



TOWN OF BLACK MOUNTAIN TOWN COUNCIL

January 21, 2026

SPECIAL MEETING AGENDA

Time: 8:30 AM

Town Hall Council Chambers | 160 Midland Avenue, Black Mountain, NC 28711

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1. **CALL TO ORDER**
 2. **DISCUSSION OF BUDGET AMENDMENT FOR LAKEVIEW CENTER**
 - 2.A. **Discussion of Budget Amendment for Lakeview Center -**
Motion: Council should discuss this item. The motion, if in agreement, is to approve the proposed budget amendment as presented, or amended.
 3. **APPROVAL OF A MASTER SERVICE AGREEMENT FOR ARCHITECTURAL SERVICES AT PUBLIC SERVICES BUILDING (DOMOKUR & ASSOCIATES, INC.)**
 - 3.A. **Master Service Agreement for Architectural Services - Domokur & Associates, Inc.**
 4. **AUTHORIZE THE MAYOR TO SIGN APPROVED PROPOSALS WITH PIEDMONT TRIAD REGIONAL COUNCIL FOR TOWN MANAGER & FINANCE DIRECTOR RECRUITMENT**
 - 4.A. **Authorize Mayor to Sign Approved Proposals with Piedmont Triad Regional Council**

5. ADJOURNMENT



TOWN OF BLACK MOUNTAIN AGENDA ITEM SUMMARY

SUBMITTER: **MEETING DATE:** January 21, 2026

AGENDA SECTION: Discussion of Budget Amendment **DEPARTMENT:** Administration
for Lakeview Center

TITLE OF ITEM: Discussion of Budget Amendment for Lakeview Center

SUGGESTED MOTION(S):

Council should discuss this item. The motion, if in agreement, is to approve the proposed budget amendment as presented, or amended.

SUMMARY:

The resolution authorizes budgeting \$40,000 from the Helene fund's unassigned fund balance to cover higher-than-anticipated repair costs at the Lakeview Senior Center, enabling code-compliant access to the upper floor. Multiple contractors have made site visits, and their initial estimates are significantly higher than budgeted. Based on conversations with contractors, the project will likely be \$40,000-\$50,000. One reason the cost is significant is the cost of materials necessary to achieve the load requirements. As the building has been modified over the years, the electrical and plumbing work has violated building codes and impacted the integrity of the flooring system. The pipes and electrical work put through the beams must be relocated for the beams to be reinforced.

Historical Note: At a special meeting held on October 28, 2025, the Town Council first approved a budget amendment from the General Fund in the amount of \$15,000 towards this project.

BUDGET IMPACT:

Is this expenditure approved in the current fiscal year budget? No- Budget Amendment would be needed.

If no, describe how it will be funded. Budget amendment from Helene Fund's Unassigned Fund Balance

ATTACHMENTS:

1. R-26-XX_Resolution_Additional_Funding_Lakeview_Center Budget Amendment

Council Member _____ made a motion to approve the following resolution. A vote of ____.

**A RESOLUTION BUDGETING ADDITIONAL FUNDING FOR LAKEVIEW SENIOR
CENTER SHORING REPAIRS**

Resolution No. R-26-XX

WHEREAS, the Lakeview Senior Center facilities are not currently able to perform vital community services; and

WHEREAS, the Town will be unable to use FEMA or other grant funding for shoring repairs to the building allowing residents access to the upper floor; and

WHEREAS, the anticipated costs based on the engineered designs procured by the Town are higher than originally budgeted expenses; and

WHEREAS, budgeting these funds from unassigned fund balance in the Helene fund will allow the project to move forward when bids for the project are obtained;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF BLACK MOUNTAIN THAT:**

1. The Town budgets \$40,000.00 to support shoring repairs to the Lakeview Center to enable occupancy of the upper floor.
 - \$40,000.00 – for repairs to the Lakeview Center to bring the upper floor into compliance with applicable building codes (*to 425-8806-52310 from 425-0000-32000*)
2. The Town Manager is authorized to execute any necessary budget amendments, contracts, or related documents required to implement this allocation.

ADOPTED this 21st day of January, 2026.

C. Michael Sobol, Mayor

Attest:

Wesley M. Barker, Town Clerk



TOWN OF BLACK MOUNTAIN AGENDA ITEM SUMMARY

SUBMITTER: Jessica Trotman, Assistant Town Manager
MEETING DATE: January 21, 2026

AGENDA SECTION: Approval of a Master Service Agreement for Architectural Services at Public Services Building (Domokur & Associates, Inc.)
DEPARTMENT: Administration

TITLE OF ITEM: Master Service Agreement for Architectural Services - Domokur & Associates, Inc.

SUGGESTED MOTION(S):

To approve the Master Service Agreement as presented.

SUMMARY:

This agenda item is for consideration of approval of a Master Service Agreement (MSA) for Architectural Services at the Public Services Building (re: FEMA-project) with Domokur & Associates, Inc. A copy of the proposed MSA is attached. Staff will provide additional details at the meeting.

BUDGET IMPACT:

Is this expenditure approved in the current fiscal year budget? n/a

If no, describe how it will be funded. n/a

ATTACHMENTS:

1. MSA FOR ARCHITECTURAL SERVICES -Domokur-Associates_TOBM_FINAL

MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

Based on AIA B121–2018 Standard Form

Between Town of Black Mountain, North Carolina and Domokur & Associates, Inc.

This Master Agreement (“Agreement”) is entered into as of **January 14, 2026** between:

Owner:

Town of Black Mountain, North Carolina
160 Midland Ave.
Black Mountain, NC 28711

Architect:

Domokur & Associates, PLLC
43 S Broad St.
Suite 201
Brevard, NC 28712

ARTICLE 1 – GENERAL PROVISIONS

1.1 This Agreement sets forth the terms and conditions under which the Architect will provide professional services for the Owner.

1.2 The specific scope of services and compensation for each project shall be defined in a **Service Order** (based on AIA B221–2018 or an equivalent Task Order) executed under this Agreement.

ARTICLE 2 – INITIAL INFORMATION

The following initial information applies generally to services performed under this Agreement:

- **Owner’s Representative:**
- **Architect’s Representative:** Michael Domokur
- **Anticipated Services:** Architectural, planning, and related professional services.
- **Use of Service Orders:** Each project shall be defined in a Service Order describing the scope, schedule, and compensation.

ARTICLE 3 – ARCHITECT’S RESPONSIBILITIES

3.1 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing under similar circumstances in North Carolina.

3.2 The Architect shall coordinate its services with those of the Owner and other consultants engaged by the Owner.

3.3 The Architect shall maintain proper licensure in the State of North Carolina.

ARTICLE 4 – OWNER’S RESPONSIBILITIES

4.1 The Owner shall provide information regarding program requirements, budget, and project goals in a timely manner.

4.2 The Owner shall designate a representative authorized to act on its behalf with respect to each Service Order.

ARTICLE 5 – COMPENSATION

- 5.1 The Owner shall compensate the Architect as provided in each Service Order. Compensation may be based on a stipulated sum, percentage of construction cost, hourly rates, or another agreed method.
- 5.2 Reimbursable expenses shall be defined in each Service Order.
- 5.3 Invoices shall be submitted monthly and paid in accordance with North Carolina General Statutes.

ARTICLE 6 – INSURANCE & INDEMNITY

- 6.1 The Architect shall maintain insurance as follows:
- Commercial General Liability: \$1,000,000 per occurrence
 - Automobile Liability: \$1,000,000 combined single limit
 - Workers' Compensation: statutory limits
 - Professional Liability (E&O): \$2,000,000 per claim
 - Architect shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Architect.
- 6.2 The Architect shall indemnify and hold harmless the Owner for damages arising out of negligent performance of services, to the extent permitted by law.

ARTICLE 7 – COPYRIGHTS & DOCUMENTS

- 7.1 Instruments of Service prepared by the Architect are the property of the Architect; however, the Owner shall be granted a **non-exclusive license** to use them for the purposes of constructing, maintaining, and using the Project.
- 7.2 The Owner may not use the Architect's Instruments of Service on other projects without written consent.

ARTICLE 8 – DISPUTE RESOLUTION

- 8.1 The Parties shall endeavor to resolve disputes through direct discussion, then mediation, prior to litigation.
- 8.2 Mediation shall be conducted in Buncombe County, North Carolina.
- 8.3 Litigation, if necessary, shall be filed in the state courts of North Carolina.

