

**Town of Montreat
Board of Commissioners
Town Council Meeting
July 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
Lee Blevins, Police Officer
Barry Creasman, Public Works Director
Erin Marie Wheeler, Interim Finance Officer
Adrienne Isenhower, Zoning Administrator

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

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

Mayor's Communications

Mayor Helms thanked Barry Creasman, Public Work Crews, Town Staff and the Police for putting in numerous hours during the flooding. Mr. Carmichael stated that when he was first hired he was impressed by the dedication of the Staff to the Town. He further expressed how proud he was to be a member of the team.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- June 7, 2018, Town Council Budget Workshop
- June 14, 2018, Town Council Public Forum Minutes
- June 14, 2018, Town Council Meeting Minutes
- June 26, 2018, Special Meeting Minutes
- June 28, 2018, Special Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael did not have a safety update this evening.
- Mr. Carmichael stated that Montreat has grown! The Town of Montreat, through annexation, has acquired the site of the proposed new Town Hall and the parking lots. Mr. Carmichael gave a brief summary of the legislative action that took place for this annexation and thanked the representatives who were involved in the bill.
- Mayor Pro Tem Otto asked how the Bulk Pickup dates were set each year. He suggested that perhaps since most homeowners come in May to clean that we should do it earlier than July.

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. Tree Management Plan: Commissioner Fouche moved to approve the Town of Montreat Tree Management Plan. Commissioner Alice Lentz seconded the motion. Commissioner Fouche stated that Mrs. Ann Vinson and her Committee did a fantastic job with the Tree Management

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

Plan. She stated that it was full of information and will be included on the new website and the Tree Board should be commended. Commissioner Lentz seconded Commissioner Fouche's comments wholeheartedly. Commissioner Lentz stated the report was comprehensive and full of essential resources. After a brief discussion by the Commissioners Mrs. Ann Vinson moved forward with her presentation of the Tree Management Plan. Mrs. Vinson discussed who this guide will benefit and what will be included in the plan. Mrs. Vinson acknowledged those in attendance who assisted with the Tree Management Plan. The motion carried 5/0.

- B. Policy Updates: Conflict of Interest Policy: Mr. Carmichael gave a brief explanation of the recently adopted uniform guidelines and stated that any municipality that receives federal dollars are required to have procedures in place adopted by policy. Mr. Carmichael stated that the amendment is to an already adopted policy with few changes. Commissioner Gilliland moved to approve the Conflict of Interest Policy as presented. Commissioner Widmer seconded and the motion carried 5/0.
- C. Policy Updates: Uniform Guidelines Procurement Policy: Mr. Carmichael gave a brief explanation of the recently adopted uniform guidelines and how it pertains to the procurement policy. Commissioner Gilliland moved to approve the Uniform Guidelines Procurement Policy. Mayor Pro Tem Otto seconded and the motion carried 5/0. Commissioner Widmer asked Mr. Carmichael how he will communicate this change with everyone it effects. Mr. Carmichael stated that he will provide revised copies of the old policy for those key people to sign.
- D. FY 17/18 Budget Amendment #22: Mrs. Wheeler stated that in discussions with auditors she realized there were accounts within the ordinance that did not balance. The corrections are being made with this Budget Amendment. Commissioner Gilliland moved to approve Budget Amendment #22 as presented. Commissioner Widmer seconded and the motion carried 5/0.
- E. FY 17/18 Budget Amendment #23: Mrs. Wheeler stated that in reviewing the ordinance she noticed that in indirect cost allocation a positive number was supposed to be negative. Mrs. Wheeler further made this correction by increasing the dollar amount on the contract with Land of Sky. Commissioner Gilliland moved to approve Budget Amendment #23 as presented. Commissioner Fouche seconded and the motion carried 5/0.
- F. FY 17/18 Budget Amendment #25: Mrs. Wheeler stated that the interfund transfers need to match and just like with last year's budget we have more revenue than expenditures so she is increasing interest expense to make it match. Commissioner Gilliland moved to approve Budget Amendment #25 as presented. Commissioner Lentz seconded and the motion carried 5/0.
- G. FY 17/18 Budget Amendment #24: Mrs. Wheeler stated that she was adding another special revenue fund for FEMA due to a sewer line that broke. These monies should be refunded by

FEMA in time. Commissioner Gilliland moved to approve Budget Amendment #25 as presented. 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. Brinkley Melvin of 246 Texas Road Spur asked what the timeline is on Texas Road improvements and an update on the trees at the post office with the woolly adelgid. Mrs. Ann Vinson stated that Mr. Rusty Frank gave a presentation to the Tree Board which confirmed that reproduction has been successful with the beetles. The beetles are beginning to spread and it looks to be a successful endeavor. Mr. Melvin asked if the Town was replenishing the beetles. Mr. Ann Vinson stated that at this point it is all up to the beetles and Mother Nature. In response to the question about Texas Road Spur Mr. Creasman stated that he was currently putting bids together for all paving jobs. Mr. Melvin asked if sewer work would be involved. Mr. Creasman explained that 200 feet of water line would be replaced which would best be completed once all the summer crowds have left for the season.

Commissioner Communications

Mayor Helms thanked the Cottagers Association for their recent contribution to the Town of Montreat.

Commissioner Fouche recently attended a reception for Children in Park Track Trails. She encouraged everyone to visit the new kiosk at the base of Moore Center. Commissioner Fouche feels blessed that Montreat has these new programs and feels we need to get the kids out using them. The recent brochure created by Landcare has been reprinted with "hot spots" included. Commissioner Fouche also expressed her thanks to everyone who attended the evening's meeting even with all the rain.

Commissioner Widmer publicly thanked Mr. Jim Williamson for his help on restructuring the RFQ which has been reissued in a simplified form. Commissioner Widmer believes we will receive stronger bids as a result of Mr. Williamson's work. Commissioner Widmer also stated that next week the Town will start advertising for a Project Manager. Commissioner Widmer also gave a brief update of the work of the Communications Advisory Committee. Commissioner Widmer stated that this time next month the Town will be rolling out the new website-be on the lookout!!

Mayor Pro Tem Otto stated that he has worked with MRA and Montreat College recently and he has found an openness in communication between all the entities. Mayor Pro Tem Otto

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

mentioned that the City of Asheville might move into even-year elections and if that occurs the added costs to run our elections would be substantial.

Commissioner Lentz also stated that the RFQ had been simplified rather nicely. She mentioned that the General Assembly had completed its de-annexation/annexation and now the property for the proposed Town Hall and the surrounding parking lots are in Montreat, NC. Commissioner Lentz thanked Mr. Carmichael, the Black Mountain Board of Alderman and the Mayor for all their hard work on this endeavor. Commissioner Lentz also discussed an upcoming “Arts, Music & Theology Series” which will be fun and collaborative! Perrin Wright will be speaking and Commissioner Fouche will be giving him a resounding introduction.

Upcoming Meeting Dates

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

Tree Board: Tuesday, July 24, 2018
9:30 a.m. Town Services Building

Bridge Aesthetics Committee: Tuesday, July 26, 2018
2:00 p.m. Location to be determined

Bid Opening: Town Hall Design-Build
Project Number 2018-004: Monday, July 30, 2018
Time & Location to be determined

Montreat Landcare: Wednesday, August 1, 2018
9:00 a.m. Location to be determined

August Town Council Meeting: Thursday, August 9, 2018
7:00 p.m. Walkup Building
Public Forum begins at 6:30 p.m.

Bid Evaluation & Selection of Short List:
Town Hall Design-Build Project Number
2018-004: Friday, August 10, 2018
Time & Location to be determined

Meeting with Top Firms: Town Hall Monday, August 27, 2018

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

Design-Build Project Number 2018-004:

Time & Location to be determined

Mr. Carmichael thanked Mountain Retreat Association for all of their hard work on the 4th of July parade.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Widmer seconded and the motion carried 5/0. The meeting was adjourned at 8:02 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk