

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, October 20, 2026 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

Mayor George F. Goosmann, III
Commissioner Doris P. Loomis
Commissioner Drew Stephens
Commissioner Allan Tarleton

C. Consent Agenda

1. Approval of Agenda
2. Approval of September 8, 2026 Regular Meeting Minutes

D. Public Comment

Town Public Comment Policy may be found following the agenda

E. Departmental & Town Manager Reports

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

F. Board Member Reports

G. Business Matters

1. Streetlight System Discussion and Consideration of Agreement to Purchase Ten (10) New Streetlights
2. Consideration of FY27 Budget Amendment
3. Consideration of Resolution 2026-08 – A Resolution Declaring Certain Personal Property Surplus
4. Consideration of Resolution 2026-09 – A Resolution Awarding Retiring Sgt. Shane Burrell his Service Sidearm
5. Consideration of Appointments – Friends of Biltmore Forest Committee
6. Police Department and Public Works Construction Update

H. Adjourn

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

<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwU1FSdGZveS95b3pLTUIHdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

**Town of Biltmore Forest
Public Comment Policy and Rules of Decorum for Board Meetings**

1. In-Person Public Comment Procedures

A. Registration and Eligibility to Speak

- (1) Speakers may register for public comment in advance by contacting Town Hall prior to the meeting.
- (2) Speakers may also appear in person and address the Board during the public comment portion of the agenda.
- (3) All speakers must provide their name and physical address to the Board and contact information to the Town Clerk.
- (4) Speakers must be recognized by the Mayor or other presiding officer before speaking.
- (5) Each speaker may speak only once during the public comment period.

B. Time Limits and Group Representation

- (1) Individual speakers are limited to three (3) minutes.
- (2) Groups or delegations of three (3) or more are encouraged to select a spokesperson in advance.
- (3) If three (3) or more members of a group are present and identified, the group's spokesperson may be allotted up to ten (10) minutes.
- (4) The spokesperson must identify the group they represent and the members present.

C. Speaker Conduct and Presentation Requirements

- (1) Speakers must use the microphone and podium provided.
- (2) Comments must be addressed to the Board of Commissioners as a body, not to individual Board members, the Mayor, staff, or other attendees.
- (3) Speakers should be civil and courteous in both language and presentation.
- (4) Personal attacks, threats, insults, profanity, vulgar language or gestures, or other inappropriate behavior are prohibited.
- (5) Speakers may not campaign for political office during their comments.

D. Scope and Relevance of Comments

- (1) Comments should be limited to matters that are relative to, or within the Town's jurisdiction or apparent jurisdiction.
- (2) During public hearings, comments must be limited to the subject matter of the hearing.

E. Written Materials

- (1) Speakers who have prepared remarks or supporting documents are encouraged to leave copies with the Town Clerk.
- (2) Written materials will be provided to the Board of Commissioners but will not be included in the official meeting minutes.

F. Audience Conduct and Decorum

- (1) Members of the audience must maintain order and decorum at all times.
- (2) Comments, applause, questions, jeering, or other interruptions from the audience are not permitted.
- (3) Speakers may not address or respond to members of the audience.

G. Board of Commissioners Response to Public Comment

- (1) Speakers should not expect direct comment or response from the Board during the meeting.
- (2) The Mayor or presiding officer may request follow-up by the Town Manager or staff or provide additional information at a later time.

H. Enforcement and Suspension of Rules

- (1) The Mayor or other presiding officer has the authority to enforce these rules.
- (2) The Mayor, presiding officer, or a majority of the Board may suspend the rules at their discretion.
- (3) Failure to comply with these rules may result in forfeiture of remaining speaking time, removal from the meeting, and possible criminal charges.

I. Applicable State Law

- (1) Speakers and audience members are advised of the following state law.
- (2) N.C.G.S. § 143-318.17 – Disruptions of official meetings.
A person who willfully interrupts, disturbs, or disrupts an official meeting and refuses to leave when directed by the presiding officer is guilty of a Class 2 misdemeanor.

2. Remote Public Comment Procedures

- A. To accommodate those who are unable to attend in person or are not comfortable doing so, the Town Board of Commissioners will receive comments from those members using the remote Public Comment option as described below.
- B. Remote public comments may be sent to townhall@biltmoreforest.org beginning on the Friday before the meeting at 5pm (after the agenda is posted on the Town's website) through the Monday before the meeting at 5pm.
- C. These emails will be provided in their entirety to all Commissioners and the Mayor prior to the meeting. Contact information from the commenter is required for all public comments.
- D. Remote public comments will be posted and available for the public to review after the meeting takes place.

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN
COMMISSIONERS OF BILTMORE FOREST HELD SEPTEMBER 8th, 2026

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 Allan Tarleton, present
Commissioner Drew Stephens, absent

Mr. Jonathan Kanipe, the Town Manager, was present. Town Attorney, Billy Clarke, was also present.

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

The Pledge of Allegiance was conducted.

CONSENT AGENDA

Motion to approve the consent agenda, including the approval of the agenda and the August 11, 2026 Regular Meeting Minutes, was made by Commissioner Loomis and seconded by Commissioner Tarleton. The motion carried unanimously.

PUBLIC COMMENT

Ms. Martha Barnes, resident of 100 Chauncey Circle, addressed the Board on behalf of the 25 households located on Chauncey Circle and Niagara Drive — the two streets south of the parkway that are part of the Town of Biltmore Forest. Ms. Barnes provided a courtesy notice that she and fellow resident Tom Tachovsky had circulated a petition requesting the Town fund an independent traffic study to evaluate the proposed Valley Springs Road access driveway to First Bank and its impact on the neighborhood. She noted that 23 of the 25 households had signed the petition, and that she and Mr. Tachovsky planned to meet with Town Manager Jonathan Kanipe the following Wednesday to deliver the signed petition. Ms. Barnes expressed concern that the proposed driveway would serve as a primary access point for the bank and is situated much closer to the Hendersonville Road intersection than the comparable driveway accessing the Doubletree Hotel from Vanderbilt Road, which she

noted is not a primary access point. She urged the Board's support in ensuring safe and efficient access for residents of those streets.

DEPARTMENTAL REPORTS

Deputy Chief Zach Cicillian spoke on behalf of Chief Trevor Lance, who was unable to attend due to a prior commitment. Deputy Chief Cicillian presented the August 2026 incident report for the Skyland Fire Department, noting a total of 19 incidents — a relatively calm month. One notable incident was a structure fire that was a mutual aid call outside the town and its primary response district.

Deputy Chief Cicillian also highlighted that September is National Preparedness Month and offered three key steps for residents to improve emergency readiness, particularly in light of lessons learned from Hurricane Helene: You can sign up for official emergency notification systems, including the Town's CodeRed system, Buncombe County's emergency alert system (text "BCREADY" to 67283), and the Skyland Fire and Rescue app; Make a family plan to account for special needs such as medications or medical care, and establish meeting points and alternative communication methods; and also build an emergency kit — following the "first 72 is on you" standard, with at least three days of water, food, batteries, and any specialty supplies. Brief discussion followed on shelter recommendations during tornadoes, with Cicillian confirming that interior rooms such as bathrooms are the safest option in homes without basements.

Chief Chris Beddingfield gave the report for the Police Department. There were 965 calls for the month, slightly up from 951 the prior month, consistent with elevated summer activity. Notable items included:

Drug Trafficking Arrest: A vehicle stop near the intersection of Vanderbilt Road and All Souls yielded two ounces of fentanyl, two ounces of cocaine, and a stolen firearm. Continued investigation resulted in the recovery of additional stolen property.

G20 Event: The Town assisted Asheville PD and the county under mutual aid for the G20 event held at the Omni Grove Park Inn. A Biltmore Forest police vehicle was notably featured in the New York Times coverage of the event.

Jail Processing Times: A county-wide concern was raised regarding booking times at the jail reaching approximately four hours, attributable in part to a new medical screening provider and associated protocols. Chief Beddingfield noted that having an officer occupied at the jail for four hours is a significant operational burden for a small department. Chiefs from across the county have met with jail administration to work toward a resolution.

National Night Out: Chief Beddingfield reminded the Board that National Night Out is scheduled for October 5th, and the department will begin promoting the event shortly.

Commissioner Tarleton asked how long the jail processing delays have been an issue with context provided on the variety of medical screening complications contributing to the extended intake times.

Public Works Director, Mr. Harry Buckner highlighted several items from the monthly report:

Winter Preparation: Salt and sand spreaders have been pulled out, serviced, and readied for the winter season. The Director noted that these vehicles are single-purpose and must be kept operational even during off-season months.

Town Hall Roof: Leaks were discovered in the flat roof section of Town Hall. A temporary repair was coordinated, and a proposal to reroof that area was received late in the reporting period. The Director and Town Manager are reviewing the proposal, noting that while the flat area is small, it is complicated by two rooftop HVAC units and other equipment.

Solid Waste Annual Report: The required annual solid waste report was submitted to the state. The Director noted that figures are beginning to return toward pre-Helene baselines, though last year's leaf collection numbers were notably lower, in part due to disruptions caused by the storm and use of an outside contractor for brush removal.

Streetlight Replacement: Progress has been made with a potential vendor on replacement streetlights. Three design options were reviewed by Mr. Buckner, Mr. Kanipe, and Mr. Dale, and one was selected for pricing.

Hilltop Road Storm Drain Replacement: A storm drain replacement project near 11 and 13 Hilltop Road — located mid-block between Eastwood Road and Stuyvesant — is set to begin Thursday, with temporary road closures and a patch expected. The project was anticipated to take approximately one week.

Ridgefield Road Cul-de-Sac: A field survey was completed in August, and the designer is preparing initial drawings. Mr. Buckner anticipated bringing a 50-percent plan set to the Board at the next meeting to confirm scope and property impacts. He noted that a prior resident survey conducted in 2023 showed 17 of approximately 18 respondents in favor of the cul-de-sac, with only one opposed.

In response to a question from Commissioner Tarleton about the French Broad River MPO Technical Coordinating Committee, Mr. Buckner explained that it is the technical body of the Metropolitan Planning Organization, which oversees DOT planning activities including

roadway improvements and grant coordination. Commissioner Stephens serves as the Board's representative, and Mr. Buckner serves as the TCC member.

Town Planner, Mr. Tony Williams opened by thanking the Board for the opportunity to attend the North Carolina Association of Zoning Officials annual conference, which he found informative. He reported the following activity for the month: 120 land use conferences, 5 notices of violation, 3 complaints (with 6 matters resolved as of the report), 23 plans reviewed, 2 cases heard by the Board of Adjustment, 7 zoning permits issued, and 2 zoning clearance letters.

Town Manager, Mr. Jonathan Kanipe provided updates on several matters:

FEMA Reimbursements: The Town received an initial FEMA reimbursement of \$1,174,000, with approximately \$400,000 and an additional \$379,000 still pending from the state. Work continues on approximately \$750,000 in potential Category Z administrative expense reimbursements.

NC State Auditor Records Request: The NC Auditor's Office issued a request to all municipalities and counties that received Helene-related funding, asking for an extensive compilation of payment and award records within 60 days. A coalition of Western North Carolina managers raised concerns about the duplicative nature of the request — as the information had already been submitted repeatedly through FEMA reimbursement processes — and met with the Auditor, the County Commissioners Association, and the League of Municipalities. The deadline was subsequently extended to December 4th. Mr. Kanipe assured the Board that the Town will comply, but expressed frustration at the redundancy of the effort.

Property Tax Billing Delay: Mr. Kanipe asked Ms. Krystal Curtis to provide an update on the status of property tax billing. She explained that the Town is in the middle of a software transition to Black Mountain Software, and that current accounts in the new system are limited to prior-year delinquent accounts. She is awaiting a second and third tax scroll file from Buncombe County, which has been delayed. Once received, she plans to consolidate all files into a single upload rather than manually creating individual accounts, which she estimated would take substantially longer. She anticipated having the consolidated file ready by the end of that week and bills mailed the following week at the earliest. Mr. Kanipe noted that while taxes are due September 1st, interest does not accrue until January 5th, and that residents can estimate their bills using Buncombe County's assessed values and the Town's millage rate of 51.5 cents. He also noted that the Town is unique among Buncombe County municipalities in collecting its own taxes.

On-Call Engineering Agreements: The on-call agreement with McGill has been executed, and the Town is awaiting Withers' agreement to finalize both approvals from the prior month.

Town Hall Hours: Town Hall began observing a dedicated lunch closure from 12:00 PM to 1:00 PM. Signage has been ordered and will be posted; the change was also included in the Town newsletter.

Paving and Restriping: Mr. Buckner is coordinating paving projects for the year, along with restriping of certain areas.

Board Member Reports

Commissioner Tarleton reported on behalf of the Metropolitan Sewerage District (MSD). He noted that MSD adopted a new budget of \$117,500,000 for fiscal year 2027, representing approximately a 7% domestic rate increase, or about \$2.72 per household. Officers were re-elected, with the same individuals returning to the positions of Chair, Vice Chair (Jerry VeHaun and Al Whitesides), and Secretary (Jackie Bryson). Commissioner Tarleton also reported that American Rivers is conducting an independent cost analysis of the Craggy Dam as negotiations with MSD continue regarding whether the dam will be removed.

Business Matters

Consideration of Resolution 2026-06 – A Resolution to Participate In North Carolina Cooperative Liquid Assets Securities Systems

Mr. Kanipe presented Resolution 2026-06, which would authorize the Town's participation in NC CLASS (North Carolina Cooperative Liquid Assets Securities Systems). He explained that state law permits the Town to invest idle funds — primarily fund balance — in approved vehicles. The Town has historically used the NC Capital Management Trust exclusively and would continue to do so, but NC CLASS offers an opportunity to diversify the portfolio. Created in 2023 by a group of municipal and county finance officers, NC CLASS is permitted to invest in commercial paper and generally yields higher returns than the Capital Management Trust, while remaining backed by the same underlying securities. Mr. Kanipe noted that while Board approval is not legally required, he sought a resolution before proceeding. He and Commissioner Loomis recalled that a similar diversification strategy through the Capital Management Trust yielded strong returns prior to COVID, after which the Trust withdrew from that market segment.

Motion to adopt Resolution 2026-06, a Resolution to Participate in the North Carolina Cooperative Liquid Assets Securities Systems, was made by Commissioner Tarleton and seconded by Commissioner Loomis. The motion carried unanimously.

Consideration of Resolution 2026-07 – A Resolution Declaring the Intent of the Town of Biltmore Forest to Close a Public Street

Mr. Kanipe presented Resolution 2026-07, declaring the Town's intent to close the driveway behind Town Hall, which was recently identified as a legally classified public street rather than a private access drive. He outlined the statutory process required to close a public road: the Board must adopt a resolution of intent, which must be published for four consecutive weeks, followed by a public hearing, and then a formal closure decision by the Board. From a practical standpoint, the Manager noted that the two adjacent private property owners who currently use the road for driveway access would be granted a dedicated driveway access easement, and no one would be cut off. The purpose of the closure is to allow the Town to recombine its three town-owned parcels into a single parcel, cleaning up the site in preparation for the forthcoming building project. In response to a question from Commissioner Loomis about whether the closure would help restrict disruptive individuals who have accessed the area in the past, Mr. Kanipe clarified that because it remains public property, it would not change public access rights.

Motion to adopt Resolution 2026-07, a Resolution Declaring the Intent of the Town of Biltmore Forest to Close a Public Street, was made by Commissioner Loomis and seconded by Commissioner Tarleton. The motion carried unanimously.

Discussion regarding E-Bike/E-Moto Education Efforts

Chief Beddingfield provided an update on the recently held eBike/eMoto educational event. While attendance was modest, he characterized it as a meaningful success, particularly noting the productive conversations with several teenagers who were present and who are among the users of these devices. Educational materials from the event were made available at Town Hall and the Police Department. Chief Beddingfield acknowledged the ongoing challenge of motivating residents to attend informational events even when they are promoted through five or six different communication channels.

The Board discussed the distinction between eBikes, which are legal, and eMotos, which require registration, insurance, and a driver's license and cannot be legally operated on public roads by unlicensed minors. Mayor Goosmann emphasized the need for enforcement against eMotos, particularly given that some operators are under 16. Chief Beddingfield acknowledged the complexity of juvenile enforcement and the need to involve parents, and confirmed that since the Town's earlier public outreach — including information pushed through the police app — the number of related interactions has declined.

Commissioner Loomis praised the police department for being well-spoken, knowledgeable, patient, and collaborative at the meeting, and proposed that the Mayor send a letter to residents encouraging them to utilize the various communication channels the Town provides to stay informed about events, presentations, and educational opportunities. Mr. Kanipe agreed to work on such a letter with the Mayor.

Discussion also touched on the broader regional context, with Chief Beddingfield noting that the City of Asheville's traffic unit has indicated it will take no action on eMoto enforcement until state legislation takes effect on December 1st, whereas Biltmore Forest has proactively pursued education first. The Board explored additional outreach avenues, including partnerships with schools, parent-teacher organizations, Carolina Day School, and local bicycle retailers. Chief Beddingfield noted a prior attempt to engage Liberty Bicycles on safety messaging had yielded little traction.

The Board also discussed the value of physical event signage — noting that posted signs at key intersections such as Vanderbilt and Cedar Club have historically driven attendance — and Mr. Kanipe acknowledged the staff burden of managing signage for multiple weekly events, noting a need to find a more comprehensive approach.

Building Project Updates and Community Information Event

Mr. Kanipe reported that 50-percent construction drawings for the police department and public works building project were received Friday. A team review meeting was scheduled for the following day to ensure completeness before the documents are sent to Edifice Construction for a third estimate from subcontractors. An informational meeting for interested subcontractors is being planned for either September 17th or October 1st at Town Hall.

Mr. Kanipe proposed holding a public community information drop-in event on Tuesday, September 29th from 4:30 to 6:30 PM at Town Hall. The contractor, architect, civil engineer, and town staff would be present to answer questions and display project materials for residents who wish to learn about the two-year planning effort. The Board expressed support for the proposed date, pending confirmation with all project team members.

In response to a question from Mayor Goosmann about the number and location of building entrances, Mr. Kanipe indicated there would be a single entrance. Mr. Buckner offered to take any Board member on a one-on-one site visit to view the location, suggesting it may also be helpful to wait until leaves fall given the heavily overgrown site conditions.

Before adjourning, Mr. Kanipe requested a brief closed session for attorney-client privilege. Commissioner Loomis made a motion to enter into closed session, and Commissioner Tarleton seconded. The Board moved into Closed session at 5:20 p.m.

The Board returned from Closed Session at 5:27 p.m. No action was taken following the Closed Session.

There being no further business, Mayor Goosmann adjourned the meeting at 5:28pm.

The next meeting is scheduled for Tuesday, October 13th, 2026 at 4:30 pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor



Skyland Fire & Rescue

Biltmore Forest Valley Springs Station

Phone: (828) 684-6421 Address: PO Box 640 Skyland NC 28776 Fax (828) 684-1010
www.skylandfire.com

Biltmore Forest Valley Springs Station

Incident Response

September 2026

Primary Incident Type

Fire - Outside Fire - Vegetation / Grass Fire	1
Hazardous Situation - Hazardous Materials - Fuel Spill / Fuel Odor	1
Medical - Illness - Abdominal Pain / Problems	1
Medical - Illness - Breathing Problems	1
Medical - Illness - Chest Pain (Non-Trauma)	1
Medical - Illness - Overdose / Poisoning	1
Medical - Illness - Sick Case	2
Medical - Illness - Unconscious Victim	1
Medical - Injury / Trauma - Fall	2
Medical - Injury / Trauma - Motor Vehicle Collision	3
Medical - Injury / Trauma - Hemorrhage / Laceration	1
Medical - Other - Medical Alarm	2
Public Service - Citizen Assist - Citizen Assist / Service Call	1
Public Service - Citizen Assist - Lift Assist	1
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	1
Public Service - Alarms (Non Medical) - CO Alarm	2
Total	22

Respectfully Submitted,

Trevor C. Lance

Chief Trevor C. Lance
Skyland Fire Rescue

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
Allan Tarleton, Commissioner
Drew Stephens, Commissioner
Jonathan Kanipe, Town Manager

Biltmore Forest Police Department
October 20, 2026
Commission Report
September 2026 Data

Total Calls for Service:

843 (965 last month)

Arrests:

4-Felony Arrests-(2) Possession with intent to sell and deliver Cocaine, (2) Possession with intent to sell and deliver Methamphetamine. All from traffic stops.

14-Misdemeanor Arrests-7 Impaired Driving Arrests, 5 Arrests for Outstanding Warrants, 2 Fleeing to Elude Arrest and Resisting Officers, all out of traffic stops.

Citations:

59-Citations for various traffic violations (50 last month)

Time Consumption Summary (Approximations)

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 5 hours

Vehicle Crash Investigation- 4 hours

Notable Calls and Projects

National Night Out held October 5. Low turnout but still a great event for those who attended.

Had several meetings and discussions with Biltmore Estate Company Police. They have new leadership after the retirement of Chief Jerry Young.

Held a drop in reception for the retirement of Sergeant Shane Burrell.

Participated in a civic/government discussion panel at Carolina Day School. It was a great experience for everyone involved.

Scheduled and moderated Chiefs Leadership Institute training at the North Carolina Justice Academy. Including two panel boards of area chiefs and town managers. 30 Students participated.

Biltmore Forest Police Department
Calls for Service
September 2026

ALARM	15	1.78%
ANIMAL CONTROL	10	1.19%
ASSAULT	1	0.12%
ASSIST MOTORIST	8	0.95%
ASSIST OTHER AGENCY	10	1.19%
BICYCLIST VIOLATION	1	0.12%
BUSINESS CHECK	345	40.93%
CHASE	1	0.12%
CRIME PREVENTION	23	2.73%
DEBRIS IN ROADWAY	1	0.12%
DEPARTMENT OTHER	3	0.36%
DISTURBANCE	2	0.24%
FOLLOW UP	3	0.36%
GAS LEAK	2	0.24%
HOUSE CHECK	115	13.64%
IMPROPER PARKING	1	0.12%
INCOMPLETE 911	1	0.12%
JUVENILE ISSUE	1	0.12%
LARCENY	1	0.12%
LOST AND FOUND	2	0.24%
MAGISTRATE	3	0.36%
MEDICAL EMERGENCY	5	0.59%
ORDINANCE VIOLATION	5	0.59%
PROPERTY DAMAGE	1	0.12%
PUBLIC ASSIST	6	0.71%
RADAR OPERATION	44	5.22%
SEARCH WARRANT	1	0.12%
SMOKE COMPLAINT	1	0.12%
SPECIAL CHECK	13	1.54%
STOLEN VEHICLE	1	0.12%
SUSPICIOUS ACTIVITY	4	0.47%
SUSPICIOUS PERSON	7	0.83%
SUSPICIOUS VEHICLE	9	1.07%
TALK WITH OFFICER	6	0.71%
TOWN HALL BUSINESS	3	0.36%
TRAFFIC CONTROL	41	4.86%
TRAFFIC STOP	130	15.42%
TREE DOWN	1	0.12%
VEHICLE ACCIDENT	6	0.71%
WARRANT SERVICE	1	0.12%
WATER LEAK	2	0.24%
WELFARE CHECK	5	0.59%

Total Records For BILTMORE FOREST POLICE DEPARTMENT

843

Group/Total

100.00%

Total Records

843

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item E-3

Public Works Director Monthly Report

Recurring Activities:

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

- Collected 38.98 tons of garbage.
- Diverted 12.42 tons of recycled goods from garbage.
- Picked up 16 loads of brush (approximately 432 cubic yards) over 7 days.
- Responded to 59 total utility locate requests.
- Visited 15 lots documenting the removal of 51 trees and requiring 12 replacements.
- Completed daily chlorine and monthly bacteriological sampling. All tests were passed.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and attempted to contact residents of suspected leaks.
- We continued to perform litter pick-ups as needed, focusing on the entrances.
- Staff continue to service our fourteen (14) dog waste stations weekly.

Miscellaneous Activities for September

- Supervisor Dale and I hosted an all-staff department meeting on October 1, 2026.
- South route brush collections began on August 31 and September 30, 2026 and North Route collections began on September 15, 2026.
- IMPORTANT NOTE - We will begin the final brush collection of the season on the North route beginning October 15th. Upon completion of the North route, pick-ups will continue immediately to the South route. Once the South route is concluded (estimated to be around the 27th of October), there are no planned brush collections until January 15th. Between November 2nd and January 15th, we will be collecting leaves exclusively on a continuous basis.
- Our contractor performed repairs to the slate roof on Town Hall, including repairs to the flashing around the chimney.
- We will be pursuing a replacement of the flat roof on the Town Hall later in the budget year.

- I coordinated a video inspection of three segments of storm drain system in Town. Pipe segments at Browntown Road and Stuyvesant Road, Cedar Chine and Fir Tree Road, and Greenwood Road were all inspected this month. This information will be used to help us prioritize future improvements to these systems.
- Repairs to the exterior rotted wood trim around the west and south facing windows of the Board room in Town Hall are tentatively scheduled to begin October 26th.
- The new 2025 garbage truck is back in service and appears to be working properly after significant troubleshooting and warranty repairs to the hydraulic system.
- We are continuing to have mechanical failures to our older garbage trucks. Both our 2016 and 2017 Ford F550's have had PTO issues and remain out of service awaiting repairs, and our 2018 Isuzu had a failed fuel pump this month, but is currently back in service. Our very old early 2000's back-up truck also had a PTO failure this month.
- I attended the French Broad River MPO Technical Coordinating Committee (TCC) meeting on Thursday, September 10th, 2026.
- We executed our On-Call Engineering contracts with our selected providers this month. Supervisor Dale continues to participate on the tree committee, and I have been participating in the Friends of Biltmore Forest Committee.
- I am continuing to participate as part of the review staff on the Board of Adjustment with Mr. Williams.
- We executed an annual services contract for the HVAC units at all three (3) Town buildings, and had our vendor perform a full service call on all of the units.
- Mowing activities are slowing down as we enter the fall and winter season. We have shifted to mowing only as needed for the remainder of the season.
- We removed the kids see-saw from Rosebank Park this month due to a failure.
- Staff mulched the area on Park Road at Rosebank Park under the fir hedge row.
- Staff performed shoulder trimming work along the following areas:
 - Vanderbilt Road from Hendersonville Road to the I-40 bridge
 - Vanderbilt Rd at Lone Pine Rd
 - Frith Dr at Stuyvesant Rd
 - Various locations at traffic cameras
- Our contractor completed storm drain improvements at 11-14 Hilltop Road this month.
- Supervisor Dale and I visited a second potential site on Sweeten Creek Road to consider for our needed two-year temporary vehicle storage and potential salt storage area. We will be coordinating a final selection with Manager Kanipe this month.
- Our team performed water service maintenance work at 410 Vanderbilt, 5 Lone Pine Road, and 7 Bourne Lane
- Staff removed vines and weeds from our 13 bridges throughout Town.
- We replaced ten (10) road signs and posts in Town.
- Our on-call staff responded to five (5) downed trees on Saturday, October 10th as the remnants of Hurricane Isaias passed nearby.

Larger/Capital Projects Updates

Ridgefield Place Road Closure / Cul-de-Sac

- Following the Town's 2022 traffic study, the Town of Biltmore Forest has been discussing resolutions to the safety concerns and excessive cut-through traffic at the Ridgefield Place and Hendersonville Road intersection. Most residents on Ridgefield Place strongly support closing the road entirely, and the Town Board authorized moving forward with detailed plans to close the road and install a cul-de-sac during the May 2026 regular meeting.
- We executed the Task Order to begin surveying and design work in August. The survey was completed and a copy delivered on September 14th.
- Plans are under design and we anticipate concept plans will be presented back to the Board for review at the next Board meeting.

Buncombe County Pedestrian Plan Steering Committee

- For more information about this project please visit <https://engage.buncombecounty.org/pedestrianplan>.
- The final draft of the Plan is scheduled to be delivered on October 16th.
- The final steering committee meeting is scheduled for October 26th from 2-3 pm.

Streetlight LED Conversions and Service Upgrades

- All streetlights were inspected for operation on August 6, 2026.
- Out of the 66 total lamps, twelve (12) total lamps are not currently functioning.
 - Five (5) entire lamps are removed and are awaiting pole rebuilds (Helene damage).
 - One (1) pole has been rebuilt and reinstalled and is waiting for a rebuilt lamp head.
 - Two (2) lamps need the power lines feeding them to be replaced.
 - Three (3) lamps need rebuilding.
 - One (1) lamp is awaiting repairs from Duke Energy on their power supplies.
- Two (2) of our fourteen (14)-cameras are out of service at this time.
 - Parkway and Stuyvesant (Awaiting service from Flock)
 - Vanderbilt and Cedarcliff (problems with the Duke service line)
- There is a separate agenda item to discuss the potential vendor and streetlight replacements.

Anticipated October Activities

- Staff will complete the required daily chlorine and monthly bacteriological tests.
- FINAL brush collection for the North route will begin on October 15, 2026, and we will continue immediately after with the FINAL brush collection for the South route. LEAF ONLY collection will begin November 2nd and run continuously until January 15th, 2027.

- We will perform routine maintenance activities in all public spaces as needed.
- We are awaiting pricing numbers for our FY26/27 paving contract and scheduling for the 26/27 striping contracts.
- I attended the French Broad River MPO Technical Coordinating Committee (TCC) meeting on Thursday, October 8, 2026.
- Work will continue to keep as many street lights operable as possible.
- The team will continue to replace meter boxes and perform water system maintenance throughout Town this month.
- Supervisor Dale and I continue to participate with Manager Kanipe and Chief Beddingfield in the Owner-Architect-Contractor (OAC) meetings for the planned new Police and Public Works facilities, twice per month.
- Supervisor Dale and I attended the NCLM Risk Management Conference on October 13th in Raleigh.
- Supervisor Dale attended the annual NC Urban Forest Council's Annual Great Tree Conference in Hickory on October 8th.
- Supervisor Dale, our three sanitation workers, and I attended the American Public Works Association Solid Waste Collections Certificate Course on October 16th at the City of Asheville's Public Works Facilities.
- I am attending the UNC School of Government's Civic Fellows Annual Alumni meeting from October 29-30.

As always, please do not hesitate to contact me with any questions or feedback.

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026**



Agenda Item E-4

Planning Monthly Report September 2026

Recurring

- Check PD reports daily for code violations and make contact with homeowners and/or contractors to remedy the situation.
- Field inspections are conducted multiple times a week.
- Review Board of Adjustment plans for meeting packets.
- Conduct site visits with the Board of Adjustment Members when needed.
- Communicate weekly with all who submit plans for approval.
- Advising homeowners and contractors of the ordinances.
- Address code violations throughout Town.
- Issue permits as needed.

Monthly Breakdown

- Review of potential subdivisions: 0
- Land use conferences virtual/on site: 161
- Notice of violations verbal/written: 2
- Complaints: 5
- Resolved violations/complaints: 5
- Plans reviewed: 41
- Cases for BOA: 4
- Zoning permits issued: 11
- Demo permits issued: 0
- Zoning Clearance letters issued: 2

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item E-5

Town Manager's Monthly Report

FEMA Reimbursements: FEMA reimbursement activity continued to move forward during September. The Town received just over \$1.6 million in early October which completes our reimbursements from FEMA. The Town's last remaining project is the Category Z administrative costs project which will be completed by December 31.

2026 Property Tax Billing: The Town received the updated tax-scroll information from Buncombe County and worked extensively with Black Mountain Software and the North Carolina League of Municipalities to import and verify the data and prepare the Town's 2026 property-tax bills. Staff also worked through the separate treatment of gap bills and prepaid accounts during the conversion process. Property tax bills have now been distributed, and we have begun receiving payments and responding to questions from residents regarding the 2026 tax rate and use of the 2021 property valuations.

Ridgefield Place/Eastwood Road: McGill completed the survey work for the Ridgefield Place/Eastwood Road area, and staff reviewed the completed survey in September. We have asked McGill to proceed with design work for the proposed right-turn configuration at Eastwood Road and cul-de-sac improvements at Ridgefield Place. This design is anticipated to be presented at the November Board meeting.

LEADS/Tickborne Disease Study: Work continues with the LEADS taskforce and research partners on tickborne disease surveillance and prevention efforts in Biltmore Forest. The working group is discussing tick-surveillance locations, collection methods, public and private property participation, community and medical-provider surveys, possible prevention strategies, and a potential seroprevalence study in Biltmore Forest. The Town has also finalized a resident survey regarding Lyme disease and other tickborne diseases. The survey asks residents about their level of concern, support for continued tick collection and pathogen testing, potential pilot prevention programs, and willingness to have their property participate. The survey materials have been sent for printing/mailing, with responses requested by November 15.

Bear Feeding Regulations: The N.C. Wildlife Resources Commission has issued an emergency bear-feeding rule for Buncombe County. As noted in the Town's October 2 update, the State requirements supersede the Town and Buncombe County's existing bear-feeding regulations and apply to unintentional feeding as well. The Police Department has been preparing resident information regarding these requirements and Chief Beddingfield has had several follow-up conversations with state wildlife officials.

Valley Springs Rd Traffic Study: The Town responded to the concerns from residents within The Ramble by engaging a professional engineering firm, McAdams, to conduct a full traffic analysis. This analysis includes peak-hour traffic counts, as well as a full week of directional traffic-volume information on Valley Springs Road. These results will identify the appropriate periods for detailed intersection turning-movement analysis. The goal of this review is to ensure that all safety and traffic considerations are fully developed prior to construction occurring on the property. I anticipate receiving this full study by next month's meeting.

Planning Commission Update: The Planning Commission continued its work on potential zoning map changes and revisions to the Town's tree preservation regulations. At its October meeting, the Commission discussed simplifying the residential zoning classifications and revisions to tree-protection categories and replacement requirements. The Commission is also planning an arborist panel discussion for November 5 to receive professional input regarding the proposed tree ordinance changes before the revisions advance further. Members of the Board will be invited to participate in that discussion.

Stream Restoration Grant Update: Unfortunately, the Town was not awarded funding from the North Carolina Land and Water Fund for our Brooklawn Park stream restoration project. We are continuing to work with Jennings Environmental on this plan and determine other potential funding opportunities.

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TOWN OF BILTMORE FOREST
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 26

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10 General Fund

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4100 TAX REVENUES					
4111 Ad Valorem Tax - CY	17,430.69	24,141.39	4,548,106.00	4,523,964.61	1 %
4112 Ad Valorem Tax - PY	0.00	49.45	0.00	-49.45	** %
4113 Interest & Penalties	0.00	183.65	5,000.00	4,816.35	4 %
4120 Vehicle Property Tax	0.00	27,966.65	145,267.00	117,300.35	19 %
Account Group Total:	17,430.69	52,341.14	4,698,373.00	4,646,031.86	1 %
4200 INTERGOVERNMENTAL					
4231 NCDOR - Beer & Wine Tax	0.00	0.00	6,500.00	6,500.00	0 %
4232 NCDOR - Local Option Sales Tax	0.00	236,665.07	1,660,983.00	1,424,317.93	14 %
4233 NCDOR - Solid Waste Disposal Tax	0.00	254.52	1,150.00	895.48	22 %
4234 NCDOR - Utility Franchise Taxes	0.00	0.00	220,000.00	220,000.00	0 %
4280 Powell Bill Aid	0.00	0.00	81,000.00	81,000.00	0 %
Account Group Total:	0.00	236,919.59	1,969,633.00	1,732,713.41	12 %
4300 INVESTMENT INCOME					
4311 Interest Earnings	0.00	7,458.52	120,000.00	112,541.48	6 %
Account Group Total:	0.00	7,458.52	120,000.00	112,541.48	6 %
4400 SALES OF SERVICES					
4431 Rents	0.00	0.00	38,000.00	38,000.00	0 %
Account Group Total:	0.00	0.00	38,000.00	38,000.00	0 %
4500 FEES AND FINES					
4519 Other Administrative Fees	0.00	-35.00	1,300.00	1,335.00	-3 %
4542 Planning & Zoning Fees	25.00	13,705.00	130,000.00	116,295.00	11 %
Account Group Total:	25.00	13,670.00	131,300.00	117,630.00	10 %
4700 MISCELLANEOUS					
4730 Gas Tax Refund	0.00	0.00	5,000.00	5,000.00	0 %
4751 Capital Asset Sales	0.00	0.00	10,000.00	10,000.00	0 %
4790 Miscellaneous	100.00	32,747.69	35,000.00	2,252.31	94 %
Account Group Total:	100.00	32,747.69	50,000.00	17,252.31	65 %
Fund Total:	17,555.69	343,136.94	7,007,306.00	6,664,169.06	5 %

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TOWN OF BILTMORE FOREST
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51 Water & Sewer Fund

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4300 INVESTMENT INCOME					
4311 Interest Earnings	0.00	705.96	5,100.00	4,394.04	14 %
Account Group Total:	0.00	705.96	5,100.00	4,394.04	14 %
4400 SALES OF SERVICES					
4462 Utilities - Sewer	-1,137.58	97,700.23	482,963.00	385,262.77	20 %
4463 Utilities - Water	-380.53	175,932.28	649,200.00	473,267.72	27 %
Account Group Total:	-1,518.11	273,632.51	1,132,163.00	858,530.49	24 %
4500 FEES AND FINES					
4561 Utility Connection Fees	0.00	470.00	0.00	-470.00	** %
4563 Utility Taps & Service Fees-Water	0.00	12,000.00	15,000.00	3,000.00	80 %
Account Group Total:	0.00	12,470.00	15,000.00	2,530.00	83 %
Fund Total:	-1,518.11	286,808.47	1,152,263.00	865,454.53	25 %

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61 CPF - ARP/Disaster Recovery

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4600 GRANTS & DONATIONS					
4631 Disaster Relief - FEMA	0.00	1,174,861.17	0.00	-1,174,861.17	** %
Account Group Total:	0.00	1,174,861.17	0.00	-1,174,861.17	** %
Fund Total:	0.00	1,174,861.17	0.00	-1,174,861.17	** %
Grand Total:	16,037.58	1,804,806.58	8,159,569.00	6,354,762.42	22 %

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10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000							
5210	Administration						
411	Full-time Regular Wages	16,804.45	136,703.23	423,223.00	423,223.00	286,519.77	32 %
412	Part-time Regular Wages	684.00	3,582.00	0.00	0.00	-3,582.00	%
413	Overtime	424.56	998.13	3,000.00	3,000.00	2,001.87	33 %
416	Elected Officials	1,550.00	6,200.00	21,600.00	21,600.00	15,400.00	29 %
421	FICA	1,502.94	11,146.65	32,377.00	32,377.00	21,230.35	34 %
423	LGERS Pension	3,926.52	31,454.38	97,299.00	97,299.00	65,844.62	32 %
424	401K	887.22	6,940.07	21,161.00	21,161.00	14,220.93	33 %
425	Health & Life Insurance	2,649.39	21,182.47	73,558.00	73,558.00	52,375.53	29 %
431	Health Reimbursement Accounts	0.00	0.00	7,500.00	7,500.00	7,500.00	%
432	Travel Allowance	500.00	1,000.00	0.00	0.00	-1,000.00	%
511	Professional Services	0.00	13,928.83	50,000.00	50,000.00	36,071.17	28 %
513	Staff Development & Travel	62.00	12,313.35	30,000.00	30,000.00	17,686.65	41 %
522	Maint & Rep - Buildings &	1,718.78	3,208.25	6,200.00	6,200.00	2,991.75	52 %
524	Maint & Rep - Vehicles	58.49	415.15	0.00	0.00	-415.15	%
534	Dues & Subscriptions	0.00	2,498.09	7,185.00	7,185.00	4,686.91	35 %
535	Postage & Printing	548.34	5,036.48	11,500.00	11,500.00	6,463.52	44 %
551	Supplies	42.22	2,617.54	10,000.00	10,000.00	7,382.46	26 %
566	Lease Payment - Principal	765.50	8,156.94	6,600.00	6,600.00	-1,556.94	124 %
567	Lease Payment - Interest	0.00	0.00	2,400.00	2,400.00	2,400.00	%
579	Miscellaneous Expense	0.00	1,933.04	1,000.00	1,000.00	-933.04	193 %
	Account Total:	32,124.41	269,314.60	804,603.00	804,603.00	535,288.40	33 %
5300	Police						
411	Full-time Regular Wages	48,745.98	403,549.68	1,298,838.00	1,298,838.00	895,288.32	31 %
412	Part-time Regular Wages	2,035.54	19,506.12	0.00	0.00	-19,506.12	%
413	Overtime	5,122.73	36,710.51	25,000.00	25,000.00	-11,710.51	147 %
421	FICA	4,182.07	34,410.62	99,361.00	99,361.00	64,950.38	35 %
423	LGERS Pension	13,065.68	106,933.77	322,947.00	322,947.00	216,013.23	33 %
424	401K	2,696.91	22,037.76	64,942.00	64,942.00	42,904.24	34 %
425	Health & Life Insurance	10,788.01	84,278.49	245,334.00	245,334.00	161,055.51	34 %
431	Health Reimbursement Accounts	0.00	0.00	28,500.00	28,500.00	28,500.00	%
512	Contractual Services	1,010.40	39,491.19	109,600.00	109,600.00	70,108.81	36 %
513	Staff Development & Travel	999.89	9,537.57	15,000.00	15,000.00	5,462.43	64 %
514	Uniforms	1,128.00	12,610.96	20,000.00	20,000.00	7,389.04	63 %
517	Drug Screening/Background	0.00	80.00	5,000.00	5,000.00	4,920.00	2 %
522	Maint & Rep - Buildings &	837.75	1,039.15	5,000.00	5,000.00	3,960.85	21 %
523	Maint & Rep - Equipment	0.00	2,812.83	5,000.00	5,000.00	2,187.17	56 %
524	Maint & Rep - Vehicles	2,721.21	13,320.69	30,000.00	30,000.00	16,679.31	44 %
531	Rent Expense	0.00	165.00	0.00	0.00	-165.00	%
551	Supplies	25.95	2,998.32	12,000.00	12,000.00	9,001.68	25 %
553	Fuel	750.03	10,182.06	22,800.00	22,800.00	12,617.94	45 %
561	Capital Outlay	0.00	11,706.74	50,000.00	50,000.00	38,293.26	23 %
566	Lease Payment - Principal	7,231.26	28,925.04	80,000.00	80,000.00	51,074.96	36 %
567	Lease Payment - Interest	0.00	0.00	10,000.00	10,000.00	10,000.00	%
579	Miscellaneous Expense	120.71	8,519.27	10,000.00	10,000.00	1,480.73	85 %
	Account Total:	101,462.12	848,815.77	2,459,322.00	2,459,322.00	1,610,506.23	35 %

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10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5400	Fire						
512	Contractual Services	106,250.00	212,500.00	425,000.00	425,000.00	212,500.00	50 %
	Account Total:	106,250.00	212,500.00	425,000.00	425,000.00	212,500.00	50 %
5710	Public Works						
411	Full-time Regular Wages	11,875.45	95,429.26	296,869.00	296,869.00	201,439.74	32 %
413	Overtime	0.00	297.58	0.00	0.00	-297.58	%
421	FICA	880.08	7,094.70	22,710.00	22,710.00	15,615.30	31 %
423	LGERS Pension	2,706.42	21,939.89	68,250.00	68,250.00	46,310.11	32 %
424	401K	594.42	4,790.70	14,843.00	14,843.00	10,052.30	32 %
425	Health & Life Insurance	2,753.44	21,851.47	71,275.00	71,275.00	49,423.53	31 %
431	Health Reimbursement Accounts	0.00	0.00	7,500.00	7,500.00	7,500.00	%
512	Contractual Services	56.91	227.64	5,000.00	5,000.00	4,772.36	5 %
513	Staff Development & Travel	0.00	1,849.37	15,000.00	15,000.00	13,150.63	12 %
514	Uniforms	247.80	4,529.15	6,000.00	6,000.00	1,470.85	75 %
521	Maint & Rep - Infrastructure	0.00	20,725.00	50,000.00	50,000.00	29,275.00	41 %
522	Maint & Rep - Buildings &	333.75	2,357.17	45,500.00	45,500.00	43,142.83	5 %
524	Maint & Rep - Vehicles	504.60	1,877.96	10,000.00	10,000.00	8,122.04	19 %
526	Utilities & Communication	0.00	3,956.06	15,280.00	15,280.00	11,323.94	26 %
551	Supplies	68.00	2,202.09	7,000.00	7,000.00	4,797.91	31 %
553	Fuel	750.03	10,182.13	18,000.00	18,000.00	7,817.87	57 %
561	Capital Outlay	0.00	2,477.44	0.00	0.00	-2,477.44	%
579	Miscellaneous Expense	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	20,770.90	201,787.61	654,227.00	654,227.00	452,439.39	31 %
5740	Streets						
512	Contractual Services	69,596.10	69,596.10	200,000.00	200,000.00	130,403.90	35 %
513	Staff Development & Travel	0.00	0.00	500.00	500.00	500.00	%
523	Maint & Rep - Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	%
524	Maint & Rep - Vehicles	16,978.16	18,872.32	20,000.00	20,000.00	1,127.68	94 %
551	Supplies	400.00	4,203.81	17,500.00	17,500.00	13,296.19	24 %
561	Capital Outlay	0.00	0.00	225,000.00	225,000.00	225,000.00	%
562	Engineering & Design	0.00	5,684.50	75,000.00	75,000.00	69,315.50	8 %
566	Lease Payment - Principal	5,094.84	15,284.52	36,000.00	36,000.00	20,715.48	42 %
567	Lease Payment - Interest	0.00	0.00	4,000.00	4,000.00	4,000.00	%
	Account Total:	92,069.10	113,641.25	580,000.00	580,000.00	466,358.75	20 %
5750	Solid Waste						
411	Full-time Regular Wages	6,706.58	54,269.85	159,327.00	159,327.00	105,057.15	34 %
412	Part-time Regular Wages	462.00	3,403.00	0.00	0.00	-3,403.00	%
413	Overtime	0.00	202.40	0.00	0.00	-202.40	%
421	FICA	548.54	4,428.27	12,188.00	12,188.00	7,759.73	36 %
423	LGERS Pension	1,528.43	12,414.23	36,629.00	36,629.00	24,214.77	34 %
424	401K	335.44	2,724.21	7,966.00	7,966.00	5,241.79	34 %
425	Health & Life Insurance	1,447.84	11,495.00	42,765.00	42,765.00	31,270.00	27 %
431	Health Reimbursement Accounts	0.00	0.00	4,500.00	4,500.00	4,500.00	%
512	Contractual Services	325.61	4,175.89	32,400.00	32,400.00	28,224.11	13 %
514	Uniforms	0.00	0.00	1,000.00	1,000.00	1,000.00	%
524	Maint & Rep - Vehicles	-15,067.23	14,572.09	26,400.00	26,400.00	11,827.91	55 %
551	Supplies	38.19	680.38	2,000.00	2,000.00	1,319.62	34 %
553	Fuel	1,434.54	8,132.06	19,088.00	19,088.00	10,955.94	43 %

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10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
576	Landfill Tipping Fees	3,175.31	35,833.30	72,520.00	72,520.00	36,686.70	49 %
579	Miscellaneous Expense	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	935.25	152,330.68	417,783.00	417,783.00	265,452.32	36 %
	Account Group Total:	353,611.78	1,798,389.91	5,340,935.00	5,340,935.00	3,542,545.09	34 %
6000	Debt Service						
6000	Debt Service						
564	Debt Service - Principal	42,105.26	42,105.26	98,811.00	98,811.00	56,705.74	43 %
565	Debt Service - Interest	3,536.83	3,536.83	6,337.00	6,337.00	2,800.17	56 %
	Account Total:	45,642.09	45,642.09	105,148.00	105,148.00	59,505.91	43 %
	Account Group Total:	45,642.09	45,642.09	105,148.00	105,148.00	59,505.91	43 %
9000							
9999	Non-departmental						
511	Professional Services	5,940.00	278,337.51	815,000.00	815,000.00	536,662.49	34 %
512	Contractual Services	3,272.40	100,578.92	302,361.00	302,361.00	201,782.08	33 %
513	Staff Development & Travel	1,445.86	1,625.86	1,000.00	1,000.00	-625.86	163 %
522	Maint & Rep - Buildings &	1,588.85	10,635.37	32,743.00	32,743.00	22,107.63	32 %
525	Property & Other Liability	0.00	124,106.26	124,110.00	124,110.00	3.74	100 %
526	Utilities & Communication	0.00	5,309.13	18,233.00	18,233.00	12,923.87	29 %
575	Special Activities	0.00	12,781.77	50,000.00	50,000.00	37,218.23	26 %
577	Contingencies	0.00	0.00	207,776.00	207,776.00	207,776.00	%
579	Miscellaneous Expense	0.00	4,151.81	10,000.00	10,000.00	5,848.19	42 %
	Account Total:	12,247.11	537,526.63	1,561,223.00	1,561,223.00	1,023,696.37	34 %
	Account Group Total:	12,247.11	537,526.63	1,561,223.00	1,561,223.00	1,023,696.37	34 %
	Fund Total:	411,500.98	2,381,558.63	7,007,306.00	7,007,306.00	4,625,747.37	34 %

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51 Water & Sewer Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000							
5820	Water & Sewer						
411	Full-time Regular Wages	8,700.22	71,739.78	227,823.00	227,823.00	156,083.22	31 %
413	Overtime	47.54	108.76	0.00	0.00	-108.76	%
421	FICA	656.45	5,393.07	17,428.00	17,428.00	12,034.93	31 %
423	LGERS Pension	1,993.59	16,178.33	52,377.00	52,377.00	36,198.67	31 %
424	401K	438.10	3,597.29	11,391.00	11,391.00	7,793.71	32 %
425	Health & Life Insurance	1,597.32	12,643.60	0.00	0.00	-12,643.60	%
511	Professional Services	0.00	2,625.00	5,000.00	5,000.00	2,375.00	53 %
512	Contractual Services	22,202.00	22,202.00	5,000.00	5,000.00	-17,202.00	444 %
513	Staff Development & Travel	0.00	389.00	5,000.00	5,000.00	4,611.00	8 %
522	Maint & Rep - Buildings &	0.00	0.00	5,000.00	5,000.00	5,000.00	%
535	Postage & Printing	0.00	0.00	5,000.00	5,000.00	5,000.00	%
551	Supplies	0.00	9,950.08	15,000.00	15,000.00	5,049.92	66 %
554	Purchase of Wholesale	100,152.65	282,205.05	777,400.00	777,400.00	495,194.95	36 %
577	Contingencies	0.00	0.00	25,844.00	25,844.00	25,844.00	%
	Account Total:	135,787.87	427,031.96	1,152,263.00	1,152,263.00	725,231.04	37 %
	Account Group Total:	135,787.87	427,031.96	1,152,263.00	1,152,263.00	725,231.04	37 %
	Fund Total:	135,787.87	427,031.96	1,152,263.00	1,152,263.00	725,231.04	37 %
	Grand Total:	547,288.85					
			0.00				
			2,808,590.59	8,159,569.00	8,159,569.00	5,350,978.41	34 %

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item G-1
Street Light System Evaluation

Background

The Town's historic 100-year-old streetlight network has reached a point where traditional maintenance is no longer sustainable. While staff has successfully kept the system functional through salvaged parts and piecemeal repairs over the years—including managing the aftermath of Hurricane Helene—the inventory of original components is now exhausted.

To plan for the orderly, long-term stabilization of this infrastructure, Staff recommends Option 3 on the following page: Transitioning to a modern, historically accurate replacement system owned and maintained by the Town. This approach allows the Town to systematically replace unserviceable poles and plan for future outages without losing our historic aesthetic.

Current Status

The Town owns and operates 66 streetlights originally manufactured by General Electric in the 1920s. While these unique fixtures are a defining feature of Biltmore Forest, managing them presents ongoing operational challenges:

- *Depleted Part Reserves:* The original manufacturer and subsequent local molding companies are out of business. Staff has relied on salvaged components to address vehicle accidents, vandalism, and the nine (9) poles downed during Hurricane Helene.
- *Current Service Gaps:* Through these salvage efforts, three (3) storm-damaged lights were restored to service, with one (1) more anticipated to be on-line this month. However, five (5) remaining poles cannot be rebuilt using existing stock, highlighting the need for a permanent procurement solution.
- *Maintenance on Existing Fixtures:* The extremely heavy existing fixtures and bases lack access panels, requiring staff to pull entire poles or lamp heads for basic wiring

issues. Additionally, modern security cameras have been attached to these poles, complicating repairs on aging infrastructure.

Evaluation of Options

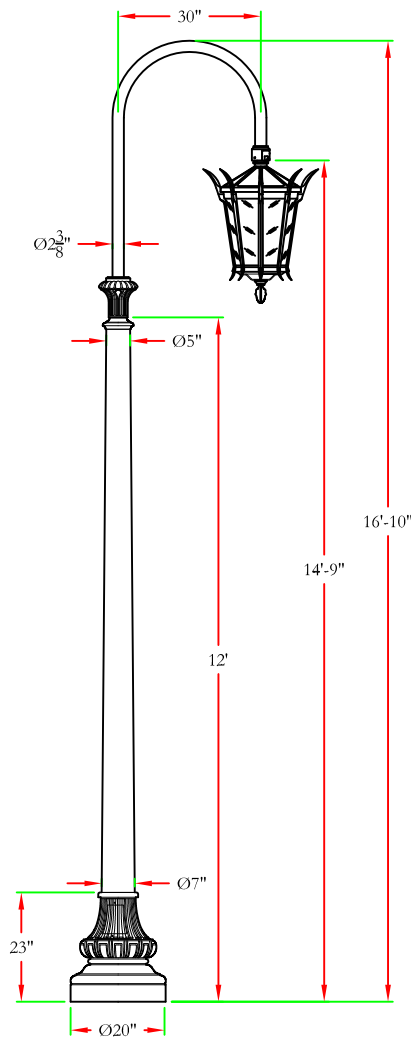
Maintenance & Replacement Option	Estimated Replacement Costs**	Aesthetic Impact	Staff Assessment
Option 1: Maintain As-Is	\$30,000– \$50,000 per replica lamp.	None Matches existing historic standard.	Improbable Long-Term. • Salvaged parts are exhausted. • Custom manufacturing is cost-prohibitive.
Option 2: Duke Energy Program	~\$50/month per lamp lease.	High No option to match existing lamps Risk of mismatched, lamps and poles over time.	Not Recommended • Maintenance is shifted to Duke, but their standard catalog fails to meet the Town's aesthetic expectations.
Option 3: Town-Owned Replacement (Staff Rec)	~\$9,500 per lamp	Low Mimics original 1920s design	Recommended • Provides a cost-effective, modern, and serviceable system. • Retains Town control and establishes a vendor for future parts.

**** All options exclude installation, supply wiring improvements, or foundation installation**

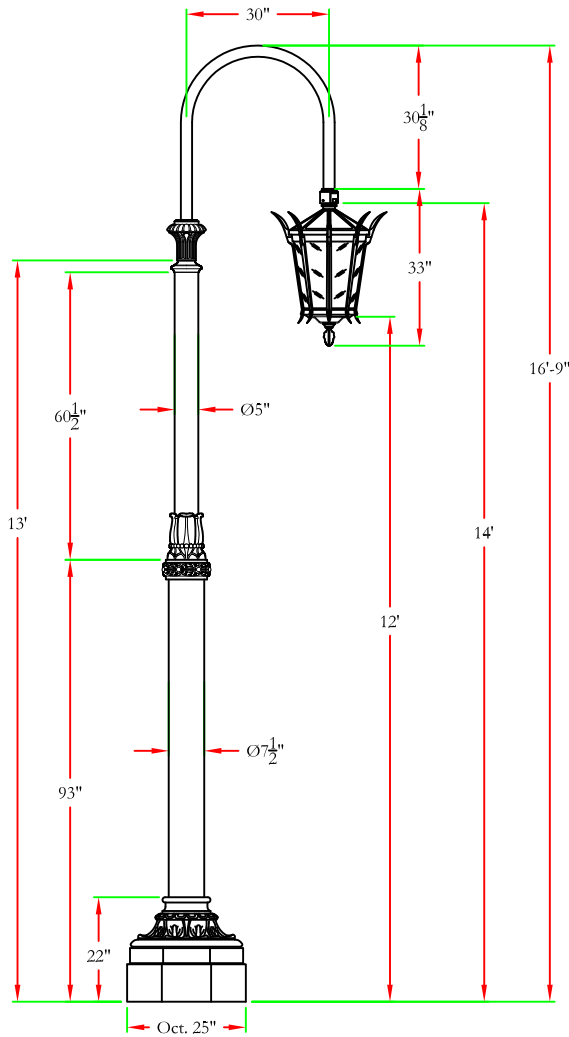
Board Consideration and Recommendation

Staff has identified a replica design (Concept Option #2 in the attached drawings) used successfully nearby that closely mimics our original GE-Novalux fixtures. Staff is currently finalizing minor details regarding finishes, street name brackets, and utility access, but is requesting Board consideration of the purchase of these new streetlights from CED once these issues are resolved.

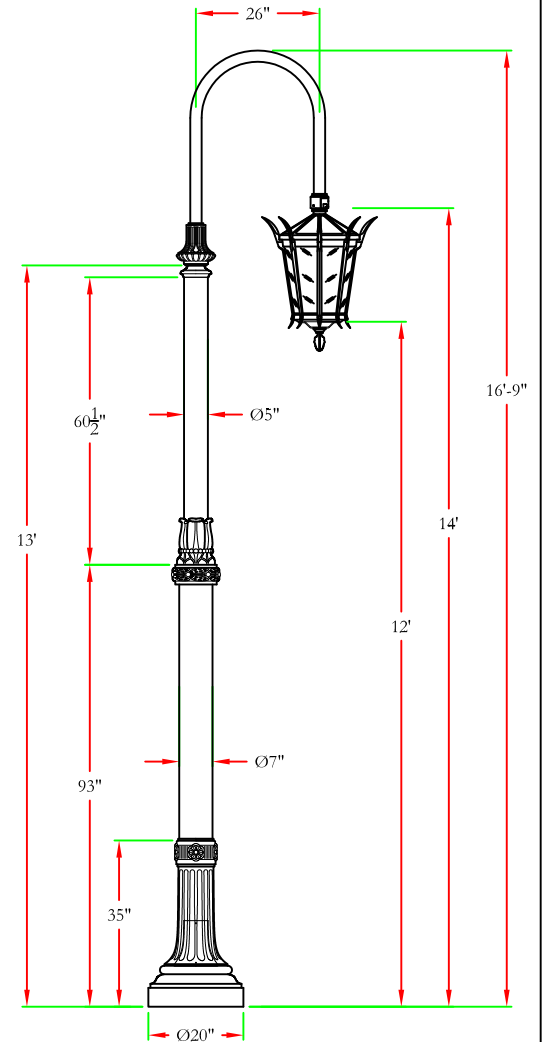
If the Board approves the staff recommendation to purchase these ten (10) new streetlights, we will develop a full schedule, budget, and implementation plan that will be presented next month.



SCI/SAL-W20



SCI/SAL-W25-CO



SCI/SAL-NY20

UNAUTHORIZED USE,
MANUFACTURE OR
REPRODUCTION IN WHOLE OR IN
PART IS PROHIBITED. DRAWING,
DESIGN AND OTHER DISCLOSURES
ARE THE PROPERTY OF

SENTRY ELECTRIC LLC
FREEPORT, N.Y. 11520

DATE 08-18-2026

DRAWN L.A.

CHECKED S.K.

Sentry Sentry Electric LLC **Sentry**
185 Buffalo Avenue, Freeport, New York 11520

Tel 516-379-4660

Fax 516-378-0624

www.sentrylighting.com

E.mail: info@sentrylighting.com

Town of Biltmore Forest
Asheville, NC

SIZE
A

SCALE 1=40

SHEET 1 OF 1

DWG NO.

26-174-PR101

REV

Customer Quote For: TOWN OF BILTMORE FOREST

32

CED - ASHEVILLE

Quote: Q1120725

Revision #: 001

7 ROBERTS RD
SUITE 10
ASHEVILLE NC 28803
Tel: (828)252-5313

Contact Name: JONATHAN VASCELLARO

Quote Date: 09/21/26

Updated On: 09/21/26

Expires On: 09/28/26

Job Name:

Attn:

Ship To: TOWN OF BILTMORE FOREST

355 BANDERBIT RD

ASHEVILLE, NC 28813

TEL: (828)274-0824

Customer PO #:

Customer PO Date:

FOB: SHIPPING POINT

Freight: PREPAID

LN	Product	Qty	Price	Per *	Ext Price
01	MISC SWB WS PM (2X12)LED50-0.7A 730 STRI-VSM RLF P LUMINAIRE	10	\$0.00	E	\$0.00
02	MISC SAL 7.5 TO 5 13 SWW BASE TENON BK POLE	10	\$0.00	E	\$0.00
03	MISC SCI-W25-CO-BK CLAMP ON BASE:	10	\$0.00	E	\$0.00
04	MISC LYN30 PLZC TLR -- BK SINGLE ARM (REF DWG: 26-174-PR101 OPTION 2)	10	\$0.00	E	\$0.00
05	MISC LOT PRICING	1	\$83,658.82	E	\$83,658.82
06	MISC SHIPPING	1	\$3,600.00	E	\$3,600.00
07					
08	ABOVE PRICE IS FOR ORDERS PLACED WITHIN 45 DAYS. ABOVE LED LUMINAIRE INCLUDES BUILT-IN LED LIGHT SOURCE, DRIVER, OPTICS, AND SURGE PROTECTION. ABOVE SHALL BE FACTORY PAINTED, BLACK.				

Merchandise: \$87,258.82

Additional Sales Tax May Apply:

Total: \$87,258.82

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item G-2

Consideration of Fiscal Year 2026-2027
Budget Amendment Number 1

Background

The attached budget amendment and specific departmental re-allocation breakdown on the following page identifies needed budget amendments for the first quarter of 2027. The Town's departmental budgets are within an acceptable range, but staff wanted to be proactive in moving funds from contingency to cover several areas within specific departments. The attached spreadsheet shows this movement and recognizes that there is no overall change to the Town's FY27 budget.

Staff will make the necessary line item adjustments following the Board's approval. Notes for each accompanying re-allocation are provided on the spreadsheet.

Recommendation

Staff recommends approval of the attached budget amendment ordinance.

**BUDGET ORDINANCE AMENDMENT FOR THE TOWN OF BILTMORE FOREST
NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027**

BE IT ORDAINED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that in accordance with NCGS 159-13(b)(16) the 2026-2027 Budget be amended as follows:

SECTION 1. GENERAL FUND APPROPRIATIONS

The following amounts are amended as shown and appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2026 and ending June 30, 2027 in accordance with the chart of accounts heretofore established for this Town on June 9, 2026:

Department Code	Department Name	Current Appropriation	Proposed Increase (Decrease)	Amended Appropriation
10-5210	Administration	804,603	18,100	822,703
10-5300	Police	2,459,322	65,500	2,524,822
10-5400	Fire	425,000	-	425,000
10-5710	Public Works	654,227	4,000	658,227
10-5740	Streets	580,000	15,000	595,000
10-5750	Solid Waste	417,783	9,000	426,783
10-6000	Debt Service	105,148	-	105,148
10-9999	Non-Departmental	1,561,223	(111,600)	1,449,623
	Total General Fund	7,007,306	-	7,007,306

Adopted this 20th day of October, 2026.

George F. Goosmann, III
Mayor

Attest:

Laura Jacobs
Town Clerk

Department Code	Department Name	Current Appropriation	Committed YTD	Proposed Amendment (+/-)	Amended Appropriation	Primary Purpose/Notes
10-5210	Administration	\$804,603.00	\$269,314.60	\$18,100.00	\$822,703.00	Part-time wages (\$8k), travel allowance (\$6k), lease principal (\$1.6k), vehicle maint (\$1k) & misc (\$1.5k)
10-5300	Police	\$2,459,322.00	\$848,815.77	\$65,500.00	\$2,524,822.00	Part-time wages (\$40k), overtime (\$25k) & rent (\$500)
10-5400	Fire	\$425,000.00	\$212,500.00	\$0.00	\$425,000.00	No change
10-5710	Public Works	\$654,227.00	\$201,787.61	\$4,000.00	\$658,227.00	Capital outlay (\$2.5k) & overtime (\$1.5k)
10-5740	Streets	\$580,000.00	\$113,641.25	\$15,000.00	\$595,000.00	Proactive buffer for vehicle maintenance & repair (94% committed YTD)
10-5750	Solid Waste	\$417,783.00	\$152,330.68	\$9,000.00	\$426,783.00	Part-time wages (\$8k) & overtime (\$1k)
10-6000	Debt Service	\$105,148.00	\$45,642.09	\$0.00	\$105,148.00	No change
10-9999	Non-Departmental	\$1,561,223.00	\$537,526.63	-\$111,600.00	\$1,449,623.00	Transfer from Contingencies (10-9999-577); also includes internal \$1,500 reallocation to 10-9999-513
	Total General Fund	\$7,007,306.00	\$2,381,558.63	\$0.00	\$7,007,306.00	
51-5820	Water & Sewer	\$1,152,263.00	\$427,031.96	\$0.00	\$1,152,263.00	\$59,000 internal line-item reallocation only (no change to total department appropriation)
	Total Water & Sewer Fund	\$1,152,263.00	\$427,031.96	\$0.00	\$1,152,263.00	

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026**



Agenda Item G-3

**Consideration of Resolution 2026-08
A Resolution Authorizing the Surplus of
Personal Property**

Background

Town staff requests permission to surplus two vehicles from the Police Department. The vehicles are no longer in service. The descriptions of the vehicles, including VIN numbers, are attached to the resolution.

Recommendation

Staff recommends approval of Resolution 2026-08.

Laura Jacobs
Town Clerk

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026**



Agenda Item G-4

**Resolution 2026-09 – A Resolution Awarding Badge and
Service Sidearm to Sergeant Shane Burrell**

Background

Sergeant Shane Burrell has retired from the Biltmore Forest Police Department after 22 years of service. The Town requests permission to award his service sidearm and badge to him upon his retirement.

In order to do so, the Board of Commissioners must approve a resolution authorizing this disbursement. N.C.G.S. 20-187.2 governs this allowance as noted in the attached resolution.

Recommendation

Staff recommends approval of Resolution 2026-09.

STATE OF NORTH CAROLINA)
)
 COUNTY OF BUNCOMBE)

TOWN OF BILTMORE FOREST
 BOARD OF COMMISSIONERS

RESOLUTION 2026-09

RESOLUTION AWARDING BADGE AND SERVICE SIDEARM TO RETIRING SERGEANT SHANE BURRELL

WHEREAS, N.C.G.S. 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality; AND

WHEREAS, N.C.G.S. 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member; AND

WHEREAS, Sergeant Shane Burrell has served the Town of Biltmore Forest as a Police Officer and Sergeant for twenty-two years and retired from the Department on October 1, 2026.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina that the badge and service sidearm worn and/or carried by Sergeant Shane Burrell be awarded to him on his retirement. This firearm is further identified as a Glock model 45, Serial # CCVU802.

This the 20th day of October, 2026.

George F. Goosmann, III
 Mayor

Attest:

Laura Jacobs
 Town Clerk

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item G-5
CONSIDERATION OF APPOINTMENTS
FRIENDS OF BILTMORE FOREST – 2027-2028

Background

The Friends of Biltmore Forest Committee has undergone a leadership change in the past several months and added multiple new members. In an effort to enshrine those volunteers currently serving the Town in this capacity, staff requests formal appointment (and re-appointment for some) as follows:

- Indigo Voron, Chair
- Elaine Goosmann
- Cindy Holman
- Carrie Keller
- Penny Branch
- Lucy Loomis
- Margot Baron
- Kara Cantley

Recommendation

Staff recommends approval of these individuals as members for the Friends of Biltmore Forest committee.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
OCTOBER 20, 2026



Agenda Item G-6

Police/Public Works Building Project Update

Background

The Town continues development of its long-term facilities initiative, which includes construction of a new Public Works Maintenance and Equipment Facility and redevelopment of the existing Town Hall campus to accommodate a new Police Department facility. The project is intended to address operational deficiencies within the Town's existing facilities while providing modern, efficient spaces capable of meeting current and future service needs.

Project Status

The project has continued to advance through final design, permitting, cost estimating, and preconstruction activities since the Board's September meeting.

The design team has prepared issued-for-permit drawing sets for both project sites, and the Town and its consultants continue working through the applicable permitting and regulatory processes. The revised erosion and sedimentation control plan for the Public Works Headquarters has received NCDEQ approval.

For the Public Works site, the Town submitted its NCG01 permit application to NCDEQ on October 5. The Certificate of Coverage associated with that permit will be required prior to land-disturbing activity. The Police Department site's NCG01 application will be submitted closer to construction.

McGill also submitted the Public Works Headquarters materials to Buncombe County for site plan review and address assignment on October 6. That submission included the Town's zoning approval letter, site plan review application, and site plan.

Preconstruction activities are advancing as well. In September, Edifice held a subcontractor prequalification interest meeting at Town Hall so prospective subcontractors could review the project sites and begin the prequalification process. Approximately 20 subcontractors attended.

On October 9, the Town received Edifice's 50 percent construction-document cost estimate for the Police and Public Works facilities. The estimate remains very close to the prior Design

Development estimate, which is encouraging as the project moves further into construction documents. A copy of that cost estimate, along with the prior iterations, is attached to this memorandum.

Public Works Facility

Design coordination for the Public Works facility continues to move from broad building and site planning into specific operational details.

Staff and the project team have continued reviewing shop layout, equipment requirements, site utilities, and operational needs. Public Works has also been developing the new fueling station planned for the facility. A preliminary budget has been obtained for the owner-provided fueling equipment, with final tank specifications still requiring coordination with the Buncombe County Fire Marshal.

The Town is also continuing to prepare for the operational transition required during construction. Staff has identified off-site storage for materials currently housed in the storage building on the existing Public Works property, allowing that structure to be cleared in preparation for the project. Temporary salt storage, equipment storage, and vehicle-staging needs continue to be coordinated as well.

Police Department Facility / Town Hall Campus

Design coordination on the Police Headquarters has continued at a detailed level, particularly regarding the rear patio, retaining walls, garage and pedestrian access, fencing, site utilities, stormwater conveyance, and equipment locations. Town Public Works and Police staff have reviewed these items jointly with DP3 and McGill so that operational requirements are incorporated while the plans are finalized.

The Town Hall property recombination work has also advanced. McGill has provided a draft recombination plat depicting the proposed public right-of-way closure, parcel recombination, and an access easement aligned with the proposed driveway locations. The 100% construction-document site plan was then provided to assist staff in reviewing how the proposed easement and site improvements fit together.

Technology and Security Coordination

The project team has also moved into detailed low-voltage, technology, and security coordination for the two buildings. DP3 distributed floor plans, ceiling plans, electrical plans, and meeting notes following a September 17 low-voltage coordination meeting.

The Town subsequently connected the low-voltage/security designer with VC3 so that wireless access-point locations, network needs, and other technology requirements could be coordinated directly with the Town's IT environment. That coordination resulted in marked-up plans and continued refinement of the low-voltage design. As of October 14,

Public Works was conducting an additional review of camera coverage at the new Public Works building.

Financial Considerations

Staff met with representatives from First Tryon and provided the most recent information. This included the estimate derived from the third round of pricing. The Town remains on target with our financing scheduled ahead of a planned February LGC application.

Schedule

The project continues progressing toward construction, with current work concentrated on completion of construction documents, permitting, final cost refinement, subcontractor preparation, and site-readiness activities.

With issued-for-permit plans prepared, regulatory reviews underway, the 50% construction-document estimate received, and subcontractor prequalification activities started, the project has moved substantially beyond the design-development stage.

We remain on target to break ground in March.

Public Meeting

Following the Board's discussion in September, the public information session has been scheduled for Wednesday, October 28, from 4:30 to 6:30 p.m. at Town Hall. The event will be conducted as an informal drop-in session for residents interested in learning more about the new Police Department and Public Works facilities. The architect, engineer, contractor and Town staff will all attend to provide information and answer questions.

Next Steps

Over the coming months, staff will continue working with DP3, McGill, Edifice, legal counsel, financing professionals, and other project partners on the following items:

- Complete construction documents and remaining design coordination;
- Complete outstanding permitting and regulatory reviews;
- Review and refine construction pricing;
- Continue subcontractor prequalification, bidding, and procurement activities;
- Finalize the Town Hall parcel recombination and related right-of-way/easement matters;
- Finalize temporary Public Works operational and storage arrangements;
- Conduct the October 28 public drop-in event;



Biltmore Forest Public Works and Police Headquarters
Town of Biltmore Forest
Biltmore Forest, NC

Estimate Summary
50% CD Estimate
October 9, 2026

Cost Summary

Police Headquarters

Police HQ Site

Public Works Building

Public Works Site & Structures

TOTAL CONSTRUCTION COSTS

Owner Soft Cost Allowance

TOTAL PROJECT BUDGET

10/9/2026		7/21/2026		2/17/2026	
CD Estimate	Cost/SF	DD Estimate	Cost/SF	SD Estimate	Cost/SF
\$ 6,565,099	\$649.62	\$ 6,796,421	\$672.51	\$ 6,842,984	\$630.40
\$ 1,666,238	\$ -	\$ 1,550,493	\$ -	\$ 1,309,827	
\$ 6,232,786	\$503.94	\$ 6,098,471	\$516.27	\$ 5,889,652	\$582.79
\$ 3,676,699		\$ 3,686,904		\$ 4,085,787	
\$ 18,140,823		\$ 18,132,289		\$ 18,128,250	
\$ 1,814,082	10%	\$ 1,813,229	10%	\$ 1,812,825	10%
\$ 19,954,905		\$ 19,945,517		\$ 19,941,075	

Allowances (included in pricing)

Unsuitable & Hazardous Soil/Rock at Police HQ	\$ 40,000
Unsuitable Soil/Rock at Public Works	\$ 100,000
Signage - Both Bldgs	\$ 55,000
Cupola & Corbel Allowance (Ref 10.14/A1.04)	\$ 40,000
Fueling Station at Public Works	\$ 110,000

Contingencies (included in pricing)

Estimating Contingency	\$ 317,834	\$ -
Construction Contingency	\$ 476,750	\$ -



Biltmore Forest Public Works and Police Headquarters
 Town of Biltmore Forest
 Biltmore Forest, NC

Clarifications
 50% CD Estimate
 October 9th, 2026

Clarifications:

- 1 Based on plans by DP3 dated 6/18 & 6/22 (issued on 9/4/26)
- 2 Payment and Performance Bond included
- 3 Material testing and/or special inspections not included
- 4 Third party building commissioning not included, coordination with CxA is included
- 5 Survey and testing for mold, asbestos, lead, hazardous material, pipe residuals not included
- 6 Design Constingency set at 3% & Construction contingency is included at 3%
- 7 All work assumed to take place during normal business hours, 8am-5pm
- 8 Based on all on site material being suitable for fill and or backfill, allowance included for unsuitable conditions
- 9 Based on adequate water supply for domestic and fire services, no pumps or boosters
- 10 Municipal Tap & Capacity Fees have been excluded if required
- 11 Owner Soft Costs are not included
- 12 We have included emergency generator at new Police Headquarters Building, alt
- 13 Appliances are to be by the owner (Refrigerator, Washer, Dryer, etc.)
- 14 Level 5 finish has been excluded, unless shown on plans
 Owner equipment and equipment relocations have been excluded (copier, plotter,
 15 etc.)
- 16 We have excluded Low Voltage systems: Data, A/V, Structured Cabling, Soundmasking, Security, Access Control
- 17 Building Permit Costs have been excluded
- 18 We have included replacing the existing perimeter fence at the Police HQ secured parking area
- 19 We have excluded any abatement allowances if required at the demolition of the shed or existing Police Department
- 20 We have excluded new site lighting (parking, landscape, etc.). To be by the local power company.
- 21 We have included an allowance for 2 fueling stations