

**Town of Montreat
Board of Commissioners Meeting – Public Forum
January 9, 2020 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
January 9, 2020 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentations & Reports: Matt Braswell, Martin Starnes & Associates

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- December 12, 2019, Public Forum Minutes
- December 12, 2019, Town Council Minutes

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

VI. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

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

VIII. Public Comment

Public comments will be heard during this period for any and all items.

IX. Old Business

X. New Business

A. Nominations and Debate for Membership to Board of Adjustment

- **Suggested Motion:** Move to appoint _____ to the Board of Adjustment for three years to expire on January 2, 2023.

XI. Public Comment

Public comments will be heard during this period for any and all items.

XII. Commissioner Communications

XIII. Meeting Dates

<u>Montreat Planning & Zoning Commission:</u>	Thursday, January 16, 2020 Walkup Building 10:30 a.m.
<u>Town Office Closed:</u>	Monday, January 20, 2020 Martin Luther King Jr Holiday
<u>Sanitation Services Resume:</u>	Tuesday, January 21, 2020
<u>Montreat Tree Board:</u>	Tuesday, January 28, 2020 Town Services Building 9:30 a.m.
<u>Montreat Landcare:</u>	Wednesday, February 5, 2020 Allen Building Swannanoa Room 9:00 a.m.
<u>February Town Council Meeting:</u>	Thursday, February 13, 2020 Walkup Building 7:00 p.m. Public Forum 6:30 p.m.
<u>Save the Date!</u>	Saturday, April 25, 2020 Moore Center Field

Native Plant Sale & Arbor Day
Celebration

XIV. Closed Session

- **Suggested Motion: Move to enter into Closed Session in accordance with NCGS 143-318.11(3) for a personnel matter, NCGS 143-318.11(6) for discussion of the proposed acquisition of real property and NCGS 143-318.11(5) for attorney-client privilege.**

XV. Adjournment

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 & ASSOCIATES, CPAs, P.A.

Town of Montreal

2019 Audited Financial Statements

MARTIN • STARNES

 & ASSOCIATES, CPAs, P.A.

Audit Highlights

- ❑ Unmodified (clean) Opinion
- ❑ Cooperative Staff
- ❑ Report has been reviewed and approved by the LGC

Fund Balance

- Serves as a measure of the Town's financial resources available.

- $\text{Assets} - \text{Liabilities} = \text{Fund Balance}$

5 Classifications:

- **Non spendable** - not in cash form
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Board) level-do not expire, require Board action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints



Fund Balance

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

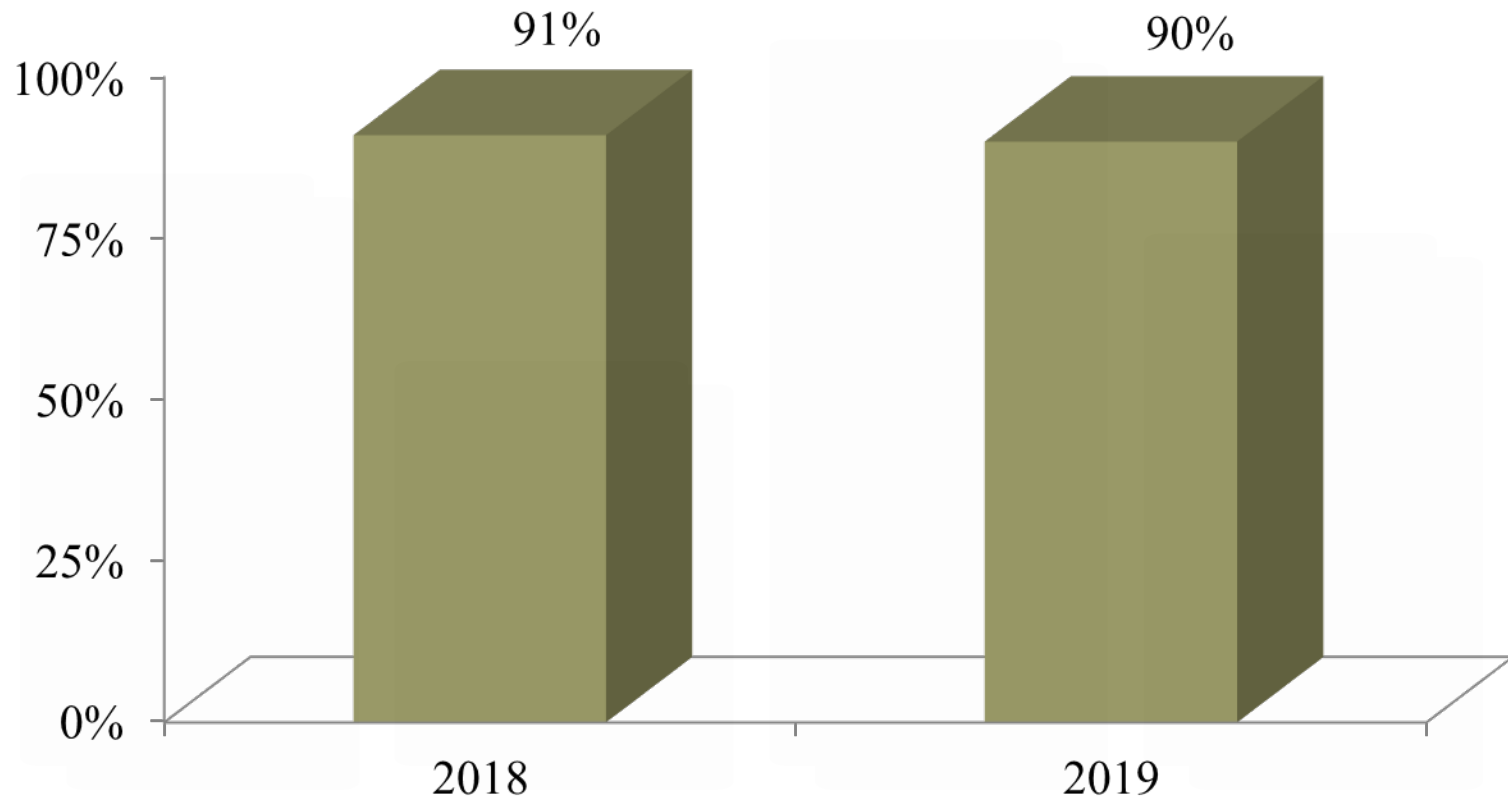
Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

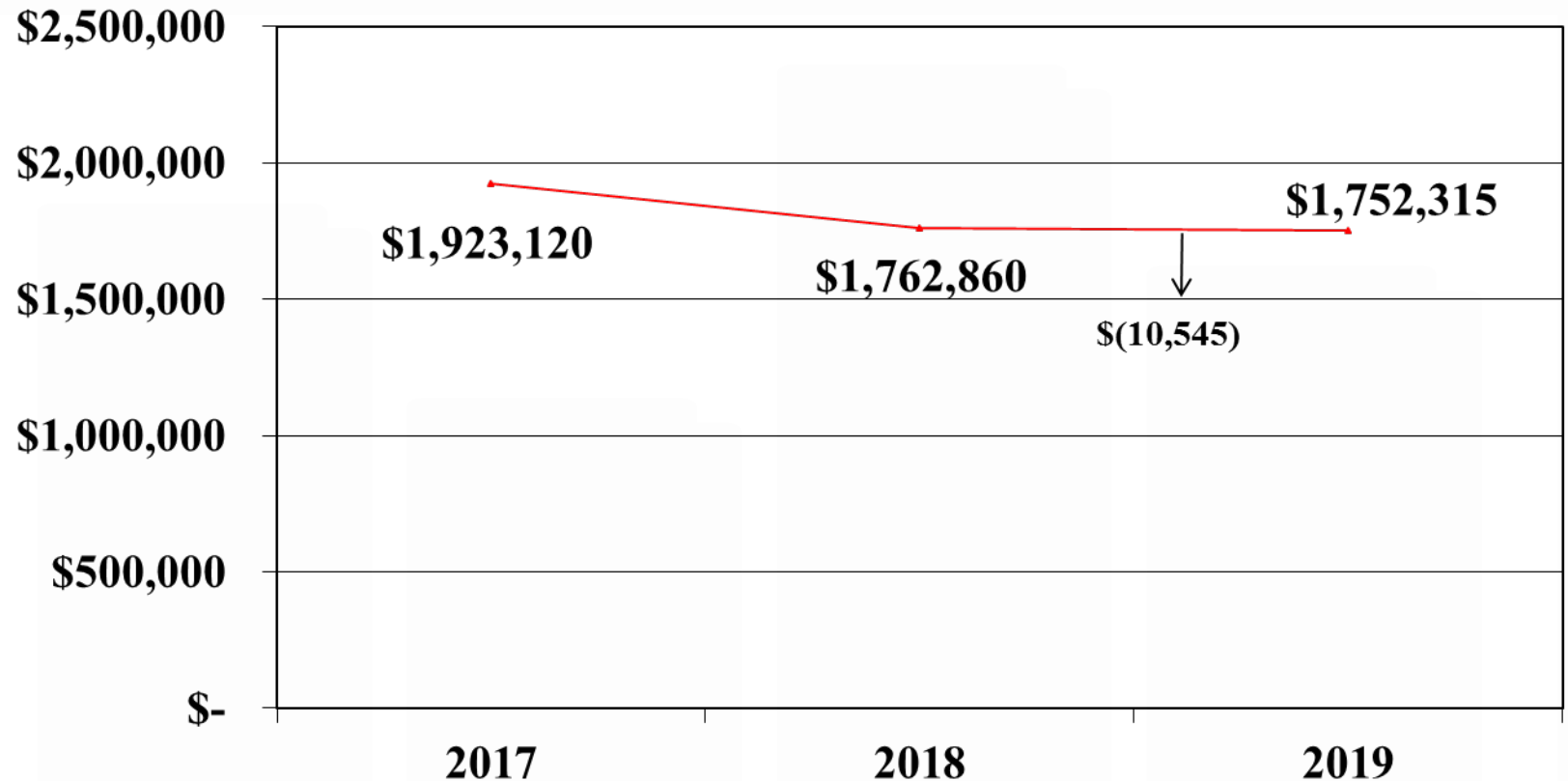
Fund Balance Position General Fund

□ Total Fund Balance – 2019	\$ 1,752,315
□ Prepaids	- 7,098
□ Stabilization by State Statue	- <u>109,641</u>
□ Available Fund Balance	\$ 1,635,576
□ Available Fund Balance - 2018	\$ 1,656,888
□ Decrease in available FB	\$ (21,312)

Available Fund Balance as a Percent of Expenditures & Transfers Out- General Fund



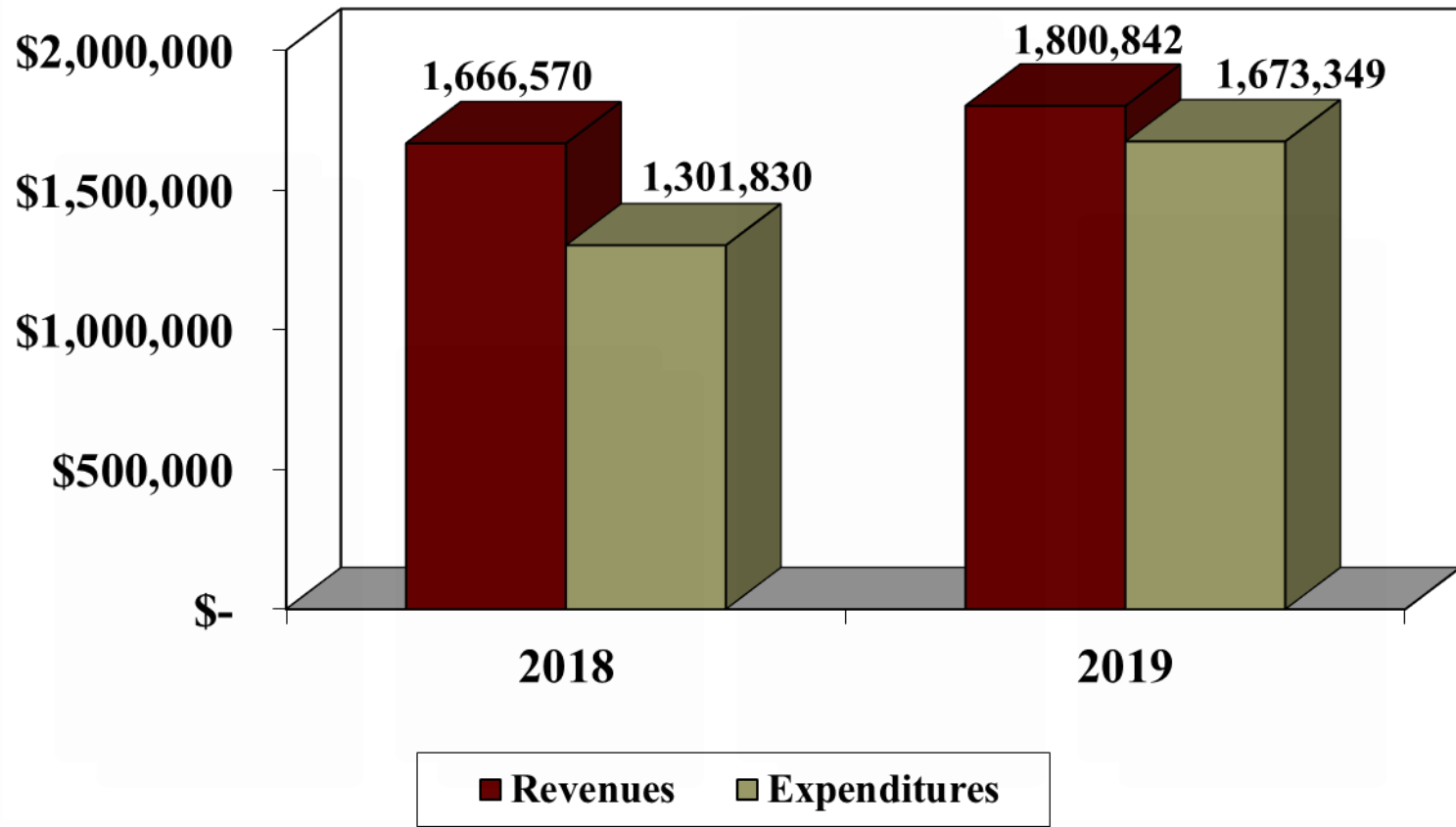
Total Fund Balance General Fund



Fund Balance Continued – General Fund

□ Total Fund Balance – 2019	\$ 1,752,315
□ Prepaids	- 7,098
□ Stabilization by State Statute	- <u>109,641</u>
<i>Available Fund Balance</i>	\$ 1,635,576
□ Restricted for Streets & Open Space	- 296,265
□ Committed for Open Space	- <u>20,115</u>
<i>Unassigned Fund Balance</i>	\$ 1,319,196
□ Fund Balance Policy	- <u>601,850</u>
Remaining Fund Balance	\$ 717,346

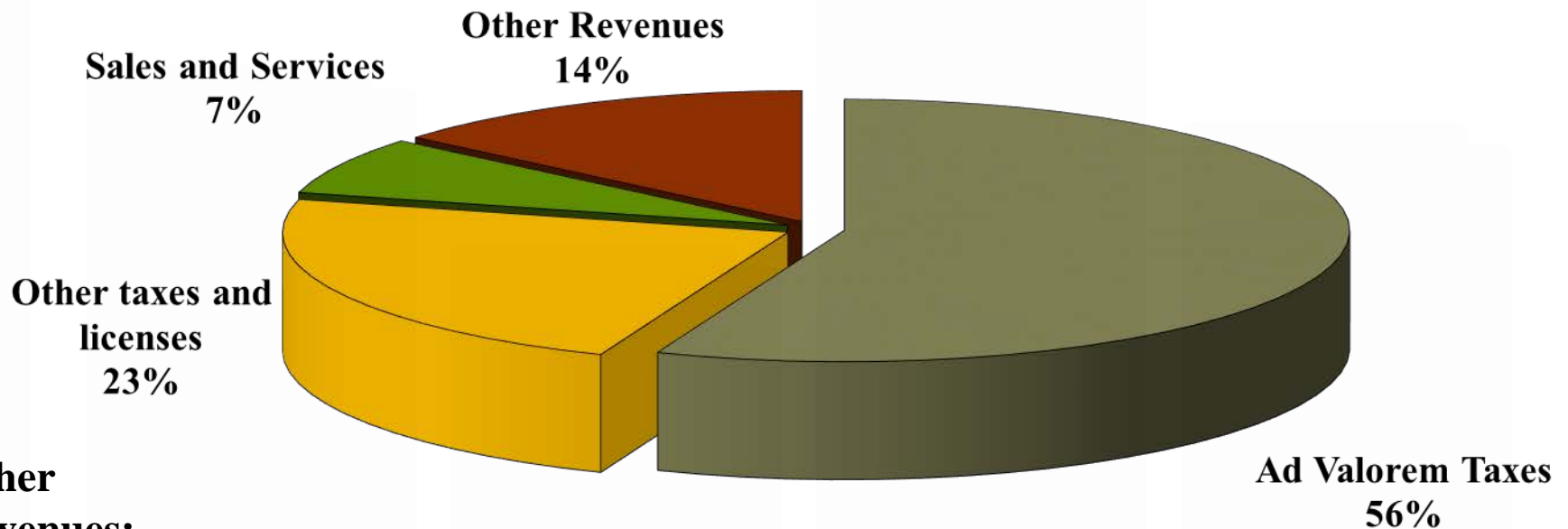
General Fund Summary



General Fund Summary

□ Total Revenues - 2019	\$ 1,800,842
□ Total Expenditures - 2019	- <u>1,673,349</u>
□ Revenues over (under) expenditures	\$ 127,493
□ Less Transfers to SRF & CPF	- <u>138,038</u>
□ Change in Fund Balance	\$ -10,545

Top 3 Revenues: General Fund



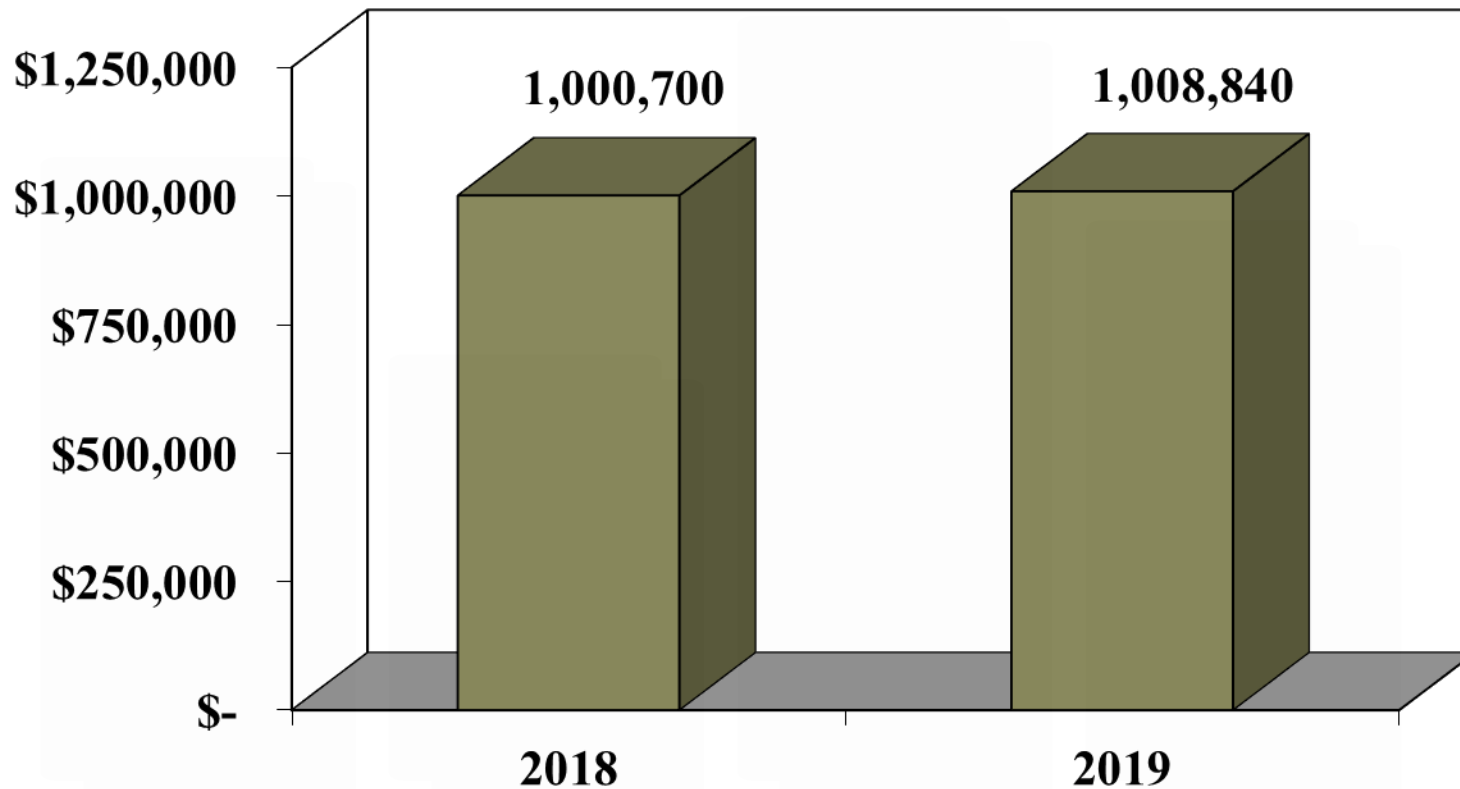
Other Revenues:

Unrestricted Intergov't'l
Restricted Intergov't'l
Permits and fees
Investment earnings
Miscellaneous

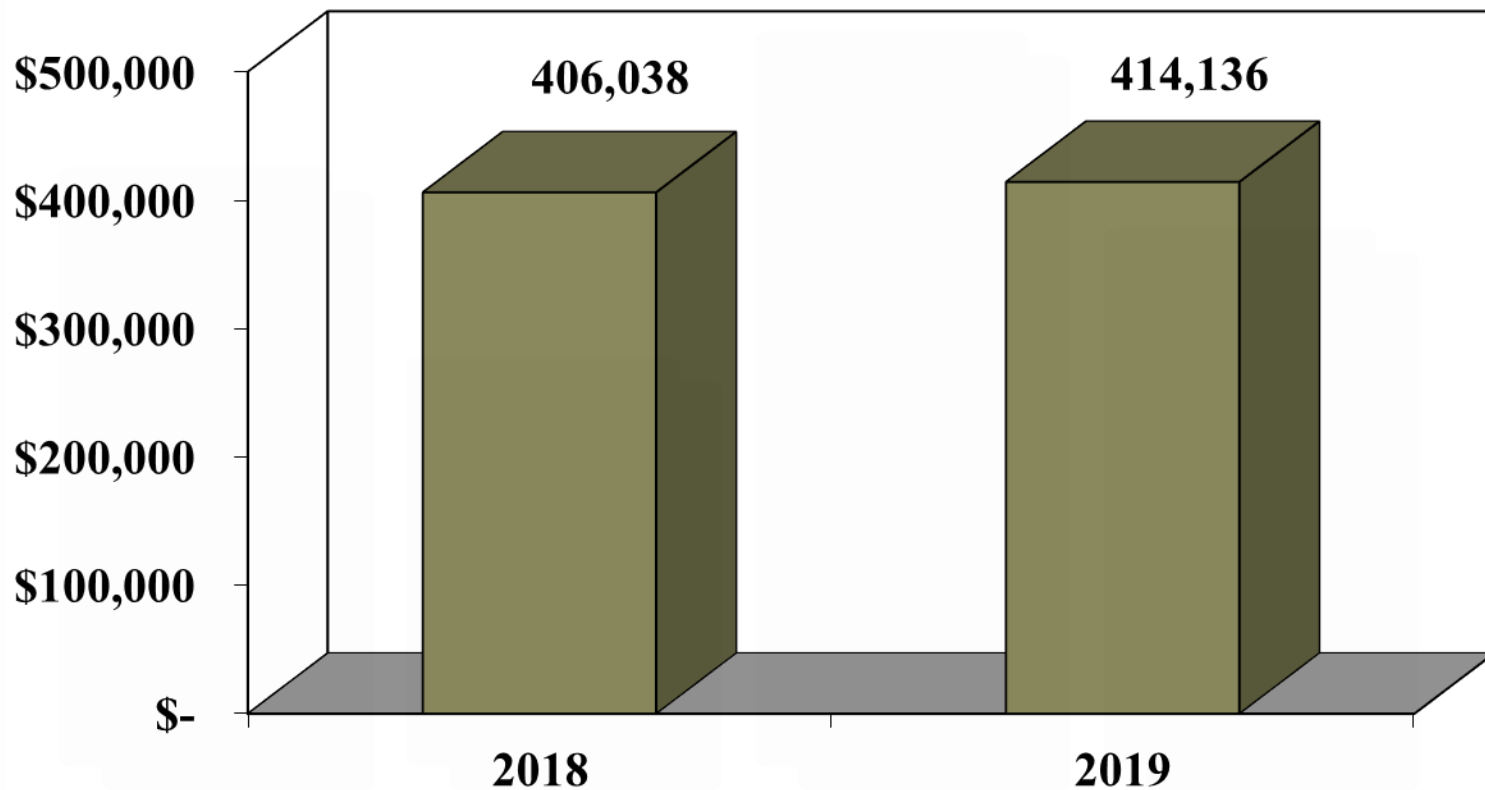
Top 3 comprise \$ 1,550,884 (86%) of revenues

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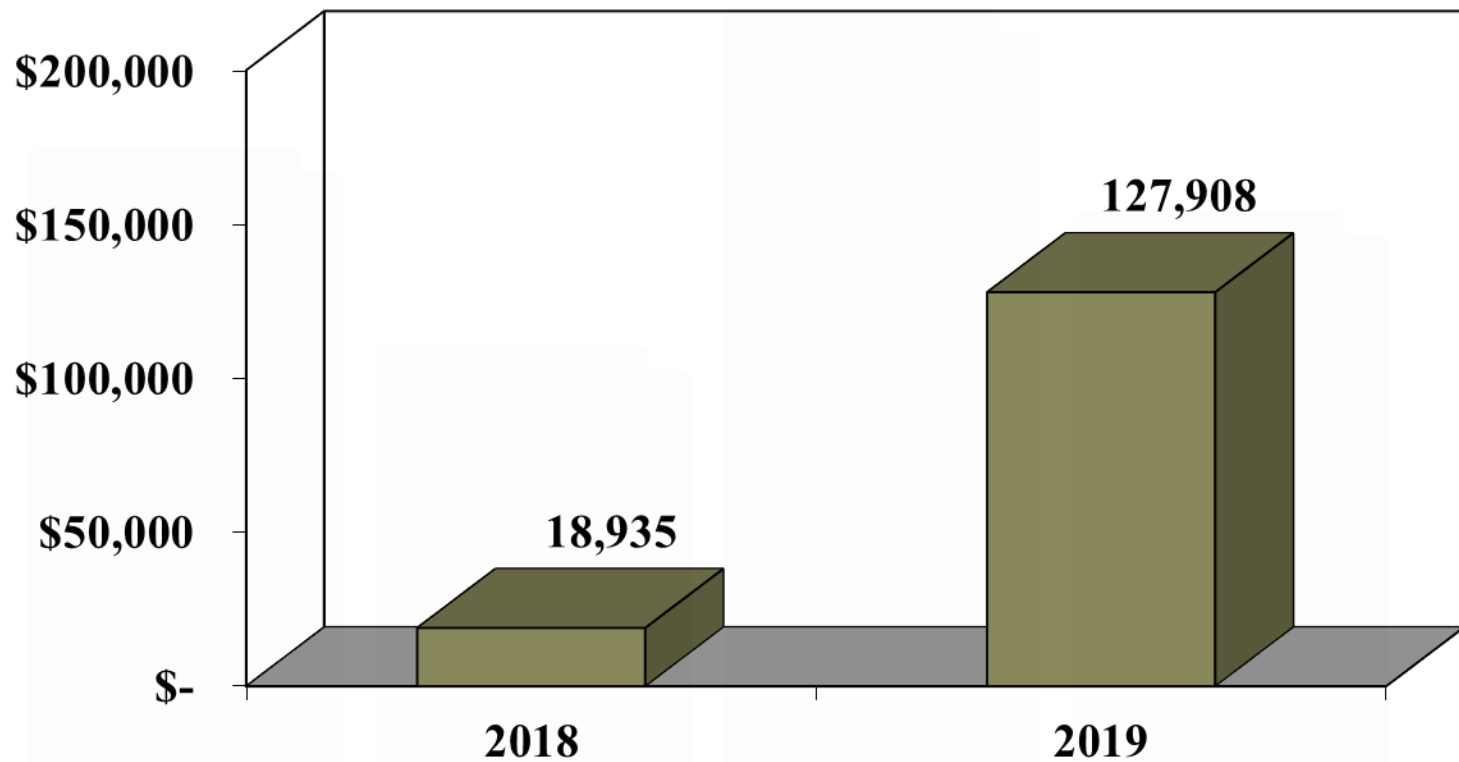
Ad Valorem Taxes



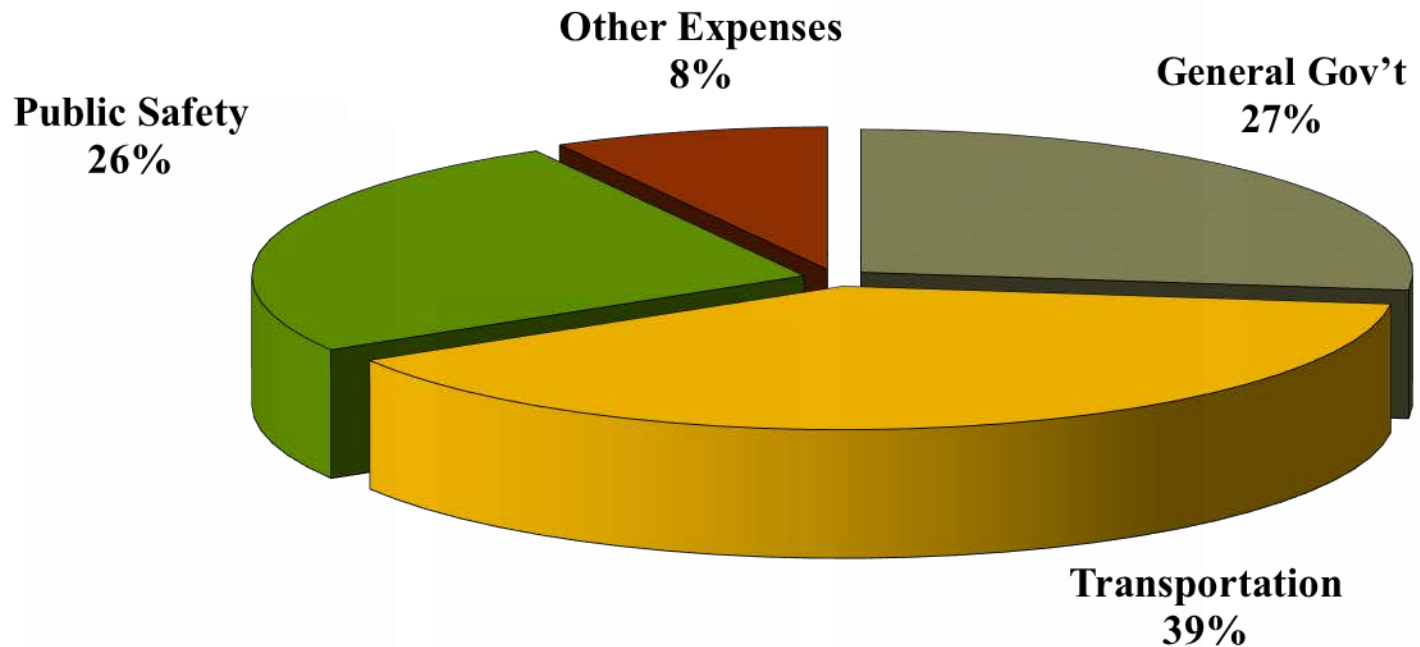
Other Taxes and Licenses



Sales and Services



Top 3 Expenditures: General Fund



Other Expenses:

Cultural & Recreation

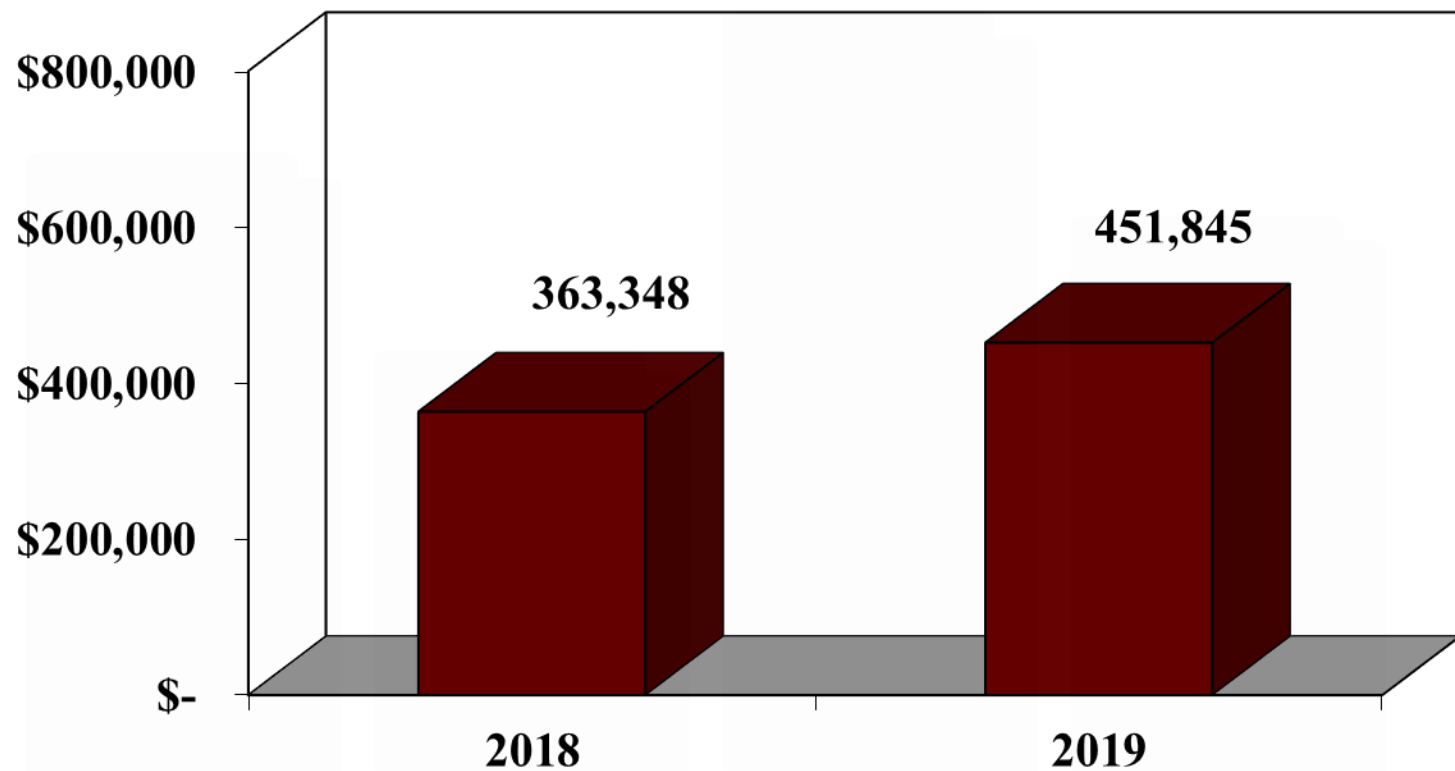
Environmental Protection

Debt Service

Top 3 comprise \$ 1,538,098 (92%) of revenues

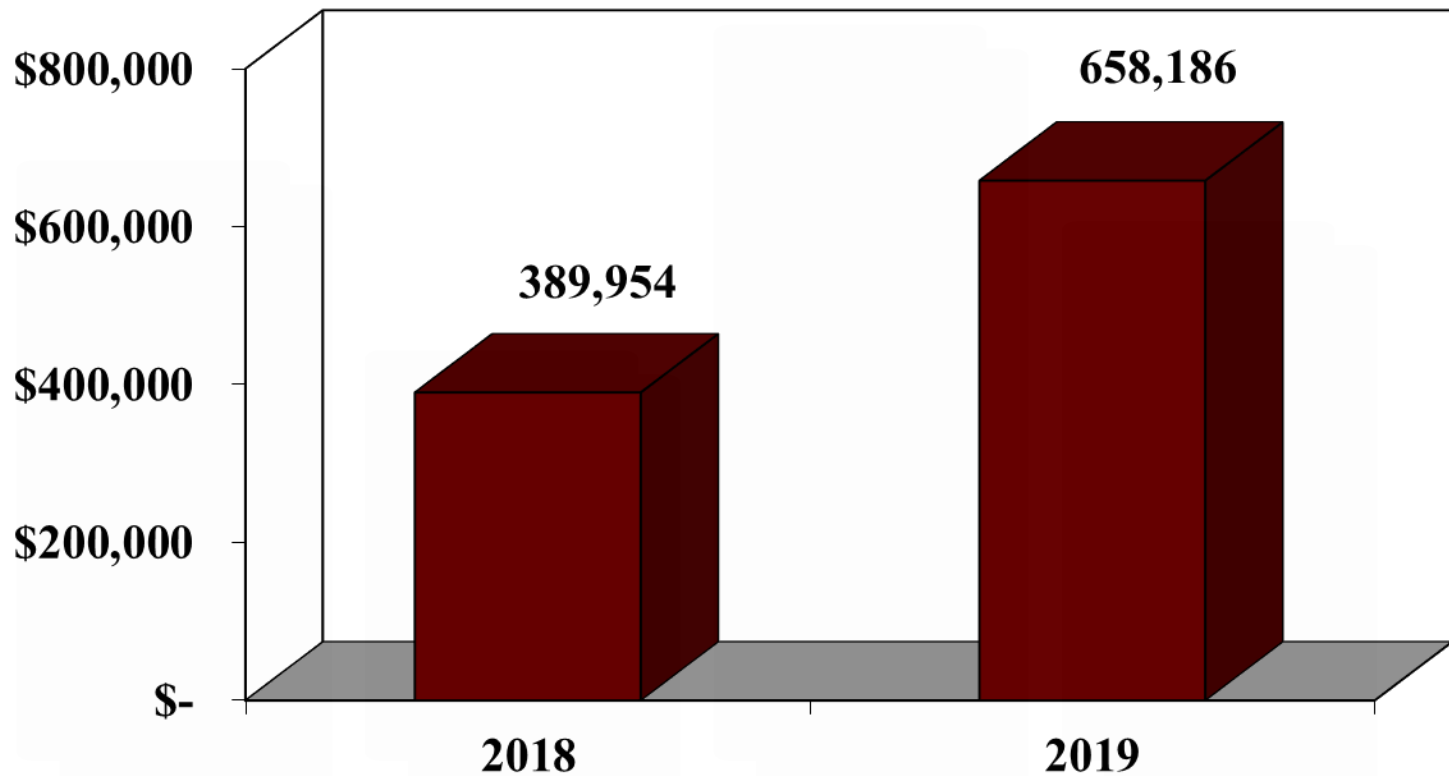
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General Government Expenditures

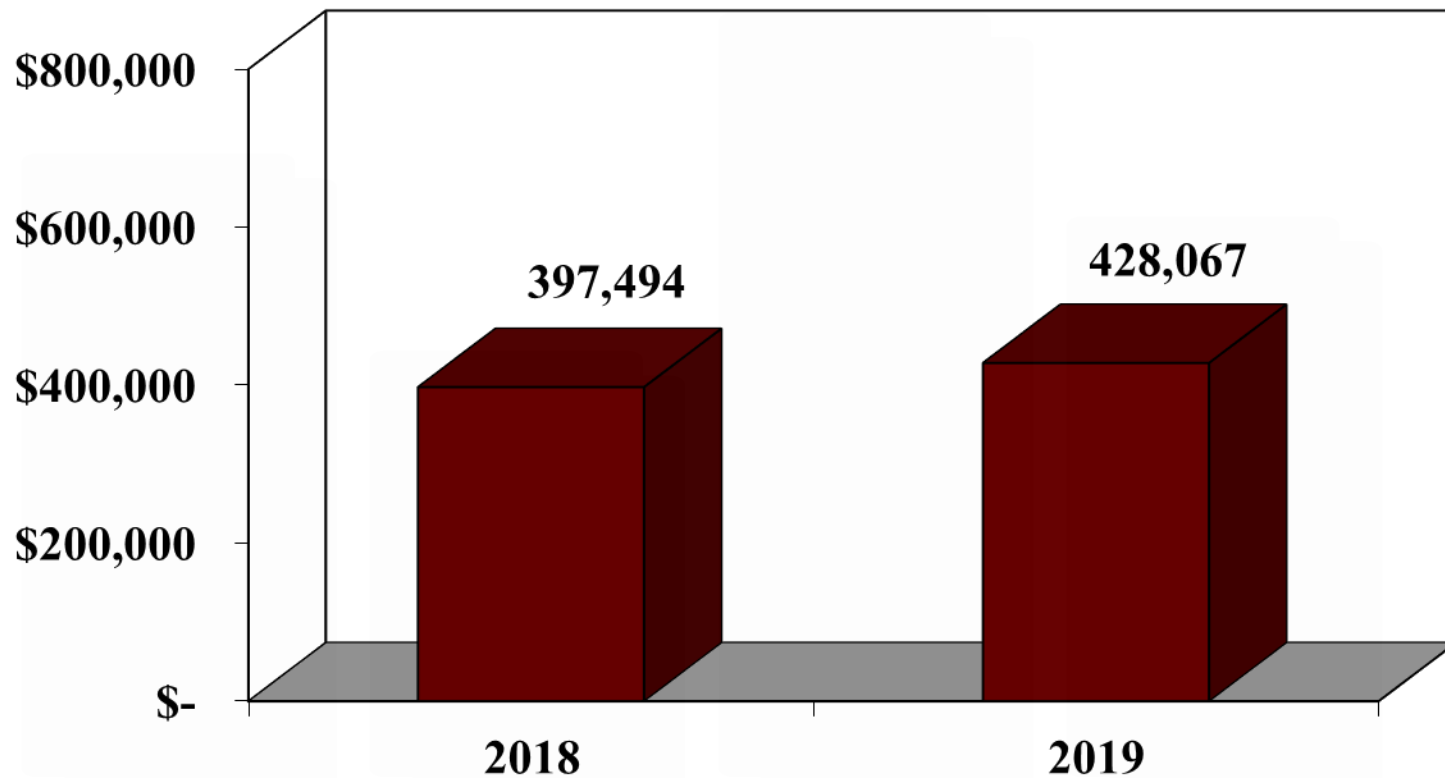


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Transportation Expenditures



Public Safety Expenditures





Water Fund

**Required
Debt Service**

\$79,274

**Charges
For Service**

\$293,315

**Unrestricted
Net Position**

\$883,991

Comparison to June 30, 2018

\$95,011

\$285,901

\$881,868

Water Budgetary Results

	2018	2019
Operating Revenues	\$ 333,751	\$ 346,654
Non-operating Revenues	3,886	321
Total Revenues	337,637	346,975
Operating Expenditures	182,357	265,690
Debt Service	95,011	79,274
	277,368	344,964
Revenues and Other Financing		
Sources Over (Under) Expenditures	\$ 60,269	\$ 2,011



Discussion & Questions

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—
& ASSOCIATES, CPAs, P.A.



Town of Montreat

MARTIN • STARNES

 & ASSOCIATES, CPAs, P.A.

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
December 12, 2019 – 6:30 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Alice Lentz
Commissioner Tom Widmer
Commissioner Jane Alexander

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Adrienne Isenhower, Zoning Administrator
Angie Murphy, Town Clerk

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

Agenda Approval

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

Public Forum

Ms. Midgette of 168 Oak Lane, who heads Montreat's Firewise program, thanked the Commission for their support 18 months ago when they voted towards Montreat being a Firewise community. Ms. Midgette stated that the NC Forest Service will begin their risk assessment on February 27th, 2020. During the assessment, the Forest Service will evaluate public and private property to determine levels of fire risk. The next step will be a program on the day of the Native Plant Sale. The final step will be to accumulate 620 hours of volunteer service on one year. This can include counting the hours that residents pay college students to work in their yards. Please email Ms. Midgette with all of your volunteer hours.

Mrs. Lila Ray of 436 Kentucky Road thanked the Commission for the recent paving of Kentucky Road. She expressed her sympathy over a recent water leak that resulted in the pavement being cut and subsequently repaired.

Mrs. Clare Frist of 98 Frist Road asked if the Commission was going to address the Texas Road house and settlement. Mayor Helms advised that the Commission could not discuss the details of the actual mediation process but information about the timeframe and events were public record.

**Board of Commissioners
Public Forum Meeting Minutes
December 12, 2019**

Mr. Tom Frist of 98 Frist Road shared his concerns about where the funds originated from to pay the settlement on the Texas Road situation. Mr. Frist also stated that he was glad the case was mediated and not taken to court. Mr. Frist was also bothered that the Town could spend \$95,000 but remain silent on the matter. Mayor Helms stated that the Town had done nothing wrong but the members of the mediation were bound to secrecy.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace asked for a chronology of events and the steps that were taken. Town Administrator Alex Carmichael read a list of mediation talking points that can be found on the website.

Mr. Wade Burns of 232 North Carolina Terrace mentioned that when he put his caboose up in the ETJ he cleared some brush out of the conservation easement and got reprimanded by a state agency. Mr. Burns felt that it would be good for the Town to make an inquiry to the state agency as to how the conservation easement agreement is so tight that you cannot work around it by removing fire hazards.

Mrs. Mary Standaert of 118 Shenandoah Terrace asked if the evening's meeting was being live streamed and posted. Mr. Carmichael advised that if technology worked correctly the meeting would be posted to Facebook.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace asked if \$95,000 was the total amount paid out for the mediation settlement. Mayor Helms advised that there were also attorney fees. Mr. Carmichael stated that a public records request had been submitted for attorney fees and the attorneys were currently reviewing the information.

Adjournment

Commissioner Alexander moved to adjourn the meeting. Commissioner Widmer seconded and the motion carried 5/0. The meeting was adjourned at 6:58 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Board of Commissioners
Public Forum Meeting Minutes
December 12, 2019**

**Town of Montreat
Board of Commissioners
Meeting Minutes
December 12, 2019 – 7:00 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kent Otto
Commissioner Jane Alexander
Commissioner Kitty Fouché
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Adrienne Isenhower, Zoning Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Darlene Carrasquillo, Finance Officer
Jarod McIntosh, Senior Water Operator

Nineteen members of the public were present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Tom Widmer moved to adopt the agenda as presented. Mayor Pro Tem Otto seconded and the motion carried 5/0.

Public Hearing : Proposed Text Amendments to Zoning Sections 612.4(3), 628, 905(A) and Hillside Development Ordinance Section 4(b)

Zoning Administrator Adrienne Isenhower stated that during the Zoning Ordinance Review the Planning & Zoning Commission and Town Staff identified sections in the Zoning Ordinance that needed dual signatures for approval from Town Staff. This seems unnecessary and often cumbersome for Town Staff. These changes will streamline the process for property owners as well as Town Staff.

Mr. Bill Scheu of 146 Eastminster Terrace, Chair of the Montreat Planning & Zoning Commission, stated that this change was originated from the Planning & Zoning Commission's review of the Zoning Ordinance. This change will simplify the process and take the burden off of Staff.

There were no comments from the public.

Mayor's Communications

Mayor Helms wished everyone a Merry Christmas and a Happy New Year.

Meeting Minutes Adoption

- November 14, 2019, Public Forum Minutes
- November 14, 2019, Town Council Minutes

Commissioner Widmer pointed out a clarification in last month's minutes. There was a statement summarizing remarks by Mary Standaert about the extended terms of the Council which inferred that she said Montreat followed Asheville, Black Mountain and Biltmore Forest in extending terms. Although it was a true statement which Mary has made in the past, she did not state it during last month's meeting.

Town Administrator's Communications

Mr. Carmichael had no updates to report.

Administrative Reports

- Administration – This report was given in written format.
- Finance- This report was given in written format.
- Planning & Zoning – This report was given in written format.
- Police – This report was given in written format.
- Public Works and Water – This report was given in written format.
- Sanitation – This report was given in written format.
- Streets – This report was given in written format.

Mr. Carmichael, at Commissioner Widmer's request, gave an update on the Public Works Building. There was some confusion about who needed to sign a document entitled "Appendix B" but that signature has since been captured. A building permit has been submitted to the Building Inspector and Staff is just awaiting the issuance of the permit to start the process. Staff anticipates that they will be pouring the concrete slab this month.

Commissioner Widmer also requested an update on the process of Duke Power spraying the foilage/shrubbery under power lines. A citizen brought this up to Council a few months ago. Mr. Carmichael stated that Utility Maintenance Worker Daniel Wiggs has been working closely with the Tree Board on this matter. Mayor Helms asked Mr. Carmichael to follow up on this matter.

Mayor Pro Tem Otto spoke with Senior Water Operator Jarod McIntosh about the recent leak on Kentucky Road. Mr. McIntosh advised that the paving company will actually come back out and repair the pavement on Kentucky Road from where it was cut into to repair the water leak.

Public Comment

Mrs. Shannon Ingersoll of 124 Eastminster Terrace asked if there was a way to notify water customers when Public Works Crews will be flushing hydrants. Town Staff agreed to send notifications to residents.

Old Business

There was no old business to discuss.

New Business

- A. Establish a Three -Way Stop Sign on Assembly Drive: This resolution, if passed, would establish a three-way stop sign on Assembly Drive and Georgia Terrace at the Post Office. A public survey poll was sent out by the Montreat Minute over the past month asking for resident's opinions on the proposed three-way stop. There were 110 responses with 54% approving the stop sign and 46% opposed to the stop sign. Mayor Pro Tem Ken Otto moved to deny resolution #19-12-001 Establishing a Three-Way Stop Sign on Assembly Drive. Commissioner Jane Alexander seconded the motion. Mayor Pro Tem Otto questioned whether this was a speed situation or a pedestrian issue. Commissioner Jane Alexander felt that it was a matter of speed and there was not a need for a stop sign. Commissioner Kitty Fouché felt that after reading the comments in the survey that the comments against the stop sign were much stronger than those in favor of the stop sign. Commissioner Alice Lentz felt that it would be better to address to speed issue more gradually. Commissioner Widmer gave a kudos to Chief Arrant and his staff on their vigilance in slowing people down over the past month and suggested another speed sign like the one at Welch Field. The motion carried 5/0 against the establishment of a three-way stop sign.
- B. Establish a Tow-Away Zone on Lookout Terrace: Chief Arrant emphasized the need to ease up the congestion on Lookout Terrace to allow passage for emergency vehicles. The tow-away zone would start at the top of Lookout Trailhead and stop near Whitewater Cove Road. Chief Arrant stated that approximately 18-24 parking spaces would be eliminated. Commissioner Lentz moved to adopt resolution #19-12-002 Establishing a Tow-Away Zone on Lookout Terrace. Commissioner Kitty Fouché seconded the motion. Mayor Pro Tem Otto felt that until a solution for additional parking is suggested that the Town might be creating a host of other problems. After much discussion Commissioner Kitty Fouché moved to table this discussion, and investigate other parking options and ramifications, to the March 2020 meeting. Commissioner Tom Widmer seconded the motion and it carried 5/0.

- C. Amending Fee Schedule for Parking: Commissioner Alice Lentz moved to adopt Budget Amendment #4 increasing certain fines. Mayor Pro Tem Kent Otto seconded the motion. Chief Arrant presented the proposed fines; the most significant being increasing illegal parking fines from \$5 to \$50. Commissioner Alice Lentz suggested that if illegal parking is a problem in the Community then people need to be made aware of the problem and ticketed accordingly. Mayor Pro Tem Otto felt that a compromise was needed and suggested \$35. Commissioner Kitty Fouche suggested \$25. It was decided that \$30 would be the illegal parking fee. The motion carried 5/0.
- D. Amending Development Ordinances: Commissioner Kitty Fouche moved to approve proposed text amendments to Zoning sections 612.4(3), 628, 905(A) and Hillside Development Ordinance Section 4(b). Commissioner Jane Alexander seconded the motion and the motion carried 5/0.
- E. Contract for Information Technology: Commissioner Tom Widmer moved to approve Contract #19-12-01 with Electronic Office for Information Technology Service and Equipment in the amount of \$60,463.97. Commissioner Kitty Fouche seconded the motion. Mr. Carmichael advised this contract was for the new Town Hall and it would provide for all of the IT needs for the new Town Hall building. The motion carried 5/0.
- F. Contract for Well Repair: Commissioner Alice Lentz moved to approve Contract #19-12-02 with Reuben Caldwell Drilling Inc. for repairs to Well A in the amount of \$16,883.53. Mayor Pro Tem Otto seconded the motion. Jarod McIntosh stated this well was over 20 years old and failed a little over three weeks ago. The motion carried 5/0.

Public Comment

Mrs. Mary Nell Todd of 143 Eastminster Terrace asked if what happened on Texas Road could happen to any other resident. Mayor Helms stated that anything could happen but if all building codes and ordinances are followed, the chances of this same situation are lessened. Mayor Helms assured Mrs. Todd that all ordinances were properly followed on Texas Road.

Mrs. Mary Standaert of 118 Shenandoah Terrace reiterated her opinion on the decision by Council to lengthen current terms as part of the decision to move to even year elections.

Mrs. Clare Frist of 98 Frist Road stated an opposing view on the decision by Council to lengthen current terms and expressed her gratitude for their service.

Mr. Wade Burns of 232 North Carolina Terrace suggested the Council think strongly about any parking decisions because hospitality is part of our Community and part of that is supporting the Conference Center and the image of the MRA.

**Board of Commissioners
Meeting Minutes
December 12, 2019**

Mr. Richard Dubose of 160 Woodland Road stated that MRA has deferred to the Town to determine what is in the best interest of public safety. Mr. Dubose hopes the police continue to use discretion with enforcement of parking regulations.

Mr. Tom Frist of 98 Frist Road recommended that the Council take this parking issue as a top priority and resolve this problem for the future of Montreat.

Commissioner Communications

Commissioner Alice Lentz mentioned that parking is indeed an issue and communicating parking changes and rules is even more important for the community. Commissioner Lentz also advised those in attendance that the newly updated Tree Management Guide is available online and in the Town Services Office.

Mayor Pro Tem Otto thanked Mr. Bill Scheu and his Planning & Zoning Commission members for all their hard work on the Zoning Ordinance review. Mayor Pro Tem Otto reflected on how appreciative he is of Staff and the community as a whole.

Commissioner Widmer thanked some members of the community for communicating problems with the recent Greybeard Trail detour.

Meeting Dates

Montreat Planning & Zoning Commission:	Thursday, December 19, 2019 Walkup Building 10:30 a.m.
Town Office Closed:	Tuesday & Wednesday, December 24 & 25 Christmas Holiday
Town Office Closed:	Wednesday, January 1, 2020 New Year's Holiday
Montreat Planning & Zoning Commission:	Thursday, January 2, 2020 Walkup Building 10:30 a.m.
January Town Council Meeting:	Thursday, January 9, 2020 Walkup Building 7:00 p.m.

**Board of Commissioners
Meeting Minutes
December 12, 2019**

	Public Forum begins at 6:30 p.m.
Montreat Tree Board:	Tuesday, January 28, 2020 Town Services Building 9:30 a.m.
Save the Date!	Saturday, April 25, 2020 Moore Center Field Native Plant Sale & Arbor Day Celebration

Adjournment

Commissioner Lentz moved to adjourn the meeting. Commissioner Alexander seconded and the motion carried 5/0. The meeting was adjourned at 8:26 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**ADMINISTRATIVE REPORTS:
ADMINISTRATION**

Town Administration report for the month of December , 2019

Monthly Statistics

Public Meetings	4
Inter-Organizational /Intergovernmental Meetings	2
Agendas Prepared	4
Minutes Transcribed	4
Resolutions Drafted	1
Public Records Requests Processed	2
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	6
Purchase Orders	54
Professional Development Hours	16
Sunshine List Messages	9
Website Posts	12
Social Media Posts	5
Code Red Alerts	1
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

The Town Offices will be closed in observance of the Martin Luther King, Jr. Holiday

Comments

N/A

Staff Communications

Work continues on Greybeard Trail. Gabion baskets are delivered to the storage yard, and will be delivered to the site as soon as there is enough room. Approximately 2/3 of the existing boulder wall has been removed. CDC is working with AT&T to get the utility pole in the center removed. They have already made their preliminary field visit and submitted a work order. Weather pending, they will start installing stream diversion barriers early January. After the diversion barriers are in place they'll start excavating/installing the bottom layer of gabion baskets. It is estimated this will be sometime between 1/8/2020 and 1/10/2020. After the pole is removed, rest of the existing boulders will be removed. Then the bottom layer of the gabion baskets will be installed. Once the bottom layer is in, they will start going vertical on the gabion basket wall.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of December , 2019

Monthly Statistics

Building Permits Issued	9
Pending Building Permits	0
Building Inspections Performed	21
Stop Work Order Issued	0
Defective Building Posted	0
Denied Building Permits	0
Fire Inspections Performed	0
Fire Re-Inspections Performed	0
Fire Permits Issued	0
Fuel Costs	0

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of December , 2019

Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	5
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	199.46
Contracted Employee Staff Hours	111
Road Closures	4

Comments

Tree removal will be taking place in different parts of town rights-of way
Please keep a watchful eye out for the crews working on the sides of the roads.

Staff Communications



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

December , 2019

Monthly Statistics

Patrol Mileage	2,623
Dispatched Calls	53
Officer-Initiated Calls	465
Fire Assistance Calls	2
EMS Assistance Calls	1
Motorist/Other Assistance Calls	19
Traffic Stops	77
Parking Issues	14
Burglar Alarm Responses	1
Fire Alarm Responses	2
Residential/Building Checks	362
Ordinance Violations	2
Law Enforcement Agency Assistance Calls	43
Animal Control Calls	1
Larcenies	1
Breaking & Entering Calls	1
Suspicious Person Investigations	1
Suspicious Vehicle Investigations	5
Disturbance Calls	4
Accident Responses	1
Auxiliary Hours Worked (Regular)	40
Auxiliary Hours Worked (Addittional)	0
Truck Turns at Gate	10
MPD Fuel Cost	\$ -
Professional Development Hours	24
Town Service	503
MRA Service	117
College Service	10

Comments

0

December was pretty quiet in terms of calls for service. MPD is still focused on vehicular concerns such as speeding and parking. The new flashing radar sign has been met with positive response from what I can gather.

With the Greybeard Trail detour in effect, we encourage everyone to exercise patience when utilizing this route. With luck, this inconvenience will be done with soon enough.



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of December , 2019

Monthly Statistics

Calls for Service	0
Water Leaks Repaired	1
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	4,389,741
Monthly Fuel Cost	\$ 484.04
Hours Pumped (11 wells combined)	1,954

Upcoming Events and Schedule Changes

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Comments

We would like to take this time to ask people to winterize their houses if they plan on being gone this winter or bumping their heat up a little to keep their pipes from bursting from freezing.

We have all of the permitting for the Public works Building , We have had the preconstruction meeting with the GC, Electrical contractor ,Plumbing contractor and the Building inspector . We are currently awaiting a date YTD for the concrete work to began.

Staff Communications

Please leave the heat on and the windows shut if you leave your home for a period of time to avoid leaks.

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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of December , 2019

Monthly Statistics

Curbside Trash Collected (tons)	25.25
Pay-As-You-Throw Trash Bags Collected	35
Curbside Recycling Collected (tons)	6.52
Pay-As-You-Throw Recycling Bags Collected	28
Cardboard Recycling Collected (tons)	0.61
Unique Curbside Sanitation Stops	3,334
Bagged Leaf Pickup	89
Brush Pickup (cubic yards)	12 loads
Hauling Fees	\$1,837.33
Tipping Fees	\$2,192.12
Dumpster Rental Fees	\$203.92
Sanitation Fuel	\$211.83
Contracted Employee Staff Hours	127.5

Upcoming Events and Schedule Changes

N/A

Comments

N/A

Staff Communications

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As always, please remember to tie your trash bags before setting them out for curbside pickup.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of December , 2019

Monthly Statistics

Approved Zoning Permits	2
Denied Zoning Permits	0
Pending Zoning Permits	2
Variance/Interpretation Granted	0
Conditional Use Permits Granted	0
Permit Extensions Granted	0
Sign Permits Issued	0
Notice of Violations	0

Comments

N/A

Staff Communications

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NOVEMBER 2019 - MONTH 5 OF FISCAL YEAR 2019-2020

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	2,242,047.10	934,186.29	431,251.36	(502,934.93)
WATER FUND	30	401,896.00	167,456.67	125,076.19	(42,380.48)
TOTAL REVENUES GENERAL & WATER FUNDS		2,643,943.10	1,101,642.96	556,327.55	(545,315.41)

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	151,701.00	63,208.75	123,290.64	(60,081.89)
ADMINISTRATION	10	380,295.00	158,456.25	200,110.67	(41,654.42)
PUBLIC BUILDINGS	10	211,236.00	88,015.00	1,338.44	86,676.56
POLICE	10	460,410.00	191,837.50	216,274.44	(24,436.94)
BUILDING AND ZONING	10	124,660.00	51,941.67	28,771.00	23,170.67
PUBLIC WORKS	10	157,342.00	65,559.17	110,084.29	(44,525.12)
STREET	10	607,397.00	253,082.08	430,170.81	(177,088.73)
SANITATION	10	118,602.00	49,417.50	54,529.62	(5,112.12)
ENVIRON,CONS,REC	10	30,404.10	12,668.38	10,416.07	2,252.31
TOTAL EXPENSES GENERAL FUND		2,242,047.10	934,186.29	1,174,985.98	(240,799.69)

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	401,896.00	167,456.67	89,031.15	78,425.52
TOTAL EXPENSES WATER FUND		401,896.00	167,456.67	89,031.15	78,425.52
TOTAL EXPENSES GENERAL & WATER FUNDS		\$2,643,943.10	\$1,101,642.96	\$1,264,017.13	(162,374.17)

GENERAL FUND INCOME/LOSS - YTD	(5743,734.62)
WATER FUND INCOME/LOSS - YTD	\$36,045.04
NET INCOME - YTD 2019	(5707,689.58)

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	1,990,701.00	164,450.17	877,921.13	44.10%
PUBLIC WORKS BLDG	14	300,000.00	726.72	106,096.59	35.37%
FEMA-GREYBEARD	15	218,232.00	0.00	37,346.35	17.11%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	15,360.00	0.00	11,290.00	73.50%
LANDCARE	26	750.00	0.00	49.95	6.66%
TOTAL SPECIAL PROJECTS	N/A	\$ 2,689,157.00	\$ 165,176.89	\$ 1,142,417.66	42.48%



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ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Solomon CHARLES William
(Last) (First) (Middle)

Physical Address: 223 ASSEMBLY DRIVE

Mailing Address: P.O. Box 1 MONTREAT NC 28757

Home Phone: 828.669.1419 Alternate Phone: 828.337.4336

Email Contact Information: BJSOL63@GMAIL.COM

On which Board or Committee do you wish to serve?

- ☒ Board of Adjustment ☐ Open Space Conservation Committee
- ☐ Comprehensive Plan Steering Committee ☐ Communications Advisory Committee
- ☐ Montreat Landcare Committee

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

SERVE MY MONTREAT NEIGHBORS OF MANY YEARS.

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. MAINTAINING HISTORY OF MONTREAT.
2. SETTING CONSTRUCTIVE GOALS FOR FUTURE GROWTH
3. BEING AN INFLUENCE FOR UNITY & COOPERATION

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

50 YRS. OF PASTORAL MINISTRY. CHURCH PLANTING
PASTOR IN 4 NEW CHURCH PLANTING SITUATIONS
& INVOLVING 4 NEW BUILDING PROGRAMS

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? FULL TIME - (RETIRED)
REQUIRED