

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
May 4, 2017  
Walkup Building**

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

Board members absent: Commissioner Bill Gilliland

Town staff present: Alex Carmichael, Town Administrator  
David Currie, Building Inspector/Code Enforcement Officer  
Barry Creasman, Senior Water Operator  
Steve Freeman, Public Works Director  
Angie Murphy, Town Clerk  
Dave Arrant, Interim Police Chief

Approximately 21 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**

Mr. Carmichael advised Council that he had more descriptive motion language for Item D under New Business when they came to it on the Agenda. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Standaert seconded and the motion carried 4/0.

**Mayor's Communications**

Mayor Helms had no communications this evening.

**Presentations to Council**

There will be two presentations at next week's Town Council meeting. One will be from Matt Ashley the Town of Montreat's Representative to the Metropolitan Sewerage District Board and the other will be a presentation on Steep Slopes and Stormwater Management Systems by Building Inspector/Code Enforcement Officer David Currie.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- April 6, 2017, Public Forum Meeting Minutes
- April 6, 2017, Town Council Meeting Minutes

- April 7, 2017, Town Council Annual Board Retreat Minutes

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

- Mr. Carmichael will provide an update on the pedestrian bridge as it stands thus far as well as any communication with the NCDOT. Mr. Carmichael will also provide further explanation on the Budget Adoption Calendar.

### **Administrative Reports**

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting.

Commissioner Standaert would like the following items included in next week's discussion packet or at the upcoming Planning and Zoning Meeting: (1) a map of all the Residential/Institutional areas within Montreat; (2) if the Town moves forward with rezoning the entire area will this set a political precedence for other areas rezoning to strictly Residential; (3) will church houses be allowed in Residential zoning areas; and (4) what will happen to Sylvan Heights if the whole area is rezoned Residential: for example, if the structure were to burn down could it be rebuilt by MRA. Mayor Helms asked if Sylvan Heights could be tied into the zoning on the Florida Terrace side of the road.

### **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.

There were no public comments at this time.

### **Old Business**

There was no Old Business to discuss.

### **New Business**

- A. Promotion of Justyn Whitson to Officer Second Class: There will be a discussion of approving the transference of rank and a two percent pay increase, per the Officer Advancement Program adopted in 2005 and amended in 2017.
- B. Rescheduling or Cancellation of Agenda Meeting: Mr. Carmichael will provide several different options for this item: some being the cancellation of the Agenda Meeting, the rescheduling of the day and time, and leaving the meeting as currently scheduled. Commissioner Standaert asked for the Town Clerk to provide the attendance of each Agenda and Regular Meeting by

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month beginning in February of 2016 and continuing until May of 2017. Commissioner Standaert would also like to see a cost-analysis stating what it actually costs the Town to rent the Walkup Building and provide compensatory time to those employees who attend the Agenda and Regular Meetings. Mayor Helms asked Mr. Carmichael how he plans to keep the Commissioners informed and prepared prior to the Regular meeting if the Agenda meeting is cancelled. Commissioner Vinson would like to know how the Public Forum could be worked into the options outlined thus far.

- C. Montreat as an Inclusive Community: There will be a discussion to add the phrase “to be an inclusive community” to the Town of Montreat Board of Commissioners Mission Statement.
- D. Florida Terrace Property: Mayor Helms read the new proposed motion which is as follows: move to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and report back to the Commission, specific proposals for the method of sale and state requirements for the process at the July meeting. This would include methods to sell the property as a single unit or division into separate lots. Cost analysis of what the Town has currently invested in the property, including analysis for rock, water, geothermal possibilities and any other cost already spent by the Town which add to the material value of the property. Commissioner Standaert would also like to know if retaining one of the lots for a possible well site is necessary.
- E. Potential Subdivision of Florida Terrace Property: Commissioner Standaert would like to start the process of authorizing a survey of the Florida Terrace property and direct Staff to prepare deed documents for potential subdivision into separate lots. Commissioner Otto feels like the rezoning should play out in the community first before making other steps forward.
- F. Scheduling Annual Budget Workshops, Meetings and Public Hearings: The following schedule of budget presentations, hearings and workshops are being proposed at this time:

May 25 Presentation of proposed capital improvement plan (C.I.P) and annual budget (presentation only)

June 1 Public hearing of the proposed C.I.P and budget

June 8 Budget workshop held during regularly scheduled Commission meeting

June 20 Board of Commissioners adopt final budget

These dates are important as the budget needs to be approved on June 30 by State Law to go into effect on July 1<sup>st</sup>.

**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.

There were no public comments at this time.

**Commissioner Communications**

Commissioner Communications will be held next week.

**Upcoming Meeting Dates**

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

<u>Open Space Conservation Committee:</u>	May 9, 2017, 3:30 p.m. Town Services Building
<u>Planning &amp; Zoning Commission</u>	May 18, 2017, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	May 23, 2017, 9:30 a.m. Town Services Building
<u>June Town Council Agenda Meeting:</u>	June 1, 2017, 7:00 p.m. Walkup Building Public Forum starts at 6:30 p.m.
<u>Montreat Landcare:</u>	June 7, 2017, 9:00 a.m. Allen Building Swannanoa Room

**Closed Session**

There will be a closed session on four different items at next week's meeting.

**Adjournment**

There being no further business, Commissioner Standaert moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 7:26 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk