

**Town of Montreat  
Board of Commissioners Meeting Agenda – Public Forum  
May 10, 2018 – 6:30 p.m.  
Walkup Building**

---

**I. Call to Order**

- Welcome
- Moment of Silence

**II. Agenda Adoption**

**III. Public Comments**

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
May 10, 2018 – 7:00 p.m.  
Walkup Building**

---

**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Consent Agenda**

A. Meeting Minutes Adoption

- April 12, 2018, Town Council Public Forum Meeting Minutes
- April 12, 2018, Town Council Meeting Minutes

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

**V. Town Administrator's Communications**

- Consent Agenda Review
- Safety Update
- Budget Calendar Update
- Town Hall Update
- Public Works Building Update
- Texas Road Bridge Update
- Texas Road Waterline/Paving Project
- Other Items

**VI. Administrative Reports**

- Administration
- Finance
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

**VII. Public Comment – Agenda Items**

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

**VIII. Presentations and Reports**

**A. Presentation of Proposed C.I.P.**

**IX. Old Business**

**X. New Business**

**A. Oath of Office – Joshua B. Kiser**

**B. Engineering Contract for Culvert Repairs on Assembly Drive**

- **Suggested Motion:** Move to approve the contract from McGill Associates in the amount of \$5,500 for culvert repairs on Assembly Drive.

**C. RESOLUTION #18-05-0001 Establishment of Criteria Used For Determining the Circumstances Under Which The Design-Build Method Is Appropriate**

- **Suggested Motion:** Move to approve Resolution #18-05-0001 Establishment of Criteria Used for Determining the Circumstances Under Which the Design-Build Method is Appropriate.

**D. Approval of Design-Build Request for Qualifications for Town Hall**

- **Suggested Motion:** Move to approve the Design-Build Request for Qualifications for Town Hall.

**E. Adoption of the C.I.P.**

- **Suggested Motion:** Move to approve the 2018-2019 Capital Improvement Plan as presented/amended.

**F. Workers Compensation Renewal**

- **Suggested Motion:** Move to renew the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$19,663.39 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

**G. Risk Insurance Renewal**

- **Suggested Motion:** Move to renew the Property and Liability Insurance Trust administered by the NC League of Municipalities in the amount of \$19,319.44 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

**H. Budget Amendment #4**

- **Suggested Motion:** To approve Budget Amendment #4 to move budget for expenditures related to insurance into the proper budgetary department.

**I. Budget Amendment #5**

- **Suggested Motion:** To approve Budget Amendment #5 to move budget to cover additional expenditures related to dumpster fees.

**J. Budget Amendment #6**

- **Suggested Motion:** To approve Budget Amendment #6 to move budget to cover the additional expenditures related to election services.

**I. 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.*

**II. Commissioner Communications**

**III. Meeting Dates**

1210 Montreat Road Demolition “The Burn”:

Monday, May 14, 2018

4:00 p.m.-until

Tree Board:

Tuesday, May 22, 2018  
9:30 a.m. Town Services Building

Presentation of Budget and Public Hearing:

Thursday, May 24, 2018



**Montreat Board of Commissioners  
Town Council Meeting  
May 10, 2018**

---

7:00 p.m. Walkup Building

Montreat Landcare:

Wednesday, June 6, 2018  
9:00 a.m. Allen Building  
Swannanoa Room

Budget Workshop:

Thursday, June 7, 2018  
7:00 p.m. Walkup Building

June Town Council Meeting:

Thursday, June 14, 2018  
7:00 p.m. Walkup Building

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Meeting – Public Forum  
April 12, 2018  
Walkup Building**

---

Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk

Approximately 9 members of the public were also present. Mayor Helms called the Public Forum to order at 6:30 p.m., and held a moment of silence.

**Agenda Approval**

Commissioner Gilliland moved to adopt the agenda as presented. Commissioner Widmer seconded and the motion carried 5/0.

**Public Forum**

Mayor Helms started the Public Forum by stating that he had a nice long visit with Postmaster Tim Bryson about the Montreat zip code addressing issue. Mr. Bryson has spoken with the Board of Elections and with the Emergency Management Personnel of Buncombe County as well as US Postal Service employees in Charlotte about the crossover between the Montreat and Black Mountain zip codes. Mr. Bryson felt quite hopeful that this situation could get rectified.

Mr. Mike Sonnenberg of 125 Virginia Road had several instances in the last month where he entered the Montreat zip code and it was converted to the Black Mountain zip code. Mr. Sonnenberg thanked the Board for their enormous service.

Mr. Carmichael stated that Zoning Administrator, Adrienne Isenhower, has also been working on the addressing situation. Ms. Isenhower has been in communication with the 911 Addressing Coordinator of Buncombe County, who referred her back to the US Postal Service, but this conversation led to further talks with the Emergency Services Manager of Buncombe County. They explained their process of responding to emergencies and how addressing plays a role. Mr. Carmichael stated that while it was not an answer we are trying to glean as much information about the matter as we can. Mr. Carmichael mentioned that the new Web Developer is making recommendations to Google to address the zip code addressing issues.

Mrs. Mary Standaert of 118 Shenandoah Terrace, stated that she had been working on the addressing situation for eight years. It remained on the meeting agendas for approximately two years. In 2014 Mrs. Standaert received communication from the Board of Elections Director Trina Parker Valez that the addressing problem had been fixed with respect to voter registration cards. They had listed everyone in Montreat as being a resident of Black Mountain. Mrs. Standaert wrote to the Board and let them know the physical addresses were wrong as well as the polling location address. Mrs. Standaert stated that new voter registration cards are half right and half wrong: the polling address is correct now but the physical addresses remain incorrect. Mrs. Standaert sent a recent email to the newly elected Board of Elections and she summarized this email in detail. She attended a meeting with the Buncombe County Commissioners and outlined the list of address problems. They directed Nate Pennington to look into the problems with a goal towards resolution. Mrs. Standaert spoke to Postmaster Tim Bryson who says that the addressing issue is absolutely not the fault of the US Postal Service and the Postal Service does not assign physical addresses. Mrs. Standaert felt that this was the most critical piece of information in eight years. Mr. Pennington stated that Emergency Medical Services has Montreat listed as Montreat which is pivotal as well. Mrs. Standaert feels that the current voter registration cards which list Montreat addresses with the Black Mountain zip code will not be accepted by the NCDMV when applying for the new drivers licenses which are required by 2020.

Mr. Tom Frist of 98 Frist Road thanked Mrs. Standaert for her persistence with the addressing issue. Mr. Frist wanted an update on the Texas Road Bridge and the new Town Hall. Mr. Carmichael stated the NCDOT as administrator of the municipal bridge program grant sent the final bill for administrative fees earlier this month. The invoice has been processed and the Mayor has signed the check so upon receipt of the check the Town of Montreat will be officially out of the municipal bridge program. At last month's Council meeting, the Board appointed a committee to assess the aesthetics design of a pedestrian bridge. Mr. Carmichael stated that funds for that conversion are allocated in the Capital Improvement Plan. As for the Town Hall, we are moving forward with a controlled burn on April 28<sup>th</sup> by the Black Mountain Fire Department and multiple other agencies. The controlled burn will be supervised by State Inspectors. It will begin at 10:00 a.m. that morning and will involve a series of burns that start and stop throughout the day. Mr. Carmichael stated that we are at a point to begin writing the bids, in conjunction with the School of Government, for architects and engineers.

Mrs. Mary Standaert of 118 Shenandoah Terrace referred to the Rules of Procedure which were passed last month. Mrs. Standaert stated that the new Rules give 48 hours or two working days to review the packets whereas previously there was a week and two days for review. Mr. Carmichael stated that the goal is to provide the agenda packets a week prior to the meeting. State law requires that the agenda be publicized at least 48 hours prior to the regular meeting. Mrs. Standaert state the Rules of Procedure stated that if the Board wants a week prior to the meeting then the Rules need to be changed.

### **Adjournment**

**Montreat Board of Commissioners  
Public Forum Minutes  
April 12, 2018**

---

Commissioner Gilliland moved to adjourn the Public Forum. Mayor Pro Tem Otto seconded and the meeting was adjourned 5/0.

---

Tim Helms, Mayor

---

Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
April 12, 2018  
Walkup Building**

---

Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
Mac McClintock, Police Officer  
Dave Arrant, Police Chief  
Barry Creasman, Public Works Director

Approximately 12 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Fouche moved to adopt the agenda as presented. Commissioner Gilliland seconded and the motion carried 5/0.

**Mayor's Communications**

Mayor Helms stated that his only communications was in reference to the addressing issue which was discussed at length during the Public Forum. Mr. Carmichael briefly reviewed that the Mayor had been in contact with the Montreat Postmaster, Tim Bryson, and Mary Standaert had been in communication with the Board of Elections, the Montreat Postmaster, the Planning Board for the County, the Planning Board for Woodfin and the Buncombe County Commissioners. Adrienne Isenhower, Zoning Official, had been in touch with the 911 Addressing Communicator and the Emergency Manager of the County. A resolution has not been reached in the addressing issue but progress has been made.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- February 13, 2018, Town Council Annual Board Retreat Meeting Minutes
- March 1, 2018, Town Council Agenda Meeting Minutes
- March 8, 2018, Public Forum Meeting Minutes

- March 8, 2018, Town Council Meeting Minutes – Commissioner Fouche indicated a correction needed to be made on page 28 to include the names of John Mack Walker and Wade Boggs. The Town Clerk notated this change.
- Resolution #18-04-001 Designating April 28<sup>th</sup> Arbor Day in the Town of Montreat

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

- Mr. Carmichael stated that each month he will be addressing an issue that relates to Montreat Public Safety under his communications. This evening he addressed the CodeRED application. CodeRED is a technology that the Town utilizes to notify our citizens or interested parties in the event of an emergency. This technology allows the Town to send out blast notifications in the form of text messages, mobile alerts, social media alerts and emails. You can find the link at the current Town of Montreat website ([www.townofmontreat.org](http://www.townofmontreat.org)) to sign up for the service.
- Mr. Carmichael stated that the property at 1210 Montreat Road was closed upon at the end of December. The process of abating the asbestos was completed. The Town went out for informal bids on demolition of the building but the bids came back much higher than expected. Montreat had discussions with the Town of Black Mountain about utilizing the Creek Side Lot as a training exercise for the Black Mountain Fire Department and that idea will come to fruition on April 28<sup>th</sup>. Mr. Carmichael reviewed the permitting process from start to finish to insure proper air quality measures were being followed at Commissioner Widmer's request.
- Mr. Carmichael stated that Public Works Staff has been taking trees down at the future Public Works Building. Mr. Carmichael is also working with the School of Government to prepare the bid for the construction of the concrete pad and the purchase of the metal like "butler building". The funding for the Town Hall and Public Works Building have been moved into a capital projects fund which is tied to the project not to the fiscal year. The Public Works Building is fully funded at this time and the Town Hall is partially funded.
- Mr. Carmichael stated that upon receipt of our check by the Department of Transportation the Town of Montreat will no longer be participants of the Municipal Bridge Program. We will move forward with plans to convert the Texas Road Bridge into a pedestrian only bridge. A Bridge Aesthetics Committee has been formed by the Mayor and Town Council to determine how the bridge will potentially look once converted.
- Mr. Carmichael provided the Board a brief update of the Fiscal Year 2018-2019 Budget Cycle Update. Mr. Carmichael stated that the Town is on track to have a balanced budget on June 14<sup>th</sup>.
- Mr. Carmichael announced that Montreat College has tentatively scheduled an active shooter exercise for April 23<sup>rd</sup>. Multiple agencies will be responding to this exercise but it is only a practice.
- Mr. Carmichael pointed out that a small sinkhole developed yesterday on Assembly Drive right inside the Gate. This sinkhole is the result of a failed culvert which is eroding soil.

Public Work Crews have provided a temporary patch but look for more solid construction in the coming weeks.

**Administrative Reports**

Administration: Reports were in written form as requested by Council.

Finance: Reports were in written form as requested by Council.

Planning & Zoning: Reports were in written form as requested by Council.

Police: Reports were in written form as requested by Council.

Public Works & Water: Reports were in written form as requested by Council.

Sanitation: Reports were in written form as requested by Council.

Streets: Reports were in written form as requested by Council.

**Public Comments**

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

Mary Standaert of 118 Shenandoah Terrace suggested that people refer to the Public Forum Minutes from this evening for a more comprehensive discussion of the Montreat addressing issue. She then took the opportunity to review what she had accomplished since leaving office in January. Mrs. Standaert felt this matter would be especially troubling to Montreat College and Mountain Retreat Association since Montreat has been erased off the digital map.

Mike Sonnenberg of 125 Virginia Road asked what the ongoing cost of the portable radios would be and how will they be amortized. Mayor Helms stated that Mr. Carmichael would get in touch with Mr. Sonnenberg regarding this information. Mr. Sonnenberg then asked why the Town could not use cell phones with extenders which would cost a lot less than the portable radios.

Mason Blake of 428 Appalachian Way wanted to invite everyone to the Native Plant Sale which will be held April 28<sup>th</sup> at Moore Center Field. Mr. Blake thanked the Town for their support. This year's event will include two new vendors and great new programs.

Tom Frist of 98 Frist Road asked why the Town could not just tear down the Creek Side Building and haul it off without paying all the additional money. Mr. Carmichael first stated that the Town would not be paying the Black Mountain Fire Department any funds because it is being used as a training exercise. The monies that have been spent were for asbestos abatement which would

have to have been spent no matter how we chose to demolish the building.

### **Presentations and Reports**

- A. Town Commission Annual Retreat: Mr. Carmichael reported that the Town Council held their Annual Retreat on February 13<sup>th</sup> to plan for the coming year. The Commission heard from Staff on current year's projects and activities. They reviewed the various Boards and Commissions vacancies. They reviewed the Mission Statement and the Rules of Procedure.
  
- B. C.I.P. Priorities: Mr. Carmichael stated that the C.I.P. (Capital Improvement Plan) is a financial planning tool that looks into the future to forecast the Town's equipment, building, and infrastructure need. An item is included in our C.I.P. if it has a life expectancy of greater than one year and a value of greater than \$5,000. Inclusion in the C.I.P. does not commit the Town to funding a project. The Board of Commissioners review and must take action to fund, projects either through the annual operating budget or through the capital projects fund. The Community has plenty of opportunities to provide input on the Capital Improvement Plan. There will be two great opportunities coming up: May 10<sup>th</sup> public comment period during the C.I.P. and annual budget presentation and May 24<sup>th</sup> budget public hearing. Mr. Carmichael briefly reviewed the items that were included on the draft C.I.P. During the Annual Retreat Commissioners were asked to prioritize by rank the items to be included on the draft C.I.P. This graphic can be found below. The higher the average the higher the priority.



PROJECTS	Average Score*
Town Hall Replacement	3.00
Local Street Paving	3.00
Bridge Conversion	3.00
New Road Paving	3.00
Truck Replacement (04)	3.00
Water Line Replacement	3.00
Radio Replacement	2.83
Tree Program	2.83
Water Billing Software Modual	2.83
Computer Software Update	2.80
Police Vehicle Replacement	2.67
Radio Replacement	2.67
Portable Generators	2.50
Waterline Locator/ GIS	2.50
Ordinance Update	2.33
Tractor Replacement (85)	2.33
Comprehensive Plan Update	1.17
Water Storage Facility	1.17
Wayfinding Signage Plan	1.00
Stormwater Utility Study	0.83

- C. C.I.P. Public Meeting Report: Mr. Carmichael stated that Staff held a Public Meeting on February 27<sup>th</sup> to give the Community an opportunity to provide feedback and ask questions of Staff. There were no attendees at this meeting but there will definitely be additional opportunities for feedback.

#### **Old Business**

There was no old business to discuss this evening.

#### **New Business**

- A. Appointments of Edna Banes, Jean David, Robert Eckard, Ellen Dean and Tom Widmer (Chair) to the Communications Advisory Committee: Commissioner Fouche moved to appoint Edna Banes, Jean David, Robert Eckard, Ellen Dean and Tom Widmer (Chair) to the Communications Advisory Committee. Mayor Pro Tem Otto seconded the motion. Commissioner Widmer advised that the Commission approved the Communications Advisory Committee at the March Town Council Meeting. This idea came about from discussions held at the Annual Retreat about the need for effective two-way communication. Commissioner Widmer stated that he held an Organizational Meeting and the group has some great ideas. Mayor Helms called for a vote and the motion carried 5/0.
- B. Appoint Robert Wynne to the Bridge Aesthetics Committee: Mayor Helms advised that Mr. Wynne did not get his application turned in prior to the deadline and this item is to add him to the Bridge Aesthetics Committee. Commissioner Widmer moved to appoint Robert Wynne to the Bridge Aesthetics Committee. Commissioner Lentz seconded and the motion carried 5/0.
- C. Martin and Starnes Contract Approval: Commissioner Gilliland move to approve a Contract to Audit Accounts with Martin and Starnes in the amount of \$22,000. Commissioner Widmer seconded and the motion carried 5/0.
- D. Florida Terrace Bid: The Town solicited sealed bids for the disposal of two parcels between Florida Terrace and Arkansas Trail. The bids were advertised according to the sealed bid method and opened on April 4<sup>th</sup>. The Town intended to accept the highest bid as a negotiated offer for the purpose of initiating the upset bid process. However, the Town only received bids significantly lower than the funds that the Town invested on the Florida Terrace site. The highest bid received on tract 1 was \$96,510. The highest bid received on tract 2 was for \$105,000. At the October 19<sup>th</sup> Town Commission meeting, Scott Browne of Keller Williams Realty presented a market analysis and a recommended price for the Florida Terrace site. Mr. Browne's assessment was that if the land were divided equally he valued each tract at \$110,000. The Commission discussed the gap between the assessment and the investment by the Town and direct staff to investigate a price that would recoup the Town's expense. The Town invested \$383,804.14 in the proposed Town Hall project at the Florida Terrace/Arkansas Trail site. Of those funds, \$145,035 were strictly related to the building project and do not add value to the land itself. The remaining \$238,404 were investments directly in the land. The gap between the investment of roughly \$119,202 per tract and the high bids of \$96,510 (tract 1) and \$105,000 (tract 2) is significant. Therefore, staff recommends rejecting all bids and pursuing the negotiated offer and upset bid process as authorized by G.S. 160A-269. Mayor Pro Tem Otto moved to reject all bids for Florida Terrace tracts 1 and 2 as advertised and direct staff to pursue negotiated offers and upset bids. Commissioner Lentz seconded the motion. Mayor Pro Tem Otto has spent a lot of time speaking to other realtors with regards to land costs and he feels we can get some better bids and more excitement on this property. Commissioner questioned if Mr. Carmichael would go back to the original bidders and explain

the process at this point. Mr. Carmichael stated that would be one step in the process as well as the potential of engaging a realtor or advertising that the Town is seeking a negotiated price. Mayor Helms called for a vote and the motion carried 5/0.

- E. Radio Purchase Agreement: Commissioner Fouche moved to approve the purchase agreement for 6 APX 8000 Portable Radios and related equipment with Motorola Solutions in the amount of \$36,870.70. Commissioner Lentz seconded the motion. Commissioner Gilliland questioned the amount of the radios. Chief Arrant stated that these were digital dual band uhf/vhf radios which allow multi-agency communications. Chief Arrant stated that their current radios were purchased in 1998 and he hopes to get the same amount of longevity out of the proposed new radios. Mayor Pro Tem Otto asked if Chief Arrant sees the possibility of as technology price changes to incorporate additional radios down the road at a cheaper price. Chief Arrant stated that there was a chance of price fluctuation but this is the “go-to” item on the market for most of the law enforcement agencies around. Commissioner Widmer asked Chief Arrant why he needed a spare radio. Chief Arrant stated that the spare radio was critical in the event of the assigned radios being damaged or an emergency situation where someone needed radio access. Mayor Helms called for a vote and the motion carried 4/1 with Commissioner Widmer voting against the motion.

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

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

Mrs. Martha Campbell of 149 Maryland Place wanted to commend Mason and Amy Blake on all of their hard work with regards to the Native Plant Sale. Mrs. Campbell also advised everyone to come hungry because there will be a food truck for breakfast and lunch this year. The Blake's are helping to kickoff the new children and family centered programs that Montreat Landcare has been working hard on the past few months. All of the students in the local elementary schools will be getting a flier inviting them to come take part in the kids activities during the Native Plant Sale.

Mrs. Mary Standaert of 118 Shenandoah Terrace stated that with the adoption of tonight's minutes the Commission have codified the recently adopted Rules of Procedure. Mrs. Standaert stated that on Rule 4 that the agenda packets are due 48 hours prior to the meeting then the Rules of Procedure should stand but that if that was not their intent then the Rules of Procedure need to be amended. Mrs. Standaert stated that she had some concerns about the Communication Committee meeting prior to members being appointed to the Committee. Commissioner Widmer stated that the meeting was noticed well in advance of the requirements by law. Mr. Carmichael advised that it was more of a preliminary meeting rather than an organizational meeting as no action was taken by the Committee.

**Commissioner Communications**

Commissioner Lentz thanked Mr. Carmichael for the Safety Information Campaign that was launched this evening.

Commissioner Fouche encouraged everyone to attend the Native Plant Sale. Commissioner Fouche briefly mentioned the three “hot spots” that can be found in and around the Town of Montreat for children and their families to participate in the NC Arboretum Eco-Explorer Program. Commissioner Widmer stated his gratefulness to the MRA for their willingness to include Town of Montreat happenings in their Monday morning messages to the community and beyond. Commissioner Widmer also encouraged everyone to sign up for the Sunshine List.

Mayor Helms stated that the Town received two thank you notes from the children of Reverend Billy Graham for the Resolution which honored his passing.

**Upcoming Meeting Dates**

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

<u>Tree Board:</u>	April 24, 2018, 9:30 a.m. Town Services Building
<u>Creekside Demolition Burn:</u>	April 28, 2018 1210 Montreat Road
<u>Native Plant Sale:</u>	Saturday, April 28, 2018 9:00 a.m. – 2:00 p.m. Moore Center Field
<u>Montreat Landcare:</u>	Wednesday, May 2, 2018, 9:00 a.m. Allen Building Swannanoa Room
<u>May Town Council Agenda Meeting:</u>	Thursday, May 10, 2018, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.
<u>Safety Saturday:</u>	Saturday, May 19, 2018 10:00 a.m. – 2:00 p.m. Ingles Parking Lot on Hwy 9
<u>Public Hearing: Budget</u>	Thursday, May 24, 2018

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
April 12, 2018**

---

7:00 p.m. Walkup Building

Budget Workshop:

Thursday, June 7, 2018  
7:00 p.m. Walkup Building

**Closed Session**

Commissioner Gilliland moved to enter into Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter and to approve Closed Session Minutes from October 12, 2017. Commissioner Widmer seconded and the motion carried 5/0.

Upon returning to Open Session, Commissioner Gilliland moved to offer Andrew Hiltbrand the Tree/GIS Internship and offer him a stipend of \$2,650 a year. Commissioner Tom Widmer seconded and the motion carried 5/0.

Mayor Pro Tem Otto moved to adopt and seal the Closed Session minutes of October 12, 2017. Commissioner Gilliland seconded and the motion carried 5/0.

**Adjournment**

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 8:50 p.m.

---

Tim Helms, Mayor

---

Angela Murphy, Town Clerk

Event	Purpose and Comment	Regulation	Proposed Date	Complete
Departments submit CIP requests	Departments submit CIP requests to Town Administrator/Budget Officer (Internal Staff Benchmark)	Not regulated	1/18/2018	✓
Meeting: Annual Board Retreat	Commission sets vision and priorities for the coming budget year, including budget and C.I.P.	Not required	February (Specific date TBD)	✓
February Actuals	Actual revenues and expenditures of preceding year posted to budget worksheets. (Internal Staff Benchmark)	Not regulated	2/28/2018	✓
Meeting: C.I.P Public Meeting	Staff meets with the public to gather input on needs and projects for the C.I.P.	Not required	2/27/2018	✓
Personnel and Insurance Estimates	Finance Officer estimates personnel and insurance costs for entry into departmental budget requests.(Internal Staff Benchmark)	Not regulated	3/5/2018	✓
Preliminary Revenue Estimates	Finance Officer completes preliminary revenue estimates. (Internal Staff Benchmark)	Not regulated	3/9/2018	✓
Departments Budget Request	Before April 30 of each fiscal year (or an earlier date fixed by the budget officer), each department head shall transmit to the budget officer the budget requests and revenue estimates for his department for the budget year. (Internal Staff Benchmark)	<u>§ 159-10</u>	4/2/2018	✓
Meeting: Presentation of Proposed C.I.P.	Staff presents a proposed C.I.P to Commission.	<u>§ 159-11</u>	5/10/2018	
Meeting: Budget Presentation and Public Hearing	The public comments on the proposed budget to the Commission.	<u>§ 159-12</u>	5/24/2018	
Meeting: Budget Workshop	The Commission reviews the budget at the line item level and directs staff to make any changes	Not required in a specific meeting	6/7/2018	
For Special Insurance Estimates	Additional time available for special meetings, as needed, by the Commissioners to continue deliberation.	Not regulated	6/8/2018-6/28/2018	
Meeting: Adoption of Final Budget	The Commission adopts the final budget. Statutes require that "not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year..."	<u>§ 159-13</u>	6/14/2018	
Beginning of the Fiscal Year	The fiscal year runs from July 1st to June 30th	<u>G.S. 159-8(b)</u>	7/1/2018	



## TOWN OF MONTREAT

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

### **ADMINISTRATIVE REPORTS: Town Administration**

Town Administration report for the period beginning April 1 and ending April 30, 2018.

#### **Monthly Statistics**

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	1
Agendas Prepared	3
Minutes Transcribed	3
Resolutions Drafted	1
Public Records Requests Processed	4
Water Bills Processed	674
Leak Adjustments	4
New Water Accounts Established	3
Purchase Orders	99
Account Reconciliations	32
Journal Entries Approved	80
Staff Hours	393
Professional Development Hours	64
Sunshine List Messages	9
Website Posts	12
Social Media Posts	6
Code Red Alerts	0
Workers Compensation Claims	0

#### **Upcoming Events and Schedule Changes**

- Town Commission Agenda Meetings Canceled
- Creekside Demolition Burn Rescheduled - May 14, 2018, 6:00 PM

- Annual Budget Presentation and Public Hearing – May 24, 2018, 7:00 PM
- Commission Budget Work Session – June 7, 2018, 7:00 PM

**Comments**

- N/A

**Staff Communications**

- Changes to the Town website are coming soon
- The Town of Montreat recently sold 5 pieces of equipment/vehicles on GovDeals and we will receive a check for \$10,017.00.



**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended March 31, 2018

3	FYE 2018 Budgeted	Previously Reported	Current Month	FYE 2018 YTD Actual	FYE 17 Comparison YTD Actual	FYE 2018 Remaining Budget	Actual to Budget %	Statement Period	Variance
								<b>9</b>	
<b>Revenues:</b>									
Ad valorem taxes	\$ 967,843.00	\$ 968,406.37	\$ 11,299.84	\$ 979,706.21	\$ 814,613.28	\$ (11,863.21)			
Other taxes and licenses	\$ 425,600.00	\$ 213,724.49	\$ 41,063.76	\$ 254,788.25	\$ 245,952.30	\$ 170,811.75			
Unrestricted intergovernmental	\$ 105,983.00	\$ 24,201.78	\$ 21,091.84	\$ 45,293.62	\$ 54,932.20	\$ 60,689.38			
Permits and Fees	\$ 48,530.00	\$ 13,577.25	\$ 1,318.00	\$ 14,895.25	\$ 37,911.54	\$ 33,634.75			
Community Service Fee	\$ 45,000.00	\$ 38,614.00	\$ -	\$ 38,614.00	\$ 44,663.40	\$ 6,386.00			
Sales and Services	\$ 12,050.00	\$ 2,299.31	\$ 52.00	\$ 2,351.31	\$ 7,256.44	\$ 9,698.69			
Investment earnings	\$ 6,800.00	\$ 2,817.04	\$ -	\$ 2,817.04	\$ 2,057.57	\$ 3,982.96			
Other revenues	\$ 229,000.00	\$ 18,704.53	\$ 2.00	\$ 18,706.53	\$ 4,443.73	\$ 210,293.47			
Subtotal - Normal Operating	\$ 1,840,806.00	\$ 1,282,344.77	\$ 74,827.44	\$ 1,357,172.21	\$ 1,211,830.46	\$ 483,633.79	73.73%	75.00%	-1.27%
Restricted intergovernmental	\$ 39,446.00	\$ 40,874.53		\$ 40,874.53	\$ 40,917.40	\$ (1,428.53)			
Contributions - Landcare		\$ 150.00	\$ 75.00	\$ 225.00	\$ 7,250.00	\$ (225.00)			
Contributions - Open Space	\$ -			\$ -		\$ -			
Total Revenues	<b>1,880,252.00</b>	<b>1,323,369.30</b>	<b>74,902.44</b>	<b>1,398,271.74</b>	<b>\$ 1,259,997.86</b>	<b>481,980.26</b>	74.37%	75.00%	-0.63%
<b>Expenditures:</b>									
Governing Body	\$ 72,229.00	\$ 15,141.21	\$ 747.70	\$ 15,888.91	\$ 28,975.85	\$ 56,340.09	22.00%	75.00%	53.00%
Administration	\$ 298,139.00	\$ 213,300.73	\$ 21,434.50	\$ 234,735.23	\$ 227,634.47	\$ 63,403.77	78.73%	75.00%	-3.73%
Public Buildings	\$ 34,514.00	\$ 20,737.41	\$ 353.55	\$ 21,090.96	\$ 50,230.19	\$ 13,423.04	61.11%	75.00%	13.89%
Police	\$ 416,300.00	\$ 207,050.00	\$ 23,820.95	\$ 230,870.95	\$ 286,533.92	\$ 185,429.05	55.46%	75.00%	19.54%
Building & Zoning	\$ 50,348.73	\$ 11,404.81	\$ 879.74	\$ 12,284.55	\$ 58,866.05	\$ 38,064.18	24.40%	75.00%	50.60%
Public Works	\$ 164,389.27	\$ 94,782.52	\$ 4,073.71	\$ 98,856.23	\$ 56,077.11	\$ 65,533.04	60.14%	75.00%	14.86%
Streets	\$ 465,013.00	\$ 174,217.17	\$ 24,642.91	\$ 198,860.08	\$ 164,199.38	\$ 266,152.92	42.76%	75.00%	32.24%
Powell Bill	\$ -			\$ -	\$ -	\$ -	0.00%	75.00%	0.00%
Sanitation	\$ 100,037.00	\$ 66,027.22	\$ 6,777.50	\$ 72,804.72	\$ 71,573.85	\$ 27,232.28	72.78%	75.00%	2.22%
Env/Cons/Rec	\$ 7,000.00	\$ 9,389.77	\$ 3,059.59	\$ 12,449.36	\$ 7,040.17	\$ (5,449.36)	177.85%	75.00%	-102.85%
Total expenditures	<b>1,607,970.00</b>	<b>\$ 812,050.84</b>	<b>\$ 85,790.15</b>	<b>\$ 897,840.99</b>	<b>\$ 951,130.99</b>	<b>\$ 710,129.01</b>	55.84%	75.00%	19.16%
<b>Revenues over expenditures</b>	<b>272,282.00</b>	<b>\$ 511,318.46</b>	<b>\$ (10,887.71)</b>	<b>\$ 500,430.75</b>	<b>\$ 308,866.87</b>	<b>\$ (228,148.75)</b>			
Other financing sources (uses):									
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -			
Transfer to/from Capital Fund	\$ (525,000.00)	\$ (525,000.00)		\$ (525,000.00)	\$ -	\$ -			
Fund Balance Appropriated:	\$ 252,718.00	\$ 252,718.00		\$ 252,718.00	\$ -	\$ -			
Total other financing sources (uses)	<b>\$ (272,282.00)</b>	<b>\$ (272,282.00)</b>	<b>\$ -</b>	<b>\$ (272,282.00)</b>	<b>\$ -</b>	<b>\$ -</b>			
Revenues and other sources over expenditures and other uses	<b>\$ -</b>	<b>\$ 239,036.46</b>	<b>\$ (10,887.71)</b>	<b>\$ 228,148.75</b>	<b>\$ 308,866.87</b>	<b>\$ (228,148.75)</b>			
<b>Expenditure Recap:</b>									
Salaries & Benefits	\$ 906,285.19	\$ 441,781.66	\$ 59,830.55	\$ 501,612.21	\$ 706,095.11	\$ 404,672.98			
Other Operating	\$ 427,784.81	\$ 340,495.58	\$ 16,305.60	\$ 356,801.18	\$ 211,082.92	\$ 70,983.63			
CIP/Grant Projects	\$ 273,900.00	\$ 29,773.60	\$ 9,654.00	\$ 39,427.60	\$ 33,952.96	\$ 234,472.40			

Total Expenditures	\$ 1,607,970.00	\$ 812,050.84	\$ 85,790.15	\$ 897,840.99	\$ 951,130.99	\$ 710,129.01
--------------------	-----------------	---------------	--------------	---------------	---------------	---------------

**Capital Projects Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended March 31, 2018

	FYE 2018 Budgeted	Previously Reported	Current Month	FYE 2018 YTD Actual	FYE 17 Comparison YTD Actual	FYE 2018 Remaining Budget	Actual to Budget Percent	Statement Period	Variance
								9	
<b>Revenues:</b>									
Other revenues	\$ -		\$ -	\$ -	\$ -	\$ -			
Total revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>Expenditures:</b>									
New Town Hall	\$ 225,000.00	\$ 140,982.58	\$ 8,740.00	\$ 149,722.58	\$ -	\$ 75,277.42	66.54%		
Public Works Building	\$ 300,000.00	\$ 1,360.00	\$ 3,440.00	\$ 4,800.00	\$ -	\$ 295,200.00	1.60%		
Total expenditures	\$ 525,000.00	\$ 142,342.58	\$ 12,180.00	\$ 154,522.58	\$ -	\$ 370,477.42	29.43%		
<b>Revenues over expenditures</b>	\$ (525,000.00)	\$ (142,342.58)	\$ (12,180.00)	\$ (154,522.58)	\$ -	\$ (370,477.42)			
Other financing sources (uses):									
Transfers to/from General Fund	\$ 525,000.00	\$ 525,000.00		\$ 525,000.00	\$ -	\$ -			
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total other financing sources (uses)	\$ 525,000.00	\$ 525,000.00	\$ -	\$ 525,000.00	\$ -	\$ -			
Revenues and other sources over expenditures and other uses	\$ -	\$ 382,657.42	\$ (12,180.00)	\$ 370,477.42	\$ -	\$ (370,477.42)			
<b>Expenditure Recap:</b>									
Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	\$ -			
Other Operating				\$ -	\$ -	\$ -			
CIP/Grant Projects	\$ 525,000.00	\$ 142,342.58	\$ 12,180.00	\$ 154,522.58	\$ -	\$ 370,477.42			
Total Expenditures	\$ 525,000.00	\$ 142,342.58	\$ 12,180.00	\$ 154,522.58	\$ -	\$ 370,477.42			

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**

For the Period Ended March 31, 2018

	FYE 2018 Budgeted	Previously Reported	Current Month	FYE 2018 YTD Actual	FYE 17 Comparison YTD Actual	FYE 2018 Remaining Budget	Actual to Budget Percent	Statement Period	Variance
								<b>9</b>	
<b>Revenues:</b>									
Ad valorem taxes			\$ -			\$ -			
Other taxes and licenses		\$ -	\$ -	\$ -	\$ 18,343.62	\$ -			
MRA Comm Svc Fee	\$ -		\$ -			\$ -			
Permits and Fees			\$ -			\$ -			
Sales and Services	\$ 315,700.00	\$ 192,850.41	\$ 92,988.35	\$ 285,838.76	\$ 222,059.71	\$ 29,861.24			
Investment earnings	\$ 193.00	\$ 188.35	\$ -	\$ 188.35	\$ 179.38	\$ 4.65			
Other revenues	\$ 52,710.00	\$ 36,521.66	\$ 4,814.85	\$ 41,336.51	\$ 13,824.59	\$ 11,373.49			
Subtotal - Normal Operating	\$ 368,603.00	\$ 229,560.42	\$ 97,803.20	\$ 327,363.62	\$ 254,407.30	\$ 41,239.38			
<i>Restricted intergovernmental</i>			\$ -		\$ -	\$ -			
Total revenues	\$ 368,603.00	\$ 229,560.42	\$ 97,803.20	\$ 327,363.62	\$ 254,407.30	\$ 41,239.38	88.81%	75.00%	13.81%
<b>Expenditures:</b>									
Water Department	\$ 368,603.00	\$ 115,880.55	\$ 9,392.97	\$ 125,273.52	\$ 133,577.23	\$ 243,329.48	33.99%	75.00%	41.01%
Total expenditures	\$ 368,603.00	\$ 115,880.55	\$ 9,392.97	\$ 125,273.52	\$ 133,577.23	\$ 243,329.48	33.99%	75.00%	41.01%
<b>Revenues over expenditures</b>	\$ -	\$ 113,679.87	\$ 88,410.23	\$ 202,090.10	\$ 120,830.07	\$ (202,090.10)			
Other financing sources (uses):									
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Revenues and other sources over expenditures and other uses	\$ -	\$ 113,679.87	\$ 88,410.23	\$ 202,090.10	\$ 120,830.07	\$ (202,090.10)			
<b>Expenditure Recap:</b>									
Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	\$ -			
Other Operating	\$ 288,603.00	\$ 114,061.85	\$ 11,211.67	\$ 125,273.52	\$ 131,421.41	\$ 163,329.48			
<i>CIP/Grant Projects</i>	\$ 80,000.00	\$ 1,818.70	\$ (1,818.70)	\$ -	\$ 2,155.82	\$ 80,000.00			
Total Expenditures	\$ 368,603.00	\$ 115,880.55	\$ 9,392.97	\$ 125,273.52	\$ 133,577.23	\$ 243,329.48			

Town of Montreat  
March-April 2018 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>
Mountain Retreat Association		318 Georgia Terrace	3/1/2018	18201	3/1/2018	Free Standing Sign
Stewart	Daniel C	309 Georgia Terrace	N/A	5355	3/2/2018	Replace Water Line
Goodwin Jr.	WM C	519 Providence Terrace	N/A	5356	3/13/2018	Heat Pump Replacement
Rogers	Anne	527 Calvin Trail	N/A	5357	3/14/2018	Gas Line for Fireplace
Bitzer	David	119 John Knox Road	3/14/2018	5358	3/22/2018	Deck Addition
Mountain Retreat Association		401 Assembly Drive	N/A	5360	3/22/2018	New HVAC and Window Replacement
Warlaw	Theodore	Maryland Place	N/A	5363	3/28/2018	Interior Renovations
Oliver	Mark	161 Mississippi Road	N/A	5364	3/28/2018	Heat Pump Addition
Johnson	G Wallace	131 Mecklenburg Circle	3/22/2018	5359	3/29/2018	Garage Addition
Spence	Mark	533 Magill Drive	3/22/2018	5361	3/29/2018	Retaining Wall
Kennington	Robert	414 South Carolina Terrace	N/A	5369	4/2/2018	Gas Line for Fireplace
Havard	Frank	217 Assembly Drive	N/A	5368	4/3/2018	Replace Mini Split
Hester Family Residuary Trust		207 Virginia Road	4/5/2018	18203	4/5/2018	Temporary Fence
Hazelwood	Bill	188 Mississippi Road	N/A	5370	4/10/2018	New Heat Pump
Oliver	Mark	161 Mississippi Road	N/A	5371	4/13/2018	Electrical Circuits

ZONING ACTIVITY

<u>Zoning Permit Applications:</u>	5
<u>Variance/Interpretation Requests:</u>	2
<u>Conditional Use Requests:</u>	None
<u>Permit Extensions Requested:</u>	None
<u>Sign Permit Applications:</u>	None
<u>Violations Reported:</u>	None

BUILDING INSPECTIONS

<u>Building Permit Applications:</u>	13
<u>Building Inspections Requested:</u>	25
<u>Re-inspections Requested/Required:</u>	0
<u>Fire Inspections Requested/Required:</u>	None
<u>Fire Permit Applications:</u>	None

Totals

<u>Approved Zoning Permits:</u>	5
<u>Denied Zoning Permits:</u>	1
<u>Pending Zoning Permits:</u>	2
<u>Variance/Interpretation Granted:</u>	1
<u>Conditional Use Permits Granted:</u>	None
<u>Permit Extensions Granted:</u>	None
<u>Sign Permits Issued:</u>	None
<u>Notice of Violation (NOV):</u>	None

Totals

<u>Building Permits Issued:</u>	13
<u>Pending Building Permits:</u>	None
<u>Building Inspections Performed:</u>	25
<u>*Stop Work Order Issued:</u>	None
<u>**Defective Building Posted:</u>	None
<u>Denied Building Permits</u>	None
<u>Fire Inspections Performed:</u>	None
<u>Fire Re-Inspections Performed:</u>	None
<u>Fire Permits Issued:</u>	None



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: POLICE

#### Monthly Statistics

<b><u>MONTHLY POLICE STATISTICS REPORT</u></b>					
<b>April</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Mileage	2389	2417	3345	2823	2478
Dispatched Calls	77	55	141	112	80
Officer-Initiated Calls	483	411	214	262	271
Fire/EMS Assistance Calls	2F/3E	5F/3E	11F/6E	15F/4E	6F/1E
Motorist/Other Assistance Calls	82	66	72	56	45
Traffic Stops	15	34	32	25	25/113G
Parking Issues	0	1	7	9	4
Burglar/Fire Alarm Responses	5B	1	1B	4B/1F	4B
Residential/Building Checks	247	239	235	254	112
Ordinance violations	1	10	19	14	15
LE Agency Assistance Calls	25	15	13	11	20
Animal Calls	1	3	3	7	0
Larcenies	0	0	0	0	1
B&E Calls	0	0	0	0	0
Suspicious Person/Vehicle Investigations	5P/10V	20V	22P/25V	14P/14V	9P/26V
Disturbance Calls	6	5	5	3	2
Accident Responses	0	3	0	0	0
Auxiliary Hours Worked	32R/159 T	24R	40R/60T	32R/48T	32R/24T
Truck turns at gate	1	6	1	1	2

#### Comments

- Town service: 470
- MRA service: 156
- College service: 15
- Fuel Cost: \$478.60

This month has seen little unusual activity. We did have some strong winds that did result in damage to a vehicle.

Shortly, we will be seeing our summer seasonal transition begin to take place. In the coming weeks, please be mindful of increasing traffic. Both vehicular, as well as pedestrian.

I would also like to take this opportunity to welcome the newest member of the Montreat Police Department, Joshua Kiser. Joshua has been with the Buncombe County Sherriff's Office for the past nine years. He has joined us in a full time capacity, and we are pleased to have him onboard.

Lastly, a reminder of the annual Safety Saturday event taking place on May 19<sup>th</sup> at Ingles parking lot in Black Mountain.



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: Water and Public Works

Water and Public Works report for the period beginning on April 1, 2018 and ending April 30, 2018.

#### Monthly Statistics

Calls for Service	14
Water Leaks Repaired	0
New Water Lines Installed	0
Meters Read	674
Meter Replacements	41
Water Produced	4,454,800 gal
Fuel Costs	\$492.68
Hours Pumped (11 wells combined total )	2304 hrs
Full Time Staff Hours Worked	314

#### Comments

- We are still flushing hydrants to relieve air pockets. This will take some time to accomplish. Thank you for your patience.
- The yearly hydrant maintenance is complete.

#### Staff Communications

- We will start a leak detection program this month. It will be at night because the water system should be at its lowest use, so if you see a public works vehicle out at night please don't be alarmed.



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: SANITATION

Sanitation report for the period beginning April 1, 2018 and ending April 30, 2018.

#### Monthly Statistics

Curbside Trash Collected	27.18 tons
Curbside Recycling Collected	2.60 tons
Pay-As-You-Throw Trash Collected	25 bags
Pay-As-You-Throw Recycling Collected	9 bags
Unique Curbside Stops	1470
Bagged Leaf Pickup	232 bags
Brush Pickup	13 loads
Hauling Fees	\$1,042.48
Tipping Fees	\$820.27
Dumpster Rental Fees	\$200.72
FTE Staff Hours: Regular/Comp. Time Earned	160
Contracted Employee Staff Hours	68
Fuel	\$200.01

#### Events and Schedule Changes

- The next bulky Item Pickup is July 10, 2018.

#### Comments

- 

#### Staff Communications

- Please remember to tie your trash and recycling bags before setting them out for curbside pickup





## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: STREETS

Streets report for the period beginning on April 1, 2018 and end April 30, 2018 .

#### Monthly Statistics

Roads Maintained	15.12
New Roads Added	0
Trees Removed	6
Sand Applied	0
Ice Melt Applied	0
Fuel Costs	\$375.37
FTE Staff Hours	369
Contracted Employee Staff Hours	36

#### Comments

- We had three trees fall during a wind event on April 17<sup>th</sup> - one of which resulted in property damage to an unoccupied vehicle.
- Six trees have been removed this month by staff with a savings of around \$2,100 dollars to the town.
- Shoulder repair on Lookout is complete.

#### Staff Communications

- The Tree Inventory has begun. The inventory of the trees along the right-of-way of Assembly Drive is moving along nicely.
- Pothole and curb repair, mowing season and scraping of the dirt roads all will begin this month for the season. Please keep an eye out for the crew – let's keep them safe!!
- If you know of anyone that needs leaf mulch for their garden please let them know we have plenty and it's free!



## TOWN OF MONTREAT

---

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

### TOWN OF MONTREAT POLICE OFFICER OATH OF OFFICE

"I, Joshua Brian Kiser, do solemnly swear (or affirm) that I will be alert and vigilant to enforce the criminal laws of the State; that I will not be influenced in any manner on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully and impartially discharge and execute the duties of my office as a law enforcement officer according to the best my skill, abilities and judgment, so help me God."

This the 10<sup>th</sup> day of May, 2018.



May 3, 2018

Barry Creasman  
Public Works Director  
P.O. Box 423  
Montreat, NC 28757

RE: Proposal for Engineering Services  
Assembly Drive Culvert Replacement  
Buncombe County, North Carolina

Dear Mr. Creasman:

Thank you for requesting McGill Associates provide the following scope of services to design and permit the culvert replacement under Assembly Drive. It is our understanding that the previously installed culvert degraded, causing a sinkhole to become apparent in early April 2018, which has since been patched but requires replacement. In addition, it has been requested to provide permitting information and begin the permit process for culvert extension under Assembly Drive near Gate entrance. The following is a breakdown of our proposed scope of services for this project:

**ASSEMBLY DRIVE CULVERT REPLACEMENT**

1. Meet with Town of Montreat onsite to observe and discuss the project including observation of issue, information on existing culverts and assumed tie in locations, prepare stream documentation required for permitting, discussion on assumed repairs, and environmental permitting requirements, etc.
2. Survey existing culvert to provide control over repair elevations as required during permitting.
3. Prepare a single drawing showing the proposed site layout, based on surveyed inverts, and LiDAR topography. Drawing will be detailed enough for permitting and installation. Calculations will include determination of drainage area to check culvert size, but it is assumed that the existing HDPE will be left intact and connected into.
4. Communicate with agencies to discuss permitting, general conditions, and reporting which must be met during construction.
5. Update drawing based on discussed permit requirements and provide to Owner for use in procuring contractor.

6. Provide cost estimate to Owner for use in determining if Contractor can be obtained without a formal bidding process. If bid is required, McGill can provide bid document services, but this has not been included in the below estimate.
7. Periodic construction oversight to ensure project is installed in accordance with permits and engineering drawings.

#### **CULVERT EXTENSION TO ACCOMMODATE SIDEWALK**

1. Communicate with agencies to determine appropriate action for permitting extension of stormwater culvert to accommodate sidewalk. Summarize required information and provide update to Owner.
2. Evaluate and discuss concepts of how to construct the sidewalk at this particular pipe crossing so that the permitting needs can be determined.

#### **PROPOSED FEE**

We anticipate providing the above scope of services at an hourly basis based on attached basic fee schedule. The estimated total fee is shown below, but is subject to change based on site conditions, permit requirements, etc.

**Estimated Total Stormwater Engineering Fee**

**\$ 5,500.00**

#### **ASSUMPTIONS**

This proposal assumes the following:

1. Drawings will be prepared in 24-inches by 36-inches size on McGill Associates title block, unless otherwise requested. For other formats, title block and appropriate fonts will be provided in AutoCAD (2014 or newer) format for our office.
2. Geotechnical exploration is not included in the above scope of services.
3. It is assumed that a pump around operation will be required to complete repair in the dry. As discussed onsite, this may require night work and/or detour be installed. This detour will be set up and operated by Town staff.
4. Sidewalk design has not been included in this scope of services. If permitting is required for the culvert under Assembly Dr for the sidewalk extension, it is assumed that Owner will provide required design information for the Assembly Drive Culvert Replacement. McGill can provide this design as Additional Services.

5. Items not included in the above scope of services are not included in the above hourly estimate.

Thank you for the opportunity to work with you on this project. If you have any questions concerning this proposal or any element of our work, please do not hesitate to contact me. If the above is acceptable to you, please sign and return the attached Consulting Services Agreement along with this letter in the acceptance section below to our office as your notice to proceed.

Sincerely,  
McGILL ASSOCIATES, P.A.



BEN CATHEY, PE  
Senior Project Manager

Attachments: Consulting Services Agreement  
Basic Fee Schedule

cc: Scott Burwell PE, McGill Associates, PA (via email)  
Mark Cathey, PE, McGill Associates, PA (via email)

ACCEPTED:

Name: \_\_\_\_\_

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

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

i:\projects\2018\18.00118 - montreat\proposal\bc3may18 proposal.docx



# CONSULTING SERVICES AGREEMENT

This contract entered into this 3rd day of May, 2018 by and between Town of Montreat hereinafter called the Client, and McGill Associates, P.A.;

Witnesseth that:

Whereas, the Client desires to engage McGill Associates to provide consulting services; and,

Whereas, the Client finds that the attached Scope of Services and terms of this agreement are acceptable; and,

Whereas, McGill Associates desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

Now, therefore, the parties hereto do mutually agree as follows:

**1. Scope of Services:** McGill Associates shall provide the services attached hereto in the Proposal for Services letter dated May 3, 2018, to this Agreement, hereinafter called services. Additional services will be provided at the Client's request.

**2. Standard of Care:** McGill Associates will perform its services using that degree of skill and diligence normally employed by professional engineers or consultants performing the same services at the time these services are rendered. McGill Associates will reperform any services not meeting this standard without additional compensation.

**3. Authorization to Proceed:** Execution of this Consulting Services Agreement will be considered authorization for McGill Associates to proceed unless otherwise provided for in this Agreement.

**4. Changes in Scope:** The Client may request changes in the Scope of Services provided in this Agreement. If such changes affect McGill Associates cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement, including Task Orders executed by both parties.

**5. Compensation:** The Client shall pay the compensation to McGill Associates set forth in the Proposal for Services letter dated May 3, 2018, attached hereto. Unless otherwise provided in the Basis for Compensation, McGill Associates shall submit invoices to the Client monthly for work accomplished under this agreement and the Client agrees to make payment to McGill Associates within thirty (30) days of receipt of the invoices. Client further agrees to pay interest on all accounts invoiced and not paid or objected to for a valid cause in writing within said thirty (30) days at a rate of 1-1/2 percent per month (18 percent per annum), until paid. Client agrees to pay McGill Associates' cost of collection of the amounts due and unpaid after sixty (60) days, including but not limited to, court costs and attorney's fees. McGill Associates shall not be bound by any provision such as contained in a purchase order or wherein McGill Associates waives any rights to a mechanic's lien or any provision conditioning McGill Associates' right to receive payment for its work upon payment to the Client by any third party. These general conditions are notice, where required, that McGill Associates shall file a lien whenever necessary to collect past due amounts. The Client agrees that failure to make payment in full within thirty (30) days of receipt of the invoice shall constitute a release of McGill Associates from any and all claims of negligence which Client may have. It is also mutually agreed that should the Client fail to make prompt payments as described herein, McGill Associates reserves the right to immediately stop all work under this agreement until disputed amounts are resolved.

**6. Personnel:** McGill Associates represents that it has, or will secure at their own expense, all personnel required to perform the services under this agreement and that such personnel will be fully qualified and adequately supervised to perform such services. It is mutually understood that should the scope of services require outside subcontracted services, McGill Associates may do so at their discretion.

**7. Opinions or Estimates of Cost:** Any costs estimates provided by McGill Associates shall be considered opinions of probable costs. These along with project economic evaluations provided by McGill Associates will be on a basis of experience and judgment, but, since McGill Associates has no control over market conditions or bidding procedures, McGill Associates cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions.

**8. Termination:** This Agreement may be terminated for convenience by either the Client or McGill Associates with 15 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such non performance within 5 days of written notice and diligently complete the correction thereafter. On termination, McGill

Associates will be paid for all authorized work performed up to the termination date plus reasonable project closeout costs.

**9. Limitation of Liability:** McGill Associates liability for Client's damages will, in aggregate, not exceed the total fees paid by the Client for the Scope of Services referenced herein or \$50,000, whichever is greater. This provision takes precedence over any conflicting provision of this Agreement or any documents incorporated into it or referenced by it. This limitation of liability will apply whether McGill Associates liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include McGill Associates' directors, officers, employees and subcontractors. At additional cost, Client may obtain a higher limit prior to commencement of services.

**10. Assignability:** This agreement shall not be assigned or otherwise transferred by either McGill Associates or the Client without the prior written consent of the other.

**11. Severability:** The provisions of this Consulting Services Agreement shall be deemed severable, and the invalidity or enforceability of any provision shall not affect the validity or enforceability of the other provisions hereof. If any provision of this consulting services agreement is deemed unenforceable for any reason whatsoever, such provision shall be appropriately limited, and given effect to the extent that it may be enforceable.

**12. Ownership of Documents:** All documents, calculations, drawings, maps and other items generated during the performance of services shall be considered intellectual property and remain the property of McGill Associates. Client agrees that the deliverables are intended for the exclusive use and benefit of, and may be relied upon for this project only by the Client and will not be used otherwise. Client agrees that any prospective lender, buyer, seller or third party who wishes to rely on any deliverable must first sign McGill Associates' Secondary Client Agreement.

**13. Excusable Delay:** If performance of service is affected by causes beyond McGill Associates control, project schedule and compensation shall be equitably adjusted.

**14. Indemnification:** Client agrees to indemnify, defend and hold McGill Associates, its agents, employees, officers, directors and subcontractors harmless from any and all claims, and costs brought against McGill Associates which arise in whole or in part out of the failure by the Client to promptly and completely perform its obligations under this agreement, and as assigned in the Proposal for Engineering Services or from the inaccuracy or incompleteness of information supplied by the Client and reasonably relied upon by McGill Associates in performing its duties or for unauthorized use of the deliverables generated by McGill Associates.

**15. Choice of Law:** This Agreement shall be governed by the internal laws of the State of North Carolina.

**16. Entire Agreement:** This Agreement contains all of the agreements, representations and understandings of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements, whether oral or written, and may only be modified or amended as herein provided; and as mutually agreed.

**17. Attachments to this document:**

1. Proposal for Services Letter, May 3, 2018
2. Basic Fee Schedule

Town of Montreat

Authorized Signature:

Authorized Name: Barry Creasman

Address:

City/State/Zip:

McGill Associates, P.A.



McGill Representative Name: Ben Cathey

Title: Senior Project Manager

55 Broad Street

Asheville, North Carolina 28801

## **BASIC FEE SCHEDULE**

**September 2017**

<u><b>PROFESSIONAL FEES</b></u>	<u>Hourly Rate</u>
Firm Principal	\$190.00
Program Services Manager I	\$150.00
Program Services Manager II	\$160.00
Senior Project Manager I	\$160.00
Senior Project Manager II	\$170.00
Senior Project Manager III	\$175.00
Project Manager I	\$140.00
Project Manager II	\$150.00
Project Engineer I	\$105.00
Project Engineer II	\$115.00
Project Engineer III	\$125.00
Engineering Associate I	\$ 85.00
Engineering Associate II	\$ 90.00
Engineering Technician I	\$ 80.00
Engineering Technician II	\$ 90.00
Engineering Technician III	\$100.00
Environmental Specialist I	\$ 80.00
Environmental Specialist II	\$ 90.00
Electrical Engineer I	\$105.00
Electrical Engineer II	\$115.00
Electrical Engineer III	\$125.00
Electrical Engineering Associate I	\$ 85.00
Electrical Engineering Associate II	\$ 90.00
Electrical Engineering Technician I	\$ 80.00
Electrical Engineering Technician II	\$ 90.00
Electrical Engineering Technician III	\$100.00
Mechanical Engineer I	\$105.00
Mechanical Engineer II	\$115.00
Mechanical Engineer III	\$125.00
Mechanical Engineering Associate I	\$ 85.00
Mechanical Engineering Associate II	\$ 90.00
Mechanical Engineering Technician I	\$ 80.00
Mechanical Engineering Technician II	\$ 90.00

Mechanical Engineering Technician III	\$100.00
CADD Operator I	\$ 75.00
CADD Operator II	\$ 80.00
CADD Operator III	\$ 85.00
Construction Services Manager I	\$120.00
Construction Services Manager II	\$135.00
Construction Administrator I	\$ 90.00
Construction Administrator II	\$100.00
Construction Administrator III	\$110.00
Construction Field Representative I	\$ 75.00
Construction Field Representative II	\$ 80.00
Construction Field Representative III	\$ 85.00
Construction Project Coordinator	\$ 75.00
Planner I	\$ 95.00
Planner II	\$110.00
Planner III	\$125.00
Planner IV	\$135.00
Surveyor I	\$ 80.00
Surveyor II	\$ 90.00
Surveying Associate I	\$ 70.00
Surveying Associate II	\$ 75.00
Survey Technician I	\$ 70.00
Survey Technician II	\$ 75.00
Survey Field Technician I	\$ 55.00
Survey Field Technician II	\$ 60.00
Survey Field Technician III	\$ 65.00
Administrative Assistant (I-II)	\$ 70.00
Administrative Assistant III	\$ 75.00
Accounting Assistant (I-II)	\$ 80.00

**1. EXPENSES**

- a. Mileage - \$0.65/mile
- b. Robotics/GPS Equipment - \$25/hr.
- c. Survey Drone - \$100/hr.
- d. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

**2. ASSOCIATED SERVICES -**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.



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

**Meeting Date: 5/10/18**

**SUBJECT:**      **Establishment of Criteria Used For Determining the Circumstances Under Which The Design-Build Method Is Appropriate**

**AGENDA INFORMATION:**

**Agenda Location:**      **New Business**  
**Item Number**            **D**  
**Department:**          **Administration**  
**Contact:**                **Alex Carmichael**  
**Presenter:**              **Alex Carmichael**

**BRIEF SUMMARY:**      § 143-128.1A. Grants authority for local governments to contract capital projects through a Design-Build method. The statute requires local governments who wish to utilize this method to first establish criteria to determine if Design-Build is the appropriate method.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Move to adopt the following criteria for determining the circumstances under which the design-build method is appropriate for a project:

- 1) The extent to which the Town of Montreat can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder.
- 2) The time constraints for the delivery of the project.
- 3) The ability to ensure that a quality project can be delivered.
- 4) The capability of the Town of Montreat to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.
- 5) A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities. The Town of Montreat shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section.
- 6) The criteria utilized by the Town of Montreat, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subdivisions (1), (2), and (4) of G.S. 143-128(a1).

**FUNDING SOURCE:**      **N/A**

**ATTACHMENTS:**        § 143-128.1A. Design-Build contracts.

**STAFF COMMENTS AND RECOMMENDATIONS:**

An excerpt of the North Carolina General Statutes requiring the establishment of Design-Build criteria is attached.



## TOWN OF MONTREAT

---

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

### **RESOLUTION #18-05-0001 Establishment of Criteria Used For Determining the Circumstances Under Which The Design-Build Method Is Appropriate**

**WHEREAS**, General Statute § 143-128.1A grants authority for local governments to contract capital projects through a Design-Build method; and

**WHEREAS**, General Statute§ 143-128.1A requires local governments who wish to utilize this method to first establish criteria to determine if Design-Build is the appropriate method; and

**WHEREAS**, The Town of Montreat adopts the following criteria for determining the circumstances under which the design-build method is appropriate for a project and;

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

**READ, APPROVED AND ADOPTED**, this the 10 day of May, 2018.

[SEAL]

---

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the \_\_ day of \_\_\_\_\_, 20\_\_, as it appears of record in the official minutes.

---

Angie Murphy  
Town Clerk





**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: 5/10/18**

**SUBJECT:** RFQ – 2018-004 Town Hall Design-Build Project

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Alex Carmichael

**Presenter:** Alex Carmichael

**BRIEF SUMMARY:** Approval RFQ – 2018-004 Town Hall Design-Build Project

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Move to approve RFQ – 2018-004 Town Hall Design-Build Project as authorized by G.S. 143-128.1A and direct staff to move forward with seeking NC Local Government Commission Approval, investigating financing, and advertising RFQ 2018-004.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:**

Attachment A:	Houston - New Construction Delivery Methods Authorized for North Carolina Local Governments
Attachment B:	Report of Subsurface Exploration and Preliminary Geotechnical Evaluation
Attachment C:	Site Survey, 1210 Montreat Road

**STAFF COMMENTS AND RECOMMENDATIONS:** The established criteria for selecting the Design-Build method for capital projects is met by RFQ 2018-004 as follows:

- 1) The extent to which the Town of Montreat can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder.

*RFQ 2018-004 adequately and thoroughly defines the project requirements.*

- 2) The time constraints for the delivery of the project.

*The Town Hall Project is the culmination of years of effort, beginning in 2007, and including a previous RFQ for Design Services process, extensive public input, the rejection of the proposed design and site location, the formation of an advisory committee with subsequent recommendations and the Design-Build RFQ. The space needs for the Town Hall have continued and expanded during the elongated process.*

- 3) The ability to ensure that a quality project can be delivered.

*Staff possess graduate level coursework in public contract management. Additionally, the Design-Build RFQ requires submitters to assign a project manager to oversee both the design and construction phases of the project.*

- 4) The capability of the Town of Montreat to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.

*The Town Administrator will be assigned as the staff coordinator of the project. Additionally, RFQ 2018-004 requires submitters to assign a project manager experienced with the design-build method of project delivery to oversee both the design and construction phases of the project.*

- 5) A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities. The Town of Montreat shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section.

*RFQ 2018-004 does not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section. The Town of Montreat will make a good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities by actively recruiting such businesses through bid list serves and purchasing forums.*

- 6) The criteria utilized by the Town of Montreat, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subdivisions (1), (2), and (4) of G.S. 143-128(a1).

*Advantage: Design-build is sometimes confused with construction management at-risk (CMR). One fundamental difference between design-build and CMR is that, under CMR, the local government is required to contract separately with an architect and/or engineer for design services, while a design-build project involves a single contract with both the design professional and the contractor encompassing the design and*

*construction phases of the project. Under CMR, the designer works for the public owner; under design-build, the designer works for the contractor, reducing the project management burden on Town staff.*

*Under the design-build method, project specifications are not drawn prior to initiating the procurement process. Instead, the project owner advertises general information about the project and selects the design-builder based on the firm's (or individual's) qualifications to design and construct the project. Once under contract, the design-builder (oftentimes a team comprised of the designer and the general contractor) works with the owner to design the project based on the owner's project criteria, usually by preparing a preliminary design followed by detailed specifications after the owner's approval of the preliminary design. The design work can be done in phases, allowing construction to commence and proceed in phases to expedite project completion, or the design work can be finalized prior to construction. Under both systems, the designer continues to work with the builder throughout the project addressing unforeseen issues or design revisions as the project proceeds.*

*Disadvantage:* *Because a firm, individual, or team must provide both design and construction service in one contract Design-Build places a higher standard and professional burden on submitting firms. The Design-Build method requires the design-builder to certify that each licensed designer and subconsultant who is a member of the design-build team is selected based on "demonstrated competence and qualifications" under the qualifications-based selection process of the Mini-Brooks Act (G.S. 143-64.31).7.*

*Because it is unlikely that one, or a few, individuals will possess the required competence and qualifications of all the trades necessary for the contract, the Design-Build method may be difficult for smaller firms. Larger firms, or smaller firms with established subcontracting relationships are more likely to respond to a Design-Build RFQ. This may have the effect of limiting the pool of firms that will bid on the Town Hall project.*

*Staff believes that the advantages of the Design-Build method outweigh the disadvantages for the Town Hall project. Staff does not have extensive capacity to manage multiple contracts through a further elongated project. The Design-Build method provides for one expedited contract whereby the submitting firm manages the project from start to finish. Furthermore, the higher standard required by the method may have the effect of encouraging more experienced or more qualified firms to participate in the bidding process.*

Staff recommends the Design-Build contracting method for the Town Hall and that the Commission approve RFQ – 2018-004 Town Hall Design-Build Project and direct staff to move forward with seeking NC Local Government Commission Approval, investigating financing, and advertising RFQ 2018-004.





# New Construction Delivery Methods Authorized for North Carolina Local Governments

---

*Norma Houston  
September 2013*

## Overview

In 2013, the General Assembly enacted legislation authorizing three new contracting methods for public construction projects: design-build (DB), design-build bridging (DBB), and public-private partnerships (P3). [S.L. 2013-401/H857](#)<sup>1</sup> (Public Contracts/Construction Methods/DB/P3) accomplishes this in three primary ways:

1. Amends G.S. 143-128 authorizing these new construction delivery methods for large building construction projects.
2. Requires governmental units to enter into these contracts under the qualifications-based selection method of G.S. 143-64.31 (the Mini-Brooks Act).
3. Establishes specific procurement requirements for each type of contract by enacting three new statutes: G.S. 143-128.1A (for DB), G.S. 143-128.1B (for DBB), and G.S. 143-128.1C (for P3).

The new delivery methods are authorized for any state and local government construction project provided that the statutory requirements are met. The legislation also imposes more stringent reporting requirements on public entities utilizing both the new construction delivery methods and construction management at risk. Finally, the legislation places a cap on the ability of local governments to exempt themselves from the Mini-Brooks Act.

Prior to H857's enactment, state law authorized four contracting methods for large building construction projects: single-prime, separate-prime (also referred to as multi-prime), dual-bidding (bidding both single- and separate-prime simultaneously), and construction management at risk.<sup>2</sup> Design-build and P3 were considered alternative construction methods requiring either State Building Commission approval or legislative authorization. While design-build and P3 were not statutorily restricted for building construction projects costing \$300,000 or less<sup>3</sup> or projects that did not involve a building (such as installing sewer pipes or erecting a water tank), the competitive bidding requirements of Article 8 of Chapter 143 made entering

---

<sup>1</sup> S.L. 2013-401 became effective on September 22, 2013, and applies to all projects bid on or after that date.

<sup>2</sup> G.S. 143-128(a1).

<sup>3</sup> The limitations on construction contracting methods under G.S. 143-128(a1) only apply to construction and repair projects involving *buildings* that cost over \$300,000 (G.S. 143-128(g)(2)).

into these contracts both legally and practically unwieldy. Consequently, it was not uncommon for the General Assembly to pass local bills authorizing individual local governments to use design-build or public private partnerships for specific projects. For example, during the 2013 session, Buncombe County (S.L. 2013-31 and -40), the Town of Clinton (S.L. 2013-115), and the Town of Cornelius (HS.L. 2013-352) were authorized to use design-build, and Onslow County received authorization for a public private partnership project (S.L. 2013-37). H857 presumably eliminates the need for these types of local acts.<sup>4</sup>

## Design Build Contracting

The design-build method is an integrated approach to a construction project that delivers both design (architectural and engineering) and construction services under one contract with a single point of responsibility. Under this project delivery method, the public owner is provided the benefit of the design team and contractor working together to achieve the public owner's objectives under a single contract. The designer works directly for the contractor instead of the owner.<sup>5</sup>

Design-build is sometimes confused with construction management at-risk (CMR), which unlike design-build, has been an authorized building construction method under G.S. 143-128 for over a decade. One fundamental difference between design-build and CMR is that, under CMR, the local government is required to contract separately with an architect and/or engineer for design services, while a design-build project involves a single contract with both the design professional and the contractor encompassing the design *and* construction phases of the project. Under CMR, the designer works for the public owner; under design-build, the designer works for the contractor.

Under the design-build method, project specifications are not drawn prior to initiating the procurement process. Instead, the project owner advertises general information about the project and selects the design-builder based on the firm's (or individual's) qualifications to design and construct the project. Once under contract, the design-builder (oftentimes a team comprised of the designer and the general contractor) works with the owner to design the project based on the owner's project criteria, usually by preparing a preliminary design followed by detailed specifications after the owner's approval of the preliminary design. The

---

<sup>4</sup> S.L. 2013-401 does not supersede any design-build local acts enacted prior to July 1, 2013; local acts that became law prior to July 2, 2013 remain in effect and local governments may continue to proceed on projects authorized under those local acts. The one exception is authorization for Durham County to use design-build for a water and wastewater treatment facility. The local authorization was enacted in S.L. 2013-386, Sec. 5 (S315) and then repealed in S.L. 2013-410, Sec. 39.5 (H92). Durham County may still use the newly authorized design-build or design-build bridging methods for this project.

<sup>5</sup> NC State Building Commission Resolution on Design-Build Construction (adopted May 22, 2012), available at [www.nc-sco.com](http://www.nc-sco.com).

design work can be done in phases, allowing construction to commence and proceed in phases to expedite project completion, or the design work can be finalized prior to construction. Under both systems, the designer continues to work with the builder throughout the project addressing unforeseen issues or design revisions as the project proceeds.

The new design-build statutes define a design-builder as “an appropriately licensed person, corporation, or entity that, under a single contract, offers to provide or provides design services and general contracting services.”<sup>6</sup> Architectural and engineering services must be performed by licensed architects and engineers, and contracting services must be performed by a licensed general contractor. While it is possible for one individual to hold both an architect or engineering license and a general contractor license, a design-builder typically is a corporation or firm that employs both licensed designers and licensed general contractors, or a construction firm that subcontracts with an architect or engineer. The new design-build statute requires the design-builder to certify that each licensed designer and subconsultant who is a member of the design-build team was selected based on “demonstrated competence and qualifications” under the qualifications-based selection process of the Mini-Brooks Act (G.S. 143-64.31).<sup>7</sup>

To enter into a design-build contract, the unit of government must follow specific procurement procedures set out in the new G.S. 143-128.1A.

1. *Criteria for Using DB:*<sup>8</sup> The unit must establish written criteria for determining when design-build is appropriate for a project. While the criteria must be in writing, governing board approval is not specifically required (although it may be highly advisable). The statute requires the unit to adopt the criteria for each project.

The criteria must address at least the following six factors:

- 1) The unit’s ability to “adequately and thoroughly” define the project requirements in the RFP;
- 2) Time constraints for project delivery;
- 3) The unit’s ability to ensure that a quality project can be delivered;
- 4) The availability of qualified staff or outside consultants experienced in design-build to manage and oversee the project;
- 5) Good faith efforts to comply with historically underutilized business participation requirements (G.S. 143-128.2 and -128.4) and to recruit and select small business entities (the term “small business entities” is not defined in the statute); and

---

<sup>6</sup> G.S. 143-128.1B(a)(2).

<sup>7</sup> G.S. 143-128.1A(e).

<sup>8</sup> G.S. 143-128.1A(b).

- 6) The criteria used by the unit, including a cost-benefit analysis of using design-build in lieu of traditional construction bidding methods.
2. *Published Notice:*<sup>9</sup> The unit must issue a public notice of a request for qualifications (RFQ). The statute does not specify a minimum time for or method of publication, so units may wish to follow the published notice procedures for formal purchase and construction contracts under G.S. 143-129. As with other contracts subject to the Mini-Brooks Act, the unit must make good faith efforts to notify minority firms.
3. *RFQ Requirements:*<sup>10</sup> The RFQ notice must include information on the following eight items:
  - 1) Project site;
  - 2) Project scope;
  - 3) Anticipated project budget;
  - 4) Project schedule;
  - 5) Qualifications selection criteria and criteria weighting;
  - 6) Notice of the unit's rules, ordinances, or goals (presumably related to the project), including goals for MWBE and small business participation;
  - 7) Other information provided to potential design-bidders in submitting qualifications for the project; and
  - 8) Statement requiring each design-builders to submit *with its RFP* an explanation of its project team selection consisting of either:
    - a. List of licensed contractors, licensed subcontractors and licensed design professionals the design-builder proposes to use on the project, or
    - b. The design-builder's strategy for selecting contractors and subcontractors based on the requirements of Article 8 of Chapter 143 (in other words, competitive bidding procedures).
4. *Receiving Proposals:*<sup>11</sup> In order to consider proposals, the unit must receive at least three responses to its RFQ. If the unit receives less than three responses, it must resolicit (just as is required for formal construction bids). After the second advertisement, the unit may consider proposals even if three are not received.
5. *Evaluating Proposals and Awarding the Contract:*<sup>12</sup> After receiving proposals, the unit evaluates them and ranks the three most qualified respondents based on the criteria

---

<sup>9</sup> G.S. 143-128.1A(c).

<sup>10</sup> *Id.*

<sup>11</sup> G.S. 143-128.1A(d).

<sup>12</sup> *Id.*; G.S. 143-128.1A(e); G.S. 143-64.31.

included in the RFQ. The unit then negotiates a contract at a “fair and reasonable price” with the highest ranked design-builder. As with other contracts subject to the Mini-Brooks Act, the unit cannot solicit project cost estimates or fees in the RFQ, and can only negotiate contract price after ranking the respondents based on qualifications. If negotiations with the highest-ranked respondent are not successful, the unit may initiate negotiations with the second-highest ranked and so on, until the unit either rejects all proposals or selects a design-builder with whom to contract. During its evaluation process, the unit may, if it chooses to do so, interview some or all of the respondents.

6. *P/P Bonds:*<sup>13</sup> Once the contract is awarded, the selected design-builder must provide bonds under Article 3 of Chapter 44A, which requires performance and payment bonds for 100% of the contract amount for each contract more than \$50,000 on projects costing over \$300,000.
7. *Substituting Key Personnel:*<sup>14</sup> After contract award, the design-builder can only substitute key personnel (the contractors, subcontractors, and design professionals identified in the design-builder’s response to the RFQ) after obtaining written approval from the unit. This requirement does not apply if the design-builder selects contractors, subcontractors, and design professionals under the competitive bidding requirements of Article 8 of Chapter 143.

### Design-Build Bridging Contracting

The design-build bridging construction method is a two-step process that differs from design-build in two significant ways. First, the unit contracts separately with an architect or engineer to design 35% of the project and then solicits proposals from design-build firms based on the partial project design. The unit then contracts with a design-builder to complete the design and perform construction. The preliminary design documents act as “bridging” documents between initial project concept and the design-build phase (hence the name of this construction method). These bridging documents, termed “design criteria” in the new design-build bridging statute, provide enough project requirements in preliminary drawings and specifications to enable design-build bidders to submit a responsive bid.<sup>15</sup>

---

<sup>13</sup> G.S. 143-128.1A(f).

<sup>14</sup> *Id.*; G.S. 44A-26.

<sup>15</sup> G.S. 143-128.1B(a)(3). Because of the cost involved in preparing a response to a design-build solicitation, the North Carolina State Building Commission recommends developing bridging documents to reduce costs to potential bidders and encourage competition.

Second, unlike design-build, fees and cost estimates are solicited in the RFP for design-build services and the contract is awarded based on the lowest responsive, responsible bidder standard of award.

To enter into a design-build bridging contract, the unit of government must follow specific procedures set out in the new G.S. 143-128.1B.

1. *Criteria for Using DBB:*<sup>16</sup> The unit must establish written criteria for determining when engaging a design criteria design professional (the architect or engineer who produces the design criteria) is appropriate for a project. While the criteria must be in writing, governing board approval is not specifically required. The statute requires the unit to adopt the criteria for each project. The criteria must address the same six factors as are required for a design-build project (see #1 in the Design-Build section above).
2. *Selecting Design Criteria Design Professional:* Before issuing the RFP for design-build services, the unit selects either a staff design professional (an architect or engineer employed by the unit) or contracts with an architect or engineer. This design professional (whether it be an employee or a contract design professional) acts as the unit's representative during the design-build contracting process and through the life of the project. The design professional is not eligible to bid on the design-build contract or provide input to a design-build bidder during the procurement process.

The design criteria design professional develops the design criteria for the project in consultation with the unit and prepares a design package consisting of 35% of the design documentation for the entire project. The design criteria package must include the following nine items:

- 1) Programmatic needs, interior space requirements, intended space utilization, and other capacity requirements;
- 2) Physical characteristics of the site such as a topographic survey;
- 3) Material quality standards or performance criteria;
- 4) Special material requirements;
- 5) Provisions for utilities;
- 6) Parking requirements;
- 7) Type, size, and location of adjacent structures;
- 8) Preliminary or conceptual drawings and specifications in sufficient detail to enable design-build teams to submit responsive bids; and
- 9) Notice of the unit's rules, ordinances, or goals (presumably related to the project).

---

<sup>16</sup> G.S. 143-128.1B(b).

3. *Published Notice:*<sup>17</sup> The unit must issue a public notice of a request for proposals (RFP). The statute does not specify the minimum time for or method of publication, so units may wish to follow the published notice procedures for formal purchase and construction contracts under G.S. 143-129. As with other contracts subject to the Mini-Brooks Act, the unit must make good faith efforts to notify minority firms.
4. *RFP Requirements:*<sup>18</sup> The RFP notice must include general information on the same eight items required for a design-build RFQ, but must also include two additional elements: (1) the design criteria package prepared by the design criteria design professional; and (2) a statement that each design-build bidder must submit *with its proposal in a sealed envelope* its fees for providing the general conditions of the contract, design services and general construction services.
5. *Receiving Responses:*<sup>19</sup> As with design-build, the unit must receive at least three responses to its RFP in order to consider proposals. If the unit receives less than three responses, it must resolicit (just as is required for formal construction bids). After the second advertisement, the unit may consider proposals even if three are not received. Each bidder must certify that all members of its design-build team who are licensed design professionals, including subconsultants, were selected as required under the Mini-Brooks Act.
6. *Evaluating Responses and Awarding the Contract:*<sup>20</sup> After receiving proposals, the unit evaluates and ranks them, and then groups the top three without specific ordinal ranking. From among these three respondents the unit selects the design-builder who is the lowest responsive, responsible bidder based on the cumulative amount of fees for providing the general conditions of the contract, design services, and general construction services, and taking into consideration quality, performance, and the time specified in the proposal for performance of the contract.
7. *Subcontractors:*<sup>21</sup> The design-builder with whom the unit contracts must use the competitive bidding requirements of Article 8 of Chapter 143 in hiring first-tier subcontractors on the project (design professionals are not considered first-tier subcontractors).<sup>22</sup>

---

<sup>17</sup> G.S. 143-128.1B(d).

<sup>18</sup> *Id.*

<sup>19</sup> G.S. 143-128.1B(e).

<sup>20</sup> *Id.*

<sup>21</sup> G.S. 143-128.1B(f).

<sup>22</sup> G.S. 143-128.1B(a)(5).



8. *P/P Bonds; Substituting Key Personnel:* As with design-build, the winning bidder must provide performance and payment bonds as required under Article 3 of Chapter 44A, and can only substitute key personnel after obtaining written approval from the unit of government.<sup>23</sup>

## Public Private Partnership Contracting

A public private project is defined under the new G.S. 143-128.1C as a “capital improvement project undertaken for the benefit of a governmental entity and private developer pursuant to a development contract that includes construction of a public facility or other improvements, including paving, grading, utilities, infrastructure, reconstruction, or repair, and may include both public and private facilities.”<sup>24</sup> Under the P3 construction delivery method, the unit is authorized to acquire, construct, own, lease (as lessor or lessee), and operate a public-private project or facilities within a public-private project, and may make loans or grants for these purposes, but the private developer must provide at least 50% of the financing for the total cost of the project.<sup>25</sup> The Local Government Commission must approve the contract if it is a capital or operating lease.<sup>26</sup>

Under the P3 procurement statute, the unit of government must make findings in writing at an open meeting that it has a critical need for the project. The unit enters into the development contract using a qualification based selection process under which the developer must provide evidence of financial stability, experience with similar projects, an explanation of the project team, a statement of availability to undertake the project and a projected timeline for project completion, and any other information the unit requires. The RFQ must be published in a newspaper of general circulation (the statute does not specify the length of time for publication). The unit may select one or more developers with whom to negotiate the contract, and may award the contract to the private developer the unit determines is best qualified. The unit must award the contract at an open meeting after a public hearing and at least 30 days’ published notice of the terms of the contract.

The development contract must specify the parties’ property interests, development responsibilities, financing responsibilities, and good faith efforts to comply with HUB participation requirements. It may require the developer to be responsible for some or all of the construction, purchase of materials and equipment, compliance with HUB participation requirements, and to use the same contractor(s) as the governmental unit. It also may require

---

<sup>23</sup> G.S. 143-128.1B(g).

<sup>24</sup> G.S. 143-128.1C(a)(8).

<sup>25</sup> G.S. 143-128.1C(b).

<sup>26</sup> G.S. 143-128.1C(j). A capital or operating lease involving a public school cannot contain provisions relating to student assignment. G.S. 143-128.1C(l).

the developer to purchase materials for the project at a reasonable price. If the project utilizes the design-build construction delivery method, the procurement requirements of the new G.S. 143-128.1A apply.

The private developer with whom the unit contracts cannot perform any design or construction work on the project unless a contractor defaults, a qualified replacement cannot be obtained in a timely manner, and the unit approves. Performance and payment bond requirements apply along with specific procedures for claims under a payment bond made against the private developer.<sup>27</sup>

## Reporting Requirements

The reporting requirements of G.S. 143-64.31(b) apply to design-build, design-build bridging, and P3 contracts. Units must report to the NC Department of Administration the reason why the particular design-builder or private developer was selected, contract terms, firms considered but not selected and their proposed fees, the procurement procedure, a detailed explanation of why that construction delivery method was used in lieu of a traditional bidding method, and the anticipated benefits.

The legislation also amended the Mini-Brooks Act to establish an enforcement mechanism for compliance with reporting requirements. Under the new subsection (d) of G.S. 143-64.3, the unit must submit the required report within 12 months of taking beneficial occupancy of the project. A unit that does not comply is prohibited from using CMR, design-build, design-build bridging, or P3 until it files the delinquent report. While noncompliance does not void existing contracts (the new G.S. 143-64.31(d) specifies that “contracts entered into in violation of this prohibition shall not be deemed ultra vires and shall remain valid and fully enforceable.”), the statute now creates a private cause of action for an injunction against the local government compelling it to file the required reports and from commencing or continuing a design-build or P3 project until the reports are filed. Plaintiffs are not entitled damages or attorney’s fees, and a four year statute of limitation applies.<sup>28</sup> This enforcement mechanism is applicable to CMR contracts as well as design-build, design-build bridging, and P3.

---

<sup>27</sup> G.S. 143-128.1C(g).

<sup>28</sup> The prohibition against recovering attorney’s fees does not include fees recovered under Rule 11 of the Rules of Civil Procedure (G.S. 1A-11) or where there is a finding of a nonjusticiable issue (G.S. 6-21.5). The statute of limitations is calculated from the date on which the unit took beneficial occupancy of the project for which the report is due.

## New Cap on Mini-Brooks Act Exemption

H857 amended the Mini-Brooks Act exemption authorized under G.S. 143-64.32 by limiting the contracts for which the exemption may be utilized. The exemption is now available *only* for contracts with an estimated fee of *less than \$50,000*. Contracts with an estimated fee of \$50,000 or more can no longer be exempted from the Mini-Brooks Act. This new limitation applies to *all* contracts subject to the Mini-Brooks Act: architectural, engineering, surveying, construction management at risk, design-build, design-build bridging, and public private partnership. The legislation does not invalidate any contracts entered into under the exemption prior to September 22, 2013, the date on which the legislation went into effect.

## Additional Design-Build Resources

The [Design-Build Institute of America](http://www.dbia.org) (DBIA) provides education and resources on design-build, including recommended [best practices](#) and [sample contracts](#). Information is available on the DBIA website at [www.dbia.org](http://www.dbia.org). The [American Institute of Architects](http://www.aia.org) (AIA) also has a set of design-build contract documents that can be purchased at [www.aia.org](http://www.aia.org).



# TOWN OF MONTREAT, NC

## PUBLIC NOTICE OF REQUEST FOR QUALIFICATIONS

### TOWN HALL DESIGN-BUILD PROJECT PROJECT NUMBER 2018-004



## 1.0 INTRODUCTION

The Town of Montreat is requesting Statements of Qualifications (“SOQs”) from entities (“Submitters”) interested in submitting proposals for the Town Hall Design-Build Project (the “Project”). The Project will be funded with local dollars thereby requiring that the Submitters adhere to all pertinent federal, state and local requirements, including compliance with E-Verify and the Iran Divestment Act.

### 1.1 Procurement Process

This Request for Qualifications (this “RFQ”) is issued to solicit information, in the form of SOQs that Town of Montreat will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. The Town of Montreat shall rank the three most highly qualified Submitters that submit SOQs. Each short listed Submitter that submits a proposal in response to the RFQ (if any) is referred to herein as a “Proposer.” Town of Montreat will award a design-build contract for the Project, if any, to the Proposer that is the most highly qualified, as determined by Town of Montreat, pursuant to Article 3D of Chapter 143 of the North Carolina General Statutes.

### 1.2 Project Goals

The following goals have been established for the Project:

#### a) Civil

- Follow Construction Safety and Phasing Plan provided by Town of Montreat
- Design/Permitting/Installation/Maintenance/Removal of Sediment and Erosion Control Measures required by NC Department of Environmental Quality and/or the Town of Montreat
- Design/Permitting/Construction of Civil Site Grading/Storm Drainage for the Town Hall, vehicular drive/parking, and sidewalk
- Design/Permitting/Construction of Utilities (including, but not limited to, water and fire suppression water, sanitary sewer, telecommunications, and electric

#### b) Town Hall (Base Bid)

- Design/Permitting/Construction of a Town Hall approximately 3,500 feet in size.
- Design/Permitting/Construction of Fire Suppression System for Town Hall that meets applicable State, Local and Federal Building and Fire Codes

#### c) Town Hall (Minimum Standards)

- All construction plans must be approved by the Town of Montreat prior to construction. Accordingly, a minimum of 30 calendar days for preliminary review and 30 calendar days for final plan review of sealed plans shall be afforded these agencies prior to the desired construction date.



### **1.3 Submitter Information**

To allow receipt of any addenda or other information regarding this RFQ, each Submitter is solely responsible for ensuring that Town of Montreat's Project Manager as described in Section 2.4 has its contact person name and e-mail address. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

## **2.0 BACKGROUND INFORMATION; RFQ PROCESS**

### **2.1 Project Description; Scope of Work**

The project site is a .841 acre tract located at 1210 Montreat Rd., Black Mountain, NC 28711. The project scope is to design and construct an approximately 3,500 square foot Town Hall. The project scope also includes parking and sidewalk adjacent the Town Hall, and connection to adjacent road(s). Additional major responsibilities of the successful team will be quality, safety, and public relations, among other things. Special consideration will be needed for a design compatible with the Town of Montreat's historical character, natural setting, and predominant architecture. The project site presents environmental and geographical challenges. A site survey (Attachment A) and a preliminary geotechnical site evaluation (Attachment B) are provided as references.

Attachment B – Geotechnical Analysis

### **2.2 Project Budget; Maximum Time Allowed**

The budget of the Project is expected to be \$900,000. All aspects of the project will be completed no later than August 31, 2019.

### **2.3 Project Schedule**

The deadline for submitting RFQ questions and the SOQ due date stated below apply to this RFQ. The Town of Montreat also anticipates the following additional Project milestone dates. This schedule is subject to revision by addenda to this RFQ.

Issue RFQ - 5/11/2018

Deadline for submitting RFQ questions - 5/21/2018, 5:00 PM

SOQ due date – 06/29/2018, 5:00 PM

Staff and Board of Commissioners open and evaluate SOQs, and select short list – 07/12/2018

Staff notify short listed submitters – 07/13/2018

Board of Commissioner meeting with top firms - 08/09/2018, 7:00 PM



- a. Top firms give presentations to Montreat Town Commission.
- b. Montreat Town Commission chooses a firm for the Project and instructs staff to begin contract negotiations.

#### **2.4 Town of Montreat Project Management; Ex Parte Communications**

Alex Carmichael is the Town of Montreat's Project Manager. As the Town of Montreat's Project Manager, Alex Carmichael is the Town's sole contact person and addressee for receiving all communications about the Project. Only written inquiries will be accepted. Except as permitted by Section 7.1 and below, all inquiries and comments regarding the Project and the procurement thereof must be made by e-mail:

E-mail: [acarmichael@townofmontreat.org](mailto:acarmichael@townofmontreat.org)

During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project (or cancellation of the procurement), no employee, member or agent of any Submitter shall have any ex parte communications regarding this procurement with any member of the Town of Montreat Board of Commissioners, their advisors (i.e. departments, boards, authorities) or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by the Town of Montreat Project Manager and this RFQ.

**Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of Town of Montreat.**

#### **2.5 Questions and Clarifications; Addenda**

Questions and requests for clarification regarding this RFQ must be submitted in writing to Town of Montreat's Project Manager as described in Section 2.4. To be considered, all questions and requests must be received by 5:00 PM Eastern Daylight Time, on 06/29/2018. The Town reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda to this RFQ. The Town will use the following guidelines when responding to questions and requests for clarification and issuing addenda:

- The Town of Montreat will answer questions and requests for clarification and post the answers to the Town's website: <http://www.townofmontreat.org/BidOpportunities.htm>
- The Town of Montreat will send an e-mail notification to the contact person for each Submitter as soon as each addendum or clarification is issued. The notification will include an electronic copy of the addendum or clarification when possible.

#### **2.6 Major Participant**

As used herein, the term "Major Participant" means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business



associations, or other legal entity however organized, holding (directly or indirectly) a 15% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall construction contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 20% or more of the design work.

## **2.7 Town of Montreat Consultant/Technical Support**

The Town of Montreat retains the right to seek an outside consulting firm to provide guidance and advice on related financial, contractual and technical matters.

## **2.8 Conflicts of Interest**

The Submitter's attention is directed to N.C.G.S. 14-234, which prohibits public officers or employees from benefitting from public contracts. In addition, The Town of Montreat has developed a policy regarding Conflict of Interest. A copy of this policy is available upon request. The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with a conflict of interest.

The Submitter agrees that, if after award, a conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to Town of Montreat that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, the Town may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict to the Town of Montreat, the Town may terminate the contract for default. The Town may disqualify a Submitter if any of its Major Participants belong to more than one Submitter organization. See Section 3.6.2 for additional information regarding this matter.

## **2.9 Changes to Organizational Structure**

Individuals and design-build firms as defined in N.C.G.S. 143-128.1A (including Key Personnel or Major Participants) identified in the SOQ may not be removed, replaced or added to without the written approval of the Project Manager, or designee. The Project Manager, or designee, may revoke an awarded contract if any individual or design-build firm identified in the SOQ is removed, replaced or added to without the Project Manager's, or designee's, written approval. To qualify for the Project Manager's, or designee's, approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the individual or design-build firm provided in the SOQ. The Project Manager, or designee, will use the criteria specified in this RFQ to evaluate all requests. Requests for removals, replacements and additions must be submitted in writing to Town of Montreat's Project Manager as described in Section 2.

## **2.10 Past Performance or Experience**

Past performance or experience does not include the exercise or assertion of a person's legal rights.

## **2.11 Equal Employment Opportunity**





The Submitter will be required to follow both North Carolina and Federal Equal Employment Opportunity (EEO) policies.

### **2.12 Minority and Women Owned Business Enterprises (MWBE)**

It is the policy of the Town of Montreat that Minority and Women Owned Business Enterprises (MWBEs), as required by N.C.G.S. 143-128.2, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, the Town of Montreat will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Town of Montreat has established a Non-Discrimination & Minority Participation program in accordance with regulations of N.C.G.S. 143-128.2. In this regard, the contractor will take all necessary and reasonable steps in accordance with N.C.G.S. 143-128.2 to ensure that MWBEs have the maximum opportunity to compete for and perform the contract.

### **3.0 CONTENT OF STATEMENT OF QUALIFICATIONS; HOW INFORMATION IN THE STATEMENT OF QUALIFICATIONS WILL BE USED**

This section describes specific information that must be included in the SOQ. SOQs must follow the outline of this Section 3.0. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ. Documents submitted pursuant to this RFQ will be subject to the Freedom of Information-Privacy Act and N.C.G.S. Chapter 132, Public Records. Some of the information requested in this RFQ is for informational purposes only, while other information will be used in the qualitative analysis of the SOQ's.

The Town of Montreat will initially review SOQs on a pass/fail basis. The purpose of this initial review is for Town to determine whether the SOQ, on its face, is responsive to this RFQ. An SOQ will be, on its face, responsive to this RFQ if it appears to include all of the components of information required by this RFQ in the manner required by this RFQ. This initial pass/fail review does not include any qualitative assessment as to the substance of the information submitted. Those SOQs that pass the pass/fail review will then be reviewed on a qualitative basis according to the criteria specified in Section 4.3. The following Sections 3.1 through 3.7 describe the information that is required and how it will be used.

#### **3.1 Introduction**

Provide a Cover Letter stating the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each Major Participant. Identify one contact person and his or her address, telephone and fax numbers, and e-mail address. This person shall be the single point of contact on behalf of the submitter organization, responsible for correspondence to and from the organization and the Town of Montreat. The Town will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members must sign the letter. If the Submitter is not yet a



legal entity, the Major Participants must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. The Cover Letter shall be limited to one page. The Introduction must also include a Table of Contents. The Table of Contents shall be limited to one page. This information will be used to identify the submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

### **3.2 Submitter Organization and Experience**

The information required by this section will be used in the qualitative assessment of the SOQ. The Town of Montreat will evaluate the capabilities of the Submitter organization to effectively deliver the Project. Provide a list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction or an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

#### **3.2.1 Organizational Chart(s)**

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Personnel by name. Identify the Submitter and all Major Participants in the chart(s). Identify the critical support elements and relationships of Project management, Project administration, Executive Management, construction management, quality management, safety, environmental compliance and subcontractor administration. For each organizational chart, provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated design-build team.

#### **3.2.2 Submitter Experience**

Describe the experiences on similar municipal or governmental Design-Build projects that the Submitter, each Major Participant has managed, designed, and/or constructed. If the Submitter is not yet existing or is newly formed, please explain. For projects in which several of the proposed participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project that the participants listed above have gained in the last 10 years.

Each project description must include the following information:

(1) A narrative describing the project.

(2) Name of the project, the owner’s contract information (project manager name, phone number, e-mail address), and project number. If the owner project manager is no longer with the owner, provide an alternative contact at the agency that is familiar with the project. The alternative contact must have played a leadership role for the owner during the project.



- (3) Dates of design, construction, management and/or warranty periods;
- (4) Detailed description of the work or services provided and percentage of the overall project actually performed; and
- (5) Description of scheduled completion deadlines and actual completion dates. Describe reasons for completing the project in advance of the completion deadline. Describe reasons for completing the projects later than the completion deadline specified within the original contract.

The Town of Montreat may elect to use the information provided as a reference check.

### **3.3 Key Personnel**

The information required by this section will be used in the qualitative assessment of the SOQ.

#### **3.3.1 Resumes of Key Personnel**

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two pages each. If an individual fills more than one position, only one resume is required. Only one individual per position is required unless otherwise specified. The listing below describes the functions for the key personnel for the Project (“Key Personnel”). Personnel to staff these positions shall be identified in the required organizational charts (as described in Section 3.2.1) within the Statement of Qualifications. Include the following items on each resume:

- a) Relevant licensing and registration.
- b) Years of experience performing similar work.
- c) Length of employment with current employer.
- d) Actual work examples including projects, duties performed, % of time on the job, and dates of work performed. Work examples must contain constructed projects (e.g.: Preliminary/conceptual design and unsuccessful pursuits of design-build projects will not count as final design experience).

#### **3.3.2 Other Information for Key Personnel**

In addition to resumes, provide the following information for each Key Personnel:

- a) Percent of time committed to the Project (Including percent of time during design and construction activities.)
- b) Percent of time committed to other projects.

#### **3.3.3 Key Personnel: Job Descriptions; Minimum Qualifications for Acceptance; and Qualifications Exceeding Minimums**



The qualifications and experience of Key Personnel will be reviewed as part of the qualitative assessment of the SOQ. Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed such requirements, including, but not limited to, relevant education, training, certification, and experience. The following provides a brief job description and minimum requirements of the Key Personnel assigned to the Project. Any certifications that are required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued.

a) Contractor's Project Manager

- Contractor's Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project. This person will have full responsibility for the prosecution of the work, act as a single point of contact in all matters, and have authority to bind Contractor on all matters relating to the Project.
- Must have recent experience managing the design and construction of projects of similar scope and complexity (10 years preferred).

b) Construction Manager

- The Construction Manager will be responsible for ensuring that the Project is constructed in accordance with the project requirements.
- Must be on-site/co-located for the duration of the Project.
- Must have experience as a construction manager, including managing the construction of at least one project of similar scope and complexity (10 years preferred). The similar scope and complexity experience may be obtained from multiple projects rather than from a single project containing all of the similar scope and complexity requirements.
- May also serve as the Environmental Manager (d).

c) Design Manager

- The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met.
- Must be co-located whenever design activities are being performed including design activities related to field design changes.
- The Design Manager must work under the direct supervision of Contractor's Project Manager.
- Must be a registered professional engineer in the State of North Carolina now or by the time the first notice to proceed is issued.
- Must have recent experience in managing the design of projects of similar scope and complexity (10 years preferred).
- May also serve as the Design Lead Engineer (e).
- Must have authority to be in direct contact with Town of Montreat staff during all phases of the Project.

d) Environmental Manager



- Work closely in the development of the Erosion Control Plan and oversee its implementation.
- Shall report directly to the Contractor's and Town of Montreat's Project Managers.
- Shall have the authority to stop all work due to environmental concerns and permitting requirements.
- Responsible for ensuring compliance with all necessary Environmental Documents and permits associated with the Project.
- Must have recent experience in environmental compliance and be familiar with permitting requirements in North Carolina related to watershed districts, NPDES, contaminated materials, ground water, etc.

e) Design Lead Engineer

- Shall report directly to the Design manager.
- Shall oversee the Structural Design Engineering Team
- Must be a registered professional engineer in the State of North Carolina now or by the time the first notice to proceed is issued.
- Must have at least 10 years of recent experience designing projects of similar scope and complexity.

### 3.4 Project Understanding

The information required by this section will be used in the qualitative assessment of the SOQ. To demonstrate the Submitter familiarity with the Project and Project requirements, the Submitter must provide a narrative on the items listed in Section 4.3.

### 3.5 Project Management Approach

The information required by this section will be used in the qualitative assessment of the SOQ. Provide, at a conceptual level, your understanding of and your approach to successfully delivering the Project by meeting or exceeding the Project's established goals (see Section 1.2). Submitters shall include a description of the items listed in Section 4.3.

### 3.6 Legal and Financial

The information required in response to Sections 3.6.1, 3.6.3, 3.6.4 and 3.6.5 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

#### 3.6.1 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda received by number and date.

#### 3.6.2 Conflicts of Interest



Identify all relevant facts relating to past, present or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ. See Section 2.8.

### **3.6.3 Legal Structure**

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of North Carolina (e.g.: Certificate of Good Standing). If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

### **3.6.4 Bonding Capability**

Provide a letter from a surety or insurance company stating that the Submitter is capable of obtaining a performance bond and payment bond covering the Project in the amount of \$900,000. Letters indicating "unlimited" bonding capability are not acceptable. The surety or insurance company providing such letter must be authorized to do business in the State of North Carolina.

### **3.6.5 Submitter Information**

For the Submitter (if the Submitter is not yet existing or newly formed, please explain), each Major Participant, and any affiliate of the Submitter or a Major Participant (including the firm's parent company, subsidiary companies, and any other subsidiary or affiliate of the firm's parent company) whose experience is cited as the basis for the firm's qualifications:

- a) Describe any project that resulted in assessment of liquidated damages, stipulated damages or monetary deductions for not meeting intermediate and completion deadlines against the firm within the last five years. Describe the causes of the delays and the amounts assessed. Describe any outstanding damage claims for projects in which any firm was involved within the last five years.
- b) Describe the conditions surrounding any contract (or portion thereof) entered into by the firm that has been terminated for cause, or which required completion by another party, within the last five years. Describe the reasons for termination and the amounts involved.
- c) Describe any debarment or suspension from performing work for the federal government, any state or local government, or any foreign governmental entity, against the firm.

For each description, identify the project owner's representative and current phone number. Indicate "None" to any subsection above that does not apply.

## **4.0 EVALUATION PROCESS**

### **4.1 SOQ Evaluation**



The Town of Montreat will initially review the SOQs for responsiveness to the requirements of this RFQ. Then the information in the SOQ will then be measured against the evaluation criteria stated in Section 4.3.

#### **4.2 Interview**

The Town of Montreat reserves the right to conduct interviews with all potential Submitters prior to development of a short list. The Town may conduct these interviews during its evaluation of the overall SOQ submittal process and scoring. If elected by the Town, the Town will determine the schedule for interviews following receipt of the SOQs.

#### **4.3 SOQ Evaluation and Scoring**

The Town of Montreat will evaluate all responsive SOQs and measure each Submitter's response against the project goals and selection criteria set forth in this RFQ, resulting in a numerical score for each SOQ. The Town will use the following criteria and weightings:

a) Submitter Organization and Experience (10 Points)

b) Key Personnel Experience (10 Points):

- Team members experience and qualifications
- Key management/Staff experience, capabilities and functions on similar projects

The points will be scored in accordance with the following sub-criteria:

- Contractor's Personnel (5 Points Maximum)
- Design Personnel (5 Points Maximum)

c) Project Understanding (10 Points)

d) Project Management Approach (10 points)

e) Legal and Financial (pass/fail)

#### **4.4 Determining Short listed Submitters**

The Town of Montreat will total the scores for each responsive SOQ and prepare a ranked list of Submitters. The Town anticipates short-listing at least three, but not more than five most highly qualified Submitters that submit SOQs.

The Town of Montreat reserves the right, in its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.





This RFQ does not commit the Town of Montreat to enter into a contract or proceed with the procurement of the Project. The Town assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

#### **4.5 Notification of Short listing**

Upon completion of the evaluation, scoring and short listing process, the Town of Montreat will send the list of short listed Submitters (if any) to all Submitters. The Town will also publish the list on its website <http://www.townofmontreat.org/BidOpportunities.htm> .

#### **5.0 PROCEDURAL REQUIREMENTS FOR SOQ SUBMITTAL (TIME, PLACE, FORMAT)**

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

##### **5.1 Due Date, Time and Location**

All SOQs must be received by 5:00 PM Eastern Standard Time, on 6/29/2018 as indicated in Section 2.3. **Eight (8) copies and a digital PDF copy of the statement of qualifications must be delivered in a sealed package to:**

Alex Carmichael  
Town of Montreat  
PO Box 423  
Montreat, NC 28757  
RFQ – 2018-004 Town Hall Design-Build Project

Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation. Submitters assume responsibility for the agent of delivery.

##### **5.2 Format**

The SOQ must not exceed five (10) single-sided pages (not including the Cover Letter and Table of Contents, section dividers or Appendices). Eight (8) copies and a digital PDF copy of the SOQ must be submitted in the sealed package.

There are no maximum page limits to the Appendices (see Section 3.3.1 on page limits per person), but the Appendices shall only contain information relevant to the requested Appendix information in this RFQ. Appendices shall not be used to further enhance an SOQ beyond these requirements. The SOQ shall contain the following Appendices:

- Appendix A – Resumes of Key Personnel
- Appendix B – Legal and Financial
- Appendix C – Conflicts of Interest





Section dividers shall only be used to convey the heading of the section and shall not be used to supplement or enhance any information included in the SOQ (photos, but not photo renderings, on the dividers are acceptable). The Town of Montreat discourages lengthy narratives containing extraneous information. All information must be printed on 8.5" x 11" paper. All printing, except for the front cover of the SOQ, must be Times New Roman, 12-point font. Text contained on charts, exhibits, design plans, and other illustrative and graphical information shall be no smaller than 10-point Times New Roman. All dimensional information must be shown in English units.

The front cover of each SOQ must be labeled with "Town Hall Design-Build RFQ – 2018-004" and "Statement of Qualifications" and the date of submittal.

DRAFT

**REPORT OF SUBSURFACE EXPLORATION  
AND  
PRELIMINARY GEOTECHNICAL EVALUATION**

**PROPOSED TOWN HALL SITE  
1210 MONTREAT ROAD  
MONTREAT, BUNCOMBE COUNTY, NORTH CAROLINA**

**ECS PROJECT NO: 31-3426**

*Prepared For*



*Prepared By*



**October 23, 2017**



## ECS SOUTHEAST, LLP

Geotechnical • Construction Materials • Environmental • Facilities

*"Setting the Standard for Service"*

NC Registered Engineering Firm F-1078  
NC Registered Geologists Firm C-406  
SC Registered Engineering Firm 3239

October 23, 2017

Mr. Alex Carmichael  
Town Administrator  
Town of Montreat  
P.O. Box 423  
Montreat, Buncombe County, NC 28757  
[acarmichael@townofmontreat.org](mailto:acarmichael@townofmontreat.org)

Re: Report of Subsurface Exploration and Preliminary Geotechnical Evaluation  
Proposed Town Hall Site  
1210 Montreat Road  
Black Mountain, Buncombe County, North Carolina  
ECS Project Number: 31-3426

Mr. Carmichael:

As authorized by your acceptance of our proposal number 31-5122-P, dated September 25 2017, ECS Southeast, LLP (ECS) has completed the subsurface exploration and preliminary geotechnical engineering evaluation for the above referenced project. This report contains the results of our subsurface exploration, as well as our recommendations concerning the geotechnical design and construction aspects of the project.

We appreciate the opportunity to be of service to you and look forward to our continued involvement during the construction of this project. If you have any questions concerning the information and recommendations presented in this report, or if we can be of further assistance, please do not hesitate to contact us.

Sincerely,  
ECS SOUTHEAST, LLP represented by;



R. Tyler Smith, P.E.  
Geotechnical Project Engineer  
NC License No. 040897

Matthew S. Fogleman, P.E.  
Principal Engineer

## **TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>1.0 EXECUTIVE SUMMARY</b>	<b>1</b>
<b>2.0 PROJECT INFORMATION</b>	<b>3</b>
<b>3.0 EXPLORATION PROCEDURES</b>	<b>4</b>
3.1 Subsurface Exploration	4
3.2 Laboratory Testing	5
<b>4.0 SITE AND SUBSURFACE CONDITIONS</b>	<b>6</b>
4.1 Site Observations	6
4.2 Area Geology	6
4.3 Subsurface Conditions	7
<b>5.0 CONCLUSIONS AND PRELIMINARY RECOMMENDATIONS</b>	<b>8</b>
<b>6.0 CLOSING</b>	<b>11</b>
<b>APPENDIX</b>	
Site Location Diagram	
Exploration Location Diagrams	
Generalized Subsurface Profiles	
Reference Notes for Boring Logs	
Soil Test Boring Logs	
Test Pit Logs	
Test Pit Photographs	
Laboratory Summary	
Laboratory Reports	

## **1.0 EXECUTIVE SUMMARY**

The Town of Montreat is considering purchasing the property at 1210 Montreat Road in Buncombe County, North Carolina for the possible development of a new Town Hall. At the time of preparing this report, we understand the Town is under due diligence for the property. Given this early stage, conceptual site plans for the planned development have not been developed. However, based on our preliminary discussions with the Town, we understand that the new building will likely be a low-rise structure constructed with wood framing. We assume that structural loads will be typical of conventional buildings of similar size and use. The topography across the site is relatively level, and therefore, we do not anticipate significant grading or earthwork will be required to prepare the site for the proposed construction. We assume that cuts and fills will be less than 3 feet.

A total of five (5) soil test borings and five (5) exploratory test pits were performed across the site. The borings and test pits generally indicated approximately 3 to 5 feet of previously placed undocumented fill across the majority of the site. Underlying the fill, loose to medium dense, sandy, alluvial soils with varying amounts of rounded cobbles and boulders were encountered to a depths ranging between about 12 and 17 feet. Natural residual soils which have weathered in-place from the parent rock were encountered at each location below the surficial fill and alluvial soil layers. Auger refusal was encountered within the alluvial layer at several of the borings. It appears the refusal is related to the alluvial cobbles and boulders, which were generally able to be removed with a small excavator. Residual partially weathered rock (PWR) or bed rock was not encountered within the planned termination depths of the boring or test pits. Groundwater was encountered at depth ranging between 8 and 11 feet, and is not expected to be encountered during typical construction.

Based on the results of our subsurface exploration and our experience with similar sites and subsurface conditions, it appears that the site is generally suitable for the planned development. A typical low-rise wood-framed structure can be supported on conventional shallow foundations sized for net allowable bearing pressures on the order of 1,500 to 2,500 psf. Provided the recommendations in this report are strictly followed, the footings may bear on firm alluvial soil approved by ECS or on newly placed engineered fill.

The primary geotechnical consideration for development at this site is the presence of 3 to 5 feet of undocumented fill overlying loose alluvial soil. We expect the majority of new building footings would penetrate the relatively thin layer of undocumented fill, so we do not anticipate widespread undercutting of the undocumented fill will be required. However, depending on the final site grades and finished floor elevation, some undocumented fill may remain below the footings in localized areas. The existing fill will need to be undercut to natural alluvial soils and backfilled with crushed stone or engineered fill as directed by ECS at the time of construction. The alluvial soils at the site are expected to be relatively loose, but are fairly sandy. Accordingly, once the footings have been excavated, the bearing soils should be densified in-place with a vibratory compactor prior to footing construction.

Similarly, the subgrade in areas of new floor slabs, pavement sections, or fill areas should also be densified in-place using a large vibratory roller. Assuming that the loose, sandy, alluvial soil densifies adequately in-place, we do not anticipate widespread undercutting of building slab or pavement areas.

The constructed improvements may be supported on the pre-existing undocumented fill, provided the Town understands the inherent risk of leaving undocumented fill in-place below new construction, as localized areas of compressible soils, nested boulders, or buried debris can be present between the boring locations and can go unnoticed during the geotechnical study or during construction. As such, if the fill is to be built upon, steps should be taken to help reduce the risk associated with existing fill. The greatest reduction in risk is achieved by completely removing the undocumented fill at the site and replacing it in a controlled manner. However, this is like cost-prohibitive and may not be feasible. We feel that this risk can be effectively managed by performing thorough monitoring and testing during construction, as described in this report. Regardless, the Town should still anticipate that some localized areas of loose or unsuitable fill soils will require in-place densification, limited undercutting and replacement, or other remedial activities at the time of construction. We recommend that appropriate unit prices and allowance quantities be included in the construction contract in order to account for these unknowns. ECS can assist with developing appropriate allowance quantities once the site and building designs have been developed and following the design-level geotechnical study.

It is important to note that this preliminary study included a very limited number of widely-spaced borings and test pits and was intended to provide a general evaluation of the property with respect to the planned developments. Once the site layout and building design has been developed, ECS should perform a design-level geotechnical evaluation to develop the specific site preparation recommendation, foundation design criteria, and construction specifications for the Town Hall site features. The design-level evaluation should include additional subsurface exploration as deemed appropriate by the ECS Geotechnical Engineer and the project Structural Engineer and may consist of additional soil test borings, test pit excavations, and laboratory testing as necessary. We also emphasize that proper monitoring and testing during construction should be considered critical, due to the prevalence of pre-existing fill across the site.

Specific information regarding the field and laboratory testing, the site and subsurface conditions at the time of our exploration, and our conclusions and preliminary recommendations concerning the geotechnical aspects of the proposed design and construction are discussed in detail in the subsequent sections of this report. Please note this Executive Summary is an important part of this report, but should not be relied upon exclusive of the entire report. The subsequent sections of this report constitute our findings, conclusions, and recommendations in their entirety.

## **2.0 PROJECT INFORMATION**

Our understanding of the project is based on the recent correspondence between ECS engineers R. Tyler Smith, PE and Matthew S. Fogleman PE and Town of Montreat administrator Alex Carmichael. The Town of Montreat is considering purchasing the property at 1210 Montreat Road in Buncombe County, North Carolina for the possible development of a new Town Hall. The subject property consists of a 0.83 acre parcel designated by Buncombe County PIN 0710-53-9360. We have been provided with a boundary and topographical survey of the property, prepared by High Country Surveyors, Inc. and dated August 31, 2017. At this time, we understand the Town is under due diligence for the property, and accordingly, detailed information about the proposed construction has not been developed.

Presently, the site is developed as a single-family home site. The existing building has a footprint measuring approximately 1,300 SF and is situated along the central portions of the northwestern property boundary adjacent to Montreat Road. Flat Creek runs along the southeastern edge of the property. A gravel driveway is located to the northeast of the house, providing access to Montreat road and Rainbow Terrace. The remaining areas of the site consist of a landscaped grass lawn.

Based on our preliminary discussions with the Town, we understand the new Town Hall building will most likely be a low-rise structure constructed with wood-framing. At this time, detailed site plans have not been developed showing proposed finished floor elevations or proposed site grades. However, the topography across the site is relatively level, and therefore, we do not anticipate significant grading or earthwork will be required to prepare the site for the proposed construction.

### 3.0 EXPLORATION PROCEDURES

#### 3.1 Subsurface Exploration

Our subsurface exploration consisted of performing of a total of five (5) soil test borings and five (5) exploratory test pits. The soil test borings were designated as B-1 through B-5 and were extended to depths ranging between 20 and 25 feet below the existing ground surface. The test pits were designated as TP-1 through TP-5, and were extended to depths ranging between 5 and 11 feet. The borings and test pits were performed at accessible areas across the property to provide a general overview of the subsurface conditions at the site. The boring and test pit locations were designated in the field by ECS staff, and their approximate locations are presented on the *Exploration Location Diagram* included in the appendix of this report. The locations indicated on the *Exploration Location Diagram* are for illustrative purposes and should be considered approximate.

The soil test borings were performed by a truck-mounted Mobile B-57 drill rig equipped with continuous-flight, hollow-stem augers and an automatic-hammer split-spoon driving assembly. Representative soil samples were obtained by means of the split-barrel sampling procedure in accordance with ASTM D 1586. Samples were obtained at 2½-foot intervals within the upper 10 feet of the borings and at 5-foot intervals thereafter. In this procedure, a 2-inch O.D., split-barrel sampler is driven into the soil a distance of 18 inches by a 140-pound hammer falling 30 inches. The number of blows required to drive the sampler through a 12-inch interval is termed the Standard Penetration Test (SPT) N-value and is indicated for each sample on the boring logs. The auto-hammer generally delivers more energy downhole to the sampler than the manual cat-head driving assembly; therefore, the recorded SPT N-Values can be lower than the  $N_{60}$ -Values recorded from a manual cat-head assembly.

The N-value can be used as a qualitative indication of the in-place relative density of cohesionless soils. In a less reliable way, it also indicates the consistency of cohesive soils. This indication is qualitative, since many factors can affect the standard penetration resistance value and prevent a direct correlation with drilling crews, equipment and procedures.

The test pits were performed with a Volvo BL 60 tractor-mounted backhoe having a maximum reach of approximately 10 to 12 feet. The test pit excavations were observed by an ECS staff professional, who photographed and maintained field records of the subsurface conditions encountered in each test pit. At regular depths, representative soil samples were collected from the material excavated from each test pit.

After recovery, each sample was removed from the sampler and visually classified. Representative portions of each sample were then sealed in air tight containers and brought to our laboratory for visual classification by the project engineer in general accordance with the Unified Soil Classification System (USCS as described in ASTM D 2487).

Boring and test pit logs depicting the subsurface conditions at the test locations are presented in the appendix of this report.



### **3.2 Laboratory Testing**

Representative soil samples obtained during our field exploration were selected and tested in our laboratory to verify field classifications and to help estimate the engineering properties of the on-site soils.

Laboratory testing included visual classifications in general accordance with the Unified Soil Classification System (ASTM D 2487), moisture content determinations (ASTM D 2216), and washed grainsize distribution analyses (ASTM D 422 & 1140). The laboratory testing was performed in general conformance with the referenced ASTM standards.

A summary of the laboratory test results and individual test reports are included in the appendix. Moisture content test results are also included on the boring logs presented in the appendix.

## **4.0 SITE AND SUBSURFACE CONDITIONS**

### **4.1 Site Observations**

The project site consists of a 0.83 acre parcel designated by Buncombe County PIN 0710-53-9360. It is bound to the northwest by Montreat Road, to the northeast by Rainbow Terrace, to the southeast by Flat Creek, and to the southwest by an adjacent residential property. Presently, the site is developed with a single-family home situated along the central portion of the northwestern site boundary. A gravel driveway is located east of the house with access to Montreat Road and Rainbow Terrace. The remaining areas of the property generally consist of the landscaped grass yard.

With exception of the steep stream bank, the topography across the site is relatively level, sloping downward gently from a maximum elevation of approximately 2482' near the intersection of Montreat Road and Rainbow Terrace at the northeastern corner of the property to approximately 2472' at the crest of the stream bank near the southwestern corner of the property. The stream bank along the southeastern edge of the property is generally about 5 feet in height and has an inclination at about 1.5H:1V (Horizontal:Vertical) based on the provided topographical survey data.

### **4.2 Area Geology**

The project site is located in the Blue Ridge Physiographic Province of North Carolina. The Blue Ridge consists of a variety of high-grade metamorphic and metasedimentary rocks with numerous igneous rock intrusions. According to the 1985 Geologic Map of North Carolina, the bedrock at the site consists of the metagraywacke from the Ashe Metamorphic Suite and Tallulah Falls Formation of the Blue Ridge Physiographic Province.

According to the USDA Soil Survey of Buncombe County, the near surface soils at the site are depositional in nature, consisting of alluvium (river deposits) and colluvium (ancient landslide deposits). Because of their depositional nature near low-lying drainage features, it is not uncommon for more recent or geologically younger depositional soils to be unconsolidated, wet, and loose, soft, or otherwise compressible. It is also not uncommon for depositional soil profiles to have relatively variable soil conditions over relatively small distance.

Natural residual soils which have weathered in-place from the parent rock are typically encountered underlying the near surface depositional soils. The typical residual soil profile not affected by erosion or development consists of silty and clayey soils near the surface where soil weathering is more advanced, underlain by sandy silts and silty sands that generally become harder with depth to the top of parent bedrock. The boundary between soil and rock in this geology is not sharply defined. A transitional zone termed "partially weathered rock" (PWR) is normally found overlying the parent bedrock. Partially weathered rock is defined for engineering purposes as residual material with standard penetration test resistance exceeding 100 blows per foot but can be penetrated by standard drilling equipment. The transition between hard/dense residual soils and partially weathered rock can occur at irregular depths due to variations in the degree of weathering. The variable weathering can also cause rock fragments and boulders to remain within the residual soil matrix.

It is important to note that the natural geology of the site appears to have been modified in the past by the placement of fill materials. The quality of man-made fills can vary significantly, and it is often difficult to assess the engineering properties of fill. Furthermore, there is no specific correlation between N-values from standard penetration tests performed in soil test borings and the degree of compaction of existing fill soils. However, a qualitative assessment of existing fills can sometimes be made based on the N-values obtained and observations of the materials sampled in the test borings.

#### **4.3 Subsurface Conditions**

The ground surface across the site consists primarily of the landscaped grass yard. A surficial topsoil layer measuring approximately 3 to 4 inches in thickness was encountered across the property.

With the exception of at B-2 & TP-2, a layer of pre-existing undocumented fill was encountered across the site. The undocumented fill generally extended to depths on the order of about 3 to 5 feet. The fill primarily consisted of very loose to loose, silty sand (SM), with varying amounts of gravel. The SPT N-values within the fill ranged from 3 to 12 blows per foot (bpf), with typical values on the order of 9 to 10 bpf.

Underlying the surficial fill and topsoil layers, depositional alluvial soils were encountered in each of the borings and test pits. The alluvium extended to depths generally ranging between approximately 12 and 17 feet below the existing ground surface. The alluvium consisted primarily of medium dense, poorly graded sand with silt and gravel (SP-SM). Varying amounts of rounded alluvial cobbles and boulders were encountered within the alluvium, resulting in shallow auger and test pit refusal in several locations. Photographs of the cobbles excavated from the test pits are included in the appendix of this report.

Natural residual soils which have weathered in-place from the parent rock were encountered below the alluvium in each of the soil test borings. The residuum typically consisted of loose to medium dense, silty sand (SM) with mica. Partially weathered rock (PWR) or residual material competent enough to cause auger refusal was not encountered within the planned termination depths.

Groundwater was encountered in each of the borings at depths ranging between about 8 and 11 feet below the existing ground surface. Please note that variations in the location of the static water table may occur as a result of changes in precipitation, evaporation, surface water runoff, absorption, and other factors not immediately apparent at the time of this exploration. Consequently, fluctuations in the elevation of the groundwater table should be expected. In general, the highest groundwater levels typically occur in late winter and spring, while the lowest levels typically occur in late summer and fall. In general, we do not anticipate groundwater will be encountered during the proposed construction.

The above paragraphs provide a general summary of the subsurface conditions encountered at specific boring locations at the time of our exploration. The Boring Logs included in the appendix contain more detailed information regarding the subsurface conditions encountered at each test location. These logs represent our visual classification of the samples retrieved during the field exploration. The stratification lines on the logs designate approximate boundaries between various subsurface strata, and the actual in-situ transitions are expected to be more gradual. Subsurface conditions intermediate of the actual test locations may vary.

## **5.0 CONCLUSIONS AND PRELIMINARY RECOMMENDATIONS**

Based on the subsurface conditions encountered during this evaluation, we offer the following preliminary geotechnical recommendations to help guide the early site planning, architectural and structural designs for this project:

- The soil conditions at the site are generally suitable for the planned developments. The underlying alluvial soils are suitable for support of typical one- to two-story structures on conventional shallow foundations depending on the design foundation loading conditions. The soils also appear to be generally suitable for support of concrete slab-on-grade floors and conventional flexible or rigid pavement sections.
- Provided the footing subgrades densify adequately, we expect the footings can be sized for an allowable bearing pressure in the range of about 1,500 to 2,500 psf. Provided the recommendations in this report are strictly followed, the footings may bear on firm alluvial soil approved by ECS or on newly placed engineered fill.
- The primary geotechnical consideration for development at this site is the presence of 3 to 5 feet of undocumented fill overlying loose alluvial soil. We expect the majority of new building footings would penetrate the relatively thin layer of undocumented fill, so we do not anticipate widespread undercutting of the undocumented fill will be required. However, depending on the final site grades and finished floor elevation, some undocumented fill may remain below the footings in localized areas. The existing fill will need to be undercut to natural alluvial soils and backfilled with crushed stone or engineered fill as directed by ECS at the time of construction. The alluvial soils at the site are expected to be relatively loose, but are fairly sandy. Accordingly, once the footings have been excavated, the bearing soils should be densified in-place with a vibratory compactor prior to footing construction.
- Similarly, the subgrade in areas of new floor slabs, pavement sections, or fill areas should also be densified in-place using a large vibratory roller. Assuming that the loose, sandy, alluvial soil densifies adequately in-place, we do not anticipate widespread undercutting of building slab or pavement areas.
- The constructed improvements may be supported on the pre-existing undocumented fill, provided the Town understands the inherent risk of leaving undocumented fill in-place below new construction, as localized areas of compressible soils, nested boulders, or buried debris can be present between the boring locations and can go unnoticed during the geotechnical study or during construction. As such, if the fill is to be built upon, steps should be taken to help reduce the risk associated with existing fill. The greatest reduction in risk is achieved by completely removing the undocumented fill at the site and replacing it in a controlled manner. However, this is like cost-prohibitive and may not be feasible. We feel that this risk can be effectively managed by performing thorough monitoring and testing during construction, as described in this report. Regardless, the Town should still anticipate that some localized areas of loose or unsuitable fill soils will require in-place densification, limited undercutting and replacement, or other remedial activities at the time of construction. We recommend that appropriate unit prices and allowance quantities be included in the construction contract in order to account for these unknowns. ECS can assist with developing appropriate allowance quantities once the site and building designs have been developed and following the design-level geotechnical study.

- Based on the visual classification and laboratory testing, it appears that the on-site soils are not ideal for re-use as engineered fill due to the large amount of alluvial cobble and boulders which would need to be removed. The on-site soils may be used to backfill relatively shallow (i.e. <5 ft deep) utility trenches outside of structural areas. However, engineered fill for deep utility trenches, utility trenches within structural areas, and mass grading will likely need to be imported to the site, if required for the proposed construction.
- Based on our preliminary understanding of the proposed construction, we expect planned excavations to consist primarily of fine grading and of relatively shallow utility trenching. The alluvial soils encountered during our exploration within the anticipated excavation depths should generally be excavatable with conventional earth moving equipment such as pans/scrapers, loaders, bulldozers, or rubber tired backhoes. We also do not anticipate groundwater will be encountered during grading, site preparation, or foundation construction.
- Final engineered slopes with heights of up to 20 feet or less should be inclined no steeper than 3H:1V for cut slopes and fill slopes in order to maintain a suitable long-term factor of safety. Fill slopes shall not be constructed using organic strippings, topsoil or other deleterious materials, and should be over-built slightly steeper and cut back to the required inclination in order to expose properly compacted soil at the slope face and to help enhance their long-term stability. Slopes should be should receive temporary matting and should be properly vegetated to prevent erosion and shallow surficial sloughing which could lead to other shallow instabilities.
- If site retaining walls are required for the proposed development, the wall foundations should bear in firm alluvial soils or new engineered fill. Any retaining walls over the height of 4 feet must be designed by a Registered Design Professional, and the design must account for global stability. The onsite sandy soils are generally suitable for re-use as retaining wall backfill. Depending on the preferred wall type, ECS can assist with the design of the retaining walls if requested.
- Based on the SPT N-values recorded in the soil test borings, a Seismic Site Class “D” can be assumed for this site in accordance with the North Carolina State Building Code. This should be confirmed with additional soil borings during the design-level geotechnical study once the site layout and building criteria have been developed.
- Proper management of stormwater runoff during construction should be considered critical to avoiding delays during construction due to moisture conditioning. Particular attention should be paid to protecting the subgrades as they can easily degrade with only slight increases or decreases in moisture content. The key to minimizing disturbance problems with the soils is to have proper control of the earthwork operations. Specifically, it should be the earthwork contractor's responsibility to maintain the site soils within a workable moisture content range to obtain the required in-place density and maintain a stable subgrade.

It is important to note that this preliminary study included a very limited number of widely-spaced borings and test pits and was intended to provide a general evaluation of the property with respect to the planned developments. Once the site layout and building design has been developed, ECS should perform a design-level geotechnical evaluation to develop the specific site preparation recommendation, foundation design criteria, and construction specifications for the Town Hall site features. The design-level evaluation should include additional subsurface exploration as deemed

appropriate by the ECS Geotechnical Engineer and the project Structural Engineer and may consist of additional soil test borings, test pit excavations, and laboratory testing as necessary. We also emphasize that proper monitoring and testing during construction should be considered critical, due to the prevalence of pre-existing fill across the site.

## **6.0 CLOSING**

The conclusions and preliminary recommendations provided in this report are based upon the information provided to us at the time of this report, the results of the subsurface exploration, and our experience with similar projects and subsurface conditions. If any of the information or assumptions presented in this report is not accurate, ECS should be notified to review our recommendations and address any discrepancy.

This study was intended to be preliminary in nature and should not be solely relied upon for final design or construction. Once the locations, sizes, and types of the planned developments have been defined, a design-level geotechnical evaluation should be performed in order to further evaluate the specific subsurface conditions at the development locations and develop specific engineering recommendations to guide the final design and construction. The design-level exploration should consist of additional soil test borings, test pit excavations, rock coring, laboratory testing, and engineering evaluations as deemed necessary by the ECS Geotechnical Engineer and the project Structural Engineer.

The assessment of site environmental conditions for the presence of pollutants in the soil, rock, and groundwater of the site was beyond the scope of this geotechnical exploration.

## **APPENDIX**

Site Location Diagram

Exploration Location Diagrams

Generalized Subsurface Profile

Reference Notes for Boring Logs

Soil Test Boring Logs

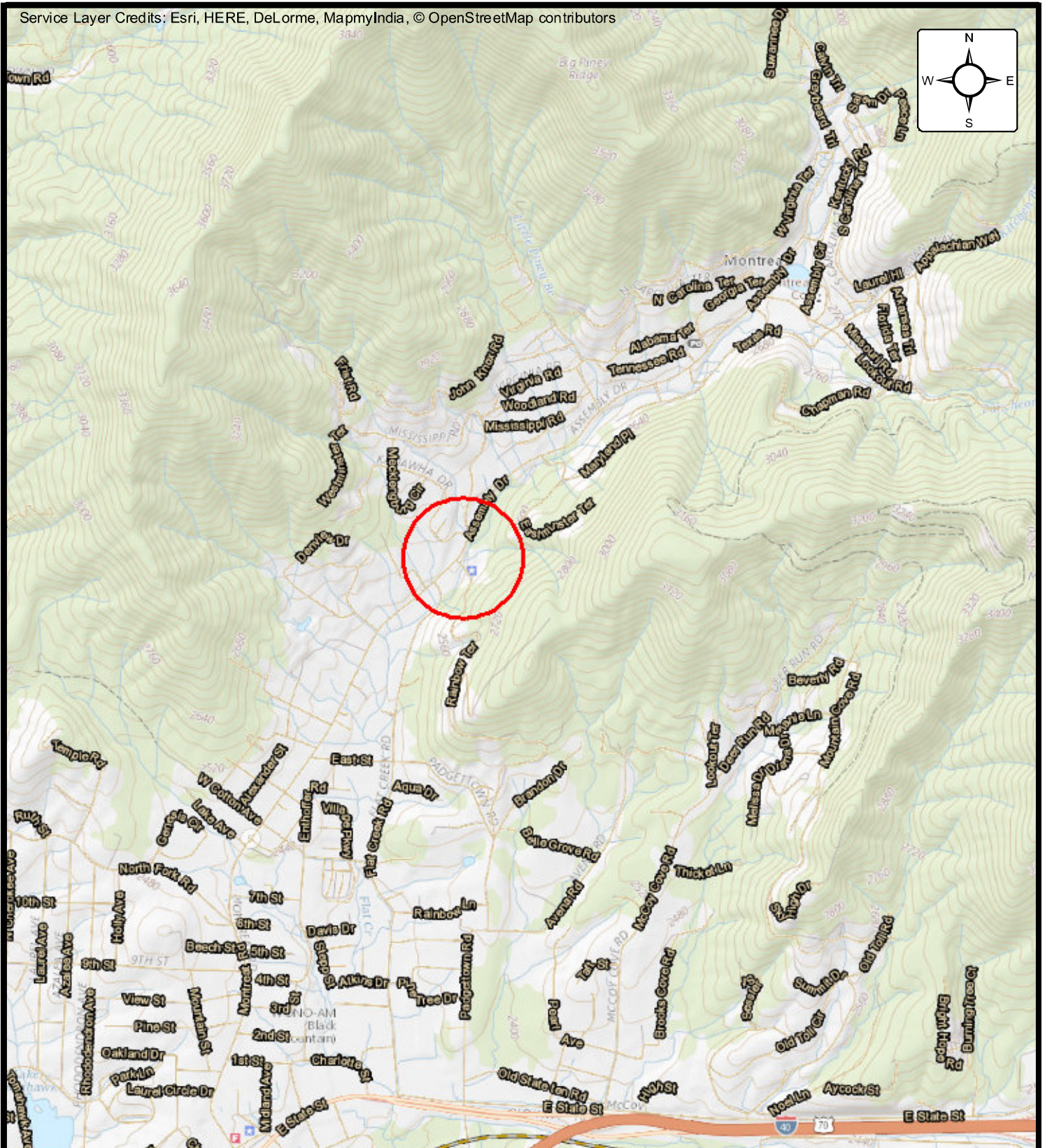
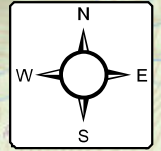
Test Pit Logs

Test Pit Photographs

Laboratory Summary

Laboratory Reports





## SITE LOCATION DIAGRAM NEW MONTREAT TOWN HALL SITE

TOWN OF MONTREAT  
BLACK MOUNTAIN NC

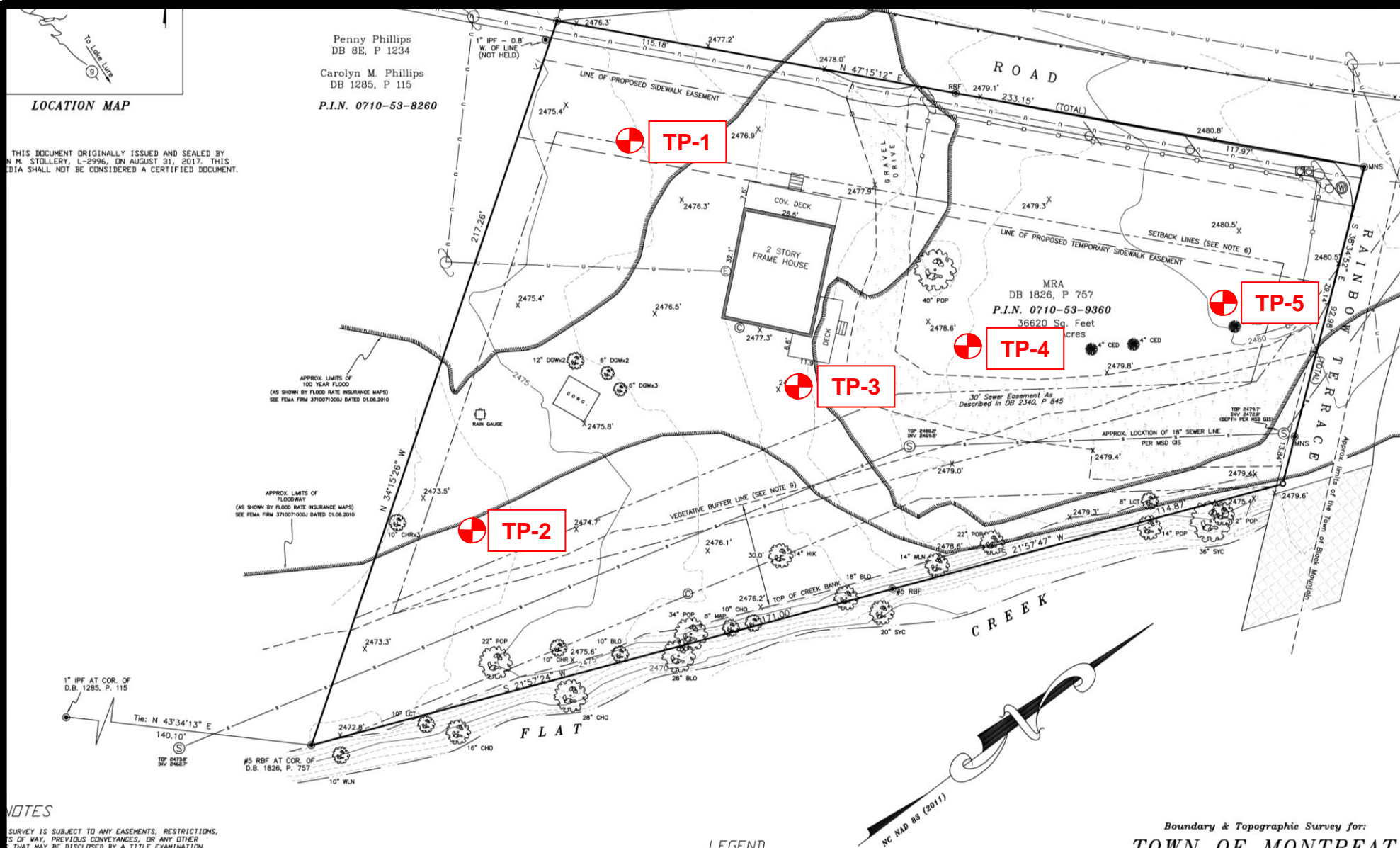
ENGINEER	RTS
SCALE	NTS
PROJECT NO.	31:3426
SHEET	1 OF 1
DATE	10/23/2017





P.J.N. 0710-53-8260

THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY  
N. M. STOLLERY, L-2996, ON AUGUST 31, 2017. THIS  
IDIA SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.



## NOTES

SURVEY IS SUBJECT TO ANY EASEMENTS, RESTRICTIONS,  
S OF WAY, PREVIOUS CONVEYANCES, OR ANY OTHER  
THAT MAY BE DISCLOSED BY A TITLE EXAMINATION.  
DISTANCES SHOWN ON THIS PLAT ARE GRID DISTANCES.  
INVERT TO GROUND DISTANCES, DIVIDE BY THE COMBINED  
OF 0.99978199.

OF BEARING: NC GRID NORTH - NAD 83 (NRSR 2011  
2012) BASED UPON RTK GPS OBSERVATIONS.

OF ELEVATION: NAVD 80 BASED UPON RTK GPS OBSERVATIONS.

IS STATED OTHERWISE HEREON, ONLY EVIDENCE OF  
ENTS, BURIED UTILITIES, PIPELINES, OR  
TURES THRUOUT WHICH ARE READILY APPARENT FROM A

7. UNDERGROUND SEWER LINE AS SHOWN IS BASED UPON GIS INFORMATION OBTAINED FROM THE MSD ONLINE DATABASE, AND FROM FIELD OBSERVATIONS. NO NEW SURFACE MARKINGS WERE FOUND. NBSP1 84171452129.

LEGEND

- RBF. . . REBAR FOUND (SIZE AS NOTED)
- IPF. . . IRON PIN FOUND
- MNF. . . MAGNETIC NAIL FOUND
- MNS. . . MAGNETIC NAIL SET
- . . . CALCULATED POINT-NOT SET
- ⊗ . . . FIRE HYDRANT
- u — . . . UTILITY POLE & LINES
- G — . . . UNDERGROUND GAS LINE
- W — . . . UNDERGROUND WATER LINE
- x — . . . BARBED WIRE FENCE

TREE TABLE

Boundary & Topographic Survey for:  
**TOWN OF MONTREAT**  
 P.I.N. 0710-53-9360  
 Town of Black Mountain, Buncombe County

1 inch = 20' ft.

AUGUST 31

## LEGEND



## Approximate Test Pit



**ECS**  
Packet Page 86

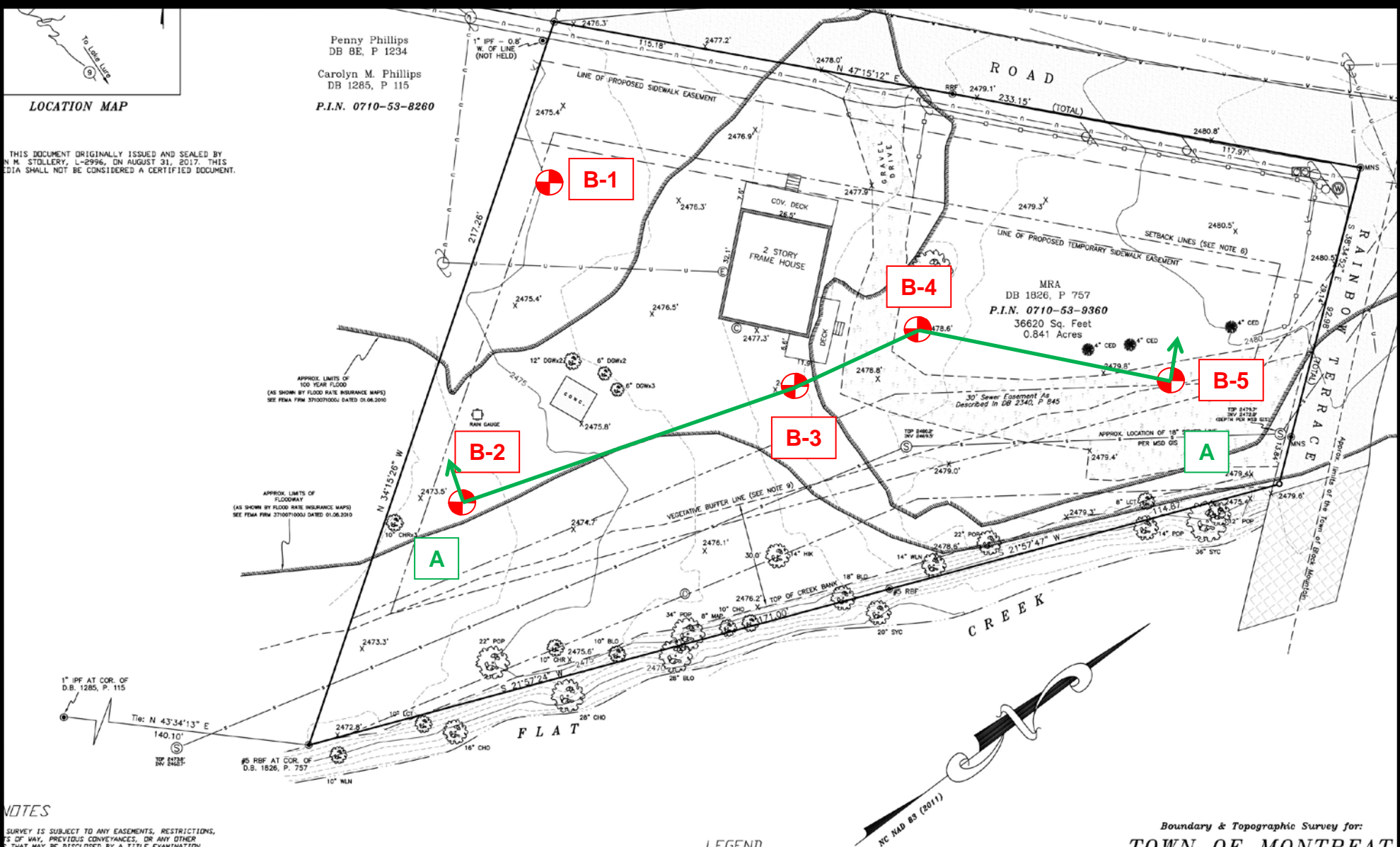
## EXPLORATION LOCATION DIAGRAM

## Montreal Town Hall

1210 Montreat Drive

Black Mountain, Buncombe County, North Carolina

ECS Project #31-3426



# NOTES

1. SURVEY IS SUBJECT TO ANY EASEMENTS, RESTRICTIONS, RIGHTS OF WAY, PREVIOUS CONVEYANCES, OR ANY OTHER MATTERS THAT MAY BE DISCLOSED BY A TITLE EXAMINATION.

2. DISTANCES SHOWN ON THIS PLAT ARE GRID DISTANCES. TO CONVERT TO GROUND DISTANCES, DIVIDE BY THE COMBINED SCALE OF 0.99978159.

3. BEARING: NC GRID NORTH - MAG 83 (NARS 2011) (2012) BASED UPON RTK GPS OBSERVATIONS.

4. ELEVATION: NAVD 88 BASED UPON RTK GPS OBSERVATIONS.

5. AS STATED OTHERWISE HEREON, ONLY EVIDENCE OF EASEMENTS, BURIED UTILITIES, PIPELINES, OR STRUCTURES THEREON WHICH ARE READILY APPARENT FROM A VISUAL SURVEY, SHALL BE SHOWN AND NOTED.

NO RECORDED R/W FOR THIS SECTION OF MONTREAT ROAD OR RAINBOW TERRACE WERE FOUND. FRONT SETBACKS ARE DETERMINED TO THE EDGE OF PAYMENT PER SECTION 4.3.3.C OF THE BLACK MOUNTAIN LAND USE CODE.

SETBACK FOR THE SIDE STREET IS 15 FT. (50% OF THE FRONT FACING STREET) PER SECTION 4.3.3.H OF THE BLACK MOUNTAIN LAND USE CODE.

7. UNDERGROUND SEWER LINE AS SHOWN IS BASED UPON GIS INFORMATION OBTAINED FROM THE MSD ONLINE DATABASE, AND FROM FIELD OBSERVATIONS. NO NEW SURFACE MARKINGS WERE FOUND. NC811 #A171452129.

8. UNDERGROUND WATER LINE AS SHOWN IS BASED UPON D.B. GROUND MARKINGS.

## LEGEND

- RBF: REBAR FOUND (SIZE AS NOTED)
- IPF: IRON PIN FOUND
- MNF: MAGNETIC NAIL FOUND
- MNS: MAGNETIC NAIL SET
- C.P.: CALCULATED POINT-NOT SET
- F: FIRE HYDRANT
- U.P.L.: UTILITY POLE & LINES
- G: UNDERGROUND GAS LINE
- W: UNDERGROUND WATER LINE
- B.W.F.: BARBED WIRE FENCE

## TREE TABLE

## Boundary & Topographic Survey for: TOWN OF MONTREAT

P.I.N. 0710-53-9360

Town of Black Mountain, Buncombe County

1 inch = 20' ft.

AUGUST 31

## LEGEND



Approximate Boring Location



Subsurface Profile Cutline  
(Section A-A)



## BORING LOCATION DIAGRAM

Montreat Town Hall

1210 Montreat Drive

Black Mountain, Buncombe County, North Carolina

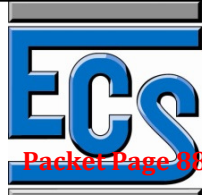
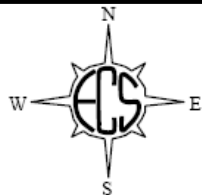
ECS Project #31-3426





### LEGEND

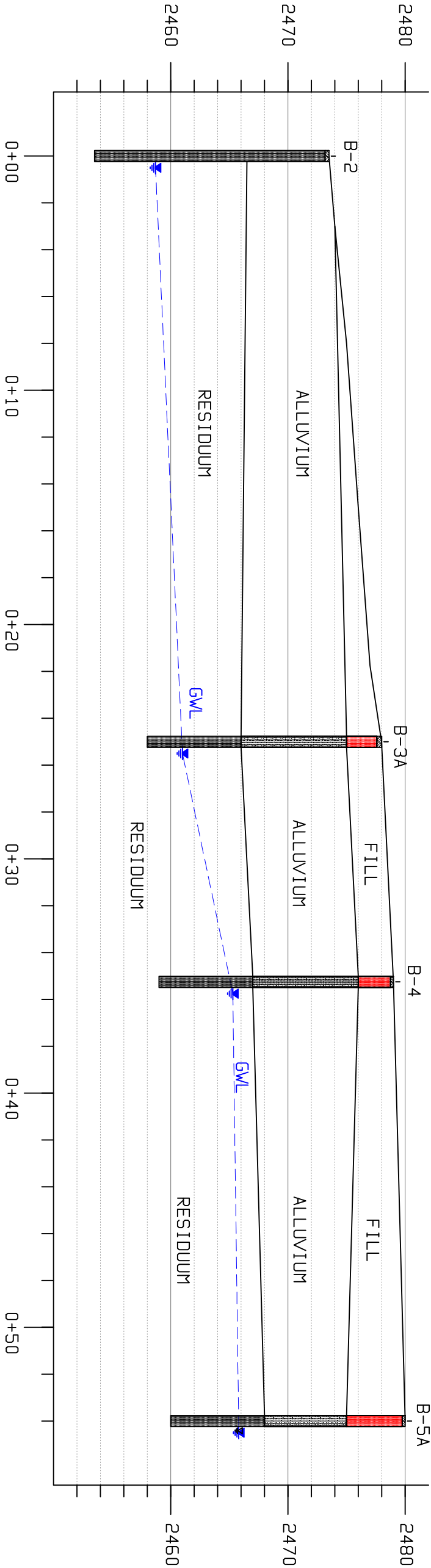
 Approximate Boring Location



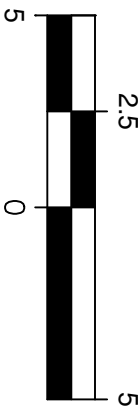
### BORING LOCATION DIAGRAM

Montreat Town Hall  
1210 Montreat Drive  
Black Mountain, Buncombe County, North Carolina  
ECS Project #31-3426

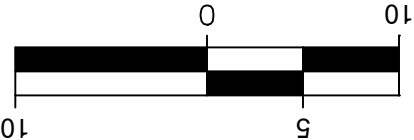
Section A-A




SCALE (IN FEET)



SCALE (IN FEET)



Montreat Town Hall	
1210 Montreat Drive Black Mountain, NC	
Generalized Subsurface Profile	
	
ECS REVISIONS	
ENGINEER RTS	PRINCIPAL MSF
SCALE Horz. = 1:10 Vert. = 1:5	
PROJECT NO. 31-3426	
SHEET	
DATE 10/23/2017	





# REFERENCE NOTES FOR BORING LOGS

MATERIAL <sup>1,2</sup>	
	<b>ASPHALT</b>
	<b>CONCRETE</b>
	<b>GRAVEL</b>
	<b>TOPSOIL</b>
	<b>VOID</b>
	<b>BRICK</b>
	<b>AGGREGATE BASE COURSE</b>
	<b>FILL<sup>3</sup> MAN-PLACED SOILS</b>
	<b>GW WELL-GRADED GRAVEL</b> gravel-sand mixtures, little or no fines
	<b>GP POORLY-GRADED GRAVEL</b> gravel-sand mixtures, little or no fines
	<b>GM SILTY GRAVEL</b> gravel-sand-silt mixtures
	<b>GC CLAYEY GRAVEL</b> gravel-sand-clay mixtures
	<b>SW WELL-GRADED SAND</b> gravelly sand, little or no fines
	<b>SP POORLY-GRADED SAND</b> gravelly sand, little or no fines
	<b>SM SILTY SAND</b> sand-silt mixtures
	<b>SC CLAYEY SAND</b> sand-clay mixtures
	<b>ML SILT</b> non-plastic to medium plasticity
	<b>MH ELASTIC SILT</b> high plasticity
	<b>CL LEAN CLAY</b> low to medium plasticity
	<b>CH FAT CLAY</b> high plasticity
	<b>OL ORGANIC SILT or CLAY</b> non-plastic to low plasticity
	<b>OH ORGANIC SILT or CLAY</b> high plasticity
	<b>PT PEAT</b> highly organic soils

DRILLING SAMPLING SYMBOLS & ABBREVIATIONS			
SS	Split Spoon Sampler	PM	Pressuremeter Test
ST	Shelby Tube Sampler	RD	Rock Bit Drilling
WS	Wash Sample	RC	Rock Core, NX, BX, AX
BS	Bulk Sample of Cuttings	REC	Rock Sample Recovery %
PA	Power Auger (no sample)	RQD	Rock Quality Designation %
HSA	Hollow Stem Auger		

PARTICLE SIZE IDENTIFICATION		
DESIGNATION	PARTICLE SIZES	
Boulders	12 inches (300 mm) or larger	
Cobbles	3 inches to 12 inches (75 mm to 300 mm)	
Gravel:	Coarse	¾ inch to 3 inches (19 mm to 75 mm)
	Fine	4.75 mm to 19 mm (No. 4 sieve to ¾ inch)
Sand:	Coarse	2.00 mm to 4.75 mm (No. 10 to No. 4 sieve)
	Medium	0.425 mm to 2.00 mm (No. 40 to No. 10 sieve)
	Fine	0.074 mm to 0.425 mm (No. 200 to No. 40 sieve)
Silt & Clay ("Fines")	<0.074 mm (smaller than a No. 200 sieve)	

COHESIVE SILTS & CLAYS		
UNCONFINED COMPRESSIVE STRENGTH, $Q_p$ <sup>4</sup>	SPT <sup>5</sup> (BPF)	CONSISTENCY <sup>7</sup> (COHESIVE)
<0.25	<3	Very Soft
0.25 - <0.50	3 - 4	Soft
0.50 - <1.00	5 - 8	Medium Stiff
1.00 - <2.00	9 - 15	Stiff
2.00 - <4.00	16 - 30	Very Stiff
4.00 - 8.00	31 - 50	Hard
>8.00	>50	Very Hard

RELATIVE AMOUNT <sup>7</sup>	COARSE GRAINED (%) <sup>8</sup>	FINE GRAINED (%) <sup>8</sup>
Trace	≤5	≤5
Dual Symbol (ex: SW-SM)	10	10
With	15 - 20	15 - 25
Adjective (ex: "Silty")	≥25	≥30

GRAVELS, SANDS & NON-COHESIVE SILTS	
SPT <sup>5</sup>	DENSITY
<5	Very Loose
5 - 10	Loose
11 - 30	Medium Dense
31 - 50	Dense
>50	Very Dense

WATER LEVELS <sup>6</sup>		
	WL	Water Level (WS)(WD) (WS) While Sampling (WD) While Drilling
	SHW	Seasonal High WT
	ACR	After Casing Removal
	SWT	Stabilized Water Table
	DCI	Dry Cave-In
	WCI	Wet Cave-In

<sup>1</sup>Classifications and symbols per ASTM D 2488-09 (Visual-Manual Procedure) unless noted otherwise.

<sup>2</sup>To be consistent with general practice, "POORLY GRADED" has been removed from GP, GP-GM, GP-GC, SP, SP-SM, SP-SC soil types on the boring logs.

<sup>3</sup>Non-ASTM designations are included in soil descriptions and symbols along with ASTM symbol [Ex: (SM-FILL)].

<sup>4</sup>Typically estimated via pocket penetrometer or Torvane shear test and expressed in tons per square foot (tsf).

<sup>5</sup>Standard Penetration Test (SPT) refers to the number of hammer blows (blow count) of a 140 lb. hammer falling 30 inches on a 2 inch OD split spoon sampler required to drive the sampler 12 inches (ASTM D 1586). "N-value" is another term for "blow count" and is expressed in blows per foot (bpf).

<sup>6</sup>The water levels are those levels actually measured in the borehole at the times indicated by the symbol. The measurements are relatively reliable when augering, without adding fluids, in granular soils. In clay and cohesive silts, the determination of water levels may require several days for the water level to stabilize. In such cases, additional methods of measurement are generally employed.

<sup>7</sup>Minor deviation from ASTM D 2488-09 Note 16.

<sup>8</sup>Percentages are estimated to the nearest 5% per ASTM D 2488-09. **Packet Page 90**

**Packet Page 91**

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>	BORING # <b>B-1A</b>	SHEET <b>1 OF 1</b>	
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER			
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>							

NORTHING		EASTING		STATION <b>2</b>	CALIBRATED PENETROMETER TONS/FT <sup>2</sup>  ROCK QUALITY DESIGNATION & RECOVERY RQD% - - - REC% - - -  PLASTIC LIMIT%      WATER CONTENT%      LIQUID LIMIT%  STANDARD PENETRATION BLOWS/FT
DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	

DESCRIPTION OF MATERIAL					ENGLISH UNITS	WATER LEVELS	ELEVATION (FT)	BLOWS/6"
BOTTOM OF CASING					LOSS OF CIRCULATION			
SURFACE ELEVATION <b>2475</b>								
0							2475	
5							2470	
10	S-1	SS	18	8	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist, medium dense		2465	18 10 11
15	S-2	SS	18	18	(SM) SILTY FINE SAND, contains slight mica, orangish brown, wet to saturated, very loose		2460	2 2 2
20	S-3	SS	18	18	(SM) SILTY FINE TO MEDIUM SAND, contains significant mica, dark brown, saturated, loose to dense		2455	2 3 4
25	S-4	SS	18	18			2450	11 17 25
30	END OF BORING @ 25.0'						2445	

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

WL 13.8      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED    10/10/17	CAVE IN DEPTH @ 16.7'
WL(SHW)      WL(ACR) 11.1	BORING COMPLETED    10/10/17	HAMMER TYPE Auto
WL	RIG B-57      FOREMAN MAH/MDH	DRILLING METHOD ASTM D 1586 (H.S.A)



CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>	BORING # <b>B-2</b>	SHEET <b>1 OF 1</b>	
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER			
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>							
NORTHING		EASTING		STATION <b>3</b>		<div style="text-align: center;">  CALIBRATED PENETROMETER TONS/FT<sup>2</sup>               ROCK QUALITY DESIGNATION &amp; RECOVERY              RQD% --- REC% ---   <div style="display: flex; justify-content: space-around;"> <div>                 PLASTIC LIMIT%  </div> <div>                 WATER CONTENT%  </div> <div>                 LIQUID LIMIT%  </div> </div>    STANDARD PENETRATION BLOWS/FT           </div>	
DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL		
					BOTTOM OF CASING	LOSS OF CIRCULATION	
					SURFACE ELEVATION <b>2474</b>		
0					Topsoil Depth [4"]		
	S-1	SS	18	9	(SM ALLUVIUM) SILTY SAND WITH GRAVEL, light brown, moist to wet, medium dense		
	S-2	SS	18	7			
5							
	S-3	SS	18	0			
10							
	S-4	SS	18	15			
15							
	S-5	SS	18	16	(SM) SILTY FINE SAND, contains rock fragments contains and significant mica, dark brown, saturated, medium dense		
20							
					END OF BORING @ 20.0'		
25							
30							
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.							
WL 14.8      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>		BORING STARTED 10/10/17		CAVE IN DEPTH @ 13.5'			
WL(SHW)       WL(ACR) 11.1		BORING COMPLETED 10/10/17		HAMMER TYPE AUTO			
WL		RIG B-57      FOREMAN MAH/MDH		DRILLING METHOD ASTM D 1586 (H.S.A)			

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>	BORING # <b>B-3</b>	SHEET <b>1 OF 1</b>	
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER			
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>							

NORTHING	EASTING	STATION <b>4</b>					
----------	---------	---------------------	--	--	--	--	--

DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL	ENGLISH UNITS	WATER LEVELS	ELEVATION (FT)	BLOWS/6"	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>PLASTIC LIMIT% </span> <span>WATER CONTENT% </span> <span>LIQUID LIMIT% </span> </div> <div style="text-align: center; font-size: 0.8em;">  STANDARD PENETRATION BLOWS/FT         </div>
0					Topsoil Depth [5"] (SM FILL) SILTY FINE TO MEDIUM SAND, contains gravel and slight mica, brown, moist, loose			2475	woh 3 7	
5	S-1	SS	18	8	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist, medium dense			2475	9 10 9	
	S-2	SS	18	7	AUGER REFUSAL @ 5.0'			2470		
					OFFSET BORING B-3A 8FT EAST			2470		
10								2465		
15								2460		
20								2455		
25								2450		
30										

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

WL DRY      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED    10/10/17	CAVE IN DEPTH   3.0'
WL(SHW)       WL(ACR)	BORING COMPLETED    10/10/17	HAMMER TYPE   AUTO
WL	RIG B-57                      FOREMAN MAH/MDH	DRILLING METHOD   ASTM D 1586 (H.S.A)

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>		BORING # <b>B-3A</b>		SHEET <b>1 OF 1</b>		
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER						
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>										
NORTHING		EASTING		STATION <b>5</b>		<div style="display: flex; justify-content: space-between;"> <div>             ○— CALIBRATED PENETROMETER TONS/FT<sup>2</sup>               ROCK QUALITY DESIGNATION &amp; RECOVERY              RQD% — — — REC% ———           </div> <div>             PLASTIC LIMIT%      WATER CONTENT%      LIQUID LIMIT%              ✕ ————— ● ————— △               ⊗ STANDARD PENETRATION BLOWS/FT           </div> </div>				
DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL	ENGLISH UNITS	WATER LEVELS	ELEVATION (FT)	BLOWS/6"	
					BOTTOM OF CASING	LOSS OF CIRCULATION				
					SURFACE ELEVATION <b>2478</b>					
0					AUGER PROBE TO 8.5 FEET			2475		
5									2470	
10	S-1	SS	18	15	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist, medium dense			23 23 19		
15	S-2	SS	18	9	(SM) SILTY SAND, contains slight mica, light to dark brown, wet to saturated, loose to medium dense			3 3 5		
20	S-3	SS	18	15	(SM) SILTY FINE, contains significant mica, dark brown, saturated, medium dense			4 5 10		
25					END OF BORING @ 20.0'			2455		
30								2450		

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

WL 17.0      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED    10/10/17	CAVE IN DEPTH @ 12.1'
WL(SHW)       WL(ACR) 9.5	BORING COMPLETED    10/10/17	HAMMER TYPE AUTO
WL	RIG B-57      FOREMAN MAH/MDH	DRILLING METHOD ASTM D 1586 (H.S.A)

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>		BORING # <b>B-4</b>		SHEET <b>1 OF 1</b>		
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER						
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>										

NORTHING		EASTING		STATION <b>6</b>		<div style="text-align: center;">  CALIBRATED PENETROMETER TONS/FT<sup>2</sup>              ROCK QUALITY DESIGNATION &amp; RECOVERY              RQD% - - - REC% ———           </div> <div style="text-align: center; margin-top: 10px;">             PLASTIC LIMIT%  WATER CONTENT%  LIQUID LIMIT%    STANDARD PENETRATION BLOWS/FT           </div>			

DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL	ENGLISH UNITS	WATER LEVELS ELEVATION (FT)	BLOWS/6"
					BOTTOM OF CASING	LOSS OF CIRCULATION		
0					Topsoil Depth [3"]			
	S-1	SS	18	13	(SM FILL) SILTY FINE TO MEDIUM SAND, trace gravel, contains slight mica, brown, moist, medium dense			
	S-2	SS	18	16	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist, loose to medium dense		2475	
5								
	S-3	SS	18	11			2470	
10								
	S-4	SS	18	0	(SM) SILTY FINE, contains mica, light brown, wet to saturated, medium dense to loose		2465	
15								
	S-5	SS	18	14			2460	
20								
					END OF BORING @ 20.0'			
25								
30								

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

WL 13.7      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED    10/10/17	CAVE IN DEPTH @ 13.4'
WL(SHW)       WL(ACR) 10.0	BORING COMPLETED    10/10/17	HAMMER TYPE AUTO
WL	RIG B-57                      FOREMAN MAH/MDH	DRILLING METHOD ASTM D 1586 (H.S.A)

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>	BORING # <b>B-5</b>	SHEET <b>1 OF 1</b>	
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER			
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>							

NORTHING		EASTING		STATION		ROCK QUALITY DESIGNATION & RECOVERY RQD% - - - REC% - - -  PLASTIC LIMIT%      WATER CONTENT%      LIQUID LIMIT% X                                  ●                                  △  ⊗ STANDARD PENETRATION BLOWS/FT	

DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL	ENGLISH UNITS	WATER LEVELS ELEVATION (FT)	BLOWS/6"
0					Topsoil Depth [3"] (SM FILL), SILTY FINE TO MEDIUM SAND, trace gravel, brown, moist, loose		2480	
4	S-1	SS	18	18				9
5	S-2	SS	18	12				12
5					(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist, medium dense		2475	
10	S-3	SS	18	8				46
10					AUGER REFUSAL @ 10.0'		2470	
15					OFFSET BORING B-5A 8FT SOUTH		2465	
20							2460	
25							2455	
30							2450	

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

WL 9.0      WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED    10/10/17	CAVE IN DEPTH @ 5.8'
WL(SHW)      WL(ACR) DRY	BORING COMPLETED    10/10/17	HAMMER TYPE AUTO
WL	RIG B-57      FOREMAN MAH/MDH	DRILLING METHOD ASTM D 1586 (H.S.A)

CLIENT <b>Town of Montreat</b>				Job #: <b>31:3426</b>	BORING # <b>B-5A</b>	SHEET <b>1 OF 1</b>	
PROJECT NAME <b>New Montreat Town Hall Site</b>				ARCHITECT-ENGINEER			
SITE LOCATION <b>1210 Montreat Road, Black Mountain, Buncombe County, NC</b>							

NORTHING		EASTING		STATION <b>8</b>
----------	--	---------	--	---------------------

DEPTH (FT)	SAMPLE NO.	SAMPLE TYPE	SAMPLE DIST. (IN)	RECOVERY (IN)	DESCRIPTION OF MATERIAL	ENGLISH UNITS	WATER LEVELS	ELEVATION (FT)	BLOWS/6"
0					BOTTOM OF CASING	LOSS OF CIRCULATION		2480	
5					AUGER PROBE TO 13.5 FEET				
10					(SM) SILTY FINE SAND, contains slight mica, light brown, saturated, loose				
15	S-1	SS	18	3				2465	4 2 1
20	S-2	SS	18	18	(SM) SILTY FINE TO MEDIUM SAND, contains mica, brown, saturated, dense			2460	4 22 26
25					END OF BORING @ 20.0'			2455	
30								2450	

○ CALIBRATED PENETROMETER TONS/FT<sup>2</sup>




ROCK QUALITY DESIGNATION & RECOVERY  
RQD% - - - REC% - - -




PLASTIC LIMIT%      WATER CONTENT%      LIQUID LIMIT%

⊗ STANDARD PENETRATION BLOWS/FT




THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.




WL 14.2	WS <input type="checkbox"/> WD <input checked="" type="checkbox"/>	BORING STARTED 10/10/17	CAVE IN DEPTH @ 13.5'
WL(SHW)	WL(ACR) 8.0	BORING COMPLETED 10/10/17	HAMMER TYPE AUTO
WL		RIG B-57 FOREMAN MAH/MDH	DRILLING METHOD ASTM D 1586 (H.S.A)


PROJECT NAME: New Montreat Town Hall Site						TEST PIT #: TP-1					
CLIENT: Town of Montreat				Job #: 31:3426		SURFACE ELEVATION 2476					
DEPTH (FT.)		ELEV. (FT.)		LOCATION: 1210 Montreat Road, Black Mountain, Buncombe County, NC		ARCH/ENG:					
						EXCAV. EFFORT		DCP	QP (TSF)	SAMPLE NO.	MOIST. CONT. (%)
DESCRIPTION OF MATERIAL											
0	2476	Topsoil Depth [2"] (SM FILL) SILTY FINE TO MEDIUM SAND, trace gravel, contains slight mica, brown, moist				E				S-1	
2	2474										
4	2472	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist				M				S-2	
6	2470										
8	2468	BUCKET REFUSAL @ 7'				D					
10	2466										
12	2464										
REMARKS:											
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.											
GROUND WATER: FIRST CHECK  SECOND CHECK  EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT											
CONTRACTOR: ECS				OPERATOR: Barry				MAKE: Volvo			
MODEL: BL60B				REACH:				CAPACITY:			
ECS REP.: ABB		DATE: 10/12/17		UNITS: Feet		Cave-in Depth:		Groundwater While Drilling: Dry		Groundwater:	

PROJECT NAME: New Montreat Town Hall Site						TEST PIT #: TP-2					
CLIENT: Town of Montreat				Job #: 31:3426		SURFACE ELEVATION 2474					
DEPTH (FT.)		ELEV. (FT.)		LOCATION: 1210 Montreat Road, Black Mountain, Buncombe County, NC		ARCH/ENG:					
						EXCAV. EFFORT		DCP	QP (TSF)	SAMPLE NO.	MOIST. CONT. (%)
				DESCRIPTION OF MATERIAL							
0	2474			Topsoil Depth [4"]		E					
				(SM ALLUVIUM) SILTY SAND WITH GRAVEL, light brown, moist to wet		M					
2	2472									S-1	
4	2470										
6	2468										
8	2466										
10	2464									S-2	
12	2462			END OF TEST PIT @ 11'							
REMARKS:											
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.											
GROUND WATER: FIRST CHECK  SECOND CHECK  EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT											
CONTRACTOR: ECS				OPERATOR: Barry				MAKE: Volvo			
MODEL: BL60B				REACH:				CAPACITY:			
ECS REP.: ABB		DATE: 10/12/17		UNITS: Feet		Cave-in Depth:		Groundwater While Drilling: Dry		Groundwater:	



PROJECT NAME: New Montreat Town Hall Site						TEST PIT #: TP-3					
CLIENT: Town of Montreat				Job #: 31:3426		SURFACE ELEVATION 2477					
DEPTH (FT.)		ELEV. (FT.)		LOCATION: 1210 Montreat Road, Black Mountain, Buncombe County, NC		ARCH/ENG:					
						EXCAV. EFFORT		DCP	QP (TSF)	SAMPLE NO.	MOIST. CONT. (%)
DESCRIPTION OF MATERIAL											
0		Topsoil Depth [3"] (SM FILL) SILTY FINE TO MEDIUM SAND, contains gravel and slight mica, brown, moist				E				S-1	
2476											
2						M					
2474		(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist									
4						D					
2472		BUCKET REFUSAL @ 5'									
6											
2470											
8											
2468											
10											
2466											
12											
2464											
REMARKS:											
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.											
GROUND WATER: FIRST CHECK  SECOND CHECK  EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT											
CONTRACTOR: ECS				OPERATOR: Barry				MAKE: Volvo			
MODEL: BL60B				REACH:				CAPACITY:			
ECS REP.: ABB		DATE: 10/12/17		UNITS: Feet		Cave-in Depth:		Groundwater While Drilling: Dry		Groundwater:	

PROJECT NAME: New Montreat Town Hall Site						TEST PIT #: TP-4					
CLIENT: Town of Montreat				Job #: 31:3426		SURFACE ELEVATION 2479					
DEPTH (FT.)		ELEV. (FT.)		LOCATION: 1210 Montreat Road, Black Mountain, Buncombe County, NC		ARCH/ENG:					
						EXCAV. EFFORT		DCP	QP (TSF)	SAMPLE NO.	MOIST. CONT. (%)
DESCRIPTION OF MATERIAL											
0		Topsoil Depth [3"] (SM FILL) SILTY FINE TO MEDIUM SAND, trace gravel, contains slight mica, brown, moist				E					
2478											
2						M				S-1	
2476		(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist									
4						D					
2474											
6											
2472											
8											
2470											
10		BUCKET REFUSAL @ 9.5'									
2468											
12											
2466											
REMARKS:											
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.											
GROUND WATER: FIRST CHECK  SECOND CHECK  EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT											
CONTRACTOR: ECS				OPERATOR: Barry				MAKE: Volvo			
MODEL: BL60B				REACH:				CAPACITY:			
ECS REP.: ABB		DATE: 10/12/17		UNITS: Feet		Cave-in Depth:		Groundwater While Drilling: Dry		Groundwater:	



PROJECT NAME: New Montreat Town Hall Site					TEST PIT #: TP-5				
CLIENT: Town of Montreat			Job #: 31:3426		SURFACE ELEVATION 2480				
DEPTH (FT.)	ELEV. (FT.)	LOCATION: 1210 Montreat Road, Black Mountain, Buncombe County, NC	ARCH/ENG:		EXCAV. EFFORT	DCP			QP (TSF)

		DESCRIPTION OF MATERIAL						
0	2480	Topsoil Depth [3"] (SM FILL), SILTY FINE TO MEDIUM SAND, trace gravel, brown, moist						
2	2478			E				
4	2476							S-1
6	2474	(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, light brown, moist		M				
				D				S-2
8	2472	BUCKET REFUSAL @ 7'						
10	2470							
12	2468							

REMARKS:  
  
 THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES. IN-SITU THE TRANSITION MAY BE GRADUAL.

GROUND WATER: FIRST CHECK  SECOND CHECK 		EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT	
CONTRACTOR: ECS		OPERATOR: Barry	
MODEL: BL60B		MAKE: Volvo	
ECS REP.: ABB		REACH:	
DATE: 10/12/17	UNITS: Feet	Cave-in Depth:	Groundwater While Drilling: Dry



Test Pit TP-1 excavation



Alluvial and fill material excavated from TP-1

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426





Test Pit TP-2 excavation



Alluvial excavated from TP-2

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426





Test Pit TP-3 excavation



Alluvial and fill material excavated from TP-3

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426





Test Pit TP-4 excavation



Alluvial and fill material excavated from TP-4

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426





Test Pit TP-5 excavation



Alluvial and fill material excavated from TP-5

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426





Standing at south end of property looking north west



Standing at south end of property looking north

TEST PITS PHOTOGRAPHS  
10/12/17



NEW MONTREAT TOWN HALL  
TOWN OF MONTREAT  
BLACK MOUNTAIN, NORTH CAROLINA  
ECS PROJECT NO. 31-3426

## Laboratory Testing Summary

Page 1 of 1

Sample Source	Sample Number	Depth (feet)	MC <sup>1</sup> (%)	Soil Type <sup>2</sup>	Atterberg Limits <sup>3</sup>			Percent Passing No. 200 Sieve <sup>4</sup>	Moisture - Density (Corr.) <sup>5</sup>		CBR Value <sup>6</sup>	Other
					LL	PL	PI		Maximum Density (pcf)	Optimum Moisture (%)		
B-1A												
	S-2	13.50 - 15.00	43.4	SM				46.3				
B-2												
	S-3	8.50 - 10.00	26.1	SM				28.4				
B-3A												
	S-2	13.50 - 15.00	30.3	SM				33.3				
B-4												
	S-2	3.50 - 5.00	6.8	SP-SM				6.4				
B-5A												
	S-2	18.50 - 20.00	17.9	SM				26.2				

**Notes:**

1. ASTM D 2216, 2. ASTM D 2487, 3. ASTM D 4318, 4. ASTM D 1140, 5. See test reports for test method, 6. See test reports for test method

**Definitions:**

MC: Moisture Content, Soil Type: USCS (Unified Soil Classification System), LL: Liquid Limit, PL: Plastic Limit, PI: Plasticity Index, CBR: California Bearing Ratio, OC: Organic Content (ASTM D 2974)

**Project No.** 31:3426  
**Project Name:** New Montreat Town Hall Site  
**PM:** R. Tyler Smith  
**PE:** Matthew Fogleman  
**Printed On:** Tuesday, October 24, 2017



**ECS SOUTHEAST, LLP**  
 1900 Hendersonville Road, Suite 10  
 Asheville, NC 28803  
 Phone: (828) 665-2307  
 Fax: (828) 665-8128

# Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	1.3	0.5	5.4	46.5	46.3	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
3/8"	100.0		
#4	98.7		
#10	98.2		
#20	95.9		
#40	92.8		
#60	86.7		
#100	72.3		
#200	46.3		

\* (no specification provided)

## Soil Description

(SM) SILTY FINE SAND, contains slight mica, orangish brown

## Atterberg Limits

PL= LL= PI=

## Coefficients

D<sub>90</sub>= 0.3096 D<sub>85</sub>= 0.2313 D<sub>60</sub>= 0.1067  
D<sub>50</sub>= 0.0824 D<sub>30</sub>= C<sub>u</sub>= D<sub>15</sub>= C<sub>c</sub>=

## Classification

USCS= SM AASHTO=

## Remarks

Source of Sample: B-1A  
Sample Number: S-2

Depth: 13.50-15.00

Date: 10/19/2017



**ECS SOUTHEAST, LLP**  
1900 Hendersonville Road, Suite 10  
Asheville, NC 28803  
Phone: (828) 665-2307  
Fax: (828) 665-8128

**Client:** Town of Montreat  
**Project:** New Montreat Town Hall Site

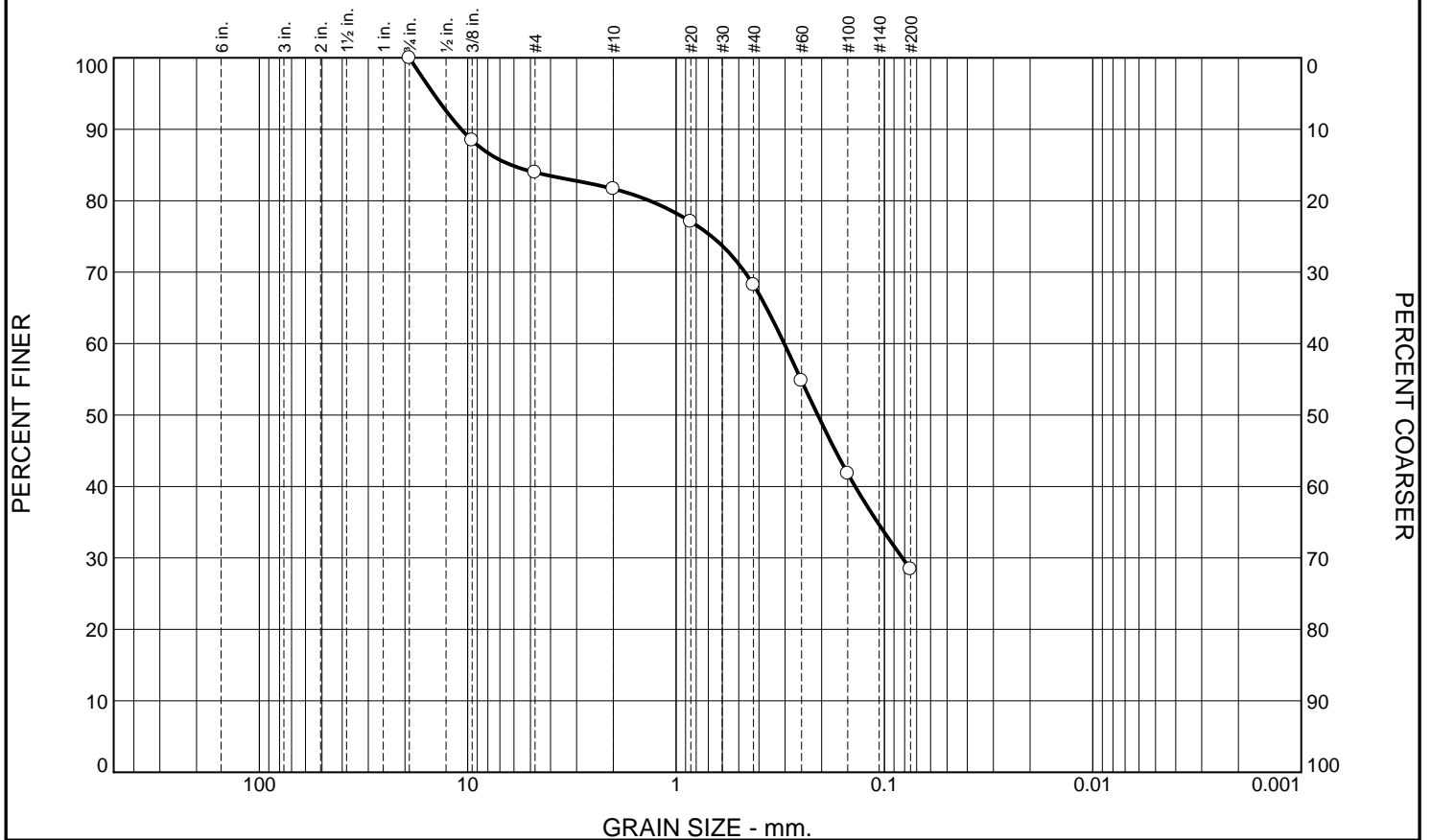
**Project No:** 3426

**Figure**

Tested By: JDK

Checked By: RTS

# Particle Size Distribution Report



% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	16.0	2.3	13.5	39.8	28.4	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
3/4"	100.0		
3/8"	88.5		
#4	84.0		
#10	81.7		
#20	77.1		
#40	68.2		
#60	54.8		
#100	41.8		
#200	28.4		

\* (no specification provided)

**Soil Description**  
(SM ALLUVIUM) SILTY SAND WITH GRAVEL, light grayish brown

**Atterberg Limits**  
 PL=      LL=      PI=

**Coefficients**  
 D<sub>90</sub>= 10.7323      D<sub>85</sub>= 6.1816      D<sub>60</sub>= 0.3024  
 D<sub>50</sub>= 0.2089      D<sub>30</sub>= 0.0820      D<sub>15</sub>=  
 D<sub>10</sub>=      C<sub>u</sub>=      C<sub>c</sub>=

**Classification**  
 USCS= SM      AASHTO=

**Remarks**

Source of Sample: B-2  
Sample Number: S-3

Depth: 8.50-10.00

Date: 10/19/2017



**ECS SOUTHEAST, LLP**  
1900 Hendersonville Road, Suite 10  
Asheville, NC 28803  
Phone: (828) 665-2307  
Fax: (828) 665-8128

**Client:** Town of Montreat  
**Project:** New Montreat Town Hall Site

**Project No:** 3426

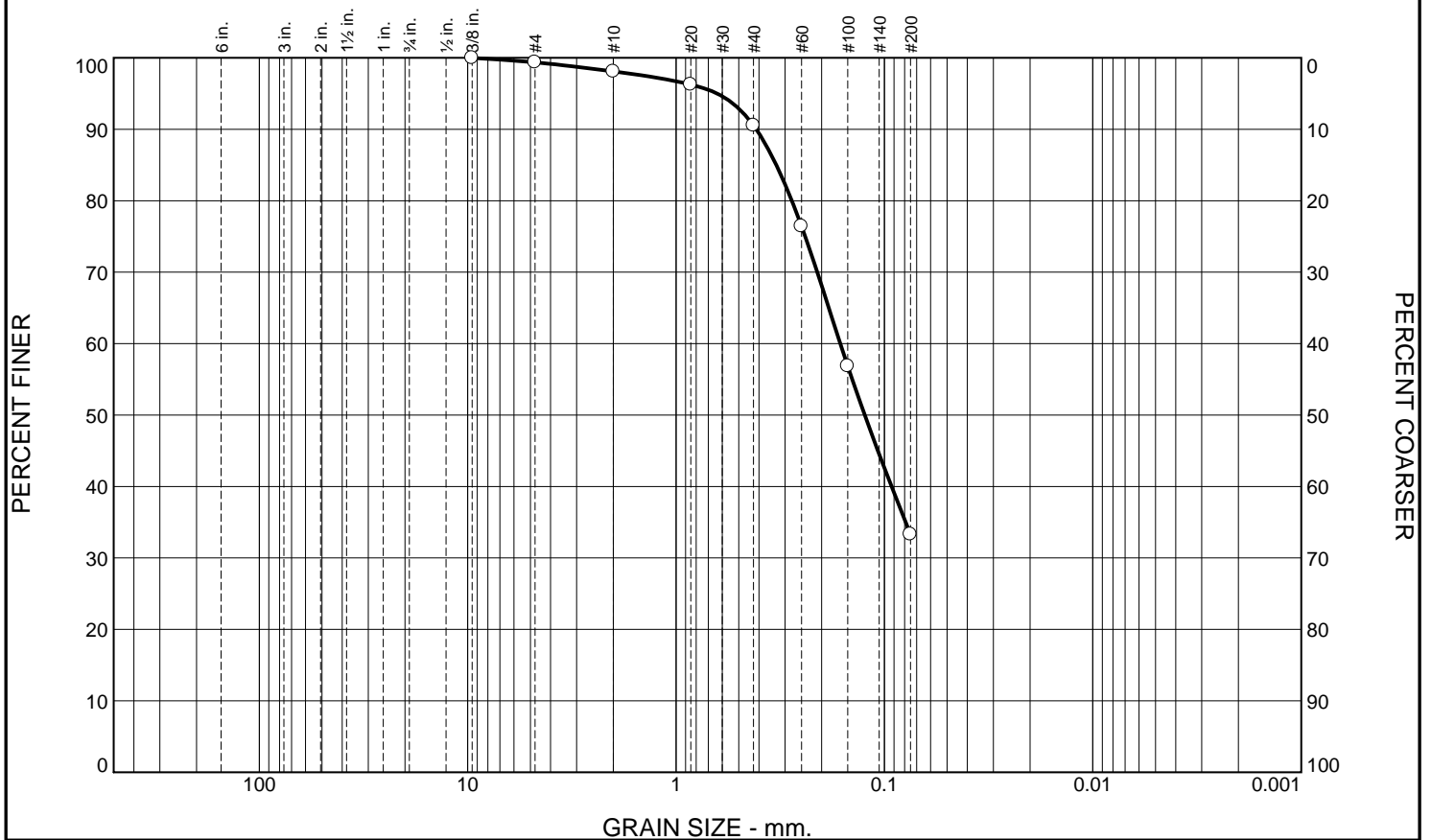
**Figure**

Tested By: JDK

Checked By: RTS



# Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	0.6	1.3	7.5	57.3	33.3	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
3/8"	100.0		
#4	99.4		
#10	98.1		
#20	96.3		
#40	90.6		
#60	76.4		
#100	56.9		
#200	33.3		

\* (no specification provided)

## Soil Description

(SM) SILTY FINE SAND, contains slight mica, light brown

## Atterberg Limits

PL= LL= PI=

## Coefficients

D<sub>90</sub>= 0.4121 D<sub>85</sub>= 0.3301 D<sub>60</sub>= 0.1628  
D<sub>50</sub>= 0.1243 D<sub>30</sub>= C<sub>u</sub>=  
D<sub>10</sub>= C<sub>c</sub>=

## Classification

USCS= SM AASHTO=

## Remarks

Source of Sample: B-3A  
Sample Number: S-2

Depth: 13.50-15.00

Date: 10/19/2017



**ECS SOUTHEAST, LLP**  
1900 Hendersonville Road, Suite 10  
Asheville, NC 28803  
Phone: (828) 665-2307  
Fax: (828) 665-8128

**Client:** Town of Montreat  
**Project:** New Montreat Town Hall Site

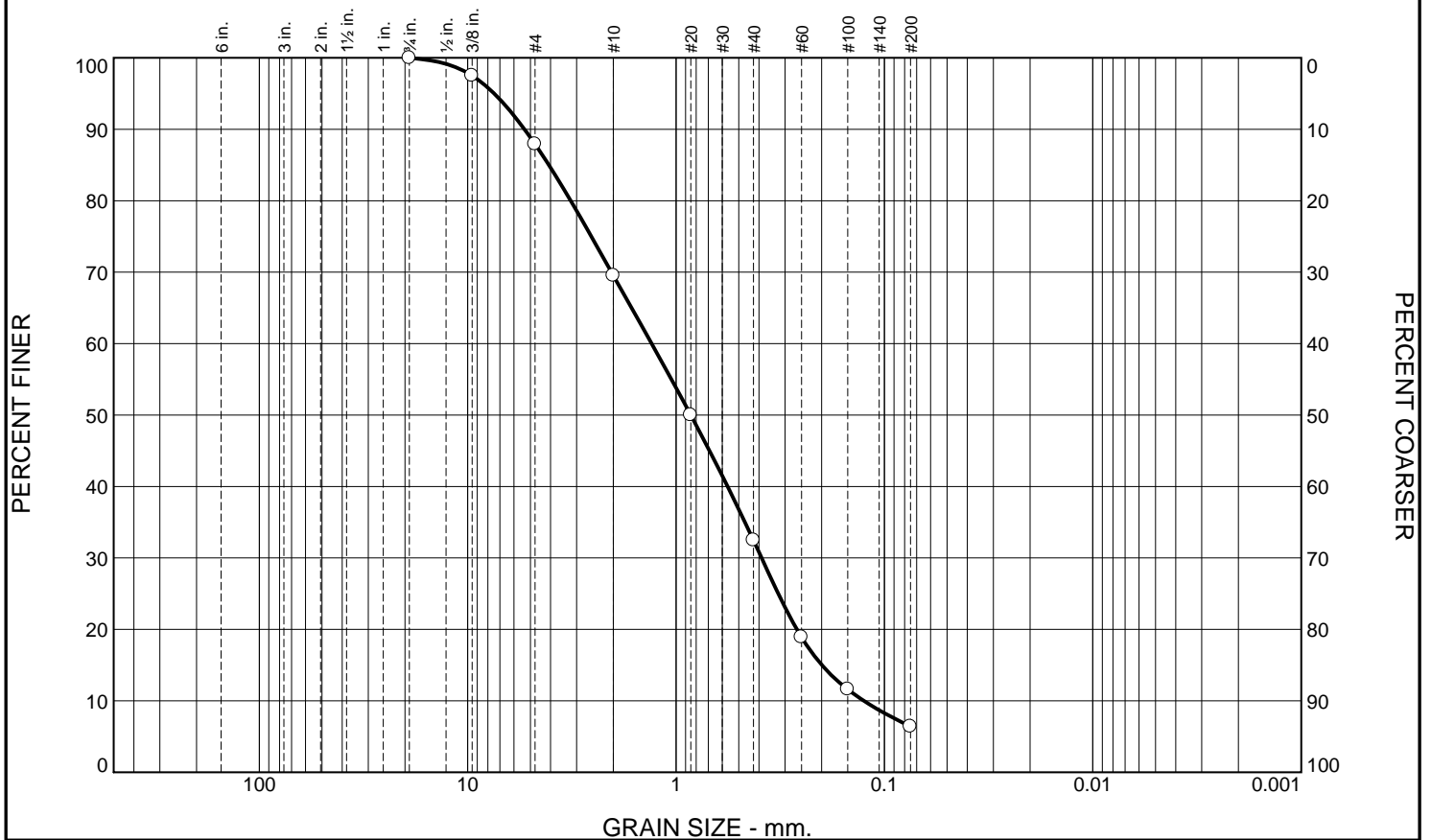
**Project No:** 3426

**Figure**

Tested By: JDK

Checked By: RTS

# Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	12.1	18.4	37.0	26.1	6.4	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
3/4"	100.0		
3/8"	97.5		
#4	87.9		
#10	69.5		
#20	50.0		
#40	32.5		
#60	18.9		
#100	11.6		
#200	6.4		

\* (no specification provided)

## Soil Description

(SP-SM ALLUVIUM) POORLY GRADED SAND WITH SILT AND GRAVEL, Light Brown

## Atterberg Limits

PL= LL= PI=

## Coefficients

D<sub>90</sub>= 5.3369 D<sub>85</sub>= 4.0768 D<sub>60</sub>= 1.3097  
D<sub>50</sub>= 0.8500 D<sub>30</sub>= 0.3884 D<sub>15</sub>= 0.1996  
D<sub>10</sub>= 0.1256 C<sub>u</sub>= 10.43 C<sub>c</sub>= 0.92

## Classification

USCS= SP-SM AASHTO=

## Remarks

Source of Sample: B-4  
Sample Number: S-2

Depth: 3.50-5.00

Date: 10/19/2017



**ECS SOUTHEAST, LLP**  
1900 Hendersonville Road, Suite 10  
Asheville, NC 28803  
Phone: (828) 665-2307  
Fax: (828) 665-8128

**Client:** Town of Montreat  
**Project:** New Montreat Town Hall Site

**Project No:** 3426

**Figure**

Tested By: JDK

Checked By: RTS

# Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	0.9	3.8	19.9	49.2	26.2	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
3/8"	100.0		
#4	99.1		
#10	95.3		
#20	87.6		
#40	75.4		
#60	59.1		
#100	42.1		
#200	26.2		

\* (no specification provided)

## Soil Description

(SM) SILTY FINE TO MEDIUM SAND, contains mica, brown

## Atterberg Limits

PL=

LL=

PI=

## Coefficients

D<sub>90</sub>= 1.0474

D<sub>85</sub>= 0.6970

D<sub>60</sub>= 0.2564

D<sub>50</sub>= 0.1920

D<sub>30</sub>= 0.0905

D<sub>15</sub>=

D<sub>10</sub>=

C<sub>u</sub>=

C<sub>c</sub>=

## Classification

USCS= SM

AASHTO=

## Remarks

Source of Sample: B-5A  
Sample Number: S-2

Depth: 18.50-20.00

Date: 10/19/2017



**ECS SOUTHEAST, LLP**  
1900 Hendersonville Road, Suite 10  
Asheville, NC 28803  
Phone: (828) 665-2307  
Fax: (828) 665-8128

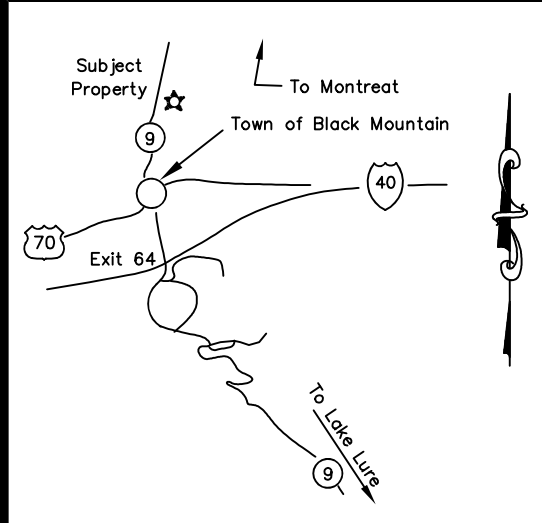
**Client:** Town of Montreat  
**Project:** New Montreat Town Hall Site

**Project No:** 3426

**Figure**

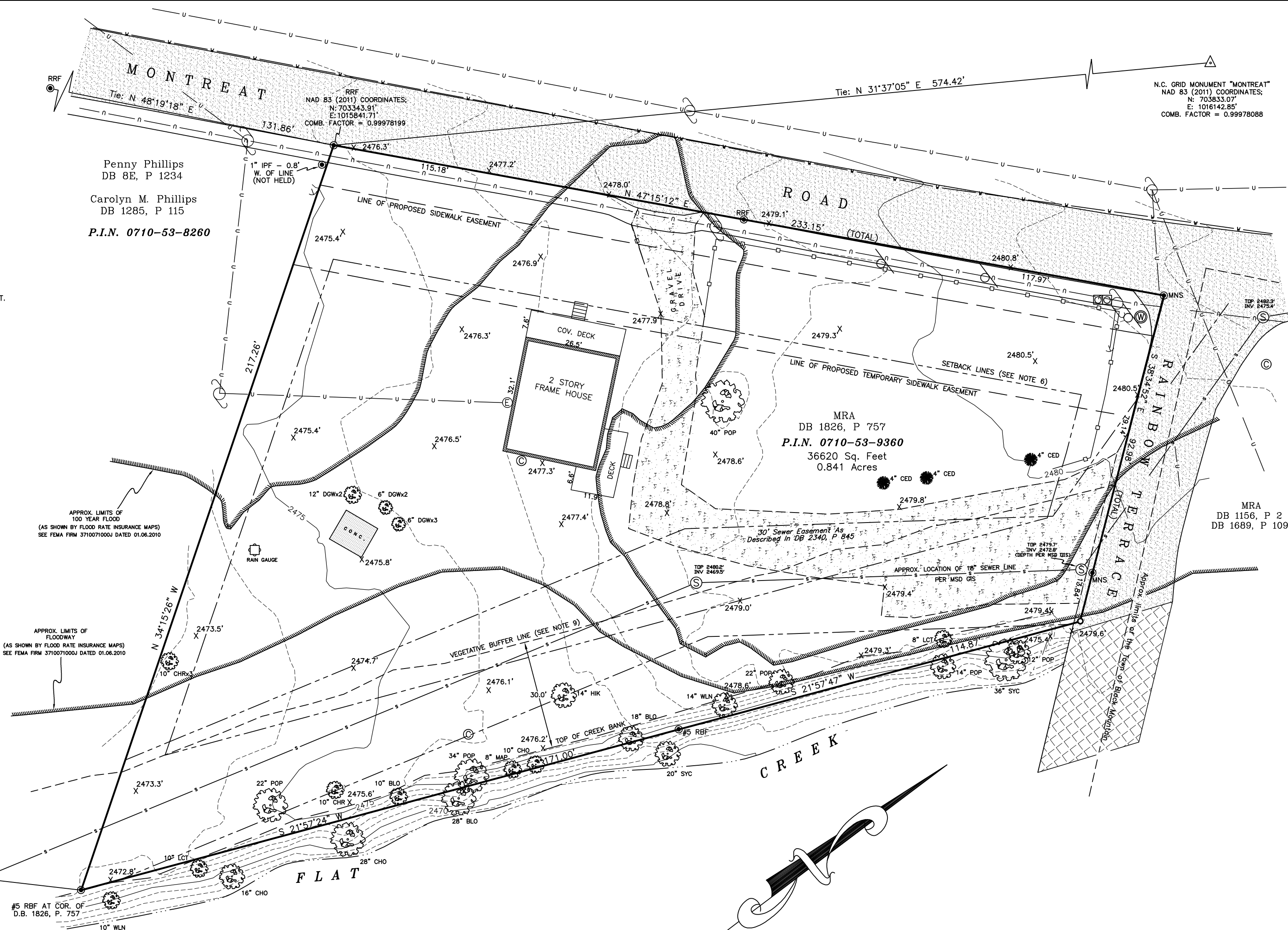
Tested By: JDK

Checked By: RTS



LOCATION MAP

THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY JOHN M. STOLLERY, L-2996, ON AUGUST 31, 2017. THIS MEDIA SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.



## NOTES

1. THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RESTRICTIONS, RIGHTS OF WAY, PREVIOUS CONVEYANCES, OR ANY OTHER FACTS THAT MAY BE DISCLOSED BY A TITLE EXAMINATION.
2. THE DISTANCES SHOWN ON THIS PLAT ARE GRID DISTANCES. TO CONVERT TO GROUND DISTANCES, DIVIDE BY THE COMBINED FACTOR OF 0.99978199.
3. BASIS OF BEARING: NC GRID NORTH - NAD 83 (NARS 2011 EPOCH 2012) BASED UPON RTK GPS OBSERVATIONS.
4. BASIS OF ELEVATION: NAVD 88 BASED UPON RTK GPS OBSERVATIONS.
5. UNLESS STATED OTHERWISE HEREON, ONLY EVIDENCE OF EASEMENTS, BURIED UTILITIES, PIPELINES, OR STRUCTURES THERETO WHICH ARE READILY APPARENT FROM A CASUAL ABOVE GROUND VIEW OF PREMISES ARE SHOWN. INTERESTED PARTIES SHOULD INVESTIGATE THE EXISTENCE OF EASEMENTS, BURIED UTILITIES, OR PIPELINES, IF ANY, AND VERIFY. NO LIABILITY IS ASSUMED BY HIGH COUNTRY SURVEYORS, INC. FOR ANY LOSS THAT MAY BE ASSOC. WITH THE EXISTENCE OF ANY EASEMENT, BURIED UTILITY, OR PIPELINE ON THE PREMISES.
6. THIS PROPERTY IS ZONED SR-2 BY THE TOWN OF BLACK MOUNTAIN. SETBACKS: FRONT - 30'; SIDE - 10'; REAR - 30'. SEE THE TOWN OF BLACK MOUNTAIN ZONING ORDINANCE FOR MORE INFO. INTERESTED PARTIES SHOULD INVESTIGATE ALL EXISTING RESTRICTIONS PRIOR TO DESIGN OR CONSTRUCTION. HIGH COUNTRY SURVEYORS, INC. MAKES NO CLAIM TO THE EXISTENCE OF ANY RESTRICTIONS OR COVENANTS.

NO RECORDED R/W FOR THIS SECTION OF MONTREAT ROAD OR RAINBOW TERRACE WERE FOUND. FRONT SETBACKS ARE DETERMINED TO FROM THE EDGE OF PAVEMENT PER SECTION 4.3.3.C OF THE BLACK MOUNTAIN LAND USE CODE.

SETBACK FOR THE SIDE STREET IS 15 FT. (50% OF THE FRONT FACING STREET) PER SECTION 4.3.3.H OF THE BLACK MOUNTAIN LAND USE CODE.

7. UNDERGROUND SEWER LINE AS SHOWN IS BASED UPON GIS INFORMATION OBTAINED FROM THE MSD ONLINE DATABASE, AND FROM FIELD OBSERVATIONS. NO NEW SURFACE MARKINGS WERE FOUND. NC811 #A171452129.
  8. UNDERGROUND WATER LINE AS SHOWN IS BASED UPON OLD GROUND MARKINGS NO NEW SURFACE MARKINGS WERE FOUND. NC811 #A171452129.
  9. A PORTION OF THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY FEMA. SEE FIRM 3700071000J DATED 01.06.2010, AND 370007100J DATED 01.06.2010.
  10. THIS PROPERTY IS SUBJECT TO A 30' VEGETATIVE BUFFER AS MEASURED FROM THE TOP OF THE BANK OF THE EXISTING STREAM, AS OUTLINED BY THE NC DEPT. OF NATURAL RESOURCES - WATER QUALITY DIVISION. (STATE CODE SECTION 15A NCAC 2B.0200).
- ANY STREAMS, CREEKS, PONDS, LAKES, WETLANDS, ETC. LOCATED ON THIS PROPERTY, SHOWN OR NOT SHOWN HEREON, MAY BE SUBJECT TO BUFFER AREAS. IT IS THE OWNER'S/DEVELOPER'S RESPONSIBILITY TO HAVE THE AREAS DESIGNATED BY THE PROPER AUTHORITIES TO MAKE THESE DETERMINATIONS.

## LEGEND

●	RBF.	REBAR FOUND (SIZE AS NOTED)
○	IPF.	IRON PIN FOUND
●	MNF.	MAGNETIC NAIL FOUND
○	MNS.	MAGNETIC NAIL SET
○	●	CALCULATED POINT-NOT SET
○	○	FIRE HYDRANT
○	○	UTILITY POLE & LINES
○	○	UNDERGROUND GAS LINE
○	○	UNDERGROUND WATER LINE
○	○	BARBED WIRE FENCE
○	○	CHAIN LINK FENCE LINE
○	○	ELECTRIC METER
○	○	GAS METER
○	○	EXISTING MANHOLE
○	○	SEWER CLEANOUT
○	○	PHONE PEDESTAL
○	○	STORM DRAIN
○	○	WATER METER
○	○	ROCK WALL
○	○	WOODEN POST
○	○	SIGN AND SIGN POST
○	○	MAILBOX
○	○	GUY ANCHOR

## TREE TABLE

BLO	BLACK DAK
CED	CEDAR
CHT	CHESTNUT
CHR	CHERRY
DGW	DOGWOOD
HIK	HICKORY
LCT	LOCUST
MAP	MAPLE
NRO	NORTHERN RED DAK
POP	POPLAR
SYC	SYCAMORE
SWD	SOURWOOD
WHP	WHITE PINE
WLN	WALNUT

## Boundary & Topographic Survey for: TOWN OF MONTREAT

P.I.N. 0710-53-9360

Town of Black Mountain, Buncombe County, NC

1 inch = 20' ft.



AUGUST 31, 2017

REFERENCES: DEED BOOK 1826, PAGE 757  
DEED BOOK 2340, PAGE 845  
PLAT BOOK 8, PAGE 81

HIGH COUNTRY SURVEYORS, INC.  
403-B WEST STATE ST., BLACK MOUNTAIN, NC 28711 (828) 664-0091  
HIGHCOUNtrysurveyors.NET CORPORATE LICENSE NUMBER C-1854



# **Town Of Montreat**

## **Capital Improvement Program**

**2018 - 2023**



# **Town of Montreat North Carolina**

## **Capital Improvement Program Fiscal Years 2018-2023**

### **BOARD OF COMMISSIONERS**

Tim Helms, Mayor  
Kent Otto, Mayor Pro Tem  
Kitty Fouche, Commissioner  
Bill Gilliland, Commissioner  
Alice Lintz, Commissioner  
Tom Widmer, Commissioner

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

Alex Carmichael

### **FINANCE OFFICER**

Erin Marie Wheeler

### **TOWN CLERK**

Angie Murphy

# **TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2018 - 2023**

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

## **TABLE OF CONTENTS**

### **Policy and Guidelines**

### **General Fund Revenues**

Summary

Revenues

### **General Fund Expenditures**

Summary All

4100 - Governing Board

4200 - Administration

5000 - Public Buildings

5100 - Police Department

5400 - Planning and Zoning

5550 - Public Works

5600 - Street Department

5800 - Sanitation Department

6190 - Environment & Recreation

### **Water Fund Revenues**

### **Water Fund Expenditures**

Summary All Departments

8100 - Water Operations

# **TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2017 - 2022**

## **Introduction**

It is our pleasure to submit to the Mayor and Board of Commissioners for the Town of Montreat the proposed Capital Improvement Program for fiscal years 2018 through 2023. This document is intended as a resource and reference as the Board considers substantial funding commitments for the next fiscal year and future years. We hope that you find the quality of the document to your liking and the information contained herein sufficient to allow the governing body to make informed decisions regarding the direction that the program sets for the next five years.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

In developing a CIP, we first consider projects, items, or initiatives discussed or directed by the Commission during the regular course of the year. We then ask department heads to identify their departmental capital needs over the five-year forecast period. Requests are returned at which time further clarification is sought. Requests are then ranked against the relative needs of the organization. Once the initial discussions are concluded, projects are coordinated in an effort to eliminate duplication/overlap and to take advantage of any available funding opportunities. The results of the draft CIP are then shared with the Board of Commissioners and the public in a meeting designed to solicit input on the proposed document.

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

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

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

□

The anticipated cost of CIP projects is expressed in today's dollars without accounting for inflationary factors in future years. While this may seem foolhardy to some, accurate projections of future years' costs is virtually impossible. As we perform our annual updates of the CIP, projects in the forecast years will be re-evaluated and become better defined. This update process will also allow us the opportunity to revise projected costs to reflect accurately, then current year dollars. In some cases projects scheduled for the fourth, fifth or "Years Beyond" category are included in the CIP simply to determine if there is sufficient community support for such a project. It is not unusual for CIP projects to linger in the later years' columns through several updates while the community attempts to decide if a project is important. Similarly, projects may be pushed back from year to year as priorities shift and the community waits for the appropriate time to undertake a project that is seen as less important. Finally, we sometimes find that project support may exist early on in the CIP development process, but that support may wane the closer we get to the time at which the project is scheduled to be undertaken. Once again, the CIP is a flexible tool designed to meet the ever-changing needs of the community.

### **Summary**

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

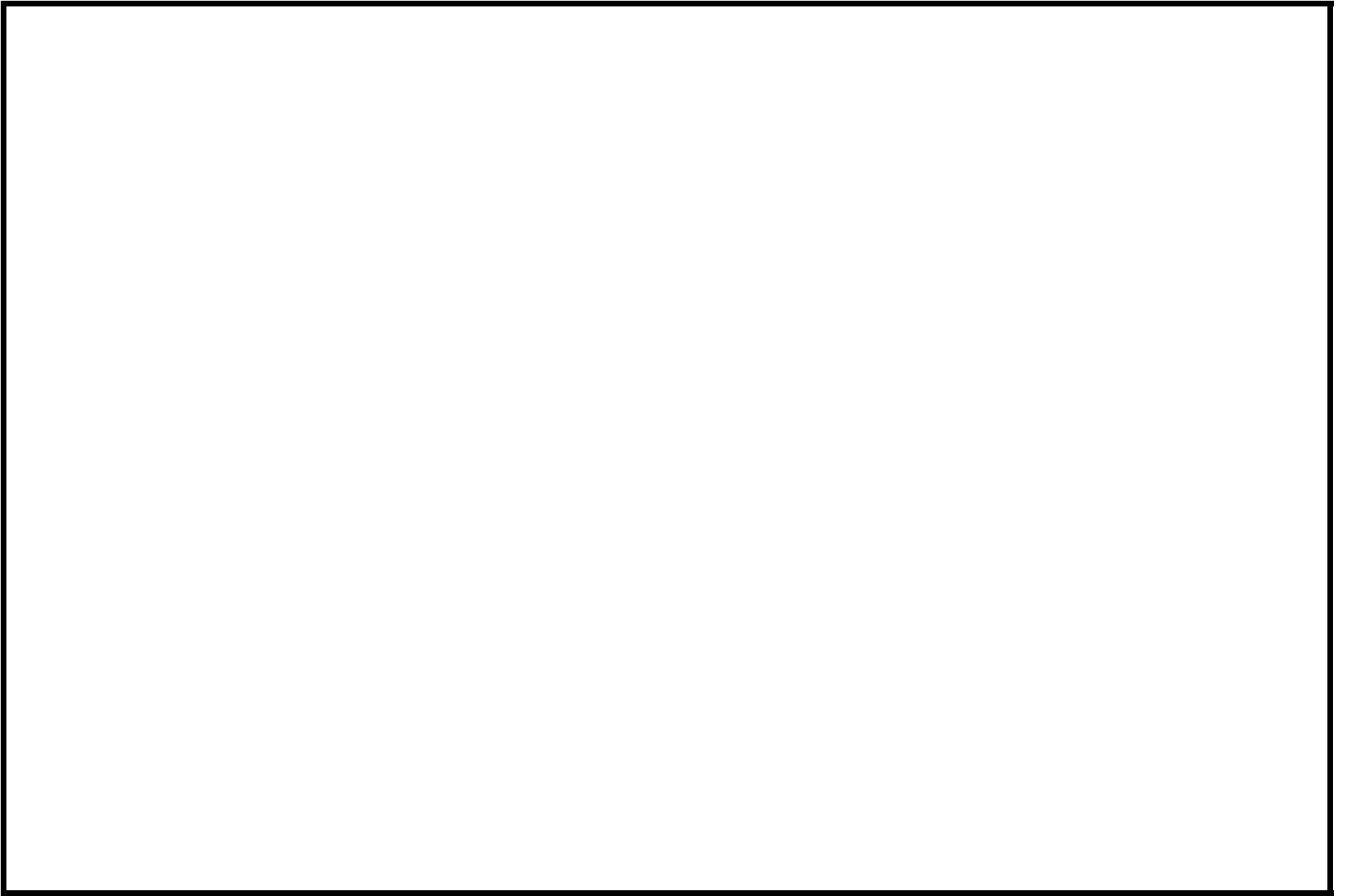


We present to you, for your consideration, the FY 2017-2022 Capital Improvement Program for the Town of Montreat. The CIP is an excellent and necessary planning tool in today's local government environment and we encourage your input and value your opinions.

Respectfully Submitted

Alex Carmichael

Town Administrator



GENERAL FUND  
EXPENDITURES

4100 - GOVERNING BOARD

## 4100 - GOVERNING BOARD SUMMARY

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

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Comprehensive Plan Update	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Ordinance Update	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>TOTALS</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>
<b>Expenditure Classifications</b>							
Planning/Design/Engineering	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>
<b>Revenue Classifications</b>							
Operating Revenues - General	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>

GENERAL FUND  
EXPENDITURES

4200 - ADMINISTRATION

## 4200 - ADMINISTRATION SUMMARY

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

PROJECT DESCRIPTION		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Computer Sys. Software Update	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
<b>TOTALS</b>	\$	25,000	\$ -			\$ -	\$ -	25,000
<b>Expenditure Classifications</b>								
Planning/Design/Engineering	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hardware/Software	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
<b>TOTALS</b>	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
<b>Revenue Classifications</b>								
Operating Revenues - General	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTALS</b>	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000



GENERAL FUND  
EXPENDITURES

5000 - PUBLIC BUILDINGS

## 5000 - PUBLIC BUILDINGS SUMMARY

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

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Town Hall Replacement	\$ 100,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 718,978	\$1,138,522
Public Works Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 100,000</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 718,978</b>	<b>\$1,138,522</b>

### Expenditure Classifications

Planning/Design/Engineering	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 718,978	\$ 1,038,522
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 100,000</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 718,978</b>	<b>\$ 1,138,522</b>

### Revenue Classifications

Operating Revenues - General	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 718,978	\$ 1,038,522
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 100,000</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 718,978</b>	<b>\$ 1,138,522</b>

GENERAL FUND  
EXPENDITURES

5100 - POLICE

## 5100 - POLICE SUMMARY

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

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Police Vehicle Replacement	\$ 41,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 149,000
Radio Replacement	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
<b>TOTALS</b>	<b>\$ 53,000</b>	<b>\$ 12,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ 173,000</b>
<b>Expenditure Classifications</b>							
Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 53,000	\$ 12,000	\$ 36,000		\$ 36,000	\$ -	\$ 137,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>TOTALS</b>	<b>\$ 53,000</b>	<b>\$ 12,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 137,000</b>
<b>Revenue Classifications</b>							
Operating Revenues - General	\$ 53,000	\$ 12,000	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 137,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 53,000</b>	<b>\$ 12,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 137,000</b>

GENERAL FUND  
EXPENDITURES

5400 - PLANNING AND ZONING

## 5400 - PLANNING AND ZONING SUMMARY

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

PROJECT DESCRIPTION		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Stormwater Utility Study		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Wayfinding Signage Plan		\$ 30,000	\$ 39,000	\$ 35,000	\$ 20,000	\$ 12,000	\$ -	\$ 136,000
Vehicle Replacement		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
<b>TOTALS</b>		\$ 65,000	\$ 39,000	\$ 60,000	\$ 20,000	\$ 12,000	\$ -	\$ 196,000

### Expenditure Classifications

Planning/Design/Engineering		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 30,000	\$ 39,000	\$ 35,000	\$ 20,000	\$ 12,000	\$ -	\$ 136,000
Equipment		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ 65,000	\$ 39,000	\$ 60,000	\$ 20,000	\$ 12,000	\$ -	\$ 196,000

### Revenue Classifications

Operating Revenues - General		\$ 65,000	\$ 39,000	\$ 60,000	\$ 20,000	\$ 12,000	\$ -	\$ 196,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		\$ 65,000	\$ 39,000	\$ 60,000	\$ 20,000	\$ 12,000	\$ -	\$ 196,000



GENERAL FUND  
EXPENDITURES

5550 - PUBLIC WORKS

## 5500 - PUBLIC WORKS SUMMARY

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

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Radio Replacement	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Tree Program	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
<b>TOTALS</b>	<b>\$ 9,200</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 34,200</b>
<b>Expenditure Classifications</b>							
Planning/Design/Engineering	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 9,200</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 34,200</b>
<b>Revenue Classifications</b>							
Operating Revenues - General	\$ 9,200		\$ -	\$ -	\$ -	\$ -	\$ 9,200
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 9,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,200</b>

GENERAL FUND  
EXPENDITURES

5600/5700 - STREET/POWELL BILL

## 5600/5700 - STREET/POWELL BILL SUMMARY

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

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Local Street Paving	\$ 100,000	\$ 135,000	\$ 190,000	\$ 150,000	\$ 150,000	\$ 540,000	\$ 1,265,000
Bridge Conversion	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
New Road Paving	\$ 25,000	\$ 28,000	\$ 38,000	\$ 48,000	\$ -	\$ -	\$ 139,000
Chipper Replacement	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000
Truck Replacement (04)	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
Tractor Replacement (72)	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000
Dump Truck Replacement (95)	\$ -	\$ -	\$ -	\$ -	\$ 76,000	\$ -	\$ 76,000
<b>TOTALS</b>	<b>\$ 247,000</b>	<b>\$ 207,000</b>	<b>\$ 228,000</b>	<b>\$ 198,000</b>	<b>\$ 226,000</b>	<b>\$ 540,000</b>	<b>\$ 1,646,000</b>

### Expenditure Classifications

Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 145,000	\$ 163,000	\$ 228,000	\$ 198,000	\$ 150,000	\$ 540,000	\$ 1,424,000
Equipment	\$ 102,000	\$ 44,000	\$ -	\$ -	\$ 76,000	\$ -	\$ 222,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 247,000</b>	<b>\$ 207,000</b>	<b>\$ 228,000</b>	<b>\$ 198,000</b>	<b>\$ 226,000</b>	<b>\$ 540,000</b>	<b>\$ 1,646,000</b>

### Revenue Classifications

Operating Revenues - General	\$ 122,000	\$ 44,000	\$ -	\$ -	\$ 76,000	\$ -	\$ 242,000
Operating Funds - Powell Bill	\$ 125,000	\$ 163,000	\$ 228,000	\$ 198,000	\$ 150,000	\$ 540,000	\$ 1,404,000
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 247,000</b>	<b>\$ 207,000</b>	<b>\$ 228,000</b>	<b>\$ 198,000</b>	<b>\$ 226,000</b>	<b>\$ 540,000</b>	<b>\$ 1,646,000</b>

GENERAL FUND  
EXPENDITURES

5800 - SANITATION

## 5800 - SANITATION SUMMARY

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

PROJECT DESCRIPTION		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL					
Sanitation Pick-Up Truck Repl.	\$	-	\$	-	\$	48,000	\$	-	\$	-	\$	48,000	
TOTALS	\$	-	\$	-	\$	48,000	\$	-	\$	-	\$	48,000	
Expenditure Classifications													
Planning/Design/Engineering	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Land	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Construction	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Equipment			\$	-	\$	48,000		\$	-	\$	-	\$	48,000
Hardware/Software	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
TOTALS	\$	-	\$	-	\$	48,000	\$	-	\$	-	\$	48,000	
Revenue Classifications													
Operating Revenues - General	\$	-	\$	-	\$	48,000		\$	-	\$	-	\$	48,000
Debt/Financing	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Grant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
TOTALS	\$	-	\$	-	\$	48,000	\$	-	\$	-	\$	48,000	



GENERAL FUND  
EXPENDITURES

6190 - ENVIRONMENT, CONSERVATION AND RECREATION

## 6190 - ENVIRONMENT, CONSERVATION AND RECREATION SUMMARY

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

PROJECT DESCRIPTION		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Native Plant Garden	\$	-	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Sidewalks/Greenways Devp.	\$	-	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Gateway Plan	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
<b>TOTALS</b>	\$	-	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ 110,000	\$ 195,000
<b>Expenditure Classifications</b>								
Planning/Design/Engineering	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	\$	-	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 85,000
Equipment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hardware/Software	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTALS</b>	\$	-	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 85,000
<b>Revenue Classifications</b>								
Operating Revenues - General	\$	-	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 85,000
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTALS</b>	\$	-	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 85,000





# GENERAL FUND EXPENDITURES

# GENERAL FUND EXPENDITURES

## SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Comprehensive Plan Update	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Ordinance Update	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Sub-Total: Governing Board</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>
Computer Software Update	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Sub-Total: Administration</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
Town Hall Replacement	\$ 100,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 718,978	\$ 1,138,522
Public Works Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total: Public Buildings</b>	<b>\$ 100,000</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 79,886</b>	<b>\$ 718,978</b>	<b>\$ 1,138,522</b>
Police Vehicle Replacement	\$ 41,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 149,000
Radio Replacement	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
<b>Sub-Total: Police</b>	<b>\$ 53,000</b>	<b>\$ 12,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ 173,000</b>
Stormwater Utility Study	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Wayfinding Signage Plan	\$ 30,000	\$ 39,000	\$ 35,000	\$ 20,000	\$ 12,000	\$ -	\$ 136,000
Vehicle Replacement	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
<b>Sub-Total: Planning &amp; Zoning</b>	<b>\$ 65,000</b>	<b>\$ 39,000</b>	<b>\$ 60,000</b>	<b>\$ 20,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ 196,000</b>
Radio Replacement	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Tree Program	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
<b>Sub-Total: Public Works</b>	<b>\$ 9,200</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 34,200</b>
Local Street Paving	\$ 100,000	\$ 135,000	\$ 190,000	\$ 150,000	\$ 150,000	\$ 540,000	\$ 1,265,000
Bridge Conversion	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
New Road Paving	\$ 25,000	\$ 28,000	\$ 38,000	\$ 48,000	\$ -	\$ -	\$ 139,000
Chipper Replacement	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000
Truck Replacement (04)	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
Tractor Replacement (85)	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000
Dump Truck Replacement (95)	\$ -	\$ -	\$ -	\$ -	\$ 76,000	\$ -	\$ 76,000
<b>Sub-Total: Streets</b>	<b>\$ 247,000</b>	<b>\$ 207,000</b>	<b>\$ 228,000</b>	<b>\$ 198,000</b>	<b>\$ 75,000</b>	<b>\$ 540,000</b>	<b>\$ 1,495,000</b>
Sanitation Pick-Up Truck	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
<b>Sub-Total: Sanitation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>
Native Plant Garden	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000



Sidewalks/Greenways Devp.	\$	-	\$	-	\$	-	\$	75,000	\$	-	\$	-	\$	75,000
Gateway Plan	\$	-	\$	-	\$	-	\$	-	\$	-	\$	110,000	\$	110,000
<b>Sub-Total: Recreation</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>10,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>75,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>110,000</b>	<b>\$</b>	<b>195,000</b>

<b>Departmental Totals</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FUTURE</b>	<b>TOTAL</b>
Governing Board	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Administration	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Public Buildings	\$ 100,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 718,978	\$ 1,138,522
Police	\$ 53,000	\$ 12,000	\$ 36,000	\$ -	\$ -	\$ 36,000	\$ 173,000
Planning and Zoning	\$ 65,000	\$ 39,000	\$ 60,000	\$ 20,000	\$ 12,000	\$ -	\$ 196,000
Public Works	\$ 9,200	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 34,200
Streets	\$ 247,000	\$ 207,000	\$ 228,000	\$ 198,000	\$ 75,000	\$ 540,000	\$ 1,495,000
Sanitation	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Recreation	\$ -	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ 110,000	\$ 195,000
<b>Total: General Fund</b>	<b>\$ 534,200</b>	<b>\$ 402,886</b>	<b>\$ 456,886</b>	<b>\$ 377,886</b>	<b>\$ 171,886</b>	<b>\$ 1,409,978</b>	<b>\$ 3,389,722</b>

# WATER FUND EXPENDITURES

## WATER FUND SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Water Line Replacement	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 355,000
Water Storage Facility	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 220,000	\$ 495,000
Portable Generators	\$ 10,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000
Water Tank Inspection/Maint.	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Well Exploration and Const.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
Water Truck Replacment	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ 58,000
Water Meter Replacement	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500
Water Billing Software Modual	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Waterline Locator/ GIS	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
<b>WATER FUND TOTALS</b>	<b>\$ 133,500</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 253,750</b>	<b>\$ 245,750</b>	<b>\$ 420,000</b>	<b>\$ 1,323,000</b>

### Revenue Classifications

Operating Revenues	\$ 78,500	\$ 50,000	\$ 110,000	\$ 198,750	\$ 190,750	\$ 200,000	\$ 828,000
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 220,000	\$ 495,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 133,500</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 253,750</b>	<b>\$ 220,000</b>	<b>\$ 420,000</b>	<b>\$ 1,323,000</b>

# WATER FUND EXPENDITURES

## WATER FUND SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Water Line Replacement	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 355,000
Water Storage Facility	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 220,000	\$ 495,000
Portable Generators	\$ 10,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000
Water Tank Inspection/Maint.	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Well Exploration and Const.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
Water Truck Replacment	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ 58,000
Water Meter Replacement	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ -	\$ 181,500
Water Billing Software Modual	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Waterline Locator/ GIS	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Water Department							
<b>WATER FUND TOTALS</b>	<b>\$ 133,500</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 253,750</b>	<b>\$ 245,750</b>	<b>\$ 420,000</b>	<b>\$ 1,323,000</b>
<b>Revenue Classifications</b>							
Operating Revenues	\$ 78,500	\$ 50,000	\$ 110,000	\$ 198,750	\$ 190,750	\$ 200,000	\$ 828,000
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 220,000	\$ 495,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 133,500</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 253,750</b>	<b>\$ 220,000</b>	<b>\$ 420,000</b>	<b>\$ 1,323,000</b>

# COMMISSION PRIORITY RANKINGS

PROJECTS	Average Score*
Town Hall Replacement	3.00
Local Street Paving	3.00
Bridge Conversion	3.00
New Road Paving	3.00
Truck Replacement (04)	3.00
Water Line Replacement	3.00
Radio Replacement	2.83
Tree Program	2.83
Water Billing Software Modual	2.83
Computer Software Update	2.80
Police Vehicle Replacement	2.67
Radio Replacement	2.67
Portable Generators	2.50
Waterline Locator/ GIS	2.50
Ordinance Update	2.33
Tractor Replacement (85)	2.33
Comprehensive Plan Update	1.17
Water Storage Facility	1.17
Wayfinding Signage Plan	1.00
Stormwater Utility Study	0.83

\*Highest possible score = 3



**To: Workers' Compensation Trust Member/Owner**  
**From: RMS WC Underwriting Department**  
**Subject: 2018 – 19 Workers' Compensation Renewal Application**  
**Date: March 21, 2018**

The RMS Board of Trustees has approved the following measures for the Workers' Compensation Trust (aka North Carolina Interlocal Risk Management Agency – NCIRMA) for the 2018-2019 Fund year:

- 14.00% Overall Average rate reduction  
Class code rates were reduced by an average of 6.31%. Most rates decreased; only a few increased. .25% Employers' Liability rate reduction & an average Premium Discount of 7.44%
- Modify the WC Experience Modification calculation to more closely match NCRB (North Carolina Rate Bureau). Institute a Size of Premium Discount starting at \$2,000.
- Increase Employers Liability Limits while decreasing rates
- Replace the Incentive Credit with a Dividend Program

**Your 2018-2019 Workers Compensation Renewal Application is enclosed. Please review all of the information provided.**

Page 3 of the renewal application provides you with an opportunity to change your Employers' Liability Limits and Deductible option. Due to numerous requests driven from 3<sup>rd</sup> parties such as railroads, we have increased the minimum Employers Liability Limit to 500,000/500,000/500,000. Please review all of your current contracts (that may require a particular EL Limit) to ensure your contractual obligations are met.

Your current deductible if any is indicated on this page. Choosing a (higher) deductible will lower your premium and make you responsible for that amount on each claim. If applicable, you will receive a monthly deductible billing for your portion of the claim expenses. The "Zero" deductible has no monthly billings. As in the past, your employers' liability limit or deductible amount cannot be changed after the policy inception date of 7/1/2018.

Under the WC - Operations section, we are asking for the types of services/operations **your employees** perform. The previous response column indicates your entity's prior answers. Please review these sections carefully to make sure all previous responses are accurate. If they are not, please make the needed changes; accounting for any added or deleted positions or services. Also, **please review your contact information, and update if necessary.** The contact person will receive all Workers' Compensation correspondence in the future.

## **WC Experience Modifier**

Over the last several years the NCRB has been modifying the WC Exp. Mod. Calculation. This will continue as medical costs continue to increase. This means your claim history will have more of an impact on your premiums. The best approach to keeping insurance premiums down is to have a good Risk Control/Safety Program in place for your employees. Please make sure you utilize the NCLM Risk Control consultants to help improve your losses and to keep your employees in the safest possible work environment.

**Exit Fee and Member Non-Renewal Notice:** Per the Interlocal Trust Agreement signed by each member upon joining, the Workers' Compensation Trust (NCIRMA) must receive 30 days advance written notice of your intention to terminate Workers Compensation coverage with the Trust by May 30<sup>th</sup> 2018. If not timely received, the Trust must assess an exit fee of 2% of premium for withdrawal; as provided in section IX of the Interlocal Agreement. Notice can be submitted to [RMSnotifications@nclm.org](mailto:RMSnotifications@nclm.org) no later than 5/30/2018. Participation in the Trust is a one year annual commitment and cancellations are only allowed at the end of each Fund Year (June 30<sup>th</sup>), per the Interlocal Trust Agreement signed by each member.

### **\*\*Late Fee \*\***

A few members return their renewal applications late each year and this has an impact on the Workers' Compensation Trust's ability to operate efficiently. Timely return of the renewal application is important so we can process all the applications by the effective date of the renewing policy term. We need to have the policies finalized early enough to populate our claims system, so our adjusters can pay your injured workers' covered claims promptly. Therefore, your cooperation is greatly appreciated. However, a late fee will be charged if the renewal application is not returned on or before **June 1<sup>st</sup>**.

In addition to premium changes from board approved rate adjustments, individual member premiums will increase or decrease due to the following:

### **1. Exposure (payroll) changes:**

The **2016 – 2017** audited payroll was increased by 2.8 percent (1.4% annual inflationary factor) for each class code. We also made some adjustments based on **2017 - 2018** payroll changes, such as the addition of a new department or the termination of a department if known. Please note that the payrolls shown are **estimates only**. **Please review your budget and confirm that our estimated payrolls are close to what you project for the 2018-2019 fiscal year.** Please remember that Mayor and Council, volunteer firefighter, auxiliary police and inmate remuneration amounts are not inflated at renewal. **Unless previously advised we are not aware if you plan to increase or decrease staff. Therefore, the estimated payrolls do not reflect this.** If you are adding a department, please include this information on the proposal sheet that is provided. **On your renewal application, we ask you to revise the payroll by WC code to what you anticipate it will be for the year** (include seasonal payroll, longevity payments and 2/3rds of projected overtime payroll). If your entity has a history of weather emergency overtime, you might want to add a buffer amount to the payroll of affected departments. At the end of the program year, your final premium will be determined by using your actual (audited) payroll (audit). This could result in an Additional Premium Due or a Return Premium Credit.

## **2. Deductible Factors:**

For members with a deductible, your deductible premium credit percentage is unchanged.

## **3. Package Credits:**

A three-percent credit is applied to the workers compensation premium to any eligible member that participates in both NCLM pools: IRFFNC (P&C) and NCIRMA (WC) - as of July 1. If your entity is not currently receiving this credit please contact us to discuss, and if you join the Property and Casualty Trust effective July 1, then you will receive the package credit.

Conversely if a municipality non-renews its Property and Casualty coverage, then it will lose the package credit.

## **4. Loss Experience:**

Your loss experience and audited payroll determine your experience modifier (three years of data prior to the current year)

## **5. Employers' Liability Limit:** Any change you make to the Employers' Liability Limit will change your premium.

## **6. Incentive Credit:**

The incentive credit is being replaced with a Dividend program to reflect the value of being a member/owner of the NCLM Insurance Trusts. The Board of Trustees will be meeting in April to discuss the implementation of the new Dividend program. The Board of Trustees also voted to institute a size-of-premium discount to recognize the economies of scale in underwriting expenses as premium increases. A size-of-premium discount will be given to all policies that exceed \$2,000. This is based on an industry standard sliding scale where the larger the premium, the larger the discount.

## **Renewal Information & General Instructions**

Mayor/Council Members are rated at an annual payroll of \$5,000 even though governing boards may be paid more, less or not paid at all. Your elected governing board must be covered for Workers Compensation according to the North Carolina General Statutes. (G.S.97.2)

A minimum payroll of **\$1,000** per person is used for volunteer firefighters and rescue workers that are paid less than \$1,000. Please note that we do not insure the volunteer fire departments that have their own charter (those that do not fall under the municipality's charter). **We do not provide coverage for junior firefighters, retired firefighters, ladies auxiliary or fire brigades.**

A minimum payroll of \$600 per person is used for auxiliary police. Please note that pursuant to G.S. 160A-282, the municipality needs to have an ordinance in place that authorizes auxiliary police. Auxiliary police officers cannot receive any compensation and still be considered an auxiliary police officer. Otherwise, the individual will be considered a part-time officer.

Inmate labor may be used by a municipality. We will need a copy of the contract between the municipality and the correctional facility. If the municipality takes control (supervises) over the inmates (those inmates where you pay the correctional facility \$1 per day for each inmate), the municipality **is held responsible** for workers' compensation for the inmate. Inmate labor is rated by using \$41 per day per inmate as the payroll.

**Enclosed is a copy of the Independent Contractor vs. Employee Checklist. Please have each contractor complete and sign this form if he/she does not provide a certificate of insurance for Workers' Compensation. Please provide copies of these forms at the time of your audit.**

The North Carolina Workers' Compensation Act requires that all businesses that employ three or more employees, including those operating as corporations, sole proprietorships, limited liability companies and partnerships, obtain workers' compensation insurance... <http://www.ic.nc.gov/wcinsrqmt.html>

Please complete, sign and return a copy of the renewal application, proposal and other related documents (if applicable) listed in the Renewal Checklist at the end of this letter at your earliest convenience. **Remember to keep a file copy.** We need the applications returned by **May 11<sup>th</sup>** to accurately and timely process your renewal. We cannot renew your policy without the returned application.

If you have any questions or need assistance with the renewal process, please contact the Workers' Compensation Underwriting Department, (Steve Hulme) at (919) 715-3923, e-mail [shulme@nclm.org](mailto:shulme@nclm.org) or Gary Burkhardt (919) 715-2914, email [gburkhardt@nclm.org](mailto:gburkhardt@nclm.org) . Thank you for your continued support and membership in the NCLM Workers Compensation Trust.

**RETURN COMPLETED FORM BY May 11, 2018 to:  
NCLM Risk Management Services  
ATTN: WC Underwriting  
150 Fayetteville Street, Suite 300  
Raleigh, North Carolina 27601**

Enclosures

# Workers Compensation Renewal Checklist

## Please Return the Following Information

- ☐ Signed Proposal Sheet
- ☐ Workers Compensation Renewal Application

### If Applicable :

- ☐ List of unpaid Auxiliary Police – Town needs to have auxiliary ordinance (GS160a-282).
- ☐ Inmates - Inmate labor contract.
- ☐ List of independent contractors that DO NOT provide you with a Certificate of Insurance (proof of Workers Compensation coverage). You will need the checklist of Independent Contractor vs. Employee Checklist signed and filled out at audit.
- ☐ Parks & Recreation – Volunteer waiver if applicable.
- ☐ Mutual Aid agreements' where you are responsible for providing workers compensation coverage for individuals other than your employees.
- ☐ Roster of Rescue Workers, if applicable, (other than volunteer firefighters)
- ☐ Roster from NC State Fireman's Association for your Firefighters. Required only if you have a municipal Fire Department. The roster should list the firefighters Name, Date of Birth, Status (Paid, Volunteer, Retired) and if they are certified or not. See sample below.



#### Fire Department Roster on 3/16/2018

#### NCSFA Test

NC State Firefighters' Association  
3101 Industrial Drive, Suite 200  
Raleigh, NC 27609  
800-253-4733  
919-821-9382

This Roster was last updated on 1/31/2018 12:16:52 PM

#### NCSFA Test

P.O. Box 1568  
Cary, NC 27512

Day Phone

Email medwards@netsmartinc.com

Member Id: 10641

Member Type: FDP / Fire Dept Paid

Department Chief:

Paid thru: 12/31/2018

NCSFA Member Y Certification Letter 2017

Paid	10		
Vol	46	Retired	12
Non-mem	8	Life	3
Total	71	Vacant	0
County:	Wake		

Name on Credit Card \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Credit Card \_\_\_\_\_  
Signature \_\_\_\_\_

	SSN	ID	Name/DOB	Address	PHONE/Email	GEN	MAR	P/V/R	CERT
1	XXXX-XX-2222 2/1/18 - now	220435	Anna Aaron 05/01/1970	P.O. Box 1568 Cary, NC 27512	medwards@netsmartinc.com	F		P	N
2	XXXX-XX-3333 1/1/18 - now	218896	Miss Brenda Aaron 01/01/1950	P.O. Box 1568 Cary, NC 27512	medwards@netsmartinc.com	F	S	RA	Y

NAME of INSURED: \_\_\_\_\_

DO YOU USE OUTSIDE CONTRACTORS:

Yes \_\_\_\_ No \_\_\_\_

If yes, do you have Certificates of Insurance on all contractors:

Yes \_\_\_\_ No \_\_\_\_

If no, you need to fill out the following Contract Labor Form for only those contractors that have not provided you with a Certificate of Insurance. This applies to all contractors including those with less than 3 employees.

### Contract Labor Form

**IF YOU USE CONTRACT LABOR OR USE INDIVIDUALS FOR CONTRACTED WORK, PLEASE NOTE THE FOLLOWING:**

Under state law, any entity with three or more employees (includes owners – owners are considered employees of the business) is required to have a Workers' Compensation policy. Those contractors with less than three employees can purchase a workers' compensation policy, but are not required by the Workers Compensation Act to do so. This does not mean that you are not responsible for injuries. **You should require all contractors to have a Workers' Compensation policy and retain copies of the Certificates of Insurance on all contractors.**

**For those entities or individuals who render services to you but don't provide a Certificate of Insurance, the following may apply:**

If the duties of the entity or individual(s) resemble those of an employee, the individual(s) may be considered your employee and the appropriate premium charged. Please see the "Independent Contractor vs. Employee Checklist" to assist you in determining the actual working relationship between you and the entity or individual(s).

During the year, please update this form for those Independent Contractors that you use in this fiscal year. Also include job performed and the amount paid for the service. **We will ask for this form at audit time. If you do not have a Certificate of Insurance on the "independent contractor", please have the contractor complete and sign the Independent Contractor vs. Employee Checklist form.**

Independent Contractor	Does Independent Contractor have a WC Policy?	Employee versus Independent Contractor Checklist	Job Performed	Amount Paid
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Named Insured: \_\_\_\_\_

**INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST:**

Whenever any public entity retains an independent contractor who does not carry workers' compensation insurance and the owner or an employee of that contractor is injured, a determination must be made as to whether the injured worker is truly an independent contractor or, in fact, is an employee of the public entity and, thereby, eligible for worker's compensation benefits through the entity. The NC Industrial Commission and NC Courts have used the following tests to make this determination. Please complete the information below for each independent contractor that has **NOT** provided you with a Certificate of Insurance for Workers Compensation (proof of Workers' Compensation policy). The person doing the work should complete the checklist.

**Name of Independent Contractor:** \_\_\_\_\_

**Type of Work Performed:** \_\_\_\_\_

**Type of Business (circle one):**    **Individual,**    ☐ **Sole Proprietor,**    ☐ **Partnership,**    ☐ **LLC,**    ☐ **Incorporated**

**Duration of Contract:** \_\_\_\_\_

**How many total employees does the contractor employ (including owner (s))?** \_\_\_\_\_

**How many total employees does the contractor employ (excluding owner (s))?** \_\_\_\_\_

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| (a) Is the person/business employed engaged in an independent business or occupation?   | _____      | _____     |
| (b) Does the person/business employed have a Federal Tax ID number?   | _____      | _____     |
| (c) Does the person/business employed perform similar work for any other business/individual?   | _____      | _____     |
| (d) Does the person/business doing the work have the right to hire or fire any employee/helper of the business doing the work?  | _____      | _____     |
| (e) Does the person/business employed have control over such employees/helpers?   | _____      | _____     |
| (f) Does the person/business employed select their own time to perform work?<br>(for example, your entity does not tell the person to work specific hours during the day)                           | _____      | _____     |
| (g) Does the person/business employed have the independent use of his special skill, knowledge or training in the execution of the work?  | _____      | _____     |
| (h) Is the person/business employed paid for the job in a lump sum amount (not paid by the hour)?   | _____      | _____     |
| (i) Does the person/business employed have the freedom to use their method of doing the work rather than another and is not subject to discharge because they adopt one method over another method? | _____      | _____     |
| (j) Is the person/business employed furnished tools or equipment owned by you?  | _____      | _____     |

None of these factors is controlling, but each is to be considered in determining the relationship between the parties. The essential issue is whether the alleged employer has the right to control the method and means by which the "employee"/business performs their work. RMS will attempt to determine whether an employment relationship exists for **insurance purposes only**.

\_\_\_\_\_  
Signature of Person/Business doing the work

\_\_\_\_\_  
Date



## DEPARTMENT OF STATE TREASURER POLICIES MANUAL PAYROLL

### SECTION 40 Page - 21

#### Other Payments (Board Member Pay, Election workers, Special Separation Allowance, etc.)

For tax withholding purposes, the IRS considers an elected official of a local government to be an employee and not an independent contractor. Therefore, payments made to a board member for serving on the governing board are subject to FICA and income tax withholding and must be reported on Form W-2. A FICA exception applies to those officials (and other employees) who are members of their employers' retirement systems, are not otherwise covered by a section 218 agreement, and were hired prior to 3/31/86. "Section 218 agreement" refers to the agreements that States entered into with the Federal government to provide Social Security coverage to their employees or employees of their political subdivisions. This was necessary as the initial Social Security Act of 1935 did not include public employees. North Carolina's Section 218 agreement was initiated in 1951 and allowed political subdivisions to extend coverage to their employees. For additional information, refer to IRS Publication 963, Federal-State Reference Guide.

#### NCGA General Statutes - GS § 97-2 Definitions.

**Employee.** - The term "employee" means every person engaged in an employment under any appointment or contract of hire or apprenticeship, express or implied, oral or written, including aliens, and employed, but excluding persons whose employment is both casual and not in the course of the trade, business, profession, or occupation of his employer, and as relating to those so employed by the State, the term "employee" shall include all officers and employees of the State, including such as are elected by the people, or by the General Assembly, or appointed by the Governor to serve one per diem, part-time or fee basis, either with or without the confirmation of the Senate; **as relating to municipal corporations and political subdivisions of the State, the term "employee" shall include all officers and employees thereof, including such as are elected by the people.**

#### Interchange of Labor Rule:

Some employees may perform duties directly related to more than one classification. For example, an employee may work in the water and wastewater departments.

The payroll may be divided between classifications provided that the employer maintains proper payroll records, which show the actual payroll by classification for that individual employee. Records must reflect actual time spent working within each job classification (**estimated or percentage allocation of payroll is not permitted**).

If payroll records do not show the actual payroll applicable to each classification, the entire payroll of the individual employee must be assigned to the highest rated classification that represents any part of his or her work.

### **North Carolina Supreme Court Ruling about Independent Contractors:**

The North Carolina Supreme Court has held that a contract declaring one an independent contractor free from the control by an owner does not in fact establish that relationship. *Watkins v. Nurrow*, 253 N.C. 653, 118 S.E.2d 5 (1961). In addition, our Courts generally look beyond the contract to the actual relationship of the parties to determine the question of whether or not one is an independent contractor. *Grouse v. DRB Baseball Management, Inc.*, 121 N.C. App. 376, 465 S.E.2d 568 (1996). Therefore, the independent contractor acknowledgment signed by plaintiff on December 8, 1998, is not dispositive in determining whether or not plaintiff's relationship with defendant was that of an employee or independent contractor.

### **Unemployment Insurance Filings for Mayor and Council: GS 96-8**

The term "employment" includes service performed for any State and local governmental employing unit or for any Indian tribe, except that employment does not include service performed (a) as an elected official; (b) as a member of a legislative body or a member of the judiciary, of a State or political subdivision thereof or of an Indian tribe; (c) as a member of the State National Guard or Air National Guard; (d) as an employee serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or similar emergency; or (e) in a policymaking or advisory position the performance of the duties of which ordinarily does not require more than eight hours per week. The services to which clause (d) of the preceding sentence applies include but are not limited to temporary emergency services compensated solely by a fixed payment for each emergency call answered whether or not provided for by prior agreement and training in preparation for such temporary emergency service whether or not compensated.

### **§160A-282. Auxiliary law-enforcement personnel; workers' compensation benefits.**

(a) A city may by ordinance provide for the organization of an auxiliary police department made up of volunteer members.

(b) A city, by enactment of an ordinance, may provide that, while undergoing official training and while performing duties on behalf of the city pursuant to orders or instructions of the chief of police of the city, auxiliary law-enforcement personnel shall be entitled to benefits under the North Carolina Workers' Compensation Act and to any fringe benefits for which such volunteer personnel qualify.

(c) The board of commissioners of any county may provide that persons who are deputized by the sheriff of the county as special deputy sheriffs or persons who are serving as volunteer law-enforcement officers at the request of the sheriff and under his authority, while undergoing official training and while performing duties on behalf of the county pursuant to orders or instructions of the sheriff, shall be entitled to benefits under the North Carolina Workers' Compensation Act and to any fringe benefits for which such persons qualify. (1969, c. 206, s. 1; 1971, c. 698, s. 1; 1973, c. 1263, s. 1; 1979, c. 714, s. 2; 1979, 2nd Sess., c. 1247, s. 28.)

**North Carolina Interlocal Risk Management Agency  
(NCIRMA)**

**WORKERS' COMPENSATION TRUST**

**2018-2019**

**Workers' Compensation Reference Sheet**

**Coverages  
Available**

**Workers' Compensation and Employers Liability Coverage**

**General Information  
& Inquiries**

NCLM-Risk Management Services  
150 Fayetteville Street, Suite 300, Raleigh NC 27601  
Toll-Free (800) 228-0986

**Claims**

**Employers' First Report of Injury – Form 19: Who was involved, what happened, where accident occurred, when accident happened and any other pertinent information to:**

NCIRMA  
150 Fayetteville Street, Suite 300, Raleigh NC 27601  
Toll-Free (888) 561-1083  
Direct (919) 715-1629  
Fax (919) 715-8465  
Email: [claimsadmin@nclm.org](mailto:claimsadmin@nclm.org)

**All claims can now be reported online at the following link:**

<https://sts.nclm.org/account/signin>

**Loss Control**

**Advice on Safety and Loss Control issues, Risk and Hazard Identification  
Safety Program Audits methods of reducing Accident & Injury exposures,  
regional and on-site Safety Training programs, Soft Body Armor  
reimbursements, Law Enforcement programs, NC Risk On-Line Training.**

Bryan Leaird, Director of Risk Control  
Toll-Free (800) 228-0986  
Direct Line (919) 715-2905  
Fax (919) 301-1039  
E-mail [bleaird@nclm.org](mailto:bleaird@nclm.org)

**Underwriting &  
Auditing**

**Advice on Coverage, Codes and Classifications, Employers' Liability Limits,  
Deductibles, Exposure Identification, Renewal Application, Renewal Quote,  
Workers' Compensation Audit Information, Mutual Aid Agreements, Prison  
Labor, Community Service Workers and Volunteers**

Gary Burkhardt, Workers Compensation Auditor/Underwriter

Toll-Free (800) 228-0986

Direct Line (919) 715-2914

Fax (919) 715-9751

E-mail [gburkhardt@nclm.org](mailto:gburkhardt@nclm.org)

Steven Hulme, Workers Compensation Auditor/Underwriter

Toll-Free (800) 228-0986

Direct Line (919) 715-3923

Fax (919) 715-9751

E-mail [shulme@nclm.org](mailto:shulme@nclm.org)

**Payments****Make payments payable to:**

North Carolina Interlocal Risk Management Agency

**Mail checks to:**

North Carolina Interlocal Risk Management Agency

Post Office Box 751473

Charlotte, North Carolina 28275

**Billing**

Joseph Corey, Senior Accountant

Toll-Free (800) 228-0986

Direct Line (919) 733-3302

Fax (919) 301-1006

E-mail [jcorey@nclm.org](mailto:jcorey@nclm.org)

**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: 2018/2019  
Policy Period: 7/1/2018 to 7/1/2019  
Policy Number: WC-466-2018-00

Proposal Number: 59052

Proposal Date: 03/20/2018

Code	Classification	Estimated	Revise Payroll to:
7720	Police Officers	\$249,027	
8810	Clerical	\$89,650	
9402	Street Cleaning & Sewer Line Cleaning	\$172,868	
9403	Garbage & Bulk Collection (Sanitation)	\$34,594	
9410	Municipal Employees (not otherwise classified)	\$51,307	
9990	City Manager: office duties only	\$96,504	
9996	Mayor and Council	\$30,000	
Total Payroll:		\$723,950	

**Renewal Quote Information**

Experience Modifier:	1.0800
Employers Liability Limits:	\$1,000,000/\$1,000,000/\$1,000,000
Deductible:	\$1,000
Schedule:	Credit
IRFFNC Member?:	Yes

Estimated Annual Premium:	\$19,663.39
Incentive Credit:	\$0
Estimated Final Premium:	\$19,663.39

\_\_\_\_\_  
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: 2018/2019  
 Effective Dates: 7/1/2018 to 7/1/2019  
 Policy Number: WC-466-2018-00

Proposal Number: 59052

Proposal Date: 03/20/2018

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$249,027	3.3500	\$8,342.40
8810	Clerical	\$89,650	0.2200	\$197.23
9402	Street Cleaning & Sewer Line Cleaning	\$172,868	5.2500	\$9,075.57
9403	Garbage & Bulk Collection (Sanitation)	\$34,594	5.2500	\$1,816.19
9410	Municipal Employees (not otherwise classified)	\$51,307	2.0400	\$1,046.66
9990	City Manager: office duties only	\$96,504	0.2200	\$212.31
9996	Mayor and Council	\$30,000	0.2200	\$66.00
<b>Totals:</b>		<b>\$723,950</b>		<b>\$20,756.36</b>

Premium	Limit	Rate		Result
Estimated Manual Premium:				\$20,756.36
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.007000	+	\$145.29
Employers Liability Minimum Premium Balance:			+	\$0.00
Deductible: \$1,000		0.037000	-	\$767.99
Estimated Subject Premium:			=	\$20,133.66
Ex Mod (used):			x	1.0800
Estimated Modified Premium:			=	\$21,744.35
Schedule Adjustment:		0.9700	+	(\$652.33)
Schedule Adjusted Premium:			=	\$21,092.02
Package Discount:		0.9700	+	(\$632.76)
Package Adjusted Premium:			=	\$20,459.26
WC Minimum Premium Balance:			+	\$0.00
Expense Constant:			-	\$0.00
Estimated Standard Premium:			=	\$20,459.26
Premium Discount:		0.0389	-	\$795.87
Expense Constant:			+	\$0.00
Estimated Annual Premium:			=	\$19,663.39
Pro-rata:			x	1.0000
Estimated Pro-rata Annual Premium:			=	\$19,663.39
Incentive Credit			-	\$0.00
Estimated Final Premium:			=	\$19,663.39

**Estimated Final Premium: \$19,663.39**

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

Member's Name & Address: Town of Montreat  
PO Box 423  
Montreat, NC 28757

NCIRMA Contact: Stefan Stackhouse  
Title: Finance Officer  
Telephone: (828) 669-8002 ext.302  
Fax: (828) 669-3810  
Email: [financeofficer@townofmontreat.org](mailto:financeofficer@townofmontreat.org)

(If any of the above information has changed PLEASE change as necessary)

### Renewal Instructions:

1. Review the enclosed information & update as necessary
2. Keep a copy of this renewal application for your records
3. Sign Certification Statement & Return application including this page to NCLM - WC Underwriting Department, 150 Fayetteville St, Suite 300, Raleigh, NC 27601  
Or email to Gary Burkhardt [[gburkhardt@nclm.org](mailto:gburkhardt@nclm.org)] or Steve Hulme [[shulme@nclm.org](mailto:shulme@nclm.org)]

---

Questions? Please call Gary Burkhardt (919-715-2914) or Steve Hulme (919-715-3923) for assistance.

**CANCELLATION REMINDER:** The NCIRMA Insurance Trust must receive written notice of your intention to terminate Workers Compensation coverage with the Trust by May 30th, 2018. If not timely received, the Trust must assess an exiting fee for withdrawal; as provided in section IX of the Interlocal Agreement. Notice can be submitted to [RMSnotifications@nclm.org](mailto:RMSnotifications@nclm.org) no later than 5/30/2018.

Please check one of these processing options:

☐ PLEASE PROCESS this renewal application and provide us with a final estimated renewal premium (subject to audit). WE ARE NOT requesting proposals from other insurance providers this year and will remain in the NCLM Workers Compensation Trust (NCIRMA) for the new fiscal year beginning July 1st, 2018.

☐ WE MAY REQUEST PROPOSALS from other insurance providers. Please provide us with a renewal proposal for comparison purposes. We understand that we must notify NCIRMA in writing by May 30th if we decide not to renew coverage; otherwise, our renewal application will be processed. RETURN OF THIS FORM DOES NOT CONSTITUTE WRITTEN NOTICE OF NON-RENEWAL. Official notice must be submitted to [RMSnotifications@nclm.org](mailto:RMSnotifications@nclm.org) by 5/30/2018 to avoid the exiting fee.

**Important Dates:** Submit cancellation notice by MAY 30th to avoid trust's 2% exiting fee.  
Submit this renewal application by JUNE 1st to avoid the late processing fee as indicated below.

<u>Policy Premium</u>	<u>Late Fee</u>
0-49,999	\$250
50,000-99,999	\$500
100,000 and over	\$1,000



# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## CERTIFICATION STATEMENT

I (the undersigned) am authorized by and acting on behalf of the member named above and all persons seeking the coverage set forth on this renewal application. I declare that all statements are true and accurate and that I will immediately advise the NC Interlocal Risk Management Agency (NCIRMA) in writing of any occurrence or event taking place that makes these statements inaccurate or untrue. I acknowledge and agree that my submission and NCIRMA's receipt of any such additional information is a condition precedent to coverage.

---

Name (please print)

---

Title

---

Signature

---

Date

Important Dates: Submit cancellation notice by May 30th to avoid trust's 2% exiting fee.  
Submit this renewal application by June 1st to avoid late processing fee.

Questions? Please contact Gary Burkhardt [919-715-2914, [gburkhardt@ncim.org](mailto:gburkhardt@ncim.org)] or Steve Hulme [919-715-3923, [shulme@ncim.org](mailto:shulme@ncim.org)] for assistance.

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application Town of Montreat

**IMPORTANT: ONLY PAYROLL AMOUNTS CAN BE CHANGED AFTER JULY 1, 2018.**  
Deductibles, Payment Methods and Employers Liability Limits cannot be changed after renewal has been completed.

This section indicates the current coverages provided by NCIRMA. If you would like to make changes to your current limits and deductibles please indicate in the appropriate column and a quote will be provided for your review.

<u>Coverage Options</u>	<u>Bodily Injury By</u>	<u>Current Coverage Limits</u>
Employers Liability	Each Accident	\$1,000,000
	Disease Each Employee	\$1,000,000
	Disease Coverage Limit	\$1,000,000

***Please select desired Employers Liability Limit from the options listed below.***

	<u>Each Accident</u>	<u>Disease Each Employee</u>	<u>Disease Coverage Limit</u>
<input type="checkbox"/>	\$500,000	\$500,000	\$500,000
<input type="checkbox"/>	\$1,000,000	\$1,000,000	\$1,000,000
<input type="checkbox"/>	\$2,000,000	\$2,000,000	\$2,000,000

Deductible Options

Current Deductible \$1,000

***I would like our deductible to be the same as last year ( ) Yes ( ) No.***  
***If no, select from options below.***

☐ \$0

☐ \$500

☐ \$1,000

☐ \$2,500

☐ \$5,000

☐ \$10,000

☐ \$25,000

☐ \$50,000

Payment Method

☐ Annually ☐ Quarterly

If you fail to check one of the above, you will be billed annually. Four percent (4%) of the total annual contribution will be assessed if you choose to pay quarterly.

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
For the operations listed below, please indicate if your EMPLOYEES provide the following services / operations:		*	
Airport/Aircraft Operations - if yes, provide list of employees (if any) that may fly aircraft on official entity business	Yes / No	No	
Ambulance Service/EMS/Rescue - municipally operated - No firefighting duties	Yes / No	No	
Amusement devices - Mechanically or electrically operated	Yes / No	No	
Animal Control	Yes / No	No	
Blasting Operations	Yes / No	No	
Building Inspector	Yes / No	Yes	
Bus Drivers	Yes / No	No	
Cemeteries (Municipal)	Yes / No	No	
Building Structural Type Work	Yes / No	No	
Day Care Activities - municipally operated	Yes / No	No	
Fire Department - Full/Part-time Firefighters (Municipally operated)	Yes / No	No	
Fire Department - Volunteer Firefighters (Municipally operated)	Yes / No	No	
Golf Courses (Municipal)	Yes / No	No	
Hazardous Materials (Hazmat) Operations	Yes / No	No	
Inmate Labor	Yes / No	No	
Landfill - Municipally operated	Yes / No	No	
Library Operations - municipally operated	Yes / No	No	
Museums - municipally operated	Yes / No	No	
Nurses - on site	Yes / No	No	
Parks & Recreation Department - includes all mowing operations	Yes / No	No	
Police Department	Yes / No	Yes	
Auxiliary Police (ordinance required)	Yes / No	No	
Public Housing units - Municipally operated or owned	Yes / No	No	
Recycling Operations	Yes / No	No	
Senior Citizen Services	Yes / No	No	
Transportation System (Bus) - municipally operated	Yes / No	No	
Tree trimming/removal (not in Electric Company Operations)	Yes / No	No	
Utilities: Electric Distribution	Yes / No	No	
Utilities: Electric Generation	Yes / No	No	
Utilities: Gas Distribution	Yes / No	No	
Utilities: Gas Lines - New Construction	Yes / No	No	
Utilities: Gas Lines - Maintenance of existing lines	Yes / No	No	

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
Sanitation/ Garbage Collection	Yes / No	Yes	
Utilities: Water Treatment Operations	Yes / No	No	
Utilities: Water Plant	Yes / No	Yes	
Utilities: Water Lines - New Construction	Yes / No	No	
Utilities: Water Lines - Maintenance of existing lines	Yes / No	Yes	
Utilities: Wastewater (Sewer) Treatment Operations	Yes / No	No	
Utilities: Sewer Plant	Yes / No	No	
Utilities: Sewer Lines - New Construction	Yes / No	No	
Utilities: Sewer Lines - Maintenance of existing lines	Yes / No	No	
Utilities: Streets - New Construction	Yes / No	No	
Utilities: Streets - Maintenance	Yes / No	Yes	
Utilities: Streets - Repaving/Patching	Yes / No	Yes	
Utilities - Cable Company - municipally operated	Yes / No	No	
Utilities - Telephone Company - municipally operated	Yes / No	No	

#### WC - Estimated Renewal Payroll

Question	Unit Of Measure	Previous Response	Renewal Response
Do you accept the estimated payroll figures that are shown on the attached Proposal sheet? If no, please make your payroll changes on the attached Proposal sheet.	Yes / No	No	

#### WC - Number of Employees

Question	Unit Of Measure	Previous Response	Renewal Response
WC - Number of Full-time employees?	Number	14	
WC - Number of Permanent Part-time employees?	Number	2	
WC - Number of Estimated Seasonal Positions?	Number	0	
WC - Total number of Elected Officials on your Governing Board (include Mayor)?	Number	6	

#### WC - Public Safety

Question	Unit Of Measure	Previous Response	Renewal Response
Public Safety Officers are trained and certified to perform both firefighting and police operations		*	
Do you have any Public Safety Officers?	Yes / No	No	

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Fire Department

Question	Unit Of Measure	Previous Response	Renewal Response
Does your municipality operate a Municipal Fire Department (paid firefighter EMPLOYEES only - Full-time and Part-time)?	Yes No N/A	No	
Does your Municipal Fire Department also include volunteers (Hybrid - where both paid firefighter employees and volunteer firefighters are on the same fire roster)?	Yes No N/A	N/A	
Does your municipality operate a Municipal Volunteer Fire Department (volunteer firefighters ONLY - volunteer firefighters can be paid a stipend)	Yes No N/A	No	
Is your municipality serviced by a separately chartered or incorporated Volunteer Fire Department?	Yes No N/A	Yes	
Do any of your full-time employees that are volunteer firefighters answer calls during normal business hours?	Yes No N/A	No	
Do you have any volunteer firefighters that fill-in for paid firefighters and receive an hourly wage?	Yes No N/A	N/A	
Do you have any Junior Firefighters? (Junior Firefighters are not covered under this Workers Compensation policy)	Yes No N/A	N/A	
If you have Junior Firefighters, do you have a separate accident coverage policy for these individuals?	Yes No N/A	N/A	
Do you have any firefighters under the age of 18 that are not considered Junior Firefighters?	Yes No N/A	N/A	
Do you participate in a Boy Scouts of America Firefighter Explorer program?	Yes No N/A	N/A	
Junior Firefighters, Retired Volunteer Firefighters and Ladies Auxiliary are not covered by this Workers Compensation policy, even if listed on fire roster.		N/A	

#### WC - Police Department

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity operate a Police Department?	Yes / No	Yes	
Do you have an Auxiliary Police force? (auxiliary police officers cannot receive compensation - must be on a volunteer basis only)	Yes No N/A	No	
Do you have an ordinance in place authorizing an Auxiliary Police force (volunteer only - not paid) as defined by G.S. 160A-282?	Yes No N/A	No	
Do you use Part-Time or Reserve (paid) police officers?	Yes No N/A	Yes	
Do you have motorcycle police officers?	Yes No N/A	No	
If you have an auxiliary police force, please provide us with a roster of the names.			

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Parks and Recreation

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity have a Parks and Recreation Department?	Yes / No	No	
How many paid Full-Time employees are in your Parks and Recreations Department?	Number	0	
How many paid Permanent Part-Time employees are in your Parks and Recreation department?	Number	0	
How many paid Seasonal employees are in your Parks and Recreation department?	Number	0	
Do your park and recreation department employees perform maintenance duties ONLY (no recreational activities)?	Yes No N/A	N/A	
Do your Park and Recreation department employees supervise athletic or educational programs?	Yes No N/A	N/A	
Does your Parks and Recreation Department have volunteers? (Volunteers are not covered by this Workers Compensation policy)	Yes No N/A	N/A	
Do you have volunteers sign a waiver?	Yes No N/A	N/A	
If you have your volunteers sign a waiver, have you provided underwriting with a sample of the waiver agreement you use?	Yes No N/A	N/A	
Does your entity use Umpires or Referees?	Yes No N/A	N/A	
If you use Umpires, are your umpires paid on payroll?	Yes No N/A	N/A	
If you use Referees, are your referees paid on payroll?	Yes No N/A	N/A	
Do you use an association / booking agent that provides your entity with Umpires or Referees?	Yes No N/A	N/A	
If you use an association / booking agent, does the association / booking agent provide Workers Compensation coverage for the Umpires or Referees?	Yes No N/A	N/A	
If the association / booking agent does not provide Workers Compensation coverage, do you have the association / booking agent sign the Independent Contractor versus Employee checklist?	Yes No N/A	N/A	
Do you use educational / arts / crafts instructors?	Yes No N/A	N/A	
If you have educational / arts / crafts instructors, are they paid on payroll?	Yes No N/A	N/A	
If your educational / arts / crafts instructors are not paid on payroll, how are they compensated?		N/A	
Do you have Certificates of Insurance for your Parks and Recreation contracted services?	Yes No N/A	N/A	

# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Inmate Labor

Question	Unit Of Measure	Previous Response	Renewal Response
Do you use inmates that prison guards supervise? (entity is not responsible for Workers Compensation if prison guards supervise inmates)	Yes No N/A	No	
For prison inmate labor, are you responsible for the Workers Compensation of the inmate? (inmate is under your control - you pay one dollar a day by contract)	Yes No N/A	No	
If you use prison inmates and are responsible for the Workers Compensation, please attach a copy of the contract between you and the correctional facility.		N/A	

#### WC - Building Structural Type Work

Question	Unit Of Measure	Previous Response	Renewal Response
Do your employees engage in any new or renovation structural (contractor) type work? (for example: construction of park shelters or other buildings; roofing; etc.)	Yes No N/A	No	

#### WC - Miscellaneous

Question	Unit Of Measure	Previous Response	Renewal Response
Do you provide payroll services to individuals who you have on your payroll records but who are NOT your employees or under your control?	Yes / No	No	
Does your entity have a planning and/or zoning board? (Planning and Zoning boards are not covered by this Workers Compensation policy)	Yes No N/A	Yes	
If your entity has a planning and/or zoning board, how are they compensated? (W-2, 1099, Not Paid)		Not Paid	
Does your entity provide municipal services to other entities?	Yes No N/A	No	
Do you have any Mutual Aid agreements or contracts with other entities where you assume the Workers Compensation benefits for those individuals?	Yes No N/A	No	
Do you provide payroll services to other organizations?	Yes / No	No	
If your entity provides municipal services to other entities, list the entity and the services for which services are provided.			



# North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

## 2018-2019 Workers Compensation Renewal Application

### Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

#### WC - Independent Contractor

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity use outside contractors?	Yes No N/A	No	
Are all contractors required to show proof of Workers' Compensation coverage?	Yes No N/A	N/A	

#### WC - Number of employees in Buildings - General

Question	Unit Of Measure	Previous Response	Renewal Response
Do you have any buildings that have at least 50 employees in it on a normal business day?	Yes No N/A	No	
How many buildings do you have that have at least 50 employees in a given building?		0	
If you have a building with at least 50 employees in it, please complete the information for Bldg # 1, 2, 3 or 4 as needed.		N/A	

#### WC - Bldg # 1 - Building with at least 50 employees

Question	Unit Of Measure	Previous Response	Renewal Response
Bldg # 1 - What is the number of employees that are normally in this building?	Number		
Bldg # 1 - What department(s) is in this building?			
Bldg # 1 - What is the address of this building?			
Bldg # 1 - What is the construction of this building? (Frame, Joisted Masonry, Non-Combustible, Masonry Non-Combustible, Fire Resistive)			
Bldg # 1 - What is the number of stories of the building?	Number		

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: May 10, 2018**

**SUBJECT:** Budget Amendments #4, 5 and 6

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:** G, H, & I

**Department:** Finance

**Contact:** Erin Marie Wheeler

**Presenter:** Erin Marie Wheeler

**BRIEF SUMMARY:** General account cleanup. Budget amendment #4 is to move budget for expenditures related to insurance into the proper budgetary department. Budget amendment #5 is to move budget to cover additional expenditures related to dumpster fees. Budget amendment #6 is to cover the additional expenditures related to election services.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Move to approve budget amendments #4, 5 and 6 as presented.

**FUNDING SOURCE:**

Repair and Widening 10-20-5600-340

Insurance 10-00-5000-080

**ATTACHMENTS:**

**Budget amendment #4**

**Budget amendment #5**

**Budget amendment #6**

**STAFF COMMENTS AND RECOMMENDATIONS:**

Staff recommends the approval of budget amendments #4, 5 and 6 as presented.



**TOWN OF MONTREAT**  
**FISCAL YEAR 2018**  
**BUDGET AMENDMENT #5**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 18.

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

**Purpose:** To cover amount for time accrued

**Section 1.** To amend the General/Capital Projects/Water Fund as follows:

Line Item	Account Number	Increase Change	Decrease Change	Amended Budget
Contracted – Dumpster	10-30-5800-451	\$8,005		\$23,005
Repairing and Widening	10-20-5600-340		\$8,005	\$31,995

Notes: \_\_\_\_\_

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

Erin Marie Wheeler \_\_\_\_\_ 5-2-2018 \_\_\_\_\_  
Finance Officer Date

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

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

**Recorded and filed:**

\_\_\_\_\_  
Budget Officer/Town Administrator Date  
\_\_\_\_\_  
Town Clerk Date

