**Town of Montreat**
**Board of Commissioners Meeting – Public Forum**
**February 13, 2025 – 5:30 p.m.**
**Town Hall**

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## I. Call to Order

- Welcome
- Moment of Silence

## II. Agenda Adoption

## III. Public Comments

## IV. Adjournment

**Town of Montreat**
**Board of Commissioners**
**Town Council Meeting**
**February 13, 2025 – 6:00 p.m.**
**Town Hall**

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## I. Call to Order

- Moment of Silence

## II. Agenda Adoption

## III. Mayor's Communications

## IV. Consent Agenda

A. Meeting Minutes Adoption

- January 9th Public Forum Meeting Minutes
- January 9th Town Council Meeting Minutes

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

## V. Town Manager's Communications

- Consent Agenda Review
- Other Items

## VI. Administrative Reports

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

## VII. Public Comment

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

## VIII. Old Business

## IX. New Business

**A. Amendment to Tree Board Ordinance**
- **Presenter: Savannah Parrish and/or Commissioner Mason Blake**
- **See Agenda Materials on pages 25-35**
- **Suggested Motion: Move to adopt/adopt with revisions the Amendment to the Tree Board Ordinance**

**B. Member Appointments to Tree Board**
- **Applications received from Elizabeth Hamilton & Ann Vinson**
- **Presenter: Savannah Parrish and/or Commissioner Mason Blake**
- **Suggested Motion: Move to appoint Elizabeth Hamilton for a term of two years to expire on 1/31/2027 and Ann Vinson for a term of three years to expire on 1/31/2028** (expiration years are to allow for staggered terms)

**C. Budget Amendment #5**
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 36-38**
- **Suggested Motion: Move to approve/deny Budget Amendment #5 with the following amendments:**
  - **Bullet #1: to add Alberto Funds ($49,130.95) to Fund 29**
  - **Bullet #2: to appropriate and add fund balance ($40,000) to Fund 29**
  - **Bullet #3: to add Helene donations ($13,125.00) to Fund 29**
  - **Bullet #4: to add amount remaining in Fund 25 ($43,711.50) to Fund 29**

**D. Budget Amendment #6**
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 39-41**
- **Suggested Motion: Move to approve/deny Budget Amendment #6 as presented to appropriate $65,000 for Disaster Recovery Services.**

**E. Resolution to accept a donation of a a 2017 Ford Explorer/Police Interceptor from the Sunset Beach Police Department**
- **Presenter: Savannah Parrish and/or Jeff Eaton**
- **See Agenda Materials on pages 42-43**
- **Suggested Motion: Move to approve the resolution to accept the donated police vehicle as presented or amended**

## 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

- **Planning & Zoning Commission – Thursday, February 20th, 2025, at 10:30 a.m. in Town Hall with Zoom options**
- **Board of Adjustment – February Meeting Cancelled**
- **Landcare - Wednesday, March 5th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **Tree Board - Tuesday, March 11th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **March Town Council Meeting – Thursday, March 13th, 2025, at 6:00 p.m. Public Forum will begin at 5:30 p.m. in Town Hall with Zoom options**
- **Board of Adjustment – Thursday, March 27th, 2025, at 5:00 p.m. in Town Hall with Zoom options**

## XIII. Adjournment

**Town of Montreat**
**Board of Commissioners**
**Public Forum Meeting Minutes**
**January 9, 2025 – 5:30 p.m.**
**Convocation Hall**

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| | |
|---|---|
| Board members present: | Mayor Tim Helms<br>Mayor Pro Tem Mason Blake<br>Commissioner Kitty Fouche<br>Commissioner Grant Dasher<br>Commissioner Tom Widmer<br>Commissioner Jane Alexander |
| Board members absent: | None |
| Town staff present: | Savannah Parrish, Town Manager<br>Angie Murphy, Town Clerk<br>Rachel Eddings, Finance Officer<br>Kayla DiCristina, Zoning Administrator<br>Brandon Freeman, Town Attorney |

Approximately eight members of the public were present in Convocation Hall and several more were watching via Zoom. Mayor Tim Helms called the meeting to order at 5:30 p.m. and led the group in a moment of silence.

## Agenda Approval

Mayor Pro Tem Kitty Fouche moved to approve the agenda as presented. Commissioner Tom Widmer seconded, and the motion carried 5/0.

Mayor Helms took a moment to comment on all the work Town Staff must do from the hurricane. Public Works Crews are prioritizing repairs around Town based on expertise and the number of employees available that day. Mayor Helms reminded everyone to be patient if work was not getting done as fast as expected. Mayor Helms advised everyone that snow was expected in Montreat over the weekend and snow removal may not be the same as pre-Hurricane Helene. Many Montreat roads still have torn up asphalt and salt cannot be used due to its ineffectiveness on gravel, rock, and soil surfaces. Instead, roads will be sanded which does not have the same effect as salt. Mayor Helms reminded everyone to proceed with caution if the snow accumulated.

## Public Comment

Mr. George Sawyer of 324 Chapman Road stated that no one should be complaining about any of the Staff of the Town of Montreat. Mr. Sawyer felt that Public Works and the Administrative Staff had done remarkable work under somewhat difficult circumstances.

Town Manager Savannah Parrish mentioned that the repairs to Town Hall should be completed within the next two weeks. Ms. Parrish also reviewed some Cold Weather Tips that can be found on the Town's website. Ms. Parrish advised that members of Public Works would be working all day on Friday and throughout the night assisting with the impending inclement weather.

## Adjournment

Commissioner Jane Alexander moved to adjourn the meeting. Commissioner Grant Dasher seconded, and the motion carried 5/0. The meeting was adjourned at 5:38 p.m.

_____ _____

Tim Helms, Mayor Angie Murphy, Town Clerk

**Town of Montreat**
**Board of Commissioners**
**Meeting Minutes**
**January 9, 2025 – 6:00 p.m.**
**Convocation Hall**

---

| | |
|---|---|
| Board members present: | Mayor Tim Helms<br>Mayor Pro Tem Mason Blake<br>Commissioner Kitty Fouche<br>Commissioner Grant Dasher<br>Commissioner Tom Widmer<br>Commissioner Jane Alexander |
| Board members absent: | None |
| Town staff present: | Savannah Parrish, Town Manager<br>Angie Murphy, Town Clerk<br>Kayla DiCristina, Zoning Administrator<br>Barry Creasman, Public Works Director<br>Rachel Eddings, Finance Officer<br>Brandon Freeman, Town Attorney |

Approximately eight members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim Helms called the meeting to order at 6:00 p.m. and led the group in a moment of silence.

## Agenda Approval

Mayor Pro Tem Kitty Fouche moved to approve the agenda as presented. Commissioner Tom Widmer seconded, and the motion carried 5/0.

## Mayor's Communications

Mayor Tim Helms reminded everyone to be careful in the upcoming inclement weather. Mayor Helms asked everyone to steer clear of snowplows and asked for vehicles not to be parked in the roadways.

## Meeting Minutes Adoption

- December 12th Public Forum Meeting Minutes
- December 12th Town Council Meeting Minutes

## Town Manager's Communications

Town Manager Savannah Parrish acknowledged that it was a National Day of Mourning for late president Jimmy Carter and recognized his hard work and life well lived. Ms. Parrish advised that

debris clearing will begin soon at Welch Field. She asked for everyone to allow plenty of room for heavy equipment. She also advised that this would be a long process and asked for everyone to be patient.

Town Attorney Brandon Freeman mentioned that there had recently been a Court of Appeals case that addressed the way commissioners can communicate with each other and if email correspondence was seen as an open meeting or a public record under law. The court felt that this type of communication was most likely a public records issue. The School of Government, for some time, has felt if these communications go back and forth rather quickly that they might constitute an open meeting which should have been notified. Mr. Freeman has recommended to the Board of Commissioners to keep emails on an as-needed basis and refrain from simultaneous back and forth communication. Mayor Helms questioned if quorum rules still apply with emails. Mr. Freeman stated that they indeed do apply and that if only two commissioners were emailing one another there would be no issues with simultaneous communication.

## 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.
- December Building Permits – This report was given in written format.

Commissioner Tom Widmer asked Finance Officer Rachel Eddings why the water fund income was lower than usual. Ms. Eddings stated that she felt it was due to lower usage in the months of Thanksgiving and Christmas.

## Public Comment

There was no public comment at this time.

## Old Business

Mayor Helms administered the Oath of Office for Commissioner Grant Dasher.

## New Business

A. TA-2024-03 – Text Amendment Public Hearing: Commissioner Jane Alexander moved to enter the Public Hearing. Commissioner Grant Dasher seconded, and the motion carried 5/0.

Zoning Administrator Kayla DiCristina advised that this text amendment was to address legislative changes tied to the Montreat Zoning Ordinance. These changes are related to private driveway standards and battery charged security fences. Ms. DiCristina advised that the Planning & Zoning Commission reviewed these amendments at their December meeting and recommended approval with one minor grammatical revision. The amendments were consistent with the Montreat Tomorrow Comprehensive Plan.

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

Mayor Pro Tem Kitty Fouche moved to adopt the text amendment as presented. Commissioner Jane Alexander seconded, and the motion carried 5/0.

B. TA-2024-03 – Adoption Ordinance: Mayor Pro Tem Kitty Fouche moved to adopt Ordinance #25-01-001 for TA-2024-03.

C. TA-2024-06 –Text Amendment Public Hearing: Mayor Pro Tem Kitty Fouche moved to enter the Public Hearing. Commissioner Grant Dasher seconded, and the motion carried 5/0.

Zoning Administrator Kayla DiCristina advised that TA-2024-06 was submitted by a property owner to amend the section of the Zoning Ordinance that speaks to Special Use Permits. Ms. DiCristina advised that Special Use Permits were quasi-judicial approvals granted by the Board of Adjustment. Quasi-judicial approvals are based on evidence presented during the public hearing. The Board of Adjustment has discretionary powers. If the Board of Adjustment approves or approves the application with conditions, then the applicant must comply strictly with the Board of Adjustments' approval. The Zoning Administrator does not have the power to make discretionary decisions and acts more in an administrative capacity. The Zoning Administrator is not authorized under State Statutes to make discretionary decisions unless explicitly stated in the Zoning Ordinance. The Montreat Zoning Ordinance does not allow the Zoning Administrator to approve minor modifications. Therefore, no changes to Special Use Permits are allowed unless the applicant goes back before the Board of Adjustment. The fact that no minor modifications are allowed is a time and cost issue for both Staff and Applicants.

The applicant, Rick Giles, received a Special Use Permit for an accessory dwelling unit from the Board of Adjustment last year. During the permitting process, there were onsite conditions that required him to revise the position of stairs, and he also wanted to add a second entrance to the dwelling. These changes are considered to be minor modifications to the Special Use Permit. Ms. DiCristina cannot approve these modifications based on the authority given in the Montreat Zoning Ordinance. Mr. Giles was advised to either return to the Board of Adjustment to obtain

new approval for a Special Use Permit or submit a Text Amendment. Ms. DiCristina advised that there are only two municipalities in Buncombe County that do not allow minor modifications to Special Use Permits. The Planning & Zoning Commission reviewed this potential change at their December meeting and recommended approval with a small organizational amendment. They did find this application to be consistent with development objective #4 of the Montreat Tomorrow Comprehensive Plan.

Commissioner Mason Blake moved to close the Public Hearing. Commissioner Jane Alexander seconded, and the motion carried 5/0.

Commissioner Grant Dasher moved to adopt the text amendment as presented. Commissioner Jane Alexander seconded, and the motion carried 5/0.

D. TA-2024-06 – Adoption Ordinance: Commissioner Grant Dasher moved to adopt Ordinance #25-01-001 for TA-2024-06. Commissioner Jane Alexander seconded, and the motion carried 5/0.

E. State Emergency Bridge Loan and Technical Assistance Grant: Town Manager advised that this Bridge Loan and Technical Assistance Grant is being offered by the NCDEQ to help with water infrastructure cash flow expenses because of Hurricane Helene. Ms. Parrish briefly explained several of the documents included in the packet and advised that Council would be asked to adopt the resolution that was provided. Ms. Parrish advised that this was a no interest loan intended for only water infrastructure expenses. The Town will have until 2030 to pay back the loan or until it is reimbursed by a federal agency. Ms. Parrish also advised that the Town could ask for disbursement retroactively, which would mean that Town Staff could ask for reimbursement for repairs that had already been addressed and satisfied. Ms. Parrish stated that this would help with cash flow problems. Ms. Parrish advised that the Technical Assistance Grant portion would be beneficial for projects that require engineering or other specialty services that could not be accomplished by Town Staff. Commissioner Mason Blake moved to approve the resolution and accept the State Emergency Bridge Loan offer of $300,000 and $200,000 technical assistance grant.

F. Discussion of Street Paving: Ms. Parrish advised that Town Staff had received a quote for paving in the amount of $431,000. The following streets need paving:

Appalachian Way
Lookout Terrace
Kentucky Road
Frist Road
Salem Road
Calvin Trail
Greybeard Trail
Mississippi Road

Tennessee Road
Shenandoah Terrace Bridge
Paved walking paths
Texas Road (below the pool)
Community Center Circle Bridge
Lookout Terrace Bridge
Assembly Circle Bridge
Assembly Drive (section below the dam)
Yale Road
Concrete curbing in several areas
Stamped sidewalks near Assembly Drive

Ms. Parrish stated that her intent this evening was to discuss the prioritization of the paving projects. Public Works Director Barry Creasman stated that to begin prioritizing he would start with the steepness of the roads and ease of maintenance. One of the vendors who bid on the job was willing to work spot-by-spot, for $431,000, while the other vendor was all or nothing paving for over $700,000. Ms. Parrish advised that several of the above roads had been budgeted as part of the C.I.P program which was adopted along with the annual budget. Ms. Parrish then advised that all of the monies had been moved into the Hurricane Helene fund for repairs. Ms. Parrish also advised that the Hurricane Helene fund is currently low. It was decided to schedule a special meeting to consider paving projects along with other storm related projects when the engineers complete their damage assessments. Ms. Parrish asked everyone for patience ahead as Town Staff prioritizes repair and restoration projects.

G. Appointment of Matt Ashley to Metropolitan Sewerage District Board: Mayor Helms stated that Matt Ashley had served many years on the MSD Board and had always served Montreat well. Commissioner Mason Blake moved to appoint Matt Ashley as the Town of Montreat appointee to the Metropolitan Sewerage District Board for a term of three years to expire January of 2028. Mayor Pro Tem Kitty Fouche seconded, and the motion carried 5/0.

H. 2025 Board of Commissioners Regular Meeting Schedule: Commissioner Jane Alexander moved to approve the 2025 Board of Commissioners Regular Meeting Schedule. Commissioner Grant Dasher seconded, and the motion carried 5/0.

I. Budget Amendment #3: Ms. Parrish advised that this budget amendment was to move donations to Fund 29 Hurricane Helene Repairs as well as a $50,000 grant from the WNC Community Foundation that will be used exclusively for Hurricane Helene repairs. Commissioner Tom Widmer moved to approve Budget Amendment #3 to transfer funds from the General Fund Departments to Fund 29 Hurricane Helene Recovery. Commissioner Jane Alexander seconded, and the motion carried 5/0.

J. Budget Amendment #4: Ms. Parrish advised this budget amendment was to move donations for Christmas Lights into the current streets budget. Commissioner Mason Blake moved to approve Budget Amendment #4 to Christmas Light Donations to current FY Budget. Grant Dasher seconded, and the motion carried 5/0.

K. Advisory Board Appointments: The following individuals were appointed to the named boards and commissions:

- David Neel, Board of Adjustment Regular Member, expiring 1/31/27
- Bill Scheu, Board of Adjustment Regular Member, expiring 1/31/27
- Matt Horne, Board of Adjustment Alternate Member, expiring 1/31/28
- Clay Hamilton, Planning & Zoning Commission Regular Member, expiring 1/31/28
- Eleanor James, Planning & Zoning Commission Regular Member, expiring 1/31/27
- Sally Jenkins, Planning & Zoning Commission Alternate Member, expiring 1/31/27
- Liz Johnson, Planning & Zoning Commission Regular Member, expiring 1/31/28
- Bill Tucker, Planning & Zoning Commission Regular Member, expiring 1/31/28
- Michael Broussard, Planning & Zoning Commission Regular Member, expiring 1/31/28
- Hugh Alexander, Audit Committee Regular Member, expiring 1/31/27
- Brad Hestir, Tree Board Regular Member, expiring 1/31/28
- Tyler Smith, Tree Board Regular Member, expiring 1/31/27
- George Sawyer, Tree Board/Landcare Chair Representative, expiring 01/31/27
- Ed Kramer, Tree Board Regular Member, expiring 01/31/28
- Mari Gramling, Open Space Conservation Committee, Regular Member, expiring 1/31/27
- Arrington Cox, Board of Adjustment Alternate Member, expiring 01/31/27

Commissioner Tom Widmer moved to appoint and reappoint the listed individuals above to serve in the advisory board positions indicated with the stated expiration date. Commissioner Jane Alexander seconded, and the motion carried 5/0.

## Public Comment

There was no public comment at this time.

## Commissioner Communications

Commissioner Tom Widmer mentioned that Town Manager Savannah Parrish found, researched and filled out the proposal application to the Community Foundation of WNC for Hurricane Helene relief. As a result, the Town was granted a $50,000 grant to help rebuild Montreat.

Commissioner Mason Blake asked Ms. Parrish to report on the recent finalization of a Disaster Management Services Firm. Ms. Parrish stated that after interviews with two firms, Withers-Ravenal was selected, and a contract is in the works.

Mayor Helms took a moment to thank the Commissioners for all they do each month for Montreat.

## Dates to Remember

- Planning & Zoning Commission, Regular Meeting, Wednesday January 15th at 10:30 a.m. with location to be determined
- Town Hall Closed in observance of Martin Luther King Jr. Day – Monday January 20th, 2025 (No sanitation services on this day)
- Sanitation Services will resume at 8:00 a.m. Tuesday. January 21st, 2025
- Board of Adjustment Meeting, Thursday January 23rd,2025 at 5:00 p.m. with location to be determined
- Landcare, Wednesday February 5th at 9:00 a.m. in Town Hall with Zoom Options
- February Town Council Meeting, Thursday February 13th at 7:00 p.m. in Town Hall with Zoom Options. Public Forum to begin at 6:30 p.m.

## Adjournment

Mayor Pro Tem Kitty Fouche moved to adjourn the meeting. Commissioner Tom Widmer seconded, and the motion carried 5/0. The meeting was adjourned at 6:51 p.m.

_____ _____

Tim Helms, Mayor Angie Murphy, Town Clerk

TOWN OF MONTREAT
NORTH CAROLINA

FINANCIAL REPORT

**JANUARY 2025 - MONTH 7 OF FISCAL YEAR 2024-2025**

**REVENUES**

| Fund | Fund # | Budget | YTD Budget | YTD Projected Budget Percentage | YTD Collected | YTD Actual Percentage | Difference |
|---|---|---|---|---|---|---|---|
| GENERAL FUND | 10 | 2,633,244.00 | 1,536,059.00 | 58.33% | 2,075,567.65 | 78.82% | 539,508.65 |
| WATER FUND | 30 | 423,744.00 | 247,184.00 | 58.33% | 214,262.47 | 50.56% | (32,921.53) |
| TOTAL REVENUES GENERAL & WATER FUNDS | | **3,056,988.00** | **1,783,243.00** | **58.33%** | **2,289,830.12** | **74.90%** | **506,587.12** |

**EXPENSES**

| Dept Name | Fund # | Budget | YTD Budget | YTD Projected Budget Percentage | YTD Exp | YTD Actual Percentage | Difference |
|---|---|---|---|---|---|---|---|
| GOVERNING BODY | 10 | 54,791.00 | 31,961.42 | 58.33% | 50,120.26 | 91.48% | (18,158.84) |
| ADMINISTRATION | 10 | 513,430.00 | 299,500.83 | 58.33% | 350,283.21 | 68.22% | (50,782.38) |
| PUBLIC BUILDINGS | 10 | 128,353.00 | 74,872.58 | 58.33% | 38,973.30 | 30.36% | 35,899.28 |
| POLICE | 10 | 475,950.00 | 277,637.50 | 58.33% | 255,163.14 | 53.61% | 22,474.36 |
| BUILDING AND ZONING | 10 | 101,900.00 | 59,441.67 | 58.33% | 50,670.14 | 49.73% | 8,771.53 |
| PUBLIC WORKS | 10 | 557,357.00 | 325,124.92 | 58.33% | 507,241.19 | 91.01% | (182,116.27) |
| STREET | 10 | 557,267.00 | 325,072.42 | 58.33% | 429,670.87 | 77.10% | (104,598.45) |
| SANITATION | 10 | 220,146.00 | 128,418.50 | 58.33% | 132,301.78 | 60.10% | (3,883.28) |
| ENVIRON,CONS,REC | 10 | 24,050.00 | 14,029.17 | 58.33% | 22,269.51 | 92.60% | (8,240.34) |
| TOTAL EXPENSES GENERAL FUND | | **2,633,244.00** | **1,536,059.00** | **58.33%** | **1,836,693.40** | **69.75%** | **(300,634.40)** |

| Dept Name | Fund # | Budget | YTD Budget | YTD Projected Budget Percentage | YTD Exp | YTD Actual Percentage | Difference |
|---|---|---|---|---|---|---|---|
| WATER | 30 | 423,744.00 | 247,184.00 | 58.33% | 190,681.04 | 45.00% | 56,502.96 |
| TOTAL EXPENSES WATER FUND | | **423,744.00** | **247,184.00** | **58.33%** | **190,681.04** | **45.00%** | **56,502.96** |
| TOTAL EXPENSES GENERAL & WATER FUNDS | | **$3,056,988.00** | **$1,783,243.00** | **58.33%** | **$2,027,374.44** | **66.32%** | **($244,131.44)** |

| | |
|---|---|
| **GENERAL FUND INCOME/LOSS - YTD** | **$238,874.25** |
| **WATER FUND INCOME/LOSS - YTD** | **$23,581.43** |
| **NET INCOME - YTD 2024** | **$262,455.68** |

SPECIAL PROJECTS

| Project | Fund # | Budget | This Month Actual | Amount Spent To Date | Balance Remaining | | % Spent |
|---|---|---|---|---|---|---|---|
| FEMA-MISC *Reconciled with Audit | 25 | 221,590.50 | 0.00 | 177,879.00 | 43,711.50 | | 80.27% |
| 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% |
| Hurricane Helene | 29 | 696,274.00 | | 690,091.64 | 6,182.36 | | |
| TOTAL SPECIAL PROJECTS | | **$ 1,304,355.71** | **$ -** | **$ 464,179.06** | **$ 159,044.14** | | 35.59% |

TOWN OF MONTREAT
NORTH CAROLINA

# Tax Receipts

| Nov-23 | Nov-24 | % +/- | Date of Deposit | Dec-23 | Dec-24 | % +/- | Jan-24 | Jan-25 | % +/- |
|---|---|---|---|---|---|---|---|---|---|
| 72,079.39 | 67,804.72 | -6.30% | AdVal/RMV | 293,841.04 | 298,581.86 | 1.59% | 350,152.84 | 415,257.27 | 15.68% |
| 51,397.25 | 50,244.97 | -2.29% | Sales | 50,334.71 | 44,719.23 | -12.56% | 51,506.29 | 44,323.60 | -16.21% |
| 186.60 | 209.30 | 10.85% | Solid Waste (Quarterly) | | | | | | |
| | | | Utility Fran (Quarterly) | 26,453.45 | 31,727.74 QE 9/30/24 | 16.62% | | | |
| | | | Wine/Beer (Annual-May) | | | | | | |

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

# January 2025 Permit Information

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 6081 | 1/6/2025 | Peter Hazelrigg | 365 Arkansas Trail | electrical | install tesla charger | no | | | Mitchell Fields Electric | $ 100.00 | x |
| 6082 | 1/7/2025 | Douglas & Janie Moore | 100 Frist Rd | bldg | hurricane repairs | no | | | Blk Mtn Handyman | na | |
| 6083 | 1/7/2025 | Bob Bridges | 102 Frist Rd | bldg | hurricane repairs | no | | | Blk Mtn Handyman | na | |
| 6084 | 1/7/2025 | Carroll Neville | 601 Greybeard Trl | bldg | hurricane repairs | no | | | Blk Mtn Handyman | na | |
| 6085 | 1/9/2025 | Scott & Karna Candler | 184 Mississippi Rd | bldg | resi repairs | no | | | Blk Mtn Handyman | $ 138.00 | x |
| 6086 | 1/9/2025 | David Cannon | 304 Georgia Terrace | electrical | mini split hvac sys | no | | | All About Heat & Air | $ 100.00 | x |
| 6087 | 1/9/2025 | McCarley Properties | 313 NC Terrace | bldg | hurricane repairs | no | | | Blk Mtn Handyman | NA | |
| 6088 | 1/16/2025 | Jim Wilde | 424 WV Terrace | elec/mech | hvac systems | no | | | All About Heat & Air | $ 100.00 | x |
| 6089 | 1/22/2025 | Mary Anne Dalrymple | 122 Shenandoah Terr | elec/mech | gas furnace | no | | | Bullman Heating & Cooling | $ 100.00 | x |
| | | | | | | | | | | | |

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

## ADMINISTRATIVE REPORTS:
## ADMINISTRATION

Town Administration report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Public Meetings | 8 | 4 |
| Public Records Requests Processed | 4 | 3 |
| Water Bills Processed & Mailed | 688 | 647 |
| Water Bills Processed & Emailed | NA | 53 |
| Leak Adjustments | 4 | 5 |
| Sunshine List Messages | 11 | 22 |
| Website Posts | 11 | 22 |
| Social Media Posts | 11 | 22 |

**Upcoming Events and Schedule Changes**
0

**Comments**
N/A

**Staff Communications**
0

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## ADMINISTRATIVE REPORTS:
## BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Building Permits Issued | 6 | 20 |
| Pending Building Permits | 0 | 0 |
| Building Inspections Performed | 33 | 27 |
| Stop Work Order Issued | 0 | 0 |
| Defective Building Posted | 0 | 0 |
| Denied Building Permits | 0 | 0 |
| Fire Inspections Performed | 0 | 0 |
| Fire Re-Inspections Performed | 0 | 0 |
| Fire Permits Issued | 0 | 0 |

**Comments**
0

**Staff Communications**

0

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**ADMINISTRATIVE REPORTS:**
**STREETS**

Streets Department report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Public Trees Removed | 3 | 7 |
| Sand Applied to Roads (tons) | 0 | 34 |
| Ice Melt Applied to Roads (pounds) | 2500 | 10,500 |
| Road Closures | 0 | 4 |

**Comments**

We had two icing events and one snow event the month of January.

**Staff Communitactions:**

0

TOWN OF MONTREAT
NORTH CAROLINA

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**ADMINISTRATIVE REPORTS:**
**POLICE DEPARTMENT**

Police Department report for the month of January 2025

| Monthly Statistics | 2024 | 2025 |
|---|---|---|
| Animal Issue | 0 | 1 |
| Assist EOC | 0 | 3 |
| Check Business | 0 | 2 |
| Community Outreach | 0 | 0 |
| #REF! | #REF! | #REF! |
| Contact Public | 0 | 2 |
| Debris Blocking Road | 0 | 1 |
| Detox Transport (BCSD) | 0 | 0 |
| #REF! | #REF! | #REF! |
| Follow Up Investigation | 0 | 1 |
| Foot Patrol | 0 | 1 |
| #REF! | #REF! | #REF! |
| Harassing Phone Calls | 0 | 0 |
| Investigate_BCSD | 0 | 4 |
| Locked Vehicle (BCSD) | 0 | 1 |
| Security Check BCSD | 0 | 13 |
| Improper Parking | 0 | 2 |
| Loud Noise | 0 | 0 |
| Motor Vehicle Accident | 0 | 0 |
| Suspicious Person | 0 | 1 |
| Suspicious Vehicle | 0 | 7 |
| Larceny Report | 0 | 0 |
| Traffic Stop | 0 | 29 |
| Residential Alarm | 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.

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

## ADMINISTRATIVE REPORTS:
## WATER AND PUBLIC WORKS

Water and Public Works report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Calls for Service | 64 | 42 |
| Water Leaks Repaired | 5 | 7 |
| New Water Lines Installed | 0 | 0 |
| Water Meter Replacements | 5 | 2 |
| Gallons of Water Produced | 3,883,193 | 4,802,706 |
| Hours Pumped (11 wells combined) | 1,964 | 3,100 |
| Water Samples Taken | 1 | 1 |

**Comments**
0

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**ADMINISTRATIVE REPORTS:**
**SANITATION**

Sanitation Department report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Tons of Curbside Trash Collected | 15.31 | 19.51 |
| Tons of Curbside Recycling Collected | 4.71 | 3.07 |
| Unique Curbside Sanitation Stops | 2100 | 1680 |
| Special Pickup Stops | 2 | 1 |
| Bagged Leaf Pickup | 55 | 277 |
| Brush Pickup (cubic yards) | 5 Loads | 4 Loads |
| Hauling Fees | 4444.6 | 4696.55 |
| Tipping Fees | 0 | 2079.66 |
| Dumpster Rental Fees | 460.26 | 0 |
| Convenience Center Usage-Trash | 0 | 8.9 |
| Convenience Center Usage-Recycle | 0 | 2.26 |

