

Town of Lake Santeetlah

Workshop Session Minutes

March 10, 2020

Agenda:

Mayor Hager added: New Town Logo under Discussion #5. Councilmember Carlton asked to merge Old Business Item 2 & 3.

Minutes:

Mayor Hager asked the Council to review and be prepared to approve both of the minutes listed below at the Council Meeting.

February 11, 2020 Workshop Session Minutes

February 11, 2020 Council Meeting/Public Hearing Minutes

Financial/Tax report: Town Administrator Kim Matheson presented the financial report for February 2020.

General Operating Balance: \$105,482.51

Water Operating Balance: \$28,730.75

Tax collection for February: \$1,482.66

Matheson explained the balance sheet presented. The general fund account has \$29,512.87 more than this time last year. The next water billing will occur March 30th which will increase funds in the water account.

Budget preparation has started and will be posted on the website when a draft is ready.

Old Business:

- 1. Water System Repair and Upgrades/RFP for Well House Repairs:** Mayor Hager prepared a spreadsheet with final figures for water system repairs. Hager, Councilmember Predmore, and Town Technician Eric Hayes met with several contractors over the past few weeks to discuss the scope of work needed in different areas for water repair. The proposals presented are the lowest options for the Town. After all estimates were received the loan amount will need to be, \$164,000. The loan terms at this time for 10 years, 3.71 interest, with a payment of \$1634.00 monthly. This could change prior to receiving the loan. Sharon Edmundson, from the State Treasurers Office, has confirmed in writing that \$36,000 can be taken from the general fund reserves to pay for Well House repairs. Councilmember Carlton asked if this amount is removed from reserves in the case of a storm would the Town have sufficient operating funds. Town Administrator Matheson confirmed, yes. Carlton asked the Council to consider taking half of the \$36,000 from the reserves and the other half be absorbed by an increase in water rates. As Matheson prepares the upcoming budget Carlton asked that this be considered. All About Plumbing, one of the contractors listed, can begin work next week.

Matheson explained in order to follow guidelines from the LGC the process will be as follows:

March: Approve a resolution to approve financial terms

April: Public Hearing and Approve a Resolution authorizing approval of financing agreements.

May: Send Loan Application to LGC

June: Receive Loan and begin work

- 2. Draft Resolution to amend charter to change number of Council Members/Draft Resolution to stagger terms for Council members:** Councilmember Carlton reviewed the resolutions and explained the residents had shared their concern with changing the number of Council members from three to five and personally he felt this change should no longer be considered. Seemingly there will be five members interested or willing to serve.

If the Council approves the terms to be staggered a special election would occur in November 2020 to amend the charter and the change implemented in the November 2021 election. The two candidates with the highest votes would serve four year terms, the other three would serve two years. The Mayor would be appointed every two years. Jack Gross asked when and if changes occurred to the charter could the Council consider adding a deadline in which a Council vacancy must be filled. As of now the state statute is followed. An item will be added to the agenda to determine if the Council would like to add this to potential charter amendments.

- 3. Progress/Plan for Kudzu Removal:** Mayor Hager suggested that a plan be coordinated between the Town and homeowners which have kudzu on their property. Town Technician Hayes and Councilmember Simon will determine which properties are infected. The homeowners will be educated of Kudzu and its invasive potential. The Town will ask for commitment and explain the plan to co-op in removal. Town Staff will be working to determine who to contact for removal and treatment.

- 4. Vacancy on the TDA:** The TDA continues to work on filling the vacancy. The new member must be involved in the collection of tax in some manner. Simon has contacted a broker from Cherokee Realty but has not received a response at this time.

Jack Gross stated that two Councilmembers were currently serving on the TDA. Gross feels as though this is noncompliant. Gross also pointed out that approximately 84% of Town residents responded in the survey that they did not want to attract tourist to the Town. Gross asked the Council to consider allowing the County to take back the collection of tourism tax.

New Business:

- 1. Town Technician Maintenance Report:** Hayes reported there had been no major water leaks this month.

The Town owns property near 750 Thunderbird Trail, approximately two years ago Hayes installed 40ft of culvert pipe in this area. The homeowner at 750 Thunderbird Trail contacted Hayes concerning problems with the pipe. After visiting the site Hayes determined that the pipe had been damaged and was stopped up causing the issues. Hayes was able to use a steel rod to unstop the pipe and remove dirt in the area to repair the damage. Hayes purchased and installed a fitting to prevent this from re-occurring.

Hayes met with Scott Kamps to point out danger trees within the Town. There are several on private property and some close to the Town right of way. Hayes explained that two specific trees have roots growing underneath the roadway causing a bump in the asphalt. As this

continues the asphalt will split. Kamps is preparing a proposal for removal of the trees on town property.

Councilmember Carlton asked for an update of the danger trees marked by the Forrest Service. Mayor Hager stated that confirmation was needed from the Town attorney prior to removing trees from Forrest Service property. Mayor Hager asked Matheson to contact State DOT and ask if the state planned to remove the remainder of the tree that fell near the entrance to the Town.

2. **Scott Kamps/Danger Tree Removal:** Discussed above.
3. **Resolution Approving Financing Terms:** The resolution presented will have updated figures and will need to be approved at the Council meeting in order to move forward in the loan process.

Discussion:

1. **Plans for 2020 Block Party:** The Town has held a block party in July the last two years at Memorial Park. Mayor Hager suggested moving the party to May 23rd after the annual budget hearing. The weather would be better during this time. All agreed.
2. **Process to place items on agenda:** In order to keep the meetings to an appropriate time limit Council members should try to meet with contractors, vendors, other outside sources and bring a report back to the Council. When a speaker is necessary he/she should be invited to attend the Workshop Session.
3. **Status Report on Santeetlah Lakeside Zoning Certificate:** Attorney Justus will likely have a response from the Public Hearing.
4. **Construction Town-wide without a permit:** Councilmember Carlton explained that the Town needs to identify all areas of current construction and confirm that requirements and standards are being met. Carlton is uncertain that the building application process should no longer be followed and doesn't recall the Town making that decision formally. Town Administrator Matheson explained that Attorney Justus advised the Town to no longer use the building application or collect an application fee. The Town can collect an administrative fee and issue a Zoning Certificate of Compliance. Carlton would like for the Town attorney to assist with an official process to make sure that all construction is in compliance with Town codes.

Jack Gross pointed out that currently the Town Council is the acting Zoning Board of Adjustments and now that action has been taken by that board, they are required to hold monthly advertised meetings according to the Statute. Town Administrator Matheson will ask Attorney Justus to confirm.

5. **Updating Town Logo:** A Lake Santeetlah Town resident owns a design company and offered to compose updated options for the Town Letterhead. Three options were sent and presented along with the current logo used. Mayor Hager added this item to determine if the Town Council was interested in updating the logo. The Council did not feel as though the updates presented were more effective than the current.

Announcements:

- The next Council Meeting will be March 12, 2020 at 10:00AM at Town Hall.
- The Planning Board will hold a Public Hearing to review the draft Comprehensive Plan and Survey Results March 12, 2020 at 11:00AM.