

**Town of Montreat  
Board of Commissioners Meeting Agenda – Public Forum  
October 6, 2016 – 6:30 p.m.  
Walkup Building**

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**I. Call to Order**

- Welcome
- Moment of Silence

**II. Agenda Adoption**

**III. Public Comments**

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
October 6, 2016 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Consent Agenda**

A. Meeting Minutes Adoption

- September 1, 2016, Public Forum Minutes
- September 1, 2016, Town Council Agenda Meeting Minutes
- September 8, 2016, Town Council Meeting Minutes

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

**V. Town Administrator's Communications**

- Consent Agenda Review
- Other Topics

**VI. Administrative Reports**

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

**VII. Public Comment – Agenda Items**

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

**VIII. Old Business**

- A. Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted Banners
- **Suggested Motion:** To call for a Public Hearing on November 10, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance, Article V, Section 501: Definitions and Article X, Section 1005.2: Signs Allowed in the Institutional/Residential and Institutional Zoning Districts

**IX. New Business**

- A. Representative Appointment for the National Pollutant Discharge Elimination System (NPDES) Permit
- **Suggested Motion:** To appoint David Currie as the Town of Montreat's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) Permit.
- B. Mecklenburg Circle Waterline Proposal
- **Suggested Motion:** To award the proposal from McGill Associates in the amount of \$4,300.00 and to authorize the Mayor and Town Administrator to execute the necessary related documents.
- C. Schedule a Meeting for Review of Applications/Resumes
- **Suggested Motion:** Schedule a meeting on \_\_\_\_\_ for review of the 39 applications/resumes for the Town Administrator position.
- D. Appointment of Al Richardson as Deputy Finance Officer
- **Suggested Motion:** To appoint Al Richardson as Deputy Finance Officer.

**X. Public Comment – Other Topics**

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

**XI. Commissioner Communications**

**XII. Meeting Dates**

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

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October Town Council Meeting:

October 13, 2016, 7:00 p.m.  
Walkup Building

Montreat Tree Board

October 25, 2016, 9:30 a.m.  
Town Services Building

Fall Bulk/White Goods Pickup:

October 25, 2016

November Town Council Agenda Meeting:

November 3, 2016, 7:00 p.m.  
Public Forum begins at 6:30 p.m.  
Walkup Building

November Town Council Meeting

November 10, 2016, 7:00 p.m.  
Walkup Building

**XIII. Closed Session**

- **Suggested Motion:** To enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter

**XIV. Adjournment**



## TOWN OF MONTREAT

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P. O. Box 423  
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**PROCLAMATION # 16-09-0001**

### **PROCLAMATION HONORING MONTREAT COLLEGE CLASS OF 1966**

**WHEREAS**, 2012 marks the 50<sup>th</sup> reunion of the Montreat College Class of 1966; and

**WHEREAS**, the Montreat College Class of 1966 will be honored by the Heritage Society on October 1, 2016; and

**WHEREAS**, the members of the Montreat College Class of 1966 have, through service and dedication, honored Montreat College and contributed greatly to the well-being of their homes, communities and country; and

**WHEREAS**, the members of Montreat College Class of 1966 have demonstrated in countless ways their dedication to the welfare of others and have earned the respect and affection of people of all ages and from all walks of life;

**NOW, THEREFORE**, by virtue of the authority vested in me as Mayor of the Town of Montreat, I do hereby deem it an honor and pleasure to extend this Proclamation Honoring the Montreat College Class of 1966 on the occasion of their 50<sup>th</sup> reunion, with sincere congratulations and best wishes for many more happy, productive years.

**IN WITNESS WHEREOF**, I hereby set my hand, and cause the Seal of the Town of Montreat to be affixed, this 13<sup>th</sup> day of September, 2016.

[SEAL]

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Tim Helms, Mayor

ATTEST:

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Public Forum  
September 1, 2016  
Walkup Building**

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

Board members absent: Commissioner Kent Otto

Town staff present: Al Richardson, Interim Town Administrator  
Jack Staggs, Police Chief  
Barry Creasman, Senior Water Operator  
Angie Murphy, Town Clerk

**Call to Order**

Approximately 24 people were in attendance. Mayor Helms called the meeting to order at 6:30 p.m. and led the group in a moment of silence.

**Agenda Approval**

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

**Public Forum**

Mr. Mike Sonnenberg of 125 Virginia Road, expressed his opinion on the Town Hall needs of the future as compared to Town Halls of the past. Mr. Sonnenberg felt that the future needs will involve fewer employees, smaller and more adaptable buildings, less water used per resident, consolidated sanitation and road maintenance, and automation throughout the Town. Mr. Sonnenberg challenges Council to look thoroughly at the future needs before they move forward with the purchase of land or buildings.

Mrs. JoAnn Ellington of 123 John Knox Road, stated that she heard the property on the right just outside the gate was available and she hoped that the Town of Montreat could be one of the first bidders as a possible location for the future Town Hall.

Mrs. Janie Moore of 100 Frist Road, stated that in the future if a special meeting is held in the same week as a regularly scheduled Board meeting that they could be consolidated as a way to allow more public to attend without having to alter their work schedules.

Mrs. Martha Campbell of 149 Maryland Place, thanked Town Staff for cleaning out ditches so quickly after the days heavy rains. Mrs. Campbell looks forward to the day when staff can take showers at Town Hall and go home clean. She is very thankful to live in a town where staff cares so much about residents.

Chief Jack Staggs advised the community of an incident that occurred over the weekend, which resulted in an arrest, in which the suspect had been staying at a home in Montreat. The individual would not advise officers of where he had been staying so Chief Staggs asked if anyone had noticed a black Toyota Corolla with Alabama License Plates parked anywhere in Montreat to let the Montreat Police Department know immediately. This individual could have broken into a vacant summer house and stayed for a number of days without anyone being made aware. As always, Chief Staggs reminded those in attendance that the Montreat Police Department is open 24 hours a day and 7 days a week.

### **Adjournment**

There being no further discussion, Commissioner Vinson moved to adjourn the Public Forum Meeting. Mayor Pro Tem Fouche seconded and the motion carried 4/0. The meeting was adjourned at 6:41 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
September 1, 2016  
Walkup Building**

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

Board members absent: Commissioner Kent Otto

Town staff present: Al Richardson, Interim Town Administrator  
Chief Jack Staggs, Police Department  
Angie Murphy, Town Clerk  
Barry Creasman, Senior Water Operator

Approximately 28 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Vinson moved to adopt the agenda. Commissioner Gilliland seconded the motion. Mayor Pro Tem Fouche moved to remove the presentation by Mr. Rick Lanier, U.S. Motto Committee, from the agenda. Commissioner Vinson seconded. The motion carried 4/0. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Gilliland seconded and the motion carried 4/0.

**Public Hearing**

The Board will hold a Public Hearing to receive comments on the Proposed Revisions to the Town of Montreat Official Zoning Map at the beginning of next week's meeting. Mayor Helms reiterated that there were no changes made to the map only updates to encompass hand written additions and erasures on the current map.

**Mayor's Communications**

Mayor Helms stated that he had no communications this evening.



**Consent Agenda Review**

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

- August 4, 2016, Public Forum Minutes
- August 4, 2016, Town Council Agenda Meeting Minutes
- August 11, 2016, Town Council Meeting Minutes
- Appendix 1 to August 11, 2016, Town Council Meeting
- August 29, 2016, Special Meeting – Texas Road Bridge Motion Language & Possible Resolution to Move Forward as Directed by the Board

**Town Administrator's Communications**

- Mr. Richardson advised there would be no sanitation pickup on the following Monday due to the Labor Day Holiday. Sanitation Services will resume on September 6, 2016.

**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 Comments**

There were no comments from the public at this time.

**Old Business**

- A. Proposed Revisions to Town of Montreat Official Zoning Map: The Board will consider adopting Ordinance #16-09-0001 amending the Town of Montreat Official Zoning Map.
- B. Request from Montreat College for Approval to Install 30 Light Pole Banners on the Montreat College Campus: The Board will consider a motion to have the Planning & Zoning Commission review this request and report back to Council with their recommendations.

**New Business**

- A. Reimbursement of Town Employees for Unexpected Medical Costs: Mayor Helms would like to keep this item in the forefront of Council's mind but will need more information from Mr. Richardson to continue.
- B. Resolution #16-09-01 Honoring Susan Neville: A resolution will be presented in remembrance of Miss Susan Neville and honoring the many years she spent serving the Town of Montreat.

**Public Comments-Other Topics**

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

Mr. Wade Burns of 232 North Carolina Terrace, reported on dead hemlocks along the right-of-ways and inquired on whether the Tree Board could address this issue.

**Commissioner Communications**

Commissioner Vinson advised that Montreat Landcare will be hosting an event which will involve N.C. Commissioner of Agriculture Steve Troxler on September 8<sup>th</sup> at 3:30 p.m. in the Post Office area where the new beetle sign was erected. Commissioner Troxler is most interested in the Town's work with hemlock restoration.

Mayor Pro Tem Fouche thanked Town Clerk Angie Murphy for all of her hard work in researching Open Meeting Laws. Mayor Pro Tem Fouche advised all in attendance that all Board Members can attend any committee meetings as long as they do not participate in the meetings.

Commissioner Standaert encouraged everyone to read the emails from Town Attorney Susan Taylor Rash about the historical reasons why Commissioners were encouraged not to attend committee meetings.

**Upcoming Meeting Dates**

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

**Town Services Office Closed:**

Labor Day Holiday  
Will reopen on Tuesday, September 6<sup>th</sup>  
**Sanitation Pickup will be on Tuesday  
September 6<sup>th</sup>**

**Montreat Landcare:**

September 7, 2016, 9:00 a.m.  
Allen Building  
Swannanoa Room

**September Town Council Meeting:**

September 8, 2016, 7:00 p.m.  
Walkup Building

**Montreat Tree Board:**

September 27, 2016, 10:00 a.m.  
Town Services Building

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
September 1, 2016**

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October Town Council Agenda Meeting:

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

October Town Council Meeting:

October 13, 2016, 7:00 p.m.  
Walkup Building

**Adjournment**

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 7:12 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
September 8, 2016  
Walkup Building**

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

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator  
Stefan Stackhouse, Finance Officer & Deputy Town Clerk  
Steve Freeman, Public Works Director  
Chief Jack Staggs, Police Chief  
Angie Murphy, Town Clerk  
David Currie, Code Administrator/Building Inspector

Approximately 25 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

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

**Public Hearing**

Mr. Currie indicated that the current Montreat Zoning Map dated 1993 had many handwritten additions and erasures and the coloring was faded. Mr. Currie recently updated the map to include the handwritten additions that occurred over the years, updated the coloring, as well as making it more user friendly for himself as well as the public. If this map is approved it will be put on the Town of Montreat website and displayed in the Town Services Building for use by everyone in the community. Mr. Currie stated that there were no zoning changes on this map, that is was more of a refinement process and making it more accessible for use by everyone. Commissioner Vinson thanked Mr. Currie for all of his hard work on this project. Mr. Currie advised that this project has been ongoing for almost 3 years.

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

**Mayor's Communications**

Mayor Helms stated that he did not have any communications this evening.

### **Consent Agenda Review**

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

- August 4, 2016, Public Forum Minutes
- August 4, 2016, Town Council Agenda Meeting Minutes
- August 11, 2016, Town Council Minutes
- Appendix 1 to August 11, 2016, Town Council Meeting Minutes
- August 29, 2016, Special Meeting – Texas Road Bridge Motion Language & Possible Resolution to Move Forward as Directed by the Board

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

- Interim Town Administrator Al Richardson advised that the Town's Audit seems to have went very well and he thanked Mr. Stackhouse for all of his hard work gathering the information for the auditors review.
- Mr. Richardson advised that the State Office of Budget and Management had just released a population estimate showing that the Montreat population has increased from 730 to 792.
- Mr. Richardson thanked Public Works for the immediate cleanup during the recent flooding at the Town Services Building.

### **Administrative Reports**

Police: Chief Staggs reviewed and presented the August 2016 monthly departmental activity report. Chief Staggs reported on an issue, that he mentioned at last week's agenda meeting, involving a black car with Alabama license plates that was possibly staying at a Montreat home. This subject had been staying in the Appalachian Way area but he is no longer in the Town. Officer Whitson received an email commendation thanking him for all his hard work in assisting with a situation. This email will become a part of his personnel file. Officer Whitson also completed his intoximeter training and he is now considered an expert on this matter. The Montreat Police Department would like to thank the Public Works Crews for their hard work on the Town Services Building Parking Lot as well as the Montreat College students who volunteered their time for the project. Chief Staggs also reflected on memories of Miss Susan Neville who recently passed away.

Public Works Director:

- Mr. Freeman briefly reviewed the July 1, 2015-June 30, 2016 Solid Waste and Materials Management Annual Report.
- Mr. Freeman advised that Public Work Crews had just completed a major clean-up from behind the Public Works Facility all the way up towards the Native Plant Garden.
- Mr. Freeman thanked Montreat College for the student volunteers who helped spread gravel in the Town Services Parking Lot.

- Crews are continuing to mow, trim and side-dress the streets and right-of-ways all over Town. They are also scraping and gravelling all the dirt roads weather permitting.
- Mr. Freeman advised that the Water Inventory was completed and the Auditors seemed pleased with the results.
- Mr. Freeman advised that Lead and Copper Tests came back with no detections on any Lead and Copper in the 10 Test Houses. This testing is currently on a 3 year cycle.

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

- July 2016 Financial Summary Report;
- Final July 2016 Detailed Financial Statement;
- Preliminary August 2016 Detailed Financial Statement;
- Voluntary Reconciliation Fund: \$4543.94

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his August 2016 zoning and inspections activity report. Planning and Zoning and Board of Adjustments did not meet during the month. Mr. Currie also reported briefly on the construction on Howerton Hall's roof. Commissioner Standaert inquired about the ongoing construction at the home behind Welch Field and the change in occupancy status at the President's House (Anderson House). Mr. Currie advised that a general contractor is making slow progress with the home behind Welch Field. Mr. Currie also advised that Montreat College needed additional space for student housing. The College asked to convert to R3- Commercial/Residential designation. There were minimal things that needed to be accomplished to do this but it will require annual fire inspections

### **Public Comments**

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

Ms. Annie Carlson of Montreat College, wanted to thank the Council for their consideration on the Sign Ordinance. Ms. Carlson urged the Council to vote on this matter tonight if possible.

Mr. Don Reid of 127 Shenandoah Terrace, wanted to know where the figure that the Town Administrator quoted as population was gathered from. Mr. Richardson advised that this information came straight from the State Office of Budget and Management.

Mrs. Susanne McCaskill of 114 John Knox Rd, wanted to know if she could put silk banners up in her front yards on John Knox Road and Texas Road, just like the College wants to put up in the Town right-of-ways.

**Old Business**

- A. Proposed Revisions to Town of Montreat Official Zoning Map: Commissioner Standaert moves to adopt Ordinance #16-09-0001 amending the Town of Montreat Official Zoning Map. Commissioner Vinson seconded and the motion passed 5/0.
  
- B. Request from Montreat College for Approval to Install 30 Light Pole Banners on the Montreat College Campus: Mayor Pro Tem Fouche moved that the Planning & Zoning Commission review this request and report back to Council with their recommendations. Commissioner Standaert seconded the motion. Commissioner Vinson asked if Council could request Planning & Zoning to report back by a certain date. Mr. Currie advised that by General Statute Law the Planning & Zoning Committee had 30 days to review a topic and submit recommendations to the Board. Mr. Currie advised that the Town Council would then need to call for a Public Hearing which would occur the following month. Commissioner Otto asked if there would a way to expedite this process since the decision process will delay the College's plans significantly. Mr. Currie advised that the General Statutes outline a specific set of procedures that must be followed in order to allow time for specific noticing policies and public comment periods. Mayor Pro Tem Fouche asked what the shortest amount of time would be before a vote could be explored. Mr. Currie advised that it could potentially be a couple of months away. This motion carried 5/0.

**New Business**

- A. Reimbursement of Town Employees for Unexpected Medical Costs: Mr. Richardson advised that he does not want to remove this from the forefront of the Council's mind but it is possible that one individual will get reimbursement from United HealthCare for unexpected increased deductibles.
  
- B. Resolution #16-09-01 Honoring Susan Neville: Commissioner Vinson moved to adopt Resolution #16-09-01 Honoring Susan Neville. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

**Public Comments-Other Topics**

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

Mrs. Martha Campbell of 149 Maryland Place, wanted to express her appreciation to the Montreat College students who helped clean out invasive knotweed and spreaded gravel in the Town Services Building parking lot. Several members of Montreat Landcare volunteered: O'Neil Tate, Maggie Ray, Steve and Jane Sewell, David Smith and Gill Campbell. Mrs. Campbell also

expressed her thanks to Public Works Crews who provided tools and equipment from home for the students to use.

Mr. Tanner Pickett of 102 Walker Street represented Montreat Conference Center, expressed their appreciation for the students who volunteered on their property. Mr. Pickett also reported on the DisGRACE Conference which covers racism in the church. This will be a large and exciting conference in October.

Ms. Annie Carlson of Montreat College, thanked the Board for their consideration on the Sign Ordinance. Ms. Carlson also thanked the Town for taking the time to invest in the students. Ms. Carlson also announced an upcoming CyberSecurity Conference which will involve an interesting group of speakers.

Mr. Don Reid of 127 Shenandoah Terrace, wanted the Board to consider asking the Town Attorney if there was a way to expedite the process to vote on the Sign Ordinance changes for Montreat College. Mr. Reid also had questions about why an item involving "In God We Trust" was considered too controversial and was removed from the agenda. Mr. Reid would like to know who originally put it on the agenda and why it was removed and what exactly the presentation would have entailed.

Mr. Joe Standaert of 118 Shenandoah Terrace, announced that the Swannanoa Valley Museum has been remodeled and recently reopened and invited all to visit the new improved facility.

### **Commissioner Communications**

Commissioner Vinson reported that the Town of Montreat had recently received a certificate for its 11<sup>th</sup> year of being a Certified Community Wildlife Habitat in the Nation. Montreat was actually 8<sup>th</sup> in the nation to receive this recognition. Commissioner Vinson also reported that Montreat hosted an event earlier in the day for NC Commissioner of Agriculture Steve Troxler, Buncombe County Commissioner David Gantt and other dignitaries who stopped by to visit and commend our Hemlock Restoration efforts. Mayor Tim Helms and Mr. John Johnson spoke at the event and a good time was had by all.

Mayor Pro Tem Fouche briefly shared the titles of two books that she recently read which she is going to share with the Montreat Town Hall Committee. Mayor Pro Tem Fouche hopes that the Town Hall Committee will be able to start with a clean slate and look at all angles before making a decision.

Commissioner Standaert mentioned that Richard Sharp Smith had designed Anderson Auditorium. Commissioner Standaert also mentioned that for any Montreat history you should visit the Presbyterian Heritage Center.



**Montreat Board of Commissioners  
Town Council Meeting Minutes  
September 8, 2016**

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Commissioner Otto announced that a lot of Montreat College's sport activities had started and invited everyone to come watch some games. Commissioner Otto also reflected on the late Miss Susan Neville.

**Upcoming Meeting Dates**

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

<u>Montreat Tree Board:</u>	September 27, 2016, 10:00 a.m. Town Services Building
<u>Montreat Landcare:</u>	October 5, 2016, 9:00 a.m. Swannanoa Room Allen Building
<u>October Town Council Agenda Meeting:</u>	October 6, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>October Town Council Meeting:</u>	October 13, 2016, 7:00 p.m. Walkup Building

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 8:07 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

## MONTHLY POLICE STATISTICS REPORT

<b>SEPTEMBER</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Mileage	2959	3395	2546	2916	3060
Dispatched Calls	102	113	74	121	88
Officer-Initiated Calls	272	215	206	217	284
Fire/EMS Assistance Calls	4F/2E	5F/2E	4F	5F 3E	4
Motorist/Other Assistance Calls	54	50	39	51	28
Traffic Stops	42	50	42	40	24
Parking Issues	7	4	5	7	9
Burglar/Fire Alarm Responses	1B/1F	3B	4B	4B	6
Residential House/Building Checks	282	233	264	116	87
Ordinance violations	19	16	18	9	17
LE Agency Assistance Calls	11	13	16	22	47
Animal Calls	2	9	2	8	2
Larcenies	0	0	2	0	0
B&E Calls	0	1	1	0	0
Suspicious Person/Vehicle Investigations	25V/2P	15V/5P	8V 9P	12V 5P	16
Disturbance Calls	6	4	3	3	15
Accident Responses	0	0	0	0	4
Auxiliary Hours Worked	32R/24T	32R	40R 36/O	32R 88/O	32R 48/O
Truck turns at gate	0	0	1	4	7

- Town Service: 506
- MRA Service: 175
- College Service: 29
- On 09/02/2016 MPD received a call reference a subject refusing to return a dog to its owner on Greybeard. Officer Blevins got involved and returned the dog to its owner.
- On 09/04/2016 MPD while on patrol found 6 stopwatches on Assembly Drive near the creek. A found property report was made. Investigation continues. On this same date, MPD received a report of 2 lost dogs around Lookout area. The dogs were found and returned to owner. On this same date, MPD participated in a GHSP with SHP, BMPD, and BCSD.
- On 09/07/2016 the owner of the dog incident on 09/02 came by the PD and spoke very highly of Officer Blevins and his assistance in getting her dog back.
- On 09/08/2016 MPD received a call from Campus Police Department reference a student threatening to hurt himself. MPD assisted. Also on this date MD received an email from a home owner on Appalachian Way to enter his residence to check for possible damage to his home.
- On 09/09/2016 two MPD Officers gained entrance to the residence from 09/08 and helped process the scene with BMPD for evidence found at the residence.
- On 09/16/2016 Officer Whitson successfully completed a weeks training and is now a certified radar operator (Slow Down Montreat).

- On 09/28/2016 the MPD Chief received a nice out-of-state phone call from a home owner thanking Officer Ed Teters for spot checking his residence.
- On 09/29/2016 Master Patrol Officer David Arrant completed an intense two-week General Instructor Certification from the state of NC. This is the first MPD Officer state certified since Jack Cordell in the 90s. Great Job Dave! (I know reduced your life expectancy by at least 1 year, but Montreat now has an in-service instructor for state mandated training).

Notes:

- The MPD and Town shredded approximately 2070 pounds of non-compliant state and federal paperwork. We are now compliant with the correct number of years that we have to maintain our paperwork and will follow an annual schedule of shredding going forward.
- The Town Hall Offices are now fully alarmed.
- MPD is hoping to start on a new evidence storage room the next couple of months.
- I would like to thank ALL town employees for their help within on the projects completed (i.e. ; getting a real desk for Angie; reorganizing the interior space of the Town Service Building...a work in progress; the cleanup, organization, and landscaping of the parking area and behind MRAs maintenance building)
- Swannanoa, Oteen, and Black Mountain areas have recently had a significant number of car B&E's (between 12 to 20). Suspects are 2 white males and 1 white female. These subjects were seen checking for UNLOCKED vehicles and thousands of dollars have been stolen from these UNLOCKED vehicles. Please secure your vehicles and report any suspicious activity by calling dispatch.

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

	FYE 2017 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget %	Statement Period	Variance	8/31/15
								<b>2</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 953,900.00		\$ -			\$ 953,900.00				
Other taxes and licenses	\$ 413,700.00		\$ -			\$ 413,700.00				
Unrestricted intergovernmental	\$ 105,500.00		\$ -			\$ 105,500.00				
Permits and Fees	\$ 45,700.00	\$ 1,235.00	\$ 6,307.09	\$ 7,542.09	\$ 10,196.90	\$ 38,157.91				
Community Service Fee	\$ 45,000.00	\$ 9,514.00	\$ -	\$ 9,514.00	\$ 30,086.00	\$ 35,486.00				
Sales and Services	\$ 13,000.00	\$ 1,219.00	\$ 473.00	\$ 1,692.00	\$ 1,287.09	\$ 11,308.00				
Investment earnings	\$ 2,200.00	\$ 165.17	\$ 160.92	\$ 326.09	\$ 139.58	\$ 1,873.91				
Other revenues	\$ 4,000.00	\$ 3,244.10	\$ 869.77	\$ 4,113.87	\$ 1,482.00	\$ (113.87)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 15,377.27	\$ 7,810.78	\$ 23,188.05	\$ 43,191.57	\$ 1,559,811.95	1.46%	16.67%	-15.20%	-13.76%
<i>Restricted intergovernmental</i>	\$ 173,200.00		\$ -		\$ 56,767.79	\$ 173,200.00				
<i>Contributions - Landcare</i>	\$ -		\$ -		\$ -	\$ -				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	<b>1,756,200.00</b>	<b>15,377.27</b>	<b>7,810.78</b>	<b>23,188.05</b>	<b>\$ 99,959.36</b>	<b>1,733,011.95</b>	1.32%	16.67%	-15.35%	-12.17%
<b>Expenditures:</b>										
Governing Body	\$ 85,500.00	\$ 798.07	\$ 5,364.09	\$ 6,162.16	\$ 9,444.18	\$ 79,337.84	7.21%	16.67%	9.46%	7.65%
Administration	\$ 292,400.00	\$ 47,032.33	\$ 19,398.16	\$ 66,430.49	\$ 53,137.64	\$ 225,969.51	22.72%	16.67%	-6.05%	-2.12%
Public Buildings	\$ 140,300.00	\$ 33,685.99	\$ 517.46	\$ 34,203.45	\$ 35,639.51	\$ 106,096.55	24.38%	16.67%	-7.71%	-8.80%
Police	\$ 369,000.00	\$ 26,986.17	\$ 28,410.21	\$ 55,396.38	\$ 66,693.26	\$ 313,603.62	15.01%	16.67%	1.65%	-1.58%
Building & Zoning	\$ 84,200.00	\$ 8,093.47	\$ 5,917.32	\$ 14,010.79	\$ 13,846.71	\$ 70,189.21	16.64%	16.67%	0.03%	-0.18%
Public Works	\$ 80,400.00	\$ 7,075.97	\$ 5,755.16	\$ 12,831.13	\$ 14,694.21	\$ 67,568.87	15.96%	16.67%	0.71%	-0.40%
Streets	\$ 695,000.00	\$ 18,329.14	\$ 13,799.61	\$ 32,128.75	\$ 39,223.04	\$ 662,871.25	4.62%	16.67%	12.04%	13.58%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 1,400.28	\$ -	0.00%	16.67%	0.00%	14.17%
Sanitation	\$ 114,200.00	\$ 6,326.29	\$ 9,258.81	\$ 15,585.10	\$ 19,250.52	\$ 98,614.90	13.65%	16.67%	3.02%	-0.28%
Env/Cons/Rec	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00	0.00%	16.67%	16.67%	16.67%
Total expenditures	<b>1,879,000.00</b>	<b>\$ 148,327.43</b>	<b>\$ 88,420.82</b>	<b>\$ 236,748.25</b>	<b>\$ 253,329.35</b>	<b>\$ 1,642,251.75</b>	12.60%	16.67%	4.07%	6.58%
<b>Revenues over expenditures</b>	<b>(122,800.00)</b>	<b>\$ (132,950.16)</b>	<b>\$ (80,610.04)</b>	<b>\$ (213,560.20)</b>	<b>\$ (153,369.99)</b>	<b>\$ 90,760.20</b>				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing source	<b>\$ 122,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,800.00</b>				
Revenues and other sources over expenditures and other uses	<b>\$ -</b>	<b>\$ (132,950.16)</b>	<b>\$ (80,610.04)</b>	<b>\$ (213,560.20)</b>	<b>\$ (153,369.99)</b>	<b>\$ 213,560.20</b>				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 926,700.00	\$ 81,493.25	\$ 66,389.40	\$ 147,882.65	\$ 166,089.45	\$ 778,817.35				
Other Operating	\$ 399,800.00	\$ 64,524.38	\$ 21,893.48	\$ 86,417.86	\$ 87,239.90	\$ 313,382.14				
<i>CIP/Grant Projects</i>	\$ 552,500.00	\$ 2,309.80	\$ 137.94	\$ 2,447.74	\$ -	\$ 550,052.26				
Total Expenditures	<b>\$ 1,879,000.00</b>	<b>\$ 148,327.43</b>	<b>\$ 88,420.82</b>	<b>\$ 236,748.25</b>	<b>\$ 253,329.35</b>	<b>\$ 1,642,251.75</b>				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended August, 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 2	Variance	8/31/15
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 32,387.83	\$ 26,698.72	\$ 59,086.55	\$ 60,444.29	\$ 249,413.45				
Investment earnings	\$ 500.00	\$ 20.08	\$ 19.79	\$ 39.87	\$ 13.28	\$ 460.13				
Other revenues	\$ 27,500.00	\$ 508.49	\$ 203.01	\$ 711.50	\$ 2,485.29	\$ 26,788.50				
Subtotal - Normal Operating	\$ 336,500.00	\$ 32,916.40	\$ 26,921.52	\$ 59,837.92	\$ 62,942.86	\$ 276,662.08				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 32,916.40	\$ 26,921.52	\$ 59,837.92	\$ 62,942.86	\$ 276,662.08	17.78%	16.67%	1.12%	2.58%
<b>Expenditures:</b>										
Water Department	\$ 336,500.00	\$ 3,653.68	\$ 2,879.45	\$ 6,533.13	\$ 13,583.62	\$ 329,966.87	1.94%	16.67%	14.73%	12.51%
Total expenditures	\$ 336,500.00	\$ 3,653.68	\$ 2,879.45	\$ 6,533.13	\$ 13,583.62	\$ 329,966.87	1.94%	16.67%	14.73%	12.51%
<b>Revenues over expenditures</b>	\$ -	\$ 29,262.72	\$ 24,042.07	\$ 53,304.79	\$ 49,359.24	\$ (53,304.79)				
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	\$ -	\$ 29,262.72	\$ 24,042.07	\$ 53,304.79	\$ 49,359.24	\$ (53,304.79)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -		\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 3,653.68	\$ 2,879.45	\$ 6,533.13	\$ 13,583.62	\$ 272,966.87				
CIP/Grant Projects	\$ 57,000.00		\$ -	\$ -	\$ -	\$ 57,000.00				
Total Expenditures	\$ 336,500.00	\$ 445,641.85	\$ 2,879.45	\$ 6,533.13	\$ 13,583.62	\$ 329,966.87				

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Fiscal Year: 2017  
Fiscal Month Range: 2-2

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: August 31, 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	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	0.00	0.00	953,400.00	0.00
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	0.00	0.00	2,000.00	0.00
LOCAL SALES TAX	10-00-3065-100	400,000.00	0.00	0.00	400,000.00	0.00
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,600.00	0.00	0.00	11,600.00	0.00
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	0.00	100,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	0.00	500.00	0.00
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	0.00	3,000.00	0.00
GRANT PROCEEDS - FEDERAL	10-10-3310-300	133,200.00	0.00	0.00	133,200.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	0.00	40,000.00	0.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	696.97	1,743.94	-1,743.94	0.00
REIMBURSEMENT OF EXPENDITURE	10-10-3345-300	0.00	0.00	606.13	-606.13	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	0.00	200.00	0.00
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	6,307.09	7,542.09	37,457.91	16.76
SANITATION FEES	10-10-3435-400	10,000.00	0.00	0.00	10,000.00	0.00
BACK DOOR PICKUP	10-10-3435-410	0.00	240.00	1,015.00	-1,015.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	25.00	165.00	-165.00	0.00
PAYT	10-10-3435-430	0.00	208.00	512.00	-512.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	9,514.00	35,486.00	21.14
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	144.05	292.35	1,707.65	14.61
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.87	33.74	166.26	16.87
MISC REVENUE	10-00-3815-800	1,000.00	172.80	263.80	736.20	26.38
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	122,800.00	0.00	0.00	122,800.00	0.00

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: August 31, 2016  
**10 GENERAL FUND**

Selected Department    *Page 2*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
TOTAL FUND REVENUE:		1,879,000.00	7,810.78	23,188.05	1,855,811.95	1.23

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Fiscal Year: 2017  
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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: August 31, 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	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	4,168.75	4,667.50	0.00	54,332.50	7.91
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	0.00	0.00	500.00	0.00
ADVERTISING	10-00-4100-260	5,000.00	1,104.50	1,104.50	0.00	3,895.50	22.09
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	90.84	290.16	0.00	1,509.84	16.12
SALARY CONTINGENCY	10-00-4100-332	13,500.00	0.00	0.00	0.00	13,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-5,400.00	0.00	0.00	0.00	-5,400.00	0.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	5,364.09	6,162.16	0.00	79,337.84	7.20



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

Selected Department Page 2  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	13,084.92	35,257.23	0.00	146,542.77	19.39
FICA EXPENSE	10-00-4200-050	13,900.00	1,000.99	2,704.97	0.00	11,195.03	19.46
GROUP INSURANCE	10-00-4200-060	24,900.00	1,554.72	3,669.09	0.00	21,230.91	14.73
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,288.41	3,798.13	0.00	18,501.87	17.03
POSTAGE	10-00-4200-100	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TELEPHONE	10-00-4200-110	5,200.00	465.62	865.24	0.00	4,334.76	16.63
TRAVEL & TRAINING	10-00-4200-140	4,000.00	138.16	1,083.28	0.00	2,916.72	27.08
M & R EQUIPMENT	10-00-4200-160	25,000.00	841.00	16,286.93	0.00	8,713.07	65.14
ADVERTISING	10-00-4200-260	1,800.00	0.00	0.00	0.00	1,800.00	0.00
OFFICE EXPENSE	10-00-4200-320	3,000.00	785.10	908.48	0.00	2,091.52	30.28
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	83.94	83.94	0.00	916.06	8.39
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	97.30	300.20	0.00	899.80	25.01
CONTRACT SERVICES	10-00-4200-450	21,000.00	0.00	0.00	0.00	21,000.00	0.00
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	0.00	0.00	-18,500.00	0.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	58.00	1,473.00	0.00	1,827.00	44.63
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		292,400.00	19,398.16	66,430.49	0.00	225,969.51	22.71

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

Selected Department Page 3  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	231.09	365.98	0.00	2,634.02	12.19
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	145.70	116.32	0.00	2,383.68	4.65
M & R EQUIPMENT	10-00-5000-160	6,400.00	140.67	494.48	0.00	5,905.52	7.72
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	0.00	0.00	-8,800.00	0.00
INSURANCE	10-00-5000-540	37,000.00	0.00	33,226.67	0.00	3,773.33	89.80
CAPITAL OUTLAY	10-00-5000-730	100,000.00	0.00	0.00	0.00	100,000.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		140,300.00	517.46	34,203.45	0.00	106,096.55	24.37

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

Selected Department Page 4  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	17,915.62	36,287.83	0.00	196,412.17	15.59
FICA EXPENSE	10-10-5100-050	17,800.00	1,362.18	2,759.31	0.00	15,040.69	15.50
GROUP INSURANCE	10-10-5100-060	41,500.00	3,886.79	7,329.01	0.00	34,170.99	17.66
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	2,193.27	4,487.03	0.00	25,812.97	14.80
TELEPHONE	10-10-5100-110	2,000.00	185.49	370.98	0.00	1,629.02	18.54
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	5,000.00	1,875.00	1,875.00	0.00	3,125.00	37.50
M & R AUTO	10-10-5100-170	4,000.00	44.95	44.95	0.00	3,955.05	1.12
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	10,000.00	106.71	1,207.46	0.00	8,792.54	12.07
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	840.20	1,034.81	0.00	1,465.19	41.39
UNIFORMS	10-10-5100-360	1,700.00	0.00	0.00	0.00	1,700.00	0.00
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	0.00	0.00	19,200.00	0.00
TOTAL DEPT: (5100) POLICE		369,000.00	28,410.21	55,396.38	0.00	313,603.62	15.01

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

Selected Department *Page 5*  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	7,917.17	0.00	42,982.83	15.55
FICA EXPENSE	10-10-5400-050	3,900.00	294.42	603.27	0.00	3,296.73	15.46
GROUP INSURANCE	10-10-5400-060	8,300.00	777.36	1,465.79	0.00	6,834.21	17.66
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	474.92	972.04	0.00	5,327.96	15.42
TELEPHONE	10-10-5400-110	800.00	43.78	87.56	0.00	712.44	10.94
TRAVEL & TRAINING	10-10-5400-140	2,500.00	223.20	273.20	0.00	2,226.80	10.92
M & R EQUIPMENT	10-10-5400-160	3,800.00	0.00	0.00	0.00	3,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	0.00	0.00	700.00	0.00
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	0.00	0.00	800.00	0.00
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	0.00	2,316.76	0.00	1,183.24	66.19
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	75.00	75.00	0.00	1,175.00	6.00
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	180.00	300.00	0.00	400.00	42.85
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,917.32	14,010.79	0.00	70,189.21	16.63

09/29/16 Fiscal Year: 2017  
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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: August 31, 2016  
**10 GENERAL FUND**

Selected Department Page 6  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,800.00	4,096.74	8,394.28	0.00	46,405.72	15.31
FICA EXPENSE	10-20-5550-050	4,200.00	313.41	642.18	0.00	3,557.82	15.29
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	777.36	1,465.79	0.00	6,834.21	17.66
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	505.54	1,034.72	0.00	5,765.28	15.21
TELEPHONE	10-20-5550-110	700.00	62.11	124.22	0.00	575.78	17.74
TRAVEL & TRAINING	10-20-5550-140	1,200.00	0.00	0.00	0.00	1,200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,500.00	0.00	309.94	0.00	3,190.06	8.85
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	0.00	0.00	2,500.00	0.00
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	860.00	0.00	1,640.00	34.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	0.00	0.00	0.00	-5,100.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	5,755.16	12,831.13	0.00	67,568.87	15.95

09/29/16 Fiscal Year: 2017  
 10:25:49 Fiscal Month Range:2-2  
 (D)

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

Selected Department Page 7  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	5,090.32	13,692.53	0.00	97,707.47	12.29
FICA EXPENSE	10-20-5600-050	8,600.00	685.76	1,343.83	0.00	7,256.17	15.62
GROUP INSURANCE	10-20-5600-060	24,900.00	2,332.08	4,397.37	0.00	20,502.63	17.66
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,106.19	2,003.18	0.00	11,696.82	14.62
TRAVEL & TRAINING	10-20-5600-140	2,000.00	285.00	285.00	0.00	1,715.00	14.25
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	0.00	0.00	3,500.00	0.00
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	0.00	878.38	0.00	7,121.62	10.98
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	50.67	445.87	0.00	4,554.13	8.91
REPAIRING AND WIDENING	10-20-5600-340	40,000.00	0.00	0.00	0.00	40,000.00	0.00
UNIFORMS	10-20-5600-360	2,000.00	0.00	199.99	0.00	1,800.01	10.00
CONTRACT SERVICE	10-20-5600-450	12,000.00	1,150.00	1,444.00	0.00	10,556.00	12.03
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	0.00	0.00	-49,000.00	0.00
CAPITAL OUTLAY	10-20-5600-730	436,500.00	137.94	2,447.74	0.00	434,052.26	0.56
STREET LIGHTING	10-20-5600-740	23,500.00	1,843.44	3,699.64	0.00	19,800.36	15.74
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5600-750	8,000.00	1,118.21	1,291.22	0.00	6,708.78	16.14
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	0.00	0.00	4,500.00	0.00
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SURVEYS AND MAPPING	10-20-5600-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SNOW REMOVAL	10-20-5600-770	2,000.00	0.00	0.00	0.00	2,000.00	0.00
DEBT PAYMENT	10-20-5600-900	29,400.00	0.00	0.00	0.00	29,400.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		695,000.00	13,799.61	32,128.75	0.00	662,871.25	4.62

09/29/16 Fiscal Year: 2017  
 10:25:49 Fiscal Month Range:2-2  
 (D)

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

Selected Department Page 8  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	5,161.12	0.00	28,538.88	15.31
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,466.00	3,954.00	0.00	11,046.00	26.36
FICA EXPENSE	10-30-5800-050	2,600.00	192.68	394.82	0.00	2,205.18	15.18
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	777.36	1,465.79	0.00	6,834.21	17.66
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.82	636.17	0.00	3,563.83	15.14
TELEPHONE	10-30-5800-110	750.00	43.78	87.56	0.00	662.44	11.67
UTILITIES	10-30-5800-130	500.00	40.32	80.98	0.00	419.02	16.19
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	1,500.00	0.00	0.00	0.00	1,500.00	0.00
AUTO SUPPLIES	10-30-5800-310	5,000.00	0.00	251.14	0.00	4,748.86	5.02
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
UNIFORMS	10-30-5800-360	750.00	0.00	0.00	0.00	750.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,755.32	2,399.83	0.00	10,100.17	19.19
TIPPING FEES	10-30-5800-550	12,000.00	1,153.69	1,153.69	0.00	10,846.31	9.61
CAPITAL OUTLAY - SANIT	10-30-5800-730	16,000.00	0.00	0.00	0.00	16,000.00	0.00
TOTAL DEPT: (5800) SANITATION		114,200.00	9,258.81	15,585.10	0.00	98,614.90	13.64

09/29/16 Fiscal Year: 2017  
 10:25:49 Fiscal Month Range:2-2  
 (D)

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: August 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 (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	0.00	0.00	10,000.00	0.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	0.00	0.00	0.00	18,000.00	0.00
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	88,420.82	236,748.25	0.00	1,642,251.75	12.59



09/29/16  
10:26:14

Fiscal Year: 2017  
Fiscal Month Range: 2-2

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: August 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 To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	0.00	20,000.00	0.00
WATER SALES	30-91-3500-500	143,500.00	12,623.42	31,007.03	112,492.97	21.60
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,075.30	28,079.52	136,920.48	17.01
BILLING FEE REVENUE	30-91-3500-800	1,000.00	89.95	179.55	820.45	17.95
WATER TAPS	30-91-3505-500	2,000.00	0.00	0.00	2,000.00	0.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	150.00	225.00	775.00	22.50
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.79	39.87	460.13	7.97
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	3,000.00	0.00	294.25	2,705.75	9.80
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-36.94	12.70	-12.70	0.00
TOTAL FUND REVENUE:		336,500.00	26,921.52	59,837.92	276,662.08	17.78
TOTAL REVENUE:		2,215,500.00	34,732.30	83,025.97	2,132,474.03	3.74%

09/29/16 Fiscal Year: 2017  
 10:25:49 Fiscal Month Range:2-2  
 (D)

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

Selected Department *Page 10*  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	280.00	310.00	0.00	8,190.00	3.64
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	190.45	0.00	2,809.55	6.34
TELEPHONE	30-91-8100-110	2,500.00	168.01	336.02	0.00	2,163.98	13.44
UTILITIES	30-91-8100-130	30,600.00	2,177.34	4,469.49	0.00	26,130.51	14.60
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R WELLS	30-91-8100-150	28,000.00	0.00	0.00	0.00	28,000.00	0.00
M & R EQUIPMENT	30-91-8100-160	10,000.00	254.10	254.10	0.00	9,745.90	2.54
AUTO SUPPLIES	30-91-8100-310	5,500.00	0.00	696.76	0.00	4,803.24	12.66
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	276.31	0.00	2,223.69	11.05
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	0.00	0.00	86,800.00	0.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY	30-91-8100-730	57,000.00	0.00	0.00	0.00	57,000.00	0.00
DEBT PAYMENT	30-91-8100-900	97,600.00	0.00	0.00	0.00	97,600.00	0.00
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	2,879.45	6,533.13	0.00	329,966.87	1.94
TOTAL FUND: (30) WATER FUND		336,500.00	2,879.45	6,533.13	0.00	329,966.87	1.94
TOTAL EXPENDITURES		2,215,500.00	91,300.27	243,281.38	0.00	1,972,218.62	10.98

Town of Montreat  
September 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>
DuBose	Richard	160 Woodland Road	N/A	5201	9/7/2016	Electrical - Add Circuits/Devices
Potter	John	183 Mississippi Road	N/A	5202	9/7/2016	Plumbing - Add Ice Maker
Long	Peggy	438 South Carolina Terrace	N/A	5203	9/7/2016	Residential - Enclose Laundry Area
MRA		309-B Collegiate Circle	N/A	5204	9/7/2016	Commercial - Interior Alterations
Jackson	William	184 Mississippi Road	N/A	5205	9/13/2016	Mechanical - Change Out
Montreat College		310 Gaither Circle	N/A	5206	9/13/2016	Mechanical - Change Out
Montreat College		307 Lookout Road	N/A	5207	9/13/2016	Mechanical - Change Out
Cabin in the Sky LLC		169 Oak Lane	N/A	5208	9/15/2016	Plumbing Repairs
Little	John	126 Eastminster Terrace	N/A	5209	9/16/2016	Mechanical - Change Out
Montreat College		307 Lookout Road	N/A	5210	9/22/2016	Electrical - Replace Devices
Rogers	Sally	129 Assembly Drive	N/A	5211	9/23/2016	Electrical - Add Circuits/Devices
Gant	Anne	234 Texas Spur Road	N/A	5212	9/28/2016	Engineered Segmental Retaining Wall
MRA		Assembly Drive (Gate)	N/A	5213	9/28/2016	Engineered Repairs to Stone Archway/Building

ZONING ACTIVITY

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

BUILDING INSPECTIONS

Building Permit Applications: 13  
Building Inspections Requested: 29  
Re-inspections Requested/Required: 6  
Fire Inspections Requested/Required: None  
Fire Permit Applications: None

Totals

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

Totals

Building Permits Issued: 13  
Pending Building Permits: None  
Building Inspections Performed: 35  
\*Stop Work Order Issued: None  
\*\*Defective Building Posted: None  
Denied Building Permits: None  
Fire Inspections Performed: None  
Fire Re-Inspections Performed: None  
Fire Permits Issued: None

# Combo Basic Report

Permits for 09/01/2016 to 09/30/2016

Report Date 09/30/2016

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Source: Electrical      Permit: U2012-5201      Date Issued: 09/07/2016      Permit Expires: 03/07/2017      ID: 100401-E000130  
Applicant: DAVID COOPER ELECTRIC INC.: CO      Location: 160 WOODLAND RD  
Permit Type: ADD RECEPTACLES      Structure: EXISTING HOME      Cost Est: 0  
Property Owner: RICHARD T DUBOSE      PIN: 071075430200000

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Source: Plumbing      Permit: U2012-5202      Date Issued: 09/07/2016      Permit Expires: 03/07/2017      ID: 100550-P000135  
Applicant: BARLOWE PLUMBING SERVICE, INC.      Location: 183 MISSISSIPPI RD  
Permit Type: PLUMBING      Structure: EXISTING HOME      Cost Est: 0  
Property Owner: JOHN R POTTER      PIN: 071065815900000

---

Source: Building      Permit: U2012-5203      Date Issued: 09/07/2016      Permit Expires: 03/07/2017      ID: 100377-B000642  
Applicant: RUFUS LONG      Location: 438 SOUTH CAROLINA TER  
Permit Type: RES. IMPROVEMENTS      Structure: EXISTING HOME      Cost Est: 4000  
Property Owner: PEGGY B LONG      PIN: 072018128200000

---

Source: Building      Permit: U2012-5204      Date Issued: 09/07/2016      Permit Expires: 03/07/2017      ID: 200103-B000643  
Applicant: DSH CONSTRUCTION LLC: HENSLEY      Location: 309-B COLLEGIATE CIRCLE  
Permit Type: COMM. IMPROVEMENTS      Structure: HICKORY LODGE      Cost Est: 50000  
Property Owner: MOUNTAIN RETREAT ASSOCIATION      PIN: 071096238500000-HICKOR

---

Source: Mechanical      Permit: U2012-5205      Date Issued: 09/13/2016      Permit Expires: 09/13/2017      ID: 100071-M000259  
Applicant: J.B.'S HEATING & COOLING: GUTH      Location: 184 MISSISSIPPI RD  
Permit Type: CHANGE OUT      Structure: EXISTING SFR/RENTAL      Cost Est: 0  
Property Owner: WILLIAM W JACKSON      PIN: 071065902100000

---

Source: Mechanical      Permit: U2012-5206      Date Issued: 09/13/2016      Permit Expires: 09/13/2017      ID: 200020-M000260  
Applicant: HAYNES HEATING & COOLING:      Location: 310 GAITHER CIRCLE  
Permit Type: CHANGE OUT      Structure: ADVANCEMENT OFFICES      Cost Est: 0  
Property Owner: MONTREAT ANDERSON COLLEGE, INC.      PIN: 072006725100000-GC

---

Source: Mechanical      Permit: U2012-5207      Date Issued: 09/13/2016      Permit Expires: 09/13/2017      ID: 200071-M000261  
Applicant: HAYNES HEATING & COOLING:      Location: 307 LOOKOUT ROAD  
Permit Type: CHANGE OUT      Structure: BELK - I.T. OFFICES      Cost Est: 0  
Property Owner: MONTREAT COLLEGE      PIN: 072006828000000-BELK

---

Source: Plumbing      Permit: U2012-5208      Date Issued: 09/15/2016      Permit Expires: 03/15/2017      ID: 100695-P000136  
Applicant: BARLOWE PLUMBING SERVICE, INC.      Location: 169 OAK LN  
Permit Type: PLUMBING REPAIRS      Structure: EXISTING HOME      Cost Est: 0  
Property Owner: CABIN IN THE SKY LLC      PIN: 071076133400000

---

Source: Mechanical      Permit: U2012-5209      Date Issued: 09/16/2016      Permit Expires: 09/16/2017      ID: 100846-M000262  
Applicant: BULLMAN HEATING & AIR, INC.: B      Location: 126 EASTMINSTER TER  
Permit Type: CHANGE OUT      Structure: EXISTING SFR/RENTAL      Cost Est: 0  
Property Owner: JOHN M LITTLE JR      PIN: 071073389100000

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# Combo Basic Report

Permits for 09/01/2016 to 09/30/2016

Report Date 09/30/2016

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Source: Electrical Permit: U2012-5210 Date Issued: 09/22/2016 Permit Expires: 03/22/2017 ID:200071-E000131

Applicant: JENN ELECTRIC COMPANY: WAYNE Location: 307 LOOKOUT ROAD

Permit Type: REPLACE DEVICES Structure: BELK BUILDING Cost Est: 0

Property Owner: MONTREAT COLLEGE PIN: 072006828000000-BELK

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Source: Electrical Permit: U2012-5211 Date Issued: 09/23/2016 Permit Expires: 09/23/2017 ID:100234-E000132

Applicant: HUGH C. GILLIAM: GILLIAM HUGH Location: 129 ASSEMBLY DR

Permit Type: ADD BRANCH CIRCUITS Structure: EXISTING HOME Cost Est: 0

Property Owner: SALLY OTTS ROGERS PIN: 071064877900000

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Source: Building Permit: U2012-5212 Date Issued: 09/28/2016 Permit Expires: 09/28/2017 ID:200027-B000644

Applicant: MARK BARKER Location: 234 TEXAS SPUR ROAD

Permit Type: RETAINING WALL Structure: ENG. SEG. RET. WALL Cost Est: 12000

Property Owner: KATHRYN ANNE GANT PIN: 071085820500000

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Source: Building Permit: U2012-5213 Date Issued: 09/28/2016 Permit Expires: 03/28/2017 ID:200070-B000645

Applicant: DSH CONSTRUCTION LLC: HENSLEY Location: ASSEMBLY DRIVE

Permit Type: COMM. REPAIRS Structure: MONTREAT GATE Cost Est: 60000

Property Owner: MOUNTAIN RETREAT ASSOCIATION PIN: 072100597200000-FG

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# Fee Detail Subsort Report

Report for 07/01/2016 to 09/30/2016

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5182	07/11/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Project	U2012-5183	07/12/2016	WALKWAY	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Building	U2012-5184	07/12/2016	RES.	PERMIT		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Mechanical	U2012-5186	07/14/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5187	07/14/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5189	07/21/2016	CHANGE OUT	MECHANICAL	25506738	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5190	07/29/2016	PLUMBING	PLUMBING	25686147	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5191	08/01/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5192	08/08/2016	RES.	PERMIT		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Building	U2012-5193	08/08/2016	RES.	ELECTRICAL	25899042	\$100.00	
Building	U2012-5193	08/08/2016	RES.	ADJUSTMENT	25899042	\$-30.00	
Building	U2012-5193	08/08/2016	RES.	PERMIT	25899042	\$30.00	
Building	U2012-5193	08/08/2016	RES.	PLUMBING	25899042	\$100.00	
Item Count	4				Fee Totals	\$200.00	
Building	U2012-5194	08/09/2016	RES.	HR FUND		\$10.00	
Building	U2012-5194	08/09/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5194	08/09/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5194	08/09/2016	RES.	PERMIT		\$150.00	
Item Count	4				Fee Totals	\$360.00	
Building	U2012-5195-E	08/12/2016	COMM.	ELECTRICAL	25946002	\$100.00	
Item Count	1				Fee Totals	\$100.00	

# Fee Detail Subsort Report

Report for 07/01/2016 to 09/30/2016

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5196	08/10/2016	COMM.	COMM.		\$5,147.09	
Item Count	1				Fee Totals	\$5,147.09	
Building	U2012-5197	08/16/2016	OCCUPANCY	CERT OF OCC	26075219	\$150.00	
Item Count	1				Fee Totals	\$150.00	
Plumbing	U2012-5198	08/16/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5199	08/17/2016	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5200	08/19/2016	RES.	PERMIT		\$48.00	
Building	U2012-5200	08/19/2016	RES.	ADJUSTMENT		\$2.00	
Item Count	2				Fee Totals	\$50.00	
Electrical	U2012-5201	09/07/2016	ADD	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5202	09/07/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5203	09/07/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5203	09/07/2016	RES.	PERMIT		\$50.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5204	09/07/2016	COMM.	MECHANICAL		\$200.00	
Building	U2012-5204	09/07/2016	COMM.	ELECTRICAL		\$200.00	
Building	U2012-5204	09/07/2016	COMM.	COMM.		\$500.00	
Item Count	3				Fee Totals	\$900.00	
Mechanical	U2012-5205	09/13/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5206	09/13/2016	CHANGE OUT	MECHANICAL	26605424	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5208	09/15/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5209	09/16/2016	CHANGE OUT	MECHANICAL		\$100.00	



# Fee Detail Subsort Report

Report for 07/01/2016 to 09/30/2016

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5210	09/22/2016	REPLACE	ELECTRICAL	26785813	\$100.00	
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5211	09/23/2016	ADD BRANCH	ELECTRICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5213	09/28/2016	COMM. REPAIRS	COMM. REPAIRS		\$700.00	
Item Count	1					Fee Totals	\$700.00
Item Count	38					Fee Totals	\$9,732.09



# Fee Detail Subsort Report

Report for 07/01/2015 to 09/30/2015

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5087	07/06/2015	RES. REPAIRS	RES. REPAIRS		\$90.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$90.00</b>	
Building	U2012-5088	07/07/2015	COMM.	COMM.		\$3,000.00	
Building	U2012-5088	07/07/2015	COMM.	ELECTRICAL		\$200.00	
Building	U2012-5088	07/07/2015	COMM.	PLUMBING (X2)		\$200.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$3,400.00</b>	
Mechanical	U2012-5089	07/09/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5090	07/13/2015	RES.	PERMIT		\$56.70	
Building	U2012-5090	07/13/2015	RES.	HR FUND		\$10.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$66.70</b>	
Mechanical	U2012-5091	07/14/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Plumbing	U2012-5092	07/14/2015	PLUMBING	PLUMBING		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5093	07/15/2015	COMM.	COMM.	19073109	\$300.00	
Building	U2012-5093	07/15/2015	COMM.	WORK W/O	19073109	\$300.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$600.00</b>	
Building	U2012-5094	07/16/2015	RES. REPAIRS	RES. REPAIRS		\$40.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$40.00</b>	
Building	U2012-5095	07/21/2015	RES.	PERMIT		\$516.00	
Building	U2012-5095	07/21/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5095	07/21/2015	RES.	GAS		\$75.00	
Building	U2012-5095	07/21/2015	RES.	MECHANICAL		\$200.00	
Building	U2012-5095	07/21/2015	RES.	HR FUND		\$10.00	
Building	U2012-5095	07/21/2015	RES.	CERT OF OCC		\$60.00	
Building	U2012-5095	07/21/2015	RES.	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>7</b>				<b>Fee Totals</b>	<b>\$1,161.00</b>	
Mechanical	U2012-5096	07/22/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5097	07/22/2015	COMM.	COMM.	19185541	\$300.00	

# Fee Detail Subsort Report

Report for 07/01/2015 to 09/30/2015

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1				Fee Totals	\$300.00	
Electrical	U2012-5098	07/30/2015	ADD	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5099	07/31/2015	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5100	08/03/2015	TELECOM	PLAN REVIEW		\$500.00	
Building	U2012-5100	08/03/2015	TELECOM	IM STUDY REVIEW		\$500.00	
Item Count	2				Fee Totals	\$1,000.00	
Building	U2012-5101	08/03/2015	DECK REPLACE	DECK REPLACE		\$108.00	
Item Count	1				Fee Totals	\$108.00	
Building	U2012-5102	08/03/2015	RES.	PERMIT		\$90.00	
Item Count	1				Fee Totals	\$90.00	
Building	U2012-5103	08/04/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5103	08/04/2015	RES.	PERMIT		\$660.00	
Building	U2012-5103	08/04/2015	RES.	ELECTRICAL		\$100.00	
Item Count	3				Fee Totals	\$960.00	
Plumbing	U2012-5104	08/05/2015	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5106	08/05/2015	CHANGE OUT	MECHANICAL	19437042	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5107	08/17/2015	ADD INDOOR	ELECTRICAL	19612670	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5108	08/17/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5108	08/17/2015	RES. REPAIRS	RES. REPAIRS		\$88.20	
Item Count	2				Fee Totals	\$188.20	
Electrical	U2012-5109	08/20/2015	SERVICE	INSPECTION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5110	08/20/2015	RES.	HR FUND		\$10.00	
Building	U2012-5110	08/20/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5110	08/20/2015	RES.	PERMIT		\$360.00	

# Fee Detail Subsort Report

Report for 07/01/2015 to 09/30/2015

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5110	08/20/2015	RES.	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$570.00	
Mechanical	U2012-5111	09/02/2015	GAS	GAS	19880601	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	HEATED AREA		\$1,045.44	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	HR FUND		\$10.00	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	CONCRETE		\$2.40	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	COVERED		\$68.40	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	OPEN DECK		\$26.40	
Building	U2012-5112	09/08/2015	SINGLE FAMILY	MECHANICAL		\$200.00	
Item Count	9				Fee Totals	\$1,812.64	
Building	U2012-5113	09/09/2015	RES. REPAIRS	RES. REPAIRS		\$118.20	
Item Count	1				Fee Totals	\$118.20	
Building	U2012-5114	09/14/2015	RES.	PERMIT		\$90.00	
Building	U2012-5114	09/14/2015	RES.	GAS		\$75.00	
Building	U2012-5114	09/14/2015	RES.	ELECTRICAL		\$200.00	
Building	U2012-5114	09/14/2015	RES.	PLUMBING		\$200.00	
Item Count	4				Fee Totals	\$565.00	
Mechanical	U2012-5115	09/15/2015	NEW	MECHANICAL		\$200.00	
Item Count	1				Fee Totals	\$200.00	
Mechanical	U2012-5116	09/25/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	57				Fee Totals	\$12,444.74	

# Fee Detail Subsort Report

Report for 07/01/2014 to 09/30/2014

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4963-M	08/14/2014	CHANGE OUT	BOILER SYSTEM		\$100.00	
Mechanical	U2012-4963-M	08/14/2014	CHANGE OUT	ADJUSTMENT		\$441.20	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$541.20</b>	
Mechanical	U2012-4984	06/24/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4985	07/03/2014	RES.	ELECTRICAL		\$200.00	
Building	U2012-4985	07/03/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4985	07/03/2014	RES.	PERMIT		\$108.00	
Building	U2012-4985	07/03/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4985	07/03/2014	RES.	HR FUND		\$10.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$618.00</b>	
Building	U2012-4986	07/03/2014	RES.	PERMIT		\$120.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$120.00</b>	
Plumbing	U2012-4987	07/07/2014	PLUMBING	PLUMBING		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-4988	07/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4989	07/16/2014	RES. RE-ROOF	RE-ROOF		\$50.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$50.00</b>	
Building	U2012-4990	07/17/2014	RES	CERT OF OCC		\$60.00	
Building	U2012-4990	07/17/2014	RES	GAS		\$75.00	
Building	U2012-4990	07/17/2014	RES	HR FUND		\$10.00	
Building	U2012-4990	07/17/2014	RES	ELECTRICAL		\$200.00	
Building	U2012-4990	07/17/2014	RES	PLUMBING		\$200.00	
Building	U2012-4990	07/17/2014	RES	MECHANICAL		\$200.00	
Building	U2012-4990	07/17/2014	RES	PERMIT		\$900.00	
<b>Item Count</b>	<b>7</b>				<b>Fee Totals</b>	<b>\$1,645.00</b>	
Mechanical	U2012-4991	08/08/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4992	08/08/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4992	08/08/2014	RES.	PERMIT		\$132.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$232.00</b>	
Building	U2012-4992-A	09/30/2014	RETAINING	RETAINING WALL		\$162.00	

# Fee Detail Subsort Report

Report for 07/01/2014 to 09/30/2014

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1				Fee Totals	\$162.00	
Plumbing	U2012-4993	08/14/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-4994	08/14/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-4995	08/14/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-4996	08/14/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4997	08/20/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4997	08/20/2014	RES.	HR FUND		\$10.00	
Building	U2012-4997	08/20/2014	RES.	PERMIT		\$50.00	
Item Count	3				Fee Totals	\$160.00	
Mechanical	U2012-4999	09/03/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5000	09/04/2014	NEW	MECHANICAL		\$200.00	
Item Count	1				Fee Totals	\$200.00	
Building	U2012-5002	09/04/2014	RES. REPAIRS	ADJUSTMENT		\$7.09	
Building	U2012-5002	09/04/2014	RES. REPAIRS	RES. REPAIRS		\$42.91	
Item Count	2				Fee Totals	\$50.00	
Building	U2012-5003	09/05/2014	RES. REPAIRS	HR FUND		\$10.00	
Building	U2012-5003	09/05/2014	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5003	09/05/2014	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5003	09/05/2014	RES. REPAIRS	RES. REPAIRS		\$90.00	
Item Count	4				Fee Totals	\$300.00	
Building	U2012-5004	09/10/2014	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Project	U2012-5005	09/15/2014	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5006	09/18/2014	SERVICE	ELECTRICAL		\$100.00	

# Fee Detail Subsort Report

Report for 07/01/2014 to 09/30/2014

Sorted by Permit Number

Report Date 09/30/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5037	02/03/2015	TELECOM	ELECTRICAL		\$100.00	
Building	U2012-5037	02/03/2015	TELECOM	COLLOCATION		\$300.00	
Item Count	2				Fee Totals	\$400.00	
Item Count	43				Fee Totals	\$5,678.20	



# Last Inspect Records

Report for 09/01/2016 to 09/30/2016

Report Date 09/30/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	GAS-YARD LINE	Building	09/06/2016	_3:30 PM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	ELECTRICAL INSP.	Building	09/06/2016	_4:00 PM	INCOMPLET	//	DEC
U2012-5201	160 WOODLAND RD	DAVID COOPER	ADD	ELECTRICAL R.I.	Electrical	09/08/2016	09:30 AM	FAILED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	EXT. SITE	Building	09/08/2016	10:00 AM	FAILED	//	DEC
U2012-5201	160 WOODLAND RD	DAVID COOPER	ADD	ELEC. RE-INSPECT	Electrical	09/09/2016	09:30 AM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	MECH. FINAL	Building	09/09/2016	10:00 AM	FAILED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	ELECTRICAL	Building	09/09/2016	10:30 AM	INCOMPLET	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	BUILDING FINAL	Building	09/09/2016	10:45 AM	FAILED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	PLUMBING FINAL	Building	09/09/2016	11:00 AM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	FRMNG.	Building	09/14/2016	_1:00 PM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	BUILDING FINAL	Building	09/15/2016	10:00 AM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	ELECTRICAL	Building	09/15/2016	10:15 AM	FAILED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	MECH. FINAL	Building	09/15/2016	10:30 AM	FAILED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	PLUMBING FINAL	Building	09/15/2016	10:45 AM	APPROVED	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	FRAMING	Building	09/15/2016	11:00 AM	*APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	E & S	Building	09/15/2016	_4:00 PM	COMPLIANC	//	DEC
U2012-5208	169 OAK LN	BARLOWE	PLUMBING	WTR. SERVICE	Plumbing	09/16/2016	10:00 AM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	ELECTRICAL C.O.	Building	09/16/2016	_1:30 PM	APPROVED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	MECHANICAL C.O.	Building	09/16/2016	_1:30 PM	APPROVED	//	DEC
U2012-5202	183 MISSISSIPPI RD	BARLOWE	PLUMBING	PLUMBING	Plumbing	09/16/2016	_3:00 PM	APPROVED	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	ROOF SHEATHING	Building	09/21/2016	_3:00 PM	APPROVED	//	DEC
U2012-5205	184 MISSISSIPPI RD	J.B.'S HEATING &	CHANGE OUT	MECHANICAL	Mechanical	09/22/2016	10:15 AM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	BUILDING FINAL	Building	09/22/2016	_2:00 PM	FAILED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	ELEC. RE-INSPECT	Building	09/22/2016	_2:30 PM	NOT READY	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	MECH.	Building	09/22/2016	_2:45 PM	*APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	PLUMBING FINAL	Building	09/22/2016	_3:00 PM	APPROVED	//	DEC
U2012-5211	129 ASSEMBLY DR	HUGH C. GILLIAM:	ADD BRANCH	U.G. CONDUIT	Electrical	09/23/2016	12:00 PM	NOT READY	//	DEC
U2012-5211	129 ASSEMBLY DR	HUGH C. GILLIAM:	ADD BRANCH	ELEC. RE-INSPECT	Electrical	09/23/2016	_1:30 PM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	PART.	Building	09/26/2016	10:30 AM	APPROVED	//	DA
U2012-5211	129 ASSEMBLY DR	HUGH C. GILLIAM:	ADD BRANCH	U.G. ELECT.	Electrical	09/27/2016	_1:30 PM	APPROVED	//	DA
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	CONSULTATION	Building	09/29/2016	_3:00 PM	*SEE NOTES	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	BUILDING RE-INSP.	Building	09/30/2016	09:00 AM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	EXT. SITE RE-INSP.	Building	09/30/2016	09:15 AM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	ELEC. RE-INSPECT	Building	09/30/2016	09:30 AM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	MECH.	Building	09/30/2016	10:00 AM	APPROVED	//	DEC

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**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: October 13, 2016**

**SUBJECT:** Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X,  
Allowing Lighting Pole-Mounted Banners

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** A  
**Department:** Planning and Zoning  
**Contact:** David Currie  
**Presenter:** David Currie

**BRIEF SUMMARY:** The subject of allowing Lighting Pole-Mounted (LPM) banners first surfaced during the Wayfinding Advisory Committee meetings in 2013 at the request of Montreat College. Recently, the College requested that the Town reconsider incorporating provisions in the zoning ordinance to allow these banners to be displayed. At the direction of Council, Montreat Planning and Zoning Commission met last month to discuss the topic and provided recommended guidelines which staff has prepared as suggested ordinance language.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To call for a Public Hearing on November 10, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance, Article V, Section 501: Definitions and Article X, Section 1005.2: Signs Allowed in the Institutional/Residential and Institutional Zoning Districts

**FUNDING SOURCE:** None

**ATTACHMENTS:** Proposed Revisions to MZO Article V, Section 501: Definitions and Article X, Section 1005.2: Signs Allowed in the Institutional/Residential and Institutional Zoning Districts

**STAFF COMMENTS AND RECOMMENDATIONS:** The Wayfinding Advisory Committee did a lot of work in consideration of LPM banners, as well as in developing a comprehensive document to inform decision making for Montreat's Wayfinding signage needs for years to come. At that time, the topic of LPM banners was "shelved" due to concerns over the Town's ability to effectively regulate the placement and content of banners. A recent federal judiciary decision effectively curtailed the ability of any governmental entity to regulate signs based upon content. This is an extremely important factor to consider in deciding whether to allow banners on lighting poles located on street right-of-way owned by the Town. At the direction of Council, staff has "fast tracked" this item as much as possible so that it may be included in your agenda packet tonight. The suggested ordinance language contains specific recommendations put forth by Planning and Zoning, as well as some definitions that are necessary for the sake of clarification. Please be advised that this revision to the sign ordinance, if passed, still leaves unaddressed the numerous other inconsistencies of our sign ordinance brought to light by the Supreme Court ruling.

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TOWN OF MONTREAT  
ZONING ORDINANCE  
ARTICLE V – DEFINITIONS

(Revised 3/08/2001); (Revised 10/12/2006); (Revised 5/10/2007)  
(Revised 3/13/2008); (Revised 10/08/2009); (Revised (9/12/2013)

501    Definitions.

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Antenna Dimensions:    The length, width, or depth of an antenna, not including any part of its support Structure.

Banner:    A sign, usually made of flexible material that has limited durability - such as paper, woven cloth or plastic.

- Light Pole-Mounted, Banner:    A vertically-oriented rectangular banner that is mounted on a public utility lighting pole by removable, rigid structural supports securing the top and bottom edges of the sign.
- Free-Standing, Banner:    A banner supported at each end by rigid structural shafts, such as poles, posts, trees or equivalent strength vertical members, anchored to the ground or to bases of sufficient mass to resist overturning due to wind force.
- Attached, Banner:    A banner supported by attachment to the face of a building by anchor points spaced at regular intervals about its perimeter.

Bed and Breakfast, Home:    A private owner-occupied residence with one to four guest rooms where overnight accommodations and a morning meal are provided to transients for compensation and where the bed and breakfast use is subordinate and incidental to the main residential use of the building. The homeowner shall reside on site and employment shall not exceed one full-time employee in addition to the owner.

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TOWN OF MONTREAT  
ZONING ORDINANCE  
ARTICLE X - SIGN REGULATIONS

(Revised 6/10/2004); (Revised 7/13/06); (Revised 8/14/2008); (Revised 5/8/2014)

1005.2      Signs Allowed in the Institutional/Residential and Institutional Zoning Districts

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1005.25      Honorarium Signs.      Honorarium Signs shall be permitted if the size and scale are deemed proportionate to the structure and location whereon displayed. Signs may be located on existing rocks, buildings or other structures as approved by the lead entity. Signs shall be constructed of stone or bronze and securely anchored so as to prevent dislocation by weathering or impact. Signs erected above walkways or other areas of public assembly shall be subject to approval by the Building Inspector for adequate anchorage and structural support.

1005.26      Light Pole-Mounted Banners.      Light pole-mounted banners shall be permitted only in the Town Center Overlay (TCO) District in locations and quantities as described herein. Banner support structures shall only be permitted on private property, and if attached to existing lighting poles in conformity with current policies established by the regulating utility and their agreement with the Town. The maximum number of pole-mounted banner support structures that shall be permitted, per property owner, is ten (10). Individual Banner size shall not exceed thirty (30) square feet in aggregate surface area (double-faced), or the maximum area allowed by established policies of the regulating utility – whichever provision is more restrictive. Specific guidance as to the maximum size, height above grade and pedestrian ways, attachment, etc. is available from the regulating utility, and a copy is available for review at the office of the Zoning Official. Banner display structures shall be properly maintained by the permittee, and removed, if unadorned by banner(s) for more than forty-eight (48) hours.

1005.~~26~~<sup>27</sup>      Educational Signs.      Signs that supply information about people, facilities, natural features or other areas of educational or historical interest shall be permitted as Educational Signs. The content of educational signs is subject to review and approval by the Town. Maximum size of such free-standing signs shall not exceed twelve (12) square feet in surface area for pedestal-mounted structures.

1005.3      Temporary Signs Allowed in All Zoning Districts.      Temporary signs, flags, or banners advertising the initial openings of businesses, establishments, special events or special sales may be permitted provided the location of such signs is approved by the Zoning Official. Such signs may be free-standing or attached to

any part of the Building wall and said sign shall not exceed thirty (30) square feet in aggregate surface area and shall meet all other requirements.

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## TOWN OF MONTREAT

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

October 13, 2016

State of North Carolina  
Department of Environment and Natural Resources  
Division of Water Quality

RE: NPDES Stormwater Permit Application  
Duly Authorized Representative Designation

Dear Sir or Madam:

On October 13, 2016, the Montreat Board of Commissioners unanimously appointed David E. Currie as the Town's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) permit. Mr. Currie serves as the Code Administrator/Building Inspector and has oversight and responsibility over stormwater matters.

Sincerely,

Tim Helms  
Mayor

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: October 13, 2016**

**SUBJECT:** Mecklenburg Circle Waterline Proposal

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department: Public Works Department**

**Contact: Steve Freeman**

**Presenter: Steve Freeman**

**BRIEF SUMMARY:** As directed by council and in accordance with the approved Capital Improvement Plan. This proposal submitted by McGill Associates allows them to draw up plans and submit them to the North Carolina Division of Water Quality to obtain proper permits to construct a waterline on Mecklenburg Circle.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To award the proposal from McGill Associates in the amount of \$4300 and to authorize the Mayor and Town Administrator to execute the necessary related documents.

**FUNDING SOURCE:** Water Department Capital Outlay 30-91-8100-730

**ATTACHMENTS:** McGill Proposal for Mecklenburg Circle Water Line Project

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:**



September 29, 2016

Mr. Steve Freeman  
Public Works Director  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

RE: Proposal for Engineering Services  
Water Line Replacement on Mecklenburg Circle  
Town of Montreat  
Buncombe County, North Carolina

Dear Mr. Freeman:

Per your request, McGill Associates is pleased to provide this proposal for engineering services related to the above referenced project. As we understand, the project consists of the replacement of approximately 300 feet of existing 2-inch water line with new 6-inch ductile iron water line and reconnection of four (4) existing service connections.

As part of this project, we propose to provide the following services:

- Prepare permit level drawings and technical specifications for the proposed water line replacement and provide to the Town for review and comment. Note that this proposal does not include surveying.
- Incorporate revisions suggested by Town and prepare and submit an application for approval to the North Carolina Department of Environment and Natural Resources – Public Water Supply Section (PWSS). Included in this submittal is the preparation of an Engineer's Report. It is assumed that the Town has a current and approved Water System Management Plan (WSMP) and that this project will not require an update to the WSMP. Should any updates to the WSMP be required, these can be provided as additional services. Included in this scope is a reasonable effort to respond to comments from PWSS as necessary to assist in obtaining approval of the plans and an Authorization to Construct.
- Provide two (2) site visits during construction to observe the installation as required for the certification of the project to PWSS and for project closeout. Assist the Town with incorporation of the new water line, services and other newly installed appurtenances into the Town's existing GIS mapping.

- In addition to items already mentioned, this scope specifically excludes the following services:
  - Bidding and award
  - Construction administration

Should any of these services be desired, they will be provided on an hourly basis in accordance with our current fee schedule as directed by the Town.

We propose to provide the above scope of services for the following fees:

Design and Permitting	-	\$4,300.00 (lump sum)
Construction and Post Construction Services	-	Hourly as Directed.

If this proposal is acceptable, please provide appropriate signature below and return one (1) copy to our office.. We propose to begin work immediately upon receipt of this executed contract. We appreciate your consideration of our services and look forward to the opportunity of working with you and your staff. Please contact us should you have any questions or need additional information regarding this proposal.

Sincerely,  
McGILL ASSOCIATES, P.A.



Ben Cathey, PE  
Construction Services Manager

ACCEPTANCE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
Meeting Date: October 13, 2016

**SUBJECT:** Appointment of Al Richardson as Deputy Finance Officer

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** Because The Town Administrator signs our checks and the Finance Officer does not, we need the Town Administrator appointed as Deputy Finance Officer to be in compliance with State Law.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To appoint Al Richardson as Deputy Finance Officer.

**FUNDING SOURCE:** None

**ATTACHMENTS:** None

**STAFF COMMENTS AND RECOMMENDATIONS:** None