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

Four members of the public were present at Town Hall with several others watching via Zoom. 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.

**Agenda Approval**

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

**Recommended Ordinance Revisions from Planning & Zoning**

Mr. Bill Scheu, on behalf of the Planning & Zoning Commission, officially presented the recommended ordinance revisions to the Town Council. Mr. Scheu thanked Town Staff for all of their assistance. Mr. Scheu summarized the changes that were proposed. The ordinance was reorganized and simplified to be made more clear and user-friendly. All of the exhibits were eliminated and tables were revised. It is suggested in the ordinance to take up the R-3 area (upper Greybeard Trail) as a separate rezoning issue. The requirement to tie in to the Montreat sewer/water system was eliminated in R-3. Setbacks were only changed in two cases: double frontage lots and side/rear setbacks that abut the Woodland District. Changes were also made to the Variance Procedures to make it easier to obtain a variance. Two new items were added: Conditional Zoning and Planned Unit Development. Non-conforming lots in existence at the time of the original ordinance could now be used as long as they are subject to other requirements such as setbacks. Changes were made to the Sign Ordinance with regards to Montreat College. Mr. Scheu stated that the membership composition was reviewed for both the Planning & Zoning and Board of Adjustment with regards to the Extra Territorial Jurisdiction.

Mayor Helms thanked Chairman Bill Scheu and the entire Planning & Zoning Commission for all their hard work and accepted the ordinance revisions as a report at this time.

**Mayor’s Communications**

Mayor Helms expressed his sadness for the recent deaths of former Councilman O’Neil Tate and Councilman Bill Hollins. Mayor Helms stated that Mr. Tate worked tirelessly for Montreat Landcare and Mr. Hollins was a “prince of a man” and a real “gentleman’s gentleman”. They will both be missed within the Community. Mayor Helms also mentioned the passing of Glenn Bannerman who put a lot of life within the Montreat Community especially on and around the 4th of July.

**Meeting Minutes Adoption**

* September 10th Public Forum Meeting Minutes
* October 8th Public Forum Meeting Minutes
* October 8th Town Council Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael had no communications to report.

**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 Widmer suggested the addition of comparative reports for each of the departments.

Mayor Pro Tem Otto asked how parking is going on Lookout and Greybeard. Chief Arrant said that the Town is seeing unprecedented activity on the trails and parking has definitely been an issue. Chief Arrant stated that the situation is being monitored and addressed. Mayor Pro Tem Otto held a brief conversation with Finance Officer Darlene Carrasquillo about sales tax projections for June and July. Commissioner Widmer and Darlene Carrasquillo discussed the timing issue that is apparent with regards to ad valorem taxes. Commissioner Fouche asked for a summary of the financial position year-to-date. Darlene Carrasquillo stated that as of September expenses are considerably under budget while revenues are better than budget.

**Public Comment**

 Mr. Richard DuBose of 160 Woodland Road expressed his appreciation to the Planning & Zoning Commission as well as the Montreat Staff for all their hard work on the proposed Montreat Zoning Ordinance changes. Mr. DuBose also thanked P&Z for allowing both the Mountain Retreat Association and Montreat College to participate. Mr. DuBose thanked Mayor Helms for his comments regarding O’Neil Tate, Bill Hollins and Glenn Bannerman. Mr. DuBose stated that Mr. Bannerman had been a public leader in Montreat for the past half century and was thankful that Mayor Helms included kind words about him. Mr. DuBose agreed that the trails are being used at unprecedented levels and thanked the Montreat Police Department for traffic control.

**Old Business**

There was no old business to discuss.

**New Business**

1. Oath of Office for Zoning Administrator/Code Enforcement Officer: Mayor Helms swore in Montreat’s new Zoning Administrator/Code Enforcement Officer Scott Adams. Mr. Carmichael gave a brief biography of Mr. Adams and welcomed him to Montreat.
2. Budget Amendment #3: Mr. Carmichael stated that this was a Tropical Storm Alberto Project and Town Staff was requesting a reallocation of the monies received by the Federal Government to the Texas Road Bank Stabilization Project. Mr. Carmichael stated that the dollar amount is a budgeted number only but it will allow the Town to move forward with the engineering and initial design of the Texas Road Bank Stabilization Project. Commissioner Alice Lentz moved to approve Budget Amendment #3 in the amount of $123,990 for Texas Road Bank Stabilization Project. Commissioner Jane Alexander seconded and the motion carried 5/0.
3. Engineering Contract, Texas Road Bank Stabilization: Mr. Carmichael stated that Civil Design Concepts of Asheville had a contract available but Mr. Carmichael wants the Commission to allow the Mayor and himself to negotiate the contract down monetarily. Commissioner Widmer thought that $53, 990 seemed to be too high for engineering costs. Mayor Pro Tem Otto moved to authorize the Mayor and Town Administrator to negotiate and sign contract with Civil Design Concepts for Texas Road Bank Stabilization Project. Commissioner Jane Alexander seconded and the motion carried 4/1 with Commissioner Tom Widmer voting against the motion.

**Public Comment**

There was no Public Comment at this time.

**Commissioner Communications**

Commissioner Alice Lentz added the O’Neil Tate was deemed the first Environmental Commissioner and she is honored to follow him in that role. Commissioner Lentz also stated that at the recent Landcare meeting members and visitors took a moment to reflect on Mr. Tate’s life and contributions to Montreat Landcare. Montreat Landcare and Montreat Tree Board continue to stay busy.

**Dates to Remember**

* Planning & Zoning Commission November 19, 2020 10:30 a.m. Town Hall and Zoom Software
* Tree Board November 24, 2020 9:30 a.m. Town Hall and Zoom Software

**Closed Session**

Commissioner Tom Widmer 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, the following business occurred.

Commissioner Alice Lentz moved to terminate the employment of Thomas Dalton, part time sanitation worker, for cause. Commissioner Kitty Fouche seconded and the motion carried 5/0.

Commissioner Alice Lentz moved to authorize Town Administrator Alex Carmichael to hire sanitation workers. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Adjournment**

Commissioner Alice Lentz moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 7:59 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk