

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
July 6, 2017
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: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Dave Arrant, Interim Police Chief/Police Captain
Steve Stackhouse, Finance Director

Approximately 6 members of the public were also present. Mayor Helms called the meeting to order at 7:02 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 stated that he was reserving his comments for next week's meeting.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 25, 2017, Special Workshop Minutes
- June 1, 2017, Town Council Public Forum Minutes
- June 1, 2017, Town Council Agenda Meeting Minutes
- June 8, 2017, Town Council Meeting Minutes
- June 20, 2017, Special Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael announced that David Currie's last day with the Town was the previous Monday and that we are gearing up for a new recruiting process. This will streamline the amount of time it takes to hire new people and give the Town a platform to advertise nationally. There are several positions that will be coming available in the coming year. In Mr.

Currie's absence Mr. Dan Cordell will be helping us with building inspections only. Mr. Cordell will not be able to assist with any zoning situations.

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.

It was decided by consensus of the Board that all administrative reports would be reported as written with each Department Head present in case there were questions. Commissioner Fouche asked Mr. Stackhouse to provide a summary, in writing, of the monthly financial reports.

Commissioner Standaert mentioned that the 2016 Water Inspection Report arrived and she would like to see a statement that the Town of Montreat does not fluoridate the water in future publications of this document. She feels it is important for parents of young children to know this fact.

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. Proposed Recombination of Florida Terrace Parcel: Commissioner Standaert asked what the cost would be to the Town for this survey. Mr. Carmichael stated that he did not have exact monetary figures at this time but stated that it should be comparable to the price of other surveys. Mayor Pro Tem Fouche asked if this was the most that could be done this month to move this process along. Mr. Carmichael stated that there will be a report from the Planning & Zoning Commission this month with possible actions to follow in August and September with regards to rezoning the piece of property on Florida Terrace. Mr. Carmichael stated that currently we have three non-conforming lots on Florida Terrace and the lot would need to be recombined to form two separate lots or one large lot for building purposes and setback requirements. Commissioner Standaert expressed her thoughts about gathering information about whether the Town will net more money if it was split into two lots rather than one lot.
- B. Oath of Office – David Arrant, Chief of Police: Captain David Arrant will be sworn in as Chief of Police at next week's meeting.

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- C. Recommendations from Planning and Zoning for Florida Terrace Property: Commissioner Standaert asked how this report will be presented to Council. Mr. Carmichael stated that the Chair of Planning & Zoning Commission, Emory Underwood, will be at the meeting to present the findings and answer any questions the Board may have as well.
- D. Appointment of Bill Roberts to Planning & Zoning Commission: Mr. Roberts will be considered for an appointment to the Planning & Zoning Commission for a term of two years to expire on January 31, 2019.
- E. Personnel Policy Changes: The current Town of Montreat Personnel Policy has a strong preference for hiring internal candidates and there is some language in the policy that could be considered contradictory. The two specific clauses are as follows: Equal Employment Opportunity Clause and the Hire and Promote from Within Clause. The proposed Resolution #17-007-001 removes the word “shall” from the policy. Mayor Helms asked if this had been reviewed with the Town Attorney to which Mr. Carmichael stated that he had consulted Mrs. Taylor-Rash.
- F. Amendment to the Salary Step and Job Classification Plan: Mr. Carmichael stated that this item is specific to the Finance Director position. Mr. Carmichael would like to make the position more marketable by changing the pay grade as well as transition the position away from the technical responsibilities of data entry to more analysis and support of budget and audit preparation. Mr. Carmichael would like to see this position have more of a leadership role with more inter-departmental support. Commissioner Gilliland stated that a company of this size would probably have a part-time bookkeeper and an off-site accountant fulfilling the job responsibilities of the Finance Director and he would like for this model to be considered as well.
- G. FYE Budget Amendment #7: Mr. Stackhouse explained that not enough money was appropriated for the Police Budget to cover former Chief Stagg’s accrued vacation. Mr. Stackhouse contacted the auditors at Martin & Starnes and they agreed retroactively amending the 2016-2017 Budget was the proper thing to do. Commissioner Vinson moved to add this to next week’s Agenda. Mayor Pro Tem Fouche seconded and the motion passed 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. Grace Nichols of 527 Suwanee Drive, came before the Board as President of the Cottagers Association. Mrs. Nichols reminded everyone that the Cottagers informational meeting would be

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held on Saturday, July 8th in Upper Anderson Auditorium. Mayor Helms, President Maurer of Montreat College, Mr. DuBose of Mountain Retreat Association and Mr. Ron Vinson of the Presbyterian Heritage Center will be speaking. There will be a Landcare Fair prior to the meeting.

Commissioner Communications

Commissioner Vinson wanted to encourage everyone to visit the Landcare Fair at 9:30 a.m. prior to the Cottagers Meeting on Saturday the 8th of July.

Upcoming Meeting Dates

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

<u>Bulk Items/White Goods Pickup:</u>	July 11, 2017
<u>July Town Council Meeting:</u>	June 13, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Open Space Conservation Committee:</u>	July 14, 2017, 10:00 a.m. Town Services Building
<u>Audit Committee:</u>	July 20, 2017, 3:30 p.m. Walkup Building
<u>Montreat Tree Board:</u>	July 25, 2017, 9:30 a.m. Town Services Building
<u>Board of Adjustment:</u>	July 27, 2017, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	August 2, 2017, 7:00 p.m. Outdoor Education Classroom
<u>August Agenda Meeting:</u>	August 3, 2017, 7:00 p.m. Walkup Building
<u>August Town Council Meeting:</u>	August 10, 2017, 7:00 p.m. Public Forum 6:30 p.m. Walkup Building

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Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Agenda Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:36 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk