Town of Montreat
Board of Commissioners Meeting – Public Forum
November 14, 2024 – 5:30 p.m.
Convocation 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
November 14, 2024 – 6:00 p.m.
Convocation 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

- September 12th Public Forum Meeting Minutes
- September 12th Town Council Meeting Minutes
- October 25th Special Town Council Meeting Minutes
- October 31st Special Joint Meeting of BOC & Audit Committee 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
- Police
- Public Works and Water
- Sanitation
- Streets
- September Building Permit Information
- October Building Permit Information

VII. Public Comment

Public comments will be heard during this period for <u>any and all items.</u>

VIII. Old Business

A. TA-2022-04 – Text Amendment
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 32**
- **Suggested Motion: Move to adopt/adopt with revisions**

B. TA-2024-04 – Adoption Ordinance
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 42**
- **Suggested Motion: Adopt/adopt with revisions Ordinance #24-11-01 for TA-2024-04**

IX. New Business

A. Department Head Updates
- **Finance – Savannah Parrish**
- **Police – Chief Jeff Eaton**
- **Public Works – Savannah Parrish**

B. Budget Amendment
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 45**
- **Suggested Motion: Move to approve/deny Budget Amendment #2**

C. Proclamation for Public Works Employees
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 47**
- **Suggested Motion: Move to approve/deny Proclamation #24-11-001**

D. Discussion about Utilizing a Disaster Management Company
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 49**

X. Public Comment

Public comments will be heard during this period for <u>any and all items.</u>

XI. Commissioner Communications

XII. Dates to Remember

- **Town Hall Closing Early for Thanksgiving – Wednesday, November 27th at 12:00 p.m.**
- **Town Hall Closed for Thanksgiving – Thursday, November 28th & Friday November 29th**
- **Bulk Pickup/White Goods Pickup – Tuesday, December 3rd**
- **Planning & Zoning Commission Meeting (tentative) – Wednesday, December 11, 2024, at 10:30 a.m. (Location TBD)**
- **December Town Council Meeting – Thursday, December 14th, 2024, at 6:00 p.m. Public Forum will begin at 5:30 p.m. (Location TBD)**
- **Town Hall Closed for Christmas Holiday – Wednesday, December 25th & Thursday, December 26th**

XIII. Adjournment

Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
September 12, 2024 – 5:30 p.m.
Town Hall

Board members present:	Commissioner Jane Alexander Mayor Pro Tem Mason Blake Commissioner Kitty Fouche Commissioner Grant Dasher (arrived at 5:41 p.m.) Commissioner Tom Widmer
Board members absent:	Mayor Tim Helms
Town staff present:	Savannah Parrish, Town Manager Angie Murphy, Town Clerk Tim Bradley, Interim Police Chief Jeff Eaton, Police Chief

Approximately fourteen members of the public were present. Mayor Pro Tem Mason Blake called the meeting to order at 5:30 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Jane Alexander moved to adopt the agenda as presented. Commissioner Tom Widmer seconded, and the motion carried 3/0.

Public Forum

Dr. Mary Standaert of 118 Shenandoah Terrace asked for an update on the cell phone tower aesthetic repairs. Town Manager Savannah Parrish advised that Commissioner Grant Dasher met with Town Attorney Brandon Freeman recently about this matter. Commissioner Dasher had not yet arrived at the meeting to be able to comment on this issue. Ms. Parrish stated that she would investigate this and report back. Dr. Standaert suggested that it be placed on next month's agenda. Dr. Standaert questioned why the Town of Montreat does not have street mail delivery. Mayor Pro Tem Mason Blake advised that as he understood it, there could be a Post Office or street mail delivery, but there could not be both. Dr. Standaert stated that the cost of post office boxes seems to be regularly increasing. Dr. Standaert advised that she is not advocating one way or the other, but she would like to know the reason why there is no street mail delivery.

Mr. George Sawyer of 324 Chapman Road complimented Black Mountain News Reporter, Karrigan Monk, on the two recent Montreat related stories in the newspaper. Mr. Sawyer also complimented the Public Works Crew for their hard work cleaning up the trail site for the Flat Creek Crossing Ground-Breaking. Mr. Sawyer mentioned that the Mayor's favorable comments about the fund raising efforts of the Flat Creek Crossing Team were very much appreciated.

Mr. Eric Nichols of 527 Suwannee Drive thanked Commissioner Tom Widmer for his help in facilitating the donation of a transfer of stock for the Flat Creek Crossing Project.

Mrs. Grace Nichols of 527 Suwannee Drive commended the Town for budgeting funds in this fiscal year to complete the sidewalk project from Town Hall to the Columbarium parking lot. Commissioner Tom Widmer mentioned that the sidewalk connection between Lookout Road and the Dam will also be completed this fiscal year.

Mr. Joe Standaert of 118 Shenandoah Terrace expressed his concerns about the needs for treating hemlock trees on Town rights-of-way. Mr. Standaert and other citizens were involved in fund raising efforts several years ago to safeguard the hemlocks from the wooly adelgid. Mr. Standaert suggested that the Town Arborists, who work on the Public Works Crew, could purchase the chemicals and treat the hemlocks in-house rather than employing an outside contractor.

Commissioner Kitty Fouche advised that she and Commissioner Jane Alexander have been thinking of ways to improve the recycling efforts in the Town of Montreat. Both Commissioners feel that increasing recycling could decrease the volume of trash. This would save money for the Town and could potentially diminish some of the bear problems. Commissioner Fouche announced that the Town now accepts printer cartridges and batteries for recycling. The items will be delivered to Staples in Asheville where the Town will then be given credit for the purchase of office supplies. Commissioner Fouche also advised those in attendance that Staples has a whole list of items that can be recycled. There have also been ongoing discussions about the possibility of recycling food waste through composting. Commissioner Fouche asked Montreator's to send their thoughts on composting to either her or Commissioner Alexander.

Dr. Mary Standaert mentioned that Lowe's will take back plastic garden containers for recycling.

Adjournment

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Kitty Fouche seconded, and the motion carried 4/0. The meeting was adjourned at 5:49 p.m.

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Mason Blake, Mayor Pro Tem Angie Murphy, Town Clerk

Town of Montreat
Board of Commissioners
Meeting Minutes
September 12, 2024 – 6:00 p.m.
Town Hall

Board members present:	Mayor Pro Tem Mason Blake Commissioner Kitty Fouche Commissioner Jane Alexander Commissioner Grant Dasher Commissioner Tom Widmer
Board members absent:	Mayor Tim Helms
Town staff present:	Savannah Parrish, Town Manager Angie Murphy, Town Clerk Rachel Eddings, Finance Officer Barry Creasman, Public Works Director Tim Bradley, Interim Police Chief Jeff Eaton, Police Chief Brandon Freeman, Town Attorney

Approximately seventeen members of the public were present at Town Hall and several more were watching via Zoom. Mayor Pro Tem Mason Blake called the meeting to order at 6:00 p.m. and led the group in the pledge of allegiance and a moment of silence. It was announced that Mayor Helms was absent from the meeting due to illness.

Agenda Adoption

Commissioner Jane Alexander moved to adopt the agenda as amended. Commissioner Kitty Fouche seconded, and the motion carried 5/0.

Mayor's Communications

There was no communication from the mayor.

Meeting Minutes Adoption

- August 8th Public Forum Meeting Minutes
- August 8th Town Council Meeting Minutes

Town Manager's Communications

Town Manager Savannah Parrish introduced the Town's newest employee, Police Chief Jeff Eaton. Ms. Parrish also re-introduced the Interim Police Chief Tim Bradley, thanked him for his service, and announced he would be staying on with the Town of Montreat in a captain's role.

Administrative Reports

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

Commissioner Tom Widmer posed a question about the numerical difference between water bills mailed and water bills emailed in 2023 and 2024. Town Manager Parrish advised that the Town's new financial software allows for emailed bills, which explains the discrepancy between the two years.

Commissioner Kitty Fouche questioned why there was no police data from 2023. Interim Chief Tim Bradley advised that the patrol officers have been instructed to call in all activities to the Buncombe County Emergency Operations Center. This allows for a better tracking system and ensures officer safety.

Commissioner Tom Widmer also questioned the year-to-date budget numbers which Finance Officer Rachel Eddings addressed.

Public Comment

There were no Public Comments.

Old Business

There was no Old Business.

New Business

A. Election Issue Update: Jake Quinn, Chair of Buncombe County Board of Elections, stated that he was present to announce some changes that the Board of Elections had recently made. Mr. Quinn stated there was a snafu during the July candidate filing period. Mr. Quinn went on to state that one of the vacant commissioner seats almost did not have a candidate. Mr. Quinn further explained that an incumbent, who was appointed rather than elected, did not seem to realize that he needed to run for his seat. Mr. Quinn stated that this was brought to the attention of Town Staff late in the process. Mr. Quinn advised that this is being addressed by the Board of

Elections by revising the correspondence that is sent to municipalities to kick off the election cycle. In the future, language will be included to remind the municipalities to check whether there are any seats with an incumbent that was appointed and to double check whether they need to stand for election. Mr. Quinn stated that the charters of each municipality are different, and the Board of Elections relies on Town Staff to keep things accurate. (54:19 on YouTube Recording.

B. TA-2024-04 – Text Amendment Public Hearing: Mayor Pro Tem Mason Blake advised that the General Assembly had a long session in 2023, in which they passed a lot of new requirements for municipalities. A number of those requirements happened to be mandates to the Town's development regulations.

Commissioner Grant Dasher moved to open the Public Hearing. Commissioner Jane Alexander seconded, and the motion carried 5/0.

Zoning Administrator Kayla DiCristina advised that TA-2024-04 is a request to amend the general ordinance to comply with legislative updates from session law 2023-108 and 2023-137. The requested amendments are to Section 300, 301 and 309 of the general ordinances. Guidance for these amendments was provided by the UNC School of Government Legislative Bulletins. Ms. DiCristina briefly reviewed the amendments. Ms. DiCristina also noted that on September 11th the state legislature overturned the governor's veto of bill 166. This bill included several building codes and land use regulation changes. The amendments proposed to TA-2024-04 under section 309 were affected by this bill. Ms. Cristina advised that she spoke to the Town's legal counsel earlier today and there is one minor change to the proposed revisions that the Town needs to incorporate to comply with the new bill that has been enacted by the veto being overturned. Attorney Brandon Freeman will advise the Council how to proceed with this change.

There were no comments from the public on this matter.

Commissioner Tom Widmer moved to close the Public Hearing. Commissioner Kitty Fouche seconded, and the motion carried 5/0.

C. TA-2024-04-Adoption Ordinance: Town Attorney Brandon Freeman advised that he spent the morning reviewing the legislature. Mr. Freeman also advised that he and Ms. DiCristina spent some time going over those changes. Mr. Freeman advised the Board to hold off on making a decision on the matter this evening to give him more time to review the changes required. Commissioner Jane Alexander moved to continue this discussion to a date certain of the next regularly scheduled meeting of the Board (Oct. 10). Commissioner Grant Dasher seconded, and the motion carried 5/0.

D. Bear Survey Results/Discussion: Commissioner Tom Widmer presented an excellent summary of the survey on the town's bears and bear issues the town had initiated with his leadership. Commissioner Widmer advised that the 64-page full report with all charts and comments would be available on the Town's website along with the slides he will present this evening. Commissioner Tom Widmer advised that there were 450 responses to

this survey. The purpose of the survey was to collect data from residents regarding their bear experiences and perceptions in preparation for meeting with NCWRC to discuss bear management solutions in Montreat.

To view the slides and hear the entire presentation please visit the Town of Montreat's YouTube channel at the following link: https://www.youtube.com/watch?v=Zi66qoVKNO4&t=1851s.

Commissioner Kitty Fouche reviewed additional bear information that she acquired attending a meeting at the Town of Black Mountain.

Public Comment

Laurie Morgan of 130 Kanawha Drive questioned why there were so many bears. Commissioner Kitty Fouche advised that bears were multiplying due to the availability of food.

Arrington Cox of 203 Virginia Road, Chair of Landcare and BearWise Liaison, advised that it was everyone's responsibility to keep the community safe.

Jake Quinn of North Asheville stated that the problem is not the bears but rather irresponsible people.

Rusty Douglas of 227 Alabama Terrace stated that if the Town of Montreat doesn't become more serious about sanitation fines that this conversation will continue over and over. Town Manager Savannah Parrish advised that recently Town Staff has stopped sanitation services completely for residents owing a number of unpaid sanitation fines.

Martha Campbell of 149 Maryland Place mentioned signs that she saw on a recent trip to a national park. Ms. Campbell felt signs like these could be placed around Montreat to make citizens more aware.

Dr. Mary Standaert of 118 Shenandoah Terrace stated that as she understands it the Town of Montreat did not inform the Board of Elections that Kent Otto had resigned, which she believed was a failure on the part of the Town. Commissioner Widmer interposed that her understanding was incorrect. She also stated that when the Board of Elections called the Town asking what seats were open, they were informed by a member of town staff that only the Mayor and two four year council seats were open for election. Dr. Standaert suggested that the Board ask Jake Quinn if the Town had indeed notified the Board of Elections of the Otto resignation. Dr. Standaert also stated that on July 18th the citizens of Montreat were informed by an email that the Town learned that a third seat was up for election. This seat was Commissioner Kent Ott's unexpired term. Dr. Standaert stated that elections are important, and the Town Council is ultimately responsible for fair elections. Dr. Standaert believes that if residents had known there was a third seat available when the election was originally announced, it could have changed the nature of the filing and perhaps more people would have filed in order to take over a majority of the seats on the town council.

Commissioner Communications

Commissioner Jane Alexander advised again that batteries and ink cartridges are being taken for recycling purposes at Town Hall.

Mayor Pro Tem Mason Blake advised that the residents of Montreat can either have a post office or street delivery service but not both. Mayor Pro Tem Blake stated his concerns that if Montreators complain too much about the address situation that Montreat will end up without a post office. Mayor Pro Tem Blake encouraged residents to work with postal employees who can advise how to correctly address packages to be received at the post office.

Dates to Remember

- Hillside Development Ordinance Subcommittee, Wednesday September 25t^{h} at 9:00 a.m. in Town Hall
- Sign Ordinance Subcommittee, Thursday September 26th from 2:45 – 4:45 p.m. in Town Hall
- Landcare, Wednesday October 2nd at 9:00 a.m. in Town Hall with Zoom options
- Tree Board, Tuesday August 27th at 9:30 a.m. in Town Hall with Zoom options
- October Town Council Meeting, Thursday October 10th at 6:00 p.m. in Town Hall with Zoom options. Public Forum to begin at 5:30 p.m.
- Planning & Zoning Commission Meeting, Thursday October 17th at 10:30 a.m. in Town Hall with Zoom options.

Adjournment

Commissioner Jane Alexander moved to adjourn the meeting. Commissioner Grant Dasher seconded, and the motion carried 5/0. The meeting was adjourned at 7:15 p.m.

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Mason Blake, Mayor Pro Tem Angie Murphy, Town Clerk

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

Board members absent: None

Town staff present: Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Brandon Freeman, Town Attorney
Barry Creasman, Public Works Director
Rachel Eddings, Finance Officer
Jeff Eaton, Police Chief

There were approximately thirty members of the public in attendance. The meeting started at 10:00 a.m. in Convocation Hall in Assembly Inn.

Call to Order

Mayor Helms welcomed everyone and held a moment of silence.

Agenda Adoption

Mayor Helms advised that Roman Numeral X needed to be dropped from the agenda. Town Manager Savannah Parrish advised that Commissioner Comments and Discussion of Building Inspection Fees needed to be added to the agenda. Commissioner Tom Widmer moved to adopt the agenda as amended. Commissioner Kitty Fouche seconded, and the motion carried 5/0.

Communications

Mayor Helms thanked the community members for supporting each other and coming together to support Town Staff and other individuals working in Montreat in the wake of Hurricane Helene. Mayor Helms stated that he was looking at a room full of heroes.

Town Manager Savannah Parrish stated that Public Works Director Barry Creasman has requested residents to pile Hurricane Helene vegetative debris on the edge of their individual properties. Ms. Parrish reminded residents not to block the roadways with debris. Ms. Parrish advised that crews will be picking up the debris in the near future. Ms. Parrish also stated that Bulk Pickup/White

Goods would also be scheduled soon. Ms. Parrish advised that all the hiking trails in Montreat are closed until MRA can complete damage assessments. Town Manager Parrish took a moment to thank the Public Works Department and the Police Department for their incredible work during and after the storm.

Helpmate Domestic Violence Resolution

Town Manager Parrish advised that October is Domestic Violence Awareness month. Ms. Parrish read a resolution on behalf of the Town Council acknowledging Domestic Violence Awareness month. Commissioner Jane Alexander moved to accept the resolution as read. Commissioner Kitty Fouche seconded, and the motion passed unanimously.

Department Head Updates

Public Works Director Barry Creasman stated that there are 46 sites of damage or concern, and that number is growing daily. Mudslides continue to occur, and trees are still falling. Six sites are awaiting evaluations from engineers which will hopefully take place next week. Mr. Creasman advised that 900 feet of water line was washed completely away. Mr. Creasman also advised that once the water system was up and running that four leaks were found and repaired. Mr. Creasman is working with three different engineering firms regarding site stabilization. Montreat Public Works partnered with a tree company and three different grading contractors at the initial start of the storm. Ten sites of culverts, from 24 inches to 8 feet, were washed away. Several roads were lost due to asphalt being undermined. Vegetative debris is being staged at the Welch Field with plans to meet with the Army Corps of Engineers later in the day. During the first week of the storm and the following two weeks after, Public Works Crews had 447 hours over their usual scheduled hours. Debris removal will continue during the next few weeks. Mr. Creasman also advised that the Town of Montreat water system was at full capacity as of the day before the meeting. The water system will continue to be monitored. Mayor Helms thanked MRA for the use of Welch Field for the debris staging.

Police Chief Jeff Eaton introduced himself to the public. Chief Eaton advised that the Montreat officers partnered with the Public Works Department from the very beginning with recovery efforts. Patrol Officers evacuated residents, cleared roads, performed welfare checks, provided security for contractors, and distributed food to residents in Town. Chief Eaton acknowledged the Hudson Police Department, Nashville Police Department, and Asheboro Police Departments who all sent officers to Montreat to help in the days/weeks after the storm. Currently officers are focusing on crime prevention and assisting with community needs. Chief Eaton welcomed new officer Hannah Wells to the Montreat Police Department. Chief Eaton was happy to report that the department is finally operating at full staff. Chief Eaton thanked the community for calling the Emergency Operations Center during the storm. There were no crimes or thefts reported. There were also no fatalities in the Town of Montreat.

Finance Officer Rachel Eddings reported that as of yesterday the total amount of donations received

for Hurricane Helene Recovery Effort was $148,990. Ms. Eddings also reported that the Town's auditors are actively and aggressively working to finish the audit. Town Manager Savannah Parrish extended her thanks to all those who donated monies to the Town. Ms. Parrish recently spoke to a representative from the State Treasurers Office, Becky Garland, and advised that there will be leniency given to municipalities who were affected by Hurricane Helene with regard to submitting in late audits. Town Staff are still aiming to get the audit turned in prior to the deadline of October 31st. Ms. Parrish thanked the auditors and Finance Officer Eddings for their hard work on the audit.

Budget Amendment

Ms. Eddings advised that the purpose of the Budget Amendment is to include the donations, $148,990, into the current fiscal year budget and to appropriate those funds to a newly created Fund 29 Hurricane Helene to pay for Helene related expenses such as payroll, debris removal, and overall repairs. Mayor Pro Tem Blake moved to adopt the Budget Amendment as presented. Commissioner Tom Widmer seconded, and the motion carried 5/0.

Hazard Pay Bonus Approval

Town Manager Parrish advised that she wanted to offer a small amount of compensation for those who worked actively in Montreat during the storm to prevent loss of life and property. These bonuses will be paid from Fund 29 Hurricane Helene. The bonuses will be offered to the following individuals:

- Reserve Police Officer Fred Tennant
- Police Officer Morgan Bocanegra
- Michael Harrison, Public Works Department
- Drew Brown, Public Works Department
- Jarod McIntosh, Public Works Department
- Daniel Wiggs, Public Works Department
- Barry Creasman, Public Works Department

Ms. Parrish's proposal is to offer each of the above $2,000 except for Public Works Director Barry Creasman who will be offered $4,000 due to his invaluable leadership during this whole process. This will be a total of $16,000 paid from Fund 29. Commissioner Grant Dasher moved to approve the Hazard Pay Bonuses. Commissioner Jane Alexander seconded, and the motion carried 5/0.

Capital Project Review

Ms. Parrish advised that Town Staff had planned several Capital Projects to work on during this fiscal year. The first project discussed was the Texas Road Pedestrian Bridge Project. Ms. Parrish reminded the Council that the Town borrowed $100,000 from First Bank to help in completing that project. Ms. Parrish recently contacted the bank to see if the loan could be amended for use for general recovery purposes. Ms. Parrish advised that to date $90,000 had been spent on gravel for Hurricane Helene repairs. Ms. Parrish feels the Town will be better served by deferring the Texas Road Pedestrian Bridge

Project for now and moving the budgeted funds to Fund 29 Hurricane Helene.

Ms. Parrish also advised that there were two budgeted sidewalk projects in the amount of $60,000 and $30,000. Ms. Parrish would also like to defer those projects until Town Staff can get a better grasp of what recovery will cost. Ms. Parrish stated that if possible Town Staff would try to weave in parts of those sidewalk projects into the repair process. Mayor Pro Tem Blake moved to allocate the budgeted funds for the Texas Road Bridge Project to Fund 29 for Hurricane Helene. Commissioner Jane Alexander seconded the motion. Commissioner Tom Widmer asked if both parts (the budgeted $110,000 and the loan of $100,000) of the budgeted Texas Road Bridge funds would be included in Fund 29. Ms. Parrish confirmed that both parts will be moved. The motion carried 5/0.

Building Inspection Fees Impacted by Hurricane Helene

Ms. Parrish advised that Building Inspector Dan Cordell had graciously offered to donate his services for Hurricane Helene related inspections and permits for the month of October. Ms. Parrish proposes to waive building inspection fees and permit fees for residents who were directly affected by Hurricane Helene. Ms. Parrish anticipates that most fees will only be waived for about a month because residents are already making needed repairs. Mayor Pro Tem Mason Blake moved to waive fees for repairs due to Hurricane Helene for a period of six months. Commissioner Kitty Fouche seconded, and the motion carried 5/0.

Comments from Town Attorney Brandon Freeman

There were no comments at this time.

Public Comments

Lynn Gilliland, Montreat resident and MRA representative, expressed thanks to the Board of Commissioners, the townspeople, and Town Staff.

Alice Lentz of 115 Eastminster Terrace also thanked the Board of Commissioners and Town Staff.

Betty Douglas of 227 Alabama Terrace stated that everyone is so appreciative of the sacrificial way Town Staff has cared during the past 30 days. Mrs. Douglas advised that she's getting 4 or 5 calls a day from churches, former churches, and friends outside the Gate who want to offer their help. Mrs. Douglas stated that a list needs to be created to offer restoration opportunities with the MRA, the College and the Town. Mrs. Douglas also added that another part of the list would be cottage owners who are willing to offer lodging opportunities to those who come to Montreat to help.

Commissioner Comments

Commissioner Kitty Fouche advised that Black Mountain Presbyterian Church plans to eventually

set up a way to advertise peoples needs and skills and pair the two of them together.

Commissioner Grant Dasher stated that his wife is a member of the MRA's "trail crew", who monitors the conditions of the trails, although she has been in the hospital and cannot get back on the trail soon, he thinks it is a good idea to see the return of normalcy. One example that he had noticed the tennis courts had recently been cleaned off for use. Ms. Parrish spoke with Tanner Pickett of the MRA and there will be forthcoming trail clearing opportunities for volunteers. Mayor Helms reminded everyone that the trails are currently closed.

Commissioner Jane Alexander thanked everyone for the outpouring of love for all.

Mayor Helms stated that he has heard that some people have become upset when they hear that he does not actually write the Mayor's Summary of the Town Council meetings. Mayor Helms advised that he reads the draft thoroughly before approving the summary for posting and distribution. Mayor Helms stated that he cannot possibly take notes while running the individual meetings and advised that Commissioner Tom Widmer pens the recap and provides it to Mayor Helms for review.

Adjournment

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Kitty Fouche seconded, and the motion carried 5/0. The meeting was adjourned at 11:00 a.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk

Board members present: Mayor Tim Helms
Commissioner Tom Widmer
Commissioner Grant Dasher (arrived at 11:10)
Commissioner Jane Alexander

Board members via Zoom: Mayor Pro Tem Mason Blake (Non-Voting)
Commissioner Kitty Fouche (Non-Voting)

Audit Committee members present: Hugh Alexander, Chair
Philip Arnold
Commissioner Tom Widmer
Commissioner Kitty Fouche (via Zoom/Non-Voting)

Town staff present: Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Rachel Eddings, Finance Officer

There were no members of the public in attendance. The meeting started at 11:00 a.m. in Convocation Hall in Assembly Inn.

Call to Order

Audit Chair Hugh Alexander welcomed everyone and held a moment of silence.

Agenda Adoption

Audit Committee member Philip Arnold moved to adopt the agenda as presented. Commissioner/Audit Committee member Tom Widmer seconded, and the motion carried 4/0.

New Business

A. Presentation of FY23-24 Annual Comprehensive Financial Report: Fran Noel and Chase Currington, of Carter, P.C., attended the meeting virtually viz Zoom. Ms. Noel thanked the various Board members for the opportunity to complete the audit for the Town of Montreat. Ms. Noel advised that Carter, P.C, has issued an unmodified opinion which means the accompanying financial statements are presented fairly in all materials respects for the period reported.

Ms. Noel briefly discussed the MD&A (Management's Discussion and Analysis) which is the Management's chance to boast on the Town of Montreat. Ms. Noel noted that the financial highlights are very positive. The Town's net position exceeded its liabilities and deferred inflows by $9 million dollars. The total net position also increased by $424,000. The close of the fiscal year

governmental fund ending balance equaled $2.2 million dollars which was a net increase of $220,000. The net decrease was $230,000, which was a 12.8% decrease, of which a great amount was planned principal payments. The next section of the MD&A showed the comparative statements of net position in 2023 and 2024. Capital Assets, net of depreciation, actually decreased this year as a result of recording the depreciation. The long-term debt also decreased. Budget highlights for the fiscal year ending June 30, 2025, include:

- Expenditures in the General Fund are expected to increase by about 10%.
- Water Fund revenues will increase by around 2%.
- Water Fund expenditures are expected to decrease by 3% or $13,248.

Ms. Noel then reviewed the financial statements which started with the statement of net position which includes the Governmental Activities and the Water Fund. On the statement of activities, Ms. Noel pointed out that the expenses exceed the revenues. Ms. Noel notes that the Water Fund continues to operate year to year with expenses exceeding revenues. Ms. Noel stated that the depreciation number is what is driving the operating loss in the Water Fund. Mayor Pro Tem Blake pointed out that the Town is not collecting enough income from the Water Fund to pay for the replacement of the assets that are being depreciated. Ms. Noel then reviewed the Budget to Actual numbers for the General Fund. Revenues exceeded the budget by $194,000 and total expenditures were under budget by $187,000. The General Fund fund's balance increased by $349,000. The Cash Flow portion of the Water Fund Statement shows a positive number.

Ms. Noel advised that there would be no instances of stewardship, compliance or accountability violations for the fiscal year ending June 30, 2024. The Water System is 70% fund depreciated. Ms. Noel pointed out there was $1,500 uncollected in this year's tax levy. That equates to a collection percentage of 99.88%. Ms. Noel pointed out that the Statistical Sections sets Montreat apart from other municipalities. This section is also what makes the entire document an Annual Comprehensive Financial Report rather than an Annual Financial Statement. The purpose of this section is to outline trends and demographics of the Town.

Ms. Noel also pointed out that there was no new accounting policies adopted this year. There were no transactions entered into with lack of authoritative guidance and all significant transactions have been listed in the financial statements under the proper period. Ms. Noel went on to say that Carter, P.C. encountered no difficulties with obtaining information from management. There was one small uncorrected misstatement in the financial statements and it had no income effect. It was a reclassification from one account to another. Ms. Noel briefly reviewed the journal entries and GASB adjustments. Ms. Noel stated that Ms. Parrish and Ms. Eddings have decided to create a GASB fund this year and record the adjustment entries.

Audit Committee

Philip Arnold moved to accept the audit and refer it to the Board of Commissioners for approval. Commissioner Tom Widmer seconded the motion, and it carried 4/0.

Board of Commissioners

Commissioner Jane Alexander moved to adopt the audit as presented. Commissioner Grant Dasher seconded, and the motion carried 4/0.

Ms. Noel stated that the only point of concern is the aging of the water infrastructure. This is a repeat finding from last year that will require a response.

Adjournment

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Jane Alexander seconded, and the motion carried 4/0. The meeting was adjourned at 11:46 a.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk

TOWN OF MONTREAT
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ADMINISTRATIVE REPORTS:
ADMINISTRATION

Town Administration report for the month of October 2024

Monthly Statistics	2023	2024
Public Meetings	12	4
Public Records Requests Processed	9	2
Water Bills Processed & Mailed	1371	660
Water Bills Processed & Emailed	NA	45
Leak Adjustments	10	0
Sunshine List Messages	34	38
Website Posts	34	38
Social Media Posts	35	40

Upcoming Events and Schedule Changes
Town Hall will be closed on November 28th for Thanksgiving

Comments
N/A

Staff Communications
The data above includes combined amounts for September and October for both years.

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

ADMINISTRATIVE REPORTS:
BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of October 2024

Monthly Statistics	2023	2024
Building Permits Issued	16	24
Pending Building Permits	0	1
Building Inspections Performed	61	40
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

Data above is for September and October for both years

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ADMINISTRATIVE REPORTS:
STREETS

Streets Department report for the month of October 2024

Monthly Statistics	2023	2024
Public Trees Removed	0	TBD
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	0	Multiple

Comments

The Storm took down several hundred trees and had multiple roads closed at different times. I will try to give a some what accurate count at a later date.

Staff Communitactions:

0

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ADMINISTRATIVE REPORTS:
POLICE DEPARTMENT

Police Department report for the month of October 2024

Monthly Statistics	2023	2024
Animal Issue	0	1
Assist EOC	0	5
Check Business	0	17
Check Residence	0	1
Checking Station (BCSD)	0	0
Contact Public	0	11
Debris Blocking Road	0	1
Directed Patrol (BCSD)	0	13
Dog Barking	0	0
Follow Up Investigation	0	4
Foot Patrol	0	6
Gun Discharge	0	2
Improper Parking	0	0
Investigate_BCSD	0	4
Locked Vehicle (BCSD)	0	2
Security Check BCSD	0	101
Special Assignment	0	0
Loud Music	0	1
Standby	0	1
Suspicious Person	0	8
Suspicious Vehicle	0	6
Traffic Enforcement (APD)	0	1
Traffic Stop	0	51
Tree Blocking Road	0	2

Comments

A reminder, our non-emergency number has changed. You can reach the MPD Officer on duty through Buncombe County Dispatch. 828-250-6670. The data above encompasses September and October for 2024 .

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ADMINISTRATIVE REPORTS:
WATER AND PUBLIC WORKS

Water and Public Works report for the month of October 2024

Monthly Statistics	2023	2024
Calls for Service	62	140
Water Leaks Repaired	0	7
New Water Lines Installed	0	450 ft
Water Meter Replacements	60	3
Gallons of Water Produced	3,468,528	382,100/4,529.862
Hours Pumped (11 wells combined)	1,677	1,708/2,246
Water Samples Taken	2	7

Comments

This report combines Sept and Oct numbers. We would also like to Thank everyone for the support given to us during this tr

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ADMINISTRATIVE REPORTS:
SANITATION

Sanitation Department report for the month of October 2024

Monthly Statistics	2023	2024
Tons of Curbside Trash Collected	25.39	12.49
Tons of Curbside Recycling Collected	4.41	14.28
Unique Curbside Sanitation Stops	2150	875
Special Pickup Stops	0	6
Bagged Leaf Pickup	89	34
Brush Pickup (cubic yards)	4 Loads	2 Loads
Hauling Fees	4036.2	6989
Tipping Fees	918.43	2732.7
Dumpster Rental Fees	460.23	352.27
Convenience Center Usage-Trash	0	9.92 tons
Convenience Center Usage-Recycle	0	2.86 tons

Comments:

We had 4 trash related issues with no citations issued. Numbers will include Sept and Oct numbers.

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ADMINISTRATIVE REPORTS:
ZONING ADMINISTRATION

Zonning Administration report for the month of October 2024

Monthly Statistics	2023	2024
Approved Zoning Permits	3	2
Denied Zoning Permits	0	0
Pending Zoning Permits	2	3
Variance/Interpretation Granted	2	0
Special Use Permits Granted	1	0
Permit Extensions Granted	0	0
Notice of Violations	0	0

Comments
The data above includes numbers from both September and October for both years.

September 2024 - MONTH 3 OF FISCAL YEAR 2024-2025

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,232,905.00	558,226.25	25.00%	308,072.07	13.80%	(250,154.18)
WATER FUND	30	423,744.00	105,936.00	25.00%	112,548.05	26.56%	6,612.05
TOTAL REVENUES GENERAL & WATER FUNDS		**2,656,649.00**	**664,162.25**	**25.00%**	**420,620.12**	**15.83%**	**(243,542.13)**

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	54,791.00	13,697.75	25.00%	14,327.17	26.15%	(629.42)
ADMINISTRATION	10	513,430.00	128,357.50	25.00%	146,963.33	28.62%	(18,605.83)
PUBLIC BUILDINGS	10	128,353.00	32,088.25	25.00%	35,252.70	27.47%	(3,164.45)
POLICE	10	475,950.00	118,987.50	25.00%	98,713.74	20.74%	20,273.76
BUILDING AND ZONING	10	101,900.00	25,475.00	25.00%	20,365.18	19.99%	5,109.82
PUBLIC WORKS	10	159,083.00	39,770.75	25.00%	45,823.20	28.80%	(6,052.45)
STREET	10	555,202.00	138,800.50	25.00%	70,404.76	12.68%	68,395.74
SANITATION	10	220,146.00	55,036.50	25.00%	61,282.49	27.84%	(6,245.99)
ENVIRON,CONS,REC	10	24,050.00	6,012.50	25.00%	8,430.62	35.05%	(2,418.12)
TOTAL EXPENSES GENERAL FUND		**2,232,905.00**	**558,226.25**	**25.00%**	**501,563.19**	**22.46%**	**56,663.06**

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GENERAL FUND INCOME/LOSS - YTD	**($193,491.12)**
WATER FUND INCOME/LOSS - YTD	**$43,828.65**
NET INCOME - YTD 2024	**($149,662.47)**

SPECIAL PROJECTS

Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining		% Spent
FEMA-MISC	25	220,590.00	0.00	206,378.50	14,211.50		93.56%
LANDCARE	26	109,224.43	0.00	9,033.28	115,332.64		8.27%
AMERICAN RESCUE PLAN ACT	28	277,266.78	0.00	277,266.78	0.00		100.00%
TOTAL SPECIAL PROJECTS		**$ 607,081.21**	**$ -**	**$ 492,678.56**	**$ 129,544.14**		81.16%

Debt Service Ratio - General Fund	6.27%	LGC Benchmark 12% or below
Debt Service Ratio - Water Fund	10.10%	LGC Benchmark 12% or below

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September Building Permit Information

Permit Number	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS
6037	9/3/2024	Reese Rencher	369 Nisbett	mech/elect		no			TW & Co
6038	9/3/2024	James Galloway	165 Maryland Pl	bldg	resid repairs	no			Blk Mtn Handyman
6039	9/3/2024	Karna Candler	184 Mississippi Rd	bldg	resid remodel	no			Blk Mtn Handyman
6040	VOID	VOID	VOID				VOID		VOID
6041	9/10/2024	Rick Giles	426 Kentucky Rd	bldg	resid addition	yes	$ 72,576		owner
6042	9/16/2024	Montreat College	310 Gaither Circle	mech/ele	mini split replacement	no			Daikin Applied
6043	9/16/2024	Steffan Rogers	128 Kanawha Dr	elec	ev charging circuit	no			Mr. Electric
6044	9/18/2024	Town of Montreat	104 Assembly Dr	elec	meter drop	no			CEIM Assoc
6045	9/24/2024	Brent & Jamie Bookwalter	141 Holston Ln	bldg	residential remodel	no	$ 50,000		Clawhammer Inc

October Building Permits

Permit Number	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS	Fee Amount	Fee Paid	HRF
6046	10/8/2024	Jamie & Betsy Bryan	211 Assembly Dr	mech /elect					John C Hall Electric	na		
6047	10/9/2024	Tamara Bacon	102 Kanawha Dr	mech /elect					Thomas Osborne	na		
6048	10/15/2024	Leslie Saunders	189 Mississippi Rd	building	resid/remodel	no	112,256		BM Handyman	$ 1,144	x	x
6049	10/15/2024	Eugen Back	107 Virginia Rd	mech /elect		no			Morris Heating & Cooling	na		
6050	10/15/2024	John Currie	223 Louisiana Rd	building	resid/repairs	no	21,122.91		Semper Fi	$ 137	x	x
6051	10/16/2024	Hampton Ellis Farr	442 WV Terrace	mech /elect					SECO Electric LLC	na		
6052	10/17/2024	Steve Rembert	541 Greybeard Trail	mech /elect					Mitchell Fields Electric	na		
6053	10/17/2024	Brent Bookwalter	141 Holston Lane	bldg	resid repairs	no	50,000		Clawhammer Inc	na		
6054	10/18/2024	Montreat College	352 Yale Road	bldg	elect serv repair	no			Wayne Gryden	na		
6055	10/21/2024	Powell Alexander Fraser	435 Greybeard Trail	bldg	resid repairs	no	61,000		Owner/Contractor	na		
6056	10/22/2024	MRA-Dunn Pavilion	351 Texas Road	mech /elect		no			Diversified Electric	na		

6057	10/28/2024	Elizabeth Somerville	198 Louisiana Road	mech /elect	heat pump/furnace	no			Gentry Service Group	$ 100	x	
6058	10/31/2024	Jean Norris & Bluford Hesir	192 Mississippi Rd	building	bathroom remodel	no	42649.13		BM Handyman	$ 442	x	
6059	10/31/2024	Tom Grove	329 Lookout Rd	mech /elect	hvac c/o	no			Gentry Service Group	$ 100	x	
6060	10/30/2024	Kathy Putnam	407 West Virginia Terr	building	roof,chimney,drywall	no	29,500		William Aguilar	Na		

ORDINANCE AMENDMENT APPLICATION

Town of Montreat Planning and Zoning
1210 Montreat Road, Black Mountain, NC 28711 | (828) 669-8002
REQUIRED FEE: $50.00 (CASH OR CHECK)

INSTRUCTIONS

All applications for amendments to the Town of Montreat's Ordinances must include a completed and signed application and fee, set forth by the Town of Montreat Fee Schedule. Completed applications are submitted to the Town Clerk. All fees must be made payable to the Town of Montreat. Fees are non-refundable except where an application is withdrawn prior to its consideration by the Planning and Zoning Commission. The Zoning Administrator will determine whether the application is complete following its submittal and will notify the applicant via the contact information listed below of the tentative meeting dates that the Planning and Zoning Commission and Board of Commissioners will hear the proposal and of any action taken or decision made concerning this request. All meetings of the Planning and Zoning Commission and Board of Commissioners are open to the public.

APPLICANT INFORMATION

APPLICANT NAME: Mason Blake, Mayor Pro Tem TELEPHONE: 828-669-8002

MAILING ADDRESS: PO Box 423 CITY: Montreat STATE: NC ZIP: 28757

LOCAL ADDRESS: 1210 Montreat Road CITY: Montreat STATE: NC ZIP: 28757

EMAIL: zoning@townofmontreat.org

PROPOSED AMENDMENT

ORDINANCE TO BE AMENDED: ☑ GENERAL ORDINANCE ☐ ZONING ORDINNACE ☐ SUBDIVISION ORDINANCE ☐ WIRELESS COMM. ORDINANCE

CHAPTER, ARTICLE, & SECTION TO BE AMENDED: Chapter K, Article III Section 300, 301, and 309

PROPOSED TEXT IN FULL (ATTACH SHEETS AS NECESSARY): See attached.

STATE THE REASON FOR THE REQUEST (ATTACH SHEETS AS NECESSARY):
To comply with legislative amendments from S.L. 2023-108 & S.L. 2023-137

LIST SUPPORTING & ATTACHED DOCUMENTS:

SIGNATURES AND ACKNOWLEDGEMENT

I, Mason Blake, hereby certify that all of the information set forth above is true and accurate to the best of my knowledge.

Mason Blake — 8-23-24

Signature of Applicant — *Date*

Mason Blake

Printed Name of Applicant

OFFICE USE ONLY

☑ Complete ☐ Incomplete

Kayla DiCristina — 08/23/24

Zoning Administrator Signature — *Date*

Kayla DiCristina

Printed Name of Zoning Administrator

Fee: $0.00 Paid: ☐ Yes ☐ No Payment Method: n/a

Scheduled Planning and Zoning Commission Meeting Date: 10/17/2024*

Scheduled Board of Commissioner Meeting Date: 9/12/2024 & 11/14/2024*

* The Board of Commissioners may opt to not refer this amendment to the Planning and Zoning Commission for review before approval at the Board of Commissioners 9/12/24 meeting.

2023 North Carolina Legislative Session - Suggested Revisions

Key: Text to Remain | New Text | ~~Deleted Text~~

Redevelopment and Stormwater Rules

Section 300(3) Applicability and Exemptions

Nothing in this Ordinance shall require private property owners to install new or increased stormwater controls for (i) preexisting development or (ii) redevelopment activities that do not remove or decrease existing stormwater controls. When a preexisting development is redeveloped, either in whole or in part, increased stormwater controls shall only be required for the amount of impervious surface being created that exceeds the amount of impervious surface that existed before the redevelopment, irrespective of whether the impervious surface that existed before the redevelopment is to be demolished or relocated during the development activity. A property owner may elect to treat the stormwater resulting from the net increase in built-upon area above the preexisting development for the purpose of exceeding allowable density under the applicable water supply watershed rules as provided in G.S. 143-214.5(d3).

Exclusion of ROW from Impervious Surface MGO Chapter K Article III

301. Interpretations and Definitions

6. When used in this Ordinance, the following words and terms shall have the meaning set forth in this section, unless other provisions of this Ordinance specifically indicate otherwise.

Impervious surface: Any surface that, in whole or in part, restricts or prevents the natural absorption of water into the ground. Such surfaces may include, but are not limited to, gravel, concrete, asphalt or other paving material, and all areas covered by the footprint of buildings or structures. For the purpose of this subdivision, the entire impervious area of a development shall not include any portion of a project that is within a North Carolina Department of Transportation or municipal right-of-way.

Funds for Maintenance of Stormwater Facilities MGO Chapter K Article III

309. Operation and Maintenance Agreement

2. Special Requirement for Homeowners' and Other Associations. For all structural BMPs required pursuant to this ordinance and that are to be or are owned and maintained by a homeowners' association, property owners' association, or similar entity, the required operation and maintenance agreement shall include all of the following provisions:

a) Acknowledgment that the association shall continuously operate and maintain the stormwater control and management facilities;

b) Establishment of an escrow account, which can be spent solely for ~~sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction~~ maintenance, repair, replacement, and reconstruction costs of the structural BMPs; If structural BMPs are not performing adequately or as intended or are not properly maintained, the Town, in its sole discretion, may remedy the situation, and in such instances the Town shall be fully reimbursed from the escrow account. Escrowed funds may be spent by the association for ~~sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction~~ maintenance, repair, replacement, and reconstruction costs of the structural BMPs, provided that the Town Administrator or his/her designated Stormwater Administrator shall first consent to the expenditure.

c) Both developer contribution and annual deposits for future use of "sinking funds" shall fund the escrow account. ~~Prior to plat recordation or issuance of construction permits, whichever shall first occur,~~ The owner of the stormwater control and management facility shall by responsible for collecting and retaining the funds. For structural BMPs constructed prior to August 16, 2023, the owner of the stormwater control and management facility shall pay into the account an amount equal to fifteen percent (15%) of the initial construction cost of the structure BMP with two-thirds (2/3) of the total amount of deposited within the first five (5) years following initial construction completion and the full amount being deposited within ten (10) years of initial construction completion. For structural BMPs considered constructed after August 16, 2023, the ~~developer~~ owner of the stormwater control and management facility shall pay into the escrow account an amount equal to ~~fifteen per cent (15%)~~ ten percent (10%) of the initial construction cost of the structural BMPs within five years of the date the Stormwater Administrator or their designee considered the BMP to be constructed;

~~Two-thirds (2/3) of the total amount of sinking fund budget shall be deposited into the escrow account within the first five (5) years and the full amount shall be deposited within ten (10) years following initial construction of the structural BMPs.~~ Funds shall be deposited each year into the escrow account to cover the cost of maintenance. A portion of the annual assessments of the association shall include an allocation into the escrow account. Any funds drawn down from the escrow account shall be replaced in accordance with the schedule of anticipated work used to create the sinking fund budget.

~~d) The percent of developer contribution and lengths of time to fund the escrow account may be varied by the Town depending on the design and materials of the stormwater control and management facility;~~

d~~e~~) Granting to the Town a right of entry to inspect, monitor, maintain, repair, and reconstruct structural BMPs;

e~~f~~) Allowing the Town to recover from the association and its members any and all costs the Town expends to maintain or repair the structural BMPs or to correct any operational deficiencies. Failure to pay the Town of its expended costs, after forty-five (45) days written notice, shall constitute a breach of the agreement;

The Town shall thereafter be entitled to bring an action against the association and its members to pay, or foreclose upon the lien hereby authorized by the agreement against the property, or both, in case of a deficiency. Interest, collection costs, and attorney fees shall be added to the recovery.

fg) A statement that this agreement shall not obligate the Town to maintain or repair any structural BMPs, and that the Town shall not be liable to any person for the condition or operation of structural BMPs;

gh) A statement that this agreement shall not in any way diminish, limit, or restrict the right of the Town to enforce any of its ordinances as authorized by law; and

hi) A provision indemnifying and holding harmless the Town for any costs and injuries arising from or related to the structural BMP, unless the Town has agreed in writing to assume the maintenance responsibility for the BMP and has accepted dedication of any and all rights necessary to carry out that maintenance.

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Staff Report
TA-2024-04

Text Amendment Request (TA-2024-04) – A Text Amendment request (TA-2024-04), submitted by Mason Blake (on behalf of the Board of Commissioners) to Chapter K, Article III, Sections 300, 301, and 309 of the Montreat General Ordinance to comply with legislative updates from S.L. 2023-108 for funds for maintenance of stormwater facilities and S.L. 2023-137 for stormwater rules for redevelopment projects.

Created by:

Kayla DiCristina, AICP,
Zoning Administrator
Town of Montreat

Created for:

Town of Montreat Board of Commissioners
November 14, 2024

TABLE OF CONTENTS

REQUEST SUMMARY 3
BOARD OF COMMISSIONERS ACTION SEPTEMBER 19, 2024 4
BOARD OF COMMISSIONERS ACTION OCTOBER 10, 2024 5

REQUEST SUMMARY

The General Assembly convened for their "long session" in January 2023. Their work continued into the Fall of 2023 and produced several noteworthy bills for local development regulation. Of note to the Town of Montreat's Zoning Ordinance are .S.L. 2023-108 and S.L. 2023-137. The University of North Carolina Chapel Hill School of Government prepared guidance for local governments to make necessary changes to comply with new regulations. A link to the full legislative bulletin from the School of Government is provided below. Verbatim excerpts relevant to this text amendment are included below.

https://www.sog.unc.edu/publications/bulletins/2023-north-carolina-legislation-related-planning-and-development-regulation

SL. 2023-108

G.S. 143-214.7 sets out the procedure for DEQ to transfer stormwater permits from developers to owners' associations under certain circumstances. Section 13.1 of S.L. 2023-108 (H.B. 488) makes clear that the same transfer rules apply to local governments.

Local governments have had authority to require financial guarantees for maintenance of private stormwater as outlined at G.S. 160D-925. Section 13 of S.L. 2023-108 (H.B. 488) sets new limits on that authority. With the new provisions, local governments may not require an owner of a private stormwater facility to make payments to the local government for the purpose of that facility's maintenance (including maintenance, repair, replacement, or reconstruction) or that of other stormwater facilities. A local government may require private owners to retain funds for maintenance of the private stormwater facility. Such funds may not exceed ten percent of the cost of construction. Owners get five years to collect and retain funds, starting at the time the stormwater facility is accepted by the local government as built to standard. The local government may require funds to be held in a segregated account for the sole purpose of maintaining the stormwater facility.

If a local government has previously required payments to itself to fund maintenance of private stormwater facilities, those funds must be made accessible to the owners to cover maintenance costs. Any such funds must be exhausted before the local government may assess costs against residential homeowners or homeowner associations.

The Town of Montreat's Stormwater Ordinance includes provisions for financial guarantees for maintenance of private stormwater facilities. Language is proposed to address the legislative changes.

S.L. 2023-137

Back in 2021, the General Assembly amended the statutes regulating development in water-supply watersheds to allow developers to exceed maximum allowable density for redevelopment projects in specific circumstances. S.L. 2021-164 (H.B. 218) added a new subsection (d3) to G.S. 143-214.5 to allow excess density if the property was developed prior to the local water-supply watershed, the property has not been combined with other lots after January 2021, the property has not been part of density averaging, the property's current use is nonresidential, the stormwater from the redevelopment will be treated to applicable standards, and the remaining vegetation will be preserved.

Section 1 of S.L. 2023-137 (H.B. 600) revised that language for redevelopment projects to specify that the stormwater treatment is only required for any net increase in built-upon area. The prior language required stormwater treatment for new *and* existing built-upon area. G.S. 143-214.7(b3) already limited the extent to which stormwater rules applied to redevelopment of existing developed areas (stormwater rules apply only to the net increase in impervious surface). Section 2 of S.L. 2023-137 (H.B. 600) amends that statute to make clear that the preexisting development may be demolished or relocated during the development; stormwater controls still are required only for net increase in impervious surface.

Section 2 of S.L. 2023-137 (H.B. 600) amends that language at G.S. 143-214.7(b2)(2) to state that any portion of the development within the municipal or state right-of-way does not count toward "the entire impervious area of the development."

The Town of Montreat's Stormwater Ordinance does not have language clarifying when stormwater treatment is required when there is qualified redevelopment proposed. Language is proposed to provide that clarification. Additionally, language is proposed to address the clarification regarding right-of-way.

Proposed changes and existing language are provided as supplemental attachments to this staff report.

BOARD OF COMMISSIONERS ACTION SEPTEMBER 19, 2024

Per Section 160D-601(a) of the North Carolina General Statute, before adopting, amending, or repealing any ordinance or development regulation, the governing body shall hold a properly noticed legislative hearing. A public hearing was held on September 19, 2024, and noticed in the Black Mountain Newspaper on August 29, 2024, and September 5, 2024. Section 160D-604 of the North Carolina General Statute states that the governing body may refer any development regulation that is proposed to be adopted to the Planning and Zoning Commission for review and comment before making their final decision.

Due to an overturn of the Governor's veto of Senate Bill 166 and the possible implications of the newly adopted legislation on this text amendment, the Board of Commissioners continued their consideration of TA-2024-04 to October Board of Commissioners meeting. After the meeting, it was determined that no change in the proposed text was warranted by Senate Bill 166.

BOARD OF COMMISSIONERS ACTION NOVEMBER 14, 2024

Per Section 160D-601(a) of the North Carolina General Statute, before adopting, amending, or repealing any ordinance or development regulation, the governing body shall hold a properly noticed legislative hearing. This public hearing was continued from the Board of Commissioners September 12, 2024, meeting to the next Board of Commissioners meeting. Section 160D-604 of the North Carolina General Statute states that the governing body may refer any development regulation that is proposed to be adopted to the Planning and Zoning Commission for review and comment before making their final decision.

Should the Board of Commissioners not refer this text amendment to the Planning and Zoning Commission, the Board of Commissioners must approve, approve with revisions, or deny the proposed amendments.

ORDINANCE #24-11-01

AN ORDINANCE AMENDING THE TOWN OF MONTREAT ZONING ORDINANCE
TA-2024-04

WHEREAS, the Town of Montreat Board of Commissioners is responsible for adopting and rejecting development ordinance amendments, under Chapter 160D Article 6 of the North Carolina General Statutes; and

WHEREAS, the Town's existing General Ordinance was adopted on March 24, 1999; and

WHEREAS, pursuant to Section 160D-601(a) of the North Carolina General Statutes, the Town of Montreat used the adoption process mandated for zoning text amendments to adopt revisions to the Montreat General Ordinance, which is a development ordinance. A public hearing was noticed on August 29, 2024, and September 5, 2024, in the *Black Mountain News* newspaper and held on September 12, 2024. This public hearing was continued to the Board of Commissioners next regular meeting; and

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

The following revisions (shown in **bold**) be made to Chapter K Article III Section 300:

Redevelopment and Stormwater Rules

Section 300(3) Applicability and Exemptions

Nothing in this Ordinance shall require private property owners to install new or increased stormwater controls for (i) preexisting development or (ii) redevelopment activities that do not remove or decrease existing stormwater controls. When a preexisting development is redeveloped, either in whole or in part, increased stormwater controls shall only be required for the amount of impervious surface being created that exceeds the amount of impervious surface that existed before the redevelopment, irrespective of whether the impervious surface that existed before the redevelopment is to be demolished or relocated during the development activity. A property owner may elect to treat the stormwater resulting from the net increase in built-upon area above the preexisting development for the purpose of exceeding allowable density under the applicable water supply watershed rules as provided in G.S. 143-214.5(d3).

The following revisions (shown in **bold**) be made to Chapter K Article III Section 301:

301. Interpretations and Definitions

6. When used in this Ordinance, the following words and terms shall have the meaning set forth in this section, unless other provisions of this Ordinance specifically indicate otherwise.

Impervious surface: Any surface that, in whole or in part, restricts or prevents the natural absorption of water into the ground. Such surfaces may include, but are not limited to, gravel, concrete, asphalt or other paving material, and all areas covered by the footprint of buildings or structures. **For the purpose of this subdivision, the entire impervious area of a development shall not include any portion of a project that is within a North Carolina Department of Transportation or municipal right-of-way.**

The following revisions (shown in **bold**) be made to Chapter K Article III Section 309:

309. Operation and Maintenance Agreement

2. Special Requirement for Homeowners' and Other Associations. For all structural BMPs required pursuant to this ordinance and that are to be or are owned and maintained by a homeowners' association, property owners' association, or similar entity, the required operation and maintenance agreement shall include all of the following provisions:

a) Acknowledgment that the association shall continuously operate and maintain the stormwater control and management facilities;

b) Establishment of an escrow account, which can be spent solely for ~~**sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction**~~ **maintenance, repair, replacement, and reconstruction costs** of the structural BMPs; If structural BMPs are not performing adequately or as intended or are not properly maintained, the Town, in its sole discretion, may remedy the situation, and in such instances the Town shall be fully reimbursed from the escrow account. Escrowed funds may be spent by the association for ~~**sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction**~~ **maintenance, repair, replacement, and reconstruction costs** of the structural BMPs, provided that the Town Administrator or his/her designated Stormwater Administrator shall first consent to the expenditure.

c) Both developer contribution and annual deposits for future use of "sinking funds" shall fund the escrow account. ~~**Prior to plat recordation or issuance of construction permits, whichever shall first occur,**~~ **The owner of the stormwater control and management facility shall by responsible for collecting and retaining the funds. For structural BMPs constructed prior to August 16, 2023, the owner of the stormwater control and management facility shall pay into the account an amount equal to fifteen percent (15%) of the initial construction cost of the structure BMP with two-thirds (2/3) of the total amount of deposited within the first five (5) years following initial construction completion and the full amount being deposited within ten (10) years of initial construction completion. For structural BMPs considered constructed after August 16, 2023,** the ~~**developer**~~ **owner of the stormwater control and management facility** shall pay into the escrow account an amount equal to ~~**fifteen per cent (15%)**~~ **ten percent (10%)** of the initial construction cost of the structural BMPs **within five years of the date the Stormwater Administrator or their designee considered the BMP to be constructed**;

~~**Two-thirds (2/3) of the total amount of sinking fund budget shall be deposited into the escrow account within the first five (5) years and the full amount shall be deposited within ten (10) years following initial construction of the structural BMPs.**~~ Funds shall be deposited each year into the escrow account to cover the cost of maintenance. A portion of the annual assessments of the association shall include an allocation into the escrow account. Any funds drawn down from the escrow account shall be replaced in accordance with the schedule of anticipated work used to create the sinking fund budget.

~~**d) The percent of developer contribution and lengths of time to fund the escrow account may be varied by the Town depending on the design and materials of the stormwater control and management facility;**~~

de) Granting to the Town a right of entry to inspect, monitor, maintain, repair, and reconstruct

structural BMPs;

ef) Allowing the Town to recover from the association and its members any and all costs the Town expends to maintain or repair the structural BMPs or to correct any operational deficiencies. Failure to pay the Town of its expended costs, after forty-five (45) days written notice, shall constitute a breach of the agreement;

The Town shall thereafter be entitled to bring an action against the association and its members to pay, or foreclose upon the lien hereby authorized by the agreement against the property, or both, in case of a deficiency. Interest, collection costs, and attorney fees shall be added to the recovery.

fg) A statement that this agreement shall not obligate the Town to maintain or repair any structural BMPs, and that the Town shall not be liable to any person for the condition or operation of structural BMPs;

gh) A statement that this agreement shall not in any way diminish, limit, or restrict the right of the Town to enforce any of its ordinances as authorized by law; and

hi) A provision indemnifying and holding harmless the Town for any costs and injuries arising from or related to the structural BMP, unless the Town has agreed in writing to assume the maintenance responsibility for the BMP and has accepted dedication of any and all rights necessary to carry out that maintenance.

This ordinance shall be in full force and effect from and after the date of its adoption.

READ, APPROVED, AND ADOPTED this the _____ day of _____, 2024.

_____
Tim Helms, Mayor

_____
Savannah Parrish, Town Manager

TOWN OF MONTREAT
FISCAL YEAR _2024-2025_
BUDGET AMENDMENT #_2_

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2024.

Department(s): Fund 29 – HURRICANE HELENE

Purpose:

- To include and appropriate donations received for Hurricane Helene expenses including but not limited to payroll and debris removal.
- To appropriate Debt proceeds - First Bank for Texas Road Bridge and monies allocated in budget 2024 – 2025 to the Texas Road Bridge
- To add flood insurance payment to budget and allocate to Fund 29.

Section 1. To amend the General/Water Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Claim On Cash	29-1010-111		44,400	468,390
Helene Contributions	29-3300-300	44,400		193,390
Capital Outlay – Streets	10-5600-030	150,000		61,000
First Bank Loan	10-1525-030	100,000		0
Professional Services – Debris Removal	29-5600-040		250,000	398,990
Other Receivables	10-1525-030	25,000		0
Insurance Payout for flood	29-5600-040		25,000	25,000

Notes: This total reflects donations as of 10.24.24. Donations will be distributed throughout Fund 29 to cover costs for Hurricane Helene expenses including but not limited to payroll and debris removal.

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

Rachel L. Eddings 11/7/24

Finance Officer 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:

TOWN OF MONTREAT
FISCAL YEAR _2024-2025_
BUDGET AMENDMENT #_2_

Budget Officer/Town Manager	Date
Town Clerk	Date



Proclamation #24-11-001

WHEREAS, Hurricane Helene brought unprecedented challenges and hardships to our community, testing the resilience and unity of the Montreat Cove: and

WHEREAS, in the midst of this disaster, dedicated Town of Montreat Public Works employees and Town of Montreat Police Officers stepped forward with unwavering courage and commitment, embodying the spirit of compassion and solidarity; and

WHEREAS, these employees worked long hours during the storm and continue to work tirelessly to ensure the recovery of our community: and

WHEREAS, these dedicated individuals provided essential support, including emergency response, debris removal, and resource distribution, ensuring that our neighbors were safe and cared for during this difficult time; and

WHEREAS, their selfless acts of service not only helped to mitigate the effects of the hurricane but also strengthened the bonds within our community,

NOW, THEREFORE, be it proclaimed that we, the Board of Commissioners of the Town of Montreat, extend our deepest gratitude to the Public Works and Police Department of Montreat who dedicated their time, energy, and resources during Hurricane Helene. Your efforts have made a profound difference in the lives of many and have showcased the power of the community in times of crisis. We honor and celebrate these remarkable individuals whose actions remind us that we can overcome any challenge together.

IN WITNESS WHEREOF, I, Tim Helms, Mayor of the Town of Montreat, hereunto set my hand and caused the Seal of the Town of Montreat to be affixed this 14th day of November, 2024.

_____ _____

Tim Helms, Mayor Mason Blake, Mayor Pro Tem

_____ _____

Grant Dasher, Commissioner Katheryn "Kitty" Fouche

_____ _____

Tom Widmer, Commissioner Jane Alexander, Commissioner

ATTEST:

_____ (SEAL)

Angie Murphy, Town Clerk ao

Proposed Services for Montreat

IEM International, Inc. (IEM), an emergency management company headquartered in North Carolina, has spent nearly 40 years preparing for, responding to, and recovering from disasters and incidents of all shapes and sizes. As an emergency management consulting firm, we are called upon to be in place before a storm hits, immediately after it tears through, and for the long-haul as you rebuild and recover.

Our job is to support you, your people and the many community-based organizations that are doing the work. We can help you navigate federal funding and policies around disaster response and recovery, offer best practices and lessons learned from other disasters to consider, and follow community-led action in rebuilding stronger than before. The local community is the foundation of rebuilding. Our knowledge base eliminates the guesswork and offers solutions along the way as challenges arise. We cannot bring the unique fighting spirit of resilience that is homegrown in these valleys and hills, cultivated over time, and will be interwoven into how you rebuild. **We bring our experience, knowledge, and dedication to partner with the people of Montreat in doing whatever it takes to rebuild.**



OUR QUALIFICATIONS

North Carolina Headquartered HUB firm
and eager to serve our neighbors

Managed $277 billion of federal assistance
from a wide array of sources and programs including FEMA, state, local, non-profit, philanthropic, and private sector organizations

Managed $51 billion in PA funding
delivering innovative and timely solutions to communities

40+ Years in Operation
Offices Across the U.S.

$20+Billion
Managed in CDBG-DR/MIT Funds

70,000+ Homes Restored
New Construction, Repaired, Reconstruction, Financed, and Reimbursement

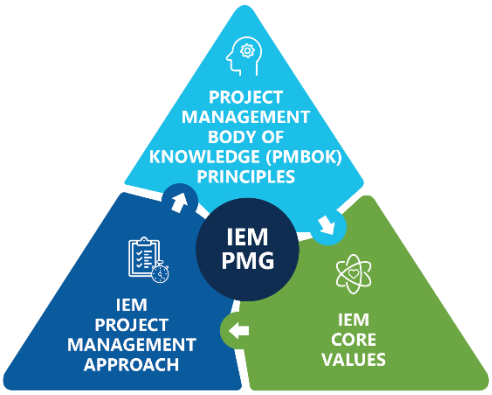
PROUD TO SERVE OUR **HOME** STATE

IEM.

Technical Approach

Quality Control and Project Management

At IEM, we believe project management is critical to the success of every project we undertake. IEM's approach to project management has been honed through decades of providing high-quality, cost-effective services and excellent customer responsiveness to a variety of government and private-sector clients. IEM's vast experience managing multiple large government contracts simultaneously allows us to customize our project management approach to meet our clients' needs.



The IEM Project Management Guide (PMG) is used for all IEM projects and represents our project management methodology. The PMG combines IEM's Core Values with the principles set forth in the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide).

Through IEM's approach to Project Management, our customers benefit from:

- Consistent delivery of high-quality work across all deliverables.
- Operational efficiencies that enable IEM to meet schedule and budget constraints.
- A scalable process supporting the flexible and responsive performance of project teams.
- Projects that produce meaningful outcomes and create value.
- Quality delivery of services on individual programs to meet schedule and budget constraints.
- Readily available metrics to track financial, resource, and schedule status.
- Flexibility to react to unanticipated or planned changes in scheduling, sequencing, or content.
- Robustness sufficient to keep IEM staff working at peak performance regardless of demand.

The foundation of our project management process is a well-developed and consistently maintained Project Management Plan. The Project Management Plan outlines objectives, activities, milestones, and dependencies to complete the project tasks within agreed-upon timelines. The Plan will first be reviewed at the kickoff meeting and maintained throughout the project life cycle.

IEM is proud to serve our neighbors in Montreat in this challenging time. We will be a partner in recovery, bringing experts and best practices to the Town. Our approach is outlined in the following sections.

FEMA Public Emergency Management Planning and Training

As directed by the Town, Team IEM is able to fully support Montreat with any requested FEMA Public Emergency Management Planning and Training tasks and activities. Our experts can provide the following support services as requested:

Damage Assessment and Reconstruction Services

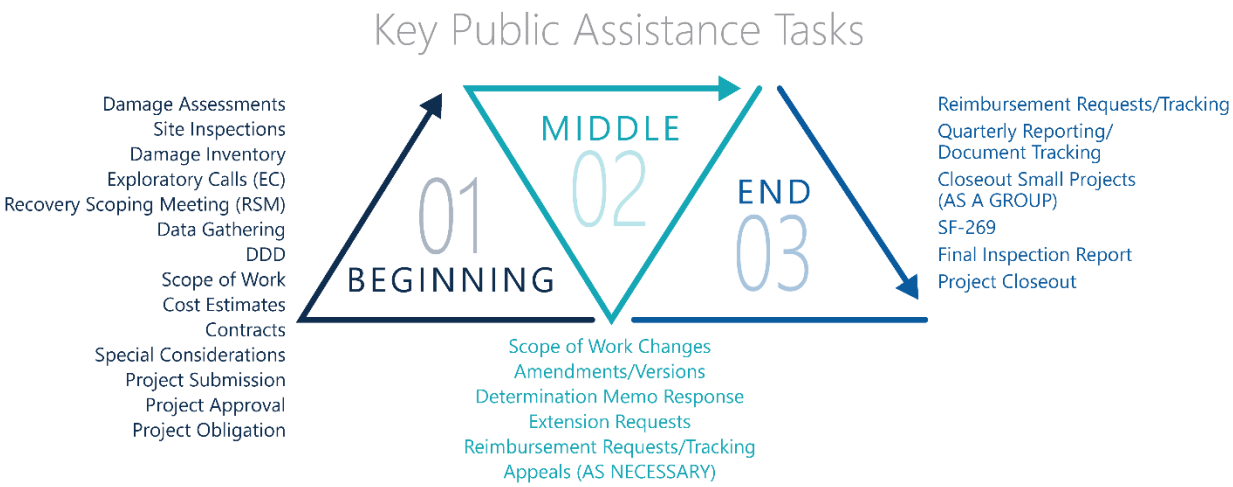
As a leading provider of disaster recovery services, IEM will leverage decades of experience and best practices to support the critical task of assessing damages and managing the reconstruction process following the impacts of Tropical Storm Helene in the Town of Montreat. Our team has extensive experience working with communities like

yours to navigate the FEMA Public Assistance program and ensure the efficient and compliant restoration of essential public infrastructure.

FEMA Public Assistance (PA) Advisory Services

FEMA grant programs can be complicated, and navigating the complex world of policies, rules, requirements, etc., can be a daunting task and can also jeopardize funding. We are confident we will support Montreat's disaster recovery operations to adeptly expedite financial recovery and mitigation to minimize impacts from future disasters. As a company, IEM has consistently demonstrated our capacity to perform the necessary tasks via our prior work experience for other state agencies, as well as local clients.

IEM will bring the Town the necessary programmatic, scientific, technical, and grants management expertise and experience to successfully administer programs that support the Town's recovery, resiliency, and financial reimbursement goals following disasters and emergencies. We understand the frustration often felt with the intricacies of the FEMA PA program and will provide the Town with an understanding of the sequencing of events that must occur while managing PA grants and subgrants to set appropriate expectations of the process upfront. IEM will coordinate with the appropriate Town staff to provide technical advisory services for each of the overarching tasks listed. An overview of our process in shown in the figure below.



We set up procedures that get our clients paid quickly and reduce risk, not processes that increase consultant hours for no purpose. IEM prides itself on its excellence in following the FEMA PA process as reflected in our reoccurring contracts with clients. Samples are available upon request. The table below outlines key PA advisory services our experienced PA specialists will provide to Montreat.

FEMA Public Assistance Advisory Services
Compliance with Federal Regulations: We pride ourselves on working expeditiously to connect applicants with resources, research, and real-world guidance to navigate the complicated grant application and management process. IEM is a national leader in providing comprehensive PA grant management services through the ***Robert T. Stafford Disaster Relief and Emergency Assistance Act***, ***the Post-Katrina Emergency Management Reform Act*** of 2006, and ***the Sandy Recovery Improvement Act*** of 2013, as well as other related State and Federal grant regulations.

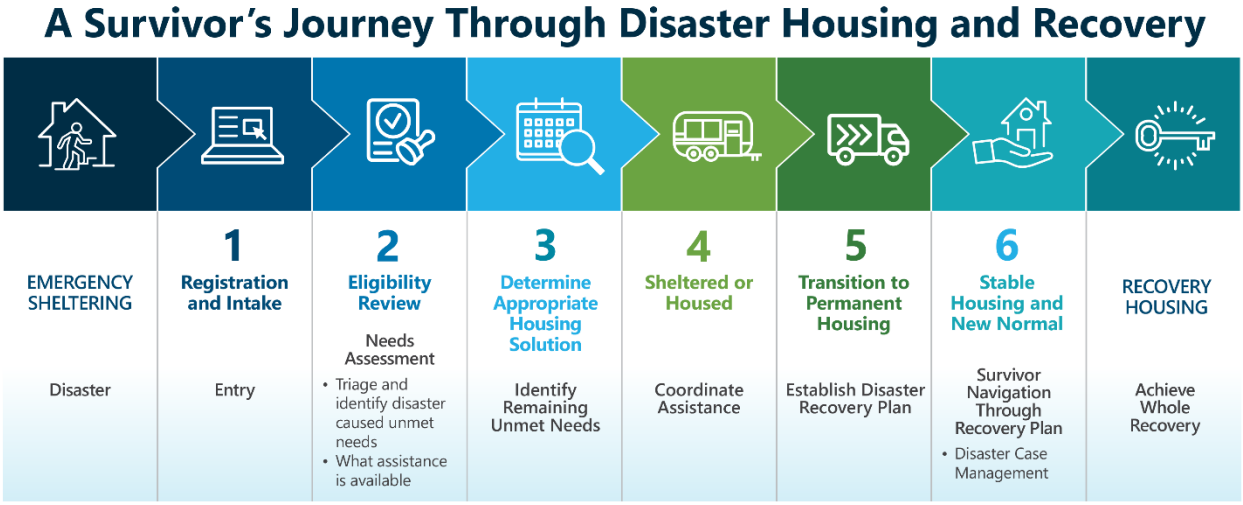
FEMA Public Assistance Advisory Services
Formulation, Execution, and Closeout of FEMA PA Emergency and Permanent Work Project Worksheets: An effective cost estimate can also assist with the formulation and clarity of the PW as a whole. The costs identified should be properly reflected in the separation of damages and costs in DDD's narrative and SOW. Our cost estimators ensure the narratives, SOW, and cost elements match, preventing accidental oversight and reducing the potential for reduced project funding. Making sure all parts of a PW are consistent allows for easy review and quick acceptance by FEMA reviewers.
Meet with Montreat, State, and Federal Partners: We will attend meetings – virtually or in-person – with or on behalf of the Town as required, as well as maintain records of agendas, meeting minutes, key decisions, participant lists and follow up items. We will utilize standard forms as much as possible to ensure consistency across all records. Our team of subject matter experts will draft and provide communications support to ensure all stakeholders are well informed and receive timely and accurate information. While our goal is always to minimize the need for additional scrutiny, should the Town receive any Requests for Information (RFI), IEM will assist in researching, drafting, and responding to all RFIs. We will do so with a full and comprehensive understanding of the grant requirements, the latest policy updates, and the intricacies of the submission materials.
Alternate and Improved Projects: IEM brings expertise and experience implementing improved projects in which applicants elect to perform work above and beyond what FEMA deems eligible in the scope of work. We also support alternate projects where applicants elect not to restore the function of the disaster-damaged facility and instead use the available funding for constructing other priority projects. Our team will identify and capture all eligible projects, capture their costs, prepare the cost estimates, reconcile invoices, and have them ready for closeout.
Section 428 Public Assistance Alternative Procedures: IEM has extensive experience with the Section 428 Alternative Procedures through scope development, education, outreach, and applicant support. IEM is well-versed in how the Section 428 pilot programs have been implemented across events and the importance of understanding disaster-specific guidance. IEM is committed to fully exploring Section 428 project opportunities during project development and increasing the applicant's awareness of this program.
Develop Process to Submit Grant Applications: We will assist the Town in developing programmatic document control, establishing a file retention system, and tracking costs and data management processes to ensure disaster records are complete and ready for an audit. We can help organize the grant lifecycle documentation needed to close out grants in whatever local systems are preferred. With extensive experience, we have created standard operating procedures (SOP) for our clients that have accelerated the processes to recover funding in record time. Our team transforms SOPs into practical documents and training materials, ensuring user and oversight entity comprehension. Our approach goes beyond mere documentation; we aim to make SOPs living documents and easily accessible references stored on platforms like SharePoint or OneDrive. Our track record includes accelerated recovery funding processes for subrecipients, emphasizing tangible results that empower our clients to execute their missions effectively.
Prepare Project Appeals, Arbitration, and prepare projects for audits and respond to audit findings: We have learned that the best way to resolve a dispute is to prevent it from occurring. However, when an appeal is unavoidable, our experienced team of specialists brings unprecedented success in appeals and arbitration. IEM has extensive experience in FEMA's appeals and third-party arbitration procedures for PA determinations, resolving audits performed by the DHS OIG, resolving audits performed by the Governmental Accountability Office, and Single Audits. Our team supports clients and participates in any quality control plan or audit conducted by auditors. IEM staff's in-depth process knowledge and day-to-day project collaboration with clients allow for hands-on assistance and rapid turnaround during project audits.

FEMA Individual Assistance Advisory Services

As a dedicated disaster management firm, IEM places the recovery of individuals, families, and communities at the forefront of every recovery activity in which we have served. We have supported survivors and recovery authorities around the country through the conception and delivery of services that yield meaningful outcomes for post-disaster recovery and resiliency. IEM understands Montreat's intent to retain subject matter experts to advise

leadership and execute functions to serve survivors in the event of a disaster. Our team of Individual Assistance (IA) experts can help Montreat implement and manage programs to address Mass Care and Emergency Services, Individuals and Households Program, Disaster Case Management, Crisis Counseling Assistance, Disaster Unemployment Assistance, and other programs as available.

IEM recognizes that articulating the case for Federal Individual Assistance major disaster declarations is complex and nuanced as compared to Public Assistance. Our team of subject matter experts are well versed in the IA declaration process, appeals, add-ons, operations, unmet needs, and closeouts. IEM has served communities for many years by providing industry-leading subject matter expertise when it is needed before, during, and after disasters. IEM will bring the same capability to Montreat.



IEM understands long-term recovery. Our experienced team knows disaster recovery spaces and is prepared to successfully support the programmatic casework necessary to help Montreat residents navigate the resources to access housing and satisfy unmet needs to move them out of congregate shelters and into temporary or more permanent housing. This initial contact and outreach are critical to the continuity, and ultimate effectiveness of any other social service or disaster recovery provided support. This includes support to disaster survivors in their individual recovery efforts, including:

- Partnering with case workers/navigators and survivors where those in need drive their transition to recovery.
- Including goal-oriented planning, prioritization, timelines, resources, guidance, and tools.
- Assessing survivors' qualifications for assistance, unmet needs, and resource barriers.
- Fulfilling needs through effective partnerships, program access, and resource alignment.

FEMA 404 and 406 Hazard Mitigation Expertise

The world watched as Montreat was decimated by Hurricane Helene. Our only thought is to help in any way that we can help and support this beautiful area recapture its charm, whether through 404 or 406. Our people are passionate about mitigation and building resilience against future disasters. To us, mitigation is much more than bricks, mortar, concrete, and drainage. Because most of our personnel have extensive governmental, charitable, and private sector emergency management experience, we know first-hand the suffering that can result from the occurrence of a catastrophic disaster. Every member of our team understands that mitigation initiatives save lives, minimize property losses, and foster community resiliency and post-disaster recovery when they are:

- Planned, executed, and managed correctly.

- Include sound risk analysis.
- Incorporate technical competency.
- Include proactive and recurring engagement with stakeholders.
- Demonstrate an understanding and address the needs of the local community.

IEM brings knowledge, expertise, and experience in identifying, developing, evaluating, implementing, and managing hazard mitigation projects of all types, including Hazard Mitigation Grant Program (HMGP, 404) and PA Mitigation (406) projects, as well as other federal grants, which directly align with the needs of the Montreat community to recover from, and reduce or eliminate risk from, future events. We have supported hazard mitigation plans and projects nationwide and gained valuable insights into developing complex mitigation/resiliency projects including in Virginia, Florida, New York, Puerto Rico, and Louisiana. Through our technical assistance, we support State and local governments in developing, reviewing, and submitting thorough grant applications and BCAs.

Our team of mitigation subject matter experts comprises licensed engineers, Certified Floodplain Managers, code officials, grant writers, urban planners, HAZUS and data analysis experts, former State Hazard Mitigation Officers (SHMOs), and former FEMA staff. We have assembled a team of dedicated Benefit-Cost Analysis (BCA) Specialists who possess exceptional skills in helping clients identify and demonstrate cost-effective mitigation measures. They have extensive experience addressing hazards such including hurricanes and flooding. As the State has an Enhanced State Hazard Mitigation Plan, North Carolina qualifies for 20% (instead of 15%) of the total federal assistance funds to be applied toward hazard mitigation. Our experienced team stands ready to support Montreat in obtaining this mitigation funding. **Our grant writing team works diligently to find innovative solutions for complicated tasks, ensuring that every application is supported by meticulous documentation to pass review processes successfully.**

Our proven track record of delivering results and ensuring compliance with federal regulations positions us as a trusted partner in achieving projects objectives and enhancing community resilience against all hazards, including flood. For all mitigation programs - including Section 404 HMGP, Section 406, and BRIC – IEM can perform the full lifecycle of activities, from public outreach and community engagement, project scoping and application development, benefit-cost analysis, environmental reviews, and grant management. Our emphasis on careful eligibility review, compliance, and quality control reduces the risk of claw-back of previously obligated funds. Moreover, our knowledge of all the eligible funding streams allows us to help clients identify federal resources to pay for projects using strategies that combine federal programs together to provide the most complete solution possible.

BCA is one component of the range of activities performed during the mitigation lifecycle – activities that also include public outreach and community engagement, project scoping, and application development, environmental review, and grants management. **IEM has demonstrated skill in developing sound cost-effective methodologies that support applicants' assumptions and result in a validated FEMA BCA for each project.** We know that traditional methodologies will not always produce the desired outcome, so IEM's BCA analysts utilize innovative, outside-the-box methodologies to the greatest extent possible. This approach increases the probability that a client's proposed mitigation action is demonstrated as feasible and cost-effective.

IEM's BCA review process rigorously adheres to FEMA's best practices for justifying a mitigation project and demonstrates its conformance to the intent of sections 203, 404, and IEM's 406 of the Stafford Act. We use the FEMA-recommended BCA checklists to demonstrate:

- BCA components are credible and well documented.
- BCA has been prepared in accordance with FEMA BCA practices.
- Proof the proposed project is cost-effective, showing at a minimum, a Benefit Cost Ratio of 1.0

Each BCA analyst has a clear understanding of all **pre-determined/pre-calculated benefits** identified by FEMA.

Financial and Grant Management Support

One of the ways in which IEM reduces costs for clients as well as impacts on the planet is to encourage the use of virtual operations rather than emphasizing in-person, on-site work. Unless required by the client or by the specific scope of a task, such as damage assessments, we recommend recovery work take place remotely.

Our staff report to an IEM Project Manager for the project(s) they are supporting and an IEM Project Executive to whom they report in the organization. Through this method, our staff work closely with many members of the division, sometimes on multiple projects during the same period. By allocating time to each project only when there is work that can be done, we ensure costs are not wasted on time spent waiting for responses from NC or FEMA.

We know how important recovering every dollar is for our clients, and our goal is to ensure our clients can maximize their funding. FEMA PA allows applicants to submit costs related to PA program delivery administrative tasks under Category Z: Management Costs. While our team will guide the Town on the best methods to track internal direct and indirect administrative costs eligible under Category Z, completing project formulation and gathering required documentation, we will also ensure costs are tracked, documented, and eligible for submission under Category Z.

Whether our consultants work remotely or on-site, we utilize a **task-tracking system called the Disaster Associated Response and Recovery Task Tracker (DARRTT)** for our consultants' time, ensuring all activities are tracked and allocated to the correct program, project and grant to ensure proper grant fund accounting, maintenance and reporting. This task-tracking system forms the backbone of our invoicing process and helps ensure accurate accounting while also allowing us to customize the level of detail provided in invoices. We also utilize our task tracking system and subsequent invoices to support the submission of FEMA PA Category Z—Management Costs.

Our DARRTT system replicates all the information required by an ICS 211 and 214 form, simplifying the formulation of Category Z projects. Each entry in DARRTT allows personnel to describe the task completed, including information specifically requested by the client. This benefit simplifies the activity reporting process and can be used to support activity reports.

Information Technology, Data Management and Reporting Support

IEM recognizes the critical importance of effective IT solutions and data management in ensuring successful management and implementation of disaster recovery programs. We are committed to delivering integrated IT solutions that are fully compatible with existing applications used by the Town and its partners, enabling seamless functionality and data exchange. Our approach focuses on enhancing recovery efforts' efficiency, effectiveness, and sustainability through the strategic use of technology and data management.

Our approach first requires assessing the activating entities' current IT infrastructure and applications. We will collaborate closely with your teams to identify specific needs and develop viable integrated IT solutions that enhance the management of disaster recovery programs. These solutions will focus on streamlining processes, improving data accessibility, and ensuring all stakeholders can efficiently access and utilize the information necessary for effective decision-making.

Whether our consultants work remotely or on-site, we utilize a **task-tracking system called the Disaster Associated Response and Recovery Task Tracker (DARRTT)** for our consultants' time, ensuring all activities are tracked and allocated to the correct program, project and grant to ensure proper grant fund accounting, maintenance and reporting. This task-tracking system forms the backbone of our invoicing process and helps ensure accurate accounting while also allowing us to customize the level of detail provided in invoices. We also utilize our task tracking system and subsequent invoices to support the submission of FEMA PA Category Z—Management Costs.

Our DARRTT system replicates all the information required by an ICS 211 and 214 form, simplifying the formulation of Category Z projects. Each entry in DARRTT allows personnel to describe the task completed, including information

specifically requested by the client. This benefit simplifies the activity reporting process and can be used to support activity reports.

IEM will implement robust data management practices to ensure that all relevant information is accurately captured, stored, and organized. We will establish data governance protocols that promote data integrity, security, and compliance with applicable regulations. By leveraging our expertise in data management, we will ensure that the information necessary for reporting and analysis is readily available and reliable.

We will provide advanced analytical support to optimize and improve the disaster recovery programs. Our team of experts will leverage our sophisticated reporting systems to analyze data trends, identify areas for improvement, and generate actionable insights that inform strategic decision-making. **By employing data-driven methodologies, we will help the Town of Montreat to monitor program performance, assess the effectiveness of recovery efforts, and make informed adjustments as needed**.

Pre-Disaster Cost Recovery Plan Development

IEM will develop a comprehensive framework that outlines the processes and tools necessary for effective cost recovery. This framework features guidelines for documenting expenditures and compliance requirements associated with federal and state funding. We will create a detailed guide outlining the steps for identifying, documenting, and recovering disaster response and recovery efforts costs. This guide will contain templates and checklists to streamline processes. We will leverage best practices and lessons learned from previous disaster recovery efforts to ensure that the framework is practical and adaptable to the unique circumstances of Montreat.

We recognize that effective coordination is critical for maximizing funding opportunities. IEM's approach will include stakeholder engagement sessions to identify and clarify all parties' primary roles and responsibilities in providing Public Assistance (PA) and other grant funding programs. We will conduct a thorough assessment to identify key stakeholders within the local, state, and federal levels - including local government officials, emergency management agencies, nonprofit organizations, and community leaders. This collaborative effort will ensure all stakeholders are aligned and working towards common recovery goals.

IEM is committed to assisting Montreat in implementing the developed plans for cost recovery and redevelopment. We will provide training, resources, and ongoing support to ensure that all stakeholders have the tools to execute the recovery plan effectively. We also will develop a framework for monitoring and evaluating the success of recovery efforts, allowing for continuous improvement and adaptation of strategies as necessary.

Long-Term Disaster Recovery and Redevelopment Planning

IEM has strong capability to support the Town in all aspects of its long-term recovery operations and strategy development. Our SMEs Bryan Koon, Tim Lagudi, Anne Bink, and Dora Pleasant, include a large group of former State Emergency Directors and Bureau Chiefs with personal experience overseeing short term and long-term recovery efforts. Together, they bring a wide range of experience and lessons learned from prior disasters to contribute to development of long-term recovery strategies. Using this experience, IEM will work with the disaster recovery coordinator and other mission support personnel to identify and implement recovery priorities, providing a solid framework to guide the recovery process. IEM can work with the Town to develop strategies, as well as provide technical assistance and programmatic support to reinforce the overall objectives of Montreat's recovery mission.

So much of long-term recovery implementation involves engaging and building effective working relationships with stakeholders of every type within the Town's Recovery Support Functions, including non-profits, small and large businesses, local and city officials, and state and federal resources. By identifying these resources, and obtaining their buy-in and participation, Montreat will experience a much more successful recovery experience.

For the State of Illinois, IEM supported the development of the State's Recovery Strategic Plan for COVID-19, revising an early state product to be more inclusive of additional state level and Private Non-Profit (PNP) partners. IEM staff reorganized the plan to align with National Disaster Recovery Framework (NDRF) principles and utilized an objective-goal-task framework to drive strategic outcomes. IEM then developed a timeline for engaging these partners, created strategic communications and key reporting outcomes, and assisted the Recovery Support Function and Recovery Task Force throughout comprehensive planning sessions. **IEM can also provide technical assistance and guide Montreat through developing a recovery management structure.**

Our approach to support recovery planning for Montreat will be tailored to fit the town's specific needs. We will provide scalable support which can be adjusted based on the evolving situation and as needed by the Town. Our staff have experienced both long-term and short-term deployments and are able to provide extended support as needed.

Emergency Operations Center and Joint Field Office Staff Augmentation

IEM has a robust response staff located throughout the country. Once Montreat finalizes a deployment need, IEM will provide the requested personnel within 48 hours of contract activation from our deep bench of response experts. Our team of experts will be available to the Town 24 hours a day via the centralized managers' email and telephone line. Our State and Local Response and Recovery team has led numerous deployments at the local and state levels and is prepared to address the town's needs or concerns. **Our 1-800 number will automatically route to the on-call Manager within our Response cadre, guaranteeing 24/7/365 continuity of service.**

On-Call Manager Info:
SLRR_Managers@iem.com
(800) 583-2854

This early and easy communication to keep staff on standby has proven effective for past deployments. Our team can quickly respond to assist the Town in establishing communications, coordination, reporting protocols, fulfilling resource requirements, and building upon the capabilities to meet the immediate/mid/long-term operational requirements. **Our team was requested to deploy to Town Emergency Operations Centers within four hours during Hurricanes Eta, Elsa, Ian, Helene, and Milton.**

With a needs assessment concluded, our team will respond and deploy resources quickly, with personnel who have the capability to fully integrate at an EOC or alternate work sites throughout and to provide position-specific support to fill gaps and augment capabilities based on the type and severity of the incident. We can provide guidance and support on response actions, assist with documentation and tracking of resources, time, and expenses, liaise with stakeholders, and serve as trusted representatives on behalf of the Town. **IEM understands the level of support required during an emergency can quickly change and vary depending on the scope and severity of the event.**