

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
March 10, 2016 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Public Hearings**

- A. Proposed 2016-2021 Capital Improvements Plan

**IV. Mayor's Communications**

**V. Consent Agenda**

A. Meeting Minutes Adoption

- January 29, 2016, Special Meeting
- February 4, 2016, Agenda Meeting
- February 8, 2016, Annual Board Retreat
- February 11, 2016, Town Council Meeting

B. Approve Fiscal Year 2015-2016 Budget Amendment

- **Suggested Motion:** To approve Fiscal Year 2015-2016 Budget Amendment #4 to reallocate budget to cover sanitation truck repairs

C. Montreat Landcare Committee Appointment

- **Suggested Motion:** To appoint John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2018

D. Open Space Conservation Committee Appointment

- **Suggested Motion:** To appoint Mary Nell Todd to fill the Montreat Open Space Conservation Committee for a two year term to expire on January 31, 2018

E. Asheville Savings Bank Corporate Authorization Resolutions

- **Suggested Motion:** To adopt Corporate Authorization Resolutions #16-03-0001 through #16-03-0007 amending the Town of Montreat's list of authorized account signatories with Asheville Savings Bank and designating Ron Nalley, Angela Murphy, Tim Helms and Kent Otto as authorized signers for the Town's accounts at Asheville Savings Bank.

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

**VI. Town Administrator's Communications**

- Consent Agenda Review
- Architectural Design Studio Letter from Mike Cox dated December 22, 2015
- Buncombe County Emergency Test
- Other Topics

**VII. Administrative Reports**

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

**VIII. Public Comment – Agenda Items**

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

**IX. Old Business**

- A. Lookout Road Area-Preliminary Utility Service Plan
  - **Suggested Motion:** To approve a contract for preliminary utility service engineering and planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.
- B. Texas Road Bridge Project
  - **Suggested Motion:** To move forward with the Texas Road Bridge project by choosing Option \_\_\_\_ from the options listed in KCI Associates letter dated February 4, 2016 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**X. New Business**

- A. 2016-2021 Capital Improvement Plan
- B. Town Services Building Interior Repair
  - **Suggested Motion:** To approve contract with ServiceMaster of Hendersonville in the amount of \$3,400.00 to repair the Town Services Building Interior water

and mold damage and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**XI. 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.*

**XII. Commissioner Communications**

**XIII. Meeting Dates**

Montreat Tree Board March 16, 2016, 10:00 a.m.  
Town Services Office

Town Services Office Closed March 25, 2016  
Good Friday

Agenda Packets Available April 5, 2016  
Town Services Office

Montreat Landcare April 6, 2016, 9:00 a.m.  
Kirk Allen Building  
Swannanoa Room

April Agenda Meeting April 7, 2016, 7:00 p.m.  
Public Forum begins at 6:30 p.m. Walkup Building

Planning & Zoning Commission April 21, 2016, 7:00 p.m.  
Walkup Building

April Town Council Meeting April 14, 2016, 7:00 p.m.  
Walkup Building

**XIV. Closed Session**

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

**XV. Adjournment**

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

**Meeting Date:** March 10, 2016

**SUBJECT:** 2016-2021 Capital Improvements Plan

**AGENDA INFORMATION:**

**Agenda Location:** Public Hearing and New Business  
**Item Number:** B  
**Department:** Administration  
**Contact:** Ron Nalley  
**Presenter:** Ron Nalley

**BRIEF SUMMARY:** A draft of the 2016-2021 Capital Improvements Plan (CIP) will be presented to the Board of Commissioners at their meeting in March. A public hearing will be held on March 12 where staff will present a brief summary of the Plan. As a reminder, the CIP is a financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. Generally speaking, an item is included in the Town's CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** None

**FUNDING SOURCE:** General Fund/Water Fund

**ATTACHMENTS:** Draft 2016-2021 Capital Improvement Plan Summary

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** At your March meeting, I will do a brief presentation to introduce the projects within the CIP and determine if there are projects that board members or the public feel need to be added, modified or even deleted from the plan. I will be happy to incorporate any comments we receive from the public hearing as well as from Board members, into the draft CIP. The Board will then have a month to review the CIP and to meet as often as you feel is necessary to finalize the plan before its scheduled adoption in April. As always, if you have questions concerning any of the plan or specific projects please do not hesitate to see me.





## **Town of Montreat**

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**Town of Montreat  
Capital Improvement Program  
Fiscal Years 2016 – 2021  
March 10, 2016**

### **General Fund**

	<b>Project Description</b>	<b>FY 16-17 Budget Amount</b>	<b>Total Project Cost</b>
1	Local Street Paving – Mecklenburg Circle and Portion of Louisiana Road	\$310,000	\$310,000
2	Bridge Replacement	\$200,000	\$1,150,000
3	Town Hall Replacement	\$100,000	\$1,795,000
4	Sanitation Truck Replacement	\$75,000	\$75,000
5	Police Vehicle Replacement	\$36,000	\$36,000
6	Comprehensive Plan Update	\$35,000	\$70,000
7	GPS/GIS Integration	\$21,500	\$21,500
8	Dump Truck Replacement (85)	\$16,500	\$82,500
9	Sander Replacement	\$6,000	\$6,000
10	Pavement of Compactor Area	\$25,000	\$25,000
11	Stormwater Utility Study	\$35,000	\$35,000
12	New Road Paving – Frist Lane	\$40,000	\$40,000
13	Wayfinding Signage Plan	\$20,000	\$136,000
14	Native Plant Garden	\$10,000	\$10,000

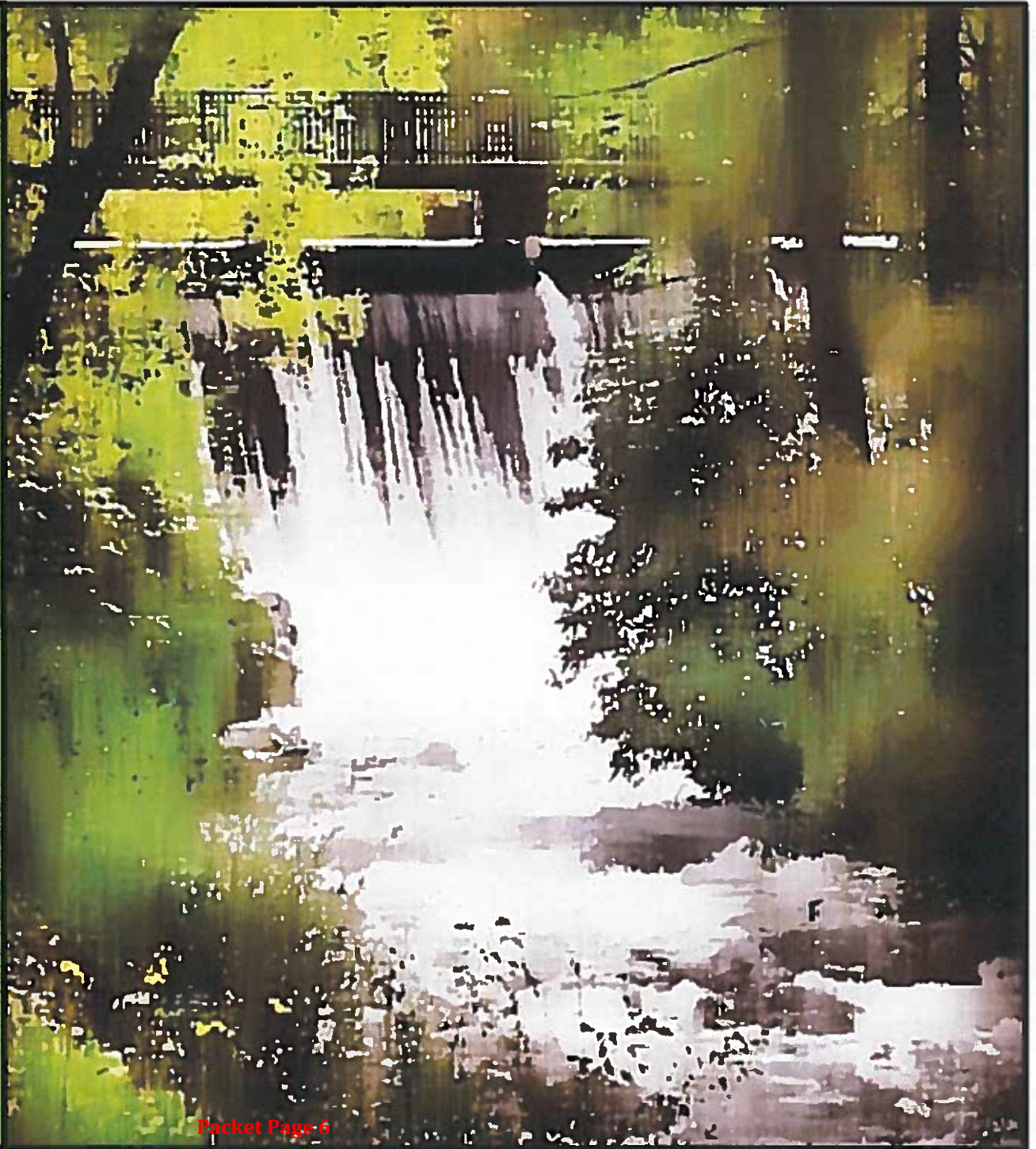
### **Water Fund**

	<b>Project Description</b>	<b>FY 16-17 Budget Amount</b>	<b>Total Project Cost</b>
1	Water Line Replacement – Mecklenburg Circle and Georgia Terrace	\$52,000	\$52,000
2	Water Storage Facility - Greybeard	\$87,100	\$582,100
3	Portable Generators	\$5,000	\$75,000

# **Town Of Montreat**

## **Capital Improvement Program**

**2016 - 2021**



# **Town of Montreat North Carolina**

## **Capital Improvement Program Fiscal Years 2016-2021**

### **BOARD OF COMMISSIONERS**

Tim Helms, Mayor  
Kitty Fouche, Mayor Pro Tem  
Bill Gilliland, Commissioner  
Kent Otto, Commissioner  
Mary Standaert, Commissioner  
Ann Vinson, Commissioner

### **TOWN ADMINISTRATOR/BUDGET OFFICER**

Ronald W. Nalley

### **FINANCE OFFICER**

Stefan Stackhouse

### **TOWN CLERK**

Angie Murphy

# **TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2016 - 2021**

**The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth, while maintaining our community image, heritage and traditions.**

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### **Policy and Guidelines**

### **General Fund Revenues**

Summary  
Revenues

### **General Fund Expenditures**

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4200 - Administration  
5000 - Public Buildings

5100 - Police Department  
5400 - Planning and Zoning  
5550 - Public Works  
5600 - Street Department  
5800 - Sanitation Department  
6190 - Environment & Recreation

### **Water Fund Revenues**

### **Water Fund Expenditures**

Summary All Departments  
8100 - Water Operations

# **TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2016 - 2021**

## **Introduction**

It is our pleasure to submit to the Mayor and Board of Commissioners for the Town of Montreat the proposed Capital Improvement Program for fiscal years 2016 through 2021. This document is intended as a resource and reference as the Board considers substantial funding commitments for the next fiscal year and future years. We hope that you find the quality of the document to your liking and the information contained herein sufficient to allow the governing body to make informed decisions regarding the direction that the program sets for the next five years.

## **What is a Capital Improvement Program?**

A Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the Town's equipment, building, and infrastructure needs. It encourages the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. Upon adoption of the Plan, the first year of proposed CIP becomes the list of capital items that are included in the proposed budget for the coming fiscal year. The program is then updated and revised on an annual basis to insure previous projections are still on course. In so doing, the Town is always working on a prospective five-year schedule.

The CIP is designed to be a flexible planning tool. In the most ideal of situations, the CIP is revised and reviewed prior to the initiation of the annual budget process. By beginning the review and revision process ahead of the development of the Annual Budget, the community is better able to scrutinize the actual needs of both the community and the organization, outside of the constraints of the budgetary process. Despite its independence from the development of the operating budget, the CIP does not



merely represent a "wish list" of items without regard to the fiscal constraints that will face the governing board when the time comes to fund the previously identified needs. Rather, all projects proposed for funding in the CIP are prioritized and include projections of revenues that are expected to be available at the time of any expenditure. If, when it comes time to develop the Annual Budget, sufficient funds are not available to pay for CIP projects, the document provides sufficient flexibility for the governing body to re-prioritize expenditure and project scheduling. It is imperative that the governing board adopting a CIP understand that it is simply a flexible planning tool and that in adopting a particular CIP they are not committing to fund a particular project. The CIP serves only to recognize the importance of a project to the community and projects a timeframe in which it should be undertaken.

### **What Items Are Included in a CIP?**

Different local governments have differing thresholds for inclusion of items and projects in a CIP. Generally speaking, the larger the governmental unit, the greater the dollar limit that is used as the minimum threshold above which items are to be included in the CIP. In Montreal, an item is included in our CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. In some cases, we may include an item in the proposed plan that is not tangible. Those items, while not generally considered to be traditional capital items, are sometimes included because they represent a significant, inordinate expenditure on the part of the local government.

The limitations that we place on items for inclusion as a CIP request (one-year life expectancy and \$5,000 or more in value) should not be confused with our general accounting definition of a capital item. For budgetary and accounting purposes, our definition of a capital item is greater than \$500 with a life expectancy of greater than one year. That means that although we call this document our Capital Improvement Program, it is not an all-inclusive list of anticipated capital expenditures within the CIP planning period. We do not include items under \$5,000 in value in the CIP because the acquisition of items of lesser value is considered relatively routine. The development of a CIP showing each anticipated capital acquisition in excess of \$500 within the coming five years would be far too cumbersome to develop, review and maintain.

### **Why Have a CIP?**

As referenced above, a CIP is a planning and growth management tool. The Plan allows a community to provide for the orderly

replacement of capital facilities and equipment. It also allows the community to plan for future development through the identification of equipment, buildings and infrastructure that will be needed in order to accomplish particular objectives.

The CIP emphasizes sound financial planning. One of the key components of any CIP is the projection of revenue sources. Not only can these projects be used in developing the CIP, they can also be used in a multitude of other local government matters that require a determination of the availability of future resources. Another aspect of financial planning that is emphasized through the CIP development process is the identification of alternative funding sources for a project before that project is a necessity.

Alternative funding sources generally are interpreted to be either State or Federal grants, but alternative funding can go far beyond those areas. In today's local government environment, we increasingly look to outside funding sources that include non-profit or not-for-profit organizations. We also find ourselves looking to donations and the voluntary service sector for assistance in the development of not only capital projects but the maintenance of on-going operations as well. Finally, the CIP contributes to good financial planning by identifying for us, in sufficient time, large projects that will need funding from somewhere other than current revenue sources. That leads us to review debt financing sources or, better yet, allows us to follow an old practice that is still one of the most sound financial tools around – save for the project in anticipation of its need.

A side benefit to the development of the CIP is that local government observers and regulators, including lending agents, see the development and maintenance of a sound CIP as key to the financial success of any governmental unit. That results in more confidence in the financial operations of the local government, which then translates into lower bond ratings and lower interest rates. Montreat, like all local governments, typically finds itself in the position of needing to borrow money in the normal course of business, and when it does, lower interest rates means less tax dollars that must be paid for the use of that money.

As sound a financial planning tool as the CIP may be, it is equally as useful as a physical planning tool. The CIP encourages local officials to look carefully at the timing of projects in order to determine if there is coordination that can/should occur before a project can take place. This planning may help to reduce duplication of effort and promote scheduling that will allow for the acquisition of assets at the optimal time. Optimal replacement of equipment, for example, allows the local governmental unit to replace that equipment before it reaches the end of its useful life expectancy thereby avoiding additional unnecessary operational costs.

The bottom line is that the CIP is primarily a financial planning tool. While it does allow for coordination and replacement of assets, the end result of the development and implementation of a CIP is that the local government will realize financial benefits from properly planning for the acquisition and development of those assets.

### **How Do You Prioritize CIP Projects?**

In the text of the attached document, you will note that each project has both an organizational priority and a departmental priority. The departmental priority is a numerical rating indicating the order in which the department head would like to see the projects within his or her department funded. The organizational priority is designed to weigh projects in relative importance across department lines. For the organizational priority ranking, we use an alphanumeric system. In assigning those priorities, we measured each proposed project against the following criteria in order to determine relative rank.

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

The criteria are placed in rank order. The higher a project could be placed in comparison to this hierarchy of needs, the more important it is considered to be to the community. So a project addressing a health or safety need is considered most important to the community while one determined to be an expansion item is determined to be of lesser importance. The theory behind this rank hierarchy is that you must address the organization's basic mission before you begin expanding into other areas.

For projects in the first year, we use a numerical ranking. Projects are rated based upon relative importance with the top project being listed as number one (1) and the remaining projects following in descending order. In the remaining years of the CIP, projects are given an alphabetic ranking that reflects its need based upon the hierarchy set forth above. Projects receive an "A" ranking if they address a health or safety concern, or are mandated by some State or Federal regulation; they receive a "B" rating if they are a replacement item; and, they receive a "C" rating if they are considered an expansion item.



### **How Are Projects Developed for Inclusion in the CIP?**

In developing a CIP, we first hold a public hearing at which the concept of the CIP is explained and input for proposed projects is solicited. We then also ask department heads to identify their departmental capital needs over the five-year forecast period. Requests are returned at which time further clarification is sought. Requests are then ranked against the relative needs of the organization. Once the initial discussions are concluded and requests prioritized, projects are coordinated in an effort to eliminate duplication/overlap and to take advantage of any available funding opportunities. Finally, priorities are once again reviewed and the projects are then placed into the format that is contained herein. The results of the draft CIP are then shared with the Board of Commissioners and the public in a hearing designed to solicit input on the proposed document.

### **How are Project Costs Determined and How Are Projects Scheduled?**

The year in which a project is scheduled to be undertaken is not necessarily indicative of its relative importance to the community. Scheduling of projects is done in accordance with relative need, coordination with other projects and the availability of appropriate funding.

Project justifications and cost estimates are far more detailed and accurate for those items that are scheduled for funding in an earlier fiscal year. The closer we get to the time at which we will undertake a project the more important it becomes for us to have a more accurate picture of the total project costs. Conversely, projects scheduled for later years are likely to change in scope and/or the acquisition costs are likely to change due simply to inflation, therefore less emphasis is placed on the accuracy of the cost figures associated with those projects.

The anticipated cost of CIP projects is expressed in today's dollars without accounting for inflationary factors in future years. While this may seem foolhardy to some, accurate projections of future years' costs is virtually impossible. As we perform our annual updates of the CIP, projects in the forecast years will be re-evaluated and become better defined. This update process will also allow us the opportunity to revise projected costs to reflect accurately, then current year dollars.

In some cases projects scheduled for the fourth, fifth or “Years Beyond” category are included in the CIP simply to determine if there is sufficient community support for such a project. It is not unusual for CIP projects to linger in the later years’ columns through several updates while the community attempts to decide if a project is important. Similarly, projects may be pushed back from year to year as priorities shift and the community waits for the appropriate time to undertake a project that is seen as less important. Finally, we sometimes find that project support may exist early on in the CIP development process, but that support may wane the closer we get to the time at which the project is scheduled to be undertaken. Once again, the CIP is a flexible tool designed to meet the ever-changing needs of the community.

### **About this Plan**

In your review of this document, you will find information contained on many different forms that are placed in a format that is designed to give you increasingly intimate knowledge of the capital needs of the Town. We would like to take the opportunity to provide an overview of the information that is contained herein.

The document is arranged in a format that provides the reader with greater and greater detail the further that they read into the plan. The plan is divided into two sections. Each section is devoted to a separate governmental accounting fund. First, you will find projects proposed for funding in the General Fund, followed by those proposed with the Water Fund. Each section provides the same type of information regarding the individually proposed projects and the anticipated funding.

In each section, we begin with an analysis of the projected revenue over the course of the planning period for that particular fund. Summary sheets showing all of the proposed projects and their proposed implementation schedule within each fund then follow the revenue projections. On those summary pages, you will also find information regarding the types of expenditures that will be necessary in order to accomplish the objectives, together with proposed funding sources for each the projects. The initial fund summary sheets are then followed by departmental summaries that are placed immediately in front of the individual project proposal forms. In choosing this format, it is our intention to provide the reader with summaries of the proposed expenditures, separated by fund, coupled together with supporting information that should provide sufficient information to gain a basic understanding of the need and justification for a proposed project.

Revenue projections are provided within this document because they are critical to the successful implementation of a CIP. Projections of revenues five years into the future (at this point in time) are considered to be, at best, an educated guess; however, without a reasonable expectation of what resources might be available for a proposed project, the community cannot make an informed decision regarding the viability of that project. For example, a project may not be considered viable if the Town has to pay 100% of the cost, yet it might be considered somewhat more viable if a grant can be obtained in order to offset some of the direct cost to the community. Similarly, some projects may be considered viable only if the Town can save money in anticipation of the project thereby offsetting some of the costs with future year revenues. Without revenue projections, a community cannot make an informed decision as to the most appropriate timing for undertaking a project.

### **Summary**

With the plans, desires and dreams that we all have for our community, it is especially important to prioritize our capital projects as we are going to have stiff competition for the future allocation of limited public resources. Without this critical financial planning document, attempting to satisfy needs identified through the development of various Town plans and programs is likely to overwhelm the Town and its capabilities. In addition, without the development of proper planning tools that recognize and prioritize public needs/desires, the Town stands to thwart the energy and enthusiasm of a public that currently participates at exceptionally high levels. If that enthusiasm is thwarted, we shall lose our most valuable asset in the accomplishment of our goals – public support and involvement. This proposed CIP is a tool that allows us to assess needs, together with resources, and to make more systematic decisions regarding the emphasis that the community will place on particular goals and objectives. The CIP is not a begin all and end all of community planning, but it certainly is a key element in providing community direction.

We present to you, for your consideration, the FY 2016-2021 Capital Improvement Program for the Town of Montreat. The CIP is an excellent and necessary planning tool in today's local government environment and we encourage your input and value your opinions.

Respectfully Submitted  
Ronald W. Nalley  
Town Administrator

# GENERAL FUND REVENUES

# GENERAL FUND REVENUES SUMMARY

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
<b>REVENUE SOURCES</b>							
Ad Valorem Taxes	963,700	972,700	983,700	993,700	1,003,700	1,014,700	5,932,200
Other Taxes	385,000	396,000	407,500	419,500	432,000	445,000	2,485,000
Unrestricted Intergovernmental	62,000	62,000	62,000	62,000	62,000	62,000	372,000
Restricted Intergovernmental	741,500	42,500	43,500	44,500	45,500	46,500	964,000
Permits and Fees	96,000	96,500	97,000	97,500	98,000	98,500	583,500
Sales and Services	13,000	13,000	13,000	13,000	13,000	13,000	78,000
Investment Earnings/Miscellaneous	5,300	5,300	5,400	5,400	5,500	5,500	32,400
<b>TOTALS</b>	<b>2,266,500</b>	<b>1,588,000</b>	<b>1,612,100</b>	<b>1,635,600</b>	<b>1,659,700</b>	<b>1,685,200</b>	<b>10,447,100</b>

## HISTORICAL DATA

Average % Capital vs. Revenue	45%	45%	45%	45%	45%	45%	45%
Capital Funding Based on Average %	1,019,925	714,600	725,445	736,020	746,865	758,340	4,701,195

## DEBT SERVICE

Existing	0	19,700	19,500	19,000	18,700	18,300	95,200
Proposed	16,500	147,000	164,500	164,500	181,000	1,811,500	2,485,000
Other	160,000	760,000	0	0	0	0	920,000

## REVENUE CLASSIFICATIONS

Operating Revenues - General	753,500	684,200	618,000	418,000	573,000	480,000	3,526,700
Operating Funds - Powell Bill	0	0	0	0	0	0	0
Debt/Financing	16,500	147,000	164,500	164,500	181,000	1,811,500	2,485,000
Grant	0	20,000	0	0	0	0	20,000
Other	160,000	760,000	0	0	0	0	920,000
<b>TOTAL</b>	<b>930,000</b>	<b>1,611,200</b>	<b>782,500</b>	<b>582,500</b>	<b>754,000</b>	<b>2,291,500</b>	<b>6,951,700</b>

## EXPENDITURE CLASSIFICATIONS

Planning/Design/Engineering	426,000	263,000	40,500	33,000	45,000	38,000	845,500
Land	0	0	0	0	0	0	0
Construction	349,000	1,248,500	614,500	485,000	615,000	2,105,000	5,417,000
Equipment	133,500	99,700	97,500	64,500	94,000	148,500	637,700
Hardware/Software	21,500	50,000	0	0	0	0	51,500
<b>TOTAL</b>	<b>930,000</b>	<b>1,611,200</b>	<b>782,500</b>	<b>582,500</b>	<b>754,000</b>	<b>2,291,500</b>	<b>6,951,700</b>

**GENERAL FUND REVENUES**

ACCOUNT DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE
<b>Ad Valorem Taxes</b>							
Taxes Ad Valorem - Current Year	952,000	962,000	971,000	982,000	992,000	1,002,000	1,013,000
Taxes Ad Valorem - Prior Year	500	500	500	500	500	500	500
Penalties and Interest	1,200	1,200	1,200	1,200	1,200	1,200	1,200
<b>Sub-Total: Ad Valorem Taxes</b>	<b>953,700</b>	<b>963,700</b>	<b>972,700</b>	<b>983,700</b>	<b>993,700</b>	<b>1,003,700</b>	<b>1,014,700</b>
<b>Other Taxes</b>							
Local Option Sales Tax	360,000	371,000	382,000	393,000	405,000	417,000	430,000
Return of Taxes - DMV	14,000	14,000	14,000	14,500	14,500	15,000	15,000
<b>Sub-Total: Other Taxes</b>	<b>374,000</b>	<b>385,000</b>	<b>396,000</b>	<b>407,500</b>	<b>419,500</b>	<b>432,000</b>	<b>445,000</b>
<b>Unrestricted Intergovernmental</b>							
Payments in Lieu of Taxes	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Beer & Wine Tax	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Utility Franchise Tax	57,000	57,000	57,000	57,000	57,000	57,000	57,000
<b>Sub-Total: Unrestricted Intergov.</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>Restricted Intergovernmental</b>							
Powell Bill Allocation	40,000	41,000	42,000	43,000	44,000	45,000	46,000
Solid Waste Disposal Tax	500	500	500	500	500	500	500
Reimbursement - Grants	100,000	700,000	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Sub-Total: Restricted Intergov.</b>	<b>140,500</b>	<b>741,500</b>	<b>42,500</b>	<b>43,500</b>	<b>44,500</b>	<b>45,500</b>	<b>46,500</b>
<b>Permits and Fees</b>							
Building Permits	45,000	45,500	46,000	46,500	47,000	47,500	48,000
Fire Inspection Fees	500	500	500	500	500	500	500
Community Service Fees	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Sub-Total: Permits and Fees</b>	<b>95,500</b>	<b>96,000</b>	<b>96,500</b>	<b>97,000</b>	<b>97,500</b>	<b>98,000</b>	<b>98,500</b>
<b>Sales and Services</b>							
Public Safety Charges	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Sanitation Collection	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Sub-Total: Sales and Services</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Investment Earnings/Miscellaneous</b>							
Investment Earnings	1,200	1,300	1,300	1,400	1,400	1,500	1,500
Contributions	12,000	2,000	2,000	2,000	2,000	2,000	2,000
Other	15,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Sub-Total: Investment Earnings/Misc.</b>	<b>28,200</b>	<b>5,300</b>	<b>5,300</b>	<b>5,400</b>	<b>5,400</b>	<b>5,500</b>	<b>5,500</b>
<b>GENERAL FUND TOTALS</b>	<b>1,666,900</b>	<b>2,266,500</b>	<b>1,588,000</b>	<b>1,612,100</b>	<b>1,635,600</b>	<b>1,659,700</b>	<b>1,685,200</b>

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# GENERAL FUND EXPENDITURES



# GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
<b>4100 Governing Board</b>								
Comprehensive Plan Update	6	35,000	35,000	0	0	0	0	70,000
<b>Sub-Total: Governing Board</b>		<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
<b>4200 Administration</b>								
Computer Software Update	B	0	0	30,000	0	0	0	30,000
<b>Sub-Total: Administration</b>		<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>
<b>5000 Public Buildings</b>								
Town Hall Replacement	3	100,000	113,000	113,000	113,000	113,000	1,243,000	1,795,000
Public Works Facility	B	0	57,500	35,000	35,000	35,000	420,000	582,500
Pavement of Compactor Area	10	25,000	0	0	0	0	0	25,000
<b>Sub-Total: Public Buildings</b>		<b>125,000</b>	<b>170,500</b>	<b>148,000</b>	<b>148,000</b>	<b>148,000</b>	<b>1,663,000</b>	<b>2,402,500</b>
<b>5100 Police</b>								
Police Vehicle Replacement	5	36,000	0	36,000	0	36,000	0	108,000
Radio Replacement	A&B	0	35,000	0	0	0	0	35,000
<b>Sub-Total: Police</b>		<b>36,000</b>	<b>35,000</b>	<b>36,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>143,000</b>
<b>5400 Planning &amp; Zoning</b>								
Stormwater Utility Study	11	35,000	0	0	0	0	0	35,000
Wayfinding Signage Plan	13	20,000	30,000	39,000	35,000	12,000	0	136,000
GPS/GIS Integration	7	21,500	0	0	0	0	0	21,500
Ordinance Recodification	B	0	15,000	0	0	0	0	15,000
Vehicle Replacement	B	0	0	0	0	25,000	0	25,000
<b>Sub-Total: Planning &amp; Zoning</b>		<b>76,500</b>	<b>45,000</b>	<b>39,000</b>	<b>35,000</b>	<b>37,000</b>	<b>0</b>	<b>232,500</b>
<b>5550 Public Works</b>								
Radio Replacement	B	0	4,200	0	0	0	0	4,200
<b>Sub-Total: Public Works</b>		<b>0</b>	<b>4,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,200</b>
<b>5600 Streets &amp; 5700 Powell Bill</b>								
Local Street Paving	1	310,000	194,000	325,000	300,000	350,000	380,000	1,859,000
Bridge Replacement	2	200,000	950,000	0	0	0	0	1,150,000

# GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
New Road Paving	12	40,000	37,000	88,000	35,000	75,000	100,000	375,000
Dump Truck Replacement (85)	8	16,500	16,500	16,500	16,500	16,500	0	82,500
Sander Replacement	9	6,000	0	0	0	0	0	6,000
Chipper Replacement	B	0	44,000	0	0	0	0	44,000
Truck Replacement (04)	B	0	0	45,000	0	0	0	45,000
Dump Truck Replacement (95)	B	0	0	0	0	16,500	66,000	82,500
Leaf/Bucket Truck	C	0	0	0	0	0	82,500	82,500
<b>Sub-Total: Streets/Powell Bill</b>		<b>572,500</b>	<b>1,241,500</b>	<b>474,500</b>	<b>351,500</b>	<b>458,000</b>	<b>628,500</b>	<b>3,726,500</b>
<b>5800 Sanitation</b>								
Sanitation Trk. Replacement	4	75,000	0	0	0	0	0	75,000
Sanitation Pick-Up Truck	B	0	0	0	48,000	0	0	48,000
<b>Sub-Total: Sanitation</b>		<b>75,000</b>	<b>0</b>	<b>0</b>	<b>48,000</b>	<b>0</b>	<b>0</b>	<b>123,000</b>
<b>6190 Conservation/Recreation</b>								
Native Plant Garden	14	10,000	0	0	0	0	0	10,000
Sidewalks/Greenways Devp.	C	0	25,000	0	0	75,000	0	100,000
Gateway Plan	C	0	55,000	55,000	0	0	0	110,000
<b>Sub-Total: Recreation</b>		<b>10,000</b>	<b>80,000</b>	<b>55,000</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>220,000</b>
<b>GENERAL FUND TOTALS</b>		<b>930,000</b>	<b>1,611,200</b>	<b>782,500</b>	<b>582,500</b>	<b>754,000</b>	<b>2,291,500</b>	<b>6,951,700</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		426,000	263,000	40,500	33,000	45,000	38,000	845,500
Land		0	0	0	0	0	0	0
Construction		349,000	1,248,500	614,500	485,000	615,000	2,105,000	5,417,000
Equipment		133,500	99,700	97,500	64,500	94,000	148,500	637,700
Hardware/Software		21,500	0	30,000	0	0	0	51,500
<b>TOTAL</b>		<b>930,000</b>	<b>1,611,200</b>	<b>782,500</b>	<b>582,500</b>	<b>754,000</b>	<b>2,291,500</b>	<b>6,951,700</b>
<b>Revenue Classifications</b>								
Operating Revenues-General		753,500	684,200	618,000	418,000	573,000	480,000	3,526,700
Operating Revenues-Powell Bill		0	0	0	0	0	0	0
Debt/Financing		16,500	147,000	164,500	164,500	181,000	1,811,500	2,485,000
Grant		0	20,000	0	0	0	0	20,000
Other		160,000	760,000	0	0	0	0	920,000
<b>TOTAL</b>		<b>930,000</b>	<b>1,611,200</b>	<b>782,500</b>	<b>582,500</b>	<b>754,000</b>	<b>2,291,500</b>	<b>6,951,700</b>

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# GENERAL FUND EXPENDITURES

4100 - GOVERNING BOARD

## 4100 - GOVERNING BOARD SUMMARY

The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Comprehensive Plan Update	6	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

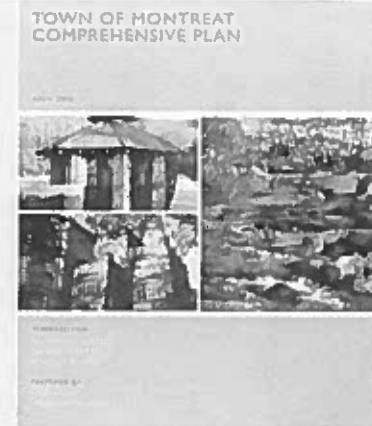
**Project Title:** Comprehensive Plan Update  
**Department:** Administration  
**Acct. Number:** 10-00-4200-730

**Departmental Priority:** 1  
**Organizational Priority:** 6

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

**Description:** This project updates the Town of Montreat Comprehensive Plan completed in April, 2008. The Comprehensive Plan is a reflection of the community's desires, identifying critical issues and defining short and long-term strategies for addressing those issues. The Plan serves as a policy guide that aid's decision makers over the coming years.

**Justification:** The Comprehensive plan examines a number of key, interrelated factors simultaneously, including Character and Design, Management of Growth, Revenue Sources, Impact of MRA and College, Housing, Commercial Services, Transportation and Infrastructure. More importantly, it is strategic, identifying the most critical issues and defining short and long-term strategies for addressing those issues. It is a means of establishing a long-term vision typically looking 15 to 20 years into the future and is meant to be updated not less than every five years.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 35,000	\$ 35,000					\$ 70,000	\$ 70,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	\$ -
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	\$ -
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	\$ -
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ -
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	\$ -
								Future Years	\$ -

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 70,000		\$ 35,000	\$ 35,000					\$ 70,000
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue	100.00%	\$ 35,000	\$ 35,000					\$ 70,000
Bonds								\$ -
Assessment								\$ -
Lease/Purchase								\$ -
Grant								\$ -
Other: _____								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>

GENERAL FUND  
EXPENDITURES

4200 - ADMINISTRATION



## 4200 - ADMINISTRATION SUMMARY

The Administration Department of the Town of Montreat provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving in accordance with all federal, state and local regulations and policies.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Computer Sys. Software Update	B	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>TOTALS</b>		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>TOTALS</b>		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Computer System Software Update  
**Department:** Administration  
**Acct. Number:** 10-00-4200-730

**Departmental Priority:** 1  
**Organizational Priority:** B

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

**Description:** This project updates and replaces the computer system software programs (i.e. fund accounting, utilities, payroll) originally purchased in 2005 with a migration to a cloud-based accounting system.

**Justification:** Historically, the Town of Montreat has had a major system software upgrade approximately every five to six years. The last upgrade was completed in 2005, however the current software has performed well, met all of our expectations and as of yet, not required any major updates. Based upon research in January 2016, it is recommended that the Town eventually migrate to a cloud-based system. This budget figure is estimated.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
			\$ 30,000				\$ 30,000	\$ 30,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	\$ -
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	\$ -
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	\$ 9,000
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ 9,000
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	\$ 9,000
								Future Years	\$ 9,000

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input checked="" type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment									\$ -
Hardware/Software	\$ 30,000				\$ 30,000				\$ 30,000
<b>Total Project Costs:</b>	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 36,000
<b>Total Project Estimated Costs:</b>	\$ 30,000	\$ -	\$ -	\$ -	\$ 39,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 66,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%			\$ 30,000				\$ 30,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

**GENERAL FUND  
EXPENDITURES**

**5000 - PUBLIC BUILDINGS**

## 5000 - PUBLIC BUILDINGS SUMMARY

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Town Hall Replacement	3	\$ 100,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 1,243,000	\$ 1,795,000
Public Works Facility	B	\$ -	\$ 57,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 582,500
Pavement of Compactor Area	10	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>TOTALS</b>		<b>\$ 125,000</b>	<b>\$ 170,500</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 1,663,000</b>	<b>\$ 2,402,500</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ 100,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 25,000	\$ 130,500	\$ 148,000	\$ 148,000	\$ 148,000	\$ 1,663,000	\$ 2,262,500
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 125,000</b>	<b>\$ 170,500</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 1,663,000</b>	<b>\$ 2,402,500</b>
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 125,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ 130,500	\$ 148,000	\$ 148,000	\$ 148,000	\$ 1,663,000	\$ 2,237,500
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 125,000</b>	<b>\$ 170,500</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 1,663,000</b>	<b>\$ 2,402,500</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

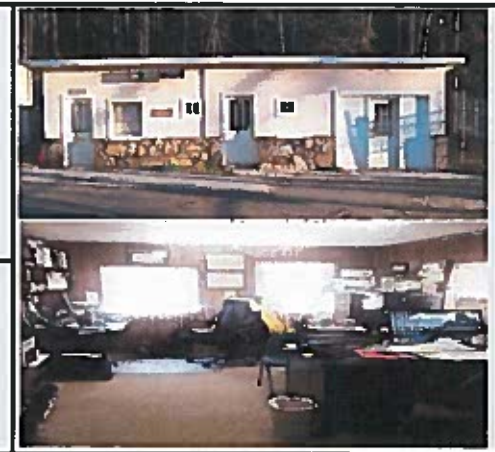
**Project Title:** Town Hall Replacement  
**Department:** Public Buildings  
**Acct. Number:** 10-00-5000-730

**Departmental Priority:** 1  
**Organizational Priority:** 3

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

**Description:** Built in the mid-1960's, the Town of Montreat began leasing the Town Services Building in the early 1970's. This project funds the conceptual and detailed design and construction of a new Town Hall. Options for funding are still being considered. Construction numbers are estimated, but based on a cost of \$1,300,000 financed for fifteen years at 4.00%. Square footage estimates used in the cost estimate were taken from the most recent work completed by the architectural firm.

**Justification:** Since the Town of Montreat began leasing the Town Services Building in the early 1970's, minor repairs and upgrades have been made to the building, however the building is approaching the end of its useful life. The building lacks a proper heating and air system and an adequate electrical system, while the roof, storage areas and restrooms are all in need of major renovation or replacement. Office space considerations and proper "flow" control also contribute to the reasons for considering new space to house the administrative and police offices.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 383,804	\$ 100,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 1,243,000	\$ 1,795,000	\$ 2,178,804

Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 168,000	\$ 158,700	\$ 100,000						\$ 100,000
Land/ROW Acquisition	\$ 225,000	\$ 225,104							\$ -
Construction	\$ 1,300,000			\$ 113,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 1,243,000	\$ 1,695,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 1,693,000</b>	<b>\$ 383,804</b>	<b>\$ 100,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 1,243,000</b>	<b>\$ 1,795,000</b>
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	<b>\$ 1,693,000</b>	<b>\$ 383,804</b>	<b>\$ 100,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 1,243,000</b>	<b>\$ 1,795,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	3.00%	\$ 100,000						\$ 100,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input checked="" type="checkbox"/>	97.00%		\$ 113,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 1,243,000	\$ 1,695,000
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 100,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 1,243,000</b>	<b>\$ 1,795,000</b>



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

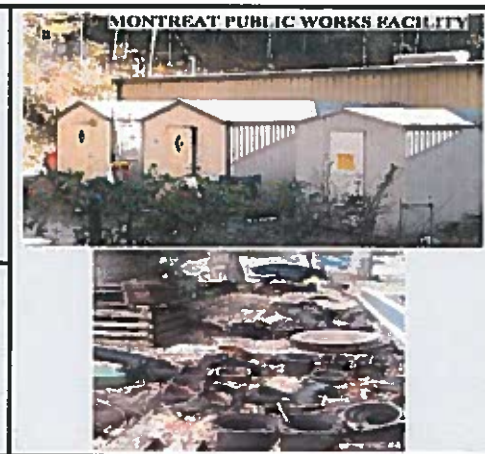
**Project Title:** Public Works Facility  
**Department:** Public Buildings  
**Acct. Number:** 10-00-5000-730

**Departmental Priority:** 2  
**Organizational Priority:** B

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

**Description:** When consideration is given to replacing the town services building, that same consideration should also be given to constructing a new public works facility. The public works department outgrew the Town Services Building long ago. Funds would allow for the completion of conceptual and detailed design and construction of a new building. Options for combining certain aspects of this project with the construction of a new town hall, obtaining property for new construction and funding options are still being considered. Construction numbers are estimated, but based on a cost of \$400,000 financed for fifteen years at 4.00%.

**Justification:** The department currently operates out of an office in the back of the building and shares this space with our only small meeting and break area. The department also utilizes several small storage buildings behind the Conference Center's maintenance shop. As a result of the lack of space, town equipment, supplies and vehicles are left exposed to the weather and/or housed in improper storage areas. Employees also lack adequate office space, locker room and shower facilities and a maintenance area to work on equipment or vehicles.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ -	\$ 57,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 582,500	\$ 582,500



Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 40,000			\$ 40,000					\$ 40,000
Land/ROW Acquisition									\$ -
Construction	\$ 400,000			\$ 17,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 542,500
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 440,000	\$ -	\$ -	\$ 57,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 582,500
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 440,000	\$ -	\$ -	\$ 57,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 582,500

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue	<input checked="" type="checkbox"/> 5.00%		\$ 40,000					\$ 40,000
Bonds	<input type="checkbox"/>							\$ -
Assessment	<input type="checkbox"/>							\$ -
Lease/Purchase	<input checked="" type="checkbox"/> 95.00%		\$ 17,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 542,500
Grant	<input type="checkbox"/>							\$ -
Other: _____	<input type="checkbox"/>							\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ 57,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 420,000	\$ 582,500

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Pavement of Compactor and Recycling Area  
**Department:** Public Buildings  
**Acct. Number:** 10-00-5000-730

**Departmental Priority:** 3  
**Organizational Priority:** 10

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

**Description:** This project would complete the paving of the compactor and recycling area behind the Town Services Building. This budget figure is estimated.



**Justification:** The paving of the compactor and recycling area would allow the Town to improve drainage, reduce maintenance and improve safety on the site.

**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 25,000						\$ 25,000	\$ 25,000

Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction	\$ 25,000		\$ 25,000						\$ 25,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 25,000						\$ 25,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000

# GENERAL FUND EXPENDITURES

5100 - POLICE

## 5100 - POLICE SUMMARY

The Police Department of the Town of Montreat is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of Montreat.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Police Vehicle Replacement	5	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 108,000
Radio Replacement	A&B	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
<b>TOTALS</b>		<b>\$ 36,000</b>	<b>\$ 35,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 143,000</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ 36,000	\$ 35,000	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 143,000
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 36,000</b>	<b>\$ 35,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 143,000</b>
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 36,000	\$ 15,000	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 123,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 36,000</b>	<b>\$ 35,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 143,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Police Vehicle Replacement  
**Department:** Police  
**Acct. Number:** 10-00-5100-730

**Departmental Priority:** 1  
**Organizational Priority:** 5

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

**Description:** This project places the patrol vehicles on a six to seven year fixed rotation schedule. The 2009 Chevrolet Impala is scheduled for replacement in 2016-2017 and the 2013 Ford Explorer in 2018-2019. The 2014 Ford Explorer is scheduled for replacement in 2021-2022. It is preferable that the cars be replaced with either all-wheel or four-wheel drive vehicles.



**Justification:** Years ago, the patrol vehicles were beginning to show extreme wear, experiencing extremely high mileages and increasing vehicle maintenance costs. The department averages over 40,000 patrol miles per year, in all weather conditions. In order to increase the years of service for each of the patrol cars, the vehicles were placed on a fixed rotation schedule. By placing the vehicles on a replacement schedule it helps increase officer safety, maximize trade-in values, reduce patrol miles and provide for reliable back-ups in case of vehicle repair issues.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 36,000		\$ 36,000		\$ 36,000		\$ 108,000	\$ 108,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 36,000		\$ 36,000		\$ 36,000		\$ 36,000		\$ 108,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 108,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 108,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 36,000		\$ 36,000		\$ 36,000		\$ 108,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 108,000



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Radio Replacement  
**Department:** Police  
**Acct. Number:** 10-00-5100-730

**Departmental Priority:** 2  
**Organizational Priority:** A&B

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

**Description:** Buncombe County has notified the Town that due to a federal mandate, the County plans to change emergency radio frequencies for all emergency management agencies to the 800 mh band by the year 2018. This project replaces the ten police handheld radios. It is estimated that the handheld radios will cost \$3,500 each, however through a grant from Buncombe County, the final cost to the Town will be \$1,500 per unit. Based on ten handheld radios, the estimated cost for the Town's portion of the replacement project is \$15,000.

**Justification:** Without the new radio system, the Town will be isolated and unable to communicate with any other emergency agency. As stated, this change was initiated by federal mandate and as a result, the Town of Black Mountain, who provides our dispatching services, will also be switching to the new frequency. This change will allow all North Carolina emergency management agencies to communicate in times of local, state or national emergencies.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2015 - 2016	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2016 - 2017	Year 3 2017 - 2018	Year 4 2018 - 2019	Year 5 2019 - 2020			
			\$ 35,000				\$ 35,000	\$ 35,000



## Milestones:

## Recommended Time Schedule

## Operating Budget Impact

	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2015 - 2016	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

## Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

## Project Costs:

	Current Estimated Cost	Prior Year Costs	Budget 2015 - 2016	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 35,000				\$ 35,000				\$ 35,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

## Source of Funds:

Current Revenue ☒  
 Bonds ☐  
 Assessment ☐  
 Lease/Purchase ☐  
 Grant (funds \$2,000 per unit cost) ☒  
 Other: ☐

## Total Funding:

Percentage	Budget 2015 - 2016	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Future Years	Project Total
43.00%			\$ 15,000				\$ 15,000
57.00%			\$ 20,000				\$ 20,000
100.00%	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

# GENERAL FUND EXPENDITURES

5400 - PLANNING AND ZONING

## 5400 - PLANNING AND ZONING SUMMARY

The Planning and Zoning Department of the Town of Montreat provides for the health, safety and welfare of Montreat by assuring fair application of all applicable federal, state and local laws regulating land uses, building construction and code compliance.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Stormwater Utility Study	11	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
GPS/GIS Integration	7	\$ 21,500					\$ -	\$ 21,500
Wayfinding Signage Plan	13	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000	\$ -	\$ 136,000
Ordinance Recodification	B	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Vehicle Replacement	B	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
<b>TOTALS</b>		<b>\$ 76,500</b>	<b>\$ 45,000</b>	<b>\$ 39,000</b>	<b>\$ 35,000</b>	<b>\$ 37,000</b>	<b>\$ -</b>	<b>\$ 232,500</b>

### Expenditure Classifications

Planning/Design/Engineering	\$ 55,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000	\$ -	\$ -	\$ 116,000
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Hardware/Software	\$ 21,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500
<b>TOTALS</b>	<b>\$ 76,500</b>	<b>\$ 45,000</b>	<b>\$ 39,000</b>	<b>\$ 35,000</b>	<b>\$ 37,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 232,500</b>

### Revenue Classifications

Operating Revenues - General	\$ 76,500	\$ 45,000	\$ 39,000	\$ 35,000	\$ 37,000	\$ -	\$ 232,500
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 76,500</b>	<b>\$ 45,000</b>	<b>\$ 39,000</b>	<b>\$ 35,000</b>	<b>\$ 37,000</b>	<b>\$ -</b>	<b>\$ 232,500</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Stormwater Utility Study  
**Department:** Planning and Zoning  
**Acct. Number:** 10-10-5400-730

**Departmental Priority:** 1  
**Organizational Priority:** 11

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

**Description:** North Carolina state law empowers municipalities to establish stormwater management programs designed to protect water quality by limiting the level of pollutants in, and the quantity and flow of stormwater, and to manage structural and natural stormwater drainage systems of all types. A stormwater utility will provide the means of funding ongoing maintenance and gradual replacement of systems in place, as well as enable the addition of new innovative designs proven to effectively handle stormwater flows without many of the negative effects demonstrated by conventional curb-and-gutter systems. The utility will also provide a means to finance much needed education and increase public awareness of potential stormwater impacts.



**Justification:** Currently, there is no funding dedicated to Montreat's stormwater program. Staff has identified the need to engage professional services to evaluate the effectiveness of our current stormwater treatment system, to determine where corrections must be made, and to project the associated costs. Hard data is also needed to establish priorities in adequately financing future stormwater management improvements, including planning, design and engineering for system expansion and repair/retrofits and to substantiate base fees for the program.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 35,000						\$ 35,000	\$ 35,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
								Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 35,000		\$ 35,000						\$ 35,000
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 35,000						\$ 35,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** GPS System/GIS Integration  
**Department:** Planning and Zoning  
**Acct. Number:** 10-10-5400-730

**Departmental Priority:** 2  
**Organizational Priority:** 7

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

**Description:** This project introduces Global Positioning System (GPS) capabilities in a phased augmentation of software, hardware and training of Town staff. Our GIS software is capable of cataloguing and coordinating various geospatial datum, performing complex statistical analysis and graphically projecting the information in multiple layers for review and presentation. Integrating GPS technology will enable Town staff to accurately catalog and map the Town's existing infrastructure and other important features for input and presentation within the GIS system. The combined system will provide in-house access to vital information for planning, maintenance and future expansion of infrastructure that currently requires outside engineering assistance at a substantial cost.

**Justification:** The expanding scope of services offered by the Town continues to rely more heavily on rapidly evolving technology and the acquisition of additional hardware and software. Outside sources of geographic data often contain inaccuracies, out-of-date information and the limitations of read-only user interface with their system. This project expands the Town's GIS capability to include precise location of existing features and will provide a truly comprehensive information resource saving outside engineering costs.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 16,530	\$ 21,500						\$ 21,500	\$ 38,030

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input checked="" type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment									\$ -
Hardware/Software	\$ 21,500		\$ 21,500						\$ 21,500
<b>Total Project Costs:</b>	\$ 21,500	\$ -	\$ 21,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 21,500	\$ -	\$ 21,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 21,500						\$ 21,500
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 21,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500



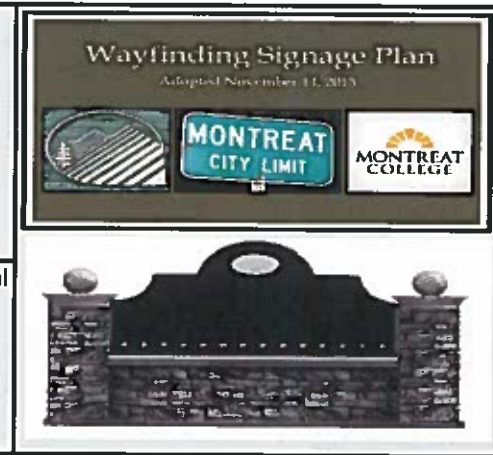
**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Wayfinding Signage Plan  
**Department:** Planning and Zoning  
**Acct. Number:** 10-00-5400-730

**Departmental Priority:** 3  
**Organizational Priority:** 13

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

**Description:** The purpose of the Wayfinding Signage Project is to plan, design, implement and maintain a system of destination and directional signage to guide visitors to primary and secondary attractions in Montreat. Coordinated signage will connect the core "downtown" area of Montreat with the whole of town, promote walking and bicycling and will reflect the unique historic character and natural heritage of Montreat. The original funds planned for the wayfinding project are not sufficient to implement all of the recommendations in this plan. The Town will need to explore alternative funding sources such as grants, sponsorship opportunities and cost-sharing plans with the College and Conference Center to complete the wayfinding program. This project may be eligible for various tourism and preservation grants.



**Justification:** Through the Plan, outdated and non-compliant directional signs will be replaced by coordinated, informational signs. With the same amount of signs, additional destinations and parking areas will be identified. Thus additional information will be presented in a clearer and more accessible manner. When implementation is complete, Montreat will be easy to access by visitors and residents. Sign clutter from local signs will be diminished, the sign ordinance updated and existing signs will have greater visibility.

**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000		\$ 136,000	\$ 136,000



Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020 - 2021	
								Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering			\$ 20,000						\$ 20,000
Land/ROW Acquisition				\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000		\$ -
Construction									\$ 116,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ -	\$ -	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000	\$ -	\$ 136,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ -	\$ -	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000	\$ -	\$ 136,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000		\$ 136,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: (Exploring Cost Sharing) <input checked="" type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 20,000	\$ 30,000	\$ 39,000	\$ 35,000	\$ 12,000	\$ -	\$ 136,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Ordinance Recodification  
**Department:** Planning and Zoning  
**Acct. Number:** 10-10-5400-730

**Departmental Priority:** 4  
**Organizational Priority:** 8

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

**Description:** Recodification of an ordinance is a method of legal review that is performed by a firm that specializes in such matters. Specifically, the firm reviews the ordinances for legal inconsistencies, standardizes the numbering of the ordinances, reprints your code and provides an electronic copy of the code through your website that is updated on a regular basis to reflect changes in legislation and municipal amendments. Ordinance searches can then be completed by topic, number or section, enhancing the use of the documents. It is recommended that the Ordinances be recodified following the development/integration of the form-based Unified Development Ordinance (UDO).

**Justification:** Recodification of the Town ordinances will provide essential in-depth legal review and standardization of the organizational structure of the document. The Town is moving toward greater accessibility and public user interface through electronic media, therefore maintaining an accurate, up-to-date version of our code online is in keeping with this objective.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
		\$ 15,000					\$ 15,000	\$ 15,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	2017 - 2018
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	\$ 500
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ 500
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	\$ 500
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	\$ 500

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input checked="" type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 15,000			\$ 15,000					\$ 15,000
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 2,000</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 17,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%		\$ 15,000					\$ 15,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Vehicle Replacement  
**Department:** Planning and Zoning  
**Acct. Number:** 10-10-5400-730

**Departmental Priority:** 5  
**Organizational Priority:** B

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

**Description:** The current inspections vehicle is a 2010 Ford Escape with approximately 35,000 miles. Given the light mileage this vehicle carries from year-to-year, replacement should be scheduled around the 2020-2021 fiscal year.

**Justification:** According to policy, departmental vehicles of this type should be replaced every ten years or 100,000 miles - whichever comes first. The Ford Escape has provided excellent service and reliability for the type of duty it sees in the performance of inspections throughout any season of the year. The all-wheel drive system and respectable fuel economy warrant replacement with a comparable vehicle of this class and possessing similar features.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Unappropriated Subsequent Years						Future Years	Total Requested Funds	Total Project Cost
Total Appropriations To Date	Budget Year 1 2016 - 2017	Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
					\$ 25,000		\$ 25,000	\$ 25,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	2017 - 2018
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
								2019 - 2020	
								2020 - 2021	
								Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 25,000						\$ 25,000		\$ 25,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%					\$ 25,000		\$ 25,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

GENERAL FUND  
EXPENDITURES

5550 - PUBLIC WORKS

## 5500 - PUBLIC WORKS SUMMARY

The Public Works Department of the Town of Montreat provides a support role to the street department, sanitation department and water department.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Radio Replacement	B	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Radio Replacements  
**Department:** Public Works  
**Acct. Number:** 10-20-5500-730

**Departmental Priority:** 1  
**Organizational Priority:** B

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

**Description:** This project will replace the current two-way radios used by the public works department (streets, sanitation, and water). The estimated cost for each radio is \$700. Grant funding may be available to assist the Town with this replacement purchase.

**Justification:** Originally purchased in 2000, the radios are used to communicate directly between employees within the department and the police department. Due to their age, the radios are obsolete and parts are often difficult to find or not available. Current radio technology will also help improve unreliable or poor coverage around town.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

		Unappropriated Subsequent Years					Total Requested Funds	Total Project Cost
Total Appropriations To Date	Budget Year 1 2016 - 2017	Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021	Future Years		
		\$ 4,200					\$ 4,200	\$ 4,200



Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment				\$ 4,200					\$ 4,200
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%		\$ 4,200					\$ 4,200
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 4,200

GENERAL FUND  
EXPENDITURES

5600/5700 - STREET/POWELL BILL

## 5600/5700 - STREET/POWELL BILL SUMMARY

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

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Local Street Paving	1	\$ 310,000	\$ 194,000	\$ 325,000	\$ 300,000	\$ 350,000	\$ 380,000	\$ 1,859,000
Bridge Replacement	2	\$ 200,000	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
New Road Paving	12	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000
Dump Truck Replacement (85)	8	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500		\$ 82,500
Sander Replacement	9	\$ 6,000		\$ -	\$ -	\$ -	\$ -	\$ 6,000
Chipper	B	\$ -	\$ 44,000		\$ -	\$ -	\$ -	\$ 44,000
Truck Replacement (04)	B	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Dump Truck Replacement (95)	B	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 66,000	\$ 82,500
Leaf/Bucket Truck	C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500	\$ 82,500
<b>TOTALS</b>		<b>\$ 572,500</b>	<b>\$ 1,241,500</b>	<b>\$ 474,500</b>	<b>\$ 351,500</b>	<b>\$ 458,000</b>	<b>\$ 628,500</b>	<b>\$ 3,726,500</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ 236,000	\$ 173,000	\$ 40,500	\$ 33,000	\$ 45,000	\$ 38,000	\$ 565,500
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 314,000	\$ 1,008,000	\$ 372,500	\$ 302,000	\$ 380,000	\$ 442,000	\$ 2,818,500
Equipment		\$ 22,500	\$ 60,500	\$ 61,500	\$ 16,500	\$ 33,000	\$ 148,500	\$ 342,500
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 572,500</b>	<b>\$ 1,241,500</b>	<b>\$ 474,500</b>	<b>\$ 351,500</b>	<b>\$ 458,000</b>	<b>\$ 628,500</b>	<b>\$ 3,726,500</b>
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 396,000	\$ 465,000	\$ 458,000	\$ 335,000	\$ 425,000	\$ 480,000	\$ 2,559,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 33,000	\$ 148,500	\$ 247,500
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ 160,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 920,000
<b>TOTALS</b>		<b>\$ 572,500</b>	<b>\$ 1,241,500</b>	<b>\$ 474,500</b>	<b>\$ 351,500</b>	<b>\$ 458,000</b>	<b>\$ 628,500</b>	<b>\$ 3,726,500</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

Project Title: Local Street Paving  
 Department: Streets  
 Acct. Number: 10-20-5600-730

Departmental Priority: 1  
 Organizational Priority: 1

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

**Description:** This project sets aside an annual appropriation to maintain local streets within the Town. Funding should provide for routine resurfacing, maintenance needs and replacement or upgrade of the storm drainage system. Figures for 2016-2017 include Mecklenburg Circle (\$160,000) and Louisiana from Virginia to Harmony (\$150,000). Figures for 2017-2018 include Texas Road (\$194,000). Figures for 2018-2019 include Upper Kentucky (\$190,000) and Virginia from Mississippi to Louisiana (\$135,000). Figures for 2019-2020 includes Oklahoma (\$150,000) and Arkansas (\$150,000). Figures for 2020-2021 includes Eastminster (\$150,000), Maryland (\$100,000) and a portion of Shenandoah (\$100,000). Figures for future years include John Knox (\$190,000) and a portion of Lookout Road (\$190,000).

**Justification:** Weather, heavier traffic flows, poor sub-bases and limited funds have contributed to deteriorating roadways in Montreat. For these reasons, streets are breaking down sooner, cracking and becoming riddled with potholes. This project provides for a more systematic approach to repaving local streets. Streets are indexed on a scale of 1 (poor) to 5 (good), prioritized and presented to the Board for their consideration during their annual retreat.



Project Status:      Unfunded      ☒      Partially Funded      ☐      Funded      ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 310,000	\$ 194,000	\$ 325,000	\$ 300,000	\$ 350,000	\$ 380,000	\$ 1,859,000	\$ 1,859,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 31,000	\$ 19,000	\$ 31,000	\$ 18,000	\$ 32,500	\$ 30,000	\$ 35,000	\$ 38,000	\$ 184,500
Land/ROW Acquisition									\$ -
Construction	\$ 279,000	\$ 171,000	\$ 279,000	\$ 176,000	\$ 292,500	\$ 270,000	\$ 315,000	\$ 342,000	\$ 1,674,500
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 310,000</b>	<b>\$ 190,000</b>	<b>\$ 310,000</b>	<b>\$ 194,000</b>	<b>\$ 325,000</b>	<b>\$ 300,000</b>	<b>\$ 350,000</b>	<b>\$ 380,000</b>	<b>\$ 1,859,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 310,000</b>	<b>\$ 190,000</b>	<b>\$ 310,000</b>	<b>\$ 194,000</b>	<b>\$ 325,000</b>	<b>\$ 300,000</b>	<b>\$ 350,000</b>	<b>\$ 380,000</b>	<b>\$ 1,859,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 310,000	\$ 194,000	\$ 325,000	\$ 300,000	\$ 350,000	\$ 380,000	\$ 1,859,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 310,000</b>	<b>\$ 194,000</b>	<b>\$ 325,000</b>	<b>\$ 300,000</b>	<b>\$ 350,000</b>	<b>\$ 380,000</b>	<b>\$ 1,859,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Texas Road Bridge Replacement  
**Department:** Streets  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 2  
**Organizational Priority:** 2

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

**Description:** Texas Road Bridge #100528 Replacement - In 2010, the Town requested that the N.C. Department of Transportation (NCDOT) include the replacement of the bridge on the State Municipal Bridge Program. NCDOT accepted the project and has agreed to pay eighty percent of the replacement cost and the Town will be responsible for providing the remaining twenty percent. The replacement of the bridge is estimated to cost approximately \$800,000. Additional planning and engineering of \$200,000 is budgeted for fiscal year 2016-2017. Construction of the bridge is budget for fiscal year 2017-2018.

**Justification:** In August of 2008, TGS Engineers was hired by the NCDOT to inspect the bridge on Texas Road over Flat Creek. The structure was built originally in 1960 and rehabilitated in 1974. Due to the condition of the timber deck, widespread timber decay and preservation of public safety, it was recommended that the bridge be closed until repairs or the replacement is made.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 253,000	\$ 200,000	\$ 950,000					\$ 1,150,000	\$ 1,403,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 271,000	\$ 253,000	\$ 200,000	\$ 150,000					\$ 350,000
Land/ROW Acquisition									\$ -
Construction	\$ 800,000			\$ 800,000					\$ 800,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 1,071,000</b>	<b>\$ 253,000</b>	<b>\$ 200,000</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 1,071,000</b>	<b>\$ 253,000</b>	<b>\$ 200,000</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	20.00%	\$ 40,000	\$ 190,000					\$ 230,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: Municipal Bridge Prgm. (80%) <input checked="" type="checkbox"/>	80.00%	\$ 160,000	\$ 760,000					\$ 920,000
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 200,000</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

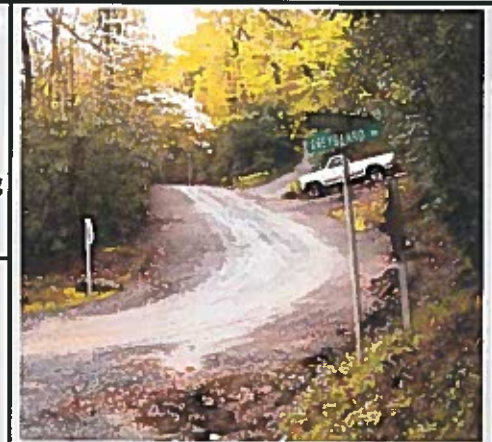
**Project Title:** New Road Paving  
**Department:** Streets  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 3  
**Organizational Priority:** 12

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

**Description:** The Town of Montreat has approximately 2.8 miles of gravel roads that require paving. This project sets aside an appropriation to upgrade and pave these roads. The list of graveled roads includes Peace (.5), Arbor (.5), Oklahoma (.5), Calvin Trail (.2), Tennessee Extension (.2), Frist (.2), Overbrook (.1), Texas Spur (.1), Salem (.1) and McGill (.1). The 2016-2017 budget figure represents the paving of Frist Lane. The 2017-2018 figure represents improvements to Texas Spur. The 2018-2019 figure represents improvements to Overbrook Road. The 2019-2020 figure represents improvements to Arbor Lane and the 2020-2021 figure represents the paving of Calvin Trail.

**Justification:** While it is normally a large upfront cost to pave gravel roads, during future years, the Town saves time and maintenance funds needed to provide for their annual upkeep.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000	\$ 375,000



Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 5,000		\$ 5,000	\$ 5,000	\$ 8,000	\$ 3,000	\$ 10,000		\$ 31,000
Land/ROW Acquisition									\$ -
Construction	\$ 35,000		\$ 35,000	\$ 32,000	\$ 80,000	\$ 32,000	\$ 65,000	\$ 100,000	\$ 344,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 40,000	\$ -	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 40,000	\$ -	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 100,000	\$ 375,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Dump Truck Replacement (1985)  
**Department:** Street  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 4  
**Organizational Priority:** 8

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

**Description:** This project replaces the 1985 Dump Truck.

**Justification:** The 1985 Ford F-750 Dump Truck has approximately 135,000 miles. The truck was purchased from the Town of Black Mountain in 2005 and is now 30 years old and well beyond its dependable life.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500		\$ 82,500	\$ 82,500

Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years

## Operating Budget Impact:

Salaries/Benefits ☐  
Professional Services ☐

Utilities ☐  
Maintenance/Repair ☐

Departmental Expenses ☐  
Capital Outlay ☐

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 82,500		\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500		\$ 82,500
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 82,500	\$ -	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ -	\$ 82,500
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 82,500	\$ -	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ -	\$ 82,500

## Source of Funds:

Current Revenue ☐  
Bonds ☐  
Assessment ☐  
Lease/Purchase ☒  
Grant ☐  
Other: ☐

	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
								\$ -
								\$ -
								\$ -
	100.00%	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500		\$ 82,500
								\$ -
								\$ -
<b>Total Funding:</b>	100.00%	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ -	\$ 82,500

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Sander Replacement  
**Department:** Streets  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 5  
**Organizational Priority:** 9

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

**Description:** This project replaces the 2001 street sander used to spread sand to the roads during the winter months.

**Justification:** During the winter months, the sander is used to spread sand and ice melt to roads. On average the sander is used to spread 6 to 8 tons of material per event during the winter. Due to its use during extreme conditions and the department's inability to adequately store the sander, it is now rusting and showing signs of deterioration in the hopper and under carriage. Due to the corrosion, the chains and controls are worn and difficult to adjust.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 6,000						\$ 6,000	\$ 6,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 6,000		\$ 6,000						\$ 6,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 6,000						\$ 6,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Chipper Replacement  
**Department:** Streets  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 6  
**Organizational Priority:** 8

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

**Description:** This project replaces the 2007 Chipper.



**Justification:** The chippers heavy use and now continued maintenance problems warrant the replacement of this piece of equipment. This will help eliminate safety concerns and increases in maintenance and repair costs.

**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
		\$ 44,000					\$ 44,000	\$ 44,000

## Milestones:

## Recommended Time Schedule

## Operating Budget Impact

	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

## Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

## Project Costs:

	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 44,000			\$ 44,000					\$ 44,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 44,000	\$ -	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 44,000	\$ -	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000

## Source of Funds:

Current Revenue	<input checked="" type="checkbox"/>
Bonds	<input type="checkbox"/>
Assessment	<input type="checkbox"/>
Lease/Purchase	<input type="checkbox"/>
Grant	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue	100.00%		\$ 44,000					\$ 44,000
Bonds								\$ -
Assessment								\$ -
Lease/Purchase								\$ -
Grant								\$ -
Other: _____								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Truck Replacement (2004)  
**Department:** Streets  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 7  
**Organizational Priority:** 8

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

**Description:** This project proposes to replace the 2004 Ford F-250 Pick-up. The truck currently has 87,400 miles. Standard equipment for the truck along with a snowplow also will be requested to be replaced.

**Justification:** Several years ago, it was recommended that all public works trucks be replaced every ten years or when they reach 100,000 miles. The 2004 truck will pass both of these marks by 2018.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
			\$ 45,000				\$ 45,000	\$ 45,000



Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment					\$ 45,000				\$ 45,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%			\$ 45,000				\$ 45,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Dump Truck Replacement (1995)  
**Department:** Street  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 8  
**Organizational Priority:** B

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

**Description:** This project replaces the 1995 F-700 Dump Truck.

**Justification:** The 1995 Ford F-750 Dump Truck has approximately 30,300 miles. It is recommended that this vehicle be placed on a ten year replacement schedule.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
					\$ 16,500	\$ 66,000	\$ 82,500	\$ 82,500

## Recommended Time Schedule

## Milestones:

Planning/Preliminary Design  
Engineering/Arch. Services  
Land/ROW/Acquisition  
Award of Contract  
Construction/Purchase

2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	Operating Budget Impact	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years	

## Operating Budget Impact:

Salaries/Benefits  
Professional Services

☐☐

Utilities  
Maintenance/Repair

☐☐

Departmental Expenses  
Capital Outlay

☐☐

## Project Costs:

Planning/Design/Engineering  
Land/ROW Acquisition  
Construction  
Equipment  
Hardware/Software

Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
								\$ -
								\$ -
								\$ -
\$ 82,500						\$ 16,500	\$ 66,000	\$ 82,500
								\$ -
Total Project Costs:	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 66,000	\$ 82,500
Total Operating Budget Costs:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Estimated Costs:	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 66,000	\$ 82,500

## Source of Funds:

Current Revenue  
Bonds  
Assessment  
Lease/Purchase  
Grant  
Other: \_\_\_\_\_

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Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
							\$ -
							\$ -
							\$ -
100.00%					\$ 16,500	\$ 66,000	\$ 82,500
							\$ -
							\$ -
Total Funding:	100.00%	\$ -	\$ -	\$ -	\$ 16,500	\$ 66,000	\$ 82,500

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Leaf/Bucket Truck  
**Department:** Street  
**Acct. Number:** 10-20-5600-730

**Departmental Priority:** 9  
**Organizational Priority:** C

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

**Description:** This project proposes the purchase of a two ton truck with an enclosed bed and hydraulic bucket lift to allow personnel to safely cut trees and limbs from road right of ways. This truck would also be used in conjunction with the leaf vacuum and chipper to haul leaves and brush.

**Justification:** Specifically designed and safe equipment is needed to meet the increased requests for yard waste services as well as to meet the routine maintenance needs of our streets and rights-of-way.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
						\$ 82,500	\$ 82,500	\$ 82,500

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	\$ 500

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input checked="" type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input checked="" type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 82,500							\$ 82,500	\$ 82,500
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500	\$ 82,500
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>Total Project Estimated Costs:</b>	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000	\$ 83,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue	<input type="checkbox"/>							\$ -
Bonds	<input type="checkbox"/>							\$ -
Assessment	<input type="checkbox"/>							\$ -
Lease/Purchase	<input checked="" type="checkbox"/>	100.00%					\$ 82,500	\$ 82,500
Grant	<input type="checkbox"/>							\$ -
Other: _____	<input type="checkbox"/>							\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500	\$ 82,500

GENERAL FUND  
EXPENDITURES

5800 - SANITATION

## 5800 - SANITATION SUMMARY

The Sanitation Department is responsible for the collection and disposal of solid waste, recyclables, yard waste and white goods within the Town of Montreat.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Sanitation Truck Replacement	4	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Sanitation Pick-Up Truck Repl.	B	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 48,000
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ 75,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 123,000
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ 75,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 123,000
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ 75,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 123,000
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 75,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 123,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ 75,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 123,000



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Sanitation Truck Replacement  
**Department:** Sanitation  
**Acct. Number:** 10-00-5800-730

**Departmental Priority:** 1  
**Organizational Priority:** 4

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

**Description:** This project will replace the lower forward-cab sanitation truck originally purchased in 2006 when the Town began providing sanitation services.

**Justification:** The 2006 lower forward-cab sanitation truck currently has 49,000 miles and averages 5,500 miles per year. Because of its regular use, the amount of weight this vehicle hauls and the increased maintenance costs, it should be placed on a ten year or 100,000 mile replacement schedule.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 75,000						\$ 75,000	\$ 75,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 75,000		\$ 75,000						\$ 75,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 75,000						\$ 75,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Sanitation Truck Replacement  
**Department:** Sanitation  
**Acct. Number:** 10-00-5800-730

**Departmental Priority:** 2  
**Organizational Priority:** 8

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

**Description:** This project will replace the sanitation pick-up truck originally purchased in 2006 when the Town began providing sanitation services.

**Justification:** The 2006 pick-up truck currently has 68,500 miles and averages just under 8,000 miles per year. Because of its regular use, the truck should be placed on a ten to fifteen year or 100,000 mile replacement schedule. It is recommended that this truck be upgraded to a four wheel drive, F-350 or equivalent, at the time of replacement.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

		Unappropriated Subsequent Years						
Total Appropriations To Date	Budget Year 1 2016 - 2017	Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021	Future Years	Total Requested Funds	Total Project Cost
				\$ 48,000			\$ 48,000	\$ 48,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment						\$ 48,000			\$ 48,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 48,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 48,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%				\$ 48,000			\$ 48,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ 48,000

## GENERAL FUND EXPENDITURES

6190 - ENVIRONMENT, CONSERVATION AND RECREATION

## 6190 - ENVIRONMENT, CONSERVATION AND RECREATION SUMMARY

The Landcare Committee of the Town of Montreat is a community-based group of volunteers working on conservation projects that contribute to positive environmental, social and economic outcomes. The committee recommends plans, policies and community actions that meet the desires, needs and opinions of the citizens of Montreat for the protection of greenspace and the safety of walkers, joggers, hikers, bicyclists, bird-watchers and nature lovers.

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Native Plant Garden	14	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Sidewalks/Greenways Devp.	C	\$ -	\$ 25,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 100,000
Gateway Plan	C	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ 110,000
<b>TOTALS</b>		<b>\$ 10,000</b>	<b>\$ 80,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 220,000</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 10,000	\$ 80,000	\$ 55,000	\$ -	\$ 75,000	\$ -	\$ 220,000
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 10,000</b>	<b>\$ 80,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 220,000</b>
<b>Revenue Classifications</b>								
Operating Revenues - General		\$ 10,000	\$ 80,000	\$ 55,000	\$ -	\$ 75,000	\$ -	\$ 220,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 10,000</b>	<b>\$ 80,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 220,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Native Plant Garden  
**Department:** Environment, Conservation and Recreation  
**Acct. Number:** 10-80-6190-730

**Departmental Priority:** 1  
**Organizational Priority:** 14

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

**Description:** This project will help complete the third phase of the Native Plant Garden. The third phase of the plan will include the butterfly garden, trail development and the remaining creek restoration work. This budget figure is estimated.



**Justification:** The Landcare Committee initially brainstormed a list of twenty-two projects, of which establishing a native plant garden on the opposite side of the stream from the Columbarium was one. The Committee obtained grant money and used many volunteers to complete the first two sections of the garden and is now working on the final phase of the project.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 10,000						\$ 10,000	\$ 10,000



Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2016 - 2017	\$ 500
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	\$ 500
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	\$ 500
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ 500
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	\$ 500
								Future Years	\$ 500

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input checked="" type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction	\$ 10,000		\$ 10,000						\$ 10,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Total Operating Budget Costs:</b>			\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 3,000
<b>Total Project Estimated Costs:</b>	\$ 10,000	\$ -	\$ 10,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 13,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 10,000						\$ 10,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Sidewalks/Greenways Development  
**Department:** Environment, Conservation and Recreation  
**Acct. Number:** 10-80-6190-730

**Departmental Priority:** 2  
**Organizational Priority:** C

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

**Description:** The Town of Montreat Pedestrian, Bicycle and Greenways Master Plan is designed to provide guidance and a framework to implement the community's desire to create a bikeable, walkable, and environmentally aware and active Town. This Plan is an element of the Town's Comprehensive Plan adopted in April of 2008. This project includes two recommendations from the Plan: 1) Install a sidewalk along Assembly Drive from Lookout Road to the crosswalk at Lake Susan (FY 2017-2018), and 2) Provide a greenway/trail connection to the Lookout Trail corridor (FY 2020-2021). Construction costs are estimated.



**Justification:** The Town recognizes the need for an effective and safe bicycle, pedestrian, and greenways system. Planning for a bikeable and walkable town while protecting open space and unique characteristics of an area strengthens a community, enriches its quality of life and promotes a more livable town. An interwoven network of bicycle and pedestrian facilities offers the benefits of providing alternate modes of transportation that can alleviate traffic congestion, maximize street volume capacity, encourage healthy living, create opportunities for outdoor recreation activities, and protect the natural environment.

**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 320,000		\$ 25,000			\$ 75,000		\$ 100,000	\$ 420,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2018 - 2019	\$ 200
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ 200
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2020 - 2021	\$ 750
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years	\$ 750

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input checked="" type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction	\$ 100,000	\$ 320,000		\$ 25,000			\$ 75,000		\$ 100,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 100,000	\$ 320,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 100,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ 200	\$ 200	\$ 750	\$ 750	\$ 1,900
<b>Total Project Estimated Costs:</b>	\$ 100,000	\$ 320,000	\$ -	\$ 25,000	\$ 200	\$ 200	\$ 75,750	\$ 750	\$ 101,900

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%		\$ 25,000			\$ 75,000		\$ 100,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ 25,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 100,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

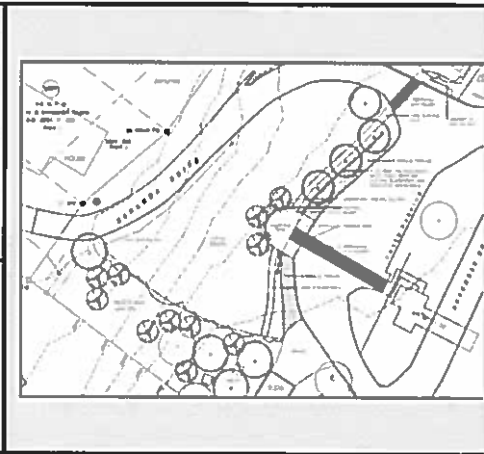
**Project Title:** Montreat Gateway Plan  
**Department:** Environment, Conservation and Recreation  
**Acct. Number:** 10-80-6190-730

**Departmental Priority:** 3  
**Organizational Priority:** C

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

**Description:** In 2009, the Town of Montreat took advantage of a unique opportunity to purchase a one acre lot located just inside Montreat's historic Stone Gate. With the help of a landscape architect, the Town developed a conceptual landscaping improvement park plan for this one acre hillside area. The park plan calls for a rustic wood and stone entryway to a flagstone terrace surrounded by a stone seat wall, benches and native plant landscaping. The site will be protected from vehicle traffic through the use of a stone pillar and locust rails fencing allowing for additional landscaping opportunities. This new park will also serve as the entryway to the new Montreat Greenway with the development of a short section of permeable path and stamped concrete crosswalk.

**Justification:** Along with the Gate, this lot truly serves as the gateway into Montreat and the purchase allowed the Town to protect it from future development and in a sense, help define the destiny of Montreat's front door.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
		\$ 55,000	\$ 55,000				\$ 110,000	\$ 110,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	\$ 250
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	\$ 250
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	\$ 250
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	\$ 250

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input checked="" type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction	\$ 110,000			\$ 55,000	\$ 55,000				\$ 110,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 1,000</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 55,250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 111,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%		\$ 55,000	\$ 55,000				\$ 110,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>

# WATER FUND REVENUES

## WATER FUND REVENUES SUMMARY

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
<b>REVENUE SOURCES</b>							
Water Revenue	\$ 148,000	\$ 151,000	\$ 154,000	\$ 157,000	\$ 161,000	\$ 163,000	\$ 934,000
Water Access Fee	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 996,000
Water Taps	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 18,000
Interest Earned	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 3,000
MSD Billing Fee Revenue	\$ 20,000	\$ 20,500	\$ 21,000	\$ 21,500	\$ 22,000	\$ 22,500	\$ 127,500
Miscellaneous/Late Fees	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 15,000
Water Transfer Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 6,000
Contribution from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 341,000</b>	<b>\$ 344,500</b>	<b>\$ 348,000</b>	<b>\$ 351,500</b>	<b>\$ 356,000</b>	<b>\$ 358,500</b>	<b>\$ 2,099,500</b>

### HISTORICAL DATA

Average % Capital vs. Revenue	35%	35%	35%	35%	35%	35%	35%
Capital Based on Average %	\$ 119,350	\$ 120,575	\$ 121,800	\$ 123,025	\$ 124,600	\$ 125,475	\$ 734,825

### DEBT SERVICE

Existing	\$ 82,100	\$ 97,500	\$ 95,800	\$ 78,100	\$ 76,500	\$ 74,700	\$ 504,700
Proposed	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 137,100</b>	<b>\$ 152,500</b>	<b>\$ 150,800</b>	<b>\$ 133,100</b>	<b>\$ 131,500</b>	<b>\$ 349,700</b>	<b>\$ 1,054,700</b>

### Revenue Classifications

Operating Revenues	\$ 89,100	\$ 210,000	\$ 110,000	\$ 200,750	\$ 131,750	\$ 75,000	\$ 816,600
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 144,100</b>	<b>\$ 265,000</b>	<b>\$ 165,000</b>	<b>\$ 255,750</b>	<b>\$ 186,750</b>	<b>\$ 350,000</b>	<b>\$ 1,366,600</b>

### Expenditure Classifications

Planning/Design/Engineering	\$ 37,100	\$ 20,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 7,500	\$ 78,600
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 102,000	\$ 240,000	\$ 100,000	\$ 100,000	\$ 92,000	\$ 342,500	\$ 976,500
Equipment	\$ 5,000	\$ 5,000	\$ 60,000	\$ 150,750	\$ 90,750	\$ -	\$ 311,500
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 144,100</b>	<b>\$ 265,000</b>	<b>\$ 165,000</b>	<b>\$ 255,750</b>	<b>\$ 186,750</b>	<b>\$ 350,000</b>	<b>\$ 1,366,600</b>



# WATER FUND EXPENDITURES

## WATER FUND SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FUTURE	TOTAL
Water Line Replacement	1	\$ 52,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 41,000	\$ 75,000	\$ 323,000
Water Storage Facility	2	\$ 87,100	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 582,100
Portable Generators	3	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -	\$ -	\$ 75,000
Water Tank Inspection/Maint.	A&B	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Well Exploration and Const.	C	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Water Truck Replacment	B	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
Water Meter Replacement	B	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500
<b>WATER FUND TOTALS</b>		<b>\$ 144,100</b>	<b>\$ 265,000</b>	<b>\$ 165,000</b>	<b>\$ 255,750</b>	<b>\$ 186,750</b>	<b>\$ 350,000</b>	<b>\$ 1,366,600</b>
<b>Expenditure Classifications</b>								
Planning/Design/Engineering		\$ 37,100	\$ 20,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 7,500	\$ 78,600
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 102,000	\$ 240,000	\$ 100,000	\$ 100,000	\$ 92,000	\$ 342,500	\$ 976,500
Equipment		\$ 5,000	\$ 5,000	\$ 60,000	\$ 150,750	\$ 90,750	\$ -	\$ 311,500
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 144,100</b>	<b>\$ 265,000</b>	<b>\$ 165,000</b>	<b>\$ 255,750</b>	<b>\$ 186,750</b>	<b>\$ 350,000</b>	<b>\$ 1,366,600</b>
<b>Revenue Classifications</b>								
Operating Revenues		\$ 89,100	\$ 210,000	\$ 110,000	\$ 200,750	\$ 131,750	\$ 75,000	\$ 816,600
Impact Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 144,100</b>	<b>\$ 265,000</b>	<b>\$ 165,000</b>	<b>\$ 255,750</b>	<b>\$ 186,750</b>	<b>\$ 350,000</b>	<b>\$ 1,366,600</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Water Line Replacement  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 1  
**Organizational Priority:** 1

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

**Description:** As new technology increases the life span of water lines, a policy was put into place that provides for continuously upgrading outdated or improperly sized water lines. Budget figures for 2016-2017 include the replacement of a water line along Mecklenburg Circle and Georgia Terrace. Budget figures for 2017-2018 include the replacement of a water line along Texas Spur. Budget figures for 2018-2019 include the replacement of a water line along short sections of Tennessee and Virginia Road. Budget figures for 2019-2020 include the replacement of a water line along Calvin Trail. Budget figures for 2020-2021 include the replacement of a water line along Big Piney right-of-way. Budget figures for future years include the replacement of a water line along Greybeard Trail from Suwanee Drive to end of pavement.

**Justification:** The continual replacement of lines is necessary as a preventative maintenance measure. Lines will be replaced on an as-needed basis as determined by the Public Works Director. Work on the replacement of these lines will be accomplished by contractors in the case of large projects, and by town crews in the case of smaller projects.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
	\$ 52,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 41,000	\$ 75,000	\$ 323,000	\$ 323,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016 - 2017	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017 - 2018	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2019 - 2020	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020 - 2021	
								Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 7,500	\$ 31,500
Land/ROW Acquisition									\$ -
Construction	\$ 47,000		\$ 47,000	\$ 50,000	\$ 45,000	\$ 45,000	\$ 37,000	\$ 67,500	\$ 291,500
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 52,000</b>	<b>\$ -</b>	<b>\$ 52,000</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 41,000</b>	<b>\$ 75,000</b>	<b>\$ 323,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 52,000</b>	<b>\$ -</b>	<b>\$ 52,000</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 41,000</b>	<b>\$ 75,000</b>	<b>\$ 323,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 52,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 41,000	\$ 75,000	\$ 323,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 52,000</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 41,000</b>	<b>\$ 75,000</b>	<b>\$ 323,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

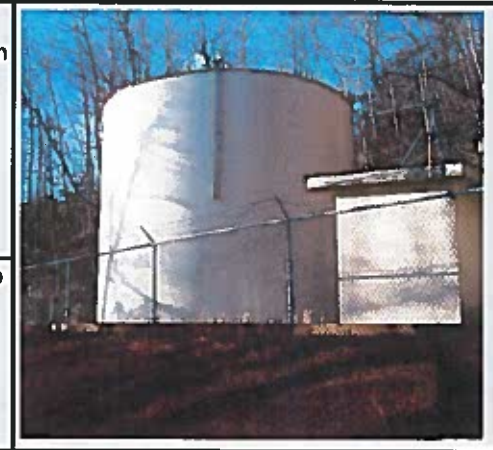
**Project Title:** Water Storage Facility  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 2  
**Organizational Priority:** 2

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

**Description:** This project will construct a 100,000 gallon water storage tank at the upper end of Greybeard Trail. This budget figure is estimated using construction costs of \$450,000 financed at four percent (4%) interest over ten years.

**Justification:** The new storage tank will expand the storage capacity of the Town's water system; extend fire protection into area's of town with lower flows; expand the town's ability to provide water to residents in Town living at higher elevations; and provide another level of protection during power outages by increasing our ability to supply water throughout town using gravity flow.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 31,400	\$ 87,100	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 582,100	\$ 613,500

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 63,500	\$ 31,400	\$ 32,100						\$ 32,100
Land/ROW Acquisition									\$ -
Construction	\$ 550,000		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 613,500</b>	<b>\$ 31,400</b>	<b>\$ 87,100</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 275,000</b>	<b>\$ 582,100</b>
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	<b>\$ 613,500</b>	<b>\$ 31,400</b>	<b>\$ 87,100</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 275,000</b>	<b>\$ 582,100</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	5.00%	\$ 32,100						\$ 32,100
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input checked="" type="checkbox"/>	95.00%	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	<b>100.00%</b>	<b>\$ 87,100</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 275,000</b>	<b>\$ 582,100</b>



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Portable Generators  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 3  
**Organizational Priority:** 3

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

**Description:** This project funds the purchase of a portable generator (\$60,000) to run either the wells or pumping stations. Prior year's costs include money set aside in the current fiscal year to outfit Well 1. Wells A, B and the pump station on Appalachian Way will then be outfitted with electrical connections (\$15,000) in the following years to support the generator. One well or pump station will be outfitted with the electrical connections each year. During the last year, the Town will purchase the generator.



**Justification:** During the flooding of 2004, electrical power to the wells and pumping stations were out for almost three days resulting in the Town's first emergency water crisis. This project will enable the Town to provide limited amounts of water during an emergency until power can be restored.



**Project Status:** Unfunded ☐ Partially Funded ☒ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000			\$ 75,000	\$ 80,000

Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000			\$ 75,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -	\$ -	\$ 75,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -	\$ -	\$ 75,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000			\$ 75,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -	\$ -	\$ 75,000



**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Water Tank Inspection and Maintenance  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 4  
**Organizational Priority:** A&B

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

**Description:** This project completes the inspection of each of the Town's water storage tanks. At that time, funding is also set aside to complete any noted cleaning or minor repairs to the tank. This inspection occurs every five years.

**Justification:** State mandates require that inspections of the Town's water storage tanks be completed every five years and that any maintenance concerns be addressed at that same time.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
		\$ 25,000					\$ 25,000	\$ 25,000

Milestones:	Recommended Time Schedule						Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction	\$ 25,000			\$ 25,000					\$ 25,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total Operating Budget Costs:</b>									\$ -
<b>Total Project Estimated Costs:</b>	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%		\$ 25,000					\$ 25,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Well Exploration and Construction  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 5  
**Organizational Priority:** C

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

**Description:** As the Town's water production declines and demand on the system grows, the location of additional well sites will be required. If an acceptable water source is found during the exploration process, the budgeted figure will complete the drilling, installation of a pump, construction of a well house, testing and tying the new well into the water system.

**Justification:** During 2010-2011, the Town tied in four new well sites (Harmony and Greybeard) which expanded our production by 120 gallons per minute. These additional water sources will satisfy the most immediate demands on the system. Beginning in 2007-2008 it was recommended that well site exploration be conducted every three years, however with the three new well sites now on-line, exploration should begin again within a ten year period.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
		\$ 125,000					\$ 125,000	\$ 125,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering	\$ 15,000			\$ 15,000					\$ 15,000
Land/ROW Acquisition									\$ -
Construction	\$ 110,000			\$ 110,000					\$ 110,000
Equipment									\$ -
Hardware/Software									\$ -
<b>Total Project Costs:</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>
<b>Total Operating Budget Costs:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Estimated Costs:</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue	<input checked="" type="checkbox"/>		\$ 125,000					\$ 125,000
Bonds	<input type="checkbox"/>							\$ -
Assessment	<input type="checkbox"/>							\$ -
Lease/Purchase	<input type="checkbox"/>							\$ -
Grant	<input type="checkbox"/>							\$ -
Other: _____	<input type="checkbox"/>							\$ -
<b>Total Funding:</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Water Truck Replacement  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 6  
**Organizational Priority:** 8

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

**Description:** This project replaces the 2008 Ford F-250 Water Truck.



**Justification:** The 2008 Water Truck has approximately 55,900 miles. Due to the amount of weight this vehicle hauls, the truck will need to be replaced within the ten year or 100,000 mile timeframe recommended by the vehicle replacement policy. It is recommended that this truck be upgraded to a F-350 or equivalent at the time of replacement.

**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Unappropriated Subsequent Years						Future Years	Total Requested Funds	Total Project Cost
Total Appropriations To Date	Budget Year 1 2016 - 2017	Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
			\$ 55,000				\$ 55,000	\$ 55,000

Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	2017 - 2018
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
								2018 - 2019	
								2019 - 2020	
								2020 - 2021	
								Future Years	

Operating Budget Impact:

Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input checked="" type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 55,000				\$ 55,000				\$ 55,000
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%			\$ 55,000				\$ 55,000
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000

**Town of Montreat**  
**Capital Improvement Plan - Project Summary Form**

**Project Title:** Water Meter Replacement/Update  
**Department:** Water  
**Acct. Number:** 30-91-8100-730

**Departmental Priority:** 7  
**Organizational Priority:** B

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

**Description:** This project replaces the 675 radio-read water meters with remote antennas throughout the town. In 2009, the Town received a Federal Stimulus Grant to replace the existing manual water meter reading system with a new Automated Meter Read System. Unfortunately, it is not expected that when the replacement of this system is required that additional grant money will be available. It is recommended that the meters be replaced over a period of two years.

**Justification:** The NC Rural Water Association notes that water meters become less accurate as they age and recommends replacing system meters every ten years. In 2009, the Town experienced a reduction in unaccounted for water and a ten percent increase in revenue from the replacement of the meters. Replacement meters and newer technology will allow for stronger, faster and more accurate signals resulting in a more precise meter reading and improved efficiency.



**Project Status:** Unfunded ☒ Partially Funded ☐ Funded ☐

Total Appropriations To Date	Budget Year 1 2016 - 2017	Unappropriated Subsequent Years				Future Years	Total Requested Funds	Total Project Cost
		Year 2 2017 - 2018	Year 3 2018 - 2019	Year 4 2019 - 2020	Year 5 2020 - 2021			
				\$ 90,750	\$ 90,750		\$ 181,500	\$ 181,500



Milestones:	Recommended Time Schedule							Operating Budget Impact	
	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2016 - 2017	
Planning/Preliminary Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 - 2018	
Engineering/Arch. Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018 - 2019	
Land/ROW/Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 - 2020	
Award of Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 - 2021	
Construction/Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Future Years	

Operating Budget Impact:	Salaries/Benefits	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Departmental Expenses	<input type="checkbox"/>
	Professional Services	<input type="checkbox"/>	Maintenance/Repair	<input type="checkbox"/>	Capital Outlay	<input type="checkbox"/>

Project Costs:	Current Estimated Cost	Prior Year Costs	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Planning/Design/Engineering									\$ -
Land/ROW Acquisition									\$ -
Construction									\$ -
Equipment	\$ 181,500					\$ 90,750	\$ 90,750		\$ 181,500
Hardware/Software									\$ -
<b>Total Project Costs:</b>	\$ 181,500	\$ -	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500
<b>Total Operating Budget Costs:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Estimated Costs:</b>	\$ 181,500	\$ -	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500

Source of Funds:	Percentage	Budget 2016 - 2017	Budget 2017 - 2018	Budget 2018 - 2019	Budget 2019 - 2020	Budget 2020 - 2021	Future Years	Project Total
Current Revenue <input checked="" type="checkbox"/>	100.00%				\$ 90,750	\$ 90,750		\$ 181,500
Bonds <input type="checkbox"/>								\$ -
Assessment <input type="checkbox"/>								\$ -
Lease/Purchase <input type="checkbox"/>								\$ -
Grant <input type="checkbox"/>								\$ -
Other: <input type="checkbox"/>								\$ -
<b>Total Funding:</b>	100.00%	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500



**Town of Montreat  
Board of Commissioners  
Special Meeting  
January 29, 2016  
Walkup Building**

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

Board members absent: Commissioner Kent Otto

Others Present: Former Commissioner Martha Campbell  
Former Commissioner Jack McCaskill

Town staff present: Ron Nalley, Town Administrator

No members of the public were present. Mayor Helms called the meeting to order at 11:00 a.m. and held a moment of silence.

**Agenda Approval**

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

**Closed Session – Town Administrator’s Annual Performance Evaluation**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) to conduct the Town Administrator’s annual performance evaluation. Commissioner Gilliland seconded and the motion carried 4/0.

Commissioner Vinson moved to return to Open Session. Commissioner Gilliland seconded and the motion carried 4/0. Upon returning to open session, Mayor Helms thanked Mr. Nalley for his service to the Town. Commissioner Vinson then moved to adjust Mr. Nalley’s annual salary to \$94,245. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

**Adjournment**

Commissioner Standaert moved to adjourn the Town Council Meeting. Commissioner Vinson seconded. The motion carried 4/0 and the meeting was adjourned at 11:43 a.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  
February 4, 2016  
Walkup Building**

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

Board members absent: None

Town staff present: Ron Nalley, Town Administrator  
Jack Staggs, Chief of Police  
Steve Freeman, Public Works Director  
David Currie, Building Inspector/Code Administrator  
Angie Murphy, Town Clerk

Approximately 17 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in reciting the Pledge of Allegiance and in a moment of silence.

**Agenda Approval**

Mayor Helms welcomed everyone to the meeting and commended the Public Services Department for all of their hard work during the snow storm. Mayor Pro Tem Fouche also recognized Martha Campbell and the Dimmock family for opening their home to the crews for rest as they worked long shifts. Mayor Helms asked if there were any changes to the agenda. Commissioner Vinson, at the request of Mr. Nalley, moved to adopt the agenda as amended with the Closed Session rescheduled for the Town Council Meeting on February 11<sup>th</sup>. Commissioner Gilliland seconded and the agenda was approved as amended 5/0.

**Public Hearings**

The Board will hold two Public Hearings at the beginning of next week's meeting to receive comments on Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development; and Proposed Revisions to Montreat Zoning Ordinance, Article VI-General Provisions.

**Mayor's Communications**

Mayor Helms stated that he had no further communications other than reiterating his gratitude to the Public Works Department for their efforts during the snow.

### **Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- January 7, 2016 Agenda Meeting
- January 14, 2016, Town Council Meeting
- Re-appointment of Phillip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020

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

- Mr. Nalley provided the Council with an additional document to be added to their Annual Board Retreat Packet from KCI with regards to the Texas Road Bridge Project.
- Mr. Nalley applauded the Public Works crews for their hard work during the snow storm and thanked the Dimmock/Campbell families for their hospitality.
- Mr. Nalley informed Council that Mr. Bill Hollins has requested that he not be reappointed to the Audit Committee therefore another appointment is needed.

### **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.

### **Public Comment – Agenda Items**

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.

There were no comments from the public at this time.

### **Old Business**

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II: Mayor Helms reported that a public hearing on this matter is scheduled for next week's Town Council Meeting.
- B. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612-4-Reasonable Accommodations: Mayor Helms reported that a public hearing on this matter is scheduled for next week's Town Council meeting. Commissioner Standaert requested Mr.

Currie to invite the Planning & Zoning Committee Members to the meeting to be recognized for all their hard work.

### **New Business**

- A. Lookout Road Area-Preliminary Utility Service Plan: In April 2015, the Board of Commissioners agreed to complete a utility service plan for the Oklahoma Road and Lookout Road area. At that time, McGill Associates submitted a proposal in the amount of \$8,500 for conceptual planning and budget estimating to extend public utilities and street improvements to this area. It is anticipated that these extensions would be undertaken as phased public assessment projects, similar to those in the Upper Kentucky Road area. Town Ordinances currently allow for three options when utility extensions are requested: (1) petitioners can pay for their own improvements, (2) a phased assessment approach, which mean that the petitioners who will get direct benefit from the improvements will pay for the improvements, or (3) petitioners can wait for the Town to pay for the improvements through the Capital Improvements Plan. The utility service plan indicates the best routes for water, sewer and roads in this area of the Town. Commissioner Standaert emphasized the importance of giving the public ample opportunity to comment on this plan.
- B. 2016-2021 Capital Improvements Plan: Following next week's presentation, the Board will be asked to call for a Public Hearing to hear comments on this matter during the March 10, 2016 Town Council Meeting.
- C. Street Name Request-Covenant Lane: Montreat has had a street naming process in place for many years with names being historically taken from Synods and Presbyteries. Buncombe County passed an Ordinance that states if a street name is already in use somewhere else in the County that it will not be allowed as a new street name. For example, last year Whitewater Cove Road and New Hope Lane were chosen as new street names in Montreat; while Whitewater Cove Road was accepted, New Hope Lane already existed elsewhere in the County and was rejected. The Eckard family, who owns the majority of the lots along this street, had originally suggested four names: New Hope Lane; Grace Lane; Living Waters Way and Covenant Lane. Unfortunately, New Hope Lane, Grace Lane, and Living Waters Way were all rejected by Buncombe County. Because Covenant Lane is the last of their original request it is being brought before the Board for their consideration.

### **Public Comment-Other Topics**

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

Mrs. Susanne McCaskill of 114 John Knox Road asked the Council to consider turning the issue of

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
February 4, 2016**

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Town Hall over to the courts to make unbiased rulings for the citizens of Montreat.

Mr. Wade Burns of 232 North Carolina Terrace would like for the Council to consider the idea that property owners on Lookout Road have been paying taxes for the past thirty years which adds up to a large amount of money that could be pro-rated to go towards their assessment fees.

**Commissioner Communications**

There were no Commissioner Communications at this time.

**Upcoming Meeting Dates**

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines next week.

**Annual Board Retreat**

February 8, 2016, 9:00 a.m.  
Montreat College-Black Mountain Campus-The  
Manor House

**Montreat Tree Board**

February 23, 2016 3:00 p.m.  
Town Services Office

**Agenda Items Due:**

February 26, 2016 by 5:00 p.m.  
Town Services Office

**Montreat Landcare**

March 2, 2016, 9:00 a.m.  
Kirk Allen Building  
Swannanoa Room

**March Agenda Meeting:**

March 3, 2016, 7:00 p.m.  
Walkup Building

**March Town Council Meeting:**

March 10, 2016, 7:00 p.m.  
Walkup Building

**Closed Session**

The Closed Session has been rescheduled for next week's Town Council Meeting.

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:26 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Annual Board Retreat  
February 8, 2016  
Montreat College-Black Mountain Campus-The Manor House**

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

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

Approximately ten members of the public were in attendance throughout the day. Mayor Helms called the meeting to order at 9:08 a.m. and gave the invocation.

**Agenda Approval**

Mayor Helms suggested amending the agenda to move Item 8: Update on Current Projects/Services/Issues to the first item to be discussed after the Council returned from lunch with the remaining items falling back into place. Commissioner Vinson moved to adopt the meeting agenda as amended. Commissioner Otto seconded and the motion carried 5/0.

**Board of Commissioners' Areas of Responsibility/Community Group Representation**

Board member Areas of Responsibility, Community Group Liaison and Audit Committee appointments as follows:

**Areas of Responsibility**

Commissioner of Communications:	Commissioner Fouche
Commissioner of Environment:	Commissioner Vinson
Commissioner of Finance:	Commissioner Otto
Commissioner of Planning, Zoning and Inspections:	Commissioner Standaert
Commissioner of Public Safety:	Commissioner Standaert



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Commissioner of Public Works: Commissioner Gilliland

Commissioner of Sanitation: Commissioner Gilliland

**Community Group Liaisons**

French Broad River Metropolitan Planning Organization (MPO) and Transportation Advisory Committee (TAC): Mayor Helms

Land-of-Sky Regional Council: Mayor Helms  
Commissioner Gilliland, Alternate

Montreat Cottagers Association Board: Commissioner Standaert

Montreat Cottagers Wilderness and Open Space Committee: Commissioner Vinson

Montreat Landcare Committee: Commissioner Vinson

MRA Wilderness Committee: Unassigned at this time

Open Space Conservation Committee: Commissioner Vinson

Presbyterian Heritage Center: Commissioner Fouche

**Audit Committee Appointments**

Commissioner Gilliland

Commissioner Standaert

Commissioner Vinson, Chair

Commissioner Vinson mentioned that the Mountain Retreat Association (MRA) had never invited the Town of Montreat MRA Wilderness Committee representative to meetings in the past. Commissioner Standaert expressed her thoughts that our representation should be included in the meetings. Mayor Helms is going to speak with the Conference Center and then report back to the Council on who will take the open committee seat.

**Review of Previously Adopted Goals and Objectives: Fiscal Year 2015-2016**

Mr. Nalley briefly reviewed for Council the status of the 49 departmental goals and objectives established for the current fiscal year. Commissioner Fouche asked for further explanation about the Greenways and Mr. Nalley referred to a section in the packet that explained the purpose and future projects of the Pedestrian, Bicycle and Greenways Master Plan. Mr. Nalley also elaborated on the current project of connecting Lookout Road to Lake Susan Dam which is scheduled for consideration in the spring. In 2012 monies had been set aside for this project, but disagreements with the MRA over right of way led to an additional \$20,000 in attorney fees which resulted in the removal of this section from the project.

**Board of Commissioners Rules of Procedure Review**

Commissioner Standaert expressed the need for updating the Rules of Procedure to more closely follow the Board's Order of Business for meetings and would like for Mr. Nalley and the Town Clerk to complete a more thorough review of the Rules for possible changes. Commissioner Standaert also mentioned that she's received a lot of emails from the community about the three minute limit during the Public Comments period. Mayor Pro Tem Fouche felt that the timer countdown on the screen was intimidating but that the three minute limit was adequate. The Council then had a general discussion about the need for an Agenda Meeting, as well as adding a thirty minute public comment time prior to the Agenda Meeting for the community to discuss topics and concerns with the Board. The Board decided that beginning at the March Agenda Meeting a Public Forum tentatively called "Conversations with Commissioners" will be added from 6:30 p.m. until 7:00 p.m. with the Agenda meeting starting at the regular time. The Commissioners will be addressed as a Council-At-Large not singling out a specific Council Member. The three minute time limit will still be in effect but written remarks will be accepted. The Board will reevaluate this change in September to determine the usefulness of the public forum.

**Finance**

**2016-2021 Capital Improvements Plan:** The 2016-2021 Capital Improvements Plan (CIP) is pending until Mr. Nalley receives further direction from the Council during the Board Retreat. It is important for staff to know where the Council's priorities are in order to appropriately allocate funds during the CIP and Budget process.

**2016-2017 Annual Budget Highlights:** Mr. Stackhouse presented and reviewed a budget planning memorandum containing preliminary General Fund revenue and expenditure projections for the coming fiscal year. He noted there were limited options for new revenue sources, aside from soliciting additional Payment in Lieu of Taxes (PILOT) donations from community non-profit entities. Community Service Fees from the Montreat Conference Center remain estimated at \$50,000.

General Fund expenditure projections for the upcoming budget preparation cycle include capital project funding, fuel and utility costs, payroll expenses and likely increases in employee health insurance rates. Department heads will be asked to carefully evaluate current programs and proposed expenditures to identify cost saving opportunities. The CIP is inherently one of the most discretionary areas of our budget. While this section of the budget is planned on a multi-year basis, the Board does have the flexibility to downsize, defer, or even delete planned projects. Payroll and Capital Outlays combined account for approximately 90% of our General Fund. This leaves a very limited scope to save much money, especially given that many of these expenditures are essential and can not be cut. Only in the capital budget could any substantial expenditure reduction be achieved.

Current fiscal year Water Fund expenditures are budgeted at \$327,000. The Town last increased its water billing rates in 2012 to \$4.83 per thousand gallons of usage for all customers. Monthly access fees remain at \$14.00 for 3/4 inch lines, \$90.00 for 1" lines, and \$220.00 for 2" lines. Since it has been several years since the Town has made any changes to this fee structure, Staff feels that it is time to revisit it. The Town has received letters from the Local Government Commission for two years in a row expressing concern about the adequacy of the rate structure and long-term fiscal sustainability. Staff has asked the North Carolina Rural Water Association to review our rate structure in light of our financial position and usage patterns. The NC Rural Water Association is recommending an overall rate increase of 2.5%. Given that the Metropolitan Sewerage District has followed a policy of routinely increasing their rates by 2% annually and the Town has had no increases for the past four years, this is a very modest increase. Three options were presented to the Board with regards to water rates. In response to a question from Mayor Helms, Mr. Nalley offered his opinions on the three options presented. After much discussion, the consensus of the Board was to increase rates and access fees by 2.5% across the board while making sure to educate the Town on the need for the increase.

Stormwater Utility Update: Staff has identified the need to engage professional services to evaluate the effectiveness of our current stormwater treatment system, to determine where corrections must be made, and to project the associated costs; also hard data is needed to establish priorities in adequately financing future stormwater management and to substantiate the Town's base fees. In 2014, staff received notification by a state engineer with the NC Floodplain Mapping Program that any modifications to existing stormwater infrastructure must be reviewed and bear the seal of a North Carolina engineer with expertise in the area of stormwater systems. It has already been established through prior discussion and direction from the Board that a stormwater utility-funded by a tiered approach to the stormwater fee-is the most appropriate mechanism to finance administration of the program. At this time, staff is looking to the Board for direction on whether to re-issue the Request For Qualification and select a consultant to provide the necessary data and background information we need to proceed with the program. Mr. Nalley reminded the Board that revenue from the Powell Bill will have to be dedicated to repaving roads wherein the past money from the Powell Bill has been used for street signs and storm drainage. Following discussion, the Board decided that the Stormwater Utility Fee is not something that they wish to pursue this year.

### **Finance**

Comprehensive Plan Review: The Town of Montreat's Comprehensive Plan serves as a strategic policy guide for future development, infrastructure and service decisions over a 15 to 20 year period. The Plan was originally adopted in April 2008, and includes 97 long-and short-term goals and strategies for addressing a number of key community desires and issues identified during the course of its development, including 45 short-term goals, 42 mid-term goals and ten long-term goals. To date, the Town has completed or significantly completed 69 goals or approximately 71% of the total number contained in the Plan. An additional 3% are in progress. Many of the

remaining 25 goals have come under consideration by the Board, but have not moved forward due to unfavorable legislative changes, lack of public support, and other similar reasons. Mr. Nalley briefly reviewed an updated implementation matrix detailing the current status of each of the recommended short-, mid-, and long-term goals and strategies. The matrix also provided a brief status explanation for those goals that have achieved limited progress.

The Comprehensive Plan is intended to be reviewed and updated every five years, and LandDesign, the professional consulting firm that assisted with the development of the 2008 Comprehensive Plan has submitted an initial cost estimate of approximately \$67,000 to update the Plan. This amount is subject to further amendments and reductions based on the final scope of work. After discussion, the Board decided to check with the N.C. League of Municipalities to determine if they may be able to assist the Town with updating the Comprehensive Plan.

### **Services and Infrastructure**

Disaster/Emergency Planning: The Police Department would like to emphasize the importance of the Incident Command System (ICS). This system is the backbone of all disaster and emergency planning for the Town. Without following the guidelines of this system and properly documenting the event, the Town may not be reimbursed for any related losses. ICS courses are available to all administrative staff and can be taken online at FEMA.gov. It is mandatory that each Board member take the 100, 200 and 700 courses. Chief Staggs touched briefly on the Police Department and Public Safety concerns related to Texas Road Bridge and feels that having an additional route available would allow for greater flexibility and improved access for all emergencies. Major improvements are still needed in the Town Services Building that houses the Police Department. Chief Staggs indicated that there is a serious need to convert office space into a secured and alarmed evidence room.

2015 Year-End Police Activity Report: Chief Staggs then reviewed his year-end departmental activity for 2015. He explained the types of services and assistance provided to Montreat College and the Montreat Conference Center, as well as how those calls are categorized and represented on monthly and year-end departmental activity reports. The residential spot checks are a contributing factor to the department's success in 2015.

Water, Sewer and Street Standards: Mr. Freeman presented and reviewed current maps and tables indicating the age and condition of the Town's water lines and paved roadways. These materials are updated annually and used to prepare capital project recommendations for the Capital Improvements Plan and annual Budget. Mr. Freeman discussed the service requirements of the Water Department, the equipment rotation plan, and the need for a storage facility.

Zoning & Inspections Department: Mr. Currie gave a brief overview of the scope of his duties with the Town. Mr. Currie reviews site plans, surveys and other specifications related to proposed development projects for conformity with the Montreat Ordinances and other requirements and

then monitors the construction process to ensure compliance will all pertinent regulatory codes.

NPDES Stormwater Permit Requirements: Mr. Currie provided copies of the Town's 2015 Annual Municipal Separate Storm Sewer System (MS4) permit report, which was submitted to the North Carolina Department of Environment and Natural Resources/Division of Water Quality (NCDENR/DWQ) on December 28, 2015. The MS4 permit allows Montreat to discharge stormwater into surface waters of the state within its jurisdiction, and must be renewed every five years. In each permit report, the Town is asked to provide a list of measureable goals accomplished during the calendar year. Both Mr. Currie and Public Works Department staff members receive annual continuing education training in various stormwater control-related topics as part of the MS4 permit requirements. Mr. Currie also maintains Stormwater Best Management Practices (BMP) Reviewer Certification.

Green Fleet Policy Annual Report: Mr. Stackhouse presented and reviewed the 2015 Green Fleet Report, which indicated the make, model, estimated carbon dioxide emissions, fuel type, average fuel economy and fuel costs for each of the Town's vehicles.

#### **Recess**

Mayor Helms recessed for lunch at 12:17 p.m. and then reconvened the meeting at 12:48 p.m.

#### **Update on Current Projects/Services/Issues**

Texas Road Bridge Replacement: Mr. Nalley reviewed the project background and reviewed original construction replacement Options B through E on the map which he would be discussing in further detail. Mr. Nalley reiterated that Town Staff supports the construction of a new bridge along Texas Road. Mr. Nalley reviewed a letter from KCI dated February 4, 2016 on available options for the replacement of Texas Road Bridge. After a lengthy discussion with staff about the different bridge locations, new options and flood ordinance requirements, it was decided by the Council that KCI should be invited back to a Town Meeting to present the new information to the Board and public.

Town Hall/Public Works Facility: Mr. Nalley reviewed the project background and emphasized that Town Staff needed direction from the Board on how they see the project moving forward. Commissioner Vinson feels strongly that the Town of Montreat needs a Town Hall specifically for the Police Department and Administration staff. Commissioner Gilliland feels that the Town needs office and maintenance space, but he cannot support the Florida Terrace location. Commissioner Standaert expressed support for a Town Hall facility. Mayor Pro Tem Fouche feels that we need a Town Hall but it does not need to be on Florida Terrace and that a decision needs to be made quickly that it will not be built at that location. Commissioner Otto is in agreement that there needs to be some changes but does not support the Florida Terrace location.

Board Members feel that some reinvestigation of other suitable locations is necessary. Mayor Helms posed the following question to the Council: "If you envisioned a Town Hall where do you see it being built in the community?" Mayor Pro Tem Fouche envisions the property outside the Gate and feels that this needs to be further explored. Commissioner Vinson feels that the facility should be located within the Town limits and mentioned the property located beside the Post Office. Commissioner Standaert expressed the need for the Board to make a statement sooner rather than later that the Town Hall will not be built on Florida Terrace. Commissioner Standaert also feels that the Billy Graham Evangelistic Association should be approached again to see if they are willing to sell their property but also expressed interest in the Post Office and Collegiate Circle sites and the Horton property. Mr. Nalley will gather the information requested on the mentioned properties and report back to the Board at a later time.

### **Recess**

The Mayor called for a short break at 2:24 p.m. The meeting resumed at 2:33 p.m.

**Sanitation:** In an effort to address concerns, staff considered several alternative service delivery methods and in September, narrowed them down to the two most feasible options as requested by the Board.

Alternative Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. While this alternative may be unpopular with some residents who now use the site as a convenience center instead of using curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site.

Alternative Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee, special bag or tag system that allows only residents and visitors to Montreat to use the center.

Since your September Sanitation Meeting, staff has researched various ways to improve upon alternatives two and three. However, most all statements made during the summer season about the current service and "temporary" service changes put in place during that time have held true.

- The "temporary" service plan for the compactor site is having its desired effect in the reduction of municipal solid waste, illegal dumping and unauthorized use.
- The "temporary" service plan has resolved staff's concern with the safety and liability of the site to the general public as well as our own employees.
- The personnel cost to operate the site exceeds the revenue generated and the savings

realized during the last six months of operation.

- Usage at the compactor site has significantly declined after the first week in August.
- The site is serving very few people when compared to the total number of residents and visitors to the Montreat community.
- Following a six month review, the information and data collected at the site supports the closing of the compactor site to the general public, encouraging the use of curbside collection services.

In late September, a meeting was held with the Montreat Conference Center and Montreat College to explore what opportunities might exist in developing a mutually beneficial community-wide sanitation program. While each organization learned a great deal about each other's service needs and costs, staff also discovered that the timing of contract renewals, special sanitation service requirements, and service delivery methods were not conducive to a community-wide sanitation program at this time. One area that has the potential for collaboration among the main entities, is the development of a community recycling program. Due to the timing however, this program should be discussed for possible implementation over a five year timeframe rather than something more immediate.

In response to the information and data gathered, staff now recommends the following:

1. Continue sanitation collection services in the same manner.
2. Replace the existing sanitation truck as soon as possible.
3. Close the compactor site permanently to the public, including Saturday service.
4. Initiate an imprinted bag system. The cost of the bags will be recovered through their sale.
5. Develop a fenced handling area for the imprinted bags, opened by any staff member upon request.
6. Research requiring bear-proof containers for high occupancy dwellings.
7. Increase education efforts for container rules, bear-proof container requirements and special collections services.

Following discussion, it was the consensus of the Board to follow Staff recommendations with regards to the Sanitation Services Issue. Commissioner Otto agreed to meet with Mr. Richard DuBose to see if the Conference Center may be willing to place a truck at the Gate for Saturday pick-up. Mr. Nalley advised that this would not be an immediate change but that Town Staff hoped to have things in place prior to the start of the summer Conference season.

### **Environment and Recreation**

Landcare: Mr. Nalley referred to the Memorandum of Understanding and suggested that the new Board members become familiar with this unique organization in the Town of Montreat.

Open Space Conservation Plan: Mr. Nalley referred to the Open Space Conservation Plans purpose and vision statement and encouraged Board members to review the plan and if there were



questions to please contact him or Commissioner Vinson.

Pedestrian, Bicycle and Greenways Master Plan: The next project recommended for completion in the Town's Pedestrian, Bicycle and Greenways Master Plan is a sidewalk connection along Assembly Drive between Lookout Road and the Lake Susan Dam area. This project is scheduled for completion during the Town's 2016-2017 Fiscal Year, but will be subject to funding availability.

Native Plant Garden Park Plan: Phase II of the Native Plant Garden Park Plan has been delayed due to funding availability and continued land acquisition discussions with the Mountain Retreat Association. A copy of this Site Plan is included in the Retreat Packet for the Board's use.

Gate Lot Landscaping Plan: A copy of the Gate Lot Plan is also included in the Retreat Packet. The plan calls for the development of a flagstone patio, additional parking, improved landscaping and a woodland garden. This project is also awaiting funding availability.

### **Annexation/Extra-Territorial Jurisdiction Discussion**

The plats establishing lots in much of Montreat were first recorded in the late 1800's and resurveyed in 1935. At the time, Buncombe County zoning and subdivision ordinances were not in place, so the lot sizes are quite small. Given current environmental health service requirements, it is possible that some lot owners may not be able to obtain well and septic permits if their neighbors already have wells or septic systems in place. Following a quick discussion on Montreat's Extra-Territorial Jurisdiction and the State's requirements, the Board requested that Mr. Nalley reagenda this discussion for them later in the year.

### **Personnel and Employee Benefits**

Mr. Nalley presented a summary of the current salary grades and ranges, as well as employee health insurance and other benefits offered by the Town.

### **Communication Efforts**

Open Forum Discussion: The Board agreed to maintain the thirty minutes prior to the monthly Agenda Meeting as a way of getting more information out to the public and encouraging open dialogue with the Board.

### **2016-2017 Goals and Objectives**

After discussion, the Board set the following departmental goals for the upcoming fiscal year:

### **Governing Body**

- Update the 2008 Comprehensive Plan.
- Investigate opportunities for a Town Hall.
- Await a petition for voluntary annexation of the Upper Greybeard Trail area.
- Conduct at least one educational Town Hall meeting focused on Texas Road Bridge.
- Pursue grant funding to complete landscaping improvements to the Gate Lot.
- Complete each applicable section of ICS training for Board Members.
- Update the Board of Commissioner's Rules of Procedure.

### **Administration and Finance**

- Update and prepare proposals for implementation of an online "cloud based" municipal accounting package for 2018.
- Research the policy requirements and potential use of purchasing cards for selected employees.
- Seek opportunities to further develop public relations and public information efforts.
- Begin the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
- Manage and assist with the records retention and disposition scheduling of files for all departments.
- Research records management software option for cost and feasibility.
- Develop and distribute a Request for Qualifications for auditing services.

### **Police**

- Provide a minimum of two additional opportunities for officer training.
- Implement future storage requirement solutions regarding the processing of evidentiary items and sensitive material.
- Further steps in recruitment in effort to bolster Reserve Force roster.
- Digitize police related documentation and forms.

### **Planning and Inspections Department**

- Continue training in ArcGIS software utilization as offerings are available in our area.
- Coordinate in-house training of public works staff in utilization of Trimble GPS/ArcPad field location hardware/software, accurately locating valves, water meters and any remaining features for representation within the GIS system.
- Assist department heads with beginning to collaborate on interdepartmental projects using ArcGIS Online tools.
- Map the locations of all public and privately owned Stormwater Control Measures (SCM's) using GPS and incorporate these into the Town's map system.

### **Public Works**

- Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
- Complete inspections of Town-owned stormwater features.
- Complete and submit the annual Water Supply Plan and Solid Waste Report.
- Continue the tree removal and replacement program.
- In conjunction with the Montreat Tree Board, develop a Town Tree Plan and Tree and Shrub Standards Specification and Detail Manual.

### **Streets/Powell Bill**

- Pursue completion of the Texas Road Bridge replacement project.
- Pursue completion of the Texas Road resurfacing and storm drainage project.
- Perform road resurfacing on smaller portions of streets.
- Replace 30 stop signs with "retro-reflectivity signs" in compliance with new Federal and State program.
- Install or upgrade two storm water improvement projects.

### **Sanitation**

- Distribute an updated public education sanitation and recycling services brochure.

- Purchase new sanitation truck in accordance with Capital Improvement Plan.
- Continue Sanitation Collection Services in the same manner and initiate an imprinted bag system.
- Research requiring bear-proof containers for high-occupancy dwellings.
- Increase education efforts for container rules, bear-proof container requirements and special collection services.

#### **Environment & Recreation**

- Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
- Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.
- Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.
- Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

#### **Water**

- Replace approximately fifteen (15) air valves within the water system.
- Replace roofs on at least two Well buildings.
- Update and digitize mapping of all fire hydrants.
- Automate monthly well sheets for meeting reporting requirements.

These goals and objectives will be prepared as a separate document for formal adoption at a later date.

#### **Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Board Retreat meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 3:59 p.m.

**Montreat Board of Commissioners  
Annual Board Retreat Minutes  
February 8, 2016**

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
February 11, 2016  
Walkup Building**

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

Board members absent: None

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

Approximately 32 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Mayor Helms advised the Council that the Minutes in this evening's packet were incorrect and to refer to the copy of the Minutes found in the packet for February 4<sup>th</sup>, in which a section of the minutes were revised at the Council's request. Commissioner Standaert moved to adopt the agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

**Public Hearings**

**Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development**

Mayor Helms opened the public hearing for comments and requested that Mr. Currie give a summary of the proposed revisions. Mr. Currie stated that at the 2015 Annual Board Retreat, the Board asked staff to have the Planning and Zoning Commission review the required setbacks listed for various zoning districts. During development of the Comprehensive Plan in 2006-2007, there was mention of modifying building setbacks in the front and rear yards based upon steeply-sloping conditions of some lots, as well as the suggestion of increasing front yard setbacks for properties under development within the Assembly Drive Corridor to maintain visual consistency. In keeping with the guidance of the Comprehensive Plan, the Hillside Development Ordinance does include provisions for administratively reducing the front yard

setback of smaller lots within steeply sloping areas by as much as 50% for the associated zoning district. At their November meeting, the Planning & Zoning Committee reviewed various setback provisions in the developmental ordinances and submitted the recommendation presented tonight.

Mr. Wade Burns, 232 North Carolina Terrace, stated that the limits on impervious and disturbed areas in the Hillside Development Ordinance may cause a loss of practical use of the property. While Mr. Burns feels that the proposed revision is a good step, he feels that the Ordinance needs to be evaluated to create a fairer environment for property owners. There being no further public comments, Mayor Helms closed the public hearing.

### **Proposed Revisions to Montreat Zoning Ordinance, Article VI-General Provisions**

Mayor Helms opened the public hearing for comments and requested that Mr. Currie give a summary of the proposed revisions. Mr. Currie stated that the Federal Fair Housing Act requires that municipalities make reasonable accommodations in their development and zoning codes to provide persons with disabilities the option of using their properties in the same way as people with non-disabilities. The Montreat Zoning Ordinance does provide some accommodation that allows persons with disabilities to request modification of the zoning setback(s), enabling construction of accessibility features. This change occurred in 2013 in response to a renewed awareness of specific requirements under the Federal Fair Housing Act (FFHA). Earlier this year, a case came before the Board of Adjustment that questioned whether the Town had gone far enough. A property owner requested a variance to allow additional square footage to an existing bathroom for increased accessibility. After reviewing the variance request and other case law for similar situations, staff decided that a variance procedure and the associated findings is not well-suited to consider modifying provisions of the zoning ordinance under the FFHA. It is Staff's belief that a Conditional Use approval process or a similar approach better addresses the need to provide reasonable accommodation, since a variance is tied to particular physical aspects of the property irrespective of the applicant's condition.

There being no public comments, Mayor Helms closed the public hearing.

### **Mayor's Communications**

- Mayor Helms stated that beginning in March a public forum will begin at 6:30 p.m. in which the public is encouraged to ask the Board any questions they may have. This public forum will be held on the first Thursday of every month with the Agenda Meeting following at 7:00 p.m. The question and response session is a way to keep the lines of communication open between the Board and the public.
- Mayor Helms announced that he issued a Proclamation in support of the 2016 Women in Construction Week which occurs annually during the second week of March.

- Mayor Helms read a letter from the President of the Arbor Day Foundation announcing that Montreat had earned the recognition of a 2015 Tree City USA. Mayor Helms expressed his gratitude to those instrumental in helping Montreat attain this certification and said that there will be a more formal recognition at the April Town Council Meeting.
- Mayor Helms informed those in attendance that at the March 3<sup>rd</sup> public forum the topic to be discussed will be to revisit options pertaining to the Texas Road Bridge Project. KCI Engineering will be in attendance to make a presentation on the project options.
- Mayor Helms expressed his gratitude to the Public Works Department for their efforts during the snow storm.

### **Consent Agenda Review**

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

- January 7, 2016 Agenda Meeting Minutes
- January 14, 2016 Town Council Meeting Minutes as amended
- Re-appointed Philip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020

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

- Mr. Nalley reminded the public that there is another open seat on the Audit Committee and applications can be dropped off at the Town Services Building.
- Mr. Nalley expressed his appreciation to the Public Works and Police Departments during the snow storm and thanked the Dimmock/Campbell families for their hospitality.
- Mr. Nalley thanked the group who provided Town Employees with the Valentine's Day meal.
- Mr. Nalley thanked the Council for their work at the Annual Board Retreat.

### **Administrative Reports**

Police: Chief Staggs reviewed and presented the January 2016 monthly departmental activity report. Chief Staggs expressed his gratitude to the Public Works Department for all of their assistance during the snow storm. The Department assisted with seventeen rescues and escorts and assisted with fallen trees and road closures. The Police Department received several letters of gratitude from people in the community.

#### Public Works Director:

- Mr. Freeman reported that an inch of snow is needed on the ground before plowing becomes effective. The Department's first priority is to get one lane open to give emergency personnel access to all homes. Following that, they go back and work on opening another lane. The crews monitor police and fire radios in case an ambulance or fire truck requires access. There is a limited amount of sand and only one sander, so



sanding is reserved for steeper roads, intersections and bridges. Salt is only used sparingly because of its effect on the natural environment. Public Work Crews worked twelve hour shifts, laid down 24 tons of sand and put in over 175 hours in overtime during the weekend event.

- Montreat College contacted Mr. Freeman and Mr. Currie about a wet weather spring on Missouri Road. A contractor, who had previously done work for the College in that area, was asked to dig back into the area and it was discovered that a drain system had been cut which was causing the problem. The drain was repaired and has resolved the issue.

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

- December 2015 Financial Summary Report;
- Final December 2015 Detailed Financial Statement;
- Preliminary January 2016 Detailed Financial Statement;
- January 31, 2016 Cash and investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his January 2016 zoning and inspections activity report.

### **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.

There were no comments from the public at this time.

### **Old Business**

A. Montreat General Ordinance, Chapter K, Article IV-Hillside Development:

Commissioner Standaert moved to adopt Ordinance #16-02-0001 amending Montreat General Ordinance, Chapter K, Article IV-Hillside Development. Commissioner Ann Vinson seconded and the motion carried 5/0.

B. Montreat Zoning Ordinance, Article VI-General Provisions:

Commissioner Vinson moved to adopt Ordinance #16-02-0002 amending Montreat Zoning Ordinance, Article VI- General Provisions. Mayor Pro Tem Fouche seconded. Commissioner Standaert asked Mr. Currie to share the names of the Planning & Zoning Committee so they could be acknowledged and thanked for all their hard work. Mayor Helms asked for those in attendance to stand and be recognized. There being no further discussion, the motion carried 5/0.

### **New Business**

A. Lookout Road Area-Preliminary Utility Service Plan:

In April 2015, the Board of Commissioners agreed to complete a utility service plan for the Oklahoma Road and Lookout Road area. At that time, McGill Associates submitted a proposal in the amount of \$8,500 for conceptual planning and budget estimating to extend public utilities and street improvements to this area. It is anticipated that these extensions would be undertaken as phased public assessment projects, similar to those in the Upper Kentucky Road area. Town Ordinances currently allow for three options when utility extension are requested: (1) petitioners can pay for their own improvements, (2) a phased assessment approach, which means that the petitioners who get direct benefit from the improvements will pay for the improvements, or (3) petitioners can wait for the Town to pay for the improvements through the Capital Improvements Plan.

Commissioner Vinson moved to approve a contract for preliminary utility service engineering and planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Mayor Pro Tem Fouche seconded.

Commissioner Gilliland asked for further explanation from Mr. Nalley on this proposal with regards to spending the money now rather than later. Mr. Nalley explained that a plan like this can normally take six months to a year to complete. Current Ordinances do not allow for private wells or septic systems so it would be better to have a plan in place if someone were to come forward requesting public water and sewer extensions. Mr. Nalley stated that upon completion, McGill Associates would provide a map, showing where the phased extensions of water, sewer and roads would likely occur and the costs associated with each of those phases.

Commissioner Standaert asked if this vote could be delayed until the next Council meeting to allow more time for public comment. Commissioner Standaert expressed her concern that this may generate more traffic on Oklahoma and Lookout Roads and she has heard a lot about traffic concerns in that area over the past few years. Commissioner Standaert discussed previous tensions between those that want to build and develop the Town and those that want to preserve the Wilderness, so she wants ample time for opinions to be voiced on this matter.

Based on Commissioner Standaert's comments Commissioner Vinson withdrew her motion. Mayor Helms stated that this topic will be brought back to the Council in March for further consideration.

B. 2016-2021 Capital Improvement Plan:

Mayor Pro Tem Kitty Fouche called for a Public Hearing on March 10, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2021 Capital Improvements Plan. Commissioner Vinson seconded and the motion carried 5/0.

C. Street Name Request-Covenant Lane:

Commissioner Vinson moved to approve Covenant Lane as the street name for the street extension of Upper Kentucky Road. Commissioner Gilliland seconded and 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.

Tanner Pickett, representing the Montreat Conference Center, presented a check to the Town in the amount of \$4,795.20 as part of the Community Service Fee.

Alex Miller, Vice President for Advancement for Montreat College, reported on record enrollments at Montreat College as well as renovations and upgrades to the College facilities.

Rev. Erskine Clarke of 558 Providence Terrace, felt that in the most recent election the people of Montreat showed a successful exercise in democracy and fulfilled their civic duty.

Bill Seaman of 425 Appalachian Way, announced that there was an unexpected resignation from Montreat Landcare and asked the Board for help in filling the vacancy.

Eric Nichols of 527 Suwannee Drive, looks forward to everyone working together for the common good. Mr. Nichols stated that if Council entertains ideas of paying legal costs for the Plaintiffs in the lawsuit it will be unfortunate for all involved.

John Hinkle of 121 Mecklenburg Circle, addressed the representative from Montreat College, thanking the college students that helped shovel driveways during the recent snow storm. Mr. Hinkle recommended that the College compile a list of young men and women willing to assist with shoveling for future weather incidents.

Shannon Ingersoll of 124 Eastminster Terrace, expressed her appreciation for the College students who spent several hours shoveling driveways along her road.

**Commissioner Communications**

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
February 11, 2016**

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Mayor Pro Tem Fouche reiterated that the Board was going to strive for more open communication with the public and provide more opportunities this summer for public forums.

Commissioner Vinson, speaking on behalf of the Audit Committee, reported that they have an open seat and applications can be found online. The Audit Committee hopes to meet in March or April so they can consider finalizing a request for qualifications for potential auditing firms.

Commissioner Vinson, speaking on behalf of Montreat Landcare, reported that they also had an unexpected resignation and an application and information is available online. Montreat Landcare is preparing for the Native Plant Sale which will be held on April 30, 2016. The Committee is looking for volunteers. Commissioner Vinson also announced that the Tree Board's Organizational Meeting will be held on February 23<sup>rd</sup> at 3:00 p.m. at the Town Service Building.

Mayor Helms invited anyone who would like to meet with him to please contact him.

**Upcoming Meeting Dates**

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

<u>Montreat Tree Board</u>	February 23, 2016, 3:00 p.m. Town Services Office
<u>Agenda Items Due</u>	February 26, 2016 by 5:00 p.m. Town Services Office
<u>Agenda Packets Available</u>	March 1, 2016 Town Services Office
<u>Montreat Landcare</u>	March 2, 2016, 9:00 a.m. Kirk Allen Building Swannanoa Room
<u>March Agenda Meeting</u>	March 3, 2016, 7:00 p.m. Public Forum will begin at 6:30 p.m. Walkup Building
<u>March Town Council Meeting</u>	March 10, 2016, 7:00 p.m. Walkup Building

**Closed Session**

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
February 11, 2016**

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Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Fouche seconded and the motion carried 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Otto with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session, Commissioner Vinson moved to adjourn the meeting. Commissioner Gilliland seconded. The meeting was adjourned at 9:42 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

**TOWN OF MONTREAT  
FISCAL YEAR 2015-2016  
BUDGET AMENDMENT #4**

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Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2016.

**Department(s):** Sanitation, Streets

**Purpose:** To reallocate budget to cover sanitation truck repairs.

**Section 1.** To amend the General Fund as follows:

Line Item	Account Number	Amount Debit	Amount Credit	Amended Budget
Sanitation – M&R Trucks	10-30-5800-170	\$5,500		\$7,000
Streets – Capital Outlay	10-60-5800-730		\$5,500	\$1,077,800

**Section 2.** I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

_____	_____
Finance Officer	Date

**Section 3.** Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Recorded and filed:**

_____	_____
Budget Officer/Town Administrator	Date

_____	_____
Town Clerk	Date

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

**Meeting Date:** March 10, 2016

**SUBJECT:** Montreat Landcare Committee Member Appointment

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:** C  
**Department:** Administration  
**Contact:** Ron Nalley, Town Administrator  
**Presenter:** Ron Nalley, Town Administrator

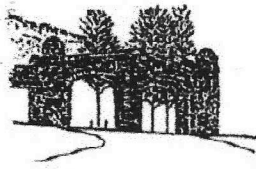
**BRIEF SUMMARY:** Montreat Landcare recently received the unexpected resignation of Shannon Ingersoll. Mr. John Johnson expressed a willingness to serve and has submitted his application for the Board's consideration. If appointed, Mr. Johnson will fill the unexpired term of Mrs. Ingersoll which will expire on January 31, 2018.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To appoint John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2018.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** Advisory Board Application – John Johnson

**STAFF COMMENTS AND RECOMMENDATIONS:** None



## TOWN OF MONTREAT

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

### **ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION**

Full Legal Name: Johnson John Robert  
(Last) (First) (Middle)

Physical Address: 131 Shenandoah Terrace

Mailing Address: P.O. Box 309

Home Phone: 828-664-0177 Alternate Phone: \_\_\_\_\_

Email Contact Information: JJMJOHNSON@charter.net

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☐ Open Space Conservation Committee
- ☐ Comprehensive Plan Steering Committee ☐ Planning and Zoning Commission
- ☒ Montreat Landcare Committee

Please explain why you want to be a member of this board/committee:

I have worked with the committee on two projects to save our hemlock trees from the woolly adelgid and attended many of their meetings. Since Landcare is the controlling contact with the Town on these projects, it i would be desirable to be officially involved.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

Montreat has many important issues, however Landcare affects primarily one area, the preservation of our natural environment. Because we are blessed with a wonderful setting of woods, streams and wildlife, we have an obligation to preserve and to improve this distintintive enviroment and to encourage and to inform our citizens on how to be volunteers in the process.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

With the help of many others, I have headed up the fundraising and execution of the two hemlock projects. The release of the Laricobius beetle has required multiple training sessions with North Carolina forestry officials. We are bringing one of those to Montreat.

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes, many

How much time are you able to devote to fulfill this obligation? Several hours each month.



**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 10, 2016**

**SUBJECT:** Open Space Conservation Committee Appointment

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:** D  
**Department:** Administration  
**Contact:** Ron Nalley, Town Administrator  
**Presenter:** Ron Nalley, Town Administrator

**BRIEF SUMMARY:** The Montreat Open Space Conservation Committee is a three member advisory board that meets twice a year, May and November. Members serve a two year term and unlike other committees, there is no term limit. The Committee is tasked with developing and implementing an action plan for Open Space Conservation, including public education and property owner outreach efforts

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To appoint Mary Nell Todd to the Montreat Open Space Conservation Committee for a term of two years to expire on January 31, 2018.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** Advisory Board Application-Mary Nell Todd

**STAFF COMMENTS AND RECOMMENDATIONS:** None



## TOWN OF MONTREAT

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[www.townofmontreat.org](http://www.townofmontreat.org)

### ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Todd Mary Nell  
(Last) (First) (Middle)

Physical Address: 143 Eastminster Terrace  
Montreat, NC

Mailing Address: PO. 159  
Montreat NC 28757

Home Phone: 8286696802 Alternate Phone: \_\_\_\_\_

Email Contact Information: hmntodd1617@netzero.net

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☐ Montreat Landcare Committee ☒ Open Space Conservation Committee  
☐ Planning and Zoning Commission

Please explain why you want to be a member of this board/committee:

Continued interest in preservation of all  
green spaces plus addition of other  
land to existing green spaces

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

Following existing regulations re land  
use.  
Restoration of hemlocks.  
Creating more public spaces.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

No particular skills - just willing to help  
any way needed.

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes

How much time are you able to devote to fulfill this obligation?

Whatever is needed

#16-03-0001

## CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034021204

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	<u>Ronald W. Nalley</u>	X
B. <u>Timothy R Helms Authorized Signer</u>	<u>X</u>	X
C. <u>Angela M Murphy Authorized signer</u>	<u>Angela M Murphy</u>	X
D. <u>Marshall Kent Otto Authorized Signer</u>	<u>X</u>	X
E. _____	X	X
F. _____	X	X

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

**LIMITATIONS ON POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.

## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated All. If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer

Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated All.

Comments:

#16-03-0002

## CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034497727

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	<u>Ronald W. Nalley</u>	X
B. <u>Timothy R Helms Authorized Signer</u>	X	X
C. <u>Angela M Murphy Authorized Signer</u>	<u>Angela M Murphy</u>	X
D. <u>Marshall Kent Otto Authorized Signer</u>	X	X
E. _____	X	X
F. _____	X	X

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F

Indicate number of signatures required

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

**LIMITATIONS ON POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.



## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated     All    . If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer

Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated     All    .

Comments:

#16-03-0003

## CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034513572

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	<u>Ronald W. Nalley</u>	X
B. <u>Timothy R Helms Authorized Signer</u>	X	X
C. <u>Angela M Murphy Authorized Signer</u>	<u>Angela M Murphy</u>	X
D. <u>Marshall Kent Otto Authorized Signer</u>	X	X
E. _____	X	X
F. _____	X	X

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
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Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated     All    . If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

James W. Nalley  
Attest by One Other Officer

Angela Murphy  
Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated     All    .

Comments:



#16-03-0004

## CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00108325119

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	X <u>Ronald W. Nalley</u>	X
B. <u>Timothy R Helms Authorized Signer</u>	X	X
C. <u>Angela M Murphy Authorized Signer</u>	X <u>angela m. murphy</u>	X
D. <u>Marshall Kent Otto Authorized Signer</u>	X	X
E. _____	X	X
F. _____	X	X

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

**LIMITATIONS ON POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.

## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
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**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated All. If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer

Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated All.

Comments:

# 16-08-0005

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00108586827

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

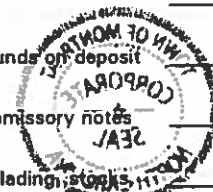
I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	<u>x</u> <u>Ronald W. Nalley</u>	<u>x</u>
B. <u>Timothy R Helms Authorized Signer</u>	<u>x</u>	<u>x</u>
C. <u>Angela M Murphy Authorized Signer</u>	<u>x</u> <u>Angela M. Murphy</u>	<u>x</u>
D. <u>Marshall Kent Otto Authorized Signer</u>	<u>x</u>	<u>x</u>
E. _____	<u>x</u>	<u>x</u>
F. _____	<u>x</u>	<u>x</u>

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____



**LIMITATIONS ON POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.

## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated All. If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer

Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated All.

Comments:



#16-03-0006

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00070196863

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	<u>X</u> <u>Ronald W. Nalley</u>	<u>X</u>
B. <u>Timothy R Helms Authorized Signer</u>	<u>X</u>	<u>X</u>
C. <u>Angela M Murphy Authorized Signer</u>	<u>X</u> <u>Angela M Murphy</u>	<u>X</u>
D. <u>Marshall Kent Otto Authorized Signer</u>	<u>X</u>	<u>X</u>
E. _____	<u>X</u>	<u>X</u>
F. _____	<u>X</u>	<u>X</u>

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

**LIMITATIONS ON POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.

## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated All. If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Kenneth W. Nally  
Attest by One Other Officer

Angela M. Mung  
Secretary



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated All.

Comments:

#16-03-0007

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00070302519

By: Town Of Montreat  
96 Rainbow Ter  
Black Mountain, NC 28711

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela M Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/01/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ronald W Nalley Authorized Signer</u>	X <u>Ronald W. Nalley</u>	X
B. <u>Timothy R Helms Authorized Signer</u>	X	X
C. <u>Angela M Murphy Authorized Signer</u>	X <u>Angela M Murphy</u>	X
D. <u>Marshall Kent Otto Authorized Signer</u>	X	X
E. _____	X	X
F. _____	X	X

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.



## RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated     All    . If not completed, all resolutions remain in effect.

### CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer \_\_\_\_\_

Secretary \_\_\_\_\_



FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) ☐ This resolution is superseded by resolution dated     All    .

Comments:

Owner/Signer Information 1	
Name	Ronald W Nalley
Relationship	Auth Signer
Address	111 Briar Brook Rd Black Mountain, NC 28711-3703
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 2743224 01/05/2009 111 BRIARBROOK RD BLACK MOUNTAIN, NC 28711 01/08/2017
Other ID (description, details)	Insurance Card 284346 07/01/2010 BCBS INSURANCE
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	
Work Phone	828-669-8002
Home Phone: 828-664-1799	Mobile Phone:
Birth Date: 01/08/1969	SSN/TIN: 246-43-7561

Owner/Signer Information 2	
Name	Timothy R Helms
Relationship	Auth Signer
Address	507 South Carolina Ter Montreat, NC 28757
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 622261 09/24/2014 508 SOUTH CAROLINA TER MONTREAT NC 28757 11/12/2017
Other ID (description, details)	Credit Card 128036 CITI MASTER CARD 11/30/2017
Employer	RETIRED
Previous Financial Inst.	Not Applicable /
E-Mail	Thelms@townofmontreat.org
Work Phone	
Home Phone: 828-669-3852	Mobile Phone:
Birth Date: 11/12/1942	SSN/TIN: 250-68-8016

Owner/Signer Information 3	
Name	Angela M Murphy
Relationship	Auth Signer
Address	216 Charleen Dr Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 8614180 04/28/2011 216 CHARLEEN DR BLACK MOUNTAIN, NC 28711 05/21/2010
Other ID (description, details)	Credit Card 587553 WELLS FARGO 04/30/2017
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	Amurphy@townofmontreat.org
Work Phone	
Home Phone: 828-277-5877	Mobile Phone:
Birth Date: 05/21/1976	SSN/TIN: 237-23-4975

Services Requested	
<input type="checkbox"/> ATM	<input type="checkbox"/> Debit/Check Cards (No. Requested: _____)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Owner/Signer Information 4	
Name	Marshall Kent Otto
Relationship	Auth Signer
Address	209 Tennessee Rd Montreat, NC 28757 No Discrepancy
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 3381156 10/03/2008 209 Tennessee Rd Montreat NC 28757 12/18/2016
Other ID (description, details)	Credit Card 631415 Boa Mastercard 04/30/2017
Employer	L & M Companies
Previous Financial Inst.	Idv / Ofac Only /
E-Mail	
Work Phone	
Home Phone: 828-669-8025	Mobile Phone: (919) 801-8618
Birth Date: 12/18/1963	SSN/TIN: 237-86-9922

Non-Individual Owner Information	
Name	Town Of Montreat
State/Country & Date of Organization	
Nature of Business	Govt Entities 1
Address	96 Rainbow Ter Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Authorization/Resolution Date	03/01/2016
Previous Financial Inst.	Not Applicable/
E-Mail	Financeofficer@townofmontreat.org
Phone	828-669-8002
EIN: 56-0949173	Mobile Phone:

Account Description	Account #	Initial Deposit/Source
Public Funds Checking	00070196863	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____

Backup Withholding Certifications	
(If not a "U.S. Person", certify foreign status separately)	
<input checked="" type="checkbox"/> By signing signature field (1) on this document, I certify under penalties of perjury that the statements made in this section are true and that I am a U.S. citizen or other U.S. person (as defined in the instructions).	
<input checked="" type="checkbox"/> Taxpayer I.D. Number - TIN: 56-0949173 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.	
<input checked="" type="checkbox"/> Backup Withholding. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.	
<input checked="" type="checkbox"/> Exempt Recipients. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____	
<b>FATCA Code.</b> The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	

# Account Agreement

Date: 08/15/2011

## Institution Name & Address

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00070196863

## Ownership of Account

The specified ownership will remain the same for all accounts.

- ☐ Individual ☐ Joint with No Survivorship  
(as tenants in common)

☐ BANK JOINT ACCOUNT WITH RIGHT OF SURVIVORSHIP G.S. § 53C-6-6

We understand that by establishing a joint account under the provisions of North Carolina General Statute § 53C-6-6 that:

1. The bank may pay the money in the account to, or on the order of, any person named as a joint holder of the account unless we have agreed with the bank that withdrawals require more than one signature; and
2. Upon the death of one joint owner, the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

- ☐ Sole Proprietorship or Single Member LLC ☐ Partnership  
☐ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)  
☐ C Corporation ☒ S Corporation ☐ \_\_\_\_\_  
☐ Trust-Separate Agreement Dated: \_\_\_\_\_  
☐ \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

☐ BANK PAYABLE ON DEATH ACCOUNT G.S. § 53C-6-7

See beneficiary information.

I/we understand that by establishing a Payable on Death account under the provisions of North Carolina General Statute § 53C-6-7 that:

1. During my/our lifetime I/we, individually or jointly, may withdraw the money in the account.
2. By written direction to the bank I/we, individually or jointly, may change the beneficiary or beneficiaries.
3. Upon my/our death, the money remaining in the account will belong to the beneficiary or beneficiaries, and the money will not be inherited by my/our heirs or be controlled by will.

X \_\_\_\_\_ X \_\_\_\_\_

## Personal Agency Account Designation

☐ BANK PERSONAL AGENCY ACCOUNT G.S. § 53C-6-8

The undersigned understands that by establishing a personal agency account under the provisions of North Carolina General Statute § 53C-6-8, that the agent named in the account may:

1. Sign checks drawn on the account.
  2. Make deposits into the account.
- The undersigned also understands that upon his or her death, the money remaining in the account will be controlled by his or her will or inherited by his or her heirs.

☐ The undersigned agrees this personal agency will continue if the undersigned subsequently becomes incapacitated or mentally incompetent, in accordance with North Carolina General Statute § 53C-6-8(d).

X \_\_\_\_\_

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

☐ If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_

## Internal Use

### Account Title & Address

Town Of Montreat  
Central Depository Account  
PO Box 423  
Montreat NC 28757-0423

**Important Account Opening Information.** Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

## Other Terms/Information

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- ☐ Terms & Conditions ☐ Truth in Savings ☐ Funds Availability  
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitute Checks  
☐ Common Features ☐ \_\_\_\_\_  
☐ Personal Agent (See Owner/Signer Information for designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1):

☒ 

Ronald W Nalley Authorized Signer

I.D. # NCDL 2743224 D.O.B. 01/08/1969

(2):

☒ 

Timothy R Helms Authorized Signer

I.D. # NCDL 622261 D.O.B. 11/12/1942

(3):

☒ 

Angela M Murphy Authorized Signer

I.D. # NCDL 8814180 D.O.B. 05/21/1976

(4):

☒ 

Marshall Kent Otto Authorized Signer

I.D. # NCDL 3381156 D.O.B. 12/18/1963

Owner/Signer Information 1	
Name	Ronald W Nalley
Relationship	Auth Signer
Address	111 Briar Brook Rd Black Mountain, NC 28711-3703
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 2743224 01/05/2009 111 BRIERBROOK RD BLACK MOUNTAIN, NC 28711 01/08/2017
Other ID (description, details)	Insurance Card 284346 07/01/2010 BCBS INSURANCE
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	
Work Phone	828-669-8002
Home Phone: 828-664-1799	Mobile Phone:
Birth Date: 01/08/1969	SSN/TIN: 246-43-7561

Owner/Signer Information 2	
Name	Timothy R Helms
Relationship	Auth Signer
Address	507 South Carolina Ter Montreat, NC 28757
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 622261 09/24/2014 508 SOUTH CAROLINA TER MONTREAT NC 28757 11/12/2017
Other ID (description, details)	Credit Card 128036 CITI MASTER CARD 11/30/2017
Employer	RETIRED
Previous Financial Inst.	Not Applicable /
E-Mail	Thelms@townofmontreat.org
Work Phone	
Home Phone: 828-669-3852	Mobile Phone:
Birth Date: 11/12/1942	SSN/TIN: 250-68-8016

Owner/Signer Information 3	
Name	Angela M Murphy
Relationship	Auth Signer
Address	216 Charleen Dr Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 8814180 04/28/2011 216 CHARLEEN DR BLACK MOUNTAIN, NC 28711 05/21/2018
Other ID (description, details)	Credit Card 587553 WELLS FARGO 04/30/2017
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	Amurphy@townofmontreat.org
Work Phone	
Home Phone: 828-277-5877	Mobile Phone:
Birth Date: 05/21/1976	SSN/TIN: 237-23-4975

Services Requested	
<input type="checkbox"/> ATM	<input type="checkbox"/> Debit/Check Cards (No. Requested: _____)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Owner/Signer Information 4	
Name	Marshall Kent Otto
Relationship	Auth Signer
Address	209 Tennessee Rd Montreat, NC 28757 No Discrepancy
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 3381156 10/03/2008 209 Tennessee Rd Montreat NC 28757 12/18/2016
Other ID (description, details)	Credit Card 631415 Boa Mastercard 04/30/2017
Employer	L & M Companies
Previous Financial Inst.	Idv / Ofac Only /
E-Mail	
Work Phone	
Home Phone: 828-669-8025	Mobile Phone: (919) 801-8618
Birth Date: 12/18/1983	SSN/TIN: 237-86-9922

Non-Individual Owner Information	
Name	Town Of Montreat
State/Country & Date of Organization	
Nature of Business	Govt Entities 1
Address	96 Rainbow Ter Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Authorization/Resolution Date	03/01/2016
Previous Financial Inst.	Not Applicable/
E-Mail	Financeofficer@townofmontreat.org
Phone	828-669-8002
EIN: 56-0949173	Mobile Phone:

Account Description	Account #	Initial Deposit/Source
Public Funds Checking	00070302519	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____

Backup Withholding Certifications	
(If not a "U.S. Person", certify foreign status separately)	
<input checked="" type="checkbox"/> By signing signature field (1) on this document, I certify under penalties of perjury that the statements made in this section are true and that I am a U.S. citizen or other U.S. person (as defined in the instructions).	
<input checked="" type="checkbox"/> Taxpayer I.D. Number - TIN: 56-0949173 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.	
<input checked="" type="checkbox"/> Backup Withholding. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.	
<input checked="" type="checkbox"/> Exempt Recipients. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____	
<b>FATCA Code.</b> The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	



# Account Agreement

Date: 08/15/2011

## Institution Name & Address

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00070302519

## Ownership of Account

The specified ownership will remain the same for all accounts.

☐ Individual ☐ Joint with No Survivorship  
(as tenants in common)

☐ BANK JOINT ACCOUNT WITH RIGHT OF SURVIVORSHIP G.S. § 53C-6-6

We understand that by establishing a joint account under the provisions of North Carolina General Statute § 53C-6-6 that:

1. The bank may pay the money in the account to, or on the order of, any person named as a joint holder of the account unless we have agreed with the bank that withdrawals require more than one signature; and
2. Upon the death of one joint owner, the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.

X \_\_\_\_\_ X \_\_\_\_\_  
X \_\_\_\_\_ X \_\_\_\_\_

☐ Sole Proprietorship or Single Member LLC ☐ Partnership  
☐ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)  
☐ C Corporation ☒ S Corporation ☐ \_\_\_\_\_  
☐ Trust-Separate Agreement Dated: \_\_\_\_\_  
☐ \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

☐ BANK PAYABLE ON DEATH ACCOUNT G.S. § 53C-6-7

See beneficiary information.

I/we understand that by establishing a Payable on Death account under the provisions of North Carolina General Statute § 53C-6-7 that:

1. During my/our lifetime I/we, individually or jointly, may withdraw the money in the account.
2. By written direction to the bank I/we, individually or jointly, may change the beneficiary or beneficiaries.
3. Upon my/our death, the money remaining in the account will belong to the beneficiary or beneficiaries, and the money will not be inherited by my/our heirs or be controlled by will.

X \_\_\_\_\_ X \_\_\_\_\_

## Personal Agency Account Designation

☐ BANK PERSONAL AGENCY ACCOUNT G.S. § 53C-6-8

The undersigned understands that by establishing a personal agency account under the provisions of North Carolina General Statute § 53C-6-8, that the agent named in the account may:

1. Sign checks drawn on the account.

2. Make deposits into the account.

The undersigned also understands that upon his or her death, the money remaining in the account will be controlled by his or her will or inherited by his or her heirs.

☐ The undersigned agrees this personal agency will continue if the undersigned subsequently becomes incapacitated or mentally incompetent, in accordance with North Carolina General Statute § 53C-6-8(d).

X \_\_\_\_\_

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

☐ If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_.

## Internal Use

### Account Title & Address

Town Of Montreat  
Central Checking Account  
PO Box 423  
Montreat NC 28757-0423

**Important Account Opening Information.** Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

## Other Terms/Information

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- ☐ Terms & Conditions ☐ Truth in Savings ☐ Funds Availability  
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitute Checks  
☐ Common Features ☐ \_\_\_\_\_  
☐ Personal Agent (See Owner/Signer Information for designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1):

[X]   
Ronald W Nalley Authorized Signer

I.D. # NCDL 2743224 D.O.B. 01/08/1969

(2):

[X]   
Timothy R Helms Authorized Signer

I.D. # NCDL 622261 D.O.B. 11/12/1942

(3):

[X]   
Angela M Murphy Authorized Signer

I.D. # NCDL 8814180 D.O.B. 05/21/1976

(4):

[X]   
Marshall Kent Otto Authorized Signer

I.D. # NCDL 3381156 D.O.B. 12/18/1963

Owner/Signer Information 1	
Name	Ronald W Nalley
Relationship	Auth Signer
Address	111 Briar Brook Rd Black Mountain, NC 28711-3703
Mailing Address (if different)	PO Box 423 Montreat NC 28757
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 2743224 01/05/2009 111 BRIERBROOK RD BLACK MOUNTAIN, NC 28711 01/08/2017
Other ID (description, details)	Insurance Card 284346 07/01/2010 BCBS INSURANCE
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	
Work Phone	828-669-8002
Home Phone: 828-664-1799	Mobile Phone:
Birth Date: 01/08/1969	SSN/TIN: 246-43-7561

Owner/Signer Information 2	
Name	Timothy R Helms
Relationship	Auth Signer
Address	507 South Carolina Ter Montreat, NC 28757
Mailing Address (if different)	PO Box 423 Montreat NC 28757
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 622261 09/24/2014 508 SOUTH CAROLINA TER MONTREAT NC 28757 11/12/2017
Other ID (description, details)	Credit Card 128036 CITI MASTER CARD 11/30/2017
Employer	RETIRED
Previous Financial Inst.	Not Applicable /
E-Mail	Thelms@townofmontreat.org
Work Phone	
Home Phone: 828-669-3852	Mobile Phone:
Birth Date: 11/12/1942	SSN/TIN: 250-68-8016

Owner/Signer Information 3	
Name	Angela M Murphy
Relationship	Auth Signer
Address	216 Charleen Dr Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 8814180 04/28/2011 216 CHARLEEN DR BLACK MOUNTAIN, NC 28711 05/21/2019
Other ID (description, details)	Credit Card 587553 WELLS FARGO 04/30/2017
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	Amurphy@townofmontreat.org
Work Phone	
Home Phone: 828-277-5877	Mobile Phone:
Birth Date: 05/21/1976	SSN/TIN: 237-23-4975

Services Requested	
<input type="checkbox"/> ATM	<input type="checkbox"/> Debit/Check Cards (No. Requested: _____)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Owner/Signer Information 4	
Name	Marshall Kent Otto
Relationship	Auth Signer
Address	209 Tennessee Rd Montreat, NC 28757 No Discrepancy
Mailing Address (if different)	PO Box 423 Montreat NC 28757
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 3381156 10/03/2008 209 Tennessee Rd Montreat NC 28757 12/18/2016
Other ID (description, details)	Credit Card 631415 Boa Mastercard 04/30/2017
Employer	L & M Companies
Previous Financial Inst.	Idv / Ofac Only /
E-Mail	
Work Phone	
Home Phone: 828-669-8025	Mobile Phone: (919) 801-8618
Birth Date: 12/18/1963	SSN/TIN: 237-86-9922

Non-Individual Owner Information	
Name	Town Of Montreat
State/Country & Date of Organization	
Nature of Business	Govt Entities 1
Address	96 Rainbow Ter Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757
Authorization/Resolution Date	03/01/2016
Previous Financial Inst.	Not Applicable/
E-Mail	Financeofficer@townofmontreat.org
Phone	828-669-8002
EIN: 56-0949173	Mobile Phone:

Account Description	Account #	Initial Deposit/Source
Public Funds Prem MM	00034021204	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> _____
		\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____
		\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____

Backup Withholding Certifications	
(If not a "U.S. Person", certify foreign status separately)	
<input checked="" type="checkbox"/> By signing signature field (1) on this document, I certify under penalties of perjury that the statements made in this section are true and that I am a U.S. citizen or other U.S. person (as defined in the instructions).	
<input checked="" type="checkbox"/> Taxpayer I.D. Number - TIN: 56-0949173 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.	
<input checked="" type="checkbox"/> Backup Withholding. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.	
<input checked="" type="checkbox"/> Exempt Recipients. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____	
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	

# Account Agreement

Date: 11/12/2009

## Institution Name & Address

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034021204

## Ownership of Account

The specified ownership will remain the same for all accounts.

- ☐ Individual ☐ Joint with No Survivorship  
(as tenants in common)

☐ **BANK JOINT ACCOUNT WITH RIGHT OF SURVIVORSHIP G.S. § 53C-6-6**

We understand that by establishing a joint account under the provisions of North Carolina General Statute § 53C-6-6 that:

1. The bank may pay the money in the account to, or on the order of, any person named as a joint holder of the account unless we have agreed with the bank that withdrawals require more than one signature; and
2. Upon the death of one joint owner, the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.

X \_\_\_\_\_ X \_\_\_\_\_  
X \_\_\_\_\_ X \_\_\_\_\_

- ☐ Sole Proprietorship or Single Member LLC ☐ Partnership  
☐ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)  
☐ C Corporation ☒ S Corporation ☐ \_\_\_\_\_  
☐ Trust-Separate Agreement Dated: \_\_\_\_\_  
☐ \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

☐ **BANK PAYABLE ON DEATH ACCOUNT G.S. § 53C-6-7**

- See beneficiary information.  
I/we understand that by establishing a Payable on Death account under the provisions of North Carolina General Statute § 53C-6-7 that:
1. During my/our lifetime I/we, individually or jointly, may withdraw the money in the account.
  2. By written direction to the bank I/we, individually or jointly, may change the beneficiary or beneficiaries.
  3. Upon my/our death, the money remaining in the account will belong to the beneficiary or beneficiaries, and the money will not be inherited by my/our heirs or be controlled by will.

X \_\_\_\_\_ X \_\_\_\_\_

## Personal Agency Account Designation

☐ **BANK PERSONAL AGENCY ACCOUNT G.S. § 53C-6-8**

The undersigned understands that by establishing a personal agency account under the provisions of North Carolina General Statute § 53C-6-8, that the agent named in the account may:

1. Sign checks drawn on the account.
  2. Make deposits into the account.
- The undersigned also understands that upon his or her death, the money remaining in the account will be controlled by his or her will or inherited by his or her heirs.
- ☐ The undersigned agrees this personal agency will continue if the undersigned subsequently becomes incapacitated or mentally incompetent, in accordance with North Carolina General Statute § 53C-6-8(d).

X \_\_\_\_\_

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

☐ If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_

## Internal Use

### Account Title & Address

Town Of Montreat  
PO Box 423  
Montreat NC 28757

**Important Account Opening Information.** Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

## Other Terms/Information

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- ☐ Terms & Conditions ☐ Truth in Savings ☐ Funds Availability  
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitute Checks  
☐ Common Features ☐ \_\_\_\_\_  
☐ Personal Agent (See Owner/Signer Information for designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): [X]  ]

Ronald W Nalley Authorized Signer

I.D. # NCDL 2743224 D.O.B. 01/08/1969

(2): [X] ]

Timothy R Helms Authorized Signer

I.D. # NCDL 622261 D.O.B. 11/12/1942

(3): [X]  ]

Angela M Murphy Authorized signer

I.D. # NCDL 8814180 D.O.B. 05/21/1976

(4): [X] ]

Marshall Kent Otto Authorized Signer

I.D. # NCDL 3381156 D.O.B. 12/18/1963



Owner/Signer Information 1	
Name	Ronald W Nalley
Relationship	Auth Signer
Address	111 Briar Brook Rd Black Mountain, NC 28711-3703
Mailing Address (if different)	PO Box 423 Black Mountain NC 28711
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 2743224 01/05/2009 111 BRIARBROOK RD BLACK MOUNTAIN, NC 28711 01/08/2017
Other ID (description, details)	Insurance Card 284346 07/01/2010 BCBS INSURANCE
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	
Work Phone	828-669-8002
Home Phone: 828-664-1799	Mobile Phone:
Birth Date: 01/08/1969	SSN/TIN: 246-43-7561

Owner/Signer Information 2	
Name	Timothy R Helms
Relationship	Auth Signer
Address	507 South Carolina Ter Montreat, NC 28757
Mailing Address (if different)	PO Box 423 Black Mountain NC 28711
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 622261 09/24/2014 508 SOUTH CAROLINA TER MONTREAT NC 28757 11/12/2017
Other ID (description, details)	Credit Card 128036 CITI MASTER CARD 11/30/2017
Employer	RETIRED
Previous Financial Inst.	Not Applicable /
E-Mail	Thelms@townofmontreat.org
Work Phone	
Home Phone: 828-669-3852	Mobile Phone:
Birth Date: 11/12/1942	SSN/TIN: 250-68-8016

Owner/Signer Information 3	
Name	Angela M Murphy
Relationship	Auth Signer
Address	216 Charleen Dr Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Black Mountain NC 28711
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 8814180 04/28/2011 216 CHARLEEN DR BLACK MOUNTAIN, NC 28711 05/21/2019
Other ID (description, details)	Credit Card 587553 WELLS FARGO 04/30/2017
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	Amurphy@townofmontreat.org
Work Phone	
Home Phone: 828-277-5877	Mobile Phone:
Birth Date: 05/21/1976	SSN/TIN: 237-23-4975

Services Requested	
<input type="checkbox"/> ATM	<input type="checkbox"/> Debit/Check Cards (No. Requested: _____)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Owner/Signer Information 4	
Name	Marshall Kent Otto
Relationship	Auth Signer
Address	209 Tennessee Rd Montreat, NC 28757 No Discrepancy
Mailing Address (if different)	PO Box 423 Black Mountain NC 28711
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 3381156 10/03/2008 209 Tennessee Rd Montreat NC 28757 12/18/2016
Other ID (description, details)	Credit Card 631415 Boa Mastercard 04/30/2017
Employer	L & M Companies
Previous Financial Inst.	Idv / Ofac Only /
E-Mail	
Work Phone	
Home Phone: 828-669-8025	Mobile Phone: (919) 801-8618
Birth Date: 12/18/1983	SSN/TIN: 237-86-9922

Non-Individual Owner Information	
Name	Town Of Montreat
State/Country & Date of Organization	
Nature of Business	Govt Entities 1
Address	96 Rainbow Ter Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Black Mountain NC 28711
Authorization/Resolution Date	03/01/2016
Previous Financial Inst.	Not Applicable/
E-Mail	Financeofficer@townofmontreat.org
Phone	828-669-8002
EIN: 56-0949173	Mobile Phone:

Account Description	Account #	Initial Deposit/Source
Public Funds Prem MM	00034497727	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____

Backup Withholding Certifications	
(If not a "U.S. Person", certify foreign status separately)	
<input checked="" type="checkbox"/> By signing signature field (1) on this document, I certify under penalties of perjury that the statements made in this section are true and that I am a U.S. citizen or other U.S. person (as defined in the instructions).	
<input checked="" type="checkbox"/> Taxpayer I.D. Number - TIN: 56-0949173 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.	
<input checked="" type="checkbox"/> Backup Withholding. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.	
<input checked="" type="checkbox"/> Exempt Recipients. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____	
<b>FATCA Code.</b> The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	

# Account Agreement

Date: 05/18/2011

## Institution Name & Address

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034497727

## Ownership of Account

The specified ownership will remain the same for all accounts.

- ☐ Individual ☐ Joint with No Survivorship  
(as tenants in common)

☐ **BANK JOINT ACCOUNT WITH RIGHT OF SURVIVORSHIP G.S. § 53C-6-6**

We understand that by establishing a joint account under the provisions of North Carolina General Statute § 53C-6-6 that:

1. The bank may pay the money in the account to, or on the order of, any person named as a joint holder of the account unless we have agreed with the bank that withdrawals require more than one signature; and
2. Upon the death of one joint owner, the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.

X \_\_\_\_\_ X \_\_\_\_\_  
X \_\_\_\_\_ X \_\_\_\_\_

- ☐ Sole Proprietorship or Single Member LLC ☐ Partnership  
☐ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)  
☐ C Corporation ☒ S Corporation ☐ \_\_\_\_\_  
☐ Trust-Separate Agreement Dated: \_\_\_\_\_  
☐ \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

☐ **BANK PAYABLE ON DEATH ACCOUNT G.S. § 53C-6-7**

See beneficiary information.

I/we understand that by establishing a Payable on Death account under the provisions of North Carolina General Statute § 53C-6-7 that:

1. During my/our lifetime I/we, individually or jointly, may withdraw the money in the account.
2. By written direction to the bank I/we, individually or jointly, may change the beneficiary or beneficiaries.
3. Upon my/our death, the money remaining in the account will belong to the beneficiary or beneficiaries, and the money will not be inherited by my/our heirs or be controlled by will.

X \_\_\_\_\_ X \_\_\_\_\_

## Personal Agency Account Designation

☐ **BANK PERSONAL AGENCY ACCOUNT G.S. § 53C-6-8**

The undersigned understands that by establishing a personal agency account under the provisions of North Carolina General Statute § 53C-6-8, that the agent named in the account may:

1. Sign checks drawn on the account.
2. Make deposits into the account.

The undersigned also understands that upon his or her death, the money remaining in the account will be controlled by his or her will or inherited by his or her heirs.

☐ The undersigned agrees this personal agency will continue if the undersigned subsequently becomes incapacitated or mentally incompetent, in accordance with North Carolina General Statute § 53C-6-8(d).

X \_\_\_\_\_

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

## Internal Use

### Account Title & Address

Town Of Montreat  
Water Capital Reserve Account  
PO Box 423  
Black Mountain NC 28711

**Important Account Opening Information.** Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

## Other Terms/Information

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- ☐ Terms & Conditions ☐ Truth in Savings ☐ Funds Availability  
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitute Checks  
☐ Common Features ☐ \_\_\_\_\_  
☐ Personal Agent (See Owner/Signer Information for designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): [X] 

Ronald W Nalley Authorized Signer

I.D. # NCDL 2743224 D.O.B. 01/08/1969

(2): [X] 

Timothy R Helms Authorized Signer

I.D. # NCDL 622261 D.O.B. 11/12/1942

(3): [X] 

Angela M Murphy Authorized Signer

I.D. # NCDL 8814180 D.O.B. 05/21/1976

(4): [X] 

Marshall Kent Otto Authorized Signer

I.D. # NCDL 3381156 D.O.B. 12/18/1963

Owner/Signer Information 1	
Name	Ronald W Nalley
Relationship	Auth Signer
Address	111 Briar Brook Rd Black Mountain, NC 28711-3703
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 2743224 01/05/2009 111 BRIERBROOK RD BLACK MOUNTAIN, NC 28711 01/08/2017
Other ID (description, details)	Insurance Card 284346 07/01/2010 BCBS INSURANCE
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	
Work Phone	828-669-8002
Home Phone: 828-664-1799	Mobile Phone:
Birth Date: 01/08/1969	SSN/TIN: 246-43-7561

Owner/Signer Information 2	
Name	Timothy R Helms
Relationship	Auth Signer
Address	507 South Carolina Ter Montreat, NC 28757
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 622261 09/24/2014 508 SOUTH CAROLINA TER MONTREAT NC 28757 11/12/2017
Other ID (description, details)	Credit Card 128036 CITI MASTER CARD 11/30/2017
Employer	RETIRED
Previous Financial Inst.	Not Applicable /
E-Mail	Thelms@townofmontreat.org
Work Phone	
Home Phone: 828-669-3852	Mobile Phone:
Birth Date: 11/12/1942	SSN/TIN: 250-68-8016

Owner/Signer Information 3	
Name	Angela M Murphy
Relationship	Auth Signer
Address	216 Charleen Dr Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 8814180 04/28/2011 216 CHARLEEN DR BLACK MOUNTAIN, NC 28711 05/21/2010
Other ID (description, details)	Credit Card 587553 WELLS FARGO 04/30/2017
Employer	TOWN OF MONTREAT
Previous Financial Inst.	Not Applicable /
E-Mail	Amurphy@townofmontreat.org
Work Phone	
Home Phone: 828-277-5877	Mobile Phone:
Birth Date: 05/21/1976	SSN/TIN: 237-23-4975

Services Requested	
<input type="checkbox"/> ATM	<input type="checkbox"/> Debit/Check Cards (No. Requested: _____)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Owner/Signer Information 4	
Name	Marshall Kent Otto
Relationship	Auth Signer
Address	209 Tennessee Rd Montreat, NC 28757 No Discrepancy
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	Driver's License NCDL 3381156 10/03/2008 209 Tennessee Rd Montreat NC 28757 12/18/2016
Other ID (description, details)	Credit Card 631415 Boa Mastercard 04/30/2017
Employer	L & M Companies
Previous Financial Inst.	Idv / Ofac Only /
E-Mail	
Work Phone	
Home Phone: 828-669-8025	Mobile Phone: (919) 801-8618
Birth Date: 12/18/1963	SSN/TIN: 237-86-9922

Non-Individual Owner Information	
Name	Town Of Montreat
State/Country & Date of Organization	
Nature of Business	Govt Entities 1
Address	96 Rainbow Ter Black Mountain, NC 28711
Mailing Address (if different)	PO Box 423 Montreat NC 28757-0423
Authorization/Resolution Date	03/01/2016
Previous Financial Inst.	Not Applicable/
E-Mail	Financeofficer@townofmontreat.org
Phone	828-669-8002
EIN: 56-0949173	Mobile Phone:

Account Description	Account #	Initial Deposit/Source
Public Funds Prem MM	00034513572	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> _____
		\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____
		\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> _____

Backup Withholding Certifications	
(If not a "U.S. Person", certify foreign status separately)	
<input checked="" type="checkbox"/> By signing signature field (1) on this document, I certify under penalties of perjury that the statements made in this section are true and that I am a U.S. citizen or other U.S. person (as defined in the instructions).	
<input checked="" type="checkbox"/> Taxpayer I.D. Number - TIN: 56-0949173 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.	
<input checked="" type="checkbox"/> Backup Withholding. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.	
<input checked="" type="checkbox"/> Exempt Recipients. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____	
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	

# Account Agreement

Date: 05/18/2011

## Institution Name & Address

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802  
00034513572

## Ownership of Account

The specified ownership will remain the same for all accounts.

- ☐ Individual ☐ Joint with No Survivorship  
(as tenants in common)
- ☐ **BANK JOINT ACCOUNT WITH RIGHT OF SURVIVORSHIP G.S. § 53C-6-6**  
We understand that by establishing a joint account under the provisions of North Carolina General Statute § 53C-6-6 that:
1. The bank may pay the money in the account to, or on the order of, any person named as a joint holder of the account unless we have agreed with the bank that withdrawals require more than one signature; and
  2. Upon the death of one joint owner, the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.
- X \_\_\_\_\_ X \_\_\_\_\_  
X \_\_\_\_\_ X \_\_\_\_\_

- ☐ Sole Proprietorship or Single Member LLC ☐ Partnership
- ☐ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)
- ☐ C Corporation ☒ S Corporation ☐ \_\_\_\_\_
- ☐ Trust-Separate Agreement Dated: \_\_\_\_\_
- ☐ \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

- ☐ **BANK PAYABLE ON DEATH ACCOUNT G.S. § 53C-6-7**  
See beneficiary information.  
I/we understand that by establishing a Payable on Death account under the provisions of North Carolina General Statute § 53C-6-7 that:
1. During my/our lifetime I/we, individually or jointly, may withdraw the money in the account.
  2. By written direction to the bank I/we, individually or jointly, may change the beneficiary or beneficiaries.
  3. Upon my/our death, the money remaining in the account will belong to the beneficiary or beneficiaries, and the money will not be inherited by my/our heirs or be controlled by will.
- X \_\_\_\_\_ X \_\_\_\_\_

## Personal Agency Account Designation

- ☐ **BANK PERSONAL AGENCY ACCOUNT G.S. § 53C-6-8**  
The undersigned understands that by establishing a personal agency account under the provisions of North Carolina General Statute § 53C-6-8, that the agent named in the account may:
1. Sign checks drawn on the account.
  2. Make deposits into the account.
- The undersigned also understands that upon his or her death, the money remaining in the account will be controlled by his or her will or inherited by his or her heirs.
- ☐ The undersigned agrees this personal agency will continue if the undersigned subsequently becomes incapacitated or mentally incompetent, in accordance with North Carolina General Statute § 53C-6-8(d).
- X \_\_\_\_\_

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

- ☐ If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_

## Internal Use

### Account Title & Address

Town Of Montreat  
Powell Account  
PO Box 423  
Montreat NC 28757-0423

**Important Account Opening Information.** Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.


## Other Terms/Information


## Signature(s)


The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:


- ☐ Terms & Conditions ☐ Truth in Savings ☐ Funds Availability  
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitute Checks  
☐ Common Features ☐ \_\_\_\_\_
- ☐ Personal Agent (See Owner/Signer Information for designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): [X]   
Ronald W Nalley Authorized Signer  
I.D. # NCDL 2743224 D.O.B. 01/08/1969

(2): [X]   
Timothy R Helms Authorized Signer  
I.D. # NCDL 622261 D.O.B. 11/12/1942

(3): [X]   
Angela M Murphy Authorized Signer  
I.D. # NCDL 8814180 D.O.B. 05/21/1976

(4): [X]   
Marshall Kent Otto Authorized Signer  
I.D. # NCDL 3381156 D.O.B. 12/18/1963



December 22, 2015

Mr. Ron Nalley, Town Administrator  
Town of Montreat  
96 Rainbow Terrace  
Montreat, NC 28757

Re: Montreat Town Hall  
*Agreement Between Montreat, NC and Architectural Design Studio*

Dear Mr. Nalley:

It was with great disappointment that I learned last week that plans for a New Town Hall have been suspended and that our contract with Montreat is being terminated. We came to know the leadership and administration of Montreat as one of our most forward thinking clients and that is a plus for any project. We came to that conclusion despite the fact that we were participating in the most difficult planning effort that we had ever undertaken. It was sometimes suggested by irate citizens that our service to Montreat was driven by the profitability of our work with the town. My unwavering response continues to be that our prime motivation was the development of a successful project for the Town of Montreat. My disappointment derives from the confirmation last week that, not only will this be an unprofitable endeavour, but that there will be no Town Hall for Montreat and that the citizen's and staff of Montreat will be denied the benefit of that facility.

Our anticipated, but unrealized, profit to date is \$24,000. During the past 18 months we were not compensated for researching and addressing direct inquiries from the public. We were not compensated for the redesign of the Town Hall to meet specific public requests. We were not compensated for the additional presentations and the preparation of exhibits that were requested by the Commissioners to engage a non-responsive public. We were not compensated for the extended conversations that followed us to our cars at the end of those meetings. We frequently found ourselves addressing a public whose agenda was insult and disruption, not participation. We hoped then that our compensation would be the production of a facility that we would all be proud of.

As we look to terminate our contract, I have three specific costs for which I am requesting compensation:

1. By our count we attended 5 public meetings that served no real purpose in the design of the Town Hall. They were intended to be public planning meetings, but were hijacked to protest the location of the Town Hall inside the town limits. Each of those meetings cost our company a minimum of 3.5 hours of my time and 3.5 hours

of staff time from when we left our office until we returned in the evening. Per contract, my time is billed at \$165/hour and staff time is billed at \$85/hr. A reasonable number of public meetings are included in our contract, but these specific meetings fall within the additional services summarized in paragraph 4.3.1.7 of our contract.  $(\$165 + \$85) \times 17.5 \text{ hours} = \$4,375$

2. Per contract, we commissioned the professional cost estimate as we were wrapping up construction documents. As you know, the Town of Montreat was prevented by court order from receiving our analysis of the cost estimate, the value engineering recommendations related to the cost estimate and our work related to construction documents. We held off the final billing for construction documents in the amount of \$6,720. Our cost for the cost estimate as prepared by our outside consultant was \$2,600, a cost for which we are entitled to compensation as noted in paragraph 11.8.1 in the amount of \$2,600 without further markup. Our analysis and value engineering recommendations are mute under the current circumstances.
3. Termination of our contract denies Architectural Design Studio the profit on work that would have been performed during the completion of the project (Bidding, Negotiations and Construction Administration). Per the terms of our contract, paragraph 11.8.1, we are entitled to our anticipated profit on that work, which amounts to \$9,500.

It is our position that compensation is due ADS in the amount of  $(\$4,375 + \$2,600 + \$9,500)$  for a total of Sixteen Thousand, Four Hundred and Seventy-Five Dollars (\$16,475) related to the termination of our agreement with the Town of Montreat. I should further note that the plans for this project are available for the Town of Montreat's use for an additional fee of \$23,000, per paragraph 11.9 of our agreement.

It has been a pleasure meeting and working with the people of Montreat and I will miss the police report at town meetings. It is my sincere hope for the people of Montreat that our removal from this project contributes to a resolution of differences and that the town's staff and police can find some relief from their work place challenges. Please do not hesitate to contact me or Amy if we can ever be of service to you in the future or if you renew your efforts to design and build a Town Hall for Montreat.

Sincerely,



Mike Cox, FAIA  
Architectural Design Studio, PA

cc. Amy Dowty, LEED AP BD+C

## NEWS Alert

**Please help us alert the public to the phone drill that** Buncombe Emergency Management will conduct on **March 9** as a test of their emergency notification system. The call will be placed at **1 p.m. to residential and business landlines** with a recorded message requesting everyone sign up for emergency messages by texting “BCAlert” to 888777 on their cell phones. In the case of a true emergency, this is one of the ways that County Emergency Management could notify residents and provide instructions and other crucial information. *(Residents can go to [www.nixle.com](http://www.nixle.com) to sign up with landlines or for email contacts)*

This is part of a larger event scheduled for March 9. Buncombe County Emergency Management will be joined by the Federal Emergency Management Agency (FEMA) and area partners including Asheville City and Buncombe County Schools, A-B Tech, Ingles Markets, Biltmore Estate, City of Asheville, UNC Asheville, National Weather Service and Mission Hospital in an emergency preparedness event. This local effort is a part of FEMA’s PrepareAthon initiative to increase emergency preparedness and resilience. Area schools and some businesses will hold tornado drills that morning as well.



## MONTHLY POLICE STATISTICS REPORT

<b>February</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Mileage	3094	2580	2206	2889	2893
Dispatched Calls	110	58	119	90	74
Officer-Initiated Calls	184	182	211	136	243
Fire/EMS Assistance Calls	12F/3E	4F/2E	14F/1E	12	8
Motorist/Other Assistance Calls	59	60	83	29	21
Traffic Stops	25	33	37	31	30
Parking Issues	3	2	5	9	21
Burglar/Fire Alarm Responses	4B/5F	2B	4B/2F	1B,2F	4
Residential/Building Checks	261	232	101	83	499
Ordinance violations	7	10	10	20	13
LE Agency Assistance Calls	14	7	30	17	54
Animal Calls	1	1	4	4	2
Larcenies	0	0	0	0	1
B&E Calls	1	0	0	0	1
Suspicious Person/Vehicle Investigations	19P/8V	8P/7V	5P/23V	3P,3V	21
Disturbance Calls	2	4	1	1	7
Accident Responses	6	3	1	3	0
Auxiliary Hours Worked	32R	32R/16T	32R/24T	32R,54T	128
Truck turns at gate	1	2	2	3	5

- Town service: 380
- MRA service: 122
- College service: 11
- On 02/02/2016, MPD received a call reference a suspicious person, the subject was located and escorted to the Homeless Shelter
- On 02/11/2016, a big thank you to the Montreat residents for providing a Valentine luncheon to the Staff, everyone really enjoyed
- On 02/13/2016, MPD located trees down on Virginia Road and Greybeard Road (thanks to the Street Department for getting roadways back open)
- On 02/15/2016, MPD worked three wrecks on Assembly Drive reference to extremely icy conditions. MPD also had two rescues (motor vehicles stuck) on this date.
- On 02/16/2016, two MPD Officers started their mandatory in-service training, which included Juvenile Sensitivity, Use of Force, and NC Laws Reference Firearms. Also on this date, MPD assisted BMFD with access to Appalachian Trail for a safety sweep.
- On 02/19/2016, MPD responded to a call on Mississippi reference a basement door that had been pushed or kicked open, nothing was disturbed or taken from the residence, a report was declined. We did a canvas of 6 other residences in the area and found all to be secure. On this same date, MPD responded to a disturbance call on Virginia Road, the situation was resolved.
- On 02/22/2016, MPD responded to a box truck that had struck the gate. A report was taken, MRA was called, a structural engineer deemed the gate to be closed until further notice. At the time of this incident, another wreck occurred at the scene, a report was taken.

- On 02/24/2016, MPD day and night shift assisted the Street Department with removal of downed limbs due to high wind throughout the Town.
- On 02/26/2016, MPD assisted the BMFD on staging their gear at Anderson Auditorium parking lot and escorted them to Appalachian Gate reference spending the night to assist runners in the morning. We also taped off the upper section of Appalachian Trail to provide ambulance turn around and the incident commander, Charlie Russell, to stage.
- On 02/27/2016, MPD worked the Mount Mitchell Marathon, following an Incident Action Plan, escorting from the Gate to Rainbow Trail 471 runners with only one incident, a runner had to be transported off the mountain. (Thanks to BMFD and all volunteers!)

Note: On April 16, 2016 a Montreat College Event Health Fair and Fun Run will take place from 8a-12p. Most of the activities for this event will be held on the college campus around Gaither Fellowship Hall. At 8:30a. there is Fun Run from McGregor Dorm to the Montreat Gate and back. No fixed road closures are planned at this time, as the majority of the Fun Run is going to be on Texas Road to the Riverwalk trail and back up the bike lane. We will be working with Montreat College Campus Police and Cassidy O'Brien the student organizing this event, for the safety of both the students and the Town of Montreat.

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

4	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	1/31/15
								<b>7</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 952,500.00	\$ 612,033.61	\$ -	\$ 612,033.61	\$ 678,105.27	\$ 340,466.39				
Other taxes and licenses	\$ 357,400.00	\$ 137,344.76	\$ 32,295.12	\$ 169,639.88	\$ 154,702.04	\$ 187,760.12				
Unrestricted intergovernmental	\$ 60,500.00	\$ 28,551.63	\$ -	\$ 28,551.63	\$ 23,981.09	\$ 31,948.37				
Permits and Fees	\$ 46,000.00	\$ 20,982.74	\$ 5,690.27	\$ 26,673.01	\$ 15,172.11	\$ 19,326.99				
Community Service Fee	\$ 50,000.00	\$ 40,762.80	\$ -	\$ 40,762.80	\$ 41,075.00	\$ 9,237.20				
Sales and Services	\$ 13,000.00	\$ 5,966.67	\$ 382.00	\$ 6,348.67	\$ 5,156.51	\$ 6,651.33				
Investment earnings	\$ 2,200.00	\$ 481.10	\$ 161.33	\$ 642.43	\$ 500.37	\$ 1,557.57				
Other revenues	\$ 23,718.00	\$ 11,593.20	\$ 163.49	\$ 11,756.69	\$ 746.28	\$ 11,961.31				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 857,716.51	\$ 38,692.21	\$ 896,408.72	\$ 919,438.67	\$ 608,909.28	59.55%	58.33%	1.22%	3.68%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 156,087.96	\$ -	\$ 156,087.96	\$ 39,442.31	\$ 583,912.04				
<i>Contributions - Landcare</i>	\$ 10,000.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ (4,100.00)				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	1,027,904.47	38,692.21	1,066,596.68	\$ 958,880.98	1,188,721.32	47.29%	58.33%	-11.04%	-17.28%
<b>Expenditures:</b>										
Governing Body	\$ 104,700.00	\$ 56,080.51	\$ 2,049.84	\$ 58,130.35	\$ 18,593.31	\$ 46,569.65	55.52%	58.33%	2.81%	30.96%
Administration	\$ 282,800.00	\$ 133,181.69	\$ 18,424.01	\$ 151,605.70	\$ 172,620.78	\$ 131,194.30	53.61%	58.33%	4.72%	-3.47%
Public Buildings	\$ 139,950.00	\$ 35,572.72	\$ 1,156.29	\$ 36,729.01	\$ 170,263.82	\$ 103,220.99	26.24%	58.33%	32.09%	-16.99%
Police	\$ 378,943.00	\$ 209,071.28	\$ 21,189.83	\$ 230,261.11	\$ 206,908.54	\$ 148,681.89	60.76%	58.33%	-2.43%	4.30%
Building & Zoning	\$ 82,200.00	\$ 39,582.04	\$ 4,978.07	\$ 44,560.11	\$ 41,104.33	\$ 37,639.89	54.21%	58.33%	4.12%	4.18%
Public Works	\$ 86,100.00	\$ 38,476.24	\$ 4,858.92	\$ 43,335.16	\$ 40,809.10	\$ 42,764.84	50.33%	58.33%	8.00%	3.03%
Streets	\$ 1,271,400.00	\$ 157,993.90	\$ 14,750.08	\$ 172,743.98	\$ 236,852.36	\$ 1,098,656.02	13.59%	58.33%	44.75%	41.96%
Powell Bill	\$ 56,000.00	\$ 2,568.64	\$ 1,970.91	\$ 4,539.55	\$ 4,330.36	\$ 51,460.45	8.11%	58.33%	50.23%	48.38%
Sanitation	\$ 113,600.00	\$ 51,230.86	\$ 5,405.02	\$ 56,635.88	\$ 59,449.95	\$ 56,964.12	49.86%	58.33%	8.48%	-3.62%
Env/Cons/Rec	\$ 28,500.00	\$ 9,302.97	\$ -	\$ 9,302.97	\$ 18.17	\$ 19,197.03	32.64%	58.33%	25.69%	58.12%
Total expenditures	2,544,193.00	\$ 733,060.85	\$ 74,782.97	\$ 807,843.82	\$ 950,950.72	\$ 1,736,349.18	31.75%	58.33%	26.58%	23.12%
<b>Revenues over expenditures</b>	(288,875.00)	\$ 294,843.62	\$ (36,090.76)	\$ 258,752.86	\$ 7,930.26	\$ (547,627.86)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Total other financing source	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 294,843.62	\$ (36,090.76)	\$ 258,752.86	\$ 7,930.26	\$ (258,752.86)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 922,400.00	\$ 477,146.65	\$ 58,775.21	\$ 535,921.86	\$ 526,175.11	\$ 386,478.14				
Other Operating	\$ 405,318.00	\$ 191,915.87	\$ 16,007.76	\$ 207,923.63	\$ 165,994.40	\$ 197,394.37				
CIP/Grant Projects	\$ 1,216,475.00	\$ 63,998.33	\$ -	\$ 63,998.33	\$ 258,781.21	\$ 1,152,476.67				
Total Expenditures	\$ 2,544,193.00	\$ 733,060.85	\$ 74,782.97	\$ 807,843.82	\$ 950,950.72	\$ 1,736,349.18				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended January, 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	Variance	1/31/15
								<b>7</b>		
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 70,298.71	\$ -	\$ 70,298.71		\$ (70,298.71)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 158,002.71	\$ 18,282.11	\$ 176,284.82	\$ 170,844.12	\$ 123,715.18				
Investment earnings	\$ 500.00	\$ 40.49	\$ 12.57	\$ 53.06	\$ 43.87	\$ 446.94				
Other revenues	\$ 26,500.00	\$ 20,581.90	\$ 616.43	\$ 21,198.33	\$ 21,740.89	\$ 5,301.67				
Subtotal - Normal Operating	\$ 327,000.00	\$ 248,923.81	\$ 18,911.11	\$ 267,834.92	\$ 192,628.88	\$ 59,165.08				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 248,923.81	\$ 18,911.11	\$ 267,834.92	\$ 192,628.88	\$ 59,165.08	81.91%	58.33%	23.57%	-22.60%
<b>Expenditures:</b>										
Water Department	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41	24.07%	58.33%	34.26%	43.16%
Total expenditures	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41	24.07%	58.33%	34.26%	43.16%
<b>Revenues over expenditures</b>	\$ -	\$ 176,539.99	\$ 12,589.34	\$ 189,129.33	\$ 110,823.94	\$ (189,129.33)				
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	\$ -	\$ 176,539.99	\$ 12,589.34	\$ 189,129.33	\$ 110,823.94	\$ (189,129.33)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,504.94	\$ 248,294.41				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 300.00	\$ -				
Total Expenditures	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41				

Town of Montreat			Cash & Investments Report			As of	February 29, 2016	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 164,263.89	\$ 164,263.89			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 5,922.09	\$ 5,922.09			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,572.44		\$ 198,572.44		0.10%	\$ 15.78
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,124.24			\$ 58,124.24	0.10%	\$ 4.61
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,816,607.07		\$ 1,816,607.07		0.08%	\$ 121.70
Avl Sav Bank	Subtotal		\$ 2,243,489.73					
BB&T	MMkt Act - General Fund		\$ 449,823.96		\$ 449,823.96		0.10%	\$ 35.64
BB&T	MMkt Act - Water Fund		\$ 157,418.72			\$ 157,418.72	0.10%	\$ 12.47
BB&T	Subtotal		\$ 607,242.68					
NCCMT	Investment - General Fund		\$ 6,431.00		\$ 6,431.00		0.30%	\$ 1.53
NCCMT	Investment - Water Fund		\$ 6,714.51			\$ 6,714.51	0.30%	\$ 1.60
NCCMT	Subtotal		\$ 13,145.51					
All Accts	Subtotal		\$ 2,863,877.92	\$ 170,185.98	\$ 2,471,434.47	\$ 222,257.47	0.08%	\$ 193.33
All Accts	Fiscal Year to Date		\$ 2,082,089.37				0.07%	\$ 872.69
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2016	\$ 54,415.89		\$ 54,415.89		0.15%	\$ 23.40
Avl Sav Bank	CD x5119	11/12/2016	\$ 10,342.18		\$ 10,342.18		0.15%	\$ 4.61
CDs	Subtotal		\$ 64,758.07				0.15%	\$ 28.01
All Accts + CDs	Total		\$ 2,928,635.99				0.09%	\$ 221.34
All Accts + CDs	Fiscal Year to Date		\$ 2,146,817.69				0.09%	\$ 981.21
			(average)				(average)	

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: January 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	2,726.64	-2,226.64	545.32
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	0.00	609,306.97	342,693.03	64.00
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	141.07	858.93	14.10
LOCAL SALES TAX	10-00-3065-100	345,000.00	32,295.12	162,866.58	182,133.42	47.20
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	11,300.00	0.00	6,632.23	4,667.77	58.69
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	28,433.14	26,566.86	51.69
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	118.49	381.51	23.69
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	1,685.58	1,314.42	56.18
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	10,100.00	-100.00	101.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
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	5,690.27	26,658.01	18,341.99	59.24
SANITATION FEES	10-10-3435-400	10,000.00	382.00	4,663.09	5,336.91	46.63
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	40,762.80	9,237.20	81.52
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	144.47	528.34	1,471.66	26.41
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.86	114.09	85.91	57.04
MISC REVENUE	10-00-3815-800	1,000.00	163.49	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: January 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 %
TOTAL FUND REVENUE:		2,544,193.00	38,692.21	1,066,596.68	1,477,596.32	41.92



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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: January 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	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	800.00	56,621.97	0.00	23,078.03	71.04
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	890.00	1,380.00	0.00	-780.00	230.00
ADVERTISING	10-00-4100-260	6,900.00	0.00	0.00	0.00	6,900.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	114.84	1,314.10	0.00	1,185.90	52.56
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-6,805.60	0.00	-6,794.40	50.04
CONTRIBUTIONS	10-00-4100-520	500.00	245.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	2,049.84	58,130.35	0.00	46,569.65	55.52

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: January 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	181,100.00	13,469.76	93,676.56	0.00	87,423.44	51.72
FICA EXPENSE	10-00-4200-050	13,900.00	1,038.07	7,221.47	0.00	6,678.53	51.95
GROUP INSURANCE	10-00-4200-060	26,500.00	49.08	10,282.23	0.00	16,217.77	38.80
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,597.17	10,773.17	0.00	12,626.83	46.03
POSTAGE	10-00-4200-100	2,200.00	0.00	457.62	0.00	1,742.38	20.80
TELEPHONE	10-00-4200-110	4,000.00	213.27	3,598.59	0.00	401.41	89.96
TRAVEL & TRAINING	10-00-4200-140	3,400.00	671.23	1,384.38	0.00	2,015.62	40.71
M & R EQUIPMENT	10-00-4200-160	24,400.00	1,186.68	17,956.10	0.00	6,443.90	73.59
ADVERTISING	10-00-4200-260	1,800.00	0.00	1,483.77	0.00	316.23	82.43
OFFICE EXPENSE	10-00-4200-320	3,000.00	-108.20	985.89	0.00	2,014.11	32.86
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	84.95	1,513.80	0.00	-113.80	108.12
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	12,449.92	0.00	7,050.08	63.84
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	-13,209.80	0.00	-13,190.20	50.03
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	222.00	3,032.00	0.00	68.00	97.80
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	18,424.01	151,605.70	0.00	131,194.30	53.60

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

Selected Department Page 3  
(ALL) All Departments

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	3,500.00	818.34	1,675.30	0.00	1,824.70	47.86
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	0.00	655.18	0.00	1,844.82	26.20
M & R EQUIPMENT	10-00-5000-160	5,200.00	149.20	1,369.96	0.00	3,830.04	26.34
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	-5,200.00	0.00	-2,611.20	0.00	-2,588.80	50.21
INSURANCE	10-00-5000-540	36,100.00	188.75	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	1,156.29	36,729.01	0.00	103,220.99	26.24

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

Selected Department Page 4  
 (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	228,000.00	17,267.15	143,844.96	0.00	84,155.04	63.09
FICA EXPENSE	10-10-5100-050	17,500.00	1,312.58	10,955.89	0.00	6,544.11	62.60
GROUP INSURANCE	10-10-5100-060	39,700.00	0.00	25,535.23	0.00	14,164.77	64.32
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.67	16,163.53	0.00	12,336.47	56.71
TELEPHONE	10-10-5100-110	2,000.00	61.26	1,162.89	0.00	837.11	58.14
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	219.80	0.00	280.20	43.96
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	0.00	11,167.19	0.00	2,850.81	79.66
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	503.17	4,178.44	0.00	12,321.56	25.32
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	2,100.00	0.00	560.22	0.00	1,539.78	26.67
UNIFORMS	10-10-5100-360	1,700.00	36.00	645.87	0.00	1,054.13	37.99
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		378,943.00	21,189.83	230,261.11	0.00	148,681.89	60.76

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

Selected Department *Page 5*  
 (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	49,800.00	3,773.18	30,848.45	0.00	18,951.55	61.94
FICA EXPENSE	10-10-5400-050	3,900.00	288.67	2,362.88	0.00	1,537.12	60.58
GROUP INSURANCE	10-10-5400-060	9,100.00	0.00	5,420.75	0.00	3,679.25	59.56
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.10	3,542.08	0.00	2,557.92	58.06
TELEPHONE	10-10-5400-110	800.00	43.77	306.20	0.00	493.80	38.27
TRAVEL & TRAINING	10-10-5400-140	2,500.00	343.35	653.35	0.00	1,846.65	26.13
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	133.46	0.00	666.54	16.68
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	0.00	143.94	0.00	1,156.06	11.07
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	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	25.00	500.00	0.00	750.00	40.00
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	60.00	580.00	0.00	120.00	82.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	4,978.07	44,560.11	0.00	37,639.89	54.20

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

Selected Department Page 6  
 (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	53,800.00	4,016.40	33,591.83	0.00	20,208.17	62.43
FICA EXPENSE	10-20-5550-050	4,200.00	307.26	2,572.95	0.00	1,627.05	61.26
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	0.00	5,203.63	0.00	3,896.37	57.18
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	3,859.31	0.00	2,640.69	59.37
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	62.52	1,671.59	0.00	2,128.41	43.98
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	122.50	0.00	1,877.50	6.12
UNIFORMS	10-20-5550-360	500.00	0.00	177.95	0.00	322.05	35.59
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-3,974.60	0.00	-4,025.40	49.68
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	4,858.92	43,335.16	0.00	42,764.84	50.33

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

Selected Department *Page 7*  
 (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	109,100.00	8,189.67	67,068.69	0.00	42,031.31	61.47
FICA EXPENSE	10-20-5600-050	8,400.00	626.76	5,131.01	0.00	3,268.99	61.08
GROUP INSURANCE	10-20-5600-060	18,800.00	0.00	14,902.71	0.00	3,897.29	79.27
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	963.92	7,776.56	0.00	5,423.44	58.91
TRAVEL & TRAINING	10-20-5600-140	1,800.00	338.25	2,012.20	0.00	-212.20	111.78
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	281.58	0.00	1,718.42	14.07
M & R TRUCKS	10-20-5600-170	3,500.00	41.95	2,669.11	0.00	830.89	76.26
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	534.72	3,464.17	0.00	6,035.83	36.46
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	160.42	2,499.29	0.00	3,000.71	45.44
UNIFORMS	10-20-5600-360	2,000.00	0.00	1,264.28	0.00	735.72	63.21
CONTRACT SERVICE	10-20-5600-450	14,000.00	138.00	1,768.00	0.00	12,232.00	12.62
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-11,599.20	0.00	-11,600.80	49.99
CAPITAL OUTLAY	10-20-5600-730	1,083,300.00	0.00	59,918.71	0.00	1,023,381.29	5.53
STREET LIGHTING	10-20-5600-740	23,500.00	3,816.39	15,586.87	0.00	7,913.13	66.32
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	14,810.08	172,743.98	0.00	1,098,656.02	13.58



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

Selected Department *Page 8*  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	1,855.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	115.91	1,086.35	0.00	2,913.65	27.15
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	0.00	588.22	0.00	3,411.78	14.70
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		56,000.00	1,970.91	4,539.55	0.00	51,460.45	8.10

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

Selected Department Page 9  
 (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	41,800.00	2,469.44	20,531.31	0.00	21,268.69	49.11
CONTRACT SERVICES	10-30-5800-040	15,000.00	744.00	9,972.00	0.00	5,028.00	66.48
FICA EXPENSE	10-30-5800-050	3,300.00	188.93	1,570.65	0.00	1,729.35	47.59
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	0.00	5,452.65	0.00	6,647.35	45.06
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	2,358.48	0.00	1,641.52	58.96
TELEPHONE	10-30-5800-110	750.00	43.77	306.20	0.00	443.80	40.82
UTILITIES	10-30-5800-130	500.00	86.89	332.73	0.00	167.27	66.54
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	0.00	777.89	0.00	722.11	51.85
AUTO SUPPLIES	10-30-5800-310	5,000.00	366.72	2,340.26	0.00	2,659.74	46.80
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	310.84	0.00	3,689.16	7.77
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	300.86	6,705.73	0.00	5,794.27	53.64
TIPPING FEES	10-30-5800-550	12,000.00	913.75	5,777.19	0.00	6,222.81	48.14
TOTAL DEPT: (5800) SANITATION		113,600.00	5,405.02	56,635.88	0.00	56,964.12	49.85

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: January 31, 2016  
**10 GENERAL 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 (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	21,000.00	0.00	9,302.97	0.00	11,697.03	44.30
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	0.00	9,302.97	0.00	19,197.03	32.64
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	74,842.97	807,843.82	0.00	1,736,349.18	31.75

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

Selected Department    *Page 3*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	13,938.32	6,061.68	69.69
WATER SALES	30-91-3500-500	140,000.00	4,536.11	80,364.93	59,635.07	57.40
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,746.00	95,919.89	64,080.11	59.95
BILLING FEE REVENUE	30-91-3500-800	1,000.00	91.00	633.15	366.85	63.31
WATER TAPS	30-91-3505-500	2,000.00	0.00	850.00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	25.00	525.00	475.00	52.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	70,298.71	-70,298.71	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	12.57	53.06	446.94	10.61
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
LATE FEES	30-91-3815-800	2,000.00	500.43	1,987.73	12.27	99.38
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	189.13	-189.13	0.00
TOTAL FUND REVENUE:		327,000.00	18,911.11	267,834.92	59,165.08	81.90
TOTAL REVENUE:		2,871,193.00	57,603.32	1,334,431.60	1,536,761.40	46.47%

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

Selected Department Page 11  
 (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	478.00	0.00	8,022.00	5.62
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	198.83	1,391.81	0.00	1,608.19	46.39
TELEPHONE	30-91-8100-110	2,500.00	43.77	1,043.27	0.00	1,456.73	41.73
UTILITIES	30-91-8100-130	30,000.00	5,026.56	18,589.87	0.00	11,410.13	61.96
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	130.00	0.00	1,870.00	6.50
M & R WELLS	30-91-8100-150	28,000.00	545.34	7,127.19	0.00	20,872.81	25.45
M & R EQUIPMENT	30-91-8100-160	10,000.00	0.00	4,073.14	0.00	5,926.86	40.73
AUTO SUPPLIES	30-91-8100-310	5,500.00	233.85	1,244.64	0.00	4,255.36	22.63
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	273.42	1,418.42	0.00	1,081.58	56.73
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	38,200.40	0.00	38,199.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	0.00	2,472.68	0.00	81,727.32	2.93
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	6,321.77	78,705.59	0.00	248,294.41	24.06
TOTAL FUND: (30) WATER FUND		327,000.00	6,321.77	78,705.59	0.00	248,294.41	24.06
TOTAL EXPENDITURES		2,871,193.00	81,164.74	886,549.41	0.00	1,984,643.59	30.87

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: August 31, 2015  
**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	2,405.70	2,405.70	-1,905.70	481.14
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	72,784.40	72,784.40	879,215.60	7.64
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	127.51	127.51	872.49	12.75
LOCAL SALES TAX	10-00-3065-100	345,000.00	0.00	0.00	345,000.00	0.00
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	11,300.00	2,108.97	2,108.97	9,191.03	18.66
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	0.00	55,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	0.00	500.00	0.00
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	280.93	561.86	2,438.14	18.72
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	0.00	40,000.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	56,767.79	-56,767.79	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	5.00	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	3,051.20	10,168.90	34,831.10	22.59
SANITATION FEES	10-10-3435-400	10,000.00	1,171.19	1,927.09	8,072.91	19.27
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	30,086.00	30,086.00	19,914.00	60.17
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	51.76	106.83	1,893.17	5.34
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.37	32.75	167.25	16.37
MISC REVENUE	10-00-3815-800	1,000.00	0.00	0.00	1,000.00	0.00
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	269,650.00	0.00	0.00	269,650.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,510,750.00	112,089.03	178,587.80	2,332,162.20	7.11

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: August 31, 2015  
**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	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	4,328.75	14,166.25	0.00	65,533.75	17.77
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	15.00	0.00	485.00	3.00
ADVERTISING	10-00-4100-260	7,000.00	0.00	0.00	0.00	7,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	40.84	81.68	0.00	2,418.32	3.26
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	0.00	0.00	-13,600.00	0.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	4,369.59	14,362.93	0.00	90,337.07	13.71



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**Encumbrances & Expenditure Statement**

(ALL) All Departments

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**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	10,661.76	26,818.88	0.00	154,281.12	14.80
FICA EXPENSE	10-00-4200-050	13,900.00	823.23	2,055.37	0.00	11,844.63	14.78
GROUP INSURANCE	10-00-4200-060	26,500.00	1,518.58	4,238.18	0.00	22,261.82	15.99
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,266.67	3,178.51	0.00	20,221.49	13.58
POSTAGE	10-00-4200-100	2,200.00	257.62	257.62	0.00	1,942.38	11.71
TELEPHONE	10-00-4200-110	4,000.00	159.23	562.60	0.00	3,437.40	14.06
TRAVEL & TRAINING	10-00-4200-140	3,400.00	100.00	250.00	0.00	3,150.00	7.35
M & R EQUIPMENT	10-00-4200-160	24,400.00	5,506.80	13,554.32	0.00	10,845.68	55.55
ADVERTISING	10-00-4200-260	1,800.00	238.35	238.35	0.00	1,561.65	13.24
OFFICE EXPENSE	10-00-4200-320	3,000.00	41.59	248.81	0.00	2,751.19	8.29
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	89.95	187.00	0.00	1,213.00	13.35
CONTRACT SERVICES	10-00-4200-450	19,500.00	1,534.96	1,534.96	0.00	17,965.04	7.87
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	0.00	0.00	-26,400.00	0.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	230.00	1,548.00	0.00	1,552.00	49.93
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	22,428.74	54,672.60	0.00	228,127.40	19.33

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**Encumbrances & Expenditure Statement**

(ALL) All Departments

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Period Ending: August 31, 2015

(D)

**10 GENERAL FUND**

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	3,500.00	242.77	386.12	0.00	3,113.88	11.03
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	0.00	285.00	0.00	2,215.00	11.40
M & R EQUIPMENT	10-00-5000-160	5,200.00	585.85	585.85	0.00	4,614.15	11.26
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	0.00	0.00	0.00	-5,200.00	0.00
INSURANCE	10-00-5000-540	36,100.00	0.00	34,382.54	0.00	1,717.46	95.24
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	828.62	35,639.51	0.00	104,310.49	25.46

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**Encumbrances & Expenditure Statement**

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**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	17,878.05	43,784.96	0.00	184,215.04	19.20
FICA EXPENSE	10-10-5100-050	17,500.00	1,363.53	3,332.90	0.00	14,167.10	19.04
GROUP INSURANCE	10-10-5100-060	39,700.00	3,673.74	10,819.66	0.00	28,880.34	27.25
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.71	5,025.61	0.00	23,474.39	17.63
TELEPHONE	10-10-5100-110	2,000.00	61.26	244.59	0.00	1,755.41	12.23
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	4,000.00	1,875.00	1,875.00	0.00	2,125.00	46.87
M & R AUTO	10-10-5100-170	4,000.00	0.00	0.00	0.00	4,000.00	0.00
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	16,500.00	798.19	1,559.55	0.00	14,940.45	9.45
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	2,100.00	0.00	0.00	0.00	2,100.00	0.00
UNIFORMS	10-10-5100-360	1,700.00	50.99	50.99	0.00	1,649.01	2.99
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	0.00	0.00	19,200.00	0.00
TOTAL DEPT: (5100) POLICE		365,500.00	27,710.47	66,693.26	0.00	298,806.74	18.24

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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 (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	3,773.18	9,395.96	0.00	40,404.04	18.86
FICA EXPENSE	10-10-5400-050	3,900.00	288.65	718.79	0.00	3,181.21	18.43
GROUP INSURANCE	10-10-5400-060	9,100.00	734.75	2,259.79	0.00	6,840.21	24.83
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.10	1,111.45	0.00	4,988.55	18.22
TELEPHONE	10-10-5400-110	800.00	43.73	87.46	0.00	712.54	10.93
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	50.00	0.00	2,450.00	2.00
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	56.60	87.76	0.00	712.24	10.97
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	8.50	8.50	0.00	1,291.50	0.65
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	25.00	25.00	0.00	1,225.00	2.00
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	45.00	85.00	0.00	615.00	12.14
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	5,419.51	13,846.71	0.00	68,353.29	16.84

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: August 31, 2015  
**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	53,800.00	4,016.40	10,001.62	0.00	43,798.38	18.59
FICA EXPENSE	10-20-5550-050	4,200.00	307.25	765.13	0.00	3,434.87	18.21
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	734.75	2,259.79	0.00	6,840.21	24.83
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	1,183.12	0.00	5,316.88	18.20
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	68.00	68.00	0.00	432.00	13.60
AUTO SUPPLIES	10-20-5550-310	3,800.00	195.98	416.55	0.00	3,383.45	10.96
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	0.00	0.00	2,000.00	0.00
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	0.00	0.00	-8,000.00	0.00
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	5,795.12	14,694.21	0.00	71,405.79	17.06

03/07/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

16:41:37

Fiscal Month Range:2-2

Period Ending: August 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	8,389.62	19,425.51	0.00	89,674.49	17.80
FICA EXPENSE	10-20-5600-050	8,400.00	641.77	1,486.02	0.00	6,913.98	17.69
GROUP INSURANCE	10-20-5600-060	18,800.00	2,204.25	6,076.62	0.00	12,723.38	32.32
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	987.47	2,293.72	0.00	10,906.28	17.37
TRAVEL & TRAINING	10-20-5600-140	500.00	762.80	762.80	0.00	-262.80	152.56
M & R EQUIPMENT	10-20-5600-160	2,000.00	90.25	90.25	0.00	1,909.75	4.51
M & R TRUCKS	10-20-5600-170	3,500.00	1,484.89	1,978.24	0.00	1,521.76	56.52
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	711.55	1,357.04	0.00	8,142.96	14.28
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	762.00	776.54	0.00	4,723.46	14.11
UNIFORMS	10-20-5600-360	2,000.00	231.90	378.44	0.00	1,621.56	18.92
CONTRACT SERVICE	10-20-5600-450	14,000.00	0.00	700.00	0.00	13,300.00	5.00
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	0.00	0.00	-23,200.00	0.00
CAPITAL OUTLAY	10-20-5600-730	1,084,600.00	0.00	0.00	0.00	1,084,600.00	0.00
STREET LIGHTING	10-20-5600-740	23,500.00	1,944.94	3,897.86	0.00	19,602.14	16.58
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	18,211.44	39,223.04	0.00	1,232,176.96	3.08

03/07/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

16:41:37

Fiscal Month Range:2-2

Period Ending: August 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	257.47	0.00	3,742.53	6.43
SIGNS/PAINTING	10-20-5700-755	17,000.00	9.98	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	132.83	132.83	0.00	3,867.17	3.32
SURVEYS/MAPS	10-20-5700-765	2,000.00	1,000.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		56,000.00	1,142.81	1,400.28	0.00	54,599.72	2.50



03/07/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

16:41:37

Fiscal Month Range:2-2

Period Ending: August 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,469.44	6,149.39	0.00	35,650.61	14.71
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,334.00	4,260.00	0.00	10,740.00	28.40
FICA EXPENSE	10-30-5800-050	3,300.00	188.91	470.42	0.00	2,829.58	14.25
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	734.75	2,510.62	0.00	9,589.38	20.74
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	727.43	0.00	3,272.57	18.18
TELEPHONE	10-30-5800-110	750.00	43.73	87.46	0.00	662.54	11.66
UTILITIES	10-30-5800-130	500.00	43.40	87.15	0.00	412.85	17.43
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	162.60	470.60	0.00	1,029.40	31.37
AUTO SUPPLIES	10-30-5800-310	5,000.00	134.03	392.85	0.00	4,607.15	7.85
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	128.38	128.38	0.00	3,871.62	3.21
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	1,033.69	2,428.54	0.00	10,071.46	19.42
TIPPING FEES	10-30-5800-550	12,000.00	1,537.68	1,537.68	0.00	10,462.32	12.81
TOTAL DEPT: (5800) SANITATION		113,600.00	9,101.27	19,250.52	0.00	94,349.48	16.94

03/07/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

16:41:37

Fiscal Month Range:2-2

Period Ending: August 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	0.00	0.00	0.00	1,000.00	0.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		8,500.00	0.00	0.00	0.00	8,500.00	0.00
TOTAL FUND: (10) GENERAL FUND		2,510,750.00	95,007.57	259,783.06	0.00	2,250,966.94	10.34

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16:41:58

Fiscal Year: 2016  
Fiscal Month Range: 2-2

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: August 31, 2015  
**30 WATER 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 %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	1,550.20	4,637.12	15,362.88	23.18
WATER SALES	30-91-3500-500	140,000.00	12,125.74	33,076.29	106,923.71	23.62
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,684.00	27,368.00	132,632.00	17.10
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.65	181.30	818.70	18.13
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	100.00	200.00	800.00	20.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	6.69	13.28	486.72	2.65
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	2,000.00	180.93	374.26	1,625.74	18.71
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	186.27	-186.27	0.00
TOTAL FUND REVENUE:		327,000.00	27,738.21	66,036.52	260,963.48	20.19
TOTAL REVENUE:		2,837,750.00	139,827.24	244,624.32	2,593,125.68	8.62%

03/07/16  
16:41:37  
(D)

Fiscal Year: 2016  
Fiscal Month Range: 2-2

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: August 31, 2015  
**30 WATER FUND**

Selected Department    Page 11  
(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	30.00	102.00	0.00	8,398.00	1.20
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	198.83	397.66	0.00	2,602.34	13.25
TELEPHONE	30-91-8100-110	2,500.00	43.73	209.53	0.00	2,290.47	8.38
UTILITIES	30-91-8100-130	30,000.00	2,523.06	4,774.58	0.00	25,225.42	15.91
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	325.00	5,200.00	0.00	22,800.00	18.57
M & R EQUIPMENT	30-91-8100-160	10,000.00	1,431.75	1,431.75	0.00	8,568.25	14.31
AUTO SUPPLIES	30-91-8100-310	5,500.00	218.10	218.10	0.00	5,281.90	3.96
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	0.00	0.00	2,500.00	0.00
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	0.00	0.00	76,400.00	0.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	0.00	0.00	0.00	84,200.00	0.00
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	4,770.47	13,583.62	0.00	313,416.38	4.15
TOTAL FUND: (30) WATER FUND		327,000.00	4,770.47	13,583.62	0.00	313,416.38	4.15
TOTAL EXPENDITURES		2,837,750.00	99,778.04	273,366.68	0.00	2,564,383.32	9.63

**Town of Montreat**  
**February 2016 Zoning & Building Inspections Report**

**Zoning/Building Permit Applications:**

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Rogers	Sally	129 Assembly Drive	2/1/2016	5145	2/1/2015	Residential-Retaining Wall
Ransford	Paul	305 North Carolina Terrace	N/A	5146	2/2/2016	Residential Repairs
Woodward Montreat Home LLC		435 Kentucky Road	N/A	5147	2/2/2016	Residential Bathroom Renovation
McCaskill	William	114 John Knox Road	N/A	5148	2/3/2016	Mechanical-Change Out
Scheau	William	146 Eastminster Terrace	2/5/2016	5149	2/5/2016	Residential-Basement Addition
MRA		318 Assembly Drive	N/A	5150	2/12/2016	Commercial Re-roof
Montreat College		405 Assembly Circle	N/A	5151	2/23/2016	Commercial Improvements-Replace Glazing
Brock	Douglas	102 Kanawha Drive	N/A	5061-G	2/25/2016	Add Gas Piping to Permit

**ZONING ACTIVITY**

**Zoning Permit Applications:** 2  
**Variance/Interpretation Requests:** None  
**Conditional Use Requests:** None  
**Permit Extensions Requested:** None  
**Sign Permit Applications:** 1  
**Violations Reported:** None

**BUILDING INSPECTIONS**

**Building Permit Applications:** 9  
**Building Inspections Requested:** 48  
**Re-inspections Requested/Required:** 6  
**Fire Inspections Requested/Required:** None  
**Fire Permit Applications:** None

**Totals**

**Approved Zoning Permits:** 2  
**Denied Zoning Permits:** None  
**Pending Zoning Permits:** None  
**Variance/Interpretation Granted:** None  
**Conditional Use Permits Granted:** None  
**Permit Extensions Granted:** None  
**Sign Permits Issued:** 1  
**Notice of Violation (NOV):** None

**Totals**

**Building Permits Issued:** 8  
**Pending Building Permits:** 1  
**Building Inspections Performed:** 54  
**\*Stop Work Order Issued:** None  
**\*\*Defective Building Posted:** None  
**Denied Building Permits** None  
**Fire Inspections Performed:** None  
**Fire Re-Inspections Performed:** None  
**Fire Permits Issued:** None

# Zoning Permits Report

Permits for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

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Permit: Z2008-0261	Issued: 02/01/2016	Expires: 07/30/2016	Property Owner: SALLY OTTS ROGERS
Applicant: FRANK GENTRY	Location: 129 ASSEMBLY DR		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: RETAINING	Cost: 5995	ID: 100234-Z000275

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Permit: Z2008-0262	Issued: 02/05/2016	Expires: 08/03/2016	Property Owner: WILLIAM E SCHEU
Applicant: LIVING STONE CONSTRUCTION, INC	Location: 146 EASTMINSTER TERRACE		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: BASEMENT ADDITION	Cost: 100000	ID: 100905-Z000276

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Permit: Z2008-0263	Issued: 02/11/2016	Expires: / /	Property Owner: MOUNTAIN RETREAT
Applicant: MOUNTAIN RETREAT ASSOCIATION	Location: ASSEMBLY DRIVE CORRIDOR		Inspector:
Permit Type: SIGN PERMIT- EDUCATIONAL	Details: WOOLY ADELGID SIGN	Cost: 0	ID: 200102-Z000277

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# Combo Basic Report

Permits for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

Source: Mechanical Permit: U2012-5061- Date Issued: 02/25/2016 Permit Expires: 08/25/2016 ID: 100036-M000239  
 Applicant: WEAVERVILLE PLUMBING CO. INC.: Location: 102 KANAWHA DR  
 Permit Type: GAS Structure: SINGLE FAMILY RES. Cost Est: 0  
 Property Owner: DOUGLAS M. & MARCIA C. BROCK PIN: 071054043600000

Source: Building Permit: U2012-5145 Date Issued: 02/01/2016 Permit Expires: 01/31/2017 ID: 100234-B000609  
 Applicant: FRANK GENTRY Location: 129 ASSEMBLY DR  
 Permit Type: RETAINING WALL Structure: EXISTING HOME Cost Est: 5995  
 Property Owner: SALLY OTTS ROGERS PIN: 071064877900000

Source: Building Permit: U2012-5146 Date Issued: 02/02/2016 Permit Expires: 02/01/2017 ID: 100408-B000610  
 Applicant: EWING & MCCONNAUGHY, INC.: Location: 305 NORTH CAROLINA TER  
 Permit Type: RES. REPAIRS Structure: EXISTING HOME/RENTAL Cost Est: 5000  
 Property Owner: PAUL RANSFORD JR PIN: 071086974900000

Source: Building Permit: U2012-5147 Date Issued: 02/02/2016 Permit Expires: 08/02/2016 ID: 100501-B000611  
 Applicant: EWING & MCCONNAUGHY, INC.: Location: 435 KENTUCKY RD  
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 8000  
 Property Owner: WOODWARD MONTREAT HOME LLC PIN: 072007793600000

Source: Mechanical Permit: U2012-5148 Date Issued: 02/03/2016 Permit Expires: 02/02/2017 ID: 100413-M000238  
 Applicant: BULLMAN HEATING & AIR, INC.: B Location: 114 JOHN KNOX RD  
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0  
 Property Owner: WM C MCCASKILL PIN: 071055816400000

Source: Building Permit: U2012-5149 Date Issued: 02/05/2016 Permit Expires: 08/05/2016 ID: 100905-B000612  
 Applicant: LIVING STONE CONSTRUCTION, INC Location: 146 EASTMINSTER TERRACE  
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 100000  
 Property Owner: WILLIAM E SCHEU PIN: 071074810100000

Source: Building Permit: U2012-5150 Date Issued: 02/12/2016 Permit Expires: 08/12/2016 ID: 200015-B000615  
 Applicant: BONITZ CO. OF CAROLINA-TENN.: Location: 318 ASSEMBLY DRIVE  
 Permit Type: COMMERCIAL REROOF Structure: FREELAND HALL Cost Est: 42100  
 Property Owner: MOUNTAIN RETREAT ASSOCIATION PIN: 071096657800000

Source: Building Permit: U2012-5151 Date Issued: 02/23/2016 Permit Expires: 08/17/2016 ID: 200066-B000616  
 Applicant: WHOLESALE GLASS & MIRROR CO. Location: 405 ASSEMBLY CIRCLE  
 Permit Type: COMM. IMPROVEMENTS Structure: MCALLISTER GYMNASIUM Cost Est: 8670  
 Property Owner: MONTREAT COLLEGE PIN: 072006490700000



# Fee Detail Subsort Report

Report for 01/01/2016 to 02/26/2016

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5061-G	02/25/2016	GAS	GAS		\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
Mechanical	U2012-5136	01/04/2016	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-5137	01/06/2016	GAS	GAS	21928072	\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
Building	U2012-5138	01/06/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
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.	MECHANICAL		\$200.00	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$1,690.00</b>	
Building	U2012-5140	01/12/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$1,060.00</b>	
Mechanical	U2012-5142	01/21/2016	CHANGE OUT	MECHANICAL	22125852	\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
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.	MECHANICAL		\$200.00	
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	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$1,660.00</b>	
Building	U2012-5144	01/26/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5144	01/26/2016	RES.	PERMIT		\$50.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$150.00</b>	
Building	U2012-5145	02/01/2016	RETAINING	PERMIT	22359418	\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5146	02/02/2016	RES. REPAIRS	RES. REPAIRS		\$50.00	

# Fee Detail Subsort Report

Report for 01/01/2016 to 02/26/2016

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5146	02/02/2016	RES. REPAIRS	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5147	02/02/2016	RES.	ADJUSTMENT		\$2.00	
Building	U2012-5147	02/02/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5147	02/02/2016	RES.	PERMIT		\$48.00	
Item Count	3				Fee Totals	\$150.00	
Mechanical	U2012-5148	02/03/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5150	02/12/2016	COMMERCIAL	COMMERCIAL		\$421.00	
Item Count	1				Fee Totals	\$421.00	
Building	U2012-5151	02/23/2016	COMM.	COMM.		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Item Count	32				Fee Totals	\$6,131.00	

# Fee Detail Subsort Report

Report for 01/01/2015 to 02/28/2015

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Electrical	U2012-5031	01/13/2015	ADD BRANCH	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5032	01/15/2015	COMM.	COMM.		\$1,020.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$1,020.00</b>	
Project	U2012-5033	01/16/2015	DEMOLITION	DEMOLITION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5034	01/16/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		\$132.00	
Building	U2012-5034	01/16/2015	RES.	HR FUND		\$10.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$442.00</b>	
Building	U2012-5035	01/16/2015	RETAINING	PERMIT		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5036	01/30/2015	RES. REPAIRS	RES. REPAIRS		\$118.80	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$118.80</b>	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	COMM. REPAIRS		\$620.00	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	ADJUSTMENT		\$-100.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$520.00</b>	
Building	U2012-5039	02/04/2015	RES.	MECHANICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	ELECTRICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	HR FUND		\$10.00	
Building	U2012-5039	02/04/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5039	02/04/2015	RES.	CERT OF OCC		\$60.00	
Building	U2012-5039	02/04/2015	RES.	PERMIT		\$1,606.52	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$2,276.52</b>	
Mechanical	U2012-5040	02/10/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5042	02/19/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$60.00</b>	
Project	U2012-5043	02/25/2015	DEMOLITION	DEMOLITION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	

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**Item Count**    20

**Fee Totals**

**\$4,937.32**

# Fee Detail Subsort Report

Report for 01/01/2014 to 02/28/2014

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4930	01/13/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4930	01/13/2014	RES.	PERMIT		\$660.00	
Building	U2012-4930	01/13/2014	RES.	HR FUND		\$10.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$770.00</b>	
Building	U2012-4931	01/17/2014	RES.	PERMIT		\$506.02	
Building	U2012-4931	01/17/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	GAS		\$75.00	
Building	U2012-4931	01/17/2014	RES.	HR FUND		\$10.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$791.02</b>	
Building	U2012-4932	01/16/2014	RES.	HR FUND		\$10.00	
Building	U2012-4932	01/16/2014	RES.	PLUMBING		\$100.00	
Building	U2012-4932	01/16/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4932	01/16/2014	RES.	PERMIT		\$132.00	
Building	U2012-4932	01/16/2014	RES.	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$442.00</b>	
Building	U2012-4933	01/28/2014	RES. RE-ROOF	METAL		\$40.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$40.00</b>	
Building	U2012-4934	01/30/2014	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$500.00</b>	
Building	U2012-4935	01/31/2014	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$300.00</b>	
Mechanical	U2012-4936	02/04/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4937	02/10/2014	RES. REPAIRS	RES. REPAIRS		\$48.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ADJUSTMENT		\$2.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$150.00</b>	
Electrical	U2012-4938	02/14/2014	SERVICE	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4940	02/21/2014	RES.	PERMIT		\$36.00	
Building	U2012-4940	02/21/2014	RES.	ADJUSTMENT		\$64.00	

# Fee Detail Subsort Report

Report for 01/01/2014 to 02/28/2014

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
<b>Item Count</b> 2						<b>Fee Totals</b>	\$100.00
Building	U2012-4941	02/21/2014	RES.	PERMIT		\$234.00	
Building	U2012-4941	02/21/2014	RES.	MECHANICAL		\$200.00	
Building	U2012-4941	02/21/2014	RES.	ELECTRICAL		\$100.00	
<b>Item Count</b> 3						<b>Fee Totals</b>	\$534.00
Mechanical	U2012-4942	02/24/2014	NEW	INSPECTION FEE		\$200.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$200.00
Mechanical	U2012-4943	02/25/2014	NEW	HEAT RECOVERY		\$737.50	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$737.50
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		\$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
<b>Item Count</b> 2						<b>Fee Totals</b>	\$200.00
<b>Item Count</b> 32						<b>Fee Totals</b>	\$4,964.52

# Last Inspect Records

Report for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
J2012-5144	310 TEXAS RD	DSH	RES.	PLUMBING FINAL	Building	02/02/2016	_3:00 PM	APPROVED	//	DEC
J2012-5144	310 TEXAS RD	DSH	RES.	TILE SURROUND	Building	02/02/2016	_3:15 PM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	ELECTRICAL R.I.	Building	02/03/2016	09:30 AM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	FRAMING	Building	02/03/2016	10:00 AM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	PLUMBING R.I.	Building	02/03/2016	10:45 AM	APPROVED	//	DEC
J2012-5070	401 ASSEMBLY DR	DSH	COMM. REPAIRS	FINAL	Building	02/03/2016	_4:30 PM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	ELEC. RE-INSPECT	Building	02/04/2016	11:00 AM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	FRMNG.	Building	02/04/2016	11:30 AM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	GLAZING-NCEEC	Building	02/04/2016	_4:30 PM	APPROVED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PLUMBING	Building	02/05/2016	09:30 AM	APPROVED	//	DEC
J2012-5142	510 SOUTH CAROLINA	APPALACHIAN	CHANGE OUT	MECH.	Mechanical	02/05/2016	_4:30 PM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	INSULATION	Building	02/09/2016	09:30 AM	APPROVED	//	DEC
J2012-5142	510 SOUTH CAROLINA	APPALACHIAN	CHANGE OUT	MECH.	Mechanical	02/09/2016	_3:30 PM	APPROVED	//	DEC
J2012-5143	129 VIRGINIA RD	SINEATH	RES.	FOOTING	Building	02/10/2016	10:00 AM	APPROVED	//	DEC
J2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SUPERIOR WALLS	Building	02/10/2016	11:00 AM	APPROVED	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PARTIAL FRAMING	Building	02/10/2016	11:30 AM	APPROVED	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PLUMBING R.I.	Building	02/10/2016	11:45 AM	FAILED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PREP. INSP.	Building	02/10/2016	_3:00 PM	INCOMPLET	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PLUMBING	Building	02/11/2016	12:00 PM	APPROVED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PREP.	Building	02/11/2016	_1:00 PM	APPROVED	//	DEC
J2012-5144	310 TEXAS RD	DSH	RES.	FINAL	Building	02/11/2016	_3:30 PM	APPROVED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	ELECTRICAL	Building	02/11/2016	_3:45 PM	FAILED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	BUILDING FINAL	Building	02/11/2016	_3:50 PM	APPROVED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	PLUMBING FINAL	Building	02/11/2016	_4:00 PM		//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	FRAMING	Building	02/12/2016	08:30 AM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	ELECTRICAL R.I.	Building	02/12/2016	08:45 AM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING R.I.	Building	02/12/2016	09:00 AM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ELECTRICAL R.I.	Building	02/12/2016	_2:00 PM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	FRAMING	Building	02/12/2016	_2:30 PM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	MECHANICAL R.I.	Building	02/12/2016	_3:00 PM	INCOMPLET	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PLUMBING R.I.	Building	02/12/2016	_3:30 PM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	FRMNG.	Building	02/16/2016	11:30 AM	APPROVED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	ELEC. RE-INSPECT	Building	02/16/2016	11:40 AM	APPROVED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING	Building	02/16/2016	11:50 AM	APPROVED	//	DEC
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FOOTING	Building	02/17/2016	10:30 AM	FAILED	//	DEC

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# Last Inspect Records

Report Date 02/26/2016

Report for 02/01/2016 to 02/26/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	SLAB PREP. INSP.	Building	02/17/2016	10:45 AM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ELEC. RE-INSPECT	Building	02/17/2016	1:30 PM	APPROVED	//	DEC
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FOOTING RE-INSPE.	Building	02/17/2016	1:30 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	MECH.	Building	02/17/2016	2:00 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PLUMBING	Building	02/17/2016	2:15 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	FRMNG.	Building	02/17/2016	3:00 PM	APPROVED	//	DEC
J2012-5108	145 WOODLAND RD	HOMES	RES. REPAIRS	FINAL RE-INSPE.	Building	02/18/2016	4:30 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PARTIAL	Building	02/22/2016	10:00 AM	APPROVED	//	DA
J2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	FOOTING	Building	02/24/2016	10:30 AM	FAILED	//	DEC
J2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	FOOTING RE-INSPE.	Building	02/24/2016	2:30 PM	APPROVED	//	DEC
J2012-5148	114 JOHN KNOX RD	BULLMAN	CHANGE OUT	MECHANICAL	Mechanical	02/24/2016	3:00 PM	APPROVED	//	DEC
J2012-5147	435 KENTUCKY RD	EWING &	RES.	PLUMBING R.I.	Building	02/25/2016	2:00 PM	APPROVED	//	DEC
J2012-5147	435 KENTUCKY RD	EWING &	RES.	FRAMING	Building	02/25/2016	2:15 PM	FAILED	//	DEC
J2012-5146	305 NORTH CAROLINA	EWING &	RES. REPAIRS	FRAMING	Building	02/25/2016	2:30 PM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	PLUMBING R.I.	Building	02/25/2016	4:00 PM	APPROVED	//	DEC
J2012-5146	305 NORTH CAROLINA	EWING &	RES. REPAIRS	ELECTRICAL R.I.	Building	02/26/2016	09:00 AM	*APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	GAS PIPING	Building	02/26/2016	11:30 AM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	FRAMING	Building	02/26/2016	3:00 PM	FAILED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	MECHANICAL R.I.	Building	02/26/2016	3:30 PM	APPROVED	//	DEC

Inspection Count 54

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

**Meeting Date:** March 10, 2016

**SUBJECT:** Lookout Road Area - Preliminary Utility Service Plan

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** A  
**Department:** Public Works  
**Contact:** Steve Freeman, Public Works Director  
**Presenter:** Steve Freeman, Public Works Director

**BRIEF SUMMARY:** In April 2015, the Board of Commissioners agreed to complete a utility service plan for the Oklahoma Road and Lookout Road area. At that time, McGill Associates submitted a proposal in the amount of \$8,500 for conceptual planning and budget estimating to extend public utilities and street improvements to this area. It is anticipated that these extensions would be undertaken as phased public assessment projects, similar to those in the Upper Kentucky Road area. At their February meeting, the Board of Commissioners requested additional time to review the proposal and to receive any additional public input on the project.

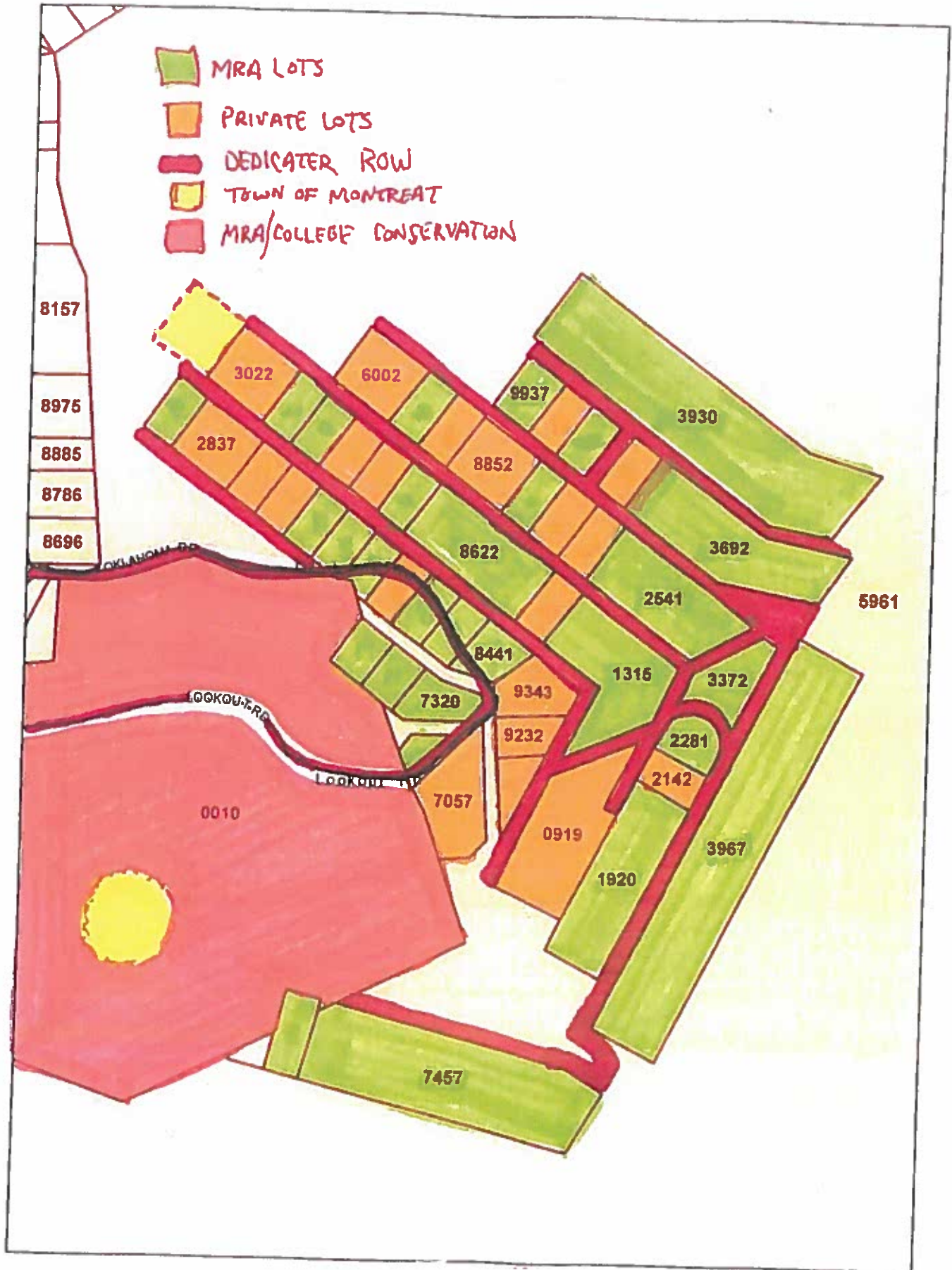
**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve a contract for preliminary utility service and engineering planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**FUNDING SOURCE:** Public Works - Capital Outlay

**ATTACHMENTS:** McGill Associates Contract Proposal, Area Map, and Lot Ownership Map

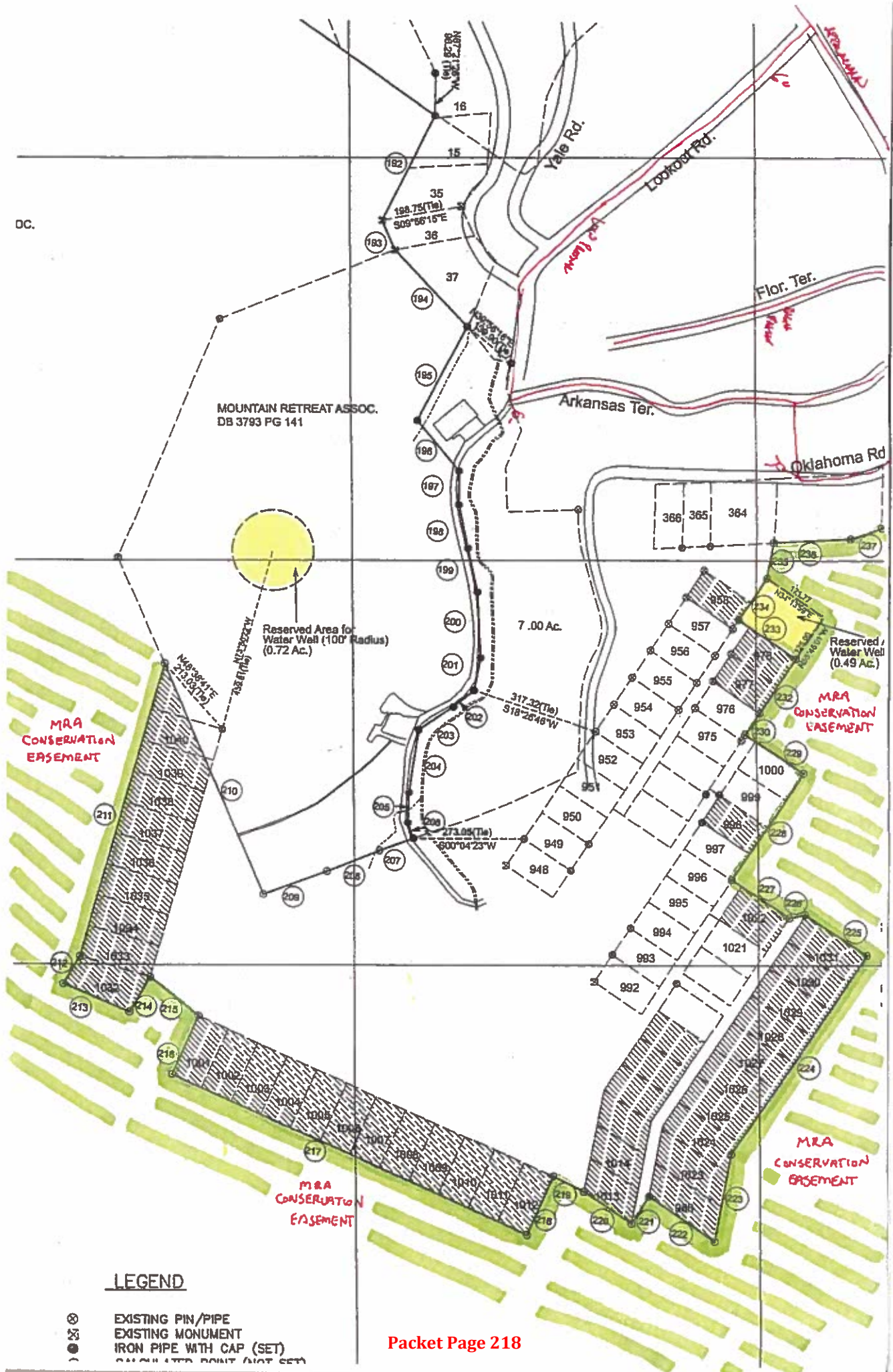
**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** Although the Town has not yet received a petition or written request for public utility or street improvements to this area, Town staff feels that such a request is very likely in the near future. The cost of the extensions would initially be financed by the Town, and reimbursed over a ten-year period through annual payments from benefitted lot owners.

# Buncombe County

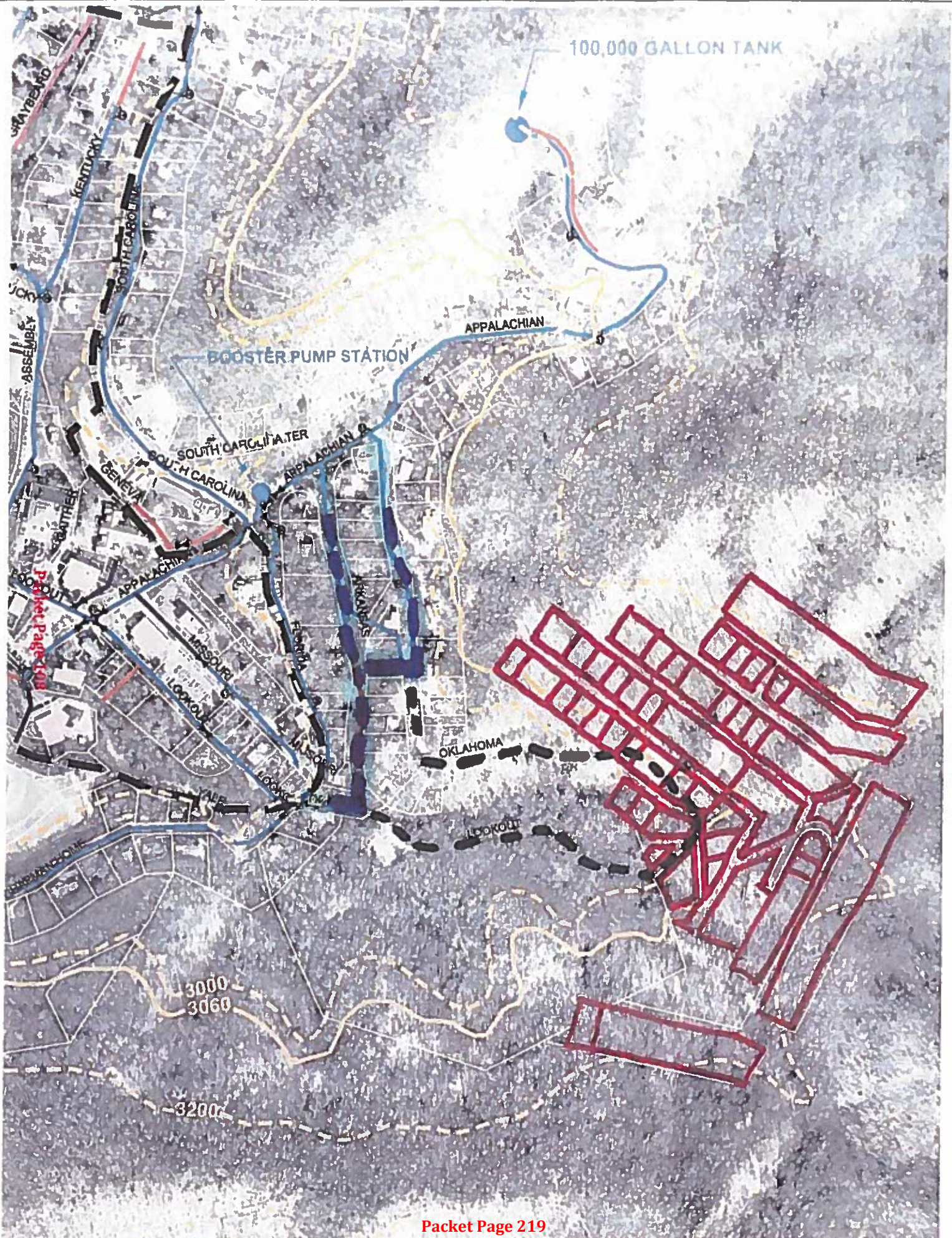




DC.











January 27, 2016

Mr. Ron Nalley, Town Manager  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

RE: Request for Proposal  
Conceptual Planning and Budget Estimating  
Oklahoma Road Area Development  
Town of Montreat, North Carolina

Dear Ron:

R.L. Haynes and I appreciated the opportunity to meet with you and Steve Freeman on Tuesday, April 14, 2015 to discuss the planning efforts the Town is undertaking in the Oklahoma Road area. It was very helpful for us to meet with you both and we appreciate the background information you were able to share with us to assist us with the preparation of this scope of work.

I have met with our staff internally to develop a proposed scope of work that we believe will provide the Town with the information you are looking for. Specifically, we propose the following scope of work:

1. Obtain publicly available GIS based property boundary and topographic information for the basis of our evaluation.
2. Develop a conceptual schematic layout of the proposed improvements necessary to provide vehicular access and water and sewer utilities to the MRA and other privately owned lots generally up-slope from Oklahoma and Lookout Roads. The sketches will clearly indicate any proposed phasing of the project.
3. Based upon these conceptual layouts, prepare cost estimates for the proposed roads and water and sewer system extensions, including storm drainage improvements. Fees for professional services will also be estimated.
4. Group the proposed improvements into logical phases (typically by street) in order to facilitate the appropriate allocation of costs to the underlying property owners.
5. Identify a list of the anticipated permits that must be obtained for each phase of the development as it moves to detailed design.
6. Present the results of our work in letter format to Town Staff.


Mr. Ron Nalley, Town Manager  
January 27, 2016  
Page 2

We do want to emphasize, as we discussed when we met, that our work will be conceptual in nature, suitable for establishing general planning budgets. More accurate work cannot be performed without detailed boundary and topographic information. For this exercise, we plan to utilize publicly available GIS and LIDAR based survey information which has limitations in accuracy. As you know there will remain substantial details to be worked out during an actual design process that could result in changes to the conceptual layouts and budgets that we prepare as part of this work.

McGill Associates proposes to provide the above scope of work for a lump sum fee of \$8,500.00, and proposes completion of the effort within 60 days of the receipt of an executed proposal.

Ron, McGill Associates appreciates this opportunity to present you with this proposal for professional engineering services. If you have any questions about the information contained herein, please do not hesitate to call me.

Sincerely,  
McGILL ASSOCIATES, P.A.

A handwritten signature in black ink, appearing to read "Harry B. Buckner".

HARRY B. BUCKNER, PE  
Project Manager

HBB/hbb

cc: Steve Freeman, Director of Public Works, Town of Montreat  
Mark Cathey, PE, McGill Associates  
RL Haynes, McGill Associates



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

**Meeting Date:** March 10, 2016

**SUBJECT:** Texas Road Bridge Project

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** B  
**Department:** Administration  
**Contact:** Ron Nalley, Town Administrator  
**Presenter:** Ron Nalley, Town Administrator

**BRIEF SUMMARY:** At the formal request of a Commissioner, this item has been added to the agenda for consideration and possible action. In a letter dated February 4, 2016, Dewayne Sykes with KCI Associates, discussed four options for proceeding with the construction of Texas Road Bridge. The Texas Road Bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To move forward with the Texas Road Bridge project by choosing Option \_\_\_\_ from the options listed in KCI Associates letter dated February 4, 2016 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**FUNDING SOURCE:** Capital Outlay – Bridge Construction

**ATTACHMENTS:** KCI Associates letter dated February 4, 2016; Project Background; and the final Categorical Exclusion Document

**STAFF COMMENTS AND RECOMMENDATIONS:** In the letter from KCI Associates, Dewayne Sykes offers four options for proceeding with the construction of the Texas Road Bridge project. Option A, leaves the design and location of the bridge as is and the Town proceeds with the plans as currently designed. Option B, leaves the horizontal location of the bridge, but lowers the bridge elevation significantly requiring the Town to accept up to a one foot rise in flood elevation. Option C, selects one of the previously studied alternates and reopens design and right-of-way acquisition. Option D, creates and selects a new alternate/project, which creates a new planning document, design and need for right-of-way acquisition. The letter goes on to discuss the planning and design cost and additional time associated with each option.




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ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

Landmark Center II, Suite 220 • 4601 Six Forks Road • Raleigh, NC 27609 • Phone 919-783-9214 • Fax 919-783-9266

**To:** Mr. Ronald W. Nalley  
Town of Montreat Town Administrator



**From:** Dewayne L. Sykes – KCI Associates of NC, PA  
Project Manager

**Date:** February 4, 2016

**TIP Number:** B-5196

**County:** Buncombe

**Project:** Replacement of Bridge #528 – Texas Road over Flat Creek

#### **Background and Available Options**

NCDOT Bridge Management Unit records indicate Bridge No. 528 has a sufficiency rating of 21.9 out of a possible 100 for a new structure. It was constructed in 1960 and has reached the end of its useful life, exhibiting a degree of deterioration that can no longer be addressed by maintenance activities; therefore, the existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the area as well as to improve community connections. The project is needed to support event circulation and ongoing access to Montreat College and the Montreat Conference Center, a retreat and conference center around which the Town of Montreat was founded and which remains a focus of activity for the community. Additionally, the replacement would maintain safe pedestrian access across Flat Creek and between several adjacent recreation areas, supporting an existing pedestrian path that crosses the bridge.

In November 2015, the residents of the Town of Montreat elected a new mayor and 3 new town council members. The new board has indicated that they wish to revisit B-5196 alternates. Please note that adherence to current guidelines require that the proposed replacement bridge result in a “No rise” in flood elevation at the bridge. The outcome is the bridge elevation as currently designed, 7’ higher than the existing bridge. The previous town council did ask for consideration of a reduction in impacts. The proposed bridge elevation can be lowered through the acceptance of up to a 1’ in rise of flood elevation at the Texas Road Bridge.

The following is a brief description of the 4 basic options: Option A (leave as designed, no change), Option B (leave proposed bridge in the same place but lower the bridge elevation), Option C (select one of the previously studied alternates) and Option D (study and select a new alternate).

### Option A

This option leaves the design and location of the bridge as is. The town proceeds forward with the plans as currently designed. Must resume Right of way agreement with Mountain Retreat Association. Must resume environmental and TVA permit application process.

Delay: 2 months

Design Cost: NA

### Option B

This option leaves the horizontal location of the bridge as is but lowers the bridge elevation significantly. It requires that the town accept up to a 1 foot rise in flood elevation. A CLOMR (Conditional Letter of Map Revision) showing the revised flood limits must be done. While the horizontal location will not change, the vertical elevation will. A new roadway grade and a new bridge must be designed. Other than proceeding as currently designed, this is the simplest and quickest. It could also result in construction cost savings in a shorter bridge.

Delay: 12 months

Design Cost: \$200K (\$40K by Town of Montreat + \$160K by FHWA)

### Option C

This option selects one of the previously studied alternates and perhaps the one that ties opposite Tennessee Road. The planning document must be reopened and agreement with State Historic Preservation Office (SHPO), FHWA and others obtained. There is no guarantee that an alternate other than replace at the existing location could be selected. With the MRA recreational area impacts, an avoidance alternate must be studied. This would push alternate selection back to the current alternate, along existing. This essentially creates a new project and we would be starting over on the design. New surveys, roadway design, drainage design, bridge design and utility coordination would be required. Different R/W and easements must be acquired.

Delay: 6 months (for planning document), 20 -24 months (new design) 26 – 30 months (total).

Planning and design Cost: \$300K (\$60K by Town of Montreat + \$240K by FHWA)

### Option D

This option creates and selects a new alternate. This new alternate must be designed and studied. The planning document must be reopened or redone. Agreement with SHPO, FHWA and others obtained. There is no guarantee that an alternate other than replace at the existing location could be selected.

With the MRA recreational area impacts, an avoidance alternate must be studied. This would push alternate selection back to the current alternate, along existing. This essentially creates a new planning document, a new project and we would be starting over on the design. New surveys, roadway design, drainage design, bridge design and utility coordination would be required. Different R/W and easements must be acquired.

Delay: 12 months (for planning document), 20 -24 months (new design) 32– 36 months (total).

Planning and design Cost: \$350K (\$70K by Town of Montreat + \$280K by FHWA)

These delay and cost numbers are estimates but relative. Option A is by far the cheapest, the simplest and the easiest to implement but may not address the wishes of the new board. Of the remaining options, Option B is the cheapest, the simplest, the easiest to implement and was under consideration by the previous board. We have surveys and a horizontal alignment that can be used. We have R/W and easement that can be used. The planning document can remain as is with a 'consultation' addressing the elevation change. There could be a construction cost savings with a shorter bridge. The other 2 options require a reopening and a possible major redo of the planning document. They are almost a completely new project. Delay and cost are significant. A replace in place (Options A & B) is usually the least damaging for all parties. In addition, conversations with FHWA indicate they could participate in funding. Option B would also be more amenable to SHPO since it lowers the proposed bridge elevation and therefore reduces impacts to the eligible historic properties.

Should there be questions, please don't hesitate to contact me.



## **Town of Montreat**

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

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### **Texas Road Bridge Replacement Project**

#### **Project Background:**

The Town closed the Texas Road bridge to vehicular traffic in 2008, when an engineering inspection report revealed widespread timber decay. Texas Road was opened to two-way traffic from Lookout Road to Community Center Circle to improve safety near the child care center.

The Board added replacement of the bridge to the Town's five-year Capital Improvements Plan in 2009, and staff began seeking funding opportunities through the American Recovery and Reinvestment Act (ARRA) and the North Carolina Transportation Plan Distribution Fund. Neither funding option proves viable. Also in 2009, the Town's engineering firm discovered that replacing the bridge in the same location would require raising the new structure between five to seven feet in order to avoid construction within the floodway and surrounding non-encroachment areas. The Board at that time agrees by consensus to construct a replacement bridge farther upstream near Well B, and maintain the existing structure for pedestrian use.

In 2010, the Town then applied for and was accepted into the Municipal Bridge Program, a joint venture between the North Carolina Department of Transportation (NCDOT) and Federal Highway Administration to provide 80% of the bridge's replacement costs through a reimbursement grant. A Request for Letters of Interest for an approved engineering firm was published in April 2011, followed by several months of contract price negotiations with the selected firm. Town staff attended a scoping meeting in September 2011 with NCDOT staff and KCI Associates representatives, and KCI began work on an initial project cost estimate for NCDOT approval. The Board formally approved an engineering contract with KCI Associates in August 2012.

The Board held a citizen's informational workshop in late November 2012 and mailed out comment forms to receive input from community members who were unable to attend. The presentation summarized the project's history, purpose, study area, replacement options, state and federal agency coordination efforts, resource considerations, and completion schedule. NCDOT officials and KCI Associates representatives began preparing a Categorical Exclusion (CE) document, which is used in accordance with state and federal laws to analyze the potential community and environmental effects of the project and help the Board select from one of five potential replacement options:

**Option A (No-Build):** Allowing the bridge to remain in its current state. The bridge would be closed to vehicular traffic indefinitely.

- Option B (Replace in Place): Replacement of the bridge with a new structure in the same location as the existing bridge. Both the roadway and new bridge structure would be elevated slightly to improve the existing roadway grade.
- Option C (Welch Field): Creation of a new crossing of Flat Creek approximately 60 feet northeast of the existing structure along a realigned Texas Road. This option would require either an easement or the use of a portion of Welch Field.
- Option D (Tennessee Road Alignment): Replacement of the bridge at a new location approximately 185 feet northeast. The roadway would be realigned to create a four-way intersection at Tennessee Road.
- Option E (Montreat Playing Field): Construction of a new bridge approximately 310 feet northeast of the current structure. This option would require either an easement or the use of a portion of the Town's playing field area between Welch Field and the Patricia Cornwall Tennis Courts.

The Board agreed by consensus in November 2012 to eliminate Options A and C from consideration. Town staff learned in March 2013 that historical and archeological studies would be required for replacement Options B, D and E. A change order to the engineering contract with KCI Associates to include these additional studies was approved in May 2013. In June 2013, the North Carolina State Historic Preservation Office (NC SHPO) determined that the bridge was located within an eligible National Historic District, and that replacement Options B, D and E would be considered to have an adverse effect on the area. As a result, NC SHPO required a more detailed historical study and an archeological dig. The Town approved a second Supplemental Agreement for these studies in September 2013, and the studies were completed in October 2013.

The Board received an initial draft CE document for review in February 2014. At their February 26, 2014 Annual Retreat, the Board agreed by consensus to select Option B as the preferred bridge replacement location. This decision was formalized by an official vote during the March 13, 2014 Town Council Meeting. The archeological and historic structure reports were then sent to NC SHPO for review and approval in April and May 2014, and the CE document was sent to the Federal Highway Administration for review in early June 2014. KCI Associates gave an initial project design presentation during the Board's August 14, 2014 Town Council Meeting, and the final Categorical Exclusion (CE) document was prepared and submitted in January 2015.

**Current Status:**

Design plans are at 100% completion.

**Next Steps:**

Right-of-way agreements are currently being developed between the utility companies and the Montreat Conference Center.

**Buncombe County  
Bridge No. 528 on Texas Road  
over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
T.I.P. No. B-5196**

**CATEGORICAL EXCLUSION**

**UNITED STATES DEPARTMENT OF TRANSPORTATION**

**FEDERAL HIGHWAY ADMINISTRATION**

**AND**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

Prepared By:

12/29/14  
DATE

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KCI Associates of North Carolina, P.A./919-783-9214

Prepared for:

1/7/2015  
DATE

Letta Oax Saylor  
Town of Montreat, North Carolina

Reviewed:

1/09/15  
DATE

John L. Williams  
Unit Head, NCDOT - Project Development &  
Environmental Analysis

Approved:

1-12-15  
DATE

for Michael J. Estep  
Division Administrator, Federal Highway Administration



## **PROJECT COMMITMENTS**

**Buncombe County  
Bridge No. 528 on Texas Road  
Over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
T.I.P. No. B-5196**

### **Structure Design – HPO Coordination**

The proposed project is located in the National Register-eligible Montreat Historic District. The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.
- The side of the bridge with the pedestrian sidewalk will have a railing, and the design will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

### **Hydraulic Unit – FEMA Coordination**

The Hydraulics Unit will coordinate with the NC Floodplain Mapping Program (FMP), to determine status of project with regard to applicability of NCDOT'S Memorandum of Agreement, or approval of a Conditional Letter of Map Revision (CLOMR) and subsequent final Letter of Map Revision (LOMR).

### **Division Construction-FEMA**

This project involves construction activities on or adjacent to FEMA-regulated stream(s). Therefore, the Division shall submit sealed as-built construction plans to the Hydraulics Unit upon completion of project construction, certifying that the drainage structure(s) and roadway embankment that are located within the 100-year floodplain were built as shown in the construction plans, both horizontally and vertically.

### **Structure Design – TVA Permit**

The proposed project is located in the Tennessee Valley Authority's (TVA) Land Management District. The project will require approval under Section 26a of the TVA Act.

**Buncombe County  
Bridge No. 528 on Texas Road  
over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
S.T.I.P. No. B-5196**

**INTRODUCTION:** Improvements to Bridge No. 528 are included in the latest approved North Carolina Department of Transportation (NCDOT) State Transportation Improvement Program (STIP) as project B-5196 and is eligible for the Federal-Aid Highway Bridge Program. The location is shown in Figure 1. No substantial environmental impacts are anticipated; therefore, the project is classified as a Federal "Categorical Exclusion."

## **I. PURPOSE AND NEED STATEMENT**

NCDOT Bridge Management Unit records indicate Bridge No. 528 has a sufficiency rating of 21.9 out of a possible 100 for a new structure. It was constructed in 1960 and has reached the end of its useful life, exhibiting a degree of deterioration that can no longer be addressed by maintenance activities; therefore, the existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area as well as to improve community connections. The project is needed to support event circulation and ongoing access to Montreat College and the Montreat Conference Center, a retreat and conference center around which the Town of Montreat was founded and which remains a focus of activity for the community. Additionally, the replacement would maintain safe pedestrian access across Flat Creek and between several adjacent recreation areas, supporting an existing pedestrian path that crosses the bridge.

## **II. EXISTING CONDITIONS**

The project is located within the limits of the Town of Montreat in Buncombe County, near the intersections of Texas Road with Texas Spur Road and Assembly Drive (see Figure 1). An existing bridge (Bridge No. 528) crosses Flat Creek. Land use in the project study area consists primarily of a maintained park interspersed with forestland and streams, along with residential and institutional development along surrounding roadways. Montreat College is located 1,500 feet to the northeast of the existing bridge. The Montreat Conference Center, a large facility that hosts approximately 35,000 visitors per year, is located 1,450 feet northeast of the bridge and uses Texas Road to provide additional access during events.

The area immediately surrounding the bridge contains a number of park and recreational facilities that are integral to the community, including youth during summer programs hosted by the Montreat Conference Center. Welch Field, which includes a baseball field, is owned by the Montreat Conference Center and is located immediately to the west of the bridge. East of the bridge is Robert Lake Park, a recreational resource with a variety of facilities including the Patricia Cornwell Tennis Center, the Bill Wilde Youth Center, the Updike Child Care Center, a playing field, playground, and recreational trail. The majority of this property is owned by the Montreat Conference Center; however, the Town of Montreat has two small inholding parcels in this area (see Figure 1).

Bridge No. 528 is on Texas Road, which is not classified in the Statewide Functional Classification System as it is not a state road or a National Highway System Route. The 1981 traffic volume of 150 vehicles per day (VPD) is projected to increase to 300 VPD by the year 2025. As noted above, the bridge is currently closed to vehicular traffic, but the posted speed limit in the project area is 20 miles per hour.

Bridge No. 528 is a single-span structure that consists of a timber deck on steel beams supported by timber abutments. The overall length of the structure is 27.5 feet. The clear roadway width is 19.5 feet. The bridge is currently closed to vehicular traffic due to its deteriorated condition. There are no utilities attached to the existing structure, but an existing sewer crosses Flat Creek in an aerial crossing just south of the existing bridge. Overhead power and communication lines also cross directly above the bridge.

In the vicinity of the bridge, Texas Road has a 16-foot pavement width with 2-foot unpaved shoulders (see Figures 2 and 3). The existing roadway alignment includes a poorly aligned intersection with steep gradients (Texas Road Spur) just east of the bridge, and severe curvature just west of the bridge. Texas Road intersects with Assembly Drive approximately 185 feet north of Bridge No. 528.

Assembly Drive is the primary north-south roadway through the Town of Montreat. In the vicinity of the project, it is a two-lane paved roadway with a 2-foot paved shoulder on the west side and a 4-foot paved shoulder on the east side. This wider shoulder is marked for use by bicycles. There are concrete sidewalks on the west side of Assembly Drive and a gravel pull off area on the east side of Assembly Drive immediately north of its intersection with Texas Road. Several intersections are located along Assembly Drive within a short distance. Approximately 100 feet north of the intersection of Texas Road and Assembly Drive, Tennessee Road intersects Assembly Drive. Georgia Terrace Drive intersects with Assembly Drive another 250 feet to the north.

This section of Texas Road, including Bridge No. 528, is not part of a designated bicycle route, nor is it listed in the STIP as needing incidental bicycle accommodations. Pedestrian activity in the vicinity of the bridge is heavy. Although sidewalks are not currently present on the existing bridge, a recreational trail parallels Flat Creek from Assembly Drive just north of its intersection with Texas Road Extension through Robert Lake Park and uses existing bridge #528 to cross Flat Creek. The trail is actively used by youth summer camps associated with the Montreat Conference Center, as well as by residents who access the park and its amenities year round.

### **III. ALTERNATIVES**

Multiple alternatives were considered for the project, including the no-build alternative, rehabilitation of the existing bridge, replacing the existing bridge in its current location, and constructing a new bridge on a new alignment. Options for pedestrian access across Flat Creek were also considered.

#### **A. Alternatives Eliminated From Further Consideration**

The **no-build alternative (Option A)** would include continued closure of the existing bridge. This would not be acceptable due to the traffic service provided by Texas Road, the surrounding road network, and pedestrian facilities in the project vicinity.

**Rehabilitation** of the existing bridge would not be practical due to its age and deteriorated condition. The bridge has a sufficiency rating of 21.9 out of a possible 100 for a new structure and is currently closed to vehicular traffic due to safety concerns related to its state of deterioration.

**Staged construction** is not feasible or applicable for this bridge, as the bridge is currently closed to traffic and traffic need not be maintained on the bridge during construction.

One preliminary alternative to **replace the bridge** was eliminated from further consideration.

**Option C** (New Location at Welch Field) would cross Flat Creek upstream of the existing bridge at Welch Field. This alternative was eliminated early in the planning process due to public comments regarding impacts to the Field.

## **B. Reasonable and Feasible Alternatives**

Three alternatives for replacing Bridge No. 528 were studied and are described below (see Figure 2).

**Option B** involves replacement of the existing structure along the current roadway alignment. Based on preliminary hydraulic modeling, the existing bridge would be replaced with a 1 @ 65-foot 24" cored slab bridge on a 90 degree skew. Since the proposed bridge is a tangent structure located along a curved alignment, the bridge would need to be significantly wider than the other alternate bridges. The minimum grade across the bridge would be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord would be set above elevation 2,594.6 feet based on preliminary hydraulic modeling. The size of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design. A retaining wall would be installed along the side of Texas Road to avoid impacts to the adjacent recreational field. A pedestrian sidewalk would be included on one side of the bridge.

**Option D** involves construction of a new bridge approximately 170 feet upstream of the existing bridge, intersecting Assembly Drive directly opposite Tennessee Road. The existing bridge would be retained for pedestrian use. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 100-foot 39" box beam bridge on a 70 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or either approach slab. The minimum grade should be set above elevation 2,600.0 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

**Option E** would be a new bridge located approximately 300 feet upstream of the existing bridge. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 80-foot 33" box beam bridge on a 90 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord should be set above elevation 2,605.8 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

This alignment would cross the Robert Lake Park adjacent to the Patricia Cornwell Tennis Center and in close proximity to other recreational resources at the park, including the Youth Center and playground areas. This alternative would also create a new intersection with Assembly Drive that is offset from the existing intersection of Assembly Drive and Tennessee Road.

### **C. Preferred Alternative**

Bridge No. 528 will be replaced in place as shown by Option B in Figure 2. No detour would be required during construction, as the bridge is currently closed to vehicular traffic, and travelers are using alternate routes. This alternative is preferred by the Town of Montreat and was selected because it would have the lowest environmental and community impacts and would not impact adjacent recreational areas. In addition, as described in Section VI below, the replacement bridge would better reflect the character of the National Register-eligible Montreat Historic District than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

## **IV. ESTIMATED COSTS**

The estimated construction cost of the project, based on 2013 prices, is as follows:

	<b>Option B</b>	<b>Option D</b>	<b>Option E</b>
Structure & Utilities	\$ 378,000	\$ 451,000	\$ 345,000
Roadway Approaches	\$ 165,000	\$ 133,000	\$ 102,000
Misc. & Mob.	\$ 135,000	\$ 128,000	\$ 97,000
<u>Eng. &amp; Contingencies</u>	<u>\$ 102,000</u>	<u>\$ 107,000</u>	<u>\$ 82,000</u>
<b>Total Construction Cost</b>	<b>\$ 780,000</b>	<b>\$ 819,000</b>	<b>\$ 626,000</b>

## V. NATURAL ENVIRONMENT

Natural resources in the project study area were reviewed in the field in October 2012 and documented in a Natural Resources Technical Report (NRTR) (KCI, January 2013), incorporated by reference. This section includes a summary of the existing conditions, as well as the potential environmental impacts of the alternatives.

### A. Physical Characteristics

#### Water Resources

Water resources in the study area are part of the French Broad Basin [U.S. Geological Survey (USGS) Hydrologic Unit 06010105]. Two streams were identified in the study area – Flat Creek [NCDWQ Index Number 6-78-6-(4)] and an unnamed tributary (UT) to Flat Creek.

Stream Name	Map ID	Bank Height (ft)	Bankful Width (ft)	Water Depth (in)	Channel Substrate	Velocity	Clarity
Flat Creek	Flat Creek	9	20	2	Gravel/Cobble	Fast	Clear
UT to Flat Creek	SA	3	4	1	Sand/Gravel	Moderate	Clear

Flat Creek has been designated as Class C from Big Piney Branch to its confluence with Swannanoa River (NCDENR, 2006). The North Carolina Wildlife Resources Commission (NCWRC) has not identified Flat Creek as a trout water, however Swannanoa River located approximately 2 miles downstream of the project site is classified as a hatchery supported trout water. There are no designated anadromous fish waters or Primary Nursery Areas (PNA) present in the study area and no designated High Quality Waters (HQW) or water supply watersheds (WS-I or WS-II) within 1.0 mile downstream of the study area. There are no benthic/or fish monitoring data available for any streams in the study area. Flat Creek is not listed on the North Carolina 2012 Draft 303(d) list of impaired waters. However, the list identifies the Swannanoa River downstream of the study area as an impaired water due to ecological/biological integrity benthos (NCDENR, 2012).

#### Floodplains/Floodways

The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required. Buncombe County is a participant in the National Flood Insurance Program. As shown in the Flood Insurance Rate Map (FIRM) for Buncombe County (panel 0710, dated January 6, 2010), the proposed project is located in an area within the 100-year flood (Zone AE), and where base flood elevations have been determined.

### B. Biotic Resources

Terrestrial communities in the study area can be classified as maintained/disturbed, mixed hardwood, or Acidic Cove Forest (typic subtype). Detailed descriptions of these community types and species observed in the study area can be found in the NRTR.

Community	Coverage (ac)
Maintained/Disturbed	1.7
Mixed Hardwood	0.2
Acidic Cove Forest (Typic Subtype)	0.9
Total	2.8



## C. Jurisdictional Topics

### Surface Waters and Wetlands

As noted above, two jurisdictional streams were identified in the study area (Flat Creek and Puncheon Branch). The location of these streams is shown on Figure 1. These streams are both perennial and have been designated as cold water streams for the purposes of stream mitigation.

Based on a review of waters of the US in the office and in the field, no jurisdictional wetlands were identified within the study area.

### Permits

The proposed project has been designated as a Categorical Exclusion (CE) for the purposes of National Environmental Policy Act (NEPA) documentation. As a result, a Nationwide Permit (NWP) 23 will likely be applicable. A NWP No. 33 may also apply for temporary construction activities such as stream dewatering, work bridges, or temporary causeways that are often used during bridge construction or rehabilitation.

### Federally Protected Species

As of January 14, 2014, the United States Fish and Wildlife (USFWS) lists thirteen federally-protected species for Buncombe County. However, there are no habitats for these protected species within the study area; therefore, the biological conclusion for each is No Effect.

Scientific Name	Common Name	Federal Status	Habitat Present	Biological Conclusion
<i>Glyptemys muhlenbergii</i>	Bog turtle	T(S/A)	No	Not Required
<i>Glaucomys sabrinus coloratus</i>	Carolina northern flying squirrel	E	No	No Effect
<i>Myotis grisescens</i>	Gray bat	E	No	No Effect
<i>Erimonax monachus</i>	Spotfin chub/turquoise shiner	T	No	No Effect
<i>Alasmidonta raveneliana</i>	Appalachian elktoe	E	No	No Effect
<i>Microhexura montivaga</i>	Spruce-fir moss spider	E	No	No Effect
<i>Epioblasma florentina walkeri</i>	Tan riffleshell	E	No	No Effect
<i>Solidago spithamea</i>	Blue Ridge goldenrod	T	No	No Effect
<i>Sagittaria fasciculata</i>	Bunched arrowhead	E	No	No Effect
<i>Sarracenia rubra ssp. jonesii</i>	Mountain sweet pitcherplant	E	No	No Effect
<i>Geum radiatum</i>	Spreading avens	E	No	No Effect
<i>Spiraea virginiana</i>	Virginia spiraea	T	No	No Effect
<i>Gymnoderma lineare</i>	Rock gnome lichen	E	No	No Effect

A USFWS proposal for listing the Northern Long-eared Bat (*Myotis septentrionalis*) as an endangered species was published in the Federal register in October 2013. The listing will become effective on or before April 2015. NCDOT is working closely with the USFWS to understand how this proposed listing may impact NCDOT projects. NCDOT will continue to coordinate appropriately with USFWS to determine if this project will incur effects to the Northern long-eared bat, and how to address these potential effects if necessary.

### Bald Eagle and Golden Eagle Protection Act

Habitat for the bald eagle primarily consists of mature forest in proximity to large bodies of open water for foraging. Large dominant trees are utilized for nesting sites, typically within one mile of



open water. There are no large bodies of open water within one mile of the project study area. Suitable habitat for bald eagle does not exist within the project study area.

## **VI. HUMAN ENVIRONMENT**

### **A. Section 106 Compliance Guidelines**

This project is subject to compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, and implemented by the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106, codified at Title 36 CFR Part 800. Section 106 requires Federal agencies to take into account the effect of their undertakings (federally funded, licensed, or permitted) on properties included in or eligible for inclusion in the National Register of Historic Places and afford the Advisory Council a reasonable opportunity to comment on such undertakings.

#### **Historic Architecture**

A survey of historic resources was conducted within the preliminary viewshed of the proposed options in June 2013. Findings were presented to the HPO on June 25, 2013. At this meeting, the HPO recognized a potential Montreat National Register Historic District with as-yet undetermined boundaries, and stated that a reconnaissance-level architectural survey should seek to identify potential contributing resources to this district within the visual Area of Potential Effect (APE) of the bridge project, but without surveying the remainder of the Town of Montreat. The HPO defined the APE for this project and its three build alternatives (Options B, D, and E) as an area within Montreat comprising 32 tax parcels and their associated structures.

In September 2013, TRC conducted archival research and field survey of those 32 parcels. One previously surveyed architectural resource, the Community Building (BN 0340), and 29 newly surveyed resources (including the Texas Road Bridge) were recorded, mapped, and photographed during the survey. Two properties within the survey area, 310 Texas Road and 239 Assembly Drive, contained buildings constructed in 1988 and 2009, respectively, and were not surveyed due to age. Of the 30 surveyed properties, 23 are recommended as contributing to the potential Montreat Historic District. One property, the former Community Building, is recommended as individually eligible for listing in the National Register under Criteria A and C. The existing Texas Road Bridge is not eligible as an individual resource and is not a contributing resource to the historic district. The findings of this study are documented in a Historic Structures Report and National Register Evaluation (November 2013).

There would be no direct impacts to any of the properties that contribute to the potential Montreat Historic District. Based on coordination with the HPO, a replacement bridge would better reflect the character of the historic district than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.

- The side of the bridge with the pedestrian sidewalk will have a one-bar metal rail set on the parapet, with a minimum height of 42 inches. The final design of the rail will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

A copy of the HPO's determination of effects dated October 28, 2014, is included in the appendix.

### **Archaeology**

An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, November 2013). Some historic artifacts, likely related to the former Montreat post office, general store, and other commercial buildings that once stood in the area, were found on the north side of Flat Creek. However, the site (31BN989) is ineligible for the National Register. Additionally, much of the proposed project will be constructed on fill, and construction activities will not impact any intact soils that might exist along Flat Creek beneath existing fill. Therefore, no further archaeological investigations are required.

### **B. Community Impacts**

Potential community impacts are documented in a Community Impact Assessment (November 2013). No adverse impact on families or communities is anticipated. No adverse effect on public facilities or services is expected. The project is not expected to adversely affect social, economic, or religious opportunities in the area. Right-of-way acquisition will be limited, and no relocatees are expected with implementation of any alternative.

As the existing bridge is closed, there is no risk of direct impact on traffic flows and no transit, school, or -S concerns should arise from construction. Reopening of the bridge will improve access and traffic flows around the Updike Child Care Center and Robert Lake Park, as well as provide additional connection via Texas Road to Montreat College and the Montreat Conference Center.

The project is not in conflict with any plan, existing land use, or zoning regulation. No change in land use is expected to result from the construction of the project.

The project will not have a disproportionately high and adverse human health and environmental effect on any minority or low-income population.

### **C. Section 4(f) Resources**

The Preferred Alternative would not result in any use of Section 4(f) resources. As discussed above, the study area includes privately-owned lands that are used for recreational purposes; however, these resources are part of Robert Lake Park, which is privately-owned by the Montreat Conference Center. While the Town of Montreat owns property adjacent to this park, the town's property is not considered to be part of the park. Therefore, Section 4(f) does not apply to the park. Also, as discussed above, the Texas Road Bridge is not a contributing element to the potential Montreat Historic District, and because the town owns all property associated with the construction of the

replacement bridge, there is no direct, temporary, or constructive use, and therefore Section 4(f) does not apply.

#### **D. Noise & Air Quality**

The project is located in Buncombe County, which is in compliance with the National Ambient Air Quality Standards. The proposed project is located in an attainment area; therefore, 40 CFR Parts 51 and 93 are not applicable. This project is not anticipated to create any adverse effects on the air quality of this attainment area.

This project will not result in any meaningful changes in traffic volume, vehicle mix, location of the existing facility, or any other factor that would cause an increase in emissions impacts relative to the no-build alternative. As such FHWA has determined that this project will generate minimal air quality impacts for Clean Air Act criteria pollutants and has not been linked with any special mobile source air toxics (MSAT) concerns. Consequently this effort is exempt from analysis for MSATs.

Noise levels may increase during project construction; however, these impacts are not expected to be substantial considering the relatively short-term nature of construction noise and the limitation of construction to daytime hours. The transmission loss characteristics of nearby natural elements and man-made structures are believed to be sufficient to moderate the effects of intrusive construction noise.

### **VII. GENERAL ENVIRONMENTAL EFFECTS**

The project is expected to have an overall positive impact. Construction of a new bridge will result in safer traffic operations and improve circulation and access in Montreat and around the Montreat Conference Center.

The replacement of Bridge No. 528 will not have an adverse effect on the quality of the human or natural environment with the use of the current North Carolina Department of Transportation standards and specifications.

No sites presently or formerly containing petroleum underground storage tanks (UST's) have been identified within the project limits.

Buncombe County is a participant in the National Flood Insurance Program. There are no practical alternatives to crossing the floodplain area. Any shift in alignment will result in an impact area of about the same magnitude. The proposed project is not anticipated to increase the level or extent of upstream flood potential.

### **VIII. COORDINATION & AGENCY COMMENTS**

NCDOT has sought input from the following agencies as a part of the project development:

- Federal Highway Administration
- North Carolina Department of Cultural Resources State Historic Preservation Office
- U.S. Environmental Protection Agency
- North Carolina Department of Environment and Natural Resources Natural Heritage Program

- North Carolina Division of Environmental Assistance and Outreach
- U.S. Fish & Wildlife Service
- North Carolina Department of Public Safety Division of Emergency Management
- Buncombe County
- Town of Montreat

A Scoping Letter for this project was distributed to these agencies, as well as other state agencies through the State Environmental Clearinghouse, on October 26, 2012. Below is a summary of comments received in response to these letters and responses to comments, if appropriate (comments which were responded to are underlined). Responses of "No Comment" were received from NC Department of Agriculture and NCDOT-Statewide Planning. Copies of all letters are included in the appendix.

The North Carolina Department of Environment and Natural Resources (Natural Heritage Program) in a letter dated November 14, 2012, indicated that the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) is present in Flat Creek approximately one-half mile southwest of the bridge site and could potentially be present closer to the bridge. Additionally, as drainage from the bridge site flows toward the identified Hellbender location, the Natural Heritage Program recommends that proper sedimentation controls be implemented during construction to avoid creek and species impacts. This response further noted that while much of the forested area near the bridge site is part of a large North Carolina Clean Water Management Trust Fund easement, no direct impacts are anticipated to these lands.

The North Carolina Department of Natural Resources (Division of Environmental Assistance and Outreach) also submitted a project review form with permit information. According to this form, the project will require a 401 Water Quality Certification and the regional office should be notified if "orphan" underground storage tanks are discovered during any excavation operation.

The North Carolina Department of Cultural Resources (State Historic Preservation Office (HPO)) in a letter dated November 20, 2012, indicated that no recorded archaeological sites are located within the project study area. If the replace-in-place alternative is selected, SHPO anticipates that no significant archaeological resources will be impacted and that no investigations will be needed. However, if a new location is selected, HPO would like to receive a map of the new alignment in order to evaluate potential effects on archaeological resources.<sup>1</sup>

This response also indicated that the Community Building (BN 0340), a structure of historical or architectural importance, is located in the general project area. This building was placed on the State Study List in 1980. HPO recommends that any structures over fifty (50) years of age within the area of potential effect be evaluated by a qualified architectural historian, and that the findings of this analysis be reported to HPO.<sup>2</sup>

**RESPONSE 1:** An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted by TRC in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, TRC, November 2013) and submitted to HPO.

**RESPONSE 2:** As described above, a Historic Structures Report and National Register Evaluation (TRC, November 2013) was completed and submitted to HPO.

The North Carolina Department of Crime Control and Public Safety (Geospatial and Technology Management (GTM) Office) in a letter dated December 7, 2012, indicated that the project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River, and a hydraulic analysis is required for any new, replacement, or modification to an existing hydraulic structure within the regulatory floodway of this area.<sup>1</sup>

This response further recommends that the project team coordinate with Mr. David Chang, NCDOT Hydraulics, to determine whether the project falls within the NC Floodplain Mapping Program MOA. Finally, the respondent noted that new or replacement structures that cause an increase in the Base Flood Elevation (BFE) require approval of a Conditional Letter of Map Revision (CLOMR) prior to construction, while those structures that do not cause an increase in the BFE would be reviewed under the MOA.<sup>2</sup>

**RESPONSE 1:** A preliminary hydraulic analysis was completed to determine approximate bridge characteristics; however, length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

**RESPONSE 2:** The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required.

## **IX. PUBLIC INVOLVEMENT**

A public meeting was held from 4:00 to 7:00 p.m. on November 27, 2012 at the Walkup Building (300 Community Center Circle) in Montreat, North Carolina. A public notice/press release about the public meeting was published in two local newspapers, including the Asheville Citizen Times (November 14, 18, and 25) and the Mountain Xpress (November 14 and 21). In addition to the press releases, approximately 100 newsletters were mailed to property and business owners within the project study area, as well as to local officials and area stakeholders. The Town of Montreat also distributed meeting announcements and information to the Town's "Sunshine List" and via social media channels, including Facebook, Twitter, and the Town's event calendar.

The public meeting offered an opportunity for the general public to learn about the project and its objectives, review information on existing conditions and general locations for alternatives, and provide input and feedback. The workshop was held in open house format with no formal presentation or opening remarks. Materials included comment forms, informational handouts, study area maps, boards displaying the build alternatives, and large map printouts for participants to mark up. A total of 39 individuals attended the public meeting, including Town residents, local officials, and Montreat Conference Center representatives. The project team collected 14 comment forms at the meeting, while an additional 24 comments were received via email during the comment period following the public meeting.

Commenters most frequently cited a preference for Option B or Option D. Reasons provided for selecting Option B included minimization of property and environmental impacts, maintenance of access and traffic flow, use of the existing right of way, preservation of recreational resources, and perceived lower costs. Several respondents commented that although the existing design/alignment is not ideal, it has not been a traffic hazard in the past due to slow speeds and low traffic volumes.

Those expressing opposition to Option B primarily cited safety and visibility concerns with the existing alignment and intersection with Assembly Drive.

Among those selecting Option D as their preferred option, respondents indicated that this alternative would protect recreational resources, provide safer travel for vehicles and pedestrians, have limited property impacts, provide a four-way (rather than offset) intersection, and clear invasive vegetation. Those not in favor of Option D primarily cited impacts to specific properties along Texas Road and open space at the proposed replacement site.

Although Options B and D were the most frequently preferred alternatives, several respondents expressed support for Option A (No Build). These respondents cited cost concerns and traffic impacts and noted that residents have adapted to closure of the bridge. However, a greater number of respondents expressed opposition to Option A—which would leave the bridge closed indefinitely—due to safety and aesthetic concerns as well as the need to provide greater connectivity and emergency vehicle access.

No respondents indicated a preference for Option C (New Location at Welch Field), and comments about Option C most frequently addressed impacts to Welch Field as well as to specific residential properties along Texas Road. Option E was also not widely supported; however, some indicated it would be their second choice to Option D over Option B. Those who expressed opposition to Option E noted its impacts to recreational resources—including the Patricia Cromwell Tennis Center and a Town of Montreat playing field—and to specific residential properties on Texas Road.

## **X. CONCLUSION**

On the basis of the above discussion, it is concluded that no substantial adverse environmental impacts will result from implementation of the Preferred Alternative (Option B). The project is therefore considered to be a federal “Categorical Exclusion” due to its limited scope and lack of substantial environmental consequences.

## FIGURES

Figure 1: B-5196 Project Study Area

Figure 2: B-5196 Alternatives



Figure 1: B-5196 Project Study Area

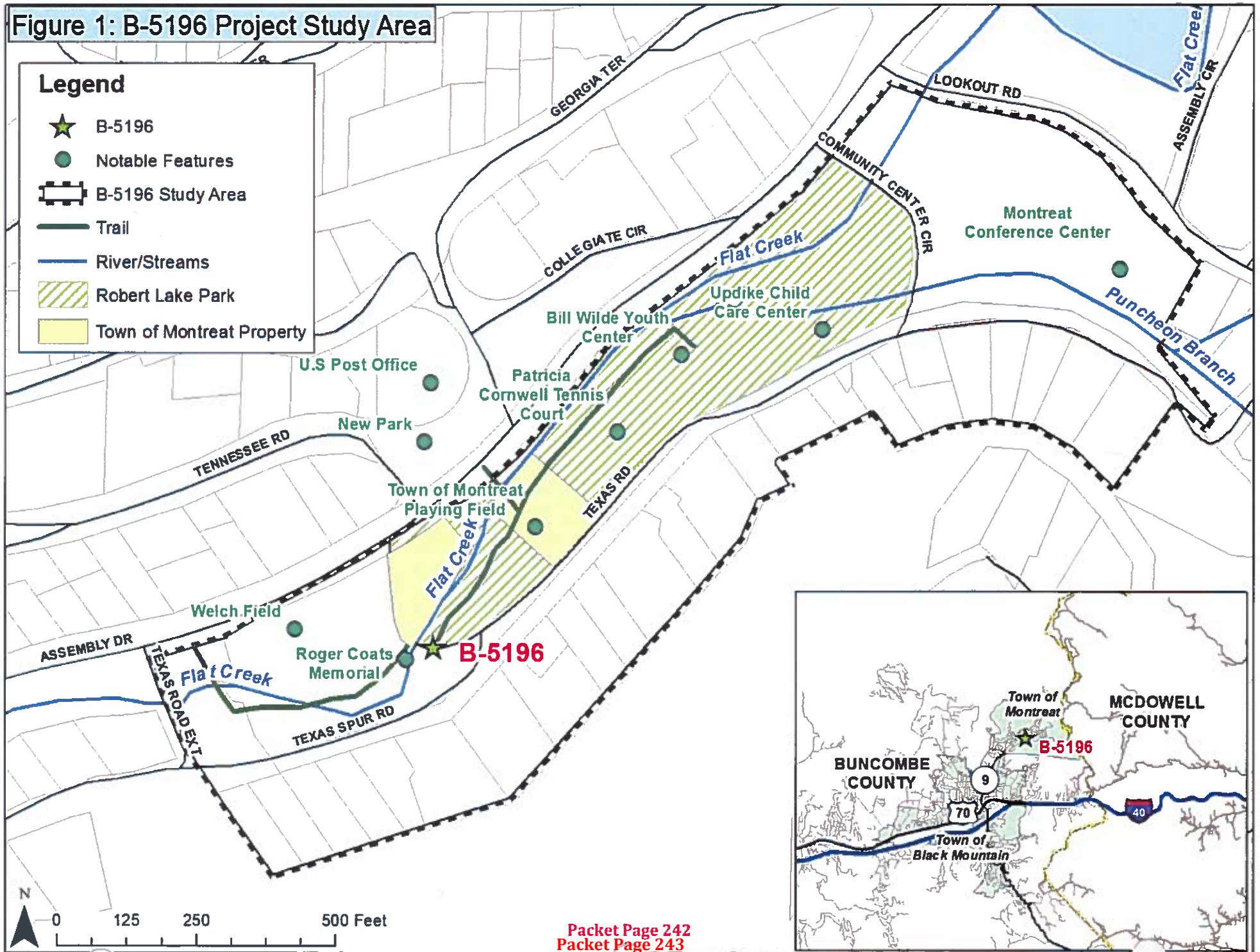
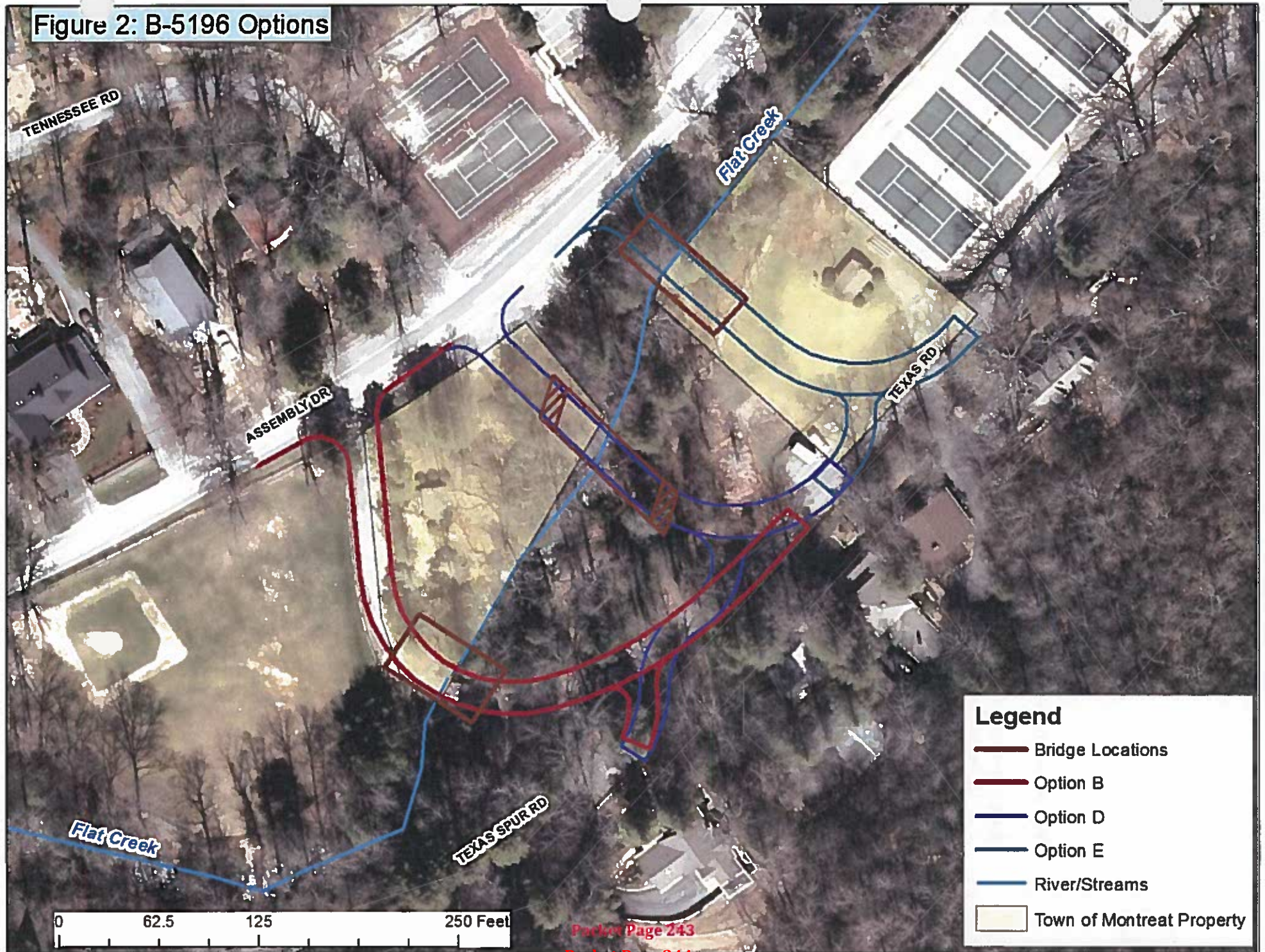




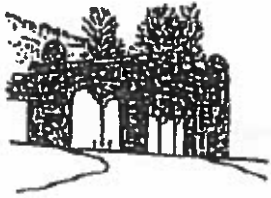
Figure 2: B-5196 Options



## **APPENDIX**

Start of Study Letter (with distribution list)	October 26, 2012
State Environmental Clearinghouse NC Department of Public Safety	December 12, 2012 December 7, 2012
State Environmental Review Clearinghouse • State Historic Preservation Office	November 29, 2012 November 20, 2012
State Environmental Review Clearinghouse • NC Department of Environment & Natural Resources • NC Natural Heritage Program • NC DENR – Asheville Regional Office • NC Department of Agriculture • NCDOT – Statewide Planning	November 26, 2012 November 19, 2012 November 14, 2012 November 15, 2012 November 9, 2012 November 13, 2012
Concurrence Form for Assessment of Effects	October 28, 2014





## Town of Montreat

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

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

October 26, 2012

State Environmental Clearinghouse  
1301 MSC  
Raleigh, NC 27699-1301

SUBJECT: Start of Study, Proposed Bridge Replacement on Texas Road (TIP # B-5196), Montreat, Buncombe County, North Carolina

To Whom it May Concern,

The Town of Montreat, the North Carolina Department of Transportation (NCDOT), and the Federal Highway Administration (FHWA) propose to replace Bridge No. 528 on Texas Road over Flat Creek in Montreat, North Carolina. The existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area, to support pedestrian connectivity, and to improve access to community facilities. A map of the project study area is included as an attachment to this letter.

The proposed project will consider a set of build and no-build scenarios to replace the bridge and provide safe mobility and access. Alternatives other than replacing the structure in its existing location may be considered in the planning process. The build alternatives currently being considered include replacing the bridge at the existing location and a new bridge location approximately 50 feet east of the existing bridge on an improved alignment.

A Federally-funded Categorical Exclusion (CE) document is being prepared in coordination with FHWA. This document is intended to satisfy the requirements of both the National Environmental Policy Act (NEPA) and the North Carolina Environmental Policy Act (SEPA).

In an effort to expedite the environmental clearance process, we are asking your agency to provide any information you might have that would be helpful in evaluating the potential environmental impacts of the proposed bridge replacement project. If applicable, please also identify any permits or approvals that may be required by your agency. We ask that you please respond in writing by **November 26, 2012**.

The Town invites your participation in an upcoming informational workshop tentatively scheduled for November 27. Details for this workshop will be forthcoming.

We appreciate your time and cooperation on this project. If you have any questions or need any additional information concerning this project, please contact the project subconsultant, Planning Communities, via email at [ttownsend@planningcommunities.com](mailto:ttownsend@planningcommunities.com) or by phone at (919) 803-6862.

Sincerely,

Ron Nalley  
Town Administrator  
Town of Montreat, North Carolina

cc Teresa Townsend, Planning Communities

Mitch Batuzich, PE  
Western Preconstruction & Environmental  
Specialist  
(Divisions 10-14)  
Federal Highway Administration  
310 New Bern Avenue, Suite 410  
Raleigh, NC 27601-1418

Rence Gledhill-Earley  
State Historic Preservation Office  
NC Department of Cultural Resources  
4617 MSC  
Raleigh, NC 27601-1418

Chris Militscher  
US Environmental Protection Agency  
61 Forsyth Street, SW  
Atlanta, GA 30303

Rob Ridings  
NC Division of Water Quality  
1650 MSC  
Raleigh, NC 27699-1650

Brian Cole  
US Fish and Wildlife Service  
160 Zillicoa Street  
Asheville, NC 28801

Wanda Greene  
Buncombe County Manager  
205 College Street, Suite 300  
Asheville, NC 28801

Letta Jean Taylor  
Mayor, Town of Montreat  
PO Box 95  
Montreat, NC 28757

Stephen L. Freeman  
Public Works Director  
PO Box 423  
Montreat, NC 28757

David Currie  
Building Inspector/Code Administrator  
PO Box 423  
Montreat, NC 28757

Ricky A. Tipton, PE, PLS  
13<sup>th</sup> Division Construction Engineer  
55 Orange Street  
Asheville, NC 28801

State Environmental Clearinghouse  
1301 MSC  
Raleigh, NC 27699-1301



## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

December 12, 2012

Mr. Ron Nalley  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are additional comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

*Crystal Best*  
Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

**Mailing Address:**  
1301 Mail Service Center  
Raleigh, NC 27699-1301

**Telephone:** (919)807-2425  
Fax (919)733-9571  
State Courier #51-01-00  
e-mail [state\\_clearinghouse@doa.nc.gov](mailto:state_clearinghouse@doa.nc.gov)

**Location Address:**  
116 West Jones Street  
Raleigh, North Carolina

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS CAROLYN PENNY  
CLEARINGHOUSE COORDINATOR  
CC&PS - DIV OF EMERGENCY MANAGEMENT  
FLOODPLAIN MANAGEMENT PROGRAM  
MSC # 4719  
RALEIGH NC



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DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

**PROJECT INFORMATION**

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☒ COMMENTS ATTACHED

SIGNED BY:

DATE:

12/10/12





# North Carolina Department of Public Safety

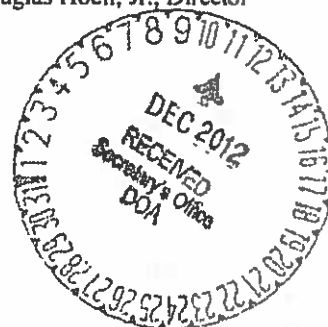
## Emergency Management

Beverly Eaves Perdue, Governor  
Reuben F. Young, Secretary

H. Douglas Hoell, Jr., Director

December 7, 2012

State Clearinghouse  
N.C. Department of Administration  
1301 Mail Service Center  
Raleigh, North Carolina 27699-1301



Subject: Intergovernmental Review State Number: 13-E-0000-0143  
Replace Bridge 528 on Texas Road over Flat Creek, Montreat

As requested by the North Carolina State Clearinghouse, the North Carolina Department of Crime Control and Public Safety Division of Emergency Management Office of Geospatial and Technology Management (GTM) reviewed the proposed project listed above and offer the following comments:

- 1) North Carolina Executive Order 123 directs NCDOT to coordinate with and follow the FHWA floodplain management requirements which are found in the Federal Executive Order 11988. To ensure NCDOT compliance with EO 11988 and 44 CFR the NCDOT Hydraulics Section and the NC Floodplain Mapping Program have a MOA. Please coordinate with Mr. David Chang, NCDOT Hydraulics, to determine if this project is eligible to fall within the MOA.
- 2) The proposed project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River (Panel 0710). A hydraulic analysis is required for any new, replacement or modification to an existing hydraulic structure that is within the regulatory floodway of this SFHA.
- 3) New or replacement structures that do not cause an increase in the Base Flood Elevation (BFE) would be reviewed under the MOA. New or replacement structures that cause an increase in the Base Flood Elevation (BFE) will require approval of a Conditional Letter of Map Revision prior to construction.

Thank you for your cooperation and consideration. If you have any questions concerning the above comments, please contact Dan Brubaker, P.E., CFM, the NC NFIP Engineer at (919) 825-2300, by email at [dan.brubaker@ncdps.gov](mailto:dan.brubaker@ncdps.gov) or at the address shown on the footer of this documents.

Sincerely,

Kenneth W. Ashe, P.E., CFM  
Assistant Director  
Geospatial and Technology Management Office

cc: John Gerber, NFIP State Coordinator  
Dan Brubaker, NFIP Engineer

**MAILING ADDRESS:**  
4218 Mail Service Center  
Raleigh NC 27699-4218  
[www.ncem.org](http://www.ncem.org)



**GTM OFFICE LOCATION:**  
4105 Reedy Creek Road  
Raleigh, NC 27607  
Telephone: (919) 825-2341  
Fax: (919) 825-0408

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Packet Page 249

Packet Page 250



## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 29, 2012

Mr. Ron Nalley  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are additional comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Best".

Crystal Best  
State Environmental Review Clearinghouse

Attachments

cc: Region B

*Mailing Address:*  
1301 Mail Service Center  
Raleigh, NC 27699-1301

*Telephone: (919)807-2425*  
*Fax (919)733-9571*  
*State Courier #51-01-00*  
*e-mail stateclearinghouse@doa.nc.gov*

*Location Address:*  
116 West Jones Street  
Raleigh, North Carolina

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**Packet Page 250**

**Packet Page 251**

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

NOV 06 2012

MS RENEE GLEDHILL-EARLEY  
CLEARINGHOUSE COORDINATOR  
DEPT OF CULTURAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
MSC 4617 - ARCHIVES BUILDING  
RALEIGH NC

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DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

PROJECT INFORMATION

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☐ NO COMMENT ☒ COMMENTS ATTACHED

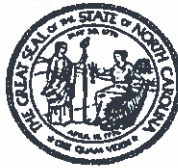
SIGNED BY:

Renee Gledhill-Earley

DATE:

11.27.12





**North Carolina Department of Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Beverly Eaves Perdue, Governor  
Linda A. Carlisle, Secretary  
Jeffrey J. Crow, Deputy Secretary

Office of Archives and History  
Division of Historical Resources  
David Brook, Director

November 20, 2012

Ron Nalley  
Town of Montreat  
PO Box 423  
Montreat, NC 28757



Re: Bridge 528 on Texas Road over Flat Creek, Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Nalley:

Thank you for your letter of October 26, 2012, concerning the above project.

There are no recorded archaeological sites within the proposed project area. If the replacement is to be located along the existing alignment, it is unlikely that significant archaeological resources would be affected and no investigations would be recommended. If, however, the replacement is to be in a new location, please forward a map to this office indicating the location of the new alignment so we may evaluate the potential effects of the replacement upon archaeological resources.

We have conducted a search of our maps and files and located the following structures of historical or architectural importance within the general area of this project:

- Community Building (BN 0340), placed on the State Study List in 1980.

We recommend that a qualified architectural historian identify and evaluate any structures over fifty (50) years of age within the area potential effect, and report the findings to us. The last architectural survey of Montreat was part of the 1980 Buncombe County survey.

The location of the above property is available on our GIS website: <http://gis.ncdcr.gov/hpoweb/>.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

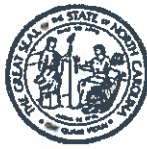
Thank you for your cooperation and consideration. If you have questions concerning the above comment, please contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579. In all future communication concerning this project, please cite the above-referenced tracking number.

Sincerely,

*Renee Gledhill-Earley*

for Ramona M. Bartos

cc: Matt Wilkerson, NCDOT  
Mary Pope Furr, NCDOT



## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 26, 2012

Mr. Ron Nalley  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge No. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are the comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

*Crystal Best*  
Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

**Mailing Address:**  
1301 Mail Service Center  
Raleigh, NC 27699-1301

**Telephone:** (919)807-2425  
**Fax** (919)733-9571  
**State Courier** #51-01-00  
**e-mail** [state.clearinghouse@doa.nc.gov](mailto:state.clearinghouse@doa.nc.gov)

**Location Address:**  
116 West Jones Street  
Raleigh, North Carolina

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**Packet Page 254**

**Packet Page 255**




North Carolina Department of Environment and Natural Resources

Beverly Hayes Perdue  
Governor

Dee Freeman  
Secretary

MEMORANDUM

TO: Crystal Best  
State Clearinghouse

FROM: Lyn Hardison   
Division of Environmental Assistance and Outreach  
Permit Assistance & Project Review Coordinator

RE: 13-0143 Scoping  
Proposed Project would replace bridge no. 528 on Texas Road over Flat Creek in  
Montreat, NC  
Buncombe County

Date: November 19, 2012

The Department of Environment and Natural Resources has reviewed the proposal for the referenced project. Several of the agencies have provided comments that will help the applicant facilitate the preparation of an environmental document. These comments are attached for the applicant's consideration.

If the applicant needs further guidance on addressing secondary and cumulative impact, please refer the applicant to the Department's guidance manual entitled 'Guidance for Preparing SEPA Documents and Addressing Secondary and Cumulative Impacts'. The purpose of the manual is to assist applicants in preparing their environmental documentation, which leads to better decision-making. The guidance manual can be found on the Department's web page <http://portal.ncdenr.org/web/guest/rules-policies-laws-and-regulations> or a copy can be provided at no cost to the applicant.

To better understand NCDENR permitting processes, please suggest to the applicant to contact Alison Davidson, Permit Assistance Coordinator, in the Department's Asheville Regional Office, (828) 296-4500. The proposed project is located within their geographic working territory.

The Department will provide more specific comments during the environmental review process.

Thank you for the opportunity to respond.

Attachment

1601 Mail Service Center, Raleigh, North Carolina 27699-1601  
Phone: 919-707-8600 \ Internet: <http://portal.ncdenr.org>  
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One  
North Carolina  
*Naturally*





North Carolina Department of Environment and Natural Resources  
Office of Conservation, Planning, and Community Affairs

Beverly Eaves Perdue  
Governor

Linda Pearsall  
Director

Dee Freeman  
Secretary

November 14, 2012

MEMORANDUM

TO: Lyn Hardison, DENR Environmental Coordinator  
FROM: <sup>H/L</sup> Harry LeGrand, Natural Heritage Program  
SUBJECT: Scoping – Proposed Bridge Replacement on Texas Road; Montreat, Buncombe County; TIP # B-5196  
REFERENCE: 13-0143

The Natural Heritage Program database contains several locations of rare species, significant natural communities, significant natural heritage areas, and conservation/managed areas within a mile of the project area. However, only two features are worth mention for the project. Our database shows the presence of the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) in Flat Creek, with a survey location (in 2009) about ½-mile southwest of the bridge site. Thus, this rare amphibian could certainly be present farther northeastward toward the bridge. In addition, drainage from the bridge site flows southwestward toward the location of the Hellbender. Thus, proper sedimentation controls should be in place during construction to avoid impacts to this creek and to the Hellbender population.

Much of the forested lands near the construction site, including lands within 0.1-mile to the south, are part of a large NC Clean Water Management Trust Fund easement. No impacts, at least direct ones, are expected to these lands.

You may wish to check the Natural Heritage Program database website at [www.ncnhp.org](http://www.ncnhp.org) for a listing of rare plants and animals and significant natural communities in the county and on the quad map. Our Program also has a new website that allows users to obtain information on element occurrences and significant natural heritage areas within two miles of a given location:

<[http://nhpweb.enr.state.nc.us/public/virtual\\_workroom.phptml](http://nhpweb.enr.state.nc.us/public/virtual_workroom.phptml)>. The user name is "guest" and the password is your e-mail address (see instructions on log-in screen). You may want to click "Help" for more information.

Mailing address: 1601 Mail Service Center, Raleigh, North Carolina 27699-1601  
Location: 217 W. Jones Street, Raleigh NC 27604  
Phone: 919-707-8600 Webpage: [www.oneNCNaturally.org](http://www.oneNCNaturally.org)  
An Equal Opportunity / Affirmative Action Employer

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Natural Resources Planning and Conservation

For a quicker response to your query, visit the Natural Heritage Program's data services website (<http://portal.ncednr.org/web/nhp/data-services>). Use the NHP Map Viewer to search for records within 2 miles of your project area or the database search tool for record summaries by county and USGS 7.5-minute topo map. You can also download GIS shapefiles of our data; see the GIS Download page for details.

Please do not hesitate to contact me at 919-707-8603 if you have questions or need further information.

# **Department of Environment and Natural Resources Project Review Form**

Project Number: 13-0143

County: Buncombe

Date Received: 11/06/2012

**Due Date: 11/16/2012**

**Project Description:** Scoping - Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

This Project is being reviewed as indicated below:

Regional Office	Regional Office Area	In-House Review
<input checked="" type="checkbox"/> Asheville	<input checked="" type="checkbox"/> Air	<input type="checkbox"/> Marine Fisheries
<input type="checkbox"/> Fayetteville	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Coastal Management
<input type="checkbox"/> Monroeville	<input checked="" type="checkbox"/> Aquifer Protection	<input type="checkbox"/> Water Resources Mgmt
<input type="checkbox"/> Raleigh	<input checked="" type="checkbox"/> Land Quality Engineer	<input checked="" type="checkbox"/> Water Supply Section
<input type="checkbox"/> Washington	<input checked="" type="checkbox"/> USF	<input checked="" type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Wilmington		<input type="checkbox"/> Water Quality
<input type="checkbox"/> Winston-Salem		<input checked="" type="checkbox"/> Water Quality - DOT
		<input type="checkbox"/> Wildlife
		<input checked="" type="checkbox"/> Wildlife - DOT <u>Marla</u>
		<input type="checkbox"/> Waste Mgmt
		<input type="checkbox"/> Air Quality

**RECEIVED**  
Asheville Regional Office

NOV 7 2012

NC Dept. of Environment &  
Natural Resources

Manager Sign-Off/Region: <i>Linda Stamey</i>	Date: <i>11-15-2012</i>	In-House Reviewer/Agency:
---	----------------------------	---------------------------

Response (check all applicable)

- ☐ No objection to project as proposed.      ☐ No Comment  
☐ Insufficient information to complete review      ☐ Other (specify or attach comments)

If you have any questions, please contact:

Lyn Hardison at [lyn.hardison@ncdenr.gov](mailto:lyn.hardison@ncdenr.gov) or (252) 948-3842.

PERMITS		SPECIAL APPLICATION PROCEDURES or REQUIREMENTS	Normal Process Time (statutory time limit)	
<input type="checkbox"/>	Permit to drill exploratory oil or gas well	File surety bond of \$5,000 with ENR running to State of NC conditional that any well opened by drill operator shall, upon abandonment, be plugged according to ENR rules and regulations.	10 days N/A	
<input type="checkbox"/>	Geophysical Exploration Permit	Application filed with ENR at least 10 days prior to issue of permit Application by letter. No standard application form.	10 days N/A	
<input type="checkbox"/>	State Lakes Construction Permit	Application fees based on structure size is charged. Must include descriptions & drawings of structure & proof of ownership of riparian property.	15-20 days N/A	
<input checked="" type="checkbox"/>	401 Water Quality Certification	N/A	60 days (130 days)	
<input type="checkbox"/>	CAMA Permit for MAJOR development	\$250.00 fee must accompany application	55 days (150 days)	
<input type="checkbox"/>	CAMA Permit for MINOR development	\$50.00 fee must accompany application	22 days (25 days)	
<input type="checkbox"/>	Several geodetic monuments are located in or near the project area. If any monument needs to be moved or destroyed, please notify N.C. Geodetic Survey, Box 27687 Raleigh, NC 27611			
<input type="checkbox"/>	Abandonment of any wells, if required must be in accordance with Title 15A Subchapter 2C 0100			
<input checked="" type="checkbox"/>	Notification of the proper regional office is requested if "orphan" underground storage tanks (USTs) are discovered during any excavation operation			
<input type="checkbox"/>	Compliance with 15A NCAC 2H 1000 (Coastal Stormwater Rules) is required			45 days (N/A)
<input type="checkbox"/>	Tide Pools or Neuse Riparian Buffer Rules required.			
Other comments (attach additional pages as necessary, being certain to cite comment authority)				

#### REGIONAL OFFICES

Questions regarding these permits should be addressed to the Regional Office marked below.

☒ Asheville Regional Office  
2090 US Highway 70  
Swannanoa, NC 28778  
(828) 296-4500

☐ Mooresville Regional Office  
610 East Center Avenue, Suite 301  
Mooresville, NC 28115  
(704) 663-1699

☐ Wilmington Regional Office  
127 Cardinal Drive Extension  
Wilmington, NC 28405  
(910) 796-7215

☒ Fayetteville Regional Office  
225 North Green Street, Suite 714  
Fayetteville, NC 28301-5043  
(910) 433-3300

☐ Raleigh Regional Office  
3800 Barrett Drive, Suite 101  
Raleigh, NC 27609  
(919) 791-4200

☐ Winston-Salem Regional Office  
585 Woughtown Street  
Winston-Salem, NC 27107  
(336) 771-5000

☐ Washington Regional Office  
943 Washington Square Mall  
Washington, NC 27889  
(252) 946-6481

**NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW**

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS ELIZABETH HEATH  
CLEARINGHOUSE COORDINATOR  
DEPT OF AGRICULTURE  
1001 MSC - AGRICULTURE BLDG  
RALEIGH NC

**REVIEW DISTRIBUTION**

CC&PS - DIV OF EMERGENCY MANAGEMENT  
DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

**PROJECT INFORMATION**

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.



AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☐ COMMENTS ATTACHED

SIGNED BY:

*Aaron Delaney*

DATE:

*11/9/12*

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

*Link Nguyen*

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS CARRIE ATKINSON  
CLEARINGHOUSE COORDINATOR  
DEPT OF TRANSPORTATION  
STATEWIDE PLANNING - MSC #1554  
RALEIGH NC

REVIEW DISTRIBUTION

CC&PS - DIV OF EMERGENCY MANAGEMENT  
DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

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AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☐ COMMENTS ATTACHED

SIGNED BY: \_\_\_\_\_

*[Signature]*

DATE: 11-13-12

Federal Aid #: BR2-1329(6) TIP#: B-5196 County: Buncombe

**CONCURRENCE FORM FOR ASSESSMENT OF EFFECTS**

Project Description: Bridge No. 528 on SR Texas Rd.  
October 28, 2014 over Flat Creek  
On ~~Month~~, ~~Date~~, ~~Year~~, representatives of the

☐☒

Federal Highway Administration (FHWA)

☒

North Carolina State Historic Preservation Office (HPO)

☐

Other

Reviewed the subject project and agreed on the effects findings listed within the table on the reverse of this signature page.

Signed:

John D. Williams.  
Representative, NCDOT

10-28-14  
Date

Dorel L. Brown

FHWA, for the Division Administrator, or other Federal Agency

10-28-14  
Date

Renae Medhill-Easley  
Representative, HPO

10.28.14  
Date



Federal Aid #: BP2-13296 DP #: B-5196

County: Buncombe

Property and Status	Alternative	Effect Finding	Reasons
Montreat Hts. District (DOE)	"B"	No Adverse	<sup>new</sup> The bridge will better reflect the character of the HD than the current bridge with the following commitments: 1. Exterior bridge rails, wing walls & athletic field side of retaining walls will be stamped & stained concrete to match the Lookout Bridge treatment as closely as possible. 2. The pedestrian side of the bridge will have 1 bar metal rail set on the parapet. 3. All plant materials needed to restore the disturbed areas will be native plants. 4. Standard metal guardrail will be used. 5. The final design will be provided to SHPO for review & comment.

Initialed: NCDOT JW. FHWA DB HPO RSE

FHWA Intends to use the HPO's concurrence as a basis for a "de minimis" finding for the following properties, pursuant to Section 4(f):



North Carolina Department of Cultural Resources  
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Pat McCrory  
Secretary Susan K. Smith

Office of Archives and History  
Deputy Secretary Karin Cherry

June 3, 2014

Paul Webb  
TRC

[PWebb@trcsolutions.com](mailto:PWebb@trcsolutions.com)

Liz Phipps  
KCI

[Liz.Phipps@kci.com](mailto:Liz.Phipps@kci.com)

Re: Replace Bridge 5288 on Texas Road in Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Webb and Ms. Phipps:

This letter is to respond to the May 5, 2014, email from Mr. Webb that forwarded the revised architectural report for the above-referenced undertaking and, to Ms. Phipps' follow-up email on the same topic.

Having reviewed the boundary description on page 42 of the report and staff in our Western Office having driven the area, we agree that the boundary shown for the Montreat Historic District is appropriate. We also agree that the evaluations of the properties that contribute or do not contribute to the historic district in the vicinity of the project are justified.

Given the above findings, the replacement of Bridge 5288 on Texas Road, a structure that contributes to the National Register-eligible historic district, will have an adverse effect on the historic district. We also believe that the adverse effect can be mitigated through a Memorandum of Agreement that stipulates a bridge design that reflects the current bridge as closely as possible, minimization of cut and fill in the project area, and after construction landscaping with native plants. To move this project forward, we should begin discussion of these stipulations and of bridge designs that will fulfill the needs of the community and meet safety standards.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

Thank you for your cooperation and consideration. If you have questions concerning the above comment, contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579 or [renee.gledhill-earley@ncdcr.gov](mailto:renee.gledhill-earley@ncdcr.gov). In all future communication concerning this project, please cite the above referenced tracking number.

Sincerely,

*Renee Gledhill-Earley*

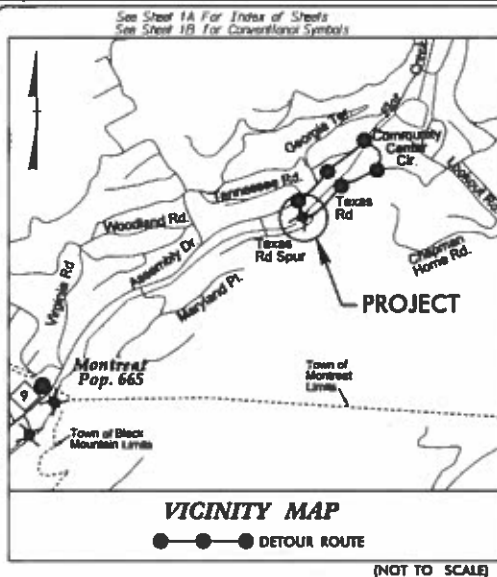
for Ramona M. Bartos

Location: 109 East Jones Street, Raleigh NC 27601 Mailing Address: 4617 Mail Service Center, Raleigh NC 27699-4617 Telephone/Fax: (919) 807-6570/807-4599

Based on the two stone bridges upstream - we agree that the current wooden bridge does not contribute to the historic district.  
Renee Gledhill-Earley 6/28/14  
10-28-14  
Daryl W. Brown  
FHWA

TIP PROJECT: B-5196

CONTRACT: 7500013353



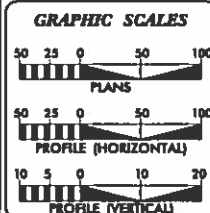
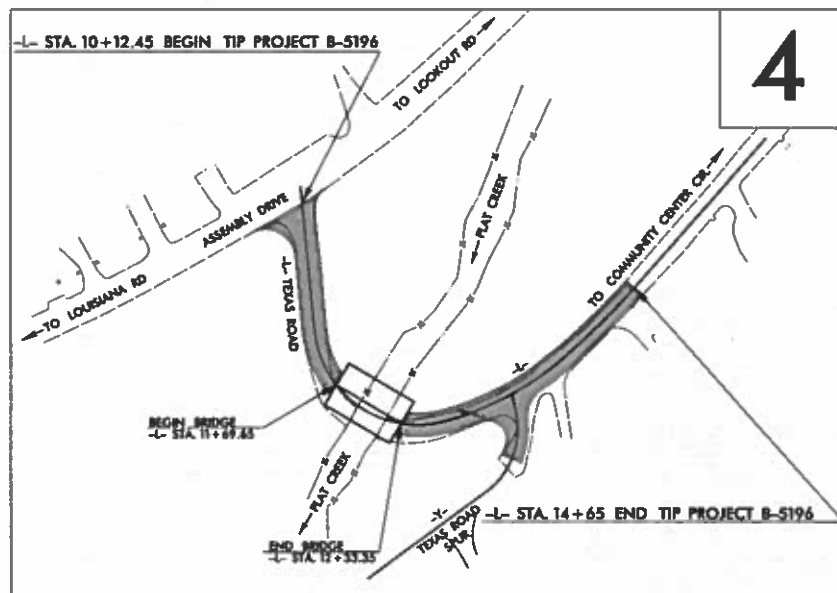
STATE OF NORTH CAROLINA  
DIVISION OF HIGHWAYS

**BUNCOMBE COUNTY**

**LOCATION: BRIDGE NO. 528 OVER FLAT CREEK  
ON TEXAS ROAD**

**TYPE OF WORK: GRADING, DRAINAGE, PAVING, RETAINING WALL,  
AND STRUCTURE**

STATE	STATE PROJECT NUMBER	SHEET	TOTAL SHEETS
N.C.	B-5196	1	
ROUTE FILE NO.	S.A. FILE NO.	DESIGNER	
45252.1.1	BRZ-132916	P.E.	
45252.1.1	BRZ-132916	BW & UTIL.	
45252.3.FD1	BRZ-132916	CONST.	



**DESIGN DATA**

ADT 2015 = 266
ADT 2035 = 335
T = 7 %
V = 20 MPH
* (TTST = 2% DUAL = 5%)
FUNC CLASS = RURAL LOCAL
SUB-REGIONAL TIER

**PROJECT LENGTH**

LENGTH OF ROADWAY TIP PROJECT B-5196	= 0.074 MILES
LENGTH OF STRUCTURE TIP PROJECT B-5196	= 0.012 MILES
TOTAL LENGTH OF TIP PROJECT B-5196	= 0.086 MILES

<p>Prepared in the Office of: KCI 2121 Northchase Dr., P.O. Box 1000 Raleigh, NC 27602 Phone: 919/873-2222 Fax: 919/873-2222</p> <p>AND STANDARDS SPECIFICATIONS RIGHT OF WAY DATE: JUNE 10, 2015 LETTING DATE: OCTOBER 20, 2015</p> <p>NC DOT CONTACT: MOHAMMED E. MARJOUB, E.I. PROJECT DESIGN (Bridges)</p>	<p>Prepared for: DIVISION OF HIGHWAYS 1000 Birch Ridge Dr. Raleigh, NC, 27618</p> <p>DEWAYNE SYKES, P.E. PROJECT ENGINEER</p> <p>BARRY C. SMITH, P.E. PROJECT DESIGN ENGINEER</p>
--	---

<p>HYDRAULICS ENGINEER</p> <p>Professional Engineer Seal SEAL 25911 N.C.</p> <p>Signature of Engineer Barry C. Smith 10/17/2015</p> <p>ROADWAY DESIGN ENGINEER</p> <p>Professional Engineer Seal SEAL 034375 N.C.</p> <p>Signature of Engineer Barry C. Smith 10/17/2015</p>	<p>Professional Engineer Seal SEAL 034375 N.C.</p> <p>Signature of Engineer Barry C. Smith 10/17/2015</p>
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REF. 81-17-2812  
REV. 10-20-2012

**GENERAL NOTE:**

2012 SPECIFICATIONS  
EFFECTIVE: 01-11-2012  
REVISED: 12-31-2016

GRADE 1 (10%)  
GRADE 2 AND 3 (40%)

THE GRADE LINES SHOWN DENOTE THE FINISHED ELEVATION OF THE PROPOSED SURFACING AT GRADE POINTS SHOWN ON THE TYPICAL SECTIONS. GRADE LINES MAY BE ADJUSTED AT FIELD DISCRETION AND ENDING AND AT STRUCTURES AS DIRECTED BY THE ENGINEER IN ORDER TO SECURE A PROPER FIT-UP.

**CLEARING:**

CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE LIMITS ESTABLISHED BY SECTION 11.

## SUPPLEMENTATION

ALL CURVES ON THIS PROJECT SHALL BE SUPERELEVATED IN ACCORDANCE WITH  
 STD. NO. 225-04 USING THE RATE OF SUPERELEVATION AND CUTOFF POINTS ON THE PLANS.  
 SUPERELEVATION IS TO BE REVERSED ABOUT THE GRADE POINTS SHOWN ON THE TYPICAL  
 SECTIONS.

**Section 804 Construction:**

ASPHALT, LATH, AND CONCRETE WALLS CONSTRUCTION ON THE 11th FLOOR OF  
SUNSHINE TOWER, NEW YORK, NY. IN ACCORDANCE WITH NYC B.C. 240.01

**SIZE RANGE**

THE CONTRACTOR SHALL BE REQUIRED TO ~~DO~~ ALL NECESSARY WORK TO PROVIDE  
SUITABLE CONDITIONS WITH ALL ROADS, STREETS, AND DRIVES SURROUNDING THIS PROJECT.  
THIS WORK SHALL BE PAID FOR AT THE CONTRACT UNIT PRICE FOR THE PARTICULAR ITEMS  
INVOLVED.

**EXAMPLE 12**

THE SUBMITTAL (LEFT) WAS SHOWN ON THE PLANS AND BE ABANDONED DURING CONSTRUCTION AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHOULD COMPLY WITH THE ENGINEER ORDER TO SUBMITTING CHANGELIST MATERIAL.

## TEMPORARY INDEX (ME)

ENCLOSING RESOLUTION FOR THE INTERFERENCE OF TRAFFIC WILL BE PAID FOR AS "EXTRA WORK" IN ACCORDANCE WITH SECTION 104-F.

END SENT:

THE ENGINEER SHALL CHECK THE STRUCTURE AND BENT PLANS, DETAILS, AND CROSS-SECTION PRIOR TO SETTING OF THE SLOPE STAKES FOR THE EMBANKMENT OR EXCAVATION APPROXIMATELY 50 FEET.

**●●●●●**

UTILITY OWNERS ON THIS PROJECT ARE:

<b>Chair</b>	<b>Vice Chair</b>
<b>Charter Commissioners</b>	<b>Town of Haverhill</b>

any relocation of existing utilities will be accomplished by others, except as shown on the Plans.

81261-09-007 未审核(13)

ALL RIGHT-OF-WAY BARRIERS ON THIS PROJECT SHALL BE PLACED BY OTHERS.

INDEX OF SHEETS	
SHEET NUMBER	SHEET
1	TITLE SHEET
1A	INDEX OF SHEETS, GENERAL NOTES, AND STANDARD DRAWINGS
1B	CONVENTIONAL SYMBOLS
1C-1	SURVEY CONTROL SHEET
1D-1	RIGHT OF WAY SHEET
2A-1	TYPICAL SECTION, PAVEMENT SCHEDULE, MEDIAN DETAILS, AND PROFILE KEY-IN DETAIL
2B-1	ROADWAY DESIGN DETAIL, SHEET
2D-2	RETAINING WALL ENVELOPE
2E-1	TYPE III - SHOP DRAWN STRUCTURE ANCHOR UNIT DETAIL
2E-2	TYPE III - STRUCTURE ANCHOR UNIT DETAIL
3A-1	SUMMARY OF JARROWVILLE SUMMARY OF PAVEMENT REPAIRS, SUMMARY OF PAVEMENT DESIGNING, SUMMARY OF RIP RAP, SUMMARY OF CURB & GUTTER, DRAINAGE SUMMARY, AND CIRCUMFILL SUMMARY
4	PLAN SHEET
5	PROFILE SHEET
7A-1	TRUCKY TRUCK-4
7A-2	TRUCKY TRUCK-6
7C-1	TRUCK 12-4
7C-2	TRUCK 16-4
7D-1	TRUCK 12-2
8-1	CROSS-SECTION PAVEMENT SHEET
9-1	CROSS-SECTIONS
10-1	STRUCTURE PLANS

SYD. NO.	TITLE
DIVISION 2 - LATHWORK	
200-00	method of Lathing - approved (1)
225-00	rules for Lathing Substructure - Secondary and Local
240-00	method of Lathing Substructure - Top Ledge Plastering
DIVISION 3 - PIPE CURVES	
300-01	method of Pipe Installation
DIVISION 4 - MAJOR STRUCTURES	
422-01	Reference Bridge Section Pile - Sub Angled 17r
440-01	Installation, banded and un-banded
500-01	method of Shallow Construction - sign Size of Substructure Curve - method I
DIVISION 5 -	
500-01	Curvature of sign-size marker
500-02	Brick or sign-size marker
500-03	Concrete Base and Top for Bridge Structures
500-04	Brick or Stone Basis - 12" wide 54" Pipe
500-05	Concrete Curve - 18" wide 54" Pipe
500-06	Frame, brick and steel - for 18" or 24" concrete Curve Basis
500-10	Concrete Base 18" or 24" wide 54" Pipe
500-13	Brick base 18" or 24" wide 54" Pipe
500-15	Brick or steel frame and stone - for use with 54" and 60" 18" and 24" 54" Pipe
500-16	Concrete frame for 18" or 24" wide 54" Pipe or Concrete or Frame
500-19	Precast Springs Structures
500-20	Brassage Structures
500-01	Concrete Curve, Outer and Curve 5' Outer
500-01	Concrete 18" Stone
500-02	Curly Name - Precast Curve 5' Outer
500-03	Concrete 18" Stone
500-03	Structure under units 18" Stone 2015 getting use great in flow of structure
500-04	Structure under units 18" Stone 2015 getting use great in flow of structure
500-05	Structure under units 18" Stone 2015 getting use great in flow of structure
500-06	Structure under units 18" Stone 2015 getting use great in flow of structure
500-07	Structure under units 18" Stone 2015 getting use great in flow of structure
500-08	Structure under units 18" Stone 2015 getting use great in flow of structure
500-09	Structure under units 18" Stone 2015 getting use great in flow of structure
500-10	Structure under units 18" Stone 2015 getting use great in flow of structure
500-11	Structure under units 18" Stone 2015 getting use great in flow of structure
500-12	Structure under units 18" Stone 2015 getting use great in flow of structure
500-13	Structure under units 18" Stone 2015 getting use great in flow of structure
500-14	Structure under units 18" Stone 2015 getting use great in flow of structure
500-15	Structure under units 18" Stone 2015 getting use great in flow of structure
500-16	Structure under units 18" Stone 2015 getting use great in flow of structure
500-17	Structure under units 18" Stone 2015 getting use great in flow of structure
500-18	Structure under units 18" Stone 2015 getting use great in flow of structure
500-19	Structure under units 18" Stone 2015 getting use great in flow of structure
500-20	Structure under units 18" Stone 2015 getting use great in flow of structure

Note: Not to Scale

\*S.U.E. = Subsurface Utility Engineering

# STATE OF NORTH CAROLINA DIVISION OF HIGHWAYS

## CONVENTIONAL PLAN SHEET SYMBOLS

### BOUNDARIES AND PROPERTY:

State Line	
County Line	
Township Line	
City Line	
Reservation Line	
Property Line	
Existing Iron Pin	
Property Corner	
Property Monument	
Parcel/Sequence Number	
Existing Fence Line	
Proposed Woven Wire Fence	
Proposed Chain Link Fence	
Proposed Barbed Wire Fence	
Existing Wetland Boundary	
Proposed Wetland Boundary	
Existing Endangered Animal Boundary	
Existing Endangered Plant Boundary	
Existing Historic Property Boundary	
Known Soil Contamination: Area or Site	
Potential Soil Contamination: Area or Site	

### BUILDINGS AND OTHER CULTURE:

Gas Pump Vent or U/G Tank Cap	
Sign	
Well	
Small Mine	
Foundation	
Area Outline	
Cemetery	
Building	
School	
Church	
Dam	

### HYDROLOGY:

Stream or Body of Water	
Hydro, Pool or Reservoir	
Jurisdictional Stream	
Buffer Zone 1	
Buffer Zone 2	
Flow Arrow	
Disappearing Stream	
Spring	
Wetland	
Proposed Lateral, Tail, Head Ditch	
False Sump	

### RAILROADS:

Standard Gauge	
RR Signal Milepost	
Switch	
RR Abandoned	
RR Dismantled	

### RIGHT OF WAY:

Baseline Control Point	
Existing Right of Way Marker	
Existing Right of Way Line	
Proposed Right of Way Line	
Proposed Right of Way Line with Iron Pin and Cap Marker	
Proposed Right of Way Line with Concrete or Granite RW Marker	
Proposed Control of Access Line with Concrete C/A Marker	
Existing Control of Access	
Proposed Control of Access	
Existing Easement Line	
Proposed Temporary Construction Easement	
Proposed Temporary Drainage Easement	
Proposed Permanent Drainage Easement	
Proposed Permanent Drainage / Utility Easement	
Proposed Permanent Utility Easement	
Proposed Temporary Utility Easement	
Proposed Aerial Utility Easement	
Proposed Permanent Easement with Iron Pin and Cap Marker	

### ROADS AND RELATED FEATURES:

Existing Edge of Pavement	
Existing Curb	
Proposed Slope Stakes Cut	
Proposed Slope Stakes Fill	
Proposed Curb Ramp	
Existing Metal Guardrail	
Proposed Guardrail	
Existing Cable Guidrail	
Proposed Cable Guidrail	
Equality Symbol	
Pavement Removal	

### VEGETATION:

Single Tree	
Single Shrub	
Hedge	
Woods Line	

Orchard	
Vineyard	

### EXISTING STRUCTURES:

MAJOR:	
Bridge, Tunnel or Box Culvert	
Bridge Wing Wall, Head Wall and End Wall	
MINOR:	
Head and End Wall	
Pipe Culvert	
Footbridge	
Drainage Box: Catch Basin, DI or JB	
Paved Ditch Gutter	
Storm Sewer Manhole	
Storm Sewer	

### UTILITIES:

POWER:	
Existing Power Pole	
Proposed Power Pole	
Existing Joint Use Pole	
Proposed Joint Use Pole	
Power Manhole	
Power Line Tower	
Power Transformer	
UG Power Cable Hand Hole	
H-Frame Pole	
Recorded UG Power Line	
Designated UG Power Line (S.U.E.)	

### TELEPHONE:

Existing Telephone Pole	
Proposed Telephone Pole	
Telephone Manhole	
Telephone Booth	
Telephone Pedestal	
Telephone Call Tower	
UG Telephone Cable Hand Hole	
Recorded UG Telephone Cable	
Designated UG Telephone Cable (S.U.E.)	
Recorded UG Telephone Conduit	
Designated UG Telephone Conduit (S.U.E.)	
Recorded UG Fiber Optics Cable	
Designated UG Fiber Optics Cable (S.U.E.)	

### WATER:

Water Manhole	
Water Meter	
Water Valve	
Water Hydrant	
Recorded UG Water Line	
Designated UG Water Line (S.U.E.)	
Above Ground Water Line	

### TV:

TV Satellite Dish	
TV Pedestal	
TV Tower	
UG TV Cable Hand Hole	
Recorded UG TV Cable	
Designated UG TV Cable (S.U.E.)	
Recorded UG Fiber Optic Cable	
Designated UG Fiber Optic Cable (S.U.E.)	

### GAS:

Gas Valve	
Gas Meter	
Recorded UG Gas Line	
Designated UG Gas Line (S.U.E.)	
Above Ground Gas Line	

### SANITARY SEWER:

Sanitary Sewer Manhole	
Sanitary Sewer Cleanout	
UG Sanitary Sewer Line	
Above Ground Sanitary Sewer	
Recorded SS Forced Main Line	
Designated SS Forced Main Line (S.U.E.)	

### MISCELLANEOUS:

Utility Pole	
Utility Pole with Base	
Utility Located Object	
Utility Traffic Signal Box	
Utility Unknown UG Line	
UG Tank; Water, Gas, Oil	
Underground Storage Tank, Approx. Loc.	
AG Tank; Water, Gas, Oil	
Geoenvironmental Boring	
UG Test Hole (S.U.E.)	
Abandoned According to Utility Records	
End of Information	



# **SURVEY CONTROL SHEET B-5196**

PROJECT REFERENCE NO.	SHEET NO.
B-5196	1C-1
Location and Surveys	

BL	POINT	DESC.	NORTH	EAST	ELEVATION	L STATION	OFFSET
1	BL-1		705661.5410	1018797.3470	2593.08	10+77.23	118.93 RT
5	BL-5		705550.9702	1018944.5283	2951.86	11+94.91	20.22 RT
4	BL-4		705565.6513	1019102.0256	2601.13	13+48.65	20.02 RT
3	BL-3		705783.8244	1019270.1477	2614.02	16+08.89	11.70 LT
6	BL-6		705423.0464	1018985.5981	2611.71	12+39.94	128.92 RT

TYPE	STATION	NORTH	EAST
POT	10+00.00	705749.8110	1018908.3278
PC	11+28.67	705629.6941	1018919.0903
PCC	12+70.56	705555.0043	1019028.2672
PCC	13+81.43	705606.7354	1019125.3115
PT	14+65.08	705665.5886	1019164.6592
POT	16+29.78	705789.4257	1019293.2455

**BEGIN TIP PROJECT B-5196**  
**-L- POT STA. 10+12.45**

BM1 ELEVATION = 2590.41  
 N 705789.71 E 1018991.25  
 L STATION 10+39.27 20.94' RIGHT  
 RR SPIKE SET IN TREE

BM2 ELEVATION = 2602.09  
 N 705588.65 E 1019003.03  
 L STATION 13+36.25 9.47' LEFT  
 RR SPIKE SET IN UTILITY POLE

BM3 ELEVATION = 2512.57  
 N 705542.49 E 1018929.00  
 L STATION 11+09.84 25.82' RIGHT  
 RR SPIKE SET IN UTILITY POLE

**NCDOT BASELINE STATION "BL-1"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,661.5410  
 E = 1,018,797.3470  
 ELEV. = 2,593.08'

**NCDOT BASELINE STATION "BL-3"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,783.8244  
 E = 1,019,270.1477  
 ELEV. = 2,614.02'

**END TIP PROJECT B-5196**  
**-L- POC STA. 14+65.00**

**NCDOT BASELINE STATION "BL-4"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,565.6513  
 E = 1,019,102.0256  
 ELEV. = 2,601.13'

**NCDOT BASELINE STATION "BL-5"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,582.9702  
 E = 1,018,944.5283  
 ELEV. = 2,591.86'

**NCDOT BASELINE STATION "BL-6"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,423.0464  
 E = 1,018,985.5981  
 ELEV. = 2,611.71'

## **DATUM DESCRIPTION**

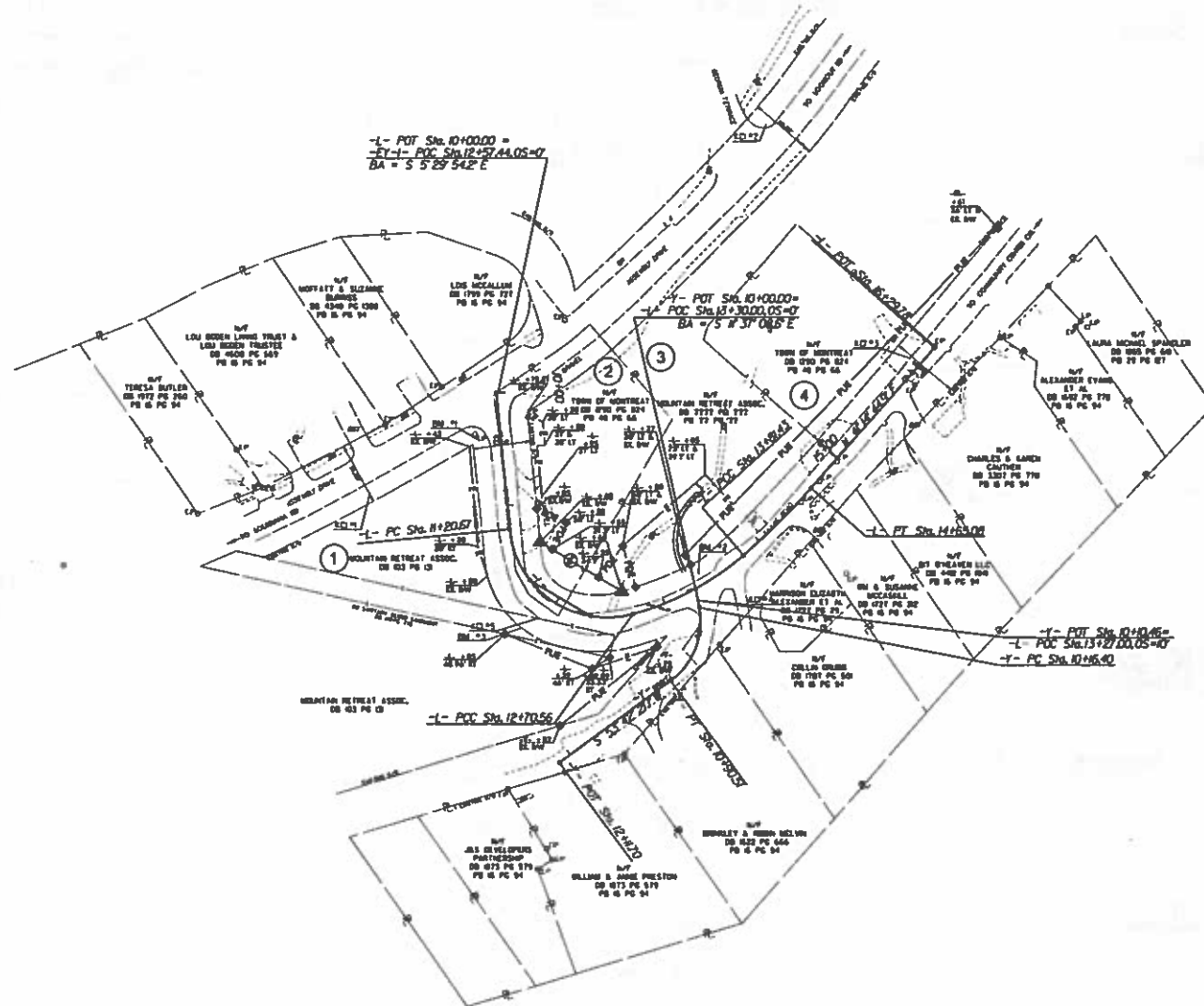
THE LOCALIZED COORDINATE SYSTEM DEVELOPED FOR THIS PROJECT IS BASED ON THE STATE PLANE COORDINATES ESTABLISHED BY KCI TECHNOLOGIES, INC UTILIZING FAST STATIC GPS METHODS AND REDUNDANT NGS "OPUS" SOLUTIONS FOR BL-1. NORTH CAROLINA GEODETIC HARN STATIONS MONTREAL, PETTY AND HRPPT WERE USED TO DERIVE THE SOLUTIONS FOR BL-1. THE NAD 83(2011) STATE PLANE GRID COORDINATES OF BL-1 NORTHING: 705661.5411(1) EASTING: 1018797.3471(1) ELEVATION: 2593.08(1) THE AVERAGE COMBINED SCALE FACTOR USED ON THIS PROJECT (GROUND TO GRID) IS: 0.99989534 THE LAMBERT GRID BEARING AND LOCALIZED HORIZONTAL GROUND DISTANCE FROM "BL-1" TO "L- STATION 10+00.00 IS N 22°33'53" E 44.50' ALL LINEAR DIMENSIONS ARE LOCALIZED HORIZONTAL DISTANCES VERTICAL DATUM USED IS NAVD 88

## **SURVEYORS NOTES:**

1. PROJECT CONTROL ESTABLISHED USING GLOBAL POSITIONING SYSTEM, FAST STATIC METHODS IN OCTOBER 2012 BY KCI TECHNOLOGIES, INC.

**GEOID MODEL—GEOID 12A**  
**(NOTE: DRAWING IS NOT TO SCALE)**

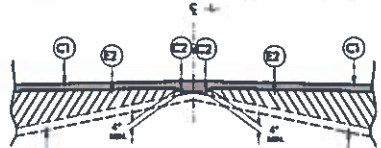
6/19/99





FINAL PAVEMENT SCHEDULE	
C1	PROP. APPROX. 3" ASPHALT CONCRETE SURFACE COURSE, TYPE 80.80, AT AN AVERAGE RATE OF 160 LBS. PER SQ. YD. IN EACH OF TWO LAYERS.
C2	PROP. VAR. DEPTH ASPHALT CONCRETE SURFACE COURSE, TYPE 80.80, AT AN AVERAGE RATE OF 160 LBS. PER SQ. YD. PER 1 1/2" DEPTH TO BE PLACED IN LAYERS NOT TO EXCEED 8" IN DEPTH.
E1	PROP. APPROX. 4" ASPHALT CONCRETE BASE COURSE, TYPE 825.00, AT AN AVERAGE RATE OF 400 LBS. PER SQ. YD.
E2	PROP. VAR. DEPTH ASPHALT CONCRETE BASE COURSE, TYPE 825.00, AT AN AVERAGE RATE OF 114 LBS. PER SQ. YD. PER 1" DEPTH TO BE PLACED IN LAYERS NOT LESS THAN 4" IN DEPTH OR GREATER THAN 5 1/2" IN DEPTH.
R	2'-6" CONCRETE CURB AND BUTTER.
S	4" CONCRETE SIDEWALK.
T	EARTH MATERIAL.
U	EXISTING PAVEMENT.
W	VARIABLE DEPTH ASPHALT PAVEMENT (SEE DETAIL SHOWING METHOD OF WEDGING).

ALL PAVEMENT EDGE SLOPES ARE 1:1

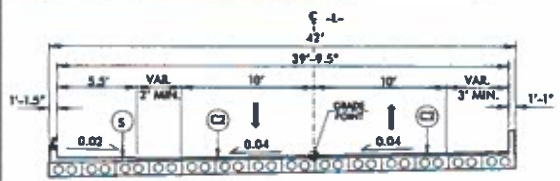


Detail Showing Method of Wedging

PROFILE KEY-IN DETAIL

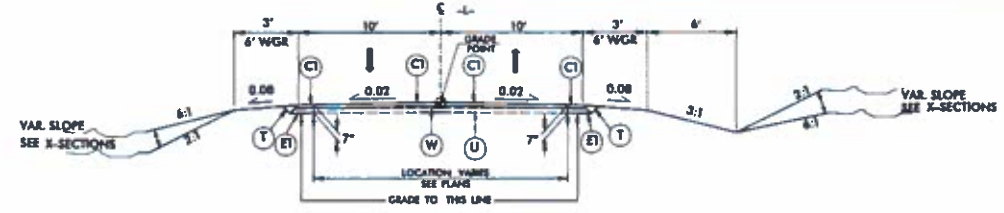


TEMPORARY ASPHALT WEDGING AS DIRECTED BY THE ENGINEER  
 \* MAX. DEPTH AS SHOWN ON PLANS OR AS DIRECTED BY THE ENGINEER  
 \*\* SEE TYPICALS FOR MIX TYPE



STRUCTURE TYPICAL SECTION (CORED SLAB)

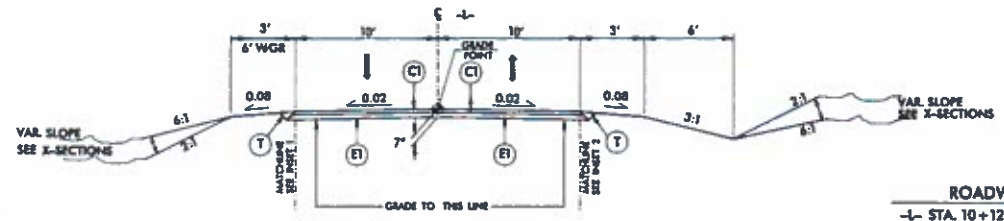
-L- STA. 11+69.65 TO STA. 12+33.35



ROADWAY TYPICAL SECTION NO. 1

ROADWAY TYPICAL SECTION NO. 1

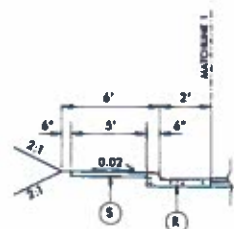
-L- STA. 13+80.00 TO STA. 14+65.00



ROADWAY TYPICAL SECTION NO. 2

ROADWAY TYPICAL SECTION NO. 2

-L- STA. 10+12.45 TO STA. 11+69.65 (BEGIN BRIDGE)  
 -L- STA. 12+33.35 (END BRIDGE) TO STA. 13+80.00



INSET 1

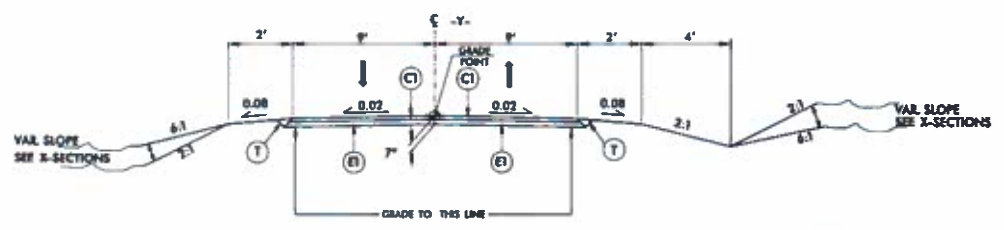
-L- STA. 11+15.00 TO STA. 11+69.65 LT (BEGIN BRIDGE)  
 -L- STA. 12+33.35 (END BRIDGE) TO STA. 13+33 LT



INSET 2

-L- STA. 10+60.00 TO STA. 11+69.65 RT (BEGIN BRIDGE)

\* 4" MIN. WITH 8' POSTS (STANDARD 6" POST SPACING)



ROADWAY TYPICAL SECTION NO. 3

ROADWAY TYPICAL SECTION NO. 3

-Y- STA. 10+10.46 TO STA. 10+55.00

8/17/09

# ROADWAY DESIGN DETAIL SHEET

PROJECT NUMBER	8-5196	SHEET NO.	28-1
DATE	8/17/09	DESIGNED BY	WYOMING
CHECKED BY	WYOMING	APPROVED BY	WYOMING



FOR -L- PROFILE, SEE SHEET 5  
FOR -Y- PROFILE, SEE SHEET 5  
FOR -PATH- PROFILE, SEE SHEET 5



**BEGIN TIP PROJECT B-5196**  
-L- POT STA 10+12.45 =  
-RY-1- POC STA 12+51.65, OS=11'

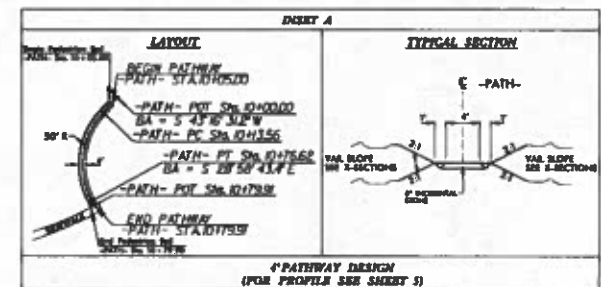
**END TIP PROJECT B-5196**  
-L- POC STA 14+65.00

-L-		
PI Sta 12+22.90	PI Sta 13+26.92	PI Sta 14+31.33
Δ = 99° 57' 23.7" (LT)	Δ = 25° 24' 40.8" (LT)	Δ = 7° 59' 46.5" (LT)
D = 66° 37' 22.8"	D = 22° 55' 05.9"	D = 9° 32' 57.5"
L = 109.80'	L = 10.00'	L = 8.165'
T = 42.23'	T = 56.37'	T = 4.89'
R = 86.00'	R = 250.00'	R = 600.00'
SE = D4	SE = D4	SE = D3
RD = 54'	RD = 54'	RD = 40.5'

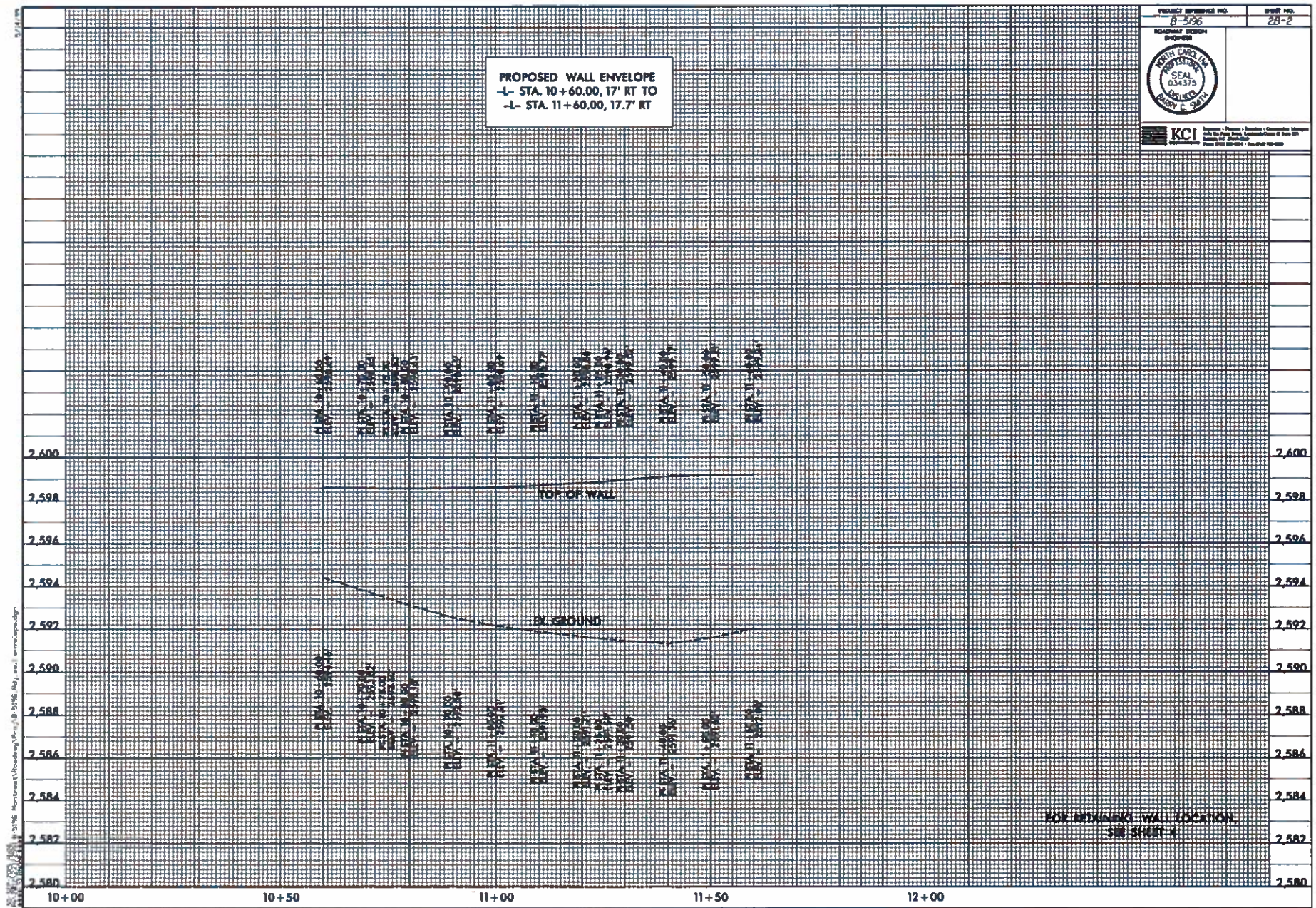
  

-Y-		
PI Sta 10+58.07		
Δ = 65° 19' 20.7" (RT)		
D = 80° 06' 50.5"		
L = 74.8'		
T = 46.67'		
R = 65.00'		

NOTES: ALL DRIVEWAY ENTRANCES ARE 12" MIN. UNLESS OTHERWISE NOTED.  
USE 6" POSTS AND STANDARD 6" 3" POST SPACING FOR GUARDRAIL ABOVE RETAINING WALL.





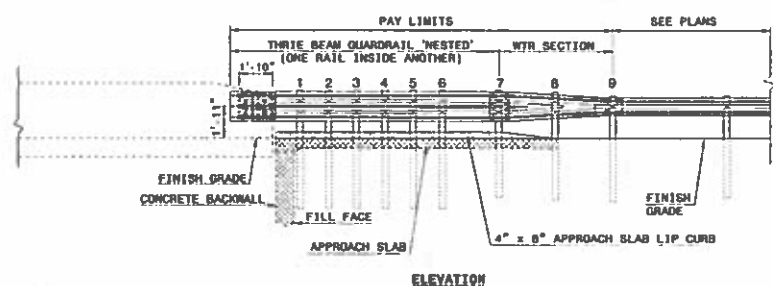




STATE OF  
NORTH CAROLINA  
DEPT. OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RALEIGH, N.C.

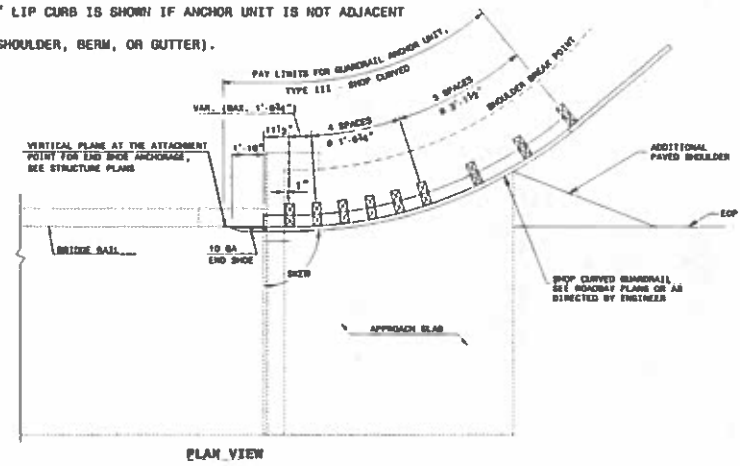
ENGLISH DETAIL DRAWING FOR  
TYPE III - SHOP CURVED  
STRUCTURE ANCHOR UNIT

SHEET 1 OF 1  
TYPE III SC



SEE ROADWAY PLANS FOR END TREATMENT

- NOTE:
- \*\*POST NOT REQUIRED FOR SKEW ANGLES GREATER THAN 150° OR LESS THAN 30° UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
  - \*THE DISTANCE FROM END OF BRIDGE RAIL TO CENTER LINE OF THE FIRST POST SHOULD BE 11 1/2" IF CONCRETE BACKWALL IS NOT PRESENT.
  - SHOULDER BERM GUTTER MUST BE INSTALLED TO THE LIMITS 6" x 4" LIP CURB IS SHOWN IF ANCHOR UNIT IS NOT ADJACENT TO AN APPROACH SLAB.
  - MEASURE GUARDRAIL HEIGHT FROM THE TOP OF ADJACENT SURFACE (SHOULDER, BERM, OR GUTTER).
  - USE NO STEEL POSTS WITHIN THE GUARDRAIL ANCHOR UNIT LIMITS.
  - LAP JOINTS IN THE DIRECTION OF TRAFFIC FLOW.
  - SEE STANDARD 662.03 SHEET 4 FOR POST SECTIONS 1 THRU 9.



**GUARDRAIL ANCHOR UNIT, TYPE III - SHOP CURVED  
FOR ATTACHMENT TO RAIL ON BRIDGE**

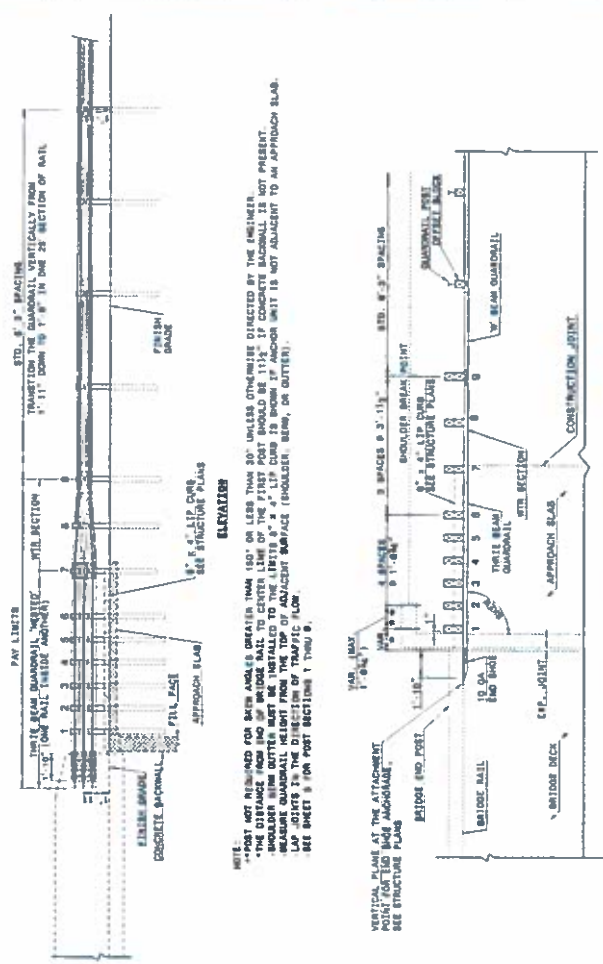
STATE OF  
NORTH CAROLINA  
DEPT. OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR  
TYPE III - SHOP CURVED  
STRUCTURE ANCHOR UNIT

SHEET 1 OF 1  
TYPE III SC

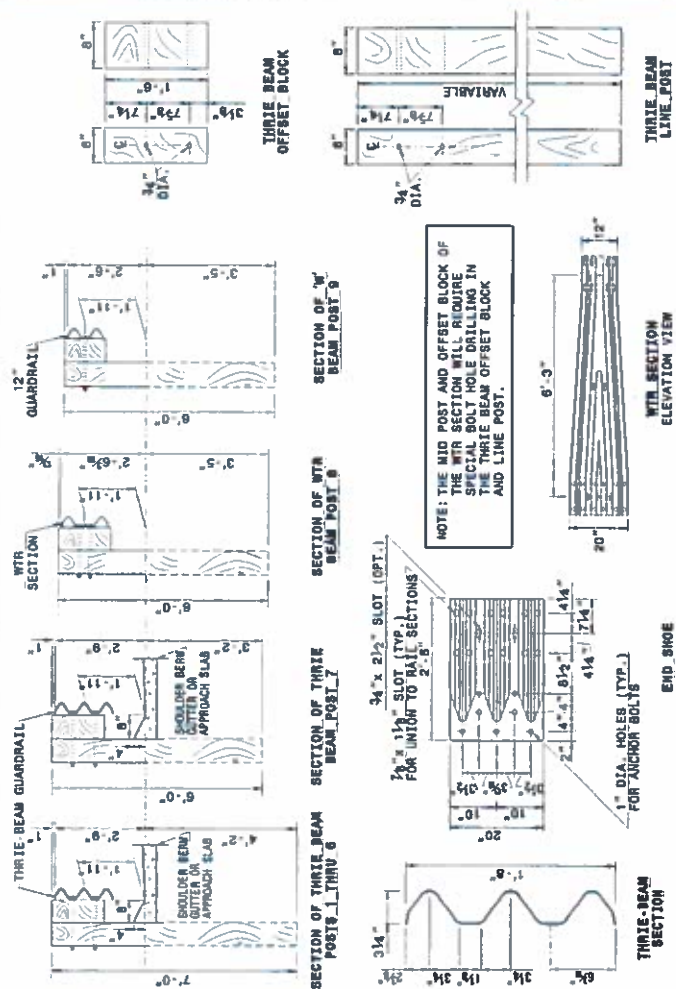


CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4110
<b>SEE PLATE FOR TITLE</b>	
ORIGINAL BY: E.E. Wild	DATE: 4-4-02
MODIFIED BY: T.R. PPHILL	DATE: 3-29-08
CHECKED BY:	DATE:
FILE SPEC.: <a href="http://www.ncdot.com/standards/standard/standard.htm">www.ncdot.com/standards/standard/standard.htm</a>	



NOTE: POST NOT REQUIRED FOR BURN ANGLE GREATER THAN 160° OR LESS THAN 30° UNLESS OTHERWISE DIRECTED BY THE ENGINEER.  
THE DISTANCE FROM THE BRIDGE RAIL TO CENTER LINE OF THE FIRST POST SHOULD BE 11'3". IF CONCRETE BACKWALL IS NOT PRESENT,  
THE DISTANCE FROM THE BRIDGE RAIL TO CENTER LINE OF THE FIRST POST IS 10'0". IF THE FIRST POST IS ADJACENT TO AN APPROACH SLAB,  
MEASURE RANDOMLY FROM THE POST TO THE ADJACENT SLAB (POSSIBLE BUMP, OR GUTTER).  
PAV. DEPTH IS THE THICKNESS OF TRAFFIC FLOW  
PAV. DEPTH IS THE THICKNESS OF TRAFFIC FLOW  
SEE SHEET 8 FOR POST SECTIONS 1 AND 9

PLAN VIEW



NOTE: THE MID POST AND OFFSET BLOCK OF THE WTR SECTION WILL REQUIRE SPECIAL BOLT HOLE DRILLING IN THE THRIE BEAR OFFSET BLOCK AND LINE POST.

ENGLISH DETAIL DRAWING FOR  
STRUCTURE ANCHOR UNITS  
GUARDRAIL ANCHOR UNIT, TYPE III



**CONTRACT STANDARDS  
AND DEVELOPMENT UNIT**  
Office 919 707-6950 FAX 919-250-4119

**SEE TITLE BLOCK**

ORIGINAL BY: J. HOWERTON	DATE: 08-22-12
MODIFIED BY:	DATE:
CHECKED BY:	DATE:
FILE SPEC:	

## SUMMARY OF RIP RAP

### BREAKING OF PAVEMENT SUMMARY

SURVEY LINE	SECTION	STARTING	LOCATION LYSPEC.	VOL
-4-	18 + 12.40	19 + 00.00	CL	209
-5-	12 + 60.00	13 + 00.00	CL	240
			TOTAL	257
			EXP.	240

[illegible]

	FOCAL (FD-6)	347
CLASS 1		
CLASS 2	88	88
CLASS 3		
CLASS 4	16	16
(DIN) (C7)		
	FOCAL (DCL 105)	347
BRANCH/CL	142	146

APPENDIX C	
CT	CLINIC TAMP
DOE	DEPARTMENT OF ENVIRONMENTAL
OF	OFFICE OF PUBLIC WORKS
LOC	LOCATION
IN	IN THE
OF	OFFICE OF THE

BLUDDY LINE	STATION	STATION	STATION
-1-	11 + 45.00	11 + 52.00	00
-1-	12 + 30.00	12 + 33.00	0.6
		RECALL	1-1
		SAP	100

NOTE: Invert Elevations are for Bid Purposes only and shall not be used for project construction stakeout.  
See "Standard Specifications For Roads and Structures, Section 300-5"

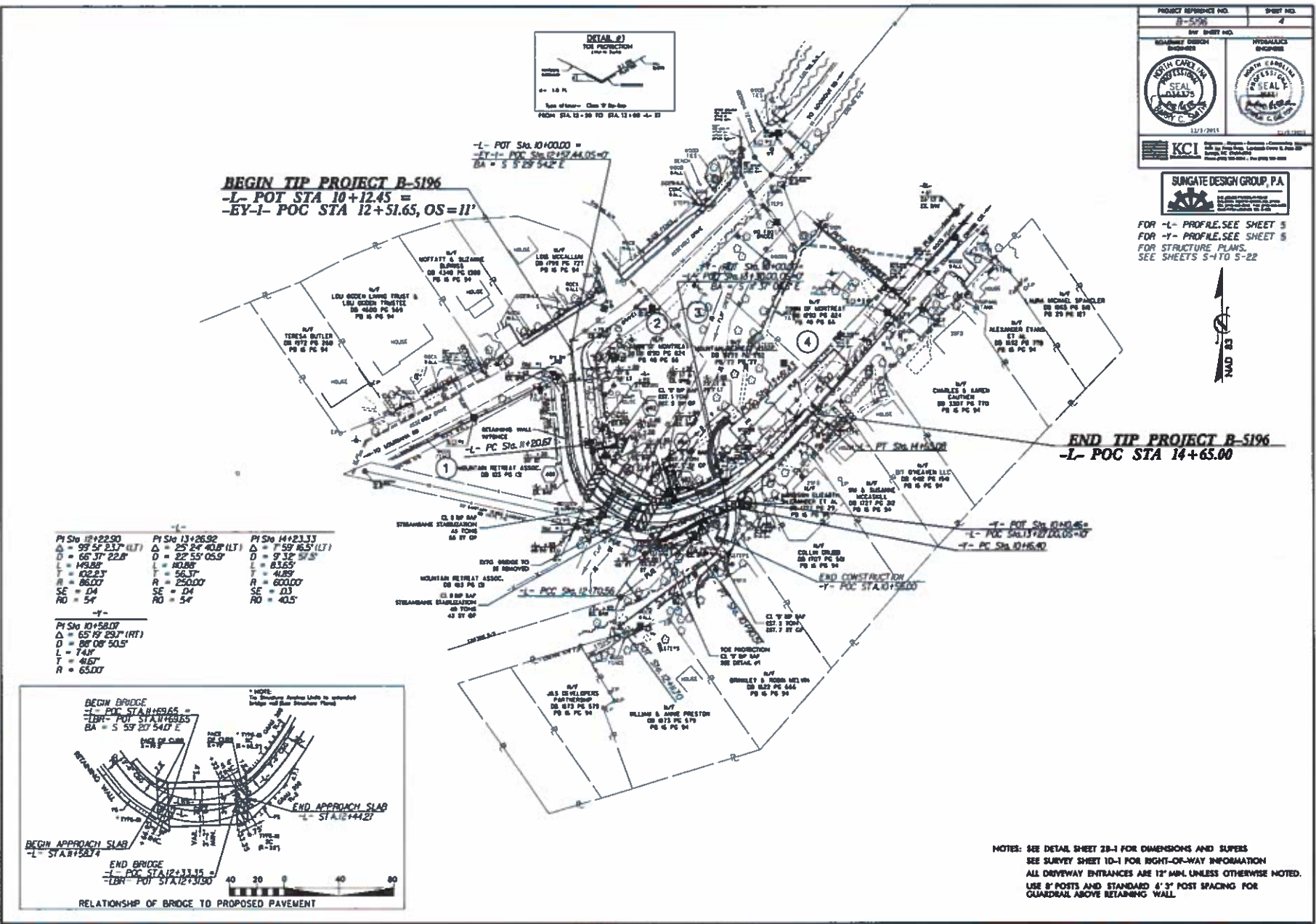
SECTION	LOCATION (EAST OR WEST)	STRUCTURE NO.		TOP SURFACE	INSIDE SURFACE	EXTERIOR SURFACE	SOUTH SIDE	DIAPHRAGM PILE (SPT, CAP, CHPT, HPT, or PWT)												C.S. PILE				S.C. PILE (CLASS 9)				S.C. PILE (CLASS 10)				S.C. PILE (CLASS 11)				S.C. PILE (CLASS 12)				S.C. PILE (CLASS 13)				S.C. PILE (CLASS 14)				S.C. PILE (CLASS 15)				S.C. PILE (CLASS 16)				S.C. PILE (CLASS 17)				S.C. PILE (CLASS 18)				S.C. PILE (CLASS 19)				S.C. PILE (CLASS 20)				S.C. PILE (CLASS 21)				S.C. PILE (CLASS 22)				S.C. PILE (CLASS 23)				S.C. PILE (CLASS 24)				S.C. PILE (CLASS 25)				S.C. PILE (CLASS 26)				S.C. PILE (CLASS 27)				S.C. PILE (CLASS 28)				S.C. PILE (CLASS 29)				S.C. PILE (CLASS 30)				S.C. PILE (CLASS 31)				S.C. PILE (CLASS 32)				S.C. PILE (CLASS 33)				S.C. PILE (CLASS 34)				S.C. PILE (CLASS 35)				S.C. PILE (CLASS 36)				S.C. PILE (CLASS 37)				S.C. PILE (CLASS 38)				S.C. PILE (CLASS 39)				S.C. PILE (CLASS 40)				S.C. PILE (CLASS 41)				S.C. PILE (CLASS 42)				S.C. PILE (CLASS 43)				S.C. PILE (CLASS 44)				S.C. PILE (CLASS 45)				S.C. PILE (CLASS 46)				S.C. PILE (CLASS 47)				S.C. PILE (CLASS 48)				S.C. PILE (CLASS 49)				S.C. PILE (CLASS 50)				S.C. PILE (CLASS 51)				S.C. PILE (CLASS 52)				S.C. PILE (CLASS 53)				S.C. PILE (CLASS 54)				S.C. PILE (CLASS 55)				S.C. PILE (CLASS 56)				S.C. PILE (CLASS 57)				S.C. PILE (CLASS 58)				S.C. PILE (CLASS 59)				S.C. PILE (CLASS 60)				S.C. PILE (CLASS 61)				S.C. PILE (CLASS 62)				S.C. PILE (CLASS 63)				S.C. PILE (CLASS 64)				S.C. PILE (CLASS 65)				S.C. PILE (CLASS 66)				S.C. PILE (CLASS 67)				S.C. PILE (CLASS 68)				S.C. PILE (CLASS 69)				S.C. PILE (CLASS 70)				S.C. PILE (CLASS 71)				S.C. PILE (CLASS 72)				S.C. PILE (CLASS 73)				S.C. PILE (CLASS 74)				S.C. PILE (CLASS 75)				S.C. PILE (CLASS 76)				S.C. PILE (CLASS 77)				S.C. PILE (CLASS 78)				S.C. PILE (CLASS 79)				S.C. PILE (CLASS 80)				S.C. PILE (CLASS 81)				S.C. PILE (CLASS 82)				S.C. PILE (CLASS 83)				S.C. PILE (CLASS 84)				S.C. PILE (CLASS 85)				S.C. PILE (CLASS 86)				S.C. PILE (CLASS 87)				S.C. PILE (CLASS 88)				S.C. PILE (CLASS 89)				S.C. PILE (CLASS 90)				S.C. PILE (CLASS 91)				S.C. PILE (CLASS 92)				S.C. PILE (CLASS 93)				S.C. PILE (CLASS 94)				S.C. PILE (CLASS 95)				S.C. PILE (CLASS 96)				S.C. PILE (CLASS 97)				S.C. PILE (CLASS 98)				S.C. PILE (CLASS 99)				S.C. PILE (CLASS 100)				S.C. PILE (CLASS 101)				S.C. PILE (CLASS 102)				S.C. PILE (CLASS 103)				S.C. PILE (CLASS 104)				S.C. PILE (CLASS 105)				S.C. PILE (CLASS 106)				S.C. PILE (CLASS 107)				S.C. PILE (CLASS 108)				S.C. PILE (CLASS 109)				S.C. PILE (CLASS 110)				S.C. PILE (CLASS 111)				S.C. PILE (CLASS 112)				S.C. PILE (CLASS 113)				S.C. PILE (CLASS 114)				S.C. PILE (CLASS 115)				S.C. PILE (CLASS 116)				S.C. PILE (CLASS 117)				S.C. PILE (CLASS 118)				S.C. PILE (CLASS 119)				S.C. PILE (CLASS 120)				S.C. PILE (CLASS 121)				S.C. PILE (CLASS 122)				S.C. PILE (CLASS 123)				S.C. PILE (CLASS 124)				S.C. PILE (CLASS 125)				S.C. PILE (CLASS 126)				S.C. PILE (CLASS 127)				S.C. PILE (CLASS 128)				S.C. PILE (CLASS 129)				S.C. PILE (CLASS 130)				S.C. PILE (CLASS 131)				S.C. PILE (CLASS 132)				S.C. PILE (CLASS 133)				S.C. PILE (CLASS 134)				S.C. PILE (CLASS 135)				S.C. PILE (CLASS 136)				S.C. PILE (CLASS 137)				S.C. PILE (CLASS 138)				S.C. PILE (CLASS 139)				S.C. PILE (CLASS 140)				S.C. PILE (CLASS 141)				S.C. PILE (CLASS 142)				S.C. PILE (CLASS 143)				S.C. PILE (CLASS 144)				S.C. PILE (CLASS 145)				S.C. PILE (CLASS 146)				S.C. PILE (CLASS 147)				S.C. PILE (CLASS 148)				S.C. PILE (CLASS 149)				S.C. PILE (CLASS 150)				S.C. PILE (CLASS 151)				S.C. PILE (CLASS 152)				S.C. PILE (CLASS 153)				S.C. PILE (CLASS 154)				S.C. PILE (CLASS 155)				S.C. PILE (CLASS 156)				S.C. PILE (CLASS 157)				S.C. PILE (CLASS 158)				S.C. PILE (CLASS 159)				S.C. PILE (CLASS 160)				S.C. PILE (CLASS 161)				S.C. PILE (CLASS 162)				S.C. PILE (CLASS 163)				S.C. PILE (CLASS 164)				S.C. PILE (CLASS 165)				S.C. PILE (CLASS 166)				S.C. PILE (CLASS 167)				S.C. PILE (CLASS 168)				S.C. PILE (CLASS 169)				S.C. PILE (CLASS 170)				S.C. PILE (CLASS 171)				S.C. PILE (CLASS 172)				S.C. PILE (CLASS 173)				S.C. PILE (CLASS 174)				S.C. PILE (CLASS 175)				S.C. PILE (CLASS 176)				S.C. PILE (CLASS 177)				S.C. PILE (CLASS 178)				S.C. PILE (CLASS 179)				S.C. PILE (CLASS 180)				S.C. PILE (CLASS 181)				S.C. PILE (CLASS 182)				S.C. PILE (CLASS 183)				S.C. PILE (CLASS 184)				S.C. PILE (CLASS 185)				S.C. PILE (CLASS 186)				S.C. PILE (CLASS 187)				S.C. PILE (CLASS 188)				S.C. PILE (CLASS 189)				S.C. PILE (CLASS 190)				S.C. PILE (CLASS 191)				S.C. PILE (CLASS 192)				S.C. PILE (CLASS 193)				S.C. PILE (CLASS 194)				S.C. PILE (CLASS 195)				S.C. PILE (CLASS 196)				S.C. PILE (CLASS 197)				S.C. PILE (CLASS 198)				S.C. PILE (CLASS 199)				S.C. PILE (CLASS 200)				S.C. PILE (CLASS 201)				S.C. PILE (CLASS 202)				S.C. PILE (CLASS 203)				S.C. PILE (CLASS 204)				S.C. PILE (CLASS 205)				S.C. PILE (CLASS 206)				S.C. PILE (CLASS 207)				S.C. PILE (CLASS 208)				S.C. PILE (CLASS 209)				S.C. PILE (CLASS 210)				S.C. PILE (CLASS 211)				S.C. PILE (CLASS 212)				S.C. PILE (CLASS 213)				S.C. PILE (CLASS 214)				S.C. PILE (CLASS 215)				S.C. PILE (CLASS 216)				S.C. PILE (CLASS 217)				S.C. PILE (CLASS 218)				S.C. PILE (CLASS 219)				S.C. PILE (CLASS 220)				S.C. PILE (CLASS 221)				S.C. PILE (CLASS 222)				S.C. PILE (CLASS 223)				S.C. PILE (CLASS 224)				S.C. PILE (CLASS 225)				S.C. PILE (CLASS 226)				S.C. PILE (CLASS 227)				S.C. PILE (CLASS 228)				S.C. PILE (CLASS 229)				S.C. PILE (CLASS 230)				S.C. PILE (CLASS 231)				S.C. PILE (CLASS 232)				S.C. PILE (CLASS 233)				S.C. PILE (CLASS 234)				S.C. PILE (CLASS 235)				S.C. PILE (CLASS 236)				S.C. PILE (CLASS 237)				S.C. PILE (CLASS 238)				S.C. PILE (CLASS 239)				S.C. PILE (CLASS 240)				S.C. PILE (CLASS 241)				S.C. PILE (CLASS 242)				S.C. PILE (CLASS 243)				S.C. PILE (CLASS 244)				S.C. PILE (CLASS 245)				S.C. PILE (CLASS 246)				S.C. PILE (CLASS 247)				S.C. PILE (CLASS 248)				S.C. PILE (CLASS 249)				S.C. PILE (CLASS 250)				S.C. PILE (CLASS 251)				S.C. PILE (CLASS 252)				S.C. PILE (CLASS 253)				S.C. PILE (CLASS 254)				S.C. PILE (CLASS 255)				S.C. PILE (CLASS 256)				S.C. PILE (CLASS 257)				S.C. PILE (CLASS 258)				S.C. PILE (CLASS 259)				S.C. PILE (CLASS 260)				S.C. PILE (CLASS 261)				S.C. PILE (CLASS 262)				S.C. PILE (CLASS 263)				S.C. PILE (CLASS 264)				S.C. PILE (CLASS 265)				S.C. PILE (CLASS 266)				S.C. PILE (CLASS 267)				S.C. PILE (CLASS 268)				S.C. PILE (CLASS 269)				S.C. PILE (CLASS 270)				S.C. PILE (CLASS 271)				S.C. PILE (CLASS 272)				S.C. PILE (CLASS 273)				S.C. PILE (CLASS 274)				S.C. PILE (CLASS 275)				S.C. PILE (CLASS 276)				S.C. PILE (CLASS 277)				S.C. PILE (CLASS 278)				S.C. PILE (CLASS 279)				S.C. PILE (CLASS 280)				S.C. PILE (CLASS 281)				S.C. PILE (CLASS 282)				S.C. PILE (CLASS 283)				S.C. PILE (CLASS 284)				S.C. PILE (CLASS 285)				S.C. PILE (CLASS 286)				S.C. PILE (CLASS 287)				S.C. PILE (CLASS 288)				S.C. PILE (CLASS 289)				S.C. PILE (CLASS 290)				S.C. PILE (CLASS 291)				S.C. PILE (CLASS 292)				S.C. PILE (CLASS 293)				S.C. PILE (CLASS 294)				S.C. PILE (CLASS 295)				S.C. PILE (CLASS 296)				S.C. PILE (CLASS 297)				S.C. PILE (CLASS 298)				S.C. PILE (CLASS 299)				S.C. PILE (CLASS 300)				S.C. PILE (CLASS 301)				S.C. PILE (CLASS 302)				S.C. PILE (CLASS 303)				S.C. PILE (CLASS 304)				S.C. PILE (CLASS 305)				S.C. PILE (CLASS 306)				S.C. PILE (CLASS 307)				S.C. PILE (CLASS 308)				S.C. PILE (CLASS 309)				S.C. PILE (CLASS 310)				S.C. PILE (CLASS 311)				S.C. PILE (CLASS 312)				S.C. PILE (CLASS 313)				S.C. PILE (CLASS 314)				S.C. PILE (CLASS 315)				S.C. PILE (CLASS 316)				S.C. PILE (CLASS 317)				S.C. PILE (CLASS 318)				S.C. PILE (CLASS 319)				S.C. PILE (CLASS 320)				S.C. PILE (CLASS 321)				S.C. PILE (CLASS 322)				S.C. PILE (CLASS 323)				S.C. PILE (CLASS 324)				S.C. PILE (CLASS 325)				S.C. PILE (CLASS 326)				S.C. PILE (CLASS 327)				S.C. PILE (CLASS 328)				S.C. PILE (CLASS 329)				S.C. PILE (CLASS 330)				S.C. PILE (CLASS 331)				S.C. PILE (CLASS 332)				S.C. PILE (CLASS 333)				S.C. PILE (CLASS 334)				S.C. PILE (CLASS 335)				S.C. PILE (CLASS 336)				S.C. PILE (CLASS 337)				S.C. PILE (CLASS 338)				S.C. PILE (CLASS 339)				S.C. PILE (CLASS 340)				S.C. PILE (CLASS 341)				S.C. PILE (CLASS 342)				S.C. PILE (CLASS 343)				S.C. PILE (CLASS 344)				S.C. PILE (CLASS 345)				S.C. PILE (CLASS 346)				S.C. PILE (CLASS 347)				S.C. PILE (CLASS 348)				S.C. PILE (CLASS 349)				S.C. PILE (CLASS 350)				S.C. PILE (CLASS 351)				S.C. PILE (CLASS 352)				S.C. PILE (CLASS 353)				S.C. PILE (CLASS 354)				S.C. PILE (CLASS 355)				S.C. PILE (CLASS 356)				S.C. PILE (CLASS 357)				S.C. PILE (CLASS 358)				S.C. PILE (CLASS 359)				S.C. PILE (CLASS 360)				S.C. PILE (CLASS 361)				S.C. PILE (CLASS 362)				S.C. PILE (CLASS 363)				S.C. PILE (CLASS 364)				S.C. PILE (CLASS 365)				S.C. PILE (CLASS 366)				S.C. PILE (CLASS 367)				S.C. PILE (CLASS 368)				S.C. PILE (CLASS 369)				S.C. PILE (CLASS 370)				S.C. PILE (CLASS 371)				S.C. PILE (CLASS 372)				S.C. PILE (CLASS 373)				S.C. PILE (CLASS 374)				S.C. PILE (CLASS 375)				S.C. PILE (CLASS 376)				S.C. PILE (CLASS 377)				S.C. PILE (CLASS 378)				S.C. PILE (CLASS 379)				S.C. PILE (CLASS 380)				S.C. PILE (CLASS 381)				S.C. PILE (CLASS 382)				S.C. PILE (CLASS 383)				S.C. PILE (CLASS 384)				S.C. PILE (CLASS 385)				S.C. PILE (CLASS 386)				S.C. PILE (CLASS 387)				S.C. PILE (CLASS 388)				S.C. PILE (CLASS 389)				S.C. PILE (CLASS 390)				S.C. PILE (CLASS 391)				S.C. PILE (CLASS 392)				S.C. PILE (CLASS 393)				S.C. PILE (CLASS 394)				S.C. PILE (CLASS 395)				S.C. PILE (CLASS 396)				S.C. PILE (CLASS 397)				S.C. PILE (CLASS 398)				S.C. PILE (CLASS 399)				S.C. PILE (CLASS 400)				S.C. PILE (CLASS 401)				S.C. PILE (CLASS 402)				S.C. PILE (CLASS 403)				S.C. PILE (CLASS 404)				S.C. PILE (CLASS 405)				S.C. PILE (CLASS 406)				S.C. PILE (CLASS 407)				S.C. PILE (CLASS 408)				S.C. PILE (CLASS 409)				S.C. PILE (CLASS 410)				S.C. PILE (CLASS 411)				S.C. PILE (CLASS 412)				S.C. PILE (CLASS 413)				S.C. PILE (CLASS 414)				S.C. PILE (CLASS 415)				S.C. PILE (CLASS 416)				S.C. PILE (CLASS 417)				S.C. PILE (CLASS 418)				S.C. PILE (CLASS 419)				S.C. PILE (CLASS 420)				S.C. PILE (CLASS 421)				S.C. PILE (CLASS 422)				S.C. PILE (CLASS 423)				S.C. PILE (CLASS 424)				S.C. PILE (CLASS 425)				S.C. PILE (CLASS 426)				S.C. PILE (CLASS 427)				S.C. PILE (CLASS 428)				S.C. PILE (CLASS 429)				S.C. PILE (CLASS 430)				S.C. PILE (CLASS 431)				S.C. PILE (CLASS 432)				S.C. PILE (CLASS 433)				S.C. PILE (CLASS 434)				S.C. PILE (CLASS 435)				S.C. PILE (CLASS 436)				S.C. PILE (CLASS 437)				S.C. PILE (CLASS 438)				S.C. PILE (CLASS 439)				S.C. PILE (CLASS 440)				S.C. PILE (CLASS 441)				S.C. PILE (CLASS 442)				S.C. PILE (CLASS 443)				S.C. PILE (CLASS 444)				S.C. PILE (CLASS 445)				S.C. PILE (CLASS 446)				S.C. PILE (CLASS 447)				S.C. PILE (CLASS 448)				S.C. PILE (CLASS 449)				S.C. PILE (CLASS 450)				S.C. PILE (CLASS 451)				S.C. PILE (CLASS 452)				S.C. PILE (CLASS 453)				S.C. PILE (CLASS 454)				S.C. PILE (CLASS 455)				S.C. PILE (CLASS 456)				S.C. PILE (CLASS 457)				S.C. PILE (CLASS 458)				S.C. PILE (CLASS 459)				S.C. PILE (CLASS 460)				S.C. PILE (CLASS 461)				S.C. PILE (CLASS 462)				S.C. PILE (CLASS 463)				S.C. PILE (CLASS 464)				S.C. PILE (CLASS 465)				S.C. PILE (CLASS 466)				S.C. PILE (CLASS 467)				S.C. PILE (CLASS 468)				S.C. PILE (CLASS 469)				S.C. PILE (CLASS 470)				S.C. PILE (CLASS 471)				S.C. PILE (CLASS 472)				S.C. PILE (CLASS 473)				S.C. PILE (CLASS 474)				S.C. PILE (CLASS 475)				S.C. PILE (CLASS 476)				S.C. PILE (CLASS 477)				S.C. PILE (CLASS 478)				S.C. PILE (CLASS 479)				S.C. PILE (CLASS 480)				S.C. PILE (CLASS 481)				S.C. PILE (CLASS 482)				S.C. PILE (CLASS 483)				S.C. PILE (CLASS 484)				S.C. PILE (CLASS 485)				S.C. PILE (CLASS 486)				S.C. PILE (CLASS 487)				S.C. PILE (CLASS 488)				S.C. PILE (CLASS 489)				S.C. PILE (CLASS 490)				S.C. PILE (CLASS 491)				S.C. PILE (CLASS 492)				S.C. PILE (CLASS 493)				S.C. PILE (CLASS 494)				S.C. PILE (CLASS 495)				S.C. PILE (CLASS 496)				S.C. PILE (CLASS 497)				S.C. PILE (CLASS 498)				S.C. PILE (CLASS 499)				S.C. PILE (CLASS 500)				S.C. PILE (CLASS 501)				S.C. PILE (CLASS 502)				S.C. PILE (CLASS 503)				S.C. PILE (CLASS 504)				S.C. PILE (CLASS 505)				S.C. PILE (CLASS 506)				S.C. PILE (CLASS 507)				S.C. PILE (CLASS 508)				S.C. PILE (CLASS 509)				S.C. PILE (CLASS 510)				S.C. PILE (CLASS 511)				S.C. PILE (CLASS 512)				S.C. PILE (CLASS 513)				S.C. PILE (CLASS 514)				S.C. PILE (CLASS 515)				S.C. PILE (CLASS 516)				S.C. PILE (CLASS 517)				S.C. PILE (CLASS 518)				S.C. PILE (CLASS 519)				S.C. PILE (CLASS 520)				S.C. PILE (CLASS 521)				S.C. PILE (CLASS 522)				S.C. PILE (CLASS 523)				S.C. PILE (CLASS 524)				S.C. PILE (CLASS 525)				S.C. PILE (CLASS 526)				S.C. PILE (CLASS 527)				S.C. PILE (CLASS 528)				S.C. PILE (CLASS 529)				S.C. PILE (CLASS 530)				S.C. PILE (CLASS 531)				S.C. PILE (CLASS 532)				S.C. PILE (CLASS 533)				S.C. PILE (CLASS 534)				S.C. PILE (CLASS 535)				S.C. PILE (CLASS 536)				S.C. PILE (CLASS 537)				S.C. PILE (CLASS 538)				S.C. PILE (CLASS 539)				S.C. PILE (CLASS 540)				S.C. PILE (CLASS 541)				S.C. PILE (CLASS 542)				S.C. PILE (CLASS 543)				S.C. PILE (CLASS 544)				S.C. PILE (CLASS 545)				S.C. PILE (CLASS 546)				S.C. PILE (CLASS 547)				S.C. PILE (CLASS 548)				S.C. PILE (CLASS 549)				S.C. PILE (CLASS 550)				S.C. PILE (CLASS 551)				S.C. PILE (CLASS 552)				S.C. PILE (CLASS 553)				S.C. PILE (CLASS 554)				S.C. PILE (CLASS 555)				S.C. PILE (CLASS 556)				S.C. PILE (CLASS 557)				S.C. PILE (CLASS 558)				S.C. PILE (CLASS 559)				S.C. PILE (CLASS 560)				S.C. PILE (CLASS 561)				S.C. PILE (CLASS 562)				S.C. PILE (CLASS 563)				S.C. PILE (CLASS 564)				S.C. PILE (CLASS 565)				S.C. PILE (CLASS 566)				S.C. PILE (CLASS 567)				S.C. PILE (CLASS 568)				S.C. PILE (CLASS 569)				S.C. PILE (CLASS 570)				S.C. PILE (CLASS 571)				S.C. PILE (CLASS 572)				S.C. PILE (CLASS 573)				S.C. PILE (CLASS 574)				S.C. PILE (CLASS 575)				S.C. PILE (CLASS 576)				S.C. PILE (CLASS 577)				S.C. PILE (CLASS 578)				S.C. PILE (CLASS 579)				S.C. PILE (CLASS 580)				S.C. PILE (CLASS 581)				S.C. PILE (CLASS 582)				S.C. PILE (CLASS 583)				S.C. PILE (CLASS 584)				S.C. PILE (CLASS 585)				S.C. PILE (CLASS 586)				S.C. PILE (CLASS 587)				S.C. PILE (CLASS 588)				S.C. PILE (CLASS 589)				S.C. PILE (CLASS 590)				S.C. PILE (CLASS 591)				S.C. PILE (CLASS 592)				S.C. PILE (CLASS 593)				S.C. PILE (CLASS 594)				S.C. PILE (CLASS 595)				S.C. PILE (CLASS 596			
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### GUARDRAIL SUMMARY

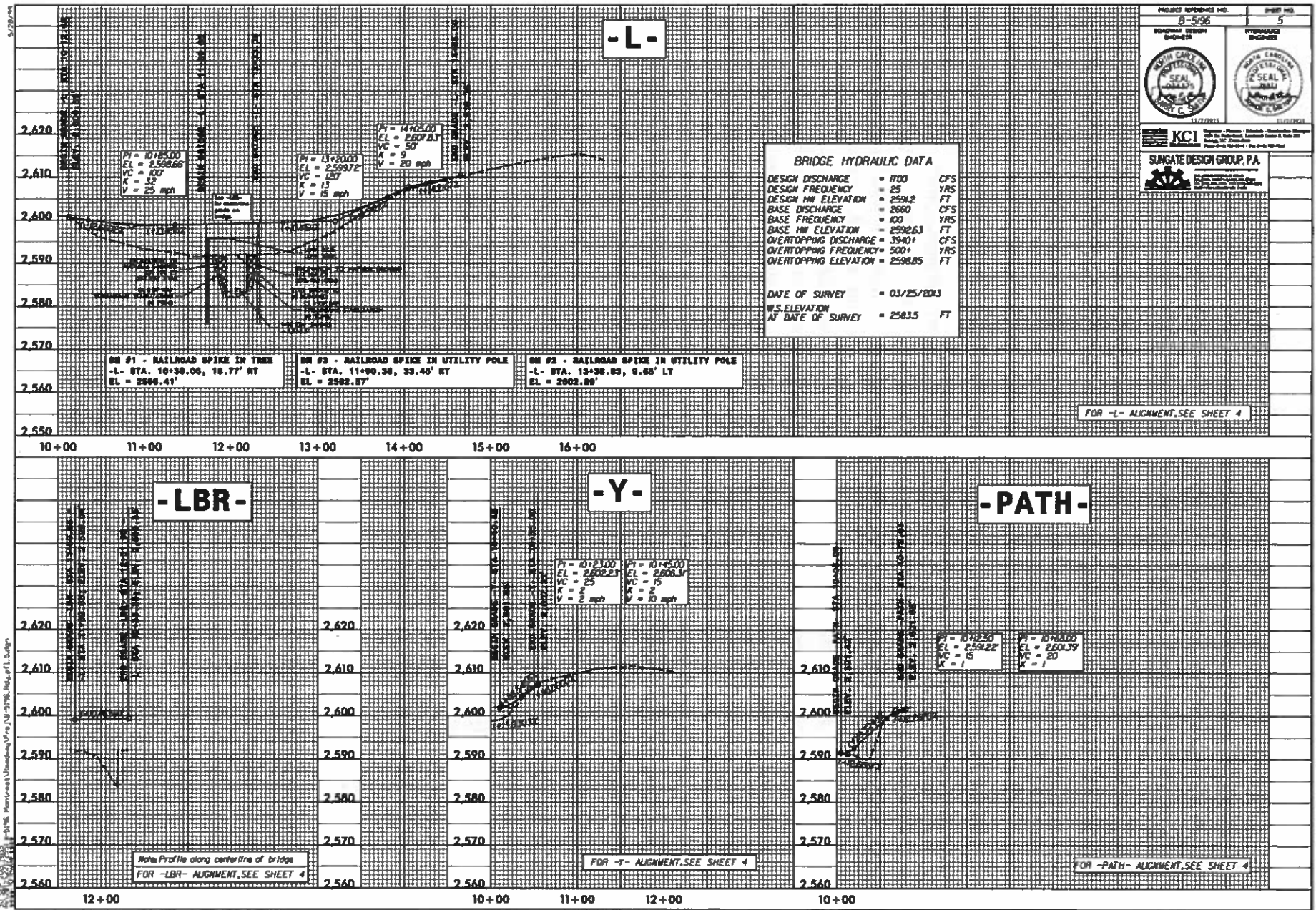
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**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date:** March 10, 2016

**SUBJECT:** Mold Mitigation/Repairs to Town Services Office

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** B  
**Department:** Planning and Inspections  
**Contact:** David Currie, Building inspector  
**Presenter:** David Currie, Building inspector

**BRIEF SUMMARY:** As you know, over the course of many months the Town Services Office suffered water damage as a result of a roof leak on the northern end of the building. We received bids for replacing the roof late last year, but postponed repairs until the weather permitted just a couple of weeks ago. We are now ready to clean up the residual mold and damaged interior finishes affected by the leak. Three local companies were contacted to prepare estimates for your consideration, some of which are included in your packet tonight.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve the clean-up and repair of the Montreat Town Services Office as detailed in the estimate provided by ServiceMaster of Hendersonville in the amount of \$3,400, and to authorize the Mayor and Town Administrator to execute the necessary documents.

**FUNDING SOURCE:** General Fund

**ATTACHMENTS:** Mitigation and repair estimates provided by: First Restoration Services; ServiceMaster of Hendersonville.

**STAFF COMMENTS AND RECOMMENDATIONS:** We received estimates for clean-up and mold mitigation from two of the three companies contacted, but only one company was able to provide both clean-up and repair estimates at this time. First Restoration Services claimed that they could not provide a repair estimate until after they had performed the clean-up and mitigation portion. Paul Davis Restoration assured us they would get their estimate to us in time for inclusion in your agenda packet, but unfortunately, this was not forthcoming. Staff believes it may be prudent to select the one company that provided information in a timely manner in order to move the project forward at this time. ServiceMaster of Hendersonville was very professional and responsive to our request for information about the clean-up and repairs process, and the price they provided seems reasonable given the scope of work that will be required.





**ServiceMaster of Hendersonville**

---

35 Old Brickyard Road  
Fletcher, NC 28732  
Email: smhville@bellsouth.net  
Federal ID # 56-1427055  
Office: 828-654-1650 Fax: 828-654-1661

Insured: Town Of Montreat  
Property: 96 Rainbow Terrace  
Black Mountian, NC 28711

Home: (828) 669-8002 x 303

Claim Rep.: David Edwards  
Business: 35 Old Brickyard Rd  
Fletcher, NC 28732

Business: (828) 654-1650  
E-mail: edwada@smhville.com

Estimator: David Edwards  
Business: 35 Old Brickyard Rd  
Fletcher, NC 28732

Business: (828) 654-1650  
E-mail: edwada@smhville.com

**Claim Number:** SELF PAY                      **Policy Number:** SELF PAY                      **Type of Loss:** Water Damage

Date Contacted:	3/1/2016		
Date of Loss:	1/1/2016	Date Received:	2/29/2016
Date Inspected:	3/2/2016	Date Entered:	3/2/2016 11:09 AM

Price List: NCAS8X\_FEB16  
Restoration/Service/Remodel  
Estimate: TOWN\_OF\_MONTREAT

Thank you for choosing ServiceMaster of Hendersonville for you emergency services. We at ServiceMaster of Hendersonville strive to provide the best service for a fair market value. We appreciate your trusting in us to help you through this difficult situation. Please let us know if you have any questions.

WE APPRECIATE AND VALUE YOUR BUSINESS AND STRIVE TO PROVIDE THE BEST POSSIBLE SERVICE FOR YOU. IF THERE IS ANYTHING THAT WE NEED TO KNOW THAT MAY HELP US GET BETTER AT PROVIDING GREAT SERVICE FOR A FAIR MARKET VALUE PLEASE LET US KNOW.

Final Upload

## ServiceMaster of Hendersonville

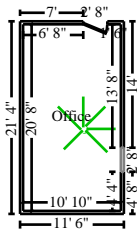
35 Old Brickyard Road  
Fletcher, NC 28732  
Email: smhville@bellsouth.net  
Federal ID # 56-1427055  
Office: 828-654-1650 Fax: 828-654-1661

### TOWN\_OF\_MONTREAT

#### Main Level

#### Main Level

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
2. Haul debris - per pickup truck load - including dump fees	1.00 EA	114.48	0.00	0.00	114.48
3. Equipment setup, take down, and monitoring (hourly charge)	6.00 HR	0.00	39.93	0.00	239.58
Equipment Set-Up, Break Down, Monitoring and Documentation Charges if drying of wood structure is need upon completion of demolition. These hours assume and 3 day drying time. If least or more is needed then the final bill would be adjusted					
21. Add for personal protective equipment - Heavy duty	2.00 EA	0.00	17.63	2.37	37.63
22. Respirator - Full face - multi-purpose resp. (per day)	2.00 DA	0.00	7.61	0.00	15.22
23. Respirator cartridge - HEPA only (per pair)	2.00 EA	0.00	13.97	1.89	29.83
24. Lead test - chemical solution - self test (per sample)	1.00 EA	0.00	24.28	0.22	24.50
Total: Main Level				4.48	461.24



#### Office

Height: 7' 3"

421.19 SF Walls	223.89 SF Ceiling
645.08 SF Walls & Ceiling	223.89 SF Floor
24.88 SY Flooring	57.67 LF Floor Perimeter
63.00 LF Ceil. Perimeter	

#### Missing Wall - Goes to Floor Door

2' 8" X 6' 8"  
2' 8" X 6' 8"

Opens into Exterior  
Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
5. Hazardous Waste/Mold Cleaning Technician - per hour	2.00 HR	0.00	53.63	0.00	107.26
Time to Set up Negative Pressure for Mold remediation					
7. Containment Barrier/Airlock/Decon. Chamber	240.00 SF	0.00	0.57	1.13	137.93
25. Light fixture - Detach & reset	0.50 EA	0.00	34.39	0.00	17.20
Detach only					
8. Tear out wet drywall, cleanup, bag - Cat 3	51.00 SF	0.96	0.00	0.52	49.48
9. Tear out and bag wet insulation - Category 3 water	51.00 SF	0.79	0.00	0.21	40.50

TOWN\_OF\_MONTREAT

3/2/2016

Page: 2



## ServiceMaster of Hendersonville

35 Old Brickyard Road  
Fletcher, NC 28732  
Email: smhville@bellsouth.net  
Federal ID # 56-1427055  
Office: 828-654-1650 Fax: 828-654-1661

### CONTINUED - Office

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
10. Apply plant-based anti-microbial agent	51.00 SF	0.00	0.20	0.14	10.34
11. Clean with pressure/chemical spray - Very heavy	76.50 SF	0.00	0.51	0.05	39.07
Bio lift treatment of all framing materials in affected portion of ceiling					
13. HEPA Vacuuming - Detailed - (PER SF)	325.00 SF	0.00	0.64	0.00	208.00
Heap Vacuuming of all surfaces with in containment					
14. Air mover (per 24 hour period) - No monitoring	6.00 EA	0.00	25.54	0.00	153.24
2 Air movers for 3 days if drying is required					
15. Negative air fan/Air scrubber (24 hr period) - No monit.	3.00 DA	0.00	71.60	0.00	214.80
Air scrubber for 3 days					
20. Ducting - lay-flat	10.00 LF	0.00	0.29	0.20	3.10
used to duct processed air to exterior of the building					
16. Dehumidifier (per 24 hour period) - Large - No monitoring	3.00 EA	0.00	73.13	0.00	219.39
1 Dehumidifier for 3 days if drying is required					
17. Content Manipulation charge - per hour	2.00 HR	0.00	23.81	0.00	47.62
Manipulate contents so containment can be built					
Totals: Office				2.25	1,247.93
Total: Main Level				6.73	1,709.17
Line Item Totals: TOWN_OF_MONTREAT				6.73	1,709.17

### Grand Total Areas:

421.19 SF Walls	223.89 SF Ceiling	645.08 SF Walls and Ceiling
223.89 SF Floor	24.88 SY Flooring	57.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	63.00 LF Ceil. Perimeter
223.89 Floor Area	245.33 Total Area	421.19 Interior Wall Area
506.19 Exterior Wall Area	65.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

TOWN\_OF\_MONTREAT

3/2/2016

Page: 3



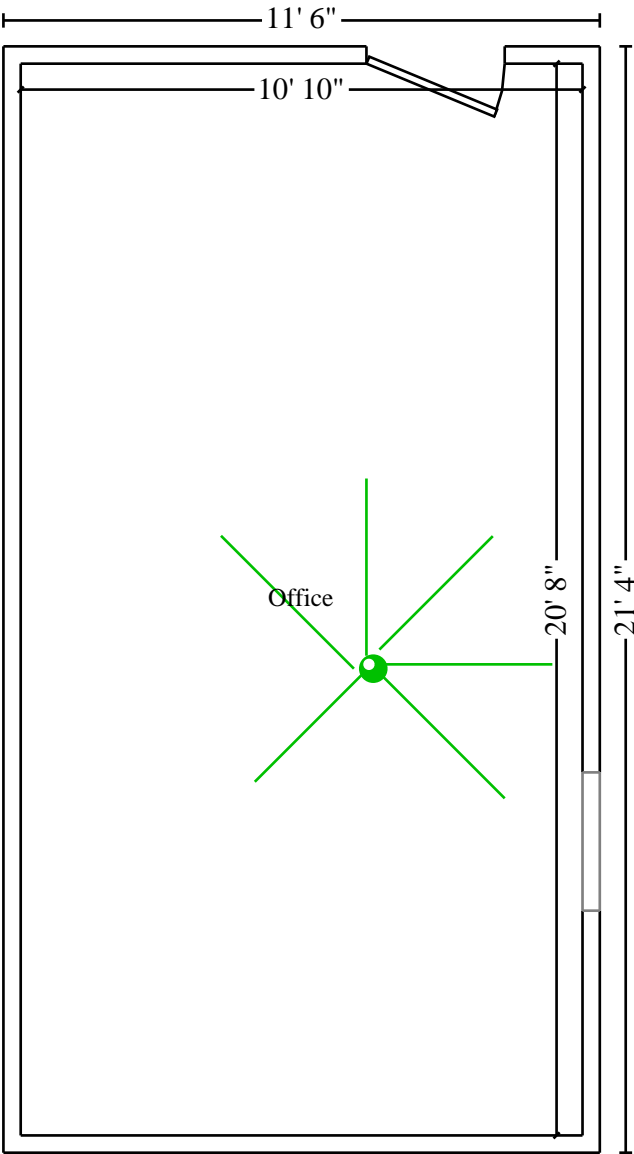
## ServiceMaster of Hendersonville

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Email: smhville@bellsouth.net  
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Office: 828-654-1650 Fax: 828-654-1661

### Recap by Category

Items	Total	%
CLEANING	39.02	2.28%
CONTENT MANIPULATION	47.62	2.79%
GENERAL DEMOLITION	203.73	11.92%
HAZARDOUS MATERIAL REMEDIATION	417.96	24.45%
LIGHT FIXTURES	17.20	1.01%
WATER EXTRACTION & REMEDIATION	976.91	57.16%
Subtotal	1,702.44	99.61%
Material Sales Tax	6.73	0.39%
Total	1,709.17	100.00%





Main Level



## ServiceMaster of Hendersonville

---

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Email: smhville@bellsouth.net  
Federal ID # 56-1427055  
Office: 828-654-1650 Fax: 828-654-1661

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Fletcher, NC 28732

Business: (828) 654-1650  
E-mail: edwada@smhville.com

**Claim Number:** SELF PAY

**Policy Number:** SELF PAY

**Type of Loss:** Water Damage

Date Contacted: 3/1/2016

Date of Loss: 1/1/2016

Date Inspected: 3/2/2016

Date Received: 2/29/2016

Date Entered: 3/2/2016 11:09 AM

Price List: NCAS8X\_FEB16  
Restoration/Service/Remodel  
Estimate: TOWN\_OF\_MONTREAT-1

Thank you for choosing ServiceMaster of Hendersonville for you emergency services. We at ServiceMaster of Hendersonville strive to provide the best service for a fair market value. We appreciate your trusting in us to help you through this difficult situation. Please let us know if you have any questions.

WE APPRECIATE AND VALUE YOUR BUSINESS AND STRIVE TO PROVIDE THE BEST POSSIBLE SERVICE FOR YOU. IF THERE IS ANYTHING THAT WE NEED TO KNOW THAT MAY HELP US GET BETTER AT PROVIDING GREAT SERVICE FOR A FAIR MARKET VALUE PLEASE LET US KNOW.

Final Upload

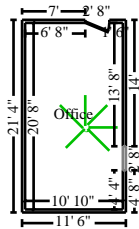
35 Old Brickyard Road  
Fletcher, NC 28732  
Email: smhville@bellsouth.net  
Federal ID # 56-1427055  
Office: 828-654-1650 Fax: 828-654-1661

**TOWN\_OF\_MONTREAT-1**

## Main Level

## Main Level

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
2. Haul debris - per pickup truck load - including dump fees	1.00 EA		114.48	0.00	0.00	22.90	137.38
Total: Main Level					0.00	22.90	137.38



## Office

**Height: 7' 3"**

421.19 SF Walls	223.89 SF Ceiling
645.08 SF Walls & Ceiling	223.89 SF Floor
24.88 SY Flooring	57.67 LF Floor Perimeter
63.00 LF Ceil. Perimeter	

### Missing Wall - Goes to Floor Door

**2' 8" X 6' 8"**

## Opens into Exterior

**2' 8" X 6' 8"**

## Opens into Exterior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
28. Protect contents - Cover with plastic	223.89 SF		0.00	0.13	0.91	6.00	36.02
43. Batt insulation - 12" - R38 - paper faced	64.00 SF		0.00	1.43	4.54	19.20	115.26
30. 5/8" drywall - hung, taped, floated, ready for paint	64.00 SF		0.00	1.34	2.07	17.58	105.41
33. Drywall Installer / Finisher - per hour	1.00 HR		0.00	43.00	0.00	8.60	51.60
Time to add blocking to propely install new drywall patch							
34. Texture drywall - heavy hand texture	223.89 SF		0.00	0.50	1.96	22.80	136.71
35. Content Manipulation charge - per hour	8.00 HR		0.00	23.81	0.00	38.10	228.58
Hours to shirt contents from side to side to be able to complete ceiling repairs							
36. Seal & paint ceiling texture	223.89 SF		0.00	0.84	4.08	38.44	230.59
39. Clean and deodorize carpet	223.89 SF		0.00	0.30	0.15	13.48	80.80
41. Final cleaning - construction - Commercial	223.89 SF		0.00	0.12	0.00	5.38	32.25
46. Light fixture - Detach & reset	2.50 EA		0.00	34.39	0.00	17.20	103.18
Detach and reset 2 lights and reset only 1 light that was detached on the remediation side							
49. Detach & Reset Smoke detector	1.00 EA	33.30	0.00	0.00	0.00	6.66	39.96



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CONTINUED - Office

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Totals: Office					13.71	193.44	1,160.36
Total: Main Level					13.71	216.34	1,297.74

Labor Minimums Applied

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
32. Drywall labor minimum	1.00 EA		0.00	12.82	0.00	2.56	15.38
38. Painting labor minimum	1.00 EA		0.00	8.87	0.00	1.78	10.65
40. Floor cleaning labor minimum	1.00 EA		0.00	35.55	0.00	7.12	42.67
42. Cleaning labor minimum	1.00 EA		0.00	37.21	0.00	7.44	44.65
45. Insulation labor minimum	1.00 EA		0.00	101.89	0.00	20.38	122.27
48. Electrical labor minimum	1.00 EA		0.00	55.38	0.00	11.08	66.46
Totals: Labor Minimums Applied					0.00	50.36	302.08
Line Item Totals: TOWN_OF_MONTREAT-1					13.71	266.70	1,599.82

Grand Total Areas:

421.19 SF Walls	223.89 SF Ceiling	645.08 SF Walls and Ceiling
223.89 SF Floor	24.88 SY Flooring	57.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	63.00 LF Ceil. Perimeter
223.89 Floor Area	245.33 Total Area	421.19 Interior Wall Area
506.19 Exterior Wall Area	65.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

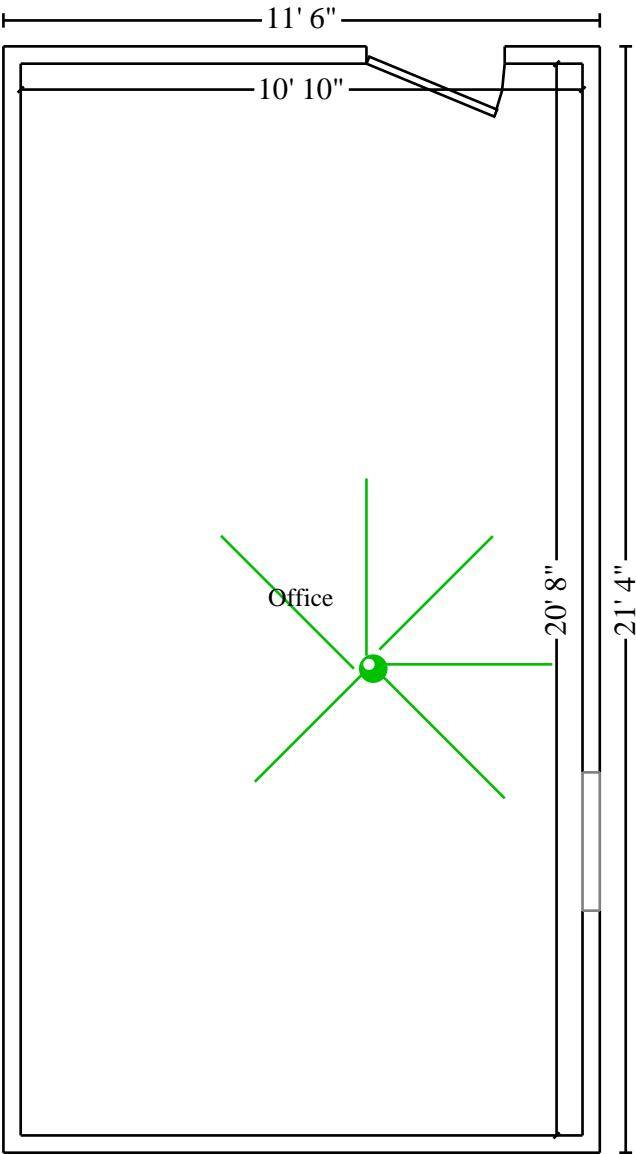


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### Recap by Category

O&P Items	Total	%
CLEANING	166.80	10.43%
CONTENT MANIPULATION	219.59	13.73%
GENERAL DEMOLITION	114.48	7.16%
DRYWALL	253.53	15.85%
ELECTRICAL	88.68	5.54%
INSULATION	193.41	12.09%
LIGHT FIXTURES	85.98	5.37%
PAINTING	196.94	12.31%
O&P Items Subtotal	1,319.41	82.47%
Material Sales Tax	13.71	0.86%
Overhead	133.35	8.34%
Profit	133.35	8.34%
Total	1,599.82	100.00%



Main Level