

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
October 5, 2017
Walkup Building**

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

Board members absent: Commissioner Mary Standaert
Commissioner Ann Vinson

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Mac McClintock, Police Officer

Approximately 8 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 asking for those in attendance to remember those affected by the recent storms as well as the tragedy in Las Vegas. Mayor Helms stated that the flag at the Town Services Building had been at half mast since Monday and was raised earlier today.

Agenda Approval

Town Administrator Alex Carmichael stated that there were a couple of items on the agenda related to the Finance Officer Position. The UNC School of Government and the LGC have been assisting the Town with benchmarking and looking at best practices to move forward with the position but another opportunity has presented itself in the form of an Interim Finance Officer Position. Mr. Carmichael would like to pull the Finance Officer Position off of "Presentations and Reports" and insert the appropriate Closed Session language into the current motion to discuss the possibility of an Interim Finance Officer to assist in the meantime. Mayor Helms stated that he wanted this handled in two separate motions. Mayor Pro Tem Fouche moved to remove the Finance Officer Position off of the agenda under "Presentations and Reports". Commissioner Gilliland seconded and the motion carried 3/0. Commissioner Gilliland moved to add the following language to the current Closed Session motion: "To enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of a personnel matter". Commissioner Otto seconded and the motion carried 3/0. Commissioner Gilliland moved to accept the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 3/0.

Presentations and Reports

Mr. Carmichael stated that the Commission directed Staff to seek recommendations on the nature and sale of the Florida Terrace parcel. Currently the lot is plotted as three different non-

conforming lots by the Town of Montreat zoning ordinance requirements. Mr. Carmichael stated that the Commission has the option of recombining the parcel into one large lot or two conforming lots. Staff came to the Board earlier this summer and recommended recombining into two separate conforming lots based on the potential revenue gained. The Commission also instructed Staff to seek the assistance of a realtor for an analysis for the property. Mr. Carmichael stated that he has met with a realtor named Scott Brown, of Keller-Williams out of Asheville, who is working on a market analysis

Mayor's Communications

Mayor Helms stated that he no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- August 3, 2017, Town Council Agenda Meeting Minutes
- August 10, 2017, Town Council Public Forum Minutes
- August 10, 2017, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael has updated the reevaluation of the categorical exclusion document for the Texas Road Bridge. This document has since been sent to our engineering firm, KCI, who has to sign off on it and then it will be forwarded to the Municipal Bridge Program by September 15th.
- The Police Department was audited by the North Carolina Department of Justice Criminal Standards Division and received a positive response.
- The Water Department had their wells and tanks inspected this week by the regional inspector and received a verbal confirmation of passing with flying colors.

Administrative Reports

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

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. Wade Burns of 232 North Carolina Terrace mentioned the detailed series of options for the Building Inspector/Zoning Administrator that Mr. Carmichael had outlined in the evening's packet. Mr. Burns encouraged Council to review the ordinances along with purpose and intent before deciding on the zoning administrator position.

Old Business

There was no Old Business to discuss.

New Business

- A. **Zoning Official Position Review:** Mayor Helms stated that Mr. Carmichael would review the Zoning Official Position for Council next week. Mayor Pro Tem Fouche asked about the backlog of zoning requests and wanted to know what we as a Town were doing to accommodate people. Mr. Carmichael stated that he has 2-3 conversations about zoning issues a day. The zoning permits are backing up. Our building permits are being handled temporarily at a rate of \$25 per inspection and \$25 per permit issued which is extremely inexpensive compared to other rates Mr. Carmichael has investigated. All zoning permits have to be signed off on by a zoning officer appointed by the Commission. Mayor Pro Tem Fouche asked if there was a certification process for the zoning administrator. Mr. Carmichael stated that the job requires appointment by the Council and an oath of office. Mayor Pro Tem Fouche stated she appreciated the detailed descriptions of the zoning official position options that Mr. Carmichael provided in the packet.

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 asked if there was a training and certification process required by the State for the zoning administrator. Mr. Carmichael stated that there was a training and certification class offered by the UNC School of Government but it is his belief that it is not a requirement of the zoning officer. Mr. Burns suggested getting a group of citizens to be sworn in to look at pending applications. Mr. Carmichael stated that there will be a lag time between when a decision is made about what model the Council wants to use for the zoning official position and when that position will be filled. Mr. Carmichael has spoken with an individual from Saluda, South Carolina who has offered to contract out our zoning to fill in the gaps until our position is filled.

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Mr. Bill Scheu of 146 Eastminster Terrace asked if it would be possible to designate the Town Administrator as Zoning Official on a temporary basis since there are no requirements for the position. Mayor Helms stated that he felt like that should be a private conversation that he has with Mr. Carmichael.

Mr. Mike Sonnenberg of 125 Virginia Road felt that this conversation was important because we need to flesh out a backup plan in case the future zoning administrator is sick or unavailable. Commissioner Standaert stated that we have always had a good working relationship with the Town of Black Mountain when it comes to filling in for vacations or absences.

Commissioner Communications

There were no Commissioner Communications at this time.

Upcoming Meeting Dates

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

<u>September Town Council Meeting:</u>	September 14, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Tree Board:</u>	September 19, 2017, 9:30 a.m. Town Services Building
<u>Board of Adjustment:</u>	September 28, 2017, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	October 4, 2017, 9:00 a.m. Allen Building Swannanoa Room
<u>October Town Council Agenda Meeting:</u>	October 5, 2017, 7:00 p.m.
<u>October Town Council Meeting:</u>	October 12, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building

Closed Session

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Commissioner Vinson moved to enter in Closed Session in accordance with North Carolina General Statute 143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Gilliland and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. Commissioner Gilliland moved to appoint Barry Creasman to the position of Interim Public Works Director effective immediately, and to have Mr. Creasman assume the full duties and responsibilities of Public Works Director and remain at his current pay grade of 15 until such time as he completes the "Effective Supervisory Management Course" on, or by, September 30, 2018, at such time he will be assigned a pay grade of 17 and the title of Public Works Director for the Town of Montreat; the interim period will satisfy the one year probationary period specified by the Montreat Personnel Policy after which he will be eligible for a 5% raise above the starting pay for a pay grade of 17. Commissioner Vinson seconded the motion and the motion carried 5/0. Mr. Creasman happily accepted and signed the offer of position document.

There will be another closed session at next week's meeting.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 7:41 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk