

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
April 6, 2017  
Walkup Building**

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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: Alex Carmichael, Town Administrator  
Steve Freeman, Public Works Director  
Angie Murphy, Town Clerk  
Dave Arrant, Police Captain  
David Currie, Code Administrator/Building Inspector  
Stefan Stackhouse, Finance Officer  
Justyn Whitson, Police Officer  
Barry Creasman, Senior Water Operator

Approximately 42 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Gilliland moved to adopt the agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

**Mayor's Communications**

Mayor Helms had no communications for the evening.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- March 2, 2017, Public Forum Meeting Minutes
- March 2, 2017, Town Council Agenda Meeting Minutes
- March 9, 2017, Town Council Meeting Minutes
- March 17, 2017, Special Meeting Minutes
- Resolution #17-04-003 Honoring Police Chief Jack M. Staggs upon his Retirement
- Resolution #17-04-001 Awarding to Retiring Police Chief Jack Staggs his Badge and Service Sidearm
- Resolution #17-04-002 Designating April 29, 2017 as Arbor Day in the Town of Montreat

- Resolution #17-04-004 Declaring Certain Items Surplus and Authorizing Disposal By Private Negotiation and Sale

### **Town Administrator's Communications**

- After a combined 35 years of service in law enforcement, Chief of Police Jack M. Stags retired from the Montreat Police Department effective April 1, 2017.

Chief Staggs served the Town of Montreat as a Patrol Office from 1982 until 1987, the City of Black Mountain first as an Investigator, then Sergeant, Lieutenant, and as Chief of Police between 1987 and 2006, and returned to the Town of Montreat in 2007 as first as Patrolman, Capitan, and finally as Chief.

Chief Staggs is an institution in Montreat and Mr. Carmichael has met very few people in Montreat that have not shared a story about bear hugs, late night rescue, changed tires, or some other service that truly goes above and beyond his call of service. Montreat will miss his presence, but is a better place for having had him.

Mr. Carmichael has asked Captain David Arrant to step into the leadership role during the transition and in the coming weeks we will be putting together a process and timeline for filling the Chief's position.

- Mr. Carmichael reported on the following Staff Training during the month of March:
  - Officer Lee Blevins Completed Police Law Institute training (PLI); 80 hour
  - Town Clerk Angie Murphy completed a training with the School of Government entitles the "ABCs of Purchasing." This training was housed at the Conference Center here in Montreat.
  - Building Inspector and Planning Administrator David Currie attended the North Carolina Association of Zoning Officials (NCAZO) Mid-Winter Conference, February 27-28, 2017 in Greensboro, NC. Received 8 CE hours to maintain my certification as NC Certified Zoning Official *and* North Carolina Building Inspector's Association (NCBIA) Winter Code Seminars, March 27-30, 2017 in Hickory, NC where he received a total of 30 CE hours (6 hours X 5 areas) to maintain my Level III certifications in Building, Electrical, Mechanical, Plumbing and Fire Inspections.
- Mr. Carmichael reported on his and Commissioner Standaert's visit to Town Hall Day in Raleigh.
  - Commissioner Standaert and Mr. Carmichael traveled to Raleigh on 3/29.

- More than 600 local government officials from across the State
- Heard legislative briefings on bills relevant to NC municipalities
- Heard presentations and panels from House Rules Chairman David Lewis, State Treasurer Dale Folwell, Golden LEAF Foundation Senior Vice President Mark Sorrells, Division of Water Infrastructure Director Kim Colson, and Department of Commerce Chief Economic Development Liaison Susan Fleetwood.
- Private meetings with 3 General Assembly Representatives from Buncombe County

### **Administrative Reports**

**Police Chief:** Captain Arrant reviewed and presented the March 2017 monthly departmental activity report. Captain Arrant acknowledged the work of Former Chief Jack Staggs and stated that the Town hoped to keep him on in reserve status.

**Public Works Director:** Public Works Director Steve Freeman reported one snow event and one water leak. Crews have also started the waterline project on Mecklenberg and weather permitting expect to have it completed in a month to month and a half.

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

- February 2017 Financial Summary Report;
- Final February 2017 Detailed Financial Statement;
- February 28, 2017 Cash and Investment Earnings Report;
- Preliminary March 2017 Detailed Financial Statements.

**Building Inspector/Code Enforcement Officer:** Mr. Currie presented and reviewed his March 2017 zoning and inspections activity report. Planning & Zoning and the Board of Adjustments did not meet in the month of March. Anderson Auditorium's window replacement project should be wrapping up within the next month.

### **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.

Mr. John Jordan of 346 Texas Road asked how many new houses had been built in Montreat in 2016-2017. Mayor Helms suggested that Mr. Jordan get in touch with Mr. Currie after the meeting for more information.

**Old Business**

There was no Old Business to discuss.

**New Business**

- A. Discussion of a Formation of a Bridge Beautification Committee: Mayor Pro Tem Fouche stated that when the Town gets permission from the State to move forward with a pedestrian bridge she would like to see a Committee formed to give the Board some ideas on how the new bridge will look visually. Commissioner Standaert asked what kind of guidelines or how much of a budget the Committee would be working under. Mayor Pro Tem Fouche would like the Committee to brainstorm creatively at first with no restraints of a budget. Commissioner Otto stated that the good news is that Staff can modify and maintain the pedestrian bridge for many years to come. Commissioner Standaert asked if waiting on the State was imperative or if we could get the bridge usable prior to summer. Mr. Carmichael stated that he would have to look into that before moving forward. Commissioner Standaert suggested the idea of a charet rather than a committee to save time. Mr. Carmichael stated that Staff would try to make contact with the State to see what the timeline looks like on the Categorical Exclusion document as well as look at temporary options to get the bridge in a walkable state.
- B. Mecklenburg/Louisiana Paving Project: Commissioner Vinson moved to award the Mecklenburg/Louisiana Road Paving Project to C & T Paving in the amount of \$185,867.00 and to authorize the Mayor and Town Administrator to execute the necessary related contract documents. Commissioner Otto seconded the motion. Mayor Pro Tem Fouche asked if C & T Paving had been used before and Mr. Creasman advised that they had been used prior. Commissioner Standaert asked her if there was a possibility of C & T laying some pavement down on the Texas Road Bridge. Mayor Helms directed Mr. Creasman to have them look at it while they are up here. The motion carried 5/0.
- C. Discussion with Possible Action of Rezoning of Florida Terrace Property to Residential Use Only: Commissioner Otto stated that he would like rezone the Florida Terrace to Residential Use Only in the hopes of bringing one or two new households to the tax base depending upon how the property is split up. Commissioner Otto also stated that all of the neighbors alongside the property were in favor of the rezoning. Residents want to keep the property residential to keep controversy from being stirred up again. Commissioner Otto met with individuals from Montreat College who stated that they had no problems with it being rezoned to residential. Commissioner Otto stated the MRA had not given him a definitive answer as of yet but that early reports state that they might not be in favor of the property being strictly residential. Commissioner Standaert stated that the Board had not made any decisions on what to do with the property as of yet and she does not want to limit the market by changing the zoning. Commissioner Otto is all in favor of expediting the sale of the property because there is a lot of money tied up in it. Commissioner Vinson stated that if the Board decides to sell it should be

determined if it is going to be one lot or two lots prior to advertising and being put on the market. Mayor Pro Tem Fouche stated that she would like to go ahead and act tonight and get the process started since it will take to July to fully complete the process. Commissioner Otto moved to direct the Planning and Zoning Commission to review a potential rezoning of eastern Florida Terrace properties from (I/R) Institutional/Residential to (R-1) Low-Density Residential for conformity with the Comprehensive Plan and other developmental regulations as necessary. 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.

Mr. Wade Burns of 232 North Carolina Terrace, stated that Stormwater Maintenance Control is very important but that perhaps we have gone overboard with requirements for Stormwater Management. Mr. Burns felt that we should look at tempering and at other communities of our size to see what their Stormwater Ordinances state.

### **Commissioner Communications**

Mayor Pro Tem Fouche would like to put a reception together for Town Administrator Alex Carmichael tentatively in May when the majority of the summer homeowners will be in Town.

Commissioner Vinson reminded everyone of the Native Plant Sale and Arbor Day Celebration which will be held on April 29<sup>th</sup> from 9:00 a.m. to 2:00 p.m. at Moore Center Field. Commissioner Vinson mentioned there will be some new vendors and some exciting new activities this year and invited everyone to come. Commissioner Vinson also stated that the Tree Board has their grant proposal submitted to Raleigh and hopefully they will hear back soon on whether the grant was approved.

Commissioner Otto gave an update on Coach Britten Olinger who has been moved to an Atlanta Hospital. Coach Olinger is making progress every day. Commissioner Otto stated that there will be a fundraising Fun Run on April 27<sup>th</sup> and invited everyone to come out to support the runners and walkers.

### **Upcoming Meeting Dates**

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

Montreat Board of Commissioners Annual  
Board Retreat:

April 7, 2017, 9:00 a.m. – 3:00 p.m.  
Ridgecrest Conference Center  
Ridgecrest, NC

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Montreat Tree Board: April 25, 2017, 9:30 a.m.  
Town Services Building

Native Plant Sale: April 29, 2017, 9:00 a.m. – 2:00 p.m.  
Moore Center Field

Montreat Landcare: May 3, 2017, 9:00 a.m.  
Allen Building  
Swannanoa Room

May Town Council Agenda Meeting: May 4, 2017, 7:00 p.m.  
Walkup Building  
Public Forum begins at 6:30 p.m.

May Town Council Meeting: May 11, 2017, 7:00 p.m.  
Walkup Building

**Closed Session**

Commissioner Vinson moved to enter into Closed Session in accordance with NCGS §143-318.11(5) to instruct the Town's staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property. Commissioner Gilliland seconded the motion. The motion carried 5/0.

Commissioner Gilliland moved to enter back into Open Session. Commissioner Vinson seconded the motion. The motion carried 5/0.

**Adjournment**

There being no further business, Commissioner Standaert moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 9:14 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk