

**Town of Montreat
Board of Commissioners
Town Council Meeting
September 10, 2020 – 7:00 p.m.
Conducted electronically using Zoom Software and in person**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor’s Communications

IV. Consent Agenda

- A. Meeting Minutes Adoption
 - August 13th Town Council 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.

V. Town Administrator’s Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

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

VII. Public Comment

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

VIII. Old Business

IX. New Business

A. Update and Discussion of Tropical Storm Alberto Funding

B. Town Hall Budget Update

- **Suggested Motion:** Move to approve Budget Amendment #1 in the amount of \$27, 418.10 for the Town Hall Capital Project Fund.

XI. Public Comment

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

XII. Commissioner Communications

XIII. Closed Session

- **Suggested Motion:** Move to enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter

XV. Adjournment

**Town of Montreat
Board of Commissioners
Meeting Minutes
August 13, 2020 – 7:00 p.m.
Walkup Building/Zoom Meeting**

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

Board members present via
Zoom: None

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Darlene Carrasquillo, Finance Officer
Barry Creasman, Public Works Director

A few members of the public were present via Zoom. 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

Commissioner Jane Alexander moved to adopt the agenda as amended adding approval of a fence contract as item D. Mayor Pro Tem Otto seconded and the motion carried 5/0. Commissioner Alice Lentz moved to pull the May 28th Special Meeting Minutes to make some corrections. Commissioner Tom Widmer seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that the Council is still holding virtual meetings based on recommendations by Governor Cooper and Buncombe County Rules and Recommendations. Mayor Helms stated that there have been no cases of COVID-19 in the Montreat community. Mayor Helms urged everyone to stay safe and use necessary precautions. Mayor Helms reminded everyone that Montreat College students are returning to campus for the start of the semester.

Meeting Minutes Adoption

- May 29, 2020 Special Meeting Minutes

- June 11, 2020 Town Council Minutes
- June 30, 2020 Special Meeting Minutes

Town Administrator's Communications

Mr. Carmichael mentioned that there have been several requests from property owners in Montreat about dedicating private roads to the Town. These roads include Whitewater Cove, Salem Drive and infrastructure on Chapman Road. At this time none of the requests are ready to be brought before Council. Currently Staff is investigating the history of the roads and assisting residents in getting the documents together for the Town.

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.
- Finance – This report was given in written format.
- Sanitation – This report was given in written format.
- Streets – This report was given in written format.

Commissioner Fouche mentioned that the numbers in the Administrative Reports are not very relevant to her and she would like to see a comparison report. Commissioner Tom Widmer requested Darlene Carrasquillo to review the high points of the Finance Report and fiscal 2020 year end. Ms. Carrasquillo stated that the Finance Report was a snapshot of the month in question and not a cumulative report. Mayor Pro Tem Otto asked Mr. Creasman about the status of Upper Texas Road with regards to recent rains. Mr. Creasman stated there had been additional failures on the road and repairs are waiting on funds to come in from the State. Mr. Carmichael advised Council that the funds from Hurricane Alberto would be arriving soon based on a recent conversation that he had with State authorities. Mayor Pro Tem Otto also asked for an update on the guardrail construction on Greybeard Trail. Mr. Creasman advised that a materials list had been presented to Henson Building Materials this week.

Public Comment

Town Clerk Angie Murphy read the following emailed comments aloud for the Commission.

Mr. Bill Roberts of 155 Woodland Road asked for an update of the address situation. He also expressed his thoughts related to COVID-19 cases not being counted in Montreat specifically and stated that with Montreat College opening up it is a public safety issue.

Mrs. Mary Standaert of 118 Shenandoah Terrace thanked Mr. Carmichael and Commissioner Widmer for responding to questions regarding public comment.

Mrs. Martha Campbell of 149 Maryland Place urged the Council to pass a resolution to official engage Montreat's participation in the county-wide Community Reparations Committee. Mrs. Campbell stated that while Montreat may not be able to make a financial contribution it does not prevent the Town from being involved with decisions, being able to educate and possibly involving individuals from the Montreat community.

Old Business

A. System for Tracking Public Comments: Mr. Carmichael stated that at the June Town Council Meeting the Commission discussed a method to make sure public comments were being followed up with by either Staff or Commissioners. Staff was asked to look at a system of tracking. Mr. Carmichael is proposing a simple spreadsheet to track resolution of specific comments as posted by the public. This spreadsheet will be reported back to the Commission the following month. Commissioner Widmer felt this would be a good tracking tool. Commissioner Fouche also expressed her admiration of the form and felt it is time to show the public that the Council is listening. Commissioner Fouche felt that there needs to be a standard time to cut off communication prior to the Town Council Meeting. It was decided that all communication would be cut off at noon the day of the meeting. Commissioner Fouche would like to consider this form on a trial basis for a few months to see how it works. It was the consensus of the Board to carry forward with the form.

New Business

- A. Server Replacement: Mr. Carmichael advised this project was budgeted in excess of \$14,000 but it has come in under budget. Commissioner Jane Alexander moved to approve the Statement of Work-Server Replacement from Electronic Office in the amount of \$12,260.06. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- B. Technical Assistance Service Contract – Land of Sky: Mr. Carmichael stated this renewal contract is for Zoning Administrator Adrienne Isenhower. Mr. Carmichael stated this contract is for three full days at Montreat at the same flat rate which is fully budgeted. Commissioner Alice Lentz moved to approve the Technical Assistance Service Contract between the Land of Sky Council of Government and the Town of Montreat in the amount of \$54,810. Commissioner Tom Widmer seconded and the motion carried 5/0.
- C. Discussion with possible action on establishing a frequent fiscal monitoring report: Mayor Helms stated that the Board really wants to watch Montreat dollars this year and they want a

monitoring system that the Board can participate in and understand. Commissioner Widmer stated that Commissioners would feel more comfortable if they could see how they were doing on a more consistent basis. Mr. Carmichael expressed his thoughts in that there are timing issues due to cash versus accrual basis calculations and differences between local government finance and the local public sector. Commissioner Widmer suggested reviewing the sources of revenue and expenses for the General Fund only. Commissioner Widmer asked Ms. Carrasquillo and Mr. Carmichael how they would propose monitoring the finances given these different difficult circumstances. Ms. Carrasquillo stated that the current computer system does not have the analytics required to provide monitoring information.

- D. Approval of Fence Contract with Asheville Fence Guardrail: Mayor Pro Tem Otto moved to approve Asheville Fence Guardrail Contract in the amount of \$6022.36. Commissioner Jane Alexander seconded and the motion carried 5/0.

- E. Minute Corrections: Commissioner Alice Lentz wanted to make clear that the Landcare deduction in the 2020-2021 budget was a \$1000 deduction from the \$2000 budgeted amount of last fiscal year. Commissioner Lentz moved to approve the May 28th Special Meeting Minutes as amended. Commissioner Widmer seconded and the motion carried 5/0.

Public Comment

No public comment at this time.

Commissioner Communications

Commissioner Kitty Fouche mentioned that she has been keeping up with the COVID-19 dashboard and for the longest time the Montreat zip code did not show up on the report. She questioned whether or not if someone in the community gets the virus if it will show up under the Montreat zip code. Mr. Carmichael stated that he couldn't speak to the inner workings of the public health department but he assumed that it would be tracked to the Montreat zip code.

Commissioner Alice Lentz stated that the Landcare Committee is busy doing a plethora of activities. The Committee met by Zoom on August 5th and an 8 page report was distributed of different projects and initiatives. The Hemlock Restoration Initiative reached out to Landcare Chair Martha Campbell and Environmental Commissioner Lentz with a request to add content to their website on the hemlocks. They also invited the Town and Landcare to think about installing an additional sign on Town property highlighting the Hemlock Restoration Initiative.

Commissioner Tom Widmer stated that the Zoom meeting tonight was not what was originally planned for this building but rather a live streaming of the meetings. There is a piece of equipment that is missing but it will be arriving soon. The streaming camera will allow for the audio to be fed

directly into the camera. Commissioner Widmer appreciated the discussion regarding when public comments will be due.

Mayor Pro Tem Otto advised that students are starting to arrive back on campus at Montreat College. Mayor Pro Tem Otto advised that the College has gone to great lengths to bring back the students safely for the College and the Community.

Mayor Helms advised that himself, Mr. Carmichael, Commissioner Tom Widmer and Montreat College President Paul Maurer have met by phone several times to discuss the tremendous precautions that the College have taken to bring the students back safely.

Adjournment

Commissioner Kitty Fouche moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 8:06 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
Tel: (828) 669-8002 | Fax: (828) 669-3810
www.townofmontreat.org

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of August 2020

Monthly Statistics

Public Meetings	3
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	3
Minutes Transcribed	2
Resolutions Drafted	0
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	8
New Water Accounts Established	6
Purchase Orders	84
Professional Development Hours	16
Sunshine List Messages	10
Website Posts	10
Social Media Posts	0
Code Red Alerts	0
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of July 2020

Monthly Statistics

Building Permits Issued	8
Pending Building Permits	0
Building Inspections Performed	18
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

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of August , 2020

Monthly Statistics

Miles of Road Maintained	17
Miles of New Road Constructed	0
Public Trees Removed	2
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	160.74
Contracted Employee Staff Hours	0
Road Closures	3

Comments

Mowing continues. We will be installing curbing in multiple locations around Town.
Please be aware of the crews working in the roadways.

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**ADMINISTRATIVE REPORTS:
 POLICE DEPARTMENT**

Police Department report for the month of August , 2020

Monthly Statistics	2019	2020
Mileage	1,901	2,273
Dispatched Calls	82	48
Officer-Initiated Calls	402	477
Fire Assistance Calls	4	1
EMS Assistance Calls	1	3
Motorist/Other Assistance Calls	46	40
Traffic Stops	22	36
Parking Issues	3	8
Burglar Alarm Responses	4	2
Fire Alarm Responses	4	1
Residential/Building Checks	313	369
Ordinance Violations	1	6
Law Enforcement Agency Assistance Calls	35	25
Animal Control Calls	7	6
Larcenies	2	0
Breaking & Entering Calls	0	0
Suspicious Person Investigations	1	3
Suspicious Vehicle Investigations	4	9
Disturbance Calls	8	7
Accident Responses	0	0
Auxiliary Hours Worked (Regular)	32	40
Auxiliary Hours Worked (Addittional)	32	76
Truck Turns at Gate	5	6
MPD Fuel Cost	\$ 609.35	\$485.19
Professional Development Hours	96	0
Town Service	432	477
MRA Service	159	146
College Service	16	16

Comments

Currently, Montreat College is in full operation. This has us seeing a uptick in traffic that has been absent for some months. We encourage everyone to be mindful of the posted speed limits. We are also monitoring parking at the trailheads.



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of August , 2020

Monthly Statistics

Calls for Service	42
Water Leaks Repaired	0
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	3,566,651
Monthly Fuel Cost	\$ 140.02
Hours Pumped (11 wells combined)	1,856

Upcoming Events and Schedule Changes

Comments

The Public Works Building is finally complete. We have a few items to attend to on the landscaping but as of the writing of this report we are operating out of our new facility. I would like to thank the Commissioners and the community for this facility. I would also like to thank Administrative Staff and the crew for all of the help. I feel that this will help us better serve the Community in a more

Staff Communications



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of August , 2020

Monthly Statistics

Tons of Curbside Trash Collected	28.26
Pay-As-You-Throw Trash Bags Collected	0
Tons of Curbside Recycling Collected	5.14
Pay-As-You-Throw Recycling Bags Collected	0
Cardboard Recycling Collected	0.82
Unique Curbside Sanitation Stops	0
Sanitation Diversion Rate	0
Bagged Leaf Pickup	0.00
Brush Pickup (cubic yards)	0.00
Hauling Fees	\$2,179.36
Tipping Fees	\$2,292.00
Dumpster Rental Fees	\$203.92
Sanitation Fuel	\$ 186.39

Upcoming Events and Schedule Changes

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of August , 2020

Monthly Statistics

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

Comments

Staff Communications

JULY 2020 - MONTH 1 OF FISCAL YEAR 2020-2021

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,775,072.00	147,922.67	10,745.85	(137,176.82)
WATER FUND	30	311,250.00	25,937.50	25,822.71	(114.79)
TOTAL REVENUES GENERAL & WATER FUNDS		2,086,322.00	173,860.17	36,568.56	(137,291.61)

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	53,562.00	4,463.50	5,395.16	(931.66)
ADMINISTRATION	10	455,165.00	37,930.42	41,056.43	(3,126.01)
PUBLIC BUILDINGS	10	99,577.00	8,298.08	58,160.55	(49,862.47)
POLICE	10	443,873.00	36,989.42	33,581.38	3,408.04
BUILDING AND ZONING	10	76,310.00	6,359.17	(28.14)	6,387.31
PUBLIC WORKS	10	249,157.00	20,763.08	7,044.91	13,718.17
STREET	10	252,346.00	21,028.83	11,291.34	9,737.49
SANITATION	10	122,982.00	10,248.50	7,525.07	2,723.43
ENVIRON,CONS,REC	10	22,100.00	1,841.67	0.00	1,841.67
TOTAL EXPENSES GENERAL FUND		1,775,072.00	147,922.67	164,026.70	(16,104.03)

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	311,250.00	25,937.50	8,951.28	16,986.22
TOTAL EXPENSES WATER FUND		311,250.00	25,937.50	8,951.28	16,986.22

TOTAL EXPENSES GENERAL & WATER FUNDS		\$2,086,322.00	\$173,860.17	\$172,977.98	\$882.19
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GENERAL FUND INCOME/LOSS - YTD **(\$153,280.85)**

WATER FUND INCOME/LOSS - YTD **\$16,871.43**

NET INCOME - YTD 2020 **(\$136,409.42)**

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,187,227.67	0.00	1,942,695.76	88.82%
PUBLIC WORKS BLDG	14	403,888.86	21,470.66	376,220.87	93.15%
FEMA-GREYBEARD	15	218,232.00	0.00	238,359.95	109.22%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	59,953.00	0.00	11,290.00	18.83%
LANDCARE	26	750.00	0.00	49.95	6.66%
TOTAL SPECIAL PROJECTS	N/A	\$ 3,034,165.53	\$ 21,470.66	\$ 2,678,330.17	88.27%

**TOWN OF MONTREAT
FISCAL YEAR 2021
BUDGET AMENDMENT # 1**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2021.


Department(s): CAPITAL PROJECT FUND – TOWN HALL

Purpose: Appropriate funds from the General Fund to the Capital Project Fund—Town Hall.

Section 1. To amend the General Fund and Capital Project Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
APPROPRIATED FUND	10-00-3905-900		18,758.92	N/A
INTERFUND TRANSFER	10-00-5000-571	27,418.10		N/A
IT SUPPORT	10-00-4200-321		3,700.00	41,300.00
SALARIES & WAGES	10-10-5100-020		4,959.18	253,940.82
BUILDINGS	13-00-5000-733	27,418.10		2,216,245.77
INTERFUND TRANSFER	13-00-3915-913		27,418.10	N/A

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:


9-3-2020
 Finance Officer Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: September 10, 2020

SUBJECT: Town Hall Budget Update

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Administration
Contact: Alex Carmichael
Presenter: Alex Carmichael

BRIEF SUMMARY:

As the final bills have come due for Town Hall staff has analyzed and categorized the expenses. Not including debt service, from start to finish the project will cost a total of 2,021,819.10. This includes \$1,646,369.68 for construction, \$125,358.75 for land, \$24,039.89 for site preparation, and \$100,487.00 for design and construction drawings, among many other things.

Though the construction of the building came in on budget, the overall project is over budget by \$27,418.10. This is due primarily to unanticipatedly high auxiliary costs early in the process, such as legal fees, site work, and loan expenses such as flood insurance and closing costs.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to approve Budget Amendment Number 1 in the amount of \$27,418.10 for the Town Hall Capital Project Fund.

FUNDING SOURCE:

\$4,959.18 from Police-Salaries and Wages, 10-10-5100-020.
\$3,700 from Administration-IT Support, 10-00-4200-321.
\$18,758.92 from Appropriated Fund Balance, 10-00-3905-900

ATTACHMENTS:

Budget Amendment Number 1

STAFF COMMENTS AND RECOMMENDATIONS:

Staff recommends Budget Amendment Number 1 in the amount of \$27,418.10.