

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
June 10, 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. PUBLIC HEARINGS**

- A. Proposed Revisions to Montreat General Ordinance Chapter C – Fire Protection and Prevention: **June 10, 2010, 7:00 p.m.**
- B. Proposed Revisions to the Town of Montreat Fee Schedule – Operational and Construction Fire Permits: **June 10, 2010, 7:10 p.m.**
- C. Proposed Revisions to the Town of Montreat Fee Schedule – Flood Hazard Development Area Permits: **June 10, 2010, 7:20 p.m.**

**IV. COMMUNICATIONS FROM THE MAYOR**

- A. Western North Carolina Livable Community Initiative
- B. Building Energy Code Education Workshop – Land-of-Sky Regional Council

**V. CONSENT AGENDA**

- A. Adoption of Minutes
  - i. **Motion for Consideration:** To adopt the minutes of the May 6, 2010 Agenda Meeting
  - ii. **Motion for Consideration:** To adopt the minutes of the May 13, 2010 Town Council Meeting
- B. Special Meeting: 2010-2011 Fiscal Year Budget Adoption
  - i. **Motion for Consideration:** To set a special meeting on June 24, 2009 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

*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.*

**VI. 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

**VII. 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

**VIII. COMMISSIONER REPORTS**

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

**IX. PUBLIC COMMENT**

**X. 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 June 14, 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 June 14, 2010.
  
- C. Proposed Revisions to Montreat General Ordinance Chapter C – Fire Protection and Prevention
  - i. **Motion for Consideration:** To adopt Ordinance #10-06-0001 Amending Montreat General Ordinance Chapter C – Fire Protection and Prevention
  
- D. Proposed Revisions to the Town of Montreat Fee Schedule
  - i. **Motion for Consideration:** To adopt proposed revisions to the Town of Montreat Fee Schedule related to operational and construction fire permits
  - ii. **Motion for Consideration:** To adopt proposed revisions to the Town of Montreat Fee Schedule related to Flood Hazard Area Development permits

## **XI. NEW BUSINESS**

- A. Employee Health Insurance Benefit Contract
  - i. **Motion for Consideration:** To authorize the Town Administrator and Finance Officer to execute a contract for “Option 3, Quote 3124495” with BlueCross BlueShield effective July 1, 2010 for employee benefit health insurance for Fiscal Year 2010-2011 and for the Town to reimburse employees for the last \$500.00 of the \$1000.00 deductible
  
- B. Property and Liability Insurance Renewal – White Insurance Agency
  - i. **Motion for Consideration:** To approve the Property and Liability Insurance Proposal from White Insurance Agency and Millennium in the amount of \$15,281 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents
  
- C. Public Utility Extensions Request – Lots Above Peace Lane

- D. Proposed Revisions to Montreat General Ordinance Chapter J – Building Codes, Article II “Condemnation”
- i. **Motion for Consideration:** To call for a Public Hearing on July 8, 2010 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance Chapter J – Building Codes, Article II “Condemnation”

**XII. PUBLIC COMMENT**

**XIII. MEETING DATES**

<u>Special Meeting – Proposed 2010-2011 Fiscal Year Budget Discussion:</u>	June 17, 2010, 4:00 p.m., Town Services Office
<u>June Planning and Zoning Commission Meeting:</u>	June 17, 2010, 7:00 p.m., Walkup Building
<u>Special Meeting – Proposed 2010-2011 Fiscal Year Budget Discussion:</u>	June 22, 2010, 5:00 p.m., Town Services Office
<u>Special Meeting - Fiscal Year 2010-2010 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
<u>Public Information Session – Assembly Drive Transportation Improvement Plan:</u>	July 6, 2010, 6:30 p.m., Walkup Building

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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

**XIV. ADJOURNMENT**