

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
April 9, 2015 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Invocation

**II. Agenda Adoption**

**III. Mayor’s Communications**

**IV. Consent Agenda**

A. Meeting Minutes Adoption

- March 5, 2015, Agenda Meeting
- March 12, 2015 Town Council

B. Change Order #7 – Huntley Construction Company, Inc.

- **Suggested Motion:** To approve Change Order #7 from Huntley Construction Company, Inc. dated February 11, 2015 with a revised contract amount of \$276,375.36 for the Upper Kentucky Road Phase 1 Neighborhood and Residential Utility Assessment projects.

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

**V. Town Administrator’s Communications**

- Consent Agenda Review
- Texas Road Bridge Replacement Project Update
- Town Hall Project Update
- Well A02 Replacement Project Update
- Board of Elections Voter Address Correction Request Update
- SB 369 Sales Tax Fairness Act Update
- 2015 Annual Board Retreat
- Other Topics

**VI. Administrative Reports**

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

**VII. Public Comment – Agenda Items**

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

**VIII. Old Business**

- A. Proposed 2015-2020 Capital Improvements Plan
- **Suggested Motion:** To adopt the 2015-2020 Capital Improvements Plan as presented/amended.

**IX. New Business**

- A. Contract to Audit Accounts – Martin Starnes & Associates, P.A.
- **Suggested Motion:** To approve an annual audit contract with Martin Starnes & Associates, P.A. in the amount of \$19,675
- B. Worker’s Compensation Insurance Renewal – NC Interlocal Risk Management Agency
- **Suggested Motion:** To approve the Worker’s Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$13,472.30 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents
- C. Well A02 Repair Contract – FEMA-4146-DR-NC - PW#143
- **Suggested Motion:** To approve the proposed contract with Reuben Caldwell Drilling Inc. in the amount of \$6,625.00 and authorize the Mayor and Town Administrator to execute the necessary contract documents
- D. Police Vehicle Purchase – 2015 Ford Utility Interceptor
- **Suggested Motion:** To approve the purchase of a 2015 Ford Utility Interceptor from Asheville Ford in the amount of \$28,364
- E. Supplemental Agreement #3 – Texas Road Bridge Replacement Project
- **Suggested Motion:** To approve Supplemental Engineering Agreement #3 with KCI Associates for the Texas Road Bridge replacement project in the amount of \$19,575.87 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.
- F. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project
- **Suggested Motion:** To adopt Resolution #15-04-01 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project

- G. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project
- **Suggested Motion:** To adopt Resolution #15-04-02 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project

**X. Public Comment – Other Topics**

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

**XI. Commissioner Communications**

**XII. Meeting Dates**

April Planning and Zoning Commission Meeting: April 16, 2015, 7:00 p.m.  
Walkup Building

2015 Annual Board Retreat: April 22, 2015, 9:00 a.m.  
Western Carolina University –  
Biltmore Park Campus Room #346

Agenda Items Due: May 1, 2015, 5:00 p.m.  
Town Services Office

Agenda Packets Available: May 5, 2015  
[http://www.townofmontreat.org/  
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)  
or Town Services Office

May Montreat Landcare Committee Meeting: May 6, 2015, 9:00 a.m.  
Moore Center Meeting Room

May Agenda Meeting: May 7, 2015, 7:00 p.m.  
Walkup Building

May Open Space Conservation Committee Meeting: May 12, 2015, 3:30 p.m.  
Moore Center Meeting Room

May Town Council Meeting: May 14, 2015, 7:00 p.m.  
Walkup Building

**Montreat Board of Commissioners  
Meeting Agenda  
April 9, 2015**

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Town Services Office Closed:

May 25, 2015  
Memorial Day Holiday

Rescheduled Household Garbage and Recycling  
Collection Date:

Tuesday, May 26, 2015  
Curbside collection begins at 8:00 a.m.

**XIII. Closed Session (Optional)**

- **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.

**XIV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Agenda Meeting  
March 5, 2015  
Walkup Building**

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

Board members absent: Mayor Letta Jean Taylor

Town staff present: Ron Nalley, Town Administrator  
Misty R. Gedlinske, Town Clerk  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
David Arrant, Master Police Officer

Twelve members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and observed a moment of silence.

**Agenda Approval**

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

**Public Hearing: Proposed 2015-2020 Capital Improvements Plan**

The Board will hold a Public Hearing to receive comments on the proposed 2015-2020 Capital Improvements Plan at the beginning of next week's meeting.

**Presentation to Council: Montreat Landcare Program**

At next week's meeting, Mr. Nalley will give a brief presentation on the history, evolution, and mission of the Montreat Landcare Committee.

**Mayor's Communications**

Mayor Pro Tem Standaert announced that she would act as presiding officer during tonight's Agenda Meeting and at next week's Town Council meeting in Mayor Taylor's absence. She explained that the purpose of Agenda Meetings was to give the Board an opportunity to review, ask questions, or request additional information regarding the proposed business items before taking action during the following week's Town Council Meeting. She also noted that

the first Public Comment period would be devoted to comments related to items appearing on the meeting agenda, including staff reports and communications, while the second Public Comment period would be a time for comments regarding public business items not listed on the agenda or for communications from other community entities.

### **Consent Agenda Review**

The proposed Consent Agenda included the following items:

- February 5, 2015 Agenda Meeting Minutes Adoption;
- February 12, 2015 Town Council Meeting Minutes Adoption;
- February 19, 2015 Special Meeting Minutes Adoption;
- Adoption of Resolution #15-03-01 Designating May 2, 2015 as Arbor Day in the Town of Montreat.

A minor typographical correction was noted in the draft February 19, 2015 Special Meeting Minutes.

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

- Preliminary plans at 25% completion for the Texas Road bridge replacement project are available for inspection at the Town Services Office. Plans at 75% completion are expected within the next several days. Water and sewer line relocations are also being considered. More information on the status of this project will be presented at next week's meeting.
- Camera inspection work for the Well A02 replacement project has been delayed by recent inclement weather, and will be rescheduled as soon as possible.
- There is no new information to report on the Town's continued efforts to correct township name and ZIP code inaccuracies in Montreat's voter registration database.
- The 2015 Annual Board Retreat will be held on April 22 beginning at 9:00 a.m. The location of this meeting will be announced once final arrangements are made. Mr. Nalley asked the Board members to forward any suggested discussion topics to Town staff. A draft meeting agenda for the Retreat will be prepared over the next two weeks and distributed to the Board members for their review.

### **Administrative Reports**

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

Commissioner Helms requested additional information under the Finance Officer's reports on the percentage of current fiscal year ad valorem property taxes collected to date.

### **Public Comment – Agenda Items**

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

Mr. Tom Frist of 98 Frist Road felt that the Board's rejection of what he described as a number of viable compromise solutions for the location of the new Town Hall facility had led to damaged community relationships and costly litigation. He encouraged the Board to consider and approve his public agenda item proposal to submit a request to the Town of Black Mountain for de-annexation of two parcels of land located just outside the Montreat Gate for subsequent annexation by the Town of Montreat. Mr. Frist outlined a number of justifications for his proposal, including the current ownership and use of the parcels, their approximate size and location in relation to Montreat's existing municipal boundary, and possible future uses of the property by the Town of Montreat. Mr. Frist believed there would be minimal tax or other financial implications for the Town of Black Mountain related to his request, and felt that the Black Mountain Mayor and Board of Aldermen would seriously consider granting an official request from the Town of Montreat for de-annexation of these parcels. He also felt that a successful joint effort between the Board and Montreat citizens to pursue his proposal would reduce the current level of public animosity, or would serve to justify a number of the Board's past decisions regarding the Town Hall project if denied by the Town of Black Mountain.

### **Old Business**

- A. **Proposed 2015-2020 Capital Improvements Plan:** Following next week's Public Hearing, the Board may choose to hold additional Special Meetings over the next month for further discussion and possible amendment of the draft CIP document. The public may view the draft CIP on the Town's website or obtain printed copies from the Town Services Office. Anyone with questions or suggested amendments to the CIP is encouraged to contact Mr. Nalley.

### **New Business**

- B. **Comprehensive Plan Update:** Prior to next week's meeting, Mr. Nalley will complete and forward updated information on the completion status of each of the 2008 Comprehensive Plan's recommended goals and strategies. Although the suggested motion language on the agenda is phrased in the affirmative, the Board may or may not choose to take action on this item.

- A. Town of Montreat Technology Use Policy: The proposed Technology Use Policy has undergone review by the Town Attorney and Town's third-party software and technology services vendors. Once adopted, it will serve as a reference guide to all current system users and technology support vendors, and will become part of the orientation materials provided to all future new employees and elected or appointed officials. Adopting and implementing a comprehensive Technology Use Policy also satisfies an adopted Administration Department goal for the 2014-2015 Fiscal Year as set forth during the 2014 Annual Board Retreat.
- B. Public Agenda Item Requests: The Board received two public agenda item requests for this month's packet. The first is a proposal from Mr. Tom Frist for the Board to submit a request to the Town of Black Mountain for de-annexation of two parcels of land located just outside the Montreat Gate for subsequent annexation by the Town of Montreat. Mr. Frist proposes that the parcels could be used for a variety of purposes, including a new Town Hall facility, Visitor's Center or park. The second public agenda item request is from Mr. Gordon Neville, asking for an opportunity to give a presentation on the merits of the hillside lot just inside the Montreat Gate as an alternative location for the new Town Hall.

Mayor Pro Tem Standaert stated that the Board had been advised by the Town's legal counsel not to consider matters such as these until the current litigation against the Town is resolved. Commissioner Campbell then moved that these two public agenda item requests not be included on the meeting agenda for next week's Town Council Meeting. Commissioner Vinson seconded and the motion carried 5/0. Mayor Pro Tem Standaert thanked Mr. Frist and Mr. Neville for their love of Montreat and for their time and efforts spent preparing their proposals.

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

Mayor Pro Tem Standaert 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. She stated that while General Statutes require local governments to provide one public comment period per month, the Board offered two public comment periods during each Agenda and Town Council Meeting, for a total of four per month. She also noted that while a three-minute limit on the duration of a single speaker's comment time was a common standard, some local area municipalities provided a shorter amount of time per speaker, or restricted the total amount of time during their meetings that would be devoted to receiving comments from the public.

Mr. Tom Frist of 98 Frist Road said he felt that, rather than the amount of time designated for receiving public comments, the dissatisfaction that some members was due to a lack of response to those comments from the Board and a desire for an opportunity for open discussion of the opinions expressed.

Mr. Gordon Neville of 226 Alabama Terrace expressed his appreciation for the Board and staff's work. He hoped for opportunities in the future for open dialogue between the members of the Board and public to discuss important items of Town business.

Mr. Eric Nichols of 527 Suwannee Drive said he agreed with Mr. Neville's comments, and suggested that the Board provide a 30-minute open dialogue period at least every other month for discussion of Town business items between Commissioners, Town staff, and members of the public. He felt that this or other similar measures would significantly decrease the current amount of controversy and tension within the community, and encouraged the Board to consider his suggestion further during the upcoming Annual Retreat.

Mrs. Grace Nichols of 527 Suwannee Drive commended the Town's Public Works Department for their snow removal and roadway sanding efforts during the two recent winter storm events.

### **Commissioner Communications**

Commissioner Campbell asked that Certificates of Recognition be prepared for next week's meeting to congratulate those Montreat residents who participated in the 2015 Mount Mitchell Marathon/Challenge events. Mrs. Joanne Ellington was recognized and agreed to help Commissioner Campbell contact these residents and invite them to next week's meeting to receive their certificates. Commissioner Campbell also thanked the Mountain Retreat Association for providing meeting space and serving lunch during the local government procedural and liability workshops held in Convocation Hall earlier today.

Mayor Pro Tem Standaert reminded the public that Daylight Saving Time begins on Sunday, March 8.

### **Upcoming Meeting Dates**

Mayor Pro Tem Standaert reviewed the following list of upcoming meeting dates and deadlines. She noted there would be no Agenda Meeting in April due to Maundy Thursday observances. She also pointed out that the upcoming Annual Board Retreat would be open to the public, as are all other Board meetings.

**March Town Council Meeting:**

March 12, 2015, 7:00 p.m.  
Walkup Building

**Montreat Board of Commissioners  
Agenda Meeting Minutes  
March 5, 2015**

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Agenda Items Due: March 27, 2015, 5:00 p.m.  
Town Services Office

Agenda Packets Available: March 31, 2015  
[http://www.townofmontreat.org/  
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)  
or Town Services Office

April Montreat Landcare Committee Meeting: April 1, 2015, 9:00 a.m.  
Moore Center Meeting Room

Town Services Office Closed: April 3, 2015  
Good Friday Holiday

April Town Council Meeting: April 9, 2015, 7:00 p.m.  
Walkup Building

April Planning and Zoning Commission Meeting: April 16, 2015, 7:00 p.m.,  
Walkup Building

2015 Annual Board Retreat: April 22, 2015, 9:00 a.m.  
Location TBA

**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 Campbell seconded and the motion carried 5/0.

No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session at 8:33 p.m., Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner Campbell seconded. The motion carried 5/0 and the meeting adjourned at 8:34 p.m.

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Mary Standaert, Mayor Pro Tem

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Misty R. Gedlinske, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
March 12, 2015  
Walkup Building**

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

Board members absent: Mayor Letta Jean Taylor

Town staff present: Ron Nalley, Town Administrator  
Misty R. Gedlinske, Town Clerk  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
Stefan Stackhouse, Finance Officer  
David Currie/Building Inspector/Code Administrator  
Justyn Whitson, Police Officer  
Susan Taylor Rash, Town Attorney (arrived at 7:24 p.m.)

Approximately 35 members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and observed a moment of silence.

**Agenda Approval**

Mayor Pro Tem Standaert welcomed everyone and again explained that the first Public Comment period would be devoted to comments related to items appearing on the meeting agenda, including staff reports and communications, while the second Public Comment period would be a time for comments regarding public business items not listed on the agenda or for communications from other community entities.

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

**Public Hearing: Proposed 2015-2020 Capital Improvements Plan**

Mr. Nalley presented the proposed 2015-2020 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 2015-2016 Fiscal Year Budget.

In order of priority, the proposed projects and expenditures for the 2015-2016 Fiscal Year are as follows:

**Proposed General Fund Projects and Expenditures**

1)	Local Street Paving (Texas Road)	\$194,000
2)	Texas Road Bridge Replacement Project	\$818,000
3)	Town Hall Replacement	\$97,600
4)	Street Department Truck Replacement (1996 Ford F250)	\$45,000
5)	Stormwater Utility Study	\$35,000
6)	Wayfinding Signage Plan	\$20,000
7)	Compactor Area Paving	\$25,000
8)	Sanitation Truck Replacement	\$75,000
9)	Native Plant Garden	\$10,000
10)	New Road Paving (Texas Road Spur)	\$37,000

**General Fund Total for Fiscal Year 2015-2016:** \$1,356,650  
**Total for 2015-2020 and Future Years:** \$6,756,700

**Proposed Water Fund Projects and Expenditures**

1)	Water Line Replacement (Texas Road Spur)	\$55,000
2)	Greybeard Trail Water Storage Facility	\$87,100
3)	Portable Generators	\$5,000

**Water Fund Total for Fiscal Year 2015-2016:** \$ 147,100

**Total for 2015-2020 and Future Years:** \$1,364,600

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 10 Town Council Meeting.

Brief discussion was heard concerning how revenues and expenditures for the Texas Road bridge replacement project are depicted in the draft CIP document for the previous, current and future fiscal years.

Mayor Pro Tem Standaert opened the public hearing on this matter at 7:14 p.m. Hearing no comments from the public, she then declared the Public Hearing closed at 7:15 p.m.

**Certificate of Recognition: 2015 Mount Mitchell Challenge/Marathon**

Commissioner Campbell explained that Certificates of Recognition had been prepared for Montreat residents Chip Craig and Robert Barker for their achievements during the 2015 Mount Mitchell Challenge/Marathon. Mr. Craig finished 41<sup>st</sup> in the Challenge event, while Mr. Barker finished 81<sup>st</sup> in the Marathon event. Commissioner Campbell noted that Mr. Barker had participated in either the Challenge or Marathon events every year they had been held, completing each one nine times. These Certificates will be mailed to Mr. Craig and Mr. Barker, who were both unable to attend this meeting.

**Presentation to Council: Montreat Landcare Program**

Mr. Nalley noted that prior to the Montreat Landcare Committee's founding in 2008, organizations in Montreat had a long and successful history of working together on local environmental community efforts. These projects have included the Town's certification through the National Wildlife Federation as the first Community Wildlife Habitat in North Carolina, the Montreat Conference Center's dedication of 2,500 acres of land into a conservation easement, reintroduction of native brook trout above Greybeard Falls, greenway and trail development, and the establishment of Town's Open Space Conservation Program. With assistance from Land-of-Sky Regional Council, a Memorandum of Understanding (MOU) was established in 2008 to form an umbrella group of representatives from the Town, Montreat College, Montreat Conference Center, Cottager's Wilderness and Open Space Program, Mountain Retreat Association Wilderness Committee, Montreat Trail Club, and Montreat Backyard Wildlife Habitat Program. The Montreat Presbyterian Church (PCUSA) Earth Ministry Team was added as a represented party in 2012 through an amendment to the MOU. These entities operate together under the terms of the MOU to coordinate, promote, and serve various Landcare teams, projects, and events in Montreat. The Town of Montreat acts as the Committee's fiscal agent and provides administrative staffing support.

Mr. Nalley then listed a number of projects undertaken by the Montreat Landcare Committee since its inception, including the purchase of an electric vehicle, construction of the Montreat Native Plant Garden, discovery and study of the seepage salamander, and hemlock wooly adelgid treatment for 168 trees along Assembly Drive and the Flat Creek corridor. Several of these projects have been funded in whole or in part by grant proceeds from the NC Department of Environment and Natural Resources – Division of Air Quality, Land-of-Sky Regional Council, the North Carolina Rural Center, and other agencies. Other ongoing efforts include the annual Native Plant Show and Sale, Earth Day programs, stream cleanups, and invasive plant eradication efforts. Anyone interested in supporting Landcare in Montreat is encouraged to volunteer, suggest a project, or start their own Landcare project or team.

**Mayor's Communications**

Mayor Taylor was absent and had no report at this time.

**Consent Agenda Review**

The proposed Consent Agenda included the following items:

- February 5, 2015 Agenda Meeting Minutes Adoption;
- February 12, 2015 Town Council Meeting Minutes Adoption;
- February 19, 2015 Special Meeting Minutes Adoption;
- Adoption of Resolution #15-03-01 Designating May 2, 2015 as Arbor Day in the Town of Montreat.

Resolution #15-03-01 coordinates Montreat's Arbor Day celebrations with the 2015 Native Plant Show and Sale events, and will also accompany the Montreat Landcare Committee's application for official Tree City USA designation for Montreat through the Arbor Day Foundation.

**Town Administrator's Communications**

- Engineering and design work for the Texas Road bridge replacement project continues, and preliminary plans at 75% completion are expected soon. Recent hydrology studies of the area have indicated a need to raise the new bridge structure an additional foot to avoid construction within the floodway and surrounding non-encroachment areas. The completed 75% plans will include this revised structure height, and will be available for inspection in the Town Services Office once they are received.
- Camera inspection for the Well A02 replacement project has been rescheduled for Monday, March 16 due to recent inclement weather delays.
- There is no new information to report on the Town's continued efforts to correct township name and ZIP code inaccuracies in Montreat's voter registration database.
- The 2015 Annual Board Retreat will be held on April 22 beginning at 9:00 a.m. This meeting is open to the public, and its location will be announced once final arrangements are made.
- The Town of Montreat has been selected to compete in the North Carolina League of Municipalities (NCLM) 2015 Hometown Showdown, a March Madness-style photo competition on the NCLM's Facebook page. This annual event is an opportunity for friendly competition and a show of hometown pride for each competing municipality. Votes are tabulated for each

voting round based on the number of Facebook “likes” each photo receives. All interested social media users are encouraged to participate.

### **Administrative Reports**

Police Chief: Chief Staggs was absent due to a family emergency. Officer Whitson presented and reviewed the February 2015 monthly departmental activity report. He noted that the department assisted the Black Mountain Fire Department in providing support for the 2015 Mount Mitchell Challenge and Marathon events. During the recent winter storms, officers performed additional house checks, located three fallen trees, and reported numerous residential water leaks to Public Works Department staff. Officer Lee Blevins is recuperating at home and expects to return to active duty in May. Chief Staggs and the Town’s auxiliary officers will perform patrol duties while Officer Blevins is on medical leave. Officer Whitson also reported that retired Black Mountain Police Department Sgt. Johnny Raines had passed away on March 1.

Brief discussion was heard concerning the Department’s response to certain drug-related incidents included in the monthly report. Commissioners Helms and Campbell praised the Department for its patrol efforts to locate and address these and other urgent issues.

Public Works Director: Mr. Freeman explained the snow removal procedures used during inclement weather events, emphasizing the importance of establishing and maintaining 24-hour emergency vehicle access to all Town streets. Snow plowing begins once 1” of snow or ice has accumulated, and continues in 12-hour shifts around the clock until the storm has passed. All public streets are plowed, although different methods are used depending on whether or not the roadway is paved. If a fire or ambulance call is received from a street that has not yet been plowed, Police and Public Works Department personnel coordinate to provide an escort and ensure access to that location. Approximately 32 tons of sand was also applied to roadways and intersections during the February 17 and February 24 winter storms.

A total of 18 residential water pipes burst during recent severe cold weather, as well as three water meters and one air valve. Water Department staff used the Town’s automated water meter reading system to help detect areas of unusual usage in vacant homes, turned off the water service to prevent any further damage, and notified the affected property owners. The AMR system can also be used to determine both the severity of a particular water leak and the date and time in which it occurred. Montreat acquired the AMR system through grant funding from the American Recovery and Reinvestment Act (ARRA) of 2009.

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

- January 2015 Financial Summary Report;
- Final January 2015 Financial Statement;

- Preliminary February 2015 Financial Statement;
- February 28, 2015 Cash and Investment Earnings Report.

Mr. Stackhouse also noted that, to date, the Town had incurred legal fees in the amount \$15,780 in defense of the civil action, Crowder, et al., v. the Town of Montreat. During discussion, the Board also requested a water loss report with comparison data from other local municipalities to be presented at next month's Town Council Meeting.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his monthly zoning and inspections activity report. He noted the approval of a co-location permit for AT&T to install a 4G data service array on the South Carolina Terrace cell tower, as well as an administrative agreement for a rock wall replacement in the right-of-way on Texas Road. He also explained the scope and permitting requirements for the renovations currently underway in Upper Anderson Auditorium. The Planning and Zoning Commission will meet on April 16 to consider possible revisions to Montreat General Ordinance Chapter I, Article II "Noise Control." The Board of Adjustment did not meet during the past month and had no hearings pending at this time.

### **Public Comment – Agenda Items**

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

Mr. Wade Burns of 232 North Carolina Terrace praised the Town's automated meter reading and SCADA monitoring systems for their ability to quickly detect water leaks or abnormal usage amounts. He stated that these features recently helped prevent one of his neighbors from incurring significant property damage from a burst residential water pipe.

Montreat Conference Center Vice President for Development Lynn Gilliland thanked the Public Works Department for their assistance during the recent winter storms.

### **Old Business**

- A. Proposed 2015-2020 Capital Improvements Plan: The proposed 2015-2020 Capital Improvements Plan is scheduled for formal adoption during the April Town Council Meeting. The Board may choose to hold additional Special Meetings over the next month for further discussion and possible amendment of the draft CIP document. The public may view the draft CIP on the Town's website or obtain printed copies from the Town Services Office. Anyone with questions or suggested amendments to the CIP is encouraged to contact Mr. Nalley.

**New Business**

- A. Comprehensive Plan Update: 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 recommends 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. Mr. Nalley presented an updated summary of the completion status of those goals, which indicated that 72% had been fully accomplished, achieved significant progress, or were currently underway. More than half of the remaining goals have been come under consideration by the Board, but have not moved forward due to unfavorable legislative changes, lack of public support, and other similar reasons.

The Comprehensive Plan is intended to be reviewed and updated every five years, and Mayor Taylor has suggested that the Board begin this process this coming spring to maximize opportunities for participation and input from seasonal residents. Initial cost estimates from LandDesign, the professional consulting firm that assisted with the development of the 2008 Comprehensive Plan total approximately \$67,000 and are subject to further amendments and reductions. The current fiscal year budget can be amended to allocate funds for the Plan update if the Board so desires. During discussion, the Board recognized former Commissioner Eric Nichols and former Comprehensive Plan Steering Committee member Don Reid for their efforts in developing the 2008 Plan. The Board agreed by consensus to discuss this matter further during their April 22 Annual Retreat.

- B. Town of Montreat Technology Use Policy: Adopting and implementing a comprehensive Technology Use Policy will formalize a number of best practices and security measures already in general use to ensure the appropriate and responsible access, maintenance and use of all of the Town's various hardware, software, electronic networks, systems, and devices. The draft Policy has been reviewed by the Town Attorney and the Town's third-party software and technology services vendors and, once adopted, will serve as a reference guide to all current system users and technology support vendors, and will become part of the orientation materials provided to all future new employees and elected or appointed officials. Implementing a comprehensive Technology Use Policy also satisfies an adopted Administration Department goal for the 2014-2015 Fiscal Year as set forth during the 2014 Annual Board Retreat. After brief discussion, Commissioner Helms moved to adopt the Town of Montreat Technology Use Policy as presented. Commissioner Campbell seconded and the motion carried 5/0.

**Public Comment – Other Topics**

Mayor Pro Tem Standaert 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.

Montreat College Executive Director of Marketing and Communications Annie Carlson reported that a new Vice President of Enrollment and new Vice President of Advancement would begin serving at the College within the next two weeks. She mentioned several "Meet Montreat" recruitment events that occurring in the homes of various alumni and Board of Trustee members. She also said that President Maurer had recently returned from a trip with Board of Trustee member Will Graham and a team from the Billy Graham Evangelical Association. Those interested in joining the College's e-mail public information group are encouraged to contact Ms. Carlson at [acarlson@montreat.edu](mailto:acarlson@montreat.edu). Montreat College is also competing in Blue Ridge Magazine's 2015 Top Adventure College tournament, and is currently matched with Warren Wilson College in the Round 2 bracket. Those interested can vote once per day online at <http://www.blueridgeoutdoors.com/best-outdoor-school/>.

Mr. Peter Boggs of 338 Chapman Road expressed his disappointment that the two public agenda item requests submitted by Mr. Frist and Mr. Neville had not been included for consideration during this month's Town Council Meeting. He said he understood that the Town's legal counsel had advised the Board not to discuss matters related to the current litigation, but did not feel that this advice should prevent members of the public from being able to speak about these issues.

Mr. Bob Cunningham of 162 Virginia Road hoped the Board would carefully consider the feelings of what he described as a great percentage of those who live in or love Montreat, whose views on the Town Hall issue differ from those of the Board. He asked the Board to keep in mind the best interests of the entire community as it moves forward on this matter.

### **Commissioner Communications**

Commissioner Campbell reported on the following items:

- The Montreat Landcare Committee continues its preparations for the May 2, 2015 Native Plant Sale and Arbor Day Celebration. Two Montreat College students are also working with the Committee on Landcare-related projects as part of their Master's degree programs. Beginning next week, other Montreat College students will also help distribute posters and rack cards to promote the Plant Sale and Arbor Day Celebration, and will provide on-site volunteer assistance on the date of the events. Other interested community volunteers are encouraged to contact Commissioner Campbell.
- The Presbyterian Heritage Center Board will meet on March 15 and 16.
- Rev. Billy Graham will be recognized on May 29-30 in a conference event entitled "Great Awakenings: Evangelists and their Impact on American Cultures." Speakers at this event will include Duke Divinity School Professor of Christian History Dr. Grant Wacker, Montreat resident Rev. Dr. John Akers, who served as Dr. Graham's personal assistant, and Dr. Edith Blumhofer, Professor of History at Wheaton College.

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
March 12, 2015**

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- Anyone with suggestions for future opportunities to recognize the accomplishments of Montreat citizens is encouraged to contact Town staff or Board members.

Commissioner Vinson stated that the Board had asked the Town Attorney how best to address the public agenda item requests submitted at last week's meeting, and had been advised not to place these items for Board consideration until after the current litigation against the Town is resolved.

**Upcoming Meeting Dates**

Mayor Pro Tem Standaert reviewed the following list of upcoming meeting dates and deadlines. She noted there would be no Agenda Meeting in April due to Maundy Thursday observances.

<u>Agenda Items Due:</u>	March 27, 2015, 5:00 p.m. Town Services Office
<u>Agenda Packets Available:</u>	March 31, 2015 <a href="http://www.townofmontreat.org/TownGovernment.php">http://www.townofmontreat.org/ TownGovernment.php</a> or Town Services Office
<u>April Montreat Landcare Committee Meeting:</u>	April 1, 2015, 9:00 a.m. Moore Center Meeting Room
<u>Town Services Office Closed:</u>	April 3, 2015 Good Friday Holiday
<u>April Town Council Meeting:</u>	April 9, 2015, 7:00 p.m. Walkup Building
<u>April Planning and Zoning Commission Meeting:</u>	April 16, 2015, 7:00 p.m., Walkup Building
<u>2015 Annual Board Retreat:</u>	April 22, 2015, 9:00 a.m. Location TBA

**Closed Session**

Commissioner McCaskill 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 Vinson seconded and the motion carried 5/0.

No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session at 9:25 p.m., Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner Campbell seconded. The motion carried 5/0 and the meeting was adjourned at 9:26 p.m.

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Mary Standaert, Mayor Pro Tem

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Misty R. Gedlinske, Town Clerk

DRAFT

CHANGE ORDER

Number: 7 -Final

PROJECT: Upper Kentucky Area Improvements

DATE OF ISSUANCE: 2/11/15

OWNER: Town of Montreat

OWNER'S PROJECT NO.

CONTRACTOR: Huntley Construction Company, Inc.

ENGINEER: McGill Associates, P. A.  
55 Broad Street  
Asheville, N. C. 28801

CONTRACT FOR: Upper Kentucky Area Improvements

ENGINEER'S PROJECT NO. 12.00148

You are directed to make the following changes in the Contract Documents.

Description: The contract price will be adjusted to reflect total work completed. In addition, this change order serves to establish the final contract amount.

Purpose of Change Order: Contract bid quantities for rock excavation as included in Change Order No. 6 will be decreased as follows: a) Decrease quantity for trench rock excavation from 70 CY to Zero (0) CY. b) Decrease quantity for mass rock excavation from 100 CY to Zero (0) CY. These quantity adjustments result in a \$12,000.00 decrease in the contract price and establishes \$276,375.36 as the final contract price.

Attachments:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price	Original Contract Time
\$136,530.00	60 Days
Previous Change Order No. 0 to No. 6	Net Change from Previous Change Orders
\$151,845.36	363 Days
Contract Price Prior to This Change Order	Contract Time Prior to This Change Order
\$288,375.36	363 Days
Net Decrease of This Change Order	Net Increase of This Change Order
\$12,000.00	0 Days
Contract Price with All Approved Change Orders	Contract Time with All Approved Change Orders
\$276,375.36	363 Days

RECOMMENDED:

BY: Dale Pennell PE  
McGill Associates, P.A.  
Dale Pennell, PE, Project Manager

APPROVED

BY: Ron Nalley  
Town of Montreat  
Ron Nalley, Town Administrator

APPROVED

BY: Harvey Huntley  
Huntley Construction Co, Inc.  
Harvey Huntley, President

Date: 02.12.2015

Date: 2/25/15

Date: 02-12-2015

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended February 28, 2015

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 14 Comparison YTD Actual	FYE 2015 Remaining Budget	Actual to Budget %	Statement Period	Variance	2/28/14
								<b>8</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 944,500.00	\$ 678,105.27	\$ 245,329.71	\$ 923,434.98	\$ 927,843.21	\$ 21,065.02				
Other taxes and licenses	\$ 362,700.00	\$ 154,702.04	\$ 33,169.57	\$ 187,871.61	\$ 178,346.62	\$ 174,828.39				
Unrestricted intergovernmental	\$ 59,500.00	\$ 23,981.09	\$ 119.02	\$ 24,100.11	\$ 35,890.00	\$ 35,399.89				
Permits and Fees	\$ 46,000.00	\$ 15,172.11	\$ 3,391.52	\$ 18,563.63	\$ 34,770.87	\$ 27,436.37				
Community Service Fee	\$ 50,000.00	\$ 41,075.00	\$ -	\$ 41,075.00	\$ 37,264.50	\$ 8,925.00				
Sales and Services	\$ 13,000.00	\$ 5,156.51	\$ 1,181.86	\$ 6,338.37	\$ 6,749.30	\$ 6,661.63				
Investment earnings	\$ 3,000.00	\$ 500.37	\$ 96.06	\$ 596.43	\$ 766.87	\$ 2,403.57				
Other revenues	\$ 4,000.00	\$ 746.28	\$ 22.00	\$ 768.28	\$ 1,486.12	\$ 3,231.72				
Subtotal - Normal Operating	\$ 1,482,700.00	\$ 919,438.67	\$ 283,309.74	\$ 1,202,748.41	\$ 1,223,117.49	\$ 279,951.59	81.12%	66.67%	14.45%	15.85%
Restricted intergovernmental	\$ 853,000.00	\$ 39,442.31	\$ 18,650.99	\$ 58,093.30	\$ 221,141.54	\$ 794,906.70				
Contributions - Landcare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Contributions - Open Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	\$ 2,335,700.00	\$ 958,880.98	\$ 301,960.73	\$ 1,260,841.71	\$ 1,444,259.03	\$ 1,074,858.29	53.98%	66.67%	-12.69%	-3.59%
<b>Expenditures:</b>										
Governing Body	\$ 67,917.00	\$ 18,593.31	\$ 15,658.31	\$ 34,251.62	\$ 26,472.82	\$ 33,665.38	50.43%	66.67%	16.24%	32.07%
Administration	\$ 279,291.00	\$ 172,620.78	\$ 17,141.46	\$ 189,762.24	\$ 187,584.94	\$ 89,528.76	67.94%	66.67%	-1.28%	-5.12%
Public Buildings	\$ 226,049.00	\$ 170,263.82	\$ 17,294.97	\$ 187,558.79	\$ 315,922.03	\$ 38,490.21	82.97%	66.67%	-16.31%	-21.67%
Police	\$ 382,900.00	\$ 206,908.54	\$ 24,674.73	\$ 231,583.27	\$ 215,597.18	\$ 151,316.73	60.48%	66.67%	6.19%	2.55%
Building & Zoning	\$ 75,900.00	\$ 41,104.33	\$ 5,888.33	\$ 46,992.66	\$ 47,244.29	\$ 28,907.34	61.91%	66.67%	4.75%	9.75%
Public Works	\$ 73,785.00	\$ 40,809.10	\$ 3,638.89	\$ 44,447.99	\$ 32,600.01	\$ 29,337.01	60.24%	66.67%	6.43%	7.34%
Streets	\$ 1,446,905.00	\$ 236,852.36	\$ 164,834.49	\$ 401,686.85	\$ 164,346.43	\$ 1,045,218.15	27.76%	66.67%	38.90%	53.59%
Powell Bill	\$ 43,500.00	\$ 4,330.36	\$ 187.78	\$ 4,518.14	\$ 8,556.19	\$ 38,981.86	10.39%	66.67%	56.28%	47.00%
Sanitation	\$ 95,953.00	\$ 59,449.95	\$ 4,955.24	\$ 64,405.19	\$ 66,652.38	\$ 31,547.81	67.12%	66.67%	-0.45%	2.33%
Env/Cons/Rec	\$ 8,500.00	\$ 18.17	\$ -	\$ 18.17	\$ 139,894.42	\$ 8,481.83	0.21%	66.67%	66.45%	-32.55%
Total expenditures	\$ 2,700,700.00	\$ 950,950.72	\$ 254,274.20	\$ 1,205,224.92	\$ 1,204,870.69	\$ 1,495,475.08	44.63%	66.67%	22.04%	22.27%
<b>Revenues over expenditures</b>	\$ (365,000.00)	\$ 7,930.26	\$ 47,686.53	\$ 55,616.79	\$ 239,388.34	\$ (420,616.79)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ (37,260.00)	\$ -				
Fund Balance Appropriated:	\$ 365,000.00	\$ -	\$ -	\$ -	\$ -	\$ 365,000.00				
Total other financing sources	\$ 365,000.00	\$ -	\$ -	\$ -	\$ (37,260.00)	\$ 365,000.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 7,930.26	\$ 47,686.53	\$ 55,616.79	\$ 202,128.34	\$ (55,616.79)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 870,700.00	\$ 526,175.11	\$ 66,080.27	\$ 592,255.38	\$ 632,948.00	\$ 278,444.62				
Other Operating	\$ 355,300.00	\$ 165,994.40	\$ 15,936.15	\$ 181,930.55	\$ 268,514.01	\$ 173,369.45				
CIP/Grant Projects	\$ 1,474,700.00	\$ 258,781.21	\$ 172,257.78	\$ 431,038.99	\$ 303,408.68	\$ 1,043,661.01				
Total Expenditures	\$ 2,700,700.00	\$ 950,950.72	\$ 254,274.20	\$ 1,205,224.92	\$ 1,204,870.69	\$ 1,495,475.08				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended February 28, 2015

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 14 Comparison YTD Actual	FYE 2015 Remaining Budget	Actual to Budget Percent	Statement Period	Variance	Variance
<b>Revenues:</b>								<b>8</b>		
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 305,000.00	\$ 170,844.12	\$ 23,812.92	\$ 194,657.04	\$ 204,822.20	\$ 110,342.96				
Investment earnings	\$ 500.00	\$ 43.87	\$ 5.71	\$ 49.58	\$ 76.64	\$ 450.42				
Other revenues	\$ 27,500.00	\$ 21,740.89	\$ 3,440.66	\$ 25,181.55	\$ 11,880.55	\$ 2,318.45				
Subtotal - Normal Operating	\$ 333,000.00	\$ 192,628.88	\$ 27,259.29	\$ 219,888.17	\$ 216,779.39	\$ 113,111.83				
<i>Restricted intergovernmental</i>	\$ 206,000.00		\$ -			\$ 206,000.00				
Total revenues	\$ 539,000.00	\$ 192,628.88	\$ 27,259.29	\$ 219,888.17	\$ 216,779.39	\$ 319,111.83	40.80%	66.67%	-25.87%	-18.80%
<b>Expenditures:</b>										
Water Department	\$ 539,000.00	\$ 81,804.94	\$ 24,210.81	\$ 106,015.75	\$ 101,855.67	\$ 432,984.25	19.67%	66.67%	47.00%	46.90%
Total expenditures	\$ 539,000.00	\$ 81,804.94	\$ 24,210.81	\$ 106,015.75	\$ 101,855.67	\$ 432,984.25	19.67%	66.67%	47.00%	46.90%
<b>Revenues over expenditures</b>	\$ -	\$ 110,823.94	\$ 3,048.48	\$ 113,872.42	\$ 114,923.72	\$ (113,872.42)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 37,260.00	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ 37,260.00	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 110,823.94	\$ 3,048.48	\$ 113,872.42	\$ 152,183.72	\$ (113,872.42)				
<b>Expenditure Recap:</b>										
Salaries & Benefits			\$ -			\$ -				
Other Operating	\$ 304,500.00	\$ 81,504.94	\$ 21,166.91	\$ 102,671.85	\$ 98,967.64	\$ 201,828.15				
CIP/Grant Projects	\$ 234,500.00	\$ 300.00	\$ 3,043.90	\$ 3,343.90	\$ 2,888.03	\$ 231,156.10				
Total Expenditures	\$ 539,000.00	\$ 81,804.94	\$ 24,210.81	\$ 106,015.75	\$ 101,855.67	\$ 432,984.25				

03/23/15

Fiscal Year: 2015

16:37:37

Fiscal Month Range: 8-8

# TOWN OF MONTREAT Revenue Statement

Period Ending: February 28, 2015

## 10 GENERAL FUND

Selected Department  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	944,000.00	245,329.71	923,434.98	20,565.02	97.82
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	440.36	485.70	1,014.30	32.38
LOCAL SALES TAX	10-00-3065-100	345,000.00	31,556.05	186,162.62	158,837.38	53.96
PAYMENT IN LIEU OF TAXES	10-00-3070-100	1,000.00	0.00	2,000.00	-1,000.00	200.00
PY DMV TAXES	10-00-3104-100	200.00	0.00	0.00	200.00	0.00
CY DMV TAXES	10-00-3194-100	16,000.00	1,173.16	1,223.29	14,776.71	7.64
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	17,421.85	37,578.15	31.67
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	4,440.92	-4,440.92	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	119.02	237.34	262.66	47.46
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	0.00	2,000.00	0.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	561.86	2,247.44	752.56	74.91
GRANT PROCEEDS - FEDERAL	10-10-3310-300	744,000.00	0.00	0.00	744,000.00	0.00
POWELL BILL	10-20-3325-300	39,000.00	0.00	39,442.31	-442.31	101.13
GRANT PROCEEDS - NC	10-10-3340-300	0.00	18,650.99	18,650.99	-18,650.99	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	500.00	0.00	15.00	485.00	3.00
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	3,391.52	18,548.63	26,451.37	41.21
SANITATION FEES	10-10-3435-400	10,000.00	620.00	4,090.93	5,909.07	40.90
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	41,075.00	8,925.00	82.15
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	81.28	469.89	2,030.11	18.79
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	14.78	126.54	373.46	25.30
MISC REVENUE	10-00-3815-800	1,000.00	22.00	768.28	231.72	76.82
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
SPECIAL ASSESSMENTS - STREETS	10-10-3832-630	70,000.00	0.00	0.00	70,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	365,000.00	0.00	0.00	365,000.00	0.00
INTERFUND TRANS FROM WATER	10-00-3915-900	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FUND REVENUE:</b>		<b>2,700,700.00</b>	<b>301,960.73</b>	<b>1,260,841.71</b>	<b>1,439,858.29</b>	<b>46.68</b>

### Encumbrances & Expenditure Statement

Period Ending: February 28, 2015

### 10 GENERAL FUND

(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	44,000.00	16,708.50	31,650.90	0.00	12,349.10	71.93
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	500.00	240.00	340.00	0.00	160.00	68.00
ADVERTISING	10-00-4100-260	4,000.00	0.00	0.00	0.00	4,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	255.64	1,176.27	0.00	1,323.73	47.05
SALARY CONTINGENCY	10-00-4100-332	12,000.00	0.00	0.00	0.00	12,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	0.00	0.00	0.00	0.00	0.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-6,183.00	-1,545.83	-4,637.49	0.00	-1,545.51	75.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	447.06	0.00	52.94	89.41
INTER-FUND TRANS TO WA	10-00-4100-570	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	15,658.31	34,251.62	0.00	33,665.38	50.43

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Fiscal Year: 2015  
Fiscal Month Range:8-8

TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**10 GENERAL FUND**

Selected Department Page 2  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	176,700.00	13,385.98	119,032.40	0.00	57,667.60	67.36
FICA EXPENSE	10-00-4200-050	13,600.00	1,031.68	8,659.97	0.00	4,940.03	63.67
GROUP INSURANCE	10-00-4200-060	21,300.00	1,815.24	16,428.79	0.00	4,871.21	77.13
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	1,627.79	13,325.03	0.00	8,074.97	62.26
POSTAGE	10-00-4200-100	2,000.00	0.00	1,658.63	0.00	341.37	82.93
TELEPHONE	10-00-4200-110	3,400.00	362.27	2,354.86	0.00	1,045.14	69.26
TRAVEL & TRAINING	10-00-4200-140	4,500.00	388.00	1,212.24	0.00	3,287.76	26.93
M & R EQUIPMENT	10-00-4200-160	20,500.00	555.00	19,787.40	0.00	712.60	96.52
ADVERTISING	10-00-4200-260	1,800.00	115.77	1,236.04	0.00	563.96	68.66
OFFICE EXPENSE	10-00-4200-320	3,000.00	622.90	2,420.55	0.00	579.45	80.68
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	0.00	2,225.30	0.00	774.70	74.17
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	84.95	757.65	0.00	442.35	63.13
CONTRACT SERVICES	10-00-4200-450	19,500.00	3,704.14	17,267.88	0.00	2,232.12	88.55
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	-6,552.26	-19,656.78	0.00	-6,552.22	75.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,002.28	0.00	97.72	96.84
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	50.00	0.00	450.00	10.00
CAPITAL OUTLAY	10-00-4200-730	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		279,291.00	17,141.46	189,762.24	0.00	89,528.76	67.94

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(D)

Fiscal Year: 2015  
Fiscal Month Range: 8-8

TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	4,200.00	776.44	2,474.90	0.00	1,725.10	58.92
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	238.90	1,394.75	0.00	1,405.25	49.81
M & R EQUIPMENT	10-00-5000-160	5,600.00	863.46	3,398.29	0.00	2,201.71	60.68
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-6,451.00	-1,612.83	-4,838.49	0.00	-1,612.51	75.00
INSURANCE	10-00-5000-540	44,500.00	0.00	41,975.34	0.00	2,524.66	94.32
CAPITAL OUTLAY	10-00-5000-730	175,200.00	17,029.00	143,154.00	0.00	32,046.00	81.70
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	17,294.97	187,558.79	0.00	38,490.21	82.97

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Fiscal Year: 2015  
Fiscal Month Range: 8-8

TOWN OF MONTREAL  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**10 GENERAL FUND**

Selected Department: Page 4  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	220,500.00	16,993.32	153,986.01	0.00	66,513.99	69.83
FICA EXPENSE	10-10-5100-050	16,900.00	1,295.85	11,065.97	0.00	5,834.03	65.47
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	26,865.18	0.00	8,634.82	75.67
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	2,012.42	16,453.11	0.00	10,646.89	60.71
TELEPHONE	10-10-5100-110	1,800.00	175.28	1,266.54	0.00	533.46	70.36
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	3,800.00	0.00	2,041.59	0.00	1,758.41	53.72
M & R AUTO	10-10-5100-170	4,000.00	324.48	2,129.07	0.00	1,870.93	53.22
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	523.87	6,188.13	0.00	9,311.87	39.92
MEDICAL CERTIFICATION	10-10-5100-320	600.00	0.00	0.00	0.00	600.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,000.00	0.00	1,876.28	0.00	123.72	93.81
UNIFORMS	10-10-5100-360	1,500.00	229.91	635.39	0.00	864.61	42.35
DUES & SUBSCRIPTIONS	10-10-5100-530	400.00	176.00	176.00	0.00	224.00	44.00
CAPITAL OUTLAY	10-10-5100-730	34,000.00	0.00	0.00	0.00	34,000.00	0.00
DISPATCHER SERVICES	10-10-5100-760	18,800.00	0.00	8,900.00	0.00	9,900.00	47.34
TOTAL DEPT: (5100) POLICE		382,900.00	24,674.73	231,583.27	0.00	151,316.73	60.48

03/23/15 Fiscal Year: 2015

### Encumbrances & Expenditure Statement

(ALL) All Departments

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Period Ending: February 28, 2015

(D)

### 10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	46,400.00	3,522.46	31,242.60	0.00	15,157.40	67.33
FICA EXPENSE	10-10-5400-050	3,600.00	269.45	2,255.51	0.00	1,344.49	62.65
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	5,378.22	0.00	1,721.78	75.75
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	425.16	3,470.33	0.00	2,129.67	61.97
TELEPHONE	10-10-5400-110	700.00	98.40	506.36	0.00	193.64	72.33
TRAVEL & TRAINING	10-10-5400-140	2,500.00	621.82	2,189.93	0.00	310.07	87.59
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	92.71	0.00	407.29	18.54
AUTO SUPPLIES	10-10-5400-310	800.00	73.32	493.65	0.00	306.35	61.70
DEPARTMENT SUPPLIES	10-10-5400-330	1,500.00	289.00	563.35	0.00	936.65	37.55
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	350.00	0.00	900.00	28.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	500.00	0.00	450.00	0.00	50.00	90.00
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	5,888.33	46,992.66	0.00	28,907.34	61.91

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Fiscal Year: 2015  
Fiscal Month Range: 8-8

TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**10 GENERAL FUND**

Selected Department Page 6  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	52,700.00	3,937.64	35,742.03	0.00	16,957.97	67.82
FICA EXPENSE	10-20-5550-050	4,100.00	301.24	2,583.91	0.00	1,516.09	63.02
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	5,390.43	0.00	1,709.57	75.92
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	475.28	3,978.04	0.00	2,421.96	62.15
TELEPHONE	10-20-5550-110	700.00	58.29	466.24	0.00	233.76	66.60
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	67.03	0.00	432.97	13.40
AUTO SUPPLIES	10-20-5550-310	3,000.00	254.61	1,970.38	0.00	1,029.62	65.67
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	1.85	186.15	0.00	1,813.85	9.30
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-7,915.00	-1,978.74	-5,936.22	0.00	-1,978.78	75.00
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	3,638.89	44,447.99	0.00	29,337.01	60.23

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**Encumbrances & Expenditure Statement**

(ALL) All Departments

Period Ending: February 28, 2015

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	105,400.00	8,029.09	70,578.76	0.00	34,821.24	66.96
FICA EXPENSE	10-20-5600-050	8,100.00	614.21	5,216.38	0.00	2,883.62	64.40
GROUP INSURANCE	10-20-5600-060	21,300.00	1,766.16	16,127.19	0.00	5,172.81	75.71
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	969.09	8,110.82	0.00	4,589.18	63.86
UTILITIES	10-20-5600-130	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & TRAINING	10-20-5600-140	500.00	0.00	48.98	0.00	451.02	9.79
M & R EQUIPMENT	10-20-5600-160	2,000.00	21.25	660.95	0.00	1,339.05	33.04
M & R TRUCKS	10-20-5600-170	3,500.00	102.31	2,522.53	0.00	977.47	72.07
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	291.62	3,229.15	0.00	4,770.85	40.36
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	0.00	1,314.84	0.00	4,185.16	23.90
UNIFORMS	10-20-5600-360	2,000.00	0.00	296.54	0.00	1,703.46	14.82
CONTRACT SERVICE	10-20-5600-450	16,000.00	0.00	1,815.00	0.00	14,185.00	11.34
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	-4,148.69	-12,446.07	0.00	-4,148.93	74.99
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	155,228.78	287,884.99	0.00	965,115.01	22.97
STREET LIGHTING	10-20-5600-740	23,500.00	1,960.67	15,349.70	0.00	8,150.30	65.31
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	164,834.49	401,686.85	0.00	1,045,218.15	27.76

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**Encumbrances & Expenditure Statement**

(ALL) All Departments

Period Ending: February 28, 2015

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	187.78	2,245.85	0.00	1,754.15	56.14
SIGNS/PAINTING	10-20-5700-755	4,500.00	0.00	174.64	0.00	4,325.36	3.88
PATCHING	10-20-5700-760	4,000.00	0.00	1,905.05	0.00	2,094.95	47.62
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	192.60	0.00	1,807.40	9.63
TOTAL DEPT: (5700) POWELL BILL		43,500.00	187.78	4,518.14	0.00	38,981.86	10.38

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Fiscal Year: 2015  
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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**10 GENERAL FUND**

Selected Department Page 9  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	32,200.00	2,421.02	21,753.38	0.00	10,446.62	67.55
CONTRACT SERVICES	10-30-5800-040	15,000.00	0.00	9,804.00	0.00	5,196.00	65.36
FICA EXPENSE	10-30-5800-050	2,500.00	185.20	1,571.55	0.00	928.45	62.86
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	5,345.82	0.00	2,654.18	66.82
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	292.23	2,419.07	0.00	1,480.93	62.02
TELEPHONE	10-30-5800-110	700.00	58.29	466.25	0.00	233.75	66.60
UTILITIES	10-30-5800-130	500.00	37.62	318.54	0.00	181.46	63.70
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	1,133.52	0.00	366.48	75.56
AUTO SUPPLIES	10-30-5800-310	5,000.00	684.20	5,209.08	0.00	-209.08	104.18
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	0.00	51.50	0.00	948.50	5.15
UNIFORMS	10-30-5800-360	500.00	0.00	0.00	0.00	500.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	18,000.00	1,280.22	14,079.00	0.00	3,921.00	78.21
TOTAL DEPT: (5800) SANITATION		89,200.00	5,547.50	62,151.71	0.00	27,048.29	69.67

03/23/15 Fiscal Year: 2015  
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**Encumbrances & Expenditure Statement**

(ALL) All Departments

Period Ending: February 28, 2015

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
INDIRECT COST ALLOCATI	10-30-5800-480	-5,247.00	-1,311.65	-3,934.95	0.00	-1,312.05	74.99
TOTAL DEPT: (00000)		-5,247.00	-1,311.65	-3,934.95	0.00	-1,312.05	74.99

03/23/15 Fiscal Year: 2015

**Encumbrances & Expenditure Statement**

(ALL) All Departments

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Period Ending: February 28, 2015

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
TIPPING FEES	10-30-5800-550	12,000.00	719.39	6,188.43	0.00	5,811.57	51.57
TOTAL DEPT: (5800) SANITATION		12,000.00	719.39	6,188.43	0.00	5,811.57	51.57

03/23/15 Fiscal Year: 2015  
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**Encumbrances & Expenditure Statement**

(ALL) All Departments

Period Ending: February 28, 2015

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	0.00	18.17	0.00	981.83	1.81
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		8,500.00	0.00	18.17	0.00	8,481.83	0.21
TOTAL FUND: (10) GENERAL FUND		2,700,700.00	254,274.20	1,205,224.92	0.00	1,495,475.08	44.62

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Fiscal Year: 2015  
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TOWN OF MONTREAT  
**Revenue Statement**  
Period Ending: February 28, 2015  
**30 WATER FUND**

Selected Department Page 2  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	3,086.92	21,490.64	-1,490.64	107.45
WATER SALES	30-91-3500-500	140,000.00	10,249.57	85,471.88	54,528.12	61.05
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,563.35	109,185.16	55,814.84	66.17
BILLING FEE REVENUE	30-91-3500-800	0.00	90.30	716.10	-716.10	0.00
WATER TAPS	30-91-3505-500	2,000.00	0.00	950.00	1,050.00	47.50
WATER TRANSFER FEES	30-91-3505-700	2,000.00	0.00	500.00	1,500.00	25.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	125,000.00	0.00	0.00	125,000.00	0.00
FEMA PW00143	30-91-3741-013	81,000.00	0.00	0.00	81,000.00	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	5.71	49.58	450.42	9.91
MISC REVENUE	30-91-3810-800	1,500.00	0.00	0.00	1,500.00	0.00
LATE FEES	30-91-3815-800	2,000.00	263.44	1,539.65	460.35	76.98
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-14.84	14.84	0.00
INTER-FUND TRANS FROM GENERAL	30-91-3900-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		539,000.00	27,259.29	219,888.17	319,111.83	40.79
TOTAL REVENUE:		3,239,700.00	329,220.02	1,480,729.88	1,758,970.12	45.70%

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TOWN OF MONTREAL  
**Encumbrances & Expenditure Statement**  
Period Ending: February 28, 2015  
**30 WATER FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	4,000.00	465.00	3,943.00	0.00	57.00	98.57
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	2,500.00	197.48	1,577.47	0.00	922.53	63.09
TELEPHONE	30-91-8100-110	2,000.00	175.28	1,266.57	0.00	733.43	63.32
UTILITIES	30-91-8100-130	30,000.00	3,000.70	17,747.38	0.00	12,252.62	59.15
TRAVEL & TRAINING	30-91-8100-140	1,000.00	0.00	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	20,000.00	0.00	18,125.48	0.00	1,874.52	90.62
M & R EQUIPMENT	30-91-8100-160	5,000.00	0.00	1,233.60	0.00	3,766.40	24.67
AUTO SUPPLIES	30-91-8100-310	5,000.00	27.70	1,446.10	0.00	3,553.90	28.92
DEPARTMENT SUPPLIES	30-91-8100-330	2,000.00	150.75	1,848.48	0.00	151.52	92.42
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	17,150.00	51,450.00	0.00	17,150.00	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	0.00	1,240.00	0.00	1,060.00	53.91
CAPITAL OUTLAY	30-91-8100-730	310,500.00	3,043.90	3,343.90	0.00	307,156.10	1.07
DEBT PAYMENT	30-91-8100-900	85,600.00	0.00	2,618.13	0.00	82,981.87	3.05
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	24,210.81	106,015.75	0.00	432,984.25	19.66
TOTAL FUND: (30) WATER FUND		539,000.00	24,210.81	106,015.75	0.00	432,984.25	19.66
TOTAL EXPENDITURES		3,239,700.00	278,485.01	1,311,240.67	0.00	1,928,459.33	40.47

**Town of Montreat  
March 2015 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>
Montreat College		400-B Assembly Circle	N/A	5038-E	3/4/2015	Commercial - Electrical Repairs
102 Frist Road LLC		102 Frist Road	N/A	5044	3/5/2015	Residential Repairs/Kitchen Remodel
MRA		302 Lookout Road	N/A	5045	3/10/2015	Commercial - Renovation
Havard	Frank	217 Assembly Drive	N/A	5046	3/12/2015	Mechanical - Change Out
McRae	Robert	130 Eastminster Terrace	N/A	5047	3/27/2015	Mechanical - Change Out
Cauthen	Charles	308 Texas Road	N/A	5048	3/30/2015	Residential Repairs
Cauthen	Charles	308 Texas Road	N/A	5049	3/31/2015	Demolition Permit - Water Damage
McGill	James	403 Appalachian Way	N/A	5050	3/31/2015	Demolition Permit - Water Damage

**ZONING ACTIVITY**

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

**BUILDING INSPECTIONS**

**Building Permit Applications:** 9  
**Building Inspections Requested:** 29  
**Re-inspections Requested/Required:** 2  
**Fire Inspections Requested/Required:** 1  
**Fire Permit Applications:** None

**Totals**

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

**Totals**

**Building Permits Issued:** 8  
**Pending Building Permits:** 1  
**Building Inspections Performed:** 31  
**\*Stop Work Order Issued:** None  
**\*\*Defective Building Posted:** None  
**Denied Building Permits** None  
**Fire Inspections Performed:** 1  
**Fire Re-Inspections Performed:** None  
**Fire Permits Issued:** None

# Combo Basic Report

Permits for 03/01/2015 to 03/31/2015

Report Date 03/31/2015

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Source: Electrical    Permit: U2012-5038-E    Date Issued: 03/04/2015    Permit Expires: 09/04/2015    ID:200075-E000114

Applicant: H & M CONSTRUCTORS, INC.: CANN    Location: 400-B ASSEMBLY CIRCLE

Permit Type: REPAIR ELECTRICAL    Structure: DORMITORY    Cost Est: 0

Property Owner: MONTREAT COLLEGE    PIN: 072006828000000-HWRTND

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Source: Building    Permit: U2012-5044    Date Issued: 03/05/2015    Permit Expires: 09/05/2015    ID:100146-B000553

Applicant: ROB ROBINSON BUILDER, INC.: RO    Location: 102 FRIST RD

Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 19000

Property Owner: 102 FRIST ROAD LLC    PIN: 071045944900000

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Source: Building    Permit: U2012-5045    Date Issued: 03/10/2015    Permit Expires: 09/05/2015    ID:200037-B000554

Applicant: DSH CONSTRUCTION LLC: HENSLEY    Location: 302 LOOKOUT ROAD

Permit Type: COMM. IMPROVEMENTS    Structure: ANDERSON AUDITORIUM    Cost Est: 300000

Property Owner: MOUNTAIN RETREAT ASSOCIATION    PIN: 071096514400000-AND.

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Source: Mechanical    Permit: U2012-5046    Date Issued: 03/12/2015    Permit Expires: 03/11/2016    ID:100392-M000204

Applicant: TW & COMPANY: DANIEL HUGH    Location: 217 ASSEMBLY DR

Permit Type: CHANGE OUT    Structure: EXISTING SFR/RENTAL    Cost Est: 0

Property Owner: FRANK D HAVARD    PIN: 071085151800000

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Source: Mechanical    Permit: U2012-5047    Date Issued: 03/27/2015    Permit Expires: 03/26/2016    ID:100796-M000205

Applicant: HAYNES HEATING & COOLING:    Location: 130 EASTMINSTER TER

Permit Type: CHANGE OUT    Structure: EXISTING SFR/RENTAL    Cost Est: 0

Property Owner: ROBERT E MCRAE    PIN: 071073488500000

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Source: Building    Permit: U2012-5048    Date Issued: 03/30/2015    Permit Expires: 03/29/2016    ID:100820-B000556

Applicant: MOUNTAIN LIVING CONST., INC.:    Location: 308 TEXAS RD

Permit Type: RES. REPAIRS    Structure: EXISTING HOME    Cost Est: 5000

Property Owner: CHARLES L CAUTHEN (ETAL) JR    PIN: 071095367800000

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Source: Project    Permit: U2012-5049    Date Issued: 03/31/2015    Permit Expires: 09/30/2015    ID:100820-J000054

Applicant: SERVPRO OF ASHEVILLE    Location: 308 TEXAS RD

Permit Type: DEMOLITION PERMIT    Structure: SINGLE FAMILY RES.    Cost Est: 4832

Property Owner: CHARLES L CAUTHEN (ETAL) JR    PIN: 071095367800000

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Source: Project    Permit: U2012-5050    Date Issued: 03/31/2015    Permit Expires: 09/30/2015    ID:100320-J000055

Applicant: SERVPRO OF ASHEVILLE    Location: 403 APPALACHIAN WAY

Permit Type: DEMOLITION PERMIT    Structure: SINGLE FAMILY RES.    Cost Est: 3270

Property Owner: JAMES H MCGILL    PIN: 072017604000000

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# Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 03/31/2015

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

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

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Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Project	U2012-5043	02/25/2015	DEMOLITION	DEMOLITION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
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.	PLUMBING		\$100.00	
Building	U2012-5044	03/05/2015	RES.	PERMIT		\$114.00	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$389.00</b>	
Building	U2012-5045	03/10/2015	COMM.	COMM.		\$3,000.00	
Building	U2012-5045	03/10/2015	COMM.	ELECTRICAL		\$200.00	
Building	U2012-5045	03/10/2015	COMM.	PLUMBING (X2)		\$200.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$3,400.00</b>	
Mechanical	U2012-5046	03/12/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-5047	03/27/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
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	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$250.00</b>	
<b>Item Count</b>						<b>34</b>	
<b>Fee Totals</b>						<b>\$9,276.32</b>	

# Fee Detail Subsort Report

Report for 01/01/2014 to 03/30/2014

Sorted by Permit Number

Report Date 03/30/2015

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	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$770.00</b>	
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	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$791.02</b>	
Building	U2012-4932	01/16/2014	RES.	HR FUND		\$10.00	
Building	U2012-4932	01/16/2014	RES.	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	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$442.00</b>	
Building	U2012-4933	01/28/2014	RES. RE-ROOF	METAL		\$40.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$40.00</b>	
Building	U2012-4934	01/30/2014	RES. REPAIRS	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	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$500.00</b>	
Building	U2012-4935	01/31/2014	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$300.00</b>	
Mechanical	U2012-4936	02/04/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4937	02/10/2014	RES. REPAIRS	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	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$150.00</b>	
Electrical	U2012-4938	02/14/2014	SERVICE	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4939	02/18/2014	RES.	HR FUND		\$10.00	
Building	U2012-4939	02/18/2014	RES.	GAS		\$75.00	

# Fee Detail Subsort Report

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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	
<b>Item Count</b> 7						<b>Fee Totals</b>	\$1,165.00
Building	U2012-4940	02/21/2014	RES.	PERMIT		\$36.00	
Building	U2012-4940	02/21/2014	RES.	ADJUSTMENT		\$64.00	
<b>Item Count</b> 2						<b>Fee Totals</b>	\$100.00
Building	U2012-4941	02/21/2014	RES.	PERMIT		\$234.00	
Building	U2012-4941	02/21/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4941	02/21/2014	RES.	MECHANICAL		\$200.00	
<b>Item Count</b> 3						<b>Fee Totals</b>	\$534.00
Mechanical	U2012-4942	02/24/2014	NEW	INSPECTION FEE		\$200.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$200.00
Mechanical	U2012-4943	02/25/2014	NEW	HEAT RECOVERY		\$737.50	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$737.50
Building	U2012-4944	03/03/2014	RES. REPAIRS	HR FUND		\$10.00	
Building	U2012-4944	03/03/2014	RES. REPAIRS	RES. REPAIRS		\$50.00	
<b>Item Count</b> 2						<b>Fee Totals</b>	\$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	
<b>Item Count</b> 6						<b>Fee Totals</b>	\$875.00
Mechanical	U2012-4946	03/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$100.00
Electrical	U2012-4947	03/11/2014	SERVICE	ELECTRICAL		\$100.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$100.00
Plumbing	U2012-4948	03/11/2014	REPLACE SEWER	PLUMBING		\$100.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$100.00

# Fee Detail Subsort Report

Report for 01/01/2014 to 03/30/2014

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Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4949	03/13/2014	RES.	PERMIT		\$50.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$50.00</b>	
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	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$750.00</b>	
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	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$404.00</b>	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$200.00</b>	
<b>Item Count</b>						<b>59</b>	
<b>Fee Totals</b>						<b>\$8,568.52</b>	

# Fee Detail Subsort Report

Report for 01/01/2013 to 03/30/2013

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Report Date 03/30/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-4748-R	03/21/2013	RE-INSPECT FEE	REINSPECT		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4783-R	01/14/2013	REINSPECTION	RE-INSPECTION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Plumbing	U2012-4798-R	03/04/2013	RE-INSPECT FEE	REINSPECT		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4808	01/03/2013	RES ADDITION	HR FUND		\$10.00	
Building	U2012-4808	01/03/2013	RES ADDITION	PLUMBING		\$100.00	
Building	U2012-4808	01/03/2013	RES ADDITION	HEATED AREA		\$39.60	
Building	U2012-4808	01/03/2013	RES ADDITION	ELECTRICAL		\$100.00	
Building	U2012-4808	01/03/2013	RES ADDITION	COVERED		\$60.48	
Building	U2012-4808	01/03/2013	RES ADDITION	CERT OF OCC		\$60.00	
Building	U2012-4808	01/03/2013	RES ADDITION	OPEN DECK		\$42.24	
<b>Item Count</b>	<b>7</b>				<b>Fee Totals</b>	<b>\$412.32</b>	
Plumbing	U2012-4809	01/04/2013	REPLACE SEWER	PLUMBING		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Electrical	U2012-4810	01/08/2013	SERVICE	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4811	01/09/2013	RES.	PERMIT		\$43.20	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$43.20</b>	
Electrical	U2012-4812	01/18/2013	ADD BRANCH	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4813	01/24/2013	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4814	01/28/2013	RETAINING	CORRECTION		\$-100.00	
Building	U2012-4814	01/28/2013	RETAINING	ENG. RETAINING		\$265.53	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$165.53</b>	
Building	U2012-4815	01/30/2013	COMM.	REPL. WINDOWS		\$9,335.02	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$9,335.02</b>	
Building	U2012-4816	02/04/2013	RES.	ELECTRICAL		\$100.00	
Building	U2012-4816	02/04/2013	RES.	HR FUND		\$10.00	

# Fee Detail Subsort Report

Report for 01/01/2013 to 03/30/2013

Sorted by Permit Number

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Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4816	02/04/2013	RES.	PERMIT		\$210.00	
Building	U2012-4816	02/04/2013	RES.	PLUMBING		\$100.00	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$420.00</b>	
Electrical	U2012-4817	02/05/2013	OPT. STANDBY	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4817-G	02/13/2013	GAS	GAS		\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
Mechanical	U2012-4818	02/07/2013	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4818-G	02/13/2013	GAS	GAS		\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
Mechanical	U2012-4819	02/08/2013	COMMERCIAL	COMM.		\$9,130.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$9,130.00</b>	
Building	U2012-4820	02/13/2013	COMM. REPAIRS	COMM. REPAIRS		\$790.00	
Building	U2012-4820	02/13/2013	COMM. REPAIRS	CERT OF OCC		\$150.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$940.00</b>	
Electrical	U2012-4822	02/14/2013	REPAIR	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4823	02/14/2013	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4824	02/14/2013	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$300.00</b>	
Building	U2012-4825	02/15/2013	RES.	HR FUND		\$10.00	
Building	U2012-4825	02/15/2013	RES.	PERMIT		\$300.00	
Building	U2012-4825	02/15/2013	RES.	PLUMBING		\$200.00	
Building	U2012-4825	02/15/2013	RES.	ELECTRICAL		\$200.00	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$710.00</b>	
Building	U2012-4826	03/05/2013	RES. REPAIRS	MECHANICAL		\$100.01	
Building	U2012-4826	03/05/2013	RES. REPAIRS	RES. REPAIRS		\$261.71	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$361.72</b>	

# Fee Detail Subsort Report

Report for 01/01/2013 to 03/30/2013

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Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-4827	03/06/2013	REPLACE SEWER	PLUMBING		\$100.00	
<b>Item Count</b>	1				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4828	03/07/2013	RES. REPAIRS	RES. REPAIRS		\$42.00	
<b>Item Count</b>	1				<b>Fee Totals</b>	<b>\$42.00</b>	
Building	U2012-4829	03/08/2013	RES. RE-ROOF	RE-ROOF		\$72.00	
<b>Item Count</b>	1				<b>Fee Totals</b>	<b>\$72.00</b>	
Mechanical	U2012-4830	03/15/2013	NEW	MECHANICAL		\$100.00	
Mechanical	U2012-4830	03/15/2013	NEW	ELECTRICAL		\$100.00	
<b>Item Count</b>	2				<b>Fee Totals</b>	<b>\$200.00</b>	
<hr/>							
<b>Item Count</b>	43				<b>Fee Totals</b>	<b>\$23,481.79</b>	

# Last Inspect Records

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

Report Date 03/31/2015

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5039	117 KANAWHA DR	DSH	RES.	FOOTING	Building	03/02/2015	3:30 PM	APPROVED	//	DEC
U2012-5039	117 KANAWHA DR	DSH	RES.	FOOTING	Building	03/03/2015	12:30 PM	APPROVED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	ELECTRICAL	Building	03/03/2015	2:00 PM	FAILED	//	DEC
U2012-4950	119 VIRGINIA RD	ROBERT A	RES.	PLUMBING R.I.	Building	03/03/2015	4:00 PM	APPROVED	//	DEC
U2012-5006	512 WYCK RD	MITCHELL FIELDS	SERVICE	ELEC. RE-INSPECT	Electrical	03/04/2015	10:30 AM	APPROVED	//	DEC
U2012-5039	117 KANAWHA DR	DSH	RES.	FNDTN.	Building	03/04/2015	12:00 PM	APPROVED	//	DEC
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FOOTING	Building	03/05/2015	12:30 PM	APPROVED	//	DEC
U2012-5031	319 MISSOURI ROAD	JENN ELECTRIC	ADD BRANCH	ELECTRICAL INSP.	Electrical	03/05/2015	2:00 PM	APPROVED	//	DEC
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	DECK FRAMING	Building	03/11/2015	10:00 AM	*APPROVED	//	DEC
U2012-5043	302 LOOKOUT ROAD	DSH	DEMOLITION	DEMO.	Project	03/13/2015	1:30 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FRAMING DETAIL	Building	03/13/2015	1:30 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRE BARRIER	Building	03/17/2015	09:00 AM	APPROVED	//	DEC
U2012-5028	177 MISSISSIPPI RD	EWING &	RES.	DECK	Building	03/17/2015	10:30 AM	APPROVED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	ELEC. RE-INSPECT	Building	03/17/2015	2:00 PM	APPROVED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	MECH. FINAL	Building	03/17/2015	2:10 PM	FAILED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	BUILDING FINAL	Building	03/17/2015	2:30 PM	FAILED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	PLUMBING FINAL	Building	03/17/2015	2:45 PM	FAILED	//	DEC
U2012-5032	402 SOUTH CAROLINA	LIVING STONE	COMM.	ELECTRIC	Building	03/18/2015	12:30 PM	*APPROVED	//	DEC
U2012-5044	102 FRIST RD	ROB ROBINSON	RES.	ELECTRICAL R.I.	Building	03/18/2015	4:00 PM	APPROVED	//	DEC
U2012-5044	102 FRIST RD	ROB ROBINSON	RES.	PLUMBING R.I.	Building	03/18/2015	4:15 PM	APPROVED	//	DEC
U2012-5044	102 FRIST RD	ROB ROBINSON	RES.	GAS PIPING	Building	03/18/2015	4:30 PM	APPROVED	//	DEC
U2012-5044	102 FRIST RD	ROB ROBINSON	RES.	FRAMING	Building	03/18/2015	4:30 PM	APPROVED	//	DEC
U2012-5044	102 FRIST RD	ROB ROBINSON	RES.	INSULATION	Building	03/19/2015	4:00 PM	APPROVED	//	DEC
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FNDTN.	Building	03/23/2015	5:20 PM	APPROVED	//	DEC
U2012-4990	339 LOOKOUT RD	HARRISON HOMES	RES	CERT. OF	Building	03/23/2015	5:30 PM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	SLAB PREP. INSP.	Building	03/25/2015	4:50 PM	APPROVED	//	DEC
U2012-4750	426 WEST VIRGINIA TER	JAMES LYERLY	RETAINING	FOOTING	Building	03/27/2015	3:00 PM	APPROVED	//	DEC
U2012-4750	426 WEST VIRGINIA TER	JAMES LYERLY	RETAINING	DRAINAGE SYS.	Building	03/27/2015	3:30 PM	APPROVED	//	DEC
U2012-5034	287 NORTH CAROLINA	MOUNTAIN	RES.	PLUMBING R.I.	Building	03/30/2015	3:00 PM	APPROVED	//	DEC
U2012-5039	117 KANAWHA DR	DSH	RES.	DRAINAGE SYS.	Building	03/30/2015	3:30 PM	APPROVED	//	DEC
U2012-4985	242 TEXAS SPUR RD	JAMES BENJAMIN	RES.	SLAB PREP. INSP.	Building	03/31/2015	10:30 AM	FAILED	//	DEC

Inspection Count 31

**TOWN OF MONTREAT BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION  
Meeting Date: April 9, 2015**

**SUBJECT:** 2015-2020 Capital Improvements Plan Adoption

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** A  
**Department:** Administration  
**Contact:** Ron Nalley, Town Administrator  
**Presenter:** Ron Nalley, Town Administrator

**BRIEF SUMMARY:** The draft 2015-2020 Capital Improvements Plan (CIP) was presented to the Board of Commissioners at their meeting in February. 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 2015-2020 Capital Improvements Plan as presented/amended.

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

**ATTACHMENTS:** Draft 2015-2020 Capital Improvements Plan. Board members are also asked to bring their printed CIP books to the April 9 Town Council Meeting.

**STAFF COMMENTS AND RECOMMENDATIONS:** Following any additional comments or changes at this meeting, the Plan is ready for adoption. Please do not hesitate to contact Mr. Nalley with any questions or suggested amendments to the draft CIP document.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9,2015**

**SUBJECT:** Contract to Audit Accounts – Martin Starnes & Associates, P.A.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** A  
**Department:** Administration/Finance  
**Contact:** Ron Nalley/Steve Stackhouse  
**Presenter:** Ron Nalley/Steve Stackhouse

**BRIEF SUMMARY:** Municipalities are required to prepare and submit an annual financial report for review by an independent certified public accounting firm. Attached is the proposed contract to audit accounts by Martin Starnes & Associates, P.A in the amount of \$19,675 and a letter confirming the understanding of services they will provide for the Town of Montreat.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve an annual audit contract with Martin Starnes & Associates, P.A. in the amount of \$19,675

**FUNDING SOURCE:** Governing Board – Professional Services

**ATTACHMENTS:** Cover letter and Proposed Contract

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** The total for this fiscal year is slightly higher than last year's amount of \$19,100. The Audit Committee has been satisfied with the work completed by Martin Starnes & Associates during this year's audit process and recommends approval of a renewal audit contract for the upcoming fiscal year.

CONTRACT TO AUDIT ACCOUNTS

Of Town of Montreat, NC  
Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 19th day of March, 2015,

Auditor: Martin Starnes & Associates, CPAs, P.A. Auditor Mailing Address: \_\_\_\_\_

730 13th Avenue Drive SE, Hickory, NC 28602 Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board (s)) of \_\_\_\_\_

Town of Montreat, NC : hereinafter referred to as the Governmental Unit (s), agree as follows:  
Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

- 7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: [lgc.invoice@nctreasurer.com](mailto:lgc.invoice@nctreasurer.com). Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
- 9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** \_\_\_\_\_

**Audit \$15,825** \_\_\_\_\_

**Preparation of the annual financial statements \$3,850** \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 14,756.25** **\*\* NA if no interim billing**

- 10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
- 11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
- 12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
- 13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

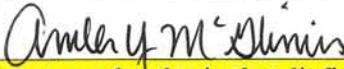
14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment. See attached engagement letter.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

**Audit Firm Signature:**

Martin Starnes & Associates, CPAs, P.A.  
Name of Audit Firm

By Amber Y. McGhinnis, Audit Manager  
Authorized Audit firm representative name: Type or print

  
Signature of authorized audit firm representative

amcghinnis@martinstarnes.com  
Email Address of Audit Firm:

Date March 19, 2015

**Governmental Unit Signatures:**

By Letta Jean Taylor, Mayor  
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date \_\_\_\_\_

By N/A  
DPCU Chairperson: Type or print name and title

N/A  
Signature of Chairperson of DPCU if applicable

Date N/A

**Unit Signatures (continued):**

By Jack McCaskill  
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson \*\*

Date \_\_\_\_\_  
\*\* If Governmental Unit has no audit committee, this section should be marked "N/A."

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**  
This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Stefan Stackhouse, Finance Officer  
Governmental Unit Finance Officer: Type or print name

Finance Officer Signature

sstackhouse@townofmontreat.org  
Email Address of Finance Officer

Date \_\_\_\_\_  
(Pre-audit Certificate **must be dated.**)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date – Primary Government

N/A  
Board Approval Date - DPCU



SYSTEM REVIEW REPORT

May 22, 2012

Martin, Starnes & Associates, CPAs, PA and the  
Peer Review Committee, North Carolina Association  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA (the firm) in effect for the year ended December 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA, in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin, Starnes & Associates, CPAs, PA has received a peer review rating of *pass*.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

**Raleigh**  
4060 Barrett Drive  
Post Office Box 17806  
Raleigh, North Carolina 27619

919 782 9265  
919 783 8937 FAX

**Durham**  
3511 Shannon Road  
Suite 100  
Durham, North Carolina 27707

919 306 3333  
919 489 8183 FAX

**Pittsboro**  
10 Sanford Road  
Post Office Box 1399  
Pittsboro, North Carolina 27312

919 542 6000  
919 542 5764 FAX

# MARTIN ♦ STARNES & ASSOCIATES, CPAs, P.A.

*"A Professional Association of Certified Public Accountants and Management Consultants"*

March 19, 2015

Stefan Stackhouse, Finance Officer  
Town of Montreat  
96 Rainbow Terrace  
Black Mountain, NC 28711

We are pleased to confirm our understanding of the services we are to provide the Town of Montreat, NC for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Montreat as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town of Montreat's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Montreat's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: 1) Management's Discussion and Analysis and 2) the Law Enforcement Officer's Special Separation Allowance schedules (if applicable), and 3) Other Post-Employment Benefit schedules (if applicable).

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Montreat's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: 1) the combining and individual fund financial statements and schedules, 2) the budgetary schedules, and 3) the supplemental ad valorem tax schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance: 1) the introductory information and 2) the statistical tables.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Montreat and other procedures we consider necessary to enable us to express such opinions.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Montreat is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, if we assist with preparation of your financial statements and related notes, you will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. If applicable, you agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. If applicable, your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

## **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

## **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Montreat’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Montreat; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal or State agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulator. If we are aware that a federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Paula Hodges is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are stated in the Contract to Audit Accounts. Our invoices for these fees will be rendered in four installments as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

#### Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

#### Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

#### Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

#### Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

The contract fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$250 per hour.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our peer review report for the year ended December 31, 2011 accompanies our Contract to Audit Accounts.

We appreciate the opportunity to be of service to the Town of Montreat and believe this letter along with our Local Government Commission contract accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Martin Starnes & Associates, CPAs, P.A.*

Martin Starnes & Associates, CPAs, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Montreat.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9, 2015**

**SUBJECT:** Worker's Compensation Insurance Renewal – NC Interlocal Risk Management Agency

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** The Town participates in the N.C. Interlocal Risk Management Agency for our Worker's Compensation Insurance. The preliminary renewal for FYE 2016 has been received, and is \$13,472.30. This is a 39% reduction from our FYE premium of \$21,971.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$13,472.30 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

**FUNDING SOURCE:** General Fund – Public Buildings

**ATTACHMENTS:** NCIRMA Insurance Renewal Proposal

**STAFF COMMENTS AND RECOMMENDATIONS:** Please be aware that there could be an adjustment to this figure depending upon the results of the final payroll audit that they perform annually; these adjustments in the past have typically been relatively minor.

**NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY**  
**Workers' Compensation Insurance Trust administered by the NC League of Municipalities**  
**Proposal**

Town of Montreat  
 PO Box 423  
 Montreat, NC 28757

Program Year: 2015/2016  
 Policy Period: 7/1/2015 to 7/1/2016  
 Policy Number: WC-466-2015-00

Proposal Number: 48348

Proposal Date: 03/16/2015

<b>Code</b>	<b>Classification</b>	<b>Estimated</b>	<b>Revise Payroll to:</b>
7720	Police Officers	\$215,899	
8810	Clerical	\$87,654	
9402	Street Cleaning & Sewer Line Cleaning	\$149,840	
9403	Garbage & Bulk Collection (Sanitation)	\$32,527	
9410	Municipal Employees (not otherwise classified)	\$46,947	
9990	City Manager: office duties only	\$93,168	
9996	Mayor and Council	\$30,000	
<b>Total Payroll:</b>		<b>\$656,035</b>	

**Renewal Quote Information**

Experience Modifier:	0.8600
Employers Liability Limits: \$1,000,000/\$1,000,000/\$1,000,000	
Deductible:	\$1,000
Schedule:	N/A
IRFFNC Member?:	Yes
<b>Estimated Annual Premium:</b>	<b>\$16,714.30</b>
<b>Incentive Credit:</b>	<b>\$3,242</b>
<b>Estimated Final Premium:</b>	<b>\$13,472.30</b>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**This is not an invoice. Invoices will be mailed at a later date.**

**NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY**  
**Workers' Compensation Insurance Trust administered by the NC League of Municipalities**  
**Proposal Detailed Estimate**

Town of Montreat  
 PO Box 423  
 Montreat, NC 28757

For the Program Year: 2015/2016  
 Effective Dates: 7/1/2015 to 7/1/2016  
 Policy Number: WC-466-2015-00

Proposal Number: 48348  
 Proposal Date: 03/16/2015

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$215,899	3.7000	\$7,988.26
8810	Clerical	\$87,654	0.3600	\$315.55
9402	Street Cleaning & Sewer Line Cleaning	\$149,840	5.9200	\$8,870.53
9403	Garbage & Bulk Collection (Sanitation)	\$32,527	5.9200	\$1,925.60
9410	Municipal Employees (not otherwise classified)	\$46,947	1.7000	\$798.10
9990	City Manager: office duties only	\$93,168	0.3600	\$335.40
9996	Mayor and Council	\$30,000	0.3600	\$108.00
<b>Totals:</b>		<b>\$656,035</b>		<b>\$20,341.44</b>

Premium	Limit	Rate	Result
Estimated Manual Premium:			\$20,341.44
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.028000	+ \$569.56
Employers Liability Minimum Premium Balance:			+ \$0.00
Deductible: \$1,000		0.043000	- \$874.68
Estimated Subject Premium:			= \$20,036.32
Ex Mod (used):			x 0.8600
Estimated Modified Premium:			= \$17,231.24
Schedule Adjustment:		1.0000	+ \$0.00
Schedule Adjusted Premium:			= \$17,231.24
Package Discount:		0.9700	+ (\$516.94)
Package Adjusted Premium:			= \$16,714.30
WC Minimum Premium Balance:			+ \$0.00
Expense Constant:			- \$0.00
Estimated Standard Premium:			= \$16,714.30
Expense Constant:			+ \$0.00
Estimated Annual Premium:			= \$16,714.30
Pro-rata:			x 1.0000
Estimated Pro-rata Annual Premium:			= \$16,714.30
Incentive Credit			- \$3,242.00
Estimated Final Premium:			= \$13,472.30

**Estimated Final Premium: \$13,472.30**

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

**Meeting Date:** April 9, 2015

**SUBJECT:** Well A02 Repair Contract – FEMA-4146-DR-NC - PW#143

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** C  
**Department:** Water Department  
**Contact:** Steve Freeman, Public Works Director  
**Presenter:** Steve Freeman, Public Works Director

**BRIEF SUMMARY:** This project is to fund the cost of raising and replacing the well pump and installing 600 feet of 4 inch pipe with screen intervals and to fill the outside of pipe with pea gravel in order to try and stop the possible cause of sediment and iron infiltration.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve the proposed contract with Reuben Caldwell Drilling Inc. in the amount of \$6,625.00 and authorize the Mayor and Town Administrator to execute the necessary contract documents.

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

**ATTACHMENTS:** Reuben Caldwell Drilling, Inc. Contract

**STAFF COMMENTS AND RECOMMENDATIONS:** In September 2014, the Town was notified that the replacement of Well A02 on Greybeard Trail was approved and accepted as a project for FEMA Declaration 4146 – July 2013 Summer Storms allowing for 100% reimbursement of the project through the State of North Carolina and FEMA. It was recommended then that a new well be drilled near the existing well. In November 2014 the Town drilled approximately 800 feet and was not able to find water. Since then, the Town explored the possibility of repairing the existing well by inserting a small camera to determine the amount and from where the infiltration of iron and sediment is occurring. The camera and diagnostics cost \$750.00 and was approved by the Board in February. At the February meeting, the Board was also asked to approve \$2,450 in an attempt to repair the well. However, once the camera work was done, it was determined that an alternative repair was necessary and the \$2,450 was not expended on the project. Staff is now requesting the Board approve \$6,625.00 in order to complete the repair. If it is determined that the existing well cannot be salvaged, then the Town will proceed with finding an additional well location. Again, FEMA has committed to assisting the Town with replacing the existing well. Eighty percent of that cost will be paid for by FEMA and the remaining twenty percent will come from the State of North Carolina. To date, the Town has spent \$23,796 of the proposed \$80,707 set aside by FEMA for the project.

**REUBEN CALDWELL DRILLING, INC.**

351 New Leicester Highway

Asheville, NC 28806

Telephone: 254-3581 • Fax: 254-3583

3/24/15

To: RON NALLEY

From: JEFF BRACKINS

ESTIMATE TO PULL PUMP IN WELL  
AND INSTALL 600 FEET 4" PIPE  
WITH SCREEN INTERVALS, FILL  
OUTSIDE OF 4" PIPE WITH P&A  
GRAVEL, AND SET PUMP BACK  
IN WELL:

\$ 6,625.00

THANKS

Jeff Brackin

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9, 2015**

**SUBJECT:** Police Vehicle Purchase – 2015, Ford Utility Interceptor

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** D  
**Department:** Police  
**Contact:** Chief Jack Staggs  
**Presenter:** Chief Jack Staggs

**BRIEF SUMMARY:** The Board allocated \$34,000 in the current fiscal year Budget for the purchase of a new Police vehicle. Four vendors were solicited, and the results of their proposals are included on the attached bid summary sheet. Staff recommends purchasing a 2015 Ford Utility Interceptor from Asheville Ford in the amount of \$28,364.

This vehicle will be coming from the dealer in a stock configuration. All delivery, taxes, and title fees are inclusive. However, emergency signaling equipment and identifying decals must be sourced and installed from a third party. From all information gathered, this appears to be the best price available.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve the purchase of a 2015 Ford Utility Interceptor from Asheville Ford in the amount of \$28,364.

**FUNDING SOURCE:** Capital Outlay – Police Department

**ATTACHMENTS:** Vehicle Purchase Bid Summary Sheet

**STAFF COMMENTS AND RECOMMENDATIONS:** The process of collecting bids in this particular purchase has been unusual in nature, due to irregularities in vehicle production timelines. Chief Staggs will be able to explain the unusual circumstances surrounding the bid process at your meeting.

# TOWN OF MONTEAT

## Vehicle Purchase Bid Summary Sheet

<b>Equipment Bid:</b>	2015 Ford Police SUV	<b>Contact Person:</b>	Chief Jack Staggs
<b>Department:</b>	Police	<b>Advertisement Date(s):</b>	01/10/2015
<b>Bid Opening Date and Time:</b>	01/10/2015	<b>Verification of Advertising Contained in File:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Company	Bid	Vehicle Model	Comments
Capital Ford Raleigh	\$30,043.00	2015 Ford Police SUV	Base model*    None Available
Ken Wilson Ford			Base model*    None Available
Asheville Ford	\$28,364.00	2015 Ford Police SUV	Base model*    One Available
Bobby Jones Ford	\$32,452.44	2016 Ford Police SUV	Fully equipped    None Available
			*Base models would require further purchasing of emergency equipment and detailing. This was done through Kimball Communications on a previous Ford SUV for \$3598.84.

Due to a cosmetic change that is being introduced by Ford in their 2016 Utility Interceptor line, the order deadline for the 2015 model was cut significantly short. This has caused a scarcity in available units on the market to be had. Additionally; the 2016 models have not gone into production as of yet, and are not expected to be delivered until late June. These factors led to complications in compiling bids.



Asheville Ford  
 611 Brevard Rd., Asheville, North  
 Carolina, 28806  
 Office: 828-253-2731

**2015 Utility Police Interceptor**  
 AWD Base(K8A)

## Pricing

	<b>MSRP</b>
<b>SUBTOTAL</b>	
Vehicle Price	30,405.00
Options	960.00
Upfitting	0.00
Fuel Charge	0.00
Destination Charge	895.00
<hr/>	
<b>Total</b>	<b>32,260.00</b>
Pre-Tax Adjustments	
Fleet Concession	(2,100.00)
DEALER DISCOUNT	(1,796.00)
<hr/>	
Total Pre-Tax Adjustments	(3,896.00)
<b>Pre-Tax Total</b>	<b>28,364.00</b>
<b>Single Vehicle Total 1 (Number of Vehicles)</b>	<b>28,364.00</b>
<b>Grand Total</b>	<b>28,364.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9, 2015**

**SUBJECT:** Proposal for Engineering Services – Texas Road Bridge Replacement – KCI Supplemental Engineering Agreement #3

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** During the preliminary design phase of the Texas Road Bridge Replacement Project it became necessary to recommend the relocation of the existing MSD sewer line which runs parallel to the bridge. The engineering work required for the relocation of the sewer line will require the approval of a supplemental engineering agreement with KCI Associates. The design will include the replacement/relocation of approximately 120 linear feet of 8 inch sewer main and two sewer house connections.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve Supplemental Engineering Agreement #3 with KCI Associates for the Texas Road Bridge replacement project in the amount of \$19,575.87 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**FUNDING SOURCE:** Capital Outlay – Streets Department

**ATTACHMENTS:** Supplemental Engineering Agreement #3 from KCI Associates; Sewer Line Work - Scope of Services and Cost Estimate

**ADMINISTRATOR’S COMMENTS AND RECOMMENDATIONS:** At the onset of this project, we were hopeful that the sewer main next to Texas Road Bridge would not have to be relocated. Unfortunately, during the preliminary design process, it was discovered that a small portion of the new wing wall for the bridge would cause the need for the sewer line to be relocated. KCI Associates has submitted Supplemental Engineering Agreement #3 to design for the replacement of the sewer line. Representatives from NCDOT have reviewed the proposal and believe the costs for the services are appropriate.

# **TOWN OF MONTREAT**

**BRIDGE REPLACEMENT ON TEXAS STREET OVER  
FLAT CREEK  
STATE PROJECT: B-5196**

**SUPPLEMENTAL ENGINEERING AGREEMENT NO. 3**

**PROJECT NAME:** Texas Road over Flat Creek Bridge Replacement  
**STATE PROJECT:** B-5196; WBS 45252.1.1  
**FEDERAL PROJECT:** BRZ-1329(6)  
**COUNTY:** Buncombe  
**TOWN:** Montreat

### **SUPPLEMENTAL ENGINEERING AGREEMENT NO. 3**

**THIS SUPPLEMENTAL AGREEMENT**, made and entered into this \_\_\_ day of \_\_\_\_\_, 2015, by and between the **Town of Montreat, North Carolina** (hereinafter called "Town") and **KCI Associates of North Carolina, PA**, a corporation organized and existing under and by virtue of the laws of the State of North Carolina (hereinafter called the "Engineer"), whose office is located at 4601 Six Forks Road, Suite 220, Raleigh, NC, modifies and expands the Engineering Agreement executed August 9, 2012 between the Town and the Engineer (hereinafter referred to as the "Original Agreement").

#### **GENERAL RECITALS**

**WITNESSETH:**

**WHEREAS**, the Town desires the assistance of the Engineer to provide utility engineering services specific to an existing sewer line that must be relocated to accommodate the proposed Texas Road bridge.

**WHEREAS**, the Engineer has exhibited evidence of experience, ability, competence, and reputation to perform such services; and

**WHEREAS**, these services are supplemental services as discussed in ARTICLE IV of the Original Agreement; and

**WHEREAS**, the Town is authorized to enter into an agreement for such work:

**NOW THEREFORE**, the Town and the Engineer, for consideration hereinafter stipulated, mutually agree as follows:

The Engineer agrees to perform the required professional services necessary to perform utility engineering services specific to the relocation of an existing sewer line.

The Engineer shall perform for or furnish to the Town professional engineering and related

services in all phases of the Project to which this Supplemental Agreement applies as hereinafter provided. The Engineer may employ such Subcontractors as the Engineer deems necessary to assist in the performance or furnishing of professional engineering and related services hereunder. The Engineer intends to perform these services in-house. The Engineer shall not be required to employ any of the Town's subcontractors unacceptable to the Engineer and the Engineer shall not employ any subcontractor unacceptable to the Town.

The standard of care for all professional engineering and related services performed or furnished by the Engineer under this Agreement will be the care and skill ordinarily used by members of the Engineer's profession practicing under similar conditions at the same time and in the same locality.

The Engineer understands that the Town has contracted with it for its expertise in the subject matter of this Agreement and the Engineer warrants that it knows and is familiar with applicable laws and regulations and has assembled a team with the expertise necessary to promptly perform the obligations undertaken by this Agreement at the total compensation amounts described herein.

#### **ARTICLE I - SCOPE OF WORK**

The Scope of Work shall be as defined in Attachment A.

#### **ARTICLE II: TIME OF BEGINNING AND COMPLETION**

The work covered by this Supplemental Agreement shall begin immediately following written notice of approval of this Agreement and authorization to begin work and shall be completed within 45 days following. Should unforeseen or uncontrollable circumstances arise during the execution of this work, the schedule may be adjusted upon written agreement between the Town and the Engineer.

#### **ARTICLE III: COMPENSATION AND PAYMENTS**

Unless specified otherwise, partial payments shall be made to the Engineer on a monthly basis upon submission of Progress Reports and voucher stating the percent of completion of the work. Final payment by the Town to the Engineer shall be made within thirty (30) days after completion and acceptance by North Carolina Department of Transportation and the Town for the supplemental work.

As complete compensation for the engineering services described above, the Engineer will be paid as follows:

Design / Redesign of Sanitary Sewer. A lump sum amount of \$19,575.87

#### **ARTICLE IV: SUPPLEMENTAL SERVICES**

If, during the course of the work defined in this SUPPLEMENTAL AGREEMENT, unanticipated work beyond the original scope should be required, an additional supplemental agreement will be developed and executed between the Town and the Engineer. No supplemental services are to be performed by the Engineer without the express written authorization of the Town.

#### **ARTICLE V: INFORMATION AND REPORTS**

The Engineer and his sub-contractors (where sub-contractor's charges exceed \$10,000) agree to maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred on this project and to make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract period and for three years from the date of final payment under the contract for inspection by the Town, Federal Highway Administration, or the North Carolina Department of Transportation or any other authorized representatives of them. Copies thereof shall be furnished if requested. The Engineer shall use cost principles as described in Federal Acquisition Regulation (48 CFR 1-31), Subpart 1-31.2.

#### **ARTICLE VI: DATA AND SERVICES TO BE FURNISHED BY THE TOWN**

All data in the hands of the Town that can be released that would, in the Town's opinion, assist the Engineer in the accomplishment of the work in this project.

#### **ARTICLE VII: MISCELLANEOUS PROVISIONS**

Where not specifically modified by this Supplemental Agreement, all provisions of the Original Agreement still apply.

This Supplemental Agreement (consisting of Pages 1 to 11 inclusive of Attachments "A" and "B") constitute the entire supplemental agreement between Town and the Engineer and augment and supersede prior written or oral understandings. This Supplemental Agreement, Supplemental Agreement #3, and the Original Agreement may only be amended, supplemented, or modified by a duly executed written instrument by both parties.

**IN TESTIMONY WHEREOF**, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

**EXECUTED** by the Town this \_\_\_\_ day of \_\_\_\_\_, 2015.

BY:

\_\_\_\_\_

\_\_\_\_\_

Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Title

**EXECUTED** by the Engineer this \_\_\_\_ day of \_\_\_\_\_, 2015.

BY:

\_\_\_\_\_

Dewayne L. Sykes, PE  
Roadway Practice Lead

ATTEST:

\_\_\_\_\_

Elizabeth R. Phipps, PE  
Vice President

**STATE PROJECT:** B-5196

**COUNTY:** Buncombe

**CERTIFICATION OF THE TOWN OF MONTREAT**

I hereby certify that I am the \_\_\_\_\_ of the Town of Montreat that the above consulting firm or his representative has not required, directly or indirectly, as an expressed or implied condition in connection with obtaining or carrying out this agreement to:

- A. Employ or retain, or agree to employ or retain, any firm or person, or
- B. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as herewith expressly stated(if any):

I acknowledge that this certificate is to be furnished to the North Carolina Department of Transportation, Federal Highway Administration, U.S. Department of Transportation, in connection with this agreement involving participation of Federal Aid Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATE PROJECT:** B-5196

**COUNTY:** Buncombe

**CERTIFICATION OF PRIVATE ENGINEERING FIRM**

I, Elizabeth R. Phipps, PE, hereby certify that I am the Vice President and duly authorized representative of the firm of KCI Associates of NC, PA, whose address is 4601 Six Forks Road, Suite 220, Raleigh, North Carolina and that neither I nor the above firm I hereby represent has;

- A. Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above firm) to solicit or secure this agreement:
- B. Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this agreement, or
- C. Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above firm) any fee, contribution, donation, or consideration of any kind for, or in connection with procuring or carrying out the agreement; except as herewith expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Town, State Highway Department and the Federal Highway Administration, U.S. Department of Transportation, in connection with this agreement involving participation of Federal-Aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elizabeth R. Phipps, PE  
Vice President

**ATTACHMENT "A"**

**DESIGN / REDESIGN OF SANITARY SEWER WITHIN THE LIMITS OF B-5196  
SCOPE OF SERVICES**

**ATTACHMENT “B”**  
**MANHOUR AND FEE ESTIMATES**

**PROJECT NAME:** Texas Road over Flat Creek Bridge Replacement  
**STATE PROJECT:** B-5196; WBS 45252.1.1  
**FEDERAL PROJECT:** BRZ-1329(6)  
**COUNTY:** Buncombe  
**TOWN:** Montreat  
**DATE:** February 16, 2015

**Design / redesign of Sanitary Sewer within the limits of B-5196**

**Scope of services:**

1. **Project Initiation:** Accumulate and review applicable data and verify existing conditions. Such data will include relevant site plans, topographic maps, tax maps, aerial photographs, record drawings, existing utilities and applicable Federal, State and local regulations and guidelines. Review applicable MSD design guidelines, standard details and standard specifications.
2. **Conceptual Alignment Design:** Using the design files provided by KCI-NC and Town of Montreat, develop a conceptual sewer main relocation design crossing Flat Creek, including a horizontal alignment and a vertical profile. The design will include replacement/relocation of approximately 120 LF of 8" sewer main and two (2) sewer house connections. Develop conceptual manhole locations for tie-in to existing sewer main at each end of the project and abandonment of existing 8" sewer main. Coordinate design with existing and proposed utilities.
3. **Final Alignment Design:** Review applicable geotechnical and test hole data from KCI-NC and Town of Montreat. Develop a final horizontal alignment and vertical profile addressing revisions to the roadway design plans and review comments provided by the Town of Montreat and MSD. Provide suggested sequence of construction, quantities and an engineer's cost estimate for the sewer main relocation project. Present final relocation design plans and engineer's estimate to Town of Montreat and MSD for final comments.
4. **Bid-Ready Submission:** Address comments received from Town of Montreat and MSD from the Final Review. Update engineer's cost estimate and submit bid-ready drawings for incorporation into the roadway design package.
5. **Bid Phase Services:** Provide support to KCI-NC and the Town of Montreat between Advertisement and Bid-Opening up to the hours indicated in the man-hour estimate to answer contractor questions. Develop up to one Addendum resulting from contractor questions or roadway revisions assumed to impact no more than one plan sheet.
6. **Project Meetings:** Attend up to six (6) project coordination and review meetings remotely via conference call.

Note: Specifications and permitting are excluded from the Scope of Services.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9, 2015**

**SUBJECT:** Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** The Board adopted a Resolution in December 2010 directing that the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment be undertaken to extend public water and sewer utilities to the Upper Kentucky Road area, with the total project costs to be assessed equally against each benefitted real property on a per lot basis. The project has now been completed, and all project costs that will be included in the assessment amount have been tabulated. Pursuant to Chapter 160A, Article 10 of the North Carolina General Statutes, the Board is now asked to adopt a resolution declaring the final cost of the project and ordering preparation of a preliminary assessment roll. This resolution also sets a public hearing on this issue during the May 14, 2015 Town Council Meeting and directs staff to notify the affected property owners.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt Resolution #15-04-01 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project

**FUNDING SOURCE:** Capital Outlay – Financing Agreement, Special Assessment

**ATTACHMENTS:** Resolution #15-04-01; draft Preliminary Assessment Roll, Map of Proposed Assessment Area

**STAFF COMMENTS AND RECOMMENDATIONS:** N.C.G.S. Chapter 160A, Article 10 contains very specific instructions that must be followed in order to assess property owners for public utility extensions. Following the May 14 Public Hearing on this matter, the Board will be asked in June to consider adoption of a resolution confirming the assessment roll and levying the assessment costs against the benefitted property owners.



## TOWN OF MONTREAT

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

### **RESOLUTION #15-04-01 DECLARING COST, ORDERING PREPARATION OF PRELIMINARY ASSESSMENT ROLL, AND SETTING PUBLIC HEARING – UPPER KENTUCKY ROAD PHASE 1 NEIGHBORHOOD UTILITY ASSESSMENT**

**WHEREAS**, on December 9, 2010, the Montreat Board of Commissioners adopted Resolution #10-12-0001 Directing that the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project be undertaken; and

**WHEREAS**, the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project has now been completed in accordance therewith; and

**WHEREAS**, the total cost of the project has been computed;

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Montreat Board of Commissioners that:

1. The total cost of the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project is hereby declared to be **\$181,727.73**.
2. The Town Clerk is hereby directed to prepare a Preliminary Assessment Roll showing the individual assessments upon the benefitted properties.
3. The Town Clerk is hereby directed to make the Preliminary Assessment Roll available for public inspection in the Clerk's office during regular business hours from this day through May 14, 2015.
4. The Montreat Board of Commissioners will hold a Public Hearing at 7:00 p.m. on May 14, 2015 for the purpose of hearing all interested persons.
5. The Town Clerk is hereby directed to publish the required Notice of Public Hearing and, no later than ten days before the Public Hearing, to send by first class mail copies of the Notice to the owners of real property listed on the Preliminary Assessment Roll.

**READ, APPROVED AND ADOPTED**, this the 9<sup>th</sup> day of April, 2015.

[SEAL]

---

Letta Jean Taylor, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 9<sup>th</sup> day of April, 2015 as it appears of record in the official minutes.

---

Misty R. Gedlinske, CMC, NCCMC  
Town Clerk



## TOWN OF MONTREAT

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### UPPER KENTUCKY PHASE 1 NEIGHBORHOOD UTILITY ASSESSMENT PROJECT PRELIMINARY ASSESSMENT ROLL

The following costs are to be assessed upon the properties benefitted by the Upper Kentucky Phase 1 Neighborhood Utility Assessment Project on the basis of the number of lots at an equal rate per lot. This assessment shall be payable either in cash or in not more than ten (10) equal annual installments, said installments to bear interest at the rate of four percent (4%) per annum. The itemized assessment amount stated herein does not include annual interest calculations.

<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	3	\$16,520.70
William Goodwin, Jr.	1	\$5,506.90
J. Stuart Hume, et. Al.	1	\$5,506.90
Gayden R. Jones	1	\$5,506.90
Jones Caskey Family Limited Partnership	6	\$33,041.41
James MacLean, Jr.	1	\$5,506.90
R.E. McCaskill, III et. Al.	1	\$5,506.90
Mountain Retreat Association	16	\$88,110.41
Stewart & Liberty Rawson	1	\$5,506.90
William Hinson Royall, Jr., et. Al.	1	\$5,506.90
Matthew and Kristy Schlichenmeir	1	\$5,506.90

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 31<sup>st</sup> day of March, 2015.

[SEAL]

\_\_\_\_\_  
Misty R. Gedlinske, CMC, NCCMC  
Town Clerk

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: April 9, 2015**

**SUBJECT:** Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** The Board adopted a Resolution in September 2014 directing that the Upper Kentucky Road Phase 1 Resident Utility Assessment be undertaken to extend public water and sewer utilities to the Upper Kentucky Road area, with the total project costs to be assessed equally against each benefitted real property on a per lot basis. The project has now been completed, and all project costs that will be included in the assessment amount have been tabulated. Pursuant to Chapter 160A, Article 10 of the North Carolina General Statutes, the Board is now asked to adopt a resolution declaring the final cost of the project and ordering preparation of a preliminary assessment roll. This resolution also sets a public hearing on this issue during the May 14, 2015 Town Council Meeting and directs staff to notify the affected property owners.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt Resolution #15-04-02 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project

**FUNDING SOURCE:** Capital Outlay – Financing Agreement, Special Assessment

**ATTACHMENTS:** Resolution #15-04-02; draft Preliminary Assessment Roll, Map of Proposed Assessment Area

**STAFF COMMENTS AND RECOMMENDATIONS:** N.C.G.S. Chapter 160A, Article 10 contains very specific instructions that must be followed in order to assess property owners for public utility extensions. Following the May 14 Public Hearing on this matter, the Board will be asked in June to consider adoption of a resolution confirming the assessment roll and levying the assessment costs against the benefitted property owners.



## TOWN OF MONTREAT

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### **RESOLUTION #15-04-02 DECLARING COST, ORDERING PREPARATION OF PRELIMINARY ASSESSMENT ROLL, AND SETTING PUBLIC HEARING – UPPER KENTUCKY ROAD PHASE 1 RESIDENT UTILITY ASSESSMENT**

**WHEREAS**, on September 11, 2014, the Montreat Board of Commissioners adopted Resolution #14-09-0002 Directing that the Upper Kentucky Road Phase 1 Resident Utility Assessment Project be undertaken; and

**WHEREAS**, the Upper Kentucky Road Phase 1 Resident Utility Assessment Project has now been completed in accordance therewith; and

**WHEREAS**, the total cost of the project has been computed;

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Montreat Board of Commissioners that:

1. The total cost of the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project is hereby declared to be **\$141,352.92**.
2. The Town Clerk is hereby directed to prepare a Preliminary Assessment Roll showing the individual assessments upon the benefitted properties.
3. The Town Clerk is hereby directed to make the Preliminary Assessment Roll available for public inspection in the Clerk's office during regular business hours from this day through May 14, 2015.
4. The Montreat Board of Commissioners will hold a Public Hearing at 7:10 p.m. on May 14, 2015 for the purpose of hearing all interested persons.
5. The Town Clerk is hereby directed to publish the required Notice of Public Hearing and, no later than ten days before the Public Hearing, to send by first class mail copies of the Notice to the owners of real property listed on the Preliminary Assessment Roll.

**READ, APPROVED AND ADOPTED**, this the 9<sup>th</sup> day of April, 2015.

[SEAL]

---

Letta Jean Taylor, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 9<sup>th</sup> day of April, 2015 as it appears of record in the official minutes.

---

Misty R. Gedlinske, CMC, NCCMC  
Town Clerk



## TOWN OF MONTREAT

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### UPPER KENTUCKY PHASE 1 RESIDENT UTILITY ASSESSMENT PROJECT PRELIMINARY ASSESSMENT ROLL

The following costs are to be assessed upon the properties benefitted by the Upper Kentucky Phase 1 Resident Utility Assessment Project on the basis of the number of lots at an equal rate per lot. This assessment shall be payable either in cash or in not more than ten (10) equal annual installments, said installments to bear interest at the rate of four percent (4%) per annum. The itemized assessment amount stated herein does not include annual interest calculations.

<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	2	\$42,984.60
J. Stuart Hume, et. Al.	1	\$21,492.30
James MacLean, Jr.	1	\$21,492.30
Mountain Retreat Association	1	\$21,492.30
Matthew and Kristy Schlichenmeir	1	\$21,492.30
Hal & Amanda Demarest (Gravel Road Only)	1	\$12,399.13

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 31<sup>st</sup> day of March, 2015.

[SEAL]

\_\_\_\_\_  
Misty R. Gedlinske, CMC, NCCMC  
Town Clerk

CONCEPTUAL MASTER PLAN  
 PROPOSED UTILITIES AND STORM DRAINAGE  
**TOWN OF MONTREAT**  
 MONTREAT, NORTH CAROLINA

**LEGEND**

	PROPOSED UTILITY
	STORM DRAINAGE
	PROPOSED ROAD
	PROPOSED LOT
	PROPOSED STRUCTURE
	PROPOSED TREE
	PROPOSED FENCE
	PROPOSED WALL
	PROPOSED GATE
	PROPOSED SIGN
	PROPOSED LIGHT
	PROPOSED POLE
	PROPOSED MANHOLE
	PROPOSED VALVE
	PROPOSED METER
	PROPOSED TRANSFORMER
	PROPOSED WELL
	PROPOSED POND
	PROPOSED STREAM
	PROPOSED LAKE
	PROPOSED DAM
	PROPOSED BRIDGE
	PROPOSED TUNNEL
	PROPOSED CULVERT
	PROPOSED PIPE
	PROPOSED VALVE
	PROPOSED METER
	PROPOSED TRANSFORMER
	PROPOSED WELL
	PROPOSED POND
	PROPOSED STREAM
	PROPOSED LAKE
	PROPOSED DAM
	PROPOSED BRIDGE
	PROPOSED TUNNEL
	PROPOSED CULVERT
	PROPOSED PIPE

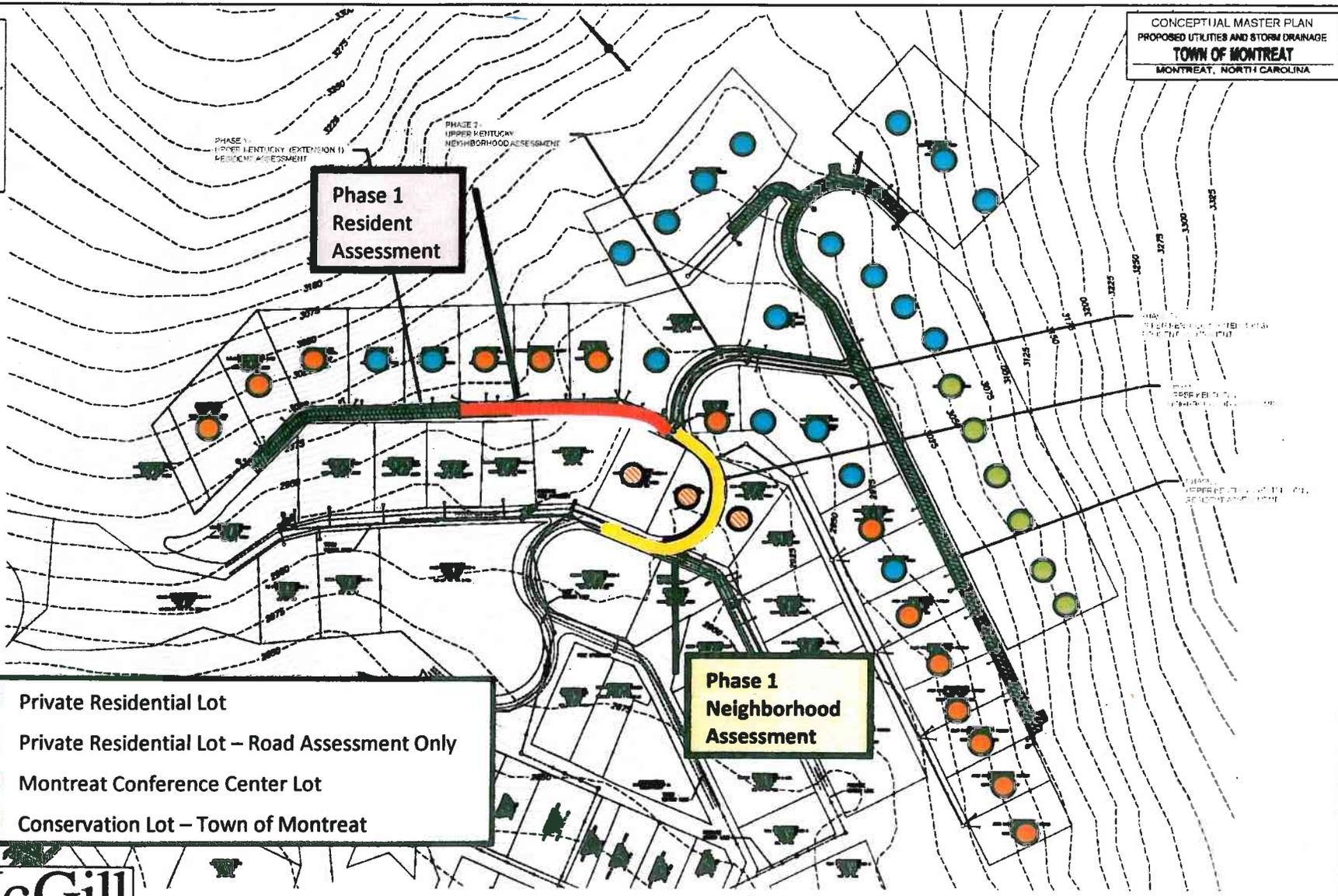
PHASE 1 - UPPER KENTUCKY (EXTENSION 1) RESIDENT ASSESSMENT

PHASE 2 - UPPER KENTUCKY NEIGHBORHOOD ASSESSMENT

**Phase 1 Resident Assessment**

**Phase 1 Neighborhood Assessment**

- Private Residential Lot
- Private Residential Lot – Road Assessment Only
- Montreat Conference Center Lot
- Conservation Lot – Town of Montreat



PLAN



**McGill ASSOCIATES**  
 ENGINEERING · PLANNING · FINANCE  
 55 BRUNNEN STREET ASHEVILLE, NC P.O. BOX 2574-0575

DATE: 12/10/2013 10:58:11 AM