

**Town of Montreat
Board of Commissioners
Special Meeting Agenda – Public Forum
April 7, 2016 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

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

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council: Tree City USA

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- February 8, 2016, Annual Board Retreat
- March 3, 2016, Public Forum
- March 3, 2016, Town Council Agenda Meeting
- March 10, 2016, Town Council Meeting

B. 2016 Arbor Day Resolution

- **Suggested Motion:** To adopt Resolution #16-04-01 Designating April 30, 2016 as Arbor Day in the Town of Montreat

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
- Certificate of Achievement for Excellence in Financial Reporting
- Incident Command System Training (ICS)
- Town of Black Mountain Request – Montreat Road Sidewalk
- Texas Road Bridge – KCI – Materials Pending
- 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. 2016-2021 Capital Improvements Plan

- **Suggested Motion:** To adopt the 2016-2021 Capital Improvements Plan as presented/amended.

B. 2016-2017 Fiscal Year Departmental Goals and Objectives

- **Suggested Motion:** To approve the 2016-2017 Fiscal Year Departmental Goals and Objectives as presented/amended.

C. Sanitation Services Update

X. New Business

A. Voluntary Reconciliation Fund Establishment

- **Suggested Motion:** To move that in lieu of requiring that Montreat taxpayer money be spent to pay the plaintiff's legal expenses in the current lawsuit brought by Crowder, Currie, Thomas and Darden that, as proposed by Mr. Tom Frist, a Voluntary Reconciliation Fund be established by the Town of Montreat to receive the gifts of citizens and other interested parties to help pay for the litigation costs of the plaintiffs and their supporters.

B. House Bill 2, the Public Facilities Privacy and Security Act

- **Suggested Motion:** To move that as the Town of Montreat strives to be a welcoming and inclusive community that the Town of Montreat Board of Commissioners disagrees with the discriminatory language of HB2, the Public Facilities Privacy and Security Act enacted by the North Carolina General Assembly and signed into law on March 24, 2016.

C. Pavement Restriping Project – Materials Pending

- **Suggested Motion:** To award the bid for the Pavement Restriping Project to (Name of Company) in the amount \$_____ and to authorize the Mayor and Town Administrator to execute the necessary related contract documents.

D. Appalachian Way Paving Project-Materials Pending

- **Suggested Motion:** To award the Appalachian Way Paving Project to (Name of Company) in the amount \$_____ and to authorize the Mayor and Town Administrator to execute the necessary related contract documents

E. Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer

- **Suggested Motion:** To call for a Public Hearing on May 12, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter E - Utilities, Article I – Water and Sewer

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

<u>April Town Council Meeting:</u>	April 14, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	April 19, 2016, 11:00 a.m. Town Services Building
<u>Planning & Zoning Commission:</u>	April 21, 2016, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	April 29, 2016, 5:00 p.m. Town Services Building
<u>Arbor Day Celebration-Native Plant Sale:</u>	April 30, 2016, 9:00 a.m. – 2:00 p.m. Moore Center Field
<u>Agenda Packets Available:</u>	May 2, 2016 http://www.townofmontreat.org/ TownGovernment.php or Town Services Office

Montreat Board of Commissioners
Meeting Agenda
April 7, 2016

Montreat Landcare:

May 4, 2016, 9:00 a.m.
Kirk Allen Building
Swannanoa Room

May Agenda Meeting:

May 5, 2016, 7:00 p.m.
Public Forum begins at 6:30 p.m. Walkup Building

May Town Council Meeting:

May 12, 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
Annual Board Retreat
February 8, 2016
Montreat College-Black Mountain Campus-The Manor House**

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

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

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. A question was posed with regards to whether Commissioners could or should respond during the Public Comments period and Mr. Nalley advised that while the Board's Rules of Procedure states Commissioners are not expected to comment, a Commissioner could choose to respond but should use caution while doing so. 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. Commissioner Vinson suggested 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 with 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 measurable 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 Towns 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 Boards 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**

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Public Forum
March 3, 2016
Walkup Building**

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
Barry Creasman, Senior Water Operator
Angie Murphy, Town Clerk

Public Forum

Mayor Helms called the Public Forum to order at 6:30 p.m. and briefly explained that at the Annual Board Retreat it was decided by Council to hold a forum thirty minutes prior to the Agenda Meeting every month to maintain open lines of communication and that the public should feel free to talk on whatever topics that they feel led. Approximately 38 people were in attendance.

Tom Frist of 98 Frist Road, expressed his views on ending the lawsuit quickly, fairly and inexpensively. Mr. Frist mentioned that there are other properties to investigate for a new Town Hall, both inside and outside the Gate, and he believes that if a committee were to get together and really study all the available options that a resolution could be found. Mr. Frist also indicated that the Cooley-Griffin property is now available and could be a possible location for a new Town Hall.

Mary Jo Wright of 399 Appalachian Way, expressed her thoughts on the Texas Road Bridge from a safety perspective. Mrs. Wright painted a verbal picture of what it would be like if people had to evacuate from Lookout Road onto Assembly Drive. The sheer number of people and vehicles could put Montreat residents in great danger. Mrs. Wright feels there are many other options to consider when choosing to build a bridge other than the physical aspects especially when it comes to the potential for loss of lives.

Rusty Frank of 205 Harmony Lane, agreed that a new bridge is needed for safety reasons and he commended the Montreat Conference Center for managing traffic situations in the past in that area regarding dropping off and picking up children at the childcare facility.

Rev. Bob Chastain of 417 Appalachian Way, addressed his views on keeping the compactor site open to the residents of Montreat. Mayor Helms informed the public that it was decided at the Annual Board Retreat that special imprinted bags will be available for a price at the Town Services Building for kitchen trash only, and that those bags would be accepted five days a week. Mayor Helms advised that details are still in the planning process and there will be more information to follow. Mr. Nalley advised that the compactor site will not be open to the public but a new fenced in area will be constructed to store the refuse until it can be moved to the compactor. Mr. Nalley added that there will be more discussion around sanitation at the April Town Council Meeting.

Annie Carlson of 116 West College Street in Black Mountain, representing Montreat College, referenced the recent Crisis Situation training that was held at the College that included members of the College, Town of Montreat, Town of Black Mountain, Buncombe County EMS and Sheriff's Department, churches and teachers. Ms. Carlson mentioned that it was discussed in the training that Montreat does have challenges with the one way in/one way out. Even though the Texas Road Bridge doesn't solve this issue it is the preference of the College to have another way to get to Montreat Road in the case of an emergency.

Janie Moore of 100 Frist Road, referenced a prior announcement that a presentation by KCI would be on the Agenda for February and that she had heard that the bridge could be lowered. Mayor Helms read Option B which states, "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." This would be a delay of up to twelve months and design costs totaling \$200,000 (\$40,000 by the Town of Montreat and \$160,000 by FHWA). Mrs. Moore feels that the availability of the options could help everyone make their decisions based on facts. Mrs. Moore feels that it is in the best interest of Montreat College, Montreat Conference Center and the Town to not miss out on this opportunity to replace the bridge especially with the 80% matching grant and that it's critical for future generations that we take care of our crumbling infrastructure today.

Mike Sonnenberg of 125 Virginia Road, referenced the amount of bridges in the Town of Montreat in comparison to there being only one Gate. Mr. Sonnenberg advised that we don't need to pollute the environment with extra things that we don't need.

Tom Frist of 98 Frist Road, asked if the Tennessee Road Option for the new bridge was still available. Mayor Helms read Option C which states, "This option selects one of the previously studied alternatives 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 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.” This would cause a delay of six months (for planning document), twenty-two months (new design) and final costs would be \$300,000 (\$60,000 by the Town of Montreat and \$240,000 by FHWA).

Emory Underwood of 120 John Knox Road, posed the question of moving the bridge slightly further up Texas Road which would offer a slightly different shape and less of a curve. Mr. Underwood also mentioned the increasingly large numbers of church vans that are in Town and making roads more accessible to them.

Perrin Wright of 399 Appalachian Way, mentioned a conversation he had with Mr. Richard DuBose, of the Mountain Retreat Association, in which a letter was drafted and presented to the MRA Board imploring them to support replacing the Texas Road Bridge. Mr. Wright didn’t get a response from this letter and he found this hard to believe since the road has such an impact on MRA’s own facilities. Mr. Wright believes there is too much institutional conflict and not enough community interest and he expressed his hope that this matter will not be turned over to those operating in their own self-interest.

Joe Standaert of 118 Shenandoah Terrace, referenced the letter from KCI in the packet and implored everyone to read the facts. Mr. Standaert also thanked former Commissioner Jack McCaskill for all his hard work which led to these alternate options being explored.

Adjournment

The Public Forum adjourned at 7:01 p.m. with a motion by Commissioner Ann Vinson and a second by Commissioner Bill Gilliland.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
March 3, 2016
Walkup Building**

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
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator

Approximately 38 members of the public were also present. Mayor Helms called the meeting to order at 7:01 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 thanked everyone who attended the Public Forum. Mayor Pro Tem Fouche suggested that the item on the Agenda relating to the Texas Road Bridge be amended to a discussion rather than a vote since the Council has yet to determine if a new bridge is necessary. Commissioner Standaert explained that the Rules of Procedure allows an item to be placed on the Agenda as a placeholder to have a discussion with the possibility of a forthcoming motion. The Board decided to leave the Texas Road Bridge on the agenda as previously stated. Mr. Nalley advised the Council of three additional items that if the Board chooses could be added to the Agenda: new Corporate Banking Resolution for Asheville Savings Bank adding Commissioner Otto to the list of authorized signers, an application for the Open Spaces Conservation Committee, and bids to repair the interior ceiling of the Public Services Building. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Gilliland seconded and the agenda was approved as amended 5/0.

Mayor's Communications

Mayor Helms stated that he had no further communications.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- January 29, 2016 Special Meeting
- February 4, 2016, Agenda Meeting
- February 8, 2016, Annual Board Retreat
- February 11, 2016, Town Council Meeting
- Approve Fiscal Year 2015-2016 Budget Amendment #4 to reallocate budget to cover sanitation truck repairs
- Appoint John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2016

Town Administrator's Communications

- Mr. Nalley advised the Council that by request a letter from Architectural Design Studio was included in the packet and would need to be brought back before the Board depending on how the Town Hall Project proceeds.
- Mr. Nalley mentioned that on March 9th Buncombe County will be testing an emergency notification system. Calls will be placed at 1:00 p.m. to all residential and commercial landlines requesting the public to sign up for the new cell phone system called BCALERT.
- Mr. Nalley advised Council that the March 10th Town Council Meeting will be held in the Moore Center Meeting Room.

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.

Martha Campbell of 149 Maryland Place, wanted to make everyone aware that the letter from KCI is on page 114 of the packet which is readily available to the public. She stressed the importance of the Texas Road Bridge Project which is laid out in the letter as well as all the options that were given to the Town of Montreat with regards to repairing/replacing the bridge. She also wanted to recognize former Commissioner Jack McCaskill who worked behind the scenes with engineers to finalize other available options for the Town.

Janie Moore of 100 Frist Road, stated that it doesn't make sense for a defendant to voluntarily pay for a plaintiff's legal fees. The Plaintiff chose to sue the Town therefore they chose to bear the

costs associated with the lawsuits. If the plaintiff wants the Town to pay they should see the process through until the end. The Plaintiffs should go before a judge or jury to see if the Town acted in a matter that warrants the court to order such an action. It seems inappropriate for the Town to volunteer to pay the fees and furthermore paying these fees will set a terrible precedent.

Old Business

- A. Lookout Road Area-Preliminary Utility Service Plan: Mayor Helms reported that the Board will revisit the motion to move forward with a utility service plan for the Oklahoma Road and Lookout Road area. Last month Council reviewed a proposal from McGill Associates in the amount of \$8,500 for conceptual planning and budget estimating to extend public utilities and street improvements to these areas.
- B. Texas Road Bridge Project: Mayor Helms advised that there will be additional discussion with regards to the Texas Road Bridge Project. Commissioner Standaert stated that by including the Texas Road Bridge Project on the Agenda it would leave room for discussion purposes as well as possible action. Mayor Pro Tem Fouche mentioned that, as she stated at the Annual Board Retreat, she feels the public would like to see an appointed committee to study all of the different aspects of the bridge.

New Business

- A. 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 the 2016-2021 Capital Improvements Plan. Materials will be available on the Town's Website and in the Town Services Building as soon as they can be printed.

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. Claire Frist of 98 Frist Road, appreciated the discussion prior to the meeting and thanked the Board for all of their hard work. She has some ideas for the Town Hall Project as well and thinks it would be a good idea to open the floor up to the Public to get some of their thoughts on the matter before proceeding.

Commissioner Communications

Commissioner Standaert advised that early voting had started that day with the primary election scheduled for March 15th.

Mayor Pro Tem Fouche reminded the public to sign up for the Sunshine List so the Board can keep the lines of communication open as has been promised. She has plans to utilize the bulletin board in the Post Office.

Upcoming Meeting Dates

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

<u>March Town Council Meeting</u>	March 10, 2016, 7:00 p.m. Walkup Building
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<u>Montreat Tree Board</u>	March 16, 2016, 10:00 a.m. Town Services Office
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<u>Town Services Office Closed</u>	March 25, 2016 Good Friday
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<u>Agenda Packets Available</u>	April 5, 2016 Town Services Office
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<u>Montreat Landcare</u>	April 6, 2016, 9:00 a.m. Kirk Allen Building Swannanoa Room
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<u>April Town Council Meeting:</u>	April 7, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
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Closed Session

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

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

Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 8:16 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
March 10, 2016
Walkup Building**

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
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator
David Currie, Code Enforcement Officer
Steve Stackhouse, Finance Officer

Approximately 60 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in reciting the Pledge of Allegiance and in a moment of silence.

Agenda Approval

Commissioner Standaert requested that the minutes for the Annual Board Retreat on February 8 be removed from the consent agenda. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Standaert seconded and the agenda was approved as amended 5/0.

Public Hearing
Proposed 2016-2021 Capital Improvements Plan

Mr. Nalley presented the proposed 2016-2021 Capital Improvements Plan (CIP), a flexible financial planning tool used to forecast the Town's equipment, building and infrastructure needs over the next five years. Items included in the CIP have a life expectancy of greater than one year and a value of greater than \$5,000. He explained the staff-recommended numerical and alphabetical priority codes used to organize each project scheduled throughout the Plan's five-year scope on both the departmental and organizational levels. Each project, as well as its corresponding priority code, is subject to revision or deletion at the Board's discretion. Once the final CIP is adopted, the numerical priority codes for the projects included in the first year of the Plan will be used to help determine funding allocations in the 2016-2017 Fiscal Year Budget.

In order of priority, the proposed projects and expenditures for the 2016-2017 Fiscal Year are as

follows:

Proposed General Fund Projects and Expenditures

1) Local Street Paving (Mecklenburg Circle and Louisiana from Virginia to Harmony)	\$310,000
2) Texas Road Bridge Replacement	\$200,000
3) Town Hall Replacement	\$100,000
4) Sanitation Truck Replacement	\$75,000
5) Police Vehicle Replacement	\$36,000
6) Comprehensive Plan Update	\$35,000
7) GPS/GIS Integration	\$21,500
8) Dump Truck Replacement (85)	\$16,500
9) Sander Replacement	\$6,000
10) Pavement of Compactor Area	\$25,000
11) Stormwater Utility Study	\$35,000
12) New Road Paving (Frist Lane)	\$40,000
13) Wayfinding Signage Plan	\$20,000
14) Native Plant Garden	\$10,000

General Fund Total for Fiscal Year 2016-2017:	\$930,000
Total for 2016-2021 and Future Years:	\$6,951,700

Proposed Water Fund Projects and Expenditures

1) Water Line Replacement (Mecklenburg Circle and Georgia Terrace)	\$52,000
2) Water Storage Facility	\$87,100
3) Portable Generators	\$5,000

Water Fund Total for Fiscal Year 2016-2017:	\$144,100
Total for 2016-2021 and Future Years:	\$1,366,600

The draft CIP is available in print at the Town Services Office or electronically on the Town's website. The public is encouraged to review the Plan and provide their input. The final Plan will be scheduled for adoption at the April 14 Town Council Meeting.

Commissioner Gilliland asked for additional explanation on the GPS/GIS Integration. Mr. Currie explained that by integrating GPS technology Town staff will be able 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.

Mayor Helms then opened the public hearing for comments.

Mr. Don Reid of 127 Shenandoah Terrace, asked if the money that was allocated for the Town Hall Project included the land purchase. Mr. Nalley advised Mr. Reid that the figures indicated in the CIP were for construction costs only.

Hearing no further comments from the public, Mayor Helms closed the public hearing.

Mayor's Communications

Mayor Helms presented Commissioner Gilliland, Commissioner Otto and Mayor Pro Tem Fouche with their Certificates of Completion from the UNC School of Government Elected Official Course.

Consent Agenda Review

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

- January 29, 2016 Special Meeting Minutes
- February 4, 2016, Agenda Meeting Minutes
- February 11, 2016, Town Council Meeting Minutes
- Approved Fiscal Year 2015-2016 Budget Amendment #4 to reallocate funds to cover the sanitation truck repairs.
- Appointed John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2016.
- Appointed Mary Nell Todd to fill the Montreat Open Space Conservation Committee for a two year term to expire on January 31, 2016.
- Adopted 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.

Town Administrator's Communications

- Mr. Nalley advised the Council that by request, a letter from Architectural Design Studio was included in the packet and would need to be brought back before the Board depending on how the Town Hall Project proceeds.
- Mr. Nalley acknowledged the success of the Buncombe County Emergency Test which occurred on March 9. He directed people to the Town of Montreat website and to the CodeRED icon to

make sure everyone is signed up for this valuable service. Plans are underway to test CodeRED soon.

Administrative Reports

Police Chief: Chief Staggs reviewed and presented the February 2016 monthly departmental activity report. The Department assisted the Black Mountain Fire Department with a safety sweep from Appalachian Gate to the Blue Ridge Parkway prior to the start of the Mount Mitchell Marathon. The Department assisted the 471 participants in the Mount Mitchell Marathon from the Gate to Rainbow. Chief Staggs reminded everyone to be cognizant of the stop signs on Kanawha Drive and Assembly Drive. The Police Department will be issuing citations due to the safety hazards around these areas while the Montreat Gate remains closed for repairs.

Public Works Director:

- Crews began re-graveling roads this month as weather permitted: Oklahoma Road and Texas Road Spur were completed.
- Culvert repair and landscaping were completed on Shenandoah Terrace.
- Crews have also been cleaning along Assembly Drive.
- Mr. Freeman and Mr. Nalley met with a FEMA auditor to review the Greybeard Well Replacement Project. The auditor reviewed a significant amount of documentation and found everything very satisfactory. The Town will get a reimbursement check soon.

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

- January 2016 Financial Summary Report;
- Final January 2016 Detailed Financial Statement;
- Preliminary February 2016 Detailed Financial Statement;
- February 29, 2016 Cash and Investment Earnings Reports;

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his February 2016 zoning and inspections activity report. The Planning and Zoning Commission and the Board of Adjustment did not meet last month. In April, the Planning and Zoning Commission will have some work to do with regards to legislative changes in the sign ordinance.

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.

Richard DuBose, representing Mountain Retreat Association, had previously stated he would prefer a bridge be built connecting Texas Road and Assembly Drive. He believed a new bridge would add convenience to guests and conferees and other people in Town who needed to access

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
March 10, 2016**

MRA facilities and activities. Mr. Dubose has three comments to add to his original statement. (1) Mr. Dubose, after careful consideration, does not believe that a bridge on Texas Road is essential to the MRA's financial or programmatic future and if it were he would have taken a stronger stance prior to tonight. (2) If the Town decides to move forward with a Bridge, Mr. DuBose hopes the planners and Town Representatives will take into account the MRA's opinion as they have in the past. The choice most often referred to as the Tennessee Road option seems to be the least disruptive to MRA activities. (3) Regarding issues of Public Safety, costs of the proposed bridge and the impact of decisions on future bridges, Mr. DuBose has received conflicting stories just like everyone else has but feels certain that the Council is better positioned to weigh these concerns than he is. Mr. DuBose is not speaking on behalf of the Mountain Retreat Association Board but he feels certain that they would agree with him.

Robin Melvin of 246 Texas Road Spur, wanted to remind the community and Town Council that the height of the bridge is only one of the few concerns that the community has with regards to the Texas Road Bridge Project. She advises that it will still be very wide and will require a retaining wall which will cut into Welch Field which is used by a lot of different entities within the community. Mrs. Melvin believes that the size and breadth of the Bridge will be an eyesore and she implores the Council to take the Texas Road Bridge location off the table.

Alice Lentz of 115 Eastminster Terrace read a prepared statement from Ashton Phelps, Jr. of 433 Kentucky Road who was unable to attend the evenings meeting. Mr. Phelps was appalled to read the letter of December 22, 2015 from Mike Cox of Architectural Design Studios to the Town of Montreat. Mr. Phelps expressed his unhappiness with the request from ADS for reimbursement of funds on work that was never performed.

Nan Clarke of 558 Providence Terrace, does not want bland gated community conformity with regards to signage. Mrs. Clarke believes that the Wayfinding Program is outrageously expensive and believes it should be a low priority for Montreat.

Bob Cunningham of 162 Virginia Road, mentioned that safety is important and there are many ways to measure safety. Mr. Cunningham believes that in a true emergency situation the construction of a new bridge on Texas Road will not help evacuation measures anymore than just going straight down Assembly Drive. He also stated that the community will be worse off with a bridge than without one.

Grace Nichols of 327 Suwannee Drive, attended the Annual Board Retreat and heard Chief Staggs' report on the safety reasons for a new bridge. Mrs. Nichols feels that a new bridge is needed, whether it's on Texas Road or Tennessee Road, for emergency situations and safety concerns. Mrs. Nichols respects the Town Administration Staff and believes they make wise decisions for the Town. Mrs. Nichols implores the Council to think about the safety of the citizens.

Mike Sonnenberg of 125 Virginia Road, believes that a big, new bridge will cause more safety

concerns and will encourage more and faster traffic for those that frequent the Texas Road area for recreational purposes. Mr. Sonnenberg feels that the money that would be spent on the bridge construction should be put to better uses, such as: exits out of Montreat, additional parking, local fire protection procedures, improved cell phone service and more. He believes that by building a new bridge the Town will be forcing future generations to fund repairs and replacements.

Janie Moore of 100 Frist Road, feels that the construction of a new bridge ensures more options and increased access to the Town of Montreat for emergency vehicles and the general public. Mrs. Moore mentioned that other bridges in Town will also need to be repaired in the future and will have to meet current coding standards which could alter the shape and size of all the bridges. Mrs. Moore feels that while we have the opportunity and the grant that we should fix the Texas Road Bridge for future generations. Mrs. Moore referenced Montreat College's desire to have a new up-to-code fully functional bridge for safety concerns for their students. Mrs. Moore advised the community that the current site is the least environmentally damaging and the least expensive and that there are things the community can do to improve the visual impact.

Tom Frist of 98 Frist Road, stated that he's very grateful for the Plaintiff's and Montreat Citizens who were able to stop the construction of Town Hall on the Florida Terrace tract. As a Montreat taxpayer he is very sad that the Town didn't settle. Mr. Frist is also upset that the Plaintiffs are requiring full compensation of monies spent in order to settle the lawsuit. Mr. Frist thought the money was a gift rather than a loan to be repaid. Mr. Frist feels that requiring full repayment of attorney fees will not only prolong the settlement process but will also fuel more contention within the community. Mr. Frist would like to propose to the Plaintiffs and the Town Council the following solution: he would like the Town to start a reconciliation fund so Montreat Citizens can generously donate monies to compensate those who were affected by the lawsuit and if there are monies left over, it could be donated to the Mountain Retreat Association or other entities. Mr. Frist is also in favor of the Town Council accepting the demands of the Plaintiff's in order to stop the ever increasing expenses of the lawsuit especially if both parties don't agree to the Reconciliation Fund.

Perrin Wright of 399 Appalachian Way, sees the world divided into two groups: those interested in the good of the public and those interested in their own pursuits. Mr. Wright believes that Montreat has more citizens in the second group. Mr. Wright feels that the pursuits of the Town include doing good public works and building a new bridge on Texas Road is an example of good public works. He believes that Town Council shouldn't settle the lawsuit under threat nor use taxpayer's money to pay off the Plaintiff's debts.

Susanne McCaskill of 114 John Knox Road, read a small story in which she bought an automobile that turned out to be a lemon so she returned it to the dealership in which it was purchased. Then she posed the question of how many people in her wonderful community would help her recoup the money she spent on the car she chose to purchase.

Bill McCaskill of 114 John Knox Road, was here to speak at the request of former Town Council member Ruth Currie who was unable to attend the meeting. Mrs. Currie feels that the absurdity of reimbursing the Plaintiff's for the money they spent in suing the Town is overwhelming. All taxpayers will have to bear the costs associated with the expensive legal fees that were incurred to defend the Town's position. Mrs. Currie wanted it known that all elected officials involved made rational decisions with regards to a new Town Hall facility. Mrs. Currie closed her statement by saying be fair and let those who supported the lawsuit pay for it.

Don Reid of 127 Shenandoah Terrace, provided three handouts based on monetary figures that he was going to discuss. Mr. Reid has calculated that \$384,000 has been spent on the Town Hall Project, \$108,000 on the Texas Road Bridge Project and \$190,000 for legal fees that could potentially be incurred by the Town to settle the lawsuit. This totals \$682,000. Mr. Reid surmises that \$1,000 has been spent for every one resident in Montreat and citizens have nothing to show for it.

Rev. Erskine Clarke of 558 Providence Terrace, expressed his appreciation for the current Town Council of cleaning up the debris from the prior Council. Rev. Clarke questioned why so much money was spent on projects that were greatly opposed by the majority. Rev. Clarke wanted to know why the pre-audit certification was left off the Florida Terrace documents and he feels that the people shouldn't pay for the Town's oversight.

Emory Underwood of 120 John Knox Road, suggested that the Town Council listen carefully to their attorney and to follow their suggestions. Mr. Underwood implored the Council to be forthcoming with any decisions they make with regards to the lawsuit.

Mary Brueggemann of 439 Kentucky Road, recommended a walking bridge as a replacement for the Texas Road vehicular bridge.

Jack McCaskill of 123 Kanawha Drive, felt that the new bridge would be an asset, especially with the changes that could potentially lower the height and reduce the width. If the Town chooses to go with a walking bridge the Town will not have the funds reimbursed from the NC Municipal Bridge Project. Mr. McCaskill also mentioned Lookout Road Bridge and the damage and deterioration that this bridge sees monthly with people colliding into it by accident. Any bridge that's replaced in the future will have to meet the minimum code requirements.

Old Business

- A. Lookout Road Area-Preliminary Utility Service 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 the motion. Commissioner Standaert stated that she was voting against the project at this time and instead prefers to wait until a petitioner comes forward wanting to develop their property. Commissioner Standaert also feels that the same issues apply to this location as they did to the Florida Terrace location: increased traffic and activity on Appalachian Way and Lookout Road. Commissioner Gilliland stated that the Town Hall Project and the Texas Road Bridge discussion are more important items to settle at this time and feels that this project should be moved out four to six months for reconsideration. Commissioner Vinson reminded Council that the study will take six months to a year to complete. Commissioner Vinson also read some comments from Richard DuBose with regards to property development in which he personally wants to conserve property near the Lookout Trailhead. The MRA Board of Trustees makes all decisions on the disposition of property and this topic will be discussed at their next meeting. Commissioner Vinson is ready to move forward with the study because of the timeframe involved. Mr. Nalley reminded the Board that Montreat Ordinances prevent private wells and septic and if a petition to build came through it would be stalled until a plan could be put together to bring water, sewer and roads to this area. There being no further discussion, the motion carried 4/1 with Commissioner Standaert voting against the Preliminary Utility Service Plan.

- B. Texas Road Bridge Project: Commissioner Standaert made a motion to move forward with the Texas Road Bridge project by choosing one of the four options listed in KCI Associates letter dated February 4, 2016 and to make a final decision at the April Town Council Meeting. Commissioner Vinson seconded the motion. Commissioner Standaert briefly reviewed the pros and cons that the Council has heard in recent months with regards to the Bridge. Montreat College, the Chief of Police and a good number of the community want a new bridge for safety purposes. Commissioner Standaert feels that the Town should take advantage of the 80/20 grant from the North Carolina Municipal Bridge Project. Commissioner Standaert shared with the group that if the money for the bridge wasn't used then it will never be available again for future Bridge Projects. Mayor Pro Tem Fouche felt that Council is not at the position to vote at this time. Commissioner Gilliland doesn't feel like all the information was presented in a timely manner from KCI and feels that a committee needs to be formed to look into this matter. Commissioner Vinson thinks that KCI has studied all available options and it would be for the betterment of the community to move forward with a decision in April. Commissioner Otto stated that the Council should act out of fact and not out of fear and that he is still trying to sort through all the facts. Upon a request by Mayor Helms, Mr. Nalley restated the proposed motion. There being no further discussion, the motion failed 2/3 with Commissioner Gilliland, Commissioner Otto and Mayor Pro Tem Fouche voting against the motion. Commissioner Otto stated that he feels a majority does not desire the bridge as formerly proposed, even with some of the modifications. Commissioner Otto then moved to suspend the Texas Road Bridge Project indefinitely. Mayor Pro Tem Fouche seconded the motion. The motion carried 3/2 with Commissioner Vinson and Commissioner Standaert voting against the motion. Commissioner Otto then made a motion requesting Mayor Helms to appoint a committee to investigate the need for a bridge, the type of bridge, whether

vehicular or walking and report back to Council by June. Commissioner Gilliland seconded the motion. The motion carried 3/2 with Commissioner Vinson and Commissioner Standaert voting against the motion. Commissioner Standaert asked if the committee would be appointed solely by the Mayor without any Commissioner input and the Mayor responded that yes, that was what the motion stated.

New Business

- A. 2016-2021 Capital Improvements Plan: Mayor Helms asked Council to review their CIP documents and to please respond back to him or Mr. Nalley within the week if they had questions or preferred to hold a special meeting. Mr. Nalley reminded the Board that the approval of the CIP is scheduled for the April Agenda.
- B. Town Services Building Interior Repair: Commissioner Gilliland moved to approve the contract with ServiceMaster of Hendersonville in the amount of \$3,400 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. Commissioner Otto seconded, and the motion carried 5/0.

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.

Mr. Peter Boggs of 338 Chapman Road, feels that Montreat should celebrate this example of democracy. Mr. Boggs has confidence that the new Council will govern with transparency and openness and be responsive to the wishes of the majority of Montreat.

Mr. Perrin Wright of 399 Appalachian Way, feels that there may be a water pressure problem with development in the area of Lookout and Oklahoma. Mayor Helms advised that the study from McGill would likely review this matter and provide the Board with any recommendations.

Annie Carlson of 116 West College Street in Black Mountain, representing Montreat College, discussed upcoming College Events such as the C.S. Lewis Conference, the under graduate research symposium and the Walker Percy Conference which will involve scholars from all over the country discussing Christianity and literature.

Martha Campbell of 149 Maryland Place, advised everyone to mark their calendars for April 30th for the Native Plant Sale and Arbor Day Celebration. There will be a food truck as well as vendors. Mrs. Campbell still needs volunteers if anyone is interested in helping.

Commissioner Communications

Commissioner Vinson announced that on April 14th the Council will be celebrating Montreat's new recognition of being a Tree City USA. Commissioner Vinson reminded everyone that the Audit Committee is looking for a new member.

Commissioner Otto mentioned that with the warm weather a lot of cars were out up on Oklahoma and Lookout.

Commissioner Standaert announced that the Hemlock Restoration Initiative was held several weeks ago with many Montreat citizens in attendance.

Upcoming Meeting Dates

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

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

April Town Council Meeting:

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

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden,

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
March 10, 2016**

Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Otto seconded and the motion carried 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Gilliland with the motion carrying 5/0, the Board returned to Open Session. Commissioner Gilliland moved that the Town of Montreat agrees not to build a Town Hall or other municipal building on the Florida Terrace Tract. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

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 9:51 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

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

RESOLUTION #16-04-01 DESIGNATING APRIL 30, 2016 AS ARBOR DAY IN THE TOWN OF MONTREAT

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now celebrated throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes and fuel for our fires; and

WHEREAS, trees in our town increase property values and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners hereby designates April 30, 2016 as Arbor Day in the Town of Montreat, and urges all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands; and

FURTHER, all citizens are encouraged to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

READ, APPROVED AND ADOPTED, this the 14th day of April, 2016.

[SEAL]

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 14th day of April, 2016 as it appears of record in the official minutes.

Angie Murphy
Town Clerk



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

03/10/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Montreat** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Stefan Stackhouse, Finance Officer

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



TOWN OF MONTREAT

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

April 14, 2016

TO: Montreat Board of Commissioners

FR: Angie Murphy, Town Clerk

RE: Incident Command System Training for Elected Officials

At the February 8, 2016 Board Retreat it was decided that at the request of Chief Staggs the Board of Commissioners would complete the required ICS classes for Elected Officials as part of their Goals and Objectives for 2016-2017. These classes can be found on the www.fema.gov/ website. Please follow the directions below to get to the required courses:

- In the search box enter "ics"
- Click on "EMI Independent Study Program – NIMS Courses"
- This will link you directly to the table of contents. Please complete the following classes:
- ICS-100 Introduction to the Incident Command System
- ICS-700 Nation Incident Management System, An Introduction
- G-191 Incident Command System/Emergency Operations Center Interface
- G-402 Incident Command System Overview for Executives/Senior Officials

Please let me know if you have any questions or trouble accessing the courses. Please print off the certificate of completion and return to me for my records.




ISO 9001:2008 CERTIFIED

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

Date: April 5, 2016

Memo to: Mr. Ronald W. Nalley
Town of Montreat Town Administrator

A handwritten signature in blue ink that reads "Dewayne L. Sykes". The signature is fluid and cursive, with the first name being the most prominent.

From: Dewayne L. Sykes, PE - KCI Associates of NC, PA
Project manager

Subject: Texas Road Bridge (TIP B-5196)
Buncombe County

The Town of Montreat Town Council has recently voted to indefinitely suspend any and all work on the Texas Road Bridge replacement project, TIP B-5196. This is to clarify the likely consequences of that decision. The 2 basic questions are: Must the town reimburse FHWA for federal funds spent and will this impact the town's ability to use federal funds for future projects? These issues have been discussed in detail with NCDOT and FHWA in order to provide an accurate and complete response.

Regarding reimbursement of federal funds spent; no, if the town officially selects a "No-Build" alternate, it will not responsible for the spent federal funds. However it must amend/revisit the Planning Document to do so. Maintenance of and responsibility for the bridge remains with the town. Regarding the town's ability to use federal funds for future projects; future projects would not be prohibited from using federal funds but this specific bridge will NOT be eligible for future federal funds.

In summary, on April 2010, the town entered into a Municipal Bridge Agreement with the North Carolina Department of Transportation to replace the Texas Road Bridge. A Planning Document was completed January 2015. In March 2016, the town decided to suspend all work on the bridge. If the town revisits the Planning Document and selects the "No-Build" alternate it will not be responsible for the approximate \$250,000 in PE funds that FHWA spent on this project. The Texas Road Bridge remains as is and will continue to deteriorate. The connectivity the bridge offers will be lost.

Another choice for consideration is to pursue Option 'B' and redesign the bridge. This option keeps the bridge in the same location but lowers the bridge elevation through a CLOMR (Conditional Letter of Map Revision). The total redesign cost is estimated at \$200,000 (\$40K by Town of Montreat + \$160K by FHWA). The total construction cost is less than \$900,000 (\$180K by Town of Montreat + \$720K by FHWA). Total cost to the town is estimated at \$220,000. A new and more acceptable Texas Road Bridge will be in place. Connectivity will be restored.

Please note these are estimates and subject to change. Please contact me with any questions.

DLS



U.S. DEPARTMENT OF
TRANSPORTATION

Order

Subject

Repayment of Preliminary Engineering Costs

Federal Highway
Administration

Classification Code

Date

OPI

5020.1

April 26, 2011

HIPA-10

Par.

1. What is the purpose of this directive?
2. Is this a new FHWA directive?
3. What is the background of this directive?
4. What is the scope of this directive?
5. What authorities govern this directive?
6. What is FHWA's policy for repayment of PE costs?
7. What are the responsibilities of the Federal-aid divisions?
8. Where can I obtain additional guidance?

1. **What is the purpose of this directive?** This directive provides policy direction on the repayment of Federal-aid funds expended on preliminary engineering (PE) projects when reasonable progress has not been made toward right-of-way (ROW) acquisition or construction. This directive also provides additional guidance clarifying when the Federal Highway Administration (FHWA) can grant time extensions.
2. **Is this a new FHWA directive?** Yes. This is a new directive. This directive cancels the [Memorandum](#) on the Repayment of Preliminary Engineering Costs, dated June 26, 2008.
3. **What is the background of this directive?**
 - a. [Section 102\(b\)](#) of Title 23, United States Code (U.S.C.) requires a State to repay all Federal-aid reimbursements for PE costs on a project that has not advanced to ROW acquisition or construction within 10 years after Federal-aid funds were first made available, unless the FHWA has granted a time extension.
 - b. [Part 630.112\(c\)\(2\)](#) of Title 23, Code of Federal Regulations (CFR), provides a State a slightly longer timeframe in that ROW acquisition or construction must be started by the close of the 10th fiscal year following the fiscal year when the project was authorized.

4. **What is the scope of this directive?** The provisions of this directive are only applicable to PE projects funded from the Highway Trust Fund.
5. **What authorities govern this directive?**
 - a. [23 U.S.C. 102\(b\)](#), Engineering Cost Reimbursement.
 - b. [23 CFR 630.112\(c\)\(2\)](#), Preliminary Engineering Project.
 - c. [2 CFR 225, Appendix A\(C\)\(4\)](#), Basic Guidelines – Applicable Credits.
 - d. [23 CFR 450.216](#), Development and Content of the Statewide Transportation Improvement Program (STIP).
 - e. [23 CFR 450.324](#), Development and Content of the Transportation Improvement Program (TIP).
 - f. [23 CFR 1.9\(b\)](#), Limitation on Federal Participation.
6. **What is FHWA's policy for repayment of PE costs?**
 - a. The FHWA must require repayment of all Federal-aid reimbursements for PE projects, including those authorized under the Advance Construction provision, when either ROW acquisition or construction has not started by the close of the 10th fiscal year following the fiscal year when the project was authorized.
 - b. The FHWA cannot grant an outright waiver of [23 U.S.C. 102\(b\)](#). However, the FHWA may approve a State's request for a time extension to complete PE activities on a project that has been delayed for valid reasons.
 - c. The FHWA has a longstanding practice of not mandating repayment of PE funds when project termination is directly related to compliance with another Federal law. For instance, repayment of reimbursed PE costs would not be required if the FHWA and a State determine that a project should not be advanced as a result of findings during the National Environmental Policy Act (NEPA) process. To do otherwise could skew the NEPA process by causing a State to favor a "build" alternative to avoid repaying PE costs incurred during the NEPA review.
 - d. The FHWA Division Administrators may grant time extensions to State requests to postpone repayment if the State submits to the division office sufficient justification that the delay was reasonable

and beyond the State's control. These determinations must be documented by the division office and be a part of the project records. Shifting priorities, insufficient transportation budgets, and staffing issues are not justification for granting time extensions. Examples of factors for the division office to consider for granting time extensions include:

- (1) Litigation resulting in delays to project development;
 - (2) Complex project consultations involving Federal, State, local agencies, or sovereign nations; and
 - (3) Where the public involvement process has altered the State's plan for satisfying the project's purpose and need.
- e. Time extensions should only be approved with a definite schedule, a commitment by the State to follow the schedule, and documentation of recent steps taken to advance the project. The time extension request should include an evaluation of the time needed to advance the project to the next phase and should provide support for a reasonable time extension that reflects the State's commitment to the project.
- f. When repayment is required, the State must reimburse PE costs for the project on the next Federal-aid billing. As a result of repayment, the Federal-aid funding category from which the PE funds originated should be credited and the project should be withdrawn. The funds and obligation authority that are withdrawn are available to the State for use on other Federal-aid projects that meet the eligibility requirements of the original Federal-aid category, provided that the funds are re-obligated within the fiscal year of recovery. In cases where the funding category no longer exists, the division office should contact the Office of the Chief Financial Officer for guidance.
- g. Congressional earmarks funded from a General Fund appropriation are not subject to [23 U.S.C. 102\(b\)](#). Congressional earmarks funded from the HTF are subject to [23 U.S.C. 102\(b\)](#). Recovered budget authority from congressional earmarks funded from the HTF may be re-obligated only for a project that falls within the statutory language of the earmark.
- h. Costs repaid by the State under [23 U.S.C. 102\(b\)](#) are not eligible for subsequent reimbursement. Also, the provisions of [23 CFR 1.9\(b\)](#) are not available to reinstate repaid reimbursements. However, should the project at some time be resumed, States may initiate a new project agreement to conduct further preliminary engineering.

Costs would be eligible from the date the new project agreement is executed.

7. **What are the responsibilities of the Federal-aid divisions?** Federal-aid divisions should do the following:
- a. Work with the State to set up procedures to regularly identify those PE projects that are nearing or are beyond the 10-year limit;
 - b. Ensure that State accounting systems can accurately identify and accumulate, by project, all applicable PE costs, whether generated by in-house services or via consultant contracts; and
 - c. Consider this issue in the context of the division's overall risk assessment process.
8. **Where can I obtain additional guidance?** For additional guidance, contact FHWA's Office of Infrastructure [Federal-aid Program Team \(HIPA-10\)](#) or [Office of the Chief Financial Officer, Office of Financial Management \(HCFM-10\)](#).



Victor M. Mendez
Administrator



MONTHLY POLICE STATISTICS REPORT

March	2016	2015	2014	2013	2012
Mileage	3372	2805	2888	3049	3262
Dispatched Calls	88	70	100	103	94
Officer-Initiated Calls	200	224	263	176	270
Fire/EMS Assistance Calls	3F,2E	6F,1E	7F,3E	7	5
Motorist/Other Assistance Calls	44	49	69	62	51
Traffic Stops	52,75G	40	44	35	75
Parking Issues	5	3	5	10	13
Burglar/Fire Alarm Responses	1B	3B,1F	1F	3B,2F	5
Residential/Building Checks	280	301	160	136	388
Ordinance violations	18	12	21	14	28
LE Agency Assistance Calls	18	15	20	34	35
Animal Calls	3	2	0	0	0
Larcenies	2	0	1	0	1
B&E Calls	1R,1V	0	1	1	0
Suspicious Person/Vehicle Investigations	6P,27V	11P,36V	12P,22V	3P,11V	12
Disturbance Calls	4	4	3	0	2
Accident Responses	0	0	0	0	0
Auxiliary Hours Worked	40R,12T	40R,15T	32R,12T	32R,96T	52
Truck turns at gate	2	0	2	6	7

- Town service: 455; MRA service: 138; College service: 15
- On 03/04/2016, MPD received a call of a fight in progress on North Carolina Terrace, 2 males were arrested for assault and battery, 1 for resisting a public officer and assault on a government official.
- On 03/0/2016, MPD Officer Whitson attended NCJA class on Community Oriented Police 24 Hours.
- On 03/16/2016, MPD Officers attended Blood Borne Pathogens, Haz-Mat, Human Trafficking and Recovery of Electronic Evidence class.
- On 03/17/2016, MPD participated in a Governors Highway Safety Program with BMPD, DHHS, and BCSD. Montreat Officers checked 35 vehicles.
- On 03/18/2016, MPD participated in a Governors Highway Safety Program with BMPD. Montreat Officers checked 31 vehicles.
- On 03/23/2016, MPD participated in a Governors Highway Safety Program with BMPD and BCSD. Montreat Officers checked 9 vehicles.
- On 03/25/2016, the Bears are Back! Numerous sightings and calls on Harmony, Kentucky and Appalachian.
- On 03/27/2016, MPD received a call at 11:55 a.m. reference a B&E that actually occurred at 3:30 a.m. on Tennessee Road. On this date MPD also assisted BCSD Investigators and Adult Social Services on a call on Tennessee Road.
- On 03/28/2016, MPD received a call at 12:15 p.m. reference a B&E of motor vehicle and vandalism that actually occurred at 2:30 a.m. on 03/27 on Harmony. Also on 03/28/2016, MPD was notified about a vehicle that had been keyed.

Note: MPD operates 24 hours a day 7 days a week. 911 works in Montreat. Please call us anytime you witness, see, or hear anything suspicious or criminal.

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

	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	2/28/15
								8		
Revenues:										
Ad valorem taxes	\$ 952,500.00	\$ 612,033.61	\$ 265,117.03	\$ 877,150.64	\$ 923,434.98	\$ 75,349.36				
Other taxes and licenses	\$ 357,400.00	\$ 169,639.88	\$ 35,501.50	\$ 205,141.38	\$ 187,871.61	\$ 152,258.62				
Unrestricted intergovernmental	\$ 60,500.00	\$ 28,551.63	\$ 121.27	\$ 28,672.90	\$ 24,100.11	\$ 31,827.10				
Permits and Fees	\$ 46,000.00	\$ 26,673.01	\$ 2,881.00	\$ 29,554.01	\$ 18,563.63	\$ 16,445.99				
Community Service Fee	\$ 50,000.00	\$ 40,762.80	\$ 4,795.20	\$ 45,558.00	\$ 41,075.00	\$ 4,442.00				
Sales and Services	\$ 13,000.00	\$ 6,348.67	\$ 82.00	\$ 6,430.67	\$ 6,338.37	\$ 6,569.33				
Investment earnings	\$ 2,200.00	\$ 642.43	\$ 174.81	\$ 817.24	\$ 596.43	\$ 1,382.76				
Other revenues	\$ 23,718.00	\$ 11,756.69	\$ 0.00	\$ 11,756.69	\$ 768.28	\$ 11,961.31				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 896,408.72	\$ 308,672.81	\$ 1,205,081.53	\$ 1,202,748.41	\$ 300,236.47	80.05%	66.67%	13.39%	14.45%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 156,087.96	\$ -	\$ 156,087.96	\$ 58,093.30	\$ 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	1,066,596.68	308,672.81	1,375,269.49	\$ 1,260,841.71	880,048.51	60.98%	66.67%	-5.69%	-12.69%
Expenditures:										
Governing Body	\$ 104,700.00	\$ 58,130.35	\$ 1,076.87	\$ 59,207.22	\$ 34,251.62	\$ 45,492.78	56.55%	66.67%	10.12%	16.24%
Administration	\$ 282,800.00	\$ 151,605.70	\$ 30,206.99	\$ 181,812.69	\$ 189,762.24	\$ 100,987.31	64.29%	66.67%	2.38%	-1.28%
Public Buildings	\$ 139,950.00	\$ 36,729.01	\$ 463.38	\$ 37,192.39	\$ 187,558.79	\$ 102,757.61	26.58%	66.67%	40.09%	-16.31%
Police	\$ 378,943.00	\$ 230,261.11	\$ 28,502.16	\$ 258,763.27	\$ 231,583.27	\$ 120,179.73	68.29%	66.67%	-1.62%	6.19%
Building & Zoning	\$ 82,200.00	\$ 44,560.11	\$ 8,244.54	\$ 52,804.65	\$ 46,992.66	\$ 29,395.35	64.24%	66.67%	2.43%	4.75%
Public Works	\$ 86,100.00	\$ 43,335.16	\$ 6,690.25	\$ 50,025.41	\$ 44,447.99	\$ 36,074.59	58.10%	66.67%	8.57%	6.43%
Streets	\$ 1,271,400.00	\$ 172,743.98	\$ 22,698.46	\$ 195,442.44	\$ 401,686.85	\$ 1,075,957.56	15.37%	66.67%	51.29%	38.90%
Powell Bill	\$ 56,000.00	\$ 4,539.55	\$ 784.80	\$ 5,324.35	\$ 4,518.14	\$ 50,675.65	9.51%	66.67%	57.16%	56.28%
Sanitation	\$ 113,600.00	\$ 56,635.88	\$ 12,093.80	\$ 68,729.68	\$ 64,405.19	\$ 44,870.32	60.50%	66.67%	6.17%	-0.45%
Env/Cons/Rec	\$ 28,500.00	\$ 9,302.97	\$ 18.17	\$ 9,321.14	\$ 18.17	\$ 19,178.86	32.71%	66.67%	33.96%	66.45%
Total expenditures	2,544,193.00	\$ 807,843.82	\$ 110,779.42	\$ 918,623.24	\$ 1,205,224.92	\$ 1,625,569.76	36.11%	66.67%	30.56%	22.04%
Revenues over expenditures	(288,875.00)	\$ 258,752.86	\$ 197,893.39	\$ 456,646.25	\$ 55,616.79	\$ (745,521.25)				
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	\$ -	\$ 258,752.86	\$ 197,893.39	\$ 456,646.25	\$ 55,616.79	\$ (456,646.25)				
Expenditure Recap:										
Salaries & Benefits	\$ 922,400.00	\$ 535,921.86	\$ 79,669.71	\$ 615,591.57	\$ 592,255.38	\$ 306,808.43				
Other Operating	\$ 405,318.00	\$ 207,923.63	\$ 28,555.27	\$ 236,478.90	\$ 181,930.55	\$ 168,839.10				
CIP/Grant Projects	\$ 1,216,475.00	\$ 63,998.33	\$ 2,554.44	\$ 66,552.77	\$ 431,038.99	\$ 1,149,922.23				
Total Expenditures	2,544,193.00	\$ 807,843.82	\$ 110,779.42	\$ 918,623.24	\$ 1,205,224.92	\$ 1,625,569.76				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended February, 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 8	Variance	2/28/15
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 70,298.71	\$ 63,465.93	\$ 133,764.64		\$ (133,764.64)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 176,284.82	\$ 21,283.35	\$ 197,568.17	\$ 194,657.04	\$ 102,431.83				
Investment earnings	\$ 500.00	\$ 53.06	\$ 18.85	\$ 71.91	\$ 49.58	\$ 428.09				
Other revenues	\$ 26,500.00	\$ 21,198.33	\$ 611.80	\$ 21,810.13	\$ 25,181.55	\$ 4,689.87				
Subtotal - Normal Operating	\$ 327,000.00	\$ 267,834.92	\$ 85,379.93	\$ 353,214.85	\$ 219,888.17	\$ (26,214.85)				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 267,834.92	\$ 85,379.93	\$ 353,214.85	\$ 219,888.17	\$ (26,214.85)	108.02%	66.67%	41.35%	-25.87%
Expenditures:										
Water Department	\$ 327,000.00	\$ 78,705.59	\$ 3,430.47	\$ 82,136.06	\$ 106,015.75	\$ 244,863.94	25.12%	66.67%	41.55%	47.00%
Total expenditures	\$ 327,000.00	\$ 78,705.59	\$ 3,430.47	\$ 82,136.06	\$ 106,015.75	\$ 244,863.94	25.12%	66.67%	41.55%	47.00%
Revenues over expenditures	\$ -	\$ 189,129.33	\$ 81,949.46	\$ 271,078.79	\$ 113,872.42	\$ (271,078.79)				
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	\$ -	\$ 189,129.33	\$ 81,949.46	\$ 271,078.79	\$ 113,872.42	\$ (271,078.79)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 78,705.59	\$ 3,430.47	\$ 82,136.06	\$ 102,671.85	\$ 244,863.94				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 3,343.90	\$ -				
Total Expenditures	\$ 327,000.00	\$ 78,705.59	\$ 3,430.47	\$ 82,136.06	\$ 106,015.75	\$ 244,863.94				

03/29/16

Fiscal Year: 2016

09:27:11

Fiscal Month Range:8-8

TOWN OF MONTREAT
Revenue Statement

Period Ending: February 29, 2016

10 GENERAL FUND

Selected Department
 (ALL) All Departments

Page 1

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	265,117.03	874,424.00	77,576.00	91.85
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	1,085.38	1,226.45	-226.45	122.64
LOCAL SALES TAX	10-00-3065-100	345,000.00	33,443.61	196,310.19	148,689.81	56.90
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	972.51	7,604.74	3,695.26	67.29
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	121.27	239.76	260.24	47.95
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	2,881.00	29,539.01	15,460.99	65.64
SANITATION FEES	10-10-3435-400	10,000.00	82.00	4,745.09	5,254.91	47.45
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	4,795.20	45,558.00	4,442.00	91.11
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	159.03	687.37	1,312.63	34.36
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	15.78	129.87	70.13	64.93
MISC REVENUE	10-00-3815-800	1,000.00	0.00	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**

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10 GENERAL FUNDSelected Department
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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		2,544,193.00	308,672.81	1,375,269.49	1,168,923.51	54.05

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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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	0.00	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	850.00	2,230.00	0.00	-1,630.00	371.66
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	226.87	1,540.97	0.00	959.03	61.63
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	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	1,076.87	59,207.22	0.00	45,492.78	56.54

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TOWN OF MONTREAT
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	13,630.92	107,307.48	0.00	73,792.52	59.25
FICA EXPENSE	10-00-4200-050	13,900.00	1,050.44	8,271.91	0.00	5,628.09	59.51
GROUP INSURANCE	10-00-4200-060	26,500.00	4,891.87	15,174.10	0.00	11,325.90	57.26
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,616.14	12,389.31	0.00	11,010.69	52.94
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	407.36	4,005.95	0.00	-5.95	100.14
TRAVEL & TRAINING	10-00-4200-140	3,400.00	457.53	1,841.91	0.00	1,558.09	54.17
M & R EQUIPMENT	10-00-4200-160	24,400.00	743.95	18,700.05	0.00	5,699.95	76.64
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	450.88	1,436.77	0.00	1,563.23	47.89
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	215.00	215.00	0.00	785.00	21.50
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	84.95	1,598.75	0.00	-198.75	114.19
CONTRACT SERVICES	10-00-4200-450	19,500.00	6,607.95	19,057.87	0.00	442.13	97.73
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	50.00	3,082.00	0.00	18.00	99.41
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	30,206.99	181,812.69	0.00	100,987.31	64.29

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TOWN OF MONTREAT
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	1.35	1,676.65	0.00	1,823.35	47.90
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	145.70	800.88	0.00	1,699.12	32.03
M & R EQUIPMENT	10-00-5000-160	5,200.00	316.33	1,686.29	0.00	3,513.71	32.42
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	0.00	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	463.38	37,192.39	0.00	102,757.61	26.57

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	17,069.02	160,913.98	0.00	67,086.02	70.57
FICA EXPENSE	10-10-5100-050	17,500.00	1,297.43	12,253.32	0.00	5,246.68	70.01
GROUP INSURANCE	10-10-5100-060	39,700.00	7,197.34	32,732.57	0.00	6,967.43	82.45
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.70	18,173.23	0.00	10,326.77	63.76
TELEPHONE	10-10-5100-110	2,000.00	185.31	1,348.20	0.00	651.80	67.41
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	175.80	11,342.99	0.00	2,675.01	80.91
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	432.56	4,611.00	0.00	11,889.00	27.94
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	135.00	695.22	0.00	1,404.78	33.10
UNIFORMS	10-10-5100-360	1,700.00	0.00	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	28,502.16	258,763.27	0.00	120,179.73	68.28

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DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	3,773.18	34,621.63	0.00	15,178.37	69.52
FICA EXPENSE	10-10-5400-050	3,900.00	288.64	2,651.52	0.00	1,248.48	67.98
GROUP INSURANCE	10-10-5400-060	9,100.00	1,439.44	6,860.19	0.00	2,239.81	75.38
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.10	3,986.18	0.00	2,113.82	65.34
TELEPHONE	10-10-5400-110	800.00	43.77	349.97	0.00	450.03	43.74
TRAVEL & TRAINING	10-10-5400-140	2,500.00	1,045.00	1,698.35	0.00	801.65	67.93
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	308.03	325.03	0.00	174.97	65.00
AUTO SUPPLIES	10-10-5400-310	1,100.00	740.08	873.54	0.00	226.46	79.41
DEPARTMENT SUPPLIES	10-10-5400-330	1,000.00	137.30	281.24	0.00	718.76	28.12
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	525.00	0.00	725.00	42.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	580.00	0.00	120.00	82.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	8,244.54	52,804.65	0.00	29,395.35	64.23

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,016.40	37,608.23	0.00	16,191.77	69.90
FICA EXPENSE	10-20-5550-050	4,200.00	307.25	2,880.20	0.00	1,319.80	68.57
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	1,439.44	6,643.07	0.00	2,456.93	73.00
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	4,332.05	0.00	2,167.95	66.64
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	93.29	203.29	0.00	296.71	40.65
AUTO SUPPLIES	10-20-5550-310	3,800.00	241.14	1,912.73	0.00	1,887.27	50.33
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	45.00	167.50	0.00	1,832.50	8.37
UNIFORMS	10-20-5550-360	500.00	74.99	252.94	0.00	247.06	50.58
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	6,690.25	50,025.41	0.00	36,074.59	58.10

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DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	8,389.62	75,458.31	0.00	33,641.69	69.16
FICA EXPENSE	10-20-5600-050	8,400.00	641.79	5,772.80	0.00	2,627.20	68.72
GROUP INSURANCE	10-20-5600-060	18,800.00	4,318.35	19,221.06	0.00	-421.06	102.24
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	987.45	8,764.01	0.00	4,435.99	66.39
TRAVEL & TRAINING	10-20-5600-140	1,800.00	0.00	2,012.20	0.00	-212.20	111.78
M & R EQUIPMENT	10-20-5600-160	2,000.00	616.93	898.51	0.00	1,101.49	44.92
M & R TRUCKS	10-20-5600-170	3,500.00	543.98	3,213.09	0.00	286.91	91.80
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	342.61	3,806.78	0.00	5,693.22	40.07
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	759.56	3,258.85	0.00	2,241.15	59.25
UNIFORMS	10-20-5600-360	2,000.00	203.93	1,468.21	0.00	531.79	73.41
CONTRACT SERVICE	10-20-5600-450	14,000.00	1,030.00	2,798.00	0.00	11,202.00	19.98
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	2,554.44	62,473.15	0.00	1,020,826.85	5.76
STREET LIGHTING	10-20-5600-740	23,500.00	0.00	15,586.87	0.00	7,913.13	66.32
DEBT PAYMENT	10-20-5600-900	0.00	2,309.80	2,309.80	0.00	-2,309.80	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	22,698.46	195,442.44	0.00	1,075,957.56	15.37

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	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	784.80	784.80	0.00	1,215.20	39.24
TOTAL DEPT: (5700) POWELL BILL		56,000.00	784.80	5,324.35	0.00	50,675.65	9.50

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,469.44	23,000.75	0.00	18,799.25	55.02
CONTRACT SERVICES	10-30-5800-040	15,000.00	726.00	10,698.00	0.00	4,302.00	71.32
FICA EXPENSE	10-30-5800-050	3,300.00	188.91	1,759.56	0.00	1,540.44	53.32
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	1,439.44	6,892.09	0.00	5,207.91	56.95
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	2,649.14	0.00	1,350.86	66.22
TELEPHONE	10-30-5800-110	750.00	43.77	349.97	0.00	400.03	46.66
UTILITIES	10-30-5800-130	500.00	6.35	339.08	0.00	160.92	67.81
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	5,066.44	5,844.33	0.00	-4,344.33	389.62
AUTO SUPPLIES	10-30-5800-310	5,000.00	50.09	2,390.35	0.00	2,609.65	47.80
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	90.97	401.81	0.00	3,598.19	10.04
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	872.05	7,577.78	0.00	4,922.22	60.62
TIPPING FEES	10-30-5800-550	12,000.00	849.68	6,626.87	0.00	5,373.13	55.22
TOTAL DEPT: (5800) SANITATION		113,600.00	12,093.80	68,729.68	0.00	44,870.32	60.50

03/29/16 Fiscal Year: 2016
09:26:45 Fiscal Month Range:8-8
(D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: February 29, 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	18.17	9,321.14	0.00	11,678.86	44.38
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	18.17	9,321.14	0.00	19,178.86	32.70
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	110,779.42	918,623.24	0.00	1,625,569.76	36.10

03/29/16
09:27:11

Fiscal Year: 2016
Fiscal Month Range:8-8

TOWN OF MONTREAT
Revenue Statement
Period Ending: February 29, 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	7,551.35	87,916.28	52,083.72	62.79
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,732.00	109,651.89	50,348.11	68.53
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.65	723.80	276.20	72.38
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	100.00	625.00	375.00	62.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	63,465.93	133,764.64	-133,764.64	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	18.85	71.91	428.09	14.38
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	447.11	2,434.84	-434.84	121.74
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-25.96	163.17	-163.17	0.00
TOTAL FUND REVENUE:		327,000.00	85,379.93	353,214.85	-26,214.85	108.01
TOTAL REVENUE:		2,871,193.00	394,052.74	1,728,484.34	1,142,708.66	60.20%

03/29/16 Fiscal Year: 2016
 09:26:45 Fiscal Month Range:8-8
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: February 29, 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	60.00	538.00	0.00	7,962.00	6.32
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	1,590.64	0.00	1,409.36	53.02
TELEPHONE	30-91-8100-110	2,500.00	167.82	1,211.09	0.00	1,288.91	48.44
UTILITIES	30-91-8100-130	30,000.00	1,069.89	19,659.76	0.00	10,340.24	65.53
TRAVEL & TRAINING	30-91-8100-140	2,000.00	100.00	230.00	0.00	1,770.00	11.50
M & R WELLS	30-91-8100-150	28,000.00	1,188.65	8,315.84	0.00	19,684.16	29.69
M & R EQUIPMENT	30-91-8100-160	10,000.00	322.37	4,395.51	0.00	5,604.49	43.95
AUTO SUPPLIES	30-91-8100-310	5,500.00	322.91	1,567.55	0.00	3,932.45	28.50
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	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	3,430.47	82,136.06	0.00	244,863.94	25.11
TOTAL FUND: (30) WATER FUND		327,000.00	3,430.47	82,136.06	0.00	244,863.94	25.11
TOTAL EXPENDITURES		2,871,193.00	114,209.89	1,000,759.30	0.00	1,870,433.70	34.85

Town of Montreat
March 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>
Elliott	Margaret	117 Kanawha Drive	2/4/2015	5121-B	3/10/2016	Residential - Finish Second Floor
Wood	Matt	116 Mecklenburg Circle	N/A	5152	3/1/2016	Mechanical - Change Out
Anderton	Malcolm	341 Chapman Road	N/A	5153	3/3/2016	Electrical - Add Branch Circuits
Rafter	William	103 Virginia Road	N/A	5154	3/9/2016	Plumbing - Repairs
Christ Community Church		396 Geneva Place	N/A	5155	3/17/2016	Mechanical - Change Out Multiple Units
Sally A. Eades Et Al		299 Georgia Terrace	N/A	5156	3/17/2016	Residential - Remodel Bedroom/Bathroom

ZONING ACTIVITY

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

BUILDING INSPECTIONS

<u>Building Permit Applications:</u>	7
<u>Building Inspections Requested:</u>	38
<u>Re-inspections Requested/Required:</u>	None
<u>Fire Inspections Requested/Required:</u>	11
<u>Fire Permit Applications:</u>	None

Totals

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

Totals

<u>Building Permits Issued:</u>	6
<u>Pending Building Permits:</u>	1
<u>Building Inspections Performed:</u>	38
<u>*Stop Work Order Issued:</u>	None
<u>**Defective Building Posted:</u>	None
<u>Denied Building Permits</u>	None
<u>Fire Inspections Performed:</u>	None
<u>Fire Re-Inspections Performed:</u>	11
<u>Fire Permits Issued:</u>	None

Combo Basic Report

Permits for 03/01/2016 to 03/31/2016

Report Date 04/01/2016

Source: Building Permit: U2012-5121-B Date Issued: 03/10/2016 Permit Expires: 09/10/2016 ID: 100551-B000617
Applicant: EWING & MCCONNAUGHY, INC.: Location: 117 KANAWHA DR
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 33000
Property Owner: W. CURTIS ELLIOTT PIN: 071054661400000

Source: Mechanical Permit: U2012-5152 Date Issued: 03/01/2016 Permit Expires: 03/01/2017 ID: 100263-M000241
Applicant: AIR CRAFTSMAN HTG. & COOLING: Location: 116 MECKLENBURG CIR
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MATT WOOD PIN: 071054373300000

Source: Electrical Permit: U2012-5153 Date Issued: 03/03/2016 Permit Expires: 03/03/2017 ID: 100147-E000123
Applicant: A-AMERICAN ELECTRIC, INC.: WIL Location: 341 CHAPMAN RD
Permit Type: ADD BRANCH CIRCUITS Structure: EXISTING HOME Cost Est: 0
Property Owner: MALCOM P ANDERTON JR PIN: 072005843400000

Source: Plumbing Permit: U2012-5154 Date Issued: 03/09/2016 Permit Expires: 09/09/2016 ID: 100696-P000129
Applicant: ANCHOR PLUMBING OF WNC, INC.: Location: 103 VIRGINIA RD
Permit Type: PLUMBING REPAIRS Structure: EXISTING HOME Cost Est: 0
Property Owner: WILLIAM A. RAFTER PIN: 071064019500000

Source: Mechanical Permit: U2012-5155 Date Issued: 03/17/2016 Permit Expires: 03/17/2017 ID: 200038-M000242
Applicant: GENTRY HEATING INC.: NASH JAME Location: 396 GENEVA PLACE
Permit Type: CHANGE OUT Structure: HENRY BUILDING Cost Est: 0
Property Owner: CHRIST COMMUNITY CHURCH PIN: 072006767700000

Source: Building Permit: U2012-5156 Date Issued: 03/17/2016 Permit Expires: 09/17/2016 ID: 100027-B000618
Applicant: SINEATH CONSTRUCTION CO. INC.: Location: 299 GEORGIA TER
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 42000
Property Owner: SALLY A. EADS ET AL PIN: 071086943700000

Fee Detail Subsort Report

Report for 01/01/2016 to 03/31/2016

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5061-G	02/25/2016	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5121-B	03/10/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5121-B	03/10/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5121-B	03/10/2016	RES.	HR FUND		\$10.00	
Building	U2012-5121-B	03/10/2016	RES.	PERMIT		\$198.00	
Building	U2012-5121-B	03/10/2016	RES.	CORRECTION		\$-508.00	
Building	U2012-5121-B	03/10/2016	RES.	PLUMBING		\$100.00	
Item Count	6				Fee Totals	\$0.00	
Mechanical	U2012-5136	01/04/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5137	01/06/2016	GAS	GAS	21928072	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5138	01/06/2016	RES.	HR FUND		\$10.00	
Building	U2012-5138	01/06/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5138	01/06/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	PERMIT		\$1,020.00	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Item Count	6				Fee Totals	\$1,690.00	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Building	U2012-5140	01/12/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Item Count	5				Fee Totals	\$1,060.00	
Mechanical	U2012-5142	01/21/2016	CHANGE OUT	MECHANICAL	22125852	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5143	01/21/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5143	01/21/2016	RES.	HR FUND		\$10.00	
Building	U2012-5143	01/21/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PERMIT		\$990.00	
Building	U2012-5143	01/21/2016	RES.	PLUMBING		\$200.00	
Item Count	6				Fee Totals	\$1,660.00	
Building	U2012-5144	01/26/2016	RES.	PERMIT		\$50.00	

Fee Detail Subsort Report

Report for 01/01/2016 to 03/31/2016

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5144	01/26/2016	RES.	PLUMBING		\$100.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5145	02/01/2016	RETAINING	PERMIT	22359418	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5146	02/02/2016	RES. REPAIRS	RES. REPAIRS		\$50.00	
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.	PERMIT		\$48.00	
Building	U2012-5147	02/02/2016	RES.	ADJUSTMENT		\$2.00	
Building	U2012-5147	02/02/2016	RES.	PLUMBING		\$100.00	
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	U2012-5149	02/05/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5149	02/05/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5149	02/05/2016	RES.	HR FUND		\$10.00	
Building	U2012-5149	02/05/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5149	02/05/2016	RES.	PERMIT		\$600.00	
Item Count	5				Fee Totals	\$1,210.00	
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	
Mechanical	U2012-5152	03/01/2016	CHANGE OUT	MECHANICAL	22845342	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5153	03/03/2016	ADD BRANCH	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5154	03/09/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5155	03/17/2016	CHANGE OUT	ELECTRICAL		\$100.00	
Mechanical	U2012-5155	03/17/2016	CHANGE OUT	MECHANICAL		\$100.00	

Fee Detail Subsort Report

Report for 01/01/2016 to 03/31/2016

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	2				Fee Totals	\$200.00	

Item Count	48				Fee Totals	\$7,841.00	
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Fee Detail Subsort Report

Report for 01/01/2015 to 03/31/2015

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Electrical	U2012-5031	01/13/2015	ADD BRANCH	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5032	01/15/2015	COMM.	COMM.		\$1,020.00	
Item Count	1				Fee Totals	\$1,020.00	
Project	U2012-5033	01/16/2015	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5034	01/16/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5034	01/16/2015	RES.	HR FUND		\$10.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		\$132.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$442.00	
Building	U2012-5035	01/16/2015	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5036	01/30/2015	RES. REPAIRS	RES. REPAIRS		\$118.80	
Item Count	1				Fee Totals	\$118.80	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	ADJUSTMENT		\$-100.00	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	COMM. REPAIRS		\$620.00	
Item Count	2				Fee Totals	\$520.00	
Electrical	U2012-5038-E	03/04/2015	REPAIR	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5039	02/04/2015	RES.	CERT OF OCC		\$60.00	
Building	U2012-5039	02/04/2015	RES.	HR FUND		\$10.00	
Building	U2012-5039	02/04/2015	RES.	ELECTRICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	PERMIT		\$1,606.52	
Building	U2012-5039	02/04/2015	RES.	MECHANICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	PLUMBING		\$200.00	
Item Count	6				Fee Totals	\$2,276.52	
Mechanical	U2012-5040	02/10/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5042	02/19/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	
Item Count	1				Fee Totals	\$60.00	

Fee Detail Subsort Report

Report for 01/01/2015 to 03/31/2015

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Project	U2012-5043	02/25/2015	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5044	03/05/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5044	03/05/2015	RES.	GAS		\$75.00	
Building	U2012-5044	03/05/2015	RES.	PERMIT		\$114.00	
Building	U2012-5044	03/05/2015	RES.	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$389.00	
Building	U2012-5045	03/10/2015	COMM.	ELECTRICAL		\$200.00	
Building	U2012-5045	03/10/2015	COMM.	COMM.		\$3,000.00	
Building	U2012-5045	03/10/2015	COMM.	PLUMBING (X2)		\$200.00	
Item Count	3				Fee Totals	\$3,400.00	
Mechanical	U2012-5046	03/12/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5047	03/27/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5048	03/30/2015	RES. REPAIRS	ADJUSTMENT		\$20.00	
Building	U2012-5048	03/30/2015	RES. REPAIRS	MECHANICAL		\$100.00	
Building	U2012-5048	03/30/2015	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5048	03/30/2015	RES. REPAIRS	RES. REPAIRS		\$30.00	
Item Count	4				Fee Totals	\$250.00	
Building	U2012-5051	03/31/2015	RETAINING	PERMIT		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Item Count	35				Fee Totals	\$9,576.32	

Fee Detail Subsort Report

Report for 01/01/2014 to 03/31/2014

Sorted by Permit Number

Report Date 04/01/2016

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.	HR FUND		\$10.00	
Building	U2012-4930	01/13/2014	RES.	PERMIT		\$660.00	
Item Count	3				Fee Totals	\$770.00	
Building	U2012-4931	01/17/2014	RES.	GAS		\$75.00	
Building	U2012-4931	01/17/2014	RES.	PERMIT		\$506.02	
Building	U2012-4931	01/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	HR FUND		\$10.00	
Item Count	5				Fee Totals	\$791.02	
Building	U2012-4932	01/16/2014	RES.	HR FUND		\$10.00	
Building	U2012-4932	01/16/2014	RES.	PERMIT		\$132.00	
Building	U2012-4932	01/16/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4932	01/16/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4932	01/16/2014	RES.	PLUMBING		\$100.00	
Item Count	5				Fee Totals	\$442.00	
Building	U2012-4933	01/28/2014	RES. RE-ROOF	METAL		\$40.00	
Item Count	1				Fee Totals	\$40.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	MECHANICAL		\$100.00	
Item Count	3				Fee Totals	\$500.00	
Building	U2012-4935	01/31/2014	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Mechanical	U2012-4936	02/04/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ADJUSTMENT		\$2.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	RES. REPAIRS		\$48.00	
Item Count	3				Fee Totals	\$150.00	
Electrical	U2012-4938	02/14/2014	SERVICE	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4939	02/18/2014	RES.	HR FUND		\$10.00	
Building	U2012-4939	02/18/2014	RES.	GAS		\$75.00	

Fee Detail Subsort Report

Report for 01/01/2014 to 03/31/2014

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4939	02/18/2014	RES.	CERT OF OCC		\$60.00	
Building	U2012-4939	02/18/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4939	02/18/2014	RES.	PERMIT		\$420.00	
Building	U2012-4939	02/18/2014	RES.	MECHANICAL		\$200.00	
Building	U2012-4939	02/18/2014	RES.	ELECTRICAL		\$200.00	
Item Count		7			Fee Totals	\$1,165.00	
Building	U2012-4940	02/21/2014	RES.	PERMIT		\$36.00	
Building	U2012-4940	02/21/2014	RES.	ADJUSTMENT		\$64.00	
Item Count		2			Fee Totals	\$100.00	
Building	U2012-4941	02/21/2014	RES.	PERMIT		\$234.00	
Building	U2012-4941	02/21/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4941	02/21/2014	RES.	MECHANICAL		\$200.00	
Item Count		3			Fee Totals	\$534.00	
Mechanical	U2012-4942	02/24/2014	NEW	INSPECTION FEE		\$200.00	
Item Count		1			Fee Totals	\$200.00	
Mechanical	U2012-4943	02/25/2014	NEW	HEAT RECOVERY		\$737.50	
Item Count		1			Fee Totals	\$737.50	
Building	U2012-4944	03/03/2014	RES. REPAIRS	HR FUND		\$10.00	
Building	U2012-4944	03/03/2014	RES. REPAIRS	RES. REPAIRS		\$50.00	
Item Count		2			Fee Totals	\$60.00	
Building	U2012-4945	03/10/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4945	03/10/2014	RES.	HR FUND		\$10.00	
Building	U2012-4945	03/10/2014	RES.	PLUMBING		\$100.00	
Building	U2012-4945	03/10/2014	RES.	GAS		\$75.00	
Building	U2012-4945	03/10/2014	RES.	ELECTRICAL		\$200.00	
Building	U2012-4945	03/10/2014	RES.	PERMIT		\$390.00	
Item Count		6			Fee Totals	\$875.00	
Mechanical	U2012-4946	03/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Electrical	U2012-4947	03/11/2014	SERVICE	ELECTRICAL		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Plumbing	U2012-4948	03/11/2014	REPLACE SEWER	PLUMBING		\$100.00	
Item Count		1			Fee Totals	\$100.00	

Fee Detail Subsort Report

Report for 01/01/2014 to 03/31/2014

Sorted by Permit Number

Report Date 04/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4949	03/13/2014	RES.	PERMIT		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Building	U2012-4950	03/17/2014	RES.	ELECTRICAL		\$200.00	
Building	U2012-4950	03/17/2014	RES.	HR FUND		\$10.00	
Building	U2012-4950	03/17/2014	RES.	PERMIT		\$240.00	
Building	U2012-4950	03/17/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4950	03/17/2014	RES.	MECHANICAL		\$100.00	
Item Count	5				Fee Totals	\$750.00	
Building	U2012-4951	03/20/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4951	03/20/2014	RES.	HR FUND		\$10.00	
Building	U2012-4951	03/20/2014	RES.	PERMIT		\$294.00	
Item Count	3				Fee Totals	\$404.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$200.00	
Item Count	59				Fee Totals	\$8,568.52	

Last Inspect Records

Report for 03/01/2016 to 03/31/2016

Report Date 04/01/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	DUCT BLOWER	Building	03/01/2016	_2:00 PM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	FND.	Building	03/01/2016	_4:30 PM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SLAB PREP. INSP.	Building	03/01/2016	_4:45 PM	FAILED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	SLAB PREP. INSP.	Building	03/02/2016	_3:00 PM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SLAB PREP.	Building	03/02/2016	_3:30 PM	FAILED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SLAB PREP.	Building	03/03/2016	08:00 AM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	POST FTNG.	Building	03/03/2016	11:30 AM	APPROVED	//	DEC
U2012-5130	599 GREYBEARD TRAIL	LOUISA HAY	STORMWATER	STORMWATER	Project	03/03/2016	_3:30 PM	INCOMPLET	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	FND.	Building	03/07/2016	_1:30 PM	APPROVED	//	DEC
U2012-5130	599 GREYBEARD TRAIL	LOUISA HAY	STORMWATER	STORMWATER	Project	03/07/2016	_2:00 PM	FAILED	//	
U2012-5121	117 KANAWHA DR	W. CURTIS	RES.	PARTIAL PLMBG	Building	03/08/2016	10:00 AM	APPROVED	//	DEC
U2012-5153	341 CHAPMAN RD	A-AMERICAN	ADD BRANCH	ELECTRICAL INSP.	Electrical	03/08/2016	_2:30 PM	APPROVED	//	DEC
U2012-5121	117 KANAWHA DR	W. CURTIS	RES.	SHOWER PAN	Building	03/09/2016	09:00 AM	APPROVED	//	DEC
U2012-5143	129 VIRGINIA RD	SINEATH	RES.	SLAB PLUMBING	Building	03/10/2016	_2:30 PM	*APPROVED	//	DEC
U2012-5154	103 VIRGINIA RD	ANCHOR	PLUMBING	PLUMBING	Plumbing	03/10/2016	_3:00 PM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	ELECTRICAL R.I.	Building	03/11/2016	09:30 AM	*APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ROOFING	Building	03/11/2016	10:00 AM	APPROVED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	ELECTRICAL R.I.	Building	03/11/2016	_3:00 PM	APPROVED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PARTIAL PLMBG	Building	03/11/2016	_3:15 PM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FOOTING	Building	03/15/2016	09:30 AM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FND.	Building	03/15/2016	09:40 AM	APPROVED	//	DEC
U2012-5143	129 VIRGINIA RD	SINEATH	RES.	PLUMBING R.I.	Building	03/15/2016	11:30 AM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	FOOTING	Building	03/15/2016	12:00 PM	*APPROVED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	FRAMING	Building	03/17/2016	10:30 AM	APPROVED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PIPE INSULATION	Building	03/17/2016	10:30 AM	APPROVED	//	DEC
U2012-5151	405 ASSEMBLY CIRCLE	WHOLESALE	COMM.	GLAZING	Building	03/17/2016	11:00 AM	FAILED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	FNDTN. WALL	Building	03/18/2016	_3:00 PM	APPROVED	//	DEC
U2012-5110	533 MAGILL DR	DSH	RES.	ELECTRIC	Building	03/18/2016	_3:30 PM	*APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	DECK POST	Building	03/28/2016	10:30 AM	FAILED	//	DEC
U2012-5143	129 VIRGINIA RD	SINEATH	RES.	ELECTRICAL R.I.	Building	03/30/2016	11:00 AM	FAILED	//	DEC
U2012-5143	129 VIRGINIA RD	SINEATH	RES.	MECHANICAL R.I.	Building	03/30/2016	11:30 AM	APPROVED	//	DEC
U2012-5143	129 VIRGINIA RD	SINEATH	RES.	PARTIAL FRAMING	Building	03/30/2016	11:45 AM	FAILED	//	DEC
U2012-5135	177 MISSISSIPPI RD	EWING &	RES.	ELECTRICAL	Building	03/30/2016	12:00 PM	APPROVED	//	DEC
U2012-5135	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING FINAL	Building	03/30/2016	12:15PM	APPROVED	//	DEC
U2012-5146	305 NORTH CAROLINA	EWING &	RES. REPAIRS	FINAL	Building	03/30/2016	12:30 PM	APPROVED	//	DEC

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Last Inspect Records

Report for 03/01/2016 to 03/31/2016

Report Date 04/01/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5147	435 KENTUCKY RD	EWING &	RES.	FRAMING	Building	03/30/2016	12:45PM	*SEE NOTES	/ /	DEC
U2012-5132	161 VIRGINIA RD	EWING &	RES	FLSHNG.	Building	03/30/2016	_1:00 PM	APPROVED	/ /	DEC
U2012-5136	226 ALABAMA TERRACE	WHITE &	CHANGE OUT	MECH.	Mechanical	03/30/2016	_2:30 PM	APPROVED	/ /	DEC

Inspection Count 38

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

Meeting Date: April 14, 2016

SUBJECT: 2016-2021 Capital Improvements Plan Adoption

AGENDA INFORMATION:

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

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

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt the proposed 2016-2021 Capital Improvements Plan as presented/amended.

FUNDING SOURCE: General Fund/Water Fund

ATTACHMENTS: Please bring your full copy of the CIP distributed in March.

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: Following any additional comments or changes at this meeting, the Plan is ready for adoption. As always, if you have questions concerning any of the projects please do not hesitate to see me.

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
4100 Governing Board								
Comprehensive Plan Update	6	35,000	35,000	0	0	0	0	70,000
Sub-Total: Governing Board		35,000	35,000	0	0	0	0	70,000
4200 Administration								
Computer Software Update	B	0	0	30,000	0	0	0	30,000
Sub-Total: Administration		0	0	30,000	0	0	0	30,000
5000 Public Buildings								
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
Sub-Total: Public Buildings		125,000	170,500	148,000	148,000	148,000	1,663,000	2,402,500
5100 Police								
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
Sub-Total: Police		36,000	35,000	36,000	0	36,000	0	143,000
5400 Planning & Zoning								
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
Sub-Total: Planning & Zoning		76,500	45,000	39,000	35,000	37,000	0	232,500
5550 Public Works								
Radio Replacement	B	0	4,200		0	0	0	4,200
Sub-Total: Public Works		0	4,200	0	0	0	0	4,200
5600 Streets & 5700 Powell Bill								
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
Sub-Total: Streets/Powell Bill		572,500	1,241,500	474,500	351,500	458,000	628,500	3,726,500
5800 Sanitation								
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
Sub-Total: Sanitation		75,000	0	0	48,000	0	0	123,000
6190 Conservation/Recreation								
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
Sub-Total: Recreation		10,000	80,000	55,000	0	75,000	0	220,000
GENERAL FUND TOTALS		930,000	1,611,200	782,500	582,500	754,000	2,291,500	6,951,700
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	0	30,000	0	0	0	51,500
TOTAL		930,000	1,611,200	782,500	582,500	754,000	2,291,500	6,951,700
Revenue Classifications								
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
TOTAL		930,000	1,611,200	782,500	582,500	754,000	2,291,500	6,951,700

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
WATER FUND TOTALS		\$ 144,100	\$ 265,000	\$ 165,000	\$ 255,750	\$ 186,750	\$ 350,000	\$ 1,366,600
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 144,100	\$ 265,000	\$ 165,000	\$ 255,750	\$ 186,750	\$ 350,000	\$ 1,366,600
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 144,100	\$ 265,000	\$ 165,000	\$ 255,750	\$ 186,750	\$ 350,000	\$ 1,366,600

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2016

SUBJECT: 2016-2017 Fiscal Year Departmental Goals and Objectives Approval

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: B
Department: Administration
Contact: Angie Murphy, Town Clerk
Presenter: Angie Murphy, Town Clerk

BRIEF SUMMARY: The draft 2016-2017 Departmental Goals and Objectives was presented to the Board of Commissioners at their Annual Board Retreat in February. Following several revisions to final drafts it is being presented to the Board for their consideration and approval. Historically the Goals and Objectives are prepared as a separate document for formal approval prior to the annual budget preparation.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the proposed 2016-2017 Fiscal Year Departmental Goals and Objectives as presented/amended.

FUNDING SOURCE: Annual Budget

ATTACHMENTS: Copy of 2016-2017 Departmental Goals and Objectives

STAFF COMMENTS AND RECOMMENDATIONS: Following any additional comments or changes at this meeting, the Departmental Goals and Objectives are ready for approval.

Policy Document

POLICY DOCUMENT

The Town of Montreat Board of Commissioners held their annual board retreat on February 8, 2016. The retreat provides Commissioners an opportunity to express immediate, intermediate and long range goals and objectives to the town administration and the citizens of the Town of Montreat. The following document states in general terms the direction that the Board of Commissioners has established for the next year.

Vision/Mission Statements

The Board developed the following mission statements for the Town and its departments:

Board of Commissioners: To 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.

Public Works: To provide continual cost-effective maintenance and upgrades of streets and public utilities to meet the service and capacity needs of the community.

Police: To provide a safe and secure environment for residents and visitors by enforcing local ordinances and state laws; to develop public relations, and; to provide public safety programs and services to the community.

Environment: To provide protection and management of natural resources in order enhance the quality of life for residents and visitors.

Sanitation: To provide a cost-effective and efficient solid waste, yard waste and recycling collection program.

Communication: To provide accessible and responsive government that promotes interest and involvement of citizens to encourage participation in community activities.

Departmental Goals and Objectives

In the past, the Board has asked individual departments to prepare a list of projects that will aid the Board in preparing departmental goals and objectives. In conjunction with department heads, the Board established goals and objectives on a departmental level.

Governing Board

To establish a common direction and improve communication efforts, the Governing Board will:

1. Update the 2008 Comprehensive Plan. The plan creates a framework for the development of future public policy by developing priorities and establishing an implementation schedule.
2. Investigate opportunities for a Town Hall.
3. Await a petition for voluntary annexation of the Upper Greybeard Trail area.
4. Conduct at least one educational Town Hall meeting focused on Texas Road Bridge.
5. Pursue grant funding to complete landscaping improvements to the Gate Lot.
6. Complete each applicable section of ICS training for Board Members.
7. Update the Board of Commissioner's Rules of Procedure.

Administration and Finance Department

1. Update and prepare proposals for implementation of an online "cloud based" municipal accounting package for 2018.
2. Research the policy requirements and potential use of purchasing cards for selected employees.
3. See opportunities to further develop public relations and public information efforts.
4. Begin the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
5. Manage and assist with the records retention and disposition scheduling of files for all departments.

6. Research records management software options for cost and feasibility.
7. Develop and distribute a Request for Qualifications for auditing services.

Police Department

To maintain the current level of effectiveness, the Police Department will:

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

Planning and Zoning Department

1. Continue training in ArcGIS software utilization as offerings are available in our area.
2. 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.
3. Assist department heads with beginning to collaborate on interdepartmental projects using ArcGIS Online tools.
4. 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 Department

1. Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
2. Complete inspections of Town-owned stormwater features.
3. Complete and submit the annual Water Supply Plan and Solid Waste Report.
4. Continue the tree removal and replacement program.

5. In conjunction with the Montreat Tree Board, develop a Town Tree Plan and Tree and Shrub Standards Specifications and Detail Manual.

Street Department/Powell Bill

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

Sanitation

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

Environment, Conservation and Recreation

1. Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
2. Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.
3. Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.

4. Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

Water

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

These goals and objectives were adopted _____ and are approved as part of the budget process.



Town of Montreat

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

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

April 4, 2016

TO: Montreat Board of Commissioners

FR: Ron Nalley, Town Administrator
Steve Freeman, Public Works Director
Barry Creasman, Utility Maintenance Technician

RE: Sanitation Services Update

At the February 8, 2016 Board Retreat, the Board of Commissioners agreed to move forward with staff's recommendations regarding the proposed sanitation services delivery method. In response to the information and data gathered concerning the current sanitation service and the "temporary" service changes put in place during September, staff recommended 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.

Since the Board Retreat, the public works staff has finalized the specification sheet for the new sanitation truck, completed the fenced handling area next to the Town Services building, and secured quotes for the imprinted trash bags. Over the next two weeks, staff will begin developing a handout explaining the new changes and placing the order for the new bags. Of course, the purchase of the new truck will have to wait until after the adoption of the new budget in July. It is our intention to have the new changes in place by May 30, 2016.

It is important to let our residents and visitors know that the curbside service the Town now provides will not be changing, and that the addition of the new imprinted bags will

be a safer and more efficient method of disposing extra kitchen garbage that may accumulate during the week. In addition, the new changes will:

- Reduce illegal dumping and unauthorized use at the compactor site.
- Resolve concerns with the safety and liability of the compactor site to the general public as well as our own employees.
- Encourage the use of curbside collection services.

As staff moves forward with implementation, please do not hesitate to contact Steve Freeman or myself if you have questions or would like any additional information.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION

Meeting Date: April 14, 2016

SUBJECT: Voluntary Reconciliation Fund Establishment

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
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 an email dated March 6th, Tom Frist suggested the following:

“That a Reconciliation Fund be set up by the town to receive the gifts of citizens and other interested parties to help pay for the litigation costs of the plaintiffs. This seems to me a better alternative than to forcibly charge all Montreat taxpayers for litigation that many of us were against in the first place. This fund would be used to reimburse, in part or in whole, those plaintiffs who view their contributions to the lawsuit as loans rather than gifts. (While Clare and I were not willing to financially support the lawsuit, we would gladly give money now to such a fund in thankfulness for the lawsuit's effectiveness and in hopes that doing so would be a viable way for reducing bitterness in our community. I feel many others might feel the same way as we). That while it is true that contributions to this fund will probably not be enough to reimburse all of the expenses of the plaintiffs, my hope is that some of the plaintiffs and other contributors will decide not to seek full repayment. Instead, they will see their contributions to the legal part of the campaign as gifts similar in nature, though greater in size, to those others made to the non-legal aspects of the campaign in volunteer hours, blueprints, surveys, flyers, house parties, and cash. If by some miracle, money were left over in the fund, my suggestion would be to donate it to the MRA or the SVCN.”

RECOMMENDED MOTION AND REQUESTED ACTIONS: In lieu of requiring that Montreat taxpayer money be spent to pay the plaintiff's legal expenses in the current lawsuit brought by Crowder, Currie, Thomas and Dardens, that as proposed by Mr. Tom Frist, a Voluntary Reconciliation Fund be established by the Town to receive the gifts of citizens and other interested parties to help pay for the litigation costs of the plaintiffs and their supporters.

FUNDING SOURCE: Governing Body – Legal Fees

ATTACHMENTS: None

STAFF COMMENTS AND RECOMMENDATIONS: None

From: Tom Frist <tomfrist@yahoo.com>

Sent: Sunday, March 6, 2016 5:41 PM

To: Tim Helms; Kitty Fouche; Mary Standaert; Ann Vinson; Bill Gilliland; Kent Otto

Cc: Carolyn Crowder; Nancy Thomas; Carolyn and Henry Darden

Subject: Possible Compromise on the Reimbursement of Legal Fees

Dear Friends,

The election is over. The results were very clear, and now is the time for us to come together again as friends and fellow citizens. To do so, however, we need to listen to each other and then follow the Quaker example of finding common ground in our opposing positions. Otherwise, continued division and bitterness will be the result. I have high hopes for our town, and that with the help of a blue ribbon commission, we can resolve our differences about the bridge and the town hall.

This letter, however, is not about either of these. Instead it is about ending the lawsuit against the town in a fair, quick, and economical way. No, I do not think, as some have suggested, that the lawsuit should continue. Continuing it will only prolong animosity and create bigger bills for us all in Montreat.

The question that I want to address here is whether Montreat taxpayers should be required to pay the legal fees of the plaintiffs who brought the suit against the town?

As one would expect, there are two opposing views on that matter. One side of our community says it would be a travesty, unfair to taxpayers, and a bad precedent to reimburse the plaintiffs. The other side says reimbursing them would be fair, since without the lawsuit, we would have been saddled with an expensive building in a place few desired. Also, given the prior rulings of the judges against the town in this legal case, this side believes that the plaintiffs' suit would probably win the day and the plaintiffs' legal fees would be ordered reimbursed, anyway.

I personally find truth in each of these opposing arguments and thus would like to offer the following as a possible compromise for both the town council and the plaintiffs to consider: I suggest:

1. That the town council make known to the public the total amount of money that was spent by the town on this lawsuit and the total amount that is being requested by the plaintiffs for settling it.

2. That both these amounts be divided by the number of Montreat taxpayers so that we can all have an idea of the individual cost to each of us of this lawsuit and of the town's refusal to settle it before now.

3. That a *Reconciliation Fund* be set up by the town to receive the gifts of citizens and other interested parties to help pay for the litigation costs of the plaintiffs. This seems to me a better alternative than to forcibly charge all Montreat taxpayers for litigation that many of us were against in the first place. This fund would be used to reimburse, in part or in whole, those plaintiffs who view their contributions to the lawsuit as loans rather than gifts. (While Clare and I were not willing to financially support the lawsuit, we would gladly give money now to such a fund in thankfulness for the lawsuit's effectiveness and in hopes that doing so would be a viable way for reducing bitterness in our community. I feel many others might feel the same way as we).

4. That while it is true that contributions to this fund will probably not be enough to reimburse all of the expenses of the plaintiffs, my hope is that some of the plaintiffs and other contributors will decide not to seek full repayment. Instead, they will see their contributions to the legal part of the campaign as gifts similar in nature, though greater in size, to those others made to the non-legal aspects of the campaign in volunteer hours, blueprints, surveys, flyers, houseparties, and cash.

5. If by some miracle, money were left over in the fund, my suggestion would be to donate it to the MRA or the SVCM.

Thank you for considering these proposals, and may God help you bring us back together,

Tom Frist

PO Box 1204

Montreat, NC 28757

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2016

SUBJECT: House Bill 2 – Public Facilities Privacy and Security Act

AGENDA INFORMATION:

Agenda Location: New 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.

RECOMMENDED MOTION AND REQUESTED ACTIONS: As The Town of Montreat strives to be a welcoming and inclusive community, the Town of Montreat Board of Commissioners disagrees with the discriminatory language of House Bill 2, the Public Facilities Privacy and Security Act enacted by the North Carolina General Assembly and signed into law on March 24, 2016.

FUNDING SOURCE: None

ATTACHMENTS: House Bill 2

STAFF COMMENTS AND RECOMMENDATIONS: None

GENERAL ASSEMBLY OF NORTH CAROLINA
SECOND EXTRA SESSION 2016

SESSION LAW 2016-3
HOUSE BILL 2

1 AN ACT TO PROVIDE FOR SINGLE-SEX MULTIPLE OCCUPANCY BATHROOM AND
2 CHANGING FACILITIES IN SCHOOLS AND PUBLIC AGENCIES AND TO CREATE
3 STATEWIDE CONSISTENCY IN REGULATION OF EMPLOYMENT AND PUBLIC
4 ACCOMMODATIONS.

5 Whereas, the North Carolina Constitution directs the General Assembly to provide for
6 the organization and government of all cities and counties and to give cities and counties such
7 powers and duties as the General Assembly deems advisable in Section 1 of Article VII of the
8 North Carolina Constitution; and

9 Whereas, the North Carolina Constitution reflects the importance of statewide laws
10 related to commerce by prohibiting the General Assembly from enacting local acts regulating
11 labor, trade, mining, or manufacturing in Section 24 of Article II of the North Carolina
12 Constitution; and

13 Whereas, the General Assembly finds that laws and obligations consistent statewide for
14 all businesses, organizations, and employers doing business in the State will improve intrastate
15 commerce; and

16 Whereas, the General Assembly finds that laws and obligations consistent statewide for
17 all businesses, organizations, and employers doing business in the State benefit the businesses,
18 organizations, and employers seeking to do business in the State and attracts new businesses,
19 organizations, and employers to the State; Now, therefore,

20
21 The General Assembly of North Carolina enacts:

22
23
24 **PART I. SINGLE-SEX MULTIPLE OCCUPANCY BATHROOM AND CHANGING**
25 **FACILITIES**

26 **SECTION 1.1.** G.S. 115C-47 is amended by adding a new subdivision to read:

27 "(63) To Establish Single-Sex Multiple Occupancy Bathroom and Changing
28 Facilities. – Local boards of education shall establish single-sex multiple
29 occupancy bathroom and changing facilities as provided in G.S. 115C-521.2."

30 **SECTION 1.2.** Article 37 of Chapter 115C of the General Statutes is amended by
31 adding a new section to read:

32 "§ 115C-521.2. Single-sex multiple occupancy bathroom and changing facilities.

33 (a) Definitions. – The following definitions apply in this section:

34 (1) Biological sex. – The physical condition of being male or female, which is
35 stated on a person's birth certificate.

36 (2) Multiple occupancy bathroom or changing facility. – A facility designed or
37 designated to be used by more than one person at a time where students may be
38 in various states of undress in the presence of other persons. A multiple
39 occupancy bathroom or changing facility may include, but is not limited to, a
40 school restroom, locker room, changing room, or shower room.

41 (3) Single occupancy bathroom or changing facility. – A facility designed or
42 designated to be used by only one person at a time where students may be in
43 various states of undress. A single occupancy bathroom or changing facility
44 may include, but is not limited to, a single stall restroom designated as unisex
45 or for use based on biological sex.

46 (b) Single-Sex Multiple Occupancy Bathroom and Changing Facilities. – Local boards of
47 education shall require every multiple occupancy bathroom or changing facility that is designated
48 for student use to be designated for and used only by students based on their biological sex.



1 (c) Accommodations Permitted. – Nothing in this section shall prohibit local boards of
2 education from providing accommodations such as single occupancy bathroom or changing
3 facilities or controlled use of faculty facilities upon a request due to special circumstances, but in
4 no event shall that accommodation result in the local boards of education allowing a student to use
5 a multiple occupancy bathroom or changing facility designated under subsection (b) of this section
6 for a sex other than the student's biological sex.

7 (d) Exceptions. – This section does not apply to persons entering a multiple occupancy
8 bathroom or changing facility designated for use by the opposite sex:

9 (1) For custodial purposes.

10 (2) For maintenance or inspection purposes.

11 (3) To render medical assistance.

12 (4) To accompany a student needing assistance when the assisting individual is an
13 employee or authorized volunteer of the local board of education or the
14 student's parent or authorized caregiver.

15 (5) To receive assistance in using the facility.

16 (6) To accompany a person other than a student needing assistance.

17 (7) That has been temporarily designated for use by that person's biological sex."

18 **SECTION 1.3.** Chapter 143 of the General Statutes is amended by adding a new
19 Article to read:

20 "Article 81.

21 "Single-Sex Multiple Occupancy Bathroom and Changing Facilities.

22 **"§ 143-760. Single-sex multiple occupancy bathroom and changing facilities.**

23 (a) Definitions. – The following definitions apply in this section:

24 (1) Biological sex. – The physical condition of being male or female, which is
25 stated on a person's birth certificate.

26 (2) Executive branch agency. – Agencies, boards, offices, departments, and
27 institutions of the executive branch, including The University of North Carolina
28 and the North Carolina Community College System.

29 (3) Multiple occupancy bathroom or changing facility. – A facility designed or
30 designated to be used by more than one person at a time where persons may be
31 in various states of undress in the presence of other persons. A multiple
32 occupancy bathroom or changing facility may include, but is not limited to, a
33 restroom, locker room, changing room, or shower room.

34 (4) Public agency. – Includes any of the following:

35 a. Executive branch agencies.

36 b. All agencies, boards, offices, and departments under the direction and
37 control of a member of the Council of State.

38 c. "Unit" as defined in G.S. 159-7(b)(15).

39 d. "Public authority" as defined in G.S. 159-7(b)(10).

40 e. A local board of education.

41 f. The judicial branch.

42 g. The legislative branch.

43 h. Any other political subdivision of the State.

44 (5) Single occupancy bathroom or changing facility. – A facility designed or
45 designated to be used by only one person at a time where persons may be in
46 various states of undress. A single occupancy bathroom or changing facility
47 may include, but is not limited to, a single stall restroom designated as unisex
48 or for use based on biological sex.

49 (b) Single-Sex Multiple Occupancy Bathroom and Changing Facilities. – Public agencies
50 shall require every multiple occupancy bathroom or changing facility to be designated for and only
51 used by persons based on their biological sex.

52 (c) Accommodations Permitted. – Nothing in this section shall prohibit public agencies
53 from providing accommodations such as single occupancy bathroom or changing facilities upon a
54 person's request due to special circumstances, but in no event shall that accommodation result in
55 the public agency allowing a person to use a multiple occupancy bathroom or changing facility
56 designated under subsection (b) of this section for a sex other than the person's biological sex.

57 (d) Exceptions. – This section does not apply to persons entering a multiple occupancy
58 bathroom or changing facility designated for use by the opposite sex:

59 (1) For custodial purposes.

- (2) For maintenance or inspection purposes.
(3) To render medical assistance.
(4) To accompany a person needing assistance.
(4a) For a minor under the age of seven who accompanies a person caring for that minor.
(5) That has been temporarily designated for use by that person's biological sex."

PART II. STATEWIDE CONSISTENCY IN LAWS RELATED TO EMPLOYMENT AND CONTRACTING

SECTION 2.1. G.S. 95-25.1 reads as rewritten:

"§ 95-25.1. Short title and legislative purpose: purpose; local governments preempted.

(a) This Article shall be known and may be cited as the "Wage and Hour Act."

(b) The public policy of this State is declared as follows: The wage levels of employees, hours of labor, payment of earned wages, and the well-being of minors are subjects of concern requiring legislation to promote the general welfare of the people of the State without jeopardizing the competitive position of North Carolina business and industry. The General Assembly declares that the general welfare of the State requires the enactment of this law under the police power of the State.

(c) The provisions of this Article supersede and preempt any ordinance, regulation, resolution, or policy adopted or imposed by a unit of local government or other political subdivision of the State that regulates or imposes any requirement upon an employer pertaining to compensation of employees, such as the wage levels of employees, hours of labor, payment of earned wages, benefits, leave, or well-being of minors in the workforce. This subsection shall not apply to any of the following:

- (1) A local government regulating, compensating, or controlling its own employees.
(2) Economic development incentives awarded under Chapter 143B of the General Statutes.
(3) Economic development incentives awarded under Article 1 of Chapter 158 of the General Statutes.
(4) A requirement of federal community development block grants.
(5) Programs established under G.S. 153A-376 or G.S. 160A-456."

SECTION 2.2. G.S. 153A-449(a) reads as rewritten:

"(a) Authority. – A county may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the county is authorized by law to engage in. A county may not require a private contractor under this section to abide by ~~any restriction that the county could not impose on all employers in the county, such as paying minimum wage or providing paid sick leave to its employees, regulations or controls on the contractor's employment practices or mandate or prohibit the provision of goods, services, or accommodations to any member of the public as a condition of bidding on a contract, contract or a qualification-based selection, except as otherwise required or allowed by State law."~~

SECTION 2.3. G.S. 160A-20.1(a) reads as rewritten:

"(a) Authority. – A city may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the city is authorized by law to engage in. A city may not require a private contractor under this section to abide by ~~any restriction that the city could not impose on all employers in the city, such as paying minimum wage or providing paid sick leave to its employees, regulations or controls on the contractor's employment practices or mandate or prohibit the provision of goods, services, or accommodations to any member of the public as a condition of bidding on a contract, contract or a qualification-based selection, except as otherwise required or allowed by State law."~~

PART III. PROTECTION OF RIGHTS IN EMPLOYMENT AND PUBLIC ACCOMMODATIONS

SECTION 3.1. G.S. 143-422.2 reads as rewritten:

"§ 143-422.2. Legislative declaration.

(a) It is the public policy of this State to protect and safeguard the right and opportunity of all persons to seek, obtain and hold employment without discrimination or abridgement on account of race, religion, color, national origin, age, biological sex or handicap by employers which regularly employ 15 or more employees.

1 (b) It is recognized that the practice of denying employment opportunity and
2 discriminating in the terms of employment foments domestic strife and unrest, deprives the State
3 of the fullest utilization of its capacities for advancement and development, and substantially and
4 adversely affects the interests of employees, employers, and the public in general.

5 (c) The General Assembly declares that the regulation of discriminatory practices in
6 employment is properly an issue of general, statewide concern, such that this Article and other
7 applicable provisions of the General Statutes supersede and preempt any ordinance, regulation,
8 resolution, or policy adopted or imposed by a unit of local government or other political
9 subdivision of the State that regulates or imposes any requirement upon an employer pertaining to
10 the regulation of discriminatory practices in employment, except such regulations applicable to
11 personnel employed by that body that are not otherwise in conflict with State law."

12 SECTION 3.2. G.S. 143-422.3 reads as rewritten:

13 "**§ 143-422.3. Investigations; conciliations.**

14 The Human Relations Commission in the Department of Administration shall have the
15 authority to receive charges of discrimination from the Equal Employment Opportunity
16 Commission pursuant to an agreement under Section 709(b) of Public Law 88-352, as amended by
17 Public Law 92-261, and investigate and conciliate charges of discrimination. Throughout this
18 process, the agency shall use its good offices to effect an amicable resolution of the charges of
19 discrimination. This Article does not create, and shall not be construed to create or support, a
20 statutory or common law private right of action, and no person may bring any civil action based
21 upon the public policy expressed herein."

22 SECTION 3.3. Chapter 143 of the General Statutes is amended by adding a new
23 Article to read:

24 "Article 49B.

25 "Equal Access to Public Accommodations.

26 "**§ 143-422.10. Short title.**

27 This Article shall be known and may be cited as the Equal Access to Public Accommodations
28 Act.

29 "**§ 143-422.11. Legislative declaration.**

30 (a) It is the public policy of this State to protect and safeguard the right and opportunity of
31 all individuals within the State to enjoy fully and equally the goods, services, facilities, privileges,
32 advantages, and accommodations of places of public accommodation free of discrimination
33 because of race, religion, color, national origin, or biological sex, provided that designating
34 multiple or single occupancy bathrooms or changing facilities according to biological sex, as
35 defined in G.S. 143-760(a)(1), (3), and (5), shall not be deemed to constitute discrimination.

36 (b) The General Assembly declares that the regulation of discriminatory practices in places
37 of public accommodation is properly an issue of general, statewide concern, such that this Article
38 and other applicable provisions of the General Statutes supersede and preempt any ordinance,
39 regulation, resolution, or policy adopted or imposed by a unit of local government or other
40 political subdivision of the State that regulates or imposes any requirement pertaining to the
41 regulation of discriminatory practices in places of public accommodation.

42 "**§ 143-422.12. Places of public accommodation – defined.**

43 For purposes of this Article, places of public accommodation has the same meaning as defined
44 in G.S. 168A-3(8), but shall exclude any private club or other establishment not, in fact, open to
45 the public.

46 "**§ 143-422.13. Investigations; conciliations.**

47 The Human Relations Commission in the Department of Administration shall have the
48 authority to receive, investigate, and conciliate complaints of discrimination in public
49 accommodations. Throughout this process, the Human Relations Commission shall use its good
50 offices to effect an amicable resolution of the complaints of discrimination. This Article does not
51 create, and shall not be construed to create or support, a statutory or common law private right of
52 action, and no person may bring any civil action based upon the public policy expressed herein."

53 PART IV. SEVERABILITY

54 SECTION 4. If any provision of this act or its application is held invalid, the
55 invalidity does not affect other provisions or applications of this act that can be given effect
56 without the invalid provisions or application, and to this end the provisions of this act are
57 severable. If any provision of this act is temporarily or permanently restrained or enjoined by
58 judicial order, this act shall be enforced as though such restrained or enjoined provisions had not
59

1 been adopted, provided that whenever such temporary or permanent restraining order or injunction
2 is stayed, dissolved, or otherwise ceases to have effect, such provisions shall have full force and
3 effect.
4

5 **PART V. EFFECTIVE DATE**

6 **SECTION 5.** This act is effective when it becomes law and applies to any action
7 taken on or after that date, to any ordinance, resolution, regulation, or policy adopted or amended
8 on or after that date, and to any contract entered into on or after that date. The provisions of
9 Sections 2.1, 2.2, 2.3, 3.1, 3.2, and 3.3 of this act supersede and preempt any ordinance, resolution,
10 regulation, or policy adopted prior to the effective date of this act that purports to regulate a
11 subject matter preempted by this act or that violates or is not consistent with this act, and such
12 ordinances, resolutions, regulations, or policies shall be null and void as of the effective date of
13 this act.

14 In the General Assembly read three times and ratified this the 23rd day of March, 2016.
15

16
17 s/ Daniel J. Forest
18 President of the Senate
19

20
21 s/ Tim Moore
22 Speaker of the House of Representatives
23

24
25 s/ Pat McCrory
26 Governor
27

28
29 Approved 9:57 p.m. this 23rd day of March, 2016

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2016

SUBJECT: Pavement Restriping Project

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Street Department (Powell Bill)
Contact: Steve Freeman, Public Works Director
Presenter: Steve Freeman, Public Works Director

BRIEF SUMMARY: Every few years, due to normal wear, it is necessary to restripe the traffic lines along Assembly Drive and several of our smaller roads including Lookout, Kentucky and Kanawha. The restriping project was approved and budgeted for this fiscal year using Powell Bill funds. Weather permitting, it is expected that this project will be completed by May 1st.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To award the bid for the Pavement Restriping Project to (Name of Company) in the amount \$_____ and to authorize the Mayor and Town Administrator to execute the necessary related contract documents.

FUNDING SOURCE: Street Department (Powell Bill) – Capital Outlay

ATTACHMENTS: Proposed bid form (Name of Company), Bid Summary Sheet

STAFF COMMENTS AND RECOMMENDATIONS: None

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

Meeting Date: April 14, 2016

SUBJECT: Appalachian Way Repaving Project

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Texas Road water line replacement and street paving project, originally planned for the current fiscal year, has been delayed pending final decisions on the Texas Road bridge replacement project. Staff is requesting the Board consider reallocating funding for the Texas Road project to resurfacing Appalachian Way from South Carolina Terrace to the end of the road. Appalachian Way is the next project scheduled on the Capital Improvement Plan. Weather permitting, the work is expected to be finished prior to June 1st.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To award the Appalachian Way Paving Project to (Name of Company) in the amount \$_____ and to authorize the Mayor and Town Administrator to execute the necessary related contract documents

FUNDING SOURCE: Street Department – Capital Outlay

ATTACHMENTS: Proposed bid form (Name of Company), Bid Summary Sheet

STAFF COMMENTS AND RECOMMENDATIONS: None

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

Meeting Date: April 14, 2016

SUBJECT: Proposed Revisions to Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: In 2015, the Board and staff discussed the inconsistencies found in Montreat General Ordinance Chapter E (Utilities) and Chapter M (Extensions of Public Utilities and Streets) as they relate to public utility extensions in our Extraterritorial Jurisdiction (ETJ). At their 2015 Retreat, the Board agreed that the text of Chapter M would remain unchanged, and that revisions would be needed to Chapter E so that it would clearly state that public water and sewer connections/extensions would be allowed for in the ETJ. Proposed revisions to Chapter E have been developed by staff, reviewed by the Town Attorney and are attached for the Board's consideration.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To call for a Public Hearing on May 12, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter E - Utilities, Article I – Water and Sewer

FUNDING SOURCE: None

ATTACHMENTS: Proposed Revisions to Montreat General Ordinance Chapter E – Utilities and Background Information Prepared for the 2015 Board Retreat

STAFF COMMENTS AND RECOMMENDATIONS: I have attached a PDF file of the Minutes from April 22nd where this matter was discussed and decided on along with the background information that was provided to the Board during the 2015 Retreat. The revisions that are being presented, now follow closely to the language contained in Chapter M of the General Ordinances.

MONTREAT CODE OF GENERAL ORDINANCES

CHAPTER E - UTILITIES

ARTICLE I: WATER & SEWER

(Revised 3/12/2009)

Section 1. Board to Regulate Water. The water system of the Town shall be under the control of the Board or its authorized agent, which shall have the duty of prescribing and enforcing full compliance with all the rules and regulations governing all connections with the water system.

Section 2. Metropolitan Sewerage District (MSD) to Regulate Sewer. The Town's sewer system operates under the jurisdiction of the Metropolitan Sewerage District of Buncombe County, North Carolina (MSD), on behalf of the Town.

Section 3. Scope. [This Article applies to all water lines and sewer lines within the Town and within the extraterritorial jurisdiction of the Town. Regulations and procedures for the extension of public water lines and sewer lines by individual property owners or by the Town upon petition by affected property owners or on its own initiative can be found in Chapter M of the Montreat Code of General Ordinances.](#)

Section ~~3~~4. Permit for Connection Required. No Person or Entity shall connect with the water system of the Town until he/she/it has made written application for permission to the Town Administrator for such connection, paid the appropriate application and tap fee and received approval for such connection. This application shall be made before any part of the sewer system of a building or other connection shall be laid or constructed and the application shall be accompanied by a plan or drawing which states the name of the Street where the building is located and the name of the Person or Entity and shows the location of the building and entire proposed connection to a sewerage system through the building to its terminus and the location of all of the fixtures, traps, ventilating pipes, etc.

Section ~~4~~5. Separate Connections Required. Each building shall have separate water and sewer connections.

Section ~~5~~6. Water and Sewer Required. All owners of improved property within the Town [and within the extraterritorial jurisdiction of the Town](#) ~~limits~~ shall connect with the public water system for water intake purposes. All owners of improved property within the Town [and within the extraterritorial jurisdiction of the Town](#) ~~limits~~ shall be required to connect to the sanitary sewer system of the Metropolitan Sewerage District.

Section ~~67~~. Private Wells and Septic Systems. The owners of any improved property located in the Town and within the extraterritorial jurisdiction of the Town shall connect to the public water line and MSD sewer line in accordance with this Ordinance and MSD requirements. Some property owners have built private wells and septic systems. The Town no longer allows this practice. When public water or sewer lines are extended in accordance with Chapter M of the Montreat Code of General Ordinances, or in the case of private well or septic system failure, property owners who have built private wells and septic systems will be required to connect to the public water system and sanitary sewer system.

Section ~~68~~. Privies and Septic Tanks Regulated.

- 1) No privy of any kind shall be permitted in the Town.
- 2) Existing septic systems installed prior to the revision of this ordinance must be pumped and serviced at the recommended intervals, as specified by the Buncombe County Health Department. For typical residential systems serving fewer than four people, the recommended interval is five (5) years. For typical residential systems serving four or more people the recommended service interval is three (3) years. The Zoning Official, with consultation from the property owner and the Buncombe County Health Department, shall determine the service interval for each septic system. Proof the service must be filed with the Zoning Official within 30 days of the service.
- 3) The Zoning Official shall maintain a list of all the septic systems installed in the Town along with a record of the maintenance performed on each system. Property owners shall be fined if they do not perform the recommended pumping and service within 30 days from the time the service is due, as defined in Subsection ~~68~~.2 above. The fine shall be two hundred dollars (\$200) each day, plus the cost of any clean-up activities caused by the septic system.

Section ~~79~~. Use of Town Water.

- 1) No Person or Entity shall supply or sell water to other Persons or entities, nor shall any Person or Entity take or carry away water from any hydrant, watering trough, or public fountain.
- 2) The fire hydrants are for the use of the Fire Department for fighting fires and are not to be used by an unauthorized Person for any purpose, without written permission from the Board.

Section ~~810~~. Water and Sewer Rates.

- 1) Water rates and water ~~access fees~~ ~~connection charges~~ shall be determined from time to time by the Board and shall be kept on file in the office of the Town Administrator.
- 2) Sewer rates and connection charges shall be determined by the MSD.

Section ~~9~~11. Tampering with or Obstructing Water and Sewer Lines Prohibited. No Person shall touch, tamper, or in any manner manipulate or turn the cut-offs on the water mains forming a part of the water system of the Town, nor shall any Person tamper with or harm in any manner whatsoever any water or sewer line, main or any appurtenance thereto. No Person shall throw or deposit any material or substance in any water or sewer line that will in any manner obstruct such line.

Section ~~11~~12. Private Water Supply Regulated.

- 1) It shall be unlawful for any Person or Entity to furnish, supply, or provide for gain or profit, any water from a private well or pump in or to any dwelling house, boarding house, inn, hotel, cafe or other commercial establishment, or any room or rooms of the same, when said dwelling house or any room or rooms therein are rented, or offered for rent to the public, or when said boarding house, inn, hotel, cafe, or other commercial establishment is open to, or used by, the public, unless and until an analysis of the water from such private well or pump shall have first been submitted to and approved by the Building Inspector.
- 2) The water analysis referred to in Sub-Section (1) hereof shall be made by or under the direction of the Buncombe County Health Department or the Department of Public Health of the State of North Carolina.
- 3) If said water analysis bears the approval of either of the authorities referred to in Sub-Section (2) hereof, the Building Inspector shall approve the same. If, however, the analysis shows that the water is contaminated and unfit for human consumption, the Building Inspector shall not approve said analysis.

Section ~~12~~13. Director of Public Works. The Director, or his/her assistant, shall at all reasonable hours have free access to all buildings or structures in the Town for the purpose of examining hydrants, fixtures or connections on which Town water pressure is maintained.

Section ~~13~~14. Work on Water System. All work on the water system and all connections or disconnections thereto shall be performed by authorized Employees of the Town, or by plumbers approved by the Town. All work shall be performed in accordance with the Plumbing Code of the State of North Carolina and such amendments thereto that the Board may from time to time adopt.

Greenways and Trails 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 the Lookout Road and the Lake Susan Dam area. This project is scheduled for completion during the 2016-2017 in the Town's adopted Capital Improvements Plan, 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 negotiations with the Mountain Retreat Association.

Gate Lot Landscaping Plan: The Cooley family, who reside on Montreat Road just outside the Town's municipal limits, will provide a \$500 donation to purchase native plants for the woodland garden section of this project once the work commences.

Annexation/Extra-Territorial Jurisdiction Discussion

The plats establishing lots in much of Montreat were first recorded in 1906, with a second set of plats being recorded in 1935. At the time, the Buncombe County zoning and subdivision ordinances were not in place, so the current minimum lot size and other development requirements did not apply. Some of the lots outside of the Town limits do not meet the current minimum lot size requirement in the Buncombe County ordinance and it is possible that some of those lot owners may not be able to obtain well and septic permits if their neighbors already have wells or septic systems in place. There is a discrepancy between General Ordinance Chapter E – Utilities and Chapter M - Extensions of Public Utilities and Streets pertaining to how public utility connection requirements are applied to properties in the Town's Extra-Territorial Jurisdiction (ETJ) area.

Montreat Code of General Ordinances Chapter E – Utilities, Article 1: "Water and Sewer" refers to "all owners of improved property within the Town limits" and requires the owner to connect to the public water system and the MSD sanitary sewer. This Chapter does not provide policy direction for connection of utilities outside the Town limits. However, Chapter M – "Extensions of Public Utilities and Streets" states that the provisions of this section apply "to all extensions of public water lines, sewer lines, and streets within the Town and within the extraterritorial jurisdiction of the Town." Chapter M also states that private wells and septic systems are no longer allowed in Town or in ETJ, and property owners who wish to develop these lots must connect to public water and sewer lines. Such utility extensions are subject to Board approval and must be installed according to current Town and Metropolitan Sewerage District (MSD) standards at the property owner's expense. Once installed, the Town and/or MSD will approve the connections and assume responsibility for their maintenance if, upon inspection, it is determined that the lines comply with all applicable standards and regulations.

The application of Chapter M to the ETJ area is based on three subsections of NCGS Chapter 160A, Article 19 - Planning and Regulation of Development. In recent years, the General Assembly has enacted legislation removing ETJ authority in Boone, Weaverville and Asheville. Two House Bills currently under consideration propose to either eliminate or restrict ETJ authority state-wide, and it is difficult at this time to predict whether these or other bills will be adopted into law. Statutes pertaining to both voluntary and city-initiated annexation have also changed significantly in recent years.

The Board may choose to amend Chapter E so that it is consistent with Chapter M, or to revise Chapter M to remove the provisions making it applicable to lots in the ETJ. If Montreat loses its ETJ land use regulation authority, lot owners could obtain well and septic system permits from Buncombe County regardless of the potential negative impact on neighboring properties. In this event, the affected property owners might seek relief from the Town, and the Board may wish to consider developing a plan for addressing these situations through ordinance language amendments and collaboration with Buncombe County officials. If ETJ authority for Montreat remains, the Board will need to decide whether ETJ residents are allowed to connect to the Town's public water and sewer systems, or if these services are to be provided only to Montreat residents.

During discussion, the Board confirmed that requests for public utility and street assessments are equally available to owners of property located both within Montreat's Town limits and in its ETJ areas. Mr. Currie summarized the pre-development meeting procedures he follows to make property owners and contractors aware of the relevant ordinances and building code requirements affecting their projects and to discuss compliance options. Relief from certain development hardships is available through administrative approvals or requests for variances from the Board of Adjustment. Mr. Nalley also advised that engineering and design work for a new 100,000 gallon water storage tank on Greybeard Trail is nearing completion.

The Board agreed by consensus to leave the current text of Chapter M unchanged. Revisions will be needed to Chapter E for consistency with Chapter M, so that the language more clearly indicates that public water and sewer system connections may be allowed in ETJ areas subject to a vote to approve a received public utility assessment petition or at the property owner's personal expense if installed to applicable standards.

The Board also reviewed a draft letter intended for all affected property owners in the Upper Greybeard Trail area, detailing the costs and both the tangible and intangible benefits of voluntarily incorporating the Upper Greybeard Trail area into the Town's municipal limits. The final paragraph of this letter will be revised to more clearly reflect the Town's willingness to extend 8" sewer trunk lines to this area in exchange for a voluntary annexation petition from the benefitted property owners. At staff's recommendation, the Board also agreed by consensus to pursue satellite annexation of all Town-owned properties in ETJ areas as a Governing Body goal for the coming fiscal year.

Town of Montreat
Extension of Public Infrastructure
In Extraterritorial Jurisdiction

Background: The plats establishing lots in much of Montreat were first recorded in 1906, with a second set of plats being recorded in 1935. At the time, the Buncombe County zoning and subdivision ordinances were not in place, so the current minimum lot size and other development requirements did not apply. Some of the lots outside of the Town limits do not meet the current minimum lot size requirement in the Buncombe County ordinance and it is possible that some of those lot owners may not be able to obtain well and septic permits if their neighbors already have wells or septic systems in place. Chapter M addresses this concern by requiring property owners in both the Town and the ETJ to connect to public water and sewer lines.

Current Montreat Ordinances: Chapter E and Chapter M of the Montreat Code of General Ordinances are not entirely consistent in their application to lots in the ETJ.

- Chapter E – Utilities

Section 5. Water and Sewer Required. This section applies to property located in the Town limits and requires the owner to connect to the public water system and the MSD sanitary sewer.

Section 6. Private Wells and Septic Systems. This section also applies to property located in the Town limits and requires property owners to connect to the public water line and MSD sewer line.

Section 6. Privies and Septic Tanks Regulated. This section prohibits privies in the Town and provides for regulation of existing septic systems.

- Chapter M – Extensions of Public Utilities and Streets

Section 1. Private wells and septic systems no longer allowed in Town or in ETJ. Property owners must connect to public water and sewer lines.

Section 6. Extensions Outside Town Limits. Extensions of public utilities outside Town limits must be in ETJ and are subject to approval by Board of Commissioners.

- 1) Application. Written application with preliminary utility plan prepared by engineer and meeting Town standards and map prepared by engineer or surveyor showing property to be served, location of existing public lines, and location of streets.
- 2) Approval of Proposed Extension. Director of Public Works reviews application and attachments and makes recommendation to Board for consideration at next regular meeting.
- 3) Dedication of System. Waterlines dedicated to Town and sewer lines to MSD.

- 4) Easements. Applicant must acquire any necessary easements for construction, maintenance, repair of utility lines and access.
- 5) Cost of Extension. Upon receiving approvals, applicant installs utility lines to Town standards at no cost to Town.
- 6) Inspection and Approval. Upon completion of construction, Town/MSD will inspect and if it approves, applicant may connect to public utility lines.
- 7) Map of System. Applicant must provide accurate map of utility system. Map is subject to approval by Director of Public Works.
- 8) Non-liability of Town. Applicant assumes all risk of installation of lines and gives one-year warranty. Cost of repair during warranty period is applicant's responsibility.
- 9) Control by Town. Public lines and systems subject to Town regulation and inspection.

The application of Chapter M to the ETJ is based on the following statutes in Chapter 160A, Article 19. Planning and Regulation of Development:

NCGS § 160A-360(a): "All of the powers granted in this Article may be exercised by any city within its corporate limits. In addition, any city may exercise these powers within a defined area extending not more than a mile beyond its limits."

NCGS § 160A-381(a): "For the purpose of promoting health, safety, morals, or the general welfare of the community, any city may adopt zoning and development regulation ordinances."

NCGS § 160A-383: "Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes: . . . to facilitate the efficient and adequate provision of . . . water, sewerage, . . ."

See also David Currie's research and the Coats Cannons article by David Owens.

Legislation:

- In recent years, the NC Legislature has passed amendments to NCGS § 160A-360 removing the ETJ authority of Boone, Weaverville and Asheville. House Bill 51 would eliminate ETJ. House Bill 548 would reorganize and change statutes addressing local government planning and development regulation. There could also be other pending legislation and we do not know which bills might be enacted.
- Annexation statutes have changed significantly in recent years and now allow annexation by petition of all affected property owners and annexation approved by a referendum vote. The annexation statutes address the extension of water and sewer service to the annexed areas. If the Town plans to consider annexation either by petition or by referendum vote, we will need to review the applicable statutes carefully.

Possible changes in Town Ordinances:

Chapter E. The Town could amend Chapter E so that it is consistent with Chapter M.

Chapter M. The Town could amend Chapter M to remove the provisions making it applicable to lots in the ETJ.

Amend both Chapter E and Chapter M. Under the current Town ordinances, lot owners in the ETJ are protected from development on a “first come/first serve” basis. If Chapter M were amended or the Montreat ETJ were eliminated and under Buncombe County ordinances lot owners could obtain permits for wells and septic systems regardless of the impact on the development of neighboring lots, some of the lot owners in the ETJ could be precluded from building on their lots because they cannot obtain well and septic permits from Buncombe County. In that event, the affected property owners might come to the Town seeking a resolution of their dilemma. For this reason, the Town might consider developing a plan for addressing these situations if they arise.