Town of Montreat
Board of Commissioners Meeting – Public Forum
October 9, 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
October 9, 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

- September 11th Public Forum Meeting Minutes
- September 11th Town Council Meeting Minutes

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

V. Town Manager's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

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

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. Order of Collection
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages**
- **Suggested Motion: Move to approve/deny Order of Collection**

B. Appointment of Angie Murphy as Tax Collector
- **Presenter: Savannah Parrish**
- **Agenda Materials on pages**
- **Suggested Motion: Move to appoint/not appoint Angie Murphy as Tax Collector**
- **Oath of Office: Administered by Mayor Tim Helms**

C. Proclamation of Domestic Violence Prevention and Awareness Month
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages**
- **Suggested Motion: Move to approve/deny Proclamation #25-10-0001 and declare October Domestic Violence Awareness Month in Montreat**

D. Budget Amendment #3
- **Presenter: Savannah Parrish**
- **See Agenda Materials on page**
- **Suggested Motion: Move to approve/deny Budget Amendment #3 to include in budget and appropriate DST Cashflow loan ($65,471.62) to Fund 29 Hurricane 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

- **Special Meeting – Board of Commissioners – Friday, October 10th, 2025, at 10:00 a.m. in Town Hall with Zoom options**
- **Tree Board - Tuesday, October 14th, 2025, at 9:00 a.m. in Town Hall with Zoom options**

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

XIII. Closed Session

- **Suggested Motion: Move to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of personnel matters.**

XIV. Adjournment

Board of Commissioners - Public Forum Meeting
September 11, 2025, 5:30 p.m.
Meeting Minutes

Board of Commissioners in Attendance:
Commissioner Jane Alexander
Commissioner Mason Blake
Commissioner Grant Dasher
Mayor Tim Helms
Commissioner Tom Widmer

Board of Commissioners Absent:
Mayor Pro Tem Kitty Fouche

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

Call to Order

Mayor Tim Helms called the meeting to order on Thursday, September 11, 2025, at 5:30 PM in Montreat, NC. The meeting began with a moment of silence in remembrance of those who lost their lives on September 11, 2001.

Agenda Adoption

> Commissioner Tom Widmer moved to adopt the agenda as presented. Commissioner Jane Alexander seconded the motion. The motion carried unanimously.

Public Comments

Mari Gramling of 216 Alabama Terrace spoke in favor of the Lookout Road Bridge proposal that would be the Commission at the regular meeting. She mentioned that she had been part of the preparation for the proposal, though Nancy Thomas was the spearhead. She offered to answer any questions about the proposal.

Town Manager Savannah Parrish provided a brief FEMA update. She reported that the town had received its second reimbursement earlier in the week for $6,002.50. She also mentioned that there was an outstanding check due to the town for over $100,000 that she had been expecting for about three weeks. Ms. Parrish noted that the focus was now moving to the road projects, and that the water system project had been obligated, meaning those funds were now guaranteed. She expressed satisfaction with the consultants and the guidance they were providing.

Mayor Helms commented on the quality of work being done on Shenandoah Terrace, specifically noting the installation of guardrails that "might actually stop a vehicle now."

Commissioner Tom Widmer asked if the road projects had been obligated as well. Town Manager Parrish responded that parts of the project were obligated, specifically the portions that had already been physically paved. The rest of the roads were still in project review, but she believed they were "on the downhill slide" from there.

Wade Burns of 779 Forman Siding Road spoke about his upcoming case for conditional zoning on his house in the ETJ. He explained that one of the issues involved a 30-foot setback from a stream. Mr. Burns stated that they had built a demonstration project that would show that changing the 30-foot setback requirement on smaller lots was "bad engineering." He requested that the full Council walk his property at the appropriate time to understand the engineering that had been put in place. Mr. Burns also asked whether, since his case had been sent back from Superior Court, any conversations he might have with commissioners would need to be publicly noticed.

Commissioner Mason Blake mentioned that he thought paving was supposed to start in August. Ms. Parrish advised that the paving company was blaming calendar issues on a new scheduler. Ms. Parrish also stated that Town Staff does not seem to get a clear answer on when the pavers will be back in Town but will work this week to apply pressure for an answer.

Adjournment

Commissioner Jane Alexander moved to adjourn the meeting. Commissioner Dasher seconded the motion. The motion carried unanimously. The meeting was adjourned at 5:41 p.m.

_____ _____

Tim Helms, Mayor Angie Murphy, Town Clerk

Board of Commissioners – Town Council
September 11, 2025, 6:00 p.m.
Meeting Minutes

Board of Commissioners in Attendance:
Mayor Tim Helms
Commissioner Jane Alexander
Commissioner Mason Blake
Commissioner Grant Dasher
Commissioner Tom Widmer

Board of Commissioners Absent:
Mayor Pro Tem Kitty Fouche

Town Staff in Attendance:
Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Rachel Eddings, Finance Officer
Jeff Eaton, Police Chief
Brandon Freeman, Town Attorney

Members of the Public in Attendance:
Approximately 15 people

Call to Order
The meeting was reconvened at 6:00 PM with the Pledge of Allegiance and a moment of silence in remembrance of those who lost their lives on September 11, 2001.

Agenda Adoption
Commissioner Widmer moved to adopt the agenda as presented. Commissioner Dasher seconded the motion. The motion carried unanimously.

Mayor's Communications
Mayor Helms acknowledged the approaching one-year anniversary of Hurricane Helene and thanked town staff, including the police department, administration, grounds crew, and maintenance people for their ongoing work. He noted that it would take time to complete all the repairs needed and asked for patience and understanding.

Town Manager’s Communications

Town Manager Savannah Parrish presented the consent agenda, which included the August 11th public forum meeting minutes and the August 11th town council meeting minutes. She mentioned that she had spoken at the Montreat Wednesday event the previous day.

Administrative Reports

Mayor Helms noted that commissioners had received the administrative report, planning and zoning report, public works and water sanitation report, streets report, finance report, August building permits, and the police report.

Commissioner Widmer commented on the water situation, referencing a story in the August 29th Montreat Minute about a broken waterline that was affecting a resident's yard. He described how the public works team found the leak, which was putting out approximately 300 gallons of water per hour (about 2,600,000 gallons per year) into the ground. He encouraged residents to report any unusual water in their yards so it could be tested.

Public Comment

Ellen Henschen of 215 North Carolina Terrace expressed her gratitude for the recent installation of stop signs and no parking signs on various streets across Montreat, citing them as beneficial for both pedestrians and drivers. However, she raised concerns regarding additional areas needing attention. Specifically, she requested consideration for stop signs at the intersection of North Carolina Terrace, Virginia Road, and West Virginia Terrace, citing difficulty in spotting cars coming up the hill from the inn on North Carolina. Additionally, she advocated for no parking signs at the juncture of North Carolina and Georgia Terrace, where parked vehicles obstruct the view of approaching traffic from the post office up the hill, and on North Carolina Terrace near the intersection with Virginia and West Virginia.

Dean Carter of 340 Texas Road shared his continuing concerns about safety issues on Texas Road between Community Circle and Lookout Drive. He noted that the situation seemed to have worsened, especially with the return of clubs and during drop-off, lunch, and pick-up times for children. Mr. Carter explained that his house is situated at the top of a hill, with 42 steps down to street level, and that he has no clear view of traffic approaching from the Lookout Road direction. Despite installing a convex mirror, he remarked that the visibility remained inadequate, prompting his concern for his family's safety, including that of his grandchildren.

Review of the Montreat Police Department Community Survey

Commissioner Widmer presented the results of the Montreat Police Department community survey, which was conducted between July 30th and August 13th. He reported that there were 291 respondents, 91% of whom were property owners. Full-time residents made up 44.8% of respondents, while 55% were part-time residents. Nearly 80% of respondents were over the age of 55, and 61% were over 65.

The first question asked respondents to identify the top three public safety issues in Montreat. Traffic, speeding, and hazardous driving were identified as the top concerns, with 114 out of 265 first responses mentioning these issues. Wildlife encounters and safety (particularly bears) ranked second with 131 total comments across all three response options. Pedestrian and walking safety ranked third.

When asked to rate the importance of specific issues, walking safety received the highest weighted average score of 4.5 out of 5, followed by speeding on Montreat streets at 4.15. Commissioner Widmer noted the interesting reversal from the first question, where traffic issues had ranked first and walking safety second.

Regarding concerns about other issues, catastrophic events received the highest weighted average score of 3.97, followed by black bear issues at 3.69. Commissioner Widmer pointed out that these scores were significantly lower than those for the traffic-related issues.

The survey also asked about satisfaction with the Montreat Police Department. Commissioner Widmer reported that 44.1% of respondents were very satisfied with the presence and visibility of police officers, while 43.1%

were satisfied, for a combined satisfaction rate of 87.2%. Similarly, 37.85% of respondents were extremely confident in the police department for the town's public safety, and 49.6% were very confident, for a combined confidence rating of 87.3%.

When asked how safe they feel living in Montreat, an overwhelming majority of respondents indicated they feel very safe. Commissioner Widmer encouraged people to read the comments associated with this question, noting that many mentioned the "one way in, one way out" nature of Montreat and the vigilance of neighbors as contributing factors to the sense of safety.

The final question asked what more residents would like from the Montreat Police Department. The most frequent category of responses concerned resident engagement and communication, with suggestions including seminars on safety topics, periodic updates through the Montreat Minute, clarity about enforcement actions, and more personal contact with residents.

Commissioner Widmer acknowledged that the idea for the survey came from Chief Jeff Eaton, who had been in his position for almost a year and wanted to know what was going well and what needed improvement.

Town Manager Parrish outlined plans to follow up on the survey results, including community meetings where residents could speak directly with the police chief and staff, more public engagement events like the recent CPR class, and implementation of a "coffee with a cop" program. She invited residents to consider hosting such events.

Mayor Helms thanked Chief Eaton for his work.

Lookout Road Bridge Proposal

Town Manager Parrish presented a proposal to restore the Lookout Road bridge to its original 1916 design, which she described as the "Montreat style." She explained that because FEMA would only pay to restore the bridge as it was before Hurricane Helene, private donations would be required for this project. She noted that anonymous donors had already secured funding for the Lookout Road Bridge.

The proposal requested that the parapets (sidewall sections) be constructed to replicate the original round river rock designs built by Dr. RC Anderson. Ms. Parrish read portions of the proposal, which described how the original parapets featured a central arch flanked by large round columns with domed tops. The proposal noted that Barry Creasman, Public Works Director, had already addressed the strength of the substructures of all six bridge sites shortly after Hurricane Helene.

> *Commissioner Jane Alexander moved to approve the Lookout Road bridge proposal and to authorize the town manager to undertake all steps necessary to affect the same, including the acceptance of donations and the allocations of funds. Commissioner Mason Blake seconded the motion. The motion carried unanimously.*

During discussion, Commissioner Widmer confirmed that this motion was just for the Lookout Bridge, and Town Manager Parrish clarified that if the group wanted to continue with other bridges, they would need to secure additional funds and return to the Council.

Commissioner Blake expressed enthusiasm for the project, calling it a "terrific idea" and "a real addition to Montreat." Mayor Helms expressed gratitude to the donor and for the suggestion, noting that "Montreat is a special place, and we've got a lot of unique things here and that's one of them."

Appointment of Interim Zoning Administrator

Town Manager Parrish recommended the appointment of Alexis Baker as interim zoning administrator. She explained that the town was working with Land of Sky Regional Council on a temporary basis while continuing to search for the right permanent fit. Ms. Parrish described Ms. Baker as knowledgeable, experienced, and having great customer service skills.

> *Commissioner Blake moved to appoint Alexis Baker as the interim zoning administrator. Commissioner Dasher seconded the motion. The motion carried unanimously.*

Budget Amendment

Town Manager Parrish presented a budget amendment to appropriate $79,654.91 from the second round of cash flow loans from the state, plus $31,183.75 in donations, for a total of $110,838.66 to be moved into Fund 29 for recovery.

> *Commissioner Widmer moved to appropriate the DST cash flow loan in the amount of $79,654.91 and other Helene donations in the amount of $31,183.75 for a total of $110,838.66. Commissioner Alexander seconded the motion. The motion carried unanimously.*

Debt Write Off

Town Manager Parrish explained that the town cannot send debt older than three years to debt collection, and that such debt needed to be written off. She noted that this had not been done in many years, making the accounts cluttered. The debt in question consisted of unpaid water bills dating back to 2015, totaling $7,224.60.

> *Commissioner Dasher moved to approve the debt write off. Commissioner Blake seconded the motion. The motion carried unanimously.*

During discussion, Commissioner Blake asked about the policy for collecting past due water bills. Town Manager Parrish stated that a formal policy needed to be put in place and that she and Rachel had discussed doing this by resolution of the Council. She confirmed that the town still cuts off water service when bills are not paid, and that staff were attempting to contact everyone for whom they still had contact information about outstanding debts.

Round 3 Cash Flow Loan Agreement

Town Manager Parrish presented a third round of interest-free cash flow loans from the state in the amount of $65,471.62. She explained that this was to help with cash flow issues while waiting for FEMA reimbursements, and that the terms would be the same as the previous loans.

> *Commissioner Dasher moved to approve the Round 3 cash flow loan agreement in the amount of $65,471.62. Commissioner Whitmer seconded the motion. The motion carried unanimously.*

During discussion, Commissioner Widmer asked about the amount of the first loan, which was confirmed to be $127,161.00.

Public Comments

No public comments were offered during this portion of the meeting.

Commissioner Communications

Commissioner Blake thanked Commissioner Widmer for his work on the police department survey, noting that he "spent a lot of time on that survey and he's really a wizard at that and really brings a lot of talent to this town that he shares with us."

Commissioner Widmer mentioned that this was the second-highest response rate of the 12 or 13 surveys conducted since he had been on the commission, with only the bear survey receiving more responses.

Town Manager Parrish announced that Montreat Trivia Night would be held on September 18 at 7 PM in the Town Hall. She explained that Maggie Elliott and Jan Swetenburg had been working on this event, which would be a fundraiser for the beautification of Town Hall and landscaping around the building. A suggested donation of $10 at the door was mentioned.

Mayor Helms reviewed upcoming dates to remember:

- Montreat Trivia Night: September 18, 7 PM
- Board of Adjustment: September 25, 5 PM, Town Hall

- Land Care: October 1, 9 AM, Town Hall
- October Town Council Meeting: October 9, 5:30 PM for the forum, 6 PM for the regular meeting
- Tree Board: October 14, 9 AM, Town Hall
- Planning and Zoning Commission: October 18, 10:30 AM, Town Hall
- Board of Adjustment: October 23, 5 PM, Town Hall

He noted that Zoom options would be available for most meetings except for Trivia Night.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Alexander seconded the motion. The motion carried unanimously.

_____ _____

Tim Helms, Mayor Angie Murphy, Town Clerk

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

ADMINISTRATIVE REPORTS:
ADMINISTRATION

Town Administration report for the month of September 2025

Monthly Statistics	2024	2025
Public Meetings	NA	5
Public Records Requests Processed	NA	3
Water Bills Processed & Mailed	NA	634
Water Bills Processed & Emailed	NA	83
Leak Adjustments	NA	1
Sunshine List Messages	NA	14
Website Posts	NA	14
Social Media Posts	NA	14

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 September 2025

Monthly Statistics	2024	2025
Building Permits Issued	NA	6
Pending Building Permits	NA	0
Building Inspections Performed	NA	0 by T.O.M
Stop Work Order Issued	NA	0
Defective Building Posted	NA	0
Denied Building Permits	NA	0
Fire Inspections Performed	NA	0
Fire Re-Inspections Performed	NA	0
Fire Permits Issued	NA	0

Comments

0

Staff Communications

0

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ADMINISTRATIVE REPORTS:
STREETS

Streets Department report for the month of September 2025

Monthly Statistics	2024	2025
Public Trees Removed	0	2
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	0	4

Comments

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

Staff Communitactions:

0

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ADMINISTRATIVE REPORTS:
WATER AND PUBLIC WORKS

Water and Public Works report for the month of September 2025

Monthly Statistics	2024	2025
Calls for Service	0	43
Water Leaks Repaired	0	1
New Water Lines Installed	0	0
Water Meter Replacements	0	0
Gallons of Water Produced	-	2,125,716
Hours Pumped (11 wells combined)	0	1,670
Water Samples Taken	0	1

Comments

No numbers for 2024 due to Tropical storm.

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ADMINISTRATIVE REPORTS:
SANITATION

Sanitation Department report for the month of September 2025

Monthly Statistics	2024	2025
Tons of Curbside Trash Collected	0	5.33
Tons of Curbside Recycling Collected	0	0.92
Unique Curbside Sanitation Stops	0	2125
Special Pickup Stops	0	12
Bagged Leaf Pickup	0	89
Brush Pickup (cubic yards)	0	4 Loads
Hauling Fees	0	6014.65
Tipping Fees	0	1352
Dumpster Rental Fees	0	450.52
Convenience Center Usage-Trash	0	9.96
Convenience Center Usage-Recycle	0	2,35

Comments:

No numbers for 2024 due to Tropical Storm.

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ADMINISTRATIVE REPORTS:
ZONING ADMINISTRATION

Zonning Administration report for the month of Septembe 2025

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

Comments
0

TOWN OF MONTREAT
NORTH CAROLINA

Tax Receipts

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

NOTES:

AdVal Tax is received the month after the tax is collected

RMV Tax is received two months after the tax is collected

Sales Tax is received three months after the tax is collected

TOWN OF MONTREAT
NORTH CAROLINA

FINANCIAL REPORT

September 2025 - MONTH 3 OF FISCAL YEAR 2025-2026

REVENUES

Fund	Fund #	Original Budget	Current Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,077,915.00	2,154,615.00	538,653.75	25.00%	465,896.03	21.62%	(72,757.72)
WATER FUND	30	424,900.00	424,900.00	106,225.00	25.00%	109,527.26	25.78%	3,302.26
TOTAL REVENUES GENERAL & WATER FUNDS		**2,502,815.00**	**2,579,515.00**	**644,878.75**	**25.00%**	**575,423.29**	**22.31%**	(69,455.46)

EXPENSES

Dept Name	Fund #	Original Budget	Current Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	53,222.00	53,222.00	13,305.50	25.00%	9,928.19	18.65%	3,377.31
ADMINISTRATION	10	560,714.00	560,714.00	140,178.50	25.00%	152,049.58	27.12%	(11,871.08)
PUBLIC BUILDINGS	10	128,097.00	128,097.00	32,024.25	25.00%	39,844.83	31.11%	(7,820.58)
POLICE	10	539,521.00	539,521.00	134,880.25	25.00%	121,874.46	22.59%	13,005.79
BUILDING AND ZONING	10	99,900.00	99,900.00	24,975.00	25.00%	15,120.50	15.14%	9,854.50
PUBLIC WORKS	10	152,142.00	152,142.00	38,035.50	25.00%	38,409.54	25.25%	(374.04)
STREET	10	313,369.00	390,069.00	97,517.25	25.00%	66,632.63	17.08%	30,884.62
SANITATION	10	208,900.00	208,900.00	52,225.00	25.00%	62,895.08	30.11%	(10,670.08)
ENVIRON,CONS,REC	10	22,050.00	22,050.00	5,512.50	25.00%	6,435.62	29.19%	(923.12)
TOTAL EXPENSES GENERAL FUND		2,077,915.00	**2,154,615.00**	**538,653.75**	**25.00%**	**513,190.43**	**23.82%**	**25,463.32**

Dept Name	Fund #	Original Budget	Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
WATER	30	424,900.00	424,900.00	106,225.00	25.00%	56,842.22	13.38%	49,382.78
TOTAL EXPENSES WATER FUND		424,900.00	**424,900.00**	**106,225.00**	**25.00%**	**56,842.22**	**13.38%**	**49,382.78**
TOTAL EXPENSES GENERAL & WATER FUNDS			**$2,579,515.00**	**$644,878.75**	**25.00%**	**$570,032.65**	**22.10%**	**$74,846.10**

GENERAL FUND INCOME/LOSS - YTD	**($47,294.40)**
WATER FUND INCOME/LOSS - YTD	**$52,685.04**
NET INCOME - YTD 2026	**$5,390.64**

SPECIAL PROJECTS

Project	Fund #		Budget	This Month Actual	Amount Spent To Date	Balance Remaining		% Spent
LANDCARE	26		121,487.08	0.00	0.00	121,487.08		0.00%
Hurricane Helene - Prof. Services	29		100,000.00	9,640.00	49,987.10	50,012.90		
Helene Consultants	29		65,000.00	0.00	34,941.33	30,058.67		
Helene Materials	29		77,587.18	21,554.90	31,159.54	46,427.64		
TOTAL SPECIAL PROJECTS			**$ 364,074.26**	**$ 31,194.90**	**$ 116,087.97**	**$ 247,986.29**		31.89%

September Building Permits

6188	9/2/2025	Samuel Cook	224 Tennessee Rd	bldg	resid remodel	n	$ 35,000		Brian Holt	$670
6189	9/3/2025	Clint Wilson	135 John Know	bldg	retaining walls	n	$ 331,000		ER Walls	$ 1,986
6190	9/3/2025	Mike Sebesta	336 Florida Terrace	bldg	retaining walls	n	$13,000		Simply Stone	$ 100
6191	9/3/2025	John Knox Walkup	508 SC Terrace	electrical	electrical upgrades/additions	n	$ 7,835		Blk Mtn Handyman	$ 200
6192	9/4/2025	Steve Aceto	121 Kanawha Dr	bldg	residential addition	n	$ 5,000		Robert Davis	$ 200
6193	9/5/2025	Parks Dibble	406 & 408 Appalachian Way	electrical	install radiant heaters	n			Steve Gilliland Elect	$ 100

Montreat Police Department
Monthly Statistics - September 2025

# of Calls	Call Nature
50	Admin / Maintenance
2	Alarm
2	Assist EOC
2	Assist Motorist
11	Assist Other Agency
1	Civil Disturbance
5	Community Outreach
11	Contact Public
1	Debris Blocking Roadway
1	Direct Traffic
1	Follow Up Investigation
10	Foot Patrol
6	Improper Parking
7	Investigate
2	Loud Noise
89	Property Check
4	Suspicious Person
14	Traffic Enforcement
39	Traffic Stop
1	Welfare Check

259 **Total # of Calls**

Montreat

Fiscal Year 2025 Property Tax

Net Levy	Collected	Uncollected	Percent Collected
$1,274,892.80	$1,273,883.44	$1,009.36	99.92%

Regular Levy Prior Year Collections in Fiscal Year 2025

Tax Year	Levy Due	Collected	Uncollected
2023	1,221.46	821.57	399.89
2022	340.97	-	340.97
2021	152.16	-	152.16
2020	171.04	-	171.04
2019	97.78	-	97.78
2018	98.07	-	98.07
2017	98.40	-	98.40
2016	-	-	-
2015	-	-	-
2014	-	-	-

Regular Levy 2025 Prepaid Amount Collected: $ 34.38

Pursuant to NCGS § 105-321, ORDER OF COLLECTION

State of North Carolina
Town of Montreat

To the Tax Collector of Town of Montreat and by delegated authority, the Tax Collector for Buncombe County:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Buncombe County Tax Department and the Information Technology Office and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Montreat, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law. Tax records for the Town of Montreat are delivered to you for collection. You are further authorized to call upon the Sheriff to levy upon and sell personal property under execution for the payment of taxes.

Witness my hand and official seal, this ____ day of _____, 2025

_____(Seal)
Timothy Helms, Mayor
Town of Montreat

Attest:

_____
Angie Murphy, Clerk
Town of Montreat



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Coates' Canons NC Local Government Law

County Tax Collectors and City Taxes

Published: 04/13/23

Author Name: Chris Mclaughlin

It's increasingly common for county tax collectors to collect taxes for municipalities in their counties. Five years ago I discussed in this blog post how interlocal agreements can authorize these arrangements. Below, I dive a bit more deeply into the details on how such agreements should be crafted. Many thanks to the collectors who responded to my query on the Ptax listserv (to which you should subscribe if you are not already—click here).

Appointment as Municipal Tax Collector

G.S. 105-349 requires every local government that levies property taxes to appoint a tax collector. It makes no exceptions for governments that contract with other governments for tax collection services. If a local government fails to appoint a tax collector, then technically no one has the authority to use the collection remedies available under the Machinery Act (attachment, levy, foreclosure) for that local government's property taxes.

My informal survey via Ptax suggests that this requirement is being ignored by many (most?) municipalities that rely on their counties for property tax collection. About 90% of the county tax collectors who responded to my query reported that they have not been appointed municipal tax collector despite being contractually obligated to collect municipal taxes.

However, a handful of county tax collectors said that the interlocal agreements between their counties and the towns specifically appointed them as municipal tax collectors through a provision like this:

The Tax Collector of the County is, by this Agreement, appointed as the Tax Collector for the Town, for same term under which they serve as County Tax Collector. This Agreement and appointment as Town Tax Collector shall apply to any subsequently appointed County Tax Collector. All duties of the Town

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Tax Collector for the collection of the taxes, fees and assessments to be collected by the County, pursuant to N.C.G.S. §105-349 through 378, are transferred to the County Tax Collector, including Settlements as provided in N.C.G.S. §105-373.

Note the language referring to term of the municipal tax collector, which was not included in the sample agreements shared with me by county tax collectors. I think the appointment as municipal tax collector must reference a term for that appointment, given that the Machinery Act requires that all local government tax collectors be appointed for specific terms during which they can be removed from office only for "good cause."

If your interlocal agreements do not contain a similar appointment provision, I recommend you add one. Alternatively, the county could ask the municipal board to adopt a resolution to the same effect. Either way, the county tax collector should also take the oath required for the municipal tax collector position. G.S. 105-349(g). That oath could be done separately for each municipality for which the collector is responsible, or it could be done once with an oath that lists the county and all of those municipalities.

Remember the Limitation on Holding Multiple Offices

The state constitution (Art. VI, Sect. 9) generally prohibits one individual from holding more than one appointed or elected office. However, the appoint provision for tax collectors (G.S. 105-349(e)) permits an appointed tax collector to hold one additional appointed or elected office. As a result, it is permissible for the county tax collector to also be appointed tax collector by a single municipality. But if the county tax collector also serves as the county assessor (usually under the title "tax administrator"), then appointing that person as tax collector for a municipality would violates the two-office limitation created by G.S. 105-349(e). That limitation would also be violated if a county tax collector were appointed as municipal tax collector by more than one municipality. The best solution in

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those situations is probably for the municipality to appoint one its own employees as tax collector and then have the board order that individual to delegate all of their collection responsibilities to the county tax collector.

Bonding

If a county tax collector is also responsible for municipal taxes, their bond must cover both county and municipal taxes. G.S. 105-349(c). The interlocal agreement should require the tax collector to obtain a separate bond to cover municipal taxes or modify the collector's existing bond to do so. It's probably best for the town to cover the cost of that new or modified bond, although that issue can be negotiated between the parties.

While the Machinery Act leaves the specific amount of the bond up to the governing board, it does state that no tax collector shall be permitted to collect any taxes not covered by their bond. I think this means that a tax collector's bond must be large enough to cover the full tax levy for which they are responsible, including the county tax levy plus the levies for all of the municipalities for which they are responsible. That's big money for larger counties and could make for an expensive bond. One tax collector told me that his bond covers only the amount of cash that is reasonably expected to be handled by his office in a given day. I'd be interested in hearing more about the bond amounts for tax collectors; please email me (mclaughlin@sog.unc.edu) if you are willing to share the details of your bond.

Annual Order of Collection

Technically a tax collector has no authority to use enforced collections for a given tax levy unless and until they are ordered to collect those taxes under G.S. 105-321(b). This order must happen annually for each new tax levy. If you are collecting a municipality's taxes, you should ask that governing board to issue an order of collection to you each spring or summer just as your board of commissioners does for county taxes.

Municipality to Mirror County Tax Resolutions

The county tax collector's life will be much less complicated if municipal taxes are governed by the same optional collection procedures the county applies to its own taxes. Accordingly, the interlocal agreement should obligate the municipality to adopt resolutions that mirror county resolutions

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concerning discounts under G.S. 105-360(c), the lack of an obligation to collect minimal taxes ($5 and less) under G.S. 105-321(f), and the authority to apply overpayments of up to $15 to the following year's taxes under G.S. 105-321(g).

Refunds & Releases

I don't think the municipality may delegate to the county the authority to rule on requests for refunds or releases of municipal taxes. As a result, the county tax collector must obtain from the municipality's governing board approval of any municipal property tax refund or release under G.S. 105-381 just as the collector gets approval from the board of commissioners for refunds or releases of county taxes. Remember that a governing board may delegate authority to approve small refunds and releases (<$100) to that government's unit's attorney, finance officer, or manager. But that authority cannot be delegated to officials from another unit of government.

Many tax collectors obtain after-the-fact approval for routine refunds and releases (overpayments, double listings, etc.) from their boards via the consent calendar at the next board meeting. This approach seems low risk, but tax collectors should always get clear instructions from their boards (both county and municipal) on when and how they want to review and act on refunds and releases.

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TOWN OF MONTREAT
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TOWN OF MONTREAT

OATH OF TAX COLLECTOR

"I, Angela M. Murphy, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Tax Collector of the Town of Montreat, North Carolina, and that I will not allow my actions as tax collector to be influenced by personal or political friendships or obligations, so help me God."

This the _____ day of _____, 2025.

_____
Angela M. Murphy

_____
Tim Helms, Mayor

_____
Savannah Parrish, Town Manager

TOWN OF MONTREAT
NORTH CAROLINA

TOWN OF MONTREAT
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Proclamation #25-10-0001 of Domestic Violence Prevention and Awareness Month

Whereas: Domestic violence is a serious crime that violates an individual's security and humanity due to the systematic use of emotional, psychological, physical, sexual, and economic control;

Whereas: An average of 24 people per minute experience rape, physical violence, and/or stalking by an intimate partner in the United States, more than 12 million people over the course of a single year;

Whereas: The problems of domestic violence are not confined to any specific groups of people, but can happen to anyone regardless of racial or ethnic identity, sexual orientation, education level, socio-economic status, gender identity, or religious beliefs, and these problems are sustained by societal indifference;

Whereas: Intersecting layers of vulnerability due to race, ethnicity, gender identity, sexual orientation, age, ability, religion/spirituality, citizenship status, and spoken language, in the context of American society, make it easier for abusers to isolate, control, and create and sustain power over survivors with marginalized identities;

Whereas: Children who grow up witnessing domestic violence in their homes are deeply impacted and are more likely to have trouble in school, more likely to perpetuate and be victimized by violence themselves, and more likely to experience long-term mental and physical health challenges;

Whereas: Survivors should have help to find the compassion, comfort, and healing they need, and abusers should be held accountable for their violent behavior;

Whereas: Powerful partnerships exist locally between many non-profit and governmental organizations that are committed to supporting survivors in their journey toward safety and healing;

Whereas: It is survivors of abuse who have been at the forefront of efforts to bring peace and equality to the home;

Whereas: Domestic Violence Awareness Month is an opportunity to stand with survivors, to celebrate the progress we have made in combating these crimes, and to recommit to preventing domestic violence in our community;

NOW THEREFORE, be it proclaimed on behalf of all of the members of Montreat Town Council and residents of the Town of Montreat, that the month of October 2025 be proclaimed Domestic Violence Awareness Month, and we urge our residents to make the commitment to stop domestic violence by speaking out against it and learning more about the resources available to survivors and their families.

Dated this _____ day of _____, 2025

_____
Tim Helms, Mayor

Attest:_____

TOWN OF MONTREAT
FISCAL YEAR 2025-2026
BUDGET AMENDMENT #3

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2026.

Department(s): General Fund – Fund 29
Purpose:

- To include in budget and appropriate: DST Cashflow loan ($65,471.62) to Fund 29

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Add to Budget: DST Cashflow loan	10-3310-200		$65,471.62	$65,471.62
Materials	10-5550-752		$65,471.62	$65,471.62
Transfer to Fund 29: Other Financing Sources	29-3310-100		$65,471.62	
DST Cashflow Loan	10-3310-200	$65,471.62		
Materials	10-5550-752	$65,471.62		
Professional Services	29-5600-040		$65,471.62	$165,471.62

Notes: Move Cashflow Loan Round 3 to Fund 29 – Helene Recovery

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

Rachel L. Edding — Finance Officer

10/2/25 — Date

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

Adopted this _____ day of _____, _____.

Recorded and filed:

_____ Budget Officer/Town Manager

_____ Date

_____ Town Clerk

_____ Date