Board members present: Mayor Tim Helms

Commissioner Jane Alexander

Commissioner Alice Lentz

Commissioner Kitty Fouche

Commissioner Kent Otto (arrived at 6:57 p.m.)

Board members present via

Zoom: None

Board members absent: Mayor Pro Tem Tom Widmer

Town staff present: Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

David Arrant, Chief of Police

Scott Adams, Zoning Administrator

Barry Creasman, Public Works Director

Darlene Carrasquillo, Finance Officer

Town staff present via Zoom: None

Approximately ten members of the public were present at Town Hall and several more 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**

Mayor Helms requested to make a few changes to the agenda based on staff recommendations. Mayor Helms stated Item A under New Business would be removed while Item D would be added to New Business and it would be what Mr. Scheu spoke to in the Public Forum.

Commissioner Alice Lentz moved to adopt the agenda as amended. Commissioner Kent Otto seconded and the motion carried 4/0.

**Mayor’s Communications**

Mayor Helms reminded everyone that the mask mandate is still in effect for indoor meetings and thanked everyone for complying.

**Meeting Minutes Adoption**

* September 9th Town Council Public Forum Meeting Minutes
* September 9th Town Council Meeting Minutes
* September 22nd Town Council Special Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael stated that Staff has been meeting with representatives from FEMA and the State Office of Emergency Management for the past two weeks to address damages caused by Tropical Storm Fred. Mr. Carmichael stated that it was an overwhelming process but Staff is working on getting eligibility in place for reimbursement.

**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**

Theodosia Wade of Lot #766 on Greybeard Trail reiterated that she was hopeful that the Town will move forward with water and septic and amending the ordinances. Mrs. Wade stated that her husband’s family has owned the lot since 1908 and a survey shows a road cutting through her lot as well as a underground water line. Mrs. Wade has been in conversation with the Town for a number of years about this matter and would like to see resolution.

**Old Business**

A. Municipal Finance Software Update: Mr. Carmichael stated that in 2019, The Town of Montreat issued a Request for Proposal (RFP) for a Municipal Finance Software Update and received two responsive bids. Both bids significantly exceeded budgeted funds allocated for that year and the Commission voted to defer consideration of the project. Since that time the Town has been awarded American Rescue Plan Act (ARPA) funds in the amount of $277,266.78 - $138,633 of which is for revenue replacement in this year and can be spent on virtually any Town project.

Staff recommends using $80,716 of the ARPA funds to pay for a Municipal Finance Software Update.

Mr. Carmichael recommended purchasing the Municipal Financial Software Update from Tyler Technologies which was the most responsive bidder. Due to the pandemic Tyler Technologies has reduced the pricing on the software. Mr. Carmichael reviewed the support options at the request of Commissioner Kitty Fouche. Mr. Carmichael also mentioned that the set-up and training process will take approximately twelve months. Commissioner Kitty Fouche moved to award the bid and approve the contract with Tyler Technologies in the amount of $80,716 and to authorize the Mayor to sign and execute said contract. Commissioner Jane Alexander seconded and the motion carried 4/0.

**New Business**

1. Rules of Procedure Update for the Montreat Landcare Committee: Commissioner Alice Lentz moved to adopt the by-laws as presented in the packet which will go into effect January 2022. Commissioner Lentz gave a brief overview of the history of Landcare in Montreat. The by-laws have not been updated since 2012. The proposed by-laws put a lot more responsibility on the Chair of Landcare which is currently Grace Nichols. Commissioner Lentz reviewed the entities that make up the Landcare Committee as well as some of the projects that are being accomplished. There was a second to Commissioner Lentz’s motion by Commissioner Kitty Fouche and the motion carried 4/0.

B. Ordinance #21-10-0001 Establishing Comprehensive Plan Update Steering Committee: Members of the Planning & Zoning Commission had advised Mr. Carmichael that an ordinance was necessary to establish the Comprehensive Plan Update Steering Committee. Mr. Carmichael wrote the ordinance which has to be read and moved on twice before approval. Town Clerk Angie Murphy read the ordinance in its entirety. It will come back before the Board on November 11th.

C. Public Hearing on Septic Regulations: Commissioner Kitty Fouche moved to approve the scheduling of a Public Hearing for November 11th to hear comments on a text amendment on Septic Regulations in the General Ordinances. Commissioner Kent Otto seconded. Commissioner Otto and asked for a brief explanation. Mr. Bill Scheu stated that Council had requested that Planning & Zoning review the Septic Regulations in the General Ordinances which the Commission has completed. Town Administrator Alex Carmichael mentioned that at the next meeting after the Public Hearing that Council will be free to take action. The motion carried 4/0.

**Public Comment**

Grace Nichols of 527 Suwannee Drive thanked Commissioner Alice Lentz, who is Commissioner to Landcare, for a definitive explanation about the proposed by-laws this evening. Mrs. Nichols, Chair of Landcare, stated that there is more to come from Landcare in the future.

**Commissioner Communications**

There were no Commissioner Communications.

**Dates to Remember**

* Board of Adjustment October 21, 2021 4:00 – 9:00 p.m. by Zoom Software and in person attendance at Graham Chapel
* Bulk Pickup October 26, 2021 8:00 a.m. at your curb! Remember no tires or building supplies!
* Montreat Tree Board October 26, 2021 9:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Board of Adjustment October 28, 2021 4:00 – 9:00 p.m. by Zoom Software and in person attendance at Graham Chapel
* Montreat Landcare November 3, 2021 9:00 a.m. Allen Building
* Planning & Zoning Commission Meeting November 11, 2021 10:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Council Meeting November 11, 2021 7:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall. Public Forum begins at 6:30 p.m.

**Adjournment**

Commissioner Kent Otto moved to adjourn the meeting. Commissioner Kitty Fouche seconded and the motion carried 4/0. The meeting was adjourned at 7:41 p.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk