

**Town of Montreat
Board of Commissioners
Town Council Meeting
September 8, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Bill Gilliland
Commissioner Kent Otto
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Chief Jack Staggs, Police Chief
Angie Murphy, Town Clerk
David Currie, Code Administrator/Building Inspector

Approximately 25 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mayor Pro Tem Fouche moved to adopt the agenda. Commissioner Vinson seconded and the motion carried 5/0.

Public Hearing

Mr. Currie indicated that the current Montreat Zoning Map dated 1993 had many handwritten additions and erasures and the coloring was faded. Mr. Currie recently updated the map to include the handwritten additions that occurred over the years, updated the coloring, as well as making it more user friendly for himself as well as the public. If this map is approved it will be put on the Town of Montreat website and displayed in the Town Services Building for use by everyone in the community. Mr. Currie stated that there were no zoning changes on this map, that is was more of a refinement process and making it more accessible for use by everyone. Commissioner Vinson thanked Mr. Currie for all of his hard work on this project. Mr. Currie advised that this project has been ongoing for almost 3 years.

There being no comments from the public, Mayor Helms closed the Public Hearing.

Mayor's Communications

Mayor Helms stated that he did not have any communications this evening.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- August 4, 2016, Public Forum Minutes
- August 4, 2016, Town Council Agenda Meeting Minutes
- August 11, 2016, Town Council Minutes
- Appendix 1 to August 11, 2016, Town Council Meeting Minutes
- August 29, 2016, Special Meeting – Texas Road Bridge Motion Language & Possible Resolution to Move Forward as Directed by the Board

Town Administrator's Communications

- Interim Town Administrator Al Richardson advised that the Town's Audit seems to have gone very well and he thanked Mr. Stackhouse for all of his hard work gathering the information for the auditors review.
- Mr. Richardson advised that the State Office of Budget and Management had just released a population estimate showing that the Montreat population has increased from 730 to 792. Mr. Richardson stated that state shared revenues were distributed based on population increases. Commissioner Standaert then advised that sales taxes were distributed by property values rather than population.
- Mr. Richardson thanked Public Works for the immediate cleanup during the recent flooding at the Town Services Building.

Administrative Reports

Police: Chief Staggs reviewed and presented the August 2016 monthly departmental activity report. Chief Staggs reported on an issue, that he mentioned at last week's agenda meeting, involving a black car with Alabama license plates that was possibly staying at a Montreat home. This subject had been staying in the Appalachian Way area but he is no longer in the Town. Officer Whitson received an email commendation thanking him for all his hard work in assisting with a situation. This email will become a part of his personnel file. Officer Whitson also completed his intoximeter training and he is now considered an expert on this matter. The Montreat Police Department would like to thank the Public Works Crews for their hard work on the Town Services Building Parking Lot as well as the Montreat College students who volunteered their time for the project. Chief Staggs also reflected on memories of Miss Susan Neville who recently passed away.

Public Works Director:

- Mr. Freeman briefly reviewed the July 1, 2015-June 30, 2016 Solid Waste and Materials Management Annual Report.
- Mr. Freeman advised that Public Work Crews had just completed a major clean-up from behind the Public Works Facility all the way up towards the Native Plant Garden.

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- Mr. Freeman thanked Montreat College for the student volunteers who helped spread gravel in the Town Services Parking Lot.
- Crews are continuing to mow, trim and side-dress the streets and right-of-ways all over Town. They are also scraping and gravelling all the dirt roads weather permitting.
- Mr. Freeman advised that the Water Inventory was completed and the Auditors seemed pleased with the results.
- Mr. Freeman advised that Lead and Copper Tests came back with no detections on any Lead and Copper in the 10 Test Houses. This testing is currently on a 3 year cycle.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- July 2016 Financial Summary Report;
- Final July 2016 Detailed Financial Statement;
- Preliminary August 2016 Detailed Financial Statement;
- Voluntary Reconciliation Fund: \$4543.94

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his August 2016 zoning and inspections activity report. Planning and Zoning and Board of Adjustments did not meet during the month. Mr. Currie also reported briefly on the construction on Howerton Hall's roof. Commissioner Standaert inquired about the ongoing construction at the home behind Welch Field and the change in occupancy status at the President's House (Anderson House). Mr. Currie advised that a general contractor is making slow progress with the home behind Welch Field. Mr. Currie also advised that Montreat College needed additional space for student housing. The College asked to convert to R3- Commercial/Residential designation. There were minimal things that needed to be accomplished to do this but it will require annual fire inspections

Public Comments

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Ms. Annie Carlson of Montreat College, wanted to thank the Council for their consideration on the Sign Ordinance. Ms. Carlson urged the Council to vote on this matter tonight if possible.

Mr. Don Reid of 127 Shenandoah Terrace, wanted to know where the figure that the Town Administrator quoted as population was gathered from. Mr. Richardson advised that this information came straight from the State Office of Budget and Management.

Mrs. Susanne McCaskill of 114 John Knox Rd, wanted to know if she could put silk banners up in her front yards on John Knox Road and Texas Road, just like the College wants to put up in the Town rights-of-way.

Old Business

- A. Proposed Revisions to Town of Montreat Official Zoning Map: Commissioner Standaert moves to adopt Ordinance #16-09-0001 amending the Town of Montreat Official Zoning Map. Commissioner Vinson seconded and the motion passed 5/0.
- B. Request from Montreat College for Approval to Install 30 Light Pole Banners on the Montreat College Campus: Mayor Pro Tem Fouche moved that the Planning & Zoning Commission review this request and report back to Council with their recommendations. Commissioner Standaert seconded the motion. Commissioner Vinson asked if Council could request Planning & Zoning to report back by a certain date. Mr. Currie advised that by General Statute Law the Planning & Zoning Committee had 30 days to review a topic and submit recommendations to the Board. Mr. Currie advised that the Town Council would then need to call for a Public Hearing which would occur the following month. Commissioner Otto asked if there would a way to expedite this process since the decision process will delay the College's plans significantly. Mr. Currie advised that the General Statutes outline a specific set of procedures that must be followed in order to allow time for specific noticing policies and public comment periods. Mayor Pro Tem Fouche asked what the shortest amount of time would be before a vote could be explored. Mr. Currie advised that it could potentially be a couple of months away. This motion carried 5/0.

New Business

- A. Reimbursement of Town Employees for Unexpected Medical Costs: Mr. Richardson advised that he does not want to remove this from the forefront of the Council's mind but it is possible that one individual will get reimbursement from United HealthCare for unexpected increased deductibles.
- B. Resolution #16-09-01 Honoring Susan Neville: Commissioner Vinson moved to adopt Resolution #16-09-01 Honoring Susan Neville. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

Public Comments-Other Topics

Mayor Helms reiterated that the Public Comment period were for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Mrs. Martha Campbell of 149 Maryland Place, wanted to express her appreciation to the Montreat College students who helped clean out invasive knotweed and spreaded gravel in the

Town Services Building parking lot. Several members of Montreat Landcare volunteered: O'Neil Tate, Maggie Ray, Steve and Jane Sewell, David Smith and Gill Campbell. Mrs. Campbell also expressed her thanks to Public Works Crews who provided tools and equipment from home for the students to use.

Mr. Tanner Pickett of 102 Walker Street represented Montreat Conference Center, expressed their appreciation for the students who volunteered on their property. Mr. Pickett also reported on the DisGRACE Conference which covers racism in the church. This will be a large and exciting conference in October.

Ms. Annie Carlson of Montreat College, thanked the Board for their consideration on the Sign Ordinance. Ms. Carlson also thanked the Town for taking the time to invest in the students. Ms. Carlson also announced an upcoming CyberSecurity Conference which will involve an interesting group of speakers.

Mr. Don Reid of 127 Shenandoah Terrace, wanted the Board to consider asking the Town Attorney if there was a way to expedite the process to vote on the Sign Ordinance changes for Montreat College. Mr. Reid also had questions about why an item involving "In God We Trust" was considered too controversial and was removed from the agenda. Mr. Reid would like to know who originally put it on the agenda and why it was removed and what exactly the presentation would have entailed.

Mr. Joe Standaert of 118 Shenandoah Terrace, announced that the Swannanoa Valley Museum has been remodeled and recently reopened and invited all to visit the new improved facility.

Commissioner Communications

Commissioner Vinson reported that the Town of Montreat had recently received a certificate for its 11th year of being a Certified Community Wildlife Habitat in the Nation. Montreat was actually 8th in the nation to receive this recognition. Commissioner Vinson also reported that Montreat hosted an event earlier in the day for NC Commissioner of Agriculture Steve Troxler, Buncombe County Commissioner David Gantt and other dignitaries who stopped by to visit and commend our Hemlock Restoration efforts. Mayor Tim Helms and Mr. John Johnson spoke at the event and a good time was had by all.

Mayor Pro Tem Fouche briefly shared the titles of two books that she recently read which she is going to share with the Montreat Town Hall Committee. Mayor Pro Tem Fouche hopes that the Town Hall Committee will be able to start with a clean slate and look at all angles before making a decision.

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Commissioner Standaert mentioned that Richard Sharp Smith had designed Anderson Auditorium. Commissioner Standaert also mentioned that for any Montreat history you should visit the Presbyterian Heritage Center.

Commissioner Otto announced that a lot of Montreat College's sport activities had started and invited everyone to come watch some games. Commissioner Otto also reflected on the late Miss Susan Neville.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines:

<u>Montreat Tree Board:</u>	September 27, 2016, 10:00 a.m. Town Services Building
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<u>Montreat Landcare:</u>	October 5, 2016, 9:00 a.m. Swannanoa Room Allen Building
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<u>October Town Council Agenda Meeting:</u>	October 6, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
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<u>October Town Council Meeting:</u>	October 13, 2016, 7:00 p.m. Walkup Building
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Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 8:07 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk