Board members present: Mayor Tim Helms

Mayor Pro Tem Otto

 Commissioner Kitty Fouche

Commissioner Bill Gilliland

 Commissioner Alice Lentz

 Commissioner Tom Widmer

Board members absent: None

Town staff present: Adrienne Isenhower, Zoning Administrator

 Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Barry Creasman, Public Works Director

Darlene Carrasquillo, Finance Officer

David Arrant, Chief of Police

Twenty members of the public were present. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in the pledge of allegiance and a moment of silence. Mayor Helms also reminded those in attendance to remember the Wilde family as Bill Wilde has been taken off life support.

**Agenda Approval**

Commissioner Gilliland moved to adopt the agenda as amended with changes to be discussed for Items C and E. Commissioner Fouche seconded and the motion carried 5/0.

**Public Hearing on Installment Financing**

Mr. Tom Frist of 98 Frist Road asked how much the Town had in hand from contributors to the Town Hall Montreatization Fundraising Project. Mr. Carmichael responded that as of last week there was just over $79,000 which will pay for all the interior modifications and most of the exterior park updates.

**Mayor’s Communications**

Mayor Helms stated that the Board of Commissioners and Staff had participated in a 5 hour Annual Board Retreat earlier that day. The meeting was quite productive and goals were set for Staff, the Board and the Community. Mayor Helms mentioned that next month the Capital Improvement Plan would be presented at the Town Council Meeting.

**Meeting Minutes Adoption**

* March 14, 2019, Joint Board of Commissioners/P&Z Meeting Minutes
* March 14, 2019 Public Forum Minutes
* March 14, 2019 Town Council Minutes
* Resolution 19-04-002 Designating April 27, 2019 as Arbor Day in Montreat

**Town Administrator’s Communications**

Mr. Carmichael wanted to do a quick Capital Projects Update. The table below recaps his report.

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| --- | --- |
| Town Hall | Under contract. Phase I preliminary designs, complete. Phase II, construction drawings and final budget, winding down. Phase III, construction expected to begin this summer. |
| Public Works Building | Site prepared. RFQ published on ¾, closes on 3/29, informational meeting on 3/18 |
| Texas Pedestrian Bridge | RFQ for design services closed on 2/11. Contract negotiations underway with Vaughn & Melton. |
| Texas Road Waterline Completed | Expected completion day 3/21 |
| Texas Rd and Calvin Trail Paving In progress | Project awarded in the fall ’18-expected completion in early spring |
| Frist Rd Paving In progress | Project awarded in the fall ’18-expected completion in early spring |
| Wells A & B Chlorine Retrofit Completed | In process. Expected completion date 4/4 |
| Well 6 Pump Conversion Completed | In process. Expected completion date 3/21 |
| Assembly Drive Culvert and Crosswalk Completed | In process. Expected completion date 3/18 |
| Tennessee Road Culvert and Catch Basin Completed | In process. Expected completion date 3/21 |
| South Carolina Terrace Parking Area Completed | Engineer assessed – Expected completion date 4/4 |
| Kentucky Road Culvert Scheduled end of May | Engineer assessed – Expected completion date 4/25 |
| South Carolina Terrace Culvert Completed | Engineer assessed – Expected completion date 4/11 |
| Wyck Road Culvert Scheduled first of May | Engineer assessed – Expected completion date 4/18 |
| Lower Greybeard Wall and Creek Stabilization | RFQ re-published on 2/28, closes on 3/20 |
| Suwannee Mudslide | Engineer assessed – RFQ pending |
| Texas Road Extension Culvert and Barrel – 1 | Engineer assessed – RFQ pending |
| Texas Road Wall and Bank Stabilization (Below Pool) | Engineer assessed – RFQ pending |

**Administrative Reports**

* Administration – This report was given in written format.
* Planning & Zoning – This report was given in written format.
* Police – This report was given in written format.
* Public Works and Water – This report was given in written format.
* Sanitation – This report was given in written format.
* Streets – This report was given in written format.

**Public Comment**

There was no public comment at this time.

**Old Business**

There was no old business to discuss.

