

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
August 3, 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

- July 6, 2017, Town Council Agenda Meeting Minutes
- July 13, 2017, Town Council Public Forum Minutes
- July 13, 2017, Town Council Meeting Minutes

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

V. Town Administrator's Communications

- Consent Agenda Review
- Building Inspector/Code Enforcement Officer Position Update
- Finance Officer Position Update
- Other Items

VI. Administrative Reports

- Police Chief
- Public Works Director
- Finance Officer
- Building Inspector/Code Administrator - pending

VII. Public Comment – Agenda Items

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

VIII. Old Business

IX. New Business

- A. FireWise Assessment for the Town of Montreat
- **Suggested Motion:** To move to complete a FireWise assessment for the Town of Montreat.
- B. Appointment of Wade Burns to Board of Adjustment
- **Suggested Motion:** To move to appoint Mr. Wade Burns to the Board of Adjustment for a term of two years to expire on January 31, 2019.
- C. Florida Terrace
- **Suggested Motion:** To call for a Public Hearing on Thursday, September 14th to rezone the eastern side of Florida Terrace from Industrial/Residential (I/R) to Residential Low-Density (R1) followed by possible action.
- D. Texas Road Bridge
- **Suggested Motion:** To call for a Special Meeting on Thursday, August 31st at 7:00 p.m. to reconsider conversion of Texas Road Bridge from a vehicular bridge to a pedestrian-only bridge pending further analysis.

I. Public Comment – Other Topics

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

II. Commissioner Communications

III. Meeting Dates

August Town Council Meeting:

August 10, 2017, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

Rescheduled Sanitation Pickup:

Tuesday, August 22nd, 2017
Due to the solar eclipse on Monday the 21st

Montreat Tree Board

August 22, 2017, 9:30 a.m.
Town Service Building

**Montreat Board of Commissioners
Town Council Agenda Meeting
August 3, 2017**

Special Meeting of the Board of Commissioners:

August 31, 2017, 7:00 p.m.
Walkup Building
Topic: Texas Road Bridge

Montreat Landcare:

September 6, 2017, 9:00 a.m.
Allen Building
Swannanoa Room

September Town Council Agenda Meeting:

September 7, 2017, 7:00 p.m.
Walkup Building

September Town Council Meeting:

September 14, 2017, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

Board of Adjustment:

September 28, 2017, 7:00 p.m.
Walkup Building

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
July 6, 2017
Walkup 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: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Dave Arrant, Interim Police Chief/Police Captain
Steve Stackhouse, Finance Director

Approximately 6 members of the public were also present. Mayor Helms called the meeting to order at 7:02 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

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

Mayor's Communications

Mayor Helms stated that he was reserving his comments for next week's meeting.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 25, 2017, Special Workshop Minutes
- June 1, 2017, Town Council Public Forum Minutes
- June 1, 2017, Town Council Agenda Meeting Minutes
- June 8, 2017, Town Council Meeting Minutes
- June 20, 2017, Special Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael announced that David Currie's last day with the Town was the previous Monday and that we are gearing up for a new recruiting process. This will streamline the amount of time it takes to hire new people and give the Town a platform to advertise nationally. There are several positions that will be coming available in the coming year. In Mr.

Currie's absence Mr. Dan Cordell will be helping us with building inspections only. Mr. Cordell will not be able to assist with any zoning situations.

Administrative Reports

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

It was decided by consensus of the Board that all administrative reports would be reported as written with each Department Head present in case there were questions. Commissioner Fouche asked Mr. Stackhouse to provide a summary, in writing, of the monthly financial reports.

Commissioner Standaert mentioned that the 2016 Water Inspection Report arrived and she would like to see a statement that the Town of Montreat does not fluoridate the water in future publications of this document. She feels it is important for parents of young children to know this fact.

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.

There were no public comments at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Proposed Recombination of Florida Terrace Parcel: Commissioner Standaert asked what the cost would be to the Town for this survey. Mr. Carmichael stated that he did not have exact monetary figures at this time but stated that it should be comparable to the price of other surveys. Mayor Pro Tem Fouche asked if this was the most that could be done this month to move this process along. Mr. Carmichael stated that there will be a report from the Planning & Zoning Commission this month with possible actions to follow in August and September with regards to rezoning the piece of property on Florida Terrace. Mr. Carmichael stated that currently we have three non-conforming lots on Florida Terrace and the lot would need to be recombined to form two separate lots or one large lot for building purposes and setback requirements. Commissioner Standaert expressed her thoughts about gathering information about whether the Town will net more money if it was split into two lots rather than one lot.
- B. Oath of Office – David Arrant, Chief of Police: Captain David Arrant will be sworn in as Chief of Police at next week's meeting.

- C. Recommendations from Planning and Zoning for Florida Terrace Property: Commissioner Standaert asked how this report will be presented to Council. Mr. Carmichael stated that the Chair of Planning & Zoning Commission, Emory Underwood, will be at the meeting to present the findings and answer any questions the Board may have as well.

- D. Appointment of Bill Roberts to Planning & Zoning Commission: Mr. Roberts will be considered for an appointment to the Planning & Zoning Commission for a term of two years to expire on January 31, 2019.

- E. Personnel Policy Changes: The current Town of Montreat Personnel Policy has a strong preference for hiring internal candidates and there is some language in the policy that could be considered contradictory. The two specific clauses are as follows: Equal Employment Opportunity Clause and the Hire and Promote from Within Clause. The proposed Resolution #17-007-001 removes the word “shall” from the policy. Mayor Helms asked if this had been reviewed with the Town Attorney to which Mr. Carmichael stated that he had consulted Mrs. Taylor-Rash.

- F. Amendment to the Salary Step and Job Classification Plan: Mr. Carmichael stated that this item is specific to the Finance Director position. Mr. Carmichael would like to make the position more marketable by changing the pay grade as well as transition the position away from the technical responsibilities of data entry to more analysis and support of budget and audit preparation. Mr. Carmichael would like to see this position have more of a leadership role with more inter-departmental support. Commissioner Gilliland stated that a company of this size would probably have a part-time bookkeeper and an off-site accountant fulfilling the job responsibilities of the Finance Director and he would like for this model to be considered as well.

- G. FYE Budget Amendment #7: Mr. Stackhouse explained that not enough money was appropriated for the Police Budget to cover former Chief Stagg’s accrued vacation. Mr. Stackhouse contacted the auditors at Martin & Starnes and they agreed retroactively amending the 2016-2017 Budget was the proper thing to do. Commissioner Vinson moved to add this to next week’s Agenda. Mayor Pro Tem Fouche seconded and the motion passed 5/0.

Public Comments-Other Topics

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

Mrs. Grace Nichols of 527 Suwanee Drive, came before the Board as President of the Cottagers Association. Mrs. Nichols reminded everyone that the Cottagers informational meeting would be

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
July 6, 2017**

held on Saturday, July 8th in Upper Anderson Auditorium. Mayor Helms, President Maurer of Montreat College, Mr. DuBose of Mountain Retreat Association and Mr. Ron Vinson of the Presbyterian Heritage Center will be speaking. There will be a Landcare Fair prior to the meeting.

Commissioner Communications

Commissioner Vinson wanted to encourage everyone to visit the Landcare Fair at 9:30 a.m. prior to the Cottagers Meeting on Saturday the 8th of July.

Upcoming Meeting Dates

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

<u>Bulk Items/White Goods Pickup:</u>	July 11, 2017
<u>July Town Council Meeting:</u>	June 13, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Open Space Conservation Committee:</u>	July 14, 2017, 10:00 a.m. Town Services Building
<u>Audit Committee:</u>	July 20, 2017, 3:30 p.m. Walkup Building
<u>Montreat Tree Board:</u>	July 25, 2017, 9:30 a.m. Town Services Building
<u>Board of Adjustment:</u>	July 27, 2017, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	August 2, 2017, 7:00 p.m. Outdoor Education Classroom
<u>August Agenda Meeting:</u>	August 3, 2017, 7:00 p.m. Walkup Building
<u>August Town Council Meeting:</u>	August 10, 2017, 7:00 p.m. Public Forum 6:30 p.m. Walkup Building

Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Agenda Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:36 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Public Forum
July 13, 2017
Walkup 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: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk

Call to Order

Approximately 34 people were in attendance. Mayor Helms called the meeting to order at 6:32 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

Public Forum

Mr. Richard DuBose of Mountain Retreat Association, urged the Council to take the current zoning of Sylvan Heights into account while undertaking any rezoning efforts on Florida Terrace.

Mrs. Letta Jean Taylor of 386 Oklahoma Road, reflected on her time as Mayor when she spear headed several evacuations, due to flood and fire, out of Montreat. Mrs. Taylor asked Council what their plans were for a bridge other than the three around the Lake to assist in evacuating citizens out of Montreat. Mr. Carmichael stated that the best steps are to register for CodeRed and to look for emergency responders on the ground during the event. Each event has the potential to create different outcomes for evacuation purposes and the emergency responders in charge of the specific events will provide the most up-to-date information for evacuation. With specific regards to the Texas Road Bridge it is thought that Texas Road Spur could be used to safely evacuate residents.

Mr. Joe Standaert of 118 Shenandoah Terrace, stated that the Bridge Committee Report has never been read in public or discussed publicly by the Council. In that report they recommended a vehicular bridge and that has never been discussed. Mr. Standaert also stated that a meeting was

held on June 20th entitled “Annual Budget & C.I.P. Adoption” and the motion language states that the Annual Budget was adopted but there was no mention of adopting the C.I.P. Mr. Standaert asked if this item needed to involve a motion for adoption. Mr. Carmichael stated that the annual budget approves the expenditure of funds and to his knowledge a separate motion is not required but he will look into procedures and report back to Mr. Standaert.

Mr. John Jordan of 346 Texas Road, would like for the Council to use him as an example of what not to do. Mr. Jordan feels like the more you read the Steep Slope and Stormwater Ordinances the less you understand and he takes full responsibility for not reading them in their entirety. Mr. Jordan suggests putting in bold type items needing to be addressed by the average person. Commissioner Vinson felt that it was important to clarify that the requirement of the engineer inspected stormwater system is relative to the amount of disturbance with regards to stormwater issues. She stated that working closely with your engineer and disturbance levels could eliminate the need for a stormwater system entirely.

Mrs. Martha Campbell of 149 Maryland Place, wanted to commend the Town Staff and the members of the Tree Board who have worked hard over the past several weeks preparing and submitting a grant application through the U.S. Forest Service.

Adjournment

There being no further discussion, Commissioner Standaert moved to adjourn the Public Forum Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 6:52 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
July 13, 2017
Walkup 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: Alex Carmichael, Town Administrator
Dave Arrant, Police Captain/Interim Police Chief
Stefan Stackhouse, Finance Officer
Barry Creasman, Senior Water Operator
Angie Murphy, Town Clerk

Approximately 47 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 Vinson moved to adopt the agenda as presented. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms thanked the Staff and Mountain Retreat Association for another successful 4th of July.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 25, 2017, Special Workshop Minutes
- June 1, 2017, Town Council Public Forum Meeting Minutes
- June 1, 2017, Town Council Agenda Meeting Minutes
- June 8, 2017, Town Council Meeting Minutes
- June 20, 2017, Special Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael advised Council that we currently are in the due diligence phase in the purchase contract of the Creekside Property from Mountain Retreat Association. A

surveyor has been lined up for a regular survey and an elevation survey as well as a hazardous materials inspection.

- The Caring Neighbors of Montreat provided a delicious lunch which was most appreciated by Staff.
- The Oath of Office will be administered to Chief Dave Arrant later this evening. Chief Arrant has been serving as Interim Police Chief for several months and has been doing a wonderful job.
- The Town Clerk Angie Murphy was recently awarded a scholarship from the North Carolina Association of Municipal Clerks to reimburse the Town of Montreat for her School of Government Certification Course that she is currently attending in Chapel Hill.
- David Currie, Building Inspector, has left the Town of Montreat to explore other endeavors. We will be contracting with Dan Cordell of Black Mountain for basic inspections and permits.
- Mr. Carmichael announced that we are currently recruiting for other positions due to several upcoming retirements. We are using an online recruiting service called NeoGov which will allow for nationwide job postings as well as a streamlined approach for interviews and employee testing.
- The State has received and approved our 2016 Water Quality Report.
- Mr. Carmichael stated that we are searching for volunteers for the Board of Adjustments. Two regular seats are available, two alternate seats, and a McDowell County ETJ Member.
- This weekend milling will begin on Mecklenburg Circle and Louisiana Road to prepare for impending paving projects. Milling prepares the road for future paving. There will be no road closures or water interruptions. Final paving will be in one to two weeks.

Commissioner Standaert reiterated her request to add to future Water Quality Reports the fact that the Town of Montreat does not use fluoride in the treatment process. Commissioner Standaert asked if the Town is moving forward with coordination of the Black Mountain sidewalk project and connecting the Montreat portion of the sidewalk. Mr. Carmichael has had preliminary conversations with Town Manager Matt Settlemyer in Black Mountain and has reviewed with Staff how the connection could occur with regards to water lines, speed bumps or crosswalks. Mr. Carmichael advised there would be no project without Council approval and right now we are just in the brainstorming phase.

Administrative Reports

Police Chief: Reports were in written form as requested by Council. No questions were asked of the Interim Police Chief.

Public Works Director: Reports were in written form as requested by Council. No questions were asked of the Public Works Director.

Finance Officer: Reports were in written form as requested by Council. No questions were asked of the Finance Officer.

Building Inspector/Code Enforcement Officer: Reports were in written form as requested by Council. No questions were asked of the Building Inspector/Code Enforcement Officer.

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.

There were no comments at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Proposed Recombination of Florida Terrace Parcel: Commissioner Otto stated that there were two motions: one from last week's Agenda Meeting and another amended motion. Commissioner Otto moved to defer consideration of a recombination survey and associated deed documents until further analysis can be completed. Commissioner Vinson seconded the motion. Mayor Pro Tem Fouche was satisfied with the first motion and is not sure we need to defer it. Commissioner Otto stated that we need to do some further analysis with realtors to make sure the Town gets maximum dollars for the Florida Terrace Property with a time limit of 30 days to return the information to Council. Commissioner Standaert expressed her hope that someone will look at how the parcel will be divided. The motion carried 5/0.
- B. Oath of Office – David Arrant, Chief of Police: The Town Clerk administered the Oath of Office to David Arrant and officially swore him in as Chief of Police. Former Mayor Letta Jean Taylor held the Bible in which Chief Arrant was sworn upon. Retired Chief William "Mac" McClintock pinned the eagles on Chief Arrant's lapels while Retired Chief Jack Staggs pinned the shield upon his uniform. Chief Arrant had several friends and family members in attendance. Chief Arrant thanked Dr. Ruth Currie, who was in attendance, who had been on the hiring committee when he interviewed with Montreat to be a Patrol Officer. Chief Arrant also thanked both former chiefs for this mentorship.
- C. Recommendations from Planning and Zoning for Florida Terrace Property (Report Only): Mr. Emory Underwood gave the following report to Council. On April 6, 2017, the Montreat Board of Commissioners directed the Planning and Zoning Commission to review a potential rezoning of eastern Florida Terrace properties from (I/R) Institutional/Residential to (R-1) Low-Density Residential for conformity with the Comprehensive Plan and other developmental regulations

as necessary. The Planning and Zoning Commission met on May 18th and again on June 1st to consider this review. The Commission discussed the public comments, and the additional information provided by staff, the status of the Sylvan Heights property, the time period for public engagement, the need for affordable housing, setting negative precedent, and the proposal's alignment with the Comprehensive Plan. The Commission expressed its desire that if the Town did rezone Florida Terrace that it would exclude Sylvan Heights. Though members of the Commission questioned the wisdom of rezoning Florida Terrace ultimately they found that the Comprehensive Plan was broad, if at times contradictory, in its goals. The Planning and Zoning Commission voted unanimously to recommend that all three of the following options meet the requirements of the Comprehensive Plan:

1. The proposed zoning of Florida Terrace,
2. The proposed rezoning omitting the Sylvan Heights property,
3. And maintaining the existing zoning map without change.

Commissioner Gilliland asked about the next steps in this process. Mr. Carmichael recommended to call for a Public Hearing in August and schedule the Public Hearing for September with action to follow.

- D. Appointment of Bill Roberts to Planning & Zoning Commission: Commissioner Standaert moved to appoint Mr. Bill Roberts to the Planning & Zoning Commission for a term of two years to expire on January 31, 2019. Commissioner Vinson seconded and the motion carried 5/0.
- E. Personnel Policy Changes: The Montreat Personnel Policy outlines the process by which the Town Council and administration conducts recruitment and selection to fill staff positions. Included in the Personnel Policy is a policy mandating equal employment opportunity compliance with federal law. The Personnel Policy also contains a Hire and Promotion from Within Policy. At times, the language of the latter policy may be interpreted to conflict with the Equal Opportunity Policy. Staff recommends minor edits to the Personnel Policy to allow greater clarity and flexibility in meeting both policy objectives for recruitment and selection. At issue is whether the Town of Montreat *must* conduct an internal recruitment when a qualified applicant will be eligible for promotion in order to satisfy the Hire and Promotion From Within Policy, or whether the Town *must* conduct an external recruitment in order to satisfy the Equal Employment Opportunity Policy. Mayor Pro Fouche moved to approve Resolution #17-007-001 amending Article IV Section 6 of the Town of Montreat Personnel Policy. Commissioner Vinson seconded and the motion carried 5/0.
- F. Amendment to Salary Step Plan and Job Description: Mr. Carmichael advised Council that there was an amended motion before them with response to comments from the Agenda Meeting of last week. Finance Officer Stefan Stackhouse has announced his retirement effective September 30th, 2017. The Finance Officer position is currently responsible for a combination of management-level and technician level duties. The position is currently set at grade 13 on the salary step plan. This pay grade is becoming increasingly uncompetitive in the

local government market. Staff recommends reviewing the position classification and salary through a benchmark survey and analysis of best practices in the distribution of management-level and technician-level responsibilities. Such an analysis would look for structures that include duties such as budget preparation, internal programmatic audits, and external audit preparation for improved outcomes. At the Agenda Meeting it was discussed to incorporate other models such as a part time bookkeeper or any other model that might best suit the current needs of the Town. This verbiage is included in the new motion language that was distributed this evening. Mayor Pro Tem Fouche moved to instruct staff to research models for the Finance Officer job description and salary, and to restructure the position classification to meet the current needs of the Town; this will include authorization to adjust the position's pay grade appropriately either downward or upward to a maximum of grade 15. Staff is to research structures ranging from a part-time bookkeeper model to a full time finance and management services model, or any other model that might best suit the current needs of the Town. Commission Vinson seconded. Commissioner Standaert had concerns that the public had not had the opportunity to view this motion language and would prefer to table this discussion till August. Commissioner Standaert moved to table the motion until the August meeting. Motion died due to lack of a second. The original motion carried 4/1 with Commissioner Standaert voting in opposition due to the timing rather than the content.

- G. FYE Budget Amendment #7: Mr. Stackhouse stated that due to the payout of accrued vacation leave for retiring personnel the Town overspent the salaries budget in the Police Department. Though the pre-audit of the salaries budget verified the cost of the payout, it did take into account the cost of payroll by prior to the end of the year. The requested budget amendment transfers \$8,200 in appropriation from the Streets/Capital Outlay to Police/Salaries. Commissioner Gilliland moved to approve Budget Amendment 7 for FYE 17 as proposed. Commissioner Otto seconded and the motion carried 5/0.

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.

There were no comments at this time.

Commissioner Communications

Commissioner Standaert referenced an article from the Week of June 8-14 edition of the Black Mountain news entitled "Board revives probe request of Montreat's 2015 election". This article stated in short that the Buncombe County Board of Elections has asked state election officials to look into voter registration that preceded Montreat's contentious 2015 election. Commissioner Standaert also read from an email she sent to the Buncombe County Board of Election on July 5,

2017. This email questioned why a letter concerning voting irregularities in Montreat had not been sent to the NC State Board of Elections until September 20, 2016. Commissioner Standaert then read the letter that was sent to the State Board of Elections. These items are all public record and can be found on file with the Town Clerk.

Commissioner Gilliland stated that the Town is at a perfect place to take a hard look at the entire organization and efficiencies with the upcoming retirements and job changes.

Commissioner Otto stated that the Cottagers Meeting on Saturday was a great opportunity to hear the pulse of Montreat. Commissioner Otto also recently visited with Montreat Track Coach Britton Olinger who was involved in the tragic car accident earlier in the year. Coach Olinger is close to being back home in Black Mountain after many months in hospitals and rehabilitation centers.

Commissioner Vinson also mentioned that the Cottagers Meeting was a great opportunity to find out what all had occurred in Montreat in the past year. The Landcare Fair comprised of eight entities had exhibits on display and Eric Muecke from the North Carolina Forest Service spoke to the Firewise Project. Commissioner Vinson brought a variety of handouts covering Firewise planting. Commissioner Vinson was happy to report that the Tree Board received a grant from the Urban Forestry Council. This grant which is just under \$5,000 will help with a tree inventory, a tree plan and will assist in sending Barry Creasman to arborist school.

Upcoming Meeting Dates

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

<u>Open Space Conservation Committee:</u>	July 14, 2017, 10:00 a.m. Town Services Building
<u>Audit Committee:</u>	July 20, 2017, 3:30 p.m. Town Services Building
<u>Montreat Tree Board:</u>	July 25, 2017, 9:30 a.m. Town Services Building
<u>Montreat Landcare:</u>	August 2, 2017, 9:00 a.m. Outdoor Education Classroom Montreat College
<u>August Agenda Meeting:</u>	August 3, 2017, 7:00 p.m. Walkup Building

**Montreat Board of Commissioners
Town Council Meeting Minutes
July 13, 2017**

August Town Council Meeting:

August 10, 2017, 7:00 p.m.
Public Forum 6:30 p.m.
Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 8:09 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

MONTHLY POLICE STATISTICS REPORT

July	2017	2016	2015	2014	2013
Mileage	2620	3359	4092	2811	2632
Dispatched Calls	134	163	176	161	141
Officer-Initiated Calls	419	239	216	270	202
Fire/EMS Assistance Calls	4F/1E	16F/5E	11F,6E	14F,6E	11F,6E
Motorist/Other Assistance Calls	107	62	80	55	78
Traffic Stops	10	30	28/35CP	54	39
Parking Issues	7	11	5	10	8
Burglar/Fire Alarm Responses	4F	1B/3F	5B,1F	9B,1F	3B,1F
Residential House/Building Checks	208	234	204	128	72
Ordinance violations	12	26	29	24	14
LE Agency Assistance Calls	21	10	21	18	23
Animal Calls	0	12	10	4	1
Larcenies	1	1	1	7	0
B&E Calls	0	1	0	0	0
Suspicious Person/Vehicle Investigations	12P/8V	24P/55V	30P/12V	22P,11V	16P,7V
Disturbance Calls	62	10	11	5	4
Accident Responses	6	1	2	1	1
Auxiliary Hours Worked	32R/72T	32R	32R	32R	32R,84O
Truck turns at Gate	5	2	0	1	4

- Town service: 452
- MRA service: 184
- College service: 4
- MPD (assisted by Street Department) escorted the Gate Run participants, there were approximately 150 runners. On this same date, MPD, Street Department, Water Department and MRA employees worked the Montreat July 4th Parade, with an estimated crowd of 4000 spectators. There were no major incidents.
- Following a strong storm, MPD was asked to assist BMPD/BMFD in handling traffic resulting in power outages affecting traffic lights. Also, quarantining area with downed power lines and a possible gas line rupture.
- MPD responded to call regarding a subject brandishing a firearm in a threatening manner. BMPD assisted.
- MPD participated in DUI checkpoint with BMPD, BCSO, and ALE.
- The Department underwent an audit administered by the NCDOJ Standards and Training Division. All files and supporting paperwork were found to be complete and in order.

Special Note: I would like to thank the Montreat Town employees and MRA employees that participated in the Gate Run and the Montreat Parade and had to be away from their families on July 4th. Without them we would not be able to have these events. This year there were no significant incidences. Thanks Again.

As per usual in July; Montreat has seen its population greatly expand, due to season and activities. While this generated a higher call volume for the police department, there were relatively no instances worthy of alarm.

Chief Concerns:

Procedure: If a bat is found in a residence and is still active, please contact Terminex. The phone number of the Terminex rep for our area is 828-772-4664. They will capture the bat. Once captured MPD, if necessary, will do a report of rabies exposure and transport the bat to Buncombe County Animal Control. Any victims will be notified of the test results by Buncombe County Disease Control. If the bat is already captured MPD will do the report and transport.

Safety: MPD has been encountering, and correcting, a lot of children unsecured in automobile restraint seats, hanging out windows/sunroofs, or in back of truck beds unsupervised. This is in violation of North Carolina laws, and wrecks and accidents still can happen.

August Town Meeting

Public Works

Sanitation

- Bi-weekly sanitation pickup ends on August 25th.
- Please tie your sanitation bags at the top. This allows for a more efficient sanitation pickup system and keeps down the possibility of loose refuse in Montreat. It is also cleaner for the crews picking up the trash.

Streets

- Mowing continues throughout the Town.
- Louisiana Road has been paved. As soon as we see that the asphalt is cured enough for our equipment we will be able to side dress the road with gravel.
- In the coming weeks we will be working on repairing pot holes and curbing.

Water

- We have had two water line breaks. Both of these breaks were on the resident's side of the meter. We assisted with locating and shutting the water off.



TOWN OF MONTREAT

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

MEMORANDUM

To: Board of Commissioners
From: Stefan Stackhouse, Finance Officer
Date: July 31, 2017
RE: June 2017 Financial Reports

Attached are the June 2017 financial reports. These should be understood as being preliminary pending our audited financial statement. A few items to bring to your attention:

General Fund:

- I have completed my reconciliation of the property tax accounts and was able to book \$141,841.51 in revenues, bringing our total property tax revenues above budget for the year.
- We still have at two more distributions of local sales tax to receive; these should total at least another \$60,000; we also have a final distribution of the Utility Franchise tax coming, which should be in excess of \$20,000.
- The year to date expenditures include all FYE 17 items that have been encumbered but were not yet paid as of June 30th. Unless there are any audit adjustments, no additional expenditures are expected to be posted.
- The present indicated deficit of nearly \$100,000 is thus expected to shrink after the audit is completed. We may still have a small deficit in the range of \$20,000-30,000 that will require Fund Balance Appropriated to cover, but this is a small fraction of the \$122,800 that was budgeted.
- Our operating revenues are higher than last year by a little under \$25,000. Our expenditures are also higher by about \$30,000. It should be noted, however, that this includes the extraordinary item of a \$125,000 land purchase.

Water Fund:

- Total revenues are above budget by about \$25,000, but below last year by over \$100,000. It should be noted that last year revenues were unusually high due to the special assessment taxes.
- Expenditures are also below budget by nearly \$75,000.
- We are expecting a net surplus of over \$90,000, subject to audit adjustments.

Cash & Investments:

- Our total cash and investment in all accounts as of June 30, 2017 was \$2,807,829.72. This is a very strong position for mid-summer.
- We have earned \$3885.57 in interest for the year, which is a slight improvement over the immediate past.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended June 30, 2017 (preliminary)

	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 12	Variance	6/30/16
Revenues:										
Ad valorem taxes	\$ 953,900.00	\$ 817,056.65	\$ 141,841.51	\$ 958,898.16	\$ 945,192.92	\$ (4,998.16)				
Other taxes and licenses	\$ 413,700.00	\$ 304,973.95	\$ 42,743.67	\$ 347,717.62	\$ 334,976.75	\$ 65,982.38				
Unrestricted intergovernmental	\$ 105,500.00	\$ 58,625.05	\$ 23,781.82	\$ 82,406.87	\$ 79,671.94	\$ 23,093.13				
Permits and Fees	\$ 45,700.00	\$ 37,972.93	\$ 1,382.00	\$ 39,354.93	\$ 36,645.62	\$ 6,345.07				
Community Service Fee	\$ 45,000.00	\$ 49,979.40	\$ -	\$ 49,979.40	\$ 49,607.60	\$ (4,979.40)				
Sales and Services	\$ 13,000.00	\$ 12,351.23	\$ 1,881.93	\$ 14,233.16	\$ 12,119.46	\$ (1,233.16)				
Investment earnings	\$ 2,200.00	\$ 3,113.62	\$ 465.16	\$ 3,578.78	\$ 1,612.43	\$ (1,378.78)				
Other revenues	\$ 4,000.00	\$ 4,443.73	\$ 0.00	\$ 4,443.73	\$ 16,901.19	\$ (443.73)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 1,288,516.56	\$ 212,096.09	\$ 1,500,612.65	\$ 1,476,727.91	\$ 82,387.35	94.80%	100.00%	-5.20%	-1.24%
<i>Restricted intergovernmental</i>	\$ 173,200.00	\$ 40,917.40	\$ -	\$ 40,917.40	\$ 182,111.87	\$ 132,282.60				
<i>Contributions - Landcare</i>	\$ -	\$ 7,450.00	\$ -	\$ 7,450.00	\$ 18,000.00	\$ (7,450.00)				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	1,336,883.96	212,096.09	1,548,980.05	\$ 1,676,839.78	207,219.95	88.20%	100.00%	-11.80%	-25.65%
Expenditures:										
Governing Body	\$ 72,000.00	\$ 29,170.99	\$ 16,899.40	\$ 46,070.39	\$ 180,974.34	\$ 25,929.61	63.99%	100.00%	36.01%	34.12%
Administration	\$ 304,500.00	\$ 260,712.67	\$ 29,337.45	\$ 290,050.12	\$ 254,402.40	\$ 14,449.88	95.25%	100.00%	4.75%	8.88%
Public Buildings	\$ 185,200.00	\$ 48,870.39	\$ 125,860.57	\$ 174,730.96	\$ 49,486.14	\$ 10,469.04	94.35%	100.00%	5.65%	64.64%
Police	\$ 420,000.00	\$ 382,926.22	\$ 34,844.24	\$ 417,770.46	\$ 377,677.35	\$ 2,229.54	99.47%	100.00%	0.53%	2.70%
Building & Zoning	\$ 85,000.00	\$ 73,733.12	\$ 7,353.44	\$ 81,086.56	\$ 79,610.49	\$ 3,913.44	95.40%	100.00%	4.60%	3.39%
Public Works	\$ 83,200.00	\$ 67,755.87	\$ 7,957.06	\$ 75,712.93	\$ 70,375.94	\$ 7,487.07	91.00%	100.00%	9.00%	18.26%
Streets	\$ 548,300.00	\$ 191,487.60	\$ 204,480.59	\$ 395,968.19	\$ 442,651.36	\$ 152,331.81	72.22%	100.00%	27.78%	65.04%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 48,111.14	\$ -	0.00%	100.00%	0.00%	14.09%
Sanitation	\$ 162,800.00	\$ 147,687.88	\$ 11,310.02	\$ 158,997.90	\$ 104,064.72	\$ 3,802.10	97.66%	100.00%	2.34%	10.37%
Env/Cons/Rec	\$ 18,000.00	\$ 7,525.17	\$ 328.18	\$ 7,853.35	\$ 10,945.34	\$ 10,146.65	43.63%	100.00%	56.37%	61.60%
Total expenditures	1,879,000.00	\$ 1,209,869.91	\$ 438,370.95	\$ 1,648,240.86	\$ 1,618,299.22	\$ 230,759.14	87.72%	100.00%	12.28%	40.44%
Revenues over expenditures	(122,800.00)	\$ 127,014.05	\$ (226,274.86)	\$ (99,260.81)	\$ 58,540.56	\$ (23,539.19)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing sources	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 127,014.05	\$ (226,274.86)	\$ (99,260.81)	\$ 58,540.56	\$ 99,260.81				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 854,328.51	\$ 87,661.84	\$ 941,990.35	\$ 898,729.80	\$ (15,290.35)				
Other Operating	\$ 399,800.00	\$ 221,342.08	\$ 36,791.09	\$ 258,133.17	\$ 444,502.35	\$ 141,666.83				
<i>CIP/Grant Projects</i>	\$ 552,500.00	\$ 134,199.32	\$ 313,918.02	\$ 448,117.34	\$ 275,067.07	\$ 104,382.66				
Total Expenditures	\$ 1,879,000.00	\$ 1,209,869.91	\$ 438,370.95	\$ 1,648,240.86	\$ 1,618,299.22	\$ 230,759.14				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended June 30, 2017 (preliminary)

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget Percent	Statement Period 12	Variance	6/30/16
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses		\$ 32,809.67	\$ 259.79	\$ 33,069.46	\$ 139,742.74	\$ (33,069.46)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 270,272.86	\$ 29,269.60	\$ 299,542.46	\$ 293,402.63	\$ 8,957.54				
Investment earnings	\$ 500.00	\$ 222.26	\$ 21.82	\$ 244.08	\$ 151.90	\$ 255.92				
Other revenues	\$ 27,500.00	\$ 18,495.29	\$ 2,980.84	\$ 21,476.13	\$ 27,468.78	\$ 6,023.87				
Subtotal - Normal Operating	\$ 336,500.00	\$ 321,800.08	\$ 32,532.05	\$ 354,332.13	\$ 460,766.05	\$ (17,832.13)				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 321,800.08	\$ 32,532.05	\$ 354,332.13	\$ 460,766.05	\$ (17,832.13)	105.30%	100.00%	5.30%	40.91%
Expenditures:										
Water Department	\$ 336,500.00	\$ 253,271.23	\$ 9,011.72	\$ 262,282.95	\$ 230,570.84	\$ 74,217.05	77.94%	100.00%	22.06%	29.49%
Total expenditures	\$ 336,500.00	\$ 253,271.23	\$ 9,011.72	\$ 262,282.95	\$ 230,570.84	\$ 74,217.05	77.94%	100.00%	22.06%	29.49%
Revenues over expenditures	\$ -	\$ 68,528.85	\$ 23,520.33	\$ 92,049.18	\$ 230,195.21	\$ (92,049.18)				
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	\$ -	\$ 68,528.85	\$ 23,520.33	\$ 92,049.18	\$ 230,195.21	\$ (92,049.18)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 235,729.00	\$ 4,464.77	\$ 240,193.77	\$ 230,570.84	\$ 39,306.23				
<i>CIP/Grant Projects</i>	\$ 57,000.00	\$ 17,542.23	\$ 4,546.95	\$ 22,089.18	\$ -	\$ 34,910.82				
Total Expenditures	\$ 336,500.00	\$ 253,271.23	\$ 9,011.72	\$ 262,282.95	\$ 230,570.84	\$ 74,217.05				

Town of Montreat			Cash & Investments Report			As of	June 30, 2017	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 228,829.09	\$ 228,829.09			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 1,717.23	\$ 1,717.23			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 190,863.55		\$ 190,863.55		0.10%	\$ 15.69
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,201.84			\$ 58,201.84	0.10%	\$ 4.78
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,641,994.30		\$ 1,641,994.30		0.30%	\$ 408.54
Avl Sav Bank	Subtotal		\$ 2,121,606.01					
BB&T	MMkt Act - General Fund		\$ 450,423.50		\$ 450,423.50		0.10%	\$ 37.02
BB&T	MMkt Act - Water Fund		\$ 157,628.53			\$ 157,628.53	0.10%	\$ 12.96
BB&T	Subtotal		\$ 608,052.03					
NCCMT	Investment - General Fund		\$ 6,466.27		\$ 6,466.27		0.73%	\$ 3.91
NCCMT	Investment - Water Fund		\$ 6,752.99			\$ 6,752.99	0.73%	\$ 4.08
NCCMT	Subtotal		\$ 13,219.26					
All Accts	Subtotal		\$ 2,742,877.30	\$ 230,546.32	\$ 2,289,747.62	\$ 222,583.36	0.21%	\$ 486.98
All Accts	Fiscal Year to Date		\$ 2,627,040.35				0.14%	\$ 3,760.21
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2017	\$ 54,579.20		\$ 54,579.20		0.20%	\$ 54.10
Avl Sav Bank	CD x5119	11/12/2017	\$ 10,373.22		\$ 10,373.22		0.20%	\$ 10.28
CDs	Subtotal		\$ 64,952.42				0.20%	\$ 64.38
All Accts + CDs	Total		\$ 2,807,829.72				0.24%	\$ 551.36
All Accts + CDs	Fiscal Year to Date		\$ 2,691,906.52				0.14%	\$ 3,885.57
			(average)				(average)	

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: June 30, 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	182,500.00	18,245.69	182,495.51	0.00	4.49	99.99
FICA EXPENSE	10-00-4200-050	14,100.00	1,453.98	14,050.49	0.00	49.51	99.64
GROUP INSURANCE	10-00-4200-060	23,150.00	495.18	19,588.55	0.00	3,561.45	84.61
RETIREMENT EXPENSE	10-00-4200-070	21,100.00	1,917.60	15,345.93	0.00	5,754.07	72.73
POSTAGE	10-00-4200-100	2,000.00	701.27	1,590.27	0.00	409.73	79.51
TELEPHONE	10-00-4200-110	5,300.00	322.87	5,291.59	0.00	8.41	99.84
TRAVEL & TRAINING	10-00-4200-140	12,000.00	1,242.25	11,948.89	0.00	51.11	99.57
M & R EQUIPMENT	10-00-4200-160	30,300.00	1,223.58	28,196.20	217.80	1,886.00	93.77
ADVERTISING	10-00-4200-260	1,025.00	521.86	1,021.66	0.00	3.34	99.67
OFFICE EXPENSE	10-00-4200-320	3,000.00	11.84	2,707.28	253.79	38.93	98.70
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	224.49	684.22	0.00	315.78	68.42
BANK SERVICE CHARGE EX	10-00-4200-340	1,450.00	114.65	1,554.78	0.00	-104.78	107.22
CONTRACT SERVICES	10-00-4200-450	19,675.00	2,278.10	19,425.06	112.50	137.44	99.30
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	-18,550.40	0.00	50.40	100.27
CONTRIBUTIONS	10-00-4200-520	0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	0.00	2,616.00	0.00	684.00	79.27
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	0.00	1,100.00	57.69
TOTAL DEPT: (4200) ADMINISTRATION		304,500.00	28,753.36	289,466.03	584.09	14,449.88	95.25

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: June 30, 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	121.04	2,190.30	0.00	809.70	73.01
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	326.83	2,164.77	0.00	335.23	86.59
M & R EQUIPMENT	10-00-5000-160	8,800.00	63.02	6,040.06	347.55	2,412.39	72.58
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	2.13	15.12	0.00	184.88	7.56
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	-8,794.80	0.00	-5.20	99.94
INSURANCE	10-00-5000-540	37,000.00	0.00	36,223.08	0.00	776.92	97.90
CAPITAL OUTLAY	10-00-5000-730	142,500.00	0.00	11,544.88	125,000.00	5,955.12	95.82
TOTAL DEPT: (5000) PUBLIC BUILDINGS		185,200.00	513.02	49,383.41	125,347.55	10,469.04	94.34

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: June 30, 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	242,900.00	21,704.69	242,876.25	0.00	23.75	99.99
SEPARATION ALLOWANCE	10-10-5100-021	5,200.00	1,716.57	5,149.71	0.00	50.29	99.03
FICA EXPENSE	10-10-5100-050	18,475.00	1,604.26	18,455.85	0.00	19.15	99.89
GROUP INSURANCE	10-10-5100-060	44,400.00	28.35	44,308.56	0.00	91.44	99.79
RETIREMENT EXPENSE	10-10-5100-070	29,375.00	2,419.66	29,365.82	0.00	9.18	99.96
TELEPHONE	10-10-5100-110	1,775.00	120.03	1,419.42	0.00	355.58	79.96
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	328.81	0.00	171.19	65.76
M & R EQUIPMENT	10-10-5100-160	5,000.00	0.00	4,706.61	0.00	293.39	94.13
M & R AUTO	10-10-5100-170	4,000.00	0.00	3,860.14	111.57	28.29	99.29
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	498.50	0.00	1.50	99.70
AUTO SUPPLIES (GAS, OI	10-10-5100-310	9,000.00	1,944.76	8,872.86	0.00	127.14	98.58
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	105.00	487.90	0.00	512.10	48.79
DEPARTMENT SUPPLIES	10-10-5100-330	2,575.00	225.36	2,573.97	0.00	1.03	99.96
UNIFORMS	10-10-5100-360	1,700.00	113.99	1,473.62	0.00	226.38	86.68
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	192.99	0.00	107.01	64.33
CAPITAL OUTLAY	10-10-5100-730	34,100.00	0.00	34,087.88	0.00	12.12	99.96
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	19,000.00	0.00	200.00	98.95
TOTAL DEPT: (5100) POLICE		420,000.00	34,732.67	417,658.89	111.57	2,229.54	99.46

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: June 30, 2017
10 GENERAL FUND

Selected Department *Page 5*
 (ALL) All Departments

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	51,060.00	5,772.96	51,052.21	0.00	7.79	99.98
FICA EXPENSE	10-10-5400-050	3,910.00	441.63	3,906.27	0.00	3.73	99.90
GROUP INSURANCE	10-10-5400-060	9,080.00	5.67	9,079.31	0.00	0.69	99.99
RETIREMENT EXPENSE	10-10-5400-070	6,200.00	712.39	6,198.73	0.00	1.27	99.98
TELEPHONE	10-10-5400-110	600.00	43.75	565.11	0.00	34.89	94.18
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,397.94	0.00	102.06	95.91
M & R EQUIPMENT	10-10-5400-160	3,300.00	260.00	3,260.00	0.00	40.00	98.78
M&R AUTO	10-10-5400-170	100.00	8.00	71.02	0.00	28.98	71.02
AUTO SUPPLIES	10-10-5400-310	500.00	24.75	258.80	0.00	241.20	51.76
DEPARTMENT SUPPLIES	10-10-5400-330	3,150.00	34.29	2,852.17	0.00	297.83	90.54
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	50.00	650.00	0.00	600.00	52.00
FIRE INSPECTIONS	10-10-5400-451	50.00	0.00	0.00	0.00	50.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	800.00	0.00	795.00	0.00	5.00	99.37
CAPITAL OUTLAY	10-10-5400-730	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5400) BUILDING & ZONING		85,000.00	7,353.44	81,086.56	0.00	3,913.44	95.39

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: June 30, 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	56,700.00	6,451.20	56,692.93	0.00	7.07	99.98
FICA EXPENSE	10-20-5550-050	4,400.00	493.50	4,340.22	0.00	59.78	98.64
GROUP HEALTH INSURANCE	10-20-5550-060	8,900.00	5.67	8,861.59	0.00	38.41	99.56
RETIREMENT EXPENSE	10-20-5550-070	6,900.00	796.08	6,887.28	0.00	12.72	99.81
TELEPHONE	10-20-5550-110	700.00	40.01	442.66	0.00	257.34	63.23
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	40.00	122.00	0.00	378.00	24.40
AUTO SUPPLIES	10-20-5550-310	3,500.00	130.60	2,093.98	0.00	1,406.02	59.82
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	98.35	0.00	2,401.65	3.93
UNIFORMS	10-20-5550-360	500.00	0.00	302.92	0.00	197.08	60.58
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	-5,114.00	0.00	14.00	100.27
TOTAL DEPT: (5550) PUBLIC WORKS		83,200.00	7,957.06	75,712.93	0.00	7,487.07	91.00

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TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: June 30, 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	114,850.00	11,305.64	114,818.88	0.00	31.12	99.97
FICA EXPENSE	10-20-5600-050	8,600.00	864.90	8,556.10	0.00	43.90	99.49
GROUP INSURANCE	10-20-5600-060	26,590.00	17.01	26,584.77	0.00	5.23	99.98
RETIREMENT EXPENSE	10-20-5600-070	13,550.00	1,395.13	13,509.12	0.00	40.88	99.69
TELEPHONE	10-20-5600-110	260.00	40.01	255.56	0.00	4.44	98.29
TRAVEL & TRAINING	10-20-5600-140	1,100.00	80.00	375.00	0.00	725.00	34.09
M & R EQUIPMENT	10-20-5600-160	2,000.00	214.82	1,525.75	0.00	474.25	76.28
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	1,681.68	0.00	1,818.32	48.04
AUTO SUPPLIES (GAS, OIL)	10-20-5600-310	6,000.00	366.64	5,512.11	0.00	487.89	91.86
DEPARTMENT SUPPLIES -	10-20-5600-330	4,800.00	61.01	3,753.74	21.98	1,024.28	78.66
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	772.74	1,907.96	0.00	92.04	95.39
CONTRACT SERVICE	10-20-5600-450	12,000.00	0.00	4,902.45	0.00	7,097.55	40.85
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	-48,980.00	0.00	-20.00	99.95
CAPITAL OUTLAY	10-20-5600-730	287,200.00	1,154.90	25,417.46	185,867.00	75,915.54	73.56
STREET LIGHTING	10-20-5600-740	23,500.00	1,659.41	20,955.81	0.00	2,544.19	89.17
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	87.92	5,212.41	571.48	2,216.11	72.29
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	104.87	0.00	4,395.13	2.33
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	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	2,450.00	0.00	2,429.47	0.00	20.53	99.16
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		548,300.00	18,020.13	209,507.73	186,460.46	152,331.81	72.21

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: June 30, 2017
10 GENERAL FUND

Selected Department *Page 8*
 (ALL) All Departments

07/31/17 Fiscal Year: 2017
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 (D)

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	33,770.00	3,778.26	33,768.36	0.00	1.64	99.99
CONTRACT SERVICES	10-30-5800-040	15,800.00	1,596.00	15,798.00	0.00	2.00	99.98
FICA EXPENSE	10-30-5800-050	2,600.00	289.03	2,583.22	0.00	16.78	99.35
GROUP HEALTH INSURANCE	10-30-5800-060	8,900.00	5.67	8,861.59	0.00	38.41	99.56
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	466.24	4,103.34	0.00	96.66	97.69
TELEPHONE	10-30-5800-110	550.00	43.75	525.00	0.00	25.00	95.45
UTILITIES	10-30-5800-130	500.00	42.99	493.39	0.00	6.61	98.67
M & R EQUIPMENT	10-30-5800-160	100.00	0.00	77.85	0.00	22.15	77.85
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	1,333.53	10.69	155.78	89.61
AUTO SUPPLIES	10-30-5800-310	1,200.00	58.28	1,186.79	0.00	13.21	98.89
SUPPLIES/TOOLS	10-30-5800-330	1,360.00	575.00	1,350.11	9.98	-0.09	100.00
UNIFORMS	10-30-5800-360	520.00	215.92	491.88	0.00	28.12	94.59
CONTRACT - DUMPSTER SE	10-30-5800-451	15,150.00	1,246.23	15,104.27	0.00	45.73	99.69
TIPPING FEES	10-30-5800-550	11,900.00	1,075.86	8,599.78	0.00	3,300.22	72.26
CAPITAL OUTLAY - SANIT	10-30-5800-730	64,750.00	1,896.12	64,700.12	0.00	49.88	99.92
TOTAL DEPT: (5800) SANITATION		162,800.00	11,289.35	158,977.23	20.67	3,802.10	97.66

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(D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: June 30, 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	118.91	2,644.08	209.27	146.65	95.11
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	118.91	7,644.08	209.27	10,146.65	43.62
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	125,587.34	1,335,457.25	312,783.61	230,759.14	87.71

07/31/17

Fiscal Year: 2017

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Fiscal Month Range: 12-12

**TOWN OF MONTREAT
Revenue Statement**

Period Ending: June 30, 2017

30 WATER FUND

Selected 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 %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	1,554.63	17,100.93	2,899.07	85.50
WATER SALES	30-91-3500-500	143,500.00	15,223.00	131,436.19	12,063.81	91.59
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,046.60	168,106.27	-3,106.27	101.88
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.30	1,072.05	-72.05	107.20
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	800.00	200.00	80.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	259.79	33,069.46	-33,069.46	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	21.82	244.08	255.92	48.81
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	0.00	0.00	0.00	0.00
LATE FEES	30-91-3815-800	3,000.00	232.70	1,684.00	1,316.00	56.13
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	1,078.21	819.15	-819.15	0.00
TOTAL FUND REVENUE:		336,500.00	32,532.05	354,332.13	-17,832.13	105.29
TOTAL REVENUE:		2,215,500.00	244,628.14	1,903,312.18	312,187.82	85.90%

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

Selected Department *Page 10*
 (ALL) All Departments

07/31/17 Fiscal Year: 2017
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 (D)

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	60.00	3,498.00	30.00	4,972.00	41.50
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	872.41	2,970.79	0.00	29.21	99.02
TELEPHONE	30-91-8100-110	2,500.00	95.91	1,218.87	0.00	1,281.13	48.75
UTILITIES	30-91-8100-130	30,600.00	1,970.94	27,585.53	0.00	3,014.47	90.14
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	100.00	0.00	1,900.00	5.00
M & R WELLS	30-91-8100-150	28,000.00	779.30	5,127.94	215.93	22,656.13	19.08
M & R EQUIPMENT	30-91-8100-160	9,900.00	0.00	7,001.73	0.00	2,898.27	70.72
M & R TRUCKS	30-91-8100-170	100.00	0.00	19.23	0.00	80.77	19.23
AUTO SUPPLIES	30-91-8100-310	5,500.00	197.31	3,448.57	0.00	2,051.43	62.70
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	242.97	1,597.51	0.00	902.49	63.90
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	86,800.80	0.00	-0.80	100.00
FEES & 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	55,400.00	2,728.25	20,270.48	1,818.70	33,310.82	39.87
DEBT PAYMENT	30-91-8100-900	99,200.00	0.00	99,197.37	0.00	2.63	99.99
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	6,947.09	260,218.32	2,064.63	74,217.05	77.94
TOTAL FUND: (30) WATER FUND		336,500.00	6,947.09	260,218.32	2,064.63	74,217.05	77.94
TOTAL EXPENDITURES		2,215,500.00	132,534.43	1,595,675.57	314,848.24	304,976.19	86.23

Budget Page 33



TOWN OF MONTREAT

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

BOARD OF ADJUSTMENT MEMBERSHIP APPLICATION

Full Legal Name: BURNS WADE DOBOS
(Last) (First) (Middle)

Physical Address: 232 N.C. TERRACE

Mailing Address: P.O. Box 610
MONTREAT, N.C. 28757

Home Phone: 828-231-0650 Alternate Phone: _____

Email Contact Information: WADEBURNS@BELLSOUTH.NET

Please explain why you want to be a member of the Board of Adjustment:

SERVICE TO THE MONTREAT COMMUNITY

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe the Board of Adjustment can play a role in addressing each issue:

1. FAIR ORDINANCES & REGULATIONS
2. FAIR APPLICATION OF SAME
3. FAIR AVERAGE FOR RESOLUTION OF CONFLICTS

THE BOA OFFERS CITIZENS & OFFICIALS AN APPEAL PROCESS BEFORE A BOARD OF MONTREAT CITIZENS WHICH IS IMPORTANT AS A CHECK ON OUR ORDINANCES

List any abilities, skills, specialized training or interest you have which are applicable to this Board: LICENSED ARCHITECT FOR 44 YEARS SPECIALIZING IN COMMUNITY PLANNING. SERVED AS TWICE CHAIR OF MONTREAT PLANNING & ZONING COMMISSION. SEE ATTACHED RESUME

PREPARED IN 1999 AT TIME I MOVED FROM ATLANTA AS A FULL TIME MONTREAT RESIDENT. PREPARED IN 1999.

Have you ever attended a regularly scheduled meeting of the Board of Adjustment? YES

How much time are you able to devote to fulfill this obligation?

AS NEEDED

Architect: Wade DuBose Burns, A.I.A.
N.C.A.R.B. Certificate # 152116
North Carolina Registered Architect # 8310
Corporate Member A.I.A., Beginning in 1974
This resume was prepared in 1999

Education: Virginia Polytechnic Institute (Virginia Tech)
College of Architecture, 5 year graduate



Wade D. Burns, architect and a sole proprietorship for 25 years, has specialized in urban crisis problem solving. A slum, dying downtowns and failed efforts to develop their waterfront have led mayors and business groups to call on this architect, urban planner, designer and developer to "save their City" or a critical part of it. The most recent effort was a 5 year effort to develop critically needed innovations to addressing homelessness in America for former President Jimmy Carter.

1969 - 1974 Project Architect

L. Miles Sheffer, A.I.A.

Danielson and Paine, A.I.A.

Single and multi-family housing, high rise and low rise office, recreational, industrial and religious facilities.

1974 - 1978 Owner and Manager

Architectural Firm, Wade DuBose Burns, A.I.A.

Construction Company, Wade D. Burns Co.

Development Company, West End Restoration

Atlanta, Georgia

The West End Residential District

Assuming all roles, including concept development, as architect, developer, contractor and realtor, established and implemented the West End Restoration which started new trends in housing revitalization in Atlanta. The architect's \$1.3 million investment in Atlanta's West End community paired with participation and cooperation by Atlanta's public and private sector resulted in a property value turnaround and then a market value increase in West End's housing from \$5 million in 1974 to \$20 million in 1978. This work was recognized by Jimmy Carter's HUD Secretary, Patricia Harris, as being a National example of successful neighborhood revitalization that included rather than displaced its

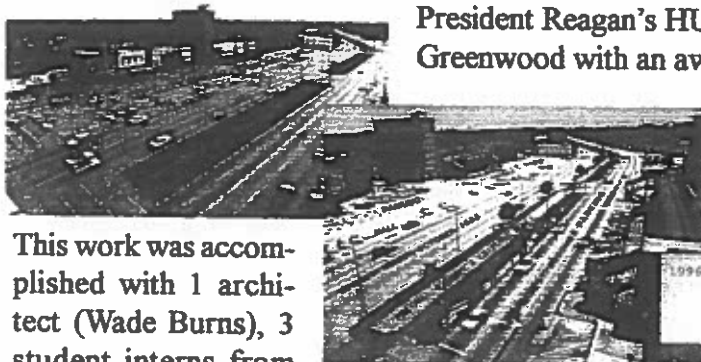


existing population. The unique success of this project played a key role in President Carter's housing rehabilitation policy and funding, including helping to write the housing portion of his first budget and regulations for that funding.

This work was accomplished with 2 architects, 2 office managers, 20 construction employees and 4 architectural student interns on loan from the University of Virginia and Virginia Polytechnic Institute with each student working a minimum of 1 year on the project while receiving full academic credit from their respective universities.

1979 - 1983 Greenwood, South Carolina

Assuming the roles of concept development, urban planner and designer, architect and project manager, Wade Burns developed a master plan to completely rebuild the C.B.D. following the loss of all retail anchors and a drastic slide in business and property values in 1979. Wade prepared and implemented a financing and private sector participation package that resulted in an immediate \$4 million private investment, a \$1 million Urban Development Action Grant plus \$2.5 million in local public support. The original project was completed in 1983 with additional pre-planned phases that have since been implemented and completed for a total investment of nearly \$100 million. The successful turnaround of the entire 28 acre C.B.D. with a revived economy and new businesses and a tax base that has more than tripled

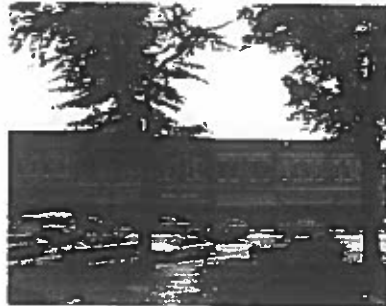


This work was accomplished with 1 architect (Wade Burns), 3 student interns from Virginia Polytechnic Institute and 3 student interns from Greenwood's own Lander College. All students received full academic credit for their work on the project from their respective institutions.

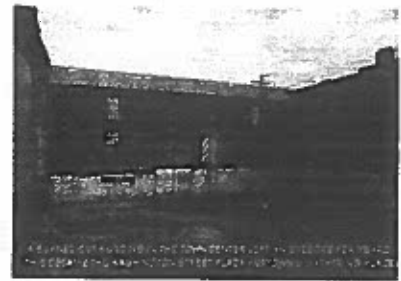
President Reagan's HUD Secretary presented Greenwood with an award as the best downtown revitalization in the Southeastern U.S. in 1983.



1981 - 1983 Laurens, South Carolina
1984 - 1985 Walterboro, South Carolina



Assuming the roles of concept development, urban planner and designer, architect and project manager, Wade Burns developed master plans to turn around the decline of these C.B.D.'s. Wade wrote 2 new amendments to



South Carolina law which enabled downtown property owners to petition their municipality to make their downtown's management and improvement districts. The architect then designed needed improvements to all building facades fronting on city streets as well as needed improvements to the public spaces. Eighty and ninety percent of the property owners, respectively, executed their petitions and both cities completely revitalized the appearance and attitude of their C.B.D. Each party paid their own share, with 99% participation and no government grants or loans were required.

1984 - 1986 Florence, South Carolina

Assuming the roles of concept development, financial planner, urban planner and designer as well as architect, Wade Burns developed a master plan to completely reestablish the economy, appearance and function of the entire C.B.D. Wade then put together a \$45 million financial package to implement the plan as well as the verification of financial feasibility for the necessary investments. The City chose not to go forward with the entire project but instead chose to make only the initial beautification improvements called for in the master plan. These have been completed.

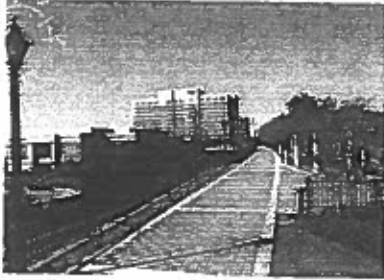
The work in Laurens, Walterboro and Florence, South Carolina was accomplished with 1 architect (Wade Burns).

1983 - 1989 The West End Commercial District

Assuming the roles of concept development, developer, urban planner and designer, architect and project manager, Wade Burns developed 5 separate bids and proposals to redevelop the land around the West End Rapid Rail Station to

bring about the first "Class A" commercial development in Atlanta's Black southside since desegregation. Notwithstanding a significant personal investment, these efforts have been unsuccessful and there remains no such development south of the City.

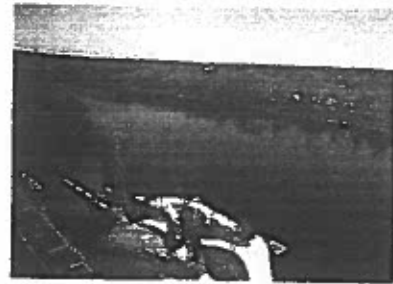
1988 - 1990 Augusta, Georgia



Assuming the roles of developer, urban planner and project manager, Wade Burns was brought in by Mayor Charles Devaney and Bankers First CEO, Monty Osteen, to put together a major new riverfront development following Augusta's numerous failed efforts. While Augusta is Georgia's second largest city, they had not built a new "Class A" commercial building downtown

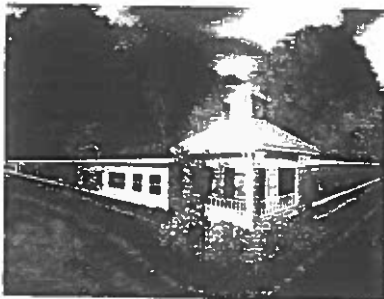
since the late 1960's.

The project was redesigned with new facilities, finances and partners, with the planning and financing developed to overcome the market deficits that had been created from 23 years of drought in new "Class A" construction. Wade Burns put together the \$50 million and partners necessary and the new Augusta Riverfront center with a new conference center, hotel and office tower successfully opened in time for the 1992 Masters Golf Tournament. The projects, which have drawn national attention, have also been very successful financially.



This work was accomplished by Wade Burns and 4 other consultants under his direction. The architecture was designed by others.

1991 - 1996 Atlanta, Georgia The Atlanta Project

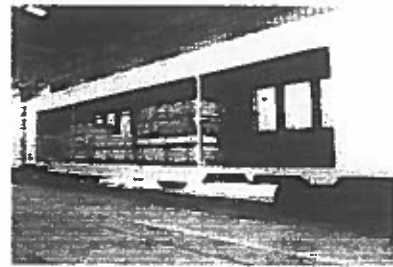


Atlanta Project to address the difficult need for homeless housing. Wade Burns formed a 501(c)(3) non profit, community owned, and funded nearly half of a \$1.5 million effort to

Assuming the roles of concept development, program development, planner, architect and manufacturer, Wade Burns was brought in by Dan Sweat, director of former President Jimmy Carter's At-



rebuild donated rail cars into modular housing units for the homeless. This effort would save 90% over traditional housing presently being developed for the homeless. The foundations of AT&T, Trust Company Bank, Equitable, Georgia Tech, Lettie Pate Evans (Coca Cola) and The Atlanta Metropolitan, matched Wade Burns



funding. Wade Burns led efforts in The Carter Collaboration Center to develop the program component for this effort. Homeless agencies, homeless people, separately and then together, determined what would work, what was fair and how to implement the "back on your feet" counseling and classroom program. Georgia Tech's College of Architecture provided 6 students

who worked on the project while receiving academic credit.

The project was praised worldwide but failed to secure the necessary City support for Federal funding. Wade Burns personally guaranteed loans to fund the construction of the rail car prototypes that were rebuilt in a former General Motors Chevrolet factory. After satisfying these obligations, Wade Burns has moved from Atlanta to his family cottage in Montreat, North Carolina.



Civic and Non Profit Board Service

1999 - President, Atlanta West End Rotary Club, Jimmy Carter Center

1999 - Chair, City of Atlanta Vending review board

Past Service:

Chair, Leadership Atlanta Alumni

President, Outstanding Atlanta

Campaign Chair, 102nd Congress, Congressman John Lewis

Vice Chair, Fulton County Zoning Appeals Board

Vice Chair, Urban Design Commission, City of Atlanta

Cystic Fibrosis, YMCA, Members Guild (High Museum of Art)

Various A.I.A. and community boards.

Keynote speeches for non profits in 25 cities, 17 states.

Honors:

Wade Burns has received several design awards and honors including the A.I.A. Honor Award which is Georgia's highest design award.

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

Meeting Date: August 10, 2017

SUBJECT: **Potential Repair of Texas Road Bridge for Vehicular Traffic**

AGENDA INFORMATION:

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

BRIEF SUMMARY: Every two years the North Carolina Department of Transportation (NCDOT) inspects vehicular bridges to assess and assure structural safety. The 2008 inspection revealed widespread timber decay among other issues. The bridge failed, scoring a 21.9 out of 100. The Town closed Texas Road Bridge to vehicular traffic and began investigating options. It was determined that repairing the bridge would cost at least 50% of the market value of the bridge itself, which would trigger 2008 North Carolina Floodplain Management standards requiring the bridge to be replaced above the base flood elevation and surrounding non-encroachment areas. It was later determined that replacing the bridge in the same location would require raising the new structure between five to seven feet.

In 2010, the Town applied for and was accepted into the Municipal Bridge Program, a joint venture between the North Carolina Department of Transportation (NCDOT) and Federal Highway Administration to provide 80% of the bridge's replacement costs through a reimbursement grant. The Montreat Board of Commissioners considered five potential replacement options, including: Option A (No-Build), Option B (Replace in Place), Option C (New Bridge Construction at Welch Field), Option D (New Bridge Construction and Tennessee Road Alignment), and Option E (New Bridge Construction at Montreat Playing Field). Town staff learned in March, 2013 that historical and archeological studies would be required for replacement Options B, D and E. In June 2013, the North Carolina State Historic Preservation Office (NC SHPO) determined that the bridge was located within an eligible National Historic District, and that replacement Options B, D and E would be considered to have an adverse effect on the area. As a result, NC SHPO required a more detailed historical study and an archeological dig. These studies were completed in October 2013. In March, 2014 the Board voted to select Option B to replace in place. KCI Associates of North Carolina (KCI) was engaged for engineering and design.

Work continued to progress throughout 2014 and the final Categorical Exclusion (CE) document was prepared and submitted in January 2015. However, due to increased costs and increased public engagement related to the project, following the election of 2015 the newly installed Town Board of Commissioners passed a resolution suspending the Texas Road Bridge Project.

The Board authorized the Mayor to appoint a committee to reconsider the need for, and type of, a bridge and report back to the Board. The Montreat Bridge Committee made their recommendations to the Board in May of 2016, which included the recommendation that the existing Texas Road Bridge be left in place and converted to a pedestrian-only bridge.

In January of 2017 KCI provided the Town with their 2017 Texas Road Bridge Inspections Ratings and Report. That report provided recommendations for conversion to a pedestrian-only bridge. The Town's Public Works Department would make most of the upgrades, but some of the work would take place inside the floodway area and would require permitting and engineering approval. The Town would seek a local engineering firm to design and bid out that portion of the work.

On March 9th, 2017 the Town Commission voted to convert the Texas Road Bridge to pedestrian-only bridge. In conversation with the NCDOT and the Municipal Bridge Program, staff drafted a Re-Evaluation of Categorical Exclusion document requesting forgiveness for the funds received by the Town from the program. NCDOT staff expressed a likelihood that the \$231,373.57 of Municipal Bridge Program funds already disbursed to the Town would be forgiven along with 80% of the program fees that the NCDOT would assess on the project, roughly estimated to be between \$20,000 and \$40,000. However, if the Town were to pursue another bridge to serve the same purpose it would be liable to repay 100% of the funds. NCDOT staff provided guidance on the draft Re-Evaluation of Categorical Exclusion request and is awaiting Town staff to make suggested changes before a deadline of September 15th.

NEW INFORMATION: During this period staff learned that the 2008 North Carolina Floodplain Management standards initially used for repairing the bridge for vehicular traffic was erroneously applied to the bridge. That standard is intended for inhabitable structures such as homes or office buildings, not for non-inhabitable structures such as a bridge. The erroneous 2008 premise that the cost of repairing the bridge would require elevating the bridge out of the floodplain set the Town on the path that potentially increased the size and cost of the project. If the bridge were deemed to be repairable, the Town may have been able to make those repairs without replacing the bridge.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To call for a Special Meeting on Thursday, August 28th at 7:00 p.m. to reconsider conversion of Texas Road Bridge from a vehicular bridge to a pedestrian-only bridge pending further analysis.

FUNDING SOURCE: To Be Determined

ATTACHMENTS: N/A

STAFF COMMENTS AND RECOMMENDATIONS: The Commission may weigh two potential options. Either the town may proceed with the conversion to a pedestrian-only bridge (Option 1) or the Town may investigate the potential for repair for vehicular traffic at this point (Option 2.) Cost considerations of each option are below.

Options 1:

Finalize the Re-Evaluation of Categorical Exclusion and convert the Texas Road Bridge to a pedestrian-only bridge.

Repayment of Grant Funds Received		\$0
NCDOT Administration Fees		~ \$4,000 to \$8,000
Conversion	+	Unknown
Total		Unknown

Option 2:

Inspect the bridge for repair for vehicular traffic.

Repayment of Grant Funds Received		\$231,373.57
NCDOT Administration Fees		~ \$20,000 to \$40,000
Inspection for Vehicular Use		\$10,000 to \$15,000
Repair	+	Unknown
Total		Unknown

The Commission has already voted to covert the Texas Road Bridge to a pedestrian-only bridge. If the Commission wishes to continue this option then no action is required. If however, the Commission wishes to investigate the possibility for repair of the bridge for vehicular traffic action is required. Should the Town decide to pursue repair for vehicular traffic several factors need to be considered:

1. Time: the NCDOT has given the Town a September 15th deadline for all documents required to forgive the grant funding
2. Municipal Bridge Program Funds: if the bridge is repaired for vehicular traffic the Town must repay \$231,373.57 in funds already disbursed.
3. NCDOT Administration Fee: if the bridge is repaired for vehicular traffic the Town must repay 100% of NCDOT administration fee (est. \$20,000 to \$40,000)
4. Condition: In 2008 the Texas Road Bridge failed inspection with a score of 21.9 out of 100. It was deemed to be at or near the end of its useful life at the time. It is likely that the condition of Texas Road Bridge has deteriorated even further since that time. There is no guarantee that it is structurally sound enough for repair at this point without an additional inspection.

Staff recommends calling for a special meeting to provide an opportunity for public input and to provide the Commission time to weigh the options.