Board members present: Mayor Tim Helms

Mayor Pro Tem Kent Otto

Commissioner Tom Widmer

Commissioner Alice Lentz

Board members absent: Commissioner Bill Gilliland

Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator

 David Arrant, Police Chief

 Barry Creasman, Public Works

 Adrienne Eisenhower, Planning & Zoning

Tee Anderson

Approximately 15 members of the public were present. The meeting was called to order promptly at 7:00 p.m. by Mayor Helms followed by the Pledge of Allegiance and a moment of silence.

**Presentations and Reports**

Mr. Carmichael gave an update on the damage caused from Tropical Storm Alberto in May. Montreat did not meet the damage threshold and was therefore not eligible for FEMA reimbursements. The Town has hired McGill and Associates to prepare cost estimates and requests for proposals.

**Consent Agenda**

Mr. Carmichael noted that the special meeting minutes from August 16th, 20th, and 27th have been included on the Consent Agenda. The regular meeting minutes from August will be forthcoming upon Angie Murphy’s return from personal leave.

**Town Administrator’s Communications**

Mr. Carmichael mainly focused on Hurricane Florence and what the Town is doing to prepare, in addition to updates and links posted to the website. Graybeard Trail will be shut down preemptively during the storm due to the possibility of erosion.

In conjunction with the Montreat Conference Center and the Town of Black Mountain, water is being released from the dam at Lake Susan in an effort to mitigate the swelling of the creek during the storm. Additional police officers and public works officials will be on duty to ensure culverts and roads stay open. Individuals should prepare for heavy rains and long-term power outages.

Mayor Helms posed a question in regarding the wells that are operated by electricity. Mr. Carmichael noted the Town has access to a generator and well tanks are being kept at full capacity. Barry Creasman with Public Works added that the tanks will be filled to capacity before the storm, and Mr. Carmichael stated that water will be delivered to the Town throughout any power outages.

**Administrative Reports**

Commission Widmer posed a question to Chief Arrant regarding the current staffing needs. Chief Arrant gave an update on Justyn’s recent return from leave, and the addition of two new reserve officers – Monty Hensley and Phil Holderman. At this time, the position for full-time officer has not been filled.

**Public Comment – Agenda Items**

Mary Standaert of 118 Shenandoah Terrace stated for the record that her North Carolina driver’s license lists her address as Montreat, NC and voter registration card lists her address as Black Mountain, NC.

Mrs. Standaert also posed a question regarding Providence Road and the Town obligations towards maintaining a private road. Mayor Helms explained that the Town has an exposed major water line on Providence Road that was washed out and and has to be filled with gravel.

Mrs. Standaert brought up concerns from the Bridge Committee about building a covered bridge on Texas Road with no height increases. Mrs. Standaert would like for the Board of Commissioners to consider getting written documentation from FEMA in regard to building a covered bridge before moving forward with the drawings from the contractor that included a height increase.

**Old Business**

Mayor Pro Tem Otto thanked the Bridge Committee and the community for being supportive with ideas and options for the Texas Road bridge conversion. The Bridge Committee decided to utilize a 2-Phase option: Phase 1 would consist of placing a simple foot-traffic bridge over the Texas Road bridge as it is; Phase 2 would consist of design elements with a potential covering. In an effort to alleviate spending money from the Town budget, the community made suggestions to utilize a non-profit set-up to raise money. Mayor Pro Tem Otto expressed concern over the long-term use for the bridge, and suggested to hire an engineer that would ensure the bridge is sustainable for at least 25 years or more. Commissioner Widmer inquired about next steps for the commission, and Mayor Pro Tem Otto suggested to bring in an engineer to assess the foundation for longevity potential. Mayor Helms agreed to add the Texas Road bridge on the agenda for next month.

**New Business**

A. Contract Approval for Providence Terrace Culvert and Road Repair

Mr. Carmichael stated that this project is not eligible for FEMA disaster funds, and presented a contract proposal from Wheeler Grading in the amount of $10,800 for necessary repairs. Commissioner Widmer moved to approve the contract for Wheeler Grading to repair Providence Terrace in the amount stated in the contract. The motion was seconded by Commissioner Lentz, and carried 3/0.

B. Contract Ratification – Texas Road Water Line Replacement and Liquid Chlorine Conversion

Mr. Carmichael stated this contract has been entered into under the rules and procedures for the Commission and State law. This is a continuation of the Texas Road water line project to convert to liquid chlorine, a safer option than the currently used gas chlorine. Mayor Pro Tem Otto moved to ratify a contract with Civil Design Concepts, P.A. for design services for Texas Road water system improvements in the amount of $9,000 as presented. The motion was seconded by Commissioner Lentz and carried 3/0.

C. Appointment of David Holcomb to the Planning and Zoning Commission

Commissioner Lentz moved to appoint David Holcomb to the Planning and Zoning Commission for a three year term beginning on September 17, 2018. The motion was seconded by Mayor Pro Tem Otto, and carried 3/0.

D. Referral of Creekside Zoning request to the Planning and Zoning Committee

Adrienne Eisenhower with the Town of Montreat Planning and Zoning Department stated that the newly annexed parcels of the Town Hall building site needed to have a formal zoning designation. The recommendation is Institutional/Residential, one of the two zones that allow for governmental facilities. The other zone is Institutional which is for educational facilities and colleges. The Commission must petition the Planning and Zoning Board to review the recommendation and call for a public hearing at the following October and November Town meetings. Commissioner Widmer moved to refer to the Planning and Zoning Commission the potential zoning of properties annexed into the Town of Montreat on June 30, 2018 at the intersection of Montreat Road and Rainbow Terrace to Institutional/Residential (I/R) designation for conformity with the Comprehensive Plan and other developmental regulations as necessary. The motion was seconded by Mayor Pro Tem Otto, and carried 3/0. Mr. Carmichael noted there will be a hold placed on the annual adoption of the zoning map until this process is complete.

**Public Comment – Other Topics**

Mary Standaert of 118 Shenandoah Terrace expressed concern on the Montreat addresses issue. After speaking with the Buncombe County Board of Elections, Mrs. Standaert has not observed a sense of urgency from members at both the local and state levels. Mrs. Standaert agrees with Mayor Helms that members of the community will experience difficulty with obtaining voter registration and drivers licenses due to the incorrect physical address being listed as Black Mountain. Mrs. Standaert made a public records request to obtain contact information for members on the Buncombe County Board of Elections. Mrs. Standaert will post this material to her Facebook page, and she is available for direct contact if anyone desires further information on this matter.

**Commissioner Communications**

Mayor Pro Tem Otto thanked Mrs. Standaert for being persistent in the address matter. Mayor Pro Tem Otto also acknowledged Mayor Helms for appointing Commissioner Lentz to spearhead this project, and encouraged the community to remain active in the matter.

 Commissioner Lentz thanked the Mayor for allowing her to spearhead the Montreat address project, and explained the plan that is to be developed will be grounded in essential elements of basic research and input from the public.

Commissioner Widmer provided an update on behalf of Commissioner Fouche who was absent from the meeting. Rick Giles has been hired as an owner’s representative and has been assisting in drafting a contract between the Town of Montreat and Sineath Construction. Mr. Giles has been working with the town hall design working group to put together a design program that will outline the needs and problems before construction begins. Once the contract is in place, the Town will hold a Public Forum for any input regarding the design, and the last step is to formally draft a blueprint for the final design.

**Upcoming Meetings**

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| Montreat Tree Board: |  | Tuesday, September 25, 20189:30 a.m. Town Services Building96 Rainbow Terrace |
|  |  |  |
| Montreat Landcare: |  | Wednesday, October 3, 20189:00 a.m. Allan Building |
| October Town Council Meeting:  |  | Thursday, October 11, 20187:00 p.m. Walkup BuildingPublic Forum begins at 6:30 p.m. |
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**Closed Session**

Mayor Pro Tem Otto motioned to enter into a closed session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter. The motion was seconded by Commissioner Lentz, and carried 3/0.

**Adjournment**

 Commissioner Lentz motioned to adjourn, the motion was seconded by Commissioner Widmer and carried 3/0.

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Tim Helms, Mayor Alex Carmichael, Deputy Town Clerk