

**Town of Montreat  
Board of Commissioners Meeting Agenda – Public Forum  
February 2, 2017 – 6:30 p.m.  
Walkup Building**

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**I. Call to Order**

- Welcome
- Moment of Silence

**II. Agenda Adoption**

**III. Public Comments**

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
February 2, 2017 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Consent Agenda**

A. Meeting Minutes Adoption

- January 5, 2016, Public Forum Meeting Minutes
- January 5, 2016, Town Council Agenda Meeting Minutes
- January 12, 2016, Town Council Meeting Minutes

***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.***

**V. Town Administrator's Communications**

- Consent Agenda Review
- Other Topics

**VI. Administrative Reports**

- Police Chief
- Public Works Director
- Finance Officer
- Building Inspector/Code Administrator

**VII. Public Comment – Agenda Items**

***Public comments will be heard during this period for only those items listed on the meeting agenda.***

**VIII. Old Business**

**IX. New Business**

A. Montreat as an inclusive community

- **Suggested Motion:** To move to add the phrase "to be an inclusive community" to the Board of Commissioners Mission Statement.

*"To seek ways to be an inclusive community, to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions."*

B. Employee Benefit Health Insurance - Vision

- **Suggested Motion:** To authorize the Town Administrator and Finance Officer to contract with Blue Cross/Blue Shield of North Carolina, effective as soon as possible, to add the Blue 20/20 Exam Plus vision benefit to our health insurance package at a cost of \$8.80 per employee per month.

C. Regular Board Meeting of January 12<sup>th</sup>, 2017

- Refer to Rules & Procedure rule #32: Adoption of an amendment shall require an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor.

**X. Public Comment – Other Topics**

***Public comments will be heard during this period for other public business items or topics not listed on the meeting agenda.***

**XI. Commissioner Communications**

**XII. Meeting Dates**

Montreat Tree Board:

February 28, 2017, 9:30 a.m.  
Town Services Building

Montreat Landcare:

March 1, 2017, 9:00 a.m.  
Allen Building  
Swannanoa Room

**Montreat Board of Commissioners  
Town Council Meeting  
February 2, 2017**

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March Town Council Agenda Meeting:

March 2, 2017, 7:00 p.m.  
Walkup Building  
Public Forum starts at 6:30 p.m.

March Town Council Meeting:

March 9, 2017, 7:00 p.m.  
Walkup Building

**XIII. Closed Session**

- **Suggested Motion: To enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter**

**XIV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Public Forum  
January 5, 2017  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Kent Otto  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator  
Barry Creasman, Senior Water Operator  
Angie Murphy, Town Clerk  
Steve Freeman, Public Works Director  
Jack Staggs, Chief of Police

**Call to Order**

Approximately 18 people were in attendance. Mayor Helms called the meeting to order at 6:30 p.m. and led the group in a moment of silence.

**Agenda Approval**

Commissioner Gilliland moved to adopt the agenda as presented. Commissioner Vinson seconded and the agenda was approved 5/0.

**Public Forum**

Mrs. Grace Nichols of 527 Suwannee Drive, spoke to her desire to keep the Agenda Meetings in place. Mrs. Nichols feels the Agenda Meeting provides the Commissioners and the Public one full week to review, research and consider the possible impact of upcoming issues. The Agenda Meeting also equips the public with at least one week to share their thoughts with the Commissioners. The Public evaluates the performance of its elected officials by what happens in meetings. Many want to see the decision making process in action for transparency. Mrs. Nichols feels that the Agenda is a business meeting for the Board in which the public is allowed to attend.

Mrs. Ruth Currie of 104 John Knox Road submitted an email as read by Mrs. Grace Nichols, stated that Montreat Town Council used to only have 1 meeting per month until a really bad decision was made. The Town Council itself mandated an agenda to allow time for research and to understand the pros and cons of issues before them. Mrs. Currie feels that it will be detrimental to the Board if they do away with the Agenda meeting.

Mr. Wade Burns of 232 North Carolina Terrace, wants to reinitiate conversation about the possibility of voluntary annexation up at the old Foreman property on Greybeard. Mr. Burns had broached this topic several years ago with the previous Commission but felt it got bogged down in the gap between what might work between property owners and the Board. Mr. Burns stated that the roads are already in place as well as 6 inch water lines and it makes sense financially. Mr. Burns would like to meet individually or in small groups to get familiar with the concepts involved. Commissioner Standaert asked Mr. Burns how many homeowners were interested in the possibility of voluntary annexation. Mr. Burns stated that there were several ordinances that made it virtually impossible for homeowners to use their property without changes to the ordinance structure. Mr. Burns stated there are not any residents who are not in favor of voluntary annexation as long as their properties are usable. Voluntary annexation requires 100% of property owners support. Former Town Administrator Ron Nalley was supposed to draft a letter to the property owners to notify them of the possibility of voluntary annexation and that letter was never sent. Commissioner Standaert asked Interim Town Administrator Al Richardson to find the letter and provide it to Mr. Burns. It was decided that conversation would be reinstated about this topic.

Mr. Tom Frist of 98 Frist Road, feels that a committee should be formed to discuss evacuation plans within the different areas in Montreat. Mr. Frist also mentioned the idea of a used fire engine to remain in the Lookout area with volunteers to man in the event of an emergency. Mayor Helms mentioned that there was an evacuation plan in place. Chief Jack Staggs stated that there are different scenarios which will require different evacuation options.

Mrs. Grace Nichols of 527 Suwannee Drive, feels there should be evacuation plans based on the seasons: summer vs. winter; college students vs. full time residents. Commissioner Vinson stated that Montreat Landcare and the Montreat Tree Board are going to work on ways to disseminate information about firewise safety as well as evacuation plans in the event of a fire or extremely dry weather.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, was concerned about speeding problems from Upper Lookout above the maintenance shed down to Missouri Road. Chief Staggs said he would speak with Officer Whitson who is radar certified to patrol the area at night as well as using the speed sign.

**Adjournment**

There being no further discussion, Commissioner Gilliland moved to adjourn the Public Forum Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 7:03 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
January 5, 2017  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Kent Otto  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator  
Steve Freeman, Public Works Director  
Angie Murphy, Town Clerk  
Jack Staggs, Chief of Police  
Barry Creasman, Senior Water Operator

Approximately 20 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Otto moved to remove Item A under Old Business which was a discussion about Montreat as a Welcoming Community and tie it in with a future discussion about banners and signs. Commissioner Otto also moved to remove Item H under New Business which was to be a discussion about the minutes from the Texas Road Bridge Meeting in Raleigh. Commissioner Otto felt that since an inspection of the bridge was pending that once that inspection is back the topics could be combined for a good conversation. Commissioner Standaert stated that she sent an email to each Commissioner and the Mayor asking if they had any questions or concerns about the items she had placed on the agenda and she received no responses. Commissioner Standaert stated that Item A did not require action until February and she was basically looking for community input. Commissioner Standaert requested that Item A remain on the agenda. Commissioner Otto felt that the Town Hall Committee Presentation required more attention to detail and deserved more of the Commission's time. Mayor Pro Tem Fouche stated that Commissioner Standaert's email stated to let her know if there were any questions. Mayor Pro Tem Fouche did not have questions but she did not agree with those items being on the agenda. Mayor Pro Tem Fouche stated that being welcoming is shown in our actions and not by the addition of signage. Mayor Pro Tem Fouche stated that there were several welcome signs at the gate and any more would be distracting. Commissioner Vinson did not see how the welcoming community discussion would fit in with a discussion about banners and signs. Commissioner Gilliland noted that there were actually two welcome signs at the gate and he is fine with postponing the discussion. Mayor Pro Tem Fouche seconded Commissioner Otto's motion to



remove Item A from Old Business and the motion carried 3/2. Mayor Pro Tem Fouche seconded Commissioner Otto's motion to remove Item H from New Business. Commissioner Otto felt this would be a good discussion but not at this time. Commissioner Standaert had requested that the meeting in Raleigh in October with the NCDOT and Federal Highway Association be audio-taped and it was denied at the meeting. Commissioner Standaert had to ask for a written copy of the minutes of that meeting. Commissioner Standaert wanted to know the current status of the refund of the 80/20 match. Commissioner Standaert wanted to know who would sign the letter that would go to the NCDOT about the Texas Road Bridge. Interim Town Administrator Richardson made every attempt to audio tape the meeting in Raleigh but it was stated that if one member of the meeting objected there would be no taping. Mr. Richardson stated they were there asking for \$263,000 to be forgiven and he was not going to push the audio-taping at the chance of losing that money. Mr. Richardson stated KCI would be onsite tomorrow to inspect the Texas Road Bridge and the report would be available in about 4-5 weeks. Commissioner Standaert suggested they table this item until the bridge inspection is completed. Commissioner Standaert amended Commissioner Otto's motion to remove Item H by tabling the discussion instead. Commissioner Gilliland seconded and the motion carried 5/0. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Gilliland seconded and the motion carried 5/0.

### **Mayor's Communications**

Mayor Helm's stated that at next week's meeting there would be a presentation to Council from the Town Hall Committee.

### **Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- December 1, 2016, Town Council Agenda Meeting Minutes
- December 8, 2016, Public Forum Meeting Minutes
- December 8, 2016, Town Council Meeting Minutes

### **Town Administrator's Communications**

- Interim Town Administrator Al Richardson had nothing to report at this time.

### **Administrative Reports**

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

Commissioner Standaert asked what the acronym LEO represented. Chief Staggs advised that it stood for Law Enforcement Officer.

Commissioner Standaert asked for a report at the next meeting about whether a compactor sanitation truck would be a viable option and do the dumpsters need to stay at the current location or could they be moved to another site.

Commissioner Standaert also requested the correct budgetary actions for the purchase of the new sanitation truck to be included in the next meeting.

### **Public Comments**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mrs. Martha Campbell of 149 Maryland Place, questioned whether Items B and C under New Business about Sanders and Spreaders needed to be addressed sooner rather than later due to impending bad weather.

Mrs. Robin Melvin of 246 Texas Road Spur, spoke in support of doing away with Agenda Meetings.

### **Old Business**

There is no Old Business to discuss.

### **New Business**

- A. Sanitation Department Vehicle Purchase – 2017 Ford F550: Staff is suggesting the purchase of a 2017 Ford F550 truck from Ken Wilson Ford in the amount of \$63,411.25. They also suggest paying off the full amount instead of financing over a five year period, this will save the Town \$4,212.31 in finance fees and to authorize the Mayor and the Town Administrator to execute the necessary contract documents.
- B. Street Department Sander/Spreader Purchase: On average the sander is used to apply 6 to 8 tons of material per event during the winter. Due to its use during extreme conditions and the departments inability to adequately store the sander, it is now rusting and showing signs of deterioration in the hopper and undercarriage. Also due to the corrosion, the spreader controls and chains are virtually impossible to adjust. The sander was on the Capital Improvement Plan for this year but monies were not available to fund this project at that time. Our current sander was purchased 11 years ago and if it goes down in the middle of a storm we do not have a backup to sand the unsafe places on our streets. Staff recommends purchasing a sander/spreader from Jim Campen in the amount of \$4,761.50.
- C. Street Department Ice Melt Spreader: This equipment would improve safety concerns for staff. They would no longer have to load the larger sander for late night calls when only a small amount of traction aid is needed. Also staff would not have to risk falls and injury to their

person since they currently put traction aid out by hand. Staff recommends purchasing an ice melt spreader from Jim Campen in the amount of \$1,625.33.

- D. Florida Terrace Property Workshop: It was decided at the December Town Council Meeting that the Commissioners would have their calendars ready to set a day, date and time for a workshop to start discussions of options for the Florida Terrace Property.
- E. Agenda Meeting: It has been recommended that we do away with the agenda meetings and move the public forum 30 minutes prior to the regular meeting. Commissioner Standaert asked if Staff had asked for this to be included on the agenda. Commissioner Otto stated that he asked for it to be placed on the agenda because he does not see that there is a lot of benefit from the meetings. It was also discussed at the Annual Retreat that it would be revisited later on to see if the meetings were bringing value to the Commission. Commissioner Vinson stated that she finds a lot of value in the agenda meetings because a lot of great conversations do come about. Commissioner Vinson also stated that every person in the room has chosen to be there.
- F. Regular Meeting: It has been recommended to reschedule the regular meeting from the 2<sup>nd</sup> Thursday of every month to the 1<sup>st</sup> Thursday of every month.
- G. Discussion of Town Hall Committee Report and Possible Action: There will be a discussion of the Town Hall Committee Report at next week's meeting.

### **Public Comments-Other Topics**

Mayor Helms reiterated that the Public Comment period were for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

There were no comments from the public

### **Commissioner Communications**

Commissioner Standaert stated that the 7<sup>th</sup> Annual Rim Hike Series sponsored by the Swannanoa Valley Museum will have an initial interest meeting on Tuesday, January 10<sup>th</sup> at 6:30 p.m. at the Swannanoa Valley Museum. This is a good way to meet your neighbors and build community.

Mayor Pro Tem Fouche thought it would be a good idea if a citizen's committee was formed to meet with Chief Staggs and discuss evacuation plans. Mayor Pro Tem Fouche would also like clarification on what her duties as a commissioner would be in the event of an evacuation situation.

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
January 5, 2017**

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**Upcoming Meeting Dates**

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

<u>January Town Council Meeting:</u>	January 12, 2017, 7:00 p.m. Walkup Building
<u>Town Services Offices Closed:</u>	January 16, 2017 Martin Luther King Jr. Holiday Sanitation resumes on Tuesday, Jan 17 <sup>th</sup>
<u>Montreat Tree Board:</u>	January 24, 2017, 9:30 a.m. Town Services Building
<u>Montreat Board of Adjustment:</u>	January 26, 2017, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	February 1, 2017, 9:00 a.m. Allen Building Swannanoa Room

**Closed Session**

There will be a closed session at next week's meeting.

**Adjournment**

There being no further business, Commissioner Otto moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:46 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
January 12, 2017  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Kent Otto  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator  
Steve Freeman, Public Works Director  
Angie Murphy, Town Clerk  
Jack Staggs, Chief of Police  
Barry Creasman, Senior Water Operator  
David Currie, Code Administrator/Building Inspector  
Stefan Stackhouse, Finance Officer

Approximately 40 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Standaert moved to adopt the agenda. Commissioner Vinson seconded and the motion carried 5/0.

**Presentation to Council: Town Hall Committee**

Vice-Chair Bill Scheu introduced the members of the Committee that were in attendance and thanked Interim Town Administrator Al Richardson and Town Clerk Angie Murphy for their assistance during the process as well. The Committee held four meetings that allowed ample time for public comment and participation. These meetings were transparent and open, had no time limits and involved a lot of interactive conversations. The purpose of the Committee, as charged by Mayor Helms, was to hear from Montreat residents concerning their views about the location of a proposed new town hall facility for the Town of Montreat, and their suggestions concerning the size and design of the facility.

It was decided by the Committee that the town hall facility should be located at the "Creekside" Property. The Creekside Property was favored by virtually all of the residents who made presentations to the Committee. It was noted that the flood plain and sewer line issues previously discussed by the Town Council were determined to be resolvable in the survey and topographical

studies prepared by High Country Surveyors and Sitework Studios that were previously submitted to the Town Council. The issue as to whether the new facility should be within the Town of Montreat is not felt to be an important issue or one that should be a condition to locating the town hall facilities. The current town hall facilities are not located in the Town of Montreat but rather in Buncombe County. If the Town Council determines that the facilities should be located in the Town, it could seek de-annexation by the North Carolina Legislature for the Creekside Property and other properties now in the Town of Black Mountain. The Town should also seek to annex from Buncombe County the existing town facilities and sanitary facilities used by the Town. The Committee feels that the Town should not defer or delay acquisition of the Creekside Property for construction of new facilities because of de-annexation procedures. The Town Council should authorize negotiations with the MRA for acquisition by the Town of the Creekside Property and nearby properties presently owned by MRA. The Town Council should negotiate with MRA on a recasting of the 99-year occupancy agreement and the license agreement covering the present Town facilities and adjacent sanitary facilities located on Parcel 2329.

The Committee felt that the facilities should be in keeping with the values of Montreat, modest in functionality and designed with cost consciousness in mind. The size of the administrative portion of the town hall facilities should be approximately 3,500 square feet of heated and cooled space. The needs of the maintenance public works and public safety staff should have priority over the needs of the administrative staff specifically lockers, bathrooms, maintenance facilities and an evidence locker. It was particularly noted that space is needed to get the large pieces of equipment out of the elements and to give our loyal staff a warm, dry place to work on equipment. It was felt that a more modest town hall facility would allow for more funds to be used for a maintenance facility. The administrative building should be one-story in height and should not include a large lobby space. The Town should prioritize the sharing of large meeting facilities with MRA and Montreat College to the maximum extent feasible. A small conference room seating approximately 30-35 persons would be appropriate in the proposed facility. The design should include expansion capacity as appropriate.

Mayor Helms opened up the floor for Commissioner questions.

Commissioner Standaert asked Mr. Scheu how the 3,500 square feet was determined as being appropriate. Mr. Scheu responded that the original structure as proposed was going to be over 7,000 square feet and that the Committee knew they wanted to cut down a lot of the meeting spaces as well as keep it to one story. Commissioner Standaert stated that McGill & Associates did a space needs/site study in a meeting that was open to the public and she wished there had been as large a crowd turnout that night as there was on this evening. Commissioner Standaert questioned whether the Committee reviewed the documents from McGill & Associates. Commissioner Standaert felt that the Committee did not spend any time speaking with employees about their space needs rather than just what the public seemed to think was needed. Mayor Pro Tem Fouche stated that she took the McGill drawings and made some calculations on her own on a spreadsheet that she did not present to the Committee. Mayor Pro Tem Fouche stated that

when she did away with the large lobbies and unused unnecessary spaces she came up with square footage that was underneath 4,000 square feet. Mr. Scheu stated that the Committee was not there to reevaluate old documents but to listen to the views of the people.

Mayor Helms reminded the Commissioners to ask questions only.

Commissioner Standaert asked if the Committee was aware that in the originally proposed town hall there was a conference smaller than what was proposed this evening. Mr. Scheu stated that he was not aware of that fact.

Commissioner Standaert asked Mr. Scheu of his knowledge of Sitework Studios. Commissioner Standaert stated that Sitework Studios was a landscape architect firm rather than an engineering firm. Commissioner Standaert asked Mr. Scheu if he was aware that the rendering of the Texas Road Bridge that was distributed by Mr. Peter Boggs was a product of Sitework Studios and was incorrectly presented to the public. Mr. Scheu stated that the Committee was not adopting those prior reports they just felt that the issues previously discussed around flood plains and sewer lines were determined to be resolvable based on their conclusions. Mr. Scheu stated that due diligence should occur with inspections and surveys just as in any other real estate transaction.

Commissioner Standaert asked if the Committee took a position on outsourcing police and sanitation services which had previously been discussed. Mr. Scheu stated that the Committee was not charged with such a decision.

Commissioner Standaert asked who would initiate the process of annexation. Mr. Scheu referenced a memo within the Committee's report that stated the property owner would initiate the annexation process but it would be secondary to everything else.

Commissioner Standaert asked about the tax status of the Creekside Property. Mr. Scheu stated that it was tax-exempt and the tax value was listed at \$119,000. Commissioner Standaert asked Mr. Scheu if he was aware that MRA had owned the property twice and that it had not always been tax-exempt. Mr. Scheu stated that he was not aware of that fact.

Commissioner Standaert asked if the Town were to start building right now who would the Town pay building permits too and who would respond in the event of a police emergency. Mr. Scheu stated that the property currently lies within the Town of Black Mountain.

Commissioner Standaert asked what nearby properties were being referred to in the Committee's report. Mr. Scheu stated that it was the Creekside Property, the Town Parking Area, property that was once the Montreat Garden Club and the current Town Hall Facility and maintenance facility.

Commissioner Vinson questioned what would happen if we got down in the soil and found out that something was wrong. Mr. Scheu stated that during the inspection period you would do a soil study and an environmental phase 1 study which would then give the Town the information to

move forward with the real estate transaction. Commissioner Vinson asked if there was a “Plan B”. Mr. Scheu stated that the Committee’s charge was to suggest a location and size and the Creekside Property was the best option based on public opinion.

Commissioner Otto thanked the Committee for all of their hard work and stated that he enjoyed the meetings that he attended and applauded the public turnout. Commissioner Otto asked Mr. Scheu if he felt that of all the properties that were suggested were they appropriately vetted and Mr. Scheu advised that they all were and the Creekside Property was the preferred location of all the properties.

Commissioner Standaert expressed her dismay that no one got back with her on her suggestions of the [Montreat Springs Property](#), [also known as the Horton property](#), and property on Reunion Hill Lane. Mr. Scheu assured her that these properties had been reviewed and appreciated by the Committee.

Vice-Chair Scheu expressed his thanks for the opportunity to serve and he felt that moving forward could be the basis of healing for the Town.

### **Mayor’s Communications**

Mayor Helms thanked the Town Hall Committee for all of their hard work and thanked Town Staff for all of their efforts for snow removal over the weekend.

### **Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- December 1, 2016, Town Council Agenda Meeting Minutes
- December 8, 2016, Public Forum Meeting Minutes
- December 8 , 2016, Town Council Meeting Minutes

### **Town Administrator’s Communications**

- Interim Town Administrator Richardson announced that Finance Officer Mr. Stefan Stackhouse had turned in his retirement announcement effective December 31, 2017.
- Mr. Richardson advised that KCI Engineering was able to inspect the bridge on January 6<sup>th</sup> and a detailed report will be returned within 5-6 weeks from them.
- Mr. Richardson provided the Council with a letter that had been previously prepared for Mr. Wade Burns for voluntary annexation in the Upper Greybeard area. Mr. Richardson asked the Board to review and give directions on how they want him to proceed.
- Mr. Richardson thanked the Public Works Department for their snow removal activities over the weekend.



### **Administrative Reports**

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

Police Chief: Chief Staggs reviewed and presented the December 2016 monthly departmental activity report. Chief Staggs stated that the Town had seen an upswing in visitors during the past month. There has been a marked increase in calls to the department for suspicious activity and the police officers are glad that citizens are calling as soon as they see something out of the ordinary. Chief Staggs stated that there have been parking issues in the past few weeks and a lot of warning tickets were issued. In several situations these parking issues could of impeded emergency vehicle parking and access. Chief Staggs thanked everyone for the food, cards and well wishes for Christmas and the New Year. Chief Staggs thanked Public Works for their attentiveness for snow removal over the past weekend.

Public Works Director: Mr. Freeman announced that sanitation would be picked up on Tuesday, January 17<sup>th</sup> in lieu of the Martin Luther King Jr Holiday on Monday. Street crews are working to replace street signs and speed limit signs with new reflective models and will continue these efforts throughout the coming months. Mr. Freeman stated that crews will start flushing and inspecting hydrants this month. He reminded everyone to feel free to call if they notice irregularities with their water. The flushing of the hydrants will help with the increase of iron in the water. Mr. Freeman stated that during the weekends' snow event the crews split into 2 crews working 12 hour shifts. They spread over 20 tons of sand on Montreat roads with the main priority being to get one lane open for emergency personnel services.

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

- November 2016 Financial Summary Report;
- Final November 2016 Detailed Financial Statement;
- November 30, 2016 Cash and Investment Earnings Report;
- Preliminary December 2016 Detailed Financial Statements
- Reconciliation Fund Balance contains \$4,543.94.

Building Inspector/Code Enforcement Officer: Mr. Currie presented and reviewed his December 2016 zoning and inspections activity report. There was not a Planning and Zoning meeting this month but the Board of Adjustments will hold a variance hearing on January 26<sup>th</sup>.

### **Public Comments**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mr. Ted Carey of 116 John Knox Road, felt that the community would be well served with the property that was recommended by the Town Hall Committee as well as the criteria of the building itself. Mr. Carey recommended that the Council adopt and move forward with the recommendations.

Mrs. Nan Clarke of 558 Providence Terrace, stated that being on a committee is a difficult job in her experience and she thanked the Town Hall Committee for their commitment and hard work.

Mr. Eric Nichols of 527 Suwannee Drive, spoke in favor of keeping the Agenda Meetings on the schedule. He felt that the Agenda Meetings give the public an opportunity to talk with one another, members of the Board and Town Staff in the week between meetings.

Mr. Don Reid of 127 Shenandoah Terrace, presented a summary of fees spent on the Town Hall Project and the Texas Road Bridge Project which cost the Montreat taxpayers \$437,131.05 which is roughly \$552.65 per person. Mr. Reid stated that he was still having rust and iron problems with his water.

### **Old Business**

There is no Old Business to discuss.

### **New Business**

- A. Sanitation Department Vehicle Purchase – 2017 Ford F550: Commissioner Vinson moved to approve the purchase of a 2017 Ford F550 truck from Ken Wilson Ford in the amount of \$63,411.25, by paying off the full amount instead of financing over a five year period, this will save the Town \$4,212.31 in finance fees and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Gilliland seconded the motion. Commissioner Standaert requested a review of the options for sanitation for the public to hear. Mr. Freeman stated that the Town currently uses an Open Bed Truck rather than a Compactor Truck. A Compactor Truck would have to be small enough to maneuver the narrow streets in Town and would not be able to hold the volume collected each day. NC State law mandates that compactor trucks must be emptied each day and this would necessitate a 3 hour round trip visit to the landfill. Recyclables would have to be picked up separately which would add another day to pick up and cause more labor costs. The Town would also not have a backup compactor truck in the event of mechanical failure or inclement weather. The Open Bed Truck can collect trash and recyclables at the same time with less manpower involved. The two large dumpster compactors do not have to be emptied until they are full and there is a backup if one fails. Consolidated Waste Services (CWS) takes the compactors and recyclables only when they are full making for fewer and more efficient trips to the landfill with no added manpower as needed by the Town. In the event of mechanical failure or inclement weather pickup trucks with snow plows can be used to pick up the refuse. Staff feels that the open bed truck is the most cost effective way to collect the trash and recyclables. The compactor site is leased separately from the Town Services Building site from MRA. It has been in operation for over

ten years with little or no opposition to its location. There are no residences close to it and it is convenient to get the larger trucks in to haul the compactors out. The compactors are now paid for and CWS has agreed to not charge the Town a lease fee on them saving the Town around \$5,790 a year in rental fees. They will probably last another 5 to 10 years before needing to be replaced. Mayor Helms called for a vote and the motion passed 5/0.

- B. Street Department Sander/Spreader Purchase: Commissioner Vinson moved to approve the purchase of a Sander/Spreader from Jim Campen in the amount of \$4,761.50. Mayor Pro Tem Fouche seconded the motion. Mr. Barry Creasman stated that the current sander was purchased 11 years ago and it is showing wear and tear. Staff would like to see a new sander purchased to help sand roads, intersections and parking lots before the next big snowfall occurs. Mayor Helms called for a vote and the motion passed 5/0.
- C. Street Department Ice Melt Spreader: Mr. Creasman reported that this equipment would improve safety concerns for staff because it is a hopper that attaches to the back of trucks. They would no longer have to load the larger sander for late night calls when only a small amount of traction aid is needed. Also staff would not have to risk falls and injury to their person since they currently put traction aid out by hand. Staff recommends purchasing an ice melt spreader from Jim Campen in the amount of \$1,625.33. Commissioner Vinson moved to approve the purchase of an ice melt and traction aid spreader from Jim Campen in the amount of \$1,625.33. Mayor Pro Tem Fouche seconded and the motion carried 5/0. Mayor Pro Tem Fouche pointed out that ice melt was only used when necessary so as not to pollute or encroach on the environment.
- D. Florida Terrace Property Workshop: Commissioner Gilliland moved to schedule a workshop on Thursday, January 26 at 3:00 p.m. in the Town Services Building to start discussion of options for the Florida Terrace Property and invite public input. Commissioner Vinson seconded and the motion carried 5/0.
- E. Agenda Meeting: Commissioner Otto moved to do away with the agenda meetings and move the public forum 30 minutes prior to regular meeting. Commissioner Gilliland seconded the motion. Commissioner Otto stated that a year ago this was discussed at the Board Retreat and he has been evaluating the meetings since that time. Commissioner Otto felt that doing away with the agenda meeting would free up employees. He also stated that he was not trying to impede dissemination of information but felt that the agenda could be available a week in advance in order for the public to be aware as well as council members. Mayor Pro Tem Fouche was also concerned about the amount of comp time that is being owed to staff for participating in the two meetings each month. Mayor Pro Tem Fouche asked what the purpose of an agenda meeting was and Mayor Helms responded that the agenda meeting was multi-fold: to adopt the agenda and to discuss any information that is needed prior to the regular meeting. Commissioner Vinson stated that it was also a time to form the agenda to get it the way the Board wanted it to look. Commissioner Vinson also stated that the Public Comment

period allows the public to voice their opinion and the week in between meetings gives the Council time to gather information to appropriately answer questions or provide information. Mayor Pro Tem Fouche stated that if the public had questions they could email staff or the Council in the week between when the agenda goes out and the regular meeting. Commissioner Gilliland felt that a lot of the information was rehashed from one meeting to the next and he is in support of doing away with the agenda meetings. Commissioner Standaert felt that the agenda meetings were very helpful to her and by taking a meeting away will affect her ability to serve. Mayor Pro Tem Fouche felt that maybe they should offer a compromise and do a six month trial period with only one meeting. Commissioner Otto also felt that a six month trial period could be considered as well. Commissioner Vinson moved to table the discussion and decision until the Board Retreat and the new Town Administrator is hired. Commissioner Standaert seconded the motion. The motion failed 3/2 with Commissioners Otto, Gilliland and Mayor Pro Tem Fouche voting against tabling the discussion. Commissioner Otto moved to amend the motion by doing away with the agenda meetings for six months and revisit in July. Mayor Pro Tem Fouche seconded and the motion carried 3/2 with Commissioners Vinson and Standaert voting against the motion.

- F. Regular Meeting: Mayor Pro Tem Fouche moved to reschedule the regular meeting from the 2<sup>nd</sup> Thursday of every month to the 1<sup>st</sup> Thursday of every month. Commissioner Gilliland seconded the motion. Commissioner Standaert asked if staff had been consulted and whether they preferred the first or second Thursday. Commissioner Otto stated that he had consulted with staff and they had no preference on which Thursday was chosen. Commissioner Standaert moved to amend the motion by moving to cut the Commissioners pay by 30% for the period of six months to save money and time. Motion died for lack of a second. Mayor Helms called for a vote and the motion carried 3/2 with Commissioners Vinson and Standaert voting against the motion.
- G. Discussion of Town Hall Committee Report and Possible Action: Commissioner Vinson moved to accept the report of the Town Hall Committee. Commissioner Standaert seconded the motion. Commissioner Otto questioned what it meant to accept the report and Commissioner Standaert replied that it meant the Council was accepting the report as it was presented and given. The motion carried 5/0. Commissioner Otto moved to request the Mountain Retreat Association to proceed with an appraisal on the Creekside Property that will allow the Town of Montreat to purchase said property at appraised price. Mayor Pro Tem Fouche seconded the motion. Commissioner Otto stated that this would allow the Board to see what the property would cost and allow some due diligence to see what the property looked like. The motion carried 4/1 with Commissioner Standaert voting against the motion. Commissioner Standaert moved to proceed with asking the Town of Black Mountain to begin negotiations with annexation and de-annexation. Mayor Helms advised that the property needs to be contiguous with the Town of Montreat. The first step is for MRA to ask the Town of Montreat to annex the Public Services Building and the Creekside Property which could then be de-annexed through a legislative process. Mr. Bill Scheu respectfully advised that the Board should authorize

someone to begin negotiations with MRA. Commissioner Standaert's motion died due to lack of a second. Commissioner Gilliland moved to authorize the mayor to begin negotiations with MRA for the purchase of the Creekside Property and surrounding properties as indicated by the Town Hall Committee Report and bring back an appropriate response for further consideration by the Board while consulting with the Town Attorney. Mayor Pro Tem Fouché seconded and the motion carried 5/0. Commissioner Otto moved to rescind the request for Mountain Retreat Association to proceed with an appraisal on the Creekside Property that will allow the Town of Montreat to purchase said property at appraised price. Commissioner Vinson seconded the motion. The motion carried 5/0. Commissioner Standaert moved to authorize the expenditure of funds and monies to allow McGill & Associates to do a site study survey and space needs study for the Creekside Property. Commissioner Vinson seconded the motion. Commissioner Gilliland feels that the Board should wait until they get a response from MRA before moving forward. Mayor Pro Tem Fouché also stated that she felt the Board was getting ahead of themselves in the process. Commissioner Standaert felt the discussion that had ensued reinforced the need for an Agenda Meeting. Commissioner Standaert moved to amend the motion to hire McGill & Associates or another engineering firm to do a site study survey and space needs study for the Creekside Property. Commissioner Vinson seconded. The motion failed 3/2 with Commissioners Otto, Gilliland and Mayor Pro Tem Fouché voting against the motion. The original motion to authorize McGill & Associates to do a site study survey and space needs study for the Creekside Property failed 3/2 with Commissioners Otto, Gilliland and Mayor Pro Fouché voting against the motion.

- H. Fiscal Year 2016-2017 Budget Amendment: Commissioner Gilliland moved to approve Fiscal Year 2016-2017 Budget Amendment #2 to fund an equipment purchase through the reallocation from the Streets Capital Expense Budget. Commissioner Vinson seconded the motion. Commissioner Standaert pointed out that this item came about as a result of last week's agenda meeting. The motion carried 5/0.

### **Public Comments-Other Topics**

Mayor Helms reiterated that the Public Comment period were for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Mr. Ted Carey of 116 John Knox Road, wanted to discuss the Creekside Property and Mayor Helms advised him that this period is for items not listed on the meeting agenda.

Mr. Wade Burns of 232 North Carolina Terrace, stated that an architect planner would be the one looking at the ancillary pieces of property and an engineer would be for soil conditions.

### **Commissioner Communications**

Mayor Pro Tem Fouche questioned if it is really necessary to divide the Public Comment periods into two distinct categories: items on the agenda and items not on the agenda.

Commissioner Standaert would support two open Public Comment times since we are going to one meeting a month. Commissioner Standaert would like to re-evaluate the Public Forum period as well when the agenda meetings get re-evaluated in July. Commissioner Standaert agrees on the dollar amounts that were spent on the bridge project and the town hall project but not the interpretation of it [which is in direct refutation of Mr. Don Reid's interpretation in his Public Comments this evening.](#)

Commissioner Otto thanked everyone for the opportunity to serve. Commissioner Otto encouraged everyone to move forward in 2017.

### **Upcoming Meeting Dates**

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

**Town Services Offices Closed:**

January 16, 2017  
Martin Luther King Jr. Holiday  
Sanitation resumes on Tuesday, Jan 17<sup>th</sup>

**Montreat Tree Board:**

January 24, 2017, 9:30 a.m.  
Town Services Building

**Montreat Board of Adjustment:**

January 26, 2017, 7:00 p.m.  
Walkup Building

**Montreat Landcare:**

February 1, 2017, 9:00 a.m.  
Allen Building  
Swannanoa Room

### **Closed Session**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Gilliland with the motion carrying 5/0, the Board returned to Open Session. Commissioner Gilliland moved to authorize Mayor Helms and Interim Town Administrator Richardson to move forward with negotiations to hire the selected candidate for Town Administrator. Commissioner Vinson seconded and the motion carried 5/0.

**Adjournment**

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 10:03 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

## MONTHLY POLICE STATISTICS REPORT

<b>January</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Mileage	2418	3308	3025	2638	3245
Dispatched Calls	94	101	107	129	93
Officer-Initiated Calls	186	216	221	255	157
Fire/EMS Assistance Calls	7F,3E	9F,4E	6F,4E	2F,1E	5
Motorist/Other Assistance Calls	66	86	52	72	29
Traffic Stops	23	26	48	38	28
Parking Issues	8	9	4	4	8
Burglar/Fire Alarm Responses	4F	2B,3F	8B,1F	2B	3F
Residential/Building Checks	200	225	234	140	94
Ordinance violations	17	6	10	14	19
LE Agency Assistance Calls	10	12	22	19	12
Animal Calls	2	2	2	2	3
Larcenies	0	2	1	0	1
B&E Calls	0	1	0	0	0
Suspicious Person/Vehicle Investigations	1P,12V	4P,15V	14P,23V	6P,14V	11P,17V
Disturbance Calls	8	3	3	1	0
Accident Responses	2	3	1	3	0
Auxiliary Hours Worked	24R,24T	32R,12T	32R,8T	32R	32R,98O
Truck turns at gate	0	0	2	1	3

- Town service: 360
- MRA service: 124
- College service: 20
- Be advised that this report only includes January 1-25. The February status report will include the rest of January.
- On 01/03/2017 MPD received a call of gun shots fired on West Virginia and North Carolina Terrace. According to the caller there was a total of 6 shots fired. Officers stayed in the area for approximately an hour but did not hear or locate any problem.
- On 01/04/2017 MPD received a call for a well-being check on Tennessee Road.
- On 01/05/2017 MPD did a re-check on the well-being check on Tennessee Road.
- On 01/06/2017 the Town of Montreat had a large snow fall between 8 and 10 inches. We would like to thank the Street Department for their good work. MPD received no accident or stranded motorist calls during this event.
- On 01/09/2017 MPD received a call to escort EMS to Oak Lane reference a medical call.
- On 01/13/2017 MPD assisted Campus Police in reference to a gun on campus at Davis Hall. The weapon was located and secured by Campus Police. There was no major threat in this incident, it was resolved through College Officials.
- On 01/17/2017 while on routine patrol, MPD ran the tag and registered owner of a suspicious vehicle. The registered owner came back with a warrant for a larceny failure to appear. The vehicle parked on MRA property at the Post Office. Two white males and one white female exited the vehicle and walked toward the picnic tables behind the dust bowl. MPD approached



the subjects, the registered owner of the vehicle was arrested and the female was also arrested for 3 active warrants. Upon receiving permission from the vehicle owner and searching the vehicle, the owner was also charged with possession of drugs, possession of marijuana paraphernalia and possession of drug paraphernalia. The third male subject had an extensive file and was escorted to his residence in Swannanoa.

- On 01/18/2017 MPD assisted Campus Police and BMPD in reference to a recovery of \$3500 worth of merchandise at Howerton Dorm. The subject was charged with 3 felonies in reference to a B&E of a business in Black Mountain.
- On 01/20/2017 MPD was called to assist the BMFD reference lost hikers in the Mount Mitchell Old Toll Road Trail area. The hikers were located. Also on this date, MPD escorted the BMFD 2 times reference fire alarms.
- On 01/24/2017 MPD received several calls around Town reference a red jeep blowing its horn. At approximately 11:13 p.m. Officer Comrie located same at the College. College staff addressed the situation.
- MPD performed 27 spot checks of residences around Town.



## **Montreat Police Department**

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

In 2005, Chief of Police William McClintock introduced an Officer Advancement program. This course was presented to, and approved by the Town Council. Through testing administered at an individual's two year, four year, and six year mark; rank and pay rate was increased. These ranks consisted of Police Officer Second Class, Police Officer First Class, and Master Police Officer, respectively. Each promotion of rank carried with it, a 2% increase in annual pay. This was a very proactive step in employee retention, as well as recruitment.

Due to an unexpected development; this program was suspended, administratively, in early 2012, and has remained dormant since.

Over the course of the last several months, this program has been reassessed in an effort to lift said moratorium. While the general idea of the program will remain, in essence, the same; specific guidelines will be changed to reflect greater benefit to the Department and the Town itself.

While the rank structure will remain the same, there will now be additional criteria to be met, alongside testing. In addition, the timeline has been altered.

We will be moving from a two/four/six year plan to a three/six/nine year plan. These installments will carry a 2%, 3%, and 4% pay increase respectively. However, time in service will not be the only factor. Accumulated hours of additional North Carolina Criminal Justice Standards approved instruction will be integral. As well as acceptable performance of duties.

For eligibility at the three year mark, Officers must have accrued at least 120 hours of pre-approved continuing education. The six year mark will require 240 hours. And 360 hours for the nine year level.

Participation is not mandatory. Nor are these levels meant to be attained retroactively. For example; any Officer having already attained 8 years in service and 300 hours of training shall only be afforded the opportunity at Master Patrol Officer(9).

This program is certainly about incentives for the individual, however coupled with the continuing training and education, this is clearly a benefit for the Department and the Town of Montreat. Increased awareness and ability not only makes for a better Officer but, could also potentially reduce liability for the town. All of this also moves the Officer closer to their Advanced Certification from the North Carolina Criminal Justice Standards and Training Division.

As a byproduct, this will also address future disparity in pay scale between new hires and established personnel hired at a lower rate. Ultimately; this renewed program shall incentivize retention, as well as recruitment for future personnel. It will introduce a level of career development never before realized in this Department.

Jack Staggs  
Chief of Police  
Montreat Police Department

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended December 31, 2016

	FYE 2017 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget %	Statement Period	Variance	12/31/15
								<b>6</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 953,900.00	\$ 208,774.44	\$ 354,434.76	\$ 563,209.20	\$ 612,033.61	\$ 390,690.80				
Other taxes and licenses	\$ 413,700.00	\$ 99,465.00	\$ 59,210.99	\$ 158,675.99	\$ 137,344.76	\$ 255,024.01				
Unrestricted intergovernmental	\$ 105,500.00	\$ 6,165.05	\$ -	\$ 6,165.05	\$ 28,551.63	\$ 99,334.95				
Permits and Fees	\$ 45,700.00	\$ 14,954.44	\$ 2,639.00	\$ 17,593.44	\$ 20,982.74	\$ 28,106.56				
Community Service Fee	\$ 45,000.00	\$ 35,810.40	\$ -	\$ 35,810.40	\$ 40,762.80	\$ 9,189.60				
Sales and Services	\$ 13,000.00	\$ 5,146.65	\$ 25.00	\$ 5,171.65	\$ 5,966.67	\$ 7,828.35				
Investment earnings	\$ 2,200.00	\$ 792.65	\$ 226.08	\$ 1,018.73	\$ 481.10	\$ 1,181.27				
Other revenues	\$ 4,000.00	\$ 4,402.32	\$ 251.37	\$ 4,653.69	\$ 11,593.20	\$ (653.69)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 375,510.95	\$ 416,787.20	\$ 792,298.15	\$ 857,716.51	\$ 790,701.85	50.05%	50.00%	0.05%	6.98%
<i>Restricted intergovernmental</i>	\$ 173,200.00	\$ 20,458.70	\$ -	\$ 20,458.70	\$ 156,087.96	\$ 152,741.30				
<i>Contributions - Landcare</i>	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 14,100.00	\$ (2,000.00)				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	397,969.65	416,787.20	814,756.85	\$ 1,027,904.47	941,443.15	46.39%	50.00%	-3.61%	-4.42%
<b>Expenditures:</b>										
Governing Body	\$ 85,500.00	\$ 17,551.18	\$ 2,929.92	\$ 20,481.10	\$ 56,080.51	\$ 65,018.90	23.95%	50.00%	26.05%	-3.56%
Administration	\$ 299,500.00	\$ 136,140.18	\$ 30,354.14	\$ 166,494.32	\$ 133,181.69	\$ 133,005.68	55.59%	50.00%	-5.59%	2.91%
Public Buildings	\$ 133,200.00	\$ 49,945.10	\$ (471.89)	\$ 49,473.21	\$ 35,572.72	\$ 83,726.79	37.14%	50.00%	12.86%	24.58%
Police	\$ 369,000.00	\$ 157,377.68	\$ 44,342.85	\$ 201,720.53	\$ 209,071.28	\$ 167,279.47	54.67%	50.00%	-4.67%	-5.17%
Building & Zoning	\$ 84,200.00	\$ 32,313.89	\$ 8,087.06	\$ 40,400.95	\$ 39,582.04	\$ 43,799.05	47.98%	50.00%	2.02%	1.85%
Public Works	\$ 80,400.00	\$ 33,107.16	\$ 6,085.89	\$ 39,193.05	\$ 38,476.24	\$ 41,206.95	48.75%	50.00%	1.25%	5.31%
Streets	\$ 695,000.00	\$ 111,694.28	\$ (109.39)	\$ 111,584.89	\$ 157,993.90	\$ 583,415.11	16.06%	50.00%	33.94%	37.57%
Powell Bill	\$ -		\$ -		\$ 2,568.64	\$ -	0.00%	50.00%	0.00%	45.41%
Sanitation	\$ 114,200.00	\$ 41,081.07	\$ 8,436.48	\$ 49,517.55	\$ 51,230.86	\$ 64,682.45	43.36%	50.00%	6.64%	4.90%
Env/Cons/Rec	\$ 18,000.00	\$ 6,055.83	\$ 15.00	\$ 6,070.83	\$ 9,302.97	\$ 11,929.17	33.73%	50.00%	16.27%	17.36%
Total expenditures	1,879,000.00	\$ 585,266.37	\$ 99,670.06	\$ 684,936.43	\$ 733,060.85	\$ 1,194,063.57	36.45%	50.00%	13.55%	21.19%
<b>Revenues over expenditures</b>	(122,800.00)	\$ (187,296.72)	\$ 317,117.14	\$ 129,820.42	\$ 294,843.62	\$ (252,620.42)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing source	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ (187,296.72)	\$ 317,117.14	\$ 129,820.42	\$ 294,843.62	\$ (129,820.42)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 926,700.00	\$ 389,022.23	\$ 108,856.90	\$ 497,879.13	\$ 477,146.65	\$ 428,820.87				
Other Operating	\$ 399,800.00	\$ 178,786.82	\$ (11,841.74)	\$ 166,945.08	\$ 191,915.87	\$ 232,854.92				
CIP/Grant Projects	\$ 552,500.00	\$ 17,457.32	\$ 2,654.90	\$ 20,112.22	\$ 63,998.33	\$ 532,387.78				
Total Expenditures	\$ 1,879,000.00	\$ 585,266.37	\$ 99,670.06	\$ 684,936.43	\$ 733,060.85	\$ 1,194,063.57				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended December 31, 2016

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period <b>6</b>	Variance	12/31/15
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ 18,343.62	\$ 18,343.62	\$ 70,298.71	\$ (18,343.62)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 133,929.19	\$ 22,237.92	\$ 156,167.11	\$ 158,002.71	\$ 152,332.89				
Investment earnings	\$ 500.00	\$ 98.23	\$ 20.39	\$ 118.62	\$ 40.49	\$ 381.38				
Other revenues	\$ 27,500.00	\$ 7,616.92	\$ 90.65	\$ 7,707.57	\$ 20,581.90	\$ 19,792.43				
Subtotal - Normal Operating	\$ 336,500.00	\$ 141,644.34	\$ 40,692.58	\$ 182,336.92	\$ 248,923.81	\$ 154,163.08				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 141,644.34	\$ 40,692.58	\$ 182,336.92	\$ 248,923.81	\$ 154,163.08	54.19%	50.00%	4.19%	26.12%
<b>Expenditures:</b>										
Water Department	\$ 336,500.00	\$ 40,430.83	\$ 46,938.39	\$ 87,369.22	\$ 72,383.82	\$ 249,130.78	25.96%	50.00%	24.04%	27.86%
Total expenditures	\$ 336,500.00	\$ 40,430.83	\$ 46,938.39	\$ 87,369.22	\$ 72,383.82	\$ 249,130.78	25.96%	50.00%	24.04%	27.86%
<b>Revenues over expenditures</b>	\$ -	\$ 101,213.51	\$ (6,245.81)	\$ 94,967.70	\$ 176,539.99	\$ (94,967.70)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 101,213.51	\$ (6,245.81)	\$ 94,967.70	\$ 176,539.99	\$ (94,967.70)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 40,430.83	\$ 27,836.80	\$ 68,267.63	\$ 72,383.82	\$ 211,232.37				
CIP/Grant Projects	\$ 57,000.00	\$ -	\$ 19,101.59	\$ 19,101.59	\$ -	\$ 37,898.41				
Total Expenditures	\$ 336,500.00	\$ 37,337.56	\$ 46,938.39	\$ 87,369.22	\$ 72,383.82	\$ 249,130.78				

01/30/17 Fiscal Year: 2017  
 20:02:45 Fiscal Month Range:6-6

**TOWN OF MONTREAT**  
**Revenue Statement**  
 Period Ending: December 31, 2016  
**10 GENERAL FUND**

Selected Department Page 1  
 (ALL) All Departments

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	953,400.00	354,434.76	563,209.20	390,190.80	59.07
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	4.17	88.39	1,911.61	4.42
LOCAL SALES TAX	10-00-3065-100	400,000.00	59,206.49	155,147.83	244,852.17	38.78
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,600.00	0.00	3,439.77	8,160.23	29.65
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	0.00	100,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	6,027.08	-6,027.08	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	137.97	362.03	27.59
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	1,404.65	1,595.35	46.82
GRANT PROCEEDS - FEDERAL	10-10-3310-300	133,200.00	0.00	0.00	133,200.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	20,458.70	19,541.30	51.14
CONTRIBUTIONS - LANDCARE	10-80-3330-340	0.00	200.00	200.00	-200.00	0.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	0.00	1,743.94	-1,743.94	0.00
Landcare - Grants - Hemlock	10-80-3340-452	0.00	0.00	2,000.00	-2,000.00	0.00
REIMBURSEMENT OF EXPENDITURE	10-10-3345-300	0.00	0.00	606.13	-606.13	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	10.00	190.00	5.00
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	2,639.00	17,593.44	27,406.56	39.09
SANITATION FEES	10-10-3435-400	10,000.00	0.00	1,575.00	8,425.00	15.75
BACK DOOR PICKUP	10-10-3435-410	0.00	0.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	25.00	390.00	-390.00	0.00
PAYT	10-10-3435-430	0.00	0.00	692.00	-692.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	35,810.40	9,189.60	79.57
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	209.24	918.62	1,081.38	45.93
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.84	100.11	99.89	50.05
MISC REVENUE	10-00-3815-800	1,000.00	51.70	593.62	406.38	59.36

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: December 31, 2016  
**10 GENERAL FUND**

Selected Department    *Page 2*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	122,800.00	0.00	0.00	122,800.00	0.00
TOTAL FUND REVENUE:		1,879,000.00	416,787.20	814,756.85	1,064,243.15	43.36

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2016  
**10 GENERAL FUND**

Selected Department Page 1  
(ALL) All Departments

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	59,000.00	0.00	15,447.50	10,000.00	33,552.50	43.13
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	332.41	0.00	167.59	66.48
ADVERTISING	10-00-4100-260	5,000.00	0.00	1,134.50	0.00	3,865.50	22.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	90.84	627.61	0.00	1,172.39	34.86
SALARY CONTINGENCY	10-00-4100-332	13,500.00	0.00	0.00	0.00	13,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-5,400.00	-2,680.80	-2,680.80	0.00	-2,719.20	49.64
CONTRIBUTIONS	10-00-4100-520	500.00	245.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	2,929.92	20,481.10	10,000.00	55,018.90	35.65



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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: December 31, 2016  
**10 GENERAL FUND**

Selected Department *Page 2*  
 (ALL) All Departments

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	181,800.00	20,619.92	96,831.91	0.00	84,968.09	53.26
FICA EXPENSE	10-00-4200-050	13,900.00	1,585.56	7,423.57	0.00	6,476.43	53.40
GROUP INSURANCE	10-00-4200-060	24,900.00	1,560.48	11,547.90	0.00	13,352.10	46.37
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,233.37	7,852.57	0.00	14,447.43	35.21
POSTAGE	10-00-4200-100	2,000.00	200.00	400.00	0.00	1,600.00	20.00
TELEPHONE	10-00-4200-110	5,200.00	682.98	2,932.21	0.00	2,267.79	56.38
TRAVEL & TRAINING	10-00-4200-140	4,000.00	950.00	6,047.52	1,000.00	-3,047.52	176.18
M & R EQUIPMENT	10-00-4200-160	29,500.00	2,793.71	24,359.48	5,143.98	-3.46	100.01
ADVERTISING	10-00-4200-260	1,800.00	227.76	404.61	0.00	1,395.39	22.47
OFFICE EXPENSE	10-00-4200-320	3,000.00	298.44	1,500.28	0.00	1,499.72	50.00
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	453.72	0.00	546.28	45.37
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	151.47	761.34	0.00	438.66	63.44
CONTRACT SERVICES	10-00-4200-450	21,000.00	7,455.65	11,684.41	0.00	9,315.59	55.64
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	-9,275.20	-9,275.20	0.00	-9,224.80	50.13
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	370.00	2,070.00	0.00	1,230.00	62.72
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAY	10-00-4200-730	2,600.00	1,500.00	1,500.00	1,500.00	-400.00	115.38
TOTAL DEPT: (4200) ADMINISTRATION		299,500.00	30,354.14	166,494.32	7,643.98	125,361.70	58.14

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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2016  
**10 GENERAL FUND**

Selected Department  
(ALL) All Departments  
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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	3,000.00	118.27	886.44	0.00	2,113.56	29.54
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	341.99	1,337.20	0.00	1,162.80	53.48
M & R EQUIPMENT	10-00-5000-160	8,800.00	2,893.80	4,097.56	0.00	4,702.44	46.56
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	-8,800.00	-4,397.40	-4,397.40	0.00	-4,402.60	49.97
INSURANCE	10-00-5000-540	37,000.00	571.45	36,004.53	0.00	995.47	97.31
CAPITAL OUTLAY	10-00-5000-730	90,500.00	0.00	11,544.88	0.00	78,955.12	12.75
TOTAL DEPT: (5000) PUBLIC BUILDINGS		133,200.00	-471.89	49,473.21	0.00	83,726.79	37.14

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (ALL) All Departments

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	232,700.00	27,586.85	129,624.12	0.00	103,075.88	55.70
FICA EXPENSE	10-10-5100-050	17,800.00	2,113.32	9,877.36	0.00	7,922.64	55.49
GROUP INSURANCE	10-10-5100-060	41,500.00	3,901.04	26,472.89	0.00	15,027.11	63.79
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	3,367.34	15,972.65	0.00	14,327.35	52.71
TELEPHONE	10-10-5100-110	2,000.00	61.26	741.79	0.00	1,258.21	37.09
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	5,000.00	260.00	2,135.00	0.00	2,865.00	42.70
M & R AUTO	10-10-5100-170	4,000.00	1,459.57	1,831.19	0.00	2,168.81	45.78
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	10,000.00	440.97	3,053.49	0.00	6,946.51	30.53
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	237.50	2,067.61	0.00	432.39	82.70
UNIFORMS	10-10-5100-360	1,700.00	165.00	283.94	0.00	1,416.06	16.70
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	160.49	0.00	139.51	53.49
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		369,000.00	44,342.85	201,720.53	0.00	167,279.47	54.66

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: December 31, 2016  
**10 GENERAL FUND**

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 (ALL) All Departments

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	50,900.00	5,772.96	26,036.05	0.00	24,863.95	51.15
FICA EXPENSE	10-10-5400-050	3,900.00	444.78	1,992.53	0.00	1,907.47	51.09
GROUP INSURANCE	10-10-5400-060	8,300.00	780.21	5,294.52	0.00	3,005.48	63.78
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	712.39	3,207.93	0.00	3,092.07	50.92
TELEPHONE	10-10-5400-110	800.00	43.75	302.70	0.00	497.30	37.83
TRAVEL & TRAINING	10-10-5400-140	2,500.00	260.00	400.84	0.00	2,099.16	16.03
M & R EQUIPMENT	10-10-5400-160	3,800.00	0.00	0.00	0.00	3,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	0.00	0.00	700.00	0.00
AUTO SUPPLIES	10-10-5400-310	800.00	25.47	77.12	0.00	722.88	9.64
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	47.50	2,389.26	0.00	1,110.74	68.26
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	200.00	0.00	1,050.00	16.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	500.00	0.00	200.00	71.42
CAPITAL OUTLAY	10-10-5400-730	0.00	0.00	0.00	1,844.99	-1,844.99	0.00
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	8,087.06	40,400.95	1,844.99	41,954.06	50.17

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (ALL) All Departments

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	54,800.00	6,451.20	28,737.73	0.00	26,062.27	52.44
FICA EXPENSE	10-20-5550-050	4,200.00	496.71	2,201.64	0.00	1,998.36	52.42
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	780.21	5,294.52	0.00	3,005.48	63.78
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	796.08	3,545.12	0.00	3,254.88	52.13
TELEPHONE	10-20-5550-110	700.00	0.00	187.10	0.00	512.90	26.72
TRAVEL & TRAINING	10-20-5550-140	1,200.00	0.00	0.00	0.00	1,200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,500.00	71.19	751.44	0.00	2,748.56	21.47
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	47.50	47.50	0.00	2,452.50	1.90
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	-2,557.00	-2,557.00	0.00	-2,543.00	50.13
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	6,085.89	39,193.05	0.00	41,206.95	48.74

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (ALL) All Departments

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	111,400.00	14,771.91	57,341.99	0.00	54,058.01	51.47
FICA EXPENSE	10-20-5600-050	8,600.00	1,130.48	4,387.09	0.00	4,212.91	51.01
GROUP INSURANCE	10-20-5600-060	24,900.00	2,340.63	15,883.56	0.00	9,016.44	63.78
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,822.85	6,911.48	0.00	6,788.52	50.44
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	285.00	0.00	1,715.00	14.25
M & R EQUIPMENT	10-20-5600-160	2,000.00	189.28	709.07	0.00	1,290.93	35.45
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	1,269.19	0.00	2,230.81	36.26
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	881.71	3,205.48	0.00	4,794.52	40.06
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	164.27	1,895.45	0.00	3,104.55	37.90
REPAIRING AND WIDENING	10-20-5600-340	40,000.00	0.00	0.00	0.00	40,000.00	0.00
UNIFORMS	10-20-5600-360	2,000.00	119.97	855.87	0.00	1,144.13	42.79
CONTRACT SERVICE	10-20-5600-450	12,000.00	0.00	1,444.00	0.00	10,556.00	12.03
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	-24,490.00	-24,490.00	0.00	-24,510.00	49.98
CAPITAL OUTLAY	10-20-5600-730	436,500.00	1,154.90	7,067.34	0.00	429,432.66	1.61
STREET LIGHTING	10-20-5600-740	23,500.00	1,804.61	11,063.52	0.00	12,436.48	47.07
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	64.60	0.00	2,935.40	2.15
ROAD MAINTENANCE	10-20-5600-750	8,000.00	0.00	3,521.52	0.00	4,478.48	44.01
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	93.09	0.00	4,406.91	2.06
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	385.00	0.00	1,615.00	19.25
SURVEYS AND MAPPING	10-20-5600-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SNOW REMOVAL	10-20-5600-770	2,000.00	0.00	0.00	0.00	2,000.00	0.00
DEBT PAYMENT	10-20-5600-900	29,400.00	0.00	19,691.64	0.00	9,708.36	66.97
TOTAL DEPT: (5600) STREET DEPARTMENT		695,000.00	-109.39	111,584.89	0.00	583,415.11	16.05

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: December 31, 2016  
**10 GENERAL FUND**

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 (ALL) All Departments

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	33,700.00	3,778.26	17,395.90	0.00	16,304.10	51.62
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,068.00	9,408.00	0.00	5,592.00	62.72
FICA EXPENSE	10-30-5800-050	2,600.00	289.02	1,330.74	0.00	1,269.26	51.18
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	780.21	5,294.52	0.00	3,005.48	63.78
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	466.24	2,145.96	0.00	2,054.04	51.09
TELEPHONE	10-30-5800-110	750.00	43.75	262.59	0.00	487.41	35.01
UTILITIES	10-30-5800-130	500.00	39.91	236.82	0.00	263.18	47.36
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	29.97	607.78	0.00	892.22	40.51
AUTO SUPPLIES	10-30-5800-310	5,000.00	93.61	846.43	0.00	4,153.57	16.92
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	47.50	52.29	0.00	947.71	5.22
UNIFORMS	10-30-5800-360	750.00	0.00	0.00	0.00	750.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,138.24	7,354.66	0.00	5,145.34	58.83
TIPPING FEES	10-30-5800-550	12,000.00	661.77	4,581.86	0.00	7,418.14	38.18
CAPITAL OUTLAY - SANIT	10-30-5800-730	16,000.00	0.00	0.00	0.00	16,000.00	0.00
TOTAL DEPT: (5800) SANITATION		114,200.00	8,436.48	49,517.55	0.00	64,682.45	43.36

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**Encumbrances & Expenditure Statement**  
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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	3,000.00	15.00	1,070.83	0.00	1,929.17	35.69
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	5,000.00	0.00	5,000.00	50.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	15.00	6,070.83	0.00	11,929.17	33.72
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	99,670.06	684,936.43	19,488.97	1,174,574.60	37.48



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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: December 31, 2016  
**30 WATER FUND**

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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	6,218.52	13,781.48	31.09
WATER SALES	30-91-3500-500	143,500.00	8,176.97	71,915.54	71,584.46	50.11
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,060.95	84,251.57	80,748.43	51.06
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.65	539.70	460.30	53.97
WATER TAPS	30-91-3505-500	2,000.00	0.00	0.00	2,000.00	0.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	0.00	375.00	625.00	37.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	18,343.62	18,343.62	-18,343.62	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	20.39	118.62	381.38	23.72
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	3,000.00	0.00	573.41	2,426.59	19.11
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	40,692.58	182,336.92	154,163.08	54.18
TOTAL REVENUE:		2,215,500.00	457,479.78	997,093.77	1,218,406.23	45.00%

01/30/17 Fiscal Year: 2017  
20:02:31 Fiscal Month Range:6-6  
(D)

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2016  
**30 WATER FUND**

Selected Department Page 10  
(ALL) All Departments

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	8,500.00	0.00	650.00	0.00	7,850.00	7.64
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	380.92	1,142.73	0.00	1,857.27	38.09
TELEPHONE	30-91-8100-110	2,500.00	311.23	904.30	0.00	1,595.70	36.17
UTILITIES	30-91-8100-130	30,600.00	2,494.64	12,895.60	0.00	17,704.40	42.14
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R WELLS	30-91-8100-150	28,000.00	17.52	2,090.87	0.00	25,909.13	7.46
M & R EQUIPMENT	30-91-8100-160	10,000.00	0.00	2,902.12	0.00	7,097.88	29.02
AUTO SUPPLIES	30-91-8100-310	5,500.00	248.68	1,780.86	0.00	3,719.14	32.37
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,119.25	0.00	1,380.75	44.77
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	43,400.40	43,400.40	0.00	43,399.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	85.00	1,381.50	0.00	618.50	69.07
CAPITAL OUTLAY	30-91-8100-730	57,000.00	0.00	0.00	0.00	57,000.00	0.00
DEBT PAYMENT	30-91-8100-900	97,600.00	0.00	19,101.59	0.00	78,498.41	19.57
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	46,938.39	87,369.22	0.00	249,130.78	25.96
TOTAL FUND: (30) WATER FUND		336,500.00	46,938.39	87,369.22	0.00	249,130.78	25.96
TOTAL EXPENDITURES		2,215,500.00	146,608.45	772,305.65	19,488.97	1,423,705.38	35.73

Town of Montreat			Cash & Investments Report			As of	December 31, 2016	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 169,388.12	\$ 169,388.12			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 39,853.38	\$ 39,853.38			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,768.93		\$ 198,768.93		0.10%	\$ 16.84
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,172.99			\$ 58,172.99	0.10%	\$ 4.94
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,382,769.84		\$ 1,382,769.84		0.09%	\$ 108.11
Avl Sav Bank	Subtotal		\$ 1,848,953.26					
BB&T	MMkt Act - General Fund		\$ 450,200.20		\$ 450,200.20		0.10%	\$ 38.13
BB&T	MMkt Act - Water Fund		\$ 157,550.38			\$ 157,550.38	0.10%	\$ 13.34
BB&T	Subtotal		\$ 607,750.58					
NCCMT	Investment - General Fund		\$ 6,448.60		\$ 6,448.60		0.38%	\$ 2.02
NCCMT	Investment - Water Fund		\$ 6,734.53			\$ 6,734.53	0.38%	\$ 2.11
NCCMT	Subtotal		\$ 13,183.13					
All Accts	Subtotal		\$ 2,469,886.97	\$ 209,241.50	\$ 2,038,187.57	\$ 222,457.90	0.09%	\$ 185.49
All Accts	Fiscal Year to Date		\$ 2,348,002.61				0.09%	\$ 1,076.38
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2017	\$ 54,525.10		\$ 54,525.10		0.20%	\$ 50.61
Avl Sav Bank	CD x5119	11/12/2017	\$ 10,362.94		\$ 10,362.94		0.20%	\$ 10.37
CDs	Subtotal		\$ 64,888.04				0.20%	\$ 60.98
All Accts + CDs	Total		\$ 2,534,775.01				0.12%	\$ 246.47
All Accts + CDs	Fiscal Year to Date		\$ 2,412,836.17				0.09%	\$ 1,137.36
			(average)				(average)	

(Note: updated figures for CDs to be posted in December)

**Town of Montreat**  
**January 2017 Zoning & Building Inspections Report**

**Zoning/Building Permit Applications:**

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance</u> <u>Date</u>	<u>Permit #</u>	<u>Permit</u> <u>Date</u>	<u>Description</u>
Waterstradt	William	521 Suwannee Drive	N/A	5249	1/9/2017	Residential-Reconstruction (Fire Damage)
Montreat College		319 Missouri Road	N/A	5250	1/11/2017	Plumbing Repairs
Montreat College		393 South Carolina Terrace	N/A	5251	1/12/2017	Plumbing Repairs
Gregory Lynn Tennent (Et Al)		522 Kentucky Road	N/A	5252	1/12/2017	Residential-Siding/Windows
Montreat College		393 South Carolina Terrace	N/A	5253	1/19/2017	Electrical-Add Branch Circuits
Van Dorsten	Peter	133 John Knox Road	N/A	5254	1/20/2017	Residential-Bathroom Renovations
Virginia M. Snoddy (LE)		438 Kentucky Road	N/A	5255	1/23/2017	Residential-Bathroom Renovations

**ZONING ACTIVITY**

<b><u>Zoning Permit Applications:</u></b>	<b>2</b>
<b><u>Variance/Interpretation Requests:</u></b>	<b>None</b>
<b><u>Conditional Use Requests:</u></b>	<b>None</b>
<b><u>Permit Extensions Requested:</u></b>	<b>None</b>
<b><u>Sign Permit Applications:</u></b>	<b>None</b>
<b><u>Violations Reported:</u></b>	<b>None</b>

**BUILDING INSPECTIONS**

<b><u>Building Permit Applications:</u></b>	<b>10</b>
<b><u>Building Inspections Requested:</u></b>	<b>9</b>
<b><u>Re-inspections Requested/Required:</u></b>	<b>1</b>
<b><u>Fire Inspections Requested/Required:</u></b>	<b>39</b>
<b><u>Fire Permit Applications:</u></b>	<b>None</b>

**Totals**

<b><u>Approved Zoning Permits:</u></b>	<b>None</b>
<b><u>Denied Zoning Permits:</u></b>	<b>None</b>
<b><u>Pending Zoning Permits:</u></b>	<b>2</b>
<b><u>Variance/Interpretation Granted:</u></b>	<b>None</b>
<b><u>Conditional Use Permits Granted:</u></b>	<b>None</b>
<b><u>Permit Extensions Granted:</u></b>	<b>None</b>
<b><u>Sign Permits Issued:</u></b>	<b>None</b>
<b><u>Notice of Violation (NOV):</u></b>	<b>None</b>

**Totals**

<b><u>Building Permits Issued:</u></b>	<b>7</b>
<b><u>Pending Building Permits:</u></b>	<b>3</b>
<b><u>Building Inspections Performed:</u></b>	<b>10</b>
<b><u>*Stop Work Order Issued:</u></b>	<b>None</b>
<b><u>**Defective Building Posted:</u></b>	<b>None</b>
<b><u>Denied Building Permits</u></b>	<b>None</b>
<b><u>Fire Inspections Performed:</u></b>	<b>29</b>
<b><u>Fire Re-Inspections Performed:</u></b>	<b>10</b>
<b><u>Fire Permits Issued:</u></b>	<b>None</b>

# Combo Basic Report

Permits for 01/01/2017 to 01/26/2017

Report Date 01/26/2017

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Source: Building Permit: U2012-5249 Date Issued: 01/09/2017 Permit Expires: 01/06/2018 ID:100268-B000661  
Applicant: FIRST RESTORATION SERVICES: SI Location: 521 SUWANNEE DR  
Permit Type: RES. REPAIRS Structure: EXISTING HOME Cost Est: 192833  
Property Owner: WILLIAM H WATERSTRADT PIN: 071099932100000

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Source: Plumbing Permit: U2012-5250 Date Issued: 01/11/2017 Permit Expires: 07/11/2017 ID:200088-P000145  
Applicant: TWO DAY BATH & SHOWER Location: 319 MISSOURI ROAD  
Permit Type: PLUMBING REPAIRS Structure: ANDERSON DORMITORY Cost Est: 0  
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-AND.

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Source: Plumbing Permit: U2012-5251 Date Issued: 01/12/2017 Permit Expires: 07/12/2017 ID:200031-P000146  
Applicant: BOLTON CONSTRUCTION & Location: 393 SOUTH CAROLINA TERRACE  
Permit Type: PLUMBING Structure: DAVIS DORMITORY Cost Est: 0  
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-DAVIS

---

Source: Building Permit: U2012-5252 Date Issued: 01/12/2017 Permit Expires: 07/12/2017 ID:100606-B000662  
Applicant: CAROLINA HOME EXTERIORS Location: 522 KENTUCKY RD  
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 29583  
Property Owner: GREGORY LYNN TENNENT (ET AL) PIN: 072018446900000

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Source: Electrical Permit: U2012-5253 Date Issued: 01/19/2017 Permit Expires: 01/19/2018 ID:200031-E000136  
Applicant: MONTREAT COLLEGE Location: 393 SOUTH CAROLINA TERRACE  
Permit Type: ADD BRANCH CIRCUITS Structure: DORMITORY Cost Est: 100  
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-DAVIS

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Source: Building Permit: U2012-5254 Date Issued: 01/20/2017 Permit Expires: 07/20/2017 ID:100165-B000663  
Applicant: EWING & MCCONNAUGHY, INC.: Location: 133 JOHN KNOX RD  
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 95000  
Property Owner: J PETER VAN DORSTEN PIN: 071066406700000

---

Source: Building Permit: U2012-5255 Date Issued: 01/23/2017 Permit Expires: 07/23/2017 ID:100891-B000664  
Applicant: ROB ROBINSON BUILDER, INC.: RO Location: 438 KENTUCKY RD  
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 9750  
Property Owner: VIRGINIA M. SNODDY (LE) PIN: 072008906800000

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# Fee Detail Subsort Report

Report for 01/01/2017 to 01/26/2017

Sorted by Permit Number

Report Date 01/26/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-5250	01/11/2017	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5251	01/12/2017	PLUMBING	PLUMBING	28941388	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5252	01/12/2017	RES.	PERMIT		\$177.50	
Item Count	1				Fee Totals	\$177.50	
Electrical	U2012-5253	01/19/2017	ADD BRANCH	ELECTRICAL	29348377	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5254	01/20/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5254	01/20/2017	RES.	HR FUND		\$10.00	
Building	U2012-5254	01/20/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5254	01/20/2017	RES.	PERMIT		\$570.00	
Item Count	4				Fee Totals	\$780.00	
Building	U2012-5255	01/23/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5255	01/23/2017	RES.	PERMIT		\$58.50	
Item Count	2				Fee Totals	\$158.50	
Item Count	10				Fee Totals	\$1,416.00	

# Fee Detail Subsort Report

Report for 01/01/2016 to 01/31/2016

Sorted by Permit Number

Report Date 01/26/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5136	01/04/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5137	01/06/2016	GAS	GAS	21928072	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5138	01/06/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	HR FUND		\$10.00	
Building	U2012-5138	01/06/2016	RES.	PERMIT		\$1,020.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5138	01/06/2016	RES.	ELECTRICAL		\$200.00	
Item Count	6				Fee Totals	\$1,690.00	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	ELECTRICAL		\$100.00	
Item Count	5				Fee Totals	\$1,060.00	
Mechanical	U2012-5142	01/21/2016	CHANGE OUT	MECHANICAL	22125852	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5143	01/21/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	HR FUND		\$10.00	
Building	U2012-5143	01/21/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5143	01/21/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PERMIT		\$990.00	
Item Count	6				Fee Totals	\$1,660.00	
Building	U2012-5144	01/26/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5144	01/26/2016	RES.	PERMIT		\$50.00	
Item Count	2				Fee Totals	\$150.00	
Mechanical	U2012-5148	02/03/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	23				Fee Totals	\$4,935.00	

# Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 01/26/2017

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	



# Last Inspect Records

Report for 01/01/2017 to 01/27/2017

Report Date 01/27/2017

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5233	113 MECKLENBURG CIR	TIM SMITH	RES.	MECHANICAL	Building	01/03/2017	10:30 AM	APPROVED	//	DEC
U2012-5233	113 MECKLENBURG CIR	TIM SMITH	RES.	ELECTRICAL INSP.	Building	01/03/2017	11:00 AM	FAILED	//	DEC
U2012-5224	401 ASSEMBLY DR	BONITZ CO. OF	COMMERCIAL	PVC MEM.	Building	01/03/2017	4:30 PM	APPROVED	//	DEC
U2012-5228	201 ALABAMA TER	EWING &	RES.	SHOWER PAN	Building	01/05/2017	09:00 AM	APPROVED	//	DEC
U2012-5233	113 MECKLENBURG CIR	TIM SMITH	RES.	ELEC. RE-INSPECT	Building	01/05/2017	10:00 AM	APPROVED	//	DEC
U2012-5233	113 MECKLENBURG CIR	TIM SMITH	RES.	INSULATION	Building	01/05/2017	10:15 AM	APPROVED	//	DEC
U2012-5243	140 WOODLAND RD	GENTRY HEATING	CHANGE OUT	MECHANICAL	Mechanical	01/13/2017	10:30 AM	APPROVED	//	DA
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	LPG TANK/YARD	Building	01/19/2017	2:30 PM	APPROVED	//	DEC
U2012-5233	113 MECKLENBURG CIR	TIM SMITH	RES.	FINAL	Building	01/20/2017	4:30 PM	APPROVED	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	U.G. UTILITIES	Building	01/25/2017	10:30 AM	APPROVED	//	DEC

Inspection Count 10

**TOWN OF MONTREAT BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION**

**Meeting Date:** February 2, 2017

**SUBJECT:** Employee Benefit Health Insurance - Vision

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration/Finance  
**Contact:** Al Richardson/Steve Stackhouse  
**Presenter:** Al Richardson /Steve Stackhouse

**BRIEF SUMMARY:** Vision benefits were included with the Town's Health Insurance policy with United Health effective July 1, 2016. When we decided to drop United Health and return to Blue Cross Blue Shield of NC, vision benefits were not included (as they had not been previously under Blue Cross). Our employees had been under the impression that they would continue to have vision included in their health insurance benefits. We have been exploring our options, and have found that vision benefits can be added to our Blue Cross package for a reasonable cost, ranging between and \$946.92 and \$1372.80 per year (depending upon lower or higher copays and allowances).

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To authorize the Town Administrator and Finance Officer to contract with Blue Cross/Blue Shield of North Carolina, effective as soon as possible, to add the Blue 20/20 Exam Plus vision benefit to our health insurance package at a cost of \$8.80 per employee per month.

**FUNDING SOURCE:** General Fund budget – we have enough presently budgeted to cover the remainder of this fiscal year.

**ATTACHMENTS:** Blue Cross/Blue Shield quote

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:**



**Proposal For  
Town of Montreat  
Effective February 1, 2017**

**Prepared By  
WILLIAM D MCLEANIII**

**Case # 21488**

## Exam Plus Price List

Premium Progressive Lens Price List *		
Types of Lenses	Member Out-of-Pocket	Out-of-Network
Standard Progressive	\$10 Copay plus \$65	\$39
Premium Tier 1	\$10 Copay plus \$85	\$39
Premium Tier 2	\$10 Copay plus \$95	\$39
Premium Tier 3	\$10 Copay plus \$110	\$39
Premium Tier 4	\$10 Copay plus \$65, 80% of charge less \$120	\$39

For a complete list of brands in each tier, please go to: <http://www.eyemedvisioncare.com/home/pdf/microsite-template/eyemedlenslist.pdf>

\* Premium progressives and premium anti-reflective designations are subject to annual review by EyeMed's Medical director and are subject to change based on market conditions.

\* Fixed pricing is reflective of brands at the listed product level. All providers are not required to carry all brands at all levels.

**Additional Discounts:**

Members also receive 15% off retail price or 5% off promotional price for Lasik or PRK from the US Laser Network, owned and operated by LCA Vision.

After initial purchase, replacement contact lenses may be obtained via the Internet at substantial savings and mailed directly to the member. Details are available at [www.eyemedvisioncare.com/bcbsnc](http://www.eyemedvisioncare.com/bcbsnc). The contact lens benefit allowance is not applicable to this service.

Benefit Allowances provide no remaining balance for future use within the same Benefit Frequency.

Certain brand name Vision Materials in which the manufacturer imposes a no-discount practice are excluded.

Some providers may offer additional discounts. Please check provider listing.

**Disclaimer:** Please be advised that your BCBSNC health plan may include coverage for vision exams. Purchase of this vision product may result in your employee's having double coverage for this benefit.



### Quoting & Enrollment Disclaimers

The following disclaimers apply only to quoting and enrollment off-exchange.

#### Applies to All Product Lines

- A Small employer means, in connection with a non-grandfathered, non-transitional group health plan with respect to a calendar year and a plan year, an employer who meets the definition of small employer under 42 U.S.C. §18024 (b)(2): An employer who employed an average of at least one but not more than 50 employees on business days during the preceding calendar year and who employs at least one employee on the first day of the plan year. The number of employees shall be determined using the method set forth in section 4980H(c)(2) of the Internal Revenue Code.
- Small employer must have a physical location in North Carolina and have an authorized representative to execute the contract in North Carolina.
- One employee sole proprietor groups are not eligible for group coverage.
- The Group certifies that all individuals enrolling for coverage meet the following definition of eligible employee: An eligible employee is an individual working 30 hours or more per week on a full-time basis with the employer reporting the FICA withheld by W2 Form on an annual basis. Persons whose compensation is reported entirely on 1099 Forms are not generally considered eligible. An individual who is a "statutory employee" as that term is defined under Internal Revenue Code Section 3121(d)(3) and works on a full-time basis for the Group may be considered eligible for small group coverage only. Documentation of "statutory employee" status is required.
- BCBSNC must be sole healthcare insurer.
- New sale quotes are not available to groups that are currently enrolled with BCBSNC.

#### Medical-only

- Small Employer must contribute a minimum of 50% toward the employee only medical premium. No contribution requirement toward dependent cost.
- Minimum contribution must be calculated based on the actual employee only premium.
- The Contribution requirement is waived for groups who quote and enroll within the Special Enrollment Period of November 15th through December 15th.
- Final medical rates are determined based on group's geographic region and member age as of the effective date of the group policy.
- Final medical premium will be based on the group's final enrollment.

#### Dental

- Final dental rates are determined based on group's geographic region, subscriber level demographics, participation, group size and prior dental coverage for the group policy.
- Changes in the final applying census from the original quoted census will cause a dental re-rate to occur.
- If the enrolled census differs by more than +/- 20% from the final quoted census, a dental re-rate will occur.
- Final dental premium will be based on the group's final enrollment.

##### Dental Blue

- If the enrolled census differs by more than +/- 20% from what was quoted, a re-rate will occur.
- 50% participation required with a minimum group size of 2 and minimum enrollment of 2 employees.

##### Dental Blue Select

- Standard requires a minimum group enrollment of 10. Complete and Enhanced requires a minimum group enrollment of 5.
- 20% participation is required.

#### Blue 20/20

- Voluntary: Must have 20% employee participation.
- Non-Voluntary: Must have 25% employer contribution and 75% employee participation.

This benefit highlight is a summary of Blue 20/20 Lenses and Frames Only, Blue 20/20 Exam Plus benefits. This is meant only to be a summary. Final interpretation and a complete listing of benefits and what is not covered are found in and governed by the group contract and benefit booklet.

**Blue 20/20 Exam Plus**

Vision Care Services	In-Network Member Copay & Allowance	Out-of-Network Allowance
<b>Comprehensive Eye Exam</b>	<b>Member Copay</b> \$0	<b>Allowance</b> \$39
<b>Frames</b> <i>Members responsibility if over specified allowance is 80%</i>	<b>Allowance</b> \$150	<b>Allowance</b> 50% of Allowance
<b>Standard Plastic Lenses</b>	<b>Member Copay</b>	<b>Allowance</b>
Single Vision	\$10	\$25
Bifocal	\$10	\$39
Trifocal	\$10	\$63
Lenticular	\$10	\$63
Standard Progressive Lens	Copay plus \$65	\$39
Premium Progressive Lens	See Premium Progressive Lens Price List	\$39
Standard Polycarbonate - for children under the age 19	\$0	\$28
<b>Contact Lenses</b>	<b>Allowance</b>	<b>Allowance</b>
Conventional: <i>Members responsibility if over specified allowance is 85%</i>	\$150	80% of Allowance
Disposable: <i>Members responsibility if over specified allowance is 100%</i>	\$150	80% of Allowance
Medically Necessary	\$0 Copay, Paid-in-Full	\$200
<b>Laser Vision Correction</b>		
Lasik or PRK from U.S. Laser Network	15% off retail price or 5% off promotional price	N/A
<b>Frequency</b>		
Examination	1 per 12 months	N/A
Lenses or Contact Lenses	1 per 12 months	N/A
Frame	1 per 12 months	N/A
<b>Voluntary or Non Voluntary</b>	<b>Non-Voluntary</b>	
<b>Monthly Administrative Fee/Premium</b> by Member(s) per Month	Subscriber	\$8.80
	Subscriber + Spouse	\$16.72
	Subscriber + Children	\$17.60
	Subscriber + Family	\$25.87

**Please Note:**

Frame & lenses must be purchased during the same transaction in order to receive the full discount.  
Additional discounts may be offered at participating retail and provider locations. Please check provider locator for participation.  
Benefit Allowances provide no remaining balance for future use within the same Benefit Frequency.  
Certain brand name vision materials in which the manufacturer imposes a no-discount practice are excluded.  
Lens cost may be higher in AK, CA, HI, OR, WA

**Rates Assume:**

Non-Voluntary: At least 25% employer contribution and 75% employee participation  
Voluntary: At least 20% employee participation  
Rates are valid only when the quoted plan is the sole stand-alone vision plan offered by the group.  
Rates are valid for groups domiciled in the State of NC.  
Rates are guaranteed for 12 months.  
Fees quoted will be valid for effective dates of 1/1/2017 through 12/31/2017.

**Plan Exclusions:**

- 1) Orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses.
- 2) Medical and/or surgical treatment of the eye(s) or supporting structure.
- 3) Any Eye or Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment; i.e. Safety eyewear.
- 4) Services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof.
- 5) Cosmetic (non-prescription) lenses and/or contact lenses.
- 6) Non-prescription sunglasses.
- 7) Two pair of glasses in lieu of bifocals.
- 8) Services or materials provided by any other group benefit plan providing vision care.
- 9) Services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order.
- 10) Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available.

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment(s) of the Rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town Charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor.

**Rule 33.      References**

- A.    Suggested Rules of Procedure for a City Council, third edition by A. Fleming Bell, II is the source for these rules of procedure.
- B.    To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

**Effective Date**

This document shall become effective November 14, 2002.