

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
March 1, 2018 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

- February 1, 2018, Town Council Agenda Meeting Minutes
- February 8, 2018, Town Council Public Forum Minutes
- February 8, 2018, Town Council Meeting Minutes
- Resolution #18-03-002 Honoring William "Billy" Graham

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

V. Town Administrator's Communications

- Consent Agenda Review
- Texas Road Bridge Update
- Town Hall Update
- Florida Terrace Update
- Other Items

VI. Administrative Reports

- Administration
- Finance
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

VII. Public Comment – Agenda Items

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

VIII. Old Business

A. Rules of Procedure

- **Suggested Motion:** Move to amend Rule 4 and 7 as presented to reorganize the Town meeting schedules.

IX. New Business

A. Appoint Katie Widmer to Landcare Committee

- **Suggested Motion:** Move to appoint Katie Widmer to the Landcare Committee for a term of three years to expire on January 31, 2021.

B. Appoint Mark Spence to Board of Adjustment

- **Suggested Motion:** Move to appoint Mark Spence to the Board of Adjustment for a term of three years to expire on January 31, 2021.

C. Appoint Mason Blake to Planning & Zoning

- **Suggested Motion:** Move to appoint Mason Blake to the Planning & Zoning Committee for a term of two years to expire on January 31, 2020.

D. Website Overhaul Contract

- **Suggested Motion:** Move to approve the Website Contract as presented.

E. Contract Authority Delegation

- **Suggested Motion:** Move to amend Rule 23 of the Rules of Procedure as presented to delegate contract authority for contracts valued under \$5,000 to the Town Administrator.

F. Discussion of Part-Time Bookkeeper with Possible Action

G. Discussion of Communications Advisory Committee with Possible Action

H. GovDeals Property Disposal Resolution #18-03-001

- **Suggested Motion:** Move to approve Resolution #18-03-001 declaring certain items surplus and authorizing disposal by private negotiation and sale.

J. Bridge Beautification Committee

- **Suggested Motion:** Move to establish a citizens advisory committee for the aesthetics and design of pedestrian bridge on Texas Road.

K. First Class Mailing Solutions Postage Meter Lease and Support Contract

- **Suggested Motion:** Move to approve the First Class Mailing Solutions Postage Meter Contract as presented.

I. Public Comment – Other Topics

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

II. Commissioner Communications

III. Meeting Dates

Montreat Landcare

March 7, 2018, 9:00 a.m.
Allen Building
Swannanoa Room

March Town Council Meeting:

March 8, 2018, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

Tree Board:

Tuesday, March 27, 2018, 9:30 a.m.
Town Services Building

Florida Terrace Bid Opening:

Wednesday, April 4th, 3:00 p.m.
Town Services Building

IV. Closed Session (on 3/01/2018): To enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) to discuss a personnel matter.

V. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
February 1, 2018
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: Mayor Pro Tem Kent Otto

Town staff present: Alex Carmichael, Town Administrator
Dave Arrant, Chief of Police

Approximately 3 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Commissioner Lentz moved to adopt the agenda as presented. Commissioner Gilliland seconded and the motion passed 4/0.

Mayor's Communications

Mayor Helms stated that he had no communications for the evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- January 4, 2018, Town Council Agenda Meeting Minutes
- January 11, 2018, Town Council Public Forum Minutes
- January 11, 2018, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael stated that in the Texas Road Bridge process the Town of Montreat is looking for approval from the State Historic Preservation Office and then a signature from the engineer, DeWayne Sykes, and then it will go to the Department of Transportation for final approval.
- Mr. Carmichael stated that he will have additional communications next week.

Administrative Reports

Police Chief: Reports were in written form as requested by Council. Commissioner Widmer pointed out that there was a discrepancy in the month on the Police Report: stated December 2018 when it was supposed to be January 2018. Chief Arrant stated that he would make the correction prior to next week's meeting.

Public Works Director: Reports were in written form as requested by Council

Finance Officer: Mr. Carmichael stated that he hoped there would be an Executive Summary from the Finance Officer next week.

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.

Old Business

There was no Old Business to discuss this evening.

New Business

- A. Asbestos Abatement Contract: Mr. Carmichael stated that earlier in the year the Town of Montreat put out an informal bid process for asbestos abatement. The Town received two responses. The first response was a combination asbestos/demolition from D.H. Griffin which was \$9,050 and asbestos only from Southeastern Environmental Group, Inc for \$7,040. Mr. Carmichael stated that he has been told these estimates are all considered relatively high. An additional informal bid has been issued with responses due back by Tuesday, February 6th. Commissioner Lentz asked how many more bids would be received. Mr. Carmichael stated that he advertised on the website and sent the bid to three additional firms but so far he had not received a response.
- B. Appointment of Deputy Town Clerk & Oath of Office: This position was previously held by Stefan Stackhouse and it slipped through the cracks when he retired. The minutes are being recorded this evening and Town Clerk Angie Murphy will transcribe them and certify the signatures upon completion. Mr. Carmichael stated that this appointment would allow him to step in as Deputy Town Clerk in Ms. Murphy's absence and certify the minutes and signatures. Commissioner Widmer asked if there would be a conflict of interest between his position as

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
February 1, 2018**

Town Administrator and Deputy Town Clerk. Mr. Carmichael stated that the reality of a small town is that staff routinely serves in dual positions.

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.

Commissioner Communications

There were no Commissioner Communications this evening.

Upcoming Meeting Dates

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

<u>February Town Council Meeting:</u>	February 8, 2018, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.
<u>Annual Board Retreat:</u>	February 13, 2018, 3:00-8:00 p.m. The Left Bank
<u>Tree Board:</u>	February 27, 2018, 9:30 a.m. Town Services Building
<u>March Town Council Agenda Meeting:</u>	March 1, 2018, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	March 7, 2018, 9:00 a.m. Allen Building Swannanoa Room
<u>March Town Council Meeting:</u>	March 8, 2018, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Tree Board:</u>	Tuesday, March 27, 2018, 9:30 a.m. Town Services Building

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
February 1, 2018**

Closed Session (on 2/08/2018): There will be a Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter as well as approving Closed Session Minutes for May and June.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Lentz seconded and the motion carried 4/0. The meeting was adjourned at 7:18 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Public Forum Meeting
February 8, 2018
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: None

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

Approximately 10 members of the public were also present. Mayor Helms called the meeting to order at 6:30 p.m., led the group in a moment of silence.

Agenda Approval

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

Public Forum

Tom Frist of 98 Frist Road mentioned the recent passing of Sam Hope and how much he meant to the Town. Mr. Frist stated that he felt bad about the declined participation in the valuable Public Forum period. Mr. Frist also stated that he would like to informally hear about the annexation and the sale of the Creek Side Property. Mr. Carmichael stated that the Town closed on the Creek Side Property around Christmas. On tonight's agenda there is a proposal for asbestos abatement which will take a three week process to complete and then the Town can move forward with demolition. The Town of Montreat and Town of Black Mountain sent a joint resolution to the General Assembly in December. The General Assembly will meet again in May and it is likely that the entire delegation will be in support of the annexation since both Towns are in agreement. The de-annexation/annexation could happen as early as summer. The annexation process will not put us behind in the demolition of the Creek Side Building. Mr. Carmichael stated that Town Staff are in the process of rerouting power lines and water lines for the new Public Works Building and the next step will be to have an engineer cap off the existing well. Mr. Frist asked if the Police Force would be divided into the current Town Services Building rather than in the new Town Hall. Mr. Carmichael stated that would be up to the discretion of the Council. The current Town Services Building floods often so it would be a hard building to keep evidence and public records safe. The current Town Services Building will still be used for water production as the lease states. Mayor Helms stated that Council will take the existing space study and start paring it down considerably.

**Montreat Board of Commissioners
Town Council Public Forum Meeting Minutes
February 8, 2018**

Mayor Helms envisions the building keeping with the spirit of Montreat but with the ability to add-on in the future if needed. All of these decisions will of course be made by Council. Mr. Frist asked for an update on the Texas Road Bridge. Mr. Carmichael stated that the Town is still waiting to hear from the State Historic Preservation Office. Once they approve our engineer can sign the document and then it will go to the Department of Transportation. Mayor Helms stated that the Florida Terrace Property has been rezoned residential into two relatively equal sized lots and it will eventually be put up for sale.

Mary Jo Clark of Montreat, thanked the Commission for running for office. She stated she was hopeful for the future of Montreat.

Joe Kirkland of Montreat College announced that every 2nd week of February the College routinely likes to expose to their students injustices in the world. This year they are focusing on Compassion International. There will be speakers on Monday and Wednesday at 10:00 a.m. in Graham Chapel. On the Black Mountain Campus Compassion International will have a 80 ft truck which expands 40 ft wide and will house an interactive experience. The College is expecting 2,000 visitors between 11:00 a.m. to 7:00 p.m. Monday thru Thursday.

Judy Shuford of 613 Greybeard Trail, heard there was going to be a public input process in the appearance of the new Town Hall. Mr. Carmichael stated that we would discuss the next steps in the process at the retreat which will be held on February 13th in the Left Bank building. Mrs. Shuford thinks public input is an important part of the process.

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Lentz seconded and the motion carried 5/0. The meeting was adjourned at 6:50 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
February 8, 2018
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
Angie Murphy, Town Clerk
Justyn Whitson, Police Officer
Barry Creasman, Public Works Director
Adrienne Isenhower, Zoning Administrator

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

Agenda Approval

Commissioner Gilliland moved to approve the agenda as presented. Commissioner Widmer seconded the motion carried 5/0.

Mayor's Communications

Mayor Helms remarked that there had been a lot of illness and subsequent deaths plaguing Montreat and he asked to keep those affected in our thoughts and prayers.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- January 4, 2018, Town Council Agenda Meeting Minutes
- January 11, 2018, Town Council Public Forum Minutes
- January 11, 2018, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael stated that Adrienne Isenhower met with High Country Surveyors today and they have completed the field work portion of the Florida Terrace Recombination Survey. Mr. Carmichael expects to have that completed and recorded by next week which will allow us to start advertising the property for sale.
- Mr. Carmichael stated that on the table tonight there was a financial report from Erin Marie Wheeler. Mrs. Wheeler will be at the retreat to answer any questions and is available to answer questions by phone from the office.
- Commissioner Fouche asked about the MSD discrepancy as mentioned in the Executive Summary. Mr. Carmichael stated that MSD provides sewer service for Montreat but they base their billing on what we report for water usage. We have a one month bill of over \$100,000 and we believe that the utility billing module and the general ledger module are experiencing a miscommunication between each other. This miscommunication has led to increasingly high water bills for residents as well. Buncombe County is working with us to investigate the correct amount of monies owed to MSD. Commissioner Widmer asked what the material impact of this would mean to Montreat. Mr. Carmichael stated that the Town had withheld the most recent payment due to allow time to investigate the correct amount.

Administrative Reports

Police Chief: Reports were in written form as requested by Council.

Public Works Director: Reports were in written form as requested by Council.

Streets/Sanitation: Reports were in written form as requested by Council.

Public Comments

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

There were no public comments at this time.

Old Business

There was no Old Business to discuss this evening.

New Business

- A. Asbestos Abatement Contract: Mr. Carmichael stated that in September of last year the Town received two asbestos abatement bids in an informal bid process. This January the Town reached out to three more firms and publicized the request on the Town website and we had no responses. Mr. Carmichael stated that he has presented the lowest bid from September to Council for approval this evening. Southeastern Environmental Group, Inc. will be ready tomorrow to move forward with the permit process which will take approximately two weeks then they will remove the asbestos in a one-day process and then the asbestos removal will be certified. The total time for the whole process will be three weeks. Commissioner Gilliland moved to approve the contract for Asbestos Abatement as presented. Commissioner Lentz seconded the motion. Commissioner Fouche questioned why other firms did not respond to the bid request. Mr. Carmichael stated that a lot of work is put into a bid request and this is a relatively small job. Commissioner Widmer stated that this proposal was 5 months old and questioned whether the price would still be accepted. Mr. Carmichael stated that he had spoke with the company and they are standing by their initial bid. The motion carried 5/0.
- B. Appointment of Deputy Town Clerk & Oath of Office: Commissioner Gilliland moved to appoint Alex Carmichael as Deputy Town Clerk. Commissioner Fouche seconded the motion. Mr. Carmichael stated that among the duties of Town Clerk is transcribing and certifying the minutes. By appointing Mr. Carmichael as Deputy Town Clerk he will be able to transcribe and certify in the absence of Ms. Murphy. The motion carried 5/0. Town Clerk Angie Murphy administered the Oath of Office for Mr. Carmichael.

Public Comments-Other Topics

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

There was no Public Comment this evening.

Commissioner Communications

Commissioner Fouche responded to a rumor that she was moving to Highland Farms. That rumor is not true she will remain residing in Montreat.

Commissioner Widmer reported that he did a ride-along with Chief Arrant last month. Commissioner Widmer spent two hours driving the 26 miles of road which officers usually do 2-3 times a shift. There was not a whole lot going on but Commissioner Widmer is grateful for that statistic. Commissioner Widmer stated that we should feel confident in the work of the Police Department.

Upcoming Meeting Dates

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

<u>Annual Board Retreat:</u>	February 13, 2018, 3:00-8:00 p.m. The Left Bank
<u>Tree Board:</u>	February 27, 2018, 9:30 a.m. Town Services Building
<u>March Town Council Agenda Meeting:</u>	March 1, 2018, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	March 7, 2018, 9:00 a.m. Allen Building Swannanoa Room
<u>March Town Council Meeting:</u>	March 8, 2018, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Tree Board:</u>	Tuesday, March 27, 2018, 9:30 a.m. Town Services Building

Closed Session

Commissioner Widmer moved to enter into Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter as well as approving Closed Session Minutes for May and June. Mayor Pro Tem Otto seconded and the motion carried 5/0.

Upon returning to Open Session no business was conducted.

Adjournment

There being no further business, Commissioner Widmer moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:57 p.m.

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

Tim Helms, Mayor

Angela Murphy, Town Clerk



TOWN OF MONTREAT

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

RESOLUTION #18-03-002 HONORING WILLIAM "BILLY" GRAHAM

WHEREAS, William Franklin "Billy" Graham, Jr. was born on November 7, 1918, to William Franklin Graham and Morrow Coffey Graham and was ordained into the Southern Baptist Convention in 1939 ; and

WHEREAS, Reverend Graham married fellow Wheaton College classmate, Ruth McCue Bell in 1943, and from their union five children were born: Virginia Leftwich, Anne Morrow, Ruth Bell, William Franklin, and Nelson Edman; and

WHEREAS, Reverend Graham has been an admired and respected resident of the Montreat community since 1945; and

WHEREAS, after World War II, Reverend Graham gained international prominence as an evangelist through a series of crusades that began in 1949; and

WHEREAS, since 1950, Reverend Graham has conducted his ministry through the Billy Graham Evangelistic Association (BGEA), reaching multitudes of people by means of a weekly radio program, a newspaper column, magazine articles, televised crusades, and evangelistic films ; and

WHEREAS, Reverend Graham has received numerous awards and honorary degrees including the Gold Award of the George Washington Carver Memorial Institute, Big Brother of the Year Award, International Brotherhood Award from the National Conference of Christians and Jews, the Sylvanus Thayer Award from the United States Military Academy Association of Graduates at West Point, the Templeton Foundation Prize for Progress in Religion, the North Carolina Award for Public Service, the Presidential Medal of Freedom, and the Congressional Gold Medal; and,

WHEREAS, Reverend Graham has authored 27 books, including many best-sellers, and his messages have reached over 210 million people in over 185 countries ; and

WHEREAS, over the course of his ministry, Reverend Graham has distinguished himself as a man of great faith, showing a genuine interest in reaching out to people from all walks of life who have sought his counsel; and

WHEREAS, Reverend Graham is beloved by millions over all the world, including many in Montreat who are proud to call him neighbor and friend; and

WHEREAS, Reverend Graham passed away on February 21, 2018 at the age of 99;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners hereby mourns the passing and celebrates the life of William “Billy” Graham, honors his service to his country, community, family and faith, and directs that a certified copies of this Resolution be presented to his family members.

READ, APPROVED AND ADOPTED, this the 8th day of March, 2018.

[SEAL]

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of March, 2018, as it appears of record in the official minutes.

Angie Murphy
Town Clerk



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: SANITATION

Town Administration report for the period beginning February 1 and ending February 28, 2018.

Monthly Statistics

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	4
Minutes Transcribed	6
Resolutions Drafted	2
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	0
Purchase Orders	74
Account Reconciliations	153
Journal Entries Approved	78
Staff Hours: Regular	335.75
Staff Hours: Comp. Time Earned	7
Professional Development Hours	11
Website Posts	9
Social Media Posts	14
Code Red Alerts	1
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

- The Florida Terrace property bid opening will be in the Town Services building on Wednesday, 4/4/18 at 3:00 PM. This is open to the public and all are welcome.

Comments

- The Board of Commission Retreat was held on February 13th. The Commission made community group and departmental assignments, discussed its rules of procedure, and set goals and priorities for the year. Minutes from the retreat are anticipated to be available in April.

Staff Communications

- The annual budget cycle officially began this month with the Board of Commissioners Retreat. Commissioners reviewed the Capital Improvement Plan (CIP) and discussed priorities. A public meeting is scheduled for February 27th in order to give the public an opportunity to deliver comments and feedback on the CIP to staff. Staff will present that feedback to the Commission in April.
- The recombination survey for the Florida Terrace property is complete and recorded with the Register of Deeds. The bid opportunity will be advertised on Wednesday, February 28th.
- Support for the Town's request for Re-Evaluation of Categorical Exclusion for Texas Road Bridge has been received from the State Historic Preservation Office and our engineer at KCI. All documentation has been submitted to the NC Department of Transportation.
- Asbestos abatement began on the Creekside House this month and is anticipated to be completed by the time of the March Agenda Meeting.

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended January 31, 2018

	FYE 2018 Budgeted	Previously Reported	Current Month	FYE 2018 YTD Actual	FYE 17 Comparison YTD Actual	FYE 2018 Remaining Budget	Actual to Budget Percent	Statement Period	Variance
								7	
Revenues:									
Ad valorem taxes			\$ -			\$ -			
Other taxes and licenses		\$ -	\$ -	\$ -	\$ 27,357.55	\$ -			
MRA Comm Svc Fee	\$ -		\$ -			\$ -			
Permits and Fees			\$ -			\$ -			
Sales and Services	\$ 315,700.00	\$ 257,000.73	\$ (64,101.82)	\$ 192,898.91	\$ 177,686.14	\$ 122,801.09			
Investment earnings	\$ 193.00	\$ 140.16	\$ 11.84	\$ 152.00	\$ 139.35	\$ 41.00			
Other revenues	\$ 52,710.00	\$ 25,614.50	\$ 10,540.72	\$ 36,155.22	\$ 8,141.46	\$ 16,554.78			
Subtotal - Normal Operating	\$ 368,603.00	\$ 282,755.39	\$ (53,549.26)	\$ 229,206.13	\$ 213,324.50	\$ 139,396.87			
Restricted intergovernmental			\$ -		\$ -	\$ -			
Total revenues	\$ 368,603.00	\$ 282,755.39	\$ (53,549.26)	\$ 229,206.13	\$ 213,324.50	\$ 139,396.87	62.18%	58.33%	3.85%
Expenditures:									
Water Department	\$ 368,603.00	\$ 55,640.02	\$ 8,409.71	\$ 64,049.73	\$ 94,778.87	\$ 304,553.27	17.38%	58.33%	40.96%
Total expenditures	\$ 368,603.00	\$ 55,640.02	\$ 8,409.71	\$ 64,049.73	\$ 94,778.87	\$ 304,553.27	17.38%	58.33%	40.96%
Revenues over expenditures	\$ -	\$ 227,115.37	\$ (61,958.97)	\$ 165,156.40	\$ 118,545.63	\$ (165,156.40)			
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	\$ -	\$ 227,115.37	\$ (61,958.97)	\$ 165,156.40	\$ 118,545.63	\$ (165,156.40)			
Expenditure Recap:									
Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	\$ -			
Other Operating	\$ 288,603.00	\$ 53,821.32	\$ 8,409.71	\$ 62,231.03	\$ 73,806.98	\$ 226,371.97			
CIP/Grant Projects	\$ 80,000.00	\$ 1,818.70	\$ -	\$ 1,818.70	\$ 20,971.59	\$ 78,181.30			
Total Expenditures	\$ 368,603.00	\$ 55,640.02	\$ 8,409.71	\$ 64,049.73	\$ 94,778.57	\$ 304,553.27			

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended January 31, 2018

	FYE 2018	Previously	Current	FYE 2018	FYE 17 Comparison	FYE 2018	Actual to	Statement	Variance
	Budgeted	Reported	Month	YTD Actual	YTD Actual	Remaining Budget	Budget %	Period	
								7	
Revenues:									
Ad valorem taxes	\$ 967,843.00	\$ 726,640.02	\$ 227,089.16	\$ 953,729.18	\$ 803,358.36	\$ 14,113.82			
Other taxes and licenses	\$ 425,600.00	\$ 140,396.58	\$ 412.56	\$ 140,809.14	\$ 195,018.02	\$ 284,790.86			
Unrestricted intergovernmental	\$ 105,983.00	\$ 24,058.94	\$ -	\$ 24,058.94	\$ 6,165.05	\$ 81,924.06			
Permits and Fees	\$ 48,530.00	\$ 9,005.25	\$ 3,249.00	\$ 12,254.25	\$ 26,033.00	\$ 36,275.75			
Community Service Fee	\$ 45,000.00	\$ 38,614.00	\$ -	\$ 38,614.00	\$ 35,810.40	\$ 6,386.00			
Sales and Services	\$ 12,050.00	\$ 1,628.31	\$ 20.00	\$ 1,648.31	\$ 5,258.65	\$ 10,401.69			
Investment earnings	\$ 6,800.00	\$ 2,481.67	\$ 144.24	\$ 2,625.91	\$ 1,257.48	\$ 4,174.09			
Other revenues	\$ 229,000.00	\$ 18,632.43	\$ -	\$ 18,632.43	\$ 4,658.69	\$ 210,367.57			
Subtotal - Normal Operating	\$ 1,840,806.00	\$ 961,457.20	\$ 230,914.96	\$ 1,192,372.16	\$ 1,077,559.65	\$ 648,433.84	64.77%	58.33%	6.44%
Restricted intergovernmental	\$ 39,446.00	\$ 40,874.53		\$ 40,874.53	\$ 40,917.40	\$ (1,428.53)			
Contributions - Landcare	\$ -	\$ -		\$ -	\$ 2,000.00	\$ -			
Contributions - Open Space	\$ -			\$ -		\$ -			
Total Revenues	\$ 1,880,252.00	\$ 1,002,331.73	\$ 230,914.96	\$ 1,233,246.69	\$ 1,120,477.05	\$ 647,005.31	65.59%	58.33%	7.26%
Expenditures:									
Governing Body	\$ 72,229.00	\$ 18,627.09	\$ 129.98	\$ 18,757.07	\$ 20,571.94	\$ 53,471.93	25.97%	58.33%	32.36%
Administration	\$ 298,139.00	\$ 175,376.32	\$ 20,654.88	\$ 196,031.20	\$ 189,473.50	\$ 102,107.80	65.75%	58.33%	-7.42%
Public Buildings	\$ 434,514.00	\$ 53,276.61	\$ 1,260.77	\$ 54,537.38	\$ 50,064.29	\$ 379,976.62	12.55%	58.33%	45.78%
Police	\$ 416,300.00	\$ 150,621.53	\$ 33,099.06	\$ 183,720.59	\$ 227,391.29	\$ 232,579.41	44.13%	58.33%	14.20%
Building & Zoning	\$ 84,519.00	\$ 7,301.65	\$ 80.16	\$ 7,381.81	\$ 46,215.00	\$ 77,137.19	8.73%	58.33%	49.60%
Public Works	\$ 130,219.00	\$ 93,466.08	\$ 2,472.42	\$ 95,938.50	\$ 45,199.12	\$ 34,280.50	73.67%	58.33%	-15.34%
Streets	\$ 465,013.00	\$ 323,582.08	\$ 28,890.51	\$ 352,472.59	\$ 130,447.01	\$ 112,540.41	75.80%	58.33%	-17.47%
Powell Bill	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%	58.33%	0.00%
Sanitation	\$ 100,037.00	\$ 51,623.14	\$ 6,327.30	\$ 57,950.44	\$ 57,186.77	\$ 42,086.56	57.93%	58.33%	0.40%
Env/Cons/Rec	\$ 7,000.00	\$ 9,339.97	\$ 10.95	\$ 9,350.92	\$ 6,147.87	\$ (2,350.92)	133.58%	58.33%	-75.25%
Total expenditures	\$ 2,007,970.00	\$ 883,214.47	\$ 92,926.03	\$ 976,140.50	\$ 772,696.79	\$ 1,031,829.50	48.61%	58.33%	9.72%
Revenues over expenditures	\$ (127,718.00)	\$ 119,117.26	\$ 137,988.93	\$ 257,106.19	\$ 347,780.26	\$ (384,824.19)			
Other financing sources (uses):									
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -			
Fund Balance Appropriated:	\$ 127,718.00	\$ -	\$ -	\$ -	\$ -	\$ 127,718.00			
Total other financing sources	\$ 127,718.00	\$ -	\$ -	\$ -	\$ -	\$ 127,718.00			
Revenues and other sources over expenditures and other uses	\$ -	\$ 119,117.26	\$ 137,988.93	\$ 257,106.19	\$ 347,780.26	\$ (257,106.19)			
Expenditure Recap:									
Salaries & Benefits	\$ 922,544.21	\$ 432,909.40	\$ 56,097.35	\$ 489,006.75	\$ 566,143.90	\$ 433,537.46			
Other Operating	\$ 411,525.79	\$ 198,588.96	\$ 33,363.98	\$ 231,952.94	\$ 185,285.77	\$ 179,572.85			
CIP/Grant Projects	\$ 673,900.00	\$ 251,716.11	\$ 3,464.70	\$ 255,180.81	\$ 21,267.12	\$ 418,719.19			
Total Expenditures	\$ 2,007,970.00	\$ 883,214.47	\$ 92,926.03	\$ 976,140.50	\$ 772,696.79	\$ 1,031,829.50			

Town of Montreat
January 2018 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>
Steedley	Josh	340 Texas Road	N/A	5338	1/4/2018	Gas Furnace
Welker	Brian and April	152 Virginia Avenue	1/5/2018	5339	1/8/2018	Bathroom Remodel
Welker	Brian and April	152 Virginia Avenue	N/A	5339A	1/5/2018	New Heat Pump System
Montreat College		Yale Road	12/28/2017	5340	1/12/2018	Storage Shed at Baseball Field
Deibert	Donald	536 Calvin Trail	N/A	5342	1/12/2018	Replace Heat Pump
Deibert	Donald	536 Calvin Trail	1/9/2018	5343	1/23/2018	Addition to House/Retaining Wall
Cumming	Bob	399 West Virginia Terrace	N/A	5344	1/30/2018	Exterior Gas Line
Eckerd	Robert and Carol	556 Covenant Lane	N/A	5347	1/30/2018	Grading - Removing Trees

ZONING ACTIVITY

Zoning Permit Applications: 5
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None
Violations Reported: None

BUILDING INSPECTIONS

Building Permit Applications: 0
Building Inspections: 15
Fire Inspections Requested/Required: 1
Fire Permit Applications: None

Totals

Approved Zoning Permits: 2
Denied Zoning Permits: None
Pending Zoning Permits: 3
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: 7
Pending Building Permits: None
Building Inspections Performed: 15
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: None
Fire Re-Inspections Performed: 1
Fire Permits Issued: None



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: POLICE

Police report for the period beginning on January 28, 2018 and ending February 25, 2018. The remaining days will be reflected in next month's report.

Monthly Statistics

<u>MONTHLY POLICE STATISTICS REPORT</u>					
February	2018	2017	2016	2015	2014
Mileage	2253	3359	3094	2580	2206
Dispatched Calls	92	118	110	58	119
Officer-Initiated Calls	509	302	184	182	211
Fire/EMS Assistance Calls	4F/1E	5F/4E	12F/3E	4F/2E	14F/1E
Motorist/Other Assistance Calls	95	66	59	60	83
Traffic Stops	17	26	25	33	37
Parking Issues	11	6	3	2	5
Burglar/Fire Alarm Responses	2F/1B	0	4B/5F	2B	4B/2F
Residential/Building Checks	228	280	261	232	101
Ordinance violations	13	10	7	10	10
LE Agency Assistance Calls	24	11	14	7	30
Animal Calls	0	1	1	1	4
Larcenies	0	0	0	0	0
B&E Calls	0	0	1	0	0
Suspicious Person/Vehicle Investigations	2P/8V	5P/14V	19P/8V	8P/7V	5P/23V
Disturbance Calls	19	5	2	4	1
Accident Responses	1	0	6	3	1
Auxiliary Hours Worked	40R/76T	40R	32R	32R/16T	32R/24T
Truck turns at gate	5	0	1	2	2

Comments

- Town service: 427
- MRA service: 155

- College service: 12
- Fuel Cost: \$481.99

The month of February has seen some significant activity for the department. Starting with the recently replaced/added signage for parking issues; the department has been increasing enforcement in these areas. This attention to these areas will continue in order to retain accessibility for traffic and emergency vehicles.

Additionally, we have seen some acts of vandalism. A residence here has been the target of deliberate damage on multiple occasions recently. The department is working in conjunction with the owners to bring about a resolution to this activity. We do ask that anyone with information please contact us.

On the 24th, Montreat saw the annual Mount Mitchell Challenge Run pass through. This year approximately 500 runners participated with no notably injuries or incidents.

Obviously, the most impactful event of the month was the passing away of an icon. The Reverend Billy Graham passed away at his home on the 21st. This of course set into motion a lot of elements. Press coverage at the gate and around town began very quickly. I would like to express my appreciation to all the MPD Officers for their quick action and dedication. And also to all the Town Staff who helped in managing the ensuing activity. A thank you is also expressed to both BMPD and BCSO for their support and engagement. Myself and the department extend our deepest condolences to the family and loved ones of Reverend Graham.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: Water and Public Works

Water and Public Works report for the period beginning on February 1, 2018 and ending February 28, 2018.

Monthly Statistics

Gallons of Water Produced	4,773,400
Calls for Service	24
Water Leaks Repaired	3
New Water Lines Installed	0
Meters Read	674
Meter Replacements	0
FTE Staff Hours	299.75

Comments

- Staff discovered and repaired a significant water leak this month, which caused water production to be higher than normal.

Staff Communications

- We have demolished the old well house at the Well 4 site for the new Public Works facility. The well pump is scheduled to be removed and the well officially abandoned the week of February 26.
- The yearly Hydrant maintenance is almost complete.
- We are still flushing hydrants to relieve air pockets .This will take sometime to accomplish. Thank you for your patience.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: SANITATION

Sanitation report for the period beginning January 1, 2018 and ending January 31, 2018.

Monthly Statistics

Curbside Trash Collected (tons)	13.11
Curbside Recycling Collected (tons)	3.66
Diversion Rate	21.8%
Pay-As-You-Throw Trash Collected (bags)	30
Pay-As-You-Throw Recycling Collected (bags)	2
Unique Curbside Stops	1,438
Bagged Leaf Pickup (bags)	124
Brush Pickup (cubic yards)	49.78
Hauling Fees (dollars)	\$897.58
Tipping Fees (dollars)	\$604.58
Dumpster Rental Fees(dollars)	\$200.72
FTE Staff Hours: Regular/Comp. Time Earned	94
Contracted Employee Staff Hours	78
Fuel (dollars)	\$145.20

Events and Schedule Changes

- The next bulky Item Pickup is July 10, 2018.

Comments

- In addition to regular brush pickup, 38 Christmas trees were collected by Sanitation in January.

Staff Communications

- N/A



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: STREETS

Streets report for the period beginning on February 1, 2018 and end February 28, 2018.

Monthly Statistics

Roads Maintained	15.12
New Roads Added	0
Sand Applied	0
Ice Melt Applied	0
FTE Staff Hours	272.75
Contracted Employee Staff Hours	21
Fuel	\$615.80

Comments

- N/A

Staff Communications

- Leaf removal is complete for the year. 54 dump truck loads of leaves were removed from the streets and ditch lines of the Town.
- We have started site clean up and building demolition for the Public Works facility.
- If you know anyone that needs leaf mulch for their garden please let them know the Town has plenty available for free.
- Road shoulder repair is almost complete on Mecklenburg Circle.

Town of Montreat
Board of Commissioners
Rules of Procedure
(Adopted 11/14/2002)
(Revised 2/13/2003); (Revised 9/11/2003); (Revised 1/8/2004)
(Revised 8/14/2008); (Revised 2/12/2015)

Rule 1. Regular Meetings

The Board shall hold a regular meeting on the second Thursday of each month and said meeting shall begin at 7:00 p.m. During months when a Public Hearing is scheduled, the regular meeting will begin with the Public Hearing.

Rule 2. Special, Emergency and Recessed (or Adjourned) Meetings

- A. Special Meetings.** The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. At least 48 hours before a special meeting is call in this manner, written notice of the meeting shall be (1) delivered to the Mayor and each Board member or left at his or her usual dwelling place; (2) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (3) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly-called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place and purpose. At least 48 hours before a special meeting called in this manner, notice of the time, place and purpose of the meeting shall be (1) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (2) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Such notice shall also be mailed or delivered at least 48 hours before the meeting to each Board member not present at the meeting at which the special meeting was called or scheduled, and to the Mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

- B. Emergency Meetings.** Emergency meetings of the Board of Commissioners may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting. Once of the following two procedures must be followed to call an emergency meeting of the Board:
1. The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call an emergency meeting by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. The notice shall be delivered to the Mayor and each Board member or left at their usual dwelling place at least six hours before the meeting.
 2. An emergency meeting may be held at any time when the Mayor and all members of the Board are present and consent thereto, or when those not present have signed a written waiver of notice provisions. Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local radio station and local television station that has filed a written emergency meeting notice request including their telephone number(s) with the Town Clerk. This notice shall be given either by telephone or by the same method used to notify the Mayor and Board members and shall be given at the expense of the party notified.
- C. Recessed or Adjourned Meetings.** A properly called regular, special or emergency meeting may be recessed or adjourned to a time and place certain by a procedural motion made and adopted in open session during the regular, special or emergency meeting. The motion shall state the time and place where the meeting will reconvene. No further notice need be given of a recessed or adjourned session of a properly called regular, special or emergency meeting.

Rule 3. Organizational Meeting

On the second Thursday in December following a general election in which municipal officials are elected, the Board shall meet for the newly elected members to subscribe to the oath of Office as the first item of New Business. As the second item of New Business, the Board shall elect a Mayor Pro Tem from among its members. The organizational meeting shall not be held before the municipal election results are officially determined, certified and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. Agenda

I. ~~Agenda and~~ Regular Meetings

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

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

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

II. Special, Emergency and Workshop Meetings

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

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

Rule 5. Public Address to the Board

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

Rule 6. Public Comments

- A. Public comments will be heard at the beginning of the meeting for items on the agenda. Any individual speaking during the public comment period shall address the entire Board and any polling of the Commissioners is inappropriate for public comment.
- B. The time limit for any individual or representative of a group addressing the Board shall be three minutes, unless a majority of the Board agrees to additional time.
- C. Commissioners are not expected to comment on matters brought to the Board during this time, but to delay action or comment until the Town staff has had an opportunity to research the subject matter and report any necessary and relevant information to all Board members.

Rule 7. Order of Business

~~I. Agenda Meeting~~

- ~~A. Items shall be placed in the agenda according to the "Order of Business." The purpose of the agenda meeting is to ask questions and thoroughly explore proposals that must be voted on at the regular meeting.~~
- ~~B. The Commissioners usually agree to discuss items and normally take action at the regular monthly meeting.~~
- ~~C. The Commissioner placing an item on the agenda should present that item. Questions or comments from the other Commissioners will then be heard. The Commissioner will make it known if the proposed item will be placed on the agenda for a vote, considered for further discussion, delegated to staff or other boards or deleted.~~
- ~~D. The meeting shall generally be limited to one and one-half hours.~~

II. Regular Meeting

- A. Items shall be placed on the agenda according to the "Order of Business." The Order of Business for each regular meeting shall be as follows:

- Welcome
- Pledge of Allegiance and Invocation
- Discussion and Adoption of Agenda
- Public Hearings (as needed or required by law)
- Presentations to Council (as needed)
- Mayor's Communications
- Consent Agenda
- Town Administrator's Communications
- Administrative Reports
- Public Comment for items on Agenda
- Old Business
- New Business
- Public Comment for items not on Agenda
- Commissioner Communications
- Closed Session (as permitted by law) – optional
- Return to open session and adjourn or continue

- B. However, by general consent of the Board, items may be considered out of this order. No item during the Town Administrator's report shall be given that requires a vote at that time, unless the Board has added said item to the agenda.
- C. Board approval to follow the meeting agenda automatically approves the Consent Agenda and approval of the minutes.
- D. Any attachment to the minutes must be approved by a vote of the Commissioners.
- E. The meeting shall generally be limited to one and one-half hours.

Rule 8. Office of the Mayor

- A. The Mayor shall preside at the meetings of the Board. A member must be recognized by the Mayor in order to address the Board. The Mayor shall have the following powers:

1. To rule any motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 3. To call a brief recess at any time;
 4. To adjourn in an emergency;
 5. To vote to break a tie vote of the Commissioners.
- B. The Town Attorney, Town Clerk or Deputy Town Clerk or his or her designee shall act as parliamentarian.

Rule 9. Office of the Mayor Pro Tem

The Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of a quorum. In the Mayor's absence, the Board may confer on the Mayor Pro Tem any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Board may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tem. When the Mayor declares that he or she is no longer incapacitated and a majority of the Board concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tem are absent from the meeting, the Board may elect from among its members a temporary Chair to preside at the meeting.

Rule 10. When the Presiding Officer is in Active Debate

If the Mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she shall designate another Board member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 11. Action by the Board

- A. The Board shall proceed by motion. Any member may make a motion.
- B. All motions require a second.
- C. A member may make only one motion at a time.

- D. A substantive motion is out of order while another substantive motion is pending.
- E. A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.
- F. The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to these general principles:
 - 1. The member who makes the motion is entitled to speak first;
 - 2. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
 - 3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 12. One Motion at a Time

A member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Voting by Written Ballot

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the Town Clerk's office immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 16. Debate

The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

- A. The maker of the motion is entitled to speak first;
- B. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
- C. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

In addition to substantive proposals, the following procedural motions, and no others, shall be in order. All motions require a second before the motion can be discussed. Unless otherwise noted, each motion is debatable, may be amended and requires a majority vote for adoption.

In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question or parliamentary law or procedure may be appealed to the Board, as specified in Rule 8. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. The motion may be made at any time by a member of the Board and requires a majority vote.

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Board, excluding the Mayor, unless he or she may vote in all cases, and any vacant seats.

Motion 6. To Go Into Closed Session. The Board may go into closed session for one or more of the permissible purposes listed in N.C.G.S. §143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on N.C.G.S. §143-318.11(a) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on N.C.G.S. §143-318.11(a) shall identify the parties in each existing lawsuit concerning which the Board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It By Paragraph. This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion whose consideration has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remained pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

Motion 10. Call of the Previous Question. The motion is not in order until there have been at least 20 minutes of debate, and every member of the Board has had at least once opportunity to speak.

Motion 11. To Postpone to a Certain Time or Day. In consideration of a motion that has been postponed, a new motion with the same effect cannot be introduced while the postponed matter remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 12. To Refer to a Committee or Board. The Board of Commissioners may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days after a motion has been referred to a committee or board, the introducer of the substantive motion may compel consideration of the measure by the Board of Commissioners, whether or not the committee has reported the matter back to the Board.

Motion 13. To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment would have the same effect as rejection of the original motion. A proposal to substitute

completely different wording for a motion or amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended but no further amendments may be made until the last-offered amendment is disposed of by vote. Any amendment to a proposed ordinance, policy, resolution or order shall be reduced to writing.

Motion 14. To Revive Consideration. The motion is in order at any time within 100 days after a vote to defer consideration of it. A substantive motion on which consideration had been deferred expires 100 days after the deferral, unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The motion to reconsider must be made by a member who voted with the prevailing side (the majority side except in the case of a tie, in which case the “noes” prevail) and at the meeting during which the original vote was taken, including an continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation of a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Board may vote to rescind actions it has previously taken or repeal item it has previously adopted. The motion is not in order if rescission or repeal of an item is forbidden by law.

Motion 17. To Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. For approval, the motion requires a vote equal to two-thirds of the actual membership of the Board excluding the Mayor, unless he or she may vote in all cases, and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 19. Renewal of a Motion

A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

Rule 20. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before a vote.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon

matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the meeting room or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed introduced on the date the subject matter is first voted on by the Board. N.C.G.S. §160A-75 provides that an ordinance may not be finally adopted at the meeting at which is introduced except by at least a two-thirds vote of the actual membership of Board, excluding vacant seats and not including the Mayor unless he or she has the right to vote on all questions before the Board.

Rule 23. Adoption of Ordinances and Approval of Contracts

- A. An affirmative vote equal to a majority of all the members of the Board not excused from voting on the question at issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify or authorize any contract on behalf to the Town. **Authority to execute contracts and change orders valued at \$5000 or less shall be delegated to the Town Administrator.** In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date of its introduction except by an affirmative vote of at least two-thirds of the actual membership of the Board, excluding vacant seats and not including the Mayor. No ordinance shall be adopted unless it has been reduced to writing before a vote on its adoption is taken.
- B. An affirmative vote equal to three-fourths of all the members of the Board of Commissioners shall be required for an ordinance making a change in a zoning regulation, restriction or boundary to become effective, if a valid protest petition is received in accordance with the requirements set out in N.C.G.S. §160A-385(a) and N.C.G.S. §160A-386. This rule shall not apply in those cases excepted by N.C.G.S. §160A-385(a).

Rule 24. Adoption of the Budget Ordinance

- A. Notwithstanding the provisions of any general law or local act:
 - 1. Any action taken with respect to the adoption of the Budget Ordinance may be taken at any regular, recessed or special meeting of the Board by a simple majority of those present and voting, a quorum being present.

2. No action taken with respect to the adoption or amendment of the Budget Ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinance or resolutions by the Board other than those requires by North Carolina General Statues.
3. The adoption and amendment of the Budget ordinance and the levy of taxes in the Budget ordinance are not subject to the provisions of any Town Charter or local act concerning initiative or referendum.

Rule 25. Closed Sessions

The Board may hold Closed Sessions as provided by law. The Board shall only commence a Closed Session after a motion to go into Closed Session has been made and adopted during an open meeting. The motion shall state the purpose of the Closed Session and must be approved by a majority vote of those Board members present and voting. The Board shall terminate the Closed Session by a majority vote. Only those actions authorized by statute may be taken in Closed Session. A motion to adjourn or recess shall not be in order during a Closed Session.

Rule 26. Quorum

A majority of the membership of the Board shall constitute a quorum. The number required for a quorum shall not be affected by vacancies. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 27. Public Hearings

Public hearings required by law, or deemed advisable by the Board, shall be organized by a special order and adopted by a majority vote setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time allotted for each speaker and any other pertinent matters. The special order is adopted by majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the determination of spokespersons for groups or persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the Open Meetings Law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the Open Meetings law applicable to board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also apply to hearings conducted by appointed committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(C) shall be followed in continuing a hearing at which a majority of the Board, or of a board committee (as applicable) is present.

At the appointed time, the Mayor or presiding officer shall call the hearing to order and then preside over it. When the allotted time expires or when no one who has not yet spoken wishes to do so, the Mayor or presiding officer shall declare the hearing closed.

The regular meeting begins with a public hearing during those months when a public hearing is scheduled as announced during the prior month's meeting.

During those months when a public hearing is scheduled as announced during the prior month's meeting, the Board's regular meeting will begin with that public hearing. The moderator may restrict or elect not to hear comments of a repetitious nature or place a time limit on individual remarks. The Second Reading and Third Reading will not usually take place during the same meeting as the public hearing.

Rule 28. Quorum of Public Hearings

A quorum of the Board shall be required at all public hearings required by State law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular meeting without further advertisement.

Rule 29. Minutes

- A. Full and accurate minutes of Board proceedings, including Closed Sessions, shall be kept. The Board shall also keep a general account of any Closed Session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection by the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in these minutes, and on the request of any Board member, the "ayes" and "noes" upon any question shall be taken. Members' and other persons' comments may be included in the minutes if the Board approves.

- B. Closed Session minutes will be kept as required by law. Minutes of Closed Sessions shall be sealed and withheld from public inspection so long as public inspection would frustrate the purpose of the Closed Session. The minutes may be unsealed either by Board action or by action of an agent of the Board such as the Town Attorney, if and when the Closed Session's purpose would no longer be frustrated by making these records public.

Rule 30. Appointments

- A. The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.
- B. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices:
- The Mayor shall open the floor for nominations, whereupon the names of possible appointees may be put forward by Board members.
 - The names submitted shall be debated.
 - When the debate ends, the Mayor shall call the roll of the Board members, and each member shall cast his or her vote.

If more than one appointee is to be selected, then each Board member shall have as many votes as there are slots to be filled. The votes from a majority of the Board members voting shall be required for appointment. A Board member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.

Rule 31. Committees and Boards

- A. **Establishment and Appointment.** The Board may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry out the work of Town government. Any specific provisions of law relating to the particular committees and boards shall be followed.
- B. **Open Meetings Law.** The requirements of the Open Meetings Law shall apply to all elected or appointed authorities, boards, commissions, councils or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial,

administrative or advisory functions. However, the Law's requirements shall not apply solely to a meeting of the Town's professional staff.

Rule 32. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment(s) of the Rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town Charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor.

Rule 33. References

- A. Suggested Rules of Procedure for a City Council, third edition by A. Fleming Bell, II is the source for these rules of procedure.
- B. To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

Effective Date

This document shall become effective upon its adoption.



TOWN OF MONTREAT

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

ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Widmer Kathleen Mary
(Last) (First) (Middle)

Physical Address: 218 Tennessee Road

Mailing Address: P.O. Box 1004

Home Phone: 828-357-5247 Alternate Phone: 804-647-1640

Email Contact Information: katwid@icloud.com

On which Board or Committee do you wish to serve?

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

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

I have been attending the landcare Committee meetings for over a year, as an interested community member. With the resignation of John Johnson, I would be honored to fill his unexpired term.

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

1. Uniting the community to share a common vision of cooperation as we seek the continued beautification of Montreat.
2. Caring for every aspect of our environment so it may continue as a welcoming respite for both visitors and residents.
3. Development of new and creative strategies to improve our beautiful town.

I believe landcare can play a part in each one of these three issues.
List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

I am excited to see Montreat flourish in every way. I want to become a part of a team that can contribute in creating an environment that is both beautiful and welcoming as well as user friendly. I think my enthusiasm and desire to help may be my best contribution.
Have you ever attended a regularly scheduled meeting of the selected board/committee? Yes

How much time are you able to devote to fulfill this obligation? Monthly meetings & committee assignments. I will give whatever time is needed to fulfill my responsibilities.



TOWN OF MONTREAT

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

ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name:

BLAKE

(Last)

R.

(First)

Mason

(Middle)

Physical Address:

419 APPALACHIAN WAY

Mailing Address:

P.O. Box 757, MONTREAT 28757

Home Phone:

321-720-8989

Alternate Phone:

Email Contact Information:

masonblake@gmail.com

On which Board or Committee do you wish to serve?

☐

Board of Adjustment

☐

Open Space Conservation Committee

☐

Comprehensive Plan Steering Committee

☒

Planning and Zoning Commission

☐

Montreat Landcare Committee

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

TO SERVE THE TOWN IN A CAPACITY WHERE I HAVE EXPERTISE.

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

1. COMPLETING PLANS FOR AND CONSTRUCTION OF TOWN HALL - MAY NEED TO OCCUR ^{SOME ZONING ACTION} ^{FOR ANCHORS} ^{PARCELS}
ON CLOSING THE DIVISIONS CREATED BY TOWN HALL /PAST ELECTION
CONTROVERSY - I BELIEVE I CAN HELP ACHIEVE THIS BY MY SERVICE
2. CONSERVATION/PRESERVATION OF MONTREAT'S UNIQUE NATURAL
BEAUTY AND RESOURCES - PLANNING; ZONING BOARD CAN PLAY
A ROLE IN THIS PROCESS

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

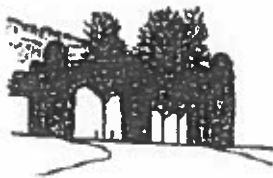
PRACTISED REAL ESTATE LAW FOR 35 YEARS - EXTENSIVE EXPERIENCE
IN LAND USE AND ZONING LAW. PAST MEMBER AND CHAIRMAN OF
ORANGE COUNTY, FLORIDA PLANNING AND ZONING BOARD

Have you ever attended a regularly scheduled meeting of the selected board/committee?

NO

How much time are you able to devote to fulfill this obligation?

SUFFICIENT



TOWN OF MONTREAT

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

ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Spence, Mark David
(Last) (First) (Middle)

Physical Address: 533 Magill Drive Montreat, NC 28757

Mailing Address: Box 338 Montreat, NC 28757

Home Phone: 828-669-5965 **Alternate Phone:** 808-779-5096

Email Contact Information: mark@wxops.com

On which Board or Committee do you wish to serve?

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

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

To participate in the continued development and oversight of standards and principals for maintaining
a growing, thriving and welcoming community for years to come.

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

Defining a clear community brand and strategic plan for growth.

Developing a collaborative community spirit through cooperative communication and consensus building.

Producing a strategic plan to use best of breed principals for building and infrastructure development

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

Have built several houses including upgrading a 1910 property in the designated Historic District of Georgetown SC.

Served as President of the Georgetown County Chamber of Commerce

Served on boards with sunshine laws in the past including the Hawaii Aerospace Advisory Commission.

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

How much time are you able to devote to fulfill this obligation? With notice, as required



Mr. Carmichael,

Thank you again for taking time to discuss your needs for the Town of Montreat. I added the notes taken from our meeting along with updated records. Bette has noted in Basecamp that she provided the reference of Nancy Lane with Cherokee. Please let me know if you need more recommendations.

Project Specific Needs:

- **REMNANT OF WEBSITE THAT REQUIRES REMOVAL.**

This is a "deep link" that needs to be deleted.

- <http://townofmontreat.org/TownofMontreatHomepage.htm>

- **DASHBOARD: Performance Metric - Arrests, recycling, waterline breaks... Currently In Excel (CSV Data points)**

- I demonstrated a drag-and-drop method of adding interactive percentage and numeric-based visuals. I recommend we...
 - Use this method for a quick visual (included *Part 1* of proposal)
 - Link to data details we import from CSV files. (CSV file import and design is in *Part 2-5 option*.)

- **Scrolling Photos**

- Our system includes numerous ways to add slideshows and galleries via a drag-and-drop

- **Blog Posts**

- Our system includes a drag-and-drop method of adding blog articles. You can also breakout blog articles according to different "tagging" methodologies.

- **Floating Toolbar absolute path on left with certain items**

- We can achieve this using CSS (basic programming language). We will need to define what links/icons are needed.

- **Scrolling Icons**

- Our system includes an in-depth set of icons that can be used.

- **Project Page**

- This can be achieved by adding content using our easy-to-use editor OR we can develop a custom area (*Part 2-5 option*)

- **Meetings & Events - See all events - Current events at the top.**

- Included in your system is a current events calendar. Your team can also use our system to design an area for upcoming events.

- **Dashboard monthly statistics - at a glance kcmo.org**
 - Included is Google Analytics for informational purposes.
- **All Financial reports - stored on the website - search**
 - This can be achieved in a basic format by adding them manually to a private page as needed OR, if you have them digitized, we can create a methodology for uploading PDF's via a CSV. Your organization would create a CSV, provide a bank of PDF's and we will upload them via a CSV import (*Part 2-5 Option*)
- **Events scheduler**
 - Included in the system is an event scheduler. You can specify users, availability slots and preset how individuals can schedule online.
- **GIS Portal - connect to property information - Need to look at integration options.**
 - This portion will need to be analyzed. It can be a very easy methodology. I recommend this portion be included if the integration is basic and hourly if complex.
- **Social Media Auto-Posting**
 - The system includes a connection to Facebook, Twitter and several other services. When content is added to the site, it can be distributed to your social profiles.
- **Announcement with Post Expirator**
 - Our system includes a method for posting messages in three codes (red, yellow, and green - in terms of urgency) and place them where desired.
- **Code Red investigate if it can post to website.**
 - This portion will need to be analyzed. It can be a very easy methodology. I recommend this portion be included if the integration is basic and hourly if complex.

Why Our Solution?

- We use a powerful dedicated server solution at Rackspace. This resource is a preferred choice in many instances.
- Our system includes regular updates, security, patches and third-party licensing.
- We can support your long-term efforts by providing professional graphics at a reduced rate as needed.
- We maintain partnerships with Google, Constant Contact, and have been certified by Adobe Systems while maintaining a membership with trusted resources, such as SEMPO.






WELCOME TO MAXWEBGEAR - WEBSITE DEVELOPMENT YOUR WAY



A DESIGNED APPROACH TO WEB DEVELOPMENT

Revisions and redesign are two of the most costly aspects of design. We have seen that some clients trust us to do a good job while others want to embrace more involvement in the design process. Our plans are based around your specific level of desired involvement. **All packages include the exact same features and hosting.** The only difference in our packages are how you want to approach the design process.

STEP 1 - CHOOSE YOUR WEB DESIGN PACKAGE

	 FAST TRACK	 COLLABORATION	 ENGAGEMENT
From Beginning to Going Live	14 Workdays	21 Workdays	Client-Driven
Total Number of Predesign Pages by our team	Up to 8 Pages (Client can also add unlimited pages)	Up to 12 Pages (Client can also add unlimited pages)	Client-Driven (Client can also add unlimited pages)
Design Strategy	Website Built Using Client Direction Form (provided after sign-up)	One Interactive Live, Online Design Session	Interactive Live, Online Design Sessions
Number Of Design Revisions	1 Up to total of 1.5 hours	2 Up to total of 3 hours	Client-Driven
Website Content * we also have stock content	Client provides text and other desired material*	Client provides text and other desired material*	Client-Driven
Live Design Session Hours Included	0	2.5	Client-Driven (Minimum of 12 hours)
 Payment Schedule	50% Deposit 50% Final Approval	50% initial 25% Design Approval 25% At Launch	\$450 Initial \$75/hr (hourly is billed weekly)
 Total Cost	\$1600 One Time \$60 Per Month	\$2250 One Time \$60 Per Month	All Work Billed Hourly @ \$75/hr
Web Features	All Websites Have the Exact Same Features and Use The Same Designers. The only difference is your design preference. All work USA based.		

WEBSITE FEATURES

- Hosting (Dedicated)
- Domain Management (if desired)
- GearBuild Power Editor - Our Easy To Use Website Editor. Management all your content: Photos, Videos, Text, Icons, and much more - NO PROGRAMMING NEEDED.
- Galleries
- Slideshows
- Call-To-Action Boxes
- Contact Form Builder
- Auto-Posting To Social Media (actual setup additional fees, but you can do this yourself)
- Website Caching
- Security (IP Blocking, Brute Attack Protection, and Two Step Authentication)
- Regular Core Updates (not changing actual content - this is the process of regularly updating the actual website's software)
- FAQ
- Accordion Content
- Menu Management
- Live Online Training
- Tons of Icons
- Responsive to modern computers, tablets and smartphones
- Social Media buttons
- Google* Fonts
- eCommerce with Paypal, Authorize.net and Stripe Options* (based on package)
- Ability to grow! We can add custom features as you grow on a cost-per-project basis.
- Auto Blog -Automatic BLOG

REQUIRED

CHOOSE ONE WEB PACKAGE

ENGAGEMENT - \$450 + \$75/HRLY + \$60 PER MONTH ☐

COLLABORATION - \$2250 + \$60 PER MONTH ☐

FAST TRACK - \$1600 + \$60 PER MONTH ☐

VISUAL PACKAGE FLOW CHART

PROJECT RECEIVED WITH PAYMENT AND INFORMATION

WEEK 1

Evaluate Website
& Collateral

"SEO" VIABLE

NOT "SEO" VIABLE

PRIMARY TLD MUST BE RENEWED FOR MAXIMUM LENGTH - IF DOMAINS ARE MANAGED BY OUR TEAM, WE CAN ADMIN DOMAIN RENEWALS

HOSTING INCLUDES:
30 DAY BACKUPS
MANAGED SERVICES
SSL CERTIFICATE
CDN (500GB/BANDWIDTH
PER MONTH)
DOMAIN MANAGEMENT
CLEAN IP

WEEK 2-3

*INCLUDES ALL FEATURES OF CUSTOM
COLLABORATION PACKAGE (SEE PACKAGES).
ADDITIONAL CONTENT BILLED HOURLY.

OPTIONS (DEPENDS ON CURRENT SITE STATUS)
MIGRATE TO QUALITY HOSTING
DESIGN RE-DEVELOPED TO SEO FRIENDLY FRAMEWORK*
(NOTE: WEBSITES ARE NOT REDESIGNED)



OPTIONS (DEPENDS ON CURRENT SITE STATUS)
MIGRATE TO QUALITY HOSTING

SSL ADDED

SSL ADDED

WEEK 4

ADWORDS SETUP
- BING/YAHOO SETUP
- SEO META DATA - 5 MAIN KEYWORD FOCUS
- BUSINESS LISTING OPTIMIZATION
IN 40+ DIRECTORIES
- GOOGLE MY BUSINESS OPTIMIZATION
- YOUTUBE ADVERTISING

PAID AD MANAGEMENT
INCLUDES:
- KEYWORD ANALYSIS
- GEO TARGETING
- NEGATIVE KEYWORDS
- UP TO 10 ACTIVE ADS
- VIDEO ADS
- BANNER ADS



ANALYTICS INSTALLED

RECURRING SERVICES

SEARCH ENGINE
OPTIMIZATION

PAID ADS
MANAGEMENT

HOSTING/CMS
MANAGEMENT

MONTHLY
REPORT

Prices & Parts

Part 1 - Core system.

I recommend our Collaboration Package. *See details on the following page.*

The total cost is \$2250 / \$60 Per month

Part 2- 5.

After reviewing the needs. We can bundle the import of all remaining modules. Below is what is included:

- **Each import can have up to 10 fields.** This means up to 10 columns for each import. We prefer to keep the initial load to about 1,000 records, but you are able to upload additional as needed. Additional fields are billed hourly.
- The final detail page will be placed in a table and will be searchable based on any field within the CSV.
- Each CSV must be completed and submitted prior to build. This optimizes the workflow and allows us to build efficiently.

\$750 One time / Monthly is included in Part 1 Bundle

Graphic Design

Client indicated a possible recurring need for design elements. When Part 1 is purchased, client is eligible for our discounted design rate of \$65/hr for all needs.

GET STARTED

- ☐ **Recommended Part 1 - \$2250 one time / \$60 per month**
- ☐ **Part 2 - \$750 one time (this can be purchased at a later time.**

CLIENT NAME: _____ BUSINESS NAME: _____

CLIENT PHONE: _____ PREFERRED NUMBER: _____ ADDITIONAL PHONE: _____

EMAIL ADDRESS: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PLEASE CIRCLE MEANS OF PAYMENT: ☐ VISA ☐ DISCOVER ☐ AMEX ☐ CHECK

CREDIT CARD NUMBER: _____ CVC CODE: _____ NAME ON CARD: _____ EXPIRATION DATE: _____

☐ I AGREE TO ALLOW MAXWEBGEAR TO MARKET MY BUSINESS ONLINE AND MAKE CHANGES TO MY WEBSITE.

☐ I AM AUTHORIZED TO MAKE THIS PURCHASE AND UNDERSTAND ALL CHARGES ARE NON-REFUNDABLE. I UNDERSTAND THAT THIS AGREEMENT IS FOR 6 MONTHS.

☐ I AGREE TO ALL TERMS AND CONDITIONS AT [HTTP://MAXWEBGEAR.COM/TERMS-CONDITIONS](http://maxwebgear.com/terms-conditions)

I WANT RECURRING TO BE CHARGED: ☐ ON THE 1ST OF THE MONTH ☐ 15TH OF THE MONTH ☐ NO PREFERENCE

CLIENT AGREES TO ALL TERMS (SIGNATURE): _____

CONVENIENT CLIENT CENTER - 24/7

Once your order is processed, we will create an online account with your own user name and password. This area will give you 24/7 access to invoices, billing and much more. Your login will be sent from the MaxWebGear Accounting Department once your order has been processed.

Thank you for allowing us the opportunity to earn your business.



<http://maxwebgear.com> | <http://integrисdesign.com>

Packet Page 55
800-785-0403



TOWN OF MONTREAT

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

RESOLUTION #18-03-001 DECLARING CERTAIN ITEMS SURPLUS AND AUTHORIZING DISPOSAL BY PRIVATE NEGOTIATION AND SALE

WHEREAS, North Carolina General Statute 160A-266 and 160A-267 allows for a city to dispose of personal property belonging to the city by private negotiation and sale valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items; and

WHEREAS, the Town of Montreat Board of Commissioners have determined that the following property is surplus property and desire to sell or dispose of same:

1996 F-250 4WD VIN 1FTHF26HXTEB24388 mileage 129,769
1984 Chevrolet Blazer VIN 1G8ED18J1EF172484 mileage 70,436
1970s Rolemole Asphalt Packer VIN unknown mileage unknown
Loading Ramp
Gabio
n Baskets Quantity:3
Enorossi PTO Driven Mower for Tractor VIN unknown

NOW, THEREFORE, BE IT RESOLVED by the Town of Montreat Board of Commissioners the following:

- (1) That the items listed above are declared surplus property; and
- (2) That the Board of Commissioners wishes to dispose of the property by private negotiation and sale; and
- (3) That the Town Administrator is authorized to dispose of the property by private negotiation and sale; and
- (4) That a report detailing the final negotiated price for the property be presented to the Board of Commissioners upon final sale; and
- (5) The clerk to the Board of Commissioners shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the day the notice is published.

READ, APPROVED, AND ADOPTED, this the 8th day of March, 2018.

Tim Helms, Mayor

Alex Carmichael, Town Administrator

ATTEST:

I, hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of March, 2018, as it appears of record in the official minutes.

Angie Murphy, Town Clerk

Town of Montreat
Board of Commissioners
Rules of Procedure
(Adopted 11/14/2002)
(Revised 2/13/2003); (Revised 9/11/2003); (Revised 1/8/2004)
(Revised 8/14/2008); (Revised 2/12/2015)

Rule 1. Regular Meetings

The Board shall hold a regular meeting on the second Thursday of each month and said meeting shall begin at 7:00 p.m. During months when a Public Hearing is scheduled, the regular meeting will begin with the Public Hearing.

Rule 2. Special, Emergency and Recessed (or Adjourned) Meetings

- A. Special Meetings.** The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. At least 48 hours before a special meeting is call in this manner, written notice of the meeting shall be (1) delivered to the Mayor and each Board member or left at his or her usual dwelling place; (2) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (3) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly-called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place and purpose. At least 48 hours before a special meeting called in this manner, notice of the time, place and purpose of the meeting shall be (1) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (2) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Such notice shall also be mailed or delivered at least 48 hours before the meeting to each Board member not present at the meeting at which the special meeting was called or scheduled, and to the Mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

- B. Emergency Meetings.** Emergency meetings of the Board of Commissioners may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting. Once of the following two procedures must be followed to call an emergency meeting of the Board:
1. The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call an emergency meeting by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. The notice shall be delivered to the Mayor and each Board member or left at their usual dwelling place at least six hours before the meeting.
 2. An emergency meeting may be held at any time when the Mayor and all members of the Board are present and consent thereto, or when those not present have signed a written waiver of notice provisions. Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local radio station and local television station that has filed a written emergency meeting notice request including their telephone number(s) with the Town Clerk. This notice shall be given either by telephone or by the same method used to notify the Mayor and Board members and shall be given at the expense of the party notified.
- C. Recessed or Adjourned Meetings.** A properly called regular, special or emergency meeting may be recessed or adjourned to a time and place certain by a procedural motion made and adopted in open session during the regular, special or emergency meeting. The motion shall state the time and place where the meeting will reconvene. No further notice need be given of a recessed or adjourned session of a properly called regular, special or emergency meeting.

Rule 3. Organizational Meeting

On the second Thursday in December following a general election in which municipal officials are elected, the Board shall meet for the newly elected members to subscribe to the oath of Office as the first item of New Business. As the second item of New Business, the Board shall elect a Mayor Pro Tem from among its members. The organizational meeting shall not be held before the municipal election results are officially determined, certified and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. Agenda

I. ~~Agenda and~~ Regular Meetings

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

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

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

II. Special, Emergency and Workshop Meetings

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

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

Rule 5. Public Address to the Board

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

Rule 6. Public Comments

- A. Public comments will be heard at the beginning of the meeting for items on the agenda. Any individual speaking during the public comment period shall address the entire Board and any polling of the Commissioners is inappropriate for public comment.
- B. The time limit for any individual or representative of a group addressing the Board shall be three minutes, unless a majority of the Board agrees to additional time.
- C. Commissioners are not expected to comment on matters brought to the Board during this time, but to delay action or comment until the Town staff has had an opportunity to research the subject matter and report any necessary and relevant information to all Board members.

Rule 7. Order of Business

~~I. Agenda Meeting~~

- ~~A. Items shall be placed in the agenda according to the "Order of Business." The purpose of the agenda meeting is to ask questions and thoroughly explore proposals that must be voted on at the regular meeting.~~
- ~~B. The Commissioners usually agree to discuss items and normally take action at the regular monthly meeting.~~
- ~~C. The Commissioner placing an item on the agenda should present that item. Questions or comments from the other Commissioners will then be heard. The Commissioner will make it known if the proposed item will be placed on the agenda for a vote, considered for further discussion, delegated to staff or other boards or deleted.~~
- ~~D. The meeting shall generally be limited to one and one-half hours.~~

II. Regular Meeting

- A. Items shall be placed on the agenda according to the "Order of Business." The Order of Business for each regular meeting shall be as follows:

- Welcome
- Pledge of Allegiance and Invocation
- Discussion and Adoption of Agenda
- Public Hearings (as needed or required by law)
- Presentations to Council (as needed)
- Mayor's Communications
- Consent Agenda
- Town Administrator's Communications
- Administrative Reports
- Public Comment for items on Agenda
- Old Business
- New Business
- Public Comment for items not on Agenda
- Commissioner Communications
- Closed Session (as permitted by law) – optional
- Return to open session and adjourn or continue

- B. However, by general consent of the Board, items may be considered out of this order. No item during the Town Administrator's report shall be given that requires a vote at that time, unless the Board has added said item to the agenda.
- C. Board approval to follow the meeting agenda automatically approves the Consent Agenda and approval of the minutes.
- D. Any attachment to the minutes must be approved by a vote of the Commissioners.
- E. The meeting shall generally be limited to one and one-half hours.

Rule 8. Office of the Mayor

- A. The Mayor shall preside at the meetings of the Board. A member must be recognized by the Mayor in order to address the Board. The Mayor shall have the following powers:

1. To rule any motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 3. To call a brief recess at any time;
 4. To adjourn in an emergency;
 5. To vote to break a tie vote of the Commissioners.
- B. The Town Attorney, Town Clerk or Deputy Town Clerk or his or her designee shall act as parliamentarian.

Rule 9. Office of the Mayor Pro Tem

The Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of a quorum. In the Mayor's absence, the Board may confer on the Mayor Pro Tem any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Board may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tem. When the Mayor declares that he or she is no longer incapacitated and a majority of the Board concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tem are absent from the meeting, the Board may elect from among its members a temporary Chair to preside at the meeting.

Rule 10. When the Presiding Officer is in Active Debate

If the Mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she shall designate another Board member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 11. Action by the Board

- A. The Board shall proceed by motion. Any member may make a motion.
- B. All motions require a second.
- C. A member may make only one motion at a time.

- D. A substantive motion is out of order while another substantive motion is pending.
- E. A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.
- F. The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to these general principles:
 - 1. The member who makes the motion is entitled to speak first;
 - 2. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
 - 3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 12. One Motion at a Time

A member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Voting by Written Ballot

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the Town Clerk's office immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 16. Debate

The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

- A. The maker of the motion is entitled to speak first;
- B. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
- C. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

In addition to substantive proposals, the following procedural motions, and no others, shall be in order. All motions require a second before the motion can be discussed. Unless otherwise noted, each motion is debatable, may be amended and requires a majority vote for adoption.

In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question or parliamentary law or procedure may be appealed to the Board, as specified in Rule 8. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. The motion may be made at any time by a member of the Board and requires a majority vote.

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Board, excluding the Mayor, unless he or she may vote in all cases, and any vacant seats.

Motion 6. To Go Into Closed Session. The Board may go into closed session for one or more of the permissible purposes listed in N.C.G.S. §143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on N.C.G.S. §143-318.11(a) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on N.C.G.S. §143-318.11(a) shall identify the parties in each existing lawsuit concerning which the Board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It By Paragraph. This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion whose consideration has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remained pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

Motion 10. Call of the Previous Question. The motion is not in order until there have been at least 20 minutes of debate, and every member of the Board has had at least once opportunity to speak.

Motion 11. To Postpone to a Certain Time or Day. In consideration of a motion that has been postponed, a new motion with the same effect cannot be introduced while the postponed matter remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 12. To Refer to a Committee or Board. The Board of Commissioners may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days after a motion has been referred to a committee or board, the introducer of the substantive motion may compel consideration of the measure by the Board of Commissioners, whether or not the committee has reported the matter back to the Board.

Motion 13. To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment would have the same effect as rejection of the original motion. A proposal to substitute

completely different wording for a motion or amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended but no further amendments may be made until the last-offered amendment is disposed of by vote. Any amendment to a proposed ordinance, policy, resolution or order shall be reduced to writing.

Motion 14. To Revive Consideration. The motion is in order at any time within 100 days after a vote to defer consideration of it. A substantive motion on which consideration had been deferred expires 100 days after the deferral, unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The motion to reconsider must be made by a member who voted with the prevailing side (the majority side except in the case of a tie, in which case the “noes” prevail) and at the meeting during which the original vote was taken, including an continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation of a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Board may vote to rescind actions it has previously taken or repeal item it has previously adopted. The motion is not in order if rescission or repeal of an item is forbidden by law.

Motion 17. To Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. For approval, the motion requires a vote equal to two-thirds of the actual membership of the Board excluding the Mayor, unless he or she may vote in all cases, and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 19. Renewal of a Motion

A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

Rule 20. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before a vote.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon

matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the meeting room or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed introduced on the date the subject matter is first voted on by the Board. N.C.G.S. §160A-75 provides that an ordinance may not be finally adopted at the meeting at which is introduced except by at least a two-thirds vote of the actual membership of Board, excluding vacant seats and not including the Mayor unless he or she has the right to vote on all questions before the Board.

Rule 23. Adoption of Ordinances and Approval of Contracts

- A. An affirmative vote equal to a majority of all the members of the Board not excused from voting on the question at issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify or authorize any contract on behalf to the Town. **Authority to execute contracts and change orders valued at \$5000 or less shall be delegated to the Town Administrator.** In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date of its introduction except by an affirmative vote of at least two-thirds of the actual membership of the Board, excluding vacant seats and not including the Mayor. No ordinance shall be adopted unless it has been reduced to writing before a vote on its adoption is taken.
- B. An affirmative vote equal to three-fourths of all the members of the Board of Commissioners shall be required for an ordinance making a change in a zoning regulation, restriction or boundary to become effective, if a valid protest petition is received in accordance with the requirements set out in N.C.G.S. §160A-385(a) and N.C.G.S. §160A-386. This rule shall not apply in those cases excepted by N.C.G.S. §160A-385(a).

Rule 24. Adoption of the Budget Ordinance

- A. Notwithstanding the provisions of any general law or local act:
 - 1. Any action taken with respect to the adoption of the Budget Ordinance may be taken at any regular, recessed or special meeting of the Board by a simple majority of those present and voting, a quorum being present.

2. No action taken with respect to the adoption or amendment of the Budget Ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinance or resolutions by the Board other than those requires by North Carolina General Statues.
3. The adoption and amendment of the Budget ordinance and the levy of taxes in the Budget ordinance are not subject to the provisions of any Town Charter or local act concerning initiative or referendum.

Rule 25. Closed Sessions

The Board may hold Closed Sessions as provided by law. The Board shall only commence a Closed Session after a motion to go into Closed Session has been made and adopted during an open meeting. The motion shall state the purpose of the Closed Session and must be approved by a majority vote of those Board members present and voting. The Board shall terminate the Closed Session by a majority vote. Only those actions authorized by statute may be taken in Closed Session. A motion to adjourn or recess shall not be in order during a Closed Session.

Rule 26. Quorum

A majority of the membership of the Board shall constitute a quorum. The number required for a quorum shall not be affected by vacancies. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 27. Public Hearings

Public hearings required by law, or deemed advisable by the Board, shall be organized by a special order and adopted by a majority vote setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time allotted for each speaker and any other pertinent matters. The special order is adopted by majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the determination of spokespersons for groups or persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the Open Meetings Law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the Open Meetings law applicable to board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also apply to hearings conducted by appointed committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(C) shall be followed in continuing a hearing at which a majority of the Board, or of a board committee (as applicable) is present.

At the appointed time, the Mayor or presiding officer shall call the hearing to order and then preside over it. When the allotted time expires or when no one who has not yet spoken wishes to do so, the Mayor or presiding officer shall declare the hearing closed.

The regular meeting begins with a public hearing during those months when a public hearing is scheduled as announced during the prior month's meeting.

During those months when a public hearing is scheduled as announced during the prior month's meeting, the Board's regular meeting will begin with that public hearing. The moderator may restrict or elect not to hear comments of a repetitious nature or place a time limit on individual remarks. The Second Reading and Third Reading will not usually take place during the same meeting as the public hearing.

Rule 28. Quorum of Public Hearings

A quorum of the Board shall be required at all public hearings required by State law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular meeting without further advertisement.

Rule 29. Minutes

- A. Full and accurate minutes of Board proceedings, including Closed Sessions, shall be kept. The Board shall also keep a general account of any Closed Session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection by the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in these minutes, and on the request of any Board member, the "ayes" and "noes" upon any question shall be taken. Members' and other persons' comments may be included in the minutes if the Board approves.

- B. Closed Session minutes will be kept as required by law. Minutes of Closed Sessions shall be sealed and withheld from public inspection so long as public inspection would frustrate the purpose of the Closed Session. The minutes may be unsealed either by Board action or by action of an agent of the Board such as the Town Attorney, if and when the Closed Session's purpose would no longer be frustrated by making these records public.

Rule 30. Appointments

- A. The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.
- B. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices:
- The Mayor shall open the floor for nominations, whereupon the names of possible appointees may be put forward by Board members.
 - The names submitted shall be debated.
 - When the debate ends, the Mayor shall call the roll of the Board members, and each member shall cast his or her vote.

If more than one appointee is to be selected, then each Board member shall have as many votes as there are slots to be filled. The votes from a majority of the Board members voting shall be required for appointment. A Board member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.

Rule 31. Committees and Boards

- A. **Establishment and Appointment.** The Board may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry out the work of Town government. Any specific provisions of law relating to the particular committees and boards shall be followed.
- B. **Open Meetings Law.** The requirements of the Open Meetings Law shall apply to all elected or appointed authorities, boards, commissions, councils or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial,

administrative or advisory functions. However, the Law's requirements shall not apply solely to a meeting of the Town's professional staff.

Rule 32. Amendment of the Rules

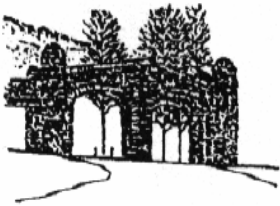
These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment(s) of the Rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town Charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor.

Rule 33. References

- A. Suggested Rules of Procedure for a City Council, third edition by A. Fleming Bell, II is the source for these rules of procedure.
- B. To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

Effective Date

This document shall become effective upon its adoption.



Town of Montreat

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

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

MEMORANDUM: POTENTIAL ESTABLISHMENT OF A BOOKKEEPER POSITION

TO: MONTREAT BOARD OF COMMISSIONERS
FROM: ALEX CARMICHAEL, TOWN ADMINISTRATOR
SUBJECT: POTENTIAL ESTABLISHMENT OF BOOKKEEPER POSITION
DATE: FEBRUARY 23, 2018

Background: In the fall of 2017 the Town hired an Interim Finance Officer to work between 20 and 30 hours a week. This position was created to temporarily fulfill the duties of the Finance Officer position. Though many of the Finance Officer duties transitioned to the Town Clerk when the former position was vacated, most of these have remained with the Town Clerk as the Interim Finance Officer has worked to investigate past accounting practices and create better, more transparent, and reliable systems. This has left both the Interim Finance Officer and the Town Clerk with more duties than they have the time capacity to complete.

The Town Commission has asked for information on creating a term limited part-time position that would focus on the bookkeeping functions currently being completed by the Town Clerk and the Interim Finance Officer.

Financial/Administrative Processes by Function:

There are a number of financial and administrative procedures that can be reassigned to a new part-time position assuming a qualified candidate is secured. Many of the specific functions within these procedures are required by state statutes, regulatory guidelines, or GFOA standards to be performed by separate individuals in order to catch mistakes, prevent or detect fraud, and increase public confidence in the Town's administration of public funds.

Staff considered the following procedures for the potential new position:

- Payroll
- Permit Coordination
- Water Billing
- Purchase Orders and Accounts Payables
- Bank Reconciliations
- Journal Entries
- Cash Payments
- Credit Card Postings

Each process requires multiple steps and is explained below. The time commitment and the recommended staff assignment are included in the explanation.

Payroll: 2 Hours a week (2 weeks per month)

Payroll was formerly processed by the Finance Officer, but has been assigned to the Town Clerk since September. Timesheets are completed by each employee and approved by their supervisor and the Town Administrator. The Town Clerk manually enters approved timesheets into the Payroll module, which automatically generates a Journal Entry. Once the Journal Entry (J.E.) is approved, the transaction is posted to the General Ledger (G.L.).

If a bookkeeper position was created, staff would recommend continuing the administration of the payroll process by the Town Clerk.

Permit Coordination: 4 Hours per week

After the departure of the Building Inspector/Zoning Administrator in July, the Town reorganized those functions by contracting out building inspections, and contracting with the Land of Sky to hire a part-time Zoning Administrator/Code Enforcement Officer. Having these functions performed by separate outside parties, each working with the Town on a part-time basis, necessitates coordination by the Town staff in order to schedule inspections and permits, collect fees, and shepherd applications between the zoning approval and building permitting procedures. Since July, that function has been performed by the Town Clerk.

If a bookkeeper position was created, staff would recommend continuing permit coordination by the Town Clerk.

Water Billing: 5 Hours per week (1 week per month) / 3 hours per week (ongoing)
Water billing was formerly performed by the Finance Officer, but has been assigned to the Town Clerk since September. Each month, blank water account reports are provided to the Water Department staff for remote reading. The Water Department reads meters with a remote device, populates the account report, and provides read meter reports back to administrative staff. High, low, and no-read reports are run to identify outlier usage. Once outlier accounts are identified, the Water Department staff manually re-read suspect meters and provide updated reads back to administrative staff. Administrative staff manually enter new reads into the utility billing module, run final reports, and then print and mail the water bills. The Town Clerk currently devotes approximately 5 hours to this process, one week per month.

Administrative staff then collect and post payment to each customer account. Staff run utility billing module payment reports, automatically generating Journal Entries. The Finance Officer then posts the J.E.s to the General Ledger. Staff prepare deposit slips, physically make deposits, and then prepare summary reports for reconciliation with backup documents.

Throughout the cycle customers request changes to their accounts. These could be requests for new taps, account transfers, or termination of accounts. Sometimes customers challenge the validity of their water bills, often resulting in account adjustments. The Town Clerk devotes approximately 3 hours per week, each week to managing these changes.

If a bookkeeper position is created, staff would recommend transiting the water bill generating process (5 hours/month) to the bookkeeper and keeping the account adjustment process (3 hours per week) with the Town Clerk.

Purchase Orders and Accounts Payables: 7 hours per week

Purchase Orders (P.O.s) and Accounts Payables (A.P.) were previously performed by the Finance Officer, with final signature authorization performed by the Town Administrator and the Mayor (the Town Clerk and the Mayor Pro Tem are respectively authorized as alternates.) When a P.O. is requested by a department, it must first be entered in the P.O. Module. If the purchase is not immediate, the funds can be encumbered until an invoice is received. Once an invoice is

received it is entered into the A.P. module and pre-audited. Then checks are generated by first entering and posting General Ledger adjustments, then printing the checks, obtaining signatures by the Town Administrator and the Mayor, and finally placing the checks in the mail.

If a bookkeeper position were established, staff would recommend separating these duties through the following work flow:

- P.O. entry – Bookkeeper – 3 hours per week
- Pre-audit/ A.P. entry/ invoice entry – Bookkeeper – 3 hours per week
- Running Checks – Town Clerk – 1 hour per week
- Signature 1 – Town Administrator
- Signature 2 - Mayor

Bank Reconciliations: 10 hours per week

The Town currently has 9 separate bank accounts across multiple institutions. The following steps are repeated for each account monthly. When the Town receives account statements each month staff first compares the bank statements against the Town's General Ledger. Staff must download the current status of accounts in the G.L., confirm items that appear on both the bank statements and the G.L., create Journal Entries for those items that appear on the bank statements but not the G.L., then identify the discrepancies that remain. Staff then investigates discrepancies, such as potential deposits in transit, outstanding checks in the A.P. module, and utility billing errors.

This entire process is currently being done by the Interim Finance Officer. If a bookkeeper position were established, staff would recommend transitioning primary Bank Reconciliation duties to the bookkeeper, with each reconciliation approved by the Interim Finance Officer.

Journal Entries: 16 hours per week

Journal Entries are the process by which changes are made to the General Ledger. The generation and entry of J.E.s were previously performed by the Finance Officer. Though J.E. steps are fairly simple, a separate J.E. must be completed for every transaction the Town conducts. First the J.E. is generated, then entered, then approved before any changes are made to the G.L. Entry and approval must be conducted by separate individuals to maintain adequate separation of duties.

If a bookkeeper position were established, staff would recommend separating the J.E. duties through the following work flow:

- J.E. creation – Bookkeeper – 5 hours per week
- J.E. entry – Interim Finance Officer – 10 hours per week
- J.E. approval – Town Administrator - 1 hour per week

Cash Payments: 1 hour per week

The Town often collects cash payments for things such as water bills and various permits. Cash handling requires detailed separation of duties. First, a payment is taken and physically secured. Then a J.E. must be generated, entered, and approved. If the payment is for a water bill a deposit must be generated in the utility billing module. A physical deposit slip must be created and taken to the bank with the payment. Finally, cash must be reconciled and approved.

If a bookkeeper position were established, staff would recommend separating the cash payment duties through the following work flow:

- Receive cash – Town Clerk – 10 minutes per week

- Prepare J.E. – Bookkeeper – time included in the J.E. process described above
- Enter J.E. – Interim Finance Officer - time included in the J.E. process described above
- Approve J.E. – Town Administrator - time included in the J.E. process described above
- Utility billing deposit – Bookkeeper – 10 minutes per week
- Bank deposit – Town administrator – 25 minutes per week
- Reconciliation – Bookkeeper – 15 minutes per week
- Reconciliation approval – Interim Finance Officer – 10 minutes per week

Credit Card Postings: 15 minutes per week

Credit card payments were previously administered by the Finance Officer. Each week a report must be generated through the online credit card payment system. Water bill payments are then hand keyed into the utility billing module, a Journal Entry is created, entered, and approved, and the General Ledger is updated. For permits or other payments the process is the same except the utility billing module is omitted.

If a bookkeeper position were established, staff would recommend separating the Credit Card Posting duties through the following work flow:

- Report generation – Bookkeeper – 5 minutes per week
- Water billing entry – Bookkeeper – 10 minutes per week
- J.E. creation – Bookkeeper – time included in the J.E. process described above
- J.E. entry – Interim Finance Officer – time included in the J.E. process described above
- J.E. Approval – Town Administrator – time included in the J.E. process described above

Considerations:

Separation of duties:

As previously mentioned, steps in each of these procedures are required to be performed by multiple, separate individuals. The Town has historically failed to set up adequate separation of duties, which has been flagged in reoccurring audit findings. Not only does this present legal questions, but it negatively impacts our ability to borrow money at a low cost. The separation of duties mapped here should alleviate the audit finding.

Time needs:

The following table summarizes duties for the potential bookkeeper position following the segregation of duties described above:

Bookkeeper Duties

Water bill generation	5 hour/ week	1 week per month
P.O. entry	3 hours/ week	Every week
Pre-audit/ A.P./ invoice entry	3 hours/ week	Every week
J.E. creation	5 hours/ week	Every week
Bank reconciliations	10 hours/ week	Every week
Cash reconciliation	15 minutes/ week	Every week
Credit Card reports and module entry	15 minutes/ week	Every Week

The duties listed above equal 26:30 per week most weeks, and 31:30 per week on water billing weeks. The position could be created for 25-29 hours per week. Other administration staff can assist the bookkeeper with duties that are not required to be segregated during water billing weeks. Staff would recommend that this position be created as a temporary/seasonal position until the Interim Finance Officer can complete the “catch up” process underway.

Funding Source:

The General Fund, Governing Body Department has \$15,000 in available funds for salary contingency in the current, FY 17/18 Operating Budget. Account number 10-00-410 0-332.

JAC

Customer Agreement

FP Mailing Solutions
140 N. Mitchell Ct, Ste 200
Addison, IL 60101-5629
Tel: (800) 341-6052
www.fp-usa.com

CUSTOMER INFORMATION

Billing Address	
Customer: TOWN OF MONTREAT	
Department:	
Street: PO BOX 423	
City: MONTREAT	County:
State: NC	Zip: 28757
Tel: 828-669-8002	Fax: 828-669-3810
E-mail: amurphy@townofmontreat.org	
Contact Name: ANGELA MURPHY	
Deliver To: <input checked="" type="checkbox"/> Dealer <input type="checkbox"/> Customer <input type="checkbox"/> Fulfilled from Dealer Inventory	
<input type="checkbox"/> Existing Customers Only: check box if Billing Address has changed.	

Shipping & Installation Address (if different than Billing)	
Customer: TOWN OF MONTREAT	
Department:	
Street: 96 RAINBOW TERRACE	
City: BLACK MOUNTAIN	County:
State: NC	Zip: 28711
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: <input type="checkbox"/> Same as Billing	
<input type="checkbox"/> Existing Customers Only: check box if Shipping & Install Address has changed.	

RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	P100C/PBASE	PostBase 30 Meter/Base	included	<input type="checkbox"/> Electronic Billing
1	POSTBASE30A	PostBase 30 Attribute Package	included	<input checked="" type="checkbox"/> Paper Billing
1	PCOLORBSLV (SILVER) <input checked="" type="checkbox"/>	PostBase Color	included	Rental Billing Frequency (select one)
1	UNL	Unlimited Resets	included	<input type="checkbox"/> Annual Billing
1	RGPOST	PostBase RateGuard	included	<input type="checkbox"/> Semi-Annual
				<input checked="" type="checkbox"/> Quarterly Billing
Term of Contract: 36 months		Total Monthly Payment	\$52.00	Note: If a payment option is not selected, FP will default to Quarterly Paper Billing.

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions available on the FP website at www.fp-usa.com/terms-conditions are applicable to, and incorporated by reference into, this agreement. (If you do not have access to the internet, please contact FP directly at 800.341.6052 and we will provide you with a copy for your records.)

CUSTOMER ACCEPTANCE (please complete all fields)

Customer Acceptance of Terms		Dealer Information	
Print Name of Authorized Representative:		Dealer Name: FIRST CLASS MAILING SOLUTIONS	Dealer #: 2730
Tel: 828-669-8002		Address: 333 MAIN AVE NE, HICKORY NC 28601	
Tax ID: 56-0949173	State: NC	Tel: 828-324-4040	Fax: 828-324-4050
Authorized Signature: X		Sales Representative Name: MICHAEL WOLD	
Date:		Sales Representative: X	Date:

DEALER & INTERNAL USE ONLY

<input type="checkbox"/> New Customer <input type="checkbox"/> Existing Customer Name Change <input checked="" type="checkbox"/> Upgrade From: O30 <input type="checkbox"/> Renewal (no change of equipment) <input type="checkbox"/> Change of Ownership Existing Account No.: 500010842	<input type="checkbox"/> Lease Company: _____ <input type="checkbox"/> Major Account: _____ <input type="checkbox"/> GSA Contract No.: _____ <input type="checkbox"/> State Contract No.: _____ Master Billing Acct. No.: _____ Master Postage Acct. No.: _____	Promo Code: _____ Package Code: P30A <input type="checkbox"/> Price or Terms Exception Approval (attach copy) Navision No.: _____ <input type="checkbox"/> USPS® Location: (letter must be attached) <input type="checkbox"/> Tax-Exempt Certificate Attached
--	--	---