National Trails Day.

Public Comment

Skip Taylor asked when the cellular communications tower at South Carolina Home would be operational. Mr. Nalley said Towers XX, LLC planned for the tower to become operational on June 30.

Bob Tuttle thanked the Commissioners and Town staff for their efforts.

Old Business

Town of Montreat Police Captain: Mr. Nalley presented a draft Police Captain job description for the Board's review and further consideration at next week's meeting.

Town of Montreat and Senior Water Technician: Mr. Nalley is working to finalize the job description for this position and will present a completed draft for consideration at next week's meeting.

Proposed Revisions to Montreat General Ordinance Chapter C – Fire Protection and Prevention: The proposed revisions to this ordinance chapter will complete the transition of shifting authority and regulatory oversight of fire inspection and permitting services from the Town of Black

Mountain Fire Department to Montreat. The Board will hold a Public Hearing on this matter during next week's Town Council Meeting at 7:00 p.m. or as soon thereafter as possible.

Proposed Revisions to the Town of Montreat Fee Schedule – Operational and Construction Fire Permits and Flood Hazard Area Development Permits: Based on direction from the board at last month's Town Council Meeting, the proposed permit fee for operation and construction fire permits related to tents and canopy structures has been reduced to \$25. The proposed base fee for flood hazard area development permits was increased to \$100, with additional footnote language in the Fee Schedule stating that permit applications requiring additional technical staff review time may be subject to increased permitting fees. The Board will hold Public Hearings to discuss both of these revisions to the Town's Fee Schedule during next week's meeting.

New Business

Employee Health Insurance Benefit Contract: Three years ago the Board asked staff to seek proposals from other healthcare insurance providers in an attempt to lower our insurance costs. It was decided then that phased over the next few years, additional changes would be made to our health insurance plan in order to bring costs in line with other local governments our size. Renewals of the Town's Blue Cross/Blue Shield employee health insurance coverage without change would cost about fifteen percent (15%) more as compared with last fiscal year. This is a considerably larger increase than the 2% we experienced last year. Commissioner Tate, Mr. Nalley and Mr. Stackhouse met recently with the Town's insurance representative, and after reviewing several proposals recommend Option 3, Quote 3124495. This plan retains the 80/20% coinsurance of the existing plan, along with the office visit and prescription co-pays, but increases the individual deductible from \$500 to \$1000, and the individual maximum coinsurance from \$1000 to \$3000. Staff also recommends that the Town reimburse employees for the last \$500 of the \$1000 deductible. This would decrease the financial impact on those few employees who may reach the full deductible amount while still lowering premium costs for the Town. During discussion, Mr. Stackhouse explained that health insurance rates for groups of 15 or fewer employees were based on age and varied widely between individual employees.

Property and Liability Insurance Renewal – White Insurance Agency: As a result of last year's Request for Proposal process, the Town reviewed quotes from several companies for property and liability insurance. Staff recommends continuing to contract with White Insurance Agency and Millennium for this coverage. Staff expects that a formal quote will be submitted prior to next week's meeting in an amount not to exceed \$17,000.

Public Utility Extensions Request – Lots Above Peace Lane: Staff hopes to have preliminary engineering reports available from two of the property owners requesting road, water and sewer line extensions to this area for the Board to review at next week's meeting. No action on this matter will be requested at that time.

Proposed Revisions to Montreat General Ordinance Chapter J – Building Codes, Article II “Condemnation”: At next week’s meeting, the Board will be asked to call for a Public Hearing to discuss this matter during their July 8 Town Council Meeting.

Public Comment

There were no comments from the public at this time.

Meeting Dates

Mayor Pro Tem Nichols advised that both he and Commissioner McCaskill would be absent from next week’s Town Council Meeting. He asked the Board to consider setting one or more special meetings to discuss the proposed 2010-2011 Fiscal Year Budget. After brief discussion, the Board agreed by consensus to hold special meetings on June 17 at 4:00 p.m. and June 22 at 5:00 p.m. in the Town Services Office to discuss the proposed 2010-2011 Fiscal Year Budget.

Mayor Pro Tem Nichols then announced following additional upcoming meeting dates:

<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>Special Meeting - Fiscal Year 2010-2011 Budget Adoption:</u>	June 24, 2010, 4:30 p.m., Town Services Office
<u>Agenda Items Due:</u>	June 25, 2010, 4:30 p.m., Town Services Office
<u>Agenda Packets Available:</u>	June 29, 2010 Town Services Office
<u>July Agenda Meeting:</u>	July 1, 2010, 7:00 p.m., Walkup Building
<u>Town Services Office Closed:</u>	July 5, 2010 Independence Day Holiday
<u>Summer Bulk Item Collection Date:</u>	July 6, 2010
<u>July Montreat Landcare Committee Meeting:</u>	July 6, 2010, 9:30 a.m., Outdoor Education Classroom

Montreat Board of Commissioners
Agenda Meeting
June 3, 2010

Public Information Session – Assembly Drive
Transportation Improvement Plan:

July 6, 2010, 6:30 p.m.,
Walkup Building

July Town Council Meeting:

July 8, 2010, 7:00 p.m.,
Walkup Building

July Planning and Zoning Commission
Meeting:

July 15, 2010, 7:00 p.m.,
Walkup Building

Adjournment

There being no further business to discuss, Commissioner Tate moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 8:43 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk