Board members present: Mayor Tim Helms

Mayor Pro Tem Kent Otto

Commissioner Kitty Fouche

Commissioner Alice Lentz

Board members absent: Commissioner Bill Gilliland

Commissioner Tom Widmer

Town staff present: Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Darlene Carrasquillo, Finance Officer

Three members of the public were also present. Mayor Helms called the meeting to order at 2:05 p.m., and held a moment of silence.

**Agenda Approval**

Commissioner Kitty Fouche moved to adopt the Agenda as presented. Commissioner Alice Lentz seconded and the motion carried 3/0.

**Public Comment**

None

**Old Business**

None

**New Business**

A. Design-Build Contract Approval: Mr. Carmichael stated there would be two minor changes to the Design-Build Contract. Amendment A will be removed from today’s contract at the request of the constructor’s attorney. Amendment B, which contains information for the insurance of Sineath Construction, is coming any moment electronically. Amendment C is the owner’s design build contract which was discussed at the public input session. Amendment D is the cost exhibit. Amendment E is the dispute resolution. Amendment F is the hourly billing rate. Amendment G is the milestones schedule. Mayor Helms asked if Owner’s Representative Rick Giles and Town Attorney Susan Taylor Rash had reviewed these documents and Mr. Carmichael advised that both had reviewed the documents rather extensively. Mr. Carmichael drew the Council’s attention to Amendments D and G specifically to review. Mr. Carmichael stated that he reduced the timeline to get the milestones schedule to coincide with regularly scheduled meetings rather than scheduling separate special meetings. Mr. Carmichael stated that the raw estimate, before finishings, is $920,000 in construction costs. The timeline can be amended and Mr. Carmichael expects it to be amended. These dates are considered “no later than” dates and if items are finished earlier than expected we can move along with the other dates. Commissioner Fouche moved to approve and authorize the Mayor to execute Design-Build Contract in the amount of $98,087. Mayor Pro Tem Otto seconded and the motion carried 3/0.

B. Approval of Budget Amendment for Urban Forestry Grant: Mr. Carmichael stated this Budget Amendment moves anticipated expenditures out of public works in the General Fund into the Special Projects Fund into the grant that has already been authorized and approved. Mayor Pro Tem Otto moved to authorize Budget Amendment #3 in the amount of $12,828 to reassign budget from special revenue project fund. Commissioner Lentz seconded and the motion carried 3/0.

**Public Comment**

Mr. Joe Standaert of 118 Shenandoah Terrace feels that there is still a major emphasis to do a “chamber of commerce type welcome center” to be staffed with volunteers and he feels that it needs to be emphasized that this is a business office and will be used as such.

Mrs. Mary Standaert of 118 Shenandoah Terrace questioned what kind of interest rate the Town will be looking at in negotiating borrowed money. Mr. Carmichael stated that it is the goal to get the application to the Local Government Commission in December and we will know more about interest rates at that time.

**Closed Session**

Mayor Pro Tem Otto moved to enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter. Commissioner Alice Lentz seconded and the motion carried 3/0.

Upon returning to Open Session the Mayor Pro Tem Otto moved to extend an offer of employment to Kaila Gant as Patrol Officer in the amount of $36,942 per year. Commissioner Fouche seconded the motion and the motion carried 3/0.

**Adjournment**

Commissioner Lentz moved to adjourn the meeting; Commissioner Fouche seconded, and the motion carried 3/0. Meeting adjourned at 2:53 pm.

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Tim Helms, Mayor Angie Murphy, Town Clerk