

**Town of Montreat
Board of Commissioners
Town Council Meeting
October 13, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Bill Gilliland
Commissioner Kent Otto
Commissioner Ann Vinson

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator
Barry Creasman, Senior Water Operator
Steve Freeman, Public Works Director
Chief Jack Staggs, Police Chief
Angie Murphy, Town Clerk
David Currie, Code Administrator/Building Inspector

Approximately 25 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mayor Helms requested that a verbal summary from the recent trip to Raleigh for a meeting with the NCDOT and FHWA with regards to the Texas Road Bridge Project be added to the agenda. Mayor Pro Tem moved to delay the public forum for Proposed Revisions to the Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted banner for another month to allow Montreat College to gather additional information. Commissioner Otto seconded and the motion carried 4/0. Commissioner Vinson moved to add under New Business, Item E as follows: move to add a report from Mayor Helms on a recent trip to Raleigh to discuss the Texas Road Bridge Project with the NCDOT, the FHWA and KCI with possible action to follow. Commissioner Otto seconded and the motion carried 4/0. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Mayor's Communications

Mayor Helms read a Proclamation Honoring the Montreat College Class of 1966 50th Class Reunion.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- September 1, 2016, Public Forum Minutes

- September 1, 2016, Town Council Agenda Meeting Minutes
- September 8, 2016, Town Council Meeting Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson reported to Council that the switch from AT&T to Charter Spectrum is going well for employees at the Town Services Building. There is one final step to this process and that is moving the Server to a location where it can get more ventilation. This item will be on the November agenda.

Administrative Reports

Police: Chief Staggs reviewed and presented the September 2016 monthly departmental activity report. Chief Staggs advised that the monthly activity log could be found on the Town Website each month. Chief Staggs advised that Officer Whitson had completed his week-long training for radar certification. Master Police Officer Dave Arrant also completed his two week-long State Instructor Certification School. This will allow all training to take place in the Montreat Police Department rather than relying on other departments for training. The Montreat Police Department shredded 2,070 pounds of paper and they are now compliant to North Carolina state standards. The Town of Montreat Town Services Building is fully alarmed now for the first time in history. Chief Staggs commended Public Works for all of their hard work in cleaning up around the Town Services Building as well as building shelves for the upcoming server installation. Chief Staggs also mentioned that in the coming months the department will be switching offices with the Town Administrator in order to build and maintain an evidence room to meet state standards. Chief Staggs reminded everyone that the Montreat Police Department is available 24 hours a day and 7 days a week and to not hesitate to call immediately if they see or hear anything out of the ordinary. The sooner suspicious activity is reported the quicker it can be resolved.

Public Works Director:

- Mr. Freeman reported that the semi-annual Bulk Item and White Goods Pickup will be held on Tuesday, October 25th and everything but hazardous materials and tires will be accepted.
- Mr. Freeman advised that crews are continuing to do mowing and weeding along the roadsides in anticipation of leaf season.
- Mr. Freeman advised that drainage was upgraded on Calvin Trail.
- Crews worked on curbing and pot hole patching throughout the Town.

Finance Officer: Mr. Stackhouse presented and reviewed his monthly reports at last week's Agenda Meeting.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his September 2016 zoning and inspections activity report. Planning and Zoning met to discuss Montreat College's Lighting Pole-Mounted Banners request which was removed from the Agenda earlier this evening.

Board of Adjustments did not meet in the month of September. The new roof on Howerton Hall is almost complete and the new hip design will be long-lasting and will alleviate water from settling on the top.

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.

There were no comments from the public at this time.

Old Business

- A. Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted Banners: This item was removed from tonight's agenda in order to allow Montreat College time for more research.

New Business

- A. Representative Appointment for the National Pollutant Discharge Elimination System (NPDES) Permit: Mr. Currie advised that as the stormwater administrator for the Town he needs to have it on record that he is the representative that can issue the MS4 permits through NPDES. Commissioner Vinson moved to re-appoint David Currie as the Town of Montreat's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) Permit. Mayor Pro Tem Fouche seconded and the motion carried 4/0.
- B. Mecklenburg Circle Waterline Proposal: Mr. Freeman advised this proposal will allow McGill Associates to submit a proposal to the Division of Water Quality in order to upgrade the water line on Mecklenburg Circle from an old 2 inch galvanized pipe to a larger 6 inch ductile tubular pipe. Mayor Pro Tem Fouche moved to award the proposal from McGill Associates in the amount of \$4,300.00 and to authorize the Mayor and Town Administrator to execute the necessary related documents. Commissioner Vinson seconded and the motion carried 4/0.
- C. Schedule a Meeting for Review of Applications/Resumes: Interim Town Administrator Richardson advised there were 39 applications but he had narrowed them down to 18 qualified applicants for the Council to review. Commissioner Otto moved to schedule a meeting on November 3rd at 4:00 p.m. in the Town Services Building. Commissioner Vinson seconded and the motion carried 4/0.
- D. Appointment of Al Richardson as Deputy Finance Officer: North Carolina State Statutes require a Deputy Finance Officer and that person has traditionally been the Town Administrator. Commissioner Vinson moved to appoint Al Richardson as Deputy Finance Officer. Commissioner Otto seconded and the motion carried 4/0.

E. Report from Meeting in Raleigh about the Texas Road Bridge Project: Mayor Helms reported that Interim Town Administrator Al Richardson, Mayor Pro Tem Kitty Fouche, Commissioner Kent Otto and himself traveled to Raleigh on October 4 to discuss the Texas Road Bridge Project with the NCDOT, the FHWA and KCI Engineering. Mr. Richardson asked each of the 9 attendees, at the request of Commissioner Mary Standaert, if they minded if the meeting was recorded. One person stated that they never allowed recordings and Mr. Jimmy Travis advised that if one person did not agree to taping then no recording devices would be allowed. It was decided that DeWayne Sykes of KCI would transcribe minutes for all who attended. It became very obvious that the NCDOT wanted the Town of Montreat to decide to build a bridge as planned or to choose a no-build option. Mr. Jimmy Travis noted that it was unusual to forego replacement of a bridge but the NCDOT would be happy to assist in any way it could to satisfy the Town and community. Mayor Helms gave a brief history of the Texas Road Bridge with previous Council actions and current Council actions. Mayor Helms noted that initially the alternate opposite Tennessee Road was preferred by the town but was changed to the alternate replacing the bridge in its existing location. Mayor Helms stated that citizens were very upset with the proposed bridge design and it became an election issue. A new mayor and three new town commissioners were elected. Basically the community decided that maintenance of Montreat's historical character was more important than the bridge and the vehicular traffic service. Mayor Helms advised those in attendance that the Town of Montreat does not want to replace the bridge per the alternate in the current planning document and requested that FHWA forgive the \$231,000 of federal funds spent thus far. NCDOT officials did agree to the Town's request that the approximate \$40,000 administrative costs now owed by the Town be at the 80/20 split like the Federal Funds. John Williams of the NCDOT spoke about the 3 options available to the Town which would eliminate the need to repay federal funding:

No-Build, leaves the existing bridge in place. The Town must send to NCDOT a letter stating that "no need for vehicular traffic services". A "Consultation" of the planning document would be needed to select the "No-Build" alternate. The Town would be responsible for the "Consultation" documentation. The documentation should explain community concerns associated with the impact the required design (previously unanticipated) would have on the community's historic character.

Remove bridge without replacement, removes the existing bridge and approaches returning the immediate area to its pre-bridge state. A "Reevaluation" of the planning document would be needed. The Town would be responsible for the "Reevaluation" documentation. The town would also be responsible for a 20% share of the construction costs to remove the bridge and approaches and the associated administrative costs. This was estimated at \$15,000 in costs to the Town.

Replace bridge with other alternative, would replace the bridge via different alternative. It was noted that SHPO had changed its ruling on the current alternative to "Adverse Effect" which

opens the way to evaluation of other alternatives. A "Reevaluation" of the planning document would be needed. The town would be responsible for the "Reevaluation" documentation.

Mayor Helms mentioned that he and Commissioner Vinson met earlier that day and she reminded him of the fourth option which would be to build the bridge as designed in the current location.

Commissioner Otto moved to choose a No-Build option at the Texas Road Bridge pending an inspection and cost-estimate and leave the bridge for a future walking bridge. Mayor Pro Tem Fouche seconded the motion. The motion carried 3/1 with Commissioner Ann Vinson voting in opposition.

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.

Ms. Annie Carlson representing Montreat College, reported record enrollment in the history of Montreat College this fall. An upcoming cyber-security conference will feature Senator Burr as well as some other nationally known speakers. Howerton Hall roof repairs are close to being completed and construction is going on in Belk Student Center for a cyber-security operations teaching lab. Mission Health provided \$25,000 to put towards this teaching lab. Montreat College was named a NAIA Champion of Character with regards to their student athletes.

Mr. Bill McCaskill of 114 John Knox Road, extended his appreciation to Steve Freeman and Barry Creasman for fixing the water problem at his residence.

Mr. Richard DuBose representing Montreat Conference Center, presented the Town a check in the amount of \$26,296.00 for the summer Community Service Activity Fees.

Commissioner Communications

Commissioner Vinson reported that the Audit Committee recently met and reviewed the final draft of the Audit. The auditor will present the Audit to the town at the November Town Council meeting. Montreat Landcare recently had their annual Landcare Luncheon with a variety of people from town in attendance. Two leadership awards were given to Dr. Dottie Shuman and John Johnson. The Montreat Tree Board has been meeting and they are beginning the process of establishing a Tree Plan and a Tree Inventory. There is an opening on the Tree Board for a member of the community: applications can be found on the Town Website or at the Town Services Building.

Upcoming Meeting Dates

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

<u>Montreat Tree Board:</u>	October 25, 2016, 9:30 a.m. Town Services Building
<u>Fall Bulk/White Goods Pickup:</u>	October 25, 2016
<u>Montreat Landcare:</u>	November 2, 2016, 9:00 a.m. Allen Building Swannanoa Room
<u>November Town Council Agenda Meeting:</u>	November 3, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>November Town Council Meeting:</u>	November 10, 2016, 7:00 p.m. Walkup Building

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Upon a motion by Commissioner Vinson and a second by Mayor Pro Tem Fouche with the motion carrying 4/0, the Board returned to Open Session. Commissioner Gilliland moved to pay an employee their owed back pay and raise their salary to the applicable amount due to a miscalculation in a raise. Commissioner Vinson seconded and the motion carried 4/0.

Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 8:30 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk