

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, June 12, 2018 at 4:30 p.m.

A. Roll Call by the Clerk

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

B. Approval of the Minutes

1. The minutes of the Regular meeting held on May 15, 2018 will be considered for approval.

C. Public Comment

D. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Police Department
3. Public Works Director
4. Town Manager

E. Public Hearing Regarding Fiscal Year 2018-2019 Budget

F. New Business

1. Presentation of FY17-18 Budget Re-Allocations
2. Consideration of Technical Services Contract with Land of Sky Regional Council for FY18-19
3. Consideration of FY18-19 Budget
4. Consideration of FY18-19 Fee Schedule
5. Presentation of Options for Accessory Structure Ordinance Revision

G. Petitions, Motions, and Other Business

H. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF
BILTMORE FOREST HELD MAY 15, 2018.

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 by the Clerk:

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

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

Mayor Goosmann called the meeting to order at 4:00pm.

Mayor Goosmann asked for a motion to approve the April 10, 2018 minutes as revised. A motion was made by Commissioner Cogburn to approve the minutes. The motion was seconded by Commissioner Kelly. The revised minutes were unanimously approved.

Mayor Goosmann asked for Public Comment. Mrs. Pat Rinkevich had a comment about the bears at her home at 423 Vanderbilt Road. They are destroying her fence and yard. She went to the police department and they suggested she state her opinion at the Board meeting. Mayor Goosmann said there is nothing that can be done. Mayor Goosmann said there was a meeting a few years ago with NC Wildlife and they said the bears were here before we got here. Mr. Kanipe gave Mrs. Rinkevich the phone number to Mike Carraway, biologist with the NC Wildlife Resources Commission. Chief Beddingfield suggested to be proactive by not putting trash out until collection day and removing bird feeders. Mayor Goosmann said there is nothing in legislation or regulation that can be done to remove the bears. Mayor Goosmann also suggested talking to our State representatives. Mrs. Rinkevich said she is concerned someone could get hurt such as a child.

Mayor Goosmann understood her concern. Mrs. Rinkevich said she will pass on her information to the Board and show pictures of what the bears have done.

Mayor Goosmann introduced Gordon Brown who was present to earn his Boy Scout merit badge.

Mr. Eric Barnwell gave the report for Skyland Fire Department. Mr. Barnwell said Chief Cole apologized for not attending. The report was given for March and April. Mr. Barnwell said nothing out of the ordinary occurred, just routine calls. Mr. Barnwell also said Chief Cole will be happy to assist the Town with the 4th of July parade and coordinating the activities. Mayor Goosmann thanked Mr. Barnwell and 4th of July plans will be discussed with Town staff in the future.

Chief Chris Beddingfield gave the report for the Police Department. The average calls for service were around 600. Officers focused on speed enforcement on the Vanderbilt Road area. They also had the speed sign out in many different places and received quite a bit of good feedback as a result. In the 25 mph zone, most people are only driving about 2 mph over the limit. Regarding the 35mph zone, the average speed driven was 47 mph. There are definitely some speeding issues and tickets were written to those who sped.

A possible 25mph for the entire Town was brought up as a possibility to help address the speeding issue. Additional speed bumps were also suggested. An additional four way stop at Vanderbilt and Cedarcliff was also discussed to reduce speed throughout the Town.

Chief Beddingfield mentioned that ordering additional signs for speed limit reduction would help with the issue as well. Town staff would need to work with an engineering firm to make sure lowering the speed limit would be a possibility before installing speed bumps along Vanderbilt Road.

Chief Beddingfield provided the remainder of his report and said there have been multiple bear complaints. All of the new defibrillators have been put in place. Chief Beddingfield also discussed a stolen utility trailer that the Police Department recovered.

Commissioner Cogburn asked about dog complaint calls and why the number was so high that month. Chief Beddingfield said the power outages increase the calls coming in, most likely due to the number of electric fences in the Town. It was much more than normal most likely due to the power outages.

Commissioner Cogburn also inquired about the higher number of Ordinance violations. There have been multiple complaints with one of the construction sites here in the Town. This particular home construction should be completed shortly.

Mr. Kanipe said as part of the budget, the funds have been budgeted for speed bumps and other traffic control devices.

Mr. Crouch gave the monthly report. Public Works took down eight very large white pine trees at Vanderbilt Road and I-40. All registers and meters are now installed. A mailer will be going out within the next few months to show people how to use the new water app and discuss how the new water meters work.

The Board then considered new business. The Board considered reappointments of Mr. Greg Goosmann and Mr. Lowell Pearlman for the Board of Adjustment, and Mrs. Marjorie Waddell for the Planning Commission.

Commissioner Loomis made a motion to reappoint Greg Goosmann, Lowell Pearlman, and Marjorie Waddell. Commissioner Cogburn seconded the motion. The motion was unanimously approved and all Board members were reappointed.

Mr. Kanipe discussed the initial findings of the storm water master plan. There are a lot of areas to go through and ensure that storm water pipes are clear. Brooklawn Chase and Hemlock pond drainage issue is coming through the watershed and to this area. Field work will be done soon and the GIS team will lift the stone caps and analyze the pipes. Mr. Kanipe also presented the Board with the drainage study from Anchor QEA for the Vanderbilt Road area. Mr. Kanipe provided the report to WithersRavenel for inclusion into the master plan. Mr. Kanipe asked the Board to read through the study from Anchor QEA and let Mr. Kanipe know what questions or concerns they may have.

Last month there was a joint meeting between Board of Commissioners and Board of Adjustment. This resulted in a previously scheduled public hearing being tabled.

The Planning Commission also had a meeting. Mr. Kanipe said the Boards would like to see more flexibility regarding the accessory structure ordinance related to fences and walls. Ms. Adrienne Isenhower and Mr. Kanipe looked to see what other Towns do in this regard. Mr. Kanipe said Blowing Rock's verbiage gives discretion to allow a fence within certain parameters. Mr. Kanipe asked the Board for feedback regarding this.

Mr. Kanipe discussed Commissioner Kelly's question from last month on whether this Ordinance is legal and is valid and enforceable. Ms. Isenhower spoke to Mr. Adam Lovelady from the UNC School of Government and said this is a valid and enforceable ordinance that needs a rationalization from the Town. The preamble which Mr. Clarke wrote was the rationalization from the Town that could be defended.

Commissioner Kelly was in favor of fences less than 100 linear feet to keep in dogs and children. Commissioner Kelly said invisible fences do not always work. Commissioner Loomis said broadening the restrictions on fencing would demonstrate a major change from the work she and Commissioner Cogburn did when serving on the Board of Adjustment. Commissioner Loomis said invisible fences usually work. Commissioner Loomis advises against giving discretion to a Board because boards can change and this may reduce uniformity. Commissioner Loomis likes the openness of Biltmore Forest. Commissioner Loomis believes the Board needs to think carefully

about consistency before the Ordinance is changed. Commissioner Loomis also suggested if the homeowner was permitted to have a fence for a purpose no longer in need of being met, the fence should be removed.

Commissioner Cogburn believes fencing can be allowed in the rear yard within certain strict guidelines, such as not in the setback, buffering fence from neighbors, height restrictions, and no chain link fencing, but front yard fencing, structures or walls should not be allowed.

Mayor Goosmann thanked the Board for their comments.

Mr. Clarke suggested getting feedback from the community. Commissioner Loomis agreed. Mr. Kanipe said we will develop some options for the Board to consider at next month's meeting and then find the best method to solicit feedback from the public.

Mr. Kanipe then delivered his FY2018-2019 budget message. Mr. Kanipe suggested to the Board there be a Budget meeting before the next Board of Commissioners meeting in June. There is no recommended tax increase and the tax rate will stay at thirty-three (33) cents per \$100 valuation. There will be no change in water or sewer rates. Mr. Kanipe said the Town is doing well in terms of property tax and sales tax revenues. The State average has increased 3-4 percent within the past few years, and the Town has increased a bit more than that.

Mr. Kanipe reminded the Board that last year's revaluation resulted in a 21 percent real and personal property tax base increase last year. Our tax base growth this year is much smaller at 1 percent. Our motor vehicle valuation increased by 12.5 percent. The Town also collected 100 percent of the motor vehicle tax assessed.

The property tax collection rate is 99.6%. The franchise tax received from public utilities like electric and gas vary dramatically because this is a weather dependent revenue.

The Town is doing well with Zoning Permit Revenue coming in. Mr. Kanipe would like to add a demolition fee which will be incorporated into next year's fee schedule. Mr. Kanipe would also like to add a penalty fee for residents who do not obtain prior Zoning approval before starting projects. There should be some sort of penalty for proceeding without permission from the Board.

Regarding water funds, the AMI transition to the cellular system will bring significant cost savings for the Town and should reduce water loss and man hours spent in the field reading water meters.

Regarding the General Fund projections and employee salaries, we are relocating the positions of Mrs. Stephens and Mrs. Jacobs. Ms. Stephens's salary will be full time within the Administration department. Half of Ms. Jacobs's salary is in the Administration department as well. Mr. Kanipe said we are really trying to clarify these roles of where people are within their department. Solid waste has three specific employees, Public Works has five employees, and the Street department has one employee.

A 3 percent COLA (Cost of Living Adjustment) increase was also proposed by Mr. Kanipe. The merit pool is 1.5 percent of the departmental salary. Those funds will be allocated for merit bonuses based on meritorious service, education, and additional certifications. Mr. Kanipe said that employees at the Police Department obtaining an advanced certificate will receive a pay raise. The Town has lower insurance premiums as certifications are obtained by employees.

Mr. Kanipe said interest earnings on the Revenue side have been phenomenal. The Town has received a much better return in the past year and a half as a result of changes in its investment strategy.

The Police Department budget includes a new car and purchase of four new shotguns. A building maintenance line item will be added as well for painting and cabinetry work that needs to be done. A radio repeater may be set up at MAHEC. This will cost the Town about \$10,000, but the Town hopes to partner with MAHEC on this project. It will provide communication within each building at MAHEC and improve safety for their staff and patients. Commissioner Loomis

said it benefits them and they should also contribute. It benefits their staff as much as it benefits us. Mr. Kanipe said they are also looking at a real time security system. It would be a beneficial tool to have and protect our residents. It costs \$6,000 per year. Mr. Kanipe and Chief Beddingfield thought about putting a camera down at Greenwood Park. Commissioner Kelly verified that every Officer now has a body camera, dashboard camera, hand gun, rifle, shot gun, and a defibrillator. Mr. Kanipe said that is correct.

Mr. Kanipe discussed Public Works. The building renovation will be a Capital Project Ordinance. The estimate is about \$1.5 million. This will be done with an \$800,000 loan. Mr. Kanipe said he feels very confident about working with the contractor and architect for the new Public Works building. This project should start around the end of August or first of September. The timeline for completion is about 270 days which will run until June of the following year.

LED lighting will continue to be added in with our street lighting system. This will be much more efficient and reduce cost. The Parks line item was increased to \$37,500 which reflects the Greenwood Park improvement master plan and will include other projects in the Town's parks. Mr. Kanipe mentioned the need for the Community Committee to become more formalized and present requests to the Board of Commissioners for those projects they would like to undertake in future years. Mr. Kanipe suggested members to get involved to get their ideas about what they want to see for the upcoming budget year.

In the Streets department, the Powell Bill funding coming in from the State will be about \$64,000. The second phase of the storm water master plan and storm water repairs will be included.

Recycling and Solid Waste is going very well. There will be a focus on safety regarding the trash and recycling staff. The North Carolina League of Municipalities offers safety classes and we will enroll staff to attend these classes. The trash and recycling trucks will also have lifts installed on them to help curb repetitive motion injuries.

Chief Beddingfield would like to set up identity theft and various educational seminars for residents to attend.

Debt Service schedule includes the payments on the Police Department renovations and street improvements.

Mr. Kanipe recognized Mrs. Helen Stephens for her budget preparation, and noted that the Town is submitting the budget this year for the GFOA (Governmental Finance officers Association) Distinguished Budget Award. We are trying to make sure citizens understand and see the value of what we are trying to give for the tax dollars we receive. Commissioner Loomis said it is very clear and understandable. Commissioner Cogburn said this was laid out very well.

There being no further business, Mayor Goosmann adjourned the meeting at 5:10 p.m. The next Board of Commissioners meeting was scheduled for Tuesday, June 12th, 2018 at 4:30 p.m. The Budget meeting is scheduled for Monday, June 4th at 4:00pm.

ATTEST:

Jonathan B. Kanipe
Town Manager

George F. Goosmann, III
Mayor



MONTHLY FINANCIAL REPORT

MAY 2018

CASH ACCOUNTS

First Citizens Money Market Checking	567,983.85
NCCMT General Fund Term	2,321,608.99
NCCMT General Fund Government	1,072,697.81
NCCMT Water Fund Government	94,110.61
TOTAL	4,056,401.26

FIRST CITIZENS CHECKING (Monthly Transaction Report)

Beginning Balance	982,946.77
Cleared Checks	(157,785.50)
Cleared Deposits	98,903.29
Cleared Credits	8,542.56
Cleared Debits	(117,663.22)
Cleared E-payments	(214,003.22)
Change in Account Balance	(382,006.09)
Outstanding Items	(32,956.83)
Ending Balance	567,983.85

NORTH CAROLINA CASH MANAGEMENT TRUST

GENERAL FUND Government

Beginning Balance	1,804,339.98
Transfer to GF Term Account	(800,000.00)
Local Gov't Distribution (NCDOR)	66,898.57
Interest Earned	1,459.26
Ending Balance	1,072,697.81

GENERAL FUND Term

Beginning Balance	1,517,700.58
Transfer from GF Gov't Account	800,000.00
Interest Earned	3,908.41
Ending Balance	2,321,608.99

WATER FUND Government

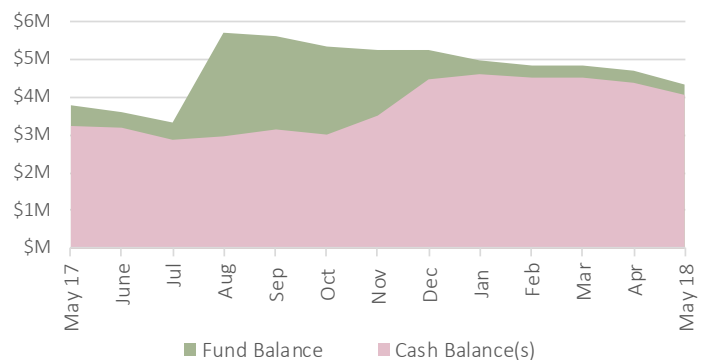
Beginning Balance	93,981.81
Interest Earned	128.80
Ending Balance	94,110.61

2017 PROPERTY TAXES

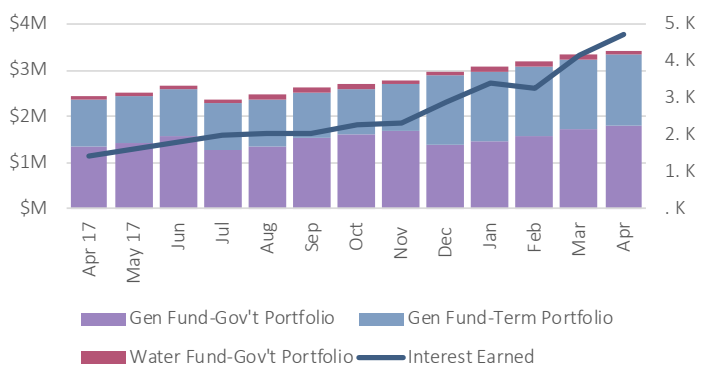
Real Property	765,014,400
Personal Property (Including BUS & IND)	6,192,682
Personal Property (Public Service Companies)	4,850,169
Exemptions	(621,350)
Deferrals	(30,447,900)
Releases	(1,090)
Total Assessed	744,986,911
Total Levy	2,458,457
Budgeted Levy	2,471,274

Tax Collection To Date	Budgeted Levy	Amount Collected	Percent Collected
Ad Valorem	2,471,274	2,452,801	99.25%
	2,458,457		99.77%
DMV Ad Valorem	93,899	88,490	94.24%

13 Month Cash Flow Analysis



Investment Balances



REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10 General Fund						
Revenue						
3010 Ad Valorem Tax Subtotal	\$8,610.91	\$2,551,261.28	\$0.00	\$2,567,673.00	99	
3020 Unrestricted Intergovernm Subtotal	\$66,660.93	\$1,141,206.96	\$0.00	\$1,258,104.00	91	
3030 Restricted Intergovernmen Subtotal	\$237.64	\$64,753.61	\$0.00	\$64,700.00	100	
3040 Permits & Fees Subtotal	\$2,005.00	\$24,153.00	\$0.00	\$26,000.00	93	
3050 Investment Earnings Subtotal	\$5,402.97	\$34,003.04	\$0.00	\$10,000.00	340	
3060 Miscellaneous Subtotal	\$421.44	\$44,642.23	\$0.00	\$42,600.00	105	
Revenue Subtotal	\$83,338.89	\$3,860,020.12	\$0.00	\$3,969,077.00	97	
Expenditure						
4200 Administration Subtotal	\$57,967.36	\$209,810.58	\$0.00	\$255,530.00	82	
5100 Police Department Subtotal	\$152,507.17	\$1,221,755.43	\$10,262.46	\$1,418,032.00	87	
5200 Fire Services Subtotal	\$106,250.00	\$425,000.00	\$0.00	\$425,000.00	100	
5600 Public Works Subtotal	\$59,287.44	\$559,729.93	\$520.00	\$659,699.00	85	
5700 Streets & Transportation Subtotal	\$19,999.92	\$142,164.35	\$0.00	\$276,556.00	51	
5800 Sanitation & Recycling Subtotal	\$21,004.44	\$338,294.05	\$0.00	\$396,958.00	85	
6600 General Government Subtotal	\$1,258.47	\$264,829.00	\$1,307.48	\$536,005.00	50	
6700 Debt Service Subtotal	\$0.00	\$70,209.85	\$0.00	\$112,227.00	63	
Expenditure Subtotal	\$418,274.80	\$3,231,793.19	\$12,089.94	\$4,080,007.00	80	
Before Transfers	Deficiency Of Revenue Subtotal	-\$334,935.91	\$628,226.93	-\$12,089.94	-\$110,930.00	-555
Other Financing Source						
3500 Other Financing Subtotal	\$0.00	\$113,906.58	\$0.00	\$110,930.00	103	
Other Financing Source Subtotal	\$0.00	\$113,906.58	\$0.00	\$110,930.00	103	
After Transfers	Deficiency Of Revenue Subtotal	-\$334,935.91	\$742,133.51	-\$12,089.94	\$0.00	0
30 Water & Sewer Fund						
Revenue						
3290 Subtotal	\$128.80	\$972.77	\$0.00	\$200.00	486	
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$23,980.10	\$0.00	\$6,000.00	400	
3710 Water Sales Subtotal	-\$540.73	\$562,118.35	\$0.00	\$820,568.00	69	
3730 Water Tap & Connect Fees Subtotal	\$2,150.00	\$14,840.00	\$0.00	\$21,900.00	68	
Revenue Subtotal	\$1,738.07	\$601,911.22	\$0.00	\$848,668.00	71	
Expenditure						
8100 Water Dept. Subtotal	\$81,718.74	\$526,629.92	\$11,672.85	\$848,668.00	63	
Expenditure Subtotal	\$81,718.74	\$526,629.92	\$11,672.85	\$848,668.00	63	
Before Transfers	Deficiency Of Revenue Subtotal	-\$79,980.67	\$75,281.30	-\$11,672.85	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	-\$79,980.67	\$75,281.30	-\$11,672.85	\$0.00	0

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Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund					
Revenue					
3010 Ad Valorem Tax					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,458,456.81	0.00	2,471,274.00	99
10-3010-0100 AD VALOREM TAXES (DMV)	8,507.26	88,489.70	0.00	93,899.00	94
10-3010-0200 TAX INTEREST & PENALTIES	103.65	4,314.77	0.00	2,500.00	173
3010 Ad Valorem Tax Subtotal	\$8,610.91	\$2,551,261.28	\$0.00	\$2,567,673.00	99
3020 Unrestricted Intergovernm					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	148,667.16	0.00	168,794.00	88
10-3020-0100 ALCOHOL BEVERAGE TAX	6,130.23	6,130.23	0.00	6,300.00	97
10-3020-0200 BUNCOMBE COUNTY 1% TAX	27,914.64	491,210.75	0.00	546,536.00	90
10-3020-0300 1/2 CENT SALES TAX A.40	17,086.28	205,693.56	0.00	220,076.00	93
10-3020-0400 1/2 CENT SALES TAX A.42	15,529.78	258,962.27	0.00	286,589.00	90
10-3020-0600 SALES TAX REFUND	0.00	26,309.41	0.00	26,309.00	100
10-3020-0700 GASOLINE TAX REFUND	0.00	4,233.58	0.00	3,500.00	121
3020 Unrestricted Intergovernm Subtotal	\$66,660.93	\$1,141,206.96	\$0.00	\$1,258,104.00	91
3030 Restricted Intergovernmen					
10-3030-0000 SOLID WASTE DISPOSAL TAX	237.64	966.15	0.00	1,200.00	81
10-3030-0100 POWELL BILL	0.00	63,787.46	0.00	63,500.00	100
3030 Restricted Intergovernmen Subtotal	\$237.64	\$64,753.61	\$0.00	\$64,700.00	100
3040 Permits & Fees					
10-3040-0000 BUILDING PERMITS	2,055.00	22,193.00	0.00	25,000.00	89
10-3040-0100 DOG LICENSE FEE	-50.00	1,960.00	0.00	1,000.00	196
3040 Permits & Fees Subtotal	\$2,005.00	\$24,153.00	\$0.00	\$26,000.00	93
3050 Investment Earnings					
10-3050-0000 INTEREST EARNED	5,402.97	34,003.04	0.00	10,000.00	340
3050 Investment Earnings Subtotal	\$5,402.97	\$34,003.04	\$0.00	\$10,000.00	340
3060 Miscellaneous					
10-3060-0000 RENTAL COMMUNITY HALL	0.00	900.00	0.00	1,000.00	90
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	26,775.74	0.00	26,600.00	101
10-3060-0200 MISCELLANEOUS	21.44	16,966.49	0.00	15,000.00	113
3060 Miscellaneous Subtotal	\$421.44	\$44,642.23	\$0.00	\$42,600.00	105
Revenue Subtotal	\$83,338.89	\$3,860,020.12	\$0.00	\$3,969,077.00	97
Expenditure					
4200 Administration					
10-4200-0200 SALARIES	11,711.52	94,592.16	0.00	100,900.00	94
10-4200-0500 F.I.C.A.	860.91	6,947.30	0.00	7,719.00	90
10-4200-0600 HOSPITAL INSURANCE	883.68	9,511.68	0.00	10,601.00	90
10-4200-0650 MIT (DENTAL, VISION, LIFE) INS	151.48	1,668.80	0.00	1,500.00	111
10-4200-0675 HEALTH REIMBURSEMENT ACC	125.00	1,375.00	0.00	1,500.00	92
10-4200-0700 RETIREMENT	1,586.91	12,816.08	0.00	13,642.00	94
10-4200-0800 401K SUPP RETIREMENT	585.90	4,730.88	0.00	5,045.00	94
10-4200-1000 ACCOUNTING & TAXES	38,674.15	39,269.15	0.00	40,000.00	98

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1200 POSTAGE, PRINTING, STATIONARY	0.00	4,337.96	0.00	8,000.00	54
10-4200-1400 MILEAGE & BOARD SALARY	2,400.00	21,600.00	0.00	22,000.00	98
10-4200-3300 SUPPLIES AND EQUIPMENT	740.43	4,412.59	0.00	5,000.00	88
10-4200-5300 SUBSCRIPTIONS	0.00	3,627.00	0.00	4,000.00	91
10-4200-5700 MISCELLANEOUS	97.38	807.54	0.00	5,000.00	16
10-4200-6500 TRAINING AND EDUCATION	150.00	4,114.44	0.00	15,623.00	26
10-4200-6600 CAPITAL IMPROVEMENT & AMORT	0.00	0.00	0.00	15,000.00	0
4200 Administration Subtotal	\$57,967.36	\$209,810.58	\$0.00	\$255,530.00	82
5100 Police Department					
10-5100-0200 SALARIES	87,276.55	733,973.30	0.00	803,564.00	91
10-5100-0300 OVERTIME	0.00	0.00	0.00	15,000.00	0
10-5100-0400 SEPARATION ALLOWANCE	3,532.77	28,262.16	0.00	32,175.00	88
10-5100-0500 F.I.C.A.	6,671.71	56,291.64	0.00	61,473.00	92
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 SHP/BCBS HOSPITAL INSURANCE	10,267.84	104,146.36	0.00	113,963.00	91
10-5100-0650 MIT DENTAL, VISION, LIFE INS	1,460.48	16,167.30	0.00	14,000.00	115
10-5100-0675 HRA HEALTH REIMB ACCT	1,750.00	19,000.00	0.00	21,000.00	90
10-5100-0700 LOCL ORBIT RETIREMENT	11,964.91	101,837.34	0.00	114,669.00	89
10-5100-0800 401K PRE-TAX PRUDENTIAL	4,228.65	35,499.78	0.00	40,178.00	88
10-5100-0900 SHORT TERM DISABILITY	0.00	0.00	0.00	5,000.00	0
10-5100-1600 RADIO MAINTENANCE	1,581.65	1,694.00	0.00	2,000.00	85
10-5100-1700 CAR REPAIRS AND TIRES	338.32	9,738.77	1,176.05	15,000.00	73
10-5100-3100 GASOLINE	1,043.62	11,679.60	0.00	16,000.00	73
10-5100-3300 SUPPLIES	2,327.48	9,073.25	0.00	17,933.00	51
10-5100-3600 UNIFORMS	9,660.95	16,361.21	0.00	16,100.00	102
10-5100-3700 D.C.I. RENTAL	964.32	18,011.49	0.00	17,347.00	104
10-5100-5700 MISCELLANEOUS	838.12	8,731.28	0.00	20,030.00	44
10-5100-5800 PHYSICAL EXAMS	0.00	230.00	0.00	2,000.00	12
10-5100-6500 TRAINING AND EDUCATION	169.80	294.55	375.00	15,100.00	4
10-5100-7400 EQUIPMENT PURCHASES	8,430.00	50,763.40	8,711.41	75,000.00	79
5100 Police Department Subtotal	\$152,507.17	\$1,221,755.43	\$10,262.46	\$1,418,032.00	87
5200 Fire Services					
10-5200-0000 FIRE CONTRACT	106,250.00	425,000.00	0.00	425,000.00	100
5200 Fire Services Subtotal	\$106,250.00	\$425,000.00	\$0.00	\$425,000.00	100
5600 Public Works					
10-5600-0200 SALARIES	40,312.79	338,885.11	0.00	356,659.00	95
10-5600-0500 F.I.C.A.	3,022.14	25,472.45	0.00	27,284.00	93
10-5600-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	250.00	0
10-5600-0600 SHP/BCBS HOSPITAL INSURANCE	4,364.08	37,053.86	0.00	42,941.00	86
10-5600-0650 MIT DENTAL, VISION, LIFE INS	553.98	6,096.86	0.00	7,350.00	83
10-5600-0675 HRA HEALTH REIMB ACCT	875.00	8,375.00	0.00	9,000.00	93
10-5600-0700 LOCG ORBIT RETIREMENT	5,519.71	46,242.69	0.00	48,220.00	96
10-5600-0800 401K PRE-TAX PRUDENTIAL	2,005.16	16,735.05	0.00	17,833.00	94
10-5600-1000 OUTSIDE SERVICES	0.00	25,419.63	0.00	27,000.00	94

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5600-1300 STREETLIGHTS ELECTRIC	527.64	6,227.09	0.00	6,662.00	93
10-5600-1500 GENERAL REPAIRS & MAINT.	0.00	1,548.32	0.00	5,000.00	31
10-5600-1600 ST.LIGHT MAINT & NEW LIGHTS	0.00	1,786.40	0.00	10,000.00	18
10-5600-1700 VEHICLE MAINT & REPAIRS	290.82	12,798.88	0.00	30,000.00	43
10-5600-3100 GASOLINE	834.88	8,741.72	0.00	15,000.00	58
10-5600-3300 SUPPLIES	471.58	6,173.76	0.00	8,000.00	77
10-5600-3400 STREET SIGNS & NUMBERS	0.00	205.39	520.00	5,000.00	15
10-5600-3600 UNIFORMS	224.75	5,609.50	0.00	7,000.00	80
10-5600-5200 PARKS	0.00	8,525.76	0.00	30,000.00	28
10-5600-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	284.91	3,772.46	0.00	5,000.00	75
10-5600-6500 TRAINING & EDUCATION	0.00	60.00	0.00	1,000.00	6
5600 Public Works Subtotal	\$59,287.44	\$559,729.93	\$520.00	\$659,699.00	85
5700 Streets & Transportation					
10-5700-0200 SALARIES	4,291.62	41,387.07	0.00	37,110.00	112
10-5700-0500 FICA	328.32	3,162.24	0.00	2,839.00	111
10-5700-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	50.00	0
10-5700-0600 SHP/BCBS HOSPITAL INSURANCE	548.68	5,710.52	0.00	6,231.00	92
10-5700-0650 MIT DENTAL, VISION, LIFE INS	50.46	555.90	0.00	454.00	122
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	1,375.00	0.00	1,500.00	92
10-5700-0700 LOCG ORBIT RETIREMENT	581.51	5,585.91	0.00	5,017.00	111
10-5700-0800 401K PRE-TAX PRUDENTIAL	214.59	2,061.35	0.00	1,855.00	111
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	0.00	1,902.53	0.00	5,000.00	38
10-5700-2200 CONTRACTS-RESURFACING, ETC.	7,300.00	41,875.00	0.00	80,000.00	52
10-5700-2300 SUPPLIES	1,022.13	14,941.38	0.00	20,000.00	75
10-5700-2400 TRAFFIC SIGNS	0.00	0.00	0.00	1,500.00	0
10-5700-2500 STORM WATER DRAINAGE	1,459.86	3,499.86	0.00	40,000.00	9
10-5700-6500 TRAINING & EDUCATION	0.00	0.00	0.00	5,000.00	0
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	0.00	5,000.00	0
10-5700-7500 ENGINEERING	4,077.75	20,107.59	0.00	65,000.00	31
5700 Streets & Transportation Subtotal	\$19,999.92	\$142,164.35	\$0.00	\$276,556.00	51
5800 Sanitation & Recycling					
10-5800-0200 SALARIES	11,479.01	104,541.08	0.00	106,863.00	98
10-5800-0500 FICA	866.59	7,760.63	0.00	9,323.00	83
10-5800-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	100.00	0
10-5800-0600 SHP/BCBS HOSPITAL INSURANCE	1,097.36	19,060.00	0.00	24,248.00	79
10-5800-0650 MIT DENTAL, VISION, LIFE INS	187.10	3,318.26	0.00	3,000.00	111
10-5800-0675 HRA HEALTH REIMB ACCT	250.00	3,750.00	0.00	4,500.00	83
10-5800-0700 LOCG ORBIT RETIREMENT	1,555.40	14,142.31	0.00	16,475.00	86
10-5800-0800 401K PRE-TAX PRUDENTIAL	585.48	5,622.36	0.00	6,093.00	92
10-5800-1700 VEHICLE MAINTENANCE & REPAIRS	1,063.73	6,391.21	0.00	18,764.00	34
10-5800-3100 GASOLINE	305.40	12,551.92	0.00	17,092.00	73
10-5800-3300 SUPPLIES	0.00	52.44	0.00	1,000.00	5
10-5800-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10-5800-5900 MISCELLANEOUS	500.00	525.92	0.00	1,000.00	53	
10-5800-6000 CAPITAL OUTLAY	0.00	107,639.93	0.00	123,000.00	88	
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	2,119.35	43,255.65	0.00	50,000.00	87	
10-5800-8100 RECYCLING	995.02	9,682.34	0.00	15,000.00	65	
5800 Sanitation & Recycling Subtotal	\$21,004.44	\$338,294.05	\$0.00	\$396,958.00	85	
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	-8,578.75	89,796.50	0.00	147,000.00	61	
10-6600-1100 TECHNOLOGY	5,669.02	61,776.10	0.00	70,000.00	88	
10-6600-1300 ENERGY & BF SEWER	1,447.36	15,375.40	0.00	15,950.00	96	
10-6600-1500 GE. REPS. AND MAINT.	2,327.72	19,962.34	0.00	50,000.00	40	
10-6600-2800 ELECTIONS	0.00	0.00	0.00	6,000.00	0	
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0	
10-6600-5400 INSURANCE	156.00	62,518.11	0.00	75,000.00	83	
10-6600-6000 CONTINGENCY	0.00	1,442.10	0.00	140,005.00	1	
10-6600-6100 MISCELLANEOUS	225.00	4,824.19	0.00	5,000.00	96	
10-6600-6300 COMMUNITY EVENTS	0.00	7,092.99	0.00	20,050.00	35	
10-6600-6400 WILDLIFE MANAGEMENT	12.12	2,041.27	1,307.48	5,000.00	67	
6600 General Government Subtotal	\$1,258.47	\$264,829.00	\$1,307.48	\$536,005.00	50	
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	0.00	23,333.32	0.00	23,334.00	100	
10-6700-0200 Street Improvements-Principal	0.00	6,666.68	0.00	6,667.00	100	
10-6700-0300 2016 Garbage Truck-Principal	0.00	31,241.36	0.00	31,241.00	100	
10-6700-0400 2017 Garbage Truck-Principal	0.00	0.00	0.00	39,016.00	0	
10-6700-1100 Police Dept Renovations-Interest	0.00	5,889.63	0.00	5,890.00	100	
10-6700-1200 Street Improvements-Interest	0.00	1,682.74	0.00	1,683.00	100	
10-6700-1300 2016 Garbage Truck-Interest	0.00	1,396.12	0.00	1,396.00	100	
10-6700-1400 2017 Garbage Truck-Interest	0.00	0.00	0.00	3,000.00	0	
6700 Debt Service Subtotal	\$0.00	\$70,209.85	\$0.00	\$112,227.00	63	
Expenditure Subtotal	\$418,274.80	\$3,231,793.19	\$12,089.94	\$4,080,007.00	80	
Before Transfers	Deficiency Of Revenue Subtotal	-\$334,935.91	\$628,226.93	-\$12,089.94	-\$110,930.00	-555
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	0.00	10,906.58	0.00	0.00	0	
10-3500-0200 INSTALLMENT AGREEMENT	0.00	103,000.00	0.00	103,000.00	100	
10-3500-0400 GRANT (NON-GOVERNMENTAL) FUNDS	0.00	0.00	0.00	7,930.00	0	
3500 Other Financing Subtotal	\$0.00	\$113,906.58	\$0.00	\$110,930.00	103	
Other Financing Source Subtotal	\$0.00	\$113,906.58	\$0.00	\$110,930.00	103	
After Transfers	Deficiency Of Revenue Subtotal	-\$334,935.91	\$742,133.51	-\$12,089.94	\$0.00	0
30 Water & Sewer Fund						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	128.80	972.77	0.00	200.00	486	
3290 Subtotal	\$128.80	\$972.77	\$0.00	\$200.00	486	

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2018 To 05/31/2018

FY 2017-2018

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
3350 Commissions, Sw Chg Coll					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	0.00	23,980.10	0.00	6,000.00	400
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$23,980.10	\$0.00	\$6,000.00	400
3710 Water Sales					
30-3710-0000 WATER CHARGES	-165.00	335,665.63	0.00	468,813.00	72
30-3710-0100 MSD CHARGES	-375.73	220,906.24	0.00	344,755.00	64
30-3710-0200 AMI TRANSMITTER CHARGES	0.00	5,546.48	0.00	7,000.00	79
3710 Water Sales Subtotal	-\$540.73	\$562,118.35	\$0.00	\$820,568.00	69
3730 Water Tap & Connect Fees					
30-3730-0000 WATER TAP AND CONNECTION FEES	2,150.00	14,840.00	0.00	21,900.00	68
3730 Water Tap & Connect Fees Subtotal	\$2,150.00	\$14,840.00	\$0.00	\$21,900.00	68
Revenue Subtotal	\$1,738.07	\$601,911.22	\$0.00	\$848,668.00	71
Expenditure					
8100 Water Dept.					
30-8100-0200 SALARIES	5,856.42	48,272.88	0.00	50,586.00	95
30-8100-0400 PROFESSIONAL SERVICES	25.00	3,421.67	220.00	5,000.00	73
30-8100-0500 F.I.C.A.	412.53	3,396.19	0.00	3,870.00	88
30-8100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	30.00	0
30-8100-0600 HOSPITAL INSURANCE	883.68	9,511.68	0.00	10,601.00	90
30-8100-0650 MIT (DENTAL, VISION, LIFE) INS	139.44	1,534.12	0.00	1,050.00	146
30-8100-0675 HEALTH REIMBURSEMENT ACC	125.00	1,375.00	0.00	1,500.00	92
30-8100-0700 RETIREMENT	793.56	6,518.79	0.00	6,839.00	95
30-8100-0800 401K SUPP RETIREMENT	292.83	2,405.69	0.00	2,529.00	95
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	0.00	1,219.42	0.00	5,000.00	24
30-8100-1500 GENERAL REPAIRS	0.00	1,758.40	0.00	25,000.00	7
30-8100-3300 SUPPLIES AND EQUIPMENT	5,006.24	12,059.89	1,877.85	14,000.00	100
30-8100-4800 WATER PURCHASES	17,113.74	200,515.33	0.00	225,880.00	89
30-8100-4900 SEWER PURCHASES	50,356.68	219,287.20	0.00	344,755.00	64
30-8100-5000 AMI TRANSMITTER FEES	678.18	5,071.90	0.00	7,000.00	72
30-8100-5700 MISCELLANEOUS	35.44	1,018.10	9,575.00	1,500.00	706
30-8100-6500 TRAINING AND EDUCATION	0.00	660.00	0.00	4,500.00	15
30-8100-7400 CAPITAL IMPROVEMENT	0.00	8,603.66	0.00	139,028.00	6
8100 Water Dept. Subtotal	\$81,718.74	\$526,629.92	\$11,672.85	\$848,668.00	63
Expenditure Subtotal	\$81,718.74	\$526,629.92	\$11,672.85	\$848,668.00	63
Before Transfers	Deficiency Of Revenue Subtotal	-\$79,980.67	\$75,281.30	-\$11,672.85	\$0.00
After Transfers	Deficiency Of Revenue Subtotal	-\$79,980.67	\$75,281.30	-\$11,672.85	\$0.00



Biltmore Forest Public Works Department

Terry Crouch
Director Of Public Works
355 Vanderbilt Road
Biltmore Forest NC, 28803

Phone: 274-3919
Fax: 274-3921
Mobile: 777-4466
Email: tcrouch@biltmoreforest.org

PUBLIC WORKS MONTHLY REPORT **MAY 15, 2018 TO JUNE 12, 2018**

- Completed all of the normal routine services to the residents on schedule, garbage collection, recycling and brush removal.
- As mandated by the state the Town is required to develop a Consumer Confidence Report on the Town's water system and it is to be turned in no later than July 1 of every year. The Town's 2017 report was turned in ahead of schedule and passed all of the states requirements.
- We have collected a total of 43 loads of brush for the residents and transported them to Asheville Stump and Dump.
- We have begun using the tractor mounted sickle bar mower to trim some of the road shoulders through out the Town.
- Collected 36.1 tons of garbage for the month of May and 19.5 tons of recycling.
- Completed 48 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 55 utility locate request.
- Completed the 2 monthly bacteriological water samples for May 2018 and both were in compliance with the state and received the results back for the TTHM's and Haa5 which also were in compliance.
- Completed a irrigation tap and water meter box and meter installation at 6 Westwood road.

- We assisted Withers Ravenel with the field work pertaining to the storm drain system survey.
- Cut up and hauled off 10 trees that had fallen in to the road due to the rain that we have received.
- Raised up 2 water meters due to grading issues with the residents property.
- 72 hours were spent maintaining the Town's parks and pond.
- Repaired 2 streetlights (general repairs).
- Mowed and weedeated all of the road shoulders and parks as needed.
- We are still collecting litter on the road shoulders on Hendersonville road from Cedarcliff road to Busbee road weekly.
- Cleaned out the planter boxes behind Town Hall and installed new flowers and replaced one of the small trees.
- We spent 458 hours maintaining the Town's roads and road shoulders.
- We have spent a lot of hours maintaining the storm drain system due to all of the rain that we have received during the month of May.
- Repaired a sinkhole on the road shoulder at Stuyvesant and Southwood due to the rain.

Sincerely


Terry Crouch
Director of Public Works

Police Dept. Monthly Report 5/01/2018-5/31/2018

Calls for Service:

Officers responded to 742 calls for service.

Accident - 1	Alarm -36
Assist EOC - 14	Assist Motorist - 9
Assist Non Resident 3	Assist Other Officer or Agency - 3
Bicyclist Violation – 3	Animal Carcass - 1
Assist Resident - 18	Bear Report - 22
Business Check - 109	Busy - 1
Crime Prev. - 34	Ordinance Violation -18
Department Paperwork - 8	Distressed Animal - 1
Disturbance - 1	Dog Complaint - 18
Domestic - 1	Escort - 7
Fire - 0	Gun/Gunshots - 1
House Check - 84	Improper Parking - 5
Incomplete 911 - 2	Investigation - 8
Noise Disturbance - 1	Radar Operation - 14
Road Blocked - 25	Sign Ord Violation - 7
Special Assignment - 4	Special Check - 8
Speed Enforcement – 4	Speeding/Reckless Vehicle - 1
Suspicious Person - 6	Suspicious Vehicle -21
Vehicle Stop - 15	Well-being Check- 2

Time Consumption Summary:

Business Checks 19 hours

Crime Prevention at Carolina Day	26 hours
House Checks	61 hours
Radar Operation	20 hours
Vehicle Crash Invest.	3 hours

Notable Calls:

5/1:

MAHEC Very minor two motor vehicle MVA behind the OB-GYN building, report made.

MAHEC suspicious person. Very agitated and alarmed the staff. Ron Fagan called the station and asked that we remove him from the property. Before officers arrived on scene the person got on a city bus.

5/2:

Officer took report of a golf ball hitting a passing vehicle on Stuyvesant RD.

5/11:

Distressed Animal 424 Vanderbilt Resident reported that a fox chased her. Officers were not able to locate.

5/29:

Three vehicles parked in the driveway at 24 Amherst were gone through during the night. Nothing was taken from the vehicles.

5/30

Flooding throughout Biltmore Village and the region resulted in significant traffic detours through Biltmore Forest.

5/31

Vehicle crash at Vanderbilt and Cedarcliff, one person transported by EMS.

Dogs running at large from 122 Stuyvesant. The dogs belong to the granddaughter who has now moved out with the dogs.

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Public Hearing for FY17-18 Budget

Date: June 7, 2018

The North Carolina Local Government Budget and Fiscal Control Act requires the Town to hold a public hearing before considering adoption of the budget. The Town appropriately notified the public of this hearing, including publication in the Asheville *Citizen-Times* (affidavit attached), the provision of the proposed budget for citizens in the Town Hall, and the publication of the proposed budget on the Town's website.

CITIZEN-TIMES

PART OF THE USA TODAY NETWORK

AFFIDAVIT OF PUBLICATION

BUNCOMBE COUNTY

SS.

NORTH CAROLINA

**NOTICE OF PUBLIC HEARING
CONCERNING TOWN OF BILTMORE
FOREST FY 18-19 BUDGET**

The Fiscal Year 2018-2019 proposed budget was submitted to the Board of Commissioners for the Town of Biltmore Forest on Tuesday, May 15, 2018. This proposed budget is available for public inspection in the office of the Town Clerk at Town Hall and online at www.biltmoreforest.org. A public hearing on the proposed budget will be held on Tuesday, June 12, 2018 at 4:30 pm, or as soon thereafter as the Board can reach the matter, in the Board Room located at Town Hall at 355 Vanderbilt Road, Biltmore Forest, NC. Persons wishing to be heard on this matter may appear at said time and place or may submit written comments to the address below.

Town of Biltmore Forest
ATTN: FY18-19 Budget Hearing
PO Box 5352
Biltmore Forest, NC 28813
June 3, 2018
0002930572

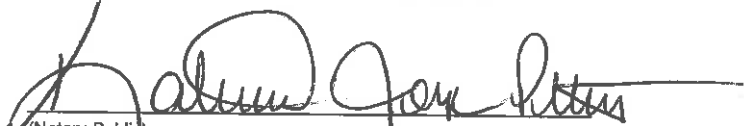
Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared Kelly Loveland, who, being first duly sworn, deposes and says: that she is the Legal Clerk of The Asheville Citizen-Times, engaged in publication of a newspaper known as The Asheville Citizen-Times, published, issued, and entered as first class mail in the City of Asheville, in said County and State; that she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached here to, was published in The Asheville Citizen-Times on the following date(s) 06/03/18. And that the said newspaper in which said notice, paper, document or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

Signed this 4th of June 2018,



(Signature of person making affidavit)

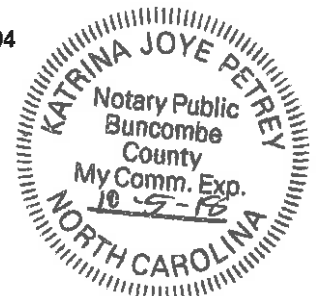
Sworn to and subscribed before the 4th of June 2018



(Notary Public)

My Commission expires the 5th day of October, 2018

(828) 232-5830 | (828) 253-5092 FAX
14 O. HENRY AVE. | P.O. BOX 2090 | ASHEVILLE, NC 28802 | (800) 800-4204



355 Vanderbilt Rd | Biltmore Forest, NC
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George F. Goosmann, III, Mayor
Fran G. Cogburn, Mayor-Pro Tem
E. Glenn Kelly, Commissioner
Doris P. Loomis, Commissioner

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners
From: Jonathan Kanipe, Town Manager
Re: Presentation of FY17-18 Budget Re-Allocations
Date: June 7, 2018

As we near the end of the fiscal year, Town staff makes every effort to clean up our budget by re-allocating funds as necessary within each department. The reallocations attached to this memorandum are made in order to accommodate additional expenditures in some line items throughout the year. There is no need for any further budget amendments across departments.

Please let me know if you have any questions.

BUDGET REALLOCATIONS 06/12/2018

ADMINISTRATION		CHANGE	FROM	TO
10-4200-0200	SALARIES	1,500	100,900	102,400
10-4200-0650	MIT (DENTAL, VISION, LIFE) INS	330	1,500	1,830
10-4200-0700	RETIREMENT	785	13,642	14,427
10-4200-0800	401K SUPP RETIREMENT	285	5,045	5,330
10-4200-6500	TRAINING & EDUCATION	(2,900)	15,623	12,723
NET CHANGE ADMIN		-		
POLICE		CHANGE	FROM	TO
10-5100-0650	MIT (DENTAL, VISION, LIFE) INS	3,630	14,000	17,630
10-5100-3600	UNIFORMS	500	16,100	16,600
10-5100-3700	DCI RENTAL	1,870	17,347	19,217
10-5100-6500	TRAINING & EDUCATION	(6,000)	15,100	9,100
NET CHANGE POLICE		-		
PUBLIC WORKS		CHANGE	FROM	TO
10-5600-0200	SALARIES	11,000	356,659	367,659
10-5600-0675	HRA HEALTH REIMB ACCT	250	9,000	9,250
10-5600-0700	LOGG ORBIT RETIREMENT	2,000	48,220	50,220
10-5600-0800	401K SUPP RETIRMENT	500	17,833	18,333
10-5600-1500	GEN REPAIRS & MX	(1,750)	5,000	3,250
10-5600-1600	ST LIGHT MX & NEW LIGHTS	(5,000)	10,000	5,000
10-5600-3100	GASOLINE	(3,000)	15,000	12,000
10-5600-3400	STREET SIGNS & NUMBERS	(4,000)	5,000	1,000
NET CHANGE PUB WKS		-		
STREETS & TRANSPORTATION		CHANGE	FROM	TO
10-5700-0200	SALARIES	9,000	37,110	46,110
10-5700-0500	FICA	700	2,839	3,539
10-5700-0600	SHP/BCBS HOSPITAL INSURANCE	50	6,231	6,281
10-5700-0650	MIT (DENTAL, VISION, LIFE) INS	155	454	609
10-5700-0700	LOGG ORBIT RETIREMENT	1,160	5,017	6,177
10-5700-0800	401K SUPP RETIRMENT	435	1,855	2,290
10-5700-2200	CONTRACTS-RESURFACING	(11,500)	80,000	68,500
NET CHANGE STREETS		-		
SANITATION & RECYCLING		CHANGE	FROM	TO
10-5800-0200	SALARIES	8,200	106,863	115,063
10-5800-0650	MIT (DENTAL, VISION, LIFE) INS		3,000	3,000
10-5800-0650	MIT (DENTAL, VISION, LIFE) INS	750	3,000	3,750
10-5800-1700	VEHICLE MX & REPAIRS	(7,710)	18,764	11,054
10-5800-3100	GASOLINE	(1,000)	17,092	16,092
10-5800-3300	SUPPLIES	(240)	1,000	760
NET CHANGE SANITATION		-		
GENERAL GOVERNMENT		CHANGE	FROM	TO
10-6600-1300	UTILITIES	1,500	15,950	17,450
10-6600-6000	CONTINGENCY	(1,500)	140,005	138,505
NET CHANGE GEN GOV		-		
WATER DEPARTMENT		CHANGE	FROM	TO
30-8100-0200	SALARIES	1,800	50,586	52,386
30-8100-0650	MIT (DENTAL, VISION, LIFE) INS	630	1,050	1,680
30-8100-0700	LOGG ORBIT RETIREMENT	475	6,839	7,314
30-8100-0800	401K SUPP RETIRMENT	180	2,529	2,709
30-8100-3300	SUPPLIES & EQUIPMENT	500	14,000	14,500
30-8100-5700	MISCELLANEOUS	9,100	1,500	10,600
30-8100-7400	CAPITAL IMPROVEMENT	(12,685)	139,028	126,343
NET CHANGE WATER		-		

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Technical Services Agreement with Land of Sky Regional Council

Date: June 7, 2018

The Board approved an agreement with Land of Sky Regional Council in November 2017 for technical assistance for planning and code enforcement services. This partnership has worked well thus far, and the Town has budgeted for funds to perform this again in FY18-19. Please let me know if you have any questions.



Contract No. 18-031

AGREEMENT BETWEEN
LAND OF SKY REGIONAL COUNCIL
and
TOWN OF BILTMORE FOREST
for the provision of
Technical Service Assistance

July 1, 2018 through June 30, 2019

This **AGREEMENT**, entered into on the _____ 2018, by and between the Land of Sky Regional Council of Governments (hereinafter referred to as the "Council") and the Town of Biltmore Forest, North Carolina (hereinafter referred to as the "Local Government"); **WITNESSETH THAT:**

WHEREAS, the Council is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Council on April 17, 1972. Technical assistance shall consist of the provisions of services as described in Attachment A, which is herein made part of this Contract;

WHEREAS, the Local Government has requested the Council to provide such technical assistance to the Local Government and;

WHEREAS, the Council desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel**

That during the period of this Contract, the Council will furnish the necessary trained personnel to the Local Government for sixteen hours per week.

2. **Compensation**

That for the purpose of providing funds for carrying out this Contract, the Local Government will pay the Council a fee of no more than \$34,128.00 annually (thirty-four thousand, one hundred and twenty-eight dollars). These fees will be billed in twelve equal monthly payments of \$2,844.00 (two thousand, eight hundred and forty-four dollars) during the period beginning July 1, 2018 and ending June 30, 2019.

3. **Travel/Printing**

The Local Government will pay for additional expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio. The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal staffing costs associated

with personnel furnished by the Council. The contract budget does not include travel for conferences or other purposes that may arise.

Land of Sky Regional Council will pay for expenses related to training, certifications, and educational opportunities as approved and of benefit to the region, council and staff.

4. **Termination/Modifications**

The Local Government or Council may terminate the contract by giving a thirty-day written notice to the other entity. Furthermore, if there is a need to amend the proposal outlined in Attachment A, either party may do so with the written consent of the other.

5. **Time of Performance**

The Council shall ensure that all services required herein shall be completed and all required reports, maps, and documents submitted during the period beginning July 1, 2018 and ending June 30, 2019.

6. **Changes**

The Local Government may from time to time request changes in the scope of work or services to be performed by the Council hereunder. Such changes, including any increases or decreases in the Council's compensation, which are mutually agreed upon by and between the Local Government and Council, shall be incorporated as written amendments to the Contract.

7. **Interest of Members, Officers, or Employees of the Council, Members of the Local Government, or Other Public Officials**

No member, officer, or employee of the Council or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, shall have any financial interests, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interests in the program. The Council shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

8. **Nondiscrimination Clause**

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Development Act of 1974, Section 109.

9. **Age Discrimination Act of 1975, as amended**

No qualified person shall on the basis age be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance.

10. **Section 504, Rehabilitation Act of 1973, as amended**

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

11. **E-Verify Provision**

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. E-Verify System Link: www.uscis.gov

Town of Biltmore Forest

Land of Sky Regional Council

By: _____

By: _____

Title: Town Manager

Title: Executive Director

Date: _____

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____, Finance Officer Date _____

ATTACHMENT A

TOWN OF BILTMORE FOREST
TECHNICAL PLANNING ASSISTANCE

July 1, 2018 - June 30, 2019

WORK PROGRAM / BUDGET

The following work program and budget are presented as descriptive of the work and dollar amounts called for in the agreement concerning planning activities by the Land of Sky Regional Council of Governments for the Town of Biltmore Forest. The product(s) of the planning activities shall be:

WORK PROGRAM

1. Code Administration

Assistance in the administration of the Town's Code Enforcement, Zoning Ordinance and Subdivision Regulations will be provided. Planning advice and staff memoranda and recommendations will be provided to the Town Council, Town Manager, Attorney, Planning Board, and Board of Adjustment. Some examples of duties include staff administration of zoning permits, rezoning applications and hearings, Board of Adjustment applications and hearings, site plan reviews, and subdivision reviews.

2. Other Duties as Directed by Town Manager

It is understood that priority changes and/or substitutions may be made by the Town Manager as needed to include work in such areas as floodplains, extraterritorial zoning, or other planning-related topics, not to exceed the dollar/time/travel amount of this contract.

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of FY18-19 Budget

Date: June 7, 2018

The Board held a special budget work session on Monday, June 4. There were no recommended changes, and as noted during that meeting, the only difference in the proposal of May 15 and the budget for consideration today is the change in the revenue line item for "Commissions" in the Water Fund. This is a result of the Town receiving a refund from the City of Asheville for a water overpayment during FY17-18.

The coming fiscal year will allow the Town to accomplish many projects, including the completion of the Town's storm water master plan, renovations to Greenwood Park, and improvements in safety and training for the Public Works Department. The budget keeps the tax rate at 33 cents per \$100 valuation and keeps the water and sewer rate the same as FY17-18. We will begin the renovations to the Public Works building around Labor Day, and I will present the Board with a Capital Project Budget Ordinance for consideration approximately 45 days before that project commences. The total cost for this project is estimated, presently, at \$1.5 million.

Please let me know if you have any questions regarding the FY18-19 budget process, budget itself, or any other matter.

BUDGET ORDINANCE

BUDGET ORDINANCE FOR THE TOWN OF BILTMORE FOREST NORTH CAROLINA FOR THE FISCAL YEAR 2018-2019

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) of the 2018-2019 Budget be approved as follows:

SECTION 1. GENERAL FUND REVENUES

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Ad Valorem Taxes (Property)	2,447,140
Ad Valorem Taxes (DMV)	105,634
Tax Interest & Penalties	2,500
Franchise & Utilities Tax	168,794
Alcohol Beverage Tax	5,996
Sales Tax (Article 39)	568,397
Sales Tax (Article 40)	228,879
Sales Tax (Article 42)	298,053
Gasoline Tax Refund	3,500
Solid Waste Disposal Tax	970
Powell Bill	63,500
Building Permits	25,000
Dog License Fees	1,600
Interest Earned	15,000
American Tower Lease	27,664
Miscellaneous (Other)	15,000
Sale of Property	10,000
Total General Fund Revenues	3,987,627

SECTION 2. GENERAL FUND APPROPRIATIONS

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in accordance with the chart of accounts heretofore established for this Town on June 12, 2018:

Administration	417,331
Planning	37,228
Police	1,413,634
Fire Contract	425,000
Public Works	589,092

Streets & Transportation	359,310
Sanitation & Recycling	310,220
General Government	330,083
Debt Service	105,729
Total General Fund Appropriations	3,987,627

SECTION 3. WATER FUND REVENUES

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Sales & Services	726,000
Interest Earned	1,000
Total Water Fund Revenues	727,000

SECTION 4. WATER FUND APPROPRIATIONS

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Personnel Cost	58,763
Operating Cost	571,156
Capital Cost	97,081
Total Water Fund Appropriations	727,000

SECTION 5. LEVY OF TAXES

There is hereby levied a tax at the rate of \$0.33 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2018, as listed as "Ad Valorem Taxes" in the General Fund section 1 of this ordinance. The rate is based on an estimated valuation of \$745,733,682 and an estimated rate of collection of 99.44%.

SECTION 6. FEES & CHARGES

There is hereby established, for fiscal year 2018-2019, various fees and charges as contained in the Schedule of Fees attachment to this document.

SECTION 7. SPECIAL AUTHORIZATION OF THE BUDGET OFFICER

The Budget Officer is authorized to transfer appropriations of up to \$5,000 between line items within the same department. Reallocations of appropriations transferred shall be reported to the Town Board monthly.

SECTION 8. CLASSIFICATION & PAY PLAN

The Cost of Living Adjustment (COLA) for all Town employees shall be 3.0% and shall begin the first payroll in the new fiscal year.

The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, based upon the approved performance plan.

SECTION 9. RE-APPROPRIATION OF ENCUMBERED FUNDS

Operating funds encumbered on the financial records as of June 30, 2018 are hereby re-appropriated to fiscal year 2018-2019.

SECTION 10. COPIES OF THIS BUDGET ORDINANCE

Copies of this Budget Ordinance shall be furnished to the Finance Director of the Town of Biltmore Forest to be kept on file for the disbursement of funds.

Adopted this 12th day of June, 2018.

Mayor George F. Goosmann, III

ATTEST:

Jonathan B. Kanipe
Town Manager

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners
From: Jonathan Kanipe, Town Manager
Re: Consideration of FY18-19 Schedule of Fees
Date: June 7, 2018

Staff recommends two additional changes to the schedule of fees for the coming year. The first is a demolition fee and permit requirement. The Town presently has no permit requirement or method of recouping any costs for work being done to demolish a structure. The proposed fee is \$100 and is in line with most jurisdictions in our area.

The second addition is in essence a penalty fee for those who perform activities without the appropriate permit. My recommendation is that the Town double the fee for construction that occurs without a permit. For instance, if someone constructs an accessory structure that costs \$2,000 the typical permit fee is \$25.00. However, if this construction is performed without receiving a Town zoning permit and later comes into compliance, the fee will be doubled to \$50.00. This will assist in our day to day zoning activities and provide a method for the Town to recoup fees associated with code enforcement.

Please let me know if you have any questions regarding either of these changes.

SCHEDULE OF FEES

ADMINISTRATIVE

Ad Valorem Tax	\$0.33 per \$100 assessed valuation
Dog License Fee	\$5 sterile; \$10 fertile
Rental of Social Room	\$300 rental fee; additional \$250 deposit
Return Check/Draft Charge	\$25.00

PLANNING & ZONING

Zoning Permit	\$25 first \$2,000 construction value; plus \$2 for each \$1,000 of construction value
Conditional Use Permit	\$100 due with application
Variance	\$300 due with application
Demolition Permit	\$100 due with application
Non-Permitted Construction	Double the Zoning Permit Fee

WATER & SEWER CHARGES

New/Transfer Account		\$ 30.00
AMI Transmitter Fee	<i>per bill</i>	\$ 1.78
Meter Rental Fee		
5/8" meter	<i>per bill</i>	\$ 0.10
1" meter	<i>per bill</i>	\$ 0.18
1 1/2" meter	<i>per bill</i>	\$ 0.50
2" meter	<i>per bill</i>	\$ 0.65
Water Charges		
Base Rate (No Consumption)		\$ 27.46
1-2,250 gallons	<i>per 1,000 gallons</i>	\$ 9.03
2,251-60,000 gallons	<i>per 1,000 gallons</i>	\$ 5.68
60,001-100,000 gallons	<i>per 1,000 gallons</i>	\$ 5.27
100,001+ gallons	<i>per 1,000 gallons</i>	\$ 3.27
Sewer Charges (as set by Metropolitan Sewerage District of Buncombe County)		
Base Rate		
5/8" meter	<i>per bill</i>	\$ 16.30
1" meter	<i>per bill</i>	\$ 38.37
1 1/2" meter	<i>per bill</i>	\$ 82.97
2" meter	<i>per bill</i>	\$ 144.92
Treatment Fee	<i>per 1,000 gallons</i>	\$ 6.05

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Presentation of Options for Accessory Structure Ordinance Revision

Date: June 7, 2018

Last month, the Board asked staff to develop options for revising the accessory structure ordinance related to fences and walls. The direction from the Board was to amend the ordinance and allow rear yard fencing, provided that it was within the setbacks and met standards of uniformity.

Staff provided analysis last month of fence regulations in nearby jurisdictions. Most allow fences as a permitted use with specific zoning guidelines to be followed. One municipality, Blowing Rock, allows the Zoning Administrator to allow waivers of some requirements for certain situations. Based on the Board discussion and review of other municipality regulations, the Town Attorney has developed the language below to incorporate into the accessory structure ordinance. Please note, the current accessory structure ordinance is provided in its entirety attached to this memorandum.

Add a new Section (a) to 153.029 (C)(3) that reads as follows:

- (a) The fence is constructed entirely within the backyard, is not located in any side or rear yard setbacks and is constructed of materials deemed acceptable in 153.029(C)(5). Vegetative or other buffering may be required. A fence meeting the requirements of this section may be approved by the Town Manager and does not have to be approved by the Board of Adjustment.

Followed by this paragraph:

Except as set forth in 153.029(C)(3)(a), construction of new fences or walls is allowed only as follows: (the language of the subparagraphs will read the same, however they will be re-lettered so (a) is now (b) and so forth through current section (h) which will now be (i)

Amend 153.029(c)(4) to insert a new sentence as follows: Replacement of an existing fence of wall in the rear yard, not in the rear or side yard setbacks, may be approved by

the Town Manager so long as the new fence is constructed of materials deemed acceptable in 153.029(5). Otherwise, replacement of an existing fence or wall is a conditional use subject to the approval of the Board of Adjustment and the requirements of this zoning ordinance.

This proposed revision captures what appeared to be the consensus of the Board last month to allow rear yard fencing in compliance with setbacks and pursuant to previously set fence guidelines. The guidelines are those as determined by the Board last year and included in the current accessory structure ordinance. The language above would allow Town staff the ability to issue these zoning permits on a more efficient timeline if all criteria were met.

If the Board is pleased with the above proposed change, we will still need to convene a meeting with the Planning Commission to receive their recommendation and hold a public hearing before this ordinance can be considered. Please let me know if you have any questions or concerns.

An Ordinance Amending the Town of Biltmore Forest Zoning Ordinance

§ 153.029 - ACCESSORY STRUCTURES AND BUILDINGS

(C) The Town is a unique community concerned with historic continuity. The Town, originally part of the Vanderbilt Estate, was established almost 100 years ago. Since its establishment, Biltmore Forest has been a forested residential community with substantial open space. Preservation of the forest environment requires substantial open space for trees, plants and wildlife.

Given Biltmore Forest's proximity to the Biltmore Estate, and the Estate's large deer population, a number of residents have had problems with deer. In response to resident requests, the Board of Adjustment has approved a number of requests for temporary deer fencing. Over the last several years, the Town has attempted to reduce the number of deer through depredation. The Board of Commissioners is committed to preservation and protection of the forested residential community concept. Current and prospective residents can participate in this effort by landscaping with plants that will not attract deer, confining dogs and other household pets with invisible fencing, limiting the construction of new fences and walls, and removing and not replacing existing fences and walls. In addition, fences and walls inhibit access to properties by the Town's Police Department, Skyland Fire Department and other first responders.

The effective date of this ordinance shall be July 1, 2017. As of the effective date of this Ordinance, construction of new fences or walls is allowed only as follows:

- (a) The fence or wall is necessary for safety, the protection of the public health, or is required as a condition of obtaining homeowner's insurance. Examples include the installation of a fence or wall around a swimming pool or along a steep grade or bank to prevent injury resulting from a fall. The property owner should provide written information from an insurance company documenting the need for the fence.
- (b) Where a retaining wall is part of a landscape plan, and there is a structural requirement for the wall. Structural requirements for retaining walls must be in accordance with *The Retaining Wall Ordinance of the Buncombe County Code of Ordinances* as the same may be amended from time to time, and must be certified by a Professional Engineer licensed in the State of North Carolina. . The wall must otherwise comply with this ordinance.
- (c) On those properties abutting Hendersonville Road where, in the discretion of the Board of Adjustment, a fence or wall is necessary to provide protection from pedestrians and motorists on Hendersonville Road.
- (d) Properties abutting the Blue Ridge Parkway and the Biltmore Estate shall be allowed to construct appropriate fencing to protect the property from deer. Such fencing shall be subject to review and approval by the Board of Adjustment.

- (e) The Board of Adjustment may require a property owner to construct a wall or fence to provide buffering between incompatible land uses. See 153.063.
 - (f) Except as set forth in paragraph (d), the Board of Adjustment shall not approve a fence for the purpose of confining or protecting dogs, other household pets or children, or for the purpose of preventing wild animals from entering a property.
 - (g) Electrified Fences, defined as an above ground fence carrying an electric voltage intended to deliver a shock if touched by a person or animal, are not allowed. Existing electrified fences should be removed within 180 days of the adoption of this ordinance whether or not the fences are currently carrying an electric voltage. Invisible fences, defined as underground cable systems carrying an electric voltage intended to trigger a shock through a compatible pet collar, are allowed.
 - (h) In granting permission to construct a new fence or wall, or to repair or replace an existing fence or wall, the Board of Adjustment may impose reasonable conditions, including a requirement that the fence or wall be buffered with vegetation so that it is not visible from adjacent properties and that the fence or wall be removed if the purpose or condition for which it was constructed is no longer in effect.
- 2) Replacement of existing fences and walls. Replacement of an existing fence or wall is a conditional use subject to the approval of the Board of Adjustment and the requirements of this zoning ordinance. An application to replace an existing fence or wall must include a photograph of the existing fence or wall, specify the type of fence or wall, include a map or sketch depicting the height and length of the fence, and state whether or not the fence is in any setbacks.
- (a) Existing chain link fences may not be replaced with new chain link fences.
 - (b) Existing fences or walls in the front yard may not be replaced. No new fences or walls shall be allowed in the front yard.
 - (c) Repair of more than half of an existing fence or wall shall be considered a replacement and shall be subject to this ordinance.
- 3) Acceptable Materials for Fences and Walls / Maintenance. The following materials and fences shall be deemed acceptable for fence construction.
- (a) Wooden fencing shall be of natural color or painted in a manner compatible with the residence and the lot.
 - (b) Non wooden fencing shall be black, dark green or brown to blend with surrounding trees or vegetation.
 - (c) No new chain link fencing shall be allowed.

- (d) Walls should be constructed of stone or similar material, and should be compatible with the construction materials of the house located on the same property.
- (e) When a fence or wall is not properly maintained or fails to comply with a condition imposed by the Board of Adjustment, the Town may require the property owner to repair the fence or, remove the fence at the property owner's expense. If the property owner fails to repair or remove the fence, the Town may remove the fence and recover the cost from the property owner.

Mayor

ATTEST:

Clerk

Approved as to Form:

Attorney

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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Town Manager's Monthly Report

Date: June 7, 2018

Public Works Building Update

Clark Nexsen continues to finalize the construction documents that will be sent out for bidding on the public works building in late July/early August. We anticipate construction starting on the building right around Labor Day and plan to provide the Board with a proposed Capital Project Ordinance (CPO) for the project in July or August.

Greenwood Park Master Plan Update

The master plan development for Greenwood Park is coming along well. The consultant from WithersRavenel provided two different options and is working to fine tune the plan and provide budget estimates. The play equipment costs are included in the forthcoming year budget, but improvements to the stream bank and bridge over Four Mile Branch will be more substantial. We will be able to perform some of the play equipment improvements in house, but the consultant advises doing this in conjunction with a potential grant application to the North Carolina Parks and Recreation Trust Fund (NC PARTF) in order to leverage matching funds for the stream bank restoration portion of the project. I anticipate having a more formal set of the master plan available by next month's meeting, and will provide that to you then.

Geotube Removal Process at Brooklawn Pond

Dragon Fly Pond Works, the contractor hired by the Town to perform the vegetative material removal from Brooklawn Pond, began work on Tuesday, June 5. They anticipate being on site for 2-3 weeks removing the weeds and vegetation from the pond. If you have driven by the pond in the past week, you may have noticed the large bags on the side of the bank. As we discussed in October, these bags hold the vegetative material and are "dewatered". Over time, this material will compress and be substantially less in size. The material will then be seeded and grass will grow over the material on the pond bank. This process is both financially prudent, due to the lessened cost relative to dredging, and environmentally responsible, as it allows the material to be

reabsorbed into the soil. In the future, the Town intends to perform this process on a much more routine basis to ensure that the pond does not get silted in as during the past two years.

Storm Water Plan Update

WithersRavenel employees were in Town for a week conducting field analysis of storm drain pipes and infrastructure. This work will result in a clear analysis of our existing infrastructure, and assist the master plan development and recommendations during the next phase of the plan. We anticipate that WithersRavenel staff will be in town next week as well finalizing data points and capturing areas that may need to be re-evaluated.

Local Government Advisory Board

Helen Stephens, the Town's Assistant Finance Director and Tax Collector, was recently appointed to a new Local Government Advisory Board. This board was organized by the UNC School of Government to work with finance professionals in municipal and county government in establishing compliance guides, sample policies and ordinances, best practices, and legislative recommendations. Subcommittees will be established to research and make recommendations on the initial areas of focus: pre-audits; internal audits; collections; investments and resource guide(s). Ms. Stephens has done a terrific job by improving our financial reporting, budget, and audit transparency, and her service on this Board will certainly benefit the Town in the future.

Upcoming Meetings and Important Dates

June 20-23: North Carolina City/County Manager Association Summer Seminar

July 17, 2018 Board of Commissioners Meeting: As a reminder, the Board rescheduled the regular board meeting in July from the 2nd week to the 3rd week.

September 21-23: North Carolina League of Municipalities Annual Meeting in Hickory, NC. Registration is not yet open, but if you are interested in attending, please let me know.