Board members present: Mayor Tim Helms

 Mayor Pro Tem Tom Widmer

 Commissioner Jane Alexander

 Commissioner Kent Otto

 Commissioner Alice Lentz

 Commissioner Kitty Fouche

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

Barry Creasman, Public Works Director

Town staff present via Zoom: Darlene Carrasquillo, Finance Officer

No members of the public were present at Town Hall but several were 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 Kitty Fouche moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Texas Road Update**

Public Works Director Barry Creasman presented a preliminary drawing from Civil Design Concepts to the Commission for the Texas Road bank remediation project up near the entrance to the pool. The plan is quite similar to what was recently used to repair Greybeard Trail: gabion baskets and riprap. Mr. Creasman advised the Commission that this is in the preliminary stages and any and all recommendations from Council could be considered at this point. The next steps involve the environmental process, completing a full design and providing a full wall type recommendation and finally pulling permits. After a discussion with the Council members, Mr. Creasman was asked to speak with the contractor about more aesthetic designs.

**Mayor’s Communications**

Mayor Helms celebrated Streets Department/Sanitation Worker Bill Creasman noticed that a resident’s trash was not out, as usual, yet her car was in the driveway. He knocked on the door but didn’t get a response. The next day it was still bothering him so he went back to check on her. The resident was home and fine and had recently stayed out of Town with her children. Mr. Creasman took her trash and went on his way. The resident was thrilled that Mr. Creasman took time out of his day to check on her. Mayor Helms stated that not every employee would go the extra mile like Mr. Creasman and he will be missed once he retires in May.

Mayor Helms also announced that Nova Effler, who works in the Montreat Post Office, recently and very unexpectedly lost her mother. It has hit her hard and any words of comfort and condolence would be appreciated. Nova Effler is a big part of the Montreat community and is cared about by many.

Mayor Helms stated that Council members have recently received numerous calls and emails asking them to take action on specific subjects. Mayor Helms reminded everyone that the Commission can only take action when it comes before them in a meeting.

**Meeting Minutes Adoption**

* January 14th Town Council Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael stated that he has been talking to Town staff and members of the MRA about the dog waste issues that were presented to the Council in January and collectively they are working on solutions. Mr. Carmichael stated the next step will be to identify funds within the budget. He will bring this matter back to the Council next month for recommendations.

Mr. Carmichael announced that the Board of Commissioners will hold part 1 of their Annual Board Retreat on March 3rd so stay tuned for more information. The second part of the retreat will be announced at a later date.

Mr. Carmichael stated his appreciation for Public Works Staff including Barry Creasman, Daniel Wiggs and Michael Harrison for their weekend (two in a row) snow removal efforts. A lot of the roads were cleared and passable before residents even woke up!!

**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 Alice Lentz reiterated the importance of staying inside and letting snow plows do their work during snow events.

**Public Comment**

There were no Public Comments at this time.

**Old Business**

There was no old business to discuss.

**New Business**

1. Proclamation #21-02-0001 Proclaiming February 11th Mayor’s Monarch Pledge Day: Town Clerk Angie Murphy read the Proclamation aloud to those in attendance. The purpose of the Proclamation is to recognize the importance of Monarch butterflies and encourages residents to create habitats in their yards for the Monarchs. Commissioner Alice Lentz moved to approve Proclamation #21-02-0001 as presented. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0. Mayor Pro Tem Widmer announced that the Town Hall Landscape Volunteers, the Gardeners of Weedin’, will be conducting a fundraiser to create a butterfly garden in the Town Hall pocket park.
2. Appointment of Meredith Greene to Montreat Landcare: Commissioner Alice Lentz moved to approve the appointment of Meredith Greene to Montreat Landcare for a term of two years to expire on January 31, 2023. Commissioner Jane Alexander seconded and the motion carried

5/0.

**Public Comment**

There was no Public Comment at this time.

**Commissioner Communications**

Commissioner Kitty Fouche gave an update on the address/zip code issue and reminded everyone that zip codes were developed by the USPS and intended for the sole use of delivering the mail. Other entities have started utilizing zip codes for their own uses and that leads to confusion.

Mayor Pro Tem Widmer stated that he and Mr. Carmichael contacted other municipalities through the School of Governments ListServ to see if other municipalities have encountered the sort of zip code problems that Montreat has encountered. They received over 15 responses but unfortunately no one had a recommended resolution. Mayor Pro Tem Widmer moved to include it its entirety the document entitled Zip Code/Address Issue ListServ Responses to the minutes of this meeting. See Appendix 1. Next steps include petitioning the Post Office for a separate unique zip code for all Montreat street addresses.

Commissioner Alice Lentz reported that both Tree Board and Montreat Landcare are laying out their plans for the year. Commissioner Lentz also felt that the term “contract labor” with regards to leaf removal needs to be addressed.

**Dates to Remember**

* Tree Board February 23, 2021 9:30 a.m. Zoom Software Only
* Montreat Landcare March 3, 2021 9:00 a.m. Zoom Software Only
* Planning & Zoning Commission March 11, 2021 10:30 a.m. Zoom Software Only
* Town Council Meeting March 11, 2021 7:00 p.m. Zoom Software Only

**Adjournment**

Commissioner Alice Lentz moved to adjourn the meeting. Mayor Pro Tem Widmer seconded and the motion carried 5/0. The meeting was adjourned at 7:41 p.m.

­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tim Helms, Mayor Angie Murphy, Town Clerk