

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
March 1, 2018
Walkup Building**

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

Board members absent: Mayor Tim Helms

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Dave Arrant, Police Chief

Approximately 2 members of the public were also present. Mayor Pro Tem Otto 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 with reflection on the Graham family, the neighbors in Montreat and those in Parkland, Florida.

Agenda Approval

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

Mayor's Communications

There were no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- February 1, 2018, Town Council Agenda Meeting Minutes
- February 8, 2018, Town Council Public Forum Minutes
- February 8, 2018, Town Council Meeting Minutes
- Resolution #18-03-002 Honoring William "Billy" Graham

Town Administrator's Communications

- Mr. Carmichael stated that next week he will be providing updates on the Texas Road Bridge, the Creek Side property and Town Hall Project, the Florida Terrace property as well as other items. This evening Mr. Carmichael reported that, as of today, he has received word that the Town's request for the reevaluation of categorical exclusion has been reviewed and approved. The Town should receive an invoice for 20% of the administrative

fees that would be assessed for that grant program. That invoice is expected to be between \$8,000 and \$9,000.

- Mr. Carmichael reported that the asbestos abatement has been completed at the Creek Side lot. The next step is to secure two permits to be able to demolish the building.
- Well Site 4 has been demolished and capped off with paperwork certifying it as of today. We are now free to move forward with the Public Works Building Project.
- The Florida Terrace Property has gone up for bid as of Wednesday. The bid opening is scheduled for April 4th at 3:00 p.m. in the Town Services Building. This bid was advertised in the Black Mountain News, social media outlets, the website, the sunshine list and direct emails to individuals who had previously requested notification. Commissioner Widmer asked if there were minimum reserves on the property and if the Town has to accept the minimum bid. Mr. Carmichael stated there is not a minimum reserve and if the highest bidder is not satisfactory the Town can go back for additional bids. Commissioner Lentz asked if there were a number of people who asked to be notified of the open bidding and Mr. Carmichael stated that there was only one person thus far.

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. Commissioner Fouche had a question about the monthly numbers for the police report. Chief Arrant explained the numbers were just for the month of February.

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

Sanitation: Reports were in written form as requested by Council. There are two administration reports labeled Sanitation and one should be labeled as Administration only. This will be corrected by next week.

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

Public Comments

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

Mrs. Mary Standaert of 118 Shenandoah Terrace stated there were only 15-20 miles of roads in Montreat and the police report showed a lot of round trips. She extended her thanks to the Police Department.

Old Business

- A. Rules of Procedure: There will be a discussion to amend Rules 4 and 7 as presented to reorganize the Town meeting schedule.

New Business

- A. Appointment of Katie Widmer to Landcare Committee: The Board will consider Katie Widmer's application to Landcare Committee.
- B. Appointment of Mark Spence to Board of Adjustment: The Board will consider Mark Spence's application to the Board of Adjustment.
- C. Appointment of Mason Blake to Planning & Zoning: The Board will consider Mason Blake's application to the Planning & Zoning Commission.

Mr. Carmichael stated that Staff had received four additional volunteer applications that will be included in next week's packet. One for Open Spaces Conservation Committee (Bill Scheu) and three for the proposed Bridge Aesthetics Committee (Jane Alexander, Shannon Ingersoll and Walter Somerville) will be considered by the Board.

- D. Website Overhaul Contract: There will be a discussion to consider the website overhaul contract.
- E. Contract Authority Delegation: There will be a discussion to amend Rule 23 of the Rules of Procedure as presented to delegate contract authority for contracts valued under \$5,000 to the Town Administrator. Mr. Carmichael stated there are two contracts in the packet that fall under this category. Commissioner Widmer asked if Mr. Carmichael had any contract authority. Mr. Carmichael stated that the current Rules of Procedure give all contract authority to the Board.
- F. Discussion of Part-Time Bookkeeper with Possible Action: There will be a discussion of the potential need for a part-time bookkeeper along with possible action.
- G. Discussion of Communications Advisory Committee with Possible Action: There will be a discussion about the creation of a Communications Advisory Committee with possible action.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
March 1, 2018**

- H. GovDeals Property Disposal Resolution #18-03-001: The Board will discuss approving Resolution #18-03-001 which will declare certain items surplus and authorize disposal by private negotiation and sale.
- I. Bridge Beautification Committee: The Board will consider establishing a citizen's advisory committee for the aesthetics and design of pedestrian bridge on Texas Road.
- J. First Class Mailing Solutions Postage Meter Lease and Support Contract: The Board will consider approval of the First Class Mailing Solutions Postage Meter Contract as presented.

Public Comments-Other Topics

Mayor Pro Tem Otto 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. Mary Standaert of 118 Shenandoah Terrace stated that the Board speaks for the Town of Montreat's citizens. She stated that the Board has a voice that can be and is heard. Mrs. Standaert has some concerns about the Asheville Citizens Times article from this past Sunday. In that article Mayor Pro Tem Otto characterized Montreat as "richer, whiter and older". This characterization has been perpetuated by many outside the gate. Whether it was meant to or not this was what was voiced in Sunday's paper. Mrs. Standaert hopes that this will be addressed in a direct and official manner. She also hopes her voice and opinion will be considered about this issue.

Commissioner Communications

Mayor Pro Tem Otto thanked Mrs. Standaert for her remarks. Mayor Pro Tem Otto was discouraged by what came out in the Asheville paper. The quotes were correct in the fact that he stated there was a large population of retired people in Montreat. The majority of the 10 minute conversation was about Billy Graham. Mayor Pro Tem Otto stated that a "richer, whiter Montreat" was never discussed and that is not how he views Montreat.

Upcoming Meeting Dates

Mayor Pro Tem Otto reviewed the following list of upcoming meeting dates and deadlines:

Montreat Landcare:

March 7, 2018, 9:00 a.m.
Allen Building
Swannanoa Room

March Town Council Meeting:

March 8, 2018, 7:00 p.m.
Public Forum begins at 6:30 p.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
March 1, 2018**

Walkup Building

Tree Board:

Tuesday, March 27, 2018, 9:30 a.m.
Town Services Building

Florida Terrace Bid Opening:

Wednesday, April 4th, 3:00 p.m.
Town Services Building

Mr. Carmichael had a conversation earlier today with a couple of Commissioners and it was requested that he put together a report of the various bid options under state statute in North Carolina that we might be able to employ in the Town Hall Project. If it is the will of Commission he would be glad to include it in next week's meeting packet. Commissioner Widmer also mentioned a possible action regarding one particular step with regards to the Public Works Building. Mr. Carmichael stated the Town is ready to begin Phase Three of the project which is to write and publicize a bid for both purchase and construction of the prefabricated building. Mr. Carmichael is working with the School of Government on how to write the bid. Mr. Carmichael had hoped to have a report ready for this month but was unable to get the information in time. There are a few different options for what to do next. Staff could prepare the bids and send it out and leave the legally required approval to the Commission as they come in or the Commission could approve the bid before it goes out the door in next month's meeting or the Commission could by consensus or vote give Staff approval of that process before the bid is actually written. Commissioner Widmer asked if that would be discussed next week. Mr. Carmichael stated that if the Commission wanted to take action it needed to be added to the agenda which would be beneficial for transparency to the public. It was decided by consensus to add it to next week's agenda.

Closed Session

Commissioner Widmer moved to enter into Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter. Commissioner Fouche seconded and the motion carried 5/0.

There was no action in Closed Session.

Adjournment

There being no further business, Commissioner Fouche moved to adjourn the Town Council Meeting. Commissioner Lentz seconded and the motion carried 5/0. The meeting was adjourned at 7:54 p.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
March 1, 2018**

Tim Helms, Mayor

Angela Murphy, Town Clerk