

## PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, January 10, 2023 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

Mayor George F. Goosmann, III  
Commissioner Fran G. Cogburn  
Commissioner E. Glenn Kelly  
Commissioner Doris P. Loomis

C. The minutes of the December 13, 2022 meeting will be presented for approval.

D. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Manager Jonathan Kanipe

E. Presentation – Duke Energy Targeted Underground Project (TUG) Update

F. New Business

1. Asheville Water Outage – Presentation
2. Consideration of Bid Award to Baker Grading and Construction for Cedar Hill Road Stream Stabilization Project
3. Planning Position Discussion
4. Consideration of Waiving Tax Penalties associated with Second-Billing Property Taxes for January and February 2023

G. Public Comment

H. Closed Session Pursuant to N.C.G.S. 143-318.11 (3)

I. Adjourn

For those interested in viewing the Board meeting remotely, please utilize the following information:

<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUjFSdGZveS95b3pLTU1Hdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD DECEMBER 13, 2022

Be it remembered by those that follow these proceedings that the Governing Board of the Town of Biltmore Forest met and conducted the following business:

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

Mr. Jonathan Kanipe, the Town Manager, and Mr. William Clarke, the Town Attorney, were also present.

The Pledge of Allegiance was conducted.

Mayor Goosmann called the meeting to order at 4:30 pm.

Mayor Goosmann introduced Dr. Rob Jackson, Superintendent of Buncombe County Schools. Dr. Jackson has been in this role for about 1 ½ months, and he is delighted to have this opportunity to return home. Dr. Jackson recognizes the strong partnership with municipalities and wanted to visit each of the Town Councils within Buncombe County. Dr. Jackson said they are always available if anyone needs anything. Mayor Goosmann thanked Dr. Jackson for coming by the meeting.

Commissioner Cogburn made a motion to approve the minutes from November 15, 2022. The motion was seconded by Commissioner Loomis and unanimously approved.

Chief Trevor Lance from Skyland Fire Department was not available to give the monthly report, but Mayor Goosmann said the Fire Department had twenty calls for service for the Month

of November. Mr. Kanipe said the structure fire that occurred was outside of the district. Mayor Goosmann thanked the Fire Department for all their hard work.

Chief Chris Beddingfield gave the report for the Police Department. There were 600 calls for the month of November. There was only one arrest. There was a vehicle pursuit on Hendersonville Road but the officer on duty discontinued it due to it being too dangerous. Administrative Captain Gudac and Chief Beddingfield have been working on a new pursuit policy. Anytime the Officers are involved in a pursuit, they are reviewed by Captain Gudac to make sure there are no policy violations and that it was not done incorrectly.

Chief Beddingfield said there are still some homeless issues at the Doubletree Hotel, MAHEC, and TGI Friday's. We are trying to divert services to the homeless to help them. It is a challenging situation to face because many do not want to be helped and want to be left alone.

Commissioner Kelly asked about the current grants we have right now. Chief Beddingfield said they just finished the Government Crime Commission grant for the UTV. That is the only active grant we have right now. The motorcycle grant is currently in the works but has not been submitted yet. We just received funds from the State which were approximately \$24,000 for the UTV which we did the Budget Amendment for last month.

Mr. Gary Missel asked what kind of help Biltmore Forest Police receives from Asheville Police Department or Buncombe County if there are pursuits on Hendersonville Road. Chief Beddingfield said every agency is very short staffed at the moment, so the County has a lengthy response time. They must follow their policies and guidelines as well. Asheville Police have helped us in the past with pursuits.

Chief Beddingfield mentioned the vests are also on a grant which are paid for at 50 percent with the Federal Vest Partnership and the North Carolina League of Municipalities. Mayor George Goosmann thanked the Police Department for all their hard work.

Mr. Harry Buckner gave the report for the Public Works Department. Public Works is focusing on leaf pickup. Round one of the pickup will be completed by the end of the week. Mr. Buckner said the street light conversion is coming along. Beginning next Monday, the subcontractor will start installing those underground services. The meeting regarding LED conversions will occur tomorrow.

Mr. Mike Dale will be attending training tomorrow to become a certified Arborist.

The mud puddle at Greenwood Park will also be removed. The new trash containers should be here at the beginning of the new year. Commissioner Kelly told Mr. Buckner, the reflective part of the large speed hump by the Country Club is peeling off. Mr. Buckner said they will renew this and other striping throughout Town and the supplies have already been ordered. Mayor Goosmann thanked Public Works for all their hard work.

Mr. Jonathan Kanipe gave the report for the Town. Mr. Kanipe discussed the audio/visual upgrades to the Town's social room. These funds are being expended through the American Rescue Plan which are allocated directly to the Town from the federal government. The project has been delayed due to equipment being on backorder and is not scheduled for mid-January.

Mayor Goosmann and Mr. Kanipe met with Jack Cecil and Lee Thomason, from Biltmore Farms, last month to review the Town's desire to transfer multiple parcels to the Town. These larger parcels have been maintained by the Town for nearly 100 years. The property at Rosebank Park and Lower Vanderbilt Park is included in this discussion, though that property was leased to the Town in 1928 for a 99-year term. The other parcels (Busbee/Hendersonville Road intersection; East Forest Road/Forest Road intersection; area adjacent to Southwood Road; area between Westwood Road and Greenwood Place) were simply never formally conveyed to the Town. The meeting was productive, and they are providing some requested information to Biltmore Farms regarding the parcels in question.

Mr. Kanipe discussed the Planning and Zoning position. During the FY23 budget process, the Board discussed the potential for a new position focused on zoning and ordinance matters. The final discussion included moving allocated funds from salary and benefits line item to the general government miscellaneous line item. The purpose for this movement in the final budget was to have funds allocated and revisit the position during the year. Mr. Kanipe will provide information at the meeting in January regarding this position.

Mr. Kanipe discussed the Paymentus implementation. The Town approved an agreement with Paymentus as the new online payment vendor. Town staff meet weekly with the implementation specialist. The current goal is to go live in late February or early March 2023.

Regarding the 65-gallon trash container update, the representative indicated these containers are still scheduled for delivery by the end of the year. Once they are delivered, Public Works staff will get these out to residents as quickly as possible.

Red Oaks and Sugar Maple trees were delivered today by the Arbor Day Foundation and Mr. Kanipe said Board members are welcome to take two home.

Consideration of Resolution 2022-05 which is a Resolution of the Town of Biltmore Forest regarding the designation of an official to make recommendations to the NC ABC Commission on ABC Permit Applications. The Town's current designee is still shown as Mr. Nelson Smith. Mr. Smith retired as the Town Administrator in 2014 and this change must be made to authorize it as official so Mr. Kanipe can sign off on these requests. A motion was made by Commissioner Cogburn, seconded by Commissioner Kelly and unanimously approved.

Mr. Kanipe discussed the Cedar Hill Road stabilization and stream restoration project update. In October, the Board received a report regarding the plans for this project. The Town issued the Request for Proposal for this project on Wednesday, November 30<sup>th</sup>. The estimated cost is under the formal bidding threshold. The Town is able to invite specific bidders to review the proposal and consider the project. Responses for the RFP must be returned to the Town no later than Wednesday, December 21<sup>st</sup> at 2:00pm. They will then be opened and reviewed at the Town

Hall during this time. A formal recommendation for the Board at the next Board of Commissioners meeting will be on Tuesday, January 10, 2023.

The Town of Biltmore Forest centennial celebration was discussed. Cindy Holman was unable to attend but on Sunday, January 1<sup>st</sup> is the first Centennial 5k run/walk. There is registration information on the Town's website. Ms. Diane Zimmerman will be providing a lecture on Sunday, January 8<sup>th</sup> on the history of Biltmore Forest. Finally, on February 14, 2023, is the Town's 100<sup>th</sup> anniversary. There will be several different events going on. Before the Board of Commissioners meeting, a formal proclamation will be issued. There will also be an event for children before the meeting. The 100<sup>th</sup> anniversary committee will also be putting on an art show after the meeting. All this information is also on the Town's website and was published in the newsletter that was mailed out a few weeks ago to Town residents.

The next item of discussion is the Planning Commission update. Chairman Paul Zimmerman and Mr. Tony Saponaro discussed the updates. Copies were issued to the Board of a draft Town information guide.

Mr. Saponaro said they would like to incorporate the Tree Ordinance into the Zoning Ordinances. He also discussed residential vs. non-residential (Carolina Day School, MAHEC, Biltmore Forest Country Club) uses. The Planning Commission has been studying other Towns to figure out what might work in the Town of Biltmore Forest. Landscaping and grading plans were discussed. Mr. Saponaro also mentioned enhancing and increasing the number of replacement trees. Enhancements may include, having a different chart for the four different land uses, having different (increased) replacement requirements when a tree is in a setback, along a roadway or a lot perimeter, increasing both the size and number of replacement trees the bigger the removed trees were and designate species of replacement trees. Mayor Goosmann thanked Mr. Zimmerman and Mr. Saponaro for all their hard work on the Planning Commission.

### Public Comment

Mr. Gordon Taylor asked if the Town has reached out to a Forestry professional and the managing of it throughout Town. He also mentioned the number of trees and limbs throughout Town that are hazardous. He also asked how we are going to maintain the rights-of-way when Duke buries all the power lines. Mr. Kanipe responded to these concerns.

Mr. Gary Missel praised the Police Department and said they are top notch. Mr. Missel said the Chief of Police looks out for this Town and he is very impressed with all his staff. Mr. Missel also praised the Council and said they do a great job. Chief Beddingfield thanked Mr. Missel.

Mayor Goosmann adjourned the meeting at 5:41 p.m. The next meeting is scheduled for Tuesday, January 10, 2023 at 4:30 pm.

ATTEST:

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Laura Jacobs  
Town Clerk

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George F. Goosmann, III  
Mayor

Biltmore Forest Police  
355 Vanderbilt Road  
Biltmore Forest, NC 28803  
828-274-0822  
Chief M. Chris  
Beddingfield



George F. Goosmann, III, Mayor  
Doris P Loomis, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Fran Cogburn, Commissioner  
Jonathan Kanipe, Town Manager

## **Biltmore Forest Police Department January- 10<sup>th</sup>, 2023 Commission Report**

### **December 2022 Data**

#### **Total Calls For Service:**

580 (582 last month)

#### **Arrests:**

0-Felony Arrests-

1-Misdemeanor Arrest-One for Multiple Court Violations out of a suspicious person call.

#### **Citations:**

Citations for various traffic violations 23 (22 last month)

#### **Time Consumption Summary:**

##### *Approximations:*

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 1 hour

Vehicle Crash Investigation- 3 hours

#### **Notable Calls and Projects:**

Had a successful tree lighting and Santa escort for the Holidays.

Finishing up promotional process for Lieutenant. Results should be released and position filled very shortly.

Had multiple employees complete challenging trainings. Aslyne Tate finished Instructor School and Associate Degree, Joe Zub completed BLET, Matt Kelly Completed CIT training.

Dealt with the water shortage. We had several challenges, after action report given to manager Kanipe. We handed out 80 cases of water with 24 bottles per case. So, 1,920 bottles of water.



**Biltmore Forest Police Department**  
**355 Vanderbilt Rd**  
**Biltmore Forest , NC 28803**  
**Calls for Service**  
12/01/2022 - 12/31/2022

<b>BILTMORE FOREST POLICE DEPARTMENT</b>	<b>Count</b>	<b>Percent</b>
911 HANG-UP	1	0.17%
ALARM	31	5.34%
ANIMAL CONTROL	3	0.52%
ASSIST MOTORIST	13	2.24%
ASSIST OTHER AGENCY	7	1.21%
ASSIST RESIDENT	19	3.28%
BICYCLIST VIOLATION	1	0.17%
BUSINESS CHECK	199	34.31%
CRIME PREVENTION	2	0.34%
DEBRIS IN ROADWAY	3	0.52%
DEPARTMENT OTHER	3	0.52%
DOMESTIC	1	0.17%
FIRE	2	0.34%
FIREWORKS COMPLAINT	1	0.17%
FOLLOW-UP INVESTIGATION	13	2.24%
HOUSE CHECK	110	18.97%
JUVENILE ISSUE	5	0.86%
MEDICAL EMERGENCY	11	1.90%
MISSING PERSON	1	0.17%
No CallType	2	0.34%
PROPERTY DAMAGE	2	0.34%
PROWLER	1	0.17%
RADAR OPERATION	2	0.34%
ROAD BLOCKED	2	0.34%
SPECIAL ASSIGNMENT	7	1.21%
SPECIAL CHECK	36	6.21%
STOLEN VEHICLE	1	0.17%
SUICIDE	1	0.17%
SUSPICIOUS ACTIVITY	3	0.52%
SUSPICIOUS PERSON	9	1.55%
SUSPICIOUS VEHICLE	25	4.31%
TALK WITH OFFICER	4	0.69%
TEST CALL	1	0.17%
TOWN HALL BUSINESS	1	0.17%
TRAFFIC STOP	43	7.41%
TREE DOWN	4	0.69%
VEHICLE ACCIDENT	5	0.86%
WELFARE CHECK	5	0.86%
<b>Total Records For BILTMORE FOREST POLICE DEPARTMENT</b>	<b>580</b>	<b>Dept Calls/Total Calls 100.00%</b>

355 Vanderbilt Rd | Biltmore Forest, NC  
Po Box 5352 | Biltmore Forest, NC 28803  
P (828) 274-0824 | F (828) 274-8131  
www.biltmoreforest.org



George F. Goosmann, III, Mayor  
Doris P. Loomis, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Fran G. Cogburn, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

From: Harry B. Buckner, PE, Director of Public Works 

Re: Public Works Department December 2022 Monthly Report

Date: January 6, 2022

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### **Recurring Activities:**

The Public Works Department has completed the following activities during the month of December:

- Collected 40.65 tons of garbage.
- Diverted 18.96 tons of recycled goods from garbage.
- Picked up 19 loads of brush and leaves (approximately 570 cubic yards) and 36 loads of leaves (approximately 1080 cubic yards) over 17 days.
- Responded to 38 total utility locate requests, comprised of 32 new requests and 6 updates. This total includes 1 short term request.
- Visited 6 residences for Tree Assessments, approving the removal of 16 trees, and requiring the installation of 15 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Note that testing could not be performed during the water outage from 12/26 through 12/30.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Leaf collection began November 1 and will continue daily until January 12<sup>th</sup>, 2023. Normal brush collection will begin on the North Route on January 17<sup>th</sup>.

## **Miscellaneous Activities in December**

- We continue to advertise for two (2) open Public Services Worker Positions and expanded the advertisement to include a posting on Indeed and contact through temporary staffing services. Should anyone know of a candidate they would be willing to refer, please reach out to either me or Supervisor Dale.
- Supervisor Dale completed two phone interviews with potential candidates on January 5, and both candidates are promising. The interview process will continue into early January, and the positions continue to be open.
- Town staff responded to the water interruption between 12/26/2022 and 12/30/2022. The loss of water supply from the City of Asheville caused our entire system to be without water during this period. Town Staff coordinated with our contractor, Bolton, Inc, and our vendor, Fortiline Waterworks, as well as the City and our one critical user, MAHEC, to make sure that the Town system was not damaged due to system pressure surges and was capable of being online when the City restored service. We are pleased to report that the only damage suffered was to a back-up irrigation line that serves a portion of the golf course. There is a much more comprehensive update on this topic in the Manager's report.
- Work began the last week in December by Duke Energy Progress' contractor, Sumter Utilities, extending new power service lines to the Town-owned streetlights. We anticipate the switchover and retrofit of the lamps themselves to occur beginning in January. This work will be performed by MB Haynes.
- We are still awaiting the necessary parts to complete repairs to the fallen streetlight at 394 Vanderbilt.
- Leaf collection continued in December and the entire town had been collected at least once by December 16<sup>th</sup>. Leaf collection then transitioned back to the South Route and will continue until January 15<sup>th</sup>.
- We performed additional hazardous tree removals from Town owned property along Park Road.
- We received the new GPS units for Town vehicles and powered equipment and will be upgrading and expanding that service provided by Verizon in January.
- We continue to collect unwanted garbage cans and are recycling them at the Curbside Management facility in Woodfin.
- The Town attended the mandatory pre-bid meeting on December 7, 2022, and the bid opening held on December 21, 2022 for our Cedar Hill Road Stream Stabilization Project. Two bids were received for that work.

## **Larger/Capital Projects Updates**

### **Greenwood Park Stream Restoration**

- Topsoil has been delivered and will be used to remove the failed stormwater control measure at the southwestern end of the park site as soon as weather permits.

- The Contractor will return in January to complete the installation of bare root trees and live stakes in the stream bank. This work must be completed when that plant material is available which is typically no earlier than December 15<sup>th</sup>.
- The final adjusting change order has been approved by the state and the final contract amount for the project was \$207,367.50.

#### *Cedar Hill Road Stream Stabilization Project*

- The Town held a mandatory pre-bid conference on December 7, 2022, at 1:30 pm and received bids on December 21, 2022. Two bids were submitted and Baker Grading, the contractor for the Greenwood Park Stream Stabilization project was the low bidder with a total bid of \$274,027.50.
- Manager Kanipe has a separate agenda item in his Manager's report with more project details.

#### *Master Plan Project Area 1 & Area 9 – Vanderbilt/Stuyvesant/Lone Pine Stormwater Project*

- The proposed easement exhibits are still being finalized. Once these easement exhibits are complete, we and the Town Attorney will review and complete the easement packages and begin contact with affected property owners.
- We are continuing to be in touch with the Metropolitan Sewerage District to see if there is any need to coordinate work together in this area.
- The tentative schedule is to complete the contract documents this year and bid the project in the late winter for construction next year.

#### *Garbage Can and Cart Tipper Project*

- We were notified on December 30<sup>th</sup> that the delivery date of the 65-gallon cans would not occur by 12/31/2022. The anticipated delivery is now in mid-January, until we hear something different.

#### **Upcoming in January**

- We are continuing to focus on filling the open Public Services Worker position, including using temporary or seasonal workers.
- We wish Public Services Worker Hunter Graham well as he transitions from the Public Works Department to the Police Department on January 9<sup>th</sup>. This does extend our departments staffing shortage from two workers to three, however, we have seen an increase in applicants after Christmas and we have identified at least two promising candidates.
- Delivery of the replacement slide for Rosebank Park is scheduled for Monday, January 9<sup>th</sup>, and Town Staff will be installing the slide upon arrival. The existing slide was damaged and has been out of service for several months awaiting this replacement.
- Town staff will be filling in the failed stormwater control measure as soon as weather allows in January.

- Bulk leaf collection will conclude on January 12<sup>th</sup>, and normal brush collection will resume on the North Route on January 17<sup>th</sup>.
- Installation of the new Town-owned vehicle GPS units and garbage truck cameras is scheduled for January 9<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.
- We will be distributing a new 2023 Recycling and Brush Calendar to all residents.
- We will be repairing the water service to the Club's back-up golf course irrigation line.
- We will be performing some hydrant flushing this month as a follow-up to the water outage. This will help remove any excess debris from the lines that may have occurred during the multiple line breaks and repairs performed by the City of Asheville.
- Mowing activities are essentially over for the season. We will be removing leaves from the parks, however, and mowing as needed.
- Work will continue on the new power service extensions to, and retrofits of, the Town street lights.
- We will be fabricating a replacement streetlight in the shop for the location at 394 Vanderbilt Rd.
- Old garbage container collections will continue as requested.

As always, please do not hesitate to contact me with any questions or feedback, and I wish each of you a Happy New Year.

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

January 10, 2023



### Agenda Item D-4

#### Town Manager's Monthly Report

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#### Duke Energy Streetlight Retrofit Coordination

Duke Energy's sub-contractor, Sumter Utilities, began the boring and trenching work associated with the retrofit of the Town's streetlight system at the end of December. This work is ongoing, and the Town will be retrofitting our streetlights through M.B. Haynes as the underground connectors are brought to the poles.

#### Stream Restoration and Stormwater Management Plan

Last month, I briefly mentioned a potential grant opportunity through the State focused on developing a Town wide stream restoration plan. This comprehensive study of stream conditions and stormwater management within Town jurisdiction to create a prioritized list of projects for restoration and protection. Staff is meeting with Jennings Environmental on Monday, January 9, to review the conditions for this grant and determine whether the Town will submit an interest letter. The due date for an interest letter is February 15, 2023, and once this is submitted, the Town will then have until June 2023 to submit the formal grant.

#### Social Room Audio-Visual Upgrades

The audio-visual updates approved by the Board in November 2022 remain on schedule for installation in mid to late January.

#### 65-Gallon Trash Container Update

We did not receive delivery of the 65-gallon containers by the end of 2022. The supplier indicated their hot-stamp machine was broken for several days which prevented this delivery. However, we did receive information on Tuesday, January 3rd that the plant was now working on these carts, so we are hopeful delivery will take place within the next several weeks.

#### Centennial Events

The Town's first official 5k, the Centennial 5k, was held on Sunday, January 1. Organizers of the event believe there were approximately 80 people running or walking, and it was a huge success. The Town is thankful for the organizers of the event and Town staff who helped make this event possible.

## REVENUE &amp; EXPENDITURE STATEMENT

07/01/2022 To 01/05/2023

Town of Biltmore Forest

FY 2022-2023

\*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,920,559.00	2,966,007.63	2,966,007.63	0.00	-45,448.63	102
10-3010-0100 AD VALOREM TAXES (DMV)	109,396.00	33,636.21	33,636.21	0.00	75,759.79	31
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	66.52	66.52	0.00	4,933.48	1
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$2,999,710.36</b>	<b>\$2,999,710.36</b>	<b>\$0.00</b>	<b>\$35,244.64</b>	<b>99</b>
<b>Revenue Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$2,999,710.36</b>	<b>\$2,999,710.36</b>	<b>\$0.00</b>	<b>\$35,244.64</b>	<b>99</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$2,999,710.36</b>	<b>\$2,999,710.36</b>	<b>\$0.00</b>	<b>99</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	211,384.00	48,409.65	48,409.65	0.00	162,974.35	23
10-3020-0100 ALCOHOL BEVERAGE TAX	6,450.00	0.00	0.00	0.00	6,450.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	793,429.00	195,984.51	195,984.51	0.00	597,444.49	25
10-3020-0300 1/2 CENT SALES TAX A.40	330,137.00	85,480.82	85,480.82	0.00	244,656.18	26
10-3020-0400 1/2 CENT SALES TAX A.42	419,847.00	104,409.43	104,409.43	0.00	315,437.57	25
10-3020-0600 SALES TAX REFUND	15,000.00	21,218.99	21,218.99	0.00	-6,218.99	141
10-3020-0700 GASOLINE TAX REFUND	3,500.00	5,923.24	5,923.24	0.00	-2,423.24	169
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$461,426.64</b>	<b>\$461,426.64</b>	<b>\$0.00</b>	<b>\$1,318,320.36</b>	<b>26</b>
<b>Revenue Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$461,426.64</b>	<b>\$461,426.64</b>	<b>\$0.00</b>	<b>\$1,318,320.36</b>	<b>26</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$461,426.64</b>	<b>\$461,426.64</b>	<b>\$0.00</b>	<b>26</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	975.00	246.45	246.45	0.00	728.55	25
10-3030-0100 POWELL BILL	66,849.00	33,603.71	33,603.71	0.00	33,245.29	50
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$67,824.00</b>	<b>\$33,850.16</b>	<b>\$33,850.16</b>	<b>\$0.00</b>	<b>\$33,973.84</b>	<b>50</b>
<b>Revenue Subtotal</b>	<b>\$67,824.00</b>	<b>\$33,850.16</b>	<b>\$33,850.16</b>	<b>\$0.00</b>	<b>\$33,973.84</b>	<b>50</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$67,824.00</b>	<b>\$33,850.16</b>	<b>\$33,850.16</b>	<b>\$0.00</b>	<b>50</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 ZONING PERMITS	45,000.00	18,332.00	18,332.00	0.00	26,668.00	41
10-3040-0100 DOG LICENSE FEE	1,300.00	1,155.10	1,155.10	0.00	144.90	89
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$46,300.00</b>	<b>\$19,487.10</b>	<b>\$19,487.10</b>	<b>\$0.00</b>	<b>\$26,812.90</b>	<b>42</b>
<b>Revenue Subtotal</b>	<b>\$46,300.00</b>	<b>\$19,487.10</b>	<b>\$19,487.10</b>	<b>\$0.00</b>	<b>\$26,812.90</b>	<b>42</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$46,300.00</b>	<b>\$19,487.10</b>	<b>\$19,487.10</b>	<b>\$0.00</b>	<b>42</b>

## REVENUE &amp; EXPENDITURE STATEMENT

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\*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	2,000.00	18,852.78	18,852.78	0.00	-16,852.78	943
<b>3050 Investment Earnings Subtotal</b>	<b>\$2,000.00</b>	<b>\$18,852.78</b>	<b>\$18,852.78</b>	<b>\$0.00</b>	<b>-\$16,852.78</b>	<b>943</b>
<b>Revenue Subtotal</b>	<b>\$2,000.00</b>	<b>\$18,852.78</b>	<b>\$18,852.78</b>	<b>\$0.00</b>	<b>-\$16,852.78</b>	<b>943</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$2,000.00</b>	<b>\$18,852.78</b>	<b>\$18,852.78</b>	<b>\$0.00</b>		<b>943</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0000 RENTAL COMMUNITY HALL	0.00	150.00	150.00	0.00	-150.00	*100
10-3060-0100 AMERICAN TOWER AGREEMENT	45,600.00	30,110.17	30,110.17	0.00	15,489.83	66
10-3060-0200 MISCELLANEOUS	20,000.00	225,933.00	225,933.00	0.00	-205,933.00	1,130
<b>3060 Miscellaneous Subtotal</b>	<b>\$65,600.00</b>	<b>\$256,193.17</b>	<b>\$256,193.17</b>	<b>\$0.00</b>	<b>-\$190,593.17</b>	<b>391</b>
<b>Revenue Subtotal</b>	<b>\$65,600.00</b>	<b>\$256,193.17</b>	<b>\$256,193.17</b>	<b>\$0.00</b>	<b>-\$190,593.17</b>	<b>391</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$65,600.00</b>	<b>\$256,193.17</b>	<b>\$256,193.17</b>	<b>\$0.00</b>		<b>391</b>
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	50.00	498.61	498.61	0.00	-448.61	997
<b>3290 Subtotal</b>	<b>\$50.00</b>	<b>\$498.61</b>	<b>\$498.61</b>	<b>\$0.00</b>	<b>-\$448.61</b>	<b>997</b>
<b>Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$498.61</b>	<b>\$498.61</b>	<b>\$0.00</b>	<b>-\$448.61</b>	<b>997</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$498.61</b>	<b>\$498.61</b>	<b>\$0.00</b>		<b>997</b>
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	3,548.32	3,548.32	0.00	4,451.68	44
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$3,548.32</b>	<b>\$3,548.32</b>	<b>\$0.00</b>	<b>\$4,451.68</b>	<b>44</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$3,548.32</b>	<b>\$3,548.32</b>	<b>\$0.00</b>	<b>\$4,451.68</b>	<b>44</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$3,548.32</b>	<b>\$3,548.32</b>	<b>\$0.00</b>		<b>44</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	292,000.00	0.00	0.00	0.00	292,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$302,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$302,000.00</b>	<b>0</b>
<b>Other Financing Source Subtotal</b>	<b>\$302,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$302,000.00</b>	<b>0</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>\$302,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>0</b>



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<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	369,000.00	251,966.24	251,966.24	0.00	117,033.76	68
30-3710-0100 MSD CHARGES	248,284.00	205,369.08	205,369.08	0.00	42,914.92	83
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	4,115.36	4,115.36	0.00	3,584.64	53
<b>3710 Water Sales Subtotal</b>	<b>\$624,984.00</b>	<b>\$461,450.68</b>	<b>\$461,450.68</b>	<b>\$0.00</b>	<b>\$163,533.32</b>	<b>74</b>
<b>Revenue Subtotal</b>	<b>\$624,984.00</b>	<b>\$461,450.68</b>	<b>\$461,450.68</b>	<b>\$0.00</b>	<b>\$163,533.32</b>	<b>74</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$624,984.00</b>	<b>\$461,450.68</b>	<b>\$461,450.68</b>	<b>\$0.00</b>		<b>74</b>
<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	6,330.00	6,330.00	0.00	-330.00	106
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$6,000.00</b>	<b>\$6,330.00</b>	<b>\$6,330.00</b>	<b>\$0.00</b>	<b>-\$330.00</b>	<b>106</b>
<b>Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$6,330.00</b>	<b>\$6,330.00</b>	<b>\$0.00</b>	<b>-\$330.00</b>	<b>106</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$6,330.00</b>	<b>\$6,330.00</b>	<b>\$0.00</b>		<b>106</b>
<b>3800</b>						
<b>Revenue</b>						
<b>3800</b>						
10-3800-0000 LAW ENF.BLOCK GRANT	0.00	23,538.38	23,538.38	0.00	-23,538.38	*100
<b>3800 Subtotal</b>	<b>\$0.00</b>	<b>\$23,538.38</b>	<b>\$23,538.38</b>	<b>\$0.00</b>	<b>-\$23,538.38</b>	<b>*100</b>
<b>Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$23,538.38</b>	<b>\$23,538.38</b>	<b>\$0.00</b>	<b>-\$23,538.38</b>	<b>*100</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$23,538.38</b>	<b>\$23,538.38</b>	<b>\$0.00</b>		<b>*100</b>
<b>4000</b>						
<b>Revenue</b>						
<b>4000</b>						
40-4000-1100 ARP DISTRIBUTION	451,275.58	225,637.79	225,637.79	0.00	225,637.79	50
<b>4000 Subtotal</b>	<b>\$451,275.58</b>	<b>\$225,637.79</b>	<b>\$225,637.79</b>	<b>\$0.00</b>	<b>\$225,637.79</b>	<b>50</b>
<b>Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$225,637.79</b>	<b>\$225,637.79</b>	<b>\$0.00</b>	<b>\$225,637.79</b>	<b>50</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$225,637.79</b>	<b>\$225,637.79</b>	<b>\$0.00</b>		<b>50</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	226,063.00	139,163.51	139,163.51	0.00	86,899.49	62
10-4200-0300 OVERTIME	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4200-0500 FICA	17,293.00	9,359.83	9,359.83	0.00	7,933.17	54
10-4200-0600 HEALTH INSURANCE (MEDICAL)	24,158.00	12,853.40	12,853.40	0.00	11,304.60	53
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,935.00	2,335.32	2,335.32	0.00	2,599.68	47

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10-4200-0675 HEALTH REIMBUSEMENT ACC	3,750.00	1,875.00	1,875.00	0.00	1,875.00	50
10-4200-0700 LGERS RETIREMENT	41,231.00	23,833.40	23,833.40	0.00	17,397.60	58
10-4200-0800 401K SUPP RETIREMENT	11,453.00	6,511.28	6,511.28	0.00	4,941.72	57
10-4200-1000 ACCOUNTING & TAXES	51,400.00	15,619.75	17,369.75	1,750.00	34,030.25	34
10-4200-1200 POSTAGE, PRINTING, STATIONARY	10,140.00	3,755.40	5,221.61	1,466.21	4,918.39	51
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	10,968.68	10,968.68	0.00	10,631.32	51
10-4200-1500 BLDG & GRNDS MAINTENANCE	20,000.00	3,849.29	6,373.23	2,523.94	13,626.77	32
10-4200-3300 SUPPLIES AND EQUIPMENT	7,722.00	5,341.53	5,994.22	652.69	1,727.78	78
10-4200-5300 DUES & FEES	5,070.00	3,763.55	3,763.55	0.00	1,306.45	74
10-4200-5700 MISCELLANEOUS	1,000.00	-4,913.32	-4,913.32	0.00	5,913.32	-491
10-4200-6500 STAFF DEVELOPMENT	16,000.00	7,529.82	9,383.49	1,853.67	6,616.51	59
<b>4200 Administration Subtotal</b>	<b>\$464,815.00</b>	<b>\$241,846.44</b>	<b>\$250,092.95</b>	<b>\$8,246.51</b>	<b>\$214,722.05</b>	<b>54</b>
<b>Expenditure Subtotal</b>	<b>\$464,815.00</b>	<b>\$241,846.44</b>	<b>\$250,092.95</b>	<b>\$8,246.51</b>	<b>\$214,722.05</b>	<b>54</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$464,815.00</b>	<b>-\$241,846.44</b>	<b>-\$241,846.44</b>	<b>-\$8,246.51</b>	<b>52</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$464,815.00</b>	<b>-\$241,846.44</b>	<b>-\$241,846.44</b>	<b>-\$8,246.51</b>	<b>52</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	951,387.00	577,669.47	577,669.47	0.00	373,717.53	61
10-5100-0300 OVERTIME	26,000.00	0.00	0.00	0.00	26,000.00	0
10-5100-0400 SEPARATION ALLOWANCE	38,117.00	23,986.26	23,986.26	0.00	14,130.74	63
10-5100-0500 FICA	72,781.00	42,022.94	42,022.94	0.00	30,758.06	58
10-5100-0600 HEALTH INSURANCE (MEDICAL)	164,272.00	78,245.12	78,245.12	0.00	86,026.88	48
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,558.00	8,706.24	8,706.24	0.00	26,851.76	24
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	12,250.00	12,250.00	0.00	13,250.00	48
10-5100-0700 LGERS RETIREMENT	185,598.00	101,579.12	101,579.12	0.00	84,018.88	55
10-5100-0800 401K SUPP RETIREMENT	48,996.00	28,073.47	28,073.47	0.00	20,922.53	57
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	841.27	841.27	0.00	19,158.73	4
10-5100-1600 MAINT/REPAIR - EQUIPMENT	1,000.00	1,143.31	1,143.31	0.00	-143.31	114
10-5100-1700 MAINT/REPAIR - VEHICLES	10,000.00	6,260.78	8,630.50	2,369.72	1,369.50	86
10-5100-3100 MOTOR FUELS	24,600.00	11,128.92	11,128.92	0.00	13,471.08	45
10-5100-3300 SUPPLIES	20,080.00	8,636.29	12,135.30	3,499.01	7,944.70	60
10-5100-3600 UNIFORMS	15,000.00	9,356.12	38,392.94	29,036.82	-23,392.94	256
10-5100-3700 SOFTWARE	18,725.00	15,650.26	16,094.26	444.00	2,630.74	86
10-5100-3800 TECHNOLOGY	58,740.00	15,729.18	20,116.86	4,387.68	38,623.14	34
10-5100-5700 MISCELLANEOUS	8,265.00	3,762.92	4,139.47	376.55	4,125.53	50
10-5100-5800 PHYSICAL EXAMS	2,000.00	795.26	795.26	0.00	1,204.74	40
10-5100-6500 STAFF DEVELOPMENT	15,000.00	7,669.62	8,708.02	1,038.40	6,291.98	58
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	102,500.00	115,424.29	117,684.73	2,260.44	-15,184.73	115

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<b>5100 Police Department Subtotal</b>	<b>\$1,844,119.00</b>	<b>\$1,068,930.84</b>	<b>\$1,112,343.46</b>	<b>\$43,412.62</b>	<b>\$731,775.54</b>	<b>60</b>
<b>Expenditure Subtotal</b>	<b>\$1,844,119.00</b>	<b>\$1,068,930.84</b>	<b>\$1,112,343.46</b>	<b>\$43,412.62</b>	<b>\$731,775.54</b>	<b>60</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,844,119.00</b>	<b>-\$1,068,930.84</b>	<b>-\$1,068,930.84</b>	<b>-\$43,412.62</b>	<b>58</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,844,119.00</b>	<b>-\$1,068,930.84</b>	<b>-\$1,068,930.84</b>	<b>-\$43,412.62</b>	<b>58</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	0.00	0.00	0.00	425,000.00	0
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	244,822.00	135,505.96	135,505.96	0.00	109,316.04	55
10-5600-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-0500 FICA	19,111.00	9,329.99	9,329.99	0.00	9,781.01	49
10-5600-0550 UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	500.00	0
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	43,484.00	15,619.87	15,619.87	0.00	27,864.13	36
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	8,883.00	1,719.12	1,719.12	0.00	7,163.88	19
10-5600-0675 HRA HEALTH REIMB ACCT	6,750.00	2,562.50	2,562.50	0.00	4,187.50	38
10-5600-0700 LGERS RETIREMENT	44,968.00	23,398.69	23,398.69	0.00	21,569.31	52
10-5600-0800 401K SUPP RETIREMENT	12,491.00	5,967.46	5,967.46	0.00	6,523.54	48
10-5600-1000 OUTSIDE SERVICES	10,000.00	275.00	275.00	0.00	9,725.00	3
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	1,501.34	1,501.34	0.00	5,498.66	21
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	9,600.00	4,610.24	4,610.24	0.00	4,989.76	48
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	35,000.00	534.55	534.55	0.00	34,465.45	2
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	3,384.48	3,384.48	0.00	6,615.52	34
10-5600-3100 MOTOR FUELS	20,000.00	8,773.84	8,773.84	0.00	11,226.16	44
10-5600-3300 SUPPLIES	10,000.00	3,560.60	3,560.88	0.28	6,439.12	36
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	43.89	43.89	0.00	956.11	4
10-5600-3600 UNIFORMS	8,650.00	2,140.91	6,242.60	4,101.69	2,407.40	72
10-5600-3800 TECHNOLOGY	9,500.00	8,152.04	8,152.04	0.00	1,347.96	86
10-5600-5200 PARKS	60,000.00	2,312.37	4,511.18	2,198.81	55,488.82	8
10-5600-5202 GREENWOOD PARK STREAM RESTORA	292,000.00	138,865.44	138,865.44	0.00	153,134.56	48
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	204.30	204.30	0.00	795.70	20
10-5600-6500 STAFF DEVELOPMENT	8,000.00	3,397.12	4,023.32	626.20	3,976.68	50

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40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	23,441.16	23,441.16	0.00	427,834.42	5
<b>5600 Public Works Subtotal</b>	<b>\$1,319,534.58</b>	<b>\$395,300.87</b>	<b>\$402,227.85</b>	<b>\$6,926.98</b>	<b>\$917,306.73</b>	<b>30</b>
<b>Expenditure Subtotal</b>	<b>\$1,319,534.58</b>	<b>\$395,300.87</b>	<b>\$402,227.85</b>	<b>\$6,926.98</b>	<b>\$917,306.73</b>	<b>30</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,319,534.58</b>	<b>-\$395,300.87</b>	<b>-\$395,300.87</b>	<b>-\$6,926.98</b>	<b>30</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,319,534.58</b>	<b>-\$395,300.87</b>	<b>-\$395,300.87</b>	<b>-\$6,926.98</b>	<b>30</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	10,000.00	470.88	470.88	0.00	9,529.12	5
10-5700-2200 CONTRACTS- PAVING & STRIPING	210,000.00	71,765.00	71,765.00	0.00	138,235.00	34
10-5700-2300 SUPPLIES	10,000.00	6,799.60	11,751.87	4,952.27	-1,751.87	118
10-5700-2400 TRAFFIC SIGNS	500.00	809.48	809.48	0.00	-309.48	162
10-5700-2500 STORM WATER DRAINAGE	275,000.00	1,035.30	1,728.66	693.36	273,271.34	1
10-5700-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-6500 STAFF DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-7500 ENGINEERING	100,000.00	35,830.50	35,830.50	0.00	64,169.50	36
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$616,500.00</b>	<b>\$116,710.76</b>	<b>\$122,356.39</b>	<b>\$5,645.63</b>	<b>\$494,143.61</b>	<b>20</b>
<b>Expenditure Subtotal</b>	<b>\$616,500.00</b>	<b>\$116,710.76</b>	<b>\$122,356.39</b>	<b>\$5,645.63</b>	<b>\$494,143.61</b>	<b>20</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$616,500.00</b>	<b>-\$116,710.76</b>	<b>-\$116,710.76</b>	<b>-\$5,645.63</b>	<b>19</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$616,500.00</b>	<b>-\$116,710.76</b>	<b>-\$116,710.76</b>	<b>-\$5,645.63</b>	<b>19</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	125,190.00	79,055.14	79,055.14	0.00	46,134.86	63
10-5800-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	9,960.00	5,678.16	5,678.16	0.00	4,281.84	57
10-5800-0600 HEALTH INSURANCE (MEDICAL)	28,989.00	11,806.08	11,806.08	0.00	17,182.92	41
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	5,922.00	988.32	988.32	0.00	4,933.68	17
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	2,250.00	2,250.00	0.00	2,250.00	50
10-5800-0700 LGERS RETIREMENT	23,435.00	13,724.31	13,724.31	0.00	9,710.69	59
10-5800-0800 401K SUPP RETIREMENT	6,510.00	3,855.14	3,855.14	0.00	2,654.86	59
10-5800-1700 MAINT/REPAIRS - VEHICLES	25,000.00	18,019.76	26,115.23	8,095.47	-1,115.23	104
10-5800-3100 MOTOR FUELS	30,000.00	14,094.99	14,094.99	0.00	15,905.01	47
10-5800-3300 SUPPLIES	1,000.00	712.67	723.08	10.41	276.92	72
10-5800-3600 UNIFORMS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-3800 TECHNOLOGY	600.00	1,486.20	1,486.20	0.00	-886.20	248
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5800-5900 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0

## REVENUE &amp; EXPENDITURE STATEMENT

07/01/2022 To 01/05/2023

Town of Biltmore Forest

FY 2022-2023

\*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-6000 CAPITAL OUTLAY	55,000.00	36,794.95	36,794.95	0.00	18,205.05	67
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	30,000.00	20,972.17	20,972.17	0.00	9,027.83	70
10-5800-8100 RECYCLING	6,000.00	3,634.70	3,634.70	0.00	2,365.30	61
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	31,200.00	8,120.00	8,120.00	0.00	23,080.00	26
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$390,806.00</b>	<b>\$221,192.59</b>	<b>\$229,298.47</b>	<b>\$8,105.88</b>	<b>\$161,507.53</b>	<b>59</b>
<b>Expenditure Subtotal</b>	<b>\$390,806.00</b>	<b>\$221,192.59</b>	<b>\$229,298.47</b>	<b>\$8,105.88</b>	<b>\$161,507.53</b>	<b>59</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$390,806.00</b>	<b>-\$221,192.59</b>	<b>-\$221,192.59</b>	<b>-\$8,105.88</b>	<b>57</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$390,806.00</b>	<b>-\$221,192.59</b>	<b>-\$221,192.59</b>	<b>-\$8,105.88</b>	<b>57</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	35,000.00	10,769.51	10,769.51	0.00	24,230.49	31
10-6600-1100 TECHNOLOGY	92,120.00	48,600.31	48,600.31	0.00	43,519.69	53
10-6600-1300 MUNICIPAL UTILITIES	25,000.00	28,170.82	28,170.82	0.00	-3,170.82	113
10-6600-1500 GE. REPS. AND MAINT.	28,200.00	26,560.13	26,560.13	0.00	1,639.87	94
10-6600-2800 ELECTIONS	6,000.00	184.24	184.24	0.00	5,815.76	3
10-6600-5400 INSURANCE	105,000.00	105,578.21	105,578.21	0.00	-578.21	101
10-6600-6000 CONTINGENCY	181,444.00	0.00	0.00	0.00	181,444.00	0
10-6600-6100 MISCELLANEOUS	10,000.00	3,893.69	3,893.69	0.00	6,106.31	39
10-6600-6201 COVID EXPENDITURES	2,000.00	8,500.00	8,500.00	0.00	-6,500.00	425
10-6600-6300 COMMUNITY EVENTS	50,000.00	3,199.10	3,199.10	0.00	46,800.90	6
10-6600-6301 4TH OF JULY	10,000.00	4,340.73	4,340.73	0.00	5,659.27	43
10-6600-6302 NATIONAL NIGHT OUT	7,000.00	0.00	0.00	0.00	7,000.00	0
10-6600-6303 HOLIDAY LIGHTING	21,500.00	9,875.96	9,875.96	0.00	11,624.04	46
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	1,029.90	1,029.90	0.00	3,970.10	21
10-6600-6500 FOREST MANAGEMENT	60,000.00	30,800.00	30,800.00	0.00	29,200.00	51
10-6600-7600 FIRE PROTECTION	0.00	106,250.00	106,250.00	0.00	-106,250.00	*100
<b>6600 General Government Subtotal</b>	<b>\$640,264.00</b>	<b>\$387,752.60</b>	<b>\$387,752.60</b>	<b>\$0.00</b>	<b>\$252,511.40</b>	<b>61</b>
<b>Expenditure Subtotal</b>	<b>\$640,264.00</b>	<b>\$387,752.60</b>	<b>\$387,752.60</b>	<b>\$0.00</b>	<b>\$252,511.40</b>	<b>61</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$640,264.00</b>	<b>-\$387,752.60</b>	<b>-\$387,752.60</b>	<b>\$0.00</b>	<b>61</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$640,264.00</b>	<b>-\$387,752.60</b>	<b>-\$387,752.60</b>	<b>\$0.00</b>	<b>61</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	11,666.66	11,666.66	0.00	11,667.34	50
10-6700-0200 Street Improvements-Principal	6,667.00	3,333.34	3,333.34	0.00	3,333.66	50
10-6700-0500 Public Works Building-Principal	84,211.00	42,105.26	42,105.26	0.00	42,105.74	50
10-6700-0600 2020 POLICE CARS-PRINCIPAL	29,106.00	28,326.38	28,326.38	0.00	779.62	97

## REVENUE &amp; EXPENDITURE STATEMENT

07/01/2022 To 01/05/2023

Town of Biltmore Forest

FY 2022-2023

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-1100 Police Dept Renovations-Interest	1,445.00	833.44	833.44	0.00	611.56	58
10-6700-1200 Street Improvements-Interest	413.00	238.12	238.12	0.00	174.88	58
10-6700-1500 Public Works Building-Interest	17,685.00	9,195.79	9,195.79	0.00	8,489.21	52
10-6700-1600 2020 POLICE CARS-INTEREST	801.00	1,579.37	1,579.37	0.00	-778.37	197
<b>6700 Debt Service Subtotal</b>	<b>\$163,662.00</b>	<b>\$97,278.36</b>	<b>\$97,278.36</b>	<b>\$0.00</b>	<b>\$66,383.64</b>	<b>59</b>
<b>Expenditure Subtotal</b>	<b>\$163,662.00</b>	<b>\$97,278.36</b>	<b>\$97,278.36</b>	<b>\$0.00</b>	<b>\$66,383.64</b>	<b>59</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$163,662.00</b>	<b>-\$97,278.36</b>	<b>-\$97,278.36</b>	<b>\$0.00</b>	<b>59</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$163,662.00</b>	<b>-\$97,278.36</b>	<b>-\$97,278.36</b>	<b>\$0.00</b>	<b>59</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	144,572.00	61,242.89	61,242.89	0.00	83,329.11	42
30-8100-0400 PROFESSIONAL SERVICES	5,000.00	2,286.90	3,655.04	1,368.14	1,344.96	73
30-8100-0500 FICA	11,060.00	4,281.59	4,281.59	0.00	6,778.41	39
30-8100-0600 HEALTH INSURANCE (MEDICAL)	19,326.00	8,211.43	8,211.43	0.00	11,114.57	42
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	3,948.00	1,200.12	1,200.12	0.00	2,747.88	30
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	3,000.00	1,312.50	1,312.50	0.00	1,687.50	44
30-8100-0700 LGERS RETIREMENT	26,023.00	10,845.65	10,845.65	0.00	15,177.35	42
30-8100-0800 401K SUPP. RETIREMENT	7,229.00	3,960.74	3,960.74	0.00	3,268.26	55
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	5,000.00	606.42	606.42	0.00	4,393.58	12
30-8100-1500 GENERAL REPAIRS	10,000.00	3,093.21	3,093.21	0.00	6,906.79	31
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	5,083.43	6,413.36	1,329.93	8,586.64	43
30-8100-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-4800 WATER PURCHASES	179,580.00	97,252.32	97,252.32	0.00	82,327.68	54
30-8100-4900 SEWER PURCHASES	185,400.00	137,687.30	137,687.30	0.00	47,712.70	74
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	2,176.74	2,176.74	0.00	5,523.26	28
30-8100-5700 MISCELLANEOUS	6,196.00	0.00	0.00	0.00	6,196.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	581.00	581.00	0.00	4,419.00	12
30-8100-7400 CAPITAL IMPROVEMENT	29,939.00	0.00	0.00	0.00	29,939.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$668,973.00</b>	<b>\$339,822.24</b>	<b>\$342,520.31</b>	<b>\$2,698.07</b>	<b>\$326,452.69</b>	<b>51</b>
<b>Expenditure Subtotal</b>	<b>\$668,973.00</b>	<b>\$339,822.24</b>	<b>\$342,520.31</b>	<b>\$2,698.07</b>	<b>\$326,452.69</b>	<b>51</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$668,973.00</b>	<b>-\$339,822.24</b>	<b>-\$339,822.24</b>	<b>-\$2,698.07</b>	<b>51</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$668,973.00</b>	<b>-\$339,822.24</b>	<b>-\$339,822.24</b>	<b>-\$2,698.07</b>	<b>51</b>

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

January 10, 2023



## Agenda Item E-1

### Duke Energy Targeted Underground (TUG) Project Update *Duke Energy Staff*

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#### Background

Duke Energy Progress began a significant infrastructure project in 2021 by burying power lines throughout Biltmore Forest. Since that time, Duke has completed the installation of lines south of the Biltmore Forest Country Club. Right of way acquisition and design continues for the north side of Town. Logistical delays (i.e. equipment shortages) will result in a delay of one year for the remainder of the project, however.

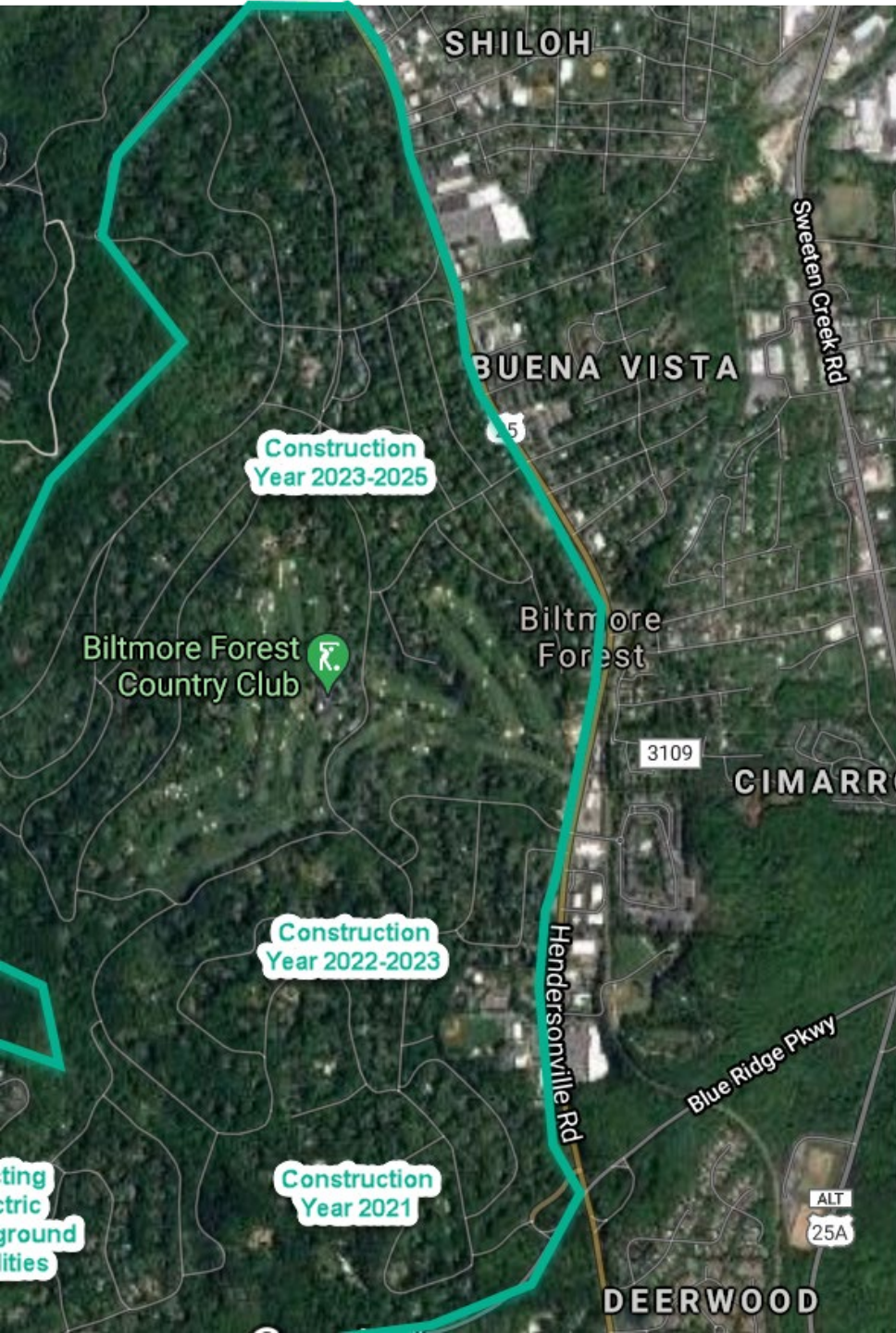
Duke Energy Progress representatives will be present at the Board meeting to review the status of the project, discuss the prior work accomplished, and review what is left to come through 2025.



## **Town of Biltmore Forest Targeted Undergrounding Utility Project**







# Town of Biltmore Forest Area Map

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## South of Biltmore Forest Country Club

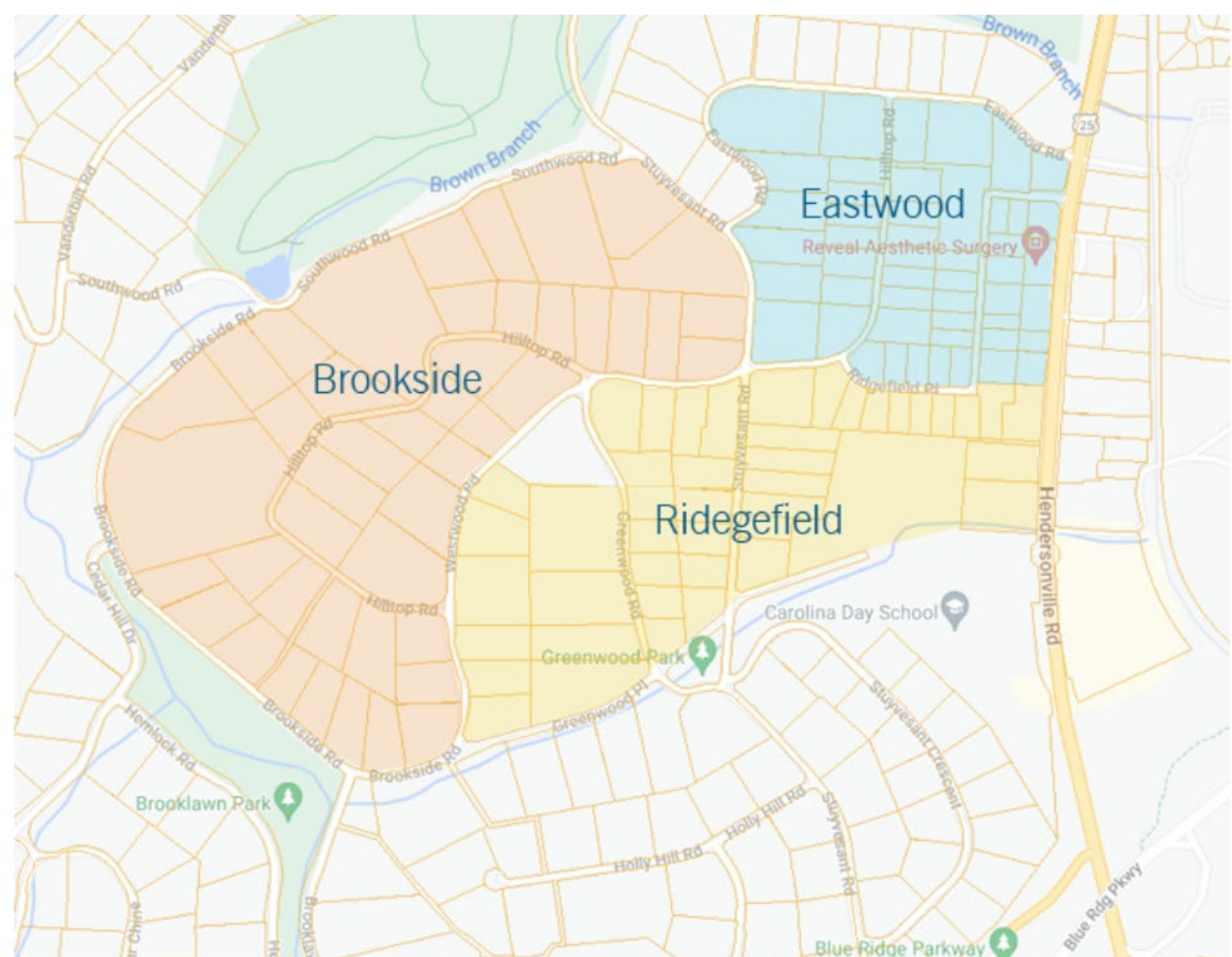
- Construction: 2021-2023
- Miles of overhead removed = 4.43
- Customers with improved reliability = 879

## North of Biltmore Forest Country Club

- Construction Year: 2024-2027
- Miles of overhead removed = 8.43
- Customers with improved reliability = 507

*\*\*Construction schedule and completion is contingent upon right of way acquisition, ground conditions, annual budgets, and other variables. Updates to construction schedule will be provided when applicable.*

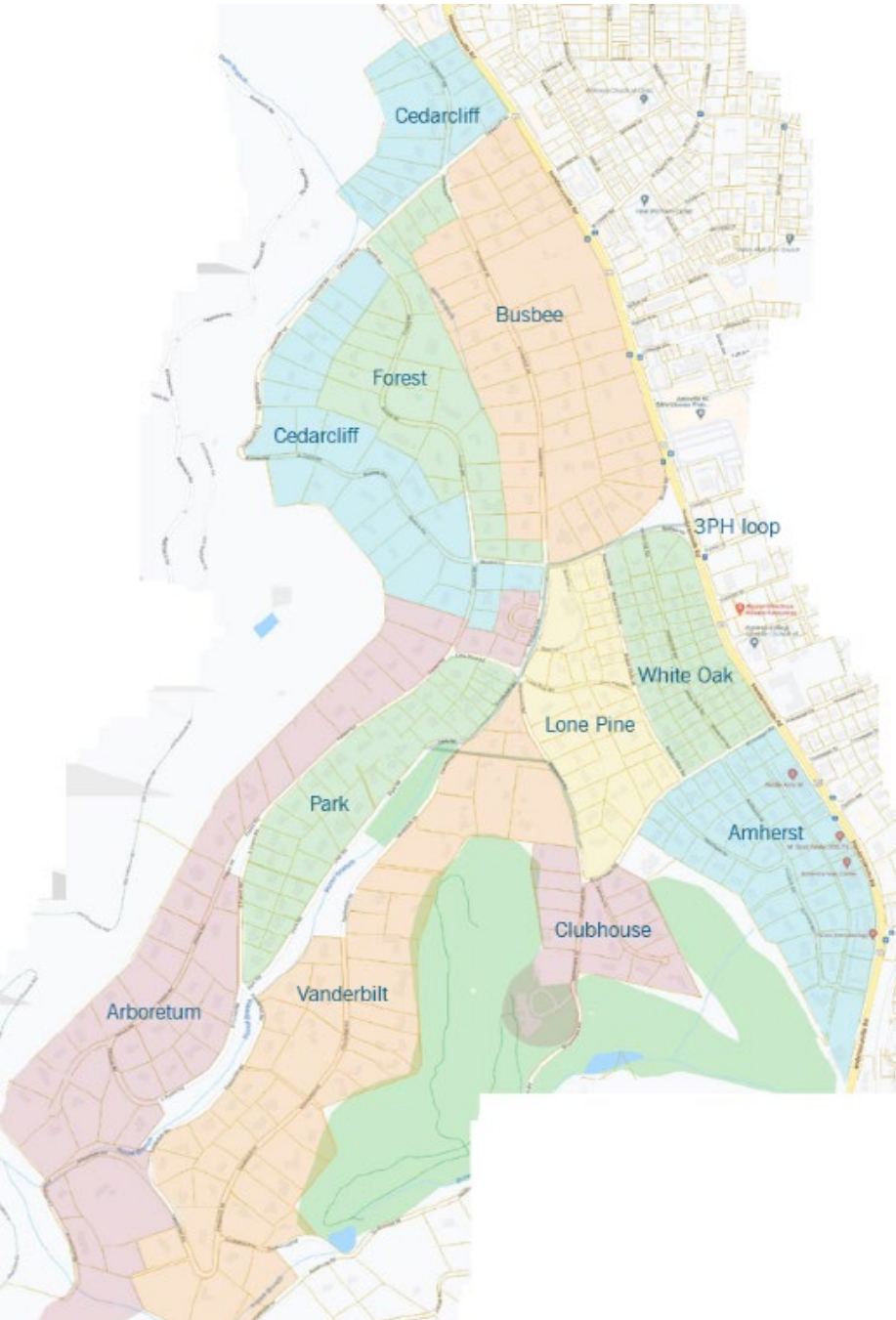
## South – Phase Layout



- Greenwood – Complete
- Carolina Day School 3ph loop – Complete
- Ridgefield – Complete
- Brookside – Underground Install – Complete
- ❖ Overhead line removal – Pending Eastwood Install
- Eastwood – Underground Install – In Progress
- ❖ Overhead line removal – Pending Eastwood Install



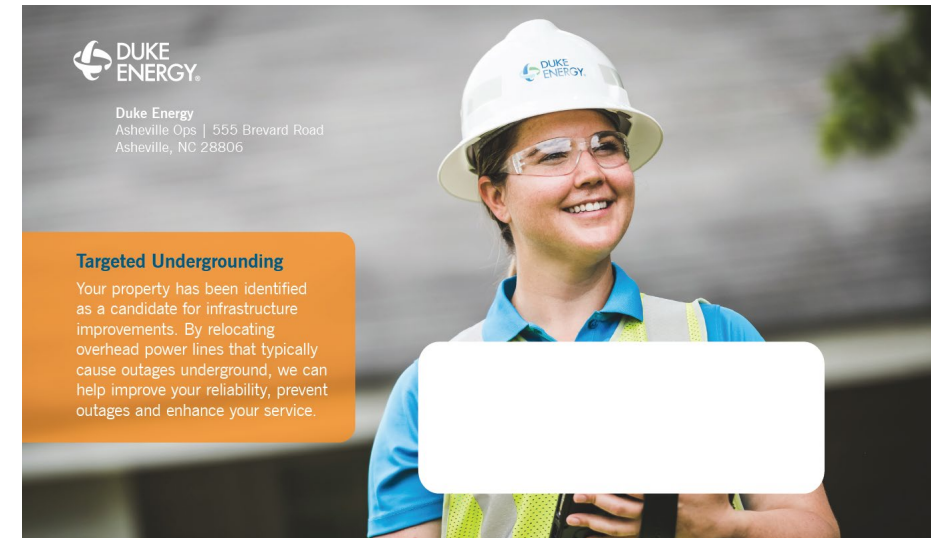
## North – Phase Layout



- Clubhouse – In Final Design
- Amherst – Easement Acquisition in progress
- 3PH Loop – Easement Acquisition in progress
- Lone Pine – Pending Easement Acquisition
- White Oak – Field Assement in progress, ROW Research in progress
- Arboretum – Pending Field Assement, Pending ROW Research
- Vanderbilt – TBD
- Park – TBD
- Busbee – TBD
- Forest – TBD
- Cedarcliff - TBD

# How will you be notified?

Look for this postcard from your dedicated Public Engagement Manager.



Dear Neighbor,

We've identified overhead power lines in your area that have experienced frequent outages and we will relocate them underground.

Relocating these lines underground will help:

- Improve the quality of your electric service
- Minimize service interruptions
- Increase safety in your area following an extreme weather event
- Speed up power restoration following major storms

In order to evaluate these lines, we will need to access poles and wires in the area. A Duke Energy team member will work with you to answer questions and share project updates.



If you have any questions, contact your Public Engagement Manager:

**Avery Dolinger**  
[Avery.Dolinger@duke-energy.com](mailto:Avery.Dolinger@duke-energy.com)  
828.545.0697

For more information, please visit [duke-energy.com/TUG](https://duke-energy.com/TUG).  
For our response to COVID-19, please visit [dukeenergyupdates.com](https://dukeenergyupdates.com).



# What happens next?

Contacted by a right-of-way agent for an appointment to discuss the plan.

When they visit, what to look for:

- Duke Energy identification badge.
- Company-branded materials.
- Engagement Managers' contact information – Avery Dolinger.



## Program at a Glance

We are using smart data to identify outage-prone overhead power lines and relocating these lines underground.

### By relocating the power lines underground, we can:

- Reduce the number of power outages, improving the quality of your electric service
- Restore power more quickly following major storms
- Minimize service interruptions
- Increase safety in your area following an extreme weather event
- Eliminate frequent and potentially disruptive tree and other vegetation trimming needed for hard-to-access lines



## Targeted Undergrounding Contact Information

Please feel free to contact us directly with any questions or concerns.



828.545.0697



Avery.Dolinger@duke-energy.com



Ask our representative to see an authorized Duke Energy identification badge.



## Targeted Undergrounding

Improving the quality of electric service in your area.



BUILDING A SMARTER ENERGY FUTURE®

# What to expect?

- Property evaluation
- Obtain Easements
- Reviewing the Plan
- Marking the Site
- Line Relocation
- Restoring the Site
- Overhead Lines removed
- Survey for you to provide opportunities for improvement, as well as successes

## Targeted Undergrounding Improving the quality of electric service in your area.

### What You Can Expect



#### Evaluation

A Duke Energy representative will be in your area to determine the best route for the proposed underground relocation. They will also look at the current meter base on your property to determine if any modifications are needed.

#### Obtain Easements

Easements give Duke Energy permission to install and maintain equipment along the proposed route. Duke Energy representatives will work with property owners to secure necessary easements along the planned underground route. If easements cannot be obtained, the work may be delayed or canceled.

#### Reviewing the Plan

You will have a chance to review the preliminary design and proposed equipment with our team so you understand the underground plan for your property.

#### Marking the Site

When it is time to relocate the lines underground, we will work with a utility locating service to mark and/or flag any public or privately owned preexisting facilities (e.g., water, cable, septic). These markings ensure a safe installation.



#### Line Relocation

When possible, Duke Energy will use low-impact drilling equipment to minimize property disruption. Once the final switch from overhead to underground takes place, there will be a short outage. We will communicate the outage date and time to you in advance so you can plan accordingly.

#### Restoring the Site

Once the work is complete, Duke Energy representatives will remove any overhead lines and/or other equipment. We will restore your property appropriately in coordination with you.



#### Other Equipment Required

In order to provide underground service in your area, we may also need to install the following equipment:

- **Padmount Transformer**

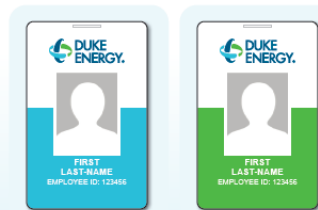
These transformers are in a locked steel cabinet mounted on a concrete pad. They are used with underground power lines to supply power to a large building or many homes.

- **Pedestal**

If necessary, a pedestal will be used to extend the underground system.

- **Meter Base Adapter**

In order to use your current meter with your new underground lines, an adapter may need to be installed. Our team will determine which adapter will work best with your meter. We will discuss details with you if we need to modify, add or remove service equipment attached to your home or business.



Ask our representative to see an authorized  
Duke Energy identification badge.

# Communication throughout

Right of Way and construction crew team members will leave door hangers with contact info to let you know next steps.

Targeted Underground



**Property Restoration Update**

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

**Great news!**

We are happy to inform you that select overhead electrical lines in your area have been relocated underground and we have now completed our work.

As part of our commitment to you, we will be on your property soon to restore the areas impacted by our construction activities.

Respecting your property is a top priority for Duke Energy. Please contact your public engagement specialist if you have any concerns about your property restoration.

**Contact: Avery Dolinger – 828.545.0697**

**We value your feedback.**


Following restoration efforts, Duke Energy will share a short survey regarding your overall experience. We invite you to complete and return it as a way to help us improve our process.

**Thank you for your patience as we work to improve the safety and reliability of your electric service.**

  
BUILDING A SMARTER ENERGY FUTURE®

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Targeted Underground Program



**Planned Outage**

Today's date: \_\_\_\_\_

A temporary outage is necessary as we make the conversion from overhead to underground electric lines in your area.

Your electric service will be shut off on \_\_\_\_\_ (day). We will make every effort to minimize the duration and inconvenience to you.

You don't need to be home during this time, but please ensure your yard and meter base are accessible to technicians.


If we discussed a new meter base adapter with you and it has not yet been installed, it will be installed during this planned outage.

Your project contact is:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Thank you for your patience as we work to increase the safety and reliability of your electric service.**

  
BUILDING A SMARTER ENERGY FUTURE®

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## Targeted Undergrounding

Improving the quality  
of electric service in your area.



BUILDING A SMARTER ENERGY FUTURE®

## Targeted Undergrounding Contact Information

Please feel free to contact us directly  
with any questions or concerns.



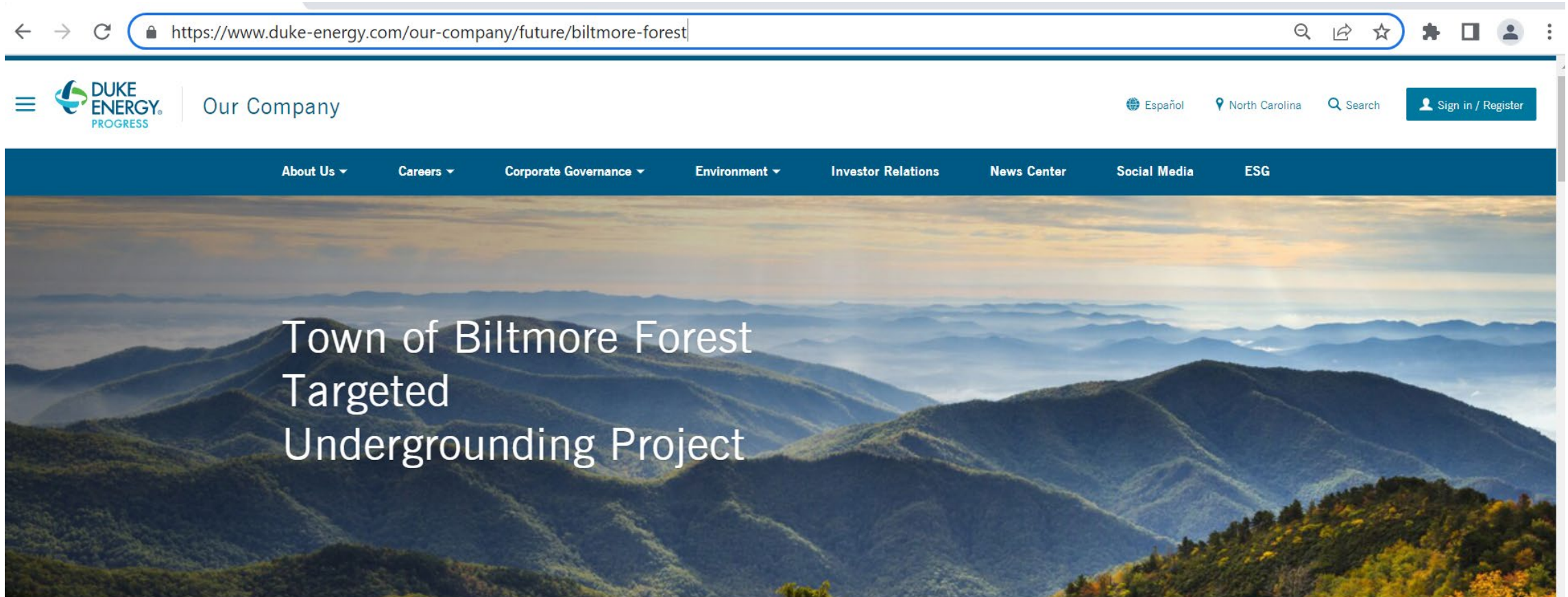
828.545.0697



[Avery.Dolinger@duke-energy.com](mailto:Avery.Dolinger@duke-energy.com)



<https://www.duke-energy.com/our-company/future/biltmore-forest>



The screenshot shows a web browser with the address bar displaying the URL <https://www.duke-energy.com/our-company/future/biltmore-forest>. The page features the Duke Energy logo and 'Our Company' navigation on the left, and links for 'Español', 'North Carolina', 'Search', and 'Sign in / Register' on the right. A dark blue navigation bar contains links for 'About Us', 'Careers', 'Corporate Governance', 'Environment', 'Investor Relations', 'News Center', 'Social Media', and 'ESG'. The main content area has a large background image of a mountain range with the text 'Town of Biltmore Forest Targeted Undergrounding Project' overlaid in white.

# Town of Biltmore Forest Targeted Undergrounding Project

Duke Energy is working hard in your community to improve reliability, reduce outages, strengthen the power grid against severe weather and prepare our system to serve a growing area. As part of this commitment to our customers, we are conducting a multiyear grid improvement project in the **Town of Biltmore Forest**.

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

January 10, 2023



### Agenda Item E-2

#### Asheville Water Shortage

#### *Town of Biltmore Forest Impacts*

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#### Background

The City of Asheville issued an alert December 25<sup>th</sup> to all water customers asking for conservation of water due to recent record cold temperatures and above normal water usage. On December 26, 2022, Town citizens began losing water at their residences, as did over 38,000 water customers throughout the southern and western portions of Buncombe County, and some portions of Henderson County.

While only a short amount of time has passed, it is appropriate for the Town to provide an update and report from the impacts on Biltmore Forest, Town actions during and after the emergency, and what actions can be taken moving forward to mitigate this crisis from occurring within Biltmore Forest. As you will see, Town staff are already taking actions to make improvements and build resiliency.





# ASHEVILLE WATER OUTAGE

Town of Biltmore Forest Impacts and Lessons Learned

January 10, 2023

Jonathan Kanipe, Town Manager

# Biltmore Forest Water System Overview

- Town purchases all water from City of Asheville
- Water is delivered to the Town via three master metered interconnections
  - Vanderbilt Road and Hendersonville Road
  - Busbee Road and Hendersonville Road
  - Hendersonville Road and Blue Ridge Parkway
- City of Asheville provides water service to Town citizens within The Ramble, certain homes along Ridgely Place, and businesses along Hendersonville Road south of Browntown Road.

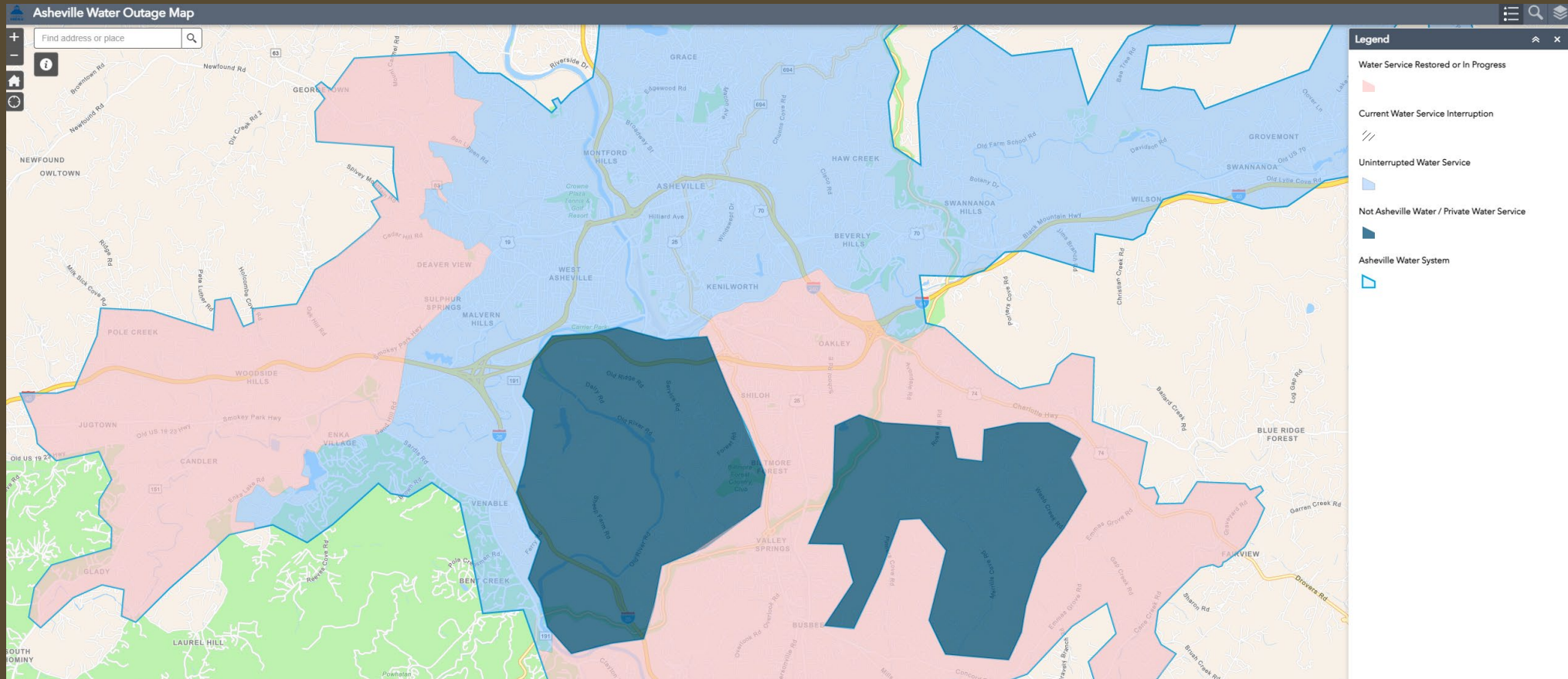
# Biltmore Forest Water System Overview

- Town owns all water service lines and infrastructure past each interconnection point. Town is billed by City of Asheville for water that comes through these master meters and bills customers individually for water used at each meter on the Town system.
- Town replaced approximately 75 percent of water lines in 2004-05. Lines not replaced were constructed in the 1980s, 1990s, and 2000s and remain in good service.



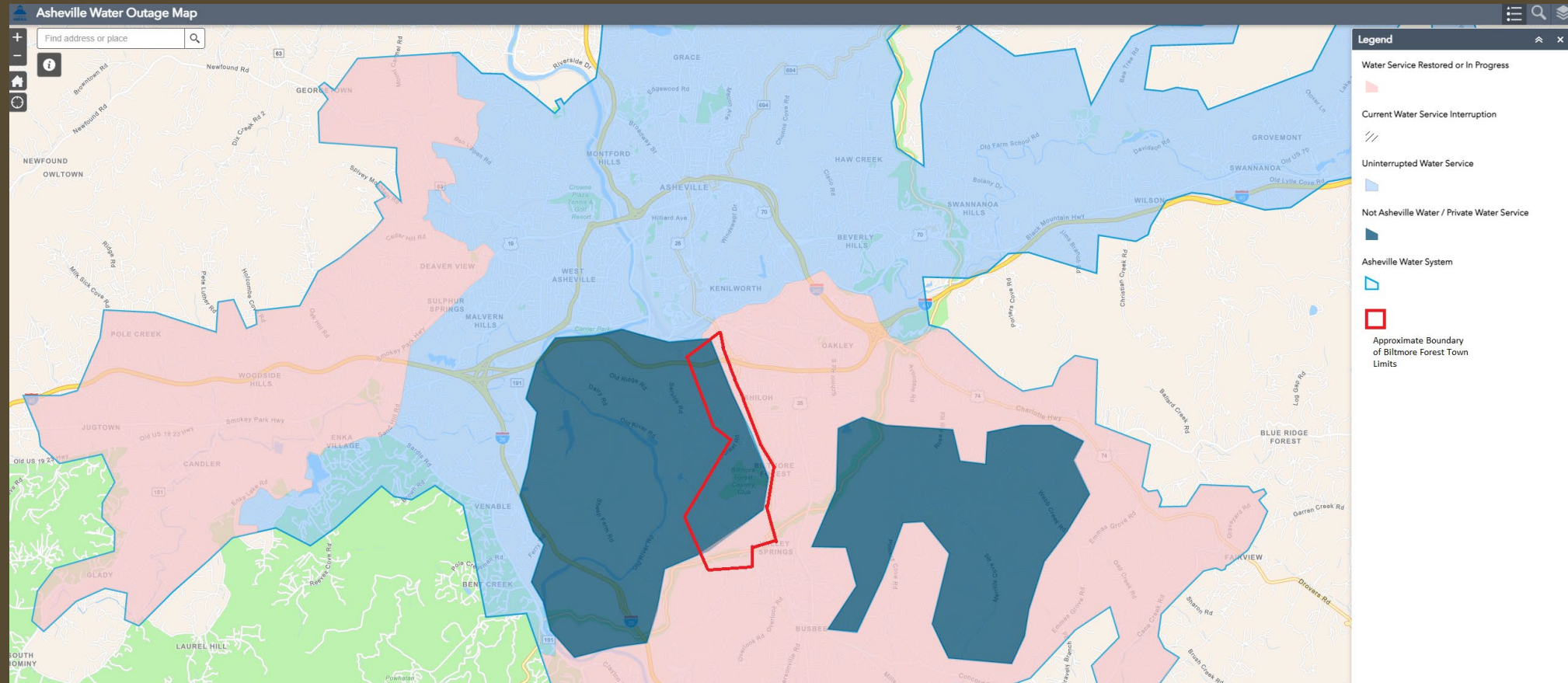
# Biltmore Forest Water System

## Asheville Outage Map (from 1-5-23)



# Biltmore Forest Water System

## Asheville Outage Map with Biltmore Forest Town Limits



# Timeline of Events – TOBF Perspective

## **12/25/22**

AVL Alert sent asking all customers to conserve water due to freezing temperatures and cold.

## **12/26/22**

AVL Alert indicating some may experience low/no pressure due to system disruptions.

First contact to Town (approximately 8:00pm) from residents regarding water outages within Biltmore Forest.

Town sends first CodeRED emergency notice to TOBF residents regarding water outage.

Town reaches out to Asheville Water Resources (9:51pm) who indicate a valve is being adjusted near the intersection of the Blue Ridge Parkway and Hendersonville Road, and this adjustment should restore service to TOBF.

Water service essentially ended in Biltmore Forest between 9pm and midnight

## **12/27/22**

Public Works staff discovers reduced pressure zone backflow valves (RPZ) at COA/TOBF interconnection at Busbee Road is dumping water profusely.

Public works staff shuts off RPZ leak and contacts local plumbing contractor and water infrastructure supplier for assistance.

Majority of entire Town (and all south Asheville/Buncombe County water customers) are without water.

Town sends Boil Water Advisory notice to TOBF (9:04 am), including directing residents to City of Asheville's website regarding boil water notices.

Town sends update notification to residents (2:05pm) directing those who need additional information to website. Website update includes specific information refuting rumors that water outage is a result of the Town and City disagreeing over who would fix a leak and/or who was responsible for a leak that led to service outage in Biltmore Forest. This rumor likely surfaced due to the RPZ opening at the Busbee triangle.



# Timeline of Events – TOBF Perspective Continued

## 12/27/22 (Continued)

MAHEC reached out to us regarding lack of water and closure of their facility, and to see if we had been in contact with the COA and had more information than the COA notifications (we did not). MAHEC then contacted a backchannel at the COA water department to get additional information and called us to share with us that the system would likely be down for an extended time. They also were able to negotiate zoning adjustments with the COA to improve the service at MAHEC. This information was shared back and forth with Town staff throughout the day.

Public Works staff continues to troubleshoot the Busbee Road RPZ device throughout the day to try unsuccessfully to prevent the valve from dumping when online. After three teardowns, it was concluded the valve was likely functioning properly and was dumping because of unstable COA water pressures. Discussions with our contractor and vendor lead to idea of temporarily modifying the valve to eliminate the dumping feature until the system stabilizes. All agree that this action requires approval from the COA prior to being implemented.

Town sends CodeRED (7:35pm) with update from City of Asheville after press conference indicating water restoration should occur within next 48 hours.

Town reaches out to Buncombe County Emergency Management and American Red Cross regarding water needs and water distribution to residents. During email request to BCEM, coordination with Skyland Fire Department begins regarding water distribution

## 12/28/22

Town contacts local water vendor and coordinates pick-up of 80 cases of bottled water.

Conversation with BCEM regarding water distribution plan; contact to Skyland Fire Department to confirm coordination and alert them to Town procurement of bottled water.

Public Works staff picks up water; Police, Public Works, and Admin staff coordinate location for distribution. First CodeRED sent notifying residents of water pick up and how to obtain delivery if necessary (11:30am).

Town sends CodeRED after Asheville press conference advising residents that southern distribution facility is back online and that the BWA remains in effect as pressures return and stabilize; CodeRED also reiterates water is still available for pickup and delivery.

Town Public Works staff fix issue with Busbee Road PRV and interconnection with City of Asheville. COA Water Resources is alerted to this repair. Town Public Works staff continue to assess entirety of Town water distribution system and ensure system is prepared for resumption of water service.

# Timeline of Events – TOBF Perspective Continued

## 12/29/22

Town Public Works notified COA Water Resources staff about modification made to the RPZ valve at the Busbee Road interconnect that would allow water to enter the Town system without continually dumping water. The modification was made and the RPZ placed back online successfully.

Town sends CodeRED (2:35pm) with latest update from City of Asheville that all plants are operational. Messages also remind people to conserve water as system repressurizes and that a BWA remains in effect.

Water distribution continues throughout the day at BFPD.

Throughout the day, Town receives information from residents that water service is returning and that pressures are stabilizing. Town facilities come back online with low pressure at approximately 12:30pm.

Town website continues to be updated with site alerts and news bulletins, as necessary.

## 12/30/22

Town staff addresses questions regarding whether boil water advisory remains in effect. Staff realizes that an old BWA notice remains on the Town's website and is the top result when you google "Biltmore Forest boil water". Staff deletes old page and Google no longer redirects to this page.

Website is updated with site alert and news item that boil water advisory and conservation requests remain in effect.

By 12/30/22, it is believed all Biltmore Forest residents served by TOBF water were back in full service.

## 1/1/23

City of Asheville notifies all that boil water advisory is lifted for majority of southern distribution system. Town sends final CodeRED of water outage notifying residents that BWA has been lifted.

# Town of Biltmore Forest Observations

- Communication and coordination among TOBF staff exceptionally high.
  - All pitched in and pulled together regardless of vacation plans, working remotely, or being sick.
  - Coordination among departments exceptionally good.
  - All CodeRED messages were mimicked and sent out via BFPD mobile app to ensure that the most people possible were able to receive information. Both services performed well and provided robust deliveries to residents.
- Town water infrastructure in good shape to handle regular service and significant disruption to the system.
  - System operated appropriately with minimal issues once water service restored.
  - Multiple residences experienced owner-side water line issues during the freeze and subsequent outage, but this was not a result of the Town system.

# Town of Biltmore Forest

## Focus Areas for Future Events

- Communication issues from other local government partners must be improved upon.
  - Additional outreach and coordination of response plans and communication activities would benefit all
- Town's Water Shortage Response Plan (WSRP) not activated due to triggering requirements not being met.
  - WSRP is predominantly utilized during drought events and not necessarily designed for an immediate emergency.
  - City of Asheville charged with triggering requirements being issued, including mandatory water conservation measures.
  - While not required by state law, this is an area the Town should consider reviewing and improving internally and in coordination with City of Asheville.

# Town of Biltmore Forest

## Action Items Moving Forward

- Update BFPD dispatch capabilities by having auto-response pick-up upon multiple unanswered rings
  - Overwhelming call volume came into BFPD as outages occurred on 12/26/22 – one dispatcher unable to answer more than one phone at a time.
  - In order to ensure that no emergency calls are missed (i.e. true 911 calls), BFPD has already worked with IT provider to amend phone answering rules.
    - On third “no answer” ring, the phone system will automatically pick-up and tell the caller the BFPD is experiencing a high volume of calls and that if it is a true emergency, to hang up and call 911.
- Town will work via newsletter and BFPD mobile app to reinforce message about calling 911 in a true emergency and understanding the BFPD “high volume call” message does not mean the person’s call is unimportant.

# Town of Biltmore Forest

## Action Items Moving Forward

- Consider all mitigation options to ensure that full outage does not occur again
  - Public Works Director Harry Buckner will spearhead the technical review of these mitigation efforts, including the potential for storage or other emergency provisions.
  - Grant and appropriation funding will be researched to see if funding exists for creating redundancy in similar emergency situations.
- Work directly with City of Asheville staff and leadership to address communication concerns.
- Develop Emergency Water Shortage Response Plan
  - Work with City of Asheville, Buncombe County, and Skyland Fire Department to develop Town centered emergency water shortage response plan.
    - Should include communication requirements, non-potable and potable water storage and distribution considerations, and fire suppression actions when functioning without water system.
- Review Emergency Communication Efficacy from Town to TOBF citizens and consider augmenting or altering existing methods if necessary.

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
January 10, 2023



**Agenda Item E-3**

**Consideration of Award for UT Four Mile Branch Stream  
Restoration Project – Engineer's Recommendation**

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Background

The Town budgeted funds for a preliminary engineering report during FY22 to stabilize an unnamed tributary to Four Mile Branch. More specifically, the purpose was to stabilize the stream running adjacent to Cedar Hill Road near the intersection of Hemlock Road. The Board approved funding for the construction of this project in FY23 and Town staff and the engineer moved forward with the final design and bidding for this project.

Bid Results

The Town issued a Request for Proposals (RFP) on December 7, 2022 and opened bids at the Town Hall on December 21, 2022. Four companies were invited to bid on this project, and two ended up submitting bids. The engineer has certified the bid results and found that Baker Construction, from Old Fort, N.C. is the low bidder for the project.

Baker Grading and Construction - \$274,027.50

Wright Contracting, Inc. - \$450,319.50

Comparison with Initial Estimate

The initial estimate for this job in early 2022 was \$175,000-\$200,000. As we know, inflation and the economy have resulted in substantially higher costs for goods and services, and this is true within the construction industry as well. Stream restoration and stabilization is a highly specialized activity, and the Town's previous success with Baker Grading on the Greenwood Park stream restoration project provides additional confidence for this job being performed well.

Staff Recommendation

Town staff recommends approving this award to Baker Construction, with the budget amendment following in the agenda packet covering the additional cost for this project.

## ENGINEERS BID TABULATION AND RECOMMENDATION OF AWARD

### UT FOUR MILE BRANCH RESTORATION PROJECT

**DATE:** January 4, 2023

**TO:** Town of Biltmore Forest  
ATTN: Harry Buckner, PE, Director of Public Works  
355 Vanderbilt Road, Asheville, NC 28803

**FROM:** Jennings Environmental PLLC  
ATTN: Greg Jennings, PhD, PE, President  
7 Samuel Ashe Drive, Asheville, NC 28805  
greg@jenningsenv.com

This memo includes the tabulation of all bids received on December 21, 2022, for the UT Four Mile Branch Restoration Project. Four qualified contractors were invited to bid on the referenced project. The following bids were received and tabulated:

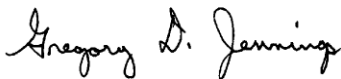
**Baker Grading & Landscaping: \$274,027.50**

**Wright Contracting, Inc.: \$450,319.50 (Corrected from math error on submitted bid tab)**

Following my determination that all bids are valid and complete and that all bidders are fully qualified to perform the requested services, I recommend that the contract be awarded to Baker Grading & Landscaping for the proposed price of \$274,027.50.

Please contact me with any questions.

Respectfully Submitted,



Gregory D. Jennings, Ph.D., P.E., President  
Jennings Environmental PLLC



Attachments: Bids submitted by Baker Grading & Landscaping and Wright Contracting, Inc.



## References UT Fourmile Branch Stream Restoration

December 21, 2022



Prepared for: **Town of Biltmore Forest** *Harry Buckner*

Prepared by: **Charles Baker, Vice President**

*Baker Grading & Landscaping, Inc.*

*1000 Bat Cave Road*

*Old Fort, NC 28762*

*Telephone: (828) 668-5060*

*Fax: (828) 668-5065*

*Email: [charles@bakergrading.com](mailto:charles@bakergrading.com)*

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## REFERENCES

**Grant Ginn, PE**

Stantec, Inc.  
56 College St. Suite 201  
Asheville, NC 28801  
(828) 545-1041

**David Tuch, PLA**

Equinox Environmental  
37 Haywood Street, Suite 100  
Asheville, NC 28801  
(828) 253-6856

**Jake McLean, PE**

Wildlands Engineering, Inc.  
167-B Haywood Road  
Asheville, NC 28806  
(828) 545-3865

**Jake Byers, PE**

Ecosystem Planning & Restoration  
204 Stone Ridge Blvd.  
Asheville, NC 28804  
(828) 989-5592

**Andrew Bick, PE**

Headwaters Engineering, PC.  
45 Lotus Place  
Asheville, NC 28804  
(828) 606-0306

**Dave Rosgen**

Wildland Hydrology  
11210 N. County Road 19  
Fort Collins, CO 80524  
(970) 568-0014

**Greg Jennings, PE**

Jennings Environmental  
7 Samuel Ashe Dr.  
Asheville, NC 28805  
(919) 600-4790

**Paul Wiesner**

Western Regional Supervisor  
NC DEQ - Division of Mitigation Services  
5 Ravenscroft Drive, Suite 102  
Asheville, NC 28801  
(828) 273-1673

**Andrea Leslie**

Mountain Habitat Conservation Coordinator  
NC Wildlife Resources Commission  
645 Fish Hatchery Rd., Building B  
Marion, NC 28752  
(828) 803-6054

**Steve Kichefski**

Regulatory Project Manager  
U.S. Army Corps of Engineers  
151 Patton Avenue, Suite 208  
Asheville, NC 28801  
(828) 271-7980



UT FOURMILE BRANCH STREAM RESTORATION - MATERIALS AND WORK QUANTITIES					
ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>SITE PREPARATION</b>					
1	MOBILIZATION / MOBILIZATION (5% MAX)	1	LS	\$ 25,000.00	\$ 25,000.00
2	CONSTRUCTION SURVEY / GPS MODEL PREPARATION	1	LS	\$ 3,500.00	\$ 3,500.00
3	SITE CLEARING	0.61	AC	\$ 7,500.00	\$ 4,575.00
4	SIGNIFICANT TREE REMOVAL	27	EA	\$ 900.00	\$ 24,300.00
<b>EROSION AND SEDIMENTATION CONTROL</b>					
5	CONSTRUCTION ENTRANCE	2	EA	\$ 1,900.00	\$ 3,800.00
6	TEMPORARY STREAM CROSSING	1	EA	\$ 2,500.00	\$ 2,500.00
7	SILT FENCE	110	LF	\$ 1.00	\$ 110.00
8	CONSTRUCTION SAFETY FENCE	1,025	LF	\$ 1.00	\$ 1,025.00
9	TEMPORARY PUMP AROUND SYSTEM	1	LS	\$ 15,000.00	\$ 15,000.00
10	EROSION CONTROL MATTING (QTY EXCLUDES MATTING REQUIRED FOR SOIL LIFTS)	1,250	SY	\$ 3.95	\$ 4,937.50
<b>STREAM RESTORATION</b>					
11	EXCAVATION AND GRADING	1,400	CY	\$ 25.00	\$ 35,000.00
12	OFFSITE DISPOSAL OF EXCESS EARTH	1,200	CY	\$ 10.00	\$ 12,000.00
13	BOULDER STEP	5	EA	\$ 3,700.00	\$ 18,500.00
14	BOULDER RIFFLE	4	EA	\$ 4,950.00	\$ 19,800.00
15	CONSTRUCTED RIFFLE	5	EA	\$ 3,450.00	\$ 17,250.00
16	COIR LOG TOE PROTECTION	145	LF	\$ 40.00	\$ 5,800.00
17	SOIL LIFTS - ROCK TOE PROTECTION (QTY INCLUDES 2 LIFTS / FOOT OF BW)	650	LF	\$ 10.00	\$ 6,500.00
18	BOULDER WALL	325	LF	\$ 190.00	\$ 61,750.00
19	RIPRAP ARMORING - 50% CLASS B, 50% CLASS 1	20	TN	\$ 45.00	\$ 900.00
<b>RE-VEGETATION</b>					
20	TEMPORARY SEED, MULCH AND SOIL PREP	0.66	AC	\$ 1,300.00	\$ 858.00
21	PERMANENT SEEDING - STREAM BANK AND FLOODPLAIN	0.45	AC	\$ 3,400.00	\$ 1,530.00
22	PERMANENT SEEDING - UPLAND	0.21	AC	\$ 3,200.00	\$ 672.00
23	WOODY PLANTINGS LIVE STAKES AND BARE ROOT (QTY EXCLUDES LIVE CUTTINGS FOR SOIL LIFTS)	520	EA	\$ 2.00	\$ 1,040.00
24	ZONE 2 WOODY PLANTINGS (5-GALLON CONTAINERS)	36	EA	\$ 65.00	\$ 2,340.00
25	ZONE 2 WOODY PLANTINGS (BALL AND BURLAP 1.5-IN CALIPER)	12	EA	\$ 370.00	\$ 4,440.00
26	LIVE CUTTINGS (SOIL LIFTS - 2.0' O.C.)	600	EA	\$ 1.50	\$ 900.00
<b>PROJECT COST ESTIMATES</b>					
27	CONSTRUCTION TOTAL	-	-	-	\$ 274,027.50



21 December 2022

Town of Biltmore Forest  
Attn: Harry Buckner, Director of Public Works  
355 Vanderbilt Rd Asheville, NC 28803  
Phone: 828.274.3919  
Email: hbuckner@biltmoreforest.org

**Re: Cover Letter, Proposal RFP UT Four Mile Branch Stream Restoration**

To Whom It May Concern:

Wright Contracting, LLC (Wright Contracting) appreciates the opportunity to provide our proposal and qualifications with regard to the abovementioned project. Wright Contracting is dedicated to restoring, preserving and protecting our natural landscapes through environmentally sound construction practices that blend with our environment and meet the demands of our world. Wright Contracting will serve as the Prime Contractor and provide all construction implementation aspects as necessary.

We want to provide you with the best possible expertise and implementation of the project possible.

As per your request, we have included pertinent information to assist with your determinations. We greatly appreciate the opportunity and we look forward to working with you on this project and in the future. If you have any questions or concerns, please do not hesitate to contact me at 704-692-4633 or via email at joseph@wright-contracting.com.

Respectfully submitted,

WRIGHT CONTRACTING, LLC

Joseph Wright, President  
704.692.4633 (Cell)





**B: Title Page**

# Wright Contracting, LLC

PO Box 545  
Siler City, NC 27344

Joseph Wright  
(704) 692-4633

## RFP UT FOURMILE BRANCH RESTORATION PROPOSAL



## C: Qualifications & Experience

**Wright Contracting, LLC** was formed in October 2008. Wright Contracting specializes in Stream and Wetland Restoration, Stormwater, Sediment and Erosion Control. Joseph Wright, an Eagle Scout, and a graduate of North Carolina State University's Biological and Agricultural Engineering Department, founded Wright Contracting. Joseph studied and constructed numerous projects under the direction of Dr. Greg Jennings and Dr. Bill Hunt creating a solid foundation in understanding the importance of correctly designing and implementing restoration projects to create better project outcomes for a better environment. Joseph has also worked as a designer in the stream restoration field and has continued to educate himself along with his employees in new and innovative practices as well as a solid foundation from Rosgen training and various other restoration education programs. Wright Contracting was founded to be an environmentally sound and structurally strong firm, starting small with research projects and repair work growing into one of the most competitive and solid stream restoration firms in existence to date.

Wright Contracting in just a few short years has grown from two employees to over twenty-five. Those employees have a combined stream restoration experience of over fifty years and several hundred thousand linear feet of restored streams completed to date along with numerous acres of restored wetlands. Wright Contracting takes pride in our employees and the quality and speed which they complete projects, taking ownership of every foot designed and constructed. Wright Contracting utilizes the best in equipment and technology such as GPS and GPS Machine Control as well as tier four clean diesel machines. Wright Contracting is the forerunner in the Southern United States and the first firm in stream restoration to utilize Tiltrotors from Engcon with full GPS automation.

The company has completed a wide range of projects in locations throughout the United States; most notable projects have been in St Croix, US Virgin Islands, and many throughout North and South Carolina, Virginia and Texas. Wright Contracting participated in the construction of the first mitigation bank in Texas. When completed in 2015, at roughly twenty miles of restoration, it was the largest stream project in the United States. Wright Contracting has been part of the team constructing the largest current mitigation project in Texas, the Lower Bois d'Arc Creek Reservoir mitigation project, completing nearly one hundred fifty thousand linear feet.

Wright Contracting has won numerous awards including a Sir Walter Raleigh Award and an ACEC award for the AB Combs Elementary School, Bio Cell Rain Garden project in Raleigh, NC. We have also been recognized for assistance in NCSU research projects and helping to grow our industry through teaching and demonstration projects. The company has been featured in multiple equipment publications and participated in advisory to major equipment manufacturers.

Wright Contracting, LLC's abilities for a project such as the UT Four Mile Branch Stream Restoration is outlined below. All of our projects have required coordination or at a minimum successful compliance with permitting and regulatory agencies. All of the projects referenced below to function as a natural channel design have required accurate grading of stream channels; to include such features as thalweg, riffle, step, pool, run, glide, point bar, inner berm, bankfull bench and meanders as well as proper floodplain grading and vegetation. Each project, though differing in size and scope, have required the proper and accurate construction of the various in-channel boulder and logs structures to aid in streamflow direction, bank stabilization and grade control. Each of the below referenced projects required the installation of vanes, J-hook vanes, step-pools, constructed riffles and wood toe revetments. If further information is required on the below referenced projects it can be provided in greater detail, but for purposes of this RFP response it does not appear they were required.



## Joseph McDowell Catawba River Greenway Bank Stabilization

**Location:** Marion, NC  
**Constructed:** 2021  
**Length:** 2200 LF  
**Owner:** City of Marion, NC  
**Designer:** Jennings Environmental  
**Reference:** Heather Cotton, AICP  
Planning and Development Director  
City of Marion  
P.O. Drawer 700  
194 North Main Street  
Marion, NC 28752  
(828)652-3551 (telephone)  
(828)652-1983 (fax)  
hcotton@marionnc.org

**Narrative:** The Catawba River Greenway Bank Stabilization required roughly 1400LF of river bank stabilization. The work consisted of channel alignment, boulder structure installation, wood structure installation, various instream structures, benching/floodplain, bank grading to include vegetated geolifts, outfall step/step pools and plantings. Pictures and further detail can be provided on request.

## Swift Creek Enhancement and Restoration Project

**Location:** Tarboro, NC  
**Constructed:** 2021  
**Length:** 7000 LF  
**Designer:** Wood  
**Owner:** Palustrine Group (Now Water & Land Solutions)  
**Reference:** Tommy Cousins  
President  
[tommy@waterlandsolutions.com](mailto:tommy@waterlandsolutions.com)  
[+ 1 \(919\) 522 9253](tel:+19195229253)  
1859 Summerville Ave, Suite 770  
Charleston, SC 29405

**Narrative:** The Swift Creek project was a PRM project for the Rocky Mount CSX Intermodal terminal. Project required stream relocation and floodplain reconnection through uplift. Various instream structures were utilized including: log vanes, rock vanes, woody toe, geolift, constructed riffle, rock riffle, woody riffle, inner berm, benching, wood and rock steps, channel and flood plain grading, planting. The project was extremely difficult given the drainage area and extremely wet conditions. While a very difficult project it is a success thanks to team work of all involved. Wright Contracting was contracted to partner with PG due to attention to detail and working relationship.



### Hornpipe Branch Tributaries Mitigation Project

**Location:** Goldsboro, NC  
**Constructed:** 2021  
**Length:** 5200 LF  
**Designer:** Water & Land Solutions  
**Owner:** Water & Land Solutions  
**Reference:** Kayne Van Stell  
VP OF ECOSYSTEM DESIGN, CERP  
[kayne@waterlandsolutions.com](mailto:kayne@waterlandsolutions.com)  
[+ 1 \(919\) 818 8481](tel:+19198188481)  
7721 Six Forks Road, Suite 130  
Raleigh, NC 27615  
United States

**Narrative:** The Hornpipe Mitigation Project was a large NCDMS site in Eastern, NC. The project consisted of channel relocation, benching and floodplain grading. Significant amounts of woody toe, geo lifts as well as riffles, log and rock structures, riffles, pools and point bars.

### Additional Recent Projects:

### Unity Park Site Improvements

**Location:** Greenville, SC  
**Constructed:** 2021  
**Length:** 2200 LF  
**Owner:** City of Greenville, SC  
**Designer:** MKSK/Bio Habitats  
**Reference:** Mr. Neil Wilson, Project Manager Harper General Contractors  
35 West Court Street  
Suite 400  
Greenville, SC 29601  
[nwilson@HarperGC.com](mailto:nwilson@HarperGC.com)

**Narrative:** Unity Park Site Improvements is a large park infrastructure park with a river bank stabilization component. The work consisted of channel alignment, boulder structure installation, wood structure installation, various instream structures, benching/floodplain, bank grading to include vegetated geolifts, outfall step/step pools. Pictures and further detail can be provided on request.





## Little Pine II

**Location:** Enice, NC  
**Constructed:** 2018  
**Length:** 3898 LF  
**Designer:** Wildlands Engineering  
**Owner:** NCDMS  
**Reference:** Paul Wiesner  
Western Regional Supervisor  
North Carolina Department of Environmental Quality  
Division of Mitigation Services

828-273-1673 Mobile  
paul.wiesner@ncdenr.gov

Western DMS Field Office  
5 Ravenscroft Drive  
Suite 102  
Asheville, N.C. 28801

**Narrative:** Little Pine II was a NCDMS stream and wetland restoration project in trout waters. Project required stream relocation and floodplain reconnection through uplift. Various instream structures were utilized including: log vanes, rock vanes, J-hooks, woody toe, geolift, constructed riffle, rock riffle, woody riffle, inner berm, benching, wood and rock steps, channel and flood plain grading, planting. The project was extremely difficult given the drainage area, prone flashiness and extreme weather conditions. While a very difficult project it is a success thanks to team work of all involved.

## Glade Creek Restoration

**Location:** Vinton, VA  
**Constructed:** 2016  
**Length:** 5000 LF  
**Designer:** Lotic/AECOM  
**Owner:** Roanoke County, Va  
**Reference:** David M. Henderson, PE  
Roanoke County Engineer  
Roanoke County Department of Community Development  
5204 Bernard Drive  
P.O. Box 29800  
Roanoke, Virginia 24018 - 0798  
Telephone: 540.772.2083  
Fax: 540.776.7155

**Narrative:** The Glade Creek Restoration is a project to offset TMDL in Roanoke County, Va. The project consisted of channel relocation, benching and floodplain grading. Significant amounts of woody toe, geo lifts as well as riffles, log and rock vane structures, riffles, pools and point bars. The project was a design build located in large flashy drainage area. Coordination in a busy park environment was a component of the project's success.



## **D: Subcontractor and Supplier List**

Subcontractor/Supplier – Turner Land Surveying  
Scope – Survey Control Points and GPS 3D Model  
Overall Percentage of Scope – Estimated 1.11%

Subcontractor/Supplier – Mellow Marsh Farm  
Scope – Live Stake/Bare Root Plantings  
Overall Percentage of Scope – Estimated 0.68%

Subcontractor/Supplier – Green Resource, LLC  
Scope – Provide EC Materials (Matting, Staking, Fabric, Seeding Mix, etc)  
Overall Percentage of Scope – Estimated 3.10%

Subcontractor/Supplier – Wetmore Tree Care, Inc (dba Family Tree Care)  
Scope – Significant Tree Removal  
Overall Percentage of Scope – Estimated 7.77%



## E: Client References

### Private Refences:

#### **Kayne Van Stell**

Water & Land Solutions, L.L.C  
7721 Six Forks Road  
Suite 130  
Raleigh, NC 27615  
T: +1 (919) 614-5111  
E: kayne@waterlandsolutions.com

#### **Sean McGary, PWS**

Westervelt Ecological Services  
TN District Manager  
P.O. Box 25265  
Nashville, Tennessee 37202  
C: 334-332-8507  
wesmitigation.com

#### **David Gibbons**

6515 Bandera Avenue, #2D  
Dallas, Texas 75225  
214-616-0652

### Public References:

#### **David M. Henderson, PE**

Roanoke County Engineer  
Roanoke County Department of Community Development  
5204 Bernard Drive  
P.O. Box 29800  
Roanoke, Virginia 24018 - 0798  
Telephone: 540.772.2083  
Fax: 540.776.7155

#### **Paul Wiesner**

Western Regional Supervisor  
North Carolina Department of Environmental Quality  
Division of Mitigation Services  
828-273-1673 Mobile  
paul.wiesner@ncdenr.gov  
Western DMS Field Office  
5 Ravenscroft Drive  
Suite 102  
Asheville, N.C. 28801

#### **James Misciagno, CPESC**

Environmental Specialist  
Stormwater & Utility Engineering  
Town of Apex  
Phone: 919-372-7470  
Email: james.misciagno@apexnc.org



**F: Proposal**

UT FOURMILE BRANCH STREAM RESTORATION - MATERIALS AND WORK QUANTITIES					
ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>SITE PREPARATION</b>					
1	MOBILIZATION / MOBILIZATION (5% MAX)	1	LS	\$ 12,000.00	\$ 12,000.00
2	CONSTRUCTION SURVEY / GPS MODEL PREPARATION	1	LS	\$ 7,150.00	\$ 7,150.00
3	SITE CLEARING	0.61	AC	\$ 11,800.00	\$ 7,198.00
4	SIGNIFICANT TREE REMOVAL	27	EA	\$ 2,380.00	\$ 64,260.00
<b>EROSION AND SEDIMENTATION CONTROL</b>					
5	CONSTRUCTION ENTRANCE	2	EA	\$ 1,650.00	\$ 3,300.00
6	TEMPORARY STREAM CROSSING	1	EA	\$ 1,700.00	\$ 1,700.00
7	SILT FENCE	110	LF	\$ 2.90	\$ 319.00
8	CONSTRUCTION SAFETY FENCE	1,025	LF	\$ 2.50	\$ 2,562.50
9	TEMPORARY PUMP AROUND SYSTEM	1	LS	\$ 6,580.00	<del>\$ 6,580.00</del>
10	EROSION CONTROL MATTING (QTY EXCLUDES MATTING REQUIRED FOR SOIL LIFTS)	1,250	SY	\$ 5.00	\$ 6,250.00
<b>STREAM RESTORATION</b>					
11	EXCAVATION AND GRADING	1,400	CY	\$ 11.00	\$ 15,400.00
12	OFFSITE DISPOSAL OF EXCESS EARTH	1,200	CY	\$ 40.00	\$ 48,000.00
13	BOULDER STEP	5	EA	\$ 6,100.00	\$ 30,500.00
14	BOULDER RIFFLE	4	EA	\$ 17,000.00	\$ 68,000.00
15	CONSTRUCTED RIFFLE	5	EA	\$ 2,350.00	\$ 11,750.00
16	COIR LOG TOE PROTECTION	145	LF	\$ 80.00	\$ 11,600.00
17	SOIL LIFTS - ROCK TOE PROTECTION (QTY INCLUDES 2 LIFTS / FOOT OF BW)	650	LF	\$ 16.00	\$ 10,400.00
18	BOULDER WALL	325	LF	\$ 360.00	\$ 117,000.00
19	RIPRAP ARMORING - 50% CLASS B, 50% CLASS 1	20	TN	\$ 99.00	\$ 1,980.00
<b>RE-VEGETATION</b>					
20	TEMPORARY SEED, MULCH AND SOIL PREP	0.66	AC	\$ 3,000.00	\$ 1,980.00
21	PERMANENT SEEDING - STREAM BANK AND FLOODPLAIN	0.45	AC	\$ 2,700.00	\$ 1,215.00
22	PERMANENT SEEDING - UPLAND	0.21	AC	\$ 5,100.00	\$ 1,071.00
23	WOODY PLANTINGS LIVE STAKES AND BARE ROOT (QTY EXCLUDES LIVE CUTTINGS FOR SOIL LIFTS)	520	EA	\$ 5.20	\$ 2,704.00
24	ZONE 2 WOODY PLANTINGS (5-GALLON CONTAINERS)	36	EA	\$ 125.00	\$ 4,500.00
25	ZONE 2 WOODY PLANTINGS (BALL AND BURLAP 1.5-IN CALIPER)	12	EA	\$ 1,000.00	\$ 12,000.00
26	LIVE CUTTINGS (SOIL LIFTS - 2.0' O.C.)	600	EA	\$ 1.50	\$ 900.00
<b>PROJECT COST ESTIMATES</b>					
27	CONSTRUCTION TOTAL	-	-	-	<del>\$ 450,589.50</del>

6580.00

\$450,319.50

Adjusted corrected total - JE



## **G: Authorized Employees**

### **Binding Authority & Answer Questions**

Joseph Wright  
PO Box 545  
Siler City, NC 27344  
(704) 692-4633

### **Provide Clarification & Answer Questions**

Ross Kennedy  
PO Box 545  
Siler City, NC 27344  
(336) 736-4585

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

January 10, 2023



### Agenda Item E-3

#### Planning Position Discussion

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#### Background

During the FY23 budget process, the Board discussed the creation of a new full-time position that would be involved in day-to-day zoning and general planning responsibilities. The budget was passed after funds for this position were moved from administrative salary and benefit line items to the general government miscellaneous line item. The Board requested to review the position again and consider the re-allocating funds back to these line items roughly mid-way through the budget year.

#### Mid-Year Analysis

The need for a planning professional remains high. The Town's Board of Adjustment has seen increased caseloads with complex issues and the Planning Commission has been working extensively on the implementation of the Town's Comprehensive Plan. These two boards alone would benefit from a dedicated staff member handling administrative duties and providing fully staffing the Boards before, during, and after their meetings.

Additionally, the need for a dedicated compliance expert to be present and conducting routine inspections on active construction sites remains. The Town has issued four notice of violations for specific property issues within the past 4 months – three of which have ended up being taken to the Board of Adjustment. The position as described in May's budget message also included job responsibilities that were largely in the field. This still holds true, as a major daily task would be to ensure that construction sites and contractors are upholding the expectations of their permits and the Town.

#### Funding for the Position

The Town has not allocated any funds associated with this position from the contingency line item. Funding for a full-year's position, including benefits, was estimated at approximately \$85,000. This estimate remains viable per discussions with other colleagues in the region who have recently hired these positions. Certainly, hiring is difficult at present. These positions are no different, and if approved, the realistic timeline for the full process is at minimum 90 days. It is still my professional opinion the Town will benefit greatly from having a full-time professional dedicated to zoning, planning, and community enhancement needs. A revised job description is attached to this memorandum in order to aid the Board's discussion.

## **Town of Biltmore Forest**

### Town Planner

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the Town's planning and zoning regulations; code enforcement program, including the identification, investigation, and correction of violations of the Town's municipal, zoning, signage, abatement, and public nuisance codes; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; provides staff support to the Town's Board of Adjustment, Planning Commission, and Design Review Board; and performs related work as required.

### *Example of Duties*

The following are the duties performed by employees in this classification. However, employees may perform other related duties.

1. Provides monthly reports to the Town Manager and Board of Commissioners regarding code enforcement violations and abatement measures.
2. Reviews zoning and other land use applications for compliance with applicable Town ordinances and facilitates the administration of these applications to the appropriate Board.
3. Provides staff support for the Board of Adjustment; Planning Commission; Design Review Board.
4. Utilizes zoning and municipal code violation data as a means for making recommendations to the Town Manager regarding potential improvements to the Town Code and Zoning Ordinance.
5. Conduct field investigations on complaints of municipal code and permit condition violations; advise property owners, the public, and Town staff on violations and methods of abatement; seek abatement/remedies through voluntary compliance where possible.
6. Conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
7. Responds to public inquiries and complaints in a courteous manner; provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances related to code enforcement duties; resolves complaints in an efficient and timely manner; refers complaints to other Town departments or local or state government agencies for action as necessary.

8. Performs a variety of public relations and outreach work related to assigned activities; creates, updates, and conducts various presentations.
9. Develop and implement efficient systems and procedures for task tracking and complaint management.
10. Prepares information for the Town Attorney and/or other Town staff in regard to property liens related to violation notices. Provides information to Town Attorney and/or other Town staff when violations have been abated and liens (if applicable) may be removed from the property.
11. Perform other duties as assigned within the scope of the job qualification.

### *Qualifications*

#### Knowledge of:

General characteristics of zoning and municipal codes and state statutes; public nuisance and health and safety codes and regulations; research methods and related sources; techniques related to field inspections; English usage, spelling and punctuation; modern office policies and procedures; computers and related software applications.

#### Ability to:

Read and interpret applicable laws, ordinances, codes, and policies; work cooperatively with other town and local government departments, agencies, and citizens; establish and maintain effective and good public relations; prepare and present clear, concise, and comprehensive verbal and written reports.

#### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities in qualifying; typical education would include an associate's degree, or equivalent, and advanced technical training in inspections, zoning compliance, planning, or related field. A bachelor's degree is desirable.

#### Experience:

Typical experience includes at least one year experience in planning and zoning administration, enforcement of municipal or county ordinances, rules, and regulations, including field inspections, responsibility to take legal enforcement action, and substantial public contact requiring skill in communications and persuasion for municipal code enforcement.

### *Special Requirements:*

Possession of valid North Carolina driver's license, or the ability to acquire NCDL within one (1) month of employment. Designation as a Chief Zoning Official (CZO) or coursework toward designation required within first year.  
<https://www.ncazo.org/about/faq/>



# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

January 6, 2023



## Agenda Item F-4

### Consideration of Waiving Tax Penalties associated with Second-Billing Property Taxes for January and February 2023

#### Background

The Buncombe County Tax Assessor's Office sends the Town the current year tax scroll in August, which is when the tax bills are created. Later in the year, they send us a second billing scroll, which consists of GAP bills for vehicles, discoveries of properties, and any appeals that were presented to the Board of Equalization and Review. This year, the second billing scroll came in mid-November, but there were issues within our software to create discovery notices adequately, resulting in the delay of creation of these notices.

#### Request for Waiving Tax Penalties for Second Billing Property Taxes

Due to the delay in creating and mailing these notices, the Town is requesting to waive the first two months of penalties and interest for only the second billing notices. If payment is not received prior to March 1, 2023, a 2 percent penalty will be added, and 0.75 percent interest for each month subsequent thereafter.

G.S. §105-348 states that a tax "notice shall be conclusively presumed, whether or not such persons have actual notice". Staff believes this presumption is incorrect in this instance since residents would not be able to presume they have a tax notice due to the unforeseen nature of GAP and discovery bills.

Staff recommends the Board delay the application of penalties and interest until March 1, 2023.

Abstract Type	Tax Year	Year For	Owner_Name1	Owner_Name2	Legal Description	Parcel Number	Acreage	Total Value
REI	2022	2017	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	54600.00
REI	2022	2018	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	54600.00
REI	2022	2019	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	46400.00
REI	2022	2020	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	46400.00
REI	2022	2021	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	53100.00
REI	2022	2022	HARDY, JOHN C		15 HILLTOP RD LAND & STRUCTURES	964695144400000	0.70	53100.00
REI	2022	2017	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	111300.00
REI	2022	2018	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	111300.00
REI	2022	2019	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	111300.00
REI	2022	2020	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	111300.00
REI	2022	2021	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	119500.00
REI	2022	2022	HAIGHT, FONDA C	POOLE, IAN A	2 AMHERST RD LAND & STRUCTURES	964699610800000	0.55	119500.00
REI	2022	2022	14 AMHERST NC LLC		14 AMHERST RD LAND & STRUCTURES	965608142100000	0.86	1028000.00
IND	2022	2021	ANDERSON, JAMES STEPHEN		GAP : 2012 ACUR PERSONAL UTILITY VEHICLE			12200.00
IND	2022	2021	ELLINGTON, DOUGLAS DILLON		GAP : 2018 BMW PERSONAL UTILITY VEHICLE			37198.00
IND	2022	2021	MCLEAN, WILLIAM DEROY III		GAP : 1999 TOYT PERSONAL UTILITY VEHICLE			1860.00
IND	2022	2021	WILLIAMSON, ELIZABETH COLBURN		GAP : 1999 FORD TRUCK			2980.00
IND	2022	2021	KELLER, CAROLINE BRIGGS		GAP : 2020 SUBA PERSONAL UTILITY VEHICLE			20730.00
IND	2022	2021	KELLER, GERALD ANTHONY JR		GAP : 1999 PORS CONVERTIBLE			4050.00
IND	2022	2021	MACFIE, JOHN CODY		7916			5000.00
IND	2022	2021	CONNER, BOBBY GUEVA		GAP : 2013 KIA 4 DOOR SEDAN			6920.00
IND	2022	2021	GILLAM, MARY BURHOE		GAP : 2019 BUIC PERSONAL UTILITY VEHICLE			42150.00
IND	2022	2021	BROWN, DAVID ALLEN		GAP : 2005 CHEV TRUCK			4130.00
BUS	2022	2021	FHCL INC		GAP : 2014 MERZ 4 DOOR SEDAN			37850.00
IND	2022	2021	ANDERSON, JAMES STEPHEN		GAP : 2013 HOND COUPE			10070.00
IND	2022	2021	BYRD, ROBERT WINSLOW		GAP : 2014 JEEP PERSONAL UTILITY VEHICLE			17380.00
IND	2022	2021	MONTAPERTO, VITO	MONTAPERTO, BARBARA DI	GAP : 2008 BMW 4 DOOR SEDAN			7180.00
IND	2022	2021	CONNER, BOBBY GUEVA		GAP : 1992 ACUR COUPE			1200.00
IND	2022	2021	HENEGAN, GRANT WILLIAM		GAP : 2005 PORS COUPE			20590.00
IND	2022	2021	STARNEs, OSCAR EDWIN IV		GAP : 1970 OLDS CONVERTIBLE			2460.00
IND	2022	2021	TRUJILLO, GLORIA MARIE		GAP : 2011 MNNI STATION WAGON			6380.00
IND	2022	2021	HARLEY, NICOLE KING		GAP : 2007 LEXS PERSONAL UTILITY VEHICLE			11350.00
IND	2022	2021	MORGAN, PAUL KINDRED		GAP : 2021 LNDR PERSONAL UTILITY VEHICLE			139570.00
IND	2022	2021	GIBBS, MARGARET MCINERNEY		GAP : 2013 BMW PERSONAL UTILITY VEHICLE			15170.00
IND	2022	2021	SHAW, KATIE LINSKY		GAP : 2016 TOYT PERSONAL UTILITY VEHICLE			21820.00
IND	2022	2021	HOLT, RESA THOMAS		GAP : 2014 BUIC PERSONAL UTILITY VEHICLE			13440.00
IND	2022	2021	MORGAN, ELIZA REBEKAH		GAP : 2013 VOLV PERSONAL UTILITY VEHICLE			11070.00