

## PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, October 12, 2021 at 4:30 p.m.

***MEETING HELD IN PERSON  
IN ACCORDANCE WITH CDC AND STATE GUIDELINES***

***ZOOM LINK AVAILABLE ON REAR OF AGENDA  
FOR THOSE WISHING TO PARTICIPATE IN THAT MANNER***

A. Roll Call by the Clerk

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

B. The minutes of the September 14, 2021 meeting will be presented for approval.

C. Reports of Officers

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

D. New Business

1. Greenwood Park Stream Restoration Project
2. Stormwater Infrastructure Projects
3. Consideration of Resolution 2021-13 – A Resolution Requesting Participation from AT&T and Charter Spectrum with Duke Energy's Targeted Underground Program
4. Consideration of Planning Commission (Alternate Member) Appointment

E. Adjourn

Town of Biltmore Forest is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89000177147?pwd=anBTMXdqNTJLb0NLOFN6QlRyQU5qZz09>

Meeting ID: 890 0017 7147

Passcode: 341759

One tap mobile

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MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD SEPTEMBER 14, 2021.

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

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

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

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

A moment of silence was observed for the people that lost their lives on September 11, 2001.

Commissioner Cogburn made a motion to approve the minutes subject to a few typos from August 10, 2021. The motion was seconded by Commissioner Loomis and unanimously approved.

Chief Lance from Skyland Fire Department was not present.

Chief Chris Beddingfield gave the report for the Police Department. There were 823 calls. There were several weather events with some heavy storms that came through and numerous power lines and trees fell down. The main gate of the Biltmore Estate flooded but there were no major issues. A CodeRed message was sent out early advising residents of increased traffic and heavy presence in the gate area. There was effective communication between Biltmore Estate police and

Town of Biltmore Forest police. Chief Beddingfield said two telecommunicators went to a nationwide conference in San Antonio, Texas and brought back great information. It was excellent training and good networking.

Chief Beddingfield said they are still working on combatting vagrancy issues. There are many individuals who wander throughout Town trying to get inside vehicles in residents' driveways. If the vehicles are unlocked, they will rummage inside and steal valuables. If the doors are locked, they will move on.

Commissioner Loomis congratulated Chief Beddingfield for being appointed Regional Director for the Chiefs Association of the North Carolina Association of Chiefs of Police.

Mayor Goosmann thanked Chief Beddingfield for all of the Department's hard work.

Mr. Harry Buckner gave the report for the Public Works department. Mr. Buckner said there has been an increase in tree assessments most likely due to the tropical storm.

Another public works employee will be hired and start on the 20<sup>th</sup>. He is a former employee of the North Carolina Department of Transportation. Mayor Goosmann asked Mr. Buckner if this will bring public works to full staff now. Mr. Buckner said no due to an employee being out on leave.

Mr. Buckner noted how efficient the solid waste program is with the Town when compared to other places. Mr. Buckner said the Town's brush program is very efficient as well.

Copper and lead testing were completed in the water distribution system.

Mr. Buckner said appliances were secured for the police department kitchen. They are in the middle of remodeling and getting the new kitchen ready.

Eleven trees fell across roads as a result of tropical storm Fred. All of the employees did a wonderful job and were very efficient.

Professional services for the traffic study are coming. Mr. Buckner is also making progress on the storm water master plan with Mr. Kanipe.

Mr. Mike Dale is in Statesville, NC this week for water system training.

Commissioner Cogburn asked the status of the new waste receptacles. Mr. Kanipe said he reached out to the vendor and the samples should be in soon for the Board and residents to view different sizes and colors.

Mr. Jonathan Kanipe gave the report for the Town. Mr. Kanipe mentioned that MSD made several repairs related to storm water infiltration into the sewer system at Cedarcliff and Forest. Metropolitan Sewerage District has been working very hard at this and doing a good job. The residents were very appreciative of this work.

Mr. Buckner and Mr. Dale met with a consultant from McGill to go over the Town's next planned storm water projects. This includes an area on Park Road where a cross connection pipe will be replaced. This should most likely be done by the end of this year. Also, Rosebank parking going north will be a much more substantial project.

Mr. Kanipe discussed further planning for the Greenwood Park stream restoration project. The bid announcement goes out next week, a pre-bid meeting will be held on September 28<sup>th</sup>, and bids ven

Open on October 5<sup>th</sup>.

National Night Out is rescheduled for Tuesday, October 5<sup>th</sup>. Mr. Kanipe said Chief Beddingfield has done a great job organizing this event. Mr. Kanipe said there will be a food truck as well as inflatables and various activities for the kids.

The Town's auditor, Carter PC, examined the local government retirement system census requirement. This is a new Governmental Accounting Standards Board (GASB) requirement that has to be done. It is a simple report by looking at our local government retirement system to make sure everything is correct when submitting to the State.

The Planning Commission will begin working on Phase 2 of the 160D requirement. The next meeting will be Tuesday, September 28<sup>th</sup> at 5:30pm. The Comprehensive Plan for 2022 will be discussed. This will be due July 1, 2022.

The Town agreed to move into alignment for Buncombe County's mask declaration. This information is publicly available on Buncombe County's website, and the Town published information on our website.

Mr. Kanipe discussed the Mini-Brooks Act and project specific exemptions. Mr. Kanipe explained the Mini-Brooks Act which requires the selection of professional services based on qualifications and not price. The Town has followed these statutes most recently when advertising for an architect for the Public Works Building, requesting qualifications for our stormwater on-call engineering services, or hiring the construction manager at risk for the Public Works project.

Some projects, however, are exempt from this requirement if they fall under a \$50,000 cost estimate. NCGS 143-64.32 provides the mechanism for this exemption. Governing body resolutions are not a requirement, but the UNC School of Government recommends a formal resolution as a means of explaining the reason for the exemption. The statute does require the exemption be noted in writing, and a formal resolution from the Board accomplishes this requirement while ensuring accountability in the process. The Town has two such projects to undertake that qualify for this exemption. The first is a streambank restoration along an unnamed tributary of Fourmile Branch. This area is adjacent to Cedar Hill Drive, just southwest of the intersection of Hemlock Road. The Town recently completed a stormwater improvement project west of this property closer to the intersection of Cedar Chine. This project's purpose is not necessarily related to stormwater piping, but rather, to restore the streambank adjacent to Cedar Hill and ensure the road does not become compromised from further drainage and erosion. The estimated cost for design and the entirety of the project is \$49,800 based on an hourly fee basis

that would take the project through construction. The Town has identified Jennings Environmental for this work. The FY22 budget included engineering funds for this project. This does not include the construction portion of the project, which would be bid as required by state law subsequently.

The second exempted project would be the Town Traffic Study. The Board directed staff to identify a process and conduct a town wide traffic study. J.M. Teague Engineering has performed two site-specific traffic studies for the Town in the past several years and is a good fit for this project. The proposed cost for this work is well under the required statutory limit and is funded from the streets engineering line item. Staff recommends utilizing J.M. Teague for this project.

Consideration of Resolution 2021-10 which is A Resolution exempting tributary to Fourmile branch stabilization project. A motion was made by Commissioner Kelly. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Consideration of Resolution 2021-11 which is a Resolution exempting the Town traffic study project. A motion was made by Commissioner Loomis. Commissioner Kelly seconded the motion. The motion was unanimously approved.

Consideration of Resolution 2021-12 which is a Resolution of appreciation for Marjorie Waddell. Mr. Kanipe said Ms. Waddell was on the Planning Commission for eight years. Ms. Waddell did a fantastic job and was present for every meeting. Commissioner Cogburn made a motion to approve. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Mr. Kanipe discussed the American Recovery Plan funding update. The total funding provided to the Town will be \$451,275.58. Half of this funding was received in mid-August. Mr. Kanipe said many local government partners anticipated receiving final guidance for spending by the end of August. As of this writing, the United States Treasury Department has yet to release final guidance. The Town is under no obligation to expend these funds immediately, particularly after adopting the capital project ordinance which allows funds to be carried over from fiscal year to fiscal year.

Commissioner Cogburn recommended using some of the money for security cameras for each entrance of Biltmore Forest. Mr. Kanipe said they have been working on three entrances to have security cameras installed. Mr. Kanipe said Mr. Buckner is working on getting an engineering detail on running this system. Mr. Kanipe said Chief Beddingfield worked last week with the vendor to show the various locations of where the cameras would be placed. Mr. Kanipe said this should be done within the next six months. Commissioner Cogburn asked why there would only be three cameras when there are seven entrances into the Town. Commissioner Cogburn noted that you would not lock some of the doors at your house and leave the others unlocked. Mr. Kanipe said the electricity issue is rather challenging and the camera component itself has been challenging logistically. Mr. Kanipe said the most traveled entrances would be where the initial camera installations would occur. These entrances are the Parkway at Stuyvesant Road, Busbee/Hendersonville Road, and Cedarcliff/Hendersonville Road. Eventually the other entrances would be included as well as the parks. Commissioner Cogburn thanked Mr. Kanipe and hoped all the entrances can be quickly secured.

Mr. Kanipe discussed the tropical depression Fred impacts and disaster funding. There was collection and disposal of approximately 150 cubic yards of storm debris. There were eleven trees that needed to be cut out of the road and everyone did a great job of removing the debris.

In other business, Mayor Goosmann discussed previous conversations about not allowing trucks on Eastwood Road and only allowing trucks on Busbee, Vanderbilt, and Stuyvesant Road. Mr. Kanipe said there will be various questions asked on the traffic survey that goes out to residents'. Mayor Goosmann discussed the damage caused on the roads on Eastwood and Brookside from these commercial construction vehicles.

Commissioner Loomis asked Mr. Kanipe if the survey will deal with the construction traffic on Ridgefield. Mr. Kanipe said there will most likely be a general question asking residents about construction traffic.

Mayor Goosmann discussed pedestrian safety and asked to notify people when outside to dress accordingly when walking at night. Mayor Goosmann said many people wear very dark



colors and cannot be seen. Mayor Goosmann said it is very dangerous. Chief Beddingfield agreed with Mayor Goosmann and said we can notify residents with the creation of a pamphlet about pedestrian safety.

Public Comment

There was no public comment.

Mayor Goosmann adjourned the meeting at 5:25 p.m. The next meeting is scheduled for Tuesday, October 12, 2021 at 4:30 pm.

ATTEST:

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Ms. Laura Jacobs  
Town Clerk

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George F. Goosmann, III  
Mayor

Biltmore Forest Police  
 Department  
  
 355 Vanderbilt Road  
 Biltmore Forest, NC 28803  
 828-274-0822  
 www.biltmoreforest.org



**George F. Goosmann, III, Mayor**  
**Doris P. Loomis, Mayor-Pro Tem**  
**E. Glenn Kelly, Commissioner**  
**Fran Cogburn, Commissioner**  
**Jonathan Kanipe, Town Manager**  
  
**M. Chris Beddingfield, Chief of Police**

Department head report for the Board of Commissioners meeting held  
 October 12th, 2021

**Chris Beddingfield, Police Chief**

***Calls for Service: 667***

***Officers responded to the following calls for service:***

Accident – 7	Accident - Pl - 0	Special Assignment – 1
Alarm – 28	Animal Control - 12	Special Check – 32
Assist EOC – 2	Assist Motorist - 5	Speed/Reckless Driving- 0
Assist Other Agency – 18	Assist Resident - 16	Suspicious Person – 12
Bear Report – 0	Business Check- 198	Suspicious Vehicle – 38
Crime Prev. – 12	Chase- 0	Vandalism – 1
Direct Traffic – 1	Distressed Animal - 0	Vehicle Stop – 39
Disturbance – 1	Dog Complaint - 9	Well-being Check – 4
Domestic disturbance-0	Fire-1	Road Blocked – 4
Fight- 0	Gun fire/Shots fired - 1	Service of Car – 0
Hit and Run - 0	House Check - 94	Sign Ord Violation – 0
Improper Parking- 6	Incomplete 911- 1	
Investigation - 4	Intoxicated Driver- 0	
Mental Patient - 1	Missing Person - 2	
Noise Disturbance - 1	Ordinance Violation - 3	
Person Down - 0	Power Outage - 3	

Professionalism Respect Integrity Dedication Excellence

**Arrests:**

3-Felony Arrest-One from road rage incident, two from calls for service. Two felony drug charges from the calls for service. Multiple Charges from the road rage incident.

1-Misdemeanor Arrests-Warrant service at 33 Busbee for court violations.

**Time Consumption Summary:**

*Approximations:*

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 5 hours

Vehicle Crash Investigation- 2 hours

**Notable Calls and Projects:**

Issues continue with vagrant/homeless, unlocked cars being gone through.

Two (2) separate missing person cases. Both suffered from some level of cognitive impairment. One missing from residence located at McDonalds in Biltmore Village, the other left Double Tree and checked into Hampton Inn. Both were located safely and reunited with family.

Road rage incident with alleged gunfire. Started on Hendersonville Rd but came all the way through town. Suspect vehicle crashed into the trees in front of town hall. Suspect was wanted on multiple warrants, the vehicle and firearm were stolen and the subject was impaired. He was arrested on multiple charges and processed without incident.

National Night Out has been canceled twice now due to weather. Open discussions on several options for some type of community festival and/or reschedule later this fall.

CAD dispatcher center is now up and running. Dispatchers are very pleased. The effectiveness of the new system really came to light during our missing persons cases as dispatch was able to send photographs and other crucial information directly to the officers. It may have an impact on the appearance of our statistical data as calls are recorded a little differently.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

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

Re: Public Works Department September 2021 Monthly Report

Date: October 7, 2021

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### **Recurring Activities:**

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

- Collected 31.19 tons of garbage.
- Diverted 16.28 tons of recycled goods from garbage.
- Picked up 23 loads of brush (approximately 690 cubic yards) over 9 days.
- Responded to 50 total utility locate requests, comprised of 41 new requests and 6 updates and 3 emergency requests.
- Visited 18 residences for Tree Assessments, approving the removal of 69 trees, and requiring the installation of 72 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Results are reported via the State's on-line reporting system.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Routine brush pickup continued on the normal schedule, with North pick-up on September 15 and South pick-up beginning on September 30. There is only one more brush collection scheduled for each route in the month of October, transitioning to leaf collection on November 1, 2021.

### **Coronavirus (COVID-19) Related Activities:**

- Mask requirements and social distancing protocols have been reinstated at the Public Works facility, but they do remain open to the public.
- One (1) staff person was exposed to COVID-19 at the end of September, but did not test positive. He did self-quarantine for 10 days and has returned to work.

### **Miscellaneous Activities in September**

- One of our injured public works employees continues to remain out indefinitely. We continue to cover any gaps by reassigning work to the remaining Public Works team members and all essential services are being covered.
- We are excited to introduce Hunter Graham as our newest Public Works Department employee. Hunter started on September 20 and has already contributed positively to the team. He comes to us from the North Carolina Department of Transportation and has both road maintenance and water system maintenance experience. We are grateful to have him on-board.
- We completed the required triennial lead and copper testing as required by the North Carolina Public Water Section. I am pleased to report that all test results were well below any EPA action levels. In fact, all lead test results (out of 10) were below detection level, and only two (2) copper tests were slightly above detection level.
- We've completed shoulder stabilization and right of way clearing along Vanderbilt Road between 292 Vanderbilt Road north to Biltmore Village.
- We completed our project kick-off meeting with Jennings Environmental regarding the stream stabilization project along Cedar Hill Road from Brookside Park to the sinkhole project that was completed last year.
- Task orders were received for engineering design services two (2) stormwater projects. One is the culvert replacement between 13 and 15 Park Road across Park Road (Project Area 2 from the 2019 Stormwater Master Plan), and the second project combines Master Plan Projects Area 1 and Area 9, which is the stormwater system from just below the Rosebank Park field area along Vanderbilt Rd., to the intersection of Lone Pine, Vanderbilt Rd., and Stuyvesant Rd., and then east along Lone Pine Rd. and south along Stuyvesant Rd. Design work on these projects will begin in October.
- We met with the residents and landscaper at 4 Southwood Road, and made contact with the resident at 6 Southwood Road to discuss right-of-way clearing along Southwood Road. Work will begin in October.
- The Police Department kitchen remodel is well underway and completion is anticipated in October.
- Public Works staff assisted with the Food Truck Friday event on Friday September 10<sup>th</sup>, 2021.
- Mr. Dale successfully completed the backflow prevention and cross connection control training school from September 13-16, 2021 in Statesville.

- The back-up garbage truck is still at the shop awaiting completion of repairs to the hydraulic system and transmission/PTO. A new hydraulic tank is ordered and the mechanic is awaiting delivery.
- The back-up recycling truck maintenance is completed and has been returned to service.
- Maintenance was completed on the remainder of the Public Works fleet vehicles, including new tires on the two garbage trucks, and servicing the leaf vacuum unit.

## **Larger/Capital Projects Updates**

### *Greenwood Park Stream Restoration*

- Bids opened on October 5, 2021. Manager Kanipe has a separate agenda item for this topic in the Manager's report.

### *Automatic Water Meter Reading System Endpoint Replacement Program*

- We are still awaiting delivery of the replacement materials from the vendor. Work will begin upon receipt.

### *Cedar Hill Road Stream Stabilization Project*

- A design kick-off meeting was held on-site with the impacted resident on September 20, 2021. The field survey is already underway, and design will begin in October.

### *Town-wide Traffic Study*

- Consultant contracted, kick-off meeting held October 6, 2021, and work will continue in October.

### *Master Plan Project Area 2 – 13/15 Park Rd. Culvert Replacement*

- Task order in hand; work will begin in October.

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

- Task order in hand; work will begin in October.

## **Upcoming in October**

- Regular mowing activities at all parks and road shoulders continues. Mowing should slow down with less rain and cooler weather.
- We will conclude the last two brush pick-ups for the year in October, and are preparing for leaf collection to begin in November.
- We are continuing the internal training of our new employee.
- We will complete the manual water meter readings and assist Ms. Jacobs with the Bi-monthly water billings.

- There will be a day of dead/damaged/diseased tree removal from the right-of-way on October 14<sup>th</sup> (weather pending).
- We are continuing to work with residents on right-of-way and line-of-sight clearing, and have received positive feedback and cooperation in many locations. The next area of focus is Southwood Road.
- Mr. Bartlett will be attending backflow prevention and cross connection control training school October 4-7 in Sanford.
- We anticipate receiving the preventive maintenance proposal for the garbage trucks this month, and the sample cans for inspection.
- Work will be finished on the refresh of the Police Department break room and kitchen.
- We will continue work on the Busbee Wye beautification project. We will complete a planting plan for this area, as well as the new planting bed in front of Town Hall.
- Manager Kanipe and I are continuing to plan and monitor the department's capital improvements projects for the year.

Please do not hesitate to contact me if you have any specific questions about this or any of our programs.

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

October 12, 2021



## Agenda Item C-4

### Town Manager's Monthly Report

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#### Covid-19 Update

The Town remains aligned with Buncombe County's Order requiring face coverings within indoor, public spaces. This order is effective through Friday, October 29 unless revoked prior to that date. Buncombe County Health and Human Services Department utilizes metrics to make recommendations regarding the face covering orders. The goal is to have positive tests below 5 percent; the positivity rates have dropped steadily over the course of the past few weeks but remain above this threshold (most recently at 7.1%).

#### Traffic Study Update

Town staff met with J.M. Teague consultants on Thursday, October 7<sup>th</sup> to begin the Town's traffic study. The Board of Commissioners approved an exemption to the Mini-Brooks Act last month, allowing us to move forward. The two main tasks for this project are to evaluate existing plans for neighboring corridors and consider potential impacts to the Town. This process has begun and information gathered will be utilized to create the survey that goes to citizens. The public survey is the second component, with a draft delivered to the Town by November 5. Staff and the Board will review this draft before being sent out to all citizens. We have asked the consultants to send the survey via mailer and the Town will provide a direct link on our website. We will also provide hard copies to citizens who request them. I will have a substantive update regarding this project at the next meeting.

#### Comprehensive Plan Update

The Planning Commission held their first meeting for the Comprehensive Plan on Tuesday, September 28, 2021. Ms. Toya Hauf was selected by the Commission to serve as Chair, and Ms. Dawn Grohs will serve as Vice-Chair. The focus for this meeting was to review a proposed schedule for work and review of the comprehensive plan. The goal for the Commission over the next several months is to develop questions for a public survey, convene public meetings to gather information, and develop a Comprehensive Plan that will be reviewed and approved by the Board of Commissioners by July 1, 2022. Please let me know if you have any questions regarding this schedule on the following page or matters related to the Comprehensive Plan.



Town of Biltmore Forest  
Planning Commission

Approved Comprehensive Plan Schedule

Date	Process/Meeting Focus	Outcome
September 28, 2021	Comprehensive Plan Overview and Schedule Development	Approval of Schedule and Begin Prioritization
October 26, 2021	Discuss Town specific Comprehensive Plan Elements Staff review of specific Town mapping elements Review comprehensive plans from other communities	Identify priorities for Comprehensive Planning Consideration and survey development; develop draft survey for review by Commission; and approve survey for distribution to residents
November 23, 2021	Review initial survey response rate and methods of participation	Determine segments of comprehensive plan to include in draft.
December 21, 2021 (note diff. proposed date for meeting)	Review survey response rate and/or results (dependent upon survey distribution timeframe)	Define final dates for public meetings to receive input on comprehensive planning process, survey responses, and other resident land use feedback
January 25, 2022	Regular meeting – Consider holding one public meeting at this time	Likely will need to hold one public meeting during the evening (regular meeting) and one during the daytime. Receive and review public feedback and determine time for next public meeting.
February 22, 2022	Review public comments, survey responses, and Commissioner prioritization.	Define final focus for each section of the Comprehensive Plan
March 29, 2022	First draft Comprehensive Plan provided to the PC	Receive comments and make changes to comprehensive plan draft
April 26, 2022	Final draft Comprehensive Plan provided to Planning Commission	Review and provide feedback and/or consider recommendation of approval to Board of Commissioners
May 24, 2022	If final draft not approved in April, final draft review at this point	Recommendation to Board of Commissioners for adoption (last available time to do this)

The Board of Commissioner will hold a public hearing prior to final adoption of the Comprehensive Plan. All statutory requirements for land use ordinances will be followed, including a public hearing notice published twice no more than 25 days and no less than 10 days before the hearing.

Friends of Biltmore Forest / 100<sup>th</sup> Anniversary Celebration Committee

The Friends of Biltmore Forest committee will be spearheading the Town’s 100<sup>th</sup> Anniversary celebration planning. The Town’s centennial will be in 2023 and we are preparing for many community

events that will celebrate this milestone. The Town has developed a webpage where interested residents may provide contact information, and their interest, to serve on these committees. The website is available at [biltmoreforest.org/anniversary](http://biltmoreforest.org/anniversary). Additional materials and information will be added to this site over the course of the next few months.

### Intersection Camera Project

The Town's intersection camera project is continuing to progress. We received the electrical engineer's recommended design for the posts necessary to hold the cameras and provide adequate capacity for these systems. Additionally, we are exploring avenues to provide cameras at each entrance into the Town as well. We will receive final pricing estimates from the camera vendor and hope to have more detailed update and schedule next month.

### Continued Right of Way Maintenance

Town Public Works staff continues to improve right of ways throughout the Town. We are doing this by working with homeowners to trim shrubs that may encroach into the Town's right of way, remove rocks or other obstructions that may be placed within the right of way, and performing repairs where necessary. This project is ongoing but we are making good headway with heavily trafficked areas in the Town.

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 09/30/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,835,096.00	2,904,855.54	2,904,855.54	0.00	-69,759.54	102
10-3010-0100 AD VALOREM TAXES (DMV)	104,332.00	18,910.88	18,910.88	0.00	85,421.12	18
10-3010-0200 TAX INTEREST & PENALTIES	10,000.00	414.48	414.48	0.00	9,585.52	4
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$2,924,180.90</b>	<b>\$2,924,180.90</b>	<b>\$0.00</b>	<b>\$25,247.10</b>	<b>99</b>
<b>Revenue Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$2,924,180.90</b>	<b>\$2,924,180.90</b>	<b>\$0.00</b>	<b>\$25,247.10</b>	<b>99</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$2,924,180.90</b>	<b>\$2,924,180.90</b>	<b>\$0.00</b>	<b>99</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	205,227.00	0.00	0.00	0.00	205,227.00	0
10-3020-0100 ALCOHOL BEVERAGE TAX	6,000.00	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	540,724.00	0.00	0.00	0.00	540,724.00	0
10-3020-0300 1/2 CENT SALES TAX A.40	227,111.00	0.00	0.00	0.00	227,111.00	0
10-3020-0400 1/2 CENT SALES TAX A.42	282,736.00	0.00	0.00	0.00	282,736.00	0
10-3020-0600 SALES TAX REFUND	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3020-0700 GASOLINE TAX REFUND	3,500.00	0.00	0.00	0.00	3,500.00	0
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,275,298.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,275,298.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	950.00	0.00	0.00	0.00	950.00	0
10-3030-0100 POWELL BILL	55,505.00	0.00	0.00	0.00	55,505.00	0
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,455.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,455.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 BUILDING PERMITS	30,000.00	23,814.00	23,814.00	0.00	6,186.00	79
10-3040-0100 DOG LICENSE FEE	1,300.00	20.00	20.00	0.00	1,280.00	2
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$31,300.00</b>	<b>\$23,834.00</b>	<b>\$23,834.00</b>	<b>\$0.00</b>	<b>\$7,466.00</b>	<b>76</b>
<b>Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$23,834.00</b>	<b>\$23,834.00</b>	<b>\$0.00</b>	<b>\$7,466.00</b>	<b>76</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$23,834.00</b>	<b>\$23,834.00</b>	<b>\$0.00</b>	<b>76</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	1,000.00	40.24	40.24	0.00	959.76	4
<b>3050 Investment Earnings Subtotal</b>	<b>\$1,000.00</b>	<b>\$40.24</b>	<b>\$40.24</b>	<b>\$0.00</b>	<b>\$959.76</b>	<b>4</b>

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<b>Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$40.24</b>	<b>\$40.24</b>	<b>\$0.00</b>	<b>\$959.76</b>	<b>4</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$40.24</b>	<b>\$40.24</b>	<b>\$0.00</b>	<b>4</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	38,000.00	1,200.00	1,200.00	0.00	36,800.00	3
10-3060-0200 MISCELLANEOUS	10,000.00	20,036.12	20,281.15	-245.03	-10,281.15	203
<b>3060 Miscellaneous Subtotal</b>	<b>\$48,000.00</b>	<b>\$21,236.12</b>	<b>\$21,481.15</b>	<b>-\$245.03</b>	<b>\$26,518.85</b>	<b>45</b>
<b>Revenue Subtotal</b>	<b>\$48,000.00</b>	<b>\$21,236.12</b>	<b>\$21,481.15</b>	<b>-\$245.03</b>	<b>\$26,518.85</b>	<b>45</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$48,000.00</b>	<b>\$21,236.12</b>	<b>\$21,236.12</b>	<b>-\$245.03</b>	<b>44</b>
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	50.00	0.83	0.83	0.00	49.17	2
<b>3290 Subtotal</b>	<b>\$50.00</b>	<b>\$0.83</b>	<b>\$0.83</b>	<b>\$0.00</b>	<b>\$49.17</b>	<b>2</b>
<b>Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$0.83</b>	<b>\$0.83</b>	<b>\$0.00</b>	<b>\$49.17</b>	<b>2</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$0.83</b>	<b>\$0.83</b>	<b>\$0.00</b>	<b>2</b>
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,627.30	1,627.30	0.00	6,372.70	20
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,627.30</b>	<b>\$1,627.30</b>	<b>\$0.00</b>	<b>\$6,372.70</b>	<b>20</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,627.30</b>	<b>\$1,627.30</b>	<b>\$0.00</b>	<b>\$6,372.70</b>	<b>20</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,627.30</b>	<b>\$1,627.30</b>	<b>\$0.00</b>	<b>20</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	15,000.00	0.00	0.00	0.00	15,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	300,000.00	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$315,000.00</b>	<b>0</b>
<b>Other Financing Source Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$315,000.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	442,800.00	85,415.47	85,415.47	0.00	357,384.53	19
30-3710-0100 MSD CHARGES	338,789.00	60,019.17	60,019.17	0.00	278,769.83	18
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	1,379.50	1,379.50	0.00	6,320.50	18
<b>3710 Water Sales Subtotal</b>	<b>\$789,289.00</b>	<b>\$146,814.14</b>	<b>\$146,814.14</b>	<b>\$0.00</b>	<b>\$642,474.86</b>	<b>19</b>
<b>Revenue Subtotal</b>	<b>\$789,289.00</b>	<b>\$146,814.14</b>	<b>\$146,814.14</b>	<b>\$0.00</b>	<b>\$642,474.86</b>	<b>19</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$789,289.00</b>	<b>\$146,814.14</b>	<b>\$146,814.14</b>	<b>\$0.00</b>	<b>19</b>
<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						

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<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	300.00	300.00	0.00	5,700.00	5
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$6,000.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$5,700.00</b>	<b>5</b>
<b>Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$5,700.00</b>	<b>5</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>5</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	214,530.00	57,201.56	57,201.56	0.00	157,328.44	27
10-4200-0300 OVERTIME	5,000.00	85.14	85.14	0.00	4,914.86	2
10-4200-0500 FICA	16,794.00	3,580.62	3,580.62	0.00	13,213.38	21
10-4200-0600 HEALTH INSURANCE (MEDICAL)	28,502.00	5,797.20	5,797.20	0.00	22,704.80	20
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,470.00	1,156.14	1,156.14	0.00	3,313.86	26
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	937.50	937.50	0.00	2,812.50	25
10-4200-0700 LGERS RETIREMENT	39,581.00	8,713.28	8,713.28	0.00	30,867.72	22
10-4200-0800 401K SUPP RETIREMENT	10,976.00	2,809.56	2,809.56	0.00	8,166.44	26
10-4200-1000 ACCOUNTING & TAXES	45,000.00	19,276.49	19,276.49	0.00	25,723.51	43
10-4200-1200 POSTAGE, PRINTING, STATIONARY	6,000.00	2,484.27	3,846.87	1,362.60	2,153.13	64
10-4200-1400 MILEAGE & BOARD SALARY	22,000.00	5,400.00	5,400.00	0.00	16,600.00	25
10-4200-3300 SUPPLIES AND EQUIPMENT	8,750.00	1,436.26	1,436.26	0.00	7,313.74	16
10-4200-5300 DUES & FEES	5,000.00	4,935.50	5,500.50	565.00	-500.50	110
10-4200-5700 MISCELLANEOUS	1,000.00	377.50	377.50	0.00	622.50	38
10-4200-6500 STAFF DEVELOPMENT	16,000.00	3,928.84	4,573.84	645.00	11,426.16	29
<b>4200 Administration Subtotal</b>	<b>\$427,353.00</b>	<b>\$118,119.86</b>	<b>\$120,692.46</b>	<b>\$2,572.60</b>	<b>\$306,660.54</b>	<b>28</b>
<b>Expenditure Subtotal</b>	<b>\$427,353.00</b>	<b>\$118,119.86</b>	<b>\$120,692.46</b>	<b>\$2,572.60</b>	<b>\$306,660.54</b>	<b>28</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$427,353.00</b>	<b>-\$118,119.86</b>	<b>-\$118,119.86</b>	<b>-\$2,572.60</b>	<b>28</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$427,353.00</b>	<b>-\$118,119.86</b>	<b>-\$118,119.86</b>	<b>-\$2,572.60</b>	<b>28</b>
<b>4300</b>						
<b>Expenditure</b>						
<b>4300</b>						
<b>4300 Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64.11</b>	<b>\$64.11</b>	<b>-\$64.11</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64.11</b>	<b>\$64.11</b>	<b>-\$64.11</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$64.11</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$64.11</b>	<b>0</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	908,986.00	246,270.09	246,270.09	0.00	662,715.91	27
10-5100-0300 OVERTIME	26,000.00	8,427.82	8,427.82	0.00	17,572.18	32
10-5100-0400 SEPARATION ALLOWANCE	30,617.00	8,243.13	8,243.13	0.00	22,373.87	27
10-5100-0500 FICA	71,526.00	17,014.25	17,014.25	0.00	54,511.75	24
10-5100-0600 HEALTH INSURANCE (MEDICAL)	148,416.00	36,996.96	36,996.96	0.00	111,419.04	25
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	18,892.00	4,949.28	4,949.28	0.00	13,942.72	26

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10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	6,375.00	6,375.00	0.00	19,125.00	25
10-5100-0700 LGERS RETIREMENT	168,681.00	40,772.29	40,772.29	0.00	127,908.71	24
10-5100-0800 401K SUPP RETIREMENT	45,474.00	12,536.78	12,536.78	0.00	32,937.22	28
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	3,227.40	8,012.51	4,785.11	11,987.49	40
10-5100-1600 MAINT/REPAIR - EQUIPMENT	2,000.00	0.00	84.00	84.00	1,916.00	4
10-5100-1700 MAINT/REPAIR - VEHICLES	12,000.00	684.45	2,134.12	1,449.67	9,865.88	18
10-5100-3100 MOTOR FUELS	13,000.00	3,908.37	3,908.37	0.00	9,091.63	30
10-5100-3300 SUPPLIES	10,000.00	1,357.16	1,357.16	0.00	8,642.84	14
10-5100-3600 UNIFORMS	7,500.00	1,790.55	5,060.32	3,269.77	2,439.68	67
10-5100-3700 SOFTWARE	50,000.00	19,384.90	55,765.89	36,380.99	-5,765.89	112
10-5100-3800 TECHNOLOGY	60,000.00	13,344.76	32,094.43	18,749.67	27,905.57	53
10-5100-5700 MISCELLANEOUS	7,500.00	6,631.01	7,515.01	884.00	-15.01	100
10-5100-5800 PHYSICAL EXAMS	5,000.00	65.00	2,087.90	2,022.90	2,912.10	42
10-5100-6500 STAFF DEVELOPMENT	10,000.00	3,605.75	5,576.82	1,971.07	4,423.18	56
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	125,000.00	20,407.40	104,827.16	84,419.76	20,172.84	84
<b>5100 Police Department Subtotal</b>	<b>\$1,766,092.00</b>	<b>\$455,992.35</b>	<b>\$610,009.29</b>	<b>\$154,016.94</b>	<b>\$1,156,082.71</b>	<b>35</b>
<b>Expenditure Subtotal</b>	<b>\$1,766,092.00</b>	<b>\$455,992.35</b>	<b>\$610,009.29</b>	<b>\$154,016.94</b>	<b>\$1,156,082.71</b>	<b>35</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,766,092.00</b>	<b>-\$455,992.35</b>	<b>-\$455,992.35</b>	<b>-\$154,016.94</b>	<b>26</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,766,092.00</b>	<b>-\$455,992.35</b>	<b>-\$455,992.35</b>	<b>-\$154,016.94</b>	<b>26</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	106,250.00	106,250.00	0.00	318,750.00	25
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$106,250.00</b>	<b>\$106,250.00</b>	<b>\$0.00</b>	<b>\$318,750.00</b>	<b>25</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$106,250.00</b>	<b>\$106,250.00</b>	<b>\$0.00</b>	<b>\$318,750.00</b>	<b>25</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$106,250.00</b>	<b>-\$106,250.00</b>	<b>\$0.00</b>	<b>25</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$106,250.00</b>	<b>-\$106,250.00</b>	<b>\$0.00</b>	<b>25</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	239,707.00	57,158.73	57,158.73	0.00	182,548.27	24
10-5600-0300 OVERTIME	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5600-0500 FICA	19,485.00	3,635.88	3,635.88	0.00	15,849.12	19
10-5600-0550 UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	500.00	0
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	46,872.00	8,730.24	8,730.24	0.00	38,141.76	19
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	6,739.00	1,037.50	1,037.50	0.00	5,701.50	15
10-5600-0675 HRA HEALTH REIMB ACCT	9,000.00	1,500.00	1,500.00	0.00	7,500.00	17
10-5600-0700 LGERS RETIREMENT	45,924.00	8,471.42	8,471.42	0.00	37,452.58	18
10-5600-0800 401K SUPP RETIREMENT	12,735.00	2,665.39	2,665.39	0.00	10,069.61	21
10-5600-1000 OUTSIDE SERVICES	10,000.00	0.00	0.00	0.00	10,000.00	0
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	963.72	963.72	0.00	6,036.28	14
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	825.68	825.68	0.00	9,174.32	8
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	10,000.00	195.40	195.40	0.00	9,804.60	2

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10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	990.05	1,690.20	700.15	8,309.80	17
10-5600-3100 MOTOR FUELS	12,000.00	3,126.69	3,126.69	0.00	8,873.31	26
10-5600-3300 SUPPLIES	10,000.00	347.59	600.20	252.61	9,399.80	6
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	179.88	424.91	245.03	575.09	42
10-5600-3600 UNIFORMS	8,000.00	681.22	5,886.93	5,205.71	2,113.07	74
10-5600-3800 TECHNOLOGY	10,000.00	2,659.49	2,959.08	299.59	7,040.92	30
10-5600-5200 PARKS	50,000.00	1,051.13	2,892.59	1,841.46	47,107.41	6
10-5600-5202 GREENWOOD PARK STREAM RESTORA	300,000.00	1,500.00	1,500.00	0.00	298,500.00	1
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	522.46	923.71	401.25	76.29	92
10-5600-6500 STAFF DEVELOPMENT	8,000.00	632.66	632.66	0.00	7,367.34	8
<b>5600 Public Works Subtotal</b>	<b>\$843,462.00</b>	<b>\$96,875.13</b>	<b>\$105,820.93</b>	<b>\$8,945.80</b>	<b>\$737,641.07</b>	<b>13</b>
<b>Expenditure Subtotal</b>	<b>\$843,462.00</b>	<b>\$96,875.13</b>	<b>\$105,820.93</b>	<b>\$8,945.80</b>	<b>\$737,641.07</b>	<b>13</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$843,462.00</b>	<b>-\$96,875.13</b>	<b>-\$96,875.13</b>	<b>-\$8,945.80</b>	<b>11</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$843,462.00</b>	<b>-\$96,875.13</b>	<b>-\$96,875.13</b>	<b>-\$8,945.80</b>	<b>11</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	5,000.00	365.60	1,036.53	670.93	3,963.47	21
10-5700-2200 CONTRACTS- PAVING & STRIPING	77,907.00	0.00	0.00	0.00	77,907.00	0
10-5700-2300 SUPPLIES	10,000.00	981.14	981.14	0.00	9,018.86	10
10-5700-2400 TRAFFIC SIGNS	500.00	0.00	0.00	0.00	500.00	0
10-5700-2500 STORM WATER DRAINAGE	100,000.00	465.95	696.00	230.05	99,304.00	1
10-5700-3800 TECHNOLOGY	5,000.00	2,283.89	2,283.89	0.00	2,716.11	46
10-5700-6500 STAFF DEVELOPMENT	1,000.00	38.38	38.38	0.00	961.62	4
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	5,000.00	199.95	199.95	0.00	4,800.05	4
10-5700-7500 ENGINEERING	75,000.00	953.35	953.35	0.00	74,046.65	1
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$279,407.00</b>	<b>\$5,288.26</b>	<b>\$6,189.24</b>	<b>\$900.98</b>	<b>\$273,217.76</b>	<b>2</b>
<b>Expenditure Subtotal</b>	<b>\$279,407.00</b>	<b>\$5,288.26</b>	<b>\$6,189.24</b>	<b>\$900.98</b>	<b>\$273,217.76</b>	<b>2</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$279,407.00</b>	<b>-\$5,288.26</b>	<b>-\$5,288.26</b>	<b>-\$900.98</b>	<b>2</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$279,407.00</b>	<b>-\$5,288.26</b>	<b>-\$5,288.26</b>	<b>-\$900.98</b>	<b>2</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	121,642.00	27,818.20	27,818.20	0.00	93,823.80	23
10-5800-0300 OVERTIME	10,000.00	286.10	286.10	0.00	9,713.90	3
10-5800-0500 FICA	10,071.00	1,912.81	1,912.81	0.00	8,158.19	19
10-5800-0600 HEALTH INSURANCE (MEDICAL)	34,400.00	5,147.64	5,147.64	0.00	29,252.36	15
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	4,170.00	485.52	485.52	0.00	3,684.48	12
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	1,125.00	1,125.00	0.00	3,375.00	25
10-5800-0700 LGERS RETIREMENT	23,735.00	4,515.53	4,515.53	0.00	19,219.47	19
10-5800-0800 401K SUPP RETIREMENT	6,582.00	1,429.93	1,429.93	0.00	5,152.07	22
10-5800-1700 MAINT/REPAIRS - VEHICLES	13,000.00	9,281.80	17,795.80	8,514.00	-4,795.80	137

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 09/30/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-3100 MOTOR FUELS	12,000.00	3,797.93	3,797.93	0.00	8,202.07	32
10-5800-3300 SUPPLIES	0.00	26.73	26.73	0.00	-26.73	0
10-5800-3600 UNIFORMS	1,000.00	520.07	520.07	0.00	479.93	52
10-5800-3800 TECHNOLOGY	1,000.00	137.63	137.63	0.00	862.37	14
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5800-5900 MISCELLANEOUS	1,000.00	0.00	492.20	492.20	507.80	49
10-5800-6000 CAPITAL OUTLAY	55,000.00	0.00	0.00	0.00	55,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	50,000.00	11,647.39	11,647.39	0.00	38,352.61	23
10-5800-8100 RECYCLING	12,000.00	0.00	0.00	0.00	12,000.00	0
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$360,600.00</b>	<b>\$68,132.28</b>	<b>\$77,138.48</b>	<b>\$9,006.20</b>	<b>\$283,461.52</b>	<b>21</b>
<b>Expenditure Subtotal</b>	<b>\$360,600.00</b>	<b>\$68,132.28</b>	<b>\$77,138.48</b>	<b>\$9,006.20</b>	<b>\$283,461.52</b>	<b>21</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$360,600.00</b>	<b>-\$68,132.28</b>	<b>-\$68,132.28</b>	<b>-\$9,006.20</b>	<b>19</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$360,600.00</b>	<b>-\$68,132.28</b>	<b>-\$68,132.28</b>	<b>-\$9,006.20</b>	<b>19</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	35,000.00	3,940.00	3,940.00	0.00	31,060.00	11
10-6600-1100 TECHNOLOGY	95,000.00	14,262.98	15,313.95	1,050.97	79,686.05	16
10-6600-1300 MUNICIPAL UTILITIES	20,000.00	4,286.19	4,286.19	0.00	15,713.81	21
10-6600-1500 GE. REPS. AND MAINT.	25,000.00	7,506.99	8,049.66	542.67	16,950.34	32
10-6600-5400 INSURANCE	90,000.00	80,377.27	80,377.27	0.00	9,622.73	89
10-6600-6000 CONTINGENCY	48,931.00	0.00	0.00	0.00	48,931.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	784.15	784.15	0.00	4,215.85	16
10-6600-6301 4TH OF JULY	7,500.00	5,675.45	6,786.54	1,111.09	713.46	90
10-6600-6302 NATIONAL NIGHT OUT	2,000.00	2,879.10	3,016.87	137.77	-1,016.87	151
10-6600-6303 HOLIDAY LIGHTING	14,000.00	0.00	0.00	0.00	14,000.00	0
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	1,000.00	55.33	55.33	0.00	944.67	6
10-6600-6500 FOREST MANAGEMENT	60,000.00	8,400.00	12,800.00	4,400.00	47,200.00	21
<b>6600 General Government Subtotal</b>	<b>\$405,431.00</b>	<b>\$128,167.46</b>	<b>\$135,743.42</b>	<b>\$7,575.96</b>	<b>\$269,687.58</b>	<b>33</b>
<b>Expenditure Subtotal</b>	<b>\$405,431.00</b>	<b>\$128,167.46</b>	<b>\$135,743.42</b>	<b>\$7,575.96</b>	<b>\$269,687.58</b>	<b>33</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$405,431.00</b>	<b>-\$128,167.46</b>	<b>-\$128,167.46</b>	<b>-\$7,575.96</b>	<b>32</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$405,431.00</b>	<b>-\$128,167.46</b>	<b>-\$128,167.46</b>	<b>-\$7,575.96</b>	<b>32</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	5,833.33	5,833.33	0.00	17,500.67	25
10-6700-0200 Street Improvements-Principal	6,667.00	1,666.67	1,666.67	0.00	5,000.33	25
10-6700-0500 Public Works Building-Principal	84,211.00	0.00	0.00	0.00	84,211.00	0
10-6700-0600 2020 POLICE CARS-PRINCIPAL	28,327.00	28,327.00	28,327.00	0.00	0.00	100
10-6700-1100 Police Dept Renovations-Interest	2,334.00	666.75	666.75	0.00	1,667.25	29
10-6700-1200 Street Improvements-Interest	667.00	190.50	190.50	0.00	476.50	29
10-6700-1500 Public Works Building-Interest	20,514.00	0.00	0.00	0.00	20,514.00	0



REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 09/30/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-1600 2020 POLICE CARS-INTEREST	1,580.00	1,578.76	1,578.76	0.00	1.24	100
<b>6700 Debt Service Subtotal</b>	<b>\$167,634.00</b>	<b>\$38,263.01</b>	<b>\$38,263.01</b>	<b>\$0.00</b>	<b>\$129,370.99</b>	<b>23</b>
<b>Expenditure Subtotal</b>	<b>\$167,634.00</b>	<b>\$38,263.01</b>	<b>\$38,263.01</b>	<b>\$0.00</b>	<b>\$129,370.99</b>	<b>23</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$167,634.00</b>	<b>-\$38,263.01</b>	<b>-\$38,263.01</b>	<b>\$0.00</b>	<b>23</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$167,634.00</b>	<b>-\$38,263.01</b>	<b>-\$38,263.01</b>	<b>\$0.00</b>	<b>23</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	142,619.00	21,571.82	21,571.82	0.00	121,047.18	15
30-8100-0400 PROFESSIONAL SERVICES	10,000.00	725.00	3,617.50	2,892.50	6,382.50	36
30-8100-0500 FICA	10,910.00	1,695.68	1,695.68	0.00	9,214.32	16
30-8100-0600 HEALTH INSURANCE (MEDICAL)	18,351.00	4,150.78	4,150.78	0.00	14,200.22	23
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	2,718.00	602.24	602.24	0.00	2,115.76	22
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	2,250.00	687.50	687.50	0.00	1,562.50	31
30-8100-0700 LGERS RETIREMENT	25,714.00	4,154.67	4,154.67	0.00	21,559.33	16
30-8100-0800 401K SUPP RETIREMENT	7,131.00	1,187.17	1,187.17	0.00	5,943.83	17
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	5,000.00	0.00	477.20	477.20	4,522.80	10
30-8100-1500 GENERAL REPAIRS	10,000.00	0.00	0.00	0.00	10,000.00	0
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	429.74	3,619.46	3,189.72	11,380.54	24
30-8100-3800 TECHNOLOGY	5,000.00	2,283.89	2,283.89	0.00	2,716.11	46
30-8100-4800 WATER PURCHASES	146,066.00	61,549.25	61,549.25	0.00	84,516.75	42
30-8100-4900 SEWER PURCHASES	275,595.00	119,888.17	119,888.17	0.00	155,706.83	44
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	3,592.04	3,592.04	0.00	4,107.96	47
30-8100-5700 MISCELLANEOUS	14,284.00	0.00	0.00	0.00	14,284.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	960.30	1,630.94	670.64	3,369.06	33
30-8100-7400 CAPITAL IMPROVEMENT	100,000.00	0.00	18,511.35	18,511.35	81,488.65	19
<b>8100 Water Dept. Subtotal</b>	<b>\$803,338.00</b>	<b>\$223,478.25</b>	<b>\$249,219.66</b>	<b>\$25,741.41</b>	<b>\$554,118.34</b>	<b>31</b>
<b>Expenditure Subtotal</b>	<b>\$803,338.00</b>	<b>\$223,478.25</b>	<b>\$249,219.66</b>	<b>\$25,741.41</b>	<b>\$554,118.34</b>	<b>31</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,338.00</b>	<b>-\$223,478.25</b>	<b>-\$223,478.25</b>	<b>-\$25,741.41</b>	<b>28</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,338.00</b>	<b>-\$223,478.25</b>	<b>-\$223,478.25</b>	<b>-\$25,741.41</b>	<b>28</b>

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

October 12, 2021



## Agenda Item D-1

### Greenwood Park Stream Restoration Project

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#### Background

The Town received official notice of eligibility from the North Carolina Division of Water Infrastructure (NCDWI) in late August 2021 for the Greenwood Park Stream Restoration project. This project began with an application for a zero-interest loan in April 2019. Since that time, the Town has worked with WithersRavenel consultants to develop a stream restoration design for this area and provided necessary documentation to the State agency for review and approval.

#### Bid Process

After the Town received the official eligibility letter, invitations for construction bids were distributed and publicly noticed. The Town held a pre-bid conference on Tuesday, September 28, 2021 for interested contractors regarding the project. Six contractors attended the pre-bid conference, either in person or virtually. Bids were due and opened Tuesday, October 5, 2021. This timeline was deliberately aggressive to provide the Board of Commissioners an opportunity to review the bids, consider them, and make an award at the October 12, 2021 meeting.

The Town received four bids for the project. The consultant's estimate for construction was approximately \$236,145. The four bids ranged from \$185,901.50 to \$410,887.02. The consultant has reviewed the bids for conformity and compliance with the bid package and Baker Grading and Landscaping, Inc. is the compliant low bidder. The bid tabulation sheet and recommendation summary from WithersRavenel is attached to this memorandum. As the funding agency, the Division of Water Infrastructure must approve the bid package as well. From a timing perspective, the intent was for the Board of Commissioners to review and award contingent upon NCDWI's approval at this meeting.

Unfortunately, NCDWI alerted the Town on October 7, 2021 that the NC Local Government Commission (LGC) has yet to approve the funding of this project. This request was submitted to the LGC in October 2020. As of this writing, both the Town and NCDWI staff are unaware as to why this has not been approved. The NCDWI project manager indicated this occurred with several other stream restoration projects over the past year, and does not believe it is due to anything the Town has or has not done. The funding for the project is not at risk and NCDWI staff is resolving the issue with the LGC. At this time, however, the directive from NCDWI is for the Town to not award, even on a contingent basis, as this cannot occur until the LGC approves the funding. As time is of the essence

with the bid, staff will do everything possible to ensure the LGC is reviewing and responding to this request and that we can move forward to award as soon as legally possible.



October 8, 2021

Town of Biltmore Forest  
355 Vanderbilt Road  
Biltmore Forest, North Carolina 28803

Attn: Jonathan Kanipe, Town Manager

RE: WR Project #09190438.00  
Recommendation of Award  
Greenwood Park Stream Restoration

Dear Mr. Kanipe:

Bids for the Greenwood Park Stream Restoration were opened on October 5<sup>th</sup>, 2021, with a total of four bids being opened and examined. A summary of the bids is shown below, and a certified bid tabulation is attached to this letter.

Contractor	Total Base Bid Amount
B. H. Graning Contracting, Inc.	\$410,887.02
Piedmont Utility Group, Inc.	\$337,066.77
Shamrock Environmental Corporation	\$256,546.40
<b>Baker Grading &amp; Landscaping, Inc.</b>	<b>\$185,901.50</b>
Engineer's Opinion of Probable Cost	\$236,145.00

We have reviewed the bids submitted for completeness and accuracy. The bid submitted by Baker Grading & Landscaping, Inc. appears to be complete. Their total bid for this project was \$185,901.50, which is less than the amount budgeted for this work.

Based on our review of the qualifications of Baker Grading & Landscaping, Inc., it appears that the firm has documented acceptable experience and is properly licensed to perform the work required for this project. According to the North Carolina Licensing Board for General Contractor's website, the firm holds a current valid General Contractor's license in the State of North Carolina (NC GC 36703, Highway, Unlimited).

The Bid Package from Baker Grading & Landscaping, Inc. appears to meet all the bid requirements. Therefore, WithersRavenel recommends that the Town of Biltmore Forest award the construction contract to Baker Grading & Landscaping, Inc. in the bid amount of **\$185,901.50**, contingent upon receipt of the Authorization to Award from the NC DEQ Division of Water Infrastructure, and the City's staff and legal counsel review for acceptability and concurrence with the bid documents.

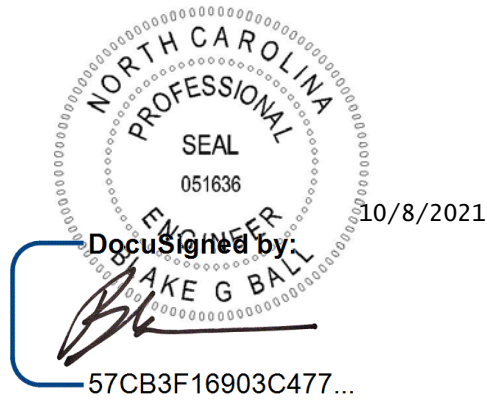
We look forward to continuing to assist the Town of Biltmore Forest during the construction phase of the project. If you have any questions regarding this recommendation or the opening of bids, please do not hesitate to contact me.



Sincerely,  
WithersRavenel

**Blake G. Ball, PE**  
Project Engineer

115 MacKenan Drive | Cary, NC 27511  
Office: 919.469.3340 | Direct: 919.238.0376  
Mobile: 919.622.0294  
[bball@withersravenel.com](mailto:bball@withersravenel.com)



Attachments:

Certified Bid Tabulation



# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

October 12, 2021



## Agenda Item D-2

### Stormwater Infrastructure Projects

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#### Background

As mentioned briefly last month, the Town is moving forward with design work for two stormwater projects previously identified in the Town's stormwater master plan. These projects actually comprise three of the ten project areas identified in the Master Plan. Specifically, these are projects 1, 2, and 9. These project descriptions from the Master Plan are included in your agenda packet, but are for informational purposes only. The construction estimate costs noted in these descriptions should not be considered as fact since these were conceptual plans only. The true field design work will reveal more accurate construction cost estimates. For example, the Town completed Master Plan project 4 last December for a cost of approximately \$150,000 – the estimate in the conceptual design was over three times that final construction cost.

A third project is located adjacent to Cedar Hill Road near the intersection of Hemlock Road. This was not listed in the Master Plan as the stream has eroded the bank more substantially in the past year. This stream restoration design was exempted by the Board last month and Jennings Environmental has already begun survey work in conjunction with their design.

#### Master Plan Project Area 1 and 9

This is the larger of the two master plan projects and includes an area south of the Stuyvesant Road/Lone Pine Road/Vanderbilt Road intersection, then southwest along Vanderbilt Road and through Rosebank Park. These areas have always been high on our priority list, as evidenced by the master plan, and a formal design for this project is needed before performing necessary construction and improvements in this area.

#### Master Plan Project Area 2

This undersized culvert under Park Road was rated as “poor condition” in the Master Plan. This culvert, while not carrying stormwater directly from Project Areas 1 and 9, carries water that ends up in Raoul Branch, similar to the water in Project Areas 1 and 9. This project is significantly smaller in scale than projects 1 and 9.

#### Stormwater Master Plan Projects

As we begin design work for these projects, it is important to recognize where we are within the scope of work in the Master Plan. Design and construction for projects 1, 2, and 9 will result in 4 of 10 projects being completed. The initial CIP for these projects called for Project 1 and 2 to be

completed by 2022, with project 9 coming several years later. However, Projects 1 and 9 are inexorably linked – at minimum, designing these projects together (as the lower end of the outfall area depends vitally upon what improvements are made on the upper end) is appropriate.

#### Funding for Design Work

The attached proposals do not require Board approval since McGill is one of two on-call stormwater engineers approved by the Town through an earlier RFQ process. The purpose of providing this information is to assure the Board and Town that we are working on these projects, and acknowledge that a portion of our American Rescue Plan (ARP) funding will be utilized to begin this work. Please let me know if you have any questions regarding this scope of work or planned design development.



## Results

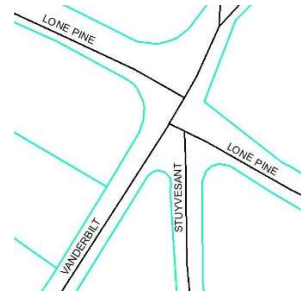
### Summary of Issues and Solutions for Each Project Area

The following is a summary of the issues and solutions proposed for the 10 Project Areas included in the CIP. Please refer to the *Preliminary Stormwater Assessment and Analysis (Appendix C)* for a more detailed description of the issues and solutions for each Project Area.

#### Project Area 1

##### PROBLEM DESCRIPTION

The streets at the intersection of Vanderbilt and Lone Pine Road have been observed to flood frequently. The pipes under Lone Pine Road and Stuyvesant Road are undersized, and the associated inlets are categorized as "Poor" or "In Need of Repair." The majority of local network inlets are in "Poor" condition.



##### RECOMMENDED SOLUTION

Estimated Project Cost: \$484,500

- Replace storm drainage networks on the east and south side of the intersection with larger capacity inlets and larger storm drainage lines.
- Increase the size of the existing cross pipes, under Lone Pine and Stuyvesant Road.
- Replace existing boulder inlet covers with better performing, aesthetically designed inlet covers.

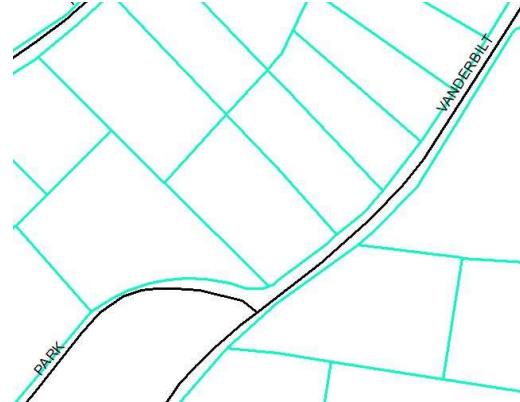
##### ADDITIONAL MULTI-PURPOSE SOLUTION

- Install permeable pavement at the intersection to improve minor flooding. Assess incorporating a round-about design with a rain garden centerpiece.

## Project Area 9

### PROBLEM DESCRIPTION

Any drainage improvements performed at Project Area 1 would likely impact the downstream stormwater infrastructure at Project Area 9 requiring a higher capacity system at Project Area 9 as well as additional erosion protection. Additionally, the storm drainage system at Project Area 9 is mostly in “Fair” condition. The cross pipe that discharges to Raoul Branch near the park is currently undersized and in need of repair or replacement. The remaining cross pipes near the park are also in need of repair.



### RECOMMENDED SOLUTION

Estimated Project Cost: \$778,030

- Rehabilitate or install new inlets to improve capture efficiency along Vanderbilt Road.
- Replace existing pipe with a larger capacity storm pipe as needed.
- Replace the cross pipes near the park.

### ADDITIONAL SOLUTION:

- Locate utilities in the right-of-way, and utilize available space for infiltration trenches to reduce runoff.

## TASK ORDER NO. 5

This **TASK ORDER NO. 5** dated the 24th, day of September 2021, is a supplement to the **MASTER SERVICES AGREEMENT** between the Town of Biltmore Forest, North Carolina, dated June 4, 2020, hereinafter referred to as OWNER and McGill Associates, P.A., hereinafter referred to as “ENGINEER”. The purpose of this Task Order is to authorize the ENGINEER to provide services for the “PROJECT” entitled: Vanderbilt Road Storm Drainage System.

### **SECTION 1 - PROJECT DESCRIPTION:**

The project can generally be described as: provide a schematic level design of the stormwater system along Vanderbilt Road, generally from Town Hall, southwest approximately 2000 lf to an outfall at the south end of the park bound by Park Road and Vanderbilt Road. (See that attached survey map for approximate project boundary). Design will include survey, hydrologic and hydraulic calculations to properly size the storm drainage system to the Town’s desired level of service, schematic level design plans, and an associated project cost estimate.

### **SECTION 2 - SCOPE OF SERVICES:**

The Engineer shall provide professional services (the “Services”) for the Project including performance of the following:

#### **Survey**

1. Establish geodetic survey control in the project area tied to NAD83(2011) and NAVD88 (GEOID12B) for field surveying and mapping efforts. Provide two permanent site benchmarks. Provide a signed and sealed geodetic survey control report.
2. Provide storm drainage mapping for the area shown in red on the attached survey scope map including: above ground features, accessible piping networks, visible utilities, roads, buildings, structures, and fences.

3. Perform a topographic survey suitable to produce a one-foot contour interval for the area shown in red on the attached survey scope map.
4. Contact NC One Call and request utility locations for areas along the project site, and locate the utilities as marked by representatives of the respective utilities. Please be aware, NC One Call utility representatives are likely to locate only those underground utilities within the right-of-way of the roadway. NC One Call utility representatives will not locate underground utilities on private property. If you anticipate a need for underground utility mapping across portions of the site that are outside of the road right-of-way, please contact McGill Associates and we can obtain quotes for a private utility locator to complete this work.
5. Locate property boundary corners where possible to calculate road right-of-ways within the project scope area. No survey plat will be produced.

### **Schematic Design**

1. Meet with Town staff to review existing conditions throughout the project area. Specific problem areas and specific desired remedies will be identified at this time.
2. Create existing conditions plans for the project area using field run survey and information obtained from the field visit.
3. Analyze the existing watershed to determine the anticipated peak flows for various critical points in the drainage systems and at various levels of service.
4. Develop a preliminary routing for the stormwater flow throughout the project area. Review the flow rates and proposed routing with the Town staff to ensure alignment with the Town's goals for the project.
5. Develop preliminary stormwater control measure sizing to determine possible outflow reduction with storm events of varying rainfall.
6. Develop schematic design plans to demonstrate the areas of repair, re-routing of stormwater piping, upgrade to existing infrastructure, or addition of new infrastructure.
7. Meet with Town staff to review schematic design plans. Based on the anticipated storm piping re-route, we anticipate that improvements to street cross sections (i.e. curb and gutter, repaving) may also be accomplished during the stormwater project. Our primary focus of this meeting will be to ensure constructability of the schematic design based on review of existing site conditions to provide the Town with a schematic design that can be successfully implemented as the project moves forward to construction documents.
8. Revise schematic design plans based on feedback received from item 7.

9. Prepare detailed cost estimate for the project based on the scope included in the schematic design plans.
10. Meet with Town staff to review cost estimates and determine if project phasing should be considered based on budgets available for capital improvement projects.
11. Revise cost estimates and schematic design plans based on feedback received from item 9.

### **SECTION 3 – COMPENSATION**

The Owner shall pay the Engineer for services outlined in Task Order No. 5 the following Lump Sum amounts:

**Survey - \$ 8,900**  
**Schematic Design - \$35,200**

### **SECTION 4 - MISCELLANEOUS**

#### **ASSUMPTIONS**

1. Our attendance at public meetings, or additional meetings not listed in the above scope, is not included in the above fees and will be billed on an hourly basis in accordance with the attached Basic Fee Schedule.
2. Drawings will be prepared in 22-inches by 34-inches size on McGill Associates title block, unless otherwise requested. For other formats, title block and appropriate fonts will be provided in AutoCAD format to our office.
3. Detailed design and permitting of stormwater improvements is not included in this scope of services.
4. No environmental reviews or assessments are included in this scope of services.
5. Services for tasks other than those specifically detailed above are not included in the above fees.

Except as otherwise provided herein, this Task Order supersedes all prior written or oral understanding of the parties and may only be changed by a written amendment executed by both parties.

**SECTION 5 – AUTHORIZATION TO PROCEED**

**IN WITNESS WHEREOF, and as AUTHORIZATION TO PROCEED** the parties execute below this Task Order No. 5 in duplicate originals:

**EXECUTED** this 24th day of September, 2021.

**McGill Associates, P.A.**



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Ben Cathey, P.E.  
Senior Project Manager

**Town of Biltmore Forest**

By: \_\_\_\_\_  
Jonathan Kanipe  
Town Manager

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

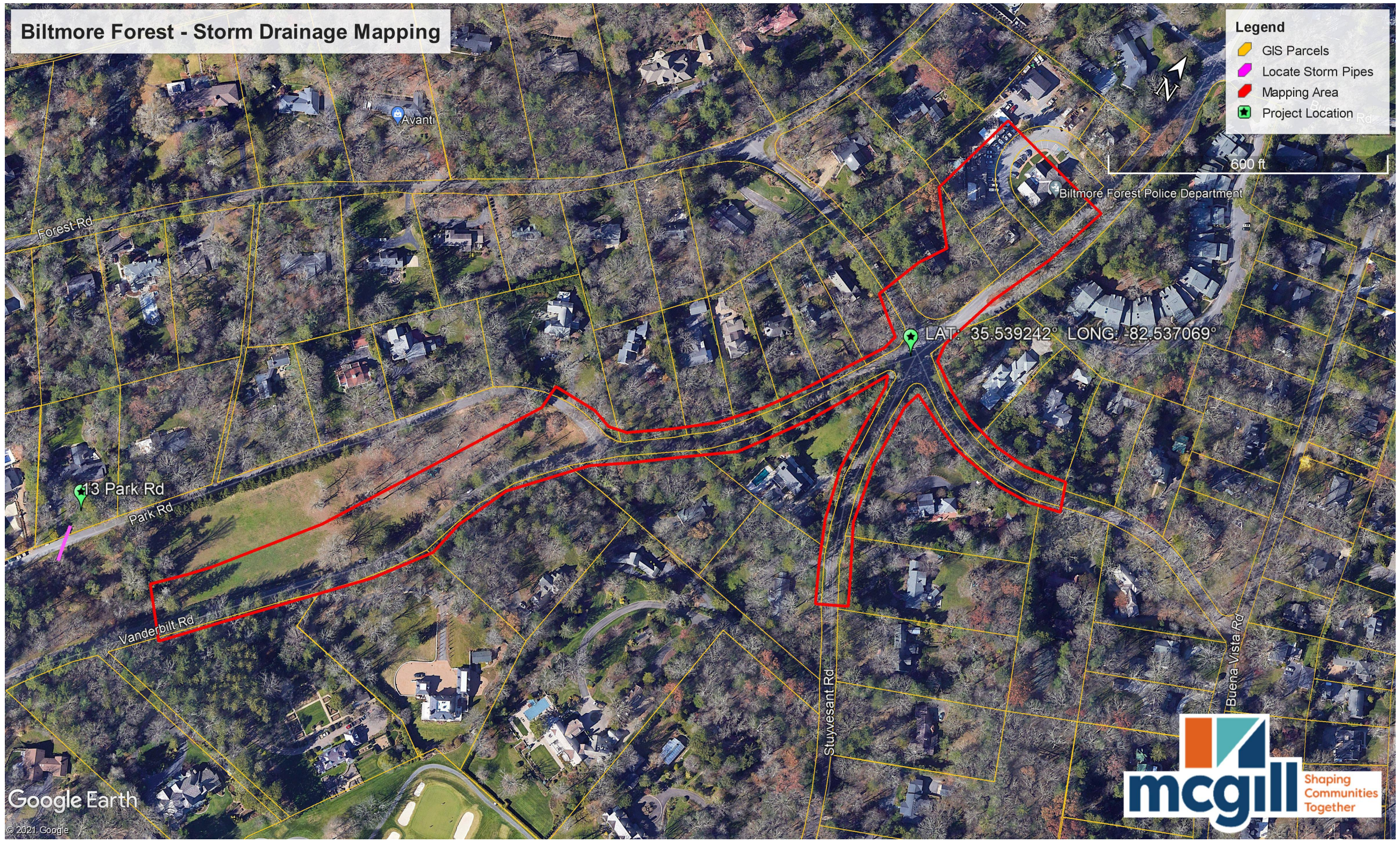
By: \_\_\_\_\_

Town of Biltmore Forest  
Finance Director

# Biltmore Forest - Storm Drainage Mapping

**Legend**

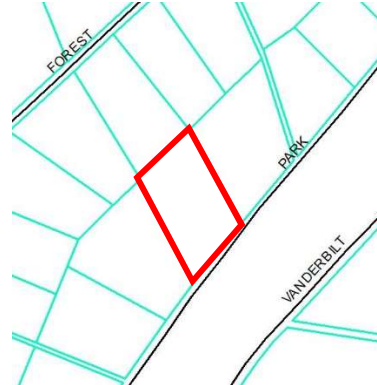
- GIS Parcels
- Locate Storm Pipes
- Mapping Area
- Project Location



## Project Area 2

### PROBLEM DESCRIPTION

The culvert located at 13 Park Road is not adequately sized and is in “Poor” condition. A portion of the drainage area to this culvert is restricted by a weir-controlled culvert further upstream on Forest Road.



### RECOMMENDED SOLUTION

*Estimated Project Cost: \$114,300*

- Stabilize eroded areas at the culvert inlet. Replace the culvert with a larger diameter reinforced concrete pipe RCP, with headwall and endwall treatments.
- Coordinate with affected residents to assist with long term success of the project.

### ADDITIONAL MULTI-PURPOSE SOLUTION

- Master planning and expansions to Rosebank Park could include improving the aesthetics of the culvert appearance for any proposed trail or greenway.



## **TASK ORDER NO. 4**

This **TASK ORDER NO. 4** dated the 24th, day of September 2021, is a supplement to the **MASTER SERVICES AGREEMENT** between the Town of Biltmore Forest, North Carolina, dated June 4, 2020, hereinafter referred to as OWNER and McGill Associates, P.A., hereinafter referred to as “ENGINEER”. The purpose of this Task Order is to authorize the ENGINEER to provide services for the “PROJECT” entitled: Park Road Culvert Replacement.

### **SECTION 1 - PROJECT DESCRIPTION:**

The project can generally be described as: provide professional services to assist with the survey and design for the replacement of an existing culvert between 13 and 15 Park Road. Design will include survey, calculations to properly size the pipe to the Town’s desired level of service, permitting for the replacement, and plan sheets for the Town to use for bidding and execution of the work.

### **SECTION 2 - SCOPE OF SERVICES:**

The Engineer shall provide professional services (the “Services”) for the Project including performance of the following:

#### **Survey**

1. Establish geodetic survey control in the project area tied to NAD83(2011) and NAVD88 (GEOID12B) for field surveying and mapping efforts. Provide a permanent site benchmarks.
2. Provide storm drainage mapping along and around the culvert shown in purple on the attached survey scope map including: above ground features, accessible piping networks, visible utilities, roads, buildings, structures, and fences.
3. Perform a topographic survey suitable to produce a one-foot contour interval for the area shown in purple on the attached survey scope map. Mapping will include the areas around the intake and outflow of the culvert.

4. Contact NC One Call and request utility locations for areas along the project site, and locate the utilities as marked by representatives of the respective utilities. Please be aware, NC One Call utility representatives are likely to locate only those underground utilities within the right-of-way of the roadway. NC One Call utility representatives will not locate underground utilities on private property. If you anticipate a need for underground utility mapping across portions of the site that are outside of the road right-of-way, please contact McGill Associates and we can obtain quotes for a private utility locator to complete this work.
5. Locate property boundary corners where possible to calculate road right-of-ways within the project scope area. No survey plat will be produced.

### **Design**

1. Hydrologic calculations to determine runoff volumes and peak flow to the culvert.
2. Hydraulic calculations to determine pipe sizes and capacities in order to meet the Town's desired level of service for the replacement pipe.
3. Provide plan sheets and details for the proposed replacement for the Town's use in pricing and construction.
4. Permitting of the pipe repair with USACE and NCDEQ.
5. Other services related to the design and permitting of the pipe replacement as requested by the Town.

## **SECTION 3 – COMPENSATION**

### **Survey**

The Owner shall pay the Engineer for services as described above for the following Lump Sum amounts:

**Topographic Survey- \$1,600**

### **Design**

The Owner shall pay the Engineer for services as described above on an hourly basis per the Master Services Agreement. An initial limit of **\$5,000** shall be set as a means to monitor the total amount spent. Once the limit is reached, the engineer will notify the Town and determine if the limit will be adjusted, or work will be halted.

**SECTION 4 - MISCELLANEOUS**

Except as otherwise provided herein, this Task Order supersedes all prior written or oral understanding of the parties and may only be changed by a written amendment executed by both parties.

**SECTION 5 – AUTHORIZATION TO PROCEED**

**IN WITNESS WHEREOF, and as AUTHORIZATION TO PROCEED** the parties execute below this Task Order No. 4 in duplicate originals:

**EXECUTED** this 24th day of September, 2021.

**McGill Associates, P.A.**



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Ben Cathey, P.E.  
Senior Project Manager

**Town of Biltmore Forest**

By: \_\_\_\_\_  
Jonathan Kanipe  
Town Manager

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

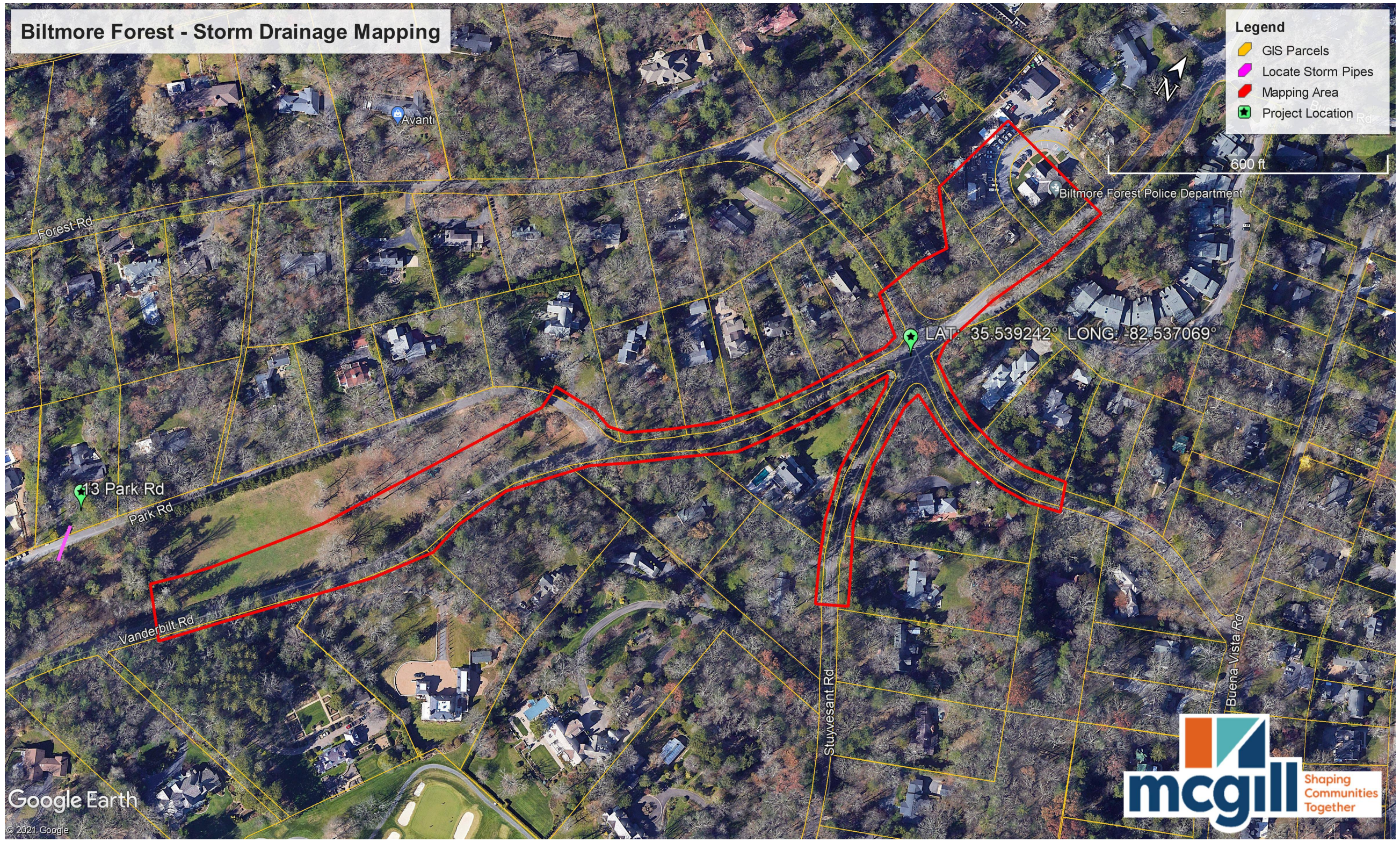
By: \_\_\_\_\_

Town of Biltmore Forest  
Finance Director

# Biltmore Forest - Storm Drainage Mapping

**Legend**

- GIS Parcels
- Locate Storm Pipes
- Mapping Area
- Project Location



# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

October 12, 2021



## Agenda Item D-3

### Consideration of Resolution 2021-13 Resolution Requesting Participation from AT&T and Charter Spectrum with Duke Energy's Targeted Underground Program

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#### Background

Duke Energy began their Targeted Underground (TUG) program in Biltmore Forest in January 2021. This followed several years of discussion between the Town and Duke Energy regarding providing underground service, and Duke utilizing frequent outage and restoration data to determine this was in their best interest. Since that time, Duke has completed Phase 1 of the project. This project area is generally bounded by Frith Drive, Holly Hill Road, and a portion of Stuyvesant Road south of Greenwood Road. Phase 2 and 3 of the project will commence within the next year and are focused on areas along Brookside, Westwood, and Hilltop Roads, and portions of Stuyvesant Road and Ridgefield Place.

#### Additional Utility Providers

From the beginning of this project, the Town reached out to other utility providers AT&T and Charter Spectrum to request they bury lines along with Duke Energy. To this point, neither utility provider has agreed to do so. The Town's most recent communications with AT&T included information that their legal counsel is reviewing a potential joint trenching agreement with Duke Energy. The Charter Spectrum representative has reached out to gather whether anything has changed within his company regarding their interest in joining in this project.

#### Resolution Requesting Additional Utility Participation

Citizens throughout Biltmore Forest have expressed an interest and desire for these utility providers to bury their lines along with Duke Energy. Prior experience reveals that frequent outages and long restoration times occur after major storm events. In most prior events, Duke Energy is the first responder because it is their pole and their line that must be restored first – this allows the telecommunications utility providers the ability to come back after a pole has been fixed and restore their service line. However, with Duke Energy removing their lines from the pole they transfer the pole to the “next provider” on the pole; typically this is AT&T. As a result, a storm that knocks out a line behind a home where Duke Energy has buried the power lines will require AT&T to make necessary repairs that will be more costly and labor intensive. This will undoubtedly increase restoration expenses for these providers and result in longer delays for these services than previously experienced. The Town's resolution, attached for the Board's consideration, would formally request that AT&T and Charter Spectrum participate in this TUG program. The benefit to the Town's citizens is substantial and would benefit these providers as well.



**ADOPTED**, this the 12th day of October, 2021.

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

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Laura M. Jacobs  
Town Clerk

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

October 12, 2021



**Agenda Item D-4**

**Consideration of Appointment to Planning Commission**

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Background

Ms. Marjorie Waddell resigned from the Planning Commission last month, resulting in Alternate Kenny Hornowski being elevated to a full member. As a result, the Town has an opening for the alternate position.

Mr. Michael Flynn has been nominated by the Mayor to receive this appointment as Planning Commission alternate. This appointment requires a motion and approval by the Board of Commissioners. If approved, Mr. Flynn will begin his tenure as alternate to the Commission effective immediately with the term to expire in three (3) years.