

Fletcher Town Council
Minutes
January 11, 2016

Call the meeting to order at: 04:09 pm by **Mayor Pro-Tem Eddie Henderson.**

Those who were in attendance are as follows:

Mayor Pro-Tem Eddie Henderson
Councilman Bob Davy
Councilman Hugh Clark
Town Manager Mark Biberdorf
Administrative Services Director Heather Taylor
Police Chief Erik Summey
Public Works Director Steve Morgan
Parks & Recreation Director Greg Walker
Planning & Zoning Director Eric Rufa

Mayor Moore and Councilwoman Sheila Franklin were not here at this time.

Budget Work Session and Presentation from Staff:

Town Manager Mark Biberdorf Thanked everyone for coming in early today so that we can get started on the upcoming budget season. He stated this is just kind of a kick off meeting with an opportunity for staff to speak about things that have happened within the current budget year and looking forward to any issues that we might be facing in the future.

Administrative Services Director Heather Taylor: Thanked council for the retroactive COLA and reinstating merit pay that employees were happy about that. She also stated that another thing that changed for us in Administration was the loss of the Business Privilege license tax so we had to change this to a Business Registration fee and this resulted in drop of revenue we received to \$8,000 versus \$13,000. This was of course due to the changes made by the state legislature.

I have been working (with a committee) on the new town website and it still is the design phase. Hopefully it will be up and running by late spring. In looking ahead I do not see any projects on the horizon for the Administrative department. I may possibly be working on the financing for a new CIP project in the future.

Police Chief Erik Summey stated that he appreciates what the council has done in years past and especially this year with the funding of the new Detective position that has worked out very well for us. He also stated that council approved the purchase of 12 Tasers to replace the old ones and we took care of that after the new fiscal year started.

On The Governors Highway safety program that we participate in we are able to get points through the state and we can redeem those points for equipment. With this last year (2015) we were able to get 5 Radar units which roughly cost about 2,500 a piece. This year we only had enough points to get 2 units. We still have a few that are on loan (Radar units) from the county but we are slowly whittling that down.

On the Capital Improvement this year we purchased 2 new chargers that are here and one Dodge Durango which is not here yet. We had applied for a grant through the Governors Highway Safety for radar units and in car safety cameras and that were denied. We are looking at grants through the Governors Crime Commission for mobile radios. This has always has been a serious issue because Buncombe County transitioned their radio system to something different other than what Henderson County has so we cannot communicate with them on radios anymore. The radios that we are looking at purchasing will have the viper capability which will be totally funded by that state in the amount of 49,408 with no match.

Another grant that we are looking at through Governor's Highway Safety program is for a motorcycle and equipment which is a no match grant. We have an officer who has been with us for about a year now who is educated on Motorcycle safety and who would be the prime candidate for this.

Discussion Followed:

On the in car camera systems (since we did not get this grant approved) they are made up of components and we are replacing them as they go bad. Since we are piecing some together would like to increase the maintenance repair line item to help replace pieces on the cameras as needed.

On the CIP we are requesting another 3 vehicles to keep consistent with what we have been doing.

Discussion Followed:

Mayor Moore came in at: 4:43 pm

Parks & Recreation Director Greg Walker: Thanked council for funding the CIP projects with drainage and parking improvements in the park and approving our new van that should be here in February or March. We delivered 14 events directly to the community and partnered/hosted another 14 events. We also hosted 5 regional Baseball/Softball and Lacrosse Tournaments throughout the year. Our summer camp program was very successful and we averaged about 50 campers per week.

On the highlights going into this year we talked about the three major capital projects coming up being the drainage and parking lot and the PSNC utility easement that hopefully will be completed by mid-April at the latest. We will be doing some projects at Kate's park this spring with the walking trail and the sand boxes there.

As far as our overall budget going into this next year I don't see any major changes except we may need to replace the golf cart but we think that we can handle that out of our current operational budget. This is the only piece of equipment that we may need to replace everything else is in good shape.

Discussion Followed:

Town Manager Mark Biberdorf stated that in the CIP he had is as a request for the retrofitting of the restrooms and I wanted to sort of phase this out over several years. This is to replace some items in the rest rooms and with repairs to plumbing, toilets and sinks that need to be replaced etc.

Discussion Followed:

Planning & Zoning Director Eric Rufa as in previous years I don't typically have any huge budget items to report to you. We picked up a little on development last year and we are nearing the completion of those apartments. In fact I have an onsite meeting tomorrow to do a walk through. We are starting to get in temporary CO's (Certificate of Occupancy) and people probably will be moving in the next couple of weeks. We have seen the improvements on the former Brickton site that we approved a couple of months ago and the engineers are moving forward on that. On the Fern Leaf charter school they are moving forward with the purchase of that triangle piece of property that belonged to Charlie Owen across from our park.

Discussion Followed:

Public Works Director Steve Morgan the last 6 months have been interesting for us Bruce Jones went out in October so we have been short-handed again. We are still working (cleaning) on issues with this building with the elevator and the heating and cooling system. We had the floors waxed in the police department and then I had some of the landings and breakrooms waxed and now I have these on a regular maintenance plan.

On the garbage cans we originally put out 2,810 cans. Since then we have added 70 additional homes that we took cans to and we have had to replace 5 cans total. Since the beginning of November 1st we have had a 3,000 pound increase per day in garbage. Usually around the holidays it increases but this is a bit more than usual and recycling waste has gone up as well.

We are working on the streets to be paved this year with McGill. It looks like right now that we are looking at paving Bagwell Mill, Westfield, Tulip Tree, Carolina Holly Way and Cliff Rose Court.

The new LED Street light program is up and running and I got my second complaint today on this. (Lights being too bright)

Discussion Followed:

Over the last 2 years we have started tracking time that I and other public works employees are using our time at Public Works. Since the new town hall opened 20 % of our time is spent on maintenance or issues with this building. I have other numbers and that I am going to start sharing with you as well. We are already down to 7 and when someone goes on vacation then we are down to 6 and some projects that we need to do will take two people. We hired a new mechanic and 75 % of his time is spent working on equipment or vehicles. The other 25% he has to work on the garbage truck because they all take turns at this. He works really well and can do a lot more then Roy ever could do and is willing to get in and figure things out for himself.

In the upcoming year on the backhoe we could possibly need much sooner that I originally had it out 4 years on the CIP.

Town Manager Mark Biberdorf stated that he considered moving this up to next year's pay as you go cash and see if we can do that sooner because there is more of pressing need. I will talk to more about that later on.

Discussion Followed:

Our Leaf pickup is bigger than it has ever been this year. We have taken 9 truckloads (small garbage truck) down to Biltmore Estate.

Councilwoman Sheila Franklin came in at: 5:44 pm

Town Manager Mark Biberdorf stated that with goals so far in the current budget year we have maintained an existing level of service with some moderate increase in revenue and expenses and have been able to do that. Heather went over the retroactive COLA and the merit and we were able to institute that and add the one additional full time detective position in the police department. We have maintained the same amount of revenue to the CIP which is our 8 and ½ cents from our property tax levy and then updating the CIP which I presented the draft to you and we will talk more about that later.

We are also progressively pursuing developer contacts on key pieces of property and we engaged Martin McGill who did a mass mailing on this. I have had some follow up contacts from developers. We are in negotiations with the Lanning Pressley, McFalls on those key pieces of property as well. They wanted to wait until the first of the year to set up a meeting and I will be contacting them soon. Heather talked to you about the town website and also keep in mind that Martin McGill has launched fletchertowncenter .org as a developer or public information website. The old Town Hall sold this past year and we put half of the proceeds into debt service and half into fund balance. We are in excellent shape on our fund balance right now at 53% as of the end of last fiscal year. We are currently at 2.9 million over that in unassigned fund balance and that is over \$ 400,000.00 increase from the prior year.

