

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 10, 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
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Josh Kiser, Police Officer

Approximately 15 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

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

Mayor's Communications

Mayor Helms told a story about Chief Arrant who earlier in the week had been looking for a young man and later was seen by Mrs. Helms talking with the young man in great detail. Mayor Helms stated that this was the kind of police that we have serving Montreat. Mr. Carmichael stated that Chief Arrant was not actually on duty that day and had come in from Asheville to have that conversation with the young man.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- April 12, 2018, Town Council Public Forum Meeting Minutes
- April 12, 2018, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael provided some quick information about bears in Montreat. Mr. Carmichael shared some tips for co-habiting with bears. These tips are as follows: (1) Please do not feed the bears for everyone's safety; (2) Do not place your sanitation out the night before pickup; (3) Consider freezing leftovers prior to placing them in trash bags to prevent the smell arousing curious bears; (4) Do not feed the birds or anything else; (5) Feed family pets inside; (6) Clean and store grills inside carports or garages and (7) visit bearwise.org for more information on bear co-habitation.
- Mr. Carmichael provided an update on the Budget Calendar. Initially it was the desire to present the Administrator's Proposed Budget this evening but that did not come to fruition so it will be presented on May 24th which is the same night as the Public Hearing for the Proposed Budget. The Budget Calendar had been prepared with some room for negotiation so this does not put us behind at all in the budget process. There will be a line-by-line workshop by the Commission on June 7th with the final budget being adopted on June 14th.
- The demolition of 1210 Montreat Road has been rescheduled for Monday, May 14th.
- The Public Works Building site prep continues. Mulch is still available to anyone who wants some.
- The Bridge Aesthetics Committee will meet on May 24th at 2:00 p.m., June 14th at 2:00 p.m., July 10th at 2:00 p.m., July 26th at 2:00 p.m., August 9th at 2:00 p.m. and every other 2nd Thursday thereafter. They held their first meeting on April 26th at 2:00 p.m. in Freeland Hall.
- It was mentioned at the Annual Board Retreat that there was some interest in moving up the Texas Road Waterline/Paving Project. Staff did go back and look into this and it is not possible to achieve at this time. Funding for the Texas Road Paving Project is in the Capital Improvement Plan which will be discussed this evening.
- The Native Plant Sale, which was put on by the Montreat Landcare Committee, was a success.
- The Tree Inventory is moving along. Volunteers combed the rights-of-way between the Gate and Lake Susan. Our Urban Forestry GIS Intern is now validating this data and the next step is developing an interactive GIS map. That information will be used to develop a Tree Management Plan by the Tree Board.
- The Bookkeeper Position has been posted for a while now but we have not had a lot of interest. We are looking for additional ways to advertise this position.
- The bi-annual Bulk Items Pickup will be held on Tuesday July 10th.
- The annual Water Quality Report was mailed out this past Monday and the new Sanitation Schedule Postcards are being drafted at the printers as we speak.
- The Town of Montreat recently sold 5 pieces of real property as authorized by the Commission and we received \$10,017 in revenue from this sale.

Administrative Reports

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

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

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

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

Public Works and 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.

There were no public comments at this time.

Mayor Helms asked Commissioner Otto to serve as the Commission's liaison to the Bridge Aesthetics Committee.

Presentation of Proposed C.I.P

The Capital Improvement Plan is merely a planning tool. Items that are included in the Capital Improvement Plan are items that cost more than \$5,000 and have a life span of more than one year. At the February Annual Board Retreat the Commission was asked to rank the projects by priority. The highest priority is in green and lowest priority is in red.

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

Old Business

There was no Old Business at this time.

New Business

- A. Oath of Office – Joshua B. Kiser: Mayor Helms administered the Oath of Office for Joshua B. Kiser as members of his family looked on.

- B. Engineering Contract for Culvert Repairs on Assembly Drive: Mr. Carmichael stated that this is an effort to repair the sinkhole that appeared last month on Assembly Drive. Mr. Carmichael also stated that this is forward thinking repair in that they've asked engineers to look at placing a crosswalk north of the Virginia Rd/Kanawha Drive connection. The engineers are also looking at the next culvert over which is also metal and aged. Commissioner Lentz thanked Mr. Creasman and Mr. Carmichael for their rapid response in getting this contract to the Commission. Mr. Creasman has spoken with the contractors and it is their plan to get this accomplished as quickly as possible. Commissioner Fouche moved to approve the contract from McGill Associates in the amount of \$5,500 for culvert repairs on Assembly Drive. Commissioner Widmer seconded and the motion carried 5/0.
- C. RESOLUTION #18-05-0001 Establishment of Criteria Used for Determining the Circumstances Under Which The Design-Build Method is Appropriate: Mr. Carmichael stated that under North Carolina Law the general assembly delegated to local governments three new methods for sending out RFQs. The Design-Build Method first requires local governments to establish criteria for when and how to use this method. These six criteria are as follows:
- (1) The extent to which the Town of Montreat can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder.
 - (2) The time constraints for the delivery of the project.
 - (3) The ability to ensure that a quality project can be delivered.
 - (4) The capability of the Town of Montreat to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.
 - (5) A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities. The Town of Montreat shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section.
 - (6) The criteria utilized by the Town of Montreat, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subdivisions (1), (2), and (4) of G.S. 143-128(a1).

Commissioner Gilliland moved to approve Resolution #18-05-0001 as amended by staff Establishment of Criteria Used for Determining the Circumstances Under which the Design-Build Method is Appropriate. Mayor Pro Tem Otto seconded the motion. There were several conversations about whether the Design-Build Method was appropriate for the Town of Montreat. Mayor Helms reminded everyone that this motion was only to establish the criteria used for determining the circumstances under which the Design-Build Method is appropriate. The motion carried 3/2 with Commissioner Fouche and Commissioner Widmer voting in opposition.

- D. Approval of Design-Build Request for Qualifications for Town Hall: Mayor Pro Tem Otto moved to approve the Design-Build Request for Qualifications for Town Hall with a Project Manager included. Commissioner Gilliland seconded the amended motion. Commissioner Fouche moved to amend the projected amount from \$900,000 to \$800,000. The motion died for lack of a second. The original motion carried 3/2 with Commissioner Fouche and Commissioner Widmer voting in opposition.
- E. Adoption of the C.I.P.: Commissioner Lentz moved to approve the 2018-2019 Capital Improvement Plan as amended with the correction of the spelling of her last name. Commissioner Widmer seconded the motion. Commissioner Gilliland moved to amend the 2018-2019 Capital Improvement Plan to remove the Wayfinding Signage Plan and the Stormwater Utility Study. Mayor Pro Tem Otto seconded the motion. The motion carried 4/1 with Commissioner Lentz voting in opposition. Commissioner Widmer moved that the police vehicle replacement be removed for this year and defer into future years as Alex and David look at a replacement plan for police vehicles. Mayor Pro Tem Otto seconded the motion. The motion carried 5/0. Commissioner Gilliland moved to approve the 2018-2019 Capital Improvement Plan as amended. Commissioner Lentz seconded and the motion carried 5/0.
- F. Workers Compensation Renewal: Commissioner Gilliland moved to renew the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$19,663.39 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Commissioner Lentz seconded and the motion carried 5/0.
- G. Risk Insurance Renewal: Commissioner Gilliland moved to renew the Property and Liability Insurance Trust administered by the NC League of Municipalities in the amount of \$19,319.44 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Commissioner Fouche seconded the motion. Mr. Carmichael reviewed what the Property and Liability Insurance covered for the Town of Montreat. After some discussion it was decided to table this discussion until May 24th. Commissioner Fouche moved to table this issue until May 24th. Mayor Pro Tem Kent Otto seconded and the motion carried 5/0.
- H. Budget Amendment #4: Commissioner Gilliland moved to approve Budget Amendment #4 to move budget for expenditures related to insurance into the proper budgetary department. Commissioner Widmer seconded and the motion carried 5/0.
- I. Budget Amendment #5: Commissioner Gilliland moved to approve Budget Amendment #5 to move budget to cover additional expenditures related to dumpster fees. Commissioner Lentz seconded and the motion carried 5/0.

- J. Budget Amendment #6: Commissioner Gilliland moved to approve Budget Amendment #6 to approve Budget Amendment #6 to move budget to cover the additional expenditures related to election services. Commissioner Fouche seconded and the motion carried 5/0.

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.

Mr. Tom Frist of 98 Frist Road does not understand why public comment has to be on agenda items versus not on agenda items. He has a comment to make and now it is not the appropriate time because it was on the agenda.

Mr. Wade Burns of 232 North Carolina Terrace expanded on Mr. Frist's comments. He felt that it was a control mechanism of the previous commission and should be looked at for future meetings.

Mrs. Claire Frist of 98 Frist Road wants to make sure there is beauty in the new Town Hall.

Mrs. Clary Phipps of 106 John Knox agrees with Mrs. Frist but feels like even more beautification can be completed after the building has been built.

Mr. Richard DuBose of 160 Woodland Road commended the Commission on the quality of the discussion.

Commissioner Communications

Commissioner Fouche gave a shout-out to Mason and Amy Blake for all of their hard work on the Native Plant Sale.

Commissioner Lentz expressed her excitement in the forward movement of the Town Hall. She is very excited to hear more ideas at The Burn on Monday.

Mayor Pro Tem Otto spent four hours with the NC School of Government Planning and Zoning division. Mayor Pro Tem Otto thanked Zoning Administrator Adrienne Isenhower for what she does. Mayor Pro Tem Otto hoped to begin the process in June to start dialoguing with the Community with regards to ordinances and regulations.

Commissioner Gilliland thanked Mr. Frist for his comments on comments. Commissioner Gilliland feels that the Design-Build Method will not squelch creativity or aesthetics.

Commissioner Widmer commits to the public as a Commission to continue to get input.

Upcoming Meeting Dates

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

<u>1210 Montreat Road Demolition "The Burn":</u>	Monday, May 14, 2018 4:00 p.m. - until
<u>Tree Board:</u>	Tuesday, May 22, 2018 9:30 a.m. Town Services Building
<u>Presentation of Budget and Public Hearing:</u>	Thursday, May 24, 2018 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	Wednesday, June 7, 2018 Morgan Science Building Third Floor
<u>Budget Workshop:</u>	Thursday, June 7, 2018 7:00 p.m. Walkup Building
<u>June Town Council Meeting:</u>	Thursday, June 14, 2018 7:00 Walkup Building

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Fouche seconded and the motion carried 5/0. The meeting was adjourned at 8:39 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk