Board members present: Mayor Tim Helms

Mayor Pro Tem Kent Otto

Commissioner Jane Alexander

Commissioner Kitty Fouche

Commissioner Alice Lentz

Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Adrienne Isenhower, Zoning Administrator

David Arrant, Chief of Police

Darlene Carrasquillo, Finance Officer

Jarod McIntosh, Senior Water Operator

Sixteen members of the public were present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

Mr. Carmichael stated that items “C” and “E” on the agenda were not included in the packet but there were copies for the Commission and for the Public to review. Commissioner Alexander moved to adopt the agenda as presented. Commissioner Widmer seconded and the motion carried 5/0.

**Mayor’s Communications**

Mayor Helms deferred his communications to later in the meeting.

**Meeting Minutes Adoption**

* September 12, 2019, Public Forum Minutes
* September 12, 2019, Town Council Minutes

**Town Administrator’s Communications**

Mr. Carmichael reported on several projects. Tropical Storm Alberto projects are going well. There were 22 distinct projects as a result of the storm, with an initial cost estimate of $986,000. As of date, 16 of the 22 projects have been completed, two are in progress and four have yet to be started. Town Staff have completed most of the repairs, saving the Town considerable expense, with all completed projects coming in under budget. The Texas Road Bridge Aesthetics Committee met earlier in the day along with the engineering firm to discuss what can be done now versus phase two of the project and how the Committee and engineering firm can work together to create an aesthetically pleasing yet functional bridge. The Committee has several more meetings scheduled to proceed with their planning. Construction on the new Public Works building will begin in several weeks. Several contracts were approved later during this meeting with the hopes that the building will be completed before the end of the year. The building will be located behind the MRA Maintenance building adjacent to the current Town Services Office and will have equipment storage as well as Public Works offices. Repaving of Kentucky, South Carolina Terrace and Texas Spur Road will begin in the next several weeks.

**Administrative Reports**

* Administration – This report was given in written format.
* Finance – 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**

Mrs. Martha Campbell of 149 Maryland Place reminded everyone in attendance about the “bearwise” presentation on Tuesday, October 22nd at 5:00 p.m. in Upper Anderson.

Ms. Sally Stansill of 141 Holston Lane asked if there were plans for fencing or landscaping as a buffer for the new Public Works Building. Mayor Helms stated that the creek and trees between Assembly Drive would serve as a buffer but no other plans for landscaping have been made at this time. Mr. Carmichael stated that he would check further on this with the Public Works Director.

Mrs. Ann Vinson of 136 Quillan Lane presented the North Carolina Urban Forest Council Tree City USA 2019 to Mayor Helms. The Town of Montreat was selected as the recipient in the state of North Carolina. It’s a beautiful award that will be displayed in the new Town Hall.

Mrs. Mary Standaert of 118 Shenandoah Terrace stated that the Tree City USA Award would not have happened without the leadership of Ann Vinson.

**Old Business**

There was no old business to discuss.

**New Business**

1. Well Pump A01 (Harmony Lane) Replacement: Mr. Jarod McIntosh stated that the well pump had gone bad in the Harmony Lane Tank. Commissioner Kitty Fouche moved to approve contract #19-010-001 in the amount of $6,724.95 with Reuben Caldwell Well Drilling, Inc. Mayor Pro Tem Kent Otto seconded and the motion carried 5/0.

1. Discussion of Traffic Calming on Assembly Drive: Police Chief Dave Arrant discussed several “traffic calming” techniques, including a speed sign that has been ordered, establishing a three-way stop at Assembly Drive and Georgia Terrace, a higher police presence on Assembly Drive, speed bumps and other possible initiatives. Commissioner Tom Widmer reminded Chief Arrant that his job was not to be popular but to really be handing out warnings and tickets. Mayor Helms also mentioned that the entrance/exit at the Gate is also an important area to patrol. The Commission was not interested in a traffic study at this time but Commissioner Widmer asked Chief Arrant to develop a definitive plan and present to the Commission at the upcoming meeting. Mayor Helms advised Chief Arrant to do the enforcing and the Commission will handle any consequences.

