

**Town of Montreat
Board of Commissioners
Town Council Meeting
March 9, 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.

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

G. Appointment of Alex Carmichael as Deputy Finance Officer

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
- Public Works Director
- Finance Officer
- Building Inspector/Code Administrator

VII. Public Comment – Agenda Items

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

VIII. Old Business

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 with Possible Action
- 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, 9:00 a.m. to 2:00 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

**Montreat Board of Commissioners
Town Council Special Workshop Minutes
January 26, 2017**

**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
1	2	3	4	5	6	7
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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

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 61-1313, 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

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>	<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.
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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.	_____
_____	(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.	_____
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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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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.	_____
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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
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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"

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>	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
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_____	(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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- (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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☐ 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

h

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

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/sl原因/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/sl原因/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

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: _____

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

SUBJECT: Appointment of Alex Carmichael as Deputy Finance Officer

AGENDA INFORMATION:

Agenda Location: Consent Agenda

Item Number: G

Department: Administration

Contact: Stefan Stackhouse, Finance Officer

Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: As an internal control measure the Town Administrator signs our checks and the Finance Officer does not. As such, the newly appointed Town Administrator should be appointed as Deputy Finance Officer to comply with the state law requiring the Pre-Audit certification be signed by a Finance Office or Deputy Finance Officer.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To appoint Alex Carmichael as Deputy Finance Officer.

FUNDING SOURCE: None

ATTACHMENTS: None

STAFF COMMENTS AND RECOMMENDATIONS: The State Budget and Fiscal Control Act requires a Pre-Audit Certification on checks issued by the Town. For this Pre-Audit Certification to be valid, it must be signed by either the Finance Officer or Deputy Finance Officer. At the advice of our auditors, our practice has been for the Finance Officer to not have signatory authority for checks. This is done for the sake of strengthening our internal controls. Because the Finance Officer does not have check signatory authority, the Town must have a duly appointed Deputy Finance Officer who does have the authority to sign checks. The Town Administrator would be the most logical choice for this designation.

MONTHLY POLICE STATISTICS REPORT

February	2017	2016	2015	2014	2013
Mileage	3359	3094	2580	2206	2889
Dispatched Calls	118	110	58	119	90
Officer-Initiated Calls	302	184	182	211	136
Fire/EMS Assistance Calls	5F/4E	12F/3E	4F/2E	14F/1E	12
Motorist/Other Assistance Calls	66	59	60	83	29
Traffic Stops	26	25	33	37	31
Parking Issues	6	3	2	5	9
Burglar/Fire Alarm Responses	0	4B/5F	2B	4B/2F	1B,2F
Residential/Building Checks	280	261	232	101	83
Ordinance violations	10	7	10	10	20
LE Agency Assistance Calls	11	14	7	30	17
Animal Calls	1	1	1	4	4
Larcenies	0	0	0	0	0
B&E Calls	0	1	0	0	0
Suspicious Person/Vehicle Investigations	5P/14V	19P/8V	8P/7V	5P/23V	3P,3V
Disturbance Calls	5	2	4	1	1
Accident Responses	0	6	3	1	3
Auxiliary Hours Worked	40R	32R	32R/16T	32R/24T	32R,54T
Truck turns at gate	0	1	2	2	3

- Town service: 483
- MRA service: 172
- College service: 23
- On 02/01/2017, MPD responded to a disturbance at 2:40 a.m. on Appalachian Way in front of McGregor dorm, involving college students. The situation was resolved.
- On 02/05/2017, MPD received a call from BMPD reference a subject at their PD that had been taken by vehicle into Montreat and robbed of his wallet and money. The victim stated he had walked out of Montreat to BMPD to report same. The victim was interviewed by MPD and it was determined he had been kicked out of Portland Villa Trailer Park and was trying to get a ride back home to Nashville, TN and that the statement he had made was false. The incident was turned over to BMPD.
- On 02/08/2017, MPD was called from state of Alabama law enforcement reference a death notification.
- On 02/09/2017, there were extremely high winds, MPD removed several limbs from roadways and checked residences throughout town for possible trees on houses. The street department assisted with this task. No damage was found.
- On 02/08-09/2017, Captain David Arrant attended NCJA on Law Enforcement Instructors Update and In-Service Law Enforcement Legal Update. He is now scheduling the 18-hour mandatory updates for MPD 2017.
- On 02/13/2017, Officer Justyn Whitson gave a presentation to the Boy Scouts in the Henry Building. I was advised by several people that he did a great job.

- On 02/14/2017, MPD received a call to Greybeard reference a subject locked out of the house. On this same date, MPD did a traffic stop and the subject was charged with possession of marijuana and drug paraphernalia.
- On 02/23/2017, MPD received a call in reference to a 7-month old child locked in a vehicle (the child was rescued).
On this same date, MPD received a call reference littering and communicating threats.
On this same date, MPD received a call reference reckless driving, the subject was located at the college and given a verbal warning.
- On 02/24/2017, MPD did a traffic stop and the subject was arrested for driving while impaired. On this same date MPD assisted BMFD with getting members staged for the Mount Mitchell Run.
- On 02/25/2017, MPD escorted approximately 367 runners from the Montreat Gate to Rainbow Trail. Also MPD assisted in the ICS staging area at the top of Appalachian Road. No incidents occurred, but approximately an hour after the Mount Mitchell Run completed MPD assisted BMFD with a subject on Greybeard Trail with a broken leg.
- On 02/27/2017, MPD was called to assist BMPD with a terrible wreck on State Street and Broadway in Black Mountain. I would like to thank Officer Whitson and Officer Comrie for an outstanding job they did at the scene.

Note: Remaining statistics from 01/26-31/2017 were carried over to this February report.

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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Fiscal Month Range: 7-7

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

02/27/17 Fiscal Year: 2017
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(D)

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

02/27/17 Fiscal Year: 2017
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 (D)

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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(D)

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

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 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

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 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

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(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
February 2017 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Vaughan	Robert	134 Shenandoah Terrace	N/A	5258	2/2/2017	Mechanical-Change Out
Lentz	Alice	115 Eastminster Terrace	N/A	5259	2/7/2017	Solar PV System
William Black Lodge		329 North Carolina Terrace	N/A	5260	2/7/2017	Electrical-Add Receptacles
Gregory	H. Scott	237 Assembly Drive	N/A	5261	2/14/2017	Residential-Improvements w/Elevator
Hopkins	Robert	429 West Virginia Terrace	N/A	5262	2/14/2017	Electrical-Repair/Upgrade
Muston	Jeffrey	207 Hanover Terrace	N/A	5263	2/20/2017	Residential-Interior Renovations
Hamilton	Kenneth	102 Mecklenburg Circle	N/A	5264	2/20/2017	Mechanical-Change Out
Walker	Ann Fulton	435 West Virginia Terrace	N/A	5265	2/21/2017	Residential-Interior Renovations
Schlichenmaier	Matthew	554 Covenenat Lane	N/A	5266	2/23/2017	Residential-Basement Finish

ZONING ACTIVITY

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

BUILDING INSPECTIONS

Building Permit Applications: 9
Building Inspections Requested: 28
Re-inspections Requested/Required: 2
Fire Inspections Requested/Required: 7
Fire Permit Applications: None

Totals

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

Totals

Building Permits Issued: 9
Pending Building Permits: 1
Building Inspections Performed: 30
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: 2
Fire Re-Inspections Performed: 5
Fire Permits Issued: None

Combo Basic Report

Permits for 02/01/2017 to 03/01/2017

Report Date 03/01/2017

Source: Mechanical	Permit: U2012-5258	Date Issued: 02/02/2017	Permit Expires: 02/02/2018	ID: 100259-M000275
Applicant: WHITE & WILLIAMS: LUNSFORD Location: 134 SHENANDOAH TER				
Permit Type: CHANGE OUT	Structure: EXISTING SFR/RENTAL		Cost Est:	0
Property Owner: ROBERT A VAUGHAN			PIN:	071074325800000
Source: Building	Permit: U2012-5259	Date Issued: 02/07/2017	Permit Expires: 08/07/2017	ID: 100065-B000668
Applicant: SUGAR HOLLOW SOLAR, INC.: MCCL Location: 115 EASTMINSTER TER				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	20625
Property Owner: THOMAS N LENTZ			PIN:	071063994200000
Source: Electrical	Permit: U2012-5260	Date Issued: 02/07/2017	Permit Expires: 08/07/2017	ID: 200008-E000137
Applicant: ESSEX ELECTRIC, LLC: ESSEX DON Location: 329 NORTH CAROLINA TERRACE				
Permit Type: ADD RECEPTACLES	Structure: WILLIAM BLACK		Cost Est:	0
Property Owner: WILLIAM BLACK LODGE BOARD OF TRUSTEES			PIN:	071096792800000
Source: Building	Permit: U2012-5261	Date Issued: 02/14/2017	Permit Expires: 08/14/2017	ID: 100641-B000670
Applicant: EWING & MCCONNAUGHY, INC.: Location: 237 ASSEMBLY DR				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	100000
Property Owner: H. SCOTT & JULIA W. GREGORY			PIN:	071085770700000
Source: Electrical	Permit: U2012-5262	Date Issued: 02/14/2017	Permit Expires: 08/14/2017	ID: 100737-E000138
Applicant: JAMES OGLE: OGLE JAMES Location: 429 WEST VIRGINIA TER				
Permit Type: REPAIR ELECTRICAL	Structure: EXISTING HOME		Cost Est:	0
Property Owner: ROBERT H HOPKINS			PIN:	072007198500000
Source: Building	Permit: U2012-5263	Date Issued: 02/20/2017	Permit Expires: 08/20/2017	ID: 100369-B000671
Applicant: HARRISON HOMES ENT., IN: HARRI Location: 207 HANOVER TER				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	60000
Property Owner: JEFFREY M. MUSTON			PIN:	071067548800000
Source: Mechanical	Permit: U2012-5264	Date Issued: 02/20/2017	Permit Expires: 02/20/2018	ID: 100226-M000276
Applicant: WHITE & WILLIAMS: LUNSFORD Location: 102 MECKLENBURG CIR				
Permit Type: CHANGE OUT	Structure: EXISTING SFR/RENTAL		Cost Est:	0
Property Owner: KENNETH HAMILTON			PIN:	071054439700000
Source: Building	Permit: U2012-5265	Date Issued: 02/21/2017	Permit Expires: 08/21/2017	ID: 100178-B000672
Applicant: DSH CONSTRUCTION LLC: HENSLEY Location: 435 WEST VIRGINIA TER				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	330000
Property Owner: ANN FULTON WALKER			PIN:	072008312600000
Source: Building	Permit: U2012-5266	Date Issued: 02/23/2017	Permit Expires: 08/23/2017	ID: 100687-B000673
Applicant: EWING & MCCONNAUGHY, INC.: Location: 554 COVENANT LANE				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	50000
Property Owner: MATTHEW SCHLICHENMAIER			PIN:	072019624300000

Fee Detail Subsort Report

Report for 01/01/2017 to 02/28/2017

Sorted by Permit Number

Report Date 03/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5249	01/09/2017	RES. REPAIRS	RES. REPAIRS		\$1,157.00	
Building	U2012-5249	01/09/2017	RES. REPAIRS	ELECTRICAL		\$200.00	
Building	U2012-5249	01/09/2017	RES. REPAIRS	MECHANICAL		\$100.00	
Building	U2012-5249	01/09/2017	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5249	01/09/2017	RES. REPAIRS	CERT OF OCC		\$60.00	
Building	U2012-5249	01/09/2017	RES. REPAIRS	HR FUND		\$10.00	
Item Count		6			Fee Totals	\$1,627.00	
Plumbing	U2012-5250	01/11/2017	PLUMBING	PLUMBING		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Plumbing	U2012-5251	01/12/2017	PLUMBING	PLUMBING	28941388	\$100.00	
Item Count		1			Fee Totals	\$100.00	
Building	U2012-5252	01/12/2017	RES.	PERMIT		\$177.50	
Item Count		1			Fee Totals	\$177.50	
Electrical	U2012-5253	01/19/2017	ADD BRANCH	ELECTRICAL	29348377	\$100.00	
Item Count		1			Fee Totals	\$100.00	
Building	U2012-5254	01/20/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5254	01/20/2017	RES.	PERMIT		\$570.00	
Building	U2012-5254	01/20/2017	RES.	HR FUND		\$10.00	
Building	U2012-5254	01/20/2017	RES.	PLUMBING		\$100.00	
Item Count		4			Fee Totals	\$780.00	
Building	U2012-5255	01/23/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5255	01/23/2017	RES.	PERMIT		\$58.50	
Building	U2012-5255	01/23/2017	RES.	ELECTRICAL		\$100.00	
Item Count		3			Fee Totals	\$258.50	
Building	U2012-5256	01/30/2017	RES.	HR FUND		\$10.00	
Building	U2012-5256	01/30/2017	RES.	PERMIT		\$1,200.00	
Building	U2012-5256	01/30/2017	RES.	CERT OF OCC		\$60.00	
Building	U2012-5256	01/30/2017	RES.	PLUMBING		\$200.00	
Building	U2012-5256	01/30/2017	RES.	MECHANICAL		\$200.00	
Building	U2012-5256	01/30/2017	RES.	ELECTRICAL		\$200.00	
Item Count		6			Fee Totals	\$1,870.00	
Mechanical	U2012-5258	02/02/2017	CHANGE OUT	MECHANICAL		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Building	U2012-5259	02/07/2017	RES.	PERMIT	29820096	\$123.75	

Fee Detail Subsort Report

Report for 01/01/2017 to 02/28/2017

Sorted by Permit Number

Report Date 03/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5259	02/07/2017	RES.	ELECTRICAL	29820096	\$100.00	
Item Count	2				Fee Totals	\$223.75	
Electrical	U2012-5260	02/07/2017	ADD	ELECTRICAL		\$100.00	
Electrical	U2012-5260	02/07/2017	ADD	PLUMBING		\$100.00	
Item Count	2				Fee Totals	\$200.00	
Electrical	U2012-5262	02/14/2017	REPAIR	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5263	02/20/2017	RES.	PERMIT		\$360.00	
Building	U2012-5263	02/20/2017	RES.	GAS		\$75.00	
Building	U2012-5263	02/20/2017	RES.	MECHANICAL		\$100.00	
Building	U2012-5263	02/20/2017	RES.	HR FUND		\$10.00	
Building	U2012-5263	02/20/2017	RES.	PLUMBING		\$200.00	
Building	U2012-5263	02/20/2017	RES.	ELECTRICAL		\$200.00	
Item Count	6				Fee Totals	\$945.00	
Mechanical	U2012-5264	02/20/2017	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5266	02/23/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5266	02/23/2017	RES.	HR FUND		\$10.00	
Building	U2012-5266	02/23/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5266	02/23/2017	RES.	PERMIT		\$300.00	
Item Count	4				Fee Totals	\$510.00	
Item Count	40				Fee Totals	\$7,191.75	

Fee Detail Subsort Report

Report for 01/01/2016 to 02/29/2016

Sorted by Permit Number

Report Date 03/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5061-G	02/25/2016	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5136	01/04/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5137	01/06/2016	GAS	GAS	21928072	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5138	01/06/2016	RES.	HR FUND		\$10.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5138	01/06/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	PERMIT		\$1,020.00	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5138	01/06/2016	RES.	MECHANICAL		\$200.00	
Item Count	6				Fee Totals	\$1,690.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
Building	U2012-5140	01/12/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Item Count	5				Fee Totals	\$1,060.00	
Mechanical	U2012-5142	01/21/2016	CHANGE OUT	MECHANICAL	22125852	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5143	01/21/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	HR FUND		\$10.00	
Building	U2012-5143	01/21/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5143	01/21/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PERMIT		\$990.00	
Item Count	6				Fee Totals	\$1,660.00	
Building	U2012-5144	01/26/2016	RES.	PERMIT		\$50.00	
Building	U2012-5144	01/26/2016	RES.	PLUMBING		\$100.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5145	02/01/2016	RETAINING	PERMIT	22359418	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5146	02/02/2016	RES. REPAIRS	ELECTRICAL		\$100.00	

Fee Detail Subsort Report

Report for 01/01/2016 to 02/29/2016

Sorted by Permit Number

Report Date 03/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5146	02/02/2016	RES. REPAIRS	RES. REPAIRS		\$50.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5147	02/02/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5147	02/02/2016	RES.	PERMIT		\$48.00	
Building	U2012-5147	02/02/2016	RES.	ADJUSTMENT		\$2.00	
Item Count	3				Fee Totals	\$150.00	
Mechanical	U2012-5148	02/03/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5149	02/05/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5149	02/05/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5149	02/05/2016	RES.	PERMIT		\$600.00	
Building	U2012-5149	02/05/2016	RES.	HR FUND		\$10.00	
Building	U2012-5149	02/05/2016	RES.	MECHANICAL		\$200.00	
Item Count	5				Fee Totals	\$1,210.00	
Building	U2012-5150	02/12/2016	COMMERCIAL	COMMERCIAL		\$421.00	
Item Count	1				Fee Totals	\$421.00	
Building	U2012-5151	02/23/2016	COMM.	COMM.		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Item Count	37				Fee Totals	\$7,341.00	

Fee Detail Subsort Report

Report for 01/01/2015 to 02/28/2015

Sorted by Permit Number

Report Date 03/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Electrical	U2012-5031	01/13/2015	ADD BRANCH	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5032	01/15/2015	COMM.	COMM.		\$1,020.00	
Item Count	1				Fee Totals	\$1,020.00	
Project	U2012-5033	01/16/2015	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5034	01/16/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		\$132.00	
Building	U2012-5034	01/16/2015	RES.	HR FUND		\$10.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$442.00	
Building	U2012-5035	01/16/2015	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5036	01/30/2015	RES. REPAIRS	RES. REPAIRS		\$118.80	
Item Count	1				Fee Totals	\$118.80	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	COMM. REPAIRS		\$620.00	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	ADJUSTMENT		\$-100.00	
Item Count	2				Fee Totals	\$520.00	
Building	U2012-5039	02/04/2015	RES.	MECHANICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	ELECTRICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	HR FUND		\$10.00	
Building	U2012-5039	02/04/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5039	02/04/2015	RES.	CERT OF OCC		\$60.00	
Building	U2012-5039	02/04/2015	RES.	PERMIT		\$1,606.52	
Item Count	6				Fee Totals	\$2,276.52	
Mechanical	U2012-5040	02/10/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5042	02/19/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	
Item Count	1				Fee Totals	\$60.00	
Project	U2012-5043	02/25/2015	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	

Item Count 20

Fee Totals

\$4,937.32

Last Inspect Records

Report for 02/01/2017 to 02/28/2017

Report Date 03/03/2017

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	PLUMBING R.I.	Building	02/02/2017	10:00 AM	FAILED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	FRAMING	Building	02/02/2017	10:30 AM	FAILED	//	DEC
U2012-5251	393 SOUTH CAROLINA	BOLTON	PLUMBING	PLUMBING FINAL	Plumbing	02/02/2017	11:00 AM	APPROVED	//	DEC
U2012-5253	393 SOUTH CAROLINA	MONTREAT	ADD BRANCH	ELECTRICAL	Electrical	02/02/2017	11:30 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	FRMNG.	Building	02/03/2017	11:30 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	PLUMBING	Building	02/03/2017	11:30 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	ELECTRICAL R.I.	Building	02/03/2017	11:45 AM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	FRAMING	Building	02/03/2017	2:00 PM	NOT READY	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	FOOTING	Building	02/07/2017	5:00 PM	APPROVED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	PLUMBING FINAL	Plumbing	02/08/2017	2:30 PM	APPROVED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	ELECTRICAL	Plumbing	02/08/2017	2:30 PM	APPROVED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	BUILDING FINAL	Plumbing	02/08/2017	2:40 PM	APPROVED	//	DEC
U2012-5256	309 CHAPMAN RD	EWING &	RES.	TEMP. ELECT.	Building	02/10/2017	10:30 AM	APPROVED	//	DA
U2012-5262	429 WEST VIRGINIA TER	JAMES OGLE:	REPAIR	ELECTRICAL	Electrical	02/15/2017	11:00 AM	FAILED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	ELEC. RE-INSPECT	Building	02/15/2017	11:30 AM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	FRAMING	Building	02/16/2017	10:00 AM	FAILED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	PLUMBING R.I.	Building	02/16/2017	10:15 AM	FAILED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	ELECTRICAL R.I.	Building	02/16/2017	10:30 AM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	FRMNG.	Building	02/20/2017	09:40 AM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	PLUMBING	Building	02/20/2017	09:45 AM	FAILED	//	DEC
U2012-5255	438 KENTUCKY RD	ROB ROBINSON	RES.	ELECTRICAL R.I.	Building	02/20/2017	3:15 PM	APPROVED	//	DEC
U2012-5255	438 KENTUCKY RD	ROB ROBINSON	RES.	PLUMBING R.I.	Building	02/20/2017	3:30 PM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	PLUMBING	Building	02/21/2017	10:30 AM	FAILED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	PART. INSULATION	Building	02/23/2017	12:00 PM	APPROVED	//	DEC
U2012-5249	521 SUWANNEE DR	FIRST	RES. REPAIRS	PLUMBING	Building	02/23/2017	12:15 PM	*APPROVED	//	DEC
U2012-5259	115 EASTMINSTER TER	SUGAR HOLLOW	RES.	SOLAR PV ARRAY	Building	02/24/2017	10:00 AM	*APPROVED	//	DEC
U2012-5259	115 EASTMINSTER TER	SUGAR HOLLOW	RES.	ELECTRICAL INSP.	Building	02/24/2017	10:30 AM	FAILED	//	DEC
U2012-5261	237 ASSEMBLY DR	EWING &	RES.	PARTIAL FOOTING	Building	02/24/2017	11:00 AM	FAILED	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	WALL	Building	02/24/2017	3:30 PM	*APPROVED	//	DEC
U2012-5261	237 ASSEMBLY DR	EWING &	RES.	RE-INSPECTION	Building	02/24/2017	3:45 PM	APPROVED	//	DEC

Inspection Count 30



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: B
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: Budget Amendment #3 which will amend the Police Budget to fund a vehicle purchase through the reallocation from the Streets capital expense budget.

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

MEMORANDUM

TO: TOWN ADMINISTRATOR
FROM: PUBLIC WORKS DIRECTOR AND CHIEF OF POLICE
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
\$500.00 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



2007 Ford Explorer

In excess of 130,000 miles, transmission
showing signs of imminent failure, structural
rust in areas

\$2500.00¹



2008 Ford Crown Victoria Police

Engine seized

\$800.00



¹ Contingent upon approval of the purchase of 2017 Ford Explorer Police Vehicle.

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: 1/0/1900
 Checked By:

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. 6.6.2.7)
 Percent Effective: $PEFF = 0.85$

Dead Load:

AWS Unit Weight: $AWSUW = 1.44$ pci
 Timber Unit Weight: $TUW = 50$ pci
 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]
$A'F_s =$	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)	$RF_1 = (EF^*M_R - A_1 M_{DL+EDL})/(A_{2I} M_{LL+I})$
$RF_0 =$	87.218/M(LL)	$RF_0 = (EF^*M_R - A_1 M_{DL+EDL})/(A_{2O} M_{LL+I})$

Serviceability

$M_R =$	128.0000 kft
$EF =$	0.85
$M_{EDL} =$	0.0147 kft
$S_x =$	42.0000 in ⁴

Rating Factors for Serviceability

$RF_1 =$	51.297/M(LL)	$RF_1 = (EF^*0.8^*F_y^*S_x - M_{DL} - M_{EDL})/1.87^*DF^*M_{LL+I}$
$RF_0 =$	85.865/M(LL)	$RF_0 = 1.87^*RF_1$

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. 10-128]
$y_{bar} =$	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)	$RF_1 = (EF^*M_R - A_1 M_{CL+EQ})/(A_2 M_{L+H})$
$RF_2 =$	87.216/(LL)	$RF_2 = (EF^*M_R - A_1 M_{CL+EQ})/(A_{EO} M_{L+H})$

Serviceability

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

Rating Factors for Serviceability

$RF_1 =$	61.297/(LL)	$RF_1 = (EF^*0.8^*F_y^*S_b - M_{ECL} - M_{ECL}Y/1.87^*DF^*M_{L+H})$
$RF_2 =$	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 (ft-k/ft ²)
Pedestrian	90	19.013	2.698	4.808	242.80000

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

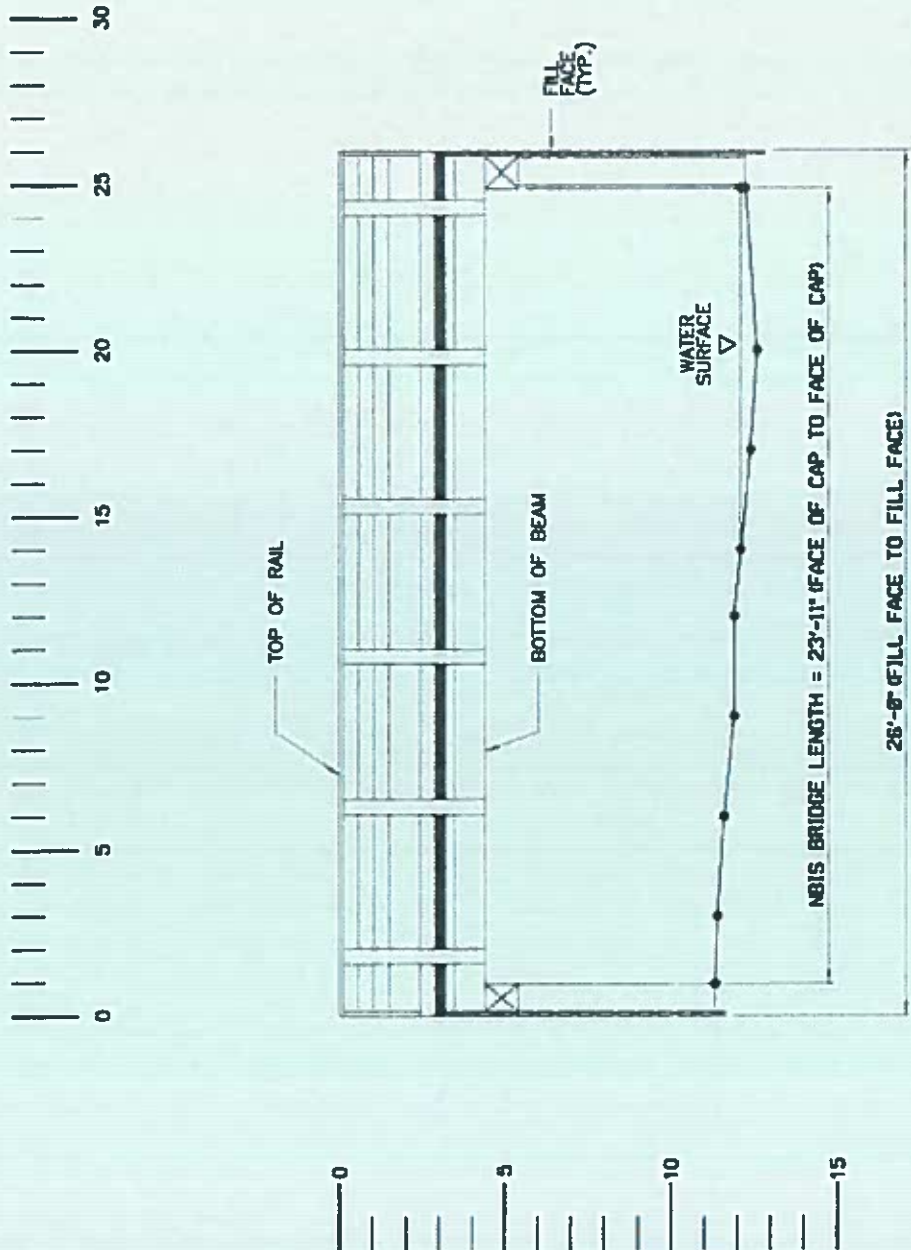
ROUTE ORIENTATION: SOUTH - NORTH

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. SI&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. SI&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



DOWNSTREAM PROFILE SOUNDING
LOOKING AT WEST ELEVATION

TITLE:
BRIDGE INSPECTION SKETCH

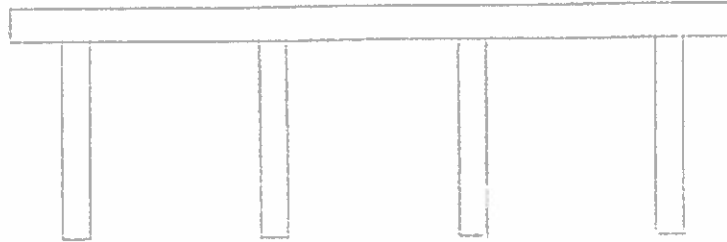
DESCRIPTION:
DOWNSTREAM SOUNDINGS PROFILE

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 ϕ BEAM TO END OF CAP	RIGHT ϕ BEAM TO END OF CAP				
22'-1"	1'-0"	1'-0"	2'-0"	2'-1"	2'-7 $\frac{7}{8}$ "	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

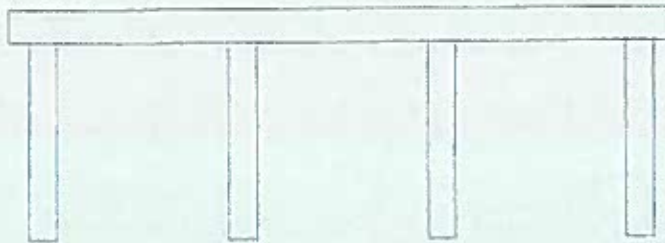
DESCRIPTION:
ABUTMENT 2 ELEVATION

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

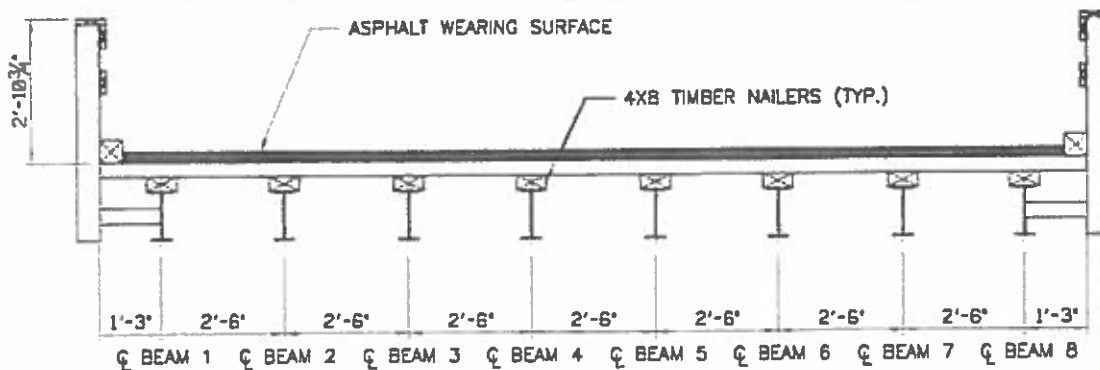
BRIDGE NAME: TEXAS ROAD BRIDGE

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

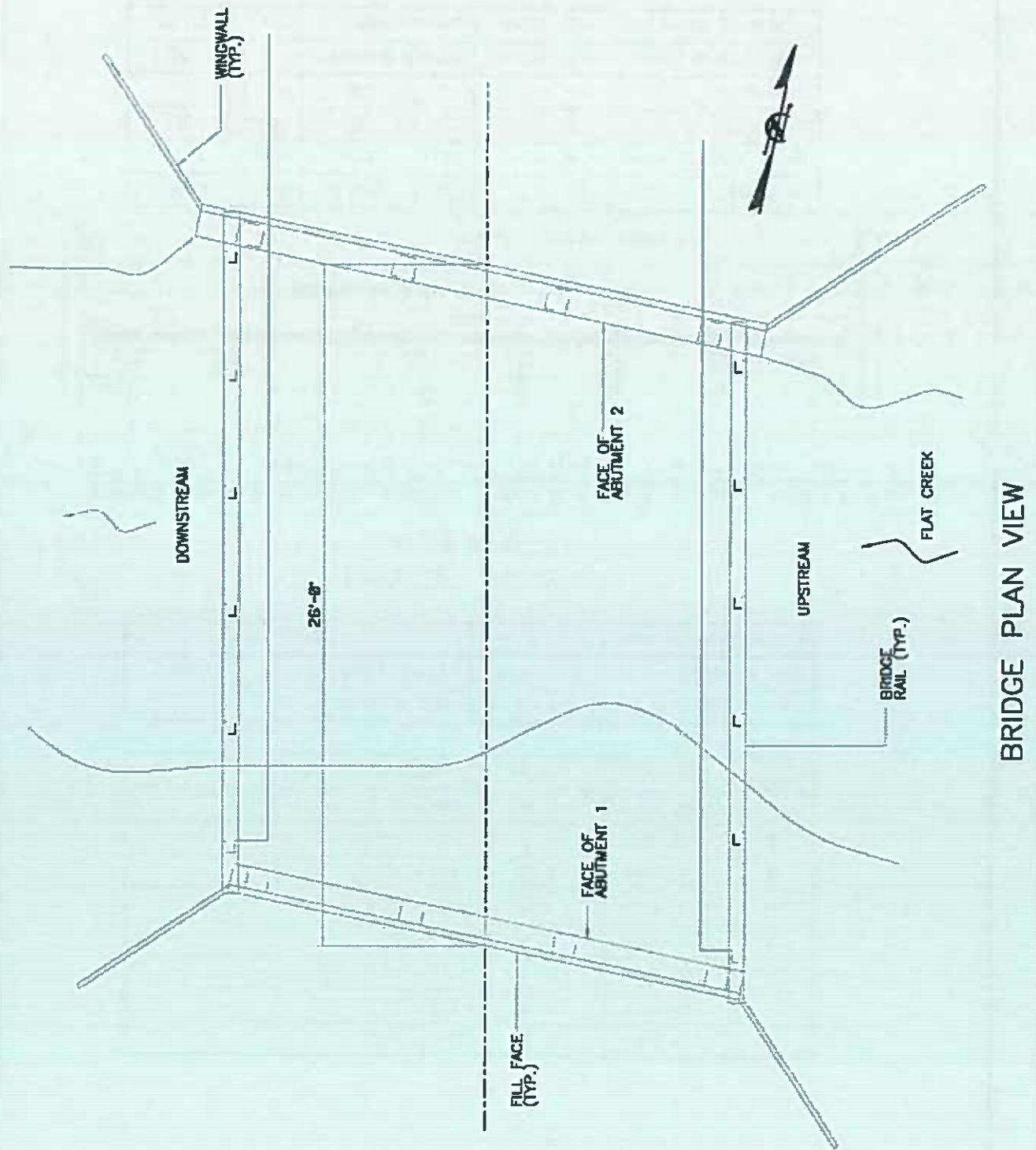
DESCRIPTION:
TYPICAL SECTION

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION FIELD SKETCH



BRIDGE PLAN VIEW

TITLE:
BRIDGE INSPECTION SKETCH

DESCRIPTION:
PLAN VIEW

BRIDGE NAME: TEXAS ROAD BRIDGE

DRAWN BY: KS

DATE: JANUARY 06, 2017

BRIDGE INSPECTION REPORT

STRUCTURE PHOTOS



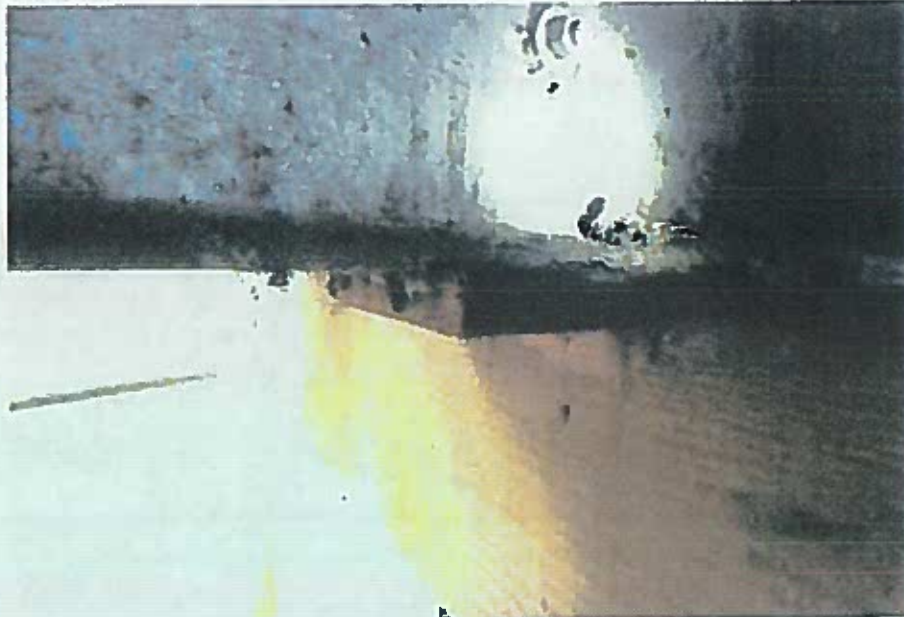
EAST ELEVATION



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)



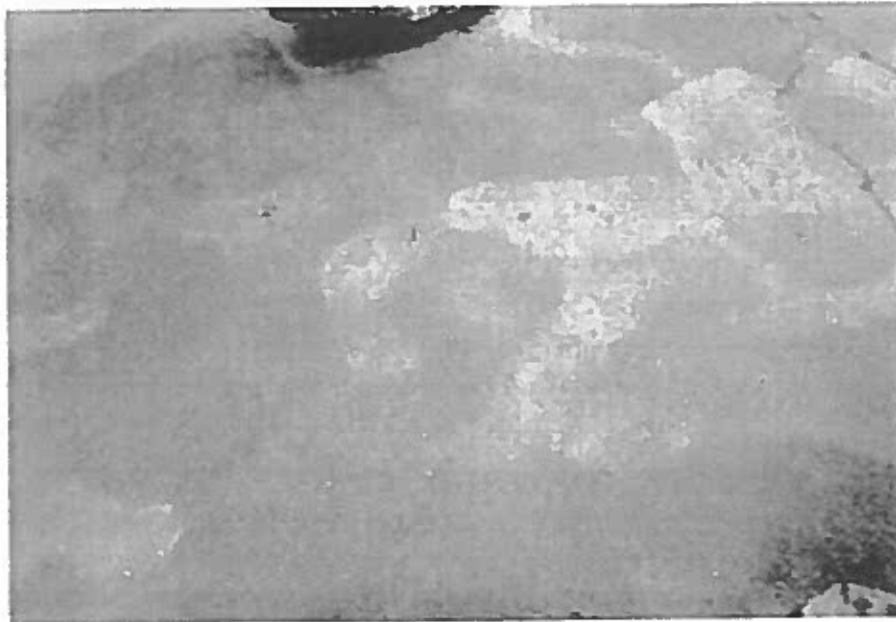
LOOKING UPSTREAM (EAST)

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

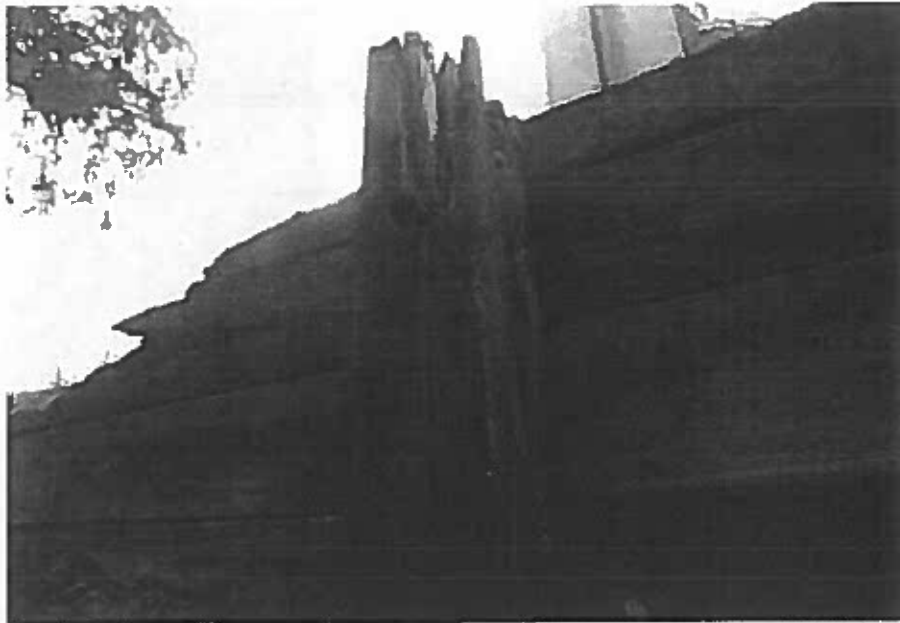
SOUNDINGS RECORDED FROM:

TOP OF RAIL

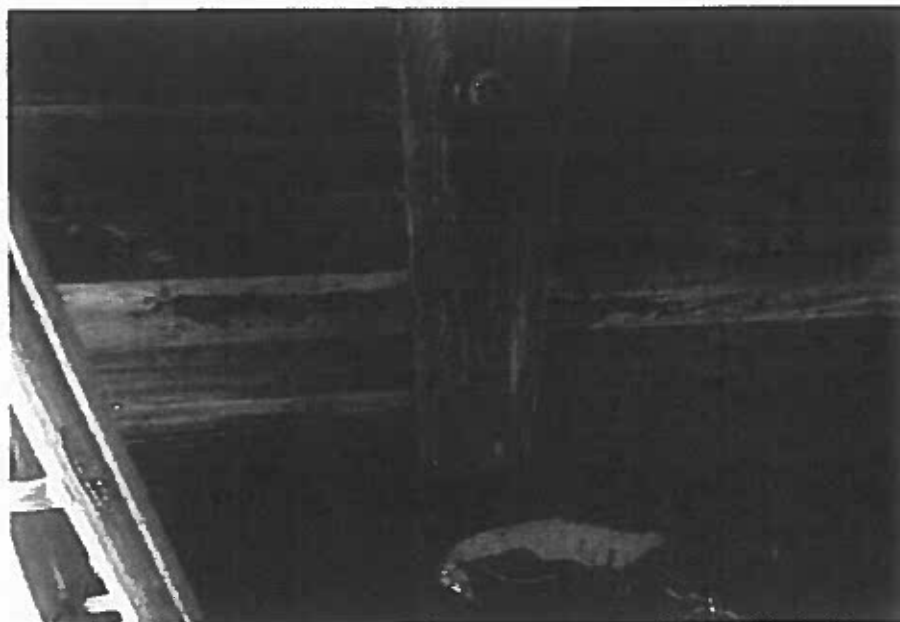
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BRIDGE INSPECTION REPORT

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 1/4" 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	495	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

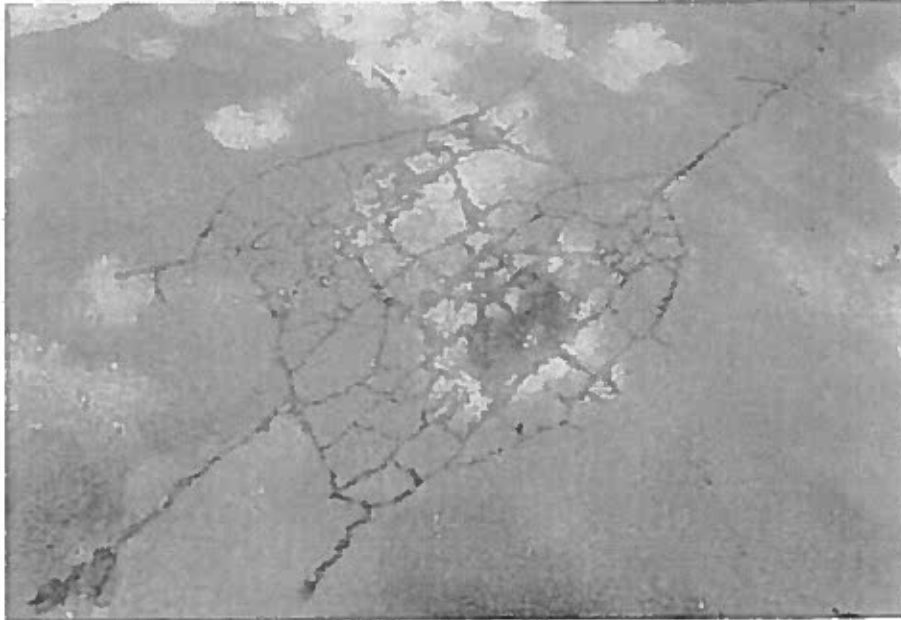
BRIDGE INSPECTION AND ANALYSIS

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: <u>BUNCOMBE</u>	BRIDGE NAME: <u>TEXAS ROAD BRIDGE</u>	DATE: <u>01/06/2016</u>	
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 1/16" 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



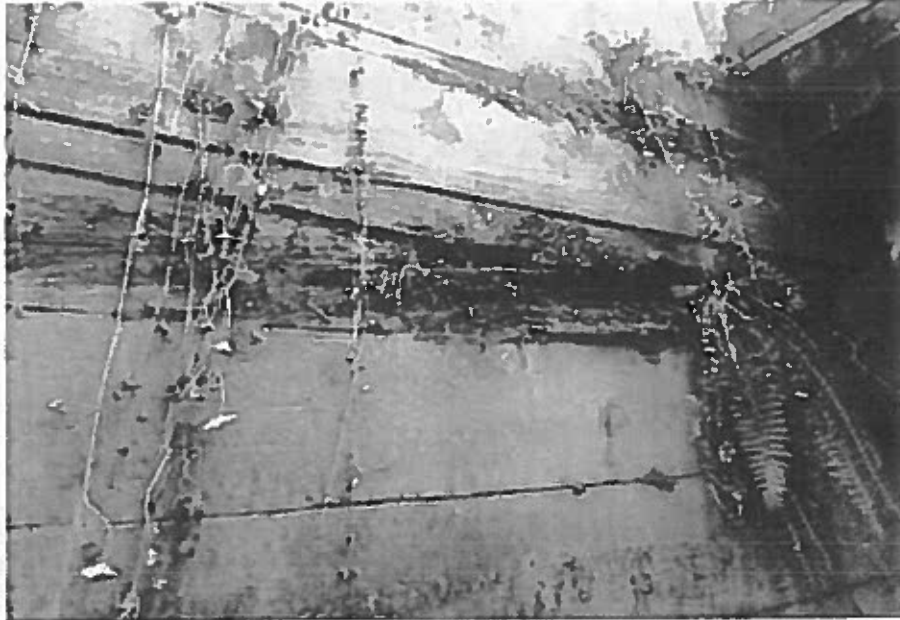
DECAYED AREA UP TO 3' LONG X 8" HIGH X 2" DEEP IN ABUTMENT 1 BULKHEAD BELOW THE WEST OVERHANG



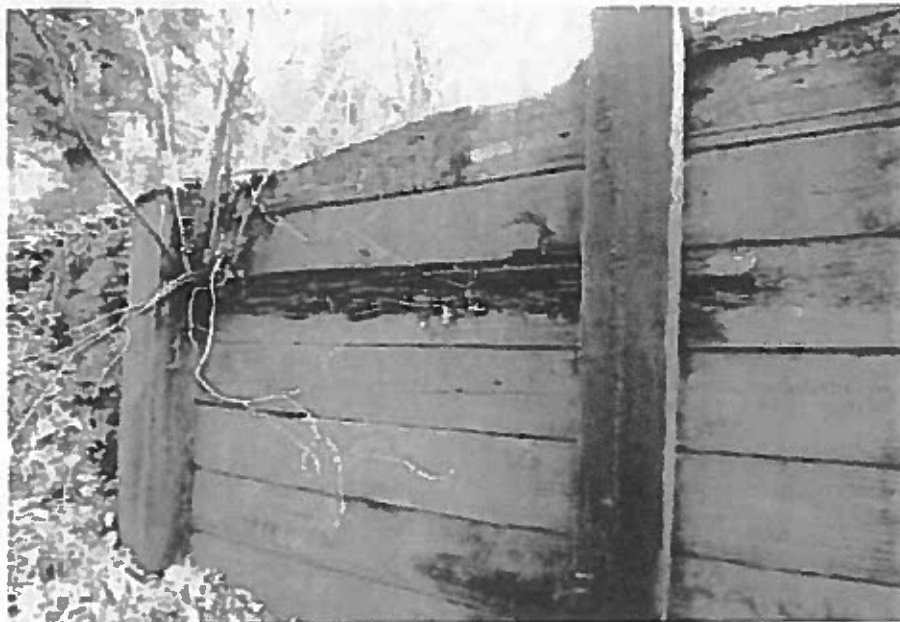
SPLINTERED AREA UP TO 8" LONG X 3" HIGH X 1/2" DEEP IN THE WEST END OF ABUTMENT 1 CAP

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



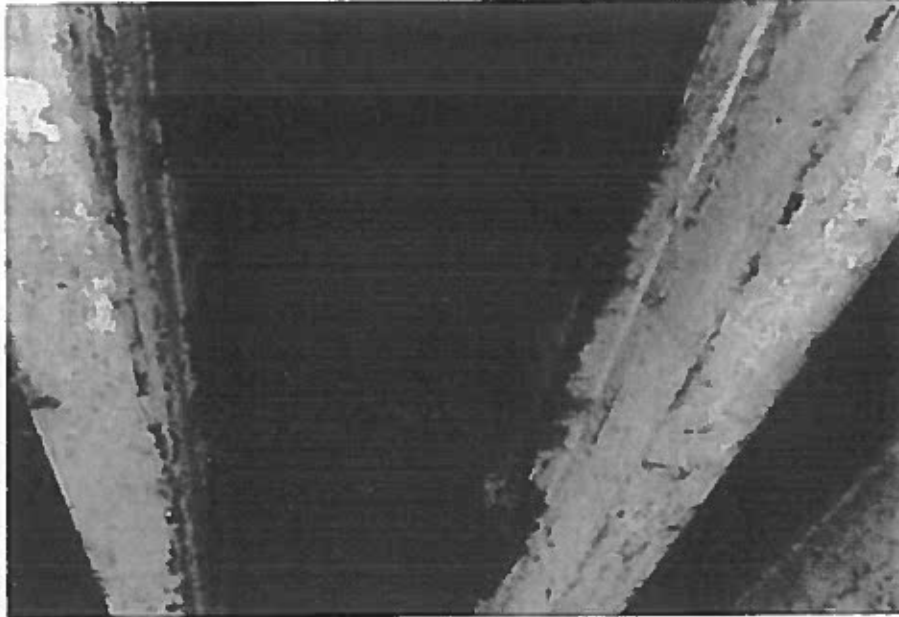
**DELAMINATED STEEL UP TO 2' LONG X 2½" WIDE WITH ½" REMAINING ALONG THE RIGHT
BOTTOM FLANGE EDGE AND 2½" HIGH ALONG THE WEB AT ABUTMENT 1**



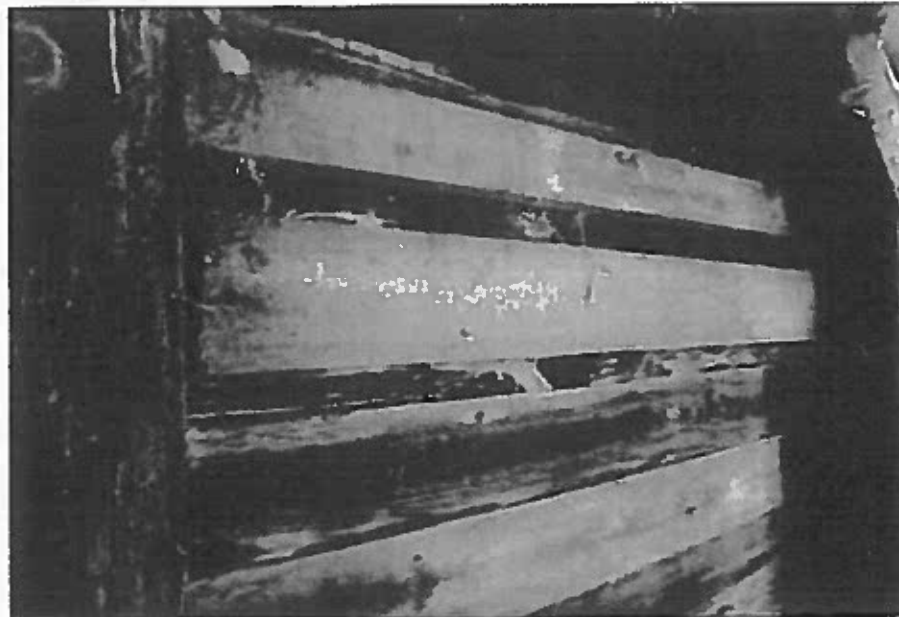
**DECAYED AREA UP TO 2'-6" LONG X 1' HIGH X 2½" DEEP IN ABUTMENT 1 BULKHEAD BELOW
BAY 1**

BRIDGE INSPECTION REPORT

CONDITION PHOTOS



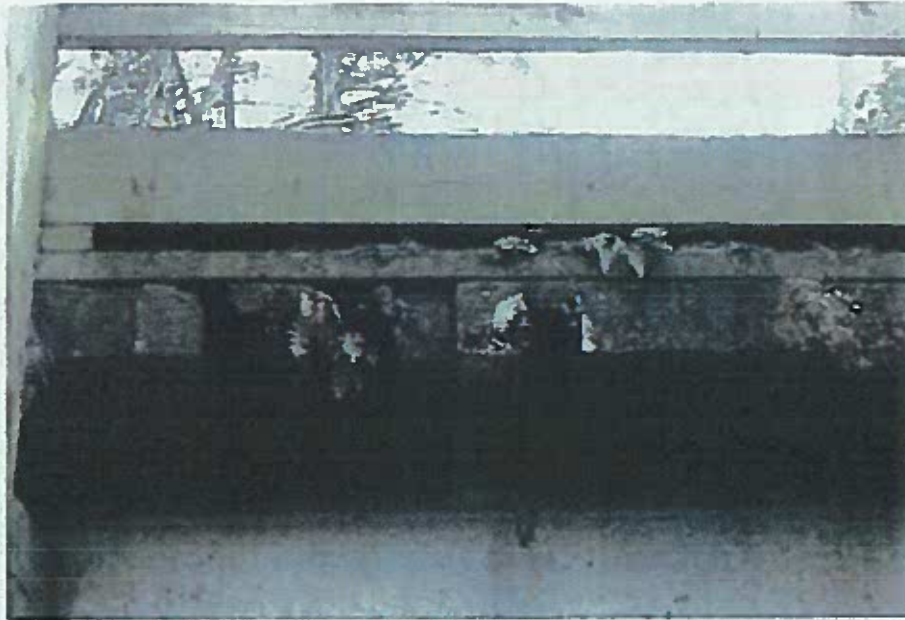
**DECAYED AREA UP TO 1'-4" LONG X 3'-6" WIDE X FULL HEIGHT IN THE UNDERSIDE OF THE DECK
BELOW BAYS 3 AND 4, 7' FROM ABUTMENT 1**



**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 7 1/2" 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
Phone: (828) 669-8002 • Fax: (828) 669-3810
www.townofmontreat.org

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 weather 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.

**REPORT OF MONTREAT BRIDGE COMMITTEE
TO
MONTREAT TOWN COUNCIL
REGARDING THE TEXAS ROAD BRIDGE
May 31, 2016**

BACKGROUND

The Texas Road Bridge was declared unsafe and taken out of use in 2008 as a result of an inspection which revealed serious deterioration of the bridge with the passage of time. Since 2008, the issue of the replacement of the bridge has occupied much time and deliberations of the Town Council, has cost the town considerable funds in professional fees, and has also been the subject of much discussion in the town.

The previous Town Council approved plans for a new, much larger and higher bridge to be constructed at the site of the current bridge using a mix of federal, state and local funds under the provisions of the Municipal Bridge Program, with state and federal funds paying 80% of the cost, and Montreat being responsible for 20% of the cost. Many local citizens objected to the size or location or total cost of the bridge, or all three.

Following the elections in November, 2015, the newly constituted Town Council, in March, 2016, passed a resolution suspending indefinitely the Texas Road Bridge Project and appointing a citizen advisory committee to make a recommendation by June, 2016 regarding what should be done, or not, regarding the bridge.

Committee Creation:

Specifically, on March 10, 2016, at its regular monthly meeting, the Montreat Town Council passed two resolutions as follows (quotes are from Council minutes):

1. "Commissioner Otto then moved to suspend the Texas Road Bridge Project indefinitely. Mayor Pro Tem Fouche seconded the motion. The motion carried 3/2."
2. "Commissioner Otto then made a motion requesting Mayor Helms to appoint a committee to investigate the need for a bridge, the type of bridge, whether vehicular or walking and report back to Council by June. Commissioner Gilliland seconded the motion. The motion carried 3/2." (emphasis added)

Pursuant to said Motion #2 above, Mayor Tim Helms subsequently appointed a committee, known as the Montreat Bridge Committee (referred to hereafter as the "Committee" or "MBC"), comprised of the following members:

Alice Lentz
Dan Dean
Kent Otto – Town Commissioner
Bob Cunningham
Lee Lancaster
Jan McRae
Tyler Smith

ACTIVITIES OF THE COMMITTEE

In order to begin to accomplish its assigned task, Alice Lentz convened the first meeting of the committee for April 19, 2016. A summary of that meeting and every subsequent committee meeting, as well as actions taken by the Committee, are as follows:

1. April 19, 2016 Meeting (Organizational Meeting).

Persons Present. At this first meeting, the following were present:

- Five (5) committee members (Lentz, Dean, Otto, Lancaster and McRae).
- Two (2) Town Staff persons (Ron Nalley, Town Administrator, and Angie Murphy, Town Clerk).
- Thirteen (13) citizens.

Actions Taken and Matters Discussed.

- **Committee Organized.**

The committee was organized as follows: Chair, Alice Lentz, and Vice Chair, Dan Dean, were elected and a set of procedural rules were adopted.

- **Meeting Dates Set.**

In order to gather as many facts, and as much technical and other helpful information as possible, and in order to discern the feelings and opinions of Montreat institutions, residents and property owners, the committee scheduled three (3) meetings to be held on May 3, May 17 and May 31, 2016. It was agreed that the May 3rd meeting would be primarily devoted to hearing from the public, the May 17th meeting would be to hear from technical experts, institutional representatives, residents of Texas Road and others to be specifically invited, and the May 31st meeting would be for committee discussions and decisions about a recommendation to the Town Council. It was emphasized that there would be a public comment period at all meetings at which time anyone would be welcomed to make any comment and ask any question.

- **Aspirations and Goals Stated.**

The aspirations and goals of the committee were stated by the Chair and Vice-Chair and other members as follows:

- a. The committee and its activities will at all times be open, transparent, welcoming and respectful to anyone and everyone who wishes to voice an opinion.
- b. Public comments, thoughts, recommendation and opinions will be sought and welcomed in every way possible – Public hearings, public comment periods at every meeting, broad publication of committee meetings and activities, requests for email communications and other submission of comments, publication of committee members' email addresses, and other activities to publicize the welcoming and open nature of the committee's activities.
- c. During the public comment period at each meeting, time limits for comments will be suggested but not enforced. The committee will be willing to listen as long as any person wishes to talk and express an opinion, suggestion or idea. The committee will respond as able to questions presented and will interact as appropriate with persons attending committee meetings.

- d. The committee will be open-minded to all possibilities, and will listen and give serious consideration to any and all opinions and ideas voiced.
- e. The committee, after listening to all opinion and voices expressed, and after considering all facts and technical information available, will render recommendations to the Town Council which the Committee feels are in the best interest of the Town and expresses the will and desires of a majority of the Town stakeholders.
- **Public Comments.** During the public comment period at this first meeting, seven (7) of the thirteen (13) citizens present made comments to the Committee. (A spreadsheet summarizing all comments made to the MBC at all meetings, as well as comments made by email, is attached to this Report as Attachment B.)
- **Minutes.** Official minutes of this and all committee meetings can be found on the Town of Montreat website.

2. **Invitations to Public for Comments.**

On April 26 and 27, 2016, the Committee issued invitations to the public for them to attend the 3 subsequent meetings of the committee, and/or submit email messages, for the purpose of making any and all suggestions, recommendations or comments regarding the task assigned to the Committee. Such invitations were distributed by the Town office to its Sunshine List and through all other available methods for contacting the public. (Attached to this Report as Attachments C and D are copies of the invitations which were distributed.)

3. **May 3, 2016 Meeting (Public Comment Meeting).**

Persons Present. At this second meeting, the following were present:

- All seven (7) committee members (Chair Lentz, Vice-Chair Dean, Commissioner Otto, Cunningham, Lancaster, McRae and Smith).
- Three (3) Town Staff persons (Ron Nalley, Town Administrator, Angie Murphy, Town Clerk and Steve Freeman, Public Works Director).
- Twenty-two (22) citizens.

Actions Taken and Matters Discussed.

- **Public Comments.** This meeting had been publicized as a meeting primarily devoted to hearing any and all comments, thoughts and recommendations from any citizen who wished to speak. 22 citizens attended the meeting and 19 persons spoke regarding the bridge. (A spreadsheet summarizing all comments made to the MBC in all meetings, as well as comments made by email, is attached to this Report as Attachment B.)
- **Minutes.** Official minutes of this and all committee meetings can be found on the Town of Montreat website.

4. **May 17, 2016 Meeting (Institutional/Technical/Resident Comment Meeting).**

Persons Present. At this third meeting, the following were present:

- Six (6) committee members (Chair Lentz, Vice-Chair Dean, Commissioner Otto, Cunningham, Lancaster and Smith).
- Six (6) Town Staff persons (Ron Nalley - Town Administrator; Angie Murphy - Town

- Clerk; Jack Staggs – Police Chief; Steve Freeman – Public Works Director; David Currie – Code Enforcement Officer; Barry Creaseman – Senior Water Operator).
- Five (5) invited institutional representatives and technical experts.
 - Twenty-five (25) citizens.

Actions Taken and Matters Discussed.

- This meeting was primarily devoted to hearing from various institutional representatives, technical experts and specific persons who were specifically and personally invited to speak. In addition, as with all of the Committee's meetings, public comments from anyone were welcomed and allowed.
- Those who were specifically invited to attend and who made comments, either in person or, in the sole case of Michael Caulfield, in writing, were as follows:

Richard Dubose – President, Montreat Conference Center

Joe Kirkman – Counsel to the President, Montreat College

Representatives from the Town of Montreat:

Ron Nalley – Town Administrator

Jack Staggs – Chief of Police

David Currie – Code Enforcement Officer

Dewayne L. Sykes, P.E. - Professional Engineer, KCI Engineering, Raleigh, NC

Jack McCaskill – Engineer and former Montreat Town Commissioner

Lee Lancaster – Texas Road Resident and Committee Member (See spreadsheet prepared by Lee showing the opinions of those Texas Road residents whom she personally contacted, which spreadsheet is attached to this Report as Attachment E. These residents also submitted comments in person at Committee meetings or by email, and their comments are reflected in the spreadsheet as either meeting comments or email comments.)

Gregory D. Styles, P.E. - Professional Engineer, Black Mountain, NC

Michael Caulfield, P.E. - Retired Professional Engineer, Greenville, MS

(Written statement of Mr. Caulfield was read at the meeting and is attached to this Report as Attachment F)

- Public Comments. At this meeting, there were twenty-five (25) citizens present. Nineteen (19) of these persons spoke during the public comment period regarding the bridge. (A spreadsheet summarizing all comments made to the MBC in all meetings, as well as comments made by email, is attached to this Report as Attachment B.)
- Minutes. Official minutes of this and all committee meetings can be found on the Town of Montreat website.

5. May 31, 2016 Meeting (Discussion and Decision Meeting).

Persons Present. At this fourth meeting, the following were present:

1. All Seven (7) committee members (Chair Lentz, Vice-Chair Dean, Commissioner Otto, Cunningham, Lancaster, McRae and Smith).
2. Four (4) staff persons (Ron Nalley - Town Administrator; Angie Murphy - Town Clerk; Steve Freeman – Public Works Director; David Currie – Code Enforcement Officer).
3. Thirty-three (33) citizens.

Actions Taken and Matters Discussed.

- This meeting was primarily devoted to discussions among committee members regarding their positions, thoughts and opinions regarding the Texas Road Bridge, with the goal of developing specific recommendations to be presented to the Town Council. In addition, as with all of the Committee's meetings, public comments from anyone were welcomed and allowed.
- **Public Comments.** At this meeting, there were thirty-three (33) citizens present. Two (2) of them make comments to the Committee during the public comment period. (A spreadsheet summarizing all comments made to the MBC in all meetings, as well as comments made by email, is attached to this Report as Attachment B.)
- **Actions Taken.** Following discussion by the members, the committee adopted certain recommendations to Town Council and also approved this Report to Council. The Recommendations adopted are attached to this Report as Attachment A.

The Committee also approved the submission of this Report to the Town Council as the final act of the Committee, in response to the task assigned to the Committee by the Council's action of March 10, 2016.

- **Minutes.** Official minutes of this and all committee meetings can be found on the Town of Montreat website.

Respectfully Submitted,

As requested by the Town Council pursuant to its resolution of March 10, 2016,

Montreat Bridge Committee:

Alice Lentz – Chair

Dan Dean – Vice Chair

Kent Otto – Town Commissioner

Bob Cunningham

Lee Lancaster

Jan McRae

Tyler Smith

ATTACHMENT A

RECOMMENDATIONS OF BRIDGE COMMITTEE TO TOWN COUNCIL

Preliminary Statement.

The Texas Road Bridge has been out of use since 2008. For the past eight (8) years, many Town Councils have spent much time, effort and money planning for the replacement for such bridge. More recently a previously constituted Town Council, after considering several options at different locations, adopted a plan for the construction of a new bridge at the same location on Texas Road as the location of the old bridge. The cost, size and location of the bridge created some opposition to such new bridge from citizens and other stakeholders in Montreat.

As a consequence of the elections in November, 2015, a new Mayor and new majority of the Town Council were installed. The new Town Council, in March, 2016, passed two resolutions (quoted in the Report to which this is attached) suspending indefinitely the Texas Road Bridge Project and appointing this committee to make a recommendation by June regarding such project.

It is common knowledge, which is confirmed by the many comments received by the Committee, that the citizens and other stakeholders of Montreat are divided over what should be done about the Texas Road Bridge. Furthermore, as noted by the votes of the Town Council regarding the bridge, the Town Council is also divided over what should be done about the bridge. Therefore, it should be no surprise to anyone that this Bridge Committee is also divided over what should be done about the bridge. Nonetheless, the Committee has attempted to determine the will of the majority of the citizens and stakeholders of the Town, and has also attempted to determine what it considers to be in the best interest of the entire community and all of its many varied constituents and peoples, and is prepared to make certain recommendations, to which at least a majority of the Committee agrees.

Therefore, after many hours of meetings and listening to comments, suggestions and opinions about the Bridge and what should be done about it, and after reading many documents as well as many emails sent to the committee by interested parties, and after much deliberation, the **Montreat Bridge Committee makes the following recommendations to the Montreat Town Council:**

RECOMMENDATIONS:

1. That the Town Council **take the following action immediately**, preferably beginning during the 2016 Summer Season, and certainly **before the Town Council takes any further action** regarding the Texas Road Bridge Project:
 - a) Obtain a **professional traffic study, with recommendations**, regarding the Texas Road area between Welch Field and Lookout Road, and preferably of the entire town, which study should include and give consideration to the following factors, at a minimum:
 - i. Traffic volume and patterns at various times of the year, since traffic in Montreat can vary considerably depending on the time of year;
 - ii. Safety of children and pedestrians year-round, but especially during the summer season;
 - iii. Safety and convenience of residents in the immediate vicinity of Texas Road;
 - iv. Convenient and expeditious access to the Texas Road area by first responders and other emergency vehicles and persons;
 - v. Convenient access to the college and other areas on the east side of Flat Creek, including by large buses and vehicles; and
 - vi. Evacuation routes of town residents in the event of a major, large-scale crisis or emergency.
 - b) Develop an **evacuation plan** for the entire Town, in coordination with the other town institutions, to be publicized and used in the event of a major, large-scale crisis or emergency.
2. That the Town Council **NOT proceed** any further with the **current plans** for the replacement of the Texas Road Bridge at its current site, which plans are known as Option B in the previously considered plans, and which plans were approved by the previous Town Council.
3. That the Town Council **NOT build any vehicular bridge** at the site of the previous vehicular bridge on Texas Road.
4. That the Town Council take all necessary steps to **avoid repayment of funds** previously provided for the bridge project by the federal government through the Municipal Bridge Program, in the approximate amount of \$250,000.
5. That the Town Council refurbish and maintain the current **Texas Road Bridge as a pedestrian bridge**, and that it also enhance and beautify the area surrounding the bridge. If keeping the current bridge as a pedestrian bridge should prove impractical or undesirable, then it is recommended that a new, smaller, attractive pedestrian bridge over the creek be constructed at that site.
6. That the Town Council seriously **consider and address the many concerns** expressed by citizens regarding **safety issues** on Texas Road as they concern children and pedestrians using the various recreational, Club and child care facilities located on and around Texas Road. For example, suggestions received from citizens include the following:
 - a) Make Texas Road in this area a pedestrian-only road during the busy summer season (except for residents living on Texas Road);
 - b) Create designated drop-off/pick-up points for children – either on Texas Road or at alternate non-Texas Road sites (this would require coordination with the Conference Center);

- c) Make Texas Road in this area safer by installing speed bumps or other traffic calming features;
 - d) Construct a cul-de-sac in the vicinity of the old, closed bridge so that cars have an easy way to turn around on the now dead-end Texas Road;
 - e) Limit or prohibit parking on Texas Road in this area;
 - f) Prohibit trucks from using Texas Road Spur;
 - g) Limit Texas Road Spur to emergency use only.
7. That the Town Council construct a **new vehicular bridge at Tennessee Road** across Flat Creek to intersect with Texas Road, which bridge and location are described as Option D in the previously considered plans. It is **strongly recommended** that such bridge be designed and built **primarily as a pedestrian-friendly bridge**, in a pedestrian-friendly environment, with **vehicular traffic complementing rather than controlling** the design and construction. As part of this project, it is further recommended that significant modifications and improvements be made to Texas Road between Assembly Drive and the Walkup Building to enhance calming features, in order to **significantly reduce the speed of vehicles and enhance the safety of all pedestrians** using Texas Road, young and old. Such features could include, at a minimum – speed bumps, warning signs and one-way traffic.
 8. That the Town Council **strongly consider and seriously explore** the possibility of constructing the new bridge at Tennessee Road **with local funds only** and without the use of Municipal Bridge Program Funds, or any other federal funds.
 9. If the Town Council determines that it is not feasible or fiscally responsible to build a new vehicular bridge at Tennessee Road with local funds only, then the Montreat Bridge Committee recommends that it build such a bridge as a participant in the **Municipal Bridge Program**.
 10. That the Town Council, following the construction of a new bridge at Tennessee Road, designate Texas Road from Assembly Drive to the Walkup Building as a **one-way street** – at least during the summer season, and perhaps year-round.
 11. The Montreat Bridge Committee approves, without endorsement or recommendation, the submission of the following documents to the Town Council for its reading and consideration:
 - a) Statement of Alice Lentz dated May 30, 2016 (attached to the Committee's Report to Town Council as Attachment G)
 - b) Statement of Jan McRae dated May 10, 2016 (attached to the Report as Attachment H)
 - c) Statement of Bob Cunningham dated April 13, 2016 (attached to the Report as Attachment I)
 - d) Statement of Bob Cunningham dated May 20, 2016 (attached to the Report as Attachment J)
 - e) Statement of Lee Lancaster dated May 24, 2016 (attached to the Report as Attachment K)

ATTACHMENT B

MONTREAT BRIDGE COMMITTEE

CITIZEN COMMENTS & EMAILS

MAY 31, 2016

Citizen #	New Bridge?	Pedestrian or Vehicular?	Bridge Location?	Traffic Flow?	Misc. Comments
Meeting #1					
04/19/16					
1					No comments relating specifically to bridge
2	YES	Vehicular	No preference stated		
3	YES	Vehicular	NOT on Texas Rd.	ONE-WAY	NO TO CURRENT PLANS.
4	YES	Vehicular	No preference stated		SAFETY!
5					No comments relating specifically to bridge
6	YES	Vehicular	No preference stated		
7					
Meeting #2					
05/03/16					
8	YES	Vehicular	TEXAS RD. (Veh)		Current bridge & location served well
9	NO	Pedestrian	TEXAS RD. (Ped)	1-way if at all	SAFETY! PEDESTRIANS
10					FINANCES!
11					No comments relating specifically to bridge
12			NOT TEXAS RD.		NO TO CURRENT PLANS.
13	YES	Vehicular		ONE-WAY	SAFETY!
14	YES	Vehicular	TEXAS RD. (Veh)		SAFETY!
15	YES	Vehicular	No preference stated	ONE-WAY	SAFETY! PEDESTRIANS
16	YES	Vehicular	No preference stated	One-way summer	
17					No comments relating specifically to bridge
18	NO	Pedestrian	TEXAS RD. (Ped)	1-Way if at all	NO TO CURRENT PLANS.
19	NO	Pedestrian	TEXAS RD. (Ped)		NO TO CURRENT PLANS.
Meeting #3					
05/17/16					
20	YES	Vehicular	ANYWHERE IS OK		NO TO CURRENT PLANS.
21	YES	Vehicular	ANYWHERE IS OK		NO to current plans. Safety! Emerg. Sm Bridge.
22	YES	Vehicular	NO Agmt among staff		PUBLIC SAFETY
23	YES	Vehicular	No preference stated		PUBLIC SAFETY
24					No comments relating specifically to bridge
25					No comments relating specifically to bridge
26	YES	Vehicular	NOT TEXAS RD	TWO-WAY	NO TO CURRENT PLANS. Prefer 3rd site
27	NO	Pedestrian	TEXAS RD. (Ped)		Pedestrian bridge at Texas Rd.
28					No comments relating specifically to bridge
29	YES	Vehicular	TENN. RD.		NO TO CURRENT PLANS. (NO Fed Funds

MONTREAL BRIDGE COMMITTEE

CITIZEN COMMENTS & EMAILS

MAY 31, 2016

30						No comments relating specifically to bridge
31	NO	Pedestrian	TEXAS RD. (Ped)	1-way if at all	NO to current plans. Safety! Pedestrians	
32	YES	Vehicular	No preference stated		SAFETY! Emergency evacuation	
33					No comments relating specifically to bridge	
34	NO	Pedestrian	TEXAS RD. (Ped)		NO to current plans. A new 2-way -BAD!	
35					No comments relating specifically to bridge	
36	YES	Vehicular	TEXAS RD. (Veh)		SAFETY!	
37					No comments relating specifically to bridge	
38	NO	Pedestrian	TEXAS RD. (Ped)	1-Way if at all	NO to current plans. Safety! Pedestrians.	
39	YES	Vehicular	No preference stated		SAFETY! Emergency evacuation	
40					Recent street improvements good	
Email						
Comments						
41	YES	Vehicular	No preference stated	TWO-WAY	SAFETY! PEDESTRIANS	
42	YES	Pedestrian	No preference stated		NO to current plans. Safety! Pedestrians.	
43	NO	Pedestrian	TEXAS RD. (Ped)		No comments relating specifically to bridge	
44					NO to current plans. Safety! Pedestrians.	
45	NO	Pedestrian	TEXAS RD. (Ped)		NO to current plans. Safety! Pedestrians.	
46	NO	Pedestrian	TEXAS RD. (Ped)	1-Way if at all	NO to current plans. Safety! Pedestrians.	
47					No comments relating specifically to bridge	
48	YES	Vehicular	No preference stated		SAFETY! Pedestrians, emergencies	
49					No comments relating specifically to bridge	
50	YES	Vehicular	No preference stated		SAFETY! Pedestrians, emergencies	
51	YES	Vehicular	No preference stated	TWO-WAY	NO to current plans. Sm. bridge.NoFedFunds	
52	YES	Vehicular	ANYWHERE IS OK			
53	NO	Pedestrian	TEXAS RD. (Ped)		NO to current plans. Safety! Pedestrians.	
54	NO	Pedestrian	TEXAS RD. (Ped)		NO TO CURRENT PLANS.	
55	YES	Vehicular	TEXAS RD (Veh)		SAFETY! PEDESTRIANS	
56	YES	Vehicular	TEXAS RD (Veh)		SAFETY! PEDESTRIANS	
57	YES	Pedestrian	No preference stated		SAFETY! Walking or 1-way bridge only!	
58	NO	Pedestrian	TEXAS RD. (Ped)		SAFETY! PEDESTRIANS.	
59	YES	Vehicular	NOT TEXAS RD.	1-WAY if at all	NO to current plans. Safety! Pedestrians.	
60	NO	Pedestrian	Texas (Ped). If Veh.bridge, then TN Rd.		NO to current plans. Safety! Pedestrians.	
61	NO	Pedestrian	Texas (Ped). If Veh.bridge, then TN Rd.		NO to current plans.	
62	NO	Pedestrian	Texas Rd. (Ped)		NO to current plans. NO to fed. Funds	
63	NO	Pedestrian	Texas Rd. (Ped)		SAFETY! PEDESTRIANS.	
64	YES	Vehicular	No preference stated			
65	YES	Vehicular	Texas Rd. (Veh)		SAFETY! EMERGENCIES	
66	YES	Vehicular	Texas Rd. (Veh)			
67	YES	Vehicular	Texas Rd. (Veh)		SAFETY! Pedestrians, emergencies	

MAY 31, 2016

Packet Page 132

ATTACHMENT C**Dan Dean**

From: "Alice Lentz" <alentsbridge@gmail.com>
Date: Tuesday, April 26, 2016 3:27 PM
To: <malley@townofmontreat.org>
Cc: "Dan Dean" <dandean.bridge@gmail.com>; "Angela Murphy" <amurphy@townofmontreat.org>
Subject: News, Invitations from the Montreat Bridge Committee, April 26, 2016

Greetings, community colleagues,

On behalf of the Montreat Bridge Committee (MBC), I share with you news of the MBC's work and extend an invitation to you to attend the meetings of the MBC. What a privilege it is to communicate with you on this topic and through this channel!

The MBC met for its initial and organizational meeting on April 19. The MBC is honored that 13 members of the community were able to attend the session, and many of our community colleagues spoke during the public comment portion of the meeting.

Your MBC will hold its remaining meetings at the Wayout Building on May 3, 17, and 31, and each meeting will begin at 5 pm. At these meetings, the MBC will dedicate as much time as possible to public comment, such that the community's aspirations, needs, and concerns on the topic at hand are articulated and aired.

In addition, at the May 17 meeting of the MBC, we expect to hear on the topic at hand from several technical and institutional representatives and will be extending invitations to these folks shortly. Please know that, as at all meetings of the MBC, we also will welcome public comments from individuals in the community, and we will accommodate as many of your views as possible.

We appreciate very much the fine work of the Town of Montreat staff on behalf of our town and with regard to the Montreat Bridge Committee. From our Town staff, you will hear official announcements of the MBC meetings.

As you consider how you would like to respond to the MBC's invitation, I ask that you familiarize yourself with the information that is available on the Town of Montreat website and through the links noted below.

With MBC Vice Chair Dan Dean and all MBC members, I reiterate this invitation to join the conversation. We hope to see you on May 3, 17, and/or May 31 at 5 pm.

Best wishes,

Alice Lentz, Chair
 Montreat Bridge Committee
alentsbridge@gmail.com

For background information on the bridge conversations that have given rise to the Montreat Bridge Committee, please visit this link on the Town of Montreat website: http://www.townofmontreat.org/Texas_Bridge.htm and the Final Categorical Exclusion Document, a more detailed study for the Texas Road Bridge Project, can be found at this link: http://townofmontreat.org/documents/B_5196_CE_Final_signed_01072015.pdf.

Dan Dean

From: "Alice Lentz" <ablentzbridge@gmail.com>
Date: Tuesday, April 26, 2016 3:33 PM
To: <rnalley@townofmontreat.org>
Cc: "Dan Dean" <dandean.bridge@gmail.com>; "Angela Murphy" <amurphy@townofmontreat.org>
Subject: Montreat Bridge Committee Welcomes Email Messages

Greetings, community colleagues,

On behalf of the Montreat Bridge Committee (MBC) and in addition to the invitation from the MBC to participate in its meetings on May 3, 17, and 31, I note that the MBC welcomes email messages from the Montreat community regarding the topic at hand -- "to investigate the need for a bridge, the type of bridge, whether vehicular or walking and report back to Council by June."

Recognizing that there may well be Montreat community colleagues who cannot attend any of the meetings scheduled for May 3, 17, and 31, the MBC would like to make specific its welcome for hearing your views via email messages.

Email addresses for the members of the Montreat Bridge Committee are noted below, and they are noted on the Town of Montreat website at this link:

http://www.townofmontreat.org/Texas_Bridge.htm

Montreat Bridge Committee Members:

Alice Lentz ablentzbridge@gmail.com
Bob Cunningham wastaguy@gmail.com
Jan McRae bridgejanmcr@gmail.com
Tyler Smith tylerdevils@gmail.com
Lee Lancaster bridgecommlee@gmail.com
Dan Dean dandean.bridge@gmail.com
Commissioner Kent Otto kotto@townofmontreat.org

On behalf of the Montreat Bridge Committee, I send best wishes.

Alice Lentz, Chair
Montreat Bridge Committee
ablentzbridge@gmail.com

Name	Address	Texas Rd bridge	TN Bridge	Safety concern	Paving	Traffic concern	No big bridge
Carlen Maddux	332 Texas Road	pedestrian		yes		yes	*
James and Eva Moore	328 Texas Road			yes			*
Dick and Louise Wolfe	324 Texas Road	pedestrian		yes		yes	
William and Margaret Bauer	320 Texas Road						
Tom and Laura Spangler	312 and 316 Texas Road	vehicular				two way	
Sean and Amy Barclay	310 Texas Road	pedestrian		yes			*
Tom and Boyd Dimmock	304 Texas Road	vehicular			*		
Martha Campbell	304 Texas Road	vehicular					
Bill and Susanne McCaskill	302 Texas Road	pedestrian	no				
Hugh and Jane Alexander	300 Texas Road	vehicular					
Collin Choate Grubb	296 Texas Road						
Robin and Brinkley Melvin	246 Texas Road Spur	pedestrian					
Annie Laurie Preston	242 Texas Road Spur						
Bruce and Patsy Burdett	238 Texas Road Spur	pedestrian	maybe	yes			*
Andrew and Catherine Wolfe	340 Texas Road	pedestrian		yes			
Laurie Nappier	??? Texas Road	vehicular					

ATTACHMENT E

ATTACHMENT F

Michael Caulfield
1130 Arnold Avenue
Greenville, Mississippi 38701

May 13, 2016

Ms. Alice Lentz, Chair
Montreat Bridge Committee
Montreat, North Carolina

Re: Texas Road Bridge over Flat Creek
Montreat, North Carolina

Dear Ms Lentz,

I hope the following provides some value to the work of the Montreat Bridge Committee.

To begin, regarding the development of the Texas Road bridge project to its current status, the Town of Montreat was surely pleased to successfully procure 80/20 federal funding to replace the bridge on Texas Road. That was good work by someone.

I am also confident the design consultant hired by Montreat (KCI) did their work in accordance with best practices for such work. I expect they met with and listened to their Town of Montreat contact and then endeavored to provide a product that conformed to their client's directions and expectations.

I believe KCI performed a planning study where they investigated at least two alternative bridge locations. At this point it is not clear to me what factors persuaded the Town to select the alternative with a new structure at the location of the existing one on Texas Road. The variable considerations involved in alternative selection are many and having had no involvement in the process it is impossible for me to say one alternative is right and one is wrong. I simply don't know what constraints KCI was working under during the planning process. However, once the location was selected and KCI applied design criteria that protected federal funding the project naturally developed into a wide bridge on high embankment, etc.

I can't help wondering if communication broke down between the Town and KCI or at least the Town failed to grasp how the final facility would impact the area aesthetically OR desperate to use federal funding decided to bite the bullet regarding aesthetic appeal and proceeded. They may have reached a point in their design spending from which they thought there was no turning around. Regardless, this pondering leads nowhere except to give the benefit of the doubt to those who've gone before and who may simply have been trying to add value to their community.

Regarding future engineering work, unless there is reason to doubt KCI as an engineering firm I would consider them an asset/friend moving forward given their knowledge of this project. Their plans for the monster bridge project appear well done. If they have been paid for their work to date they should be happy to meet with the MBC to discuss moving forward, especially if they can expect to provide further engineering services to the Town of Montreat.

Moving forward-

The Town of Montreat must decide what they want/need. The study process to determine what is needed should consider input from the municipality (fire department, law enforcement, garbage collection, emergency vehicle routing, etc.) and from the public. The selected alternative should provide the greatest benefit to the community with the least harmful impacts. I believe this study was performed to some degree in this regard by KCI. It may simply be a matter of reopening that study and have KCI restate their findings.

Obvious Alternatives

Vehicular Bridge

- Located at Texas Road
- Located at Tennessee Road

Pedestrian Bridge

- Using the current structure, but closed to vehicular traffic
- Remove the current structure and install a pedestrian crossing

Vehicular Bridge at Texas Rd. -

Consider the cost of the project if federal funding was not used. Features required by federal and NCDOT specifications, which must be followed if federal funds are used, are responsible for a much higher price tag for the bridge as currently designed by KCI.

The cost of replacing the Texas Road Bridge at its existing size and location may be equivalent to the 20% that Montreat would spend if federal funding is used. To go this route a design criteria with less severe flood constraints and a lower design speed would have to be developed by the Town. The design engineer could help develop the criteria and discuss any liability issues the Town would have to accept. I imagine the liability would be equivalent to what has existed at this bridge site for decades. A couple of liability issues as I see them -

1. Will the bridge wash out? Answer: Has it ever washed out before?

2. Will accidents occur because the bridge is narrow and in a curve?

Answer: Has this site been the scene of accidents in the past.

Pursue KCI's opinion about the cost of the federally funded bridge vs. one they would design without federal/state DOT criteria and about the issues of simply replacing the bridge on the existing profile.

Consider calling a supplier of prefabricated bridges to visit the site and provide a prefabricated bridge solution. These bridges can be attractive and come at a low cost. A good supplier is Contech Engineering Solutions. The contact they provide for the Montreat area is JCampbell@conteches.com

Vehicular Bridge at Tennessee Rd. -

It seems this location is a more natural location for a new vehicular bridge. Because of the existing topography this location may allow a solution that qualifies for the 80/20 federal funding and not have to contort to meet a tightly curved horizontal alignment or have the profile raised to stay above the low flood plain of the Texas Road site. This site also removes the Texas Rd. (and traffic) away from the ball field.

At this site the resulting bridge will be straight and it can be much narrower than the Texas Rd. alternative, but because the creek banks are further apart at this location the bridge will likely be longer than the one at Texas Road. Given these offsetting factors, the bottom line cost between the project currently designed by KCI and a crossing at Tennessee Road may be similar. The difference would be that the crossing at Tennessee Road will make visual sense and improve things around the ball field by removing Texas Road traffic.

This alternative will align the Tennessee Rd. and Texas Rd. intersections at Assembly Drive forming a single intersection and removing one intersection (former Texas Road intersection).

Important down sides to the Tennessee Road location are that several mature trees along the creek are in the path of this alignment and the creek itself is pristine and beautiful at this location. A construction project will of course impact all of that. Also, being as close to Assembly Drive as this bridge would be, construction will impact traffic along Assembly Drive – probably similar to the impact when the bridge at Lookout and Assembly was constructed.

Pedestrian Bridge at Texas Road-

If the old bridge is able to support pedestrian traffic and the Town decides to maintain it as a pedestrian crossing, an arrangement of

bollards or other low-stated barricades would be erected at each end of the bridge to block vehicular traffic and signs with appropriate information about vehicular routing placed at appropriate locations.

If it is decided to replace the old bridge with a new pedestrian bridge the Town should contact suppliers of prefabricated pedestrian bridges to quote the installation of their product.

Please feel free to contact me by phone or by email if I anyone on your committee cares to discuss these points further.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "M. Caulfield".

Michael Caulfield, PE
Mississippi PE # 15333
662-347-6500

ATTACHMENT G

May 30, 2016

TO: Montreat Bridge Committee (MBC)

FROM: Alice Lentz

RE: A Further Thought on an "Evacuation Plan" – Immediate, Stop-Gap Option to Address This Real Concern

As a consequence of our community colleagues' expressions of concern about safety and evacuation in the event of emergencies, our MBC proposed report calls on Town Council to develop an evacuation plan.

Over the weeks of the MBC's work and through conversations with many people, I have heard comments pertaining to the elements of an evacuation from Montreat that would be activated in the event of an emergency. Some of these comments have been first-hand; others, second- or third-hand. To the degree that these comments are accurate, they should be collected by Town staff in a **one-page document and communicated widely**, such that all in Montreat have access to this information in one spot and such that Montreaters' minds can be eased by knowing that there are elements of a draft evacuation plan already in place.

By "communicated widely," I mean posted at the Post Office, at Town Offices, on the Town website, at Town buildings; posted, to the degree that MRA and Montreat College are in accord, in those institutions' facilities; and mailed to Town residents and property owners, such that the one-page document could be posted in their homes.

In Attachment J, Bob Cunningham speaks in detail to some of these elements, based on his conversation with Ron Nalley on May 3.

If there is accurate information already available about how an evacuation would take place, then all in Montreat should have this information in an easy and handy format. By posting a one-page document widely in the community, visitors and residents alike would have ready access to this information.

ATTACHMENT H

Tuesday, May 10, 2016

To my fellow MBC members,

I'm sorry I cannot be with you today to hear the continuing input from others on the bridge issue. I'm celebrating my younger son, Wyatt's, graduation from Rhodes College currently. Here are some thoughts and questions that I have at this point on our bridge issue:

Safety is my biggest concern. I think the safety of the kids in clubs, the Montreat College and other community members in the event of an emergency evacuation, and also those trying to provide aid in medical or other emergencies presents an urgent need for better traffic flow.

I've personally seen large SUV's doing 10 point turns to reverse their direction while little clubbies are running around loosely supervised. It is a horrible accident waiting to happen.

I think a simple solution is to build a small one-lane bridge tying into Tennessee road that would fit aesthetically with the environment. In the summer, the direction for traffic should be for cars to enter via Community Center Circle onto Texas Road with a small pull off area on the park/club side of the road to load our little clubbies into their respective vehicles. Then the cars should exit via the bridge on TN Rd. There should also be a cross walk of some sort tying in with Elizabeth's path allowing safe access to Welch field. Hopefully a small, wooden pedestrian bridge (like the ones on Elizabeth's path) could replace the existing TX Rd bridge.

During the school year, the traffic flow could be reversed allowing the college easier access to their facilities. And the flow could be reversed again in the event of an evacuation order.

My remaining questions are as follows:

- 1- How much money is provided by the government for this project?
- 2- Would the money still be available if the location is changed to TN Rd?
- 3- Is there a time limit on the availability of this money?
- 4- If the government is involved what is the total cost of the bridge and what are the requirements about height, length, etc?
- 5- If the government is NOT involved, do the cost and building requirements of building a bridge change?
- 6- What would be the cost of removing the TX Rd bridge and replacing it with a pedestrian bridge?

Thanks for allowing me to voice my humble opinion in spite of my absence.

Regards,
Jan McRae

ATTACHMENT I

Letter to Bridge Committee. 4-13-16

We in Montreat, through the misfortune of a worn-out bridge, have received a rare gift: the opportunity to think about our future as a town and a community. Having been without the use of this bridge for nearly a decade, some have come to view Texas Road as not an artery through Montreat, but as a primary destination for recreation and child care.

Let's use this challenge of a broken bridge for forward thinking to consider long term our vision about what we want Montreat to become. Let us view this situation as an opportunity for creative thought, a blank slate, using positive thinking and language on what Montreat might become. Not negative, naïve, or pessimistic. Let us be optimistic, yet realistic, seeking consensus on a direction to move forward in that direction.

Let us put forth our dreams and hopes, and through positive dialogue seek consensus of the community, listening positively and optimistically as we come to understand the community's perspective and goals for Montreat. Let us build on the ideas of others as we move toward a vision for Montreat.

In the deadline handed our committee—June 3—our community is unlikely to achieve consensus on a future direction. I think the best we can hope for is to recommend a process which can be adopted in order to generate ideas and achieve consensus.

A process might include a large group session, such as was held on the Town Hall issue in the summer(?) of 2014. Those attending could number off into assigned groups to share their diverse opinions within the groups. Ideas generated could be written on poster paper – accompanied by reasoning, and attached to the wall, to be viewed by everyone and then summarized and shared with all those present. The committee could receive other written e-mail comments. A second Texas Bridge committee could then summarize all comments and look for threads upon which a consensus might be constructed.

By consensus, I mean agreement to a substantial degree on the main lines of the direction. In the absence of a consensus, the default option should be the alternative with the lowest opportunity cost.

After receiving feedback, the committee could outline specific suggestions for moving forward. My sense of the Town Council majority at the March TC meeting was that action on this issue would be slow and deliberate. Questions of evacuation time can be addressed, along with questions of bridge – no bridge, walking bridge vs auto bridge, various definitions of safety and cost benefit calculations that are brought to bear. These micro issues cannot be addressed within the allotted April 14-June 2 time frame.

Notes:

During the citizen comment session at the end of the March Town Council meeting, Mary Bruggeman challenged us to consider how Montreat might respond to an increasingly elder population, with lessened mobility, seeking to navigate the narrow, winding roadways of Montreat. Is there a way of accommodating people with varying mobility capability to enjoy life in Montreat? Can we afford to consider the passenger car to be the only vehicle of possibility inside the Montreat gate, and the relation that shift might make in the changing demand for feeder, auto, and pedestrian transportation?

Look at Texas Road from Anderson Auditorium to Assembly Drive: Eleven or so single family dwellings. The entire Northwest side of the street is geared to recreation or child care use.

Bob Cunningham

ATTACHMENT J

5.20.16-2
Bob Gunning

TBC TC Report June 2016

Institutional stakeholders -- MRA and Montreat College

Richard Dubose: people don't like the design, a new bridge would be handy when other bridge is decommissioned, but a new bridge is not necessary

Joe Kirkland- Montreat College supports a modest bridge, but it is not absolutely necessary; it would help ingress and egress at time of an emergency

This is modest support for a bridge, but their words, tone, and demeanor indicate no firm support

Many of the speakers at the May 3 meeting touched on "safety." The issue of safety is both vague and complex.

It is vague because safety may be defined in terms of speed: speed in coming or going—number of minutes necessary to receive an emergency vehicle at one's home, or minutes from Montreat to Black Mountain. However, there is little data about differences between the "bridge" options on this matter. We don't know in real situations what bridge option would speed traffic. And, we assume that speed equals safety.

The issue is also complex because two important fears—fire and water—may have listeners locked on to "speed" as an appropriate synonym for "safety." However, "speed" may reduce "safety," particularly as related to Texas Road. Karen Boyd pointed out the risk to children walking to the playground or to clubs along Texas Road. The children may not be accompanied by adults, or may not be paying attention to them—or to cars. Montreat recreational activities, particularly for young people, are located primarily along Texas Road—tennis courts, volley ball, Wilde Center, Robert Lake Park, the multiple-use Welch Field, plus adjacent locations of Lake Susan, the swimming pool, and the area between Lake Susan and Anderson Auditorium—and spill-over into the parking lot. A clash between vehicles and pedestrians may be the most dangerous safety issue in Montreat. Along Texas Road, the desire for "speedy" route may work to reduce "safety." A vehicle bridge, wherever it is placed, may **increase**, not decrease, the safety risk in the Texas Road area.

Fire and Water Risks Note: On May 3 I had an hour-long conversation with Ron Nalley on the risk factors of fire and water. According to Ron, the emergency of water is not rain, but the dam. If the dam breaks, there could be immediate emergency flood conditions, and the way to prepare for that is by dam inspections. Normal rainfall leading to flood conditions would occur over a period of days, allowing plenty of time for residents to evacuate in a leisurely manner. There is no need to rush.

Fire is different. Fires start small, and also allow time for people not immediately adjacent to the fire sufficient time to leave in an orderly manner. Fires can change direction, so one cannot predict direction (north, south, east, west), but vertical direction can be predicted. Fires will move uphill rather than downhill. If you are downhill from a fire, you are at less risk; if you are uphill you are at greater

risk. Best protection for one's house and property is to avoid flammable materials near one's home. Town Council had a special session on this issue, with excellent presentations, about 18 months ago. Perhaps Ron Nalley could direct interested people to those sources. Fire risk is unlikely to be alleviated by a Texas Road bridge, except perhaps for those 10 houses between the present bridge and Robert Lake Park facing a fire occurring immediately to their north and adjacent to Texas Road. Of course, they could escape personal injury by walking across the present bridge or down Texas Road extension. None of the Texas Road residents who have written or spoken indicated fire as a primary concern.

Ron Nalley said that the town has multiple emergency exits from Montreat West of Assembly Drive. East of Assembly Drive the emergency exit from Montreat would be up Lookout to the connection to the "Old Mitchell Road" to Black Mountain. The way out would be cleared by a "lift loader" bulldozer leading the way, and cars/people could be evacuated at 4 MPH. That would be sufficient speed for fire and water emergencies, with the contingencies noted above.

[Note: these are my notes and recollections from my conversation with Ron. Before quoting him in our report, I think we should confirm that these are his views.]

Therefore, it is my inference from the above information that no bridge on Texas Road would impact resident risk from fire or rain, but a dam break might be dangerous for those near Flat Creek.

Texas Road is the Central Hub of outdoor recreation in Montreat

Financial risk of rejecting the original Contract.

The issue is the risk of having to pay back the federal government seems to be off the table. Ron Nalley indicated in his statement of 5-17 that the main issue is the phrasing of the council action of (date). The wording change of a future TC decision will likely remove the mandate of the Montreat liability for \$250,000. The Town Council reopening the planning document would likely obviate paying back \$250k to feds. At the present time, it appears that the town remains obligated to pay back the state cost of \$30,000.

Aesthetics

Several speakers described the importance of aesthetics--the beauty of Welch Field and the surrounding area. It is a relatively large, flat, open space, relatively dry, available for multiple activities during daylight hours. Although designed and used originally for softball, it accommodates easily to a variety of sporting and outdoor activities—frisbee, pickle ball, soccer, kickball. It is the only such location in Montreat. When one drives into Montreat, the points of view drawn to the eye are first the gate, second Welch Field, third the dam and Lake Susan. The image conveyed by the design of the Texas Road version of the proposed bridge drew the ire of several people concerned about keeping the bridge design compatible with their image of Montreat.

Traffic flow

In his remarks of 5-17 Ron Nalley supported the bridge design (perhaps to be modified) proposed by the prior Town Council. Ron divided the town into East and West sides, stating that the East side needs to have Texas Road open to two-way traffic to regulate and balance the overall flow, and to allow traffic to move easily. Balanced flow is a useful concept, bringing flexibility to what might otherwise be a rigid system. In the Montreat case, the idea of balanced flow may have been envisioned by the original town planners, but over the past 100 years residential growth has been primarily north and west. The traffic activity also appears to be primarily north and west. A traffic study and interviews, both during summer and winter months, could clarify this issue and render a more complex model for traffic flow.

Community Spirit

The community is divided over this issue. No single dominant preference among 1-no bridge, 2-foot bridge, 3-Tenn Road bridge, 4-Texas Road bridge
Whether one-way or two-way?

RECOMMENDATION

The TRB committee affirms the spirit of the decision made by TC in January, with the suggestion that a reworded statement be passed TC that would meet the federal requirement in order to avoid Montreat liability for \$250,000 prior planning costs. Taking on heavy cost in the absence of clear community support or vital need is not recommended. It is the judgment of the TRB Committee that a decision on this issue does not rise to the level vital urgency.

Related citizen comments that we feel worth TC attention:

- 1-Different summer and winter rules for vehicle access to Texas Road between Community Center Circle and Texas road extension
- 2-Have the summer club program propose and test a plan for child pick-up and drop-off compatible with item 1.
- 3-Do something about the roadway between Texas Road Extension and Texas Road to reduce access—especially by trucks—so that it will perhaps be available in the event of needed emergency use.

The TRB Committee thanks the community for their interest, support, and comments on the TRB issue, and encourages interested Montreaters to talk with their neighbors and friends to generate ideas for dealing the bridge issue, and with issues like traffic and parking—not just creating wish lists, but actively addressing the obstacles and opposing comments that any wish-item will generate by making creative suggestions for dealing with opposing views.

road? Could we become a "fire safe" community with some education and community involvement?

Federal Money. My suggestion for the allotment of the federal money is to consider using the money for repair or an upgrade for either Community Center or Lookout bridge.

Aesthetics: In my conversations with community members, there is a large concern about the aesthetics of any bridge. Indeed, it is a large part of the objections to the proposed Texas Road bridge. If a bridge is built at the Tennessee Road site, my hope is that the bridge fits into the aesthetics of the area- using stone not stamped concrete, that the bridge is as small as possible, etc. A traffic study would help determine whether the bridge should be one-way, one or two lanes, and whether a bridge is really necessary.

ATTACHMENT K

Lee Lancaster

5.24.16

Dear Montreat Bridge Committee members,

Below are my conclusions for the Bridge Study. Some of my recommendations are beyond the scope of what I believe we were tasked with. In my conversations about the bridge, several issues were discussed and I think that the community needs for those issues to be raised in the appropriate arenas. Therefore, I have included these thoughts in my report. I hope that there are more conversations in our community and that the Town is able to move forward in a positive direction.

Texas Road site: I do not think that the Texas Road site is the appropriate site to replace the bridge. My hope is that the Texas Road bridge becomes a walking bridge for Elizabeth's Path. We have an opportunity to create a sweet park-like area similar to the area around the columbarium. Additionally, I envision Texas Road from the bridge to Assembly Drive closed and set up as a parking area. We need more parking around Montreat. In making the bridge into a pedestrian bridge, I suggest that we construct the bridge so that in an emergency the bridge could be used in an emergency. For instance, use plants in containers that could be removed in a fire or flood emergency. The bridge could be used temporarily in an emergency.

Tennessee Bridge: Currently, I still do not see a reason for a vehicular bridge. Furthermore, I do not think that I am qualified to determine the need for a vehicular bridge. I would recommend for the Town Council to do a traffic study for Texas Road and for the entirety of Montreat. In speaking to community members, it seems like there would be more traffic on Texas Road if a vehicular bridge were added. That being said, I am not opposed to the Tennessee site.

Traffic safety: Other than recommending the traffic study, I would recommend that there be a conversation with the MRA about the possibility of the clubs being picked up in a different location. Texas Road is in a unique position in Montreat. There are ten houses that are directly affected by traffic from clubs, the tennis courts, the Bill Wilde Youth Center, the childcare building and the park. There are no other streets in Montreat with this unique situation.

Fire safety: With the suggestion of a traffic study, I think that the Town needs to have a clearer evacuation plan and perhaps a conversation about the need for a road on the east section of Montreat. Do we need a road for the east side residents to evacuate? Are there available federal funds to help build an "escape"



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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

From: [Mary Standaert](#)
To: [Angela Murphy](#)
Subject: Fwd: Montreat Bridge July 27, 2015 - email chain from Federal Highway Administration- Donnie Brew
Date: Tuesday, March 07, 2017 11:45:04 AM

Mary Standaert

Begin forwarded message:

From: Mary Standaert <mstandaert@townofmontreat.org>
Date: October 6, 2016 at 4:12:25 PM EDT
To: Al Richardson <arichardson@townofmontreat.org>, Angela Murphy <amurphy@townofmontreat.org>
Cc: Ann Vinson <avinson@townofmontreat.org>
Subject: Fw: Montreat Bridge July 27, 2015 - email chain from Federal Highway Administration- Donnie Brew

Al,

Please note in the full 2015 e-mail from Donnie Brew of the Federal Highway Administration that Mr. Brew clearly indicates Federal reimbursements would not need to be reimbursed but if a No Build alternative is selected federal funds would not be available in the future for this project, including alternate locations.

Selecting the “no build” option as the preferred alternative does not require the Town to repay any federal-aid funds that have been previously reimbursed. All eligible project expenditures and associated federal-aid reimbursement remain valid. The existing structurally deficient bridge would

need to be taken off the federal-aid inventory (reference #3 above). Federal-aid funds would no longer be eligible to address the purpose and need identified for this project, including alternate locations evaluated as alternatives for this project.

This information has been shared with the public and the Town Council on multiple occasions. It may need to be highlighted once again.

Mary

From: Donnie.Brew@dot.gov <Donnie.Brew@dot.gov>

Sent: Monday, July 27, 2015 9:11 AM

To: Mary Standaert

Cc: Letta Jean Taylor; Michael.Batuzich@dot.gov; Clarence.Coleman@dot.gov; jlwilliams@ncdot.gov; Ron Nalley; Dewayne.Sykes@kci.com

Subject: FW: Montreat Bridge

Good morning Ms. Standaert,

This email is in response to the voice mail message you left me on Friday afternoon.

In case you have not read or seen it yet, below is a communication to one of the citizens of Montreat.

In your voice mail, you asked for some additional clarification – whether any of the funds expended by the local community as part of the 20% local match are eligible for reimbursement in the event the preferred alternative selected for the project is the no build. The answer unfortunately is no. Regardless of the preferred alternative selected, federal funds can only reimburse up to 80% of eligible project expenditures (as per the municipal agreement between the Town of Montreat and NCDOT).

Respectfully,

Donnie
Donnie Brew
Environmental Program Coordinator
Project Development Engineer
Transportation Planner
Federal Highway Administration
310 New Bern Ave, Suite 410
Raleigh, NC 27601
donnie.brew@dot.gov
919-747-7017

Please consider the environment before printing this email.

From: Brew, Donnie (FHWA)
Sent: Wednesday, July 15, 2015 12:59 PM
To: 'Don Reid'
Cc: renee.gledhill-earley@ncdcr.gov; jacqclark1@gmail.com; Mary Jane Quattlebaum;
Charles W. Wofford
Subject: RE: Montreat Bridge

Good afternoon Mr. Reid,

Excerpts from your email below are in black text and my
responses/clarifications are in blue text.

Please verify/correct this understanding, as I want to present these three options to
the council at their next meeting.

On the phone today, you said there were 3 options available to the town of Montreat,
at this late date:

1. Continue with the current process and build the bridge as proposed,

Response: Correct

2. Call a halt to the project and go through a reassessment and planning process
leading to another site,

Response: Mostly correct. The reassessment and planning may lead to another
site, or may result in the current location. This will obviously result in
additional time and project expenses and may not change the outcome.

3. Select a 'no build' solution and sign a document requiring the town to make the old
bridge a safe pedestrian pathway.

Response: Correct. To clarify, the county may (or may not) need to be involved in the long-term agreement to maintain the existing bridge for pedestrian use.

If I heard you correctly, the town chose the 'no build' option, it would be repaid all the federal funds expended to date, but would lose any opportunity to receive federal funding for any future bridge at this site.

Response: Correct. As we discussed yesterday, the federal-aid highway program is a reimbursement program. Eligible project expenditures are reimbursed at the agreed upon % that is specified in the project agreement. For this project, the Town's agreement with NCDOT specifies an 80% reimbursement for eligible project expenditures.

Selecting the "no build" option as the preferred alternative does not require the Town to repay any federal-aid funds that have been previously reimbursed. All eligible project expenditures and associated federal-aid reimbursement remain valid. The existing structurally deficient bridge would need to be taken off the federal-aid inventory (reference #3 above). Federal-aid funds would no longer be eligible to address the purpose and need identified for this project, including alternate locations evaluated as alternatives for this project.

Have a great afternoon,

Donnie

Donnie Brew

Environmental Program Coordinator

Project Development Engineer

Transportation Planner

Federal Highway Administration

310 New Bern Ave, Suite 410

Raleigh, NC 27601

donnie.brew@dot.gov

919-747-7017

Please consider the environment before printing this email.

From: Don Reid [<mailto:reidassociates@bellsouth.net>]

Sent: Tuesday, July 14, 2015 5:00 PM

To: Brew, Donnie (FHWA)

Cc: renee.gledhill-earley@ncdcr.gov

Subject: Montreat Bridge

Donnie,

I and the citizens of Montreat are grateful to you, and Renee Gledhill-Earley for your patience, understanding and willingness to hear our concerns about the monster bridge that is now proposed for our little historic town.

On the phone today, you said there were 3 options available to the town of Montreat, at this late date: 1. Continue with the current process and build the bridge as proposed, 2. Call a halt to the project and go through a reassessment and planning process leading to another site, and 3. Select a 'no build' solution and sign a document requiring the town to make the old bridge a safe pedestrian pathway. If I heard you correctly, the town chose the 'no build' option, it would be repaid all the federal funds expended to date, but would lose any opportunity to receive federal funding for any future bridge at this site.

Please verify/correct this understanding, as I want to present these three options to the council at their next meeting.

Thank you again for your professionalism, patience and courtesy.

Best regards,

Don Reid
704 523-8851