

**Town of Montreat**  
**Board of Commissioners Meeting – Public Forum**  
**November 13, 2025 – 5:30 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  
November 13, 2025 – 6:00 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

- October 9<sup>th</sup> Public Forum Meeting Minutes
- October 9<sup>th</sup> Town Council Meeting Minutes
- October 10<sup>th</sup> Special 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
- Police

**VII. Public Comment**

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

**VIII. Old Business**

**IX. New Business**

**A. 2026 Buncombe County Tax Reappraisal Presentation**

- **Presenter: Eric Cregger, Buncombe County Tax Assessor**

**B. Landcare – Flat Creek Crossing Project Update**

- **Presenter: Jean Norris & others**
- **See Agenda Materials on page 25**

**C. SMART Program MOU**

- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 26-32**
- **Suggested Motion: Move to approve/deny as presented.**

**D. Budget Amendment #4**

- **Presenter: Savannah Parrish**
- **See Agenda Materials on page 33**
- **Suggested Motion: Move to approve/deny Budget Amendment #4**

**E. NC Debt Setoff Program**

- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 34-35**
- **Suggested Motion: Move to approve/deny NC Debt Setoff Program Resolution as presented**

**F. Wildlife Feeding Ban Ordinance**

- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 36-38**
- **Suggested Motion: Move to approve/deny Wildlife Feeding Bank Ordinance**

**G. Stone Bridge Committee Establishment**

- **Presenter: Savannah Parrish & Commissioner Mason Blake**
- **See Agenda Materials on pages 39-40**
- **Suggested Motion: Move to approve/deny establishment of Stone Bridge Committee**

**H. Discussion of Bank Terms**

- **See Agenda Materials on pages 41-42**

**X. Public Comment**

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

**XI. Commissioner Communications**

**XII. Dates to Remember**

- Board of Adjustment – Thursday, November 20<sup>th</sup>, 2025, at 5:00 p.m. in Town Hall with Zoom options
- Thanksgiving – Town Offices Closed – Thursday, November 27<sup>th</sup>, 2025, and Friday, November 28<sup>th</sup>, 2025
- Landcare – Wednesday, December 3<sup>rd</sup>, 2025, at 9:00 a.m. in Town Hall with Zoom options
- Tree Board - Tuesday, December 9<sup>th</sup>, 2025, at 9:00 a.m. in Town Hall with Zoom options
- December Town Council Meeting – Thursday, December 11<sup>th</sup>, 2025, at 6:00 p.m. in Town Hall with Zoom options. Public Forum will begin at 5:30 p.m.
- Board of Adjustment – Thursday, December 18<sup>th</sup>, 2025, at 5:00 p.m. (if needed) in Town Hall with Zoom options
- Christmas Holidays – Town Offices Closed – Thursday, December 25<sup>th</sup>, 2025, and Friday, December 26<sup>th</sup>, 2025
- New Year’s Day – Town Offices Closed - Thursday, January 1<sup>st</sup>, 2026

**XIII. Adjournment**

# Board of Commissioners – Public Forum Meeting

October 9, 2025, 5:30 p.m.

## Meeting Minutes

### **Board of Commissioners in Attendance**

Commissioner Jane Alexander  
Commissioner Mason Blake  
Commissioner Grant Dasher (arrived at 5:34 PM)  
Mayor Pro Tem Kitty Fouche  
Mayor Tim Helms  
Commissioner Tom Widmer

### **Board of Commissioners Absent:**

None

### **Town Staff in Attendance:**

Savannah Parrish, Town Manager  
Angie Murphy, Town Clerk  
Jeff Eaton, Chief of Police  
Brandon Freeman, Town Attorney

## Call to Order

Mayor Tim Helms called the October 9, 2025, Public Forum Meeting to order at approximately 5:30 PM.

## Welcome

Mayor Helms welcomed everyone to the meeting.

## Moment of Silence

Mayor Helms led a moment of silence.

## Agenda Adoption

Commissioner Kitty Fouche moved to adopt the agenda as presented, seconded by Commissioner Jane Alexander. The motion carried unanimously.

## Public Comments

Elizabeth Hamilton (116 Maryland Place)

Mrs. Hamilton reported that 15 hemlock trees on town property had recently been treated for hemlock woolly adelgid. She explained that Ashley Manson arranged the treatment, which was performed by Ryan Franks from Appalachian Tree Care. Mr. Franks donated his tree injection services, which was ideal because the trees hung over creeks, and the injection method protected the waterways. Mrs. Hamilton noted that Arbor Jet donated the chemicals, and Montreat resident Joe Standaert assisted with geolocating the trees. The treated trees are marked with yellow dots and can be found in the memorial garden area and along Elizabeth's Path.

Mrs. Hamilton also announced a Treasure Tree Walk scheduled for October 29th at 3:30 PM, co-sponsored by the Tree Board, the Presbyterian Heritage Center, and the MRA. She explained that they have created a new map with a QR code that links additional information about each location. The walk will be led by Nancy Midgette and Jason Nanz, departing from the Nature Center.

Commissioner Alexander mentioned she had recently encountered someone attending a conference at Mountain Retreat Association on the "spirituality of trees" and requested a copy of the tree walk map to share. Mrs. Hamilton agreed to email it to Commissioner Alexander and noted they hope to make the map available online as well.

## Letta Jean Taylor (386 Oklahoma Road)

Mrs. Taylor expressed concerns about new stop signs that had been installed on Appalachian Way, particularly at the intersection of Appalachian Way and Oklahoma Road. She noted that in winter or when leaves are wet in fall, it's difficult to gain momentum to go up Oklahoma Road after coming to a complete stop. Commissioner Mason Blake commented that there is very little traffic at that intersection except for bear hunters. Town Manager Savannah Parrish stated that staff would review the situation and bring it back to the Board for consideration.

## Adjournment

Mayor Pro Tem Fouche moved to adjourn the meeting until 6:00 PM when the regular meeting would begin, seconded by Commissioner Alexander. The motion carried unanimously.

The Public Forum Meeting adjourned at approximately 5:42 PM.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

# October 9th Town Council Meeting

## Meeting minutes

### Call to Order

Mayor Tim Helms called the meeting to order at 6:00 PM on Thursday, October 9, 2025. The Pledge of Allegiance was recited, followed by a moment of silence.

### Agenda Adoption

Motion to adopt the agenda as presented was made by Mayor Pro Tem Fouche, seconded by Commissioner Widmer. The motion carried unanimously.

### Mayor's Communications

Mayor Helms briefly mentioned that the leaves were starting to change and the weather was getting cooler, indicating that fall was approaching.

### Consent Agenda

The consent agenda included the meeting minutes from the September 11th Public Forum Meeting and the September 11th Town Council Meeting.

### Town Manager's Communications

Town Manager Savannah Parrish provided an update on FEMA reimbursements. She reported that the town had received two reimbursement checks on Monday totaling \$85,593.13, representing funds for repairs to Welch Field and the town's wells. She noted that significant progress had been made with FEMA over the past three weeks, and she anticipated that all projects would be out of the initial FEMA development stage by the next meeting.

Commissioner Widmer asked if this meant the projects would be obligated. Ms. Parrish explained that they would not yet be obligated but would move to the CRC (Consolidated Resource Center) stage where FEMA would conduct an in-depth study of all documents, expenses, photos, and site inspection reports to ensure everything aligned before moving to obligation.

Commissioner Alexander asked if the Texas Road bridge was still in the process, to which Ms. Parrish confirmed it was. She explained that pedestrian bridges, including the Arbor Lane Bridge and the Texas Road bridge, were part of their own project. These were among only three or four projects still left in the initial stage, and she expected they would move through to the CRC either the next day or Monday.

Commissioner Widmer asked for clarification about which stage the projects were moving out of. Ms. Parrish explained they were moving out of the initial project development stage, and this would include all remaining projects including the slides up on Gray Beard and all the paving work.

### Administrative Reports

No discussion occurred on the administrative reports from administration, planning and zoning, public works and water, sanitation, streets, finance, September building permits, and police.

Commissioner Widmer inquired about the status of the audit. Town Manager Parrish responded that it was moving along but was more intense this year because of the bridge loans the town had received, requiring more documentation and questions. She noted that the Local Government Commission had extended the deadline to December 31st, and they were still on track to meet that deadline.

## Public Comment

Elizabeth Hamilton (116 Maryland Place) reported as a member of the Tree Board that 15 hemlock trees on town property had been treated. Ashley Manson had arranged the treatment, and Ryan Franks from Appalachian Tree Care had donated his tree injection services. Arbor Jet had donated the chemicals, and Joe Standaert had helped with geolocating. The treated trees were marked with yellow dots, with one in the memorial garden area and others along Elizabeth's path.

Mrs. Hamilton also announced an upcoming Treasure Tree Walk on October 29th at 3:30 PM, co-sponsored by the Tree Board, the Presbyterian Heritage Center, and the MRA. Nancy Midgette and Jason Nanz would lead the walk, and a new version of the map with a QR code linking to a Google Map with more information would be available.

Letta Jean Taylor (386 Oklahoma Road) asked if a traffic study had been conducted before new stop signs were installed on Appalachian Way. She requested reconsideration of the stop sign at the corner of Appalachian and Oklahoma, noting that in winter or when leaves are wet, it's difficult to gain momentum to continue up Oklahoma Road after stopping.

Tanner Pickett (102 Walker Street, Black Mountain), representing the MRA, announced an event on October 18th where 10% of sales from the Huckleberry and the Montreat Store would benefit the Montreat Wilderness. A special edition Greybeard shirt would be available, and talks about the wilderness and its history would be given by Tanner Pickett, Jane Holt, and Perrin Wright starting at 1:30 PM.

## Old Business

No old business was discussed.

## New Business

### Order of Collection

Town Manager Parrish explained that pursuant to North Carolina General Statute 105-373, the tax collector must provide the Board of Commissioners with an annual settlement of property tax collected in the previous year for approval. Additionally, according to the North Carolina General Statute 105-321, following approval of the tax collector's annual settlement, an order of collection must be adopted authorizing the collection of the current fiscal year property taxes.

Motion to approve the Order of Collection was made by Commissioner Blake, seconded by Commissioner Alexander. The motion carried unanimously.

### Appointment of Angie Murphy as Tax Collector

Town Manager Parrish explained that the Finance Director, Rachel Eddings, had previously been appointed as tax collector. However, through continuing education, Rachel learned that the finance director should not serve as tax collector, as these duties should be separated. While Buncombe County would continue handling the town's tax collection, the town is required to have an appointed tax collector.

Motion to appoint Angie Murphy as Tax Collector was made by Commissioner Widmer, seconded by Commissioner Alexander. The motion carried unanimously.

Following the vote, Mayor Helms administered the oath of office to Angie Murphy.

## Proclamation of Domestic Violence Prevention and Awareness Month

Mayor Helms read Proclamation #25-10-0001, declaring October 2025 as Domestic Violence Awareness Month in Montreat. The proclamation highlighted that domestic violence is a serious crime affecting millions of Americans annually regardless of background and urged residents to commit to stopping domestic violence by speaking out against it and learning about resources available to survivors and their families.

Motion to approve Proclamation #25-10-0001 and declare October Domestic Violence Awareness Month in Montreat was made by Commissioner Fouche, seconded by Commissioner Alexander. The motion carried unanimously.

## Budget Amendment #3

Town Manager Parrish explained that Budget Amendment #3 would appropriate \$65,471.62 from the third round of the state's disaster cash flow loan program into Fund 29, which is for Hurricane Helene recovery. These funds would help maintain cash flow for ongoing recovery work while waiting for more reimbursements.

Motion to approve Budget Amendment #3 was made by Commissioner Fouche, seconded by Commissioner Widmer. The motion carried unanimously.

## Public Comment

No public comments were made during this second public comment period.

## Commissioner Communications

No commissioners had communications to share.

## Dates to Remember

Mayor Helms read the list of upcoming dates:

- Special Meeting – Board of Commissioners – Friday, October 10th, 2025, at 10:00 a.m. in Town Hall with Zoom options
- Tree Board - Tuesday, October 14th, 2025, at 9:00 a.m. in Town Hall with Zoom options
- Planning & Zoning Commission – Thursday, October 23rd, 2025, at 10:30 a.m. in Town Hall with Zoom options
- Board of Adjustment – Thursday, October 23rd, 2025, at 5:00 p.m. in Town Hall with Zoom options
- Bulk Pickup – Tuesday, October 28th, 2025, beginning at 8:00 a.m. at your curb
- Election Day – Tuesday, November 4th, 2025
- Landcare – Wednesday, November 5th, 2025, at 9:00 a.m. in Town Hall with Zoom options
- Veteran's Day – Town Offices Closed – Tuesday, November 11th, 2025
- November Town Council Meeting – Thursday, November 13th, 2025, at 6:00 p.m. in Town Hall with Zoom options. Public Forum will begin at 5:30 p.m.
- Board of Adjustment – Thursday, November 20th, 2025, at 5:00 p.m. (if needed) in Town Hall with Zoom options
- Thanksgiving – Town Offices Closed – Thursday, November 27th, 2025

## Closed Session

Motion to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of personnel matters was made by Commissioner Widmer, seconded by Commissioner Alexander. The motion carried unanimously.

The meeting adjourned to closed session.

The Board returned to open session at 7:07 p.m.

Commissioner Blake moved that the Board authorize the Manager to execute the conflict waiver, which was seconded by Commissioner Jane Alexander and passed unanimously.

The Mayor announced that the Board had expressed its belief that it was appropriate for the manager to receive a 4% raise effective retroactively to July 1, 2025. The commissioners all signaled agreement and approved the action by acclamation.

## Adjournment

The meeting was adjourned at 7:09 p.m. by motion and unanimous vote.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

# Special Town Council Meeting

## October 10, 2025

### Meeting Minutes

#### **Board of Commissioners in Attendance**

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

#### **Town Staff in Attendance**

Savannah Parrish, Town Manager  
Angie Murphy, Town Clerk  
Barry Creasman, Public Works Director  
Rachel Eddings, Finance Officer  
Justyn Whitson, Police Officer  
Brandon Freeman, Town Attorney

#### **Members of the Public in Attendance**

Approximately 3 people

### Call to Order

The meeting was called to order at 10:00 AM.

### Review of Proposed Changes to the Sanitation Ordinance

Town Manager Savannah Parrish presented proposed changes to the sanitation ordinance. She outlined several key updates:

#### Bear Resistant Containers (BRCs):

- Permanent bear resistant containers and enclosure systems are permitted with prior approval from the town manager and code administrator
- Detailed requirements for durability, anchoring, and effective bear resistance
- Process for conditional approval and correction if problems occur

#### Prohibited Disposal Methods:

- Continued prohibition of burning or burying solid waste
- Reaffirmation of existing environmental and safety standards

#### Accumulation and Collection:

- Requirements for waste to be kept secured in approved bear resistant containers until pickup
- Weekly collection year-round and twice weekly during summer months (June, July, August)
- Provisions for cleanup of scattered waste due to non-compliance, with property owners potentially required to purchase additional containers if one is insufficient

Yard Waste and Leaf Collections:

- Yard waste limited to three cubic yards per pickup
- Brush size restrictions: six feet long, six inches in diameter
- Excess yard waste may be collected for a fee
- Leaves must be bagged in biodegradable paper bags, with a limit of 10 bags or two cubic yards per collection

White Goods and Bulk Items:

- Collection for large household items and appliances twice per year free of charge
- Additional pickups available by request for a fee

Recycling:

- Weekly recycling collection
- Recyclables placed at curb separated from solid waste

Construction Sites:

- Clarification that the holder of the building permit must maintain construction sites free of refuse and hazards
- Responsibility for proper waste management throughout the project

Property Owner Responsibility:

- Property owners responsible for compliance, including for renters, guests, or vacation rental occupants
- Owners liable for violations and penalties even if caused by others occupying the property

Convenience Center:

- Town may operate convenience centers for residents only
- Centers must be used during posted hours for bagged residential waste only
- Prohibition of dumping outside receptacles or leaving debris

Enforcement and Penalties:

- Enforcement authority assigned to the town manager or designee
- Graduated penalty system: \$100 for first offense, \$200 for second, \$400 for third or subsequent offense
- Repeated or reckless violations may result in suspension of services and cleanup cost recovery

During the discussion, commissioners raised several questions and concerns:

Mayor Pro Tem Kitty Fouche asked about the twice-weekly summer pickup schedule. Town Manager Parrish confirmed this would help address bear issues during summer months. Public Works Director Barry Creasman recommended continuing the service through August 31.

Commissioner Mason Blake and Commissioner Tom Widmer inquired about the recycling provision regarding unbagged items at the curb, noting the language was unclear. Ms. Parrish and Mr. Creasman explained this was primarily to address cardboard boxes, which need to be broken down, and to keep recycling separate from regular trash. The commissioners requested clarification of this language.

Mayor Pro Tem Fouche questioned the provision about requiring additional containers, noting it wasn't in her printed version. Ms. Parrish explained the new language requiring households to have adequate containers for their waste volume.

Commissioner Widmer offered to share his detailed notes on specific language concerns, including:

- Changing "town administrator" to "town manager" throughout
- Defining terms like "yard waste"
- Moving definitions to the front of the ordinance
- Questioning the 10-bag limit for leaves

The discussion of bear-resistant containers continued with clarification that existing effective systems would not need to be replaced. Commissioner Grant Dasher confirmed his bear-resistant rollout has been effective.

Commissioner Blake suggested strengthening the penalties section by using a negligence standard rather than requiring willful or reckless violations. Town Attorney Brandon Freeman acknowledged this would capture honest mistakes but make enforcement easier. Mason noted this was appropriate given the public safety issue posed by bears.

Commissioners discussed increasing the penalties, with Commissioner Widmer suggesting \$250 for second offenses and \$500 for third offenses.

Mayor Helms raised concerns about institutional dumpsters, particularly those at the college and MRA, which are currently outside the town's trash pickup but contribute to bear problems when not secured properly.

Commissioner Blake recommended adding a significant penalty (suggesting \$1,000) for non-residents using the convenience center. Discussion followed about enforcement mechanisms, including the potential use of cameras to identify violators and implementing a key card system.

The commissioners were informed that the town is in the process of joining the North Carolina Debt Set Off program, which will improve collection of unpaid fines.

## Council Discussion and Feedback on Sanitation Ordinance

The council provided feedback on the draft ordinance, requesting several changes:

- Clarify language regarding recyclables and unbagged items
- Define "yard waste" and other terms more clearly
- Move definitions to the front of the ordinance
- Specifically define summer months for twice-weekly pickup as June, July, and August
- Consider changing the negligence standard for violations
- Increase penalties for second and third offenses
- Add provisions regarding institutional dumpsters
- Add stronger penalties for non-residents using the convenience center
- Include recycling in sections that currently only mention solid waste

The Town Manager indicated she would incorporate these changes and bring back a revised ordinance.

## Discussion of NC Wildlife Resources Commission Recommendations and Ongoing Bear Activity

Commissioner Grant Dasher presented information on bear activity in Montreat and recommendations from the NC Wildlife Resources Commission. He shared data from the 2024 town survey showing:

- Almost 70% of respondents said bears are a serious or very serious issue
- 30% reported having bears in their trash
- 13% reported bears breaking trash receptacles

- 81% reported bears in close proximity to their homes
- 67% said the town should require bear-proof containers

Bears were listed as the second-highest public safety and quality of life concern in Montreat. Commissioner Dasher noted there were four instances of bears entering homes during the summer, and two bears had to be euthanized after entering homes or becoming aggressive.

He emphasized that the bear population in Buncombe County is growing rapidly, with town bears having more cubs (up to five) compared to wild bears due to their high-fat diet from human food sources. As the population grows, dangerous encounters become more likely.

Ashley Hobbs, a bear biologist from NC Wildlife Resources Commission, met with town representatives and made several recommendations:

- Bear-proof containers (already discussed in the sanitation ordinance)
- Wildlife feeding ban:
  - Adopt or strengthen a local ordinance prohibiting intentional feeding of bears and wildlife
  - Clarify that leaving unsecured garbage, pet food, bird seed, or grease constitutes feeding
  - Support public education on negative impacts of feeding
  - Consider fines for non-compliance - Town Manager Parrish shared that Highlands, NC had implemented a similar ban with success. She recommended a one-year blanket ban on all wildlife feeding, including bird feeding, to address the problem before potentially scaling back with specific guidelines.
- Hazing and deterrence:
  - Support safe hazing practices to discourage bears from lingering in residential areas
  - Proven methods include noise (air horns, shouting), lights, and non-lethal deterrents like paintball markers
  - Goal is to reinforce bears' natural fear of humans
  - Coordinate with Wildlife Resources Commission for guidance or training. Discussion followed about potentially allowing limited hazing tools like BB guns or paintball guns, with concerns about safety, age restrictions, and property boundaries. Town Attorney Freeman suggested starting with noise-based deterrents as outlined in California Department of Fish and Wildlife guidelines.
- Dog policies:
  - Consider allowing limited, controlled runs of bear dogs through town as a deterrent
  - Wildlife biologists recommend this at least twice a year
  - Dogs could help address the boldest bears that pose the greatest risk, Mayor Helms noted the local Bear Club had already changed their hunting habits to drive bears away from Montreat rather than toward it. Commissioner Blake suggested any dog running would need to be carefully controlled and limited to specific times of year with advance notice.
- Public education and outreach:
  - Continue partnership with NC Wildlife Resources Commission
  - Share Bear Wise materials with the community
  - Promote reporting of aggressive or food-conditioned bears

After discussion, the Town Manager asked for direction on allowing hazing of bears and a potential wildlife feeding ban. The consensus was to:

- Allow some forms of hazing, with age restrictions for more aggressive methods
- Consider a one-year ban on all wildlife feeding, including bird feeders
- Have staff prepare specific proposals for council consideration

## Public Comment

Arrington Cox, of North Carolina Terrace, spoke briefly in support of the recommendations from Ashley Hobbs, particularly emphasizing the moratorium on bird feeding, securing trash cans, and hazing bears by honking car horns when bears are spotted in the street.

Town Attorney Brandon Freeman shared information from the California Department of Fish and Wildlife about black bear hazing, which focuses primarily on making noise rather than using external measures. He suggested starting with these less aggressive approaches.

## Adjournment

Mayor Helms entertained a motion to adjourn. Motion was made by Mayor Pro Tem Fouche and seconded by Commissioner Alexander. The motion carried unanimously, and the meeting was adjourned at 11:39 AM.

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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

**ADMINISTRATIVE REPORTS:  
ADMINISTRATION**

Town Administration report for the month of October 2025

<b>Monthly Statistics</b>	<b>2024</b>	<b>2025</b>
Public Meetings	4	7
Public Records Requests Processed	2	2
Water Bills Processed & Mailed	660	631
Water Bills Processed & Emailed	45	85
Leak Adjustments	0	2
Sunshine List Messages	38	14
Website Posts	38	14
Social Media Posts	40	14

**Upcoming Events and Schedule Changes**

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**Comments**

N/A

**Staff Communications**

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**ADMINISTRATIVE REPORTS:  
STREETS**

Streets Department report for the month of October 2025

<b>Monthly Statistics</b>	2024	2025
Public Trees Removed	0	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	0	2

**Comments**

No numbers for 2024 due to Tropical Storm. We have began paving in multiple places in town please use caution in these areas. Thank you for your patience while we try to piece the town back together.

**Staff Communitactions:**

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**ADMINISTRATIVE REPORTS:  
 WATER AND PUBLIC WORKS**

Water and Public Works report for the month of October 2025

<b>Monthly Statistics</b>	2024	2025
Calls for Service	140	28
Water Leaks Repaired	0	0
New Water Lines Installed	0	0
Water Meter Replacements	3	0
Gallons of Water Produced	4,529,862	2,745,807
Hours Pumped (11 wells combined)	2,246	1,964
Water Samples Taken	7	1

**Comments**

We would like to wish everyone a Happy and Blessed Thanksgiving and safe travels.



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**ADMINISTRATIVE REPORTS:  
 SANITATION**

Sanitation Department report for the month of October 2025

<b>Monthly Statistics</b>	2024	2025
Tons of Curbside Trash Collected	12.49	9.13
Tons of Curbside Recycling Collected	14.28	2.34
Unique Curbside Sanitation Stops	875	1720
Special Pickup Stops	6	6
Bagged Leaf Pickup	34	358
Brush Pickup (cubic yards)	2 Loads	5 Loads
Hauling Fees	6989	3995.25
Tipping Fees	2732.7	1045.2
Dumpster Rental Fees	352.27	446.52
Convenience Center Usage-Trash	9.92	11.61 tons
Convenience Center Usage-Recycle	2.86	1.95 tons

**Comments:**

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**ADMINISTRATIVE REPORTS:  
ZONING ADMINISTRATION**

Zoning Administration report for the month of October 2025

Monthly Statistics	2024	2025
Approved Zoning Permits	2	6
Denied Zoning Permits	NA	0
Pending Zoning Permits	3	2
Variance/Interpretation Granted	NA	3
Special Use Permits Granted	NA	1
Permit Extensions Granted	NA	0
Notice of Violations	NA	0

**Comments**

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**TOWN OF  
MONTREAT**  
NORTH CAROLINA  
FINANCIAL REPORT

October 2025 - MONTH 4 OF FISCAL YEAR 2025-2026

**REVENUES**

Fund	Fund #	Original		YTD Projected		YTD Collected	YTD Actual Percentage	Difference
		Budget	Current Budget	Budget Amount	Budget Percentage			
GENERAL FUND	10	2,077,915.00	2,154,615.00	718,205.00	33.33%	675,392.19	31.35%	(42,812.81)
WATER FUND	30	424,900.00	424,900.00	141,633.33	33.33%	150,033.73	35.31%	8,400.40
<b>TOTAL REVENUES GENERAL &amp; WATER FUNDS</b>		<b>2,502,815.00</b>	<b>2,579,515.00</b>	<b>859,838.33</b>	<b>33.33%</b>	<b>825,425.92</b>	<b>32.00%</b>	<b>(34,412.41)</b>

**EXPENSES**

Dept Name	Fund #	Original		YTD Projected		YTD Exp	YTD Actual Percentage	Difference
		Budget	Current Budget	Budget Amount	Budget Percentage			
GOVERNING BODY	10	53,222.00	53,222.00	17,740.67	33.33%	24,770.94	46.54%	(7,030.27)
ADMINISTRATION	10	560,714.00	560,714.00	186,904.67	33.33%	209,458.24	37.36%	(22,553.57)
PUBLIC BUILDINGS	10	128,097.00	128,097.00	42,699.00	33.33%	37,180.44	29.03%	5,518.56
POLICE	10	539,521.00	539,521.00	179,840.33	33.33%	151,951.02	28.16%	27,889.31
BUILDING AND ZONING	10	99,900.00	99,900.00	33,300.00	33.33%	22,357.49	22.38%	10,942.51
PUBLIC WORKS	10	152,142.00	152,142.00	50,714.00	33.33%	45,958.48	30.21%	4,755.52
STREET	10	313,369.00	390,069.00	130,023.00	33.33%	174,859.32	44.83%	(44,836.32)
SANITATION	10	208,900.00	208,900.00	69,633.33	33.33%	78,293.00	37.48%	(8,659.67)
ENVIRON,CONS,REC	10	22,050.00	22,050.00	7,350.00	33.33%	9,602.61	43.55%	(2,252.61)
<b>TOTAL EXPENSES GENERAL FUND</b>		<b>2,077,915.00</b>	<b>2,154,615.00</b>	<b>718,205.00</b>	<b>33.33%</b>	<b>754,431.54</b>	<b>35.01%</b>	<b>(36,226.54)</b>

Dept Name	Fund #	Original		YTD Projected		YTD Exp	YTD Actual Percentage	Difference
		Budget	Budget	Budget Amount	Budget Percentage			
WATER	30	424,900.00	424,900.00	141,633.33	33.33%	112,096.46	26.38%	29,536.87
<b>TOTAL EXPENSES WATER FUND</b>		<b>424,900.00</b>	<b>424,900.00</b>	<b>141,633.33</b>	<b>33.33%</b>	<b>112,096.46</b>	<b>26.38%</b>	<b>29,536.87</b>

**TOTAL EXPENSES GENERAL & WATER FUNDS**      **\$2,579,515.00**      **\$859,838.33**      **33.33%**      **\$866,528.00**      **33.59%**      **(\$6,689.67)**

**GENERAL FUND INCOME/LOSS - YTD**      **(\$79,039.35)**  
**WATER FUND INCOME/LOSS - YTD**      **\$37,937.27**  
**NET INCOME - YTD 2026**      **(\$41,102.08)**

SPECIAL PROJECTS								
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining			% Spent
LANDCARE	26	121,487.08		2,602.61	118,884.47			2.14%
Hurricane Helene - Prof. Services	29	165,471.62	0.00	134,816.45	30,655.17			
Helene Consultants	29	65,000.00	0.00	34,941.33	30,058.67			
Helene Materials	29	77,425.84	9,050.52	40,048.72	37,377.12			
Helene - Professional SVCS - WithersRavenel Eng. Contract	29	111,000.00	0.00	0.00	111,000.00			
<b>TOTAL SPECIAL PROJECTS</b>		<b>\$ 429,384.54</b>	<b>\$ 9,050.52</b>	<b>\$ 212,409.11</b>	<b>\$ 327,975.43</b>			<b>49.47%</b>



**TOWN OF  
MONTREAT**  
NORTH CAROLINA

**Tax Receipts**

Date of Deposit	Jul-24	Jul-25	% +/-	Aug-24	Aug-25	% +/-	Sep-24	Sep-25	% +/-	Oct-24	Oct-25	% +/-
AdVal/RMV (Includes Sp Assess&Ded Fees)	111.47	4,578.68	98%	8,739.19	8,009.73	-9%	97,986.59	105,919.13	7%	113,200.78	145,467.99	22%
Sales	48,034.28	50,685.55	5%	51,571.85	50,411.97	-2%	53,793.50	52,427.24	-3%	50,660.91	48,606.34	-4%
Solid Waste (Quarterly)				189.97	191.63	1%						
Utility Fran (Quarterly)							23,912.62	23,247.64	-3%			
Wine/Beer (Annual- May)								QE 6/30/25				

**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

# MONTREAT POLICE DEPARTMENT

## MONTHLY STATISTICS - SEPTEMBER 2025



# OF CALLS	CALL NATURE
30	ADMIN / MAINTENANCE
2	ALARM
2	ASSIST MOTORIST
11	ASSIST OTHER AGENCY
1	BREAKING AND ENTERING
0	CIVIL DISTURBANCE
4	COMMUNITY OUTREACH
6	CONTACT PUBLIC
1	DEBRIS BLOCKING ROADWAY
8	FOOT PATROL
2	IMPROPER PARKING
7	INVESTIGATE
1	MOTOR VEHICLE CRASH
93	PROPERTY CHECK
2	SUSPICIOUS PERSON
1	SUSPICIOUS VEHICLE
6	TRAFFIC ENFORCEMENT
34	TRAFFIC STOP
2	WELFARE CHECK
6	WILDLIFE

**219**

**TOTAL # OF CALLS**



Montreat Landcare  
c/o Town of Montreat  
PO Box 423  
Montreat NC 28757



November 2025

Dear Friends of Flat Creek Crossing, Montreat's First Accessible Trail,

Montreat Landcare's Flat Creek Crossing project has been delayed by more than a year due to Helene. Changes in the route and width of the creek have altered the landscape and forced some redesigning. Despite these challenges, we are moving forward and expect to begin removing sediment in November, weather permitting. Here is where we stand:

- A new survey of the site has been obtained to guide design modifications.
- The grants we won last year remain secure. Pigeon River Funding of \$34,065 is in hand and has been extended to April 30, 2026. NC Department of Parks and Recreation Accessible Parks Grant of \$255,923, available by reimbursement, extends through early 2027.
- Thanks to your generosity, donated funds of about \$95,000 are securely held and will provide for cash flow as we await reimbursements.
- Based on pre-Helene estimates, we remain about \$55,000 short of funding for the welcome center and accessible parking space(s).
- Trees and shrubs along the opposite bank are gone and need to be replaced. The site will now require more and larger sun-tolerant plantings, as well as many plant plugs to stabilize repairs to the bank.
- The foot bridge adjacent to the site washed away in the flood. Neither the Town nor MRA plan to fund replacement. We are exploring new grants and fundraising to build a fully accessible bridge near the Memorial Garden connecting to Elizabeth's Path and the Gate Trail. A flattened bank on the opposite side of the creek has created space for an additional picnic area.

The new challenges are opportunities. We hope you join us as we show that Montreat is more than resilient. Please direct your questions to Eric Nichols at [ericmontreat@gmail.com](mailto:ericmontreat@gmail.com). We will send another update in January with a progress report.

With deep gratitude for your help to allow everyone to get to the Creek,

Flat Creek Crossing Steering Committee

If you are inclined to make an end-of-year donation, use the Town of Montreat Easy Pay link to Landcare Contributions, Purpose: Flat Creek Crossing. You may mail a check payable to Town of Montreat to PO Box 423, Montreat NC 28757, with Flat Creek Crossing on the memo line.

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Montreat Landcare was formed in 2007 to organize and support projects that protect, preserve and present the natural features of Montreat cove. It now includes representatives from the Town of Montreat, Montreat Conference Center, Montreat College, Montreat Presbyterian Church Earth Ministry Team and Montreat Cottagers Wilderness & Open Space Committee.



**Debris Removal Cooperative Memorandum of Agreement between the North Carolina Division of Emergency Management and local government entities affected by Tropical Storm Helene, FEMA-DR-4827-NC.**

This Cooperative Memorandum of Agreement is entered into by and between the North Carolina Division of Emergency Management (hereinafter NCEM) and the undersigned county, municipality, or tribal entity (hereinafter referred to as Local Government Entity “LGE” or County) to facilitate expedited assistance with debris removal resulting from Tropical Storm Helene. The entities are referred to collectively as the “Parties.”

**I. PURPOSE**

- WHEREAS, Tropical Storm Helene caused unprecedented damage and debris in western North Carolina. The accumulated debris creates emergency and urgent conditions that require timely removal to protect health and safety and avert additional risks to the public; and
- WHEREAS, the LGE or counties seek assistance to remove debris due to increased demands for capital and capacity; and
- WHEREAS, N.C. Gen. Stat. § 153A-121(a) delegates to counties the power to abate by ordinance acts, omissions, or conditions that are detrimental to the health, safety, or welfare of their citizens, and
- WHEREAS, N.C. Gen. Stat. § 160A-174 delegates to cities the power to define, prohibit, regulate, or abate by ordinance acts, omissions, or conditions detrimental to the health, safety, or welfare of their citizens; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.12(1), the Governor and the Secretary of Public Safety delegate powers and duties to NCEM for coordinating the emergency management activities of State agencies, managing the State Emergency Response Team, and overseeing emergency management programs; and
- WHEREAS, the purposes of Chapter 166A, which grants powers and duties to NCEM, are intended to: (1) reduce the vulnerability of the people and property of this State to damage, injury, and loss of life and



property; (2) prepare for the prompt and efficient rescue, care, and treatment of threatened or affected persons; (3) provide for the swift and orderly rehabilitation of individuals and the restoration of property; and (4) ensure the cooperation and coordination of activities related to emergency and disaster mitigation, preparedness, response, and recovery; and

- WHEREAS, N.C. Gen. Stat. § 166A-19.15 designates the governing body of each county as the responsible authority for implementing and coordinating emergency management within each county's geographical limits, including the activities of municipalities; and
- WHEREAS, pursuant to this Agreement, the County or LGE delegates its authority to NCEM as the legally responsible entity for conducting debris removal operations for Tropical Storm Helene within its jurisdiction.

Therefore, the Parties agree and enter into this Cooperative Agreement, which embodies the understandings, commitments, terms, and conditions for NCEM to provide debris removal assistance during FEMA-DR-4827-NC for the undersigned County or LGE in relation to the recovery efforts from Tropical Storm Helene.

## **II. AUTHORITIES**

- The North Carolina Emergency Management Act, as amended, North Carolina General Statutes, Chapter 166A et seq.
- N.C. Gen. Stat. § 153A-121
- N.C. Gen. Stat. § 160A-174
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. § 5121 et seq.
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 44 CFR Part 206, Subpart G, Public Assistance Project Administration
- FEMA Public Assistance Program and Policy Guide, June 1, 2020, Version 4

## **III. DEFINITIONS**

“Agreement” means this document, the Debris Removal Memorandum of Cooperative Agreement between the North Carolina Division of Emergency Management and counties or other local government entities.

“Assistance” refers to help with debris removal, including personnel, equipment, facilities, services, supplies, and other resources authorized by relevant federal, state, and local funding sources.

“Authorized Representative” means a Party’s employee who has been authorized in writing by that Party to request, offer, or otherwise establish a cooperative debris removal relationship under the terms of this Agreement. The list of Authorized Representatives for each Party shall be attached to the executed copy of this Agreement.

“County” refers to the political subdivision executing this Agreement, as designated by N.C. Gen. Stat. § 166A-19.15, which serves as the responsible authority for emergency management within its geographical limits and is eligible to receive FEMA funding as a sub-recipient under this Agreement.

“CPDR” means Commercial Property Debris Removal, which refers to the removal of debris from private property.

“Declared Event” refers to Tropical Storm Helene, FEMA-DR-4827-NC.

The “Designated Coordinator” refers to a county emergency management office or an employee of the undersigned county or LGE, assigned by an authorized representative of the County or LGE, who serves as the point of contact for debris removal coordination under this Agreement.

“Disaster Impacted Area” refers to a geographical area designated by FEMA as affected by Tropical Storm Helene.

“Emergency conditions” means conditions caused by Tropical Storm Helene that are assessed to have the potential to jeopardize public health and safety or to heighten the risk of further damage to property, health, and safety if not alleviated.

“Local Government Entity or LGE” refers to a local government entity eligible to be a sub-recipient of FEMA funding under this Agreement, which includes a county, city, town, tribal, or other governmental authority.

“NCEM” The North Carolina Division of Emergency Management is a part of the North Carolina Department of Public Safety.

“Party” NCEM, a local government entity or county that enters into this Debris Removal Memorandum of Cooperative Agreement.

“Parties” refers to NCEM and one or more counties or LGEs that enter into and participate in the Debris Removal Memorandum of Cooperative Agreement.

“PPDR” refers to Private Property Debris Removal.

#### IV. Procedure for requesting assistance

##### A. METHOD FOR REQUESTING DISASTER DEBRIS REMOVAL

Any property owner or entity, including counties or LGEs, requesting debris removal under this Agreement should submit their requests through the coordinator designated by their county or LGE. Requests for debris removal should only be made in counties or LGEs located in disaster-impacted areas. The debris to be removed must have resulted from Tropical Storm Helene.

1. County: The coordinator designated by the County should request debris removal under this Agreement from NCEM.
2. LGE, as defined under this Agreement, shall coordinate its request with the County before the designated coordinator submits it to NCEM. The LGE shall provide written confirmation to NCEM that coordination has occurred.

##### B. REQUIRED INFORMATION

All requests for assistance must include the following information in writing:

- i. *Impacted Area and GPS Coordinates.* Counties or LGEs will provide a general description of the areas, the conditions, and the debris damage they have sustained due to the declared event. NCEM contractors, with input from the County or LGE, will conduct damage assessments that include GPS coordinates of the affected areas for which assistance is requested.
- ii. *Infrastructure Systems:* Identify any affected infrastructure systems.
- iii. *Streams and Waterways.* Identify the affected waterways or streams and obtain the necessary regulatory permits for debris removal from them.
- iv. *Meeting Time and Place.* The County or LGE designated coordinator, along with the local emergency management agency, shall reach an agreement with the designated staff at NCEM regarding a specific time and location for a representative of the County or LGE to meet with NCEM personnel and provide any necessary requirements.
- v. *Signed Cooperative Agreement.* The LGE, or the County's designated coordinator, shall provide a copy of this agreement, signed by the duly authorized official of the County or LGE. The County or LGE agrees to transfer its legal authority for the work to NCEM, which allows NCEM to be reimbursed for all work requested by the County or LGE.

##### C. STATE AND FEDERAL FUNDING

The undersigned County or LGE agrees to provide NCEM with any documentation needed to request state or federal assistance and grants for funding the debris removal assistance provided.

**V. NCEM Assessment of Ability to Render Assistance**

When contacted by the LGE or the County’s Designated Coordinator, NCEM’s authorized representative shall complete a written acknowledgment confirming that all elements of the required information or documentation have been received, including this signed agreement. In response to the County’s or the LGE’s request for assistance, NCEM shall provide:

- (i) Dates when assistance is scheduled.
- (ii) A description of the equipment, personnel, resources required, availability, and provision timeline.
- (iii) The estimated time required to fulfill the request.
- (iv) The name and contact details for NCEM’s designated supervisor regarding the request.
- (v) The name and contact number of NCEM’s designated supervisor and authorized representative.

**VI. SUPERVISION AND CONTROL**

After NCEM designates a supervisor for the requested assistance, the County or LGE will assign a designated coordinator to NCEM’s supervisor to facilitate communication and transfer any necessary documentation. NCEM’s supervisor will have the authority to:

- (i) Establish and assign work schedules; maintain direct oversight and supervision of personnel, equipment, and other resources; and ensure effective communication and upkeep of communication equipment.
- (ii) Keep a daily log of time, material records, and equipment hours.
- (iii) Report work progress to the County or LGE at mutually agreed intervals.
- (iv) Assess the estimated number of personnel, along with the types of equipment, materials, and supplies required to fulfill the request.
- (v) Obtain right-of-entry approvals for debris removal on public and private properties, if applicable.

**VII. REIMBURSEMENT**

**A. NCEM Responsibilities:**

- (i) NCEM will act as the primary grantee of federal and state funds for this project while ensuring overall program accountability.

- (ii) NCEM shall ensure compliance with FEMA terms, including reporting, auditing, and administrative requirements per 2 CFR Part 200 et seq.
- (iii) NCEM will provide technical guidance to the county or local government entity (LGE).
- (iv) NCEM will act as the operational lead for the debris removal assistance program.

**B. County or LGE Responsibilities:**

- (i) The undersigned County or LGE, as a third-party beneficiary of FEMA funds, agrees to ensure that, in coordination with NCEM, federal funds supplement rather than supplant existing state and local funds.
- (ii) The undersigned County or LGE agrees to ensure that the debris removal project requested in this Agreement has not been submitted for any other FEMA-4827-DR-NC Tropical Storm Helene debris removal project.
- (iii) As a third-party beneficiary of FEMA and State funds, the undersigned County or LGE agrees to comply with federal, state, and FEMA requirements that ensure NCEM's eligibility for and compliance with FEMA funding for debris removal assistance under this Agreement.
- (iv) The undersigned County or LGE agrees to provide all scope or extension requests in writing. All requests must receive prior written approval from NCEM before implementation.

**VIII. IMMUNITY**

Pursuant to N.C. Gen. Stat. § 166A-19.60, all activities performed under this Agreement are declared to be governmental functions. Neither the parties to this Agreement nor, except in cases of willful misconduct, gross negligence, or bad faith, their personnel, complying with or reasonably attempting to comply with this Agreement or any ordinance, order, rule, or regulation enacted or promulgated pursuant to the provisions of this Agreement, shall be liable for the death of, or injury to, persons or for damage to property as a result of any such activity.

**IX. AMENDMENTS**

This Agreement may be modified at any time with the mutual written consent of both parties.

**X. EFFECTIVE DATE**

This Agreement shall take effect upon proper execution by the duly authorized official of the County and/or the governing board of the County or a LGE and upon acceptance by the Director of NCEM or his designee.

This Agreement shall remain in effect for the period of performance, \_\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_, unless either party provides 30 days' written notice for extension or termination.

**XI. SIGNATURES**

**FOR COUNTY or LGE**

NAME OF ELIGIBLE COUNTY/LGE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICIAL:  
\_\_\_\_\_

TITLE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

Date: \_\_\_\_\_

**For the North Carolina Division of Emergency Management (NCEM)**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

END OF DOCUMENT

**TOWN OF MONTREAT  
FISCAL YEAR 2025-2026  
BUDGET AMENDMENT #4**

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, 2026.

**Department(s):** General Fund – Water Fund – NCDEQ Bridge Loan and Fund 29

**Purpose:**

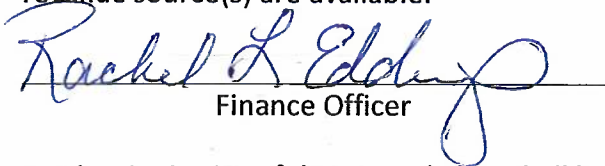
- To include in budget, appropriate and pay NCDEQ for FEMA – partial reimbursement of cost to repair water system from Helene damage (\$76,611.13) towards total of the Bridge loan of \$112,008. To include in budget and appropriate other FEMA receipts of \$4,982.90 (Welch Field Damage), \$142,995.00 (Debris Removal), and \$6,002.50 (Providence Terrace Culvert) to Fund 29 - Helene

**Section 1.** To amend the Fund 29 and the Water Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
<b>Add to Budget:</b> FEMA Proceeds	29-3311-300		\$230,591.61	\$219606.13
Materials	10-5550-752		\$28,980.48	\$106,406.32
Professional Services – Consultant	29-5600-050		\$65,000	\$65,000
Interfund Transfer to Water Fund	Working with Auditors for correct manner of posting.		\$76,611.13	\$35,396.87 bal. after paymt
Professional Services	29-5600-040		\$60,000.00	\$225,471.62

Notes:

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

  
Finance Officer

10/31/25  
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

**RESOLUTION AUTHORIZING THE TOWN OF MONTREAT TO PARTICIPATE IN THE NORTH CAROLINA LOCAL GOVERNMENT DEBT SETOFF PROGRAM**

WHEREAS, North Carolina General Statutes Chapter 105A, known as the “Setoff Debt Collection Act,” authorizes the North Carolina Department of Revenue to cooperate in identifying debtors who owe money to local governments and who qualify for refunds from the Department of Revenue; and

WHEREAS, the law authorizes the setting off of certain debts owed to local governments against tax refunds and lottery winnings due to persons indebted to said local governments; and

WHEREAS, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities have jointly established a clearinghouse to submit debts on behalf of participating local governments as provided by law; and

WHEREAS, the Board of Commissioners are of the opinion that it would be in the best interest of the Town of Montreat to authorize participation in this program to improve collection of debts owed to the Town;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Town of Montreat as follows:

1. That, consistent with instruction from the Town Attorney, the Town of Montreat and its various departments are hereby authorized to participate in the North Carolina Local Government Debt Setoff Program to the fullest extent allowed by law for any lawful purpose, including, but not limited to, the collection of debts owed to the Town or to any entity on behalf of which the Town may legally collect a debt through said program.
2. That the Town Manager, or the Manager’s designee or designees, may hold hearings, conduct necessary proceedings, and communicate with the North Carolina Local Government Debt Setoff Clearinghouse on behalf of the Town.
3. That the Mayor, Mayor Pro Tem, and the Town Manager or the Manager’s designee, or any one of them, are hereby authorized to execute such documents as may be required to effect the purposes and intents of this Resolution.
4. That, by and with the consent of the Town Attorney, Town staff are hereby authorized to proceed with this undertaking, and all acts and doings of officers, employees, and agents of the Town, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in furtherance of the purposes and intents of this Resolution, shall be, and the same hereby are, in all respects ratified, approved, and confirmed.
5. That any prior resolutions or parts thereof of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

6. That this Resolution shall become effective upon its adoption.

ADOPTED this the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COMMISSIONERS  
FOR THE TOWN OF MONTREAT

\_\_\_\_\_

Angie Murphy, Town Clerk

BY: \_\_\_\_\_

Mayor Timothy R. Helms

APPROVED AS TO FORM:

\_\_\_\_\_

Town Attorney

An Ordinance Amending the Montreat Code of General Ordinances, Chapter G, Health Protection and Disease Prevention, to Include a New Article V Prohibiting the Feeding of Wild Animals and Birds

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WHEREAS, the Town of Montreat has adopted a Code of Ordinances that provides rules and regulations governing activities within the Town limits; and

WHEREAS, the Board of Commissioners recognizes the increasing concern regarding interactions between humans and wild animals, particularly bears, within the Town; and

WHEREAS, the Board of Commissioners finds it necessary to establish regulations to protect the public health, safety, and welfare of residents, visitors, and animals.

NOW, THEREFORE, be it ordained by the Board of Commissioners of the Town of Montreat that:

1. A new Article V be added to Chapter G, Health Protection and Disease Prevention, of the Montreat Code of General Ordinances containing the following:

ARTICLE V: FEEDING OF WILD ANIMALS AND BIRDS  
PROHIBITED

Section 1. Purpose. The purpose of this ordinance is to protect the public health, safety, and welfare of residents, visitors, and animals from the dangers associated with interactions between humans and wild animals, particularly bears, within the Town.

Section 2. Prohibition. It shall be unlawful for any person to intentionally or unintentionally feed, provide food to, or otherwise attract wild, feral, and/or roaming domestic animals in a manner that threatens or endangers the public health, safety, or welfare of the Town of Montreat.

Section 3. Specific Prohibitions.

1. The feeding or placement of food, garbage, pet food, or other attractants outdoors in a manner accessible to wild animals, including but not limited to bears, raccoons, coyotes, or deer, is prohibited.
  - a. The feeding of birds, or the placement, hanging, or maintenance of bird feeders or other devices intended to attract birds, is expressly prohibited.
  - b. No person shall scatter or deposit seed, grain, and/or other food material outdoors for the purpose of feeding or attracting birds or other wildlife.

Section 3. Determination of Violation. The determination as to whether an action or condition constitutes a violation or poses a threat to public health, safety, or welfare shall rest with the Town Manager or a designated enforcement officer appointed by the Town Manager.

Section 4. Determination of Threat. For the purpose of this Chapter, a “threat to public health, safety, and welfare” shall include, but not be limited to:

- a. Any condition creating the potential for human injury or death;
  - b. The potential transmission of disease between wildlife, domestic animals, and humans; or
  - c. The increased potential for injury, death, or property damage involving bears, other wildlife, livestock, domestic animals, humans, or property.
- 2.
  3. If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Commissioners hereby declare that it would have passed this ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that anyone or more

sections, subsections, sentences, clauses, or phrases be declared invalid.

4. This ordinance shall take effect on January 1, 2026, and shall remain in effect unless extended or modified by further action of the Board of Commissioners.

Read, approved, and adopted this \_\_\_ day of \_\_\_\_\_, 2025.

---

Mayor, Town of Montreat

ATTEST:

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Town Clerk

## Summary of Proposed Stone Bridge Advisory Committee, its Purpose, Structure and Authority

The Stone Bridge Advisory Committee is being formed for the purpose of making recommendations to the Montreat Board of Commissioners concerning the design and installation of side wall sections and related non-structural improvements (such as arches and columns) for bridges in Montreat damaged by Hurricane Helene. The design of such side wall sections and related non-structural improvements will feature and incorporate stone and mortar in a manner reminiscent of the original stonework that began under Dr. Anderson's in the early part of the nineteenth century. Prior to the design of such "Montreat Style" improvements for the first bridge, the committee will prepare and submit to the Town Council, for its approval, "Montreat Style Design Guidelines" which it will utilize in the design work for each individual bridge.

The Stone Bridge Advisory Committee will be formed as an official committee of the Town of Montreat. The members of the committee will be appointed by the Town Board of Commissioners. The Town Board of Commissioners will also appoint a chair and vice-chair for the committee. The committee will hold regular (and, if called, special) meetings at the Town Hall duly noticed in accordance with state law. Committee meetings will be held in accordance with rules of procedure adopted by the committee that are consistent with those of other town board and committees. Members of the committee will be required to perform their duties in accordance with all applicable state laws, including the open meeting law.

The authority of the Stone Bridge Advisory Committee is to making the recommendations to the Town Council as described above. In addition, the committee's work will be performed in collaboration with and with the oversight of the Town Manager and the Public Works Director. The committee will not:

1. Consider or propose the design of any town bridge or other improvement without the prior approval of the Town Manager. Such approval is not expected to be given for a bridge unless and until funds covering substantially all of the anticipated improvement costs for the bridge have been raised.
2. Consider or propose any structural improvements to a town bridge or other improvement without the prior approval of the Twon Manager and Public Works Director.
3. Negotiate or enter into any contract or agreement of behalf of the Town.

4. Engage any consultant or contractor on behalf of the Town.
5. Accept any gift on behalf of the Town.
6. Make any recommendation to the Town Council concerning the design of improvements to any bridge unless approved for submittal by the Town Manager.

The Stone Bridge Advisory Committee will be temporary in duration and be dissolved upon the completion of its work.

# FIRST BANK

November 6, 2025

Town of Montreat  
Savannah Parrish, City Manager  
PO Box 423  
Montreat, NC 28757

Dear Savannah

Thank you for allowing First Bank the opportunity to submit a proposal for a credit facility to finance a 2025 Kubota Tractor. The terms of this non-binding proposal are as follows:

<b>Borrower:</b>	Town of Montreat.
<b>Guarantors:</b>	None.
<b>Amount:</b>	\$87,356.94 (100% financing)
<b>Purpose:</b>	To finance the purchase of a 2025 Kubota Tractor along with attachments..
<b>Type of Loan:</b>	Commercial Term Loan
<b>Interest Rate:</b>	Fixed Rate of 5.350%
<b>Term:</b>	60 Months
<b>Repayment:</b>	Monthly principal and interest payments based on a 60-month amortization.
<b>Prepayment Penalty:</b>	None
<b>Loan Fee:</b>	\$750.00
<b>Collateral:</b>	1st lien on the 2025 Kubota Tractor.
<b>Additional Requirements:</b>	The loan terms set forth on this Term Sheet are contingent upon the loan meeting all of the requirements for a bank qualified tax-exempt loan under IRS Code Sections 103 and 265 and First Bank policies and procedures. Borrower agrees to take all necessary steps and obtain all approvals required by state and federal statutes to obtain a bank qualified tax-exempt loan from First Bank. Those steps include but are not limited to: adequate publication of public notice, approval of the loan at a meeting of the Organization as well as a meeting of the sponsoring municipality, if applicable, and all necessary votes required to approve the loan. Borrower further agrees to file an IRS Form

8038G at the time of closing and annually thereafter for so long as the loan shall remain outstanding. Borrower acknowledges that First Bank has the authority, both prior to any loan closing as well as after closing to re-price loans and collect any difference in interest or penalties accrued if the loan is ever deemed not to qualify for the bank qualified tax-exempt interest rate.

**Financial Statements:** Borrower shall furnish financial statements annually during the loan, and IF requested by First Bank.

**Closing Costs:** None from the bank.

**Organizational Documents:** Copies of Borrower Organizational Documents certified by an authorized officer or representative and Certificates of Existences shall be furnished to First Bank prior to the loan closing.

**Deposit Relationship:** Borrower agrees to maintain deposit accounts at First Bank.

**Miscellaneous:** First Bank may require additional documentation as may reasonably be necessary to assure feasibility and authority of the purposes for which loan proceeds will be used.

**Assignment:** This proposal is issued to the borrower and cannot be assigned by the borrower without the written consent of First Bank.

This is a proposal, not a commitment. The commitment will be based on the Bank's review of the Borrower's and Guarantor's current financials and other supporting documents and obtaining final approval by the Bank. The proposed rate and terms are reliant upon borrower's prompt response to proceed with full underwriting. An extended borrower response timeframe could allow changes in market conditions and interest rate pricing.

Formal acknowledgement of proposed terms must be communicated within 15 business days. Subject to underwriting and approval, the rate and terms are offered for a transaction closing within 90 days.

Thank you again for allowing First Bank the opportunity to submit this proposal. If you have any questions, please feel free to call me at 828-250-7008.

Sincerely,



David Wooten  
Vice President  
First Bank