

Town of Montreat
Board of Commissioners Meeting – Public Forum
May 8, 2025 – 5:30 p.m.
Town Hall

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 8, 2025 – 6:00 p.m.
Town Hall**

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

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

V. Town Manager's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

- Administration
- Planning and Zoning
- Public Works and Water
- Sanitation
- Streets
- Finance - Pending
- April Building Permits
- Police

VII. Public Comment

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

**Montreat Board of Commissioners
Town Council Meeting
May 8, 2025**

VIII. Old Business

IX. New Business

- A. Buncombe County Recovery Update – Representative from Buncombe County**
- B. Proclamation #25-05-001 for 56th Annual Professional Municipal Clerks Week**
 - **Presenter: Savannah Parrish and/or Mayor Tim Helms**
 - **See Agenda Materials on page 22**
 - **Suggested Motion: Move to approve/deny the Proclamation and designate May 4 – 10th as Professional Municipal Clerks Work in Montreat**
- C. Proclamation #25-05-002 Honoring Law Enforcement Officers**
 - **Presenter: Savannah Parrish and/or Mayor Tim Helms**
 - **See Agenda Materials on pages 24-25**
 - **Suggested Motion: Move to approve/deny Proclamation #25-05-002 and designate May 11-17th as Police Week in Montreat**
- D. Proclamation #25-05-003 Honoring National Public Works Week**
 - a. **Presenter: Savannah Parrish and/or Mayor Tim Helms**
 - **See Agenda Materials on page 23**
 - **Suggested Motion: Move to approve/deny Proclamation #25-05-003 and designate May 18-24th as Public Works Week in Montreat**
- E. Resolution to Approve NC Cashflow Loan Agreement and Promissory Note**
 - **Presenter: Savannah Parrish**
 - **See Agenda Materials on pages 27-28**
 - **Suggested Motion: Move to approve/deny the Resolution to Approve NC Cashflow Loan Agreement and Promissory Note**
- F. Appointment of a Regular Member to Planning & Zoning Commission**
 - **Presenter: Savannah Parrish**
 - **See Agenda Materials on page 29**
 - **Suggested Motion: Move to appoint _____ as a Regular Member on the Planning & Zoning Commission**
- G. Appointment of an Alternate Member to Planning & Zoning Commission**
 - **Presenter: Savannah Parrish**
 - **See Agenda Materials on page 29**
 - **Suggested Motion: Move to appoint _____ as an Alternate Member to Planning & Zoning Commission**

H. Bear Resistant Trash Containers

- a. **Presenter: Savannah Parrish**
- b. **Suggested Motion: Move to approve a requirement that all residences in Montreat must have bear resistant trash containers by September 1, 2025. Each household shall provide at least one (1) bear resistant container for every three (3) residents and/or renters**

X. Public Comment

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

XI. Commissioner Communications

XII. Dates to Remember

- **Tree Board - Tuesday, May 13th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **Board of Adjustment - Thursday, May 22nd, 2025, at 5:00 p.m. in Town Hall with Zoom options**
- **Town Offices Closed - Memorial Day - Monday, May 26th. Sanitation will resume on Tuesday, May 27th. Town Convenience Center open daily 7:00 a.m. - 7:00 p.m.**
- **Landcare - Wednesday, June 4th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **Tree Board - Tuesday, June 10th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **June Town Council Meeting - Thursday, June 12th at 6:00 p.m. in Town Hall with Zoom options. The Public Forum will begin at 5:30 p.m.**
- **Board of Adjustment - Thursday, June 26th, 2025, at 5:00 p.m. in Town Hall with Zoom options**

XIII. Closed Session:

- **Suggested Motion: Move to enter into Closed Session in accordance with NCGS143-318.11(6) for discussion of a personnel matter.**

XIV. Adjournment

Board of Commissioners - Public Forum

Meeting Minutes – April 10, 2025

Board of Commissioners in Attendance

Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Mason Blake
Commissioner Tom Widmer
Commissioner Jane Alexander
Commissioner Grant Dasher

Board of Commissioners Absent

None

Town Staff in Attendance

Savannah Parrish, Town Manager
Angie Murphy, Town Clerk

Members of the Public in Attendance

Approximately 12 people

Call to Order

Welcome

Mayor Tim Helms called the meeting to order at 5:33 p.m. and welcomed everyone to the town forum. He explained that the town forum is an opportunity for residents to address commissioners and receive answers to questions if possible. He noted that if answers were not immediately available, the commissioners would follow up later.

Moment of Silence

Mayor Helms led a moment of silence before the meeting began.

Agenda Adoption

Mayor Helms called for a motion to adopt the agenda as presented.

Commissioner Widmer moved to adopt the agenda as presented. Commissioner Alexander seconded the motion. The motion passed unanimously.

Public Comments

Jean Norris, resident of 192 Mississippi Road, initiated the public comments by revisiting a previously posed question to inquire whether the debris clearing efforts by the Army Corps of Engineers would extend beyond Flat Creek to include smaller tributary creeks within the town, recognizing the presence of debris in these as well. Mayor Tim Helms responded affirmatively, recounting his recent meeting participation, wherein the Corps of Engineers agreed to visit Montreat. Nevertheless, he noted their current focus on Flat Creek and acknowledged the uncertainty regarding smaller tributaries until the Corps initiates their on-ground assessments.

Town Manager Savannah Parrish further elucidated, explaining that the primary criterion for action by the Corps is navigability, meaning the creeks should be accessible by their equipment. This implies that only creeks that meet this specification are included. Ms. Parrish assured that inquiries about smaller creeks would be pursued once the Corps undertakes the assessment visit. Ms. Norris elaborated on the tributary near her residence, describing it as a perennial stream that, while not suitable for canoe navigation, denotes concern due to its stable flow and neighboring debris accumulation.

Following this exchange, Town Manager Savannah Parrish presented a detailed update on the town's ongoing progress in securing FEMA reimbursement for recovery projects. She emphasized the significant milestones achieved, starting with the commencement of site inspections that mark a crucial step toward beginning to receive reimbursement from FEMA for completed projects. These site inspections are integral as, according to Ms. Parrish, they entail detailed evaluations and necessitate involvement from numerous representatives from several FEMA departments, including hazard mitigation, finance, and stormwater, aimed at verifying the listed damages as eligible for funding under FEMA guidelines. This process, while methodical and time-consuming, has already commenced, showcasing municipality diligence in FEMA's reimbursement mechanics.

In addition to discussing the inspection phases, Ms. Parrish elaborated on the multitude of projects submitted for FEMA evaluation, underscoring notable achievements in local infrastructure recovery. Among these accomplishments, she highlighted that the public works department had effectively cleared Welch Field, completed road and bridge repairs, replaced a thousand feet of water line, and removed substantial debris, amounting to 800 cubic yards, from Texas Road Bridge and various other locations across the town. Additional milestones include significant construction endeavors that saw town hall repairs and multiple damaged guardrails replacement, alongside extensive culvert replacements completed at Calvin Trail, Texas Road, and Providence Terrace.

Further progressing into the FEMA assistance discussion, Ms. Parrish delineated the comprehensive procedure by which projects are developed, initiating from the compilation of the disaster inventory where damages are meticulously listed in detail, subsequently progressing through various categorical phases until FEMA formally formulates and approves the worksheets that identify the scope of work and estimated costs. She reiterated the importance of detail accuracy in these documents, stressing that any post-approval changes necessitate a complicated amendment process – a factor underscoring the thorough labor invested by town staff and consultants in harmonizing project details with FEMA's rigorous expectations.

The ensuing discussion underscored the significance of comprehending and navigating the FEMA public assistance architecture, aiming ultimately at rehabilitating disaster-affected facilities and infrastructure to their pre-disaster state. However, Ms. Parrish highlighted the extensive hurdle of cash flow, emphasizing that although FEMA remunerates expenses, it does not provide pre-financing, thus necessitating the town to initially shoulder the recovery project costs pending reimbursements. She concluded her comprehensive update by reaffirming the town's exhaustive efforts and meticulous documentation and alignment with FEMA protocols, highlighting that collaboration between local authorities and federal agencies continues staunchly to advance the town's recovery endeavors effectively.

Amidst the ongoing dialogue, Commissioner Tom Widmer underscored the critical nature of addressing trash management, particularly among renters, who he identified as significant contributors to improper disposal practices. He advocated for behavioral management strategies focusing primarily on property owners, suggesting that they bear the responsibility for their renters' actions. Town Manager Savannah Parrish echoed this sentiment, revealing the town's strategic objective to develop a centralized, comprehensive information source on local regulations tailored specifically for visitors and renters. She acknowledged the existing information access gap and announced plans to collaborate with local agencies to establish effective communication channels to mitigate this pressing issue.

Priscilla Hayner, a resident at 319 Assembly Drive, further inquired about potential national changes to FEMA funding that could impact recovery efforts in Montreat. Parrish acknowledged the surrounding uncertainty, noting FEMA employees themselves express apprehension about potential changes, although no definitive information is currently available. Hayner further addressed the importance of capturing communal reflections and lessons learned from the storm's experiences, questioning any proactive measures the town plans to capture these insights for future preparedness. Town Manager Parrish assured that efforts are underway, mentioning collaboration with community member Clay Hamilton, strategizing on documenting public sentiment and experiences, aiming to incorporate these into the town's broader disaster management planning initiatives.

Seth Hagler, a representative from the Mountain Retreat Association, engaged in a dialogue regarding FEMA's support for conducting no-rise studies. He inquired whether there is available funding or an active conversation regarding the potential to carry out a comprehensive no-rise study for the entire stretch of Flat Creek across the town. He explained that the MRA has already embarked on its own no-rise study that extends from Lookout up

to 150 yards upstream from the pedestrian bridge at Lake Susan. Through this study, the MRA endeavors to address flooding concerns proactively and align future developments with the town's safety measures.

Furthermore, Mr. Hagler expressed his gratitude towards the town for the completed culvert work at Calvin Trail, emphasizing that this project had significantly benefited the Mountain Retreat Association, especially in safeguarding access points for both the campground and residential areas like the home of Richard and Elizabeth Deibert at One Acre Wood. He acknowledged the critical role that these infrastructure improvements play in enhancing accessibility and ensuring the safety and functionality of key areas within the town.

Mr. Hagler conveyed deep appreciation for the efforts of Public Works Director Barry Creasman and recognized the town's collaborative partnership in addressing these projects. He also highlighted the importance of maintaining ongoing dialogue and cooperation to ensure that future projects and studies align with both the town's needs and FEMA standards, ultimately contributing to the town's resilience against flooding risks.

Following this discourse, Clay Hamilton extended heartfelt gratitude to town authorities for the tremendous improvements and recovery strides made post-storm. He acknowledged the efforts seen by those residing in Montreat and underscored that numerous revitalization projects had visibly enhanced the town's landscape. Understanding that nonresident Montreaters, who typically arrive during the summer, might be oblivious to the extent of these improvements, Hamilton stressed the importance of communicating the impressive recovery efforts to ensure full acknowledgment of the town's labor and dedication.

To facilitate this, Hamilton proposed exploring various educational outreach methods. He suggested leveraging visual presentations or creating video documentation and organizing exhibits in collaboration with entities like the Mountain Retreat Association (MRA) or the Presbyterian Heritage Center. Hamilton emphasized that these resources could effectively detail the town's recovery journey, showcasing the hard work and perseverance of the community and local authorities in restoring Montreat after the devastating storm. His initiative aimed at cultivating a deeper appreciation and understanding among all Montreaters and visitors alike, thereby highlighting the town's resilience and teamwork in overcoming adverse circumstances. Expressing his willingness, Hamilton encouraged interested parties to join forces in this initiative, offering his and his wife's involvement to collaborate on organizing these presentations or media formats for broader community awareness and appreciation of the recovery accomplishments and ongoing endeavors.

Martha Campbell, 149 Maryland Place, advised that the Presbyterian Heritage Center has been collecting photographic evidence of Hurricane Helene's impact. She elaborated that they are developing a PowerPoint presentation, possibly including videos, and an exhibit about Hurricane Helene. This display will be prominently featured as visitors enter the Heritage Center, designed to inform and engage newcomers and returning residents about the storm's impact. Campbell emphasized the importance of a centralized collection of photos and stories to accurately portray what occurred, maintaining that individual efforts should funnel their materials to the Heritage Center for a comprehensive narrative. She encouraged anyone with additional pictures or video footage to contribute to this collective effort, reinforcing that the Heritage Center's display aims to be a resource for everyone to understand and appreciate the extensive impact of the storm and the town's recovery journey.

Adjournment

Mayor Pro Tem Kitty Fouché moved to adjourn the meeting. Commissioner Alexander seconded the motion. The motion passed unanimously.

The meeting was adjourned at 6:01 p.m. Mayor Helms thanked everyone for attending.

Mayor Tim Helms

Town Clerk Angie Murphy

Board of Commissioners Town Council Meeting

Meeting Minutes – April 10, 2025

Board of Commissioners in Attendance

Mayor Tom Helms
Mayor Pro Tem Kitty Fouche
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Mason Blake
Commissioner Grant Dasher

Board of Commissioners Absent

None

Town Staff in Attendance

Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Rachel Eddings, Finance Officer
Jeff Eaton, Police Chief

Members of the Public in Attendance

Approximately 12 people

Call to Order

Mayor Tim Helms called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance and a moment of silence.

Agenda Adoption

Mayor Helms called for a motion to adopt the agenda as presented.

Commissioner Widmer moved to adopt the agenda as presented. Commissioner Alexander seconded the motion. The motion passed unanimously.

Mayor's Communications

Mayor Helms welcomed everyone and expressed gratitude for their presence. He offered reflections on the progress the town had made following recent challenges. While acknowledging the difficulties faced, Mayor Helms shared a message of encouragement by highlighting the positive developments that residents experienced, including the restoration of drinkable water, the reopening of roads and bridges, and the overall resilience demonstrated by the community.

He emphasized the importance of remembering these positive moments as they represent the town's collective accomplishments amidst adversity. Mayor Helms encouraged everyone to remain hopeful and continue working together as the town progresses toward resolving ongoing challenges. Despite the lack of any new comments or

updates, he reiterated his previous message about the significance of unity and resilience in overcoming such obstacles, suggesting that these core values will guide the town in navigating future challenges.

The mayor concluded by offering recognition to those involved in recovery efforts and again asked everyone to reflect on the achievements and the strength drawn from overcoming past difficulties.

Consent Agenda

Town Manager Savannah Parrish presented the consent agenda, which included the March 13th Public Forum Meeting Minutes, the March 13th Town Council Meeting Minutes, and the March 7th Special Meeting Minutes.

During this presentation, Commissioner Tom Widmer noted the introduction of new technology for confirming meeting minutes accuracy and identified specific areas for improvement. He inquired about the absence of information concerning board members' attendance records and requested that both staff present and total attendees be documented at the beginning of the minutes. Savannah confirmed the feasibility of implementing these changes to enhance documentation clarity and accuracy. Additionally, it was mentioned that Savannah and Commissioner Widmer had already addressed a few minor corrections to the minutes prior to the meeting. Town Manager Parrish assured the commissioners that these details could be added to the final version of the minutes.

The emphasis on thorough documentation aligns with the ongoing efforts to standardize how meeting minutes are recorded. The transition to using new software aims to streamline the process while ensuring comprehensive records of meetings are maintained. By implementing structured formatting and addressing attendance and other procedural details, the council seeks to improve transparency and ensure all minutes accurately reflect the proceedings and discussions held during town council meetings.

Town Manager's Communications

Town Manager Savannah Parrish mentioned a few items:

- Orange or blue tape/flags around some hemlocks on Assembly Drive were for tree treatment by the tree board and should not be removed.
- New software was being used for meeting minutes, making it important for speakers to use microphones.
- The town office would be closed for Good Friday on April 18th.

Administrative Reports

Commissioner Tom Widmer asked about the general fund being \$417,000 ahead of budget in income, which was about 20% over projections. He noted that tax receipts, typically a large part of income, appeared flat. Town Manager Parrish said she would investigate the source of the additional income and report back.

Old Business

There was no Old Business to discuss.

New Business

Bear Wise Discussion

Town Manager Savannah Parrish introduced Arrington Cox, the town's Bear Wise liaison, who emphasized the critical need for residents to refrain from feeding bears and to ensure proper disposal of trash. Ms. Cox provided a stern warning about the dangers of interacting with wild bears, advising against feeding them any food, not even an apple, and urging caution as some bears, which are now homeless due to abandoned houses, may have cubs in tow. She emphasized the risks of approaching a lone bear, as it could possess hidden cubs nearby. In her address, Ms. Cox highlighted the efforts to manage bears within the community as the spring and summer

seasons approach, noting the influx of people opening their homes and preparing for upcoming conferences. Given the expected rise in activity, she urged residents to remain vigilant with their trash management, either using approved containers or taking their waste to the convenience center.

Ms. Cox also detailed the role of Bear Watcher volunteers, who act as neighborhood communicators and are the first point of contact for any bear issues. They are instructed to follow a protocol: if lives are in danger or a bear is breaking into an occupied house, residents should call 9-1-1. Otherwise, Bear Watchers are responsible for documenting the time and location of any bear sightings and escalating these reports to Ms. Cox. These reports feed into a tracking system by North Carolina Bear Wise to monitor bear activities. During her remarks, she listed and recognized the volunteers serving as Bear Watchers, acknowledging their efforts in bear management and protection within the community. Ms. Cox's remarks underscored the cooperative effort between the town and Bear Wise to address bear-related issues effectively.

Savannah Parrish mentioned several initiatives to address bear-related issues, including the addition of a section on the town's website for visitors and renters about proper trash disposal and the rules about the convenience center. This aims to improve communication since renters and visitors are considered the primary source of improper trash disposal that attracts bears. She also detailed the plan to add an extra dumpster at the convenience center for two weeks around the Fourth of July, as town occupancy peaks. She suggested that North Carolina Wildlife had recommended implementing a wildlife feeding ban for one year to assess its impact and encouraged discussing the possibility of requiring bear-proof trash cans to mitigate the issue further.

The commissioners engaged in a discussion about the various bear-related challenges in Montreat. They highlighted the need to focus on educating renters and conference attendees about proper waste management to avoid attracting bears and discussed potential changes to trash pickup schedules during busy periods and possibly requiring additional trash cans for rental properties accommodating large groups. Suggestions were made to improve messaging, particularly for renters and visitors, potentially utilizing the town's website as a centralized information hub for trash and bear management guidelines.

Justin McVeigh, District Wildlife Biologist with North Carolina Wildlife Resources Commission, provided additional insights at the meeting. He supported the idea of banning bird feeders, as they are a significant bear attractant, and mandating bear-proof trash cans for all households. He explained that bird seed and other human-provided foods can lead to increased bear populations and the euthanization of bears habituated to human food. By developing a culture that discourages feeding bears and improper trash handling, Montreat can protect both its residents and the bear population.

Mr. McVeigh brought ordinances from Buncombe County, Asheville, and Highlands to provide examples of how other communities have managed similar issues. He encouraged Montreat to consider these ordinances as potential models for regulation and management, emphasizing the importance of a collective community effort in addressing the challenge effectively.

Extension of Tax Collections Agreement between Buncombe County & Town of Montreat

Town Manager Parrish explained this was an annual formality to maintain the agreement for Buncombe County to collect taxes for Montreat at no cost to the town.

Mayor Pro Tem Fouche moved to approve the extension of tax collection agreement between Buncombe County and the town of Montreat effective July 1, 2025. Commissioner Blake seconded the motion. The motion passed unanimously.

FEMA Update

Town Manager Parrish provided a detailed update on FEMA-related recovery efforts during the public forum portion of the meeting. She mentioned that a summary would be included in the next day's Montreat Minute, and the full presentation would be available on the town's YouTube channel.

Budget Amendment #7

Town Manager Parrish presented Budget Amendment #7 for \$27,950, representing insurance funds for a damaged chipper. The funds would be appropriated for the purchase of a new chipper, which had already been acquired.

Commissioner Widmer moved to approve the transfer of funds for Budget Amendment #7. Commissioner Dasher seconded the motion. The motion passed unanimously.

During discussion, Commissioner Widmer noted that the damaged chipper was less than a year old and had been destroyed by a steel bar mistakenly included in a brush pile. Town Manager Parrish emphasized the importance of checking brush piles for metal and other materials before collection to ensure worker safety.

Budget Amendment #8

Town Manager Parrish presented Budget Amendment #8, which included:

- \$103,688.58 in flood insurance reimbursement for town hall repairs
- \$112,008 from a state bridge loan for water repairs
- \$28,500 in Hurricane Helene donations

The flood insurance and bridge loan funds would be moved to Fund 29, while the donations would cover salary expenses in public works, streets, and sanitation for overtime during storm recovery.

Commissioner Blake moved to approve Budget Amendment #8. Mayor Pro Tem Fouche seconded the motion. The motion passed unanimously.

Public Comment

Martha Campbell, 149 Maryland Place, provided additional comments on bear management based on her experience with Bear Wise:

- She mentioned that Greybeard Realty used to collect garbage on Saturdays from rental homes and hoped this practice was continuing.
- She suggested that signage about not feeding bears needs to be specific to avoid confusion.
- She emphasized the difficulty in ensuring renters and visitors read and follow bear safety information, despite efforts to distribute it widely.

Commissioner Communications

Commissioner Mason Blake raised concerns about the current process for adopting text amendments to town ordinances. He stated that amendments often reach the Board of Commissioners without adequate vetting or deliberation, making it challenging for them to make informed decisions. Specifically, Commissioner Blake noted that these amendments frequently come to the Board with minimal review time, lacking technical evaluations and recommendations.

To address this issue, Commissioner Blake suggested establishing a more systematic and thorough review process before amendments reach the Board. His proposals included:

- Engaging the Planning and Zoning Commission to review all zoning-related amendments. He emphasized that this would ensure that amendments undergo a detailed examination for their impact on zoning laws and conformity with technical requirements.
- Forming ad hoc committees to evaluate amendments that fall outside the domain of Planning and Zoning. Commissioner Blake proposed that these committees could consist of staff members and subject matter experts to provide insights and recommendations.
- Ensuring adequate time is provided for commissioners as well as the public to review and understand proposed amendments before a vote is conducted. This would involve making relevant documents and analyses available in advance of meetings.

Mayor Tim Helms recognized Commissioner Blake's concerns and requested Town Manager Savannah Parrish, along with the town attorney, to collaborate on creating a policy that would facilitate a more deliberate and thoughtful amendment process. Mayor Helms stressed the importance of establishing a systematic approach that incorporates thorough consideration and fact-finding, ensuring that proposed amendments are well-evaluated and understood by both the Board and the community before any decisions are made.

Dates to Remember

Mayor Helms announced several upcoming meeting dates:

- Planning and Zoning: Thursday, April 17, 2025, at 10:30 AM

- Board of Adjustment: Thursday, April 24, 2025, at 5:00 PM
- Land Care: Wednesday, May 7, 2025, at 9:00 AM
- May Town Council Meeting: Thursday, May 8, 2025, at 6:00 PM (forum at 5:30 PM)
- Tree Board: Tuesday, May 13, 2025, at 9:00 AM
- Board of Adjustment: Thursday, May 22, 2025, at 5:00 PM

All meetings would be held at Town Hall with Zoom options available.

Adjournment

Mayor Pro Tem Fouche moved to adjourn the meeting. Commissioner Alexander seconded the motion. The motion passed unanimously.

Mayor Helms thanked everyone for attending and adjourned the meeting at 6:52 p.m.



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
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www.townofmontreat.org

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of

April 2025

Monthly Statistics

	2024	2025
Public Meetings	11	6
Public Records Requests Processed	4	3
Water Bills Processed & Mailed	686	649
Water Bills Processed & Emailed	11	58
Leak Adjustments	0	6
Sunshine List Messages	20	13
Website Posts	20	13
Social Media Posts	20	13

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of April 2025

Monthly Statistics

	2024	2025
Building Permits Issued	11	16
Pending Building Permits	0	0
Building Inspections Performed	30	39
Stop Work Order 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

0

Staff Communications

0



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of April 2025

Monthly Statistics

	2024	2025
Public Trees Removed	8	2
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	7	5

Comments

0

Staff Communications:

0



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of April 2025

Monthly Statistics	2024	2025
Calls for Service	22	34
Water Leaks Repaired	1	2
New Water Lines Installed	0	0
Water Meter Replacements	5	2
Gallons of Water Produced	3,669,426	2,845,583
Hours Pumped (11 wells combined)	1,960	1,805
Water Samples Taken	1	5

Comments

0



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of April 2025

Monthly Statistics	2024	2025
Tons of Curbside Trash Collected	16.79	26.09
Tons of Curbside Recycling Collected	3.94	1.58
Unique Curbside Sanitation Stops	2100	1780
Special Pickup Stops	0	9
Bagged Leaf Pickup	171	264
Brush Pickup (cubic yards)	4 Loads	5 Loads
Hauling Fees	3514.4	4991.1
Tipping Fees	\$-	1736.61
Dumpster Rental Fees	217.63	681.21
Convenience Center Usage-Trash	0	9.38
Convenience Center Usage-Recycle	0	2.19

Comments:

We have replaced the totaled chipper and we are back to normal operating procedure. We would like to take this time to remind folks to please bag all leaves and vines along with any soft vegetation or weeds. We cannot run such material thru our chipper. We would also like to remind folks to please keep any building material and trash separate from brush. Thank you all for your patience while we worked this out .



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of April 2025

Monthly Statistics	2024	2025
Approved Zoning Permits	0	3
Denied Zoning Permits	0	0
Pending Zoning Permits	2	2
Variance/Interpretation Granted	0	0
Special Use Permits Granted	0	0
Permit Extensions Granted	0	0
Notice of Violations	0	0

Comments

A Tower Antenna Application was issued for repairs on the cell tower at 400 SC Terrace. The MGO text amendment for variances to the Stormwater Management Ordinance will be on the BOC's agenda for June due to the advertising requirements and the BM Newspaper advertisement filing deadline.



TOWN OF
MONTREAT
NORTH CAROLINA

FINANCIAL REPORT

April 2025 - MONTH 10 OF FISCAL YEAR 2024-2025

REVENUES

Fund	Fund #	YTD Projected					
		YTD Budget	Percentage	YTD Collected	YTD Actual Percentage	Difference	
GENERAL FUND	10	3,051,358.03	2,542,798.36	83.33%	2,717,355.69	89.05%	174,557.33
WATER FUND	30	423,744.00	353,120.00	83.33%	336,241.15	79.35%	(16,878.85)
TOTAL REVENUES GENERAL & WATER FUNDS		3,475,102.03	2,895,918.36	83.33%	3,053,596.84	87.87%	157,678.48

EXPENSES

Dept Name	Fund #	YTD Projected					
		YTD Budget	Percentage	YTD Exp	YTD Actual Percentage	Difference	
GOVERNING BODY	10	54,791.00	45,659.17	83.33%	51,675.83	94.31%	(6,016.66)
ADMINISTRATION	10	528,430.00	440,358.33	83.33%	443,841.83	83.99%	(3,483.50)
PUBLIC BUILDINGS	10	128,353.00	106,960.83	83.33%	39,503.09	30.78%	67,457.74
POLICE	10	475,950.00	396,625.00	83.33%	363,685.83	76.41%	32,939.17
BUILDING AND ZONING	10	101,900.00	84,916.67	83.33%	74,705.53	73.31%	10,211.14
PUBLIC WORKS	10	918,061.03	765,050.86	83.33%	875,994.76	95.42%	(110,943.90)
STREET	10	561,727.00	468,105.83	83.33%	486,769.49	86.66%	(18,663.66)
SANITATION	10	258,096.00	215,080.00	83.33%	218,583.13	84.69%	(3,503.13)
ENVIRON,CONS,REC	10	24,050.00	20,041.67	83.33%	20,761.48	86.33%	(719.81)
TOTAL EXPENSES GENERAL FUND		3,051,358.03	2,542,798.36	83.33%	2,575,520.97	84.41%	(32,722.61)

Dept Name	Fund #	YTD Projected					
		YTD Budget	Percentage	YTD Exp	YTD Actual Percentage	Difference	
WATER	30	423,744.00	353,120.00	83.33%	297,106.92	70.11%	56,013.08
TOTAL EXPENSES WATER FUND		423,744.00	353,120.00	83.33%	297,106.92	70.11%	56,013.08
TOTAL EXPENSES GENERAL & WATER FUNDS		\$3,475,102.03	\$2,895,918.36	83.33%	\$2,872,627.89	82.66%	\$23,290.47
GENERAL FUND INCOME/LOSS - YTD			\$141,834.72				
WATER FUND INCOME/LOSS - YTD			\$39,134.23				
NET INCOME - YTD 2025			\$180,968.95				

SPECIAL PROJECTS							
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining		% Spent
LANDCARE	26	122,560.24	0.00	1,073.16	121,487.08		0.88%
Hurricane Helene	29	842,241.45	4,982.90	802,661.09	34,597.46		
Helene Consultants	29	65,000.00	0.00	0.00	65,000.00		
Helene Materials	29	192,336.58	0.00	0.00	192,336.58		
TOTAL SPECIAL PROJECTS		\$ 1,222,138.27	\$ 4,982.90	\$ 803,734.25	\$ 413,421.12		65.76%



**TOWN OF
MONTREAT**
NORTH CAROLINA

Tax Receipts

	Date of Deposit	Dec-23	Dec-24	% +/-	Jan-24	Jan-25	% +/-	Feb-24	Feb-25	% +/-	Mar-24	Mar-25	% +/-	Apr-24	Apr-25	% +/-
AdVal/RMV	293,841.04	298,581.86	1.59%	350,152.84	415,257.27	15.68%	298,947.79	247,023.30	-21.02%	35,1133.24	33,162.73	-5.94%	5,918.07	14,594.97	59.45%	
Sales	50,334.71	44,719.23	-12.56%	51,506.29	44,323.60	-16.21%	52,797.91	51,905.25	-1.72%	58,003.45	57,136.33	-1.52%	44,235.91	43,604.69	-1.45%	
Solid Waste (Quarterly)							203.89	199.24	-2.33%							
Utility Fran (Quarterly)	26,453.45	31,727.74	16.62%										26,038.43	25,954.36	-0.32%	
Wine/Beer (Annual-May)		QE 9/30/24											QE 12/31/24			

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

April Building Permits

•	0	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS
	6120	4/1/2025	Judy Morrison	536 Magill Dr	gas/plum	tankless hw heater	n			Blossman Gas
	6121	4/2/2025	Bill Marshall	522 Suwannee Dr	elect	circuit for hot tub	n			Kilowatt Electric
	6122	4/7/2025	Martha Campbell	304 Texas Road	mech/ele	2.5 ton furnace	n			Gentry Service Group
	6123	4/7/2025	Beckon 1103 LLC	210 Hanover Terr	mech/gas	line from tank to house	n			Blossman Gas
	6124	4/7/2025	Richard Deibert	536 Calvin Trail	bldg	rsid remodel/addition	y	\$ 60,000		Mtn Living Construction
	6125	4/8/2025	Wink Ingersoll	124 Eastminster Terr	bldg	retaining wall	y	\$ 94,000		Kestrel Construction
	6126	4/8/2025	Lucile Jackson	109 Westminster	elect	electrical repairs	n			Burrell Electric
	6127	4/8/2025	Sam Herrin	145 Mississippi Rd	bldg	resid repairs-foundation	n	\$ 5,000		Patrick Kelly
	6128	4/14/2025	SC Inn at Montreat	400 SC Terrace	elect/mech	3 mini splits	n			Power to the People
	6129	4/15/2025	Alec Fraser	435 Greybeard Trl	elect	service repair	n			Valley Electrical Services LLC
	6130	4/17/2025	Jason & Susan Isler	196 Harmony Ln	bldg	resid renov	n	\$ 3,000		Valley Electrical Services LLC
	6131	4/24/2025	Joyce Dortsch	214 Tennessee Rd	plumb	replace boiler	n			AC Williams Plm & Htg Inc
	6132	4/24/2025	Mickey Parker	368 Arkansas Trl	bldg	recons deck	n	\$ 25,000		Trilliam Creek
	6133	4/28/2025	R. Martin Kerr Jr	368 Oklahoma Rd	bldg	resid remodel	n	\$ 12,000		Flat Creek Construction
	6134	4/29/2025	Shad Marsh	390 Oklahoma Rd	mech/ele	HPCO	n			Call Dad LLC
	6135	4/29/2025	Susan Phend	316 Chapman Rd	plumb	replace sewer line	n			Hillside Plumbing
	6136	4/29/2025	SBA Communications Corporation	398 SC Terrace	elect	cell tower upgrade	y	\$ 20,000		Mas Tec Network Solutions



Montreat PD

Apr 2025 Number of Events by Nature Code

Total # of Calls	67
# of Calls	Nature Description
20	TRAFFIC STOP
9	WILDLIFE
6	INVESTIGATE _____(BCSD)
3	SECURITY CHECK(BCSD)
3	ASSIST EOC
3	ASSIST MOTORIST
3	CONTACT PUBLIC
3	SUSPICIOUS VEHICLE
2	CHECK BUSINESS
2	LOUD NOISE
1	MISSING ADULT
1	PERSON WITH GUN
1	RECKLESS DRIVING
1	RESIDENTIAL ALARM
1	RESIDENTIAL B&E
1	SUSPICIOUS PERSON
1	WELFARE CHECK
1	(Z)INCOMPLETE 911
1	ABANDONED VEHICLE
1	DEBRIS BLOCKING ROAD
1	DOMESTIC DISTURBANCE
1	DOMESTIC VIOL INTIMATE PARTNR
1	FOOT PATROL

Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 4 - 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Tim Helms, Mayor of the Town of Montreat, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Angie Murphy and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2025

Tim Helms, Mayor

Attest: _____



PEOPLE PURPOSE PRESENCE

National Public Works Week Proclamation May 18-24, 2025

“People, Purpose, Presence”

WHEREAS, public works professionals serve in their communities every day meeting the needs of people is what gives public works its sense of purpose. Focusing 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 and solid waste systems, public buildings, 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 North Carolina 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 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **Mayor Tim Helms**, do hereby designate the week May 18-24, 2025 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town (to be affixed),

at Town Hall in **Montreat**, North Carolina on this 8th day of May 2025.

[INSERT OFFICIAL SEAL]

Mayor Tim Helms

Town Clerk Angie Murphy

PROCLAMATION #_____

WHEREAS, Police Officers of the Montreat Police Department stand watch over our citizens, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crime; and

WHEREAS, it is important that all citizens recognize the duties, responsibilities, hazards, and sacrifices of local law enforcement agencies; and

WHEREAS, Thursday, May 15, 2025, is observed Nationally as Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and

WHEREAS, the Montreat Police Department, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to the community.

NOW, THEREFORE, I, Tim Helms, as Mayor of the Town of Montreat do hereby declare May 11-17, 2025 as:

POLICE WEEK

in the Town of Montreat, North Carolina, and hereby publicly salute the service of law enforcement officers in our community.

IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the Town of Montreat, this 8th day of May, 2025.

Tim Helms, Mayor

Attest:

(Seal)

Angie Murphy, Town Clerk

**RESOLUTION TO APPROVE NORTH CAROLINA CASHFLOW LOAN AGREEMENT AND
PROMISSORY NOTE**

WITNESSETH:

WHEREAS, in connection with the State of North Carolina cashflow loan program (Loan Program) authorized by the Disaster Recovery Act of 2024, Session Law 2024-53 (as amended by Session Law 2024-57), the North Carolina Department of State Treasurer has been working with the North Carolina Department of Public Safety-Division of Emergency Management (NCEM), the North Carolina Association of County Commissioners (NCACC), and the North Carolina League of Municipalities (NCLM) to formulate a working plan for the disbursement of cashflow loans aimed at assisting local governments affected by Hurricane Helene; and

WHEREAS, local governments wishing to participate in the Loan Program are required to execute a Cashflow Loan Agreement and Promissory Note with the State of North Carolina, by and through the North Carolina Department of the State Treasurer; and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF MONTREAT, NORTH CAROLINA:

1. That the Cashflow Loan Agreement and Promissory Note provided by the North Carolina Department of the State Treasurer are hereby approved.
2. That the Town Manager, is authorized to execute the attached agreements (or those substantially equivalent thereto) and such other agreements and actions as necessary to receive disaster recovery loan funding from the State of North Carolina.

Adopted, this the _____ day of _____

TOWN OF MONTREAT, NORTH CAROLINA

By: _____

Mayor/Commissioner/Authorized Representative

Name: _____

Title: _____

ATTEST:

Town Clerk/Authorized Representative

Name: _____

Title: _____

ATTACHMENT B

This Promissory Note has been pre-audited as required by the
Local Government Budget and Fiscal Control Act

Finance Officer

PROMISSORY NOTE

Date: _____

Loan Number:

Loan Amount: **\$120,716.00**

The **Town of Montreat, North Carolina** ("BORROWER") DOES HEREBY unconditionally promise to pay to the STATE OF NORTH CAROLINA (by and through the North Carolina Department of State Treasurer) ("State") the following Loan Amount: **\$120,716.00** The promissory note is made in accordance with the related Loan Agreement, dated as the date hereof (the "Agreement"), between the State and the BORROWER. As set forth in the Agreement, the BORROWER hereby promises to pay the Loan Amount in accordance to the following schedule:

- **\$1 the first anniversary of the Loan Date**
- **10% of the Loan Round Amount on June 30, 2027**
- **20% of the Loan Round Amount on June 30, 2028**
- **30% of the Loan Round Amount on June 30, 2029**
- **40% (less \$1) of the Loan Round Amount on the earlier of the fifth anniversary of the Loan Date recited in the Agreement or June 30, 2030.**

Payment instructions will follow from the State or its agent.

This Promissory Note and the Agreement were duly authorized by action of the BORROWER's governing body at a meeting duly held on _____.

TOWN OF MONTREAT, NORTH CAROLINA

Signature

[Name and Title]

[SEAL]

Attest:

Signature

Angela Murphy, Town Clerk

Rule 30. **Appointments**

- A. The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.
- B. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices:
 - The Mayor shall open the floor for nominations, whereupon the names of possible appointees may be put forward by Board members.
 - The names submitted shall be debated.
 - When the debate ends, the Mayor shall call the roll of the Board members, and each member shall cast his or her vote.

If more than one appointee is to be selected, then each Board member shall have as many votes as there are slots to be filled. The votes from a majority of the Board members voting shall be required for appointment. A Board member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.