

**Town of Montreat
Board of Commissioners Meeting – Public Forum
April 8, 2021 – 6:30 p.m.
Town Hall & Zoom Software**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
April 8, 2021 – 7:00 p.m.
Conducted electronically using Zoom Software with a limited number of people in
attendance**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

- March 3rd Town Council Retreat Part A Minutes
- March 11th Town Council Meeting Minutes
- March 17th Town Council Retreat Part B Minutes

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

V. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

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

VII. Public Comment

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

VIII. Old Business

IX. New Business

A. Resolution 21-04-0001 Surplus Property Disposal

- **Suggested Motion:** Move to approve/deny Resolution #21-04-0001 Authorizing Surplus Property Disposal

B.

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- Montreat Tree Board April 27, 2021 9:30 a.m. by Zoom Software
- Montreat Landcare May 5, 2021 9:00 a.m. by Zoom Software
- Planning & Zoning Commission May 13, 2021 10:30 a.m. by Zoom Software
- Town Council Meeting May 13, 2021 7:00 p.m. Location/Method to be determined

XV. Closed Session

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

XV. Adjournment

Town of Montreat
Board of Commissioners Annual Board Retreat Part A
Meeting Minutes
March 3, 2021 – 1:00 p.m.
Zoom Meeting

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

Board members present via Zoom: None

Board members absent: Mayor Tim Helms

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer
Scott Adams, Zoning Administrator

Town staff present via Zoom: None

No members of the public were present at Town Hall but several were watching via Zoom. Mayor Pro Tem Tom Widmer called the meeting to order at 1:03 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Jane Alexander moved to adopt the agenda as presented and to suspend the rules to allow the Mayor Pro Tem to participate and debate. Commissioner Alice Lentz seconded and the motion carried 4/0.

Administrative Reports

The Commission briefly reviewed and discussed the Administrative Reports from Chief David Arrant, Public Works Director Barry Creasman and Finance Officer Darlene Carrasquillo.

Commissioners Areas of Responsibilities and Community Group Liaisons

Board of Commissioners
Meeting Minutes-Annual Board Retreat Part A
March 3, 2021

The Commission made a few minor changes with regards to Areas of Responsibility and Community Group Liaisons. The responsibilities are listed in the chart below.

	FY 20-21	FY 21-22
Environment	Alice Lentz	Alice Lentz
Sanitation/Public Works	Kent Otto	Kent Otto
Finance	Kitty Fouche	Kitty Fouche
Communications	Tom Widmer	Tom Widmer
Planning & Zoning/Public Safety	Jane Alexander	Jane Alexander
MPO	Tom Widmer	Tom Widmer
FBR Technical Coordinating Committee	Alex Carmichael	Alex Carmichael
Land of Sky Regional Council	Tom Widmer	Jane Alexander
Land of Sky Regional Council Alternate	Jane Alexander	Kitty Fouche
Montreat Cottagers	Kent Otto	Kent Otto
Montreat Cottagers Wilderness & Open Space	Kent Otto	Kent Otto
Montreat Landcare Committee	Alice Lentz	Alice Lentz
Open Space Conservation Committee	Alice Lentz	Alice Lentz
Presbyterian Heritage Center	Kitty Fouche	Kitty Fouche
Audit Committee	Jane Alexander	Jane Alexander
Audit Committee	Alice Lentz	Alice Lentz
Audit Committee	Kitty Fouche	Kitty Fouche
Tree Board	Alice Lentz	Alice Lentz

Boards and Committees Vacancies

Last Name	First Name	Committee	Eligible for Reappointment
Arnold	Philip S.	Audit	Yes
Alexander	Hugh	Audit	Yes
Spence	Mark	BOA	Yes
James	Eleanor	BOA	Yes
Scheu	Bill	Open Space Conservation	Yes
Todd	Mary Nell	Open Space Conservation	Yes
Roberts	Bill	Planning and Zoning	Yes
Blake	Mason	Planning and Zoning	Yes

Town Clerk Angie Murphy reported that she had heard from everyone but Bill Roberts but would reach out to him the following day. Mayor Pro Tem Widmer noticed on the website that Philip Arnold was also showing expired for Open Space Conservation and asked Ms. Murphy to look into contacting him as well. The other citizens will be up for reappointment at the regular March

Commission Meeting.

Capital Projects

Town Administrator Alex Carmichael introduced the proposed Capital Improvement Program for fiscal years 2021 through 2026. 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. The CIP is designed to be a flexible planning tool. The CIP is generally revised and reviewed prior to the initiation of the annual budget process. In Montreat, an item is included in the CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. The CIP emphasizes sound financial planning. Mr. Carmichael emphasized that the CIP would not be adopted today but instead Town Staff was looking for feedback.

The Administration Department has proposed a Computer System Software Update which would cost the Administration General Fund \$67,744. This is a \$92,000 update with the remainder of the funds coming out of the Water Fund. The proposed project would upgrade the entire municipal software system. The current municipal software system is a legacy system with a lot of flaws.

The Planning & Zoning Department would like to undertake a Comprehensive Plan Update. The current Comprehensive Plan is from 2008 and generally is good for approximately five years. With the new 160d regulations it is required by the State to have a "reasonably maintained" Comprehensive Plan by July 1, 2022. The Comprehensive Plan Update would fund an outside consultant to renew the 2008 Town of Montreat Comprehensive Plan in the amount of \$30,000.

The Local Street Paving Project scheduled to be repaved in the 2021-2022 fiscal year is Oklahoma Road. Local Street Paving involves repaving existing portions of paved roads. This proposed project would have an estimated cost of \$150,700 coming out of both the General Fund and Powell Bill Funds.

The New Road Paving Project scheduled to be paved in the 2021-2022 fiscal year is also Oklahoma Road. This would be turning the gravel portion of Oklahoma Road into paved road. We are also projected to do a water line project on Oklahoma Road at the same time so our goal is to do Oklahoma Road as one big project. The New Road Paving estimate is \$97,900.

The next item in the Streets Department is an Alberto Project. In the middle of Texas Road Extension there is a dual 96" culvert system that conveys the flow of Flat Creek under Texas Road Extension. The dual culvert is experiencing some issues with scour within the pipes and undermining at the ends of the pipes. However, the culvert on the right when facing downstream is more damaged than the left culvert and has several holes in the bottom throughout its length and scattered areas of surface corrosion on fasteners and the exterior of the pipe exposed to flow. The protective tar lining has scattered areas of layer cracking. It is proposed to fix these culverts by

spin-casting a new structural coating to restore the structural integrity and protect the remaining pipe from further degradation. The upstream end will require grading and grouting to restore undermined areas. This option will most likely require a Conditional Letter of Map Revision (CLOMR) and a subsequent Letter of Map Revision (LOMR) in order to meet the State Floodplain requirements. The estimated cost is \$131,400 with \$98,250 being reimbursed from the Office of Emergency Management. The remainder would be a cost to the Town and would not be reimbursable. Commissioner Kitty Fouche questioned where the Suwannee Drive mudslide repairs would be addressed. Mr. Carmichael advised Commissioner Fouche that in the current fiscal year Town Staff set aside the 25% of the Town portion needed for repairs and a survey was received this morning.

The 2007 tractor is experiencing hydraulic and electrical issues from years of work on asphalt. The estimated cost of replacement is \$45,000. Commissioner Kitty Fouche questioned the possibility of utilizing used equipment. Mr. Creasman advised used equipment could be utilized. While on the topic of equipment Commissioner Alice Lentz mentioned a letter from the Landcare and Tree Board Chairs which was included in the meeting packet. Commissioner Lentz questioned instead of bagging leaves would a vacuum for leaves make more sense. Commissioner Lentz also questioned if the savings were worth it in purchasing used equipment. Mayor Pro Tem Widmer mentioned that streets, paving and potholes were discussed heavily in the community survey that will be addressed in Part B of the Annual Board Retreat and that we need to be thinking creatively on how we can stretch our money with regards to street repairs and upkeep.

Another Alberto Project that will be proposed to be addressed in the next fiscal year is the Arbor Lane Bridge Repair. This project would be reimbursable by the Office of Emergency Management for up to 75%. Erosion under the footings of the foot bridge makes this a high priority. The estimated cost is \$38,460. Mr. Carmichael feels this is a safety issue which could end up costing the Town more money. Commissioner Kitty Fouche asked for the current status of the Texas Road Bridge Update. Mr. Carmichael advised that the project had been estimated at \$96,000 but the Commission asked for it to be cut back to \$50,000. Mr. Carmichael expressed his doubts with today's prices if a bridge could be repaired for that much money. The \$50,000 was included in the fiscal year 22-23 CIP. Commissioner Fouche feels that it's important to move forward on the bridge repairs. Commissioner Lentz also expressed her views to get the bridge finished sooner rather than later. Commissioner Otto would also like to get it completed but he realizes it's a balancing act with funds.

The proposed water department project would upgrade our water billing software system, provide full integration with the municipal software, and address billing accuracy issues. The project was authorized and funded in the current fiscal year, but due to higher than expected bids, staff requested funding in next year's budget. The estimated cost from the water department is \$23,939.

The waterline replacement project for the 2021-2022 fiscal year will extend the water line on

Oklahoma Road. The approximated cost is \$57,820.

Adjournment

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Otto seconded and the motion carried 4/0. The meeting was adjourned at 2:57 p.m.

Tom Widmer, Mayor Pro Tem

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
March 11, 2021 – 7:00 p.m.
Zoom Meeting**

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

Board members present via
Zoom: None

Board members absent: Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Barry Creasman, Public Works Director

Town staff present via Zoom: Darlene Carrasquillo, Finance Officer
Scott Adams, Zoning Administrator

No members of the public were present at Town Hall but several were watching via Zoom. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Mayor Pro Tem Widmer moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 4/0.

Mayor's Communications

Mayor Helms advised that the Town has a long series of processes that it must follow with regards to Planning & Zoning and building issues. These processes are set by precedent and have been approved by the State. Mayor Helms urged everyone to let the process play out.

Mayor Helms hoped everyone is planning on getting their COVID shots as well as honoring social distancing, maintaining good hand washing skills and wearing masks.

Meeting Minutes Adoption

- February 11th Town Council Meeting Minutes

Town Administrator's Communications

Mr. Carmichael advised Council that he recently heard from the Land of Sky Regional Council and the Town of Montreat may be receiving a federal payment as part of the stimulus package that was recently signed by the President in Washington. Montreat may receive \$250,000 but we haven't received any further details or stipulations.

Administrative Reports

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

Public Comment

The following public comments were read into record by Town Clerk Angie Murphy.

G. Wayne Drummond, Manager of Georgia Lodge, questioned if an environmental impact study would be required before the proposed resort on Assembly Drive moves forward. Mr. Drummond also expressed this views on the MRA prioritizing this new lodge when they have their summer college staff paying to live in sub-standards, partially condemned lodges.

Kyle Kirk raised his concerns that MRA's new lodge construction is not in the best interest of local residents, nor does he believe that the additional hospitality occupancy is necessary for the growth of Montreat. Mr. Kirk feels that public officials have failed to properly inform the public of the development plan and its harms.

Anne Hayner of 319 Assembly Drive feels that MRA's proposed construction would destroy the quality of life in Montreat. It would degrade the environment by threatening water quality, land stability and wildlife. Construction of the hotel would erase irreplaceable Montreat history by tearing down two of the oldest buildings: Chestnut Lodge and Lord Apartments as well as Galax House. Ms. Hayner believes the lodge would shatter the peace and quiet of Montreat and replace it with noise, light and traffic.

Priscilla Hayner of 319 Assembly Drive expressed her strong opposition to the proposed development

of a large lodge on Assembly Drive which is currently in the design stage by the MRA. Ms. Hayner expressed concern for the process and the apparent lack of engagement by public officials in an issue that is of great concern to those who love Montreat. She feels that the environmental impact, the razing of the oldest home in Montreat and the possible violation of existing zoning laws all raise very significant questions that need due consideration. Ms. Hayner urged the Council to find a way to open a robust community conversation and felt it would be appropriate to ask the MRA to hold off on any major development proposals. Ms. Hayner also expressed support for a Comprehensive Plan Update.

Kate Hayner of 319 Assembly Drive shared her concerns and objections with regards to the proposed development. Ms. Hayner felt that she and other neighbors were not consulted for input on this project. Ms. Hayner felt that the proposed location is in the heart of a very historic neighborhood and would remove three historic houses and impact the neighborhood adversely. Ms. Hayner felt this project does not align with the 2008 Town of Montreat Comprehensive Plan. She feels that this project will severely impact the quiet enjoyment of her family home.

Jeff Richey who owns 305 Georgia Terrace opposes the MRA development utterly and completely. Mr. Richey believes that if this plan moves forward his porch view will consist of the hotel's roof, churning HVAC units and glimpses into rooms of unwary guests. Mr. Richey feels that Assembly Drive was not built to sustain the massive weight and abrasive impact of the cement trucks and other large construction equipment that will be coming and going for months at a time, drilling into the bedrock of the hillside where Galax House now stands, pouring concrete, discharging hydrocarbons, metals and radiation from the water-soluble uranium, radium and thorium that is present in concrete aggregate, leaching toxins and leaking runoff into the groundwater through Flat Creek, which flows just feet away from the proposed construction site.

Robert Warner who owns 346 Chapman Road, feels that the proposed lodge and conference center represents a prima facie violation of the Montreat Zoning Ordinance. The lodge is to be located in an I/R zone. The purpose of the I/R Zoning District is "to provide for a zone of transition between purely residential and purely institutional Districts". Mr. Warner feels that a modern 33,000 square foot 50 room lodge at the location on Assembly Drive cannot rationally be referred to as "transitional". To build the proposed lodge at this location would violate any honest reading of the I/R Zoning specified in the Montreat Zoning Ordinance in his opinion. It would simply turn an I/R zone into an Institutional Zone. Mr. Warner also referenced page 2 of the Town of Montreat Comprehensive Plan of 2008 and the Mission Statement of the Board: "To 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."

Old Business

- A. Texas Road Update: Public Works Director Barry Creasman advised Council that the Contractor had suggested a pre-formed block wall, such as Redi-Rock or Verti-Block, that has the appearance of stone. Mr. Creasman provided photographs which were included in the packet and answered a few questions from Council. Council then instructed Mr. Creasman to move forward with the project.

New Business

- A. Appointment of Philip S. Arnold to the Audit Committee: Mayor Pro Tem Tom Widmer moved to approve the appointment of Philip S. Arnold to the Audit Committee for a term of two years to expire on January 31, 2023. Commissioner Jane Alexander seconded and the motion carried 4/0.
- B. Appointment of Hugh Alexander to Audit Committee: Commissioner Jane Alexander moved to approve the appointment of Hugh Alexander to the Audit Committee for a term of two years to expire on January 31, 2023. Commissioner Kent Otto seconded and the motion carried 4/0.
- C. Appointment of Eleanor James to Board of Adjustment: Commissioner Alice Lentz moved to approve the appointment of Eleanor James to Board of Adjustment for a term of three years to expire on January 31, 2024. Mayor Pro Tem Tom Widmer seconded and the motion carried 4/0.
- D. Appointment of Bill Scheu to Open Space Conservation: Commissioner Alice Lentz moved to approve the appointment of Bill Scheu to the Open Space Conservation Committee for a term of two years to expire on January 31, 2023. Commissioner Jane Alexander seconded and the motion carried 4/0.
- E. Appointment of Mason Blake to Planning and Zoning Commission: Commissioner Kent Otto moved to approve the appointment of Mark Spence to Board of Adjustment for a term of three years to expire on January 31, 2024. Commissioner Alice Lentz seconded and the motion carried 4/0.
- F. Appointment of Mark Spence to Board of Adjustment: Mayor Pro Tem Tom Widmer moved to approve the appointment of Mark Spence to the Board of Adjustment for a term of three years to expire on January 31, 2024. Commissioner Kent Otto seconded and the motion carried 4/0.
- G. Appointment of Mary Nell Todd to Open Space Conservation: Commissioner Alice Lentz move to approve the appointment of Mary Nell Todd to Open Space Conservation Committee for a term of two years to expire on January 31, 2023. Commissioner Jane Alexander seconded and the motion carried 4/0.

- H. Budget Amendment #4: Town Administrator Alex Carmichael advised that \$615 was being moved from the Police Department to the Sanitation Department to fund the purchase of two dog waste stations that will be installed at Assembly Drive/Greenway/Columbarium and Community Circle. This money will provide for two full stations but we will remove the dog bag box. Mr. Carmichael stated that the MRA mentioned the possibility of installing boxes at key trailheads. Commissioner Alice Lentz moved to approve Budget Amendment #4 as presented. Commissioner Jane Alexander seconded and the motion carried 4/0.
- I. Discussion with Possible Action about Bagged Leaf Collection: Commissioner Alice Lentz moved to approve the following from the Firewise Committee with regards to leaf removal: the town's definition of "contractor" should NOT include college students and local handymen, who are often hired by residents to clear leaves from their yards; that leaves are properly bagged and located at the roadside by college students and handymen be removed by the Town, as if the homeowner had done so. Mayor Pro Tem Tom Widmer seconded and the motion carried 4/0.

Public Comment

Emmie Hay Alexander Hancock who owns 307 Georgia Terrace reflected on her family's long history in Montreat and questioned whether Montreat is a resort or a retreat. Ms. Hancock also feels there is no common, shared vision among the four stakeholder groups-Cottage Owners, Conference Center/MRA, College and the Town.

Paige Webb was recently informed that a lodge/hotel was going to be built in the near future. She believes with the development of the hotel that the Town will turn into a commercial destination rather than a place to disconnect and unwind.

David Kirk feels that the proposed hotel development on Assembly Drive would forever change the look and character of Montreat. Mr. Kirk feels the development would negatively impact the value of his home and more importantly his quiet use and enjoyment.

Jane Frith Warner stated that the addition of a hotel/conference facility across from Robert Lake Park will irrevocably change the tenor of Montreat. Ms. Warner believes that the people of Montreat should have a say in the future of Montreat.

Bryant McEntire of Montreat feels the Town Council should put a moratorium on this plan for the proposed lodge in order to reach out to their constituents and tax payers to gauge public sentiment.

Irena Hayner expressed her deep concern over the proposed lodge construction by MRA. Ms. Hayner reflected on Montreat history and how the new construction had the potential to change future memories.

Heather Williams stated that this proposed complex would disturb tree cover, groundwater, excavation of the steep hillside and the aesthetic mismatch of a giant corporate complex next to historic single family homes and small boarding houses would be a blight and an environmental menace.

Commissioner Communications

Commissioner Kent Otto offered comments about the 2008 Comprehensive Plan. Commissioner Otto believes it is time to go deeper in conversations with neighbors and institutions on what is the path this community is truly on.

Dates to Remember

- Annual Commission Retreat Part B March 17, 2021 1:00 p.m. – 6:00 p.m. Zoom Software Only
- Montreat Tree Board March 23, 2021 9:30 a.m. by Zoom Software
- Montreat Landcare April 7, 2021 9:00 a.m. by Zoom Software
- Planning & Zoning Commission April 8, 2021 10:30 a.m. by Zoom Software
- Town Council Meeting April 8, 2021 7:00 p.m. Location/Method to be determined

Adjournment

Mayor Pro Tem Tom Widmer moved to adjourn the meeting. Kent Otto seconded and the motion carried 4/0. The meeting was adjourned at 8:34 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners Annual Board Retreat Part B
Meeting Minutes
March 17, 2021 – 1:00 p.m.
Zoom Meeting**

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

Board members present via Zoom: Commissioner Kitty Fouche

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer
Scott Adams, Zoning Administrator

Town staff present via Zoom: None

No members of the public were present at Town Hall but several were watching via Zoom. Mayor Tim Helms called the meeting to order at 1:05 p.m., and led the group in the pledge of allegiance and a moment of silence.

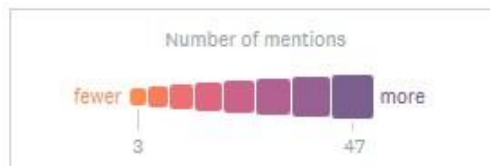
Agenda Approval

Commissioner Jane Alexander moved to adopt the agenda as presented and to suspend the rules to allow the Mayor to participate and debate. Commissioner Kent Otto seconded and the motion carried 5/0.

Community Survey Results and Discussion

Mayor Pro Tem Tom Widmer mentioned that around fourteen months ago discussion swirled around updating the Town of Montreat Comprehensive Plan. Mayor Pro Tem Widmer and Town Administrator Alex Carmichael developed an extensive survey that polled residents and stakeholders on Montreat Today and Tomorrow as well as addressing some issues that arose with the results of the 2008 Comprehensive Plan. The survey was promoted through the Montreat Minute Newsletter

and resulted in 235 responses of which 93.3% were property owners. Mayor Pro Tem Widmer advised that he compiled a summary of the 235 responses to review and discuss today. He hopes that these responses can eventually be turned over to a Comprehensive Plan Update Committee to assist in a new plan for the Town of Montreat. Mayor Pro Tem Tom Widmer reflected on the following word cloud that answered the question “What three words/phrases would you use to describe Montreat to others?” The darker the color and the size of the word equates to the more mentions of the words used.



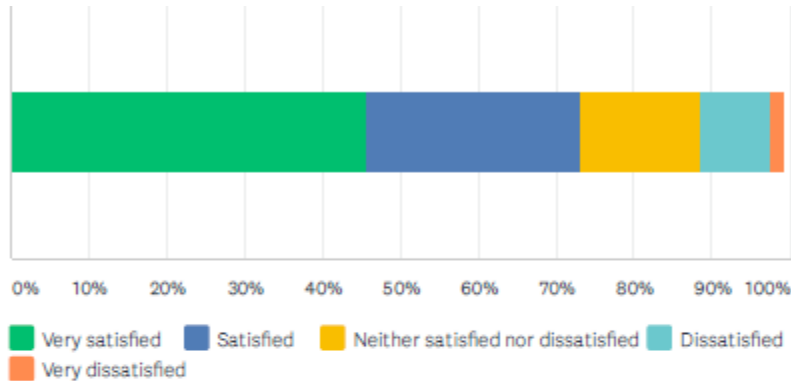
The next question was “How satisfied are with following at Montreat”? with regards to Montreat services. The following table ranks Montreat services on a 5 point scale.

Department	Score
Police	4.4
Sanitation	4.4
Water	4.4
Admin	4.3
Roads/Streets	4.1
Building Svs	3.7
P&Z	3.6

Board of Commissioners
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Mayor Pro Tem Widmer encouraged department heads to peruse the comments and address them with staff.

The next question was “How satisfied are you with the performance of the current Town Council?”



ANSWER CHOICES	RESPONSES	
Very satisfied	45.65%	105
Satisfied	27.39%	63
Neither satisfied nor dissatisfied	15.22%	35
Dissatisfied	9.13%	21
Very dissatisfied	1.74%	4
TOTAL		230

The overall score was 4.1. Mayor Pro Tem Widmer encouraged the Board of Commissioners and Mayor to review the 55 comments associated with “what suggestions for improvement do you have for the Town Council?”

The next question was “What are the three most important issues facing the Town in the next five to ten years?” There were 481 individual responses to this question. Mayor Pro Tem Widmer feels this question is the most important because it is an unaided question.

Issue	Responses
Growth	109
Infrastructure	91
Environment	59
Stakeholder/Other Entities	27
Fiscal Related	24
Town Government/Services	21
Treatment of Others	21
Safety/Security	20

Board of Commissioners
Meeting Minutes-Annual Board Retreat Part B
March 17, 2021

Status Quo	19
Zoning/Regulations	17

Mayor Pro Tem Tom Widmer reviewed the breakdown of responses with the Commission.

The next question was to rate the importance of the following issues for the Town in the next five to ten years.

Issue	Score
Health of Flat Creek	4.7
Stormwater and flooding	4.6
Development/redevelop of land/structures	4.2
Population growth	3.9
Attracting younger people as residents	3.6
Increasing the tax base	3.3
Offering wider variety of housing to renters	2.9
Commercial/Retail development	2.7

The next question on the survey was should the following happen or not in Montreat?

Issue	Score
Commercial/Retail development	2.3
Alternative housing development	2.3
Housing growth	2.8
Development of ETJ	2.8
Population growth	2.9

Scale

Must Happen = 5 points
Should Happen = 4 points
Doesn't Matter = 3 points
Should Not Happen = 2 points
Must Not Happen = 1 point

Mayor Pro Tem Tom Widmer encouraged the Commission and Staff to really look at the Montreat Today questions and apply them in the day to day operations.

Planning Board Recommendations for Zoning Ordinance Updates

Chairman Bill Scheu briefly explained the process that the Planning & Zoning Commission utilized while working through the proposed ordinance changes. Mr. Scheu explained that the Commission tried to organize and simplify the ordinance for staff and residents alike. Some articles were combined and verbiage was simplified. It is the Commission's recommendation that the Board of Commissioners review zoning district R3, which is up Greybeard Trail in the ETJ, in a more in-depth manner. With regards to setbacks the Commission discussed them at length but ultimately they decided not to make very many changes. A few changes occurred with double frontage lots in which the Zoning Administrator will be given discretion with setbacks and the side and rear setbacks abutting the Woodlands District which were reduced from 15 feet to 10 feet. The issue of septic tanks versus sewer systems were discussed at length. The Commission resolved that hooking up to the Town's sewer system was not necessary and utilizing a Buncombe County governed septic tank would be sufficient. Mr. Scheu stated that additional provisions had been added for PUDs (Planned Urban Development or Planned Unit Development) and Conditional Zoning which Mason Blake will explain further later on in the meeting. Another change occurred with regards to setbacks when houses are in a line on one side of the street. The original ordinance required the average of the setbacks on all the houses on the street to determine the setback provision. The proposed change involves just looking at the setbacks of the two houses on each side of the lot to determine the setbacks. The Commission feels that this will be a cheaper alternative for residents and more appropriate. In the ETJ there is no residential portion that resides in McDowell County and while the P&Z Commission and Board of Adjustment requires a member to be assigned from this area it's just not feasible. The Commission suggests dropping this requirement while keeping the actual number of members on each Board the same. Mr. Scheu stated that the Commission gave a little more flexibility with regards to parking and signage. The Commission dealt with signs and banners at Montreat College. The proposed ordinance will allow for light pole banners for the College as long as a few restrictions are followed. Mr. Scheu mentioned that the P&Z Commission is still working on the Steep Slope/Hillside Ordinance and the Stormwater Ordinance and will bring those to the Board of Commissioners for review at a later date.

Mason Blake discussed the two new proposed zoning categories as recommended by the Planning & Zoning Commission. The first was Conditional Zoning which is a single-purpose zoning category which overlays the zoning in your specific lot. Mr. Blake gave an example using setbacks. The typical variance requires hardship requirements that may be hard to meet. The Commission feels that Conditional Zoning is very applicable in the Town of Montreat because zoning categories are traditionally useful for similarly conformed lots but there's not a lot of conformity in Montreat. The lots in Montreat were not designed with zoning in mind and topography can be difficult as well. Conditional Zoning is a vehicle to give some flexibility in the way property owners develop their lots. There is a process that must be closely adhered to for the property owner/applicant. Mr. Blake briefly outlined this process which includes a pre-application conference with staff and a community meeting with appropriate noticing requirements. Site plans are required and are binding if the Conditional Zoning plan is approved. It can't be added to or changed. There is some

negotiation that will occur. Conditional Zoning provides flexibility to the landowner and provides protection to all the surrounding property owners. The second new zoning category proposed is “plan-centric”. The purpose is to provide developers with flexible development regulations and standards that allow them to be innovative in design. PUDs (Planned Urban Development or Planned Unit Development) are designed for a larger piece of property not a lot. It’s not an overlay district. It is a very expensive process. PUDs allow for clustering of housing as well as multi-unit housing. It requires a PUD master plan and is a very expensive process.

Dan Dean briefly reviewed the chart of permitted uses. Some are allowed by right and some are allowed by permit. Mr. Dean advised the Council that Planning & Zoning endeavored to make the ordinance more “user-friendly”. The community had previously expressed their concerns to both the Board of Commissioners and the Planning & Zoning Commission about lots being unusable or unbuildable so this thought really guided P&Z along the way. Mr. Dean stated that if a lot didn’t meet dimension requirements in 1985 that the proposed ordinance states that it is now a buildable lot which has to meet all the other building requirements. There’s another exception in Section 609 which addresses houses in the area that are closer to the road than the setbacks (for example) the property owner would take the average of all the house on the block to determine the setback requirement. The new ordinance recommends utilizing the average of the two houses on each side of the property to determine setbacks.

Adjournment

Commissioner Kent Otto moved to adjourn the meeting. Commissioner Alice Lentz seconded and the motion carried 5/0. The meeting was adjourned at 3:50 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**ADMINISTRATIVE REPORTS:
ADMINISTRATION**

Town Administration report for the month of March 2021

Monthly Statistics	2020	2021
Public Meetings	0	4
Inter-Organizational /Intergovernmental Meetings	0	2
Agendas Prepared	5	4
Minutes Transcribed	2	4
Resolutions Drafted	0	0
Public Records Requests Processed	0	8
Water Bills Processed	674	674
Leak Adjustments	20	0
New Water Accounts Established	3	1
Purchase Orders	81	86
Professional Development Hours	0	8
Sunshine List Messages	11	11
Website Posts	14	11
Social Media Posts	1	0
Code Red Alerts	0	0
Workers Compensation Claims	0	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

N/A



TOWN OF MONTREAT

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www.townofmontreat.org

ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of March 2021

Monthly Statistics	2020	2021
Building Permits Issued	0	9
Pending Building Permits	0	1
Building Inspections Performed	0	30
Stop Work Orders Issued	0	0
Defective Building Posted	0	0
Denied Building Permits	0	0
Fire Inspections Performed	0	0
Fire Re-Inspections Performed	0	0
Fire Permits Issued	0	0

Comments

=Buildings '!A15:E16

Staff Communications

0



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of April , 2021

Monthly Statistics	2020	2021
Miles of Road Maintained	17.12	17.12
Miles of New Road Constructed	0	0
Public Trees Removed	0	10
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Monthly Fuel Costs	211.38	413.27
Contracted Employee Staff Hours	111	0
Road Closures	0	3

Comments

Asphalt patching will continue and Gravel road maintenance has also begun this month. Both weather dependant. We would like to wish everyone a blessed Easter .

Staff Communications

0



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of March , 2021

Monthly Statistics	2020	2021
Mileage	2,430	2,477
Dispatched Calls	33	47
Officer-Initiated Calls	442	578
Fire Assistance Calls	1	1
EMS Assistance Calls	2	2
Motorist/Other Assistance Calls	19	30
Traffic Stops	20	57
Parking Issues	3	1
Burglar Alarm Responses	4	2
Fire Alarm Responses	0	0
Residential/Building Checks	388	503
Ordinance Violations	1	1
Law Enforcement Agency Assistance Calls	29	19
Animal Control Calls	0	5
Larcenies	1	1
Breaking & Entering Calls	0	2
Suspicious Person Investigations	2	1
Suspicious Vehicle Investigations	6	3
Disturbance Calls	4	6
Accident Responses	4	4
Auxiliary Hours Worked (Regular)	24	24
Auxiliary Hours Worked (Addittional)	0	30
Truck Turns at Gate	8	14
MPD Fuel Cost	\$ 645.22	\$597.42
Professional Development Hours	0	63
Town Service	415	563
MRA Service	136	222
College Service	4	24

Comments

Last months report mentioned a few car break in's. Unfortunately, there were two more occurrences this month. I am pleased to report that the individual responsible for these acts has been captured and incarcerated. I would like to thank MPD staff, as well as BMPD, for there focus and engagement in this matter. We encourage everyone to secure their vehicles and properties when not under direct supervision. A reminder, our non emergency number has changed. You can reach the MPD Officer on duty through Buncombe County Dispatch. 828-250-6670.



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of April , 2021

Monthly Statistics	2020	2021
Calls for Service	18	36
Water Leaks Repaired	0	3
New Water Lines Installed	0	0
Water Meters Read	674	674
Water Meter Replacements	0	20
Gallons of Water Produced	3348281	3,474,971
Monthly Fuel Cost	331.13	\$ 237.14
Hours Pumped (11 wells combined)	1316	1,766

Comments

Hydrant maintenance continues this month. We would like to wish everyone a blessed Easter and safe travels over the holiday.



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of March , 2021

Monthly Statistics	2020	2021
Tons of Curbside Trash Collected	0	14.39
Pay-As-You-Throw Trash Bags Collected	0	20
Tons of Curbside Recycling Collected	0	3.89
Pay-As-You-Throw Recycling Bags Collected	0	19
Cardboard Recycling Collected	0	0.78
Unique Curbside Sanitation Stops	0	1,791
Bagged Leaf Pickup	0	230.00
Brush Pickup (cubic yards)	0	6 loads
Hauling Fees	0	\$1,673.00
Tipping Fees	0	\$862.85
Dumpster Rental Fees	0	\$203.92
Sanitation Fuel	0	\$ 272.16

Comments:

No Data for March 2020.



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of March , 2021

Monthly Statistics	2020	2021
Approved Zoning Permits	0	0
Denied Zoning Permits	0	0
Pending Zoning Permits	0	0
Variance/Interpretation Granted	0	0
Conditional Use Permits Granted	0	0
Permit Extensions Granted	0	0
Sign Permits Issued	0	0
Notices of Violation	0	0

Comments

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,917,820.92	1,278,547.28	1,633,168.21	354,620.93
WATER FUND	30	311,250.00	207,500.00	237,453.14	29,953.14
TOTAL REVENUES GENERAL & WATER FUNDS		2,229,070.92	1,486,047.28	1,870,621.35	384,574.07

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	53,562.00	35,708.00	28,933.27	6,774.73
ADMINISTRATION	10	451,465.00	300,976.67	285,065.47	15,911.20
PUBLIC BUILDINGS	10	250,985.10	167,323.40	208,463.95	(41,140.55)
POLICE	10	438,913.82	292,609.21	271,977.86	20,631.35
BUILDING AND ZONING	10	76,310.00	50,873.33	42,311.72	8,561.61
PUBLIC WORKS	10	249,157.00	166,104.67	205,123.45	(39,018.78)
STREET	10	252,346.00	168,230.67	114,926.47	53,304.20
SANITATION	10	122,982.00	81,988.00	76,496.64	5,491.36
ENVIRON,CONS,REC	10	22,100.00	14,733.33	699.62	14,033.71
TOTAL EXPENSES GENERAL FUND		1,917,820.92	1,278,547.28	1,233,998.45	44,548.83

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	311,250.00	207,500.00	129,643.67	77,856.33
TOTAL EXPENSES WATER FUND		311,250.00	207,500.00	129,643.67	77,856.33

TOTAL EXPENSES GENERAL & WATER FUNDS	\$2,229,070.92	\$1,486,047.28	\$1,363,642.12	\$122,405.16
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GENERAL FUND INCOME/LOSS - YTD	\$399,169.76
WATER FUND INCOME/LOSS - YTD	\$107,809.47
NET INCOME - YTD 2020	\$506,979.23

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,294,375.77	0.00	2,126,133.91	92.67%
PUBLIC WORKS BLDG	14	403,888.86	597.19	390,892.63	96.78%
FEMA-GREYBEARD	15	218,232.00	0.00	242,684.30	111.20%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	183,943.00	0.00	11,290.00	6.14%
LANDCARE	26	750.00	0.00	49.95	6.66%
CARES ACT GRANT	27	9,697.06	608.07	3,452.06	35.60%
TOTAL SPECIAL PROJECTS		\$ 3,275,000.69	\$ 1,205.26	\$ 2,884,216.49	88.07%

COMPARATIVE FINANCIAL SUMMARY - FEBRUARY 2020 TO FEBRUARY 2021 - GENERAL & WATER FUND ONLY

REVENUES

		Budget	Budget	YTD	YTD	YTD	YTD	YTD	YTD
Fund	Fund #	FY20	FY21	Budget-FY20	Budget-FY21	Budget % Difference	Collected FY20	Collected FY21	Collected % Difference
GENERAL FUND	10	2,242,247.10	1,917,820.92	1,494,831.40	1,278,547.28	(16.92)	1,634,939.03	1,633,168.21	(0.11)
WATER FUND	30	401,896.00	311,250.00	267,930.67	207,500.00	(29.12)	225,325.15	237,453.14	5.11
TOTAL REV GEN & WATER		2,644,143.10	2,229,070.92	1,762,762.07	1,486,047.28	(18.62)	1,860,264.18	1,870,621.35	0.55

EXPENSES

		Budget	Budget	YTD	YTD	YTD	YTD	YTD	YTD
Dept Name	Fund #	FY20	FY21	Budget-FY20	Budget-FY21	Budget % Difference	EXP-FY20	EXP-FY21	EXP % Difference
GOVERNING BODY	10	151,701.00	53,562.00	101,134.00	35,708.00	64.69	140,274.62	28,933.27	79.37
ADMINISTRATION	10	380,295.00	451,465.00	253,530.00	300,976.67	(18.71)	267,169.83	285,065.47	(6.70)
PUBLIC BUILDINGS	10	211,236.00	250,985.10	140,824.00	167,323.40	(18.82)	22,545.69	208,463.95	(824.63)
POLICE	10	460,610.00	438,913.82	307,073.33	292,609.21	4.71	316,677.04	271,977.86	14.12
BUILDING AND ZONING	10	124,660.00	76,310.00	83,106.67	50,873.33	38.79	64,448.76	42,311.72	34.35
PUBLIC WORKS	10	157,342.00	249,157.00	104,894.67	166,104.67	(58.35)	143,592.97	205,123.45	(42.85)
STREET	10	607,397.00	252,346.00	404,931.33	168,230.67	58.45	474,273.20	114,926.47	75.77
SANITATION	10	118,602.00	122,982.00	79,068.00	81,988.00	(3.69)	79,074.45	76,496.64	3.26
ENVIRON,CONS,REC	10	30,404.10	22,100.00	20,269.40	14,733.33	27.31	14,456.85	699.62	95.16
TOTAL EXPENSES GF		2,242,247.10	1,917,820.92	1,494,831.40	1,278,547.28	14.47	1,522,513.41	1,233,998.45	18.95

		Budget	Budget	YTD	YTD	YTD	YTD	YTD	YTD
Dept Name	Fund #	FY20	FY21	Budget-FY20	Budget-FY21	Budget % Difference	EXP-FY20	EXP-FY21	EXP % Difference
WATER	30	401,896.00	311,250.00	267,930.67	207,500.00	22.55	167,788.36	129,643.67	22.73
TOTAL EXPENSES WF		401,896.00	311,250.00	267,930.67	207,500.00	22.55	167,788.36	129,643.67	22.73

TOTAL EXP GEN & WATER		\$2,644,143.10	\$2,229,070.92	\$1,762,762.07	\$1,486,047.28	15.70	\$1,690,301.77	\$1,363,642.12	\$19.33
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GENERAL FUND INCOME/LOSS - YTD	\$112,425.62
WATER FUND INCOME/LOSS - YTD	\$57,536.79
NET INCOME - YTD FISCAL YEAR 2020	<u>\$169,962.41</u>

GENERAL FUND INCOME/LOSS - YTD	\$399,169.76
WATER FUND INCOME/LOSS - YTD	\$107,809.47
NET INCOME - YTD FISCAL YEAR 2021	<u>\$506,979.23</u>

PROJECTS--FY 21	Fund #	Budget	This Month Actual	Spent To Date	% Spent
TOWN HALL	13	2,294,375.77	0.00	2,126,133.91	92.67%
PUBLIC WORKS BLDG	14	403,888.86	597.19	390,892.63	95.95%
FEMA-GREYBEARD	15	218,232.00	0.00	242,684.30	111.20%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	183,943.00	0.00	11,290.00	6.14%
LANDCARE	26	750.00	0.00	49.95	6.66%
CARES ACT	27	9,697.06	608.07	3,452.06	14.61%
TOTAL SPECIAL PROJECTS	N/A	\$ 3,275,000.69	\$ 1,205.26	\$ 2,884,216.49	86.89%

Date of Deposit	Jul-19	Jul-20	% +/-	Aug-19	Aug-20	% +/-	Sep-19	Sep-20	% +/-	Oct-19	Oct-20	% +/-	Nov-19	Nov-20	% +/-	Date of Deposit	Dec-19	Dec-20	% +/-	Jan-20	Jan-21	% +/-	Feb-20	Feb-21	% +/-	Mar-20	Mar-21	% +/-	
AdVal/RMV (Includes Sp Assess)	3,542.46	1,392.91	-61%	2,634.16	1,017.11	-159%	80,133.07	46,660.36	-72%	75,461.31	116,236.34	35%	75,368.77	69,383.54	-8.63%	AdVal/RMV	176,016.78	205,940.75	14.53%	370,296.11	383,509.82	3.45%	218,264.21	214,909.51	-1.56%	7,800.50	25,014.67	68.82%	
Sales	36,417.90	28,659.10	-27%	35,831.22	31,023.08	-15%	38,089.83	36,448.63	-5%	35,125.96	35,569.11	1%	36,185.99	34,853.46	-3.82%	Sales	36,360.64	36,690.89	0.90%	37,451.37	37,275.01	-0.47%	37,275.53	37,770.31	1.31%	38,955.41	42,509.30	8.36%	
Solid Waste (Quarterly)				160.69	163.22	2%							172.90	175.32	1.38%	Solid Waste (Quarterly)						172.44	186.01	7.30%					
Utility Fran (Quarterly)							19,394.89	17,308.49	-12%							Utility Fran (Quarterly)	25,460.86	24,515.92	-3.85%						23,912.81	21,064.15	-11.91%		
Wine/Beer (Annual-May)																Wine/Beer (Annual-May)													
NOTES: AdVal Tax is received the month after the tax is collected RMV Tax is received two months after the tax is collected Sales Tax is received three months after the tax is collected															NOTES: AdVal Tax is received the month after the tax is collected RMV Tax is received two months after the tax is collected Sales Tax is received three months after the tax is collected														

NOTES:
AdVal Tax is received the month after the tax is collected
RMV Tax is received two months after the tax is collected
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RMV Tax is received two months after the tax is collected
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RESOLUTION #21-04-001 DECLARING CERTAIN ITEMS SURPLUS AND AUTHORIZING DISPOSAL BY PRIVATE NEGOTIATION AND SALE

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

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

Utility Buildings Quantity: 2
Mitel Telephones Quantity: 6
Xerox Copier

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

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

READ, APPROVED, AND ADOPTED, this the 8th day of April, 2021.

Tim Helms, Mayor

Alex Carmichael, Town Administrator

ATTEST:

I, hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of April, 2021, as it appears of record in the official minutes.

Angie Murphy, Town Clerk