ARTICLE 9 – TERMINATION

- 9.1 This Agreement may be terminated by either Party upon **not less than thirty (30) days' written notice** to the address set forth herein above for each Party.
- 9.2 The Owner may terminate immediately for cause, including loss of licensure or material breach.
- 9.3 Upon termination, the Architect shall be compensated for services performed to the effective termination date.
-

ARTICLE 10 – MISCELLANEOUS PROVISIONS

- **Governing Law:** North Carolina
 - **Entire Agreement:** This Agreement and Service Orders constitute the entire agreement.
 - **Amendments:** Must be in writing, signed by both Parties.
 - **Notices:** Sent to the addresses listed above.
-

SIGNATURES

TOWN OF BLACK MOUNTAIN, NC

By: _____

Name: _____

Title: _____

Date: _____

DOMOKUR & ASSOCIATES, PLLC

By:  _____

Name: _____ Lindsey DeCastro _____

Title: _____ Managing Member _____

Date: _____ 1/20/2025 _____



TOWN OF BLACK MOUNTAIN AGENDA ITEM SUMMARY

SUBMITTER: **MEETING DATE:** January 21, 2026

AGENDA SECTION: Authorize the Mayor to Sign Approved Proposals with Piedmont Triad Regional Council for Town Manager & Finance Director Recruitment **DEPARTMENT:** Administration

TITLE OF ITEM: Authorize Mayor to Sign Approved Proposals with Piedmont Triad Regional Council

SUGGESTED MOTION(S):

Motion to authorize the Mayor to sign the approved proposals with PTRC.

SUMMARY:

The purpose of this agenda item is to formally authorize the Mayor to sign the approved proposals from Piedmont Triad Regional Council (PTRC) for the Town Manager and Finance Director searches, as approved on January 8th and 12th, respectively. Once the proposals are signed, they will be submitted to PTRC. PTRC typically doesn't use a contract, but uses the proposals. Once services begin, they will send invoices for payment.

BUDGET IMPACT:

Is this expenditure approved in the current fiscal year budget? n/a

If no, describe how it will be funded. n/a

ATTACHMENTS:

1. Proposal to Black Mountain Manager Search (Piedmont Triad COG)
2. Proposal PTRC to Black Mountain Fin Dir Search

January 7, 2025

Ms. Susan Russo Klein
North Carolina State Bar Board Certified Specialist in Employment Law
Roberts & Stevens, P.A.
City Centre Building
301 College Street, Suite 400,
Asheville, NC 28801

Dear Ms. Klein:

Thank you for calling on the Piedmont Triad Regional Council (PTRC) to assist you with management services. It is my understanding that you are interested in assistance with the recruitment and selection of a Town Manager. Please find enclosed a proposal that details the scope of work we anticipate. We are proposing to do the work for a fee of \$7,500.00. When you are ready for us to begin please return a signed proposal that acknowledges your acceptance and agreement of the scope of work and terms. If you have any questions about the scope of work, terms or desire a different format please contact me.

The PTRC's mission is to serve our local governments and their affiliates by being accessible and providing high quality services. We provide these services from a unique position and familiarity with this region. You can expect the highest degree of expertise and precision from our staff.

I very much appreciate you giving us an opportunity to submit this proposal. I am available to discuss this project with you at your convenience.

Sincerely,



Matt Reece
Assistant Director

Enclosures

**PROFESSIONAL SERVICES OFFERED TO
THE TOWN OF BLACK MOUNTAIN
FOR FACILITATION OF AN EXECUTIVE SEARCH FOR TOWN MANAGER**

I. Work Elements

As part of the facilitation of the executive search process the PTRC agrees to conduct the following work elements:

- A. Meet with the Town Council to discuss the desired candidate profile and search process. (This phase can be accomplished through virtual meetings and online surveys)
- B. Collect information to share with candidates about the Town.
- C. Develop position profile describing the community, organization, and the positions being recruited. This serves as an information and promotional material.
- D. Use PTRC's online application portal to receive applications and to link to professional social media networks such as Indeed. This allows for boosting of recruitment reach and a method to record and process applications.
- E. Screen and filter candidates per the direction of the search committee and/or town representatives applying the selection criteria.
- F. Develop and gain consensus of the methods for the review and assessment of applicants, this process may include criteria based review of applicant pool, "in-box exercises" or task oriented screening, response to written questions, response to mock scenarios, presentations by candidates, structured interviews, and other methods useful to determine candidate selection.
- G. Meet with search committee and/or town representatives to review and discuss the following issues: expectations of the results, areas of assessment, confirmation of job relevancy, and overall gain a mutual understanding of the candidate assessment process.
- H. Facilitate the formal interview and candidate assessment process.
- I. Assist the town regarding the hire decision.
- J. Provide miscellaneous technical assistance with background search, offer, and the transition of the final successful candidate.

II. Staff Qualifications

The staff members that will be working on the project are experienced in local government personnel work. Matt Reece will be the project manager. Matt serves as PTRC's Assistant Director. Matt directs the management services, general administration, IT and HR functions for the Regional Council. He has extensive experience providing technical assistance to local governments throughout the state. He regularly conducts a variety of management studies including group facilitation, executive searches, policy analysis, and personnel classification and compensation analysis. As a past-president of regional and statewide professional organizations, Matt has directed and organized research and discussion on a variety compensation and HR management topics. Matt has also served as adjunct faculty in the Master of Human Resources Management program for Webster University at their Fort Bragg facility. He is a member of ICMA, recognized with 30 years of public service, and upholds the code of ethics. Matt has a Bachelor of Arts in Political Science and a Master of Public Affairs, both from the University of North Carolina at Greensboro.

Management consultants Ray Smith, Terri Rivers, Ronda Tatum and Kim Newsom are also available for consultation. All are retired North Carolina local government professionals. To be concise in the presentation of this proposal their qualifications are available upon request.

III. Fee for Services

A fee, not to exceed, \$7,500 will be billed to the Town of Black Mountain at the conclusion of the process.

IV. References

The PTRC has been involved in technical assistance and management consultation for four decades. The following is a list of local governments for executive searches have been prepared recently:

City of Asheboro	Town of Jamestown
City of Randleman	Town of Lewisville
City of Thomasville	Town of Mocksville
Town of Biscoe	Town of Mount Pleasant
Town of Bermuda Run	Town of Spencer
Town of Denton	Village of Clemmons

Proposal to the Town of Black Mountain for facilitation of an executive search

V. Acceptance and Confirmation of Proposal

If you are in agreement with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the PTRC. PTRC staff will begin work as soon as we are notified of your acceptance. This confirms the Town's intention to accept the scope of work as indicated in the proposal presented by the PTRC, provide assistance and otherwise meet the responsibilities outlined, and confirms the authorization and encumbrance of funds sufficient to pay the fee for service.

Accepted for the Town of Black Mountain

Title

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer).

Date

January 12, 2025

Ms. Susan Russo Klein
North Carolina State Bar Board Certified Specialist in Employment Law
Roberts & Stevens, P.A.
City Centre Building
301 College Street, Suite 400,
Asheville, NC 28801

Dear Ms. Klein:

Thank you for calling on the Piedmont Triad Regional Council (PTRC) to assist you with management services. It is my understanding that you are interested in assistance with the recruitment and selection of a Project Manager. Please find enclosed a proposal that details the scope of work we anticipate. We are proposing to do the work for a fee of \$7,000.00. When you are ready for us to begin please return a signed proposal that acknowledges your acceptance and agreement of the scope of work and terms. If you have any questions about the scope of work, terms or desire a different format please contact me.

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I very much appreciate you giving us an opportunity to submit this proposal. I am available to discuss this project with you at your convenience.

Sincerely,



Matt Reece
Assistant Director

Enclosures

**PROFESSIONAL SERVICES OFFERED TO
THE TOWN OF BLACK MOUNTAIN
FOR FACILITATION OF AN EXECUTIVE SEARCH FOR A FINANCE DIRECTOR**

I. Work Elements.

As part of the facilitation of the executive search process the PTRC agrees to conduct the following work elements:

- A. Meet with the Town's management to discuss the desired candidate profile and search process. This phase can be accomplished through virtual meetings.
- B. Collect information to share with candidates about the position.
- C. Use PTRC's online application portal to receive applications and to link to professional social media networks such as Indeed. This allows for boosting of recruitment reach and a method to record and process applications.
- D. Screen and filter candidates per the direction of the search committee and/or the Town's representatives applying the selection criteria.
- E. Develop and gain consensus of the methods for the review and assessment of applicants, this process may include criteria based review of applicant pool, "in-box exercises" or task oriented screening, response to written questions, response to mock scenarios, presentations by candidates, structured interviews, and other methods useful to determine candidate selection.
- F. Meet with the Town's management to review and discuss the following issues: expectations of the results, areas of assessment, confirmation of job relevancy, and overall gain a mutual understanding of the candidate assessment process.
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Accepted for the Town of Black Mountain

Title

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer).

Date