

**Town of Montreat  
Board of Commissioners  
Special Meeting Agenda – Public Forum  
August 4, 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  
Meeting Agenda  
August 4, 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

- July 7, 2016, Special Meeting, Interim Town Administrator Interview
- July 7, 2016, Public Forum
- July 7, 2016, Town Council Agenda Meeting
- July 14, 2016 Town Council Meeting
- July 28, 2016, Special Workshop, Qualifications/Requirements for Town Administrator Position & Employee Health Insurance Discussion-Materials Pending

B. Asheville Savings Bank Corporate Authorization Resolutions

- **Suggested Motion:** To adopt Corporate Authorization Resolutions #16-08-0001 through 16-08-0009 amending the Town of Montreat's list of authorized signers with Asheville Savings Bank and designating Al Richardson, Angela Murphy, Kent Otto and Tim Helms as authorized signers for the Town's accounts at Asheville Savings Bank.

C. Branch Banking & Trust (BB&T) Corporate Authorization Resolutions

- **Suggested Motion:** To adopt Corporate Authorization Resolutions #XX-XX-XXXX through #XX-XX-XXXX amending the Town of Montreat's list of authorized signers with BB&T and designating Al Richardson, Angela Murphy, Kent Otto and Tim Helms as authorized signers for the Town's accounts at BB&T.

***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. Texas Road Bridge Discussion

**IX. New Business**

- A. Montreat Zoning Ordinance
- **Suggested Motion:** To Adopt Ordinance #16-08-0001 amending the Official Montreat Zoning Map.
- B. Town Hall Committee
- **Suggested Motion:** To move that all meetings of the Town Hall Committee, to be appointed by Mayor Helms, will be held as Special Meetings of the Town Council, so that all members of the Town Council can attend without any question of violating the State of North Carolina Sunshine Law.
- C. Discussion of Rule 4 of the Town of Montreat Rules of Procedure as it pertains to the role of the Agenda Meeting.
- D. Blue Cross Blue Shield Insurance Discussion
- E. Charter Spectrum Internet/Cable/Telephone Bundle Discussion

**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  
Meeting Agenda  
August 4, 2016**

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August Town Council Meeting:

August 11, 2016, 7:00 p.m.  
Walkup Building

Montreat Tree Board:

August 23, 2016, 10:00 a.m.  
Town Services Building

September Agenda Meeting:

September 1, 2016, 7:00 p.m.  
Walkup Building  
Public Forum begins at 6:30 p.m.

Montreat Landcare:

September 7, 2016, 9:00 a.m.  
Location TBD

September Town Council Meeting:

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

**XIII. Adjournment**



**Town of Montreat  
Board of Commissioners  
Special Meeting – Town Administrator Interview  
July 7, 2016  
Town Services Office**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Kent Otto (arrived at 3:44 p.m.)  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator  
Angie Murphy, Town Clerk

There were no members of the public present. Mayor Helms called the meeting to order at 3:00 p.m. and opened with a moment of silence.

**Agenda Approval**

Commissioner Vinson moved to adopt the meeting agenda as presented. Commissioner Gilliland seconded and the motion carried 4/0.

**Closed Session – Interim Town Administrator Interview**

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

Commissioner Standaert moved to return to Open Session. Commissioner Vinson seconded and the motion carried 5/0. Upon returning to open session, Mayor Helms thanked Mr. Richardson for his interest in the Interim Town Administrator position. Commissioner Standaert moved to offer Mr. Richardson the position of Interim Town Administrator with compensation set at \$50 an hour for a 32 hour work week until a permanent Town Administrator is hired.

**Montreat Board of Commissioners  
Town Council Special Meeting Minutes  
July 7, 2016**

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**Adjournment**

There being no further business Commissioner Vinson moved to adjourn the Special Meeting. Mayor Pro Tem Fouche seconded. The motion carried 5/0 and the meeting was adjourned at 3:59 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 Public Forum  
July 7, 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: Ron Nalley, Town Administrator  
Jack Staggs, Chief of Police  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
Angie Murphy, Town Clerk

**Call to Order**

Approximately 25 people were in attendance. Mayor Helms called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

Mayor Helms welcomed everyone to the meeting and thanked everyone who attended the Public Forum. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the agenda was approved 5/0.

**Public Forum**

Mike Sonnenberg of 125 Virginia Road, suggested that safety features should be enhanced on the reconstruction of the Montreat Gate. Mr. Sonnenberg mentioned increased height, enlarged openings and lasers to trigger warning signals.

Shannon Ingersoll of 124 Eastminster Terrace, asked if the community could be notified when Public Works began flushing water lines. Mr. Freeman advised that Public Works Crews do not do a lot of flushing in the summer months due to the fact that a lot of water is being used on a regular basis. In the off season flushing occurs every two weeks. Mr. Freeman will notify the Town Clerk when flushing will begin and it will be distributed to the community via the Town Website, Facebook and Sunshine List.

Clare Frist of 98 Frist Road, felt that a comprehensive study of evacuation options needs to be

looked into especially with the gate being out of commission. Another consideration would be an alternate exit route in case of terrorism or fire.

Ted Carey of 116 John Knox Road, expressed his opinion that Town Hall belongs in the empty lot right outside the gate. Mr. Carey inquired whether anyone on the Board had spoken to the Town of Black Mountain Mayor and Commissioners about the possibility of annexation of that property. Mayor Helms advised that until the lawsuit was settled Council could not explore other options. Mr. Nalley advised that prior conversations with Black Mountain were not encouraging with regards to annexation. Mr. Carey also inquired whether conversations had occurred between the Board and the current administration of Mountain Retreat Association (MRA) with regards to MRA-owned properties. Mayor Helms advised that he has had conversations with President DuBose and properties are still available.

Tom Frist of 98 Frist Road, elaborated on Clare Frist's comments about alternative exits. Mr. Frist suggested that the alternative route should link up West Virginia Terrace, Virginia Road and Alabama Terrace to make a parallel exit aligned with Assembly Drive to end outside of the gate.

Eric Nichols of 527 Suwannee Drive, expressed his gratitude for all of Mr. Nalley's hard work over the past 11 years. Mr. Nichols stated that Montreat is losing a tremendous public servant and the Town of Lake Lure is gaining a great leader.

### **Adjournment**

Mayor Helms reminded everyone that a reception would be held in Mr. Nalley's honor at 6:30 p.m. prior to the start of the July Town Council Meeting.

There being no further discussion, Mayor Pro Tem Fouche moved to adjourn the Public Forum Meeting. Commissioner Otto seconded and the motion carried 5/0. The meeting was adjourned at 6:47 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  
July 7, 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: Ron Nalley, Town Administrator  
Angie Murphy, Town Clerk  
Jack Staggs, Chief of Police  
Barry Creasman, Senior Water Operator  
Steve Freeman, Public Works Director

Approximately 25 members of the public were also present. Mayor Helms called the meeting to order at 7:02 p.m., and led the group in reciting the Pledge of Allegiance and a moment of silence.

**Agenda Approval**

Mr. Nalley advised the Council of one item that Commissioner Vinson wanted to add to the Agenda: the appointment of Mr. Hugh Alexander to the Audit Committee. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the agenda was approved as amended 5/0.

**Mayor's Communications**

Mayor Helms announced that Mr. Al Richardson will begin employment as the Interim Town Administrator on July 11. Mr. Richardson was the Town Manager for the Town of Black Mountain for 18 years and has filled in as Interim Town Manager in Mills River, Fletcher and Black Mountain since his retirement. Mr. Richardson will work with Mr. Nalley in his final week to insure a smooth transition.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- May 31, 2016, Special Workshop, 2016-2017 Fiscal Year Budget
- June 2, 2016, Public Forum
- June 2, 2016, Town Council Agenda Meeting
- June 9, 2016, Town Council Meeting

- June 20, 2016, Special Workshop, 2016-2017 Fiscal Year Budget
- June 23, 2016, Special Workshop, 2016-2017 Fiscal Year Budget Adoption as amended

**Town Administrator's Communications**

- Mr. Nalley expressed his belief that Mr. Richardson will be a major asset to the Town of Montreat during this transition period.

**Administrative Reports**

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

**Public Comment – Agenda Items**

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

There were no comments from the public at this time.

**Old Business**

- A. Texas Road Bridge Discussion: The Board will entertain discussion on the recommendations from the Montreat Bridge Committee. Mr. Nalley advised that Staff will be looking for direction from Council on how to move forward on the Texas Road Bridge Project.

**New Business**

- A. Resolution #16-07-01 Thanking Ron Nalley for his Service to the Town of Montreat: A Resolution will be presented in honor of Mr. Ron Nalley for the 11 years he spent serving the Town of Montreat.
- B. Audit Committee Appointment: The Board will appoint Hugh Alexander to the Audit Committee for a term of two years to expire on January 31, 2018.

**Public Comment-Other Topics**

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

There were no comments from the public at this time.

**Commissioner Communications**

Commissioner Vinson mentioned a new resource that she compiled with Mr. Freeman, at the request of the Montreat Tree Board, on “What Happens If a Tree Falls”. This document has some very useful phone numbers and email addresses on what to do if a tree falls on personal or Town property. This document will be available at the Town Services Office.

**Upcoming Meeting Dates**

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

Bulk Item/White Goods Pickup: July 12, 2016

July Town Council Meeting: July 14, 2016, 7:00 p.m.  
Walkup Building  
Reception Honoring Ron Nalley Begins at 6:30 p.m.

Planning & Zoning: July 21, 2016, 7:00 p.m.  
Walkup Building

Montreat Tree Board: July 26, 2016, 10:00 a.m.  
Town Services Building

Montreat Landcare: August 3, 2016, 9:00 a.m.  
Location to be determined

August Agenda Meeting: August 4, 2016, 7:00 p.m.  
Walkup Building  
Public Forum begins at 6:30 p.m.

August Town Council Meeting: August 11, 2016, 7:00 p.m.  
Walkup Building

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:17 p.m.

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
July 7, 2016**

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Tim Helms, Mayor

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Angie Murphy, Town Clerk



**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
July 14, 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: Ron Nalley, Town Administrator  
Angie Murphy, Town Clerk  
Jack Staggs, Chief of Police  
David Curry, Code Administrator/Building Inspector  
Barry Creasman, Senior Water Operator  
Steve Freeman, Public Works Director  
Steve Stackhouse, Finance Officer & Deputy Town Clerk  
Al Richardson, Interim Town Administrator

Approximately 35 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in reciting the Pledge of Allegiance and a moment of silence.

**Agenda Approval**

Mayor Helms asked if there were any changes to the agenda. Commissioner Standaert moved to add an item under new business expressing gratitude to the Montreat Police Department. Commissioner Vinson seconded and the motion carried 5/0. Mayor Pro Tem Fouche moved that the Board give Mayor Helms the authority to appoint a Town Hall Task Force of taxpayers and one or more Commissioners to ascertain the will of the community regarding the style, location and costs of a new Town Hall. Commissioner Gilliland seconded and the motion carried 5/0. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the agenda was approved as amended 5/0.

**Mayor's Communications**

Mayor Helms thanked Mrs. Susanne McCaskill and Mrs. Ginny Porter, along with others in the community, for their hard work preparing the reception for Town Administrator Ron Nalley. Mayor Helms presented Mr. Nalley a plaque in appreciation of his outstanding service to the Town of Montreat and thanked him for a job well done.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- May 31, 2016, Special Workshop, 2016-2017 Fiscal Year Budget
- June 2, 2016, Public Forum
- June 2, 2016, Town Council Agenda Meeting
- June 9, 2016, Town Council Meeting
- June 20, 2016, Special Workshop, 2016-2017 Fiscal Year Budget
- June 23, 2016, Special Workshop, 2016-2017 Fiscal Year Budget Adoption as amended

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

- Mr. Nalley expressed his appreciation to Interim Town Administrator Al Richardson and advised all in attendance that Mr. Richardson would be an asset to the Town of Montreat.
- Mr. Nalley advised the Board that Mr. Richardson had prepared a sample advertisement for the Town Administrator position for Council's review. Mr. Richardson urged the Board to amend as they felt necessary and advised that the Town Clerk would be calling the following week to set up a Special Meeting to discuss the advertisement further.
- Mr. Nalley expressed his thanks to everyone who called, sent notes or gifts in his last weeks as Town Administrator of the Town of Montreat. He stated that his departure was bittersweet as he started his career in Montreat at the age of 16 mowing grass and he would miss his time here. Mr. Nalley thanked the Caring Neighbors for the dinner and gift they provided to him earlier in the week. He gave deep appreciation to Mayor Helms and the current Board, as well as, Former Mayor Letta Jean Taylor who he worked with the majority of his time in Montreat. Mr. Nalley recognized Town Staff and thanked them for all of their hard work and dedication to the Town of Montreat.

#### **Administrative Reports**

Police: Chief Staggs reviewed and presented the June 2016 monthly departmental activity report. He stated that the Montreat Gate had sustained extensive damage for the second time in one year but thankfully there were no injuries. Chief Staggs expressed his appreciation for Mr. Nalley and thanked him for always being beside Town Staff in any kind of emergency rather than behind them. Chief Staggs stated that there appears to be an increase in copperhead and rattlesnake sightings and to use extreme caution when walking or hiking. He also mentioned black bears are still heavily prevalent in the area. Chief Staggs mentioned an increase of bats in homes and advised that Terminex has a license to remove the bats. All visitors and residents are encouraged to use caution when entering or exiting the Town due to the Gate being closed.

Public Works Director:

- Mr. Freeman thanked Mr. Nalley for all of his hard work and stated that he will truly be missed by all departments. Mr. Freeman reported that the July 12<sup>th</sup> Bulk Items and White Goods Pickup Day resulted in over 100 cubic yards of refuse collection which was an increase over last year.
- Appalachian Way paving and curbing have been completed and Public Works Crews will be in the area for the next few weeks working on restoring the ditches and drainage pipes.
- The 2015 Annual Drinking Water Quality Report was recently mailed out and additional copies can be picked up in the Town Services Office.
- Mr. Freeman reported that water usage is on a decline since July 4<sup>th</sup> with wells pumping only 7-8 hours a day. Mr. Freeman reiterated that conservation is still important as we are not out of the drought.
- The new pump has been installed in Well 5 and crews will return to put in additional joints of piping to lower it 40 more feet which should alleviate the air problem that has been occurring in some parts of the Town.

Finance Officer:

Mr. Stackhouse presented and reviewed the following monthly reports:

- May 2016 Financial Summary Report;
- Final May 2016 Detailed Financial Statement;
- Preliminary June 2016 Detailed Financial Statement;
- June 30, 2016 Cash and Investment Earnings Report

Mr. Stackhouse wished Mr. Nalley the best on his future endeavor with the Town of Lake Lure.

Building Inspector/Code Administrator:

Mr. Currie presented and reviewed his June 2016 zoning and inspections activity report. The Planning and Zoning Commission and the Board of Adjustment did not meet last month. The Planning & Zoning Commission will meet in July to review the revised Zoning Map. This update will make the map more accessible to the Public as well as for Staff. Mr. Currie expressed his appreciation for Mr. Nalley and stated that Mr. Nalley was always an approachable, level-headed and practical Town Administrator and these strengths will serve him well in his new position.

**Public Comment – Agenda Items**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to

items listed on the meeting agenda, including staff reports and communications.

Mr. Bill Seaman of 425 Appalachian Way presented Mr. Nalley with a Certificate of Appreciation on behalf of Montreat Landcare for tirelessly guiding Landcare over the past decade. Mr. Seaman stated that Mr. Nalley was instrumental in founding Landcare, establishing the Native Plant Garden and the Native Plant Day Sale, assisting the Town in gaining recognition as a Tree City USA and being a true champion of the care of the Earth. Mr. Nalley made Landcare a better organization and Montreat a better place to live.

Mrs. Robin Melvin of 246 Texas Road Spur wished Mr. Nalley the best of luck in his new position. Mrs. Melvin encouraged the Board to convert the current Texas Road Bridge into a pedestrian bridge.

Mrs. Letta Jean Taylor of 386 Oklahoma Road stated there are two major areas in Montreat for development: Greybeard and Oklahoma. The bridge on Lookout can often be found backed up with traffic and residents and visitors need a way out of Town, above the flood plain, if the dam were to break. Mrs. Taylor advised that the Montreat Police Department could give a much more efficient accounting of the year-round traffic patterns rather than paying for an extensive traffic study as was requested by the Montreat Bridge Committee. Mrs. Taylor stated that Federal and State funding are very hard to get and Mr. Nalley worked diligently to secure this money for Montreat thus the Town should take advantage of the funds. Mrs. Taylor stated that Montreat will have lost a lot of history with the departure of Mr. Nalley along with his love and devotion to the Town of Montreat.

Mrs. Martha Campbell of 149 Maryland Place read a statement of Mr. Nalley's accomplishments. She complimented Mr. Nalley on his tireless efforts of obtaining funding from entities outside Montreat and utilizing Town Staff to complete projects in fiscally responsible ways. Mr. Nalley was instrumental in facilitating over \$1 million dollars in property donations in our Open Space Conservation Program. Mrs. Campbell stated that residents will think of Mr. Nalley often when they walk along the paths, use water, or see how stormwater is handled after heavy rainfall.

### **Old Business**

- A. Texas Road Bridge Discussion: Commissioner Otto gave a brief overview of the motion and events that led to the appointment of the Montreat Bridge Committee. He reviewed their meeting schedules and gave a summary of the findings of each meeting. The Montreat Bridge Committee endeavored to be open, welcoming and transparent to all ideas and opinions. Commissioner Otto referenced the Montreat Bridge Committee Report which he felt was a comprehensive document that compiled all the findings of the Montreat Bridge Committee. Commissioner Otto moved that the Board ask the Town Staff to reopen the Texas Road Bridge Planning Document/Contract with legal counsel in order to move forward with direction and discussion of the the bridge sites and the Texas Road area. Commissioner Gilliland seconded.

Commissioner Standaert feels that there needs to be additional discussion prior to reopening the planning document because there are several scenarios that do not require changes to the planning document. Mr. Nalley advised that if the Texas Road Bridge were to be reconstructed at the current location or if the Council looks at obtaining a CLOMR (Certified Letter of Map Revision) which would investigate the possibility of lowering the Bridge neither of these scenarios would require a reopening of the planning documents. The only options that require a reopening of the planning documents are a no-build option or choosing to move the bridge to another of the approved locations. Mr. Nalley advised Council that the Town has not received a price to reopen the planning document. If a no-build option is chosen the NCDOT (North Carolina Department of Transportation) has offered to help, with no-charge, to open the document and close it for the no-build option. Commissioner Otto feels that opening the planning document will allow Council to have more freedom to discuss all of the available scenarios. Commissioner Gilliland feels that the Board needs to follow a step-by-step process to legally move the process forward while still being fiscally responsible with regards to paying back the \$250,000. Mayor Pro Tem Fouche would like to reopen the planning document and move forward as Commissioner Otto suggested. Commissioner Vinson feels that a decision needs to be made upon whether or not a bridge is needed prior to opening the planning documents. Commissioner Standaert agrees with Commissioners Gilliland and Vinson with regards to making decisions in a step-by-step manner. She also reiterated that Richard Dubose has stated twice that he supports the Texas Road Bridge both personally and as a representative of Montreat Conference Center. Montreat College also endorses a vehicular bridge to open up connectivity around the campus. Chief Jack Staggs also supports a vehicular bridge and by not supporting his recommendation Commissioner Standaert feels that the Board is saying they do not have faith in the Town's Police Chief. Mayor Helms reiterated the motion from Commissioner Otto which states that he moves to reopen the planning document/contract with legal advice and called for a vote. The motion carried 3/2 with Commissioner Vinson and Commissioner Standaert voting against the motion. Mayor Helms instructed Staff to proceed with reopening the planning document. Mr. Nalley advised that Mr. Richardson would seek the advice and bring back the motion language to the Board for consideration. Commissioner Standaert requested that Mr. Richardson find out the cost of reopening the planning document/contract as well.

### **New Business**

- A. **Audit Committee Appointment:** Commissioner Vinson moved to appoint Hugh Alexander to the Audit Committee as a regular member for a two year term to expire on January 31, 2018. Commissioner Gilliland seconded and the motion carried 5/0.
  
- B. **Resolution #16-07-01 Thanking Ron Nalley for his Service to the Town Of Montreat:** Commissioner Vinson moved to adopt Resolution #16-07-01 Thanking Ron Nalley for his Service to the Town of Montreat. Commissioner Gilliland seconded and the motion carried 5/0.

- C. Appreciation for the Montreat Police Department: Commissioner Standaert moved to express the Board's deep appreciation and support for the Montreat Police Department in light of the current state of affairs in the Nation over the past several weeks. Commissioner Vinson seconded and the motion passed 5/0.
- D. Town Hall Task Force: Mayor Pro Tem Fouche moved that the Council give Mayor Helms the authority to appoint a Town Hall Task Force of taxpayers and one or more Commissioners to ascertain the will of the community regarding the style, location and costs of a new Town Hall. Commissioner Otto seconded and the motion passed 5/0.

### **Public Comment-Other Topics**

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

Mr. Tanner Pickett of 102 Walker Street in Black Mountain, representing Montreat Conference Center, presented a voluntary contribution check in the amount of \$9514.00. Mr. Pickett thanked everyone for their patience with regards to the damage of the Montreat Gate and advised that construction is slated to begin in the fall.

Ms. Annie Carlson of 116 West College Street in Black Mountain, representing Montreat College, thanked Mr. Ron Nalley for his years of service to the Town of Montreat. Ms. Carlson thanked everyone who participated in the Montreat College Centennial Celebration which was a year-long event. The fiscal year is just ending and they are happy to report over \$7 million in financial gifts were received. Renovations have occurred at both the Black Mountain and Montreat Campuses and the public is welcome to visit.

### **Commissioner Communications**

Commissioner Vinson mentioned a new resource that she compiled with Mr. Freeman, at the request of the Montreat Tree Board, on "What Happens If a Tree Falls". This document has some very useful phone numbers and email addresses on what to do if a tree falls on personal or Town property. This document will be available at the Town Services Office.

Commissioner Standaert thanked Mr. Nalley for a job well done.

Commissioner Otto thanked several people who participated in the Saturday morning trash drop-offs this summer in conjunction with the Second Loaf Ministry. Commissioner Otto commended Public Works for all of their continued hard work in the Town. Commissioner Otto thanked Mr.

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
July 14, 2016**

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Nalley for his years of dedicated service to the Town and welcomed Interim Town Administrator Al Richardson.

**Upcoming Meeting Dates**

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

<u>Planning &amp; Zoning:</u>	July 21, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	July 26, 2016, 10:00 a.m. Town Services Building
<u>Audit Committee:</u>	July 28, 2016, 3:00 p.m. Town Services Building
<u>Montreat Landcare:</u>	August 3, 2016, 9:00 a.m. Location to be determined
<u>August Agenda Meeting:</u>	August 4, 2016, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.
<u>August Town Council Meeting:</u>	August 11, 2016, 7:00 p.m. Walkup Building

**Adjournment**

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Mayor Pro Tem seconded and the motion carried 5/0. The meeting was adjourned at 8:14 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 11, 2016**

**SUBJECT:** Asheville Savings Bank Corporate Authorization Resolutions

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda

**Item Number:** B

**Department:** Administration and Finance

**Contact:** Stefan Stackhouse

**Presenter:** Stefan Stackhouse

**BRIEF SUMMARY:** With the departure of Town Administrator Ron Nalley the Town will be down one person with signatory authority at Asheville Savings Bank. The Town requires at least two authorized signers to issue checks. Staff is proposing that Interim Town Administrator Al Richardson be designated with signatory authority to assure that the Town has at least four available signers along with Mayor Tim Helms, Town Clerk Angie Murphy and Commissioner Kent Otto.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt Corporate Authorization Resolutions #16-08-0001 through 16-08-0009 amending the Town of Montreat's list of authorized account signatories with Asheville Savings Bank and designating Al Richardson, Angela Murphy, Kent Otto and Tim Helms as authorized signers for the Town's accounts at Asheville Savings Bank.

**FUNDING SOURCE:** Not applicable

**ATTACHMENTS:** Corporate Authorization Resolutions #16-08-0001 to 15-08-0009

**STAFF COMMENTS AND RECOMMENDATIONS:** None



**Certified Copy of Resolutions by Corporation/Unincorporated Association/Lodge  
regarding Business Online Banking Services**

The undersigned certifies and declares that he or she is the duly elected and qualified Secretary or Assistant Secretary of Town of Montreat (hereinafter "Company"), a ☐ corporation ☒ unincorporated association/lodge, organized and existing under the laws of the State of North Carolina; that the following is a true copy of resolutions (the "Resolutions") adopted by the Board of Directors of the Company at a duly qualified meeting held in accordance with the Bylaws of the Company on 8/11/2011 (date) at which a necessary quorum was present and that such Resolutions were properly adopted by the Board of Directors of the Company, are in full force and effect and have not been amended, rescinded or otherwise modified:

**BUSINESS ONLINE BANKING SERVICES**

**AGENTS:** Any of the individuals listed below (each an "Agent") is authorized to exercise the powers set forth in the Resolutions below.

<u>Name</u>	<u>Title/Position</u>	<u>Signature</u>
Albert F. Richardson, Jr.	Interim Town Manager	
Angela Murphy	Authorized Signer	

**RESOLUTIONS**

1. Resolved, that the Agents are each hereby authorized to act, together or individually, for and on behalf of Company and in its name, in: making application for, entering into, executing and delivering Bank's Business Online Banking Application and Enrollment form, Bank's Business Online Banking Agreement, Bank's Business Online Banking Funds Transfer Agreement and Bank's Business Online Banking ACH Agreement (collectively the "Business Online Banking Agreements" or "Agreements") and to thereby bind Company to Bank's Business Online Banking Agreements, as amended from time to time, which Agreements shall enable Company, and users designated by Company as provided in the Agreements, to obtain account information, perform funds transfers between deposit accounts and/or loan accounts of Company, obtain various reports, initiate stop payment orders and wire transfers, initiate payments from Company deposit accounts to pay Company bills, and originate Automated Clearing House ("ACH") credit and/or debit entries via the internet (collectively the "Business Online Banking Services"). The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Company. The Company authorizes the Bank, at any time, to debit and/or credit the Company for all transactions initiated through the Business Online Banking Services, so long as they were implemented pursuant to the Business Online Banking Agreements.

2. Resolved, that the Agents are each hereby authorized by Company to act, together or individually, on Company's behalf with regard to (i) designating and naming on the Business Online Banking Application the person(s) designated to act as the "Company Administrator(s)" (as defined in the Business Online Banking Agreement) for and on behalf of Company, and such Company Administrator(s) shall have authority to create new users of the Business Online Banking Service(s), with access and authority equal to or less than the Company Administrator(s), as well as (ii) all matters relating to Company's accounts and loans at Bank and the use of Bank's Business Online Banking Services including, without limitation, the authority and right to (a) establish IDs and passwords for Company or on Company's behalf, (b) terminate or cancel all existing IDs and passwords, (c) designate (and/or remove) from time to time the person(s) to serve as Company Administrator(s), (d) designate accounts and/or loans to be accessed via the Business Online Banking Services and designate the access to services to be given the Company Administrator(s) with regard to such accounts and loans, and set the authorized daily limit(s) of the Company Administrator(s) regarding the transfer of funds by wire and/or the origination of ACH debit or credit entries, (e) supervise and control the Company

Administrator(s)'s addition and/or deletion of users who have access to Company's Accounts via the Business Online Banking Service and the Company Administrator(s)'s establishment of each such user's authorization to use the Business Online Banking Services in regard to such accounts, and (f) change the access and/or authority of any person named as Company Administrator.

3. Resolved, that all transactions, if any, conducted through Business Online Banking Services on behalf of the Company prior to the adoption of these Resolutions are hereby ratified, approved and confirmed.

4. Resolved, that the foregoing Resolutions shall remain in full force and effect, and that Bank shall be entitled to rely conclusively, without any further investigation or inquiry, on these Resolutions until Bank actually receives written notice to the contrary from a duly authorized officer of Company and has reasonable time thereafter to act, and any such notice shall not affect any action or inaction taken or not taken by Bank prior thereto.

5. Resolved, that the corporate Secretary or any Assistant Secretary of the Company are hereby authorized, directed and empowered, to certify to Bank that the foregoing Resolutions have been validly adopted by Company in accordance with the Company's articles of incorporation (if Company is a corporation), Bylaws and relevant state law, have received all requisite authorizations of the Company's Board of Directors, have not been rescinded, amended or otherwise modified, and are in full force and effect and are binding on Company.

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary/Assistant Secretary of Company this the 8th day of August, 2016.

Company Name: Town of Montreat

Secretary Signature: Angela Murphy

Print Secretary Name: Angela Murphy

           County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: *[name(s) of principal(s)]*.

Date:                                 

    
[Official Signature of Notary]

[Official Seal]

  , Notary Public

[Notary's printed or typed name]

My Commission Expires:                                 

Accepted By:

ASB Banking Center Representative Signature:   

Print ASB Banking Center Representative Name: Gay Harris

Date:

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

## RESOLUTIONS

The Corporation named on this resolution resolves that,

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

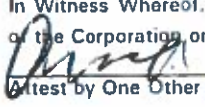
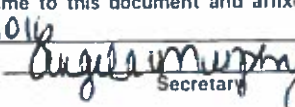
Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that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

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

### CERTIFICATION OF AUTHORITY

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

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

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on August 11, 2016 (date).  
 Attest by One Other Officer  
 Secretary

### FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

# CORPORATE AUTHORIZATION RESOLUTION

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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



## RESOLUTIONS

The Corporation named on this resolution resolves that,

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

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

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

### CERTIFICATION OF AUTHORITY

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

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

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on August 4, 2010 (date).

Attest by One Other Officer

Alben F. Richardson

Secretary Angela Murphy

### FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

## RESOLUTIONS

The Corporation named on this resolution resolves that,

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

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

### CERTIFICATION OF AUTHORITY

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

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

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on August 11, 2016 (date).

Attest by One Other Officer

Albert F. Richardson

Secretary Angela Murphy

### FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:



# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

## RESOLUTIONS

The Corporation named on this resolution resolves that,

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

### CERTIFICATION OF AUTHORITY

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

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

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on August 11, 2006 (date).

Attest by One Other Officer

Albert Richardson

Secretary

Angela Murphy

### FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

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

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

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

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

## RESOLUTIONS

The Corporation named on this resolution resolves that,

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

### CERTIFICATION OF AUTHORITY

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

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on August 14, 2016 (date).  
Albert Richardson Attest by One Other Officer  
Angela Murphy Secretary

### FOR FINANCIAL INSTITUTION USE ONLY

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

Comments:

# CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank  
PO Box 652  
Asheville, NC 28802

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

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Angela Murphy, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 56-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/14/2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Secretary

Angela Murphy

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

Comments:

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Asheville Savings Bank  
PO Box 652  
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By: Town Of Montreat  
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Referred to in this document as "Financial Institution"

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Attest by One Other Officer

Albert Richardson

Secretary

Angela Murphy

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

Comments:



**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
Meeting Date: 11 August 2016

**SUBJECT:** Designation of BB&T account authorized signatories

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda

**Item Number:** C

**Department:** Administration

**Contact:** Stefan Stackhouse

**Presenter:** Stefan Stackhouse

**BRIEF SUMMARY:** The Town has two money market accounts with BB&T, one each for the general and water funds. With the departures of Mayor Taylor, Town Administrator Nalley, and Town Clerk Gedlinske, we now need to authorize new signatories for these accounts.

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

**FUNDING SOURCE:** not applicable

**ATTACHMENTS:** none

**STAFF COMMENTS AND RECOMMENDATIONS:** None



July 1, 2016

Mr. Ron Nalley, Town Manager  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

RE: Conceptual Planning and Budget Estimating  
Oklahoma Road Extensions  
Town of Montreat, North Carolina

Dear Ron:

Please find attached the following documents from our preliminary engineering evaluation of the Oklahoma Road area properties:

- Sheet 1 – Concept Plan
- Sheet 2 – Phasing Plan
- Conceptual Cost Estimates

As we have previously discussed, the plans and estimates are conceptual in nature due to the lack of detailed boundary and topographic survey information. Sheets 1 and 2 were produced using publicly available GIS and LIDAR topographic survey information, which has limitations in accuracy. The costs associated with the proposed concept grading, roadways, walls, stream crossings, utilities, could change drastically once detailed design commences.

The concept plan and estimate are divided into five (5) phases within the proposed development, as well as improvements to Oklahoma Road to capture the costs for paving and extending utilities to the subject properties. Due to the steepness in topography and the current location of right-of-way routes, earthwork and retaining wall costs are a major component in each of the phases. The topography also dictated the proposed roadway for Phase 5 to pass through two private lots in order to meet the Town of Montreat standards. Based on the stream information provided in Buncombe County's GIS, numerous stream crossings in excess of 300 linear feet are necessary to serve the lots. An Individual Permit with the United States Army Corps of Engineers will need to be obtained prior to construction, which will require substantial payment into a mitigation fund shown in the estimates. Jurisdictional determinations for stream of wetland impacts will need to be performed, prior to design, to confirm the actual limits of impact. Other options for stream crossings may also be explored in the early stages of design to avoid potential mitigation costs, such as arch culverts or bridges. A detailed list of the necessary permits has been provided on the following page.

**Oklahoma Road Improvements, Phase 2, and Phase 3**

- Grading/Erosion Control Permit with Town of Montreat.
- Non-Discharge Permit Application with Metropolitan Sewerage District of Buncombe County.
- North Carolina Department of Environmental Quality Public Water Supply Approval.

**Phase 1, Phase 4, and Phase 5**

- Grading/Erosion Control Permit with Town of Montreat.
- Non-Discharge Permit Application with Metropolitan Sewerage District of Buncombe County.
- North Carolina Department of Environmental Quality Public Water Supply Approval.
- 401/404 Permit with United States Army Corps of Engineers and North Carolina Department of Environmental Quality Division of Water Resources. This would also include an Individual Permit with the United States Army Corps of Engineers.

Ron, McGill Associates appreciates the opportunity to continue our relationship with the Town of Montreat and provide this preliminary engineering evaluation. Please do not hesitate to contact me should you have any questions or need additional information.

Sincerely,  
McGILL ASSOCIATES, P.A.



Scott Burwell, PE  
Project Engineer

cc: Steve Freeman, Director of Public Works, Town of Montreat  
Mark Cathey, PE, McGill Associates

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### CONCEPTUAL COST ESTIMATE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>OKLAHOMA ROAD IMPROVEMENTS</b>					
1	Mobilization/General Requirements	LS	1	\$17,000.00	\$17,000.00
2	8" Compacted ABC Stone	SY	8,643	\$12.00	\$103,716.00
3	2" S9.5B Asphalt Surface Course	SY	7,778	\$15.00	\$116,670.00
4	6" DIP Water Line, Complete (includes appurtenances, hydrants, services, etc.)	LF	3,808	\$55.00	\$209,440.00
5	8" DIP Sewer Line (In Roadway), Complete (includes manholes, services, tie-ins, etc.)	LF	1,766	\$75.00	\$132,450.00
<b>SUBTOTAL</b>					<b>\$579,276.00</b>
<b>PHASE 1</b>					
6	Mobilization/General Requirements	LS	1	\$40,000.00	\$40,000.00
7	Clearing and Grubbing	AC	3.96	\$8,000.00	\$31,680.00
8	Erosion Control Measures	LS	1	\$45,000.00	\$45,000.00
9	Earthwork (Onsite)	CY	19,600	\$5.00	\$98,000.00
10	Earthwork (Export)	CY	15,225	\$9.00	\$137,025.00
11	Rock Excavation	CY	980	\$75.00	\$73,500.00
12	Soil Nail Wall	FF	1,750	\$60.00	\$105,000.00
13	Piped Stream Crossing	LF	317	\$250.00	\$79,250.00
14	Stream Crossing Mitigation Cost	LF	634	\$390.00	\$247,260.00
15	18" HDPE Pipe	LF	100	\$50.00	\$5,000.00
16	Rip Rap Outlet Protection	EA	2	\$1,000.00	\$2,000.00
17	8" Compacted ABC Stone	SY	4,875	\$12.00	\$58,500.00
18	2" S9.5B Asphalt Surface Course	SY	4,432	\$15.00	\$66,480.00
19	6" DIP Water Line, Complete (includes appurtenances, hydrants, services, etc.)	LF	2,218	\$55.00	\$121,990.00
20	8" DIP Sewer Line (In Roadway), Complete (includes manholes, services, tie-ins, etc.)	LF	2,248	\$75.00	\$168,600.00
21	8" DIP Sewer Line (Cross Country), Complete (includes manholes, services, tie-ins, etc.)	LF	78	\$90.00	\$7,020.00
22	Seeding, Fertilizing, and Mulching	AC	2.95	\$5,000.00	\$14,750.00
<b>PHASE 1 SUBTOTAL</b>					<b>\$1,301,055.00</b>

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>PHASE 2</b>					
23	Mobilization/General Requirements	LS	1	\$11,000.00	\$11,000.00
24	Clearing and Grubbing	AC	1.14	\$8,000.00	\$9,120.00
25	Erosion Control Measures	LS	1	\$13,000.00	\$13,000.00
26	Earthwork (Onsite)	CY	5,100	\$5.00	\$25,500.00
27	Earthwork (Export)	CY	4,292	\$9.00	\$38,628.00
28	Rock Excavation	CY	205	\$75.00	\$15,375.00
29	Soil Nail Wall	FF	1,484	\$60.00	\$89,040.00
30	18" HDPE Pipe	LF	100	\$50.00	\$5,000.00
31	Rip Rap Outlet Protection	EA	2	\$1,000.00	\$2,000.00
32	8" Compacted ABC Stone	SY	1,710	\$12.00	\$20,520.00
33	2" S9.5B Asphalt Surface Course	SY	1,553	\$15.00	\$23,295.00
34	6" DIP Water Line, Complete (Includes appurtenances, hydrants, services, etc.)	LF	808	\$55.00	\$44,440.00
35	8" DIP Sewer Line (In Roadway), Complete (Includes manholes, services, tie-ins, etc.)	LF	711	\$75.00	\$53,325.00
36	8" DIP Sewer Line (Cross Country), Complete (Includes manholes, services, tie-ins, etc.)	LF	344	\$90.00	\$30,960.00
37	Seeding, Fertilizing, and Mulching	AC	0.79	\$5,000.00	\$3,950.00
<b>PHASE 2 SUBTOTAL</b>					<b>\$385,153.00</b>



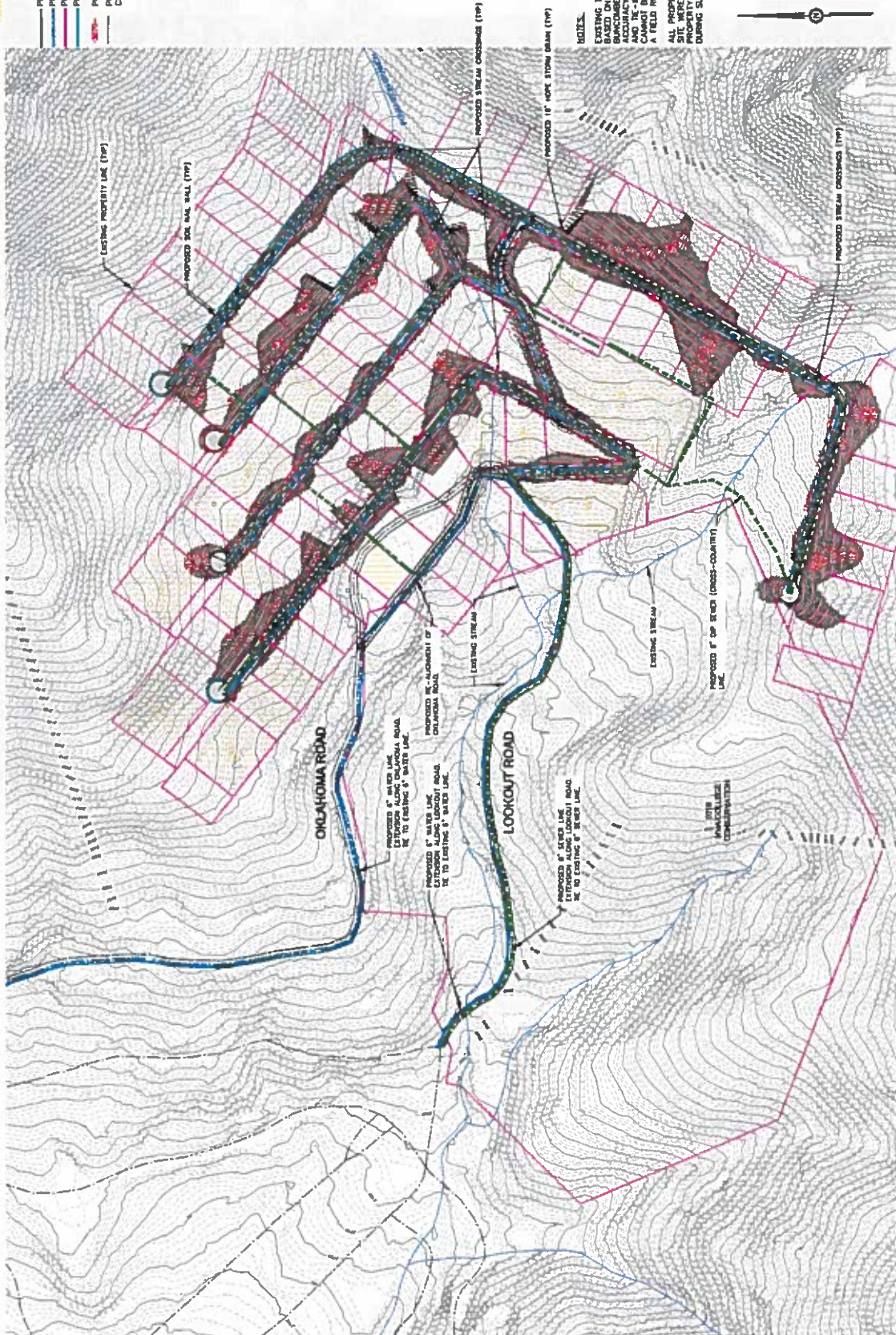
ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>PHASE 3</b>					
38	Mobilization/General Requirements	LS	1	\$17,000.00	\$17,000.00
39	Clearing and Grubbing	AC	1.25	\$8,000.00	\$10,000.00
40	Erosion Control Measures	LS	1	\$35,000.00	\$35,000.00
41	Earthwork (Onsite)	CY	12,825	\$5.00	\$64,125.00
42	Earthwork (Export)	CY	12,720	\$9.00	\$114,480.00
43	Rock Excavation	CY	650	\$75.00	\$48,750.00
44	Soil Nail Wall	FF	2,338	\$60.00	\$140,280.00
45	18" HDPE Pipe	LF	50	\$50.00	\$2,500.00
46	Rip Rap Outlet Protection	EA	1	\$1,000.00	\$1,000.00
47	8" Compacted ABC Stone	SY	1,174	\$12.00	\$14,088.00
48	2" S9.5B Asphalt Surface Course	SY	1,067	\$15.00	\$16,005.00
49	6" DIP Water Line, Complete (includes appurtenances, hydrants, services, etc.)	LF	621	\$55.00	\$34,155.00
50	8" DIP Sewer Line (In Roadway), Complete (includes manholes, services, tie-ins, etc.)	LF	593	\$75.00	\$44,475.00
51	8" DIP Sewer Line (Cross Country), Complete (includes manholes, services, tie-ins, etc.)	LF	170	\$90.00	\$15,300.00
52	Seeding, Fertilizing, and Mulching	AC	1.00	\$5,000.00	\$5,000.00
<b>PHASE 3 SUBTOTAL</b>					<b>\$562,158.00</b>

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>PHASE 4</b>					
53	Mobilization/General Requirements	LS	1	\$40,000.00	\$40,000.00
54	Clearing and Grubbing	AC	3.94	\$8,000.00	\$31,520.00
55	Erosion Control Measures	LS	1	\$80,000.00	\$80,000.00
56	Earthwork (Onsite)	CY	32,233	\$5.00	\$161,165.00
57	Earthwork (Export)	CY	27,150	\$9.00	\$244,350.00
58	Rock Excavation	CY	1,610	\$75.00	\$120,750.00
59	Soil Nail Wall	FF	3,472	\$60.00	\$208,320.00
60	Piped Stream Crossing	LF	81	\$250.00	\$20,250.00
61	Stream Crossing Mitigation Cost	LF	162	\$390.00	\$63,180.00
62	18" HDPE Pipe	LF	60	\$50.00	\$3,000.00
63	Rip Rap Outlet Protection	EA	1	\$1,000.00	\$1,000.00
64	8" Compacted ABC Stone	SY	3,018	\$12.00	\$36,216.00
65	2" S9.5B Asphalt Surface Course	SY	2,744	\$15.00	\$41,160.00
66	6" DIP Water Line, Complete (Includes appurtenances, hydrants, services, etc.)	LF	1,431	\$55.00	\$78,705.00
67	8" DIP Sewer Line (In Roadway), Complete (includes manholes, services, tie-ins, etc.)	LF	1,096	\$75.00	\$82,200.00
68	8" DIP Sewer Line (Cross Country), Complete (includes manholes, services, tie-ins, etc.)	LF	1,340	\$90.00	\$120,600.00
69	Seeding, Fertilizing, and Mulching	AC	3.32	\$5,000.00	\$16,600.00
<b>PHASE 4 SUBTOTAL</b>					<b>\$1,349,016.00</b>





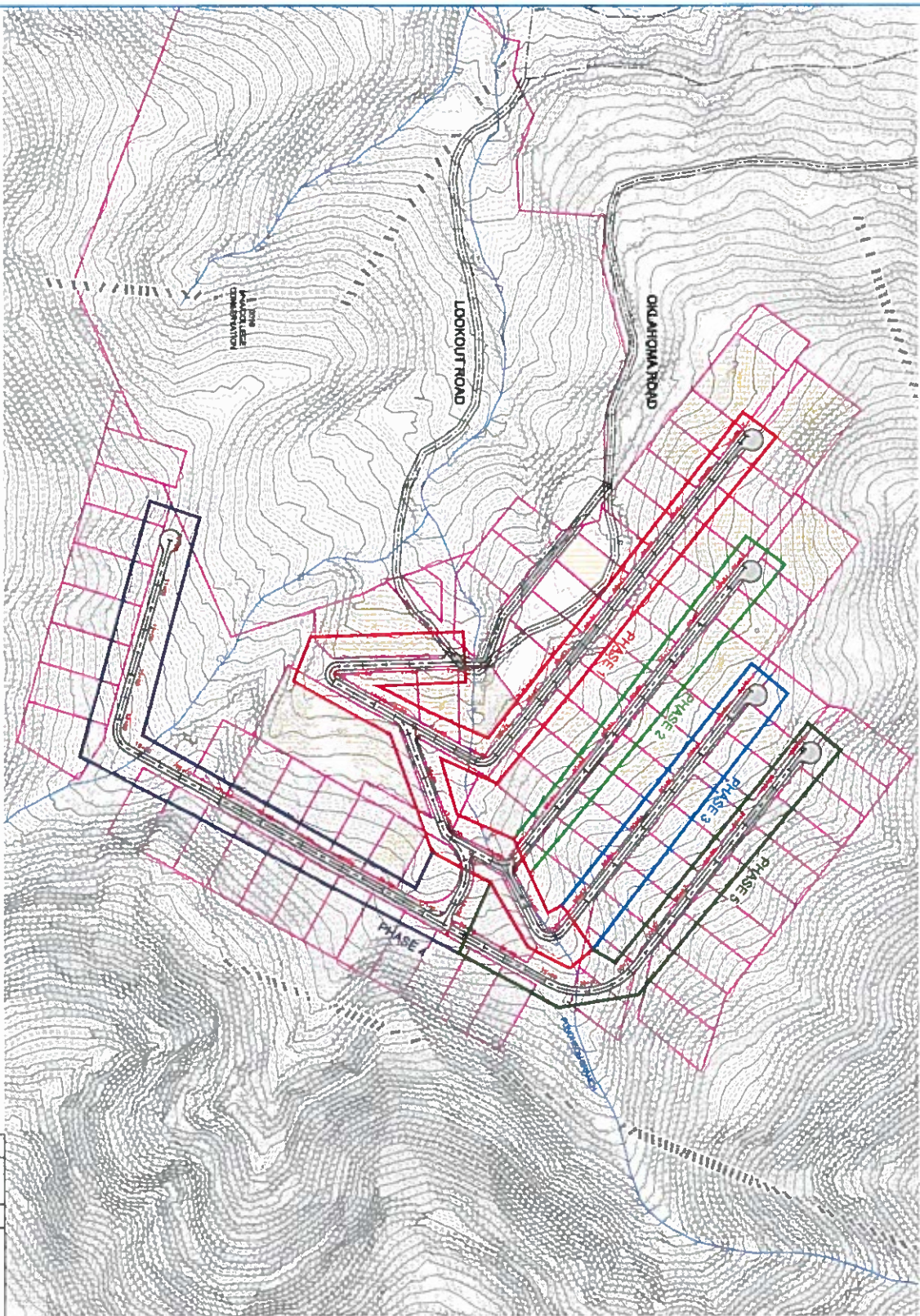
- PROPOSED SEWER
- PROPOSED WATER
- PROPOSED STORM DRAIN
- PROPOSED RETAINING WALL
- PROPOSED INDEX CONTOUR
- PROPOSED INTERMEDIATE CONTOUR





ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>PHASE 5</b>					
70	Mobilization/General Requirements	LS	1	\$47,000.00	\$47,000.00
71	Clearing and Grubbing	AC	1.47	\$8,000.00	\$11,760.00
72	Erosion Control Measures	LS	1	\$37,000.00	\$37,000.00
73	Earthwork (Onsite)	CY	18,962	\$5.00	\$94,810.00
74	Earthwork (Import/Export)	CY	17,040	\$9.00	\$153,360.00
75	Rock Excavation	CY	950	\$75.00	\$71,250.00
76	Soil Nail Wall	FF	15,092	\$60.00	\$905,520.00
77	Piped Stream Crossing	LF	50	\$250.00	\$12,500.00
78	Stream Crossing	LF	100	\$390.00	\$39,000.00
79	18" HDPE Pipe	LF	64	\$50.00	\$3,200.00
80	Rip Rap Outlet Protection	EA	1	\$1,000.00	\$1,000.00
81	8" Compacted ABC Stone	SY	2,138	\$12.00	\$25,656.00
82	2" S9.5B Asphalt Surface Course	SY	1,944	\$15.00	\$29,160.00
83	6" DIP Water Line, Complete (includes appurtenances, hydrants, services, etc.)	LF	1,037	\$55.00	\$57,035.00
84	8" DIP Sewer Line (In Roadway), Complete (includes manholes, services, tie-ins, etc.)	LF	1,160	\$75.00	\$87,000.00
85	8" DIP Sewer Line (Cross Country), Complete (includes manholes, services, tie-ins, etc.)	LF	168	\$90.00	\$15,120.00
86	Seeding, Fertilizing, and Mulching	AC	1.00	\$5,000.00	\$5,000.00
<b>PHASE 5 SUBTOTAL</b>					<b>\$1,595,371.00</b>
<b>SUBTOTAL (ALL PHASES)</b>					<b>\$5,772,029.00</b>
<b>CONTINGENCY (20%)</b>					<b>\$1,154,405.80</b>
<b>TOTAL CONSTRUCTION COST (ALL PHASES)</b>					<b>\$6,926,434.80</b>
<b>NOTES:</b> 1. Soft Costs (i.e., Engineering, Permitting Costs, Surveying, Legal) are not included in the above estimate. 2. Stream Crossing Mitigation Cost lengths shown above reflect the necessary 2:1 ratio required for Individual Permits with the United States Army Corps of Engineers. 3. Rock Excavation quantities shown above are based on approximately 5% of the total earthwork onsite quantity. 4. Erosion control costs are based on approximately 20% of the total earthwork cost (onsite and export). 5. Mobilization/General Requirements costs are based on approximately 3% of the subtotal cost for each phase. 6. Storm drainage detention and treatment costs have not been included in the above estimate due to the steepness of the topography and limited space available within existing ROW. 7. Roadway widths are assumed at 18' for Oklahoma Road Improvements and main collector street included in Phase 1. All roadway widths are assumed at 16'. 8. Undercut costs to remove unsuitable material have not been included in the above estimate due to the lack of geotechnical exploration data. 9. Earthwork quantities and soil nail wall quantities are based on conceptual grading design using publicly available LIDAR topographic survey. Quantities could vary drastically once field run survey is provided and detailed design is provided. 10. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs. These estimates do not include Engineering design fees, legal fees, or application fees that will be required to complete the project.					





PLAN



NOTES:  
 EXISTING TOPOGRAPHY SHOWN  
 BASED ON DATA OBTAINED FROM  
 AERIAL PHOTOGRAPHS AND  
 FIELD SURVEY. THE ACCURACY  
 OF PROPOSED GRADES AND  
 THE USE OF EXISTING GRADES  
 IS FIELD SURVEY.  
 ALL PROPERTY LINES FOR THIS  
 DEVELOPMENT SHALL BE VERIFIED  
 BY FIELD SURVEY AND LAYOUT.

NO.	DATE	BY	REVISION DESCRIPTION
1			
2			

SHEET

2

PHASING PLAN

JOB NO. 19-00100  
 DATE: MAY, 2019  
 DESIGNED BY: GMM  
 CHECKED BY: GMM  
 CONSTRUCTION REVIEW: GMM  
 FILE NAME: 19-00100-Phase 2.dwg

CONCEPTUAL PLANNING & BUDGET ESTIMATION  
 OKLAHOMA ROAD AREA DEVELOPMENT  
**TOWN OF MONTREAT**  
 BUNCOMBE COUNTY, NORTH CAROLINA

FOR  
 REVIEW  
 ONLY

**McGill**  
 ASSOCIATES  
 ENGINEERING-PLANNING-FINANCE  
 10 BROAD STREET, ASHLEYVILLE, NC 28801 TEL: 919.225.0274 FAX: 919.225.0274

### **MONTHLY POLICE STATISTICS REPORT**

<b>July</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Mileage	3359	4092	2811	2632	3100
Dispatched Calls	163	176	161	141	104
Officer-Initiated Calls	239	216	270	202	249
Fire/EMS Assistance Calls	16F/5E	11F,6E	14F,6E	11F,6E	6
Motorist/Other Assistance Calls	62	80	55	78	28
Traffic Stops	30	28/35CP	54	39	31
Parking Issues	11	5	10	8	14
Burglar/Fire Alarm Responses	1B/3F	5B,1F	9B,1F	3B,1F	8
Residential House/Building Checks	234	204	128	72	86
Ordinance violations	26	29	24	14	24
LE Agency Assistance Calls	10	21	18	23	54
Animal Calls	12	10	4	1	12
Larcenies	1	1	7	0	0
B&E Calls	1	0	0	0	0
Suspicious Person/Vehicle Investigations	24P/55V	30P/12V	22P,11V	16P,7V	22
Disturbance Calls	10	11	5	4	2
Accident Responses	1	2	1	1	5
Auxiliary Hours Worked	32R	32R	32R	32R,84O	128
Truck turns at Gate	2	0	1	4	7

- Town service: 556
- MRA service: 237
- College service: 10
- On 07/01/2016 MPD received a call reference assault allegations. This is under investigation.
- On 07/02/2016 MPD received a call of a child left in a vehicle, unable to locate. Also on this date there was an automobile accident at the Gate.
- On 07/03/2016 MPD received a call reference 4 missing juveniles on Graybeard Trail. The juveniles were located. Also on this date and throughout the July 4<sup>th</sup> weekend, MPD made numerous traffic stops reference not using child seats, children hanging out sunroofs and windows, unsupervised children in back of pickup trucks (NC vehicle restraint laws do apply in Montreat).
- On 07/04/2016 MPD (assisted by Street Department) escorted the Gate Run participants, there were approximately 150 runners. On this same date, MPD, Street Department, Water Department and MRA employees worked the Montreat July 4<sup>th</sup> Parade, with an estimated crowd of 4000 spectators (speed counter was not used due to damage to Gate). MPD



directed traffic for 45 minutes allowing vehicles easy access around the Gate to leave Montreat. There were no major incidents.

- On 07/05/2016 MPD received a call reference a larceny from a motor vehicle parked at Assembly Inn. There were no other reported incidents around Town.
- On 07/06/2016 MPD assisted BMPD and BCSD with a search warrant of a residence located in the Flat Creek area. Also I would like to thank the Taylor family for providing a great lunch to the Town of Montreat staff on this date.
- On 07/08/2016 MPD received a call reference a sick raccoon. This animal had not come in contact with humans, it was relocated. On this same date, MPD received a call reference stalking and harassment at the Post Office. The suspect was advised and the incident was resolved. Also on this date, MPD received several calls from the Eastminster area of either gunshots fired or possibly fireworks. We were unable to locate.
- On 07/09/2016 MPD located numerous juveniles stuck in our Town reference severe thunder and lightning rain storm. They were escorted to their homes in Black Mountain.
- On 07/10/2016 MPD received a call reference a young child locked in a bathroom on Westminster. We were able to access the door without damage.
- On 07/12/2016 MPD received a call reference a dog left in a vehicle. No charges were applicable.
- On 07/15/2016 MPD received a call about a lost wallet. MPD was able to locate the wallet and it was returned to the owner. On this same date, MPD received a call about a missing youth from the MRA Conference. That subject was located in Anderson Dorm.
- On 07/16/2016 MPD located 4 youths from the Montreat Conference at the Winsboro Building at 4 a.m. They were escorted back to their group. On this same date, MPD escorted BMFD on a house fire on North Carolina Terrace. BMFD did a great job containing the fire. Also on this date, MPD located a tree across Texas Spur Road. The Street Department was called and cleared the road, thank you Barry!
- On 07/17/2016 MPD received a call of a suspicious vehicle and person that went through the Gate at BGA. The subject was stopped by Officer Comrie at the Montreat Gate. Officer Comrie contacted BGA and ran checks on the subject. The subject was warned about their action and given information reference the Cove. (Subject has past history of murder and extensive prison time). Good job Officer Comrie!
- On 07/18/2016 MPD received a call reference an Osprey bird of prey sighted on the damn acting very sickly. MPD and Street Department were able to capture the bird and take it to the local vet.
- On 07/20/2016 MPD received a call reference a group of Montreat College students that had not returned from a hike on Lookout. They were located. Also, MPD located a cell phone on Assembly Drive and it was returned to the owner on Mississippi Road. On this same date, MPD received a call of a rattlesnake around Virginia Road. It was relocated.

MPD also received a call reference suspicious person around vehicles on West Virginia. The subject was located and advised.

- On 07/21/2016 MPD received a call reference a bat in a home on Tennessee Road. It had been in contact with people. A report was filed for rabies exposure and the bat was taken to the Animal Shelter. The report has since come back negative.
- On 07/22/2016 MPD was called reference a B&E damage to property on West Virginia. Investigation continues.
- On 07/26/2016 MPD received a thank you letter and some brownies for spot checks done through the winter up on Graybeard.
- On 07/27/2016 MPD Officer located three white males at 1:45 a.m. on Gaither Circle, apparently running around playing Pokemon. They were advised they were on private property and they would have to move on.
- On 07/29/2016 MPD received a call of one person under the influence of alcohol yelling and screaming on West Virginia. This subject was located and 2 more subjects under the influence of alcohol were located on Assembly Drive. The good news is that they all had decided to walk home instead of drive. The bad news was they cannot be yelling and screaming or they can be charged. They agreed to walk home quietly.
- On 07/30/2016 MPD received 2 different calls of firearms being discharged around Kentucky Road and Kentucky Circle area. Officers did not locate the perpetrators. (It is against both County and Town ordinance to fire a weapon within the city limits.)
- On 07/31/2016 MPD received a report of a tree down on power lines at Mississippi and Virginia. Duke Power and Street Department was notified. The tree was removed from the lines and the roadway at approximately 9 p.m

Note: Every month from here forward, this status report will include "Chief Concerns", containing safety issues, trends, updates, and new processes.

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

### **Chief Concerns:**

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

Safety: MPD has been reporting a lot of children out of automobile restraint seats, hanging out windows/sunroofs, or in back of truck beds unsupervised. This is in violation of North Carolina laws. I know you are in Montreat, but wrecks and accidents still can happen.

The MPD has been heavily requesting over the past two and half years, for residents to please notify us if you see ANY suspicious activity. This month while canvassing for a reported B&E, 2 residents in the area, noticed the house broken into with lights on and no vehicle visible the night before, AND 3 teenagers walking in the area at 10 p.m. that were "suspicious".

As the MPD Chief I would like to thank the community as a whole, for the phone calls, emails, and verbal support given to the Montreat Police and Police in general. Due to the recent events across the Country, we are truly blessed to be Law Enforcement Officers in Western North Carolina.

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

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	6/30/15
								<b>12</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 952,500.00	\$ 945,192.92	\$ -	\$ 945,192.92	\$ 952,787.72	\$ 7,307.08				
Other taxes and licenses	\$ 357,400.00	\$ 300,118.17	\$ 34,858.58	\$ 334,976.75	\$ 320,533.44	\$ 22,423.25				
Unrestricted intergovernmental	\$ 60,500.00	\$ 53,632.01	\$ 26,039.93	\$ 79,671.94	\$ 79,747.19	\$ (19,171.94)				
Permits and Fees	\$ 46,000.00	\$ 35,037.12	\$ 1,608.50	\$ 36,645.62	\$ 31,395.57	\$ 9,354.38				
Community Service Fee	\$ 50,000.00	\$ 45,558.00	\$ 4,049.60	\$ 49,607.60	\$ 48,158.20	\$ 392.40				
Sales and Services	\$ 13,000.00	\$ 9,040.46	\$ 3,079.00	\$ 12,119.46	\$ 11,567.23	\$ 880.54				
Investment earnings	\$ 2,200.00	\$ 1,427.38	\$ 185.05	\$ 1,612.43	\$ 974.58	\$ 587.57				
Other revenues	\$ 13,718.00	\$ 16,801.19	\$ 100.00	\$ 16,901.19	\$ 1,348.99	\$ (3,183.19)				
Subtotal - Normal Operating	\$ 1,495,318.00	\$ 1,406,807.25	\$ 69,920.66	\$ 1,476,727.91	\$ 1,446,512.92	\$ 18,590.09	98.76%	100.00%	-1.24%	-2.44%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 182,111.87	\$ -	\$ 182,111.87	\$ 75,860.32	\$ 557,888.13				
<i>Contributions - Landcare</i>	\$ 20,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 2,000.00				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	1,606,919.12	69,920.66	1,676,839.78	\$ 1,522,373.24	578,478.22	74.35%	100.00%	-25.65%	-34.82%
<b>Expenditures:</b>										
Governing Body	\$ 274,700.00	\$ 73,819.68	\$ 107,154.66	\$ 180,974.34	\$ 87,853.54	\$ 93,725.66	65.88%	100.00%	34.12%	0.10%
Administration	\$ 279,200.00	\$ 232,843.70	\$ 21,558.70	\$ 254,402.40	\$ 271,092.94	\$ 24,797.60	91.12%	100.00%	8.88%	3.73%
Public Buildings	\$ 139,950.00	\$ 49,271.87	\$ 214.27	\$ 49,486.14	\$ 192,392.09	\$ 90,463.86	35.36%	100.00%	64.64%	14.69%
Police	\$ 388,143.00	\$ 340,405.22	\$ 37,272.13	\$ 377,677.35	\$ 374,061.91	\$ 10,465.65	97.30%	100.00%	2.70%	3.57%
Building & Zoning	\$ 82,400.00	\$ 71,050.15	\$ 8,560.34	\$ 79,610.49	\$ 73,944.52	\$ 2,789.51	96.61%	100.00%	3.39%	2.58%
Public Works	\$ 86,100.00	\$ 64,796.13	\$ 5,579.81	\$ 70,375.94	\$ 66,775.82	\$ 15,724.06	81.74%	100.00%	18.26%	8.69%
Streets	\$ 1,266,000.00	\$ 240,419.68	\$ 202,231.68	\$ 442,651.36	\$ 333,814.81	\$ 823,348.64	34.96%	100.00%	65.04%	76.42%
Powell Bill	\$ 56,000.00	\$ 7,565.10	\$ 40,546.04	\$ 48,111.14	\$ 33,800.28	\$ 7,888.86	85.91%	100.00%	14.09%	22.30%
Sanitation	\$ 116,100.00	\$ 86,346.87	\$ 17,717.85	\$ 104,064.72	\$ 96,190.17	\$ 12,035.28	89.63%	100.00%	10.37%	4.95%
Env/Cons/Rec	\$ 28,500.00	\$ 10,945.34	\$ -	\$ 10,945.34	\$ 188.48	\$ 17,554.66	38.40%	100.00%	61.60%	97.78%
Total expenditures	2,717,093.00	\$ 1,177,463.74	\$ 440,835.48	\$ 1,618,299.22	\$ 1,530,114.56	\$ 1,098,793.78	59.56%	100.00%	40.44%	43.34%
<b>Revenues over expenditures</b>	(461,775.00)	\$ 429,455.38	\$ (370,914.82)	\$ 58,540.56	\$ (7,741.32)	\$ (520,315.56)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 461,775.00	\$ -	\$ -	\$ -	\$ -	\$ 461,775.00				
Total other financing source	\$ 461,775.00	\$ -	\$ -	\$ -	\$ -	\$ 461,775.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 429,455.38	\$ (370,914.82)	\$ 58,540.56	\$ (7,741.32)	\$ (58,540.56)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 922,400.00	\$ 806,182.45	\$ 92,547.35	\$ 898,729.80	\$ 879,060.85	\$ 23,670.20				
Other Operating	\$ 578,218.00	\$ 283,064.58	\$ 161,437.77	\$ 444,502.35	\$ 312,817.86	\$ 133,715.65				
CIP/Grant Projects	\$ 1,216,475.00	\$ 88,216.71	\$ 186,850.36	\$ 275,067.07	\$ 338,235.85	\$ 941,407.93				
Total Expenditures	\$ 2,717,093.00	\$ 1,177,463.74	\$ 440,835.48	\$ 1,618,299.22	\$ 1,530,114.56	\$ 1,098,793.78				

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

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period <b>12</b>	Variance	Variance
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 139,742.74	\$ -	\$ 139,742.74		\$ (139,742.74)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 263,560.70	\$ 29,841.93	\$ 293,402.63	\$ 282,308.34	\$ 6,597.37				
Investment earnings	\$ 500.00	\$ 132.37	\$ 19.53	\$ 151.90	\$ 75.01	\$ 348.10				
Other revenues	\$ 26,500.00	\$ 27,229.18	\$ 239.60	\$ 27,468.78	\$ 24,678.37	\$ (968.78)				
Subtotal - Normal Operating	\$ 327,000.00	\$ 430,664.99	\$ 30,101.06	\$ 460,766.05	\$ 307,061.72	\$ (133,766.05)				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 430,664.99	\$ 30,101.06	\$ 460,766.05	\$ 307,061.72	\$ (133,766.05)	140.91%	100.00%	40.91%	-43.03%
<b>Expenditures:</b>										
Water Department	\$ 327,000.00	\$ 184,443.09	\$ 46,127.75	\$ 230,570.84	\$ 498,576.90	\$ 96,429.16	70.51%	100.00%	29.49%	7.50%
Total expenditures	\$ 327,000.00	\$ 184,443.09	\$ 46,127.75	\$ 230,570.84	\$ 498,576.90	\$ 96,429.16	70.51%	100.00%	29.49%	7.50%
<b>Revenues over expenditures</b>	\$ -	\$ 246,221.90	\$ (16,026.69)	\$ 230,195.21	\$ (191,515.18)	\$ (230,195.21)				
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	\$ -	\$ 246,221.90	\$ (16,026.69)	\$ 230,195.21	\$ (191,515.18)	\$ (230,195.21)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 184,443.09	\$ 46,127.75	\$ 230,570.84	\$ 226,126.85	\$ 96,429.16				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 272,450.05	\$ -				
Total Expenditures	\$ 327,000.00	\$ 184,443.09	\$ 46,127.75	\$ 230,570.84	\$ 498,576.90	\$ 96,429.16				



**Town of Montreat  
July 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>
Spencer	Frank	211 North Carolina Terrace	N/A	5182	7/11/2016	Mechanical - Change Out
Montreat College		310 Appalachian Way	N/A	5183	7/12/2016	Commercial - Sidewalk/Exterior Step Repairs
Thom	Evelyn	108 Kanawha Drive	7/12/2016	5184	7/12/2016	Residential - Deck Addition/Repair
Brock	Douglas	102 Kanawha Drive	N/A	5185	7/13/2016	Residential - Add Exterior Stairway
Lindsay	Arthur	392 Appalachian Way	N/A	5186	7/14/2016	Mechanical - Change Out
Montreat College		307 Lookout Road	N/A	5187	7/14/2016	Mechanical - Change Out
Montreat College		400-B Assembly Circle	N/A	5188	*7/21/2016 >HELD<	Commercial - Repairs
Wall	James	129 John Knox Road	N/A	5189	7/21/2016	Mechanical - Change Out

\*Pending approval of architect's revisions.

**ZONING ACTIVITY**

<b><u>Zoning Permit Applications:</u></b>	1
<b><u>Variance/Interpretation Requests:</u></b>	None
<b><u>Conditional Use Requests:</u></b>	None
<b><u>Permit Extensions Requested:</u></b>	None
<b><u>Sign Permit Applications:</u></b>	None
<b><u>Violations Reported:</u></b>	None

**BUILDING INSPECTIONS**

<b><u>Building Permit Applications:</u></b>	9
<b><u>Building Inspections Requested:</u></b>	26
<b><u>Re-inspections Requested/Required:</u></b>	3
<b><u>Fire Inspections Requested/Required:</u></b>	None
<b><u>Fire Permit Applications:</u></b>	None

**Totals**

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

**Totals**

<b><u>Building Permits Issued:</u></b>	8
<b><u>Pending Building Permits:</u></b>	1
<b><u>Building Inspections Performed:</u></b>	29
<b><u>*Stop Work Order Issued:</u></b>	None
<b><u>**Defective Building Posted:</u></b>	None
<b><u>Denied Building Permits</u></b>	None
<b><u>Fire Inspections Performed:</u></b>	None
<b><u>Fire Re-Inspections Performed:</u></b>	None
<b><u>Fire Permits Issued:</u></b>	None

# Zoning Permits Report

Permits for 07/01/2016 to 07/28/2016

Report Date 07/28/2016

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Permit: Z2008-0264	Issued: 07/12/2016	Expires: 01/08/2017	Property Owner: EVELYN M THOM
Applicant: JIM THOM	Location: 108 KANAWHA DR		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: DECK ADDITION	Cost: 2400	ID: 100600-Z000278

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# Combo Basic Report

Permits for 07/01/2016 to 07/28/2016

Report Date 07/28/2016

Source: Mechanical Permit: U2012-5182 Date Issued: 07/11/2016 Permit Expires: 07/11/2017 ID:100489-M000252  
 Applicant: BULLMAN HEATING & AIR, INC.: B Location: 211 NORTH CAROLINA TER  
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0  
 Property Owner: FRANK C SPENCER PIN: 071076552600000

Source: Project Permit: U2012-5183 Date Issued: 07/12/2016 Permit Expires: 01/12/2017 ID:200016-J000063  
 Applicant: H & M CONSTRUCTORS, INC.: CANN Location: 310 APPALACHIAN WAY  
 Permit Type: WALKWAY REPAIRS Structure: COLLEGE LIBRARY Cost Est: 0  
 Property Owner: MONTREAT ANDERSON COLLEGE PIN: 072006800700000

Source: Building Permit: U2012-5184 Date Issued: 07/12/2016 Permit Expires: 01/12/2017 ID:100600-B000629  
 Applicant: JIM THOM Location: 108 KANAWHA DR  
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 2400  
 Property Owner: EVELYN M THOM PIN: 071054158800000

Source: Building Permit: U2012-5185 Date Issued: 07/13/2016 Permit Expires: 01/13/2017 ID:100036-B000630  
 Applicant: JEFFREY H. HUDGINS: HUDGINS JE Location: 102 KANAWHA DR  
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 2400  
 Property Owner: DOUGLAS M. & MARCIA C. BROCK PIN: 071054043600000

Source: Mechanical Permit: U2012-5186 Date Issued: 07/14/2016 Permit Expires: 07/14/2017 ID:100653-M000253  
 Applicant: WHITE & WILLIAMS: LUNSFORD Location: 392 APPALACHIAN WAY  
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0  
 Property Owner: ARTHUR M LINDSAY PIN: 072016662600000

Source: Mechanical Permit: U2012-5187 Date Issued: 07/14/2016 Permit Expires: 07/14/2017 ID:200071-M000254  
 Applicant: HAYNES HEATING & COOLING: Location: 307 LOOKOUT ROAD  
 Permit Type: CHANGE OUT Structure: BELK CAMPUS CENTER Cost Est: 0  
 Property Owner: MONTREAT COLLEGE PIN: 072006828000000-BELK

Source: Building Permit: U2012-5188 Date Issued: 07/21/2016 Permit Expires: 01/20/2017 ID:200075-B000631  
 Applicant: H & M CONSTRUCTORS, INC.: CANN Location: 400-B ASSEMBLY CIRCLE  
 Permit Type: COMM. REPAIRS Structure: HOWERTON DORMITORY Cost Est: 171105  
 Property Owner: MONTREAT COLLEGE PIN: 072006828000000-HWRTND

Source: Mechanical Permit: U2012-5189 Date Issued: 07/21/2016 Permit Expires: 07/26/2017 ID:100184-M000256  
 Applicant: MCNUTT SERVICE GROUP, INC.: CO Location: 129 JOHN KNOX RD  
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0  
 Property Owner: JAMES GRIER WALL PIN: 071065383700000

# Fee Detail Subsort Report

Report for 07/01/2016 to 07/28/2016

Sorted by Permit Number

Report Date 07/28/2016

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	
Item Count	6				Fee Totals	\$750.00	

# Fee Detail Subsort Report

Report for 07/01/2015 to 07/31/2015

Sorted by Permit Number

Report Date 07/28/2016

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

# Fee Detail Subsort Report

Report for 07/01/2015 to 07/31/2015

Sorted by Permit Number

Report Date 07/28/2016

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	IM STUDY REVIEW		\$500.00	
Building	U2012-5100	08/03/2015	TELECOM	PLAN REVIEW		\$500.00	
Item Count 2						Fee Totals	\$1,000.00
Item Count 25						Fee Totals	\$7,257.70

# Fee Detail Subsort Report

Report for 07/01/2014 to 07/31/2014

Sorted by Permit Number

Report Date 07/28/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4984	06/24/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4985	07/03/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4985	07/03/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4985	07/03/2014	RES.	HR FUND		\$10.00	
Building	U2012-4985	07/03/2014	RES.	ELECTRICAL		\$200.00	
Building	U2012-4985	07/03/2014	RES.	PERMIT		\$108.00	
Item Count	5				Fee Totals	\$618.00	
Building	U2012-4986	07/03/2014	RES.	PERMIT		\$120.00	
Item Count	1				Fee Totals	\$120.00	
Plumbing	U2012-4987	07/07/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4988	07/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4989	07/16/2014	RES. RE-ROOF	RE-ROOF		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Building	U2012-4990	07/17/2014	RES	ELECTRICAL		\$200.00	
Building	U2012-4990	07/17/2014	RES	HR FUND		\$10.00	
Building	U2012-4990	07/17/2014	RES	CERT OF OCC		\$60.00	
Building	U2012-4990	07/17/2014	RES	MECHANICAL		\$200.00	
Building	U2012-4990	07/17/2014	RES	GAS		\$75.00	
Building	U2012-4990	07/17/2014	RES	PLUMBING		\$200.00	
Building	U2012-4990	07/17/2014	RES	PERMIT		\$900.00	
Item Count	7				Fee Totals	\$1,645.00	
Item Count	17				Fee Totals	\$2,733.00	



# Last Inspect Records

Report for 07/01/2016 to 07/29/2016

Report Date 07/29/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	BUILDING FINAL	Building	07/01/2016	10:30 AM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	ELECTRICAL	Building	07/01/2016	10:45 AM	APPROVED	//	DEC
U2012-5175	SHENANDOAH TER	WHITE &	CHANGE OUT	MECHANICAL	Mechanical	07/01/2016	11:00 AM	APPROVED	//	DEC
U2012-5181	163 MISSISSIPPI RD	BUCKINGHAM	ADD BRANCH	ELECTRICAL	Electrical	07/01/2016	11:30 AM	APPROVED	//	DEC
U2012-5180	163 MISSISSIPPI RD	FOUR SEASONS	REPLACE WATER	PLUMBING FINAL	Plumbing	07/01/2016	11:45 AM	APPROVED	//	DEC
U2012-5170	319 MISSOURI ROAD	HAYNES HEATING	CHANGE OUT	MECHANICAL	Mechanical	07/01/2016	3:00 PM	APPROVED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	ELECTRICAL	Building	07/05/2016	09:30 AM	FAILED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING FINAL	Building	07/05/2016	09:45 AM	FAILED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	CHIMNEY CHASE	Building	07/07/2016	10:30 AM	APPROVED	//	DA
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	WTR. SERV/SEWER	Building	07/12/2016	3:00 PM	APPROVED	//	DEC
U2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	GAS PIPING	Building	07/14/2016	10:00 AM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	TEMP. ELECT.	Building	07/14/2016	10:30 AM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SHOWER PAN	Building	07/14/2016	10:45 AM	APPROVED	//	DEC
U2012-5184	108 KANAWHA DR	JIM THOM	RES.	FOOTING	Building	07/14/2016	11:30 AM	APPROVED	//	DEC
U2012-5173	119 VIRGINIA RD	EWING &	RES.	PLUMBING R.I.	Building	07/14/2016	3:20 PM	FAILED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	ELEC. RE-INSPECT	Building	07/15/2016	3:00 PM	APPROVED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING	Building	07/15/2016	3:15 PM	APPROVED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	FINAL-ALL	Building	07/19/2016	10:30 AM	FAILED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	FINAL RE-INSPE.	Building	07/19/2016	3:00 PM	APPROVED	//	DEC
U2012-5184	108 KANAWHA DR	JIM THOM	RES.	FRAMING/FINAL	Building	07/20/2016	11:00 AM	APPROVED	//	DEC
U2012-5185	102 KANAWHA DR	JEFFREY H.	RES.	FOOTING	Building	07/20/2016	11:30 AM	FAILED	//	DEC
U2012-5183	310 APPALACHIAN WAY	H & M	WALKWAY	CONC.	Project	07/20/2016	3:00 PM	APPROVED	//	DEC
U2012-5185	102 KANAWHA DR	JEFFREY H.	RES.	FOOTING RE-INSPE.	Building	07/21/2016	11:00 AM	APPROVED	//	DEC
U2012-5173	119 VIRGINIA RD	EWING &	RES.	PLUMBING	Building	07/25/2016	11:00 AM	APPROVED	//	DEC
U2001-3771	543 SUWANNEE DRIVE	MARK T LASSITER	DUPLEX/MULTI-F	SEWER LINE	Building	07/25/2016	11:30 AM	APPROVED	//	DEC
U2012-5183	310 APPALACHIAN WAY	H & M	WALKWAY	MCGREGOR STEPS	Project	07/27/2016	11:00 AM	APPROVED	//	DEC
U2012-5183	310 APPALACHIAN WAY	H & M	WALKWAY	GAITHER STEPS	Project	07/27/2016	12:00 PM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	POST FTNG.	Building	07/27/2016	3:00 PM	APPROVED	//	DEC
U2012-5185	102 KANAWHA DR	JEFFREY H.	RES.	FRAMING/FINAL	Building	07/29/2016	11:00 AM	FAILED	//	DEC

Inspection Count 29

08/01/16 Fiscal Year: 2016  
17:00:22 Fiscal Month Range: 12-12

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

Selected Department Page 1  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	3,450.05	-2,950.05	690.01
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	0.00	941,742.87	10,257.13	98.92
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	2,115.56	-1,115.56	211.55
LOCAL SALES TAX	10-00-3065-100	345,000.00	34,858.58	320,750.16	24,249.84	92.97
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	0.00	12,111.03	-811.03	107.17
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	26,039.93	76,125.79	-21,125.79	138.41
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	3,191.09	-191.09	106.37
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	355.06	144.94	71.01
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,528.37	471.63	84.27
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	400.00	9,600.00	4.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	100.00	2,800.00	-2,800.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	14,000.00	-4,000.00	140.00
GRANT PROCEEDS - NCDPS/FEMA 2	10-10-3341-013	0.00	0.00	26,023.91	-26,023.91	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	4.50	29.01	170.99	14.50
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	1,604.00	36,616.61	8,383.39	81.37
SANITATION FEES	10-10-3435-400	10,000.00	2,623.00	9,135.09	864.91	91.35
BACK DOOR PICKUP	10-10-3435-410	0.00	175.00	175.00	-175.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	145.00	145.00	-145.00	0.00
PAYT	10-10-3435-430	0.00	136.00	136.00	-136.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	4,049.60	49,607.60	392.40	99.21
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	168.72	1,416.18	583.82	70.80
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.33	196.25	3.75	98.12

08/01/16  
17:00:22

Fiscal Year: 2016  
Fiscal Month Range: 12-12

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

Selected Department *Page 2*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MISC REVENUE	10-00-3815-800	1,000.00	0.00	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	15,963.07	-5,945.07	159.34
FUND BALANCE APPROPRIATED	10-00-3905-900	445,975.00	0.00	0.00	445,975.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,717,093.00	69,920.66	1,676,839.78	1,040,253.22	61.71

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TOWN OF MONTREAL  
**Encumbrances & Expenditure Statement**  
Period Ending: June 30, 2016  
**10 GENERAL FUND**

Selected Department  
(ALL) All Departments  
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	4,900.00	9,800.00	0.00	0.00	100.00
PROFESSIONAL SERVICES	10-00-4100-040	249,700.00	105,141.74	172,463.71	0.00	77,236.29	69.06
FICA EXPENSE	10-00-4100-050	800.00	374.88	749.76	0.00	50.24	93.72
TRAVEL & TRAINING	10-00-4100-140	2,300.00	0.00	2,230.00	0.00	70.00	96.95
ADVERTISING	10-00-4100-260	2,800.00	0.00	189.87	0.00	2,610.13	6.78
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	140.84	1,963.83	0.00	536.17	78.55
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	6,900.00	0.00	6,843.37	0.00	56.63	99.17
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	-3,402.80	-13,611.20	0.00	11.20	100.08
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		274,700.00	107,154.66	180,974.34	0.00	93,725.66	65.88

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**TOWN OF MONTREAL**  
**Encumbrances & Expenditure Statement**  
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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	174,200.00	19,837.30	165,010.40	0.00	9,189.60	94.72
FICA EXPENSE	10-00-4200-050	13,500.00	1,529.04	12,720.65	0.00	779.35	94.22
GROUP INSURANCE	10-00-4200-060	21,800.00	49.08	21,848.19	0.00	-48.19	100.22
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	2,007.98	18,879.87	0.00	4,520.13	80.68
POSTAGE	10-00-4200-100	2,200.00	479.33	1,416.95	0.00	783.05	64.40
TELEPHONE	10-00-4200-110	8,400.00	399.61	5,174.48	0.00	3,225.52	61.60
TRAVEL & TRAINING	10-00-4200-140	3,400.00	177.00	3,390.37	0.00	9.63	99.71
M & R EQUIPMENT	10-00-4200-160	24,400.00	2,410.05	23,132.60	0.00	1,267.40	94.80
ADVERTISING	10-00-4200-260	1,800.00	620.86	1,615.12	0.00	184.88	89.72
OFFICE EXPENSE	10-00-4200-320	3,000.00	134.15	2,079.47	0.00	920.53	69.31
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	395.00	664.53	0.00	335.47	66.45
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	124.20	1,183.71	0.00	216.29	84.55
CONTRACT SERVICES	10-00-4200-450	21,500.00	0.00	20,623.66	0.00	876.34	95.92
INDIRECT COST ALLOCATI	10-00-4200-480	-24,400.00	-6,604.90	-26,419.60	0.00	2,019.60	108.27
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,082.00	0.00	18.00	99.41
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		279,200.00	21,558.70	254,402.40	0.00	24,797.60	91.11

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**TOWN OF MONTREAL**  
**Encumbrances & Expenditure Statement**  
 Period Ending: June 30, 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	3,500.00	107.71	2,667.86	0.00	832.14	76.22
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	303.36	1,517.34	0.00	982.66	60.69
M & R EQUIPMENT	10-00-5000-160	5,200.00	164.80	3,439.65	0.00	1,760.35	66.14
DEPARTMENT SUPPLIES	10-00-5000-330	1,200.00	944.00	1,147.28	0.00	52.72	95.60
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	-1,305.60	-5,222.40	0.00	22.40	100.43
INSURANCE	10-00-5000-540	36,100.00	0.00	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	96,650.00	0.00	10,296.64	0.00	86,353.36	10.65
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	214.27	49,486.14	0.00	90,463.86	35.35

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**TOWN OF MONTREAL**  
**Encumbrances & Expenditure Statement**  
 Period Ending: June 30, 2016  
**10 GENERAL FUND**

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	233,000.00	25,668.04	234,723.33	0.00	-1,723.33	100.74
FICA EXPENSE	10-10-5100-050	17,800.00	1,959.41	17,870.52	0.00	-70.52	100.39
GROUP INSURANCE	10-10-5100-060	43,600.00	0.00	43,528.49	0.00	71.51	99.83
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,500.52	26,099.02	0.00	2,400.98	91.57
TELEPHONE	10-10-5100-110	2,000.00	185.48	2,089.58	0.00	-89.58	104.47
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	298.55	0.00	201.45	59.71
M & R EQUIPMENT	10-10-5100-160	4,000.00	726.50	2,833.97	0.00	1,166.03	70.84
M & R AUTO	10-10-5100-170	14,018.00	266.85	12,159.21	0.00	1,858.79	86.74
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	433.95	0.00	66.05	86.79
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,000.00	629.39	10,168.84	0.00	4,831.16	67.79
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	322.00	0.00	678.00	32.20
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	263.96	1,707.64	0.00	392.36	81.31
UNIFORMS	10-10-5100-360	1,700.00	113.98	1,342.94	0.00	357.06	78.99
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	208.00	258.00	0.00	42.00	86.00
CAPITAL OUTLAY	10-10-5100-730	4,925.00	0.00	4,841.31	0.00	83.69	98.30
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	19,000.00	0.00	200.00	98.95
TOTAL DEPT: (5100) POLICE		388,143.00	37,272.13	377,677.35	0.00	10,465.65	97.30



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**TOWN OF MONTREAL**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,000.00	5,471.13	50,355.34	0.00	-355.34	100.71
FICA EXPENSE	10-10-5400-050	3,900.00	418.55	3,855.16	0.00	44.84	98.85
GROUP INSURANCE	10-10-5400-060	9,100.00	0.00	9,019.35	0.00	80.65	99.11
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	549.62	5,740.53	0.00	359.47	94.10
TELEPHONE	10-10-5400-110	800.00	43.75	524.99	0.00	275.01	65.62
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,432.58	0.00	67.42	97.30
M & R EQUIPMENT	10-10-5400-160	4,600.00	1,902.74	3,507.74	0.00	1,092.26	76.25
M&R AUTO	10-10-5400-170	700.00	50.00	696.29	0.00	3.71	99.47
AUTO SUPPLIES	10-10-5400-310	1,100.00	24.55	1,043.09	0.00	56.91	94.82
DEPARTMENT SUPPLIES	10-10-5400-330	800.00	0.00	603.42	0.00	196.58	75.42
PLANNING BOARD	10-10-5400-331	250.00	25.00	25.00	0.00	225.00	10.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	75.00	950.00	0.00	300.00	76.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	800.00	0.00	805.00	0.00	-5.00	100.62
TOTAL DEPT: (5400) BUILDING & ZONING		82,400.00	8,560.34	79,610.49	0.00	2,789.51	96.61

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,000.00	5,823.80	54,299.95	0.00	-299.95	100.55
FICA EXPENSE	10-20-5550-050	4,200.00	445.52	4,157.11	0.00	42.89	98.97
GROUP HEALTH INSURANCE	10-20-5550-060	8,900.00	0.00	8,802.23	0.00	97.77	98.90
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	585.07	6,192.75	0.00	307.25	95.27
TELEPHONE	10-20-5550-110	700.00	62.11	677.23	0.00	22.77	96.74
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	168.70	371.99	0.00	128.01	74.39
AUTO SUPPLIES	10-20-5550-310	3,800.00	121.90	2,393.77	0.00	1,406.23	62.99
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	360.01	978.12	0.00	1,021.88	48.90
UNIFORMS	10-20-5550-360	500.00	0.00	391.99	0.00	108.01	78.39
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	60.00	0.00	4,440.00	1.33
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	-1,987.30	-7,949.20	0.00	-50.80	99.36
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	5,579.81	70,375.94	0.00	15,724.06	81.73

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**Encumbrances & Expenditure Statement**  
 Period Ending: June 30, 2016  
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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	110,600.00	14,233.59	110,393.69	0.00	206.31	99.81
FICA EXPENSE	10-20-5600-050	8,500.00	828.91	8,185.40	0.00	314.60	96.29
GROUP INSURANCE	10-20-5600-060	25,700.00	0.00	25,698.63	0.00	1.37	99.99
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	1,150.55	12,146.80	0.00	1,053.20	92.02
TRAVEL & TRAINING	10-20-5600-140	2,100.00	0.00	2,012.20	0.00	87.80	95.81
M & R EQUIPMENT	10-20-5600-160	3,000.00	0.00	2,748.99	0.00	251.01	91.63
M & R TRUCKS	10-20-5600-170	4,000.00	0.00	3,639.49	0.00	360.51	90.98
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,200.00	221.17	5,172.51	0.00	4,027.49	56.22
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	446.94	5,059.09	0.00	440.91	91.98
UNIFORMS	10-20-5600-360	2,000.00	259.00	2,262.05	0.00	-262.05	113.10
CONTRACT SERVICE	10-20-5600-450	14,000.00	2,200.00	5,773.00	0.00	8,227.00	41.23
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	-5,799.60	-23,198.40	0.00	-1.60	99.99
CAPITAL OUTLAY	10-20-5600-730	1,067,900.00	186,850.36	259,929.12	0.00	807,970.88	24.34
STREET LIGHTING	10-20-5600-740	23,500.00	1,840.76	22,828.79	0.00	671.21	97.14
DEBT PAYMENT	10-20-5600-900	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,266,000.00	202,231.68	442,651.36	0.00	823,348.64	34.96

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

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Uncumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	4,136.43	6,895.74	0.00	-2,895.74	172.39
SIGNS/PAINTING	10-20-5700-755	17,000.00	16,367.61	16,426.43	0.00	573.57	96.62
PATCHING	10-20-5700-760	4,000.00	0.00	787.77	0.00	3,212.23	19.69
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	20,042.00	20,042.00	0.00	3,958.00	83.50
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	1,104.20	0.00	895.80	55.21
TOTAL DEPT: (5700) POWELL BILL		56,000.00	40,546.04	48,111.14	0.00	7,888.86	85.91

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	3,580.72	33,263.55	0.00	8,536.45	79.57
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,316.00	14,766.00	0.00	234.00	98.44
FICA EXPENSE	10-30-5800-050	3,300.00	273.92	2,544.65	0.00	755.35	77.11
GROUP HEALTH INSURANCE	10-30-5800-060	9,100.00	0.00	9,051.25	0.00	48.75	99.46
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	359.72	3,793.18	0.00	206.82	94.83
TELEPHONE	10-30-5800-110	750.00	43.75	526.39	0.00	223.61	70.18
UTILITIES	10-30-5800-130	500.00	39.75	508.21	0.00	-8.21	101.64
M & R EQUIPMENT	10-30-5800-160	400.00	329.25	329.25	0.00	70.75	82.31
M & R - TRUCKS	10-30-5800-170	7,000.00	0.00	6,080.83	0.00	919.17	86.86
AUTO SUPPLIES	10-30-5800-310	3,900.00	177.10	2,859.75	0.00	1,040.25	73.32
SUPPLIES/TOOLS	10-30-5800-330	6,840.00	5,974.07	6,836.48	0.00	3.52	99.94
UNIFORMS	10-30-5800-360	750.00	549.14	749.09	0.00	0.91	99.87
CONTRACT - DUMPSTER SE	10-30-5800-451	13,070.00	2,301.74	13,069.97	0.00	0.03	100.00
TIPPING FEES	10-30-5800-550	9,690.00	1,772.69	9,686.12	0.00	3.88	99.96
TOTAL DEPT: (5800) SANITATION		116,100.00	17,717.85	104,064.72	0.00	12,035.28	89.63



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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	0.00	968.37	0.00	31.63	96.83
Landcare - Hemlocks	10-80-6190-452	20,000.00	0.00	9,976.97	0.00	10,023.03	49.88
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	0.00	10,945.34	0.00	17,554.66	38.40
TOTAL FUND: (10) GENERAL FUND		2,717,093.00	440,835.48	1,618,299.22	0.00	1,098,793.78	59.56

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: June 30, 2016  
**30 WATER FUND**

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	18,588.92	1,411.08	92.94
WATER SALES	30-91-3500-500	140,000.00	16,123.93	129,068.27	10,931.73	92.19
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,718.00	164,334.36	-4,334.36	102.70
BILLING FEE REVENUE	30-91-3500-800	1,000.00	89.60	1,087.72	-87.72	108.77
WATER TAPS	30-91-3505-500	2,000.00	0.00	900.00	1,100.00	45.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	100.00	875.00	125.00	87.50
SERVICE CHARGE REVENUE	30-91-3515-500	0.00	0.00	-25.00	25.00	0.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	139,742.74	-139,742.74	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.53	151.90	348.10	30.38
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	0.00	200.00	-200.00	0.00
LATE FEES	30-91-3815-800	2,000.00	50.00	2,786.44	-786.44	139.32
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-19.30	19.30	0.00
TOTAL FUND REVENUE:		327,000.00	30,101.06	460,766.05	-133,766.05	140.90
TOTAL REVENUE:		3,044,093.00	100,021.72	2,137,605.83	906,487.17	70.22%

08/01/16 Fiscal Year: 2016  
 16:37:46 Fiscal Month Range: 12-12  
 (D)

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

Selected Department Page 11  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	162.00	2,208.00	0.00	6,292.00	25.97
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	504.20	2,679.19	0.00	320.81	89.30
TELEPHONE	30-91-8100-110	2,500.00	315.07	2,029.57	0.00	470.43	81.18
UTILITIES	30-91-8100-130	30,000.00	1,925.90	29,911.80	0.00	88.20	99.70
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	829.00	0.00	1,171.00	41.45
M & R WELLS	30-91-8100-150	28,000.00	7,219.08	15,970.34	0.00	12,029.66	57.03
M & R EQUIPMENT	30-91-8100-160	10,000.00	129.32	6,467.99	0.00	3,532.01	64.68
AUTO SUPPLIES	30-91-8100-310	5,000.00	197.51	2,581.48	0.00	2,418.52	51.63
DEPARTMENT SUPPLIES	30-91-8100-330	3,000.00	628.07	3,363.69	0.00	-363.69	112.12
SPECIAL ASSESSMENTS EX	30-91-8100-340	2,800.00	0.00	2,728.90	0.00	71.10	97.46
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	19,100.20	76,400.80	0.00	-0.80	100.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	69,100.00	0.00	0.00	0.00	69,100.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	15,946.40	84,113.91	0.00	86.09	99.89
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	46,127.75	230,570.84	0.00	96,429.16	70.51
TOTAL FUND: (30) WATER FUND		327,000.00	46,127.75	230,570.84	0.00	96,429.16	70.51
TOTAL EXPENDITURES		3,044,093.00	486,963.23	1,848,870.06	0.00	1,195,222.94	60.73

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 11, 2016**

**SUBJECT:** Proposed Revisions to Town of Montreat Official Zoning Map

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** The original Official Zoning Map for the Town of Montreat was adopted in 1985, with the later (current effective) version created with assistance from Land of Sky Regional Council in 1993. Since its adoption, many map amendments have occurred which required hand-drawn changes to the map. This practice, coupled with the normal wear and tear that occurs with nearly twenty five years of use has resulted in significant deterioration of the original paper document. Recently, staff created a newly-updated version of the Official Zoning Map using GIS software. The new map incorporates all amendments that have occurred to the original document since 1985.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To call for a Public Hearing on September 8, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Town of Montreat Official Zoning Map

**FUNDING SOURCE:** None

**ATTACHMENTS:** Town of Montreat North Carolina Official Zoning Map, 1993; Town of Montreat North Carolina Official Zoning Map, 2016

**STAFF COMMENTS AND RECOMMENDATIONS:** During the July 21<sup>st</sup>, 2016 meeting of the Montreat Planning and Zoning Commission, members reviewed both editions of the Official Zoning Map for comparison and to verify the accuracy of the proposed document. Staff spent many hours refining the map, experimenting with various color and texture schema. We believe the new map provides a user-friendly tool that balances adequate essential information with an accessible layout. The digital version of the map is housed within our GIS system and provides even more data and detailed information for use by town staff. We currently use this system for many functions - in addition to zoning - such as: to keep track of our water supply system feature locations; catalog roadway age and condition; map surface water features and regulatory buffers; display regulatory floodplain boundaries from FEMA data, etc. Once adopted, the new map will provide an excellent additional reference to be used in assisting members of the public to quickly access basic zoning information about their property.

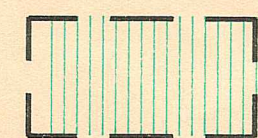
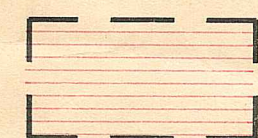
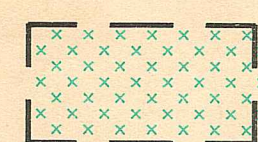
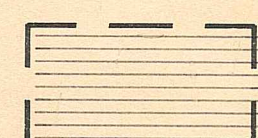


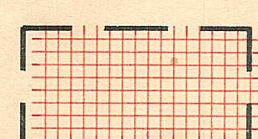



# TOWN OF MONTREAT NORTH CAROLINA OFFICIAL ZONING MAP, 1993

Official Zoning Map, Town of Montreat, N.C.  
Adopted by Town of Montreat  
Board of Commissioners November 14, 1985  
Amended June 28, 1990  
Amended May 14, 1992  
Amended August 12, 1993

Mayor

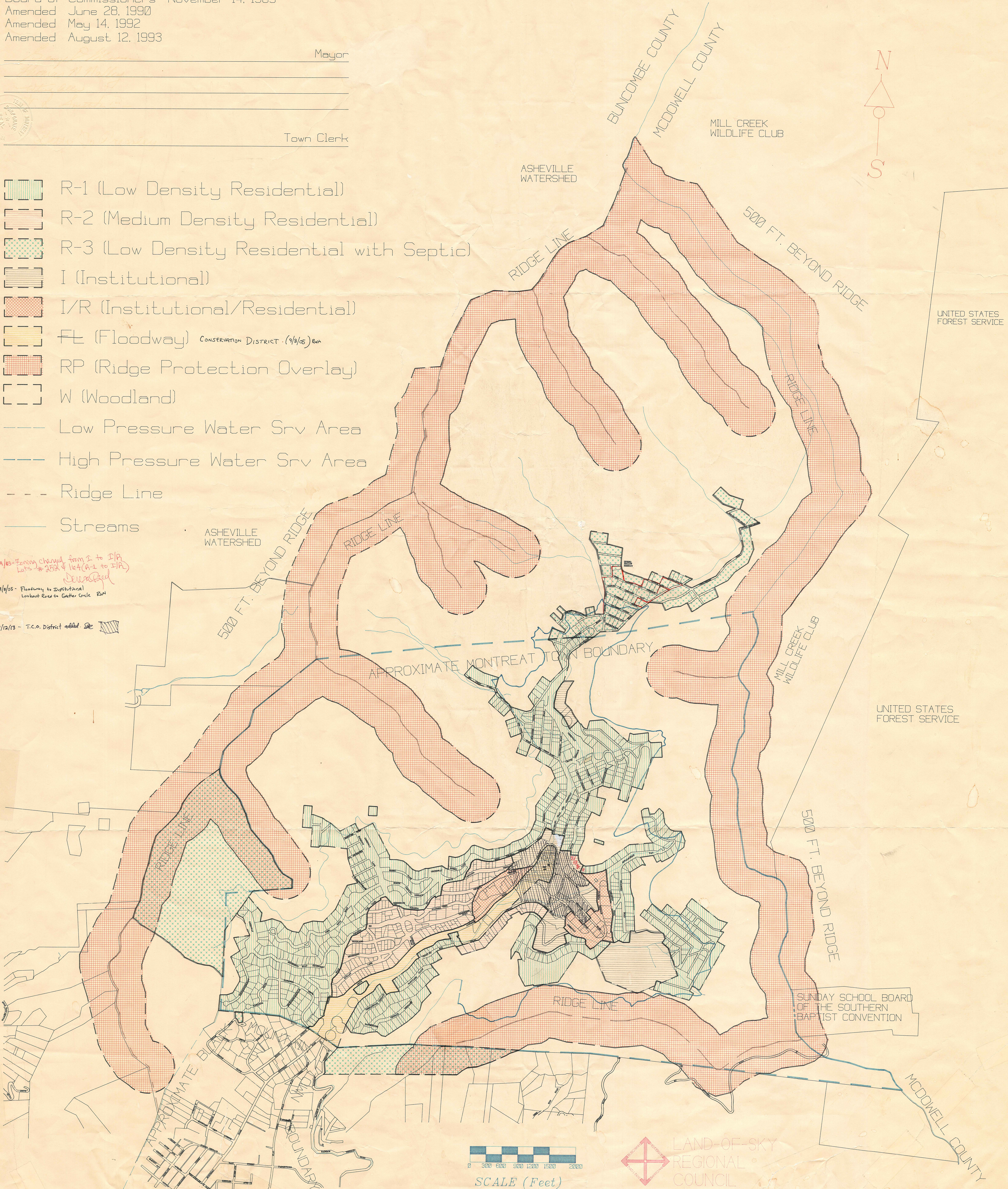
Town Clerk

-  R-1 (Low Density Residential)
-  R-2 (Medium Density Residential)
-  R-3 (Low Density Residential with Septic)
-  I (Institutional)
-  I/R (Institutional/Residential)
-  Ft (Floodway) CONSERVATION DISTRICT (4/8/05) Bm
-  RP (Ridge Protection Overlay)
-  W (Woodland)
- Low Pressure Water Srv Area
- High Pressure Water Srv Area
- Ridge Line
- Streams

\* 4/1/03 - zoning changed from I to I/R  
Lots # 252 & 144 (A-1 to I/R)  
New Bedford

\* 4/1/05 - Floodway to Institutional  
Lookout Road to Gathers Circle Bm

\* 4/12/13 - T.C.O. District added. Bm

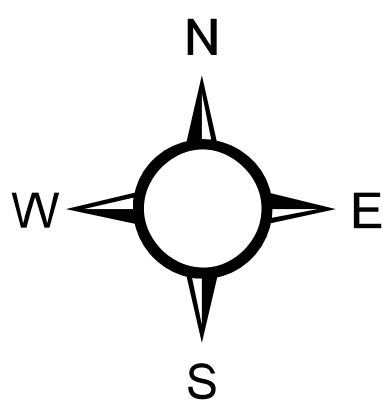


SCALE (Feet)

LAND-OF-SKY  
REGIONAL  
COUNCIL



# Town of Montreat North Carolina Official Zoning Map, 2016



Official Zoning Map, Town of Montreat, N.C.  
Adopted by Town of Montreat  
Board of Commissioners November 14, 1985

Amended June 28, 1990  
Amended May 14, 1992  
Amended August 12, 1993  
Amended January 9, 2003  
Amended September 8, 2005  
Amended September 12, 2013

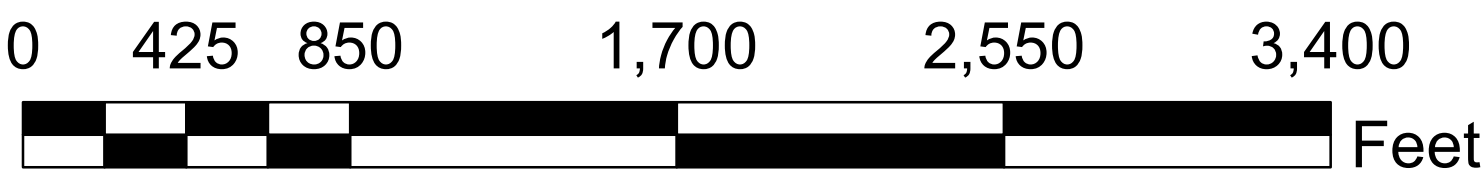
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Town Clerk

**Legend**

- Corporate Limits
- Mountain Ridge
- Ridge Protection Overlay (RPO)
- ETJ Extra Territorial Jurisdiction
- Montreat Streets
- Montreat Parcels
- Town Center Overlay
- (R-1) Low-Density Residential District
- (R-2) Medium-Density Residential
- (R-3) \*Low-Density Residential
- (I) Institutional District
- (I/R) Institutional/Residential District
- Woodland District
- (CD) Conservation\_District

\*Limited Availability of Town Services  
in These Areas





**Rule 4.        Agenda**

**I.        Agenda and Regular Meetings**

- A.        The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda for an agenda or regular meeting must be received in writing by the Town Clerk no later than the Friday before the first Thursday of each month.
- B.        The Deputy Town Clerk shall perform the duties of clerk when the Town Clerk is absent.
- C.        Any Board member, by a timely request, may have an item placed on the proposed agenda.
- D.        The Town Clerk shall prepare the agenda packet to the Board. The packet shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. A copy of all the proposed ordinances shall be attached to the agenda. Each Commissioner shall receive a copy of the agenda packet by the Tuesday morning preceding the Agenda Meeting of the Board. Supporting background information for items on the agenda may be added after the Friday prior to the Agenda Meeting. The Board may elect to discuss or defer discussion until the following meeting. The agenda packet shall also be available for public inspection and distribution or copying when it is distributed to the Board members. The cost for copying shall be in accordance with the current Fee Schedule.
- E.        The Board shall hold an Agenda Meeting on the Thursday before the regular monthly meeting to ask question and thoroughly explore the proposals that must be voted on at the regular meeting. Additions to the regular monthly meeting agenda shall not be allowed unless an unexpected and pressing matter arises. This restriction avoids surprise and is consistent with the spirit of the Open Meetings Law, although neither is actually part of the law. As the first item of business at the Agenda Meeting, the Board shall discuss and adopt the agenda for the meeting.
  - 1.        The Board may, by majority vote, add an item that requires immediate action that is not on the agenda. Written copies of particular documents connected with the item(s) shall be made available at the meeting to all Board members.

2. The Board may, by majority vote, add items to or subtract items from the proposed agenda, except that (a) the Board may not subtract items stated in the notice of a special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless those calling the meeting consent to the deletion; (b) the Board may not add items to the proposed agenda stated in the notice of special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless all members are present, or those who are absent sign a written waiver of notice; and (c) only business connected with the emergency may be considered at an emergency meeting.
  3. The Board may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.
  4. The Board may designate certain agenda items "for discussion and possible action." Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.
- F. **Consent Agenda.** During the Agenda Meeting or prior to approval of the Consent Agenda, any Commissioner may have an item moved from the Consent Agenda to New Business for discussion. Prior to the approval of the Consent Agenda, the Mayor will ask if any member of the public has questions regarding items on the Consent Agenda; however, items can only be moved from the Consent Agenda at the request of the Mayor or a Commissioner.
- G. The Town Clerk will maintain a mailing list of interested parties who wish to receive a copy of the agenda regularly, and will mail or e-mail a copy of the agenda to those individuals on the mailing list but will not mail copies of the accompanying materials.
- H. **Open Meetings Requirement.** The Board may not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for person attending a meeting of the Board to understand what is being deliberated, voted, or acted on.
- I. Resolutions, ordinances, motions and prepared statements must be in written form. Copies shall be provided for each Commissioner, the Mayor, the Town Administrator, the Town Clerk, the media packet and the public packet.

- J. Any attachment to the minutes shall be approved by a vote of the Commissioners.
- K. In the event of a divided vote, each side may furnish a signed explanation of its position within seven days of no greater than 100 words in length. This document may be attached as an appendix if approved at the next regularly scheduled meeting of the Board.

## **II. Special, Emergency and Workshop Meetings**

- A. The Town Clerk shall prepare a proposed agenda for each meeting.
- B. The Town Clerk shall prepare the agenda packet to the Board. The packet shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. Each Board member shall receive a copy of the agenda packet. The agenda packet shall also be available for public inspection and distribution of copying when it is distributed to the Board members. The cost of copying shall be determined in accordance with the current Fee Schedule.
  - 1. Items may be added to the agenda in the following ways. The Board may, by majority vote, add an item that requires immediate action that is not on the agenda. Written copies of particular documents connected with the items shall be made available at the meeting to all Board members.
  - 2. The Board may, by majority vote, add items to or subtract items from the proposed agenda, except that (a) the Board may not subtract items stated in the notice of a special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless those calling the meeting consent to the deletion; (b) the Board may not add items to the proposed agenda stated in the notice of special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless all members are present, or those who are absent sign a written waiver of notice; and (c) only business connected with the emergency may be considered at an emergency meeting.
  - 3. The Board may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.
- C. The Board may designate certain agenda items "for discussion and possible action." Such designation means that the Board intends to discuss the general

subject area of that agenda item before making any motion concerning that item.

- D. The Town Clerk will maintain a mailing list of interested parties who wish to receive a copy of the agenda regularly, and will mail or e-mail a copy of the agenda to those individuals on the mailing list but will not mail copies of the accompanying materials.
- E. **Open Meetings Requirement.** The Board may not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for person attending a meeting of the Board to understand what is being deliberated, voted, or acted on.
- F. Resolutions, ordinances, motions and prepared statements must be in written form. Copies shall be provided for each Commissioner, the Mayor, the Town Administrator, the Town Clerk, the media packet and the public packet.
- G. Any attachment to the minutes shall be approved by a vote of the Commissioners.
- H. In the event of a divided vote, each side may furnish a signed explanation of its position within seven days of no greater than 100 words in length. This document may be attached as an appendix if approved at the next regularly scheduled meeting of the Board.

**Rule 5. Public Address to the Board**

- A. Any individual or group who wishes to have an item of business placed on the agenda for the agenda or regular meeting of the Board shall make a written request to the Town Clerk. The Board shall determine at the meeting whether it will hear the individual or group. The time limit for any individual or representative of a group addressing the Board shall be three minutes, unless a majority of the Board agrees to additional time. Public comments will be heard at the end of the meeting for items not on the agenda.
- B. Commissioners are not expected to comment on matters brought to the Board during this time, but to delay action or comment until the Town staff has had an opportunity to research the subject matter and report any necessary and relevant information to all Board members.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 11, 2016**

**SUBJECT:** Blue Cross Blue Shield

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** D  
**Department:** Administration  
**Contact:** Al Richardson, Interim Town Administrator  
**Presenter:** Al Richardson, Interim Town Administrator

**BRIEF SUMMARY:** Since the switch from Blue Cross Blue Shield to United Health Care two employees have had medications denied to them. In both cases these medications were critical to everyday use. The change to United Health Care will result in an additional \$9816 in expenses for prescription co-pays for employees – this is a tentative amount as several employees have not submitted prescriptions for refill as of yet. When this change to United Healthcare was last brought before the Board it was agreed upon as long as prescription drug charges did not adversely affect anyone. Town Staff reached out to representatives at United Health Care and checked each prescription drug but they were not given the drug formulary prior to the insurance going into effect. The cost to switch back to Blue Cross Blue Shield will be \$121,983 annually or an additional \$15,377 a year compared to United Health Care. Changing over on September 1<sup>st</sup> will require a Budget Amendment of \$12,815 to cover the remaining 10 months.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To switch the Town of Montreat back to Blue Cross Blue Shield as of September 1<sup>st</sup> due to the fact that Town Employees were adversely affected with regards to prescription drug coverage and to authorize the Mayor and Town Administrator to execute the necessary related contract documents.

**FUNDING SOURCE:** Capital Outlay – Public Buildings (Planning Money for the Town Hall Project)

**ATTACHMENTS:** United Health Care & Blue Cross Blue Shield Comparison Sheets

	<u>United Health Care</u>	<u>BCBS</u>
	<u>Prescription Co-pays</u>	
Tier 4	\$100	\$50
Tier 3	\$50	\$25
Tier 2	\$35	\$15
Tier 1	\$10	\$4

**STAFF COMMENTS AND RECOMMENDATIONS:** Change back to BCBS.



# Town Of Montreat

July 1, 2016 Renewal Options



**BANKERS INSURANCE...**  
Insuring today to ensure tomorrow.

			UHC	Blue Cross Blue Shield NC				
			Gold KL-Z/ 247A RV Current	Platinum 500 CX Plan Opt 1	Gold 1500 C Plan Opt 2	Gold 2000 C Plan Opt 3	Silver 2000 C Plan Opt 4	Silver 3000 C Plan Opt 5
Darrick Allen	27	EE Only	\$634.56	\$502.72	\$412.89	\$408.68	\$345.32	\$340.40
David Arrant	42	EE Only	\$634.56	\$635.59	\$522.02	\$516.70	\$436.59	\$430.37
Armon Blevins	44	EE Only	\$634.56	\$670.13	\$550.39	\$544.77	\$460.31	\$453.76
Phyllis Comrie	60	EE Only	\$634.56	\$1,347.93	\$1,107.08	\$1,095.79	\$925.90	\$912.72
Clyde Creasmen	60	EE Only	\$634.56	\$1,301.88	\$1,069.26	\$1,058.35	\$894.26	\$881.53
Barry Creasmen	42	EE Only	\$634.56	\$635.59	\$522.02	\$516.70	\$436.59	\$430.37
David Currie	53	EE Only	\$634.56	\$978.57	\$803.72	\$795.52	\$672.18	\$662.61
Stephen Freeman	53	EE Only	\$634.56	\$1,024.14	\$841.15	\$832.56	\$703.48	\$693.47
Angela Murphy	40	EE Only	\$634.56	\$613.04	\$503.51	\$498.37	\$421.10	\$415.11
Michael Harrison	50	EE Only	\$634.56	\$856.73	\$703.65	\$696.47	\$588.49	\$580.11
Stefan Stackhouse	64	EE Only	\$634.56	\$1,439.07	\$1,181.94	\$1,169.88	\$988.50	\$974.43
Jack Stagge	56	EE Only	\$634.56	\$1,119.12	\$919.16	\$909.78	\$768.72	\$757.78
Justyn Whitson	27	EE Only	\$634.56	\$502.72	\$412.89	\$408.68	\$345.32	\$340.40
Estimated Monthly Premium			\$8,249.28	\$11,627.23	\$9,549.68	\$9,452.25	\$7,986.76	\$7,873.06
% Change from Current				40.9%	15.8%	14.6%	-3.2%	-4.6%
Est. Annual Renewal Premium			\$98,991.36	\$139,526.76	\$114,596.16	\$113,427.00	\$95,841.12	\$94,476.72
Annual Dollar Change				\$40,535.40	\$15,604.80	\$14,435.64	(\$3,150.24)	(\$4,514.64)
***Health Summary of In-Network Benefits***								
Health Benefits			RV Current	Plan Opt 1	Plan Opt 2	Plan Opt 3	Plan Opt 4	Plan Opt 5
Deductible			\$1500/\$3000	\$500/\$1000	\$1500/\$3000	\$2000/\$4000	\$2000/\$4000	\$3000/\$6000
Coinsurance			80%	80%	80%	80%	70%	70%
Out-of-Pocket Max			\$4,500/\$9,000**	\$1,500/\$3,000**	\$4,000/\$8,000**	\$4,000/\$8,000**	\$6,850/\$13,700**	\$6,850/\$13,700**
Preventive Care			100%	100%	100%	100%	100%	100%
Office Visit Copay			\$25	\$10	\$25	\$15	\$45	\$30
Specialist Copay			\$50	\$20	\$50	\$30	\$90	\$60
Urgent Care			\$100	\$20	\$50	\$30	\$90	\$60
Emergency Room			\$200	\$300	\$500	\$500	\$500	\$500
Inpatient Hospital			20% After Ded	20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded
Outpatient Services			20% After Ded	20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded
Prescription Drug Coverage T1A/T1			\$10	\$4	\$4	\$4	\$20	\$10
Prescription Drug Coverage T2			\$35	\$15	\$15	\$15	\$35	\$25
Prescription Drug Coverage T3			\$60	\$35	\$35	\$35	\$45	\$40
Prescription Drug Coverage T4			\$100	\$50	\$50	\$50	\$90	\$80
Prescription Drug Coverage T5			N/A	25% up to \$100 Max	25% up to \$100 Max	25% up to \$100 Max	25% up to \$200 Max	25% up to \$100 Max

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



## Town Of Montreat

July 1, 2016 Renewal Options

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

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





## Town Of Montreat

### July 1, 2016 Renewal Options

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

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

**Town of Montreat  
96 Rainbow Terrace  
Black Mountain, NC 28711**

<b>Spectrum Business TV</b>	<b><u>Quantity</u></b>	<b><u>1<sup>st</sup> Year Rate</u></b>	<b><u>Standard Rate</u></b>
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Program Packages & Services

Outlets, remotes & HD boxes included

\$7

**Spectrum Business Internet**

Internet Plus-Up to 60MB X 4MB

1

\$39.99

\$59.99

Static IP address(es)

Wi-Fi Router

**Spectrum Business Phone**

Full-featured phone/fax lines included

3

\$89.97

\$119.97

**Total Monthly Rate**

**\$136.96**

**\$186.96**

**Installation Fee for ALL Spectrum Services**

**\$99**

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 11, 2016**

**SUBJECT:** Charter Spectrum Internet/Telephone/Television Bundle Service Provider

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** E  
**Department:** Administration  
**Contact:** Al Richardson, Interim Town Administrator  
**Presenter:** Al Richardson, Interim Town Administrator

**BRIEF SUMMARY:** During the month of July internet access to the Town Services Building was sporadic with IT providers making multiple visits to the Office to try to resolve the situation. Electronic Office (our IT provider) advised Staff that the Town Office Building is as far away from the AT&T outpost on Montreat Road as possible and that is why our connectivity is low and they recommended switching to Charter Spectrum for internet access. Upon further discussion with Charter Spectrum it has become apparent that bundling our services will be the most cost-effective solution. Our current monthly bill through AT&T for 3 telephone lines and internet service is \$495. Charter Spectrum is offering the Town a 1<sup>st</sup> Year Rate of \$39.99 a month for Spectrum Business Internet, \$89.97 a month for Spectrum Business Phone and \$7.00 a month for Spectrum Business TV for our Police Department and Public Works departments to monitor inclement weather and impending storms. There will be a one-time installation fee of \$99. After the initial promotional rate we will incur only a \$50 per month increase for the above services totaling \$2458.48 compared to our current telephone and internet service from AT&T which would total \$4,950 for a year of service. This savings offers us more services and allows us to have a better quality of work.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To switch the Town of Montreat to Charter Spectrum for business television, internet and telephone and to authorize the Mayor and Town Administrator to execute the necessary related contract documents.

**FUNDING SOURCE:** Administration

**ATTACHMENTS:** Proposed bid from Charter Spectrum Attached

**STAFF COMMENTS AND RECOMMENDATIONS:** Switch to Charter Spectrum Bundle