**New Business**

1. Budget Amendment #8: Mr. Carmichael stated that Budget Amendment #8 must be set in place before we can borrow money for the new Town Hall. Staff is asking for $450,000 to move from General Fund Reserve into Capital Projects Fund. That will go with the $180,000 that is already in the Capital Fund and the $1,000,000 we plan to borrow. Commissioner Widmer moved to approve Budget Amendment #8 to appropriate new spending from General Fund reserves and transfer appropriations to the Capital Projects Fund for the construction of a town hall. Commissioner Lentz seconded the motion. After a brief discussion the motion carried 5/0.
2. Resolution 19-04-001 Debt Resolution: Mr. Carmichael stated this document was also required by the State to express the findings of the Town. It states that this is a legal project and we have the financial capacity to carry it forward. It is also required by the Local Government Commission. Commissioner Fouche moved to approve Resolution 19-04-001 Authorizing the filing of an application for approval of a financing agreement authorized by North Carolina General Statute 160A-20. Mayor Pro Tem Otto seconded and the motion carried 5/0.
3. Finance Services Contract for Installment Financing: Mr. Carmichael advised that the contract in the packet was the original contract sent over by the bank. The contract in front of the Commission was after some changes were submitted by Attorney Susan Taylor Rash and Owners Representative Rick Giles. Mr. Carmichael stated there were no material changes that there were just language changes. Mr. Carmichael reviewed these changes for the Commission. Commissioner Lentz moved to approve installment financing with BB&T in the amount of $1,000,000 for a term of 15 years for the construction of a Town Hall to be executed by the Town Administrator and Finance Officer contingent upon approval by the NC Local Government Commission. Commissioner Gilliland seconded the motion. Commissioner Fouche expressed her concerns about the verbiage limiting the rental of meeting space to non-profits and individuals only. Mr. Carmichael stated that at the interest rate we are getting he does not feel that there is much leeway with this caveat in the contract. Commissioner Gilliland stated his concerns about not being able to pre-pay the loan without a penalty. Mr. Carmichael advised that in his original bid he had pre-payment without penalty as a requested option but the Local Government Commission advised him to remove the language. Mr. Carmichael mentioned that he would approach BB&T with this concern but he was not sure it could be accomplished with the same interest rate. Commissioner Gilliland said it was not a non-negotiable term for him but he would like to see some discussion with the bank. After some discussion it was decided that the Commission would like for Mr. Carmichael to approach the bank for some re-negotiation with regards to the pre-payment procedures. Commissioner Gilliland moved to amend the motion to add the caveat that Alex and the Mayor see what they can negotiate as far as reducing the language for prepayment but contract would not be contingent upon that. Mayor Pro Tem Otto seconded the amended motion. The amendment carried 5/0. Commissioner Gilliland moved to approve the installment financing as amended. Mayor Pro Tem Otto seconded and the motion carried 5/0.

1. Resolution 19-04-003 Authorizing Property Disposal: Commissioner Gilliland moved to approve Resolution 19-04-003 Authorizing Property Disposal. Commissioner Fouche seconded the motion. Mr. Carmichael stated that the Montreat Police Department as a 2001 Jeep Cherokee with over 100,000 miles on it with a faulty electrical system and a 2009 Chevrolet Impala with 95,000 plus miles. Both vehicles need more repairs than what the vehicles are worth. The motion carried 5/0.
2. Greybeard Wall Contract Approval: Mr. Carmichael stated that this contract is still in the negotiations process and was not available prior to this evening’s meeting. Mr. Carmichael and Mr. Creasman met with Civil Design Concepts on Monday onsite. Commissioner Gilliland moved to rank the Statement of Qualifications from firms responding to RFQ 2019-003 in following order for purposes of Professional Services Bid evaluations: Rank 1, Civil Design Concepts, PA, score 95; Rank 2, McGill and Associates, score 93. Commissioner Tom Widmer seconded and the motion carried 5/0.

**Public Comment**

Mrs. Mary Standaert of 118 Shenandoah Terrace thanked the Commission for their service to Montreat and its citizens. In 2015 and 2017 council members were elected by the citizens of Montreat to serve four year terms. In December of 2018 sitting council members asked that the state legislature change the Montreat voting cycle from odd to even years. And in so doing so they asked the state legislature to extend their terms by one year. This same change could be accomplished in other ways rather than extending the terms. Mrs. Standaert asked the Commission not to disenfranchise the citizens of Montreat by taking away their right to vote.

Mr. Mike Sonnenberg of 125 Virginia Road questioned why we were going out for a loan when we had money sitting in the bank not earning interest.

Mrs. Jean Norris of 192 Mississippi Road reiterated that the Native Plant Sale and Arbor Day Celebration is a Landcare Project. Landcare encompasses volunteers from Montreat College, Mountain Retreat Association and the Town of Montreat. She wanted to encourage everyone to attend.

Mrs. Ann Vinson of 136 Quillan Lane invited the Commission to attend the lectures provided by the Native Plant Sale.

**Commissioner Communications**

Commissioner Widmer mentioned the evening salamander/hellbender walk during the Native Plant Sale.

**Meeting Dates**

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| --- | --- |
| Good Friday | Friday, April 19, 2019Town Offices Closed |
| Tree Board | Tuesday, April 23, 2019Town Services Building9:30 a.m. |
| Planning & Zoning Commission | Wednesday, April 24, 2019Walkup Building5:00 p.m. |
| Board of Adjustment | Thursday, April 25, 2019Walkup Building7:00 p.m. |
| Native Plant Sale | Saturday, April 27, 2019Moore Center Field9am – 2pm |
| Montreat Landcare | Wednesday, May 1, 2019Allen BuildingSwannanoa Room9:00 a.m. |

**Adjournment**

Commissioner Gilliland moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 7:40 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk