

**Town of Montreat
Board of Commissioners Meeting Agenda – Public Forum
March 2, 2017 – 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
March 2, 2017 – 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

- January 26, 2017, Special Workshop – Florida Terrace Property Minutes
- February 2, 2017, Public Forum Meeting Minutes
- February 2, 2017, Town Council Agenda Meeting Minutes

B. 2017 Board of Commissioners Annual Meeting Calendar Adoption

C. Cancellation of Agenda Meeting for the month of April and reschedule Regular meeting for April 6th.

D. Corporate Authorization Resolutions #16-03-0001 through #16-03-0007 amending the Town of Montreat's list of authorized signers with Asheville Savings Bank.

E. Corporate Authorization Resolutions #16-03-0008 through #16-03-0009 amending the Town of Montreat's list of authorized signers with BB&T. – Materials Pending

F. Approval of Engagement Contract from Martin Starnes & Associates for a 5 year term.

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

V. Town Administrator's Communications

- Consent Agenda Review
- Other Topics
- Town Hall Update

VI. Administrative Reports

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

VII. Public Comment – Agenda Items

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

VIII. Old Business

IX. New Business

- A. Oath of Office – Alex Carmichael, Town Administrator
- B. Purchase of 2017 Ford Explorer Police Vehicle
 - **Suggested Motion:** To approve the purchase of a 2017 Ford Explorer from Asheville Ford in the amount of \$34,087.
- C. Budget Amendment # 3
 - **Suggested Motion:** To amend the Police Budget to fund a vehicle purchase through the reallocation from the Streets capital expense budget.
- D. Scheduling of 2017 Annual Board Retreat
- E. Surplus Property List
- F. Discussion on Metal Building for Public Works
- G. Texas Road Bridge
 - **Suggested Motion:** To leave Texas Road Bridge in place and convert to pedestrian only; and to authorize the Mayor and Town Administrator to sign accompanying categorical exclusion document and letter to NCDOT. – Materials Pending
- H. Discussion with Possible Action of Rezoning of Florida Terrace Property to Residential Use Only – Materials Pending
- I. Town of Montreat as an Inclusive Community

- **Suggested Motion:** To move to add the phrase “to be an inclusive community” to the Town of Montreat Board of Commissioners Mission Statement.
- Item 1: “To seek ways to be an inclusive community, to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.”

X. Public Comment – Other Topics

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

XI. Commissioner Communications

XII. Meeting Dates

Montreat Tree Board: March 14, 2017, 9:30 a.m.
Town Services Building

Montreat Landcare: April 5, 2017, 9:00 a.m.
Allen Building
Swannanoa Room

April Town Council Meeting: April 6, 2017, 7:00 p.m.
Walkup Building
Public Forum starts at 6:30 p.m.

Town Offices Closed: April 14, 2017
In observance of Good Friday Holiday

Native Plant Sale & Arbor Day Celebration: April 29, 2017, 10:00 a.m. to 3:00 p.m.
Moore Center Field

XIII. Closed Session

- **Suggested Motion:** To enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter and also NCGS §143-318.11(5) to instruct the Town’s staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property.

XIV. Adjournment

**Town of Montreat
Board of Commissioners
Special Workshop – Florida Terrace Property
January 26, 2017
Town Services Building**

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

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator
Angie Murphy, Town Clerk

Approximately 2 members of the public were also present. Mayor Helms called the meeting to order at 3:02 p.m., led the group in a moment of silence. Mayor Helms stated that the purpose of the meeting was to discuss the Florida Terrace tract of property which the Town owns.

Agenda Approval

Commissioner Standaert requested that a Public Comment period be added to the agenda. It was decided that the Public Comment period would come before the Council began their discussion. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

Public Comment

Martha Campbell of 149 Maryland Place, reflected on the need in the Swannanoa Valley for affordable housing and she referenced a recent article in the Black Mountain News in which a homeless lady and her niece were being provided a tiny house in which to reside. Mrs. Campbell could see the property on Florida Terrace being used for tiny houses or a building that could be split into a duplex or a triplex. It could be suitable housing for employees of the Town, Montreat College or MRA or for young people just starting out their lives. Mrs. Campbell would like to see the Town encourage builders or contractors to use the property for affordable housing development.

Grace Nichols of 527 Suwannee Drive, stated that she was in attendance to listen and support the Council.

Town Council Discussion

Mayor Helms prefaced the meeting by saying that the first step, in his opinion, was to decide whether the Council wanted to sell the property, keep the property or donate the property. He stated there were many options that could be reviewed. Commissioner Gilliland stated that he would like to see the property rezoned to residential usage and split into two lots and sell the properties to recoup some of the money spent in the purchase of the property. Commissioner Vinson suggested placing the property in conservation due to the fact there was some good wildlife on the property or using it as a pocket park for the Town. Commissioner Vinson also suggested selling one lot and then swapping property with MRA for a piece of property at Lookout Trailhead to put that tract of property in conservation. Mayor Pro Tem Fouche felt that selling the property would be the best option so that the Town could use that income to pay for the new town hall. She would also like to see it rezoned to residential if possible. Commissioner Otto would like to see the property sold residentially to get it back on the tax rolls of the Town. Commissioner Standaert stated that there was a previous tradition that the Town would not spend any money to purchase property for conservation purposes. There was, however, money available for the legal issues dealing with conservation. Commissioner Standaert stated that the property has not been on the tax rolls for a long period of time: Florida Terrace LLC only owned it for a few years prior to 1967 in was owned by a non-profit. Commissioner Standaert stated that there was a good well source on the Florida Terrace property. She felt subdividing but maintaining the water source would be a good idea. Commissioner Standaert would like to explore the idea of affordable housing with the Mountain Housing Authority before putting the property on the open market. Mayor Helms asked Interim Town Manager Richardson the restrictions around a well site. Mr. Richardson stated that nothing could be built or developed within a 100 feet radius of the well head. Commissioner Vinson felt that the Board should listen to public comments that have arisen over the past several years and explore other avenues. Commissioner Standaert suggested having Mountain Housing Authority come do a presentation to Council. Mayor Pro Tem Fouche was not against hearing from Mountain Housing Authority but she was ready to move forward rather quickly with a decision. Mayor Helms briefly reviewed the "Step-By-Step Procedures for Disposal of Surplus Property which could be found on the School of Government website and advised the Board to review in greater detail prior to a final vote. Mayor Pro Tem Fouche asked if a decision would be made on this day and Mayor Helms stated that it would be discussed and voted on in open session.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Special Workshop. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 3:57 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Public Forum
February 2, 2017
Walkup Building**

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

Board members absent: Commissioner Bill Gilliland

Town staff present: Al Richardson, Interim Town Administrator
Angie Murphy, Town Clerk

Call to Order

Approximately 27 people were in attendance. Mayor Helms called the meeting to order at 6:30 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Commissioner Otto seconded and the agenda was approved 4/0.

Public Forum

Mrs. Grace Nichols of 527 Suwannee Drive, was interested to hear how the Council gathered their information from the people they serve as well as vetting ideas and suggestions. Mrs. Nichols expressed her appreciation for the 30 minute Public Forum period. She felt that it is not as intimidating as perhaps some of the previously timed public comment periods during the meetings. Commissioner Vinson stated that she relies on emails and open conversations with community members. Commissioner Standaert consistently relies on emails as well as being present in the community and in the Town Services Offices. She frequently visits the Friends of Montreat Facebook Page which is operated by members of the Community. Commissioner Standaert will also be available at the Huckleberry on the first Friday of the month from 10:00 a.m. to 11:00 a.m. for anyone who would like to visit with her. Commissioner Otto prefers face-to-face conversations rather than email. Mrs. Nichols also suggested that instead of appointing members to committees that it would be a good idea to ask for volunteers to get the cross section of the community that might not be represented. Mayor Pro Tem Fouche had mentioned the idea of a blog or a discussion board but does not want it to turn into a forum for unpleasant comments. She also relies on emails and being approachable within the Town. Commissioner Standaert mentioned that the Town of Cary had an interactive way of communicating with their Board and it would be nice to look into a similar program for Montreat.

Mr. Joe Standaert of 118 Shenandoah Terrace mentioned that the Town of Montreat used to send out a newsletter to all taxpayers to keep them up to date on Town happenings but that had ceased to exist in order to save money a few years ago. Mr. Standaert had some concerns about how taxpayers receive their information if they are not members of the Sunshine List or visit the Facebook Page and Town Website.

Commissioner Standaert suggested that perhaps a more user-friendly website be investigated once the new Town Administrator is in place.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, was unable to make it to the recent Florida Terrace Workshop but she wanted to express her opinion that the property should be sold in order to get the property back on the tax rolls. Commissioner Standaert stated that the property had only been on the tax rolls for about 2 years and prior to that it was part of the College's non-profit organization.

Mr. Don Reid of 127 Shenandoah Terrace, wanted to speak to the topic of changing the Town of Montreat's Mission Statement to include the word "inclusive". Mr. Reid was against this verbiage for several reasons one of which was that "inclusive" is a hard word to define. Mr. Reid felt that this change could further divide the Town. Mr. Reid referenced an issue that occurred with the Charlotte Town Council which became a national issue. Mr. Reid also referenced that a previous Council spent a lot of time and effort on the Living Wage Law and every single employee of the Town of Montreat makes more than the living wage. Mr. Reid felt that a problem was addressed that did not need to be. Mr. Reid felt that before the Town tackles "inclusiveness" we need to look inside the Town where the churches have divided, fraud was used to describe the November election, and people do not speak to each other in the post office. Mr. Reid felt that we should start inside the town and not worry about what other people outside think.

Adjournment

There being no further discussion, Mayor Pro Tem Fouche moved to adjourn the Public Forum Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 7:04 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

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

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

Board members absent: Commissioner Bill Gilliland

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

Approximately 30 members of the public were also present. Mayor Helms called the meeting to order at 7:04 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Commissioner Standaert felt that this meeting should be addressed as an agenda meeting. Mayor Helms stated that it had been advertised as a regular meeting and that is how the Council would proceed. Mayor Helms further stated that in March the Board will go back to having 2 meetings as the Rules & Procedures state. Interim Administrator Al Richardson stated that the vote of last month to do away with the agenda meeting was in direct violation of Rule #32 under Rules & Procedures. Mr. Richardson consulted with the Town Attorney who confirmed that in order to change the meeting schedule a vote of 2/3 (66%) of all actual membership is required. Mr. Richardson stated that holding the regular meeting this evening would be perfectly acceptable. Commissioner Otto spoke to the School of Government about this issue and they said to proceed as scheduled and then correct the meeting schedule going forward. Mayor Pro Tem Fouche moved to accept the agenda as presented. Commissioner Standaert seconded the motion. Commissioner Otto suggested removing item B, Vision Insurance, from New Business. Commissioner Otto stated that in light of the fact that Council had changed insurance twice that perhaps it would be best to package this whole conversation for the Board Retreat. Mr. Richardson advised that there was a limited coverage vision policy with Blue Cross Blue Shield and when Council switched to United Healthcare there was a savings that allowed for a Vision Coverage Plan to be added. Upon switching back to Blue Cross Blue Shield, due to the prescription drug benefits, vision coverage was omitted. Mr. Richardson has been in contact with

the League of Municipalities for a quote for health insurance for the upcoming year. Commissioner Standaert suggested that this item be left on the agenda and perhaps table it for another time. The motion to approve the agenda as presented carried 4/0.

Mayor's Communications

Mayor Helms had no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

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

Town Administrator's Communications

- Interim Town Administrator Richardson announced that the Town of Montreat property reappraisal values are out and have been received.

Administrative Reports

Police Chief: Chief Staggs reviewed and presented the January 2016 monthly departmental activity report. Chief Staggs thanked Public Work Crews for their hard work with snow removal and stated that there were no accidents or stranded motorist calls during this time. Montreat Police Department made approximately 27 extra spot checks of residences around Town. These checks are separate than residents requesting house checks. Commissioner Standaert asked if the lack of evidence storage room impacted any of the situations that occurred this month with firearms and drugs. Chief Staggs stated the impact was minimal mainly because any of the evidence from incidents that occurred at Montreat College would be stored at Black Mountain Police Department. Chief Staggs announced that the Montreat Police Department was reinstating a promotion program to officers. This program will allow for advancement with the completion of years served and NC Justice Academy courses and applicable testing completed.

Public Works Director: Public Works Director Steve Freeman announced that crews have started their annual fire hydrant inspection and flushing systems. They have completed about 1/3 of the hydrants which equates to about 30 out of 97 hydrants in Town. Mr. Freeman advised that residents may see some mild discoloration in their water and if this happens they need to call the Town Services Office. This flushing process will also help iron buildup problems. Crews have replaced the roofing on Well B on Texas Road. The second snow event earlier this week did not allow enough precipitation for plowing, as at least an inch is needed, but crews did use their new ice melt spreader to distribute 6 tons of sand and 150 pounds of ice melt.

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

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

Building Inspector/Code Enforcement Officer: Mr. Currie presented and reviewed his January 2016 zoning and inspections activity report. Mr. Currie did 29 fire inspections and 10 fire re-inspections during the month. There was a Board of Adjustments variance hearing on January 26th and due to the creativity of a neighbor the variance was withdrawn. There was no Planning and Zoning meeting held during the month.

Public Comments

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

Mrs. Martha Campbell of 149 Maryland Place, looked up the definition of inclusive and found that it means “treating all groups or all members of a group equally and without exception” and she supports adding this phrase to the Town of Montreat’s mission statement.

Old Business

There is no Old Business to discuss.

New Business

- A. Montreat as an inclusive community: Commissioner Standaert moved to change the Board of Commissioners Mission Statement to include the phrase “to be an inclusive community”. Commissioner Vinson seconded the motion. Commissioner Standaert stated that this was not meant to be a political statement but that it was meant to be simply what it says that Montreat is an inclusive community and we treat people equally. Mayor Pro Tem Fouche does not feel it is necessary to add words to the Mission Statement she thinks it is necessary to live out what we believe on a daily basis. Commissioner Vinson stated that we do need to strive to be an inclusive community and be reminded of it every day. Commissioner Otto felt that actions speak louder than words. Commissioner Otto spends a lot of time volunteering at Montreat College and sees that there is a diverse population of students and he has seen multiple families in Town take students in for meals and laundry, pay for books, send care packages and the list goes on. Commissioner Otto felt we should continue to show inclusiveness through actions rather than changing the mission statement or adding signs. Commissioner Standaert felt that we if we are an inclusive community what would be wrong with adding it to the Mission Statement since we are already fulfilling the Mission of the Board of Commissioners.

The motion was tied 2/2 with Commissioner Otto and Mayor Pro Tem Fouche voting against the motion. Mayor Helms voted to break the tie and the motion failed 2/3. Mayor Helms suggested that a workshop or the Annual Board Retreat would be more appropriate to address an item such as this.

- B. Employee Benefit Health Insurance – Vision: Commissioner Vinson moved to authorize the Town Administrator and Finance Officer to contract with Blue Cross/Blue Shield of North Carolina, effective as soon as possible, to add the Blue 20/20 Exam Plus vision benefit to our health insurance package at a cost of \$8.80 per employee per month. Motion died for lack of a second.
- C. Regular Board Meeting of January 12th, 2017: Mayor Helms announced that in March the Council will go back to having two meetings a month. The first Thursday will be the Agenda Meeting preceded by the Public Forum at 6:30 p.m. and the second Thursday will be the regular Town Council Meeting. The motion at the last meeting failed because we needed an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor. Commissioner Vinson suggested adding this item to the Annual Board Retreat to brainstorm other ways to set the agenda.

Public Comments-Other Topics

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

Mr. Mike Sonnenberg of 125 Virginia Road, stated that he would like to see an aisle incorporated in the room setup for ease of movement for speakers.

Mr. Richard DuBose of 160 Woodland Road, representing Mountain Retreat Association, presented a check of just under \$9,000.00 in community fees to Mayor Helms.

Mrs. Annie Carlson of Montreat College, announced that the College recently opened an exercise science lab which is a new major of study at Montreat College. Mrs. Carlson also advised Council that the Black Mountain Campus of Montreat College had recently put in stands, a press box and lights at Pulliam Stadium. This funding came from the Buncombe County Tourism Grant. Also a new online Cyber-Security degree was established in January for non-traditional students. Early projections for enrollment look good for the upcoming school year.

Commissioner Communications

Commissioner Vinson had the fliers, established by the Montreat Tree Board, for what to do if a tree falls and firewise available if anyone would like a copy. Commissioner Vinson also reminded everyone in attendance that the Native Plant Sale is scheduled for April 29th.

Commissioner Otto encouraged everyone to step into the Montreat College sports program. These are great opportunities to get out with neighbors and cheer on Montreat at the new sports facility.

Commissioner Standaert mentioned that the living wage ordinance was passed at no cost to the Town and everyone on the Board was well aware that employees made more than the living wage. Commissioner Standaert advised those in attendance that the Board met with regards to the Florida Terrace Property recently and several ideas were tossed about one of which was to sell the property and another was the possibility of low income housing. Commissioner Standaert would like to hear some input from the community about these ideas. Commissioner Standaert stated that several people had expressed difficulties getting in touch with Representative Patrick McHenry. When you enter the portal you enter the zip code plus your post office box number and then type your message. In order to send the message you enter your post office box under street name and your message will be accepted.

Upcoming Meeting Dates

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

<u>Montreat Tree Board:</u>	February 28, 2017, 9:30 a.m. Town Services Building
<u>Montreat Landcare:</u>	March 1, 2017, 9:00 a.m. Allen Building Swannanoa Room
<u>March Town Council Agenda Meeting:</u>	March 2, 2017, 7:00 p.m. Walkup Building Public Forum starts at 6:30 p.m.
<u>March Town Council Meeting:</u>	March 9, 2017, 7:00 p.m. Walkup Building

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Commissioner Otto seconded and the motion carried 4/0.

Upon a motion by Commissioner Vinson and a second by Mayor Pro Tem Fouche with the motion carrying 4/0, the Board returned to Open Session. Commissioner Vinson moved to hire Mr. Alex Carmichael as the Town of Montreat's new Town Administrator with an annual salary of \$70,000 beginning February 20, 2017. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Kent seconded and the motion carried 4/0. The meeting was adjourned at 8:37 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

2017 Town of Montreat Board of Commissioners Meeting Calendar

January 2017

S	M	T	W	R	F	S
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February 2017

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March 2017

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April 2017

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May 2017

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June 2017

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July 2017

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August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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Agenda Meetings

Town Council Meetings

Agenda Item Deadlines

Town Services Office Closed

Adoption of this calendar does not preclude a call for any additional meetings at the Board's discretion with appropriate public notice

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Abgela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

RESOLUTIONS

The Corporation named on this resolution resolves that,

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

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

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

CERTIFICATION OF AUTHORITY

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

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

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

Attest by One Other Officer
John Alexander Carmichael

Angela Murphy Secretary

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 61-1313131, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

RESOLUTIONS

The Corporation named on this resolution resolves that,

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

CERTIFICATION OF AUTHORITY

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

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

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

Attest by One Other Officer

John Alexander Carmichael

Angela Murphy

Secretary

Angela Murphy

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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RESOLUTIONS

The Corporation named on this resolution resolves that,

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

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

CERTIFICATION OF AUTHORITY

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

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

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

John Alexander Carmichael
Attest by One Other Officer

Angela Murphy
Secretary

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
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_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
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LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

RESOLUTIONS

The Corporation named on this resolution resolves that,

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- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
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- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
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EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated All. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

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

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

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

Attest by One Other Officer
John Alexander Carmichael

Secretary
Angela Murphy

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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C. <u>Timothy R Helms Authorized Signer</u>	<u>X</u>	<u>X</u>
D. <u>Marshall Kent Otto Authorized Signer</u>	<u>X</u>	<u>X</u>
E. _____	<u>X</u>	<u>X</u>
F. _____	<u>X</u>	<u>X</u>

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

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A B C D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
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_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
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RESOLUTIONS

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

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

Attest by One Other Officer
John Alexander Carmichael

Secretary
Angela Murphy

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802
0000000000

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 02/20/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

RESOLUTIONS

The Corporation named on this resolution resolves that,

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

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

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

CERTIFICATION OF AUTHORITY

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

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

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

Attest by One Other Officer
John Alexander Carmichael

Secretary
Angela Murphy

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802
0000832019

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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D. <u>Marshall Kent Otto Authorized Signer</u>	<u>X</u>	X
E. _____	X	X
F. _____	X	X

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- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
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In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by One Other Officer

John Alexander Carmichael

dz

Secretary

Angela Murphy

FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: 9 March 2017

SUBJECT: Designation of BB&T account authorized signatories

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Stefan Stackhouse

Presenter: Stefan Stackhouse

BRIEF SUMMARY: The Town has two money market accounts with BB&T, one each for the general and water funds. With the departures of Mayor Taylor, Town Administrator Nalley, and Town Clerk Gedlinske, Commissioner Mary Standaert remains at present the only authorized signatory. We now need to authorize new signatories for these accounts.

RECOMMENDED MOTION AND REQUESTED ACTIONS: The Board of Commissioners hereby designates Mayor Timothy Helms as the primary authorized signatory for the Town's BB&T money market account numbers 0005105067250 and 0005105067161, and hereby designates I Town Administrator Alex Carmichael, Town Clerk Angela Murphy, and Board Member Kent Otto as additional authorized signatories for these accounts.

FUNDING SOURCE: not applicable

ATTACHMENTS: none

STAFF COMMENTS AND RECOMMENDATIONS: None

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

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

February 20, 2017

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

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Montreat, NC, as of June 30, 2017, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town of Montreat's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain supplementary information, such as Management's Discussion and Analysis, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Local Government Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the Town of Montreat's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements (if applicable)
- Budgetary schedules
- Supplemental ad valorem tax schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory section
- Statistical tables

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph (if any) when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

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

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town of Montreat's basic financial statements. Our report will be addressed to the governing body of the Town of Montreat. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

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

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

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

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

Provisions of Engagement Administration and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Paula Hodges is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

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

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town of Montreat's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

If we determine that we are required to perform a single audit in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, and these procedures and related fees were not included in our original audit contract, we may amend our audit contract and supplemental bill for these additional procedures.

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

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

Changing Laws and Regulations

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

Incorrect Accounting Methods or Errors in Client Records

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

Failure to Prepare for the Engagement

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

Starting and Stopping Our Work

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

The contract fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. With respect to any nonattest services we perform, the Town of Montreat's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

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

Acknowledged and agreed on behalf of the Town of Montreat by:

Name: _____

Title: _____

Date: _____

CONTRACT TO AUDIT ACCOUNTS

Of Town of Montreat, NC
Primary Governmental Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

On this 20th day of February, 2017,

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

730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board(s)) of Town of Montreat, NC
 (Primary Government)

and N/A : hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

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

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

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

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

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

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

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.)

Town of Montreat, NC

Primary Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

Town of Montreat, NC

- FEES

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

Audit \$15,300

Preparation of the annual financial Statements \$3,700

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 14,250

** NA if there is to be no interim billing

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

Audit Firm Signature:

Martin Starnes & Associates, CPAs, P.A.

Name of Audit Firm

By Amber Y. McGhinnis, Senior Audit Manager

Authorized Audit firm representative name: Type or print



Signature of authorized audit firm representative

Date February 20, 2017

amcghinnis@martinstarnes.com

Email Address of Audit Firm

Governmental Unit Signatures:

Town of Montreat, NC

Name of Primary Government

By Tim Helms, Mayor

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By Ann Vinson

Chair of Audit Committee - Type or print name

**

Signature of Audit Committee Chairperson

Date

** If Governmental Unit has no audit committee, mark this section "N/A"

Town of Montreat, NC

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Stefan "Steve" Stackhouse, Finance Officer

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate **must be dated.**)

sstackhouse@townofmontreat.org

Email Address of Finance Officer

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

Contract to Audit Accounts (cont.)

Town of Montreat, NC

Primary Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

N/A

FEES

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

Audit

N/A

Preparation of the annual financial Statements

N/A

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ N/A

**** NA if there is to be no interim billing**

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

DPCU Governmental Unit Signatures:

N/A

Name of Discretely Presented Component Unit

By N/A

DPCU Board Chairperson: Type or print name and title

N/A

Signature of Chairperson of DPCU governing board

Date N/A

By N/A

Chair of Audit Committee - Type or print name

N/A

**

Signature of Audit Committee Chairperson

Date N/A

**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By N/A

DPCU Finance Officer:

Type or print name

N/A

DPCU Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

N/A

Email Address of Finance Officer

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

N/A

Steps to Completing the Audit Contract

1. Complete the Header Information – **NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.**
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – **NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.**
6. Item No. 16 – **NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?**
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control.”*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slgl/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Darrus Cofield at 919-814-4299 darrus.cofield@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)

- If there is to be no interim billing, please indicate N/A instead of leaving the line blank.

8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

SYSTEM REVIEW REPORT

To the Partners of Martin Starnes & Associates, CPAs, P.A.
and the Peer Review Committee of the North Carolina Association
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

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

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 21, 2015

Raleigh

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

919 782 9265
919 783 8937 FAX

Durham

3511 Shannon Road
Suite 100
Durham, North Carolina 27707

919 333 3333
919 489 8183 FAX

Pittsboro

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

919 542 6000
919 542 5764 FAX

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended January 31, 2017

	FYE 2017 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget %	Statement Period	Variance	1/31/16
								7		
Revenues:										
Ad valorem taxes	\$ 953,900.00	\$ 563,209.20	\$ 240,149.16	\$ 803,358.36	\$ 612,033.61	\$ 150,541.64				
Other taxes and licenses	\$ 413,700.00	\$ 160,135.23	\$ 34,882.79	\$ 195,018.02	\$ 169,639.88	\$ 218,681.98				
Unrestricted intergovernmental	\$ 105,500.00	\$ 6,165.05	\$ -	\$ 6,165.05	\$ 28,551.63	\$ 99,334.95				
Permits and Fees	\$ 45,700.00	\$ 17,593.44	\$ 8,439.56	\$ 26,033.00	\$ 26,673.01	\$ 19,667.00				
Community Service Fee	\$ 45,000.00	\$ 35,810.40	\$ -	\$ 35,810.40	\$ 40,762.80	\$ 9,189.60				
Sales and Services	\$ 13,000.00	\$ 5,171.65	\$ 87.00	\$ 5,258.65	\$ 6,348.67	\$ 7,741.35				
Investment earnings	\$ 2,200.00	\$ 1,018.73	\$ 238.75	\$ 1,257.48	\$ 642.43	\$ 942.52				
Other revenues	\$ 4,000.00	\$ 4,653.69	\$ 5.00	\$ 4,658.69	\$ 11,756.69	\$ (658.69)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 793,757.39	\$ 283,802.26	\$ 1,077,559.65	\$ 896,408.72	\$ 505,440.35	68.07%	58.33%	9.74%	1.22%
<i>Restricted intergovernmental</i>	\$ 173,200.00	\$ 20,458.70	\$ 20,458.70	\$ 40,917.40	\$ 156,087.96	\$ 132,282.60				
<i>Contributions - Landcare</i>	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 14,100.00	\$ (2,000.00)				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	816,216.09	304,260.96	1,120,477.05	\$ 1,066,596.68	635,722.95	63.80%	58.33%	5.47%	-11.04%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 20,481.10	\$ 90.84	\$ 20,571.94	\$ 58,130.35	\$ 64,928.06	24.06%	58.33%	34.27%	2.81%
Administration	\$ 299,500.00	\$ 166,516.21	\$ 22,957.29	\$ 189,473.50	\$ 151,605.70	\$ 110,026.50	63.26%	58.33%	-4.93%	4.72%
Public Buildings	\$ 133,200.00	\$ 49,473.21	\$ 591.08	\$ 50,064.29	\$ 36,729.01	\$ 83,135.71	37.59%	58.33%	20.75%	32.09%
Police	\$ 369,000.00	\$ 201,720.53	\$ 25,670.76	\$ 227,391.29	\$ 230,261.11	\$ 141,608.71	61.62%	58.33%	-3.29%	-2.43%
Building & Zoning	\$ 84,200.00	\$ 40,400.95	\$ 5,814.05	\$ 46,215.00	\$ 44,560.11	\$ 37,985.00	54.89%	58.33%	3.45%	4.12%
Public Works	\$ 80,400.00	\$ 39,193.05	\$ 6,006.07	\$ 45,199.12	\$ 43,335.16	\$ 35,200.88	56.22%	58.33%	2.12%	8.00%
Streets	\$ 695,000.00	\$ 111,584.89	\$ 18,862.12	\$ 130,447.01	\$ 172,743.98	\$ 564,552.99	18.77%	58.33%	39.56%	44.75%
Powell Bill	\$ -		\$ -		\$ 4,539.55	\$ -	0.00%	58.33%	0.00%	50.23%
Sanitation	\$ 114,200.00	\$ 49,517.55	\$ 7,669.22	\$ 57,186.77	\$ 56,635.88	\$ 57,013.23	50.08%	58.33%	8.26%	8.48%
Env/Cons/Rec	\$ 18,000.00	\$ 6,070.83	\$ 77.04	\$ 6,147.87	\$ 9,302.97	\$ 11,852.13	34.15%	58.33%	24.18%	25.69%
Total expenditures	1,879,000.00	\$ 684,958.32	\$ 87,738.47	\$ 772,696.79	\$ 807,843.82	\$ 1,106,303.21	41.12%	58.33%	17.21%	26.58%
Revenues over expenditures	(122,800.00)	\$ 131,257.77	\$ 216,522.49	\$ 347,780.26	\$ 258,752.86	\$ (470,580.26)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing source	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 131,257.77	\$ 216,522.49	\$ 347,780.26	\$ 258,752.86	\$ (347,780.26)				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 497,879.13	\$ 68,264.77	\$ 566,143.90	\$ 535,921.86	\$ 360,556.10				
Other Operating	\$ 399,800.00	\$ 166,945.08	\$ 18,340.69	\$ 185,285.77	\$ 207,923.63	\$ 214,514.23				
CIP/Grant Projects	\$ 552,500.00	\$ 20,112.22	\$ 1,154.90	\$ 21,267.12	\$ 63,998.33	\$ 531,232.88				
Total Expenditures	\$ 1,879,000.00	\$ 684,936.43	\$ 87,760.36	\$ 772,696.79	\$ 807,843.82	\$ 1,106,303.21				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended January 31, 2017

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period 7	Variance	1/31/16
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses		\$ 18,343.62	\$ 9,013.93	\$ 27,357.55	\$ 70,298.71	\$ (27,357.55)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 156,167.11	\$ 21,519.03	\$ 177,686.14	\$ 176,284.82	\$ 130,813.86				
Investment earnings	\$ 500.00	\$ 118.62	\$ 20.73	\$ 139.35	\$ 53.06	\$ 360.65				
Other revenues	\$ 27,500.00	\$ 7,707.57	\$ 433.89	\$ 8,141.46	\$ 21,198.33	\$ 19,358.54				
Subtotal - Normal Operating	\$ 336,500.00	\$ 182,336.92	\$ 30,987.58	\$ 213,324.50	\$ 267,834.92	\$ 123,175.50				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 182,336.92	\$ 30,987.58	\$ 213,324.50	\$ 267,834.92	\$ 123,175.50	63.40%	58.33%	5.06%	23.57%
Expenditures:										
Water Department	\$ 336,500.00	\$ 87,369.22	\$ 7,409.35	\$ 94,778.57	\$ 78,705.59	\$ 241,721.43	28.17%	58.33%	30.17%	34.26%
Total expenditures	\$ 336,500.00	\$ 87,369.22	\$ 7,409.35	\$ 94,778.57	\$ 78,705.59	\$ 241,721.43	28.17%	58.33%	30.17%	34.26%
Revenues over expenditures	\$ -	\$ 94,967.70	\$ 23,578.23	\$ 118,545.93	\$ 189,129.33	\$ (118,545.93)				
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	\$ -	\$ 94,967.70	\$ 23,578.23	\$ 118,545.93	\$ 189,129.33	\$ (118,545.93)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 68,267.63	\$ 5,539.35	\$ 73,806.98	\$ 78,705.59	\$ 205,693.02				
CIP/Grant Projects	\$ 57,000.00	\$ 19,101.59	\$ 1,870.00	\$ 20,971.59	\$ -	\$ 36,028.41				
Total Expenditures	\$ 336,500.00	\$ 87,369.22	\$ 7,409.35	\$ 94,778.57	\$ 78,705.59	\$ 241,721.43				

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TOWN OF MONTREAT
Revenue Statement
Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 1
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	240,149.16	803,358.36	150,041.64	84.26
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	712.63	801.02	1,198.98	40.05
LOCAL SALES TAX	10-00-3065-100	400,000.00	34,170.16	189,317.99	210,682.01	47.32
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,600.00	0.00	4,899.01	6,700.99	42.23
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	0.00	100,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	6,027.08	-6,027.08	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	137.97	362.03	27.59
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	1,404.65	1,595.35	46.82
GRANT PROCEEDS - FEDERAL	10-10-3310-300	133,200.00	0.00	0.00	133,200.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	20,458.70	40,917.40	-917.40	102.29
CONTRIBUTIONS - LANDCARE	10-80-3330-340	0.00	0.00	200.00	-200.00	0.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	0.00	1,743.94	-1,743.94	0.00
Landcare - Grants - Hemlock	10-80-3340-452	0.00	0.00	2,000.00	-2,000.00	0.00
REIMBURSEMENT OF EXPENDITURE	10-10-3345-300	0.00	0.00	606.13	-606.13	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	5.00	15.00	185.00	7.50
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	8,439.56	26,033.00	18,967.00	57.85
SANITATION FEES	10-10-3435-400	10,000.00	0.00	1,575.00	8,425.00	15.75
BACK DOOR PICKUP	10-10-3435-410	0.00	0.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	55.00	445.00	-445.00	0.00
PAYT	10-10-3435-430	0.00	32.00	724.00	-724.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	35,810.40	9,189.60	79.57
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	222.55	1,141.17	858.83	57.05
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.20	116.31	83.69	58.15
MISC REVENUE	10-00-3815-800	1,000.00	0.00	593.62	406.38	59.36

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**TOWN OF MONTREAT
Revenue Statement**

Period Ending: January 31, 2017

10 GENERAL FUNDSelected Department
(ALL) All Departments

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	122,800.00	0.00	0.00	122,800.00	0.00
TOTAL FUND REVENUE:		1,879,000.00	304,260.96	1,120,477.05	758,522.95	59.63

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 1
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	0.00	15,447.50	10,000.00	33,552.50	43.13
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	332.41	0.00	167.59	66.48
ADVERTISING	10-00-4100-260	5,000.00	0.00	1,134.50	0.00	3,865.50	22.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	90.84	718.45	0.00	1,081.55	39.91
SALARY CONTINGENCY	10-00-4100-332	13,500.00	0.00	0.00	0.00	13,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-5,400.00	0.00	-2,680.80	0.00	-2,719.20	49.64
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	90.84	20,571.94	10,000.00	54,928.06	35.75

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 2
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	13,769.56	110,601.47	0.00	71,198.53	60.83
FICA EXPENSE	10-00-4200-050	13,900.00	1,065.71	8,489.28	0.00	5,410.72	61.07
GROUP INSURANCE	10-00-4200-060	24,900.00	723.57	12,271.47	0.00	12,628.53	49.28
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	839.83	8,692.40	0.00	13,607.60	38.97
POSTAGE	10-00-4200-100	2,000.00	0.00	400.00	0.00	1,600.00	20.00
TELEPHONE	10-00-4200-110	5,200.00	557.09	3,489.30	0.00	1,710.70	67.10
TRAVEL & TRAINING	10-00-4200-140	4,000.00	588.64	6,636.16	1,000.00	-3,636.16	190.90
M & R EQUIPMENT	10-00-4200-160	29,500.00	0.00	24,359.48	5,143.98	-3.46	100.01
ADVERTISING	10-00-4200-260	1,800.00	0.00	404.61	0.00	1,395.39	22.47
OFFICE EXPENSE	10-00-4200-320	3,000.00	99.24	1,599.52	0.00	1,400.48	53.31
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	453.72	0.00	546.28	45.37
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	141.14	902.48	0.00	297.52	75.20
CONTRACT SERVICES	10-00-4200-450	21,000.00	4,997.51	16,703.81	0.00	4,296.19	79.54
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	-9,275.20	0.00	-9,224.80	50.13
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	175.00	2,245.00	0.00	1,055.00	68.03
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAY	10-00-4200-730	2,600.00	0.00	1,500.00	1,500.00	-400.00	115.38
TOTAL DEPT: (4200) ADMINISTRATION		299,500.00	22,957.29	189,473.50	7,643.98	102,382.52	65.81

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 3
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	122.69	1,009.13	0.00	1,990.87	33.63
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	60.77	1,397.97	0.00	1,102.03	55.91
M & R EQUIPMENT	10-00-5000-160	8,800.00	189.07	4,286.63	0.00	4,513.37	48.71
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	-4,397.40	0.00	-4,402.60	49.97
INSURANCE	10-00-5000-540	37,000.00	218.55	36,223.08	0.00	776.92	97.90
CAPITAL OUTLAY	10-00-5000-730	90,500.00	0.00	11,544.88	0.00	78,955.12	12.75
TOTAL DEPT: (5000) PUBLIC BUILDINGS		133,200.00	591.08	50,064.29	0.00	83,135.71	37.58

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department *Page 4*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	17,807.40	147,431.52	0.00	85,268.48	63.35
FICA EXPENSE	10-10-5100-050	17,800.00	1,353.96	11,231.32	0.00	6,568.68	63.09
GROUP INSURANCE	10-10-5100-060	41,500.00	3,248.81	29,721.70	0.00	11,778.30	71.61
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	2,244.88	18,217.53	0.00	12,082.47	60.12
TELEPHONE	10-10-5100-110	2,000.00	61.26	803.05	0.00	1,196.95	40.15
TRAVEL & TRAINING	10-10-5100-140	500.00	142.00	142.00	0.00	358.00	28.40
M & R EQUIPMENT	10-10-5100-160	5,000.00	0.00	2,135.00	0.00	2,865.00	42.70
M & R AUTO	10-10-5100-170	4,000.00	35.98	1,867.17	0.00	2,132.83	46.67
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	10,000.00	545.55	3,599.04	0.00	6,400.96	35.99
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	0.00	2,067.61	0.00	432.39	82.70
UNIFORMS	10-10-5100-360	1,700.00	230.92	514.86	0.00	1,185.14	30.28
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	160.49	0.00	139.51	53.49
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		369,000.00	25,670.76	227,391.29	0.00	141,608.71	61.62

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department *Page 5*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	29,884.69	0.00	21,015.31	58.71
FICA EXPENSE	10-10-5400-050	3,900.00	294.42	2,286.95	0.00	1,613.05	58.64
GROUP INSURANCE	10-10-5400-060	8,300.00	649.74	5,944.26	0.00	2,355.74	71.61
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	474.92	3,682.85	0.00	2,617.15	58.45
TELEPHONE	10-10-5400-110	800.00	43.72	346.42	0.00	453.58	43.30
TRAVEL & TRAINING	10-10-5400-140	2,500.00	368.71	769.55	0.00	1,730.45	30.78
M & R EQUIPMENT	10-10-5400-160	3,800.00	0.00	0.00	0.00	3,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	0.00	0.00	700.00	0.00
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	77.12	0.00	722.88	9.64
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	73.90	2,463.16	0.00	1,036.84	70.37
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	200.00	0.00	1,050.00	16.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	60.00	560.00	0.00	140.00	80.00
CAPITAL OUTLAY	10-10-5400-730	0.00	0.00	0.00	1,844.99	-1,844.99	0.00
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,814.05	46,215.00	1,844.99	36,140.01	57.07

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 6
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,800.00	4,300.80	33,038.53	0.00	21,761.47	60.28
FICA EXPENSE	10-20-5550-050	4,200.00	329.02	2,530.66	0.00	1,669.34	60.25
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	649.74	5,944.26	0.00	2,355.74	71.61
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	530.72	4,075.84	0.00	2,724.16	59.93
TELEPHONE	10-20-5550-110	700.00	55.51	242.61	0.00	457.39	34.65
TRAVEL & TRAINING	10-20-5550-140	1,200.00	0.00	0.00	0.00	1,200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,500.00	140.28	891.72	0.00	2,608.28	25.47
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	47.50	0.00	2,452.50	1.90
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	0.00	-2,557.00	0.00	-2,543.00	50.13
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	6,006.07	45,199.12	0.00	35,200.88	56.21

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 7
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	8,760.48	66,102.47	0.00	45,297.53	59.33
FICA EXPENSE	10-20-5600-050	8,600.00	670.19	5,057.28	0.00	3,542.72	58.80
GROUP INSURANCE	10-20-5600-060	24,900.00	1,949.22	17,832.78	0.00	7,067.22	71.61
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,081.06	7,992.54	0.00	5,707.46	58.34
TELEPHONE	10-20-5600-110	0.00	55.51	55.51	0.00	-55.51	0.00
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	285.00	0.00	1,715.00	14.25
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	709.07	0.00	1,290.93	35.45
M & R TRUCKS	10-20-5600-170	3,500.00	339.79	1,608.98	0.00	1,891.02	45.97
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	561.99	3,767.47	0.00	4,232.53	47.09
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	49.68	1,945.13	0.00	3,054.87	38.90
REPAIRING AND WIDENING	10-20-5600-340	40,000.00	0.00	0.00	0.00	40,000.00	0.00
UNIFORMS	10-20-5600-360	2,000.00	279.35	1,135.22	0.00	864.78	56.76
CONTRACT SERVICE	10-20-5600-450	12,000.00	1,300.00	2,744.00	0.00	9,256.00	22.86
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	-24,490.00	0.00	-24,510.00	49.98
CAPITAL OUTLAY	10-20-5600-730	436,500.00	1,154.90	8,222.24	6,075.33	422,202.43	3.27
STREET LIGHTING	10-20-5600-740	23,500.00	1,643.79	12,707.31	0.00	10,792.69	54.07
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	64.60	0.00	2,935.40	2.15
ROAD MAINTENANCE	10-20-5600-750	8,000.00	0.00	3,521.52	0.00	4,478.48	44.01
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	93.09	0.00	4,406.91	2.06
BRIDGE INSPECTION	10-20-5600-760	2,000.00	843.35	1,228.35	0.00	771.65	61.41
SURVEYS AND MAPPING	10-20-5600-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SNOW REMOVAL	10-20-5600-770	2,000.00	172.81	172.81	0.00	1,827.19	8.64
DEBT PAYMENT	10-20-5600-900	29,400.00	0.00	19,691.64	0.00	9,708.36	66.97
TOTAL DEPT: (5600) STREET DEPARTMENT		695,000.00	18,862.12	130,447.01	6,075.33	558,477.66	19.64

02/27/17 Fiscal Year: 2017
 19:11:56 Fiscal Month Range: 7-7
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 8
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	19,914.74	0.00	13,785.26	59.09
CONTRACT SERVICES	10-30-5800-040	15,000.00	858.00	10,266.00	0.00	4,734.00	68.44
FICA EXPENSE	10-30-5800-050	2,600.00	192.70	1,523.44	0.00	1,076.56	58.59
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	649.74	5,944.26	0.00	2,355.74	71.61
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.82	2,456.78	0.00	1,743.22	58.49
TELEPHONE	10-30-5800-110	750.00	43.72	306.31	0.00	443.69	40.84
UTILITIES	10-30-5800-130	500.00	43.31	280.13	0.00	219.87	56.02
M & R EQUIPMENT	10-30-5800-160	400.00	77.85	77.85	0.00	322.15	19.46
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	607.78	0.00	892.22	40.51
AUTO SUPPLIES	10-30-5800-310	5,000.00	106.22	952.65	0.00	4,047.35	19.05
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	31.98	84.27	0.00	915.73	8.42
UNIFORMS	10-30-5800-360	750.00	0.00	0.00	0.00	750.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,975.18	9,329.84	0.00	3,170.16	74.63
TIPPING FEES	10-30-5800-550	12,000.00	860.86	5,442.72	0.00	6,557.28	45.35
CAPITAL OUTLAY - SANIT	10-30-5800-730	16,000.00	0.00	0.00	62,804.00	-46,804.00	392.52
TOTAL DEPT: (5800) SANITATION		114,200.00	7,669.22	57,186.77	62,804.00	-5,790.77	105.07

02/27/17 Fiscal Year: 2017
19:11:56 Fiscal Month Range:7-7
(D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: January 31, 2017
10 GENERAL FUND

Selected Department Page 9
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	77.04	1,147.87	0.00	1,852.13	38.26
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	5,000.00	0.00	5,000.00	50.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	77.04	6,147.87	0.00	11,852.13	34.15
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	87,738.47	772,696.79	88,368.30	1,017,934.91	45.82

02/27/17
19:11:42

Fiscal Year: 2017
Fiscal Month Range: 7-7

TOWN OF MONTREAT
Revenue Statement
Period Ending: January 31, 2017
30 WATER FUND

Selected Department *Page 3*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	6,218.52	13,781.48	31.09
WATER SALES	30-91-3500-500	143,500.00	7,486.78	79,402.32	64,097.68	55.33
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,032.25	98,283.82	66,716.18	59.56
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.30	630.00	370.00	63.00
WATER TAPS	30-91-3505-500	2,000.00	0.00	0.00	2,000.00	0.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	25.00	400.00	600.00	40.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	9,013.93	27,357.55	-27,357.55	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	20.73	139.35	360.65	27.87
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	3,000.00	318.59	892.00	2,108.00	29.73
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	30,987.58	213,324.50	123,175.50	63.39
TOTAL REVENUE:		2,215,500.00	335,248.54	1,333,801.55	881,698.45	60.20%

02/27/17 Fiscal Year: 2017
 19:11:56 Fiscal Month Range:7-7
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: January 31, 2017
30 WATER FUND

Selected Department Page 10
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	680.00	0.00	7,820.00	8.00
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	191.13	1,333.86	0.00	1,666.14	44.46
TELEPHONE	30-91-8100-110	2,500.00	43.72	948.02	0.00	1,551.98	37.92
UTILITIES	30-91-8100-130	30,600.00	2,808.27	15,703.87	0.00	14,896.13	51.32
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R WELLS	30-91-8100-150	28,000.00	367.99	2,458.86	0.00	25,541.14	8.78
M & R EQUIPMENT	30-91-8100-160	10,000.00	1,745.06	4,647.18	1,626.86	3,725.96	62.74
AUTO SUPPLIES	30-91-8100-310	5,500.00	328.21	2,109.07	0.00	3,390.93	38.34
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	24.97	1,144.22	0.00	1,355.78	45.76
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	43,400.40	0.00	43,399.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,381.50	0.00	618.50	69.07
CAPITAL OUTLAY	30-91-8100-730	57,000.00	1,870.00	1,870.00	0.00	55,130.00	3.28
DEBT PAYMENT	30-91-8100-900	97,600.00	0.00	19,101.59	0.00	78,498.41	19.57
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	7,409.35	94,778.57	1,626.86	240,094.57	28.64
TOTAL FUND: (30) WATER FUND		336,500.00	7,409.35	94,778.57	1,626.86	240,094.57	28.64
TOTAL EXPENDITURES		2,215,500.00	95,147.82	867,475.36	89,995.16	1,258,029.48	43.21

Town of Montreat			Cash & Investments Report			As of	January 31, 2017	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 182,729.91	\$ 182,729.91			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 4,369.18	\$ 4,369.18			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 190,768.93		\$ 190,768.93		0.10%	\$ 16.20
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,177.93			\$ 58,177.93	0.10%	\$ 4.94
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,740,951.84		\$ 1,740,951.84		0.13%	\$ 182.00
Avl Sav Bank	Subtotal		\$ 2,176,997.79					
BB&T	MMkt Act - General Fund		\$ 450,238.44		\$ 450,238.44		0.10%	\$ 38.24
BB&T	MMkt Act - Water Fund		\$ 157,563.76			\$ 157,563.76	0.10%	\$ 13.38
BB&T	Subtotal		\$ 607,802.20					
NCCMT	Investment - General Fund		\$ 6,450.91		\$ 6,450.91		0.43%	\$ 2.31
NCCMT	Investment - Water Fund		\$ 6,736.94			\$ 6,736.94	0.43%	\$ 2.41
NCCMT	Subtotal		\$ 13,187.85					
All Accts	Subtotal		\$ 2,797,987.84	\$ 187,099.09	\$ 2,388,410.12	\$ 222,478.63	0.11%	\$ 259.48
All Accts	Fiscal Year to Date		\$ 2,412,286.21				0.09%	\$ 1,335.86
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2017	\$ 54,525.10		\$ 54,525.10		0.20%	
Avl Sav Bank	CD x5119	11/12/2017	\$ 10,362.94		\$ 10,362.94		0.20%	
CDs	Subtotal		\$ 64,888.04				0.20%	\$ -
All Accts + CDs	Total		\$ 2,862,875.88				0.11%	\$ 259.48
All Accts + CDs	Fiscal Year to Date		\$ 2,477,127.56				0.10%	\$ 1,396.84
			(average)				(average)	

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



TOWN OF MONTREAT

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

Oath of Office

Do you **Alex Carmichael**, solemnly affirm that you will support the Constitution of the United States; so help you, God.

Do you, further solemnly and sincerely affirm that you will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that you will endeavor to support, maintain and defend the Constitution of the said State, not inconsistent with the Constitution of the United States to the best of your knowledge and ability, so help you, God.

Do you, **Alex Carmichael**, further affirm that you will well and truly execute the duties of the office of **Town Administrator** according to the best of your skill and ability, according to law; so help you, God.

Alex Carmichael

Subscribed and sworn to before me this 9th day of March, 2017.

Angie Murphy – Town Clerk

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: March 2, 2017

SUBJECT: Purchase of 2017 Ford Explorer Police Vehicle

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Police Department was granted the approval to purchase a police vehicle in the 2016-2017 budget. Of the four bids, Asheville Ford seems the most promising. The last vehicle purchased was a base model that necessitated features and labor from a secondary source. This added additional cost, as well as lost time and shortcomings of performance. The current venture should see significant upgrades for minimal cost.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the purchase of a 2017 Ford Explorer from Asheville Ford in the amount of \$34,087.

FUNDING SOURCE: approved Police budget for 2016-2017

ATTACHMENTS: Vehicle purchase bid summary sheet

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:

TOWN OF MONTEAT

Vehicle Purchase Bid Summary Sheet

Equipment Bid:	2017 Ford Police SUV	Contact Person:	Chief Jack Staggs
Department:	Police	Advertisement Date(s):	01/10/2017
Bid Opening Date and Time:	01/10/2017	Verification of Advertising Contained in File:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Company	Bid	Vehicle Model	Comments
Capital Ford Raleigh	\$29,084.00	2017 Ford Police SUV	Base model*
Ken Wilson Ford	\$28,279.00	2017 Ford Police SUV	Base model*
Asheville Ford	\$34,087.00	2017 Ford Police SUV	Fully equipped
Gerald Jones Ford	\$34,320.14	2017 Ford Police SUV	Fully equipped
			*Base models would require further purchasing of emergency equipment and detailing. This was done through Kimball Communications on a previous Ford SUV for \$4200, and was lacking current needed features. An estimate of up-fitting through other companies suggests pricing in excess of \$5000.

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #3**

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, 2017.

Department(s): Police/Streets

Purpose: To amend the Police Budget to fund a vehicle purchase through the reallocation from the Streets capital expense budget.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Police – Capital Exp	10-10-5100-730	\$34100		\$34,100
Streets – Capital Exp	10-20-5600-730		\$48,000	\$354,400

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

_____	_____
Finance Officer	Date

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

Adopted this 9th day of March 2017.

Recorded and filed:

_____	_____
Budget Officer/Town Administrator	Date

_____	_____
Town Clerk	Date



Town of Montreat

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

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

INTEROFFICE MEMORANDUM

TO: TOWN ADMINISTRATOR
FROM: PUBLIC WORKS DIRECTOR
SUBJECT: DISPOSITION OF ASSETS IN PUBLIC WORKS
DATE: FEBRUARY 2017

1985 Ford F-700 Dump Truck:

As is, needs brake work

\$1000.00 Minimum bid

1994 F-250 Pickup Truck: NOT OPERATIONAL

As is, will not crank

\$500.00 Minimum bid

2008 GEM Electric Truck: NOT OPERATIONAL

As is, needs batteries and charger replaced

\$ Minimum bid

1960s Leaf Vacuum with Ford Industrial Engine

As is, needs battery

\$1000.00

Military surplus generator and trailer NOT OPERATIONAL

As is, will not crank

\$100.00

Al Richardson

From: Dewayne Sykes <Dewayne.Sykes@kci.com>
Sent: Tuesday, February 14, 2017 4:43 PM
To: Al Richardson
Cc: Liz Phipps
Subject: Texas Road Bridge
Attachments: 2017 TEXAS ROAD BRIDGE INSPECTION RATINGS.pdf; 2017 TEXAS ROAD BRIDGE INSPECTION REPORT.pdf

Al,

Attached is the Texas Road Bridge inspection with recommendations. Please see the 3rd page of the Bridge Inspection Report for the executive summary. The 6th sheet has the recommended maintenance repairs. The 7th sheet has the required upgrades to pedestrian bridge. We have not done a construction estimate yet. We would like to have a conversation with the town to understand better what the town desires prior to doing so.

Dewayne L. Sykes, PE

Roadway Practice Leader – Raleigh, NC



KCI ASSOCIATES OF NC

4505 Falls of Neuse Road Suite 400

Raleigh, NC 27609-6270

dewayne.sykes@kci.com

o: 919.278.2504 | m: 919.815.5132 | f: 919.783.9266

www.kci.com

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BRIDGE ANALYSIS AND RATINGS

BRIDGE NUMBER: 100528

BUNCOMBE COUNTY

TOWN OF MONTREAT

**I HEREBY CERTIFY THAT THE STRUCTURAL ANALYSIS SUMMARY
SHEET CONTAINED HEREIN WAS PREPARED UNDER MY DIRECT
SUPERVISION**

BY: _____

SIGNED, SEALED AND DATED

THIS _____ DAY OF _____ 2017

KCI Associates of NC, PA
4505 Falls of Neuse Road,
Suite 400
Raleigh, NC 27609

PHONE: 919.783.9214
FAX: 919.783.9266
www.kci.com



Bridge Number: #REF!
 County: #REF!
 Date of Inspection: 06/01/2014
 Inspected By: RAP/CL

Date Rated: 02/14/2017
 Rated By: RAP
 Date Checked:
 Checked By: 1/0/1900

Timber Deck Rating - Span 1:

Structure Data:

Deck Interior Span: $S = 30.0000$ in
 Joist Width: $J_W = 5$ in
 Joist Depth: $J_D = 12$ in
 Effective Length: $L_e = S - J_W + 0.5 J_D = 2.2917$ ft (1. Sec. 5.24.1.2c)
 Asphalt WS Thickness: $AWS = 2.75$ in
 Decking Thickness: $D_T = 4$ in
 Decking Width: $D_W = 3$ in
 Allowable Bending Strength:
 INV $F_b = 1750$ psi (1. Sec. T13.5.1.A)
 OPR $F_b = 2333.333$ psi (2. Sec. 6.6.2.7)
 Percent Effective: $PEFF = 0.85$

Dead Load:

AWS Unit Weight: $AWSUW = 1.44$ pcf
 Timber Unit Weight: $TUW = 50$ pcf
 AWS Dead Load: $AWSW = AWS/12 \cdot AWSUW = 33$ plf
 Deck Dead Load: $DECKW = D_T/12 \cdot TUW = 16.667$ plf
 Dead Load Moment: $M_D = 32.806$ lb-ft
 Section Modulus: $S_x = I/c = b \cdot h^2/8 = 8.000$ in³

Moment Capacity:

Inventory Moment: $M_{INV} = PEFF \cdot INV F_b \cdot S_x = 981.887$ lb-ft
 Operating Moment: $M_{OPR} = PEFF \cdot OPR F_b \cdot S_x = 1322.222$ lb-ft
 Allowable Moment-INV: $M_{a INV} = M_{INV} - M_D = 949.082$ lb-ft
 Allowable Moment-OPR: $M_{a OPR} = M_{OPR} - M_D = 1289.617$ lb-ft
 Rating:
 INV $R = W \cdot M_{a INV} / (M_{LL} \cdot 0.8)$
 OPR $R = W \cdot M_{a OPR} / (M_{LL} \cdot 0.8)$

Live Load Moments:

Pedestrian Load: $P_{ped} = 90$ lb/ft
 Live Load Moment: $M_{LL} = L_e \cdot P_{ALL} / 4 = 35.449$ ft-lbf

Loading		Floor Rating	
Type	Weight (lb)	Live Load (ft-lb)	Inventory (lb)
Pedestrian	90.000	35.449	3043.6
			4092.6

Compact Section Check [AASHTO Std. Specs. 10.50.1.1 & 10.50.1.1.2]

Compressive Force in Slab, $C = 0.85 f'_c b_w t_e =$	287 kips (controls)	[AASHTO Std. Specs., Equn. 10-123]
$A'F_y =$	337 kips	[AASHTO Std. Specs., Equn. 10-124]
Compressive Force in Steel, $C' =$	24.883 kips	[AASHTO Std. Specs., Equn. 10-126]
$y_{bar} =$	0.138 in	[AASHTO Std. Specs., 10.50.1.1d, Equns. 10-127 & 10-128]
Depth of Web in Comp., $D_{cp} =$	-0.112 in	
$2'D_{cp}/t_w =$	-1 < 19,230/sqrt(F_y) = 101	[AASHTO Std. Specs., Equn. 10-129]

Section is Compact

Ductility Requirement Check [AASHTO Std. Specs. 10.50.1.1.2]

Dist. Top of Slab to P.N.A., $D_s =$	3.888 in	
$\beta =$	0.7	
$D' =$	1.47 in (thickness of buildup neglected)	
$D_s/D' =$	2.64 < 5	Section is Compact [AASHTO Std. Specs., Equn. 10-129e]

Section Capacity

$M_R =$	128.0000 kft
pedestrian	0.80
$A_1 =$	1.3
(Inventory) $A_2 =$	2.17
(Operating) $A_2 =$	1.3
$M_{DL} =$	0.0147 kft
Impact Factor =	1.0000
Load Live Distribution Factor =	1.0000

Rating Factors for Strength

$RF_1 =$	52.248/M(LL)	$RF_1 = (EF \cdot M_R - A_1 M_{DL} - S_{CL}) / (A_{20} M_{LL})$
$RF_0 =$	87.218/M(LL)	$RF_0 = (EF \cdot M_R - A_1 M_{DL} - S_{CL}) / (A_{20} M_{LL})$

Serviceability

$M_R =$	128.0000 kft
$EF =$	0.85
$M_{DL} =$	0.0147 kft
$S_{CL} =$	42.0000 in ⁴

Rating Factors for Serviceability

$RF_1 =$	51.297/M(LL)	$RF_1 = (EF \cdot 0.8 \cdot F_y \cdot S_{CL} - M_{DL}) / (1.87 \cdot DF \cdot M_{LL})$
$RF_0 =$	85.865/M(LL)	$RF_0 = 1.87 \cdot RF_1$

Controlling Rating Factor

Note: Select least value between Strength and Serviceability

$RF_1 =$	51.297/M(LL)
$RF_0 =$	85.865/M(LL)

SERVICEABILITY Governs

Rating Summary

Loading					Girder Rating	
Loading Type	Load Weight (k/ft ²)	Pedestrian Live Load Moment (ft-k)	RF ₁	RF ₀	Inventory (ft-k)	Operating (ft-k)
Pedestrian	80	19.013	2.598	4.808	242.80000	408.80000

Bridge Number: 100828
 County: Buncombe
 Date of Inspection: 01/08/2017
 Inspected By: RAP/CJL

Date Rated: 02/14/2017
 Rated By: RAP

Analysis and Rating References:

1. AASHTO, *Manual for Conditional Evaluation of Bridges*, 1994, with Interims through 1995.
2. AASHTO, *Standard Specifications for Highway Bridges*, 1998.

STRUCTURE DATA:

Span Length:	SPAN= 26	ft
Girder Spacing:	S= 2.5	ft
Number of Girders:	NGIRDERS= 8	ft
Slab Thickness:	SLABT= 3.5	in
Integral Wearing Surface:	IWS= 0	in
Asphalt Wearing Surface Thickness:	AWT= 2.75	in
Clear Roadway Width:	CLRROAD= 19	ft
Number of Lanes:	NLANES= 2	
Sidewalk Width:	SIDEW= 0	ft
Sidewalk Thickness:	SIDET= 0	in
Pile Diameter:	Dp= 0.833	ft
Pile Cap Width:	Cw= 1	ft
Pile Cap Height:	Ch= 1	ft
Pile Cap Length:	Cl= 22.083	ft
Number of Piles:	NFILES= 4	
Pile Spacing:	Sp= 6	ft

DEAD LOAD DATA:

CONCRETE UNIT WEIGHT:	CONCWT= 150	lb/ft ³
ASPHALT SURFACE UNIT WEIGHT:	ASWSWT= 144	lb/ft ³
TIMBER UNIT WEIGHT:	TIMWT= 50	lb/ft ³
RAIL WEIGHT:	RAILWT= 34	lb/ft
ADDITIONAL UNIFORM LOAD ON DECK:	AULD= 0	lb/ft ²
ADDITIONAL LINE LOAD ON DECK:	ALLD= 0	lb/ft
ADDITIONAL LOAD ON CAP:	ALC= 0	lb/ft
Bridge Beam Weight:	BEAMWT= 38.1	lb/ft
Asphalt Wearing Surface:	AWSW= 82.5	lb/ft
Pile Cap Weight:	Pcw= 150	lb/ft
Timber Pile Weight:	PILEWT= 27.2482	lb/ft
Rail Weight:	RAILWT= 8.5	lb/ft
Sidewalk Wt:	SIDEWT= 0	lb/ft
Add'l Unif Load:	AULDWT= 17	lb/ft
Add'l Line Load:	ALLDWT= 0	lb/ft
Add'l Gdr Load:	ALG= 0	lb/ft
Total Uniform Dead Load On Beam:	UNIFDLb= 146.1	lb/ft
Total Uniform Dead Load On Cap:	UNIFDLc= 0.93697	lb/ft
Total Dead Load On Pile:	Pd= 5.62181	k



Bridge Number: 100828
 County: Buncombe
 Date of Inspection: 08/01/2014
 Inspected By: RAP/CL

Date Rated: 02/14/2017
 Rated By: RAP

Timber Deck Rating - Span 1:

Structure Data:

Deck Interior Span: $S = 30.0000$ in
 Joist Width: $J_W = 5$ in
 Joist Depth: $J_D = 12$ in
 Effective Length: $L_e = S - J_W + 0.5 J_D = 2.2917$ ft (1. Sec. 3.24.1.2c)
 Asphalt WS Thickness: $AWS = 2.75$ in
 Decking Thickness: $D_t = 4$ in
 Decking Width: $D_w = 3$ in

Allowable Bending Strength:
 INV $F_b = 1750$ psi (1. Sec. T13.5.1.A)
 OPR $F_b = 2333.333$ psi (2. Sec. 6.8.2.7)
 Percent Effective: $PEFF = 0.86$

Dead Load:

AWS Unit Weight: $AWSUW = 144$ pcf
 Timber Unit Weight: $TUW = 50$ pcf
 AWS Dead Load: $AWSW = AWS/12 \cdot AWSUW = 33$ plf
 Deck Dead Load: $DECKW = D_t/12 \cdot TUW = 18.667$ plf
 Dead Load Moment: $M_d = 32.605$ lb-ft
 Section Modulus: $S_x = I/c = b \cdot h^2/8 = 8.000$ in³

Moment Capacity:

Inventory Moment: $M_{INV} = PEFF \cdot INV F_b \cdot S_x = 991.567$ lb-ft
 Operating Moment: $M_{OPR} = PEFF \cdot OPR F_b \cdot S_x = 1322.222$ lb-ft
 Allowable Moment-INV: $M_{a INV} = M_{INV} - M_d = 958.962$ lb-ft
 Allowable Moment-OPR: $M_{a OPR} = M_{OPR} - M_d = 1289.617$ lb-ft
 Rating: $INV R = W \cdot M_{a INV} / (M_L \cdot 0.8)$
 $OPR R = W \cdot M_{a OPR} / (M_L \cdot 0.8)$

Live Load Moments:

Pedestrian Load: $P_{ped} = 90$ lb/ft
 Live Load Moment: $M_{LL} = L_e \cdot P_{LL} / 4 = 35.449$ ft-lb

Loading		Floor Rating		
Type	Weight (lbs)	Live Load (ft-lbs)	Inventory (lbs)	Operating (lbs)
Pedestrian	90.000	35.449	3043.6	4082.6

Compact Section Check [AASHTO Std. Specs. 10.50.1.1 & 10.50.1.1.2]

Compressive Force in Slab, $C = 0.85 f'_c b_{eff} t_s =$	287 kips (controls)	[AASHTO Std. Specs., Equn. 10-123]
$A_s F_y =$	337 kips	[AASHTO Std. Specs., Equn. 10-124]
Compressive Force in Steel, $C' =$	24.883 kips	[AASHTO Std. Specs., Equn. 10-125]
$y_{bar} =$	0.138 in	[AASHTO Std. Specs., 10.50.1.1d, Equns. 10-127 & 10-128]
Depth of Web in Comp., $D_{cs} =$	-0.112 in	
$2^*D_{cs}/A_w =$	-1 < 19,230/sqrt(F_y) = 101	[AASHTO Std. Specs., Equn. 10-129]

Section is Compact

Ductility Requirement Check [AASHTO Std. Specs. 10.50.1.1.2]

Dist. Top of Slab to P.N.A., $D_p =$	3.888 in	
$\beta =$	0.7	
$D' =$	1.47 in (thickness of buildup neglected)	
$D_p/D' =$	2.64 < 5	Section is Compact [AASHTO Std. Specs., Equn. 10-129a]

Section Capacity

$M_R =$	128.0000 kft
pedestrian	0.90
$A_1 =$	1.3
(Inventory) $A_2 =$	2.17
(Operating) $A_2 =$	1.3
$M_D =$	0.0147 kft
Impact Factor =	1.0000
Load Live Distribution Factor =	1.0000

Rating Factors for Strength

$RF_1 =$	62.248/(LL)	$RF_1 = (EF^*M_R - A_1 M_{CL+ED})/(A_2 M_{L+H})$
$RF_2 =$	87.216/(LL)	$RF_2 = (EF^*M_R - A_1 M_{CL+ED})/(A_{ED} M_{L+H})$

Serviceability

$M_R =$	128.0000 kft
$EF =$	0.85
$M_{ED} =$	0.0147 kft
$S_b =$	42.0000 in ³

Rating Factors for Serviceability

$RF_1 =$	61.297/(LL)	$RF_1 = (EF^*0.8^*F_y^*S_b - M_{CL} - M_{ED})/1.87^*D^*M_{L+H}$
$RF_2 =$	85.885/(LL)	$RF_2 = 1.57^*RF_1$

Controlling Rating Factor

Note: Select least value between Strength and Serviceability

$RF_1 =$	61.297/(LL)
$RF_2 =$	85.885/(LL)

SERVICEABILITY Governs

Rating Summary

Loading		Girder Rating			
Loading Type	Load Weight (kips/ft ²)	Pedestrian Live Load Moment (ft-k)	RF_1	RF_2	Inventory (kips/ft ²)
Pedestrian	90	19.013	2.698	4.808	242.50000
					Operating (kips/ft ²)
					408.50000

ATTENTION: STRUCTURE CLOSED TO VEHICULAR TRAFFIC

BRIDGE INSPECTION REPORT

COUNTY: BUNCOMBE BRIDGE NAME: TEXAS ROAD BRIDGE
ROUTE: TEXAS ROAD ACROSS: FLAT CREEK
LOCATION: 0.4 MILES EAST OF ASSEMBLY DRIVE

SUPERSTRUCTURE: TIMBER DECK ON STEEL S-SHAPED BEAMS

SUBSTRUCTURE: TIMBER END BENTS: CAPS ON PILES WITH BULKHEAD

SPANS: (1) SPANS @ 26'-0" = 26'-0" (FILL FACE TO FILL FACE)

LATITUDE: N35° 38' 37.59"

LONGITUDE: W82° 18' 09.31"

INSPECTION DATE: January 6, 2016

PRESENT CONDITION: FAIR

PRESENT POSTING: SV 12; TTST 16

OTHER SIGNS PRESENT: (4) DELINEATORS; (2) BARRICADES



SOUTH APPROACH LOOKING NORTH

ROBERT A. PRUETT
LICENSE NUMBER: 27867

BRIDGE INSPECTION RECORD AND SUMMARY

BRIDGE NAME: TEXAS ROAD BRIDGE COUNTY: BUMCOMBE ROUTE: TEXAS ROAD OVER: FLAT CREEK

STRUCTURE TYPE: TIMBER DECK ON STEEL S-SHAPED BEAMS

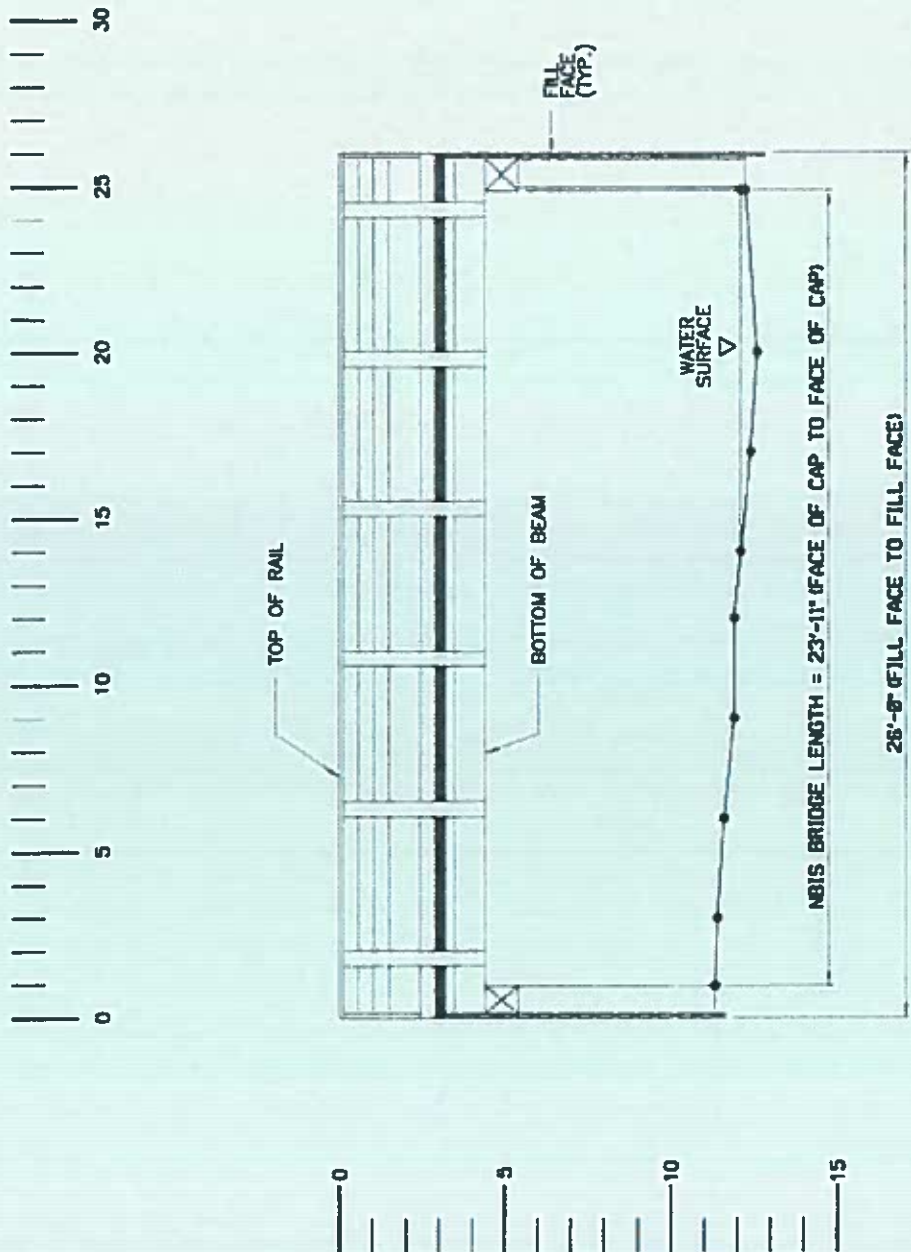
ROUTE ORIENTATION: SOUTH - NORTH

SPANS: 1 SPAN @ 26'-0" (FILL FACE - FILL FACE)

EVALUATION CODES: CRITICAL (0-2); POOR (3-4); FAIR (5-6); GOOD (7-9)

INSPECTION ITEMS						
DECK ITEM 58			GRADES	CHANNEL AND CHANNEL PROTECTION ITEM 61	GRADES	
1. WEARING SURFACE			6			
2. DECK	A. CONCRETE		-	45. CHANNEL	A. WATERWAY	7
	B. TIMBER	1	6		B. ALIGNMENT	7
	C. STEEL PLANK		-		C. SCOUR	7
	D. OPEN GRID		-		D. SLOPE PROTECTION, RIP-RAP, WEIRS	-
3. RAILING	A. CONCRETE		-	50. APPROACH ROADWAY CONDITION		6
	B. TIMBER		7	51. APPROACH SLABS		-
	C. ALUMINUM		-	52. PAINT SYSTEM		A
	D. STEEL		-	53. UTILITIES		-
4. CURBS, WHEELGUARDS, PARAPETS, MEDIANS			7	54. RESPONSE TO LIVE LOAD		8
5. WALKWAYS (ON OR ATTACHED TO STRUCTURE)			-	55. ESTIMATED REMAINING LIFE		10
6. JOINTS	A. STEEL PLATE OR FINGER		-	60. REGULATORY SIGN NOTICE ISSUED		NO
	B. MISCELLANEOUS PREFAB		-	61. PRIORITY MAINTENANCE ISSUED		NO
	C. COMPRESSION SEAL		-	62. PRESENTLY POSTED		NO
	D. STANDARD JOINTS		-	63. TOTAL FIELD INSPECTION TIME (MAN HOURS)		5
	E. OPEN JOINTS		-			
7. DECK DEBRIS (INCLUDES EXCESS SAND OR GRAVEL)			6	70. S&A GENERAL CONDITION RATINGS		
				A. DECK	ITEM 58	6
SUPERSTRUCTURE ITEM 59				B. SUPERSTRUCTURE	ITEM 59	6
10. LONGITUDINAL BEAMS			6	C. SUBSTRUCTURE	ITEM 60	5
11. LONGITUDINAL JOISTS OR STRINGERS			-	D. CHANNEL	ITEM 61	7
12. INT. DIAPHS, X-FRAMES, BRACING AND CONNECTIONS			-	71. S&A FIELD APPRAISAL RATINGS		
13. END DIAPHS, CURTAIN WALLS & CONNECTIONS			-	A. WATERWAY ADAQUACY		7
14. FLOOR BEAMS & CONN.			-	B. APPROACH ROADWAY ALIGNMENT		6
15. BEARING ASSEMBLIES			7			
16. DRAINAGE SYSTEM ON STRUCTURE			-			
17. MOVABLE SPAN MACHINERY			-	72. FIELD SCOUR EVALUATION		G
SUBSTRUCTURE ITEM 60				USE OF INSPECTION ACCESSIBILITY EQUIPMENT		
35. TIMBER	A. ABUT. & INT. BENT CAPS & RISERS		6	SNOOPER	0 HOURS	NO
	B. PILES, POSTS, SILLS & BRACING		6	LADDER		YES
	C. BULKHEADS, WINGS & TIEBACKS		5	BUCKET TRUCK		NO
36. CONCRETE	A. ABUT. & INT. BENT CAPS		-	BOAT		NO
	B. ABUT. & BENT COLS AND BREASTWALLS		-	OTHER		NO
	C. ABUT. & INT. BENT PILES		-			
	D. BACKWALLS, WINGS, RETAINING WALLS		-	SPECIAL INSPECTION REQUESTED:		
	E. ABUTMENT & BENT FOOTINGS & SILLS		-			
37. STEEL	A. ABUT. & INT. BENT CAPS & RISERS		-	NOTES:		
	B. PILES, BRACING AND BULKHEADS		-			
38. FOUNDATION PILES TYPE MATERIAL			-			
39. SLOPE PROTECTION, RIP-RAP, INCLUDE DRAINAGE			-			
40. FENDER SYSTEMS			-	INSPECTED BY:		R. Pruett/C. Larson
41. DRIFT			7	REVIEWED BY:		L. Phipps

BRIDGE INSPECTION FIELD SKETCH



TITLE:
BRIDGE INSPECTION SKETCH

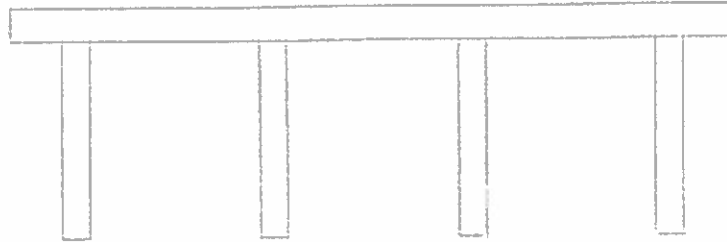
DESCRIPTION:
DOWNSTREAM SOUNDINGS PROFILE

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION FIELD SKETCH



ABUTMENT 2 ELEVATION

CAP INFORMATION						MATERIAL		TIMBER		
LENGTH	WIDTH	HEIGHT	LEFT OVERHANG	RIGHT OVERHANG	LEFT & BEAM TO END OF CAP	RIGHT & BEAM TO END OF CAP				
22'-1"	1'-0"	1'-0"	2'-0"	2'-1"	2'-7 $\frac{7}{16}$ "	2'-6 $\frac{1}{8}$ "				
SUBCAP INFORMATION						MATERIAL				
LENGTH	WIDTH	HEIGHT	LEFT OVERHANG	RIGHT OVERHANG	LEFT PILE TO SPLICE					
SILL INFORMATION						MATERIAL				
LENGTH	WIDTH	HEIGHT								
PILE INFORMATION										
PILE #	MATERIAL	SPACING	WIDTH/DIAMETER	HEIGHT	LENGTH	ORIENTATION	DRIVEN?	REPLACEMENT?	REMOVED?	COLLAR?
1	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
2	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
3	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
4	TIMBER	--	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO

TITLE:
BRIDGE INSPECTION SKETCH

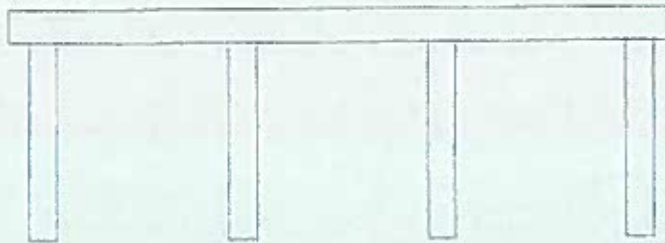
DESCRIPTION:
ABUTMENT 2 ELEVATION

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION FIELD SKETCH



ABUTMENT 1 ELEVATION

CAP INFORMATION							MATERIAL	TIMBER		
LENGTH	WIDTH	HEIGHT	LEFT OVERHANG	RIGHT OVERHANG	LEFT & BEAM TO END OF CAP		RIGHT & BEAM TO END OF CAP			
20'-0"	10"	1'-0"	1'-0"	1'-0"	1'-5 $\frac{5}{8}$ "		1'-6 $\frac{1}{2}$ "			
SUBCAP INFORMATION							MATERIAL			
LENGTH	WIDTH	HEIGHT	LEFT OVERHANG	RIGHT OVERHANG	LEFT PILE TO SPLICE					
SILL INFORMATION							MATERIAL			
LENGTH	WIDTH	HEIGHT								
PILE INFORMATION										
PILE #	MATERIAL	SPACING	WIDTH/DIAMETER	HEIGHT	LENGTH	ORIENTATION	DRIVEN?	REPLACEMENT?	REMOVED?	COLLAR?
1	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
2	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
3	TIMBER	6'-0"	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO
4	TIMBER	--	10"	5'-11"	10"	VERTICAL	NO	NO	NO	NO

TITLE:
BRIDGE INSPECTION SKETCH

DESCRIPTION:
ABUTMENT 1 ELEVATION

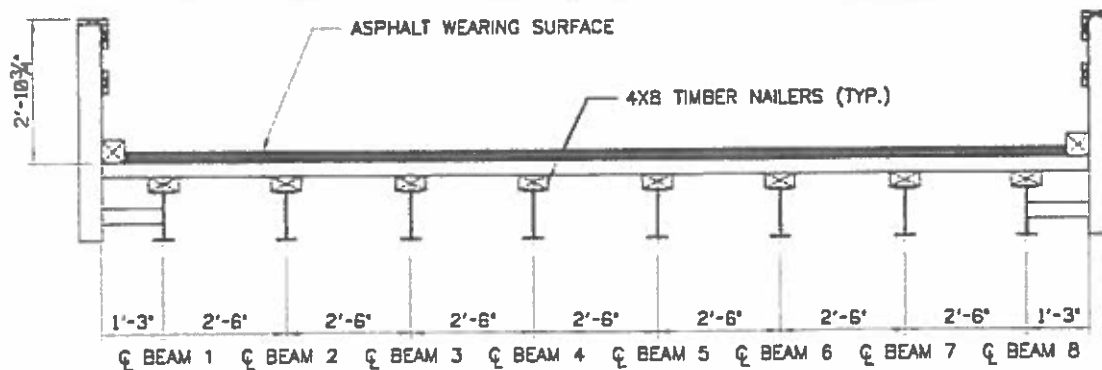
BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION FIELD SKETCH

DECK WIDTH OUT-OUT	20'-0"	BETWEEN RAILS			19'-9"
CLEAR ROADWAY	19'-1"	WEARING SURFACE			23"
CURB HEIGHT		LEFT	5½"	RIGHT	5½"
CURB WIDTH		LEFT	5½"	RIGHT	5½"
TOP OF POST TO WEARING SURFACE		LEFT	2'-8"	RIGHT	2'-8"
BRIDGE RAIL		LEFT	TIMBER	RIGHT	TIMBER



LOOKING NORTH

TYPICAL SECTION

MEASUREMENTS FOR SPAN #	1		
DECK THICKNESS	3½"	LEFT OVERHANG	1'-3"
TOP OF POST TO BOTTOM OF BEAM	4'-5½"	RIGHT OVERHANG	1'-3"

BEAM NUMBER	BEAM TYPE	SPACING	COMMENTS
1	STEEL BEAM	2'-6"	S12 x 38.1
2	STEEL BEAM	2'-6"	S12 x 38.1
3	STEEL BEAM	2'-6"	S12 x 38.1
4	STEEL BEAM	2'-6"	S12 x 38.1
5	STEEL BEAM	2'-6"	S12 x 38.1
6	STEEL BEAM	2'-6"	S12 x 38.1
7	STEEL BEAM	2'-6"	S12 x 38.1
8	STEEL BEAM	2'-6"	S12 x 38.1

TITLE:
BRIDGE INSPECTION SKETCH

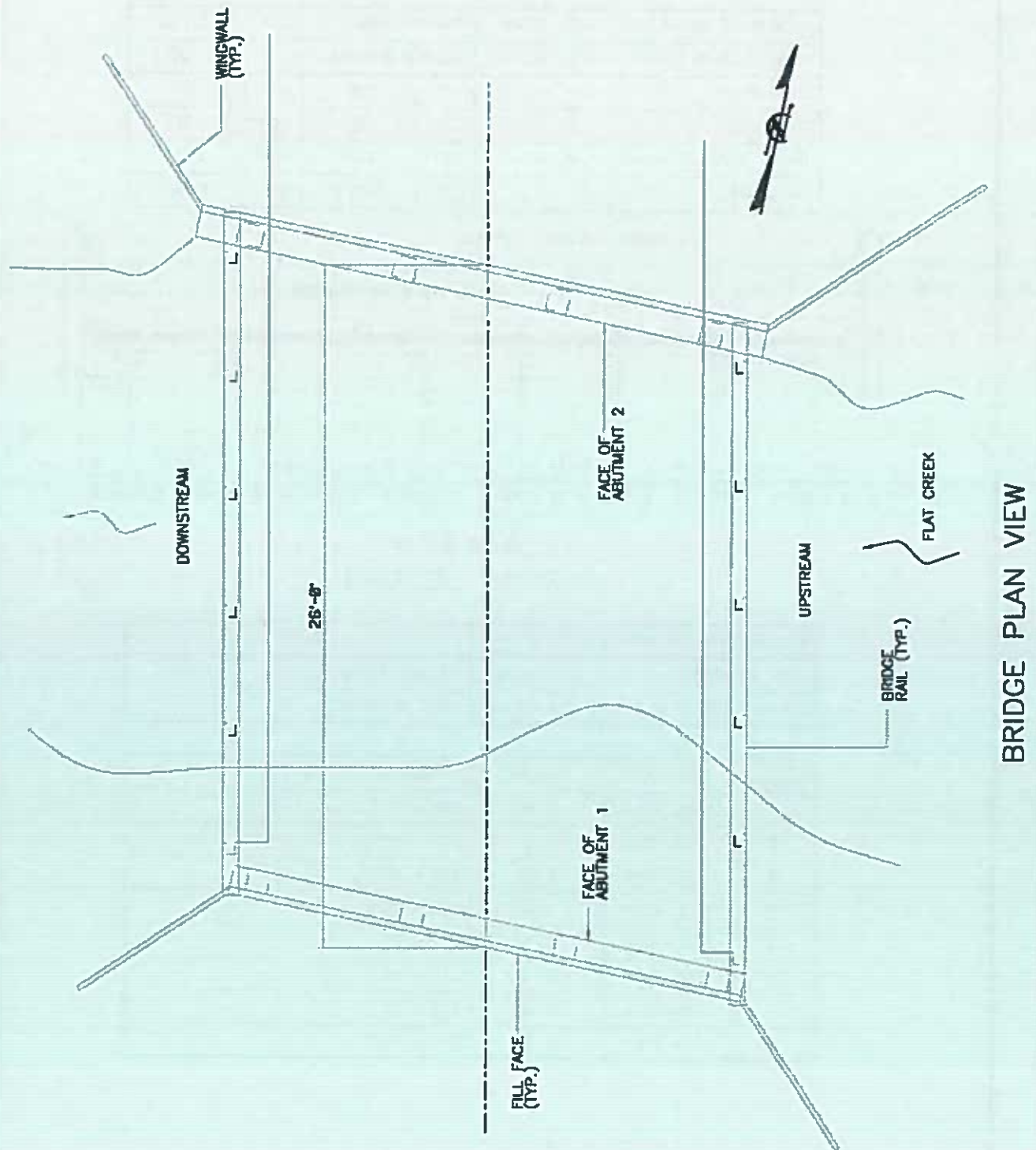
DESCRIPTION:
TYPICAL SECTION

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION FIELD SKETCH



TITLE:
BRIDGE INSPECTION SKETCH

DESCRIPTION:
PLAN VIEW

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



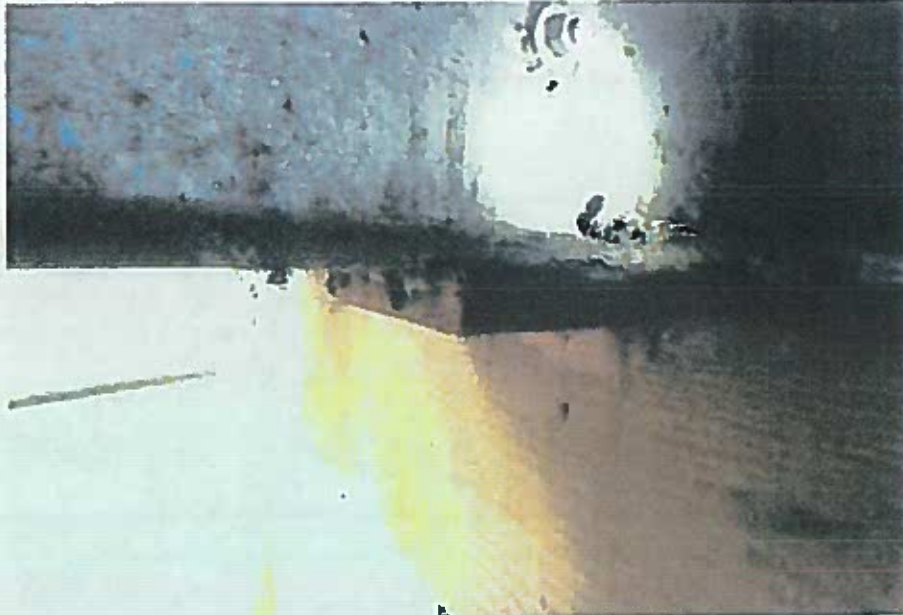
EAST ELEVATION



WEST ELEVATION

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



**4" LONG X 7" WIDE X 1" THICK PLATE WELDED TO THE BOTTOM FLANGE OF BEAM 1 AT THE
FACE OF ABUTMENT 1 CAP (BEAM 8 SIMILAR)**



BEAM 3 BEARING AT ABUTMENT 2 (OTHERS SIMILAR)

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



SPAN 1 SUPERSTRUCTURE



ABUTMENT 2 ELEVATION

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



NORTHWEST POSTING SIGN (NONE AT SOUTHEAST CORNER)



ABUTMENT 1 ELEVATION

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



LOOKING DOWNSTREAM (WEST)



NORTH APPROACH LOOKING SOUTH

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



EAST BRIDGE RAIL (WEST SIMILAR)



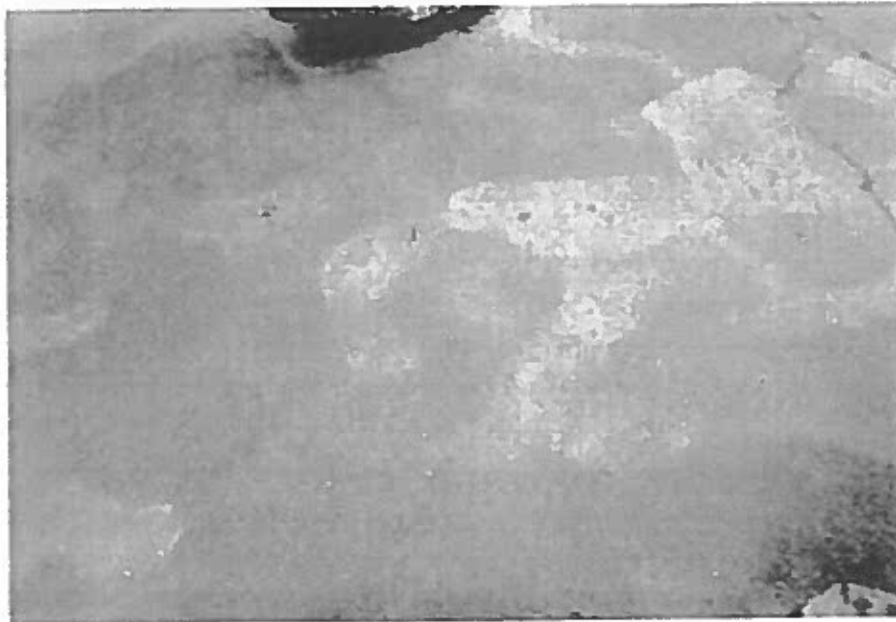
LOOKING UPSTREAM (EAST)

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



SOUTH APPROACH LOOKING NORTH



ASPHALT WEARING SURFACE OF SPAN 1

STREAM BED SOUNDINGS

COUNTY: BUNCOMBE

BRIDGE NAME: TEXAS ROAD BRIDGE

DATE: 01/06/2017

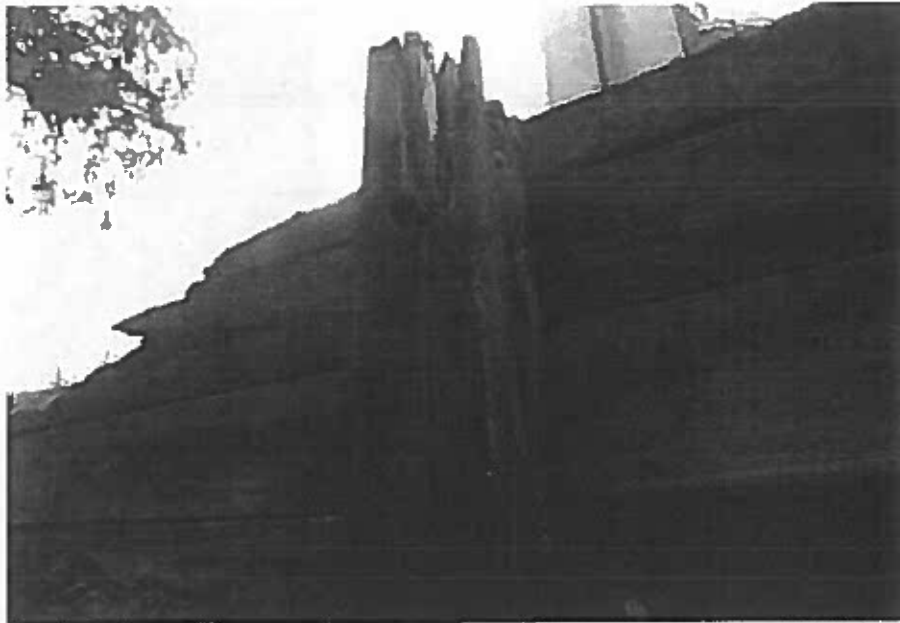
SOUNDINGS RECORDED FROM:

TOP OF RAIL

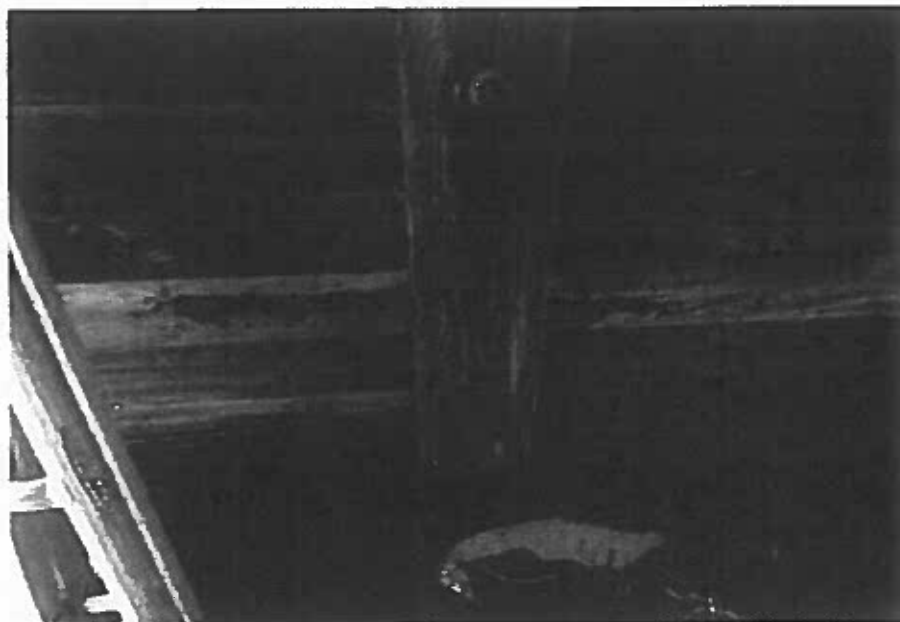
[illegible]

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



DECAYED AREA UP TO 2'-6" HIGH X 5X" LONG X 5X" WIDE IN THE TOP OF THE NORTHWEST WING WALL SOLDIER PILE



DECAYED AREA UP TO 6'-6" LONG X 5" HIGH X 1X" DEEP IN THE THIRD BOARD ABOVE THE SILL OF ABUTMENT 2 BULKHEAD BELOW BAYS 2 TO 4

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



DECAYED AREA UP TO 2' H X 4" WIDE X 1 1/2" DEEP IN THE EAST FACE PILE 4, 5" ABOVE THE SILL



DECAYED AREA UP TO 2' HIGH X FULL WIDTH X 4" DEEP IN THE FOURTH TO SIXTH BOARDS FROM THE TOP OF ABUTMENT 2 BULKHEAD AT THE EAST END

EXECUTIVE SUMMARY

BRIDGE INSPECTION AND ANALYSIS

TEAM LEADER: ROBERT PRUETT
ASSISTED BY: CARL LARSON

PREFACE

THIS REPORT PRESENTS THE 2017 STRUCTURAL INSPECTION FOR A BRIDGE ON TEXAS ROAD CROSSING OVER FLAT CREEK IN MONTREAT, NC. THE BRIDGE IS 0.4 MILES EAST OF ASSEMBLY DRIVE. THE BRIDGE WAS BUILT 1960. THERE HAS BEEN REPAIRS ON THE BRIDGE AND THE DOCUMENTED REPAIRS CAN BE OBTAINED VIA NCDOT. THE ORIENTATION AND LAYOUT OF THE BRIDGE IS STANDARD TO NBIS. NO KNOWN PLANS HAVE BEEN MADE AVAILABLE TO KCI.

PERSONNEL OF KCI ASSOCIATES OF NORTH CAROLINA P.A., RALEIGH, NC PERFORMED THE INSPECTION AND PREPARED THE FOLLOWING REPORT. THE FINDING AND RECOMMENDATIONS PRESENTED IN THIS REPORT ARE BASED UPON A DETAILED INSPECTION OF THE BRIDGE CONDUCTED ON FRIDAY JANUARY 6TH, 2017. THE INSPECTION TEAM CONSISTED OF LEAD INSPECTOR ROBERT PRUETT, P.E. AND TEAM ASSISTANT CARL LARSON OF THE RALEIGH TRANSPORTATION STRUCTURE GROUP OF KCI.

EXECUTIVE SUMMARY

THE BRIDGE CONSISTS OF A TIMBER DECK ON STEEL S-SHAPED BEAMS. THE DECK AND SUPERSTRUCTURE RESTS ON TIMBER CAPS AND PILES WITH A TIMBER BULKHEAD. BASED ON THIS INSPECTION THE BRIDGE IS IN AIR CONIDTION (CONDITION RATING OF 5). A BRIDGE LISTED IN FAIR CONDITION HAS STRUCTURAL CONCERNS THAT WILL REQUIRE CORRECTIVE ACTION. THE BRIDGE IS CLOSED TO VEHICULAR TRAFFIC AND KCI HAS DETERMINED THAT THE STRUCTURE IN IT'S CURRENT CONDITION CAN SUPPORT A PEDESTRIAN LOADING. THE CURRENT BRIDGE RAILS ARE NOT ADEQUATE FOR A PEDESTRIAN BRIDGE AND WILL NEED TO BE REPLACED. THE CURRENT ASPHALT WEARING SURFACE IS UNEVEN AND PRESENTS A TRIPPING HAZARD FOR PEDESTRIANS. RESURFACING THE DECK IS RECOMMENDED. DUE TO THE CLEAR WIDTH OF THE STRUCTURE EITHER PERMANENT OR REMOVABLE BOLLARDS SHOULD BE INSTALLED AT EACH APPROACH TO PREVENT VEHICLES FROM DRIVING ONTO THE STRUCTURE. SINCE THE EXOSTING BRIDGE RAILS WILL NEED TO BE REMOVED AND REPLACED, CONSIDERATION SHOULD BE GIVEN TO REDUCING THE THE CURRENT 19' BRIDGE WIDTH DOWN TO 12' WIDE. THIS WILL REDUCE THE NUMBER OF BOLLARDS, THE AMOUNT OF NEW WEARING SURFACE AND SHOULD REDUCE FUTURE MAINTENANCE COSTS. REFER TO THE MAINTENANCE SECTION FOR ADDITIONAL RECOMMENDATIONS. BASE ON THE INSPECTION THE ESTIMATED REMAINING LIFE OF THE STRUCTURE IS 20 YEARS. KCI RECOMMENDS THAT THE TOWN OF MONTREAT CONTINUE TO INSPECT THE BRIDGE AT LEAST ONCE EVERY 24 MONTHS.

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



DEBRIS BUILD-UP UP TO 15' LONG X FULL WIDTH THROUGHOUT THE SOUTH APPROACH



TRANSVERSE CRACKS UP TO 1/2" WIDE IN THE ASPHALT WEARING SURFACE ALONG THE DECK BOARD EDGES

UPGRADES TO CONVERT TO PEDESTRIAN BRIDGE

COUNTY: BUNCOMBE BRIDGE NAME: TEXAS ROAD BRIDGE DATE: 01/06/2016

THESE UPGRADES ARE REQUIRED TO BRING THE BRIDGE UP TO PEDESTRIAN STANDARDS

DESCRIPTION	UNITS	QUANTITY	REMARKS
REMOVE AND REPLACE EXISTING ASPHALT WEARING SURFACE	SF	485	WEARING SURFACE IS UNEVEN AND PRESENTS A TRIPPING HAZARD TO PEDESTRIANS
INSTALL EITHER PERMANENT OR REMOVABLE BOLLARDS AT BOTH APPROACHES.	EA.	8	THE CURRENT BRIDGE WIDTH WILL ALLOW VEHICLES TO DRIVE ONTO THE STRUCTURE
REPLACE TIMBER BRIDGE RAILS	LF	52	THE CURRENT BRIDGE RAILS DO NOT MEET PEDESTRIAN STANDARDS

FIELD INSPECTION REPORT

BRIDGE INSPECTION AND ANALYSIS

TEAM LEADER:		ROBERT PRUETT	
ASSISTED BY:		CARL LARSON	
ITEM NUMBER	GRADE	DESCRIPTION	
35C	5	<p>THE NORTHWEST WING WALL HAS A DECAYED AREA UP TO 7' LONG X 8" HIGH X 2" DEEP [SEE PHOTO]. THE TOP OF THE NORTHWEST WING WALL SOLDIER PILE HAS A DECAYED AREA UP TO 2'-6" HIGH X 5½" LONG X 5½" WIDE [SEE PHOTO]. THE BOTTOM OF THE NORTHWEST WING WALL SOLDIER PILE HAS A DECAYED AREA UP TO 6" HIGH X FULL PERIMETER X ¼" DEEP. THE TOP BOARD OF THE NORTHWEST WING WALL HAS A DECAYED AREA UP TO 4' LONG X 6" HIGH X 3" DEEP. THE THIRD AND SIXTH BOARD FROM THE TOP OF ABUTMENT 2 BULKHEAD HAS A DECAYED AREA UP TO 5'-6" LONG X 8" HIGH X 2" DEEP AT THE WEST END. THE THIRD BOARD ABOVE THE SILL OF ABUTMENT 2 BULKHEAD HAS A DECAYED AREA UP TO 6'-6" LONG X 5" HIGH X 1½" DEEP BELOW BAYS 2 TO 4 [SEE PHOTO]. THE FOURTH BOARD ABOVE THE SILL OF ABUTMENT 2 BULKHEAD HAS A DECAYED AREA UP TO 2'-6" LONG X 8" HIGH X 1" DEEP BELOW THE EAST OVERHANG. THE EAST SOLDIER PILES OF ABUTMENT 2 BULKHEAD HAS A DECAYED AREA UP TO 4' HIGH X 3" WIDE X 2" DEEP. THE FOURTH TO SIXTH BOARDS FROM THE TOP OF ABUTMENT 2 BULKHEAD HAS A DECAYED AREA UP TO 2' HIGH X FULL WIDTH X 4" DEEP AT THE EAST END [SEE PHOTO]. THE TOP OF NORTHEAST WING WALL SOLDIER PILES HAVE A DECAYED AREA UP TO 1'-6" HIGH X 5½" LONG X 3" DEEP. THE THIRD BOARD FROM THE TOP OF THE SOUTHWEST WING WALL HAS A DECAYED AREA UP TO 7' LONG X 8" HIGH X 1½" DEEP. THE WEST ENDS OF ABUTMENT 1 BULKHEAD HAS A DECAYED AREA UP TO 1'-6" HIGH X 3" WIDE X 6" DEEP. ABUTMENT 1 BULKHEAD HAS A DECAYED AREA UP TO 3' LONG X 8" HIGH X 2" DEEP BELOW THE WEST OVERHANG [SEE PHOTO]. THE THIRD BOARD FROM THE TOP OF ABUTMENT 1 BULKHEAD HAS A DECAYED AREA UP TO 5' LONG X 8" HIGH X 2" DEEP BELOW THE EAST OVERHANG [SEE PHOTO]. THE SOUTHEAST WING WALL HAS A DECAYED AREA UP TO 5' LONG X 5" HIGH X 2" DEEP [SEE PHOTO]. ABUTMENT 1 BULKHEAD HAS A DECAYED AREA UP TO 2'-6" LONG X 1' HIGH X 2½" DEEP BELOW BAY 1 [SEE PHOTO]. ABUTMENT 1 BULKHEAD HAS A WHITE DECAYED AREA UP TO 6' LONG X 4' HIGH BETWEEN PILES 2 AND 3. THERE ARE RANDOM DELAMINATED AREAS THROUGHOUT BOTH ABUTMENT BULKHEADS. ABUTMENT 1. THERE IS A PATCHED AREA WITH A DECAYED AREA UP TO 2'-6" LONG X 3" HIGH X 1½" DEEP BETWEEN PILES 1 AND 2 [SEE PHOTO].</p>	
50	7	<p>THERE IS DEBRIS BUILD-UP UP TO 15' LONG X FULL WIDTH THROUGHOUT THE SOUTH APPROACH [SEE PHOTO]. THE NORTH APPROACH HAS A POT HOLE AREA UP TO 8" LONG X 1' WIDE X 3" DEEP ALONG THE EAST EDGE OF THE ROADWAY [SEE PHOTO].</p>	

RECOMMENDATION FOR MAINTENANCE REPAIRS

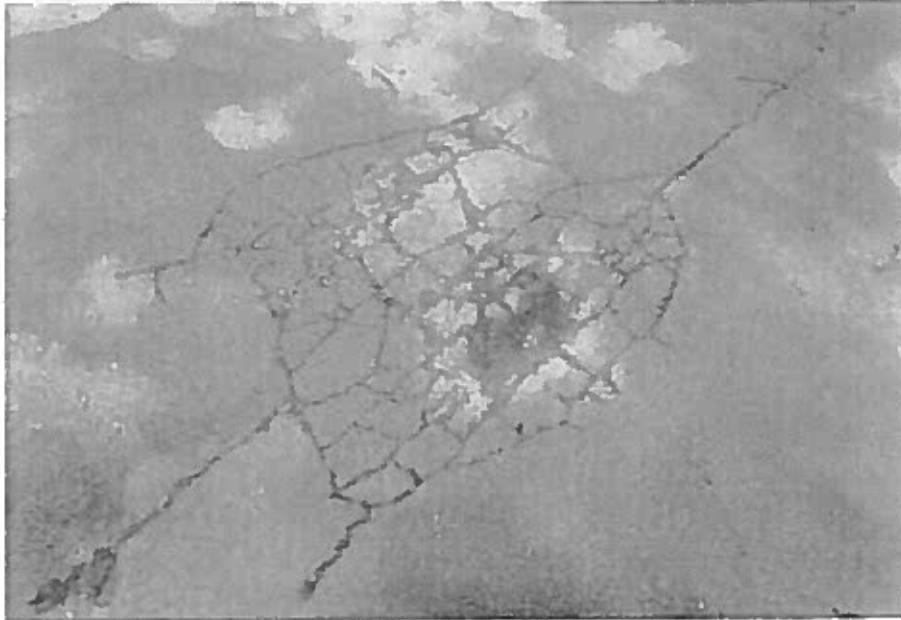
COUNTY: BUNCOMBE BRIDGE NAME: TEXAS ROAD BRIDGE DATE: 01/06/2016

THESE REPAIRS SHOULD BE MADE DURING THE NEXT SCHEDULED MAINTENANCE CYCLE

DESCRIPTION	UNITS	QUANTITY	REMARKS
RECOMMENDED REPAIR - PARTIAL STEEL BEAM CLEANING AND PAINTING	SF	120	ISOLATED AREAS OF SURFACE RUST THROUGHOUT THE BEAMS AND DELAMINATED AREAS ALONG THE BOTTOM FLANGE OF BEAM ENDS AT ABUTMENT 2.
RECOMMENDED REPAIR - TIMBER BULKHEAD	SF	65	ISOLATED DECAYED AREAS THROUGHOUT THE TIMBER BULKHEAD, WING WALLS, AND SOLDIER PILES.
RECOMMENDED REPAIR - TIMBER DECK	SF	5	ISOLATED DECAYED AREAS THROUGHOUT THE TIMBER DECK.

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



AREA OF MAP CRACKING UP TO 4'-0" WIDE X 3'-8" LONG X 1/2" WIDE IN THE ASPHALT WEARING SURFACE



DECK DEBRIS BUILD-UP UP TO 20' LONG X 1'-8" WIDE ALONG BOTH BRIDGE RAILS AT ABUTMENT 1 (WEST BRIDGE SHOWN)

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



POTHOLE AREA UP TO 8" LONG X 1' WIDE X 3" DEEP ALONG THE EAST EDGE OF THE ROADWAY



DECAYED AREA UP TO 7' LONG X 8" HIGH X 2" DEEP IN THE NORTHWEST WING WALL

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



**DECAYED AREA UP TO 3" LONG X 3" WIDE X 3" DEEP IN THE UNDERSIDE OF THE DECK BELOW
BAY 1 AT ABUTMENT 2**



**DELAMINATED STEEL UP TO 1' LONG X FULL WIDTH WITH $\frac{1}{2}$ " SECTION LOSS ALONG THE
BOTTOM FLANGE OF BEAM 2 AT ABUTMENT 2 (OTHERS SIMILAR)**

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



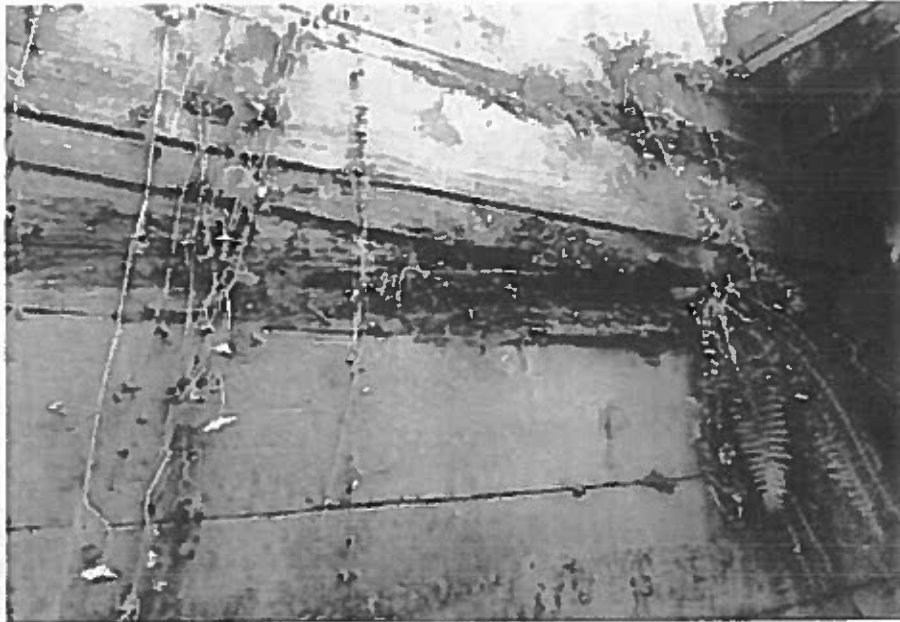
DECAYED AREA UP TO 3' LONG X 8" HIGH X 2" DEEP IN ABUTMENT 1 BULKHEAD BELOW THE WEST OVERHANG



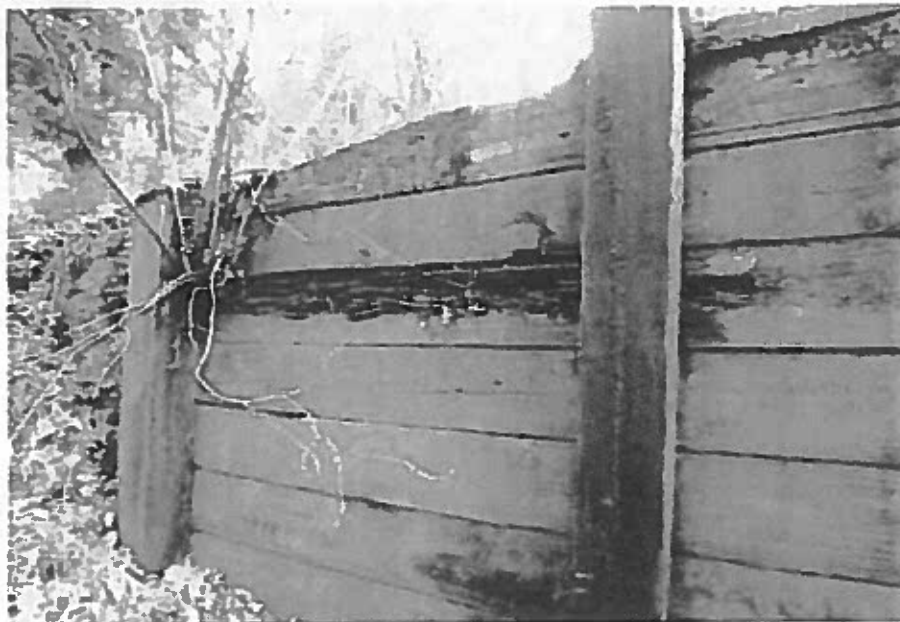
SPLINTERED AREA UP TO 8" LONG X 3" HIGH X ½" DEEP IN THE WEST END OF ABUTMENT 1 CAP

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



DECAYED AREA UP TO 5' LONG X 8" HIGH X 2" DEEP IN THE THIRD BOARD FROM THE TOP OF ABUTMENT 1 BULKHEAD BELOW THE EAST OVERHANG



DECAYED AREA UP TO 5' LONG X 5" HIGH X 2" DEEP IN THE SOUTHEAST WING WALL

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



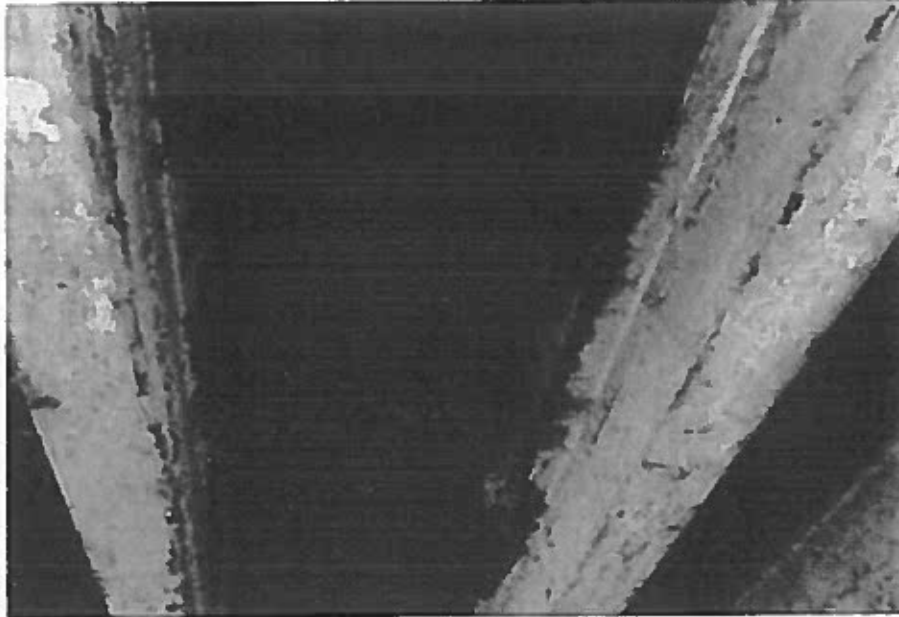
**DELAMINATED STEEL UP TO 2' LONG X 2½" WIDE WITH ½" REMAINING ALONG THE RIGHT
BOTTOM FLANGE EDGE AND 2½" HIGH ALONG THE WEB AT ABUTMENT 1**



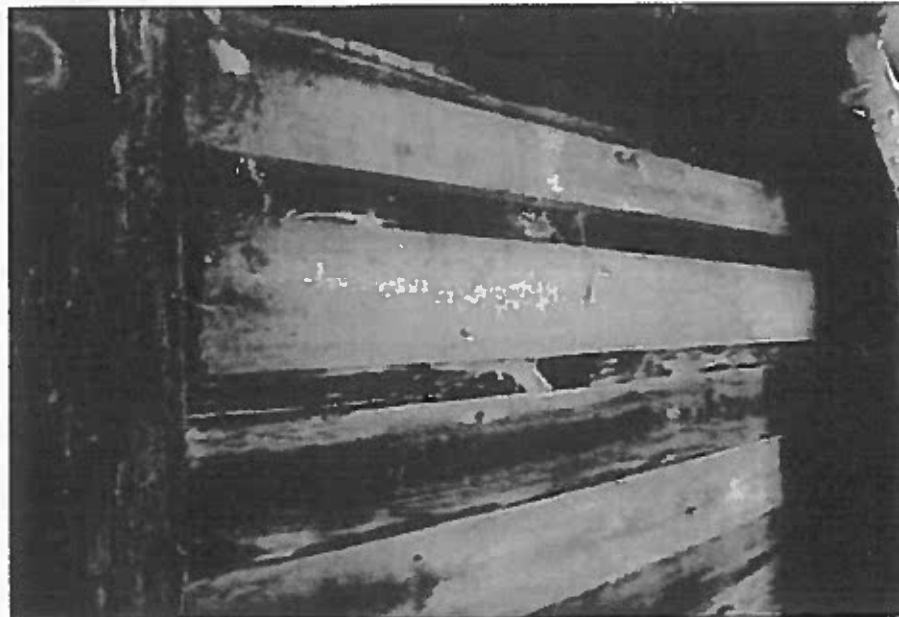
**DECAYED AREA UP TO 2'-6" LONG X 1' HIGH X 2½" DEEP IN ABUTMENT 1 BULKHEAD BELOW
BAY 1**

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



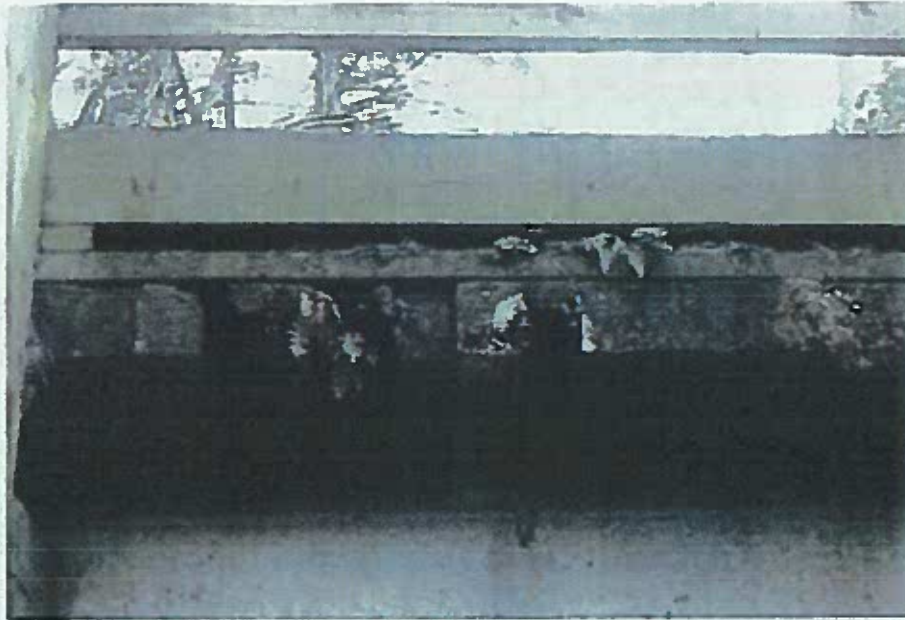
**DECAYED AREA UP TO 1'-4" LONG X 3'-6" WIDE X FULL HEIGHT IN THE UNDERSIDE OF THE DECK
BELOW BAYS 3 AND 4, 7' FROM ABUTMENT 1**



**PATCHED AREA WITH DECAYED AREA UP TO 2'-6" LONG X 3" HIGH X 1 1/2" DEEP IN ABUTMENT 1
BULKHEAD BETWEEN PILES 1 AND 2**

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



DECAYED AREA UP TO 1'-4" LONG X FULL HEIGHT X 1'-2" DEEP IN THE EAST FASCIA OF THE DECK BOARDS, 2'-6" FROM ABUTMENT 1



DECAYED AREA UP TO 4" LONG X 7½" WIDE X 2" HIGH IN THE UNDERSIDE OF THE DECK BELOW BAYS 1 TO 3, 7' FROM ABUTMENT 2



Town of Montreat
P.O. Box 423, Montreat, North Carolina 28757
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Texas Bridge Inspection Summary

Upgrades To Convert To Pedestrian Bridge

- Bridge rails do not meet Pedestrian Bridge Standards and will need to be replaced.
- Need to install either permanent or removable bollards at both approaches.
- Remove and replace existing asphalt wearing surface to prevent the tripping hazard to pedestrians.

Public Works can make all of these upgrades, the asphalt resurfacing timing will be dependent on weather and the opening of the asphalt plants usually in April. When the old surface is removed and depending on the flooring a decision will need to be made whether to narrow the 19 foot down to 12 foot wide. This would reduce the number of bollards, and the amount of asphalt needed and should reduce future maintenance costs.

Recommendations for Maintenance Repairs

- Partial steel beam cleaning and painting
- Isolated decayed areas throughout the timber bulkhead, wing walls, and soldier piles will need to be replaced
- The timber deck has isolated decayed areas that need to be replaced. (This can be done by public works from above when asphalt surface is replaced)

This work (with the exception of timber deck) will take place inside the floodway area and will require permitting and need engineering approval. Staff recommends hiring a local engineering firm to engineer and bid out this work. These repairs are not immediate to convert the bridge to pedestrian use but are needed to extend the life of the bridge from ten years to twenty or more.



ISO 9001:2008 CERTIFIED


ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

Landmark Center II, Suite 220 • 4601 Six Forks Road • Raleigh, NC 27609 • Phone 919-783-9214 • Fax 919-783-9266

Date: October 12, 2016

Memo To: Ray Lotfi
STIP Western Region
North Carolina Department of Transportation

Al Richardson
Interim Town Manager
Town of Montreat


Dewayne L. Sykes, PE
KCI - Roadway Practice Lead

From: Dewayne L. Sykes, PE
KCI - Roadway Practice Lead

TIP Number: B-5196 (Texas Road Bridge)

County: Buncombe

Subject: Project Status Meeting

Meeting Minutes

Purpose of Meeting:

A project status meeting was held October 4, 2016 at 11:00 am in the Century Center, Building A in Raleigh, NC. The meeting purpose was to review the project status, identify options and steps forward. Represented was the town of Montreat, NCDOT, FHWA and KCI. An attendance sheet is attached.

Introduction:

Ray Lotfi opened the meeting and gave a brief project description. Meeting attendees introduced themselves. Jimmy Travis noted it was unusual to forego replacement of a bridge. Nonetheless NCDOT will assist in any way it can to satisfy the town and community.

Project Discussion:

Mayor Tim Helms of Montreat gave a brief project history from the town's perspective. He noted that initially the alternate opposite Tennessee Road was preferred by the town but was changed to the alternate replacing the bridge in its existing location. He stated that citizens were very upset with the proposed bridge design and it became an election issue. A new mayor and three new town commissioners were elected. Basically the community decided that maintenance of Montreat's historical character was more important than the bridge and vehicular traffic service. The town does not

want to replace the bridge per the alternate in the current planning document and requested that FHWA forgive the \$231,000 of federal funds spent thus far.

John Williams spoke about the 3 options available to the town which would eliminate the need to repay federal funding:

No-Build, leaves the existing bridge in place. The town must send to NCDOT a letter stating that "no need for vehicular traffic services". A "Consultation" of the planning document would be needed to select the "No-Build" alternate. The town would be responsible for the "Consultation" documentation. The documentation should explain community concerns associated with the impact the required design (previously unanticipated) would have on the community's historic character.

Remove bridge without replacement, removes the existing bridge and approaches returning the immediate area to its pre-bridge state. A "Reevaluation" of the planning document would be needed. The town would be responsible for the "Reevaluation" documentation. The town would also be responsible for a 20% share of the construction costs to remove the bridge and approaches and the associated administrative costs. This was estimated at \$15,000 in cost to the town.

Replace bridge with other alternative, would replace the bridge via different alternative. It was noted that SHPO had changed its ruling on the current alternative to "Adverse Effect" which opens the way to evaluation of other alternatives. A "Reevaluation" of the planning document would be needed. The town would be responsible for the "Reevaluation" documentation.

NCDOT agreed to send the town a "Consultation Form" for the town's use and offered guidance as well.

Next Steps:

KCI will identify bridge removal cost. Bridge removal cost are estimated at \$21,500. This does not include the earth moving to reshape the area to match the surrounding.

The town must choose an option.

The town must send a letter to NCDOT stating there is no vehicular traffic service need.

Depending upon the town's chosen option, it must send a letter the State Historic Preservation Office outlining the new proposed alternative.

The town did request that the meeting be recorded. NCDOT declined to do so. This represents my understanding of the discussions and the conclusions during the project status meeting. If you have any corrections or additions to these meeting minutes, please send them to me for inclusion.

Cc: Meeting attendees

Attachment