1. Awarding of Bid and Authorize the Mayor and Town Administrator to Negotiate, Sign and Execute Contract for General Contractor of Public Works Building: Mr. Carmichael stated that this bid was a construction bid including a request for proposals (RFP). This particular project was for the actual construction of the Public Works Building. This was an unusual bid as we asked for construction before we asked for engineering. Mr. Carmichael stated that Town Staff was trying to time everything to work within each others timelines. The bid in front of the Commission was for $51,727 which was the lowest bid. Mayor Pro Tem Otto moved to award the General Contractor of Public Works Building bid to Jeremy Rogers Builders LLC and to authorize the Mayor and Town Administrator to negotiate, sign and execute the contract. Commissioner Widmer seconded and the motion carried 5/0.
2. Bid 2019-013 2019-2020 Waterline Project: Mr. McIntosh stated that they are planning on running a 6 inch tap across the street and down beside the new Public Works Building. They will cap it off at the new Town Hall. Commissioner Widmer moved to award the 2019-2020 Waterline Project to Civil Design Concepts and to authorize the Mayor and Town Administrator to negotiate, sign and execute the contract. Commissioner Alice Lentz seconded and the motion carried 5/0.

E. Professional Services: Public Works Building Engineering & Design Bid 2019-011: Mr. McIntosh stated that this was an engineered load-bearing wall with plumbing and electrical stub ups. Mayor Pro Tem Otto moved to award the bid to Civil Design Concepts and authorize the Mayor and Town Administrator to negotiate, sign and execute the contract. Commissioner Fouche seconded and the motion carried 5/0.

F. To Call for a Special Meeting for Approval of Additional Contracts: Mr. Carmichael stated that the Special Meeting would be primarily for the Greybeard Wall Contract to be approved. The bids were opened this afternoon and we are waiting on the contractor to get the contract to Town Staff. A Budget Amendment will also be needed as well. Commissioner Alice Lentz moved to call for a Special Meeting for Approval of Additional Bids, Contracts, and Budget Amendments on Monday the 28th at the Town Services Building at 4:00 p.m. Commissioner Tom Widmer seconded and the motion carried 5/0.

**Public Comment**

Mr. Richard DuBose of MRA commented on the traffic issue and said from his perspective, the issue is one of pedestrian safety. Mr. DuBose supports traffic calming initiatives, including a three way stop at the corner of Assembly Drive and Georgia Terrace.

Ms. Sally Stansill of 141 Holston Lane stated a lot of the offending trucks were commercial vehicles but several pickup trucks she did not notice until the College started back up.

Mr. Tom Frist of 98 Frist Road hoped that we did not get back into an adversarial relationship between the citizens and the police department. Mr. Frist thought a simple sign could be implemented over speed bumps or cameras.

Mrs. Clary Phipps of 106 John Knox Road mentioned the four way stop on Virginia Road and Louisiana Road. Mrs. Phipps said the four way stop has made a world of difference and felt the proposed three way at Georgia Terrace would slow people down as well.

**Commissioner Communications**

Commissioner Lentz thanked Mrs. Ann Vinson for the work of the Tree Board and presented Mayor Helms with yet another award from the National Wildlife Federation recognizing Montreat for 14 years of being a Certified Wildlife Habitat.

Commissioner Fouche offered accolades to Mr. Ron Vinson and the staff at the Presbyterian Heritage Center for the upcoming C.S. Lewis Conference on November 6-8. Mr. Vinson commented that more than 600 attendees, including students and professors from Western North Carolina University and Montreat College, are expected to attend this event.

**Meeting Dates**

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| Montreat Tree Board: | Tuesday, October 22, 2019  Town Services Office  9:30 a.m. |
| Board of Adjustment: | Thursday, October 24, 2019  Walkup Building  7:00 p.m. |
| Bulk Pick-up Trash Day: | Tuesday, October 29, 2019  Your curb!  Begins at 8:00 a.m. |
| Montreat Landcare: | Wednesday, November 6, 2019  Allen Building  Swannanoa Room  9:00 a.m. |
| November Town Council Meeting: | Thursday, November 14, 2019  Walkup Building  7:00 p.m.  Public Forum begins at 6:30 p.m. |

Commissioner Kitty Fouche moved to enter into Closed Session in accordance with NCGS 143-318(a)(3) for attorney-client privilege regarding Laura Wolfe versus the Town of Montreat. Commissioner Tom Widmer seconded and the motion carried 5/0.

Upon returning to Open Session, Mayor Pro Tem Otto moved to approve Budget Amendment #2 in the amount of $95,000 for the costs associated with mediated settlement. Commissioner Jane Alexander seconded and the motion carried 5/0. Commissioner Widmer moved to approve Resolution #19-10-001 Authorizing the Mayor to Sign and Execute Mediated Summary. Commissioner Alice Lentz seconded and the motion carried 5/0.

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

Upon returning to Open Session, Commissioner Tom Widmer moved to uphold the determination on the grievance filed by Armon L. Blevins of the Town Administrator. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Adjournment**

Commissioner Fouche moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 9:58 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk