

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
December 1, 2016 – 5:00 p.m.  
Walkup Building**

---

**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Presentation to Council: Bounty and Soul (Materials Pending)**

**IV. Presentation to Council: Town Hall Committee Recommendations (Materials Pending)**

**V. Mayor’s Communications**

**VI. Consent Agenda**

A. Meeting Minutes Adoption

- November 3, 2016, Public Forum Minutes
- November 3, 2016, Town Council Agenda Meeting Minutes
- November 10, 2016, Town Council Meeting Minutes

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

**VII. Town Administrator’s Communications**

- Consent Agenda Review
- Texas Road Bridge Update
- Other Topics

**VIII. Administrative Reports**

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

**IX. Public Comment – Agenda Items**

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

X. Old Business

XI. New Business

- A. Approval of Recertification of Tree City USA
- **Suggested Motion:** The Board of Commissioners hereby authorizes Mayor Tim Helms to execute the documents for recertification of Tree City USA.
- B. Discussion of Disposition of Florida Terrace Property
- **Suggested Motion:**
- C. Discussion of affirming Montreat as a Welcoming Community
- **Suggested Motion:**

XII. Public Comment – Other Topics

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

XIII. Commissioner Communications

XIV. Meeting Dates

Montreat Landcare: December 7, 2016, 9:00 a.m.  
Allen Building  
Swannanoa Room

December Town Council Meeting: December 8, 2016, 7:00 p.m.  
Walkup Building

Town Offices Closed: December 23 & December 26, 2016  
Christmas Holidays

Montreat Tree Board: December 27, 2016, 9:30 a.m.  
Town Services Building

Montreat Landcare: January 4, 2017, 9:00 a.m.  
Allen Building  
Swannanoa Room

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

---

January Town Council Agenda Meeting

January 5, 2017, 7:00 p.m.  
Walkup Building  
Public forum begins at 6:30 p.m.

January Town Council Meeting

January 12, 2017, 7:00 p.m.  
Walkup Building

**XV. Closed Session**

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

**XVI. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Public Forum  
November 3, 2016  
Walkup Building**

---

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

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator  
Barry Creasman, Senior Water Operator  
Angie Murphy, Town Clerk  
Steve Freeman, Public Works Director

**Call to Order**

Approximately 5 people were in attendance. Mayor Helms called the meeting to order at 6:30 p.m. and led the group in a moment of silence.

**Agenda Approval**

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

**Public Forum**

Mr. Tom Frist of 98 Frist Road, inquired about the new Town Hall Site. Mayor Helms advised Mr. Frist that the Town Hall Committee is still continuing to meet and they hope to make a presentation to Council in December. Mr. Frist also asked if the Town of Black Mountain had been contacted with regards to possible annexation efforts. Mayor Helms advised that they had been contacted by the Town Hall Committee.

Mrs. Martha Campbell of 149 Maryland Place, thanked the Public Works Crews for all their efforts in clearing the leaves from the rights-of-way. Mrs. Campbell also expressed her appreciation to the U.S. Forest Service for all of their hard work in putting out the fire on the East Ridge Trail.

Mr. Eric Nichols of 527 Suwannee Drive, inquired about when the Florida Terrace property would be sold. Mayor Helms advised that Council would need to decide the next course of action for the property and the Town just got a clear title within the past 4 weeks. Mr. Nichols also asked for updates on the Town Hall Committee and the Texas Road Bridge. Mr. Nichols expressed his disappointment that a vehicular bridge has not been provided by the Council.

Mrs. Alice Lentz of 115 Eastminster Terrace, thanked the Town Staff for all their hard work and for the Board for all they do each day for the Town of Montreat.

Mr. Tom Frist of 98 Frist Road, proposed if the Montreat Gate gets hit again it should be moved to the Texas Road Pedestrian Bridge to preserve the history.

Mr. Peter Boggs of 338 Chapman Road, stated that a hologram of the Montreat Gate is the best idea that he's heard as a solution thus far.

Mayor Pro Tem Fouche advised those in attendance to visit the Town of Montreat website to view the minutes and supporting documents of the Town Hall Committee.

**Adjournment**

There being no further discussion, Mayor Pro Tem Fouche moved to adjourn the Public Forum Meeting. Commissioner Otto seconded and the motion carried 4/0. The meeting was adjourned at 6:48 p.m.

---

Tim Helms, Mayor

---

Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
November 3, 2016  
Walkup Building**

---

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

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator  
Steve Freeman, Public Works Director  
Angie Murphy, Town Clerk  
Barry Creasman, Senior Water Operator

Approximately 4 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Mayor Pro Tem moved to adopt the agenda. Commissioner Vinson seconded and the motion carried 4/0.

**Mayor's Communications**

Mayor Helms stated that at next week's meeting, Martin, Starnes & Associates will be giving a presentation on the 2015-2016 Annual Audit Report.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- October 6, 2016, Public Forum Minutes
- October 6, 2016, Town Council Agenda Meeting Minutes
- October 13, 2016, Town Council Minutes

**Town Administrator's Communications**

- Interim Town Administrator Al Richardson will reserve his communications until next week.

**Administrative Reports**

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

### **Public Comments**

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**

There will be no Old Business to discuss.

### **New Business**

- A. **Network Wiring Replacement & Improvement:** The Town's internal data network has been thrown together piecemeal over the past decade or more. It is difficult to maintain, and we continue to be subject to problems requiring repair. Our network security is also not as strong as it needs to be. We are past due for a complete replacement of the cabling and of our firewall. We have obtained recommendations from our tech support vendor, Electronic Office. While they can do some of the work, they also recommended that we engage Carolina Technologies to undertake the rewiring. The required work by Electronic Office will cost \$2,914, and the required work by Carolina Technologies will cost \$2,380.50, for a total of \$5,294.50.
- B. **Purchase Order Module for Computerized Accounting System:** Due to changes in state legal requirements, the Town will now need to considerably increase the number of purchase orders issued each year, from a couple dozen to potentially many hundreds. This can only be feasible with an automated solution that integrates with our existing computerized accounting system. Our existing vendor, Harris Local Government, offers a Purchase Order module as an addition to our existing suite of applications for an initial investment of \$1,500, plus up to \$900 for implementation and training support. The ongoing annual maintenance and support cost will be \$330. Town Staff are requesting Board approval to proceed with the procurement of this Purchase Order module.
- C. **Budget Amendment #1:** The purpose is to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. These expenditures are to be funded by a reallocation of budget from Public Buildings capital outlay.
- D. **Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response:** Mayor Helms also requested a resolution commending personnel for the East Ridge Trail wildfire.

**Public Comments-Other Topics**

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

There were no public comments at this time.

**Commissioner Communications**

Commissioner Gilliland thanked everyone in attendance for their comments during the Public Forum period.

Commissioner Vinson had some documents on Firewise Landscaping and “Help! A Tree Has Fallen” which was compiled by the Montreat Tree Board.

**Upcoming Meeting Dates**

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

<u>November Town Council Meeting:</u>	November 10, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	November 22, 2016, 9:30 a.m. Town Services Building
<u>Town Services Office Closed:</u>	November 24, 2016 and November 25, 2016 In observance of Thanksgiving
<u>December Town Council Agenda Meeting:</u>	December 1, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Landcare:</u>	December 7, 2016 Allen Building Swannanoa Room
<u>December Town Council Agenda Meeting:</u>	December 8, 2016, 7:00 p.m. Walkup Building



**Closed Session**

There will be a Closed Session next week for discussion of a personnel matter.

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 4/0. The meeting was adjourned at 7:14 p.m.

---

Tim Helms, Mayor

---

Angela Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
November 10, 2016  
Walkup Building**

---

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

Board members absent: None

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

Approximately 15 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Vinson moved to amend the agenda to add Resolution #16-11-02 Commending Emergency Services Personnel for East Ridge Trail Fire Response under New Business as Item E. Commissioner Otto seconded and the motion carried 5/0. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

**Presentation to Council: 2015-2016 Fiscal Year Audit Report**

Mr. Brian Lee, CPA and Field Auditor of Martin, Starnes & Associates presented and reviewed the 2015-2016 Fiscal Year Audit Report. The Report reflected an unmodified opinion, meaning that the Town's financial statements were fairly presented in all material respects. Mr. Lee summarized the procedures and stages of review performed at each phase of the audit process, as well as, the definition, purpose and calculation of the Town's Fund Balance. Mr. Lee then gave comparison data including Fund Balance levels over the past three fiscal years. The Fund Balance for the General Fund is \$1,831,434, an increase of \$374,418 from last year. This represents more than one year of General Fund expenditures. Mr. Lee reviewed significant revenue sources and expenditures for the General and Water Funds, comparing each figure to the balances reported at the end of the prior fiscal year. The Water Fund is an enterprise fund, which operates like a business, and must be self-sustaining. Special Assessment projects in the Upper Kentucky area

distorted the year-end results showing about a \$100,000 more for Charges for Service otherwise the Town would have been right on track with 2015. Mr. Lee thanked the Audit Committee and Town Staff for their participation and cooperation in this year's audit. The Local Government Commission has approved both the Town's Audit Report and Comprehensive Annual Financial Report (CAFR).

Commissioner Standaert asked Mr. Lee what a pre-audit certificate was and who is responsible for the pre-audit certificate process. Mr. Lee advised that a pre-audit certificate stamp is an item that says that any funds being spent by the Town have been budgeted and approved by the Board. In most cases, this stamp is pre-printed on the Town's business checks. The person or persons writing and approving the check should know the check has been approved, that it is going to the correct line item and that proper funding is available for the transaction. Prior to the Town of Montreat's lawsuit there had never been a situation like this in the State. The transaction in question was a wire transfer and there was nowhere to physically affix the pre-audit certification. The auditors went to the minutes and saw that the transaction was approved by the Board. Commissioner Standaert asked Mr. Lee if his firm checked the wire transfer to see if it met all legal requirements. Mr. Lee stated that it was approved by the Board, it was spent correctly and it was reviewed and signed off on by the Board. They did not look for a pre-audit stamp because it would not be feasible to have one for a wire transfer. The State has now said you can print off the wire transfer and stamp the pre-audit stamp on the document.

Commissioner Vinson, who serves as Chair of the Committee, recognized and thanked the members of the Audit Committee, including Commissioner Standaert, Commissioner Gilliland, Philip Arnold and Hugh Alexander. Mayor Helms thanked Mr. Lee for his report.

### **Mayor's Communications**

Mayor Helms wished everyone a Happy Thanksgiving and safe travels.

### **Consent Agenda Review**

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

- October 6, 2016, Public Forum Minutes
- October 6, 2016, Town Council Agenda Meeting Minutes
- October 13, 2016, Town Council Minutes

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

- Interim Town Administrator Al Richardson thanked the Caring Neighbors for the birthday celebrations and meals brought to the Town Services Offices and Mayor Helms and everyone who participated in the Staff Appreciation Meal at Commissioner Fouche's home. Everything was greatly appreciated by Staff.

### **Administrative Reports**

**Public Works Director:** Mr. Freeman reported that the October Bulk Item/White Goods Pickup resulted in a collection of 47 yards of goods. Mr. Freeman advised Council that he was working on the specification sheets for the new Sanitation Truck which will be brought before the Board in December. Public Work Crews have collected 40 dump truck loads of leaves out of the road rights-of-way and ditches. Mr. Freeman reminded everyone that leaves must be placed in biodegradable paper bags for pickup. Mr. Freeman also requested voluntary water conservation due to the current drought situation.

**Police:** Chief Staggs reviewed and presented the October 2016 monthly departmental activity report. Chief Staggs reminded everyone in attendance that the Montreat Police Department is open 24 hours a day and 7 days a week and to call immediately if you witness suspicious activity. Master Police Officer David Arrant completed mandatory In-Service State Training. There were two serious fire situations in Montreat during the month: one was a house fire on Suwannee Drive and the other was a trail fire on East Ridge Trail. These fires could have caused extensive damage if it were not for the emergency personnel who responded quickly and efficiently to fight the fires. The Town and the Police Department want to warn residents and visitors of the tremendously dry season we are experiencing. Please refrain from campfires, fire-pit burning, or any kind of outside burning due to these extreme conditions.

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

- September 2016 Financial Summary Report;
- Final September 2016 Detailed Financial Statement;
- September 30, 2016 Cash and Investment Earnings Report.

**Building Inspector/Code Administrator:** Mr. Currie presented and reviewed his October 2016 zoning and inspections activity report. Neither Planning or Zoning nor Board of Adjustments met during the month.

### **Public Comments**

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

There were no comments from the public at this time.

### **Old Business**

There was no Old Business to discuss.

**New Business**

- A. **Network Wiring Replacement & Improvement:** The Town's internal data network has been thrown together piecemeal over the past decade or more. It is difficult to maintain, and we continue to be subject to problems requiring repair. Our network security is also not as strong as it needs to be. We are past due for a complete replacement of the cabling and of our firewall. We have obtained recommendations from our tech support vendor, Electronic Office. While they can do some of the work, they also recommended that we engage Carolina Technologies to undertake the rewiring. The required work by Electronic Office will cost \$2,914, and the required work by Carolina Technologies will cost \$2,380.50, for a total of \$5,294.50. Commissioner Vinson moved to authorize Interim Town Administrator Al Richardson and Finance Officer Stefan Stackhouse to execute the procurement of network remediation and rewiring services from Electronic Office in the amount of \$2,914, and from Carolina Technologies in the amount of \$2,380.50. Commissioner Gilliland seconded and the motion passed 5/0.
- B. **Purchase Order Module for Computerized Accounting System:** Due to changes in state legal requirements, the Town will now need to considerably increase the number of purchase orders issued each year, from a couple dozen to potentially many hundreds. The Local Government Commission has decided to instruct municipalities and auditors to look for the pre-audit certification on almost every transaction. This can only be feasible with an automated solution that integrates with our existing computerized accounting system. Our existing vendor, Harris Local Government, offers a Purchase Order module as an addition to our existing suite of applications for an initial investment of \$1,500, plus up to \$900 for implementation and training support. The ongoing annual maintenance and support cost will be \$330. Town Staff are requesting Board approval to proceed with the procurement of this Purchase Order module. Commissioner Standaert moved to authorize Interim Town Administrator Al Richardson and Finance Officer Stefan Stackhouse to execute the procurement of a Purchase Order module from Harris Local Government for the quoted price of \$1500 for the software license, plus up to \$900 in training and implementation support. Commissioner Vinson seconded and the motion passed 5/0.
- C. **Budget Amendment #1:** The purpose is to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. These expenditures are to be funded by a reallocation of budget from Public Buildings capital outlay. Mayor Pro Tem Fouche moved to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. Commissioner Otto seconded and the motion carried 5/0.

- D. Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response: Mayor Helms read Resolution #16-11-01 Commending Emergency Services Personnel for the Suwannee Drive House Fire Response. Commissioner Vinson moved to adopt Resolution #16-11-01. Commissioner Gilliland seconded and the motion carried 5/0.
- E. Resolution #16-11-02 Commending Emergency Services Personnel for East Ridge Trail Fire Response: Mayor Helms read Resolution #16-11-02 Commending Emergency Services Personnel for the East Ridge Trail Fire Response. Commissioner Vinson moved to adopt Resolution #16-11-02. Commissioner Gilliland seconded and the motion carried 5/0.

### **Public Comments-Other Topics**

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

Mrs. Martha Campbell of 149 Maryland Place, briefly talked about the Party Rock fire which is currently burning in the Lake Lure area. She asked everyone to keep former employee Ron Nalley in their thoughts as he managed the evacuations and emergency situations in his position as Town Manager of Lake Lure. Mrs. Campbell also acknowledged Public Works Director Steve Freeman, who is also Assistant Fire Chief in Bat Cave, who will be spending his time off from Montreat fighting the wildfires in Lake Lure and surrounding areas. Mrs. Campbell asked if the Town of Montreat will be eligible for municipal bridge monies in the future. Mayor Helms advised that the Town would be eligible for Municipal Bridge Project monies for bridges other than the Texas Road Bridge.

### **Commissioner Communications**

Commissioner Standaert read a prepared statement in which she stated that there was a lack of openness and failure to provide all available information to the public with regards to the Bridge Meeting in Raleigh on October 4th which was attended by Mayor Tim Helms, Mayor Pro Tem Fouche, Commissioner Otto and Interim Town Administrator Al Richardson. This meeting was not mentioned at the October 6<sup>th</sup> Agenda Meeting nor was it added to the agenda for the October 13<sup>th</sup> Town Council Meeting. Commissioner Standaert requested that this meeting be audio recorded and Mayor Helms reported that it was not recorded at the request of members from the Federal Highway Association. Commissioner Standaert contacted Frayda Bluestein of the School of Government who stated that Commissioner Standaert's request was legal and did not require the acquiescence of any, much less all, of the participants. Commissioner Standaert felt that with all the controversy surrounding the bridge a recording would have been helpful. Commissioner Standaert stated she would have opposed the "no-build" option if she had been at the October Town Council Meeting. She stated that Montreat has spent over \$100,000 to build a vehicular bridge over Flat Creek with nothing to show for it. Commissioner Standaert felt that a "no-build" vote is a vote of no confidence in the Town of Montreat's Police Chief and Staff; shows a lack of

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
November 10, 2016**

---

support for the Montreat Conference Center and Montreat College and disregards the safety concerns of impacted citizens. Commissioner Standaert acknowledged that Veterans Day was the following day and encouraged everyone to participate in the many activities around the Swannanoa Valley.

Commissioner Vinson had some information on Firewise Landscaping and “Help! A Tree Has Fallen” which was compiled by the Montreat Tree Board. Commissioner Vinson thanked Public Works Director Steve Freeman for the work he will be doing in Lake Lure fighting fires.

Commissioner Otto had recently participated in the From Lookout Brewery to Lookout Mountain Race and he was amazed at how complimentary everyone was with the community of Montreat. He stated how nice it was during these heavy post election times to hear such positive comments about our community and the people within.

Mayor Pro Tem Fouche advised that the Town Hall Committee had met the previous evening and had a report ready to present to Council in December. She thanked everyone who served on the Committee.

**Upcoming Meeting Dates**

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

<u>Montreat Tree Board:</u>	November 22, 2016, 9:30 a.m. Town Services Building
<u>Open Space Conservation Committee:</u>	November 22, 2016, 3:30 p.m. Town Services Building
<u>Town Services Office Closed:</u>	November 24, 2016 and November 25, 2016 In observance of Thanksgiving
<u>December Town Council Agenda Meeting:</u>	December 1, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Landcare:</u>	December 7, 2016 Allen Building Swannanoa Room
<u>December Town Council Agenda Meeting:</u>	December 8, 2016, 7:00 p.m. Walkup Building

**Closed Session**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Gilliland and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. Commissioner Vinson moved to grant a 5% merit increase to Public Works Director Steve Freeman effective immediately. Commissioner Otto seconded and the motion carried 5/0. Mayor Pro Tem Fouche moved to promote Master Police Officer Dave Arrant to the position of Captain with a 5% increase effective immediately. Commissioner Standaert seconded and the motion carried 5/0.

**Adjournment**

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 8:57 p.m.

---

Tim Helms, Mayor

---

Angela Murphy, Town Clerk



Montreat

# 2016 APPLICATION INFORMATION

<b>Status : In Progress</b>
-----------------------------

**Community Name:** Montreat**Community Website:** [www.townofmontreat.org](http://www.townofmontreat.org)**Mayor or Equivalent:** **City Forestry Contact:**

Tim Helms

Ann Vinson

P.O. Box 423

PO Box 699

Montreat , NC 28757

Montreat, NC 28757

828-669-2975

[avinson@townofmontreat.org](mailto:avinson@townofmontreat.org)**Portal Login Contact:**

Angie Murphy

PO Box 423

Montreat, NC 28757

828-669-8002-301

[amurphy@townofmontreat.org](mailto:amurphy@townofmontreat.org)

## *Standard 1 - A Tree Board or Department*

**Community Type:** Community has both a Tree Board and a Department Chair or City Manager/Official**Frequency of Meetings:** Monthly**Chairperson:**

Ann Vinson

PO Box 699

Montreat, NC 28757

**Tree Board Members:**

Ann Vinson

Maggie Ray

John Johnson

Bill Seaman

**Dept. Chair/City Manager:**

Steve Freeman

PO Box 423

Montreat, NC 28757

## *Standard 2 - A Community Tree Ordinance*

**Date ordinance established:** 12/1/2015**Ordinance verified:** Ordinance has been verified

## *Standard 3 - A Community Forestry Program with an Annual Budget of at least \$2 Per Capita*

Print this page

# Tree City USA

## 2016 Application for Certification



The Tree City USA award is in recognition of work completed by the community during the 2016 calendar year.

### As Mayor or Equivalent of the Community of Montreat

I herewith make application for this community to be officially certified/recertified as a Tree City USA for 2016, having achieved the standards set forth by the Arbor Day Foundation as noted below.

**Standard 1: A Tree Board or Department**

Community has both a Tree Board and a Department Chair or City Manager/Official

**Department Chair/City Manager**

Steve Freeman Dept Chairperson 828-669-8002-304 sfreeman@townofmontreat.org

**Tree Board Chair**

Ann Vinson Tree Board Chairperson 828-669-2975 avinson@townofmontreat.org

**Standard 2: A Community Tree Ordinance**

✓ Our community ordinance is on record

**Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita**

Total Community Forestry Expenditures \$19257.2

Community Population 791

Per Capita Spending \$24.35

**Standard 4: An Arbor Day Observance and Proclamation**

✓ Official Arbor Day proclamation is on record

Mayor or Equivalent Signature

Title

Date

### Application Certification

To Be Completed By The State Forester:

**Montreat**

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2016 calendar year, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date



Print this page