

**Town of Montreat
Board of Commissioners
Agenda Meeting
June 4, 2009 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Agenda Meeting on June 4, 2009 at 7:00 p.m. in the Kirk Allen Building. Present among the Board were Mayor Letta Jean Taylor, Commissioner Ruth Currie, Commissioner Bill Hollins, Commissioner Jack McCaskill and Commissioner O'Neil Tate. Mayor Pro Tem Eric Nichols was absent. Representing Town Staff were Town Administrator Ron Nalley, Public Works Director Charlie Caldwell, Town Clerk Misty R. Gedlinske, Chief of Police William B. McClintock, Finance Officer Stefan Stackhouse and Building Inspector/Code Administrator David Currie. Three members of the public 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 Hollins moved to adopt the meeting agenda as presented. Commissioner Currie seconded and the motion carried 4/0.

**Public Hearings: Proposed 2009-2010 Fiscal Year Budget and
Proposed Montreat General Ordinance Chapter K, Article IV "Hillside Development"**

Mayor Taylor said the Board would hold public hearings on each of these matters at next week's meeting.

Communications From the Mayor

2009 Mayor's Cup Raft Race: Mayor Taylor reminded everyone that the 2009 Mayor's Cup Raft Race would be held on June 7, 2009 at 3:30 p.m. at French Broad River Park in Asheville. Commissioner McCaskill said he would not be able to participate. Commissioner Hollins agreed to attend in his place.

Review of the Consent Agenda

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

- May 7, 2009 Agenda Meeting Minutes
- May 14, 2009 Town Council Meeting Minutes
- 2008-2009 Fiscal Year Budget Amendment #2 to provide additional funding for legal services
- 2008-2009 Fiscal Year Budget Amendment #3 to cover expenses associated with the Native Plant Garden
- 2008-2009 Fiscal Year Budget Amendment #4 to reflect Open Space Conservation Fund expenses

- A Special Meeting set for June 25, 2009 at 4:30 p.m. in the Town Services Office to adopt the 2009-2010 Fiscal Year Budget Ordinance and make any necessary amendments to the 2008-2009 Fiscal Year Budget

Mr. Nalley explained the purpose of each requested General Fund budget amendment. He noted that staff may present additional budget amendments to the Town's Water Fund for consideration at next week's meeting if necessary. Commissioner Currie advised that she may not be able to attend the budget adoption meeting on June 25.

Communications From the Town Administrator

American Recovery and Reinvestment Act of 2009: Mr. Nalley said that because the Texas Road bridge replacement project had not qualified for requested American Recovery and Reinvestment Act of 2009 funding, staff had met that morning with engineers from McGill Associates to consider design options for replacing the bridge using the Town's own funds. Because the Town received only \$313,000 of the requested amount of funding for well installation on Harmony Lane and Greybeard Trail, McGill Associates will also examine ways to complete those projects less expensively. Mr. Nalley said he would continue researching alternate funding sources for both the bridge replacement and water system projects.

Public Works Director: Mr. Caldwell reported on the following items:

- Bi-weekly garage collection began this week.
- The summer bulk item collection date is scheduled for Tuesday, July 7, beginning at 8:00 a.m.
- Buncombe County Emergency Management crews are currently performing stream cleaning and debris removal from Flat Creek near the Montreat Gate to one mile north of Calvin Trail.
- The Appalachian Way paving project has been delayed until late July or early August to avoid interference with the summer conferences and July 4th events. This delay will not change the contract price for this project. Mr. Nalley explained that monies designated for this project will be returned to the Town's Fund Balance and re-allocated for the next fiscal year.
- Because of the bridge closure, Texas Road was opened to two-lane traffic between Lookout Road and Community Center Circle during the summer conference season in order to improve safety near the child care center. Bags have been placed over certain road signs to indicate the new traffic pattern.
- Bid advertisements for the Texas Road bridge replacement project will be published on June 14. A pre-bid conference will be held on June 20, with final bids due by June 30 for recommendation to the Council at their July meeting. Mr. Nalley explained that due to the lack of federal funding for this project, staff would work with McGill Associates on a design recommendation costing between \$150,000 and \$180,000, depending on bid responses. Construction on the new bridge could begin as early as late July or early August if an acceptable bid is approved at the July Town Council Meeting.

- Staff would like to schedule an open drop-in meeting to allow members of the public to review preliminary design plans for the Woodland Road paving project. This meeting was proposed for July 2 from 5:00 p.m. until 6:30 p.m. either in the Walkup Building or on-site at Woodland Road. The Board agreed by consensus to hold the meeting in the Wayout Building if available and to send postcards notifications to all neighboring property owners.
- Assistant Public Works Director Steve Freeman is scheduled to undergo knee repair surgery next Monday and is expected to be out of the office for four to six weeks.
- Due to recent rainfall and reduced consumption, voluntary water conservation requirements can now be rescinded.
- All but one of the surplus items advertised for sale on the GovDeals website have been sold, with a net profit for the Town of \$4,301. Buyers will have 10 days to collect their purchases.

Finance Officer: Mr. Stackhouse presented and reviewed the final April and preliminary May 2009 Financial Statements.

Building Inspector/Code Administrator: Mr. Currie said he would give his monthly activity report at next week's meeting.

Commissioner Reports

Mayor Pro Tem Nichols was absent.

Commissioner Currie reported that the Montreat Cottagers Board met recently to discuss the upcoming July 4th parade. This year's theme will be "Our Heritage – Past and Future." She also said the barbecue tent would be relocated behind Anderson Auditorium. Chief McClintock was asked to make sure this new location does not interfere with traffic flow in this area. Commissioner Currie also offered to donate a new United States flag for use during Town meetings, which could be hung on the wall if an acceptable flag pole was not available.

Commissioner Hollins reported that the Audit Committee had reviewed Johnson, Price & Sprinkle, P.A.'s proposed contract for auditing services and recommended its approval.

Commissioner McCaskill reported that the Buncombe County Greenways Commission had submitted a Request for Proposals to complete a design plan for a greenway connection from Black Mountain through Warren Wilson College's trail system and Charles D. Owen Park, ending at Azalea Park. This project will be funded by a \$30,000 grant from the French Broad River Metropolitan Planning Organization.

Commissioner Tate reported that a new hiking trail between Harmony Lane and Suwannee Drive was now finished, and said that the minutes of the recent Montreat Landcare meeting would be forwarded to the Council as soon as they had been completed.

Public Comment

There were no comments from the public at this time.

Old Business

Proposed Montreat General Ordinance Chapter K, Article IV “Hillside Development”: Mr. Nalley said the proposed Hillside Development ordinance had been updated to reflect the changes discussed at the Board’s recent workshop meeting, and that postcards notifying all Montreat property owners of next week’s public hearing would be mailed out the next day.

Proposed Montreat General Ordinance Chapter K, Article III “Stormwater Management”: Mr. Currie presented the most recent draft of the proposed Stormwater Management ordinance, along with a suggested stormwater permit fee schedule which, subject to Board approval, may be included in the 2009-2010 Fee Schedule and adopted during the annual budget process. He also reviewed three sample construction project scenarios and explained the conditions under which each one may be eligible for a permit fee reduction based on the use of stormwater Best Management Practices.

Proposed Montreat General Ordinance Chapter D, Article IV “Streets Standards”: Mr. Nalley said that a revised draft of the Street Standards ordinance was nearly complete and would be e-mailed to the Board for their review in preparation for next month’s public hearing.

New Business

Contract to Audit Accounts – Johnson, Price & Sprinkle, P.A.: Mr. Stackhouse advised that he would publish a Request for Qualifications for audit services during the next fiscal year according to an established five-year schedule. He said the Town had worked with Johnson, Price and Sprinkle for several years and were happy with their work. He also explained that once it was approved by the Board, the audit services contract must also be submitted to the Local Government Commission for their approval prior to the start of the audit process.

Employee Health Insurance Benefit Contract: Commissioner Tate reported that Mr. Nalley, Mr. Stackhouse and he had met with the Town’s insurance representative to discuss several contract proposals for employee health benefits for the next fiscal year. He said that as a result of this meeting, the Board would be asked to consider choosing BlueCross BlueShield renewal Option 1 and to reimburse employees for the last \$250.00 of the \$500.00 deductible. Mr. Nalley advised that this option would increase deductibles from \$250.00 to \$500.00 and increase employee coinsurance from ten percent (10%) to twenty percent (20%). He explained that these changes were made in response to Council’s decision two years ago to begin phased changes to coinsurance percentages and individual deductibles in order to make the Town’s benefits more comparable to those offered by other municipalities. The annual premium for this plan would be \$89,383.20, a decrease of around eleven percent (11%) from the renewal cost of the current plan. During discussion, Commissioner Hollins asked whether additional changes would be

recommended for the 2010-2011 fiscal year. Mr. Nalley said the plan would be re-evaluated at that time depending on the cost of the renewal quotes offered.

Property and Liability Insurance Renewal – White Insurance Agency: Mr. Nalley said staff had placed all of the Town's service-related contracts on a five-year rotation schedule. This year, Mr. Stackhouse developed a Request for Proposals (RFP) for property and liability insurance brokerage services which was then sent to the current broker, White Insurance, and to a number of others that were identified as having satisfactorily served other municipalities. Staff received responses from White Insurance, Wells Fargo Insurance, and the NCLM Interlocal Risk Financing Fund. All three responses were deemed to be satisfactory. During the second phase of the Town's request, White Insurance provided a proposal for the renewal of the existing policies with Millennium. Quotes were also requested from Wells Fargo, Selective and the North Carolina League of Municipalities. In all cases, the proposed policies were required to match as closely as possible to the Town's existing coverage. Mr. Stackhouse noted that the White Insurance quote from Millennium was significantly lower than all other companies who responded, and was also reduced from last fiscal year's rate of \$19,985. Because of this reduction in price and staff's satisfaction with the level of service White Insurance had provided in the past, Mr. Stackhouse recommended approval of the Property and Liability Insurance proposal from White Insurance Agency and Millennium in the amount of \$14,721 for the 2009-2010 fiscal year.

American Recovery and Reinvestment Act of 2009 Acceptance of Loan for Water Supply System Project: Mr. Nalley said staff was notified in May that the Town had received first-round funding from the North Carolina Department of Environment and Natural Resource's Public Water Supply Section through the American Recovery and Reinvestment Act of 2009 for well construction on Harmony Lane and Greybeard Trail. The total funding amount was \$313,000, 50% of which was offered through a principal forgiveness loan and the remaining amount through a 20-year revolving loan at 0% interest. Mr. Nalley asked the Council for permission to proceed with submission of the loan acceptance application documents pending their formal approval at next week's meeting, citing an application deadline of June 12. After brief discussion, the Board agreed by consensus.

Public Comment

There were no comments from the public at this time.

Meeting Dates

Mr. Caldwell advised that a decision about how the Independence Day holiday may affect garbage and recyclables collection would be announced at next week's meeting. Mayor Taylor then announced the following upcoming meeting dates:

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<u>June Town Council Meeting:</u>	June 11, 2009, 7:00 p.m., Kirk Allen Building
<u>June Planning & Zoning Commission Meeting:</u>	June 18, 2009, 7:00 p.m., Kirk Allen Building
<u>2009-2010 Fiscal Year Budget Adoption:</u>	June 25, 2009, 4:30 p.m. Town Services Office
<u>Agenda Items Due:</u>	June 26, 2009, 4:30 p.m., Town Services Office
<u>Special Meeting - Proposed Montreat General Ordinance Chapter D, Article IV "Streets Standards"</u>	June 29, 2009, 4:00 p.m., Town Services Office
<u>Agenda Packets Available:</u>	June 30, 2009
<u>Woodland Road Paving Project Design Plan Review:</u>	July 2, 2009, 5:00 p.m. – 6:30 p.m., TBD
<u>July Agenda Meeting:</u>	July 2, 2009, 7:00 p.m., Wayout Building, Room A
<u>Town Services Offices Closed:</u>	July 3, 2009 Independence Day Holiday
<u>Summer Bulk Item Collection Date:</u>	July 7, 2009 Collection begins at 8:00 a.m.
<u>July Montreat Landcare Committee Meeting:</u>	July 7, 9:00 a.m., Outdoor Education Classroom

Closed Session

Commissioner Hollins moved that Council enter into Closed Session in accordance with North Carolina General Statute §143-318.11(5) to discuss proposed acquisition of real property. Commissioner Tate seconded and the motion carried 4/0. No action was taken during the Closed Session.

Adjournment

There being no further business to discuss, Commissioner Tate moved to adjourn the Agenda Meeting. Commissioner Hollins seconded. The motion carried 4/0 and the meeting was adjourned at 8:45 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk