

**Town of Montreat  
Board of Commissioners Meeting – Public Forum  
May 11, 2023 – 6:30 p.m.  
Town Hall**

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**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  
May 11, 2023 – 7:00 p.m.  
Town Hall**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Consent Agenda**

**A. Meeting Minutes Adoption**

- April 13<sup>th</sup> Town Council Public Forum Meeting Minutes
- April 13<sup>th</sup> Town Council Meeting Minutes
- April 20<sup>th</sup> Special Budget Workshop 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. Interim Town Manager's Communications**

- Consent Agenda Review
- Other Items

**VII. Administrative Reports**

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

**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 Grant Application for Landcare Committee Flat Creek Crossing**

- **Presenter:** Jean Norris and/or Patti Pyle
- **See Agenda Materials on pages 31 - 54**
- **Suggested Motion:** Move to authorize the Mayor to sign the Letter of Commitment

**B. Consideration of Budget Amendment #2**

- **Presenter:**
- **See Agenda Material on page 55**
- **Suggested Motion:** Move to adopt/deny Budget Amendment #2 in the amount of \$3,900 to fund final payment of Comprehensive Plan Update

**C. Consideration of Budget Amendment #3**

- **Presenter:**
- **See Agenda Material on page 56**
- **Suggested Motion:** Move to adopt/deny Budget Amendment #3 in the amount of \$1,500 to move monies to cover IT billing for the Month of May

**C. Consideration of Grant Project Ordinance**

- **Presenter:** Rachel Eddings
- **See Agenda Material on pages 57-59**
- **Suggested Motion:** Move to adopt/deny the Grant Project Ordinance for the Town of Montreat American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

**D. Consideration of Proclamation #23-05-0001 Designating May 21-27, 2023 as the Town of Montreat's 1<sup>st</sup> Public Works Appreciation Week**

- **Presenter:** Angie Murphy
- **See Agenda Materials on pages 60-61**

**E. Consideration of Updating Signers on First Bank Depository Accounts**

- **Presenter:** Angie Murphy
- **See Agenda Materials on pages 62 - 80**
- **Suggested Motion:** Move to appoint/deny the following signers on Town of Montreat Depository Accounts at First Bank: Interim Town Manager Ben T. Blackburn, Jr., Town Clerk Angela Murphy, Mayor Tim Helms, Commissioner Katheryn "Kitty" Fouche and Police Chief David Arrant.

**F. Consideration of Setting a Public Hearing regarding the FY23-24 proposed budget**

- **Presenter:** Ben Blackburn
- **Suggested Motion:** Move to set a Public Hearing at 7:00 or soon thereafter on June 8<sup>th</sup> 2022 regarding the FY23-24 proposed budget

**G. Consideration of Setting a Special Meeting regarding Budget Work Session**

- **Suggested Motion:** Move to set a Special Meeting on \_\_\_\_\_ at \_\_\_\_\_ am/pm for the purpose of holding a Budget Work Session

**XI. Public Comment**

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

**XII. Commissioner Communications**

**XIII. Dates to Remember**

- **Tree Board, Tuesday May 23rd at 9:30 a.m. in Town Hall**
- **Town Offices Closed Monday May 29<sup>th</sup> in observance of Memorial Day. Sanitation Services to resume on Tuesday May 30**
- **Comprehensive Plan Steering Committee Meeting, Tuesday May 30<sup>th</sup> at 10:00 a.m. in Town Hall**
- **Landcare, Wednesday June 7<sup>th</sup> at 9:00 a.m. in Town Hall**
- **June Board of Commissioners Meeting, Thursday June 8<sup>th</sup> at 7:00 p.m. Public Forum to begin at 6:30 p.m.**
- **PZC Hillside Development Sub-Committee Meeting, Wednesday June 14<sup>th</sup> at 4:00 p.m.**
- **Planning & Zoning Commission Special Meeting, Thursday June 15<sup>th</sup> at 10:30 a.m. in Town Hall**
- **Board of Adjustment (Tentative), Thursday June 22<sup>nd</sup> at 5:00 p.m.**

- **Tree Board, Tuesday June 27th at 9:30 a.m. in Town Hall**

**XV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Public Forum Meeting Minutes  
April 13, 2023 – 6:30 p.m.  
Town Hall**

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

Board members absent: Mayor Tim Helms

Town staff present: Jason Burrell, Town Manager  
Angie Murphy, Town Clerk

Four members of the public were present. Mayor Pro Tem Mason Blake 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**

There were no public comments at this time.

**Adjournment**

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Kitty Fouche seconded and the motion carried 5/0. The meeting was adjourned at 6:37 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk



**Town of Montreat  
Board of Commissioners  
Meeting Minutes  
April 13, 2023 – 7:00 p.m.  
Town Hall**

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

Board members absent: Mayor Tim Helms

Town staff present: Jason Burrell, Town Manager  
Angie Murphy, Town Clerk  
David Arrant, Chief of Police  
Barry Creasman, Public Works Director  
Rachel Eddings, Finance Officer

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

**Mayor's Communications**

Mayor Pro Tem Mason Blake read a letter written by Mayor Tim Helms in appreciation of Interim Town Manager Ben Blackburn.

**Meeting Minutes Adoption**

- March 9<sup>th</sup> Town Council Public Forum Meeting Minutes
- March 9<sup>th</sup> Town Council Meeting Minutes

**Town Manager's Communications**

Town Manager Jason Burrell advised that he had recently met with the Engineering Firm, Mattern & Craig, to get up-to-speed on the Texas Road Bridge Project. Mr. Burrell plans on going into more detail with the Commission at the Board Budget Work Session on Thursday, April 20<sup>th</sup>. Mr. Burrell advised that Public Works has been painting stop bars on Assembly Drive as well as on secondary roads. They have also been working hard cutting back trees out of the right-of-ways. Mr. Burrell



advised that he is impressed with Town Staff and how hard they work. Mr. Burrell also advised that he and Rachel Eddings are working on the transition of financial software from Harris Local Government to Tyler Technologies.

### **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.

### **Public Comment**

There was no public comment at this time.

### **Old Business**

There was no Old Business to discuss.

### **New Business**

- A. Consideration of Nominations to appoint a Regular Member to Board of Adjustment: Mayor Pro Tem Mason Blake briefly reviewed the Montreat Board of Commissioners Rules of Procedures which state the following steps:
- a. The Mayor/Mayor Pro Tem shall open the floor for nominations.
  - b. Board Members will put forward the names of possible appointees.
  - c. The names submitted shall be debated.
  - d. When the debate ends, the Mayor/Mayor Pro Tem shall call the roll of the Board members, and each member shall cast his or her vote.
- Commissioner Tom Widmer nominated Michael Broussard, whose home is on West Virginia Terrace, to serve as a Regular Member to Board of Adjustment. Mayor Pro Tem Blake called for a roll call vote. Ayes were received by Commissioners Widmer, Alexander, Fouche and Otto. An additional aye was given by Mayor Pro Tem Blake. Michael Broussard was appointed as a Regular Member to Board of Adjustment.
- B. Consideration of Nominations to appoint a Regular Member to Landcare: Commissioner Kitty Fouche nominated Arrington Cox to serve as a Regular Member to Landcare. Mayor Pro Tem Blake called for a roll call vote. Ayes were received by Commissioners Otto, Fouche, Alexander

and Widmer. Mayor Pro Tem Blake also voted in favor of the nomination. Arrington Cox was appointed as a Regular Member to Landcare.

- C. Consideration of Nominations to appoint a Regular Member to Audit Committee: Commissioner Kent Otto nominated Hugh Alexander to serve on the Audit Committee. There being no further nominations Mayor Pro Tem Blake called for the vote. Commissioners Otto, Fouche, Alexander and Widmer voted aye. Mayor Pro Tem Blake also voted in favor of the nomination. Hugh Alexander was appointed as a Regular Member to the Audit Committee.
- D. Consideration of Nominations to Open Space Conservation Committee: Commissioner Jane Alexander nominated Mary Nell Todd to serve on the Open Space Conservation Committee. Mayor Pro Tem Blake called for a roll call vote. Commissioners Widmer, Alexander, Fouche and Otto voted aye. Mayor Pro Tem Blake voted with an additional aye. Mary Nell Todd was appointed as a Regular Member to the Open Space Conservation Committee.
- E. Consideration of Adopting Proclamation #23-04-0001 Designating April 22, 2023 as Arbor Day in the Town of Montreat: Commissioner Kitty Fouche moved to adopt Proclamation #23-0004-0001 Designating April 22, 2023 as Arbor Day in the Town of Montreat. Commissioner Jane Alexander seconded and the motion carried 5/0.
- F. Consideration of Adopting a Proclamation Designating April 30 – May 6, 2023 as Professional Municipal Clerk Week: Commissioner Tom Widmer moved to adopt a proclamation designating April 30 – May 6, 2023 as Professional Municipal Clerk Week. Commissioner Kent Otto seconded and the motion carried 5/0.
- G. Consideration of Approving Budget Amendment #1: Public Works Director Barry Creasman stated that when the Budget was adopted last year the amount of \$174,000 was earmarked for possible paving projects. Town Staff put out for bids and upon receiving those bids it became apparent that some monies would need to be moved from the Powell Bill Account to the Capital Outlay Account. Commissioner Kent Otto moved to approve Budget Amendment #1 in the amount of \$22,907.00 for budgeted street paving. Commissioner Jane Alexander seconded and the motion carried 5/0.
- H. Consideration of Paving Projects: Paving Construction Contract: Mr. Creasman stated that this paving project would involve the resurfacing of the paved portion of Oklahoma Terrace. Town Staff will do the stormwater portion in-house which will save about \$7000 on the proposed contract. Commissioner Kent Otto moved to approve a paving construction contract with C&T Paving in the amount of \$145,341.00 for Oklahoma Phase 1 Pavement, Milling and Curbing and authorize the signing of the contract by the Town Manager of Mayor Pro Tem. Commissioner Tom Widmer seconded and the motion carried 5/0.
- I. Consideration of Paving Projects: Paving Construction Contract: Mr. Creasman stated that this paving project covered the gravel portion of Oklahoma Road and will tie into the asphalt just below

the old horse rink. Staff will do the stormwater portion in-house which will save about \$9800 on the proposed contract. Commissioner Jane Alexander moved to approve a paving construction contract with C&T Paving in the amount of \$51,566.00 for Oklahoma Phase 2 Pavement, Milling and Curbing and authorize the signing of the contract by the Town Manager and Mayor Pro Tem. Commissioner Kent Otto seconded and the motion carried 5/0.

- J. Consideration of Updating Account Signature Cards & Resolutions with First Bank: Town Clerk Angie Murphy advised that Interim Town Manager Ben Blackburn needed to be removed and new Town Manager Jason Burrell needed to be added to the Town of Montreat's accounts at First Bank as routine maintenance. Commissioner Tom Widmer moved to approve the following signers on Town of Montreat Business Accounts/Resolutions at First Bank: Police Chief David P. Arrant, Town Manager Jason J. Burrell, Commissioner Katheryn Kirk Fouche, Mayor Timothy R. Helms and Town Clerk Angela M. Murphy. Commissioner Kent Otto seconded and the motion carried 5/0.
- K. Information: List of Approved Bear-Resistant Container Enclosures: Mayor Pro Tem Mason Blake directed everyone's attention to an attachment in the Agenda Packet which outlines approved bear-resistant container enclosures. Commissioner Widmer mentioned that he had noticed that Aaron's Welding large gallon cans were not included on the list and Mr. Creasman stated that those were found not to be bear-resistant and were frequently destroyed by bears so they were not included on the list.

### **Public Comment**

Mrs. Shirley Mitchell, a full time resident residing at 201 Harmony Lane, had a comment with how the meeting is started by taking a moment of silence. Mrs. Mitchell stated that she thought it was in the Town Charter that the Town of Montreat is a Christian town. Mrs. Mitchell questioned why the meetings begin with a moment of silence rather than acknowledging Jesus Christ. Mrs. Mitchell stated that the previous long term mayor Letta Jean Taylor always opened with a prayer. Mayor Pro Tem Blake advised that it was probably due to constitutional concerns. Town Manager Burrell will look into the specifics and follow-up with Mrs. Mitchell.

### **Commissioner Communications**

- Commissioner Tom Widmer reminded everyone that the Arbor Day/Native Plant Sale will be held this coming weekend. Commissioner Widmer also advised that on Friday April 21<sup>st</sup> Montreat College is sponsoring a Town Clean-up Day. They have invited everyone to be involved with the clean-up and are providing snacks as well.
- Commissioner Kent Otto stated that the Board would like to welcome Mr. Burrell as Town Manager. Commissioner Otto expressed his gratitude towards Interim Town Manager Ben Blackburn but looked forward to working with Mr. Burrell.

**Dates to Remember**

- Comprehensive Plan Steering Committee Meeting, Friday April 21st at 10:00 a.m. in Town Hall
- Native Plant Sale & Arbor Day Celebration, Saturday April 22<sup>nd</sup> from 9:00 a.m. until 2:00 p.m. at Moore Center Field
- Tree Board, Tuesday April 25<sup>th</sup> at 9:30 a.m. in Town Hall
- Planning & Zoning Commission Meeting, Thursday April 27<sup>th</sup> at 10:30 a.m. in Town Hall
- Bridge Aesthetics Committee Meeting, Tuesday May 2<sup>nd</sup> at 3:00 p.m. in Town Hall
- Landcare, Wednesday May 3<sup>rd</sup> at 9:00 a.m. in Town Hall
- PZC Hillside Development Subcommittee Meeting, Wednesday May 3<sup>rd</sup> at 4:00 p.m. in Town Hall
- Open Space Conservation Committee Meeting, Tuesday May 9<sup>th</sup> at 3:30 p.m. in Town Hall
- May Town Council Meeting, Thursday May 11<sup>th</sup> at 7:00 p.m. in Town Hall. Public Forum starts at 6:30 p.m.
- Tree Board, Tuesday May 23<sup>rd</sup> at 9:30 a.m. in Town Hall
- Board of Adjustment (Tentative), Thursday May 25<sup>th</sup> at 5:00 p.m. in Town Hall
- Town Offices Closed, Monday May 29<sup>th</sup> in observance of Memorial Day. Sanitation Services will resume on Tuesday, May 30<sup>th</sup>.

**Adjournment**

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 5/0. The meeting was adjourned at 7:43 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk



**Board of Commissioners**  
**Special Meeting- Budget Workshop Minutes**  
**April 20, 2023**

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

Board members absent: None

Town staff present: Jason Burrell, Town Manager  
Angie Murphy, Town Clerk

One member of the public was present at Town Hall.

**Budget Workshop 2023-2024 Fiscal Year Budget**

Town Manager Jason Burrell stated that the idea behind the day's workshop is to hear the Commissioners ideas for the upcoming budget year. Mr. Burrell advised that the next Budget Meeting, which will include Department Heads, will be more of a deep dive into the budget process.

Mr. Burrell stated that health insurance for staff will go up 5%. Mr. Burrell stated that with regards to our current budget revenues are looking good but the question remains of how to generate more revenue. Mr. Burrell stated that at this point he not proposing a tax increase. Mr. Burrell stated that the biggest thing going on is the Texas Road Bridge Project. Mr. Burrell also stated that there is \$83,000 in ARPA money to spend and that it needs be figured out how to spend the monies. Mr. Burrell stated that the \$191,000 from Land-of-Sky could only be used for Phase 1 of the bridge project. Mr. Burrell recently met with the engineers who are looking at different options for the existing abutments. When the project started roughly five years ago it was discussed to patch the abutments but they have digressed to a point where the existing abutments will have to be replaced completely or look at different options. Mr. Burrell would like for the Council to get the options narrowed down to one and go back to Mattern & Craig with a plan. Based on potential costs Mr. Burrell is looking at options of doing a pre-fabricated bridge which would be going outside the existing scope and doing new concrete abutments with the pre-fabricated part sitting above the abutments. Mr. Burrell stated that to get this project complete within the year a decision needs to be made and stuck with until finished. Mayor Helms questioned if a car could cross over the pre-fabricated bridge in the event of an emergency. Mayor Pro Tem Blake stated that had been the Bridge Aesthetics Committees intention to removable bollards to allow for egress. Mr. Burrell stated that if the Town wanted to allow for vehicular traffic he would need to reach out to the DOT and bring up to their standards. Commissioner Widmer advised that there is an email that states that the Town would not receive the \$191,000 if they went with a pre-fabricated bridge. Mr. Burrell does not feel that paying Mattern & Craig \$10,000 for more convoluted options is the way to

proceed.

Mr. Burrell stated that Public Works Director Barry Creasman would like to entertain the idea of purchasing a new or used backhoe. Mr. Burrell has suggested that Mr. Creasman look into leasing a backhoe. Mr. Burrell feels that there is a need for a backhoe but not enough of a need to purchase one. Mr. Burrell stated that Chief David Arrant had mentioned a new police vehicle. Mr. Burrell advised that there is one police vehicle that is nearing the end of its life as established by the Council. Mr. Burrell plans to provide numbers for leasing and purchasing a new police vehicle. Mr. Burrell stated that these two items were all Mr. Creasman and Chief Arrant had to discuss.

Commissioner Tom Widmer stated that Mr. Creasman had mentioned a new chipper for a number of years. Mr. Burrell stated that was not mentioned but would look at lease options for that as well. Mayor Pro Tem Blake questioned if only one officer is on duty at a time in Montreat why is there a need for four or five police cars. Commissioner Kent Otto advised that the Town of Montreat does not have a take home vehicle policy in place for the police officers so having your own car is kind of a "perk" for the officers. Mr. Burrell stated that shared vehicles led to cars being in service 24 hours a day which leads to higher maintenance costs. Commissioner Otto does not like to see a lot of police cars just sitting around and feels like the Town could stretch the 10 year/100,000 mile life a little further. Mr. Burrell stated he was not going to recommend replacing the police vehicle rather he would suggest amending the replacement calendar policy. Mr. Burrell advised that the Chief has also been looking at body cameras. Commissioner Widmer stated that was budgeted in the current fiscal year to be purchased. Mr. Burrell also mentioned that he hoped to utilize grants as a way of getting things accomplished in the upcoming year. Mr. Burrell says he will work to point Staff in the right direction of what grants are available.

Mr. Burrell mentioned that he would like to get some input on the possibility of raising water rates and rectifying discrepancies in institutional and residential rates. Mr. Burrell advised that there are currently 23 accounts (Montreat College and MRA) that are classified as ¾" lines that are residentially priced. The idea is to look at creating a ¾" institutional rate. Commissioner Tom Widmer stated that the consumption rate of \$4.95 has not been raised since 2011. Commissioner Widmer also advised that the median of the municipalities in Buncombe County is \$5.95 and the average is \$6.25. Mayor Pro Tem Blake stated that the Town needs to price the water on its total cost. Commissioner Widmer stated that the NCRWA is currently in the process of putting together a water rate study for the Town of Montreat. Commissioner Widmer stated that the access fees: \$14.95 for ¾" residential line, \$92.25 for 1" institutional lines and \$225.50 for 2" institutional lines were established in 2012 and have not been adjusted since. There is also a 6" line for Montreat College that is being charged the 2" line rates. Commissioner Widmer and Mr. Burrell are looking at several different scenarios to recommend to cover the cost of running a water enterprise. Commissioner Widmer advised that it takes money to improve infrastructure. Mr. Burrell advised that if the Town of Montreat were to apply for water grants that the Town needs to do their due diligence to be comparable with other water rates.

Mayor Pro Tem Blake mentioned that he had received a few complaints lately about the sound system in the meeting room being inadequate. Commissioner Widmer stated that the microphone system is not as sensitive as other systems. Commissioner Widmer stated that the AV Technician

had looked into new equipment but he was not sure about the progress at this point.

Mr. Burrell advised that the priority projects should be the Texas Road Bridge, lining the culverts and the Texas Wall Project. Mr. Burrell mentioned that he, Commissioner Widmer and Mayor Pro Tem Blake met with Mary Weber about the possibility of a park area at the Texas Road Bridge but Mr. Burrell considers that lower in priority. Mr. Burrell mentioned that Mr. Creasman had a number of water meters that need to be replaced as well. Commissioner Widmer questioned if Mr. Creasman had purchased the budgeted generator yet. Mr. Burrell stated that he was looking into prices of other generators so hopefully the cost will decrease. Commissioner Widmer stated that all ARPA funds need to be encumbered by 2024 so it is important to decide what the Commission wants to do with the remaining amount. Mr. Burrell mentioned that the Town should consider building the Powell Bill account back up for a period of time. Mr. Burrell also mentioned that there are a lot of different uses for Powell Bill money other than just strictly paving.

Mayor Helms advised Mr. Burrell that Chief Arrant and Mr. Creasman would need help with grants as they are not in the grant gathering mode. Mayor Helms felt that Mr. Burrell should be spearheading the grant search because Mr. Creasman is out in the field the majority of the day. Commissioner Widmer stated that newly elected President of the Democratic Party of Buncombe County, Ed Kramer, was chagrined to find out that the Town of Montreat had never received any monies for projects from Buncombe County. Mr. Kramer went to Buncombe County Commissioner Al Whitesides and asked how many municipalities had received money from Buncombe County. The answer was every single municipality but Montreat.

Commissioner Widmer stated that the website needs to be updated. Commissioner Widmer stated that while Town Clerk Angie Murphy has the ability to update the website she does not have the time. Commissioner Widmer suggested finding an intern from a nearby college to suggest changes to and then turn them loose to rewrite, update and possibly make the changes. Commissioner Widmer thinks that all this could be accomplished for around \$3,000.

Commissioner Widmer asked Mr. Burrell if the Commission had given him adequate information to report to Mattern & Craig about the Texas Road Bridge Project. Mr. Burrell asked everyone if they were amenable to a prefabricated bridge. Mr. Burrell went on to explain that the platform itself would be prefabricated. Commissioner Otto questioned whether they would be able to get a prefabricated platform around the Gate and up to Texas Road. Mayor Helms stated that the bridge has changed so much and he wants to be on the same page with the plan. Commissioner Otto reminded everyone that if a prefabricated bridge is chosen that the Town loses the \$197,000 from Land-of-Sky Regional Council.

Commissioner Fouche expressed concerns about raising the water rates on certain MRA owned properties like the water fountain at Welch Field and suggested setting a usage limit that they would pay if they went higher than the limit. Commissioner Fouche also stated that she didn't think they should worry about spending the extra money until they know what is going on with the MRA Lodge lawsuit. Mayor Helms mentioned that he asked Mr. Burrell to call the attorneys to see if they could tell us potential costs if the lawsuit continued in the courts.



**Board of Commissioners**  
**Special Meeting- Budget Workshop Minutes**  
**April 20, 2023**

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Mayor Helms stated that the only thing that doesn't look like Montreat is the NCDOT metal guardrail on Lookout. Mayor Helms also had concerns about the railings on Shenandoah Terrace as well. Commissioner Widmer stated that he had talked to Mr. Creasman about the guardrail on Lookout and there is a plan in place but there is no money to fund the plan.

Commissioner Widmer asked if the new Comprehensive Plan, that is currently being drafted, will have suggestions for the Town inside. Mayor Helms gave a brief explanation of the draft plan and stated the Steering Committee would be meeting on the 21<sup>st</sup> to hopefully finalize everything. The plan would then go before Planning & Zoning before reaching the Board of Commissioners for adoption. Commissioner Widmer asked Mayor Helms if there was going to be anything on the plan that needed to be addressed in the next fiscal year budget to which the Mayor stated there was not. Mayor Helms briefly discussed stormwater issues that the Town faces.

Mr. Burrell met with representatives from Montreat College and Black Mountain Police and Fire and they are in the process of establishing an Emergency Preparedness Plan.

Commissioner Fouche questioned if golf carts were legal in Montreat and if not the Council needs to make them legal. Mayor Helms stated that former Police Chief Jack Staggs advised him that they were legal if they were road-worthy. Mr. Burrell stated that he would look into that topic for Commissioner Fouche.

Commissioner Widmer advised that there would soon be a Master Plan made public from the College and while most work would be in Black Mountain there has been mention of two or three new buildings in Montreat. Commissioner Widmer stated that if one looks at Yale Road, which leads to the baseball diamond, part of that road is owned by the Town of Montreat. Commissioner Widmer has spoken briefly with Zoning Administrator Kayla DiCristina who is unsure whether the Town or the College would be responsible for widening the Town's portion of Yale Road. There is also a question of who owns the old road which passes right in the middle of the baseball field.

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Tim Helms , Mayor

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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](http://www.townofmontreat.org)

### ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of April 2023

Monthly Statistics	2022	2023
Public Meetings	5	8
Inter-Organizational /Intergovernmental Meetings	1	1
Agendas Prepared	4	8
Minutes Transcribed	3	4
Resolutions Drafted	0	1
Public Records Requests Processed	1	5
Water Bills Processed	675	685
Leak Adjustments	2	2
New Water Accounts Established	1	0
Purchase Orders	91	56
Professional Development Hours	16	3
Sunshine List Messages		17
Website Posts	13	17
Social Media Posts	0	25
Code Red Alerts	0	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 April 2023

Monthly Statistics	2022	2023
Building Permits Issued	8	14
Pending Building Permits	0	0
Building Inspections Performed	24	31
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 April , 2023

Monthly Statistics	2022	2023
Miles of Road Maintained	15.46	17.12
Miles of New Road Constructed	0	0
Public Trees Removed	0	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Monthly Fuel Costs	364.23	\$241.50
Contracted Employee Staff Hours	0	0
Road Closures	0	0

#### Comments



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### ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

April , 2023

Monthly Statistics	2022	2023
Mileage	2,046	2,303
Dispatched Calls	19	17
Officer-Initiated Calls	502	702
Fire Assistance Calls	2	0
EMS Assistance Calls	1	0
Motorist/Other Assistance Calls	23	7
Traffic Stops	21	36
Parking Issues	4	4
Burglar Alarm Responses	0	0
Fire Alarm Responses	3	2
Residential/Building Checks	470	522
Ordinance Violations	0	5
Law Enforcement Agency Assistance Calls	12	11
Animal Control Calls	1	2
Larcenies	0	0
Breaking & Entering Calls	0	0
Suspicious Person Investigations	2	4
Suspicious Vehicle Investigations	2	1
Disturbance Calls	2	5
Accident Responses	1	3
Auxiliary Hours Worked (Regular)	16	8
Auxiliary Hours Worked (Addittional)	24	12
Truck Turns at Gate	17	5
MPD Fuel Cost	\$ -	\$0.00
Professional Development Hours	12	32
Town Service	487	649
MRA Service	314	246
College Service	6	5

#### Comments

A reminder, our non-emergency number has changed. You can reach the MPD Officer on duty through Buncombe County Dispatch. 828-250-6670.



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of April , 2023

Monthly Statistics	2022	2023
Calls for Service	32	27
Water Leaks Repaired	2	0
New Water Lines Installed	0	0
Water Meters Read	674	674
Water Meter Replacements	0	0
Gallons of Water Produced	2703899	2,860,567
Monthly Fuel Cost	601.63	\$ 634.40
Hours Pumped (11 wells combined)	1489	1,594

#### Comments

0



## TOWN OF MONTREAT

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### ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of April , 2023

Monthly Statistics	2022	2023
Tons of Curbside Trash Collected	17.49	20.7
Pay-As-You-Throw Trash Bags Collected	N/A	NA
Tons of Curbside Recycling Collected	2.45	3.24
Pay-As-You-Throw Recycling Bags Collected	N/A	NA
Cardboard Recycling Collected	0.71	0.65
Unique Curbside Sanitation Stops	1460	1,790
Bagged Leaf Pickup	226	338.00
Brush Pickup (cubic yards)	5 Loads	4 Loads
Hauling Fees	0	\$2,523.70
Tipping Fees	0	\$1,191.20
Dumpster Rental Fees	0	\$460.26
Sanitation Fuel	446.52	\$ 235.75

#### Comments:

We would like to remind everyone to please tie trash bags and to please break down their cardboard.  
Thank you.





## TOWN OF MONTREAT

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### ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of April 2023

Monthly Statistics	2022	2023
Approved Zoning Permits	0	2
Denied Zoning Permits	0	0
Pending Zoning Permits	0	1
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

Date of Deposit	Nov-21	Nov-22	% +/-	Date of Deposit	Dec-21	Dec-22	% +/-	Jan-22	Jan-23	% +/-	Feb-22	Feb-23	% +/-	Mar-22	Mar-23	% +/-	Apr-22	Apr-23	% +/-
AdVal/RMV (Includes Sp Assess&Ded Fees)	60,228.54	84,706.01	<b>28.90%</b>	AdVal/RMV	267,776.90	250,138.43	<b>-7.05%</b>	364,761.06	371,502.07	<b>1.81%</b>	236,966.78	305,360.87	<b>22.40%</b>	40,754.84	14,835.76	<b>-174.71%</b>	29,099.12	9,217.58	<b>-215.69%</b>
Sales	41,479.39	51,747.54	<b>19.84%</b>	Sales	43,345.68	52,079.05	<b>16.77%</b>	44,765.05	51,498.73	<b>13.08%</b>	46,005.02	49,849.91	<b>7.71%</b>	50,930.06	57,843.99	<b>11.95%</b>	36,829.52	46,241.48	<b>20.35%</b>
Solid Waste (Quarterly)	173.79	186.60	<b>6.86%</b>	Solid Waste (Quarterly)							178.63	224.03	<b>20.27%</b>						
Utility Fran (Quarterly)				Utility Fran (Quarterly)	23,240.05	26,761.50 QE 9/30/22	<b>13.16%</b>							21,931.85	23,145.95	<b>5.25%</b>			
Wine/Beer (Annual-May)				Wine/Beer (Annual-May)															

NOTES:  
 AdVal Tax is received the month after the tax is collected  
 RMV Tax is received two months after the tax is collected  
 Sales Tax is received three months after the tax is collected

## 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		<b>2,180,756.28</b>	<b>1,817,296.90</b>	<b>2,016,880.97</b>	<b>199,584.07</b>

## 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		<b>1,836,715.28</b>	<b>1,530,596.07</b>	<b>1,297,931.59</b>	<b>232,664.48</b>

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		<b>344,041.00</b>	<b>286,700.83</b>	<b>250,216.64</b>	<b>36,484.19</b>

TOTAL EXPENSES GENERAL & WATER FUNDS		<b>\$2,180,756.28</b>	<b>\$1,817,296.90</b>	<b>\$1,548,148.23</b>	<b>\$269,148.67</b>
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GENERAL FUND INCOME/LOSS - YTD	<b>\$428,260.81</b>
WATER FUND INCOME/LOSS - YTD	<b>\$40,471.93</b>
NET INCOME - YTD 2022	<b>\$468,732.74</b>

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		<b>\$ 3,489,343.08</b>	<b>\$ 1,052.94</b>	<b>\$ 3,090,398.48</b>	<b>88.57%</b>

**April 2023 - MONTH 10 OF FISCAL YEAR 2022-2023**

**REVENUES**

Fund	Fund #	Budget	YTD Projected		YTD Collected	YTD Actual Percentage	Difference
			YTD Budget	Budget Percentage			
GENERAL FUND	10	2,074,316.00	1,728,596.67	83.33%	1,931,192.45	93.10%	202,595.78
WATER FUND	30	359,734.00	299,778.33	83.33%	297,152.43	82.60%	(2,625.90)
<b>TOTAL REVENUES GENERAL &amp; WATER FUNDS</b>		<b>2,434,050.00</b>	<b>2,028,375.00</b>	<b>83.33%</b>	<b>2,228,344.88</b>	<b>91.55%</b>	<b>199,969.88</b>

**EXPENSES**

Dept Name	Fund #	Budget	YTD Projected		YTD Exp	YTD Actual Percentage	Difference
			YTD Budget	Budget Percentage			
GOVERNING BODY	10	45,572.00	37,976.67	83.33%	42,723.74	93.75%	(4,747.07)
ADMINISTRATION	10	471,922.00	393,268.33	83.33%	391,087.88	82.87%	2,180.45
PUBLIC BUILDINGS	10	120,862.00	100,718.33	83.33%	31,941.30	26.43%	68,777.03
POLICE	10	439,974.00	366,645.00	83.33%	341,139.93	77.54%	25,505.07
BUILDING AND ZONING	10	94,600.00	78,833.33	83.33%	81,187.00	85.82%	(2,353.67)
PUBLIC WORKS	10	117,593.00	97,994.17	83.33%	104,131.71	88.55%	(6,137.54)
STREET	10	646,990.00	539,158.33	83.33%	215,576.45	33.32%	323,581.88
SANITATION	10	136,900.00	114,083.33	83.33%	111,840.96	81.70%	2,242.37
ENVIRON,CONS,REC	10	22,810.00	19,008.33	83.33%	13,232.28	58.01%	5,776.05
<b>TOTAL EXPENSES GENERAL FUND</b>		<b>2,097,223.00</b>	<b>1,747,685.83</b>	<b>83.33%</b>	<b>1,332,861.25</b>	<b>63.55%</b>	<b>414,824.58</b>

Dept Name	Fund #	Budget	YTD Projected		YTD Exp	YTD Actual Percentage	Difference
			YTD Budget	Budget Percentage			
WATER	30	359,734.00	299,778.33	83.33%	215,149.55	59.81%	84,628.78
<b>TOTAL EXPENSES WATER FUND</b>		<b>359,734.00</b>	<b>299,778.33</b>	<b>83.33%</b>	<b>215,149.55</b>	<b>59.81%</b>	<b>84,628.78</b>

<b>TOTAL EXPENSES GENERAL &amp; WATER FUNDS</b>		<b>\$2,456,957.00</b>	<b>\$2,047,464.17</b>	<b>83.33%</b>	<b>\$1,548,010.80</b>	<b>63.01%</b>	<b>\$499,453.37</b>
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<b>GENERAL FUND INCOME/LOSS - YTD</b>	<b>\$598,331.20</b>
<b>WATER FUND INCOME/LOSS - YTD</b>	<b>\$82,002.88</b>
<b>NET INCOME - YTD 2023</b>	<b>\$680,334.08</b>

SPECIAL PROJECTS							
Project	Fund #	Budget	This Month Actual		Amount Spent To Date		% Spent
TOWN HALL	13	2,389,579.77	0.00		2,389,579.77		100.00%
PUBLIC WORKS BLDG	14	403,888.86	0.00		403,888.86		100.00%
FEMA-GREYBEARD	15	242,760.00	0.00		242,760.00		100.00%
FEMA-TEXAS ROAD	16	38,272.00	0.00		38,272.00		100.00%
FEMA-PROVIDENCE TERR	17	15,883.00	0.00		15,883.00		100.00%
FEMA-CALVIN TRAIL	20	13,691.00	0.00		13,691.00		100.00%
FEMA-CULVERT PROJECT	21	47,491.00	0.00		47,491.00		100.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00		10,000.00		100.00%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00		10,114.00		100.00%
FEMA-MISC	25	214,747.00	0.00		62,903.55		29.29%
LANDCARE	26	1,560.00	0.00		49.95		3.20%
CARES ACT GRANT	27	9,697.06	0.00		9,697.06		100.00%
AMERICAN RESCUE PLAN ACT	28	277,266.78	0.00		55,423.00		19.99%
<b>TOTAL SPECIAL PROJECTS</b>		<b>\$ 3,674,950.47</b>	<b>\$ -</b>		<b>\$ 3,299,753.19</b>		<b>89.79%</b>

0	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS	Fee Amount
5887	4/5/2023	Steve Bowden	287 NC Terrace	mech/electrical	oil furnace	no			Morris Heat & Cool	\$ 100
5888	4/6/2023	Lisa & Lewis Roeling	103 Shenandoah Ter	building	retaining wall	yes			Jake Powell	\$ 300
5889	4/6/2023	Ted & Kay Wardlaw	145 Virginia Rd	grading		yes			Tim Smith	\$ 100
5890	4/11/2023	Lori & Meredith Greene	130 Kanawha Dr	building	deck repairs	no	\$ 7,000		Tim Smith	\$ 50
5891	4/11/2023	Pat Vaughan	134 Shenandoah Ter	mech/electrical	heat pump	no			White & Williams	\$ 100
5892	4/14/2023	Kenneth Shortridge	113 Mississippi Rd	mech/electrical	heat pump	no			Bullman Heating & Air	\$ 100
5893	4/14/2023	Hugh Lee	158 Overbrook Rd	mech/electrical	5 ton system	no			Mth Heating & Cooling Service	\$ 100
5894	4/17/2023	Jimmie Phipps	106 John Knox Rd	mech/electrical	heat pump	no			Thompson Mechanical	\$ 100
5895	4/19/2023	Charles & Ann Raynal	531 Magill Dr	building	new residential	yes	\$ 1,188,000		Sineath Construction	\$ 3,520
5896	4/24/2023	Wade Burns	Lot 778 Foreman Sidi	mech/electrical	gas line	no			G&B Energy	\$ 200
5897	4/25/2023	Robert Hope	218 NC Terrace	mech/electrical	gas piping	no			Blossman	\$ 200
5898	4/26/2023	Stephanie Farrior	157 Mississippi Rd	mech/electrical	hvac	no			Gentry Service	\$ 100
5899	4/26/2023	Morgan Family Prop LLC	201 Alabama Terr	electrical	service upgrade	no			Mitchell Fields Electric	\$ 100
5900	4/27/2023	Susan Wiser	152 Woodland Rd	mech/electrical	mini-split	no			All Seasons Heating & Air	\$ 100

May 9, 2023

Angie,

Attached is the application to the State of NC for an Environmental Enhancement Grant in the amount of \$50,000.

As discussed, the document sent earlier has been corrected. This updated version has the name of Jean Norris, Landcare Treasurer, as the contact person.

What is needed is the Mayor's signature on the Letter of Commitment.

We will pick up the signed letter on Friday morning, May 12, scan it into the required Google Document format the State provides, and submit the full application. The absolute deadline for this grant request is Friday at midnight.

I will be present at the Council Meeting, along with Jean and with Grace Nichols. We expect few questions as the grant request summarizes the project as it has been presented to the Council and to the Board of Adjustments.

We appreciate your help in scanning the signed Mayor's letter on Friday morning and sending it to us scanned into electronic form so it can be downloaded as a required attachment into our packet.

Let me know your questions and thank you again for sending this out to the Town Council for their review prior to the meeting.

Let me know your questions,

Patti

262 573 8242

# 2023 North Carolina Attorney General's Environmental Enhancement Grant Application

Please complete the below application and attach the necessary documents. All materials due by May 12, 2023. If you

have any questions, please email

Incomplete applications will not be reviewed.

Email **jeannorris45@gmail.com**

Grant Code **MNT023SG**

Organization Name **Town of Montreat Landcare Committee**

Contact Name **Jean Norris, Treasurer**

Street Address, City, State, Zip Code **1201 Montreat Road Black Mountain, NC 28711O.**

**P. O. Box 423 Montreat, NC 28757**

Contact Phone number **510/332-7550**

Type of Organization

☐ Nonprofit organization

☒ Government agency or local government

☐ University

Project Title **Flat Creek Crossing Accessible Trail**

EEG Program Area (Check one)

☐ Land Acquisition ☐ Construction

☐ Planning/Education/Research ☒ Small Grant

Amount of EEG Funds requested (\$5,000 to \$500,000): **\$50,000**

Location(s) in North Carolina where project will occur: **Montreat, NC**

County(ies) where the project will take place: **Buncombe**

Area of the State where the project will occur (Mark one)

☒ Western NC ☐ Eastern NC ☐ Triangle

☐ Piedmont ☐ Charlotte area

\_\_\_\_\_ Statewide or multiple locations

Please summarize the project in 2-3 sentences

**Flat Creek Crossing will transform an unused road into an accessible all persons trail. The site design and construction will greatly improve stormwater control measures and habitat protection on Flat Creek. Education stations along the trail will highlight natural features, educate the public on stormwater management, and encourage volunteer participation.**

The objectives of the EEG program are to improve and protect North Carolina's water, air and land quality. How does this project meet the objectives of the EEG Program?

**The new trail will improve the land by removing impervious material, stabilizing the creek bank, and managing stormwater runoff with a catchment system. Erosion control will be improved. Planting a new riparian buffer will shade and protect the creek water and encourage aquatic life. Removing debris and underbrush will improve the site's defensibility against wildfires. Ongoing water quality testing will provide data useful to understanding the Upper Swannanoa Valley Watershed. Public engagement and education on creek protection and stormwater management will be accomplished through trail signage, special events, and website resources.**

Does this project benefit underserved or overburdened communities, if so how?

**The ADA compliant trail route will provide an entry point into nature for those living with disabilities, mobility or sensory challenges, and the elderly. Accessibility is an issue of environmental justice.**

When will the project start if different that start of EEG grant and how long will project take to complete?

**The project is underway and with full funds will be completed by July 4, 2025.**



Please list any partners or collaborators

These groups are providing collaborative support for Flat Creek Crossing

**InSite Out Design**

**Land of Sky Regional Council**

**Environmental Quality Institute**

**Montreat College Environmental Science and Outdoor Recreation Departments**

**Montreat Conference Center**

**Montreat Cottagers**

**G5 Trail Collective**

**NC Wildlife Resources Commission**

**Waypoint Adaptive Adventures**

**Riverlink**

**Mountain True**

**Black Mountain Academy**

**For Non-Profit Organizations Only**

Current Assets:

Current Fund Balance:

Please describe any experience doing work substantially similar to the proposed project.

**An industrial sized stormwater control system was built between the new Town Hall building and nearby Flat Creek. The project included a bioretention feature and landscaping with native plantings that was funded entirely by private donations. Public education on that project included brochures encouraging homeowners to install smaller scale rain gardens on their properties to reduce runoff. Landcare wrote and distributed the educational materials and signage.**

**Installed new shoulders on town roads using permeable materials; evaluated performance over time.**

**With the Blue Ridge Parkway Foundation, Landcare constructed the Kids in Parks TrackTRAIL. Kids in Parks now has over 300 TRACKtrails across the country. Montreat was its first and that entire program was first envisioned by a Montreat citizen. Construction of another Montreat trail, the Lower Piney trail, was designed and built by Montreat volunteers.**

Have you previously been granted an EEG award? Please list year and amount

**no**

Please list any competitive grants you have received from the State of North Carolina in the last 2 years. Please list sources, dates, and amounts. This does not include any emergency funds. (For universities, competitive grants by principal investigator or specific department)

**The Town of Montreat has not received grant funds from the State of North Carolina in the past two years.**

Please list any competitive grants from any other public or private grant awards in the past 12 months. Please list the sources, dates, and amounts. This does not include any emergency (FEMA) or ARPA funds. (For universities, competitive grants by principal investigator or specific department)

**The Town of Montreat has not received any public or private grant awards in the past twelve months.**

Please list any work or projects, if any, your organization has done in the last 3 years that are substantially similar to the project you are proposing.

**Created a comprehensive stormwater inventory and management plan in collaboration with Land of Sky Regional Council. Continue to build and maintain new catchment systems where needed.**

**Engaged and educated the public on native plants and dealing with invasive species, an important element of this new project. Other Landcare projects with similar educational content and engagement include Stream Team creek water monitoring, hemlock and chestnut restoration, Firewise, Bearwise, Mayor's Monarch Pledge, Tree City, and National Wildlife Federation Backyard Wildlife Habitat certifications.**

Certification, Conflict of Interest Statement and Attachments

Please list, if any, members of your organization, department or agency that may have a conflict of interest with the North Carolina Attorney General's Office (Conflict of interest is defined as familial or financial conflict)

**There are no conflicts of interest.**

If you are awarded an EEG grant, the following must be provided prior to any disbursement of funds. Please check all items below demonstrating you understand that you will provide the following documentation to NCDOJ if you are awarded a grant.

☒ Written Interest of Conflict

☒ List of staff who will be working or funded on the grant

☐ Executive Summary or website for most recent independent audit or similar document

☒ Automobile liability insurance with a minimum combine single limit of \$500,000 bodily injury and property damage. \$500,000 uninsured/under insured motorist, and \$25,000 medical payment

☒ Insurance- Worker's compensation liability insurance coverage with a minimum of \$500,000; Commercial General Liability Insurance with a minimum amount of \$1,000,000

☐ (Non-profit only) Certificate of incorporation and bylaws

The undersigned hereby do certify that they have read the attached proposal, including all appendices and exhibits, and that the information provided therein is correct and complete. The undersigned do hereby attest that any funds granted pursuant to this proposal will be used exclusively for charitable, scientific, education, conservation, environmental enhancement, or other tax-exempt public purposes. The undersigned do hereby certify that they understand that the requests attached and submitted to the Attorney General are subject to the North Carolina Public Records Act. Please type name below acknowledging this certification.

**Jean Norris, Treasurer, Town of Montreat Landcare Committee**

**ATTACHMENTS**

Please attach Proposal

Please attach line item budget

Timeline

Please attach Letter of Commitment from Authorized Representative of Organization

Non-profit and local government ONLY- Organization budget or link to budget

Non-profit only- IRS Tax-exempt letter

University/College ONLY- list of staff, principal investigator CV  
Letter of Support  
Optional- Photos  
Optional- Map

## **MNT023SG Town of Montreat Landcare Committee Flat Creek Crossing Accessible Trail**

### **Proposal Narrative**

The Town of Montreat Landcare Committee requests a \$50,000 Small Grant through the Environmental Enhancement Grant program to help fund construction of a project that will protect the waters of Flat Creek and the habitat it supports, as well as provide access to nature for those living with disabilities. Montreat, NC is in Buncombe County and has a population of 901. It is surrounded by mountains and 60% of the land is in conservancy. Close to the Eastern Continental Divide, elevation of the town is 2,615 feet with local peaks reaching 5,000 feet. Spring fed streams in its 4.8 square mile watershed flow into Flat Creek, which is one of the headwaters of the Swannanoa River. A successful project will result in cleaner, healthier water leaving Montreat on its way to the Swannanoa River.

The Landcare Committee began monitoring water quality through its Stream Team in 2019. Research into the Upper Swannanoa Valley Watershed conducted by Land of Sky Regional Council brought to light new concerns about stormwater management and issues of sediment in the creek which is home to important species such as the native Eastern Brook Trout and the Hellbender Salamander. Flat Creek runs through the town and feeds Lake Susan at the town center. Sediment is building up in the lake and this affects the water temperature. Understanding the creek's importance to the watershed and to the whole community, we began to think of ways to educate and engage the public in stream protection. It made sense to marry the education piece with another Landcare idea that had been sitting on the shelf for some time, namely, the creation of an accessible trail.

Small Grant award money will be used to build the Flat Creek Crossing all persons trail. The 0.1-acre site has views of the creek and will allow construction with minimal detriment to the habitat. The parcel is owned by the Town and has a section of unused, paved road which will be improved, in fact, transformed into an accessible trail with important opportunities to educate the public. Proposed site features include a welcome zone, parking, education stations and viewing area. As we construct the trail, the creek will be protected through the new stormwater management system, bank stabilization and riparian buffer. Financial constraints in the Town budget mean the project will be financed entirely by Landcare fundraising efforts.

In 2021 the project concept gained momentum. The priority for stream protection was already clear but the needs of handicapped residents and visitors were not well defined. Focus group listening sessions were held to determine if a handicapped accessible trail made sense and would meet the needs of individuals living with disabilities. Those discussions revealed that addressing only mobility issues was not enough. We also needed to plan for engaging with those who live with sensory challenges or neurodiversity issues. As a result of those listening sessions, ideas for trail features were expanded to include, for example, links via QR code to resources such as visual schedules and social stories helpful to those on the autism spectrum and their companions. Educational signage will highlight creek protection, native plants, trees, and habitat, but will also advance understanding of how diverse individuals experience nature differently. Interactive stations on the trail route will provide a variety of sensory exploration opportunities. Signs will include braille. Flat Creek Crossing will provide a unique experience, as the sounds, sights and seasons along this iconic mountain stream allow for rest, relaxation, and refreshment, as well as the chance to learn.

Focus groups resoundingly supported the project, and it is accurate to say that handicapped users of the trail represent a significant underserved population in Montreat. The lack of access to enter and enjoy

the natural world is clearly an issue of environmental justice in our town. Although an extensive trail system exists, there are no accessible trails. The rugged terrain, even at the town center, is not navigable for many of our more elderly individuals or anyone reliant on a wheelchair or mobility device. A significant percentage of Montreat residents are aging. Many grandparents have duties of family childcare, and pushing a stroller along any path in the town is difficult and often unsafe. This new trail will meet the needs of many, and Landcare volunteers are committed to ensure it will be maintained and well cared for.

To launch the project, several preparatory tasks have been completed. In 2022 a Special Use Permit was issued by the Board of Adjustments. A steering committee began meeting regularly. A highly regarded professional landscape designer completed initial designs that the committee has shared with the public. Trees on the site have been identified, and over forty hours of volunteer work have already been recorded as eager volunteers cleared debris and removed invasive species. Fundraising and publicity efforts are underway. Enthusiasm for the project has already led to \$16,500 in private donations. Ambitious fundraising events are planned for summer 2023 when many family groups visit their Montreat cottages. The Montreat Conference Center welcomes over 30,000 guests each year, and those conferees will be part of our fundraising outreach. We are identifying additional funding sources and will apply for other grants. Construction can begin in late fall 2023. It is our goal that Flat Creek Crossing will open by July 4, 2025.

Maintaining the quality of Flat Creek's waters is a priority of the project design. Up to this point, there has been no mitigation of runoff from the adjacent uphill roadway, Assembly Drive, and parking lot for the nearby Memorial Garden columbarium which contains potentially hazardous materials from vehicles. Installing a permeable surface and catchment system will immediately improve how runoff enters the creek. Installing what might be called a rain garden on an industrial level with a drain system and grate will handle sheet flow down the trail and across the hillside. Modifying the pitch of the nearby slope with boulders will also reduce the speed of runoff and allow sheet flow to permeate. This mitigation will significantly reduce the amount of stormwater entering the creek. Explaining this system via signage will help visitors understand the need for stormwater management on their own properties. Although required for new construction, many historic homes in Montreat do not have any stormwater management systems. By encouraging the public to take action on mitigating runoff, we will see additional catchment systems in the town. This is important since locations for municipal catchment systems are few.

Stabilizing the creek bank will also mitigate erosion. The new riparian buffer will further shade the creek water and promote aquatic life. The plantings will be native species. Invasive non-natives such as Japanese knotweed will be removed. Design elements will provide protection for the new plantings and anticipate high water events. Historic dumping of organic material at this site along the creek has created issues during flood season and has compromised the natural habitat. Removing debris and performing ongoing maintenance of the site will improve the land and increase its defensibility against wildfire. The project design works with the existing site conditions to keep grading to a minimum, maximizes stormwater absorption before reaching Flat Creek, and improves the riparian buffer structure and content. Construction practices and scheduling meet or exceed industry and regulatory standards.

Regarding sustainability, this project will improve, restore, and enhance the natural environment of Flat Creek at the trail site and will protect waters flowing downstream into the nearby town of Black Mountain and on to the Swannanoa River. All such streamside projects will be subjected to increasingly erratic weather events, and it is impossible to know how well our hardscape and plantings will fare in



extreme wind and weather conditions. The town has experienced prior damage from hurricane-related winds and heavy rains requiring major repairs to Town roads and culverts. That said, the hardscape of the trail and welcome center will be engineered and built with state of the art, ecologically sound materials and methods, informed by the Town's experience with permeable surface materials. We expect that the planned hardscape of the trail and welcome center will withstand routine high-water events. The riparian buffer plantings and stormwater catchment system are intended to protect Flat Creek and to withstand reasonable variations in weather.

Regarding maintenance, several parts of this project will need ongoing maintenance, including the hardscape and plantings, website and educational materials, and signage. Town of Montreat staff have equipment and training to manage routine issues with trees on Town land and rights of way and removing blockages from creeks (otherwise left wild). The project budget includes funds for the first three years for periodic professional assessment of the condition of plantings and hardscape. Minor replanting, trash pick-up and routine removal of invasives will be handled by Landcare volunteers. The budget also includes funds for professional maintenance of the website, including updates for necessary software and minor redesign as educational materials are added or updated. In Montreat's moist environment, experience has shown the need for periodic cleaning and maintenance of signage. Routine cleaning and minor repairs will be done by volunteers.

One of the many reasons our applicant group, the Town of Montreat Landcare Committee, will be effective in this project is in the very nature of the Committee itself. Landcare is an international movement which began in Australia. It links citizens with government, businesses, researchers, natural resource management agencies and communities to work together on environmental concerns. These partnerships build local community ownership of issues, unlock volunteer knowledge, capability, and capacity to create better outcomes for the environment. Landcare emphasizes grass roots projects that come from citizens themselves and that is how Flat Creek Crossing began. Founded in 2007, Montreat Landcare was the first in North Carolina. Its mission is to protect, preserve and present the natural features of our mountain cove. Landcare is a Town Board which meets regularly and has eleven members appointed by the five participating entities. There is close collaboration and a strong sense of how to get things done together to benefit the Montreat community. Current project teams include the Flat Creek Watershed (Stream Team), Rain Gardens, Children and the Outdoors, the annual Native Plant Sale event, and now Flat Creek Crossing. Information on Montreat Landcare is available at [www.montreatlandcare.org](http://www.montreatlandcare.org).

Open meetings of the Landcare Committee each month attract interested citizens and the volunteer base is strong. Montreat's population includes many retired professionals with time and energy to devote to making each project successful. Proof of that motivation and careful follow through of volunteers is seen in the success of many completed Landcare projects: National Wildlife Federation designation as a Community Wildlife Habitat (first in North Carolina); certification as a Tree City; as a Firewise community; a Bearwise community; upholding the Mayor's Monarch Pledge; partnering with the Blue Ridge Parkway Foundation on Kids in Parks and with the NC Arboretum on EcoEXPLORE; constructing the Town Hall rain garden and pocket park; restoring Hemlock trees and also planting trees along with the American Chestnut Foundation. All these community-based projects have in common protection of land, water and habitat.

This project brings together expertise and resources beyond the Town, most significantly the following active partners:

- InSite Out Design - research, design, and construction

- Land of Sky Regional Council - planning and development agency, author of the comprehensive Stormwater Management Plan for the Town
- NC Wildlife Resources Commission, Mountain Habitat Conservation - guidance on design and necessary permits
- Montreat College Natural Science Department - environmental site review; census of species
- Montreat College Outdoor Education Department - development of educational materials
- Environmental Quality Institute - stream water quality testing laboratory
- Black Mountain Academy - therapeutic High School for Neurodiverse students - input for social stories, visual schedule and other materials
- Hudson Design Studio - website content, updating
- Montreat Conference Center - publicity, trail system coordination, signage
- Montreat Cottagers - fundraising opportunities, work crew volunteers, Stream Team volunteers
- Waypoint - experts in adaptive outdoor experiences and equipment

Other collaborators already offering their support will be invited to participate on our Regional Advisory Committee. These include Riverlink, Mountain True, NC Wildlife Resources Commission Inland Fisheries Division, G5 Trail Collective, NC Department of Environmental Quality, to name a few. These collaborators will help us design and execute post-implementation effectiveness measures. For example, we plan to count trail users, website visitors, number of homeowners installing new stormwater catchment systems; take ongoing measurements of water quality and revisit habitat data, assess the riparian buffer plantings, and effects of high-water events.

Studying the impact of Flat Creek Crossing will inform the planning and design of Phases Two and Three of the project. These future plans include reworking a nearby footbridge, widening and surfacing adjacent trails, and creating an additional access point and nature garden on the opposite side of the creek. Each phase will provide more opportunities to engage and educate. Reaching Montreat's younger generation will be another benefit. Our community was founded in 1897 and incorporated as a Town in 1967. Some residents represent seven generations of Montreaters committed to maintaining the quality of our natural environment. The Flat Creek Crossing project steering committee includes a cross section of age groups. There is a high degree of confidence that protection of the creek and our mountain cove will continue long into the future.

Regarding replicability, many aspects of this project could serve as a model for other small communities. Creating citizen Stream Teams, hosting special educational events, and providing access for the handicapped might easily be copied by other small towns in our mountain region. The Landcare model itself is worthy of replication, creating a structure for cooperation and collaboration across government, educational, business, and other organizational entities sharing a natural resource area, like a watershed or stream.

The public benefit of this project goes beyond creek protection. Montreat's extensive trail system serves the surrounding communities, and Flat Creek Crossing Accessible Trail creates a rare access point for those living with disabilities. There is significant interest and excitement for this project among our partners and collaborators. We look forward to contributing our experiences in public engagement, resource materials, partner involvement and regional advisory committee evaluation. The site design, construction methods and materials, and accessibility features can serve as models for other locations. Knowledge and experience gained from Flat Creek Crossing may be applied to other sites upstream in Montreat, downstream in Black Mountain, and statewide.



Thank you for reviewing our application.

**MNT023SG Montreat Landcare Committee Accessible Trail - Line Item Budget 2 pages**

Line #	Category	Estimated Costs	EEG Request	Matching Funds Secured	Source of Match	Category subtotals
1	<b>Pre-Construction Costs</b>					<b>19,700</b>
2	Site planning and design fees	5,000		5,000	private donation	
3	Tree removal	5,500				
4	Organic debris removal, dump fees	3,200	1,600			
5	Paved surface removal,dump fees	3,500	1,750			
6	Silt fencing/ water protection	1,500	750	750	private donation	
7	Riparian Buffer Planting Phase 1	1,000		1000	private donation	
8	<b>Construction Costs</b>					<b>165,900</b>
9	Permits	1350		1,350	private donation	
10	Stormwater Engineering Fees, Plans	15,000	7,500			
11	Waste Management Fees	3,000	1,500			
12	Trail surfacing construction	54,000				
13	Stormwater management system	10,000	7,500			
14	Slope and Bank Stabilization,Riparian buffer	35,250	18,000			
15	Parking	3,500				
16	Welcome Zone	43,800				
17	<b>Site Amenities</b>					<b>29,000</b>
18	Handrails	17,000				
19	Site furnishings, incl. req'd signs	12,000				
20	<b>Total Site Prep &amp; Construction</b>					<b>214,600</b>

**MNT023SG Montreat Landcare Committee Accessible Trail - Line Item Budget 2 pages**

Line #	Category	Estimated Costs	EEG Request	Matching Funds Secured	Source of Match	Category subtotals
21	Public Education and Outreach					21,700
22						
23	Research and Development	2,500		2,500	private donation	
24	Design Fees (Print/Digital)	5,000		1,200	private donation	
25	IT Consultation, Website Design	2,500				
26	Educational Event Materials	1,500	750	750	private donation	
27	Interactive media costs	4,200				
28	Signs	5,000		190	private donation	
29	Printing	1,000		576	private donation	
30	<b>Project management and administration</b>					41,180
31	Construction Project Mgmt Fees(10%)	21,460	10,650			
32	Website Management	4,320		4,320	private donation	
33	Site maintenance support (long term)	5,000				
34	Administrative Support	8,900		500	private donation	
35	Advisory Committee Post Implementation Evaluation	1,500				
36	<b>Total Project Budget</b>					<b>\$277,480.00</b>
37	Contingency Funds (10% of Project Budget)	27,748				
38		<b>\$305,228.00</b>	<b>\$50,000.00</b>	<b>\$18,136.00</b>		

## Timeline and Benchmarks

page 1 of 2

### Already Completed Late Winter/ Spring '22

- Survey of proposed project area completed
- Hired Designer
- Initial trail design concepts developed
- Public meetings seeking project approval – March, April

### Already Completed Summer/Fall '22

- Public meeting - project approved by Town Council June 9th
- Special Use permit approved via Board of Adjustments August 25<sup>th</sup>
- Volunteer Work days implemented to eradicate invasive species
- Soft marketing to initiate community awareness of project
- Focus Groups conducted
- Fundraising initiated

### Already Completed Winter '23

- Identify potential grant funding sources
- First phase print-oriented marketing materials completed
- Assemble first grant writing team

### Spring '23

- Complete printed and online marketing materials
- Select web design company
- Install a portion of native plantings as part of a riparian buffer
- Continue management of invasive species
- Begin recruiting Regional Advisory Committee for results assessment

### Summer/Fall '23

- Launch fundraising drive - July '23
- Confirm surfacing materials for trail
- Develop and finalize engineering requirements for stormwater catchment system
- Identify ideal construction timeline to minimize disruption to critical aquatic lifecycles
- Identify and hire contractors for implementation
- Continue to manage invasive species in and along trail area
- Compile existing native flora and fauna species inventory
- Initiate educational materials research, development, and content

## Timeline and Benchmarks

page 2 of 2

### Winter/Spring '24

- Obtain requisite permits
- Create ADA parking space for Welcome Zone to accommodate construction parking
- Begin pre-construction/ construction including stormwater catchment system as aquatic lifecycles allow
  - Selected tree removal
  - Organic material removal, dump fees
  - Paved surface removal, dump fees
  - Silt fencing/water protection
- Develop educational materials, formats, and content
- Convene focus groups for educational material feedback
- Evaluate further needs to manage invasive species
- Increase community awareness of project via seasonal local public events, i.e Native Plant Sale
- Finalize website interactive details

### Summer/Fall '24

- Finalize educational materials
- Continue construction
  - Secure permits
  - Stormwater engineering fees, plans
  - Waste management fees
  - Trail surfacing construction
  - Stormwater management system
  - Slope and bank stabilization
- Convene Regional Advisory Committee
- Develop long term site management plan

### Winter/Spring '25

- Complete Welcome Zone and trail construction
- Finish planting riparian buffer adjacent to trail
- Install educational materials along trail
- Finalize and install interactive website elements

### Summer '25

- Trail opens for public access
- Begin post-implementation evaluation measurements



## TOWN OF MONTREAT

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

Ms. Sarah Zambon  
Assistant Attorney General  
114 West Edenton Street  
Raleigh, North Carolina 27603

May 11, 2023

**Re: MNT023SG Town of Montreat Landcare Committee Flat Creek Crossing Accessible Trail**

Dear Ms. Zambon

The Town of Montreat Town Council appreciates the opportunity to apply for the North Carolina Attorney General's Environmental Enhancement Grant for Flat Creek Crossing Accessible Trail.

The Town of Montreat, population about 900, is committed to preserving the water quality and biodiversity of the Flat Creek watershed, with a small expert staff and limited budget. The Town provides vital services in Montreat cove, including wells, wells water lines and building and maintaining storm water conveyances along roads and creeks.

The Town commissioned an extensive Stormwater Inventory and Management Plan by the Land of Sky Regional Council (2021) focused on steep slope conditions in the Flat Creek watershed within Montreat cove. The Town of Montreat has extremely limited space available for stormwater control measures, trails or other amenities. We have committed the only suitable creek bank land to the Flat Creek Crossing Accessible Trail site by unanimous vote of the Town Council in June 2022. In August 2022 the Board of Adjustment issued a special use permit.

The Flat Creek Crossing Accessible Trail project will extend protection of Flat Creek to the edge of Town and will also protect waters headed downstream into Black Mountain and the Swannanoa River. The stormwater control engineering, permeable surfaces and native plantings in the project design follows standards of other Town construction and will enhance the natural environment, restoring a neglected space. We are pleased that the site design addresses the same high level of accessibility standards as our recently completed Town Hall, making the waters of Flat Creek accessible by all persons. Flat Creek Crossing will create a beautiful entrance to our Town, welcoming the many visitors to Montreat cove from the surrounding communities, the region, the nation and the world.

Thank you for your consideration and your interest in the Town of Montreat and Montreat cove.

Respectfully submitted,

Timothy R. Helms  
Mayor, Town of Montreat

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## TOWN OF MONTREAT

### 2022-2023 BUDGET ORDINANCE

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**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
<b>Total Expenditures</b>	<b>\$2,074,556</b>

**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	\$3,000
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
<b>Total Expenditures</b>	<b>\$359,734</b>

**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
<b>Total Revenue</b>	<b>\$359,734</b>

**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.

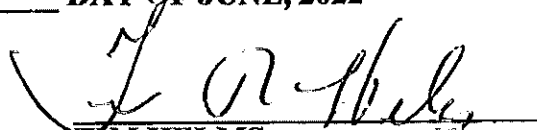
C. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

**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** 9<sup>th</sup> **DAY OF JUNE, 2022**

  
**TIM HELMS**  
MAYOR

**ATTEST:**



  
**ANGIE MURPHY**  
TOWN CLERK

339 New Leicester Hwy., Suite 140  
 Asheville, NC 28806  
 p: 828.251.6622 | 800.727.0557  
 f: 828.251.6353 | w: landofsky.org



**EEG Grant Code:** MNT023SG      **Town of Montreat Landcare Committee**      **Flat Creek Crossing Accessible Trail**

Ms. Sarah Zambon  
 Assistant Attorney General  
 114 West Edenton Street  
 Raleigh, North Carolina 27603

Dear Ms. Zambon,

Please accept this letter of support for the proposed accessible trail site called Flat Creek Crossing submitted by the Town of Montreat Landcare Committee.

Land of Sky Regional Council (LOSRC) has partnered with the Montreat and Landcare in several ways. We are currently consulting with the Town of Montreat Comprehensive Plan Steering Committee on next 10-year Comprehensive Plan. The Town's current Zoning and Code Enforcement Administrator is a contractor from Land of Sky. In 2020, LOSRC, with Blue Earth Engineering, undertook an extensive stream assessment and stormwater management evaluation for the Montreat, resulting in the 2021 report Montreat Stormwater Inventory and Management Plan. Blue Earth mapped and modelled water flows in the 4.8 acre Flat Creek watershed, and assessed opportunities for stormwater capture and filtration in this steep slope terrain. The work was funded by NCDEQ, and the waterflow analysis and evaluation techniques will serve as models for evaluation of other steep slope sites.

An important finding from the 2021 report is that very few viable possibilities for stormwater control and filtration exist in Montreat on public right of way lands along roads or beside creeks. There are two possible downstream sites on Flat Creek, as it exits Montreat and enters Black Mountain. One of these is a parking area adjacent to a gravel road maintained by the Department of Transportation. Flat Creek Crossing, and the proposed accessible trail and its planned small park, creates one more opportunity to protect Flat Creek from stormwater runoff on town-owned land.

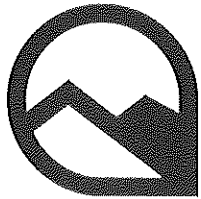
Two local partners contributed to the study and report, both of whom also work with or serve on Montreat Landcare Committee. Montreat College Professor Josh Holbrook and his students in the Department of Natural Science conducted water quality assessments and macroinvertebrate monitoring for habitat assessment. Professor Bill Seaman (University of Florida), who lives in Montreat and leads the Montreat Landcare Committee Stream Team, has led community involvement in water quality monitoring for bacterial contamination in cooperation with the Environmental Quality Institute and he serves on the Montreat Comprehensive Plan Steering Committee. Landcare will continue to provide community education and coordinate volunteer efforts around stormwater control measures, native plants, and habitat protection.

With our history of collaboration and ongoing involvement with the Town of Montreat and Landcare, LOSRC is confident that this project will be well-executed. The Town of Montreat Landcare Committee brings to the project a wealth of talent, knowledge, and enthusiasm for environmental protection, particularly Flat Creek. This project will preserve, protect and enhance the natural environment of Flat Creek in Montreat, as well as serving underserved populations. This project will likely be seen a model for future accessible site planning in environmentally sensitive streamside locations.

Sincerely,

A handwritten signature in cursive script that reads "Mary Roderick".

Mary Roderick  
 Regional Planner, LOSRC



# MONTREAT<sup>®</sup>

## CONFERENCE CENTER

PO Box 969  
Montreat, NC 28757  
800.572.2257  
montreat.org

5/2/23

Ms. Sarah Zambon  
Assistant Attorney General  
114 West Edenton Street  
Raleigh, North Carolina 27603

Re: **EEG Grant Code:** MNT023SGTown of Montreat Landcare Committee- Flat Creek Crossing Accessible Trail

Dear Ms. Zambon,

Please accept this letter of support for the proposed accessible trail site called Flat Creek Crossing submitted by the Town of Montreat Landcare Committee.

As the original stewards of Montreat cove, the Mountain Retreat Association (MRA) continues to maintain our commitment to preserving and protecting the beauty of our surroundings. We have placed approximately 2,500 acres in conservation and greenspace so the natural beauty of this cove will be preserved forever. Conservation of land around the ridgeline and steepest slopes has contributed significantly to high water quality in Flat Creek watershed, continuous flow from springs, and the wells that provide water for Montreat. Conservation lands also protect habitat for many native species of plants and animals.

Preservation of Montreat's natural beauty and biodiversity is closely tied to the long-term prosperity of Montreat itself: our respect for its history, hopes for its future, and an outcome in this process that serves all who come here. Most of the recreational spaces in Montreat are available to the public and maintained by the MRA, and the community would benefit from more sites that meet ADA standards.

MRA partners with the Town of Montreat in a variety of ways, including participation on advisory boards and committees. MRA's appointed representatives to Montreat Landcare Committee actively engage in planning and supporting Landcare projects.

The Flat Creek Crossing Accessible Trail project will extend protection of Flat Creek to the stone gate at the entrance of Montreat cove. The stormwater control engineering, permeable surfaces and native plantings in the project design will enhance the natural environment. The educational signage will add to our own efforts to protect the trails and creeks of Montreat cove. The park-like amenities will create a beautiful setting and make the waters of Flat Creek accessible for rest and recreation for all people.

Tanner Pickett  
Vice President for Communications  
Mountain Retreat Association



# Montreat Cottagers

P.O. Box 111, Montreat, North Carolina 28757

April 25, 2023

Ms. Sarah Zambon  
Assistant Attorney General  
114 West Edenton Street  
Raleigh, North Carolina 27603

Re: **EEG Grant Code: MNT023SG**  
Town of Montreat Landcare Committee - Flat Creek Crossing Accessible Trail

Dear Ms. Zambon:

Please accept this letter of support from Montreat Cottagers, Inc. ("the Cottagers") for the proposed accessible trail site known as Flat Creek Crossing, and the related application for the subject grant submitted by the Town of Montreat Landcare Committee.

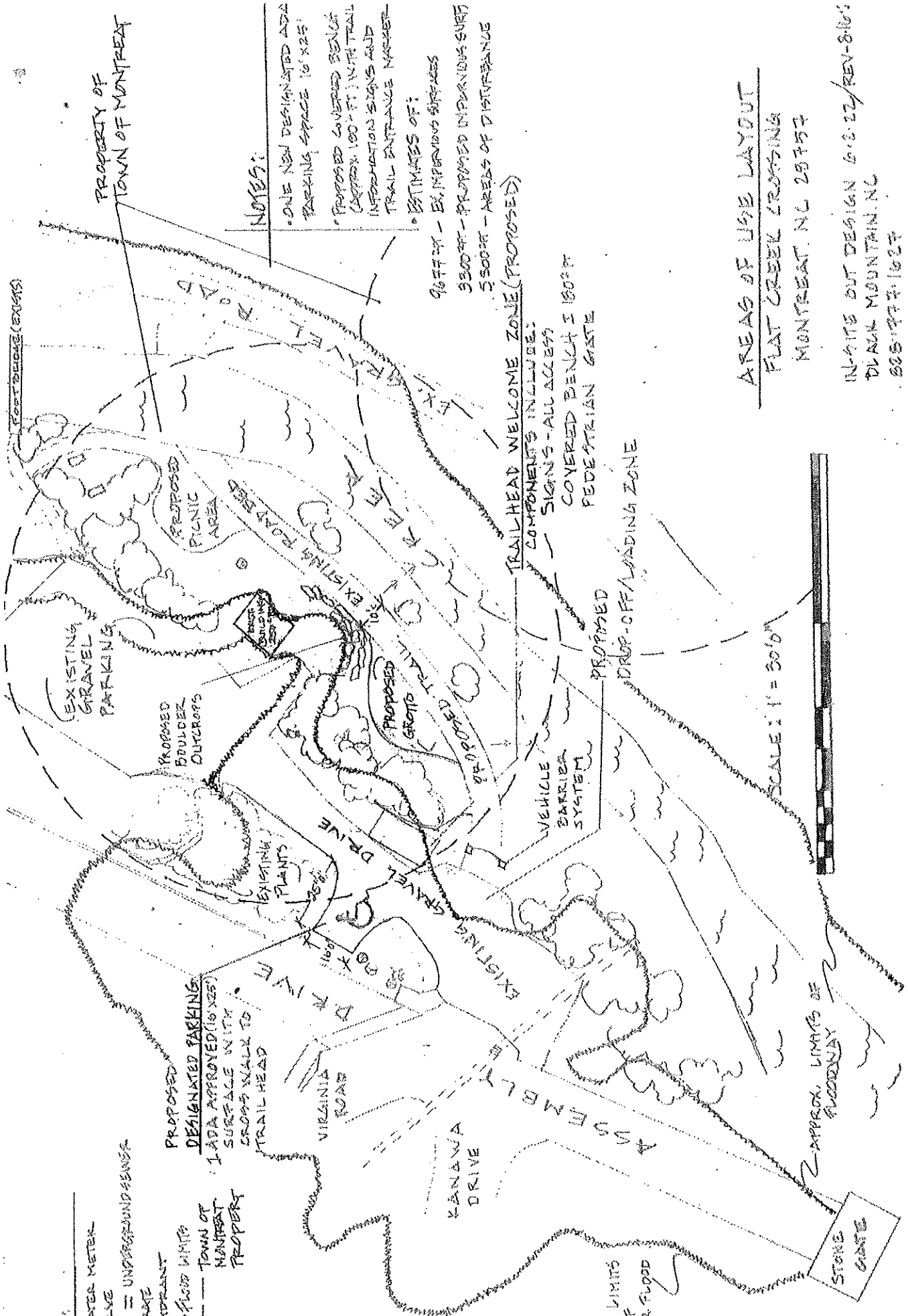
The Cottagers is a 501(c)(3) corporation/organization of property owners in the town of Montreat, North Carolina. Its purposes are to promote community connections and information for the residents and visitors of Montreat, and to support and promote the institutions of Montreat, including the Town of Montreat, Montreat College and the Montreat Conference Center.

The elected Board of the Cottagers voted unanimously on April 14, 2023, to enthusiastically support the efforts of the Montreat Landcare Committee in its endeavor to build the Flat Creek Crossing. The Board feels that this space will provide much needed accessibility for residents and visitors in Montreat to the beautiful Flat Creek. It is anticipated that this park will provide those with mobility issues access to the creek for rest, renewal and recreation. We fully endorse and support the Landcare Committee's application for this grant, and sincerely request your approval of it.

Please contact me if you have any questions.

Sincerely,

Coleman Legerton  
President  
Montreat Cottagers, Inc.



- KEY:**
- WATER METER
  - VALVE
  - == UNDERGROUND PIPING
  - ▢ GATE
  - HYDRANT
  - FLOOD LIMITS
  - TOWN OF MONTREAT PROPERTY

**PROPOSED DESIGNATED PARKING**  
 1 ADA APPROVED (10 X 25)  
 SURFACE WITH CROWN WALK TO TRAIL HEAD

**NOTES:**

- ONE NEW DESIGNATED ADA PARKING SPACE 10 X 25'
- PROPOSED COVERED BENCH (APPROX. 100' FT) WITH TRAIL INFORMATION SIGNS AND TRAIL ENTRANCE MARKER
- ESTIMATES OF:
  - 9677 FT - EX. IMPROVED SURFACES
  - 9500 FT - PROPOSED IMPROVED SURF
  - 5500 FT - AREAS OF DISTURBANCE

**TRAIL HEAD WELCOME ZONE (PROPOSED)**

- COMPONENTS INCLUDE:
- SIGNS - ALL ACCESS
- COVERED BENCH 1180 FT
- PEDESTRIAN GATE

**AREAS OF USE LAYOUT**

FLAT CREEK CROSSING  
 MONTREAT, NC 28757

IN-SITE OUT DESIGN 6.2.22/REV-8160  
 BLACK MOUNTAIN, NC  
 805.777.1627





**TOWN OF MONTREAT  
FISCAL YEAR 2023  
BUDGET AMENDMENT #2**

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, 2023.

**Department(s):** Planning & Zoning; Street Department

**Purpose:** To cover Comprehensive Plan amendment.

**Section 1.** To amend the General – Planning & Zoning –Street Department Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Snow Removal	10-20-5600-770	\$3,900		\$800
Contract Services-Zoning	10-10-5400-452		\$3,900	\$70,400

Notes: \_\_\_\_\_.

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

  
Finance Officer

5/11/23

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 Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**TOWN OF MONTREAT  
FISCAL YEAR 2023  
BUDGET AMENDMENT #3**

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, 2023.

**Department(s):** Administration; Planning & Zoning

**Purpose:** To cover IT Billing.

**Section 1.** To amend the General – Building & Zoning – General Administration Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Contract Services – Bldg	10-10-5400-450	\$1,500		\$13,000
Contract Services	10-00-4200-450		\$1,500	\$44,500

Notes: \_\_\_\_\_.

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

  
Finance Officer

5/11/23

\_\_\_\_\_  
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 Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date



## Grant Project Ordinance

### **Grant Project Ordinance for the Town of Montreat American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds**

**BE IT ORDAINED** by the town council of the Town of Montreat, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Montreat (Town) has received the first and second tranche in the amount of \$138,633.39 each, of CSLFRF funds. The total allocation is \$277,266.78. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriated for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Repairs to Greybeard Wall. Damage to Greybeard Wall resulted in pedestrian and vehicle safety issues. In addition, if the repair to the wall was not done, damage to our	6.1	Contract Services	\$32,500

	infrastructure was likely (i.e., damage to our water and sewer lines)			
002	Tyler Software Upgrade. The software upgrade will enable staff to provide the Town with accurate water/sewer bills, payroll reporting, and financial reports that the current computer system can not provide. Further, our most recent audits have resulted in findings due to the inaccuracies of our software.	6.1	Contract Services -Product	\$96,000
003	Administration Services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$47,601.07
004	Police services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$54,340.85
005	Public Works services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$18,855.77
006	Street Department services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$18,550.83
007	Sanitation Department services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$7,988.08
008	Water Department services for the period of September 6, 2021 through December 26, 2021	6.1	Salaries	\$1,430.18
	<b>TOTAL</b>			<b>\$277,266.78</b>

**Section 4:** The following revenues are anticipated to be available to complete the project:

**ARP/CSLFRF Funds:** \$277,266.78

**Total:** \$277,266.78

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to Town Council.

**Section 8:** This grant project ordinance is effective as of March 3, 2021, and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

**READ, ADOPTED AND APPROVED** this the 11th day of May 2023.

_____ Tim Helms, Mayor	_____ Date
_____ Mason Blake, Mayor Pro Tem	_____ Date
_____ Jane Alexander, Board Member	_____ Date
_____ Tom Widmer, Board Member	_____ Date
_____ Katheryn Fouche, Board Member	_____ Date
_____ Kent Otto, Board Member	_____ Date

ATTEST:

I hereby certify this is a true and correct copy of this document, duly adopted by the Town of Montreat on the \_\_\_\_ day of \_\_\_\_\_, 2023 as it appears of record in the official minutes.

\_\_\_\_\_  
Angie Murphy, Town Clerk

## **National Public Works Week Proclamation May 21 – 27, 2023**

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Montreat; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment, public buildings, and structures and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Montreat to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week, be it now,

RESOLVED, I, Mayor Tim Helms, do hereby designate the week May 21 – 27, 2023 as the Town of Montreat's 1st National Public Works Week; and I urge all citizens to pay tribute to our public work professionals of Montreat to recognize the substantial contributions they make to protecting our national health, safety and quality of life.

IN WITNESS WHEREOF, I have read, approved and adopted, this the 11<sup>th</sup> day of May, 2023.

---

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 11<sup>th</sup> day May 11, 2023 as it appears of record in the official minutes.

---

Angie Murphy, Town Clerk



RESOLUTION  
GOVERNMENTAL ENTITY

FIRST BANK

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
ARPA  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	DD 2081002587	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the





Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.





**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
DAVID P ARRANT POLICE CHIEF		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
KATHERYN KIRK FOUCHE COMMISSIONER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

ANGELA M MURPHY  
Certifier

Date



GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
CENTRAL CHECKING ACCOUNT  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	DD 70302519	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the



Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.



**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
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TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

\_\_\_\_\_  
ANGELA M MURPHY  
Certifier

\_\_\_\_\_  
Date



RESOLUTION  
GOVERNMENTAL ENTITY

FIRST BANK

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
CENTRAL DEPOSITORY ACCOUNT  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	11D 70196863	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the





Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.



**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
DAVID P ARRANT POLICE CHIEF		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
KATHERYN KIRK FOUCHE COMMISSIONER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

\_\_\_\_\_  
ANGELA M MURPHY  
Certifier

\_\_\_\_\_  
Date



RESOLUTION  
GOVERNMENTAL ENTITY

FIRST BANK

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
POWELL ACCOUNT  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	DD 34513572	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the





Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.



**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
DAVID P ARRANT POLICE CHIEF		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
KATHERYN KIRK FOUCHE COMMISSIONER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

\_\_\_\_\_  
ANGELA M MURPHY  
Certifier

\_\_\_\_\_  
Date



RESOLUTION  
GOVERNMENTAL ENTITY

FIRST BANK

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	DD 34021204	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it



provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.



**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
DAVID P ARRANT POLICE CHIEF		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
KATHERYN KIRK FOUCHE COMMISSIONER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

ANGELA M MURPHY  
Certifier

Date





RESOLUTION  
GOVERNMENTAL ENTITY

FIRST BANK

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF MONTREAT  
WATER CAPITAL RESERVE ACCOUNT  
96 RAINBOW TER  
BLACK MOUNTAIN, NC 28711

This Resolution supersedes all previous Resolutions, effective April 13, 2022.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
May 1, 2018	DD 34497727	XX-XXX9173

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 10, 2022 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
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**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

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**DESIGNATION OF AUTHORIZED SIGNERS**

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
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BENNY T BLACKBURN JR INTERIM TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
KATHERYN KIRK FOUCHE COMMISSIONER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
TIMOTHY R HELMS MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
ANGELA M MURPHY TOWN CLERK		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

ANGELA M MURPHY  
Certifier

Date

