Town of Montreat
Board of Commissioners Meeting – Public Forum
April 10, 2025 – 5:30 p.m.
Town Hall

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

Town of Montreat
Board of Commissioners
Town Council Meeting
April 10, 2025 – 6:00 p.m.
Town Hall

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

- March 13th Public Forum Meeting Minutes
- March 13th 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
- March 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. BearWise Discussion

B. Extension of Tax Collections Agreement between Buncombe County & Town of Montreat
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 27-36**
- **Suggested Motion: Move to approve/deny the extension of Tax Collections Agreement between Buncombe County & Town of Montreat effective July 1, 2025**

C. FEMA Update
- **Presenter: Savannah Parrish**

D. Budget Amendment #7
- **Presenter: Savannah Parrish**
- **See Agenda Materials on page 37**
- **Suggested Motion: Move to approve/deny Budget Amendment #7 in the amount of $27,950 to include and appropriate insurance reimbursement funds to purchase a new chipper in the FY 24-25 annual budget**

E. Budget Amendment #8
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 38-39**
- **Suggested Motion: Move to approve/deny Budget Amendment #8 to include/appropriate insurance reimbursement funds ($103,688.58), NC DEQ Bridge Loan ($112,008)(water repairs reimbursement to GF) and Helene Donations ($28,500) to cover salary expenses in Public Works, Streets, and Sanitation and moving the remainder of the funds to Fund 29-Helene**

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, April 17th, 2025, at 10:30 a.m. in Town Hall with Zoom options**
- **Town Offices Closed - Friday, April 18th, 2025, in observance of Good Friday**
- **Board of Adjustment – Thursday, April 24th, 2025, at 5:00 p.m. in Town Hall with Zoom options**
- **Landcare - Wednesday, May 7th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **May Town Council Meeting – Thursday, May 8th at 6:00 p.m. in Town Hall with Zoom options. The Public Forum will begin at 5:30 p.m.**
- **Tree Board - Tuesday, May 13th, 2025, at 9:00 a.m. in Town Hall with Zoom options**
- **Board of Adjustment – Thursday, May 22nd, 2025, at 5:00 p.m. in Town Hall with Zoom options (Tentative)**

XIII. Adjournment

Board of Commissioners - Special Meeting
March 7, 2025 2:00 p.m.
Meeting minutes

Call To Order

Mayor Tim Helms called the special meeting to order at 2:00 p.m. He noted that he was waiting for a quorum to arrive, which happened all at once. Before starting the meeting, Mayor Helms asked everyone to bow their heads for a moment of silence.

Discussion

Mayor Helms explained that this special meeting was called by the commissioners. The purpose was for the staff to provide an update on the status with FEMA and where the town stands. He noted that the only action to be taken during the meeting would be the selection of an engineering firm to handle the engineering work. Mayor Helms then turned the meeting over to Town Manager Savannah Parrish.

Savannah Parrish began by stating that she wanted the tone of the meeting to be informal. She encouraged attendees to interrupt with questions to ensure everyone was up to date. Parrish then asked if anyone had any initial questions about the process or anything they were uncertain about.

In response to a question about the general process, Parrish explained that it involves the public assistance process through FEMA. She and Barry identify all damages on town-owned property, including mudslides, road damage, and water line damage, regardless of whether repairs have been made. They must provide extensive details, including what has been done, what needs to be done, percentage of completion, and GPS coordinates.

Parrish reported that they have identified about 82 separate sites, though some may be combined into single projects. She explained that they submit this information to FEMA, who then uses it to guide the reimbursement process. FEMA writes the identified damages into projects, which the town completes, and then FEMA reimburses them. Parrish noted that this process takes a long time.

Regarding reimbursement, Parrish clarified that FEMA reimburses actual costs in most cases, with the work needing to be completed first. FEMA reimburses 90% of the costs, while the state of North Carolina reimburses the remaining 10%. All funds are funneled through North Carolina Emergency Management.

Commissioner Tom Widmer asked if all 82 projects were expected to be approved. Parrish responded affirmatively but noted that historically, FEMA has not always reimbursed for stream bank damage unless it threatens critical infrastructure. She estimated that about 5 projects involve stream bank damage that aren't tied to other projects.

Parrish then explained the role of Withers Ravenel as consultants, helping with technical paperwork and saving town staff significant time. She noted that their invoices are reimbursable by FEMA.

Mayor Helms mentioned a state loan program for municipalities facing cash flow issues. He explained that the town missed the initial deadline but will have another chance to apply in April. The loan has a symbolic $1 cost and a 5-year repayment term.

Commissioner Widmer inquired about the estimated cost for the 82 projects. Parrish did not provide an exact figure but estimated a conservative range of $12-15 million in damages. She also reported that the town has spent about $800,000 so far on completed work.

Mayor Pro Tem Kitty Fouche asked about land loss due to creek expansion. Parrish acknowledged this issue and explained that some areas are included in their list, while others may require erosion control measures. She noted the complexity of working on stream banks due to floodplain regulations.

Mayor Helms mentioned that he had requested assistance from the Corps of Engineers for creek cleanup.

Parrish then outlined three categories of work: infrastructure repairs and upgrades, environmental restoration, and community planning. She explained the prioritization strategy for road repairs, focusing on intersections and culvert replacements before paving. Parrish shared a preliminary list of town-wide projects, including bridge repairs and culvert replacements.

Discussion ensued about the water system, with Parrish explaining plans to install generators at each well to improve resilience during future events. She also mentioned the need to upsize culverts to prevent water line washouts.

Discussion & Selection of Engineering Firm

Savannah Parrish introduced the topic of selecting an engineering firm. She explained that they sent out a request for qualifications (RFQ) due to the anticipated cost exceeding their $30,000 threshold. Three firms responded to the RFQ: Mattern and Craig, Withers Ravenel, and Civil Design Concepts (CDC).

Parrish provided an overview of each firm's proposal, noting that all three were strong candidates. She mentioned that CDC had previously worked with the town and was familiar with Montreat, while Withers Ravenel was already serving as their disaster recovery consultants.

Commissioners discussed the merits of each firm, with some expressing concerns about past experiences with CDC and Mattern and Craig. Mayor Pro Tem Kitty Fouche expressed a preference for Withers Ravenel due to their disaster relief experience and local engineering team.

After further discussion, Kitty Fouche made a motion to hire Withers Ravenel for the engineering study.

> *Mayor Pro Tem Kitty Fouche moved to hire Withers Ravenel to conduct the engineering study. Commissioner Jane Alexander seconded the motion.*

Commissioner Tom Widmer suggested tabling the decision until the following Thursday to allow for consultation with Barry, the Public Works Director. After some debate, Widmer made a motion to table the decision.

> *Commissioner Tom Widmer moved to table the motion to hire Withers Ravenel until Thursday, March 13th. Commissioner Grant Dasher seconded the motion.*

The motion to table the decision was approved.

Adjournment

Mayor Helms opened the floor for public comments. Jean Norris of 192 Mississippi Road inquired about plans for tributary creeks and sidewalks, emphasizing the importance of ADA accessibility. Tom Frist of 98 Frist Road thanked Savannah Parrish for her presentation and asked about the possibility of adding new projects to the list.

Mayor Helms praised the town staff for their hard work during difficult circumstances and encouraged residents to remember the positive moments during the recovery process.

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

The meeting was adjourned at 2:58 p.m.

_____

Mayor Tim Helms

_____

Angie Murphy, Town Clerk

Board of Commissioners - Public Forum

Meeting minutes – March 13, 2025

Call to Order

Welcome

Mayor Tim Helms called the meeting to order at 5:30 p.m. and welcomed everyone in attendance.

Moment of Silence

Mayor Helms led a moment of silence.

Agenda Adoption

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

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

Public Comments

Katherine Morton Achtemeier expressed concerns about the right-of-way closures requested by Mr. Burns for property owned by Mr. Hitch across from her property on Virginia Road. She outlined three main concerns: 1) Future widening of Virginia Road would be forced to occur on the opposite side, affecting her property and others; 2) Future enhancements to Virginia Road including infrastructure would be limited and forced to occur on the other properties; 3) Closing most of the right-of-way at the intersection of Virginia Road and Alabama Terrace reduces space for enhancing the S-curve and addressing drainage issues. She thanked the commissioners for their service and handling of recent challenges.

Nancy Midgette, 168 Oak Lane and chair of Montreat's Firewise Committee, expressed gratitude for the Black Mountain Fire Chief's attendance. She read a historical letter from 1897 about fire dangers in Montreat. Midgette noted that Montreat Firewise has been recognized for 5 consecutive years by the Fire Prevention Association of North America. She offered the committee's assistance in assessing properties for fire protection and requested residents report hours spent on debris collection to help maintain Montreat's Firewise designation.

Mayor Helms cautioned residents about placing debris for collection, mentioning an incident where an iron rod damaged equipment and nearly injured an employee.

Shirley Mitchell of 201 Harmony Lane commended the Firewise property assessments. She raised concerns about noise from workers' radios and the recent demolition of three structures, questioning why residents were not informed in advance. Town staff clarified that demolition permits were issued and could be inspected via public records request. Mitchell expressed her belief that the town is divided and that more communication from officials could prevent issues.

Ed Kramer, 134 Kanawha Drive and chair of the Tree Board Committee, reported on their recent meeting regarding the Virginia Road request. He stated that committee members had questions and concerns about trees on the site and requested a public hearing be held before approval. Kramer also discussed the fire risk in Montreat and offered the Tree Board's assistance in coordinating volunteers to help residents unable to clear brush from their properties.

Tanner Pickett, 102 Walker Street, Black Mountain, and from the Montreat Retreat Association (MRA) informed attendees about ways to receive updates from the MRA, including signing up for email notifications on their website.

Dr. Mary Standaert of 118 Shenandoah Terrace inquired about the process for the text amendment on the agenda, asking if it went through the Planning and Zoning Commission. Town staff clarified it came directly to the council, which is the usual process for Montreat.

Arrington Cox of 221 North Carolina Terrace alerted residents to bear activity in the area, advising them to bring in feeders and secure trash.

Adjournment

> *Commissioner Mason Blake moved to adjourn the public forum. Commissioner Alexander seconded the motion. The motion passed unanimously.*

Mayor Helms adjourned the public forum at 5:52 p.m.

Board of Commissioners - Town Council Meeting

Meeting minutes for March 13, 2025

Call to Order

Mayor Tim Helms called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. He then asked for a moment of silence before beginning the meeting.

Agenda Adoption

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

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

Mayor's Communications

Mayor Helms had no specific communications to share, but encouraged residents to be patient as the town continues to make progress on various issues. He noted that money is tight currently, and while FEMA funds and grants are being pursued, the town cannot move money from daily operations to address disaster-related needs at this time. He emphasized that as funds become available, progress will continue to be made, though it is a slow process. Mayor Helms mentioned they had just recently received the final funds from Hurricane Alberto, highlighting the lengthy timeline often involved with disaster recovery funding.

Consent Agenda

The consent agenda included the February 13th Public Forum Meeting Minutes and the February 13th Town Council Meeting Minutes. There was no discussion on these items.

Town Manager's Communications

Consent Agenda Review

There was no specific review of the consent agenda items by the Town Manager.

Other Items

There were no other items discussed under Town Manager's Communications.

Administrative Reports

There was no specific discussion on the administrative reports, which included updates from Administration, Planning and Zoning, Police, Public Works and Water, Sanitation, Streets, Finance, and February Building Permits.

Public Comment

Several residents provided comments during this portion of the meeting:

- Wade Burns of 779 Foreman Siding Road, ETJ stated his appreciation for the work of the Tree Board and stated that it should be the decision of the property owner to remove trees from their property. Commissioner Mason Blake advised Mr. Burns that the Tree Board’s concerns earlier were in reference to trees on Town property.

- Letta Jean Taylor of 386 Oklahoma Road announced that Just Economics had released the Asheville Living Wage amount. The current figure is $23.15 which is up from $22.10 from last year. Mrs. Taylor stated that it was her hope that the Commission will consider that amount during the budgeting process. Mrs. Taylor also stated that the Town of Montreat has a committed staff and she would hate to see any of them leave the Town for more money. Mrs. Taylor advised that in the history of the Montreat Commission that those elected had not given away rights-of-way to property owners. Mrs. Taylor stated that the future of Montreat should be considered and those rights-of-ways may be needed for utilities or roadways.

Old Business

Discussion of Engineering Firms

Savannah Parrish, Town Manager, advised that three firms had responded to the Request for Proposals (RFP) to help with disaster recovery efforts anticipated for the town, specifically in areas such as culverts, roads, and stream bank restoration. The three firms that responded to the RFP were Mattern & Craig, Withers Ravenel, and Civil Design Concepts (CDC). Town Manager Parrish referenced the discussion of this matter that was held at the Special Meeting on March 7th, where the initial evaluations and considerations took place.

Mayor Tim Helms noted that a motion was still on the floor from the Special Meeting, as it was tabled to allow for further deliberation. This motion was made by Mayor Pro Tem Kitty Fouche and seconded by Commissioner Tom Widmer. Mayor Helms encouraged the Commission to either engage in further discussion or proceed to the vote.

Commissioner Tom Widmer indicated that he, along with Commissioners Jane Alexander and Mason Blake, took the opportunity to speak directly and separately with Public Works Director Barry Creasman about the qualifications and capabilities of the three firms. Commissioner Widmer conveyed that Mr. Creasman was open to working with any of the firms but felt a particular preference towards CDC due to their quick response and assistance within hours of the flood, demonstrating their reliability and attentiveness during an urgent time.

During discussions, there was mention of Withers Ravenel not having visited the properties to assess the issues firsthand, something that Mr. Creasman, as relayed by Commissioner Widmer, found concerning. Consequently, Town Manager Parrish facilitated a meeting wherein Mr. Creasman and representatives from Withers Ravenel toured the damaged sites. This visit resulted in a productive meeting during which Withers Ravenel presented promising ideas for addressing the damages, showing their potential in executing the recovery tasks effectively.

Savannah Parrish, reflecting on insights from herself and Barry Creasman, affirmed that they would feel comfortable with whichever decision the Board made, as both Withers Ravenel and CDC had particular strengths. While addressing the Commissioners, she noted the specific expertise and integrated disaster management capabilities of Withers Ravenel as being particularly noteworthy.

Commissioner Mason Blake highlighted his assessment of Withers Ravenel’s depth and competence, particularly in stormwater management, a crucial aspect for the town given its current recovery and infrastructure needs. This expertise weighed into the board's decision-making process. However, Blake also highlighted the community-oriented and reactive nature of CDC, especially their swift action following the flood, emphasizing the significance of their support and contributions.

The Commissioners pondered over the potential implications of their choice, deliberating the possibility of not excluding CDC altogether, suggesting instead the offering of projects where CDC’s particular strengths could be maximally utilized, all while acknowledging their exemplary past service to the town.

Overall, the dialogue centered on evaluating which firm's qualifications most closely aligned with Montreat’s immediate and longer-term infrastructure priorities. Ultimately, the discussion reflected a readiness among some Commissioners to support Withers Ravenel, given their comprehensive plan and specialized expertise in stormwater management, which was seen as aligning directly with the town’s current disaster recovery needs. Factors such as past performance, immediate post-disaster responsiveness, and the ability to meet Montreat’s long-term infrastructure goals were crucial in shaping the Commissioners' attitudes towards the prospective selection.

Commissioner Mason Blake moved to table the discussion until Item G under New Business. Commissioner Jane Alexander seconded. The motion carried unanimously.

New Business

Fire Safety Presentation from Black Mountain Fire Department

Deputy Chief Jimmy Bingham addressed the council and residents regarding fire safety, following the significant storm damage inflicted by Hurricane Helene. He shared that an estimated 89,440 acres of forest land in Buncombe County suffered some level of damage during the storm, with McDowell and Buncombe counties sustaining the most damage in western North Carolina. He noted that 78% of the damage was on private property, 21% on public lands like U.S. Forest Service areas, and 1% on park lands, emphasizing the widespread impact.

Bingham voiced concerns about the downed trees, particularly on south-facing slopes where the damage was more severe. Noting that south-facing slopes typically experience drier conditions, Bingham warned that the fallen timber would contribute to increased fire risk, particularly as it dries. This material, categorized as "1000-hour fuels" due to the time it takes to adjust to moisture changes, poses significant challenges for firefighting efforts.

Deputy Chief Bingham urged residents to enhance defensible spaces around their properties as part of participating in the Firewise program. He defined defensible spaces as areas around homes that are kept clear of flammable materials to reduce the risk of spreading fires. Highlighting a recent incident in December near Mississippi Road where a power line issue sparked a fire that quickly spread, Bingham demonstrated the urgency of these precautions.

Moreover, Bingham mentioned that on a single day recently, the area experienced nine fires, underscoring the dry conditions. He pointed out potential fire hazards such as vehicle fires on Old Fort Mountain and improper disposal of cigarettes. Bingham also encouraged community involvement in the Firewise program, emphasizing its significance for both resident safety and firefighter efficiency.

Bingham highlighted the recently updated area hydrant maps accessible via the department's mobile devices, showcasing the department’s efforts to maintain vital safety infrastructure. He described how the hydrants are tested and maintained regularly, ensuring the department is well-prepared for emergencies.

Fielding questions from residents, Bingham explained that dry conditions amplify fire risks and suggested residents monitor Black Mountain’s social media for announcements about burn bans and fire safety tips, especially for renters who may be unaware of local regulations. He concluded by stressing the importance of cautious behavior given current fire risks, urging the community to work together to maintain safety.

Consideration of Setting a Public Hearing: Closing & Removing from Dedication a Portion of Virginia Road and Solid Green Area North of PIN#071075992300000

Kayla DiCristina, the Zoning Administrator, presented detailed information regarding a right-of-way closure request involving segments of Virginia Road and an adjacent solid green area. She outlined the stipulated closure process as prescribed by state statute NCGS 160A-299, which involves offering a draft resolution and conducting a public hearing, subject to statutory notice requirements.

The closure request encompassed three distinct areas: two portions located along the southern and eastern sides bordering the Hitch property on Virginia Road and the third in the solid green right-of-way to the property's north. DiCristina elaborated that the applicants intended the closures to facilitate an extension to their existing dwelling, additional parking accommodations, and replacement of a decaying retaining wall, comprising old railroad ties, within the designated Virginia Road right-of-way.

Ground-level photographs featured throughout the presentation depicted the area's topography, including an intersection curve where Virginia Road turns northward, showcasing the constraining landscape. Property lines and existing infrastructural elements, such as gravel pathways, further contextualized the closure's anticipated impact on neighboring properties.

Upon examination, the commissioners raised concerns regarding the future implications of the closure for potential road expansions or infrastructural enhancements, as well as vehicles' ingress and egress, specifically considering properties like 208 Virginia Road. While the applicant's narrative aimed to emphasize improvements and resolve existing decay, the commissioners noted that the proposal lacked substantial communal advantage, which prompted discussions on whether the applicant could still effectively achieve their goals without the closure. Notably, commissioners highlighted the possibility of the applicant pursuing

alternative measures such as a variance for their proposed construction modifications, given precedent for granting variance applications in Montreat.

> *Commissioner Blake articulated a motion to deny adopting the resolution to vacate the requested right-of-way, emphasizing the absence of tangible benefits to Montreat, citing adverse effects on future road redesigns, and underscoring that the applicant's development ambitions could proceed without the closure. His motion was seconded by Commissioner Alexander. Following deliberation, the motion passed unanimously.*

Throughout their decision-making process, the Commissioners underscored the importance of maintaining the integrity of public lands and right-of-ways in Montreat, highlighting the potential need for these areas in future urban planning and infrastructure projects. Their refusal was rooted in a policy to preserve public land unless compelling municipal advantages were evident, which, in this instance, were not deemed sufficient to justify the closure.

Text Amendment TA-2024-05 Public Hearing

Kayla DiCristina, the Zoning Administrator for the Town of Montreat, presented information on a proposed text amendment, labeled TA-2024-05, to the town's stormwater ordinance. This amendment was initiated by a property owner who sought to clarify exemptions from the existing ordinance. The owner approached DiCristina in 2024 about constructing an addition on the eastern side of an existing structure, which predates both the zoning and stormwater ordinances. DiCristina noted the presence of a stream on the property, invoking a 30-foot built-upon area buffer requirement stipulated by the stormwater ordinance.

DiCristina outlined various alternatives previously suggested to the property owner, including moving the proposed addition to the western side of the structure, cantilevering it over the buffer area, seeking a stream determination from the North Carolina Department of Environmental Quality of Water Resources, or applying for this text amendment. The option pursued by the applicant was the text amendment.

During the presentation, DiCristina elaborated on the ordinance, detailing the specific exemptions listed in Section 303 which currently includes agricultural activities typically uncommon in Montreat. Despite this, the ordinance did not provide variances under its existing framework. The commissioners considered how other local municipalities handled similar ordinances and exemptions.

Public comments revealed differing opinions. Some residents expressed concern over modifying a town-wide ordinance to address an individual property concern. Suggestions were made to allow further review by the Planning and Zoning Commission, ensuring any ordinance changes benefitted the broader community. Commissioners acknowledged the applicant's concerns but emphasized the importance of a comprehensive review.

In the discussion that followed, the commissioners deliberated on how best to address the applicant's situation without impacting the integrity of Montreat's stringent stormwater regulations. Ultimately, the decision was made to deny the text amendment as it was presented but to refer the issue to the Planning and Zoning Commission. The Commission was tasked with reviewing the ordinance thoroughly and considering potential changes that support the town's principles without being overly burdensome to individual property owners.

Commissioner Widmer formally moved to deny the existing text amendment while also initiating a referral to the Planning and Zoning Commission to conduct a broader review of the ordinance and explore possible accommodations for individual hardships within the stormwater framework. Commissioner Blake seconded this motion, recognizing the need for a thoughtful balance between individual property rights and community-wide environmental protections. The motion carried unanimously, reflecting the Board's commitment to diligent and fair governance.

TA-2024-05 Adoption Ordinance

This item was addressed in conjunction with the previous agenda item.

Water Rate Fee Schedule Changes

Commissioner Widmer explained proposed changes to the water rate fee schedule language. The changes aimed to clarify the timing for reviewing institutional water rates, specifying the use of calendar year data rather than fiscal year data for consumption calculations.

Commissioner Widmer moved to adopt the amended water rate fee schedule changes as presented. Commissioner Alexander seconded the motion. The motion passed unanimously.

Resolution #25-03-0001 Memorandum of Understanding

Town Manager Savannah Parrish presented a resolution to adopt a memorandum of understanding between the town and the Metropolitan Planning Organization (MPO). She explained this was a housekeeping item to confirm the town's continued participation in the MPO and support for its authority in transportation planning.

Commissioner Blake moved to adopt Resolution 25-03-0001. Commissioner Widmer seconded the motion. The motion passed unanimously.

Selection of Engineering Firm

The commissioners revisited the selection of an engineering firm for disaster recovery projects. After discussion and consideration of qualifications, the board voted to select Withers Ravenel as the town's engineering firm.

Commissioner Alexander moved to adopt Withers Ravenel as the town's engineering firm. The motion was seconded (seconder not specified). The motion passed unanimously.

Public Comment

Wade Burns provided additional context regarding the Virginia Road right-of-way closure request, explaining some of the applicant's intentions and offers that were not previously discussed.

Eric Nichols expressed support for the commissioners' decision to deny the right-of-way vacation, stating that it would have benefited only a few at the expense of all citizens.

Dr. Mary Standaert thanked the commissioners for their difficult decisions and shared a personal anecdote about exploring the town's fire hydrants with her grandson.

Commissioner Communications

Commissioner Alexander thanked the public for their attendance and engagement.

Commissioner Widmer highlighted the extensive law enforcement experience of Chief Jeff Eaton and Captain Tim Bradley, noting their combined 60+ years of experience and the respect the Montreat Police Department now receives from other jurisdictions.

Dates to Remember

Mayor Helms announced several upcoming meeting dates for various town committees and boards:

- The Montreat Cottagers Membership Voting Procedure Review Committee will meet on Thursday, March 25th at 2:00 p.m. in the Town Hall, with a Zoom option available for those unable to attend in person.
- The Board of Adjustment meeting originally scheduled for Thursday, March 27th has been canceled.
- Landcare will meet on Wednesday, April 2nd at 9:00 a.m. in the Town Hall, with a Zoom option for remote participation.
- The Tree Board's meeting is scheduled for Tuesday, April 8th at 9:00 a.m. in the Town Hall.
- The April Town Council Meeting is set for Thursday, April 10th at 6:00 p.m., preceded by a Public Forum at 5:30 p.m., providing an opportunity for community engagement and discussion.
- The Planning and Zoning Commission will hold its meeting on Thursday, April 17th, 2025, at 10:30 a.m. in the Town Hall.
- The Town Offices will be closed on Friday, April 18th, in observance of Good Friday.
- The Board of Adjustment is scheduled to meet again on Thursday, April 24th, 2025, at 5:00 p.m. in the Town Hall.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Blake seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:44.

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 March 2025

Monthly Statistics	2024	2025
Public Meetings	8	0
Public Records Requests Processed	4	0
Water Bills Processed & Mailed	686	651
Water Bills Processed & Emailed	11	57
Leak Adjustments	2	2
Sunshine List Messages	20	9
Website Posts	20	9
Social Media Posts	0	9

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 March 2025

Monthly Statistics	2024	2025
Building Permits Issued	5	16
Pending Building Permits	0	3
Building Inspections Performed	27	29
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 March 2025

Monthly Statistics	2024	2025
Public Trees Removed	16	1
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	5	0

Comments

0

Staff Communitactions:

0

TOWN OF MONTREAT
NORTH CAROLINA

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ADMINISTRATIVE REPORTS:
POLICE DEPARTMENT

Police Department report for the month of March 2025

Monthly Statistics	**2024**	**2025**
Assist Fire Dept (APD)	0	1
Assist EOC	0	4
Drug Call	0	1
Sexual Assault	0	1
#REF!	#REF!	#REF!
Contact Public	0	5
Direct Traffic	0	1
Domestic Disturbance	0	2
#REF!	#REF!	#REF!
Found Property (BCSD)	0	3
Loud Noise	0	1
#REF!	#REF!	#REF!
Follow Up Investigation	0	3
Investigate_BCSD	0	2
Locked Vehicle (BCSD)	0	2
Meet With (BCSD)	0	1
Improper Parking	0	1
Wildlife	0	2
Motor Vehicle Accident	0	1
Suspicious Person	0	2
Suspicious Vehicle	0	5
Security Check BCSD	0	5
Traffic Stop	0	35
Standby	0	1

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

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ADMINISTRATIVE REPORTS:
WATER AND PUBLIC WORKS

Water and Public Works report for the month of March 2025

Monthly Statistics	2024	2025
Calls for Service	44	25
Water Leaks Repaired	2	1
New Water Lines Installed	0	0
Water Meter Replacements	35	2
Gallons of Water Produced	2,914,084	2,727,431
Hours Pumped (11 wells combined)	1,613	1,650
Water Samples Taken	1	1

Comments
0

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ADMINISTRATIVE REPORTS:
SANITATION

Sanitation Department report for the month of March 2025

Monthly Statistics	2024	2025
Tons of Curbside Trash Collected	14.34	9.45
Tons of Curbside Recycling Collected	3.8	3
Unique Curbside Sanitation Stops	1760	2125
Special Pickup Stops	0	5
Bagged Leaf Pickup	171	343
Brush Pickup (cubic yards)	4 Loads	24 Loads
Hauling Fees	3574.4	6527.65
Tipping Fees	1033.64	839.25
Dumpster Rental Fees	460.26	134.64
Convenience Center Usage-Trash	0	10.31
Convenience Center Usage-Recycle	0	3

Comments:
We would like to remind folks to please be aware of what is placed in their brush for removal each week. Please don't place any steel such as steel bars,weaths with steelwire frames or anything similar. This material will severely damage our equipment causing costly repairs and could also cause harm to the operator and any bystander.

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

ADMINISTRATIVE REPORTS:
ZONING ADMINISTRATION

Zonning Administration report for the month of March 2025

Monthly Statistics	2024	2025
Approved Zoning Permits	0	2
Denied Zoning Permits	0	0
Pending Zoning Permits	4	4
Variance/Interpretation Granted	0	0
Special Use Permits Granted	0	0
Permit Extensions Granted	0	0
Notice of Violations	0	0

Comments
0

Montreat PD

Mar 2025 Number of Events by Nature Code

Total # of Calls	96

# of Calls	Nature Description
35	TRAFFIC STOP
5	SECURITY CHECK(BCSD)
5	SUSPICIOUS VEHICLE
5	CONTACT PUBLIC
4	ASSIST EOC
4	ASSIST MOTORIST
3	DEBRIS BLOCKING ROAD
3	FOLLOW UP INVESTIGATION
3	FOUND PROPERTY (BCSD)
2	INVESTIGATE _____(BCSD)
2	LOCKED VEHICLE(BCSD)
2	ANIMAL PROBLEM
2	SUSPICIOUS PERSON
2	DOMESTIC DISTURBANCE
2	WELFARE CHECK
2	WILDLIFE
1	DRUG CALL
1	SEXUAL ASSAULT
1	STANDBY
1	TRAFFIC SIGNAL OUT (APD)
1	LOUD NOISE
1	MEET WITH _____(BCSD)
1	MENTAL SUBJECT
1	MVA PD
1	GUN DISCHARGE
1	IMPROPER PARKING
1	DIRECT TRAFFIC
1	ASSIST FIRE DEPT (APD)
1	ASSIST OFFICER

1	BCSD ASSISTANCE REQUESTED
1	CHECK BUSINESS

TOWN OF MONTREAT
NORTH CAROLINA

FINANCIAL REPORT

March 2025 - MONTH 9 OF FISCAL YEAR 2024-2025

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,779,211.45	2,084,408.59	75.00%	2,502,368.41	90.04%	417,959.82
WATER FUND	30	423,744.00	317,808.00	75.00%	303,174.55	71.55%	(14,633.45)
TOTAL REVENUES GENERAL & WATER FUNDS		**3,202,955.45**	**2,402,216.59**	**75.00%**	**2,805,542.96**	**87.59%**	**403,326.37**

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	54,791.00	41,093.25	75.00%	50,768.98	92.66%	(9,675.73)
ADMINISTRATION	10	513,430.00	385,072.50	75.00%	417,779.05	81.37%	(32,706.55)
PUBLIC BUILDINGS	10	128,353.00	96,264.75	75.00%	41,041.73	31.98%	55,223.02
POLICE	10	475,950.00	356,962.50	75.00%	331,240.53	69.60%	25,721.97
BUILDING AND ZONING	10	101,900.00	76,425.00	75.00%	66,764.94	65.52%	9,660.06
PUBLIC WORKS	10	703,324.45	527,493.34	75.00%	675,992.14	96.11%	(148,498.80)
STREET	10	557,267.00	417,950.25	75.00%	474,930.17	85.22%	(56,979.92)
SANITATION	10	220,146.00	165,109.50	75.00%	171,108.27	77.72%	(5,998.77)
ENVIRON,CONS,REC	10	24,050.00	18,037.50	75.00%	21,197.49	88.14%	(3,159.99)
TOTAL EXPENSES GENERAL FUND		**2,779,211.45**	**2,084,408.59**	**75.00%**	**2,250,823.30**	**80.99%**	**(166,414.71)**

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
WATER	30	423,744.00	317,808.00	75.00%	225,608.37	53.24%	92,199.63
TOTAL EXPENSES WATER FUND		**423,744.00**	**317,808.00**	**75.00%**	**225,608.37**	**53.24%**	**92,199.63**
TOTAL EXPENSES GENERAL & WATER FUNDS		**$3,202,955.45**	**$2,402,216.59**	**75.00%**	**$2,476,431.67**	**77.32%**	**($74,215.08)**

GENERAL FUND INCOME/LOSS - YTD	**$251,545.11**
WATER FUND INCOME/LOSS - YTD	**$77,566.18**
NET INCOME - YTD 2025	**$329,111.29**

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	221,590.50	0.00		100.00%
LANDCARE	26	122,435.24	0.00	1,073.16	121,362.08		0.88%
AMERICAN RESCUE PLAN ACT	28	277,266.78	0.00	277,266.78	0.00		100.00%
Hurricane Helene	29	907,241.45	8,834.44	811,495.53	104,580.36		
TOTAL SPECIAL PROJECTS		**$ 1,528,533.97**	**$ 8,834.44**	**$ 1,311,425.97**	**$ 225,942.44**		85.80%

TOWN OF MONTREAT
NORTH CAROLINA

Tax Receipts

Date of Deposit	Dec-23	Dec-24	% +/-	Jan-24	Jan-25	% +/-	Feb-24	Feb-25	% +/-	Mar-24	Mar-25	% +/-
AdVal/RMV	293,841.04	298,581.86	1.59%	350,152.84	415,257.27	15.68%	298,947.79	247,023.30	-21.02%	35,133.24	33,162.73	-5.94%
Sales	50,334.71	44,719.23	-12.56%	51,506.29	44,323.60	-16.21%	52,797.91	51,905.25	-1.72%	58,003.45	57,136.33	-1.52%
Solid Waste (Quarterly)							203.89	199.24	-2.33%			
Utility Fran (Quarterly)	26,453.45	31,727.74 QE 9/30/24	16.62%							26,038.43	25,954.36 QE12/31/24	-0.32%
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

March Permits Issued

Permit Number	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS	Fee Amount
6104	3/3/2025	Joel Barker	603 Upward Way	mech/elect	heat pump c/o	no			Stan Willet HVAC	$100
6105	3/4/2025	Lucile Jackson	109 Westminster	bldg	roof truss replac	no			Butler Construction Inc	NA
6106	3/5/2025	Tamie Herin	145 Mississippi Rd	elect/plumb/mecl	water heater c/o	no			TP Howards	$ 100
6107	3/5/2025	Sam Herin	145 Mississippi Rd	bldg	foundation/foot repair	no			PK Construction	$ 100
6108	3/11/2025	Sarah Balsley	205 Harmony Ln	mech/elect	heat pump c/o	no			Thompson Mechnical	$100
6109	3/13/2025	Mark Hopkins	206 Harmony LN	bldg	resi reno/additions	yes	$ 444,996			$ 3,340
6110	3/13/2025	Mike Sebesta	336 Florida Terrace	bldg	new home construct	yes	$ 13,010,000		Sineath Construction	$ 2,457
6111	3/13/2025	Sam Fisher	148 Mississippi Rd	bldg	resid repairs/helene	no	$ 8,000		Davies David LTD	NA
6112	3/14/2025	Montreat College	310 Gaither Circle	mech	conduit to generator	no			TP Howards	$ 100
6113	3/17/2025	Austin Ayscue	131 Mecklanburg Cir	plum	repairs	no			All About Plumbing	$ 200
6114	3/17/2025	Lewis Roeling	103 Shenandoah Terr	mech/elect	HPCO	no			Morris Heating & Cooling	$ 100
6115	3/25/2025	Montreat Conference Center	303 Lookout Road	mech/elect	hvac	no			Osteen & Lemmons	$ 100
6116	3/25/2025	Montreat Conference Center	300 Community Center C	mech/elect	hvac	no			Osteen & Lemmons	$ 100
6117	3/25/2025	Carlton Wilde	419 West Virginia Terr	bldg	storm damage repairs	no	$ 100,000		Sineath Construction	na
6118	3/26/2025	Morgan Family Properties	201 Alabama Terr	bldg	storm damage repairs	no	$ 32,000		Swtichbank Construction LLC	na
6119	3/27/2025	Montreat College	310 Gaither Circle	elect/gas	20kw generator install	no			Wayne Gryder	$ 200

STATE OF NORTH CAROLINA
COUNTY OF BUNCOMBE

EXTENSION OF TAX COLLECTIONS AGREEMENT

This Extension of Tax Collections Agreement made and entered into effective as of July 1, 2025 by and between County of Buncombe, a political subdivision of the State of North Carolina (hereinafter sometimes "County") and the Town of Montreat, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter sometimes referred to herein as "Town") collectively herein sometimes referred to as the "Parties."

Witnesseth:

Whereas, on or about January 29, 2019 the Parties entered into a tax collections agreement "(Agreement") pursuant to N.C. Gen. Stat. § 153A-445 and Article 20 of Chapter 160A of the North Carolina General Statutes in order to jointly exercise any function which they have been granted the power to exercise alone and to enter into contracts or agreements to specify the details of these joint undertakings;

Whereas, the Agreement provides that the County will bill and collect both the County and Town taxes upon the terms and conditions set forth therein for a Three (3) year period beginning July 1, 2019 and ending June 30, 2022; and

Whereas, the parties amended and/or extended the Agreement as follows:

a. July 2022 – Extension 07/01/2022 through 06/30/25;
b. September 2023 – Addendum to replace paragraph 9 and add sections 21 through 26; and

Whereas, as provided in the Agreement, the Parties desire to extend the Agreement and any prior Addendums for an additional term of three (3) years.

Now Therefore, in consideration of the mutual covenants of the parties hereto and for the purposes aforesaid, it is hereby agreed between the County and Town as follows:

A. That as provided in paragraph 2 of the Agreement, the Parties agree to extend the Agreement for a new term of three (3) years beginning July 1, 2025 and ending June 30, 2028.

B. The individual signatories below have the expressed and implied authority on behalf of their respective Boards to execute this Agreement. The Parties may

execute this Agreement in separate counterparts and the execution of a copy shall have the same effect as the execution of an original. Such execution may be by facsimile or PDF attachment to an email.

C. That each and every other of the terms and conditions of the said original Agreement remain in full force and effect except as modified herein.

{Signatures on Following Pages}

IN WITNESS WHEREOF, the parties have executed this Extension of Tax Collections Agreement a

of the day and year set forth below.

BUNCOMBE COUNTY

By:_____

Avril M. Pinder, County Manager

ATTEST:

_____

Sarah Scarnecchia, Clerk to the Board

Town of Montreat

By:_____

ATTEST:

_____

Town Clerk

This instrument has been preaudited
in the manner required by The Local
Government Budget and Fiscal Control Act

_____

Name:

Finance Officer, Town of Montreat

STATE OF NORTH CAROLINA
COUNTY OF BUNCOMBE

EXTENSION OF TAX COLLECTIONS AGREEMENT

This Extension of Tax Collections Agreement made and entered into effective as of July 1, 2022 by and between County of Buncombe, a political subdivision of the State of North Carolina (hereinafter sometimes "County") and the Town of Montreat, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter sometimes referred to herein as "City") collectively herein sometimes referred to as the "Parties."

Witnesseth:

Whereas, on or about May 10, 2019 the Parties entered into a tax collections agreement "(Agreement") pursuant to General Statutes 153A-445 and Article 20 of Chapter 160A of the North Carolina General Statutes in order to jointly exercise any function which they have been granted the power to exercise alone and to enter into contracts or agreements to specify the details of these joint undertakings;

Whereas, the Agreement provides that the County will bill and collect both the County and Town taxes upon the terms and conditions set forth therein for a Three (3) year period beginning July 1, 2019 and ending June 30, 2022; and

Whereas, as provided in the Agreement, the Parties desire to extend the Agreement for an additional term of three (3) years.

Now Therefore, in consideration of the mutual covenants of the parties hereto and for the purposes aforesaid, it is hereby agreed between the County and Town as follows:

A. That as provided in paragraph 2 of the Agreement, the Parties agree to extend the Agreement for a new term of three (3) years beginning July 1, 2022 and ending June 30, 2025.

B. The individual signatories below have the expressed and implied authority on behalf of their respective Boards to execute this Agreement. The Parties may execute this Agreement in separate counterparts and the execution of a copy shall have the same effect as the execution of an original. Such execution may be by facsimile or PDF attachment to an email.

C. That each and every other of the terms and conditions of the said original Agreement remain in full force and effect except as modified herein.

{Signatures on Following Pages}

IN WITNESS WHEREOF, the parties have executed this Extension of Tax Collections Agreement as of the day and year set forth below.

BUNCOMBE COUNTY

By: _____
Avril M. Pinder, County Manager 5/20/2022

ATTEST:

_____
Lamar Joyner, Clerk to the Board

TOWN OF MONTREAT

By: _____ - Mayor

_____

_____

TOWN OF MONTREAT CORPORATE SEAL NORTH CAROLINA

ATTEST:

_____
_____, Town Clerk

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act

_____
Name:
Finance Officer, Town of Montreat

NORTH CAROLINA

BUNCOMBE COUNTY

THIS AGREEMENT, made and entered into this 10th day of May, 2019, by and between the COUNTY OF BUNCOMBE, a political subdivision of the State of North Carolina, (hereinafter sometimes referred to as "County") and the TOWN OF MONTREAT, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter sometimes referred to as "Town");

WITNESSETH:

WHEREAS, the County and the Town have power pursuant to General Statutes 153A-445 and Article 20 of Chapter 160A of the North Carolina General Statutes to jointly exercise any function which they have been granted the power to exercise alone and to enter into contracts or agreements to specify the details of these joint undertakings; and

WHEREAS, the parties feel that it would be to their mutual advantage as well as the advantage of all citizens of the County and Town for the County to bill and collect both the County and Town taxes upon the terms and conditions hereinafter set out.

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto and for the purposes aforesaid, it is hereby agreed between the County and Town as follows:

1. This agreement shall cover the collection of taxes for a Three (3) year period beginning July 1, 2019 and ending June 30, 2022.

2. Unless sooner terminated as herein provided, the parties hereto may extend this Agreement for successive terms of three (3) years each provided such extensions are agreed to between the parties in writing.

3. That during the term of this agreement Buncombe County will bill and collect for the Town its real estate, business personal, personal property taxes, including the Town's fee charged for motor vehicles licensed within the Town, any taxes related to motor vehicles, and, subject to the provisions set forth below, any lien for special assessments made and confirmed by the Town (collectively "Town taxes"); provided, however, the parties hereto understand that the County must comply with applicable limitations on use of remedies as same are prescribed in GS §105-378.

4. That should the Town make any special assessments as authorized by Ch. 160A of the General Statutes then the Town shall make the following accommodations for County's collection of such special assessments:
    a. Town shall provide County with at least 90 days advance notice of the date the Town anticipates that it will confirm any assessment roll;

resolution to forgo collection of ad valorem tax bills that do not exceed five dollars ($5.00) pursuant to G.S. 105-321(f). It is also understood the Town agrees to adopt a resolution regarding small overpayments and underpayments of one dollar or less ($1.00) pursuant to G.S. 105-357(c).

10. That the Buncombe County Tax Collector shall maintain records showing the amount of taxes assessed and collected for the County separate and apart from the amount of taxes assessed and collected for the Town and other taxing units.

11. That insofar as practical and permitted by law, all steps in the collection of County and Town taxes shall be combined to the end that the consolidation of the two tax collecting departments shall be given the full scope authorized by law, and in this connection, the Town delegates to the County its authority to collect, compromise and settle disputed tax claims.

12. That only one bill shall be mailed to the taxpayer owing taxes to both of the taxing units, except for any motor vehicle tax, which is separately billed. In the event of a partial payment on such consolidated tax bill, the amount of such payment shall be proportionately credited against taxes due each unit.

13. The tax records relating to taxes due to the Town shall be available to the Town, its agents and employees at all reasonable times.

14. That the Buncombe County Tax Collector shall have full power and authority to collect taxes due the Town by any legal means and to perform any and all other duties imposed by law upon the Town Tax Collector with respect to Town taxes.

15. That with respect to delinquent tax items due both the County and Town, the Buncombe County Tax Collector may cause actions to be brought for foreclosure of said tax liens in the name of the County, or both the Town and the County. If taxes are delinquent to one of the taxing units and not to the other, tax collection measures may be brought in the name of the unit to which the taxes are due.

16. That penalties and interest collected from a taxpayer and discounts allowed to a taxpayer shall be properly apportioned between the County and the Town where the same taxpayer makes payments on property taxable by both units.

17. That the County shall make available to the Town analysis of each year's levy when it is compiled. The analysis may include billing scrolls by name, by parcel identification number and by tax value, Top 10 (ten) delinquent taxpayers list, TR-2 value report, Motor Vehicle reports, etc.

18. That either party may terminate this Agreement effective at the end of the then current fiscal year by giving the other party written notice of termination of agreement on or before January 31 of any tax year covered by this Agreement.

19. Amendments to this agreement shall be effective only when reduced to writing and adopted in the same manner as this Agreement is required to be adopted.

SIGNATURE PAGE 1 OF 2 TO AGREEMENT BETWEEN BUNCOMBE COUNTY AND TOWN OF MONTREAT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their corporate names by their duly authorized officers, all by authority of their governing bodies of each of their taxing units duly adopted, this the day and year first above written.

BUNCOMBE COUNTY

By: Brownie Newman
Brownie Newman, Chairman
Board of County Commissioners

ATTEST:

Lamar Joyner, Clerk to the Board

STATE OF NORTH CAROLINA

COUNTY OF BUNCOMBE

I, Lynette Smith, Notary Public for said County and State, has personal knowledge of the identity of Lamar Joyner, and hereby certifies that said Lamar Joyner, Clerk to the Board, personally appeared before me this day and acknowledged that he is Clerk to the Board of Commissioners of County of Buncombe and that Brownie Newman is the Chairman of the Board of Commissioners of Buncombe County, and that by authority duly given and as the act of the County of Buncombe, the foregoing instrument was signed in its name by said Chairman, sealed with its official seal, and voluntarily attested to by himself as its Clerk as the act and deed of the County of Buncombe, all by authority duly given by its governing body.

Witness my hand and notarial seal, this the 16th day of July, 2019.

Notary Public Lynette Smith

My commission expires 5/18/2024

LYNNETTE SMITH NOTARY PUBLIC BUNCOMBE COUNTY, NC

Contract Status Tracking Form

Department/Program: Tax Collections

Supplier Name: Town of Montreat

Description: Tax Collection Agreement

Contract Administrator: Jennifer Pike 828 250 4961

Start & End Date (including potential renewals): July 1 2019 - July 2022

Contract Value: $0 ☐ This is a Contract Renewal

Department Level Certification

The Contract Administrator above certifies that:

☐ This Contract ☐ complies with or, ☑ is not affected by, North Carolina bidding requirements (Procurement).

☐ Sufficient funds have been appropriated as confirmed by Budget Manager/designee: _____ (initial)

☐ Administrator has consulted Legal for initial review or ☑ Legal Review not required (explain why below).

DRAFTED BY MICHAEL FRUE

☐ This Contract has been pre-audited or ☑ pre-audit is not required (i.e. contract will be obligated by P.O.)

☑ This Contract has been signed by the other party.

Comments (include concerns raised by Purchasing, Budget, Legal (Legal will consult Risk as needed), or others):

Signature of Contract Administrator: _____ Date: 6/28/2019

Signature of Dept. Head (if not Contract Administrator): _____ Date: _____

Final Legal Review

The undersigned county staff attorney does hereby certify that after a final review, this Contract appears ready for the Board Chair, the County Manager, or the appropriate designee's signature.

This the 16TH day of JULY, 2019.

J. Brandon Freeman

J. BRANDON FREEMAN

Comments: _____

TOWN OF MONTREAT
FISCAL YEAR 2024-2025
BUDGET AMENDMENT #7

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): Sanitation

Purpose:

- To include and appropriate insurance reimbursement funds for damaged chipper to purchase a new chipper in the Fiscal year 24-25 budget.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Add to Budget: Insurance Recovery Proceeds	10-3850-800		$27,950	$52,950
Capital Outlay	10-5800-730	$27,950		$48,950
Receive Funds in Budget: Misc Revenue	10-3815-800	$27,950		0
Insurance Recovery Proceeds	10-4200-331		$27,950	0

Notes: This total reflects the amount that we received from the insurance company to cover the loss of the original chipper.

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

Rachel L. Eddings _____ 4/3/25 _____

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:

_____ _____

Budget Officer/Town Manager Date

_____ _____

Town Clerk Date

TOWN OF MONTREAT
FISCAL YEAR 2024-2025
BUDGET AMENDMENT #8

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): General Fund – Fund 29 – Water Fund

Purpose:

- To include and appropriate: insurance reimbursement funds ($103,688.58), NC DEQ Bridge Loan ($112,008) (water repairs reimbursement to General Fund) and Helene Donations ($28,500) to cover salary expenses in Public Works, Streets, and Sanitation and moving the remainder of the funds to Fund 29 - Helene

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Add to Budget: Insurance Recovery Proceeds	10-3850-800		$103,688.58	$156,638.58
Salaries & Wages	10-5550-020		$18,700	$97,300
Retirement Expense	10-5550-070		$3,700	$18,400
Salaries & Wages	10-5600-020		$15,400	$111,900
FICA Expense	10-5600-050		$960	$8,360
Retirement Expense	10-5600-070		$3,100	$21,100
Salaries & Wages	10-5800-020		$8,000	$55,600
FICA Expense	10-5800-050		$290	$3,990
Retirement Expense	10-5800-070		$1,710	10,610
Materials	10-5550-752		$51,828.58	$596,070.03
Contributions – Helene	10-3300-400		$28,500	$264,899
Materials	10-5550-752		$28,500	$624,570.03
NC DEQ Loan	30-2010-060		$112,008	$112,008
Materials	10-5550-752		$112,008	$112,008
Receive Funds in Budget: Misc Revenue	10-3815-800	$28,500		0
Contributions – Helene	10-3300-400		$28,500	0
Materials	10-5550-752		$28,500	0
Materials	29-5550-752	$28,500		$28,500
Materials	10-5550-752		$51,828.58	0
Materials	29-5550-752	$51,828.58		$80,328.58
Materials	10-5550-752		$112,008	0
Materials	29-5550-752	$112,008		$192,336.58

TOWN OF MONTREAT
FISCAL YEAR 2024-2025
BUDGET AMENDMENT #8

Notes: The insurance reimbursement funds are what we have received for Town Hall repairs. The $28,500 in Helene donations is the final amount to this date that we have received in donations for Helene Recovery totaling $268,164.

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

Rachel L. Eddings _____ 4/4/25 _____

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:

_____ _____

Budget Officer/Town Manager Date

_____ _____

Town Clerk Date