Town of Montreat
Board of Commissioners
Meeting Agenda
February 12, 2015 – 7:00 p.m.
Walkup Building

I. Call to Order

- Pledge of Allegiance
- Invocation

II. Agenda Adoption

III. Presentations to Council

A. Proposed 2015-2020 Capital Improvements Plan

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- January 8, 2015 Town Council Meeting
- January 14, 2015 Special Meeting

B. Town Administrator's Annual Performance Evaluation

- **Suggested Motion:** To call for a Special Meeting on February 17, 2015 at 9:00 a.m. in the Town Services Office for the purpose of entering into Closed Session in accordance with North Carolina General Statute §143-318.11(6) to conduct the Town Administrator's annual performance evaluation

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
- Board of Elections Voter Address Correction Request Update
- 2015 Annual Board Retreat (April 22, 2015)
- Comprehensive Plan Update
- Other Topics

VII. Administrative Reports

A. Police Chief
B. Public Works Director
C. Finance Officer
D. Building Inspector/Code Administrator

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. Proposed 2015-2020 Capital Improvements Plan
- **Suggested Motion:** To call for a Public Hearing on March 12, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2015-2020 Capital Improvements Plan

B. Well A02 Replacement – FEMA-4146-DR-NC - PW#143
- **Suggested Motion:** To approve the proposed contract with Reuben Caldwell Drilling Inc. in an amount not to exceed $3,200 and authorize the Mayor and Town Administrator to execute the necessary contract documents.

C. Town of Montreat Board of Commissioners Rules of Procedure Rule #7 Review
- **Suggested Motion:** To adopt the proposed revisions to Rule #7 of the Montreat Board of Commissioners Rules of Procedure as presented/amended

D. Town of Montreat Technology Use Policy (*Materials Pending*)
- **Suggested Motion:** To adopt the Town of Montreat Technology Use Policy as presented/amended

XII. Public Comment

XIII. Meeting Dates

Special Meeting – Town Administrator's Annual Performance Review:	February 17, 2015, 9:00 a.m. Town Services Office
Open Space Conservation Committee Special Meeting:	February 26, 2015, 10:00 a.m., Town Services Office
Agenda Items Due:	February 27, 2015, 5:00 p.m. Town Services Office
Agenda Packets Available:	March 3, 2015 http://www.townofmontreat.org/TownGovernment.php or Town Services Office
March Montreat Landcare Committee Meeting:	March 4, 2015, 9:00 a.m. Location TBA
March Agenda Meeting:	March 5, 2015, 7:00 p.m. Walkup Building
March Town Council Meeting:	March 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
Town Council Meeting
January 8, 2015
Walkup Building

Board members present:	Mayor Letta Jean Taylor Mayor Pro Tem Mary Standaert Commissioner Martha Campbell Commissioner Tim Helms Commissioner Jack McCaskill
Board members absent:	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 Stefan Stackhouse, Finance Officer David Currie, Building Inspector/Code Administrator

Approximately 50 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

Mayor Taylor explained that since no Agenda Meeting was held this month, the Board would need to vote at this time whether to include Mr. Gordon Neville's public agenda item request on tonight's meeting agenda. Commissioner Helms moved to include Mr. Neville's requested item on the meeting agenda. Commissioner McCaskill seconded. Commissioner Helms and Commissioner McCaskill voted in favor of the motion, while Commissioner Campbell and Mayor Pro Tem Standaert voted in opposition. Mayor Taylor cast a tie-breaking vote in opposition of the motion. The motion to include Mr. Neville's requested item on tonight's meeting agenda failed by a vote of 2/3.

Mayor Pro Tem Standaert then moved to adopt the meeting agenda. Commissioner McCaskill seconded and the motion carried 4/0.

Presentations to Council

A. Metropolitan Sewerage District Update: Montreat's Metropolitan Sewerage District (MSD) Board Representative Matt Ashley gave a brief presentation on MSD's history, current operational scope of 125,000 customers, and treatment volume of more than 40 million gallons per day. He reviewed MSD's current annual operating budget of approximately $49

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million and noted that $33.2 million of this figure is directly related to capital or system reinvestment projects. Major projects at the MSD facility this year included incinerator emissions upgrades and system-wide electrical upgrades to ensure that full treatment capabilities are maintained during a complete power loss. Approximately 50,000 linear feet of sewer piping is rehabilitated each year. Since 2000, MSD has completed the Swannanoa Interceptor Project, which involved rehabilitation of 24 miles of sewer lines serving the entire Swannanoa River Basin, as well as two complete cleanings of the area's entire drainage basin. A number of smaller-scale capital improvement projects have also been completed in Montreat during this period. In 2014, MSD responded to 20 service calls in Montreat, with an average response time of 52 minutes. Mr. Ashley also noted that a recent sewer line replacement project on State Street in Black Mountain had been accelerated to coincide with planned NCDOT street paving in this area.

In response to inquiries from the Board members, Mr. Ashley reviewed the MSD Board's membership and meeting schedule, as well as the location of the sewer treatment and physical plants. He did not expect a significant increase in sewer treatment rates for the upcoming fiscal year, but cautioned that this may be subject to change during MSD's budget preparation process.

B. Town Hall Project Design Status Update: Mike Cox and Amy Dowty of Architectural Design Studios gave a presentation summarizing the development of the current interior and exterior design plans for the new Town Hall facility, including how those plans have changed over the past several months since the preliminary conceptual designs were first presented. Ms. Dowty reviewed the proposed site plan, including the building's proposed placement on the lot and the amount of both retained and supplemented vegetation to help blend the structure into the surrounding hillside. She noted that an additional small storage area had been added to the rear of the upper level to meet future records retention and other storage needs. She also pointed out that the entire area devoted to the Police Department's new facilities was slightly smaller than the proposed Council chambers.

Ms. Dowty then presented two proposed exterior finish designs, one with primarily brown and golden wooden tones and naturally finished wood, and another with more muted shades of green and gray with stained wood to match. Both designs featured Prairie-style windows with small stained glass accents on the first floor, with plainer second floor windows, as well as wooden accent features in the entrance canopy. Ms. Dowty said that the exterior height and scale of the building was shorter than Sylvan Heights and narrower than the President's Home. Parking lot illumination will use directional, rather than traditional pole-mounted, overhead lighting. ADS staff is currently working with a professional cost estimator on value engineering to identify options to reduce overall construction costs. Geothermal testing permits have been obtained, along with final geotechnical and soil analysis reports. ADS plans to have the project ready for bid advertisement in February.

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C. 2015-2020 Capital Improvement Plan Overview: Mr. Nalley gave a brief introductory presentation on the 2015-2020 Capital Improvement Plan (CIP), a flexible financial planning tool used to forecast the Town's future equipment, building and infrastructure needs. Items included in the CIP generally have both a monetary value greater than $5,000 and a useful life expectancy greater than one year. The presentation also included information on how each project or expenditure is prioritized on both the departmental and organizational levels, as well as how CIP information is used to develop the annual Budget for the upcoming fiscal year. Staff will present a completed CIP draft at the February Town Council Meeting, which will also be available in print and electronic formats for public review and comment. The final Plan will be eligible for adoption following a Public Hearing during the March Town Council Meeting.

Mayor's Communications

Mayor Taylor thanked the members of the Town's various appointed board and committees and other community volunteers for their service. She also thanked ADS staff for their responsiveness in developing the plans for the new Town Hall facility.

Consent Agenda Review

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

- December 4, 2014 Agenda Meeting Minutes Adoption;
- December 11, 2014 Town Council Meeting Minutes Adoption;
- December 16, 2014 Special Meeting Minutes Adoption.

Town Administrator's Communications

- Town staff has recently learned that the North Carolina State Historic Preservation Office will not require a Memorandum of Agreement to allow the new Texas Road bridge structure to be similar in appearance to other existing bridges in Montreat. The completed Categorical Exclusion (CE) document can now be forwarded to the Federal Highway Administration for signature, and the right-of-way acquisition and design phases of the project can soon begin.
- The final geotechnical and soil evaluation reports for the Town Hall project have been received, and will soon be posted to the Town's website. The reports confirm the absence of any underground rock that would negatively impact site development within the proposed building footprint or parking area.

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- 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.
- The Upper Kentucky Road Phase 1 Neighborhood and Residential Utility Assessment projects are now complete, along with gravel roadway installation. Paving assessments in this area will be completed this coming spring.
- In late 2013, Mr. Wade Burns discussed with the Board his efforts to develop a petition for voluntary annexation of the Upper Greybeard Trail area. At that time, Mr. Burns had proposed that an offer from the Town to extend 1865 feet of 8" sewer lines, 1120 feet of 6" sewer lines and approximately 500 feet of water lines and gravel roadway improvements to this area might encourage more property owners to agree to voluntary annexation, a process which requires a petition signed by all owners of the affected properties. At that time, the Board had indicated its willingness to provide only the necessary 8" sewer trunk line extensions for approximately 1300 feet along Greybeard Trail along Greybeard Trail at the Town's expense, but not the 6" sewer lines to the cross streets. To date, the Town has not received a petition for voluntary annexation of this area. Following Board direction given during the August 27, 2014 Special Meeting, staff has been working with the Town Attorney on revisions to Montreat General Ordinance Chapter M – "Extensions of Public Utilities and Streets," to be discussed in more detail during the Board's upcoming Annual Retreat.

During discussion, Commissioner Campbell also asked Town staff to provide a report on the intermittent and perennial stream setback requirements of Montreat General Ordinance Chapter K, Article III "Stormwater Management," and how these regulations would affect properties located in the Upper Greybeard Trail area.

- The Town's current Comprehensive Plan was adopted in April 2008. To date, 73% of the 97 total recommended goals have been achieved or are nearly completed, while others have been postponed or discontinued for various reasons at the Board's direction. During the upcoming Annual Retreat, staff will ask the Board how it wishes to proceed with updating the current Comprehensive Plan, a process that will include multiple opportunities for public participation and input.

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- There is no new information to report on the Town's continued efforts to correct township name and ZIP code inaccuracies in Montreat's voter registration database.
- The Board members were asked to provide potential dates for a Special Meeting to conduct the Town Administrator's annual performance review.
- The Board members will also provide Town staff with potential dates for the 2015 Annual Board Retreat, which is generally held in either late February or early March.
- Mr. Nalley also thanked a number of Montreat residents who recently hosted a catered luncheon for Town staff members.

Administrative Reports

Police Chief: Chief Staggs presented and reviewed the December 2014 monthly departmental activity report. He noted that Officers were working with Black Mountain Fire Department personnel to assign GPS coordinates to all of Montreat's fire hydrants, which will allow first responders to more easily locate the closest operational hydrant during emergencies. Commissioner Campbell said her grandchildren were thankful that the Police Department "protected" Santa during his Christmas visits to Montreat.

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

- Due to the upcoming Martin Luther King, Jr. Day holiday, household garbage and recycling collection will be delayed for that week until Tuesday, January 20. Residents are asked to place their items at curbside by 8:00 a.m. Starting this week, bagged leaves will be collected on a bi-weekly schedule through June 2015. Discarded Christmas trees may be disposed of on Wednesdays as part of weekly brush collection.
- Street Department crews will continue leaf and brush collection along street rights-of-way over the next several weeks.
- A stormwater retention feature will be installed on Community Center Circle over the next two weeks, weather permitting. This project is funded through reimbursement grant proceeds from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management.
- Water Department staff will continue 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.
- Two residential water leaks were also detected during the past month.

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

- November 2014 Financial Summary Report;
- Final November 2014 Financial Statement;
- Preliminary December 2014 Financial Statement;
- December 31, 2014 Cash and Investment Earnings Report.

Mr. Stackhouse also noted a discrepancy in ad valorem tax revenue receipts caused by a reporting error from the Buncombe County Tax Department. This issue should be resolved in next month's financial reports.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his December 2014 zoning and inspections activity report. The Planning and Zoning Commission is scheduled to meet next week to discuss possible revisions to Montreat General Ordinance Chapter I, Article II "Noise Control." The Board of Adjustment is scheduled to meet on January 29 to hold a public hearing on a variance request.

Commissioner Reports

Mayor Pro Tem Standaert noted the return of two Smurf figurines to the top of the Stop sign at the intersection of Louisiana Road and Assembly Drive. She thanked Mr. Gordon Neville for his interest in the Town Hall project, and for submitting his agenda item request on his personal letterhead over his own signature. She referred to a recent flyer from a group called "Montreaters for a Responsive Government" that did not include signatures or otherwise indicate the name of its authors. She asked anyone present at the meeting who was a part of this group to identify themselves during Public Comment so that the Board members could respond directly to these individuals.

Commissioner Campbell reported on the following items:

- The Montreat Landcare Committee met on January 6 and discussed the history, evolution, and mission of the Landcare Committee, as well as reports on the Native Plant Sale and further development of the Committee's website. Newly-elected officers are Chair Bill Seaman, Vice-Chair Martha Campbell and Co-Secretaries Dr. Maggie Ray and Mary Nell Todd.
- The Presbyterian Heritage Center's official Facebook page now contains a post with photographs and an audio except of Dr. Martin Luther King, Jr.'s 1965 Christian Action Conference speech in Montreat, given during the immediate aftermath of the Watts Riots in

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Los Angeles. The page can be accessed from the Center's website, www.PHCMontreat.org. There will be more efforts to commemorate the anniversary of Dr. King's speech during the coming months.

Commissioner Helms had no report at this time.

Commissioner McCaskill had no report at this time.

On Commissioner Vinson's behalf, Mayor Pro Tem Standaert reported that Mike Morgan and former Montreat Mayor Andy Andrews were awarded honorary doctorate degrees during King University's recent Fall Commencement ceremony. The keynote speaker was King University Interim President Dr. Richard A. Ray.

Commissioner Campbell also reported on Montreat College's recent Fall Commencement and upcoming Spring Convocation ceremonies, and mentioned the athletic events schedule available on the College's website.

Public Comment

Mountain Retreat Association Vice President for Development Lynn Gilliland spoke about a conference scheduled from August 21-23, 2015 to coincide with the anniversary date of Dr. Martin Luther King, Jr.'s 1965 Christian Action Conference speech in Montreat.

Mr. Tom Frist of 98 Frist Road said he had spoken individually with the Town of Black Mountain's Mayor and Town Manager, who informed him that Montreat had never formally approached Black Mountain to request de-annexation of the subject lot. Mr. Frist also said that while the Town of Black Mountain took no official position regarding the location of Montreat's Town Hall, Black Mountain's Mayor had expressed his personal support of this site as a potential Montreat Town Hall site, and would be receptive to discussing de-annexation if Montreat submitted a formal request. Mr. Frist also stated that although the subject lot was located within a floodplain area and was bisected by an active sewer line, professional engineers had indicated that the property could be developed safely and cost-effectively. He felt that for these reasons, the Board should to halt its development of the Florida Terrace Town Hall site and reconsider locating the new facility on property located just outside the Montreat Gate.

Mr. Wade Burns of 232 North Carolina Terrace summarized his efforts to pursue voluntary annexation of the Upper Greybeard Trail area. He read aloud a letter he submitted to the Town in January 2014 along with a status report and other related materials. The letter requested that the materials be placed on the following month's meeting agenda for consideration, and also asked for an opportunity for Mr. Burns to meet with the Board for further discussion of this

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issue. Mr. Burns stated that current Town ordinances prohibit the property owners in this area from developing their lots without also providing street and public utility extensions consistent with Town standards at their own expense. Having exceeded his allotted comment period, Mr. Burns requested three additional minutes to continue his remarks. The Board declined to grant this request. Mayor Taylor noted that the Board had held a Special Meeting devoted to discussion of Mr. Burns' voluntary annexation proposals in November 2013.

Mrs. Anne Seaman of 425 Appalachian Way thanked the Board for selecting Architectural Design Studios to design the new Town Hall facility, and spoke in favor of placing the Town Hall facility on Florida Terrace. She listed a number of what she felt were positive characteristics and benefits of the site, including its unobtrusive location and the proposed placement of the building on the lot. She felt that building the new Town Hall in this location would result in the least amount of change to Montreat's current appearance and character. She also felt that the new facilities would provide Town employees with appropriate work spaces that met all applicable state and federal requirements, and would allow the Town to share its meeting spaces with the community instead of needing to rent facilities from other entities.

Mrs. Janie Moore of 100 Frist Road sought to clarify the statements read on her behalf during the December 11, 2014 Town Council Meeting. She stated that, regardless of the cause of any disagreement, decisions about how to express disappointment with or opposition to another party's opinions or actions were a matter of individual, personal responsibility. She reiterated her belief that the Board of Commissioners was not accountable for the manner in which relationships between community members are conducted, or for any damage to those relationship caused by the way individuals chose to express their differences of opinion over the Town Hall project.

Mrs. Karen Boyd of 208 Harmony Lane expressed her disappointment that Mr. Wade Burns was not given additional time to complete his public comments concerning voluntary annexation, and that his proposals had not been included for consideration on the Board's meeting agendas during the past year. She commented on the celebrations of Dr. Martin Luther King Jr.'s work for racial justice and equality, and questioned whether the Board was acting in a just manner.

Mr. Bill Goodwin of 519 Providence Terrace cited the community division over the Town Hall project, and claimed that the Board was prematurely designing a building on a parcel of land it did not properly own. He asked the Board to defer its development of the Florida Terrace site and focus on building community consensus on this issue before resuming work on the project.

Mr. Monroe Gilmour of 94 Penland Cove Road in Black Mountain spoke about an incident of racial prejudice he experienced years ago when hosting a group of African-American Boy Scouts in Montreat, and felt it served as an example of local history related Dr. Martin Luther King's work and the 50th anniversary of the Selma-to-Montgomery March. He also objected to Mayor

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Pro Tem Standaert's comments about the lack of signatures on the recent flyer from the "Montreaters for a Responsive Government" group, noting that the Board's meeting agenda was also unsigned.

Mr. Rick Harbaugh of 223 Alabama Terrace said that while he agreed that Town employees needed better working accommodations, he did not view the Florida Terrace site as a suitable location for a new Town Hall facility. He described the Florida Terrace site as an awkward location which he only rarely visited, and said that he would prefer the Police Department to be located at the Montreat Gate entrance. He also felt that the proposed facility was too expensive for a town of Montreat's size and population.

Mr. Gordon Neville of 226 Alabama Terrace said he understood the reasons why the Board declined his public agenda item request, and offered to provide the information regarding his alternative Town Hall proposal upon request if the Board expresses an interest in it at some point in the future. He also expressed his hope that as the Town Hall project moves forward, Montreat can find a way to regain its community spirit.

Old Business

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

New Business

A. Town Hall Financing Resolution: Mayor Pro Tem Standaert moved to adopt Resolution #15-01-01 Authorizing Staff to Solicit Installment Purchase Financing for the Town Hall Project. Commissioner Campbell seconded. Following brief discussion of the scope of the Resolution, the motion carried 4/0. A copy of Resolution #15-01-01 is attached to these minutes and incorporated herein by reference.

B. Upper Kentucky Phase I Water & Sewer Assessments Financing Resolution: Commissioner Campbell moved to adopt 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 Phase I Water & Sewer Assessment Projects. Commissioner Helms seconded and the motion carried 4/0. A copy of Resolution #15-01-02 is attached to these minutes and incorporated herein by reference.

Public Comment

Mr. Wade Burns said that his packet of voluntary annexation materials had been prepared and submitted after the Board's November 2013 Special Meeting. He felt that the Board's willingness to extend only the 8" sewer trunk lines to this area would prevent him from obtaining the required number of petition signatures to proceed with a voluntary annexation

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procedure. He stated that the Town's current ordinances and building regulations were preventing him from developing his property in this area. He also said he was frustrated that the Board had postponed further discussion of his annexation proposal pending a letter from the Town to the affected property owners, but had not yet prepared or sent out that letter.

Mr. Bill Hollins of 116 Shenandoah Terrace described his experience with litigation during his professional career and during his service as a former Commissioner. He stated that legal matters were costly and time-consuming, and encouraged the Board to seriously consider resolving the recent litigation over the Town Hall project quickly and without the need for court hearings. He also noted that he was not a party to the current suit against the Town, nor did he support it.

Mr. Emory Underwood of 120 John Knox Road favored a more subdued color palette for the exterior of the new Town Hall facility, and said he liked the current building designs and floor plans more than some of the previous draft plans. He encouraged the Board to investigate wireless electronic technologies and audio-visual capabilities for the new Town Hall facility. He also felt it was important to discuss and give comments on the current building design and appearance regardless of individual opinions about the facility's location.

Mrs. Grace Nichols of 527 Suwannee Drive said she had been attending Town Council meetings over the past several years, and had witnessed the Board's deliberation of the issues related to the Town Hall project. She said that, prior to this past summer there had been very little public involvement in these discussions. She disagreed with claims that the Board was not listening to the public concerning this project, citing the changes made to the proposed building's size, design, appearance, parking and street access as examples of instances where the Board had considered and concurred with concerns and ideas expressed by community members. Mrs. Nichols also noted that in response to objections over the proposed location, the Board had requested suggestions for suitable alternative sites, received professional evaluation of three additional locations, and solicited public input on each site. She said that the Board had then considered the comments received when making their final site selection decision. She felt that listening and agreeing were not the same, and that it would not be possible for the Board to agree with every comment, suggestion or idea expressed. She also said that the Board members had responded individually to public concerns through numerous phone calls, e-mails, and one-on-one meetings, and thanked the Board for their efforts and their patience.

Mrs. Janie Moore said she'd recently heard statements that the lawsuit filed against the Town might be dropped if the Board agreed to a one-year moratorium on development of the Florida Terrace site. She described such tactics as coercive, and said she hoped the Board would not allow itself to be manipulated in this way. She felt that doing so would encourage any constituent who was unhappy with the Board's decisions to use litigation as an inappropriate means of exerting control over an elected body. She predicted that if the Board did agree to a

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moratorium, litigation would likely be re-filed if development of the Florida Terrace site resumed in the future. She felt that the decision regarding the location of the new Town Hall had already been made, and that it was time now to focus on discussion of the building's appearance and design features. She described the proposed exterior building design as attractive in appearance and comparable in size and style with other buildings in Montreat, and offered to assist anyone who may be unable to find or access the completed facility.

Mrs. Frances Kennedy, a Black Mountain resident who also owns property on Greybeard Trail in Montreat, said she had not yet heard an adequate explanation of why Florida Terrace was a reasonable location for the new Town Hall facility.

Mr. Tom Frist said he could not understand why the Board would not consider making a formal proposal to the Town of Black Mountain to de-annex the proposed alternative Town Hall outside the Montreat Gate. He believed that doing so would resolve the community division over the Town Hall project and would eliminate the current litigation against the Town. He asked the Board to listen to the public and to allow an opportunity for open discussion of acceptable solutions to the Town Hall controversy, and disagreed with claims that those opposed to the Florida Terrace site were not interested in seeking compromise.

Upcoming Meeting Dates

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

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.
Board of Adjustment Meeting – Variance Hearing:	January 29, 2015, 7:00 p.m. Walkup Building
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. Moore Center Meeting Room

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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

Closed Session

Mayor Pro Tem Standaert moved 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. Commissioner McCaskill seconded and the motion carried 4/0.

No action was taken during the Closed Session.

Upon returning to open session at 9:19 p.m., Commissioner Helms moved to hold a Special Meeting on January 14, 2015 at 9:00 a.m. in the Town Services Office for the purpose of holding a 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. Commissioner Campbell seconded and the motion carried 4/0.

Adjournment

There being no further items of business to discuss, Commissioner Helms moved to adjourn the Town Council Meeting. Mayor Pro Tem Standaert seconded. The motion carried 4/0 and the meeting was adjourned at 9:20 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

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Town of Montreat
Board of Commissioners
Town Council Meeting
January 14, 2015
Town Services Office

Board members present:	Mayor Letta Jean Taylor Mayor Pro Tem Mary Standaert Commissioner Martha Campbell Commissioner Jack McCaskill Commissioner Ann Vinson
Board members absent:	Commissioner Tim Helms
Town staff present:	Ron Nalley, Town Administrator Misty R. Gedlinske, Town Clerk Stefan Stackhouse, Finance Officer

No members of the public were also present. Mayor Taylor called the meeting to order at 9:00 a.m. and gave the invocation.

Agenda Approval

Commissioner Vinson moved to adopt the meeting agenda as presented. Commissioner Campbell seconded and the motion carried 4/0.

Closed Session

Commissioner Vinson moved 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. Mayor Pro Tem Standaert seconded and the motion carried 4/0.

No action was taken during the Closed Session.

Adjournment

Upon returning to open session at 10:27 a.m., Mayor Pro Tem Standaert moved to adjourn the Special Meeting. Commissioner Vinson seconded. The motion carried 4/0 and the meeting was adjourned at 10:28 a.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

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LandDesign.

urban design planning civil engineering branding landscape architecture

February 12, 2015

Mr. Ronald W. Nalley
Town Administrator
Town of Montreat
PO Box 423
Montreat, NC 28757

RE: Comprehensive Plan Update **VIA Email:**[rnalley@townofmontreat.org]

Dear Mr. Nalley:

I am aware that the Town of Montreat is considering an update to the Comprehensive Plan. As you know, LandDesign facilitated the process to develop the current Plan. We commend the Town for moving forward with an update, as such plans must be refreshed periodically to remain relevant. With an update, the Plan can to continue to function as an effective tool to guide decisions and ensure a balance between conservation of the Town's valued assets and accommodation of appropriate and complementary development.

It is our understanding that the current Comprehensive Plan, which was adopted in 2008, has served the Town well in that it has informed many important decisions and initiatives, and it has helped the Town make progress toward accomplishing the community goals outlined in the Plan. The community will continue to be guided by many—if not all—of the goals, which were developed and refined by the community during the previous planning process. However, as the Town has realized, much has changed over the last six years. Montreat, like many communities across the US, is adjusting to current circumstances, including limited funding sources and alternative financing mechanisms; new approaches to how public and private sectors are making decisions about investments; new priorities regarding community development, infrastructure, population health, and environmental conservation; and new partnerships that are emerging. So, while the goals focus the community on the future, some of the methods for effectively achieving the goals may need to be altered to recognize new and different opportunities. Updating the Plan provides the opportunity to revisit the implementation strategies in light of current circumstances and potential partnerships, and develop a revised set of action steps to be undertaken.

223 North Graham Street
Charlotte, NC 28202

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www.LandDesign.com

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Raleigh NC
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We enjoyed working with the Town, its residents, and various stakeholders, and we would welcome an opportunity to assist the Town again by facilitating the planning process to update the Plan. Please find attached a preliminary fee estimate that defines a recommended set of tasks. The estimate is intended to give an indication of the level of effort required to complete such tasks. The tasks and fee are based on our assumptions about the Town's needs and expectations, and can be adjusted to reflect actual project requirements identified by the Town. Please do not hesitate to contact me with any questions. We are ready and willing to provide assistance to the Town upon request. I can be reached at 704-333-0325 or mnealon@landdesign.com.

Best regards,

Meg Nealon, AICP, RLA
Partner, LandDesign

encl: Preliminary Fee Estimate

Washington DC
Charlotte NC
Raleigh NC
Dallas TX

Montreat Comp Plan Update Estimate

02.10.15

TASK	HOURS	FEE
Review of Adopted Plan and Accomplishments	8	$ 1,040.00
Data Collection and Assessment*	8	$ 1,040.00
Meeting with Staff + Tour	24	$ 3,120.00
Updates to Existing Conditions, Including Mapping*	24	$ 3,120.00
Staff/AC Meeting - (Project Kick-off) Progress Report / Current Issues Discussion / Goals Review	24	$ 3,120.00
Community Meeting 1 - Project Intro / Progress Report / Snapshot: 2015 / Confirm Goals	40	$ 5,200.00
Identification of Key Topics of Study / Research	16	$ 2,080.00
Meetings with Strategic Partners (Conference Center, Montreat College, Town of Black Mountain, Buncombe County, BGEA, Southern Appalachian Highlands Conservancy, etc.)	20	$ 2,600.00
Staff/AC Meeting - Strategic Planning Work Session	24	$ 3,120.00
Conceptual Land Use Plan Refinement*	40	$ 5,200.00
Draft Recommendations with Supporting Illustrations	80	$ 10,400.00
Staff/AC Meeting - Review: Updated Plan + Recommendations (DRAFT)	20	$ 2,600.00
Community Meeting 2 - Updated Plan + Recommendations Presentation (DRAFT)	40	$ 5,200.00
Staff/AC Meeting - Refinement of Updated Plan & Recommendations / Prioritization / Implementation Strategies & Creation of Updated Action Plan	32	$ 4,160.00
Production of Updated Plan Document - Draft*	40	$ 5,200.00
Presentation of Plan to Town Board	12	$ 1,560.00
Production of Updated Plan Document - Final*	16	$ 2,080.00
Labor*	**$**	**60,840.00**
Expenses, not incl. printing (assume 10% of labor)	$	6,084.00
Total	**$**	**66,924.00**

**Estimates of labor hours takes into consideration LandDesign's previous work (familiarity, access to files, etc.)*

MONTHLY POLICE STATISTICS REPORT					
January	**2015**	**2014**	**2013**	**2012**	**2011**
Mileage	3025	2638	3245	3067	2616
Dispatched Calls	107	129	93	65	61
Officer-Initiated Calls	221	255	157	277	327
Fire/EMS Assistance Calls	6F,4E	2F,1E	5	3	4
Motorist/Other Assistance Calls	52	72	29	32	22
Traffic Stops	48	38	28	29	35
Parking Issues	4	4	8	16	19
Burglar/Fire Alarm Responses	8B,1F	2B	3F	0	4
Residential/Building Checks	234	140	94	560	248
Ordinance violations	10	14	19	11	4
LE Agency Assistance Calls	22	19	12	42	16
Animal Calls	2	2	3	2	1
Larcenies	1	0	1	0	2
B&E Calls	0	0	0	0	2R
Suspicious Person/Vehicle Investigations	14P,23V	6P,14V	11P,17V	20	14
Disturbance Calls	3	1	0	3	2
Accident Responses	1	3	0	2	4
Auxiliary Hours Worked	32R,8T	32R	32R,98O	104	67
Truck turns at gate	2	1	3	6	8

- Town service: 446
- MRA service: 80
- College service: 12
- On 01/01/2015, a wallet and cell phone was found and returned to its owner at the college.
- On 01/01/2015, MPD received a call to assist BMFD and EMS on Harmony Road reference alcohol poisoning.
- On 01/12/2015, MPD responded to damage to property on North Carolina Terrace.
- On 01/13/2015, MPD received a call on Oklahoma Road reference a red jeep four-wheeling in the old horse ring. The vehicle was stopped, information was gathered and given to MRA.
- On 01/18/2015, MPD assisted BMFD reference to a downed hiker on Rainbow and Chapman.
- On 01/21/2015, Officers Blevins and Whitson received a thank you from a resident for helping her son.
- On 01/23/2015, 2 Officers attended UNC class on Developing Employee Performance Evaluations.

- On 01/29/2015, MPD received a call about a larceny of a green book bag from Mecklenburg Circle.
- On 01/30/2015, MPD received a call reference a lost wallet at Assembly Inn from the Fireman's Banquet. The wallet was located.
- On 01/30/2015, MPD received a call reference an alarm call on 01/25/2015 on North Carolina Terrace. The owner wanted to thank Officer Whitson for his response, his extra effort to secure the residence and the return call.

Note: MPD received an award from AAA for 2014 Outstanding North Carolina Traffic Safety Community. The award was presented in Atlantic Beach, North Carolina, unfortunately we could not be present, but the award was mailed.

Note: MPD has completed all personnel file auditing and organization according to state guidelines.

Note: MPD has also completed organization of all patrol cars with current street guides, residents and contact information, Chapter 14 and 20 Blue Book, and state mandated OSHA equipment.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended December 31, 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 6	Variance	12/31/13
Revenues:										
Ad valorem taxes	$ 944,500.00	$ 209,308.56	$ 124,782.84	$ 334,091.40	$ 657,455.80	$ 610,408.60				
Other taxes and licenses	$ 362,700.00	$ 91,103.17	$ 31,357.87	$ 122,461.04	$ 120,977.83	$ 240,238.96				
Unrestricted intergovernmental	$ 59,500.00	$ 6,559.24	$ 17,421.85	$ 23,981.09	$ 35,777.24	$ 35,518.91				
Permits and Fees	$ 46,000.00	$ 11,160.31	$ 1,691.00	$ 12,851.31	$ 28,555.36	$ 33,148.69				
Community Service Fee	$ 50,000.00	$ 32,591.00	$ 8,484.00	$ 41,075.00	$ 37,260.00	$ 8,925.00				
Sales and Services	$ 13,000.00	$ 3,343.72	$ -	$ 3,343.72	$ 4,345.58	$ 9,656.28				
Investment earnings	$ 3,000.00	$ 356.14	$ 68.53	$ 424.67	$ 582.23	$ 2,575.33				
Other revenues	$ 4,000.00	$ 740.38	$ (0.00)	$ 740.38	$ 1,205.24	$ 3,259.62				
Subtotal - Normal Operating	$ 1,482,700.00	$ 355,162.52	$ 183,806.09	$ 538,968.61	$ 886,159.27	$ 943,731.39	36.35%	50.00%	**-13.65%**	**9.79%**
Restricted intergovernmental	*$ 853,000.00*	*$ 19,721.16*	$ -	*$ 19,721.16*	$ 147,397.39	*$ 833,278.84*				
Contributions - Landcare	$ -	$ -	$ -	$ -	$ -	$ -				
Contributions - Open Space	$ -	$ -	$ -	$ -	$ -	$ -				
Total Revenues	**2,335,700.00**	**374,883.68**	**183,806.09**	**558,689.77**	**$ 1,033,556.66**	**1,777,010.23**	23.92%	50.00%	**-26.08%**	**-4.86%**
Expenditures:										
Governing Body	$ 67,917.00	$ 14,313.62	$ 3,984.69	$ 18,298.31	$ 25,445.92	$ 49,618.69	26.94%	50.00%	**23.06%**	**19.56%**
Administration	$ 279,291.00	$ 123,959.35	$ 23,169.67	$ 147,129.02	$ 142,444.25	$ 132,161.98	52.68%	50.00%	**-2.68%**	**0.71%**
Public Buildings	$ 226,049.00	$ 134,692.83	$ 20,804.27	$ 155,497.10	$ 315,879.57	$ 70,551.90	68.79%	50.00%	**-18.79%**	**-174.34%**
Police	$ 382,900.00	$ 145,077.43	$ 36,521.48	$ 181,598.91	$ 157,955.36	$ 201,301.09	47.43%	50.00%	**2.57%**	**3.02%**
Building & Zoning	$ 75,900.00	$ 28,697.05	$ 7,014.97	$ 35,712.02	$ 34,839.64	$ 40,187.98	47.05%	50.00%	**2.95%**	**8.02%**
Public Works	$ 73,785.00	$ 29,522.72	$ 5,320.00	$ 34,842.72	$ 25,318.29	$ 38,942.28	47.22%	50.00%	**2.78%**	**18.03%**
Streets	$ 1,446,905.00	$ 163,794.17	$ 15,836.57	$ 179,630.74	$ 100,746.71	$ 1,267,274.26	12.41%	50.00%	**37.59%**	**42.02%**
Powell Bill	$ 43,500.00	$ 3,635.60	$ 192.60	$ 3,828.20	$ 7,346.20	$ 39,671.80	8.80%	50.00%	**41.20%**	**33.11%**
Sanitation	$ 95,953.00	$ 43,097.57	$ 6,448.53	$ 49,546.10	$ 52,702.98	$ 46,406.90	51.64%	50.00%	**-1.64%**	**-0.87%**
Env/Cons/Rec	$ 8,500.00	$ -	$ -	$ -	$ 139,894.42	$ 8,500.00	0.00%	50.00%	**50.00%**	**-49.22%**
Total expenditures	**2,700,700.00**	**$ 686,790.34**	**$ 119,292.78**	**$ 806,083.12**	**$ 1,002,573.34**	**$ 1,894,616.88**	29.85%	50.00%	**20.15%**	**10.88%**
Revenues over expenditures	**(365,000.00)**	**$ (311,906.66)**	**$ 64,513.31**	**$ (247,393.35)**	**$ 30,983.32**	**$ (117,606.65)**				
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	**$ -**	**$ (311,906.66)**	**$ 64,513.31**	**$ (247,393.35)**	**$ 2,035.32**	**$ 247,393.35**				
Expenditure Recap:										
Salaries & Benefits	$ 870,700.00	$ 366,545.99	$ 93,697.64	$ 460,243.63	$ 414,032.15	$ 410,456.37				
Other Operating	$ 355,300.00	$ 140,888.20	$ 2,661.54	$ 143,549.74	$ 318,451.36	$ 211,750.26				
CIP/Grant Projects	*$ 1,474,700.00*	*$ 179,356.15*	$ 22,933.60	*$ 202,289.75*	$ 270,089.83	*$ 1,272,410.25*				
Total Expenditures	**$ 2,700,700.00**	**$ 686,790.34**	**$ 119,292.78**	**$ 806,083.12**	**$ 1,002,573.34**	**$ 1,894,616.88**				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended December 31, 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 6	Variance	Variance
Revenues:										
Ad valorem taxes			$ -			$ -				
Other taxes and licenses			$ -			$ -				
MRA Comm Svc Fee	$ -		$ -			$ -				
Permits and Fees			$ -			$ -				
Sales and Services	$ 305,000.00	$ 128,530.35	$ 21,232.73	$ 149,763.08	$ 158,840.66	$ 155,236.92				
Investment earnings	$ 500.00	$ 31.21	$ 3.33	$ 34.54	$ 64.60	$ 465.46				
Other revenues	$ 27,500.00	$ 14,971.82	$ 1,836.22	$ 16,808.04	$ 9,823.00	$ 10,691.96				
Subtotal - Normal Operating	$ 333,000.00	**$ 143,533.38**	**$ 23,072.28**	**$ 166,605.66**	**$ 168,728.26**	$ 166,394.34				
Restricted intergovernmental	*$ 206,000.00*		*$ -*			*$ 206,000.00*				
Total revenues	**$ 539,000.00**	**$ 143,533.38**	**$ 23,072.28**	**$ 166,605.66**	**$ 168,728.26**	**$ 372,394.34**	30.91%	50.00%	**-19.09%**	**-12.74%**
Expenditures:										
Water Department	**$ 539,000.00**	**$ 53,418.28**	**$ 24,477.24**	**$ 77,895.52**	$ 68,452.67	**$ 461,104.48**	14.45%	50.00%	**35.55%**	**34.50%**
Total expenditures	**$ 539,000.00**	**$ 53,418.28**	**$ 24,477.24**	**$ 77,895.52**	**$ 68,452.67**	**$ 461,104.48**	14.45%	50.00%	**35.55%**	**34.50%**
Revenues over expenditures	**$ -**	**$ 90,115.10**	**$ (1,404.96)**	**$ 88,710.14**	**$ 100,275.59**	**$ (88,710.14)**				
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	**$ -**	**$ 90,115.10**	**$ (1,404.96)**	**$ 88,710.14**	**$ 129,223.59**	**$ (88,710.14)**				
Expenditure Recap:										
Salaries & Benefits			$ -			$ -				
Other Operating	$ 304,500.00	$ 53,118.28	$ 24,477.24	$ 77,595.52	$ 67,854.67	$ 226,904.48				
CIP/Grant Projects	*$ 234,500.00*	*$ 300.00*	*$ -*	*$ 300.00*	$ 598.00	*$ 234,200.00*				
Total Expenditures	**$ 539,000.00**	**$ 38,913.89**	**$ 24,477.24**	**$ 77,895.52**	**$ 68,452.67**	**$ 461,104.48**				

Revenue Statement

Period Ending: December 31, 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	124,782.84	334,091.40	609,908.60	35.39
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	4.23	45.34	1,454.66	3.02
LOCAL SALES TAX	10-00-3065-100	345,000.00	31,353.64	122,365.57	222,634.43	35.46
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	17,421.85	17,421.85	37,578.15	31.67
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	0.00	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	1,691.00	12,836.31	32,163.69	28.52
SANITATION FEES	10-10-3435-400	10,000.00	0.00	2,220.00	7,780.00	22.20
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	8,484.00	41,075.00	8,925.00	82.15
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	52.17	329.28	2,170.72	13.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	16.36	95.39	404.61	19.07
MISC REVENUE	10-00-3815-800	1,000.00	0.00	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	183,806.09	558,689.77	2,142,010.23	20.68

Encumbrances & Expenditure Statement

Period Ending: December 31, 2014

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	4,900.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	44,000.00	0.00	14,942.40	0.00	29,057.60	33.96
FICA EXPENSE	10-00-4100-050	800.00	374.88	374.88	0.00	425.12	46.86
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	255.64	870.63	0.00	1,629.37	34.82
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	-1,545.83	-3,091.66	0.00	-3,091.34	50.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	202.06	0.00	297.94	40.41
INTER-FUND TRANS TO WA	10-00-4100-570	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	3,984.69	18,298.31	0.00	49,618.69	26.94

Encumbrances & Expenditure Statement

Period Ending: December 31, 2014

10 GENERAL FUND

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	20,078.97	92,260.44	0.00	84,439.56	52.21
FICA EXPENSE	10-00-4200-050	13,600.00	1,032.43	6,596.58	0.00	7,003.42	48.50
GROUP INSURANCE	10-00-4200-060	21,300.00	1,788.32	12,825.23	0.00	8,474.77	60.21
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	1,290.58	10,069.44	0.00	11,330.56	47.05
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	560.01	1,934.29	0.00	1,465.71	56.89
TRAVEL & TRAINING	10-00-4200-140	4,500.00	174.24	724.24	0.00	3,775.76	16.09
M & R EQUIPMENT	10-00-4200-160	20,500.00	1,110.00	19,232.40	0.00	1,267.60	93.81
ADVERTISING	10-00-4200-260	1,800.00	109.92	1,120.27	0.00	679.73	62.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	600.30	1,670.22	0.00	1,329.78	55.67
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	21.47	2,068.31	0.00	931.69	68.94
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	89.95	587.75	0.00	612.25	48.97
CONTRACT SERVICES	10-00-4200-450	19,500.00	2,495.74	6,683.46	0.00	12,816.54	34.27
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	-6,552.26	-13,104.52	0.00	-13,104.48	50.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	370.00	2,952.28	0.00	147.72	95.23
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	23,169.67	147,129.02	0.00	132,161.98	52.67

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	4,200.00	958.68	1,566.74	0.00	2,633.26	37.30
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	200.00	1,155.85	0.00	1,644.15	41.28
M & R EQUIPMENT	10-00-5000-160	5,600.00	1,098.42	2,534.83	0.00	3,065.17	45.26
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	-1,612.83	-3,225.66	0.00	-3,225.34	50.00
INSURANCE	10-00-5000-540	44,500.00	0.00	41,975.34	0.00	2,524.66	94.32
CAPITAL OUTLAY	10-00-5000-730	175,200.00	20,160.00	111,490.00	0.00	63,710.00	63.63
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	20,804.27	155,497.10	0.00	70,551.90	68.78

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	25,781.27	120,112.68	0.00	100,387.32	54.47
FICA EXPENSE	10-10-5100-050	16,900.00	1,303.99	8,482.93	0.00	8,417.07	50.19
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	20,977.98	0.00	14,522.02	59.09
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	1,602.22	12,428.27	0.00	14,671.73	45.86
TELEPHONE	10-10-5100-110	1,800.00	292.10	1,032.97	0.00	767.03	57.38
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	0.00	1,728.03	0.00	2,271.97	43.20
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	99.98	3,899.50	0.00	11,600.50	25.15
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	0.00	1,777.28	0.00	222.72	88.86
UNIFORMS	10-10-5100-360	1,500.00	48.32	217.68	0.00	1,282.32	14.51
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	4,450.00	8,900.00	0.00	9,900.00	47.34
TOTAL DEPT: (5100) POLICE		382,900.00	36,521.48	181,598.91	0.00	201,301.09	47.42

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	5,283.69	24,197.68	0.00	22,202.32	52.15
FICA EXPENSE	10-10-5400-050	3,600.00	269.66	1,716.58	0.00	1,883.42	47.68
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	4,200.78	0.00	2,899.22	59.16
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	337.10	2,620.01	0.00	2,979.99	46.78
TELEPHONE	10-10-5400-110	700.00	58.20	349.67	0.00	350.33	49.95
TRAVEL & TRAINING	10-10-5400-140	2,500.00	258.23	1,368.11	0.00	1,131.89	54.72
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	96.68	356.46	0.00	443.54	44.55
DEPARTMENT SUPPLIES	10-10-5400-330	1,500.00	82.69	180.02	0.00	1,319.98	12.00
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	0.00	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	40.00	405.00	0.00	95.00	81.00
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	7,014.97	35,712.02	0.00	40,187.98	47.05

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	5,906.46	27,866.75	0.00	24,833.25	52.87
FICA EXPENSE	10-20-5550-050	4,100.00	301.49	1,981.44	0.00	2,118.56	48.32
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	4,212.99	0.00	2,887.01	59.33
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	376.84	3,027.48	0.00	3,372.52	47.30
TELEPHONE	10-20-5550-110	700.00	58.20	349.66	0.00	350.34	49.95
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	67.03	67.03	0.00	432.97	13.40
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	0.00	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	-1,978.74	-3,957.48	0.00	-3,957.52	50.00
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	5,320.00	34,842.72	0.00	38,942.28	47.22

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	10,951.58	54,520.58	0.00	50,879.42	51.72
FICA EXPENSE	10-20-5600-050	8,100.00	655.00	3,987.95	0.00	4,112.05	49.23
GROUP INSURANCE	10-20-5600-060	21,300.00	1,791.16	12,594.87	0.00	8,705.13	59.13
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	913.79	6,172.62	0.00	6,527.38	48.60
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	43.10	639.70	0.00	1,360.30	31.98
M & R TRUCKS	10-20-5600-170	3,500.00	824.95	2,099.52	0.00	1,400.48	59.98
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	0.00	1,756.14	0.00	6,243.86	21.95
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	124.72	1,064.99	0.00	4,435.01	19.36
UNIFORMS	10-20-5600-360	2,000.00	0.00	296.54	0.00	1,703.46	14.82
CONTRACT SERVICE	10-20-5600-450	16,000.00	0.00	1,590.00	0.00	14,410.00	9.93
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	-4,148.69	-8,297.38	0.00	-8,297.62	49.99
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	2,773.60	90,799.75	0.00	1,162,200.25	7.24
STREET LIGHTING	10-20-5600-740	23,500.00	1,907.36	11,428.37	0.00	12,071.63	48.63
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	15,836.57	179,630.74	0.00	1,267,274.26	12.41

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	192.60	192.60	0.00	1,807.40	9.63
TOTAL DEPT: (5700) POWELL BILL		43,500.00	192.60	3,828.20	0.00	39,671.80	8.80

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	3,631.53	16,911.34	0.00	15,288.66	52.52
CONTRACT SERVICES	10-30-5800-040	15,000.00	906.00	8,790.00	0.00	6,210.00	58.60
FICA EXPENSE	10-30-5800-050	2,500.00	185.22	1,201.14	0.00	1,298.86	48.04
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	4,168.38	0.00	3,831.62	52.10
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	231.70	1,834.61	0.00	2,065.39	47.04
TELEPHONE	10-30-5800-110	700.00	58.20	349.67	0.00	350.33	49.95
UTILITIES	10-30-5800-130	500.00	39.74	241.80	0.00	258.20	48.36
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	17.76	741.65	0.00	758.35	49.44
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	0.00	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	1,774.94	10,725.87	0.00	7,274.13	59.58
TOTAL DEPT: (5800) SANITATION		89,200.00	7,433.81	47,763.75	0.00	41,436.25	53.54

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (00000)							
INDIRECT COST ALLOCATI	10-30-5800-480	-5,247.00	-1,311.65	-2,623.30	0.00	-2,623.70	49.99
TOTAL DEPT: (00000)		-5,247.00	-1,311.65	-2,623.30	0.00	-2,623.70	49.99

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	326.37	4,405.65	0.00	7,594.35	36.71
TOTAL DEPT: (5800) SANITATION		12,000.00	326.37	4,405.65	0.00	7,594.35	36.71

10 GENERAL FUND

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	119,292.78	806,083.12	0.00	1,894,616.88	29.84

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	1,538.88	13,782.50	6,217.50	68.91
WATER SALES	30-91-3500-500	140,000.00	7,548.73	67,331.08	72,668.92	48.09
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,684.00	82,432.00	82,568.00	49.95
BILLING FEE REVENUE	30-91-3500-800	0.00	89.95	536.20	-536.20	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	50.00	475.00	1,525.00	23.75
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	6.33	37.54	462.46	7.50
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	168.12	1,076.18	923.82	53.80
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-13.73	-14.84	14.84	0.00
INTER-FUND TRANS FROM GENERAL	30-91-3900-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		539,000.00	23,072.28	166,605.66	372,394.34	30.91
TOTAL REVENUE:		3,239,700.00	206,878.37	725,295.43	2,514,404.57	22.38%

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	4,000.00	90.00	2,698.00	0.00	1,302.00	67.45
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	197.18	1,182.51	0.00	1,317.49	47.30
TELEPHONE	30-91-8100-110	2,000.00	292.11	1,033.00	0.00	967.00	51.65
UTILITIES	30-91-8100-130	30,000.00	2,498.84	11,968.53	0.00	18,031.47	39.89
TRAVEL & TRAINING	30-91-8100-140	1,000.00	0.00	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	20,000.00	25.32	18,125.48	0.00	1,874.52	90.62
M & R EQUIPMENT	30-91-8100-160	5,000.00	459.56	1,233.60	0.00	3,766.40	24.67
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	1,036.10	1,608.51	0.00	391.49	80.42
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	17,150.00	34,300.00	0.00	34,300.00	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	110.00	1,240.00	0.00	1,060.00	53.91
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	2,618.13	2,618.13	0.00	82,981.87	3.05
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	24,477.24	77,895.52	0.00	461,104.48	14.45
TOTAL FUND: (30) WATER FUND		539,000.00	24,477.24	77,895.52	0.00	461,104.48	14.45
TOTAL EXPENDITURES		3,239,700.00	143,770.02	883,978.64	0.00	2,355,721.36	27.28

Revenue Statement

Period Ending: January 31, 2015

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	344,013.87	678,105.27	265,894.73	71.83
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	0.00	45.34	1,454.66	3.02
LOCAL SALES TAX	10-00-3065-100	345,000.00	0.00	122,365.57	222,634.43	35.46
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	17,421.85	37,578.15	31.67
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	0.00	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	0.00	12,836.31	32,163.69	28.52
SANITATION FEES	10-10-3435-400	10,000.00	0.00	2,220.00	7,780.00	22.20
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	41,075.00	8,925.00	82.15
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	0.00	329.28	2,170.72	13.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	0.00	95.39	404.61	19.07
MISC REVENUE	10-00-3815-800	1,000.00	0.00	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	344,013.87	902,703.64	1,797,996.36	33.42

02/09/15 Fiscal Year: 2015 **TOWN OF MONTREAT** Selected Department *Page 1*
14:41:21 Fiscal Month Range: 7-7 **Encumbrances & Expenditure Statement** (ALL) All Departments
(D) Period Ending: January 31, 2015
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	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	44,000.00	0.00	14,942.40	0.00	29,057.60	33.96
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
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	50.00	920.63	0.00	1,579.37	36.82
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	-3,091.66	0.00	-3,091.34	50.00
CONTRIBUTIONS	10-00-4100-520	500.00	245.00	447.06	0.00	52.94	89.41
INTER-FUND TRANS TO WA	10-00-4100-570	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	295.00	18,593.31	0.00	49,323.69	27.37

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	6,692.99	98,953.43	0.00	77,746.57	56.00
FICA EXPENSE	10-00-4200-050	13,600.00	515.85	7,112.43	0.00	6,487.57	52.29
GROUP INSURANCE	10-00-4200-060	21,300.00	1,788.32	14,613.55	0.00	6,686.45	68.60
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	813.90	10,883.34	0.00	10,516.66	50.85
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	58.30	1,992.59	0.00	1,407.41	58.60
TRAVEL & TRAINING	10-00-4200-140	4,500.00	50.00	774.24	0.00	3,725.76	17.20
M & R EQUIPMENT	10-00-4200-160	20,500.00	0.00	19,232.40	0.00	1,267.60	93.81
ADVERTISING	10-00-4200-260	1,800.00	0.00	1,120.27	0.00	679.73	62.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	127.43	1,797.65	0.00	1,202.35	59.92
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	156.99	2,225.30	0.00	774.70	74.17
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	0.00	587.75	0.00	612.25	48.97
CONTRACT SERVICES	10-00-4200-450	19,500.00	6,880.28	13,563.74	0.00	5,936.26	69.55
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	0.00	-13,104.52	0.00	-13,104.48	50.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	50.00	3,002.28	0.00	97.72	96.84
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	17,134.06	164,263.08	0.00	115,027.92	58.81

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	131.72	1,698.46	0.00	2,501.54	40.44
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	0.00	1,155.85	0.00	1,644.15	41.28
M & R EQUIPMENT	10-00-5000-160	5,600.00	0.00	2,534.83	0.00	3,065.17	45.26
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	-3,225.66	0.00	-3,225.34	50.00
INSURANCE	10-00-5000-540	44,500.00	0.00	41,975.34	0.00	2,524.66	94.32
CAPITAL OUTLAY	10-00-5000-730	175,200.00	14,635.00	126,125.00	0.00	49,075.00	71.98
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	14,766.72	170,263.82	0.00	55,785.18	75.32

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	8,367.16	128,479.84	0.00	92,020.16	58.26
FICA EXPENSE	10-10-5100-050	16,900.00	635.94	9,118.87	0.00	7,781.13	53.95
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	23,921.58	0.00	11,578.42	67.38
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	1,006.21	13,434.48	0.00	13,665.52	49.57
TELEPHONE	10-10-5100-110	1,800.00	58.29	1,091.26	0.00	708.74	60.62
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	76.56	1,804.59	0.00	2,195.41	45.11
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	255.04	4,154.54	0.00	11,345.46	26.80
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	99.00	1,876.28	0.00	123.72	93.81
UNIFORMS	10-10-5100-360	1,500.00	187.80	405.48	0.00	1,094.52	27.03
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	8,900.00	0.00	9,900.00	47.34
TOTAL DEPT: (5100) POLICE		382,900.00	13,629.60	195,228.51	0.00	187,671.49	50.98

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	1,761.23	25,958.91	0.00	20,441.09	55.94
FICA EXPENSE	10-10-5400-050	3,600.00	134.74	1,851.32	0.00	1,748.68	51.42
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	4,789.50	0.00	2,310.50	67.45
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	212.58	2,832.59	0.00	2,767.41	50.58
TELEPHONE	10-10-5400-110	700.00	58.29	407.96	0.00	292.04	58.28
TRAVEL & TRAINING	10-10-5400-140	2,500.00	200.00	1,568.11	0.00	931.89	62.72
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	356.46	0.00	443.54	44.55
DEPARTMENT SUPPLIES	10-10-5400-330	1,500.00	94.33	274.35	0.00	1,225.65	18.29
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	125.00	350.00	0.00	900.00	28.00
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	45.00	450.00	0.00	50.00	90.00
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	3,219.89	38,931.91	0.00	36,968.09	51.29

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	1,968.82	29,835.57	0.00	22,864.43	56.61
FICA EXPENSE	10-20-5550-050	4,100.00	150.62	2,132.06	0.00	1,967.94	52.00
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	4,801.71	0.00	2,298.29	67.63
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	237.64	3,265.12	0.00	3,134.88	51.01
TELEPHONE	10-20-5550-110	700.00	58.29	407.95	0.00	292.05	58.27
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	67.03	0.00	432.97	13.40
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	0.00	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	-3,957.48	0.00	-3,957.52	50.00
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	3,004.09	37,846.81	0.00	35,938.19	51.29

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	2,446.33	56,966.91	0.00	48,433.09	54.04
FICA EXPENSE	10-20-5600-050	8,100.00	187.14	4,175.09	0.00	3,924.91	51.54
GROUP INSURANCE	10-20-5600-060	21,300.00	1,766.16	14,361.03	0.00	6,938.97	67.42
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	295.26	6,467.88	0.00	6,232.12	50.92
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	48.98	48.98	0.00	451.02	9.79
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	639.70	0.00	1,360.30	31.98
M & R TRUCKS	10-20-5600-170	3,500.00	320.70	2,420.22	0.00	1,079.78	69.14
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	0.00	1,756.14	0.00	6,243.86	21.95
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	249.85	1,314.84	0.00	4,185.16	23.90
UNIFORMS	10-20-5600-360	2,000.00	0.00	296.54	0.00	1,703.46	14.82
CONTRACT SERVICE	10-20-5600-450	16,000.00	225.00	1,815.00	0.00	14,185.00	11.34
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	0.00	-8,297.38	0.00	-8,297.62	49.99
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	41,856.46	132,656.21	0.00	1,120,343.79	10.58
STREET LIGHTING	10-20-5600-740	23,500.00	1,960.66	13,389.03	0.00	10,110.97	56.97
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	49,356.54	228,987.28	0.00	1,217,917.72	15.82

10 GENERAL FUND

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	426.10	2,058.07	0.00	1,941.93	51.45
SIGNS/PAINTING	10-20-5700-755	4,500.00	76.06	174.64	0.00	4,325.36	3.88
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	192.60	0.00	1,807.40	9.63
TOTAL DEPT: (5700) POWELL BILL		43,500.00	502.16	4,330.36	0.00	39,169.64	9.95

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	1,210.51	18,121.85	0.00	14,078.15	56.27
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,014.00	9,804.00	0.00	5,196.00	65.36
FICA EXPENSE	10-30-5800-050	2,500.00	92.60	1,293.74	0.00	1,206.26	51.75
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	4,757.10	0.00	3,242.90	59.46
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	146.11	1,980.72	0.00	1,919.28	50.78
TELEPHONE	10-30-5800-110	700.00	58.29	407.96	0.00	292.04	58.28
UTILITIES	10-30-5800-130	500.00	39.12	280.92	0.00	219.08	56.18
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	391.87	1,133.52	0.00	366.48	75.56
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	0.00	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	2,072.91	12,798.78	0.00	5,201.22	71.10
TOTAL DEPT: (5800) SANITATION		89,200.00	5,614.13	53,377.88	0.00	35,822.12	59.84

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	-2,623.30	0.00	-2,623.70	49.99
TOTAL DEPT: (00000)		-5,247.00	0.00	-2,623.30	0.00	-2,623.70	49.99

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	1,063.39	5,469.04	0.00	6,530.96	45.57
TOTAL DEPT: (5800) SANITATION		12,000.00	1,063.39	5,469.04	0.00	6,530.96	45.57

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	18.17	18.17	0.00	981.83	1.81
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	18.17	18.17	0.00	8,481.83	0.21
TOTAL FUND: (10) GENERAL FUND		2,700,700.00	108,603.75	914,686.87	0.00	1,786,013.13	33.86

TOWN OF MONTREAT
Revenue Statement
Period Ending: January 31, 2015

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	13,782.50	6,217.50	68.91
WATER SALES	30-91-3500-500	140,000.00	-9.62	67,321.46	72,678.54	48.08
WATER ACCESS FEES	30-91-3500-600	165,000.00	0.00	82,432.00	82,568.00	49.95
BILLING FEE REVENUE	30-91-3500-800	0.00	0.00	536.20	-536.20	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	0.00	475.00	1,525.00	23.75
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	0.00	37.54	462.46	7.50
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	0.00	1,076.18	923.82	53.80
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-14.84	14.84	0.00
INTER-FUND TRANS FROM GENERAL	30-91-3900-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		539,000.00	-9.62	166,596.04	372,403.96	30.90
TOTAL REVENUE:		3,239,700.00	344,004.25	1,069,299.68	2,170,400.32	33.00%

TOWN OF MONTREAT

Encumbrances & Expenditure Statement

Period Ending: January 31, 2015

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	780.00	3,478.00	0.00	522.00	86.95
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	1,379.99	0.00	1,120.01	55.20
TELEPHONE	30-91-8100-110	2,000.00	58.29	1,091.29	0.00	908.71	54.56
UTILITIES	30-91-8100-130	30,000.00	2,778.15	14,746.68	0.00	15,253.32	49.15
TRAVEL & TRAINING	30-91-8100-140	1,000.00	0.00	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	20,000.00	0.00	18,125.48	0.00	1,874.52	90.62
M & R EQUIPMENT	30-91-8100-160	5,000.00	0.00	1,233.60	0.00	3,766.40	24.67
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	89.22	1,697.73	0.00	302.27	84.88
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	0.00	34,300.00	0.00	34,300.00	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	0.00	1,240.00	0.00	1,060.00	53.91
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	2,618.13	0.00	82,981.87	3.05
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	3,903.14	81,798.66	0.00	457,201.34	15.17
TOTAL FUND: (30) WATER FUND		539,000.00	3,903.14	81,798.66	0.00	457,201.34	15.17
TOTAL EXPENDITURES		3,239,700.00	112,506.89	996,485.53	0.00	2,243,214.47	30.75

Town of Montreat — Cash & Investments Report — As of January 31, 2015

Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		$ 215,708.50	$ 215,708.50			0.00%	$ -
Avl Sav Bank	Cent'l Dep x 6863		$ 3,430.50	$ 3,430.50			0.00%	$ -
Avl Sav Bank	Savings - Powell Bill 3572		$ 192,721.36		$ 192,721.36		0.10%	$ 16.37
Avl Sav Bank	Savings - Water Res. 7727		$ 58,061.54			$ 58,061.54	0.10%	$ 4.93
Avl Sav Bank	MMkt Acct xxx1204		$ 940,313.52		$ 940,313.52		0.07%	$ 55.45
Avl Sav Bank	Subtotal		$ 1,410,235.42					
BB&T	MMkt Act - General Fund		$ 449,730.07		$ 449,730.07		0.01%	$ 3.82
BB&T	MMkt Act - Water Fund		$ 157,385.86			$ 157,385.86	0.01%	$ 1.34
BB&T	Subtotal		$ 607,115.93					
NCCMT	Investment - General Fund		$ 6,424.01		$ 6,424.01		0.01%	$ 0.06
NCCMT	Investment - Water Fund		$ 6,708.84			$ 6,708.84	0.01%	$ 0.06
NCCMT	Subtotal		$ 13,132.85					
All Accts	Subtotal		$ 2,030,484.20	$ 219,139.00	$ 1,589,188.96	$ 222,156.24	0.05%	$ 82.03
All Accts	Fiscal Year to Date		$ 1,756,023.13 (average)				0.05% (average)	$ 551.65 (cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/23/2015	$ 54,310.97		$ 54,310.97		0.15%	$ 21.20
Avl Sav Bank	CD x5119	11/11/2015	$ 10,322.47		$ 10,322.47		0.15%	$ 4.03
			$ 64,633.44					$ 25.23
All Accts	Total		$ 2,095,117.64					$ 107.26
All Accts	Fiscal Year to Date		$ 1,859,817.62 (average)				0.06% (average)	$ 627.34

Town of Montreat
January 2015 Zoning & Building Inspections Report

Zoning/Building Permit Applications:

Last Name	First Name	Montreat Address	Zoning Compliance Date	Permit #	Permit Date	Description
Town of Montreat		365 Florida Terrace	N/A	5030	1/13/2015	Grading Permit
Montreat College		319 Missouri Road	N/A	5031	1/13/2015	Electrical-Add Branch Circuits
S.C. Home at Montreat		402 South Carolina Terrace	1/15/2015	5032	1/15/2015	Commercial-Exterior Fire Stairs
Elliott	Curtis	117 Kanawha Drive	N/A	5033	1/16/2015	Residential-Partial Demolition
Bowden	David	287 North Carolina Terrace	N/A	5034	1/16/2015	Residential-Repairs/Bathroom Addition
Lindsey	Sarah	531 Calvin Trail	N/A	5035	1/16/2015	Residential-Retaining Wall
Jones	Harry	314 North Carolina Terrace	N/A	5036	1/30/2015	Residential Repairs-Deck
Williamson	James	529 Memphis Lane	1/30/2015	N/A	N/A	Accessory Structure

ZONING ACTIVITY

Zoning Permit Applications:	4
Variance/Interpretation Requests:	1
Conditional Use Requests:	None
Permit Extensions Requested:	None
Sign Permit Applications:	None

BUILDING INSPECTIONS

Building Permit Applications:	9
Building Inspections Requested:	20
Re-inspections Requested/Required:	2
Fire Inspections Requested/Required:	None
Fire Permit Applications:	None

Totals

Approved Zoning Permits:	2
Denied Zoning Permits:	None
Pending Zoning Permits:	2
Variance/Interpretation Granted:	1
Conditional Use Permits Granted:	None
Permit Extensions Granted:	None
Sign Permits Issued:	None

Totals

Building Permits Issued:	7
Pending Building Permits:	2
Building Inspections Performed:	24
*Stop Work Order Issued:	None
**Defective Building Posted:	None
Denied Building Permits	None
Fire Inspections Performed:	None
Fire Re-Inspections Performed:	None
Fire Permits Issued:	None

Zoning Permits Report

Permits for 01/01/2015 **to** 01/31/2015 **Report Date** 02/02/2015

Permit: Z2008-0241 **Issued:** 01/15/2015 **Expires:** 07/14/2015 **Property Owner:** SOUTH CAROLINA HOME AT
Applicant: LIVING STONE CONSTRUCTION, INC **Location:** 402 SOUTH CAROLINA TERRACE **Inspector:** DEC
Permit Type: ZONING COMPLIANCE **Details:** EXTERIOR FIRE STAIRS **Cost:** 102000 **ID:** 200041-Z000255

Permit: Z2008-0242 **Issued:** 01/30/2015 **Expires:** 07/29/2015 **Property Owner:** JAMES F WILLIAMSON
Applicant: JAMES F WILLIAMSON **Location:** 529 MEMPHIS LN **Inspector:** DEC
Permit Type: ZONING COMPLIANCE **Details:** ACCESSORY STRUCTURE **Cost:** 0 **ID:** 100032-Z000256

Combo Basic Report

Permits for 01/01/2015 **to** 01/31/2015 **Report Date** 02/02/2015

Source: Project **Permit:** U2012-5030 **Date Issued:** 01/08/2015 **Permit Expires:** 01/13/2016 **ID:** 200092-J000050
Applicant: TOWN OF MONTREAT **Location:** 365 FLORIDA TERRACE
Permit Type: COMMERCIAL **Structure:** NEW TOWN HALL SITE **Cost Est:** 0
Property Owner: TOWN OF MONTREAT **PIN:** 072016411800000

Source: Electrical **Permit:** U2012-5031 **Date Issued:** 01/13/2015 **Permit Expires:** 01/13/2016 **ID:** 200088-E000113
Applicant: JENN ELECTRIC COMPANY: WAYNE **Location:** 319 MISSOURI ROAD
Permit Type: ADD BRANCH CIRCUITS **Structure:** DORMITORY **Cost Est:** 0
Property Owner: MONTREAT COLLEGE **PIN:** 072006725100000-AND.

Source: Building **Permit:** U2012-5032 **Date Issued:** 01/15/2015 **Permit Expires:** 07/15/2015 **ID:** 200041-B000542
Applicant: LIVING STONE CONSTRUCTION, INC **Location:** 402 SOUTH CAROLINA TERRACE
Permit Type: COMM. IMPROVEMENTS **Structure:** S.C. INN - MAIN BLDG **Cost Est:** 102000
Property Owner: SOUTH CAROLINA HOME AT MONTREAT **PIN:** 072006885900000

Source: Project **Permit:** U2012-5033 **Date Issued:** 01/16/2015 **Permit Expires:** 07/16/2015 **ID:** 100551-J000051
Applicant: DSH CONSTRUCTION LLC: HENSLEY **Location:** 117 KANAWHA DR
Permit Type: DEMOLITION PERMIT **Structure:** SINGLE FAMILY RES. **Cost Est:** 0
Property Owner: W. CURTIS ELLIOTT **PIN:** 071054661400000

Source: Building **Permit:** U2012-5034 **Date Issued:** 01/16/2015 **Permit Expires:** 07/16/2015 **ID:** 100553-B000543
Applicant: MOUNTAIN LIVING CONST., INC.: **Location:** 287 NORTH CAROLINA TER
Permit Type: RES. IMPROVEMENTS **Structure:** EXISTING HOME **Cost Est:** 22000
Property Owner: DAVID M. BOWDEN **PIN:** 071086374100000

Source: Building **Permit:** U2012-5035 **Date Issued:** 01/16/2015 **Permit Expires:** 01/16/2016 **ID:** 100243-B000544
Applicant: DSH CONSTRUCTION LLC: HENSLEY **Location:** 531 CALVIN TRL
Permit Type: RETAINING WALL **Structure:** EXISTING HOME **Cost Est:** 25000
Property Owner: SARAH J. LINDSEY **PIN:** 072009612900000

Source: Building **Permit:** U2012-5036 **Date Issued:** 01/30/2015 **Permit Expires:** 01/30/2016 **ID:** 100885-B000545
Applicant: EWING & MCCONNAUGHY, INC.: **Location:** 314 NORTH CAROLINA TER
Permit Type: RES. REPAIRS **Structure:** EXISTING HOME **Cost Est:** 19800
Property Owner: HARRY T JONES III **PIN:** 071096267600000

Fee Detail Subsort Report

Report for 01/01/2015 **to** 01/31/2015

Sorted by Permit Number

Report Date 02/02/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Electrical	U2012-5031	01/13/2015	ADD BRANCH	ELECTRICAL		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-5032	01/15/2015	COMM.	COMM.		$1,020.00	
Item Count	1				**Fee Totals**	**$1,020.00**	
Project	U2012-5033	01/16/2015	DEMOLITION	DEMOLITION		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-5034	01/16/2015	RES.	HR FUND		$10.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		$100.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		$132.00	
Building	U2012-5034	01/16/2015	RES.	PLUMBING		$200.00	
Item Count	4				**Fee Totals**	**$442.00**	
Building	U2012-5035	01/16/2015	RETAINING	PERMIT		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-5036	01/30/2015	RES. REPAIRS	RES. REPAIRS		$118.80	
Item Count	1				**Fee Totals**	**$118.80**	
Item Count	9				**Fee Totals**	$1,880.80	

Fee Detail Subsort Report

Report for 01/01/2014 **to** 01/31/2014

Sorted by Permit Number

Report Date 02/02/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4930	01/13/2014	RES.	HR FUND		$10.00	
Building	U2012-4930	01/13/2014	RES.	ELECTRICAL		$100.00	
Building	U2012-4930	01/13/2014	RES.	PERMIT		$660.00	
Item Count	3				**Fee Totals**	**$770.00**	
Building	U2012-4931	01/17/2014	RES.	PERMIT		$506.02	
Building	U2012-4931	01/17/2014	RES.	ELECTRICAL		$100.00	
Building	U2012-4931	01/17/2014	RES.	MECHANICAL		$100.00	
Building	U2012-4931	01/17/2014	RES.	GAS		$75.00	
Building	U2012-4931	01/17/2014	RES.	HR FUND		$10.00	
Item Count	5				**Fee Totals**	**$791.02**	
Building	U2012-4932	01/16/2014	RES.	MECHANICAL		$100.00	
Building	U2012-4932	01/16/2014	RES.	HR FUND		$10.00	
Building	U2012-4932	01/16/2014	RES.	ELECTRICAL		$100.00	
Building	U2012-4932	01/16/2014	RES.	PERMIT		$132.00	
Building	U2012-4932	01/16/2014	RES.	PLUMBING		$100.00	
Item Count	5				**Fee Totals**	**$442.00**	
Building	U2012-4933	01/28/2014	RES. RE-ROOF	METAL		$40.00	
Item Count	1				**Fee Totals**	**$40.00**	
Building	U2012-4934	01/30/2014	RES. REPAIRS	PLUMBING		$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	MECHANICAL		$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	RES. REPAIRS		$300.00	
Item Count	3				**Fee Totals**	**$500.00**	
Building	U2012-4935	01/31/2014	COMM. REPAIRS	COMM. REPAIRS		$300.00	
Item Count	1				**Fee Totals**	**$300.00**	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		$100.00	
Item Count	2				**Fee Totals**	**$200.00**	
Item Count	20				**Fee Totals**	$3,043.02	

Fee Detail Subsort Report

Report for 01/01/2013 **to** 01/31/2013

Sorted by Permit Number

Report Date 02/02/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4783-R	01/14/2013	REINSPECTION	RE-INSPECTION		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-4808	01/03/2013	RES ADDITION	HEATED AREA		$39.60	
Building	U2012-4808	01/03/2013	RES ADDITION	ELECTRICAL		$100.00	
Building	U2012-4808	01/03/2013	RES ADDITION	PLUMBING		$100.00	
Building	U2012-4808	01/03/2013	RES ADDITION	HR FUND		$10.00	
Building	U2012-4808	01/03/2013	RES ADDITION	OPEN DECK		$42.24	
Building	U2012-4808	01/03/2013	RES ADDITION	CERT OF OCC		$60.00	
Building	U2012-4808	01/03/2013	RES ADDITION	COVERED		$60.48	
Item Count	7				**Fee Totals**	**$412.32**	
Plumbing	U2012-4809	01/04/2013	REPLACE SEWER	PLUMBING		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Electrical	U2012-4810	01/08/2013	SERVICE	ELECTRICAL		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-4811	01/09/2013	RES.	PERMIT		$43.20	
Item Count	1				**Fee Totals**	**$43.20**	
Electrical	U2012-4812	01/18/2013	ADD BRANCH	ELECTRICAL		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Mechanical	U2012-4813	01/24/2013	CHANGE OUT	MECHANICAL		$100.00	
Item Count	1				**Fee Totals**	**$100.00**	
Building	U2012-4814	01/28/2013	RETAINING	ENG. RETAINING		$265.53	
Building	U2012-4814	01/28/2013	RETAINING	CORRECTION		$-100.00	
Item Count	2				**Fee Totals**	**$165.53**	
Building	U2012-4815	01/30/2013	COMM.	REPL. WINDOWS		$9,335.02	
Item Count	1				**Fee Totals**	**$9,335.02**	
Item Count	16				**Fee Totals**	$10,456.07	

Last Inspect Records

Report for 01/01/2015 **to** 01/31/2015 **Report Date** 02/02/2015

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5022	203 LOUISIANA RD	HAYNES HEATING	CHANGE OUT	MECHANICAL	Mechanical	01/05/2015	10:45 AM	APPROVED	/ /	DEC
U2012-5022	203 LOUISIANA RD	HAYNES HEATING	CHANGE OUT	ELECTRICAL INSP.	Mechanical	01/05/2015	11:00 AM	APPROVED	/ /	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	FND.	Building	01/06/2015	10:30 AM	APPROVED	/ /	DEC
U2012-4945	98 WESTMINSTER TER	GREEN LIGHT	RES.	PLUMBING	Building	01/07/2015	10:00 AM	APPROVED	/ /	DEC
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FNDTN.	Building	01/07/2015	_4:00 PM	FAILED	/ /	DEC
U2012-5029	400-B ASSEMBLY	H & M	DEMOLITION	SITE VISIT	Project	01/08/2015	09:45 AM	INCOMPLET	/ /	DEC
U2012-4945	98 WESTMINSTER TER	GREEN LIGHT	RES.	MECH.	Building	01/16/2015	09:30 AM	APPROVED	/ /	DEC
U2012-5023	226 NORTH CAROLINA	CHARLOTTE	RES.	FRAMING	Building	01/20/2015	10:00 AM	FAILED	/ /	DA
U2012-5023	226 NORTH CAROLINA	CHARLOTTE	RES.	ELECTRICAL R.I.	Building	01/20/2015	10:20 AM	APPROVED	/ /	DA
U2012-5023	226 NORTH CAROLINA	CHARLOTTE	RES.	PLUMBING R.I.	Building	01/20/2015	10:30 AM	APPROVED	/ /	DA
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	DECK PIER	Building	01/21/2015	11:00 AM	*APPROVED	/ /	DA
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	FRAMING	Building	01/21/2015	11:30 AM	APPROVED	/ /	DA
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	ELECTRICAL INSP.	Building	01/21/2015	11:45 AM	APPROVED	/ /	DA
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING R.I.	Building	01/21/2015	12:00 PM	APPROVED	/ /	DA
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FNDTN.	Building	01/21/2015	_1:00 PM	FAILED	/ /	DA
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	SLAB PLUMBING	Building	01/21/2015	_1:15 PM	APPROVED	/ /	DA
U2012-5023	226 NORTH CAROLINA	CHARLOTTE	RES.	FRMNG.	Building	01/23/2015	09:30 AM	APPROVED	/ /	DA
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	SLAB PREP. INSP.	Building	01/26/2015	09:30 AM	FAILED	/ /	DA
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FNDTN.	Building	01/26/2015	09:45 AM	APPROVED	/ /	DA
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	SLAB PREP.	Building	01/28/2015	10:30 AM	NOT READY	/ /	DEC
U2009-4704	400-B ASSEMBLY	MONTREAT	COMM. REPAIRS	DEMO.	Building	01/28/2015	11:30 AM	*SEE NOTES	/ /	DEC
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	SLAB PREP.	Building	01/29/2015	09:00 AM	APPROVED	/ /	DEC
U2012-5034	287 NORTH CAROLINA	MOUNTAIN	RES.	FOOTING	Building	01/30/2015	10:00 AM	APPROVED	/ /	DEC
U2012-5034	287 NORTH CAROLINA	MOUNTAIN	RES.	FORMWORK/REINF	Building	01/30/2015	_5:00 PM	APPROVED	/ /	DEC

Inspection Count 24

August 21, 2008 P&Z Meeting

Stormwater Ordinance revisions are first brought to P&Z Commission for consideration

November 20, 2008 P&Z Meeting

General Standards-: Mr. Nalley pointed out that all built-upon area shall be at a minimum of 30 feet landward on all sides of any perennial or intermittent surface water as noted on either United States Department of Agriculture or United States Geologic Survey maps unless otherwise exempted. He explained that this was a standard buffer distance for lots greater than one acre and that the draft ordinance now applied the same conditions to smaller parcels. He advised that this requirement would impact a large number of lots within the Town, and said that Montreat College was helping staff to develop a map of those areas that would be presented to the Commission once it was completed. Mr. Nalley also noted that water quality BMPs may encroach into a required buffer or yard setback as long as the majority of existing vegetation was not disturbed. Mr. Herring asked that a definition of "Total Suspended Solids" be included in the ordinance. Mr. Nalley also said the reference in this section to a 1-year, 24-hour storm event for Montreat may need to instead refer to NOAA's data for Black Mountain.

June 11, 2009 BOC Meeting

Proposed Montreat General Ordinance Chapter K, Article III "Stormwater Management": Mr. Currie reviewed the most recent revisions to the proposed ordinance as follows:

- A 50% permit fee reduction will be granted if the greatest level of post-construction runoff treatment is utilized, and
- Smaller, non-engineered stormwater systems do not require an engineer or design professional to perform the required annual inspection and maintenance report.
- An area with installed Best Management Practices (BMPs) may be re-vegetated. Installation of these systems will not affect the Approved Graded Area (AGA) as defined in the proposed Hillside Development Ordinance.
- Further clarification referencing permeable pavement systems was also included to reflect current research, as well as language to clarify system repair requirements for deficiencies noted during inspections.

He also presented a suggested stormwater permit fee schedule that, subject to Board approval, may be included in the 2009-2010 Fee Schedule and adopted during the annual budget process. Mr. Nalley further explained that when Phase II of the National Pollutant Discharge Elimination System (NPDES) stormwater program was signed into law in December 1999, it required smaller communities and public entities that own and operate an MS4 (municipal separate stormwater system) to apply and obtain an NPDES permit for stormwater discharges. He stated that the Town received its permit on June 22, 2005 and, as required by law, implemented stormwater regulations for lots greater than one acre in June of 2007. During development of the Comprehensive Plan, many members of the public supported development of stormwater

regulations for lots less than one acre in size. Mr. Nalley said that at Council's direction, staff had been working with the Planning and Zoning Commission over the past year to develop the proposed stormwater regulations. Commissioner Tate then moved to adopt Ordinance #09-06-0002 Amending Montreat General Ordinance Chapter K, Article III "Stormwater Management." Commissioner McCaskill seconded and the motion carried 5/0. A copy of this ordinance is attached to these minutes and incorporated herein by reference.

BUNCOMBE COUNTY

Ordinance # 08-06-20
Chapter 26 Environment
Article VII: Stormwater Management

Division 4: Standards
Section 1: Stormwater Management Objectives

k) Stormwater controls shall not be located within 30 feet landward from any perennial and intermittent surface waters. A surface water shall be deemed present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the US Department of Agriculture or the most recent version of the quadrangle topographic maps prepared by the USGS.

Section 2: Stormwater Management Design Standards

b) Design Standards:

[1] DEVELOPMENT STANDARDS FOR LOW-DENSITY PROJECTS

d) All built-upon area shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A perennial or intermittent surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture of the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception of this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B.0233 (3)(a) or similar site-specific determination made using Division-approved methodology.

[2] DEVELOPMENT STANDARDS FOR HIGH DENSITY PROJECTS

High-density projects shall comply with each of the following standards.

c. All built-upon area shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A perennial or intermittent surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture of the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B.0233 (3)(a) or similar site-specific determination made using Division-approved methodology.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: February 12, 2015

SUBJECT: 2015-2020 Capital Improvements Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
Department: Administration
Contact: Ron Nalley
Presenter: Ron Nalley

BRIEF SUMMARY: At your meeting on February 12th, staff will present a draft of the 2015-2020 Capital Improvement Plan (CIP). As a reminder, the 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.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To call for a Public Hearing on March 12, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2015-2020 Capital Improvements Plan.

FUNDING SOURCE: General Fund/Water Fund

ATTACHMENTS: The Draft 2015-2020 Capital Improvement Plan will be distributed at your meeting.

STAFF COMMENTS AND RECOMMENDATIONS: At your meeting in January, I gave a brief presentation about the CIP and to determine if there are projects that board members or the public feel need to be added, modified or even deleted from the plan. I plan to do a short presentation at the February meeting. The Board will then have a month to review the CIP and to meet as often as you feel is necessary to finalize the plan. I have asked the Board to schedule a public hearing on the plan for March 13 and following the public hearing if you feel it is appropriate consider it for adoption. As always, if you have questions concerning any of the plan or specific projects please do not hesitate to see me.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: February 12, 2015

SUBJECT: Well A02 Replacement – FEMA-4146-DR-NC - PW#143

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Water Department
Contact: Steve Freeman, Public Works Director
Presenter: Steve Freeman, Public Works Director

BRIEF SUMMARY: This project is to fund the cost of raising the well pump and inserting a camera into Well A02 in order to try and determine the possible cause of sediment and iron infiltration and determine if it is possible to repair the well.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the proposed contract with Reuben Caldwell Drilling Inc. in an amount not to exceed $3,200 and authorize the Mayor and Town Administrator to execute the necessary contract documents.

FUNDING SOURCE: Water Capital Outlay: 30-91-8100-730 and FEMA reimbursement

ATTACHMENTS: Reuben Caldwell Drilling, Inc. Contract

STAFF COMMENTS AND RECOMMENDATIONS: In September 2014, the Town was notified that the replacement of Well A02 on Greybeard Trail was approved and accepted as a project for FEMA Declaration 4146 – July 2013 Summer Storms allowing for 100% reimbursement of the project through the State of North Carolina and FEMA. It was recommended then that a new well be drilled near the existing well. In November 2014 the Town drilled approximately 800 feet and was not able to find water. Since then, it was recommended that the Town explore the possibility of repairing the existing well. In order to do this, the Town will insert a small camera into the well to determine the amount and from where the infiltration of iron and sediment is occurring. The camera and diagnostics will cost around $750.00. If it is determine that the well can be reasonable repaired without expensive treatment options, the Town will spend an additional $2,450.00 to complete the well project. If it is determined that the existing well cannot be salvaged, then the Town will proceed with finding an additional well location. Again, FEMA has committed to assisting the Town with replacing the existing well. Eighty percent of that cost will be paid for by FEMA and the remaining twenty percent will come from the State of North Carolina. To date, the Town has spent $23,796 of the proposed $80,707 set aside by FEMA for the project.

REUBEN CALDWELL DRILLING, INC.
351 New Leicester Highway Asheville, NC 28806
Telephone: 254-3581 • Fax: 254-3583

January 13, 2015

To: Steve Freeman

From: Jeff Brackins

Cost to lift well pump, run downhole camera for well diagnostics:

$750.00

Cost to pull pump, install 4 inch well liner with well packer approximately 100 feet down in the well and grout seal the packer, and replace pump:

$2,450.00

Thanks,

Jeff Brackins

Reuben Calwell Drilling, Inc.

Town of Montreat
Board of Commissioners
Rules of Procedure Excerpt
(Adopted 11/14/2002)
(Revised 2/13/2003); (Revised 9/11/2003); (Revised 1/8/2004)
(Revised 8/14/2008); (Revised 2/12/2015)

Rule 7. Order of Business

A. Agenda Meeting

A. Items shall be placed in the agenda according to the "Order of Business." The purpose of the agenda meeting is to ask questions and thoroughly explore proposals that must be voted on at the regular meeting.

B. The Commissioners usually agree to discuss items and normally take action at the regular monthly meeting.

C. The Commissioner placing an item on the agenda should present that item. Questions or comments from the other Commissioners will then be heard. The Commissioner will make it known if the proposed item will be placed on the agenda for a vote, considered for further discussion, delegated to staff or other boards or deleted.

D. The meeting shall generally be limited to one and one-half hours.

II. Regular Meeting

A. Items shall be placed on the agenda according to the "Order of Business." The Order of Business for each regular meeting shall be as follows:

- Welcome
- Pledge of Allegiance and Invocation
- Discussion and ~~approval~~ Adoption of Agenda
- Public Hearings (as needed or required by law)
- Presentations to Council (as needed)
- Mayor's Communications
- Consent Agenda
- Town Administrator's Communications
- Administrative Reports
- Public Comment for Items on Agenda

- ~~Approval of Minutes~~
- ~~Public Hearings~~
- Old Business
- New Business
- Public Comment for items not on Agenda
- ~~Consent Agenda (optional)~~
- ~~Administrative Reports~~
- Commissioner ~~Reports~~Communications
- ~~Mayor Report~~
- ~~Announcements~~
- ~~Public Comment for items not on agenda~~
- Closed Session (as permitted by law) – optional
- Return to open session and adjourn or continue

B. However, by general consent of the Board, items may be considered out of this order. No item during the Town Administrator's report shall be given that requires a vote at that time, unless the Board has added said item to the agenda.

C. Board approval to follow the meeting agenda automatically approves the Consent Agenda and approval of the minutes.

D. Any attachment to the minutes must be approved by a vote of the Commissioners.

E. The meeting shall generally be limited to one and one-half hours.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: February 12, 2015

SUBJECT: Town of Montreat Technology Use Policy

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D
Department: Administration
Contact: Misty Gedlinske, Town Clerk
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: Adopting a comprehensive Technology Use Policy will serve to formalize a number of best practices and security measures already in general use to ensure the appropriate and responsible access, maintenance and use of all of the Town's various hardware, software, electronic networks, systems, and devices. Once adopted, this policy will serve as a reference guide to all current system users and technology support vendors, and will become part of the orientation materials provided to all future new employees and elected or appointed officials.

Adoption of a comprehensive Technology Use Policy also satisfies an adopted Administration Department goal for the 2014-2015 Fiscal Year as set forth during the 2014 Annual Board Retreat.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt the Town of Montreat Technology Use Policy as presented/amended.

FUNDING SOURCE: None

ATTACHMENTS: Draft Town of Montreat Technology Use Policy (*Materials Pending*)

STAFF COMMENTS AND RECOMMENDATIONS: The draft policy is currently being reviewed by the Town Attorney and the Town's third-party software and technology services vendors. This item may be presented for consideration at next week's Town Council Meeting, depending on the results of the document review.