

**Town of Montreat
Board of Commissioners
Meeting Minutes
April 13, 2023 – 7:00 p.m.
Town Hall**

Board members present: Mayor Pro Tem Mason Blake
Commissioner Jane Alexander
Commissioner Kitty Fouche
Commissioner Kent Otto
Commissioner Tom Widmer

Board members absent: Mayor Tim Helms

Town staff present: Jason Burrell, Town Manager
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Rachel Eddings, Finance Officer

Four members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim 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 Tom Widmer moved to adopt the agenda as presented. Commissioner Kitty Fouche seconded and the motion carried 5/0.

Mayor's Communications

Mayor Pro Tem Mason Blake read a letter written by Mayor Tim Helms in appreciation of Interim Town Manager Ben Blackburn.

Meeting Minutes Adoption

- March 9th Town Council Public Forum Meeting Minutes
- March 9th Town Council Meeting Minutes

Town Manager's Communications

Town Manager Jason Burrell advised that he had recently met with the Engineering Firm, Mattern & Craig, to get up-to-speed on the Texas Road Bridge Project. Mr. Burrell plans on going into more detail with the Commission at the Board Budget Work Session on Thursday, April 20th. Mr. Burrell advised that Public Works has been painting stop bars on Assembly Drive as well as on secondary roads. They have also been working hard cutting back trees out of the right-of-ways. Mr. Burrell

advised that he is impressed with Town Staff and how hard they work. Mr. Burrell also advised that he and Rachel Eddings are working on the transition of financial software from Harris Local Government to Tyler Technologies.

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

There was no Old Business to discuss.

New Business

- A. Consideration of Nominations to appoint a Regular Member to Board of Adjustment: Mayor Pro Tem Mason Blake briefly reviewed the Montreat Board of Commissioners Rules of Procedures which state the following steps:
- a. The Mayor/Mayor Pro Tem shall open the floor for nominations.
 - b. Board Members will put forward the names of possible appointees.
 - c. The names submitted shall be debated.
 - d. When the debate ends, the Mayor/Mayor Pro Tem shall call the roll of the Board members, and each member shall cast his or her vote.
- Commissioner Tom Widmer nominated Michael Broussard, whose home is on West Virginia Terrace, to serve as a Regular Member to Board of Adjustment. Mayor Pro Tem Blake called for a roll call vote. Ayes were received by Commissioners Widmer, Alexander, Fouche and Otto. An additional aye was given by Mayor Pro Tem Blake. Michael Broussard was appointed as a Regular Member to Board of Adjustment.
- B. Consideration of Nominations to appoint a Regular Member to Landcare: Commissioner Kitty Fouche nominated Arrington Cox to serve as a Regular Member to Landcare. Mayor Pro Tem Blake called for a roll call vote. Ayes were received by Commissioners Otto, Fouche, Alexander

and Widmer. Mayor Pro Tem Blake also voted in favor of the nomination. Arrington Cox was appointed as a Regular Member to Landcare.

- C. Consideration of Nominations to appoint a Regular Member to Audit Committee: Commissioner Kent Otto nominated Hugh Alexander to serve on the Audit Committee. There being no further nominations Mayor Pro Tem Blake called for the vote. Commissioners Otto, Fouche, Alexander and Widmer voted aye. Mayor Pro Tem Blake also voted in favor of the nomination. Hugh Alexander was appointed as a Regular Member to the Audit Committee.
- D. Consideration of Nominations to Open Space Conservation Committee: Commissioner Jane Alexander nominated Mary Nell Todd to serve on the Open Space Conservation Committee. Mayor Pro Tem Blake called for a roll call vote. Commissioners Widmer, Alexander, Fouche and Otto voted aye. Mayor Pro Tem Blake voted with an additional aye. Mary Nell Todd was appointed as a Regular Member to the Open Space Conservation Committee.
- E. Consideration of Adopting Proclamation #23-04-0001 Designating April 22, 2023 as Arbor Day in the Town of Montreat: Commissioner Kitty Fouche moved to adopt Proclamation #23-0004-0001 Designating April 22, 2023 as Arbor Day in the Town of Montreat. Commissioner Jane Alexander seconded and the motion carried 5/0.
- F. Consideration of Adopting a Proclamation Designating April 30 – May 6, 2023 as Professional Municipal Clerk Week: Commissioner Tom Widmer moved to adopt a proclamation designating April 30 – May 6, 2023 as Professional Municipal Clerk Week. Commissioner Kent Otto seconded and the motion carried 5/0.
- G. Consideration of Approving Budget Amendment #1: Public Works Director Barry Creasman stated that when the Budget was adopted last year the amount of \$174,000 was earmarked for possible paving projects. Town Staff put out for bids and upon receiving those bids it became apparent that some monies would need to be moved from the Powell Bill Account to the Capital Outlay Account. Commissioner Kent Otto moved to approve Budget Amendment #1 in the amount of \$22,907.00 for budgeted street paving. Commissioner Jane Alexander seconded and the motion carried 5/0.
- H. Consideration of Paving Projects: Paving Construction Contract: Mr. Creasman stated that this paving project would involve the resurfacing of the paved portion of Oklahoma Terrace. Town Staff will do the stormwater portion in-house which will save about \$7000 on the proposed contract. Commissioner Kent Otto moved to approve a paving construction contract with C&T Paving in the amount of \$145,341.00 for Oklahoma Phase 1 Pavement, Milling and Curbing and authorize the signing of the contract by the Town Manager of Mayor Pro Tem. Commissioner Tom Widmer seconded and the motion carried 5/0.
- I. Consideration of Paving Projects: Paving Construction Contract: Mr. Creasman stated that this paving project covered the gravel portion of Oklahoma Road and will tie into the asphalt just below

the old horse rink. Staff will do the stormwater portion in-house which will save about \$9800 on the proposed contract. Commissioner Jane Alexander moved to approve a paving construction contract with C&T Paving in the amount of \$51,566.00 for Oklahoma Phase 2 Pavement, Milling and Curbing and authorize the signing of the contract by the Town Manager and Mayor Pro Tem. Commissioner Kent Otto seconded and the motion carried 5/0.

- J. Consideration of Updating Account Signature Cards & Resolutions with First Bank: Town Clerk Angie Murphy advised that Interim Town Manager Ben Blackburn needed to be removed and new Town Manager Jason Burrell needed to be added to the Town of Montreat's accounts at First Bank as routine maintenance. Commissioner Tom Widmer moved to approve the following signers on Town of Montreat Business Accounts/Resolutions at First Bank: Police Chief David P. Arrant, Town Manager Jason J. Burrell, Commissioner Katheryn Kirk Fouche, Mayor Timothy R. Helms and Town Clerk Angela M. Murphy. Commissioner Kent Otto seconded and the motion carried 5/0.
- K. Information: List of Approved Bear-Resistant Container Enclosures: Mayor Pro Tem Mason Blake directed everyone's attention to an attachment in the Agenda Packet which outlines approved bear-resistant container enclosures. Commissioner Widmer mentioned that he had noticed that Aaron's Welding large gallon cans were not included on the list and Mr. Creasman stated that those were found not to be bear-resistant and were frequently destroyed by bears so they were not included on the list.

Public Comment

Mrs. Shirley Mitchell, a full time resident residing at 201 Harmony Lane, had a comment with how the meeting is started by taking a moment of silence. Mrs. Mitchell stated that she thought it was in the Town Charter that the Town of Montreat is a Christian town. Mrs. Mitchell questioned why the meetings begin with a moment of silence rather than acknowledging Jesus Christ. Mrs. Mitchell stated that the previous long term mayor Letta Jean Taylor always opened with a prayer. Mayor Pro Tem Blake advised that it was probably due to constitutional concerns. Town Manager Burrell will look into the specifics and follow-up with Mrs. Mitchell.

Commissioner Communications

- Commissioner Tom Widmer reminded everyone that the Arbor Day/Native Plant Sale will be held this coming weekend. Commissioner Widmer also advised that on Friday April 21st Montreat College is sponsoring a Town Clean-up Day. They have invited everyone to be involved with the clean-up and are providing snacks as well.
- Commissioner Kent Otto stated that the Board would like to welcome Mr. Burrell as Town Manager. Commissioner Otto expressed his gratitude towards Interim Town Manager Ben Blackburn but looked forward to working with Mr. Burrell.

Dates to Remember

- Comprehensive Plan Steering Committee Meeting, Friday April 21st at 10:00 a.m. in Town Hall
- Native Plant Sale & Arbor Day Celebration, Saturday April 22nd from 9:00 a.m. until 2:00 p.m. at Moore Center Field
- Tree Board, Tuesday April 25th at 9:30 a.m. in Town Hall
- Planning & Zoning Commission Meeting, Thursday April 27th at 10:30 a.m. in Town Hall
- Bridge Aesthetics Committee Meeting, Tuesday May 2nd at 3:00 p.m. in Town Hall
- Landcare, Wednesday May 3rd at 9:00 a.m. in Town Hall
- PZC Hillside Development Subcommittee Meeting, Wednesday May 3rd at 4:00 p.m. in Town Hall
- Open Space Conservation Committee Meeting, Tuesday May 9th at 3:30 p.m. in Town Hall
- May Town Council Meeting, Thursday May 11th at 7:00 p.m. in Town Hall. Public Forum starts at 6:30 p.m.
- Tree Board, Tuesday May 23rd at 9:30 a.m. in Town Hall
- Board of Adjustment (Tentative), Thursday May 25th at 5:00 p.m. in Town Hall
- Town Offices Closed, Monday May 29th in observance of Memorial Day. Sanitation Services will resume on Tuesday, May 30th.

Adjournment

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 5/0. The meeting was adjourned at 7:43 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

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