

Council Meeting Minutes

May 25, 2018

Mayor Jim Hager called the meeting to order at 10:00AM. Council Members Keith Predmore, and Patrick O'Donovan were present for the meeting. Councilman Bob Wehr was available by telephone conference. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present.

The first order of business was the approval of the agenda. There were no necessary additions or changes necessary. Councilman Patrick O'Donovan made a motion to approve the agenda. Councilman Keith Predmore seconded. All others approved, the motion carried.

After review of the April 11, 2018 Council Meeting Minutes, there were no additions or changes necessary. Councilman Patrick O'Donovan made a motion to approve the Council Meeting Minutes. Councilman Keith Predmore seconded. All others approved, the motion carried.

After review of the May 7, 2018 Special Meeting Minutes, there were no additions or changes necessary. Councilman Patrick O'Donovan made a motion to approve the Special Meeting Minutes. Councilman Keith Predmore seconded. All others approved, the motion carried.

After review of the May 18, 2018 Special Meeting Minutes, there were no additions or changes necessary. Councilman Patrick O'Donovan made a motion to approve the Special Meeting Minutes. Councilman Keith Predmore seconded. All others approved, the motion carried.

Financial Report/Tax Report: Town Administrator Kim Matheson explained that the balance sheet presented displayed the balances as of April 30, 2018. The general operating balance is \$89,148.60 and water operating \$15,718.25. The tax revenue from Graham County for March is \$184.05. The general account balance does reflect this income. The remaining tax collections will be charged a 10% collection fee from Graham County.

Councilman Patrick O'Donovan made a motion to approve the financial report as presented. Councilman Keith Predmore seconded, all others approved. The motion carried.

Request for Public Comment:

Steve Poole: Mr. Poole asked for clarification concerning the financial information displayed. The budget, along with month end totals are displayed line by line each month with a brief explanation/overview from Town Administrator Kim Matheson. Poole ask why the starting balance did not change month to month in the General Operating Checking. Matheson explained that \$67,164.22 was the carry-over from last fiscal year and that amount did not change throughout the year. It simply shows that amount within the balance is from a carry over. Poole was unclear of the tax collection difference from current year to prior years. The prior year line item only reflects the taxes that are paid late and charged a higher collection rate by the County. It is not the amount that was collected in prior years as explained to Mr. Poole by the Town Administrator. The numbers presented are all collections which have occurred during the current physical year. Poole ask the total the Town had donated this year, and who the donations had been distributed to. Town Administrator Kim Matheson stated \$1,060.00 was the total donated and the break down was not identified on the budget but, GREAT, The Church Mouse and Stecoah Valley Center, were recipients that come to mind. The others will be identified and given to Mr. Poole at a later time. Poole also ask about legal fees and was provided an explanation that \$6,962.76 was the total paid through March. \$10,162.97 was the total in April, a difference of \$3,200.21 being paid in April. This was clarified to Mr. Poole.

Tina Emerson: Emerson recommended the budget and monthly financial presentation be displayed in a manner than portrayed an actual total rather than cumulative. Emerson argued that this would be more transparent for those interested. Emerson asked if she could request a breakdown from QuickBooks for a certain vendor (ex. Contract Mowing), Town Administrator Kim Matheson confirmed that she could print such reports upon request.

Old Business

#1 Delay Implementation of Zoning Regulations/Recommendations for ZBA Board: The Town is currently under a temporary restraining order and cannot implement the regulations. A court hearing is set for Wednesday May 30, 2018. If the restraining order is lifted a Zoning Board of Adjustments will be appointed and the regulations will be implemented at the June 8 Council Meeting.

#2 Review of Front Entrance: Mike Donnell, Landscape Architect and Lake Santeetlah Homeowner, completed a preliminary sketch for the front entrance for review. A copy of the drawing is available at Town Hall. The Council reviewed and plans to follow up with Mr. Donnell for more details.

#3 Approval of Town Hall Use Policy: The Town Hall Use Policy recommended by Attorney Ellen Davis has been reviewed by the Town Council. A copy of the policy was distributed to all those in attendance. Mayor Jim Hager asked that any recommendations be submitted to Town Hall prior to policy approval.

New Business

#1 Town Technician Maintenance Report: Town Technician Eric Hayes has been busy trimming trees and overhang in the roadway. Several loads of mulch was spread at Manierre Park this week. Bushes were planted at the benches by Jonathan Holder. The Town is getting ready for the seasonal residents to return. There are two dead pine trees on Nantahala Terrace that need removed. Lucas Hooper, from Snowbird Logging, came to place a bid but the trees must be removed by a bucket truck due to the location. Jack Gross mentioned an additional tree in a nearby location that needs removed as well. Town Technician Hayes will visit the area and receive a bid from Clean Cut Tree Service to remove the three trees with a bucket truck.

#2 Jose Rosado, 11 Nantahala Terrace, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Patrick O'Donovan made a motion to approve the land transfer from the Town of Lake Santeetlah to Jose Rosado as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

#3 Jose Rosado, 23 Nantahala Terrace, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Patrick O'Donovan made a motion to approve the land transfer from the Town of Lake Santeetlah to Jose Rosado as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

#4 Sue Ellen Bridgers, 182 Sequoyah Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: After review by the Council the survey and legal description were different therefore there was no action taken. Town Administrator Kim Matheson will contact Mack Tallant to review and make changes if necessary. This purchase will be placed back on the June agenda for approval.

#5 Judith G. Harper, 118 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Patrick O'Donovan made a motion to approve the land transfer from the Town of Lake Santeetlah to Judith G. Harper as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

#6 Karen Anderson Resignation/Recommendations for New Council Member: Councilwoman Karen Anderson sold her house at Lake Santeetlah and is no longer eligible to serve on the Council. Anderson submitted her letter

of resignation leaving a vacant seat on the Council. Anyone interested in serving on the Council to complete Anderson's term please notify Town Hall.

#7 Occupancy Tax Update: TDA President Diana Simons reported a balance of approximately \$100, but according to the calendars the rental homes are booked for the upcoming season and additional funds will be coming into the account. The TDA will hold a budget workshop on Saturday June 9, 2018 at 10:00 at Town Hall. The next regular scheduled meeting is July 11, 2018 at Town Hall. The TDA will work in conjunction with the TPOA (Thunderbird Property Owners Association) this year to plan activities and save most of the incoming funds for next year. The audit expense, liability coverage for board members and administration fees will be the main allocations for this budget year. This will allow an operating base to establish and provide an idea of the expected revenue to be received on a yearly basis from Occupancy Tax.

#8 Request for Speed Bump at Kenneth and Kiki Wright, 198 Cherokee Trail: Kenneth Wright requested a speed bump be installed near his home at 198 Cherokee Trail. Those present at the meeting agreed that traffic moves fast in that area. The Council was in favor and Town Technician Eric Hayes confirmed the Town had extra speed bumps. Hayes will install the speed bump within the next week.

#9 Renewal Contract for Tax Collection Services by Graham County: The Town of Lake Santeetlah has approached Graham County on numerous occasions concerning the tax collection rate. Graham County's collection percentage is typically above 95%. The rate for collection is 5% and 10% for all late payments. This figure totals around \$12,000 per year for collection. Mayor Hager spoke with County Commissioner Raymond Williams about addressing the rate with the other commissioners. According to Williams the topic was brought forth and a motion was made with no second, therefore the rate will remain the same. Hager stated that he planned to speak with Williams again concerning the matter. At this time Councilmember Keith Predmore made a motion to approve the contract renewal with the County. Councilmember Patrick O'Donovan seconded. All others approved. The motion carried.

#10 Contract for CPA Joseph Turchetti to complete audit for FY 2017-18: Joseph Turchetti has completed the audit for the Town of Lake Santeetlah for the last three years and is always helpful throughout the year with questions and concerns. The audit is \$12,000. Councilman Patrick O'Donovan made a motion to approve the audit contract for the 2017-18 fiscal year. Councilman Keith Predmore seconded. All others approved. The motion carried.

Announcements:

Mayor Jim Hager announced that the Budget Workshop would be held tomorrow May 26, 2018 at 10:00AM at Town Hall.

With no further business at this time Councilman Patrick O'Donovan made a motion to adjourn the meeting. Councilman Keith Predmore seconded, all others agreed. The motion carried. Mayor Jim Hager adjourned the meeting at 10:55AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk

