

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
June 14, 2018  
Walkup Building**

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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  
Erin Marie Wheeler, Interim Finance Officer

Approximately 35 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 stated that Budget Amendment #17 needed to be added to the Agenda. Commissioner Widmer moved to add Budget Amendment #17 to Agenda. Mayor Pro Tem Otto seconded and the motion carried 5/0. Commissioner Gilliland moved to adopt the agenda as amended. Commissioner Fouche seconded and the motion carried 5/0.

**Mayor's Communications**

Mayor Helms thanked Town Staff for all they did during the storm recovery period. There was a round of applause for Public Works Director Barry Creasman and Police Chief Dave Arrant.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- May 10, 2018, Town Council Public Forum Meeting Minutes
- May 10, 2018, Town Council Meeting Minutes
- May 24, 2018, Special Meeting Minutes

**Town Administrator's Communications**

- Mr. Carmichael displayed a flood evacuation map with primary and secondary evacuation routes out of the Town of Montreat. This map can be found in the Agenda Packet on the website. Commissioner Widmer suggested making the map a more permanent feature on the new redesigned website.
- Mr. Carmichael stated that members of Town Staff met with FEMA recently and it was estimated that we had public property damage of \$184,000. If a federal disaster is declared FEMA will reimburse the Town for 75% and the State of North Carolina will pick up the remaining 25%. This will be a long process and the payout will probably be in the next fiscal year. Staff continues to make smaller repairs around Town. The culvert repairs will most likely require an Army Corps of Engineers permit which will elongate the process considerably.
- Mayor Pro Tem Otto asked for an update on the damages to Texas Road alongside the Walkup Building. Mr. Carmichael stated that Texas Road was a complicated road to fix. The road was originally built without a base and in most cases it was paved over red clay mud. The Town will be required to repair to appropriate street standards. The process will require a little more work. It is a high priority for the Town.
- Mr. Carmichael stated that the RFQ (Request for Qualification) for design build for new Town Hall had been posted on the Town's website. Mr. Carmichael also utilized a tool on the State's website of minority owned businesses. This website contains over 400 firms. Mr. Carmichael stated that we received four emails from businesses that are interested in putting in a bid for the project. The closing day of the RFQ is July 11<sup>th</sup> and we will move forward with evaluating those bids in July.
- Mr. Carmichael stated that the Bridge Aesthetics Committee has been diligently meeting.
- Mr. Carmichael stated that our legislative bill has passed the Senate. It has passed its first reading in the House of Representative and it's required to go through three readings. Mr. Carmichael feels this is very positive progress. Commissioner Widmer asked if it would be beneficial if members of Montreat wrote the delegation to thank them for their efforts. Mr. Carmichael suggested that writing the House Finance Committee would be a great place to start.
- Mr. Carmichael thanked the Caring Neighbors for the recent "Mexican Fiesta" for Staff.

### **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.

### **Old Business**

There was no Old Business at this time.

### **New Business**

- A. Adoption for FY 18/19 Budget: Mayor Helms announced that this year's budget included no tax increase and no increase in the water rates which was all good news. Commissioner Fouche moved to approve the 2018-2019 Budget Ordinance as presented. Commissioner Widmer seconded the motion. Mr. Carmichael stated that at the work session a few weeks ago Council asked staff to investigate the paving of Calvin Trail. The cost of paving Calvin Trail would be approximately \$33,000. Mr. Carmichael stated that there were two alternate motions to be utilized this evening if Council wants to move forward with paving Calvin Trail. Commissioner Gilliland moved to amend the proposed Town of Montreat 2018/2019 Budget Ordinance to allocate \$33,000 of the restricted fund balance to the Powell Bill General Fund Budget for the paving of Calvin Trail. Commissioner Fouche seconded the motion. After a brief discussion about the restricted fund balance the motion carried 5/0. Commissioner Gilliland moved to approve the 2018-2019 Budget Ordinance as amended. Mayor Pro Tem Otto seconded and the motion carried 5/0.
  
- B. FY 17/18 Budget Amendment #7: Mr. Carmichael stated this was for the grant funds received for the Hemlock Project. This gives the authority to accept and spend the grant. Commissioner Widmer moved to increase account number 10-80-6190-452 by \$6,065 increase account number 10-80-3340-452 by \$6,000 and decrease account number 10-20-5600-340 by \$65 as presented in Budget Amendment #7. Mayor Pro Tem Otto seconded and the motion carried 5/0.
  
- C. FY 17/18 Budget Amendment #8: Mrs. Wheeler stated that Mr. Creasman's salary had been budgeted in Public Works but his salary has been coming out of the Street's line item.

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Commissioner Gilliland moved to adjust budget for salary being paid out of a different department. Commissioner Widmer seconded and the motion carried 5/0.

- D. FY 17/18 Budget Amendment #9: Commissioner Gilliland moved to cover expenses related to the flooding. Commissioner Lentz seconded and the motion carried 5/0.
- E. FY 17/18 Budget Amendment #10: Commissioner Lentz moved to establish special revenue fund for FEMA – Calvin Trail. Commissioner Gilliland seconded the motion. Commissioner Gilliland moved to change special revenue fund to capital projects fund. Commissioner Widmer seconded the amended motion. The amended motion carried 5/0. Commissioner Widmer moved to establish a capital projects fund for FEMA – Calvin Trail. Commissioner Gilliland seconded and the motion carried 5/0.
- F. FY 17/18 Budget Amendment #11: Commissioner Gilliland moved to establish capital project fund for FEMA – Texas Road Paving. Mayor Pro Tem Otto seconded and the motion carried 5/0.
- G. FY 17/18 Budget Amendment #12: Commissioner Gilliland moved to establish capital projects fund for FEMA – Lower Greybeard retaining wall. Commissioner Lentz seconded and the motion carried 5/0.
- H. FY 17/18 Budget Amendment #13: Commissioner Gilliland moved to establish capital project fund for FEMA – Providence Terrace. Commissioner Widmer seconded and the motion carried 5/0.
- I. FY 17/18 Budget Amendment #14: Commissioner Gilliland moved to establish special revenue fund for FEMA – Culvert projects. Mayor Pro Tem Otto seconded and the motion carried 5/0.
- J. FY 17/18 Budget Amendment #15: Commissioner Gilliland moved to establish special revenue fund for FEMA – Debris projects. Commissioner Widmer seconded and the motion carried 5/0.
- K. Technical Service Assistance Contract: Mr. Carmichael stated that this is a renewal of Adrienne Isenhower’s part time Zoning Administrator Contract. Staff highly recommends renewing this contract. Commissioner Fouche moved to approve the Technical Service Assistance Contract between the Town of Montreat and Land of Sky Regional Council for Zoning Administration in the amount of \$34,128. Mayor Pro Tem Otto seconded the motion. Mr. Carmichael stated that Adrienne Isenhower works in Montreat two days a week, Biltmore Forest two days a week and Land of Sky one day a week. Mr. Carmichael stated there was no change to this contract at all. The motion carried 5/0.
- L. FY 17/18 Budget Amendment #16: Mr. Carmichael stated that the Town of Montreat applied and was awarded a renewal grant. This is asking Council to accept the grant and move forward

with the project. Commissioner Fouche moved to establish a special revenue fund for the Urban Forestry Grant. Commissioner Widmer seconded and the motion carried 5/0.

M. FY 17/18 Budget Amendment #17: Commissioner Lentz moved to amend the General Budget to cover Landcare expenditures by increasing 10-80-6190-340 by \$475 and decreasing 10-20-5600-340 by \$475. Mayor Pro Tem Otto 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. Barry Creasman thanked Angie Murphy, Alex Carmichael, Erin Marie Wheeler, Officers Whitson, Kiser and Arrant for their help during the storm recovery period.

Ms. Priscilla Durkin of 103 Mecklenberg Circle asked if the Town of Montreat had anything to do with Robert Lake Park. Mr. Richard DuBose stated the park sustained significant damage during Alberto. The play equipment, which was the only thing insured, was the only thing that didn't sustain any damage. The fundraising for the restoration is going very well. They estimate the costs to be \$100,000 to repair with renovations made to make the park more sustainable in the event of future flooding. Mr. DuBose hopes to get a portion of the park back in operation by the end of the month.

### **Commissioner Communications**

Commissioner Lentz thanked everyone for coming to this evening's reception. She stated this was a constituent's idea expressed to her which she then took to the whole Board. Commissioner Lentz thanked Mary Jo Clark, Clare Frist, Grace Nichols and Town Staff for helping to make this evening a success.

Commissioner Fouche reminded everyone to come to Second Loaf on Saturday. It will be a tribute to Kent L. Smith and a way to support Kent's family. The family wants this to be the biggest Second Loaf ever.

Commissioner Widmer advised everyone to keep their eyes open! Town Staff are working on a new website with a new brand for the Town. Coming soon!!

Mayor Pro Tem Otto stated that he had thought about looking into Montreat's ordinances and regulations this month but he is still working through this currently.

### **Upcoming Meeting Dates**

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

<u>Tree Board:</u>	Tuesday, June 26, 2018 9:30 a.m. Town Services Building
<u>Town Services Office Closed:</u>	Wednesday, July 4, 2018
<u>July 4<sup>th</sup> Parade:</u>	Wednesday, July 4, 2018
<u>Bridge Aesthetics Committee:</u>	Tuesday, July 10, 2018 2:00 p.m. Location to be determined
<u>Bulk Item Pickup/White Good Day:</u>	Tuesday, July 10, 2018
<u>July Town Council Meeting:</u>	Thursday, July 12, 2018 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.

Mayor Pro Tem Otto moved to enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter and approval of November and December 2017 Closed Session Minutes. Commissioner Widmer seconded and the motion carried 5/0.

Upon returning to Open Session Commissioner Gilliland moved that we extend an offer to these three individuals (Monte Hensley, Mary Montgomery, and Phillip Holderman) to be part time/auxillary reserve officers at a rate of \$17 an hour. Commissioner Fouche 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 Fouche seconded and the motion carried 5/0. The meeting was adjourned at 8:06 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk