

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 11, 2017 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council: Metropolitan Sewerage District Update – Matt Ashley

IV. Presentation to Council: Steep Slopes & Stormwater Management Systems – David Currie

V. Mayor’s Communications

VI. Consent Agenda

A. Meeting Minutes Adoption

- April 6, 2017, Public Forum Meeting Minutes
- April 6, 2017, Town Council Meeting Minutes
- April 7, 2017, Town Council Annual Board Retreat Minutes

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

VII. Town Administrator’s Communications

- Consent Agenda Review
- Pedestrian Bridge Update
- Budget Calendar Update

VIII. Administrative Reports

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

IX. Public Comment – Agenda Items

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

X. Old Business

XI. New Business

A. Promotion of Justyn Whitson to Officer Second Class

- **Suggested Motion:** To approve the transference of rank and a two percent pay increase, per the Officer Advancement Program adopted in 2005 and amended in 2017.

B. Rescheduling or Cancellation of Agenda Meeting

- **Option A Suggested Motion:** Move to cancel the reoccurring Public Forums and Agenda Meetings on the first Thursday of the month at 7:00 p.m. in the Walkup Building.
- **Option B Suggested Motion:** Move to reschedule the reoccurring Public Forums and Agenda Meetings from the first Thursday of the month at 6:30 p.m. and 7:00 p.m. respectively to the second Thursday of the month at 6:00 p.m. and 6:30 p.m. respectively in the Walkup Building, adjourning prior to the regular meetings beginning at 7:00 p.m. (Contingent upon space availability)
- **Option C Suggested Motion:** Move to reschedule the Public Forums and the Agenda Meetings during business hours on the first Thursday of the month. The Public Forum will begin at 3:30 p.m. and the Agenda Meeting will begin at 4:00 p.m. (Contingent upon space availability)
- **Option D Suggested Motion:** No Motion
- **Option E Suggested Motion:** No Motion

C. Montreat as an Inclusive Community

- **Suggested Motion:** To move to add the phrase “**to be an inclusive community**” to the Town of Montreat Board of Commissioners Mission Statement.
Item 1: “To seek ways to **be an inclusive community**, to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.”

D. Florida Terrace Property

- **Suggested Motion:** To move to sell the Florida Terrace Property owned by the Town of Montreat and to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and report back to the Commission, specific proposals for the method of sale and state requirements for the process at the July meeting. And to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and

report back to the Commission, specific proposals for the method of sale and state requirements for the process at the July meeting. This would include methods to sell the property as a single unit or division into separate lots. Cost analysis of what the Town has currently invested in the property, including analysis for rock, water, geothermal possibilities and any other cost already spent by the Town which add to the material value of the property.

E. Potential Subdivision of Florida Terrace Property

- **Suggested Motion:** To authorize a survey of the Florida Terrace property and direct Staff to prepare deed documents for potential subdivision into separate lots.

F. Scheduling Annual Budget Workshops, Meetings and Public Hearings

- **Suggested Motion:** To move to adopt the following schedule of budget presentations, hearings and workshops:

May 25 Presentation of proposed capital improvement plan (C.I.P.) and annual budget (presentation only)

June 1 Public hearing of the proposed C.I.P. and budget

June 8 Budget workshop held during regularly scheduled Commission meeting

June 20 Board of Commissioners adopt final budget

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

Open Space Conservation Committee:

May 9, 2017. 3:30 p.m.
Town Services Building

Planning & Zoning Commission:

May 18, 2017, 7:00 p.m.
Walkup Building

**Montreat Board of Commissioners
Town Council Meeting
May 11, 2017**

Montreat Tree Board:

May 23, 2017, 9:30 a.m.
Town Services Building

June Town Council Agenda Meeting:

June 1, 2017, 7:00 p.m.
Walkup Building
Public Forum starts at 6:30 p.m.

Montreat Landcare:

June 7, 2017, 9:00 a.m.
Allen Building
Swannanoa Room

IV. Closed Session

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

V. Adjournment

Summary of the Clean Water Act

33 U.S.C. §1251 et seq. (1972)

The Clean Water Act (CWA) establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. The basis of the CWA was enacted in 1948 and was called the Federal Water Pollution Control Act, but the Act was significantly reorganized and expanded in 1972. "Clean Water Act" became the Act's common name with amendments in 1972.

Under the CWA, United States Environmental Protection Agency (EPA) has implemented pollution control programs such as setting wastewater standards for industry. They have also set water quality standards for all contaminants in surface waters.

The CWA made it unlawful to discharge any pollutant from a point source into navigable waters, unless a permit was obtained. EPA's National Pollutant Discharge Elimination System (NPDES) permit program controls discharges. Point sources are discrete conveyances such as pipes or man-made ditches. Individual homes that are connected to a municipal system, use a septic system, or do not have a surface discharge do not need an NPDES permit; however, industrial, municipal, and other facilities must obtain permits if their discharges go directly to surface waters.

Section 402 of the Clean Water Act requires that all construction sites on an acre or greater of land, as well as municipal, industrial and commercial facilities discharging wastewater or stormwater directly from a point source (a pipe, ditch or channel) into a surface water of the United States (a lake, river, and/or ocean) must obtain permission under the NPDES permit. All NPDES permits are written to ensure the Nation's receiving waters will achieve specified Water Quality Standards (WQS).

Stormwater pollution occurs when debris, chemicals, sediment or other pollutants are washed into storm drains and flows into water bodies. The CWA, and its implementing regulations, requires that certain industrial facilities, construction sites, and Municipal Separate Storm Sewer Systems (MS4) obtain coverage for their stormwater discharges under an NPDES permit, develop a Stormwater Pollution Prevention Plan (SWPPP) or Stormwater Management Plan (SWMP) and put measures in place to prevent discharges of pollutants in stormwater runoff.

EPA conducts inspections of three types of facility operations subject to the storm water regulations:

- construction sites
- industrial sites
- municipal separate storm sewer systems (MS4)

These inspections involve:

- reviewing the storm water permit, the SWPPP or SWMP, and stormwater records and reports;
- interviewing personnel knowledgeable of the SWPPP or SWMP and facility operations;
- reviewing and observing best management practices and control measures in place; and
- sampling stormwater discharges if appropriate.

History of the NPDES Stormwater Regulations

For MS4 operators, EPA also conducts audits designed to provide a comprehensive review of primary facets of the stormwater management program, namely:

- control of illicit discharges,
- discharges from construction sites (active and post construction),
- discharges from industrial facilities (typically only for the largest MS4s),
- implementation of pollution prevention/good housekeeping practices, and
- involvement of and outreach to the public.

What are the NPDES Phase II Stormwater Regulations?

In 1969 the Cuyahoga River in Cleveland, Ohio became so polluted and full of oily trash and residue that it caught on fire. The fire brought attention to other environmental problems across the country and helped lead to the passage of the Clean Water Act (CWA) in 1972. The CWA established the objective to restore and maintain the chemical, physical, and biological integrity of the nation's waters.

Phase I of the US EPA stormwater program was promulgated in 1990 under the CWA. Phase I relies on National Pollutant Discharge Elimination System (NPDES) permit coverage to address storm water runoff from:

- Municipal Separate Storm Sewer Systems (MS4s) generally serving populations of 100,000 or greater
- Construction activity disturbing 5 acres of land or greater
- Ten categories of industrial activity.

The **Stormwater Phase II Final Rule (1999)** was the next step in US EPA's effort to help protect the Nation's water resources from polluted stormwater runoff.

- Expands the Phase I program by requiring additional operators of MS4s in urbanized areas and operators of small construction sites (greater than 1 acre), through the use of NPDES permits, to implement stormwater programs.
- Permit coverage is obtained from the North Carolina Department of Environment and Natural Resources (NCDENR).

NPDES Phase II goal:

A regulated small MS4 operator must develop, implement, and enforce a stormwater management program designed to reduce the discharge of pollutants from their MS4 to the "maximum extent practicable," to protect water quality, and to satisfy the appropriate water quality requirements of the CWA. The rule requires the implementation of Best Management Practices (BMPs) to protect water quality.

History of the NPDES Stormwater Regulations

When soil disturbance and vegetation removal occurs during construction projects, there is a drastic increase in water and wind erosion. Consequently, when rain events take place, water inevitably flows through those unprotected, eroded soil surfaces and have the potential to transport sediment into U.S. waterways. This sediment-laden water is referred to as, “stormwater.” As that “stormwater” flows over construction and industrial sites, it can carry other pollutants ranging from pesticides, chemicals and asphalt, to petroleum, and other debris collected from the soil surface and deposit those materials into water sources that serve as drinking water, aquatic habitats, and even public beaches and swimming areas. Urban stormwater discharged from storm sewers (i.e. MS4s), has been found to be a leading source of water quality impairment. The stormwater flow picks up and transports these pollutants and then discharges contaminated water into U.S. waterways through MS4s.

The Clean Water Act and other relevant mandates require that all federal and state regulated construction sites, MS4 communities and industrial sites be covered under a NPDES stormwater permit to have the ability to legally discharge stormwater into waters of the United States of America. Most, if not all, of the mandatory stormwater permits require that the implementation of proven erosion and sediment control measures, and stormwater control BMPs are applied to curtail and minimize pollutant discharges entering surface waters, MS4s and other bodies of water such as lakes, streams, rivers and oceans.

NPDES Phase II requirements:

The stormwater management program must include the following six (6) minimum control measures:

- Public education and outreach
- Public participation/involvement
- Illicit discharge detection and elimination
- Construction site runoff control
- Post-construction runoff control
- Pollution prevention/good housekeeping

The small MS4 operator must identify its selection of BMPs and measurable goals for each minimum measure in the permit application. Must evaluate and assess the chosen BMPs and measurable goals in periodic reports to NCDENR.

Overview of Steep Slope Regulations in WNC

In 2008 Land of Sky Regional Council published a 76 page document entitled *Mountain Ridge and Steep Slope Protection Strategies*. The document provides an extensive list of recommendations and is the culmination of efforts revealing 1^{1/2} years' worth of work by the Advisory Committee. The Committee consisted of more than 30 individuals representing a vast spectrum of regional interests and knowledge - ranging from local government planners, civil and environmental engineers, developers, state land trusts, state legislature, local realty and home builders association, state environmental affairs, forestry and wildfire management, landscape architecture, environmental economics and county and municipal government. There was also an impressive list of experts and local groups supporting their work and providing technical expertise, ranging from Rick Wooten and Rebecca Latham with N.C. Geological Survey, to hydrogeologists, biologists, engineering firms, wastewater and stormwater professionals, stream ecologists, GIS mapping professionals and others in the property development industry.

The project is the direct result of increased attention directed towards landslide hazards in the wake of the 2004 double storm events in WNC. The back-to-back hurricanes that moved through the region precipitated multiple landslides, some resulting in loss of life and millions of dollars in property damage. Following the tragic events of 2004, additional federal funding was allocated to the N.C. Geological Survey - to the tune of nearly \$400,000 annually - to accelerate the process of creating digital landslide hazard maps for all the western counties of North Carolina. In late June of 2011, the project was defunded under sweeping statewide budget cuts; only four of the targeted counties every received complete mapping profiles - Macon, Henderson, Buncombe and Watauga.

In response to the newly published information, many local jurisdictions identified the need to draft steep slope and hillside development regulations. The primary guidance contained in the report made it clear that it is unwise to develop these sensitive mountain regions without careful consideration of site stability on a case-by-case basis. Geotechnical investigation of all sites 40% slope or greater is emphasized, a threshold which Montreat incorporated in our Hillside Development Ordinance (adopted in 2009). Asheville and Buncombe County chose to establish a threshold of 15 - 25% slope to increase regulation of development - a standard which the Town of Montreat felt was too strict, and would be overly burdensome to developers.

The common key elements regulated on steep slopes include: 1) a required geotechnical investigation before sitework begins; 2) total disturbed area (through removal of vegetation and grading); 3) total area of added impervious cover (including building footprints, driveway and parking areas); 4) maximum angle of cut and fill (modified) slopes; and 5) ridgetop protection. This last item was largely covered under the Mountain Ridge Protection Act of 1983, enacted in response to a large condominium complex erected on top of Little Sugar Top Mountain in Avery County, N.C.

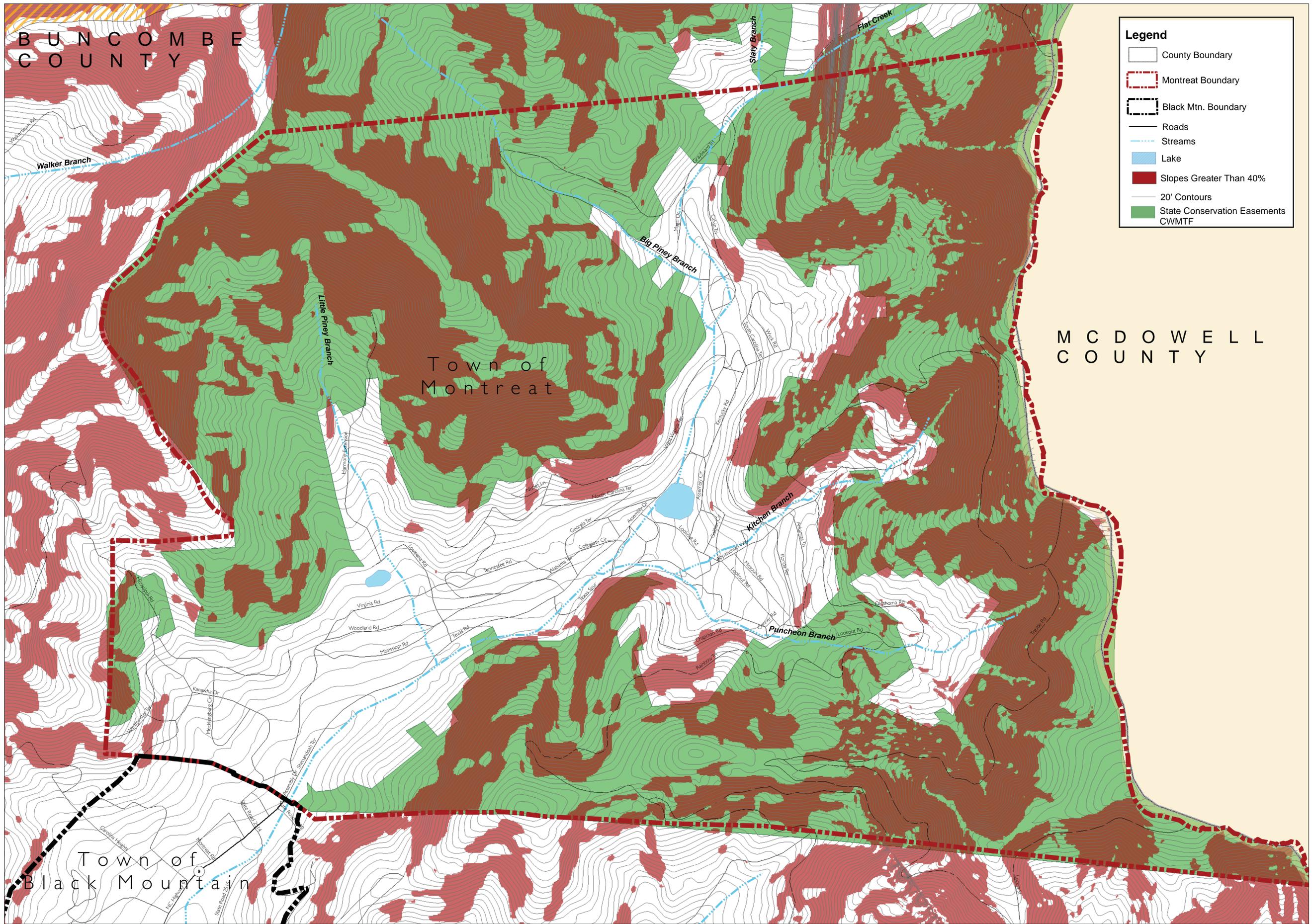
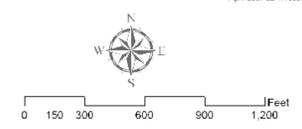


Figure #5
 Steep Slope Map
 Comprehensive Plan
 Town Of Montreat

Source: Buncombe County GIS, North Carolina Department of Transportation (NCDOT) GIS, North Carolina Center for Geographic Information and Analysis (NCCGIA)
 Disclaimer: This GIS Data is deemed reliable but provided "as is" without warranty of any representation of accuracy, timeliness, reliability or completeness. This map document does not represent a legal survey of the land and is for graphical purposes only. Use of this Data for any purpose should be with acknowledgment of the limitations of the Data, including the fact that the Data is dynamic and is in a constant state of maintenance, correction, and update.



Note: Especially along Assembly Drive, make sure that the construction of any new structure adheres to the setbacks of structures on either side being developed, or, the setback of the entire block, whichever is more stringent.

Recommendation 4: Preserve the character of Assembly Drive.

Strategy 1: Create an Overlay District that allows for a variety of uses, such as institutional (e.g. church), mixed-use, residential and services.

Strategy 2: Set standards for the Overlay District that includes:

- Minimum setbacks (whichever is more stringent of the following)
 - o Minimum setback of 100 feet from centerline
 - o Average setback of the two adjoining structures
- Building height less than two stories or 35 feet
- Preservation of existing vegetation
- Incorporate provisions for the replacement of trees (e.g. require two new trees replace each mature tree taken down).

Recommendation 5: Promote a compact form of development.

Strategy 1: Modify the town’s zoning ordinance to allow for a more compact form of development through flexibility in the requirements governing minimum lot size, yards, etc.

Strategy 2: Add Conservation Subdivision design and clustering standards as options in the subdivision ordinance.

Recommendation 6: Improve hillside development regulation language to further protect environmentally sensitive areas and existing views for proposed developments that are less than a 25% grade slope.

Strategy 1: Establish a height limit for non-residential structures to a 60-foot maximum (measured as the vertical distance of a building / structure as measured from the average elevation of the ground level at the structure foundation to the uppermost point of the roof) or limit the height of the proposed building so that it cannot exceed the tallest existing tree canopy on the lot, whichever is the most stringent application.

Strategy 2: Evaluate the possibility of establishing a maximum disturbance and maximum impervious cover similar to Buncombe County’s Zoning Ordinance as outlined in the dimensional requirements (Section 78-642).

Recommendation 7: Improve hillside development regulation language to further protect environmentally sensitive areas and existing views for proposed developments that are equal to or greater than a 25% grade slope.

Strategy 1: Evaluate the possibility of applying more stringent regulations on slopes greater than 25%.

Note: Consider maximum disturbance and maximum impervious regulations outlined in Buncombe County’s Zoning Ordinance (Hillside Development Standards 70-68(e)), which is outlined below:

- **Maximum disturbance:**
 - Sites with 25 to 35 percent slopes
 - Maximum gross site area disturbed = 30 percent
 - Maximum gross site area impervious = 15 percent
 - Sites greater than 35 percent slopes
 - Maximum gross site area disturbed = 15 percent
 - Maximum gross site area impervious = 8 percent

Note: Consider reducing the building height of residential and non-residential to existing standards or such standards outlined in Jackson County’s Zoning Ordinance (Steep slope Ordinance 16.5), whichever is most stringent. Jackson County’s ordinance is below:

“The height of any building shall not extend closer than 20 feet to the uppermost point of any protected mountain ridge, as that term is defined herein, on which said building is constructed. For the purposes of this Ordinance, the uppermost point of the crest, summit, or ridge top refers to geological formations and not vegetation.”

Note: Consider utilizing a density-scale similar to Buncombe County’s Zoning Ordinance (Hillside Development Regulations 70-68(d)) that will gradually reduce the permissible density of a site based upon incremental increases in slope percentages, which is indicated below:

SLOPE %	UNITS PER ACRE	MINIMUM LOT IN ACRES
25	1.250	0.80
26	1.064	0.94
27	0.926	1.08
28	0.820	1.22
29	0.735	1.36
30	0.667	1.5
31	0.625	1.6
32	0.588	1.7
33	0.556	1.8
34	0.526	1.9
35	0.500	2.0
36	0.476	2.1
37	0.455	2.2
38	0.435	2.3
39	0.417	2.4
40	0.400	2.5
41	0.385	2.6
42	0.370	2.7
43	0.357	2.8
44	0.345	2.9
45	0.333	3.0
46	0.323	3.1
47	0.313	3.2
48	0.303	3.3
49	0.294	3.4
50	0.286	3.5
51	0.278	3.6
52	0.270	3.7
53	0.263	3.8
54	0.256	3.9
55	0.250	4.0
56	0.217	4.6
57	0.192	5.2
58	0.172	5.8
59	0.156	6.4
60	0.143	7.0
61	0.132	7.6
62	0.122	8.2
63	0.114	8.8
64	0.106	9.4
65	0.100	10

As the table and the definition of hillside area indicate, any proposed development whose average natural slope is less than 25 percent is not subject to the regulations for permitted density as set forth herein. Any proposed development which meets the definition of hillside area and whose average natural slope is above 65 percent is subject to the most restrictive percent labeled on the maximum density scales.

Land Use & Community Character

Land Use and Community Character questions yielded very high agreement levels for the following topics:

- Remain mostly residential (95.4%)
- The Town should **not** accommodate a variety of services (83%)
- Encourage development to fit within the Town’s existing character (88%)

Natural Resources

The natural resources questions yielded very high agreement levels for the following topics:

- Stronger develop regulations for ridgeline protection (77%)
- Stronger regulations for storm water runoff (69%)

Housing

The housing questions yielded very high agreement/disagreement levels for the following topics:

- Encourage guidelines for environmental sensitivity for home site development (85%)

Development and Growth

The development and growth questions yielded very high agreement/disagreement levels for the following topics:

- New development should have limited impact on views. (85%)
- Encourage underground utility installations (82%)
- Should **not** allow commercial development in key areas (80%)
- New guidelines that limit impacts on the environment and steep slope areas (79%)
- Require developers and single home builders to pay their share for needed infrastructure. (78.8%)

Development Types

The development type questions yielded very high favorable/opposition levels for the following topics:

Most Favored Types of Development (over 70%)

<u>Development Type</u>	<u>Somewhat and Strongly Favored Combined Score</u>
Single Family Homes	85%
Park and Recreation Areas	76%

	that is characteristic of Montreat.	<p>Strategy 3: Create a “Montreat Manual” to serve as an illustrated guide for basic land development standards to address design principles for locating structures (orientation and placement), fences, walls, and materials throughout the town.</p> <p>Strategy 4: Modify zoning ordinance to ensure that new homes conform to the setbacks of existing structures to provide visual continuity.</p>			
D	Recommendation 4: Preserve the character of Assembly Drive.	<p>Strategy 1: Create an Overlay District that allows for a variety of uses, such as institutional (e.g. church), mixed-use, residential and services.</p> <p>Strategy 2: Set standards for the Overlay District that includes:</p> <ul style="list-style-type: none"> • Minimum setbacks (whichever is more stringent of the following) <ul style="list-style-type: none"> ○ Minimum setback of 100 feet from centerline ○ Average setback of the two adjoining structures • Building height less than two stories or 35 feet • Preservation of existing vegetation • Incorporate provisions for the replacement of trees (e.g. require two new trees replace each mature tree taken down). 			
A, E, N	Recommendation 5: Promote a compact form of development.	<p>Strategy 1: Modify the town’s zoning ordinance to allow for a more compact form of development through flexibility in the requirements governing minimum lot size, yards, etc.</p> <p>Strategy 2: Add Conservation Subdivision design and clustering standards as options in the subdivision ordinance.</p>			
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	<p>developments that are less than a 25% grade slope.</p>	<p>Strategy 2: Evaluate the possibility of establishing a maximum disturbance and maximum impervious cover similar to Buncombe County's Zoning Ordinance as outlined in the dimensional requirements (Section 78-642).</p>																											
<p>A, C</p>	<p>Recommendation 7: Improve hillside development regulation language to further protect environmentally sensitive areas and existing views for proposed developments that are equal to or greater than a 25% grade slope.</p>	<p>Strategy 1: Evaluate the possibility of applying more stringent regulations on slopes greater than 25%.</p> <p>Note: Consider maximum disturbance and maximum impervious regulations outlined in Buncombe County's Zoning Ordinance (Hillside Development Standards 70-68(e)), which is outlined below:</p> <ul style="list-style-type: none"> • Maximum disturbance: <ul style="list-style-type: none"> Sites with 25 to 35 percent slopes <ul style="list-style-type: none"> Maximum gross site area disturbed = 30 percent Maximum gross site area impervious = 15 percent Sites greater than 35 percent slopes <ul style="list-style-type: none"> Maximum gross site area disturbed = 15 percent Maximum gross site area impervious = 8 percent <p>Note: Consider utilizing a density-scale similar to Buncombe County's Zoning Ordinance (Hillside Development Regulations 70-68(d)) that will gradually reduce the permissible density of a site based upon incremental increases in slope percentages, which is indicated below:</p> <table border="1" data-bbox="1016 1092 1583 1333"> <thead> <tr> <th>SLOPE %</th> <th>UNITS PER ACRE</th> <th>MINIMUM LOT IN ACRES</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>1.250</td> <td>0.80</td> </tr> <tr> <td>26</td> <td>1.064</td> <td>0.94</td> </tr> <tr> <td>27</td> <td>0.926</td> <td>1.08</td> </tr> <tr> <td>28</td> <td>0.820</td> <td>1.22</td> </tr> <tr> <td>29</td> <td>0.735</td> <td>1.36</td> </tr> <tr> <td>30</td> <td>0.667</td> <td>1.5</td> </tr> <tr> <td>31</td> <td>0.625</td> <td>1.6</td> </tr> </tbody> </table>	SLOPE %	UNITS PER ACRE	MINIMUM LOT IN ACRES	25	1.250	0.80	26	1.064	0.94	27	0.926	1.08	28	0.820	1.22	29	0.735	1.36	30	0.667	1.5	31	0.625	1.6			
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	be funded.	Strategy 2: Explore opportunities for joint venture with the Town of Black Mountain to increase existing capacity and flow of water compared to the costs of well system expansion.			
G	Recommendation 5: Establish or continue programs for compliance with state and federal water quality requirements, as well as to limit damage from local erosion and flooding.	Strategy 1: Enforce stormwater standards that meet federal and state requirements.			
A, C	Recommendation 6: Identify and enact a dedicated funding source (e.g. stormwater fees) for system improvements.	Strategy 1: Adopt new stormwater standards that are accompanied by a fee structure designed to offset operating costs and debt service for the new stormwater program.			

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2005**

SESSION LAW 2006-246

SENATE BILL 1566

**AN ACT TO PROVIDE FOR THE IMPLEMENTATION OF FEDERAL PHASE II
STORMWATER MANAGEMENT REQUIREMENTS AND TO PROTECT
WATER QUALITY, AS RECOMMENDED BY THE ENVIRONMENTAL
REVIEW COMMISSION.**

**The following contains selected excerpts from the Phase II Act that provide
specific legal stormwater requirements applicable to the Town of Montreat**

2. If the Commission determines that the owner or operator of the municipal separate storm sewer system (MS4) or the person who discharges stormwater is not required to obtain a Phase II National Pollutant Discharge Elimination System (NPDES) permit for stormwater management, an additional petition for the municipal separate storm sewer system (MS4) or discharge must present new information or demonstrate that conditions have changed in order to be considered. If new information is not provided, the petition shall be returned as substantially incomplete.
- h. The Commission shall evaluate a petition within 180 days of the date on which it is determined to be complete. If the Commission determines that the owner or operator of the municipal separate storm sewer system (MS4) or the person who discharges stormwater is required to obtain a Phase II National Pollutant Discharge Elimination System (NPDES) permit for stormwater management, the Commission shall notify the owner or operator of the municipal separate storm sewer system (MS4) or the person who discharges stormwater within 30 days of the requirement to obtain the permit. The owner or operator of the municipal separate storm sewer system (MS4) or the person who discharges stormwater must submit its application for a Phase II National Pollutant Discharge Elimination System (NPDES) permit for stormwater management within 18 months of the date of notification.

SECTION 7. Permit Standards. – To obtain a Phase II National Pollutant Discharge Elimination System (NPDES) permit for stormwater management, an applicant shall, to the extent authorized by law, develop, implement, and enforce a stormwater management plan approved by the Commission that satisfies the six minimum control measures required by 40 Code of Federal Regulations § 122.34(b) (1 July 2003 Edition). The evaluation of the post-construction stormwater management measures required by 40 Code of Federal Regulations § 122.34(b)(5) (1 July 2003 Edition) shall be conducted as provided in Section 9 of this act. Regulated entities may propose using any existing State or local program that relates to the minimum measures to meet, either in whole or in part, the requirements of the minimum measures.

SECTION 8. Exclusions from Post-Construction Practices. – The post-construction practices required by Section 9 of this act shall not apply to any of the following:

- (1) Development in an area where the requirements of Section 9 of this act are applicable that is conducted pursuant to one of the following authorizations, provided that the authorization was obtained prior to the effective date of the post-construction stormwater control requirements in the area and the authorization is valid, unexpired, unrevoked, and not otherwise terminated:
 - a. A building permit pursuant to G.S. 153A-357 or G.S. 160A-417.
 - b. A site-specific development plan as defined by G.S. 153A-344.1(b)(5) and G.S. 160A-385.1(b)(5).
 - c. A phased development plan approved pursuant to G.S. 153A-344.1 for a project located in the unincorporated area of a county that is subject to the requirements of Section 9 of this act, if the Commission is responsible for implementation of the requirements of Section 9 of this act, that shows:

1. For the initial or first phase of development, the type and intensity of use for a specific parcel or parcels, including at a minimum, the boundaries of the project and a subdivision plan that has been approved pursuant to G.S. 153A-330 through G.S. 153A-335.
 2. For any subsequent phase of development, sufficient detail so that implementation of the requirements of Section 9 of this act to that phase of development would require a material change in that phase of the plan.
- d. A vested right to the development under G.S. 153A-344(b), 153A-344.1, 160A-385(b), or 160A-385.1 issued by a local government that implements Section 9 of this act.
 - e. A vested right to the development pursuant to common law.

(2) Redevelopment.

SECTION 9. Post-Construction Practices. –

(a) For post-construction requirements, a program will be deemed compliant for the areas where it is implementing any of the following programs:

- (1) Water Supply Watershed I (WS-I) – 15A NCAC 2B.0212.
- (2) Water Supply Watershed II (WS-II) – 15A NCAC 2B.0214.
- (3) Water Supply Watershed III (WS-III) – 15A NCAC 2B.0215.
- (4) Water Supply Watershed IV (WS-IV) – 15A NCAC 2B.0216.
- (5) Freshwater High Quality Waters (HQW) – 15A NCAC 2H.1006.
- (6) Freshwater Outstanding Resource Waters (ORW) – 15A NCAC 2H.1007.
- (7) The Neuse River Basin Nutrient Sensitive Waters (NSW) Management Strategy – 15A NCAC 2B.0235.
- (8) The Tar-Pamlico River Basin Nutrient Sensitive (NSW) Management Strategy – 15A NCAC 2B.0258.
- (9) The Randleman Lake Water Supply Watershed Nutrient Management Strategy – 15A NCAC 2B.0251.

(b) In order to fulfill the post-construction minimum measure program requirement, a permittee, delegated program, or regulated entity may use the Department's model ordinance, design its own post-construction practices based on the Department's guidance on scientific and engineering standards for best management practices (BMPs), incorporate the post-construction model practices described in this act, or develop its own comprehensive watershed plan that is determined by the Department to meet the post-construction stormwater management measure required by 40 Code of Federal Regulations § 122.34(b)(5) (1 July 2003 Edition).

(c) Permittees, delegated programs, and regulated entities must require stormwater controls for a project that disturbs one acre or more of land, including a project that disturbs less than one acre of land that is part of a larger common plan of development or sale. The stormwater controls shall be appropriate to the project's level of density as follows:

- (1) Post-construction model practices for low-density projects. – A project that is located within one-half mile of and draining to Shellfish Resource Waters is a low-density project if it contains no more than twelve percent (12%) built-upon area. A project that is not located within one-half mile of Shellfish Resource Waters is a low-density project if it contains no more than twenty-four percent (24%) built-upon area or no more than two dwelling units per acre. Low-density projects must use vegetated conveyances to the maximum extent practicable to transport stormwater runoff from the project. On-site stormwater treatment devices such as infiltration areas, bioretention areas, and level spreaders may also be used as added controls for stormwater runoff. A project with an overall density at or

below the low-density thresholds, but containing areas with a density greater than the overall project density, may be considered low density as long as the project meets or exceeds the post-construction model practices for low-density projects and locates the higher density in upland areas and away from surface waters and drainageways to the maximum extent practicable.

- (2) Post-construction model practices for high-density projects. – A project that is located within one-half mile of and draining to Shellfish Resource Waters is a high-density project if it contains more than twelve percent (12%) built-upon area. A project that is not located within one-half mile of Shellfish Resource Waters is a high-density project if it contains more than twenty-four percent (24%) built-upon area or more than two dwelling units per acre. High-density projects must use structural stormwater management systems that will control and treat runoff from the first one inch of rain unless the project is in a county that is subject to the Coastal Area Management Act of 1974, in which case the project must use structural stormwater management systems that will control and treat runoff from the first one and one-half inches of rain. In addition, projects that are located within one-half mile and draining to Shellfish Resource Waters must control and treat the difference in the stormwater runoff from the predevelopment and post-development conditions for the one-year, 24-hour storm. The structural stormwater management system must also meet the following design standards:

- a. Draw down the treatment volume no faster than 48 hours, but no slower than 120 hours.
- b. Discharge the storage volume at a rate equal to or less than the predevelopment discharge rate for the one-year, 24-hour storm.
- c. Remove an eighty-five percent (85%) average annual amount of Total Suspended Solids.
- d. Meet the General Engineering Design Criteria set out in 15A NCAC 02H .1008(c).
- e. Wet detention ponds designed in accordance with the requirements of subsection (h) of this section may be used for projects draining to Class SA waters.

(d) Permittees, delegated programs, and regulated entities must require built-upon areas to be located at least 30 feet landward of all perennial and intermittent surface waters. For purposes of this section, a surface water shall be present if the feature is shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture or the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). Relief from this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 02B .0233(3)(a). In addition, an exception to this requirement may be pursued in accordance with subsection (a) of Section 11 of this act.

(e) Permittees, delegated programs, and regulated entities must implement or require a fecal coliform reduction program that controls, to the maximum extent practicable, the sources of fecal coliform. At a minimum, the program shall include the development and implementation of an oversight program to ensure proper operation and maintenance of on-site wastewater treatment systems for domestic wastewater. For municipalities, this program may be coordinated with local county health departments.

(f) Permittees, delegated programs, and regulated entities must impose or require recorded deed restrictions and protective covenants that ensure development activities will maintain the project consistent with approved plans.

(g) Permittees, delegated programs, and regulated entities must implement or require an operation and maintenance plan that ensures the adequate long-term operation of the structural BMPs required by the program. The operation and maintenance plan must require the owner of each structural BMP to submit a maintenance inspection report on each structural BMP annually to the local program.

(h) For areas draining to Class SA waters, permittees, delegated programs, and regulated entities must:

- (1) Use BMPs that result in the highest degree of fecal coliform die-off and control to the maximum extent practicable sources of fecal coliform while still incorporating the stormwater controls required by the project's density level.
- (2) Implement a program to control the sources of fecal coliform to the maximum extent practicable, including a pet waste management component, which may be achieved by revising an existing litter ordinance, and an on-site domestic wastewater treatment systems component to ensure proper operation and maintenance of such systems, which may be coordinated with local county health departments.
- (3) Prohibit new points of stormwater discharge to Class SA waters and prohibit both increases in the volume of stormwater flow through conveyances and increases in capacity of conveyances in existing stormwater conveyance systems that drain to Class SA waters. Any modification or redesign of a stormwater conveyance system within the contributing drainage basin must not increase the net amount or rate of stormwater discharge through existing outfalls to Class SA waters. Diffuse flow of stormwater at a nonerosive velocity to a vegetated buffer or other natural area capable of providing effective infiltration of the runoff from the one-year, 24-hour storm shall not be considered a direct point of stormwater discharge. Consideration shall be given to soil type, slope, vegetation, and existing hydrology when evaluating infiltration effectiveness.

(i) For areas draining to Trout Waters, permittees, delegated programs, and regulated entities must:

- (1) Use BMPs that avoid a sustained increase in the receiving water temperature, while still incorporating the stormwater controls required for the project's density level.
- (2) Allow on-site stormwater treatment devices such as infiltration areas, bioretention areas, and level spreaders as added controls.

(j) For areas draining to Nutrient Sensitive Waters, permittees, delegated programs, and regulated entities must:

- (1) Use BMPs that reduce nutrient loading, while still incorporating the stormwater controls required for the project's density level. In areas where the Department has approved a Nutrient Sensitive Water Urban Stormwater Management Program, the provisions of that program fulfill the nutrient loading reduction requirement. Nutrient Sensitive Water Urban Stormwater Management Program requirements are found in 15A NCAC 02B .0200.
- (2) Implement a nutrient application management program for both inorganic fertilizer and organic nutrients to reduce nutrients entering waters of the State.

(k) For BMPs that require a separation from the seasonal high-water table, the separation shall be provided by at least 12 inches of naturally occurring soil above the seasonal high-water table.

(l) Nothing in this section shall limit, expand, or alter the requirement that a discharge fully comply with all applicable State or federal water quality standards.

SECTION 20. Effective Date. – This act is effective retroactively to 1 July 2006. Sections 2 through 13 of this act expire when permanent rules to replace those sections have become effective as provided by Section 15 of this act.

In the General Assembly read three times and ratified this the 27th day of July, 2006.

s/ Beverly E. Perdue
President of the Senate

s/ James B. Black
Speaker of the House of Representatives

s/ Michael F. Easley
Governor

Approved 11:50 a.m. this 16th day of August, 2006

15A NCAC 02B .0211
FRESH SURFACE WATER QUALITY STANDARDS FOR CLASS C WATERS

General. The water quality standards for all fresh surface waters shall be the basic standards applicable to Class C waters. Water quality standards for temperature and numerical water quality standards for the protection of human health applicable to all fresh surface waters are in Rule .0208 of this Section. Additional and more stringent standards applicable to other specific freshwater classifications are specified in Rules .0212, .0214, .0215, .0216, .0218, .0219, .0223, .0224 and .0225 of this Section. Action Levels for purposes of National Pollutant Discharge Elimination System (NPDES) permitting are specified in Item (22) of this Rule.

- (1) Best Usage of Waters: aquatic life propagation and maintenance of biological integrity (including fishing and fish), wildlife, secondary recreation, agriculture, and any other usage except for primary recreation or as a source of water supply for drinking, culinary, or food processing purposes;
- (2) Conditions Related to Best Usage: the waters shall be suitable for aquatic life propagation and maintenance of biological integrity, wildlife, secondary recreation, and agriculture. Sources of water pollution that preclude any of these uses on either a short-term or long-term basis shall be considered to be violating a water quality standard;
- (12) Oils, deleterious substances, colored, or other wastes: only such amounts as shall not render the waters injurious to public health, secondary recreation, or to aquatic life and wildlife, or adversely affect the palatability of fish, aesthetic quality, or impair the waters for any designated uses. For the purpose of implementing this Rule, oils, deleterious substances, colored, or other wastes shall include substances that cause a film or sheen upon or discoloration of the surface of the water or adjoining shorelines pursuant to 40 CFR 110.3(a)-(b) which are hereby incorporated by reference including any subsequent amendments and additions. This material is available, free of charge, at: <http://www.ecfr.gov/>;
- (18) Temperature: not to exceed 2.8 degrees C (5.04 degrees F) above the natural water temperature, and in no case to exceed 29 degrees C (84.2 degrees F) for mountain and upper piedmont waters and 32 degrees C (89.6 degrees F) for lower piedmont and coastal plain Waters; the temperature for trout waters shall not be increased by more than 0.5 degrees C (0.9 degrees F) due to the discharge of heated liquids, but in no case to exceed 20 degrees C (68 degrees F);
- (21) *Turbidity: the turbidity in the receiving water shall not exceed 50 Nephelometric Turbidity Units (NTU) in streams not designated as trout waters and 10 NTU in streams, lakes, or reservoirs designated as trout waters; for lakes and reservoirs not designated as trout waters, the turbidity shall not exceed 25 NTU; if turbidity exceeds these levels due to natural background conditions, the existing turbidity level shall not be increased. Compliance with this turbidity standard can be met when land management activities employ Best Management Practices (BMPs) [as defined by Rule .0202 of this Section] recommended by the Designated Nonpoint Source Agency [as defined by Rule .0202 of this Section]. BMPs shall be in full compliance with all specifications governing the proper design, installation, operation, and maintenance of such BMPs;

FRESH SURFACE WATER QUALITY STANDARDS FOR (HQW) HIGH QUALITY WATERS

HIGH QUALITY WATERS

High Quality Waters (HQW) are a subset of waters with quality higher than the standards and are as described by 15A NCAC 2B .0101(e)(5). The following procedures shall be implemented in order to implement the requirements of Rule .0201(d) of this Section.

(1) New or expanded wastewater discharges in High Quality Waters shall comply with the following:

(a) Discharges from new single family residences shall be prohibited. Those existing subsurface systems for single family residences which fail and must discharge shall install a septic tank, dual or recirculating sand filters, disinfection and step aeration.

(b) All new NPDES wastewater discharges (except single family residences) shall be required to provide the treatment described below:

(i) Oxygen Consuming Wastes: Effluent limitations shall be as follows: BOD₅ = 5 mg/l, NH₃-N = 2 mg/l and DO = 6 mg/l. More stringent limitations shall be set, if necessary, to ensure that the cumulative pollutant discharge of oxygen-consuming wastes shall not cause the DO of the receiving water to drop more than 0.5 mg/l below background levels, and in no case below the standard. Where background information is not readily available, evaluations shall assume a percent saturation determined by staff to be generally applicable to that hydroenvironment.

(ii) Total Suspended Solids: Discharges of total suspended solids (TSS) shall be limited to effluent concentrations of 10 mg/l for trout waters and PNA's, and to 20 mg/l for all other High Quality Waters.

(iii) Disinfection: Alternative methods to chlorination shall be required for discharges to trout streams, except that single family residences may use chlorination if other options are not economically feasible. Domestic discharges are prohibited to SA waters.

(iv) Emergency Requirements: Failsafe treatment designs shall be employed, including stand-by power capability for entire treatment works, dual train design for all treatment components, or equivalent failsafe treatment designs.

(v) Volume: The total volume of treated wastewater for all discharges combined shall not exceed 50 percent of the total instream flow under 7Q10 conditions.

(vi) Nutrients: Where nutrient overenrichment is projected to be a concern, appropriate effluent limitations shall be set for phosphorus or nitrogen, or both.

(vii) Toxic substances: In cases where complex wastes (those containing or potentially containing toxicants) may be present in a discharge, a safety factor shall be applied to any chemical or whole effluent toxicity allocation. The limit for a specific chemical constituent shall be allocated at one-half of the normal standard at design conditions.

Whole effluent toxicity shall be allocated to protect for chronic toxicity at an effluent concentration equal to twice that which is acceptable under design conditions. In all instances there may be no acute toxicity in an effluent concentration of 90 percent. Ammonia toxicity shall be evaluated according to EPA

FRESH SURFACE WATER QUALITY STANDARDS FOR (HQW) HIGH QUALITY WATERS

guidelines promulgated in "Ambient Water Quality Criteria for Ammonia -1984"; EPA document number 440/5-85-001; NITS number PB85-227114; July 29, 1985 (50 FR 30784) or "Ambient Water Quality Criteria for Ammonia (Saltwater) -1989"; EPA document number 440/5-88-004; NTIS number PB89-169825. This material related to ammonia toxicity is hereby incorporated by reference including any subsequent amendments and editions and is available for inspection at the Department of Environment and Natural Resources Library, 512 North Salisbury Street, Raleigh, North Carolina. Copies may be obtained from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161 at a cost of forty-seven dollars (\$47.00).

(c) All expanded NPDES wastewater discharges in High Quality Waters shall be required to provide the treatment described in Sub-Item (1)(b) of this Rule, except for those existing discharges which expand with no increase in permitted pollutant loading.

(2) Development activities which require an Erosion and Sedimentation Control Plan in accordance with rules established by the NC Sedimentation Control Commission or local erosion and sedimentation control program approved in accordance with 15A NCAC 4B .0218, and which drain to and are within one mile of High Quality Waters (HQW) shall be required to follow the stormwater management rules as specified in 15A NCAC 2H .1000. Stormwater management requirements specific to HQW are described in 15A NCAC 2H .1006.

(3) Listing of Waters Classified HQW with Specific Actions.

Waters classified as HQW with specific actions to protect exceptional water quality are listed as follows: Thorpe Reservoir [Little Tennessee River Basin, Index No. 2-79-23-(1)] including all of its tributaries shall be managed with respect to wastewater discharges through Item (1) of this Rule. Item (2) of this Rule shall not be applied in association with this HQW because of the local government implementation of WS-III stormwater management requirements. If an applicant objects to the requirements to protect high quality waters and believes degradation is necessary to accommodate important social and economic development, the applicant may contest these requirements according to the provisions of G.S. 143-215.1(e) and 150B-23

River Basin	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues
Receiving Stream Name	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues
Flat Creek	Headwaters	C; HQW	3c	None
Big Piney Branch	Upper NW into Flat Creek	C; HQW	3c	None
Kitchen Branch	South of Sourwood Gap into Flat Creek	C	3c	None
Un-Named Tributaries	East lower area below Little Piney Branch	Unrated	3c	None

Attachment A

Turbidity is the cloudiness or haziness of a fluid caused by suspended solids that are usually invisible to the naked eye. The measurement of Turbidity is an important test when trying to determine the quality of water. It is an aggregate optical property of the water and does not identify individual substances; it just says something is there. Water almost always contains suspended solids that consist of many different particles of varying sizes. Some of the particles are large enough and heavy enough to eventually settle to the bottom of a container if a sample is left standing (these are the settleable solids). The smaller particles will only settle slowly, if at all (these are the colloidal solids). It's these particles that cause the water to look turbid. There are several ways you can check turbidity in water, the most direct being a measure of attenuation, or reduction in strength, of a light source as it passes through a water sample. The particles suspended in the water will scatter a light beam focused on them. The scattered light is then measured at various angles from the incident light path. This is now accepted as a more precise measure of turbidity. To measure turbidity this way, use a nephelometer.

Nephelometric Turbidity Units (NTU) are the units of measurement used by a nephelometer meeting EPA design criteria. *Nephele* is the Greek word for "cloud"; *metric* means "measure." *Nephelometric*, therefore, means "measuring cloudiness." Most nephelometers measure the scattered light at 90°. If more light is able to reach the detector it means there are many small particles scattering the source beam, less light reaching the detector means fewer particles.

Total Suspended Solids (TSS) refers to any particles that are suspended in the water column. These particles can include silt, algae, sediment, and other solids floating in the water (both organic and inorganic). These particles are defined as being large enough to not pass through the filter (through the filtration process) used to separate them from the water. Suspended solids absorb heat from sunlight and as a result, the water temperature increases resulting in a deprivation of dissolved oxygen in the water which can be disastrous to aquatic life if levels are too high. TSS can be measured in ppm, mg/L, g/L and %. To determine TSS, you need to run sample liquid through a filtering process where the sample is filtered, dried, and weighed. Results can be ran through the below formula to determine the TSS in mg/L.

$$\text{Total Suspended Solids (mg/L)} = \frac{(\text{weight before filtering} - \text{weight after filtering})}{\text{sample volume in liters}}$$

Biochemical Oxygen Demand (BOD) - Biochemical oxygen demand is a measure of the quantity of oxygen used by microorganisms (e.g., aerobic bacteria) in the oxidation of organic matter. Natural sources of organic matter include plant decay and leaf fall. However, plant growth and decay may be unnaturally accelerated when nutrients and sunlight are overly abundant due to human influence. Urban runoff carries pet wastes from streets and sidewalks; nutrients from lawn fertilizers; leaves, grass clippings, and paper from residential areas, which increase oxygen demand. Oxygen consumed in the decomposition process robs other aquatic organisms of the oxygen they need to live. Organisms that are more tolerant of lower dissolved oxygen levels may replace a diversity of beneficial bacteria in naturally-occurring water systems, which need oxygen (aerobic) to survive. Most of them feed on dead algae and other dead organisms and are part of the decomposition cycle. Algae and other producers in the water take up inorganic nutrients and use them in the process of building up their organic tissues.

Local Stormwater Regulations - Comparison Matrix

		Jurisdiction				
		Town of Montreat	Town of Black Mountain	Buncombe County	City of Brevard	City of Hendersonville
NPDES/MS4?		Yes	Yes	No	No	Yes
Steep Slope Regulations?		Yes	Yes	Yes	Yes	**Yes
Provisions	Stormwater Permit Required for Development < 1 Acre?	Yes. (5,000ft ² disturbed area; 24% total lot area developed to include impervious; 2,500 ft ² impervious added)	Yes. (12,000 ft ² disturbed area; 5,000 ft ² added impervious; development plans of 4 or more dwelling units)	No. (Unless part of an overall larger common plan of development or sale)	Any non-residential; All residential development of 4 or more dwelling units; 25% increase in impervious surface	No
	Engineer, Environmental Scientist or Landscape Architect Design Required?	Only for projects larger than 10,000 disturbed area	All projects one acre or more, or subdivisions, PUD's, or projects part of a larger common plan of development or sale	Yes	Yes	Yes
	Annual Inspection and Reporting Required?	Yes. State Requirement	Yes. State Requirement	No. (Triennial reporting is required, although larger projects may require annual reporting according to the Administrator)	No. (But the BMP's are required to be designer-certified, maintained and to function as designed)	Yes. State Requirement
	Inspection Service to be Conducted by Design Professional/Certified BMP Inspector?	No. (Only larger projects (or those designed by an engineer/design professional) are thus required)	Yes	Yes	Yes	Yes

**State Ridge Laws. Henderson County 2020 Comprehensive Plan includes suggested steep slope regulation in 30% or greater areas

Local Stormwater Regulations - Comparison Matrix

		Jurisdiction (Cont.)				
		Town of Montreat	Town of Black Mountain	Buncombe County	City of Brevard	City of Hendersonville
Provisions	Provide Incentives for Utilizing LID and other Green Building Practices which Attenuate Stormwater Impacts?	Yes. (Reduced Permit Fees for Stormwater and Building/Trades)	Yes. (But mainly targets energy efficiency)	Yes. (But mainly targets energy efficiency)	No	No
	Require Deed Restrictions that Run with the Property?	Yes. State Requirement	Yes. State Requirement	Yes	No. (But the BMP's are required to be designer-certified, maintained and to function as designed)	Yes. State Requirement
	Built Upon Area (BUA) Separation Required Adjacent to Regulatory Surface Waters?	Yes. State Requirement	Yes. State Requirement	Yes. (30 feet. Followed state guidance)	Yes. (30 feet. Followed state guidance)	Yes. State Requirement
	Require Use of the N.C. State BMP Manual for All Stormwater Projects?	*No. (Only larger projects (>10,000 ft ²) are required to utilize the state manual. *Montreat allows the Community Conservation Assistance Program (CCAP) BMP Guidance to be used for smaller projects.)	Yes	No. (But the design requirements closely follow the manual guidance. The N.C. State BMP Manual is listed as a resource on their website)	Yes	Yes
	Are Required by Federal, State or Local Law to Regulate and Control Stormwater Discharges to All Surface Waters Within Their Jurisdiction?	Yes. (As a "regulated entity" under the conditions of the MS4 Permit issued by the state, and Federal Clean Water Act (CWA) of 1972)	Yes. (As a "regulated entity" under the conditions of the MS4 Permit issued by the state & CWA)	Yes. (Technically, under the CWA federal regs they are required to comply, but are not a "regulated entity")	Yes. (Technically, under the CWA federal regs they are required to comply, but are not a "regulated entity")	Yes. (As a "regulated entity" under the conditions of the MS4 Permit issued by the state & CWA)

Provisions in **RED** indicate that State or Federal law requires compliance through these measures. Some apply only to "regulated entities" as shown.

**Town of Montreat
Board of Commissioners
Town Council Public Forum
April 6, 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 (arrived at 6:42 p.m.)

Board members absent: None

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

Call to Order

Approximately 30 people were in attendance. Mayor Helms called the meeting to order at 6:29 p.m. and led the group in a moment of silence.

Agenda Approval

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

Public Forum

Mr. John Jordan of 346 Texas Road stated that the steep slope ordinance went into effect on June 11, 2009 and he received his building permit for a driveway on June 4, 2009 so he thought he met all qualifications outlined in the ordinance. Later it was determined that the ordinance starts on the day the building inspector inspects your permit not on the day you receive your permit. The driveway in question is on Lot #477 on Texas Spur which has a slope of 40% and is covered by the steep slope ordinance. Mr. Jordan stated that Buncombe County started the steep slope ordinance and it is an acre or above that qualifies you to follow the steep slope ordinance and you must recertify with the State every 3 years. In Montreat you have to certify every year that your system is working properly. Also in Montreat your deed must indicate that you are under the steep slope ordinance which is less than acre. Mr. Ron Sneed, the attorney of Mr. John Jordan, advised Mr. Jordan that he was confusing the steep slow ordinance with the stormwater management system. When Mr. Johnson brought his annual report to the Building Inspector for review he was told that he needed a licensed engineer to inspect the system annually and write a report (the Stormwater BMP Annual Maintenance Report). Mr. Johnson called Buncombe County and got a list of Environmental Engineers and he chose one from Black Mountain. This report cost Mr. Jordan \$1,483. Mr. Jordan stated that he had to do this report every year forever. Mr. Jordan

gave a visual demonstration of how a stormwater maintenance system works. Mr. Jordan would rather give his money to Montreat College and the MRA than to an engineer each year. Commissioner Gilliland asked if Mr. Jordan had to get an inspection because he had the stormwater maintenance system or because he built the driveway on a steep slope. Mr. Ron Sneed stated that were 8 or 9 recognized stormwater maintenance systems and the idea of any of these devices is to catch the first inch of fallen rain and treat it before it goes off down the hill into the streams. Because of the limitations of his property he had to install the specific type of stormwater maintenance system. Mr. Sneed stated that the inspection costs might vary depending on the type of stormwater maintenance system chosen. Mayor Pro Tem Fouche stated that she was trying to sort out what Montreat required versus what the State and Federal requirements were. She wanted to know exactly what Montreat had control over. Mr. Sneed advised that Towns had to adopt a stormwater management system to comply with federal regulations. What is different about Montreat, but is not uncommon, is how much ground you disturb decides if you need to put in a stormwater management system and in Montreat that amount is less than an acre of disturbance whereas Buncombe County is an acre or more. Commissioner Standaert pointed out there were very few lots in Montreat over an acre. Mayor Helms advised Mr. Jordan that the Board could not answer his questions this evening that Staff needed time to look into the situation. Mr. Carmichael stated that Staff would be happy to review the Stormwater Ordinance and do a comparison of neighboring municipalities and report back on the limitations brought about by State and Federal requirements. Mr. Jordan also felt that Texas Spur Road needed to be looked at with regards to road quality.

Mr. Ted Carey of 116 John Knox Road wanted an update on the purchase of the lot for the proposed Town Hall facility. Mr. Carey also wanted to know if any architects had been contacted and the status of the Texas Road Bridge. Mayor Helms stated that the Board was in negotiations with MRA with regards to the Creek Side property. Negotiations involve a 30 day period with two more renewable 30 day periods to vet the lot: soil testing, engineering reports, etc before a decision has to be made. Mayor Helms stated that the letter had been sent to the federal government about converting the Texas Road Bridge to a pedestrian-only bridge and we are waiting on a reply. As for contacting architects, Mayor Helms stated that was premature at this point.

Adjournment

There being no further discussion, Commissioner Vinson moved to adjourn the Public Forum Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:02 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
April 6, 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
Angie Murphy, Town Clerk
Dave Arrant, Police Captain
David Currie, Code Administrator/Building Inspector
Stefan Stackhouse, Finance Officer
Justyn Whitson, Police Officer
Barry Creasman, Senior Water Operator

Approximately 42 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

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

Mayor's Communications

Mayor Helms had no communications for the evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- March 2, 2017, Public Forum Meeting Minutes
- March 2, 2017, Town Council Agenda Meeting Minutes
- March 9, 2017, Town Council Meeting Minutes
- March 17, 2017, Special Meeting Minutes
- Resolution #17-04-003 Honoring Police Chief Jack M. Staggs upon his Retirement
- Resolution #17-04-001 Awarding to Retiring Police Chief Jack Staggs his Badge and Service Sidearm
- Resolution #17-04-002 Designating April 29, 2017 as Arbor Day in the Town of Montreat

- Resolution #17-04-004 Declaring Certain Items Surplus and Authorizing Disposal By Private Negotiation and Sale

Town Administrator's Communications

- After a combined 35 years of service in law enforcement, Chief of Police Jack M. Stags retired from the Montreat Police Department effective April 1, 2017.

Chief Staggs served the Town of Montreat as a Patrol Office from 1982 until 1987, the City of Black Mountain first as an Investigator, then Sergeant, Lieutenant, and as Chief of Police between 1987 and 2006, and returned to the Town of Montreat in 2007 as first as Patrolman, Capitan, and finally as Chief.

Chief Staggs is an institution in Montreat and Mr. Carmichael has met very few people in Montreat that have not shared a story about bear hugs, late night rescue, changed tires, or some other service that truly goes above and beyond his call of service. Montreat will miss his presence, but is a better place for having had him.

Mr. Carmichael has asked Captain David Arrant to step into the leadership role during the transition and in the coming weeks we will be putting together a process and timeline for filling the Chief's position.

- Mr. Carmichael reported on the following Staff Training during the month of March:
 - Officer Lee Blevins Completed Police Law Institute training (PLI); 80 hour
 - Town Clerk Angie Murphy completed a training with the School of Government entitles the "ABCs of Purchasing." This training was housed at the Conference Center here in Montreat.
 - Building Inspector and Planning Administrator David Currie attended the North Carolina Association of Zoning Officials (NCAZO) Mid-Winter Conference, February 27-28, 2017 in Greensboro, NC. Received 8 CE hours to maintain my certification as NC Certified Zoning Official *and* North Carolina Building Inspector's Association (NCBIA) Winter Code Seminars, March 27-30, 2017 in Hickory, NC where he received a total of 30 CE hours (6 hours X 5 areas) to maintain my Level III certifications in Building, Electrical, Mechanical, Plumbing and Fire Inspections.
- Mr. Carmichael reported on his and Commissioner Standaert's visit to Town Hall Day in Raleigh.
 - Commissioner Standaert and Mr. Carmichael traveled to Raleigh on 3/29.

- More than 600 local government officials from across the State
- Heard legislative briefings on bills relevant to NC municipalities
- Heard presentations and panels from House Rules Chairman David Lewis, State Treasurer Dale Folwell, Golden LEAF Foundation Senior Vice President Mark Sorrells, Division of Water Infrastructure Director Kim Colson, and Department of Commerce Chief Economic Development Liaison Susan Fleetwood.
- Private meetings with 3 General Assembly Representatives from Buncombe County

Administrative Reports

Police Chief: Captain Arrant reviewed and presented the March 2017 monthly departmental activity report. Captain Arrant acknowledged the work of Former Chief Jack Staggs and stated that the Town hoped to keep him on in reserve status.

Public Works Director: Public Works Director Steve Freeman reported one snow event and one water leak. Crews have also started the waterline project on Mecklenberg and weather permitting expect to have it completed in a month to month and a half.

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

- February 2017 Financial Summary Report;
- Final February 2017 Detailed Financial Statement;
- February 28, 2017 Cash and Investment Earnings Report;
- Preliminary March 2017 Detailed Financial Statements.

Building Inspector/Code Enforcement Officer: Mr. Currie presented and reviewed his March 2017 zoning and inspections activity report. Planning & Zoning and the Board of Adjustments did not meet in the month of March. Anderson Auditorium's window replacement project should be wrapping up within the next month.

Public Comments

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

Mr. John Jordan of 346 Texas Road asked how many new houses had been built in Montreat in 2016-2017. Mayor Helms suggested that Mr. Jordan get in touch with Mr. Currie after the meeting for more information.

Old Business

There was no Old Business to discuss.

New Business

- A. Discussion of a Formation of a Bridge Beautification Committee: Mayor Pro Tem Fouche stated that when the Town gets permission from the State to move forward with a pedestrian bridge she would like to see a Committee formed to give the Board some ideas on how the new bridge will look visually. Commissioner Standaert asked what kind of guidelines or how much of a budget the Committee would be working under. Mayor Pro Tem Fouche would like the Committee to brainstorm creatively at first with no restraints of a budget. Commissioner Otto stated that the good news is that Staff can modify and maintain the pedestrian bridge for many years to come. Commissioner Standaert asked if waiting on the State was imperative or if we could get the bridge usable prior to summer. Mr. Carmichael stated that he would have to look into that before moving forward. Commissioner Standaert suggested the idea of a charet rather than a committee to save time. Mr. Carmichael stated that Staff would try to make contact with the State to see what the timeline looks like on the Categorical Exclusion document as well as look at temporary options to get the bridge in a walkable state.
- B. Mecklenburg/Louisiana Paving Project: Commissioner Vinson moved to award the Mecklenburg/Louisiana Road Paving Project to C & T Paving in the amount of \$185,867.00 and to authorize the Mayor and Town Administrator to execute the necessary related contract documents. Commissioner Otto seconded the motion. Mayor Pro Tem Fouche asked if C & T Paving had been used before and Mr. Creasman advised that they had been used prior. Commissioner Standaert asked her if there was a possibility of C & T laying some pavement down on the Texas Road Bridge. Mayor Helms directed Mr. Creasman to have them look at it while they are up here. The motion carried 5/0.
- C. Discussion with Possible Action of Rezoning of Florida Terrace Property to Residential Use Only: Commissioner Otto stated that he would like to rezone the Florida Terrace to Residential Use Only in the hopes of bringing one or two new households to the tax base depending upon how the property is split up. Commissioner Otto also stated that all of the neighbors alongside the property were in favor of the rezoning. Residents want to keep the property residential to keep controversy from being stirred up again. Commissioner Otto met with individuals from Montreat College who stated that they had no problems with it being rezoned to residential. Commissioner Otto stated the MRA had not given him a definitive answer as of yet but that early reports state that they might not be in favor of the property being strictly residential. Commissioner Standaert stated that the Board had not made any decisions on what to do with the property as of yet and she does not want to limit the market by changing the zoning. Commissioner Otto is all in favor of expediting the sale of the property because there is a lot of money tied up in it. Commissioner Vinson stated that if the Board decides to sell it should be

determined if it is going to be one lot or two lots prior to advertising and being put on the market. Mayor Pro Tem Fouche stated that she would like to go ahead and act tonight and get the process started since it will take to July to fully complete the process. Commissioner Otto moved to direct the Planning and Zoning Commission to review a potential rezoning of eastern Florida Terrace properties from (I/R) Institutional/Residential to (R-1) Low-Density Residential for conformity with the Comprehensive Plan and other developmental regulations as necessary. 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. Wade Burns of 232 North Carolina Terrace, stated that Stormwater Maintenance Control is very important but that perhaps we have gone overboard with requirements for Stormwater Management. Mr. Burns felt that we should look at tempering and at other communities of our size to see what their Stormwater Ordinances state.

Commissioner Communications

Mayor Pro Tem Fouche would like to put a reception together for Town Administrator Alex Carmichael tentatively in May when the majority of the summer homeowners will be in Town.

Commissioner Vinson reminded everyone of the Native Plant Sale and Arbor Day Celebration which will be held on April 29th from 9:00 a.m. to 2:00 p.m. at Moore Center Field. Commissioner Vinson mentioned there will be some new vendors and some exciting new activities this year and invited everyone to come. Commissioner Vinson also stated that the Tree Board has their grant proposal submitted to Raleigh and hopefully they will hear back soon on whether the grant was approved.

Commissioner Otto gave an update on Coach Britten Olinger who has been moved to an Atlanta Hospital. Coach Olinger is making progress every day. Commissioner Otto stated that there will be a fundraising Fun Run on April 27th and invited everyone to come out to support the runners and walkers.

Upcoming Meeting Dates

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

Montreat Board of Commissioners Annual
Board Retreat:

April 7, 2017, 9:00 a.m. – 3:00 p.m.
Ridgecrest Conference Center
Ridgecrest, NC

**Montreat Board of Commissioners
Town Council Meeting Minutes
April 6, 2017**

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

Native Plant Sale: April 29, 2017, 9:00 a.m. – 2:00 p.m.
Moore Center Field

Montreat Landcare: May 3, 2017, 9:00 a.m.
Allen Building
Swannanoa Room

May Town Council Agenda Meeting: May 4, 2017, 7:00 p.m.
Walkup Building
Public Forum begins at 6:30 p.m.

May Town Council Meeting: May 11, 2017, 7:00 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 Gilliland seconded the motion. The motion carried 5/0.

Commissioner Gilliland moved to enter back into Open Session. Commissioner Vinson seconded the motion. The motion carried 5/0.

Adjournment

There being no further business, Commissioner Standaert moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 9:14 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Special Meeting - Annual Board Retreat
April 7, 2017
Ridgecrest Conference Center – Ridgecrest, NC**

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
Angie Murphy, Town Clerk
Dave Arrant, Police Captain
David Currie, Code Administrator/Building Inspector
Stefan Stackhouse, Finance Officer
Barry Creasman, Senior Water Operator

Also present: Bill Mauldin, Retreat Facilitator

Approximately 4 members of the public were also present. Mayor Helms called the retreat to order at 9:03 a.m., and led the group in a moment of prayer and reflection.

Agenda Approval

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

Vision for Montreat

Mr. Mauldin started off the meeting by acknowledging that he noticed that all the Board members have the same intrinsic value: a love for the community. Mr. Mauldin then introduced himself and gave a little personal background information. Mr. Mauldin asked the Board to brainstorm on establishing some ground rules and expectations for the day's events and the following list was created:

- Respect
- Conciseness
- Trying not to get off track
- Leave time for others to speak
- Listen
- Participate

- Laugh/Have fun
- Test assumptions

Commissioner Standaert moved to suspend the Rules of Procedure so that Mayor Helms could participate in the retreat. Commissioner Vinson seconded and the motion carried 5/0.

Mr. Mauldin wanted everyone to think about what comes to mind when they read the Mission Statement and how does this correlate with their individual visions. He asked the Board members to write their ideas down to affix to the board for discussion. The following ideas were generated:

- Caring
- Serve
- Respect for All
- Inclusive
- Conservation
- History
- Education
- Maintain heritage/traditions
- Mission
- Seek improvements that the community is aware of and to support
- Improve
- Life
- Gate: Welcoming/Excluding
- Preserve
- Growth
- Community Outreach
- Welcome
- Physical Beauty
- Niche Market
- Responsibility
- Contradictions
- Seek ways to help property owners build and improve property
- Image
- Preserve tri-partite (MRA, College, Town)
- Care
- Cooperate
- Respect
- Grow
- Pride
- Simplify

Mr. Mauldin then asked the Board to brainstorm their strengths that they bring to the task of making the vision and mission real and the following phrases and ideas were generated:

- Intelligence
- Caring
- Historical context of the issues
- Fiscal Responsibility
- Diverse interests
- Business outlook
- Make complicated things simple
- Resources
- Stewardship
- Leadership
- Guidance
- Support for our Great Staff
- All care for the community
- Being a good example
- Fairness
- Outspoken
- Vision
- Diversity
- Fresh
- Insight
- Openness
- Communicate well with staff
- Try not to make snap decisions
- Sense of heritage
- Different views in the community
- Listening

Mr. Mauldin asked what were some obstacles the Board encountered while trying to reach the vision. The following ideas were generated:

- Lack of Common Vision
- Moving on from the past
- Dollars
- Political turmoil of past 3 years
- Growth
- Community
- Diversity
- Pride
- Close mindedness
- Individual opinions
- History (we've always done it this way)
- Being a bad example

- Intelligence (over thinking issues)
- Differing goals
- Rules that bog down federal, state, and county governments
- Loss of respect
- Misunderstandings
- Emotion vs. Logic
- Not working at communicating hard enough

Mr. Mauldin asked the group to identify some strategies to overcome some of the above obstacles:

- Prioritize needs vs. wants
- Look at all options: good or bad
- Stop making assumptions
- Put aside prejudices
- Ask questions to fully understand an issue
- Communicate
- Obtain input from staff
- Obtain input from the community
- Forgive and forget
- Move on
- Plan to stimulate growth
- Community visioning process
- Relax restrictions
- Better website
- Increase PILOT funds
- Written communications to the public
- Protect the heritage but do not let it control you
- Review and simplify rules
- Firm up the budget
- Perfect our strategic plan
- Coordinate efforts to rebuild community spirit
- Seek ways to grow wisely
- Seek common ground
- Spend wisely
- See the community
- Better communication
- Don't sweat the small stuff

Mr. Mauldin asked if these items were something that the Board would affirm to do. Commissioner Gilliland pointed out that communication seemed to be a common theme. Commissioner Standaert stated that she has made herself available to the community on the first

Friday of the month at the Huckleberry and to date no one has come to meet with her. Commissioner Vinson stated that communication was a two way street: the community needs to come to the Board as well as the Board going out into the community.

The Board stopped for a break at 10:10 a.m.

The Board resumed at 10:29 a.m.

Looking Back

Mr. Carmichael stated that Staff would give a brief high level view of their individual goals and achievements for 2016-2017. For moving forward, goals and objectives will be handled a little differently. Mr. Carmichael would like for Staff to bring back the results of the CIP discussion and have them mull over and formulate their goals with respect to the resources they will have and then report back to Council at a later time.

Governing Body:

- The 2008 Comprehensive Plan was postponed due to funding reasons and community sensitivity.
- The Town Hall project is moving along rather nicely. Currently in the process of negotiating the purchase of a piece of property from the MRA.
- We are still awaiting a petition for voluntary annexation of the Upper Greybeard Trail area.
- The Texas Road Bridge Project has been addressed by the Bridge Committee as well as in several other Town Council Meetings.
- Grant funding has not been secured to complete the landscaping improvements to the Gate Lot.
- The applicable section of ICS training for Board Members has not been completed but Mr. Carmichael is working with the Police Department to get this underway.
- The Board of Commissioner's Rules of Procedure has not been updated but there will be an opportunity this afternoon to address what changes, if any, are needed.

Administrative & Finance:

Town Clerk Angie Murphy reported on the following goals:

- Sought opportunities to further develop public relations and public information efforts. Utilized Facebook, the Town of Montreat Website and the Sunshine List. Miss Murphy felt that she had made the Town Services Office a more enjoyable place to visit for residents by being warm and inviting.
- Began the training and educational requirements of fulfilling the two year Municipal Clerk Certification. Completed the first of four courses. Will complete the second course May 8-12. Also cross-training has begun with regards to water billing, payroll and purchasing.

- Managed and assisted with the on-going project of records retention and disposition scheduling of files for all departments. Aided and assisted the Police Department in purging extremely old files from the building in the back of the Town Services Offices.

Finance Officer Stefan Stackhouse reported on the following goals:

- Extended the purchasing card program to the Police Chief and Public Works Director as well as the Town Administrator. Seems to be working great.
- Developed and distributed an RFQ for auditing services. This was completed in Spring 2016 and Martin Starnes was selected for another 5-year term.
- Update and prepare proposals for implementation for an online “cloud based” municipal accounting package for 2018. Mr. Stackhouse stated that he did some informal research by talking to colleagues and vendors and it is their assumption that there will be additional vendors entering the market thus he recommends waiting a while longer until there are more choices in the field. Given that Mr. Stackhouse will be retiring December 31st, it would be advisable to wait until his replacement is on board to let them have the lead role in selecting a cloud-based system.

Planning & Zoning:

David Currie reported on the following goals:

- Completed training in ArcGIS software utilization and will received additional training in April 2017.
- Coordinate in-house training of public works staff in utilization of Trimble GPA/ArcPad field location hardware/software, accurately locating valves, water meter and any remaining features for representation within the GIS system. This item went unfunded during the current budgetary cycle. GPS hardware/software was justifiably reallocated to the water department.
- Assist department heads with beginning to collaborate on interdepartmental projects using ArcGIS tools. Due to the substantial annual subscription fee for this service, it was decided to abandon a multiple-user license. No projects utilizing this online service are currently underway or pending; therefore, no ongoing collaboration with department heads has occurred.
- Map the locations of all public and privately owned Stormwater Control Measures using GPS and incorporate these into the Town’s map system. This item is incomplete pending capital project approval and purchase of equipment and software by the water department.

Police:

Captain Dave Arrant reported on the following goals:

- The department has sought to provide additional training opportunities to our officers. Three out of four full-time officers have participated in various classes and practical exercises; benefitting the department, as well as themselves.

- The handling of evidentiary items and sensitive materials is progressing. The cataloging and storing of said items have been updated.
- The department has only one active reserve officer. Within the next forty-five days we will see that number grow to three to four individuals. Other subjects are being sought with the intention of a possible full time position as needs arise.
- Currently we have mobile computers for our full time officers. Most forms for documentation are able to be processed on these. Modern arrest and processing procedures necessitated the implementation of these units. This has been one of our more critical steps in modernizing the department.

Public Works:

Public Works Director Steve Freeman reported on the following goals:

- Assist with Native Plant Garden. No funding was appropriated to complete the project, but existing plant garden is maintain throughout the year.
- Storm water feature inspections: Complete.
- Annual Water Supply Plan and Solid Waste Report: Completed and submitted.
- Tree Removal/Replacement Program: Ongoing and proceeding.
- Tree Board development: Ongoing and proceeding. Tree City USA and pursuing grant funding for tree plan is in progress

Street and Powell Bill:

Public Works Director Steve Freeman reported on the following goals:

- Texas Road Bridge Project: No replacement. Will be converted to a pedestrian walking bridge.
- Texas Road Resurfacing: This road was moved to the 2017/2018 year in the CIP awaiting decision on the bridge project. Mecklenburg Circle and Louisiana Road are the two projects to be paved in this year's budget. Bid award process should be brought to council in April meeting and paving complete by July 1st.
- Smaller portions street paving: Due to Powell Bill changes and restrictions this money is used for Mecklenburg and Louisiana.
- Retro-reflectivity Stop Sign Replacement: All stop signs (86) and speed limit signs were replaced this year.
- Storm water improvements will be in accordance with paving of Mecklenburg and Louisiana. Rip rap was installed down ditch lines on Appalachian to control erosion.

Sanitation:

Public Works Director Steve Freeman reported on the following goals:

- Sanitation Brochure: Completed and working on new one for 2017/2018.
- Sanitation Truck: Purchase with a delivery date of mid April. This vehicle was paid in full.
- Imprinted Bags: Have been implemented and seem to be working well.
- Research Bear proof containers for high-occupancy dwellings. Pending.

- Increase education: meetings, cottagers meeting and brochures.

Environment, Conservation and Recreation:

Public Works Director Steve Freeman reported on the following goals:

- Promote Tree City USA, Open Space Conservation and Landcare initiative: ongoing and working well.
- Phase Two of Native Plant Garden: No funding was appropriated.
- Promote Education and Involvement: Ongoing and working.
- Initiate planning and engineering for next phase of Greenways/Trails Master Plan: No funding was appropriated.

Water:

Senior Water Operator Barry Creasman reported on the following goals:

- Replaced fifteen air valves.
- Replaced two roofs on well buildings.
- Updated mapping of fire hydrants with the help of David Currie.
- Automated monthly well sheets to submit to the State with the help of Officer Blevins.

After a review of the goals, Mr. Carmichael opened up the floor for questions. Commissioner Standaert asked if the letter addressed to property owners on Upper Greybeard which spells out the pluses and minuses of annexation had been sent out. Mayor Helms requested that the letter be mailed out. There was a brief discussion about separation pay for law enforcement personnel who were hired before 1995 and the Montreat Personnel Policy also has an addendum for other non-public safety employees who were hired before 1995. Currently retiring Police Chief Jack Staggs will be eligible for the separation pay which will begin at the end of April and will continue until he is age 65. Commissioner Standaert wanted to make sure that Mr. John Jordan's concerns regarding steep slopes and stormwater management systems were addressed. Commissioner Vinson asked Captain Arrant if the construction of a new Public Safety Building would free up enough space in the current Town Services Building to adequately handle the evidence on hand. Captain Arrant affirmed that there would be plenty of space for evidence and Public Works had just recently added some additional locks to the current evidence lockers.

Mr. Stackhouse gave a brief overview of the upcoming budget highlights. The Capital Improvement Plan is inherently one of the most discretionary areas of our budget. While this section of the budget is planned on a multi-year basis, the Board does have the flexibility to downsize, defer, or even delete planned projects. With regard to our Ad Valorem Property Tax revenues this was a reassessment year but the change for Montreat was exceptionally little, increasing from \$234,621,463 in 2016 to \$244,160,008 next year. The Water Fund is in balance and it looks likely that we will end the year with a very small surplus. We increased our rates by 2.5% across the board last year, and our recommendation was that we continue to raise our rates by a steady 2.5% annually.

Mr. Carmichael reviewed the projects from the CIP that had been completed or purchased such as the sanders, the new police car, sanitation truck and some local road paving. Also, the CIP has been simplified slightly with the rankings removed so that Council can re-evaluate the priorities as they see fit.

The Board recessed for a Break at 11:23 p.m.

The Board reconvened at 11:45 p.m.

Looking Forward

Mr. Carmichael asked if there was anything in this year's (2017-2018) line item for the CIP that the Council wanted to postpone, move forward or completely eliminate. Commissioner Otto felt that the GIS/GPS could be postponed due to the fact that technology is always changing and given time the price could come down. Commissioner Gilliland felt that Well Exploration and Construction could be postponed three years out and Public Works Director Steve Freeman agreed that it was not a high priority at this time. Also the Water Storage Facility was earmarked to be postponed two years out. The above items were moved off the current CIP year due to a consensus of the Board.

Commissioner Vinson suggested the purchase of new Ipads for the Board. Mr. Carmichael suggested that we let our IT partner, Electronic Office, look at our equipment and see if there are necessary upgrades available or would the purchase of new Ipads be more prudent for our situation. Commissioner Standaert believes that the Town of Montreat website is inadequate and needs to be updated as well.

Commissioner Standaert felt the Community was ready to move forward with a Comprehensive Update. Mayor Pro Tem Fouche felt that we need to complete the construction of a new Town Hall and Public Works Facility and finalize the Texas Road Bridge before undertaking the Comprehensive Plan and suggested postponing it out a few years. Mayor Helms stated that you don't know where you are going unless you have a plan and that the Board is way past the 2008 Comprehensive Plan and we do not know what the people want anymore. Mayor Helms believed that it would heal the community to have a common goal and bring everyone back together. Commissioner Vinson also believed the Board should move forward with funding the Plan. Commissioner Otto felt that there just had not been enough growth to necessitate spending \$70,000 at this time but that if the Board could find items to cut out of the budget to free up some money he would be alright with moving forward with the Comprehensive Plan. It was decided as a group to move onto the next item and come back to the Comprehensive Plan at a later time during the day.

Commissioner Gilliland wanted to do away with the Wayfinding Signage Plan completely. Commissioners Vinson and Standaert wanted to see a more minimalistic version of the Signage

Plan. It was decided to push Wayfinding Signage off for another year. The Stormwater Utility Study was not supported by Commissioners Gilliland, Otto, Fouche and Mayor Helms. It was decided by consensus to push it out a year.

It was discussed that both the Public Works Facility and the Town Hall Replacement Project would need to be included in this year's line item. Mr. Carmichael was instructed to send out corrected data for the notebooks.

The radio replacement project for Public Works needs to coincide with the Police Department radio upgrading project which will allow both departments to talk to one another while also allowing the Police radios to be upgraded to the federal mandated requirements. The consensus was to go ahead and purchase the radios during the upcoming fiscal year. The used leaf/bucket truck would allow Public Works employees to trim/cut their own trees which would do away with the need of paying Complete Tree Service to take care of it for us. It was decided to leave the used leaf/bucket truck in the current year but try to find one closer to \$25,000 rather than \$50,000. The tree program would fund arborist training as well as education for the community.

Commissioner Gilliland stated he would like to see us be more proactive with regards to local road paving. Mr. Freeman reviewed the Pavement Condition and Pavement Age maps with the Board. Commissioner Standaert wanted to see a line item added into the CIP for a bridge study for a bridge located somewhere other than Texas Road. Mr. Carmichael advised that they should wait until the CIP is brought before the Board in a Public Hearing and then they can make this motion if they would like and then vote on it in a public meeting.

During the next part of the meeting the Board ranked the projects earmarked for 2017-2018 with dots which coordinated with a low-medium-high priority ranking depending on the color of the dot used. Please see the chart below for more details.

Montreat Board of Commissioners
Special Meeting – Annual Board Retreat
April 7, 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 then briefly reviewed that Staff had reached out to the League of Municipalities for employee health insurance and are waiting for our current provider to give us the next year's quotes. Staff will be reviewing drug formularies for each company in consideration.

Mr. Currie briefly reviewed Mr. John Jordan's stormwater management issues from last night's Town Council meeting. Mr. Jordan chose to put in an engineered stormwater system, not required by the Town, which requires a certification annually; by the choice of design he is having to pay higher fees. The Town of Montreat is mandated by the State to turn in the annual certifications. Mayor Pro Tem Fouche wished that everyone from last night had been able to hear Mr. Currie's explanation

Managing the Process

Mr. Carmichael invited an open discussion with regards to the Rules & Procedures. Mr. Carmichael also stated that there were plenty of opportunities with regards to the agenda meeting: no change, holding the agenda meeting prior to the regular meeting on the same night or same week, or eliminating it altogether. Commissioner Gilliland felt there is a lot of redundancy between the Agenda Meeting and the Regular Meeting and is in support of doing away with the Agenda Meeting. Commissioner Otto believes that if the information can be distributed in a

timely fashion that one meeting a month could save some comp time which could free up some money to go towards other things and possibly allow for more participation from the public. Commissioner Standaert spoke in favor of keeping both meetings because it allows more time for the public to speak plus allows her more time to research the issues at hand. Commissioner Standaert does not see it as a time saver or a money saver; but rather sees it as a commitment she signed up for when she ran for the Board. Mr. Carmichael stated that he would prepare multiple models for the next meeting for the Council to vote upon but reminded everyone that it would a super majority to make a change to the Rules and Procedures.

The Council also discussed the Public Forum and how to keep one person or persons from monopolizing the entire 30 minute period if there are others who want to speak. No one was in favor of a sign in sheet or a timed speaking period. It was decided that the Mayor would announce at the start of the next Public Forum that speakers may take 3-4 minutes but to be mindful of those who may also want to speak.

The next topic of conversation was Areas of Responsibility and Community Group Liaisons. The following assignments were made:

- Commissioner Ann Vinson Commissioner of Environment
- Commissioner Bill Gilliland Commissioner of Sanitation/Public Works/Public Buildings
- Commissioner Kent Otto Commissioner of Finance
- Commissioner Mary Standaert Commissioner of Communications**
- Mayor Pro Tem Fouche Commissioner of Planning & Zoning/Public Safety**

- French Broad River Metropolitan Planning Organization (MPO): Mayor Helms or possibly Commissioner Standaert

- French Broad River Transportation Advisory Committee (TAC): Mayor Tim Helms

- Land-of-Sky Regional Council: Mayor Tim Helms with Commissioner Gilliland as alternate

- Montreat Cottagers: Mayor Pro Tem Fouche

- Montreat Cottagers Wilderness & Open Space Committee: Commissioner Ann Vinson

- Montreat Landcare Committee: Commissioner Ann Vinson

- Open Space Conservation Committee: Commissioner Ann Vinson

**Montreat Board of Commissioners
Special Meeting – Annual Board Retreat
April 7, 2017**

- Presbyterian Heritage Center: Commissioner Mary Standaert

Mr. Carmichael then reviewed the list of Boards and Committees which currently have several vacancies: specifically the Tree Board, Planning & Zoning and Board of Adjustments. Mr. Carmichael thinks it is time to re-advertise these vacancies with the community and see if we can get these vacancies filled. There is an application that the Town has for interested individuals to apply. Mayor Pro Tem Fouche would like to know where the vacancies are to get the word out to try to find more support for these committees.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Annual Board Retreat. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 2:12 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**After the meeting was adjourned it was decided that Commissioner Standaert would continue as Commissioner of Public Safety and Commissioner of Planning and Zoning. Mayor Pro Tem Fouche would continue as Commissioner of Communications.

MONTHLY POLICE STATISTICS REPORT

April	2017	2016	2015	2014	2013
Mileage	2417	3345	2823	2478	3158
Dispatched Calls	55	141	112	80	96
Officer-Initiated Calls	411	214	262	271	180
Fire/EMS Assistance Calls	5F/3E	11F/6E	15F/4E	6F/1E	6F/4E
Motorist/Other Assistance Calls	66	72	56	45	63
Traffic Stops	34	32	25	25/113G	35
Parking Issues	1	7	9	4	9
Burglar/Fire Alarm Responses	1	1B	4B/1F	4B	3B/3F
Residential/Building Checks	239	235	254	112	150
Ordinance violations	10	19	14	15	21
LE Agency Assistance Calls	15	13	11	20	18
Animal Calls	3	3	7	0	3
Larcenies	0	0	0	1	0
B&E Calls	0	0	0	0	1V
Suspicious Person/Vehicle Investigations	20V	22P/25V	14P/14V	9P/26V	4P/13V
Disturbance Calls	5	5	3	2	3
Accident Responses	3	0	0	0	1
Auxiliary Hours Worked	24R	40R/60T	32R/48T	32R/24T	40R/85T
Truck turns at gate	6	1	1	2	2

- Town service: 465
- MRA service: 153
- College service: 13

- During the period of 4/5-4/6; we experienced a significant amount of high wind. Limbs and debris were addressed by the PD as well as Public Works. There was also a tree that did considerable damage to a home on Virginia Road.
- On 4/13; there was a fire that originated from a residence on Carolina Heights, in Black Mountain. This spread to the point of almost reaching into Montreat, by way of Kanawha Drive. Approximately 22 units, from 11 different fire departments responded to the call.
- The Town has seen a slight upswing in 18-wheelers at the Gate area. One of which caused damage to MRA property.
- On the last day of this month, a delivery truck stuck the Gate archway. Thankfully, there was no appreciable damage.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended March 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	3/31/16
Revenues:								9		
Ad valorem taxes	\$ 953,900.00	\$ 812,954.75	\$ 1,658.53	\$ 814,613.28	\$ 877,150.64	\$ 139,286.72				
Other taxes and licenses	\$ 413,700.00	\$ 204,565.94	\$ 41,386.36	\$ 245,952.30	\$ 244,253.07	\$ 167,747.70				
Unrestricted intergovernmental	\$ 105,500.00	\$ 32,250.11	\$ 22,682.01	\$ 54,932.12	\$ 50,325.62	\$ 50,567.88				
Permits and Fees	\$ 45,700.00	\$ 31,991.25	\$ 5,920.29	\$ 37,911.54	\$ 30,716.01	\$ 7,788.46				
Community Service Fee	\$ 45,000.00	\$ 44,663.40	\$ -	\$ 44,663.40	\$ 45,558.00	\$ 336.60				
Sales and Services	\$ 13,000.00	\$ 7,186.44	\$ 70.00	\$ 7,256.44	\$ 6,549.67	\$ 5,743.56				
Investment earnings	\$ 2,200.00	\$ 1,511.56	\$ 546.01	\$ 2,057.57	\$ 1,027.68	\$ 142.43				
Other revenues	\$ 4,000.00	\$ 4,443.69	\$ 0.04	\$ 4,443.73	\$ 37,780.60	\$ (443.73)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 1,139,567.14	\$ 72,263.24	\$ 1,211,830.38	\$ 1,293,361.29	\$ 371,169.62	76.55%	75.00%	1.55%	10.92%
Restricted intergovernmental	\$ 173,200.00	\$ 40,917.40	\$ -	\$ 40,917.40	\$ 156,087.96	\$ 132,282.60				
Contributions - Landcare	\$ -	\$ 2,200.00	\$ 5,050.00	\$ 7,250.00	\$ 14,100.00	\$ (7,250.00)				
Contributions - Open Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	\$ 1,756,200.00	\$ 1,182,684.54	\$ 77,313.24	\$ 1,259,997.78	\$ 1,463,549.25	\$ 496,202.22	71.75%	75.00%	-3.25%	-10.11%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 19,402.38	\$ 9,573.47	\$ 28,975.85	\$ 60,454.76	\$ 56,524.15	33.89%	75.00%	41.11%	17.26%
Administration	\$ 299,500.00	\$ 205,227.25	\$ 22,407.22	\$ 227,634.47	\$ 196,830.63	\$ 71,865.53	76.00%	75.00%	-1.00%	5.40%
Public Buildings	\$ 185,200.00	\$ 48,333.70	\$ 1,896.49	\$ 50,230.19	\$ 44,896.21	\$ 134,969.81	27.12%	75.00%	47.88%	42.92%
Police	\$ 403,100.00	\$ 253,081.21	\$ 33,452.71	\$ 286,533.92	\$ 283,735.89	\$ 116,566.08	71.08%	75.00%	3.92%	0.12%
Building & Zoning	\$ 84,200.00	\$ 53,296.11	\$ 5,569.94	\$ 58,866.05	\$ 58,955.14	\$ 25,333.95	69.91%	75.00%	5.09%	3.28%
Public Works	\$ 80,400.00	\$ 50,005.80	\$ 6,071.31	\$ 56,077.11	\$ 53,763.06	\$ 24,322.89	69.75%	75.00%	5.25%	12.56%
Streets	\$ 560,900.00	\$ 142,186.68	\$ 22,012.70	\$ 164,199.38	\$ 206,689.42	\$ 396,700.62	29.27%	75.00%	45.73%	58.74%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 6,778.90	\$ -	0.00%	75.00%	0.00%	62.89%
Sanitation	\$ 162,200.00	\$ 63,943.43	\$ 7,630.42	\$ 71,573.85	\$ 75,317.09	\$ 90,626.15	44.13%	75.00%	30.87%	8.70%
Env/Cons/Rec	\$ 18,000.00	\$ 6,967.87	\$ 72.30	\$ 7,040.17	\$ 10,392.02	\$ 10,959.83	39.11%	75.00%	35.89%	38.54%
Total expenditures	\$ 1,879,000.00	\$ 842,444.43	\$ 108,686.56	\$ 951,130.99	\$ 997,813.12	\$ 927,869.01	50.62%	75.00%	24.38%	35.78%
Revenues over expenditures	(122,800.00)	\$ 340,240.11	\$ (31,373.32)	\$ 308,866.79	\$ 465,736.13	\$ (431,666.79)				
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	\$ -	\$ 340,240.11	\$ (31,373.32)	\$ 308,866.79	\$ 465,736.13	\$ (308,866.79)				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 636,574.95	\$ 69,520.16	\$ 706,095.11	\$ 685,450.28	\$ 220,604.89				
Other Operating	\$ 399,800.00	\$ 177,372.13	\$ 33,710.79	\$ 211,082.92	\$ 237,641.41	\$ 188,717.08				
CIP/Grant Projects	\$ 552,500.00	\$ 28,497.35	\$ 5,455.61	\$ 33,952.96	\$ 74,721.43	\$ 518,547.04				
Total Expenditures	\$ 1,879,000.00	\$ 842,444.43	\$ 108,686.56	\$ 951,130.99	\$ 997,813.12	\$ 927,869.01				

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

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period	Variance	3/31/16
Revenues:								9		
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses		\$ 18,343.62	\$ -	\$ 18,343.62	\$ 133,764.64	\$ (18,343.62)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 200,940.03	\$ 21,119.68	\$ 222,059.71	\$ 219,741.61	\$ 86,440.29				
Investment earnings	\$ 500.00	\$ 158.13	\$ 21.25	\$ 179.38	\$ 92.31	\$ 320.62				
Other revenues	\$ 27,500.00	\$ 13,282.89	\$ 541.70	\$ 13,824.59	\$ 22,303.67	\$ 13,675.41				
Subtotal - Normal Operating	\$ 336,500.00	\$ 232,724.67	\$ 21,682.63	\$ 254,407.30	\$ 375,902.23	\$ 82,092.70				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 232,724.67	\$ 21,682.63	\$ 254,407.30	\$ 375,902.23	\$ 82,092.70	75.60%	75.00%	0.60%	39.95%
Expenditures:										
Water Department	\$ 336,500.00	\$ 122,192.45	\$ 11,384.78	\$ 133,577.23	\$ 107,840.16	\$ 202,922.77	39.70%	75.00%	35.30%	42.02%
Total expenditures	\$ 336,500.00	\$ 122,192.45	\$ 11,384.78	\$ 133,577.23	\$ 107,840.16	\$ 202,922.77	39.70%	75.00%	35.30%	42.02%
Revenues over expenditures	\$ -	\$ 110,532.22	\$ 10,297.85	\$ 120,830.07	\$ 268,062.07	\$ (120,830.07)				
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	\$ -	\$ 110,532.22	\$ 10,297.85	\$ 120,830.07	\$ 268,062.07	\$ (120,830.07)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 120,036.63	\$ 11,384.78	\$ 131,421.41	\$ 107,840.16	\$ 148,078.59				
CIP/Grant Projects	\$ 57,000.00	\$ 2,155.82	\$ -	\$ 2,155.82	\$ -	\$ 54,844.18				
Total Expenditures	\$ 336,500.00	\$ 122,192.45	\$ 11,384.78	\$ 133,577.23	\$ 107,840.16	\$ 202,922.77				

Town of Montreat			Cash & Investments Report			As of	March 31, 2017	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 185,672.06	\$ 185,672.06			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 33,689.36	\$ 33,689.36			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 190,815.97		\$ 190,815.97		0.10%	\$ 16.20
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,187.33			\$ 58,187.33	0.10%	\$ 4.94
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,950,643.38		\$ 1,950,643.38		0.29%	\$ 488.77
Avl Sav Bank	Subtotal		\$ 2,419,008.10					
BB&T	MMkt Act - General Fund		\$ 450,272.98		\$ 450,272.98		0.10%	\$ 38.24
BB&T	MMkt Act - Water Fund		\$ 157,589.23			\$ 157,589.23	0.10%	\$ 13.38
BB&T	Subtotal		\$ 607,862.21					
NCCMT	Investment - General Fund		\$ 6,455.84		\$ 6,455.84		0.50%	\$ 2.80
NCCMT	Investment - Water Fund		\$ 6,742.10			\$ 6,742.10	0.50%	\$ 2.93
NCCMT	Subtotal		\$ 13,197.94					
All Accts	Subtotal		\$ 3,040,068.25	\$ 219,361.42	\$ 2,598,188.17	\$ 222,518.66	0.22%	\$ 567.26
All Accts	Fiscal Year to Date		\$ 2,551,439.01				0.11%	\$ 2,175.98
			(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		\$ 3,104,956.29				0.23%	\$ 567.26
All Accts + CDs	Fiscal Year to Date		\$ 2,616,290.73				0.11%	\$ 2,236.96
			(average)				(average)	

(Note: updated figures for CDs to be posted in December)

04/26/17
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Fiscal Year: 2017
Fiscal Month Range:9-9

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

Selected Department Page 1
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2.15	497.85	0.43
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	1,658.53	814,611.13	138,788.87	85.44
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	99.69	1,127.77	872.23	56.38
LOCAL SALES TAX	10-00-3065-100	400,000.00	40,257.93	237,633.36	162,366.64	59.40
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	1,028.74	7,191.17	4,408.83	61.99
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	22,682.01	48,627.21	51,372.79	48.62
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
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	0.00	277.83	222.17	55.56
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,247.44	752.56	74.91
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	50.00	250.00	-250.00	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	5,000.00	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	5.00	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	5,915.29	37,862.04	7,137.96	84.13
SANITATION FEES	10-10-3435-400	10,000.00	0.00	2,510.00	7,490.00	25.10
BACK DOOR PICKUP	10-10-3435-410	0.00	0.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	60.00	605.00	-605.00	0.00
PAYT	10-10-3435-430	0.00	10.00	784.00	-784.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	44,663.40	336.60	99.25
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	529.81	1,910.42	89.58	95.52
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.20	147.15	52.85	73.57
MISC REVENUE	10-00-3815-800	1,000.00	0.04	593.66	406.34	59.36

04/26/17
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Fiscal Year: 2017
Fiscal Month Range:9-9

TOWN OF MONTREAT
Revenue Statement
Period Ending: March 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	77,313.24	1,259,997.78	619,002.22	67.05

04/26/17
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(D)

Fiscal Year: 2017
Fiscal Month Range:9-9

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: March 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	8,820.29	24,267.79	10,000.00	24,732.21	58.08
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	500.00	414.82	827.23	0.00	-327.23	165.44
ADVERTISING	10-00-4100-260	5,000.00	0.00	1,134.50	0.00	3,865.50	22.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	338.36	1,147.65	0.00	652.35	63.75
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	-4,021.20	0.00	-1,378.80	74.46
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	9,573.47	28,975.85	10,000.00	46,524.15	45.58

04/26/17 Fiscal Year: 2017
 10:01:58 Fiscal Month Range:9-9
 (D)

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

Selected Department *Page 2*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	12,979.18	138,296.37	0.00	43,503.63	76.07
FICA EXPENSE	10-00-4200-050	13,900.00	1,031.71	10,678.47	0.00	3,221.53	76.82
GROUP INSURANCE	10-00-4200-060	24,900.00	2,143.06	15,504.61	0.00	9,395.39	62.26
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,094.34	10,752.06	0.00	11,547.94	48.21
POSTAGE	10-00-4200-100	2,000.00	425.00	825.00	0.00	1,175.00	41.25
TELEPHONE	10-00-4200-110	5,200.00	488.34	4,469.73	0.00	730.27	85.95
TRAVEL & TRAINING	10-00-4200-140	4,000.00	2,029.85	9,589.90	0.00	-5,589.90	239.74
M & R EQUIPMENT	10-00-4200-160	30,300.00	843.50	25,812.98	5,143.98	-656.96	102.16
ADVERTISING	10-00-4200-260	1,000.00	0.00	469.41	0.00	530.59	46.94
OFFICE EXPENSE	10-00-4200-320	3,000.00	758.03	2,588.47	0.00	411.53	86.28
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	6.01	459.73	0.00	540.27	45.97
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	186.60	1,194.98	0.00	5.02	99.58
CONTRACT SERVICES	10-00-4200-450	21,000.00	50.60	16,789.56	0.00	4,210.44	79.95
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	-13,912.80	0.00	-4,587.20	75.20
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	371.00	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	22,407.22	227,634.47	5,143.98	66,721.55	77.72

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(D)

Fiscal Year: 2017
Fiscal Month Range: 9-9

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

Selected Department Page 3
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	718.16	1,835.85	0.00	1,164.15	61.19
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	242.41	1,682.35	0.00	817.65	67.29
M & R EQUIPMENT	10-00-5000-160	8,800.00	922.93	5,527.14	0.00	3,272.86	62.80
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	12.99	12.99	0.00	187.01	6.49
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	-6,596.10	0.00	-2,203.90	74.95
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	1,896.49	50,230.19	0.00	134,969.81	27.12

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

Selected Department *Page 4*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	18,641.05	183,879.97	0.00	48,820.03	79.02
FICA EXPENSE	10-10-5100-050	17,800.00	1,417.69	14,002.94	0.00	3,797.06	78.66
GROUP INSURANCE	10-10-5100-060	41,500.00	3,714.17	37,097.36	0.00	4,402.64	89.39
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	1,813.19	22,275.61	0.00	8,024.39	73.51
TELEPHONE	10-10-5100-110	2,000.00	122.52	986.83	0.00	1,013.17	49.34
TRAVEL & TRAINING	10-10-5100-140	500.00	186.81	328.81	0.00	171.19	65.76
M & R EQUIPMENT	10-10-5100-160	5,000.00	445.00	2,580.00	0.00	2,420.00	51.60
M & R AUTO	10-10-5100-170	4,000.00	1,488.97	3,356.14	0.00	643.86	83.90
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	10,000.00	450.41	4,538.40	0.00	5,461.60	45.38
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	332.90	332.90	0.00	667.10	33.29
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	90.00	2,229.61	0.00	270.39	89.18
UNIFORMS	10-10-5100-360	1,700.00	0.00	514.86	0.00	1,185.14	30.28
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	160.49	0.00	139.51	53.49
CAPITAL OUTLAY	10-10-5100-730	34,100.00	0.00	0.00	34,087.00	13.00	99.96
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		403,100.00	33,452.71	286,533.92	34,087.00	82,479.08	79.53

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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10 GENERAL FUND

Selected Department Page 5
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	37,581.97	0.00	13,318.03	73.83
FICA EXPENSE	10-10-5400-050	3,900.00	294.42	2,875.80	0.00	1,024.20	73.73
GROUP INSURANCE	10-10-5400-060	8,300.00	742.80	7,637.07	0.00	662.93	92.01
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	378.71	4,536.48	0.00	1,763.52	72.00
TELEPHONE	10-10-5400-110	800.00	87.47	477.61	0.00	322.39	59.70
TRAVEL & TRAINING	10-10-5400-140	2,500.00	36.46	1,900.10	0.00	599.90	76.00
M & R EQUIPMENT	10-10-5400-160	1,800.00	0.00	0.00	0.00	1,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	63.02	0.00	636.98	9.00
AUTO SUPPLIES	10-10-5400-310	800.00	45.05	144.11	0.00	655.89	18.01
DEPARTMENT SUPPLIES	10-10-5400-330	3,450.00	51.39	2,579.89	0.00	870.11	74.77
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	25.00	275.00	0.00	975.00	22.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	750.00	60.00	795.00	0.00	-45.00	106.00
CAPITAL OUTLAY	10-10-5400-730	2,000.00	0.00	0.00	1,844.99	155.01	92.25
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,569.94	58,866.05	1,844.99	23,488.96	72.10

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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Selected Department Page 6
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,800.00	4,300.80	41,640.13	0.00	13,159.87	75.98
FICA EXPENSE	10-20-5550-050	4,200.00	329.01	3,188.68	0.00	1,011.32	75.92
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	742.80	7,419.35	0.00	880.65	89.39
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	423.20	5,029.76	0.00	1,770.24	73.96
TELEPHONE	10-20-5550-110	700.00	80.02	362.64	0.00	337.36	51.80
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	62.00	62.00	0.00	438.00	12.40
AUTO SUPPLIES	10-20-5550-310	3,500.00	82.63	1,126.70	0.00	2,373.30	32.19
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	50.85	98.35	0.00	2,401.65	3.93
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	0.00	-3,835.50	0.00	-1,264.50	75.20
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	6,071.31	56,077.11	0.00	24,322.89	69.74

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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10 GENERAL FUND

Selected Department *Page 7*
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	8,070.84	82,526.00	0.00	28,874.00	74.08
FICA EXPENSE	10-20-5600-050	8,600.00	670.17	6,366.44	0.00	2,233.56	74.02
GROUP INSURANCE	10-20-5600-060	24,900.00	2,228.40	22,258.05	0.00	2,641.95	89.39
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	953.79	9,977.06	0.00	3,722.94	72.82
TELEPHONE	10-20-5600-110	200.00	80.02	175.54	0.00	24.46	87.77
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	295.00	0.00	1,705.00	14.75
M & R EQUIPMENT	10-20-5600-160	2,000.00	48.92	757.99	0.00	1,242.01	37.90
M & R TRUCKS	10-20-5600-170	3,500.00	2.99	1,628.21	0.00	1,871.79	46.52
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	313.35	4,378.40	0.00	3,621.60	54.73
DEPARTMENT SUPPLIES -	10-20-5600-330	4,800.00	172.20	2,551.22	0.00	2,248.78	53.15
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	0.00	3,329.00	0.00	8,671.00	27.74
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	-36,735.00	0.00	-12,265.00	74.96
CAPITAL OUTLAY	10-20-5600-730	302,400.00	5,455.61	20,908.08	0.00	281,491.92	6.91
STREET LIGHTING	10-20-5600-740	23,500.00	1,652.16	16,004.75	0.00	7,495.25	68.10
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	1,602.97	5,124.49	0.00	2,875.51	64.05
SIGNS AND PAINTING	10-20-5600-755	4,500.00	11.78	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	2,000.00	749.50	2,429.47	0.00	-429.47	121.47
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	22,012.70	164,199.38	0.00	396,700.62	29.27

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

Selected Department *Page 8*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	24,952.42	0.00	8,747.58	74.04
CONTRACT SERVICES	10-30-5800-040	15,000.00	888.00	12,360.00	0.00	2,640.00	82.40
FICA EXPENSE	10-30-5800-050	2,600.00	192.70	1,908.82	0.00	691.18	73.41
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	742.80	7,419.35	0.00	880.65	89.39
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	247.85	3,015.46	0.00	1,184.54	71.79
TELEPHONE	10-30-5800-110	750.00	87.47	437.50	0.00	312.50	58.33
UTILITIES	10-30-5800-130	500.00	42.25	364.74	0.00	135.26	72.94
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	77.85	0.00	322.15	19.46
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	670.85	0.00	829.15	44.72
AUTO SUPPLIES	10-30-5800-310	5,000.00	102.03	1,128.51	0.00	3,871.49	22.57
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	499.67	717.46	0.00	282.54	71.74
UNIFORMS	10-30-5800-360	750.00	0.00	0.00	0.00	750.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	2,044.36	12,114.54	0.00	385.46	96.91
TIPPING FEES	10-30-5800-550	12,000.00	264.45	6,406.35	0.00	5,593.65	53.38
CAPITAL OUTLAY - SANIT	10-30-5800-730	64,000.00	0.00	0.00	62,804.00	1,196.00	98.13
TOTAL DEPT: (5800) SANITATION		162,200.00	7,630.42	71,573.85	62,804.00	27,822.15	82.84

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

Selected Department *Page 9*
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	72.30	2,040.17	0.00	959.83	68.00
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	72.30	7,040.17	0.00	10,959.83	39.11
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	108,686.56	951,130.99	113,879.97	813,989.04	56.67

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: March 31, 2017
30 WATER FUND

Selected Department *Page 10*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	2,590.00	3,300.00	0.00	5,200.00	38.82
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	1,716.12	0.00	1,283.88	57.20
TELEPHONE	30-91-8100-110	2,500.00	87.47	1,079.21	0.00	1,420.79	43.16
UTILITIES	30-91-8100-130	30,600.00	2,572.10	20,967.49	0.00	9,632.51	68.52
TRAVEL & TRAINING	30-91-8100-140	2,000.00	100.00	100.00	0.00	1,900.00	5.00
M & R WELLS	30-91-8100-150	28,000.00	401.31	3,690.41	0.00	24,309.59	13.18
M & R EQUIPMENT	30-91-8100-160	9,900.00	17.50	5,982.51	1,626.86	2,290.63	76.86
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	234.01	2,647.27	0.00	2,852.73	48.13
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	210.32	1,354.54	0.00	1,145.46	54.18
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	65,100.60	0.00	21,699.40	75.00
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	57,000.00	4,980.94	7,136.76	0.00	49,863.24	12.52
DEBT PAYMENT	30-91-8100-900	97,600.00	0.00	19,101.59	0.00	78,498.41	19.57
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	11,384.78	133,577.23	1,626.86	201,295.91	40.17
TOTAL FUND: (30) WATER FUND		336,500.00	11,384.78	133,577.23	1,626.86	201,295.91	40.17
TOTAL EXPENDITURES		2,215,500.00	120,071.34	1,084,708.22	115,506.83	1,015,284.95	54.17

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TOWN OF MONTREAT
Revenue Statement
Period Ending: March 31, 2017
30 WATER FUND

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	10,882.41	9,117.59	54.41
WATER SALES	30-91-3500-500	143,500.00	7,073.08	95,668.34	47,831.66	66.66
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,046.60	126,391.37	38,608.63	76.60
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.30	811.30	188.70	81.13
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	100.00	575.00	425.00	57.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	18,343.62	-18,343.62	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	21.25	179.38	320.62	35.87
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	3,000.00	299.76	1,554.94	1,445.06	51.83
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	51.64	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	21,682.63	254,407.30	82,092.70	75.60
TOTAL REVENUE:		2,215,500.00	98,995.87	1,514,405.08	701,094.92	68.35%

**Town of Montreat
April 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>
Redwing Cottage LLC		507 Wyck Road	N/A	5278	4/3/2017	Plumbing-Sewer Line
MRA		309-A Collegiate Circle	N/A	5279	4/4/2017	Commercial Repairs
Herrin	Rebecca	381 West Virginia Road	N/A	5281	4/17/2017	Plumbing-Repairs
Sherry Dennis Trust		122 Kanawha Drive	N/A	5282	4/19/2017	Mechanical-Change Out
Potter	John	183 Mississippi Road	N/A	5283	4/21/2017	Plumbing Repairs-Sewer Line

ZONING ACTIVITY

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

BUILDING INSPECTIONS

Building Permit Applications: 7
Building Inspections Requested: 18
Re-inspections Requested/Required: 2
Fire Inspections Requested/Required: None
Fire Permit Applications: None

Totals

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

Totals

Building Permits Issued: 5
Pending Building Permits: 2
Building Inspections Performed: 20
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: None
Fire Re-Inspections Performed: None
Fire Permits Issued: None

Combo Basic Report

Permits for 04/01/2017 to 04/30/2017

Report Date 05/01/2017

Source: Plumbing Permit: U2012-5278 Date Issued: 04/03/2017 Permit Expires: 04/03/2017 ID: 100068-P000151

Applicant: MR. ROOTER OF BUNC./HEND.: GLO Location: 507 WYCK RD

Permit Type: REPLACE SEWER LINE Structure: EXISTING HOME Cost Est: 0

Property Owner: REDWING COTTAGE LLC PIN: 072018050200000

Source: Building Permit: U2012-5279 Date Issued: 04/04/2017 Permit Expires: 10/04/2017 ID: 200081-B000678

Applicant: MOUNTAIN RETREAT ASSOCIATION Location: 309-A COLLEGIATE CIRCLE

Permit Type: COMM. REPAIRS Structure: REYNOLDS LODGE Cost Est: 4200

Property Owner: MOUNTAIN RETREAT ASSOCIATION PIN: 071096238500000-REYNOL

Source: Plumbing Permit: U2012-5281 Date Issued: 04/17/2017 Permit Expires: 10/17/2017 ID: 100538-P000152

Applicant: MR. ROOTER OF BUNC./HEND.: GLO Location: 381 WEST VIRGINIA TER

Permit Type: PLUMBING REPAIRS Structure: EXISTING HOME Cost Est: 0

Property Owner: REBECCA SUE HERRIN PIN: 071097011000000

Source: Mechanical Permit: U2012-5282 Date Issued: 04/19/2017 Permit Expires: 04/20/2018 ID: 100249-M000279

Applicant: BULLMAN HEATING & AIR, INC.: B Location: 122 KANAWHA DR

Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0

Property Owner: SHERRY DENNIS TRUST PIN: 071054832400000

Source: Plumbing Permit: U2012-5283 Date Issued: 04/21/2017 Permit Expires: 10/21/2017 ID: 100550-P000153

Applicant: BARLOWE PLUMBING SERVICE, INC. Location: 183 MISSISSIPPI RD

Permit Type: REPLACE SEWER LINE Structure: EXISTING HOME Cost Est: 0

Property Owner: JOHN R POTTER PIN: 071065815900000

Fee Detail Subsort Report

Report for 04/01/2017 to 05/01/2017

Sorted by Permit Number

Report Date 05/01/2017

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	
Mechanical	U2012-5285	05/01/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	6				Fee Totals	\$800.00	

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/01/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5157	04/01/2016	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1					Fee Totals	\$300.00
Mechanical	U2012-5158	04/04/2016	GAS	GAS	23552951	\$75.00	
Item Count	1					Fee Totals	\$75.00
Mechanical	U2012-5159	04/08/2016	CHANGE OUT	MECHANICAL	23621184	\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-5160	04/11/2016	RES. REPAIRS	HR FUND		\$10.00	
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	
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.	HR FUND	23807591	\$10.00	
Building	U2012-5165	04/19/2016	RES.	PERMIT	23807591	\$88.20	
Building	U2012-5165	04/19/2016	RES.	PLUMBING	23807591	\$100.00	
Item Count	4					Fee Totals	\$298.20
Item Count	13					Fee Totals	\$1,423.20

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/01/2017

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	BUILDING		\$144.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$244.00	
Building	U2012-5056	04/24/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5057	04/27/2015	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5058	05/01/2015	RES.	PLUMBING		\$100.00	
Building	U2012-5058	05/01/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5058	05/01/2015	RES.	PERMIT		\$156.00	
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	
Item Count	12				Fee Totals	\$1,282.00	

Last Inspect Records

Report for 04/01/2017 to 05/01/2017

Report Date 05/01/2017

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5266	554 COVENANT LANE	EWING &	RES.	PLUMBING R.I.	Building	04/03/2017	11:30 AM	APPROVED	//	DEC
U2012-5266	554 COVENANT LANE	EWING &	RES.	ELECTRICAL R.I.	Building	04/03/2017	3:00 PM	INCOMPLET	//	DEC
U2012-5273	99 KANAWHA DR	TRAVIS B	RETAINING	WALL FOOTINGS	Building	04/04/2017	11:00 AM	NOT READY	//	DEC
U2012-5273	99 KANAWHA DR	TRAVIS B	RETAINING	WALL FOOTINGS	Building	04/04/2017	1:00 PM	APPROVED	//	DEC
U2012-5266	554 COVENANT LANE	EWING &	RES.	ELEC. RE-INSPECT	Building	04/04/2017	5:00 PM	APPROVED	//	DEC
U2012-5278	507 WYCK RD	MR. ROOTER OF	REPLACE SEWER	WTR. SERV/SEWER	Plumbing	04/05/2017	11:30 AM	APPROVED	//	DA
U2012-5266	554 COVENANT LANE	EWING &	RES.	INSULATION	Building	04/05/2017	12:00 PM	APPROVED	//	DA
U2012-5280	134 KANAWHA DR	LEE LYDA	SERVICE	ELECTRICAL	Electrical	04/19/2017	10:00 AM	NOT READY	//	DEC
U2012-5280	134 KANAWHA DR	LEE LYDA	SERVICE	ELECTRICAL	Electrical	04/19/2017	2:15 PM	APPROVED	//	DEC
U2012-5281	381 WEST VIRGINIA TER	MR. ROOTER OF	PLUMBING	SEWER LINE	Plumbing	04/20/2017	11:30 AM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	ELEC. RE-INSPECT	Building	04/21/2017	10:00 AM	*APPROVED	//	DEC
U2012-5263	207 HANOVER TER	HARRISON HOMES	RES.	MECHANICAL R.I.	Building	04/21/2017	3:30 PM	APPROVED	//	DEC
U2012-5263	207 HANOVER TER	HARRISON HOMES	RES.	PLUMBING R.I.	Building	04/21/2017	3:45 PM	FAILED	//	DEC
U2012-5263	207 HANOVER TER	HARRISON HOMES	RES.	PLUMBING	Building	04/26/2017	11:00 AM	*APPROVED	//	DEC
U2012-5283	183 MISSISSIPPI RD	BARLOWE	REPLACE SEWER	SEWER LINE	Plumbing	04/26/2017	4:30 PM	APPROVED	//	DEC
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	ELECTRICAL R.I.	Building	04/27/2017	11:00 AM	APPROVED	//	DEC
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	FRAMING	Building	04/27/2017	11:15 AM	APPROVED	//	DEC
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	INSULATION	Building	04/28/2017	10:00 AM	APPROVED	//	DEC
U2012-5263	207 HANOVER TER	HARRISON HOMES	RES.	ELECTRICAL R.I.	Building	04/28/2017	10:00 AM	APPROVED	//	DEC
U2012-5255	438 KENTUCKY RD	ROB ROBINSON	RES.	BUILDING FINAL	Building	04/28/2017	11:30 AM	APPROVED	//	DEC

Inspection Count 20

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 11, 2017

SUBJECT: Promotion of Justyn Whitson to Officer Second Class

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
Department: Police
Contact: Interim Chief David Arrant
Presenter: Interim Chief David Arrant

BRIEF SUMMARY: Officer Justyn Whitson has completed three years of service with the Town of Montreat. During his three years, he has received no actions of discipline and has been a valuable employee. On April 13; Officer Whitson was administered, and passed the Patrol Officer Second Class examination.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the transference of rank and a two percent pay increase, per the Officer Advancement Program adopted in 2005 and amended in 2017.

FUNDING SOURCE: approved Police budget for 2016-2017

ATTACHMENTS: Career Advancement Program Outline Memorandum

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:



Montreat Police Department

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

In 2005, Chief of Police William McClintock introduced an Officer Advancement program. This course was presented to, and approved by the Town Council. Through testing administered at an individual's two year, four year, and six year mark; rank and pay rate was increased. These ranks consisted of Police Officer Second Class, Police Officer First Class, and Master Police Officer, respectively. Each promotion of rank carried with it, a 2% increase in annual pay. This was a very proactive step in employee retention, as well as recruitment.

Due to an unexpected development; this program was suspended, administratively, in early 2012, and has remained dormant since.

Over the course of the last several months, this program has been reassessed in an effort to lift said moratorium. While the general idea of the program will remain, in essence, the same; specific guidelines will be changed to reflect greater benefit to the Department and the Town itself.

While the rank structure will remain the same, there will now be additional criteria to be met, alongside testing. In addition, the timeline has been altered.

We will be moving from a two/four/six year plan to a three/six/nine year plan. These installments will carry a 2%, 3%, and 4% pay increase respectively. However, time in service will not be the only factor. Accumulated hours of additional North Carolina Criminal Justice Standards approved instruction will be integral. As well as acceptable performance of duties.

For eligibility at the three year mark, Officers must have accrued at least 120 hours of pre-approved continuing education. The six year mark will require 240 hours. And 360 hours for the nine year level.

Participation is not mandatory. Nor are these levels meant to be attained retroactively. For example; any Officer having already attained 8 years in service and 300 hours of training shall only be afforded the opportunity at Master Patrol Officer(9).

This program is certainly about incentives for the individual, however coupled with the continuing training and education, this is clearly a benefit for the Department and the Town of Montreat. Increased awareness and ability not only makes for a better Officer but, could also potentially reduce liability for the town. All of this also moves the Officer closer to their Advanced Certification from the North Carolina Criminal Justice Standards and Training Division.

As a byproduct, this will also address future disparity in pay scale between new hires and established personnel hired at a lower rate. Ultimately; this renewed program shall incentivize retention, as well as recruitment for future personnel. It will introduce a level of career development never before realized in this Department.

Jack Staggs
Chief of Police
Montreat Police Department

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

Meeting Date: May 11, 2017

SUBJECT: Rescheduling or Canceling Public Forums and Agenda Meetings

AGENDA INFORMATION:

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

BRIEF SUMMARY:

The Public Forums and Agenda Meetings are currently scheduled for the first Thursday of the month, one week prior to the regular meetings. During the annual Board of Commissioners retreat, staff was directed to present options to the Commission for either canceling or rescheduling the Agenda Meetings to enhance efficiency. At the May Agenda meeting staff presented three options and the Commission directed staff to explore and present an expanded range of options. Five options are presented here:

- Option A: Canceling - The Commission may cancel the Public Forums and Agenda Meetings. The Regular Meetings would continue on the second Thursday of the month and the agenda packets would continue to be distributed and posted the week prior to the regular meeting.
- Option B: Rescheduling to Same Day as Regular Meeting – The Commission may reschedule the Public Forums and the Agenda Meetings to the same day as the regular meeting. The Public Forums would begin at 6:00 PM and the Agenda Meetings at 6:30 PM. The Agenda Meetings would adjourn prior to the beginning of the regular meetings at 7:00 PM. The regular meeting would continue on the second Thursday of the month and the agenda packets would continue to be distributed and posted the week prior to the regular meeting. (Contingent upon space availability.)
- Option C: Rescheduling to Business Hours – The Commission may reschedule the Public Forums and the Agenda Meetings during business hours on the first Thursday of the month. The Public Forum could begin at 3:30 PM and the Agenda Meeting could begin at 4:00 PM. (Contingent upon space availability.)
- Option D: No Change to the Schedule with Current Staffing Level – The Commission may continue the Public Forums and Agenda Meetings as scheduled on the first Thursday of the month with its current level of staffing. Option D would not require a motion.

- Option E: No Change to Schedule with Reduced Staffing - The Commission may continue the Public Forums and Agenda Meetings as scheduled on the first Thursday of the month, but instruct only the Town Administrator and Town Clerk to attend regularly. Additional staff would attend at the request of the Town Commission or Town Administrator. Option E would not require a motion.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

- **Option A Suggested Motion**
Move to cancel the reoccurring Public Forums and Agenda Meetings on the first Thursday of the month at 7:00 PM in the Walkup Building.
- **Option B Suggested Motion**
Move to reschedule the reoccurring Public Forums and Agenda Meetings from the first Thursday of the month at 6:30 PM and 7:00 PM respectively to the second Thursday of the month at 6:00 PM and 6:30 PM respectively in the Walkup Building, adjourning prior to the regular meetings beginning at 7:00 PM. (Contingent upon space availability.)
- **Option C Suggested Motion**
Move to reschedule the Public Forums and the Agenda Meetings during business hours on the first Thursday of the month. The Public Forum will begin at 3:30 PM and the Agenda Meeting will begin at 4:00 PM. (Contingent upon space availability.)
- **Option D Suggested Motion – No Motion**
- **Option E Suggested Motion – No Motion**

FUNDING SOURCE:

Though difficult to quantify, canceling or rescheduling the Agenda Meetings allow for potential cost savings from the General Fund in the form of event space rental (\$50 per month) and staff compensatory time (comp. time.) Comp. time is not usually monetarily paid to the employee, except when a balance of unused hours remain at the time of termination of employment. However, comp. time is represented monetarily in Addendum 2, attached to this Request for Board Action.

ATTACHMENTS:

Addendum 1: Attendance data from February 2016 until April, 2017
 Addendum 2: Analysis of Hourly Compensatory Time by Selected Employees
 Addendum 3: Compensatory Time Leave Detail Report By Employee Names

STAFF COMMENTS AND RECOMMENDATIONS: N/A

Date	Public Forum	Agenda Meeting	Regular Meeting
Feb-16	N/A	17	32
Mar-16	38	38	60
Apr-16	22	20	39
May-16	18	20	38
Jun-16	19	19	35
Jul-16	25	25	35
Aug-16	12	25	35
Sep-16	24	28	25
Oct-16	6	5	25
Nov-16	5	4	15
Dec-16	18	6	20
Jan-17	18	20	40
Feb-17	27	N/A	30
Mar-17	13	13	42
Apr-17	30	N/A	42
Average Attendance	20	18.5	34.2

Addendum 1

Town of Montreat
Value of Compensatory Time By Selected Employee

Employee	Hourly wage	FICA	Retirement	Total
Angela Murphy	\$ 18.43	\$ 1.41	\$ 2.27	\$ 22.11
Stefan Stackhouse	\$ 23.10	\$ 1.77	\$ 2.85	\$ 27.72
David Currie	\$ 24.05	\$ 1.84	\$ 2.97	\$ 28.86
Steven Freeman	\$ 26.88	\$ 2.06	\$ 3.32	\$ 32.25
Barry Creasman	\$ 20.39	\$ 1.56	\$ 2.52	\$ 24.47
David Arrant	\$ 20.20	\$ 1.55	\$ 2.63	\$ 24.37
Police Officer	\$ 17.69	\$ 1.35	\$ 2.30	\$ 21.34
Totals	\$ 150.74	\$ 11.53	\$ 18.85	\$ 181.12

Addendum 2

**COMPENSORY TIME LEAVE
DETAIL REPORT BY EMPLOYEE NAME**
as of 5/3/2017

EMPLOYEE	BALANCE
ALLEN, DARRICK	191.75
ARRANT, DAVID P	645.00
BLEVINS, ARMON L	64.00
COMRIE, PHYLLIS J	388.88
CREASMAN, BARRY G	112.74
CREASMAN, CLYDE W	321.00
CURRIE, DAVID	27.13
FREEMAN, STEPHEN L	185.50
HARRISON, MICHAEL L	92.75
MURPHY, ANGELA M	100.73
STACKHOUSE, STEFAN B	5.25
WHITSON, JUSTYN	302.50

Addendum 3



TOWN OF MONTREAT

Administration

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

MEMORANDUM

DATE: May 11, 2017
TO: Montreat Board of Commissioners
FROM: David Currie, Building Inspector/ Code Administrator
RE: Florida Terrace Rezoning, Permitted Uses and I/R Zoning District Considerations

BRIEF SUMMARY: It has been requested that Montreat Planning and Zoning Commission consider the possible impacts of rezoning the eastern side of Florida Terrace from I/R to R-1 Low-Density Residential, including limitations the proposed rezoning may impose on future uses. There are some existing non-conforming uses that also need to be highlighted as to the potential impacts the proposed rezoning may have. There also exists the possibility of rezoning only the subject lot as R-1 instead of the entire eastern side of the street.

STAFF COMMENTS: The current zoning designation of Florida Terrace as Institutional/Residential allows both traditional residential uses of single- and two-family residential dwellings, multi-family, boarding houses, lodges and bed and breakfast uses. There are also a number of other non-residential uses permitted in the current zoning designation that are not commonly permitted in residential districts. This is due to the transitional proximity to the college and conference center properties. Once rezoned to R-1, legally existing non-conforming uses may continue until such time as they are changed to conforming uses, or if discontinued for a period of one year, may not be re-established and must come into conformity with the current requirements of the ordinance.

Traditionally, Montreat has seen a number of residential properties that were originally constructed as single-family residences pressed into service (over decades) as what should technically be classified as commercial residential uses under N.C. State Building Code and Fire Prevention Code. In 2007, the Town attempted to address the associated life safety concerns through the requirement of fire safety inspections of vacation/conference rental properties. This program ended in 2011, due to legislative review pertaining to a local government's ability to conduct inspections of rental property statewide. Our current zoning ordinance does not contain language that explicitly permits non-commercial properties to be utilized by churches for large groups of unrelated individuals, although these uses are understood to be *de rigueur* in Montreat. "Group" dwellings as listed in the Permitted Uses Table (Article VII, 700) is also an

undefined term within the body of the zoning ordinance; consequently, plans submitted for new buildings intended to be occupied and used by church groups in these traditional ways would now be evaluated under defined terms in the ordinance - such as "Lodge."

The possibility of rezoning only one individual parcel (e.g. the subject parcel) as opposed to the entire eastern side of the street may incur judicial review as "spot zoning," if the zoning action is challenged. The primary concern is that the decision to spot zone must be shown to be reasonable and in the public interest. Relevant factors to be considered are:

- The size and nature of the tract;
- Compatibility with existing plans;
- Impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community;
- Relationship between the newly allowed uses in the spot rezoning and the previously allowed uses.

North Carolina law, unlike some other states, does allow spot zoning in certain circumstances, but the Town commission must be prepared to demonstrate that their decision is defensible under the criteria mentioned above. North Carolina does not mandate that spot zoning decisions must follow quasi-judicial process, nor is a local government council required to publish specific findings of fact as in typical evidentiary hearings. The cautionary note is that great care must be exercised to be certain that a decision is well grounded in the public's best interest and supported by clear facts relevant to the case.

ATTACHMENTS: Map showing all the existing I/R zoning district boundaries including the location of the subject parcel.

I/R District Properties



Legend

- Florida Terrace Property
- (I/R) Institutional/Residential District

0 340 680 1,360 2,040 2,720 Feet
Packet Page 84

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

Meeting Date: May 11, 2017

SUBJECT: Scheduling Annual Budget Workshops, Meetings, and Public Hearings

AGENDA INFORMATION:

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

BRIEF SUMMARY: The following proposed schedule allows the adoption of the annual budget within the statutorily required timeline.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

To move to adopt the following schedule of budget presentations, hearings, and workshops:

May 25	Presentation of proposed capital improvement plan (C.I.P.) and annual budget (presentation only)
June 1	Public hearing of the proposed C.I.P. and budget
June 8	Budget workshop held during regularly scheduled Commission meeting
June 20	Board of Commissioners adopt final budget

FUNDING SOURCE: Rental fees for the use of available meeting spaces are paid from the General Fund.

ATTACHMENTS: N/A

STAFF COMMENTS AND RECOMMENDATIONS: N/A