

**Town of Montreat
Board of Commissioners
Meeting Agenda
June 9, 2016 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council

A. Montreat Bridge Committee - Alice Lentz, Chair

IV. Public Hearing

A. Proposed 2016-2017 Fiscal Year Budget

V. Mayor's Communications

VI. Consent Agenda

A. Meeting Minutes Adoption

- May 6, 2016, Public Forum
- May 6, 2016, Town Council Agenda Meeting
- May 12, 2016 Town Council Meeting

B. Special Meeting: 2016-2017 Budget Meeting

- **Suggested Motion:** To set a special meeting on June 20th at 3:00 p.m. in the Town Services Office to review the 2016-2017 Fiscal Year Budget.

C. Special Meeting: 2016-2017 Fiscal Year Budget Adoption

- **Suggested Motion:** To set a special meeting on June 23, 2016 at 3:00 p.m. in the Town Services Office to adopt the 2016-2017 Fiscal Year Budget Ordinance and make any necessary amendments to the 2015-2016 Fiscal Year Budget.

D. Approve Fiscal Year 2015-2016 Budget Amendment

- **Suggested Motion:** To adopt Fiscal Year 2015-2016 Budget Amendment #7 to reallocate budget to cover Group Insurance expenses.

E. Approve Fiscal Year 2015-2016 Budget Amendment

- **Suggested Motion:** To adopt Fiscal Year 2015-2016 Budget Amendment #8 to reallocate budget to amend Salary & Wage and FICA costs.

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.

VII. Town Administrator's Communications

- Consent Agenda Review
- Other Topics

VIII. Administrative Reports

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

IX. Public Comment – Agenda Items

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

X. Old Business

- A. 2016-2017 Fiscal Year Budget Discussion
- B. Sanitation Services Discussion

XI. New Business

- A. Employee Health Insurance Benefit Renewal
 - **Suggested Motion:** To authorize the Town Administrator and Finance Officer to contract with [Blue Cross/Blue Shield of North Carolina OR United Health Care], effective July 1, 2016 for the _____ [Gold 1500CS OR RV Gold KL-Z/247A] employee benefit health insurance, and to renew [vision] dental, life, and AD&D insurance coverage as proposed, for fiscal year 2016-2017, and for the Town to reimburse employees for the last half of the employee-only deductible.
- B. Property & Liability Insurance Renewal: North Carolina Interlocal Risk Management Agency (NCIMA)
 - **Suggested Motion:** To approve the Property and Liability Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$19,214 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

- C. Worker's Compensation Insurance Renewal – North Carolina Interlocal Risk Management Agency
- **Suggested Motion:** To approve the Worker's Compensation Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$14,012.96 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.
- D. Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan
- **Suggested Motion:** To Adopt Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan.

XII. 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.

XIII. Commissioner Communications

XIV. Meeting Dates

Bi-Weekly Sanitation Pick-up:

Begins week of May 31, 2016-June 3, 2016
Will continue until August 26, 2016

June Town Council Meeting:

June 9, 2016, 7:00 p.m.
Walkup Building

2016-2017 Budget Meeting Workshop:

June 20, 2016, 3:00 p.m.
Town Services Building

Montreat Tree Board:

June 28, 2016, 10:00 a.m.
Town Services Building

Town Services Office Closed:

July 4, 2016
Independence Day Holiday
****There will be no sanitation pickup on this day***
Sanitation Pickup will resume on July 5th

Montreat Gait at the Montreat Gate:

July 4, 2016
7:00 a.m.

**Montreat Board of Commissioners
Meeting Agenda
June 9, 2016**

4th of July Parade:

July 4, 2016
10:30 a.m.

Montreat Landcare:

No Meeting for July
August Location TBD

July Agenda Meeting:

July 7, 2016, 7:00 p.m. Walkup Building
Public Forum begins at 6:30 p.m.

Bulk Items/White Goods Pick-Up Day:

July 12, 2016

July Town Council Meeting:

July 14, 2016, 7:00 p.m.
Walkup Building

XV. Adjournment

**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

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 3 rd 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)

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	
42	YES	Pedestrian	No preference stated		SAFETY! PEDESTRIANS
43	NO	Pedestrian	TEXAS RD. (Ped)		NO to current plans. Safety! Pedestrians.
44					No comments relating specifically to bridge
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. No Fed Funds
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

68	YES	Vehicular	Texas Rd. (Veh)		SAFETY! Pedestrians, emergencies
69	NO	Pedestrian	Texas (Ped). IF Veh. Bridge, then TN Rd.		NO TO CURRENT PLANS. Traffic study!
70	NO	Pedestrian	Texas (Ped). IF Veh. Bridge, small at TN.		NO TO CURRENT PLANS.
71	YES	Vehicular	No preference stated	TWO-WAY	Location of bridge based upon cost
72	NO	Pedestrian	Texas (Ped). IF Veh. Bridge, then TN Rd.		NO TO CURRENT PLANS.
73	YES	Vehicular	No preference stated		SAFETY! Emergencies
74	NO	Pedestrian	Texas Rd. (Ped)		Leave "as is". NO TO CURRENT PLANS.
75	YES	Vehicular	No preference stated		
76	NO	Pedestrian	Texas Rd. (Ped)		NO TO CURRENT PLANS.
77	YES	Pedestrian	Texas Rd. (Ped)	1-Way, if at all	NO TO CURRENT PLANS
78	NO	Pedestrian	Texas Rd. (Ped)		NO TO CURRENT PLANS
TOTALS:	<u>New Bridge?</u> YES – 37 NO – 23	<u>Pedestrian or Vehicular?</u> Vehicular – 34 New Pedestrian Br. – 3 Old Br. as Ped. Br. - 23	<u>Bridge Location?</u> Texas Rd (Veh) – 9 Texas Rd (Ped) -22 NOT Texas Rd. - 6 "Anywhere" - 3 No Pref. Stated-20	<u>1-way or 2-way?</u> 1-way – 10 2-way – 3 1-way, if any – 7	<u>Comments</u> NO TO CURRENT PLANS – 28 YES TO CURRENT PLANS – 9 "SAFETY – Pedestrians" - 17 "SAFETY – Emergency" - 11 "SAFETY" (Non-specific) – 5 TOTAL "SAFETY" mentions – 26

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 Ro	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 180 degree 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"

Town Of Montreat

2016 – 2017

Annual Budget

**Public Hearing and
Presentation to the
Board of
Commissioners**

June 9, 2016



2016-2017 Budget Overview

- Total Budget: \$2,265,800
- General Fund Budget: \$1,929,300
\$657,450 decrease from last year
- Water Fund Budget: \$336,500
\$9,500 increase from last year
- Proposed Tax Rate Increase from 0.41 to 0.42
- One Cent on the Tax Rate Generates \$23,252
- Proposed Water Rate Increase of 2.5% to \$4.95 per 1,000 gallons

The Budget is Divided into Six Sections:

- **Introduction** – Contains the budget message and information about the Town's organization
- **Policy Document** – Gives a coherent statement of the organization-wide financial and programmatic policies and goals that address long-term concerns and issues
- **Financial Plan** – Describes all funds that are subject to appropriation as well as a summary of revenue sources and expenditures

The Budget is Divided into Six Sections:

- **Operational Guide** – Describes the activities, services and functions carried out by each department of the Town
- **Capital Improvements Plan** – A flexible financial planning tool that forecasts the Town's equipment, building and infrastructure needs
- **Glossary and Miscellaneous Statistics**

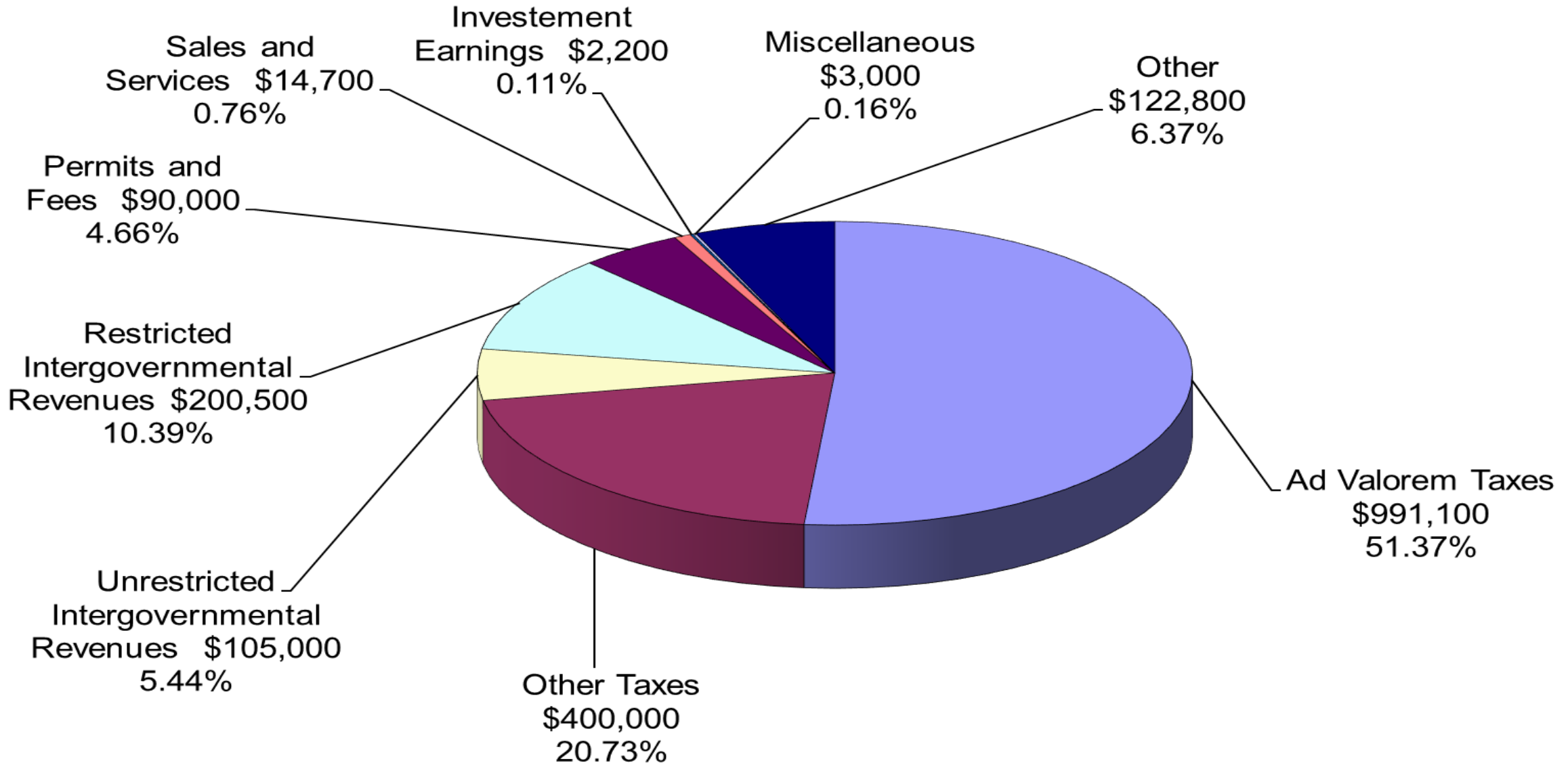
Significant Impacts Shaping the Budget:

- **Capital Projects – Town Hall Facility, Mecklenburg Circle Paving, Texas Road Bridge, and Sanitation Truck**
- **Personnel Costs including cost of living adjustments, insurance and benefit costs, and the NC Retirement System Rate Increase**
- **Rising cost of doing business (i.e. fuel, utilities)**
- **Mandated changes to the Powell Bill Fund**

General Fund Revenue Highlights



General Fund Revenues Proposed FY 2016-2017



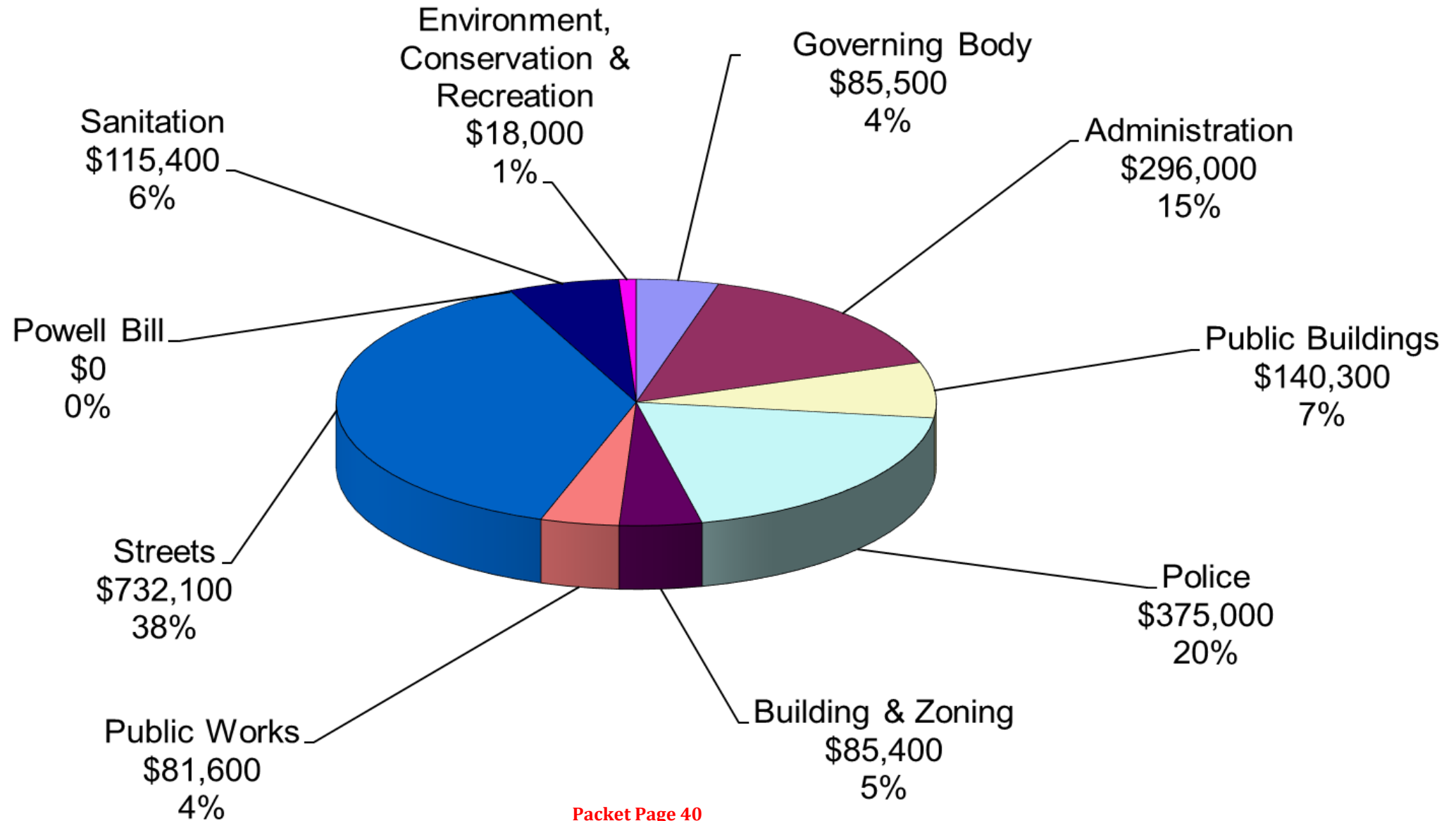
General Fund Revenues

- Proposed Tax Rate increase to 0.42 per \$100 valuation
- Real, Personal and Public Utility Property Valuations remained flat. DMV Valuations increased by just under 3%.
- There is projected growth in Sales Tax (\$400,000) and Utilities Franchise Tax (\$100,000) Revenues.
- An appropriation of \$122,800 from the Fund Balance will be required.

General Fund Expenditure Highlights



General Fund Expenditures FY 2016-2017



Personnel

- **Cost of Living Adjustment**

Two percent (2%) increase effective 7/1/16 except for the town administrator.

- **Health Insurance**

Health Insurance costs projected to increase ten percent (10%) beginning 7/1/16.

- **401(K) Contribution**

Continues five percent (5%) contribution effective 7/1/16.

- **Retirement**

NC Retirement System Division rates increased effective 7/1/16.

- **Staffing**

No new full-time or part-time staffing positions are being recommended.

Governing Board

- **Legal and Audit Services - \$59,000**
- **Communication Services - \$5,000**
- **Salary Contingency - \$13,500**

Administration

- **Tax Collection Fee - \$21,000**

Public Buildings

- **Utilities, Insurance and Maintenance/Repairs - \$48,900**
- **Funding for Construction for New Town Hall - \$100,000**

Police

- **Dispatching Services - \$19,200**
- **Increases Spending in Medical Certifications, Uniforms and in Departmental Supplies in order to Bolster Reserve Officer Program and Purchase of Evidence Locker System.**

Inspections, Planning and Zoning

- **Allocated funds for the Building Inspector/Code Administrator**

Public Works

- **Tree Replacement Program and Newly Established Tree Board - \$1,500**
- **Supervisor Training - \$1,000**

Powell Bill

- **Due to Mandated Changes, Powell Bill Expenditures have been moved to Street Department Budget**

Streets

- **Street Lighting - \$23,500**
- **Tree Removal Services - \$12,000 and Contract Labor for Road Maintenance - \$2,000**
- **Paving of Mecklenburg Circle and a portion of Louisiana Road - \$310,000**
- **Texas Road Bridge Project - \$200,000**
- **Debt Service Payment – Upper Kentucky and Replacement of Street Truck - \$29,400**

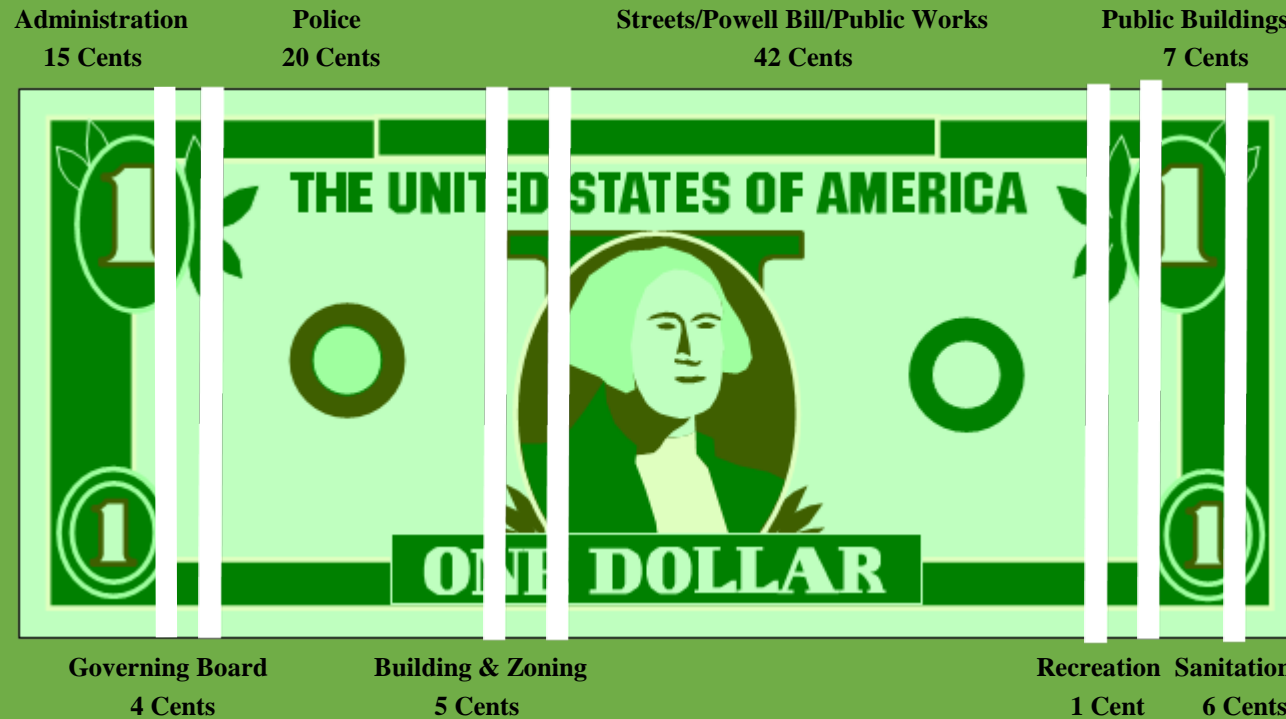
Sanitation

- **Provides in-house sanitation services including garbage collection and disposal, recycling, yard waste and white goods pick-up and disposal - \$109,300**
- **Proposed Financing for Sanitation Truck - \$16,000**

Environment and Recreation

- **Landcare Committee - \$3,000**
- **Hemlock Initiative Grant - \$10,000**
- **Open Space Conservation Fund**

What You Get For Your Montreat Tax Dollar



In Montreat our tax rate is \$0.42 per \$100 of property valuation; A \$300,000 home generates \$1,260 in annual property taxes:

This comes to \$105 per month for Town of Montreat taxes.

What could you purchase for \$105 a month?

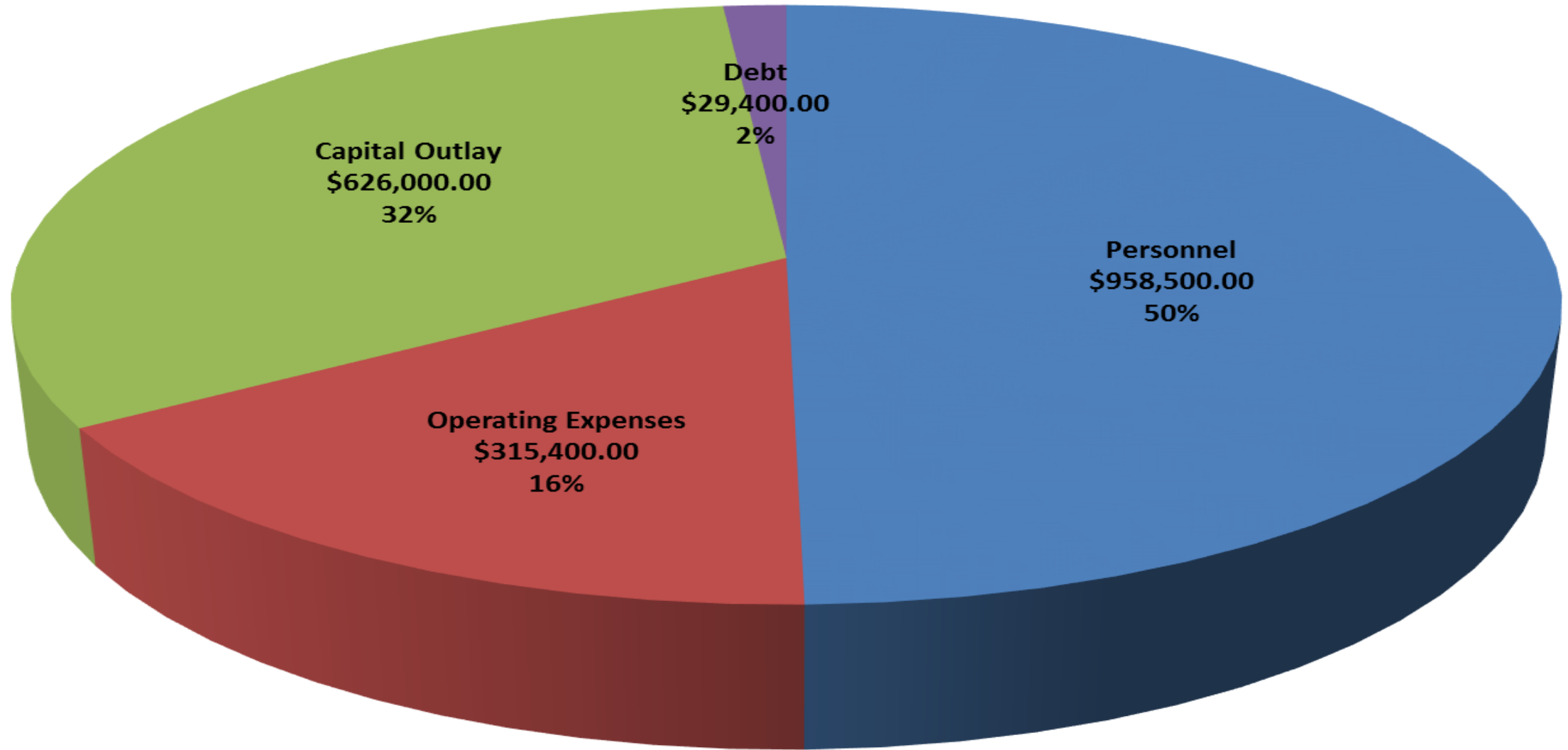
One of These. . .

- One month of premium cable service
- Three hardback books
- Two months at a gym
- Six compact discs
- Dinner for five
- Two video games
- Movie and snacks for four

All of These. . .

- 24 Hour Police Protection
- Planning and Zoning Service
- Curbside Garbage Collection
- Curbside Recycling Services
- Leaf and Brush Collection
- Paved and Maintained Streets
- Snow and Ice Removal
- Street Lighting
- Right-of-Way Mowing
- Parks and Recreation

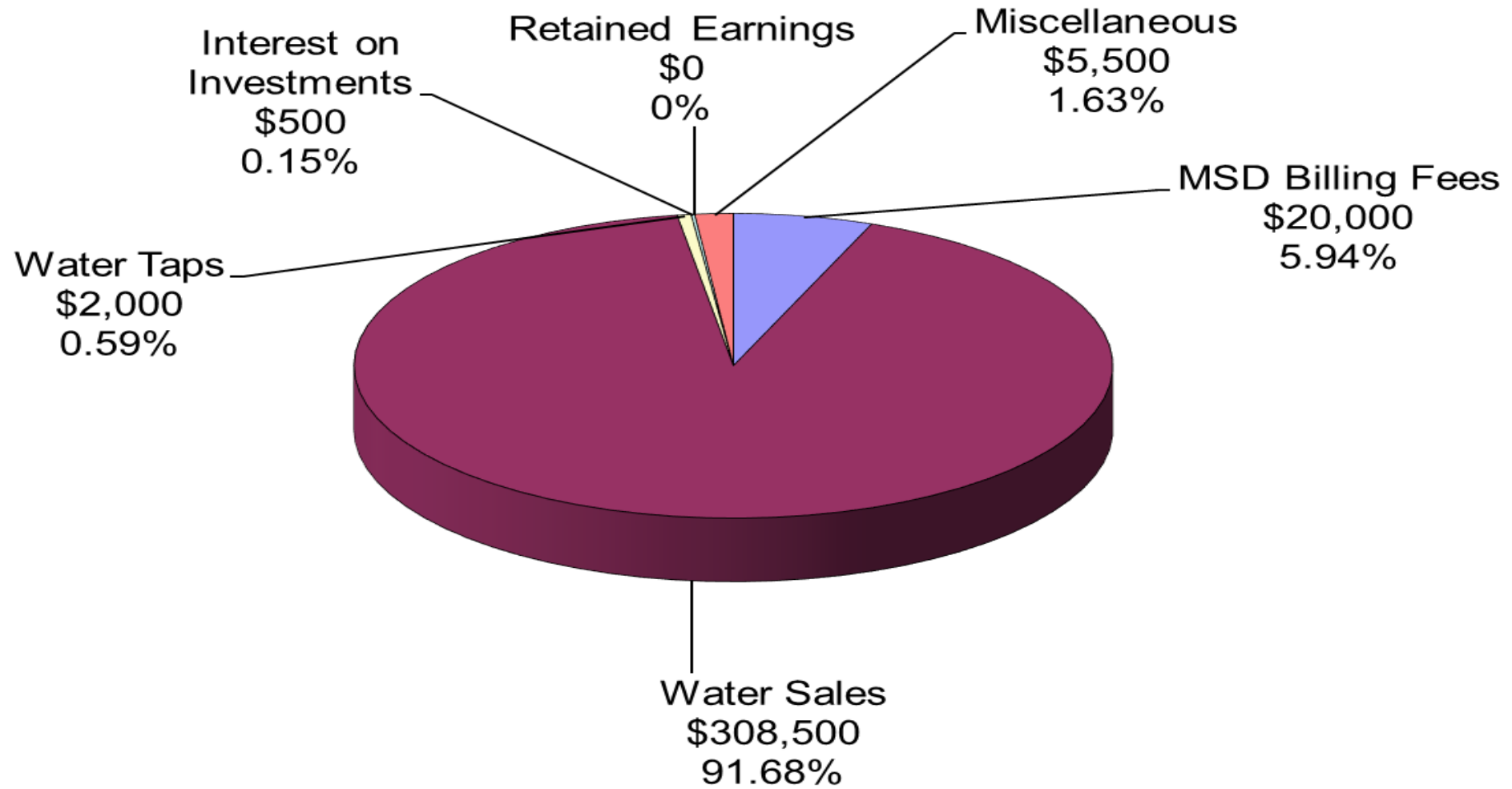
2016-2017 General Fund - Categorical Expense



Water Fund Revenue Highlights



Water Fund Revenues Proposed FY 2016-2017



Water Fund Revenues

- Operating revenues are budgeted at \$336,500
- This amount represents a \$9,500 increase in revenues budgeted last year.
- Proposed Water Rate Increase of 2.5% or from \$4.83 to \$4.95 per 1,000 gallons.
- Water Sales accounts for 92% of water fund revenue.
- The Water Fund will Reimburse the General Fund \$86,800.

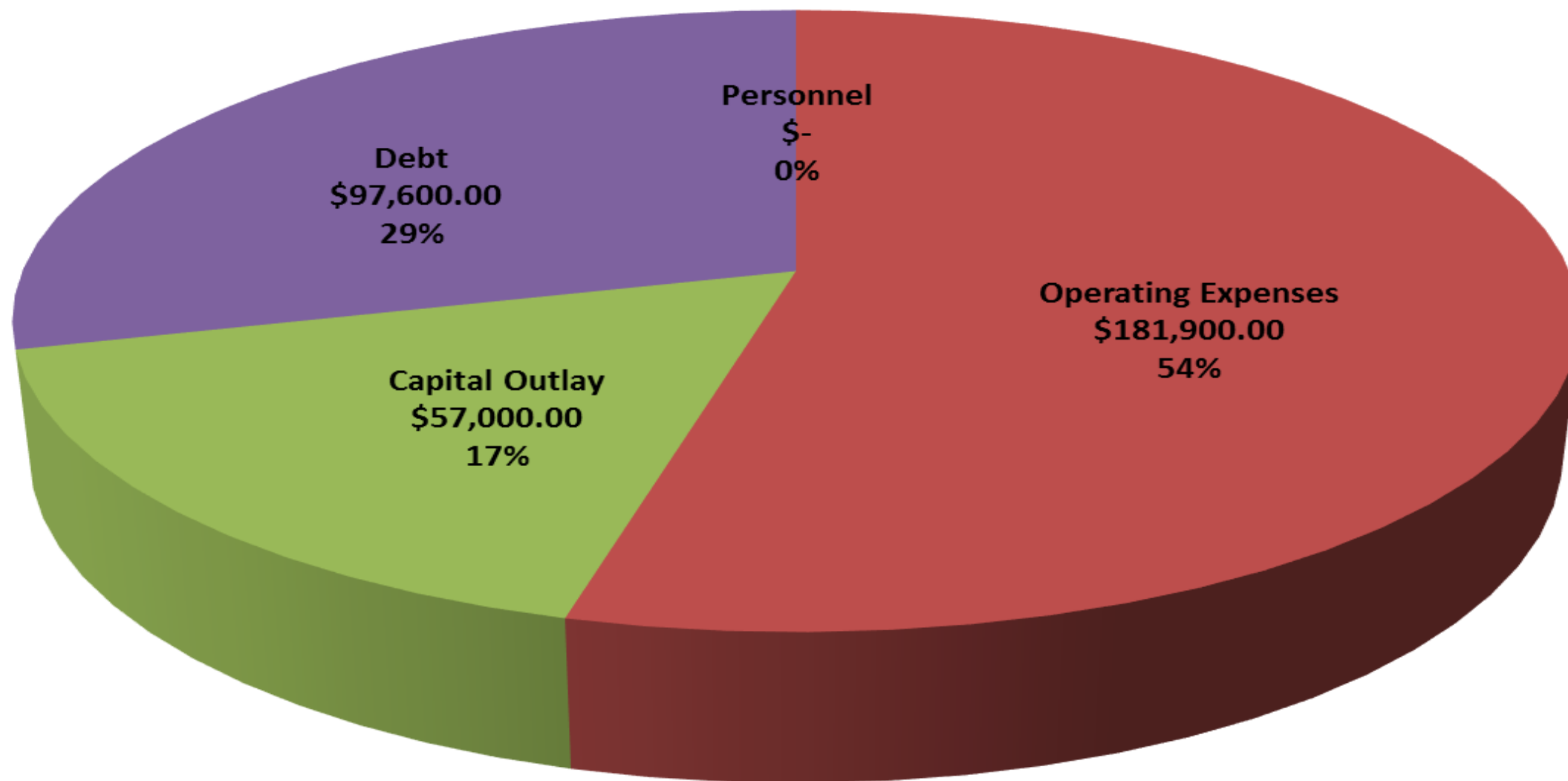
Water Fund Expenditure Highlights



Water

- **Water Line Replacement – Mecklenburg Circle and Georgia Terrace - \$52,000**
- **Debt Service Payment - \$97,600**
Includes Water Bond Payment (\$35,300), ARRA Debt Service Payment (\$29,500), the Backhoe Debt Payment (\$16,000), and the Upper Kentucky Road Assessment Project Debt Payment (\$16,800).
- **Reimbursement to General Fund - \$86,800**

2016-2017 Water Fund - Categorical Expense



Budget Calendar

- **May 12 – June 9**

Budget Review by Board of Commissioners

- **June 9**

Public Budget Hearing of Proposed Budget

- **June 9 – June 23**

Additional Time for Review and Amendments

- **June 23**

Adoption of Final Budget

Budget Document Availability

- **Filed with the Town Clerk at the Town Services Building**
- **Regular Meetings of the Board of Commissioners**
- **Budget Document is Available on our Website at:**

www.townofmontreat.org

**Town of
Montreat**

**2016-2017
Annual Budget**

Questions?



Property Tax Rate Comparision - Buncombe County

	2010	2011	2012	2013	2014	2015	2016 Proposed
Buncombe County	\$ 0.525	\$ 0.525	\$ 0.525	\$ 0.569	\$ 0.604	\$ 0.604	\$ 0.604
Asheville	\$ 0.420	\$ 0.420	\$ 0.420	\$ 0.460	\$ 0.460	\$ 0.475	\$ 0.485 to \$ 0.490
Biltmore Forest	\$ 0.320	\$ 0.320	\$ 0.330	\$ 0.385	\$ 0.385	\$ 0.385	\$ 0.385
Black Mountain	\$ 0.365	\$ 0.365	\$ 0.365	\$ 0.375	\$ 0.375	\$ 0.375	\$ 0.375
Montreat	\$ 0.370	\$ 0.370	\$ 0.370	\$ 0.410	\$ 0.410	\$ 0.410	\$ 0.420
Woodfin	\$ 0.265	\$ 0.265	\$ 0.265	\$ 0.305	\$ 0.305	\$ 0.305	\$ 0.305
Weaverville	\$ 0.375	\$ 0.355	\$ 0.375	\$ 0.400	\$ 0.420	\$ 0.420	\$ 0.440

**Town of Montreat
Board of Commissioners
Public Forum
May 6, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche (arrived at 3:15 p.m.)
Commissioner Bill Gilliland
Commissioner Kent Otto
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: None

Town staff present: Ron Nalley, Town Administrator
Jack Staggs, Chief of Police (arrived at 3:47 p.m.)
Angie Murphy, Town Clerk

Call to Order

Approximately 18 people were in attendance. Mayor Helms called the meeting to order at 3:02 p.m. and led the group in a moment of silence.

Agenda Approval

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

Public Forum

Gladys Brooks of 113 Mecklenburg Circle, thanked all elected officials for representing the community. Mrs. Brooks stated she was against her tax money going towards paying off the lawsuit. Mrs. Brooks expressed her hopes that House Bill 2 would be discussed at this evening's meeting. She feels that a Town Hall should be constructed inside the Montreat Gate rather than in the Town of Black Mountain. Mrs. Brooks expressed her appreciation to Mr. Nalley, the Public Works Department and the Police Department for all of their continued hard work in the Town. She hopes that soon Montreat residents will be able to greet each other with peace, love and the right hand of friendship.

Martha Campbell of 149 Maryland Place, thanked Public Works for their diligence in cleaning up the roadways after the hailstorm on Sunday, May 1st.

Gill Campbell of 149 Maryland Place, advised the Board that the Planning and Zoning Commission held a meeting recently regarding amendments to the Sign Ordinance due to a recent Supreme Court ruling. Mr. Campbell encouraged Council to review the Wayfinding Committee

documentation and recommendations for permanent signage options that would be directionally helpful.

Emory Underwood of 120 John Knox Road, spoke further to the possible changes in the Sign Ordinance and stated while signs cannot be regulated on content based on the Supreme Court ruling, there will be other ways that the Town can regulate signs: size, time limits that signs can be displayed, by zoning district and temporary versus permanent signs. Mr. Nalley also mentioned that while the Town's current Sign Ordinance categorizes signs this may not be the case in the future.

Nan Clarke of 558 Providence Terrace, suggested that visitors to Montreat could stop at the Information Booth inside the gate to ask for directions or a map.

Martha Campbell of 149 Maryland Place, mentioned that the Information Booth is only open a few weeks in the summer and the Wayfinding Committee had researched kiosks to be displayed around Town highlighting the walking paths and the roads.

Erskine Clarke of 558 Providence Terrace, expressed his thoughts on the projected cost of the Wayfinding Committee proposals. Mr. Clarke feels the cost is exorbitant with all of the other monetary obligations that the Town is currently facing and he does not feel that the signage is aesthetically appealing for Montreat.

Alice Lentz of 115 Eastminster Terrace, expressed her thanks to the Board for the openness and welcoming attitude of the Public Forum. Mrs. Lentz feels the tone that has been set can be felt trickling down throughout the community.

Emory Underwood of 120 John Knox Road, wanted to clarify that the work the Planning and Zoning Commission will be accomplishing, will be in ordinance format and not be funded by the Town. Commissioner Vinson advised that the Wayfinding Committee proposals, while historically have been included in the budget, had been a lower priority for the Town.

Adjournment

There being no further comments, Commissioner Standaert moved to adjourn the Public Forum Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 3:26 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
May 6, 2016
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: Ron Nalley, Town Administrator
Angie Murphy, Town Clerk
Jack Staggs, Chief of Police (arrived at 3:47 p.m.)

Approximately 20 members of the public were also present. Mayor Helms called the meeting to order at 3:32 p.m., and led the group in reciting the Pledge of Allegiance and a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Commissioner Gilliland seconded. Mayor Pro Tem Fouche expressed her desire to remove House Bill 2 (HB2) from the agenda and leave it off until decisions are made by the Federal Government. Commissioner Vinson felt the Town needed to stand firm and express a public opinion to further assist those that want the bill repealed. Commissioner Otto felt there are more pressing issues that the Town needs to resolve and would also like HB2 removed from the agenda. Commissioner Standaert concurred with Commissioner Vinson and felt like a statement should be made from the Town. Commissioner Vinson advised the Board, that Montreat Conference Center made a formal statement the following day after the bill was passed and feels it is important that the entities stand united. Mayor Helms called for a vote to adopt the Agenda as presented. The motion passed 4/1 with Commissioner Otto voting against the motion. Commissioner Standaert requested a slight change in the motion language for clarity to remove John L. Currie from the Closed Session suggested motion since he is no longer a party to the lawsuit. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that he had no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- March 10, 2016, Annual Board Retreat Minutes as amended
- April 7, 2016, Public Forum Minutes
- April 7, 2016, Town Council Agenda Meeting Minutes
- April 14, 2016, Town Council Meeting Minutes
- Adoption of Fiscal Year 2015-2016 Budget Amendment #5 to reallocate budget to cover Administration expenses
- Called for a Public Hearing on June 9, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2017 Fiscal Year Budget.

Town Administrator's Communications

- Mr. Nalley advised the Board that they can call for as many special meetings or budget workshops as they need prior to adopting the Budget.
- Mr. Nalley, at the request of Commissioner Standaert, explained a recent article that was published in the Asheville Citizen-Times about property revaluations. Mr. Nalley explained the article compared market rates against County valuation rates. Montreat's valuations were at 96% of the market rate, which means that property in Montreat is selling for just above what the property is valued at by the Buncombe County Tax Department. Homes, for example, in Asheville are valued significantly lower, between 70 to 80%, so they will potentially see a larger increase following the next revaluation.
- Mr. Nalley hoped to be able to give an update on the Texas Road Bridge Project but due to scheduling conflicts, a final date and time for the conference call has not been set. Mr. Nalley assured the Board that once a call is scheduled, he would make sure that the Mayor, Bridge Committee Chair and Staff were available to participate.

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.

Public Comment – Agenda Items

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 from the public at this time.

Old Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer: In 2015, the Board and staff discussed the inconsistencies found in Montreat General Ordinance Chapter E (Utilities) and Chapter M (Extensions of Public Utilities and Streets) as they relate to public utility extensions in the Town's Extraterritorial Jurisdiction (ETJ). At their 2015 Retreat, the Board agreed that the text of Chapter M would remain unchanged, and that revisions would be needed to Chapter E so that it would clearly state that public water and sewer connections/extensions would be allowed for in the ETJ. Mr. Nalley clarified a response given at the last meeting, stating that a homeowner would be required to tie into public utilities if their current private well or septic system failed and/or the Town extended service into their home through the assessment process. Mr. Nalley will contact Mr. Colley and let him know of this additional information.

New Business

- A. House Bill 2, the Public Facilities Privacy and Security Act: The Board will consider the suggested motion at their May 12th meeting.
- B. Selection of Town Auditors – Martin Starnes & Associates, P.A.: It is the Town's policy to request proposals for auditing services every five to six years. As the six-year tenure of Martin Starnes expired with the completion of the FYE 2015 audit, the Audit Committee has undertaken a Request for Qualifications (RFQ) process to select auditors for the next five year period. The RFQ was developed with guidance from the North Carolina Local Government Commission, and sent to ten firms recommended by other municipal finance officers in Western North Carolina. The Town received responses from three, and invited the three respondents to meet with the Audit Committee on April 27th: Gould Killian; Carland & Andersen; and Martin Starnes. On the basis of their review of the submitted proposals and the interviews, it is the unanimous recommendation of the Audit Committee that Martin Starnes & Associates be selected as the Town's auditors for the next five year term, and engaged for the FYE 2016 audit.
- C. Resolution #16-05-01 Honoring Andy Andrews: A Resolution will be presented in remembrance of Mr. Andy Andrews and honoring the more than 20 years he spent serving the Communities of Montreat and Black Mountain.

Public Comment-Other Topics

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

There were no public comments at this time.

Commissioner Communications

Commissioner Standaert requested an article be shared on the Town's Facebook page regarding part-time job openings with the U.S. Census Bureau in the Buncombe County area.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines next week.

<u>Open Space Conservation Meeting:</u>	May 10, 2016, 3:30 p.m. Town Services Building
<u>May Town Council Meeting:</u>	May 12, 2016, 7:00 p.m. Walkup Building
<u>Montreat Bridge Committee:</u>	May 17, 2016, 5:00 p.m. Wayout Building
<u>Montreat Tree Board:</u>	May 24, 2016, 10:00 a.m. Town Services Building
<u>Montreat Bridge Committee:</u>	May 31, 2016, 5:00 p.m. Wayout Building
<u>Montreat Landcare:</u>	June 1, 2016, 9:00 a.m. Kirk Allen Building Swannanoa Room
<u>June Agenda Meeting:</u>	June 2, 2106, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
May 6, 2016**

June Town Council Meeting:

June 9, 2016, 7:00 p.m.
Walkup Building

Closed Session

Commissioner Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Vinson seconded and the motion carried 5/0.

Commissioner Vinson moved to return to Open Session. Commissioner Gilliland seconded and the motion carried 5/0. No action was taken during Closed Session.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 5:08 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 12, 2016
Walkup Building**

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

Board members absent: None

Town staff present: Ron Nalley, Town Administrator
David Arrant, Master Police Officer
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator
Steve Stackhouse, Finance Officer
David Currie, Code Enforcement Officer

Approximately 38 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in reciting the Pledge of Allegiance and in a moment of silence.

Agenda Approval

Commissioner Vinson moved to approve the agenda. Commissioner Standaert seconded and the motion carried 5/0.

Presentation to Council: 2016-2017 Fiscal Year Budget

Mr. Nalley presented the proposed 2016-2017 Fiscal Year Budget in the amount of \$2,265,800. The budget is balanced and is prepared in accordance with the Local Government Budget and Fiscal Control Act and in accordance with Local Government Commission guidelines. The data presented is materially accurate and presented in a manner which fairly reflects the financial position and operations of the Town as measured by the financial activity of its various funds.

Significant factors influencing the proposed Budget include the current state and national economic conditions, the funding of capital projects as identified in the Capital Improvements Plan, State mandated changes to the Powell Bill Fund, fuel and utility cost increases and employee benefit costs. Features in this budget take into account the effects of each of these events and impact it will have on service delivery and costs. Every effort has been made to balance the need for service delivery with a fiscally conservative approach to revenue and expenditure estimates.

Until recently, the Powell Bill Fund was the fund used to account for the North Carolina gasoline tax. In November 2015, the State repealed the statutory formula linking Powell Bill funds to the gas tax and instead made the allocations subject to yearly state budget appropriations. Another change directs municipalities to use its Powell Bill funds “primarily for the resurfacing of streets within the corporate limits.” As a result, expenditures commonly found in the Powell Bill Fund have now been moved to the Street Department within the General Fund. The monetary impact this change has had to Montreat’s budget is approximately \$20,000, resulting in the request of a one cent property tax increase. The Powell Bill funds are expected to remain steady at \$40,000.

The tax rate necessary to fund this budget is \$0.42 per \$100 valuation, an increase of one cent to the current fiscal year’s ad valorem tax rate. Each penny of the tax rate generates \$23,252 in revenues for the Town. General Fund operating revenues are budgeted at \$1,929,300, a decrease of approximately 25.4% or \$657,450 from the current year. Water Fund operation revenues are budgeted at \$336,500, an increase of \$9,500 or 2.9% in revenues budgeted from the last fiscal year. The proposed budget increases the existing rate of \$4.83 per 1,000 gallons to a \$4.95 per 1,000 gallons or by 2.5%. Water access fees are also proposed to increase by 2.5%. The proposed Budget is on file at the Town Services Office and will be posted to the Town’s website, www.townofmontreat.org. Following the June 9 Public Hearing, the Board may choose to set Special Meetings for additional Budget discussion at their discretion. Adoption of the final Budget Ordinance is scheduled for June 23. Mr. Nalley encouraged the Board to hold at least one or more budget workshop meetings to fully discuss the revenue and expenditure recommendations contained within the proposed budget.

**Public Hearing: Proposed Revisions to Montreat General Ordinance, Chapter E –
Utilities, Article I: Water and Sewer**

In 2015, the Board and staff discussed the inconsistencies found in Montreat General Ordinance E (Utilities) and Chapter M (Extensions of Public Utilities and Streets) as they relate to public utility extensions in the Town’s Extraterritorial Jurisdiction (ETJ). At their 2015 Retreat, the Board agreed that the text of Chapter M would remain unchanged, and that revisions would be needed to Chapter E so that it would clearly state that public water and sewer connections/extensions would be allowed for in the ETJ.

There being no comments from the public, Mayor Helms closed the Public Hearing.

Mayor’s Communications

Mayor Helms reserved his communications until the end of the meeting.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- March 10, 2016, Town Council Meeting Minutes as Amended
- April 7, 2016, Public Forum Minutes
- April 7, 2016, Town Council Agenda Meeting Minutes
- April 14, 2016, Town Council Agenda Meeting Minutes
- Approved Fiscal Year 2015-2016 Budget Amendment #5 to reallocate budget to cover Administration expenses.
- Called for a Public Hearing on June 9, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2017 Fiscal Year Budget.

Town Administrator's Communications

Mr. Nalley advised the Board that a conference call was tentatively scheduled for May 16, 2016 at 9:00 a.m. between the Federal Highway Administration and the North Carolina Department of Transportation in regards to the Texas Road Bridge Project. Mayor Helms, Mr. Nalley and Montreat Bridge Committee Chairwoman Alice Lentz will attend the conference call alongside other Town Staff.

Administrative Reports

Police Chief: Master Police Officer David Arrant reviewed and presented the April 2016 monthly departmental activity report. The Montreat Police Department participated in an active shooter training scenario involving crisis negotiation procedures with Montreat College, Montreat Campus Police, Buncombe County Sheriff's Department and the Black Mountain Police Department. This training scenario lasted over the course of several hours and was a very beneficial learning experience for all of the agencies. The Police Department thanked the Public Works crews for all of their hard work removing fallen trees, branches and limbs from the high wind and storm activities during the month.

Public Works Director:

- Mr. Freeman reported that sanitation collection will be on Tuesday, May 31 due to the Memorial Day Holiday. Bi-weekly sanitation will begin that week as well.
- Mr. Freeman encouraged year-round and summer residents to flush their water lines for five to ten minutes to eliminate the presence of the naturally occurring iron that is found in the Town's water system. Mr. Freeman also recommended running washing machines for a full cycle without clothes to keep discoloration to a minimum. Crews have increased hydrant flushing across Town to eliminate iron pockets in the water system. Mr. Freeman also recommended that citizens utilize the correct filters to decrease iron: iron filters are more

beneficial than sediment filters. Mr. Freeman assured the Board that the water is perfectly safe to drink and is routinely tested for iron, copper and lead.

- Mr. Freeman reported that C&T Paving will be on Appalachian Way the week of May 23 to begin preparations for the paving project which should begin the first week of June, weather permitting. Crews will be working with the residents to make sure they are able to get to and from their homes.
- Mr. Freeman reported that Carter Asphalt Striping and Sealing will be on-site the week of May 16 to begin the re-striping project on Assembly Drive.

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

- March 2016 Financial Summary Report;
- Final March 2016 Detailed Financial Statement;
- Preliminary April 2016 Detailed Financial Statement;
- April 31, 2016 Cash and Investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie reviewed his monthly reports and reported that the Planning and Zoning Commission held a meeting in April to review amendments to the Sign Ordinance due to a recent Supreme Court ruling. Information from this meeting was compiled and sent to the Town Attorney so she could review the current ordinance and make suggestions on how the Committee should move forward. Mr. Currie advised the Board that this will be a rather lengthy process and will require several meetings prior to a recommendation before Council. The Board of Adjustment did not meet in April. In response to a question from Commissioner Standaert about the Texas Road Spur house project, Mr. Currie reported that a contractor is in place to move forward with the construction of the home. The project will be unique in nature and design.

Public Comment – Agenda Items

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.

Mike Sonnenberg of 125 Virginia Road, experiences iron in his water multiple times a year and does not believe this is a result of old water lines. Mr. Sonnenberg would also like to have his taxes raised, if necessary, to assist the Town of Black Mountain with their proposed Montreat Road Sidewalk Project and recommended that the payments could be spread out over several years.

Don Reid of 127 Shenandoah Terrace, spoke on procedural matters with regards to House Bill 2. Mr. Reid inquired about the Rules and Procedures of the Board.

Janie Moore of 100 Frist Road, would like the Board to approve the motion for House Bill 2. She feels that Montreat Conference Center made a strong stand on this topic and the Town should do

likewise.

Joe Standaert of 118 Shenandoah Terrace, strongly urges the Board to let the courts determine the settlement of the lawsuit. Mr. Standaert also stated that if the settlement is approved at the end of tonight's meeting, without clarification on whether the 110 private individuals will be reimbursed, he will be submitting a formal Public Records request asking that all names, addresses and dollar amounts be specified for all recipients of the \$82,362.82 settlement.

Eric Nichols of 527 Suwannee Drive, is bothered at the thought of the lawsuit being seen as paying off friends and neighbors. He feels that it is scandalous and immoral. Mr. Nichols stated that the new Commissioners ran on a platform of fiscal responsibility, moral high ground and transparency and this decision contradicts their promises. Mr. Nichols asked the Board to involve the public in making the final decision.

Erskine Clarke of 558 Providence Terrace, feels that the community needs to move forward with the ability to have open, transparent conversations about important issues in the future.

Perrin Wirght of 399 Appalachian Way, is amazed that the Board is considering settling the lawsuit with Town funds. Mr. Wright believes the plaintiffs have no intention of going to trial and their purpose was completed by the decision to not construct a Town Hall on Florida Terrace.

Old Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer: Commissioner Standaert moved to adopt Ordinance #16-05-0001 Amending Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer as presented. Commissioner Vinson seconded and the motion passed 5/0.

New Business

- A. House Bill 2, the Public Facilities Privacy and Security Act: Commissioner Vinson moved that as the Town of Montreat strives to be a welcoming and inclusive community that the Town of Montreat Board of Commissioners disagrees with the discriminatory language of HB2, the Public Facilities Privacy and Security Act enacted by the North Carolina General Assembly and signed into law on March 23, 2016. Commissioner Standaert seconded. Commissioner Vinson feels that it is important that the Town stands united with Montreat College and Montreat Conference Center. Commissioner Vinson feels that a statement by the Town of Montreat stating that we are open and welcoming is important right before the busy conference season. Mayor Pro Tem Fouche feels that this matter is too controversial and the Town needs to focus on resolving other outstanding issues. Commissioner Standaert feels this is mild statement and she stands behind the motion. Commissioner Otto feels this is an emotional topic but he does not feel that it is something the Town needs to address. Commissioner Gilliland

encouraged residents to contact their representatives to address their support of House Bill 2. There being no further discussion, the motion failed 2/3 with Commissioner Otto, Commissioner Gilliland and Mayor Pro Tem Fouche voting against the motion. Mayor Pro Tem Fouche then moved to prevent reconsideration of House Bill 2 for a period of six months. Commissioner Otto seconded the motion. Commissioner Standaert opposed the reconsideration because she hopes the other Commissioners may have a change of heart. There being no further comment the motion passed 3/2 with Commissioner Standaert and Commissioner Vinson voting against the motion.

- B. Selection of Town Auditors – Martin Starnes & Associates, P.A.: Commissioner Vinson moved to approve the selection of Martin Starnes & Associates, P.A., as the Town's auditors and to approve an annual audit contract in the amount of \$19,000 and to authorize the Mayor and Town Administrator to execute the necessary documents. Mayor Pro Tem Fouche seconded. The motion passed 5/0.
- C. Resolution #16-05-01 Honoring Andy Andrews: Mayor Pro Tem Fouche moved to adopt Resolution #16-05-01 Honoring Andrew Andrews. The Board in its entirety seconded the motion. The motion passed 5/0.
- D. Settlement of Civil Action: CAROLYN ZOE CROWDER, Trustee of the Carolyn Zoe Crowder Living Trust, NANCY B. THOMAS, HENRY W. DARDEN, JR and wife, CAROLYN V. DARDEN v. TOWN OF MONTREAT, STEFAN BRENT STACKHOUSE (in his individual capacity and in his official capacity as the Town Finance Officer), SELECTIVE INSURANCE COMPANY OF AMERICA, and FLORIDA TERRACE, LLC; Civil Action No. 14 CVS 05367 (Buncombe County): Commissioner Gilliland moved that the Town of Montreat Board of Commissioners adopt Fiscal Year 2015-2016 Budget Amendment #6 to cover the legal fees and costs incurred in the settlement of the above captioned Civil Action and approve a settlement in this action in substantially the form and substance as set out in the attached Settlement Agreement, Consent Order Approving Settlement Agreement, and Mutual Release, and authorizes the Mayor and trial counsel to execute such documents on behalf of the Town. Commissioner Otto seconded. Commissioner Gilliland stated that settling the lawsuit in this way is the most fiscally responsible for the Town. Commissioner Standaert felt the plaintiffs achieved their goal when the Board voted unanimously to not build a municipal building on the Florida Terrace property. Commissioner Standaert felt that it was wrong to move forward with the settlement as it was simply a legal exercise for a political purpose. Commissioner Vinson stated that Council attempted to enter into arbitration to settle the lawsuit but the plaintiffs were opposed to the idea. Commissioner Otto stated that it is in the best interest of the Town of Montreat and the taxpayer's money to settle the lawsuit and to stop the financial impact. Mayor Pro Tem Fouche also felt that it was fiscally responsible to move forward with the settlement. After much discussion, the motion carried 3/2 with Commissioner Standaert and Commissioner Vinson voting against the motion.

Public Comment-Other Topics

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

Mr. Erskine Clarke of 558 Providence Terrace, hopes the Town will work towards moving ahead of the past conflicts and hopes that those that donated to the lawsuit will be just as proud to announce it as he and Mrs. Clarke were.

Mr. John Hinkle of 121 Mecklenburg Circle, feels that the Town of Montreat is setting a horrible precedence.

Mrs. Janie Moore of 100 Frist Road, feels that reconciliation will not happen by demand. Reconciliation will occur when people make a conscious decision to forgive others.

Mr. Don Reid of 127 Shenandoah Terrace, questioned who has the authority to put an item on the agenda.

Commissioner Communications

Commissioner Standaert responded to Mr. Reid's question during Public Comment concerning placing items on the agenda, and thanked Mrs. Moore for her comments on reconciliation.

Commissioner Vinson mentioned that the Native Plant Sale and Arbor Day Celebration was a success. Commissioner Vinson announced that the Montreat Tree Board would be meeting on May 24th and encouraged everyone to contact her with questions or suggestions.

Commissioner Otto announced that the Montreat Bridge Committee would be meeting on May 17th and encouraged everyone to attend and give feedback. Commissioner Otto congratulated Montreat College on its Bicentennial.

Mayor Pro Tem Fouche read a prepared statement in which she hopes the Town will move forward and regain its standing in the Valley.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines next week.

Montreat Bridge Committee:

May 17, 2016, 5:00 p.m.
Wayout Building

Montreat Tree Board:

May 24, 2016, 10:00 a.m.

**Montreat Board of Commissioners
Town Council Meeting Minutes
May 12, 2016**

Town Service Building

Montreat Bridge Committee:

May 31, 2016, 5:00 p.m.
Wayout Building

Montreat Landcare

June 1, 2016, 9:00 a.m.
Kirk Allen Building
Swannanoa Room

June Agenda Meeting:

June 2, 2016, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

June Town Council Meeting:

June 9, 2016, 7:00 p.m.
Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 8:52 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**TOWN OF MONTREAT
FISCAL YEAR 2015-2016
BUDGET AMENDMENT #7**

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, 2016.

Department(s): Governing Board

Purpose: To amend Group Insurance line items to cover a change in how employee health insurance was billed, and a net cost of \$2900, which was slightly higher than anticipated.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – Group Ins	10-00-4200-060		\$4700	\$21800
Police – Group Ins	10-10-5100-060	\$3900		\$42600
Pub Wks – Group Ins	10-20-5550-060		\$200	\$9080
Streets – Group Ins	10-20-5600-060	\$6900		\$25700
Sanitation – Group Ins	10-30-5800-060		\$3000	\$9100
Fund Bal Appropriated	10-00-3905-900		\$2900	\$445975

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 June, 2016.

Recorded and filed:

_____ Budget Officer/Town Administrator	_____ Date
--	---------------

_____ Town Clerk	_____ Date
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**TOWN OF MONTREAT
FISCAL YEAR 2015-2016
BUDGET AMENDMENT #8**

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, 2016.

Department(s): Governing Board

Purpose: To amend Salary & Wage and FICA line items to adjust to expected end-of-year totals.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – Salary & Wage	10-00-4200-020		\$6900	\$174200
Admin-FICA	10-00-4200-050		\$400	\$13500
Police – Salary & Wage	10-10-5100-020	\$5000		\$233000
Police – FICA	10-10-5100-050	\$300		\$17800
Bldg & Zone – Sal & Wg	10-10-5400-020	\$200		\$50000
Pub Wks – Sal & Wage	10-20-5550-020	\$200		\$54000
Streets – Sal & Wage	10-20-5600-020	\$1500		\$110600
Streets – FICA	10-20-5600-050	\$100		\$8500

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 June, 2016.

Recorded and filed:

_____	_____
Budget Officer/Town Administrator	Date

_____	_____
Town Clerk	Date

MONTHLY POLICE STATISTICS REPORT

MAY	2016	2015	2014	2013	2012
Mileage	3383	2765	2505	3235	3152
Dispatched Calls	94	128	153	135	123
Officer-Initiated Calls	285	254	236	185	237
Fire/EMS Assistance Calls	7F/3E	3F/1E	8F/2E	8F/7E	6
Motorist/Other Assistance Calls	49	60	61	73	15
Traffic Stops	30	25/64G	39/90G	68	127
Parking Issues	3	9	10	6	18
Burglar/Fire Alarm Responses	2B	4B/1F	2B/2F	6B/2F	3
Residential House Checks	267	245	167	158	101
Ordinance violations	13	17	13	8	17
LE Agency Assistance Calls	7	19	21	33	66
Animal Calls	5	3	4	5	1
Larcenies	0	0	0	0	0
B&E Calls	0	0	0	2R/3V	0
Suspicious Person/Vehicle Investigations	7P/20V	3P/23V	10P/11V	22P/12V	14
Disturbance Calls	5	9	4	0	7
Accident Responses	1	2	0	0	3
Auxiliary Hours Worked	40R/38T	32R/36T	32R/24T	32R/80T	186
Truck turns at gate	0	2	0	3	8

- Town Service: 496
- MRA Service: 189
- College Service: 8
- On 05/08/2016 MPD located a large tree on a house on Appalachian Way and notified the owner.
- On 05/14/2016 Montreat College held its graduation ceremony, congratulations to all graduates!
- On 05/15/2016 MPD received a call reference a fall on Lookout Trail, located same along with BMFD.
On this same day MPD received a call reference a sick raccoon on Harmony Lane, it was relocated. Please advise MPD of any unusual wildlife activity.
- On 05/18/2016 MPD investigated a wreck at the Gate (not involving the Gate).
- On 05/19/2016 MPD received a call from Assembly Drive to assist a subject with health problems. The subject voluntarily went for treatment.
- On 05/20/2016 MPD located a tree on a house on Chapman Road, notified owner.
- On 05/21/2016 MPD participated in Safety Saturday at the Ingles in Black Mountain. The MPD's glow in the dark frisbees were a big hit and the event was a great success. Officer Whitson did a great job.
- On 05/22/2016 MPD located a tree down on West Virginia that was partially on a car and blocking the road. Thanks to the Montreat Street Department for quickly removing the debris.
On 05/22/2016 MPD received a call reference a Samsung Tablet found on the Westminster Terrace roadway.

- On 05/23/2016 MPD made several phone calls in reference to locating owner of the Samsung Tablet. One of those calls was to MRA front desk and it belonged to the operator there.
- On 05/25/2016 MPD Officers participated in a 4-hour firearm session at NCJA.
On this same day Mr. Allen from Chapman Road came in to see the Town Administrator and praised Officer Arrant for calling reference a tree on their house, for his assistance with getting them into the house, for getting the water on in the house and for assisting them with getting the power company to come and restore the power to the house. Officer Arrant went over and above his expected duties...good job!
- On 05/26/2016 MPD would like to thank Caring Neighbors for providing lunch for Town employees. It was also Angie's birthday.
On this same day MPD received a call reference door to door solicitation in the Shenandoah Road area. The subject was located and advised that there was no door to door selling allowed in Montreat.
- On 05/31/2016 MPD received a call reference a domestic dispute on Assembly Drive.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2016

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	4/30/15
								10		
Revenues:										
Ad valorem taxes	\$ 952,500.00	\$ 877,150.64	\$ 65,146.31	\$ 942,296.95	\$ 938,347.41	\$ 10,203.05				
Other taxes and licenses	\$ 357,400.00	\$ 244,253.07	\$ 31,351.66	\$ 275,604.73	\$ 252,592.47	\$ 81,795.27				
Unrestricted intergovernmental	\$ 60,500.00	\$ 50,325.62	\$ -	\$ 50,325.62	\$ 47,417.15	\$ 10,174.38				
Permits and Fees	\$ 46,000.00	\$ 30,716.01	\$ 1,170.07	\$ 31,886.08	\$ 24,407.63	\$ 14,113.92				
Community Service Fee	\$ 50,000.00	\$ 45,558.00	\$ -	\$ 45,558.00	\$ 41,075.00	\$ 4,442.00				
Sales and Services	\$ 13,000.00	\$ 6,549.67	\$ 1,968.79	\$ 8,518.46	\$ 6,418.37	\$ 4,481.54				
Investment earnings	\$ 2,200.00	\$ 1,027.68	\$ 198.86	\$ 1,226.54	\$ 801.95	\$ 973.46				
Other revenues	\$ 23,718.00	\$ 37,780.60	\$ 1,000.00	\$ 38,780.60	\$ 868.28	\$ (15,062.60)				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 1,293,361.29	\$ 100,835.69	\$ 1,394,196.98	\$ 1,311,928.26	\$ 111,121.02	92.62%	83.33%	9.28%	5.15%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 156,087.96	\$ -	\$ 156,087.96	\$ 75,860.32	\$ 583,912.04				
<i>Contributions - Landcare</i>	\$ 10,000.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ (4,100.00)				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	1,463,549.25	100,835.69	1,564,384.94	\$ 1,387,788.58	690,933.06	69.36%	83.33%	-13.97%	-23.92%
Expenditures:										
Governing Body	\$ 104,700.00	\$ 60,454.76	\$ 8,024.08	\$ 68,478.84	\$ 47,385.52	\$ 36,221.16	65.40%	83.33%	17.93%	13.56%
Administration	\$ 282,800.00	\$ 196,830.63	\$ 20,241.54	\$ 217,072.17	\$ 228,378.44	\$ 65,727.83	76.76%	83.33%	6.58%	1.56%
Public Buildings	\$ 139,950.00	\$ 44,896.21	\$ 921.25	\$ 45,817.46	\$ 190,270.99	\$ 94,132.54	32.74%	83.33%	50.59%	-0.84%
Police	\$ 378,943.00	\$ 283,735.89	\$ 31,236.01	\$ 314,971.90	\$ 313,289.23	\$ 63,971.10	83.12%	83.33%	0.21%	1.51%
Building & Zoning	\$ 82,200.00	\$ 58,955.14	\$ 6,041.28	\$ 64,996.42	\$ 61,358.91	\$ 17,203.58	79.07%	83.33%	4.26%	2.49%
Public Works	\$ 86,100.00	\$ 53,763.06	\$ 6,169.50	\$ 59,932.56	\$ 55,041.23	\$ 26,167.44	69.61%	83.33%	13.73%	8.74%
Streets	\$ 1,265,900.00	\$ 206,689.42	\$ 18,187.00	\$ 224,876.42	\$ 188,545.22	\$ 1,041,023.58	17.76%	83.33%	65.57%	70.30%
Powell Bill	\$ 56,000.00	\$ 6,778.90	\$ 586.65	\$ 7,365.55	\$ 5,614.71	\$ 48,634.45	13.15%	83.33%	70.18%	70.43%
Sanitation	\$ 119,100.00	\$ 75,317.09	\$ 6,511.72	\$ 81,828.81	\$ 79,651.74	\$ 37,271.19	68.71%	83.33%	14.63%	0.32%
Env/Cons/Rec	\$ 28,500.00	\$ 10,392.02	\$ 264.62	\$ 10,656.64	\$ 90.05	\$ 17,843.36	37.39%	83.33%	45.94%	82.27%
Total expenditures	2,544,193.00	\$ 997,813.12	\$ 98,183.65	\$ 1,095,996.77	\$ 1,169,626.04	\$ 1,448,196.23	43.08%	83.33%	40.25%	40.03%
Revenues over expenditures	(288,875.00)	\$ 465,736.13	\$ 2,652.04	\$ 468,388.17	\$ 218,162.54	\$ (757,263.17)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Total other financing source	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 465,736.13	\$ 2,652.04	\$ 468,388.17	\$ 218,162.54	\$ (468,388.17)				
Expenditure Recap:										
Salaries & Benefits	\$ 922,400.00	\$ 685,450.28	\$ 70,045.34	\$ 755,495.62	\$ 726,041.92	\$ 166,904.38				
Other Operating	\$ 405,318.00	\$ 237,641.41	\$ 22,108.62	\$ 259,750.03	\$ 226,657.00	\$ 145,567.97				
CIP/Grant Projects	\$ 1,216,475.00	\$ 74,721.43	\$ 6,029.69	\$ 80,751.12	\$ 216,927.12	\$ 1,135,723.88				
Total Expenditures	\$ 2,544,193.00	\$ 918,623.24	\$ 98,183.65	\$ 1,095,996.77	\$ 1,169,626.04	\$ 1,448,196.23				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2016

	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 10	Variance	4/30/15
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 133,764.64	\$ 5,334.03	\$ 139,098.67		\$ (139,098.67)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 219,741.61	\$ 21,982.53	\$ 241,724.14	\$ 235,606.42	\$ 58,275.86				
Investment earnings	\$ 500.00	\$ 92.31	\$ 19.70	\$ 112.01	\$ 62.24	\$ 387.99				
Other revenues	\$ 26,500.00	\$ 22,303.67	\$ 4,483.06	\$ 26,786.73	\$ 18,217.35	\$ (286.73)				
Subtotal - Normal Operating	\$ 327,000.00	\$ 375,902.23	\$ 31,819.32	\$ 407,721.55	\$ 253,886.01	\$ (80,721.55)				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 375,902.23	\$ 31,819.32	\$ 407,721.55	\$ 253,886.01	\$ (80,721.55)	124.69%	83.33%	41.35%	-36.23%
Expenditures:										
Water Department	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38	44.14%	83.33%	39.19%	10.54%
Total expenditures	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38	44.14%	83.33%	39.19%	10.54%
Revenues over expenditures	\$ -	\$ 268,062.07	\$ (4,689.14)	\$ 263,372.93	\$ (138,478.61)	\$ (263,372.93)				
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	\$ -	\$ 268,062.07	\$ (4,689.14)	\$ 263,372.93	\$ (138,478.61)	\$ (263,372.93)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 148,156.57	\$ 182,651.38				
CIP/Grant Projects		\$ -	\$ -	\$ -	\$ 244,208.05	\$ -				
Total Expenditures	\$ 327,000.00	\$ 82,136.06	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38				

Town of Montreat			Cash & Investments Report			As of	May 31, 2016	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 242,863.15	\$ 242,863.15			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 2,089.28	\$ 2,089.28			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,622.46		\$ 198,622.46		0.10%	\$ 16.87
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,138.89			\$ 58,138.89	0.10%	\$ 4.93
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,632,048.09		\$ 1,632,048.09		0.11%	\$ 143.86
Avl Sav Bank	Subtotal		\$ 2,133,761.87					
BB&T	MMkt Act - General Fund		\$ 449,937.05		\$ 449,937.05		0.10%	\$ 38.11
BB&T	MMkt Act - Water Fund		\$ 157,458.29			\$ 157,458.29	0.10%	\$ 13.34
BB&T	Subtotal		\$ 607,395.34					
NCCMT	Investment - General Fund		\$ 6,437.14		\$ 6,437.14		0.37%	\$ 2.00
NCCMT	Investment - Water Fund		\$ 6,722.57			\$ 6,722.57	0.37%	\$ 2.09
NCCMT	Subtotal		\$ 13,159.71					
All Accts	Subtotal		\$ 2,754,316.92	\$ 244,952.43	\$ 2,287,044.74	\$ 222,319.75	0.10%	\$ 221.20
All Accts	Fiscal Year to Date		\$ 2,515,943.16				0.07%	\$ 1,543.29
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2016	\$ 54,415.89		\$ 54,415.89		0.15%	\$ 23.40
Avl Sav Bank	CD x5119	11/12/2016	\$ 10,342.18		\$ 10,342.18		0.15%	\$ 4.61
CDs	Subtotal		\$ 64,758.07				0.15%	\$ 28.01
All Accts + CDs	Total		\$ 2,819,074.99				0.11%	\$ 249.21
All Accts + CDs	Fiscal Year to Date		\$ 2,351,900.32				0.08%	\$ 1,735.84
			(average)				(average)	

05/27/16
16:44:19

Fiscal Year: 2016
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2016
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	1,283.82	4,010.46	-3,510.46	802.09
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	63,862.49	938,286.49	13,713.51	98.56
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	701.45	1,927.90	-927.90	192.79
LOCAL SALES TAX	10-00-3065-100	345,000.00	27,327.01	262,748.89	82,251.11	76.15
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	11,300.00	3,323.20	10,927.94	372.06	96.70
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	50,085.86	4,914.14	91.06
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	239.76	260.24	47.95
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	842.79	2,528.37	471.63	84.27
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	100.00	9,900.00	1.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	1,000.00	1,000.00	-1,000.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	14,000.00	-4,000.00	140.00
GRANT PROCEEDS - NCDPS/FEMA 2	10-10-3341-013	0.00	0.00	26,023.91	-26,023.91	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	1.87	16.87	183.13	8.43
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	1,168.20	31,869.21	13,130.79	70.82
SANITATION FEES	10-10-3435-400	10,000.00	1,126.00	5,990.09	4,009.91	59.90
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	45,558.00	4,442.00	91.11
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	182.54	1,063.49	936.51	53.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.32	163.05	36.95	81.52
MISC REVENUE	10-00-3815-800	1,000.00	0.00	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00

05/27/16
16:44:19

Fiscal Year: 2016
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,544,193.00	100,835.69	1,564,384.94	979,808.06	61.48

05/27/16
16:43:59
(D)

Fiscal Year: 2016
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
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	79,700.00	850.00	62,071.97	0.00	17,628.03	77.88
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	0.00	2,230.00	0.00	-1,630.00	371.66
ADVERTISING	10-00-4100-260	6,900.00	189.87	189.87	0.00	6,710.13	2.75
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	140.84	1,732.15	0.00	767.85	69.28
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	6,843.37	6,843.37	0.00	-2,343.37	152.07
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-10,208.40	0.00	-3,391.60	75.06
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	8,024.08	68,478.84	0.00	36,221.16	65.40

05/27/16
16:43:59
(D)

Fiscal Year: 2016
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
10 GENERAL FUND

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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 (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	13,680.92	134,669.32	0.00	46,430.68	74.36
FICA EXPENSE	10-00-4200-050	13,900.00	1,054.25	10,380.42	0.00	3,519.58	74.67
GROUP INSURANCE	10-00-4200-060	26,500.00	2,208.27	19,590.84	0.00	6,909.16	73.92
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,622.02	15,633.36	0.00	7,766.64	66.80
POSTAGE	10-00-4200-100	2,200.00	0.00	877.62	0.00	1,322.38	39.89
TELEPHONE	10-00-4200-110	4,000.00	-91.83	4,375.31	0.00	-375.31	109.38
TRAVEL & TRAINING	10-00-4200-140	3,400.00	402.35	2,914.34	0.00	485.66	85.71
M & R EQUIPMENT	10-00-4200-160	24,400.00	1,110.00	20,722.55	0.00	3,677.45	84.92
ADVERTISING	10-00-4200-260	1,800.00	-700.62	994.26	0.00	805.74	55.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	163.37	1,897.47	0.00	1,102.53	63.24
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	54.53	269.53	0.00	730.47	26.95
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	-735.21	948.49	0.00	451.51	67.74
CONTRACT SERVICES	10-00-4200-450	19,500.00	1,473.49	20,531.36	0.00	-1,031.36	105.28
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	-19,814.70	0.00	-6,585.30	75.05
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,082.00	0.00	18.00	99.41
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	20,241.54	217,072.17	0.00	65,727.83	76.75

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(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	3,500.00	644.67	2,452.56	0.00	1,047.44	70.07
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	64.13	1,088.98	0.00	1,411.02	43.55
M & R EQUIPMENT	10-00-5000-160	5,200.00	212.45	2,927.95	0.00	2,272.05	56.30
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	-5,200.00	0.00	-3,916.80	0.00	-1,283.20	75.32
INSURANCE	10-00-5000-540	36,100.00	0.00	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	7,625.00	0.00	90,025.00	7.80
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	921.25	45,817.46	0.00	94,132.54	32.73

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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 (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	18,142.23	196,323.36	0.00	31,676.64	86.10
FICA EXPENSE	10-10-5100-050	17,500.00	1,379.55	14,945.46	0.00	2,554.54	85.40
GROUP INSURANCE	10-10-5100-060	39,700.00	3,598.64	39,929.85	0.00	-229.85	100.57
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.69	22,192.60	0.00	6,307.40	77.86
TELEPHONE	10-10-5100-110	2,000.00	185.22	1,718.64	0.00	281.36	85.93
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	219.80	0.00	280.20	43.96
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	145.14	11,742.36	0.00	2,275.64	83.76
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	416.54	5,340.16	0.00	11,159.84	32.36
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	322.00	322.00	0.00	678.00	32.20
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	287.00	982.22	0.00	1,117.78	46.77
UNIFORMS	10-10-5100-360	1,700.00	0.00	678.36	0.00	1,021.64	39.90
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		378,943.00	31,236.01	314,971.90	0.00	63,971.10	83.11

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DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	3,773.18	42,167.99	0.00	7,632.01	84.67
FICA EXPENSE	10-10-5400-050	3,900.00	288.64	3,228.82	0.00	671.18	82.79
GROUP INSURANCE	10-10-5400-060	9,100.00	719.72	8,299.63	0.00	800.37	91.20
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.11	4,874.39	0.00	1,225.61	79.90
TELEPHONE	10-10-5400-110	800.00	43.75	437.49	0.00	362.51	54.68
TRAVEL & TRAINING	10-10-5400-140	2,500.00	697.35	2,432.58	0.00	67.42	97.30
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	700.00	33.23	616.29	0.00	83.71	88.04
AUTO SUPPLIES	10-10-5400-310	1,100.00	41.30	953.81	0.00	146.19	86.71
DEPARTMENT SUPPLIES	10-10-5400-330	800.00	0.00	603.42	0.00	196.58	75.42
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	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	575.00	0.00	675.00	46.00
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	0.00	755.00	0.00	-55.00	107.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	6,041.28	64,996.42	0.00	17,203.58	79.07

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DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,016.40	45,641.03	0.00	8,158.97	84.83
FICA EXPENSE	10-20-5550-050	4,200.00	307.25	3,494.71	0.00	705.29	83.20
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	719.72	8,082.51	0.00	1,017.49	88.81
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	5,277.53	0.00	1,222.47	81.19
TELEPHONE	10-20-5550-110	700.00	553.02	553.02	0.00	146.98	79.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	203.29	0.00	296.71	40.65
AUTO SUPPLIES	10-20-5550-310	3,800.00	100.37	2,118.95	0.00	1,681.05	55.76
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	270.48	0.00	1,729.52	13.52
UNIFORMS	10-20-5550-360	500.00	0.00	252.94	0.00	247.06	50.58
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-5,961.90	0.00	-2,038.10	74.52
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	6,169.50	59,932.56	0.00	26,167.44	69.60

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DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	8,189.67	92,637.44	0.00	16,462.56	84.91
FICA EXPENSE	10-20-5600-050	8,400.00	626.50	7,087.00	0.00	1,313.00	84.36
GROUP INSURANCE	10-20-5600-060	18,800.00	2,159.19	23,539.44	0.00	-4,739.44	125.21
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	963.92	10,586.04	0.00	2,613.96	80.19
TRAVEL & TRAINING	10-20-5600-140	1,800.00	0.00	2,012.20	0.00	-212.20	111.78
M & R EQUIPMENT	10-20-5600-160	2,000.00	519.02	1,486.09	0.00	513.91	74.30
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	3,270.89	0.00	229.11	93.45
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	719.85	4,771.68	0.00	4,728.32	50.22
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	475.05	4,297.45	0.00	1,202.55	78.13
UNIFORMS	10-20-5600-360	2,000.00	127.24	1,595.45	0.00	404.55	79.77
CONTRACT SERVICE	10-20-5600-450	14,000.00	0.00	2,798.00	0.00	11,202.00	19.98
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-17,398.80	0.00	-5,801.20	74.99
CAPITAL OUTLAY	10-20-5600-730	1,077,800.00	6,029.69	69,046.50	0.00	1,008,753.50	6.40
STREET LIGHTING	10-20-5600-740	23,500.00	1,841.57	19,147.04	0.00	4,352.96	81.47
DEBT PAYMENT	10-20-5600-900	0.00	-3,464.70	0.00	0.00	0.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,265,900.00	18,187.00	224,876.42	0.00	1,041,023.58	17.76

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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 (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	267.25	2,759.31	0.00	1,240.69	68.98
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	58.82	0.00	16,941.18	0.34
PATCHING	10-20-5700-760	4,000.00	0.00	588.22	0.00	3,411.78	14.70
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	319.40	1,104.20	0.00	895.80	55.21
TOTAL DEPT: (5700) POWELL BILL		56,000.00	586.65	7,365.55	0.00	48,634.45	13.15

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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 (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,469.44	27,939.63	0.00	13,860.37	66.84
CONTRACT SERVICES	10-30-5800-040	15,000.00	870.00	12,450.00	0.00	2,550.00	83.00
FICA EXPENSE	10-30-5800-050	3,300.00	188.91	2,137.38	0.00	1,162.62	64.76
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	719.72	8,331.53	0.00	3,768.47	68.85
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	3,230.46	0.00	769.54	80.76
TELEPHONE	10-30-5800-110	750.00	43.75	438.89	0.00	311.11	58.51
UTILITIES	10-30-5800-130	500.00	41.00	426.67	0.00	73.33	85.33
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	7,000.00	0.00	6,080.83	0.00	919.17	86.86
AUTO SUPPLIES	10-30-5800-310	5,000.00	167.76	2,603.92	0.00	2,396.08	52.07
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	329.35	862.41	0.00	3,137.59	21.56
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,098.30	9,817.86	0.00	2,682.14	78.54
TIPPING FEES	10-30-5800-550	12,000.00	292.83	7,309.28	0.00	4,690.72	60.91
TOTAL DEPT: (5800) SANITATION		119,100.00	6,511.72	81,828.81	0.00	37,271.19	68.70

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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 (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	264.62	759.67	0.00	240.33	75.96
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		1,000.00	264.62	759.67	0.00	240.33	75.96

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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 (00000)							
Landcare - Hemlocks	10-80-6190-452	20,000.00	0.00	9,896.97	0.00	10,103.03	49.48
TOTAL DEPT: (00000)		20,000.00	0.00	9,896.97	0.00	10,103.03	49.48

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DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		7,500.00	0.00	0.00	0.00	7,500.00	0.00
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	98,183.65	1,095,996.77	0.00	1,448,196.23	43.07

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TOWN OF MONTREAT
Revenue Statement
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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	4,650.60	18,588.92	1,411.08	92.94
WATER SALES	30-91-3500-500	140,000.00	8,482.06	104,839.78	35,160.22	74.88
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,500.47	136,884.36	23,115.64	85.55
BILLING FEE REVENUE	30-91-3500-800	1,000.00	86.45	907.47	92.53	90.74
WATER TAPS	30-91-3505-500	2,000.00	0.00	900.00	1,100.00	45.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	0.00	650.00	350.00	65.00
SERVICE CHARGE REVENUE	30-91-3515-500	0.00	0.00	-25.00	25.00	0.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	5,334.03	139,098.67	-139,098.67	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.70	112.01	387.99	22.40
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	200.00	200.00	-200.00	0.00
LATE FEES	30-91-3815-800	2,000.00	-453.99	2,509.64	-509.64	125.48
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-19.30	19.30	0.00
TOTAL FUND REVENUE:		327,000.00	31,819.32	407,721.55	-80,721.55	124.68
TOTAL REVENUE:		2,871,193.00	132,655.01	1,972,106.49	899,086.51	68.68%

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DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	1,310.00	1,986.00	0.00	6,514.00	23.36
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	192.76	1,982.23	0.00	1,017.77	66.07
TELEPHONE	30-91-8100-110	2,500.00	167.71	1,546.55	0.00	953.45	61.86
UTILITIES	30-91-8100-130	30,000.00	2,596.31	25,805.50	0.00	4,194.50	86.01
TRAVEL & TRAINING	30-91-8100-140	2,000.00	50.00	829.00	0.00	1,171.00	41.45
M & R WELLS	30-91-8100-150	28,000.00	0.00	8,315.84	0.00	19,684.16	29.69
M & R EQUIPMENT	30-91-8100-160	10,000.00	222.56	6,298.67	0.00	3,701.33	62.98
AUTO SUPPLIES	30-91-8100-310	5,500.00	266.72	2,066.03	0.00	3,433.97	37.56
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	1,228.67	2,735.62	0.00	-235.62	109.42
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	1,478.90	2,728.90	0.00	-2,728.90	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	57,300.60	0.00	19,099.40	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	28,994.83	31,467.51	0.00	52,732.49	37.37
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	36,508.46	144,348.62	0.00	182,651.38	44.14
TOTAL FUND: (30) WATER FUND		327,000.00	36,508.46	144,348.62	0.00	182,651.38	44.14
TOTAL EXPENDITURES		2,871,193.00	134,692.11	1,240,345.39	0.00	1,630,847.61	43.19

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Revenue Statement
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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	-560.41	3,450.05	-2,950.05	690.01
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	3,456.38	941,742.87	10,257.13	98.92
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	187.66	2,115.56	-1,115.56	211.55
LOCAL SALES TAX	10-00-3065-100	345,000.00	23,142.69	285,891.58	59,108.42	82.86
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	11,300.00	1,183.09	12,111.03	-811.03	107.17
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	50,085.86	4,914.14	91.06
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	115.30	355.06	144.94	71.01
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	2,528.37	471.63	84.27
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	300.00	400.00	9,600.00	4.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	1,150.00	2,150.00	-2,150.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	14,000.00	-4,000.00	140.00
GRANT PROCEEDS - NCDPS/FEMA 2	10-10-3341-013	0.00	0.00	26,023.91	-26,023.91	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	4.00	20.87	179.13	10.43
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	688.00	32,557.21	12,442.79	72.34
SANITATION FEES	10-10-3435-400	10,000.00	157.00	6,147.09	3,852.91	61.47
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	45,558.00	4,442.00	91.11
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	0.00	1,063.49	936.51	53.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	0.00	163.05	36.95	81.52
MISC REVENUE	10-00-3815-800	1,000.00	0.00	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00

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FUND BALANCE APPROPRIATED	10-00-3905-900	443,075.00	0.00	0.00	443,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,714,193.00	29,823.71	1,594,208.65	1,119,984.35	58.73

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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	249,700.00	5,250.00	67,321.97	0.00	182,378.03	26.96
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	2,300.00	0.00	2,230.00	0.00	70.00	96.95
ADVERTISING	10-00-4100-260	2,800.00	0.00	189.87	0.00	2,610.13	6.78
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	90.84	1,822.99	0.00	677.01	72.92
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	6,900.00	0.00	6,843.37	0.00	56.63	99.17
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-10,208.40	0.00	-3,391.60	75.06
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		274,700.00	5,340.84	73,819.68	0.00	200,880.32	26.87

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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 (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	15,360.76	150,030.08	0.00	31,069.92	82.84
FICA EXPENSE	10-00-4200-050	13,900.00	1,182.75	11,563.17	0.00	2,336.83	83.18
GROUP INSURANCE	10-00-4200-060	26,500.00	2,208.27	21,799.11	0.00	4,700.89	82.26
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,810.20	17,443.56	0.00	5,956.44	74.54
POSTAGE	10-00-4200-100	2,200.00	60.00	937.62	0.00	1,262.38	42.61
TELEPHONE	10-00-4200-110	8,400.00	159.25	4,534.56	0.00	3,865.44	53.98
TRAVEL & TRAINING	10-00-4200-140	3,400.00	299.03	3,213.37	0.00	186.63	94.51
M & R EQUIPMENT	10-00-4200-160	24,400.00	0.00	20,722.55	0.00	3,677.45	84.92
ADVERTISING	10-00-4200-260	1,800.00	0.00	994.26	0.00	805.74	55.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	47.85	1,945.32	0.00	1,054.68	64.84
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	269.53	0.00	730.47	26.95
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	8.47	956.96	0.00	443.04	68.35
CONTRACT SERVICES	10-00-4200-450	21,500.00	92.30	20,623.66	0.00	876.34	95.92
INDIRECT COST ALLOCATI	10-00-4200-480	-24,400.00	0.00	-19,814.70	0.00	-4,585.30	81.20
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,082.00	0.00	18.00	99.41
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		291,200.00	21,228.88	238,301.05	0.00	52,898.95	81.83

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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 (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	0.00	2,452.56	0.00	1,047.44	70.07
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	125.00	1,213.98	0.00	1,286.02	48.55
M & R EQUIPMENT	10-00-5000-160	5,200.00	346.90	3,274.85	0.00	1,925.15	62.97
DEPARTMENT SUPPLIES	10-00-5000-330	1,200.00	203.28	203.28	0.00	996.72	16.94
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	0.00	-3,916.80	0.00	-1,283.20	75.32
INSURANCE	10-00-5000-540	36,100.00	0.00	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	96,650.00	2,671.64	10,296.64	0.00	86,353.36	10.65
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	3,346.82	49,164.28	0.00	90,785.72	35.12

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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 (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	18,604.28	214,927.64	0.00	13,072.36	94.26
FICA EXPENSE	10-10-5100-050	17,500.00	1,414.89	16,360.35	0.00	1,139.65	93.48
GROUP INSURANCE	10-10-5100-060	39,700.00	3,598.64	43,528.49	0.00	-3,828.49	109.64
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,119.39	24,311.99	0.00	4,188.01	85.30
TELEPHONE	10-10-5100-110	2,000.00	61.26	1,779.90	0.00	220.10	88.99
TRAVEL & TRAINING	10-10-5100-140	500.00	78.75	298.55	0.00	201.45	59.71
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	150.00	11,892.36	0.00	2,125.64	84.83
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	293.95	433.95	0.00	66.05	86.79
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,000.00	4,199.29	9,539.45	0.00	5,460.55	63.59
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	322.00	0.00	678.00	32.20
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	461.46	1,443.68	0.00	656.32	68.74
UNIFORMS	10-10-5100-360	1,700.00	550.60	1,228.96	0.00	471.04	72.29
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	50.00	50.00	0.00	250.00	16.66
CAPITAL OUTLAY	10-10-5100-730	4,925.00	761.69	4,841.31	0.00	83.69	98.30
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		378,943.00	32,344.20	347,316.10	0.00	31,626.90	91.65

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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	49,800.00	4,055.56	46,223.55	0.00	3,576.45	92.81
FICA EXPENSE	10-10-5400-050	3,900.00	310.25	3,539.07	0.00	360.93	90.74
GROUP INSURANCE	10-10-5400-060	9,100.00	719.72	9,019.35	0.00	80.65	99.11
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	474.16	5,348.55	0.00	751.45	87.68
TELEPHONE	10-10-5400-110	800.00	43.75	481.24	0.00	318.76	60.15
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,432.58	0.00	67.42	97.30
M & R EQUIPMENT	10-10-5400-160	4,600.00	1,605.00	1,605.00	0.00	2,995.00	34.89
M&R AUTO	10-10-5400-170	700.00	30.00	646.29	0.00	53.71	92.32
AUTO SUPPLIES	10-10-5400-310	1,100.00	64.73	1,018.54	0.00	81.46	92.59
DEPARTMENT SUPPLIES	10-10-5400-330	800.00	0.00	603.42	0.00	196.58	75.42
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	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	300.00	875.00	0.00	375.00	70.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	800.00	0.00	755.00	0.00	45.00	94.37
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	7,603.17	72,599.59	0.00	9,600.41	88.32

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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 (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,260.80	49,901.83	0.00	3,898.17	92.75
FICA EXPENSE	10-20-5550-050	4,200.00	325.94	3,820.65	0.00	379.35	90.96
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	719.72	8,802.23	0.00	297.77	96.72
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	497.95	5,775.48	0.00	724.52	88.85
TELEPHONE	10-20-5550-110	700.00	0.00	553.02	0.00	146.98	79.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	203.29	0.00	296.71	40.65
AUTO SUPPLIES	10-20-5550-310	3,800.00	152.92	2,271.87	0.00	1,528.13	59.78
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	347.63	618.11	0.00	1,381.89	30.90
UNIFORMS	10-20-5550-360	500.00	139.05	391.99	0.00	108.01	78.39
STORMWATER PROGRAM	10-20-5550-370	4,500.00	60.00	60.00	0.00	4,440.00	1.33
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-5,961.90	0.00	-2,038.10	74.52
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	6,504.01	66,436.57	0.00	19,663.43	77.16

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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 (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	5,294.25	97,931.69	0.00	11,168.31	89.76
FICA EXPENSE	10-20-5600-050	8,400.00	405.02	7,492.02	0.00	907.98	89.19
GROUP INSURANCE	10-20-5600-060	18,800.00	2,159.19	25,698.63	0.00	-6,898.63	136.69
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	618.73	11,204.77	0.00	1,995.23	84.88
TRAVEL & TRAINING	10-20-5600-140	2,100.00	0.00	2,012.20	0.00	87.80	95.81
M & R EQUIPMENT	10-20-5600-160	3,000.00	1,262.90	2,748.99	0.00	251.01	91.63
M & R TRUCKS	10-20-5600-170	4,000.00	368.60	3,639.49	0.00	360.51	90.98
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,200.00	179.66	4,951.34	0.00	4,248.66	53.81
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	314.70	4,612.15	0.00	887.85	83.85
UNIFORMS	10-20-5600-360	2,000.00	407.60	2,003.05	0.00	-3.05	100.15
CONTRACT SERVICE	10-20-5600-450	14,000.00	775.00	3,573.00	0.00	10,427.00	25.52
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-17,398.80	0.00	-5,801.20	74.99
CAPITAL OUTLAY	10-20-5600-730	1,067,900.00	4,032.26	73,078.76	0.00	994,821.24	6.84
STREET LIGHTING	10-20-5600-740	23,500.00	0.00	19,147.04	0.00	4,352.96	81.47
DEBT PAYMENT	10-20-5600-900	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,257,500.00	15,817.91	240,694.33	0.00	1,016,805.67	19.14

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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 (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	2,759.31	0.00	1,240.69	68.98
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	58.82	0.00	16,941.18	0.34
PATCHING	10-20-5700-760	4,000.00	199.55	787.77	0.00	3,212.23	19.69
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	1,104.20	0.00	895.80	55.21
TOTAL DEPT: (5700) POWELL BILL		56,000.00	199.55	7,565.10	0.00	48,434.90	13.50

06/01/16 Fiscal Year: 2016
 08:55:15 Fiscal Month Range: 11-11
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: May 31, 2016
10 GENERAL FUND

Selected Department *Page 9*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,619.62	30,559.25	0.00	11,240.75	73.10
CONTRACT SERVICES	10-30-5800-040	15,000.00	0.00	12,450.00	0.00	2,550.00	83.00
FICA EXPENSE	10-30-5800-050	3,300.00	200.40	2,337.78	0.00	962.22	70.84
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	719.72	9,051.25	0.00	3,048.75	74.80
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	306.16	3,536.62	0.00	463.38	88.41
TELEPHONE	10-30-5800-110	750.00	43.75	482.64	0.00	267.36	64.35
UTILITIES	10-30-5800-130	500.00	0.00	426.67	0.00	73.33	85.33
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	7,000.00	0.00	6,080.83	0.00	919.17	86.86
AUTO SUPPLIES	10-30-5800-310	5,000.00	78.73	2,682.65	0.00	2,317.35	53.65
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	862.41	0.00	3,137.59	21.56
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	950.37	10,768.23	0.00	1,731.77	86.14
TIPPING FEES	10-30-5800-550	12,000.00	604.15	7,913.43	0.00	4,086.57	65.94
TOTAL DEPT: (5800) SANITATION		119,100.00	5,522.90	87,351.71	0.00	31,748.29	73.34

06/01/16 Fiscal Year: 2016
 08:55:15 Fiscal Month Range: 11-11
 (D)

TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: May 31, 2016
10 GENERAL 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 (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	208.70	968.37	0.00	31.63	96.83
Landcare - Hemlocks	10-80-6190-452	20,000.00	80.00	9,976.97	0.00	10,023.03	49.88
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	288.70	10,945.34	0.00	17,554.66	38.40
TOTAL FUND: (10) GENERAL FUND		2,714,193.00	98,196.98	1,194,193.75	0.00	1,519,999.25	43.99

06/01/16
08:55:37

Fiscal Year: 2016
Fiscal Month Range: 11-11

TOWN OF MONTREAT
Revenue Statement
Period Ending: May 31, 2016
30 WATER FUND

Selected Department *Page 3*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	18,588.92	1,411.08	92.94
WATER SALES	30-91-3500-500	140,000.00	-572.24	104,267.54	35,732.46	74.47
WATER ACCESS FEES	30-91-3500-600	160,000.00	0.00	136,884.36	23,115.64	85.55
BILLING FEE REVENUE	30-91-3500-800	1,000.00	0.00	907.47	92.53	90.74
WATER TAPS	30-91-3505-500	2,000.00	0.00	900.00	1,100.00	45.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	100.00	750.00	250.00	75.00
SERVICE CHARGE REVENUE	30-91-3515-500	0.00	0.00	-25.00	25.00	0.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	644.07	139,742.74	-139,742.74	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	112.01	387.99	22.40
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	0.00	200.00	-200.00	0.00
LATE FEES	30-91-3815-800	2,000.00	0.00	2,509.64	-509.64	125.48
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-19.30	19.30	0.00
TOTAL FUND REVENUE:		327,000.00	171.83	407,893.38	-80,893.38	124.73
TOTAL REVENUE:		3,041,193.00	29,995.54	2,002,102.03	1,039,090.97	65.83%

06/01/16 Fiscal Year: 2016
 08:55:15 Fiscal Month Range:11-11
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: May 31, 2016
30 WATER FUND

Selected Department Page 11
 (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	60.00	2,046.00	0.00	6,454.00	24.07
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	0.00	1,982.23	0.00	1,017.77	66.07
TELEPHONE	30-91-8100-110	2,500.00	43.75	1,590.30	0.00	909.70	63.61
UTILITIES	30-91-8100-130	30,000.00	0.00	25,805.50	0.00	4,194.50	86.01
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	829.00	0.00	1,171.00	41.45
M & R WELLS	30-91-8100-150	28,000.00	435.42	8,751.26	0.00	19,248.74	31.25
M & R EQUIPMENT	30-91-8100-160	10,000.00	40.00	6,338.67	0.00	3,661.33	63.38
AUTO SUPPLIES	30-91-8100-310	5,000.00	317.94	2,383.97	0.00	2,616.03	47.67
DEPARTMENT SUPPLIES	30-91-8100-330	3,000.00	0.00	2,735.62	0.00	264.38	91.18
SPECIAL ASSESSMENTS EX	30-91-8100-340	2,800.00	0.00	2,728.90	0.00	71.10	97.46
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	57,300.60	0.00	19,099.40	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	69,100.00	0.00	0.00	0.00	69,100.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	36,700.00	68,167.51	0.00	16,032.49	80.95
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	37,597.11	181,945.73	0.00	145,054.27	55.64
TOTAL FUND: (30) WATER FUND		327,000.00	37,597.11	181,945.73	0.00	145,054.27	55.64
TOTAL EXPENDITURES		3,041,193.00	135,794.09	1,376,139.48	0.00	1,665,053.52	45.25

**Town of Montreat
May 2016 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>
Kennington	Scott	414 South Carolina Terrace	N/A	5166	5/5/2016	Residential - Bathroom & Kitchen Remodel
Dennis	Mary	307 North Carolina Terrace	N/A	5167	5/16/2016	Mechanical - Change Out
Montreat College		400-B Assembly Circle	N/A	5168	5/17/2016	Commercial Repairs
Montreat College		400-B Assembly Circle	N/A	5169	5/17/2016	Commercial Re-Roof
Montreat College		319 Missouri Road	N/A	5170	5/19/2016	Mechanical - Change Out
Craig	Ben	John Knox Road	N/A	5171	5/19/2016	Residential - Rockery Walls/Parking
Montreat College		319 Missouri Road	N/A	5172	5/24/2016	Electrical-Elevator Rehab.

ZONING ACTIVITY

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

BUILDING INSPECTIONS

<u>Building Permit Applications:</u>	7
<u>Building Inspections Requested:</u>	24
<u>Re-inspections Requested/Required:</u>	2
<u>Fire Inspections Requested/Required:</u>	None
<u>Fire Permit Applications:</u>	None

Totals

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

Totals

<u>Building Permits Issued:</u>	7
<u>Pending Building Permits:</u>	None
<u>Building Inspections Performed:</u>	26
<u>*Stop Work Order Issued:</u>	1
<u>**Defective Building Posted:</u>	None
<u>Denied Building Permits</u>	None
<u>Fire Inspections Performed:</u>	None
<u>Fire Re-Inspections Performed:</u>	None
<u>Fire Permits Issued:</u>	None

Basic Violations Report

Report for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Next Inspect: / /	Location: 319 MISSOURI ROAD	ID: 200088-V000027
Type: STOP WORK ORDER	How Received: PHONE CALL	Last Inspect: 05/17/2016
Who: DEC	Violation #: V2013-0026	Status: COMPLIANCE
Date Entered: 05/17/2016	First Letter Date: / /	Citation Date: / /
Comply Date: 05/24/2016		

Combo Basic Report

Permits for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Source: Building Permit: U2012-5166 Date Issued: 05/05/2016 Permit Expires: 11/05/2016 ID:100195-B000623
Applicant: ROBERT SCOTT KENNINGTON Location: 414 SOUTH CAROLINA TER
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME/RENTAL Cost Est: 13000
Property Owner: ROBERT SCOTT KENNINGTON PIN: 072007933500000

Source: Mechanical Permit: U2012-5167 Date Issued: 05/16/2016 Permit Expires: 05/16/2017 ID:100233-M000246
Applicant: GENTRY HEATING INC.: NASH JAME Location: 307 NORTH CAROLINA TER
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MARY J K DENNIS PIN: 071096081500000

Source: Building Permit: U2012-5168 Date Issued: 05/17/2016 Permit Expires: 11/17/2016 ID:200075-B000624
Applicant: H & M CONSTRUCTORS, INC.: CANN Location: 400-B ASSEMBLY CIRCLE
Permit Type: COMM. REPAIRS Structure: HOWERTON DORMITORY Cost Est: 88307
Property Owner: MONTREAT COLLEGE PIN: 072006828000000-HWRTND

Source: Building Permit: U2012-5169 Date Issued: 05/17/2016 Permit Expires: 11/17/2016 ID:200075-B000625
Applicant: WNC ROOFING, LLC: ROSS SEAN MI Location: 400-B ASSEMBLY CIRCLE
Permit Type: COMMERCIAL REROOF Structure: HOWERTON DORMITORY Cost Est: 117240
Property Owner: MONTREAT COLLEGE PIN: 072006828000000-HWRTND

Source: Mechanical Permit: U2012-5170 Date Issued: 05/19/2016 Permit Expires: 05/19/2017 ID:200088-M000247
Applicant: HAYNES HEATING & COOLING: Location: 319 MISSOURI ROAD
Permit Type: CHANGE OUT Structure: ANDERSON DORMITORY Cost Est: 0
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-AND.

Source: Building Permit: U2012-5171 Date Issued: 05/19/2016 Permit Expires: 05/19/2017 ID:100359-B000626
Applicant: BEN T CRAIG JR. Location: JOHN KNOX RD
Permit Type: RETAINING WALL Structure: EXISTING HOME Cost Est: 8000
Property Owner: BEN T CRAIG JR PIN: 071055740300000

Source: Electrical Permit: U2012-5172 Date Issued: 05/24/2016 Permit Expires: 11/24/2016 ID:200088-E000128
Applicant: JENN ELECTRIC COMPANY: WAYNE Location: 319 MISSOURI ROAD
Permit Type: ELEVATOR DRIVE Structure: DORMITORY Cost Est: 0
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-AND.

Fee Detail Subsort Report

Report for 04/01/2016 to 05/31/2016

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5157	04/01/2016	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Mechanical	U2012-5158	04/04/2016	GAS	GAS	23552951	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5159	04/08/2016	CHANGE OUT	MECHANICAL	23621184	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5163	04/18/2016	SERVICE	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5164	04/19/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5165	04/19/2016	RES.	ELECTRICAL	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	HR FUND	23807591	\$10.00	
Building	U2012-5165	04/19/2016	RES.	PLUMBING	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	PERMIT	23807591	\$88.20	
Item Count	4				Fee Totals	\$298.20	
Building	U2012-5166	05/05/2016	RES.	HR FUND		\$10.00	
Building	U2012-5166	05/05/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PERMIT		\$78.00	
Item Count	4				Fee Totals	\$288.00	
Mechanical	U2012-5167	05/16/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	COMM. REPAIRS		\$990.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	ADJUSTMENT		\$-107.00	
Item Count	2				Fee Totals	\$883.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	MECHANICAL	24370710	\$100.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	ELECTRICAL	24370710	\$100.00	
Item Count	2				Fee Totals	\$200.00	
Building	U2012-5171	05/19/2016	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5172	05/24/2016	ELEVATOR	ELECTRICAL		\$200.00	

Fee Detail Subsort Report

Report for 04/01/2016 to 05/31/2016

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1				Fee Totals	\$200.00	
Item Count	20				Fee Totals	\$2,744.20	

Fee Detail Subsort Report

Report for 04/01/2015 to 05/31/2015

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5052	04/06/2015	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Project	U2012-5053	04/10/2015	RESIDENTIAL	RES. GRADING		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Plumbing	U2012-5054	04/14/2015	REPLACE WATER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	BUILDING		\$144.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$244.00	
Building	U2012-5056	04/24/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5057	04/27/2015	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5058	05/01/2015	RES.	PERMIT		\$156.00	
Building	U2012-5058	05/01/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5058	05/01/2015	RES.	PLUMBING		\$100.00	
Item Count	3				Fee Totals	\$356.00	
Mechanical	U2012-5059	05/01/2015	ADD OR EXT.	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5060	05/01/2015	RES. REPAIRS	RES. REPAIRS		\$57.00	
Item Count	1				Fee Totals	\$57.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	MECHANICAL		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	DRIVEWAY		\$100.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	ADJUSTMENT		\$-25.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	GAS		\$100.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	HR FUND		\$10.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	HEATED AREA		\$1,347.98	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	CONCRETE		\$16.13	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	COVERED		\$93.24	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	OPEN DECK		\$13.99	

Fee Detail Subsort Report

Report for 04/01/2015 to 05/31/2015

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count 12						Fee Totals	\$2,316.34
Building	U2012-5062	05/07/2015	RETAINING	ENG. RETAINING		\$300.00	
Item Count 1						Fee Totals	\$300.00
Plumbing	U2012-5063	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count 1						Fee Totals	\$100.00
Plumbing	U2012-5064	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count 1						Fee Totals	\$100.00
Building	U2012-5065	05/11/2015	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	RES. REPAIRS		\$222.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	MECHANICAL		\$100.00	
Item Count 4						Fee Totals	\$522.00
Building	U2012-5066	05/12/2015	ACCESSORY	RELOCATION		\$54.00	
Building	U2012-5066	05/12/2015	ACCESSORY	ELECTRICAL		\$100.00	
Item Count 2						Fee Totals	\$154.00
Mechanical	U2012-5067	05/12/2015	INSTALL E.R.V.	MECHANICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Electrical	U2012-5068	05/21/2015	REPAIR	ELECTRICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Mechanical	U2012-5069	05/21/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Item Count 36						Fee Totals	\$5,074.34

Fee Detail Subsort Report

Report for 04/01/2014 to 05/31/2014

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4931-M	04/11/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4952	04/01/2014	RES.	PERMIT		\$186.00	
Building	U2012-4952	04/01/2014	RES.	MECHANICAL		\$200.00	
Item Count	2				Fee Totals	\$386.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	PLUMBING		\$200.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	ELECTRICAL		\$200.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	CERT OF OCC		\$60.00	
Item Count	4				Fee Totals	\$760.00	
Building	U2012-4954	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-4955	04/04/2014	RES.	PERMIT		\$51.00	
Item Count	1				Fee Totals	\$51.00	
Building	U2012-4956	04/07/2014	RES.	PERMIT		\$288.00	
Building	U2012-4956	04/07/2014	RES.	HR FUND		\$10.00	
Building	U2012-4956	04/07/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4956	04/07/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4956	04/07/2014	RES.	ELECTRICAL		\$200.00	
Item Count	5				Fee Totals	\$798.00	
Mechanical	U2012-4957	04/08/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$200.00	
Building	U2012-4960	04/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4960	04/17/2014	RES.	PERMIT		\$132.00	
Item Count	2				Fee Totals	\$232.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	COMM. REPAIRS		\$380.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	ADJUSTMENT		\$-80.00	
Item Count	2				Fee Totals	\$300.00	
Mechanical	U2012-4962	04/30/2014	NEW	ELECTRICAL		\$200.00	
Mechanical	U2012-4962	04/30/2014	NEW	MECHANICAL		\$100.00	

Fee Detail Subsort Report

Report for 04/01/2014 to 05/31/2014

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count						Fee Totals	
2						\$300.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	COMM.		11,723.87	
Building	U2012-4963	05/12/2014	COMMERCIAL	ELECTRICAL		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	PLUMBING		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	MECHANICAL		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	CERT OF OCC		\$150.00	
Item Count						Fee Totals	
5						\$12,473.87	
Electrical	U2012-4964	05/12/2014	REPAIR	ELECTRICAL		\$100.00	
Item Count						Fee Totals	
1						\$100.00	
Building	U2012-4966	05/20/2014	RES.	ADJUSTMENT		\$14.04	
Building	U2012-4966	05/20/2014	RES.	PERMIT		\$35.96	
Building	U2012-4966	05/20/2014	RES.	ELECTRICAL		\$100.00	
Item Count						Fee Totals	
3						\$150.00	
Mechanical	U2012-4968	05/22/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count						Fee Totals	
1						\$100.00	
Plumbing	U2012-4969	05/23/2014	REPLACE SEWER	PLUMBING		\$100.00	
Item Count						Fee Totals	
1						\$100.00	
Building	U2012-4970	05/23/2014	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count						Fee Totals	
1						\$300.00	
Plumbing	U2012-4971	05/23/2014	PLUMBING	PLUMBING		\$100.00	
Item Count						Fee Totals	
1						\$100.00	
Item Count						Fee Totals	
36						\$16,700.87	

Last Inspect Records

Report for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	PLUMBING R.I.	Building	05/03/2016	_3:00 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	WTR. SERV/SEWER	Building	05/04/2016	_3:30 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PARTIAL	Building	05/04/2016	_4:00 PM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	ELECTRICAL	Building	05/17/2016	09:30 AM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	PLUMBING FINAL	Building	05/17/2016	10:00 AM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	BUILDING FINAL	Building	05/17/2016	10:15 AM	NOT READY	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	MECH./ELECT.	Building	05/17/2016	_1:30 PM	FAILED	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	PLUMBING FINAL	Building	05/17/2016	_1:50 PM	FAILED	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	BUILDING FINAL	Building	05/17/2016	_2:00 PM	FAILED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	MECHANICAL R.I.	Building	05/17/2016	_4:00 PM	APPROVED	//	DA
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	PORCH POST FTG.	Building	05/19/2016	_1:15 PM	APPROVED	//	DEC
U2012-5171	JOHN KNOX RD	BEN T CRAIG JR.	RETAINING	WALL FOOTINGS	Building	05/19/2016	_3:30 PM	NOT READY	//	DEC
U2012-5171	JOHN KNOX RD	BEN T CRAIG JR.	RETAINING	WALL FOOTINGS	Building	05/20/2016	10:30 AM	*SEE NOTES	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING R.I.	Building	05/23/2016	09:00 AM	FAILED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	FINAL RE-INSPECTION	Building	05/23/2016	10:00 AM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	CONDITIONAL	Building	05/23/2016	_3:30 PM	APPROVED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING	Building	05/24/2016	09:40 AM	APPROVED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	WALKTHRU-FINAL	Building	05/24/2016	11:00 AM	N/A	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	FRAMING	Building	05/24/2016	_4:00 PM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	ELECTRICAL R.I.	Building	05/24/2016	_4:15 PM	FAILED	//	DEC
U2012-5167	307 NORTH CAROLINA	GENTRY HEATING	CHANGE OUT	MECH./ELECT.	Mechanical	05/25/2016	10:00 AM	APPROVED	//	DEC
U2012-5166	414 SOUTH CAROLINA	ROBERT SCOTT	RES.	PLUMBING R.I.	Building	05/25/2016	11:00 AM	FAILED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	PART. ELECTRICAL	Building	05/25/2016	11:50 AM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	ELEC. RE-INSPECT	Building	05/26/2016	_1:00 PM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	INSULATION	Building	05/26/2016	_1:30 PM	APPROVED	//	DEC
U2012-5159	141 HOLSTON LN	MCNUTT SERVICE	CHANGE OUT	MECH.	Mechanical	05/27/2016	_4:00 PM	APPROVED	//	DEC

Inspection Count 26

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

Meeting Date: June 9, 2016

SUBJECT: Sanitation Services Discussion

AGENDA INFORMATION:

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

BRIEF SUMMARY: At the formal request of a Commissioner, this item has been added to the agenda for discussion.

RECOMMENDED MOTION AND REQUESTED ACTIONS: None

FUNDING SOURCE: None

ATTACHMENTS: None

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: None

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

Meeting Date: June 9, 2016

SUBJECT: Employee Health Insurance Benefit Renewal

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town has the option of either renewing its present BlueCross/BlueShield (BCBS) health insurance at an increase of \$6,966.24, or switching to United Health Care (UHC) for a savings of \$7,001.76 – less \$942.48 if new Vision coverage is added to the UHC package. The UHC provider network is different from that for BCBS, and at least one or possibly more employees will be impacted by this. A decision is required at the June regular Board meeting to assure that our employees have coverage on July 1st.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To authorize the Town Administrator and Finance Officer to contract with [*Blue Cross/Blue Shield of North Carolina OR United Health Care*], effective July 1, 2016 for the _____ [*Gold 1500CS OR RV Gold KL-Z/247A*] employee benefit health insurance, and to renew [*vision*] dental, life, and AD&D insurance coverage as proposed, for fiscal year 2016-2017, and for the Town to reimburse employees for the last half of the employee-only deductible.

FUNDING SOURCE: General Fund Budget - Insurance

ATTACHMENTS: Blue Cross/Blue Shield quote, comparison charts and benefit highlights

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: We reviewed options from BCBS, UHC, and the North Carolina League of Municipalities (NCLM). The NCLM plan has improved, but was still not competitive. A renewal of our BCBS with the least possible changes would result in an increase of \$6,541.20, or 5.7% for the health insurance premiums. BCBS Dental would increase \$425.04, or 7.7%. There would be no change to the Life and AD&D insurance coverage. We also investigated UHC as an alternative option. The most closely comparable plan would cost \$7,892.16 less than we are paying now, or a savings of 6.9%. When compared with the BCBS renewal proposal the UHC plan offers a savings of \$14,433.36, or 11%. The UHC Dental would cost a little more (\$890.40), but also offers slightly improved benefits. We are suggesting that if a switch is made to UHC, consideration also be given to adding their Vision plan, which would cost the Town an additional \$942.48. It should be noted, however, that not every primary care provider is a member of the UHC network, and it is possible that some employees might be adversely impacted by this. We are attempting to research this and hope to have more information to report to you.

The UHC proposal would be the most favorable for the Town financially, and the savings would be sufficient to allow us to consider further enrichment of the employee benefit package by adding Vision coverage. However, it does appear as of the time of this writing that at least one employee will be adversely impacted by their primary care physician not being in the UHC network; we are still researching to determine if there are other employees that might be impacted.

The Board will have to weigh the potential cost savings and plan enrichment against the limitations of the UHC network. In any case, a decision between BCBS and UHC will have to be made to assure that our employees have health care coverage July 1st.

To date, we have not had to reimburse any employees this year for the last half of the deductible. We are recommending that we continue this program for the next fiscal year, with the town covering the upper half of the employee deductible.



Town Of Montreat

July 1, 2016 Renewal Options

			Blue Cross Blue Shield NC		UHC
			Gold 1500 CX		RV Gold KL-Z/ 247A Plan Opt 2
			Current	Renewal	
Darrick Allen	27	EE Only	\$394.55	\$412.74	\$634.56
David Arrant	42	EE Only	\$501.66	\$521.84	\$634.56
Armon Blevins	44	EE Only	\$522.85	\$550.19	\$634.56
Phyllis Comrie	60	EE Only	\$1,002.94	\$1,068.88	\$634.56
Clyde Creasmen	60	EE Only	\$1,002.94	\$1,068.88	\$634.56
Barry Creasmen	42	EE Only	\$501.66	\$521.84	\$634.56
David Currie	53	EE Only	\$751.11	\$803.43	\$634.56
Stephen Freeman	53	EE Only	\$751.11	\$803.43	\$634.56
Angela Murphy	40	EE Only	\$486.25	\$503.33	\$634.56
Michael Harrison	50	EE Only	\$657.32	\$703.40	\$634.56
Ronald Nalley	47	EE Only	\$577.95	\$615.57	\$634.56
Stefan Stackhouse	64	EE Only	\$1,137.41	\$1,181.52	\$634.56
Jack Stagge	56	EE Only	\$859.22	\$918.83	\$634.56
Justyn Whitson	27	EE Only	\$394.55	\$412.74	\$634.56
Estimated Monthly Premium			\$9,541.52	\$10,086.62	\$8,883.84
% Change from Current			5.7%		-6.9%
Est. Annual Renewal Premium			\$114,498.24	\$121,039.44	\$106,606.08
Annual Dollar Change			\$6,541.20		(\$7,892.16)
			Health Summary of In-Network Benefits		
Health Benefits			Current	Renewal	Plan Opt 2
Deductible			\$1500/\$3000	\$1500/\$3000	\$1500/\$3000
Coinsurance			80%	80%	80%
Out-of-Pocket Max			\$4500/\$9000**	\$4,000/\$8,000**	\$4,500/\$9,000**
Preventive Care			100%	100%	100%
Office Visit Copay			\$25	\$25	\$25
Specialist Copay			\$50	\$50	\$50
Urgent Care			\$75	\$50	\$100
Emergency Room			\$150	\$500	\$200
Inpatient Hospital			20% After Ded	20% After Ded	20% After Ded
Outpatient Services			20% After Ded	20% After Ded	20% After Ded
Prescription Drug Coverage T1A/T1			\$4	\$4	\$10
Prescription Drug Coverage T2			\$35	\$15	\$35
Prescription Drug Coverage T3			\$50	\$35	\$60
Prescription Drug Coverage T4			75%	\$50	\$100
Prescription Drug Coverage T5			N/A	25% up to \$100 Max	N/A

This is not a contract or policy. This outline of coverage is only a summary of benefits. If there are any differences between summary & group policy, provisions in group policy govern. Please refer to the Carrier's Summary of Benefits for a complete listing of in network & out of network benefits.

Town Of Montreat

July 1, 2016 Renewal Options

Rate Information		BCBS Dental		UHC H4879
		Current	Renewal	Opt 1
Employee Only	14	\$32.79	\$35.32	\$38.09
Employee/Spouse	0	\$70.88	\$76.71	\$76.17
Employee/Child(ren)	0	\$73.17	\$78.95	\$76.88
Family	0	\$114.60	\$123.94	\$118.49
Estimated Monthly Premium		\$459.06	\$494.48	\$533.26
% Change from Current		7.7%		16.2%
Est. Annual Renewal Premium		\$5,508.72	\$5,933.76	\$6,399.12
Annual Dollar Change		\$425.04		\$890.40
		Dental Summary of In-Network Benefits		
Dental Benefits		Current	Renewal	Renewal
Individual Deductible		\$50	\$50	\$50
Family Deductible		\$150	\$150	\$150
Diagnostic & Preventive Care		100%	100%	100%
Basic Care		80% After Ded	80% After Ded	80% After Ded
Endodontic Services		80% After Ded	80% After Ded	80% After Ded
Periodontic Services		50% After Ded	50% After Ded	80% After Ded
Major Care		50% After Ded	50% After Ded	50% After Ded
Benefit Period Maximum		\$1,000	\$1,000	\$1,000

This is not a contract or policy. This outline of coverage is only a summary of benefits. If there are any differences between summary & group policy, provisions in group policy govern. Please refer to the Carrier's Summary of Benefits for a complete listing of in network & out of network benefits.

UnitedHealthcare Vision Proposal

Better Vision is in Sight

No participation requirement for voluntary vision
 Discounts on non-covered options to reduce out-of-pocket expenses (may not be available in all states)
 Both private practice and retail providers
 Access to discounted laser vision correction procedures
 Covered-in-full benefits for eye exams, eyeglasses and contact lenses (after applicable copayment)
 Premium digital hearing aid discount program

Company Name
 Effective Date
 Total Eligible EEs:



TOWN OF MONTREAL
 7/1/2016
 14

Option 1 V1049		
Services & Materials		
Exam Copay	\$15	
Materials Copay	\$30	
Frequencies		
Exam	12 months	
Lenses	12 months	
Frames	24 months	
Retail Frame Allowance	\$130	
	30% discount on frame overage at participating providers	
Contact Lens Benefit	Fitting/evaluation fees, contacts, and up to 2 follow-up visits are covered-in-full (after applicable copay) For disposable lenses, up to 4 boxes are included	
All Other Elective Contacts	\$105 allowance	
Out-of-Network Allowance		
Exam	Up to \$40	
Single Vision Lenses	Up to \$40	
Frames	Up to \$45	
Contact Lenses	Up to \$105	
Contribution Type	50% ER Paid	
Employee Only	0	\$5.61
Employee & Spouse	0	\$10.66
Employee & Child(ren)	0	\$12.45
Employee & Family	0	\$17.56
Total Monthly Premium**		\$0.00
Illustrative Monthly Packaged Savings Credit		\$0
Total Annual Premium (Including Packaged Savings)		\$0.00

**UnitedHealthcare Vision rates are guaranteed for 24 months

1. This quote assumes Carrier replacement. 2. Product availability may vary based upon group size. 3. See benefit summary for specific plan benefits and design such as frame allowance, contact lens options, and covered in full lens options. 4. Agents may receive commissions, bonuses and other compensations for selling the product in this proposal. The cost of the compensation may be directly or indirectly reflected in the premium or fees for these products. 5. Proposed rates are valid to the Effective Date. 6. Out-of-Network Allowances for lenses will vary by lens type with a maximum of \$80. Medically necessary contacts have a maximum allowance of \$210. 7. UnitedHealthcare's Packaged Savings Program allows you the opportunity to receive an administrative credit on your monthly invoice when you purchase eligible UnitedHealthcare specialty products with your medical coverage. Per-employee per-month administrative savings apply based on the number of enrolled medical subscribers and will continue for a period of 12 months as long as eligible medical and specialty benefits remain in-force. Contact your UnitedHealthcare representative to discuss plan and program availability. UnitedHealth Group Incorporated owns the trademark for Packaged Savings. Used by permission of UnitedHealth Group Incorporated. 8. The employer must meet the minimum contribution and eligible employee participation requirements. For voluntary Vision plans: minimum 1 or more enrollees required; no participation percentage required. For employer sponsored plans: at least 75% participation of eligible employees less valid waivers, not to fall below 50% of total eligible employees. For employee core/voluntary dependent Vision plans: 75-100% employer contribution for employees; no employer contribution requirements for dependents; at least 75% participation of eligible employees less valid waivers, not to fall below 50% of total eligible employees. 9. The purchase of a UnitedHealthcare medical plan will include voluntary vision coverage, at the rates quoted within this proposal, unless you notify your UnitedHealthcare representative at the point of sale that the employer is electing to buy up to an alternate plan design or opting out of the vision coverage. During the installation process, you will be required to either opt out or select an alternate plan design from the options presented. For those employers electing to offer a vision plan their members will have the opportunity to elect their level of vision coverage from the medical enrollment form. If there is no member enrollment in the vision plan after 5 months the vision coverage may be terminated from the policy.

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

Meeting Date: June 9, 2016

SUBJECT: Property & Liability Insurance Renewal: North Carolina Interlocal Risk Management Agency (NCIMA)

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town participates in the North Carolina Interlocal Risk Management Agency for our Property and Liability Insurance. The preliminary renewal for year ending 2016 has been received, and is \$19,214. This is an 8% decrease from our previous year's premium of \$20,713.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Property and Liability Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$19,214 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: Insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: None

Interlocal Risk Financing Fund of North Carolina
Property and Liability Insurance Trust administered by the NC League of Municipalities
COVERAGE PROPOSAL SUMMARY

NAMED INSURED Town of Montreat
 PO Box 423
 Montreat, NC 28757

POLICY PERIOD 7/1/2016 to 7/1/2017 At 12:01 A.M. Standard Time at the address of the Named Insured

POLICY NUMBER PL-26036-2016-00

Coverage for the individual coverages is afforded by this proposal only if indicated with an (X) in the checkbox for the selected coverage.

COVERAGE		LIMITS	DEDUCTIBLES	PREMIUM
GENERAL LIABILITY COVERAGES				\$3,073
(X) General Liability	2,000,000	Per Occurrence	0	
() Premises Medical Payments		Per Person		
() No Fault Sewer Backup		Per Occurrence		
		Aggregate		
() No Fault Electrical Surge		Per Occurrence		
		Aggregate		
EMPLOYEE BENEFITS LIABILITY				\$25
(X) Employee Benefits Liability	1,000,000	Each Claim	1,000	
PUBLIC OFFICIALS LIABILITY (Claims Made)				\$1,300
(X) Public Officials Liability	2,000,000	Each Claim	10,000	
EMPLOYMENT PRACTICES LIABILITY(Claims Made)				\$1,100
(X) Employment Practices Liability	2,000,000	Each Claim	10,000	
	3,000,000	Annual Aggregate		
POLICE PROFESSIONAL LIABILITY				\$2,903
(X) Police Professional Liability	2,000,000	Each Occurrence	2,500	
	3,000,000	Annual Aggregate		
LIQUOR LIABILITY				Coverage Not Provided
() Liquor Liability		Each Common Cause		
PROPERTY COVERAGES				\$1,294
(X) Blanket Buildings & Personal Property	1,765,425	Total Insured Values	1,000	
() Builders Risk				
() Excess Valuable Papers		Excess Limit		
() Excess Accounts Receivable		Excess Limit		
INLAND MARINE COVERAGES				\$1,177
(X) Municipal Equipment	217,446	Refer to Schedule	500	
(X) Computer Equipment & Media	109,000	Refer to Schedule	1,000	
() Portable Equipment		Refer to Schedule		
(X) Fine Arts	0	Refer to Schedule	1,000	
() Scheduled Animal		Refer to Schedule		
CRIME COVERAGES				\$215
(X) Employee Dishonesty	50,000	Per Occurrence	250	
(X) Forgery & Alteration	50,000	Per Occurrence	250	
(X) Inside the Premises - Theft of Money or Securities	5,000	Per Occurrence	250	
(X) Outside the Premises	5,000	Per Occurrence	250	
() Public Officials Bond				
AUTOMOBILE COVERAGES				\$6,902
(X) Auto Liability	2,000,000	Each Accident	0	
(X) Non-Owned & Hired			0	
(X) Uninsured/Underinsured Motorists	1,000,000	Each Accident	0	
() Impounded Auto Comprehensive		Each Accident		
() Impounded Auto Collision		Each Accident		
() Garage Liability		Each Accident		
() Garagekeepers Comprehensive		Each Accident		
() Garagekeepers Collision		Each Accident		
AUTOMOBILE PHYSICAL DAMAGE COVERAGES				\$2,316
(X) Auto Physical Damage Comprehensive	486,957	Total Insured Values	Refer to Schedule	
(X) Auto Physical Damage Collision	486,957	Total Insured Values	Refer to Schedule	
(X) Hired Auto Physical Damage Comprehensive			500	
(X) Hired Auto Physical Damage Collision			500	
TOTAL PREMIUM				\$20,306
Less INCENTIVE CREDIT				\$1,092
NET PREMIUM				\$19,214

05/11/2016

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

Meeting Date: June 9, 2016

SUBJECT: Worker's Compensation Insurance Renewal – North Carolina Interlocal Risk Management Agency

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Administration
Contact: Stefan Stackhouse, Finance Officer
Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: The Town participates in the North Carolina Interlocal Risk Management Agency for our Worker's Compensation Insurance. The preliminary renewal for year ending 2017 has been received, and is \$14,012.96. This is an increase of 0.8% from our previous year's premium of \$13,890.78.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Worker's Compensation Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$14,012.96 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: NCIRMA insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: Please be aware that there could be an adjustment to this final figure depending upon the results of the final payroll audit that NCIRMA performs annually. These adjustments in the past have typically been relatively minor, and totaled \$418.48 this year.

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

Proposal

Town of Montreat
PO Box 423
Montreat, NC 28757

Program Year: 2016/2017
Policy Period: 7/1/2016 to 7/1/2017
Policy Number: WC-466-2016-00

Proposal Number: 52178

Proposal Date: 04/21/2016

Code	Classification	Estimated	Revise Payroll to:
7720	Police Officers	\$219,330	
8810	Clerical	\$85,275	
9402	Street Cleaning & Sewer Line Cleaning	\$158,590	
9403	Garbage & Bulk Collection (Sanitation)	\$32,750	
9410	Municipal Employees (not otherwise classified)	\$50,000	
9990	City Manager: office duties only	\$96,130	
9996	Mayor and Council	\$30,000	
Total Payroll:		\$672,075	

Renewal Quote Information

Experience Modifier:	0.8600
Employers Liability Limits:	\$1,000,000/\$1,000,000/\$1,000,000
Deductible:	\$1,000
Schedule:	N/A
IRFFNC Member?:	Yes

Estimated Annual Premium:	\$17,179.96
Incentive Credit:	\$3,167
Estimated Final Premium:	\$14,012.96

Signature

Date

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

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

Town of Montreat
 PO Box 423
 Montreat, NC 28757

For the Program Year: 2016/2017
 Effective Dates: 7/1/2016 to 7/1/2017
 Policy Number: WC-466-2016-00

Proposal Number: 52178

Proposal Date: 04/21/2016

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$219,330	3.7000	\$8,115.21
8810	Clerical	\$85,275	0.3600	\$306.99
9402	Street Cleaning & Sewer Line Cleaning	\$158,590	5.8500	\$9,277.52
9403	Garbage & Bulk Collection (Sanitation)	\$32,750	5.8500	\$1,915.88
9410	Municipal Employees (not otherwise classified)	\$50,000	1.5500	\$775.00
9990	City Manager: office duties only	\$96,130	0.3600	\$346.07
9996	Mayor and Council	\$30,000	0.3600	\$108.00
Totals:		\$672,075		\$20,844.67

Premium	Limit	Rate		Result
Estimated Manual Premium:				\$20,844.67
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.028000	+	\$583.65
Employers Liability Minimum Premium Balance:			+	\$0.00
Deductible: \$1,000		0.040000	-	\$833.79
Estimated Subject Premium:			=	\$20,594.53
Ex Mod (used):			x	0.8600
Estimated Modified Premium:			=	\$17,711.30
Schedule Adjustment:		1.0000	+	\$0.00
Schedule Adjusted Premium:			=	\$17,711.30
Package Discount:		0.9700	+	(\$531.34)
Package Adjusted Premium:			=	\$17,179.96
WC Minimum Premium Balance:			+	\$0.00
Expense Constant:			-	\$0.00
Estimated Standard Premium:			=	\$17,179.96
Expense Constant:			+	\$0.00
Estimated Annual Premium:			=	\$17,179.96
Pro-rata:			x	1.0000
Estimated Pro-rata Annual Premium:			=	\$17,179.96
Incentive Credit			-	\$3,167.00
Estimated Final Premium:			=	\$14,012.96

Estimated Final Premium: \$14,012.96

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

Meeting Date: June 9, 2016

SUBJECT: Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town of Montreat participated with Buncombe County, Madison County and other local municipalities within those counties, to prepare a multi-jurisdictional Hazard Mitigation Plan as required by the State of North Carolina and the Federal Emergency Management Agency. The plan is designed to help local jurisdictions take actions that reduces the long-term risk to life and property from natural hazards. Adoption of the plan is required by each participating jurisdiction by September, 2016.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To Adopt Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan.

FUNDING SOURCE: None

ATTACHMENTS: The Buncombe Madison Hazard Mitigation Plan is a large file and can be found on the Town website under Services. A copy of the Town of Montreat's Mitigation Action Plan is attached.

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: As mentioned, the current Hazard Mitigation Plan covers all municipalities in Buncombe and Madison County, but each municipal jurisdiction is required to adopt the new regional plan prior to September in order to remain eligible for disaster recovery funds authorized through the Stafford Act as well as mitigation funding. As you can see from the Mitigation Action Plan, the Town of Montreat has already completed a majority of our action requirements.

Town of Montreat Mitigation Action Plan

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
Prevention							
P-1	Appoint a representative to the Hazard Mitigation Plan Evaluation and Revision Committee. Continue to meet as needed.	All	High	Local	Town Administrator /Public Works Director	2015, Annual review	The town has appointed a representative to the Hazard Mitigation Plan Committee and that representative participated in the plan update process. The town will continue to provide a representative to HMP Committee going forward.
P-2	Review resources discussing hazard mitigation concepts.	All	High	Local	Town Administrator	2015, Annual review	The town has annually reviewed all resources discussing hazard mitigation concepts. The town will continue to review these resources and integrate new resources as necessary.
P-3	Develop a mechanism that will ensure review of appropriate policies and procedures following a natural disaster event.	All	High	Local	Town Administrator	Completed	The town has developed a mechanism in conjunction with the county to ensure appropriate policies and procedures are followed in the wake of a disaster event. In the future, the town will continue to follow these policies. This action will be removed from the next update as a capability.
P-4	Develop a checklist in our zoning and building inspections department to ensure consistency in zoning enforcement and to prevent omissions in the evaluation of projects.	All	High	Local	Building Inspector/ Code Administrator	2015, Annual review	The town has developed a building/zoning checklist to ensure consistency in zoning enforcement. This checklist will need to be reviewed and updated annually to ensure applicability of checklist.
P-5	Develop a tracking system in the building inspections department to record the number of plans accepted and rejected and the number of warning and citation issued.	All	High	Local	Building Inspector/ Code Administrator	Completed	The town has developed a tracking system for building inspections to record plans that were accepted/rejected. Since this system is in place, this action will be removed from the next update as a capability.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
P-6	Report results of inspection/enforcement measures to the Project Impact Coordinator/Emergency Management Planner on a semi-annual basis.	All	High	Local	Town Administrator	2015, Semi-Annual review	On a semi-annual basis, the town has reported the results of inspection/enforcement measures to the PIC or EM Planner. In the future, this reporting process will continue to take place semi-annually.
P-7	Continue to enforce the International Building Code.	All	High	Local	Building Inspector/ Code Administrator	Completed	The International Building Code has been adopted and will continue to be enforced. This action will be removed from the next update as a capability.
P-8	Continue to update the Town of Montreat Emergency Response Ordinance on an annual basis including relevant positions and contact information changes.	All	High	Local	Building Inspector/ Code Administrator	2015, Annual review	The town has worked on updating its ERO on an annual basis and will continue to make updates and changes to the ordinance during an annual review period.
P-9	Create a storm sewer system map that identifies and locates stormwater drainage components that include outfalls and receiving streams.	FL	High	Local	Town	Completed	The stormwater sewer system map has been created, so this action will be removed from the next update as a capability.
P-10	Establish a system for inspecting illicit discharges, which shall include employee cross-training for town staff on detecting and reporting illicit discharges.	FL	High	Local	Town	Completed	A system for inspecting illicit discharges has been established, so this action will be removed from the next update as a capability.
P-11	Establish a reporting mechanism for the public to report illicit discharges.	FL	High	Local	Town	Completed	A mechanism has been established for the public to report illicit discharges, so this action will be removed from the next update as a capability.
P-12	Provide a reporting mechanism for the public to notify the appropriate authorities of observed erosion and sedimentation problems.	ER	High	Local	Town	Completed	A reporting mechanism for the public to report erosion/sedimentation problems has been put in place, so this action will be removed from the next update as a capability.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
P-13	Conduct annual review and update plans for permitted facilities as needed for the Stormwater Management Plan.	FL	High	Local	Town	Completed	The town has developed a list of facilities that need to have plans updated for the Stormwater Management Plan, so this action will be removed from the next update as a capability.
P-14	Purchase a complete GPS setup and provide training on said setup to all pertinent town personnel.	All	High	General Fund Revenue/ Grants	Town	2019	Although some GPS technology is available, the town would like to look into additional components. The town will continue to work to train all pertinent town staff in the latest updates in GPS technology.
Property Protection							
PP-1	Update the zoning ordinance to reflect mitigation planning and safety factors.	All	High	Local	Town Administrator	2019	The zoning ordinance has been updated in many ways to reflect mitigation planning, however there are additional measures that could be added to improve mitigation so the town will work to include those going forward.
PP-2	Develop, implement and enforce an Illicit Discharge Ordinance.	FL	High	Local	Town	Completed	An Illicit Discharge Ordinance has been implemented, so this action will be removed from the next update as a capability.
PP-3	Develop an ordinance to implement and enforce post-construction runoff controls for new development and redevelopment.	FL	High	Local	Town	Completed	An ordinance has been developed to regulate post-construction runoff, so this action will be removed from the next update as a capability.
PP-4	Inspect all facilities and operations with the potential for generating polluted stormwater runoff. Document deficiencies and corrective actions.	FL	High	Local	Town	Completed	A system is in place to have regular inspections for stormwater runoff, so this action will be removed from the next update as a capability.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PP-5	Investigate participation in the National Flood Insurance Programs Community Ratings System.	FL	High	Local	Town	2019	The town has not joined the CRS, but it will continue to look into the program and work towards developing the necessary programs to join. There has not been sufficient staff availability to pursue this action.
PP-6	Maintain all tax parcel information and floodplain locations in a GIS system in order to build the Towns capability to identify areas needing future mitigation.	All	High	Local	Town	Completed	All tax parcel information is maintained in GIS, so this action will be removed from the next update as a capability.
PP-7	Develop a database that identifies each property that has received damage due to hazards identified within this mitigation plan. The database should also include a tax identification number of the property, a description of the property damage, the value of the damage, and links to photographs of the damage.	All	High	Local	Town	2017	The town has not fully developed a database that identifies properties that have been damaged by past events, in large part because there have not been enough historic events to gain a full perspective of risk. The town will work to continue to develop this database over the next several years.
Natural Resource Protection							
NRP-1	Develop post-construction runoff control measures for protecting Trout Waters in accordance with 15A NCAC .0126	FL	High	Local	Town	Completed	An ordinance has been developed to regulate post-construction runoff, so this action will be removed from the next update as a capability
Public Education and Awareness Activities							
PEA-1	Educate contractors, developers and designers on code changes and new development issues.	All	High	Local	Planning and Inspections Department	2015, Annually	The town has worked to ensure developers and contractors are well-educated on code changes and will continue to keep these interests up to date as new information is developed.
PEA-2	Provide new homebuilders with information on quality redevelopment and safe housing development.	All	High	Local	Planning and Inspections Department	2015, Annual review	The town has provided information on quality redevelopment and safe housing to homebuilders over the past several years and will continue to provide this information. Updates to information will be integrated as well.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PEA-3	Manually disperse and have a website posting which provides information about relevant emergency response and preparedness actions the public can take.	All	High	Local	Planning and Inspections Department	2015, Annual review and update	The town has developed a number of resources for the public to utilize to help with preparedness and these have been dispersed both manually and through the website. The town will work to reach out in new ways going forward, such as through social media, and will also maintain current outreach strategies.
PEA-4	Manually disperse and have a website posting which provides information on Buncombe County's Project Impact and the County's HMP and relevant mitigation measures the public can take.	All	High	Local	Planning and Inspections Department	2015, Annual review and update	The town has developed a number of resources for the public to utilize to help with understanding Project Impact and mitigation and these have been dispersed both manually and through the website. The town will work to reach out in new ways going forward, such as through social media, and will also maintain current outreach strategies.
PEA-5	Prepare a public education program for the Stormwater Management Plan.	FL	High	Local	Regional Stormwater Planning Committee	Completed	The town has implemented the public education program for the Stormwater Management Plan, so this action will be removed from the next update as a capability
PEA-6	Develop and maintain a web site that will offer information on water quality, stormwater projects and activities and ways to contact stormwater program staff.	FL	High	Local	Regional Stormwater Planning Committee	Completed	The town has developed a website on water quality and stormwater projects, so this action will be removed from the next update as a capability
PEA-7	Develop general stormwater educational material targeting school children, homeowners and business.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Educational information on stormwater has been developed, so this action will be removed from the next update as a capability
PEA-8	Distribute written material on stormwater management through utility mail outs and at special events.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Material on stormwater has been distributed through a number of ways, so this action will be removed from the next update as a capability

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PEA-9	Conduct at least one public meeting during the application process to explain the Phase II program. Allow the public an opportunity to review and comment on the stormwater management program.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Public meetings were held during the application process for Phase II to allow review and comment, so this action will be removed from the next update as a capability
PEA-10	Develop educational materials for local developers explaining the local post-construction approval process for stormwater management.	FL	High	Local	Town	Completed	Educational materials have been developed for local developers, so this action will be removed from the next update as a capability
PEA-11	Conduct training on pollution prevention and good housekeeping procedures for the Stormwater Management Plan.	L	High	Local	Town	Completed	Training on pollution prevention and housekeeping procedures for the Stormwater Management Plan have taken place, so this action will be removed from the next update as a capability

FL = Flood DR = Drought ES = Expansive Soils HU = Hurricane T = Tornado WF= Wildfire S/I = Snow/Ice ET = Extreme Temperatures EQ = Earthquake LS = Landslide L = Lightning ER = Erosion HM = HAZMAT D = Dams/Levees TS = Thunderstorms EM = Buncombe County Emergency Management Town = Town of Montreat



TOWN OF MONTREAT

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

RESOLUTION #16-06-01 TO ADOPT THE BUNCOMBE MADISON REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the Town of Montreat is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Montreat desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Board of Commissioner to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Montreat; and

WHEREAS, the Town of Montreat, in coordination with Buncombe County, Madison County, and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Buncombe Madison Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

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

1. Adopts the Buncombe Madison Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.



TOWN OF MONTREAT

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

Adopted on _____, 2016.

Tim Helms, Mayor
Town of Montreat

ATTEST:

Angie Murphy, Town Clerk

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