

**Town of Montreat
Board of Commissioners
Town Council Meeting
April 12, 2018
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Mac McClintock, Police Officer
Dave Arrant, Police Chief
Barry Creasman, Public Works Director

Approximately 12 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Commissioner Fouche moved to adopt the agenda as presented. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that his only communications was in reference to the addressing issue which was discussed at length during the Public Forum. Mr. Carmichael briefly reviewed that the Mayor had been in contact with the Montreat Postmaster, Tim Bryson, and Mary Standaert had been in communication with the Board of Elections, the Montreat Postmaster, the Planning Board for the County, the Planning Board for Woodfin and the Buncombe County Commissioners. Adrienne Isenhower, Zoning Official, had been in touch with the 911 Addressing Communicator and the Emergency Manager of the County. A resolution has not been reached in the addressing issue but progress has been made.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- February 13, 2018, Town Council Annual Board Retreat Meeting Minutes
- March 1, 2018, Town Council Agenda Meeting Minutes
- March 8, 2018, Public Forum Meeting Minutes

- March 8, 2018, Town Council Meeting Minutes – Commissioner Fouche indicated a correction needed to be made on page 28 to include the names of John Mack Walker and Wade Boggs. The Town Clerk notated this change.
- Resolution #18-04-001 Designating April 28th Arbor Day in the Town of Montreat

Town Administrator's Communications

- Mr. Carmichael stated that each month he will be addressing an issue that relates to Montreat Public Safety under his communications. This evening he addressed the CodeRED application. CodeRED is a technology that the Town utilizes to notify our citizens or interested parties in the event of an emergency. This technology allows the Town to send out blast notifications in the form of text messages, mobile alerts, social media alerts and emails. You can find the link at the current Town of Montreat website (www.townofmontreat.org) to sign up for the service.
- Mr. Carmichael stated that the property at 1210 Montreat Road was closed upon at the end of December. The process of abating the asbestos was completed. The Town went out for informal bids on demolition of the building but the bids came back much higher than expected. Montreat had discussions with the Town of Black Mountain about utilizing the Creek Side Lot as a training exercise for the Black Mountain Fire Department and that idea will come to fruition on April 28th. Mr. Carmichael reviewed the permitting process from start to finish to insure proper air quality measures were being followed at Commissioner Widmer's request.
- Mr. Carmichael stated that Public Works Staff has been taking trees down at the future Public Works Building. Mr. Carmichael is also working with the School of Government to prepare the bid for the construction of the concrete pad and the purchase of the metal like "butler building". The funding for the Town Hall and Public Works Building have been moved into a capital projects fund which is tied to the project not to the fiscal year. The Public Works Building is fully funded at this time and the Town Hall is partially funded.
- Mr. Carmichael stated that upon receipt of our check by the Department of Transportation the Town of Montreat will no longer be participants of the Municipal Bridge Program. We will move forward with plans to convert the Texas Road Bridge into a pedestrian only bridge. A Bridge Aesthetics Committee has been formed by the Mayor and Town Council to determine how the bridge will potentially look once converted.
- Mr. Carmichael provided the Board a brief update of the Fiscal Year 2018-2019 Budget Cycle Update. Mr. Carmichael stated that the Town is on track to have a balanced budget on June 14th.
- Mr. Carmichael announced that Montreat College has tentatively scheduled an active shooter exercise for April 23rd. Multiple agencies will be responding to this exercise but it is only a practice.
- Mr. Carmichael pointed out that a small sinkhole developed yesterday on Assembly Drive right inside the Gate. This sinkhole is the result of a failed culvert which is eroding soil.

Public Work Crews have provided a temporary patch but look for more solid construction in the coming weeks.

Administrative Reports

Administration: Reports were in written form as requested by Council.

Finance: Reports were in written form as requested by Council.

Planning & Zoning: Reports were in written form as requested by Council.

Police: Reports were in written form as requested by Council.

Public Works & Water: Reports were in written form as requested by Council.

Sanitation: Reports were in written form as requested by Council.

Streets: Reports were in written form as requested by Council.

Public Comments

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mary Standaert of 118 Shenandoah Terrace suggested that people refer to the Public Forum Minutes from this evening for a more comprehensive discussion of the Montreat addressing issue. She then took the opportunity to review what she had accomplished since leaving office in January. Mrs. Standaert felt this matter would be especially troubling to Montreat College and Mountain Retreat Association since Montreat has been erased off the digital map.

Mike Sonnenberg of 125 Virginia Road asked what the ongoing cost of the portable radios would be and how will they be amortized. Mayor Helms stated that Mr. Carmichael would get in touch with Mr. Sonnenberg regarding this information. Mr. Sonnenberg then asked why the Town could not use cell phones with extenders which would cost a lot less than the portable radios.

Mason Blake of 428 Appalachian Way wanted to invite everyone to the Native Plant Sale which will be held April 28th at Moore Center Field. Mr. Blake thanked the Town for their support. This year's event will include two new vendors and great new programs.

Tom Frist of 98 Frist Road asked why the Town could not just tear down the Creek Side Building and haul it off without paying all the additional money. Mr. Carmichael first stated that the Town would not be paying the Black Mountain Fire Department any funds because it is being used as a training exercise. The monies that have been spent were for asbestos abatement which would

have to have been spent no matter how we chose to demolish the building.

Presentations and Reports

- A. Town Commission Annual Retreat: Mr. Carmichael reported that the Town Council held their Annual Retreat on February 13th to plan for the coming year. The Commission heard from Staff on current year's projects and activities. They reviewed the various Boards and Commissions vacancies. They reviewed the Mission Statement and the Rules of Procedure.

- B. C.I.P. Priorities: Mr. Carmichael stated that the C.I.P. (Capital Improvement Plan) is a financial planning tool that looks into the future to forecast the Town's equipment, building, and infrastructure need. An item is included in our C.I.P. if it has a life expectancy of greater than one year and a value of greater than \$5,000. Inclusion in the C.I.P. does not commit the Town to funding a project. The Board of Commissioners review and must take action to fund, projects either through the annual operating budget or through the capital projects fund. The Community has plenty of opportunities to provide input on the Capital Improvement Plan. There will be two great opportunities coming up: May 10th public comment period during the C.I.P. and annual budget presentation and May 24th budget public hearing. Mr. Carmichael briefly reviewed the items that were included on the draft C.I.P. During the Annual Retreat Commissioners were asked to prioritize by rank the items to be included on the draft C.I.P. This graphic can be found below. The higher the average the higher the priority.

PROJECTS	Average Score*
Town Hall Replacement	3.00
Local Street Paving	3.00
Bridge Conversion	3.00
New Road Paving	3.00
Truck Replacement (04)	3.00
Water Line Replacement	3.00
Radio Replacement	2.83
Tree Program	2.83
Water Billing Software Modual	2.83
Computer Software Update	2.80
Police Vehicle Replacement	2.67
Radio Replacement	2.67
Portable Generators	2.50
Waterline Locator/ GIS	2.50
Ordinance Update	2.33
Tractor Replacement (85)	2.33
Comprehensive Plan Update	1.17
Water Storage Facility	1.17
Wayfinding Signage Plan	1.00
Stormwater Utility Study	0.83

- C. C.I.P. Public Meeting Report: Mr. Carmichael stated that Staff held a Public Meeting on February 27th to give the Community an opportunity to provide feedback and ask questions of Staff. There were no attendees at this meeting but there will definitely be additional opportunities for feedback.

Old Business

There was no old business to discuss this evening.

