TOWN OF WEAVERVILLE
Weaverville Community Room at Town Hall
30 South Main Street, Weaverville, NC 28787

TOWN COUNCIL AGENDA

Monday, August 25, 2025
Regular Meeting at 6:00 pm

Livestreaming of meeting via the "Live" Tab on the Town's YouTube Channel – Click this link: Youtube.com Weaverville NC government Live streams ; and Meeting recordings viewable under the "Videos" Tab
(unless technical difficulties are experienced)

		Pg #	Presenter
1.	**Call to Order**		Vice Mayor Chase
2.	**Approval/Adjustments to the Agenda**		Vice Mayor Chase
3.	**Conflict of Interests Statement**		Vice Mayor Chase
4.	**Consent Agenda**		Town Manager Harris
	A. July 28, 2025, Town Council Regular Meeting Minutes	2	
	B. FY24-25 Tax Settlement, Appointment & Order of Collection for FY25-26	6	
	C. Monthly Tax Report, Refunds/Releases	15	
	D. Budget Amendments – FY25 Transfers	21	
	E. Budget Amendments – Reappropriations	23	
	F. Budget Amendments – Public Works and Community Center	27	
	G. Board Appointments – Planning Board, Board of Adjustment, ABC Board	29	
	H. Road Closure Ordinance – Art in Autumn	33	
	I. Helene Recovery Plan Update and Draft Projects	36	
	J. Tree Assessment Inventory Project	57	
5.	**Town Manager's Report**	87	Town Manager Harris
6.	**General Public Comments** (see below for additional information)		Vice Mayor Chase
7.	**Discussion & Action Items**		
	A. Project Bids – Raw Water Generator/Chlorine Gas Conversion	94	Town Manager Harris
	B. Weaverville Strategic Plan Goals Draft and Next Steps	99	Town Manager Harris
	C. Water System Improvements – Engineer Services Agt – Amendment #3	109	Town Manager Harris
	D. Quarterly Report – Fire	119	Fire Chief Hunter
	E. Quarterly Report – Police	122	Police Chief Oberlin
8.	**Closed Session**		Vice Mayor Chase
	N.C.G.S. 143-318.11(a)(3) – To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege		
9.	**Adjournment**		Vice Mayor Chase

General public comments may be submitted during the meeting or in writing in advance on any meeting topic or any other item of interest related to the Town of Weaverville. Normal rules of decorum apply to all comments and duplicate comments are discouraged. The general public comments section of the meeting will be limited to 20 minutes. Comments during the meeting are generally limited to 3 minutes. You must be recognized before giving your comment. Written comments timely received will be provided to Town Council and read during the 20-minute general public comment period as time allows. Written comments are limited to no more than 450 words and can be submitted as follows: (1) by putting your written comment in a drop box at Town Hall (located at front entrance and back parking lot) at least 6 hours prior to the meeting, (2) by emailing to public-comment@weavervillenc.org at least 6 hours prior to the meeting, (3) by mailing your written comment (received not later than Monday's mail delivery) to: Town of Weaverville, PO Box 338, Weaverville, NC, 28787, Attn: Public Comments. For more information please call (828)645-7116.

Town Council Regular Meeting Minutes

The Town Council held its regularly scheduled meeting on Monday, July 28, 2025, at 6:00 p.m. in the Town Council Chambers at Town Hall, 30 S. Main Street, Weaverville, N.C.

1. Call to Order

Mayor Patrick Fitzsimmons called the meeting to order at 6:00 p.m.

Town Council Present: Mayor Patrick Fitzsimmons, Vice Mayor John Chase, Council members Michelle Wood, Doug Jackson, Catherine Cordell, Peter McGuire, and Dee Lawrence.

Staff Present- Town Manager Scottie Harris, Assistant Town Manager Jennifer Jackson, Planning Director James Eller, Assistant Public Works Director Eric Cutshall, Water Treatment Plant Superintendent Randall Wilson, Finance Director Tonya Dozier, Town Attorney Michael Frue, Town Clerk Tamara Mercer, Planner Graham Crawford, Fire Chief Michael Hunter, Community Center Manager Mike DeSerio, Police Chief Somer Oberlin, and A/V Coordinator Lauren Ward.

2. Approval/Adjustments to the Agenda

Motion to approve the agenda as presented.

Moved by: Doug Jackson

Aye *Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, Patrick Fitzsimmons, John Chase, and Catherine Cordell*

Carried unanimously. 7-0

3. Conflict of Interests Statement

Mayor Fitzsimmons stated that it is the duty of the Mayor and every Town Councilmember to avoid both conflicts of interest and appearances of conflicts. No member had any known conflict of interest or appearance of conflict with respect to any matters on the agenda for tonight's Town Council meeting.

4. Consent Agenda

Town Manager Harris reviewed the consent agenda items.

Motion to approve and adopt the consent agenda as presented.

Moved by: Dee Lawrence

Aye *Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, Patrick Fitzsimmons, John Chase, and Catherine Cordell*

Carried unanimously. 7-0

A. June 17, 2025 Town Council Workshop Minutes- approved as presented
B. June 23, 2025 Town Council Regular Meeting Minutes- approved as presented

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C. FY24-25 Year End Tax Report of 99.87% collection rate, Refunds/Releases- approved as presented
D. Budget Amendment- Police and Public Works- approved as presented
E. Board Appointment – Tree Board - approved as presented
F. Code Amendment- Ch. 20 New R-6 District & Signage – Public Hearing set for August 25, 2025

5. Town Manager's Report

Town Manager Harris reviewed the report containing the following announcements and projects updates.

- CodeRED Early Notification Alert System
- Arbor Day Foundation Truist Charitable Fund Grant Award $35,000
- Tree Board Annual Report FY:2024-2025
- Private Property Debris Removal PPDR S.M.A.R.T. Program
- Salute to Summer Kids Party Sponsored by the Weaverville Business Association and Blue Mountain Pizza
- Financial Audit By Gould Killian
- Summer Strolls Community Walks
- Weaverville Elementary School new principal announcement, Principal Harrell
- Asheville Butterfly Trail sculpture at Town Clock
- Main Street Nature Park Community Foundation anonymous donation of $10,000
- Community Cetner Lake Louise handrail installation update
- July 4th Celebration event update
- Dry Ridge Historical Museum Quarterly Report
- Outdoor Recreation Complex Pickleball update
- Planning Board Meeting Schedule Change and Adoption
- Water Treatment Plant Resiliency Project update
- Upcoming Town Meeting, Events and Calendar review

6. General Public Comment

Guidelines for Public Comment were reviewed by Mayor Fitzsimmons, and he stated that Staff has been charged with the operation and management of the Outdoor Recreation Complex.

Ms. Mary Hilton, Weaverville resident addressed wellness and healthy living programs at the Community Center, and she said she was in favor of pickleball courts hours and time changes to increase the operation in summer in decrease the hours in winter.

Ms. Darla LeTourneau, Weaverville resident stated she was in favor of the installation of the Outdoor Recreation Complex and in favor of extended pickleball court hours. She discussed Weaverville's quality of life and noted the pickleball courts' rules and regulations.

Mr. Charlie Wilkers, Weaverville resident, discussed pickleball court activities and said he supports extended play hours.

Mr. Jayson Feliciano, Weaverville resident discussed his pickleball activities and said he was in favor of extended hours at the courts.

Ms. Inger Stallman, Weaverville resident said she was in favor of the pickleball courts at the current location. She discussed noise abatement, the installed noise reduction methods, and suggested hiring consultants to study acoustic issues and noise mitigation.

Mr. Laird Ruth a Weaverville property owner, addressed the local economy, exercise benefits, and area amenities. He said he was in favor of pickleball extended hours.

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Ms. Catherine Underdown, Weaverville resident, provided her history in Weaverville and said she is in favor of the pickleball complex location. She encouraged following Staff's recommendations.

Ms. Mari Fox Weaverville resident said she was opposed to the location of the pickleball courts and read from the Code, specifically the Weaverville noise ordinance and zoning regulations.

Ms. Angel Erdmann, Weaverville resident, said she was opposed to outdoor complex due to the noise at the pickleball courts and is against extended hours and operation of play.

Mr. Michael Stuart Weaverville resident recounted his history living in Weaverville and said he was opposed to the public nuisance of the outdoor complex and is against pickleball court complex location. He said he was in favor of relocation of the outdoor recreation complex.

Ms. Marci Brigman Weaverville resident said she was in favor of pickleball complex hour modification for dawn to dusk hours.

Ms. Angela Wilkers Weaverville resident agreed with the previous speakers in favor of pickleball court complex, and she recounted her history prior to becoming a pickleball player. Ms. Wilkers was also in favor of extended hours of pickleball operation to coincide with the daylight hours.

Attorney Frue stated for the record the on-line citizens comments were provided to Town Council members, and there were seven people in-favor and one against extended hours of the outdoor complex.

Councilmember Wood stated she was in favor of the relocation of the Outdoor Complex and pickleball courts.

Catherine Cordell recounted the history of the park pool at its current location as a public outdoor recreation facility. She is not in favor of dawn to dusk hours of operation and in favor of maintaining conservative hours at the pickleball courts in its current location.

7. Discussion & Action Items

A. Project Bids- Paving Project

Town Manager Harris reviewed the street improvement paving project, the Town street improvement list, and noted some of the NCDOT roadways within the Town which are State maintained.

Assistant Public Works Director, Eric Cutshall, stated that the Town re-advertised for bids and noted the lowest, responsive, responsible bidder was C&T Paving with a bid amount of $638,941.

Councilmember Cordell inquired about an oak tree in the island on Oak Street, and staff agreed to have an Arborist look at it to see if there is anything that can be done to decrease the likelihood of any damage to the tree's root system in the milling and paving process.

Motion to award the bid to C&T Paving and authorize Town Staff to execute a paving contract on the total bid amount of $638,941.

Moved by: Doug Jackson

Aye *Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, Patrick Fitzsimmons, John Chase, and Catherine Cordell*

Carried unanimously. 7-0

B. Maple Trace- Streets/Stormwater Update and Plan

Assistant Town Manager Jackson reviewed the status of the Maple Trace streets and stormwater situation including catch basins regrouting, flushing of stormwater lines, and needed repairs. The

Homeowner Association (HOA) owns and maintains several stormwater ponds and one is full of sediment which is causing the piping to not drain properly. She reviewed the costs and balance of work needed.

There was discussion regarding the HOA's responsibilities, remaining payments and repair costs and the balance remaining. Mayor Fitzsimmons requested a delay of paving the agreed upon portion of Water Leaf Way until the stormwater pond is cleaned out by the Maple Trace HOA.

There was a general consensus for the Town Manager to look further into at what stormwater repairs are necessary, that maintenance of the stormwater ponds is an HOA issue and expense, that no paving should occur until the stormwater pond and other stormwater issues are resolved, but otherwise Town Council would like to proceed on this matter and asked that the matter be brought back when there is a plan to move forward.

Mr. Jeff Kniffen and David King addressed Town Council regarding Maple Trace subdivision repairs.

C. **Helene Recovery Plan- Draft Project List**

Assistant Town Manager Jackson stated that she has been working with Buncombe County and other area municipal jurisdictions on the consolidated Helene Recovery Plan and noted Weaverville's project section with be under the following categories: Emergency Preparedness, Infrastructure Resilience, Community Resilience, Economic Resilience, and Environmental Resiliency

D. **Quarterly Report - Planning**

Planning Director Eller submitted the quarterly report his team's work and for the Planning Board and the Board of Adjustment for April, May and June of 2025.

E. **Quarterly Report – Community Center**

Community Center Manager DeSerio reviewed the activities, events, programs and rental revenues, and highlighted the upcoming volunteer appreciation event this fall.

F. **Quarterly Report – Finance**

Finance Director Dozier reviewed the detailed budget projections and provided increases and decreases over last year's revenues, expenses on capital projects, departmental summaries, and reappropriations, and noted the upcoming audit for Fiscal Year 2024-2025 that will begin in August.

8. Adjournment

With no further business and no objection, Mayor Fitzsimmons adjourned the meeting at 7:55 p.m.

Tamara Mercer, Town Clerk

Patrick Fitzsimmons, Mayor

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TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Tax Settlement, Appointment of Tax Collector and Order of Collection for FY2025-2026 Taxes
PRESENTER:	Tax Collector
ATTACHMENTS:	FY2024-2025 Year-End Tax Settlement Proposed Resolution and Order of Collection

DESCRIPTION/SUMMARY OF REQUEST:

Buncombe County has provided the attached combined FY2024-2025 tax settlement which shows a Weaverville collection rate of 99.87%.

Town Council is asked to do the following to close out the FY24-25 tax year and begin collection of the FY25-26 taxes, a significant source of revenue for the Town:

- Approve the FY2024-2025 Tax Settlement
- Appoint a Town Tax Collector and set a bond amount
- Adopt the Order of Collection for FY2025-2026 property taxes

COUNCIL ACTION REQUESTED:

It is recommended that Town Council adopt the proposed resolution which incorporates all of the formal action as described.

Jennifer Pike
Tax Collector

Annual Settlement and Order of Collection
for Approval by the Buncombe County Commissioners

Pursuant to the provisions of North Carolina General Statute § 105-373, this memorandum is the Tax Collector's report of settlement to the Buncombe County Board of Commissioners for fiscal year 2025.

At the beginning of each fiscal year, the Tax Collector must provide to the Board of Commissioners an annual settlement of property tax collected in the previous fiscal year for approval, prior to being charged to collect taxes for the current fiscal year.

Included in this settlement are three primary requirements:

- Sworn settlement of all taxes collected in the prior fiscal year
- List of unpaid taxes for the prior fiscal year
- List of taxpayers who have been found to be insolvent with unpaid personal property taxes

I certify the information contained in the fiscal year 2025 annual settlement has been reviewed and to my knowledge is true and accurate.

_____
Jennifer Pike
Tax Collector

Following approval of the Tax Collector's Annual Settlement of the preceding year, pursuant to NCGS § 105-321**,** an order of collection to the Tax Collector must be adopted for the 2025 tax year authorizing the collection of the current fiscal year property taxes.

NCGS § 105-373. Settlements.

(a) Annual Settlement of Tax Collector. -

(1) Preliminary Report. - After July 1 and before he is charged with taxes for the current fiscal year, the tax collector shall make a sworn report to the governing body of the taxing unit showing:

a. A list of the persons owning real property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person; and

b. A list of the persons not owning real property whose personal property taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person. (To this list the tax collector shall append his statement under oath that he has made diligent efforts to collect the taxes due from the persons listed out of their personal property and by other means available to him for collection, and he shall report such other information concerning these taxpayers as may be of interest to or required by the governing body, including a report of his efforts to make collection outside the taxing unit under the provisions of G.S. 105-364.) The governing body of the taxing unit may publish this list in any newspaper in the taxing unit. The cost of publishing this list shall be paid by the taxing unit.

(2) Insolvents. - Upon receiving the report required by subdivision (a)(1), above the governing body of the taxing unit shall enter upon its minutes the names of persons owing taxes (but who listed no real property) whom it finds to be insolvent, and it shall by resolution designate the list entered in its minutes as the insolvent list to be credited to the tax collector in his settlement.

(3) Settlement for Current Taxes. - After July 1 and before he is charged with taxes for the current fiscal year, the tax collector shall make full settlement with the governing body of the taxing unit for all taxes in his hands for collection for the preceding fiscal year.

NCGS § 105-321. Disposition of tax records and receipts; order of collection.

(b) Before delivering the tax receipts to the tax collector in any year, the board of county commissioners or municipal governing body shall adopt and enter in its minutes an order directing the tax collector to collect the taxes charged in the tax records and receipts. A copy of this order shall be delivered to the tax collector at the time the tax receipts are delivered to him, but the failure to do so shall not affect the tax collector's rights and duties to employ the means of collecting taxes provided by this Subchapter. The order of collection shall have the force and effect of a judgment and execution against the taxpayers' real and personal property and shall be drawn in substantially the following form:

State of North Carolina

County (or City or Town) of _____

To the Tax Collector of the County (or City or Town) of _____

_____:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of _____ 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 County (or City or Town) of _____ , 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 ____ day of _____, _____

_____(Seal)

Chairman, Board of Commissioners of

_____ County

(Mayor, City (or Town) of

_____)

Attest:

_____

Clerk of Board of Commissioners of _____ County

(Clerk of the City (or Town) of _____)

Buncombe County, North Carolina
Tax Levy & Collections

Fiscal Year 2025 Snapshot

As of June 30, 2025

	Total Levy	Total Collected	Uncollected	Percent Collected
Regular Levy	$256,314,196.92	$255,139,421.37	$1,174,775.55	99.54%
Registered Motor Vehicles (NCDMV Collected)	$19,381,452.91	$19,037,692.42	$343,760.49	98.23%
Total Levy	$275,695,649.83	$274,177,113.79	$1,518,536.04	99.45%

Weaverville

Fiscal Year 2025 Property Tax

Net Levy	Collected	Uncollected	Percent Collected
$4,301,679.77	$4,296,195.85	$5,483.92	99.87%

Regular Levy Prior Year Collections in Fiscal Year 2025

Tax Year	Levy Due	Collected	Uncollected
2023	3,839.48	2,141.72	1,697.76
2022	1,481.26	320.38	1,160.88
2021	3,050.39	118.17	2,932.22
2020	1,026.67	3.17	1,023.50
2019	5,336.77	1,842.24	3,494.53
2018	659.11	-	659.11
2017	60.44	-	60.44
2016	47.00	-	47.00
2015	32.34	-	32.34
2014	2,047.01	-	2,047.01

Regular Levy 2025 Prepaid Amount Collected: $ 157.24

Fire Protection & Ambulance and Rescue Service Districts Fiscal Year 2025

Fire Protection & Service District		Net Levy	Collected	Uncollected	Percent Collected
Asheville Special	FAS	$ 121,473.62	$ 121,421.45	$ 52.17	99.96%
Asheville Suburban	FSB	$ 265,243.52	$ 265,202.89	$ 40.63	99.98%
Barnardsville	FBA	$ 1,038,204.95	$ 1,029,633.82	$ 8,571.13	99.17%
Broad River	FBR	$ 375,583.42	$ 373,078.99	$ 2,504.43	99.33%
East Buncombe	FEB	$ 1,050,987.70	$ 1,047,383.72	$ 3,603.98	99.66%
Enka-Candler	FEC	$ 4,131,032.55	$ 4,095,314.45	$ 35,718.10	99.14%
Fairview	FFA	$ 3,554,353.71	$ 3,538,574.66	$ 15,779.05	99.56%
French Broad	FFB	$ 855,356.29	$ 848,599.68	$ 6,756.61	99.21%
Garren Creek	FGC	$ 286,685.13	$ 285,300.87	$ 1,384.26	99.52%
Jupiter	FJU	$ 1,076,784.67	$ 1,069,432.01	$ 7,352.66	99.32%
Leicester	FLE	$ 1,569,668.38	$ 1,550,915.61	$ 18,752.77	98.81%
North Buncombe	FNB	$ 1,553,266.17	$ 1,546,513.20	$ 6,752.97	99.57%
Reems Creek/Beaverdam	FRC	$ 1,687,542.12	$ 1,682,479.94	$ 5,062.18	99.70%
Reynolds	FRE	$ 1,062,296.42	$ 1,058,796.85	$ 3,499.57	99.67%
Riceville	FRI	$ 1,616,887.12	$ 1,608,908.01	$ 7,979.11	99.51%
Skyland	FSK	$ 6,406,897.62	$ 6,390,499.20	$ 16,398.42	99.74%
Swannanoa	FSW	$ 1,777,216.54	$ 1,767,836.16	$ 9,380.38	99.47%
Upper Hominy	FUH	$ 1,026,063.19	$ 1,013,821.56	$ 12,241.63	98.81%
West Buncombe	FWB	$ 2,475,217.41	$ 2,452,384.09	$ 22,833.32	99.08%
Woodfin	FWO	$ 1,110,067.32	$ 1,104,812.61	$ 5,254.71	99.53%
TOTAL		**$ 33,040,827.85**	**$ 32,850,909.77**	**$ 189,918.08**	**99.43%**

North Carolina Vehicle Tax System

County Finance Report

BUN Unpaid $343,760.49

Fiscal Year To Date

Jurisdiction	Nbr Vehicles	Billing Information: Renewal/LRP /Issue Net Values	Renew/Issue Levy (Tax)	Renew/Issue Levy (VehicleFee)	LRP Levy (Tax)	LRP Levy (VehicleFee)	Gross Levy (Tax)	Gross Levy (VehicleFee)	Collections: Renew/Issue Collections (Tax)	Renew/Issue Collections (VehicleFee)	LRP Collections (Tax)	LRP Collections (VehicleFee)	Net Collections (Tax)	Net Collections (VehicleFee)	% Collected	Credit/Debit Card Cost Allocation: Billing Cost %	Total Collection By Credit Card	Credit Card %	Total Collection by Debit Card	Debit Card %	Total Collections/Uncollected: Interest Collected	Total Net Collections	LRP Uncollected	DMV Int Refund
BUN	255,692	$3,765,422,608	$16,454,446.51	$0.00	$2,927,006.40	$0.00	$19,381,452.91	$0.00	$16,187,211.46	$0.00	$2,850,480.96	$0.00	$19,037,692.42	$0.00	98.23%	62.70%	$13,006,323.21	62.62%	$1,438,644.83	65.70%	$146,259.26	$19,183,951.68	$76,525.44	($13,497.47)
CAS	73,507	$1,113,386,936	$3,841,018.44	$1,995,540.00	$714,147.11	$170,890.00	$4,555,165.55	$2,166,430.00	$3,779,383.31	$1,964,730.00	$692,999.98	$166,330.00	$4,472,383.29	$2,131,060.00	98.24%	21.75%	$4,545,275.26	21.88%	$394,746.77	18.03%	$35,846.00	$6,639,289.29	$25,707.13	($3,223.93)
CBF	1,617	$43,935,370	$131,170.45	$0.00	$21,200.61	$0.00	$152,371.06	$0.00	$128,358.20	$0.00	$20,283.55	$0.00	$148,641.75	$0.00	97.55%	0.49%	$98,684.86	0.48%	$1,251.72	0.06%	$873.35	$149,515.10	$917.06	($143.68)
CBM	7,937	$108,681,709	$301,902.96	$36,820.00	$47,452.22	$2,350.00	$349,355.18	$39,170.00	$296,965.60	$36,275.00	$46,742.84	$2,325.00	$343,708.44	$38,600.00	98.40%	1.26%	$263,334.88	1.27%	$11,279.72	0.52%	$2,028.14	$384,336.58	$734.38	($239.15)
CMT	471	$7,246,742	$27,459.81	$0.00	$3,847.90	$0.00	$31,307.71	$0.00	$26,679.40	$0.00	$3,791.30	$0.00	$30,470.70	$0.00	97.33%	0.10%	$20,366.69	0.10%	$568.47	0.03%	$153.87	$30,624.57	$56.60	($34.52)
CRA	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
CWO	6,532	$95,513,699	$271,476.85	$0.00	$46,107.55	$0.00	$317,584.40	$0.00	$267,148.00	$0.00	$43,810.80	$0.00	$310,958.80	$0.00	97.91%	1.02%	$205,307.22	0.99%	$26,531.03	1.21%	$2,425.45	$313,384.25	$2,296.75	($217.20)
CWW	5,106	$76,858,256	$234,722.03	$0.00	$34,664.12	$0.00	$269,386.15	$0.00	$231,169.26	$0.00	$33,854.13	$0.00	$265,023.39	$0.00	98.38%	0.87%	$187,273.15	0.90%	$12,609.94	0.58%	$1,584.49	$266,607.88	$809.99	($199.59)
DBA	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DBE	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DHA	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DHC	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DHI	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DLE	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DNB	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DNN	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DNR	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DRC	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DSK	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DUH	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DWB	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
DWO	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
FAS	659	$11,455,105	$7,985.39	$0.00	$1,602.93	$0.00	$9,588.32	$0.00	$7,859.15	$0.00	$1,602.93	$0.00	$9,462.08	$0.00	98.68%	0.03%	$7,400.35	0.04%	$270.17	0.01%	$64.65	$9,526.73	$0.00	($6.30)
FBA	4,097	$50,613,715	$93,466.47	$0.00	$18,060.12	$0.00	$111,526.59	$0.00	$92,285.98	$0.00	$17,576.33	$0.00	$109,862.31	$0.00	98.51%	0.36%	$74,380.39	0.36%	$9,243.47	0.42%	$849.07	$110,711.38	$483.79	($81.88)
FBE	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
FBR	1,053	$12,951,996	$17,345.96	$0.00	$3,439.24	$0.00	$20,785.20	$0.00	$17,160.79	$0.00	$3,380.69	$0.00	$20,541.48	$0.00	98.83%	0.07%	$15,731.87	0.08%	$1,017.42	0.05%	$151.71	$20,693.19	$58.55	($9.39)
FEB	4,739	$59,822,742	$55,947.88	$0.00	$8,788.41	$0.00	$64,736.29	$0.00	$55,668.59	$0.00	$8,360.93	$0.00	$63,429.52	$0.00	97.99%	0.21%	$45,146.91	0.22%	$2,742.34	0.13%	$402.97	$63,832.49	$419.48	($31.61)
FEC	25,553	$367,376,607	$378,354.42	$0.00	$63,482.36	$0.00	$441,836.78	$0.00	$372,168.05	$0.00	$61,993.88	$0.00	$434,161.93	$0.00	98.26%	1.43%	$264,261.30	1.27%	$71,649.18	3.28%	$3,477.73	$437,639.66	$1,488.48	($326.15)
FFA	12,826	$210,706,753	$283,023.56	$0.00	$47,251.34	$0.00	$330,274.90	$0.00	$279,141.23	$0.00	$46,357.85	$0.00	$325,499.08	$0.00	98.55%	1.07%	$243,674.72	1.17%	$8,951.76	0.41%	$2,401.47	$327,900.55	$893.49	($220.15)
FFB	3,470	$44,252,263	$85,920.57	$0.00	$12,581.23	$0.00	$98,501.80	$0.00	$84,347.33	$0.00	$12,221.35	$0.00	$96,568.68	$0.00	98.04%	0.32%	$61,918.13	0.30%	$12,040.34	0.55%	$816.28	$97,384.96	$359.88	($80.90)
FFL	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
FGC	1,284	$17,026,126	$20,227.59	$0.00	$3,345.86	$0.00	$23,573.45	$0.00	$19,964.43	$0.00	$3,327.87	$0.00	$23,292.30	$0.00	98.81%	0.08%	$18,003.16	0.09%	$593.27	0.03%	$195.78	$23,488.08	$17.99	($14.39)
FJU	7,375	$99,011,777	$109,759.56	$0.00	$16,879.30	$0.00	$126,638.86	$0.00	$107,252.39	$0.00	$16,543.84	$0.00	$123,796.23	$0.00	97.76%	0.41%	$84,272.48	0.41%	$10,641.74	0.49%	$906.03	$124,702.26	$335.46	($105.68)
FLE	10,676	$132,125,970	$158,378.28	$0.00	$27,140.26	$0.00	$185,518.54	$0.00	$156,253.46	$0.00	$26,776.31	$0.00	$183,029.77	$0.00	98.66%	0.60%	$108,077.60	0.52%	$29,285.88	1.34%	$1,553.08	$184,582.85	$363.95	($104.47)
FNB	8,896	$127,380,854	$131,063.19	$0.00	$21,198.60	$0.00	$152,261.79	$0.00	$129,185.78	$0.00	$20,968.84	$0.00	$150,154.62	$0.00	98.62%	0.49%	$103,651.58	0.50%	$11,556.15	0.53%	$1,029.82	$151,184.44	$229.76	($99.26)
FRC	4,736	$75,576,628	$96,001.55	$0.00	$18,130.54	$0.00	$114,132.09	$0.00	$94,552.85	$0.00	$17,903.52	$0.00	$112,456.37	$0.00	98.53%	0.37%	$79,180.55	0.38%	$5,423.43	0.25%	$802.73	$113,259.10	$227.02	($76.89)
FRE	5,527	$82,092,995	$78,876.51	$0.00	$13,585.14	$0.00	$92,461.65	$0.00	$77,702.34	$0.00	$13,194.23	$0.00	$90,896.57	$0.00	98.31%	0.30%	$66,573.45	0.32%	$2,589.66	0.12%	$660.11	$91,556.68	$390.91	($69.66)
FRI	5,876	$83,805,210	$117,908.92	$0.00	$21,575.78	$0.00	$139,484.70	$0.00	$115,858.09	$0.00	$21,196.41	$0.00	$137,054.50	$0.00	98.26%	0.45%	$99,183.57	0.48%	$4,774.67	0.22%	$972.95	$138,027.45	$379.37	($97.43)
FSB	231	$4,656,706	$3,921.68	$0.00	$255.45	$0.00	$4,177.13	$0.00	$3,911.90	$0.00	$255.45	$0.00	$4,167.35	$0.00	99.77%	0.01%	$3,766.16	0.02%	$43.31	0.00%	$17.17	$4,184.52	$0.00	($0.49)
FSK	26,195	$463,648,682	$383,095.34	$0.00	$72,598.35	$0.00	$455,693.69	$0.00	$375,938.68	$0.00	$70,510.61	$0.00	$446,449.29	$0.00	97.97%	1.47%	$330,011.92	1.59%	$15,284.21	0.70%	$3,345.58	$449,794.87	$2,087.74	($323.19)
FSW	9,761	$130,585,291	$156,238.84	$0.00	$26,861.10	$0.00	$183,099.94	$0.00	$154,106.88	$0.00	$26,496.19	$0.00	$180,603.07	$0.00	98.64%	0.59%	$129,403.83	0.62%	$7,805.73	0.36%	$1,490.82	$182,093.89	$364.91	($105.48)
FUH	5,749	$66,409,446	$106,887.65	$0.00	$19,273.35	$0.00	$126,161.00	$0.00	$105,461.63	$0.00	$18,788.41	$0.00	$124,250.04	$0.00	98.49%	0.41%	$70,787.99	0.34%	$26,207.76	1.20%	$1,159.24	$125,409.28	$484.94	($89.58)
FWB	17,468	$221,772,880	$253,403.68	$0.00	$46,475.98	$0.00	$299,879.66	$0.00	$249,202.10	$0.00	$45,211.72	$0.00	$294,413.82	$0.00	98.18%	0.97%	$174,210.20	0.84%	$53,048.70	2.42%	$2,547.09	$296,960.91	$1,264.26	($251.66)
FWO	5,517	$79,236,954	$72,175.66	$0.00	$12,511.12	$0.00	$84,686.78	$0.00	$70,945.54	$0.00	$11,737.15	$0.00	$82,682.69	$0.00	97.63%	0.27%	$54,428.48	0.26%	$6,306.80	0.29%	$677.24	$83,359.93	$773.97	($60.14)
IAD	1,232	$25,484,408	$17,119.92	$0.00	$4,064.35	$0.00	$21,184.27	$0.00	$17,008.31	$0.00	$3,870.43	$0.00	$20,878.74	$0.00	98.56%	0.07%	$14,334.07	0.07%	$420.57	0.02%	$95.91	$20,974.65	$193.92	($10.75)
SAS	33,574	$524,750,876	$469,918.94	$0.00	$88,795.50	$0.00	$558,714.44	$0.00	$462,349.41	$0.00	$86,722.74	$0.00	$549,072.15	$0.00	98.27%	1.81%	$394,973.93	1.90%	$24,091.34	1.10%	$4,250.81	$553,322.96	$2,072.76	($380.84)
SCC	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
SEN	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
SWF	0	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00
Totals			**$24,359,218.61**	**$2,032,360.00**	**$4,342,314.22**	**$173,240.00**	**$28,701,532.83**	**$2,205,600.00**	**$23,964,640.14**	**$2001005.00**	**$4,226,961.24**	**$168655.00**	**$28,191,601.38**	**$2169660.00**	**98.23%**	**100.00%**	**$20,769,937.91**	**100.00%**	**$2,189,820.38**	**100.00%**	**$217,038.80**	**$30,578,300.18**	**$119,937.98**	**($20,101.83)**

RESOLUTION CONCERNING PROPERTY TAX COLLECTION IN THE TOWN OF WEAVERVILLE

WHEREAS, beginning July 1, 2020, the Town of Weaverville entered into a Tax Collections Agreement with Buncombe County that provides that Buncombe County will provide tax collection services for all of the property taxes for the Town of Weaverville;

WHEREAS, the Weaverville Town Council wishes to approve the settlement for the taxes charged to the Tax Collector for collection for the 2024-2025 tax year, including the delinquent taxes; and

WHEREAS, the Weaverville Town Council wishes to appoint a Weaverville Tax Collector and set a bond amount for such office;

WHEREAS, the Weaverville Town Council wishes to adopt an order of collection for the FY2025-2026 Weaverville property taxes;

NOW, THEREFORE, BE IT RESOLVED by the Weaverville Town Council as follows:

(1) That the Combined Tax Settlement for FY2024-2025 as presented by Buncombe County is hereby approved;

(2) That Morgan Worley is hereby appointed as the Weaverville Tax Collector, with the understanding that the amended Tax Collections Agreement delegates all property tax collection responsibilities to Buncombe County;

(3) That the bond amount for the Weaverville Tax Collector is hereby set at $100,000;

(4) That the attached Order of Collection is hereby adopted.

THIS the 25th day of August, 2025.

TOWN OF WEAVERVILLE

By: _____
Patrick Fitzsimmons, Mayor

ATTESTED BY:

_____
Tamara Mercer, Town Clerk

Pursuant to NCGS § 105-321, ORDER OF COLLECTION

State of North Carolina
Town of Weaverville

To the Tax Collector of Town of Weaverville and by delegated authority, the Tax Collector for Buncombe County:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Buncombe County Tax Department and the Information Technology Office 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 Weaverville, 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. Tax records for the Town of Weaverville are delivered to you for collection. You are further authorized to call upon the Sheriff to levy upon and sell personal property under execution for the payment of taxes.

Witness my hand and official seal, this ____ day of _____, 2025.

_____(Seal)
Patrick Fitzsimmons, Mayor
Town of Weaverville

Attest:

_____
Tamara Mercer, Clerk
Town of Weaverville

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE: August 25, 2025

SUBJECT: Monthly Tax Report

PRESENTER: Tax Collector

ATTACHMENTS: Monthly Tax Report Summary
TR-401G Net Collections Report for July 2025
RMV Refund/Release Report for July 2025

DESCRIPTION/SUMMARY OF REQUEST:

Buncombe County has provided the monthly net collections report with data through the end of July 2025 and a request for tax releases/refunds.

A summary of the monthly tax report is provided and shows that **0.52% of the Town's property taxes have been collected as of the end of July**. This totals $25,096.86 out of the $4,803,294.77 total tax levy (real property, personal property, and business personal property). At the end of July 2025 there was $4,778,197.91 left to collect of the 2025 property taxes.

The Motor Vehicle Levy Releases/Refunds report for July Report is attached.

Buncombe County Assessor's Office has requested approval of the following releases/refunds:

July 2025	Property Tax Levy Release/Refund	$399.02
July 2025	Motor Vehicle Levy Release/Refund	$267.22

COUNCIL ACTION REQUESTED:

The monthly report is provided for information only.

Town Council action to approval of the tax releases/refunds is requested. The following motion is suggested:

I move that Town Council approve the releases and refunds as requested.

Town of Weaverville
MONTHLY TAX REPORT
FY 2025-2026

Tax Year 2025
Summary for YTD July 2025:

Original Billed Amts	$	4,800,694
Abs Adj (Adjustments by Assessor)	$	(390)
Bill Releases	$	(16)
Discovery Levy	$	3,007
Additional Levy	$	-
Net Levy	$	4,803,295
Total Current Year Collections	**$**	**25,097**
% Collected		**0.52%**
Total Left to be Collected:	**$**	**4,778,198**
Prior Years Tax Paid	$	1,106
Prior Years Interest Paid	$	40

Date run: 8/5/2025 4:42:44 PM

TR-401G Net Collections Report

NCPTS V4

Data as of: 8/4/2025 11:52:24 PM

Report Parameters:

Date Sent to Finance Start: **Min - July 1, 2025**

Date Sent to Finance End: **Max - July 31, 2025**

Abstract Type: **BUS,IND,PUB,REI,RMV**

Tax District: **WEAVERVILLE**

Levy Type: **Admin Expense, Advertisement Fee, Attorney Fee, Collection Fee 5, Collection Fee 9, Cost, Docketing Expense, EXPENSE, FEE INTEREST, Garnishment Fee, Interest, LATE LIST PENALTY, Legal Ad Expense, NSF Penalty, Postage Expense, Refund Clawback, Sheriff Service Fee, SPECIAL ASSESSMENT, STORMWATER, TAX, VEHICLE FEE, WEAVERVILLE TAX**

Tax Year: **2025, 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004**

Year For: **2025, 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003**

Collapse Districts: **N**

Default Sort-By: **Tax Year**

Grouping: **Tax District,Levy Type**

Fiscal Year Activity from July 1, 20XX to July 31, 2025								Activity from July 1, 2025 to July 31, 2025			
Tax Year	Orig. Billed Amt ($)	Abs. Adj ($)	Bill Releases ($)	Disc. Levy ($)	Net Levy ($)	Amt Collect. ($)	Unpaid Balance ($)	Amt Collect. ($)	Abs. Adj ($)	Bill Releases ($)	Disc. Levy ($)
		Assessor Refunds ($)	Net Collections ($)	Additional Levy ($)	Collection Fee Amt ($)	% Coll.	% Uncoll.			Assessor Refunds ($)	Additional Levy ($)
TAX DISTRICT: WEAVERVILLE	**LEVY TYPE: Interest**										
2024	0.00	0.00	0.00	0.00	0.00	4,775.86	0.00	$ 38.87	0.00	0.00	0.00
		0.00	4,775.86	0.00	0.00	NA	NA			0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	6,596.83	0.00	$ 1.15	0.00	0.00	0.00
		0.00	6,596.83	0.00	0.00	NA	NA			0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	4,927.24	0.00	$ -	0.00	0.00	0.00
		0.00	4,927.24	0.00	0.00	NA	NA			0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	5,085.95	0.00	$ -	0.00	0.00	0.00
		0.00	5,085.95	0.00	0.00	NA	NA			0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	11,905.62	0.00	$ -	0.00	0.00	0.00
		0.00	11,905.62	0.00	0.00	NA	NA			0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	6,000.40	0.00	$ -	0.00	0.00	0.00
		0.00	6,000.40	0.00	0.00	NA	NA			0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	316.01	0.00	$ -	0.00	0.00	0.00
		0.00	316.01	0.00	0.00	NA	NA			0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	39.57	0.00	$ -	0.00	0.00	0.00
		0.00	39.57	0.00	0.00	NA	NA			0.00	0.00

2016	0.00	0.00	0.00	0.00	0.00	64.92	0.00	$	-	0.00	0.00	0.00
		0.00	64.92	0.00	0.00	NA	NA				0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	100.08	0.00	$	-	0.00	0.00	0.00
		0.00	100.08	0.00	0.00	NA	NA				0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	47.72	0.00	$	-	0.00	0.00	0.00
		0.00	47.72	0.00	0.00	NA	NA				0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	1,020.36	0.00	$	-	0.00	0.00	0.00
		0.00	1,020.36	0.00	0.00	NA	NA				0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	730.74	0.00	$	-	0.00	0.00	0.00
		0.00	730.74	0.00	0.00	NA	NA				0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	12.59	0.00	$	-	0.00	0.00	0.00
		0.00	12.59	0.00	0.00	NA	NA				0.00	0.00
Sub.	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**41,623.89**	**0.00**	**$**	**40.02**	**0.00**	**0.00**	**0.00**
		0.00	**41,623.89**	**0.00**	**0.00**	**NA**	**NA**				**0.00**	**0.00**
TAX DISTRICT: WEAVERVILLE		**LEVY TYPE: LATE LIST PENALTY**										
2025	2,480.49	0.00	0.15	0.00	2,480.34	0.00	2,480.34	$	-	0.00	0.15	0.00
		0.00	0.00	0.00	0.00	0 %	100 %				0.00	0.00
2024	2,330.93	1.55	0.36	215.40	2,544.42	2,488.32	56.10	$	-	0.00	0.00	0.00
		0.00	2,488.32	0.00	0.00	97.80 %	2.20 %				0.00	0.00
2023	9,154.90	55.47	0.36	36.73	9,216.15	9,169.10	47.05	$	-	0.00	0.00	0.00
		0.00	9,169.10	80.35	0.00	99.49 %	0.51 %				0.00	0.00
2022	2,555.97	4.77	0.80	733.13	3,283.53	3,267.17	16.36	$	-	0.00	0.00	0.00
		0.00	3,267.17	0.00	0.00	99.50 %	0.50 %				0.00	0.00
2021	1,320.31	65.20	0.54	3,159.35	4,413.92	4,392.09	21.83	$	-	0.00	0.00	0.00
		0.00	4,392.09	0.00	0.00	99.51 %	0.49 %				0.00	0.00
2020	1,211.84	478.88	0.96	6,083.77	7,047.59	7,032.49	15.10	$	-	0.00	0.00	0.00
		0.00	7,032.49	231.82	0.00	99.79 %	0.21 %				0.00	0.00
Sub.	**19,054.44**	**605.87**	**3.17**	**10,228.38**	**28,985.95**	**26,349.17**	**2,636.78**	**$**	**-**	**0.00**	**0.15**	**0.00**
		0.00	**26,349.17**	**312.17**	**0.00**	**90.90 %**	**9.10 %**				**0.00**	**0.00**
TAX DISTRICT: WEAVERVILLE		**LEVY TYPE: TAX**										
2025	4,800,693.79	389.69	16.10	3,006.77	4,803,294.77	25,096.86	4,778,197.91	$	24,939.62	389.69	9.18	0.00
		0.00	25,096.86	0.00	0.00	0.52 %	99.48 %				0.00	0.00
2024	4,297,291.04	3,866.28	46.77	5,304.73	4,301,679.77	4,297,290.44	4,389.33	$	1,094.59	0.00	0.00	0.00
		437.67	4,297,728.11	2,997.05	0.00	99.90 %	0.10 %				0.00	0.00
2023	4,196,765.41	2,953.48	60.16	8,428.28	4,204,328.91	4,202,642.90	1,686.01	$	11.75	0.00	0.00	0.00
		0.00	4,202,642.90	2,148.86	0.00	99.96 %	0.04 %				0.00	0.00
2022	3,986,151.82	1,317.96	43.41	5,719.53	3,990,509.98	3,989,349.10	1,160.88	$	-	0.00	0.00	0.00

		735.06	3,990,084.16	0.00	0.00	99.97 %	0.03 %			0.00	0.00
2021	3,717,652.88	6,296.91	36.26	14,153.16	3,728,407.71	3,725,475.49	2,932.22	$ -	0.00	0.00	0.00
		726.57	3,726,202.06	2,934.84	0.00	99.92 %	0.08 %			0.00	0.00
2020	3,354,216.35	6,680.68	71.80	22,850.56	3,373,041.19	3,372,017.69	1,023.50	$ -	0.00	0.00	0.00
		2,156.28	3,374,173.97	2,726.76	0.00	99.97 %	0.03 %			0.00	0.00
2013	73,342.49	0.00	1,623.13	0.00	71,719.36	71,719.36	0.00	$ -	0.00	0.00	0.00
		0.00	71,719.36	0.00	0.00	100 %	0 %			0.00	0.00
2012	68,037.63	0.00	1,498.22	0.00	66,539.41	66,539.41	0.00	$ -	0.00	0.00	0.00
		0.00	66,539.41	0.00	0.00	100 %	0 %			0.00	0.00
2011	82.56	0.00	0.00	0.00	82.56	82.56	0.00	$ -	0.00	0.00	0.00
		0.00	82.56	0.00	0.00	100 %	0 %			0.00	0.00
Sub.	**24,494,233.97**	**21,505.00**	**3,395.85**	**59,463.03**	**24,539,603.66**	**19,750,213.81**	**4,789,389.85**	**$ 26,045.96**	**389.69**	**9.18**	**0.00**
		4,055.58	**19,754,269.39**	**10,807.51**	**0.00**	**80.48 %**	**19.52 %**			**0.00**	**0.00**
TAX DISTRICT: WEAVERVILLE		**LEVY TYPE: WEAVERVILLE TAX**									
2019	49,954.82	0.00	193.07	0.00	49,761.75	46,267.22	3,494.53	$ -	0.00	0.00	0.00
		0.00	46,267.22	0.00	0.00	92.98 %	7.02 %			0.00	0.00
2018	1,576.57	0.00	3.29	0.00	1,573.28	914.17	659.11	$ -	0.00	0.00	0.00
		0.00	914.17	0.00	0.00	58.11 %	41.89 %			0.00	0.00
2017	771.97	0.00	566.38	0.00	205.59	145.15	60.44	$ -	0.00	0.00	0.00
		0.00	145.15	0.00	0.00	70.60 %	29.40 %			0.00	0.00
2016	217.62	0.00	2.56	0.00	215.06	168.06	47.00	$ -	0.00	0.00	0.00
		0.00	168.06	0.00	0.00	78.15 %	21.85 %			0.00	0.00
2015	201.36	0.00	8.59	0.00	192.77	160.43	32.34	$ -	0.00	0.00	0.00
		0.00	160.43	0.00	0.00	83.22 %	16.78 %			0.00	0.00
2014	2,126.15	0.00	6.29	0.00	2,119.86	72.85	2,047.01	$ -	0.00	0.00	0.00
		0.00	72.85	0.00	0.00	3.44 %	96.56 %			0.00	0.00
2013	570.35	0.00	0.00	0.00	570.35	1.15	569.20	$ -	0.00	0.00	0.00
		0.00	1.15	0.00	0.00	0.20 %	99.80 %			0.00	0.00
2012	316.30	0.00	111.58	0.00	204.72	204.72	0.00	$ -	0.00	0.00	0.00
		0.00	204.72	0.00	0.00	100 %	0 %			0.00	0.00
Sub.	**55,735.14**	**0.00**	**891.76**	**0.00**	**54,843.38**	**47,933.75**	**6,909.63**	**$ -**	**0.00**	**0.00**	**0.00**
		0.00	**47,933.75**	**0.00**	**0.00**	**87.40 %**	**12.60 %**			**0.00**	**0.00**
Total	**24,569,023.55**	**22,110.87**	**4,290.78**	**69,691.41**	**24,623,432.99**	**19,866,120.62**	**4,798,936.26**	**$ 26,085.98**	**389.69**	**9.33**	**0.00**
		4,055.58	**19,870,176.20**	**11,119.68**	**0.00**	**80.51 %**	**19.49 %**			**0.00**	**0.00**

Signature (Tax Collector) _____

District Refunds FY2026
July 2025 through June 2026

NCVTS Pending refund report Fiscal Year 2026

Jul-25

Tax Jurisdiction	District Type	Net Change
BUN	COUNTY	($12,130.79)
CAS	CITY	($4,906.82)
CBM	CITY	($314.77)
CMT	CITY	($58.85)
CWV	CITY	($267.22)
CWO	CITY	($300.42)
FBA	FIRE	($26.53)
FEB	FIRE	($22.81)
FEC	FIRE	($76.16)
FFA	FIRE	($321.64)
FFB	FIRE	($49.45)
FGC	FIRE	($8.82)
FJU	FIRE	($56.58)
FLE	FIRE	($155.87)
FNB	FIRE	($35.57)
FRC	FIRE	($39.83)
FRE	FIRE	($7.72)
FRI	FIRE	($18.98)
FSK	FIRE	($195.09)
FSW	FIRE	($22.19)
FUH	FIRE	($144.36)
FWB	FIRE	($167.32)
FWO	FIRE	($56.11)
IAD	SPECIAL	($37.30)
SAS	SPECIAL	($758.15)
Total		**($20,179.35)**

TOWN OF WEAVERVILLE

TOWN COUNCIL AGENDA ITEM

Date of Meeting:	August 25, 2025
Subject:	Budget Amendment – Transfer for FY25, Revision to prior budget amendment in FY25
Presenter:	Town Finance Director
Attachments:	Budget Amendment Form

Description/Summary of Request:

Fiscal Year 2024-2025 included a final transfer totaling **$52,634.24** from the General Fund to the Capital Project Fund for the Recreation Complex that needs a budget amendment to be properly recorded. This will be the final transfer as this capital project has been completed and closed out.

The budget amendment Town Council approved on 6/23/2025 included insurance claim proceeds for both Public Works and the Water Department. The amount that is water related, **$32,575.06**, needs to be moved to the water fund, requiring a revision to the prior budget amendment.

The attached budget amendment is necessary so that the funds can be properly transferred and recorded in FY 2024-2025.

Action Requested:

Town Manager recommends approval of the attached Budget Amendment.

Budget Amendment FY 2024-2025

Town of Weaverville

What expense accounts are to be increased, or revenue decreased?

Account	Account Description	Transfer Amount
010-004-320-09964	Transfer to Capital Project Fund - Recreation Complex (070)	$52,634.24
010-004-300-09043	Property Insur Claims (Revenue – Gen Fund)	$32,575.06

What expense account(s) are to be decreased or additional revenue expected to offset expense?

Account	Account Description	Transfer Amount
070-000-300-60010	Transfer from General Fund	$52,634.24
030-004-300-09043	Property Insur Claims (Revenue – Water Fund)	$32,575.06

Justification: Please provide a brief justification for this budget amendment. *Transfer from General Fund to Capital Project Fund for the Recreation Complex in Fiscal Year 2024-2025; Adjustment to budget amendment from June 2025 to record insurance proceeds received.*

Authorized by Finance Officer **Date**

Authorized by Town Manager **Date**

Authorized by Town Council (if applicable) **Date**

Budget Ordinance Section 13:

B. *The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.*

C. *The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.*

D. *The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed $10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.*

E. *The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.*

TOWN OF WEAVERVILLE

TOWN COUNCIL AGENDA ITEM

Date of Meeting:	August 25, 2025
Subject:	Budget Amendment - Re-appropriations from FY25
Presenter:	Town Finance Director
Attachments:	Budget Amendment Form

The Fiscal Year 2024-2025 Budget contained several items that were received and/or budgeted in Fiscal Year 2024-2025 but need to carry forward to Fiscal Year 2025-2026. These amounts reverted to Fund Balance at 6/30/2025 and must be re-appropriated in order to be spent in the current Fiscal Year.

Town Council is asked to approve a budget amendment to add the following expenditure items to the 2025-2026 Budget:

Administration

Building Repair/Maintenance: **$10,152.93** (unfinished HVAC replacement/repairs); Small Equipment: **$29,388.08** (remaining deposit for upgrading accounting system)

Police Department

Salaries & Wages: **$48,888.00** (SRO Reimbursement); Alcohol Ed & Prevention: **$17,000.56;** ABC Law Enforcement: **$13,745.27**; Cops for Kids: **$1,119.13** (all carryovers for unspent funds); Building Repair/Maintenance: **$16,114.99** (unfinished repairs); Capital Improvements: **$15,379.19** (unfinished renovations)

Fire

Vehicle Maintenance: **$7,401.34** (vehicle parts ordered but not received by 6/30/25); Small Equipment: **$21,035.00** (for equipment ordered but not received); Capital Equipment: **$128,053.38** (for capital equipment ordered but not received by 6/30/25: rescue boat, alerting system, resiliency water source, UTV, radios)

Streets

Capital Improvements: **$320,745.72** (street paving program unspent funds)

Powell Bill

Capital Improvements: **$447,535.35** (street paving program unspent funds)

Sanitation

Vehicle Maintenance: **$22,615.98** (unfinished repairs on garbage truck)

Stormwater Management

Capital Improvements: **$125,160.00** (Stormwater Program unspent funds)

Grounds Maintenance

Capital Improvements: **$57,696.26** (handrails and other unfinished capital improvements)

Water Production

Capital Equipment: **$65,177.31** (unfinished repair on raw water pump)

Water Maintenance

Contract Labor: **$5,400.00** (unfinished sidewalk repairs on Lakeshore Dr.); Vehicle Supplies: **$2,459.32** (parts ordered but not yet received); Supplies/Materials: **$1,826.34** (supplies ordered but not yet received); Capital Improvements: **$886,535.96** (for waterline replacement project carried forward); Capital Equipment: **$13,815.67** (equipment ordered by not received)

Action Requested:

Town Manager recommends approval of the attached Budget Amendment.

Budget Amendment FY 2025-2026

Town of Weaverville

What expense accounts are to be increased?

Account	Account Description	Transfer Amount
010-410-412-35100	Admin – Bldg Repair/Maint	$10,152.93
010-410-412-50100	Admin – Small Equipment	$29,388.08
010-430-431-12100	Police – Salaries & Wages	$48,888.00
010-430-431-26400	Police – Alcohol Ed & Prevention	$17,000.56
010-430-431-26450	Police – ABC Law Enforcement	$13,745.27
010-430-431-26608	Police – Cops for Kids	$1,119.13
010-430-431-35100	Police – Building Repair/Maint	$16,114.99
010-430-431-50300	Police - Capital Improvements	$15,379.19
040-430-434-35300	Fire – Vehicle Maintenance	$7,401.34
040-430-434-50100	Fire – Small Equipment	$21,035.00
040-430-434-50500	Fire – Capital Equipment	$128,053.38
010-450-451-50300	Streets – Capital Improvements	$320,745.72
010-450-459-50300	Powell Bill – Capital Improvements	$447,535.35
010-470-471-35300	Sanitation – Vehicle Maintenance	$22,615.98
010-470-473-50300	Stormwater Mgmt – Capital Imp	$125,160.00
010-600-612-50300	Grounds Maint – Capital Imp	$57,696.26
030-700-712-50500	Water Prod – Capital Equipment	$65,177.31
030-700-713-19500	Water Maint – Contract Labor	$5,400.00
030-700-713-25000	Water Maint – Vehicle Supplies	$2,459.32
030-700-713-26000	Water Maint – Supplies/Materials	$1,826.34
030-700-713-50300	Water Maint – Capital Imp	$886,535.96
030-700-713-50500	Water Maint – Capital Equipment	$13,815.67

What expense account(s) are to be decreased or additional revenue expected to offset expense?

Account	Account Description	Transfer Amount
010-004-310-09900	Appropriated Fund Bal (General)	$1,125,541.46
030-004-310-09900	Appropriated Fund Bal (Water)	$975,214.60
040-004-310-09901	Appropriated Fund Bal (Fire)	$156,489.72

Justification: Please provide a brief justification for this budget amendment. *Reappropriations from FY25 Budget to FY26 Budget for: SRO Reimbursement from County; ABC Distribution carryover; Unfinished building repairs & renovations at Police Dept and Town Hall; Unused funds for capital equipment in Fire Dept and Water Dept; Unfinished paving projects in Streets; Equipment ordered but not received by year-end in Fire, Sanitation, Stormwater Management, Grounds Maintenance and Water Dept.*

Budget Amendment FY 2025-2026

Town of Weaverville

Authorized by Finance Officer	**Date**
Authorized by Town Manager	**Date**
Authorized by Town Council (if applicable)	**Date**

Budget Ordinance Section 10:

B. *The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.*

C. *The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.*

D. *The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed $10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.*

E. *The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.*

TOWN OF WEAVERVILLE

TOWN COUNCIL AGENDA ITEM

Date of Meeting:	August 25, 2025
Subject:	Budget Amendment – Public Works, Comm Center
Presenter:	Town Finance Director
Attachments:	Budget Amendment Form

Description/Summary of Request:

A stormwater drainpipe in front of the Fire Department has recently failed and requires replacement to avoid a sinkhole. The Town obtained estimates from multiple sources, and the lowest quote was **$121,850**. The funding will come from General Fund Balance.

The Town has been awarded a grant from the Arbor Day Foundation and Truist Charitable Fund in the amount of **$35,000** for hurricane recovery. The funds will be used for a tree inventory and assessment of trees on town property and reforestation efforts.

The Town received insurance proceeds totaling **$41,006.66** for property claims related to Hurricane Helene storm damage in our Public Works department.

The Town received a donation of **$1,200** from Advent Health to help sponsor our Family Fridays programming at the Community Center.

The attached budget amendment is necessary in order to include these funds in the Fiscal Year 2025-2026 budget.

Action Requested:

Town Manager recommends approval of the attached Budget Amendment.

Budget Amendment FY 2025-2026

Town of Weaverville

What expense accounts are to be increased?

Account	Account Description	Transfer Amount
010-470-473-50300	Stormwater – Capital Improvements	$121,850.00
010-600-612-27000	Grounds Maint - Municipal Forestry Prog	$35,000.00
010-470-471-50500	Sanitation – Capital Equipment	$41,006.66
010-600-614-39510	Comm Center – Community Programs	$1,200.00

What expense account(s) are to be decreased or additional revenue expected to offset expense?

Account	Account Description	Transfer Amount
010-004-310-09900	Appropriated Fund Bal (General)	$121,850.00
010-004-300-07076	Public Works Grants	$35,000.00
010-004-300-09043	Property Insur Claims (Revenue)	$41,006.66
010-004-300-09022	Contributions Community Center	$1,200.00

Justification: Please provide a brief justification for this budget amendment. *Stormwater repairs at the Fire Dept; Grant funds received from the Arbor Day Foundation & Truist Charitable Fund for Hurricane Recovery; Insurance proceeds received from the League for equipment damaged by the hurricane; Contribution from Advent Health to sponsor movie nights at the Community Center.*

Authorized by Finance Officer **Date**

Authorized by Town Manager **Date**

Authorized by Town Council (if applicable) **Date**

Budget Ordinance Section 10:

B. *The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.*

C. *The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.*

D. *The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed $10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.*

E. *The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.*

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Board Appointments
PRESENTER:	Mayor Fitzsimmons
ATTACHMENTS:	Proposed Rosters – Board of Adjustment, Planning Board and ABC Board

DESCRIPTION/SUMMARY OF REQUEST:

There are several Town boards that have expiring terms and there is one Planning Board vacancy to fill. The Mayor recommends for consideration the following appointments and reappointments for the Board of Adjustment, Planning Board, and ABC Board reflected in the suggested motion below.

Brent Koenig declined reappointment to the Board of Adjustment and wishes to be consider for appointment to a more active board in the future. We will be looking for applicants to fill the alternate vacancy on the Board of Adjustment and hope to bring that back to Council in the coming months.

COUNCIL ACTION REQUESTED:

Suggested motion:

I move the approval of the following board appointments:

Michael McNamee – reappointment as a regular member of the ABC Board to serve a new 3-year term ending September 2028

Robert Chason – reappointment as Chairman of the ABC Board for a one-year term

Jonathan Brown – reappointment as a regular member of the Planning Board to serve a new 3-year term ending September 2028

Michael Sollazzo - reappointment as a regular member of the Planning Board to serve a new 3-year term ending September 2028

Tom Flournoy - appointment as an alternate member of the Planning Board to serve a new 3-year term ending September 2028

Paul Clauhs – reappointment as regular member of the Board of Adjustment to serve a new 3-year term ending September 2028

WEAVERVILLE **ALCOHOL BEVERAGE CONTROL (ABC) BOARD**				
Quarterly – 10 am on First Wednesday in March, June, September and December in Community Room/Council Chambers at Town Hall; and as needed				
NAME AND POSITION	**CONTACT INFORMATION**	**FIRST APPT**	**DATE OF APPT**	**TERM (3 YEARS)**
Robert Chason Chairman	26 Scenic Mountain Drive	2011	August 2023	September 2023 – 2026
Michael McNamee	5 Highlander Road	2024	August 2025	September 2025 – 2028
Chip Fuller	12 Longstreet Court	2024	August 2024	September 2024 - 2027
Jennifer Jackson Board Attorney	828-442-1858 (cell) jjackson@weavervillenc.org			
Brooke Hendrix General Manager				
Teresa Wilcox Finance Officer				

WEAVERVILLE PLANNING BOARD				
Regularly meets 1st Monday of the month at 4 pm in Community Room/Council Chambers at Town Hall				
NAME AND POSITION	**CONTACT INFORMATION**	**FIRST APPT**	**DATE OF APPT**	**TERM (3 YEARS)**
Jane Kelley Regular Member *Chair*	31 Moore Street	2021	August 2023	September 2023 – 2026
Mark Endries Regular Member *Vice Chair*	9 Grove Street	2021	March 2022	September 2024 - 2027
Donna Mann Belt Regular Member	53 Highland Street	2021	August 2023	September 2023 – 2026
Jonathan Brown Regular Member	175 N. Main Street	2024	August 2025	September 2025- 2028
Michael Sollazzo Regular Member	118 S. Main Street	2024	August 2025	September 2025 – 2028
Tom Flournoy Alternate Member	1 High Meadow Drive	2025	August 2025	September 2025 – 2028
Jennifer Young Alternate Member	54 S. Main Street	2024	August 2024	September 2024 - 2027
James Eller Planning Director	828-484-7002 (direct line) jeller@weavervillenc.org			
Jennier Jackson Assist. Manager	828-398-2775 Office jjackson@weavervillenc.org			
Graham Crawford Town Planner	828-484-7003 (direct line) gcrawford@weavervillenc.org			

Last updated August 2025

WEAVERVILLE **BOARD OF ADJUSTMENT**				
Regularly meets 2nd Monday of the month at 6:00 pm (subject to cancellation) in Community Room/Council Chambers at Town Hall				
NAME AND POSITION	**CONTACT INFORMATION**	**FIRST APPT**	**DATE OF APPT**	**TERM (3 YEARS)**
John "Tycer" Lewis Chairman	14 South College Street	2017	August 2023	September 2023 - 2026
Cynthia Wright Vice-Chairman	88 Hillcrest Drive	2014	August 2024	September 2024 – 2027
Paul Clauhs Regular Member	74 Hamburg Drive	2011	August 2025	September 2025 – 2028
Roger Parkin Regular Member	57 Church Street	2017	August 2023	September 2023 – 2026
Larry Murray Regular Member	7 Alexander Road	2021	August 2024	September 2024 –2027
Paul DeCrosta Alternate Member	73 Lofton Street	2023	December 2023	Dec 2023 - Sept 2026
Vacant Alternate Member				September 2025- 2028
James Eller, Zoning Administrator	828-484-7002 jeller@weavervillenc.org			
Jennifer Jackson Assist. Manager	828-442-1858 jjackson@weavervillenc.org			
Graham Crawford Planner	gcrawford@weavervillenc.org			

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Road Closure Ordinance – Art in Autumn
PRESENTER:	Town Manager Harris
ATTACHMENTS:	Proposed Road Closure Ordinances

DESCRIPTION/SUMMARY OF REQUEST:

Road closure ordinances are needed for the Art in Autumn Event sponsored by the Weaverville Business Association. This event is planned for Saturday September 20. This closure has been approved by NCDOT

The Town Manager recommends that this road closure ordinance be adopted so that the event can proceed as scheduled.

COUNCIL ACTION REQUESTED:

Suggested motion:

I move the adoption of the road closure ordinance for Art in Autumn as presented

TOWN OF WEAVERVILLE

AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE
WEAVERVILLE ART IN AUTUMN FESTIVAL

WHEREAS, the Town Council of Weaverville acknowledges a long tradition of supporting the annual Weaverville Art in Autumn Festival, that benefits the Weaverville and the North Buncombe community; and

WHEREAS, the Town Council of Weaverville acknowledges a long tradition of providing the Weaverville Art in Autumn Festival for the pleasure of its citizens; and

WHEREAS, the Town Council of Weaverville acknowledges the Weaverville Art in Autumn requires approximately two (2) hours to install signage, and also requires approximately one (1) hour for removing signage, litter, etc.

WHEREAS, The Town Council of Weaverville recognizes that the detour route will be appropriately marked with signage and personnel at various locations to ensure the motoring public travels safely and without unnecessary delay.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Weaverville pursuant to the authority granted by G. S. 20-169, that we do hereby declare a temporary road closure on the day and times set forth below and the following described portion of a State Highway System route:

Event:	Weaverville Art in Autumn
Date:	September 20, 2025
Time:	5:00 am until 10:00 pm
Road Closure:	The portion of Main Street between Church Street and Brown Street will be closed to vehicular traffic and all traffic safely detoured around this area

And it shall be (1) unlawful for any person to remove any barrier (traffic cone or barrel, barricade, caution tape, etc.) or sign stating that a street or roadway is closed to traffic, and (2) unlawful to drive on or over a street or roadway that is marked, signed or barricaded to indicate that it is closed to traffic. A person who violates any provision of this ordinance may be subject to criminal and/or civil penalties.

This ordinance is to become effective when signs are erected giving notice of the road closures and detour routes, and the implementation of adequate traffic control.

Adopted this 25th day of August, 2025

_____

Patrick Fitsimmons, Mayor

Attest:

_____

Tamara Mercer, Town Clerk

TOWN OF WEAVERVILLE
NORTH CAROLINA



TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Helene Recovery Plan Update and Next Steps
PRESENTER:	Assistant Town Manager Jackson
ATTACHMENTS:	Project Slides and Project List

DESCRIPTION/SUMMARY OF REQUEST:

The Town of Weaverville has been working with the County and other municipal jurisdictions on the Helene Recovery Plan. own staff will update Town Council on the development of a Countywide Helene Recovery Plan. Each jurisdiction, including Weaverville, has developed some specific projects to work towards and those will be included in the Plan.

Attached are the descriptions of the Weaverville projects that will be included in the Plan under the following categories:

Economic Resilience
Emergency Preparedness
Infrastructure Resilience
Environmental Resilience
Community Resilience

The draft plan is expected to be rolled out to all jurisdictions for review and public input in September with adoption by each jurisdiction slated for November/December.

ACTION REQUESTED:

No Town Council action is needed or requested at this meeting

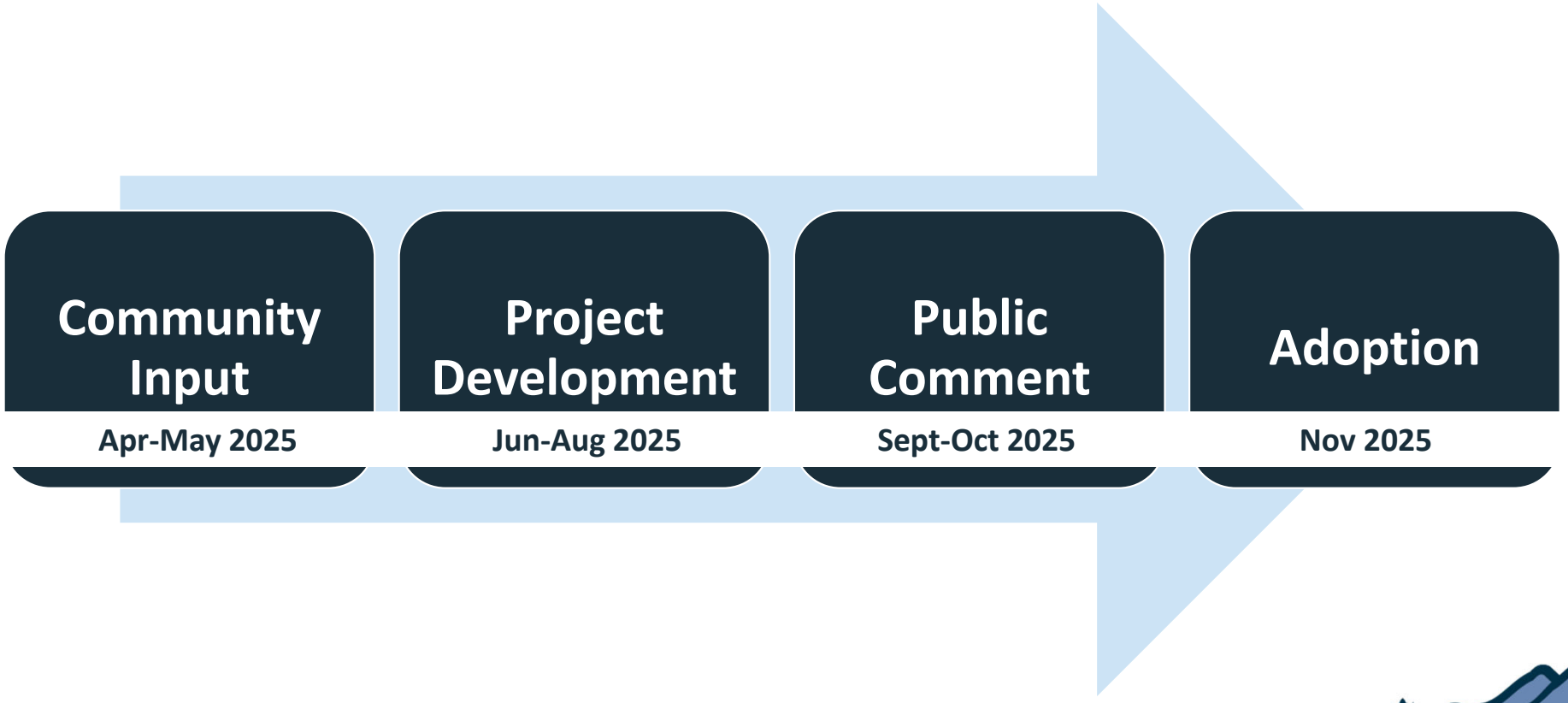
Tropical Storm Helene Recovery Planning

August 2025

Our local approach to recovery planning

- Aligned to state & federal recovery frameworks
- Informed by other communities recovering from disasters
- Created with support from FEMA Community Assistance
- Unified plan reflective of all jurisdictions within Buncombe County while retaining independent authorities for each to approve, establish, fund & carry out projects -
  - Buncombe County
  - City of Asheville
  - Town of Biltmore Forest
  - Town of Black Mountain
  - Town of Montreat
  - Town of Weaverville
  - Town of Woodfin

Schedule


Community Input
Apr-May 2025
Project Development
Jun-Aug 2025
Public Comment
Sept-Oct 2025
Adoption
Nov 2025

ENVISION BUNCOMBE

VISUALIZA BUNCOMBE

Planning Recovery, Building Resilience, Creating a Better Buncombe.

Planificando la Recuperación, Fortaleciendo la Resiliencia, Construyendo un Buncombe Mejor.

2,622 Survey Responses Received



The Community's Top 10 Recovery Priorities

1. Investing in infrastructure: water, roads, bridges, telecommunications
2. Disaster preparedness and resiliency investments
3. Wildfire prevention
4. Floodplain management
5. Restoring streambanks
6. Rebuilding parks
7. Preserving flood-prone property from development
8. Landslide stabilization
9. Building more affordable housing
10. Funding to promote food security in food deserts or vulnerable areas

Next Steps

- Produce a draft plan including projects from each of the jurisdictions
- Release the draft plan for public comment in September
- Modify the plan based on feedback
- Bring updated plan for adoption in November/December
- Implement projects & report progress to the community

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: ER -1
Category: Economic Resilience
Project Name: Local Business Support
Brief Description: Support arts recovery through the provision of gallery, workshop, and office space and the creation of a tool lending-library.
Purpose & Need: Weaverville experienced economic losses, as did many jurisdictions throughout the state. This project is designed to support local recovery and growth through multiple efforts to promote local entrepreneurs and business start-ups. Three areas are emphasized in this project, including Arts Recovery, creation or expansion of co-working spaces, and creation of a Tool Library and Maker Space.
Benefits/Intended Outcomes: These projects are designed to boost local economic growth in Weaverville. In general, they focus on providing opportunities and locations for local entrepreneurs to develop businesses from the ground up. The projects will support the arts, and small business start-ups.
Key Activities & Deliverables: 1. Arts Recovery. Support private efforts at old Balcrank facility to provide art studios and galleries for displaced artists. Many artists, and galleries, were displaced from the River Arts District 2. Co-Working Space. Support private efforts to provide co-working spaces where businesses can share office space, equipment and administrative tools, or have inadequate resources for parttime support services and equipment. 3. Tool Library and Maker Space. Support private efforts to establish a tool library and/or facility for the community to access woodworking and other equipment for repair or improvement projects. This space may also support business start-ups that are not yet fully equiped, or do not yet have the available capital to purchase manufacturing equipment (e.g. saws, types of drills, laser printers, etc.).
Timing: Long Term
Complexity: High
Cost: Medium.
Project Lead: Town of Weaverville and private and non-profit partners.
Key Anticipated Project Partners: Weaverville Business Association, arts organizations, the Chamber of Commerce in addition to other business groups, Buncombe County Economic Development and the NCWorks Career Center, located in Asheville.
Key Implementation Considerations:
These three activity areas will be interconnected with non-profit, private, and private entities in Weaverville and Buncombe County to support regional economic development efforts: 1. Arts Recovery will provide cultural growth for Weaverville residents and visitors: 1) Develop a framework and strategy to support outreach to interested artists and arts organizations. 2) Identify information sources to publicize the existance of the Balcrank facility and the various users. 3) Explore the creation of programs that can provide advertising and/or economic support for the arts.
2. Co-Working Space. 1) Identify an appropriate site for a facility. 2) Identify funding for the inital site acquisition. 3) Prepare a business plan for developing, publicizing and managing the space.
3. Tool Library and Maker Space. 1) Identify a site for the facility. 2) Identify funding for acquisition of tools for lending, and larger equipment for local community makers and entrepreneurs to use. 3) Prepare a business plan for developing, publicizing, and managing the space.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: EP - 1
Category: Emergency Preparedness
Project Name: Public Communication and Notification
Brief Description: Evaluate post-disaster lessons learned and plan to implement best practices for emergency communications and warning systems throughout Weaverville.
Purpose & Need: Weaverville had difficulty with emergency communications during and after the storm. Landlines were lost and public notifications were seriously compromised. This project has two parts to help address these identified issues: To identify and implement a reliable radio communication system that does not utilize landlines, and to implement a community-wide notification system for emergencies and for recovery information.
Benefits/Intended Outcomes: This project is designed to initiate and implement a comprehensive evaluation of disaster communications. It should include early warning systems, on-going communications during the event(s) and post-disaster recovery related community communication. Various types of communications will be evaluated, such as radio, online sources, and community based networks.
Key Activities & Deliverables: Develop a detailed plan for the project, including the following steps: 1) Conduct an "after action" review of positives and negatives from the Helene response; 2) Identify and prioritize projects for implementation; 3) Conduct outreach to other agencies for recommended best practices; 4) Conduct outreach to community partners, such as churches, business organizations, nonprofit agencies, health providers and others; 5) Identify significant budget needs; 6) Seek funding as necessary, including potential grants for emergency preparedness equipment.
Timing: Short Term
Complexity: Medium
Cost: Medium
Project Lead: Town of Weaverville
Key Anticipated Project Partners: North Carolina Department of Emergency Management, Law Enforcement, Fire Departments, Health Departments and all first responder agencies.
Key Implementation Considerations: Disaster communications (before, during and post-disaster) rely on multiple agencies, as well as private and nonprofit entities. This project addresses formal disaster preparedness and response issues, and also includes overall formal and informal ommunications within the community. This project should be closely coordinated with the public WiFi project in this plan. It should be well publicized in Weaverville to assure broad community knowledge exists.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: EP - 2
Category: Emergency Preparedness
Project Name: Emergency Operations Plan Project
Brief Description: Develop and implement an Emergency Operations Plan and Incident Command Structure for future emergency response.
Purpose & Need: Weaverille experienced serious communication issues during Helene. The town also realized that it needed a more formal Emergency Operations Plan to establish an Incident Command Structure, and dedicated roles among town employees. While town employees responded "above and beyond the call of duty," it became apparent that additional training was needed, particularly in better defining roles and responsibilites.
Benefits/Intended Outcomes: This project will relate closely with the Public Communication and Notification Project. The two projects will address issues identified post-disaster. Specifically, this project will provide an up-to-date response plan that will better enable the town to respond to the next disaster. It will also discuss specific activities in the plan that may be tailored to the type of disaster (e.g. rain/flooding, wildfire, landslides, wind).
Key Activities & Deliverables: Key Steps for implementation include: 1) Research similar plans from other jurisdictions; 2) Assess staff level training needs; 3) Determine if planning and employee training will be done with in-house resources, or if an outside contractor will be appropriate; 4) Develop specific strategy, and if a contractor is to be retained, a scope of work; 5) Develop a project budget and timeline; 6) Obtain approval from Weaverville Council to proceed: 7) Initiate project.
Timing: Short Term
Complexity: Medium
Cost: Low
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Buncombe County Department of Emergency Management, North Carolina Department of Emergency Management, FEMA, community based organizations.
Key Implementation Considerations: It is critical that the Weaverville Emergency Operations Plan be developed in a thoroughly coordinated way with similar regional and statewide efforts, including Buncombe County and neighboring cities, regional, and statewide programs. This project will develop a written emergency operations plan to address all governmental functions and critical community needs and include training to a cross-section of Town employees for emergency management activities. The plan will address activities, such as emergency debris removal, temporary communications, search and rescue, supporting shelter set up and management, pet rescues and other activities. Training Town employees will support additional outside responders to be better connected with local issues and ease transition from response to recovery.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: EP - 3
Category: Emergency Preparedness
Project Name: Water System Interconnection Project
Brief Description: Connect the Weaverville water distribution system to the systems in the City of Asheville and Woodfin to create emergency redundancies for greater resiliency in all three systems during emergencies.
Purpose & Need: The Town of Weaverville has an independent public water supply and distribution system, as do the City of Asheville and Woodfin Water District. During Helene, all three of these jurisdictions experienced significant water supply and distribution issues. The Town of Weaverville believes that with some physical infrastructure modifications (interconnecting the three systems) all three systems would have much-needed system redundancy, which does not now exist.
Benefits/Intended Outcomes: The project to interconnect the three water systems would provide a back-up water supply, and in the case of catastrophic failure of a water treatment plant and/or major transmission line, the ability to get the system back on-line would be significantly enhanced, and thus a shorter timeframe for restoring operations would be available.
Key Activities & Deliverables: Implementing this project will require close coordination, planning, and engineering between the three systems. Key steps include the following: 1) Initiate discussions between the three water providers, addressing areas of mutual agreement and concerns: 2) Identify a course of action for project design and construction, including initial cost estimates: 3) Negotiate an agreement between the systems on the project, including cost-sharing, water purchase agreements and design implications; 4) Retain design professionals and initiate design, including final cost estimates; 5) Retain construction funding and construct improvements.
Timing: Medium Term
Complexity: Medium
Cost: Medium
Project Lead: Town of Weaverville
Key Anticipated Project Partners: The Town of Weaverville, Woodfin Water District, and the City of Asheville.
Key Implementation Considerations: All three water supply and transmission systems would require infrastructure modifications to create the interconnections. However, all systems have components that are close together, and the new infrastructure to cross-connect is not anticipated to be extensive. It would be necessary to coordinate, plan, and design the infrastructure. It would also be necessary to negotiate emergency water purchase agreements with partners that would be well-defined and in-place before any disaster happens.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: EP - 4
Category: Emergency Preparedness
Project Name: First Responder Mental Health Project
Brief Description: Provide a comprehensive mental health program specifically designed for Town of Weaverville first responders dealing with on-the-job trauma.
Purpose & Need: In their day-to day jobs, First Responders (law enforcement, firefighter/emergency medical technicians, and critical infrastructure repair) often face traumatic situations - sometimes literally life and death situations. In disaster response, that traumatic situation is frequently much greater. Reports are common of first responders seeking and/or continuing counseling services for a year or more after a disaster. Even in the absence of a disaster, emergency-related trauma can accumulate and take a serious toll on responder mental health.
Benefits/Intended Outcomes: This project would include evaluating and implementing programs to create opportunities for and encourage use of easily accessed, and stigma free, mental health services. These services could include individual counseling sessions and/or group therapy sessions. It could also encourage peer-to-peer outreach, and could facilitate "matching" services for peer-to-peer contact. The benefit of this program is to reduce mental health crises among first responders, allowing greater personal mental health and job productivity.
Key Activities & Deliverables: This project would entail the following key activities: 1) Conduct a full review of existing programs available to publicly employed first responders with the intent of identifying strengths and areas of needed improvement; 2) Identify potential providers of mental health services, including non-profit and private providers; 3) Reach out to all first responders to identify needs and desired services, including first responder input on how these services can assist them with their mental health and in their job performance: 4) Issue a Request For Proposals for services, of if an existing public provider is available that meets the identified program needs, enter into a Memorandum of Agreement for services.
Timing: Medium
Complexity: Medium
Cost: Low
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Buncombe County Health Department, private and nonprofit mental health providers, insurance companies, the federal Department of Health and Human Services, the North Carolina Department of Health and Human Services, employee representatives.
Key Implementation Considerations: It is critical to reach out to potential participants to ascertain their needs, and how best to achieve them. There are likely similar programs elsewhere that can be instructive to Weaverville in establishing its program. It is important to incorporate input from employee groups. Mental health services are deeply private and can be sensitive. Maintaining this sensitivity in identifying approaches and solutions will be necessary to ensure the success of the program to address the potentially more complex needs of first responders.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: EP - 5
Category: Emergency Preparedness
Project Name: Resilience Hub
Brief Description: Develop a network of community locations to serve as emergency shelters, resource storage, and information sharing sites in time of community-wide emergencies.
Purpose & Need: A Resilience Hub is a community-serving facility that will enhance the community's ability to prepare for, respond to, and recover from disasters.They serve as gathering places, resource distribution centers, and communication hubs, to strengthen communities both in everyday situations and during emergencies. During an emergency, the Hub can serve as a safe shelter, a distribution center for food and other personal needs (e.g. clothing, bedding), and a central location for critical health and overall communication needs.
Benefits/Intended Outcomes: This project would look at facilites in Weaverville, which can serve as multi-use centers. On a day-to-day basis these facilities could meet multiple community needs, and be almost instantly converted to serving as a disaster response hub when the need demands Community Centers, places of worship, civic organizations and publicly owned buildings could all provide these multiple functions. Ideally, these buildings would have critical disaster response needs stored onsite to prepare for the inevitable demand once a disaster strikes. If onsite storge of supplies and materials is not feasible, a central warehouse of "ready-to-go" equipment and supplies should be easily accessible.
Key Activities & Deliverables: This project would entail the following key activities: 1) Evaluate all publicly owned facilities in Weaverville, with emphasis on town-owned facilities, to determine their suitability to serve as a resilience hub. 2) Evaluate non-publicly owned facilities for suitability, and if suitable, enter into conversations with owners about the potential use; 3) Develop a list of facilities that can, and should, be identified as suitable, including strengths and weaknesses of each site. 4) Determine appropriate levels of supplies and equipment for each facility, recognizing they will likely vary significantly by facility; 5) Initiate a program to acquire and store needed supplies and equipment. 6) Develop a public information campaign to identify the program, assure broad public understanding of the program, and that the location of each designated Resilience Hub is well known.
Timing: Short
Complexity: Medium
Cost: Low
Project Lead: Town of Weaverville
Key Anticipated Project Partners: The entire community should be encouraged to partner in this project.Other partners include Buncombe County Emergency Management, health care providers, nonprofit agencies, churches, and other community-based organizations can all be important partners.
Key Implementation Considerations: Resilience Hubs will take on an oversized level of importance when disaster strikes the next time in Weaverville. As noted, the entire community should be encouraged to participate in this project. Community engagement and outreach should be central to its implementation. The broader the designation as a Resilience Hub is known in the community the better. It is also a very positive feature if the center is used as a community center for other activities in "normal times". This use would ensure broader knowledge with the Hub, and a comfort level of being there - in good and in difficult times.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: IR - 1
Category: Infrastructure Resilience
Project Name: Weaverville Water System Improvements
Brief Description: Upgrade water lines and install backup generators at critical water facilities to provide power to the water distribution system during times of emergencies.
Purpose & Need: Helene impacted Weaverville's water system in ways similar to water providers throughout Western North Carolina. This has caused needs to significantly repair and upgrade the system. This project outlines several water system improvements for Weaverville. They include: 1) Purchase and install a generator at High Bluff water tank; 2) Install generator at WTP Raw Water Intake; 3) Install generator at the Water Treatment Plant as part of the proposed expansion project; 4) Design and install a second main water line crossing Reems Creek for system redundancy; and 5) Replace old and undersized waterlines at various locations in the water system.
Benefits/Intended Outcomes: While Helene caused untold damages to Weaverville's infrastructure, it also provided the opportunity to take a hard look and evaluate existing systems. This evaluation has demonstrated these projects as necessary repairs, while also providing the opportunity to upgrade and modernize other system components.
Key Activities & Deliverables: These projects include infrastructure and physical improvements to the water system. The following steps will generally describe the activities that are necessary for all five system improvements (some activities may be concurrent, and not necessarily linear). 1) Identify the general parameters of each project. 2) Initiate a design process, through engineering design contractors. 3) If contractors will be used, prepare a Request for Proposals (RFP) for design services and conduct a selection process for the selected firm(s). 4) Prepare budget level cost estimates and obtain approval for the budget from the Town Council. 5) Initiate and complete project construction.
Timing: Medium Term
Complexity: Medium
Cost: High
Project Lead: Town of Weaverville Water Department
Key Anticipated Project Partners: While some portions of the costs of these projects will be borne by ratepayers, grant funding has been secured for some of these projects. They include the Environmental Protection Agency for water system infrastructure, NCGA Direct Appropriation for the water treatment plant expansion which includes generator installation, US Army Corps of Engineers for waterline extension and replacement, and possibly the FEMA Hazard Mitigation Grant Program for Generator acquisiton, and potentially economic development sources (for example the Economic Development Administration) for system improvements that can enhance economic development activities.
Key Implementation Considerations: In addition to the specific steps outlined in "Key Activities/Deliverables, it is important to assure the citizens of Weaverville are fully informed about the upgrades to the community water system. Outreach could be by status reports at Town Council meetings, public information such as press releases to local media organizations, or informational postings on the Town's website.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: IR - 2
Category: Infrastructure Resilience
Project Name: Street and Sidewalk Evaluation and Repair
Brief Description: Create an inventory of streets and sidewalks in Weaverville with implementation of upgrades and improvements as necessary to provide greater resiliency against future disasters.
Purpose & Need: Some streets in Weaverville were impacted by the storm, both by flooding and landslides in the municipality. This project will conduct an inventory of streets that experienced, or have the future potential to experience, flood and landslide damages. The study will focus on those streets to determine if they can be cost-effectively redesigned to reduce the potential of future storm damages. Concurrently, the town will look at sidewalks in Weaverville and conduct an inventory of inadequate or missing sidewalks that can be built or repaired to create a more effective pedestrian network for Weaverville.
Benefits/Intended Outcomes: A fundamental function of town government is to provide safe and effective infrastructure. Transportation networks, such as streets and sidewalks, are core parts of Weaverville's infrastructure. This project will be focused on making streets and sidewalks safer and more effecitive, while also making them more resilient in future storm events. This will make recovery from future events easier, while improving quality of life for Weaverville's residents and visitors on a daily basis.
Key Activities & Deliverables: This project includes inventorying and designing repairs and improvements to Weaverville's transportation network. These following steps will generally describe the activities that are necessary for the street and sidewalk evaluation/improvment project, and are the same general activities as described in the water system improvement projects (some activities may be concurrent, and not necessarily linear.) 1) Identify the general parameters of each project. 2) Initiate a design process, either through in-house design professionals, or through engineering design contractors. 3) If contractors will be used, prepare a Request for Proposals (RFP) for design services and conduct a selection process for the selected firm(s). 4) Prepare budget level cost estimates and obtain approval for the budget from the Town Council. 5) Initiate and complete project construction.
Timing: Medium Term
Complexity: Low
Cost: High
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Most of the partners for this project will be staff, residents, visitors and businesses in Weaverville.
Key Implementation Considerations: Street and sidewalk improvement projects sometimes impact local circulation and property access. It is important to make sure that members of the public that are impacted by critical design and construction projects, be well-informed before the project is initiated.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: ER -1
Category: Environmental Resilience
Project Name: Urban Canopy Inventory and Enhancement
Brief Description: Create a tree inventory and a long-term strategy to enhance and protect the tree canopy on public and private land in Weaverville.
Purpose & Need: The wind, flooding, and landslides resulting from Helene caused significant damage to Weaverville's trees. This project looks to replace the trees, and improve tree planting to enhance the overall urban canopy in town. An adjunct component of this project is to obtain a certified arborist to identify and assess the health of the trees on property owned by the town.
Benefits/Intended Outcomes: It has been well-documented that trees in urban areas provide many benefits, both environmental and economic. Tree leaves and needles collect water from rain and fog, often supporting groundwater sources. Water hits the ground at a much slower rate, thus allowing more infiltration and less stormwater runoff. Trees also produce shade and provide measurable cooling to adjacent areas. Areas with a strong urban tree canopy also benefit from higher real estate values, as has been documented in multiple studies of real estate transactions throughout the country.
Key Activities & Deliverables: Tree canopy inventory and enhancement is relatively straightforward. The following key activities include: 1) Identify the scope of need for the project by conducting a detailed inventory by a certified arborist. 2) Identify needs throughout the Town, and also on Town-owned properties. 3) Develop a strategy and budget for Town-owned property and a program for privately-owned property. The privately-owned property program should include community partners and media to encourage tree planting throughout the Town.
Timing: Short
Complexity: Low
Cost: Low
Project Lead: Town of Weaverville
Key Anticipated Project Partners: There are multiple potential partners for this program. National organizations, including but not limited to: the Arbor Day Foundation, National Forest Foundation, One Tree Planted and TreePeople. Federal sources include USDA Reforestation Project Programs, Urban and Community Forestry Program and Emergency Forest Restoration Program. Grant funding has been obtained from Truist Bank in conjunction with the Arbor Day Foundation for these components. Local support can also be encouraged through community and nonprofit groups.
Key Implementation Considerations: The Town can be a coordinator of these efforts on properties not owned by the town. This could include enlisting local partners and providing information on national programs and funding sources. The town should manage the efforts on town-owned properties.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: ER - 2
Category: Environmental Resilience
Project Name: Eller Cove Watershed Fuel Load Removal
Brief description: Identify funding and authorize contract services to clean up downed trees and other vegetation, which creates fuel load, in the Eller Cove Watershed to reduce wildfire risks.
Purpose & Need: The Eller Cove Watershed experienced a major number of downed trees from the storm. The Town is concerned about wildfire risk in the watershed, particularly related to the downed trees. The Eller Cove watershed is over 300 acres in size, and the threat of wildfire from downed trees is very real. This project would including establishing a funding plan and contracting for removal of downed trees and post removal clean up.
Benefits/Intended Outcomes: There is a threat of wildfires from downed trees in Western North Carolina following the destruction of Tropical Storm Helene. As the trees are primarily hardwood, they will not decay as rapidly as softwood, thus lengthening the threat of fire. If the trees were to decay on the ground, there could be significant new organic materials from the decay process, which could negatively impact runoff and thus water quality. Downed tree removal would help to mitigate those negative impacts.
Key Activities & Deliverables: The Town is anticipating to seek contractors for services to remove fuel load from the property. Prior to seeking contractors for the service, the Town should conduct an on-ground survey to obtain an estimate of the density of downed trees throughout the site. This general estimate of downed trees, and thus fuel load, will provide important information to the background of the Request for Proposals, and should produce better informed proposals from contractors. The normal steps to procure this service would be to issue a Request for Proposals and to select the most qualified proposer.
Timing: Short
Complexity: Low
Cost: Medium
Project Lead: Town of Weaverville
Key Anticipated Project Partners: The State Fire Marshal is a potential partner, along with the USDA Forest Service. Other federal,state, and nonprofit programs could potentially provide funding.
Key Implementation Considerations: The Town should develop a program of public engagement for these efforts. In addition to trees on the ground, it will likely be necessary to remove "hangers", or hazardous trees that will not survive and provide a threat to the public. This program should be explained in detail and made widely available to the public.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: ER - 3
Category: Environmental Resilience
Project Name: Main Street Nature Park Stormwater and Streambank Restabilization Project
Brief description: Repair the streambanks in the Main Street Nature Park to restore and upgrade stormwater control measures damaged during Tropical Storm Helene.
Purpose & Need: Main Street Nature Park, encompassing 10 acres, is located in downtown Weaverville and open to the public daily. The park has a walking trail, where dogs are permitted on leash. The park serves as a demonstration area for natural habitats for Western North Carolina flora and fauna. This project will focus on repairing the streambank which was damaged by flooding from Tropical Storm Helene. It will also repair and upgrade stormwater control measures in the park, which were damaged by Helene.
Benefits/Intended Outcomes: Main Street Nature Park is a tranquil and peaceful park with a stream and walking trails in the heart of Weaverville. The flooding caused major erosion and streambank scouring that not only is unsightly, but also contributes to increased erosion and degraded water quality. Walking trails in the park were also damaged, but this project is specifically referencing the streambank stabilization and stormwater management improvements.
Key Activities & Deliverables: This project will likely require specialized constractors. Prior to issuing a Request for Proposals from contractors, the Town should conduct and document an in-house damage assessment. This will better inform proposals and shoud support better defined submittals. Mitigation for streambank erosion may include vegetation plantings and armoring with rock. Stormwater management repairs will be sensitive to the natural environment in the park.
Timing: Short
Complexity: Low
Cost: Low
Project Lead: Town of Weaverville
Key Anticipated Project Partners: North Carolina Department of Water Resources, Land and Water Conservation Fund (Federal), Foundations, community organizations.
Key Implementation Considerations: The Main Street Nature Park is one of two significant parks located in Weaverville (Lake Louise Park being the other). Repairs to the park will likely be closely watched by the community, and the Town will make a point of assuring good information about the project is available to the community. Local groups and individuals could be solicited for volunteer support for the project to obtain better community participation and offset some expenses from a contractor.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: ER - 4
Category: Environmental Resilience
Project Name: Property Buyout Project
Brief description: Implement a property acquisition program for flood-damaged property located in high hazard areas and convert land to uses suitable for future flood mitigation and control.
Purpose & Need: As with all municipalities in Buncombe County, Weaverville suffered catastrophic flooding from Helene. Some property improvements located in the flood zone were destroyed by the floods. This project is to identify those properties and seek funding to acquire the property and convert it to open space. Property owners would be compensated for the property.
Benefits/Intended Outcomes: This project allows for acquisition of properties located in the flood zone of waterways, that were destroyed. It also provides the property owner the opportunity to relocate to a non-hazard area. Finally, the program allows the Town to reduce the potential damage to private property, while increasing public open space that will be more resilient to high water incursions.
Key Activities & Deliverables: In order to implement a buy-out program, the Town will need to take the following general steps. 1) Identify properties condemned from Helene damage, particularly those located in the flood zone. 2) Collect information on the property (i.e. owner, estimated value, status on whether the owner has pursued buyout directly with FEMA) and consider potential re-use scenarios; 4) Apply to FEMA and the state of North Carolina for hazard mitigation funding eligible for acquisition of properties in hazard areas (typically Hazard Mitigation Grant Program - HMGP). 5) Implement the property acquisition(s); 6) Demolish any remaining structures and convert the land to open space or other approved floodplain use.
Timing: Short
Complexity: Medium
Cost: TBD
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Key partners may include the North Carolina Emergency Management, a division of the Department of Public Safety. Public agencies such as the National Parks Service's Rivers, Trails and Conservation Assistance (RTCA) program, could potentially assist the town to plan for the future open space once the property is acquired.
Key Implementation Considerations: This project creates several public benefits, to both the property owners and the public. Property owners are relocated out of potentially hazardous location, which are in turn converted to passive recreation and open space providing additional amenities to the community. The Town should publicize the program and seek community engagement on reuse scenarios.

Town of Weaverville
DRAFT Helene Recovery Projects
July 2025

Project Number: CR - 1
Category: Community Resilience
Project Name: Public WiFi and Community Engagement Project
Brief Description: Expand Weaverville's public WiFi system to support future emergency communications and promote community engagement.
Purpose & Need: Weaverville has a public WiFi system supported by the Town. This project will evaluate the existing system and determine optimal ways to expand it, particularly relating to accessibility during disasters. The town is also seeking to promote opportunities for various groups in Weaverville to connect and improve communications and general "interconnectedness" among community members. The project will seek to identify ways for Weaverville to expand community outreach, and thus, engagement.
Benefits/Intended Outcomes: Publicly provided WiFi provides multiple benefits. Making specific steps to provide a more resilient WiFi system will increase its availability during storm events and future disasters. Public WiFi also provides residents and visitors easy access to WiFi, which has effectively become a basic need. Free access to WiFi is also a way for low-income people, and people who are basically house-ridden, to stay in contact with others in the community, and to have easy communication access to emergency services, particularly when other services, such as landlines, are down. Finally, a free WiFi system provides the Town a vehicle for public outreach in various ways beyond simply broadcasting Town Council meetings.
Key Activities & Deliverables: Key activities and deliverables for this project include: 1) Assess the existing system, focusing on coverage, strength of signal, and vulnerability to disasters, such as flooding, wind or wildfire. 2) Determine alternative techniques to "harden" the system's broadcast capabilities, including structural capability of surviving damaging environmental conditions, and expanding strength of signal and general coverage throughout the Town limits of Weaverville. 3) Determine the best approach to expand and strengthen the system within budgetary constraints. 4) Determine a program to implement the project. 5) Concurrently, evaluate community-driven programs to expand outreach by existing groups, such as social groups, churches, care providers, senior service agencies and other similar groups, as well as encouraging the community to become more enagaged in town issues and other issues of public interest.
Timing: Medium
Complexity: Medium
Cost: TBD
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Key partners will include emergency managers, law enforcement, firefighters and other first responders. Other key partners will be community-based organizations that will work directly with the town and its Information Technology staff, as well as other organizations to improve communications.
Key Implementation Considerations: While emergency preparedness and response are core reasons to pursue the project, there is an additional core value in this project to promote and encourage the community to be more connected and engaged. This will support individual welfare and enhance Weaverville's ability to be a stronger and tightly knit community. Along with the key activities and deliverables identified for this project, the Town will pursue community engagement as the "hard" details of the system are identified. Community engagement will focus on programmatic issues, and if significant structural improvements are required, construction issues.

Project Number: CR - 2
Category: Community Resilience
Project Name: Expanding Open Space and Parks Project
Brief Description: Develop an interconnected park and trail system joining existing parklands such as Lake Louise and Main Street Park with Reems Creek Greenway between Beach Community Club and the French Broad River.
Purpose & Need: Weaverville has two outstanding parks. The crown jewel of Lake Louise Park is located in central Weaverville, and includes over 15 acres of parkland around a 5 acre lake. The park features a brand new playground, outdoor exercise equipment, picnic shelters, a walking track, grills, and fishing. The Main Street Nature Park is a 10 acre park that provides walking trails and a quiet natural area in the heart of downtown. The Reems Creek Greenway is a planned walkway of about 2.25 miles in Weaverville, adjacent to Reems Creek. This would connect to a much longer trail east and west of Weaverville, starting at the Beach Community Club and terminating at the French Broad River. The town desires to enhance these open space assets and determine where they can be expanded or connected to other open spaces.
Benefits/Intended Outcomes: This project will work with Weaverville's existing park system and identify ways to expand and enhance it. This could include strategic property acquisitions, specific improvements in certain locations, and potentially new "pocket parks" that will serve neighborhoods and address local public needs.
Key Activities & Deliverables: The key activities for this project include: 1) Identify properties that could be used as pocket parks or larger passive or active recreational uses. 2) Evaluate areas adjacent to existing parks that would be good candidates for expansion or enhancement. 3) Evaluate potential trail/walkway connections between parks in addition to regional trails and facilities (such as the proposed Reems Creek Greenway system). 4) Evaluate activity programming opportunities for community connection among specific groups and across all groups in existing and expanded parks.
Timing: Medium
Complexity: Medium
Cost: TBD
Project Lead: Town of Weaverville
Key Anticipated Project Partners: Parks and open space expansion provides opportunities for parterning with multiple groups, including arts organizations (public art), economic development (visitor promotions), outdoor recreationists, and environmental groups. Buncombe County, the Town of Woodfin are potential local govenrmental partners, and state and federal agencies may provide funding resources.
Key Implementation Considerations: In addition to the key activities and deliverables identified for this project, the town will pursue community engagement as the "hard" details of the system are identified. Community engagement will focus on park redesign, park programmatic issues, and if significant structural improvements are required, construction issues.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Tree Assessment Inventory Project
PRESENTER:	Town Clerk Tamara Mercer
ATTACHMENTS:	Davey Resource Group Proposal dtd July 17, 2025

DESCRIPTION/SUMMARY OF REQUEST:

Town staff has worked to obtain several proposals from certified arborists to conduct a tree inventory and assessment of the trees on Town owned property. At its meeting on August 6, the Tree Board unanimously approved the lowest cost, responsive, and responsible proposal which was submitted by Davey Resource Group.

The Davey Resource Group proposal reflects a $17,000 contract amount for the inventory of up to 1,000 trees on the Town's properties, a maintenance strategy with a 5-year budget and benefits analysis that includes an invasive pest management section, and a virtual meeting to present the resulting report.

The $35,000 grant that the Town recently received from Truist Bank will cover this entire expenditure without any required Town match. The remaining funds, $18,000, will be able to be used to purchase and plant trees for some reforestation efforts. There is a grant deadline of December 31, 2025, so Town Council is urged to award this contract so that the work can proceed without delay.

ACTION REQUESTED:

Town Council is asked to award the project to the Davey Resource Group and approve the proposal with the following as a suggested motion:

> *I move that we award Weaverville's tree assessment project to the Davey Resource Group based on their proposal dated July 17, 2025, at the stated cost of $17,000, and authorize Town staff to execute the contract documents*

A PROPOSAL PREPARED FOR

Town of Weaverville, NC

Tree Assessment Inventory

July 17, 2025



DAVEY Resource Group

Table of Contents

Table of Contents **1**

ABOUT DAVEY RESOURCE GROUP 2

QTC 3

INDUSTRY LEADER 4

URBAN FORESTRY SERVICES 4

DRG'S UNIQUE QUALIFICATIONS 4

CUSTOMIZED APPROACH 5

Section One. Resumes **6**

Section Two. Project Methodology **12**

TASK ONE: TREE INVENTORY 12

TASK TWO: MANAGEMENT PLAN 17

TASK THREE: DIGITAL DATA DELIVERABLES 18

TASK FOUR: PUBLIC ENGAGEMENT OR TRAINING 18

OPTIONAL SERVICES 18

Section Three. Itemized Cost Proposal **20**

Section Four. References **22**

Clarifications, Assumptions, Exceptions, and Additional Information **26**

CONTRACT NEGOTIATIONS 26

INVOICING METHOD 26

INSURANCE REQUIREMENTS 26

CLIENT RESPONSIBILITIES 27

DRG STANDARD TERMS AND CONDITIONS 27

LIMITED WARRANTY 28

Company Headquarters
295 S. Water Street, Suite 300
Kent, OH 44240
800-828-8312

July 17, 2025

Tamara Mercer, Town Clerk
Town of Weaverville
30 S. Main Street
Weaverville, North Carolina 28787

RE: Tree Inventory RFQ

Dear Ms. Mercer,

I am writing to submit our proposal for conducting a comprehensive tree inventory for the Town of Weaverville, NC. Our team is excited about the opportunity to collaborate with you to map, assess, and effectively manage your urban forest resources.

Davey Resource Group, Inc. (DRG) understands the benefits that trees bring, and we also recognize the challenges associated with managing public trees. Our parent company, The Davey Tree Expert Company, was founded in 1880 to train tree surgeons - predecessors to the modern-day arborists. Over the years, our company has developed numerous tree care and maintenance protocols, standards, and best practices, including the development of software to organize and manage tree inventories. Our world-leading research and development department, the Davey Institute, is staffed with scientists and technical advisors to guide our field service teams in diagnosing and prescribing the best approaches to tree maintenance and care. Fundamentally, our tree knowledge is rooted in direct science and research, differentiating us from our competitors and ensuring that our clients receive the best advice for managing and maintaining their trees.

ABOUT DAVEY RESOURCE GROUP

Davey Resource Group, Inc. is the leader in urban forestry consulting in the United States, having provided tree inventory assessment services and assisted with managing urban forests since its founding in 1992. We regularly assess over two million trees annually and develop a wide range of plans for communities. These plans encompass data-driven, operationally focused work plans and strategic master plans, informed by input from the community and stakeholders.

In addition to our on-the-ground arborist assessment and urban forest planning services, we provide GIS-based mapping and canopy assessments. Since 2010, DRG has completed over 225 urban tree canopy (UTC) assessments, providing accurate estimates of tree canopy cover and impervious surfaces. Our team consists of arborists, urban foresters, planners, landscape architects, ecologists, GIS, and Information Technology (IT) professionals. Together, we offer proven solutions for urban forest management and unique strategies for today’s challenges, such as the urban heat island effect and the lack of tree canopy in underserved neighborhoods.

In addition to DRG’s renowned urban forestry services, we also offer a diverse range of other environmental consulting services. This includes wetlands and stream studies, environmental design and ecosystem restoration, stormwater management and compliance, and invasive species management. DRG's staff is well versed in complex ecosystems, resource challenges, and regulatory concerns that can impact project success. With 24 local regional offices and a national presence, DRG is well equipped to handle urban forestry and environmental projects in your area.

DRG offers a comprehensive range of environmental consulting services to clients worldwide. As the industry leader in urban forestry, we understand that trees have immense value to communities, and we know that trees sometimes fail and can cause damage. Our experience in collecting data on millions of trees, combined with our extensive inventory work, surpassing that of any other company in the world, provides you with the reassurance that your investment will not go to waste and that we understand your goals. We aim to bring our expertise to help you maximize the value that trees provide and minimize the risks of damage, injury, or disruption that trees may cause. Tools like a tree inventory and management plan help identify opportunities, focus attention, and secure resources to tackle community priorities.

We understand that your goal is to improve the health and structure of the urban forest by gaining a deeper understanding of this vital tree resource. You can't manage if you don't know what you have. DRG's tree inventory will be a ground-based arborist evaluation of the public trees, specifically in defined areas, including the street ROWs, mowed and manicured areas of public parks, and properties. It will include information about species diversity, age distribution, ecosystem benefits, and the overall condition of each tree. This project will provide much-needed insight into the tree population, allowing for a proactive approach to prioritizing tree work.

Applying our proprietary **Quality, Teamwork, and Communication (QTC)** methodology, we ensure the **quality** of our project by leveraging the latest GIS technology, the most recent arboriculture industry standards, and best practices to collect tree inventory data. We customize our field data collection application to your specifications, ensuring our qualified arborists collect all data attributes at each tree and effectively minimize data entry errors. To ensure accuracy, our arborists employ extensive quality control processes to identify errors and continually improve our approach. Before delivering data, our senior urban foresters run additional data checks and quality control processes.

This project will be led by our Raleigh **team**, with support from our offices in Tennessee and Ohio, allowing us to draw from resources to, meet deadlines, share expertise, and scale as needed. Our professional staff includes many former city foresters, tree nonprofit program leaders, and tree workers who are knowledgeable in assessing trees and understanding the challenges of managing trees on the ground and in forestry operations.

Overall, this project will provide you with comprehensive data about the trees and illuminate a path forward to address the needs of the urban forest. DRG is excited about the opportunity to be part of your proactive tree management project.

QTC

Internally, **we believe in the QTC method - Quality, Teamwork, and Communication**. How does this benefit you and your project? We continually seek ways to reinvent, innovate, and adapt our processes to deliver the highest quality results at the best value for our clients. This includes hiring and training team members who are accountable for producing high-quality work, working safely, and delivering accurate results. We encourage and engage in active communication with you and within our teams to provide quality service throughout the project and beyond. This philosophy has led to our history of satisfied repeat clients.

INDUSTRY LEADER

As a trusted partner, Davey collaborates with the United States Department of Agriculture (USDA) Forest Service, The Nature Conservancy, American Forests, and the Arbor Day Foundation on various industry-leading initiatives. Our commitment extends to the International Society of Arboriculture (ISA) and its local chapters, with staff serving on boards and committees. We support the Urban and Community Forestry Society through regular presentations, sponsorships, and volunteer work.

Davey has actively contributed to developing and revising arboriculture standards and best management practices, including tree risk assessment, through the American National Standards Institute (ANSI) and ISA. We also work directly with the USFS on the continued development and support of i-Tree to quantify the value of ecosystem services trees provide.

URBAN FORESTRY SERVICES

DRG's urban foresters support municipalities, campuses, parks, cemeteries, utilities, and the private sector across North America and internationally. We often provide tree risk reduction strategies through assessments and tools, including tree inventories, risk assessments, and urban tree canopy assessments. DRG tailors each project to meet our client's specific program needs and project budget. We provide:

- Tree inventory data collection and updates of existing data.
- Smart tree inventory data collection (AI and machine learning).
- TreeKeeper® software.
- Urban forest planning services to help manage trees and achieve short- and long-term goals.
- GIS services and specialists in-house to assess urban tree canopy, map tree growth, analyze planting space, and predict the impact of threats to tree canopy, such as the urban heat island effect.
- Staff augmentation and contract forestry.
- i-Tree Tools and analyses to highlight the benefits of trees.

We provide innovative solutions through experience and expertise.

DRG'S UNIQUE QUALIFICATIONS

The following assets and qualities of DRG distinguish us within the arboriculture and urban forestry fields, demonstrating our ability to provide high-quality services.

- **Large professional arborist and GIS/IT staff.** DRG has over 100 professional arborists dedicated to tree inventories and urban forestry consulting, 20 GIS/IT specialists, and access to additional trained employees as needed. As a large national firm, DRG can quickly expand its project team to meet the needs of any project. Our size and internal resources allow us to complete large, long-term inventory projects.
- **Large equipment inventory.** DRG owns multiple handheld computers and pen tablets for collecting tree data, as well as precise GPS units. We have national purchase and rental agreements with computer hardware manufacturers and technical equipment to quickly obtain specialty, additional, or replacement equipment.
- **Tree inventory and software project experience.** DRG has over 30 years of experience conducting municipal tree inventories, creating long-term management plans, and creating customized software systems. We have successfully completed more tree inventories than any other company and regularly assess more than 2 million trees annually. Our inventory arborists are highly trained in tree identification, tree maintenance determinations, and tree risk assessments.

- **Local offices and staff with national support.** DRG maintains several offices throughout the region, and our staff can respond directly to any questions or inquiries you might have, ensuring quick and constant communication. Our parent company, The Davey Tree Expert Company, offers residential and commercial tree care and landscaping, horticultural technical support, and urban forestry consulting services throughout the region. These local offices have the collective support and resources of our nationwide company and can provide assistance as needed.

- **A 145-year history of providing clients with quality work and proven results.** The Davey Tree Expert Company has been in business for over 145 years. It is an employee-owned company that has stood the test of time. While other urban forestry companies and their inventory software programs have gone out of business, The Davey Tree Expert Company's history speaks to its longevity and stability, ensuring it will remain successful and continue to serve the needs of your community well into the future.

CUSTOMIZED APPROACH

Recognizing that each project presents unique challenges and requirements, we tailor our approach to best meet your needs. Our flexible methodology enables us to adapt to changing circumstances and requirements, ensuring that we consistently deliver optimal results. With DRG, you are choosing a partner committed to excellence. Our proprietary process, emphasizing quality, teamwork, and communication, is designed to deliver superior results that align with your mission and objectives.

The team we propose to inventory trees and develop the management plan has the knowledge, experience, and availability to help you meet your goals and guide you through the next steps of your project. They understand how to help you meet your specific program needs. In addition to highlighting the qualifications of the firm and our staff, we have included a summary of the methods we will utilize to complete Weaverville's tree inventory, references from past similar projects, and our fees for the services as requested in the RFQ. Should we be successful in the opportunity, we respectfully request the opportunity to negotiate the terms and conditions with the city. We appreciate your consideration of DRG and look forward to discussing the next steps with you. We are eager to bring our expertise to your project and look forward to a successful collaboration.

Sincerely,



Shirley Vaughn
Business Developer
Davey Resource Group, Inc.
330.639.8274
shirley.vaughn@davey.com

Section One. Resumes

DRG's staff members are among the most qualified and credentialed in the industry, possessing extensive knowledge and experience in their field. This knowledge and experience includes industry standards, best management practices (BMPs), and the municipal work environment. All of our DRG team members are either ISA Certified Arborists or on a path to becoming certified. Many have additional credentials and maintain the ISA Tree Risk Assessment Qualification (TRAQ) and/or are Board Certified Master Arborists (BCMA). Our team also includes IT and GIS analysts, plan writers, software technicians, data analysts, and administrative support. DRG has the largest staff of urban forestry consultants in the country, allowing us to scale and substitute staff as needed.

The staff listed below have been identified as an ideal solution for your project; however, due to timing or other assignments, we may elect to substitute staff or equivalent expertise if needed.

PROJECT MANAGER
Riley Eddins
Associate Consultant



Riley Eddins is an associate consultant with Davey Resource Group, Inc. (DRG), bringing over eight years of expertise in environmental services and arboriculture. Since beginning his career, Riley has gained hands-on experience as a certified consulting arborist, starting in the field as a grounds person, pruner, and plant health care technician. He later transitioned into a full-time consulting arborist, providing expert guidance to clients.

In his current position, Riley conducts tree inventories and risk assessments, consulting with clients on tree health and management recommendations. Riley diagnoses issues related to pests, pathogens, cultural conditions, and abiotic disorders. Riley is also responsible for tree inventory data management and often serves as site manager on tree inventory and risk assessment projects. Riley also serves as the Safety Coordinator for the Raleigh office. He is responsible for performing weekly safety briefings and ensuring staff have the necessary training and qualifications to safely perform their work.

Notable Project Experience

- Private Estate Tree Inventory, North Carolina | Inventory Site Manager | Inventory Arborist, Data Entry, Lead Plant Health Care Analysis (Confidential Client)
- NYC Parks Department | Land Management/Reforestation | Project Manager
- Johnson & Johnson (WHQ) | Inventory Analysis & Land Management | Inventory Technician, Data Entry, Lead Plant Health Care Technician
- Memorial Sloan Kettering Cancer Center | Hazardous tree removals and general pruning across the campus | Sale Representative and Project Manager
- Jon Bon Jovi | Estate Management | Lead Plant Health Care Technician, Primary Sales Representative

Education

- B.S., Urban Forestry, Rutgers University

Credentials

- Pesticide Applicator License, NJ/NY, 60989B, Categories 3a, 3b, 5
- International Society of Arboriculture (ISA) Certified Arborist, NJ-1310A
- ISA TRAQ

Special Training

- Plant Heath Care Field Technician Training

Professional Affiliations

- International Society of Arboriculture

DAVEY Resource Group

DATA COLLECTION
Jason Cade
Arborist



Jason Cade is an arborist at Davey Resource Group, Inc. (DRG) with over nine years in the environmental field. Jason is involved in various aspects of natural resource management on private and public lands throughout the Southeast, including wetland and stream mitigation and urban tree inventories. He contributes to the development of mitigation planning documents, assists with GIS mapping using ArcGIS Pro, monitors mitigation sites, and performs invasive species mapping and herbicide application at numerous sites across the Southeast. His extensive knowledge of the native flora of the Southeastern US plays a crucial role in his contributions to DRG's urban forestry work.

At DRG, Jason is involved in various aspects of urban forestry, including tree inventory data collection and quality control, technical consulting, plan writing, tree assessments, tree ordinance interpretations, tree preservation activities, and software training programs. He has experience in both commercial and municipal forestry. Jason has served as the lead inventory arborist for numerous projects throughout the Southeast, especially in the Carolinas.

Notable Project Experience

- Mayfaire II, LLC, Wilmington, NC | Weeks Tract Tree Inventory | Inventory Arborist
- River Rock, Brunswick County, NC | River Road SE/87 Heritage Tree Inventory | Inventory Arborist
- ADB, Durham, NC | Stone Park Court Tree Inventory | Inventory Arborist
- ESP Associates, Inc, Indian Trail, NC | Crismark Site Tree Inventory | Inventory Arborist
- Arborguard, Racetrac, Wilson, NC | Wilson, NC Racetrac Tree Inventory | Inventory Arborist
- Greenway Waste Solutions of Apex, LLC, Apex, NC | Apex Landfill Phase II Tree Inventory | Inventory Arborist

Education

- M.S. in Biology, University of Central Florida
- B.S. in Biological Sciences, Minor in Botany, North Carolina State University

Credentials

- International Society of Arboriculture (ISA) Certified Arborist, SO-11453A
- Adult First Aid/CPR/AED, American Red Cross

Special Training

- ArcGIS Pro

DAVEY Resource Group

DATA COLLECTION
Gerrit Sampson
Urban Forestry Project Manager

Gerrit Sampson is an urban forestry project manager with Davey Resource Group, Inc. (DRG). Gerrit brings seven years of experience in the tree care industry. Beginning at Davey Tree's South Austin R/C office, he served as a groundsperson before progressing to climbing, leading a crew, becoming a PHC technician, and achieving ISA arborist certification. Transitioning into consulting and sales, Gerrit now leads DRG's urban forestry initiatives from the Nashville office.

Gerrit manages ongoing and new projects across the greater Nashville area, serving both public and private clients, as well as nonprofits. His vision extends beyond current contracts, aiming to expand DRG's clientele and urban forestry bootprint throughout the region. By engaging communities of all types and sizes, Gerrit seeks to foster of sense of ownership and stewardship of our shared urban forests.

Notable Project Experience

- Nashville Tree Conservation Corps | Fisk University Campus Tree Inventory | Led Phase 1 of an IRA-funded tree maintenance and planting grant. Developed and executed a comprehensive campus tree inventory at Fisk University, Nashville's oldest higher education institution. Authored a Tree Inventory & Maintenance Strategy report with findings and recommendations. Provided ongoing consultation for tree planting and management efforts.
- Metro Nashville Board of Parks and Recreation | Parks Ash and Hazard Mitigation | Continuing management and execution of existing contract with Metro Nashville through client and contractor coordination, liaison with third parties, and handling of an ever-evolving contract.
- Nashville General Services | General Services Tree Inventory | Assisted with the planning and kick-off of a brand new tree inventory for Metro Nashville Department of General Services; coordinated with the client while project was ongoing; and conducted accurate and timely field work, which led to an additional round of tree inventories for the department's remaining properties.



Education

- B.A., Political Science & Anthropology, Southern Illinois University Carbondale

Credentials

- International Society of Arboriculture (ISA) Certified Arborist, TX-4734A
- ISA TRAQ Qualification
- ISA Texas Oak Wilt Qualification, 499
- Adult First Aid/CPR/AED, American Red Cross

Special Training

- TreeKeeper®, Rover, ArcGIS

Professional Affiliations

- Tennessee Urban Forestry Council
- International Society of Arboriculture, Southern Chapter

DAVEY Resource Group

DATA COLLECTION
Teen Dawson
Inventory Arborist



Teen (she/her) joined Davey in September 2023 as a Tree Trimmer and PHC Technician, gaining experience in nearly all aspects of Plant Health Care (PHC) and tree work, excluding crane removals. Her responsibilities included tree assessment, diagnosis, and treatment. Since November 2024, she has been an Inventory Arborist with Davey Resource Group, Inc. (DRG), conducting non-survey grade tree inventories in rural and urban environments. Utilizing tools such as Panasonic Toughpads and Leica GPS Units, she records key metrics, including DBH, condition, height, and potential diseases or damage.

Teen excels at urban forestry-related projects, primarily municipal fieldwork and consulting. This work involves tree inventory data collection, travel teams, and quality control. She is proficient at managing and crafting a variety of technical documents including QA/QC reports, management plans, and tree protection plans.

While at Appalachian State University, Teen contributed to extensive field biology research, assisting PhD researchers in data collection and processing using various methods. Additionally, with eight years of experience in the sport climbing industry, she has honed her leadership and safety skills while developing strong conflict resolution and problem-solving abilities.

Notable Project Experience

- Pultegroup, INC | Belmont 2 and 3 Tree Inventory | Inventory Arborist
- The City of St. Mary's | Tree Inventory (2024 TAG Grant) | Inventory Arborist
- Great Trinity Forest | Dallas, TX Tree Inventory | Inventory Arborist

Education

- B.S. Ecology, Evolutionary, and Environmental Biology, Appalachian State University

Credentials

- International Society of Arboriculture (ISA) Certified Arborist, SO-11381A
- Adult First Aid/CPR/AED, American Red Cross

Special Training

- Pesticide Applicator License Class, License Pending
- Dendrology Course for Southeast and Appalachian Region
- Rover
- TreeKeeper®
- Leica GPS Units

Professional Affiliations

- Arborguard Tree Specialists, A Davey Company

DAVEY Resource Group

IT SUPPORT

Amschel, Charles

Charles Amschel is a lead geospatial analyst at DRG. He provides a range of services to clients in the government, commercial, utility, non-profit, and internal environmental consulting sectors. His expertise includes developing tools and software solutions that enable clients to map, analyze, and understand demographic, environmental, and economic assets and hazards using cloud-based, cross-platform technology created by Davey.

In his role, Charles leads the development of Municipal and Utility SaaS projects. He is responsible for the software setup, support, and troubleshooting for hundreds of field collections involving thousands of users across the US and Canada. His supervisory responsibilities also encompass training and mentoring staff, balancing workloads, and facilitating opportunities for personnel growth. Charles is an effective communicator and has excellent leadership skills.

Charles's work involves integrating databases and GIS data, preparing cost estimates and quotes, and implementing and managing CSM service and software projects. Additionally, he efficiently manages cross-team issue boards and reporting to support project outcomes.

Charles holds a Bachelor of Science degree in applied horticulture from Kent State University.

Section Two. Project Methodology

The following key tasks constitute the proposed project:

1. **Inventory:** DRG will conduct a Geographic Information System (GIS)-based inventory of trees and planting sites located in town-owned and identified parcels. The project area will be defined using GIS data layers such as a parcel, street ROW, and park boundary layers.
2. **Management Plan:** DRG will develop a data-driven urban forest management plan based on the collected inventory data.
3. **Digital Data Deliverable:** Upon completion of the tree assessment inventory and all Quality Control procedures, DRG will deliver the inventory data in Microsoft Excel® file format and Esri Shapefile format, compatible with the Town's GIS database and Esri mapping system.
4. **Public Engagement or Training:** DRG will offer optional training sessions for municipal staff or community volunteers in data collection and tree care. We can also present our findings in a public forum, including the development of educational outreach materials for residents. These services are optional as well.

TASK ONE: TREE INVENTORY

Utilizing our proprietary QTC method, we have developed a consistent approach to provide tree inventory data. Our proprietary approach to project implementation incorporates stringent quality control measures, an engaged team, and clear communication to deliver the final project with confidence in meeting the specifications.

- Our **team** keeps you informed every step of the way, so you can be confident in your data and our services.
- Our **communication** process addresses any issues that may arise before they become problems. We discuss issues as they occur and work together to develop solutions that benefit everyone involved.
- We maintain strict **quality contro**l measures throughout the project, monitoring the site count, budget, and timeline to ensure the project outcome meets your expectations.



PROJECT MANAGEMENT

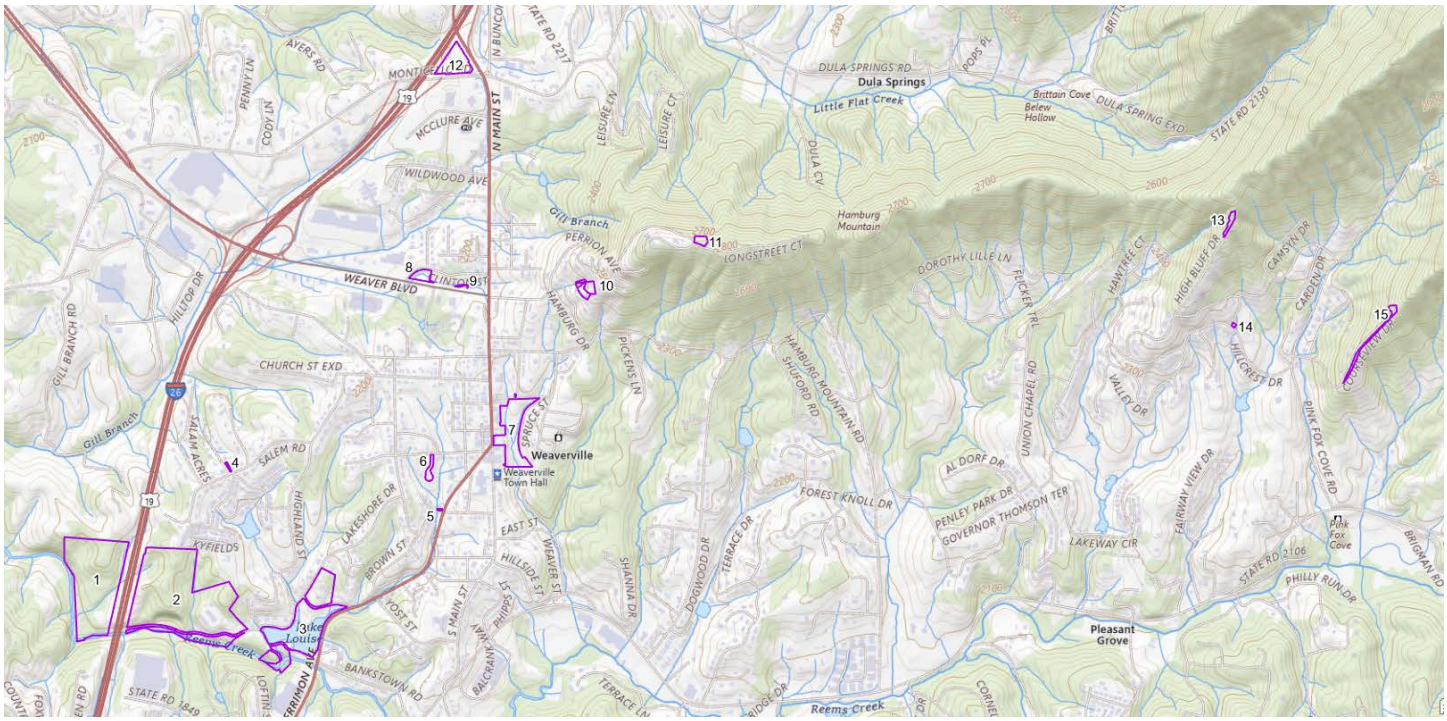
Strong project management is crucial for aligning clients and contractors, as well as for ensuring the completion of the agreed-upon project scope. To ensure a successful outcome, DRG's project management includes pre-arranged virtual and on-site meetings, as well as updates to the project schedule before commencing fieldwork. These critical meetings include a virtual kick-off meeting and an on-site kick-off meeting. During fieldwork, we also send email updates to inform you about the project's status. We continually evaluate project status to ensure we are on target and the scope of work is completed on time and within budget.

For our GIS and IT team, and more specifically our field collection computers, we will request relevant GIS data and imagery. Alternatively, if necessary, we can utilize imagery from other public sources. We will use this data to program the data collection software. At this time, we will also confirm the agreed-upon data specification to ensure that the tree attributes are defined correctly.

Once computers are programmed and fieldwork is scheduled, we will set up an on-site kick-off meeting. This meeting takes place on the first day of data collection and covers topics such as safety, data calibration, communication procedures, project expectations, and milestones. We can also provide you with a press release, which can be utilized to notify homeowners about the project, funding sources, and what to expect. If a press release is requested, we require two weeks' advance notice.

PROJECT AREA OF INTEREST

During the inventory, Parcels 2-15, may be inventoried. The Lake Louise parcel (Parcel 3) may be inventoried during Phase 1, and Parcels 2 and 4-15 may be inventoried during Phase 2, depending on the budget. Town streets, parks, and other properties can be included in the project for a per-tree rate and would be inventoried after the parcel-based inventory is completed.



TREE INVENTORY DATA COLLECTION

DRG begins data collection after the on-site kick-off meeting. Our arborists and urban foresters locate trees, stumps, and planting sites (if desired) according to the agreed-upon specification of work. They evaluate the trees and record the specified data for each site.

- **Location Accuracy:** DRG utilizes field computers and equipment that meet or exceed the project's location accuracy requirements. Our project teams employ GIS software and ruggedized computers equipped with GPS receivers, enabling them to achieve sub-meter location accuracy under favorable conditions.

- **Individual Tree Inspection Process:** Urban foresters inspect each tree from the ground during data collection. They identify the species, measure the tree diameter, assess the tree condition and risk, and suggest the necessary recommended maintenance. Data collection is conducted systematically for consistency and typically occurs Monday through Saturday during daylight hours.

- **Safety:** DRG provides Personal Protective Equipment (PPE), such as hard hats, high-visibility safety vests, safety glasses, and boots. Additionally, our vehicles are marked with company logos and equipped with first-aid kits, fire extinguishers, and safety cones.

Data Fields

Based on the Town's RFP, the following data fields will be assessed and were defined by the town or have definitions recommended by DRG.

- **Address/Location:** transfer values from the parcel GIS layer, including:
    - *On Street.* The street on which the tree is physically located.
    - *Side.* The side of the house on which the tree stands in relation to the physical address.
    - *X and Y coordinates* in the desired format.
    - *Park Name.* The name of the park is recorded.
- **Species:** Trees are identified by genus and species using both botanical and common names, and by cultivars where appropriate.
- **Tree Size:** Diameter is measured to the nearest inch in 1-inch size classes at 4½ feet above the ground, or diameter at breast height (DBH).
- **Tree Height:** The height of trees in the following size classes is recorded within the following ranges.
    - 0 to 10 feet
    - 10 to 20 feet
    - 20 to 30 feet
    - 30 to 50 feet
    - 50 to 70 feet
    - Greater than 70 feet



- **Condition:** A general note on the health of the tree. Signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests are all factors to consider in assessing a tree's condition.
    - *Good.* A good tree shows no major problems.
    - *Fair.* A fair tree has minor problems that may be corrected with time or corrective action.
    - *Poor.* A poor tree has major problems that are irrecoverable.
    - *Dead.* A dead tree shows no sign of life.
- **Primary Maintenance:** The following maintenance needs will be assigned:
    - *Remove.* Trees designated for removal have defects that cannot be practically or cost-effectively treated. The majority of trees in this category have a large percentage of dead crown.
    - *Prune.* This is the removal of one or more limbs, needed to reduce risk, provide clearance, and restore the tree.
    - *Train.* Pruning of young or medium-aged trees to improve tree and branch architecture.
    - *Discretionary.* Prune to manage for tree health or aesthetic appearance.
    - *Stump Removal.* This category indicates a stump that should be removed.
    - *Plant.* During the assessment, vacant planting sites are identified as Vacant Site Small, Vacant Site Medium, and Vacant Site Large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires. Lacking local code definitions, planting sites are determined based on standard specifications included in accepted technical journals and by the arboriculture industry.
- **Risk Rating:** Evaluate risk and assign a risk rating based on an assessment of the failure mode (i.e., brand, whole tree, codominant stem) with the greatest risk. The specified period for the risk assessment is one year. The risk component of this assessment and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. Each tree shall be assigned a single risk rating of:
    - Low
    - Moderate
    - High
    - Extreme
- **Observed Pest/Disease:** The one most prevalent is noted at the time of inventory. If not observed, then not observed will be noted, but a pest or disease could still be present and not observed.
    - Ambrosia Beetle
    - Anthracnose
    - Aphids
    - Armillaria
    - Asian Longhorned Beetle
    - Bacterial Leaf Scorch
    - Bagworms
    - Beetles
    - Borers
    - Bronze Birch Borer
    - Burls
    - Cankers
    - Carpenter Ants
    - Chewing Borer
    - Chlorosis
    - Conks
    - Cottony Scale
    - Drought Stress
    - Dutch Elm Disease
    - Elm Leaf Beetle
    - Elm Scale
    - Emerald Ash Borer
    - Epicormic Sprouts
    - Eriophyid Mites
    - Fireblight
    - Foliage Disorder
    - Foliar Galls
    - Frass
    - Fungal Fruiting Structures
    - Galls
    - Ganoderma
    - Gypsy Moth
    - Hemlock Scale
    - Hemlock Woolly Adelgid
    - Hypoxylon Canker
    - Inonotus dryadeus
    - IPS Beetle
    - Leaf Necrosis

    - Mealybug
    - Mistletoe
    - Needle Cast
    - Needle Necrosis
    - Nutrient Deficiency
    - Oak Wilt
    - Oakworms
    - Obscures
    - Other
    - Peach Tree Borer
    - Pine Moth
    - Pine Wilt Nematode
    - Pitch Canker
    - Pitch Moth
    - Root Crown Gall
    - Root Disease/Rot
    - Sapsucker Damage
    - Scale Insects
    - Signs of Stress
    - Slime Flux
    - Sooty Mold
    - Spider Mites
    - Spotted Lantern Fly
    - Tent Caterpillars
    - Thousand Cankers Disease
    - Two-Lined Chestnut Borer
    - Verticillium Wilt
    - White Pine Weevil
    - Wood Wasp
    - Woodpecker Damage
    - Not noticeable at the time of inventory

- **Overhead Utilities:** For each tree or site, overhead utilities will be recorded if lines are:
    - Present and not conflicting;
    - Present and conflicting; or
    - Not present.
- **Date of Assessment:** The date data are collected and the name of the arborist is recorded.

TREE RISK ASSESSMENT

During the inventory, DRG's urban foresters can inspect each tree using the ANSI tree risk assessment protocol (ANSI 2017). DRG will conduct a 360-degree ground-based visual inspection of the crown, trunk, trunk flare, above-ground roots, and site conditions surrounding the tree in relation to the targets. The assessment only includes conditions detected from the ground and does not include aerial, subterranean, or other types of inspections, testing, or analysis.

DRG evaluates risk and assigns a risk rating based on an assessment of the failure mode (i.e., branch, whole tree, codominant stem) with the most significant risk. The specified period for the risk assessment is one year. The risk part of this inventory and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. It is important to note that our inspections are "rapid assessments" and are meant to show a need for further study, and thus are not legally binding in any litigation. DRG used the following criteria based on the *International Society of Arboriculture Best Management Practices—Tree Risk Assessment*, Second Edition (E. Thomas Smiley, Nelda Matheny, and Sharon Lilly 2017) to arrive at a risk rating.

- **Likelihood of Failure:** Identifies the most probable failure and rates the likelihood that structural defect(s) will result in failure based on observed current conditions.
- **Likelihood of Impacting a Target:** The rate of occupancy of targets within the target zone and any factors that could affect the failed tree as it falls towards the target.
- **Consequences of Failure:** The consequences of tree failure are based on the level of target and potential harm that may occur. Consequences can vary depending on the size of the defect, a distance of fall for the tree or limb, and any other factors that may protect a target from harm. Target values are subjective, but DRG staff try to assess them from our client's perspective.

QUALITY CONTROL AND QUALITY ASSURANCE

We understand the importance of the data for your decision-making and stand by the accuracy. To ensure the accuracy of our data, the team employs several quality control checks. DRG arborists will inspect data at the end of each day to ensure all fields were collected and sites were properly identified/assessed. After the data collection is complete and before final delivery, a series of queries and checks are run to verify the data's correctness. Any identified errors are addressed before the data is delivered to you and your representatives.

CONSERVATION ASSESSMENT

DRG will evaluate the ecological value of significant trees and especially landmark or heritage trees (DBH >24") using iTree Eco. The ecological value of trees will be highlighted in the management plan's Functions & Benefits section.

TASK TWO: MANAGEMENT PLAN

To develop this plan, our urban foresters analyze the tree inventory data to assess the composition, structure, and function of the tree population. Then, we use the findings from the data analysis, along with industry standards, risk management goals, and best management practices, to report on the status of the urban forest and prioritize tree maintenance needs. DRG develops a multi-year maintenance schedule and cost spreadsheet, provided as an editable Excel™ spreadsheet, based on prioritized maintenance needs.

PLAN SECTIONS

- **Executive Summary:** Provides an overview of the project's inventory, recommended maintenance, and benefits summary, along with its findings, in a format that facilitates printing and sharing with elected officials, citizens, and others.
- **Structure & Composition:** Using charts, tables, and insight from DRG's experienced urban foresters, this section describes the composition, function, and structure of the inventoried urban forest. Detailed observations and recommendations are analyzed on the following:
    - Species & General Diversity
    - Pest Susceptibility
    - Condition
    - Relative Age Distribution
    - Defect Observations
    - Stocking Level
- **Functions & Benefits:** Using i-Tree, an analysis highlighting the environmental, ecological, and economic benefits trees provide, with the following analysis:
    - Overall Results
    - Annual Benefits
    - Improving Air Quality
    - Sequestering & Storing Carbon
    - Controlling Stormwater
    - Replacement Value
- **Recommended Maintenance:** Focuses on the tree maintenance tasks that will help mitigate risk, complete proactive maintenance cycles, and plant trees (if collected). Based on the inventory data, the following analyses are discussed:
    - Priority Maintenance & Further Inspections
    - Routine Maintenance
    - Routine Pruning Cycle
    - Young Tree Training Cycle
    - Routine Inspections & Inventory Updates
    - Tree Planting & Stump Removal (if collected)
- **Maintenance Strategy & Example 5-Year Budget:** Using the tree inventory data, an example 5-year annual maintenance schedule and budget are provided with details that recommend tasks to complete each year in an editable Excel™ table format.

- **Conclusion:** Summarizes the report, drawing inferences from the entire process about what has been discovered and determined, as well as the impact of those findings and decisions.
- **Appendices:** Relevant appendices are provided, including References, Summary of Recommendations, Study Area and Data Collection Procedures, and Risk Assessment if applicable.

ADDITIONAL SECTION: INVASIVE PEST MANAGEMENT

While the information and recommendations in the Management Plan focus on inventory data analysis for proactive and cost-effective tree management, particular issues or needs may require further analysis. An additional customized section will be developed using the inventory data and other local, regional, and national sources of information for the **Invasive Pest Management Strategy.**

This section identifies potential threats to the tree population by local and regional invasive pests (insects and/or diseases). The fundamentals of an Integrated Pest Management program will be explained, and strategies will be applied to address existing pests. This section may also include information on wood utilization and how to effectively monitor the community, improve public education, manage tree debris, reforest after an infestation, and work with stakeholders. (3-5 pages)

TASK THREE: DIGITAL DATA DELIVERABLES

At the end of data collection and final QC checks, we provide the data in both shapefile and Microsoft Excel™ format. Additionally, we have experience delivering data or creating APIs to integrate with a wide variety of other software systems, such as ESRI, Cartegraph, CityWorks, and Salesforce, for an additional fee.

TASK FOUR: PUBLIC ENGAGEMENT OR TRAINING

DRG will offer optional training sessions for municipal staff or community volunteers in data collection and tree care. We can also present findings in public forms such as stakeholder meetings, either in person or virtually. We can also develop educational outreach materials for residents.

OPTIONAL SERVICES

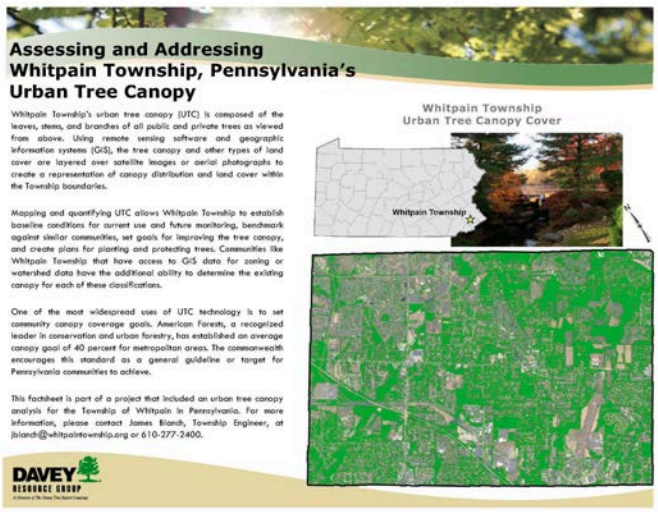
Online Survey: DRG can develop and administer an online survey focused on various urban forestry topics. Our team will also analyze the data and summarize the results graphically in a one-page document.

- Five to seven questions
- Multiple choice
- City website or email sent by the city

Stakeholder Meetings: DRG can participate, lead, and/or facilitate various stakeholder meetings. These meetings can be held virtually or in person. They can be aimed at internal departments, allied organizations, the general public, partners, and/or private organizations. DRG will provide a detailed agenda, post-meeting notes, and recommendations for each meeting.

- On-site Meeting: 2-3 hours in length
- Virtual Meeting: 1-2 hours in length

Fact Sheet: One or two pages in length, DRG's fact sheets highlight the project findings supporting town objectives. Fact Sheets are customized to client content at the time of development.



Assessing and Addressing
Whitpain Township, Pennsylvania's
Urban Tree Canopy

Whitpain Township's urban tree canopy (UTC) is composed of the leaves, stems, and branches of all public and private trees as viewed from above. Using remote sensing software and geographic information systems (GIS), the tree canopy and other types of land cover are layered over satellite images or aerial photographs to create a representation of canopy distribution and land cover within the Township boundaries.

Mapping and quantifying UTC allows Whitpain Township to establish baseline conditions for current use and future monitoring, benchmark against similar communities, set goals for improving the tree canopy, and create plans for planting and protecting trees. Communities like Whitpain Township that have access to GIS data for zoning or watershed data have the additional ability to determine the existing canopy for each of these classifications.

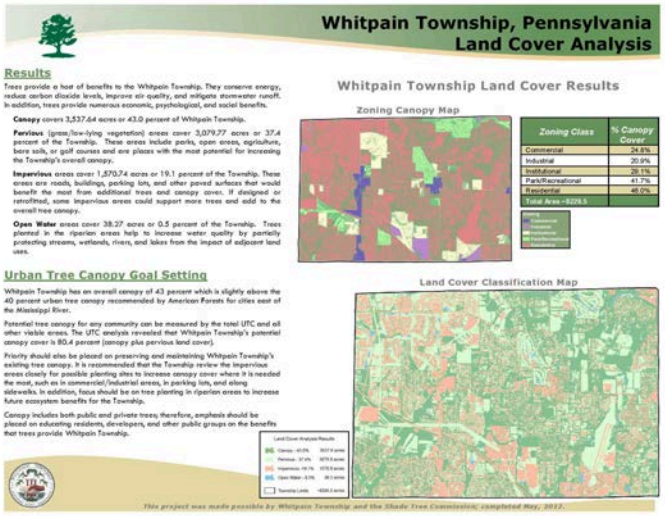
One of the most widespread uses of UTC technology is to set community canopy coverage goals. American Forests, a recognized leader in conservation and urban forestry, has established an average canopy goal of 40 percent for metropolitan areas. The commonwealth encourages this standard as a general guideline or target for Pennsylvania communities to achieve.

This factsheet is part of a project that included an urban tree canopy analysis for the Township of Whitpain in Pennsylvania. For more information, please contact James Blanch, Township Engineer, at jblanch@whitpaintownship.org or 610-277-2400.

Whitpain Township
Urban Tree Canopy Cover

Whitpain Township

DAVEY RESOURCE GROUP



Whitpain Township, Pennsylvania
Land Cover Analysis

Results

Trees provide a host of benefits to the Whitpain Township. They conserve energy, reduce carbon dioxide levels, improve air quality, and mitigate stormwater runoff. In addition, trees provide numerous economic, psychological, and social benefits.

Canopy covers 3,537.64 acres or 43.0 percent of Whitpain Township.

Pervious (grass/low-lying vegetation) areas cover 3,079.77 acres or 37.4 percent of the Township. These areas include parks, open areas, agriculture, bare soils, or golf courses and are places with the most potential for increasing the Township's overall canopy.

Impervious areas cover 1,570.74 acres or 19.1 percent of the Township. These areas are roads, buildings, parking lots, and other paved surfaces that would benefit the most from additional trees and canopy cover. If designed or retrofitted, some impervious areas could support more trees and add to the overall tree canopy.

Open Water areas cover 38.27 acres or 0.5 percent of the Township. Trees planted in the riparian areas help to increase water quality by partially protecting streams, wetlands, rivers, and lakes from the impact of adjacent land uses.

Urban Tree Canopy Goal Setting

Whitpain Township has an overall canopy of 43 percent which is slightly above the 40 percent urban tree canopy recommended by American Forests for cities east of the Mississippi River.

Potential tree canopy for any community can be measured by the total UTC and all other visible areas. The UTC analysis revealed that Whitpain Township's potential canopy cover is 80.4 percent (canopy plus pervious land cover).

Priority should also be placed on preserving and maintaining Whitpain Township's existing tree canopy. It is recommended that the Township review the impervious areas closely for possible planting sites to increase canopy cover where it is needed the most, such as in commercial/industrial areas, in parking lots, and along sidewalks. In addition, focus should be on tree planting in riparian areas to increase future ecosystem benefits for the Township.

Canopy includes both public and private trees; therefore, emphasis should be placed on educating residents, developers, and other public groups on the benefits that trees provide Whitpain Township.

Whitpain Township Land Cover Results

Zoning Canopy Map

Zoning Class	% Canopy Cover
Commercial	24.8%
Industrial	20.9%
Institutional	29.1%
Park/Recreational	41.7%
Residential	46.0%
Total Area =8229.5	

Land Cover Classification Map

This project was made possible by Whitpain Township and the Shade Tree Commission; completed May, 2012.

Section Three. Itemized Cost Proposal

This proposal is based on an estimated number of trees/sites to be inventoried. Davey Resource Group, Inc. reserves the right to renegotiate the price based on the timing of the award, scheduling of fieldwork, the final methodology chosen by the client, and availability, completeness, and quality of maps and GIS information.

DESCRIPTION OF SERVICE	PRICE	ACCEPTANCE
TASK 1: TREE INVENTORY Computerized inventory data collection of existing trees, planting sites, and stumps.		
Phase 1 - Parcel 3, Lake Louise Area (16.5 acres) *Up to 200 sites collected for a lump-sum fee of:*	$3,500	☐
Phase 2 - Parcels 2 and 4 - 15 (52 acres) *Up to 800 sites collected for a lump-sum fee of:*	$7,000	☐
Option to Add Street Trees and Park Trees	$8.00 each	☐
Additional inventory data collection in excess of 1,000 trees/sites.	Add this element option, with a budget not to exceed $5,000	$8.00 each
Phase 1 and Phase 2 Package Price - 1,000 Sites	X$8,250	☐ X
TASK 2: TREE MANAGEMENT PLAN		
Tree inventory and maintenance strategy with a 5-year budget and benefits analysis with an invasive pest management section	X$6,250	☐ X
TASK 3. DIGITAL DATA DELIVERABLES		
Excel®		Included
Esri shapefile		Included
TASK 4. PUBLIC ENGAGEMENT OR TRAINING (Optional)		
On-line Survey	$3,000	☐
2- to 3-Hour In-Person Stakeholder Meetings (includes travel, prep, and notes)	$5,000	☐
1-to 2-Hour Virtual Stakeholder Meetings (include prep and notes)	X $2,500	☐ X
Printed Fact Sheet (1 or 2 pages)	$2,500 (1p)/$5,000(2p)	☐
Total (Tasks 1-4)	**$_____17,000_____**	

By signing this form, I do hereby acknowledge acceptance of the scope of work and associated fee, as well as the terms and conditions and limited warranty contained herein. Furthermore, my signature authorizes the work to be performed effective the date of my signature and denotes that I am an authorized representative of the Town of Weaverville with authority to authorize and bind my company.

Town of Weaverville, NC		**Davey Resource Group, Inc.**	
Client Representative:	David Scott Harris	DRG Project Representative:	Shirley Vaughn
Authorizing Signature:		Authorizing Signature:	Shirley Vaughn
Title:	Town Manager: 828-484-7001	Title:	Business Developer
Date:		Date:	8/11/2025
Phone Number:	828-484-7003, Tamara Mercer	Phone Number:	330-639-8274
E-mail:	sharris@weavervillenc.org tmercer@weavervillenc.org	Email:	shirley.vaughn@davey.com

Scope Addition:

Add Heritage or Significant trees as an attribute based on Town specifications, Include information in the management plan.

Section Four. References

Below is a limited selection of projects demonstrating our expertise in delivering similar scopes of work on time and within budget. We are happy to provide additional project examples or references if desired.

Metropolitan Government of Nashville and Davidson County, TN

Davey Resource Group, Inc. (DRG) has been under contract with the Metropolitan Government of Nashville and Davidson County (Metro) for approximately six years, providing tree inventory and management services. We conducted a countywide tree inventory for all streets within the county. Ash and Hazard Trees provided specialized inventory services, including post-tornado assessments and development site assessments, as well as consulting on budgets, work planning, and urban forest management. We currently manage the Parks' ash and hazard tree management program and provide as-needed tree inventory services Metro-wide. Throughout the contract, Metro's goal has been to determine the number of trees currently located on their properties and to assess the general condition of these trees for care, maintenance, and risk management purposes. All projects were time-sensitive and required ISA Certified Arborists.

Arborists from multiple DRG offices assisted with collecting data and completed the Level 2 ISA risk assessment. DRG completed both phases of the project on time and on budget, resulting in a successful inventory that will contribute to the management of Nashville's beautiful urban forest. The data was delivered through TreeKeeper® and ESRI shapefiles for the client's use.

Key Responsibilities

For Tree Inventory Data Collection, we collect tree inventory data countywide according to Metro's custom data specifications. All data is meticulously delivered in TreeKeeper® software and integrated GIS layers, tailored to specific requests and needs. Our team determines the number of trees on their properties and assesses their general condition to inform care, maintenance, and risk management. We complete time-sensitive work. For Data Analysis & Planning, we analyze inventory data to pinpoint trees scheduled for removal. We estimate budgets and workload and develop detailed bid specifications to guide tree work. We provide Ongoing Inventory Updates as tree removals proceed and add new significant trees to the database.

Key Team Members: Shirley Vaughn, Gerrit Sampson, Troy Brodbeck, and the DRG IT and GIS departments worked on this project, including Will Ayersman, Holly Knox, and Charles Amschel.

- Dates and times the project services were performed: Two five-year contracts beginning in 2008 and ongoing
- Owner's representative: Phil Luckett
- Phone: 615.862.8400 Email: Phil.Luckett@nashville.gov
- Address: 511 Oman Street, Nashville, TN 37203
- Initial award amount: $350,000 for the first year (2024- 2029)

Completion: The work was completed on time and on budget.

City of St. Marys, GA

DRG completed a tree inventory for St. Marys, GA, in December 2024. After completing the inventory, DRG developed a tree management plan using the inventory data. DRG analyzed the data to understand the structure of the tree resource and provide recommendations on priority and routine maintenance programs for future tree care. The data was also analyzed using i-Tree Eco to calculate the economic value of the community's inventoried public trees and their environmental benefits (i.e., stormwater, carbon, and air pollution). DRG also provided the city with a subscription to Davey TreeKeeper® software to manage the data.

Key Team Members: Shirley Vaughn and Ben Furr, along with the DRG IT and GIS Departments, worked on this project, including Will Ayersman, Holly Knox, and Charles Amschel. Teen Dawson performed the tree inventory.

- Dates and times the project services were performed: Nov. 4 - Dec. 21, 2024 (software was installed in 2025)
- Owner's representative: Bobby Marr, Public Works Director
- Phone: 912.673.6681 Email: bmarr@stmarysga.gov
- Address: City of St. Marys, Public Works Department, 418 Osborne Street, St. Marys, Georgia 31558
- Initial award amount: $35,000

Completion: The work was completed on time and on budget.

City of Monroe, NC

Street and private property tree inventory with a location, species, tree height, and canopy spread, and a tree risk assessment, condition rating, and maintenance. Data was collected by an ISA certified arborist and delivered as Esri shapefiles. DRG's arborist also installed tree tags and recorded ID numbers. Our project manager presented the findings to the City Council.

Key Team Members: Gerrit Sampson, Shirley Vaughn, Ben Furr, and the DRG IT and GIS departments worked on this project, including Will Ayersman, Holly Knox, and Charles Amschel.

- Dates and times the project services were performed: Sept. - Nov. 2024
- Owner's representative: Keri Mendler, Senior Planner
- Phone: 704.282.5797 Email: khutchins@monroenc.org
- City of Monroe Planning Department, 300 W Crowell Street, Monroe, NC 28112
- Initial award amount: $19,750

Completion: The work was completed on time and on budget.

City of Clarksville, TN

DRG completed a tree inventory for the City of Clarksville in April 2024. DRG analyzed the inventory data to understand the structure of the inventoried tree resource and provided recommendations on priority and routine maintenance programs for future tree care in a tree management plan. DRG also provided our proprietary TreeKeeper® software, enabling the city to manage tree inventory data daily, streamline operations, and keep management records current.

The management plan was divided into three sections: Structure and Composition which summarizes the inventory data with trends representing the current state of public trees; Functions and Benefits, which summarizes the estimated value of benefits provided to the community by public trees' various functions; and the Recommended Maintenance that detailed a prioritized maintenance schedule and provides an estimated budget for recommended maintenance activities over five years.

DRG's ISA Certified Arborists collected data on trees, stumps, and potential planting sites found within public parks, public facilities, and select street rights-of-way throughout Clarksville. Approximately 5,550 sites were inventoried, including trees, stumps, and vacant planting sites. Data fields were customized for the city, including a tree risk assessment, and collected using GIS and GPS, ensuring site locations were easy to find for city staff and contractors in the future.

Key Team Members: Shirley Vaughn and DRG IT and GIS departments worked on this project, including Will Ayersman, Holly Knox, and Charles Amschel.

- Dates and times the project services were performed: January 2024 - July 2024
- Owner's representative: Michael Palmore, Building & Facilities Maintenance Director
- Phone: 931.553.2444 Email: michael.palmore@cityofclarksville
- Address: City of Clarksville Building and Facilities Maintenance Department, 1210 Franklin St., Clarksville, TN 37040
- Initial award amount: $77,500

The project was completed on time.

City of Wilmington, NC

DRG developed the City of Wilmington's Urban Forestry Master Plan (UFMP) and inventoried trees for the City of Wilmington.

The tree inventory was a GIS-based inventory of maintained trees, planting sites, and stumps in the area known as the "1945 Corporate Limits." After the inventory was complete, DRG used i-Tree Eco to estimate the benefits the urban forest provides to the community.

The master plan was based on the inventory, other data, city documents, and policies. Additionally, DRG's consultants assessed the operational workflow and gathered input from staff, stakeholders, and the community to develop the plan. The outcome of the master planning project was an urban forest master plan tailored specifically to Wilmington's unique qualities and needs, both present and future.

The final master plan was delivered in stages through a draft review process. We included a summary PowerPoint.

Key Team Members: Shirley Vaughn and DRG IT and GIS departments worked on this project, including Will Ayersman, Holly Knox, and Charles Amschel.

- Dates and times the project services were performed: Nov. 1, 2021 - April 30, 2023
- Owner's representative: Aaron Reese, City Arborist
- Phone: 910.341.0078 Email: aaron.reese@wilmingtonnc.gov
- City of Wilmington Parks and Recreation Urban Forestry, 1702 Burnett Blvd., Wilmington, NC 28401
- Initial award amount: $130,000

The work was completed on time and on budget.

Town of Summerville, SC

DRG inventoried trees, assessed urban tree canopy, and developed an urban forest management plan for the Town of Summerville. The Plan provided a roadmap for implementation by prioritizing actions and initiatives to improve the urban forest over time. The planning process followed the principles of adaptive management, which seeks to develop an effective plan by answering a series of questions about the Town's present and future. The project also included stakeholder engagement.

Key Team Members: Shirley Vaughn and Sandra Albro and DRG IT and GIS departments worked on this project including Will Ayersman and Holly Knox

- Dates and times the project services were performed: May 2022 - July 2023
- Owner's representative: Jessi Shuler, Director of Planning
- Phone: 843.851.4217 Email: JShuler@SummervilleSC.gov
- Town of Summerville, 200 South Main Street, Summerville, South Carolina 29483
- Initial award amount: $75,000

The work was completed on time and on budget.

City of Gastonia, NC

(i) Brief project description: DRG completed a Geographic Information System (GIS)-based inventory of maintained trees and stumps located along public rights-of-way (ROW) and in public parks. The inventory was performed using American National Standards Institute (ANSI) A300 standards. After the inventory was complete, tree benefits were calculated using i-Tree Eco, and DRG provided a summary report to the city.

Key Team Members: Shirley Vaughn, the DRG IT, and GIS departments collaborated on this project, with contributions from Will Ayersman, Holly Knox, and Charles Amschel.

- Dates and times the project services were performed: Jan. - Dec. 2019
- Owner's representative: Tripp White, Director, Parks & Recreation
- Phone: 704.866.6840 Email: tripp.white@gastonianc.gov
- City of Gastonia Parks and Recreation Department, 181 S. South Street, Gastonia, NC 28052
- Initial award amount: $65,000

The work was completed on time and on budget.

Clarifications, Assumptions, Exceptions, and Additional Information

CONTRACT NEGOTIATIONS

If awarded the project, DRG respectfully requests to review and negotiate the contract and Purchase Order terms and conditions. We intend to offer minor edits, clarifications, revisions, and exceptions that, in our view, will help clarify the approach, tighten the Town's terms and conditions, and improve the interpretation in relation to the services provided, establishing a stronger foundation for our working relationship.

INVOICING METHOD

How would you like to receive invoices for this project?

☐ Mail: Invoice(s) will be mailed to the address listed on page 1 of this proposal.

☐ Email: Invoice(s) will be emailed to:

_____

Other: Please provide instructions below:

_____

_____

_____

INSURANCE REQUIREMENTS

Certificate Holder Name and Address (if different than listed on page 1 of the proposal):

_____

_____

List of Additional Insured Entities:

_____

_____

CLIENT RESPONSIBILITIES

- Provide DRG with imagery, maps, and data files. Our request may include the following: digital orthophotographs, available GIS data layers, other electronic or paper copies of maps for roads, pavement widths, right-of-way widths, boundaries and utilities, and an electronic file or printed list of street names and endpoints.
- Provide daily contact information and directions during the inventory project.
- Provide a copy of any existing tree inventory databases.
- Coordinate and host an on-site kick-off meeting before the start of fieldwork.
- By accepting this proposal, you accept DRG's Terms and Conditions and Limited Warranty and agree that, upon award, this proposal and its attachments will be made a part of the Agreement.

DRG STANDARD TERMS AND CONDITIONS

- All pricing is valid for 30 days from the date of this proposal, after which time we reserve the right to amend fees as needed.
- Time and materials (T&M) estimates will be billed using the labor rates in DRG's current commercial price list. Fixed Fee Contract Prices will be billed in monthly increments for the percentage of work completed in the billing period. Firm-Fixed Unit Prices will be billed in monthly increments for the number of completed units in the billing period.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses unless noted as being included in our proposal.
- The client shall provide 48 hours' notice of any meetings where the consultant's attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.
- DRG represents that it and its agents, and consultants employed by it, are protected by Workers' Compensation insurance and that DRG has coverage under liability insurance policies which DRG deems reasonable and adequate. DRG shall furnish certificates of insurance upon request. DRG agrees to maintain general liability insurance in commercially reasonable amounts. Client is responsible for requesting specific inclusions or limits of coverage that are not present in DRG insurance, and the cost of such inclusion or coverage increases if available, will be at Client's sole cost and expense. If the Client requires an Additional Insured endorsement, DRG shall provide one in the certificate of insurance, listing only the entities requested in the "Additional Insured Requirements" section above.

LIMITED WARRANTY

Davey Resource Group, Inc. (“DRG”) provides this limited warranty (“Limited Warranty”) in connection with the provision of services by DRG (collectively the “Services”) under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Agreement”).
Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the “Warranty Period”), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation (“Observational Data”) of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, “Subjects”), the Observational Data will pertain only to the specific point in time it is collected (the “Time of Collection”). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, “Changes”]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. When performing tree inventories or assessments, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG’s guidance on your permitting and license requirements, DRG’s guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state or local law, code or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, “Source Information”). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.
If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. This remedy will be your sole and exclusive remedy and DRG’s entire liability for any breach of this Limited Warranty. You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

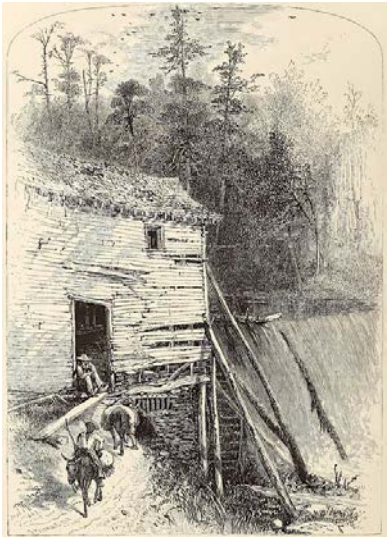
TOWN MANAGER'S REPORT
August 2025

Mayor/Council,

AdventHealth – PET Scanner Support and Update
The Mayor has submitted the attached letter of support for AdventHealth's efforts to get a PET scanner for their hospital in Weaverville. Utility construction on site has begun.

Code Amendments
There are a couple of text amendments concerning Chapter 20 that are currently pending and a couple more that the Planning Board actively working on. With this in mind, staff elected to roll all of these minor amendments into one public hearing, so the public hearing that Town Council scheduled for tonight's meeting (8/25/25) was not advertised. This will save a little money on the legal advertisements**.** We will bring this back to you when we are ready to set that public hearing.

Preserving a Picturesque America (PAPA)
A painting of Weaverville's iconic waterwheel was included in an 1873 publication entitled "Picturesque America" that highlighted the French Broad area through paintings and drawings of scenic areas. PAPA is a nonprofit organization that aims to continue the original mission to use the power of the arts to inform, influence, and protect the original vantage points documented in the original publication and to educate the public on this historic publication and the scenery documented. I have agreed to a marker being placed to provide this bit of Weaverville's history similar to the one shown below. It will be located somewhere close to the bank so it will be visible but not in the way of the anticipated use of this waterwheel area.





Waterwheel Reinstallation

Speaking of the waterwheel, the no-rise study has been completed and a flood permit has been issued to allow the reinstallation of the waterwheel. We are still working with FEMA on reimbursement and working to expedite the project in hopes of installation being complete prior to the event scheduled for Sept 27th

9/11 Observance Program

Weaverville's 9/11 observance program will be held on September 11 at 11 am at the Community Center and I will be providing the address this year. The Hominy Valley Men's Christian A-Capella Choir will be providing the music.

ABC Store Expansion

The ABC Board is scheduled to purchase the condominium unit next to their current store at the end of this month. The space is currently occupied by US Cellular but will provide the ABC store with some much-needed additional space, both retail space and warehouse, once the tenant's lease is at an end.

North Buncombe High School Homecoming Celebration

Instead of holding a homecoming parade that requires a road closure, NBHS has opted to hold all of its homecoming celebrations on their school campus this year due to safety and liability concerns. Town staff will be on hand to support their celebrations.

Asheville Butterfly Trail

As recommended by the Asheville Butterfly Trail representative, Phyllis Stiles, the Town has selected the Red Spotted Purple Butterfly for the sculpture installation at the Clock Lot. Installation is expected this Fall.



Frontier – Fiber Optic Cable Installation

We have gotten a large number of calls from citizens concerning the fiber optic cable installation that is happening in our communities right now. I was able to speak with Allison Ellis, Senior VP with Frontier, and have attached a recap of our conversation and the information that she provided. The Town does not have any role in this work, so questions or concerns are best directed to Frontier and Ms. Ellis can be reached by email at ae4862@ftr.com.

Water Commitment – 4 Doan Road

We have just learned that the 10-lot subdivision that was planned for the property at 4 Doan Road will not be moving forward and that water commitment has been cancelled.

Upcoming Town Meetings/Events

September 1 – Offices Closed for Labor Day
September 2 – Planning Board Meeting at 4pm
September 11 – 9/11 Observance Program at 11am
September 16 – Town Council Workshop at 6pm
September 22 – Town Council Regular Meeting at 6pm



Respectfully submitted,
Scottie Harris, Town Manager

The Town of
Weaverville
NORTH CAROLINA

August 12, 2025

Ms. Micheala Mitchell
Chief, Healthcare Planning and Certificate of Need Section
Division of Health Service Regulation
2704 Mail Center Service
Raleigh, NC 27699-2704

Dear Ms. Mitchell:

As Mayor of Weaverville, I am writing to express our full support for AdventHealth's Certificate of Need application to develop a fixed PET scanner at its approved hospital in Weaverville.

I am committed to protecting and improving the health and safety of our residents. Western North Carolina faces unique challenges in ensuring timely access to specialized health services, particularly advanced diagnostic imaging such as positron emission tomography, or PET. These services are essential for the early detection and management of cancer, neurological conditions, and complex chronic diseases.

AdventHealth's proposal to develop a fixed PET scanner at its approved hospital in Weaverville represents a vital expansion of diagnostic capacity for Western North Carolina. Strategically located, the hospital will serve as a new access point for patients across Buncombe and Western North Carolina, including many rural areas where such services are not readily available. By locating the PET scanner within this new hospital, AdventHealth is bringing high-quality, advanced imaging closer to home for thousands of residents who would otherwise face travel and logistical barriers.

Early detection is key to improving patient outcomes. A fixed PET scanner in Weaverville will enable timely, accurate diagnoses and reduce the burden on existing providers in the region. Importantly, it will help ensure that underserved and uninsured patients, including those we serve every day, are not left behind when it comes to accessing life-saving diagnostic services.

AdventHealth's longstanding commitment to community service, compassionate care, and regional investment is evident in this proposal. The addition of PET services at the Weaverville hospital directly supports their mission to enhance access and promote health equity across Western North Carolina.

For these reasons, I strongly urge the Division of Health Service Regulation to approve AdventHealth's CON application to develop a fixed PET scanner in Buncombe County. This project will help ensure that the people of Western North Carolina, particularly those in rural and underserved communities, have equitable access to the diagnostic care they need to live longer, healthier lives.

Sincerely,

P Fitzsimmons

Patrick Fitzsimmons
Mayor, Town of Weaverville

Scottie Harris

From: Ellis, Allison <AE4862@FTR.com>
Sent: Wednesday, August 13, 2025 3:38 PM
To: Scottie Harris
Subject: NC - Weaverville - Buncombe County Update

Scottie,

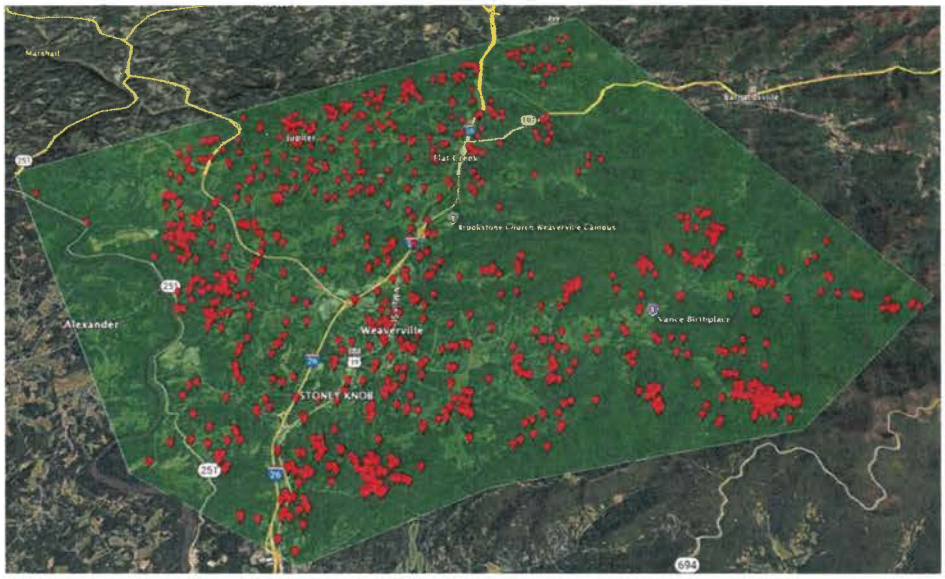
Thanks for taking the time to speak with me and for allowing me to share some information with you about Frontier's fiber plans in Franklin and Macon County. In addition, thanks for your expression of wanting to work in partnership, we want that too. I will forward your social media suggestion to our internal team that handles that.

Below is a recap of our conversation:

- Frontier is installing a 100% XGS-PON Fiber to the Premises network in your area—we provide a direct fiber from your location to our central office upon service order. This is the premier level of connectivity available anywhere in the country (far surpassing older technology like DSL and cable) and we are excited to make our fiber available in your community. One of the superior aspects of fiber technology is that it is scalable so as future capacity needs increase with AI and other high bandwidth applications, we can augment our network (without further construction) to meet customer demand.

- We are doing work in collaboration with the state—we have won a NC Great grant and a CAB 2.0 grant for Buncombe County to bring fiber to ~1000 locations the state determined to be un/under served. We are complementing that work with additional private investment to bring fiber to even more locations in your community and Buncombe County more broadly. Here is a map view of our grant locations.

Buncombe County Location Map



9

- Construction work includes installing conduit and hand holes and the installation of fiber in the conduit. Frontier intends to use directional boring to the extent possible, which is the preferred installation method as it has reduced surface disruption. Conduit is installed through a small hole, and we hand dig and place hand holes at regular intervals for service to the premises, when ordered. For reference, we do not install a service drop from the curb to the home until there is an order for service so there is another installation step in the process. To expectation set, at installation (when the drop is completed) the fiber is typically left lying on the grass until a second vendor comes by to bury it in the yard. This usually happens within a week but if there are a lot of orders it could take less/more time.

- Upon completion of our work, residents and businesses will be able to order Frontier's premium fiber services. Information about our current products and services is available on www.Frontier.com (shop tab). All our service tiers are symmetrical meaning they have the same download/upload speed. Our current offers are:

Speed Tier	Monthly Price
200M/200M	$29.99
500M/500M	$44.99
1Gig/1Gig	$64.99
2Gig/2Gig	$99.99
5Gig/5Gig	$129.99
7Gig/7Gig	$199.99

These rates reflect a $10 per month Auto Pay Discount when paid by ACH or debit card ($5 per month when paid by credit card).

- Any resident that believes their property was damaged in the installation process can call 828-421-4892 to make a report, which will be handled through the normal claims process. (Of course, you can also call me). As mentioned, we endeavor to leave the property post-installation in as good or better condition than we found it in. Note, it may take several weeks to complete restoration work as there is generally a separate landscape crew, and we do not do full restoration until the fiber has been tested and confirmed operational.

As we discussed, if you have any areas of specific concern or where you know there may be residents in need of direct outreach, please let me know. We'd like to head off issues to the extent possible and education/communication is one of the best ways for us to do that. As I mentioned, I previously met with community residents at the Weaverville community center and presented at a Buncombe County Commission meeting but that was easily more than a year ago so there has been a long gap between the briefing and construction (Helene caused the cancellation of my update last year). I am happy to brief the Mayor when he returns.

It was a pleasure meeting you. Please do not hesitate to reach out if you have any questions.

Best,

Allison

Allison M. Ellis | Senior Vice President, Business Development
m. 240-353-4702 | ae4862@ftr.com
FRONTIER

This communication is confidential. Frontier only sends and receives email on the basis of the terms set out at http://www.frontier.com/email_disclaimer.

TOWN OF WEAVERVILLE

TOWN COUNCIL AGENDA ITEM

DATE OF MEETING:	August 25, 2025
SUBJECT:	Project Bids – Raw Water Generator and Chlorine Gas Conversion
PRESENTER:	Town Manager Harris
ATTACHMENTS:	Engineer's Recommendation of Award Notice of Award

DESCRIPTION /SUMMARY OF REQUEST:

The bid opening on the raw water intake generator installation and chlorine gas conversion projects at the Water Treatment Plant was held on June 4, 2025, and T.P. Howard's Plumbing Co. submitted the only bid with a price of $1,818,568. This bid is considerably over what was previously budgeted for this project.

Town staff has explored options to lower the cost of the project through value engineering, separating components into multiple contracts, and postponing portions of the project and rolling them into the expansion project. None of these options yielded any real cost savings.

This project is important for the resilience of the Water Treatment Plant and the Town's ability to produce a public water supply and has been included in the Draft Helene Recovery Plan and draft Strategic Plan. It should be noted that T.P. Howard was a good partner in the restoration work of the water main crossing Reems Creek in the immediate aftermath of Hurricane Helene.

The Town Manager recommends that Town Council award this bid to TP Howard and authorize the execution of the Notice of Award, Contract, and related documents to get this project underway. Town Attorney John Henning was involved in the review of the contract documents for this project.

The Water Fund does have sufficient funds to cover the budget overage. A comprehensive review of the funding plan and capital project ordinance related to this project and the Water Treatment Plant expansion project is needed and Town staff expects to bring recommendations and any amendments back to Town Council in the coming months.

ACTION REQUESTED:

Town Council action to consistent with the following proposed motion is requested:

> *I move that we award the bid on the Raw Water Intake Generator and Chlorine Gas Conversion Project to T.P. Howard's Plumbing Co. based on their bid amount of $1,818,568, and authorize the Town Manager, Town Clerk, and Finance Director to execute the contract and other documents necessary to proceed with this project.*

WithersRavenel
Our People. Your Success.

August 15, 2025

Scottie Harris, Town Manager
Town of Weaverville
30 S. Main Street
Weaverville, NC 28787

RE: Recommendation of Award
Weaverville Raw Water Generator Placement and Chlorine Conversion
WR Project No. 22-0112

Dear Mr. Harris

On Wednesday June 4, 2025 at 2:00PM, bids were received for the referenced project. The intent of this letter is to present options for moving forward.

EVALUATION OF BIDS

One (1) bid package was received. The bid was delivered to the Town of Weaverville immediately before the scheduled bid opening. The bid received was as follows:

Bidder	Base Bid
TP Howard's Plumbing Co	$1,818,568

Following the bid opening, WithersRavenel further reviewed each bid package in detail for compliance with NC General Statutes (NCGS). After review, it was found that TP Howard's Plumbing Co submitted a complete bid package that was done correctly per all NC General Statutes.
In an effort to reduce the overall bid costs, the Town explored removing components and pursuing an informal bid. However, these strategies did not lower the price of the bid.

RECOMMENDATION

Based on our review of the bids, WithersRavenel has found that T.P. Howard's Plumbing Co. is the lowest, responsive, and responsible bidder.
If you have any questions or need additional information, please call 919.238.0479 and I will be glad to assist you.

Sincerely,

WithersRavenel

Lindsay L Mize

Lindsay Mize, PE
Senior Project Manager, Utilities
Attachments: Certified Bid Tabulation

Docusign Envelope ID: AF99DD66-3E74-48A3-B385-D169A05423CC

Project Bid Tabulation June 5, 2025 **Weaverville Raw Water Generator Placement and Chlorine Conversion** **Town of Weaverville** WithersRavenel Project No. 22-0112				T.P. Howard's Plumbing Co, Inc	
Item No.	**Item Description**	**Unit**	**Est. Quan.**	**Unit Price**	**Extended Total Price**
Base Bid					
Weaverville Raw Water Generator Placement and Chlorine Conversion					
1	Mobilization	LS	1	$ 52,968.00	$ 52,968.00
2	Raw Water Generator Installation	LS	1	$ 469,700.00	$ 469,700.00
3	Chlorine Conversion	LS	1	$ 1,258,900.00	$ 1,258,900.00
4	Testing Allowance	LS	1	$ 10,000.00	$ 10,000.00
5	SCADA Allowance	LS	1	$ 27,000.00	$ 27,000.00
			Total Base Bid	$	1,818,568.00

Signed by:
By: Lindsay Mize
7962C2A8AD3F4BD...

Date:6/13/2025

NORTH CAROLINA PROFESSIONAL SEAL 022526 ENGINEER LINDSAY L. MIZE

Corrections made to Bid

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance:	August 26, 2025		
Owner:	Town of Weaverville	Owner's Contract No.:	
Engineer:	WithersRavenel	Engineer's Project No.:	22-0112
Project:	Weaverville Raw Water Generator Placement and Chlorine Conversion	Contract Name:	
Bidder:	T.P. Howards's Plumbing Co., Inc.		
Bidder's Address:	90 Number Nine Road Fairview, NC 28730		

TO BIDDER:

You are notified that Owner has accepted your Bid dated June 4, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Weaverville Raw Water Generator Placement and Chlorine Conversion project.

The Contract Price of the awarded Contract is: $ 1,818,568.00

two copies of the proposed Performance Bond, Payment Bond, and Agreement accompany this Notice of Award.

two sets of the fully executed Contract Documents and Drawings will be delivered separately or otherwise made available to you immediately after execution. You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner two counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:	Town of Weaverville	Contractor:	
	Authorized Signature		Authorized Signature
By:	David Scott Harris	By:	
Title:	Town Manager	Title:	
Date:		Date:	

Copy:Engineer

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Weaverville Strategic Plan – Draft Goals and Next Steps
PRESENTER:	Town Manager Harris
ATTACHMENTS:	Draft Goals and Strategic Objectives/Initiatives, Vision Statement and Mission

DESCRIPTION/SUMMARY OF REQUEST:

Mayor Fitzsimmons, Councilmember Lawrence, and Town Manager Harris have been working on taking the information that was obtained from the February 2024 Town Council Strategic Planning meeting and putting it into a draft strategic plan.

The following seven (7) goals have been identified:

- Sustainable Growth & Development
- Downtown Vibrancy, Economic Growth, & Community Character
- Emergency Preparedness & Community Resilience
- Public Safety & Neighborhood Resilience
- Infrastructure & Environmental Resilience
- Parks, Recreation, Special Events & Community Vitality
- Organizational Culture & Communication

Various objectives and initiatives have been developed under each of these goals and those are also attached.

Normally a strategic plan references a mission and vision statement, so a draft of those has been provided as a starting point.

Input from Town Council is needed at this point so that a full draft can be completed and presented back to Town Council and to the public prior to adoption.

COUNCIL ACTION REQUESTED:

The Mayor and Town Council members are asked to (1) consider the draft Vision Statement and Mission and provide requested revisions to those, (2) identify your top 3 Strategic Objectives/Initiatives for each of the 7 goals outlined in the plan, (3) add any other objectives or initiatives that you think should be reflected in this plan, and (4) provide all of this to the Town Manager by September 12.

This “homework” will be collected and collated and presented back to Town Council at your meeting on September 22 with a more-refined draft plan.

POLICY GOALS

Policy goal areas are intentionally broad and are used to identify the most critical issues facing the community. Each policy goal has specific action initiatives that are intended to be annually prioritized to assist in the allocation of resources and staff time to ensure efficiency and effectiveness. The policy goal areas are identified to include the following:

GOAL 1: Sustainable Growth & Development
Ensure responsible urban planning to respond to increases in growth pressures

GOAL 2: Downtown Vibrancy, Economic Growth, & Community Character
Promote economic vitality through a vibrant downtown, economic growth, and unique community character

GOAL 3: Emergency Preparedness & Community Resilience
Plan for emergencies to ensure community resilience

GOAL 4: Public Safety & Neighborhood Resilience
Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly

GOAL 5: Infrastructure & Environmental Resilience
Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment

GOAL 6: Parks, Recreation, Special Events, & Community Vitality
Establish facilities, special events, and programs that connect the community, promote healthy lifestyle opportunities, and engage citizen and visitors

GOAL 7: Organizational Culture & Communication
Build a professional and inclusive Town organization that is fiscally responsible and service oriented, seeks innovative practices, and values the development of staff

GOAL 1: Sustainable Growth & Development

Ensure responsible urban planning to respond to increases in growth pressures

Sustainable growth and development goal attainment occurs when the following is realized or conditions exist: (a) Infrastructure and service delivery capacity can handle current demand without significant impact to citizens and businesses; (b) land use planning policies are aligned with goals developed by Town leadership with citizen input

	Strategic Objectives and Initiatives
	1. Update and implement the Town's Comprehensive Land Use Plan to ensure sustainable growth, responsible land use regulation, and preservation of open space 2. Identity existing and future growth areas and guide development in those areas to align with land use planning goals 3. Study current staffing levels 4. Expand water infrastructure and capacity to support the growth needs 5. Prioritize green infrastructure and connectivity 6. Work with Buncombe County and housing partners to ensure continued opportunities for housing affordability, diversity of housing types, and the services and transportation needed to support the housing 7. Incentivize mixed use development and development near transit lines, especially along main corridors, in areas with affordable housing, and near the new hospital 8. Enhance planning efforts in floodplain areas to reduce local flood risks 9. Review intergovernmental agreements and discuss with Buncombe County their continued role in administering floodplain, stormwater, and sedimentation/erosion control regulation and building permits and inspections in the Town and develop transition plans for these services as needed

DRAFT

GOAL 2: Downtown Vibrancy, Economic Growth, & Community Character

Promote economic vitality through a vibrant downtown, economic growth, and unique community character

Downtown vibrancy, economic growth, and unique community character goal attainment occurs when the following is realized or conditions exist: (a) Downtown holds a vibrant mix of businesses that are centered on food and beverages, local retailers, art galleries and studios, and neighborhood services that attract area residents in coordination with sufficient parking, attractive public spaces, and regular events that foster a small town charm; (b) An appropriate mix of land uses including the development of commercial and office uses to enhance property values, create jobs for residents, and make opportunities available for shopping, services, and products desired by the community and region.

	Strategic Objectives and Initiatives
	1. Support downtown businesses with a micro-grant program to support storefront improvements and beautification 2. Activate the downtown area with regular events 3. Develop a downtown entrepreneur hub to support new businesses and initiatives 4. Support and expand local art scene with quarterly studio tours 5. Install EV and green infrastructure in downtown area 6. Seek opportunities around downtown to encourage in-fill development and redevelopment of vacant, dilapidated, and under-utilized properties with a focus on mixed use development, local businesses, and art studios and galleries 7. Identify ways to enhance gateways to Town, update wayfinding signs, and provide aesthetic improvements to public spaces and medians throughout the jurisdiction 8. Encourage the activation of second floor uses in the downtown area 9. Promote, encourage, and protect public art throughout the Town 10. Support the Weaverville Business Association and their events and initiatives 11. Identify areas for public restrooms and outdoor dining in the downtown area 12. Study adequacy and accessibility of parking in the downtown area and explore public-private partnerships and property acquisition for expansion of parking if needed

DRAFT

GOAL 3: Emergency Preparedness & Community Resilience

Plan for emergencies to ensure community resilience

Emergency preparedness and community resilience goal attainment occurs when the following is realized or conditions exist: (a) A comprehensive emergency operations plan, needed infrastructure, and regional agreements are in place to support the Town through a variety of foreseeable emergencies

	Strategic Objectives and Initiatives
	1. Develop and implement a comprehensive operations plan 2. Review and implement mutual aid and emergency agreements with regional jurisdictions 3. Expand emergency notification participation with citizens and businesses 4. Improve digital access during emergencies 5. Regularize multi-agency emergency coordination 6. Enhance emergency coordination and communication 7. Invest in reliable energy and microgrid readiness at facilities identified for emergency operations and community resilience hubs 8. Bolster resiliency of critical municipal services by installing backup power generators at key municipal facilities (water treatment plant, raw water intake, and pumps, etc.)

DRAFT

GOAL 4: Public Safety & Neighborhood Resilience

Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly

Public safety and neighborhood resilience goal attainment occurs when the following is realized or conditions exist: (a) Develop an environment for community-engaged policing and code enforcement that emphasizes maintaining safe, family-friendly neighborhoods, improving the public environment for accessibility, and encourage community ownership in improving private property

	Strategic Objectives and Initiatives
	1. Evaluate options for a new fire station to serve the south and east areas of the Town 2. Evaluation options for a police sub-station to serve the new hospital and the north and west areas of Town 3. Evaluate and implement growth in public safety staffing for service provision in our growing community 4. Support expansion of medical services, pharmacies, and related services for the Town 5. Establish a robust community engagement program to encourage community awareness of public safety efforts to maintain a sense of safety in the community 6. Identify and plan for the acquisition/implementation of neighborhood parks and open space in areas of Town that need additional access consistent with the Park & Recreation Master Plan

DRAFT

GOAL 5: Infrastructure & Environmental Resilience

Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment

Infrastructure and environmental resilience goal attainment occurs when the following is realized or conditions exist: (a) Public utilities, infrastructure, and land holdings are designed, maintained and extended to provide for necessary water, stormwater, streets, sidewalks, bikeways, greenways, intersections, facilities, and debris removal for the existing and planned community; (b) environmental impacts and alternatives, energy efficiency, and climate resilience efforts are considered as part of Town operations and for all large projects in order to protect the Towns's natural resources when feasible and financially reasonable

	Strategic Objectives and Initiatives
	1. Work with regional partners on feasibility of reestablishing a public transportation connection with City of Asheville 2. With guidance from a certified arborist conduct a tree inventory and health assessment for trees on Town property to encourage a healthy tree canopy in conjunction with the a certified arborist and tree replacement program 3. Study and implement sidewalk expansions and improvements for greater connectivity and equity of services provisions through the Town including Safe Routes to Schools opportunities 4. Encourage the use of alternative energy sources, composting, natural resource protection, and more efficient practices by the Town organization and encourage the same in the community 5. Find additional funding and complete the stormwater rehabilitation and streambank stabilization project in the Main Street Nature Park 6. Develop or co-develop parks, trails, and greenways 7. Improve pedestrian and cyclist connectivity 8. Collaborate with NCDOT on options to provide a safe pedestrian crossing over Reems Creek on Merrimon Avenue 9. Complete key on- and off-street pedestrian and bike connections identified in the Active Weaverville ("Bike-Ped") Plan 10. Collaborate on expansion of public utilities and infrastructure with regional partners

DRAFT

GOAL 6: Parks, Recreation, Special Events, & Community Vitality

Establish facilities, special events, and programs that connect the community, promote healthy lifestyle opportunities, and engage citizen and visitors

Parks, recreation, special events, and community vitality goal attainment occurs when the following is realized or conditions exist: (a) Provide recreation amenities and services to residents and visitors through quality facilities, diverse program offerings, varied parks and special events guided by community-driven input and focus on accessibility, connectivity, and healthy fun for all

	Strategic Objectives and Initiatives
	1. Bring community together through regular downtown events 2. Diversity community programming and event calendar so there is something for everyone 3. Develop or co-develop parks, trails, and greenways 4. Activate historic venues with cultural and heritages events and performances 5. Engage youth through school and community arts initiatives 6. Update the Town's Parks & Recreation Master Plan to reflect a 10-year planning period 7. Evaluate opportunities for the expansion of programming for diverse and special populations and to improve inclusion and access to existing programs

DRAFT

GOAL 7: Organizational Culture & Communication

Build a professional and inclusive Town organization that is fiscally responsible and service oriented, seeks innovated practices, and values the development of staff

Organization culture and communication goal attainment occurs when the following opportunities are realized or conditions exist: (a) Build an organization committed to improving daily towards a goal of excellence in service to its citizens, businesses, visitors, and employees through responsible fiscal management, inclusive communication, innovative approaches and technologies, and professional development; (b) Community engagement opportunities and transparent communications

	Strategic Objectives and Initiatives
	1. Support employee professional development and continuing education opportunities to establish succession planning and meet ever increasing skills needed for public service delivery to building a "training mindset" in the organization 2. Enhance organization communication to support clear and consistent messaging to the public for the municipal services provided and achievements obtained through the implementation of established communication plans 3. Complete a facility needs analysis to plan for necessary property and structural needs to maintain services for a growing community 4. Organize wellness efforts for employees and promote public health awareness materials of partners to provide a positive environment for physical and mental health of the organization 5. Develop a plan to fund needed capital improvements and to grow organizational capacity to implement planned capital projects and programs 6. Enhance opportunities for cross-department interface through organization-wide programs and efforts 7. Improve community outreach and communication 8. Boost community engagement through Town Council meeting access and participation 9. Modernize technology where needed to support effective and efficient operations 10. Publish monthly Town Council and committee recaps 11. Standardize public comment submission methods 12. Develop a volunteer ambassador program to strengthen civil engagement 13. Continue implementation of the ADA Transition Plan and related improvements needed to improve accessibility to Town facilities, programs, infrastructure, meetings, and communications for all persons 14. Formalize an interagency coordination group to enable cohesive planning around shared infrastructure, land use, and emergency response

DRAFT

VISION STATEMENT AND MISSION

Our vision is to be a resilient and forward-thinking community that thrives in the face of challenge and change. As we grow, we will build a strong foundation by prioritizing sustainability, preparedness, and economic vitality. Through thoughtful planning, collaboration, and a commitment to preserving our Town's unique character, we will create a plan where residents and businesses can flourish, no matter the challenges ahead.

The Town of Weaverville's mission is to guide our Town's growth with resilience, sustainability, and inclusivity at the forefront. We are committed to strengthening our infrastructure, protecting our natural and community resources, and fostering a thriving local economy. By embracing innovation and community-driven solutions, we aim to ensure that our Town remains a safe, vibrant, and adaptable place for current and future generations.

DRAFT

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	August 25, 2025
SUBJECT:	Water Treatment Plant Improvements – Engineering Agreement – Amendment 3
PRESENTER:	Town Manager Harris
ATTACHMENTS:	Amendment 3 to WithersRavenel Professional Services Agreement dated 19 August 2025

DESCRIPTION/SUMMARY OF REQUEST:

In February 2021 Town Council approved a Professional Services Agreement with WithersRavenel for the water projects that are underway related to the Water Treatment Plant Expansion Project.

Over the last few years the Town has obtained $15,775,000 in grant funds that are available for this project. Amendment #3 to the Professional Services Agreement adds some grant administration to the scope of work (Phase 7) for $60,000. This work will be billed hourly based on actual time spent.

Town staff recommends that this amendment be approved in order to provide proper administration and management of these grants to ensure their availability for the Town's water projects.

A comprehensive review of the funding plan and capital project ordinance related to these projects is needed and Town staff expects to bring recommendations and any amendments back to Town Council in the coming months.

COUNCIL ACTION REQUESTED:

The Town Manager recommends the following motion:

> *I move that we approve Amendment 3 to the Professional Services Agreement with WithersRavenel dated August 19, 2025, and authorize staff to execute the same.*

WithersRavenel

Our People. Your Success.

August 19, 2025

Scottie Harris, Town Manager
PO Box 338 South Main Street
Weaverville, North Carolina 28787

RE: Agreement for Professional Services
Weaverville 2023 WTP Expansion
Weaverville, North Carolina 28787
WR Project No. 23-0425

Dear Mr. Harris:

WithersRavenel is pleased to provide this Amendment 3 for Professional Services to the Town of Weaverville for the Weaverville Water Treatment Plant (WTP) Expansion Project. If you have any questions or concerns about the Amendment, please do not hesitate to call me at the number listed below.

Sincerely

WithersRavenel



Amanda Whitaker

Director of Funding Services, Funding and Asset Management
awhitaker@withersravenel.com
Ph. 919.238.0448 | Direct: 336.250.7778

Attachment:

Amendment for Professional Services

Town of Weaverville
WTP Expansion Project
Proposal for Professional Services

A. Description of Amendment 3

WithersRavenel has previously entered into an "Agreement" with Town of Weaverville, dated 5/15/2023, for the furnishing of professional services; the parties now wish to amend said "Agreement". Amendment 3 shall serve to provide funding administration for the Town's State Reserve Earmark (S.L. 2023-134) SRP-D-134-0082 for the Water Treatment Plant Expansion Project, administered through NCDEQ's Division of Water Infrastructure, and assistance with the EPA 2024 Community Grants Program award.

Therefore, it is mutually understood that the "Agreement" is amended to include the Additional Services to be performed by WithersRavenel and provisions for compensation from Town of Weaverville to WithersRavenel, all as set forth within this Amendment. The parties ratify the terms and conditions of the Agreement which are incorporated by reference and any changes to those terms and conditions shall be noted in this amendment.

If there are any conflicts in rates and/or terms and conditions, those specified in this Amendment will take precedence.

B. Scope of Services

Phase 1: Study and Report Phase

No changes to this phase

Phase 2: Preliminary Design Phase

No changes to this phase

Phase 3: Final Design Phase

No changes to this phase

Phase 4: Bidding and Negotiating Phase

No changes to this phase

Phase 5: Construction Phase

No changes to this phase

Phase 6: Post-Construction Phase

No changes to this phase

Phase 7: Funding/Grant Administration- SRP-D-134-0082 State Earmark and EPA's 2024 Community Grants Program

Upon receipt of written authorization from the Client, Consultant will provide the following funding administration tasks:

A. General Administration and Financial Management

1. Review appropriate State regulations and DWI requirements applicable to this project and provide technical assistance throughout the life of the Project.
2. Provide guidance to Client with gaining access to NC DWI EBS Portal which is required to submit reimbursements for the Project.
3. Create "Claims" (i.e. requisition/reimbursement payment requests) and compile necessary supporting documentation for the client to review and submit through NC DWI EBS Portal for submission to North Carolina Department of Environmental Quality (NCDEQ)'s Division of Water Infrastructure (DWI).
4. Assist the Client Finance Officer in keeping necessary files and documentation.
5. Assist the Client in close-out procedures and paperwork.

B. Project Implementation

1. Provide oversight and guidance of procurement procedures in accordance with DWI requirements and applicable State regulations.
2. Conduct coordination sessions with the project engineer, Construction Administrator and Construction Observer, Client, DWI, and construction Contractor.
3. Provide quality control and quality assurance reviews with the Consultant and Construction Administrator in the creation of bid documents, solicitation of bids, pre-bid meeting, review of bids, assembly of construction contracts, and pre-construction meeting to comply with state and federal regulations, including minority business recruitment.
4. Work with the Client to ensure compliance with all NCDWI guidelines during design, bidding, and construction.
5. Confirm debarment clearance for all contractors for the Client to verify.
6. Participate in the pre-bid and pre-construction meetings by presenting guidelines and discussing what will be expected from NCDWI during the course of the project.
7. Assist in processing construction Contractor payment requests approved by the Construction Administrator and Client, to be submitted to NCDWI.

C. EPA 2024 Community Grants Program

1. Coordination between EPA project manager and Town
2. Grants.gov application process
    a. Completion of Funding Opportunity Package forms
    b. Drafting of Project Workplan and Need for the Project
    c. Drafting of Project Budget
    d. Drafting of Project Milestone Schedule
    e. Facilitate submittal of application through Grants.gov to obtain approval of funds

3. Post-Award Phase

   a. Adhere to grant statutes and regulations.
   b. Coordination of project implementation between EPA project manager and Town staff.
   c. Once application and funds are approved, gather documentation for approved activities completed in order to draw down grant funds.

      (1) Town will provide documentation of eligible activity expenditures for the grant draw down.

   d. Facilitate requisition of funds for completed activities through the Automated Standard Application for Payments (ASAP) required by EPA.
   e. Assist with annual Federal Financial Report (FFR) completion and MBE/WBE Reporting as applicable.
   f. Assist with administrative monitoring, reporting and access to records.

      (1) Consultant will maintain a comprehensive digital file of all grant materials throughout the life of the project, and will share with the Town at the completion of the project, or as-needed by request.

   g. Assist with the closeout phase of the project to ensure all applicable financial and administrative requirements have been met, including final progress report.

Deliverables

- Attend and present funding requirements at Pre-Bid Meeting and Pre-Construction Meeting
- Attend project progress meetings throughout the life of the project and provide funding guidance and coordination
- Assist in Required NCDWI Paperwork/Compliance and Pay Applications
- Coordination Sessions
- Debarment Clearance Confirmation

C. Additional Services

Services that are not included in Section B or are specifically excluded from this Proposal shall be considered Additional Services. WithersRavenel will furnish or obtain from other Subconsultants Additional Services if requested in writing by the Town and accepted by WithersRavenel. Additional Services shall be paid by the Town in accordance with the Fee & Expense Schedule outlined in Exhibit II.

This contract does not include services for Environmental Review, Design and Engineering Services, or any other service not explicitly listed in Section C. Should EPA impose any additional unforeseen requirements, they will be reviewed with the Town and contracted under an amendment to this agreement.

D. Town Responsibilities

During the performance of the services under this Proposal, the Town will:

- Provide permission to the Consultant and Funding Agencies to converse about the project.

- Provide any information needed to complete the Project not specifically addressed in the Scope of Services
- Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project
- Examine all proposals, reports, sketches, estimates and other documents presented by WithersRavenel and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of WithersRavenel
- Give prompt written notice to WithersRavenel whenever the Town observes or otherwise becomes aware of any defect in the Project
- Pay all permit/review fees directly
- Handle matters requiring an attorney at law

Any changes to the alternatives or Project requirements after WithersRavenel has begun work may require additional fees.

E. Compensation for Services

A. Lump Sum Fee

Consultant proposes to provide the Scope of Services previously outlined on a lump sum basis as described in the following table. Compensation shall not exceed the total estimated compensation amount unless approved in writing by Client.

Phase	Phase Name	Lump Sum Fee Budget	Amendment 2	Amendment 3	Total
1	Study and Report	$83,750	-$8,312.50	No Change	$75,437.50
2	Preliminary Design Phase	$37,500		No Change	$37,500
3	Final Design Phase	$312,450		No Change	$312,450
4	Bidding and Negotiating	$74,000		No Change	$74,000
5	Construction Contract Administration	$130,000		No Change	$130,000
6	Post Construction	$75,000		No Change	$75,000
	Total	**$712,700**	**-$8,312.50**	**$0**	**$704,387.50**

1. Consultant may alter the distribution of compensation between individual phases noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.
2. The Lump Sum includes compensation for Consultant's services. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses, and Consultant charges.
3. Consultant will bill the Client for subcontract expenses based on the unit prices charged for each class of work that has been accepted plus 15%.
4. The portion of the Lump Sum amount billed for Consultant's services will be based upon Consultant's estimate of the percentage of the total services completed during the billing period.

B. Hourly Fee

Consultant proposes to provide the Scope of Services previously outlined on an hourly basis at the current rate with an estimated budget as described in the following table, plus expenses. Compensation shall not exceed the total estimated compensation amount unless approved in writing by Client.

Task Number	Task Name	*Hourly Fee Budget	Amended Hourly Fee
5	Project Funding Grants/Loan Assistance	$8,312.50	No Change
7	Funding/Grant Admin SRP-D-134-0082 State Earmark and EPA 2024 Community Grants Program		$60,000
12	Construction Observation (20 hrs./week, 1,560 hours total)	$280,800	No Change
	Total	**$289,112.50**	**$349,112.50**

1. Client shall pay Consultant for Basic Services by an amount equal to the cumulative hours charged to the Project by each class of Consultant's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Consultant's charges, if any.
2. Consultant may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by Client.
3. The Standard Hourly Rates charged by Consultant constitute full and complete compensation for Consultant's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Consultants' charges.
4. Consultant's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Consultant under the Agreement.
5. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Consultant that the total compensation amount thus estimated will be exceeded, Consultant shall give Client written notice thereof, allowing Client to consider its options, including suspension or termination of Consultant 's services for Client 's convenience. Upon notice, Client and Consultant promptly shall review the matter of services remaining to be performed and compensation for such services. Client shall either exercise its right to suspend or terminate Consultant 's services for Client 's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Consultant, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Client decides not to suspend Consultant 's services during the negotiations and Consultant exceeds the estimated amount before Client and Consultant have agreed to an increase in the compensation due Consultant or a reduction in the remaining services, then Consultant shall be paid for all services rendered hereunder.

C. Fee Summary

Fee Type	Original Fee/Budget	Amendment 1 Fee/Budget	Amendment 2 Fee/Budget	Amendment 3 Fee/Budget
Lump Sum	$650,000	$712,700	$704,387.50	No Change
Hourly Budget	$280,800	$280,800	$289,112.50	$60,000
Total	**$930,800**	**$993,500**	**$993,500**	**$1,053,500**

F. Acceptance

This agreement is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this agreement will serve as the written Agreement between WithersRavenel and Town of Weaverville. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:	ACCEPTED BY:
WITHERSRAVENEL	TOWN OF WEAVERVILLE
_____	_____
Signature	Signature
Alice Briggs	_____
Name	Name
FAM Senior Technical Consultant	_____
Title	Title
_____	
Signature	
Amanda Whitaker	
Name	
Director of Funding, FAM	
Title	

PREAUDIT STATEMENT: *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer: _____

Printed Name: _____

Date: _____

Town of Weaverville

Town Council Agenda Item

Date of Meeting:	August 25th 2025
Subject:	Weaverville Fire Department Quarterly Report
Presenter:	Chief Michael Hunter
Attachments:	Quarterly Report

Description:

Attached please find the quarterly report for the Weaverville Fire Department. Chief Hunter will be present at the meeting to present the report and answer any questions Town Council may have.

Action Requested:

Information only; No action required.

WEAVERVILLE FIRE DEPARTMENT

3 MONTICELLO RD.
WEAVERVILLE, NC 28787

Celebrating 100 years of service to our community

Fire Marshals Office Stats. May 2025, June 2025 and July 2025.

SafeKids. Child Car Seat Installation.

May = 3 installations.

June = 5 installation.

July = 4 installations.

Fire Prevention and Education Classes.

May 8th . Reynolds Mountain Christian Academy. Transportation Day (128 kids)

June 2nd . Weaverville Primary School. End of School Celebration. (210 kids)

June 3rd . North Windy Ridge Intermediate. End of School Celebration. (218 kids)

June 5th. North Windy Ridge Intermediate. End of School Celebration. (210 kids)

June 14th . Music on Main. Kids Zone. (150 + kids)

July 4th. Town Event. (250 + kids)

Commercial Business Inspections.

May = 21 inspections.

June = 18 inspections.

July = 22 inspections.

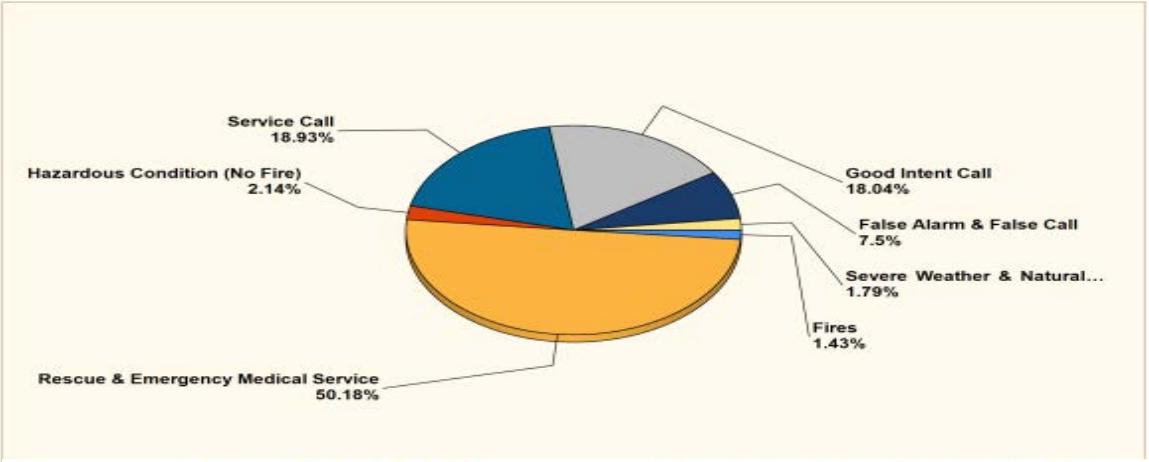
Kile R. Davis

Fire Marshal

Weaverville Fire Department

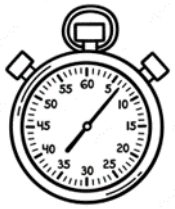
kdavis@weavervillefd.org

Weaverville Fire Department Quarterly Report
May 1, 2025 – July 31, 2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	1.43%
Rescue & Emergency Medical Service	281	50.18%
Hazardous Condition (No Fire)	12	2.14%
Service Call	106	18.93%
Good Intent Call	101	18.04%
False Alarm & False Call	42	7.5%
Severe Weather & Natural Disaster	10	1.79%
TOTAL	560	100%

# OVERLAPPING	% OVERLAPPING	TOTAL
102	18.21	560



AVERAGE RESPONSE TIME (Dispatch to Arrived)

0:06:04

FIRE LOSS

LOSSES		PRE-INCIDENT VALUES	
PROPERTY	CONTENTS	PROPERTY	CONTENTS
$21,000.00	$15,500.00	$61,000.00	$81,000.00

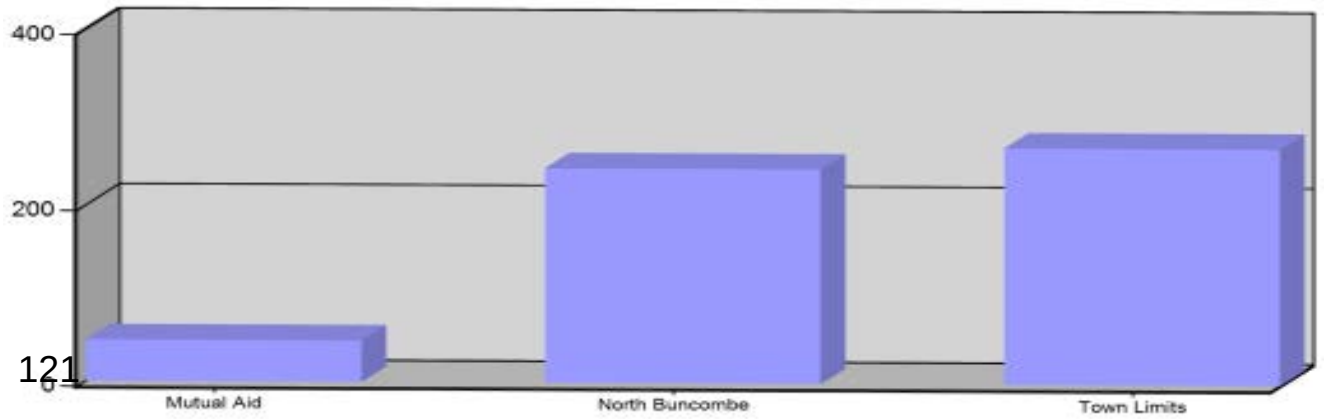
TOTAL LOSSES: $36,500.00

TOTAL PRE-INCIDENT VALUES: $142,000.00

PROPERTY SAVED

TOTAL PRE-INCIDENT PROPERTY	TOTAL PRE-INCIDENT CONTENT	TOTAL PRE-INCIDENT	TOTAL PROP. SAVED	TOTAL CONT. SAVED	TOTAL SAVED
$61,000.00	$81,000.00	$142,000.00	$40,000.00	$65,500.00	$105,500.00

ZONE	# INCIDENTS
Mutual Aid - Mutual Aid	47
North Buncombe - North Buncombe District	244
Town Limits - Town Limits	269
TOTAL:	560



TOWN OF WEAVERVILLE

TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, August 25, 2025

Subject: Quarterly Report from Weaverville Police Department for August 2025

Presenter: Police Chief Somer Oberlin

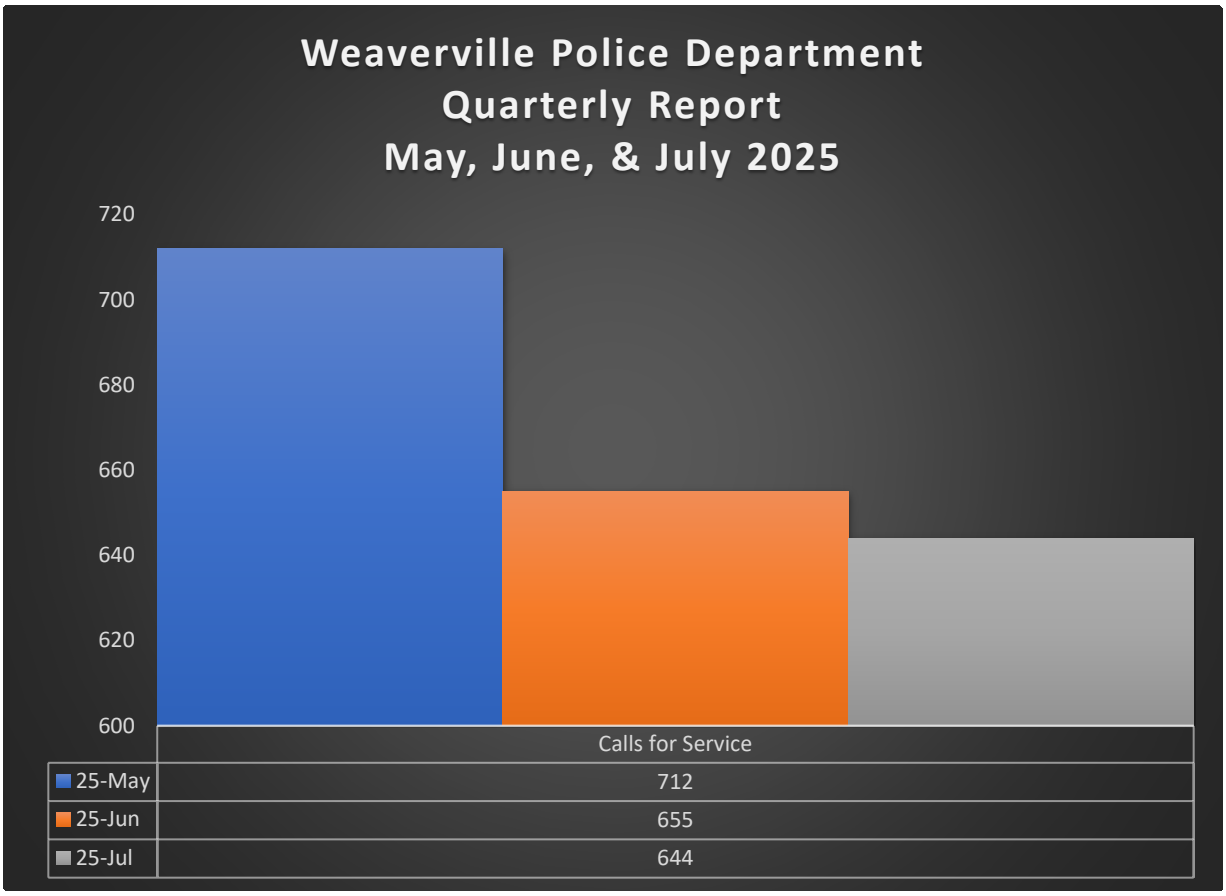
Attachments: Quarterly Report

Description:

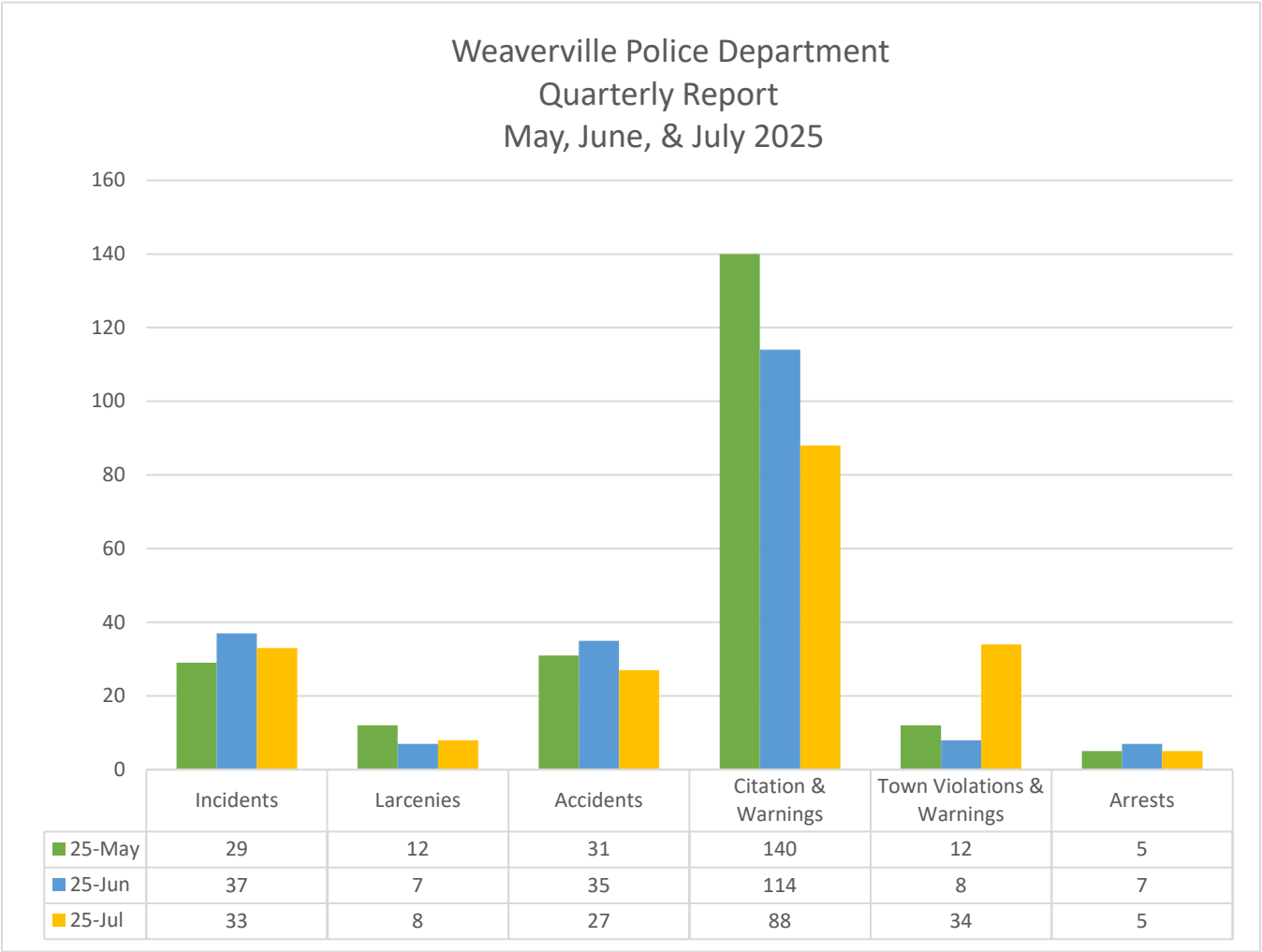
Attached please find the Weaverville Police Department quarterly report for August 2025. Chief Oberlin will be present at the meeting to review this quarterly report.

Council Action Requested:

No action required.



*Calls for service refer to the requests made to police departments by members of the public for assistance with various issues or emergencies. Some examples may be suspicious events, motor vehicle accidents, business or home alarms, welfare checks, stranded motorists, panhandlers, business checks, funeral escorts, dogs running at large, dogs left in vehicles, and many others.



	Incidents	Larcenies	Accidents	Citation & Warnings	Town Violations & Warnings	Arrests
25-May	29	12	31	140	12	5
25-Jun	37	7	35	114	8	7
25-Jul	33	8	27	88	34	5

* Incidents Include-Larcenies, Death Investigations, Drug Offenses, Animal Bites, Trespassing, Fraud/ID Theft, Elder Abuse, Info Only Reports, Sexual Offenses, Involuntary Commitments, and other reportable crimes.

* Citations & Warnings Include-Traffic Offenses-184, Criminal Offenses-19, Warnings-139

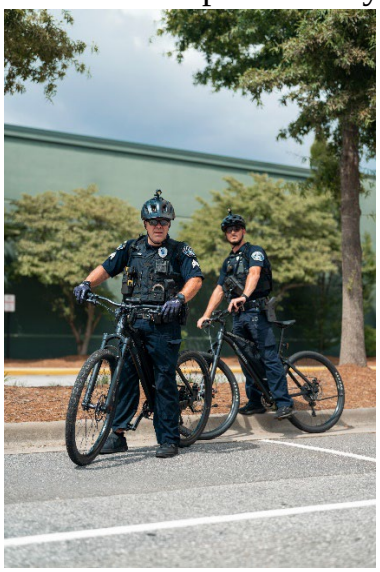
* Ordinance Violations Include-Parking, Noise, Dogs Running at Large, Public Urination, Firearms

Training and Professional Development

- Three officers attended training in Advanced Force Investigations
- Multiple officers attended re-certification training in Radar/Lidar and Intox EC-IR
- Three officers attended training to pilot drones
- One officer attended In-Service Training Coordinator
- Chief & Captain attended NC Police Executives Association Conference



- Multiple staff members attended Defensive Driving
- Two officers passed Bicycle Patrol Officer school



Training and Professional Development, Continued…

- Six supervisors completed a seminar on Tips for Successful Supervisors
- Three officers attended Field Training Officer class. Our Sergeant was one of the instructors.



- One officer attended Leading After a Crisis
- One detective attended Psychological Profiling
- One Sergeant attended Stoic Resiliency Crisis Leadership
- Chief and Captains attended vehicle ramming training
- One officer attended Strangulation Investigations

Activities of Interest

- Firearms range was certified by NC Training and Standards for use during Basic Law Enforcement Training (BLET)
- Summer Music Series attended by Community Resource Officer
- Music On Main collaborated with WBA, ALE, and WPD
- Officer Cross graduated from BLET



- Trainee Cable began fall session of BLET
- Received a report of a stolen bicycle on July 4. Within hours, and while working the event, the bike team identified and recovered the stolen bike. The suspect was transported to jail
- One officer obtained a Class B CDL

Activities of Interest, Continued…

- Two people associated with a national retail theft ring were apprehended, charged, and extradited to other states to face additional charges

- Two supervisors celebrated 20 years of service with the agency

- Mach E was featured in a photoshoot



- Notable traffic stop on US 25/70: 82 mph in 35 mph zone

WHAT ELSE DO YOU DO?

4th of July

Summer Music Series

Salute to Summer

First Day of School

Homecoming Celebration

Fall Walk

Halloween

Candlelight Stroll

Holiday Parade

Music on Main

Art in Autumn

St. Patrick's Day

Citizen's Academy

Lowe's Safety Day

Woodfin's Community Safety Event

Black Mountain's Emergency Services Day

Buncombe's Halloween Trunk or Treat

Weaverville Fire Department Banquet

Telecommunicator Week

Hiring and Promotions Panels

HOA meetings

Serve holiday meals at the schools

Back to School fundraisers

Cops for Kids

SRO teaches a class once a month

Field days/Career Days

Childhood Cancer Awareness Campaign

Breast Cancer Awareness Campaign

Patriotic Events/Patriotic Committee

Multiple Drug & Alcohol-Free Projects

Speaker at Community Civic Organizations

Multiple Keynote-Speaker Events

Security Assessments

WNC Safe Schools

NC Safe Waterways

Recognize Exemplary Community Partners

Department walking tours

Teach classes (both in and outside agency)

Walk/Bike Main Street