

**Town of Montreat
Board of Commissioners Meeting – Public Forum
July 13, 2017 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Regular Meeting
July 13, 2017 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

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

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 Items

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

IX. New Business

- A. Proposed Recombination of Florida Terrace Parcel
 - **Suggested Motion:** To direct staff to have a recombination survey and associated deed documents prepared of the Florida Terrace property bearing Parcel Identification Number: 0720-16-4118-00000, with the intent of subdividing the tax parcel into two (2) legally-conforming, marketable lots.
- B. Oath of Office – David Arrant, Chief of Police
- C. Recommendations from Planning and Zoning for Florida Terrace Property (report only)
- D. Appointment of Bill Roberts to Planning & Zoning Commission
 - **Suggested Motion:** To move to appoint Mr. Bill Roberts to the Planning & Zoning Commission for a term of two years to expire on January 31, 2019.
- E. Personnel Policy Changes
 - **Suggested Motion:** To approve Resolution #17-007-001 Amending Article IV Section 6 of the Town of Montreat Personnel Policy.
- F. Amendment to the Salary Step and Job Classification Plan
 - **Suggested Motion:** Move to instruct staff to research models for the Finance Officer job description and salary, and to restructure the position classification to meet the current needs of the Town; this includes authorization to increase the step to grade 15.
- G. FYE Budget Amendment #7
 - **Suggested Motion:** To Approve Budget Amendment #7 for FYE 17 as proposed.

I. Public Comment – Other Topics

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

II. Commissioner Communications

III. Meeting Dates

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

Open Space Conservation Committee: July 14, 2017, 10:00 a.m.
Town Services Building

Audit Committee: July 20, 2017, 3:30 p.m.
Town Services Building

Montreat Tree Board: July 25, 2017, 9:30 a.m.
Town Services Building

Board of Adjustment: July 27, 2017, 7:00 p.m.
Walkup Building

Montreat Landcare: August 2nd, 9:00 a.m.
Outdoor Education Classroom

August Agenda Meeting: August 3, 2017, 7:00 p.m.
Walkup Building

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

IV. Adjournment

**Town of Montreat
Board of Commissioners
Special Workshop – 2017-2018 Annual Budget & C.I.P. Presentation
May 25, 2017
Town Services Building**

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

Board members absent: Mayor Pro Tem Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Currie, Code Enforcement Officer & Building Inspector
Dave Arrant, Captain & Interim Police Chief
Steve Freeman, Public Works Director

Approximately 10 members of the public were also present. Mayor Helms called the meeting to order at 7:02 p.m., led the group in the pledge of allegiance and also a moment of silence.

Agenda Approval

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

2017-2018 Annual Budget & C.I.P. Presentation

Mr. Carmichael reviewed the Budget Calendar as listed below and stated that tonight's presentation would be a presentation only with no Board action of the draft 2017-2018 Annual Budget as prepared by Staff.

- April 7 (Annual Board Retreat – C.I.P. Review)
- May 25 (Presentation of Proposed C.I.P. and Annual Budget)
- May 25 – June 8 (Budget Review by Board of Commissioners)
- June 1 (Public Budget Hearing)
- June 8 (Budget Workshop)
- June 20 (Adoption of Final Budget)

Mr. Carmichael reviewed the Capital Improvement Plan items that were discussed at the Annual Board Retreat. The items that were chosen as priority for 2017-2018 have been ranked according to priority based on the Council's votes during the Retreat. The items in green are considered top priority while yellow is a medium priority and those highlighted in red are low priority. Please see chart below:

Montreat Board of Commissioners
Town Council Special Workshop Minutes
May 25, 2017

Project	Estimated Price (first year)	High	Medium	Low	Score
Bucket Truck	\$ 25,000	6			18
Town Hall Replacement	\$ 111,521	6			18
Public Works Building	\$ 111,521	6			18
Local Street Paving	\$ 194,000	6			18
Water Line Replacement	\$ 55,000	6			18
New Road Paving	\$ 40,000	5	1		17
Water Tank Inspection/Maintenance	\$ 25,000	5	1		17
Subtotal	\$ 562,042				
Portable Generators	\$ 5,000	4	2		16
Radio Replacement	\$ 44,200	4	2		16
Subtotal	\$ 49,200				
Comprehensive Plan	\$ 35,000	1	1	4	9
Ordinance Recodification	\$ 15,000			6	6
Subtotal	\$ 50,000				
*Other: Tree Program	\$ 10,000				
Subtotal	\$ 10,000				
Total	\$ 671,242				

Mr. Carmichael stated everything above other than the portable generators, the comprehensive plan and the ordinance recodification were tentatively scheduled to be funded by the 2017-2018 Annual Budget.

Mr. Carmichael stated that this was a revaluation year for Buncombe County and on average Montreat did not see a lot of increases. The projected general fund balance in revenues will be \$2,084,575 which is an increase of 6.78% over last year. The projected water fund balance in revenues will be \$363,603 which is an increase of 9.54% over last year. The proposed budget is \$2,453,178 which is a 7.19% increase over last year. Mr. Carmichael stated that all this will be accomplished without an increase in taxes which would keep the tax rate at 0.41. The water rates will also stay the same for the coming year.

Mr. Carmichael then reviewed the expenditures by department:

- Administration \$297,854
- Governing Board \$72,229
- Planning and Zoning \$84,519
- Police \$416,300
- Public Buildings \$434,514

- Public Works \$130,219
- Recreation and Environment \$7,000
- Sanitation \$100,037
- Streets \$541,903
- Water \$364,711

Mr. Carmichael stated that copies of the Budget/C.I.P. packet were filed with the Town Clerk at the Town Services Building and could be found on our website at www.townofmontreat.org.

Commissioner Standaert stated she would like us to realize increased revenue from the other non-profits.

Public Comment

Mr. Joe Standaert of 188 Shenandoah Terrace, had a few questions about the overall summary of the Capital Improvement Plan. He stated that years 2021-2022 were missing. Mr. Standaert also noted some discrepancies in the mathematical calculation columns under the Police, Planning & Zoning and Public Building spreadsheets. Mr. Standaert questioned why \$204,000 was being transferred from the fund balance to balance the budget. Mr. Standaert asked if the other sales and services in the amount of \$237,000 were under the assumption of the Florida Terrace property selling and why we are assuming it will sell when it was on the real estate market a number of years before the Town bought the property. Mr. Standaert asked if we were getting any more money back from the municipal bridge program. Mr. Standaert questioned why the line item indirect cost allocation which has been a credit for a number of years is shown as an expense this year. Mr. Standaert did not expect answers to these questions at this time but hopes to hear explanations during next week's public hearing.

Mr. Tom Frist of 98 Frist Road, thanked Mr. Standaert for his diligence in reading and reviewing the budget documents.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Special Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 7:30 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Public Forum
June 1, 2017
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Bill Gilliland
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: Commissioner Kent Otto
Mayor Pro Tem Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk

Call to Order

Approximately 11 people were in attendance. Mayor Helms called the meeting to order at 6:34 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 motion carried 3/0.

Public Forum

Mr. Tom Frist of 98 Frist Road, suggested moving the Public Forum to right before the Regular Meeting which is held the second Thursday of the month. Commissioner Standaert stated she would add it to tonight's agenda. Mr. Frist also wanted an update on the Creekside Property purchase. Mr. Carmichael stated that negotiations between the Town and MRA had gone very well and they were in agreement with the major principles of the contract.

Mr. Mike Sonnenberg of 125 Virginia Road, would really like to see Montreat figure out the connector situation with Black Mountain's sidewalk project. Mr. Carmichael stated that staff was looking into details but did not have a solution at this time. Mr. Sonnenberg would also like to see more than one way to get out of the Town of Montreat in the event of an emergency. Commissioner Vinson stated that in case of any emergency how you get out of Montreat depends on where the emergency is located. The best way to know what to do is to utilize the Code Red feature available to all citizens. Commissioner Vinson also stated that it would be up to emergency response personnel to help guide Town Staff in the event of an evacuation. Mr. Sonnenberg also thanked the Council for all their hard work and diligence.

Adjournment

There being no further discussion, Commissioner Gilliland moved to adjourn the Public Forum Meeting. Commissioner Standaert seconded and the motion carried 3/0. The meeting was adjourned at 6:46 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
June 1, 2017
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Bill Gilliland
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: Commissioner Kent Otto
Mayor Pro Tem Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
David Currie, Building Inspector/Code Enforcement Officer
Barry Creasman, Senior Water Operator
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Dave Arrant, Interim Police Chief/Police Captain
Steve Stackhouse, Finance Director

Approximately 13 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Commissioner Standaert suggested amending the agenda to include the Capital Improvement Plan (C.I.P.) in tonight's Public Hearing. Commissioner Standaert also proposed adding as item F under New Business the possibility of moving the Public Forum from the first Thursday of every month to the second Thursday of every month right before the regular council meeting. Commissioner Gilliland seconded and the motion passed 3/0. The agenda was adopted as amended.

Public Hearing: Proposed 2017-2018 Fiscal Year Budget & C.I.P.

Mr. Carmichael started the Public Hearing by reviewing the Budget Calendar as listed below and gave a brief recapitulation of what has occurred thus far in the Budget Process.

- April 7 (Annual Board Retreat – C.I.P. Review)
- May 25 (Presentation of Proposed C.I.P. and Annual Budget)
- May 25 – June 8 (Budget Review by Board of Commissioners)
- June 1 (Public Budget Hearing)
- June 8 (Budget Workshop)
- June 20 (Adoption of Final Budget)

Mr. Carmichael reviewed the Capital Improvement Plan items that were discussed at the Annual

Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
June 1, 2017

Board Retreat. The items that were chosen as priority for 2017-2018 have been ranked according to priority based on the Council's votes during the Retreat. The items in green are considered top priority while yellow is a medium priority and those highlighted in red are low priority. Please see chart below:

Project	Estimated Price (first year)	High	Medium	Low	Score
Bucket Truck	\$ 25,000	6			18
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Subtotal	\$ 562,042				
Portable Generators	\$ 5,000	4	2		16
Radio Replacement	\$ 44,200	4	2		16
Subtotal	\$ 49,200				
Comprehensive Plan	\$ 35,000	1	1	4	9
Ordinance Recodification	\$ 15,000			6	6
Subtotal	\$ 50,000				
*Other: Tree Program	\$ 10,000				
Subtotal	\$ 10,000				
Total	\$ 671,242				

Mr. Carmichael stated everything above other than the portable generators, the comprehensive plan and the ordinance recodification were tentatively scheduled to be funded by the 2017-2018 Annual Budget.

This is a reevaluation year for the Town of Montreat and the taxable value of property has risen by 3.42%. Montreat's estimated tax collection rate is at 99.99%.

Montreat has a total budget of \$2,376,573 which is an increase of 3.84% from last year. This number differs from what was shown last week due to an accounting error that was found in the Town's favor. The General Fund Budget is \$2,007,970 which is 2.85% over last year. The Water Fund Budget is \$364,711 which is 8.38% over last year. This budget does not include a proposed tax rate or water rate increase.

Mr. Carmichael then reviewed the expenditures by department:

- Administration \$298,139
- Governing Board \$72,229
- Planning and Zoning \$84,519
- Police \$416,300
- Public Buildings \$434,514
- Public Works \$130,219
- Recreation and Environment \$7,000
- Sanitation \$100,037
- Streets \$465,013
- Water \$364,711

Mr. Carmichael stated that this Budget does include the assumed revenue for the sale of the Florida Terrace Property of \$225,000 which is the amount the Town paid for the property. This leaves Montreat with an estimated unappropriated fund balance of \$1,309,516. There will be a one-time fund balance transfer of \$127,718 and total capital outlay of \$754,000. Key Accomplishments of the 2017-2018 Budget are High and Medium Priority Capital Projects will be completed, a 2.5% cost of living adjustment for all employees other than the Town Administrator, a more robust insurance package at 8% lower cost and 0% tax rate increase. Mr. Carmichael reminded everyone in attendance that the budget is available in the Town Services Building as well as on the website.

Mr. Mike Sonnenberg of 125 Virginia Road would like to know the percentage increase/decrease of the line items in comparison to last year.

Mr. Tom Frist of 98 Frist Road would love to see in every budget where the money comes from. He would love to give credit to the MRA for their gifts each year as well as Montreat College, Christ Community Church and other non-profit organizations in the community. Mr. Frist indicated his confusion about where the proposed metal building for Public Works will be located. Mr. Freeman advised that it will be behind MRA's metal building near an abandoned well that has been out of service for twenty two years. Mayor Helms also stated that the MRA is the only institution in the valley that makes a donation to the Town.

Mr. Joe Standaert of 118 Shenandoah Terrace does not agree with budgeting the sale of Florida Terrace as a revenue source. Mr. Standaert feels that it would be cleaner to put the \$400,000 budgeted as a transfer from fund balance and not include Florida Terrace which has not even been voted on to sell as of yet. Mr. Standaert questioned why the amounts in the C.I.P. for the Town Hall Project were only \$79,000 for the next four years with the majority of the money earmarked for future years. Commissioner Standaert is unsure where the \$1.3 million in future years came from and if it includes the debt service. Mr. Carmichael stated that this is an estimate and we won't have firm numbers for the process for quite some time. Mr. Carmichael stated that we need to know what we are working with first. Mr. Standaert also stated that there were several

C.I.P. spread sheets that did not appear correct in their addition.

Mrs. Martha Campbell of 149 Maryland Place thanked Mr. Carmichael for his presentation on the Fund Balance. Mrs. Campbell hopes that the Community can begin to learn more about what the Fund Balance is, where it comes from and what it's used for.

Commissioner Standaert asked where the Budget Workshop would be located under the Agenda for next week. Mr. Carmichael stated that Item III will be the Budget Workshop. Commissioner Standaert moved to amend next week's agenda to include the Budget Workshop under Item III. Commissioner Gilliland seconded and motion carried 3/0.

Commissioner Standaert would like cost of living increases and tax rates for comparable towns as well as historically what Montreat has offered. Commissioner Standaert noticed some huge increases in training going from \$500 to \$11,000. There was also a Miscellaneous Item that went from \$300 to \$2300.

Commissioner Gilliland moved to end the Public Hearing. Commissioner Vinson seconded and the motion carried 3/0.

Mayor's Communications

Mayor Helms announced that Conference Season is starting this weekend and advised everyone to be aware of the visitors in Town.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 4, 2017, Public Forum Meeting Minutes
- May 4, 2017, Town Council Meeting Minutes
- May 11, 2017, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael would like the Administrative Reports to be delivered as written to allow more time for the Budget Workshop if that is pleasing to the Council.
- Mr. Carmichael also advised the Board that the Town has sold over \$6,080 in surplus property on GovDeals. All but one item sold and Staff will be looking to repost that item as well.

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 public comments at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Worker's Compensation Insurance Renewal- NC Interlocal Risk Management Agency: There will be a discussion of approving the Worker's Compensation Insurance Renewal in the amount of \$12,865.57.
- B. Property & Liability Insurance Renewal – NC Interlocal Risk Management Agency: There will be a discussion of approving the Property & Liability Insurance Renewal in the amount of \$19,319.00.
- C. Employee Benefit Health Insurance: There will be a discussion to contract with the NCLM Health Benefits Trust for the Option C health insurance, Dental II, Basic Vision, and \$15,000 Life Insurance as proposed, for fiscal year 2017-2018, and for the Town to reimburse employees for the last half of the employee-only deductible as has been our policy.
- D. Budget Amendment #5: There will be a discussion to amend payroll budgets to match projected expenditures for FYE 17.
- E. Budget Amendment #6: There will be a discussion to amend the Administration budget to cover exceptional travel and training expenditure due to new hires. Commissioner Standaert would like some further information on this amendment as it was a rather hefty amendment.
- F. Rescheduling the Public Forum: There will be a discussion about rescheduling the Public Forum from the first Thursday of every month to the second Thursday of every month as was proposed by Mr. Frist this evening.

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 Vinson wanted to make a correction to the location of the Landcare Meeting on June 7th. The meeting will be held in the Outdoor Education Classroom which is in the lower level of the gymnasium and can be accessed by the college side of Lake Susan.

Commissioner Standaert shared a memo from Duke Energy which announced its proposal for a rate change that will affect 1.3 million customers in eastern and portions of Central North Carolina and the Asheville area. The filing with the N.C. Utilities Commission requests an increase of \$477 million for investments to modernize power plants, generate cleaner energy, responsibly manage coal ash and respond to major storms. This rate change represents an overall average rate increase across all customer classes of 14.9 percent. If approved, the average rate increase for residential customers would be 16.7 percent, while commercial and industrial customers would see an average increase of 13.5 percent. Commissioner Standaert reminded everyone that this would be real money and to contact the N.C. Utilities Commissioner with questions and concerns.

Upcoming Meeting Dates

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

<u>Montreat Landcare:</u>	June 7, 2017, 9:00 a.m. Outdoor Education Classroom
<u>June Town Council Meeting:</u>	June 8, 2017, 7:00 p.m. Walkup Building
<u>Special Budget Workshop:</u>	June 20, 2017, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	June 27, 2017, 9:30 a.m. Town Services Building
<u>Town Services Office Closed</u>	July 4, 2017 In observance of the 4 th of July
<u>July Town Council Agenda Meeting:</u>	July 6, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building

Closed Session

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
June 1, 2017**

There will be a closed session at next week's meeting.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 3/0. The meeting was adjourned at 7:55 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
June 8, 2017
Walkup Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Steve Freeman, Public Works Director
Dave Arrant, Police Captain/Interim Police Chief
Stefan Stackhouse, Finance Officer
Barry Creasman, Senior Water Operator
Angie Murphy, Town Clerk

Approximately 37 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

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

2017-2018 Fiscal Year Budget Workshop

Mr. Carmichael started the Public Hearing by reviewing the Budget Calendar as listed below and gave a brief recapitulation of what has occurred thus far in the Budget Process.

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**Montreat Board of Commissioners
Town Council Meeting Minutes
June 8, 2017**

chart below:

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Mayor Helms asked if anyone had any questions with regards to the revenue portion of the budget. Commissioner Standaert questioned where the budgeted \$2,000 payment in lieu of taxes derives from and Mr. Stackhouse stated that it is not a specific identified source of money but it is something we budget in the hopes of getting. Mr. Carmichael further explained that this assumption of funds was not included in this year's budget. Commissioner Standaert stated that she cannot approve a budget that includes monies from the assumed sale of Florida Terrace which is 10% of the overall budget. Commissioner Standaert further elaborated that this piece of property was on the market for a year and a half before the Town purchased it and that it currently is not for sale. Commissioner Vinson asked where donations from the Cottagers, Inc appear in the budget. Mr. Stackhouse advised that this shows up under the category of donations.

Mayor Helms then moved on to the expenditures. Mayor Helms asked why there was an increase under Maintenance & Repair and Mr. Carmichael explained that furniture and equipment in the office are nearing the end of their useful life and we will have to start thinking about replacing some of it soon. Mr. Gilliland asked what Travel & Training encompassed. Mr. Carmichael advised that he has allocated funds for the Municipal Manager's Certification for himself, the remaining portion of the Certified Municipal Clerk Class for the Town Clerk and required training for the new Finance Officer position. Mayor Helms then asked Mr. Carmichael to explain the separation allowance that is established for law enforcement officers. Mr. Carmichael stated that North Carolina requires municipalities to provide benefits to law enforcement officers who retire before the age of 62 and this allowance supplements their retirement income. The figure budgeted this year is for retired Police Chief Jack Staggs and will be utilized from operational funds rather than encumbered funds. The capital outlay recommended for the Police Department is for the impending federal mandates for radio upgrades. These upgrades would allow our Police Department to interact with other public safety officials in the area in the event of an emergency. Commissioner Standaert asked if the budget for public safety included room for a new hire to replace a potential vacancy due to retirement. Mr. Carmichael advised that there was salary money set aside at a lower rate of pay due to the fact that the new officer would not have the longevity that the current officers have. There was a large drop in departmental expenses under Environment, Conservation and Recreation and that was because the Town served as the fiscal agent for the hemlock project and as of right now that program has been closed out. Mayor Pro Tem Fouche asked what all goes into the \$10,000 for the Tree Board Program which is in Public

Works Capital Outlay. Mr. Carmichael says it is primarily used for the removal of dead and dying trees in town right-of ways. This service is currently contracted out which costs the Town quite a bit of money. Mr. Carmichael explained that we want to try to get this in-house in upcoming years so that is why are requesting a bucket truck. Also the money will be used for arborist training for employees as well. Capital Outlay for Public Buildings includes an estimate of \$400,000 for the Public Works Building, the site prep and the initial planning phases for the new Town Hall as well. The full estimate for the Town Hall project is a proposed \$1 million funded through debt service at 4% interest.

Mayor's Communications

Mayor Helms announced that MRA's summer season is underway and asked for everyone to remember to stop and help with directions and to mind the crosswalks.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 4, 2017, Public Forum Meeting Minutes
- May 4, 2017, Town Council Meeting Minutes
- May 11, 2017, Town Council Annual Board Retreat Minutes

Town Administrator's Communications

- Mr. Carmichael mentioned that the new Sanitation Truck is here and will start its rounds tomorrow. One of the advantages is that this truck is bigger and can hold more waste which will allow for less time on the roads so our operational efficiency will increase. The Sanitation Truck was featured on the Town Website and Facebook page this afternoon.
- Mr. Carmichael advised that all surplus items have sold that were listed on Govdeals.com.
- Creekside Property negotiations are moving forward incrementally but positively. Both parties agree on everything and Mr. Carmichael hopes to have a contract for signatures before the Council in the very near future.

Administrative Reports

Police Chief: Reports were in written form to allow more time for questions about the budget. No questions were asked of the Interim Police Chief.

Public Works Director: Reports were as written to allow more time for questions about the budget. No questions were asked of the Public Works Director.

Finance Officer: Reports were as written to allow more time for questions about the budget. No questions were asked of the Finance Officer.

Building Inspector/Code Enforcement Officer: Reports were as written to allow more time for questions about the budget. No questions were asked of the Building Inspector/Code Enforcement Officer.

Mayor Helms announced that Bill Creasman, who heads up the Sanitation Department, had been out sick so he was running a little bit behind this past week because he had a lot of people to catch up with along his route. Mr. Creasman is back to work and feeling much better.

Public Comments

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

There were no comments at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Worker's Compensation Insurance Renewal-NC Interlocal Risk Management Agency: Commissioner Vinson moved to approve the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$12,865.57 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Mayor Pro Tem Fouche seconded and the motion carried 5/0.
- B. Property & Liability Insurance Renewal – NC Interlocal Risk Management Agency: Commissioner Vinson moved to approve the Property and Liability Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$19,319 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Mayor Pro Tem Fouche seconded and the motion carried 5/0.
- C. Employee Benefit Health Insurance: Commissioner Vinson moved to authorize the Town Administrator and Finance Officer to contract with the NCLM Health Benefits Trust, effective July 1, 2017 for the Option C health insurance, Dental II (no ortho) Basic Vision, and \$15,000 Life Insurance as proposed, for fiscal year 2017-2018, and for the Town to reimburse employees for the last half of the employee-only deductible as has been our policy. Commissioner Gilliland seconded and the motion carried 5/0.
- D. Budget Amendment #5: Commissioner Gilliland moved to amend payroll budgets to match projected expenditures for FYE 17. Commissioner Standaert seconded and the motion carried 5/0.

- E. Budget Amendment #6: Commissioner Gilliland moved to amend the Administration budget to cover exceptional travel and training expenditures due to new hires. Commissioner Otto seconded and the motion carried 5/0.
- F. Reschedule Public Forum: Commissioner Standaert moved to reschedule the Public Forum to the second Thursday of every month prior to the regular Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

Public Comments-Other Topics

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

Mr. Richard DuBose of Mountain Retreat Association, announced that Lynn Gilliland will be leaving the MRA staff in July to pursue a job opportunity at the Asheville School. Mr. DuBose encouraged those in attendance to thank Lynn for all she has done for the various Montreat entities.

Commissioner Communications

Commissioner Vinson stated that Montreat Landcare would like to have a Landcare Workday to take care of some gardens owned by the Town. If anyone is interested in helping please contact Commissioner Vinson for more information.

Commissioner Standaert advised those in attendance that in June 1967 the Town of Montreat was incorporated and in recognition the Presbyterian Heritage Center will have a 50th Anniversary exhibit which will open on Thursday, July 6th at 10:00 a.m. The display will show artifacts, photos and materials.

Mayor Pro Tem Fouche announced that the Montreat Summer Clubs will be having an event to honor the 50th Anniversary of the Town of Montreat and the 120th Anniversary of MRA. Also be on the lookout for the other two summer club programs.

Upcoming Meeting Dates

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

Special Budget Workshop:

June 20, 2017, 7:00 p.m.
Walkup Building

Montreat Tree Board:

June 27, 2017, 9:30 a.m.
Town Services Building

**Montreat Board of Commissioners
Town Council Meeting Minutes
June 8, 2017**

Town Services Office Closed: July 4, 2017

Montreat Gait at the Montreat Gate: July 4, 2017
7:00 a.m.

4th of July Parade: July 4, 2017
10:00 a.m.

July Town Council Agenda Meeting: July 6, 2017, 7:00 p.m.

Bulk/White Goods Pickup: July 11, 2017

July Town Council Meeting July 13, 2017, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with NCGS §143-318.11(5) to instruct the Town's staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property. Commissioner Otto seconded the motion. The motion carried 5/0.

Commissioner Gilliland moved to enter back into Open Session. Mayor Pro Tem Fouche seconded the motion. The motion carried 5/0.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 8:35 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Special Meeting – 2017-2018 Annual Budget & C.I.P. Adoption
June 20, 2017
Town Services Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Currie, Code Enforcement Officer & Building Inspector
Steve Stackhouse, Finance Officer

Approximately 5 members of the public were also present. Mayor Helms called the meeting to order at 7:02 p.m., led the group in the pledge of allegiance and also a moment of silence.

Agenda Approval

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

2017-2018 Annual Budget & C.I.P. Adoption

Mayor Pro Tem Fouche moved to adopt the 2017-2018 Fiscal Year Budget Ordinance and Fee Schedule as presented. Commissioner Gilliland seconded. Commissioner Standaert stated that she cannot vote for the budget as it stands. The reasons are as follows: under revenues it has reimbursement for the Texas Road Bridge as \$0. Commissioner Standaert asked if we should not be listing the \$200,000 as a liability since the Town is still under negotiations with the NCDOT. This is not demonstrated anywhere in the budget. The other main issue is under “Other Sales & Services” it lists \$225,000 for the Florida Terrace Property. Commissioner Standaert first questioned why this was not listed under “Fixed Assets”. She feels as if this would be better understood for someone viewing the Budget for the first time. Commissioner Standaert stated that we are balancing a Budget, which the Town is required to do under North Carolina State Law, and we are basing it on property that is not for sale. This does not seem to be responsible fiscal management in her opinion. Commissioner Standaert stated that she would not be doing this with her own budget. Commissioner Standaert also questioned why we are advertising how much we are planning to sell the Florida Terrace Property for. Commissioner Gilliland stated that the Budget and the plan is to sell the property and if the property does not sell we can amend the Budget. Commissioner Otto asked if Commissioner Standaert was referring to the money that the

NCDOT verbally stated would be forgiven in her earlier statement. Commissioner Standaert stated that this was a verbal statement and it was not a given so it stands as a debit in her opinion. Commissioner Otto trusts that the verbal promise will be fulfilled it just may take awhile. Commissioner Standaert advised that the Budget did not have to be balanced in that way and that there were other ways to deal with it. Mayor Tem Fouche would be more worried if the Town did not have such a healthy reserve so she is fine with including the Florida Terrace property. Commissioner Standaert asked why we could not take it out of the reserves, cut expenses or raise taxes. Mayor Helms advised that the intention is to sell the property. Mayor Helms called for the vote and the motion carried 4/1 with Commissioner Standaert voting against the Budget.

Public Comment

There was no public comment at this time.

Closed Session

Commission Vinson moved to enter into enter into Closed Session in accordance with NCGS §143-318.11(5) to instruct the Town's staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property. Commissioner Gilliland seconded and the motion carried 5/0.

Upon returning to Open Session, Commissioner Vinson moved to authorize the Mayor to execute the necessary contractual documents for the purchase of the Creekside Property. Commissioner Gilliland seconded and the motion carried 5/0.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Special Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 7:29 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

MONTHLY POLICE STATISTICS REPORT

JUNE	2017	2016	2015	2014	2013
Mileage	2874	3347	3462	2465	3061
Dispatched Calls	101	123	119	127	133
Officer-Initiated Calls	412	289	231	265	225
Fire/EMS Assistance Calls	2F/3E	2F/1E	7F/4E	5F/5E	7F/8E
Motorist/Other Assistance Calls	106	48	71	57	67
Traffic Stops	10	25	23	34	41
Parking Issues	8	9	2	14	7
Burglar/Fire Alarm Responses	4	0	2B	2B/2F	7B/0F
Residential/Building Checks	258	224	173	62	98
Ordinance violations	8	36	24	13	14
LE Agency Assistance Calls	10	9	21	16	33
Animal Calls	0	4	8	7	3
Larcenies	4	0	1	3	0
B&E Calls	3	0	0	1	0
Suspicious Person/Vehicle Investigations	2P/25V	3P/35V	10P/25V	12P/7V	18P/9V
Disturbance Calls	43	3	5	0	2
Accident Responses	3	3	0	0	0
Auxiliary Hours Worked	65T/40R	48T/32R	24T/32R	00/32R	80O/32R
Truck turns at gate	3	2	0	1	5

- Town Service: 485
- MRA Service: 242
- College Service: 4
- On 6/13, MPD was advised that a homeowner had interrupted an individual stealing plants and flowers from their residence. The homeowner confronted the suspect and was able to get a picture of the individual.
- On 6/20 and 6/21, all full time officers participated in the Mandatory In-Service Training required annually from the NC Department of Justice. What sets this year apart; is that for the first time in MPD history, this was conducted in house, as a whole, cohesive department.
- On 6/24, MPD was dispatched for a well-being check. A son was unable to establish contact with his mother. The Officer on duty was able to make contact and ensure her welfare.
- On 6/25, MPD was notified of several instances of nefarious activity that had occurred. Reports were filed and interviews conducted concerning burglary, larceny, and vandalism at several residences. This is a continuing investigation.

- On 6/30, BMPD requested assistance from our officer on duty in the early morning hours. Officer Whitson working in conjunction with officers from Black Mountain, resulted in the arrest of two individuals, and the seizure of 39 grams of methamphetamine.
- On 6/30, MPD received a call regarding an unattended child at The Huckleberry. Officer Comrie arrived to find a young boy who had been mistakenly left behind by his church group. While unsure of the address he was staying at, Officer Comrie was able to locate and drive him to the location and return him safely.

Note: MPD wants to advise residents that Terminix provides bat removal services. They have proper license and equipment to remove bats and do testing if required.

Note: MPD would like to remind residents to please call the Police Department 24 hours a day, 7 days a week, for any suspicious activity, and to remember to lock vehicles and residences at all times.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended May 31, 2017

	FYE 2017 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget %	Statement Period	Variance	5/31/16
								11		
Revenues:										
Ad valorem taxes	\$ 953,900.00	\$ 814,613.28	\$ 2,443.37	\$ 817,056.65	\$ 945,192.92	\$ 136,843.35				
Other taxes and licenses	\$ 413,700.00	\$ 274,187.96	\$ 30,785.99	\$ 304,973.95	\$ 300,118.17	\$ 108,726.05				
Unrestricted intergovernmental	\$ 105,500.00	\$ 54,932.12	\$ 3,692.93	\$ 58,625.05	\$ 53,632.01	\$ 46,874.95				
Permits and Fees	\$ 45,700.00	\$ 35,394.69	\$ 2,578.24	\$ 37,972.93	\$ 35,037.12	\$ 7,727.07				
Community Service Fee	\$ 45,000.00	\$ 44,663.40	\$ 5,316.00	\$ 49,979.40	\$ 45,558.00	\$ (4,979.40)				
Sales and Services	\$ 13,000.00	\$ 7,983.44	\$ 4,367.79	\$ 12,351.23	\$ 9,040.46	\$ 648.77				
Investment earnings	\$ 2,200.00	\$ 2,587.65	\$ 525.97	\$ 3,113.62	\$ 1,427.38	\$ (913.62)				
Other revenues	\$ 4,000.00	\$ 4,443.73	\$ (0.00)	\$ 4,443.73	\$ 16,801.19	\$ (443.73)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 1,238,806.27	\$ 49,710.29	\$ 1,288,516.56	\$ 1,406,807.25	\$ 294,483.44	81.40%	91.67%	-10.27%	2.41%
<i>Restricted intergovernmental</i>	\$ 173,200.00	\$ 40,917.40	\$ -	\$ 40,917.40	\$ 182,111.87	\$ 132,282.60				
<i>Contributions - Landcare</i>	\$ -	\$ 7,300.00	\$ 150.00	\$ 7,450.00	\$ 18,000.00	\$ (7,450.00)				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	1,287,023.67	49,860.29	1,336,883.96	\$ 1,606,919.12	419,316.04	76.12%	91.67%	-15.54%	-20.42%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 28,547.89	\$ 623.10	\$ 29,170.99	\$ 73,819.68	\$ 56,329.01	34.12%	91.67%	57.55%	21.16%
Administration	\$ 299,500.00	\$ 241,430.89	\$ 19,281.78	\$ 260,712.67	\$ 232,843.70	\$ 38,787.33	87.05%	91.67%	4.62%	9.33%
Public Buildings	\$ 185,200.00	\$ 48,150.85	\$ 719.54	\$ 48,870.39	\$ 49,271.87	\$ 136,329.61	26.39%	91.67%	65.28%	56.46%
Police	\$ 403,100.00	\$ 321,749.20	\$ 61,177.02	\$ 382,926.22	\$ 340,405.22	\$ 20,173.78	95.00%	91.67%	-3.33%	1.84%
Building & Zoning	\$ 84,200.00	\$ 64,736.53	\$ 8,996.59	\$ 73,733.12	\$ 71,050.15	\$ 10,466.88	87.57%	91.67%	4.10%	5.23%
Public Works	\$ 80,400.00	\$ 60,844.74	\$ 6,911.13	\$ 67,755.87	\$ 64,796.13	\$ 12,644.13	84.27%	91.67%	7.39%	16.41%
Streets	\$ 560,900.00	\$ 172,975.43	\$ 18,512.17	\$ 191,487.60	\$ 240,419.68	\$ 369,412.40	34.14%	91.67%	57.53%	72.67%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 7,565.10	\$ -	0.00%	91.67%	0.00%	78.16%
Sanitation	\$ 162,200.00	\$ 77,144.48	\$ 70,543.40	\$ 147,687.88	\$ 86,346.87	\$ 14,512.12	91.05%	91.67%	0.61%	19.17%
Env/Cons/Rec	\$ 18,000.00	\$ 7,040.17	\$ 485.00	\$ 7,525.17	\$ 10,945.34	\$ 10,474.83	41.81%	91.67%	49.86%	53.26%
Total expenditures	1,879,000.00	\$ 1,022,620.18	\$ 187,249.73	\$ 1,209,869.91	\$ 1,177,463.74	\$ 669,130.09	64.39%	91.67%	27.28%	45.39%
Revenues over expenditures	(122,800.00)	\$ 264,403.49	\$ (137,389.44)	\$ 127,014.05	\$ 429,455.38	\$ (249,814.05)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing sources	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 264,403.49	\$ (137,389.44)	\$ 127,014.05	\$ 429,455.38	\$ (127,014.05)				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 789,440.81	\$ 64,887.70	\$ 854,328.51	\$ 806,182.45	\$ 72,371.49				
Other Operating	\$ 399,800.00	\$ 198,071.51	\$ 23,270.57	\$ 221,342.08	\$ 283,064.58	\$ 178,457.92				
<i>CIP/Grant Projects</i>	\$ 552,500.00	\$ 35,107.86	\$ 99,091.46	\$ 134,199.32	\$ 88,216.71	\$ 418,300.68				
Total Expenditures	\$ 1,879,000.00	\$ 1,022,620.18	\$ 187,249.73	\$ 1,209,869.91	\$ 1,177,463.74	\$ 669,130.09				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended May 31, 2017

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget Percent	Statement Period 11	Variance	5/31/16
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses		\$ 18,343.62	\$ 14,466.05	\$ 32,809.67	\$ 139,742.74	\$ (32,809.67)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 245,177.72	\$ 25,095.14	\$ 270,272.86	\$ 263,560.70	\$ 38,227.14				
Investment earnings	\$ 500.00	\$ 200.29	\$ 21.97	\$ 222.26	\$ 132.37	\$ 277.74				
Other revenues	\$ 27,500.00	\$ 13,965.24	\$ 4,530.05	\$ 18,495.29	\$ 27,229.18	\$ 9,004.71				
Subtotal - Normal Operating	\$ 336,500.00	\$ 277,686.87	\$ 44,113.21	\$ 321,800.08	\$ 430,664.99	\$ 14,699.92				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 277,686.87	\$ 44,113.21	\$ 321,800.08	\$ 430,664.99	\$ 14,699.92	95.63%	91.67%	3.96%	40.04%
Expenditures:										
Water Department	\$ 336,500.00	\$ 195,520.05	\$ 57,751.18	\$ 253,271.23	\$ 184,443.09	\$ 83,228.77	75.27%	91.67%	16.40%	35.26%
Total expenditures	\$ 336,500.00	\$ 195,520.05	\$ 57,751.18	\$ 253,271.23	\$ 184,443.09	\$ 83,228.77	75.27%	91.67%	16.40%	35.26%
Revenues over expenditures	\$ -	\$ 82,166.82	\$ (13,637.97)	\$ 68,528.85	\$ 246,221.90	\$ (68,528.85)				
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	\$ -	\$ 82,166.82	\$ (13,637.97)	\$ 68,528.85	\$ 246,221.90	\$ (68,528.85)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 178,966.27	\$ 56,762.73	\$ 235,729.00	\$ 184,443.09	\$ 43,771.00				
<i>CIP/Grant Projects</i>	\$ 57,000.00	\$ 16,553.78	\$ 988.45	\$ 17,542.23	\$ -	\$ 39,457.77				
Total Expenditures	\$ 336,500.00	\$ 195,520.05	\$ 57,751.18	\$ 253,271.23	\$ 184,443.09	\$ 83,228.77				

06/30/17

Fiscal Year: 2017

19:41:40

Fiscal Month Range: 11-11

TOWN OF MONTREAT
Revenue Statement
 Period Ending: May 31, 2017
10 GENERAL FUND

Selected Department
 (ALL) All Departments

Page 1

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	2.15	497.85	0.43
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	2,443.37	817,054.50	136,345.50	85.69
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	65.67	1,193.44	806.56	59.67
LOCAL SALES TAX	10-00-3065-100	400,000.00	29,526.87	295,395.89	104,604.11	73.84
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,600.00	1,193.45	8,384.62	3,215.38	72.28
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	48,627.21	51,372.79	48.62
WINE & BEER TAX	10-00-3220-200	3,000.00	3,566.39	3,566.39	-566.39	118.88
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	6,027.08	-6,027.08	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	126.54	404.37	95.63	80.87
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	842.79	3,090.23	-90.23	103.00
GRANT PROCEEDS - FEDERAL	10-10-3310-300	133,200.00	0.00	0.00	133,200.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,917.40	-917.40	102.29
CONTRIBUTIONS - LANDCARE	10-80-3330-340	0.00	150.00	450.00	-450.00	0.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	0.00	1,743.94	-1,743.94	0.00
Landcare - Grants - Hemlock	10-80-3340-452	0.00	0.00	7,000.00	-7,000.00	0.00
REIMBURSEMENT OF EXPENDITURE	10-10-3345-300	0.00	0.00	606.13	-606.13	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	49.50	150.50	24.75
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	2,578.24	37,923.43	7,076.57	84.27
SANITATION FEES	10-10-3435-400	10,000.00	935.00	3,445.00	6,555.00	34.45
BACK DOOR PICKUP	10-10-3435-410	0.00	2,475.00	4,125.00	-4,125.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	95.00	725.00	-725.00	0.00
PAYT	10-10-3435-430	0.00	20.00	966.00	-966.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	5,316.00	49,979.40	-4,979.40	111.06
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	509.76	2,934.58	-934.58	146.72
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.21	179.04	20.96	89.52
MISC REVENUE	10-00-3815-800	1,000.00	0.00	593.66	406.34	59.36

06/30/17
19:41:40

Fiscal Year: 2017
Fiscal Month Range: 11-11

TOWN OF MONTREAT
Revenue Statement
Period Ending: May 31, 2017
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 %
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	122,800.00	0.00	0.00	122,800.00	0.00
TOTAL FUND REVENUE:		1,879,000.00	49,860.29	1,336,883.96	542,116.04	71.14

06/30/17
19:41:23
(D)

Fiscal Year: 2017
Fiscal Month Range: |1-11

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: May 31, 2017
10 GENERAL FUND

Selected Department Page 1
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	0.00	25,119.44	0.00	33,880.56	42.57
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	1,250.00	413.05	1,240.28	0.00	9.72	99.22
ADVERTISING	10-00-4100-260	4,250.00	0.00	1,134.50	0.00	3,115.50	26.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	210.05	1,418.49	0.00	381.51	78.80
SALARY CONTINGENCY	10-00-4100-332	13,500.00	0.00	0.00	0.00	13,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-5,400.00	0.00	-5,361.60	0.00	-38.40	99.28
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	623.10	29,170.99	0.00	56,329.01	34.11

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	182,500.00	12,029.18	164,249.82	0.00	18,250.18	90.00
FICA EXPENSE	10-00-4200-050	13,900.00	959.03	12,596.51	0.00	1,303.49	90.62
GROUP INSURANCE	10-00-4200-060	24,150.00	1,788.71	19,093.37	0.00	5,056.63	79.06
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,268.53	13,428.33	0.00	8,871.67	60.21
POSTAGE	10-00-4200-100	2,000.00	64.00	889.00	0.00	1,111.00	44.45
TELEPHONE	10-00-4200-110	5,300.00	498.99	4,968.72	0.00	331.28	93.74
TRAVEL & TRAINING	10-00-4200-140	5,000.00	947.14	10,706.64	0.00	-5,706.64	214.13
M & R EQUIPMENT	10-00-4200-160	30,300.00	1,159.64	26,972.62	0.00	3,327.38	89.01
ADVERTISING	10-00-4200-260	1,025.00	30.39	499.80	0.00	525.20	48.76
OFFICE EXPENSE	10-00-4200-320	3,000.00	41.97	2,695.44	0.00	304.56	89.84
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	459.73	0.00	540.27	45.97
BANK SERVICE CHARGE EX	10-00-4200-340	1,450.00	136.80	1,440.13	0.00	9.87	99.31
CONTRACT SERVICES	10-00-4200-450	19,675.00	357.40	17,146.96	0.00	2,528.04	87.15
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	-18,550.40	0.00	50.40	100.27
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	0.00	2,616.00	0.00	684.00	79.27
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAY	10-00-4200-730	2,600.00	0.00	1,500.00	0.00	1,100.00	57.69
TOTAL DEPT: (4200) ADMINISTRATION		299,500.00	19,281.78	260,712.67	0.00	38,787.33	87.04

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	114.05	2,069.26	0.00	930.74	68.97
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	155.59	1,837.94	0.00	662.06	73.51
M & R EQUIPMENT	10-00-5000-160	8,800.00	449.90	5,977.04	0.00	2,822.96	67.92
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	12.99	0.00	187.01	6.49
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	-8,794.80	0.00	-5.20	99.94
INSURANCE	10-00-5000-540	37,000.00	0.00	36,223.08	0.00	776.92	97.90
CAPITAL OUTLAY	10-00-5000-730	142,500.00	0.00	11,544.88	0.00	130,955.12	8.10
TOTAL DEPT: (5000) PUBLIC BUILDINGS		185,200.00	719.54	48,870.39	0.00	136,329.61	26.38

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	13,078.77	222,888.13	0.00	9,811.87	95.78
SEPARATION ALLOWANCE	10-10-5100-021	0.00	1,716.57	1,716.57	0.00	-1,716.57	0.00
FICA EXPENSE	10-10-5100-050	17,875.00	1,000.53	16,851.59	0.00	1,023.41	94.27
GROUP INSURANCE	10-10-5100-060	41,500.00	3,577.25	44,280.21	0.00	-2,780.21	106.69
RETIREMENT EXPENSE	10-10-5100-070	31,375.00	1,619.22	26,946.16	0.00	4,428.84	85.88
TELEPHONE	10-10-5100-110	1,775.00	312.56	1,299.39	0.00	475.61	73.20
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	328.81	0.00	171.19	65.76
M & R EQUIPMENT	10-10-5100-160	5,000.00	2,126.61	4,706.61	0.00	293.39	94.13
M & R AUTO	10-10-5100-170	4,000.00	504.00	3,860.14	0.00	139.86	96.50
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	498.50	498.50	0.00	1.50	99.70
AUTO SUPPLIES (GAS, OI	10-10-5100-310	9,000.00	1,997.36	6,928.10	0.00	2,071.90	76.97
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	50.00	382.90	0.00	617.10	38.29
DEPARTMENT SUPPLIES	10-10-5100-330	2,575.00	119.00	2,348.61	0.00	226.39	91.20
UNIFORMS	10-10-5100-360	1,700.00	488.77	1,359.63	0.00	340.37	79.97
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	192.99	0.00	107.01	64.33
CAPITAL OUTLAY	10-10-5100-730	34,100.00	34,087.88	34,087.88	0.00	12.12	99.96
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		403,100.00	61,177.02	382,926.22	0.00	20,173.78	94.99

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	51,060.00	3,848.64	45,279.25	0.00	5,780.75	88.67
FICA EXPENSE	10-10-5400-050	3,910.00	294.42	3,464.64	0.00	445.36	88.61
GROUP INSURANCE	10-10-5400-060	8,280.00	715.45	9,073.64	0.00	-793.64	109.58
RETIREMENT EXPENSE	10-10-5400-070	6,200.00	474.93	5,486.34	0.00	713.66	88.48
TELEPHONE	10-10-5400-110	600.00	43.75	521.36	0.00	78.64	86.89
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,397.94	0.00	102.06	95.91
M & R EQUIPMENT	10-10-5400-160	3,300.00	3,000.00	3,000.00	0.00	300.00	90.90
M&R AUTO	10-10-5400-170	100.00	0.00	63.02	0.00	36.98	63.02
AUTO SUPPLIES	10-10-5400-310	500.00	56.41	234.05	0.00	265.95	46.81
DEPARTMENT SUPPLIES	10-10-5400-330	3,150.00	237.99	2,817.88	0.00	332.12	89.45
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	325.00	600.00	0.00	650.00	48.00
FIRE INSPECTIONS	10-10-5400-451	50.00	0.00	0.00	0.00	50.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	800.00	0.00	795.00	0.00	5.00	99.37
CAPITAL OUTLAY	10-10-5400-730	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	8,996.59	73,733.12	0.00	10,466.88	87.56

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,900.00	4,300.80	50,241.73	0.00	4,658.27	91.51
FICA EXPENSE	10-20-5550-050	4,200.00	329.01	3,846.72	0.00	353.28	91.58
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	715.45	8,855.92	0.00	-555.92	106.69
RETIREMENT EXPENSE	10-20-5550-070	6,700.00	530.72	6,091.20	0.00	608.80	90.91
TELEPHONE	10-20-5550-110	700.00	40.01	402.65	0.00	297.35	57.52
TRAVEL & TRAINING	10-20-5550-140	1,200.00	0.00	0.00	0.00	1,200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	20.00	82.00	0.00	418.00	16.40
AUTO SUPPLIES	10-20-5550-310	3,500.00	672.22	1,963.38	0.00	1,536.62	56.09
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	98.35	0.00	2,401.65	3.93
UNIFORMS	10-20-5550-360	500.00	302.92	302.92	0.00	197.08	60.58
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	0.00	-5,114.00	0.00	14.00	100.27
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	6,911.13	67,755.87	0.00	12,644.13	84.27

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DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	114,150.00	8,964.38	103,513.24	0.00	10,636.76	90.68
FICA EXPENSE	10-20-5600-050	8,600.00	685.78	7,691.20	0.00	908.80	89.43
GROUP INSURANCE	10-20-5600-060	24,890.00	2,146.35	26,567.76	0.00	-1,677.76	106.74
RETIREMENT EXPENSE	10-20-5600-070	13,350.00	1,106.19	12,113.99	0.00	1,236.01	90.74
TELEPHONE	10-20-5600-110	260.00	40.01	215.55	0.00	44.45	82.90
TRAVEL & TRAINING	10-20-5600-140	1,100.00	0.00	295.00	0.00	805.00	26.81
M & R EQUIPMENT	10-20-5600-160	2,000.00	527.95	1,310.93	0.00	689.07	65.54
M & R TRUCKS	10-20-5600-170	3,500.00	53.47	1,681.68	0.00	1,818.32	48.04
AUTO SUPPLIES (GAS, OI	10-20-5600-310	6,000.00	393.21	5,145.47	0.00	854.53	85.75
DEPARTMENT SUPPLIES -	10-20-5600-330	4,800.00	54.41	3,692.73	0.00	1,107.27	76.93
REPAIRING AND WIDENING	10-20-5600-340	40,000.00	0.00	0.00	0.00	40,000.00	0.00
UNIFORMS	10-20-5600-360	2,000.00	0.00	1,135.22	0.00	864.78	56.76
CONTRACT SERVICE	10-20-5600-450	12,000.00	698.45	4,902.45	0.00	7,097.55	40.85
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	-48,980.00	0.00	-20.00	99.95
CAPITAL OUTLAY	10-20-5600-730	302,400.00	2,199.58	24,262.56	0.00	278,137.44	8.02
STREET LIGHTING	10-20-5600-740	23,500.00	1,642.39	19,296.40	0.00	4,203.60	82.11
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	64.60	0.00	2,935.40	2.15
ROAD MAINTENANCE	10-20-5600-750	8,000.00	0.00	5,124.49	0.00	2,875.51	64.05
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	104.87	0.00	4,395.13	2.33
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	1,228.35	0.00	771.65	61.41
SURVEYS AND MAPPING	10-20-5600-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SNOW REMOVAL	10-20-5600-770	2,450.00	0.00	2,429.47	0.00	20.53	99.16
DEBT PAYMENT	10-20-5600-900	29,400.00	0.00	19,691.64	0.00	9,708.36	66.97
TOTAL DEPT: (5600) STREET DEPARTMENT		560,900.00	18,512.17	191,487.60	0.00	369,412.40	34.13

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,770.00	2,518.84	29,990.10	0.00	3,779.90	88.80
CONTRACT SERVICES	10-30-5800-040	15,800.00	1,842.00	14,202.00	0.00	1,598.00	89.88
FICA EXPENSE	10-30-5800-050	2,600.00	192.68	2,294.19	0.00	305.81	88.23
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	715.45	8,855.92	0.00	-555.92	106.69
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.82	3,637.10	0.00	562.90	86.59
TELEPHONE	10-30-5800-110	550.00	43.75	481.25	0.00	68.75	87.50
UTILITIES	10-30-5800-130	500.00	42.99	450.40	0.00	49.60	90.08
M & R EQUIPMENT	10-30-5800-160	100.00	0.00	77.85	0.00	22.15	77.85
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	1,333.53	0.00	166.47	88.90
AUTO SUPPLIES	10-30-5800-310	1,200.00	0.00	1,128.51	0.00	71.49	94.04
SUPPLIES/TOOLS	10-30-5800-330	1,360.00	0.00	775.11	0.00	584.89	56.99
UNIFORMS	10-30-5800-360	520.00	275.96	275.96	0.00	244.04	53.06
CONTRACT - DUMPSTER SE	10-30-5800-451	15,150.00	1,542.78	13,858.04	0.00	1,291.96	91.47
TIPPING FEES	10-30-5800-550	11,900.00	254.13	7,523.92	0.00	4,376.08	63.22
CAPITAL OUTLAY - SANIT	10-30-5800-730	64,750.00	62,804.00	62,804.00	0.00	1,946.00	96.99
TOTAL DEPT: (5800) SANITATION		162,200.00	70,543.40	147,687.88	0.00	14,512.12	91.05

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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	3,000.00	485.00	2,525.17	0.00	474.83	84.17
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	5,000.00	0.00	5,000.00	50.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	485.00	7,525.17	0.00	10,474.83	41.80
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	187,249.73	1,209,869.91	0.00	669,130.09	64.38

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Revenue Statement
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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	4,663.89	15,546.30	4,453.70	77.73
WATER SALES	30-91-3500-500	143,500.00	11,473.44	116,213.19	27,286.81	80.98
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,621.70	154,059.67	10,940.33	93.36
BILLING FEE REVENUE	30-91-3500-800	1,000.00	79.80	981.75	18.25	98.17
WATER TAPS	30-91-3505-500	2,000.00	0.00	0.00	2,000.00	0.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	175.00	775.00	225.00	77.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	14,466.05	32,809.67	-32,809.67	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	21.97	222.26	277.74	44.45
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	0.00	0.00	0.00	0.00
LATE FEES	30-91-3815-800	3,000.00	-128.64	1,451.30	1,548.70	48.37
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-260.00	-259.06	259.06	0.00
TOTAL FUND REVENUE:		336,500.00	44,113.21	321,800.08	14,699.92	95.63
TOTAL REVENUE:		2,215,500.00	93,973.50	1,658,684.04	556,815.96	74.86%

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DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	0.00	3,438.00	0.00	5,062.00	40.44
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	191.13	2,098.38	0.00	901.62	69.94
TELEPHONE	30-91-8100-110	2,500.00	43.75	1,122.96	0.00	1,377.04	44.91
UTILITIES	30-91-8100-130	30,600.00	2,045.77	25,614.59	0.00	4,985.41	83.70
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	100.00	0.00	1,900.00	5.00
M & R WELLS	30-91-8100-150	28,000.00	0.00	4,348.64	0.00	23,651.36	15.53
M & R EQUIPMENT	30-91-8100-160	9,900.00	776.15	7,001.73	0.00	2,898.27	70.72
M & R TRUCKS	30-91-8100-170	100.00	0.00	19.23	0.00	80.77	19.23
AUTO SUPPLIES	30-91-8100-310	5,500.00	132.30	3,251.26	0.00	2,248.74	59.11
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,354.54	0.00	1,145.46	54.18
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	86,800.80	0.00	-0.80	100.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,381.50	0.00	618.50	69.07
CAPITAL OUTLAY	30-91-8100-730	55,400.00	988.45	17,542.23	0.00	37,857.77	31.66
DEBT PAYMENT	30-91-8100-900	99,200.00	53,573.63	99,197.37	0.00	2.63	99.99
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	57,751.18	253,271.23	0.00	83,228.77	75.26
TOTAL FUND: (30) WATER FUND		336,500.00	57,751.18	253,271.23	0.00	83,228.77	75.26
TOTAL EXPENDITURES		2,215,500.00	245,000.91	1,463,141.14	0.00	752,358.86	66.04

Town of Montreat			Cash & Investments Report			As of	May 31, 2017	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 233,634.86	\$ 233,634.86			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 1,742.76	\$ 1,742.76			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 190,831.65		\$ 190,831.65		0.10%	\$ 16.21
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,197.06			\$ 58,197.06	0.10%	\$ 4.94
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,737,585.76		\$ 1,737,585.76		0.32%	\$ 468.03
Avl Sav Bank	Subtotal		\$ 2,221,992.09					
BB&T	MMkt Act - General Fund		\$ 450,348.23		\$ 450,348.23		0.10%	\$ 37.01
BB&T	MMkt Act - Water Fund		\$ 157,602.18			\$ 157,602.18	0.10%	\$ 12.95
BB&T	Subtotal		\$ 607,950.41					
NCCMT	Investment - General Fund		\$ 6,462.36		\$ 6,462.36		0.65%	\$ 3.48
NCCMT	Investment - Water Fund		\$ 6,748.91			\$ 6,748.91	0.65%	\$ 3.64
NCCMT	Subtotal		\$ 13,211.27					
All Accts	Subtotal		\$ 2,843,153.77	\$ 235,377.62	\$ 2,385,228.00	\$ 222,548.15	0.23%	\$ 546.26
All Accts	Fiscal Year to Date		\$ 2,616,509.72				0.14%	\$ 3,273.23
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2017	\$ 54,525.10		\$ 54,525.10		0.20%	
Avl Sav Bank	CD x5119	11/12/2017	\$ 10,362.94		\$ 10,362.94		0.20%	
CDs	Subtotal		\$ 64,888.04				0.20%	\$ -
All Accts + CDs	Total		\$ 2,908,041.81				0.23%	\$ 546.26
All Accts + CDs	Fiscal Year to Date		\$ 2,681,368.05				0.14%	\$ 3,334.21
			(average)				(average)	

**Town of Montreat
June 2017 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>
Jolley	Charles	211 Alabama Terrace	N/A	5291	6/2/2017	Residential-Renovation
Skinner	Victoria	185 Mississippi Road	6/2/2017	5292	6/2/2017	Porch Addition
Skinner	Victoria	185 Mississippi Road	6/2/2017	5292-G	6/2/2017	LP Gas System
NFC-LLC		433 Kentucky Road	N/A	5293	6/8/2017	Plumbing Repairs
Hillsman	John	108 Mecklenburg Circle	N/A	5294	6/12/2017	Plumbing/Mechanical (Tankles W.H.)
Lide	Claudius	140 John Knox Road	N/A	5295	6/13/2017	Plumbing-Replace Water Line
Williamson	James	529 Memphis Lane	6/13/2017	5296	6/13/2017	Residential Deck Addition
Ogden	Lou	103 Mecklenburg Circle	N/A	5297	6/14/2017	Mechanical-New HVAC System
Flynn	Carolyn	433 Appalachian Way	N/A	5298	6/27/2017	Mechanical-Change Out
Skinner	Victoria	185 Mississippi Road	6/2/2017	5299	6/27/2017	Mechanical-Change Out
Montreat College		312 Appalachian Way	N/A	5300	6/29/2017	Commercial Re-Roof

ZONING ACTIVITY

Zoning Permit Applications: 2
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None
Violations Reported: None

BUILDING INSPECTIONS

Building Permit Applications: 11
Building Inspections Requested: 21
Re-inspections Requested/Required: 3
Fire Inspections Requested/Required: None
Fire Permit Applications: None

Totals

Approved Zoning Permits: 2
Denied Zoning Permits: None
Pending Zoning Permits: None
Variance/Interpretation Granted: None
Conditional Use Permits Granted: None
Permit Extensions Granted: None
Sign Permits Issued: None
Notice of Violation (NOV): None

Totals

Building Permits Issued: 11
Pending Building Permits: None
Building Inspections Performed: 24
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: None
Fire Re-inspections Performed: None
Fire Permits Issued: None

Zoning Permits Report

Permits for 06/01/2017 to 06/30/2017

Report Date 07/03/2017

Permit: Z2008-0271	Issued: 06/02/2017	Expires: 11/29/2017	Property Owner: WALTER HNATYSH & J. VICTORIA
Applicant: WALTER HNATYSH & J. VICTORIA S	Location: 185 MISSISSIPPI RD	Inspector: DEC	
Permit Type: ZONING COMPLIANCE	Details: PORCH ADDITION	Cost: 42000	ID: 100004-Z000285

Permit: Z2008-0272	Issued: 06/13/2017	Expires: 12/10/2017	Property Owner: JAMES F WILLIAMSON
Applicant: JAMES F WILLIAMSON	Location: 529 MEMPHIS LN	Inspector:	
Permit Type: SITE IMPROVEMENT	Details: DECK ADDITION	Cost: 6100	ID: 100032-Z000286

Combo Basic Report

Permits for 06/01/2017 to 06/30/2017

Report Date 07/03/2017

Source: Building Permit: U2012-5291 Date Issued: 06/02/2017 Permit Expires: 06/02/2018 ID: 100717-B000684
 Applicant: BLUE HORIZON: ROBERTS RICHARD Location: 211 ALABAMA TER
 Permit Type: RES RENNOVATION Structure: EXISTING HOME Cost Est: 3200
 Property Owner: CHARLES JOLLEY III PIN: 071086410700000

Source: Building Permit: U2012-5292 Date Issued: 06/02/2017 Permit Expires: 12/02/2017 ID: 100004-B000685
 Applicant: EWING & MCCONNAUGHY, INC.: Location: 185 MISSISSIPPI RD
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 42000
 Property Owner: WALTER HNATYSH & J. VICTORIA SKINNER PIN: 071065913800000

Source: Mechanical Permit: U2012-5292- Date Issued: 06/02/2017 Permit Expires: 12/02/2017 ID: 100004-M000282
 Applicant: BLOSSMAN GAS OF NORTH Location: 185 MISSISSIPPI RD
 Permit Type: GAS Structure: EXISTING SFR/RENTAL Cost Est: 0
 Property Owner: WALTER HNATYSH & J. VICTORIA SKINNER PIN: 071065913800000

Source: Plumbing Permit: U2012-5293 Date Issued: 06/08/2017 Permit Expires: 12/12/2017 ID: 100363-P000154
 Applicant: DEWEY H. BARTLETT PLUMBING Location: 433 KENTUCKY RD
 Permit Type: REPLACE SEWER LINE Structure: EXISTING HOME Cost Est: 0
 Property Owner: NCFC LLC PIN: 072007689500000

Source: Plumbing Permit: U2012-5294 Date Issued: 06/12/2017 Permit Expires: 12/12/2017 ID: 100110-P000155
 Applicant: THOMPSON MECHANICAL, INC.: Location: 108 MECKLENBURG CIR
 Permit Type: REPLACE WATER Structure: EXISTING SFR/RENTAL Cost Est: 0
 Property Owner: JOHN L. HILLSMAN PIN: 071054327100000

Source: Plumbing Permit: U2012-5295 Date Issued: 06/13/2017 Permit Expires: 12/13/2017 ID: 100793-P000156
 Applicant: ANCHOR PLUMBING OF WNC, INC.: Location: 140 JOHN KNOX RD
 Permit Type: REPLACE WATER LINE Structure: EXISTING HOME Cost Est: 0
 Property Owner: CLAUDIUS M LIDE PIN: 071066910700000

Source: Building Permit: U2012-5296 Date Issued: 06/13/2017 Permit Expires: 06/13/2018 ID: 100032-B000687
 Applicant: JAMES F WILLIAMSON Location: 529 MEMPHIS LN
 Permit Type: RES ADDITION Structure: EXISTING HOME Cost Est: 6100
 Property Owner: JAMES F WILLIAMSON PIN: 072009238700000

Source: Mechanical Permit: U2012-5297 Date Issued: 06/14/2017 Permit Expires: 06/14/2018 ID: 100127-M000283
 Applicant: SHEER COMFORT HTG. & A/C INC.: Location: 103 MECKLENBURG CIR
 Permit Type: NEW INSTALLATION Structure: EXISTING SFR/RENTAL Cost Est: 0
 Property Owner: LOU G. OGDEN PIN: 071054621500000

Source: Mechanical Permit: U2012-5298 Date Issued: 06/27/2017 Permit Expires: 06/27/2018 ID: 100602-M000284
 Applicant: WHITE & WILLIAMS: LUNSFORD Location: 432 APPALACHIAN WAY
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
 Property Owner: CAROLYN FLYNN PIN: 072027821300000

Combo Basic Report

Permits for 06/01/2017 to 06/30/2017

Report Date 07/03/2017

Source: Mechanical Permit: U2012-5299 Date Issued: 06/27/2017 Permit Expires: 06/27/2018 ID: 100004-M000285
Applicant: J.B.'S HEATING & COOLING: GUTH Location: 185 MISSISSIPPI RD
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: WALTER HNATYSH & J. VICTORIA SKINNER PIN: 071065913800000

Source: Building Permit: U2012-5300 Date Issued: 06/29/2017 Permit Expires: 12/29/2017 ID: 200073-B000688
Applicant: BONITZ CO. OF CAROLINA-TENN.: Location: 312 APPALACHIAN WAY
Permit Type: COMMERCIAL REROOF Structure: MCGREGOR DORMITORY Cost Est: 66000
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-MCGREG

Fee Detail Subsort Report

Report for 04/01/2017 to 06/30/2017

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-5278	04/03/2017	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5279	04/04/2017	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Electrical	U2012-5280	//	SERVICE	INSPECTION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5281	04/17/2017	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5283	04/21/2017	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5284	05/01/2017	RES.	PERMIT		\$281.24	
Building	U2012-5284	05/01/2017	RES.	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$381.24	
Mechanical	U2012-5285	05/01/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5286	05/10/2017	RETAINING	PERMIT		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Building	U2012-5287	05/15/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5287	05/15/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5287	05/15/2017	RES.	PERMIT		\$360.00	
Building	U2012-5287	05/15/2017	RES.	CERT OF OCC		\$60.00	
Building	U2012-5287	05/15/2017	RES.	HR FUND		\$10.00	
Item Count	5				Fee Totals	\$630.00	
Building	U2012-5289	05/23/2017	RES. REPAIRS	RES. REPAIRS		\$135.00	
Item Count	1				Fee Totals	\$135.00	
Mechanical	U2012-5290	05/24/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5291	06/02/2017	RES	PERMIT	32633424	\$30.00	
Building	U2012-5291	06/02/2017	RES	PLUMBING	32633424	\$100.00	
Building	U2012-5291	06/02/2017	RES	ELECTRICAL	32633424	\$100.00	
Building	U2012-5291	06/02/2017	RES	ADJUSTMENT	32633424	-\$30.00	

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Fee Detail Subsort Report

Report for 04/01/2017 to 06/30/2017

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	4					Fee Totals	\$200.00
Building	U2012-5292	06/02/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5292	06/02/2017	RES.	HR FUND		\$10.00	
Building	U2012-5292	06/02/2017	RES.	PERMIT		\$252.00	
Building	U2012-5292	06/02/2017	RES.	MECHANICAL		\$100.00	
Item Count	4					Fee Totals	\$462.00
Plumbing	U2012-5293	06/08/2017	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1					Fee Totals	\$100.00
Plumbing	U2012-5294	06/12/2017	REPLACE WATER	PLUMBING	32860735	\$100.00	
Item Count	1					Fee Totals	\$100.00
Plumbing	U2012-5295	06/13/2017	REPLACE WATER	PLUMBING		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5296	06/13/2017	RES ADDITION	FRAMING		\$50.00	
Item Count	1					Fee Totals	\$50.00
Mechanical	U2012-5297	06/14/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5298	06/27/2017	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5299	06/27/2017	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Item Count	31					Fee Totals	\$3,658.24

Fee Detail Subsort Report

Report for 04/01/2016 to 06/30/2016

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-5138-F	06/20/2016	RE-INSPECT FEE	REINSPECT	24891139	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5157	04/01/2016	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Mechanical	U2012-5158	04/04/2016	GAS	GAS	23552951	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5159	04/08/2016	CHANGE OUT	MECHANICAL	23621184	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	RES. REPAIRS		\$240.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	HR FUND		\$10.00	
Item Count	4				Fee Totals	\$450.00	
Electrical	U2012-5163	04/18/2016	SERVICE	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5164	04/19/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5165	04/19/2016	RES.	ELECTRICAL	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	PERMIT	23807591	\$88.20	
Building	U2012-5165	04/19/2016	RES.	HR FUND	23807591	\$10.00	
Building	U2012-5165	04/19/2016	RES.	PLUMBING	23807591	\$100.00	
Item Count	4				Fee Totals	\$298.20	
Building	U2012-5166	05/05/2016	RES.	HR FUND		\$10.00	
Building	U2012-5166	05/05/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PERMIT		\$78.00	
Item Count	4				Fee Totals	\$288.00	
Mechanical	U2012-5167	05/16/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	COMM. REPAIRS		\$990.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	ADJUSTMENT		\$-107.00	

Fee Detail Subsort Report

Report for 04/01/2016 to 06/30/2016

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	2					Fee Totals	\$883.00
Building	U2012-5169	05/17/2016	COMMERCIAL	COMMERCIAL		\$1,172.40	
Item Count	1					Fee Totals	\$1,172.40
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	MECHANICAL	24370710	\$100.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	ELECTRICAL	24370710	\$100.00	
Item Count	2					Fee Totals	\$200.00
Building	U2012-5171	05/19/2016	RETAINING	PERMIT		\$100.00	
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5172	05/24/2016	ELEVATOR	ELECTRICAL		\$200.00	
Item Count	1					Fee Totals	\$200.00
Building	U2012-5173	06/17/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5173	06/17/2016	RES.	ADJUSTMENT		\$-12.00	
Building	U2012-5173	06/17/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5173	06/17/2016	RES.	PERMIT		\$336.00	
Building	U2012-5173	06/17/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5173	06/17/2016	RES.	HR FUND		\$10.00	
Item Count	6					Fee Totals	\$734.00
Plumbing	U2012-5174	06/17/2016	PLUMBING	PLUMBING	24861510	\$400.00	
Item Count	1					Fee Totals	\$400.00
Mechanical	U2012-5175	06/20/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Project	U2012-5176	06/21/2016	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5177	06/30/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5178	06/30/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5179	06/30/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Plumbing	U2012-5180	06/30/2016	REPLACE WATER PLUMBING		25085499	\$100.00	

Fee Detail Subsort Report

Report for 04/01/2016 to 06/30/2016

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5181	06/30/2016	ADD BRANCH	ELECTRICAL	25087691	\$100.00	
Item Count	1					Fee Totals	\$100.00
Item Count	40					Fee Totals	\$6,300.60

Fee Detail Subsort Report

Report for 04/01/2015 to 06/30/2015

Sorted by Permit Number

Report Date 07/03/2017

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

Fee Detail Subsort Report

Report for 04/01/2015 to 06/30/2015

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	12				Fee Totals	\$2,316.34	
Building	U2012-5062	05/07/2015	RETAINING	ENG. RETAINING		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Plumbing	U2012-5063	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5064	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	MECHANICAL		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	RES. REPAIRS		\$222.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$522.00	
Building	U2012-5066	05/12/2015	ACCESSORY	ELECTRICAL		\$100.00	
Building	U2012-5066	05/12/2015	ACCESSORY	RELOCATION		\$54.00	
Item Count	2				Fee Totals	\$154.00	
Mechanical	U2012-5067	05/12/2015	INSTALL E.R.V.	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5068	05/21/2015	REPAIR	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5069	05/21/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5071	06/02/2015	RES. REPAIRS	RES. REPAIRS		\$120.00	
Item Count	1				Fee Totals	\$120.00	
Electrical	U2012-5072	06/03/2015	ADD OUTDOOR	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5073	06/08/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5074	06/08/2015	PLUMBING	PLUMBING		\$100.00	

Fee Detail Subsort Report

Report for 04/01/2015 to 06/30/2015

Sorted by Permit Number

Report Date 07/03/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5075	06/09/2015	NEW	INSPECTION FEE		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5076	06/11/2015	COMM.	COMM.		\$300.00	
Building	U2012-5076	06/11/2015	COMM.	ELECTRICAL		\$100.00	
Item Count	2					Fee Totals	\$400.00
Mechanical	U2012-5077	06/16/2015	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5078	06/18/2015	GAS	GAS	18691329	\$75.00	
Item Count	1					Fee Totals	\$75.00
Project	U2012-5079	06/18/2015	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5080	06/19/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Plumbing	U2012-5081	06/23/2015	PLUMBING	PLUMBING (X2)	18757268	\$400.00	
Item Count	1					Fee Totals	\$400.00
Mechanical	U2012-5082	06/23/2015	CHANGE OUT	RELOCATION		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5083	06/24/2015	COMM.	COMM.	18775349	\$300.00	
Item Count	1					Fee Totals	\$300.00
Mechanical	U2012-5084	06/26/2015	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5085	06/26/2015	RES. REPAIRS	RES. REPAIRS		\$30.00	
Item Count	1					Fee Totals	\$30.00
Mechanical	U2012-5086	06/29/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00

Item Count 53

Fee Totals

\$7,399.34

Last Inspect Records

Report for 06/01/2017 to 06/30/2017

Report Date 07/03/2017

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5265	435 WEST VIRGINIA TER	DSH	RES.	DECK PIER	Building	06/01/2017	1:30 PM	FAILED	//	DEC
U2012-5265	435 WEST VIRGINIA TER	DSH	RES.	FOOTING RE-INSP.	Building	06/02/2017	09:30 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	ELECTRICAL	Building	06/06/2017	10:30 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	BUILDING FINAL	Building	06/06/2017	10:40 AM	APPROVED	//	DEC
U2012-5227	507 GREYBEARD TRL	GLADE	RES.	PLUMBING FINAL	Building	06/06/2017	11:00 AM	APPROVED	//	DEC
U2012-5289	414 SOUTH CAROLINA	MATT HIGGINS	RES. REPAIRS	PART. PIER FTG.	Building	06/06/2017	1:20 PM	APPROVED	//	DEC
U2012-5284	117 SHENANDOAH TER	SUGAR HOLLOW	RES.	COMMISSIONING	Building	06/12/2017	1:47 PM	APPROVED	//	
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	BUILDING RE-INSP.	Building	06/12/2017	2:12 PM	APPROVED	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	FRAMING	Building	06/13/2017	10:30 AM	FAILED	//	DEC
U2012-5295	140 JOHN KNOX RD	ANCHOR	REPLACE WATER	WTR. SERVICE	Plumbing	06/14/2017	3:30 PM	APPROVED	//	DA
U2001-3771	543 SUWANNEE DRIVE	MARK T LASSITER	DUPLEX/MULTI-F	PLUMBING	Building	06/15/2017	11:00 AM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	ELEC. RE-INSPECT	Building	06/19/2017	4:00 PM	APPROVED	//	DEC
U2012-5292	185 MISSISSIPPI RD	EWING &	RES.	FOOTING	Building	06/22/2017	09:20 AM	APPROVED	//	DEC
U2012-5290	142 EASTMINSTER TER	BULLMAN	NEW	DUCT BLOWER	Mechanical	06/22/2017	10:30 AM	FAILED	//	DEC
U2012-5290	142 EASTMINSTER TER	BULLMAN	NEW	MECH./ELECT.	Mechanical	06/22/2017	10:45 AM	APPROVED	//	DEC
U2012-5297	103 MECKLENBURG CIR	SHEER COMFORT	NEW	MECH. FINAL	Mechanical	06/22/2017	11:30 AM	APPROVED	//	DEC
U2012-5296	529 MEMPHIS LN	JAMES F	RES ADDITION	CONSULTATION	Building	06/22/2017	3:00 PM	N/A	//	DEC
U2012-5292	185 MISSISSIPPI RD	EWING &	RES.	ELECTRICAL R.I.	Building	06/26/2017	11:00 AM	APPROVED	//	DEC
U2012-5296	529 MEMPHIS LN	JAMES F	RES ADDITION	FOOTING	Building	06/26/2017	11:30 AM	N/A	//	DEC
U2012-5294	108 MECKLENBURG CIR	THOMPSON	REPLACE WATER	PLUMBING/MECHA	Plumbing	06/26/2017	11:30 AM	*APPROVED	//	DEC
U2012-5296	529 MEMPHIS LN	JAMES F	RES ADDITION	FOOTING	Building	06/27/2017	10:30 AM	APPROVED	//	DEC
U2012-5296	529 MEMPHIS LN	JAMES F	RES ADDITION	FRAMING	Building	06/28/2017	12:00 PM	*APPROVED	//	DEC
U2012-5270	222 NORTH CAROLINA	TIM CLARK	PLUMBING	PLUMBING FINAL	Plumbing	06/29/2017	11:00 AM	APPROVED	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	PLUMBING R.I.	Building	06/30/2017	4:00 PM	FAILED	//	DEC

Inspection Count 24

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: July 13, 2017

SUBJECT: Proposed Recombination of Florida Terrace Parcel

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Florida Terrace parcel owned by the Town currently consists of three sublots – 387, 388 & 389 as platted in the 1935 Wiswall Survey for Mountain Retreat Association. During the April Town Council meeting, Commissioner Vinson proposed that it is important to determine if subdivision of the parcel provides any benefit over selling it as a single “lot.” During the May 11, 2017 Town Council meeting, Commissioner Standaert made a motion that, among other things, authorizes the Mayor, Town Attorney and Town staff to investigate methods of sale - which includes evaluating the potential benefits of recombining the parcel.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To direct staff to have a recombination survey and associated deed documents prepared of the Florida Terrace property bearing Parcel Identification Number: 0720-16-4118-00000, with the intent of subdividing the tax parcel into two (2) legally-conforming, marketable lots.

FUNDING SOURCE: None

ATTACHMENTS: None

STAFF COMMENTS AND RECOMMENDATIONS: The 1935 Wiswall Survey described a subdivision of Montreat property into hundreds of small numbered lots – many of which do not conform to the current dimensional requirements prescribed in Montreat’s Zoning Ordinance for residential development; consequently, it would be impractical to market the three sublots of the Florida Terrace parcel individually. If approximately divided in half, the 0.78 acre parcel may be recombined into two conforming lots that will provide adequate area for either single-family or two-family dwellings to be constructed on each of the resultant properties. Staff agrees with the proposition that the suggested recombination may provide more favorable tax revenue benefits to the Town - and possibly enhance the marketability - as opposed to selling the property as a single, combined lot.



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
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www.townofmontreat.org

Oath of Office

I, David Arrant, as Chief of Police for the Town of Montreat, North Carolina, do solemnly swear that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States and the Constitution and the laws of North Carolina not inconsistent therewith; and that I will faithfully and impartially discharge and execute the duties of my office as Chief of Police according to the best of my skill, abilities and judgment; so help me, God.

David Arrant, Chief of Police

Angie Murphy, Town Clerk

Tim Helms, Mayor



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Roberts William Dodson
(Last) (First) (Middle)

Physical Address: 155 Woodland Road

Mailing Address: P.O. Box 486

Home Phone: 828-674-7640 Alternate Phone: _____

Email Contact Information: bill@market-commercial.com

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☒ Planning and Zoning Commission
- ☐ Comprehensive Plan Steering Committee ☐ Board of Commissioners
- ☐ Montreat Landcare Committee
- ☐ Open Space Conservation Committee

Please explain why you want to be a member of this board/committee:

As a year round resident of Montreat, I want to be involved and help
with the town we call home for many years to come.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

1. Water - upgrades to system
2. Occupancy numbers for rentals
3. Younger families calling Montreat home year round

By being active, I can try to learn why things are and what might be possible.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

16 years in commercial real estate, I am very familiar with the role
government has in planning and zoning. I know how to get things
done.

Have you ever attended a regularly scheduled meeting of the selected board/committee? no

How much time are you able to devote to fulfill this obligation? several hours a week

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: July 13, 2017

SUBJECT: Personnel Policy Changes

AGENDA INFORMATION:

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

BRIEF SUMMARY:

Background: The Montreat Personnel Policy outlines the process by which the Town Council and administration conducts recruitment and selection to fill staff positions. Included in the Personnel Policy is a policy mandating equal employment opportunity compliance with federal law. The Personnel Policy also contains a Hire and Promotion from Within Policy. At times, the language of the latter policy may be interpreted to conflict with the Equal Opportunity Policy. Staff recommends minor edits to the Personnel Policy allow greater clarity and flexibility in meeting both policy objectives for recruitment and selection.

Federal Statutes: As amended, the primary federal statutes regulating recruitment and selection are the Civil Rights Act, the Rehabilitation Act, the Americans with Disability Act, the Equal Pay Act, the Age Discrimination in Employment Act, and the Genetic Information Nondiscrimination Act. The relevant titles and sections of these laws are interpreted and enforced by the Equal Employment Opportunity Commission.

State Statutes: In North Carolina, there are no state statutes regulating municipalities' advertising, posting notices of, or conducting interviews with candidates for vacancies.

Town Policy: Under Article IV. Recruitment and Employment of the Town of Montreat Personnel Policy, four sections are salient. Those sections, or relevant excerpts, are included here:

Section 1. Equal Employment Opportunity Policy.

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other

applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties with or without reasonable accommodation.

Section 2. Implementation of Equal Employment Opportunity Policy.

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, disability, national origin, political affiliation, or marital status...

Section 3. Hire and Promotion From Within Policy.

It is the desire of the Town to hire and promote from within whenever possible to encourage efficiency, dedication, loyalty, and goodwill among employees. When a position becomes vacant, it will be posted for a minimum of five (5) business days via email to all employees and by hard copy in all Town department locations. The Town reserves the right to publicly advertise any vacant position and to fill a position from outside the Town's workforce whenever the Board or Town Administrator determines it is in its best interests to do so.

Section 6. Promotion.

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited, that applicant shall be appointed to that position. The Town will balance three goals in the employment process:

1. the benefits to employees and the organization of promotion from within;
2. providing equal employment opportunity and a diversified workforce to the community; and
3. obtaining the best possible employee who will provide the most productivity in that position.

Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates. The Town reserves the right to publicly advertise any vacant position and to fill a position from outside the Town's workforce whenever the Board or Town Administrator determines it is in its best interests to do so.

Taken together these sections of Article IV. Recruitment and Employment of the Personnel Policy provide direct, if contradictory, instruction for filling some vacancies.

Considerations: Though federal and state statute do not proscribe clear guidelines to municipalities for the hiring or promotion process where an internal candidate applies, Title IV. Section 6 of the Personnel Policy clearly does. To quote: "It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying

for a vacant position is best suited, that applicant shall be appointed to that position.” However, Section 6 continues with the importance of balancing three interests: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position.

The second interest is in line with federal equal opportunity statutes as outlined above. Given the current limited minority representation within the Town workforce, this may be in conflict with first interest of promoting from within.

It is important to note that the Board of Commissioners revised the Personnel Policy at the August 8th, 2013 regular meeting to amend Article IV and “allow discretionary internal departmental promotion of existing employees without external advertisement for other position candidates.” (See Town of Montreat Board of Commissioners 2013 Minutes – Book #12, page 149, and Resolution #13-08-0001, attached.)

Summary: At issue is whether the Town of Montreat *must* conduct an internal recruitment when a qualified applicant will be eligible for promotion in order to satisfy the Hire and Promotion From Within Policy, or whether the Town *must* conduct an external recruitment in order to satisfy the Equal Employment Opportunity Policy.

Recommendations: Due to the difficulty of reconciling these two policy objectives for a municipality with a workforce the size of Montreat’s, it is advisable that Title IV of the Personnel Policy be edited to allow greater clarity and flexibility in meeting both policy objectives for recruitment and selection. Failure to adhere to the Equal Employment Opportunity Policy presents substantial legal liability. Staff recommends editing the Hire and Promotion from Within Policy to remove the possible interpretation of a mandate for internal recruitment and selection when internal candidates are eligible for promotion. This will allow for a process that is open to all candidates regardless of age, sex, race, color, religion, national origin, disability, political affiliation, or marital status, and will not be limited to the demographics currently represented on the Town staff.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

TO APPROVE RESOLUTION #17-007-001 AMENDING ARTICLE IV OF THE TOWN OF MONTREAT PERSONNEL POLICY

FUNDING SOURCE:

N/A

ATTACHMENTS:

RESOLUTION #17-007-001 AMENDING ARTICLE IV OF THE TOWN OF MONTREAT PERSONNEL POLICY

STAFF COMMENTS AND RECOMMENDATIONS:

N/A



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RESOLUTION #17-007-001 AMENDING ARTICLE IV OF THE TOWN OF MONTREAT PERSONNEL POLICY

WHEREAS, the Mayor and Board of Commissioners of the Town of Montreat recognize the importance of fostering, maintaining and promoting equal employment opportunity and the value of its municipal employees in meeting the service needs of Town residents; and

WHEREAS, it is the desire of the Mayor and Board of Commissioners to maintain a municipal work force composed of qualified, competent, dedicated employees; and

WHEREAS, the most recent Town of Montreat Personnel Policy was adopted by Resolution on August 8, 2013; and

WHEREAS, upon review of the current procedures, regulations and policies, changes within the Policy have been recommended;

NOW, THEREFORE, BE IT RESOLVED by the Town of Montreat Board of Commissioners that the following amendments be made to "Article IV: Recruitment and Employment, Section 6: Promotion" of the Town of Montreat Personnel Policy:

Section 6. Promotion.

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited, that applicant shall be considered for ~~appointed to~~ that position. The Town will balance three goals in the employment process:

- 1) the benefits to employees and the organization of promotion from within;
- 2) providing equal employment opportunity and a diversified workforce to the community; and
- 3) obtaining the best possible employee who will provide the most productivity in that position.

Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates. The Town reserves the right to publicly advertise any vacant position and to fill a position from outside the Town's workforce whenever the Board or Town Administrator determines it is in its best interests to do so.

READ, APPROVED AND ADOPTED, this the 13th day of July, 2017.

[SEAL]

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 13th day of July, 2017, as it appears of record in the official minutes.

Angie Murphy
Town Clerk



Coates' Canons Blog: Do We Have to Advertise This Position?

By Robert Joyce

Article: <https://canons.sog.unc.edu/do-we-have-to-advertise-this-position/>

This entry was posted on August 07, 2012 and is filed under Employment, Recruitment & Selection

North Carolina governmental employers regularly have this question when they are hiring: do we have to advertise this position? Maybe they already have in mind someone for the job, perhaps someone already working within the organization. Must they go through an advertising process when they have in fact already decided who they want to hire?

Here's the short answer. If the employer is covered by the State Personnel Act (the "SPA," Chapter 126 of the North Carolina General Statutes), then it must advertise position openings before making a hiring decision. For all other North Carolina governmental employers—cities, counties (except county agencies covered by the SPA), public school systems, community colleges, water and sewer authorities and many others—there is no requirement of advertising unless the governing body has imposed the requirement on itself by ordinance or policy.

Most North Carolina Government Employers—No Requirement to Advertise

Let's think first about employers not covered by the SPA—cities and counties and the others. They have great latitude in deciding how they will recruit for and fill vacancies. There are no statutes or regulations directing that they must advertise vacancies, that they must post notices of vacancies, that they must interview a certain number of candidates, or that they must conduct their interviews in a certain way. These employers are free to design policies covering hiring procedures as they see fit. They must be greatly concerned, however, with the possibility that their procedures, if poorly constructed or improperly applied, may run afoul of federal statutes outlawing discrimination on account of race, color, religion, sex, national origin, age, or disability.

Two excellent tools for recruiting able candidates for employment and for preserving a sense of openness in the operation of the government as employer are posting notices of vacancies within the workplace and advertising vacancies. For non-SPA employers those tools are not required by law, but there are some very good reasons for using them.

Posting. The practice of posting notices of vacancies within the workplace is designed to get the information to people within the workforce. Posting achieves three main goals. First, like advertising, it increases the possibility of identifying outstanding candidates who might otherwise be missed. Second, it can serve to increase employee morale by stimulating upward mobility within the ranks of employment in the workforce. And, third, it can increase the motivation for employees to enhance their skills in their current jobs so that they may become more promotable.

A policy of posting vacancies is not nearly as effective, however, in dealing with the dangers of unlawful discrimination, discussed below, as is a policy of advertising. In fact, where the work force is overwhelmingly white, posting vacancies may only increase the likelihood of an adverse impact against non-white minorities if it is not combined with advertising. That's the lesson of the *Thomas* case, discussed below.

Advertising. The greatest advantage to a policy that requires advertising the existence of job openings is the possibility of identifying outstanding candidates who would otherwise go unknown. Advertising can enrich the workforce. A second great advantage is the perception of fairness that is promoted in the community. People who see that vacancies are advertised are more likely to have faith that the government's employment practices are aboveboard. For these reasons alone, governmental employers may wish to adopt policies requiring that vacancies be advertised even though they are under no direct legal requirement to do so.

The greatest danger in not advertising vacancies is the likelihood that alternative methods of identifying candidates—personal knowledge by governmental officials of candidates in the workforce or in the community,



word-of-mouth communication between people inside the government and those outside—may act as a barrier to employment opportunities to members of groups underrepresented or not represented in the workforce. Even if the reasons for relying on methods other than advertising have nothing to do with an intention to discriminate on account of race, the effect of such reliance may nonetheless constitute a violation of Title VII of the Civil Rights Act. This will be especially true where the governmental workforce is already disproportionately white compared to the population in the community. Communication through informal channels other than advertising in such a situation is much more likely to reach white candidates than minorities, constituting an unlawful adverse impact on the basis of race. This was exactly the finding in a 1990 decision by the federal appeals court that has jurisdiction over North Carolina, in a case arising from a Virginia public school system. *Thomas v. Washington County Sch. Bd.*, 915 F.2d 922 (4th Cir. 1990). In that case the court found a violation of Title VII where the work force was overwhelmingly white, black candidates were overlooked (even unintentionally), and only informal communication of vacancies existed.

The insurance against such an adverse impact on account of race is open, public advertising of job openings in the government's workforce.

North Carolina SPA Employers—State Law Requires Advertising

In state government employment, and in county agencies covered by the SPA (that is, most county social services and public health departments), the rules are a bit different. There, by statute and by administrative code provisions, employers are under a positive obligation to publicize vacancies.

The relevant statutory provisions are [GS 96-29](#) and [GS 126-7.1](#). The administrative code provisions are [25 NCAC 1H.0631](#) and 25 NCAC 1I.1902.

Here's how these requirements work. First, if the agency is merely reallocating or reclassifying the position held by a current employee and there has existed no vacancy into which the employee is moving, then no posting or advertising is required. Second, if the agency is filling a vacancy from within, considering only current employees of the agency, notice must be posted, but no outside advertising is required. But third, if the agency is open to considering applicants from outside its own workforce, then it must advertise the vacancy with the Office of State Personnel and with the Division of Employment Security. There is no literal requirement of newspaper or other commercial advertising.

These requirements do not apply to the legislative or judicial branch of state government as employers.

Links

- www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=96-29
- www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=126-7.1
- reports.oah.state.nc.us/ncac/title%2025%20-%20state%20human%20resources/chapter%2001%20-%20office%20of%20state%20human%20resources/subchapter%20h/25%20ncac%2001h%20.0631.pdf%22

**Town of Montreat
Board of Commissioners
Town Council Meeting
August 8, 2013
Walkup Building**

Commissioners present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Ruth D. Currie
Commissioner Jack McCaskill
Commissioner Eric Nichols

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
David Currie, Building Inspector/Code Administrator
Stefan Stackhouse, Finance Officer
David Arrant, Master Police Officer

Approximately 12 members of the public were also present. Mayor Taylor called the meeting to order at 7:05 p.m., led the group in reciting the Pledge of Allegiance and held a moment of silence.

Agenda Approval

During discussion of the meeting agenda, Commissioner Currie requested the addition of a Closed Session for discussion of a personnel matter. Mr. Nalley asked for consideration and possible approval of a Town Hall space needs and site assessment study proposal from McGill Associates as an item of New Business. Mayor Pro Tem Standaert moved to adopt the meeting agenda as amended. Commissioner Nichols seconded and the motion carried 5/0.

Presentation to Council – Draft Wayfinding Signage Plan

Wayfinding Advisory Committee Chair Margo Smith gave a brief presentation on the purpose and goals of the Wayfinding Advisory Committee and their work to develop the draft Wayfinding Signage Plan. The Committee is composed of representatives from the Board of Commissioners, Planning and Zoning Commission, Montreat Conference Center, Montreat College and Montreat Cottagers Association Board. Established in late 2011, the Committee was tasked with the following objectives:

- Evaluate existing signage and determine the various signage needs for each community entity;
- Coordinate existing signage into a cohesive comprehensive system to reduce visual clutter and mismatched sign efforts;

- Develop a vehicular and pedestrian wayfinding system that will promote walking and bicycling;
- Propose a Wayfinding Signage Plan and Design Guidelines Manual that will be used by the three entities to project a consistent image for the entire town and be compatible with its historic character and natural setting;
- Provide coordinated standardized destination signage that will also provide directions to parking areas and key destinations; and
- Evaluate options for revising the Town of Montreat Sign Regulations so that they conform to the Wayfinding Signage Plan.

Mrs. Smith then reviewed the components of the draft Wayfinding Signage Plan, which included:

- an overview of Plan development;
- a pictorial inventory of existing signs and evaluation of current sign regulations and analysis of current and future community-wide signage needs;
- compliance with applicable North Carolina Department of Transportation sign standards;
- consideration of guidance from the Asheville-Buncombe County Wayfinding Signage Program, as well as sign material, design and cost concerns;
- incorporation of a variety of wayfinding tools, including website updates and end-user technology, printed materials, references to familiar community landmarks, possible shuttle service implementation and consistent staff/volunteer training to supplement installed signage;
- classification of destination and signage types and recommendations for signage placement locations, with related maps;
- provisions for the creation of a set of Town-wide signage design standards to be used in conjunction with a professional consultant, who will propose three design scheme options for public feedback and approval of the final design selection by the Board of Commissioners;
- recommendations for amendments to the Town's existing sign ordinance language as indicated in Appendix C of the draft Plan;
- development of a phased implementation plan and schedule, including cost estimates;
- planning for the Committee's future roles and responsibilities.

Other recommendations listed in the draft Plan included a request for an NCDOT sign audit to help reduce the amount of misdirected semi truck traffic, replacement of the "City Limits" sign

outside the Gate with a “Town Limits” sign, and installation of a “Welcome to Montreat” sign at or near the Gate entrance area. The Plan also requests that the Town remove confusing street signage at certain intersections and conduct a review of all regulatory and warning signs to determine the need for removal or relocation of existing signs or installation of additional signage. Once the Board of Commissioners adopts any amendments to the Zoning Ordinance sign regulation language, the Plan recommends removal of any nonconforming signs according to a suggested amortization schedule.

Mrs. Smith then thanked the Committee members and Town staff for their assistance in developing the draft Plan and asked for any questions from the Commissioners.

Mayor Pro Tem Standaert said she was impressed by the Plan’s identification of key destinations separate from any affiliation with a particular entity. She asked whether all members of the Committee supported the Plan’s recommended language and ordinance amendment suggestions. Commissioner Currie asked to what degree each Committee member had been authorized to speak on behalf of his or her representative entity. Mrs. Smith said she believed that each Committee member had been given an opportunity to fully discuss each aspect of the recommended Plan and share any requests or concerns on behalf of their respective entities. She did not believe that any representative had been authorized to agree to any financial obligations on behalf of his or her represented group.

Mayor Pro Tem Standaert reiterated her request to include Town Hall facilities as a key destination to both the Plan language and any maps or installed signage. With respect to the recommended sign ordinance amendments, she expressed reservations about the language pertaining to both banners and illuminated signage. Commissioner Currie also expressed opposition to banners and illuminated signage.

Mrs. Smith explained that the lighted signage mentioned in the draft Plan referred to a small, shielded light directed at the face of certain signs, such as the proposed kiosks, to improve visibility to users during dark or inclement conditions. Signage incorporating flashing lights or other lighted electronic components would remain prohibited. Mrs. Smith also explained that the language concerning banners evolved from a request by Montreat College, which the Committee then researched in detail and developed suggestions for the Board to consider as part of a larger discussion of the Plan’s impact on the entire community.

Commissioner Nichols asked about funding for consulting services and other costs. Mr. Nalley stated that no funding was allocated in the current budget year for wayfinding initiatives. Signage design, construction and installation costs will be submitted for inclusion in future years of the Town’s Capital Improvements Plan, along with research into grant funding opportunities and cost-sharing opportunities with other Town entities to help defray these expenses.

Mr. Nalley stated that the Board would have an opportunity to discuss the draft Plan in more detail as an item of business later during this meeting and in future meetings. The Board may choose to make changes to the Plan, or to refer it back to the Wayfinding Advisory Committee for more comprehensive amendments. One or more public hearings may be called prior to the adoption of the final Plan language. He also said that staff recommends that the sign ordinance amendment recommendations included in Appendix C of the Plan be sent to the Planning and Zoning Commission for further consideration, along with any comments, concerns or suggestions from the Commissioners. Board members may also choose to attend the Planning and Zoning Commission's meeting to express their individual concerns during the designated public comments periods.

Mayor's Communications

Mayor Taylor reported on the following items:

- For the November 5, 2013 municipal election, Montreat's candidates are incumbent Mayor Letta Jean Taylor, incumbent Commissioner Mary McPhail Standaert, and new Commissioner candidates Timothy Robert Helms and Jennie Ann Vinson.
- Montreat's team will participate in the rescheduled 2013 Mayors' Cup Raft Race on August 18 at 3:30 p.m. at French Broad River Park in Asheville.
- Congressman Patrick McHenry recently held a series of town hall meetings throughout the 10th Congressional District. The local meeting on August 7 at ArtSpace Charter School in Swannanoa was well-attended and included a lengthy public question and answer period. Mayor Taylor attended this meeting and spoke to Congressman McHenry concerning the inaccuracies in the Buncombe County Board of Elections' voter address database for Montreat's registered voters. David McCrary, a member of Congressman McHenry's Hickory office staff, has recently followed up with Town staff concerning this issue.
- There are currently a number of vacant seats on the Planning and Zoning Commission and Board of Adjustment. Interested candidates are encouraged to submit application forms, which may be obtained in printed form at the Town Services Office or downloaded electronically at <http://www.townofmontreat.org/Vacancies.htm>.

Review of the Consent Agenda

With the adoption of the Consent Agenda, the Board approved adoption of the June 27, 2013 Special Meeting Minutes as presented. The proposed July 11, 2013 Town Council Meeting Minutes were removed from the Consent Agenda for further consideration as an item of New Business.

Town Administrator's Communications

Mr. Nalley reported on the following items:

- The North Carolina State Historic Preservation Office (NCSHPO) has determined that the Texas Road bridge is located within an eligible Historic District, and that all replacement options would impact that district. The area of potential effect (APE) was reduced as indicated on a revised map provided during the June 25 preliminary Historic Resources Inventory presentation. According to NCSHPO staff, construction of a new bridge would be deemed to have an adverse effect upon the area, but relocation options that provide certain aesthetic treatments used to visually blend the new bridge into the chosen area would be acceptable. Because of these findings, a more detailed historical study and archeological dig will now be required, despite previous information indicating that the dig was not necessary. Once these studies are completed, they will be incorporated into the final Categorical Exclusion (CE) document. Staff is unable to say at this point exactly how much time will be needed to complete the additional studies, or when construction of the new bridge can begin. The cost of the detailed historical study is estimated at \$18,000, with an additional \$10,000 for the archeological dig. Mr. Nalley explained that the cost of the archeological study was not included in the supplemental agreement approved on May 9. The Municipal Bridge Program grant will cover 80% of these costs and, due to the area's eligible historic district designation, the grant program will likely also be required to provide 80% of the funding for any aesthetic treatments to the new bridge structure. It is unclear at this time whether a Historic District designation would provide any additional monetary or other benefits in the future. Mr. Nalley has contacted Ray Lotfi at the North Carolina Department of Transportation to express the Town's dissatisfaction with the initial historical inventory presentation's scope and quality given its cost.
- The stamped and colored concrete crosswalks along Assembly Drive are now complete, and the Town has received many compliments on both their appearance and their function as an added pedestrian safety measure. Staff will monitor the crosswalks and may recommend additional pavement markings at certain locations to encourage pedestrians to watch for vehicle traffic. The in-street and post-mounted pedestrian signage has arrived, but installation will be delayed until Town staff receives engineering advice to ensure that the signs are positioned in a way that maintains an adequate turning radius for emergency vehicles, buses and delivery trucks. The small pedestrian bridge across from the Shenandoah Terrace intersection had to be redesigned to fit within its intended space, and final engineering plans are expected next week. Construction of the bridge can likely be completed within one to two weeks after plan approval, subject to any weather delays. Some additional pavement striping is needed for the painted crosswalks across Assembly Drive, which may be done either tomorrow or early next week. The pedestrian crosswalk on Collegiate Circle has also been painted and is now in use as a connection between the Post Office and the Greenway path. It is recommended that Collegiate Circle be designated

as a one-way street with vehicular traffic to enter from the Georgia Terrace intersection. Additional pavement marking and signage will be added in that area to indicate the new traffic pattern and more clearly mark the pedestrian walkway.

During discussion, Commissioner Nichols asked why a stamped concrete crosswalk was not installed between Assembly Inn and Lake Susan Dam. Mr. Nalley explained that a crosswalk and sidewalk improvements were originally planned for this area as part of the Assembly Drive repaving, but were later removed from the project scope in order to fund roadway realignment across from Welch Field. Staff recommends installing in-street pedestrian signage between Assembly Inn and Lake Susan Dam due to the high volume of vehicle and pedestrian traffic in this area. In response to Commissioner Campbell's inquiry, Mr. Nalley explained that the bicycle and pedestrian symbols affected by crosswalk installation will be repainted. "Sharrow" symbols may also be recommended along the southbound lane of Assembly Drive to advise motorists of the need to share the travel lane with bicyclists. If approved, these symbols will be installed as a separate project unrelated to the Assembly Drive Greenway.

- Staff received e-mail correspondence from Paul Meyer, Director of Governmental Affairs for the North Carolina League of Municipalities concerning the financial impact of House Bill 988 – Tax Simplification and Reduction Act on Montreat's State-shared tax revenues. Unlike previous tax reform proposals considered earlier in the legislative session, the final version of the bill offers protection for municipalities from previously anticipated revenues losses. The NCLM estimates that Montreat will receive approximately \$900 in additional State tax funds during the 2013-2014 Fiscal Year, compared to the bill's original Senate version. Mr. Nalley expressed his thanks to everyone who contacted local legislators and representatives to discuss the effect of tax reform on Montreat's State-shared tax revenues.
- The United States Post Office Mid-Carolinas District has issued a statement to the Montreat Post Master indicating that the United States Postal Service's ZIP Code maps cannot be updated with Montreat's 28757 ZIP Code. Montreat's Post Office does not currently provide home delivery service and the statement indicated that the ZIP Code maps are used to identify residential delivery addresses only. The letter also stated that even if home delivery service was implemented in Montreat, the 28711 ZIP Code would still be used on the maps because that mail would first be sent to the Black Mountain Post Office for distribution. Staff will promptly advise the Board of any progress Congressman McHenry and his staff are able to make toward resolving this issue.

Administrative Reports

Police Chief: In Chief Staggs' absence, Officer Arrant presented and reviewed the July 2013 departmental activity report. Notable items included:

- The Montreat Gait Run/Walk, July 4th Parade and Assembly Drive Greenway dedication events were well attended despite rainy weather.
- Chief Staggs gave a brief presentation at the July 6 Montreat Cottagers Association meeting and provided magnets printed with current Police and Fire Department contact information.
- During the month, officers responded to two domestic disturbance calls and one report of a firearm discharge within Town limits.
- Officer Blevins assisted the Black Mountain Police Department with an arrest for multiple counts of theft from a vehicle.
- Following a stop of a vehicle with no license plates, Officer Comrie arrested a subject in response to outstanding common law robbery warrants. The vehicle in question was exiting Montreat and was stopped a short distance outside the Montreat Gate. The suspect was not a Montreat resident.
- With assistance from Street Department personnel, officers provided traffic control on North Carolina Terrace during the removal of three large trees that were leaning across the roadway.
- Montreat officers participated in several inter-agency Governor's Highway Safety Program events during the month. Work also continued to install and set up laptop computers in patrol vehicles.

During discussion, Officer Arrant explained the circumstances of a vehicle stop involving underage alcohol possession and consumption, as well as how these types of citations are handled. Mayor Pro Tem Standaert also suggested that, since the Black Mountain Police Department also provides dispatch service to Montreat, the dispatcher should mention Montreat when answering calls so that all callers can be reassured that they have reached the correct number. This information could also be shared at future Cottagers Association meetings.

Mayor Taylor mentioned Officer Whitson's appearance at the August Montreat Cottagers Association meeting. Officer Arrant said that Officer Whitson had received praise and positive feedback from a number of community members.

Public Works Director: In Mr. Freeman's absence, Mr. Nalley reported on the following items:

- Bi-weekly sanitation collection ends on August 30 and will resume on June 2, 2014. The Town's dumpster facility will be closed on weekends beginning September 1.
- The South Carolina Terrace paving project is now complete after several rain delays. The project includes erosion control curbing and new stormwater control features, and has

received many positive comments from the public. Pavement striping has also been done in adjacent parking areas.

- Annual water system lead and copper testing is now complete.

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

- June 2013 Financial Summary Report
- Final June 2013 Financial Statement
- June 30, 2013 Open Space Conservation Fund Report
- Preliminary July 2013 Financial Statement
- July 31, 2013 Cash and Investment Earnings Report

Martin, Starnes & Associates staff members expect to arrive shortly after the Labor Day holiday to begin the field work for the 2012-2013 Fiscal Year Audit. Some additional revisions may be made to the June 2013 Financial Statement as a result of the annual audit process.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his July 2013 zoning and inspections activity report. During discussion, he gave a status update concerning the roof replacement and mold remediation projects underway at the Anderson Hall dormitory, as well as a report of measures taken to address HVAC system dehumidification failures at Bell Library. In response to Mayor Pro Tem Standaert's inquiries, Mr. Currie provided updates on measures taken during the past month to address ongoing erosion control issues at active construction sites on Providence Terrace and Oklahoma Road Extension. He also said that a portable storage unit placed in the street right-of-way on West Virginia Terrace has since been removed.

Commissioner Reports

Commissioner Campbell reported on the following items:

- At their last meeting, the Montreat Landcare Committee discussed the need to make a more prominent link from the Town's website to the Committee's webpage, and to promote the National Wildlife Federation's Community Backyard Wildlife Habitat Certification program. At the Committee's request, Town staff will prepare a list of three possible areas in need of erosion control plantings for consideration as future Landcare volunteer projects. The Landcare Committee's 2014 Native Plant Show and Sale will be held on April 26.

- Montreat College's fall semester Work Day is August 17, followed by Community Day on September 17. Both of these periods may be opportunities for community volunteers to work with the College students on invasive plant removal or other similar projects.
- The Landcare Committee also thanks MRA staff for their work on the Conference Center's trail system over the summer months.

Commissioner Currie spoke about her participation in the August 3 Montreat Cottagers Association Business Meeting, where she gave reports as Co-Chair of the Cottagers Wilderness and Open Space Committee and as Chair of the Town's Open Space Conservation Committee. She also thanked Town staff for their assistance in producing Open Space Conservation Program informational postcards and updated brochures.

Commissioner McCaskill reported that the French Broad River Metropolitan Planning Organizations' Transportation Advisory Committee (TAC) would meet again on September 26 at 12:30 p.m. in the Land-of-Sky Regional Council's Asheville office.

Public Comment

Rev. Bob Tuttle, Mountain Retreat Association's Vice President for the Center for Youth & Young Adult Ministry, presented a Community Service Fee check in the amount of \$28,948. Mayor Taylor thanked the MRA for its contribution.

Mr. Rusty Frank thanked the Board for the paved Assembly Drive Greenway walking path and for the public safety measures taken during the construction process.

Old Business

Proposed Revisions to the Town of Montreat Personnel Policy: During their 2013 Annual Retreat, the Board directed staff to prepare language amending the Town's Personnel Policy to allow discretionary internal departmental promotion of existing employees without external advertisement for other position candidates. Staff initially presented a proposed Resolution amending the Personnel Policy during the July 11 Town Council Meeting, and has prepared updated language based on discussion heard at that time. Commissioner Campbell moved to adopt Resolution #13-08-0001 Amending Article IV of the Town of Montreat Personnel Policy. Mayor Pro Tem Standaert seconded and the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.

Upper Greybeard Trail Voluntary Annexation Discussion: Mr. Nalley stated that annexation of the upper Greybeard Trail area has been a long-term goal for the Town, in that these residents currently benefit from many Town infrastructure improvements and services without paying municipal property taxes. Montreat resident Wade Burns has been in contact with fellow

property owners in this area to determine their possible interest in voluntary annexation. North Carolina General Statutes § 160A-31 addresses the petition sufficiency requirements and procedural steps for voluntary annexation actions. Once a signed petition is received and reviewed, the Board may choose to set a public hearing to hear comments on the sufficiency of the petition and desirability of the proposed annexation. If the Board chooses to proceed, the annexation can be approved through ordinance adoption.

Mr. Burns presented the following information concerning potential voluntary annexation of the Upper Greybeard Trail area:

- an updated map of the proposed annexation area, including the location of existing and potential future home sites;
- revised cost projections for street and utility extensions at an estimated cost of \$286,250;
- updated revenue projections prepared by Mr. Burns supporting his assertion that annexation of the proposed area could yield an additional \$885,572 to \$1,018,250 in utility billing and ad valorem property tax revenues over a 40-year period.

Mr. Burns said he believed that, depending on certain negotiation terms, voluntary annexation of the Upper Greybeard Trail area could be mutually beneficial for both the Town and affected property owners. He suggested that an offer from the Town to extend road improvements and public utility lines to this area might encourage more property owners to agree to voluntary annexation. In return, the additional property tax and utility billing revenue could serve to cover the debt service on any capital improvement bonds or other financing arrangements needed to fund the service extensions. Mr. Burns stated that the cost and difficulty of extending services to the Upper Greybeard Trail area would be mitigated by gently sloping topography, an existing gravel road network and nearby public water supply facilities already in place. He also expressed his desire to communicate with both the Board and the affected property owners to ensure that the voluntary annexation terms were agreeable to both parties, given the amount of time and effort needed to obtain petition signatures, addresses and other information from each affected party.

During discussion, Commissioner Campbell asked how many property owners Mr. Burns had contacted within the proposed annexation area. Mr. Burns responded that while he had spoken with a number of owners of property located within the triangle-shaped area between Little Slaty, Foreman Siding and Greybeard Trail, more research was needed to ensure that all interests held by siblings, heirs, trusts or joint partnerships were included. In response to Commissioner Currie's inquiry, Mr. Burns confirmed that his property tax revenue projections were calculated using only the portion of the combined tax bill payable to the Town of Montreat, at the current millage rate of \$0.41 per \$100 in property valuation. Mr. Nalley explained that any voluntary annexation petition received must include 100% of the owners of the affected property. While annexation of multiple parcels can be done in phases, Mr. Burns

has been working to obtain cooperation from all owners so that the entire area can be annexed in one action. The Board then reviewed the map of the proposed survey area, and discussed how the proposed annexation area would connect to the existing municipal boundary. Mr. Burns and Mr. Nalley indicated a row of several lots owned by the Mountain Retreat Association (MRA) and an area that may be part of the Conservation Easement that would need to be included in the annexation petition in order to create this connection.

At the Board's September Town Council Meeting, staff will present more information on any statutory requirements to extend road and/or utility extensions to voluntary annexation areas, along with the results of the Upper Greybeard Trail municipal boundary survey. The Board also asked for confirmation of the exact Conservation Easement boundary, the number of MRA-owned lots in this area still available for possible development and which, if any, lots the MRA wished to include in the proposed voluntary annexation action.

New Business

July 11, 2013 Town Council Meeting Minutes: Commissioner Currie requested the following amendment to the discussion of the Texas Road bridge replacement project in the draft July 11, 2013 Town Council Meeting Minutes:

"On June 25, Town staff participated via teleconference in the preliminary Historic Resources Inventory presentation for the Texas Road bridge replacement project. The North Carolina State Historic Preservation Office (NC SHPO) has determined that the project is located within an eligible National Register Historic District and that all of the bridge replacement alternatives impact the district. Removal of the existing bridge would be considered to have an adverse effect upon the area, but new location options that preserve the existing structure and incorporate appropriate visual and aesthetic treatments could be determined to have no adverse effect. The area of potential effect (APE) was reduced and is reflected on a revised map that was included in the presentation materials. An archeological dig was determined to be unnecessary and will not be performed. Mr. Nalley indicated that the Historic District designation may provide additional Municipal Bridge Program funding for aesthetic treatments if the bridge is replaced in a new location. ~~He also reiterated that, while~~ Although the Board ~~has~~ expressed ~~their~~ a preference during their March 16 Annual Retreat for replacement Option D, which would move the bridge to create a four-way intersection at Tennessee Road, that preference was contingent on some unknowns at the time and their preference was not unanimous. Therefore, no official action to approve a final replacement location will ~~not~~ be taken until after the Categorical Exclusion (CE) document is complete."

Mayor Pro Tem Standaert also requested that the following additional amendment to the second paragraph of the Texas Road bridge replacement project update:

“During discussion, Mayor Pro Tem Standaert noted certain inaccuracies in historical information included in the presentation materials concerning the Presbyterian Synod of North Carolina’s involvement in a 4,000 acre land purchase in 1905. She asked that KCI Associates correct this ~~in any future reports~~ and provide ~~a~~ source citations for the Mountain Retreat Association in this presentation as well as any future reports. The Board also discussed the need to pay KCI Associates only for services rendered.”

The July 11, 2013 Town Council Meeting Minutes will be amended as requested and presented for approval at the September Town Council Meeting.

Wayfinding Signage Plan Presentation: Discussion of the draft Wayfinding Signage Plan was postponed until the September 12 Town Council Meeting. The recommended revisions to Montreat Zoning Ordinance Article X – Sign Regulations included in the draft Plan will be forwarded to the Planning and Zoning Commission for consideration at their October 17 meeting.

Proposed Revisions to Montreat Zoning Ordinance Articles IV, V, VI and VII: Mayor Pro Tem Standaert moved to call for a Public Hearing on September 12, 2013 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Articles IV, V, VI and VII. Commissioner Campbell seconded and the motion carried 5/0.

Upper Kentucky Road Phase 1 Resident Utility Assessment: Commissioner Campbell moved to adopt Preliminary Assessment Resolution #13-08-0002 Upper Kentucky Road Phase I Residential Assessment Utility Extensions. Commissioner Nichols seconded. Mr. Nalley pointed out that the scope of the proposed extensions included only a small portion of the Phase I Resident Assessment area indicated in the engineering plans prepared by McGill Associates in 2010. He also stated that Mr. Eckard and Mr. Schlichenmaier have indicated their desire to proceed with a utility extension assessment at this time, while they attempt to obtain enough petition signatures to pursue street improvements in this area as a separate assessment procedure at a future date. If a sufficient street assessment petition is obtained quickly enough, it may be possible to combine it with the construction phase of the Phase 1 Neighborhood Assessment already approved for this area. After further brief discussion, the motion carried 5/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.

Montreat Police Department Policy and Procedure Manual: Commissioner Campbell moved to adopt the Montreat Police Department Policy and Procedure Manual as presented. Commissioner Currie seconded. During brief discussion, the Board directed staff to make typographical amendments to the Policy text to change any mention of “city” or “Manager” to “Town” and “Administrator.” The motion to approve the Policy and Procedure Manual then carried 5/0.

Montreat Police Department Firearms Policy: Mayor Pro Tem Standaert moved to adopt the Montreat Police Department Firearms Policy as presented. Commissioner Campbell seconded and the motion carried 5/0.

Metropolitan Sewerage District Board Appointment – Ashley: Commissioner Campbell moved to appoint Matt Ashley as the Town of Montreat representative to the Metropolitan Sewerage District Board to fill former representative Steve Aceto's unexpired three-year term. Commissioner Nichols seconded and the motion carried 5/0.

Town Hall Facility Space Needs and Site Assessment Study Proposal: Mr. Nalley presented and briefly reviewed a proposed scope of services for a space needs evaluation and site assessment study for a new Town Hall facility. The estimated cost of \$13,500 includes certain related reimbursable expenses but does not include any legal, financial, or engineering or architectural design fees other than those services specifically described in the proposal. The Board will likely need to schedule one or more Special Meetings in late August or early September for consultation with McGill Associates staff during completion of these studies. Both studies are scheduled for completion by September 19, 2013. After brief discussion, Commissioner Nichols moved to accept the proposed scope of services from McGill Associates, P. A. in the amount of \$13,500 for Town Hall facility space needs and site assessment studies and to authorize the Mayor and Town Administrator to execute any necessary related documents. Commissioner McCaskill seconded and the motion carried 5/0.

Public Comment

There were no comments from the public at this time.

Upcoming Meeting Dates

Mayor Taylor announced the following upcoming meeting dates and information:

Agenda Items Due:

August 30, 2013, 5:00 p.m.
Town Services Office

Bi-Weekly Sanitation Collection Ends:

August 30, 2012

**Montreat Board of Commissioners
Town Council Meeting Minutes
August 8, 2013**

<u>Town Services Office Closed:</u>	September 2, 2013 Labor Day Holiday
<u>Rescheduled Garbage/Recycling Collection Date:</u>	Tuesday , September 3, 2013 Collection Begins at 8:00 a.m.
<u>Agenda Packets Available:</u>	September 3, 2013 www.townofmontreat.org/TownGovernment.php or Town Services Office
<u>September Montreat Landcare Committee Meeting:</u>	September 4, 2013, 9:00 a.m. Moore Center Meeting Room
<u>September Agenda Meeting:</u>	September 5, 2013, 7:00 p.m. Walkup Building
<u>September Town Council Meeting:</u>	September 12, 2013, 7:00 p.m. Walkup Building

Closed Session – Personnel Discussion

Commissioner Currie moved to enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter. Commissioner Campbell seconded and the motion carried 5/0.

Adjournment

Upon returning to open session, Commissioner Nichols moved to adjourn the Town Council Meeting. Commissioner Campbell seconded. The motion carried 5/0 and the meeting was adjourned at 9:45 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: July 13, 2017

SUBJECT: Amendment to Salary Step Plan and Job Description

AGENDA INFORMATION:

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

BRIEF SUMMARY:

Finance Officer Stefan Stackhouse has announced his retirement effective September 30th, 2017. Mr. Stackhouse has graciously offered to work part time, as needed during the month of October to assist with onboarding his successor.

The Finance Officer position is currently responsible for a combination of management-level and technician-level duties. The position is currently set at grade 13 on the salary step plan. Grade 13 has a minimum annual pay of \$37,909, a maximum of \$56,864, and a mid-point \$47,387. This pay grade is becoming increasingly uncompetitive in the local government market. Staff recommends reviewing the position classification and salary through a benchmark survey and analysis of best practices in the distribution of management-level and technician-level responsibilities. Such an analysis would look for structures that include duties such as budget preparation, internal programmatic audits, and external audit preparation for improved outcomes.

Additionally, staff recommends amending the salary step plan to reflect a restructured position and assign an appropriate rank, up to grade 15. Grade 15 has a minimum annual salary of \$41,795, a maximum of \$62,693, and a mid-point of \$52,244.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to instruct staff to research models for the Finance Officer job description and salary, and to restructure the position classification to meet the current needs of the Town; this includes authorization to increase the step to grade 15.

FUNDING SOURCE:

2017-2018 Annual Budget

ATTACHMENTS:

Town of Montreat Assignment of Grades and Classification

Town of Montreat
Assignment of Grades and Classes

Grade	Classification	Hiring Rate	2017-2018 Mid-Point	Maximum
5		25,658	32,072	38,486
6		26,941	33,676	40,411
7		28,288	35,360	42,432
8		29,702	37,128	44,554
9	Utility Maintenance Worker	31,187	38,984	46,781
10		32,747	40,934	49,120
11		34,384	42,980	51,576
12	Police Officer Town Clerk Utility Maint. Tech/Treatment Operator	36,104	45,130	54,157
13	Finance Officer	37,909	47,387	56,864
14		39,805	49,756	59,707
15	Assistant Public Works Director Building Inspector/Code Administrator Police Captain	41,795	52,244	62,693
16		43,885	54,856	65,827
17	Public Works Director	46,079	57,600	69,120
18		48,383	60,479	72,575
19	Police Chief	50,802	63,503	76,204
20		53,342	66,678	80,014

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: July 13, 2017

SUBJECT: FYE 17 Budget Amendment 7

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: G

Department: Administration/Police

Contact: Stefan Stackhouse, Finance Officer

Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: Due to the payout of accrued vacation leave for retiring personnel, by June 30th we over spent the salaries budget in the Police Department. Though the pre-audit of the salaries budget verified the cost of the payout, it did not take into account the cost of payroll by prior to the end of the year. The requested budget amendment transfers \$8,200 in appropriation from the Streets/Capital Outlay to Police/Salaries.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve Budget Amendment 7 for FYE 17 as proposed.

FUNDING SOURCE: Budget transfer from Streets/Capital Outlay to Police/Salaries

ATTACHMENTS: Budget Amendment 7

STAFF COMMENTS AND RECOMMENDATIONS: We tried to make sure that all of our payroll accounts were adequately covered, but we missed this one due to its unusual and unexpected nature. It is unusual to have to do a budget amendment after the fiscal year has ended, but because this amount we are over in Police/Salaries would place the entire Police budget in a deficit position, we recommend making this amendment.

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #7**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2017.

Department(s): Police

Purpose: To amend payroll budgets to match unanticipated expenditures (Staggs vacation payout) for FYE 17.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Police – Salaries	10-10-5100-020	\$8200		\$242,900
Streets – Capital Outlay	10-20-5600-730		\$8200	\$287,200

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:


Finance Officer

7/6/17
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this 13th day of July 2017.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date