

Town of Montreat
Board of Commissioners Meeting – Public Forum
November 14, 2019 – 6:30 p.m.
Walkup Building

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
November 14, 2019 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentations & Reports: David Arrant's Safety Update

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- October 10, 2019, Public Forum Minutes
- October 10, 2019, Town Council Minutes
- October 28, 2019, Special Meeting Minutes

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VI. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

- Administration
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

VIII. Public Comment

Public comments will be heard during this period for any and all items.

IX. Old Business

X. New Business

A. Swearing in of Trey McDonald as Police Officer

- **Presenter:** David Arrant, Chief of Police
- **Suggested Motion:** Move to swear in and administer the Oath of Office to Trey McDonald as Police Officer.
- **Oath of Office**

B. Swearing in of Virginia “Gin” Johnson as Police Officer

- **Presenter:** David Arrant, Chief of Police
- **Suggested Motion:** Move to swear in and administer the Oath of Office to Virginia “Gin” Johnson as Police Officer.
- **Oath of Office**

C. Appointing Finance Officer Darlene Carrasquillo to be an authorized signer on Town of Montreat Bank Accounts

- **Presenter:** Alex Carmichael, Town Administrator
- **Suggested Motion:** Move to appoint Darlene Carrasquillo as an authorized signer on Town of Montreat Bank Accounts.

D. Contract for Interior Design Services

- **Presenter:** Alex Carmichael, Town Administrator
- **Suggested Motion:** Move to approve Contract #19-011-01 with Yurko Walter Architecture Design for Interior Design Services in the not-to-exceed amount of \$3375.

XI. Public Comment

**Montreat Board of Commissioners
Town Council Meeting
November 14, 2019**

Public comments will be heard during this period for any and all items.

I. Commissioner Communications

II. Meeting Dates

Montreat Planning & Zoning Commission: Thursday, November 21, 2019
Walkup Building
10:30 a.m.

Montreat Tree Board: Tuesday, November 26, 2019
Town Services Building
9:30 a.m.

Town Office Closed: Thursday & Friday, November 28 &
29
Thanksgiving Holiday

Montreat Landcare: Wednesday, December 4, 2019
Allen Building
Swannanoa Room
10:00 a.m.

Montreat Planning & Zoning Commission: Thursday, December 5, 2019
Walkup Building
10:30 a.m.

December Town Council Meeting: Thursday, December 12, 2019
Walkup Building
7:00 p.m.
Public Forum begins at 6:30 p.m.

Montreat Planning & Zoning Commission: Thursday, December 19, 2019
Walkup Building
10:30 a.m.

Town Office Closed: Tuesday & Wednesday, December
24 & 25
Christmas Holiday

Save the Date!

Saturday, April 25, 2020
Moore Center Field
Native Plant Sale & Arbor Day
Celebration

III. Adjournment



Montreat Police Department

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

To: Mayor Helms and Montreat Board of Commissioners

Cc: Town Manager

During October's Town Council meeting and the Public Forum, members of the community expressed various concerns in reference to excessive vehicular speed and noise. In response to these concerns, the Commission directed me to submit a written plan that addresses these issues.

Over the course of the past couple of years, we have seen some instability in our full time personnel lineup. Being shorthanded on multiple occasions has eroded our visible presence a little bit. Even under normal conditions, one individual on duty at a time is responsible for the entirety of the Town. Concentration on one area translates to neglect of other areas. It is a balancing act, and we try to avoid predictability. As we get back to full staff levels, residents should see a return to what they have been used to in the past.

Currently, the Department has two full time officers that are certified for Speed Measuring Instruments (SMI), or "radar", and three part time officers. Classes for certification are generally conducted two to three times a year. As the 2020 course dates are released, the remaining fulltime and additional reserve officers will attend and earn their certifications.

To supplement our Department in speed enforcement, I have talked with Black Mountain PD about joint operations. As we are both participants in the North Carolina Governors Highway Safety Program, it is mutually beneficial. Multi-agency Saturation Patrol, sometimes referred to as "Wolfpacks," involve law enforcement deploying additional police officers to targeted roadways during select time periods to detect and apprehend violations. This is most likely a time-to-time option, not something needed on a regular basis, in my opinion.

With that approach in mind, it must be determined what is the most applicable time and place for these practices. From years of service I can attest it is certainly not after midnight. By far and large, traffic and subsequent speeding issues are a daytime thing. Moreover than that, it tends to be a Monday through Friday, depending on the time of year. Sunday mornings are considerable as well.

And whom do we need to watch?

Contrary to popular belief, the entirety of the blame is not with the students and staff of Montreat College. The issue of traffic infractions lies with all types of drivers entering through the Gate. From guests and visitors to the Conference Center, to the patrons of the Montreat Morning School. Hikers, Robert Lake Park enthusiasts, landscapers, food and beverage distributors, repair and service personnel, construction crews, and even residents of Montreat can all fall in the offending category. Enforcement actions must be unbiased, without prejudice, and applied evenly.

We will issue warnings when we can, but citations and their accompanying fines will be necessary.

Additional payroll costs will be incurred if it becomes necessary to supplement targeted days and times with part time Officers to engage in saturation patrol scenarios.

At the time of this writing, we have received our new “Your Speed Is” sign. I am hopeful we can have that installed and operating within the first week of November. This unit will be capable of gathering data in traffic trends such as volume, speed, and times. Use of this data will help us in determining what times and areas need more attention. The obvious function of this device is to make the drivers aware that they might be speeding. With relative ease of movement and installation, this sign can be located in numerous areas about town.

A proposal that was brought before Council for consideration in October was the installation of two stop signs. The proposed signs would be on Assembly Drive. This would create a three-way intersection at Assembly Drive and Georgia Terrace. This would act as a speed break in the most violated area. Moreover, this would bring more safety attention to pedestrian traffic in the crosswalk portion of this area. This is a heavily foot-trafficked area, particularly in the summertime.

An upside to having this intersection is the break in the flow of traffic, in a section which is easy and natural to pick up speed. The intersection operates autonomously, twenty-four hours a day, and at no cost.

As to roadways other than Assembly Drive, we can look at some options. Just inside the gate is a sign that tells drivers that “the town wide speed limit is Twenty miles per hour unless otherwise posted”. The only “otherwise posted” section is from the Gate to Welch Field in both directions.

There are roads throughout the town with steep shoulder drop off, narrow width, and sharp blind curves. Increased signage and more restrictive limits are a viable option for some of these areas.

In summary, we will be implementing increased SMI certifications for individuals that currently lack those. Increasing saturation patrols, along with a more proactive and aggressive enforcement. As well as hardscape traffic calming measures.

David Arrant
Chief of Police

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
October 10, 2019 – 6:30 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Alice Lentz
Commissioner Tom Widmer
Commissioner Jane Alexander

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Adrienne Isenhower, Zoning Administrator

Fifteen members of the public were present. Mayor Helms called the meeting to order at 6:30 p.m., and led the group in a moment of silence.

Agenda Approval

Commissioner Widmer moved to adopt the agenda as presented. Commissioner Lentz seconded and the motion carried 5/0.

Public Forum

Ms. Sally Stansill of 141 Holston Lane spoke about the high levels of traffic noise on Assembly Drive that can be heard from her home on Holston. She stated that it has become quite a nuisance at all times of day. Ms. Stansill appealed to the Commission to do something to slow down speeders and try to abate noise levels from trucks and other vehicles.

Ms. Meredith Greene of 130 Kanawha Drive also spoke about the high speed of trucks and cars on Kanawha Drive and how dangerous it can be in the curves.

Mrs. Martha Campbell of 149 Maryland Place thanked the Town for publicizing the Firewise Initiative in the Montreat Minute. She spoke to the importance of removing leaves from yards and foundation plantings, as leaves act as “wicks” for fire. She also strongly recommended that seasonal residents should remove leaves now rather than when they return in the spring. Mrs. Campbell provided some information about college students who are interested in raising money by raking leaves. It is also very important for residents to log their hours raking for the firewise initiative.

Ms. Nancy Fletcher of 441 West Virginia Terrace asked about the status of the lower Greybeard Trail repairs and the traffic re-routing during the repair period. Mr. Carmichael commented that bids for the construction had been opened earlier in the day. He expects construction to begin next month. He also commented that the traffic re-routing plan has not been established yet, but it is a key responsibility of the engineer who is working on the project. Town Staff will let everyone know what the traffic re-routing plans are well in advance of when it occurs.

Adjournment

Commissioner Fouche moved to adjourn the meeting. Commissioner Widmer seconded and the motion carried 5/0. The meeting was adjourned at 6:53 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
November 10, 2019 – 7:00 p.m.
Walkup Building**

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

- A. 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.
- B. 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.
- C. 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.
- D. 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

**Board of Commissioners
Meeting Minutes
October 10, 2019**

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.

Tim Helms, Mayor

Angie Murphy, Town Clerk

Town of Montreat
Special Meeting
October 28, 2019
Town Services Building

Board members present: Mayor Tim Helms
Kitty Fouche
Jane Alexander
Kent Otto
Tom Widmer

Board members absent: Alice Lentz

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director
Jarod McIntosh, Senior Water Operator

Public Present: Seven members of the public present.

Mayor Helms welcomed everyone to the meeting and held a moment of silence.

Agenda Adoption

Commissioner Jane Alexander moved to adopt the agenda as presented. Commissioner Kitty Fouche seconded and the motion carried 4/0.

Public Comment

Mrs. Martha Campbell of 149 Maryland Place stated that the NCDMV does not accept Town of Montreat water bills as proof of address for the real ID documentation. It has to do with the red ink on the front of the water bill. Mrs. Campbell stated that this should be considered the next times associates ordered water bill supplies. Town Clerk Angie Murphy stated she could print a document in the Town Services office to use as identification with both mailing and physical address documented.

Ms. Sara Scarborough of 181 Texas Road Ext questioned if the road behind the Lancaster residence would be one-way or two-way. Mr. Creasman commented that it would be one-way from either direction. Ms. Scarborough asked if a yield sign could be installed for safety purposes. Mr. Creasman will look into it and get back to Ms. Scarborough.

New Business

Town of Montreat
Special Meeting
October 28, 2019
Town Services Building

A. Budget Amendment #3: Mayor Pro Tem Otto moved to approve Budget Amendment #3 in the amount of \$178,232.00 for funding of the Greybeard Wall Project. Commissioner Fouche seconded the motion. Mr. Carmichael stated this portion of the project did come back under budget. Jesse Gardner of Civil Design Concepts (CDC) explained that CDC put it out to bid and Foothills Grading has 90 days to complete wall construction. Contractor is responsible for a signalized detour along West Virginia Terrace. There will be a little bit of a delay. It was scheduled to be constructed in the off season. This construction is tentatively scheduled for late November/early December. After completion the contractor has 150 days to get pavement on the road and everything back to full operation. Mr. Gardner stated that it would not be safe to leave one lane open on Greybeard Trail. As soon as it's safe to open one lane for traffic CDC can make that happen. Mr. Creasman stated that he has ordered specific signage for this project. The motion carried 4/0.

B. Award Bid and Authorize Contract for the Greybeard Wall Project: Commissioner Fouche moved to award the Greybeard Wall/Creek Stabilization bid to Foothills Grading, to issue a Notice to Proceed in the amount of \$178,232.00 and to authorize the Town Administrator to sign and execute corresponding contract. Commissioner Widmer seconded. Commissioner Widmer asked if the Town would be using their own funds for the initial expense and then be eligible for reimbursement for up to 75% from the state. Mr. Carmichael stated that was a true statement. The motion carried 4/0.

Public Comment

No public comment at this time.

Adjournment

Commissioner Widmer moved to adjourn the Special Meeting. Mayor Pro Tem Otto seconded and the motion carried 4/0.

Tim Helms, Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
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www.townofmontreat.org

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of October , 2019

Monthly Statistics

Public Meetings	7
Inter-Organizational /Intergovernmental Meetings	6
Agendas Prepared	5
Minutes Transcribed	5
Resolutions Drafted	0
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	4
Purchase Orders	106
Professional Development Hours	8
Sunshine List Messages	11
Website Posts	9
Social Media Posts	0
Code Red Alerts	0
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

Comments

N/A

Staff Communications

Please be aware of construction and repair projects as you are traveling in Montreat



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of August , 2019

Monthly Statistics

Building Permits Issued	12
Pending Building Permits	0
Building Inspections Performed	17
Stop Work Order Issued	0
Defective Building Posted	0
Denied Building Permits	0
Fire Inspections Performed	0
Fire Re-Inspections Performed	0
Fire Permits Issued	0
Fuel Costs	0

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of October , 2019

Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	0
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	273.24
Contracted Employee Staff Hours	111
Road Closures	2

Comments

Leaf removal has begun
Please keep a watchful eye out for the crews working on the sides of the roads.

Staff Communications

0



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**ADMINISTRATIVE REPORTS:
 POLICE DEPARTMENT**

Police Department report for the month of October , 2019

Monthly Statistics

Patrol Mileage	2,398
Dispatched Calls	79
Officer-Initiated Calls	507
Fire Assistance Calls	3
EMS Assistance Calls	4
Motorist/Other Assistance Calls	68
Traffic Stops	47
Parking Issues	1
Burglar Alarm Responses	4
Fire Alarm Responses	3
Residential/Building Checks	365
Ordinance Violations	2
Law Enforcement Agency Assistance Calls	39
Animal Control Calls	0
Larcenies	0
Breaking & Entering Calls	0
Suspicious Person Investigations	7
Suspicious Vehicle Investigations	7
Disturbance Calls	23
Accident Responses	1
Auxiliary Hours Worked (Regular)	32
Auxiliary Hours Worked (Addittional)	68
Truck Turns at Gate	5
MPD Fuel Cost	\$ 522.30
Professional Development Hours	32
Town Service	571
MRA Service	155
College Service	21

Comments

There has not been any significant events for the month of September.

Attached in the agenda packet is the report requested last month reference speed calming measures.



TOWN OF MONTREAT

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**ADMINISTRATIVE REPORTS:
 WATER AND PUBLIC WORKS**

Water and Public Works report for the month of October , 2019

Monthly Statistics

Calls for Service	62
Water Leaks Repaired	1
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	2
Gallons of Water Produced	3,502,591
Monthly Fuel Cost	\$ 611.49
Hours Pumped (11 wells combined)	1,498

Upcoming Events and Schedule Changes

#REF!

#REF!

Comments

N/A

#REF!

Staff Communications

#REF!

#REF!

#REF!



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**ADMINISTRATIVE REPORTS:
ZONING ADMINISTRATION**

Zoning Administration report for the month of October , 2019

Monthly Statistics

Approved Zoning Permits	2
Denied Zoning Permits	0
Pending Zoning Permits	2
Variance/Interpretation Granted	0
Conditional Use Permits Granted	0
Permit Extensions Granted	0
Sign Permits Issued	0
Notice of Violations	0

Comments

N/A

Staff Communications

0

0

0

TOWN OF MONTREAT POLICE OFFICER
OATH OF OFFICE

“I, Virginia “Gin” Johnson, do solemnly swear (or affirm) that I will be alert and vigilant to enforce the criminal laws of the State; that I will not be influenced in any manner on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully and impartially discharge and execute the duties of my office as a law enforcement officer according to the best of my skill, abilities and judgment, so help me God.”

This is 14th day of November, 2019.

Virginia “Gin” Johnson

Tim Helms, Mayor

Witness: _____
David Arrant, Chief of Police

Witness: _____
Alex Carmichael, Town Administrator

TOWN OF MONTREAT POLICE OFFICER
OATH OF OFFICE

“I, Trey McDonald, do solemnly swear (or affirm) that I will be alert and vigilant to enforce the criminal laws of the State; that I will not be influenced in any manner on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully and impartially discharge and execute the duties of my office as a law enforcement officer according to the best of my skill, abilities and judgment, so help me God.”

This is 14th day of November, 2019.

Trey McDonald

Tim Helms, Mayor

Witness: _____
David Arrant, Chief of Police

Witness: _____
Alex Carmichael, Town Administrator



**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: November 14, 2019**

SUBJECT: Contract Number 19-011-01 Interior Design Services for Town Hall

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D
Department: Administration
Contact: Alex Carmichael, Town Administrator
Presenter: Alex Carmichael, Town Administrator

BRIEF SUMMARY:

This contract would engage Rebecca Walter of Yurko Walter Architecture Design for additional Interior Design Services. Rebecca Walter served as a sub-consultant to the Design-Build Team of Sineath and Hurt. This contract would be separate and outside of the design-build and would focus on interior finishes.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to approve Contract #19-011-01 with Yurko Walter Architecture Design for Interior Design Services in the not-to-exceed amount of \$5,250.

FUNDING SOURCE:

13-00-5000-733

ATTACHMENTS:

Contract 19-011-01 Interior Design Services

STAFF COMMENTS AND RECOMMENDATIONS:

Staff recommends approval of contract number 19-011-01



6 Dula Spring Road
Weaverville, NC 28787
becky-home@comcast.net

October 29, 2019

Montreat Town Hall
Town Administrator Alex Carmichael
P.O. Box 423
Montreat, NC 28757

Dear Alex,

I greatly appreciate the opportunity to provide interior design services for your Montreat Town Hall project.

The following proposal is for Design Services. Our portion of the Project consists of the following tasks as listed in item #4 of the attached interiors scope of work:

1. Furniture layout
2. Trade shopping / purchasing at market on behalf of client (furniture, drapes, etc.)
3. Receiving and assembly of interior FFE items (furniture, rugs, drapes, etc.)

YW, serving as Consultant, is an independent contractor for This portion of the Project. The Consultant shall rely on accurate digital CAD drawings of the building provided by the Architect of Record, or other persons performing any of the Work.

The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances. All project related meetings are to be scheduled during normal business hours. Other services outside the scope of this estimate include but are not limited to:

- redesign due to changes initiated by the Owner
- redesign due to unforeseen site conditions
- data/security/AV systems
- construction scheduling and expediting
- non-computer models or renderings

Hourly Compensation for Additional services will be computed at a rate of \$75 per hour. A phased schedule is detailed below with estimates of not-to-exceed totals listed for each phase.

Phase 1- not to exceed 20 hours

Meet with committee to determine:
Outline budget
Furniture layout
Identify list of FF&E items to be purchased
Create a phased purchase schedule if necessary

Phase 2 - not to exceed 25 hours

Research suppliers of furnishings and best purchasing options (trade purchasing or retail)
(Is there one or just a few manufacturers we could use for the whole order.)
Present purchasing options to the committee
Present furnishing selection options to the committee

Phase 3 - not to exceed 25 hours
Create the orders at market or via phone / online
Receive and assemble items

Again, thank you for this opportunity. We've tried to design a simple proposal that covers all of your needs; if we've missed something, please let us know.

Sincerely,

Accepted by:

Date:

Attachments: YW General Conditions of Service

General Conditions of Service

These General Conditions of Service are incorporated by reference in to the foregoing Letter Proposal from Yurko Walter Architecture x Design PA ("YW") and shall be part of the Agreement under which Consulting services are to be performed by YW for the Client. The term "Agreement" shall mean the Letter Proposal from YW, these General Conditions, and any Fee Schedule and/or Schedule of Limitations/Exclusions that may be included in or attached to the Letter Proposal.

Section 1: Scope of Services. The scope of services shall include Consulting services provided by YW, in its discretion, which are reasonably necessary and appropriate for the effective and prompt fulfillment of YW's obligations under the Agreement. It is understood that the scope of services and time schedule, if any, set forth in the Letter Proposal are based on information provided by the Client. If this information is incomplete or inaccurate, or if unexpected conditions are discovered, the scope of services may change, even as the work progresses.

Section 2: Right of Entry. Client grants to YW, and its subcontractors or agents, the right to enter the Property owned by Client and/or others in order for YW to fulfill its contractual obligations hereunder. Client agrees to obtain all legal rights-of-entry onto the Property and to indemnify YW from any alleged damages as a result of any unauthorized entry.

Section 3: Documents. All reports, notes, drawings, specifications, data, calculations, and other documents prepared by YW shall remain the property of YW. Client agrees not to use YW-generated documents for marketing purposes or for projects other than the project for which the documents were prepared by YW, without YW's express written permission.

Section 4: Hazardous Materials. The scope of services for this Agreement does not include, and expressly excludes, any responsibility for detection, remediation, accidental release, or any services relating to waste, oil, asbestos, lead, mold, or any other hazardous materials as defined by federal, state, and local laws, or regulations.

Section 5: Construction Related Services. When construction observation services are included in the parties' Agreement, YW will provide personnel to make periodic observations to determine if construction is in general compliance with the contract documents. Client understands that YW is not a guarantor or insurer of the work of contractor or any of its subcontractors. Client understands that the contractor is solely and exclusively responsible for the accuracy and adequacy of construction and for all other activities performed by the contractor and its subcontractors, including the methods and means of construction; supervision of personnel and construction; control and operation of machinery; false work, scaffolding, and other temporary construction aids; safety in, on and about the job site; and compliance with all OSHA and all other applicable state and local government agency regulations. YW's monitoring of the contractor's performance expressly excludes and specifically disclaims any responsibility for review or observation of the adequacy and sufficiency of the contractor's safety measures or of safety conditions on the project site.

Section 6: Standard of Care. Services performed by YW under this Agreement will be conducted in a manner consistent with that degree of care and skill ordinarily exercised by members of the design profession currently practicing in the same locality and under similar circumstances. No other representation, warranty or guaranty, expressed or implied, is included or intended in the Agreement, or in any report, opinion, document, or otherwise provided by YW to Client.

Section 7: Suspension or Termination of Work. The Client may, at any time, and for any reason, suspend further services by YW immediately upon YW's receipt of written notice from Client. However, Client shall nonetheless remain liable for and shall promptly pay YW for all services rendered to the date upon which YW receives the written notice of suspension, plus suspension charges. Suspension charges shall include the cost of assembling documents, personnel, and equipment rescheduling or reassignment, and fees or expenses charged as a result of commitments made to others by YW on Client's behalf. If payment of YW invoices by Client is not made when due, YW may, upon written notice to the Client, immediately suspend all further services until payments of YW invoices are brought current. Client agrees to indemnify and hold YW harmless from and against any and all claims or liabilities arising or resulting from any suspension of services or termination of this Agreement.

Section 8: Liability. The Client understands and agrees that YW assumes no liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever, including attorney's fees and legal expenses, arising out of or in any way related to the Project or this Agreement from any cause or causes.

Section 9: Conflicts of Interest. Not Used.

Section 10: Reimbursable Expenses. YW will bill direct non-payroll expenses at cost plus ten (10) percent. Direct expenses shall include, but shall not be limited to, the following:

- a) Out-of-Pocket expenses, such as travel, and costs for subcontractors or subconsultants and any other outside services YW deems necessary for purposes of performing this Agreement, and
- b) Charges for the use of YW field equipment, reproduction equipment, etc.

Section 11: Payment Terms. Client understands and agrees that time is of the essence with respect to payment of YW invoices and that timely payment is a material part of the consideration for services to be rendered by YW under this Agreement. Client shall pay all YW invoices, which will be submitted periodically and on a monthly basis, unless otherwise provided in this Agreement. YW invoices are due upon receipt by client and are payable no later than seven (7) days after invoice date. Interest and finance charges of one and one-half percent (1.5%) per month or eighteen percent (18%) per annum will be assessed on all delinquent balances of principal past due. Any payments received by YW thereafter shall be first applied to accrued interest and finance charges, and then to the principal balances of the oldest invoices first. If Client objects to all or any portion of any invoice, Client shall nevertheless timely pay the full amount of such invoice and notify YW of such objection in writing within fourteen (14) days of invoice date; otherwise, such objections are expressly waived. Client shall pay all expenses and costs, including reasonable attorney's fees, incurred by YW in the enforcement of this Agreement.

Section 12: Miscellaneous Provisions.

Precedence: These General Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or similar documents. This Agreement constitutes the entire agreement between Client and YW, supersedes all prior discussions or communications between Client and YW and cannot be changed, amended or altered unless in writing and acknowledged by YW.

Governing Law: The laws of the State of North Carolina shall govern the validity and interpretation of this Agreement.

Disputes: All claims, disputes or controversies arising out of this Agreement shall be submitted to mediation prior to commencement of any legal actions to enforce any of the terms of this Agreement unless otherwise agreed in writing by all parties to this Agreement.