

**Town of Montreat
Board of Commissioners
Special Town Council Meeting
April 16, 2020 – 5:00 p.m.
Conducted electronically using Zoom Software**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Administrative Reports

- Administration
- Police
- Public Works and Water
- Streets

IV. Public Comment

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

V. Old Business

VI. New Business

A. Vote to allow virtual participation by Commission Members

- **Suggested Motion:** Move to allow virtual participation by Commission Members

B. Presentation of the Texas Road Bridge Design (Presentation only)

C. Presentation of the Capital Improvement Plan (Presentation only)

D. Call for Public Hearing on contributions to the ONE Buncombe Fund

- **Suggested Motion:** Move to advertise a public hearing for contributions to the ONE Buncombe Fund in the paper of record and to hold a public hearing no less than 10 days after

E. Approval of Workers Compensation Insurance

- **Suggested Motion:** Move to approve/deny Workers Compensation Insurance with the North Carolina Interlocal Risk Management Agency in the amount of \$18,882.99.

F. Approval of Property and Liability Insurance

- **Suggested Motion:** Move to renew Property and Liability Insurance with the Interlocal Risk Financing Fund of NC.

G. Discussion of the Covid-19 nationally and in Montreat

H. Updates on the Town Hall, the Public Works Building, Greybeard Trail Restoration and Alberto-related items

I. Discussion of Extra Territorial Jurisdiction

J. Discussion of contingency plans for opening of Town Hall

VII. Adjournment



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of March , 2019

Monthly Statistics

Public Meetings	0
Inter-Organizational /Intergovernmental Meetings	0
Agendas Prepared	0
Minutes Transcribed	2
Resolutions Drafted	0
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	3
Purchase Orders	0
Professional Development Hours	0
Sunshine List Messages	14
Website Posts	14
Social Media Posts	1
Code Red Alerts	0
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



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 #REF! , 2019

Monthly Statistics

Building Permits Issued	#REF!
Pending Building Permits	#REF!
Building Inspections Performed	#REF!
Stop Work Order Issued	#REF!
Defective Building Posted	#REF!
Denied Building Permits	#REF!
Fire Inspections Performed	#REF!
Fire Re-Inspections Performed	#REF!
Fire Permits Issued	#REF!
Fuel Costs	#REF!

Comments

Staff Communications



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 Department report for the month of March , 2019

Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	2
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	333.23
Contracted Employee Staff Hours	111
Road Closures	1

Comments

Our thoughts and prayers go out to everyone going thru these trying and difficult times .
Please keep a watchful eye out for the crews working on the sides of the roads.

Staff Communications



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of March , 2019

Monthly Statistics

Mileage	2,542
Dispatched Calls	33
Officer-Initiated Calls	442
Fire Assistance Calls	1
EMS Assistance Calls	2
Motorist/Other Assistance Calls	19
Traffic Stops	20
Parking Issues	3
Burglar Alarm Responses	4
Fire Alarm Responses	0
Residential/Building Checks	388
Ordinance Violations	1
Law Enforcement Agency Assistance Calls	29
Animal Control Calls	0
Larcenies	1
Breaking & Entering Calls	0
Suspicious Person Investigations	2
Suspicious Vehicle Investigations	6
Disturbance Calls	4
Accident Responses	4
Auxiliary Hours Worked (Regular)	40
Auxiliary Hours Worked (Addittional)	12
Truck Turns at Gate	8
MPD Fuel Cost	\$ -
Professional Development Hours	60
Town Service	415
MRA Service	136
College Service	4

Comments

Obviously the biggest thing happening over the course of March has been the COVID-19 situation. From the beginning, MPD has been communicating and working with the EOC apparatus, and neighboring agencies.

This has proven to be an unprecedented event for not only the community, but the entire world. As this event continues to unfold we will continue our duty to the best of our ability.



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 month of March , 2019

Monthly Statistics

Calls for Service	25
Water Leaks Repaired	0
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	3,348,281
Monthly Fuel Cost	\$ 251.56
Hours Pumped (11 wells combined)	1,557

Upcoming Events and Schedule Changes

Our thoughts and prayers go out to everyone as we go thru these trying and difficult times.

Comments

The concrete pad is finished and the steel is starting to go up the week of the March 30 .

The CCR(Consumer Confidence Report) is complete and we hope to have it mailed out soon . It is a report about all of

Staff Communications

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

.



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 Department report for the month of #REF! , 2019

Monthly Statistics

#REF!	0
Pay-As-You-Throw Trash Bags Collected	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	0

Upcoming Events and Schedule Changes

#REF!

Comments

#REF!

Staff Communications

#REF!

#REF!



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 #REF! , 2019

Monthly Statistics

Approved Zoning Permits	0
Denied Zoning Permits	0
Pending Zoning Permits	0
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

#REF!

#REF!

#REF!

Special Provision For Texas Road Bridge Rehabilitation

Town of Montreat, NC

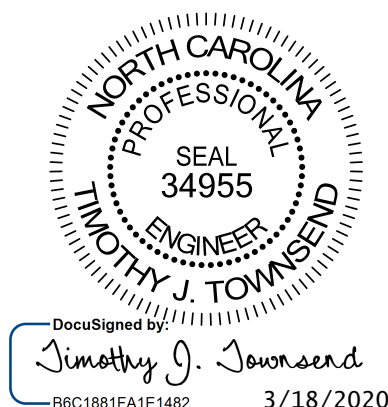
M&C Comm. No. 3984

3/18/2020

Table of Contents

CRANE SAFETY	1
ASBESTOS ASSESSMENT FOR BRIDGE DEMOLITION AND RENOVATION ACTIVITIES	2
PAINTING EXISTING STRUCTURE.....	5
CLEANING AND PAINTING EXISTING BEARING PLATES	18
BRIDGE RAILING	19
REMOVAL OF EXISTING STRUCTURE.....	20
ABUTMENT REPAIRS.....	21
TRAFFIC BOLLARDS.....	22
DRAINAGE SYSTEM.....	23

All references to the “*Standard Specifications*” shall refer to 2018 NCDOT Standard Specification for Roads and Structures



CRANE SAFETY

Comply with the manufacturer specifications and limitations applicable to the operation of any and all cranes and derricks. Prime contractors, sub-contractors, and fully operated rental companies shall comply with the current Occupational Safety and Health Administration (OSHA) regulations.

Submit all items listed below to the Engineer prior to beginning crane operations. Changes in personnel or equipment must be reported to the Engineer and all applicable items listed below must be updated and submitted prior to continuing with crane operations.

CRANE SAFETY SUBMITTAL LIST

- A. **Competent Person:** Provide the name and qualifications of the “Competent Person” responsible for crane safety and lifting operations. The named competent person will have the responsibility and authority to stop any work activity due to safety concerns.
- B. **Riggers:** Provide the qualifications and experience of the persons responsible for rigging operations. Qualifications and experience should include, but not be limited to, weight calculations, center of gravity determinations, selection and inspection of sling and rigging equipment, and safe rigging practices.
- C. **Crane Inspections:** Inspection records for all cranes shall be current and readily accessible for review upon request.
- D. **Certifications:** Crane operators shall be certified by the National Commission for the Certification of Crane Operators (NCCCO) or the National Center for Construction Education and Research (NCCER). Other approved nationally accredited programs will be considered upon request. In addition, crane operators shall have a current CDL medical card. Submit a list of crane operator(s) and include current certification for each type of crane operated (small hydraulic, large hydraulic, small lattice, large lattice) and medical evaluations for each operator.

ASBESTOS ASSESSMENT FOR BRIDGE DEMOLITION AND RENOVATION ACTIVITIES

1.0 INSPECTION FOR ASBESTOS CONTAINING MATERIAL

Prior to conducting bridge demolition or renovation activities, the Contractor shall thoroughly inspect the bridge or affected components for the presence of asbestos containing material (ACM) using a firm prequalified by NCDOT to perform asbestos surveys. The inspection must be performed by a N.C. accredited asbestos inspector with experience inspecting bridges or other industrial structures. The N.C. accredited asbestos inspector must conduct a thorough inspection, identifying all asbestos-containing material as required by the Environmental Protection Agency National Emission Standards for Hazardous Air Pollutants (NESHAP) Code of Federal Regulations (CFR) 40 CFR, Part 61, Subpart M.

The Contractor shall submit an inspection report to the Engineer, which at a minimum must include information required in 40 CFR 763.85 (a)(4) vi)(A)-(E), as well as a project location map, photos of existing structure, the date of inspection and the name, N.C. accreditation number, and signature of the N.C. accredited asbestos inspector who performed the inspection and completed the report. The cover sheet of the report shall include project identification information. Place the following notes on the cover sheet of the report and check the appropriate box:

☐ ACM was found

☐ ACM was not found

2.0 REMOVAL AND DISPOSAL OF ASBESTOS CONTAINING MATERIAL

If ACM is found, notify the Engineer. Compensation for removal and disposal of ACM is considered extra work in accordance with Article 104-7 of the Standard Specifications.

An Asbestos Removal Permit must be obtained from the Health Hazards Control Unit (HHCU) of the N.C. Department of Health & Human Services, Division of Public Health, if more than 35 cubic feet, 160 square feet, or 260 linear feet of regulated ACM (RACM) is to be removed from a structure and this work must be completed by a contractor prequalified by NCDOT to perform asbestos abatement. RACM is defined in 40 CFR, Part 61, Subpart M. Note: 40 CFR 763.85 (a)(4) vi)(D) defines ACM as surfacing, TSI and Miscellaneous which does not meet the NESHAP RACM.

3.0 DEMOLITION NOTIFICATION

Even if no ACM is found (or if quantities are less than those required for a permit), a Demolition Notification (DHHS-3768) must be submitted to the HHCU. Notifications and Asbestos Permit applications require an original signature and must be submitted to the HHCU 10 working days prior to beginning demolition activities. The 10 working day period starts based on the post-marked date or date of hand delivery. Demolition that does

not begin as originally notified requires submission of a separate revision form HHCU 3768-R to HHCU. Reference the North Carolina Administrative Code, Chapter 10A, Subchapter 41C, Article .0605 for directives on revision submissions.

Contact Information

Health Hazards Control Unit (HHCU)
N.C. Department of Health and Human Services
1912 Mail Service Center
Raleigh, NC 27699-1912
Telephone: (919) 707-5950
Fax: (919) 870-4808

4.0 SPECIAL CONSIDERATIONS

Buncombe, Forsyth, and Mecklenburg counties also have asbestos permitting and NESHAP requirements must be followed. For projects involving permitted RACM removals, both the applicable county and the state (HHCU) must be notified.

For demolitions with no RACM, only the local environmental agencies must be notified. Contact information is as follows:

Buncombe County

WNC Regional Air Pollution Control Agency
49 Mt. Carmel Road
Asheville, NC 28806
(828) 250-6777

Forsyth County

Environmental Affairs Department
537 N. Spruce Street
Winston-Salem, NC 27101
(336) 703-2440

Mecklenburg County

Land Use and Environmental Services Agency
Mecklenburg Air Quality
700 N. Tryon Street
Charlotte, NC 28202
(704) 336-5430

5.0 ADDITIONAL INFORMATION

Additional information may be found on N.C. asbestos rules, regulations, procedures and N.C. accredited inspectors, as well as associated forms for demolition notifications and asbestos permit applications at the N.C. Asbestos Hazard Management Program website:

www.epi.state.nc.us/epi/asbestos/ahmp.html

6.0 BASIS OF PAYMENT

Payment for the work required in this provision will be at the lump sum contract unit price for “Asbestos Assessment”. Such payment will be full compensation for all asbestos inspections, reports, permitting and notifications.

PAINTING EXISTING STRUCTURE

DESCRIPTION

This work shall consist of furnishing all labor, equipment, and materials necessary to clean and paint the structural steel of the existing bridge. Work includes: removal, containment and disposal of the existing paint system; preparation of the surface to be painted and applying the new paint system; a containment enclosure; and any incidentals necessary to complete the project as specified and shown on the plans.

TWELVE-MONTH OBSERVATION PERIOD

The Contractor maintains responsibility for the coating system for a 12-month observation period beginning upon the satisfactory completion of all the work required in the plans or as directed by the Engineer. The Contractor shall guarantee the coating system under the payment and performance bond (refer to Article 109-10 of the *Standard Specifications*). To complete successfully the observation period, the coating system shall meet the following requirements after 12 months service:

- (A) No visible rust, contamination or application defect is observed in any coated area.
- (B) Painted surfaces have a uniform color and gloss.
- (C) Painted surfaces have an adhesion that meets an ASTM D3359, 3A rating.

Final acceptance is made only after the paint system meets the above requirements.

SUBMITTALS

Submit all of the following to the Engineer for review and approval before scheduling the pre-construction meeting. Allow at least two (2) weeks for the review process.

- (A) The existing paint systems include toxic substances such as red lead oxide, which are considered hazardous if improperly removed. The contractor shall be currently Society for Protective Coatings (SSPC) Quality Program (QP) 2, Category A certified, and have successfully completed lead paint removal and field painting on similar structures within 18 months prior to this bid. Lead abatement work completed within the 18 month period shall have been completed in accordance with contract specifications, free of citation from safety or environmental agencies. Lead abatement work shall include, but not be limited to: abrasive blasting; waste handling, storage and disposal; worker safety during lead abatement activities (fall protection, personal protective equipment (PPE), etc.); and containment. This requirement is in addition to the contractor pre-qualification requirements covered by Article 102-2 of the *Standard Specifications*.

The apparent low bidder shall submit a list of projects for which QP 2 work was performed within the last 18 months including owner contact information and submit to the Engineer a "Lead Abatement Affidavit". See link for form:

<https://www.ncdot.gov/initiatives-policies/Transportation/bridges/Documents/leadabatementaffidavit.pdf>.

- (B) Work schedule which shall be kept up to date, with a copy of the revised schedule being provided to the Engineer in a timely manner.
- (C) Containment system plans and design calculations in accordance with SSPC Guide 6, Class 2A and other project requirements, signed and sealed by a Professional Engineer licensed by the State of North Carolina.
- (D) Bridge wash water sampling and disposal plan.
- (E) Subcontractor identification.
- (F) Lighting plan for night work in accordance with Section 1413 of the *Standard Specifications*.
- (G) Health and safety plan addressing at least the required topics as specified by the SSPC QP 1 and QP 2 program and including hazard communication, respiratory health, emergency procedures, and local hospital and treatment facilities with directions and phone numbers, and disciplinary criteria for workers who violate the plan and accident investigation. The plan shall address the following: hazardous materials, personal protective equipment, general health and safety, occupational health and environmental controls, fire protection and prevention, signs, signals, and barricades, materials handling, storage, use, and disposal, hand and power tools, welding and cutting, electrical, scaffolds, fall protection, cranes, derricks, hoists, elevators, and conveyors, ladders, toxic and hazardous substances, airless injection and high pressure water jet (HPWJ).
- (H) Provide the Engineer a letter of certification that all employees performing work on the project have blood lead levels that are below the Occupational Safety and Health Administration (OSHA) action level.
- (I) Provide the Engineer with Competent Person qualifications and summary of work experience.
- (J) Environmental Compliance Plan.
- (K) Quality Control Plan (Project Specific) with quality control qualifications and summary of work experience.
- (M) Bridge and Public Protection Plan (Overspray, Utilities, etc. - Project/Task Specific).
- (N) Abrasive Blast Media:
 - (1) Product Data Sheet.
 - (2) Blast Media Test Reports in accordance with Article 1080-12 of the *Standard Specification*.
- (O) Coating Material:
 - (1) NCDOT HICAMS Test Reports (testing performed by NCDOT Materials and Tests Unit).
 - (2) Product Data Sheets.
 - (3) Material Safety Data Sheets.
 - (4) Product Specific Repair Procedures.
 - (5) Acceptance letters from paint manufacturer's for work practices that conflict with special provisions and/or paint manufactures product data sheets.

PRE-CONSTRUCTION MEETING

Submittals shall be reviewed and approved by the Engineer prior to scheduling the pre-construction meeting. Allow no less than two (2) weeks for a review process. When requesting a pre-construction meeting, contact the Engineer at least seven (7) working days in advance of the desired pre-construction date. The contractor's project supervisor, Competent Person, and quality control personnel shall be in attendance at the pre-construction meeting in order for the Contractor and Engineer to establish responsibilities for various personnel during project duration and to establish realistic timeframes for problem escalation.

CONTAINMENT SYSTEM

Prior to performing any construction or painting operations on the structure, the Contractor shall furnish the Engineer with plans and design calculations for a sufficiently designed containment system, which will provide access for any repairs on structural steel members, cleaning and surface preparations for structural steel members, and coating operations for structural steel members of the bridge. The containment system shall not be installed, and no work shall begin, until the Engineer has reviewed and approved, in writing, the submitted containment system plans and design calculations. Containment system plans and design calculations shall be prepared, sealed, and signed by a Professional Engineer licensed by the State of North Carolina. Allow a minimum of two (2) weeks for review of the containment plans and calculations.

The containment system shall meet or exceed the requirements of Class 2A containment in accordance with SSPC Guide 6. The Contractor shall determine the required capacity of the containment system, which, at a minimum, shall include loads due to wind, repair materials and repair operations, equipment, and tools; however, the capacity shall not be less than that required by Federal or State regulations. Design steel members to meet the requirements of the *American Institute of Steel Construction Manual*. Design timber members in accordance with the *National Design Specification for Stress-Grade Lumber and Its Fastenings* of the National Forest Products Association. The containment system shall be constructed of materials capable of withstanding damage from any of the work required on this project and shall provide a two (2) hour resistance to fire.

In the containment system plans, describe how debris is contained and collected. Describe the type of tarpaulin, bracing materials, and the maximum designed wind load. Design wind loads shall be in accordance with the Falsework and Formwork special provision. Describe the dust collection system and how a negative pressure of 0.03 inches of water column is maintained inside the enclosure, while blasting operations are being conducted. Describe how the airflow inside the containment structure is designed to meet all applicable OSHA Standards. Describe how water run-off from rain will be routed by or through the enclosure. Describe how wash water will be contained and paint chips separated. Describe what physical containment will be provided during painting application to protect the public and areas not to be painted.

Drilling holes in the superstructure for the purpose of attaching the containment system is prohibited.

The Contractor will be responsible for certifying that the containment system has been constructed in accordance with the approved plans.

The containment system shall be cleaned after each workday.

Upon completion of work, remove all anchorages in the substructure and repair the substructure at no additional cost to the Town of Montreat.

Protect non-metallic parts of bearings from blasting and painting (i.e.: Pot Bearings, Elastomeric Pads, and Disc Bearings).

WASH WATER SAMPLING AND DISPOSAL PLAN

All wash water shall be collected and sampled prior to disposal. Representative sampling and testing methodology shall conform to North Carolina Administrative Code 15A NCAC 02B.0103, "Analytical Procedures". Wash water shall be tested for pollutants listed in 15A NCAC 02B.0211(3), 15A NCAC 02T.0505(b)(1) and 15A NCAC 2T.0905(h). Depending on the test results, wash water disposal methods shall be described in the disposal plan. Wash water shall be disposed of in accordance with all current Federal and State regulations. See link for NCDOT Guidelines for Managing Bridge Wash Water:

<https://www.ncdot.gov/initiatives-policies/Transportation/bridges/Documents/WashWater.pdf>

WASTE HANDLING OF PAINT AND ABRASIVES

Comply with all Federal, State, and local regulations.

Comply with the Resource Conservation and Recovery Act (RCRA - 40 CFR 261 - 265) and the Occupational Safety and Health Act (OSHA - 29 CFR 1910 - 1926) regulations for employee training, and for the handling, storage, labeling, recordkeeping, reporting, inspections and disposal of all hazardous waste generated during paint removal.

A summary of Generator Requirements is available at the above NCDOT web link, which cites the specific regulations for each Generator category. Quantities of waste by weight and dates of waste generation shall be recorded. Waste stored at the project site shall be properly labeled. All waste, hazardous or non-hazardous, requires numbered shipping manifests.

The North Carolina Department of Environmental Quality (NCDEQ) have adopted RCRA as the North Carolina Hazardous Waste Management Rules and are responsible for enforcement. The *Hazardous Waste Generator Compliance Manual* is published by the Compliance Branch of the Division of Waste Management of NCDEQ, and can be found at: <https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Generator%20Compliance%20Manual.pdf>

Immediately after award of the contract, arrange for waste containers, sampling, testing, transportation, and disposal of all waste. No work shall begin until the Contractor furnishes the Engineer with a written waste disposal plan. Any alternative method for handling waste shall be pre-approved by the Engineer. Use an approved waste management company from the following link:

<https://www.ebs.nc.gov/VendorDirectory/results.html?sap-params=cD0xJTlwJmN1cnJlbnRfc2VhcmNoX3BhZ2U9d2Mmc2VsZWNoaW9uX2Zpcm1fbmFtZT0mc2VsZWNoaW9uX2NlcnQ9JnNlbGVjdGlvb19maXJtdHlwZT0meXNjX2Zpcm10eXB1PSZzZWxlY3Rpb25fd29ya2xvY2F0aW9uPSZ5c2Nfd29ya2xvY2F0aW9uPSZzZWxlY3Rpb25fYWRkcN0YXRIPSZ5c2NfYWRkcN0YXRIPSZzZWxlY3Rpb25fYWRkcNvdW50eT0meXNjX2FkZHIjb3VudHk9JnNlbGVjdGlvb193a2NvZGU9MDAzMDQwJnlzY193a2NvZGU9MDAzMDQwJTlwQ09OVEFNSU5BVEVEJTIwTUFURVJJQUxTJTlwUkVNT1ZBTCZzZWxlY3Rpb25fZGZlYz0meXNjX2Rpc2M9JnNlbGVjdGlvb19uYWljcz0meXNjX25haWNzPSZzZWxlY3Rpb25fY3R5cGU9MA%3d%3d>

All removed paint and spent abrasive media shall be tested for lead following the SW-846 Toxicity Characteristic Leaching Procedure (TCLP) Method 1311 Extraction, as required in 40 CFR 261, Appendix 11, to determine whether it shall be disposed of as hazardous waste. Furnish the Engineer certified test reports showing TCLP results of the paint chips stored on site, with disposal in accordance with “Flowchart on Lead Waste Identification and Disposal” at:

<https://ncdenr.s3.amazonaws.com/s3fs-public/document-library/Lead%20Disposal.pdf>

All sampling shall be done in presence of the Engineer’s representative.

The Competent Person shall obtain composite samples from each barrel of the wash water and waste generated by collecting two or more portions taken at regularly spaced intervals during accumulation. Composite the portions into one sample for testing purposes. Acquire samples after 10% or before 90% of the barrel has accumulated. The intent is to provide samples that are representative of widely separated portions, but not the beginning and end of wash water or waste accumulation.

Perform sampling by passing a receptacle completely through the discharge stream or by completely diverting the discharge into a sample container. If discharge of the wash water or waste is too rapid to divert the complete discharge stream, discharge into a container or transportation unit sufficiently large to accommodate the flow and then accomplish the sampling in the same manner as described above.

Comply with the NCDEQ *Hazardous Waste Compliance Generator Manual*. Record quantities of waste by weight and dates of waste generation. Until test results are received, store all waste, and label as “Montreat Bridge Paint Removal Waste - Pending Analysis” and include the date generated and contact information for the Engineer. Store waste containers in an enclosed, sealed, and secured storage container protected from traffic from all directions. Obtain approval for the protection plan for these containers from the Engineer. If adequate protection cannot be obtained by use of existing guardrail, provide the necessary supplies and equipment to maintain adequate protection. Once test results are received and characterized, label waste as either “Hazardous Waste - Pending Disposal” or “Paint Waste - Pending Disposal”.

Once the waste has been collected, and the quantities determined, prepare the appropriate shipping documents and manifests and present them to the Engineer. The Engineer will verify the type and quantity of waste and obtain a Provisional Environmental Protection Agency (EPA) ID number from:

Melodi Deaver
Division of Waste Management/Hazardous Waste Section
North Carolina Department of Environmental Quality
1646 Mail Service Center
Raleigh, NC 27699
Phone: (919) 707-8204, Email: melodi.deaver@ncdenr.gov

At the time of shipping, the Engineer will sign, date, and add the ID number in the appropriate section on the manifest. The maximum on-site storage time for collected waste shall be 90 calendar days. All waste whether hazardous or non-hazardous will require numbered shipping manifests. The cost for waste disposal (including lab and Provisional EPA ID number) is included in the bid price for this contract. Note NC Hazardous Waste Management Rules (15A NCAC 13A) for more information. Provisional EPA ID numbers may be obtained at:

<https://deq.nc.gov/about/divisions/waste-management/hw/provisional-notification>

Testing labs shall be certified in accordance with North Carolina State Laboratory Public Health Environmental Sciences. List of certified laboratories may be obtained at:

<https://slphreporting.ncpublichealth.com/Certification/CertifiedLaboratory.asp>

All test results shall be documented on the lab analysis as follows:

(A) For leachable lead:

(1) Soils/Solid/Liquid- EPA 1311/200.7/6010

Area sampling will be performed for the first two (2) days at each bridge location. The area sample will be located within five (5) feet of the containment and where the highest probability of leakage will occur (access door, etc.). Results from the area sampling will be given to the Engineer within 72 hours of sampling (excluding weekends). If the results of the samples exceed $20 \mu\text{g}/\text{m}^3$ corrective measures shall be taken and monitoring shall be continued until two (2) consecutive sample results are less than $20 \mu\text{g}/\text{m}^3$.

Time Weighted Average (TWA) may suspend the work if there are visible emissions outside the containment enclosure or pump monitoring results exceeding the level of $30 \mu\text{g}/\text{m}^3$.

Where schools, housing and/or buildings are within 500 feet of the containment, the Contractor shall perform initial Total Suspended Monitoring (TSP) Lead monitoring for the first ten (10) days of the project during abrasive blasting, vacuuming and containment removal. Additional monitoring will be required during abrasive blasting two (2) days per month thereafter. Results of the TSP monitoring at any location shall not exceed $1.5 \mu\text{g}/\text{m}^3$.

EQUIPMENT MOBILIZATION

The equipment used in any travel lanes and paved shoulder shall be mobile equipment on wheels that has the ability to move on/off the roadway in less than 30 minutes. All work conducted in travel lanes shall be from truck or trailer supported platforms and all equipment shall be self-propelled or attached to a tow vehicle at all times.

QUALITY CONTROL INSPECTOR

Provide a quality control (QC) inspector in accordance with the SSPC QP guidelines to ensure that all processes, preparation, blasting and coating application are in accordance with the requirements of the contract. The inspector shall have written authority to perform QC duties to include continuous improvement of all QC internal procedures. The presence of the engineer or inspector at the work site shall in no way lessen the contractor's responsibility for conformity with the contract.

SUBLETTING OF CONTRACT

Only contractors certified to meet SSPC QP 2, Category A, and who have successfully completed lead paint removal and field painting on similar structures within 18 months prior to this bid are qualified for this work. Work is only sublet by approval of the Engineer.

PREPARATION OF SURFACES

Before any other surface preparation is conducted, all surfaces shall be power washed to remove dust, salts, dirt, and other contaminants. All wash water shall be contained, collected, and tested in accordance with the requirements of NCDOT Guidelines for Managing Bridge Wash Water. Obtain approval of the Engineer and allow all cleaned surfaces to dry to the touch and without standing water before beginning surface preparation or painting activities.

Surface preparation is done with materials meeting Article 1080-12 of the *Standard Specifications*. No silica sand or other silica materials are permitted for use. The profile shall be between 1.0 and 3.0 mils when measured on a smooth steel surface. Conduct and document at least two (2) tests per beam/girder and two (2) tests per span of diaphragms/cross bracing.

Spread tarpaulins over all pavements and surfaces underneath equipment used for abrasive blasting as well as equipment and containers used to collect abrasive media. This requirement will be enforced during activity and inactivity of equipment.

Before the Contractor departs from the work site at the end of the workday, collect all debris generated during surface preparation and all dust collector hoses, tarps or other appurtenances containing blasting residue in approved containers.

Clean a 3" x 3" area at each structure to demonstrate the specified finish, and the inspector will preserve this area by covering it with tape, plastic or some other suitable means so that it can be retained as the Dry Film Thickness (DFT) gauge adjustment standard. An acceptable alternative is for the Contractor to provide a steel plate with similar properties and geometry as the substrate to be measured.

The contractor shall notify the Engineer of any area of corroded steel that has lost more than 50% of its original thickness.

All parts of the bridges not to be painted and the travelling public shall be protected from overspray. Submit a plan to protect all parts of the bridge that are not required to be painted and a

plan to protect the traveling public and surrounding environment while applying all coats of paint to a structure.

Ensure that chloride levels on the surfaces are $7 \mu\text{g}/\text{cm}^2$ or lower using an acceptable sample method in accordance with SSPC Guide 15. The frequency of testing shall be two (2) tests per span after all surface preparation has been completed and immediately prior to painting. Select test areas representing the greatest amount of corrosion in the span as determined by the Engineers' representative. Additional testing may be required if significant amounts of chloride are detected.

All weld splatter, slag or other surface defects resulting in a raised surface above the final paint layer shall be removed prior to application of primer coat.

PAINTING OF STEEL

Paint System 1, as specified in these special provisions and Article 442-8 of the *Standard Specifications*, is to be used for this work. System 1 is an inorganic zinc primer, two coats acrylic paint, and one stripe coat of acrylic paint over blast-cleaned surfaces in accordance with SSPC-SP-10 (Near White Blast). Perform all mixing operations over an impervious surface with provisions to prevent runoff to grade of any spilled material. The contractor is responsible for reporting quantities of thinner purchased as well the amounts used. No container with thinner shall be left uncovered, when not in use.

Apply 2" stripe coat, by brush or roller only, to all exposed edges of steel including fasteners before applying the finish coat. Locate the edge or corner in the approximate center of the paint stripe.

Any area where newly applied paint fails to meet the specifications shall be repaired or replaced by the Contractor, at no additional cost to the Department. The Engineer approves all repair processes before the repair is made. Repaired areas shall meet the *Standard Specifications*. The Contractor applies an additional finish coat of paint to areas where the tape adhesion test is conducted.

MATERIALS

Only paint suppliers that have a NCDOT qualified inorganic zinc primer may furnish paints for this project. All paints applied to a structure shall be from the same supplier. Before any paints are applied the Contractor shall provide the Engineer a manufacturer's certification that each batch of paint meets the requirements of the applicable Section 1080 of the *Standard Specifications*.

The inspector randomly collects a one pint sample of each paint product used on the project. Additional samples may be collected as needed to verify compliance to the specifications.

Do not expose paint materials to rain, excessive condensation, long periods of direct sunlight, or temperatures above 110°F or below 40°F . In addition, the Contractor shall place a device that records the high, low, and current temperatures inside the storage location. Follow the manufacturer's storage requirements if more restrictive than the above requirements.

INSPECTION

Surface Preparation for System 1 shall be in accordance with SSPC SP-10. Any area(s) not meeting the requirements of SSPC SP-10 shall be remediated prior to application of coating. Surface is considered ready for inspection when all blast abrasive, residue and dust is removed from surfaces to be coated.

(A) Quality Assurance Inspection

The Contractor furnishes all necessary OSHA approved apparatus such as ladders, scaffolds and platforms as required for the inspector to have reasonable and safe access to all parts of the work. The contractor illuminates the surfaces to be inspected to a minimum of 50-foot candles of light. All access points shall be illuminated to a minimum of 20-foot candles of light.

The Town of Montreat reserves the right for ongoing Quality Assurance (QA) inspection to include but not limited to surface contamination testing, adhesion pull testing, and DFT readings as necessary to assure quality.

Inform the Engineer and the Division Safety Engineer of all scheduled and unannounced inspections from SSPC, OSHA, EPA and/or others that come on site. Furnish the Engineer a copy of all inspection reports except for reports performed by a third party and or consultant on behalf of the Contractor.

(B) Inspection Instruments

At a minimum, furnish the following calibrated instruments and conduct the following quality control tests:

- (1) Sling Psychrometer - ASTM E337 - bulb type
- (2) Surface Temperature Thermometer
- (3) Wind Speed Indicator
- (4) Tape Profile Tester - ASTM D4417 Method C
- (5) Surface Condition Standards - SSPC VIS-1 and VIS-3
- (6) Wet Film Thickness Gage - ASTM D4414
- (7) Dry Film Thickness Gage - SSPC-PA2 Modified
- (8) Solvent Rub Test Kit - ASTM D4752
- (9) Adhesion Test Kit - ASTM D3359 Method A (Tape Test)
- (10) Adhesion Pull test - ASTM D4541
- (11) Surface Contamination Analysis Kit or (Chloride Level Test Kit) SSPC Technology Guide 15

(C) Quality Control

Maintain a daily quality control record in accordance with Subarticle 442-12(D) of the *Standard Specifications* and make such records available at the job site for review by the inspector and submit to the Engineer as directed. In addition to the information required on Form M&T-610, submit all Dry Film Thickness (DFT) readings on a form equivalent to Form M&T-611. These forms can be found at:

<https://connect.ncdot.gov/resources/Materials/Pages/Materials-Manual-by-Material.aspx?Order=MM-03-02>

(1) Measure DFT at each spot on the attached diagram and at the required number of locations as specified below:

- (a) For span members less than 45 feet; three (3) random locations along each girder in each span.
- (b) For span members greater than 45 feet; add one additional location for each additional ten (10) feet in span length.

DFT measurements for the prime coat shall not be taken for record until the zinc primer has cured in accordance with ASTM D4752 (MEK Rub Test) with no less than a four (4) resistance rating.

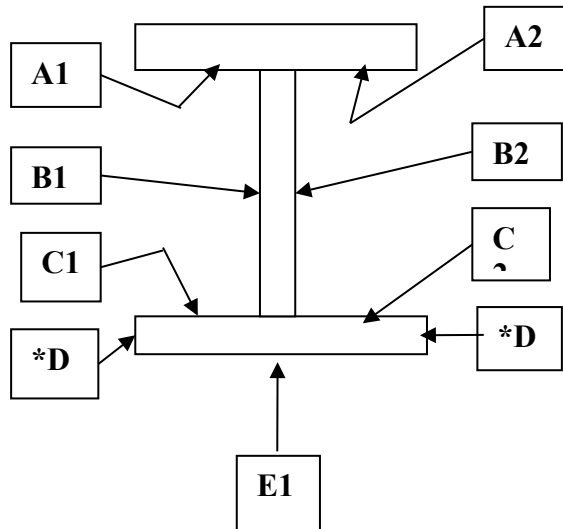
Stiffeners and other attachments to beams and or plate girders shall be measured at no less than five (5) random spots per span. Also, dry film thickness is measured at no less than six (6) random spots per span on diaphragms/cross frames.

Each spot is an average of three (3) to five (5) individual gage readings as defined in SSPC PA-2. No spot average shall be less than 80% of minimum DFT for each layer applied; this does not apply to stripe coat application. Spot readings that are non-conforming shall be re-assessed by performing additional spot measurements not to exceed one-foot intervals on both sides of the low areas until acceptable spot averages are obtained. These non-conforming areas shall be corrected by the Contractor prior to applying successive coats.

Less than 36" in height and/or bottom flanges less than 16" in width.

**7 Spot Areas
21 Individual DFT Readings**

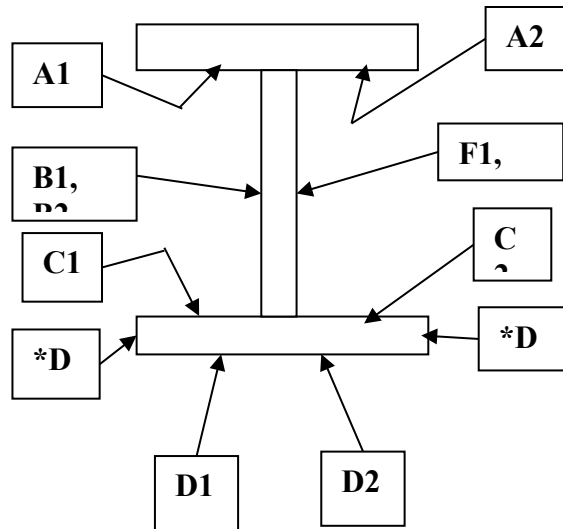
7 Spot Areas



***D areas are only included when flange thickness is one inch (1") or greater.**

36" in height or greater and/or bottom flanges greater than 16" in width.

**10 Spot Areas
30 Individual DFT Readings**



***D areas are only included when flange thickness is one inch (1") or greater.**

- (2) Two (2) random adhesion tests (1 test = 3 dollies) per span are conducted on interior surfaces in accordance with ASTM D4541 (Adhesion Pull Test) after the prime coat has been properly cured in accordance with ASTM D4752 (MEK Rub Test) with no less than a four (4) resistance rating, and will be touched up by the Contractor. The required minimum average adhesion is 400 psi.
- (3) Cure of the intermediate and stripe coats shall be accessed by using the thumb test in accordance with ASTM D1640 (Curing Formation Test) prior to the application of any successive layers of paint.
- (4) One random Cut Tape adhesion test per span is conducted in accordance with ASTM D3359 (X-Cut Tape Test) on interior surface after the finish coat is cured. Repair areas shall be properly tapered and touched up by the Contractor.

SAFETY AND ENVIRONMENTAL COMPLIANCE PLANS

Personnel access boundaries are delineated for each work site using signs, tape, cones, or other approved means. Submit copies of safety and environmental compliance plans that comply with SSPC QP 2 Certification requirements.

HEALTH AND SAFETY RESPONSIBILITIES

This project may involve toxic metals such as arsenic, lead, cadmium and hexavalent chromium. It is the contractor's responsibility to test for toxic metals and if found, comply with the OSHA regulations, which may include medical testing.

Ensure a "Competent Person" as defined in OSHA 29 CFR 1926.62; one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them; is on site during all surface preparation activities and monitors the effectiveness of containment, dust collection systems and waste sampling. Before any work begins, provide a written summary of the Competent Person's safety training.

Comply with Subarticle 442-14(B) of the *Standard Specifications*.

Comply with Subarticle 442-14(D) of the *Standard Specifications*. Ensure employee blood sampling test results are less than 50 micrograms per deciliter. Remove employees with a blood sampling test of 50 or more micrograms per deciliter from work activities involving any lead exposure.

An employee who has been removed with a blood level of 50 micrograms per deciliter or more shall have two (2) consecutive blood sampling tests spaced one week apart indicating that the employee's blood lead level is at or below 40 micrograms per deciliter before returning to work activities involving any lead exposure.

All OSHA recordable accidents that occur during the project duration are to be reported to the Engineer within twenty-four (24) hours of occurrence. In addition, for accidents that involve civilians or property damage that occurs within the work zone the Division Safety Engineer shall be notified immediately.

Prior to blasting operations, the Contractor shall have an operational OSHA approved hand wash station at each bridge location and a decontamination trailer at each bridge or between bridges unless the work is on the roadway, or the Contractor shall show reason why it is not feasible to do so and provide an alternative site as approved by the Engineer. The Contractor shall assure that all employees whose airborne exposure to lead is above the Permissible Exposure Limit (PEL) shall shower at the end of their work shift.

STORAGE OF PAINT AND EQUIPMENT

Provide a location for materials, equipment, and waste storage. Spread tarpaulins over all pavements and surfaces underneath equipment used for abrasive recycling and other waste handling equipment or containers. All land and or lease agreements that involve private property

shall disclose to the property owner that heavy metals may be present on the Contractor's equipment. Prior to storing the Contractor's equipment on private property, provide a notarized written consent signed by the land owner received by the Engineer at least forty-eight (48) hours before using property. All storage of paint, solvents, and other materials applied to structures shall be stored in accordance with Subarticle 442-9(C) of the *Standard Specifications* or the manufacturers' requirements. The more restrictive requirements will apply.

UTILITIES

Protect all utility lines or mains that may be supported on, under, or adjacent to bridge work sites from damage and paint overspray.

MEASUREMENT AND PAYMENT

The cost of inspection, surface preparation, and repainting the existing structure is included in the lump sum price bid for *Cleaning and Repainting of Bridge*. This price is full compensation for furnishing all inspection equipment, all paint, cleaning abrasives, cleaning solvents and all other materials; preparing and cleaning surfaces to be painted; applying paint in the field; protecting work area, traffic and property; and furnishing blast cleaning equipment, paint spraying equipment, brushes, rollers, any other hand or power tools and any other equipment.

Pollution Control will be paid at the contract lump sum price which will be full compensation for all collection, handling, storage, air monitoring, and disposal of debris and wash water, all personal protective equipment, and all personal hygiene requirements, and all equipment, material and labor necessary for the daily collection of the blast debris into specified containers; and any measures necessary to ensure conformance to all safety and environmental regulations as directed by the Engineer.

Painting Containment for Bridge will be paid at the lump sum contract price and will be full compensation for the design, materials, installation, maintenance, and removal of the containment system.

Payment will be made under:

Pay Item	Pay Unit
Cleaning and Repainting of Bridge	Lump Sum
Pollution Control	Lump Sum
Painting Containment for Bridge	Lump Sum

CLEANING AND PAINTING EXISTING BEARING PLATES

DESCRIPTION

Thoroughly clean the exposed surfaces of all bearing plates, anchor bolts, nuts and washers on the existing structure in accordance with Subarticle 442-7(B) of the *Standard Specifications*.

After cleaning, apply a touch up coat of organic zinc repair paint to the steel followed by a complete coat of the same paint. Coating material used shall be in accordance with Article 1080-7 of the *Standard Specifications*. The color of the paint shall match Subarticle 1080-9(B)(3) of the *Standard Specifications*.

MEASUREMENT AND PAYMENT

Cleaning and Painting Existing Bearing Plates will be measured and paid for as lump sum. The price will be full compensation for all labor, materials and equipment necessary to complete the work. All work shall be done in a manner satisfactory to the Engineer.

Pay Item	Pay Unit
Cleaning and Painting Existing Bearing Plates	Lump Sum

BRIDGE RAILING

1.0 DESCRIPTION

All work shall be in accordance with the *Standard Specification*, these special provisions, and as shown in the plans.

The work includes, but is not limited to the following:

- Installation of new nailers on the remaining existing steel beams and new timber bridge decking.
- Construction of the new ADA compliant bridge railing as shown in the contract documents.

2.0 BASIS OF PAYMENT

Measurement and payment will be lump sum. The prices and payment will be full compensation for all materials, labor, equipment, tools, and incidentals necessary to construct the bridge railing, nailers, and timber bridge decking.

Payment will be made under:

Bridge RailingLump Sum

REMOVAL OF EXISTING STRUCTURE

1.0 DESCRIPTION

All work shall be in accordance with the *Standard Specification*, these special provisions, and as shown in the plans.

The work includes, but is not limited to the following:

- Removal of the existing bridge railing, asphalt wearing surface, timber decking, timber nailers and specified beams as shown in the contract documents.
- Removal of anchor bolts at locations where beams have been removed. Anchor bolts shall be cut/grinded flush with the top of the existing abutment caps.
- The Contractor shall salvage the existing beams, to be removed, and transport the beams to a location specified by the owner.
- Removal of existing asphalt and grass seeding.

2.0 BASIS OF PAYMENT

Measurement and payment will be lump sum. The prices and payment will be full compensation for all materials, labor, equipment, tools, and incidentals necessary for the removal of existing.

Payment will be made under:

Removal of Existing StructureLump Sum

ABUTMENT REPAIRS

1.0 DESCRIPTION

All work shall be in accordance with the *Standard Specification*, these special provisions, and as shown in the plans.

The work includes, but is not limited to the following:

- Verification of areas on the existing abutments requiring repairs due to deterioration, as shown in the plans, and determination/examination of the existing abutments for any additional areas requiring repairs.
- Repairs of the existing abutments as indicated in the plans and noted by the contractor during their determination/examination for additional areas of deterioration
- Installation of plywood as shown in the plans.

2.0 BASIS OF PAYMENT

Measurement and payment will be lump sum. The prices and payment will be full compensation for all materials, labor, equipment, tools, and incidentals necessary for the Abutment Repairs.

Payment will be made under:

Abutment RepairsLump Sum

TRAFFIC BOLLARDS

1.0 DESCRIPTION

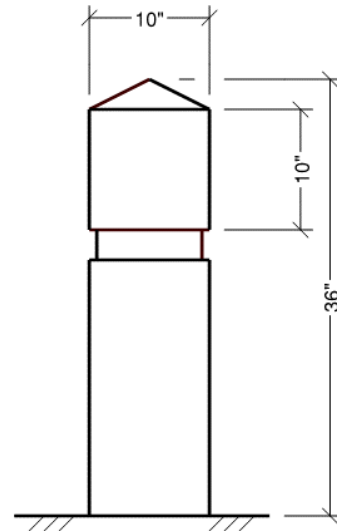
All work shall be in accordance with the *Standard Specification*, these special provisions, and as shown in the plans.

The work includes, but is not limited to the installation of a minimum of 4 removable bollards as shown in the plans. Traffic bollards shall be installed per the manufacturer's recommendations. The traffic bollards shall be rated for a minimum TL-1 rating per the AASHTO LRFD Bridge Specifications.

The bollards shall be square timber hardwood with a four-way weathered top and soft 1/4" chamfered vertical edges. A grooved neck feature shall be machined into the bollard with reflective tape applied in the neck feature. See schematic to the right for basic dimensions.

Material shall be Opepe hardwood or similar with a Sadolin Woodstain finish or approved equal.

Appearance and material shall be submitted to the owner for approval before installation.



2.0 BASIS OF PAYMENT

Measurement and payment will be lump sum. The prices and payment will be full compensation for all materials, labor, equipment, tools, and incidentals necessary for the Traffic Bollard installation. The contractor shall provide the owner with the assumed cost per traffic bollard utilized in the lump sum price provided. If the owner selected traffic bollard exceeds the assumed cost, the owner and contractor shall negotiate an additional payment prior to purchase/installation.

Payment will be made under:

Traffic BollardsLump Sum

DRAINAGE SYSTEM

1.0 DESCRIPTION

Construct the drainage system in accordance with the *Standard Specification*, these special provisions, and as shown in the plans.

2.0 MATERIALS

Item	Section
Select Fill Material Class V or VI	1016
Geotextile Type I	1056
PVC Pipe	1044-6
Temporary Casing	411

3.0 CONSTRUCTION

The contractor shall drill 1'-0" diameter hole in order to install the drainage system. Temporary casing may be required to stabilize the hole during construction. If rock is encountered prior to achieve the bottom of hole location, as shown in the plans, the contractor shall contact the engineer immediately.

The contractor shall install the 6" diameter perforated PVC pipe, filled with select material and wrapped in a Geotextile Type 1, as shown in the plans. The perforated pipe shall have end caps securely fastened to prevent soil penetration.

The 1'-0" diameter hole shall be backfilled with select material between the outside of the hole and the perforated pipe core. The contractor shall take care to minimize damage to the geotextile during filling operations and use hand compacting as necessary to eliminate voids in the fill. The contractor has the option to install the 2" diameter PVC pipe through the existing abutment prior to or post backfilling of the hole.

The contractor shall drill/core a 2½" hole through the existing abutment and backfill to install the 2" diameter PVC pipe. The contractor shall seal around the 2" diameter pipe at the existing abutment to prevent soil penetration.

The 1'-0" soil cover above the drainage system shall be hand compacted. The contractor shall check the drainage system locations for settlement at 1, 2, 6, and 12 months and provided additional soil material if settlement is noted.

4.0 BASIS OF PAYMENT

Measurement and payment will be lump sum. The prices and payment will be full compensation for all materials, labor, equipment, tools, and incidentals necessary to construct the drainage system.

Payment will be made under:


Drainage System.....Lump Sum




ABUTMENT 2


TOTAL BILL OF MATERIAL

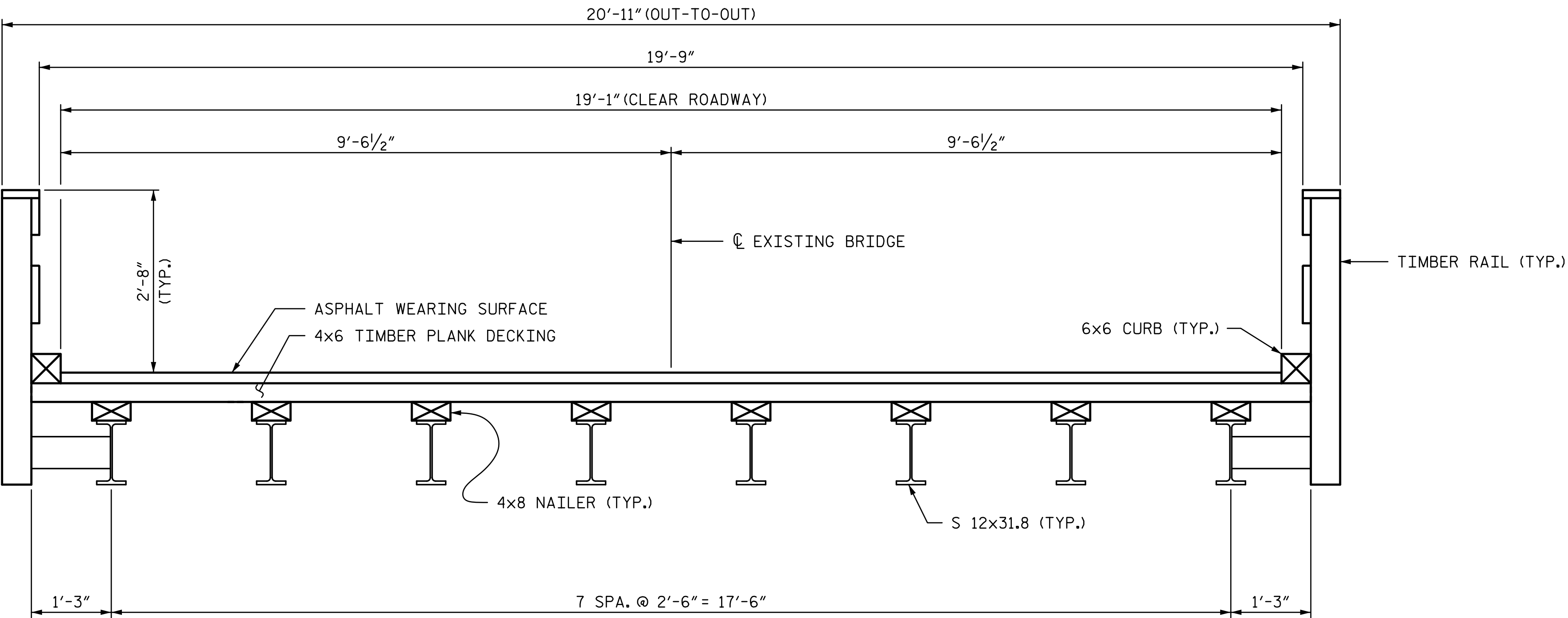
1. ASSUMED LIVE LOAD = 90 PSF PEDESTRIAN LOAD.
2. THE BRIDGE RAILING HAS BEEN DESIGNED IN ACCORDANCE WITH THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS.
3. THE BRIDGE DECKING HAS BEEN DESIGNED IN ACCORDANCE WITH THE AASHTO STANDARD SPECIFICATIONS FOR HIGHWAY BRIDGES, 17TH EDITION.
4. THE BRIDGE BEAMS HAVE BEEN CHECKED IN ACCORDANCE WITH THE AASHTO STANDARD SPECIFICATIONS FOR HIGHWAY BRIDGES, 17TH EDITION FOR THE NEW LOADING.
5. REFERENCES TO THE STANDARD SPECIFICATIONS REFERS TO THE "2018 NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES".
6. THE CONTRACTOR'S ATTENTION IS CALLED TO THE FACT THAT THERE ARE HIGH VOLTAGE POWER LINES ABOVE THE BRIDGE AND AN AERIAL WATER LINE ADJACENT TO THE STRUCTURE.
7. EXISTING DIMENSIONS AND BRIDGE CONDITION ARE FROM THE BEST INFORMATION AVAILABLE. THE CONTRACTOR SHALL FIELD VERIFY THE INFORMATION SHOWN ON THE PLANS AND NOTIFY THE ENGINEER IF ACTUAL DIMENSIONS AND CONDITIONS DIFFER.
8. THE SUBSTRUCTURE OF THE EXISTING BRIDGE INDICATED ON THE PLANS IS FROM THE BEST INFORMATION AVAILABLE. SINCE THIS INFORMATION IS SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR, THE CONTRACTOR SHALL HAVE NO CLAIM WHATSOEVER AGAINST THE TOWN OF MONTREAT FOR ANY DELAYS OR ADDITIONAL COST INCURRED BASED ON DIFFERENCES BETWEEN THE EXISTING BRIDGE SUBSTRUCTURE SHOWN ON THE PLANS AND THE ACTUAL CONDITIONS AT THE PROJECT SITE.
9. THE CONTRACTOR SHALL HAVE NO CLAIM WHATSOEVER AGAINST THE TOWN OF MONTREAT FOR ANY DELAYS OR ADDITIONAL COST INCURRED BASED ON DIFFERENCES BETWEEN WHAT IS SHOWN ON THE PLANS AND THE ACTUAL CONDITIONS AT THE PROJECT SITE.
10. THE CONTRACTOR SHALL PERFORM ALL WORK WITH CARE SUCH THAT THE PORTIONS OF THE EXISTING STRUCTURE, WHICH ARE TO REMAIN IN PLACE, WILL NOT BE DAMAGED. IF THE CONTRACTOR DAMAGES ANY PART OF THE EXISTING STRUCTURE, WHICH IS TO REMAIN IN PLACE, THE DAMAGED AREA SHALL BE REPAIRED OR REPLACED IN A MANNER SATISFACTORY TO THE ENGINEER AT NO ADDITIONAL COST TO THE TOWN OF MONTREAT.
11. THE CONTRACTOR'S ATTENTION IS CALLED TO THE FACT THAT DUE TO THE NATURE OF THIS PROJECT, THE EXTENT OF WORK CANNOT ALWAYS BE ACCURATELY DETERMINED PRIOR TO COMMENCEMENT OF WORK. REPAIR LOCATIONS AND ESTIMATES OF QUANTITIES ARE GIVEN WITH THE BEST INFORMATION AVAILABLE. IF ADDITIONAL REPAIRS NOT SHOWN ON THE DRAWINGS ARE DEEMED NECESSARY BY THE ENGINEER, THE ENGINEER SHALL NOTE ON THE DRAWINGS THE APPROXIMATE LOCATION AND DESCRIPTION OF THE REPAIRS.
12. REMOVAL OF THE EXISTING BRIDGE SHALL BE PERFORMED IN A MANNER THAT PREVENTS DEBRIS FROM FALLING INTO THE WATER. THE CONTRACTOR SHALL SUBMIT DEMOLITION PLANS FOR REVIEW AND REMOVE THE BRIDGE IN ACCORDANCE WITH ARTICLE 402-2 OF THE STANDARD SPECIFICATIONS.
13. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FOLLOW ALL STATE AND FEDERAL SAFETY REQUIREMENTS.
14. FOR ASBESTOS ASSESSMENT FOR BRIDGE DEMOLITION AND RENOVATION ACTIVITIES, SEE SPECIAL PROVISIONS.
15. INASMUCH AS THE PAINT SYSTEM ON THE EXISTING STRUCTURAL STEEL CONTAINS LEAD, THE CONTRACTOR'S ATTENTION IS DIRECTED TO ARTICLE 107-1 OF THE STANDARD SPECIFICATIONS. ANY COSTS RESULTING FROM COMPLIANCE WITH APPLICABLE STATE OR FEDERAL REGULATIONS PERTAINING TO HANDLING OF MATERIALS CONTAINING LEAD BASED PAINT SHALL BE INCLUDED IN THE BID PRICE FOR ITEMS ASSOCIATED WITH THE CLEANING AND REPAINTING OF BRIDGE.
16. ALL STRUCTURAL STEEL SHALL BE PAINTED IN ACCORDANCE WITH SYSTEM 1 OR SYSTEM 2 OF THE STRUCTURAL STEEL COATINGS PROGRAM AND SECTION 442-8 OF THE STANDARD SPECIFICATIONS UNLESS OTHERWISE NOTED ON THE PLANS.
17. THE CONTRACTOR SHALL SCHEDULE CLEANING AND REPAINTING OPERATIONS SUCH THAT THE STEEL REPAIR/MODIFICATION IS PERFORMED AFTER THE STEEL HAS BEEN CLEANED AND PREPARED FOR PAINTING AND BEFORE THE PAINTING OPERATION.
18. FOR PRESSURE TREATED TIMBER/LUMBER, SEE SECTION 1082 OF THE STANDARD SPECIFICATIONS.
19. FOR OTHER DESIGN DATA AND GENERAL NOTES, SEE SHEET 7 OF 7.
20. FOR PAINTING OF EXISTING STRUCTURE, SEE THE "PAINTING EXISTING STRUCTURE" AND "CLEANING AND PAINTING EXISTING BEARING PLATES" SPECIAL PROVISIONS.
21. FOR ASBESTOS ASSESSMENT FOR BRIDGE DEMOLITION AND RENOVATION ACTIVITIES, SEE SPECIAL PROVISIONS.
22. FOR REMOVAL OF EXISTING STRUCTURE, SEE SPECIAL PROVISIONS.
23. FOR CRANE SAFETY, SEE SPECIAL PROVISIONS.
24. FOR DRAINAGE SYSTEM, SEE SPECIAL PROVISIONS.
25. FOR BRIDGE RAILING, SEE SPECIAL PROVISIONS.
26. FOR TRAFFIC BOLLARDS, SEE SPECIAL PROVISIONS.
27. FOR ABUTMENT REPAIRS, SEE SPECIAL PROVISIONS.



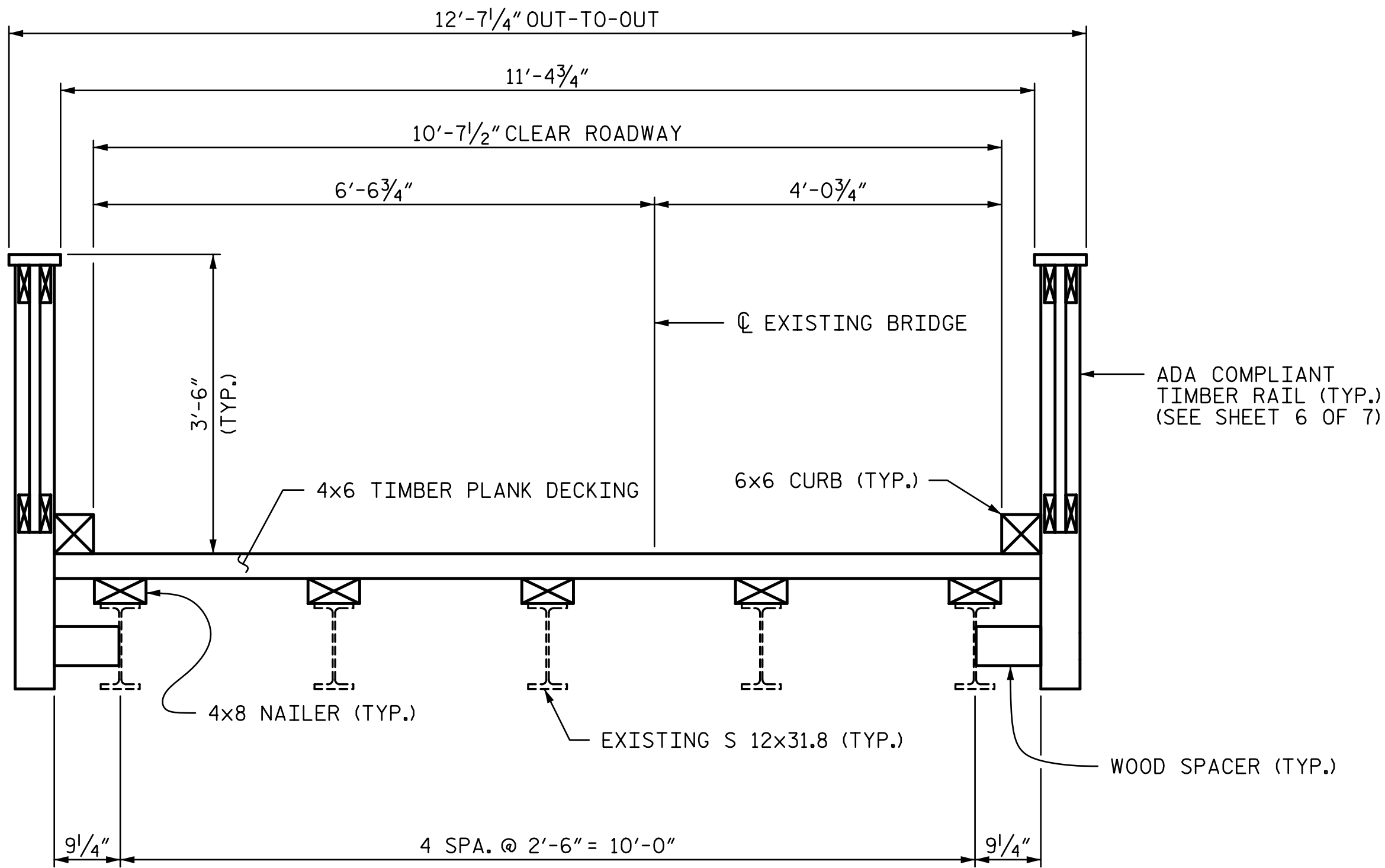
DocuSigned by:

 B6C1B81FA1E1482.

3/18/2020



 **Mattern & Craik**
 ENGINEERS-SURVEYORS
 12 BROAD STREET
 ASHEVILLE, NORTH CAROLINA 28801
 (828) 254-2221
 FAX (828) 254-4656
 NC LIC. NO. C-115



EXISTING BRIDGE TYPICAL SECTION




PROPOSED BRIDGE TYPICAL SECTION

MARK	DATE	BY	DESCRIPTION
REVISIONS			
			
 12 BROAD STREET ASHEVILLE, NORTH CAROLINA 28801 (828) 254-2201 FAX (828) 254-4562 NC LIC. NO. C-1154			
TEXAS ROAD BRIDGE REHABILITATION TYPICAL SECTION			
TOWN OF MONTREAT			BUNCOMBE CO., NC
DES.	TJT	CTM	1-20
DR.	TJT	CTM	1-20
BY	CHK.	DATE	
JOB NO.			SCALE: NTS.
3984			DWG. NO. 2 OF 7

DocuSigned by:
Timothy J. Townsend
B0C1B81FA1E1482

3/18/2020



Mattern & Craig
ENGINEERS-SURVEYORS
12 BROAD STREET
ASHEVILLE, NORTH CAROLINA 28801
(828) 254-2201
FAX (828) 254-4562
NC LIC. NO. C-1154




- ## STAGE 1 REHABILITATION

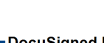
STAGE 1 SEQUENCE

- ## DRAINAGE SYSTEM DETAIL




DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED

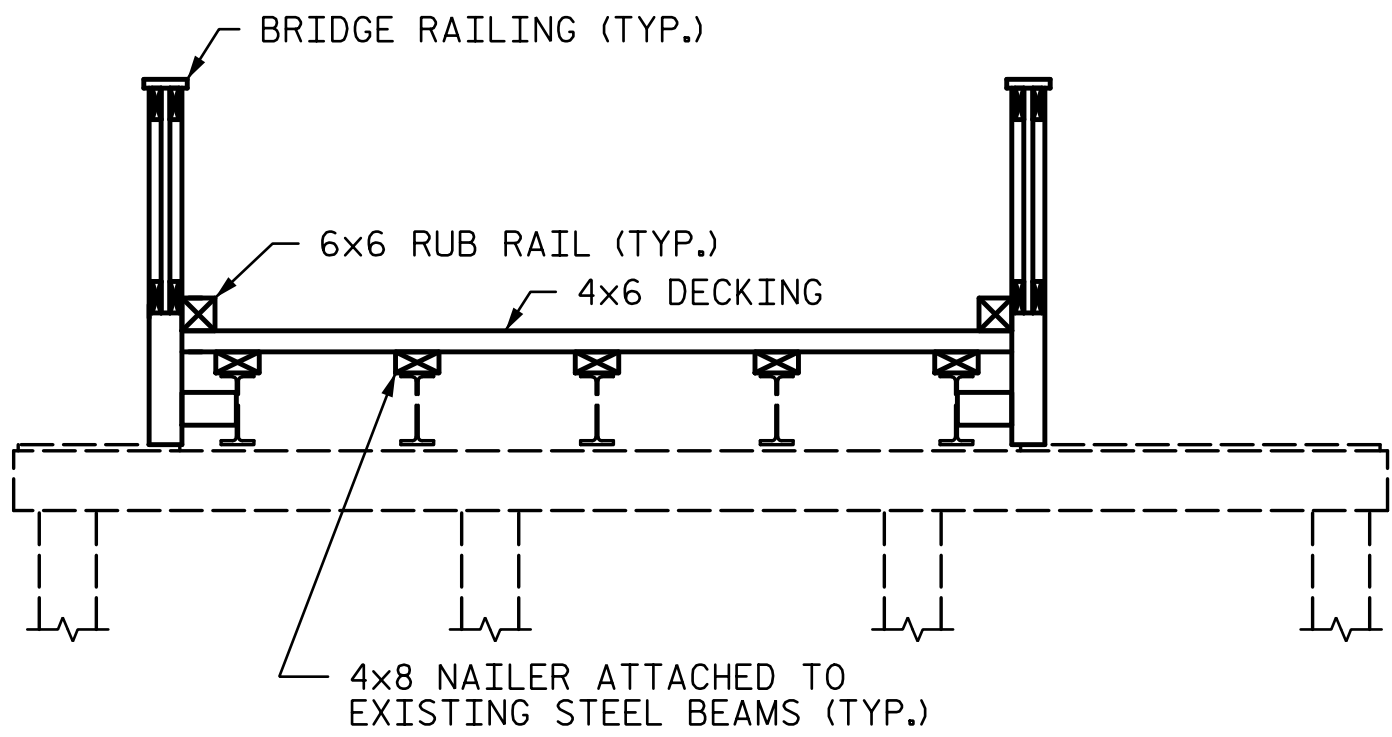
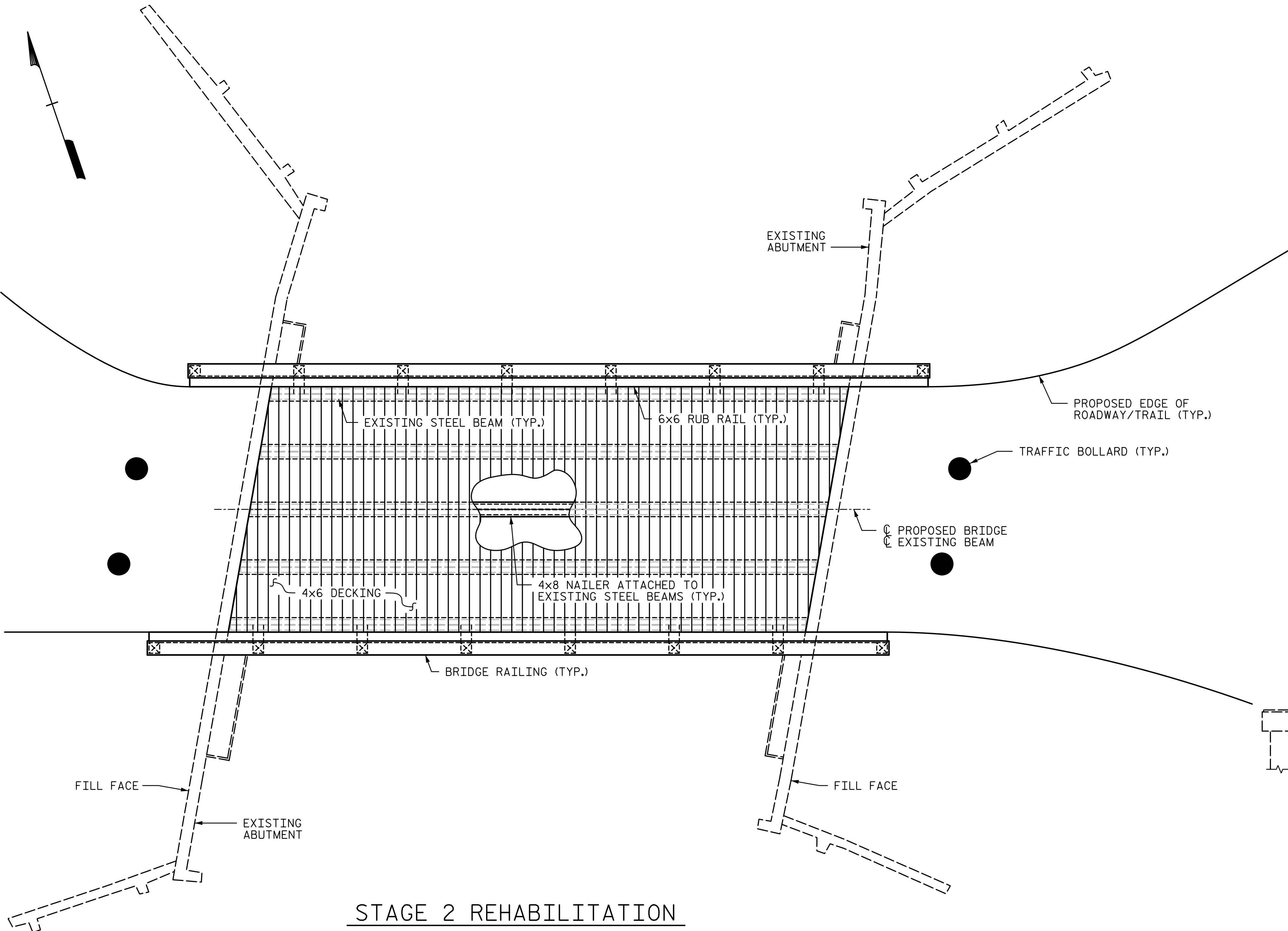


DocuSigned by:

B6C1B81FA1E1482...

3/18/2020

 **Mattern & Craig**
ENGINEERS-SURVEYORS
12 BROAD STREET
ASHEVILLE, NORTH CAROLINA 28801
(828) 254-2201
FAX (828) 254-4462
NC LIC. NO. C-1154

3/18/2020 7:36:52 AM 0084 - Texas Road Bridge\06 Working Folders\06 or Dgn\Stage 2.dgn tjt Townsend





BRIDGE TYPICAL SCHEMATIC

NOTES:


1. FOR ADDITIONAL NOTES, SEE SHEET 1 OF 7.
2. TRAFFIC BOLLARD SHALL BE EITHER A REMOVABLE SYSTEM AND SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS. THE SYSTEM SHALL BE LOCKABLE TO PREVENT UNAUTHORIZED REMOVAL.
3. 4x8 NAILER SHALL BE PRESSURE TREATED NO. 2 SOUTHERN PINE AND CONNECTED TO THE EXISTING BEAMS IN THE SAME MANNER AS THE ORIGINAL NAILER.
4. 4x6 DECKING SHALL BE PRESSURE TREATED SELECT STRUCTURAL SOUTHERN PINE AND CONNECTED TO THE NAILER WITH 4 60D GALVANIZED COMMON NAILS PER INTERSECTION.
5. THE CONTRACTOR SHALL ADJUST THE EDGE OF THE EXISTING ROADWAY/TRAIL AS SHOWN TO TIE IN WITH THE NEW BRIDGE RAILING.

STAGE 2 SEQUENCE


1. THE CONTRACTOR SHALL INSTALL THE NAILER AND DECKING AS SHOWN.
2. THE CONTRACTOR SHALL INSTALL THE NEW RAILINGS AS SHOWN ON SHEET 6 OF 7.
3. THE CONTRACTOR SHALL INSTALL 4 TRAFFIC BOLLARDS AS SHOWN.

MARK	DATE	BY	DESCRIPTION
REVISIONS			
			
 12 BROAD STREET ASHEVILLE, NORTH CAROLINA 28801 (828) 254-2201 FAX (828) 254-4562 NC LIC. NO. C-1154			
TEXAS ROAD BRIDGE REHABILITATION STAGE 2 CONSTRUCTION			
TOWN OF MONTREAT			BUNCOMBE CO., NC
DES.	TJT	CTM	1-20
DR.	TJT	CTM	1-20
BY		CHK.	DATE
3984		SCALE: NTS.	
3984		DWG. NO. 4 OF 7	

DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED



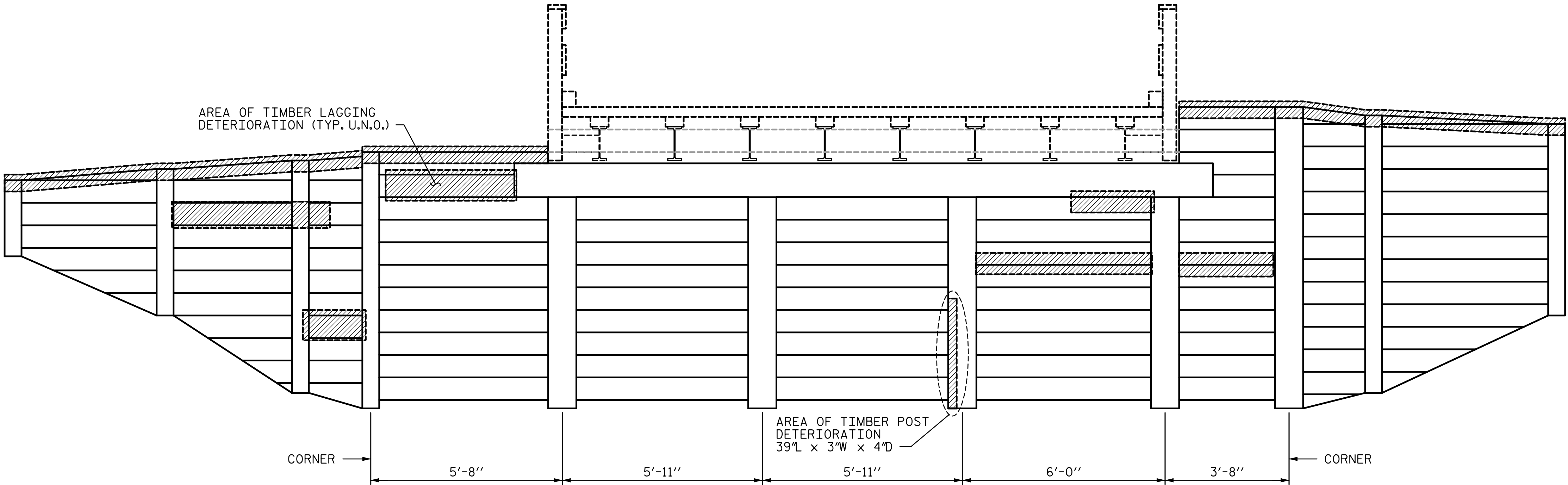
DocuSigned by:
Timothy J. Townsend
B0C1B81FA1E1482 3/18/2020



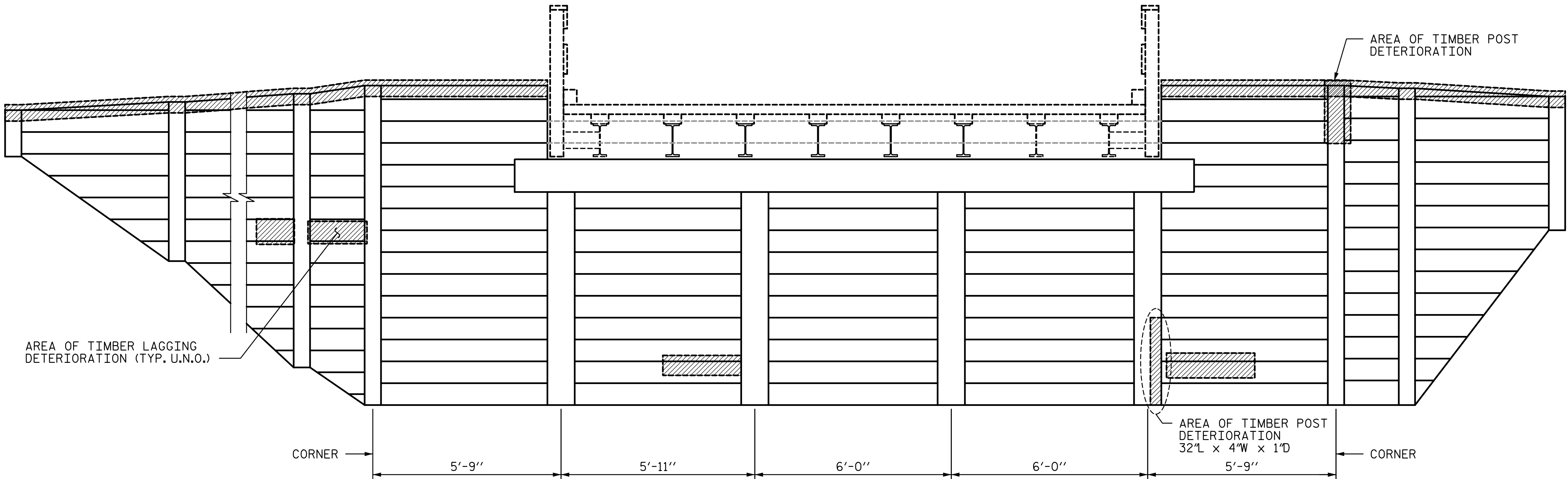
Mattern & Craig
ENGINEERS-SURVEYORS
12 BROAD STREET
ASHEVILLE, NORTH CAROLINA 28801
(828) 254-2201
FAX (828) 254-4562
NC LIC. NO. C-1154

REPAIR NOTES:



1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN FIELD PRIOR TO WORK.
2. ALL WORK SHALL MEET THE REQUIREMENTS OF THE NCDOT 2018 STANDARD SPECIFICATIONS MANUAL.
3. ALL TIMBER AND LUMBER SHALL MEET THE REQUIREMENTS OF SECTION 1082, STRUCTURAL TIMBER AND LUMBER.
4. ALL TIMBER AND LUMBER SHALL BE TREATED TO CONFORM WITH AWPA STANDARDS UI TO THE REQUIREMENTS OF USE CATEGORY UC4C.
5. MARKED AREAS OF DECAY ON THE TIMBER POSTS THAT COMPRISE THE ABUTMENTS SHOULD BE FULLY REPAIRED OR REPLACED.
6. AREAS OF LARGE DETERIORATION IN THE LAGGING AND POSTS ARE SHOWN FOR REFERENCE ONLY. THE CONTRACTOR SHALL DETERMINE/VERIFY AREAS THAT NEED REPAIR. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ADDITIONAL AREAS OF DETERIORATION THAT HAVE BEEN NOTED IN THE FIELD.
7. ANY TIMBER LAGGING BOARDS DISPLAYING SIGNS OF DECAY OR DETERIORATION SHALL BE FULLY REPAIRED OR REPLACED. ADDITIONALLY, SOME VERTICAL MEMBERS/POSTS ALONG THE WINGWALL WHICH DISPLAY SECTION LOSS SHALL BE REPLACED.




ABUTMENT 2
(LOOKING AT FACE OF ABUTMENT)




ABUTMENT 1
(LOOKING AT FACE OF ABUTMENT)

MARK	DATE	BY	DESCRIPTION	
R E V I S I O N S				
<div></div>				
<div><div>Mattern & Craig ENGINEERS-SURVEYORS</div></div> <div>12 BROAD STREET ASHEVILLE, NORTH CAROLINA 28801 (828) 254-2201 FAX (828) 254-4562 NC LIC. NO. C-1154</div>				
TEXAS ROAD BRIDGE REHABILITATION ABUTMENT REPAIRS				
TOWN OF MONTREAT			BUNCOMBE CO., NC	
DES.	TJT	CTM	1-20	JOB NO. 3984
DR.	TJT	CTM	1-20	
	BY	CHK.	DATE	SCALE: NTS. DWG. NO. 5 OF 7

DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED





DocuSigned by:
Timothy J. Townsend
B0C1B81FA1E1482 3/18/2020



Mattern & Craig
ENGINEERS-SURVEYORS
12 BROAD STREET
ASHEVILLE, NORTH CAROLINA 28801
(828) 254-2201
FAX (828) 254-4562
NC LIC. NO. C-1154



1. FOR ADDITIONAL NOTES, SEE SHEET 1 OF 7.
2. CONCRETE SHALL BE CLASS A CONCRETE.
3. LUMBER FOR RAILING AND RUB RAIL SHALL BE PRESSURE TREATED NO. 2 SOUTHERN PINE.
4. PLATE WASHERS SHALL BE A36 STEEL.
5. $\frac{3}{4}$ " \varnothing BOLTS/ANCHOR ROD AND $\frac{1}{2}$ " \varnothing BOLTS SHALL BE A307 WITH CORRESPONDING NUTS AND WASHERS.
6. ALL BOLTS, NUTS, AND WASHERS SHALL BE GALVANIZED.
7. HOLES IN EXISTING BEAMS FOR THE ANCHOR RODS SHALL BE 1" \varnothing DRILLED HOLES. CUTTING OR TORCHING HOLES IS NOT PERMITTED.
8. SPLICES IN THE 2x8 TOP RAIL SHALL OCCUR OVER A POST.
9. 2x8 TOP RAIL SHALL BE CONNECTED TO THE POST USING 4-#10x4" GALVANIZED WOOD SCREWS.
10. 2x6 RAIL MEMBERS SHALL BE CONNECTED TO THE POSTS USING 2-#10x3" GALVANIZED WOOD SCREWS.
11. 2x8 TOP RAIL SHALL BE CONNECTED TO UPPER 2x6 MEMBERS USING #10x4" GALVANIZED WOOD SCREWS @ 1'-0" CTS.
12. 2x2 PICKETS SHALL BE CONNECTED TO THE 2x6 MEMBERS USING #10x4" GALVANIZED WOOD SCREWS.
13. WOOD SPACER SHALL HAVE A 1" \varnothing HOLE CENTERED FOR THE ANCHOR ROD.
14. ALL BOLTS/NUTS SHALL BE TIGHTENED TO A SNUG FIT.
15. THE CONTRACTOR MAY USE A 3" \varnothing ROUND PLATE WASHER IN A $3\frac{1}{4}$ " \varnothing HOLE INSTEAD OF THE RUB RAIL RECESS DETAIL SHOWN IN THESE PLANS.
16. $\frac{1}{2}$ " \varnothing BOLTS FOR THE RUB RAIL CONNECTION TO THE DECK SHALL BE LOCATED IN $\frac{3}{4}$ " \varnothing HOLES CENTERED IN A 4x6 DECK MEMBER.
17. ALL HOLES IN THE 6x6 POSTS FOR THE $\frac{3}{4}$ " \varnothing BOLTS/ANCHOR RODS SHALL BE $\frac{1}{8}$ " \varnothing

MARK	DATE	BY	DESCRIPTION	
R E V I S I O N S				
				
 Mattern & Craig ENGINEERS-SURVEYORS				
12 BROAD STREET ASHEVILLE, NORTH CAROLINA 28801 (828) 254-2201 FAX (828) 254-4662 NC LIC. NO. C-1154				
TEXAS ROAD BRIDGE REHABILITATION RAIL DETAILS				
TOWN OF MONTREAT			BUNCOMBE CO., NC	
DES.	TJT	CTM	1-20	JOB NO. 3984
DR.	TJT	CTM	1-20	
	BY	CHK.	DATE	SCALE: NTS.
				DWG. NO. 6 OF 7

R DEAD LOAD DEFLECTION, SETTLEMENT,
NG SUPERSTRUCTURES:

SPECIFICATIONS	- - - - -	A.A.S.H.T.O. (CURRENT)
LIVE LOAD	- - - - -	SEE PLANS
IMPACT ALLOWANCE	- - - - -	SEE A.A.S.H.T.O.
STRESS IN EXTREME FIBER OF STRUCTURAL STEEL - AASHTO M270 GRADE 36	- -	20,000 LBS. PER SQ. IN.
- AASHTO M270 GRADE 50W	- -	27,000 LBS. PER SQ. IN.
- AASHTO M270 GRADE 50	- -	27,000 LBS. PER SQ. IN.
REINFORCING STEEL IN TENSION - GRADE 60	- - -	24,000 LBS. PER SQ. IN.
CONCRETE IN COMPRESSION	- - - - -	1,200 LBS. PER SQ. IN.
CONCRETE IN SHEAR	- - - - -	SEE A.A.S.H.T.O.
STRUCTURAL TIMBER - TREATED OR UNTREATED EXTREME FIBER STRESS	- - -	1,800 LBS. PER SQ. IN.
COMPRESSION PERPENDICULAR TO GRAIN OF TIMBER	- - - - -	375 LBS. PER SQ. IN.
EQUIVALENT FLUID PRESSURE OF EARTH	- - - - -	30 LBS. PER CU. FT. (MINIMUM)

EXCEPT AS MAY OTHERWISE BE SPECIFIED ON PLANS OR IN THE SPECIAL PROVISIONS, ALL MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE 2018 "STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES" OF THE N. C. DEPARTMENT OF TRANSPORTATION.

CONCRETE:

UNLESS OTHERWISE REQUIRED ON PLANS, CLASS A CONCRETE SHALL BE USED FOR ALL PORTIONS OF ALL STRUCTURES WITH THE EXCEPTION THAT: CLASS AA CONCRETE SHALL BE USED IN BRIDGE SUPERSTRUCTURES, ABUTMENT BACKWALLS, AND APPROACH SLABS; AND CLASS B CONCRETE SHALL BE USED FOR BACKWALL PROTECTION AND RIP RAP.

UNLESS OTHERWISE NOTED ON THE PLANS, ALL EXPOSED CORNERS ON STRUCTURES SHALL BE CHAMFERED $\frac{3}{4}$ " WITH THE FOLLOWING EXCEPTIONS: TOP CORNERS OF CURBS MAY BE ROUNDED TO $\frac{1}{2}$ " RADIUS WHICH IS BUILT INTO CURB FORMS; CORNERS OF TRANSVERSE FLOOR EXPANSION JOINTS SHALL BE ROUNDED WITH A $\frac{1}{4}$ " FINISHING TOOL UNLESS OTHERWISE REQUIRED ON PLANS; AND CORNERS OF EXPANSION JOINTS IN THE ROADWAY FACES AND TOPS OF CURBS AND SIDEWALKS SHALL BE ROUNDED TO A $\frac{1}{4}$ " RADIUS WITH A FINISHING STONE OR TOOL UNLESS OTHERWISE REQUIRED ON PLANS.

DOWELS WHEN INDICATED ON PLANS AS FOR CULVERT EXTENSIONS, SHALL BE EMBEDDED AT LEAST 12" INTO THE OLD CONCRETE AND GROUTED INTO PLACE WITH 1:2 CEMENT MORTAR.

ALL DIMENSIONS WHICH ARE GIVEN IN SECTION AND ARE AFFECTED BY DEAD LOAD DEFLECTIONS ARE DIMENSIONS AT CENTER LINE OF BEARING UNLESS OTHERWISE NOTED ON PLANS. IN SETTING FORMS FOR STEEL BEAM BRIDGES AND PRESTRESSED CONCRETE GIRDER BRIDGES, ADJUSTMENTS SHALL BE MADE DUE TO THE DEAD LOAD DEFLECTIONS FOR THE ELEVATIONS SHOWN. WHERE BLOCKS ARE SHOWN OVER BEAMS FOR BUILDING UP TO THE SLAB, THE VERTICAL DIMENSIONS OF THE BLOCKS SHALL BE ADJUSTED BETWEEN BEARINGS TO COMPENSATE FOR DEAD LOAD DEFLECTIONS, VERTICAL CURVE ORDINATE, AND ACTUAL BEAM CAMBER. WHERE BOTTOM OF SLAB IS IN LINE WITH BOTTOM OF TOP FLANGES, DEPTH OF SLAB BETWEEN BEARINGS SHALL BE ADJUSTED TO COMPENSATE FOR DEAD LOAD DEFLECTION, VERTICAL CURVE ORDINATE, AND ACTUAL BEAM CAMBER.

DETAILED DRAWINGS FOR FALSEWORK OR FORMS FOR BRIDGE SUPERSTRUCTURE AND ANY STRUCTURE OR PARTS OF A STRUCTURE AS NOTED ON THE PLANS SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE CONSTRUCTION OF THE FALSEWORK OR FORMS IS STARTED.



ALL REINFORCING STEEL SHALL BE DEFORMED. DIMENSIONS RELATIVE TO PLACEMENT OF REINFORCING ARE TO CENTERS OF BARS UNLESS OTHERWISE INDICATE IN THE PLANS. DIMENSIONS ON BAR DETAILS ARE TO CENTERS OF BARS OR ARE OUT TO OUT AS INDICATED ON PLANS.


WIRE BAR SUPPORTS SHALL BE PROVIDED FOR REINFORCING STEEL WHERE INDICATED ON THE PLANS. WHEN BAR SUPPORT PIECES ARE PLACED IN CONTINUOUS LINES, THEY SHALL BE SO PLACED THAT THE ENDS OF THE SUPPORTING WIRES SHALL BE LAPPED TO LOCK LEGS ON ADJOINING PIECES.

AT THE CONTRACTOR'S OPTION, HE MAY SUBSTITUTE $\frac{7}{8}$ " \emptyset SHEAR STUDS FOR THE $\frac{3}{4}$ " \emptyset STUDS SPECIFIED ON THE PLANS. THIS SUBSTITUTION SHALL BE MADE AT THE RATE OF 3 - $\frac{1}{8}$ " \emptyset STUDS FOR 4 - $\frac{3}{4}$ " \emptyset STUDS, AND STUD SPACING CHANGES SHALL BE MADE AS NECESSARY TO PROVIDE THE SAME EQUIVALENT NUMBER OF $\frac{7}{8}$ " \emptyset STUDS ALONG THE BEAM AS SHOWN FOR $\frac{3}{4}$ " \emptyset STUDS BASED ON THE RATIO OF 3 - $\frac{1}{8}$ " \emptyset STUDS FOR 4 - $\frac{3}{4}$ " \emptyset STUDS. STUDS OF THE LENGTH SPECIFIED ON THE PLANS MUST BE PROVIDED. THE MAXIMUM SPACING SHALL BE 2'-0".

EXCEPT AT THE INTERIOR SUPPORTS OF CONTINUOUS BEAMS WHERE THE COVER PLATE IS IN CONTACT WITH BEARING PLATE, THE CONTRACTOR MAY, AT HIS OPTION, SUBSTITUTE FOR THE COVER PLATES DESIGNATED ON THE PLANS COVER PLATES OF THE EQUIVALENT AREA PROVIDED THESE PLATES ARE AT LEAST $\frac{3}{16}$ " IN THICKNESS AND DO NOT EXCEED A WIDTH EQUAL TO THE FLANGE WIDTH LESS 2" OR A THICKNESS EQUAL TO 2 TIMES THE FLANGE THICKNESS. THE SIZE OF FILLET WELDS SHALL CONFORM TO THE REQUIREMENTS OF THE CURRENT ANSI/AASHTO/AWS "BRIDGE WELDING CODE". ELECTROSLAG WELDING WILL NOT BE PERMITTED.


WITH THE SOLE EXCEPTION OF EDGES AT SURFACES WHICH BEAR ON OTHER SURFACES, ALL SHARP EDGES AND ENDS OF SHAPES AND PLATES SHALL BE SLIGHTLY ROUNDED BY SUITABLE MEANS TO A RADIUS OF APPROXIMATELY $\frac{1}{16}$ INCH OR EQUIVALENT FLAT SURFACE AT A SUITABLE ANGLE PRIOR TO PAINTING, GALVANIZING OR METALLIZING.

MARK	DATE	BY	DESCRIPTION		
R E V I S I O N S					
					
 Mattern & Craig ENGINEERS-SURVEYORS					
12 BROAD STREET ASHEVILLE, NORTH CAROLINA 28801 (828) 254-2201 FAX (828) 254-4562 NC LIC. NO. C-1154					
TEXAS ROAD BRIDGE REHABILITATION STANDARD NOTES					
TOWN OF MONTREAT BUNCOMBE CO., NC					
DES.	TJT	CTM	1-20	JOB NO. 3984	SCALE: NTS.
DR.	TJT	CTM	1-20		DWG. NO. 7 OF 7
	BY	CHK.	DATE		



DocuSigned by:
Timothy J. Townsend
B6C18B1FA1E1482

3/18/2020



Mattern & Craig
ENGINEERS-SURVEYORS
12 BROAD STREET
ASHEVILLE, NORTH CAROLINA 28801
(828) 254-2201
FAX (828) 254-4562
NC LIC. NO. C-1154

<u>Item Description</u>	<u>Pay Type</u>	<u>Unit Price</u>
MOBILIZATION	LUMP SUM	\$ 7,500
REMOVAL OF EXISTING STRUCTURE	LUMP SUM	\$ 10,000
ABUTMENT REPAIRS	LUMP SUM	\$ 5,000
ASBESTOS ASSESMENT FOR BRIDGE DEMOLITION AND RENOVATION ACTIVITIES	LUMP SUM	\$ 7,500
BRIDGE RAILING	LUMP SUM	\$ 9,000
DRAINAGE SYSTEM	LUMP SUM	\$ 4,000
CLEANING AND REPAINTING OF BRIDGE	LUMP SUM	\$ 15,000
POLLUTION CONTROL	LUMP SUM	\$ 5,000
PAINTING CONTAINMENT FOR BRIDGE	LUMP SUM	\$ 13,000
CLEANING AND PAINTING EXISTING BEARING PLATES	LUMP SUM	\$ 1,000
TRAFFIC BOLLARDS	LUMP SUM	\$ 3,000
Subtotal		\$ 80,000
Contingency (20%)		\$16,000
Total		\$96,000

Town of
Montreat

Capital
Improvement
Program

2020 -
2025



Town of Montreat North Carolina

Capital Improvement Program Fiscal Years 2020-2025

BOARD OF COMMISSIONERS

Tim Helms, Mayor
Kent Otto, Mayor Pro Tem
Kitty Fouche, Commissioner
Jane Alexander, Commissioner
Alice Lentz, Commissioner
Tom Widmer, Commissioner

TOWN ADMINISTRATOR/BUDGET OFFICER

Alex Carmichael

FINANCE OFFICER

Darlene Carrasquillo

TOWN CLERK

Angie Murphy

TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2020 - 2025

The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth, while maintaining our community image, heritage and traditions.

TABLE OF CONTENTS

Policy and Guidelines

General Fund Revenues

Summary
Revenues

General Fund Expenditures

Summary All
4100 - Governing Board
4200 - Administration
5000 - Public Buildings

5100 - Police Department
5400 - Planning and Zoning
5550 - Public Works
5600 - Street Department
5800 - Sanitation Department
6190 - Environment & Recreation

Water Fund Revenues

Water Fund Expenditures

Summary All Departments
8100 - Water Operations

TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2020 - 2025

Introduction

It is our pleasure to submit to the Mayor and Board of Commissioners for the Town of Montreat the proposed Capital Improvement Program for fiscal years 2020 through 2025. This document is intended as a resource and reference as the Board considers substantial funding commitments for the next fiscal year and future years. We hope that you find the quality of the document to your liking and the information contained herein sufficient to allow the governing body to make informed decisions regarding the direction that the program sets for the next five years.

What is a Capital Improvement Program?

A Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the Town's equipment, building, and infrastructure needs. It encourages the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. Upon adoption of the Plan, the first year of proposed CIP becomes the list of capital items that are included in the proposed budget for the coming fiscal year. The program is then updated and revised on an annual basis to insure previous projections are still on course. In so doing, the Town is always working on a prospective five-year schedule.

The CIP is designed to be a flexible planning tool. In the most ideal of situations, the CIP is revised and reviewed prior to the initiation of the annual budget process. By beginning the review and revision process ahead of the development of the Annual Budget, the community is better able to scrutinize the actual needs of both the community and the organization, outside of the constraints of the budgetary process. Despite its independence from the development of the operating budget, the CIP does not

merely represent a "wish list" of items without regard to the fiscal constraints that will face the governing board when the time comes to fund the previously identified needs. Rather, all projects include projections of revenues that are expected to be available at the time of any expenditure. If, when it comes time to develop the Annual Budget, sufficient funds are not available to pay for CIP projects, the document provides sufficient flexibility for the governing body to re-prioritize expenditure and project scheduling. It is imperative that the governing board adopting a CIP understand that it is simply a flexible planning tool and that in adopting a particular CIP they are not committing to fund a particular project. The CIP serves only to recognize the importance of a project to the community and projects a timeframe in which it should be undertaken.

What Items Are Included in a CIP?

Different local governments have differing thresholds for inclusion of items and projects in a CIP. Generally speaking, the larger the governmental unit, the greater the dollar limit that is used as the minimum threshold above which items are to be included in the CIP. In Montreat, an item is included in our CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. In some cases, we may include an item in the proposed plan that is not tangible. Those items, while not generally considered to be traditional capital items, are sometimes included because they represent a significant, inordinate expenditure on the part of the local government.

The limitations that we place on items for inclusion as a CIP request (one-year life expectancy and \$5,000 or more in value) should not be confused with our general accounting definition of a capital item. For budgetary and accounting purposes, our definition of a capital item is greater than \$500 with a life expectancy of greater than one year. That means that although we call this document our Capital Improvement Program, it is not an all-inclusive list of anticipated capital expenditures within the CIP planning period. We do not include items under \$5,000 in value in the CIP because the acquisition of items of lesser value is considered relatively routine. The development of a CIP showing each anticipated capital acquisition in excess of \$500 within the coming five years would be far too cumbersome to develop, review and maintain.

Why Have a CIP?

As referenced above, a CIP is a planning and growth management tool. The Plan allows a community to provide for the orderly

replacement of capital facilities and equipment. It also allows the community to plan for future development through the identification of equipment, buildings and infrastructure that will be needed in order to accomplish particular objectives.

The CIP emphasizes sound financial planning. One of the key components of any CIP is the projection of revenue sources. Not only can these projects be used in developing the CIP, they can also be used in a multitude of other local government matters that require a determination of the availability of future resources. Another aspect of financial planning that is emphasized through the CIP development process is the identification of alternative funding sources for a project before that project is a necessity.

Alternative funding sources generally are interpreted to be either State or Federal grants, but alternative funding can go far beyond those areas. In today's local government environment, we increasingly look to outside funding sources that include non-profit or not-for-profit organizations. We also find ourselves looking to donations and the voluntary service sector for assistance in the development of not only capital projects but the maintenance of on-going operations as well. Finally, the CIP contributes to good financial planning by identifying for us, in sufficient time, large projects that will need funding from somewhere other than current revenue sources. That leads us to review debt financing sources or, better yet, allows us to follow an old practice that is still one of the most sound financial tools around – save for the project in anticipation of its need.

A side benefit to the development of the CIP is that local government observers and regulators, including lending agents, see the development and maintenance of a sound CIP as key to the financial success of any governmental unit. That results in more confidence in the financial operations of the local government, which then translates into lower bond ratings and lower interest rates. Montreat, like all local governments, typically finds itself in the position of needing to borrow money in the normal course of business, and when it does, lower interest rates means less tax dollars that must be paid for the use of that money.

As sound a financial planning tool as the CIP may be, it is equally as useful as a physical planning tool. The CIP encourages local officials to look carefully at the timing of projects in order to determine if there is coordination that can/should occur before a project can take place. This planning may help to reduce duplication of effort and promote scheduling that will allow for the acquisition of assets at the optimal time. Optimal replacement of equipment, for example, allows the local governmental unit to replace that equipment before it reaches the end of its useful life expectancy thereby avoiding additional unnecessary operational costs.

The bottom line is that the CIP is primarily a financial planning tool. While it does allow for coordination and replacement of assets, the end result of the development and implementation of a CIP is that the local government will realize financial benefits from properly planning for the acquisition and development of those assets.

How Are Projects Developed for Inclusion in the CIP?

In developing a CIP, we first consider projects, items, or initiatives discussed or directed by the Commission during the regular course of the year. We then ask department heads to identify their departmental capital needs over the five-year forecast period. Requests are returned at which time further clarification is sought. Requests are then ranked against the relative needs of the organization. Once the initial discussions are concluded, projects are coordinated in an effort to eliminate duplication/overlap and to take advantage of any available funding opportunities. The results of the draft CIP are then shared with the Board of Commissioners and the public in a meeting designed to solicit input on the proposed document.

How are Project Costs Determined and How Are Projects Scheduled?

The year in which a project is scheduled to be undertaken is not necessarily indicative of its relative importance to the community. Scheduling of projects is done in accordance with relative need, coordination with other projects and the availability of appropriate funding.

Project justifications and cost estimates are far more detailed and accurate for those items that are scheduled for funding in an earlier fiscal year. The closer we get to the time at which we will undertake a project the more important it becomes for us to have a more accurate picture of the total project costs. Conversely, projects scheduled for later years are likely to change in scope and/or the acquisition costs are likely to change due simply to inflation, therefore less emphasis is placed on the accuracy of the cost figures associated with those projects.



The anticipated cost of CIP projects is expressed in today's dollars without accounting for inflationary factors in future years. While this may seem foolhardy to some, accurate projections of future years' costs is virtually impossible. As we perform our annual updates of the CIP, projects in the forecast years will be re-evaluated and become better defined. This update process will also allow us the opportunity to revise projected costs to reflect accurately, then current year dollars. In some cases projects scheduled for the fourth, fifth or "Years Beyond" category are included in the CIP simply to determine if there is sufficient community support for such a project. It is not unusual for CIP projects to linger in the later years' columns through several updates while the community attempts to decide if a project is important. Similarly, projects may be pushed back from year to year as priorities shift and the community waits for the appropriate time to undertake a project that is seen as less important. Finally, we sometimes find that project support may exist early on in the CIP development process, but that support may wane the closer we get to the time at which the project is scheduled to be undertaken. Once again, the CIP is a flexible tool designed to meet the ever-changing needs of the community.

Summary

With the plans, desires and dreams that we all have for our community, it is especially important to prioritize our capital projects as we are going to have stiff competition for the future allocation of limited public resources. Without this critical financial planning document, attempting to satisfy needs identified through the development of various Town plans and programs is likely to overwhelm the Town and its capabilities. In addition, without the development of proper planning tools that recognize and prioritize public needs/desires, the Town stands to thwart the energy and enthusiasm of a public that currently participates at high levels. If that enthusiasm is thwarted, we shall lose our most valuable asset in the accomplishment of our goals – public support and involvement. This proposed CIP is a tool that allows us to assess needs, together with resources, and to make more systematic decisions regarding the emphasis that the community will place on particular goals and objectives. The CIP is not a begin all and end all of community planning, but it certainly is a key element in providing community direction.

We present to you, for your consideration, the FY 2020-2025 Capital Improvement Program for the Town of Montreat. The CIP is an excellent and necessary planning tool in today's local government environment and we encourage your input and value your opinions.

Respectfully Submitted

Alex Carmichael

Town Administrator

GENERAL FUND
EXPENDITURES

4100 - GOVERNING BOARD

4100 - GOVERNING BOARD SUMMARY

The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Classifications							
Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Classifications							
Operating Revenues - General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

GENERAL FUND
EXPENDITURES

4200 - ADMINISTRATION

4200 - ADMINISTRATION SUMMARY

The Administration Department of the Town of Montreat provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving in accordance with all federal, state and local regulations and policies.

PROJECT DESCRIPTION		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Computer Sys. Software Update	\$	67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
TOTALS	\$	67,744	\$ -			\$ -	\$ -	\$ 67,744
Expenditure Classifications								
Planning/Design/Engineering	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hardware/Software	\$	67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
TOTALS	\$	67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
Revenue Classifications								
Operating Revenues - General	\$	67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$	67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744

GENERAL FUND
EXPENDITURES

5000 - PUBLIC BUILDINGS

5000 - PUBLIC BUILDINGS SUMMARY

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Town Hall Generator	\$6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,000
Furnishings	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Public Works Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,000

Expenditure Classifications

Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000

Revenue Classifications

Operating Revenues - General	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Town Hall	\$6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Capital Project - PW Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Greybeard	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Texas Road Pavir	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev - Culverts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev -Misc. Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000

GENERAL FUND
EXPENDITURES

5100 - POLICE

5100 - POLICE SUMMARY

The Police Department of the Town of Montreat is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of Montreat.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Police Vehicle Replacement	\$ 37,000	\$ -	\$ 36,000		\$ 36,000	\$ 36,000	\$ 145,000
Radio Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Expenditure Classifications							
Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Revenue Classifications							
Operating Revenues - General	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000

GENERAL FUND
EXPENDITURES

5400 - PLANNING AND ZONING

5400 - PLANNING AND ZONING SUMMARY

The Planning and Zoning Department of the Town of Montreat provides for the health, safety and welfare of Montreat by assuring fair application of all applicable federal, state and local laws regulating land uses, building construction and code compliance.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Comprehensive Plan Update		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
TOTALS	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Expenditure Classifications							
Planning/Design/Engineering	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Revenue Classifications							
Operating Revenues - General	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

GENERAL FUND
EXPENDITURES

5550 - PUBLIC WORKS

5500 - PUBLIC WORKS SUMMARY

The Public Works Department of the Town of Montreat provides a support role to the street department, sanitation department and water department.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annexation Study	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Bucket Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000
TOTALS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000
Expenditure Classifications							
Planning/Design/Engineering	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000
Revenue Classifications							
Operating Revenues - General	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000

GENERAL FUND
EXPENDITURES

5600/5700 - STREET/POWELL BILL

5600/5700 - STREET/POWELL BILL

SUMMARY

The Street Department of the Town of Montreat provides street services and upgrades to the residents of Montreat. The Street Department is responsible for storm water management, road repair and resurfacing, mowing and right-of-way maintenance.

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Local Street Paving	\$ 137,000	\$ 18,000	\$ 230,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 943,000
Stormwater/Hydrology Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridge Conversion	\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,000
New Road Paving	\$ 89,000	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Greybeard Retaining Wall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Texas Ex. Culvert Barrel 1	\$ 131,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,400
Texas Rd. Wall	\$ 125,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,820
Misc Repairs	\$ 38,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,550
Chipper Replacement	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Truck Replacement (04)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tractor Replacement (72)	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Dump Truck Replacement (95)	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
TOTALS	\$ 687,770	\$ 114,000	\$ 280,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 1,639,770

Expenditure Classifications

Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 617,770	\$ 69,000	\$ 230,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 1,474,770
Equipment	\$ 70,000	\$ 45,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 165,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 687,770	\$ 114,000	\$ 280,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 1,639,770

Revenue Classifications

Operating Revenues - General	\$ 166,000	\$ 45,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 261,000
Operating Funds - Powell Bill	\$ 226,000	\$ 69,000	\$ 230,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 1,083,000
Capital Project - Town Hall		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - PW Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Greybeard	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Texas Road Paving	\$ 31,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,455
Special Rev - Culverts	\$ 32,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,850
Special Rev -Misc Projects	\$ 9,638	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 9,638
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ 221,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,828
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 687,770	\$ 114,000	\$ 280,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 1,639,770

GENERAL FUND
EXPENDITURES

5800 - SANITATION

5800 - SANITATION SUMMARY

The Sanitation Department is responsible for the collection and disposal of solid waste, recyclables, yard waste and white goods within the Town of Montreat.

PROJECT DESCRIPTION		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Sanitation Pick-Up Truck Repl.		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
TOTALS		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Expenditure Classifications								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Revenue Classifications								
Operating Revenues - General		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Capital Project - Town Hall		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - PW Building		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Greybeard		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Texas Road Paving		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev - Culverts		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev -Misc Projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000

GENERAL FUND
EXPENDITURES

6190 - ENVIRONMENT, CONSERVATION AND RECREATION

6190 - ENVIRONMENT, CONSERVATION AND RECREATION SUMMARY

The Landcare Committee of the Town of Montreat is a community-based group of volunteers working on conservation projects that contribute to positive environmental, social and economic outcomes. The committee recommends plans, policies and community actions that meet the desires, needs and opinions of the citizens of Montreat for the protection of greenspace and the safety of walkers, joggers, hikers, bicyclists, bird-watchers and nature lovers.

PROJECT DESCRIPTION		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Sidewalks/Greenways Devp.	\$	20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Arbor Lane Bridge Repairs	\$	38,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,460
Gateway Plan	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
TOTALS	\$	58,460	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 168,460

Expenditure Classifications

Planning/Design/Engineering	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$	58,460	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 168,460
Equipment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$	58,460	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 168,460

Revenue Classifications

Operating Revenues - General	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Town Hall	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - PW Building	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Greybeard	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project - Texas Road Paving	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev - Culverts	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Rev -Misc Projects	\$	29,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,615
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$	28,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,845
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$	58,460	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 168,460

GENERAL FUND AND CAPITAL PROJECT FUNDS EXPENDITURES

GENERAL AND CAPITAL PROJECT FUNDS EXPENDITURES

SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 224-25	FUTURE	TOTAL
Computer Software Update	\$ 67,744		\$ -	\$ -	\$ -	\$ -	\$ 67,744
Sub-Total: Administration	\$ 67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
Town Hall Replacement	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Furnishings	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub-Total: Public Buildings	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
Police Vehicle Replacement	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Sub-Total: Police	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Comprehensive Plan Update	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Sub-Total: Planning & Zoning	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annexation Study	\$ 10,000	\$ -					
Bucket Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000
Sub-Total: Public Works	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000
Local Street Paving	\$ 137,000	\$ 18,000	\$ 230,000	\$ 158,000	\$ 200,000	\$ 200,000	\$ 943,000
Stormwater/Hydrology Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridge Conversion	\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,000
New Road Paving	\$ 89,000	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Greybeard Retaining Wall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Texas Ex. Culvert Barrel 1	\$ 131,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,400
Texas Rd. Wall	\$ 125,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,820
Misc. Repairs	\$ 38,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,550
Chipper Replacement	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Truck Replacement (04)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tractor Replacement (85)	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Dump Truck Replacement (95)	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Sub-Total: Streets	\$ 687,770	\$ 69,000	\$ 275,000	\$ 208,000	\$ 200,000	\$ 200,000	\$ 1,639,770

Sanitation Pick-Up Truck	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
Sub-Total: Sanitation	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
Sidewalks/Greenways Dev.	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Arbor Lane Bridge Repairs	\$ 38,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,460
Gateway Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
Sub-Total: Recreation	\$ 58,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,460

Departmental Totals	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Administration	\$ 67,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,744
Public Buildings	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
Police	\$ 37,000	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 145,000
Planning and Zoning	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Public Works	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 130,000
Streets	\$ 687,770	\$ 69,000	\$ 275,000	\$ 208,000	\$ 200,000	\$ 200,000	\$ 1,639,770
Sanitation	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
Recreation	\$ 58,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,460
Total: General Fund	\$ 916,974	\$ 147,000	\$ 311,000	\$ 208,000	\$ 236,000	\$ 356,000	\$ 2,284,974

WATER FUND EXPENDITURES

WATER FUND

PROJECT DESCRIPTION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Water Line Replacement	\$ 49,000	\$ 78,000	\$ 97,000	\$ -	\$ -	\$ -	\$ 224,000
Water Storage Facility	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 495,000
Portable Generators	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
Water Tank Inspection/Maint.	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000
Well Exploration and Const.	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Water Truck Replacment	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 113,000
Trackhoe	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000.00
Water Meter Replacement		\$ 337,300	\$ -	\$ -	\$ -	\$ -	\$ 337,300
Water Billing Software Modul	\$ 23,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,939
WATER FUND TOTALS	\$ 72,939	\$ 600,300	\$ 265,000	\$ 180,000	\$ 55,000	\$ 330,000	\$ 1,503,239

Expenditure Classifications

Planning/Design/Engineering	\$ -	\$ -	\$ 28,000	\$ 125,000	\$ -	\$ -	\$ 153,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 49,000	\$ 133,000	\$ 152,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 719,000
Equipment	\$ -	\$ 467,300	\$ 85,000	\$ -	\$ -	\$ 55,000	\$ 607,300
Hardware/Software	\$ 23,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,939
TOTALS	\$ 72,939	\$ 600,300	\$ 265,000	\$ 180,000	\$ 55,000	\$ 330,000	\$ 1,503,239

Revenue Classifications

Operating Revenues	\$ 72,939	\$ 545,300	\$ 210,000	\$ 125,000	\$ -	\$ 55,000	\$ 1,008,239
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 495,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 72,939	\$ 600,300	\$ 265,000	\$ 180,000	\$ 55,000	\$ 330,000	\$ 1,503,239

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Member's Name & Address: Town of Montreat
PO Box 423
Montreat, NC 28757

Policy Number: WC-R-466-2020-01

NCIRMA Contact: Alex Carmicheal

Title: Town Administrator

Telephone: (828) 669-8002 ext.305

Fax: (828) 669-3810

Email: acarmichael@townofmontreat.org

FEIN:

(If any of the above information has changed PLEASE change as necessary)

Renewal Instructions:

1. Review the enclosed information & update as necessary
2. Keep a copy of this renewal application for your records
3. Check Processing Option and Sign Certification Statement. Return application including first two pages to NCLM - WC Underwriting Department, 434 Fayetteville St, Suite 1900, Raleigh, NC 27601

Or email to Gary Burkhardt [gburkhardt@nclm.org] or Steve Hulme [shulme@nclm.org]

Questions? Please call Gary Burkhardt (919-715-2914) or Steve Hulme (919-715-3923) for assistance.

CANCELLATION REMINDER: The NCIRMA Insurance Trust must receive written notice of your intention to terminate Workers Compensation coverage with the Trust by May 30th, 2020. If not timely received, the Trust must assess an exiting fee for withdrawal; as provided in section IX of the Interlocal Agreement. Notice can be submitted to RMSnotifications@nclm.org no later than May 30th, 2020.

Important Dates: Submit cancellation notice by MAY 30th to avoid trust's 2% exiting fee. Submit this renewal application by JUNE 1st to avoid the late processing fee as indicated below.

<u>Policy Premium</u>	<u>Late Fee</u>
0-49,999	\$250
50,000-99,999	\$500
100,000 and over	\$1,000

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

PLEASE CHECK ONE OF THESE PROCESSING OPTIONS:

☐ PLEASE PROCESS this renewal application and provide us with a final estimated renewal premium (subject to audit). WE ARE NOT requesting proposals from other insurance providers this year and will remain in the Workers Compensation Trust (NCIRMA) for the new fiscal year beginning July 1st, 2020.

☐ WE MAY REQUEST PROPOSALS from other insurance providers. Please provide us with a renewal proposal for comparison purposes. We understand that we must notify NCIRMA in writing by May 30th if we decide not to renew coverage; otherwise, our renewal application will be processed. RETURN OF THIS FORM DOES NOT CONSTITUTE WRITTEN NOTICE OF NON-RENEWAL. Official notice must be submitted to RMSnotifications@nclm.org by May 30th, 2020 to avoid the exiting fee.

CERTIFICATION STATEMENT

I (the undersigned) am authorized by and acting on behalf of the member named above and all persons seeking the coverage set forth on this renewal application. I declare that all statements are true and accurate and that I will immediately advise the NC Interlocal Risk Management Agency (NCIRMA) in writing of any occurrence or event taking place that makes these statements inaccurate or untrue. I acknowledge and agree that my submission and NCIRMA's receipt of any such additional information is a condition precedent to coverage.

Name (please print)

Title

Signature

Date

**Important Dates: Submit cancellation notice by May 30th to avoid trust's 2% exiting fee.
Submit this renewal application by June 1st to avoid late processing fee.**

Questions? Please contact Gary Burkhardt [919-715-2914, gburkhardt@nclm.org] or Steve Hulme [919-715-3923, shulme@nclm.org] for assistance.

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

IMPORTANT: ONLY PAYROLL AMOUNTS CAN BE CHANGED AFTER JULY 1, 2020.

Deductibles, Payment Methods and Employers Liability Limits cannot be changed after renewal has been completed.

This section indicates the current coverages provided by NCIRMA. If you would like to make changes to your current limits and deductibles please indicate in the appropriate column and a quote will be provided for your review.

<u>Coverage Options</u>	<u>Bodily Injury By</u>	<u>Current Coverage Limits</u>
Current Employers Liability Limit	Each Accident	\$1,000,000
	Disease Each Employee	\$1,000,000
	Disease Coverage Limit	\$1,000,000

I would like our EL Limit to be the same as last year (✓) Yes () No.
If no, select from options below:

	<u>Each Accident</u>	<u>Disease Each Employee</u>	<u>Disease Coverage Limit</u>
<input type="checkbox"/>	\$500,000	\$500,000	\$500,000
<input type="checkbox"/>	\$1,000,000	\$1,000,000	\$1,000,000
<input type="checkbox"/>	\$2,000,000	\$2,000,000	\$2,000,000

Deductible Options

Current Deductible \$1,000

I would like our deductible to be the same as last year (✓) Yes () No.
If no, select from options below:

- ☐ \$0
- ☐ \$500
- ☐ \$1,000
- ☐ \$2,500
- ☐ \$5,000
- ☐ \$10,000
- ☐ \$25,000
- ☐ \$50,000

Payment Method

☒ Annually ☐ Quarterly

If you fail to check one of the above, you will be billed annually. Four percent (4%) of the total annual contribution will be assessed if you choose to pay quarterly.

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
For the operations listed below, please indicate if your EMPLOYEES provide the following services / operations:		*	
Airport/Aircraft Operations - if yes, provide list of employees (if any) that may fly aircraft on official entity business	Yes / No	No	NO
Ambulance Service/EMS/Rescue - municipally operated - No firefighting duties	Yes / No	No	NO
Amusement devices - Mechanically or electrically operated	Yes / No	No	NO
Animal Control	Yes / No	No	NO
Blasting Operations-if yes, please notify NCLM which employees perform or supervise this operation	Yes / No	No	NO
Building Inspector	Yes / No	Yes	YES
Bus Drivers	Yes / No	No	NO
Cemeteries (Municipal)	Yes / No	No	NO
Building Structural Type Work-if yes, please give examples.	Yes / No	No	NO
Day Care Activities - municipally operated	Yes / No	No	NO
Fire Department - Full/Part-time Firefighters (Municipally operated)	Yes / No	No	NO
Fire Department - Volunteer Firefighters (Municipally operated)	Yes / No	No	NO
Golf Courses (Municipal)	Yes / No	No	NO
Hazardous Materials (Hazmat) Operations	Yes / No	No	NO
Inmate Labor	Yes / No	No	NO
Landfill - Municipally operated	Yes / No	No	NO
Library Operations - municipally operated	Yes / No	No	NO
Museums - municipally operated	Yes / No	No	NO
Nurses - on site	Yes / No	No	NO
Parks & Recreation Department - includes all mowing operations	Yes / No	No	NO
Police Department	Yes / No	Yes	YES
Auxiliary Police (ordinance required)	Yes / No	No	NO
Public Housing units - Municipally operated or owned	Yes / No	No	NO
Senior Citizen Services	Yes / No	No	NO
Transportation System (Bus) - municipally operated	Yes / No	No	NO
Tree trimming/removal (not in Electric Company Operations)	Yes / No	No	NO
Utilities: Electric Distribution	Yes / No	No	NO
Utilities: Electric Generation	Yes / No	No	NO
Utilities: Gas Distribution	Yes / No	No	NO
Utilities: Gas Lines - New Construction	Yes / No	No	NO
Utilities: Gas Lines - Maintenance of existing lines	Yes / No	No	NO

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
Sanitation - Garbage Collection & Recycling - Including Bulk Pick Up	Yes / No	Yes	Yes
Utilities: Water Treatment Operations	Yes / No	No	NO
Utilities: Water Plant	Yes / No	Yes	Yes
Utilities: Water Lines - New Construction	Yes / No	No	NO
Utilities: Water Lines - Maintenance of existing lines	Yes / No	Yes	Yes
Utilities: Wastewater (Sewer) Treatment Operations	Yes / No	No	NO
Utilities: Sewer Plant	Yes / No	No	NO
Utilities: Sewer Lines - New Construction	Yes / No	No	NO
Utilities: Sewer Lines - Maintenance of existing lines	Yes / No	No	No
Utilities: Streets - New Construction	Yes / No	No	No
Utilities: Streets - Repaving & Patching - Also Includes Mainline & Storm Sewer Cleaning	Yes / No	Yes	Yes
Utilities - Cable Company - municipally operated	Yes / No	No	NO
Utilities - Telephone Company - municipally operated	Yes / No	No	NO
Tunneling	Yes No N/A		
Confined Space Work	Yes No N/A		

WC - Estimated Renewal Payroll

Question	Unit Of Measure	Previous Response	Renewal Response
Do you accept the estimated payroll figures that are shown on the attached Proposal sheet? If no, please make your payroll changes on the attached Proposal sheet.	Yes / No	Yes	Yes

WC - Number of Employees

Question	Unit Of Measure	Previous Response	Renewal Response
WC - Number of Full-time employees	Number	11	13
WC - Number of Permanent Part-time employees	Number	5	10
WC - Number of Estimated Seasonal Positions	Number	0	0
WC - Total number of Elected Officials (including Mayor) on your Governing Board	Number	6	6

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Public Safety

Question	Unit Of Measure	Previous Response	Renewal Response
Public Safety Officers are trained and certified to perform both firefighting and police operations		*	
Do you have any Public Safety Officers?	Yes / No	No	NO

WC - Fire Department

Question	Unit Of Measure	Previous Response	Renewal Response
Do you operate a Municipal Fire Department - includes Career "Paid" Firefighters only - both full-time and part-time?	Yes No N/A	No	NO
Do you operate a Combination Fire Department - includes "Paid" and "Volunteer" firefighters on the same fire roster?	Yes No N/A	N/A	NO
Do you operate a Municipal Volunteer Fire Department - includes "Volunteer" firefighters only?	Yes No N/A	No	NO
Is your municipality serviced by a separately chartered or incorporated Volunteer Fire Department?	Yes No N/A	Yes	Yes
Do any of your full-time employees that are volunteer firefighters answer calls during normal business hours?	Yes No N/A	No	NO
Do you have any volunteer firefighters that fill-in for paid firefighters and receive an hourly wage?	Yes No N/A	N/A	NO
Do you have any Junior Firefighters? (Junior Firefighters are not covered under this Workers Compensation policy)	Yes No N/A	N/A	NO
If you have Junior Firefighters, do you have a separate accident coverage policy for these individuals?	Yes No N/A	N/A	NO
Do you have any firefighters under the age of 18 that are not considered Junior Firefighters?	Yes No N/A	N/A	NO
Do you participate in a Boy Scouts of America Firefighter Explorer program?	Yes No N/A	N/A	NO
Junior Firefighters, Retired "Inactive" Volunteer Firefighters and Ladies Auxiliary are not covered by this Workers Compensation policy, even if listed on fire roster.		N/A	NO

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Police Department

Question	Unit Of Measure	Previous Response	Renewal Response
Do you operate a Police Department?	Yes / No	Yes	YES
Do you have an Auxiliary Police force? (auxiliary police officers cannot receive compensation - must be on a volunteer basis only)	Yes No N/A	No	NO
Do you have an ordinance in place authorizing an Auxiliary Police force (volunteer only - not paid) as defined by G.S. 160A-282?	Yes No N/A	No	NO
Do you use Part-Time or Reserve (paid) police officers?	Yes No N/A	Yes	yes
Do you have motorcycle police officers?	Yes No N/A	No	NO
If you have an auxiliary police force, please provide us with a copy of the ordinance and a roster of the names.			
Do you use county sheriffs or other security personnel for town events?	Yes No N/A		NO
If you use security personnel from other sources, does your entity pay them directly?	Yes No N/A		

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Parks and Recreation

Question	Unit Of Measure	Previous Response	Renewal Response
Do you have a Parks and Recreation Department?	Yes / No	No	NO
How many paid Full-Time employees are in your Parks and Recreation Department?	Number	0	0
How many paid Permanent Part-Time employees are in your Parks and Recreation department?	Number	0	0
How many paid Seasonal employees are in your Parks and Recreation department?	Number	0	0
Does your Parks and Recreation Department have volunteers? (Volunteers are not covered by this Workers Compensation policy)	Yes No N/A	N/A	N/A
Do you have volunteers sign a waiver?	Yes No N/A	N/A	N/A
If you have your volunteers sign a waiver, have you provided underwriting with a sample of the waiver agreement you use?	Yes No N/A	N/A	N/A
Do you use Sports Officials (Umpires or Referees)?	Yes No N/A	N/A	N/A
If you use Sports Officials, are they on your payroll?	Yes No N/A	N/A	N/A
Do you use an association / booking agent that provides your entity with Umpires or Referees?	Yes No N/A	N/A	N/A
If you use an association / booking agent, does the association / booking agent provide Workers Compensation coverage for the Umpires or Referees?	Yes No N/A	N/A	N/A
If the association / booking agent does not provide Workers Compensation coverage, do you have the association / booking agent sign the Independent Contractor versus Employee checklist?	Yes No N/A	N/A	N/A
Do you have Certificates of Insurance for your Parks and Recreation contracted services?	Yes No N/A	N/A	N/A

WC - Inmate Labor

Question	Unit Of Measure	Previous Response	Renewal Response
Do you use inmates that prison guards supervise? (entity is not responsible for Workers Compensation if prison guards supervise inmates)	Yes No N/A	No	NO
For prison inmate labor, are you responsible for the Workers Compensation of the inmate? (inmate is under your control - you pay one dollar a day by contract and will reimburse the Dept. of Public Safety for any inmate medical expenses)	Yes No N/A	No	NO
If you use prison inmates and are responsible for the Workers Compensation, please attach a copy of the contract between you and the correctional facility.		N/A	N/A

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Building Structural Type Work

Question	Unit Of Measure	Previous Response	Renewal Response
Do your employees engage in any new or renovation structural (contractor) type work? (for example: construction of park shelters or other buildings; roofing; etc.)	Yes No N/A	No	NO

WC - Miscellaneous

Question	Unit Of Measure	Previous Response	Renewal Response
Do you provide payroll services to individuals who you have on your payroll records but who are NOT your employees or under your control?	Yes / No	No	NO
Do you have a planning and/or zoning board? (Planning and Zoning boards are not covered by this Workers Compensation policy)	Yes No N/A	Yes	Yes
If you have a planning and/or zoning board, how are they compensated? (W-2, 1099, Not Paid)		Not Paid	not paid
Do you provide municipal services to other entities?	Yes No N/A	No	NO
Do you have any Mutual Aid agreements or contracts with other entities where you assume the Workers Compensation benefits for those individuals?	Yes No N/A	No	NO
Do you provide payroll services to other organizations?	Yes / No	No	NO
If your organization provides services to others, list the entity and the service you provide.			

WC - Independent Contractor

Question	Unit Of Measure	Previous Response	Renewal Response
Do you use outside contractors?	Yes No N/A	No	NO
Are all contractors required to show proof of Workers' Compensation coverage?	Yes No N/A	N/A	N/A

WC - Number of employees in Buildings - General

Question	Unit Of Measure	Previous Response	Renewal Response
Do you have any buildings that have at least 50 employees in it on a normal business day?	Yes No N/A	No	No
How many buildings do you have that have at least 50 employees in a given building?		0	0
If you have a building with at least 50 employees in it, please complete the information for Bldg # 1, 2, 3 or 4 as needed.		N/A	N/A

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2020-2021 Workers Compensation Renewal Application

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Bldg # 1 - Building with at least 50 employees

Question	Unit Of Measure	Previous Response	Renewal Response
Bldg # 1 - What is the number of employees that are normally in this building?	Number		
Bldg # 1 - What department(s) is in this building?			
Bldg # 1 - What is the address of this building?			
Bldg # 1 - What is the construction of this building? (Frame, Joisted Masonry, Non-Combustible, Masonry Non-Combustible, Fire Resistive)			
Bldg # 1 - What is the number of stories of the building?	Number		

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
Proposal

Town of Montreat
 PO Box 423
 Montreat, NC 28757

Program Year: 2020/2021
Policy Period: 7/1/2020 to 7/1/2021
Policy Number: WC-R-466-2020-01

Proposal Number: 67593

Proposal Date: 03/27/2020

Code	Classification	Estimated	Revise Payroll to:
7720	Police Officers	\$360,132	
8810	Clerical	\$79,220	
9402	Street Cleaning & Sewer Line Cleaning	\$92,404	
9403	Garbage & Bulk Collection (Sanitation)	\$48,018	
9410	Municipal Employees (not otherwise classified)	\$110,285	
9990	City Manager: office duties only	\$103,550	
9996	Mayor and Council	\$30,000	
Total Payroll:		\$823,609	

Renewal Quote Information

Experience Modifier:	1.1200
Employers Liability Limits:	\$1,000,000/\$1,000,000/\$1,000,000
Deductible:	\$1,000
Schedule:	N/A
IRFFNC Member?:	Yes

Estimated Annual Premium: \$18,882.99

Estimated Final Premium: \$18,882.99

Signature

Date

This is not an invoice. Invoices will be mailed at a later date.

03/27/2020

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
New Member Proposal Detailed Estimate

Town of Montreat
 PO Box 423
 Montreat, NC 28757

For the Program Year: 2020/2021
 Effective Dates: 7/1/2020 to 7/1/2021
 Policy Number: WC-R-466-2020-01

Proposal Number: 67593
 Proposal Date: 03/27/2020

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$360,132	2.6900	\$9,687.55
8810	Clerical	\$79,220	0.2200	\$174.28
9402	Street Cleaning & Sewer Line Cleaning	\$92,404	4.8900	\$4,518.56
9403	Garbage & Bulk Collection (Sanitation)	\$48,018	4.8900	\$2,348.08
9410	Municipal Employees (not otherwise classified)	\$110,285	1.8800	\$2,073.36
9990	City Manager: office duties only	\$103,550	0.2200	\$227.81
9996	Mayor and Council	\$30,000	0.2200	\$66.00
Totals:		\$823,609		\$19,095.64

Premium	Limit	Rate		Result
Estimated Manual Premium:				\$19,095.64
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.007000	+	\$133.67
Employers Liability Minimum Premium Balance:			+	\$0.00
Deductible: \$1,000		0.040000	-	\$763.83
Estimated Subject Premium:			=	\$18,465.48
Ex Mod (used):			x	1.1200
Estimated Modified Premium:			=	\$20,681.34
Schedule Adjustment:		1.0000	+	\$0.00
Schedule Adjusted Premium:			=	\$20,681.34
WC Minimum Premium Balance:			+	\$0.00
Expense Constant:			-	\$0.00
Estimated Standard Premium:			=	\$20,681.34
Premium Discount:		0.0389	-	\$804.50
Premium After Premium Discount:			=	\$19,876.84
Package Discount:		0.9500	+	(\$993.84)
Package Adjusted Premium:			=	\$18,883.00
Expense Constant:			+	\$0.00
Estimated Annual Premium:			=	\$18,882.99
Pro-rata:			x	1.0000
Estimated Pro-rata Annual Premium:			=	\$18,882.99
Estimated Final Premium:			=	\$18,882.99

Estimated Final Premium: \$18,882.99

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

2020-2021 Property/Liability Renewal Application

Member's Name & Address: Town of Montreat
PO Box 423
Montreat, NC 28757

IRFFNC Contact: Alex Carmicheal
Telephone: (828) 669-8002 ext.305
Fax: (828) 669-3810
Email: acarmichael@townofmontreat.org

(If any of the above information has changed PLEASE change as necessary)

Renewal Instructions:

1. Review the enclosed information & update as necessary
2. Attach most recent Workers' Compensation Audit if not a NCIRMA Member
3. Keep a copy of this renewal application for your records
4. Check Processing Option and Sign Certification Statement. Return application including first two pages to NCLM - P&L Underwriting Department, 434 Fayetteville St, Suite 1900, Raleigh, NC 27601. Or email to RMSunderwriting@nclm.org.

Questions? Please contact Ariele D'Angelo [919-715-8151, adangelo@nclm.org] or Patrice Adams [919-715-9549, padams@nclm.org] for assistance.

CANCELLATION REMINDER: The IRFFNC Insurance Trust must receive written notice of your intention to terminate Property and Liability coverage with the trust by May 30th, 2020. If not timely received, the trust must assess an exiting fee for withdrawal; as provided in section IX of the Interlocal Agreement. Notice can be submitted to RMSnotifications@nclm.org no later than May 30th, 2020.

Important Dates: Submit cancellation notice by May 30th to avoid trust's 2% exiting fee. Submit this renewal application by JUNE 1st to avoid the late processing fee as indicated below.

<u>Policy Premium</u>	<u>Late Fee</u>
0-49,999	\$250
50,000-99,999	\$500
100,000 and over	\$1,000

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

PLEASE CHECK ONE OF THESE PROCESSING OPTIONS:

☐ PLEASE PROCESS this renewal application and provide us with a final estimated renewal premium. WE ARE NOT requesting proposals from other insurance providers this year and will remain in the Property & Liability Insurance Trust (IRFFNC) for the new fiscal year beginning July 1st, 2020.

☐ WE MAY REQUEST PROPOSALS from other insurance providers. Please provide us with a renewal proposal for comparison purposes. We understand that we must notify IRFFNC in writing by May 30th if we decide not to renew coverage; otherwise, our renewal application will be processed. RETURN OF THIS FORM DOES NOT CONSTITUTE WRITTEN NOTICE OF NON-RENEWAL. Official notice must be submitted to RMSnotifications@ncml.org by May 30th, 2020 to avoid the exiting fee.

Certification Statement

I (the undersigned) am authorized by and acting on behalf of the member named above and all persons seeking the coverage set forth on this renewal application. I declare that all statements are true and accurate and that I will immediately advise the Interlocal Risk Financing Fund of NC (IRFFNC) in writing of any occurrence or event taking place that makes these statements inaccurate or untrue. I acknowledge and agree that my submission and IRFFNC's receipt of any such additional information is a condition precedent to coverage.

Name (please print)

Title

Signature

Date

Important Dates: Submit cancellation notice by May 30th to avoid trust's 2% exiting fee. Submit this renewal application by June 1st to avoid late processing fee.

Questions? Please contact Ariele D'Angelo [919-715-8151, adangelo@ncml.org] or Patrice Adams [919-715-9549, padams@ncml.org] for assistance.

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

2020-2021 Property/Liability Renewal Application Town of Montreat

This section indicates the current coverages provided by IRFFNC. If you would like to make changes to your current limits and deductibles please indicate in the appropriate column and a quote will be provided for your review.

COVERAGE	Coverage Limit	Deductible	Additional Coverage(s) Desired (X)
General Liability	5,000,000	0	
Employee Benefits Liability	5,000,000	1,000	
Public Officials Liability	5,000,000	10,000	
Employment Practices Liability	5,000,000	10,000	
Police Professionals Liability	5,000,000	2,500	
Crime - Employee Dishonesty	50,000	250	
Crime - Forgery or Alteration	50,000	250	
Crime - Inside the Premises - Theft of Money or Securities	5,000	250	
Crime - Outside the Premises	5,000	250	
IM - Municipal Equipment	150,452	500	
IM - Computer Equipment and Media	109,000	1,000	
IM - Fine Arts	0	1,000	
Real & Personal Property	1,984,645	1,000	
Automobile Liability	5,000,000	0	
Uninsured/Underinsured Motorists	1,000,000	0	
AL Hired/Non-Owned	5,000,000	0	
Auto Physical Damage Comprehensive	567,678	500	
Auto Physical Damage Collision	567,678	500	
Hired or Borrowed Comprehensive		500	
Hired or Borrowed Collision		500	

This section indicates coverages NOT currently provided by IRFFNC but are available. If your entity is interested in a quote on any of the following coverages, please place a 'X' in the appropriate column. An application may be needed on certain coverages. We will contact you for any additional information.

Premises Medical Payments		
Liquor Liability		
IM - Portable Equipment		
Builders' Risk		
Valuable Papers		
Accounts Receivable		
IM - Scheduled Animals		
Public Officials Bond		
Garage Liability		
Impounded Auto Comp/Coll		
Garagekeepers Comp/Coll		

PAYMENT METHOD

☒ Annually ☐ Quarterly

If you fail to check one of the above, you will be billed annually. Four percent (4%) of the total annual contribution will be assessed if you choose to pay quarterly.

Please list any fire department insurance coverages that you currently purchase from VFIS and provide us with a copy of your current VFIS policy

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

GL - Renewal

Question	Unit Of Measure	Previous Response	Renewal Response
Streets and Roads - existence	Number of Miles	15	15
Bridges for vehicular traffic - Less than 300 feet in length - municipally owned	Number	6	6
Special Events - 4th of July	Number of Events	0	0
Special Events - (fairs/festivals/concerts/etc) (Other than Christmas parade and 4th of July)	Number of Events	0	0
Contractual Liability - Railroads	Manual Premium		
Sewer lines - existence	Number of Miles		
Bridges for vehicular traffic - Greater Than or Equal to 300 feet in length - Municipally owned	Number		
Dog Parks - municipal	Number of Facilities		
Splash Parks - Municipally operated	Number of Facilities		
Swimming Pools - number of pools	Number		
Diving Board or Platform / Waterslide - 25 feet or less in height	Number		
Diving Board or Platform / Waterslide - Greater than 25 feet in height	Number		
Ambulance Service and EMS - municipally operated - Perform only EMS type duties; no firefighting duties	Number of times Dispatched		
Non-Emergency Medical Transport Only Service - municipally operated (example: transport patients from hospital to nursing home or nursing home to doctors office)	Number of times Dispatched		
Dam, Levee or Dike - Low Hazard - Location #1	Acre Feet		
Dam, Levee or Dike - Low Hazard - Location #2	Acre Feet		
Dam, Levee or Dike - Low Hazard - Location #3	Acre Feet		
Dam, Levee or Dike - Low Hazard - Location #4	Acre Feet		
Dam, Levee or Dike - Intermediate Hazard - Location #1	Acre Feet		
Dam, Levee or Dike - Intermediate Hazard - Location #2	Acre Feet		
Dam, Levee or Dike - Intermediate Hazard - Location #3	Acre Feet		
Dam, Levee or Dike - Intermediate Hazard - Location #4	Acre Feet		
Dam, Levee or Dike - High Hazard - Location #1	Acre Feet		
Dam, Levee or Dike - High Hazard - Location #2	Acre Feet		
Dam, Levee or Dike - High Hazard - Location #3	Acre Feet		
Dam, Levee or Dike - High Hazard - Location #4	Acre Feet		
Lakes/Reservoirs without Public Access	Number		
Lakes/Reservoirs with Public Access	Number		
Beaches (at lakes) without lifeguards	Number		
Beaches (at lakes) with lifeguards	Number		

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

GL - Renewal

Question	Unit Of Measure	Previous Response	Renewal Response
Beaches (ocean) without lifeguards	Number		
Beaches (ocean) with lifeguards	Number		
Ocean Piers - Municipally operated	Number		
Watercraft - Owned - Paddleboats/Canoes - Rented to Others	Annual Sales		
Watercraft - Owned with motor or sail - Rented to Others	Annual Sales		
Watercraft - Jet skis/waverunners - not for rent	Number		
Watercraft - Owned with motor or sail - not for rent - less than 21 feet	Number		
Watercraft - Owned with motor or sail - not for rent - 22 -26 feet	Number		
Watercraft - Owned with motor or sail - not for rent - greater than 26 feet	Number		
Watercraft - Non-Owned - greater than 26 feet	Number		
Special Events - Christmas parade	Number of Events		
Public Housing units	Number of Units		
Public Housing - Section 8 units (not owned by you)	Number of Units		
Public Housing - Section 8 units (owned by you)	Number of Units		
Dwellings - Rented to Others	Number		
Arenas, Auditoriums, Convention Buildings	Square Feet		
Convention/Conference (sponsor's risk)	Number of Convention days		
After School Care - Municipally operated	Number of Children		
Day Care Activities - municipally operated	Number of Children		
Summer Camps - municipally operated	Number of Children		
Gym / Exercise Facility with weights - Open to the Public - municipally operated	Number of Facilities		
Gym /Exercise Facility without weights - Open to the Public - municipally operated	Number of Facilities		
Skateboard Facility - Unsupervised - all ramps <= 3ft	Manual Premium		
Skateboard Facility - Unsupervised - with ramps > 3ft	Manual Premium		
Skateboard Facility - Supervised - all ramps <= 3ft	Manual Premium		
Skateboard Facility - Supervised - with ramps > 3ft	Manual Premium		
Skateboard Facility - Concessionaire - all ramps <= 3ft	Manual Premium		
Skateboard Facility - Concessionaire - with ramps > 3ft	Manual Premium		
Archery Range - Open to the Public - Run by Concessionaire	Number of Facilities		

Return this Page

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

GL - Renewal

Question	Unit Of Measure	Previous Response	Renewal Response
Archery Range - Open to the Public - Supervised - municipally operated	Number of Facilities		
Archery Range - Open to the Public - Unsupervised -(No insurance coverage provided)	Number of Facilities		
Firing Ranges - open to the public	Number		
Bicycle trail/facility with elevated platforms	Manual Premium		
Docks	Annual Sales		
Marinas	Annual Sales		
Boat Yard / Wharves	Annual Sales		
Blasting - Contracted Out	Contract Price		
Landfill (Municipal) - not yard waste landfills	Number of Acres		
Library - Municipally operated	Square Feet		
Museum - Municipally operated	Square Feet		
Stadiums - seating capacity	Seating Capacity		
Amusement Devices - mechanically or electrically operated - municipally operated	Annual Sales		
Garage Liability	Annual Sales		
Deer Management - Actively thinning population	Manual Premium		
Council of Government - Office	Square Feet		
Council of Government - Operations	Total Fiscal Year Revenue		
Downtown Development Association - Office	Square Feet		
Downtown Development Association - Operations	Total Fiscal Year Revenue		
Misc Commissions and Associations - Office	Square Feet		
Misc Commissions and Associations - Operations	Total Fiscal Year Revenue		
Professional Association	Number of Members		
Unmanned Aircraft - Drones (prior approval required before coverage granted)	Manual Premium		
Manual Premium 1	Manual Premium		
Manual Premium 2			
Manual Premium 3			

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

Cyber

Question	Unit Of Measure	Previous Response	Renewal Response
Do you feel you need additional assistance and resources to ensure IT security moving forward?	Yes / No		
Do you have a complex password policy for your employees?	Yes / No		
Do you have a current plan for identifying and addressing cyber threats?	Yes / No		
Do you have a disaster recovery plan?	Yes / No		
Do you have someone dedicated to cyber security?	Yes / No		
Do you have third party applications hosted on your network?	Yes / No		
Do you use a firewall with the latest in threat detection and prevention technologies?	Yes / No		
Is all sensitive data secure (in storage and when transmitted)?	Yes / No		
Is your system backed up on a routine basis?	Yes / No		
Member Annual Budget	Dollars		

Number of Employees

Question	Unit Of Measure	Previous Response	Renewal Response
Number of Employees - Full-Time	Number	11	13
Number of Employees - Permanent Part-Time	Number	4	10

GL - Dam and Lake/Pond - General

Question	Unit Of Measure	Previous Response	Renewal Response
Do you have a Dam/Levee or Dike owned or operated by your entity?	Yes / No	No	
How many dams does your entity operate/maintain?	Number		
Are any dams currently the object of a "dam safety order"?	Yes No N/A		
How many High Hazard dams as designated by NCDENR do you have?	Number		
Are there any NCDENR outstanding recommendations on any of your High Hazard dams?	Yes No N/A		
Please send us a copy of the latest NCDENR inspection report for each of your High Hazard dams/levees or dikes. (Reinsurers are requiring us to report this data)			
How many lakes owned/operated by your entity allow swimming or boating?	Number		
How many lakes owned/operated by your entity that does not allow swimming and boating?	Number		

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

GL - Electric Utility - General

Question	Unit Of Measure	Previous Response	Renewal Response
Do you operate an Electric Utility department?	Yes / No	No	NO
Does your entity distribute electricity?	Yes / No		
Does your entity generate electricity for public distribution?	Yes / No		
Does your entity generate electricity for your entity's use only (for peak load or for back-up generation)?	Yes / No		
If your entity generates electricity, do you sell any generated electricity to an Electric Company?	Yes No N/A		
If you sell generated electricity to an Electric Company, how much revenue do you receive from selling this electricity?	Annual Revenue		
If you sell generated electricity to an Electric Company, how much KW or MW do you sell to the Electric Company?	KW or MW		

GL - General Questions

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity plan to utilize an unmanned aircraft (drone) in your municipal operations?	Yes / No	No	NO
If yes, please contact Underwriting for coverage			

GL - Special Events

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity sponsor a fireworks display? (limited defense coverage only if licensed)	Yes / No	No	NO
List the special events sponsored by your entity and the estimated number of people attending the event.			
Is alcohol served at any special events sponsored by your entity?	Yes No N/A		

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

GL - Wastewater Treatment operations

Question	Unit Of Measure	Previous Response	Renewal Response
Do you own a Wastewater (Sewer) Treatment Plant?	Yes / No	No	NO
Do you operate a Wastewater (sewer) Treatment Plant?	Yes / No	No	NO
Is maintenance of existing sewer lines performed by employees or contractors?	Employee or Contractor or N/A		
Do you receive Wastewater Treatment services from another entity?	Yes No N/A		
If you receive wastewater services from another entity, who is that entity?			

GL - Water Treatment Operations

Question	Unit Of Measure	Previous Response	Renewal Response
Do you own a Water Treatment Plant?	Yes / No	No	NO
Do you operate a Water Treatment Plant?	Yes / No	No	NO
Do you receive water services from another entity?	Yes No N/A		
If you receive water services from another entity, who is that entity?			

Garage Liability

Question	Unit Of Measure	Previous Response	Renewal Response
Do you perform vehicle maintenance on non-owned vehicles?	Yes No N/A	No	NO
If you perform vehicle maintenance on non-owned vehicles, what is your annual revenue from this operation?	Annual Revenue		
If you perform vehicle maintenance on non-owned vehicles, approximately how many non-owned vehicles are on site at one time?	Number		

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

POL - Renewal

Question	Unit Of Measure	Previous Response	Renewal Response
Type of Government (Council/Manager, Mayor/Council, Other)?	Mayor/Council Council/Manager Other	Mayor / Council	Mayor/ Council
Is your entity responsible for issuing building permits?	Yes No N/A	Yes	Yes
Is your entity responsible for zoning changes?	Yes No N/A	Yes	Yes
Does your entity have a seasonal population fluctuation during the year?	Yes / No	Yes	Yes
If your entity has a seasonal population fluctuation, please estimate the seasonal population fluctuation increase (percentage over full-time resident population).	Percentage	400	400
If your entity has a seasonal population fluctuation, please estimate the seasonal population (number) during peak season.	Number	2000	2000
What is the total number of Housing Units (houses, duplexes, townhome units, condo units, mobile homes, etc.) within your municipal jurisdiction?)	Number	674	674

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Supplemental Questionnaire: Renewal Year = 2020-2021

Town of Montreat

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

Police Professional - Renewal

Question	Unit Of Measure	Previous Response	Renewal Response
Number of full-time officers that hold an Intermediate or Advanced Law Enforcement Certificate	Number	0	0
Attach a list of officers with intermediate or advanced certifications.			
Is your police department accredited by CALEA (Commission on Accreditation for Law Enforcement Agencies)?	Yes No N/A		

Police Professional - 911 / Dispatch

Question	Unit Of Measure	Previous Response	Renewal Response
Do you handle 911 services?	Yes No N/A	No	NO
Do you handle your own dispatch?	Yes No N/A	No	NO
Do you handle dispatch for other entities?	Yes No N/A	No	NO
If you do not handle your own dispatch, who handles the dispatch?		Black Mountain	Black mountain
If you handle dispatch for other entities, please list those entities.			

Interlocal Risk Financing Fund of North Carolina
Property and Liability Insurance Trust administered by the NC League of Municipalities

Police Professional Liability - Renewal Exposure Report

Renewal Program Year: 2020-2021

Town of Montreat

Please enter a response (number) to all applicable Police Types in the "Renewal Response" column. If the value in the "Previous Response" column is blank, then we did not have a value recorded in our system.

Police Type	Previous Response	Renewal Response
Full Time Officer	4	5
Part Time Officer		9
Reserve Officer	0	
Auxiliary Officer		
Clerk		
Dispatcher		
Animal - Attack Dog		
Animal - Drug or Bomb Dog		
Animal - Horses		
Firing Ranges		
Holding/Detention/Arrest Processing Cells/Rooms		
Jail Cells		

Police Type Definitions:

Reserve Officers: officers who are on your reserve officer call list who are paid for the hours they work but have no other benefits.

Auxiliary Officers: officers who are volunteer only
(no remuneration or benefits or fringe benefits for their services)
You must have an ordinance in place authorizing an auxiliary police force as defined by G.S. 160A-282.

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Business Auto Schedule

Named Insured: Town of Montreat

Policy No.: PL-R-26036-2020-02

Fund: Interlocal Risk Financing Fund of North Carolina

Policy Period: 07/01/2020 to 07/01/2021

Department:

AL Limit: \$5,000,000

AL Deductible: \$0

UM/UIM Limit: \$1,000,000

UM/UIM Deductible: \$0

Unit #	Make	Model/Description	Department	Asset Number	AL Eff Date	AL Term Date	Comp Coverage/ Deductible	Comp Eff Date	Comp Term Date	Valuation Type
	Year	VIN	Class Code - Description		UM/UIM Eff Date	UM/UIM Term Date	Coll Coverage/ Deductible	Coll Eff Date	Coll Term Date	Value
3	Ford	Dump Truck			07/01/2020	07/01/2021	\$1,000	07/01/2020	07/01/2021	OCN
	2006	56464	23479 - Medium Truck - Commercial - Dump		07/01/2020	07/01/2021	\$1,000	07/01/2020	07/01/2021	\$42,180
7	Ford	Escape			07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2010	96816	7398 - Private Passenger Type PPT		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$17,610
9	Ford	F250			07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2006	15423	01499 - Light Truck Service - NOC		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$20,654
11	Ford	Dump Truck			07/01/2020	07/01/2021	\$1,000	07/01/2020	07/01/2021	OCN
	1995	18393	23479 - Medium Truck - Commercial - Dump		07/01/2020	07/01/2021	\$1,000	07/01/2020	07/01/2021	\$30,000
					4				Totals	\$110,444

Department: Police

Unit #	Make	Model/Description	Department	Asset Number	AL Eff Date	AL Term Date	Comp Coverage/ Deductible	Comp Eff Date	Comp Term Date	Valuation Type
	Year	VIN	Class Code - Description		UM/UIM Eff Date	UM/UIM Term Date	Coll Coverage/ Deductible	Coll Eff Date	Coll Term Date	Value
2	Ford	Explorer	Police		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2013	80723	7911 - Police Dept - PPT		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$26,130
4	Ford	Interceptor	Police		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2014	55172	7911 - Police Dept - PPT		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$32,000
5	Ford	Interceptor	Police		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2017	90276	7911 - Police Dept - PPT		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$34,088
8	Ford	Interceptor	Police		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	OCN
	2015	61975	7911 - Police Dept - PPT		07/01/2020	07/01/2021	\$500	07/01/2020	07/01/2021	\$28,364
					4				Police Totals	\$120,582

Property and Liability Insurance Trust administered by the NC League of Municipalities

Named Insured: Town of Montreat

AL Limit: \$5,000,000

UM/UIM Limit: \$1,000,000

AL Deductible: \$0

UM/UIM Deductible: \$0

Department: Public Works

Department: Sanitation

Printed on 03/23/2020

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Property Schedule

Named Insured: Town of Montreat

Policy No.: PL-R-26036-2020-02

Policy Period: 07/01/2020 to 07/01/2021

Site #	Site Name	Address	Occupancy Code	Wind Territory	Protection Class	Square Feet	Effective Date	Building Value	Personal Property Value	Total Insured Value
Bldg #	Description			Valuation Basis	Construction Type	Year Built	Termination Date			
001		96 Rainbow Terrace Montreat, NC 28757	1000	6	3		07/01/2020	162,845	62,960	225,805
001	Town hall and Police department			RC	Joisted Masonry		07/01/2021			
001		96 Rainbow Terrace Montreat, NC 28757	20070	6	3		07/01/2020	4,092	0	4,092
002	Radio Tower			RC	Non-Combustible		07/01/2021			
001		96 Rainbow Terrace Montreat, NC 28757	2000	6	3		07/01/2020	7,752	6,297	14,049
003	(4) Storage Buildings			RC	Frame		07/01/2021			
001		96 Rainbow Terrace Montreat, NC 28757	20011	6	3		07/01/2020	18,174	0	18,174
004	Sanitation Station			RC	Non-Combustible		07/01/2021			
001		96 Rainbow Terrace Montreat, NC 28757	20030	6	3		07/01/2020	11,241	0	11,241
005	Fencing			RC	Frame		07/01/2021			
002		Appalachian Way Montreat, NC 28757	20010	6	3		07/01/2020	32,780	2,519	35,299
001	Booster Station with Radio			RC	Joisted Masonry		07/01/2021			
003		Texas Road Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
001	Well A			RC	Joisted Masonry		07/01/2021			
003		Texas Road Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
002	Well B			RC	Joisted Masonry		07/01/2021			
004		Calvin Trail Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
001	Well 1			RC	Joisted Masonry		07/01/2021			
005		Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
001	Well 2			RC	Joisted Masonry		07/01/2021			
005		Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
002	Well 3			RC	Joisted Masonry		07/01/2021			
005		Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
003	Well 4			RC	Joisted Masonry		07/01/2021			
005		Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
004	Well 5			RC	Joisted Masonry		07/01/2021			

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Property Schedule

Named Insured: Town of Montreat

Policy No.: PL-R-26036-2020-02

Policy Period: 07/01/2020 to 07/01/2021

Site #	Site Name	Address	Occupancy Code	Wind Territory	Protection Class	Square Feet	Effective Date	Building Value	Personal Property Value	Total Insured Value
Bldg #	Description			Valuation Basis	Construction Type	Year Built	Termination Date			
005	Well 6	Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
005				RC	Joisted Masonry		07/01/2021			
005	Pump Station	Assembly Drive Montreat, NC 28757	20010	6	3		07/01/2020	157,337	0	157,337
006				RC	Joisted Masonry		07/01/2021			
006	Monitor House	West Side of Harmony Montreat, NC 28757	20010	6	3		07/01/2020	10,490	6,297	16,787
001				RC	Joisted Masonry		07/01/2021			
006	Water Tank	West Side of Harmony Montreat, NC 28757	20021	6	3		07/01/2020	779,718	0	779,718
002				RC	Non-Combustible		07/01/2021			
006	Well A01	West Side of Harmony Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
003				RC	Joisted Masonry		07/01/2021			
007	Monitor House	East Side of Appalachian Way Montreat, NC 28757	20010	6	3		07/01/2020	10,490	6,297	16,787
001				RC	Joisted Masonry		07/01/2021			
007	Water Tank	East Side of Appalachian Way Montreat, NC 28757	20021	6	3		07/01/2020	389,858	0	389,858
002				RC	Non-Combustible		07/01/2021			
008	Greybeard Well	Greybeard Montreat, NC 28757	20010	6	3		07/01/2020	29,502	0	29,502
001				RC	Joisted Masonry		07/01/2021			
008	Well A02	Greybeard Montreat, NC 28757	20010	6	3		07/01/2020	6,826	0	6,826
002				RC	Non-Combustible		07/01/2021			
008	Well A03	Greybeard Montreat, NC 28757	20010	6	3		07/01/2020	6,826	0	6,826
003				RC	Non-Combustible		07/01/2021			
008	Well A04	Greybeard Montreat, NC 28757	20010	6	3		07/01/2020	6,826	0	6,826
004				RC	Non-Combustible		07/01/2021			
					24	Totals		1,900,275	84,370	1,984,645

Interlocal Risk Financing Fund of North Carolina

Property and Liability Insurance Trust administered by the NC League of Municipalities

Inland Marine Schedule

Named Insured: Town of Montreat

Policy No.: PL-R-26036-2020-02

Policy Period: 07/01/2020 to 07/01/2021

Coverage: Computer Equipment

Item #	Year	Make / Model	Description	Serial Number	Department	Effective Date	Value	Deductible
					Asset Number	Term Date		
			Computer Equipment & Media			07/01/2020	\$50,000	\$1,000
			Computer Equipment & Media Basic Benefit			07/01/2021	\$50,000	\$1,000
						07/01/2020	\$50,000	\$1,000
						07/01/2021	\$50,000	\$1,000
	2015	Xerox	Copier			07/01/2020	\$9,000	\$1,000
						07/01/2021	\$9,000	\$1,000
					3	Computer Equipment Totals	\$109,000	

Coverage: Municipal Equipment

Item #	Year	Make / Model	Description	Serial Number	Department	Effective Date	Value	Deductible
					Asset Number	Term Date		
	2007	Stay Alert	(8) Barricades			07/01/2020	\$3,671	\$500
						07/01/2021	\$3,671	\$500
			Base Station Radio 6			07/01/2020	\$5,000	\$500
						07/01/2021	\$5,000	\$500
		Vermeer	Chipper			07/01/2020	\$24,825	\$500
						07/01/2021	\$24,825	\$500
	2007	Decatur Electronics	Dolly Speed Sign			07/01/2020	\$2,525	\$500
						07/01/2021	\$2,525	\$500
			Sand Spreader			07/01/2020	\$5,000	\$500
						07/01/2021	\$5,000	\$500
	2007	New Holland	Backhoe	1210		07/01/2020	\$34,681	\$500
						07/01/2021	\$34,681	\$500
	2013	Volvo	Backhoe/Loader	6621		07/01/2020	\$74,750	\$500
						07/01/2021	\$74,750	\$500
					7	Municipal Equipment Totals	\$150,452	