**Comments:**

0

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## ADMINISTRATIVE REPORTS:
## ZONING ADMINISTRATION

Zonning Administration report for the month of January 2025

| **Monthly Statistics** | 2024 | 2025 |
|---|---|---|
| Approved Zoning Permits | 1 | 3 |
| Denied Zoning Permits | 0 | 0 |
| Pending Zoning Permits | 0 | 1 |
| Variance/Interpretation Granted | 1 | 0 |
| Special Use Permits Granted | 0 | 0 |
| Permit Extensions Granted | 0 | 0 |
| Notice of Violations | 0 | 0 |

**Comments**
0

**Montreat General Ordinance**

# Chapter K- Environment

## Article V: TREES
## (Revised 12/10/2015)
## (Revised 2/13/2025

Section 1: General Provisions

Purpose and Intent

The Town of Montreat, realizing that trees have a profound effect on the quality of life in the community, deems it necessary and desirable in the interest of public health, safety and welfare to enact an ordinance for the preservation, planting, replacement and removal of trees on municipally owned property, areas designated as Greenspace and public rights-of-way within the Town. The purposes of this Article are to regulate the planting of new trees and shrubbery; to vigorously encourage the protection of existing trees and shrubbery, including their root systems; to regulate the preservation, replacement and removal of trees and to establish procedures for fulfilling these purposes.

Applicability

The terms and provisions of this Article shall apply to all Town Property, all public rights of way within the Town, those areas designated as Greenspace in the Offer of Dedication dated May 12, 1983 from the Mountain Retreat Association to the Town of Montreat as well as to private property in the manner specifically described herein.

Section 2: Tree Board

Tree Board Composition

The Montreat Tree Board shall consist of five ~~three~~ members appointed by Town Council. In addition, the Environmental Commissioner of the Montreat Board of Commissioners and the Chair of the Montreat Landcare Committee shall serve as ex-officio voting members of the Tree Board. Additionally, the Public Works Director shall serve as an ex-officio non-voting member. All appointed members shall serve a term of three years, and their terms shall be staggered (which will require the initial term of some seats to be less than three years). ~~-~~The Board shall select annually from among its members a chair, vice-chair and secretary. Vacancies resulting from resignation, death or removal of a member shall be filled by Town Council for the unexpired term upon request by the Chairperson.

The Public Works Director will serve as the Town staff member specifically charged with the responsibility of carrying out the planning, implementation and coordination with other

agencies and advisory boards of all projects undertaken by the Tree Board.

The Tree Board shall formulate and adopt rules of procedure under which it will operate.

Duties and Responsibilities

Subject to such limitation as may be imposed by laws or regulations, the Montreat Tree Board shall serve as an advisory board to the Town Council for the following purposes in order to further the public welfare:

Study, investigate, counsel and develop and review a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in Greenspace, within public rights-of-way and on Town Property. Such plan will be presented to the Board of Commissioners and upon its acceptance and approval shall constitute the official comprehensive Town Tree Plan for the Town.
When requested by the Town Council, consider, investigate, make findings, report upon, and recommend any special matter or question coming within the scope of its work.
Facilitate the planting, growth and protection of trees and shrubs within the Town.
Foster the communication among citizens of the Town that would provide the needed protection of trees and shrubs and to coordinate active measures to support their health and growth with the Town.
Conduct a tree survey of existing trees along rights-of-way and on Town Property.
Investigate available grants, loans or contributions from other governmental agencies, public or private entities, or individuals, and to recommend the expenditure of any proceeds toward the accomplishment of its purpose.
Conduct continuing education, research, planning and feasibility studies required to support the purposes stated in this Article.
Work with Town staff to promote and enforce this Article regarding the regulation of planting, protection, preservation and removal of trees and shrubs.

Review by Board of Commissioners

The Board of Commissioners shall have the right to review the conduct, acts and decisions of the Montreat Tree Board. Any person may appeal from any ruling or order of the Montreat Tree Board to the Board of Commissioners, who may hear the matter and make a final decision. The Tree Board shall submit to the Town Council an annual report of its activities and recommendations and shall file with the Town Clerk copies of its minutes and proceedings of its regular and special meetings.

Interference with Tree Board

It shall be unlawful for any person to prevent, delay or interfere with the Montreat Tree Board, or any of its agents, while engaging in the performance of its duties and responsibilities. It shall be unlawful for any Person to prevent, delay or interfere with the Public Works Director or Town employees or agents while engaging in and about the assessment, planting, cultivation,

mulching, pruning, spraying or removing of any Street Trees, Greenspace Trees or trees on Town Property, as authorized in this Article.

Section 3: Administration

For the purposes of carrying out the provisions of this Article, the Public Works Director shall have responsibility and control over all trees and shrubbery planted or growing in or upon Town Property, including public rights-of-way.

The Public Works Director, or agent thereof, shall be responsible for formulating, in conjunction with the Montreat Tree Board, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in Greenspace, within rights-of-way and on Town Property. The Town Tree Plan shall govern the species of trees to be planted and consideration shall be given to the existing and future utility and environmental factors in recommending a specific species for each area. Such plan will be presented to the Board of Commissioners and upon its acceptance and approval shall constitute the official comprehensive Town Tree Plan for the Town.

The Public Works Director and Zoning Administrator, or agent thereof, in conjunction with the Montreat Tree Board, shall have prepared a document entitled, Montreat Tree and Shrub Standards Specification and Detail Manual, which shall contain the guidelines and specifications for tree and shrub planting, care, maintenance, removal and landscape design which shall be adopted by Board of Commissioners and used by developers, landscape architects, designers and the general public in furtherance of the requirements and intent of this Article. The Guidelines shall be reviewed by the Montreat Tree Board at a minimum, every two years, and any revisions to the Guidelines shall be adopted by the Board of Commissioners.

Section 4: Permitting

Permits shall be obtained from the Public Works Director for all activity involving the planting, removal and replacement of trees and shrubs on Town Property, public rights-of-way and Greenspace areas except as noted herein.

The Public Works Director shall review all requests for permits for the planting, removal and replacement of trees and shrubbery on Town Property, including rights-of-way and Greenspace. If the planting, removal or replacement complies with the Guidelines, the Public Works Director shall issue a permit and may attach reasonable conditions or remedies to the permit. If the plans do not comply with the Guidelines, the permit shall be denied.

Before any permit shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of $300,000 for bodily injury and $100,000 property damage indemnifying the Town or any person injured or damaged resulting from the pursuit of such endeavors as described in this Article.

The Town may withhold or withdraw Town issued permits, certificates and other authorizations until such requirements of the permit are met.

During the period of an emergency such as a windstorm, ice storms, tornado, or other Acts of God, the requirements of this Section may be waived by the Town Administrator, Public Works Director or the Board of Commissioners.

Section 5: Public Tree Care

The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, roads, ways, and Town property, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

No person shall remove, destroy, cut, prune or otherwise treat any Street Tree, Greenspace Tree or other tree or shrubbery having its trunk upon any Town Property or right-of-way or contract with another Person to perform such acts without first obtaining a written permit from the Public Works Director except as herein set forth.

No person shall plant or contract with another to plant any tree or shrubbery on any Town Property, except as herein noted, without a permit from the Public Works Director.

Public and private utilities shall submit written specifications for pruning, trenching or grading around trees and shrubbery on Town Property to the Public Works Director for approval. A utility company shall not be required to obtain a permit for routine maintenance operations affecting trees and shrubbery having their trunks upon Town Property so long as such work is done in strict accordance with the Guidelines and specifications as approved by the Public Works Director. A utility company is required to obtain a permit to remove any tree or shrubbery on Town Property. Approved written specifications shall be valid for two years, after which new specifications or a request for an additional two-year extension of the previously approved specifications must be made by the utility company.

The Montreat Tree Board may remove or cause or order to be removed, any Street Tree, Greenspace Tree or other tree or shrub growing on Town Property or part of said tree or shrub, which is in an unsafe condition or which by reason of its nature is injurious to utility lines, water and sewer lines, gas lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. This Section does not prohibit the planting of Street Trees by adjacent property owners providing that the selection and location of such trees is in accordance with the Guidelines for planting developed by the Montreat Tree Board and the property owner has obtained a permit. The Montreat Tree Board, in conjunction with the Public Works Director, has the right to approve any plantings that take place on Town Property, including public rights-of-way.

Section 6: Injuring Trees and Shrubbery

No person shall place or maintain upon the ground upon any Town Property any compacted stone, cement or other impervious matter or substance in such a manner as may obstruct the free access of air and water to the root of any tree or shrubbery. This provision shall not apply to paving, repairing or altering of Town streets, sidewalks, greenways or other Town Property performed by the Town.

No Person shall perform or contract with another to perform construction work (including the operation or storage of equipment or materials) within the drip line of any tree or shrubbery having its trunk on any Town Property without first obtaining a permit from the Public Works Director.

No Person shall attach any object, including, but not limited to, rope, wire, chain or sign, to any tree or shrubbery in or upon any Town Property or to the guard or stake intended for the protection of such tree or shrubbery except for the purpose of protecting it or the public.

Section 7: Planting Plan

For planned developments subject to the provisions of the Montreat Subdivision Ordinance, the property owner or developer desiring to plant trees and shrubbery in or upon Town Property, including rights-of-way, shall, in addition to applying for a permit, submit a planting plan or written statement to the Public Works Director. Planting plans upon Town Property shall accurately show the following:

The proposed street width, together with its pavement, curb, and/or gutter, parking strip and sidewalk areas, to a definite indicated scale.
The location of underground and overhead utilities, all poles and posts, to a definite indicated scale.
The proposed location of each and every proposed tree and shrub, together with the location of each existing tree, shrub, plant or vine within the proposed street right-of-way in scaled relation to the other features to the plan.
The variety, height and caliper, where applicable, of each and every tree and shrub proposed to be planted and of those already existing within the proposed street lines, either indicated on the plan or referenced with a number to a key list.
The distance in feet between the trees and shrubs in any one row.
The nature of the soil in the planting space to a depth of three feet and all existing and proposed surface and subsurface drainage system.

In the case of persons not involved in planned development and who desire to perform small scale landscape plantings on Town Property, written statements in lieu of a planting plan shall contain the same information required on the planting plan. In such a case, a simple letter of intent outlining the location, method and materials, may be submitted.

Section 8: Mitigation of Unsafe Trees on Private Property

The Public Works Director, in conjunction with the Environmental Commissioner of the Montreat Board of Commissioners, may cause or order to be removed any shrub, tree or part thereof on private property which is unsafe, injurious to the public welfare or which, by reason of its nature, is injurious to public improvements or is infested with an injurious fungus, insect or other pest. Hemlock trees infected with Hemlock Wooly Adelgid are exempt from this Section.

The Public Works Director may enter upon private property in the Town to treat or cause or order to be otherwise treated, any shrub or tree infected or infested by any parasite, insect or pest when it shall be necessary to do so to prevent the breeding or scattering of any parasite or animal or plant pest and to prevent danger therefrom to persons or property or to trees growing on Town Property or Greenspace.

Whenever, in the opinion of the Public Works Director and the Environmental Commissioner, the removal of a tree or shrub on private property shall be necessary, under the provisions of this Article, the Public Works Director and Environmental Commissioner shall have the power to remove such tree or shrub or cause or order the same to be done upon notice and an opportunity to be heard by the property owner.

Prior to exercising the authority conferred by this Article, the Public Works Director and Environmental Commissioner shall give the property owner notice and an opportunity to correct the condition by requesting that corrective action be taken. The request shall be in writing to the owner of the property in question and shall be acted upon within 30 days, or a lesser period of time if an imminent threat to life or property exists, from the date of the request. If, after 30 days or such lesser period of time, the owner has not corrected the condition or undertaken action that would lead to a timely correction of the condition, the Public Works Director may enter upon the property, perform the work necessary to correct the condition and bill the owner for the actual costs incurred. In situations involving an imminent threat to the public health, safety or welfare, or to Town Property, the Town may act without prior notification to the property owner but notice shall be given within a reasonable period thereafter.

Section 9: Trees and Shrubbery Abutting Town Property

Trees, shrubbery, flowers, bushes or vines standing in or upon any property abutting Town Property and having branches, limbs, trunks, or other parts projecting onto Town Property shall be maintained by the owner of the property on which such trees, shrubbery, flowers, bushes or vines are growing so as not to interfere with the free and safe passage along the Town right-of-way by pedestrians and vehicular traffic.

If the owner of such property does not keep this growth from trees and other plants from projecting onto Town Property, the Public Works Director may order its removal. The order

shall be in writing to the owner and shall be acted upon within 30 days from the time of the order. If, after 30 days, the owner has not responded or acted to remove the projecting growth from such trees or plants, then the Public Works Director may enter upon the private property to perform the work necessary to correct the condition and bill the owner for the actual costs incurred. In situations deemed by the Public Works Director to constitute an imminent threat to the public health, safety or welfare, or to Town Property, the Public Works Director may act without prior notification to the property owner.

Section 10: Tree Topping

It shall be unlawful as a normal practice, except as described below, for any Person to top any Street Tree, Greenspace Tree, or other tree on Town Property. Topping is defined as the severe cutting back of limbs and trunks to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees that interfere with or are an imminent threat to utility wires or other obstructions where other pruning practices are impractical may be exempted from this Section at the determination of the Montreat Tree Board.

Section 11: Removal of Stumps

All stumps of Street and Greenspace Trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

Section 12: Inspection, Enforcement, Appeal and Penalty

Inspection

The Public Works Director and the Zoning Administrator may periodically inspect areas subject to the provisions of this Article.
If through inspection it is determined that a Person has failed to comply or is no longer in compliance with the provisions of this Article, a notice to comply shall be served upon that Person by registered mail, return receipt requested or by hand delivery from the Public Works Director. The notice shall state the violation and describe those measures necessary to comply with this Article.
The Public Works Director may conduct such investigations as deemed reasonably necessary to carry out the duties as prescribed in this Article and may enter at reasonable times upon private property as defined herein, for the purpose of inspecting trees and shrubbery subject to the provisions of this Article. No person shall refuse entry or access to any authorized representative or agent of the Town who requests entry for the purposes of inspection and who presents appropriate credentials, nor shall any person obstruct, hamper or interfere with such representative while in the process of carrying out official duties.

Notice and Appeal

Any person who violates any provision of this Article shall be notified by the Public Works Director of the specific violation by certified or registered mail, return receipt requested, or by hand delivery. The notice shall set forth the nature of the violation, the measures required to comply with this Article, if compliance is at all practicable, and a reasonable time period within which compliance must be completed.

If any aggrieved person disagrees with a decision of the Public Works Director, such person may request a hearing within ten working days of receipt of the notice of violation. The request must be in writing and directed to the Montreat Tree Board secretary. The secretary shall immediately assemble an appeals board, made up of at least five ~~three~~ members, from among the full membership of the Montreat Tree Board. The chairperson of the Montreat Tree Board shall always serve on the appeals board as the chairperson and shall not vote except to cast the deciding vote in case of a tie. The members to sit on the appeals board shall be selected on a rotating basis. The owners shall have the right to be represented by counsel, and to examine and cross examine witnesses at said hearing. The Town Attorney shall serve as the appeals board's legal advisor during said hearing. The appeals board shall render its written decision within 30 days after the hearing.

The appeals board may modify, amend or revise the appealed decision. The decision of the appeals board shall be served upon the appealing party by registered or certified mail, return receipt requested, or by hand delivery.

If any aggrieved party is dissatisfied with the decision of the appeals board, an appeal may be taken to the Buncombe County Superior Court. Notice of the appeal must be filed within ten working days of receipt of the appeals board's decision. The parties may stipulate that the appeal to the Buncombe County Superior Court shall be a review of the record only. In the absence of a mutual stipulation, the review shall be de novo.

Any aggrieved party may request an injunction to preserve the status quo during the pendency of any appeal in accordance with applicable North Carolina law.

Civil Penalty

Any person violating any provision of this Article shall be subject to the civil penalties found in Chapter L of the Town of Montreat Code of General Ordinances.

Injunctive Relief

Whenever there exists reasonable cause to believe that any Person is violating this Article or the Guidelines or any other standards adopted pursuant to this Article or any term, condition or provision of an approved permit, the Town may, either before or after the institution of any other action or proceeding authorized by this Article, institute a civil action in the name of the Town for a mandatory or prohibitory injunction and an order of abatement demanding the violator to correct the unlawful condition upon or cease the unlawful use of the property.

Definitions to be Added or Amended in Chapter A – General Administration;
Article 1 – Definitions of Words and Phrases

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning:

Caliper – Diameter measurement of the trunk taken six inches above ground level for trees up to and including four-inch-caliper size. Measurements shall be taken twelve inches above the ground for larger trees.

Diseased Tree – A tree affected by a process in which fungi, bacteria, mycoplasms, and viruses are able to invade and infect trees causing poor growth and weak appearance, disruption of plant processes, distortion of certain tree parts and strain or death of the tree.

Diameter Breast Height (DBH) – The diameter of a tree four and one-half feet above the average ground level.

Drip Line – a vertical line running through the outermost portions of the tree crown extending to the ground.

Greenspace Trees – Trees and shrubs found in those areas designated as Greenspace in the Offer of Dedication dated May 12, 1983 from the Mountain Retreat Association to the Town of Montreat.

Guidelines – Montreat Tree and Shrub Standards Specifications and Detail Manual, published by the Public Works Department.

Impervious Cover – Building and structure footprints, areas of pavement, compacted gravel or other compacted areas which by their dense nature do not allow the passage of sufficient oxygen and moisture to support and sustain healthy root growth.

Maintenance – Property cultural practices including pruning, fertilization, pest management, and root system protection. The standards of maintenance are those published by the National Arborists Association.

Paved Area – Any ground surface covered with concrete, asphalt, stone, compacted gravel, brick or other paving material.

Person – A public or private individual, corporation, company, firm, association, trust, estate, commission, board, public or private institution, utility cooperative or other legal entity.

Private Property – Property that is not owned by a federal, state or local government.

Public Works Director – The head of the Town of Montreat Public Works Department or his or her designee.

Replacement – Replacement of dead, dying, diseased, or removed trees with trees of equal or comparable size, species, vigor and health.

Removal – The cutting down of any tree or shrub and all other acts which cause the actual removal or the effective removal through damaging, poisoning or other direct or indirect actions resulting in the death of a tree or shrub.

o) Root Protection Zone- Generally, 18 to 24 inches deep and a radius distance from the trunk of the tree equal to one foot for each one inch of trunk diameter or the outermost drip line of the tree, whichever is greater.

p) Street Trees – Trees and shrubs on land lying within right-of-way on either side of all streets, roads, or ways within the Town.

q) Topping – Any pruning practice that results in the severe cutting back of limbs and trunks to stubs larger than three inches in diameter within the trees crown to such a degree so as to remove the normal canopy and disfigure the tree.

r) Town – The Town of Montreat, North Carolina

s) Town Property – All real property which is owned or leased by the Town or which is maintained by it or any part of any Town right-of-way or for which the Town has a license, easement, or right to use, possess or occupy property.

t) Unsafe Tree – For a tree to be unsafe, one of the following criteria must apply;
(1) A combination of a structural defect and a target.
(a) A structural defect which predisposes the tree to failure; i.e., dead tree, trunk decay, dead branches, V-crotches; and
(b) A target such as a structure, road, walkway, campsite or other area where improvements to property exists or people reside.
(2) A tree that is otherwise structurally sound, but which interferes with the routine activities of people. Interferences include obstructions, sight distance problems for motorists, buckling of sidewalks or greenways, attracting lightning, or interference with utilities.

**TOWN OF MONTREAT**
**FISCAL YEAR _2024-2025_**
**BUDGET AMENDMENT #_5_**

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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, 2025.

**Department(s):** Hurricane Helene – Fund 29

**Purpose:**

- To amend the budget to add Alberto funds ($49,130.95) and allocate to Fund 29.
- To amend the budget to appropriate and add fund balance ($40,000.00) and allocate to Fund 29
- To amend the budget to add Helene donations ($13,125.00) and allocate to Fund 29
- To amend the budget to add amount remaining in Fund 25 (completed) ($43,711.50) and allocate to Fund 29

**Section 1.** To amend the General Fund – Hurricane Helene – Fund 29 as follows:

| Line Item | Account Number | Debit | Credit | Amended Budget |
|---|---|---|---|---|
| To add to Budget: Public Works Expense | 10-5550-572 | | 49,130.95 | 49,130.95 |
| To add to Budget: Misc Revenue | 10-3815-800 | 49,130.95 | | 49,330.95 |
| Reclass to Gen Fund: Misc Revenue | 10-3815-800 | | 49,130.95 | 200.00 |
| Reclass to Gen Fund: State Grant – Alberto | 25-3341-300 | 49,130.95 | | 0 |
| Move to Helene Fund 29: Public Works Expense | 10-5550-572 | 49,130.95 | | 0 |
| Move to Helene Fund 29: Professional Service Exp | 29-5600-040 | | 49,130.95 | 55,313.31 |
| To add to Budget: Fund Balance Appropriated Revenue | 10-3905-900 | | 40,000.00 | 190,000.00 |
| To add to Budget: Public Works Expense | 10-5550-572 | 40,000.00 | | 40,000.00 |
| To Receive in Budget: Unappropriated Fund Bal | 10-2990-000 | 40,000.00 | | 1,072,390.66 |
| To Receive in Budget: Fund Balance Appropriated | 10-3905-900 | | 40,000.00 | 190,000.00 |
| Move to Helene Fund 29: Public Works Expense | 10-5550-572 | | 40,000.00 | 0 |

**TOWN OF MONTREAT**
**FISCAL YEAR _2024-2025_**
**BUDGET AMENDMENT #_5_**

| | | | | |
|---|---|---|---|---|
| Move to Helene Fund 29: Professional Service Exp | 29-5600-040 | 40,000.00 | | 95313.31 |
| To add to Budget: Public Works Expense | 10-5550-572 | | 13,125.00 | 13,125.00 |
| To add to Budget: Contributions – Helene | 10-3300-400 | 13,125.00 | | 0 |
| To Receive in Budget: Contributions - Helene | 10-3300-400 | | 13,125.00 | 236,399.00 |
| To Receive in Budget: Other Receivables | 10-1525-030 | 13,125.00 | | 0 |
| To Move to Fund 29: Public Works Expense | 10-5550-572 | 13,125.00 | | 0 |
| To Move to Fund 29: Professional Service Exp | 29-5600-040 | | 13,125.00 | 108,438.31 |
| To add to Budget: Misc Revenue | 10-3815-800 | 43,711.50 | | 43,911.50 |
| To add to Budget: Public Works Expense | 10-5550-572 | | 43,711.50 | 43,711.50 |
| To Receive in Budget: Misc Revenue | 10-3815-800 | 43,711.50 | | 43,911.50 |
| To Receive in Budget: Reserved Fund | 25-2971-000 | | 43,711.50 | 0 |
| Move to Helene Fund 29: Public Works Expense | 10-5550-572 | 43,711.50 | | |
| Move to Helene Fund 29: Professional Service Exp | 29-5600-040 | | 43,711.50 | 152,149.81 |

Notes: This total of donations for Hurricane Helene reflects donations received through 2/4/25.

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

Rachel L. Edney
Finance Officer

2/5/25
Date

**Section 3.** Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

**Recorded and filed:**

**TOWN OF MONTREAT**
**FISCAL YEAR _2024-2025_**
**BUDGET AMENDMENT #_5_**

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| | |
|---|---|
| Budget Officer/Town Manager | Date |
| Town Clerk | Date |

TOWN OF MONTREAT
FISCAL YEAR _2024-2025_
BUDGET AMENDMENT #_6_

**Grant Project Ordinance for the Town of Montreat Helene Disaster Response and Recovery**

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

**Section 1:** This ordinance is to establish a budget for projects related to the Helene Hurricane Disaster Response (FEMA Disaster 4827) that will be reimbursed by the Federal Emergency Management Agency (FEMA) Public Assistance Program. Through its Public Assistance Program (PA), FEMA provides Federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities. [Although FEMA typically covers 75% of the eligible costs, the federal government has increased the cost share in North Carolina for the Helene disaster to 100% for the first 180 days of the incident period.] Expenses may be eligible for FEMA reimbursement in the following categories:

**Emergency Work**
Category A: Debris Removal -- Expenses related to clearing debris from public property, including roads, parks, and other infrastructure.
Category B: Emergency Protective Measures -- Costs for actions taken to protect public health and safety, such as: search and rescue operations; sheltering and evacuation; and medical care and emergency response.

**Permanent Work**
Category C: Roads and Bridges -- Repairs and restoration of transportation infrastructure, including highways, streets, and bridges.
Category D: Water Control Facilities -- Restoration and repair of drainage systems, levees, and other flood control measures.
Category E: Public Utilities -- Restoration of water, wastewater, electrical systems, and other essential public utilities.
Category F: Parks, Recreational Facilities, and Other -- Repair or replacement of parks, recreational areas, and public spaces.
Category G: Buildings and Equipment -- Repairs or replacements of public buildings, such as schools, community centers, and related equipment.

**Administrative Work**
Category Z: Management Costs -- Administrative costs related to the overall management of disaster response and recovery efforts, which are capped at a certain percentage of eligible project costs.

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**Section 2:** The following amounts are appropriate for the eligible projects and authorized for expenditure:

| Account Code | Project Description | FEMA Category | Cost Object | Appropriation from FEMA Reimbursement Grant | Appropriation from General Fund Revenues |
|---|---|---|---|---|---|
| 29-5600-040 | Professional Services – Project Management Contract | Z | Contract Expense | $65,000 | $0 |
| | **TOTAL** | | | **$65,000** | **$0** |

**Section 4:** The following revenues are anticipated to be available to complete the project:
**FEMA Reimbursement Funds:** $ 65,000
Transfer from General Fund: $ 0

**Total:** **$ 65,000**

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant terms and conditions.

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

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

**Section 8:** This grant project ordinance expires when final FEMA reimbursements are received related to FEMA Disaster 4827.

**Section 9.** I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

*Rachel L. Eddings* 2/10/25

Finance Officer Date

**Section 10.** Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

TOWN OF MONTREAT
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Adopted this _____ day of _____, _____.

**Recorded and filed:**

| | |
|---|---|
| _____ | _____ |
| Budget Officer/Town Manager | Date |
| _____ | _____ |
| Town Clerk | Date |

Sunset Beach Police Department reached out to see if, due to the storm, we were in need of a vehicle they were sending to surplus. I responded that we would be interested in this vehicle.

The vehicle they are offering is a 2017 Ford Explore/Police Interceptor. I will require very little to put it into service.

Our current fleet:

Chiefs - 2013 Ford Explorer

| | | |
|---|---|---|
| Patrol - | 2021 Dodge Durango | 20,2062mi. |
| | 2017 Ford Explorer | 62,486 mi. |
| | 2015 Ford Explorer | 64, 566 mi. |

Due to the nature of our town our vehicles accumulate more idling hours than the mileage reflects. We continue to have problems with the cooling systems on the 2015 Ford Explorer. We had a 2014 Ford Explore that was recently surplused. I am not certain about the reason it was taken out of service. When I came into the position, I made preparations to put this vehicle back into service. This vehicle took on considerable debris to the undercarriage and engine compartment as well as water intrusion from the storm. Due to its age, mileage, and disputed condition along with the potential for unforeseen issues from storm damage this vehicle is not a good candidate for service at this time.

Many studies have shown that when you assign a vehicle to an officer it empowers that officer and their morale. That in general vehicles are better cared for and tend to last longer and remain serviceable with lower long term cost of operation. Accepting this vehicle from the Town of Sunset Beach would allow us to achieve this assignment. This would not include Part Time officers, but they could be easily partnered with full-time staff, so they too use a consistent vehicle and also are more accountable.

Jeffrey B. Eaton
Chief of Police
Town of Montreat

**A RESOLUTION OF THE TOWN OF MONTREAT, NORTH CAROLINA, ACCEPTING THE DONATION OF A 2017 FORD EXPLORER/POLICE INTERCEPTOR FROM THE SUNSET BEACH POLICE DEPARTMENT**

**WHEREAS,** the Town of Montreat, North Carolina (the "Town"), is committed to ensuring the safety and security of its residents through the provision of well-equipped law enforcement resources; and

**WHEREAS,** the Sunset Beach Police Department offered to donate a **2017 Ford Explorer/Police Interceptor** to the Town of Montreat for use by the Montreat Police Department; and

**WHEREAS,** the Town recognizes that the acceptance of this vehicle will enhance the operational capabilities of the Montreat Police Department and provide additional resources for law enforcement services within the community; and

**WHEREAS,** the Town of Montreat expresses its sincere appreciation to the Sunset Beach Police Department for this generous donation; and

**WHEREAS,** the Town Council finds that accepting this donation is in the best interest of the Town and its residents.

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

1. The Town of Montreat formally accepts the donation of the **2017 Ford Explorer/Police Interceptor** from the Sunset Beach Police Department and expresses its gratitude to the Sunset Beach Police Department for their generous contribution to the Montreat Police Department.
2. The Town Manager is authorized to execute any necessary documents to facilitate the transfer of ownership of the vehicle.
3. The Montreat Police Department shall ensure the proper registration, maintenance, and use of the donated vehicle in accordance with Town policies and state regulations.

**Adopted this ___ day of _____, 2025.**

**TOWN OF MONTREAT, NORTH CAROLINA**

_____

Mayor

ATTEST:

_____

Angela Murphy, Town Clerk