Town of Montreat
Board of Commissioners
Meeting Agenda
January 8, 2015 – 7:00 p.m.
Walkup Building

I. Call to Order

- Pledge of Allegiance
- Invocation

II. Agenda Adoption

III. Presentations to Council

A. Metropolitan Sewerage District Board Update

B. Town Hall Project Exterior Design and Plan Review Presentation

C. 2015-2020 Capital Improvements Plan Overview

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- December 4, 2014 Agenda Meeting
- December 11, 2014 Town Council Meeting
- December 16, 2014 Special Meeting

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VI. Town Administrator's Communications

- Consent Agenda Review
- Texas Road Bridge Replacement Project Update
- Town Hall Project Update
- Well A02 Replacement Project Update
- Upper Kentucky Road Paving and Utility Assessment Projects Update
- Greybeard Trail Annexation Status Update
- Comprehensive Plan Update
- Board of Elections Voter Address Correction Request Update
- Town Administrator's Annual Performance Evaluation
- 2015 Annual Board Retreat
- Other Topics

VII. Administrative Reports

A. Police Chief *(Report Pending)*
B. Public Works Director
C. Finance Officer
D. Building Inspector/Code Administrator *(Report Pending)*

VIII. Commissioner Reports

A. Mayor Pro Tem Standaert
B. Commissioner Campbell
C. Commissioner Helms
D. Commissioner McCaskill
E. Commissioner Vinson

IX. Public Comment

X. Old Business

XI. New Business

A. Town Hall Project Financing Resolution
- **Suggested Motion:** To adopt Resolution #15-01-01 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Caroline General Statute §160A-20 for the Town Hall Project

B. Upper Kentucky Phase I Water & Sewer Assessments Financing Resolution
- **Suggested Motion:** To adopt Resolution #15-01-02 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Caroline General Statute §160A-20 for the Upper Kentucky Phase I Water & Sewer Assessment Projects.

C. Public Agenda Item Request - Mr. Gordon Neville

XII. Public Comment

XIII. Meeting Dates

January Planning & Zoning Commission Meeting:	January 15, 2015, 7:00 p.m. Walkup Building
Town Services Office Closed:	January 19, 2015 Martin Luther King, Jr. Holiday

Rescheduled Household Garbage and Recycling Collection Date:	Tuesday, January 20, 2015 **Collection will begin at 8:00 a.m.**
Agenda Items Due:	January 30, 2015, 5:00 p.m. Town Services Office
Agenda Packets Available:	February 3, 2015 http://www.townofmontreat.org/TownGovernment.php or Town Services Office
February Montreat Landcare Committee Meeting:	February 4, 2015, 9:00 a.m. Location TBA
February Agenda Meeting:	February 5, 2015, 7:00 p.m. Walkup Building
February Town Council Meeting:	February 12, 2015, 7:00 p.m. Walkup Building

XIV. Closed Session

- **Suggested Motion:** To enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant.

XV. Adjournment

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: January 8, 2015

SUBJECT: 2015-2020 Capital Improvements Plan Presentation

AGENDA INFORMATION:

Agenda Location: Presentations to Council
Item Number: C
Department: Administration
Contact: Ron Nalley
Presenter: Ron Nalley

BRIEF SUMMARY: The Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. Generally speaking, an item is included in the Town's CIP if it has a life expectancy of greater than one year and a value of greater than $5,000. The CIP process began with the distribution of the worksheets to department heads and will end in March or April with the adoption of the final plan.

RECOMMENDED MOTION AND REQUESTED ACTIONS: None

FUNDING SOURCE: None

ATTACHMENTS: Presentation Handout

STAFF COMMENTS AND RECOMMENDATIONS: As you can see from the handout, the purpose of the CIP presentation is to describe the following: what is a capital improvement program; what is included in a CIP; and a description of the process for Board members or our residents to request an item be included in the CIP. The first draft of the CIP will be completed by late January and I will distribute a draft for your consideration at your meeting in February. Over the next month, the Board and residents will be asked to determine if there are any projects that you or they feel need to be added, modified or even deleted from the plan. Following a public hearing in March and any additional modifications, the Board can then adopt the plan.

Town of Montreat
Capital Improvement Program
Fiscal Years 2015 - 2020

What is a Capital Improvement Program?

A flexible financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. It forecasts not only expenditures but identifies potential funding sources.

What items are included in a CIP?

Items that have a life expectancy of greater than one year and a value of greater than $5,000.

Capital Improvement Program

How do you prioritize CIP projects?

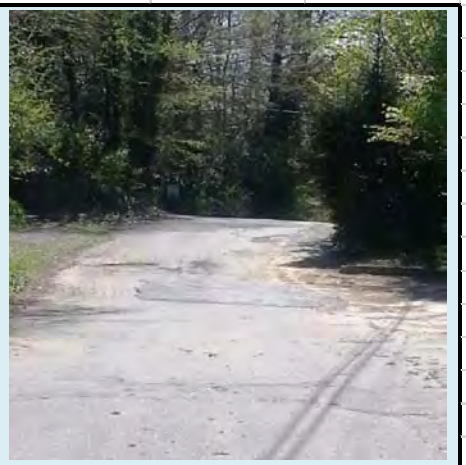
1. Addresses a health or safety issue;
2. Is mandated by some federal or state agency;
3. Is the replacement of an existing item;
4. Is an expansion item.

Town of Montreat
Capital Improvement Plan - Project Summary Form

Project Title:	Local Street Paving
Department:	Streets
Acct. Number:	10-00-5600-730
Departmental Priority:	1
Organizational Priority:	1

Purpose:	Health, Safety and Welfare	☐	Mandate	☐	Renovation/Replacement	☑	Expansion	☐

Description: This project sets aside an annual appropriation to maintain local streets within the Town. Funding on an annual basis should provide for routine resurfacing, maintenance needs and replacement or upgrade of the storm drainage system. Budget figures for 2014-2015 include Texas Road. Figures for 2015-2016 include Appalahcian (S. C. to top) for $190,000 and Westminister ($155,000). Figures for 2016-2017 include Louisiana from Virginia to Harmony ($150,000) and on Virginia from Mississippi to Louisiana ($135,000). Figures for 2017-2018 includes Upper Kentucky ($190,000) and Oklahoma ($150,000). Figures for 2018-2019 includes Eastminster ($150,000), Maryland ($100,000) and a portion of Shenandoah ($100,000). Figures for future years include Arkansas ($150,000) and John Knox ($190,000).



Justification: In past years, little money has been spent on street repair, storm drainage or resurfacing. That lack of funding is beginning to show. Streets are breaking down sooner and are beginning to crack and become riddled with potholes. This project provides for a more systematic approach to repaving local streets. Streets are indexed on a scale of 1 (poor) to 5 (good), prioritized and presented to the Board for their consideration during their annual retreat.

Project Status:	Unfunded	☑	Partially Funded	☐	Funded	☐

		Unappropriated Subsequent Years						
Total Appropriations To Date	**Budget Year 1 2014 - 2015**	**Year 2 2015 - 2016**	**Year 3 2016 - 2017**	**Year 4 2017 - 2018**	**Year 5 2018 - 2019**	**Future Years**	**Total Requested Funds**	**Total Project Cost**
	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000	$ 2,021,000

Milestones:	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019
	Recommended Time Schedule						
Planning/Preliminary Design	☐	☐	☑	☑	☑	☑	☑
Engineering/Arch. Services	☐	☐	☑	☑	☑	☑	☑
Land/ROW/Acquisition	☐	☐	☐	☐	☐	☐	☐
Award of Contract	☐	☐	☐	☐	☐	☐	☐
Construction/Purchase	☐	☐	☑	☑	☑	☑	☑

Operating Budget Impact	
2014 - 2015	
2015 - 2016	
2016 - 2017	
2017 - 2018	
2018 - 2019	
Future Years	

Operating Budget Impact:						
	Salaries/Benefits	☐	Utilities	☐	Departmental Expenses	☐
	Professional Services	☐	Maintenance/Repair	☐	Capital Outlay	☐

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2014 - 2015	Budget 2015 - 2016	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Future Years	Project Total
Planning/Design/Engineering	$ 18,000		$ 18,000	$ 35,000	$ 29,000	$ 34,000	$ 35,000	$ 34,000	$ 185,000
Land/ROW Acquisition									$ -
Construction	$ 176,000		$ 176,000	$ 345,000	$ 285,000	$ 340,000	$ 350,000	$ 340,000	$ 1,836,000
Equipment									$ -
Hardware/Software									$ -
Total Project Costs:	$ 194,000	$ -	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000
Total Operating Budget Costs:			$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Project Estimated Costs:	$ 194,000	$ -	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000

Source of Funds:		Percentage	Budget 2014 - 2015	Budget 2015 - 2016	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Future Years	Project Total
Current Revenue	☑	100.00%	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000
Bonds	☐								$ -
Assessment	☐								$ -
Lease/Purchase	☐								$ -
Grant	☐								$ -
Other: _____	☐								$ -
Total Funding:		100.00%	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000

5600/5700 - STREET/POWELL BILL
SUMMARY

The Street Department of the Town of Montreat provides street services and upgrades to the residents of Montreat. The Street Department is responsible for storm water management, road repair and resurfacing, mowing and right-of-way maintenance.

PROJECT DESCRIPTION	PRIORITY CODE	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FUTURE	TOTAL
Local Street Paving	1	$ 194,000	$ 380,000	$ 314,000	$ 374,000	$ 385,000	$ 374,000	$ 2,021,000
Bridge Replacement	2	$ 1,061,900	$ -	$ -	$ -	$ -	$ -	$ 1,061,900
New Road Paving	7	$ 74,000	$ 37,000	$ 40,000	$ 74,000	$ 87,000	$ 200,000	$ 512,000
Truck Replacement (96)	B	$ -	$ 45,000	$ -	$ -	$ -	$ -	$ 45,000
Leaf/Bucket Truck	C	$ -	$ 16,500	$ 16,500	$ 16,500	$ 16,500	$ 16,500	$ 82,500
Chipper	B	$ -	$ -	$ 38,000	$ -	$ -	$ -	$ 38,000
Truck Replacement (04)	B	$ -	$ -	$ -	$ 45,000	$ -	$ -	$ 45,000
TOTALS		$ 1,329,900	$ 478,500	$ 408,500	$ 509,500	$ 488,500	$ 590,500	$ 3,805,400
Expenditure Classifications								
Planning/Design/Engineering		$ 189,900	$ 40,000	$ 34,000	$ 44,000	$ 47,000	$ 34,000	$ 388,900
Land		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction		$ 1,140,000	$ 377,000	$ 320,000	$ 404,000	$ 425,000	$ 540,000	$ 3,206,000
Equipment		$ -	$ 61,500	$ 54,500	$ 61,500	$ 16,500	$ 16,500	$ 210,500
Hardware/Software		$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS		$ 1,329,900	$ 478,500	$ 408,500	$ 509,500	$ 488,500	$ 590,500	$ 3,805,400
Revenue Classifications								
Operating Revenues - General		$ 480,400	$ 462,000	$ 392,000	$ 493,000	$ 472,000	$ 574,000	$ 2,873,400
Operating Funds - Powell Bill		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Debt/Financing		$ -	$ 16,500	$ 16,500	$ 16,500	$ 16,500	$ 16,500	$ 82,500
Grant		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other		$ 849,500	$ -	$ -	$ -	$ -	$ -	$ 849,500
TOTALS		$ 1,329,900	$ 478,500	$ 408,500	$ 509,500	$ 488,500	$ 590,500	$ 3,805,400

GENERAL FUND EXPENDITURES
SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FUTURE	TOTAL
4100 Governing Board								
Sub-Total: Governing Board		**0**	**0**	**0**	**0**	**0**	**0**	**0**
4200 Administration								
Copier Replacement	5	10,000	0	0	0	0	0	10,000
Computer Software Update	B	0	0	0	30,000	0	0	30,000
Sub-Total: Administration		**10,000**	**0**	**0**	**30,000**	**0**	**0**	**40,000**
5000 Public Buildings								
Town Hall Replacement	3	132,200	104,350	104,350	104,350	104,350	1,617,400	2,167,000
Public Works Facility	B	0	56,050	32,100	32,100	32,100	529,650	682,000
Pavement of Compactor Area	8	30,000	0	0	0	0	0	30,000
Sub-Total: Public Buildings		**162,200**	**160,400**	**136,450**	**136,450**	**136,450**	**2,147,050**	**2,879,000**
5100 Police								
Police Vehicle Replacement	4	34,000	0	36,000	0	36,000	0	106,000
Radio Replacement	A&B	0	0	35,000	0	0	0	35,000
Radar Replacement	B	0	0	5,500	0	0	0	5,500
Sub-Total: Police		**34,000**	**0**	**76,500**	**0**	**36,000**	**0**	**146,500**
5400 Planning & Zoning								
UDO/Form Based Code Devp.	6	35,000	15,000	0	0	0	0	50,000
Wayfinding Signage Plan	9	20,000	30,000	39,000	35,000	12,000	0	136,000
GPS/GIS Integration	C	0	35,000	0	0	0	0	35,000
Ordinance Recodification	B	0	0	15,000	0	0	0	15,000
Sub-Total: Planning & Zoning		**55,000**	**80,000**	**54,000**	**35,000**	**12,000**	**0**	**236,000**
5600 Streets								
5700 Powell Bill								
Local Street Paving	1	194,000	380,000	314,000	374,000	385,000	374,000	2,021,000
Bridge Replacement	2	1,061,900	0	0	0	0	0	1,061,900
New Road Paving	7	74,000	37,000	40,000	74,000	87,000	200,000	512,000
Truck Replacement (96)	B	0	45,000	0	0	0	0	45,000

GENERAL FUND EXPENDITURES
SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FUTURE	TOTAL
Leaf/Bucket Truck	C	0	16,500	16,500	16,500	16,500	16,500	82,500
Chipper	B	0	0	38,000	0	0	0	38,000
Truck Replacement (04)	B	0	0	0	45,000	0	0	45,000
Sub-Total: Streets/Powell Bill		**1,329,900**	**478,500**	**408,500**	**509,500**	**488,500**	**590,500**	**3,805,400**
5800 Sanitation								
Sanitation Trk. Replacement	B	0	75,000	0	0	0	0	75,000
Sub-Total: Sanitation		**0**	**75,000**	**0**	**0**	**0**	**0**	**75,000**
6190 Conservation/Recreation								
Native Plant Garden	10	10,000	0	0	0	0	0	10,000
Sidewalks/Greenways Devp.	C	0	25,000	0	0	75,000	0	100,000
Gateway Plan	C	0	55,000	55,000	0	0	0	110,000
Sub-Total: Recreation		**10,000**	**80,000**	**55,000**	**0**	**75,000**	**0**	**220,000**
GENERAL FUND TOTALS		**1,601,100**	**873,900**	**730,450**	**710,950**	**747,950**	**2,737,550**	**7,401,900**
Expenditure Classifications								
Planning/Design/Engineering		324,900	95,000	49,000	44,000	47,000	34,000	593,900
Land		0	0	0	0	0	0	0
Construction		1,232,200	607,400	550,450	575,450	648,450	2,687,050	6,301,000
Equipment		44,000	136,500	131,000	61,500	52,500	16,500	442,000
Hardware/Software		0	35,000	0	30,000	0	0	65,000
TOTAL		**1,601,100**	**873,900**	**730,450**	**710,950**	**747,950**	**2,737,550**	**7,401,900**
Revenue Classifications								
Operating Revenues-General		699,400	737,000	557,500	558,000	595,000	574,000	3,720,900
Operating Revenues-Powell Bill		0	0	0	0	0	0	0
Debt/Financing		52,200	136,900	152,950	152,950	152,950	2,163,550	2,811,500
Grant		0	0	20,000	0	0	0	20,000
Other		849,500	0	0	0	0	0	849,500
TOTAL		**1,601,100**	**873,900**	**730,450**	**710,950**	**747,950**	**2,737,550**	**7,401,900**

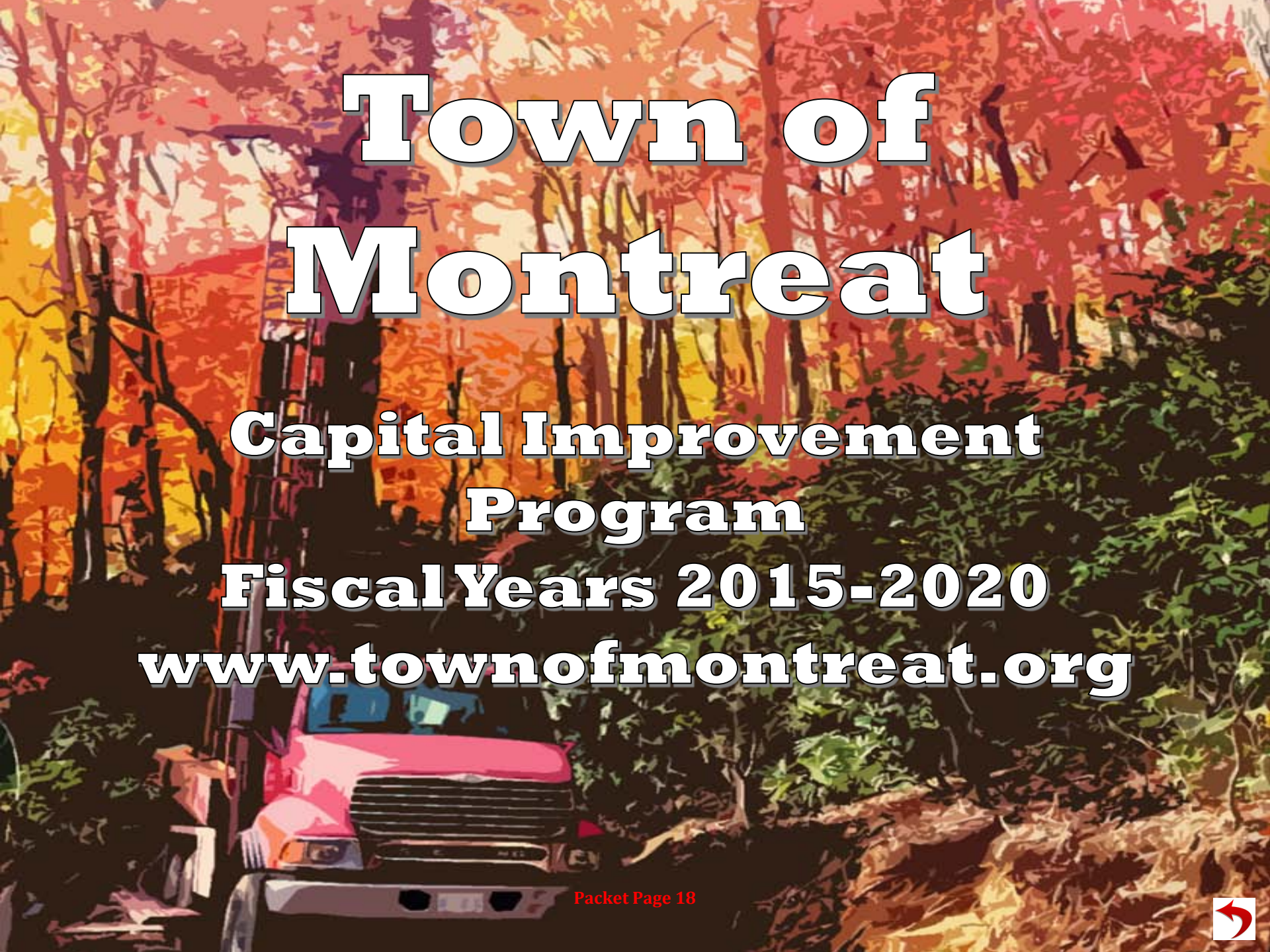
GENERAL FUND REVENUES
SUMMARY

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FUTURE	TOTAL
REVENUE SOURCES							
Ad Valorem Taxes	1,006,500	1,016,600	1,026,800	1,037,100	1,047,500	1,058,000	6,192,500
Other Taxes	354,900	365,100	375,600	386,400	396,500	408,000	2,286,500
Unrestricted Intergovernmental	59,000	59,000	59,000	59,000	59,000	59,000	354,000
Restricted Intergovernmental	40,500	41,500	42,500	43,500	44,500	45,500	258,000
Permits and Fees	93,500	94,000	94,500	95,000	95,500	96,000	568,500
Sales and Services	13,000	13,000	13,000	13,000	13,000	13,000	78,000
Investment Earnings/Miscellaneous	5,500	6,000	6,000	6,500	6,500	7,000	37,500
TOTALS	**1,572,900**	**1,595,200**	**1,617,400**	**1,640,500**	**1,662,500**	**1,686,500**	**9,775,000**
HISTORICAL DATA							
Average % Capital vs. Revenue	45%	45%	45%	45%	45%	45%	45%
Capital Funding Based on Average %	707,805	717,840	727,830	738,225	748,125	758,925	4,398,750
DEBT SERVICE							
Existing	0	0	0	0	0	0	0
Proposed	52,200	136,900	152,950	152,950	152,950	2,163,550	2,811,500
Other	849,500	0	0	0	0	0	849,500
REVENUE CLASSIFICATIONS							
Operating Revenues - General	699,400	737,000	557,500	558,000	595,000	574,000	3,720,900
Operating Funds - Powell Bill	0	0	0	0	0	0	0
Debt/Financing	52,200	136,900	152,950	152,950	152,950	2,163,550	2,811,500
Grant	0	0	20,000	0	0	0	20,000
Other	849,500	0	0	0	0	0	849,500
TOTAL	**1,601,100**	**873,900**	**730,450**	**710,950**	**747,950**	**2,737,550**	**7,401,900**
EXPENDITURE CLASSIFICATIONS							
Planning/Design/Engineering	324,900	95,000	49,000	44,000	47,000	34,000	593,900
Land	0	0	0	0	0	0	0
Construction	1,232,200	607,400	550,450	575,450	648,450	2,687,050	6,301,000
Equipment	44,000	136,500	131,000	61,500	52,500	16,500	442,000
Hardware/Software	0	35,000	0	30,000	0	0	65,000
TOTAL	**1,601,100**	**873,900**	**730,450**	**710,950**	**747,950**	**2,737,550**	**7,401,900**

Next Steps:

- Review Projects and Establish Priorities
- Consider Revenue/Expenditure Impacts
- Draft CIP Presented in February
- CIP Public Hearing Held in March
- Adopt CIP in March or April

We encourage your input and value your opinions.
Questions?


Town of
Montreat
Capital Improvement
Program
Fiscal Years 2015-2020
www.townofmontreat.org

Town of Montreat
Board of Commissioners
Agenda Meeting
December 4, 2014
Walkup Building

Board members present:	Mayor Letta Jean Taylor Mayor Pro Tem Mary Standaert Commissioner Martha Campbell Commissioner Tim Helms Commissioner Jack McCaskill Commissioner Ann Vinson
Town staff present:	Ron Nalley, Town Administrator Misty R. Gedlinske, Town Clerk Steve Freeman, Public Works Director Barry Creasman, Senior Water Operator Jack Staggs, Chief of Police Justyn Whitson, Police Officer

Approximately 25 members of the public were also present. Mayor Taylor called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and gave the invocation.

Agenda Approval

Commissioner Campbell moved to adopt the proposed meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Presentation to Council

Town Hall Project Design Status Update: Architectural Design Studios staff will present preliminary construction drawings for the new Town Hall facility and give an update on the project's status at next week's meeting.

Mayor's Communications

Mayor Taylor explained that the purpose of the Board's Agenda Meetings was to review the proposed agenda items, ask questions of Town staff, and gather any additional information needed prior to taking official action during next week's Town Council Meeting.

Consent Agenda Review

The proposed Consent Agenda included the following items:

- October 9, 2014 Town Council Meeting Adoption;

DRAFT

- October 10, 2014 Special Meeting Minutes Adoption;
- November 6, 2014 Agenda Meeting Minutes Adoption;
- November 13, 2014 Town Council Meeting Minutes Adoption;
- 2015 Board of Commissioners Annual Meeting Calendar Adoption;
- 2015-2016 Capital Improvement Plan (CIP) and Budget Preparation Calendar Adoption.

Mayor Pro Tem Standaert requested further review of the audio recording from the November 13, 2014 Town Council Meeting minutes to determine whether Mr. Erskine Clarke's public comments included a reference to the location of Seabrook Island, SC's Town Hall.

Mr. Nalley noted that the Board's proposed 2015 Annual Meeting Calendar did not include Agenda Meeting dates in January and April due to conflicts with holiday observances. He also reviewed several key dates listed on the proposed 2015-2020 CIP and Budget Preparation calendar. A preliminary presentation for the 2015 – 2020 CIP is scheduled for January 8, with the final document available for adoption following a public hearing on March 12. A public hearing for the proposed 2015-2016 Annual Budget will be held on May 14, with adoption of the final document scheduled for June 25.

Town Administrator's Communications

- KCI Associates continues to work on a written agreement with the North Carolina State Historic Preservation Office and Federal Highway Administration that will allow the new Texas Road bridge structure to be similar in appearance to other bridges in Montreat. Staff expects this agreement to be ready for Board approval at the January Town Council Meeting.
- Architectural Design Studios staff will present draft Town Hall design plans and preliminary construction drawings at next week's Town Council Meeting. Formal approval of the final plans is expected in January. Mayor Pro Tem Standaert requested information on potential energy saving measures, audio/visual capabilities in the Council Chambers and other meeting rooms, and options for flexible spaces that could be used as offices for interns and community volunteers.
- No water was found after drilling to a depth of over 800 feet for the Well A02 replacement project on Greybeard Trail. After contacting representatives from Federal Emergency Management Agency (FEMA) and the North Carolina Department of Environment and Natural Resources' local office, staff has decided to insert an inspection camera in the existing well to evaluate its condition. Depending on the results of this investigation, it may be necessary to attempt to drill the new well in another site near the location of the existing well. The additional expenses for this work will be paid through reimbursement grants from FEMA and the North Carolina Department of Emergency Management.

DRAFT

- Clearing and site preparation for the Upper Kentucky Road Phase 1 Residential Utility Extension project is now complete, and water line installation is underway. The paving assessment projects in this area will take place next spring.
- There is no new information to report at this time concerning the Town's efforts to correct township name and ZIP Code inaccuracies in the Buncombe County Board of Elections' voter registration database for Montreat.

Administrative Reports

Chief Staggs reported on two stray dogs that attacked a small deer on North Carolina Terrace. The dogs are believed to be from outside Montreat, and are not wearing the type of collars usually worn by bear hunting dogs. The dogs are still at large, and have also been seen on West Virginia Terrace and Big Piney Trail. The public is asked to exercise additional caution in these areas, and to immediately report any sightings of these animals.

The Board will hear monthly departmental activity reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting.

Commissioner Reports

Mayor Pro Tem Standaert referred to public comments made during last month's Town Council meeting and recent letters to the editor of the *Black Mountain News* regarding the location of the Town Halls in Kiawah Island and Seabrook Island, SC. She said that public officials in both municipalities had confirmed that each Town Hall was located within the corporate limits, but outside the gates of private communities within each town. She stated that Kiawah Island had purchased a tract of land contiguous to its current town limits for a new Town Hall facility, but planned to annex the land and rezone it prior to starting construction. Mayor Pro Tem Standaert compared the circumstances of Kiawah Island's land purchase for a new Town Hall facility to the Town of Montreat's consideration of the Horton property, stating that both tracts of land were contiguous to each town's current municipal limits, and that annexation would have been completed prior to construction. She noted that although Montreat and Kiawah Island both contained a large number of rental properties and seasonal homes, Kiawah Island did not levy municipal property taxes due to the availability of revenues through hotel occupancy taxes and commercial privilege license fees.

Commissioner Campbell provided copies of handouts with information from the National Wildlife Foundation on registering residential properties as Certified Backyard Wildlife Habitats.

The Board will hear any other reports from individual Commissioners during next week's Town Council Meeting.

DRAFT

Public Comment

Mr. Tom Frist of 98 Frist Road said that on the morning following the November 13 Town Council meeting, he had submitted a written list of nine proposals to the Town Clerk for inclusion in the December Town Council Meeting agenda packet. He believed that these proposals represented a viable, cost-efficient alternative to the current Town Hall plans on Florida Terrace that would also restore peace and heal community relationships. He asked the Board to allow him to present these items for consideration and discussion at next week's meeting, and said he felt his proposals represented a final opportunity for an acceptable compromise that would prevent a great number of unwanted consequences.

Mr. Bob Cunningham of 162 Virginia Road thanked Mayor Pro Standaert for her clarifications concerning the location of Kiawah Island and Seabrook Island's Town Halls, and admitted that his own comments regarding that issue had not been based on information from primary sources. He felt that the community division over the Town Hall issue had not diminished over the past seven months, and predicted there would be substantial monetary expenses and emotional burdens if the court system becomes involved in this matter. He encouraged the Board to consider Mr. Frist's proposals as a starting point toward achieving community consensus.

Mr. Gordon Neville of 226 Alabama Terrace thanked Mayor Taylor and Board members for their efforts. He supported consideration of Mr. Frist's alternative proposals instead of moving forward with the current Town hall plans on Florida Terrace as a means of setting aside fixed opinions and seeking a compromise that would resolve divisions among members of the community. He also believed that re-selling the Florida Terrace lots would recoup their purchase price and generate a considerable amount of future ad valorem tax revenues if these lots were developed as separate residential home sites.

Old Business

There were no items of Old Business to discuss at this time.

New Business

A. Public Agenda Item Requests: The Board received two requests for agenda item consideration from members of the public. Mr. Tom Frist submitted the following list of nine items concerning the location and design of the new Town Hall facility:

1. Detach the Police Department from the Town Hall offices and build a much more modest, scaled down, but beautiful and useful Town Hall at the Gate or at Pratt Park where it would also serve as a welcome center for the Town, the College, the Mountain Retreat Association (MRA), and the Presbyterian Heritage Center.

DRAFT

2. Place the Police Department together with the Town transportation and maintenance services in a renovated or new building where the Town Hall is now and on the property behind it.
3. Move the trash compactor to the parking area on the other side of the street.
4. Negotiate with the MRA the donation or purchase of the present Town Hall site including the land behind it, but not including the MRA maintenance services. Do the same with Pratt Park if that is where it is decided to build the new Town Hall.
5. Negotiate with State authorities the annexing of the MRA and Town land located in Buncombe County but not in Black Mountain.
6. Sell the Florida Terrace property and use the money to help finance the buildings of the Town Hall and of the combined service center outside the gate.
7. Rent a portable building or other temporary office space for employees while the renovation and construction of the new Town services building is taking place.
8. Direct the Town architects to rethink their building designs so that they can be adapted for these sites and suggestions.
9. Involve the stakeholders of Montreat in the decision-making process about these proposals.

Commissioner Helms moved to place Mr. Frist's proposals for consideration and discussion on next week's Town Council Meeting agenda. Commissioner Campbell seconded. During discussion, Commissioner Helms said he would like to have an opportunity for the Board to consider Mr. Frist's suggestion to separate the Police Department from the other administrative offices and build a smaller Town Hall facility on the Pratt Park site. He also stated his intention at next week's meeting to move for postponement of the work on Florida Terrace to allow time for architectural and engineering review of Pratt Park as a compromise Town Hall site. Commissioner McCaskill disagreed, stating that the Board had already considered and rejected Pratt Park as a potential Town Hall site. He also felt that the Town had a responsibility to uphold the terms of the Greenspace Agreement, as well as to ensure that lands donated for use as dedicated public park spaces continue to be preserved for that purpose. Mayor Pro Tem Standaert said that although she could support discussion of Mr. Frist's proposals as submitted, she was not in favor of Commissioner Helms' proposed motion to postpone work on the Florida Terrace site. After further discussion, the motion to place Mr. Frist's proposals for consideration and discussion on next week's Town Council Meeting agenda carried 3/2, with Mayor Pro Tem Standaert and Commissioner McCaskill voting in opposition.

Mr. Michael Sonnenberg has also submitted a request that the Board consider videotaping its meetings and posting the footage to the Town's website. Commissioner Campbell felt that this matter should be referred to Town staff to determine the cost of any necessary equipment

DRAFT

purchases, and to provide any other related information. Mr. Nalley noted that there were no funds allocated for this purpose in the current year's Budget. Commissioner Campbell then moved to refer Mr. Sonnenberg's request to Town staff for further research. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Public Comment

Mr. Tom Frist thanked the Board for their majority vote to allow consideration of his Town Hall proposals.

Mr. Mike Sonnenberg of 125 Virginia Road said that the cost and staff time required to videotape Town meetings and post the footage to the Town's website would be minimal.

Upcoming Meeting Dates

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

Town Services Office Closed:	December 24-25, 2014 Christmas Holidays
Agenda Items Due:	December 26, 2014, 5:00 p.m. Town Services Office
Agenda Packets Available:	December 30, 2014 http://www.townofmontreat.org/TownGovernment.php or Town Services Office
Town Services Office Closed:	January 1, 2015 New Year's Day Holiday
January Agenda Meeting:	**Cancelled**
January Montreat Landcare Committee Meeting:	January 7, 2015, 9:00 a.m. Moore Center Meeting Room
January Town Council Meeting:	January 8, 2015, 7:00 p.m. Walkup Building
January Planning & Zoning Commission Meeting:	January 15, 2015, 7:00 p.m. Walkup Building

DRAFT

Town Services Office Closed:	January 19, 2015 Martin Luther King, Jr. Holiday
Rescheduled Household Garbage and Recycling Collection Date:	Tuesday, January 20, 2015 **Collection will begin at 8:00 a.m.**
Agenda Items Due:	January 30, 2015, 5:00 p.m. Town Services Office

Adjournment

There being no further items of business to discuss, Commissioner Campbell moved to adjourn the Agenda Meeting. Commissioner Vinson seconded. The motion carried 5/0 and the meeting was adjourned at 7:39 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

DRAFT

Town of Montreat
Board of Commissioners
Town Council Meeting
December 11, 2014
Walkup Building

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
David Arrant, Master Police Officer
Justyn Whitson, Police Officer
Stefan Stackhouse, Finance Officer
David Currie, Building Inspector/Code Administrator

Approximately 75 members of the public were also present. Mayor Taylor called the meeting to order at 7:02 p.m., led the group in reciting the Pledge of Allegiance, and gave the invocation.

Agenda Approval

Commissioner Campbell moved to adopt the proposed meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Presentation to Council

Town Hall Project Design Status Update: Architectural Design Studios (ADS) representatives Mike Cox and Amy Dowty gave a brief status report on design development and construction document preparation for the new Town Hall facility. ADS staff is currently working on producing building and wall sections, details for the foundation and framing systems, site features, plumbing and HVAC systems and equipment, lighting, interior sound proofing options, permanent and emergency power, communications, and fire alarm systems. The systems recommended for incorporation into the building's final design are intended to improve sustainability while reducing operation and maintenance costs.

The final soil analysis report and geothermal testing results are still pending. If conditions are favorable, the test well will become part of the permanent geothermal HVAC system array. An LED lighting system with occupancy sensors is proposed, along with low-consumption toilets and faucets, a gearless traction elevator, and aluminum clad windows with insulated glass panels. Landscaping plans will include only native plant species that will require no supplemental irrigation.

DRAFT

Ms. Dowty then reviewed the integrated audio/visual equipment, data and telephone systems, security system, and access controls proposed for the new facility. Podiums and flat-screen monitors are recommended in the Council chambers to replace the need for separate projector screens. The Commissioners' tables can be equipped with either flat panel monitors or iPad easels that will allow full viewing of presented materials without obstructing their view of the audience. The Council chamber will be designed to maximize its acoustical properties, which will also be supplemented with a PA system amplifier and microphone jacks. Electrical conduit will be installed for A/V recording equipment, which can either be included in the building's construction, or added on in the future. All A/V equipment needed to bring the police department interview room up to current operational standards is also included.

Voice and data outlets are included in all offices and meeting rooms, at locations designated for copy machines and printers, and as required for the HVAC automation system and elevator inspection and testing. All outlets will be wired with Cat6 cable to a patch panel in the upstairs IT Room, and conduit will be provided for telephone and network systems providers to connect their service wiring from the outside utility pole to the IT Room. Programmable keyless entry systems are planned for the building's doors, which allows users to be added or deleted through a web-based monitoring system without the need to change out traditional keyed lock cores. Conduit will also be provided for an alarm system for the Police Department, as well as security cameras at the rear and sides of the building.

In lieu of a sprinkler system, which building code does not require for the facility, ADS staff have identified the various wall, floor and roof assemblies needed to provide the required level of fireproofing between floors, at the stairwell, and from outside to inside. The fire alarm system includes pull stations at building exits, central control station, and smoke and heat detectors throughout the building, including in the ductwork. An emergency generator system is proposed to provide building-wide lighting and electrical back-up during short-term power interruptions, or to power only the first floor HVAC system during long-term outages.

The Council chamber is also designed as a flexible meeting or event space with seating for 40 to 50 people, and can also serve as an emergency command center. The adjacent Conference Room accommodates smaller meetings and provides serving space for refreshments through a pass-through counter. The upstairs Reception Station, Conference Room and Workroom are designed and sized to accommodate additional employees, if necessary. With the shower and emergency generator, it will be possible to use the facility as an emergency shelter.

Bid documents for this project will include essential "base bid" items, as well as a listing of bid alternates priced separately that the Board may choose to incorporate based on budget and preference.

DRAFT

During discussion, Ms. Dowty confirmed that a geothermal heating and air conditioning system would operate more quietly than standard HVAC units. Mayor Pro Tem Standaert asked about the maximum capacity of the Council chambers, and what additional accommodations may be possible for overflow crowds. Ms. Dowty estimated the room's standing room only capacity at approximately 100 people, and said it would possible to extend audio/visual feeds to the conference rooms and reception area to allow large crowds to see and hear the proceedings in the Council chamber.

More fully developed building plans will be presented at the January Town Council meeting, along with sample images of suggested exterior finishes and windows. Mr. Cox stated that the building's floor plan and general appearance had remained unchanged from the conceptual design previously approved by the Board. Final sealed drawings are expected to be ready for Board approval in February. Financing approval through the Local Government Commission can be completed simultaneously with the bid advertisement process, with construction groundbreaking scheduled for Spring 2015.

Mayor's Communications

Mayor Taylor wished everyone a Merry Christmas and Happy New Year.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- October 9, 2014 Town Council Meeting Adoption;
- October 10, 2014 Special Meeting Minutes Adoption (as amended);
- November 6, 2014 Agenda Meeting Minutes Adoption;
- November 13, 2014 Town Council Meeting Minutes Adoption (as amended);
- 2015 Board of Commissioners Annual Meeting Calendar Adoption;
- 2015-2016 Capital Improvement Plan (CIP) and Budget Preparation Calendar Adoption.

Mr. Nalley noted that the Board's proposed 2015 Annual Meeting Calendar did not include Agenda Meeting dates in January and April due to conflicts with holiday observances. He also reviewed several key dates listed on the proposed 2015-2020 CIP and Budget Preparation calendar. A preliminary presentation for the 2015 – 2020 CIP is scheduled for January 8, with the final document available for adoption following a public hearing on March 12. A public hearing for the proposed 2015-2016 Annual Budget will be held on May 14, with adoption of the final document scheduled for June 25.

DRAFT

Town Administrator's Communications

- KCI Associates continues to work on a written agreement with the North Carolina State Historic Preservation Office and Federal Highway Administration that will allow the new Texas Road bridge structure to be similar in appearance to other bridges in Montreat. Staff expects this agreement to be ready for Board approval at the January Town Council Meeting. Once the agreement is approved, the right-of-way acquisition and design phases of the project can begin.
- No water was found after drilling to a depth of over 800 feet for the Well A02 replacement project on Greybeard Trail. The North Carolina Rural Water Association will provide an inspection camera that can be used to explore the existing well to determine whether it can be repaired. If repair of the existing well is not feasible, the Federal Emergency Management Agency (FEMA) will provide additional reimbursement grant funding to cover the cost of drilling a replacement well in another location near the site of the existing well.
- Water line installation for the Phase 1 Residential Utility Extensions is now underway, and should be completed by the end of January.
- Mayor Pro Tem Standaert has continued to contact the Buncombe County Board of Commissioners, the North Carolina State Board of Elections and Congressman Patrick McHenry's local office concerning the township name and ZIP Code inaccuracies in Montreat's voter registration database.
- Duke Energy Progress has been distributing door hanger notifications at homes affected by the utility rights-of-way tree trimming work underway throughout Montreat. These notices contain the name and contact information of the job supervisors in charge of each tree trimming crew. Citizens are encouraged to contact the job supervisors directly with any questions or concerns about the tree trimming work being done in their area.
- The Town of Montreat was formally notified this week via an email from Dr. John L. Currie of the imminent threat of pending legal action "to obtain injunctive relief by the court to halt further action on Florida Terrace." The Town has vigorously defended all prior claims made against it and will do the same in this instance if a case is filed. Mr. Nalley then summarized the cost and outcomes of three past legal actions against the Town and disputes in which it was involved. Some disputes were resolved prior to litigation or dismissed before trial, others were successfully defended by the Town. The total cost of legal fees involved with these claims was $153,500, which represents nearly seven cents on the Town's ad valorem tax rate. Mr. Nalley then introduced Mr. John C. Hunter, a litigation partner who will be working with Town Attorney Susan Taylor Rash to defend the Town against any possible legal action involving the Town and its decision to construct a new Town Hall on Florida Terrace.

Administrative Reports

Police Chief: In Chief Staggs' absence, Officer Arrant presented and reviewed the Police Department's November 2014 monthly activity report. Officer Arrant reminded the public to lock their homes and vehicles, to leave the packaging from Christmas presents indoors until household garbage collection day, and to immediately report any suspicious persons or activities. Commissioner Campbell commended the Department for their assistance to two lost motorists during the past month.

Mr. Lindy Cannon asked pedestrians to please use the designated walking path marked on the asphalt of Collegiate Circle, and reminded motorists that this road was now a one-way street with vehicle traffic intended to enter from the upper Georgia Terrace intersection and travel southward toward the Montreat Gate. He also thanked the Police Department for assisting a number of buses and other large vehicles in this area.

Public Works Director: Mr. Freeman reported on the following items:

- Street Department crews will continue leaf and brush collection along street rights-of-way over the next several weeks. Snow plows and sanding equipment have been prepared for quick response to any upcoming inclement weather.
- Water Department staff will perform annual Town-wide fire hydrant testing and flushing over the next six weeks. Anyone experiencing discolored water as a result of this testing is encouraged to contact the Town Services Office.

Finance Officer: Mr. Stackhouse presented and reviewed the following financial reports:

- October 2014 Financial Summary Report;
- Final October 2014 Financial Statement;
- Preliminary November 2014 Financial Statement;
- November 30, 2014 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his November 2014 zoning and inspections activity report. Annual fire inspections for Montreat College are complete, and Montreat Conference Center facilities will be inspected next week. Neither the Board of Adjustment nor the Planning and Zoning Commission met during the past month. Some discussion was heard concerning the number of private residences on Montreat. The number was estimated at between 600 and 650 individual homes, approximately 200 of which are year-round residences.

DRAFT

Commissioner Reports

Mayor Pro Tem Standaert reported that public officials in both Kiawah Island and Seabrook Island, SC had confirmed that each municipality's Town Hall was located within the corporate limits, but outside the gates of private communities within each town. She stated that Kiawah Island's decision to purchase, annex and rezone a tract of land contiguous to its current town limits for a new Town Hall facility was made after the Montreat Town Council's action in September 2013 to purchase the Florida Terrace lots, as well as the decision on October 10, 2014 to select the Florida Terrace property as the site of the new Town Hall. She compared Kiawah Island's decision to purchase contiguous property in St. John's County to the Town of Montreat's consideration of the Horton property, which is located in Buncombe County and adjacent to Montreat's municipal limits. She also noted that the annexation and rezoning processes for Kiawah Island's new Town Hall location will be completed before construction commences on the facility. Mayor Pro Tem Standaert believed that, according to local newspaper articles, much of the public controversy surrounding Kiawah Island's land purchase was caused by concerns that the property was underpriced, and that its development as a municipal facility would negatively impact the current owner's roadside produce stand operation.

Commissioner Campbell summarized some of the topics addressed during the Montreat Landcare Committee's recent meeting, including the status of two Landcare-related projects being undertaken by Montreat College graduate students as part of their Master's degree programs. She noted that portions of Lookout Trail, Greybeard Trail and the Trestle Road Trail would be undergoing erosion repairs during the winter months, and encouraged hikers to exercise additional caution in these areas. She also encouraged anyone willing to volunteer during the May 2, 2015 Native Plant Show and Sale to contact her.

Commissioner Campbell then asked for information on the space allocations planned for Police Department facilities in the new Town Hall compared with current facilities at the Town Services Office. Mr. Nalley read from information prepared by Chief of Police Jack Staggs, which stated that 5 full time officers and 3 reserve officers currently operate out of a single room of approximately 110 square feet in size. This space lacks sufficient HVAC, electrical, data, and telecommunications infrastructure, and its security and safety systems are outdated. These conditions have lead to serious overcrowding and have impaired staff efficiency, occupant safety, and policing effectiveness. By comparison, the current design plans on Florida Terrace provide for a Police Department of just under 900 square feet, which includes a four-person patrol room, separate Police Chief's office, a storage room for equipment, weapons and ammunition, an evidence room and an interview room. An additional 125 square feet is provided for a shower and locker room to be shared with the Public Works Department. All proposed spaces comply with relevant OSHA guidelines and North Carolina statutory requirements. Standard design practices for new Police Departments highlight the ability to perform and operate independently from other town services. Police facilities must provide a balance between secure internal spaces

and public areas. Staff believes that renovating the current Town Services Office in an attempt to meet these needs would be expensive and difficult, and that combining the Police and Public Works Departments is impractical due to their very different operational missions.

Commissioner Helms had no report at this time.

Commissioner McCaskill spoke briefly about his participation in the French Broad River Metropolitan Planning Organization, which performs long-range transportation planning for Buncombe, Haywood, Henderson, Madison and Transylvania Counties. Local municipal governments represented on the MPO include Asheville, Biltmore Forest, Black Mountain, Canton, Clyde, Flat Rock, Fletcher, Hendersonville, Laurel Park, Maggie Valley, Mars Hill, Mills River, Montreat, Waynesville, Weaverville, and Woodfin.

Commissioner Vinson said that although she has heard a number of requests for community reconciliation and healing to damaged relationships, there have also been e-mails containing language that personally attacked individual Board members or threatened litigation against the Town if the Board does not take certain actions regarding the Town Hall project. She quoted from an e-mail message she received from Montreat resident Janie Moore, which expressed the opinion that the Board was not responsible for an individual person's emotions or the manner in which relationships between community members are conducted. Commissioner Vinson said she believed that part of her purpose as an elected to official was to hear and consider all viewpoints expressed by members of the community, and felt that care should be taken by all in how those opinions are expressed.

Public Comment

Mrs. Grace Nichols of 527 Suwannee Drive read aloud a letter from Montreat resident Mrs. Janie Moore. Mrs. Moore's letter expressed her belief that the Board of Commissioners was not responsible for any community anger or damage to personal relationship due to differences of opinion over the Town Hall project, and that these matters were subject to individual choices on how to respond to disagreements. Mrs. Moore's letter also conveyed her intention to show respect for her neighbors and to abide by the Board's decisions concerning the Town Hall project.

Mrs. Linda Stroupe of 105 Kanawha Drive said she was a member of the ad hoc comment card tabulation committee. She stated that this committee's purpose had been to read and tabulate the Town Hall citizen comment card responses and present a written report summarizing the comments received. She said that any claims being made that the Board was ignoring the ad hoc committee's recommendations for action regarding the Town Hall project were erroneous, in that the committee had not been tasked with making any such recommendations.

DRAFT

Mr. Tom Lentz of 115 Eastminster Terrace expressed his support of Mr. Tom Frist's proposed alternatives to the current Town Hall plans on Florida Terrace. He disagreed with previous comments describing the new facility as just a building, and felt that the Town Hall could become either a positive or negative symbol depending on the Board's willingness to make concessions for the benefit of the future public good.

Dr. Ruth Currie of 104 John Knox Road expressed her support of the Florida Terrace Town Hall site, as well as the two-story building and site design plan approved for the new facility. She stated that the hillside lot above the Montreat Gate had been purchased by the Town for the purpose of open space conservation, and felt that developing either this site or Pratt Park as a Town Hall location would have a serious negative impact on the appearance and character of the Town's entrance through loss of dedicated greenspace and increased vehicular traffic congestion. She also said that despite its incorporation as a municipality in 1967, Montreat had never had an official Town Hall. She felt there was no benefit to further delaying the Town Hall project, stating that the Board had considered this issue for several years, and that the current Town Services Office was an unsuitable working environment for Town Staff. She also thanked the Board for their patience and said she hoped all those who lived in or visited Montreat would support the efforts of their elected representatives.

Mr. Joe Standaert of 118 Shenandoah Terrace expressed his disapproval of the Board's decision to include consideration of Mr. Tom Frist's alterative Town Hall proposals on tonight's meeting agenda. He said that, despite being given ample opportunity to do so, only three individuals had made an effort to identify and propose suitable alternatives to the Florida Terrace site, while many others had instead maintained their insistence that the new Town Hall should be built on property located outside Montreat's municipal limits. He stated that both Pratt Park and the hillside lot above the gate had been thoroughly evaluated by the Town's architectural firm, and discussed at length prior to final site selection action during the Board's October 10, 2014 Special Meeting. He noted that in those evaluations, the Pratt Park site had received the lowest environmental impact score, and that the hillside lot had been deemed non-viable for development as a Town Hall site.

Mr. Standaert said that the Florida Terrace site received the highest overall evaluation score, and felt that this location would have the least amount of impact on the appearance and character of the surrounding neighborhood. He compared the Florida Terrace site with the placement of the Town of Black Mountain's Town Hall, which he described as slightly removed from primary access streets but still easily accessible. He believed that the Florida Terrace site's lack of prominence was a positive attribute, stating that a number of comment card responses had expressed a preference for the Town Hall not to be immediately visible upon entering the Montreat Gate. He felt that the purpose of the new Town Hall was to serve as administrative offices and public meeting space for municipal operations, but not as a visitor's center for other community institutions. He also disagreed with the idea of housing the Police Department in a separate

DRAFT

facility, and expressed concerns that delaying or abandoning the current plans for the Florida Terrace site would result in a variety of additional costs that would have to be borne by all Montreat tax payers.

Mr. Bill Straughan of 122 Eastminster Terrace believed there was a considerable discrepancy between the wishes expressed by a large percentage of Montreat citizens concerning the Town Hall project and the actions which the Board has taken on this issue. He said he was both angry and embarrassed by the community's lack of ability to handle this issue effectively and productively, and felt that all parties should be willing to compromise and work together to find an acceptable solution. He hoped that the Board would consider Mr. Frist's alternative Town Hall proposals, and also allow open and vigorous public debate centered on the issues at hand, rather than on personalities. He felt that these steps were critical in finding solutions that the majority of Montreat's citizen's would embrace and support.

Old Business

There were no items of Old Business to discuss at this time.

New Business

A. Public Agenda Item Requests: Mayor Taylor explained that Mr. Michael Sonnenberg's request for the Board to consider videotaping its meetings and posting the footage to the Town's website had been forwarded to Town staff for further review.

She then stated that Mr. Tom Frist would have ten minutes to present his proposals for alternatives to the current plans for a new Town Hall facility on the Florida Terrace site. Mr. Frist thanked the Board for agreeing to hear his proposals, and then presented the following list of suggested proposals:

1. Detach the Police Department from the Town Hall offices and build a much more modest, scaled down, but beautiful and useful Town Hall at the Gate or at Pratt Park where it would also serve as a welcome center for the Town, the College, the Mountain Retreat Association (MRA), and the Presbyterian Heritage Center.
2. Place the Police Department together with the Town transportation and maintenance services in a renovated or new building where the Town Hall is now and on the property behind it.
3. Move the trash compactor to the parking area on the other side of the street.
4. Negotiate with the MRA the donation or purchase of the present Town Hall site including the land behind it, but not including the MRA maintenance services. Do the same with Pratt Park if that is where it is decided to build the new Town Hall.

DRAFT

5. Negotiate with State authorities the annexing of the MRA and Town land located in Buncombe County but not in Black Mountain.
6. Sell the Florida Terrace property and use the money to help finance the buildings of the Town Hall and of the combined service center outside the gate.
7. Rent a portable building or other temporary office space for employees while the renovation and construction of the new Town services building is taking place.
8. Direct the Town architects to rethink their building designs so that they can be adapted for these sites and suggestions.
9. Involve the stakeholders of Montreat in the decision-making process about these proposals.

Mr. Frist believed that relocating the Police Department, and perhaps also the Council chambers, into the same building with the Public Works Department at or near the current Town Services Office location would greatly reduce the size of the new Town Hall, allowing the facility to be built on either Pratt Park or the hillside lot above the Montreat Gate with a minimal amount of land disturbance. He felt that locating the Police Department discreetly at the Town's entrance was advantageous to the public image of Montreat College and the Montreat Conference Center, and would more easily allow Police officers to accompany emergency vehicles, assist with lost delivery trucks, and prevent suspected law-breakers from entering Montreat. He said that this arrangement would locate all Town facilities within an area that was easily accessible year-round by the public, and would allow the new Town Hall to serve as a welcoming center for all Montreat institutions. He believed that community volunteers could continue performing welcome center duties during the summer months to avoid the need to hire an additional full-time staff member for this purpose. Bulletin boards with maps and pamphlets would be used to provide visitor information during the remainder of the year.

Mr. Frist felt that one of the advantages of the hillside lot above the Gate as a Town Hall site was that it was already owned by the Town, and suggested that adjustments could be made to the required setback lines to expand the lot's buildable area. He believed that the parking challenges on this site could be addressed either through an agreement with the MRA to use the existing parking spaces near the Gatehouse Welcome Center, by using the Columbarium parking area located across Assembly Drive, or by designing the building to accommodate rooftop parking accessed from Kanawha Drive. He also proposed that the Greenspace Agreement between the Town and the MRA could be amended to allow construction of a municipal facility as a permitted use. He estimated that, if the new Town Hall was located at Pratt Park, at least one-third of the property could be retained as undeveloped greenspace for use as a public park. He suggested that the site could be renamed "Montreat Town Hall at Pratt Park" to maintain and enhance the site's dedication in honor of the Pratt family.

Mr. Frist also said that because the current Town facilities were located in Buncombe County, rather than in the Town of Black Mountain, the land could easily be annexed into Montreat. He acknowledged that the current Town Services Office was owned by the MRA and leased to the Town, but said that the MRA was willing to negotiate any ownership concerns related to renovating or expanding the current facilities. He predicted that selling the Florida Terrace lots would result in significant financial savings to Montreat taxpayers by returning them to the pubic tax roll, and would also avoid the need for pavement widening to provide access to a public facility on this street. He further suggested that some of the expenses related to the architectural evaluations and engineering studies performed for the Florida Terrace site could be passed along to the buyers of the Florida Terrace site at the time these lots are re-sold.

Mr. Frist believed that his proposals would result in improved facilities for all Town employees, reduced vehicular traffic through the Montreat Conference Center and Montreat College campus, and preservation of the residential character of the Florida Terrace neighborhood. He felt that his suggestions represented a valid, practical compromise that respected the Town's requirement of locating the Town Hall inside Montreat's municipal limits, provided a less expensive facility in a more accessible location, and served to restore the community and individual relationships damaged during by the controversy surrounding this issue.

He asked the Board to approve a temporary moratorium on the Town Hall project at the Florida Terrace site to allow new, independent studies of Pratt Park, the hillside lot above the Montreat Gate, and the current Town Hall locations to assess their viability for his proposals. He stated that taking this action would prevent numerous negative consequences that would affect Montreat for years to come.

Commissioner Helms then moved for a temporary moratorium on moving ahead with the Town Hall project on the Florida Terrace site so that new, independent studies can be made of Pratt Park, the Gate and the current Town Hall locations to assess their viability in the compromise solution proposed. Commissioner Campbell seconded for purposes of discussion.

Commissioner Helms said that while he did not support all of the ideas listed in Mr. Frist's proposal, he felt it worthwhile to further investigate certain items, such as the possibility of acquiring the property located behind the current Town Services Office. In response to Mayor Pro Tem Standaert's inquiry, he said he was not in favor of Mr. Frist's suggestions to separate the Police Department from the Town Hall facility, and did not agree that it would be advantageous to locate the Police Department in a discreet location.

Mayor Pro Tem Standaert asked Mr. Frist which MRA representatives he had contacted to discuss his proposals. Mr. Frist said although any final arrangements would have to be approved by the MRA's Board of Directors, the tone of his conversations with current MRA President Pete Peery and incoming MRA President Richard DuBose had indicated the MRA's willingness to consider a

DRAFT

variety of options for the sale, donation or use of MRA-owned property by the Town. Mr. Frist felt that because the Town leased the current Town Services Office free of charge, the cost of construction a new building on this site was still reasonable even if ownership of the structure reverted to the MRA at the end of the lease term.

Commissioner Campbell recalled that the idea of constructing separate Town Hall and Police Department buildings had been proposed during the September 18 Special Meeting, and that ADS staff had advised that this option would be more expensive than building a single facility. She also stated that the Town's dumpster and recycling containers could not be moved across the street because North Carolina Department of Environment and Natural Resources regulations, as well as the Town's 2011 Wellhead Protection Plan, prohibited the storage of non-hazardous household waste within 500 feet of the functioning well located just beyond the parking area. Development of any kind is also prohibited with 100 feet of a functioning well under these same regulations.

Commissioner Vinson referred to the 1983 Offer of Dedication, also known as the Greenspace Agreement, and its color-coded map attachments. She noted that Pratt Park was designated on the map as a "hatched green" area, which the MRA has dedicated in perpetuity to the Town and public for recreation, fishing, greenspaces, beautification, or for street, bridge or utility rights-of-way. According to the terms of the Agreement, any other changes in the present character and natural condition of the "hatched green" areas must be the result of a mutual agreement between the Town and the MRA, or else the Agreement is nullified and all rights of the Town and public shall cease and terminate. Commissioner Vinson explained that the columbarium had been constructed with the mutual agreement of the Town and MRA because both parties felt this use was consistent with the terms of the Greenspace Agreement. She also noted that in 2005, the Town had placed all "hatched green" areas between the Montreat Gate and Lookout Road under Conservation District zoning designation to protect these tracts of land from residential, commercial, and institutional development, and to preserve them for use as parks, open space, recreational areas, greenways, trails, waterways and flood plain areas. She said she had spoken with various Pratt family members about the history of Pratt Park's dedication in 1982, the financial donations and arrangements made for its landscaping and maintenance, as well as the family's wishes for the area to remain an undeveloped public park. She also noted that the park also contained plaques, trees and other items dedicated to individuals who were not members of the Pratt family, including the late Ruth Graham. Commissioner Vinson felt that developing Pratt Park as a Town Hall site conflicted with the terms of the Greenspace Agreement, and would result in a significant change in the appearance of Montreat's entrance due to the loss of undeveloped open space in this area.

Commissioner McCaskill said that the Board had examined Pratt Park, the hillside lot above the Gate and the current Town Services Office location several years ago and determined each site to be unsuitable for various reasons. Commissioner Campbell asked whether the hillside lot above

the Gate was subject to the Town's steep slope development regulations. Mr. Nalley said staff could provide that information, but noted that development of this lot would not currently be allowed because of its Conservation District zoning designation and its location within a "hatched green" Greenspace area.

Mr. Frist said that his proposals were made in an attempt to encourage additional research into options for an acceptable compromise concerning the Town Hall location, and said he was discouraged by what he perceived as the Board's pre-determined intent to find fault with his suggestions. Mayor Pro Tem Standaert said that over the past several months, the majority of those opposed to the Florida Terrace site had devoted considerable effort to promoting their preference that the new Town Hall facility be located outside the Montreat Gate. She noted that Mr. Frist had submitted his compromise proposal several weeks after the Board had taken action to select the Florida Terrace property as the site of the new Town Hall, and said that only three individuals had approached the Board with any other suggestions for alternative Town Hall locations prior to the October 10 decision to proceed with the Florida Terrace site.

After further brief discussion, the motion for a temporary moratorium on moving ahead with the Town Hall project on the Florida Terrace site so that new, independent studies can be made of Pratt Park, the Gate and the current Town Hall locations to assess their viability in the compromise solution proposed failed 1/4. Commissioner Helms voted in favor of the motion, while Mayor Pro Tem Standaert, Commissioner Campbell, Commissioner McCaskill and Commissioner Vinson voted in opposition.

Following the vote, Commissioner Helms said that while he may sometimes have a difference of opinion with other Commissioners, he held no personal animosity toward any Board member. He said he respected each Commissioner's right to vote according to his or her best judgment, and that he would accept and support the Board's decision in this matter. Mayor Taylor thanked Commissioner Helms for his comments, and said that during her time as Mayor she has been grateful to serve with Commissioners who have sometimes disagreed on certain issues but were able to support the decisions of the full Board following an official vote.

Public Comment

Dr. Adlai Boyd of 208 Harmony Lane concurred with Commissioner Helms that personal animosity over the Town Hall project was undesired. He disputed Mayor Pro Tem Standaert's statements that those who opposed the Florida Terrace site had shown no previous desire for compromise on this issue. He also said he did not understand the Board's insistence on locating the new facility on Florida Terrace despite a lack of support for this decision from a majority of the community.

DRAFT

Mr. Gordon Neville of 226 Alabama Terrace thanked the Board and Town staff for their efforts. He again urged the Board not to proceed with the current Town Hall plans on Florida Terrace. He believed that re-selling the lots would allow the Town to recoup their purchase price and receive a considerable amount of ad valorem tax revenues over future years if the lots were developed as separate residential home sites.

Mrs. Linda Stroupe said that of the nearly 600 Town Hall citizen comment cards mailed out, less than 300 had been returned. She felt that these figures did not support the claims being made that a majority of the community was opposed to the current Town Hall plans.

Mr. Tom Frist said that over 550 people had signed a petition published in the Black Mountain News expressing their opposition to the Florida Terrace Town Hall site. He also said he was confused and saddened by the decision not to authorize further study of his proposals. He felt that such action would create a number of unwanted and long-lasting consequences due to the Board's unwillingness to compromise and show respect for the opinions of those who disagreed with the current Town Hall plans.

Ms. Robyn Josephs of 538 Peace Lane spoke about the continued inadequate maintenance and poor roadway condition of Peace Lane since its acceptance by the Town as a public street, and the difficulty she has experienced in accessing or leaving her property since the start of the public utility and street assessments in the Upper Kentucky Road area. She believed that these issues were symptoms of poor oversight on the part of the Town, and was concerned that similar problems may occur with the Town Hall project regardless of the location of the new facility. She also felt that, despite her research and her attendance at Town Council meetings, she did not have a proper understanding of how Town business was conducted.

Mr. Philip Arnold of 520 Magill Drive read aloud a second letter from Montreat resident Mrs. Janie Moore, which referred to the possibility of litigation filed against the Town regarding the Town Hall project. Mrs. Moore's letter encouraged those who may be considering this option to have the merits of their case professionally and independently evaluated prior to filing suit. She also noted in her statements that the cost of defending legal actions filed against the Town would be borne by taxpayers, and felt that litigation filed simply as a means of delaying the Town Hall project would be an improper use of both the court system and public funds.

Mountain Retreat Association Vice President for Development Lynn Gilliland presented a Community Service Fee proceeds check in the amount of $8,484 for the period of August through October 2014.

Mr. Michael Sonnenberg of 125 Virginia Road listed a number of what he described as primary information sources he had consulted during his past research to develop alternative proposals to the current Town Hall plans, and said he did not believe the Board's decisions were based on the same degree of diligence. He also felt that, based on his own observations, the current Town Services Office was not being properly maintained.

Mrs. Anne Seaman of 426 Appalachian Way supported the suggested use of LED lighting in the new Town Hall facility, and asked that native plants be used in the building's landscaping design. She commended the Board for preserving a dedicated greenspace area, and asked that these efforts be continued in the future.

Mr. Erskine Clarke of 558 Providence Terrace felt that the Board's actions regarding the Town Hall project were the result of arrogance, indifference and stubbornness, and would result in serious, long-lasting negative consequences. He disagreed with comments and statements made earlier in the meeting that the Board was not responsible for the community's anger or damaged personal relationships, stating these problems were the direct result of the Board's inability to gather consensus over the Town Hall issue.

Dr. Ruth Currie disagreed with Mr. Clarke's predictions of lasting negative consequences caused by the chosen Town Hall site. She said she felt it was time for the community to accept the Board's decision regarding the location of the new Town Hall, and find opportunities for collaboration and compromise on the building's design and appearance so that the final product is a building that everyone can accept and enjoy.

Upcoming Meeting Dates

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

Town Services Office Closed:	December 24-25, 2014 Christmas Holidays
Agenda Items Due:	December 26, 2014, 5:00 p.m. Town Services Office
Agenda Packets Available:	December 30, 2014 http://www.townofmontreat.org/TownGovernment.php or Town Services Office
Town Services Office Closed:	January 1, 2015 New Year's Day Holiday
January Agenda Meeting	**Cancelled**

DRAFT

January Montreat Landcare Committee Meeting:	January 7, 2015, 9:00 a.m. Location TBA
January Town Council Meeting:	January 8, 2015, 7:00 p.m. Walkup Building
January Planning & Zoning Commission Meeting:	January 15, 2015, 7:00 p.m. Walkup Building
Town Services Office Closed:	January 19, 2015 Martin Luther King, Jr. Holiday
Rescheduled Household Garbage and Recycling Collection Date:	**Tuesday, January 20, 2015** Collection will begin at 8:00 a.m.
Agenda Items Due:	January 30, 2015, 5:00 p.m. Town Services Office

Adjournment

There being no further items of business to discuss, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 9:38 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

DRAFT

Town of Montreat
Board of Commissioners
Special Meeting
December 16, 2014
Town Services Office

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director

Six members of the public were also present. Mayor Taylor called the meeting to order at 4:01 p.m. and gave the invocation.

Agenda Approval

Commissioner Campbell moved to adopt the proposed meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

New Business

A. Geothermal Test Well and Thermal Conductivity Testing Proposal: Commissioner Vinson moved to accept a proposal from MidSouth Geothermal for a geothermal test well and thermal conductivity testing on Florida Terrace for the new Town Hall facility. Commissioner Campbell seconded. Discussion was heard concerning the purpose of the thermal conductivity testing, as well as the methods used to conduct the tests. Staff also confirmed that, if the results are favorable, the test well will become part of the permanent geothermal array. The motion to accept MidSouth Geothermal's proposal then carried 5/0.

Adjournment

There being no further items of business to discuss, Mayor Pro Tem Standaert moved to adjourn the Special Meeting. Commissioner McCaskill seconded. The motion carried 5/0 and the meeting was adjourned at 4:16 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

DRAFT

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended November 30, 2014

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 14 Comparison YTD Actual	FYE 2015 Remaining Budget	Actual to Budget %	Statement Period 5	Variance	11/30/13
Revenues:										
Ad valorem taxes	$ 944,500.00	$ 209,308.56	$ -	$ 209,308.56	$ 324,429.49	$ 735,191.44				
Other taxes and licenses	$ 362,700.00	$ 59,688.97	$ 31,414.20	$ 91,103.17	$ 90,409.35	$ 271,596.83				
Unrestricted intergovernmental	$ 59,500.00	$ 6,440.92	$ 118.32	$ 6,559.24	$ 7,469.86	$ 52,940.76				
Permits and Fees	$ 46,000.00	$ 11,085.31	$ 75.00	$ 11,160.31	$ 25,361.85	$ 34,839.69				
Community Service Fee	$ 50,000.00	$ 30,946.00	$ 1,645.00	$ 32,591.00	$ 37,260.00	$ 17,409.00				
Sales and Services	$ 13,000.00	$ 3,043.72	$ 300.00	$ 3,343.72	$ 3,769.65	$ 9,656.28				
Investment earnings	$ 3,000.00	$ 287.39	$ 68.75	$ 356.14	$ 507.15	$ 2,643.86				
Other revenues	$ 4,000.00	$ 715.60	$ 24.78	$ 740.38	$ 723.01	$ 3,259.62				
Subtotal - Normal Operating	$ 1,482,700.00	$ 321,516.47	$ 33,646.05	$ 355,162.52	$ 489,930.36	$ 1,127,537.48	23.95%	41.67%	**-17.71%**	**-8.61%**
Restricted intergovernmental	*$ 853,000.00*	*$ 19,721.16*	$ -	*$ 19,721.16*	$ 118,158.19	*$ 833,278.84*				
Contributions - Landcare	$ -	$ -	$ -	$ -	$ -	$ -				
Contributions - Open Space	$ -	$ -	$ -	$ -	$ -	$ -				
Total Revenues	**2,335,700.00**	**341,237.63**	**33,646.05**	**374,883.68**	**$ 608,088.55**	**1,960,816.32**	16.05%	41.67%	**-25.62%**	**-15.11%**
Expenditures:										
Governing Body	$ 67,917.00	$ 5,326.90	$ 8,986.72	$ 14,313.62	$ 19,742.88	$ 53,603.38	21.08%	41.67%	**20.59%**	**18.05%**
Administration	$ 279,291.00	$ 100,610.46	$ 23,348.89	$ 123,959.35	$ 121,930.41	$ 155,331.65	44.38%	41.67%	**-2.72%**	**-0.52%**
Public Buildings	$ 226,049.00	$ 110,292.38	$ 24,400.45	$ 134,692.83	$ 316,669.98	$ 91,356.17	59.59%	41.67%	**-17.92%**	**-183.23%**
Police	$ 382,900.00	$ 115,304.65	$ 29,772.78	$ 145,077.43	$ 131,121.01	$ 237,822.57	37.89%	41.67%	**3.78%**	**2.67%**
Building & Zoning	$ 75,900.00	$ 22,647.26	$ 6,049.79	$ 28,697.05	$ 29,987.53	$ 47,202.95	37.81%	41.67%	**3.86%**	**5.54%**
Public Works	$ 73,785.00	$ 22,318.34	$ 7,204.38	$ 29,522.72	$ 25,836.94	$ 44,262.28	40.01%	41.67%	**1.65%**	**9.04%**
Streets	$ 1,446,905.00	$ 130,187.80	$ 33,606.37	$ 163,794.17	$ 85,295.72	$ 1,283,110.83	11.32%	41.67%	**30.35%**	**34.91%**
Powell Bill	$ 43,500.00	$ 3,635.60	$ -	$ 3,635.60	$ 6,319.74	$ 39,864.40	8.36%	41.67%	**33.31%**	**27.14%**
Sanitation	$ 95,953.00	$ 35,329.79	$ 7,767.78	$ 43,097.57	$ 46,099.73	$ 52,855.43	44.92%	41.67%	**-3.25%**	**-2.83%**
Env/Cons/Rec	$ 8,500.00	$ -	$ -	$ -	$ 139,894.42	$ 8,500.00	0.00%	41.67%	**41.67%**	**-57.55%**
Total expenditures	**2,700,700.00**	**$ 545,653.18**	**$ 141,137.16**	**$ 686,790.34**	**$ 922,898.36**	**$ 2,013,909.66**	25.43%	41.67%	**16.24%**	**5.66%**
Revenues over expenditures	**(365,000.00)**	**$ (204,415.55)**	**$ (107,491.11)**	**$ (311,906.66)**	**$ (314,809.81)**	**$ (53,093.34)**				
Other financing sources (uses):										
Transfer to/from Water Fund		$ -	$ -	$ -	$ (28,948.00)	$ -				
Fund Balance Appropriated:	$ 365,000.00	$ -	$ -	$ -	$ -	$ 365,000.00				
Total other financing sources	**$ 365,000.00**	**$ -**	**$ -**	**$ -**	**$ (28,948.00)**	**$ 365,000.00**				
Revenues and other sources over expenditures and other uses	**$ -**	**$ (204,415.55)**	**$ (107,491.11)**	**$ (311,906.66)**	**$ (343,757.81)**	**$ 311,906.66**				
Expenditure Recap:										
Salaries & Benefits	$ 870,700.00	$ 286,550.89	$ 79,995.10	$ 366,545.99	$ 344,479.69	$ 504,154.01				
Other Operating	$ 355,300.00	$ 118,513.54	$ 22,374.66	$ 140,888.20	$ 289,529.86	$ 214,411.80				
CIP/Grant Projects	*$ 1,474,700.00*	*$ 140,588.75*	$ 38,767.40	*$ 179,356.15*	$ 288,888.81	*$ 1,295,343.85*				
Total Expenditures	**$ 2,700,700.00**	**$ 545,653.18**	**$ 141,137.16**	**$ 686,790.34**	**$ 922,898.36**	**$ 2,013,909.66**				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended November 30, 2014

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 2013 YTD Actual	FYE 2015 Remaining Budget	Actual to Budget Percent	Statement Period 5	Variance	Variance
Revenues:										
Ad valorem taxes			$ -			$ -				
Other taxes and licenses			$ -			$ -				
MRA Comm Svc Fee	$ -		$ -			$ -				
Permits and Fees			$ -			$ -				
Sales and Services	$ 305,000.00	$ 106,151.19	$ 22,379.16	$ 128,530.35	$ 137,318.59	$ 176,469.65				
Investment earnings	$ 500.00	$ 25.10	$ 6.11	$ 31.21	$ 57.59	$ 468.79				
Other revenues	$ 27,500.00	$ 14,559.29	$ 412.53	$ 14,971.82	$ 8,014.67	$ 12,528.18				
Subtotal - Normal Operating	$ 333,000.00	**$ 120,735.58**	**$ 22,797.80**	**$ 143,533.38**	**$ 145,390.85**	$ 189,466.62				
Restricted intergovernmental	*$ 206,000.00*		*$ -*			*$ 206,000.00*				
Total revenues	**$ 539,000.00**	**$ 120,735.58**	**$ 22,797.80**	**$ 143,533.38**	**$ 145,390.85**	**$ 395,466.62**	26.63%	41.67%	**-15.04%**	**-9.56%**
Expenditures:										
Water Department	**$ 539,000.00**	**$ 38,913.89**	**$ 14,504.39**	**$ 53,418.28**	$ 41,037.01	**$ 485,581.72**	9.91%	41.67%	**31.76%**	**32.37%**
Total expenditures	**$ 539,000.00**	**$ 38,913.89**	**$ 14,504.39**	**$ 53,418.28**	**$ 41,037.01**	**$ 485,581.72**	9.91%	41.67%	**31.76%**	**32.37%**
Revenues over expenditures	**$ -**	**$ 81,821.69**	**$ 8,293.41**	**$ 90,115.10**	**$ 104,353.84**	**$ (90,115.10)**				
Other financing sources (uses):										
Transfers to/from General Fund	$ -	$ -	$ -	$ -	$ 28,948.00	$ -				
Fund Balance Appropriated:	$ -	$ -	$ -	$ -	$ -	$ -				
Total other financing sources (uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 28,948.00**	**$ -**				
Revenues and other sources over expenditures and other uses	**$ -**	**$ 81,821.69**	**$ 8,293.41**	**$ 90,115.10**	**$ 133,301.84**	**$ (90,115.10)**				
Expenditure Recap:										
Salaries & Benefits			$ -			$ -				
Other Operating	$ 304,500.00	$ 38,613.89	$ 14,504.39	$ 53,118.28	$ 41,037.01	$ 251,381.72				
CIP/Grant Projects	*$ 234,500.00*	*$ 300.00*	*$ -*	*$ 300.00*	$ -	*$ 234,200.00*				
Total Expenditures	**$ 539,000.00**	**$ 38,913.89**	**$ 14,504.39**	**$ 53,418.28**	**$ 41,037.01**	**$ 485,581.72**				

TOWN OF MONTREAT

Revenue Statement

Period Ending: November 30, 2014

10 GENERAL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	944,000.00	0.00	209,308.56	734,691.44	22.17
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	0.00	41.11	1,458.89	2.74
LOCAL SALES TAX	10-00-3065-100	345,000.00	31,414.20	91,011.93	253,988.07	26.38
PAYMENT IN LIEU OF TAXES	10-00-3070-100	1,000.00	0.00	2,000.00	-1,000.00	200.00
PY DMV TAXES	10-00-3104-100	200.00	0.00	0.00	200.00	0.00
CY DMV TAXES	10-00-3194-100	16,000.00	0.00	50.13	15,949.87	0.31
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	0.00	55,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	4,440.92	-4,440.92	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	118.32	118.32	381.68	23.66
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	0.00	2,000.00	0.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	1,123.72	1,876.28	37.45
GRANT PROCEEDS - FEDERAL	10-10-3310-300	744,000.00	0.00	0.00	744,000.00	0.00
POWELL BILL	10-20-3325-300	39,000.00	0.00	19,721.16	19,278.84	50.56
COURT COSTS - ARREST FEES & F	10-10-3405-400	500.00	0.00	15.00	485.00	3.00
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	75.00	11,145.31	33,854.69	24.76
SANITATION FEES	10-10-3435-400	10,000.00	300.00	2,220.00	7,780.00	22.20
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	1,645.00	32,591.00	17,409.00	65.18
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	52.91	277.11	2,222.89	11.08
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	15.84	79.03	420.97	15.80
MISC REVENUE	10-00-3815-800	1,000.00	24.78	740.38	259.62	74.03
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
SPECIAL ASSESSMENTS - STREETS	10-10-3832-630	70,000.00	0.00	0.00	70,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	365,000.00	0.00	0.00	365,000.00	0.00
INTERFUND TRANS FROM WATER	10-00-3915-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		2,700,700.00	33,646.05	374,883.68	2,325,816.32	13.88

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	44,000.00	8,830.40	14,942.40	0.00	29,057.60	33.96
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	100.00	0.00	400.00	20.00
ADVERTISING	10-00-4100-260	4,000.00	0.00	0.00	0.00	4,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	156.32	614.99	0.00	1,885.01	24.60
SALARY CONTINGENCY	10-00-4100-332	12,000.00	0.00	0.00	0.00	12,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	0.00	0.00	0.00	0.00	0.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-6,183.00	0.00	-1,545.83	0.00	-4,637.17	25.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	202.06	0.00	297.94	40.41
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	8,986.72	14,313.62	0.00	53,603.38	21.07

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	176,700.00	15,985.98	72,181.47	0.00	104,518.53	40.85
FICA EXPENSE	10-00-4200-050	13,600.00	1,230.64	5,564.15	0.00	8,035.85	40.91
GROUP INSURANCE	10-00-4200-060	21,300.00	1,788.32	11,036.91	0.00	10,263.09	51.81
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	1,941.60	8,778.86	0.00	12,621.14	41.02
POSTAGE	10-00-4200-100	2,000.00	0.00	1,458.63	0.00	541.37	72.93
TELEPHONE	10-00-4200-110	3,400.00	292.37	1,374.28	0.00	2,025.72	40.42
TRAVEL & TRAINING	10-00-4200-140	4,700.00	100.00	550.00	0.00	4,150.00	11.70
M & R EQUIPMENT	10-00-4200-160	20,500.00	806.90	18,122.40	0.00	2,377.60	88.40
ADVERTISING	10-00-4200-260	1,800.00	108.96	1,010.35	0.00	789.65	56.13
OFFICE EXPENSE	10-00-4200-320	3,000.00	280.89	1,069.92	0.00	1,930.08	35.66
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	0.00	2,046.84	0.00	953.16	68.22
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	89.95	497.80	0.00	702.20	41.48
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	4,187.72	0.00	15,312.28	21.47
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	0.00	-6,552.26	0.00	-19,656.74	25.00
DUES & SUBSCRIPTIONS	10-00-4200-530	2,900.00	723.28	2,582.28	0.00	317.72	89.04
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	50.00	0.00	450.00	10.00
CAPITAL OUTLAY	10-00-4200-730	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		279,291.00	23,348.89	123,959.35	0.00	155,331.65	44.38

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	4,200.00	114.55	608.06	0.00	3,591.94	14.47
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	238.90	955.85	0.00	1,844.15	34.13
M & R EQUIPMENT	10-00-5000-160	5,600.00	185.85	1,436.41	0.00	4,163.59	25.65
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-6,451.00	0.00	-1,612.83	0.00	-4,838.17	25.00
INSURANCE	10-00-5000-540	44,500.00	841.15	41,975.34	0.00	2,524.66	94.32
CAPITAL OUTLAY	10-00-5000-730	175,200.00	23,020.00	91,330.00	0.00	83,870.00	52.12
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	24,400.45	134,692.83	0.00	91,356.17	59.58

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	220,500.00	20,997.92	94,331.41	0.00	126,168.59	42.78
FICA EXPENSE	10-10-5100-050	16,900.00	1,598.02	7,178.94	0.00	9,721.06	42.47
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	18,034.38	0.00	17,465.62	50.80
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	2,443.10	10,826.05	0.00	16,273.95	39.94
TELEPHONE	10-10-5100-110	1,800.00	175.28	740.87	0.00	1,059.13	41.15
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	3,800.00	0.00	2,041.59	0.00	1,758.41	53.72
M & R AUTO	10-10-5100-170	4,000.00	262.92	1,728.03	0.00	2,271.97	43.20
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	289.79	3,799.52	0.00	11,700.48	24.51
MEDICAL CERTIFICATION	10-10-5100-320	600.00	0.00	0.00	0.00	600.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,000.00	1,037.22	1,777.28	0.00	222.72	88.86
UNIFORMS	10-10-5100-360	1,500.00	24.93	169.36	0.00	1,330.64	11.29
DUES & SUBSCRIPTIONS	10-10-5100-530	400.00	0.00	0.00	0.00	400.00	0.00
CAPITAL OUTLAY	10-10-5100-730	34,000.00	0.00	0.00	0.00	34,000.00	0.00
DISPATCHER SERVICES	10-10-5100-760	18,800.00	0.00	4,450.00	0.00	14,350.00	23.67
TOTAL DEPT: (5100) POLICE		382,900.00	29,772.78	145,077.43	0.00	237,822.57	37.88

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	46,400.00	4,122.46	18,913.99	0.00	27,486.01	40.76
FICA EXPENSE	10-10-5400-050	3,600.00	315.38	1,446.92	0.00	2,153.08	40.19
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	3,612.06	0.00	3,487.94	50.87
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	497.57	2,282.91	0.00	3,317.09	40.76
TELEPHONE	10-10-5400-110	700.00	58.20	291.47	0.00	408.53	41.63
TRAVEL & TRAINING	10-10-5400-140	2,500.00	244.96	1,109.88	0.00	1,390.12	44.39
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	92.71	0.00	407.29	18.54
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	259.78	0.00	540.22	32.47
DEPARTMENT SUPPLIES	10-10-5400-330	1,500.00	47.50	97.33	0.00	1,402.67	6.48
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	175.00	225.00	0.00	1,025.00	18.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	500.00	0.00	365.00	0.00	135.00	73.00
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	6,049.79	28,697.05	0.00	47,202.95	37.80

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	52,700.00	5,437.64	21,960.29	0.00	30,739.71	41.67
FICA EXPENSE	10-20-5550-050	4,100.00	415.99	1,679.95	0.00	2,420.05	40.97
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	3,624.27	0.00	3,475.73	51.04
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	656.33	2,650.64	0.00	3,749.36	41.41
TELEPHONE	10-20-5550-110	700.00	58.20	291.46	0.00	408.54	41.63
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,000.00	0.00	1,110.55	0.00	1,889.45	37.01
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	47.50	184.30	0.00	1,815.70	9.21
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-7,915.00	0.00	-1,978.74	0.00	-5,936.26	25.00
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	7,204.38	29,522.72	0.00	44,262.28	40.01

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	105,400.00	10,317.17	43,569.00	0.00	61,831.00	41.33
FICA EXPENSE	10-20-5600-050	8,100.00	789.27	3,332.95	0.00	4,767.05	41.14
GROUP INSURANCE	10-20-5600-060	21,300.00	1,766.16	10,803.71	0.00	10,496.29	50.72
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	1,245.27	5,258.83	0.00	7,441.17	41.40
UTILITIES	10-20-5600-130	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & TRAINING	10-20-5600-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-20-5600-160	2,000.00	134.44	596.60	0.00	1,403.40	29.83
M & R TRUCKS	10-20-5600-170	3,500.00	2.34	1,274.57	0.00	2,225.43	36.41
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	107.96	1,756.14	0.00	6,243.86	21.95
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	496.76	940.27	0.00	4,559.73	17.09
UNIFORMS	10-20-5600-360	2,000.00	146.54	296.54	0.00	1,703.46	14.82
CONTRACT SERVICE	10-20-5600-450	16,000.00	875.00	1,590.00	0.00	14,410.00	9.93
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	0.00	-4,148.69	0.00	-12,446.31	25.00
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	15,747.40	88,026.15	0.00	1,164,973.85	7.02
STREET LIGHTING	10-20-5600-740	23,500.00	1,903.11	9,521.01	0.00	13,978.99	40.51
BRIDGE INSPECTION	10-20-5600-760	2,000.00	74.95	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	33,606.37	163,794.17	0.00	1,283,110.83	11.32

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	1,631.97	0.00	2,368.03	40.79
SIGNS/PAINTING	10-20-5700-755	4,500.00	0.00	98.58	0.00	4,401.42	2.19
PATCHING	10-20-5700-760	4,000.00	0.00	1,905.05	0.00	2,094.95	47.62
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		43,500.00	0.00	3,635.60	0.00	39,864.40	8.35

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	32,200.00	3,121.02	13,279.81	0.00	18,920.19	41.24
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,044.00	7,884.00	0.00	7,116.00	52.56
FICA EXPENSE	10-30-5800-050	2,500.00	238.78	1,015.92	0.00	1,484.08	40.63
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	3,579.66	0.00	4,420.34	44.74
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	376.72	1,602.91	0.00	2,297.09	41.10
TELEPHONE	10-30-5800-110	700.00	58.20	291.47	0.00	408.53	41.63
UTILITIES	10-30-5800-130	500.00	39.53	202.06	0.00	297.94	40.41
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	122.38	723.89	0.00	776.11	48.25
AUTO SUPPLIES	10-30-5800-310	5,000.00	0.00	2,747.79	0.00	2,252.21	54.95
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	47.50	51.50	0.00	948.50	5.15
UNIFORMS	10-30-5800-360	500.00	0.00	0.00	0.00	500.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	18,000.00	1,715.98	8,950.93	0.00	9,049.07	49.72
TOTAL DEPT: (5800) SANITATION		89,200.00	7,352.83	40,329.94	0.00	48,870.06	45.21

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
INDIRECT COST ALLOCATI	10-30-5800-480	-5,247.00	0.00	-1,311.65	0.00	-3,935.35	24.99
TOTAL DEPT: (00000)		-5,247.00	0.00	-1,311.65	0.00	-3,935.35	24.99

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
TIPPING FEES	10-30-5800-550	12,000.00	414.95	4,079.28	0.00	7,920.72	33.99
TOTAL DEPT: (5800) SANITATION		12,000.00	414.95	4,079.28	0.00	7,920.72	33.99

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	0.00	0.00	0.00	1,000.00	0.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		8,500.00	0.00	0.00	0.00	8,500.00	0.00
TOTAL FUND: (10) GENERAL FUND		2,700,700.00	141,137.16	686,790.34	0.00	2,013,909.66	25.43

TOWN OF MONTREAT

Revenue Statement

Period Ending: November 30, 2014

30 WATER FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	12,243.62	7,756.38	61.21
WATER SALES	30-91-3500-500	140,000.00	8,709.16	59,782.35	80,217.65	42.70
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,670.00	68,748.00	96,252.00	41.66
BILLING FEE REVENUE	30-91-3500-800	0.00	89.95	446.25	-446.25	0.00
WATER TAPS	30-91-3505-500	2,000.00	0.00	950.00	1,050.00	47.50
WATER TRANSFER FEES	30-91-3505-700	2,000.00	25.00	425.00	1,575.00	21.25
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	125,000.00	0.00	0.00	125,000.00	0.00
FEMA PW00143	30-91-3741-013	81,000.00	0.00	0.00	81,000.00	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	6.11	31.21	468.79	6.24
MISC REVENUE	30-91-3810-800	1,500.00	0.00	0.00	1,500.00	0.00
LATE FEES	30-91-3815-800	2,000.00	297.58	908.06	1,091.94	45.40
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-1.11	1.11	0.00
TOTAL FUND REVENUE:		539,000.00	22,797.80	143,533.38	395,466.62	26.62
TOTAL REVENUE:		3,239,700.00	56,443.85	518,417.06	2,721,282.94	16.00%

30 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	4,000.00	435.00	2,608.00	0.00	1,392.00	65.20
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	2,500.00	197.48	985.33	0.00	1,514.67	39.41
TELEPHONE	30-91-8100-110	2,000.00	175.29	740.89	0.00	1,259.11	37.04
UTILITIES	30-91-8100-130	30,000.00	1,840.94	9,469.69	0.00	20,530.31	31.56
TRAVEL & TRAINING	30-91-8100-140	1,000.00	45.64	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	20,000.00	11,353.96	18,100.16	0.00	1,899.84	90.50
M & R EQUIPMENT	30-91-8100-160	5,000.00	260.00	774.04	0.00	4,225.96	15.48
AUTO SUPPLIES	30-91-8100-310	5,000.00	0.00	1,412.12	0.00	3,587.88	28.24
DEPARTMENT SUPPLIES	30-91-8100-330	2,000.00	136.08	572.41	0.00	1,427.59	28.62
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	0.00	17,150.00	0.00	51,450.00	25.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	60.00	1,130.00	0.00	1,170.00	49.13
CAPITAL OUTLAY	30-91-8100-730	310,500.00	0.00	300.00	0.00	310,200.00	0.09
DEBT PAYMENT	30-91-8100-900	85,600.00	0.00	0.00	0.00	85,600.00	0.00
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	14,504.39	53,418.28	0.00	485,581.72	9.91
TOTAL FUND: (30) WATER FUND		539,000.00	14,504.39	53,418.28	0.00	485,581.72	9.91
TOTAL EXPENDITURES		3,239,700.00	155,641.55	740,208.62	0.00	2,499,491.38	22.84

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: January 8, 2015

SUBJECT: Town Hall Project Financing Resolution

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
Department: Administration
Contact: Stefan Stackhouse, Finance Officer
Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: Construction the new Town Hall facility will require installment purchase contract financing. This in turn will require LGC approval. The adoption of the attached financing resolution is the next step in this process.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve Resolution #15-01-01 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Caroline General Statute §160A-20 for the Town Hall Project

FUNDING SOURCE: Debt proceeds, paid off by General Fund revenues

ATTACHMENTS: Resolution #15-01-01

STAFF COMMENTS AND RECOMMENDATIONS: The Town Hall project has been discussed extensively over many months by the Board of Commissioners. We hope to be at the point where we can solicit construction bids within the next two months. We have known all along that we would need installment purchase contract financing for this project, and thus LGC approval. The approval of the financing resolution is the first step in this process, and must be completed before we do anything else.

TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

RESOLUTION #15-01-01 AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE §160A-20 FOR THE TOWN HALL PROJECT

WHEREAS, the Town of Montreat, North Carolina desires to build a Town Hall (the "Project") to better serve the citizens of Montreat; and

WHEREAS, The Town of Montreat desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute §160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners, meeting in regular session on the 8th day of January, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because: the Town government is operating out of an inadequate facility; the Board of Commissioners has determined that a larger and more functionally suitable facility is needed; a site for the construction of a new facility has been obtained; and the Town is ready to proceed with construction of the proposed new Town Hall.
2. The proposed contract is preferable to a bond issue for the same purpose because: the Town does not have sufficient fund balance to appropriate to prudently fund this project without resort to financing; the project is not of a character that would generate a stream of revenues that could service the debt of a revenue bond; and the magnitude of financing required for this project is considerably smaller than what is normally customary, feasible, or economical for a general obligation bond issue
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because: extensive efforts have been made during the planning and design phase to specify a Town Hall that is economical to construct and not excessive relative to comparable facilities for similarly sized municipalities; and the projected debt service for this project falls within a range that can be supported within existing budgetary levels without resort to major increases in property tax rates.

4. The Town of Montreat's debt management procedures and policies are specified and carried out in strict compliance with applicable laws.
5. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be no more than 5 cents per $100 valuation and is not deemed to be excessive.
6. The Town of Montreat is not in default in any of its debt service obligations.
7. The attorney for the Town of Montreat has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator and Finance Officer are hereby authorized to act on behalf of the Town of Montreat in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption, this 8th day of January, 2015.

[SEAL]

_____
Letta Jean Taylor, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of January, 2015 as it appears of record in the official minutes.

_____
Misty R. Gedlinske, CMC, NCCMC
Town Clerk

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: January 8, 2015

SUBJECT: Upper Kentucky Phase I Water & Sewer Assessments Financing Resolution

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Administration
Contact: Stefan Stackhouse, Finance Officer
Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: The work on the Upper Kentucky Phase I Neighborhood and Resident Utility Assessments is close to completion and the special assessment procedures are in process. We are now at a point where we can proceed with financing through an installment purchase contract. The adoption of a financing resolution is the next step in this process, and is required by the LGC before we can proceed further.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve Resolution #15-01-02 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Caroline General Statute §160A-20 for the Upper Kentucky Phase I Water & Sewer Assessment Projects.

FUNDING SOURCE: Debt proceeds, paid off by Special Assessment Revenues

ATTACHMENTS: Resolution #15-01-02

STAFF COMMENTS AND RECOMMENDATIONS: The Board passed a reimbursement resolution on November 13, 2013, which gave us a two-year window to proceed with the construction work on the Upper Kentucky Phase I water and sewer improvements, and to then line up financing and LGC approvals once the construction was completed and the final cost of the project known with certainty. We are now proceeding with the special assessment process, and these tax revenues will ultimately pay for the cost of this project. However, since residents have up to ten years of making payments on this special assessment, the Town will need to finance these projects with installment purchase contracts to avoid tying up too much of our fund balance over a long-term basis.

TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

RESOLUTION #15-01-02 AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE §160A-20 FOR THE UPPER KENTUCKY ROAD PHASE 1 PUBLIC UTILITY ASSESSMENT PROJECT

WHEREAS, the Town of Montreat, North Carolina desires to extend public water and sewer services to the Upper Kentucky Road area, (the "Project") to better serve the citizens of Montreat; and

WHEREAS, The Town of Montreat desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute §160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners, meeting in regular session on the 8th day of January, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because: the Town government is operating out of an inadequate facility; the Board of Commissioners has determined that a larger and more functionally suitable facility is needed; a site for the construction of a new facility has been obtained; and the Town is ready to proceed with construction of the proposed new Town Hall.
2. The proposed contract is preferable to a bond issue for the same purpose because: the Town does not have sufficient fund balance to appropriate to prudently fund this project without resort to financing; the project is not of a character that would generate a stream of revenues that could service the debt of a revenue bond; and the magnitude of financing required for this project is considerably smaller than what is normally customary, feasible, or economical for a general obligation bond issue
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because: extensive efforts have been made during the planning and design phase to specify a Town Hall that is economical to construct and not excessive relative to comparable facilities for similarly sized municipalities; and the projected debt

service for this project falls within a range that can be supported within existing budgetary levels without resort to major increases in property tax rates.

4. The Town of Montreat's debt management procedures and policies are specified and carried out in strict compliance with applicable laws.
5. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be zero cents per $100 valuation and is not deemed to be excessive.
6. The Town of Montreat is not in default in any of its debt service obligations.
7. The attorney for the Town of Montreat has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator and Finance Officer are hereby authorized to act on behalf of the Town of Montreat in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption, this 8th day of January, 2015.

[SEAL]

_____
Letta Jean Taylor, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of January, 2015 as it appears of record in the official minutes.

_____
Misty R. Gedlinske, CMC, NCCMC
Town Clerk

WM. GORDON NEVILLE
226 Alabama Terrace / P. O. Box 864
Montreat, NC 28757

December 26, 2014

Dear Mayor Taylor,

I hereby request opportunity to be placed on the agenda for the next Town Council meet scheduled for Thursday, January 8, 2015.

My purpose in this request is to make a presentation on the "Inside The Gate / Above the Gate" as the best location for the new Montreat Town Hall. Key points to be considered are:

A. Laying out proposed modifications to the present Gate structure so as to safely accommodate all present day motor vehicles. Yes, the modest cost anticipated for this project should be borne by the Town of Montreat Further, it is clearly understood such a structural modification project should and will be subject to approval by the MRA Board.

B. Address traffic patterns designed for safe, smooth flow of vehicular movements related to Town Hall operations. In addition, attention will be given to provisions for adequate parking.

C. Enumerate the many advantages of this site compared to others previously considered including Florida Terrace.

D. Clearly stress the importance of stepping off and away from Florida Terrace in order to reap the financial benefit for our Town upon recovering the $225,000.00 paid for two lots on this site. In addition, as good stewards we must not overlook but seriously consider the potential at hand to effect a steady flow of tax revenue into our Town treasury once these lots are developed into attractive home sites listed in our tax records over the next one hundred years - potentially $375,000.00 net.

E. As to design of the actual new Town Hall I will leave that exciting challenge in the creative minds of the architects - modest in appearance but long in lasting quality. However, I am in agreement with Mr. Tom Frist on not locating the Police Department in the actual Town Hall, but rather having this very important aspect of our Town Services incorporated within a new properly designed and built to last Service Center appropriately located in the vicinity of the present Town Offices complex.

With great thanks and deep appreciation for your consideration of this request, I remain

Wm. Gordon Neville

Cc: Mayor Pro Tem Mary Standaert
Commissioner Martha D. Campbell
Commissioner Timothy R. Helms
Commissioner John C. McCaskill
Commissioner Jennie "Ann" Vinson
Mr. Ron Nalley, Town Administrator

MRA President Richard DuBose