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

 Dave Arrant, Chief of Police

 Jarod McIntosh, Senior Water Operator

 Darlene Carrasquillo, Finance Officer

 Adrienne Isenhower, Zoning Administrator

Approximately 20 members of the public were also present. Mayor Helms called the meeting to order at 7:07 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Widmer moved to strike items “G” and “H” from the agenda and then create a written ballot for the top two candidates to be appointed to the Planning & Zoning Commission for a term of three years to expire on January 31, 2022. Commissioner Gilliland seconded and the motion carried 5/0. Commissioner Widmer also asked for a minor change in the minutes of January 10th Town Council Meeting. He provided written documentation to the Town Clerk outlining this change. Commissioner Alice Lentz 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.

**Presentations & Reports: Chief Dave Arrant’s Safety Update**

Chief David Arrant stated that the Police Department would like to see pedestrians move toward Elizabeth’s Path and the walking trails to free up the bicycle lane for bicycles. This gets pedestrians a little further off the road and it is safer for all involved.

**Mayor’s Communications**

There were no communications at this time.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

* January 10, 2019, Public Forum Meeting Minutes
* January 10, 2019, Regular Meeting Minutes

**Town Administrator’s Communications**

* Mr. Carmichael stated that Town Staff continue to work with the architect and engineer moving toward the May deadline of final budget and cost estimates as well as architectural drawings and the final contract. Town Staff met with the builder, architect and interior design earlier today. Mr. Carmichael has seen an early draft of the mechanical, electrical and plumbing drawings which are not due until May so things are really moving along. The Town is finishing its fiscal audit from the previous fiscal year which will allow the Town to seek the financial services needed to finance the new Town Hall. Public Work Crews have removed three ornamental trees from the parking area on the Creekside Lot and replanted them elsewhere on town property. Next week the large tree in the middle of the Creekside Lot will be taken down.
* Mr. Carmichael stated that the Town has submitted its final cost estimate of $900,000 plus for damages from Alberto and the Town hopes to be reimbursed for up to 75% of these costs. Mr. Carmichael estimates that the Town will be responsible for a portion in excess of $200,000-$225,000.
* Mr. Carmichael stated that staff is beginning to work on the Capital Improvement Plan process and the Commission will hear more about it at their upcoming retreat.
* Mr. Carmichael pointed out that the Administrative Reports were reported in a slightly different format this month.

**Administrative Reports**

Administration: 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**

Mr. Emory Underwood of 120 John Knox Road thinks the most important item that the Planning & Zoning Commission should tackle is Stormwater Runoff and how it can be handled.

Mrs. AnnKelso Hewitt of 525 Suwannee Drive wanted to speak to what she feels is a calamity waiting to happen on Suwannee Drive. There is a three-story high disintegrating cinderblock wall and a deteriorating driveway threatening walkers and drivers alike. There is nothing subtle about this section of erosion. There was a mudslide several months ago in this section of Suwannee Drive. Mrs. Hewitt inquired if anyone official has thought ahead as to what may happen if this section of Suwannee gives way and leaves people trapped in their homes. Mrs. Hewitt states that she has gone to the Town Services Building several times but to no avail. She feels that there is a lot of finger pointing as to who actually owns the property. Mrs. Hewitt feels this is crucial area that needs to be addressed because full time residents and part time residents are walking children to clubs, walking to the Walk Jones Sanctuary and walking to the creeks. Mrs. Hewitt passed around an album of photos for the Commission to review.

Mr. Wade Burns of 232 North Carolina Terrace stated that the Planning & Zoning Commission is currently undergoing a review of the Ordinances. He was a member of the Planning & Zoning Commission in 2002 when they completed a series of forums over a period of several weeks in which they prepared a report with recommendations. Mr. Burns reprinted these reports and passed them out this evening to the Commission.

Mr. Tom Frist of 98 Frist Road spoke at length about the new Town Hall. Most importantly Mr. Frist feels that the building will be practical and beautiful and will reflect the character and style of our beloved Montreat. Mr. Frist stated that the Commission will build the building with frugality and practicality but will be willing to accept tax deductible donations to “Montreatize” the building by putting in the stonework and floors that Montreators are requesting. Mr. Frist stated that if $50,000 could be raised by the end of February we will have the funds and the architect will have the time to make necessary changes without delaying construction. A committee of about ten people has been formed to see that this goal can be achieved. Any donators will be acknowledged at the dedication ceremony of the new Town Hall. Those donations totaling $500 or more will be recognized on a plaque which will hang inside the building. Mr. Frist held up a pamphlet and pledge card for further information.

Mrs. Mary Standaert of 118 Shenandoah Terrace would like to propose that the reconciliation fund that was set up shortly after the end of the lawsuit be earmarked for the new Town Hall.

**Old Business**

There was no Old Business.

**New Business**

1. Budget Amendment #4: Group Health Insurance: Mr. Carmichael stated that Budget Amendment #4 and #5 go together. This year we have increased our professional services fees for out attorney due to multiple contracts. Also an error was made in the budget in which money was not allocated for the new Finance Officers Group Health Insurance. Mr. Carmichael stated that we want to move money from the Governing Body to the Administration account to pay the Group Health Insurance for the new Finance Officer. Commissioner Fouche moved to approve Budget Amendment #4 in the amount of $9,252.40 to pay Group Health Insurance premiums for the remainder of FY 2019. Commissioner Widmer seconded and the motion carried 5/0.
2. Budget Amendment #5: Professional Services: Commissioner Widmer moved to approve Budget Amendment #5 in the amount of $35,167.60 to pay for professional service fees for the remainder of FY 2019. Commissioner Gilliland seconded and the motion carried 5/0.
3. Budget Ordinance Amendment #6: Water Department: Mr. Carmichael stated that this request is for new appropriations of money from the General Fund for the cost of repairing Well #6. We had a complete failure of that well. Mayor Pro Tem Otto moved to approve Budget Ordinance Amendment #6 in the amount of $8,500.00 to pay for repairs to Well #6. Commissioner Fouche seconded and the motion carried 5/0.

D. Budget Ordinance Amendment #7: Streets Department: Mr. Carmichael stated that this was also a request for allocation of new money. This request is for trees. Forty trees need to be removed and while the majority can be completed in-house there are about ten trees that will need to be removed by a contractor due to sheer size and height. This allocation is for current and future unplanned tree removals. Commissioner Lentz moved to approve Budget Ordinance Amendment #7 in the amount of $12,000 for tree removal. Commissioner Fouche seconded the motion and the motion carried 5/0.

E. Professional Services Bid Selection: Texas Road Pedestrian Bridge: Mr. Carmichael stated that on January 14th the Town of Montreat reissued an RFQ for the Texas Road Pedestrian Bridge. The purpose of the project was to prepare design documents to convert Texas Road Bridge from a vehicular bridge to a pedestrian bridge. On February 11th three firms responded to the RFQ. A review committee opened and rated the firms on five weighted area. The highest ranking firm was Vaughn & Melton with a score of 96, the second highest was Mattern & Craig with a score of 89.6 and Civil Design Concepts was third with a score of 84.2. Commissioner Bill Gilliland moved to rank the Statement of Qualifications from firms responding to RFQ 2019-002 in following order for purposes of Professional Services Bid evaluations: Rank 1, Vaughn & Melton, score 96; Rank 2, Mattern & Craig, score 89.6; Rank 3, Civil Design Concepts, disqualified. Mayor Pro Tem Otto seconded and the motion carried 5/0. Commissioner Gilliland moved to authorize the Mayor and Town Administrator to enter into negotiations with the highest scoring firm, pending positive reference checks, and if a mutually agreeable contract cannot be negotiated with the highest-ranking firm then to enter into negotiations with the second highest-ranking firm. Commissioner Lentz seconded and the motion carried 5/0.

F. Appointment of ETJ Representative for Planning & Zoning: Commissioner Fouche moved to appoint Allen Crawford to the Planning & Zoning Commission as the ETJ representative for a term of three years to expire on January 31, 2022. Mayor Pro Tem Otto seconded and the motion carried 5/0.

G. Appointment of Alternate Representative for Planning & Zoning: Commissioner Widmer moves to take a written ballot to the top two candidates to appoint to the Planning & Zoning Commission for a term of three years to expire on January 21, 2022. Commissioner Gilliland seconded and the motion carried 5/0. The candidates are as follows: Sarah “Sally” Stansill, Lily Rogers, Mary Nell Todd, Laura Wolfe and Wade Burns. The Commissioners took a written ballot and they will remain in the Town Hall for review with the Town Clerk until such time as the minutes are approved. Town Clerk Angie Murphy announced the two highest vote receiving candidates: Sally Stansill with five votes and Wade Burns with three votes.

H. Approval of Contract for Texas Road Waterline Project: Senior Water Operator Jarod McIntosh stated that he and Barry Creasman put out a bid at the beginning of the year for a stretch of waterline on Texas Road that they are planning on replacing. They received two out of four bids that were originally sent out. Mr. Carmichael added that this waterline project was included in the C.I.P in the amount of $55,000 but is coming in under budget at $32,140. Commissioner Fouche moved to approve contract from Hyatt Pipeline, LLC. In the amount of $32,140 for the Texas Road Waterline Project. Commissioner Gilliland seconded and the motion carried 5/0.

J. Approval of Contract for Pump Replacement at Well 6: Commissioner Gilliland moved to approve contract from Reuben Caldwell Well Drilling in the amount of $13,826 for Pump Replacement repairs to Well 6. Mayor Pro Tem Otto seconded and the motion carried 5/0.

 **Public Comments**

There was no public comment at this time.

**Commissioner Communications**

Commissioner Bill Gilliland thanked the public for all their service to the various boards and committees thru the years.

Commissioner Fouche stated that we have just been approved for another year as a Tree City USA community. Also a project, Streamwatch, through Montreat Landcare is beginning where people can adopt a part of the stream. Professor Josh Holbrook from Montreat College is doing a project on hellbender which are native to Flat Creek. Professor Holbrook is writing a grant to obtain boxes for breeding.

Mayor Pro Tem Otto announced that on Saturday at 4:00 p.m. Montreat College will be hosting Montreat ranked #8 playing Union ranked #14 in basketball.

**Upcoming Meeting Dates**

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

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| Planning and Zoning Commission: | Thursday, February 21, 2019Walkup Building7:00 p.m. |
| Montreat Tree Board: | Tuesday, February 26, 2019Town Services Building9:30 a.m. |
| Montreat Landcare: | Wednesday, March 6, 2019Allen Building, Swannanoa Room9:00 a.m. |
| March Town Council Meeting: | Thursday, March 14, 2019Walkup Building7:00 p.m.Public Forum begins at 6:30 p.m. |
| Planning and Zoning Commission: | Thursday, March 21, 2019Walkup Building5:00 p.m. |
| Tree Board: | Tuesday, March 26, 2019Town Services Building9:30 a.m. |
| Board of Adjustment: | Thursday, March 28, 2019Walkup Building, 7:00 p.m.Public Forum begins at 6:30 p.m. |
|  |  |

**IV. Closed Session**

Commissioner Alice Lentz moved to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of a personnel matter. Commissioner Bill Gilliland seconded the motion and the motion carried 5/0. Closed session commenced.

No action was taken upon returning to open session.

**Adjournment**

There being no further business Commissioner Gilliland moved to adjourn the meeting and Mayor Pro Tem Otto seconded and the meeting was adjourned at 8:21 p.m.

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| Tim Helms, Mayor |  | Angela Murphy, Town Clerk |