New Business

**Montreat Board of Commissioners
Town Council Meeting Minutes
April 12, 2018**

- A. Appointments of Edna Banes, Jean David, Robert Eckard, Ellen Dean and Tom Widmer (Chair) to the Communications Advisory Committee: Commissioner Fouche moved to appoint Edna Banes, Jean David, Robert Eckard, Ellen Dean and Tom Widmer (Chair) to the Communications Advisory Committee. Mayor Pro Tem Otto seconded the motion. Commissioner Widmer advised that the Commission approved the Communications Advisory Committee at the March Town Council Meeting. This idea came about from discussions held at the Annual Retreat about the need for effective two-way communication. Commissioner Widmer stated that he held an Organizational Meeting and the group has some great ideas. Mayor Helms called for a vote and the motion carried 5/0.
- B. Appoint Robert Wynne to the Bridge Aesthetics Committee: Mayor Helms advised that Mr. Wynne did not get his application turned in prior to the deadline and this item is to add him to the Bridge Aesthetics Committee. Commissioner Widmer moved to appoint Robert Wynne to the Bridge Aesthetics Committee. Commissioner Lentz seconded and the motion carried 5/0.
- C. Martin and Starnes Contract Approval: Commissioner Gilliland move to approve a Contract to Audit Accounts with Martin and Starnes in the amount of \$22,000. Commissioner Widmer seconded and the motion carried 5/0.
- D. Florida Terrace Bid: The Town solicited sealed bids for the disposal of two parcels between Florida Terrace and Arkansas Trail. The bids were advertised according to the sealed bid method and opened on April 4th. The Town intended to accept the highest bid as a negotiated offer for the purpose of initiating the upset bid process. However, the Town only received bids significantly lower than the funds that the Town invested on the Florida Terrace site. The highest bid received on tract 1 was \$96,510. The highest bid received on tract 2 was for \$105,000. At the October 19th Town Commission meeting, Scott Browne of Keller Williams Realty presented a market analysis and a recommended price for the Florida Terrace site. Mr. Browne's assessment was that if the land were divided equally he valued each tract at \$110,000. The Commission discussed the gap between the assessment and the investment by the Town and direct staff to investigate a price that would recoup the Town's expense. The Town invested \$383,804.14 in the proposed Town Hall project at the Florida Terrace/Arkansas Trail site. Of those funds, \$145,035 were strictly related to the building project and do not add value to the land itself. The remaining \$238,404 were investments directly in the land. The gap between the investment of roughly \$119,202 per tract and the high bids of \$96,510 (tract 1) and \$105,000 (tract 2) is significant. Therefore, staff recommends rejecting all bids and pursuing the negotiated offer and upset bid process as authorized by G.S. 160A-269. Mayor Pro Tem Otto moved to reject all bids for Florida Terrace tracts 1 and 2 as advertised and direct staff to pursue negotiated offers and upset bids. Commissioner Lentz seconded the motion. Mayor Pro Tem Otto has spent a lot of time speaking to other realtors with regards to land costs and he feels we can get some better bids and more excitement on this property. Commissioner Fouche questioned if Mr. Carmichael would go back to the original bidders and explain the process at this point. Mr. Carmichael stated that would be one step in the process

as well as the potential of engaging a realtor or advertising that the Town is seeking a negotiated price.

Mayor Helms called for a vote and the motion carried 5/0.

- E. Radio Purchase Agreement: Commissioner Fouche moved to approve the purchase agreement for 6 APX 8000 Portable Radios and related equipment with Motorola Solutions in the amount of \$36,870.70. Commissioner Lentz seconded the motion. Commissioner Gilliland questioned the amount of the radios. Chief Arrant stated that these were digital dual band uhf/vhf radios which allow multi-agency communications. Chief Arrant stated that their current radios were purchased in 1998 and he hopes to get the same amount of longevity out of the proposed new radios. Mayor Pro Tem Otto asked if Chief Arrant sees the possibility of as technology price changes to incorporate additional radios down the road at a cheaper price. Chief Arrant stated that there was a chance of price fluctuation but this is the “go-to” item on the market for most of the law enforcement agencies around. Commissioner Widmer asked Chief Arrant why he needed a spare radio. Chief Arrant stated that the spare radio was critical in the event of the assigned radios being damaged or an emergency situation where someone needed radio access. Mayor Helms called for a vote and the motion carried 4/1 with Commissioner Widmer voting against the motion.

Public Comments-Other Topics

Mayor Helms reiterated that the Public Comment period were for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Mrs. Martha Campbell of 149 Maryland Place wanted to commend Mason and Amy Blake on all of their hard work with regards to the Native Plant Sale. Mrs. Campbell also advised everyone to come hungry because there will be a food truck for breakfast and lunch this year. The Blake’s are helping to kickoff the new children and family centered programs that Montreat Landcare has been working hard on the past few months. All of the students in the local elementary schools will be getting a flier inviting them to come take part in the kids activities during the Native Plant Sale.

Mrs. Mary Standaert of 118 Shenandoah Terrace stated that with the adoption of tonight’s minutes the Commission have codified the recently adopted Rules of Procedure. Mrs. Standaert stated that on Rule 4 that the agenda packets are due 48 hours prior to the meeting then the Rules of Procedure should stand but that if that was not their intent then the Rules of Procedure need to be amended. Mrs. Standaert stated that she had some concerns about the Communication Committee meeting prior to members being appointed to the Committee. Commissioner Widmer stated that the meeting was noticed well in advance of the requirements by law. Mr. Carmichael advised that it was more of a preliminary meeting rather than an organizational meeting as no action was taken by the Committee.

Commissioner Communications

Commissioner Lentz thanked Mr. Carmichael for the Safety Information Campaign that was launched this evening.

Commissioner Fouche encouraged everyone to attend the Native Plant Sale. Commissioner Fouche briefly mentioned the three “hot spots” that can be found in and around the Town of Montreat for children and their families to participate in the NC Arboretum Eco-Explorer Program. Commissioner Widmer stated his gratefulness to the MRA for their willingness to include Town of Montreat happenings in their Monday morning messages to the community and beyond. Commissioner Widmer also encouraged everyone to sign up for the Sunshine List.

Mayor Helms stated that the Town received two thank you notes from the children of Reverend Billy Graham for the Resolution which honored his passing.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines:

<u>Tree Board:</u>	April 24, 2018, 9:30 a.m. Town Services Building
<u>Creekside Demolition Burn:</u>	April 28, 2018 1210 Montreat Road
<u>Native Plant Sale:</u>	Saturday, April 28, 2018 9:00 a.m. – 2:00 p.m. Moore Center Field
<u>Montreat Landcare:</u>	Wednesday, May 2, 2018, 9:00 a.m. Allen Building Swannanoa Room
<u>May Town Council Agenda Meeting:</u>	Thursday, May 10, 2018, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.
<u>Safety Saturday:</u>	Saturday, May 19, 2018 10:00 a.m. – 2:00 p.m. Ingles Parking Lot on Hwy 9
<u>Public Hearing: Budget</u>	Thursday, May 24, 2018

**Montreat Board of Commissioners
Town Council Meeting Minutes
April 12, 2018**

7:00 p.m. Walkup Building

Budget Workshop:

Thursday, June 7, 2018
7:00 p.m. Walkup Building

Closed Session

Commissioner Gilliland moved to enter into Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter and to approve Closed Session Minutes from October 12, 2017. Commissioner Widmer seconded and the motion carried 5/0.

Upon returning to Open Session, Commissioner Gilliland moved to offer Andrew Hiltbrand the Tree/GIS Internship and offer him a stipend of \$2,650 a year. Commissioner Tom Widmer seconded and the motion carried 5/0.

Mayor Pro Tem Otto moved to adopt and seal the Closed Session minutes of October 12, 2017. Commissioner Gilliland seconded and the motion carried 5/0.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 8:50 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk