

## **Town of Lake Santeetlah**

### **Zoom Council Meeting Minutes**

**May 14, 2020**

Mayor Jim Hager called the meeting to order at 10:05AM. Town Administrator Kim Matheson called role of all Councilmembers. Keith Predmore, Roger Carlton, Craig Keith and Diana Simon were present for the meeting. Town Attorney Craig Justus, Town Administrator Kim Matheson, Clerk Emily Hooper were also present.

The first order of business was the approval of the agenda. Councilmember Carlton asked to move Item #3 under Discussion to Item #7 New Business, in case this item required a vote. Councilmember Keith Predmore made a motion to approve the agenda as amended. Councilmember Simon seconded. All others approved. The motion carried.

After review, there were no changes presented to the March 10, 2020 Workshop Session Minutes. Mayor Jim Hager made a motion to approve, Councilmember Carlton seconded. Town Administrator Kim Matheson polled all other Councilmembers. The motion passed unanimously.

After review, there were no changes presented to the March 12, 2020 Council meeting Minutes. Councilmember Carlton made a motion to approve, Mayor Hager seconded. Town Administrator Kim Matheson polled all other Councilmembers. The motion passed unanimously.

After review of the April 16, 2020 Council meeting minutes Councilmember Carlton asked for a clarification to be made stating that the time frame of the variance begins when the variance is signed by Mayor Jim Hager for the Santeetlah Lakeside Condo Project. Councilmember Carlton made a motion to approve as amended, Councilmember Simon seconded. Town Administrator Kim Matheson polled all other Councilmembers. The motion passed unanimously.

After review, there were no changes presented to the April 30, 2020 Special Meeting Minutes. Council member Simon made a motion to approve, Councilmember Keith seconded. Town Administrator Kim Matheson polled all other Councilmembers. The motion passed unanimously.

**Financial Report/Tax Report:** Town Administrator Matheson presented reports as of April 30, 2020. The general account balance is \$77,158.74; the water operating account balance is \$33,132.69. Tax collection for April was \$1,157.41. No large expenses occurred from either account in April. A large water leak on Sequoyah Trail will be reflected in next month's report. The budget hearing is scheduled for May 22, 2020 by Zoom. The draft budget will be posted following the meeting.

#### **Request for Public Comment:**

Kevin Hensley, Editor of the Graham Star, asked the Town Council to consider purchasing an ad in the Graduation magazine. Hensley will send an order form to Kim Matheson for review.

Jack Gross pointed out the Town Council approved rules and procedures for online meetings and encouraged the Council to follow them.

Gross is concerned with the proposed fees for the Zoning Compliance Certificate. Gross stated the fees should be minimal and is unsure what the Zoning Administrator will complete to justify these charges. Gross asked if the Town has the authority to issue a cease and desist order. Gross also pointed out that the proposed Zoning Map displayed in Town Hall is not the most up to date map and should be corrected.

Stephanie Danforth asked the Town Council to add to the upcoming agenda the significant amount of debris left in the lake after the repairs from the water leak. Danforth asked the Council to consider a plan of action.

Mary Roemer shared her thoughts on the proposed charter amendment. Changing from five to three Councilmembers would not be a positive move for the Town of Lake Santeetlah according to Roemer. The Town has significant lawsuits on-going that need all members involved. Changing the charter by ordinance is not the most democratic method and suggests it be done by vote allowing residents to have a voice. The Town needs "more hands on deck" to make important decisions. There are a diverse group of individuals that make up the Town of Santeetlah from one side to the other and it is important to have enough members on the board to encompass more opinions and ideas. At this time there is a large amount of turnover (buying and selling of homes) and individuals may be skeptical about serving due to conflict and lawsuits, however as new homeowners settle here the willingness to serve should increase.

Tina Emerson asked how the \$200,000 loan for water system repairs would be paid for, where would this revenue come from. Emerson asked if the well house repairs would come from the water budget. Town Administrator Matheson explained that the Town had received approval from the State Treasurer's office to complete the repairs using general fund reserves. Emerson reminded Town Staff to send out the yearly water report by July 1.

### **Old Business:**

**1. Water System Repair and Upgrades/RFP for Well House Repairs:** The repairs are currently well underway and moving forward as planned. Electrician, Scott Sawyer is moving the electricity as repairs are being completed to be certain the pumps are working effectively to supply the Town with adequate water supply. Well House #4 contains the chlorine station which has been moved to the filter house for the well house to be torn down. During this process a 5<sup>th</sup> and 6<sup>th</sup> well was located. The 5<sup>th</sup> well was active at one time and likely could be used if needed, the 6<sup>th</sup> well is uncertain. Mayor Hager and Councilmember Predmore are working together to complete a list of repairs that have been completed and will continue to provide a report of progress. Buddy Melton, Engineer, is working to bring in the portable tank, locate water plans, and complete all approval and paper work needed from the State in order to complete this process.

**2: Update on response to Covid-19:** Governor Roy Cooper is opening the State of North Carolina in a phased approach. Phase one is intended to end on May 22<sup>nd</sup> but can be extended if necessary. Phase

two will end the stay at home order and increase the number allowed in gatherings. Restaurants and other businesses can re-open with social distancing requirements in place. Town Hall remains closed to the Public. Council Meetings and all other meetings are being held by Zoom and will continue to be conducted in this manner through June. Town Staff, Eric Hayes is on regular schedule Monday – Friday 7:00AM-3:00PM and on call after hours. Town Administrator Kim Matheson and Town Clerk Emily Hooper are rotating days in the office while the other works from home. These accommodations allow all Town business to remain up to date while allowing staff to practice social distancing recommendations.

**3: Update on Town Projects/Compliance:** Town Administrator Kim Matheson followed up on the projects (areas of construction) within the Town. The rock work on Thunderbird Trail is on-going and will be cleaned up when complete. 70 Lakeside Trail extended the property line in order to meet setback requirements. Matheson issued a Zoning Certificate for construction. The new plat has been received and should be filed with the register of deeds. Matheson will follow up and request a copy of the recorded plat. Matheson met with contactor Kyle Garland at 7 Santeetlah Point to confirm the construction was within setback limits and there were no issues. All guidelines are being met.

**4: Revised Resolution for Water System Repairs:** The proposed Resolution increased the repair limit to \$200,000. This amount leaves \$14,000 in contingency. The increase came after a proposal from the electrician was more than anticipated due to the need to maintain electricity to the chemical pumps while repairs are being completed. Engineer Melton plans to visit Town Hall next week to talk about the 10,000 gallon tank being brought in. Melton wants to confirm that there will be adequate water supply during the switch. The total needed for this entire project is \$248,000. \$34,000 will come from this budget year general reserves and \$14,000 next year. The loan amount will be \$200,000. Town Administrator Kim Matheson will complete a spreadsheet and breakdown all expenses and send out prior to the May 22<sup>nd</sup> Budget hearing. The Resolution refers to the Town of Cornelius in Item #4. This should be changed to the Town of Santeetlah. Councilmember Simon made a motion to approve the proposed resolution as amended. Councilmember Keith seconded. All Councilmembers were polled the motion passed unanimously.

**5: Status Report on Kudzu Eradication Proposal:** Councilmember Carlton and Stephanie Danforth were two members of a committee formed in February to help fight the spread of Kudzu. The two drove around the Town hoping to locate all areas affected. Kudzu is spread throughout the Town both on developed and undeveloped lots. Some have taken aggressive action to remove while others have not. Carlton and Danforth suggest a voluntary program that the Town would initiate to determine all locations, contact property owners effected, contact contractors and coordinate removal. This program can be monitored by the Town for one year to determine its effectiveness. Carlton will draft a plan to be placed on the June Council Meeting Agenda.

**6: Status Report on Zoning Certificate Fee Schedule:** Councilmember Carlton completed a proposed fee schedule for the Zoning Certificate Compliance Form. Carlton reviewed the proposed fees. \$100.00 for an application and basic review, \$250.00 if a Hearing is required, \$100.00 for re-inspection by staff to confirm all codes were met. Carlton added a fee if construction begins prior to approval and if a cease and desist order is necessary. Carlton suggests that the fee schedule be approved with the proposed budget if no further changes are necessary. Attorney Justus asked Carlton if he had reviewed the fee schedule of Town's comparable to Lake Santeetlah. Justus confirmed the compliance form would be a

standalone form not part of the Zoning Ordinance. The proposed fees will be further reviewed but seem acceptable. However, the fee schedule should only include, application fee, applicant for variance fee and application for final inspection. The other two proposed fees would be considered fines. Attorney Justus will review and provide suggestions as needed. An updated fee schedule will be provided in June.

### **New Business:**

**1: Resolution to change Town Charter:** The proposed Resolution, if approved, will only move forward to set a Public Hearing for further discussion to change the charter. It does not change the charter in any way. Councilmember Carlton does not agree with changing to three members. Councilmember Simon would like to hear others opinions and further discuss the idea before making a decision. Simon feels that a Public Hearing would be a great way to gather input from residents. The public hearing must be held within 45 days of the adoption of the Resolution. After discussion the Council agreed that scheduling a Public Hearing following the June Council Meeting would allow all those interested to voice an opinion on the matter. Councilmember Simon made a motion to approve the Resolution of intent to make charter amendments and set forth a public hearing. The hearing will be held June 11, 2020 at 1:00PM. Councilmember Keith seconded. All other members were polled. The motion passed unanimously.

**2: Plans/Seek Proposals for Front Entrance:** The final plans have been received for the front entrance. \$40,000 has been placed in the proposed budget for renovations. Due to uncertainty of finances for the upcoming year the project could be completed in phases. Councilmember Predmore is completing an RFP to seek proposals for the renovations. Mayor Hager suggested the Town co-op with the TPOA and others to fundraise for the project. Memorial and honorary plaques could be sold. Councilmember Simon would like to substitute some of the plants to summer blooming plants. Simon has spoken with Karen Taylor about specifics that would bloom well in the area. When the proposal is sought the contractors could include deductive alternates. Councilmember Carlton asked if drainage issues had been considered and asked that it be pointed out with clear outline of where the runoff water would go after renovations. The proposed phases could include: Phase 1, retaining wall, Phase 2, paving, Phase 3, plants and signage. These could be altered as needed. As Predmore completes the RFP others will work on fundraising efforts.

**3: Installation of Security Cameras at Front Entrance:** Mayor Hager met with Blevins Electric who provided a wiring estimate of \$1,260.00. This estimate does not include the fiberglass poles to station the cameras. The poles cost, \$1,228.00 plus tax. There would be three cameras stationed at the front entrance. One pointing down Thunderbird Trail, the other towards Santeetlah and Nantahala Trail and the third at the exit gate. Wi-Fi would be needed at the guard house in order for the cameras to operate. The current budget has approximately \$1600-\$2,000 left in security that will not be used. This can be used to purchase the poles. Councilmember Carlton made a motion to authorize staff to pursue the purchase and installation of the security cameras and if a budget amendment is necessary it will be placed on the June agenda. Councilmember Simon seconded. The council was polled and the motion passed unanimously.

**4: Land Use Plan:** The proposed Land use plan was sent to the Council with comments requested by May 1<sup>st</sup>. No comments or suggestions were received therefore a Public Hearing is needed to move forward with approval. The hearing is scheduled for June 11<sup>th</sup> during the regularly scheduled Council Meeting. The hearing will be advertised as required.

**5: Approval of Alternate Planning Board Member:** The TOLS Planning Board currently has 5 members and can have two alternates. New resident, Kevin Haag, submitted a request of interested to serve on the board. Board Chairman Hager recommended Haag be approved as an alternate member to keep a balance, provide fresh views and unbiased opinions to the board. Other members have lived in Lake Santeetlah for several years and Haag would offer new ideas. Councilmember Carlton made a motion to approve Kevin Haag as an alternate member to the TDA board. Councilmember Predmore seconded. All other members were polled. The motion passed unanimously.

**6: Budget Amendment:** \$34,000 budget amendment necessary for well house repairs. These funds will come from general reserves.  
\$2500 amendment for Jim Hager legal fees. This amount exceeds what is currently needed but will allow sufficient funds for the remainder of the fiscal year. Councilmember Predmore made a motion to approve the budget amendments as proposed. Councilmember Simon seconded. All others approved. The motion carried.

**7: Letter of Support to NCDOT concerning Corridor K:** The North Carolina Department of Transportation has asked for letter of support from the Town of Lake Santeetlah. Gathered support would potentially result in additional funding for Corridor K. Councilmember Carlton made a motion to approve signing the letter stating that the Town of Lake Santeetlah supports Corridor K and all efforts of the NCDOT to help improve and build new roads in the area. Councilmember Simon seconded. All other members were polled. The motion passed unanimously.

#### **Discussion:**

**1: Discussion of 2020-21 Budget:** Minor changes have been made to the budget that was discussed at the April Council Meeting. An updated copy of the budget will be posted on the website following the meeting today. The budget hearing is scheduled for Friday May 22, 2020 at 10:00AM.

**2: Status report on Santeetlah Lakeside Zoning Certificate:** Attorney Justus just received the report. Mayor Hager will sign later today. Once signed, a copy will be sent to attorney Justus and Oast.

Councilmember Predmore made a motion for the Town Council to move into Closed Session. Councilmember Simon seconded. The other members were polled. The motion passed unanimously. The Council moved into closed session at 12:10AM.

With no further action needed Councilman Predmore made a motion to close the meeting at 1:25PM. Councilmember Simon seconded. Mayor Hager adjourned the meeting.

#### **Meeting Adjourned**

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Jim Hager, Mayor

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Emily Hooper, Town Clerk