

**Town of Montreat
Board of Commissioners Meeting – Public Forum
April 14, 2022 – 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 14, 2022 – 7:00 p.m.
In person and Zoom software**

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 10th Town Council Public Forum Meeting Minutes
- March 10th Town Council Meeting Minutes

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

VI. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

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

VIII. Public Comment

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

IX. Old Business

X. New Business

A. Consideration of Public Hearing regarding Change of Town of Montreat Charter From Mayor/Council to Council/Manager Form of Government

- See Agenda Materials on pages 28-41

B. Consideration of French Broad River Metropolitan Planning Organization LAPP Grant Application Local Government Commitment to 20% Matching Funds

- See Agenda Materials on pages 42-52
- Suggested Motion: Move to approve/defer the French Broad River Metropolitan Planning Organization LAPP Grant Application and 20% Matching Funds

C. Consideration of Establishing a Committee and Setting a Special Meeting regarding Hunting Dogs within the Town Limits

- See Agenda Materials on pages 53-59
- Suggested Motion: Move to approve/defer establishing a Committee and setting a Special Meeting regarding Hunting Dogs within the Town Limits

D. Consideration of Bid Proposal regarding Texas Road Pedestrian Bridge Project

- See Agenda Materials on page 60
- Suggested Motion: Move to approve/defer the bid in the amount of \$317,000 with Cekra, Inc

E. Consideration of Adopting Arbor Day Proclamation

- See Agenda Materials on pages 61-62
- Suggested Motion: Move to approve/deny Arbor Day Proclamation

F. Consideration of Surplus Property Resolution

- See Agenda Materials on pages 64-65
- Suggested Motion: Move to approve/deny Surplus Property Resolution

G. Consideration of 2022-2023 Health Insurance Renewal

- See Agenda Materials on pages 67-71
- Suggested Motion: Move to approve/deny 2022-2023 Health Insurance Renewal

H. Budget Amendment #6

- See Agenda Materials on page 72
- Suggested Motion: Move to approve/deny Budget Amendment #6 to cover an excess in expenditures on the Greybeard Wall Capital Project Fund

I. Budget Amendment #7

- See Agenda Materials on page 73
- Suggested Motion: Move to approve/deny Budget Amendment #7 to pay for increased expenses in the Sanitation department incurred in this fiscal year

J. Budget Amendment #8

- See Agenda Materials on page 74
- Suggested Motion: Move to approve/deny Budget Amendment #8 to pay for increased expenses in the Sanitation department incurred in this fiscal year

K. Budget Amendment #9

- See Agenda Materials on page 75
- Suggested Motion: Move to approve/deny Budget Amendment #9 to pay for increased expenses in the Administration department incurred in this fiscal year

L. Budget Amendment #10

- See Agenda Materials on page 76
- Suggested Motion: Move to approve/deny Budget Amendment #10 for additional Salaries and Wages needing to be paid this fiscal year

M. Budget Amendment #11

- See Agenda Materials on page 77
- Suggested Motion: Move to approve/deny Budget Amendment #11 for Professional Services to pay for additional legal fees pertaining to the hotel

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- Town Offices Closed, Friday, April 15th in observance of Good Friday Holiday
- Montreat Bridge Committee, Tuesday April 19th at 2:00 p.m. in Town Hall and by Zoom Software
- Native Plant Sale, Saturday April 23rd from 9:00 a.m. – 3:00 p.m., Moore Center Field
- Tree Board, Tuesday April 26th at 9:30 a.m. in Town Hall and by Zoom Software
- Board of Adjustment, Thursday April 28th at 5:00 p.m. in Town Hall and by Zoom Software
- Landcare, Wednesday May 4th at 9:00 a.m. in Town Hall and by Zoom Software
- Planning & Zoning Commission Meeting, Thursday May 12th at 10:30 a.m. in Town Hall and by Zoom Software

- **May Town Council Meeting, Thursday May 12th at 7:00 p.m. in Town Hall and by Zoom Software. Public Forum begins at 6:30 p.m.**
- **Town Offices Closed, Monday May 30th in observance of Memorial Day Holiday**

XIV. Adjournment

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
March 10, 2022 – 6:30 p.m.
Town Hall & Zoom**

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

Board members absent: None

Town staff present: Ben Blackburn, Interim Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Gin Johnson, Police Officer

Approximately eight members of the public were present. Mayor Tim Helms called the meeting to order at 6:30 p.m., and led the group in a moment of silence. Mayor Helms asked everyone to remember Ed Teters in their thoughts and prayers as his wife Martha passed away this week. Mr. Teters was a long time reserve police officer with the Town of Montreat.

Agenda Approval

Commissioner Kitty Fouché moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

Public Forum

Mrs. Martha Campbell of 149 Maryland Place questioned the legal fees that the Town has spent on the MRA Special Use Permit hearings with Board of Adjustment. Mayor Helms stated that he personally remembered signing around \$50,000 worth of checks recently but he anticipated there being more in the future.

Mr. Jim Gibbs of Mt. Mitchell Bear Hunting Club and Mill Creek Wildlife Club returned this month to discuss the bear dog and hunting problems in Montreat. Mr. Gibbs and his club members are in agreement with the memo that Commissioner Mason Blake included in this month's packet. His club does not condone the problems the Town of Montreat has incurred recently and they are willing and wanting to help Montreat end these problems. Mr. Gibbs stated that the club would like to provide input in developing a new ordinance. Mr. Gibbs wants to continue to be good neighbors with the Town of Montreat. Mayor Tim Helms assured Mr. Gibbs that the Town of Montreat had no issues with the Mt. Mitchell Bear Hunting Club.

Adjournment

Mayor Pro Tem Tom Widmer moved to adjourn the meeting. Commissioner Kitty Fouche seconded and the motion carried 5/0. The meeting was adjourned at 6:42 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
March 10, 2022 – 7:00 p.m.
Zoom Meeting with in person attendance**

Board members present: Mayor Tim Helms
Mayor Pro Tem Tom Widmer
Commissioner Jane Alexander
Commissioner Mason Blake
Commissioner Kitty Fouche
Commissioner Kent Otto

Board members present via
Zoom: None

Board members absent: None

Town staff present: Ben Blackburn, Interim Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Gin Johnson, Police Officer
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer

Town staff present via Zoom: None

Approximately nine members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim 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 Tim Helms asked on behalf of Staff for Item F (Budget Amendment #6) to be dropped from the agenda. Mayor Pro Tem Tom Widmer moved to adopt the agenda as amended. Commissioner Kent Otto seconded and the motion carried 5/0.

Mayor's Communications

Mayor Tim Helms asked everyone to remember Ed Teters in their thoughts and prayers as his wife

Martha passed this week. Mr. Teters was a long time reserve Police Officer with the Town of Montreat. Mayor Helms advised that with the winter forecast this weekend it was imperative for people to move their cars off of the roadway because it would make plowing hard and unsafe. Mayor Helms also asked Public Works Director Barry Creasman about some upcoming tree removal work on Assembly Drive. Mr. Creasman advised that Assembly Drive will be closed to traffic Monday thru Friday from 8:00 a.m. to 4:30 p.m. with detours clearly set up and marked for drivers. Mr. Creasman and his crews will be removing 30-35 diseased or dying trees from the Town of Montreat's tree inventory.

Meeting Minutes Adoption

- February 10th Town Council Public Forum Meeting Minutes
- February 10th Town Council Meeting Minutes

Interim Town Administrator's Communications

Mayor Helms took a moment to introduce Ben Blackburn as Interim Town Administrator and stated that Mr. Blackburn had good things to say about the Staff.

Administrative Reports

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

Mayor Helms advised that he was asked a question during Public Forum about how much money had been spent on the MRA's Special Use Permit hearing with regards to attorney fees and Staff had advised during the break that it was closer to \$74,000 in various fees.

Public Comment

Mrs. Martha Campbell of 149 Maryland Place stated that Buncombe County was allocated 50.7 million through the coronavirus State and Local Fiscal Recovery Fund. RFQ's were sent out to all municipalities and in the first round \$23.1 million was awarded to 27 projects in the county. Now round two has been advertised with \$27.6 million available, including funds to non-profits and public organizations. Mrs. Campbell encourages the Town and Council to be represented virtually at the funding workshop on Monday, March 14th to discover what projects might be presented for grants from these funds.

Old Business

There was no Old Business to discuss.

New Business

- A. Discussion of Flat Creek Crossing Accessibility Trail: Grace Nichols and Patti Pyle presented a proposal on behalf of Montreat Landcare Committee to establish and maintain a handicap accessible trail along Flat Creek near the Montreat Gate. Landcare would be responsible for the entire scope of the project, including funding, from start to finish. Mayor Helms took a brief poll of the Commission to gauge their willingness to support the project and everyone was in favor of Landcare moving forward with an engineer to answer some preliminary questions. Landcare will return next month with additional information.

- B. Consideration of Resolution of Intent regarding Council-Manager form of Government: The discussion of switching the form of Government to Council-Manager continued this month. Mayor Pro Tem Tom Widmer questioned to whom the Manager would report to and Mr. Blackburn advised that he/she would report to the entire Council. Mr. Blackburn then asked the Council to consider a resolution to set a public hearing for Thursday, April 14th at 7:00 p.m. or soon thereafter. Mr. Blackburn stated it would be called for a vote on May 12th. Mayor Pro Tem Tom Widmer moved to approve the resolution of intent as presented. Commissioner Kitty Fouche seconded and the motion carried 5/0.

- C. Discussion of Texas Road Bridge Improvements Re: Phase 1 & Application for Phase 2 Grant: Mayor Pro Tem Tom Widmer stated that in this year's Capital Improvement Plan (CIP) the Council budgeted \$102,000 to complete phase one of a two phase project for the Texas Road Pedestrian Bridge. The first phase is primarily structural and Town Staff recently released a RFP (request for proposals) for this stage. The second phase will be more aesthetic in nature. Mayor Pro Tem Widmer advised that there is a possibility that the Town of Montreat could get funding for phase two from a portion of money given to the local French Broad River Metropolitan Planning Organization. The Town of Montreat would have to contribute 20% of the funds. The application process appears to be relatively easy but the funds will not be available until 2027. Commissioner Mason Blake moved to submit an application as outlined by Ben Blackburn and Mayor Pro Tem Tom Widmer and schedule a vote at the next meeting with a resolution of intent committing 20% of the total amount from the Town. Commissioner Kitty Fouche seconded and the motion carried 5/0.

- D. Consideration of Hunting Dog Ordinance: Commissioner Mason Blake moved to defer action on the Consideration of the Hunting Dog Ordinance this evening but set a public hearing or meeting inviting members of the Mt. Mitchell Bear Hunting Club, the MRA and the NC Wildlife

Commission to discuss the proposed changes. Commissioner Blake briefly summarized the ordinance he had drafted. Commissioner Jane Alexander seconded and the motion carried 5/0.

- E. Consideration of Adding/Removing Signatures from First Bank Checking Accounts:
Commissioner Kent Otto moved to add Interim Town Administrator Ben Blackburn and to remove Alex Carmichael and Darlene Carrasquillo from First Bank Checking Accounts. Commissioner Mason Blake seconded and the motion carried 5/0.
- F. Consideration of Setting FY2022-2023 Budget Work Session Dates: Interim Town Administrator Ben Blackburn advised that Department Heads were meeting now regarding their budgetary needs. Mayor Helms asked Town Clerk Angie Murphy to send the Council some dates in mid-April to begin the budget work session process.

Public Comment

There were no further Public Comments.

Commissioner Communications

There were no Commissioner Communications.

Dates to Remember

- Special Board of Adjustment Meeting, Wednesday, March 16th at 4:00 p.m. in the Town Hall and by Zoom Software
- Comprehensive Plan Steering Committee Meeting, Monday, March 21st at 10:00 a.m. in the Town Hall and by Zoom Software
- Board of Adjustment Meeting, Thursday, March 24th at 5:00 p.m. in the Town Hall and by Zoom Software
- Montreat Tree Board Meeting, Tuesday, March 29th at 9:30 a.m. in the Town Hall with in person attendance and by Zoom software
- Montreat Landcare Committee, Wednesday, April 6th at 9:00 a.m. in the Town Hall with in person attendance and by Zoom Software
- Planning & Zoning Commission, Thursday, April 14th at 10:30 a.m. in the Town Hall with in person attendance and by Zoom Software
- Town Council Meeting, Thursday, April 14th at 7:00 p.m. in the Town Hall with in person attendance and by Zoom Software. The Public Forum will begin at 6:30 p.m.

Adjournment

**Board of Commissioners
Meeting Minutes
March 10, 2022**

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Kent Otto seconded and the motion carried 5/0. The meeting was adjourned at 8:01 p.m.

Tim Helms , Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of March 2022

Monthly Statistics	2021	2022
Public Meetings	5	6
Inter-Organizational /Intergovernmental Meetings	3	1
Agendas Prepared	4	6
Minutes Transcribed	4	16
Resolutions Drafted	0	1
Public Records Requests Processed	0	3
Water Bills Processed	674	675
Leak Adjustments	10	4
New Water Accounts Established	1	1
Purchase Orders	69	59
Professional Development Hours	16	5
Sunshine List Messages		10
Website Posts	9	10
Social Media Posts	0	0
Code Red Alerts	1	0
Workers Compensation Claims	0	0

Upcoming Events and Schedule Changes

Comments

N/A

Staff Communications

N/A



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of March 2022

Monthly Statistics	2021	2022
Building Permits Issued	7	12
Pending Building Permits	0	0
Building Inspections Performed	26	19
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

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of March , 2022

Monthly Statistics	2021	2022
Miles of Road Maintained	15.46	17.12
Miles of New Road Constructed	0	0
Public Trees Removed	10	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Monthly Fuel Costs	413.27	364.23
Contracted Employee Staff Hours	0	0
Road Closures	3	0

Comments



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

March , 2022

Monthly Statistics	2021	2022
Mileage	2,539	2,274
Dispatched Calls	47	29
Officer-Initiated Calls	578	473
Fire Assistance Calls	1	0
EMS Assistance Calls	2	5
Motorist/Other Assistance Calls	30	29
Traffic Stops	57	22
Parking Issues	1	0
Burglar Alarm Responses	2	0
Fire Alarm Responses	0	0
Residential/Building Checks	503	427
Ordinance Violations	1	1
Law Enforcement Agency Assistance Calls	19	25
Animal Control Calls	5	0
Larcenies	1	0
Breaking & Entering Calls	2	1
Suspicious Person Investigations	1	2
Suspicious Vehicle Investigations	3	5
Disturbance Calls	6	5
Accident Responses	4	1
Auxiliary Hours Worked (Regular)	32	32
Auxiliary Hours Worked (Addittional)	30	12
Truck Turns at Gate	14	17
MPD Fuel Cost	\$ -	\$0.00
Professional Development Hours	0	0
Town Service	563	480
MRA Service	222	210
College Service	24	4

Comments

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 March , 2022

Monthly Statistics	2021	2022
Calls for Service	36	27
Water Leaks Repaired	3	0
New Water Lines Installed	0	0
Water Meters Read	674	674
Water Meter Replacements	20	0
Gallons of Water Produced	3474971	3,326,349
Monthly Fuel Cost	237.14	\$ 688.46
Hours Pumped (11 wells combined)	1766	1,739

Comments

0



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of March , 2022

Monthly Statistics	2021	2022
Tons of Curbside Trash Collected	14.39	19.8
Pay-As-You-Throw Trash Bags Collected	20	51
Tons of Curbside Recycling Collected	3.89	2.82
Pay-As-You-Throw Recycling Bags Collected	19	52
Cardboard Recycling Collected	0.78	.67 Tons
Unique Curbside Sanitation Stops	1791	1,520
Bagged Leaf Pickup	230	186.00
Brush Pickup (cubic yards)	6 Loads	7 Loads
Hauling Fees	1673	\$0.00
Tipping Fees	862.85	\$0.00
Dumpster Rental Fees	203.92	\$0.00
Sanitation Fuel	272.16	\$ 345.58

Comments:

0



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of March , 2022

Monthly Statistics	2021	2022
Approved Zoning Permits	0	1
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

FEBRUARY 2021 - MONTH 8 OF FISCAL YEAR 2020-2021

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%

FEBRUARY 2022 - MONTH 8 OF FISCAL YEAR 2021-2022

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,810,952.00	1,207,301.33	1,513,062.72	305,761.39
WATER FUND	30	344,041.00	229,360.67	240,065.24	10,704.57
TOTAL REVENUES GENERAL & WATER FUNDS		2,154,993.00	1,436,662.00	1,753,127.96	316,465.96

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	40,471.00	26,980.67	17,343.09	9,637.58
ADMINISTRATION	10	446,567.00	297,711.33	328,079.69	(30,368.36)
PUBLIC BUILDINGS	10	44,503.00	29,668.67	19,786.47	9,882.20
POLICE	10	438,373.00	292,248.67	246,701.85	45,546.82
BUILDING AND ZONING	10	117,506.00	78,337.33	45,606.28	32,731.05
PUBLIC WORKS	10	215,574.00	143,716.00	163,360.19	(19,644.19)
STREET	10	378,462.00	252,308.00	150,843.96	101,464.04
SANITATION	10	106,596.00	71,064.00	80,125.27	(9,061.27)
ENVIRON,CONS,REC	10	22,900.00	15,266.67	9,925.77	5,340.90
TOTAL EXPENSES GENERAL FUND		1,810,952.00	1,207,301.33	1,061,772.57	145,528.76

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	344,041.00	229,360.67	172,559.45	56,801.22
TOTAL EXPENSES WATER FUND		344,041.00	229,360.67	172,559.45	56,801.22

TOTAL EXPENSES GENERAL & WATER FUNDS	\$2,154,993.00	\$1,436,662.00	\$1,234,332.02	\$202,329.98
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GENERAL FUND INCOME/LOSS - YTD **\$451,290.15**

WATER FUND INCOME/LOSS - YTD **\$67,505.79**

NET INCOME - YTD 2022 **\$518,795.94**

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,389,529.77	0.00	2,222,293.91	93.00%
PUBLIC WORKS BLDG	14	403,888.86	533.84	396,792.34	98.24%
FEMA-GREYBEARD	15	238,360.00	0.00	242,684.30	101.81%
FEMA-TEXAS ROAD	16	38,272.00	0.00	38,071.55	99.48%
FEMA-PROVIDENCE TERR	17	15,883.00	0.00	15,683.00	98.74%
FEMA-CALVIN TRAIL	20	13,691.00	0.00	13,490.57	98.54%
FEMA-CULVERT PROJECT	21	47,491.00	0.00	39,274.83	82.70%
FEMA-DEBRIS PROJECTS	22	0.00	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	168,583.00	0.00	57,060.03	33.85%
LANDCARE	26	750.00	0.00	49.95	6.66%
CARES ACT GRANT	27	9,697.06	0.00	5,135.53	52.96%
AMERICAN RESCUE PLAN ACT	28	138,633.39	0.00	55,423.00	39.98%
TOTAL SPECIAL PROJECTS		\$ 3,484,893.08	\$ 533.84	\$ 3,089,152.70	88.64%

\$5,639,886.08

Date of Deposit	Jul-20	Jul-21	% +/-	Aug-20	Aug-21	% +/-	Sep-20	Sep-21	% +/-	Oct-20	Oct-21	% +/-	Nov-20	Nov-21	% +/-
AdVal/RMV (Includes Sp Assess&Ded Fees)	1,392.91	2,920.94	52%	1,017.11	3,457.81	71%	46,660.36	106,638.16	56%	116,236.34	122,923.63	5%	69,383.54	60,228.54	-15.20%
Sales	28,659.10	40,374.75	29%	31,023.08	41,390.38	25%	36,448.63	45,270.46	19%	35,569.11	45,114.37	21%	34,853.46	41,479.39	15.97%
Solid Waste (Quarterly)				163.22	179.40	9%							175.32	173.79	-0.88%
Utility Fran (Quarterly)							17,308.49	18,360.31	6%						
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

Date of Deposit	Dec-20	Dec-21	% +/-	Jan-21	Jan-22	% +/-	Feb-21	Feb-22	% +/-	Mar-21	Mar-22	% +/-
AdVal/RMV	205,940.75	267,776.90	23.09%	383,509.82	363,624.75	-5.47%	214,909.51	245,254.38	12.37%	25,014.67	41,125.22	39.17%
Sales	36,690.89	43,345.68	15.35%	37,275.01	44,765.05	16.73%	37,770.31	46,005.02	17.90%	42,509.30	50,930.06	16.53%
Solid Waste (Quarterly)							186.01	178.63	-4.13%			
Utility Fran (Quarterly)	24,515.92	23,240.05	-5.49%							21,064.15	21,931.85	4.12%
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

NORTH CAROLINA
GENERAL STATUTES 160A

PART 2

Article 7.

Administrative Offices.

Part 1. Organization and Reorganization of City Government.

§ 160A-146. Council to organize city government.

The council may create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government and generally organize and reorganize the city government in order to promote orderly and efficient administration of city affairs, subject to the following limitations:

- (1) The council may not abolish any office, position, department, board, commission, or agency established and required by law;
- (2) The council may not combine offices or confer certain duties on the same officer when such action is specifically forbidden by law;
- (3) The council may not discontinue or assign elsewhere any functions or duties assigned by law to a particular office, position, department, or agency. (1971, c. 698, s. 1.)

Part 2. Administration of Council-Manager Cities.

§ 160A-147. Appointment of city manager; dual office holding.

(a) In cities whose charters provide for the council-manager form of government, the council shall appoint a city manager to serve at its pleasure. The manager shall be appointed solely on the basis of the manager's executive and administrative qualifications. The manager need not be a resident of the city or State at the time of appointment. The office of city manager is hereby declared to be an office that may be held concurrently with other appointive (but not elective) offices pursuant to Article VI, Sec. 9, of the Constitution.

(b) Notwithstanding the provisions of subsection (a), a city manager may serve on a county board of education that is elected on a non-partisan basis if the following criteria are met:

- (1) The population of the city by which the city manager is employed does not exceed 10,000;
- (2) The city is located in two counties; and
- (3) The population of the county in which the city manager resides does not exceed 40,000.

(b1) Notwithstanding the provisions of subsection (a) of this section, a city manager may serve on a county board of education that is elected on a nonpartisan basis if the population of the city by which the city manager is employed does not exceed 3,000.

(c) Notwithstanding the provisions of subsection (a), a city manager may hold elective office if the following criteria are met:

- (1) The population of the city by which the city manager is employed does not exceed 3,000.

- (2) The city manager is an elected official of a city other than the city by which the city manager is employed.

(d) For the purposes of this section, population figures shall be according to the latest United States decennial figures issued at the time the second office is assumed. If census figures issued after the second office is assumed increase the city or county population beyond the limits of this section, the city manager may complete the term of elected office that the city manager is then serving. (1969, c. 629, s. 2; 1971, c. 698, s. 1; 1989, c. 49; 1997-25, s. 1; 2009-321, s. 1.)

§ 160A-148. Powers and duties of manager.

(a) The manager shall be the chief administrator of the city. The manager shall be responsible to the council for administering all municipal affairs placed in the manager's charge by the council, and shall have the following powers and duties:

- (1) He shall appoint and suspend or remove all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt.
- (2) He shall direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law.
- (3) He shall attend all meetings of the council and recommend any measures that he deems expedient.
- (4) He shall see that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city.
- (5) He shall prepare and submit the annual budget and capital program to the council.
- (6) He shall annually submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of the fiscal year.
- (7) He shall make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control.
- (8) He shall perform any other duties that may be required or authorized by the council.
- (9) The manager shall receive a minimum of six clock hours of education upon the occurrence, or within six months of the occurrence, of any of the following:
 - a. The Local Government Commission is exercising its authority under Article 10 of Chapter 159 of the General Statutes with respect to the city.

- b. The city has received a unit letter from the Local Government Commission due to a deficiency in complying with Chapter 159 of the General Statutes.
- c. The city has an internal control material weakness or significant deficiency in the most recently completed financial audit.
- d. The city is included on the most recently published Unit Assistance List issued by the Department of State Treasurer.

(b) The education shall incorporate fiscal management and the requirements of Chapter 159 of the General Statutes. The education may be provided by the Local Government Commission, the School of Government at the University of North Carolina, the North Carolina Community College System, the North Carolina League of Municipalities, the North Carolina Association of County Commissioners, or other qualified sources at the choice of the governing board and upon the prior approval of the Local Government Commission. The clerk to the governing board shall maintain a record verifying receipt of the education by the manager and shall provide this information, upon request, to the Secretary of the Local Government Commission. (1969, c. 629, s. 2; 1971, c. 698, s. 1; 1973, c. 426, s. 22; 2021-124, s. 5.)

§ 160A-149. Acting city manager.

By letter filed with the city clerk, the manager may designate, subject to the approval of the council, a qualified person to exercise the powers and perform the duties of manager during his temporary absence or disability. During this absence or disability, the council may revoke that designation at any time and appoint another to serve until the manager returns or his disability ceases. (1971, c. 698, s. 1.)

§ 160A-150. Interim city manager.

When the position of city manager is vacant, the council shall designate a qualified person to exercise the powers and perform the duties of manager until the vacancy is filled. (1971, c. 698, s. 1.)

§ 160A-151. Mayor and councilmen ineligible to serve or act as manager.

Neither the mayor nor any member of the council shall be eligible for appointment as manager or acting or interim manager. (1971, c. 698, s. 1.)

§ 160A-152. Applicability of Part.

This Part shall apply only to those cities having the council-manager form of government. If the powers and duties of a city manager set out in any city charter shall differ materially from those set out in G.S. 160A-148, the council may by ordinance confer or impose on the manager any of the powers or duties set out in G.S. 160A-148 but not contained in the charter. (1971, c. 698, s. 1.)

§§ 160A-153 through 160A-154. Reserved for future codification purposes.

GENERAL ASSEMBLY OF NORTH CAROLINA
1985 SESSION

CHAPTER 295
HOUSE BILL 502

AN ACT TO REVISE AND CONSOLIDATE THE CHARTER OF THE TOWN OF
MONTREAT.

The General Assembly of North Carolina enacts:

Section 1. The Charter of the Town of Montreat is revised and consolidated to read:

"THE CHARTER OF THE TOWN OF MONTREAT.

"ARTICLE I. INCORPORATION, CORPORATE POWERS AND BOUNDARIES.

"Section 1.1. Incorporation. The Town of Montreat, North Carolina, in Buncombe County, and the inhabitants thereof, shall continue to be a municipal body politic and corporate, under the name and style of the 'Town of Montreat', hereinafter at times referred to as the 'Town'.

"Sec. 1.2. Powers. The Town shall have and may exercise all of the powers, duties, rights, privileges and immunities conferred upon the Town of Montreat specifically by this Charter or upon municipal corporations by general law. The term 'general law' is employed herein as defined in G.S. 160A-1.

"Sec. 1.3. Corporate Limits. The corporate limits shall be those existing at the time of ratification of this Charter, as the same are set forth on the official map of the Town, and as the same may be altered from time to time in accordance with law. An official map of the Town, showing the current boundaries, shall be maintained permanently in the office of the Town Clerk and shall be available for public inspection. Immediately upon alteration of the corporate limits made pursuant to law, the appropriate changes to the official map of the Town shall be made, and copies shall be filed in the offices of the Secretary of State, the Buncombe County Register of Deeds and the appropriate board of elections.

"ARTICLE II. MAYOR AND BOARD OF COMMISSIONERS.

"Sec. 2.1. Governing Body. The Board of Commissioners, hereinafter referred to at times as the 'Board', shall be the governing body of the Town.

"Sec. 2.2. Board of Commissioners; Composition; Terms of Office. The Board shall be composed of three members elected for terms of four years, or until their successors are elected and qualified.

"Sec. 2.3. Mayor; Term of Office; Duties. The Mayor shall be elected by the Board from among its membership to serve at its pleasure; shall be the official head of the Town government and preside at meetings of the Board; shall have the right to vote on all matters before the Board, but shall have no right to break a tie vote in which he

participated; and shall exercise the powers and duties conferred by law or as directed by the Board.

"Sec. 2.4. Mayor Pro Tempore. The Board shall elect one of its members as Mayor Pro Tempore to perform the duties of the Mayor during his or her absence or disability, in accordance with general law. The Mayor Pro Tempore shall serve in such capacity at the pleasure of the other members of the Board.

"Sec. 2.5. Meetings of the Board. In accordance with general law, the Board shall establish a suitable time and place for its regular meetings. Special and emergency meetings may be held as provided by general law.

"Sec. 2.6. Ordinances and Resolutions. The adoption, amendment, repeal, pleading and proving of Town ordinances and resolutions shall be in accordance with general law. All ordinances and resolutions shall be effective upon adoption unless otherwise provided.

"Sec. 2.7. Voting Requirements; Quorum. Official actions of the Board and all votes shall be taken in accordance with applicable voting and quorum provisions of general law, particularly G.S. 160A-74 and 160A-75.

"Sec. 2.8. Compensation; Qualifications for Office; Vacancies. The compensation and qualifications of the Mayor and Commissioners shall be in accordance with general law. Vacancies that occur in any elective office of the Town shall be filled by appointment of the Board as provided in G.S. 160A-63.

"ARTICLE III. ELECTIONS.

"Sec. 3.1. Regular Municipal Elections. Regular municipal elections shall be held in accordance with the uniform municipal election laws of North Carolina. The Commissioners shall be elected by the voters of the Town on an at large basis, by the nonpartisan plurality method of election.

"Sec. 3.2. Election of the Commissioners. The Commissioners serving on the date of ratification of this Charter may continue to serve until expiration of their terms, or until their successors are elected and qualified. In the regular municipal election in 1985, and every four years thereafter, there shall be elected three Commissioners to serve as provided in Article II of this Charter.

"Sec. 3.3. Special Elections and Referendums. Special elections and referendums may be held only as provided by general law or applicable local acts of the General Assembly.

"ARTICLE IV. ORGANIZATION AND ADMINISTRATION.

"Sec. 4.1. Form of Government. The Town shall operate under the Mayor-Council form of government, in accordance with G.S. Chapter 160A, Article 7, Part 3.

"Sec. 4.2 Town Clerk. The Board shall appoint a Town Clerk to keep a journal of the proceedings of the Board; to maintain in a safe place all records and documents concerning the affairs of the Town; to give notice of meetings of the Board; and to perform such other duties required by law or as the Board may direct.

"Sec. 4.3. Town Tax Collector. The Board shall appoint a Tax Collector to collect all taxes owed to the Town, subject to general law, this Charter and Town ordinances.

"Sec. 4.4. Town Attorney. The Board shall appoint a Town Attorney to serve at its pleasure, and to perform such legal duties as directed by the Board.

"Sec. 4.5. Other Administrative Officers and Employees. The Board may appoint other officers and employees, and may organize the administrative affairs of the Town as deemed appropriate, subject to the requirements of general law."

Sec. 2. The purpose of this act is to revise the Charter of the Town of Montreat and to consolidate herein certain acts concerning the property, affairs and government of the Town. It is intended to continue without interruption those provisions of prior acts which are expressly consolidated into this act, so that all rights and liabilities which have accrued are preserved and may be enforced.

Sec. 3. This act shall not be deemed to repeal, modify or affect any acts concerning the property, affairs or government of public schools, or any acts validating, confirming, approving or legalizing official proceedings, actions, contracts or obligations of any kind.

Sec. 4. Chapter 836, Session Laws of 1967, is repealed, except that Section 6 of that act is not repealed.

Sec. 5. No provision of this act shall be deemed to affect any rights or interests (whether public or private):

(1) Now vested or accrued, in whole or in part, the validity of which might be sustained or preserved by reference to any provisions of law repealed by this act.

(2) Derived from, or which might be sustained or preserved in reliance upon, action previously taken pursuant to or within the scope of any provisions of law repealed by this act.

Sec. 6. No law previously repealed expressly or by implication, and no law granting authority which has been exhausted, shall be construed to be revived by any provision of this act.

Sec. 7. All existing ordinances and resolutions of the Town of Montreat and all existing rules or regulations of departments or agencies of the Town not inconsistent with the provisions of this act shall continue in full force and effect until repealed, modified or amended.

Sec. 8. No judicial or administrative action or proceeding of any nature pending on the effective date of this act by or against the Town or any of its departments or agencies shall be abated or otherwise affected by the ratification of this act.

Sec. 9. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 10. Whenever a reference is made in this act to a particular provision of the General Statutes, and such provision is later amended, superseded or recodified, the reference shall be deemed amended to refer to the amended General Statute, or to the General Statute which most clearly corresponds to the statutory provision which is superseded or recodified.

Sec. 11. This act is effective upon ratification.

In the General Assembly read three times and ratified, this the 31st day of May, 1985.

Council-Manager

Form of Government



Frequently Asked Questions

ICMA

Leaders at the Core of Better Communities

Packet Page 24

What is the council-manager form of government, which is used today by so many cities, towns, and counties?

Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization.

Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager system was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive, and accountable structure.

Since its establishment, the council-manager form has become the most popular structure of local government in the United States. The form is also widely used throughout the world in countries such as Canada, Australia, the Netherlands, New Zealand, and the United Kingdom.

How does council-manager government work?

The elected council or board represent their community and develop a long-range vision for its future. They establish policies that affect the overall operation of the community and are responsive to residents' needs and wishes.

To ensure that these policies are carried out and that the entire community is equitably served, the governing body appoints a *highly trained professional manager* on the basis of his/her education, experience, skills, and abilities (and not their political allegiances). If the manager is not responsive to the governing body, it has the authority to terminate the manager at any time.

How can council-manager government benefit my community?

A city, town, or county benefits from the council-manager form of government in a number of important ways:

1. Political power is concentrated in the *entire* governing body. The mayor and council share legislative functions
2. Policy making resides with elected officials, while oversight of the day-to-day operations of the community resides with the manager. In this way, the elected officials are free to devote time to policy planning and development

3. The manager carries out the policies established by the elected governing body with an emphasis on effective, efficient, and equitable service delivery
4. Because decisions on policy and the future of the community are made by the entire governing body rather than a single individual, council-manager governments more often engage and involve their residents in decision making. Residents guide their community by serving on boards and commissions, participating in visioning and strategic planning, and designing community-oriented local government services
5. The form is flexible enough to adapt to local needs and demands. For example, some communities elect their councils at large, while others elect them by district or by a combination of an at-large-and-by-district system. Also, the mayor can be directly elected by voters or selected by and from among the council.

What is the role of the manager under council-manager government?

The manager is hired to serve the council and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The manager prepares a budget for the council's consideration; recruits, hires, terminates, and supervises government staff; serves as the council's chief advisor; and carries out the council's policies. Council members and residents count on the manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions.

Appointed managers serve at the pleasure of the governing body. They can be fired by a majority of the council, consistent with local laws, or any employment agreements they may enter into with the council. The manager makes policy recommendations to the council for consideration and final decision. The manager is bound by whatever action the council takes, and control is always in the hands of the elected representatives of the people.

What is the role of the council?

The council is the community's legislative and policy-making body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community's goals, major projects, and such long-term considerations

as community growth, land use development, capital improvement and financing, and strategic planning. The council hires a professional manager to implement the administrative responsibilities related to these goals and supervises the manager's performance.

What is the role of the mayor or chairperson?

Mayors or chairpersons in council-manager communities are key political and policy leaders, and their specific duties, responsibilities, and authorities depend on the organization's charter. In council-manager communities, typically the mayor or chairperson is a voting member of the city council who presides at council meetings, represents the city in intergovernmental relationships, appoints members of citizen advisory boards and commissions (with the advice and consent of council), assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the council in setting goals and advocating policy decisions.

What value does a professional manager contribute to a community?

Professional managers contribute value to a community because they:

- Work in partnership with elected officials to develop sound approaches to community challenges by bringing together resources to make the right things happen and produce results that matter
- Bring a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting
- Promote ethical government through commitment to a set of ethical standards that goes beyond those required by law. Managers who are members of ICMA subscribe to the organization's Code of Ethics, which requires them to "affirm the dignity and worth of the services rendered by government and maintain...a deep sense of social responsibility as a trusted public servant"
- Encourage inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals

- Promote equity and fairness by ensuring that services are fairly distributed and that administrative decisions (such as hiring and contracting) are based on merit rather than favoritism
- Develop and sustain organizational excellence and promote innovation. Professional managers focus relentlessly on efficient and equitable service delivery, policy implementation, and evaluation. They align the local government's administrative systems with the values, mission, and policy goals defined by the community and elected officials.

Does it cost more for a community to adopt the council-manager form and hire a professional manager?

Many local governments have found that their overall costs are actually reduced under competent management. Savings can come from decreased operating costs, increased efficiency and productivity, improved revenue collection, and effective use of technology. The economic health of the community may also benefit from implementation of improved business development and retention strategies.

What kinds of communities use the council-manager form of government?

In 2007, more than 3,500 (49 percent) of the 7,171 U.S. cities and towns with populations of 2,500 residents or more operated under the council-manager form. This structure is also used by more than 370 counties. More than 92 million people in the U.S. live in communities that operate under this form.

Is the council-manager form popular among larger communities?

Of the 247 U.S. cities with populations greater than 100,000 residents, 144 (58 percent) use this form of government. Larger cities and counties that use the form include:

- Broward County, Florida (pop. 1,623,000)
- Charlotte, North Carolina (pop. 540,000)
- Dallas, Texas (pop. 1,188,000)
- Fairfax County, Virginia (pop. 969,000)
- Las Vegas, Nevada (pop. 535,000)
- Mecklenburg County, North Carolina (pop. 695,000)
- Oklahoma City, Oklahoma (pop. 506,000)

(continued)

(continued)

- Phoenix, Arizona (pop. 1,321,000)
- San Antonio, Texas (pop. 1,144,000)
- San Jose, California (pop. 894,000)
- Virginia Beach, Virginia (pop. 425,000)
- Wichita, Kansas (pop. 344,000)

How can a community adopt the council-manager form of government?

Most communities can adopt council-manager government through a charter, local ordinance, state enabling law, or by voter referendum. For information on how your community can adopt council-manager government, contact your state municipal league or association of counties. You can locate the addresses of these organizations on the Internet, or in the back section of ICMA's *Municipal Year Book*, which you may find in your local library.

Once a community adopts council-manager government, how does it choose a professional manager?

The vacancy usually is announced in the *ICMA Newsletter*, and managers, assistants, and other individuals from across the country are invited to apply. Interested parties apply directly to the council, which reviews the applications and interviews qualified candidates. ICMA makes no recommendations regarding candidates. Additional information is available in ICMA's *Recruitment Guidelines Handbook*. To download a copy, visit <http://jobs.icma.org> and click on "Recruitment Guidelines Handbook" under "Resources."

What kind of educational and professional experience do professional local government managers possess?

Nearly 67% of managers surveyed by ICMA in 2006 indicated that they had earned a master's (usually in public administration, business, or public policy), or other advanced degree. Respondents to the same survey said they had spent an average of 19 years in the local government management profession.

Do professional local government managers have a membership organization?

Yes. ICMA (the International City/County Management Association) is the premier local government leadership and management organization that serves as the

professional and educational “home” for appointed professional managers and administrators. ICMA's membership also includes directors of state associations of local governments, other local government employees, academics, students, and concerned citizens who share the goal of improving local government.

ICMA's mission is to create excellence in local governance by developing and fostering professional local government management worldwide. To that end, the organization provides technical assistance and publications for management professionals to help them improve their skills and increase their knowledge. ICMA also serves as a clearinghouse for the collection, analysis, and dissemination of information and data about local government.

Why is membership in ICMA important for a professional local government manager?

In addition to gaining access to valuable resources and lifelong professional development opportunities, managers who belong to ICMA are bound by its Code of Ethics, which states that every member of the organization shall act with integrity in all personal and professional matters so that they will merit the respect and trust of elected officials, employees, and the public. This stringently enforced Code specifies 12 ethical principles of personal and professional conduct, including dedication to the cause of good government.

ICMA members believe in the effectiveness of representative democracy and the value of government services provided equitably to residents within a community. ICMA members are also committed to standards of honesty and integrity that go beyond those required by the law. For more information, contact ICMA or visit <http://icma.org/ethics>.

Finally, ICMA defines professional management and recognizes individual members who are qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. ICMA members who meet these requirements may earn designation as an ICMA Credentialed Manager. For more information on ICMA's Voluntary Credentialing Program, visit <http://icma.org/credentialing>.

Are there other, independent organizations that support council-manager government?

The National Civic League (NCL) is America's original advocate for community democracy. This nonprofit, nonpartisan membership organization is dedicated to strengthening citizen democracy by transforming democratic institutions. NCL accomplishes its mission through technical assistance, training, publishing, research, and promoting the All-America City Awards, America's original and most prestigious community recognition program.

Founded in 1895, NCL serves as a clearinghouse for information on methods of improving state and local government. The League's *Model City Charter*, now in its eighth edition, has endorsed council-manager government since 1915.

For further information, contact

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ICMA

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Washington, DC 20002-4201
jdailey@icma.org
202-962-3557
202-962-3500 fax
<http://icma.org/formofgovt>

National Civic League
1445 Market Street, Suite 300
Denver, Colorado 80202-1728
303-571-4343
303-571-4404 fax
<http://www.ncl.org>



2022 STBG-DA and TAP-DA Application Form

(please submit electronically to mpo@landofsky.org by close of business day on Thursday, March 31st)

Date: March 30 2022

Sponsor Name (Municipality, County, Agency, etc.):

Town of Montreat

Person Requesting/Title:

Ben Blackburn, Town Administrator (Interim)

Email/ Telephone Number:

bblackburn@townofmontreat.org 828.669.8002

PROJECT LOCATION AND DESCRIPTION

If in current program, TIP/STIP ID#: NA

Route:

From:

To:

Please describe the project phase/type, project location, description, and the impetus for this project. Indicate if the project is included in the FBRMPO MTP, CTP, locally adopted bicycle or pedestrian study or another planning study. Please explain if this project is going to address a FBRMPO Congestion Management Plan "hot spot" or address a known safety issue. For bicycle and pedestrian projects, please list the many activity centers it will connect to within a half-mile buffer (activity centers include destinations such as a town hall, downtown, park, school, employment center, etc.); whether the project would help overcome an obstacle (stream, railroad, or expressway crossing) or close a gap in the system. Please indicate if local, state, or federal funds have already been expended to help with this project (and how much). Attach site location map and additional pages as needed:

This project will repurpose a former vehicular bridge on Texas Road over Flat Creek into a bicycle and pedestrian bridge Phase I is to rehabillitee and make structural repairs to the bridge, the second phase is to add aesthetic improvements and add user amenities. Phase I is estimated to cost \$111,000 and phase II to is estimated to cost \$80,000. The bridge interconnects with the Towns trail system as well as Montreat College; including but not limited to the college's athletic facility, library, conference center and performing art center. In addition, it connects the trail network with town's parks, post office, town hall and government center, and assembly inn and the Presbyterian Heritage Center. The crossing will provide a safe bicycle and pedestrian crossing over Flat Creek. Previous work includes \$20,000 in local expenditures for engineering for Phase I.

LOCAL PRIORITY POINTS ASSIGNMENT

Is this the only project that your jurisdiction is applying for during this STBGP-DA call for projects? If not, please list other projects being applied for and how you would like to prioritize multiple projects. Please designate which project is your highest priority (awards 20 points), your second highest priority (10 points) and the priority of any other project (awards 5 points).

20

FUNDING AMOUNT AND PHASE REQUESTED:

Funding phase and timeline	Amount (federal/local match)	Planned calendar year when this phase would be ready to start
Requested Right of Way Acquisition Amount (federal/local match):	NA	NA
Requested PE Amount: (federal/local match)	NA	NA
Requested Construction/Implementation Amount(federal/local match):	\$152,800/ \$38,200	2027 or sooner if expedited funds are available

TIMELINE

What is the earliest month and year that the local match would be available (please break-down by phase if applying for multiple phases)?	October 2026 – Earlier if project is available to be programmed earlier.
If applying for construction, has PE/NEPA process already been completed? If not, do you expect to obtain a Categorical Exclusion or would the project require a longer NEPA process?	PE Completed. A categorical exclusion is expected.

Please indicate what phases of the project have been previously completed or already have a committed funding source in the box below. If committed funding exists for another phase of the project, please indicate what year those funds are expected to be used.

Planning/Feasibility Study	NA
Right-of-Way	NA
PE	\$20,000 in PE through prior local funding.
Construction	Local Match through town's general fund.

HOW WILL THE LOCAL MATCH BE FUNDED? Please describe whether the local match is held in reserves or will be programmed in the CIP, other funding sources expected to be utilized. ***Please include a resolution signed by the Chair of the Governing Body or the Town/City Manager indicating that the local jurisdiction is committed to providing a local match for the project, if selected for funding.***

Local match will be budgeted from the town general fund. Signed resolution forthcoming (see March 10th, 2022 Board of Commissioners Meeting Minutes)

WHO WILL BE THE PROJECT ADMINISTRATOR? Administering federally-funded transportation projects carries a high staff time burden. Please indicate who will be the primary project administrator. MPO staff recommend that at least one primary project administrator be assigned, who can coordinate between multiple agencies and departments and provide project history and continuity in case of a federal audit. If the exact person is not known at this time, please indicate which department would be responsible. Please indicate if the local project sponsor intends to hire professional help to assist with administration of this project.

Ben Blackburn – Town Administrator (Interim)

OTHER FUNDING SOURCES: Once a project receives federal transportation funds, that project is required to be completed within 10 years or the sponsoring jurisdiction will be required to refund FHWA. Please explain the jurisdiction's long-term plan to fund all phases of the project and how the jurisdiction plans to fund all phases of the project in the event of major cost increases or federal funding shortfalls:

The town of Montreat is ready to proceed immediately and begin construction. Cost estimates from previous preliminary engineering have provided a good estimate and the town is committed moving forward. A hydrology report has already been conducted. The town can allocate additional funds through the town's find balance.

Texas Rd. Pedestrian Bridge Project - Town of Montreat



March 24, 2022

Ben,

It was a pleasure speaking with you today regarding the possibility of bringing the Texas Road Pedestrian Bridge project back on-line.

Regarding the cost estimate that was prepared for the Phase I work (see attached), we recommend increasing this estimate by 10-15% to account for inflation and the increased costs due to supply chain issues. So, with an original subtotal of \$80,000, increasing that by 10-15% would put you in the \$88,000 - \$92,000 range before contingency. We originally included a 20% contingency to account for unknowns and to be safe. If you want to include a 20% contingency, it will put you at \$105,600 – \$110,400 range.

Regarding the Phase II portion of the project (the covered bridge portion), we have not engineered that yet but our preliminary thoughts were that it would be engineered as a “stand-alone” structure constructed around the Phase I pedestrian bridge.

Regarding M&C assisting the Town with the RFP, bidding, awarding, etc. of this project, we would be more than happy to assist with that.

I hope you find this information helpful, please feel free to reach back out if you need anything else. Thanks Ben.

James B. Voso, PE

Mattern & Craig | ENGINEERS • SURVEYORS

12 Broad Street | Asheville, NC 28801

(828) 254-2201 (Office) | (828) 254-4562 (Fax)

Virginia | Tennessee | North Carolina | South Carolina

www.matternandcraig.com

Engineering Solutions for Change and Growth

bblackburn@townofmontreat.org

(704) 616-8140

From: Ben Blackburn

Sent: Wednesday, March 16, 2022 2:12 PM

To: James Voso <jvoso@matternandcraig.com>

Subject: Request for Cost Estimate for Design and Construction of Proposed Texas Road Pedestrian Bridge Structure

Dear Mr. Voso,

Per our recent telephone conversation, please review the attached photos and prepare for the Town of Montreat an estimate for costs for design and construction of a similar type covered bridge for the Texas Road Bridge project. Thank-you. As always, I remain,

Respectfully,

Ben T. Blackburn

Town Administrator (Interim)

Town of Montreat

bblackburn@townofmontreat.org

<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
Board of Commissioners
Meeting Minutes
March 10, 2022 – 7:00 p.m.
Zoom Meeting with in person attendance**

Board members present: Mayor Tim Helms
Mayor Pro Tem Tom Widmer
Commissioner Jane Alexander
Commissioner Mason Blake
Commissioner Kitty Fouche
Commissioner Kent Otto

Board members present via
Zoom: None

Board members absent: None

Town staff present: Ben Blackburn, Interim Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Gin Johnson, Police Officer
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer

Town staff present via Zoom: None

Approximately nine members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim 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 Tim Helms asked on behalf of Staff for Item F (Budget Amendment #6) to be dropped from the agenda. Mayor Pro Tem Tom Widmer moved to adopt the agenda as amended. Commissioner Kent Otto seconded and the motion carried 5/0.

Mayor's Communications

Mayor Tim Helms asked everyone to remember Ed Teters in their thoughts and prayers as his wife

Martha passed this week. Mr. Teters was a long time reserve Police Officer with the Town of Montreat. Mayor Helms advised that with the winter forecast this weekend it was imperative for people to move their cars off of the roadway because it would make plowing hard and unsafe. Mayor Helms also asked Public Works Director Barry Creasman about some upcoming tree removal work on Assembly Drive. Mr. Creasman advised that Assembly Drive will be closed to traffic Monday thru Friday from 8:00 a.m. to 4:30 p.m. with detours clearly set up and marked for drivers. Mr. Creasman and his crews will be removing 30-35 diseased or dying trees from the Town of Montreat's tree inventory.

Meeting Minutes Adoption

- February 10th Town Council Public Forum Meeting Minutes
- February 10th Town Council Meeting Minutes

Interim Town Administrator's Communications

Mayor Helms took a moment to introduce Ben Blackburn as Interim Town Administrator and stated that Mr. Blackburn had good things to say about the Staff.

Administrative Reports

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

Mayor Helms advised that he was asked a question during Public Forum about how much money had been spent on the MRA's Special Use Permit hearing with regards to attorney fees and Staff had advised during the break that it was closer to \$74,000 in various fees.

Public Comment

Mrs. Martha Campbell of 149 Maryland Place stated that Buncombe County was allocated 50.7 million through the coronavirus State and Local Fiscal Recovery Fund. RFQ's were sent out to all municipalities and in the first round \$23.1 million was awarded to 27 projects in the county. Now round two has been advertised with \$27.6 million available, including funds to non-profits and public organizations. Mrs. Campbell encourages the Town and Council to be represented virtually at the funding workshop on Monday, March 14th to discover what projects might be presented for grants from these funds.

Old Business

There was no Old Business to discuss.

New Business

- A. Discussion of Flat Creek Crossing Accessibility Trail: Grace Nichols and Patti Pyle presented a proposal on behalf of Montreat Landcare Committee to establish and maintain a handicap accessible trail along Flat Creek near the Montreat Gate. Landcare would be responsible for the entire scope of the project, including funding, from start to finish. Mayor Helms took a brief poll of the Commission to gauge their willingness to support the project and everyone was in favor of Landcare moving forward with an engineer to answer some preliminary questions. Landcare will return next month with additional information.
- B. Consideration of Resolution of Intent regarding Council-Manager form of Government: The discussion of switching the form of Government to Council-Manager continued this month. Mayor Pro Tem Tom Widmer questioned to whom the Manager would report to and Mr. Blackburn advised that he/she would report to the entire Council. Mr. Blackburn then asked the Council to consider a resolution to set a public hearing for Thursday, April 14th at 7:00 p.m. or soon thereafter. Mr. Blackburn stated it would be called for a vote on May 12th. Mayor Pro Tem Tom Widmer moved to approve the resolution of intent as presented. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- C. Discussion of Texas Road Bridge Improvements Re: Phase 1 & Application for Phase 2 Grant: Mayor Pro Tem Tom Widmer stated that in this year's Capital Improvement Plan (CIP) the Council budgeted \$102,000 to complete phase one of a two phase project for the Texas Road Pedestrian Bridge. The first phase is primarily structural and Town Staff recently released a RFP (request for proposals) for this stage. The second phase will be more aesthetic in nature. Mayor Pro Tem Widmer advised that there is a possibility that the Town of Montreat could get funding for phase two from a portion of money given to the local French Broad River Metropolitan Planning Organization. The Town of Montreat would have to contribute 20% of the funds. The application process appears to be relatively easy but the funds will not be available until 2027. Commissioner Mason Blake moved to submit an application as outlined by Ben Blackburn and Mayor Pro Tem Tom Widmer and schedule a vote at the next meeting with a resolution of intent committing 20% of the total amount from the Town. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- D. Consideration of Hunting Dog Ordinance: Commissioner Mason Blake moved to defer action on the Consideration of the Hunting Dog Ordinance this evening but set a public hearing or meeting inviting members of the Mt. Mitchell Bear Hunting Club, the MRA and the NC Wildlife

Commission to discuss the proposed changes. Commissioner Blake briefly summarized the ordinance he had drafted. Commissioner Jane Alexander seconded and the motion carried 5/0.

- E. Consideration of Adding/Removing Signatures from First Bank Checking Accounts:
Commissioner Kent Otto moved to add Interim Town Administrator Ben Blackburn and to remove Alex Carmichael and Darlene Carrasquillo from First Bank Checking Accounts. Commissioner Mason Blake seconded and the motion carried 5/0.
- F. Consideration of Setting FY2022-2023 Budget Work Session Dates: Interim Town Administrator Ben Blackburn advised that Department Heads were meeting now regarding their budgetary needs. Mayor Helms asked Town Clerk Angie Murphy to send the Council some dates in mid-April to begin the budget work session process.

Public Comment

There were no further Public Comments.

Commissioner Communications

There were no Commissioner Communications.

Dates to Remember

- Special Board of Adjustment Meeting, Wednesday, March 16th at 4:00 p.m. in the Town Hall and by Zoom Software
- Comprehensive Plan Steering Committee Meeting, Monday, March 21st at 10:00 a.m. in the Town Hall and by Zoom Software
- Board of Adjustment Meeting, Thursday, March 24th at 5:00 p.m. in the Town Hall and by Zoom Software
- Montreat Tree Board Meeting, Tuesday, March 29th at 9:30 a.m. in the Town Hall with in person attendance and by Zoom software
- Montreat Landcare Committee, Wednesday, April 6th at 9:00 a.m. in the Town Hall with in person attendance and by Zoom Software
- Planning & Zoning Commission, Thursday, April 14th at 10:30 a.m. in the Town Hall with in person attendance and by Zoom Software
- Town Council Meeting, Thursday, April 14th at 7:00 p.m. in the Town Hall with in person attendance and by Zoom Software. The Public Forum will begin at 6:30 p.m.

Adjournment

MEMORANDUM

To: Town of Montreat File

From: Mason Blake

Re: Possible Town Ordinances to Address Hunting Dogs at Large in Montreat

Date: February 24, 2022

Numerous complaints have been received from residents concerning packs of hunting dogs pursuing bears in residential areas of Montreat. Some of their experiences were shared with the council at the past two town forums. The following is one example of the communications we have received:

Over the course of at least two days, we had a pack of hunting dogs chasing a large wild animal through a residential area in broad daylight. Many families were visiting Montreat for the holidays. In fact, my own niece, her husband, and their four small children were packing up their car when the bear and dogs raced just a few feet away from them, terrifying the children and leaving the parents scrambling to find their kids and bring them to safety. She was unsure if the hunter was in pursuit or if he might discharge his weapon.

We recognize the importance of the annual state-regulated bear harvest to the safety and enjoyment of Montreat by residents and visitors, as well as to the long-term welfare of the bear population in the area. But packs of hunting dogs, followed by armed hunters, pursuing bears through Montreat neighborhoods creates dangerous and threatening situations that are of very great concern. These incidents could result in serious injury to our residents and visitors, including children.

These incidents are not necessarily the result of hunting dogs gone astray. The following communication from a Montreat resident makes that disturbingly clear:

Mid-morning on Saturday, Jan. 1, we started walking from our cottage . . . down Greybeard, across to South Carolina, and on to Florida Terrace at Lookout. During this 20-30 minute walk we heard howling dogs in the distance to the southwest, coming closer the entire time. As we approached the intersection of Lookout/Florida Terrace/Chapman Rd., a bear suddenly ran across Chapman Rd about 50 yards ahead of us, followed closely by a pack of 6-8 barking dogs nipping at its heels. The bear and dogs all continued east up the mountain.

Shortly afterwards a white truck appeared, turning on to Chapman. A man got out and let additional dogs loose which ran howling in the direction the bear and other dogs had gone. Next a dark truck drove up Lookout and stopped at the intersection of Chapman and Lookout. Two men in the car told us they had been

tracking the bear with their dogs all the way from the North Fork Reservoir into Montreat, about 6-7 miles cross-country. They said . . . they were trying to move it to their hunting grounds up the mountain as they were not allowed to shoot it on Montreat property.

In this incident, dogs were intentionally released from a truck in Montreat to chase a bear that was already being pursued by other dogs. The chase was apparently initiated with the intent or knowledge that it would very possibly cross through Montreat. It was not an inadvertent foray into the town. The dogs were not out of control. They were chasing the bear as directed and intended by the hunters.

The special public forum held on February 10th, attended by concerned residents, Captain Melton of the NC Wildlife Resources Commission and representatives of the Mt. Mitchell Bear Hunting Club, was a very good first step in addressing this problem. Captain Melton noted that the town could and should consider enacting ordinances to deter these occurrences. In evaluating what type of ordinances to consider enacting, the Council should evaluate (i) whether existing ordinances (whether as currently drafted or with modifications) can effectively deter hunters from allowing their hunting dogs to run at large in the town, and (ii) whether any new ordinance can be enacted that would effectively deter hunting dog and hunter intrusions.

The town has two existing ordinances that indirectly regulate bear hunting with dogs. Article V of Chapter I of the Montreat Code of General Ordinances (the “Town Code”) regulates firearms (the “Firearms Ordinance”). The Firearms Ordinance prohibits a person from shooting or discharging a firearm in the town, except when used in the defense of person or property or pursuant to the directions of law enforcement. The Firearms Ordinance discourages hunting within the town because it is not possible to kill any game within the town without violating the ordinance. However, neither the Firearms Ordinance nor any other town ordinance prohibits hunting per se. As long as firearms are not discharged, hunting within the town, with or without dogs, is not against the law. In the case of the recent incidents, none of the conduct involved violated the Firearms Ordinance because no firearms were discharged.

Article III of Chapter I of the Town Code regulates dogs (the “Dog Control Ordinance”). The Dog Control Ordinance requires the owner or custodian of a dog to keep the dog “under restraint at all times” and prohibits allowing the dog to be at large. The Town Code provides that an animal is “at large” when it is off the owner's property and not under the control of the owner (or other responsible person) by leash, cord or chain. Unfortunately, the penalties for violating the Dog Control Ordinance are extremely limited. The ordinance provides that any dog found running at large shall be impounded in the Black Mountain or another animal shelter. Impounded dogs not claimed within twenty-four hours are required be turned over the Buncombe County Animal Shelter. The ordinance allows an owner to reclaim the dog by paying the applicable impoundment fees (which is paid to Black Mountain and/or Buncombe County Animal Shelters). No other specific penalty is provided for dogs being allowed to run at large. Section 4 of Chapter L does provide the following civil penalty for all violations of Chapter I: first violation - oral warning; second violation – written warning; third violation - \$250 penalty; forth and subsequent

violations - \$500.00 penalty. But limiting the penalty to warnings for the first two violations does not provide effective deterrence.

If a more effective penalty is imposed on owners who allow their dogs to run at large through Montreat (for example, a significant penalty for the first and every other violation of the prohibition against dogs running at large, which escalates when multiple dogs are involved) could be an effective deterrent against the repetition of these incidents. A large number of local governments in North Carolina, including Buncombe County and Black Mountain, impose both civil and criminal penalties against owners who allow their dogs to run at large, with the civil penalties escalating in the event of repeated violations. The Town Council should consider amending to the Dog Control Ordinance to provide for civil and criminal penalties that can be imposed on owners that allow their dogs to run at large. Penalties should escalate based on the number of dogs that are allowed to unlawfully run at large. For example, we could provide these violations would (i) result in a civil penalty of \$100 per dog allowed to run at large for the first violation that would increase to \$200 per dog for the second violation and \$300 per dog for the third violation, and (ii) constitute second- or third-degree misdemeanors.

The second area of inquiry is whether a new ordinance can be enacted that would effectively deter hunting dog intrusions. An obvious possibility is an ordinance that prohibits bear hunting with dogs within the town. However, the town does not have the power to enact such an ordinance. Under North Carolina state law, local regulation of hunting is not permitted except (i) where an ordinance “exercises valid powers over subjects other than the conservation of wildlife resources, even though an incidental effect may consist of an overlapping or conflict of jurisdiction as to some particular provision not essential to the conservation objectives set out in the state wild game laws,” and (ii) through local acts passed by the General Assembly (NCGS subsection 113.131 (b)). Thus, the only vehicle available to the town to prohibit bear hunting with dogs is the enactment of a special act by the General Assembly.

A possible new ordinance that would deter hunting dogs being allowed to run at large, and which the town would have the power to enact, is an ordinance which makes it unlawful and criminal trespass for a person to come onto private property without written permission to hunt or to retrieve dogs that are engaged in hunting. The ordinance could provide that “no trespass” signs are not required to be posted within all or certain portions of the town. Such a measure was suggested by Capt. Melton and could be effective in deterring repetition of the recent hunting dog incidents. It would enable the town’s police officers to write a trespass citation on site for anyone attempting to retrieve their dogs without written permission on properties in Montreat. Violations of the trespass ordinance could be punished by the imposition of both civil fines and second- or third-degree misdemeanor criminal penalties in the same manner as violations of the Dog Control Ordinance.

Another new ordinance the town should consider adopting is a public nuisance ordinance which would prohibit keeping any animal in a manner or in such numbers that would constitute a public nuisance. Public nuisance provisions are common in North Carolina county and municipal animal control ordinances. Our ordinance could specify that allowing one or more hunting dogs to run at large and pursue bears within the town limits is deemed to constitute a public nuisance.

Violations of the public nuisance ordinance could be punished by both civil fines and second- or third-degree misdemeanor criminal penalties in the same manner as violations of the Dog Control Ordinance.

In considering these measures, we want to ensure any ordinance revisions and new ordinances are reviewed and commented upon by all affected groups, including our residents, the NC Wildlife Resources Commission and the Mt. Mitchell Bear Hunting Club. Once we have modified the Dog Control Ordinance to provide for civil and criminal penalties, and enacted trespass and public nuisance ordinances to also deter hunting dogs being allowed to run at large in Montreat neighborhoods, the NC Wildlife Resources Commission and the Mt. Mitchell Bear Hunting Club can help us inform the bear hunting community that the new laws are in place and that we will not tolerate bear hunting dogs running at large in Montreat.

MONTREAT CODE OF GENERAL ORDINANCES
CHAPTER I - DISORDERLY CONDUCT AND PUBLIC NUISANCES
ARTICLE III: DOGS

Section 1. Dog Control.

- a) Collar and Tags. No Person or Entity shall own or keep any dog over the age of six (6) months in the Town unless that Person has provided a collar and tags for each dog as herein provided. The collar shall contain a current rabies vaccination tag and an identification tag with the owner's name and telephone number imprinted upon it.
- b) Vaccination. It shall be unlawful for the owner of any dog to keep the dog unless it is vaccinated by a licensed veterinary surgeon with anti-rabies vaccine as required by the General Statutes of North Carolina. Proof of rabies inoculation must be attached to the collar of the dog.
- c) Restraint. The owner or custodian of a dog shall keep the dog under restraint at all times and shall not permit the dog to be At Large.
- d) Impoundment. Any dog not displaying the proper tags as required in this Ordinance or any dog found running At Large shall be taken up by the Animal Control Officer, or authorized representative thereof, or a Montreat police officer, and impounded in the Black Mountain Animal Shelter or other animal shelter designated by the Town Administrator. All dogs not claimed within twenty-four (24) hours shall be turned over the Buncombe County Animal Shelter. Upon arrival at the Buncombe County Animal Shelter, dogs not claimed within seven (7) days may be put up for adoption or humanely euthanized.
- e) Notice to Owner. As soon as a dog has been impounded, the Town will attempt to notify the owner by telephone and inform the owner of the dog's impoundment and how custody of the dog may be regained.
- f) Impoundment Fees. An owner may reclaim an impounded dog by paying the necessary impoundment fees at the temporary animal shelter in the Town of Black Mountain. If the dog has been turned over to Buncombe County officials,

the owner must first pay the Town's impoundment fee at the temporary animal shelter in the Town of Black Mountain, obtain a release for the dog from the Town of Black Mountain, and then pay the required Buncombe County fees at the County shelter. Dogs will not be released from the Buncombe County shelter unless a release slip has been issued by the Town of Black Mountain showing that the appropriate Black Mountain fees have been paid.

MONTREAT CODE OF GENERAL ORDINANCES

CHAPTER L – PENALTIES

(Revised 6/09/2005); (Re-titled 6/14/2007)

Section 1. Unless otherwise specifically provided, any Person or Entity violating any of the provisions of any Section or Subsection of this Code of General Ordinances (the Code) or failing, neglecting or refusing to comply with the same shall be subject to the remedies provided for in this Chapter, except that if a provision of this Code has been adopted pursuant to a North Carolina General Statute that provides specific civil remedies for violation, such remedies shall be available to the Town for enforcement of this Code in addition to the remedies set out in this Chapter.

Section 2. Criminal Penalty. Violations of the provisions of this Code regulating the operation or parking of vehicles shall be an infraction and shall subject the offender to a penalty of not more than fifty dollars (\$50.00) pursuant to N.C.G.S. § 14-4(b). Except as otherwise provided, a violation of other provisions of this Code shall be a misdemeanor and shall subject the offender to a fine not to exceed five hundred dollars (\$500.00) or imprisonment not to exceed twenty (20) days or the maximum provided by N.C.G.S. § 14-4(a) and § 15A-1340.23..

Section 3. Civil Penalty. Violations of this Code shall subject the offender to a civil penalty upon the issuance of a citation for a violation. The Town may recover the civil penalty, if not paid to the Town Administrator within thirty (30) days of the date the citation was issued, in a civil action in the nature of a debt pursuant to N.C.G.S. § 160A-175. Each day that any violation of the provisions of this Code continues shall constitute a separate and distinct

offense. The civil penalty shall be fifty dollars (\$50.00) for each violation unless otherwise provided in this Code or set forth below: For purposes of determining the amount of the civil penalty pursuant to this Section, the failure to pay the fifty-dollar (\$50) civil penalty shall not constitute a separate and distinct offense that subjects the offender to an additional fiftydollar (\$50) civil penalty.

Section 4. Civil Penalty for Violations of Chapter I—Disorderly Conduct and Public

Nuisances in Montreat:

First violation: Oral Warning

Second violation: Written Warning

Third violation: \$250.00

Fourth and subsequent violations: \$500.00

Montreat General Ordinances

Chapter L – Penalties

Second or subsequent violations of the provisions of Chapter I by the same person for the same activity occurring within one year of the first such violation shall be subject to the higher penalties set forth above. The citation shall be issued to the offender and a copy of the citation shall be sent to the owner of the property where the violation occurred at the contact information shown on the Privilege License application or other Town records.



To: Barry Creasman
Re: RFP for Texas Road Pedestrian Road Bridge Project

Dear Barry,

Cekra Inc from Wilmington, NC would like to do the work described in the RFP and Plans for subject job for \$317,000.00 lump sump.

SOV:

• Removal of Existing Structure:	\$25,000
• Abutment Repair:	\$45,000
• Asbestos Assessment:	\$7,000
• Bridge Railing:	\$55,000
• Drainage System:	\$35,000
• Cleaning and Repainting:	\$65,000
• Pollution Control:	\$4,000
• Painting Containment:	\$40,000
• Cleaning and Painting Existing Bearing Plates:	\$18,000
• <u>Traffic Bollards</u>	<u>\$23,000</u>
Total	\$317,000

Please let me know if you need any more information.

Best Regards,

A handwritten signature in black ink that reads "Anita N Kratsa". The signature is written in a cursive, flowing style.

Anita N Kratsa



TOWN OF MONTREAT

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

PROCLAMATION #22-03-001 DESIGNATING APRIL 23, 2022 AS ARBOR DAY IN THE TOWN OF MONTREAT

WHEREAS, in 1872, J Sterling Morton proposed to the Nebraska board of Agriculture a special day by set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now celebrated throughout the nation and world; and

WHEREAS, trees, along with Funga, are essential building and maintaining a healthy environment which provides clean water and clean air and help provide a stable climate beneficial to all living creatures; and

WHEREAS, trees surrounding our town increase property values and beautify our community; and

WHEREAS, the Town of Montreat Tree Board is working with the American Chestnut Foundation in its efforts to re-introduce the iconic American Chestnut Tree to Western North Carolina and throughout its natural range; and

WHEREAS, the health of chestnut trees as well as all plant life depends upon the survival of pollinating insects, and

WHEREAS, the community of Montreat has historically recognized its responsibility to be stewards of the forest in which we live;

NOW, THEREFORE, BE IT RESOLVED that the town of Montreat Board of Commissioners hereby designates April 23, 2022 as Arbor Day in the Town of Montreat and urges all citizens to celebrate Arbor Day, work with the American Chestnut Foundation to re-introduce the American Chestnut and take action to protect pollinating insects and our trees and woodlands.

READ, APPROVED and ADOPTED, this 14th day of April, 2022.

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Proclamation, duly adopted by the Town of Montreat on the 14th day of April, 2022 as it appears of record in the official minutes.

Angie Murphy
Town Clerk



TOWN OF MONTREAT

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

RESOLUTION #22-04-001
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:

-1994 F-Series Ford Dump Truck

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 14th day of April, 2022.

Tim Helms, Mayor

Ben Blackburn, Interim Town Administrator

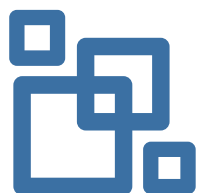
ATTEST:

I, hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 14th day of April, 2022, as it appears of record in the official minutes.

Angie Murphy, Town Clerk

HEALTH BENEFITS TRUST RENEWAL PACKET

The Health Benefits Trust is a nonprofit insurance pool established by the North Carolina League of Municipalities to provide health insurance for local government employees.



NCLM
NC LEAGUE OF MUNICIPALITIES

Packet Page 67



March 2022

Re: 2022 Renewal – Health Benefits Trust

Dear Health Benefits Trust Member Group,

It's renewal time once again! The enclosed renewal rates are for the policy period beginning July 1, 2022 through June 30, 2023. We have included renewal rates for our medical, dental, vision benefits.

The NCLM Municipal Insurance Trust of North Carolina (MIT) Health Benefits Trust will update their policies with the following changes for the upcoming renewal (July 1, 2022):

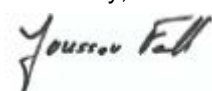
Medical	See rate sheet below	Med 2000 20/30 SP
Dental	5% rate decrease Transitioning to Delta Dental Network	Dental Option II (Without Orthodontia) SP Dental Option III (Without Orthodontia) SP
Vision	No Rate Increase	Basic Premier Premier Plus
Life Programs	Life: No Rate Increase Supplemental Life: No Rate Increase	Option 3X - 15K Supplemental Life Dependent Plan D
Other Changes	2022 calendar year updates to Wellness Requirements. See nclm.org for details	

REMINDER If in Medical Program: Those individuals non-compliant with Wellness Requirements will see a 10% surcharge of the renewal rates in July 2022 billing. HBT contacts should refer to their non-compliance list (supplied by MedCost with online billing) for those individuals affected.

Please keep in mind that if you are getting quotes outside of the NCLM HBT and potentially will non-renew, as a member you are obligated to provide a **30-day non-renewal notice** to Bryan Leaird (MIT@nclm.org), Director of Risk Management Services (**deadline of May 29, 2022**). The 30 days' non-renewal notice requirement wording in its entirety can be found in your signed Interlocal Agreement. All Plan Changes need to be in writing to HBT staff by May 15, 2022 in order to be reflected in the July invoices. Your existing health benefits with HBT will automatically renew 'as-is' on July 1, 2022 unless we hear differently from you.

If you have any questions regarding this renewal or would like to view optional plan designs/rates, please contact Lisa Ervin, your Health Benefits Field Representative, or any of the numbers listed below. As always, you can reach out to me at 919-715-9782. (yfall@nclm.org). Once again, thank you for allowing us to provide your health insurance needs.

Sincerely,



Youssou Fall
Director of Strategic Health Operations
North Carolina League of Municipalities

Town of Montreat

For the period July 1, 2022 – June 30, 2023

Plan	Employee Only	Employee & Spouse	Employee & 1 Child	Employee & Children	Family
Med 2000 20/30 SP	\$926	\$2174	\$1389	\$1665	\$2776
Dental Option II (Without Orthodontia) SP	\$29	\$58	\$61	\$61	\$76
Dental Option III (Without Orthodontia) SP	\$38	\$77	\$80	\$80	\$101
Vision - Basic	\$1	\$2	\$2	\$2	\$3
Vision - Premier	\$7	\$13	\$13	\$13	\$20
Vision - Premier Plus	\$12	\$21	\$21	\$21	\$32

Wellness Non-Compliant Rates

Plan	Employee Only	Employee & Spouse	Employee & 1 Child	Employee & Children	Family
Med 2000 20/30 EE non-comp SP	\$1018	\$2266	\$1482	\$1758	\$2868
Med 2000 20/30 EE/SP non-comp SP	\$1,018	\$2,391	\$1,482	\$1,758	\$2,993
Med 2000 20/30 SP non-comp SP	\$926	\$2,298	\$1,389	\$1,665	\$2,901

Renewal Acknowledgement

The rates outlined above for your current benefit schedule will be effective July 1, 2022. Please note that if you use a broker their fees will show on your July billing but are not reflected on this document. Please sign and date the renewal application to acknowledge acceptance as soon as possible, no later than Friday, May 13th. If you would like to review additional options, please contact your Health Benefits Field Consultant.

Please complete the renewal application and return to MIT@nclm.org

Member Service Consultant				
General Information				
Governmental Unit Name				
Health Benefits Contact Person		Title	Email Address	
Street Address				Telephone
Broker Information				
Do you currently work with a Broker?		If yes, Name of Broker		
Open Enrollment				
Do you Plan on having open enrollment meetings for staff?				
If yes, what Month/Day? Keep in mind: if you are making changes to your plan, changes must be made before May 15 th in order to get ID Cards on or before July 1				

Terms of Service

Privacy

Personal information and Protected Health Information (PHI) are data that identify you. We and our third-party service providers may collect personal information from you, including but not limited to your:

- Name
- Mailing address (including billing and shipping addresses)
- Telephone number
- Email address
- Health plan membership number
- Social Security Number (SSN)

If you share any personal information with us or our third-party service providers, you are representing that you have the authority to do so.

We and our third-party service providers may use your personal information to:

- Respond to your inquiries and fulfill your requests
- Send you administrative information, including information regarding any solutions or tools we provide on our website and changes to our terms, conditions and policies
- Send you communications related to your health plan and, if you choose to opt in, related marketing promotions.

In addition, we may use personal information you submit to our website to create aggregated, anonymous data. We may perform statistical analyses of these aggregate data and disclose the results as permitted by law.

Data Management

The employer is responsible for updating employment status for individuals covered under any MITNC plans (Health, Dental, Vision, Short or Long Term Disability or Life plans) within a 48 hour time period with any changes or updates.

If there is a suspected breach of password integrity, the Member/Employer shall notify MITNC and MedCost of the details within 48 hours of the reasonable discovery of any suspected breach. If there is a breach of password integrity at MedCost, MedCost shall notify Members affected within 24 hours, but in no case more than 24 hours following the reasonable discovery of the extent and implications, pursuant to federal laws and regulations.

Invoicing and Billing

Members are required to pay their invoice on or before the first of each month. A member may elect to allow MITNC to draft premium payments on or before the 5th of each month and should contact NCLM Finance department. Failure to pay invoices within timelines allotted may result in suspension of member benefits in the MITNC pool.

See Interlocal Agreement for more details on each of these topics

Name and Title	
Signature	Date

MEDICAL

PARTNER INFO

CONTACTS



MedCost

www.medcost.com/HBT
HBT@medcost.com
1(888) 230-6873

Call/Email or use the MedCost portal for all Enrollment, Billing and Coverage questions related to Medical, Dental, Vision, Pharmacy, Life and Disability.

Michelle Endicott, Account Manager
mendicott@medcost.com | (336) 774-4413

Mary Ann Delphias, Account Manager
madelphias@medcost.com | (336) 774-4409

Sherry King, Senior Client Relations Specialist
sking@medcost.com | (336) 774-4154

Bobbi Hester, Senior Client Relations Specialist
bohester@medcost.com | (336) 774-4274

Andrew Barker, Client Relations Supervisor
anbarker@medcost.com | (336) 774-4428

PHARMACY

PARTNER INFO



OptumRx

www.optumrx.com | (877) 633-4461

DENTAL

PARTNER INFO

CONTACTS



Delta Dental

www.deltadentalinc.com/HBT

Deidra Tindall, Group Dental Client Specialist
dtindall@deltadentalinc.com | (919) 424-1038

VISION

PARTNER INFO



Vision Services Plan

www.vsp.com | (800) 887-71950

LIFE & DISABILITY

PARTNER INFO

CONTACTS



Unum

www.unum.com

Plan and Coverage questions can be directed at Health and Benefit Consultant.
Contact your Unum Benefit Specialist (name on the letter claimant received) or use online portal at www.unum.com for faster claim filing.

We are Here to Answer Your Questions

The League's Health Benefits Trust staff and administrative partners are available to answer any questions you have regarding coverage options, claims, policy details, and more. Use the following contact list to determine the best fit for your question.

- | | | |
|---|----------------|--------------------|
| • Youssou Fall, Director of Strategic Health Operations | (919) 715-9782 | yfall@nclm.org |
| • Shelly Linker, Business Administrator | (919) 715-0979 | slinker@nclm.org |
| • Lisa Ervin, Health and Benefit Consultant | (919) 715-7973 | lervin@nclm.org |
| • Lisa Marzoli, Health and Benefit Consultant | (919) 715-3914 | lmarzoli@nclm.org |
| • Tisha Robinson, Health and Wellness Coordinator | (919) 715-4328 | trobinson@nclm.org |

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 6**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

Department(s): STREET DEPARTMENT & GREYBEARD WALL

Purpose: To move money from the Street Department to Capital Project Fund (Lower Greybeard) to cover an excess in expenditures on the project

Section 1. To amend the General Fund & CPF as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
INFRASTRUCTURE	15-20-5550-737	\$4,400.00		\$242,760.00
INTERFUND TR FROM GF	15-20-5600-914		\$4,400.00	N/A
REPAIRING & WIDENING	10-20-5600-340		\$4,400.00	\$41,825.00
INTERFUND TR TO CPF	10-00-5000-571	\$4,400.00		N/A

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-12-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 7**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

Department(s): **SANITATION AND POLICE**

Purpose: To move money from Police to Sanitation to pay for increased expenses incurred this fiscal year.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
SALARIES & WAGES	10-30-5800-020	2,100.00		33,800.00
FICA	10-30-5800-050	100.00		2,700.00
AUTO SUPPLIES	10-30-5800-310	2,500.58		6,940.85
CONTRACT-DUMPSTER	10-30-5800-451	5,600.00		31,184.00
SEPARATION ALLOWANCE	10-10-5100-021		10,300.58	0.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-12-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 8**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

Department(s): **SANITATION AND STREET**

Purpose: To move money from Street to Sanitation to pay for increased expenses incurred this fiscal year.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
CONTRACT-DUMPSTER	10-30-5800-451	5,400.00		36,584.00
AUTO SUPPLIES	10-30-5800-310	6,600.00		13,540.85
DEPARTMENTAL SUPPLIES	10-20-5600-330		5,000.00	6,000.00
REPAIRING & WIDENING	10-20-5600-340		7,000.00	39,225.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-12-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 9**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

Department(s): **ADMINISTRATION AND STREET**

Purpose: To move money from Street Dept to Admin Dept to pay for increased expenses incurred this fiscal year.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
PROFESSIONAL SERVICES	10-00-4200-040	55,000.00		100,000.00
DUPLICATION & PRINTING	10-00-4200-335	1,102.00		5,592.00
CAPITAL OUTLAY	10-20-5600-730		56,102.00	34,000.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-12-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 10**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

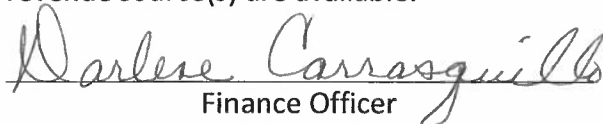
Department(s): **ADMIN, POLICE, STREET**

Purpose: To move money from Street Dept (Capital Outlay) to other departments for additional Salaries and Wages needing to be paid this fiscal year.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
SALARIES & WAGES	10-00-4200-020	14,000.00		228,700.00
SALARIES & WAGES	10-10-5100-020	8,000.00		265,700.00
SALARIES & WAGES	10-20-5550-020	4,000.00		64,500.00
SALARIES & WAGES	10-20-5600-020	8,000.00		88,700.00
CAPITAL OUTLAY	10-20-5600-730		34,000.00	0.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:


Finance Officer

4-12-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2022
BUDGET AMENDMENT # 11**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2022.

Department(s): **ADMINISTRATION**

Purpose: To move funds from Revenue received over budget, to Professional Services to pay for additional legal fees pertaining to the hotel

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
PROFESSIONAL SERVICES	10-00-4200-020	(DR) 25,763.28		125,763.28
POWELL BILL	10-20-3325-300		8,899.28 (CR)	45,899.28
BUILDING PERMITS	10-10-3430-400		2,480.00 (CR)	38,600.00
ZONING PERMITS	10-10-3434-400		2,752.00 (CR)	2,892.00
PAYT	10-10-3435-430		93.00 (CR)	1,053.00
COMMUNITY SVC FEE	10-00-3550-800		10,399.00 (CR)	19,457.00
SALE OF FIXED ASSET	10-00-3820-800		1,140.00 (CR)	1,140.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-13-2022
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date