

**Town of Montreat
Board of Commissioners Meeting – Public Forum
June 9, 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
June 9, 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

- May 12th Town Council Public Forum Meeting Minutes
- May 12th 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. Public Hearing RE: FY 22-23 Budget for the Town of Montreat

- See Agenda Materials on pages 28-56
- Suggested Motion: Move to open/close the Public Hearing

B. Consideration of FY 22-23 Budget Ordinance and Fee Schedule

- See Agenda Materials on pages 28-56
- Suggested Motion: Move to approve the FY 22-23 Budget Ordinance and Fee Schedule

C. Consideration of Adoption of Continuing Resolution of the 2008 Montreat Comprehensive Plan

- See Agenda Materials on page 57
- Suggested Motion: Move to adopt/deny the Continuing Resolution of the 2008 Montreat Comprehensive Plan

D. Consideration of Setting a Public Hearing re: Conditional Zoning on property located at Lot 1185, Mississippi Road (PIN#07106501680000)

- Suggested Motion: Move to set a Public Hearing on July 14th, 2022 at 7:00 p.m. or soon thereafter with regards to a Conditional Zoning application

E. Consideration of Adoption of an Ordinance Amending the Charter of the Town of Montreat to Adopt the Council-Manager Form of Government

- See Agenda Materials on page 58
- Suggested Motion: Move to adopt/deny an Ordinance Amending the Charter of the Town of Montreat to Adopt the Council-Manager Form of Government

F. Consideration of Flat Creek Crossing Project

- Presenter: Grace Nichols & Patti Pyle

- See Agenda Materials on pages 59-71
- Suggested Motion: Move to approve/deny Flat Creek Crossing Project

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- Montreat Tomorrow, Comprehensive Plan Community Workshop, June 11th from 11:00 a.m. – 1:00 p.m. in Town Hall
- Bridge Aesthetics Committee, June 14th at 2:00 p.m. in Town Hall
- Audit Committee, June 16th at 2:00 p.m. in Town Hall
- Montreat Comprehensive Plan Steering Committee Virtual Meeting, June 21st at 6:00 p.m.
- Board of Adjustment will not meet in June
- Tree Board, Tuesday June 28th at 9:30 a.m. in Town Hall and by Zoom Meeting Software
- Landcare will not meet in July
- Town Offices Closed, Monday July 4th in observance of the July 4th Holiday. Sanitation services will resume on Tuesday July 5th
- Bulk Pickup, Wednesday July 6th beginning at 8:00 a.m. at your Curb
- July Town Council Meeting, Thursday July 14th at 7:00 p.m. in Town Hall and by Zoom Meeting Software. Public Forum begins at 6:30 p.m.
- Tree Board, Tuesday July 26th at 9:30 a.m. in Town Hall and by Zoom Meeting Software

XIV. Adjournment

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
May 12, 2022 – 6:30 p.m.
Town Hall & Zoom**

Board members present: Mayor Tim Helms
Mayor Pro Tem Tom Widmer
Commissioner Kitty Fouche
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
Scott Adams, Zoning Administrator

Approximately eleven 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.

Agenda Approval

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

Public Forum

Mr. Philip Arnold of 530 Magill Drive expressed his concerns that the legal battle over the lodge is draining the finances of the Town. Mr. Arnold, an active member of the Audit Committee, stated that the Town was spending money that they don't have. Mr. Arnold questioned how the Town Council will deal with the deficit as the legal bills are well over \$100,000 and still rising. Mr. Arnold was disturbed that the lodge opposition had decided to continue their battle in court and wondered if the financial impact on the Town was even a consideration of theirs. Mr. Arnold stated that as long as the red ribbons tied around trees in support of the opposition are hung it will remind him that this battle is bleeding the Town financially. Mr. Arnold wondered if the plaintiffs would be willing to reimburse to the Town future attorney bills as it might be a way to win back some hearts and minds that they might be starting to lose.

Mr. Tom Frist of 98 Frist Road expressed his sadness that the funds reserved for the Texas Road Pedestrian Bridge Project were reallocated to pay for legal fees for the lodge issue. Mr. Frist stated that he would love to see some beautification efforts begun now on the bridge. Mr. Frist offered to donate \$1,500 towards flowers and beautification on the bridge. Interim Town Administrator Ben

Blackburn commented that monies have been earmarked in the FY2022-2023 budget for the Texas Road Bridge Project. Mr. Blackburn also stated that the Town had applied for two grants that would lend funding towards the Bridge.

Mr. Bryant McEntire of 158 Virginia Road suggested parking meters at the Greybeard Trailhead and reserved parking spots for Montreat citizens. Mr. McEntire questioned how the change of government would be decided and stated his belief that it should be a referendum vote. Mr. McEntire also felt that there's plenty of blame to go around with reference to the attorneys spent and the lodge issue at large.

Dr. Mary Standaert of 118 Shenandoah Terrace thanked the Town Council for giving the Board of Adjustment members, who are all volunteers, the support and legal advice needed during the Special Use Permit Hearings surrounding the lodge controversy. Dr. Standaert went on to say that the Town's financial problems didn't start with the legal fees. Dr. Standaert stated that audit for FY 2020 was turned in a year late among other issues. Dr. Standaert then stated that the Town is in this position because the fund balance has dropped below the mandatory reserve amount of 35%. Mayor Helms stated that the Town's fund balance has grown significantly since the 2019-2020 audit and is projected to be at 32% of the annual budget as of 2020-2021 FY audit. Mayor Pro Tem Widmer stated that the fund balance fell so low because the 2019-2021 budget included large expenses surrounding the Town Hall and Public Works Buildings. Commissioner Kent Otto thanked Dr. Standaert for her comments about the Board of Adjustment members and expressed his disappointment in the verbal attacks that the Board of Adjustment members have received from friends and neighbors.

Mrs. Grace Nichols of 527 Suwannee Drive, Chair of the Landcare Committee, gave the Town Council and the Black Mountain News thanks for their support of last month's Native Plant Sale.

Adjournment

Commissioner Kent Otto moved to adjourn the meeting. Commissioner Kitty Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:00 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
May 12, 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
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer
Scott Adams, Zoning Administrator

Town staff present via Zoom: None

Approximately fifteen 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

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

Mayor's Communications

Mayor Tim Helms asked everyone to remember former Town Council Member and Montreat Neighbor Jack McCaskill on the recent passing of wife, Fran. Mayor Helms also took a moment to

with Commissioner Jane Alexander a very Happy Birthday! Town Staff with the help of Mayor Pro Tem Tom Widmer and Audit Chair Hugh Alexander drafted a letter to the State Treasurer's Office explaining several points from the last audit.

Meeting Minutes Adoption

- April 14th Town Council Public Forum Meeting Minutes
- April 14th Town Council Meeting Minutes

Interim Town Administrator's Communications

Interim Town Administrator Ben Blackburn had no communications at this time.

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 Tem Tom Widmer had a few questions for Finance Officer Darlene Carrasquillo with regards to the special fund projects.

Public Comment

Mr. Bryant McEntire of 128 Virginia Road expressed more concerns about the possible change in the form of government. Mr. McEntire suggested a survey as a way to know how people really feel about the change. Mr. McEntire suggested again that the change be put to a referendum vote.

Dr. Mary Standaert of 118 Shenandoah Terrace expressed her support of the proposed change of the form of government with strict oversight by the Councilmembers. Dr. Standaert also stated that she feels the Town will get more experience candidates for the manager's position.

Old Business

There was no Old Business to discuss.

New Business

- A. Presentation of FY22-23 Proposed Budget and Consideration of Setting a Public Hearing: Commissioner Mason Blake moved to set a Public Hearing at 7:00 p.m. or soon thereafter on June 9th 2022 regarding the FY22-23 proposed budget. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.
- B. Consideration of Setting a Special Meeting regarding Budget Work Session: Commissioner Kent Otto moved to set a Special Meeting on May 26th at 6:00 p.m. for the purpose of holding a Budget Work Session. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.
- C. Consideration of Contract Extension regarding Tax Collection Agreement: Commissioner Kent Otto moved to approve the Contract Extension with Buncombe County regarding the Tax Collections Agreement. Commissioner Jane Alexander seconded and the motion carried 5/0.
- D. Consideration of Renewing Property and Liability Insurance with the Interlocal Risk Financing Fund of NC: Commissioner Kitty Fouche moved to approve the renewal of Property and Liability Insurance in the amount of \$23,665 with the Interlocal Risk Financing Fund of NC. Commissioner Mason Blake seconded and the motion carried 5/0.
- E. Consideration of Renewing Workers Compensation Insurance with the NC Interlocal Risk Management Agency: Mayor Pro Tem Tom Widmer moved to approve the renewal of Workers Compensation Insurance in the amount of \$13,936.37 with the NC Interlocal Risk Management Agency. Commissioner Mason Blake seconded and the motion carried 5/0.
- F. Consideration of Appointing Allen Crawford as Planning & Zoning Commission ETJ Member: Commissioner Mason Blake moved to appoint Allen Crawford as Planning & Zoning Commission ETJ Member to a term of three years to expire on 05/31/2025. Commissioner Kent Otto seconded and the motion carried 5/0.
- G. Consideration of Appointing Danny Sharpe from alternate member to full time member of Board of Adjustment: Mayor Pro Tem Tom Widmer moved to appoint Danny Sharpe as a regular member of the Board of Adjustment to fill an expired term that will expire on 01/31/2023. Commissioner Kent Otto seconded and the motion carried 5/0.

Public Comment

Mrs. Grace Nichols of 527 Suwannee Drive took a moment to reflect on the recent Landcare Meeting in which there was a presentation about stormwater management. Mrs. Nichols stated that this community needs to learn about our watershed and stormwater issues. Mrs. Nichols also stated that Landcare would take responsibility for this educational opportunity.

Commissioner Communications

Commissioner Mason Blake thanked Grace Nichols, Jean Norris and Brad Hestir for all their work on the Native Plant Sale. Commissioner Blake also advised that there would be a Special Meeting surrounding the hunting dog issue in Montreat on May 19th at 6:00 p.m.

Commissioner Kent Otto reminding everyone that Montreat College would be wrapping up this weekend with a graduation ceremony. The College had a strong year with very few COVID cases. Commissioner Otto also mentioned that the MRA will open up with their season very soon and we will them a very strong turnout.

Dates to Remember

- Tree Board, Tuesday May 24th at 9:30 a.m. in Town Hall and by Zoom Meeting Software
- Board of Adjustment, Thursday May 26th at 5:00 p.m. in Town Hall and by Zoom Meeting Software
- Town Offices Closed, Monday May 30th in observance of Memorial Day Holiday. Sanitation services will resume on Tuesday May 31st
- Landcare, Wednesday June 1st at 9:00 a.m. in Town Hall and Zoom Meeting Software
- June Town Council Meeting, Thursday June 9th at 7:00 p.m. in Town Hall and by Zoom Meeting Software. Public Forum begins at 6:30 p.m.
- Bridge Aesthetics Committee, Tuesday June 14th at 2:00 p.m. in Town Hall and by Zoom Meeting Software
- Audit Committee, Thursday June 16th at 2:00 p.m. in Town Hall
- Tree Board, Tuesday June 28th at 9:30 a.m. in Town Hall and by Zoom Meeting Software

Closed Session

Commissioner Kent Otto moved to enter into Closed Session in accordance with NCGS 143-318.11(3) for attorney-client consultation. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.

Upon returning to Open Session there was no business to attend too.

Adjournment

**Board of Commissioners
Meeting Minutes
May 12, 2022**

Commissioner Kitty Fouche moved to adjourn the meeting. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0. The meeting was adjourned at 8:30 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 May 2022

Monthly Statistics	2021	2022
Public Meetings	5	6
Inter-Organizational /Intergovernmental Meetings	3	1
Agendas Prepared	4	6
Minutes Transcribed	4	5
Resolutions Drafted	0	0
Public Records Requests Processed	0	0
Water Bills Processed	674	675
Leak Adjustments	10	4
New Water Accounts Established	1	1
Purchase Orders	69	54
Professional Development Hours	16	0
Sunshine List Messages		15
Website Posts	9	15
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 May 2022

Monthly Statistics	2021	2022
Building Permits Issued	7	7
Pending Building Permits	0	0
Building Inspections Performed	26	28
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 May , 2022

Monthly Statistics	2021	2022
Miles of Road Maintained	15.46	17.12
Miles of New Road Constructed	0	0
Public Trees Removed	5	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Monthly Fuel Costs	281.03	364.23
Contracted Employee Staff Hours	0	0
Road Closures	3	0

Comments

Mowing season is here. We will be repairing curbing and patching potholes starting this month. Please be mindful of the crews working in the roadways.



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

May , 2022

Monthly Statistics	2021	2022
Mileage	2,093	2,211
Dispatched Calls	19	29
Officer-Initiated Calls	507	558
Fire Assistance Calls	1	3
EMS Assistance Calls	0	1
Motorist/Other Assistance Calls	30	16
Traffic Stops	26	11
Parking Issues	4	1
Burglar Alarm Responses	0	0
Fire Alarm Responses	2	2
Residential/Building Checks	435	514
Ordinance Violations	3	0
Law Enforcement Agency Assistance Calls	13	18
Animal Control Calls	3	1
Larcenies	0	1
Breaking & Entering Calls	1	1
Suspicious Person Investigations	2	5
Suspicious Vehicle Investigations	3	5
Disturbance Calls	1	6
Accident Responses	2	1
Auxiliary Hours Worked (Regular)	32	24
Auxiliary Hours Worked (Addittional)	48	36
Truck Turns at Gate	14	8
MPD Fuel Cost	\$ -	\$0.00
Professional Development Hours	40	6
Town Service	501	520
MRA Service	197	243
College Service	0	0

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 May , 2022

Monthly Statistics	2021	2022
Calls for Service	56	63
Water Leaks Repaired	0	1
New Water Lines Installed	0	0
Water Meters Read	674	674
Water Meter Replacements	0	0
Gallons of Water Produced	2660824	3,461,340
Monthly Fuel Cost	465.74	\$ 624.76
Hours Pumped (11 wells combined)	1178	1,848

Comments

We had our sanitation inspection on our water system which is performed by NCDEQ . They make sure that all of our paperwork is in order and that our testing on the system is complete and accurate. They also go into each well and inspect to make sure that we are following good house keeping measures. We passed the inspection with a perfect score with no marks against us. I would like to thank Jarod Macintosh for keeping our system in great order.



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of May , 2022

Monthly Statistics	2021	2022
Tons of Curbside Trash Collected	19.66	21.65
Pay-As-You-Throw Trash Bags Collected	29	68
Tons of Curbside Recycling Collected	3.44	4.23
Pay-As-You-Throw Recycling Bags Collected	26	49
Cardboard Recycling Collected	0.92	0.82
Unique Curbside Sanitation Stops	7	1,525
Bagged Leaf Pickup	168	318.00
Brush Pickup (cubic yards)	3 Loads	4 Loads
Hauling Fees	2007.96	\$1,763.10
Tipping Fees	796.94	\$625.40
Dumpster Rental Fees	203.92	\$214.63
Sanitation Fuel	216.83	\$ 406.99

Comments:

Please Remember to tie trash bags. With this done it increases the timeliness of our sanitation services.
Thank you from all of Public Works.



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of May , 2022

Monthly Statistics	2021	2022
Approved Zoning Permits	0	2
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

APRIL 2021 - MONTH 10 OF FISCAL YEAR 2020-2021

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,917,820.92	1,598,184.10	1,782,294.98	184,110.88
WATER FUND	30	311,250.00	259,375.00	288,220.07	28,845.07
TOTAL REVENUES GENERAL & WATER FUNDS		2,229,070.92	1,857,559.10	2,070,515.05	212,955.95

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	53,562.00	44,635.00	28,347.33	16,287.67
ADMINISTRATION	10	451,465.00	376,220.83	325,996.99	50,223.84
PUBLIC BUILDINGS	10	250,985.10	209,154.25	210,340.61	(1,186.36)
POLICE	10	438,913.82	365,761.52	327,594.39	38,167.13
BUILDING AND ZONING	10	76,310.00	63,591.67	56,271.72	7,319.95
PUBLIC WORKS	10	249,157.00	207,630.83	217,745.60	(10,114.77)
STREET	10	252,346.00	210,288.33	151,844.46	58,443.87
SANITATION	10	122,982.00	102,485.00	91,143.12	11,341.88
ENVIRON,CONS,REC	10	22,100.00	18,416.67	4,621.52	13,795.15
TOTAL EXPENSES GENERAL FUND		1,917,820.92	1,598,184.10	1,413,905.74	184,278.36

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	311,250.00	233,437.50	187,889.62	45,547.88
TOTAL EXPENSES WATER FUND		311,250.00	233,437.50	187,889.62	45,547.88

TOTAL EXPENSES GENERAL & WATER FUNDS	\$2,229,070.92	\$1,831,621.60	\$1,601,795.36	\$229,826.24
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GENERAL FUND INCOME/LOSS - YTD **\$368,389.24**

WATER FUND INCOME/LOSS - YTD **\$100,330.45**

NET INCOME - YTD 2021 **\$468,719.69**

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	319.35	393,305.31	97.38%
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	10,878.30	40,269.70	21.89%
LANDCARE	26	750.00	0.00	49.95	6.66%
CARES ACT GRANT	27	9,697.06	608.07	5,135.53	52.96%
TOTAL SPECIAL PROJECTS		\$ 3,275,000.69	\$ 11,805.72	\$ 2,917,292.34	89.08%

APRIL 2022 - MONTH 10 OF FISCAL YEAR 2021-2022

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,836,715.28	1,530,596.07	1,726,192.40	195,596.33
WATER FUND	30	344,041.00	286,700.83	290,688.57	3,987.74
TOTAL REVENUES GENERAL & WATER FUNDS		2,180,756.28	1,817,296.90	2,016,880.97	199,584.07

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	40,471.00	33,725.83	18,924.23	14,801.60
ADMINISTRATION	10	542,432.28	452,026.90	414,642.84	37,384.06
PUBLIC BUILDINGS	10	48,903.00	40,752.50	24,029.08	16,723.42
POLICE	10	436,072.42	363,393.68	301,322.11	62,071.57
BUILDING AND ZONING	10	117,506.00	97,921.67	69,470.33	28,451.34
PUBLIC WORKS	10	219,574.00	182,978.33	176,101.36	6,876.97
STREET	10	279,960.00	233,300.00	174,536.60	58,763.40
SANITATION	10	128,896.58	107,413.82	97,939.59	9,474.23
ENVIRON,CONS,REC	10	22,900.00	19,083.33	20,965.45	(1,882.12)
TOTAL EXPENSES GENERAL FUND		1,836,715.28	1,530,596.07	1,297,931.59	232,664.48

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	344,041.00	286,700.83	250,216.64	36,484.19
TOTAL EXPENSES WATER FUND		344,041.00	286,700.83	250,216.64	36,484.19

TOTAL EXPENSES GENERAL & WATER FUNDS	\$2,180,756.28	\$1,817,296.90	\$1,548,148.23	\$269,148.67
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GENERAL FUND INCOME/LOSS - YTD **\$428,260.81**

WATER FUND INCOME/LOSS - YTD **\$40,471.93**

NET INCOME - YTD 2022 **\$468,732.74**

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,389,579.77	856.55	2,223,150.46	93.04%
PUBLIC WORKS BLDG	14	403,888.86	196.39	397,181.57	98.34%
FEMA-GREYBEARD	15	242,760.00	0.00	242,684.30	99.97%
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		\$ 3,489,343.08	\$ 1,052.94	\$ 3,090,398.48	88.57%

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
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
Solid Waste (Quarterly)				163.22	179.40	9%							175.32	173.79
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
-15.20%	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
15.97%	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
-0.88%	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
	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

% +/-	Apr-21	Apr-22	% +/-	May-21	May-22	% +/-
39.17%	9,782.68	29,099.12	66.38%	6,859.00	2,616.50	-162.14%
16.53%	34,395.20	36,829.52	6.61%	29,359.39	37,575.54	21.87%
				182.91	170.37	-7.36%
4.12%						
				4,029.72	3,571.27	-11.38%

Town of Montreat Fiscal Year 2022-2023 Budget



Introduction

BUDGET MESSAGE

May 26, 2022

**TO: Mayor Tim Helms
Mayor Pro Tem Tom Widmer
Commissioner Jane Alexander
Commissioner Mason Blake
Commissioner Kitty Fouche
Commissioner Kent Otto**

FR: Ben T. Blackburn, Town Administrator (Interim)

Honorable Mayor and Members of the Town Commission,

Pursuant to North Carolina General Statutes §159-11, I hereby submit for your approval the Town of Montreat Budget for the FY 2022-2023 (Fiscal Year.) This budget is presented in accordance with the North Carolina Local Government Budget & Fiscal Control Act and is balanced as required by North Carolina General Statutes.

The proposed FY 22-23 General Fund budget totals \$2,074,556, which is a 14.56% increase over the current year. The proposed budget does not include any fund balance appropriation.

The ad valorem tax rate in the proposed budget remains at 43 cents per \$100 valuation.

The proposed budget does include American Rescue Act Plan (A.R.P.A.) money.

The proposed FY 22-23 Water Fund budget totals \$359,734, which is a 4.56% increase over the current year. The Water Fund budget does not include any appropriation from fund balance.

The General Fund and Water Fund proposed budgets combined total \$2,434,290 which represents a 12.96% increase over the current year.

Economic Conditions and Assumptions

Budget development for the upcoming fiscal year remains a moving target. Tax receipts and other state and locally shared revenues show a modest increase, however post-Covid-19 inflationary costs continues to be a concern through the foreseeable future for operating and capital expenses.

The proposed budget protects the existing General Fund balance but requires difficult decisions. The Capital Improvement Plan (C.I.P.) is only partially implemented in this budget and continues to defer needed projects and purchases. A.R.P.A. funds are included in this budget to address several capital projects.

Overview

The proposed General Fund budget for FY 22-23 is \$2,074,556. The tax rate proposed in this budget is 43 cents. I believe that the data as presented are accurate in all material aspects and fairly depict the financial position and operations of the Town as measured by the financial activity of its various funds. I also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the Town's financial affairs have been included.

In accordance with North Carolina State Law, the Town's budget is prepared on the modified accrual basis, and its accounting records also are maintained on that basis. Under modified accrual accounting, revenues are recorded when they are measurable and available. Expenditures are recorded when a liability is incurred, except for interest on a long-term debt and accrued vacation benefits.

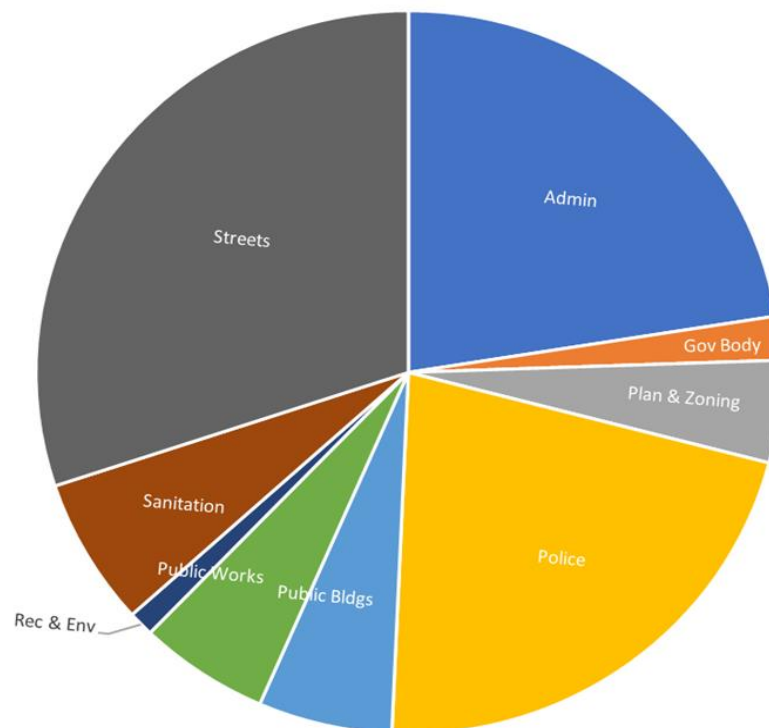
The proposed General Fund budget for FY 22-23 includes the revenues and expenditures as outlined in the following tables:

Revenue	FY 21-22	FY 22-23	Percent Change
Water Fund Revenue	\$344,041	\$359,734	4.56%
General Fund Revenue	\$1,810,952	\$2,074,556	14.56%
Combined	\$2,154,993	\$2,434,290	12.96%

*Note the FY 22-23 budgeted revenues **does not** include a fund balance appropriation.

Expense - GF	FY 21-22	FY 22-23	Percent Change
Admin	\$ 446,567	\$ 471,922	5.68%
Gov Body	\$ 50,471	\$ 45,572	-9.71%
Planning and Zoning	\$ 107,506	\$ 94,600	-12.00%
Police	\$ 438,373	\$ 439,974	2.65%
Public Buildings	\$ 138,557	\$ 120,862	-12.77%
Public Works	\$ 109,020	\$ 117,593	7.86%
Recreation and Env.	\$ 22,900	\$ 23,050	0.66%
Sanitation	\$ 102,096	\$ 136,900	34.09%
Streets	\$ 395,462	\$ 624,083	57.81%
Subtotal	\$ 1,810,952	\$ 2,074,556	14.56%
Expense - Water	\$ 344,041	\$ 359,734	4.56%
Subtotal	\$ 344,041	\$ 359,734	4.56%

General Fund Expenditures



General Fund Revenue Highlights

The Town's revenue sources show a slight increase from previous years budgets. In the bullets that follow, I provide general overviews for significant revenue sources and provide preliminary projections for the fiscal year. Ad valorem property taxes and local government sales taxes are the largest source of revenue for the Town. Ad valorem taxes are increasing for two reasons, the expanding property tax base in the Town and the anticipated higher collection rate over the current fiscal year.

❖ Ad Valorem Taxes

The proposed budget is based on a tax rate of \$0.43 per \$100 valuation, at a collection rate of 99%. With the rate and reevaluation mentioned above, we predict an increase on 2.51% over the current fiscal year.

❖ Local Government Sales Taxes

Sales tax revenues remain difficult to predict. The proposed budget includes an estimated \$434,100 in sales tax revenue. This represents a 3% increase over the current year, though still not rebounding to pre-pandemic levels.

❖ Community Service Fee

Although inflationary costs have impacted many spending habits across the board, we predict there will be a substantial overall increase in this budget item.

❖ Powell Bill Grant

We predict a 21.5% increase in Powell Bill funds over the current fiscal year.

❖ Powell Bill Fund Balance Appropriation

The FY 22-23 Budget contains a Powell Bill Fund Balance appropriation of \$174,000.

General Fund Expenditures**Highlights**

The proposed budget accomplishes several key goals:

- Allocates funding (Powell Bill) for street maintenance and repair.
- Allocates funding for the Texas Road Bridge conversion.
- Allocates funding for the purchase of six (6) Body Cameras.
- Allocates funding for one (1) Portable Generator for Water Department use.
- Allocates funding for the five (5) year Water Tank Inspections
- Allocates funding for a 2% C.O.L.A. and up to 3% merit increase for Town staff.

However, the budget does not appropriate funding for several capital projects identified in the Capital Improvement Plan:

- Chipper Replacement
- Dump Truck Replacement
- Street's tractor replacement
- Sidewalks

Water Fund

Operating revenues for the Water Fund are budgeted for \$359,734, a 4.56% increase over the current fiscal year. Staff recommends that user rates and water access fees remain flat this year. The Water Fund will also reimburse the General Fund for shared expenses again this year through indirect cost allocation of 8%.

Conclusion

We are projecting a conservative increase in revenue while being mindful of the previous year's expenditures and inflationary factors in the FY 22-23 budget. We continue to have to make hard decisions prioritizing capital projects. While doing so, this budget includes several capital projects. In these projects, A.R.P.A. funds have been allocated.

I feel that this recommendation is a responsible budget given the uncertainty of this era. The budget fulfills obligations that either this Board has made or legal obligations imposed by other levels of government. The FY 22-23 recommended budget is hereby respectfully submitted for your review and consideration.

Ben T. Blackburn
Town Administrator

TOWN OF MONTREAT

2022-2023 BUDGET ORDINANCE

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$45,572
Administration	\$471,922
Public Buildings	\$120,862
Police	\$439,974
Planning and Zoning	\$94,600
Public Works	\$117,593
Streets and Powell Bill	\$624,083
Sanitation	\$136,900
Recreation	\$23,050
Total Expenditures	\$2,074,556

Section 2. It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Taxes, Ad Valorem – Prior	\$0
Taxes, Ad Valorem – Current	\$1,210,000
Penalties and Interest	\$0
NC Sales & Use Tax	\$434,100
Taxes, Personal	\$23,700
NC Franchise Tax	\$85,000
Beer & Wine Tax	\$3,650
Solid Waste Disposal Tax	\$650
Contributions	\$1,200
Contributions-Landcare	\$235
Community Service Fee	\$35,000
Interest on Investments	\$385
Interest on Powell Bill	\$36
Miscellaneous Revenues	\$0
Sale of Fixed Assets	\$0
Fund Balance Appropriated	\$0
Transfer to Water Fund	\$0
Proceeds from Debt Service	\$0
Public Safety Charges	\$3,300
Arrest Fees and Fines	\$0
Fire Inspection Fees	\$0

Building Permits	\$45,000
Zoning Permits	\$3000
Sanitation Fees	\$6,300
Special Pick Up	\$1,000
Back Door Pickup	\$2,000
PATY	\$1,000
Powell Bill Grant	\$45,000
Cash Over/Cash Short	\$0
Powell Bill Fund Balance App.	\$174,000

Total Revenues **\$2,074,556**

Section 3. The following amounts are hereby appropriated in the Water Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Water Fund	\$359,734
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Total Expenditures **\$359,734**

Section 4. It is estimated that the following Revenues will be available in the Water Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

MSD Billing Fees Revenue	\$20,250
Water Sales	\$140,400
Water Access Fees	\$168,000
Billing Fee Revenue	\$1,000
Water Taps	\$0
Water Transfer Fees	\$750
Special Assessment	\$26,500
Interest on Investments	\$34
Miscellaneous Revenue	\$0
Late Fees	\$2,800
Interfund Transfer from General	\$0
Fund Balance Appropriated	\$0

Total Revenue **\$359,734**

Section 5. The Budget Officer/Finance Officer is hereby authorized to distribute department funds upon the line-item budget and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

Section 6. The Budget Officer/Finance Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He/she may transfer amounts between line items, expenditures and revenues, within a department without limitation and without a report being required.

- B. He/she may transfer amounts up to \$2,500 between departments within any one division, including contingency appropriations, within the same fund during any month. For the purpose of this ordinance, the Town of Montreat has the following divisions: Public Works (Streets and Sanitation), Police, Governing Body, Administration, Public Buildings, Planning and Zoning, and Recreation. The Budget Officer/Finance Officer must make an official report on such transfers at the next regular meeting of the Governing Board. Transfers between divisions would require action of the Governing Board.
- C. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 7. There is hereby levied a tax at the rate of forty-three cents (0.43) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022 for the purpose of raising the revenue listed as "Taxes Ad Valorem - Current Year" in the General Fund in Section 2 of this Ordinance. The estimated rate of collection is 99%.

Section 8. The Town of Montreat Fee Schedule, FY 2022-2023, as attached, is hereby incorporated into this annual budget ordinance, and such fees shall become effective on July 1, 2022.

Section 9. Copies of the Budget Ordinance shall be furnished to the Mayor, to the Board of Commissioners and to the Clerk of the Town to be kept on file for their direction in the disbursement of funds.

ADOPTED AND APPROVED THIS, THE ____ DAY OF JUNE, 2022

TIM HELMS
MAYOR

ATTEST:

ANGIE MURPHY
TOWN CLERK

FISCAL YEAR 2022-2023 FEE SCHEDULE

Town of Montreat Fiscal Year 2022-2023 Fee Schedule

Administration

Taxes

Property Tax Rate: \$0.43/\$100 of Assessed Valuation

Miscellaneous

Copies (B&W)	\$0.10 per page
Copies (Color)	\$0.25 per page
Faxes Sent	\$1.00 per page
Faxes Received	\$0.10 per page
Documents	Actual Cost
Returned Check Fee	\$25.00 (per event)

Privilege Licenses

Repealed March 8, 2007

Water Rates

Residential

Water Access Fee	\$14.35
Water Rate (per 1,000 gallons)- inside Town limits	\$4.95
Water Rate (per 1,000 gallons)- outside Town limits	\$8.07
Meter Set	\$315.00
Meter Tap	\$1830.10

Institutional

Water Access Fee – 1” Line	\$92.25
Water Access Fee – 2” Line	\$225.50
Water Rate (per 1,000 gals)	\$4.95
Meter Set	\$50.00
Meter Tap	\$1,500.00

Other Fees

Reconnection Fee	\$100.00
Water Service Transfer Fee	\$25.00
Late Fee	5% per month on past due balances

Sewer Rates

Determined by the
Metropolitan Sewerage District Fee Schedule

Building Permits and Inspection Fees

Non-Residential Permits

New Construction or Renovation (up to \$1,000,000 in Valuation)	\$300.00; or \$10.00 per \$1,000.00 gross construction value, whichever is greater
New Construction or Renovation (over \$1,000,000 in Valuation)	0.30% of each additional \$1,000,000 or value or portion thereof
Engineering Services Review Fee	\$75.00 per hour

Non-Residential Electrical, Mechanical & Plumbing Inspection Fees

Per Inspection, Per Trade Discipline	\$100.00
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Other (Non-Residential)

Modular Offices	\$250.00
Day Care Centers	\$80.00 per trade discipline
ABC License	\$80.00 per trade discipline
Certificate of Occupancy	\$150.00

Residential Construction Permits (New)

Site-Built Homes	Fees based on Estimated Construction Cost x 0.006
Covered Heated Areas	\$132.00 per sq. ft.
Covered Unheated Areas	\$60.00 per sq. ft.
Porches, Decks, Patios, etc.	\$44.00 per sq. ft.
Concrete Slabs, Walks, Drives, etc.	\$4.00 per sq. ft.
Manufactured Homes	\$88.00 per sq. ft.

Residential Construction Permits (Remodel or Renovation)

\$0 - \$999.99	\$30.00
\$1,000 - \$1,999.99	\$40.00
\$2,000 - \$4,999.99	\$50.00
\$5,000 or more	Actual Cost of Construction x 0.006 Or \$50.00 whichever is greater

Residential Electrical, Mechanical & Plumbing Inspection Fees

Per Inspection, Per Trade Discipline	\$100.00
Mechanical Appliance Change Out	\$100.00
LP Gas Piping/System (per inspection required)	\$75.00

<u>Residential Certificate of Occupancy Fee</u>	\$60.00
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Miscellaneous Inspection & Administration Fees

Demolition Permit	\$100.00
Driveway Permit	\$100.00
Fire Inspection	Per Town of Black Mountain Fee Schedule
Grading Permit	\$150.00
Homeowners Recovery Fee	\$10.00
Re-Inspection Fee	\$100.00
Residential Retaining Walls (<48" unbalanced backfill)	\$100.00

Engineered Retaining Walls (>48" unbalanced backfill or commercial projects)	\$300.00 Minimum Fee or 0.006 x Project Cost (including design work), whichever is greater
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Work Performed Without Building and Zoning Permits

Double Permit Fee

Right-of-Way Cut Permit Fees

Minimum	\$50.00 < 25 square feet.
Normal Fee	\$2.00 per square foot
Maximum	\$2,500.00
Full Width Overlay (Master Permit – must be requested at time of cut application)	\$50.00
Street/Sidewalk/Dirt Cut Permit Length	10 working days (excluding weather delays)
Additional Re-Inspections	\$50.00 each
Additional Re-Inspections for Warranty Work	\$50.00 each

Penalties/Fines

Failure to obtain permit	\$50.00 per day
Exceeding time (past 10 working days)	\$50.00 per day

Miscellaneous

30-Day Extensions (must be requested prior to permit expiration)	No Charge
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Planning/Zoning

Board of Adjustment Fees

Appeals or Interpretations	\$50.00
Rezoning Requests	\$200.00
Variance Applications	\$350.00
Zoning Ordinance Amendment Applications	\$50.00

Permit Fees

Zoning Permit	\$35.00
Conditional Use Permit	\$300.00

Subdivision Plat Review Fees

Minor Subdivision	\$50.00
Major Subdivision	\$100.00

Sign Permit Fees

Free-Standing Signs	\$25.00
Wall Signs	\$20.00
Projection Signs	\$20.00
Suspended Signs	\$10.00

Home Occupation Signs	\$10.00
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Other Permits

Wireless Communications Facility - Plan Review Fee	\$500.00
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Wireless Communications Facility - Intermodulation Study	\$500.00
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Stormwater Permit	\$400 per acre, or portion thereof, for total disturbed acreage equal to or exceeding 12,000 square feet. Below 12,000 square feet disturbed area, a \$100 flat rate shall be applied to all development and qualified redevelopment requiring a permit as described in the Stormwater Management Ordinance
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Base Application Fee for Development in a Special Flood Hazard Area (SFHA)	\$100.00
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Fire Permits (Operational or Construction)	\$25.00
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Sanitation

Back Door Collection – Three Months	\$47.50
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Back Door Collection - Annual	\$131.25
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Special Pick Up	\$25.00 minimum
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ETJ Collection Rate	\$300.00 annually
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Mattress Disposal Fee	\$5 per item
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Leaf Collection Fee (outside normal collection period)	\$25.00
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Brush/ Yard Waste Collection Fee (over 3 cubic yards)	\$25.00 per each additional 3 cubic yards
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Town Seal Imprinted Bags (Blue and Green)	\$1.00 per bag
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Police Department

Parking Fines

Overtime Parking	\$2.00
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Illegal Parking	\$30.00
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Handicap Parking (Unauthorized)	\$75.00
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Late Fee for Parking Fines	Additional \$10.00 if not paid within 15 days
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Immobilization Fees	\$50.00
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Town Ordinance Violation Fees

First Offense	Verbal Warning
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Second Offense	\$250.00
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Third and Subsequent Offenses	\$500.00
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<u>Life Safety Code Violations</u>	\$100.00
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<u>Non-Conforming Sign Violations</u>	\$50.00 if not removed within 15 days
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All fees are subject to change at any time with approval by the Board of Commissioners.

General Fund			
Schedule of Revenues			
Account Number	Account Name	Board Approved FY21-22	Recommended FY 22-23
10-00-3000-100	Taxes, Ad Valorem - Prior	0	0
10-00-3005-100	Taxes, Ad Valorem - Current	1,180,346	1,210,000
10-00-3050-100	Penalties and Interest	0	0
10-00-3065-100	NC Sales & Use Tax	\$421,500	434,100
10-00-3194-100	DMV Taxes - Current Year	22,387	23,700
10-00-3205-200	NC Franchise Tax	88,200	85,000
10-00-3220-200	Beer & Wine Tax	3,650	3,650
10-00-3235-200	Solid Waste Disposal Tax	665	650
10-00-3300-300	Contributions	1,200	1,200
10-00-3550-800	Community Service Fee	9,058	35,000
10-00-3800-800	Interest on Investments	444	385
10-00-3805-800	Interest on Powell Bill	36	36
10-00-3815-800	Miscellaneous Revenues	0	0
10-00-3820-800	Sale of Fixed Assets	0	0
10-00-3905-900	Fund Balance Appropriated	0	0
10-00-3915-900	Transfer to Water Fund	0	0
10-00-3920-900	Proceeds from Debt Service	0	0
10-10-3305-300	Public Safety Charges	3,371	3,300
10-10-3405-400	Arrest Fees and Fines	0	0
10-10-3425-400	Fire Inspection Fees	0	0
10-10-3430-400	Building Permits	36,120	45,000
10-10-3434-400	Zoning Permits	140	3,000
10-10-3435-400	Sanitation Fees	3,740	6,300
10-10-3435-410	Back Door Pickup	700	2,000
10-10-3435-420	Special Pick Up	1,200	1,000
10-10-3435-430	PATY	960	1,000
10-20-3325-300	Powell Bill Grant	37,000	45,000
10-00-3825-800	Cash Over/Cash Short	0	0
10-20-3925-900	Powell Bill Fund Balance App.	0	174,000
10-80-3330-340	Contributions-Landcare	235	235
	General Fund Totals	\$1,810,952	2,074,556

Water Fund				
Schedule of Revenues				
Account Number	Account Name		Board Approved FY 21-22	Recommended FY22-23
30-91-3400-400	MSD Billing Fees Revenue		20,475	20,250
30-91-3500-500	Water Sales		120,300	140,400
30-91-3500-600	Water Access Fees		170,000	168,000
30-91-3500-800	Billing Fee Revenue		1,100	1,000
30-91-3505-500	Water Taps		0	0
30-91-3505-700	Water Transfer Fees		600	750
30-91-3610-600	Special Assesment		27,330	26,500
30-91-3805-800	Interest on Investments		36	34
30-91-3810-800	Miscellaneous Revenue		0	0
30-91-3815-800	Late Fees		4,200	2,800
30-91-3550-800	Interfund Transfer from General		0	0
30-91-3905-900	Fund Balance Appropriated		0	0
	Water Fund Totals		\$344,041	\$359,734

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-00-4100-020	SALARIES & WAGES	9,800	9,800
10-00-4100-050	FICA EXPENSE	750	750
TOTALS:	PERSONNEL SERVICES	\$10,550	\$10,550
OPERATING EXPENSES:			
10-00-4100-040	PROFESSIONAL SERVICES	27,525	28,500
10-00-4100-110	TELEPHONE	0	0
10-00-4100-120	RENT	0	0
10-00-4100-140	TRAVEL AND TRAINING	1,000	1,000
10-00-4100-260	ADVERTISING	1,500	500
10-00-4100-330	DEPARTMENT SUPPLIES	1,300	1,500
10-00-4100-331	CONTINGECY	0	0
10-00-4100-332	SALARY CONTINGENCY	10,160	7,000
10-00-4100-335	DUPLICATING AND PRINTING	0	0
10-00-4100-450	CONTRACT SERVICES	2,200	0
10-00-4100-480	INDIRECT COST ALLOCATION - WF	-4,389	-4,578
10-00-4100-520	CONTRIBUTIONS	500	500
10-00-4100-530	DUES AND SUBSCRIPTIONS	125	600
10-00-4100-570	INTER-FUND TRANSFER	0	0
TOTALS:	OPERATING EXPENSES	\$39,921	\$35,022
CAPITAL OUTLAY:			
10-00-4100-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	
DEBT PAYMENT:			
10-00-4100-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	
GOVERNING BODY DEPARTMENT TOTAL:		\$50,471	\$45,572

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-00-4200-020	SALARIES & WAGES	223,100	216,500
10-00-4200-050	FICA EXPENSE	17,100	16,600
10-00-4200-060	GROUP HEALTH INSURANCE	33,600	35,000
10-00-4200-070	RETIREMENT	33,900	36,200
TOTALS:	PERSONNEL SERVICES	\$307,700	\$304,300
OPERATING EXPENSES:			
10-00-4200-040	PROFESSIONAL SERVICES	45,000	65,000
10-00-4200-080	INSURANCE	21,559	21,000
*10-00-4200-081	MEDICAL CERTIFICATION	-	0
10-00-4200-100	POSTAGE	1,900	2,000
10-00-4200-110	TELEPHONE	9,350	9,350
10-00-4200-140	TRAVEL & TRAINING	10,000	8,000
10-00-4200-260	ADVERTISING	1,000	900
10-00-4200-320	OFFICE EXPENSE	1,500	1,000
10-00-4200-321	IT SUPPORT	45,000	51,000
10-00-4200-330	DEPARTMENTAL SUPPLIES	4,000	2,000
10-00-4200-335	DUPLICATING AND PRINTING	2,890	5,500
10-00-4200-342	BANK SERVICE CHARGES	1,500	1,500
10-00-4200-343	PENALTIES	500	200
10-00-4200-450	CONTRACT SERVICES	30,000	33,000
10-00-4200-480	INDIRECT COST ALLOCATION	-38832	-36,628
10-00-4200-520	CONTRIBUTIONS	0	0
10-00-4200-530	DUES & SUBSCRIPTIONS	3,200	3,500
10-00-4200-550	SUPERVISOR'S EXPENSE	300	300
10-00-4200-572	INTERFUND TRANSFER	-	0
TOTALS:	OPERATING EXPENSES	\$138,867	\$167,622
CAPITAL OUTLAY:			
10-00-4200-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	
DEBT PAYMENT:			
10-00-4200-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	
ADMINISTRATION DEPARTMENT TOTAL:		\$446,567	\$471,922

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:		0	0
TOTALS:	PERSONNEL SERVICES	\$0	\$0
OPERATING EXPENSES:			
10-00-5000-080	INSURANCE	41,377	24,700
10-00-5000-130	UTILITIES	10,000	8,000
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,000	4,000
10-00-5000-160	M&R EQUIPMENT	0	0
10-00-5000-330	DEPARTMENTAL SUPPLIES	1,000	1,200
10-00-5000-450	CONTRACT SERVICES	2,000	2,000
10-00-5000-480	INDIRECT COST ALLOCATION	-11,874	-10,988
10-00-5000-571	INTERFUND TRANSFER	94,054	91,950
TOTALS:	OPERATING EXPENSES	\$138,557	\$120,862
CAPITAL OUTLAY:			
10-00-5000-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0
DEBT PAYMENT:			
10-00-5000-900	DEBT SERVICING	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0
PUBLIC BUILDINGS DEPARTMENT TOTAL:		\$138,557	\$120,862

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-10-5100-020	SALARIES & WAGES	257,700	268,500
10-10-5100-021	SEPARATION ALLOWANCE	20,600	0
10-10-5100-050	FICA EXPENSE	21,300	20,600
10-10-5100-060	GROUP HEALTH INSURANCE	55,600	58,200
10-10-5100-070	RETIREMENT - LOCAL GOVT.	39,000	43,800
TOTALS:	PERSONNEL SERVICES	\$394,200	\$391,100
OPERATING EXPENSES:			
10-10-5100-081	MEDICAL CERTIFICATION	1,000	1,000
10-10-5100-100	POSTAGE	0	0
10-10-5100-110	TELEPHONE	2,500	2,500
10-10-5100-140	TRAVEL & TRAINING	1,000	1,000
10-10-5100-160	M & R EQUIPMENT	4,500	4,500
10-10-5100-170	M & R AUTO	5,500	5,500
10-10-5100-234	PUBLIC SAFETY EDUCATION	0	0
10-10-5100-310	AUTO SUPPLIES	10,800	15,000
10-10-5100-330	DEPARTMENT SUPPLIES	2,500	2,500
10-10-5100-335	DUPLICATING AND PRINTING	0	0
10-10-5100-360	UNIFORMS	3,300	3,300
10-10-5100-530	DUES & SUBSCRIPTIONS	2,005	500
10-10-5100-735	MACHINERY AND EQUIPMENT	900	0
10-10-5100-740	AUXILARY	0	0
10-10-5100-760	DISPATCHER SERVICES	10,168	7,074
TOTALS:	OPERATING EXPENSES	\$44,173	\$42,874
CAPITAL OUTLAY:			
10-10-5100-730	CAPITAL OUTLAY	0	6,000
TOTALS:	CAPITAL OUTLAY	\$0	\$6,000
DEBT PAYMENT:			
10-10-5100-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0
POLICE DEPARTMENT TOTAL:		\$438,373	\$439,974

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-10-5400-020	SALARIES & WAGES	0	
10-10-5400-040	PROFESSIONAL SERVICES	0	
10-10-5400-050	FICA EXPENSE	0	
10-10-5400-060	GROUP HEALTH INSURANCE	0	
10-10-5400-070	RETIREMENT - LOCAL GOVT.	0	
TOTALS:	PERSONNEL SERVICES	\$0	\$0
OPERATING EXPENSES:			
10-10-5400-100	POSTAGE	0	0
10-10-5400-110	TELEPHONE	0	0
10-10-5400-140	TRAVEL AND TRAINING	500	500
10-10-5400-160	M&R EQUIPMENT	3,550	0
10-10-5400-170	M&R AUTO	0	0
10-10-5400-260	ADVERTISING	500	500
10-10-5400-310	AUTO SUPPLIES	0	0
10-10-5400-320	OFFICE EXPENSE	200	3,500
10-10-5400-330	DEPARTMENT SUPPLIES	100	100
10-10-5400-331	PLANNING BOARD	500	500
10-10-5400-332	BOARD OF ADJUSTMENT	500	500
10-10-5400-335	DUPLICATING AND PRINTING	0	0
10-10-5400-450	CONTRACT SERVICES - BLDG. INSP.	13,000	11,500
10-10-5400-451	CONTRACT SERVICES - FIRE INSP.	0	0
10-20-5400-452	CONTRACTED SERVICES - ZONE	58,656	66,500
10-10-5400-530	DUES & SUBSCRIPTIONS	0	0
TOTALS:	OPERATING EXPENSES	\$77,506	\$83,600
CAPITAL OUTLAY:			
10-10-5400-730	CAPITAL OUTLAY	30,000	11,000
TOTALS:	CAPITAL OUTLAY	\$30,000	\$11,000
DEBT PAYMENT:			
10-10-5400-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	
PLANNING AND ZONING DEPARTMENT TOTAL:		\$107,506	\$94,600

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-20-5550-020	SALARIES & WAGES	56,500	58,800
10-20-5550-021	SEPARATION ALLOWANCE	12,900	12,900
10-20-5550-040	PROFESSIONAL SERVICES	0	0
10-20-5550-050	FICA EXPENSE	5,300	5,500
10-20-5550-060	GROUP HEALTH INSURANCE	11,600	11,900
10-20-5550-070	RETIREMENT - LOCAL GOVT.	9,300	10,200
TOTALS:	PERSONNEL SERVICES	\$95,600	\$99,300
OPERATING EXPENSES:			
10-20-5550-081	MEDICAL CERTIFICATION	0	0
10-20-5550-110	TELEPHONE	2,000	2,700
10-20-5550-140	TRAVEL & TRAINING	3,500	3,500
10-20-5550-170	M & R TRUCKS	0	0
10-20-5550-310	AUTO SUPPLIES	5,000	5,800
10-20-5550-330	DEPARTMENT SUPPLIES	4,400	5,100
10-20-5550-335	DUPLICATING AND PRINTING	0	0
10-20-5550-360	UNIFORMS	500	600
10-20-5550-370	STORMWATER PROGRAM	2,500	2,500
10-20-5550-735	MACHINERY AND EQUIPMENT	5,000	5,000
10-20-5550-480	INDIRECT COST ALLOCATION	-9,480	-9,157
10-20-5550-530	DUES & SUBSCRIPTIONS		2,250
10-20-5550-572	INTERFUND XFER TO SPEC. REV.	0	0
TOTALS:	OPERATING EXPENSES	\$13,420	\$18,293
CAPITAL OUTLAY:			
10-20-5550-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0
DEBT PAYMENT:			
10-20-5550-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0
PUBLIC WORKS DEPARTMENT TOTAL:		\$109,020	\$117,593

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
10-20-5600-020	SALARIES & WAGES	80,700	84,300
10-20-5600-050	FICA EXPENSE	6,200	6,500
10-20-5600-060	GROUP HEALTH INSURANCE	22,300	23,300
10-20-5600-070	RETIREMENT - LOCAL GOVT.	13,300	14,600
TOTALS:	PERSONNEL SERVICES	\$122,500	\$128,700
OPERATING EXPENSES:			
10-20-5600-110	TELEPHONE	0	0
10-20-5600-140	TRAVEL & TRAINING	1,500	1,500
10-20-5600-160	M & R EQUIPMENT	2,000	5,000
10-20-5600-170	M & R AUTO	7,000	8,100
10-20-5600-310	AUTO SUPPLIES	7,000	8,100
10-20-5600-330	DEPARTMENT SUPPLIES	11,000	11,000
10-20-5600-335	DUPLICATING AND PRINTING	0	0
10-20-5600-340	REPAIR AND WIDENING	46,225	53,200
10-20-5600-360	UNIFORMS	1,500	1,800
10-20-5600-450	CONTRACT SERVICES	9,000	4,500
10-20-5600-480	INDIRECT COST ALLOCATION	-31,271	-30,217
10-20-5600-540	INTEREST EXPENSE	1,742	1,400
10-20-5600-572	INTERFUND TO SPECIAL REV	46,164	42,000
10-20-5600-740	STREET LIGHTING	19,000	19,000
10-20-5600-745	STORMWATER IMPROVEMENTS	8,000	8,000
10-20-5600-750	ROAD MAINTENANCE	10,000	11,500
10-20-5600-755	SIGNS AND PAINTING	3,000	3,450
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000
10-20-5600-765	SURVEYS/MAPPING	2,300	2,650
10-20-5600-770	SNOW REMOVAL	8,000	9,200
TOTALS:	OPERATING EXPENSES	\$154,160	\$162,183
CAPITAL OUTLAY:			
10-20-5600-730	CAPITAL OUTLAY	102,602	317,000
TOTALS:	CAPITAL OUTLAY	\$102,602	\$317,000
DEBT PAYMENT:			
10-20-5600-900	DEBT PAYMENT	16,200	16,200
TOTALS:	DEBT PAYMENT	\$16,200	\$16,200
STREET DEPARTMENT TOTAL:		\$395,462	\$624,083

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
	PERSONNEL SERVICES:		
10-30-5800-020	SALARIES & WAGES	33,200	37,500
10-30-5800-050	FICA EXPENSE	2,600	2,900
10-30-5800-060	GROUP HEALTH INSURANCE	11,200	11,700
10-30-5800-070	RETIREMENT - LOCAL GOVT.	5,500	6,500
TOTALS:	PERSONNEL SERVICES	\$52,500	\$58,600
	OPERATING EXPENSES:		
10-30-5800-110	TELEPHONE	300	0
10-30-5800-130	UTILITIES	1,506	600
10-30-5800-160	M & R EQUIPMENT	400	400
10-30-5800-170	M & R TRUCKS	1,500	3,000
10-30-5800-310	AUTO SUPPLIES	4,200	6,500
10-30-5800-330	SUPPLIES/TOOLS	1,800	3,200
10-30-5800-335	DUPLICATING AND PRINTING	0	0
10-30-5800-360	UNIFORMS	500	600
10-30-5800-450	CONTRACT SERVICES - SANITATION	2,364	11,000
10-30-5800-451	CONTRACT SERVICES-DUMPSTER	24,084	37,000
10-30-5800-480	INDIRECT COST ALLOCATION	0	0
10-30-5800-550	TIPPING FEES	12,942	16,000
TOTALS:	OPERATING EXPENSES	\$49,596	\$78,300
	CAPITAL OUTLAY:		
10-30-5800-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0
	DEBT PAYMENT:		
10-30-5800-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0
SANITATION DEPARTMENT TOTAL:		\$102,096	\$136,900

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
		0	
TOTALS:	PERSONNEL SERVICES	\$0	
OPERATING EXPENSES:			
10-80-6190-335	DUPLICATING AND PRINTING	100	550
10-80-6190-340	LANDCARE COMMITTEE	2,500	2,500
10-80-3340-452	LANDCARE GRANT - HEMLOCKS	0	0
10-80-6190-450	GREENWAY DEVELOPMENT	0	0
10-80-6190-710	OPEN SPACE CONSERVATION	0	0
10-80-6190-753	TREE MAINTENANCE	20,300	20,000
TOTALS:	OPERATING EXPENSES	\$22,900	\$23,050
CAPITAL OUTLAY:			
10-80-6190-730	CAPITAL OUTLAY	0	0
TOTALS:	CAPITAL OUTLAY	\$0	
DEBT PAYMENT:			
10-80-6100-900	DEBT PAYMENT	0	0
TOTALS:	DEBT PAYMENT	\$0	
RECREATION DEPARTMENT TOTAL:		\$22,900	\$23,050

ACCOUNT NUMBER	DESCRIPTION	Board Approved FY 21-22	Recommended FY22-23
PERSONNEL SERVICES:			
*30-91-8100-020	SALARIES & WAGES	49,600	52,000
*30-91-8100-050	FICA	3,800	4,000
*30-91-8100-060	GROUP HEALTH INSURANCE	11,200	11,700
*30-91-8100-070	RETIREMENT	8,200	9,000
TOTALS:	PERSONNEL SERVICES	\$72,800	\$76,700
OPERATING EXPENSES:			
30-91-8100-030	WATER SAMPLES	10,000	10,000
30-91-8100-040	PROFESSIONAL SERVICES	1,282	0
30-91-8100-100	POSTAGE	2,400	3,200
30-91-8100-110	TELEPHONE	1,014	500
30-91-8100-130	UTILITIES	31,200	31,200
30-91-8100-135	WATER/SEWER	650	650
30-91-8100-140	TRAVEL AND TRAINING	2,111	2,000
30-91-8100-150	M&R WELLS	45,066	45,000
30-91-8100-160	M&R EQUIPMENT	14,866	14,800
30-91-8100-170	M&R TRUCKS	1,400	1,600
30-91-8100-310	AUTO SUPPLIES	4,400	8,000
30-91-8100-330	DEPARTMENTAL SUPPLIES	7,100	7,000
30-91-8100-335	DUPLICATING AND PRINTING	0	0
30-91-8100-340	SPECIAL ASSESSMENT EXPENSE	1,000	1,000
30-91-8100-480	INDIRECT COST ALLOCATION	95,847	91,568
30-91-8100-530	DUES & SUBSCRIPTIONS	1,600	3,600
30-91-8100-540	INTEREST EXPENSE	4,983	4,100
TOTALS:	OPERATING EXPENSES	\$224,919	\$224,218
CAPITAL OUTLAY:			
30-91-8100-730	CAPITAL OUTLAY	0	18,416
30-91-8100-770	WATER PROJECT	0	
TOTALS:	CAPITAL OUTLAY	\$0	\$18,416
DEBT PAYMENT:			
30-91-8100-900	DEBT PAYMENT	46,322	40,400
TOTALS:	DEBT PAYMENT	\$46,322	\$40,400
WATER DEPARTMENT TOTAL:		\$344,041	\$359,734

FY 2022	138,633.39								
	(32,500.00)	Greybeard done and paid in full							
	(22,923.00)	Taylor- Services for FY22 paid							
	(73,077.00)	Taylor-Remaining for Software-Not yet paid							
	10,133.39	Balance Remaining							
FY 2023									
	138,633.39	2nd tranche							
	148,766.78	Sub-Total							
	(62,659.00)	Water Fund: \$30,459 toward 1 generator and \$32,200 for Water Tank Inspection							
	86,107.78	ARPA Balance							

CAPITAL OUTLAY PROJECTS: FY 2022-2023

Department	Project		Cost	Funding General Fund	Funding ARPA	Powell Funded	Not Funded	Total Cap Outlay	
Police	Body Cams		\$6,000	\$6,000	\$0	\$0	\$0	\$6,000	
Police	Patrol Car		\$38,000	\$0	\$0	\$0	\$0	\$0	Not Approved
		TOTALS	\$44,000	\$6,000	\$0	\$0	\$0	\$6,000	TOTAL APPROVED
			Cost	Funding General Fund	Funding ARPA	Powell Funded	Not Funded	Total Cap Outlay	
Street	Street Paving		\$174,000	\$0	\$0	\$174,000	\$0	\$174,000	
Street	Texas Rd. Ext Barrel 1-Repair (Fund 25)		\$42,000	\$42,000	\$0	\$0	\$0	\$42,000	
Street	Texas Rd. Pedestrian Bridge		\$101,000	\$101,000	\$0	\$0	\$0	\$101,000	
	Project-Conversion	TOTALS	\$317,000	\$143,000	\$0	\$174,000	\$0	\$317,000	TOTAL APPROVED
			Cost	Funding General Fund	Funding ARPA	Powell Funded	Not Funded	Total Cap Outlay	
Planning& Zoning	Comprehensive Plan		\$11,000	\$11,000	\$0	\$0	\$0	\$11,000	TOTAL APPROVED
			Cost	Funding Water Fund	Funding ARPA	Powell Funded	Not Funded	Total Cap Outlay	
Water	5-Yr Water Tank Inspection		\$32,200		\$32,200	\$0	\$0	\$32,200	
	2 Generators		\$97,750	\$18,416	\$30,459	\$0	\$0	\$48,875	(1 generator approved)
	Oklahoma Rd. Water Line Replace		\$66,500	\$0	\$0	\$0	\$66,500	\$0	
		TOTALS	\$196,450	\$18,416	\$62,659	\$0	\$66,500	\$81,075	TOTAL APPROVED

General Revenue	2,074,556
General Expenses	2,074,556
Excess	0
Water Revenue	359,734
Water Expenses	359,734
Excess	0

TOWN OF MONTREAT

Continuing Resolution on the 2008 Montreat Comprehensive Plan

WHEREAS, the Town of Montreat Board of Commissioners is responsible for the preparation and adoption of the Town of Montreat Comprehensive Plan, pursuant to North Carolina General Statute (NCGS) Section 160D-501. Plans., including the following provision:

NCGS 160D-105. Plans.

(a) Requirements for Zoning. – As a condition of adopting and applying zoning regulations under this Chapter, a local government shall adopt and reasonably maintain a comprehensive plan or land-use plan.

WHEREAS, the Town’s existing comprehensive plan was adopted via Resolution #08-04-0001 on April 10, 2008.

WHEREAS, the Town is currently updating its Comprehensive Plan, led by the Montreat Tomorrow Steering Committee, and in order to meet NCGS 160D requirements for having a “reasonably maintained” Comprehensive Plan in relation to zoning and development regulations, the Montreat Town Board of Commissioners readopts the 2008 Comprehensive Plan and notes that the Board will consider any proposed amendments subsequently presented to the Board.

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners hereby continue to recognize the 2008 Montreat Comprehensive Plan as being the Town’s current legal and rational nexus as a condition for the continued existence and applicability of zoning and development regulations in the Town of Montreat and its Extraterritorial Jurisdiction (ETJ) area.

This the _____ day of June, 2022.

Tim R. Helms, Mayor

Angie Murphy, Town Clerk

**AN ORDINANCE AMENDING THE CHARTER OF THE
TOWN OF MONTREAT
TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT**

BE IT ORDAINED by Board of Commissioners of the Town of Montreat:

Section 1. Pursuant to NC General Statutes 160A-101 and 160A-102, the Charter of the Town of Montreat, as set forth in Chapter 295 of the 1985 Sessions Laws of North Carolina, as amended, is hereby further amended to provide that the Town of Montreat shall operate under the Council-Manager form of government in accordance with Part 2 of Article 7 of NC General Statute 160A and any charter provisions not in conflict therewith.

Section 2. The Town Clerk shall cause a notice to be duly published, stating that an ordinance amending the Charter to adopt the Council-Manager form of government has been adopted. Subject to any referendum petitioned for and conducted pursuant to NC General Statute 160A-103, the ordinance shall be in full force and effect from and after _____.

ADOPTED this the 14th day of May, 2022.

Tim Helms, Mayor

Angela Murphy, Town Clerk

CART PATH & ADA TRAIL CONSTRUCTION



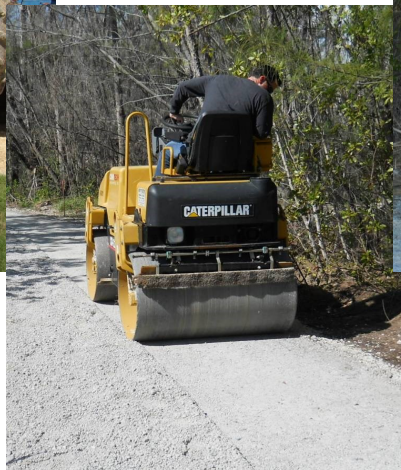
**Using Enviroseal M-10+50 to
make ADA trails or Cart Paths**



The information contained in herein is offered as a general guideline for construction of an ADA type pathway, cart path , or similar type application. Actual techniques and application methods will vary from each individual project.

Enviroseal M-10+50™ is a blend of high quality acrylic co-polymers that effectively stabilizes poor grade soils and aggregate to attain properties similar to concrete while retaining a natural appearance. It is a non-toxic formulation that is diluted with water and mixed thoroughly with aggregates to produce a high quality long lasting natural finish.

It is recommended that samples be prepared and tested to ensure the product attains the desired characteristics with the aggregates being used. When a proper application is performed, Enviroseal will warrant the effectiveness of the product for one year. Complete details are available upon request.



Equipment Required



Vibratory Roller



Tractor with Tiller

**Scarify the material to loosen the Surface
Tension of area to be treated.**



M-10+50 is used at an application rate of ten-gallons per cubic yard. This is then mixed with water at a ratio determined by the aggregate you are using.

Saturate area to be treated with +/- 75% of the M-10+50 and water mixture. Be sure to apply only enough material that can be worked in the soil at a given time so as to ensure it does not dry out.



**Thoroughly mix M-10+50/water mix
in the area to be treated with the tiller.**



**Compact the surface with
the vibratory roller.**



**After 4 to 6 passes and the desired density is
achieved, no vibration is required and static
rolling is recommended.**

Allow treated area to set up for approximately one hour. Apply top coat of remaining water and M-10+50 mixture to seal the surface. Thoroughly saturate the surface several times until all liquid is used.



The finished surface will be available to open for traffic within a few hours after installation.



Flat Creek Crossing Proposal Presentation for June 9 Town Council Meeting

As the Council requested on April 14, Landcare Committee has proceeded to obtain a formal survey of the site of the proposed all-persons accessible trail near the Memorial Garden known as Flat Creek Crossing. Using the survey information, the trail designer has created the attached drawing. It shows the plan for parking, drop off and trailhead, the barrier gate, educational areas, seating and viewing areas along the ten-foot wide, 98-foot-long trail.

At the Town Meeting a sketch will be provided showing how the trail surface will meet the creek and the showing use of curbing along the route. Photos of permeable pavers and trail surface sealant possibilities will be shown also. Control of stormwater is planned, as are the railings and signage that will make the trail accessible and safe.

It is hoped that with the information provided, that the Council can see its way clear at this time to approve the use of the land. The Special Use Permit can then be applied for. Once it is granted, the Flat Creek Crossing Steering Committee and Landcare Committee can begin fundraising. Summer will be an important time to do this, with work to begin in the fall if approved.

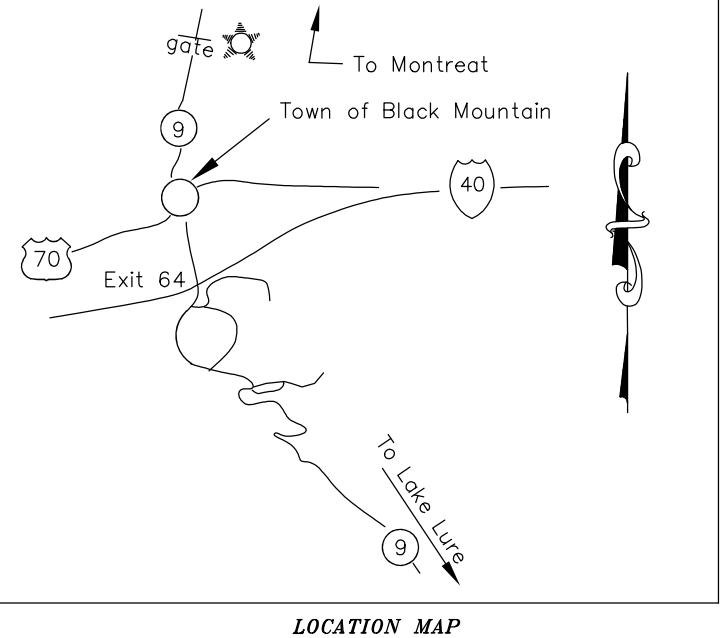
As mentioned in the original proposal, no funds are requested from the Town. No maintenance responsibilities are expected from the Town; no structures are being built; the existing road for Town Maintenance vehicle use will be significantly improved; and invasive plant species will be removed.

If you have not yet had the opportunity to walk the trail, we hope you will do so. Thank you in advance for your consideration of this project. It will provide a unique opportunity for everyone to enjoy a beautiful, easily accessible natural experience.

Please let us know your questions.

Patti Pyle, Cell 262-573-8242

Grace Nichols, Cell 828-552-0396

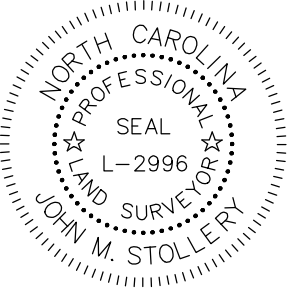


I, JOHN M. STOLLERY, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN D.B. 1290, P. 824, AND P.B. 47, P. 52) THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS BROKEN LINES AS DRAWN FROM INFORMATION FOUND IN OTHER REFERENCE SOURCES, THAT THE RATIO OF PRECISION IS 1:10,000, AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600). THIS 26th DAY OF APRIL, 2022.

I, JOHN M. STOLLERY, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING WAS USED TO PERFORM THE SURVEY.

1. CLASS OF SURVEY: CLASS A (HORIZONTAL)
2. POSITIONAL ACCURACY: NOT TO EXCEED 0.10 FT H. & V.
3. TYPE OF FIELD PROCEDURE: RTK-VRS
4. DATES OF SURVEY: 08/23/2018
5. DATUM/EPOCH: NAD 83-2011 EPOCH 2010, V-NAVD 88
6. PUBLISHED/FIXED-CONTROL USED: NC VRS NETWORK
7. DEED MODEL: GEOID 12B
8. COMBINED GRID FACTOR: 0.99978088

*RTK Observations were used only to tie property to NC Grid.

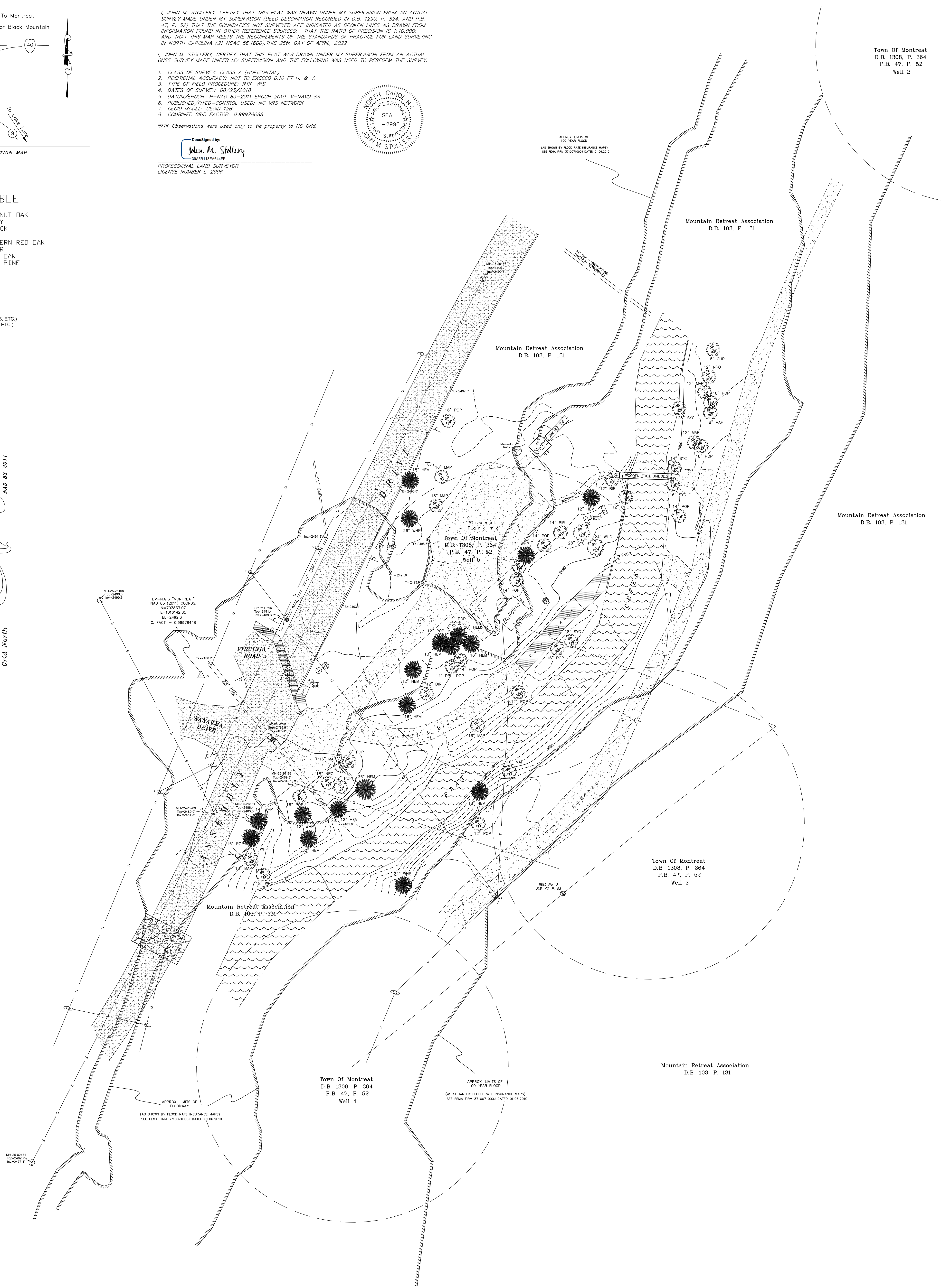
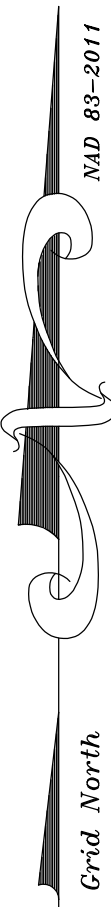


DocuSigned by
John M. Stollery
39A5B113EA644F6
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-2996

TREE TABLE

CHD	CHESTNUT DAK
CHR	CHERRY
HEM	HEMLOCK
MAP	MAPLE
NRD	NORTHERN RED OAK
POP	POPLAR
WHD	WHITE OAK
WHP	WHITE PINE

SPOT ELEVATIONS:
B = BACK WALL CURB, ETC.)
T = TOP (WALL, CURB, ETC.)



NOTES

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH, AND MAY NOT SHOW ALL EASEMENTS, RESTRICTIONS, RIGHTS OF WAY, ENCUMBRANCES, OR OTHER FACTS THAT MAY BE DISCLOSED BY A FULL TITLE EXAMINATION PERFORMED BY AN ATTORNEY AT LAW. THIS SURVEY SHALL NOT BE CONSIDERED A CERTIFICATION OF OWNERSHIP, ZONING, TITLE, OR GUARANTEE THAT THE PROPERTY IS FREE FROM ENCUMBRANCES.
2. THE DISTANCES AND ACREAGE SHOWN ON THIS PLAT ARE GRID MEASUREMENTS TO CONVERT TO GROUND DISTANCES AND ACREAGE, DIVIDE BY THE COMBINED FACTOR OF 0.99978088.
3. UNLESS STATED OTHERWISE HEREON, ONLY EVIDENCE OF EASEMENTS, BURIED UTILITIES, PIPELINES, OR STRUCTURES THERETO WHICH ARE READILY APPARENT FROM A CASUAL ABOVE GROUND VIEW OF PREMISES ARE SHOWN. INTERESTED PARTIES SHOULD INVESTIGATE THE EXISTENCE OF EASEMENTS, BURIED UTILITIES, OR PIPELINES, IF ANY, AND VERIFY NO LIABILITY IS ASSUMED BY HIGH COUNTRY SURVEYORS, INC. FOR ANY LOSS THAT MAY BE ASSOCIATED WITH THE EXISTENCE OF ANY EASEMENT, BURIED UTILITY, OR PIPELINE ON THE PREMISES.
4. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY FEMA. SEE FIRM 3710071000J DATED 01/06/2010.
5. UNDERGROUND SEWERLINE INFORMATION IS TAKEN FROM BUNCOMBE COUNTY MSD GIS INFORMATION, AND HAS NOT BEEN FIELD VERIFIED.
6. THIS PROPERTY IS ZONED "CONSERVATION DISTRICT" BY THE TOWN OF MONTREAT. SEE THE TOWN OF MONTREAT ZONING ORDINANCE FOR MORE INFORMATION.
7. ANY STREAMS, CREEKS, PONDS, LAKES, WETLANDS, ETC. LOCATED ON THIS PROPERTY, SHOWN OR NOT SHOWN HEREON, MAY BE SUBJECT TO BUFFER AREAS. IT IS THE OWNER'S/DEVELOPER'S RESPONSIBILITY TO HAVE THE AREAS DESIGNATED BY THE PROPER AUTHORITIES TO MAKE THESE DETERMINATIONS.

LEGEND

- | | |
|-----|--|
| △ | NGS GEODETIC MONUMENT |
| □ | CONCRETE MONUMENT FOUND |
| PSF | PLANTED STONE FOUND |
| IPF | IRON PIN FOUND-SIZE AS NOTED |
| RBF | REBAR FOUND-SIZE AS NOTED |
| RBS | #5 REBAR W/ ID CAP SET |
| ○ | CALCULATED POINT-NOT SET |
| ⊕ | FIRE HYDRANT |
| ⊗ | SEWER CLEANDOUT |
| ⊙ | ELECTRIC METER |
| ⊕ | GAS METER |
| ⊙ | PHONE REDESTAL |
| ⊕ | WATER VALVE |
| ⊕ | WATER METER |
| ⊕ | HEAT PUMP |
| ⊕ | AREA LIGHT |
| ⊕ | STREET SIGN |
| —S— | EXISTING MANHOLE & SEWERLINE |
| —U— | UTILITY POLE & OVERHEAD LINES
(P=POWER, T=TELEPHONE, C=CABLE) |

Topographic Survey for: TOWN OF MONTREAT and MOUNTAIN RETREAT ASSOCIATION

P.I.N. 0710-63-2549
P.I.N. 0721-00-5981
P.I.N. 0710-63-4800

Town of Montreat
Black Mountain Township
Town of Black Mountain
Buncombe County, North Carolina

1 inch = 30' ft.
April 26, 2022

DEED BOOK 1308, PAGE 364 PARCEL 11
DEED BOOK 1290, PAGE 824
PLAT BOOK 47, PAGE 52

HIGH COUNTRY SURVEYORS, INC.
403-B WEST STATE ST., BLACK MOUNTAIN, NC 28711 (828) 664-0091
HIGHCOUNTRYSURVEYORS.NET CORPORATE LICENSE NUMBER C-1854

KEY:

⊙ WATER METER

⊙ VALVE

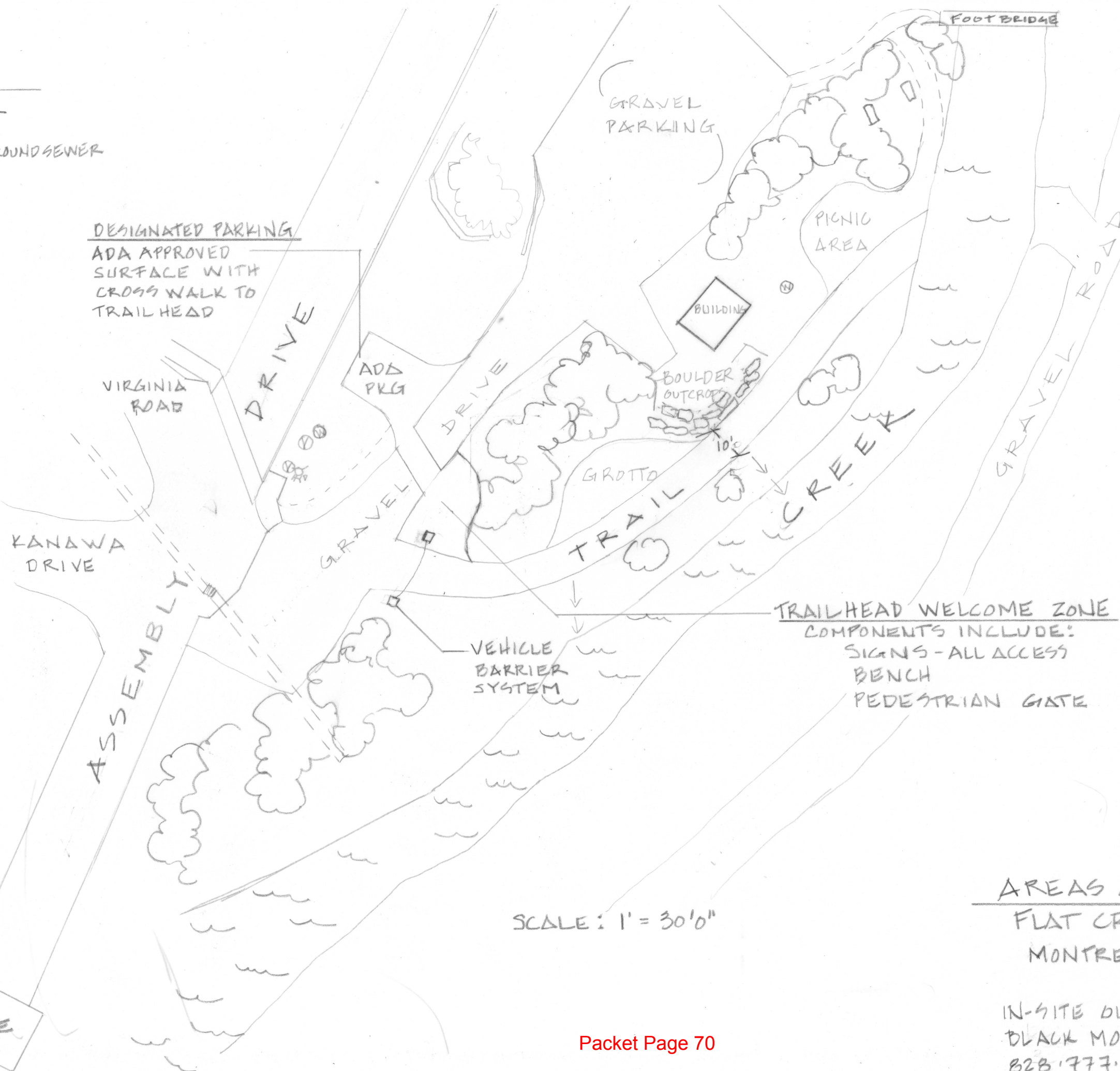
=== UNDERGROUND SEWER

▢ GRATE

⊙ HYDRANT

DESIGNATED PARKING

ADA APPROVED
SURFACE WITH
CROSS WALK TO
TRAIL HEAD



TRAILHEAD WELCOME ZONE

COMPONENTS INCLUDE:

SIGNS - ALL ACCESS

BENCH

PEDESTRIAN GATE

SCALE: 1" = 30'0"

AREAS OF USE LAYOUT

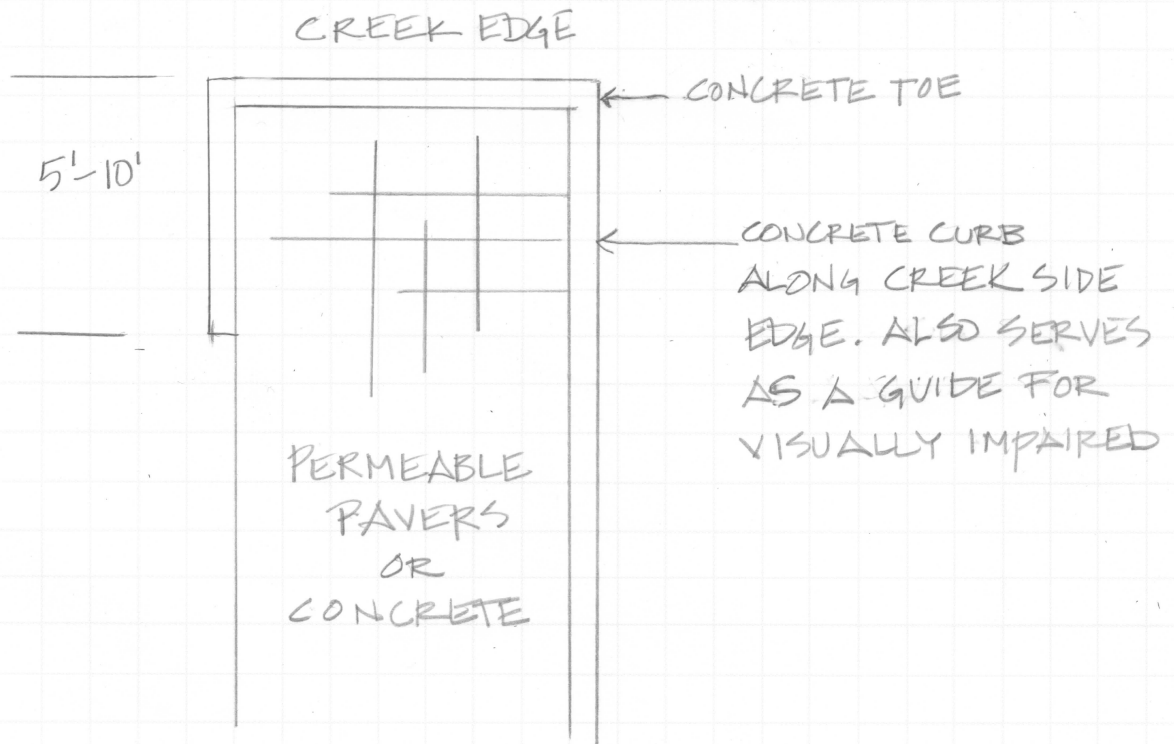
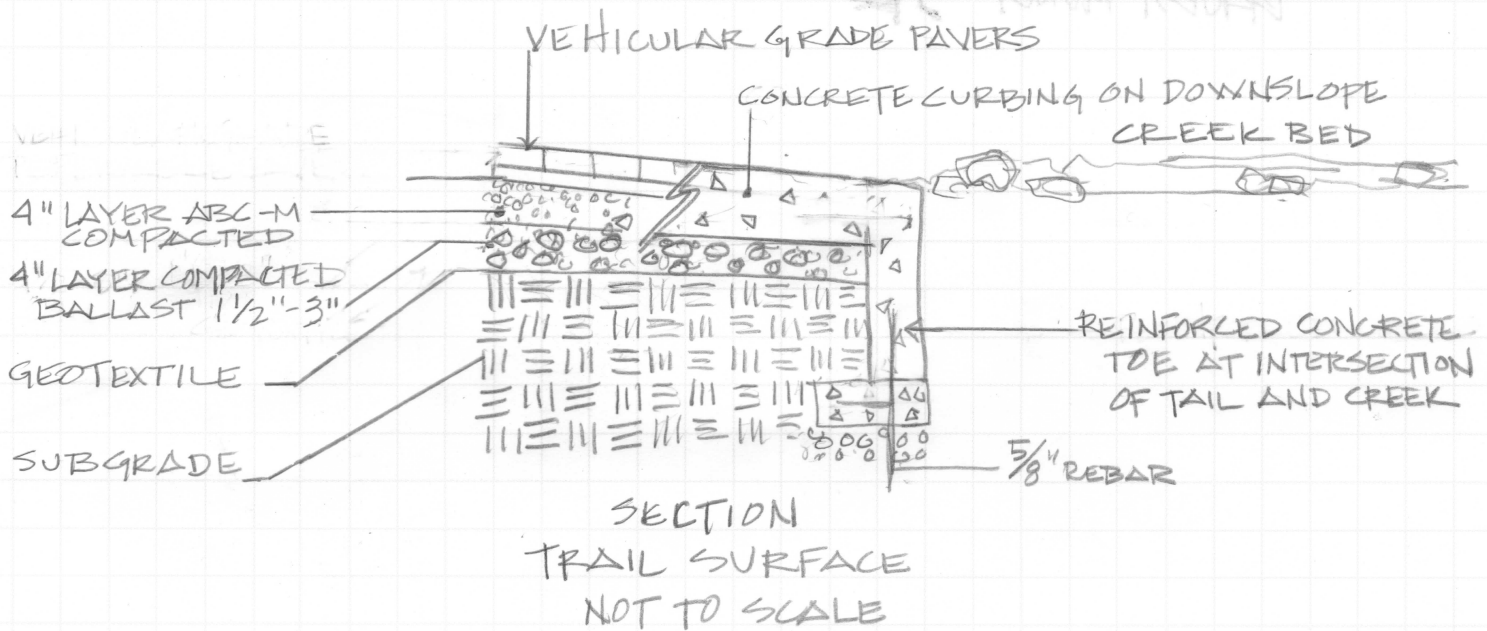
FLAT CREEK CROSSING

MONTREAT, NC 28757

IN-SITE OUT DESIGN 6.2.22

BLACK MOUNTAIN, NC

828.777.1627



PLAN VIEW
TRAIL/CREEK INTERSECTION
NOT TO SCALE