

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, September 8, 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 August 11, 2026 Regular Meeting 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 Resolution 2026-06 – A Resolution to Participate In North Carolina Cooperative Liquid Assets Securities Systems
2. Consideration of Resolution 2026-07 – A Resolution Declaring the Intent of the Town of Biltmore Forest to Close a Public Street
3. Discussion regarding E-Bike/E-Moto Education Efforts
4. Building Project Updates and Community Information Event

H. Adjourn

For those interested in viewing the Board meeting remotely, please utilize the following information:
<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUjFSdGZveS95b3pLTUIHdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN
COMMISSIONERS OF BILTMORE FOREST HELD AUGUST 11th, 2026

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

Roll call taken by the Clerk:

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

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

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

The Pledge of Allegiance was conducted.

CONSENT AGENDA

The consent agenda was taken up collectively, including approval of the meeting agenda and the minutes from the June 9, 2026 Regular Meeting, the June 30, 2026 Special Call Meeting, and the July 20, 2026 Special Call Meeting.

Motion to approve the consent agenda, including the meeting agenda and all three sets of prior meeting minutes, was made by Commissioner Loomis and seconded by Commissioner Tarleton. The motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

DEPARTMENTAL REPORTS

Chief Trevor Lance presented the report for Skyland Fire Department, noting a total of 24 calls for service. He clarified several state-labeling conventions that may appear alarming but reflect routine incidents: a hazardous materials entry referred to a gas line cut during construction, and a disaster weather response entry referred to a tree removed from a roadway. The majority of calls were medical in nature, with a few fire alarms. There were no injuries or fatalities reported. One call noted as a structure fire was a mutual aid call outside the Town limits.

Chief Lance provided a seasonal safety reminder regarding the upcoming return of school, noting a historical uptick in motor vehicle accidents—particularly among young, inexperienced drivers—during this period. He urged residents to encourage safe driving habits, including seat belt use, avoiding cell phone use while driving, and driving defensively. He also noted that the risk of accidents increases significantly when inexperienced drivers carry additional passengers.

Chief Lance concluded by reporting that the annual Safety Day event was a strong success, drawing over 2,000 attendees despite early rain. Planning for the following year has already begun, with vendors already reaching out to participate. The event is held annually on the third Saturday of July.

Chief Chris Beddingfield gave the monthly report for the Police Department and reported 951 calls for service for the month, continuing an upward trend in activity. A significant number of arrests were made, with the majority stemming from traffic stops resulting in driving while impaired charges.

Chief Beddingfield highlighted the department's Flock camera system, noting the Town operates 13 cameras. He addressed what he described as significant misinformation circulating on social media regarding the system, clarifying that the cameras capture only license plates

and vehicle descriptions, do not use artificial intelligence to identify individuals, are not sold or shared with outside parties, and are not used for active monitoring. Data is retained for 60 days. The system has proven instrumental in solving crimes, including a recent armed robbery in which it provided the critical lead that identified and tracked the suspect's vehicle, ultimately resulting in an arrest. The Board affirmed their support of the tool.

Chief Beddingfield also noted that two community events were held: a Bear Wise presentation in partnership with the NC Wildlife Resources Commission, which drew approximately 20 attendees, and a "Coffee with the Chief" event with six participants. Both events were viewed as opportunities to educate residents and gather feedback.

Chief Beddingfield announced that a departmental awards recognition ceremony has been scheduled for Thursday, August 20th at 3:30 PM to honor several employees, including Sergeant Patrick Ridgeway, who was previously selected to receive an award from the NC Governor's Highway Safety Program, conflicting schedules had repeatedly delayed the presentation.

Public Works Director Harry Buckner presented a combined report covering two months of activity. He began by relaying appreciation from department staff to the Board for the budget adjustments, including cost-of-living and merit increases, which were described as very well received.

Mr. Buckner reported that the department's older brush truck has been returned to service following significant refurbishment necessitated by heavy use during Hurricane Helene. The new brush truck, meanwhile, has had minor warranty issues requiring brief periods out of service, making the rehabilitated backup unit particularly valuable.

A focused cleanup effort at the overgrown area below the golf course pond at the intersection of Brookside and Southwood was highlighted as a notable accomplishment. The crew removed vines, dead trees, and debris, substantially improving the area's appearance. The

department has since shifted attention to right-of-way clearing along Brookside and Cedar Hill roads.

Four additional streetlights have been returned to service. Mr. Buckner noted that a replacement lamp is being constructed at the corner of Busbee and Vanderbilt Road using spare parts. Additionally, Town Manager Kanipe's contact with representatives from the Biltmore Estate led to a promising lead on a historically compatible replacement lamp style, which the Board will be presented with for review when further details are available.

Regarding the Ridgefield Place potential road closure, Mr. Buckner confirmed that a surveying contract is in hand, with the survey extending all the way to Eastwood Road to simultaneously evaluate a potential right-turn-only exit lane. Results are anticipated within 30 days, after which conceptual design work will begin.

Mr. Buckner also addressed a downed tree on the creek bank adjacent to the Brooklawn Chase Park trail, which resulted from ongoing erosion related to Hurricane Helene damage. The crew had cut the tree and stabilized the root ball as a temporary measure. Crews were working that same day to reroute approximately 40 to 50 feet of trail around the compromised area for public safety, as the erosion created a vertical bank approximately 10 feet above the creek.

Mr. Kanipe presented the Town Planner's report in the absence of Town Planner Tony Kanipe, who was attending the North Carolina Association of Zoning Officers Conference in Wilmington.

The report noted a Board of Adjustment approval in June for a First Bank project at the corner of Valley Springs Road and Hendersonville Road. No Board of Adjustment meeting was held in July.

The Planning Commission met in July and began discussions on two initiatives: post-Helene revisions to the tree ordinance, which was last amended in 2023 prior to the storm; and potential zoning and overlay district updates aimed at more accurately classifying certain non-residential uses within town, such as institutional and government properties. The overlay

district discussion also included consideration of provisions for properties abutting Hendersonville Road, including potential driveway and parking allowances.

The GIS program development was also noted as underway, with a master's student intern from UNCA working approximately 20 hours per week to develop both public-facing and internal mapping tools.

Town Manager, Mr. Jonathan Kanipe reported on several significant matters.

Budget and Tax Rate Adjustment: Following state legislative changes that imposed a one-year revaluation moratorium, the town held a special meeting on July 20th to amend the FY26-27 budget. The tax rate was adjusted upward in coordination with Buncombe County and other municipalities to recapture lost revenue. Mr. Kanipe expressed hope that once revaluation figures are permitted for use in the following year, the rate can be revisited and potentially reduced. He noted that for most residents, the overall tax bill is slightly lower than it would have been had the revaluation proceeded as originally planned. The current law designates the moratorium as a one-year measure.

Town Hall and Police Department Construction: The project is progressing through the schematic design phase. A hearing before the Local Government Commission (LGC) is anticipated in early 2027 for financing approval, with a bank RFP for interest rate proposals to precede that hearing.

FEMA Debris Removal Reimbursement: Approximately \$2 million in debris removal reimbursement remains outstanding from FEMA. Manager Kanipe reported that a disbursement of approximately \$1.2 million was indicated to be en route following a conversation with state officials that day. The remaining balance of approximately \$800,000 is under additional scrutiny due to underruns—the town spent less than the contractor's original estimate. The town is also eligible for up to \$757,000 in administrative cost recovery, with Land of Sky Regional Council providing assistance at no charge. Manager Kanipe indicated he is

evaluating whether to pursue a state cash flow loan for Round 4, given the possibility that outstanding funds may be received shortly, and he expects to have a clearer picture before the next meeting.

LEADS Tick Research Project: The town's ongoing collaboration with research teams from UNC, the University of South Carolina, NC State, the CDC's vector-borne disease division, the NC Wildlife Resources Commission, the Biltmore Estate, and May Heck has attracted significant national attention. A paper is scheduled for publication on August 12th in the CDC's *Morbidity and Mortality Weekly Report*, and NBC News has reached out for comment. Manager Kanipe expressed confidence in the town's approach of being transparent and fact-based in discussing tick-borne disease risk in the region.

Code Enforcement: Notices have been sent to property owners with significant unresolved storm debris or storm-damaged structures, with a deadline of September 1st to complete repairs or provide a mitigation plan with contractor information. Manager Kanipe noted a strong response rate in the days following the notices. He also confirmed that ongoing coordination with the Parkway has been productive; any debris removal on Parkway-adjacent properties will be targeted and specific, focused on what is down or poses a fire hazard, rather than broad clearing.

Board member Reports

No Board Member Reports were recorded.

Business Matters

Consideration of Tax Settlement: Mr. Kanipe presented the annual tax settlement for FY25-26 as required by state law, noting that the document was included in the agenda packet. A brief discussion followed regarding outreach to delinquent taxpayers, with Mr. Kanipe

confirming that the tax collector has contacted all delinquent property owners and that many issues stem from estate transitions or changes in financial institutions.

Motion to approve the Tax Settlement for Fiscal Year 2025-26 was made by Commissioner Tarleton and seconded by Commissioner Loomis. The motion carried unanimously.

August 11, 2026

Pursuant to the provisions of NCGS 105-373, the following is the Tax Collector's Report of Settlement for 2025 taxes for Fiscal Year 2024-2025 as of August 6, 2026.

**TAX COLLECTOR
ANNUAL SETTLEMENT
FY 2025-2026**

2025 Tax Settlement Summary	
Item	Amount
2025 Levy from Scroll (Real & Personal Property Tax)	3,051,596
Exemptions, Releases & Deferrals	-0-
Afterlist	-0-
Public Service Companies	10,392
2025 Total Levy	3,061,988
Penalties, Cost & Interest	5,755
2025 Total Charges	3,067,743
Collected (2025 Real & Personal)	3,047,984
Uncollected (2025 Real & Personal)	19,760
Percentage of Levy Collected	99.36%
Prior Years Collected During Period/Discoveries	13,142
Overpayments/Prepayments	5,141

List of 2025 Delinquent Taxes – Real Property		
Property Owner	Parcel Identification Number	Total Amount Delinquent
AMENDED AND REINSTATED JOHN F BONEPARTH	964684221000000	6085.59
CONNERTY, LYDIA JACKSON	964652057800000	29.72
EILEEN B HUTCHISON REVOCABLE TRUST	964674448100000	6524.90
BERLIN, SANFORD	964683419500000	3276.25
BERRY, ADAM B	964694686500000	412.50
BOUCHARD FAMILY REVOCABLE	964643228000000	8.90
FRIEDRICH, SONYA	964696544700000	2964.17
PENLEY, BILL C	964685532500000	16.70
SECRETARY OF HOUSING AND URBAN DEVELOPMENT	964689492800000	19.72

Total Delinquent Taxes By Year	
YEAR	AMOUNT
2016	48.28
2021	8.66
2022	7.13
2023	152.35
2024	528.90

NCGS 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body as required by statute.

Consideration of Tax Collection Order- FY 26-27: Mr. Kanipe presented the Tax Collection Order for FY26-27, which authorizes the tax collector to collect taxes for the current fiscal year.

Motion to direct the tax collector to collect taxes for Fiscal Year 2026-27 was made by Commissioner Tarleton and seconded by Commissioner Loomis. The motion carried unanimously.



ORDER OF COLLECTION

State of North Carolina
Town of Biltmore Forest

Order of the Board of Commissioners
Pursuant to NCGS 105-321 for the
Collection of 2026 and Prior Years' Taxes

To the Tax Collector of the Town of Biltmore Forest:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Administration and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Biltmore Forest, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 11th day of August, 2026:

George F. Goosmann, III
Mayor, Town of Biltmore Forest

Attest:

Laura Jacobs
Clerk, Town of Biltmore Forest

The Order of Collection shall be entered into the minutes of the governing body as required by statute (NCGS 105-321(b)).

Consideration of On-Call Engineering Services Award: Mr. Buckner presented the results of a Request for Qualifications (RFQ) process for on-call engineering services, a contract structure the town has utilized for approximately five years. Four firms submitted responsive proposals, which were scored by an internal evaluation team consisting of Mr. Buckner, Mr. Kanipe, and Public Works Supervisor, Mr. Mike Dale using a weighted criteria matrix.

The team recommended awarding on-call contracts to the two highest-scoring firms: McGill Associates, P.A. of Asheville, and WithersRavenel, which maintains a local Asheville office. Both firms were parties to the prior five-year contract and have consistently provided responsive, professional service. The contracts are structured as three-year agreements with a two-year extension option. Fees are governed by task orders issued on a project-by-project basis, with projects exceeding \$30,000 requiring Board approval. The Board noted that having two firms under contract ensures availability and responsiveness when multiple needs arise simultaneously.

Motion to approve on-call engineering services contracts with McGill Associates, P.A. and Withers & Ravenel was made by Commissioner Tarleton and seconded by Commissioner Loomis. The motion carried unanimously.

Discussion regarding E-Bikes and E-Motos: Chief Beddingfield and Mr. Kanipe led a detailed discussion on the growing challenge of electric-powered two-wheeled vehicles operating within town. Chief Beddingfield explained that the core issue has been a widespread misclassification of vehicles: what residents, parents, and initially even officers assumed were e-bikes have in many cases proven to be e-motorcycles—devices without pedals that legally require state registration, insurance, a driver's license, and a motorcycle endorsement. None of the vehicles involved in complaints or crashes have had any of these. The distinction, he noted, is important both legally and from an enforcement standpoint.

North Carolina Senate Bill 576 was recently enacted and establishes a formal three-class definition for e-bikes based on motor size. The law is expected to take effect December 1st and will provide clearer regulatory authority, including the ability of local governments to regulate e-bikes. However, Chief Beddingfield emphasized that the Town's current problem is not with e-bikes as defined under the new law, but specifically with e-motorcycles operated by juveniles.

Enforcement is complicated by two factors: the juvenile justice system generally returns underage operators to their parents with limited further action, and juvenile unruly petitions for e-motorcycle violations are not a priority for the juvenile justice department. Chief Beddingfield discussed the possibility of towing and impounding vehicles as a more effective deterrent, noting that a parent facing a towing and storage bill may prove a more effective enforcement mechanism than the formal juvenile justice process. Charging parents with contributing to the delinquency of a minor for repeated, knowing violations was also mentioned as a potential avenue to explore with the district attorney.

The Board discussed the distinction from scooters as well, and Commissioner Tarleton inquired about reaching out to the DMV's traffic enforcement division to gauge their awareness and response to the statewide pattern. Chief Beddingfield agreed to contact the DMV Commissioner.

The department's current approach centers on education first. Outreach materials distinguishing bicycles, e-bikes, and e-motorcycles are being assembled. An educational public event is being planned, and direct outreach to known repeat operators and their parents is underway. Commissioner Loomis suggested a mailer to residents featuring clear images of the different vehicle types. Park rule signage, which was approved prior to Hurricane Helene but delayed in installation, is being put up and includes prohibitions on e-bikes and e-motos in town parks.

The Board agreed that the primary leverage point is the parents, and that impoundment, direct outreach, and community education are the priority next steps.

Discussion of 355 Vanderbilt Road Recombination Plat: Mr. Kanipe and Mr. Buckner presented a discussion item regarding the recombination of parcels comprising the Town Hall complex at 355 Vanderbilt Road. As the civil design work for the town hall and police department construction project has advanced, it became apparent that the driveway loop serving the complex is legally a dedicated public road rather than private access, and that the Town Hall parcel is therefore split from the remaining complex parcels. In order to consolidate all Town-owned parcels into a single combined parcel for permitting and site development purposes, the public road would need to be formally closed by Board resolution.

Mr. Buckner noted that two private properties adjacent to the complex currently rely on that public right-of-way for access, and that appropriate driveway access easements would need to be established for those property owners prior to or concurrent with the road closure. The road closure and recombination were characterized as primarily an administrative exercise to ensure that improvements constructed during the upcoming building project are legally situated on a properly defined parcel.

The Board expressed support for moving forward with the process. Mayor Goosmann also raised a concern about the directional signage at the complex exit, noting that a driver had recently exited in the wrong direction because the existing sign was not visible soon enough. Mr. Buckner acknowledged the concern and noted that the construction project will bring substantial modifications to the site layout and circulation, which will address this issue.

No formal motion was taken. The Board provided consensus direction to staff to proceed with the road closure resolution process and recombination plat.

Mayor Goosmann adjourned the meeting at 5:44pm.

The next meeting is scheduled for Tuesday, September 8th, 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

August 2026

Primary Incident Type

Fire - Structure Fire - Structural Involvement	1
Hazardous Situation - Hazard Non-Chemical - Electrical Power Line Down / Arching / Malfunction	1
Medical - Illness - Allergic Reaction / Stings	1
Medical - Illness - Heart Problems	1
Medical - Illness - Sick Case	1
Medical - Illness - Unconscious Victim	1
Medical - Injury / Trauma - Fall	1
Medical - Injury / Trauma - Motor Vehicle Collision	3
Medical - Other - Medical Alarm	1
Public Service - Citizen Assist - Citizen Assist / Service Call	2
Public Service - Citizen Assist - Lift Assist	2
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	2
Public Service - Disaster / Weather - Weather Response	1
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	1
Total	19

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 September 8th, 2026 Commission Report August 2026 Data

Total Calls for Service:

965 (951 last month)

Arrests:

3-Felony Arrests-Trafficking Fentanyl, Trafficking Cocaine, (2) Possession of Stolen Firearm, Felony Drug Possession. All from traffic stops.

14-Misdemeanor Arrests-5 Impaired Driving Arrests, 8 Arrests for Outstanding Warrants, 1 for Carrying a Concealed Weapon, all out of traffic stops.

Citations:

50-Citations for various traffic violations (64 last month)

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 6 hours

Vehicle Crash Investigation- 1 hours

Notable Calls and Projects

Held e-bike educational event. Agenda item to follow.

Worked G20 event with all area agencies through mutual aid.

Large drug trafficking arrest from a vehicle stop. Vanderbilt at All Souls Crescent. 56 grams/2 Ounces of Fentanyl, 70.9 Grams/ 2.5 Ounces of Cocaine, A Stolen Firearm, and Other Stolen Goods Were Seized.

Participated in county police agency head meeting, followed by a meeting with jail administrators on wait times and other challenges at the jail.

Preparing for National Night Out event on October 5th.

BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	13	1.35%
ANIMAL CONTROL	11	1.14%
ASSIST MOTORIST	3	0.31%
ASSIST OTHER AGENCY	12	1.24%
BICYCLIST VIOLATION	2	0.21%
BUSINESS CHECK	445	46.11%
CRIME PREVENTION	16	1.66%
DEBRIS IN ROADWAY	6	0.62%
DEPARTMENT OTHER	4	0.41%
DISTURBANCE	1	0.10%
DOWN POWER LINES	1	0.10%
DRILL	1	0.10%
ESCORT	1	0.10%
FOLLOW UP	1	0.10%
FOLLOW-UP INVESTIGATION	2	0.21%
FRAUD	1	0.10%
HOUSE CHECK	119	12.33%
IMPROPER PARKING	2	0.21%
JUVENILE ISSUE	2	0.21%
MAGISTRATE	13	1.35%
MEDICAL EMERGENCY	8	0.83%
MISSING PERSON	1	0.10%
ORDINANCE VIOLATION	5	0.52%
PEDESTRIAN VIOLATION	1	0.10%
POWER OUTAGE	1	0.10%
PUBLIC ASSIST	10	1.04%
RADAR OPERATION	70	7.25%
RECOVERED PROPERTY	1	0.10%
SEARCH WARRANT	4	0.41%
SPECIAL ASSIGNMENT	1	0.10%
SPECIAL CHECK	4	0.41%
SPEED ENFORCEMENT	1	0.10%
SUSPICIOUS ACTIVITY	1	0.10%
SUSPICIOUS PERSON	10	1.04%
SUSPICIOUS VEHICLE	19	1.97%
TALK WITH OFFICER	1	0.10%
TOWN HALL BUSINESS	5	0.52%
TRAFFIC CONTROL	6	0.62%
TRAFFIC STOP	143	14.82%
TREE DOWN	3	0.31%
TRESPASSING	1	0.10%
VEHICLE ACCIDENT	1	0.10%

BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
WARRANT SERVICE	1	0.10%
WELFARE CHECK	11	1.14%

Total Records For BILTMORE FOREST POLICE DEPARTMENT	965	Group/Total	100.00%
---	-----	-------------	---------

Total Records	965
---------------	-----

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item E-3

Public Works Director Monthly Report

Recurring Activities:

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

- Collected 37.69 tons of garbage.
- Diverted 13.32 tons of recycled goods from garbage.
- Picked up 25 loads of brush (approximately 675 cubic yards) over 10 days.
- Responded to 48 total utility locate requests.
- Visited 17 lots documenting the removal of 42 trees and requiring 8 replacements.
- Completed daily chlorine and monthly bacteriological sampling. All tests were passed.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and attempted to contact residents of suspected leaks.
- We continued to perform litter pick-ups as needed, focusing on the entrances.
- Staff continue to service our fourteen (14) dog waste stations weekly.

Miscellaneous Activities for August

- Supervisor Dale and I hosted an all-staff department meeting on August 27, 2026.
- South route brush collections began on July 30, 2026 and North Route collections began on August 17, 2026.
- I coordinated a temporary repair for the flat roof in the Town Hall with Benton Roofing on August 21, 2026. I received a proposal to re-roof the flat roof on 9/3/2026 and will be reviewing that with Manager Kanipe this week.
- I spoke with our contractor about repairing the exterior rotted wood trim around the west and south facing windows of the Board room in Town Hall. This is still on track to begin in late September 2026.
- The new 2025 garbage truck is still being repaired and adjusted at the dealer due to hydraulic system issues. We anticipate getting it back in September.
- We replaced the PTO pump on the 2017 garbage truck.

- Our irrigation system backflow testing contractor concluded the required State testing of approximately 130 backflow devices in Town this month.
- I attended the French Broad River MPO Technical Coordinating Committee (TCC) meeting on Thursday, August 13, 2026.
- Supervisor Dale continues to participate on the tree committee, and I have been participating in the Friends of Biltmore Forest Committee.
- I will be providing Board of Adjustment and Zoning plan review assistance to Mr. Williams moving forward.
- We are continuing weekly mowing activities throughout Town.
- Staff performed shoulder trimming work along Vanderbilt Road from Hendersonville Road to the I-40 bridge, and along Cedarcliff Road between the Bell Gate and Vanderbilt Road to improve site distances and pedestrian safety there.
- Our contractor was delayed due to the rainy weather in August and anticipates starting storm drain improvements at 11-14 Hilltop Road in September.
- I coordinated our contractor to remove the downed trees between the pond and Brooklawn Chase on August 13 and 14.
- I completed and submitted the 2025/2026 Local Government Solid Waste Annual Report. It is currently being reviewed by the State and, once approved, I will provide a copy to the Board.
- My team inspected and we performed maintenance on our two (2) salt and sand spreaders this month.
- We performed routine maintenance on our leaf collection vacuum.
- I met with representatives of Biltmore Estate to coordinate a two-year temporary salt storage area while our new Public Works Facility is being constructed and relocated.
- Supervisor Dale and I continue to respond to numerous questions about controlling bears in town, specifically from accessing garbage.
- I prepared a newsletter article in conjunction with Manager Kanipe discussing the Town's role in stormwater management throughout the Town.

Larger/Capital Projects Updates

Ridgefield Place Road Closure / Cul-de-Sac

- Following the Town's 2022 traffic study, the Town of Biltmore Forest has been discussing resolutions to the safety concerns and excessive cut-through traffic at the Ridgefield Place and Hendersonville Road intersection. Most residents on Ridgefield Place strongly support closing the road entirely, and the Town Board authorized moving forward with detailed plans to close the road and install a cul-de-sac during the May 2026 regular meeting.
- We executed the Task Order to begin surveying and design work in August. The survey field work was completed during the first week of September.

- We anticipate receipt of the survey in September with detailed design including cost estimates to begin immediately after.
- Once plans are sufficiently completed, they will be presented back to the Board for review, and assuming there is still a desire to continue, negotiations for the acquisition of adequate right-of-way can proceed.

Buncombe County Pedestrian Plan Steering Committee

- For more information about this project please visit <https://engage.buncombecounty.org/pedestrianplan>.
- I attended the third virtual steering committee meeting on July 29th, 2026
- Public meetings in the Enka-Candler community were held on August 26th from 5:30 pm to 7:30 pm, and a second public meeting was held in the Swannanoa community on August 28th from 5:30 to 7:30 pm. The consultant is incorporating the feedback from these two public meeting and will announce the next steering committee meeting in September.

Streetlight LED Conversions and Service Upgrades

- All streetlights were inspected for operation on August 6, 2026.
- Out of the 66 total lamps, twelve (12) total lamps are not currently functioning.
 - Five (5) entire lamps are removed and are awaiting pole rebuilds (Helene damage).
 - One (1) pole has been rebuilt and reinstalled and is waiting for a rebuilt lamp head.
 - Two (2) lamps need the power lines feeding them to be replaced.
 - Three (3) lamps need rebuilding.
 - One (1) lamp is awaiting repairs from Duke Energy on their power supplies.
- All 14-camera systems are functioning at this time.
- The potential vendor for new streetlights sent over preliminary plans for three similar lamps for our consideration on August 18, 2026. These are by far the closest replicas we have found to our existing lamps.
- Supervisor Dale and I reviewed the sketches and have asked for additional information on possibly adding street name holders to the lamps, and provided additional information on the lighting performance needed.
- We also requested preliminary pricing information, which was not received prior to preparation of this report.

Anticipated August Activities

- Staff will complete the required daily chlorine and monthly bacteriological tests.
- Brush collection will begin on September 30, 2026, for the South route and will start on September 15, 2026, for the North Route.

- Our team will be re-mulching the row of fir trees along Rosebank Park at Park Road this month.
- We will perform routine maintenance activities in all public spaces as needed.
- I will be reaching out to our road striping and paving contractors to coordinate proposals for both annual contracts this month.
- I have received the first draft of on-call engineering services proposals from both selected consultants and anticipate executing them in September.
- I plan on attending the French Broad River MPO Technical Coordinating Committee (TCC) meeting on Thursday, September 10, 2026.
- I am planning on attending an MPO meeting to discuss Buncombe County prioritization points allocation on Friday, September 25, 2026 at the Land-of-Sky Regional Council.
- I have scheduled to meet a potential HVAC contractor to discuss an annual maintenance contract for all the HVAC units at the Town Hall complex.
- Work will continue to keep as many street lights operable as possible.
- The team will continue to replace meter boxes and perform water system maintenance throughout Town this month.
- Supervisor Dale and I continue to participate with Manager Kanipe and Chief Beddingfield in the Owner-Architect-Contractor (OAC) meetings for the planned new Police and Public Works facilities, twice per month.

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

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item E-4

Planning Monthly Report August 2026

Recurring

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

Monthly Breakdown

- Review of potential subdivisions: 0
- Land use conferences virtual/on site: 120
- Notice of violations verbal/written: 5
- Complaints: 3
- Resolved violations/complaints: 6
- Plans reviewed: 23
- Cases for BOA: 2
- Zoning permits issued: 7
- Demo permits issued: 0
- Zoning Clearance letters issued: 2

Miscellaneous

I attended the North Carolina Association of Zoning Officials Annual Conference.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



AGENDA ITEM E-5

TOWN MANAGER'S MONTHLY REPORT

The following updates summarize current administrative, financial, and operational items for the Board's awareness ahead of the September 8, 2026 meeting.

FEMA Reimbursement: We received a \$1,174,861.17 reimbursement from FEMA last week as a partial reimbursement for the Town's 90% right-of-way debris work. We expect an additional approximately \$379,000 within the next few days, and another tranche of nearly \$400,000 should process shortly. We are also continuing internal work on the potential \$750,000 Category Z administrative reimbursement before final submission.

2026 Property Tax Billing: We received the first tax scroll from Buncombe County last week. The County performs the assessment and sends the property values and property owner information to the Town for our billing process. The first scroll included approximately two-thirds of the Town, and we expect two additional scrolls for tax bill creation. Black Mountain Software, our new financial software vendor, is preparing the bills this year. I also included information in the forthcoming newsletter about the 2026 tax bill because the revaluation process and its "on again, off again" status may be confusing for residents.

Engineering On-Call Agreements: We have followed up with both WithersRavenel and McGill regarding their selections as the town's on-call engineer. Draft agreements with both firms will be reviewed and approved within the next few weeks.

Town Hall Operating Hours: The operating hours for Town Hall change effective September 8, 2026 as we begin a dedicated "lunch hour" for the Town Hall. This closure, between 12 and 1pm, will be beneficial for residents and our staff. Notice of this change was provided in the upcoming newsletter and is also on the Town's website. New signage has been ordered.

Paving/Striping Projects for FY26: We are working with contractors to gather the paving and re-striping (or striping) quotes for this year. We anticipate resurfacing and repaving Vanderbilt Road between Park and Southwood Roads this year. The Town's striping work will be focused on re-striping areas where the paint has worn off or over the newly resurfaced/repaved roads. There is no additional striping planned for the coming year.

Fund	Account	Object	Committed	Committed	Original	Revised	Current	Available	Committed
			Current Month	YTD	Appropriation	Appropriation	Appropriation	Appropriation	
10 General Fund	5210 Administration	411 Full-time Regular Wages	33,249.69	84,077.27	423,223.00	0.00	423,223.00	339,145.73	20
10 General Fund	5210 Administration	412 Part-time Regular Wages	1,512.00	1,584.00	0.00	0.00	0.00	-1,584.00	
10 General Fund	5210 Administration	413 Overtime	353.89	541.35	3,000.00	0.00	3,000.00	2,458.65	18
10 General Fund	5210 Administration	416 Elected Officials	1,550.00	3,100.00	21,600.00	0.00	21,600.00	18,500.00	14
10 General Fund	5210 Administration	421 FICA	2,775.56	6,730.31	32,377.00	0.00	32,377.00	25,646.69	21
10 General Fund	5210 Administration	423 LGERS Pension	7,658.29	18,902.97	97,299.00	0.00	97,299.00	78,396.03	19
10 General Fund	5210 Administration	424 401K	1,694.21	4,258.63	21,161.00	0.00	21,161.00	16,902.37	20
10 General Fund	5210 Administration	425 Health & Life Insurance	5,282.67	13,234.21	73,558.00	0.00	73,558.00	60,323.79	18
10 General Fund	5210 Administration	431 Health Reimbursement Accounts	0.00	0.00	7,500.00	0.00	7,500.00	7,500.00	
10 General Fund	5210 Administration	432 Travel Allowance	250.00	500.00	0.00	0.00	0.00	-500.00	
10 General Fund	5210 Administration	511 Professional Services	11,092.08	12,705.58	50,000.00	0.00	50,000.00	37,294.42	25
10 General Fund	5210 Administration	513 Staff Development & Travel	3,128.98	8,929.86	30,000.00	0.00	30,000.00	21,070.14	30
10 General Fund	5210 Administration	522 Maint & Rep - Buildings & Grounds	20.85	775.56	6,200.00	0.00	6,200.00	5,424.44	13
10 General Fund	5210 Administration	524 Maint & Rep - Vehicles	70.85	298.17	0.00	0.00	0.00	-298.17	
10 General Fund	5210 Administration	534 Dues & Subscriptions	789.79	1,597.70	7,185.00	0.00	7,185.00	5,587.30	22
10 General Fund	5210 Administration	535 Postage & Printing	3,835.70	3,835.70	11,500.00	0.00	11,500.00	7,664.30	33
10 General Fund	5210 Administration	551 Supplies	631.63	1,643.52	10,000.00	0.00	10,000.00	8,356.48	16
10 General Fund	5210 Administration	566 Lease Payment - Principal	765.60	6,625.94	6,600.00	0.00	6,600.00	-25.94	100
10 General Fund	5210 Administration	567 Lease Payment - Interest	0.00	0.00	2,400.00	0.00	2,400.00	2,400.00	
10 General Fund	5210 Administration	579 Miscellaneous Expense	0.00	254.46	1,000.00	0.00	1,000.00	745.54	25
10 General Fund	5300 Police	411 Full-time Regular Wages	96,829.34	252,618.54	1,298,838.00	0.00	1,298,838.00	1,046,219.46	19
10 General Fund	5300 Police	412 Part-time Regular Wages	5,467.08	12,834.50	0.00	0.00	0.00	-12,834.50	
10 General Fund	5300 Police	413 Overtime	11,291.15	23,520.59	25,000.00	0.00	25,000.00	1,479.41	94
10 General Fund	5300 Police	421 FICA	8,500.22	21,628.86	99,361.00	0.00	99,361.00	77,732.14	22
10 General Fund	5300 Police	423 LGERS Pension	26,246.93	65,655.01	322,947.00	0.00	322,947.00	257,291.99	20
10 General Fund	5300 Police	424 401K	5,412.95	13,821.30	64,942.00	0.00	64,942.00	51,120.70	21
10 General Fund	5300 Police	425 Health & Life Insurance	20,404.17	51,914.18	245,334.00	0.00	245,334.00	193,419.82	21
10 General Fund	5300 Police	431 Health Reimbursement Accounts	0.00	0.00	28,500.00	0.00	28,500.00	28,500.00	
10 General Fund	5300 Police	512 Contractual Services	9,684.72	17,728.84	109,600.00	0.00	109,600.00	91,871.16	16
10 General Fund	5300 Police	513 Staff Development & Travel	4,702.03	7,476.31	15,000.00	0.00	15,000.00	7,523.69	50
10 General Fund	5300 Police	514 Uniforms	592.46	5,138.54	20,000.00	0.00	20,000.00	14,861.46	26
10 General Fund	5300 Police	517 Drug Screening/Background Checks	0.00	80.00	5,000.00	0.00	5,000.00	4,920.00	2
10 General Fund	5300 Police	522 Maint & Rep - Buildings & Grounds	201.40	201.40	5,000.00	0.00	5,000.00	4,798.60	4
10 General Fund	5300 Police	523 Maint & Rep - Equipment	1,373.07	2,812.83	5,000.00	0.00	5,000.00	2,187.17	56
10 General Fund	5300 Police	524 Maint & Rep - Vehicles	2,843.18	5,601.80	30,000.00	0.00	30,000.00	24,398.20	19
10 General Fund	5300 Police	531 Rent Expense	0.00	165.00	0.00	0.00	0.00	-165.00	
10 General Fund	5300 Police	551 Supplies	1,065.12	2,214.03	12,000.00	0.00	12,000.00	9,785.97	18
10 General Fund	5300 Police	553 Fuel	3,588.79	4,792.89	22,800.00	0.00	22,800.00	18,007.11	21
10 General Fund	5300 Police	561 Capital Outlay	8,970.21	11,706.74	50,000.00	0.00	50,000.00	38,293.26	23
10 General Fund	5300 Police	566 Lease Payment - Principal	7,231.26	14,462.52	80,000.00	0.00	80,000.00	65,537.48	18
10 General Fund	5300 Police	567 Lease Payment - Interest	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00	
10 General Fund	5300 Police	579 Miscellaneous Expense	1,302.00	6,011.14	10,000.00	0.00	10,000.00	3,988.86	60
10 General Fund	5400 Fire	512 Contractual Services	0.00	106,250.00	425,000.00	0.00	425,000.00	318,750.00	25
10 General Fund	5710 Public Works	411 Full-time Regular Wages	25,393.28	60,201.93	296,869.00	0.00	296,869.00	236,667.07	20
10 General Fund	5710 Public Works	413 Overtime	297.58	297.58	0.00	0.00	0.00	-297.58	
10 General Fund	5710 Public Works	421 FICA	1,908.55	4,485.02	22,710.00	0.00	22,710.00	18,224.98	20
10 General Fund	5710 Public Works	423 LGERS Pension	5,854.99	13,531.14	68,250.00	0.00	68,250.00	54,718.86	20
10 General Fund	5710 Public Works	424 401K	1,285.83	3,027.40	14,843.00	0.00	14,843.00	11,815.60	20
10 General Fund	5710 Public Works	425 Health & Life Insurance	5,491.86	13,591.11	71,275.00	0.00	71,275.00	57,683.89	19
10 General Fund	5710 Public Works	431 Health Reimbursement Accounts	0.00	0.00	7,500.00	0.00	7,500.00	7,500.00	
10 General Fund	5710 Public Works	512 Contractual Services	56.91	113.82	5,000.00	0.00	5,000.00	4,886.18	2
10 General Fund	5710 Public Works	513 Staff Development & Travel	0.00	200.00	15,000.00	0.00	15,000.00	14,800.00	1
10 General Fund	5710 Public Works	514 Uniforms	0.00	3,300.00	6,000.00	0.00	6,000.00	2,700.00	55
10 General Fund	5710 Public Works	521 Maint & Rep - Infrastructure	0.00	20,725.00	50,000.00	0.00	50,000.00	29,275.00	41
10 General Fund	5710 Public Works	522 Maint & Rep - Buildings & Grounds	366.40	1,188.24	45,500.00	0.00	45,500.00	44,311.76	3
10 General Fund	5710 Public Works	524 Maint & Rep - Vehicles	1,051.75	1,051.75	10,000.00	0.00	10,000.00	8,948.25	11
10 General Fund	5710 Public Works	526 Utilities & Communication	1,314.08	2,642.54	15,280.00	0.00	15,280.00	12,637.46	17
10 General Fund	5710 Public Works	551 Supplies	628.32	1,380.81	7,000.00	0.00	7,000.00	5,619.19	20
10 General Fund	5710 Public Works	553 Fuel	3,588.83	4,792.94	18,000.00	0.00	18,000.00	13,207.06	27
10 General Fund	5710 Public Works	561 Capital Outlay	0.00	2,477.44	0.00	0.00	0.00	-2,477.44	
10 General Fund	5710 Public Works	579 Miscellaneous Expense	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	
10 General Fund	5740 Streets	512 Contractual Services	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	
10 General Fund	5740 Streets	513 Staff Development & Travel	0.00	0.00	500.00	0.00	500.00	500.00	
10 General Fund	5740 Streets	523 Maint & Rep - Equipment	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	
10 General Fund	5740 Streets	524 Maint & Rep - Vehicles	305.91	530.53	20,000.00	0.00	20,000.00	19,469.47	3
10 General Fund	5740 Streets	551 Supplies	200.40	300.40	17,500.00	0.00	17,500.00	17,199.60	2
10 General Fund	5740 Streets	561 Capital Outlay	0.00	0.00	225,000.00	0.00	225,000.00	225,000.00	
10 General Fund	5740 Streets	562 Engineering & Design	0.00	1,334.50	75,000.00	0.00	75,000.00	73,665.50	2
10 General Fund	5740 Streets	566 Lease Payment - Principal	5,094.84	5,094.84	36,000.00	0.00	36,000.00	30,905.16	14
10 General Fund	5740 Streets	567 Lease Payment - Interest	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00	
10 General Fund	5750 Solid Waste	411 Full-time Regular Wages	13,206.14	33,275.62	159,327.00	0.00	159,327.00	126,051.38	21
10 General Fund	5750 Solid Waste	412 Part-time Regular Wages	750.00	1,963.00	0.00	0.00	0.00	-1,963.00	
10 General Fund	5750 Solid Waste	413 Overtime	0.00	202.40	0.00	0.00	0.00	-202.40	

10 General Fund	5750 Solid Waste	421 FICA	1,067.93	2,711.62	12,188.00	0.00	12,188.00	9,476.38	22
10 General Fund	5750 Solid Waste	423 LGERS Pension	3,009.69	7,484.29	36,629.00	0.00	36,629.00	29,144.79	20
10 General Fund	5750 Solid Waste	424 401K	660.52	1,674.17	7,966.00	0.00	7,966.00	6,291.65	21
10 General Fund	5750 Solid Waste	425 Health & Life Insurance	2,888.95	7,151.45	42,765.00	0.00	42,765.00	35,613.55	17
10 General Fund	5750 Solid Waste	431 Health Reimbursement Accounts	0.00	0.00	4,500.00	0.00	4,500.00	4,500.00	
10 General Fund	5750 Solid Waste	512 Contractual Services	325.61	651.23	32,400.00	0.00	32,400.00	31,748.77	2
10 General Fund	5750 Solid Waste	514 Uniforms	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	
10 General Fund	5750 Solid Waste	524 Maint & Rep - Vehicles	21,972.49	27,143.75	26,400.00	0.00	26,400.00	-743.75	103
10 General Fund	5750 Solid Waste	551 Supplies	0.00	104.72	2,000.00	0.00	2,000.00	1,895.28	5
10 General Fund	5750 Solid Waste	553 Fuel	2,542.72	3,018.26	19,088.00	0.00	19,088.00	16,069.74	16
10 General Fund	5750 Solid Waste	576 Landfill Tipping Fees	7,529.27	21,897.47	72,520.00	0.00	72,520.00	50,622.53	30
10 General Fund	5750 Solid Waste	579 Miscellaneous Expense	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	
10 General Fund	6000 Debt Service	564 Debt Service - Principal	0.00	0.00	98,811.00	0.00	98,811.00	98,811.00	
10 General Fund	6000 Debt Service	565 Debt Service - Interest	0.00	0.00	6,337.00	0.00	6,337.00	6,337.00	
10 General Fund	9999 Non-departmental	511 Professional Services	94,287.90	121,098.76	815,000.00	0.00	815,000.00	693,901.24	15
10 General Fund	9999 Non-departmental	512 Contractual Services	33,982.44	48,658.86	302,361.00	0.00	302,361.00	253,702.14	16
10 General Fund	9999 Non-departmental	513 Staff Development & Travel	60.00	120.00	1,000.00	0.00	1,000.00	880.00	12
10 General Fund	9999 Non-departmental	522 Maint & Rep - Buildings & Grounds	4,303.30	7,425.05	32,743.00	0.00	32,743.00	25,317.95	23
10 General Fund	9999 Non-departmental	525 Property & Other Liability Insurance	0.00	0.00	124,110.00	0.00	124,110.00	124,110.00	
10 General Fund	9999 Non-departmental	526 Utilities & Communication	1,883.31	3,711.83	18,233.00	0.00	18,233.00	14,521.17	20
10 General Fund	9999 Non-departmental	575 Special Activities	125.00	11,644.96	50,000.00	0.00	50,000.00	38,355.04	23
10 General Fund	9999 Non-departmental	577 Contingencies	0.00	0.00	207,776.00	0.00	207,776.00	207,776.00	
10 General Fund	9999 Non-departmental	579 Miscellaneous Expense	399.66	399.66	10,000.00	0.00	10,000.00	9,600.34	4

Fund	Account	Object	Current Month	YTD	Appropriation	Appropriation	Appropriation	Appropriation	Committed
51 Water & Sewer Fund	5820 Water & Sewer	411 Full-time Regular Wages	19,252.37	45,639.11	227,823.00	0.00	227,823.00	182,183.89	20
51 Water & Sewer Fund	5820 Water & Sewer	413 Overtime	31.69	61.22	0.00	0.00	0.00	-61.22	
51 Water & Sewer Fund	5820 Water & Sewer	421 FICA	1,449.71	3,430.99	17,428.00	0.00	17,428.00	13,997.01	20
51 Water & Sewer Fund	5820 Water & Sewer	423 LGERS Pension	4,394.77	10,219.23	52,377.00	0.00	52,377.00	42,157.77	20
51 Water & Sewer Fund	5820 Water & Sewer	424 401K	965.63	2,287.75	11,391.00	0.00	11,391.00	9,103.25	20
51 Water & Sewer Fund	5820 Water & Sewer	425 Health & Life Insurance	3,184.78	7,851.54	0.00	0.00	0.00	-7,851.54	
51 Water & Sewer Fund	5820 Water & Sewer	511 Professional Services	80.00	545.00	5,000.00	0.00	5,000.00	4,455.00	11
51 Water & Sewer Fund	5820 Water & Sewer	512 Contractual Services	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	
51 Water & Sewer Fund	5820 Water & Sewer	513 Staff Development & Travel	389.00	389.00	5,000.00	0.00	5,000.00	4,611.00	8
51 Water & Sewer Fund	5820 Water & Sewer	522 Maint & Rep - Buildings & Grounds	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	
51 Water & Sewer Fund	5820 Water & Sewer	535 Postage & Printing	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	
51 Water & Sewer Fund	5820 Water & Sewer	551 Supplies	115.10	6,602.87	15,000.00	0.00	15,000.00	8,397.13	44
51 Water & Sewer Fund	5820 Water & Sewer	554 Purchase of Wholesale Utilities	25,335.59	142,098.53	777,400.00	0.00	777,400.00	635,301.47	18
51 Water & Sewer Fund	5820 Water & Sewer	577 Contingencies	0.00	0.00	25,844.00	0.00	25,844.00	25,844.00	

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item G-1

Consideration of Resolution 2026-06
A Resolution to Participate in North Carolina Cooperative
Liquid Asset Securities Systems (NC CLASS)

Background

Section 159-30 of the General Statutes of North Carolina provides the statutory framework for local governments and public authorities to invest idle funds. These provisions establish the types of investments that may be used by a local government unit and help ensure that public funds are managed prudently and in accordance with State law.

Under N.C. Gen. Stat. § 159-30(c)(10), local government funds may be invested in a commingled local government investment pool formed through an interlocal agreement. Any such pool must limit its investments to those authorized under N.C. Gen. Stat. § 159-30(c) or other applicable North Carolina laws governing the investment of local government monies.

Governance Structure

The Trust was created through an Interlocal Agreement dated March 1, 2023, entered into by participating local government units. Additional local government units may join the arrangement by executing a joinder agreement and becoming parties to the Interlocal Agreement. Interestingly, the Trust was created through local government finance officers who saw the need for more diversification opportunities within local governments.

The Trust is governed by an Indenture of Trust dated as of March 1, 2023. The Indenture establishes the framework for depositing pooled idle funds into the Trust and requires that those funds be invested only in permitted investments under North Carolina law.

Benefits to the Town

Participation in the Trust would allow the Town to invest eligible idle funds through a pooled investment structure that is specifically designed for North Carolina local governments. This approach provides the Town with access to professional investment management, diversification, administrative efficiency, and investment options that remain limited to those permitted by State law.

Becoming a party to the Interlocal Agreement and a Participant in the Trust also provides the Town an additional tool for managing cash balances while maintaining statutory compliance and appropriate safeguards for public funds.

The Town maintains a strong relationship with the North Carolina Capital Management Trust (NCCCMT). Utilizing the NC CLASS fund *does not* mean the Town will discontinue investing funds with NCCCMT. This is simply an alternative investment fund provided for use under North Carolina law and allows diversification in our idle funds.

Recommendation

Staff recommends approval of the Town's participation in the North Carolina Cooperative Liquid Asset Securities System (NC CLASS).

2. The Finance Officer is hereby authorized to take or cause to be taken any and all such other actions as they may determine in their discretion to be necessary or advisable or in the best interest of the Town in order to effectuate, complete and carry out the intent and purposes of the foregoing resolutions and the management, supervision, and investment of the Town's idle funds, including, but not limited to, the execution of all depository forms or other documents required by the administrator, the custodian or the investment advisor of the Trust and execution of amendments to the Interlocal Agreement entered into for the purpose of (i) adding an additional Participant to the Trust or (ii) which do not have financial implications for the Town.

3. The Governing Body hereby approves the Finance Officer to serve as the Town's Authorized Representative under the Interlocal Agreement and the Indenture and in such capacity shall remain responsible for the management, supervision and investment of the Town's idle funds.

The undersigned hereby certifies that the Town Council has enacted this Resolution, or another form of Resolution, a copy of which is enclosed, and that such Resolution is a true and correct copy of the original which is in my possession.

Adopted this 8th day of September, 2026.

George F. Goosmann, III, Mayor
Town of Biltmore Forest

Attest:

Laura Jacobs, Town Clerk

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item G-2

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

WHEREAS, the paved drive providing ingress from the south side of Vanderbilt Road to the Biltmore Forest Town Hall, Police Station and Public Works building and providing egress from the same to Vanderbilt Road is a public street having been conveyed to the Town by deed from the Biltmore Estate Company to the Town of Biltmore Forest in 1926; and

WHEREAS the public street is shown on maps recorded in Plat Book 26 at Page 18 and Plat Book 11 at Page 14 Buncombe County Registry; and

WHEREAS the public street is also shown on a survey prepared by Ed Holmes & Associates dated 9/27/2016 titled “Boundary and Topographic Survey for Clark Nexsen, Inc. of Biltmore Forest Town Hall Complex.”

WHEREAS true and accurate copies of the maps referenced herein are attached to and made a part of this Resolution; and

WHEREAS the Town is engaged in constructing a new public works facility on property owned by the Town north of Vanderbilt Road’s crossing of Interstate 40; and

WHEREAS the Town plans to demolish the existing public works and police buildings served by the paved road and construct a new police station on the Town Hall Complex property; and

WHEREAS the closing of this public street will allow the Town to make better use of the property for the new police station and other municipal purposes; and

WHEREAS the public street is used only for ingress to and egress from the Town Hall Complex property and not by members of the public as a public street.

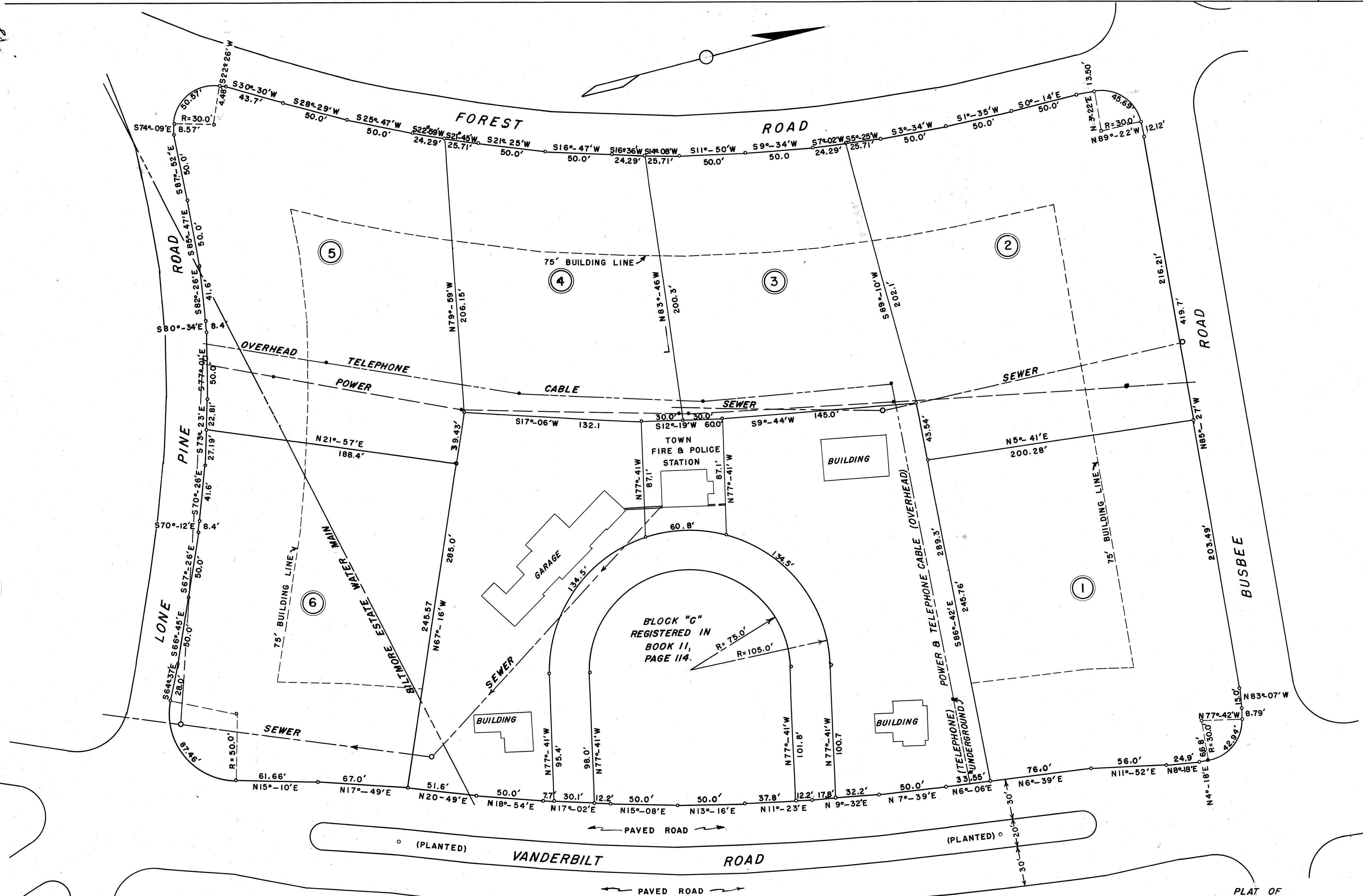
WHEREAS the Town is authorized pursuant to N.C. Gen. Stats. §160A-299 to permanently close any public street.

Now Therefore, the Town of Biltmore Forest (“Town”) hereby resolves as follows:

1. The Town declares its intent to close the public street providing ingress to and egress from the Biltmore Forest Town Hall Complex property, said public street being shown on the maps referenced in this Resolution.
2. That the Town will hold a public hearing on the closing of the public street.
3. That this Resolution shall be published once a week for four successive weeks prior to the public hearing.
4. That a copy of this Resolution shall be sent by certified mail to all owners of property adjoining the public street as shown on the Buncombe County Tax records and Notice of the closing and the public hearing shall be prominently posted in two locations on the public street.

Adopted this 8th day of September 2026.

George Gooseman, Mayor of Biltmore Forest



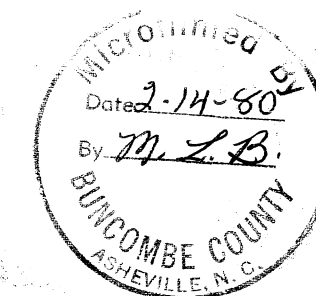
STATE OF NORTH CAROLINA
County of Buncombe

Melvin E. Carter, being first duly sworn, says, that the plat on which this certificate is endorsed is in all respects correct and was prepared from an actual survey made by affiant during the month of AUGUST, 1951, on a variation of the Magnetic needle from the true Meridian of Melvin E. Carter

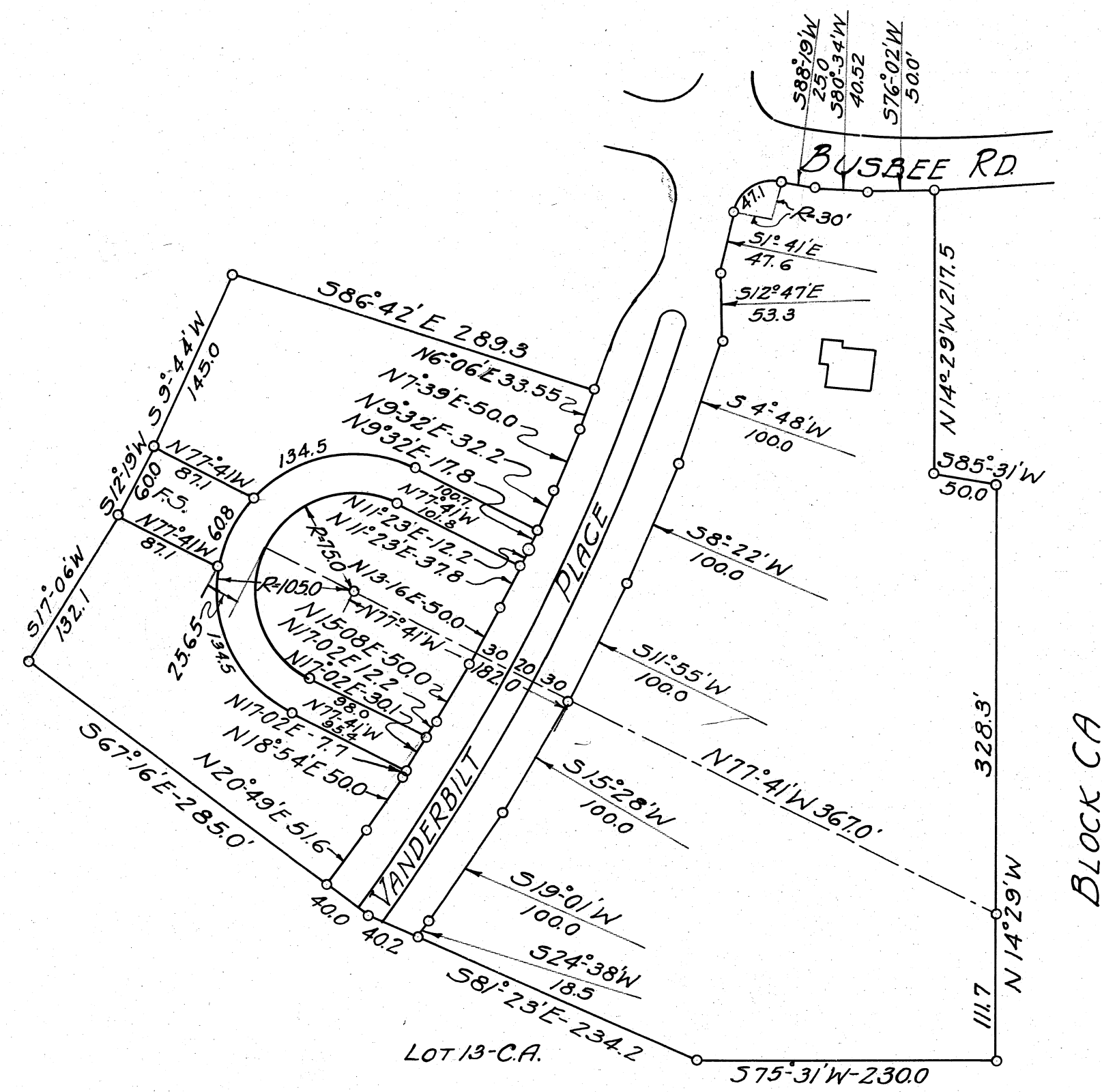
Sworn to and subscribed before me this 14th day of September, 1951, and thereupon it is adjudged that the plat on which this certificate is endorsed has been duly proven as required by the Statutes of North Carolina. Let the same with this certificate be registered.

D. Roberts, Jr.
Clerk Superior Court, Buncombe County

PLAT OF
BLOCK C-D
LOTS 1-6 INCLUSIVE
BILTMORE FOREST
BILTMORE, N.C.
SCALE 1"=40.0' AUGUST, 1951
CARTER & BEARDEN
ENGINEERS



11/11/11



STATE OF NORTH CAROLINA.
BUNCOMBE COUNTY.

MARION F. HETHERINGTON, being first duly sworn says, that the plat on which this certificate is endorsed is in all respects correct, and was prepared from an actual survey made by affiant during the month of October, 1926 all bearings being turned from the true Meridian.

Marion F. Hetherington

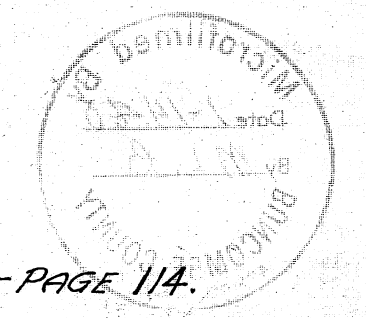
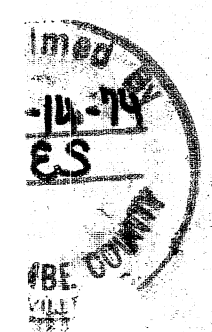
Sworn to and subscribed to before me this the 26 day of Oct. 1926 and thereupon it is adjudged that the plat upon which this certificate is endorsed has been duly proven as required by the statutes of North Carolina. Let the same with this certificate be registered.

Shawn Young
Deputy CLERK SUPERIOR COURT, BUNCOMBE CO.

BLOCK C
BILTMORE FOREST

BILTMORE N.C.

SCALE: 1"=100'



BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item G-3

Discussion regarding e-Bike/e-Moto Education Efforts

Background

The town received many complaints and experienced a couple of accidents related to e-bike and e-moto operation in town over this past summer.

The police department held an educational event at town hall on Wednesday 9/2/2026. We had representation from multiple police officers, elected officials and about 16 residents including three teenagers that utilize e-bikes/e-motos.

The educational event detailed North Carolina Law relating to regulation of E-bike, E-moto, mopeds, and motorcycles. Strategies through education and enforcement action were discussed. Safety and protective gear was covered. New regulations effective 12/1/26 were covered as well. An open discussion took place after the event.

Informational flyers were given to all attendees and split between town hall and the police department for informational purposes. Police department staff feel that the event was beneficial and made a positive impact.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
SEPTEMBER 8, 2026



Agenda Item G-4

Police/Public Works Building Project Update

Background

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

Project Status

The project remains in the design and preconstruction phase. Town staff, DP3 Architects, engineering consultants, and the Construction Manager at Risk team continue refining project designs and construction cost estimates. Recent design review meetings have focused on site layout, building functionality, project scope, and budget alignment. The Town has also approved a design change notice allowing McGill Engineers to develop a recombination plat for the Town Hall parcel(s).

For the Public Works Facility, site planning efforts have continued with staff recommendations being reviewed and considered by the design team. Design work continues to emphasize appropriate screening, buffering, and site integration measures intended to minimize visual impacts while maintaining operational functionality. Planning and zoning matters associated with the site have largely progressed through the preliminary approval process.

For the Police Department facility, design efforts continue to focus on replacing the Town's existing building, which suffers from significant operational and physical limitations, including space constraints, accessibility concerns, and ongoing maintenance challenges. The proposed facility is intended to provide a modern law enforcement headquarters that better supports staff, equipment, evidence storage, training, and public access functions.

Financial Considerations

As project development continues, the Town is receiving progressively refined pricing information from the design and construction teams. Staff has been evaluating financing options and has discussed bank-placed financing as the preferred funding mechanism due to its anticipated cost effectiveness and flexibility. Additional information regarding project budgets and financing plans will be presented as design development advances and cost estimates are further refined.

Schedule

Current project scheduling remains focused on completing design development, advancing cost estimating efforts, and preparing for final construction documentation and procurement activities. Staff has previously advised the Board that the project remains on schedule for a March groundbreaking, subject to completion of remaining design, permitting, financing, and construction-preparation milestones.

Public Meeting

As we are closer to construction work occurring, I believe it is a good time to have a drop-in information session for our citizens. I would like to schedule this, with the Board's approval, for Tuesday, September 29. My idea for this event is a simple drop-in option for residents between the hours of 4:30 and 6:30 where they can review the project design, budget, schedule, and ask any questions they may have.

Next Steps

Over the coming months, staff anticipates continuing work with the architect, engineers, legal counsel, and construction management team to:

- Complete ongoing design development activities;
- Continue refinement of project pricing and budget estimates;
- Schedule public drop-in event
- Finalize financing recommendations;
- Advance permitting and regulatory approvals as necessary;
- Develop final construction documents; and
- Prepare for project bidding and construction commencement.

Recommendation

This memorandum is presented for informational purposes only. The only Board action requested at this time is consensus on the proposed drop-in event date.