Board members present: Mayor Tim Helms

 Mayor Pro Tem Tom Widmer

 Commissioner Jane Alexander

 Commissioner Alice Lentz

 Commissioner Kitty Fouche

 Commissioner Kent Otto

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

Scott Adams, Zoning Administrator

Jarod McIntosh, Senior Water Operator

Darlene Carrasquillo, Finance Officer

Town staff present via Zoom: None

Approximately fifteen 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 Pro Tem Tom Widmer moved to adopt the agenda as amended. Commissioner Alice Lentz seconded and the motion carried 5/0. Commissioner Kitty Fouche asked for some information that Senior Water Operator Jarod McIntosh provided last month to be included in the November minutes of the Regular Meeting.

**Mayor’s Communications**

Mayor Helms wished a Merry Christmas and a safe holiday to everyone who lives, works and plays in Montreat!

**Meeting Minutes Adoption**

* November 11th Town Council Public Forum Meeting Minutes
* November 11th Town Council Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael thanked the Montreat Board of Commissioner’s for the recent luncheon they provided for Town Staff. Mr. Carmichael also mentioned that there are a number of boards and commission member seats expiring at the end of January. He stated that a number of individuals have reapplied for appointments but we still needed a few slots filled. Mayor Helms stated that he had been in contact with everyone expiring and he felt certain they would get their applications submitted soon.

**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**

There was no Public Comment at this time.

**Old Business**

Commissioner Alice Lentz stepped down in her role as Town Commissioner effective this evening. Mayor Tim Helms thanked her for her hard work and stated that she would be missed. Mrs. Alice Lentz took a seat in the audience while a standing ovation welcomed her.

**New Business**

1. Adopt Rules for Adopt Rules for Voting on and Installing a Candidate to fill Board Member Vacancy ending December 8, 2022: Town Administrator Alex Carmichael took a moment to review the Suggested Rules for Voting and Installing a Candidate to Fill a Board Member Vacancy. Mayor Pro Tem Tom Widmer moved to approve the rules as presented. Commissioner Kitty Fouche seconded and the motion carried 4/0.

B. Nomination and Ballot Voting: Commissioner Jane Alexander moved to nominate Mason Blakeas Commissioner for the Town of Montreat. There were no other nominations so Town Clerk Angie Murphy passed out ballots to the Commissioners. Mayor Tim Helms announced that the majority ballot vote was for Mason Blake.

C. Oath of Office: Town Clerk Angie Murphy administered the Oath of Office for Mason Blake while his wife Amy looked on.

D. Recognition of Service from Officers William “Mac” McClintock and Ed Teeters: Police Chief David Arrant recognized William “Mac” McClintock for 17 years of service, including time served as Police Chief, and Ed Teeters for 21 years of service. Former Police Chief Jack Staggs was in attendance to see the plaque presentations.

E. Budget Amendment #4: Town Administrator Alex Carmichael stated that Town Staff has struggled with sanitation help this year. First at Blue Ridge Inc. increased their rates but they are still considerably lower than other organizations. This Budget Amendment is to move existing money from the streets department to the contract services line item. Commissioner Kitty Fouche moved to approve Budget Amendment #4 in the amount of $4,500 in order to pay for Contract Services in the Sanitation Department. Commissioner Kent Otto seconded and the motion carried 5/0.

F. Memorandum of Understanding with Buncombe County to provide Permit and Inspection Services: Town Administrator Alex Carmichael stated that this MOU (memorandum of understanding) will be between Buncombe County and the Town of Montreat in the event Building Inspector Dan Cordell is unavailable and out of the office. This agreement was put together by the County and it is the same agreement that the Town of Black Mountain utilizes. There is a possibility that the applicant could pay more (or even less) depending on who issues the permit: if the County issues the permits the applicant would pay the County rate and if Montreat issues the permit the applicant would pay the Montreat rate. The reason for the difference in rates is that the County charges on a square foot basis whereas Montreat charges on the total cost of the project. The applicant would be given the choice to pay the County rates or wait on Mr. Cordell to return and pay the Montreat rates. Commissioner Kent Otto moved to approve Memorandum of Understanding as presented. Commissioner Jane Alexander seconded. Commissioner Kitty Fouche and Mayor Pro Tem Widmer requested an amended fee schedule in January. The motion carried 5/0.

G. Motion to revive consideration: Town Administrator Alex Carmichael advised that an RFP (request for proposals) for Contract Services was presented in November to assist in the Comprehensive Plan Update. The Commission tabled that motion/discussion in order to dig into line item costs. The motion has to be revived procedurally in order to move forward. Mayor Pro Tem Tom Widmer moved to revive consideration of the bid to Nealon Planning and J.M. Teague Engineering and Planning and to authorize the Mayor and Town Administrator to negotiate and sign the contract. Commissioner Kitty Fouche seconded and the motion carried 5/0.

H. Move to withdraw a motion: Mayor Pro Tem Tom Widmer moved to withdraw motion of the bid to Nealon Planning and J.M. Teague Engineering and Planning and to authorize the Mayor and Town Administrator to negotiate and sign the contract. Commissioner Kent Otto seconded and the motion carried 5/0.

I. Awarding the Bid for Consulting Services: At the Mayor’s direction, Mayor Pro Tem Tom Widmer, Town Administrator Alex Carmichael and Planning & Zoning Chair Bill Scheu met over Zoom with Nealon Planning and what they found was that to do what everyone thought was needed would have taken the proposal to a much higher dollar amount. Mayor Pro Tem Tom Widmer et al. had another Zoom call with MS Consultants Inc. The group was very impressed with the consultants. Alex Carmichael will recommend a staggered two-part contract (much like what was utilized with the Town Hall contract) with $40,000 being budgeted initially and delay the 2nd stage to after the next fiscal year. Mayor Pro Tem Tom Widmer moved to approve the bid to MS Consultants Inc. and to authorize the Mayor and Town Administrator to negotiate and sign a two-part contract up to $40,000 in this fiscal year, with a supplemental contract next fiscal year. Commissioner Jane Alexander seconded and the motion carried 5/0.

J. Ordinance # 21-12-0001 Establishing a Stormwater Review Committee: Alex Carmichael stated that in the November 11th P&Z Meeting the P&Z Commission voted to establish a Stormwater Sub-Committee to review the Stormwater Ordinance and to establish a budget to hire a consultant. Mr. Carmichael stated that in the current year’s budget the Town does not have the funds to hire a consultant. The process to establish a Stormwater Sub-Committee is relatively simple and could be completed at the January Town Council meeting. Town Staff estimates the cost to hire a consultant to be roughly $25,000 and recommends either of the following options: (A) use Fund Balance appropriations (which Town Staff does not recommend), (B) defer Capital Projects such as the Comprehensive Plan Update or the Texas Road Bridge, and (C) wait to next fiscal year to complete. Town Staff recommends moving forward to work this into next fiscal year’s budget. Commissioner Mason Blake moved to defer Item J until we hire a Stormwater Consultant. Commissioner Kent Otto seconded and the motion carried 5/0.

K. Stormwater Consultant: Commissioner Mason Blake moved to incorporate funding in FY 2022/2023 annual budget for a Stormwater Review Consultant. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.

L. Establishing Water Service in the Upper Greybeard ETJ: Staff recommends selling water in the ETJ without adding any infrastructure or incurring any other costs. Property owners would be responsible for water lines from their property to the tap point of our main lines. Staff also recommends that non-Montreat residents pay a premium of 63% above what residents pay. This mirrors the Black Mountain rate differential. The Board of Commissioners also discussed tap and meter rates, both inside and outside the Town limits. Staff recommends the following increases:

• Residential Meter Set Fees to $315

• Residential Meter Tap Fees to $1,830.10

• Institutional Meter Set Fees to $315

• Institutional Meter Tap Fees to $2,430.10

 Commissioner Kent Otto moved to approve establishing water service in the ETJ. Commissioner Kitty Fouche seconded and the motion carried 5/0.

M. Fee Schedule Amendment: Commissioner Kitty Fouche moved to approve FY21/22 fee schedule as presented beginning January 1, 2022. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.

**Public Comment**

No public comment at this time.

**Commissioner Communications**

Mayor Pro Tem Tom Widmer reported on a conversation he had with Planning & Zoning Chair Bill Scheu earlier today about reviewing the sign ordinance. In that mornings P&Z meeting it was decided to establish a Sign Ordinance Sub-Committee to review the sign ordinance but Mr. Scheu reported that P&Z will likely delay their review of the sign ordinance due to a case before the US Supreme Court.

Commissioner Kent Otto thanked former Commissioner Alice Lentz for her hard work and contributions to the Council. Commissioner Otto also looks forward to working with Commissioner Blake in the future.

Commissioner Mason Blake thanked former Commissioner Alice Lentz for all her hard work in several areas.

**Dates to Remember**

* Board of Adjustment December 13, 2021 4:00 – 9:00 p.m. by Zoom Software and in person attendance at Gaither Chapel
* Board of Adjustment December 15, 2021 10:00 a.m. – 6:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall
* Board of Adjustment December 16, 2021 7:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Services Closed December 24 & 27, 2021 for Christmas Holiday. Sanitation Services will resume on December 28th at 8:00 a.m.
* Tree Board will not meet in the month of December
* Town Services Closed January 3, 2022 for New Year’s Holiday. Sanitation Services will resume on January 4, 2022 at 8:00 a.m.
* Planning & Zoning Commission Meeting January 13, 2022 10:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Council Meeting January 13, 2022 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 Mason Blake moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 5/0. The meeting was adjourned at 7:57 p.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk