PROPOSED AGENDA

Meeting of the Town of Biltmore Forest
Board of Commissioners

To be held Tuesday, March 10, 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 February 10, 2026 Minutes

D. Public Comment

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. Consideration of Approval for Amended Water Application Forms
2. Unsafe or Unfit Structure Ordinance Discussion
3. FEMA Reimbursement Update
4. Consideration of Planning Commission Appointment for Mary Pride Winkenwerder
5. Consideration for Town Manager to Purchase New Brush Truck

H. Adjourn

For those interested in viewing the Board meeting remotely, please utilize the following information:
https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUlFSdGZveS95b3pLTUlHdz09
Meeting ID: 822 2845 5470
Passcode: 966757

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF BILTMORE FOREST HELD FEBRUARY 10, 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, present (Zoom)

Mr. Jonathan Kanipe, the Town Manager, was present. The 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

Mayor Goosmann indicated that both the agenda and the January 13, 2026 minutes could be approved in one motion. Commissioner Tarleton made the motion to approve both items as written, with his previously requested changes to the minutes. Commissioner Loomis seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

DEPARTMENTAL REPORTS

Deputy Chief Zach Cicillian presented the report for the Skyland Fire Department reporting 23 calls. He highlighted two significant calls - a cardiac arrest and an assault - both of which occurred outside the Town limits in the City of Asheville fire district. A structure fire was also a mutual aid incident.

Deputy Chief Cicillian explained that beginning January 2026, all fire departments were federally mandated to classify incidents under a new system called NIFRS (National Fire Incident Reporting System), which provides much more detailed call type classifications than previous reports. This allows for better data analysis and prevention planning.

For his safety tip, Cicillian promoted the department's mobile app, which currently receives about 3,000 touches daily but serves a much larger district population. The app provides safety information ranging from car seat installation to requesting home safety visits. Their community risk coordinator offers services including smoke detector checks, fall prevention assessments, and can connect residents with resources like non-slip grips and handrails. The department also provides fall prevention training to teach basic balance skills.

Mayor Goosmann requested a summary sheet about the app for inclusion in the Town's newsletter and website, which Cicillian agreed to provide with a QR code for easy access.

Chief Chris Beddingfield gave the report for the Police Department. Chief Beddingfield emphasized the excellent teamwork during recent weather events, noting that lessons learned from Hurricane Helene improved communication and emergency response coordination. He praised the collaboration with Town Manager, Mr. Jonathan Kanipe and Public Works Director, Harry Buckner, stating these two weather events went very well.

Chief Beddingfield said there were 800 calls for service in January which is slightly above normal. The department assisted Biltmore Estate Company Police on two events, including arresting a wanted homeless person who had been causing problems for the estate. Chief Beddingfield said Mr. Kanipe actually spotted the individual on the road, leading to a successful arrest and processing.

Chief Beddingfield briefed the Board on an unusual case involving a juvenile who posted questionable photographs on social media featuring what appeared to be weapons. After investigation and interviews, they determined the weapons were actually airsoft guns that looked very realistic. The case was resolved successfully with appropriate resources and notifications made.

Regarding drug arrests mentioned in his report, Chief Beddingfield clarified these occurred at the Blue Ridge Parkway entrance when the department backed up a Parkway traffic stop. The substances were discovered on two occupants, who received both federal and local charges.

Mr. Harry Buckner gave the report for the Public Works Department. Buckner echoed praise for coordination during the two snow events, emphasizing proactive planning between the public works department, police department, and administration. He noted this may have been the first time he stayed home during such events, reflecting proudly on his team's ability to handle the situation without micromanagement. The department received numerous compliments for their road clearing efforts.

AT&T's fiber optic installation continues to be a major activity, with work now progressing in the subdivision section after completing the north end of Town above the golf course. The department is fielding resident calls and questions about the project.

Mr. Buckner will attend tomorrow's regional hazard mitigation plan meeting along with Mr. Kanipe, expecting to have more substantive updates next month as the plan development progresses.

The department's electrical contractor will return next week for two weeks to continue streetlight repairs from Hurricane Helene damage. Currently, nine streetlights remain down, with two that have been refurbished and reinstalled but are waiting for Duke Energy to restore power - one at 394 Vanderbilt and one at mid-block on Ridgefield Place (which also has a camera). The lamp displayed in the meeting room is being rebuilt after being damaged in a car accident at Browntown and Hendersonville Road during a December snow event.

Mr. Tony Williams gave the Town Planner Report and said he had 106 land use conferences, one resolved complaint, 29 plan reviews, and two zoning permits issued. The Board of Adjustment meeting was cancelled due to the hazardous weather.

Commissioner Tarleton asked about subdivisions within Biltmore Forest, prompting Williams to explain that they are very rare. Any larger lot subdivisions aren't allowed, but recombination would fall under subdivision regulations. When Buckner mentioned work in "the subdivision" area, Williams clarified this refers to the newer section also known as Cedar Hill, Hemlock, Cedar Chime, and other streets in that area.

Mr. Jonathan Kanipe gave the Town Manager's report and provided updates on several ongoing projects. The construction project for the new Town buildings are progressing well with biweekly meetings - virtual meetings at the beginning of each month and in-person meetings toward the end. Next week they will receive their first schematic design pricing from subcontractors, followed by design development pricing, and finally a guaranteed maximum price expected in August or September with potential closing in October.

Regarding FEMA reimbursement, $90,000 is currently in process with just under $5 million still outstanding. FEMA has become much more communicative over the past month, though some requests have been for documents previously provided or questions previously answered. Mr. Kanipe expressed optimism about forward progress.

Mr. Kanipe said the AT&T fiber project should complete its first portion this week, with the entire project finished by early to mid-March. AT&T indicated that increased fiber subscriptions would allow them to remove copper lines and underground infrastructure, potentially improving service quality with tremendous speeds compared to current options.

Mr. Kanipe said the Tree Committee's next speaker series will feature Dr. David Ellum from Warren Wilson College discussing post-disturbance forest regeneration, with specific focus on Biltmore Forest's tree canopy loss and its regional implications. Following the presentation, there will be an unveiling of the "Echoes of the Forest" mantel-a monument created from storm-damaged wood that will be installed over the fireplace in the Town Hall.

BOARD MEMBER REPORTS

Commissioner Stephens attended the French Broad River Metropolitan Planning Organization meeting but reported nothing particularly significant to highlight, noting the board is back in action for the year

Mr. Greg Jennings from Jennings Environmental gave the Stream Restoration Master Plan. Mr. Jennings is a retired NC State environmental engineering professor. He initially worked with the town on Brooklawn Park improvements and Cedar Hill Drive erosion issues, with the latter project surviving Hurricane Helene without problems.

The Town has 24 miles of mapped streams, mostly in the Fourmile branch watershed (including Rowell Creek) draining to the Biltmore Estate, with smaller Ram branch drainage toward the Swannanoa River and minimal drainage to Hendersonville Road at Busby Road. The assessment identified 16 specific project areas with total estimated costs of $3.5 million for 15 projects (excluding a potential stream daylighting project at Rosebank Park and dam removal at Brooklawn Park, which could cost up to $500,000).

Jennings prioritized Brooklawn Park due to infrastructure threats and instability affecting 2,800 linear feet of stream. The erosion is impacting water quality, clogging culverts, encroaching on MSD sewer lines, and creating safety hazards near trails. He recommended pursuing two state grant programs - the North Carolina Land and Water Fund and the Blueprint Flood Resiliency Program - both accepting applications this month for up to $1 million with relatively small town matches of approximately $200,000.

The restoration would use natural stream stabilization techniques with rock and native hardwood plantings (avoiding pine trees), remove invasive species like multiflora rose and Chinese privet, and could enhance trail systems. Both grant programs confirmed initial eligibility since the work involves town-owned property affecting infrastructure, with benefits extending to the French Broad River system.

Commissioner Stephens, participating virtually from a GIS conference in Washington DC, praised the thorough report and expressed appreciation for learning about drainage into Sweeten Creek. He uses the Brooklawn Park trail frequently and supports potential surface improvements during the restoration work.

Mr. Jennings also mentioned potential for similar work downstream of Rosebank Park at lower cost, with opportunities to incorporate trail development as part of the restoration process.

NEW BUSINESS

Consideration of Resolution 2026-01-A Resolution Adopting the Town of Biltmore Forest Stream Restoration Master Plan. Commissioner Tarleton expressed concern about endorsing the plan if it included consideration of daylighting Rosebank Park, which would impact the existing recreational field and conflict with recent stormwater infrastructure investments.

Mr. Kanipe clarified that project number 6 (Rosebank daylighting) could be removed from the plan, while project number 15 (downstream restoration work) would remain as it involves already open creek areas.

Commissioner Tarleton moved to approve the stream restoration master plan subject to removal of project number 6 regarding daylighting Rosebank Park. Commissioner Loomis seconded the motion. The motion passed unanimously.

Consideration of Approval for Town Manager to Apply for Grant Opportunities Related to the Stream Restoration Master Plan. Mr. Kanipe requested authorization to apply for grants as opportunities arise, noting this would improve response times and had been standard practice previously.

Commissioner Loomis moved to approve authorization for the Town Manager to apply for grant opportunities related to the Stream Restoration Master Plan. Commissioner Tarleton seconded the motion. The motion passed unanimously.

The next topic of discussion is the Review Citizen Request Regarding Off-Leash Dog Ordinance. Mr. Kanipe provided research on off-leash dog policies from other jurisdictions. He found limited examples in North Carolina outside of beach communities and designated dog parks. Park City, Utah allows e-collar restraint systems, Snowmass, Colorado permits e-collar or

verbal command restraint outside high-traffic areas, and Boulder, Colorado allows off-leash dogs in certain recreational areas with fluorescent green tags indicating approved training.

Mr. Walker Kehner, who initially requested consideration, clarified he wasn't seeking a simple personal exception but rather a training-based program similar to other communities. He noted other neighborhood dogs have completed similar training and could qualify, potentially encouraging more residents to pursue professional training. His dog uses a remote control collar system that provides immediate response.

Commissioner Stephens acknowledged Kehner's dog as exceptionally well-trained but expressed concern that making any exception would be unwise given the Town's history with dog-at-large issues. Commissioner Loomis said she didn't think the Town should make an exception for dogs off leash.

Commissioner Stephens, participating virtually, shared his experience with Boulder's voice control program, noting it worked well in that city's extensive 46,000-acre mountain park system. However, he felt Biltmore Forest lacked sufficient designated space for such a program, with most residents walking dogs on leashes on streets. He expressed hope for a future dog park but didn't support changes to current leash requirements.

There was no motion was made regarding changes to the dog ordinance.

The last topic of discussion is the Streetlight System Evaluation. Mr. Kanipe presented a comprehensive analysis of the Town's historic streetlight system challenges. The iconic streetlights have become increasingly difficult to maintain due to lack of available parts and the closure of the local manufacturer that previously created reproduction components. Currently, nine streetlights remain down from Hurricane Helene damage, with seven non-functional units stored at Public Works.

Mr. Kanipe outlined three potential approaches: continuing current maintenance strategies while seeking repair parts and replacement components; having Duke Energy replace non-functional lights through their municipal streetlight program; or replacing all existing lights with new Town-owned and maintained fixtures.

A sample reproduction streetlight fabricated by a Mississippi company was displayed, costing approximately $6,000 as a one-off but potentially less expensive in larger quantities. The steel construction differs from original materials but maintains the visual appearance.

Public Works Director Buckner explained Duke Energy's catalog includes about 15-20 streetlight options, mostly modern designs with a few architectural series lights. Duke offers exactly one hanging lamp style, currently installed in the River Arts District. If the Town chose Duke maintenance, response time for repairs would typically be 2-3 weeks compared to current challenges finding specialized parts.

Duke's program operates as a lease arrangement included in monthly power bills, with the town paying only for underground service extensions to meet Duke standards. However, Duke warned that non-catalog lights could take up to a year for replacement parts.

Commissioner Loomis inquired about Duke's light selection and whether any appeared traditional. Mr. Buckner noted the River Arts District lights as the closest option, though Duke expressed reluctance to provide custom solutions due to maintenance complications.

Commissioner Stephens expressed strong appreciation for the Town's iconic lights as a unique visual characteristic but acknowledged the practical challenges. He suggested a potential fourth option involving sourcing long-term available replacements while maintaining town ownership, essentially combining approaches two and three with phased implementation rather than complete replacement.

The Board requested to review Duke's full streetlight catalog and examples of installations around the region before making decisions. Buckner scheduled a follow-up meeting with Duke's lighting representatives to gather additional information for future board consideration.

Mayor Goosmann adjourned the meeting 6:06 pm.

The next meeting is scheduled for Tuesday, March 10th, 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

February 2026

Primary Incident Type	**Number of Calls**
Medical - Illness - Breathing Problems	2
Medical - Illness - Chest Pain (Non-Trauma)	1
Public Service - Citizen Assist - Citizen Assist / Service Call	1
Public Service - Citizen Assist - Lift Assist	1
Public Service - Alarms (Non-Medical) - Fire / Smoke Alarm	2
Public Service - Alarms (Non-Medical) - CO Alarm	1
Public Service - Other - Standby	1
Total	**9**

Respectfully Submitted,

Zachariah J Cicillian

Deputy Chief Zachariah J. Cicillian

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
March 10, 2026
Commission Report
February 2026 Data

Total Calls for Service:

738 (825 last month)

Arrests:

1-Felony Arrest-Larceny from Motor Vehicle, From a Call for Service

2-Misdemeanor Arrests- Both for Driving While Impaired, From Traffic Stops

Citations:

25-Citations for various traffic violations (29 last month)

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 5 hours

Radar Operation- 3 hours

Vehicle Crash Investigation- 3 hours

Notable Calls and Projects

Several car break-ins along Hendersonville Rd. We were able to catch one suspect with the crime in progress, he was arrested and processed without incident. We have developed a suspect on the second reported crime but no arrest as of the writing of this report.

We had a significant homeless camp located in the area between MAHEC and I40. After several interactions and offers of resources the subject relocated outside of Biltmore Forest.

We have continued to have challenges with juveniles and “E-bikes”. We are involved with several discussions of legislation and regulation of e-bikes through the NC Association of Chiefs of Police and other avenues.

Biltmore Forest Police Department
355 Vanderbilt Rd
Biltmore Forest , NC 28803

Calls for Service

02/01/2026 - 02/28/2026

BILTMORE FOREST POLICE DEPARTMENT	Count		Percent
ALARM	21		2.85%
ANIMAL CONTROL	6		0.81%
ASSIST MOTORIST	5		0.68%
ASSIST OTHER AGENCY	2		0.27%
B&E/VEHICLE	2		0.27%
BUSINESS CHECK	401		54.34%
CRIME PREVENTION	23		3.12%
DEBRIS IN ROADWAY	5		0.68%
DEPARTMENT OTHER	3		0.41%
FOLLOW UP	5		0.68%
HOUSE CHECK	111		15.04%
IDENTITY THEFT	2		0.27%
IMPROPER PARKING	3		0.41%
INVESTIGATION	1		0.14%
JUVENILE ISSUE	5		0.68%
MEDICAL EMERGENCY	5		0.68%
NOISE COMPLAINT	2		0.27%
ORDINANCE VIOLATION	1		0.14%
PUBLIC ASSIST	12		1.63%
RADAR OPERATION	5		0.68%
SPECIAL CHECK	4		0.54%
SUSPICIOUS ACTIVITY	3		0.41%
SUSPICIOUS PERSON	3		0.41%
SUSPICIOUS VEHICLE	13		1.76%
TALK WITH OFFICER	6		0.81%
TOWN HALL BUSINESS	1		0.14%
TRAFFIC CONTROL	2		0.27%
TRAFFIC STOP	74		10.03%
VEHICLE ACCIDENT	6		0.81%
WARRANT SERVICE	1		0.14%
WATER LEAK	1		0.14%
WELFARE CHECK	4		0.54%
Total Records For BILTMORE FOREST POLICE DEPARTMENT	**738**	Group/Total	**100.00%**
	Total Records	**738**	

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
March 6, 2026

Agenda Item D-3

Public Works Director Monthly Report

Recurring Activities:

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

- Collected 27.63 tons of garbage.
- Diverted 11.51 tons of recycled goods from garbage.
- Picked up 12 loads of brush (approximately 324 cubic yards) over 6 days.
- Responded to 26 total utility locate requests.
- Visited 3 lots documenting the removal of 9 trees and requiring no replacements.
- Completed daily chlorine residual tests across town and the required two (2) bacteriological and two (2) disinfection byproduct tests. 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 February

- South route brush collection began on February 2, 2026 and North Route collection began on February 16, 2026. PLEASE NOTE that we are unable to perform any bulk leaf collection as Riverside Stump Dump will not accept bulk leaves. Bulk leaf collection concluded on January 20th.
- We continue to monitor and clean storm drain inlets throughout town.
- We rebuilt and reinstalled the streetlight at Browntown and Hendersonville Roads, reinstalled the lamp at 394 Vanderbilt Road, and completed the installation of the lamp and camera at 15 Ridgefield Place. Additionally we troubleshot and placed back into service an additional three lamps.
- The field crew from A-American Electric was in town from February 16-19 and February 23 and 24. They worked on two (2) lamps at Browntown/Fairway Place and Browntown/Stuyvesant, and three (3) lamps at Vanderbilt/Lone Pine,

Vanderbilt/Stuyvesant, and Forest/Lone Pine. Work will continue on these five (5) lamps during the week of March 9-12.

- AT&T's subcontractor (ANSCO, Inc.) completed work in February. Supervisor Dale and I have responded to many resident questions and concerns during this time and worked to make sure disruptions are minimized and the work areas are kept clean and neat.
- I attended the French Broad River MPO Technical Coordinating Committee (TCC) meeting virtually on Thursday, February 12th.
- Supervisor Dale continues to participate on the tree committee.
- Our two large mowers have been serviced and are ready for the summer mowing season.
- We fertilized the Town Hall complex and median lawn areas and treated them with a preemergent.
- Staff replenished the PlaySafe mulch in the Rosebank Park playground. We are waiting on the mulch yard to obtain more mulch to complete the tire swing area and Greenwood Park.
- I met with representatives from the Duke Energy-Progress streetlight team to discuss alternatives they may be able to offer for replacing our streetlights on February 4th, 2026. They have brought a sample of the lamp they can offer that most closely resembles out lamps for the Board to look at and explained their cost structure for their program.
- Manager Kanipe asked me to attend a meeting on March 5th, "Collaborating on Recovery Projects and Long-Term Resilience" hosed by the non-profit Thrive Asheville as a follow-up to Helene recovery efforts. Other planning representatives from Buncombe County and its municipalities were in attendance.

Larger/Capital Projects Updates

Buncombe County Pedestrian Plan Steering Committee

- Manager Kanipe asked me to represent the Town on the Buncombe County Pedestrian Plan Steering Committee. I was officially appointed on December 2nd by the Buncombe County Board of Commissioners. I attended the kick-off meeting on December 4th and have been providing feedback on the committee's work For more information about this project please visit https://engage.buncombecounty.org/pedestrianplan.
- Note that the first public meeting is scheduled to take place on March 9th from 4:30 pm until 7:30 pm at the Land of Sky Regional Council offices at 339 Leicester Highway. All are encouraged to attend.

Buncombe-Madison Regional Hazard Mitigation Plan (HMP) Update

- I attended the second meeting of this group on Wednesday, February 11th. This was the Risk Assessment and Mitigation Strategy Meeting, and we reviewed initial findings from the updated risk assessment and had discussions around the Mitigation Strategy. One of the outcomes of this meeting was that the group elevated the importance of planning for wildfire risk, and several others, in the plan.
- The Town will be reviewing our own Hazard Mitigation Plan and providing feedback to the group this month so it can be incorporated into the larger plan.
- It is anticipated that a draft of the plan will be available in late spring, with adoption occurring Before June 20, 2026. .
- The project website can be viewed at https://storymaps.arcgis.com/stories/c7ece820a57c4698a9ed87b73e232ca3.

Streetlight LED Conversions and Service Upgrades

- All streetlights were inspected for operation on March 3, 2026.
- Out of the 66 total lamps, nineteen (19) are not functioning currently, including seven (7) lamps physically removed from their locations.
- The seven (7) removed streetlights are awaiting pole rebuilds.
- Six (6) lamps are actively being worked on by our electrical contractor.
- Two (2) lamps have been added to the contractor's list for more serious repair.
- Four (4) lamp heads have been identified as needing rebuilding, which requires coordination with Duke to disconnect the power.
- There are only three (3) non-functional cameras in the 13-camera system.
    - Stuyvesant Rd. and Parkway Rd. (pole and camera removed due to damage)
    - 15 Ridgefield Place (requires Flock service; power restored)
    - Vanderbilt Rd. and Cedarcliff Road (Damaged power supply cable scheduled to be replaced)

Anticipated March Activities

- Staff will complete the required daily chlorine, monthly bacteriological sampling.
- Brush collection began on March 2nd, 2026 for the South route and will begin March 16th, 2026, on the North Route.
- We will perform routine maintenance activities in all public spaces as needed.
- I plan to attend the French Broad River MPO Technical Coordinating Committee (TCC) meeting virtually on Thursday, March 12th.
- All-American Electric is scheduled to continue streetlight and camera repairs March 9-12.
- We are continuing to rebuild streetlamps and deploy them as we are able to salvage repair parts.

- I anticipate mowing activities could start later this month.
- My team will be installing a new irrigation meter on Cedar Hill Drive.
- 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 are evaluating alternative vehicle and equipment storage ideas that may allow us to turn the Public Works storage area over to the contractor on an accelerated schedule allowing the proposed police and public works building projects to more efficiently overlap.
- I will be working with Manager Kanipe as we develop the 2026-2027 public works department budget.

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

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM E-4

TOWN PLANNER MONTHLY REPORT

Recurring

- Check PD reports daily for code violations, make contact as needed to homeowners and contractors.
- Field inspections are conducted multiple times a week.
- Review plans for the Board of Adjustment for meeting packets.
- Conducted site visits with the Board of Adjustment Members for all projects to be heard.
- Communicate weekly with all who submit plans for approval.
- Advising homeowners and contractors of the ordinances.
- Addressing violations as needed.
- Issuing permits as needed.

Monthly Breakdown

- Review of potential subdivisions: 0
- Land use conferences virtual/on site: 122
- Notice of violations verbal/written: 0
- Complaints: 0
- Resolved violations/complaints: 0
- Plans reviewed: 35
- Plans reviewed for BOA: 2
- Zoning permits issued: 4
- Demo permits issued: 0
- Zoning Clearance letters issued: 3

Miscellaneous

The final push for delineators to be removed out of the right of way was a success.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM E-5

TOWN MANAGER'S MONTHLY REPORT

Construction Project: The Town's construction project design phase is continuing at full speed. Staff met virtually and in-person with the contractor and architect several times over the last month. Initial, schematic design pricing indicated costs that were higher than the last formal price estimate by the architect in September 2024. This is not unexpected as a twelve (12) percent construction cost escalation, per year, was forecast by the architect at that time. Staff's work with the architect and engineer in the last two weeks has been to find value engineered portions of the project that will not reduce or change the overall purpose of the projects. The contractor is working on this revision, presently, and once I have that I would like to schedule a formal time with the Mayor and Board to review the overall plan and provide a more full update of the project and anticipated funding.

RFQ for General Engineering Services: Several years ago, the Town issued a request for qualifications (RFQ) from engineering firms for on-call stormwater engineering services. The Town selected two firms, WithersRavenel and McGill, for this award. This has been a successful method of having engineering services available for our routine projects. Staff intends to issue a similar "general engineering needs" RFQ over the course of the next month. This RFQ does not require Board approval but, in the interest of transparency and before you all are asked to consider an award to a firm or firms, I wanted you to be aware.

AT&T Fiber Project: AT&T's fiber project is mostly complete. While there were several issues over the course of the entire project, the AT&T crews were responsive for citizen concerns and tried to work with individuals as possible. There are still crews in town making some further installations but the majority of work is complete and the service should be available to customers very soon.

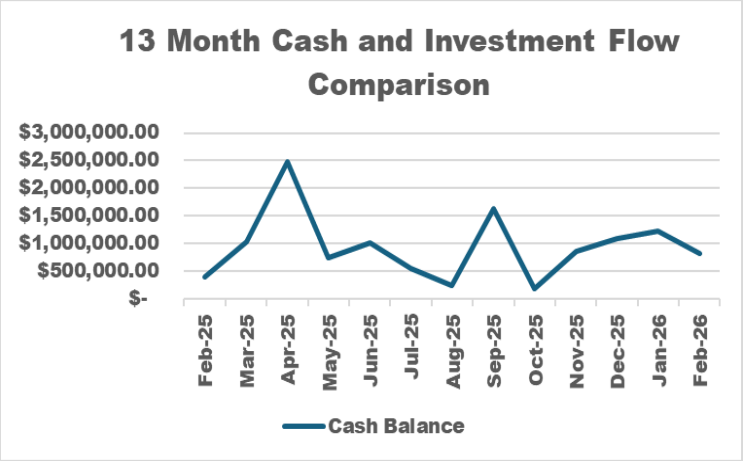
Streetlight Update: Public Works Director Harry Buckner has a more comprehensive update on the Town's streetlights as part of his report. A-American Electric has done a good job getting multiple lights operational over the past month. We continue to evaluate the options presented to the Board last month and would ask for any feedback or direction from the Board as necessary on this topic.

Stream Restoration Grant Application: The Town submitted a grant application to the NC Land and Water Fund via Jennings Environmental. This grant application was submitted for the project within Brooklawn Park referenced in the adopted master plan presented last month. This included a commitment from the Town for a 20 percent match, or $200,000, if the project is funded. This grant award will likely be announced in the Fall 2026.

Monthly Financial Report
February 2026

CASH ACCOUNTS	
First Citizens Money Market Checking	818,333.14
NCCMT General Fund Government	1,656,929.13
NCCMT Water Fund Government	114,744.51
TOTAL	2,590,006.78

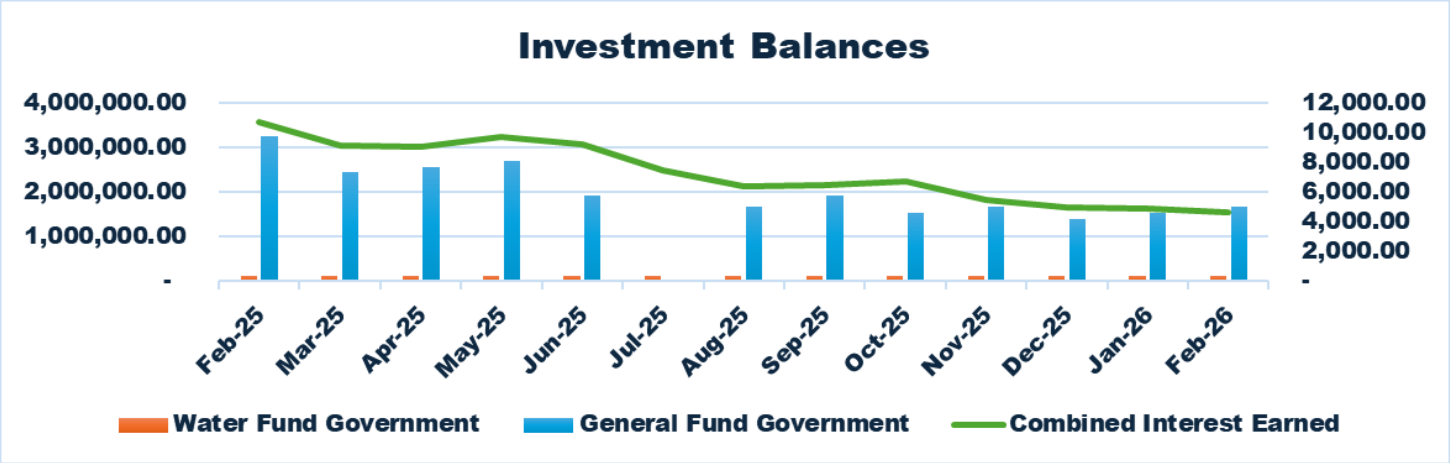
NORTH CAROLINA CASH MANAGEMENT TRUST	
GENERAL FUND Government	
Beginning Balance	1,526,403.61
Local Gov't Distribution (NCDOR)	126,180.81
Transfer to First Citizens Checking	-
Interest Earned	4,344.71
Ending Balance	**1,656,929.13**
WATER FUND Government	
Beginning Balance	114,429.96
Interest Earned	314.55
Ending Balance	**114,744.51**

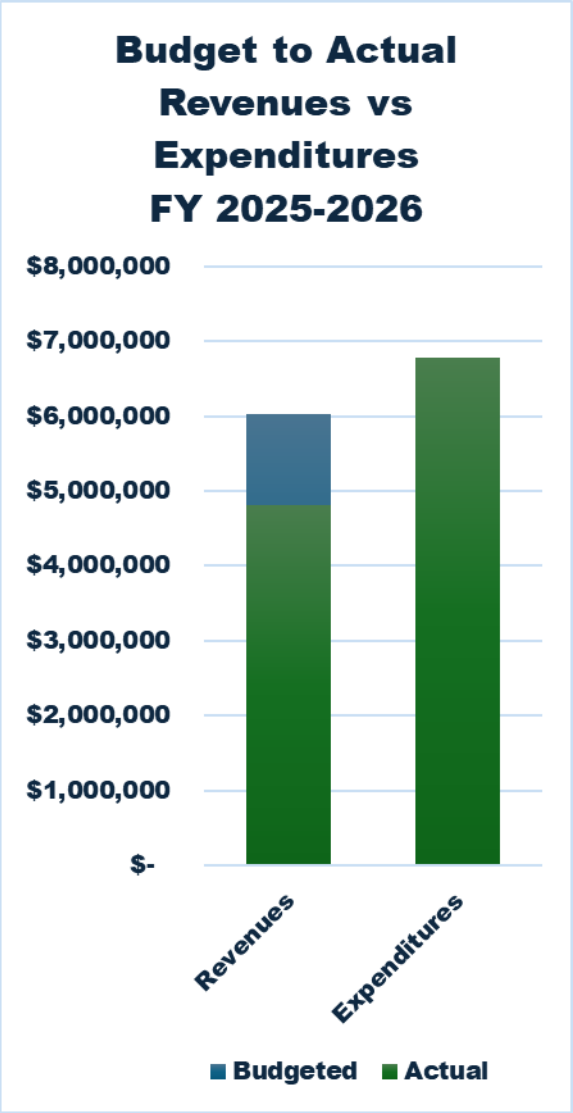


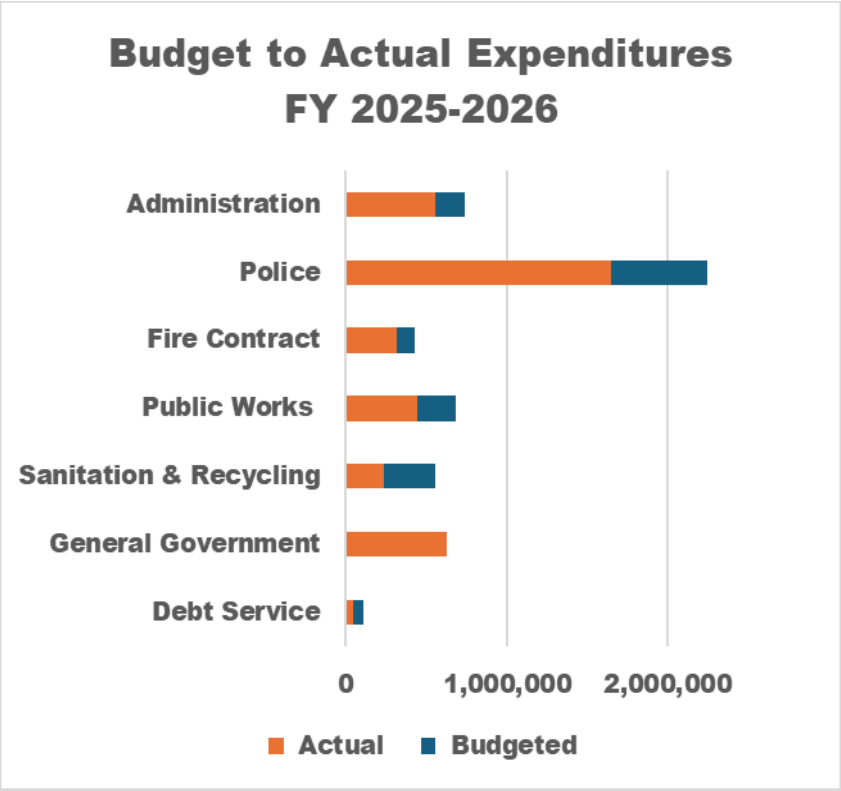
FIRST CITIZENS CHECKING (Monthly Transaction Report)	
Beginning Balance	**1,227,123.99**
Cleared Checks	(162,053.70)
Cleared Deposits	121,472.20
Cleared Credits	104,273.17
Cleared Debits	172,308.90
Cleared E-payments	300,173.62
Change in Account Balance	**1,763,298.18**
Prelim balance	**783,126.58**
Outstanding Items	**35,206.56**
Ending Balance *(F/L Balance)*	**818,333.14**

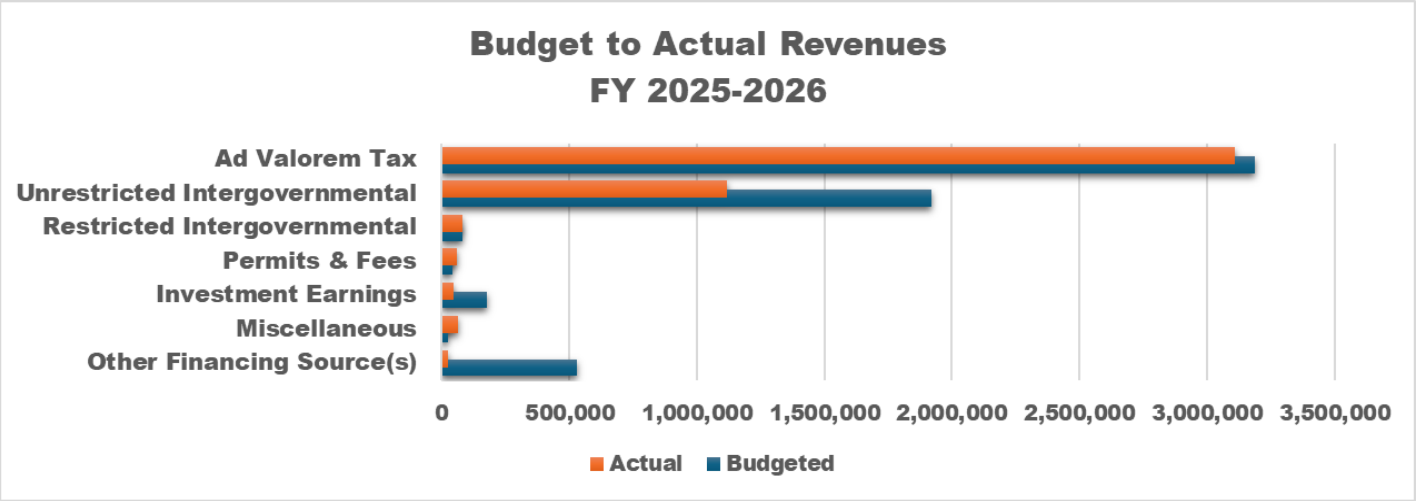
2025 PROPERTY TAXES	
Real Property	872,726,735.00
Personal Property (Including BUS & IND)	8,829,838.00
Personal Property (Public Service Companies)	3,011,916.00
Total Assessed	884,568,489.00
Total Levy	**3,057,337.77**
Budgeted Levy	3,046,790.00

Tax Collection	Budgeted Levy	Total Levy	Amount Collected
Ad Valorem (2025)	3,046,790.00	3,051,664.00	**3,007,258.82**
Unpaid per Levy Type	39,531.18	44,405.18	
Percent Collected	98.703%	**98.545%**	
DMV Ad Valorem	135,794.00		98,311.79
Difference	37,482.21		
Percent Collected	72.40%		




Budget to Actual Revenues vs Expenditures FY 2025-2026
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
Revenues
Expenditures
Budgeted
Actual


Budget to Actual Expenditures FY 2025-2026
Administration
Police
Fire Contract
Public Works
Sanitation & Recycling
General Government
Debt Service
0
1,000,000
2,000,000
Actual
Budgeted


Budget to Actual Revenues FY 2025-2026
Ad Valorem Tax
Unrestricted Intergovernmental
Restricted Intergovernmental
Permits & Fees
Investment Earnings
Miscellaneous
Other Financing Source(s)
0
500,000
1,000,000
1,500,000
2,000,000
2,500,000
3,000,000
3,500,000
Actual
Budgeted

REVENUE & EXPENDITURE STATEMENT
07/01/2025 To 02/28/2026

Town of Biltmore Forest
FY 2025-2026

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
3010 Ad Valorem Tax						
Revenue						
10 General Fund						
3010 Ad Valorem Tax						
AD VALOREM TAXES (PROPERTY)	3,046,790.00	3,057,337.77	3,057,337.77	0.00	-10,547.77	100
AD VALOREM TAXES (DMV)	135,794.00	98,311.79	98,311.79	0.00	37,482.21	72
TAX INTEREST & PENALTIES	5,000.00	5,793.58	5,793.58	0.00	-793.58	116
3010 Ad Valorem Tax Subtotal	**$3,187,584.00**	**$3,161,443.14**	**$3,161,443.14**	**$0.00**	**$26,140.86**	**99**
10 General Fund Subtotal	**$3,187,584.00**	**$3,161,443.14**	**$3,161,443.14**	**$0.00**	**$26,140.86**	**99**
Revenue Subtotal	**$3,187,584.00**	**$3,161,443.14**	**$3,161,443.14**	**$0.00**	**$26,140.86**	**99**
After Transfers **Excess Of Revenue Subtotal**	**$3,187,584.00**	**$3,161,443.14**	**$3,161,443.14**	**$0.00**		**99**
3020 Unrestricted Intergovernm						
Revenue						
10 General Fund						
3020 Unrestricted Intergovernm						
FRANCHISE & UTILITIES TAX DIST.	268,000.00	126,804.31	126,804.31	0.00	141,195.69	47
ALCOHOL BEVERAGE TAX	6,500.00	0.00	0.00	0.00	6,500.00	0
BUNCOMBE COUNTY 1% TAX	833,595.00	500,828.39	500,828.39	0.00	332,766.61	60
1/2 CENT SALES TAX A.40	349,435.00	224,788.15	224,788.15	0.00	124,646.85	64
1/2 CENT SALES TAX A.42	429,574.00	266,804.12	266,804.12	0.00	162,769.88	62
SALES TAX REFUND	30,000.00	0.00	0.00	0.00	30,000.00	0
GASOLINE TAX REFUND	5,000.00	0.00	0.00	0.00	5,000.00	0
3020 Unrestricted Intergovernm Subtotal	**$1,922,104.00**	**$1,119,224.97**	**$1,119,224.97**	**$0.00**	**$802,879.03**	**58**
10 General Fund Subtotal	**$1,922,104.00**	**$1,119,224.97**	**$1,119,224.97**	**$0.00**	**$802,879.03**	**58**
Revenue Subtotal	**$1,922,104.00**	**$1,119,224.97**	**$1,119,224.97**	**$0.00**	**$802,879.03**	**58**
After Transfers **Excess Of Revenue Subtotal**	**$1,922,104.00**	**$1,119,224.97**	**$1,119,224.97**	**$0.00**		**58**
3030 Restricted Intergovernmen						
Revenue						
10 General Fund						
3030 Restricted Intergovernmen						
SOLID WASTE DISPOSAL TAX	1,000.00	844.86	844.86	0.00	155.14	84
POWELL BILL	81,000.00	79,742.12	79,742.12	0.00	1,257.88	98
ILLICIT SUBSTANCE TAX	0.00	162.92	162.92	0.00	-162.92	*100
3030 Restricted Intergovernmen Subtotal	**$82,000.00**	**$80,749.90**	**$80,749.90**	**$0.00**	**$1,250.10**	**98**
10 General Fund Subtotal	**$82,000.00**	**$80,749.90**	**$80,749.90**	**$0.00**	**$1,250.10**	**98**
Revenue Subtotal	**$82,000.00**	**$80,749.90**	**$80,749.90**	**$0.00**	**$1,250.10**	**98**
After Transfers **Excess Of Revenue Subtotal**	**$82,000.00**	**$80,749.90**	**$80,749.90**	**$0.00**		**98**
3040 Permits & Fees						
Revenue						

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
10 General Fund						
3040 Permits & Fees						
ZONING PERMITS	42,000.00	57,705.00	57,705.00	0.00	-15,705.00	137
DOG LICENSE FEE	1,500.00	1,365.00	1,365.00	0.00	135.00	91
3040 Permits & Fees Subtotal	**$43,500.00**	**$59,070.00**	**$59,070.00**	**$0.00**	**-$15,570.00**	**136**
10 General Fund Subtotal	**$43,500.00**	**$59,070.00**	**$59,070.00**	**$0.00**	**-$15,570.00**	**136**
Revenue Subtotal	**$43,500.00**	**$59,070.00**	**$59,070.00**	**$0.00**	**-$15,570.00**	**136**
After Transfers **Excess Of Revenue Subtotal**	**$43,500.00**	**$59,070.00**	**$59,070.00**	**$0.00**		**136**
3050 Investment Earnings						
Revenue						
10 General Fund						
3050 Investment Earnings						
INTEREST EARNED	175,000.00	44,613.49	44,613.49	0.00	130,386.51	25
3050 Investment Earnings Subtotal	**$175,000.00**	**$44,613.49**	**$44,613.49**	**$0.00**	**$130,386.51**	**25**
10 General Fund Subtotal	**$175,000.00**	**$44,613.49**	**$44,613.49**	**$0.00**	**$130,386.51**	**25**
Revenue Subtotal	**$175,000.00**	**$44,613.49**	**$44,613.49**	**$0.00**	**$130,386.51**	**25**
After Transfers **Excess Of Revenue Subtotal**	**$175,000.00**	**$44,613.49**	**$44,613.49**	**$0.00**		**25**
3060 Miscellaneous						
Revenue						
10 General Fund						
3060 Miscellaneous						
AMERICAN TOWER AGREEMENT	38,000.00	33,970.17	33,970.17	0.00	4,029.83	89
MISCELLANEOUS	25,000.00	62,674.78	63,046.77	-371.99	-38,046.77	252
INSURANCE REIMBURSEMENT	0.00	1,000.00	1,000.00	0.00	-1,000.00	*100
3060 Miscellaneous Subtotal	**$63,000.00**	**$97,644.95**	**$98,016.94**	**-$371.99**	**-$35,016.94**	**156**
10 General Fund Subtotal	**$63,000.00**	**$97,644.95**	**$98,016.94**	**-$371.99**	**-$35,016.94**	**156**
Revenue Subtotal	**$63,000.00**	**$97,644.95**	**$98,016.94**	**-$371.99**	**-$35,016.94**	**156**
After Transfers **Excess Of Revenue Subtotal**	**$63,000.00**	**$97,644.95**	**$97,644.95**	**-$371.99**		**155**
3290						
Revenue						
30 Water & Sewer Fund						
3290						
INTEREST EARNED	4,000.00	2,968.45	2,968.45	0.00	1,031.55	74
3290 Subtotal	**$4,000.00**	**$2,968.45**	**$2,968.45**	**$0.00**	**$1,031.55**	**74**
30 Water & Sewer Fund Subtotal	**$4,000.00**	**$2,968.45**	**$2,968.45**	**$0.00**	**$1,031.55**	**74**
Revenue Subtotal	**$4,000.00**	**$2,968.45**	**$2,968.45**	**$0.00**	**$1,031.55**	**74**
After Transfers **Excess Of Revenue Subtotal**	**$4,000.00**	**$2,968.45**	**$2,968.45**	**$0.00**		**74**
3350 Commissions, Sw Chg Coll						
Revenue						

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
30 Water & Sewer Fund						
3350 Commissions, Sw Chg Coll						
COMMISSIONS, SEWER CHARGE COLL	10,000.00	9,813.74	9,813.74	0.00	186.26	98
3350 Commissions, Sw Chg Coll Subtotal	**$10,000.00**	**$9,813.74**	**$9,813.74**	**$0.00**	**$186.26**	**98**
30 Water & Sewer Fund Subtotal	**$10,000.00**	**$9,813.74**	**$9,813.74**	**$0.00**	**$186.26**	**98**
Revenue Subtotal	**$10,000.00**	**$9,813.74**	**$9,813.74**	**$0.00**	**$186.26**	**98**
After Transfers **Excess Of Revenue Subtotal**	**$10,000.00**	**$9,813.74**	**$9,813.74**	**$0.00**		**98**
3500 Other Financing						
Other Financing Source						
10 General Fund						
3500 Other Financing						
SALE OF PERSONAL PROPERTY	15,000.00	18,150.00	18,150.00	0.00	-3,150.00	121
TRANSFER FROM FUND BALANCE	500,000.00	0.00	0.00	0.00	500,000.00	0
GRANT (GOVERNMENTAL) FUNDS	30,000.00	0.00	0.00	0.00	30,000.00	0
INTERGOVERNMENTAL LOAN (RESTRICTED)	0.00	22,500.00	22,500.00	0.00	-22,500.00	*100
3500 Other Financing Subtotal	**$545,000.00**	**$40,650.00**	**$40,650.00**	**$0.00**	**$504,350.00**	**7**
10 General Fund Subtotal	**$545,000.00**	**$40,650.00**	**$40,650.00**	**$0.00**	**$504,350.00**	**7**
Other Financing Source Subtotal	**$545,000.00**	**$40,650.00**	**$40,650.00**	**$0.00**	**$504,350.00**	**7**
After Transfers **Excess Of Revenue Subtotal**	**$545,000.00**	**$40,650.00**	**$40,650.00**	**$0.00**		**7**
3710 Water Sales						
Revenue						
30 Water & Sewer Fund						
3710 Water Sales						
WATER CHARGES	641,000.00	480,150.24	480,150.24	0.00	160,849.76	75
MSD CHARGES	439,130.00	330,272.09	330,272.09	0.00	108,857.91	75
AMI TRANSMITTER CHARGES	9,000.00	5,578.30	5,578.30	0.00	3,421.70	62
3710 Water Sales Subtotal	**$1,089,130.00**	**$816,000.63**	**$816,000.63**	**$0.00**	**$273,129.37**	**75**
30 Water & Sewer Fund Subtotal	**$1,089,130.00**	**$816,000.63**	**$816,000.63**	**$0.00**	**$273,129.37**	**75**
Revenue Subtotal	**$1,089,130.00**	**$816,000.63**	**$816,000.63**	**$0.00**	**$273,129.37**	**75**
After Transfers **Excess Of Revenue Subtotal**	**$1,089,130.00**	**$816,000.63**	**$816,000.63**	**$0.00**		**75**
3730 Water Tap & Connect Fees						
Revenue						
30 Water & Sewer Fund						
3730 Water Tap & Connect Fees						
WATER TAP AND CONNECTION FEES	10,000.00	10,840.00	10,840.00	0.00	-840.00	108
3730 Water Tap & Connect Fees Subtotal	**$10,000.00**	**$10,840.00**	**$10,840.00**	**$0.00**	**-$840.00**	**108**
30 Water & Sewer Fund Subtotal	**$10,000.00**	**$10,840.00**	**$10,840.00**	**$0.00**	**-$840.00**	**108**
Revenue Subtotal	**$10,000.00**	**$10,840.00**	**$10,840.00**	**$0.00**	**-$840.00**	**108**
After Transfers **Excess Of Revenue Subtotal**	**$10,000.00**	**$10,840.00**	**$10,840.00**	**$0.00**		**108**

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
3900						
Other Financing Source						
40 Capital Project Fund						
3900						
FINANCING PROCEEDS-CASHFLOW LOANS	0.00	1,335,763.62	1,335,763.62	0.00	-1,335,763.62	*100
3900 Subtotal	**$0.00**	**$1,335,763.62**	**$1,335,763.62**	**$0.00**	**-$1,335,763.62**	***100**
40 Capital Project Fund Subtotal	**$0.00**	**$1,335,763.62**	**$1,335,763.62**	**$0.00**	**-$1,335,763.62**	***100**
Other Financing Source Subtotal	**$0.00**	**$1,335,763.62**	**$1,335,763.62**	**$0.00**	**-$1,335,763.62**	***100**
After Transfers **Excess Of Revenue Subtotal**	**$0.00**	**$1,335,763.62**	**$1,335,763.62**	**$0.00**		***100**
4200 Administration						
Expenditure						
4200 Administration						
SALARIES	383,791.00	298,731.44	298,731.44	0.00	85,059.56	78
FICA	29,360.00	23,315.07	23,315.07	0.00	6,044.93	79
HEALTH INSURANCE (MEDICAL)	41,748.00	29,592.93	29,592.93	0.00	12,155.07	71
DENTAL, VISION, LIFE INSURANCE	13,125.00	6,550.96	6,550.96	0.00	6,574.04	50
HEALTH REIMBUSEMENT ACC	7,500.00	4,000.00	4,000.00	0.00	3,500.00	53
LGERS RETIREMENT	80,712.00	65,567.98	65,567.98	0.00	15,144.02	81
401K SUPP RETIREMENT	19,190.00	13,535.02	13,535.02	0.00	5,654.98	71
ACCOUNTING & TAXES	60,000.00	74,551.30	74,551.30	0.00	-14,551.30	124
POSTAGE, PRINTING, STATIONARY	12,500.00	8,599.55	8,599.55	0.00	3,900.45	69
MILEAGE & BOARD SALARY	21,600.00	14,625.00	14,625.00	0.00	6,975.00	68
BLDG & GRNDS MAINTENANCE	15,000.00	330.60	330.60	0.00	14,669.40	2
MAINTENANCE/REPAIRS-VEHICLES	0.00	5,470.50	5,470.50	0.00	-5,470.50	*100
SUPPLIES AND EQUIPMENT	15,000.00	4,523.44	5,676.89	1,153.45	9,323.11	38
DUES & FEES	12,000.00	6,668.28	7,218.28	550.00	4,781.72	60
MISCELLANEOUS	5,000.00	677.08	677.08	0.00	4,322.92	14
STAFF DEVELOPMENT	25,000.00	9,394.00	13,617.00	4,223.00	11,383.00	54
CAPITAL IMPROVEMENT & AMORT	20,000.00	0.00	0.00	0.00	20,000.00	0
DEBT SERVICE LEASES-PRINCIPAL	6,600.00	6,947.99	6,947.99	0.00	-347.99	105
DEBT SERVICE LEASES-INTEREST	2,400.00	0.00	0.00	0.00	2,400.00	0
4200 Administration Subtotal	**$770,526.00**	**$573,081.14**	**$579,007.59**	**$5,926.45**	**$191,518.41**	**75**
Expenditure Subtotal	**$770,526.00**	**$573,081.14**	**$579,007.59**	**$5,926.45**	**$191,518.41**	**75**
Before Transfers **Deficiency Of Revenue Subtotal**	**-$770,526.00**	**-$573,081.14**	**-$573,081.14**	**-$5,926.45**		**74**
After Transfers **Deficiency Of Revenue Subtotal**	**-$770,526.00**	**-$573,081.14**	**-$573,081.14**	**-$5,926.45**		**74**
4300						
Expenditure						
4300						
4300 Subtotal	**$0.00**	**$0.00**	**$433.49**	**$433.49**	**-$433.49**	***100**

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

Account		Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
	Expenditure Subtotal	**$0.00**	**$0.00**	**$433.49**	**$433.49**	**-$433.49**	***100**
Before Transfers	**Deficiency Of Revenue Subtotal**	**$0.00**	**$0.00**	**$0.00**	**-$433.49**		***0**
After Transfers	**Deficiency Of Revenue Subtotal**	**$0.00**	**$0.00**	**$0.00**	**-$433.49**		***0**
4400							
Revenue							
40 Capital Project Fund							
4400							
FEMA GRANT REIMBURSEMENT		0.00	307,292.48	307,292.48	0.00	-307,292.48	*100
	4400 Subtotal	**$0.00**	**$307,292.48**	**$307,292.48**	**$0.00**	**-$307,292.48**	***100**
	40 Capital Project Fund Subtotal	**$0.00**	**$307,292.48**	**$307,292.48**	**$0.00**	**-$307,292.48**	***100**
	Revenue Subtotal	**$0.00**	**$307,292.48**	**$307,292.48**	**$0.00**	**-$307,292.48**	***100**
After Transfers	**Excess Of Revenue Subtotal**	**$0.00**	**$307,292.48**	**$307,292.48**	**$0.00**		***100**
5100 Police Department							
Expenditure							
5100 Police Department							
SALARIES		1,257,901.00	977,918.35	977,918.35	0.00	279,982.65	78
OVERTIME		0.00	1,038.42	1,038.42	0.00	-1,038.42	*100
SEPARATION ALLOWANCE		32,000.00	0.00	0.00	0.00	32,000.00	0
FICA		96,229.00	76,848.00	76,848.00	0.00	19,381.00	80
HEALTH INSURANCE (MEDICAL)		141,944.00	112,887.53	112,887.53	0.00	29,056.47	80
DENTAL, VISION, LIFE INSURANCE		35,700.00	19,475.10	19,475.10	0.00	16,224.90	55
HRA HEALTH REIMB ACCT		25,500.00	16,625.00	16,625.00	0.00	8,875.00	65
LGERS RETIREMENT		286,298.00	214,590.95	214,590.95	0.00	71,707.05	75
401K SUPP RETIREMENT		62,895.00	43,596.38	43,596.38	0.00	19,298.62	69
MAINT/REPAIR - BLDG/GROUNDS		10,000.00	2,190.83	2,190.83	0.00	7,809.17	22
MAINT/REPAIR - EQUIPMENT		5,000.00	2,782.62	4,655.72	1,873.10	344.28	93
MAINT/REPAIR - VEHICLES		25,000.00	22,607.22	24,376.83	1,769.61	623.17	98
MOTOR FUELS		21,000.00	14,454.67	14,454.67	0.00	6,545.33	69
SUPPLIES		10,000.00	6,935.60	9,407.30	2,471.70	592.70	94
UNIFORMS		25,000.00	7,714.09	14,897.84	7,183.75	10,102.16	60
SOFTWARE		15,000.00	6,237.93	10,502.19	4,264.26	4,497.81	70
TECHNOLOGY		100,000.00	79,558.79	80,178.99	620.20	19,821.01	80
MISCELLANEOUS		1,000.00	8,737.92	8,737.92	0.00	-7,737.92	874
PHYSICAL EXAMS		5,000.00	4,437.48	5,697.48	1,260.00	-697.48	114
STAFF DEVELOPMENT		15,000.00	10,744.18	14,124.79	3,380.61	875.21	94
CAPITAL EQUIPMENT PURCHASES		75,000.00	44,316.40	48,316.40	4,000.00	26,683.60	64
DEBT SERVICE-LEASE		72,000.00	51,326.72	51,326.72	0.00	20,673.28	71
DEBT SERVICE-INTEREST		4,800.00	0.00	0.00	0.00	4,800.00	0
	5100 Police Department Subtotal	**$2,322,267.00**	**$1,725,024.18**	**$1,751,847.41**	**$26,823.23**	**$570,419.59**	**75**

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

	Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
	Expenditure Subtotal	**$2,322,267.00**	**$1,725,024.18**	**$1,751,847.41**	**$26,823.23**	**$570,419.59**	**75**
Before Transfers	**Deficiency Of Revenue Subtotal**	**-$2,322,267.00**	**-$1,725,024.18**	**-$1,725,024.18**	**-$26,823.23**		**74**
After Transfers	**Deficiency Of Revenue Subtotal**	**-$2,322,267.00**	**-$1,725,024.18**	**-$1,725,024.18**	**-$26,823.23**		**74**
5200 Fire Services							
Expenditure							
5200 Fire Services							
	FIRE CONTRACT	425,000.00	318,750.00	318,750.00	0.00	106,250.00	75
	5200 Fire Services Subtotal	**$425,000.00**	**$318,750.00**	**$318,750.00**	**$0.00**	**$106,250.00**	**75**
	Expenditure Subtotal	**$425,000.00**	**$318,750.00**	**$318,750.00**	**$0.00**	**$106,250.00**	**75**
Before Transfers	**Deficiency Of Revenue Subtotal**	**-$425,000.00**	**-$318,750.00**	**-$318,750.00**	**$0.00**		**75**
After Transfers	**Deficiency Of Revenue Subtotal**	**-$425,000.00**	**-$318,750.00**	**-$318,750.00**	**$0.00**		**75**
5600 Public Works							
Expenditure							
5600 Public Works							
	SALARIES	286,246.00	230,144.83	230,144.83	0.00	56,101.17	80
	FICA	21,898.00	17,827.98	17,827.98	0.00	4,070.02	81
	HOSPITAL INSURANCE (MEDICAL)	41,748.00	30,975.99	30,975.99	0.00	10,772.01	74
	DENTAL, VISION, LIFE INSURANCE	10,500.00	5,384.13	5,384.13	0.00	5,115.87	51
	HRA HEALTH REIMB ACCT	9,000.00	4,500.00	4,500.00	0.00	4,500.00	50
	LGERS RETIREMENT	60,198.00	49,897.13	49,897.13	0.00	10,300.87	83
	401K SUPP RETIREMENT	14,312.00	9,893.33	9,893.33	0.00	4,418.67	69
	STREETLIGHTS ELECTRIC	15,000.00	10,832.42	10,832.42	0.00	4,167.58	72
	MAINT/REPAIR - BLDG/GROUNDS	10,000.00	43,933.18	63,909.26	19,976.08	-53,909.26	639
	MAINT/REPAIR- STREETLIGHTS	50,000.00	12,913.88	34,051.66	21,137.78	15,948.34	68
	MAINT/REPAIR - VEHICLES	10,000.00	4,044.84	4,044.84	0.00	5,955.16	40
	MOTOR FUELS	18,750.00	11,603.58	11,603.58	0.00	7,146.42	62
	SUPPLIES	10,000.00	4,080.80	4,337.92	257.12	5,662.08	43
	STREET SIGNS & NUMBERS	1,000.00	841.49	1,491.49	650.00	-491.49	149
	UNIFORMS	10,000.00	3,875.86	5,295.12	1,419.26	4,704.88	53
	TECHNOLOGY	2,000.00	1,100.66	1,100.66	0.00	899.34	55
	PARKS	50,000.00	3,073.47	7,091.78	4,018.31	42,908.22	14
	GREENWOOD PARK STREAM RESTORATION	30,000.00	0.00	0.00	0.00	30,000.00	0
	PHYSICAL EXAMS	1,000.00	0.00	0.00	0.00	1,000.00	0
	MISCELLANEOUS	5,000.00	5.00	5.00	0.00	4,995.00	0
	CAPITAL OUTLAY	25,000.00	0.00	0.00	0.00	25,000.00	0
	STAFF DEVELOPMENT	5,000.00	8,338.81	8,338.81	0.00	-3,338.81	167
	CATEGORY A- DEBRIS	0.00	2,429,275.13	2,429,275.13	0.00	-2,429,275.13	*100
	5600 Public Works Subtotal	**$686,652.00**	**$2,882,542.51**	**$2,930,001.06**	**$47,458.55**	**-$2,243,349.06**	**427**

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

Account		Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
	Expenditure Subtotal	**$686,652.00**	**$2,882,542.51**	**$2,930,001.06**	**$47,458.55**	**-$2,243,349.06**	**427**
Before Transfers	**Deficiency Of Revenue Subtotal**	**-$686,652.00**	**-$2,882,542.51**	**-$2,882,542.51**	**-$47,458.55**		**420**
After Transfers	**Deficiency Of Revenue Subtotal**	**-$686,652.00**	**-$2,882,542.51**	**-$2,882,542.51**	**-$47,458.55**		**420**
5700 Streets & Transportation							
Expenditure							
5700 Streets & Transportation							
MAINT / REPAIR-EQUIPMENT		5,000.00	1,192.59	1,192.59	0.00	3,807.41	24
VEHICLE REPAIRS - STREET DEPT.		1,000.00	60,877.85	60,877.85	0.00	-59,877.85	6,088
CONTRACTS- PAVING & STRIPING		200,000.00	189,381.25	189,381.25	0.00	10,618.75	95
SUPPLIES		10,000.00	5,287.60	8,153.79	2,866.19	1,846.21	82
TRAFFIC SIGNS		500.00	0.00	0.00	0.00	500.00	0
STORM WATER DRAINAGE		200,000.00	20,889.93	20,889.93	0.00	179,110.07	10
STAFF DEVELOPMENT		5,000.00	129.05	129.05	0.00	4,870.95	3
CAPITAL EQUIPMENT PURCHASES		30,000.00	6,748.65	6,748.65	0.00	23,251.35	22
ENGINEERING		25,000.00	58,684.75	58,684.75	0.00	-33,684.75	235
DEBT SERVICE LEASES-PRINCIPAL		10,800.00	26,038.28	26,038.28	0.00	-15,238.28	241
DEBT SERVICE LEASES-INTEREST		4,800.00	0.00	0.00	0.00	4,800.00	0
	5700 Streets & Transportation Subtotal	**$492,100.00**	**$369,229.95**	**$372,096.14**	**$2,866.19**	**$120,003.86**	**76**
	Expenditure Subtotal	**$492,100.00**	**$369,229.95**	**$372,096.14**	**$2,866.19**	**$120,003.86**	**76**
Before Transfers	**Deficiency Of Revenue Subtotal**	**-$492,100.00**	**-$369,229.95**	**-$369,229.95**	**-$2,866.19**		**75**
After Transfers	**Deficiency Of Revenue Subtotal**	**-$492,100.00**	**-$369,229.95**	**-$369,229.95**	**-$2,866.19**		**75**
5800 Sanitation & Recycling							
Expenditure							
5800 Sanitation & Recycling							
SALARIES		153,718.00	118,679.19	118,679.19	0.00	35,038.81	77
FICA		11,759.00	9,550.24	9,550.24	0.00	2,208.76	81
HEALTH INSURANCE (MEDICAL)		25,012.00	18,384.11	18,384.11	0.00	6,627.89	74
DENTAL,VISION, LIFE INSURANCE		6,300.00	2,654.97	2,654.97	0.00	3,645.03	42
HRA HEALTH REIMB ACCT		4,500.00	3,000.00	3,000.00	0.00	1,500.00	67
LGERS RETIREMENT		60,198.00	24,987.11	24,987.11	0.00	35,210.89	42
401K SUPP RETIREMENT		14,312.00	5,275.05	5,275.05	0.00	9,036.95	37
MAINT/REPAIRS - VEHICLES		50,000.00	19,188.57	21,372.01	2,183.44	28,627.99	43
MOTOR FUELS		31,200.00	11,928.77	11,928.77	0.00	19,271.23	38
SUPPLIES		1,500.00	1,244.21	1,244.21	0.00	255.79	83
TECHNOLOGY		1,000.00	2,340.46	2,340.46	0.00	-1,340.46	234
CAPITAL OUTLAY		150,000.00	0.00	0.00	0.00	150,000.00	0
TIPPING FEES & BRUSH REMOVAL		33,750.00	17,128.21	17,128.21	0.00	16,621.79	51
RECYCLING		10,000.00	5,133.02	5,133.02	0.00	4,866.98	51
BRUSH & LEAF DISPOSAL FEES		54,000.00	25,911.64	25,911.64	0.00	28,088.36	48

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
DUMPSTER FEES	26,400.00	20,780.13	20,780.13	0.00	5,619.87	79
5800 Sanitation & Recycling Subtotal	**$633,649.00**	**$286,185.68**	**$288,369.12**	**$2,183.44**	**$345,279.88**	**46**
Expenditure Subtotal	**$633,649.00**	**$286,185.68**	**$288,369.12**	**$2,183.44**	**$345,279.88**	**46**
Before Transfers **Deficiency Of Revenue Subtotal**	**-$633,649.00**	**-$286,185.68**	**-$286,185.68**	**-$2,183.44**		**45**
After Transfers **Deficiency Of Revenue Subtotal**	**-$633,649.00**	**-$286,185.68**	**-$286,185.68**	**-$2,183.44**		**45**
6600 General Government						
Expenditure						
6600 General Government						
OUTSIDE PROFESSIONAL SERVICES	0.00	203,552.39	203,552.39	0.00	-203,552.39	*100
LEGAL SERVICES	30,000.00	46,204.80	46,204.80	0.00	-16,204.80	154
ARCHITECTURAL SERVICES	0.00	27,401.00	27,401.00	0.00	-27,401.00	*100
TECHNOLOGY	150,000.00	104,074.54	104,074.54	0.00	45,925.46	69
MUNICIPAL UTILITIES	26,000.00	14,828.74	14,828.74	0.00	11,171.26	57
GE. REPS. AND MAINT.	35,000.00	20,407.99	20,611.09	203.10	14,388.91	59
INSURANCE	131,250.00	127,486.30	127,486.30	0.00	3,763.70	97
CONTINGENCY	62,707.00	0.00	0.00	0.00	62,707.00	0
MISCELLANEOUS	5,000.00	5,584.79	5,584.79	0.00	-584.79	112
EMERGENCY EXPENSES	5,000.00	0.00	0.00	0.00	5,000.00	0
CORPORATE WELLNESS	12,000.00	480.00	480.00	0.00	11,520.00	4
COMMUNITY EVENTS	50,000.00	25,944.08	26,251.71	307.63	23,748.29	53
WILDLIFE MANAGEMENT	5,000.00	1,046.08	1,046.08	0.00	3,953.92	21
FOREST MANAGEMENT	75,000.00	47,728.87	47,728.87	0.00	27,271.13	64
6600 General Government Subtotal	**$586,957.00**	**$624,739.58**	**$625,250.31**	**$510.73**	**-$38,293.31**	**107**
Expenditure Subtotal	**$586,957.00**	**$624,739.58**	**$625,250.31**	**$510.73**	**-$38,293.31**	**107**
Before Transfers **Deficiency Of Revenue Subtotal**	**-$586,957.00**	**-$624,739.58**	**-$624,739.58**	**-$510.73**		**106**
After Transfers **Deficiency Of Revenue Subtotal**	**-$586,957.00**	**-$624,739.58**	**-$624,739.58**	**-$510.73**		**106**
6700 Debt Service						
Expenditure						
6700 Debt Service						
Public Works Building-Principal	84,211.00	42,105.26	42,105.26	0.00	42,105.74	50
NCDEQ LOAN STRM REST	14,600.00	0.00	0.00	0.00	14,600.00	0
Public Works Building-Interest	9,500.00	4,951.59	4,951.59	0.00	4,548.41	52
6700 Debt Service Subtotal	**$108,311.00**	**$47,056.85**	**$47,056.85**	**$0.00**	**$61,254.15**	**43**
Expenditure Subtotal	**$108,311.00**	**$47,056.85**	**$47,056.85**	**$0.00**	**$61,254.15**	**43**
Before Transfers **Deficiency Of Revenue Subtotal**	**-$108,311.00**	**-$47,056.85**	**-$47,056.85**	**$0.00**		**43**
After Transfers **Deficiency Of Revenue Subtotal**	**-$108,311.00**	**-$47,056.85**	**-$47,056.85**	**$0.00**		**43**
8100 Water Dept.						
Expenditure						

REVENUE & EXPENDITURE STATEMENT
07/01/2025 To 02/28/2026

Town of Biltmore Forest
FY 2025-2026

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

Account	Budget ($)	Current Period ($)	YTD With Encumbrance ($)	Encumbrance ($)	Remaining Balance ($)	% Used
8100 Water Dept.						
SALARIES	215,843.00	128,234.25	128,234.25	0.00	87,608.75	59
PROFESSIONAL SERVICES	5,000.00	12,935.00	14,796.00	1,861.00	-9,796.00	296
FICA	16,512.00	10,179.45	10,179.45	0.00	6,332.55	62
HEALTH INSURANCE (MEDICAL)	0.00	17,504.40	17,504.40	0.00	-17,504.40	*100
DENTAL, VISION, LIFE INSURANCE	0.00	3,483.19	3,483.19	0.00	-3,483.19	*100
HRA HEALTH REIMBUSEMENT ACCT	0.00	2,500.00	2,500.00	0.00	-2,500.00	*100
LGERS RETIREMENT	43,773.00	28,623.16	28,623.16	0.00	15,149.84	65
401K SUPP RETIREMENT	10,792.00	7,406.90	7,406.90	0.00	3,385.10	69
POSTAGE, PRINTING,& STATIONARY	2,000.00	588.24	588.24	0.00	1,411.76	29
GENERAL REPAIRS	10,000.00	1,426.98	1,426.98	0.00	8,573.02	14
SUPPLIES & EQUIPMENT	15,000.00	16,226.62	19,279.50	3,052.88	-4,279.50	129
WATER PURCHASES	256,748.00	169,751.14	169,751.14	0.00	86,996.86	66
SEWER PURCHASES	439,130.00	334,441.67	334,441.67	0.00	104,688.33	76
AMI TRANSMITTER FEES	9,000.00	6,104.20	6,104.20	0.00	2,895.80	68
MISCELLANEOUS	2,500.00	1,125.61	1,125.61	0.00	1,374.39	45
STAFF DEVELOPMENT	2,500.00	939.58	1,401.58	462.00	1,098.42	56
CAPITAL IMPROVEMENT	84,331.00	0.00	0.00	0.00	84,331.00	0
8100 Water Dept. Subtotal	**$1,113,129.00**	**$741,470.39**	**$746,846.27**	**$5,375.88**	**$366,282.73**	**67**
Expenditure Subtotal	**$1,113,129.00**	**$741,470.39**	**$746,846.27**	**$5,375.88**	**$366,282.73**	**67**
Before Transfers **Deficiency Of Revenue Subtotal**	**-$1,113,129.00**	**-$741,470.39**	**-$741,470.39**	**-$5,375.88**		**67**
After Transfers **Deficiency Of Revenue Subtotal**	**-$1,113,129.00**	**-$741,470.39**	**-$741,470.39**	**-$5,375.88**		**67**

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM G-1

CONSIDERATION OF AMENDED WATER APPLICATION FORMS

BACKGROUND

The Board of Commissioners adopted a revised fee scheduled in December 2025 that included amended penalties for delinquent water bills. The rationale behind this change was to modernize our late fee structure and assist with recovering more appropriate fees from delinquent water customers. The review also showed that many renters left with unpaid water balances, and we had no effective way to collect those funds from the former renter or the property owner when a water account was re-established in their name or the name of a new renter.

CONSIDERATION OF AMENDED WATER APPLICATION FORMS

As staff reviewed the issue and looked at other jurisdictions, a best practice for smaller local governments was to have a separate application for renters versus property owners. This separate application would also include a slightly higher application fee for renters - $50.00 for renters, versus $30.00 for property owners. Most importantly, the new form includes an acknowledgment, via signature, of the property owner or property owner's registered agent agreeing to pay any remaining balance if the renter does not do so. This would provide needed protection for the Town in recovering these costs.

REQUEST FOR CONSIDERATION

Staff recommends approval from the Board of Commissioners for the above referenced changes to the forms and the new water service application fee of $50.00 for renters.

For Official Use Only

Water Account Number(s):

_____

Fee Due: $30.00 ☐Paid via:

Meter Transfer Reads

House: _____

Irrigation/Other: _____

☐Smart Fusion ☐Beacon

☐Directory ☐Photo ID

TOWN of Biltmore Forest

PROPERTY OWNER'S REQUEST

FOR WATER AND SEWER UTILITY SERVICE

New Account Fee: $30.00

Please remember to stop by Town Hall for a Welcome Folder

Service Start Date: _____

Property Owner's Name(s): _____

Service Address: _____

Mailing Address (If different from service address): _____

Contact Phone Numbers: Home _____ **Cell** _____ **Work**_____

Email Address: _____ **Copy of Photo ID (Required)**

Last Four Digits Of Applicant's Social Security Number: _____

*** Would you like to be included in the Town Directory?** ☐ Yes ☐ No | ☐ Phone Number ☐ Email ☐ Other:_____ (Please select all that apply)
Participation is not required. If you choose not to participate, you will be marked as unlisted within the directory. The Town Directory is for residential use only.

*** Would you like to enroll in automatic bank draft? Yes / No (If Yes, please attach the Bank Draft Authorization form and voided check)**

Third Party Contact in Case of an Emergency: _____

Third Party Contact's Emergency Contact Phone Number: Home _____ **Cell** _____ **Work**_____

Email Address: _____

I hereby make application for utility service as indicated and at the premises indicated. I agree to comply with the applicable ordinances of the Town of Biltmore Forest regarding the provision of utility services, including those relating to service fees and other charges. I understand the information on this application will be verified and if determined inaccurate, will result in termination of service without prior notice. I have been made aware of the Tree Protection Ordinance, the Biltmore Forest Zoning Ordinance, and Town Code of Ordinances and I understand that I must comply with the provisions of these ordinances.

Garbage and recycling services are provided to Town residents. Recycling containers are provided by the Town. Please provide your own trash container. Trash service is picked up on a **weekly basis**. Recycling is picked up on a **bi-weekly basis on the same day as your trash pickup.**

Applicant's Signature: _____ **Date:** _____

Town Approval: _____ **Date Received:** _____

Return to:

Town of Biltmore Forest, P.O. Box 5352, 355 Vanderbilt Road, Biltmore Forest, NC 28803

Tel: 828-274-0824 | Fax: 828-274-8131 | Email: townhall@biltmoreforest.org

For Official Use Only

Water Account Number(s):

_____

Fee Due: $50.00 ☐Paid via:

Meter Transfer Reads

House: _____

Irrigation/Other: _____

☐Smart Fusion ☐Beacon

☐Directory ☐Photo ID

RENTER'S REQUEST
FOR WATER AND SEWER UTILITY SERVICE
New Account Fee: $50.00
Please remember to stop by Town Hall for a Welcome Folder

Service Start Date: _____

Tenant's Name(s): _____

Service Address: _____

Mailing Address (If different from service address): _____

Tenant 1's Contact Information – Name: _____

Phone Numbers: Home: _____ **Cell:** _____ **Work:** _____

Email Address: _____ **Copy of Photo ID (Required)**

Last Four Digits Of Applicant's Social Security Number: _____

Tenant 2's Contact Information (if applicable) – Name: _____

Phone Numbers: Home: _____ **Cell:** _____ **Work:** _____

Email Address: _____ **Copy of Photo ID (Required)**

Last Four Digits Of Applicant's Social Security Number: _____

Name of Property Owner in Case of an Emergency: _____

Property Owner's Emergency Contact Phone Number: Home: _____ **Cell:** _____ **Work:** _____

Email Address: _____

***Would you like to enroll in automatic bank draft? Yes / No (If Yes, please attach the Bank Draft Authorization form and voided check)**

I hereby make application for utility service as indicated and at the premises indicated. I agree to comply with the applicable ordinances of the Town of Biltmore Forest regarding the provision of utility services, including those relating to service fees and other charges. I understand the information on this application will be verified and if determined inaccurate, will result in termination of service without prior notice. I have been made aware of the Tree Protection Ordinance, the Biltmore Forest Zoning Ordinance, and Town Code of Ordinances and I understand that I must comply with the provisions of these ordinances.

Garbage and recycling services are provided to Town residents. Recycling containers are provided by the Town. Please provide your own trash container. Trash service is picked up on a **weekly basis**. Recycling is picked up on a **bi-weekly basis on the same day as your trash pickup.**

Applicant's Signature: _____ **Date:** _____

I, the undersigned Co-Signer, agree to be jointly and severally liable for all charges, fees, and penalties associated with the water utility account for the service address listed above. I understand that in the event the primary account holder fails to pay any portion of the bill, I will be held fully responsible for the outstanding balance. This includes, but is not limited to, monthly usage charges, late fees, reconnection fees, and any collection costs incurred.

Property Owner's or Designated Agent's Signature: _____ **Date:** _____

Town Approval: _____ **Date Received:** _____

Return to:
Town of Biltmore Forest, P.O. Box 5352, 355 Vanderbilt Road, Biltmore Forest, NC 28803
Tel: 828-274-0824 | Fax: 828-274-8131 | Email: townhall@biltmoreforest.org

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM G-2

UNSAFE OR UNFIT STRUCTURE ORDINANCE DISCUSSION

BACKGROUND

The Town has several ordinances addressing property maintenance, including nuisance conditions and vegetation control. These regulations provide tools to address issues such as overgrown properties, debris, and other conditions that may affect neighborhood appearance or public health.

However, the Town's current ordinances do not provide a formal process under North Carolina General Statutes Chapter 160D to address residential structures that become unsafe or unfit for human habitation due to structural deterioration, fire damage, abandonment, or other hazardous conditions. Unfortunately, the damage inflicted upon some properties by Hurricane Helene fall into this scope.

LOCAL EXAMPLES

Many North Carolina municipalities, including the nearby Towns of Black Mountain, Brevard, and Waynesville, have ordinances under N.C.G.S. §160D-1201 that establish procedures for addressing unsafe dwellings. These ordinances typically authorize a designated "public officer" to investigate potentially unsafe structures, conduct a hearing (if necessary), and order that a structure be repaired, vacated and closed, or demolished if it poses a danger to life or property.

PURPOSE

Such ordinances are generally used infrequently, but they provide local governments with clear authority to respond when a structure becomes unsafe or abandoned. In many communities, the ordinance functions primarily as a legal framework to address rare situations involving fire-damaged homes, collapsing structures, or long-vacant dwellings.

Adopting a narrowly tailored unsafe-structure ordinance would not require the Town to conduct routine housing inspections or regulate normal property maintenance beyond existing nuisance provisions. Instead, it provides a defined process and legal authority to respond if a structure within the Town were to become dangerous or uninhabitable.

NEXT STEPS

If the Board is interested, staff can prepare a draft ordinance for discussion at a future meeting. Such an ordinance could be narrowly structured to address unsafe structures while relying on existing county building inspection services for technical expertise when needed.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM G-3

FEMA REIMBURSEMENT UPDATE

BACKGROUND

As the Board is aware, we have worked continuously over the past year to prioritize responses to FEMA questions in order to receive reimbursement. Since the last update in December, we have made substantial progress.

RECENT REIMBURSEMENTS

On February 9, the Town received notice that the reimbursement for the commercial property debris program (CPDR) was obligated and being sent to the State. We then received these funds – in the amount of $90,476.65 – on February 27.

Following that award, the Town received a notification from FEMA that our request for reimbursement for two projects completed before March 24, 2025 were approved and obligated. These two projects are listed below with their reimbursable totals and we are hopeful these funds will be distributed to the Town by the end of March.

Right of Way Debris Removal before 3/24/25 - $2,503,430.96

Waterway Debris Removal before 3/24/25 - $329,450.75

This week, we also learned that the Town's "90% Waterway Debris Removal Project" was obligated, in the amount of $627,945.95. I believe this funding will also likely be distributed by the State at the end of the month.

All told, the total obligated funds from FEMA that we anticipate having entirely by the end of March is $4,179,250.26.

REMAINING REIMBURSEMENT AND TOTALS

The only remaining unobligated funds are for Right of Way Removal after 3/24/25. This amount equals $1,430,741.88. I anticipate these funds being obligated within the next several weeks. Once all reimbursements are received, the total amount reimbursed by FEMA for debris removal will equal $10,628,066.20. All funds being received as reimbursement from FEMA are being placed back into the Town's General Fund Balance.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM G-4

CONSIDERATION OF PLANNING COMMISSION APPOINTMENT

BACKGROUND

Ms. Diane Fourton resigned from the Planning Commission at the end of 2025. The Board of Commissioners may now appoint a new member to this Commission for a three (3) year term. Mayor Goosmann has nominated Mary Pride Winkenwerder to serve on this committee.

ACTION REQUESTED

Motion to appoint Mary Pride Winkenwerder to the Planning Commission for the Town of Biltmore Forest.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MARCH 10, 2026

AGENDA ITEM G-5

CONSIDERATION OF APPROVAL FOR TOWN MANAGER TO PURCHASE NEW BRUSH TRUCK

BACKGROUND

As our funds are being reimbursed by FEMA, I am more comfortable with moving forward with the purchase of a new brush truck sooner than later. Public Works Director Harry Buckner had previously received a quote for a new truck for $235,200. The Town submitted a grant application to the North Carolina Office of State Budget and Management but we did not receive this award.

RATIONALE FOR PURCHASE

The Town's brush truck was purchased in 2014 for just over $200,000. This brush truck has been in operation since that time and performed exceptionally well. The truck operated constantly for nine (9) months following Hurricane Helene and was taken out of service last summer for approximately one month. This was done so that necessary maintenance and service could be performed. During this time, several larger issues were discovered on the truck that did not render it inoperable, but do need to be addressed. The repairs necessary are just over $75,000. As noted, this truck has performed incredibly well, but we believe the repair costs do not make sense relative to the truck's age and overall usage. However, the purchase of a new truck and the availability of this truck as a backup would be an optimal solution.

Mr. Buckner has requested a revised quote from the vendor for a new truck. The truck we sourced previously was available for purchase off of a Sourcewell cooperative contract. This allows the Town, or any other North Carolina jurisdiction, to purchase the truck at the best price available without having to formally request quotes from three separate vendors.

ACTION REQUESTED

Motion to approve the Town Manager's purchase of a new brush truck up to $250,000.