As far as the IT budget goes we have nearly completed the windows 7 Office 2013 migration we had to update and need to update a few more. The big thing on the horizon is the replacement of the phone system. It has never been the best system since we purchased it and we have some problems with this system as well. Mathew did not have a dollar amount on that yet but that is something that we want to look at.

Discussion Followed:

Councilman Hugh Clark made a motion to recess and it was seconded by Councilman Bob Davy.

Break at: 05:59 pm

Returned from Break at: 06:58 pm

Invocation: Mayor Pro-Tem Eddie Henderson
Pledge of Allegiance: Councilwoman Sheila Franklin

****Public Input****
None at this time

Approval of Minutes-corrections additions or deletions.
(12/7, 12/14)

Mayor Pro-Tem Eddie Henderson made a motion to approve the minutes as written and it was seconded by Councilman Hugh Clark.

Council Updates:

Councilwoman Sheila Franklin: None at this time
Mayor Pro-Tem Eddie Henderson: None at this time
Councilman Bob Davy: None at this time
Councilman Hugh Clark: None at this time

Consent Agenda

Reappointment of George Clayton and Pat Clark to another 3 yr. term on the Planning & Zoning Board of Adjustment which would expire on 2/13/19.

Councilman Hugh Clark made a motion to approve the Consent Agenda and it was seconded by Mayor Pro-Tem Eddie Henderson.

Presentation on home repair program for Henderson County Habitat for Humanity –Ron Laughter, President and CEO.

President Ron Laughter gave an overview of the home repair program and the qualifications needed to apply for help under this program.

To qualify for the program one must:

1. Low income or very low income families whose gross income falls between 30 % and 80% of area median income.
2. Own their home
3. In good standing with mortgage lender and property taxes.
4. Background checks, credit reporting.

Discussion Followed:

What he would like from Counsel

1. Endorsement of our program
2. Referrals of qualified homeowners
3. Potential funding sources (someone who would like to help sponsor this program.)

Council thanked Mr. Laughter for providing this information to them and look forward to working with this program.

Discussion and possible approval of a local agreement with NCDOT for STP-DA funding for highway 25 Corridor Improvements-Eric Rufa, Planning & Zoning Director.

Town Manager Mark Biberdorf stated that to follow-up from last week with the one concern that I have here is the 10% admin requirement. I called and emailed Steve Cannon that we are concerned that this 10% was not advertised up front. We had received a reply back from DOT out of Raleigh (Marta Matthews) and basically she said that they have the ability to do it and they may or may not charge it but go ahead and set it aside anyway. I really wanted some clarity on this and I contacted Steve Cannon who is getting in contact with their construction engineer in a meeting on Friday and I have not heard back as of yet. I let our town attorney review the contract and he said that it was standard contract but they should have had better disclosure about the admin fees.

Discussion Followed:

The Town Manager suggests approving the agreement and gets the RFQ (Request for Qualifications) process going (we have the funds in this FY budget for this) then when they approve it and if they are going to charge us the 10% then you could still walk away from the agreement.

Discussion Followed:

Mayor Pro-Tem Eddie Henderson made a motion to move forward with this project and it was seconded by Councilman Bob Davy.

Town participation in a crosswalk project on Underwood Road-Steve Morgan, Public Works Director.

Town Manager Mark Biberdorf stated that he sent council an email concerning the more detail on this project. He stated that Mayor Pro-Tem Eddie Henderson contacted him that he is comfortable with this.

Mayor Pro-Tem Eddie Henderson stated that in the future he would like to see a more detailed description from a business that wants our help with something so that we know what the cost is to Fletcher.

Councilman Bob Davy made a motion that we move forward with this and it was seconded by Councilwoman Sheila Franklin (at the 50% level from Powell Bill funds)

Recommended budget for Five Year CIP update (FY-2017-2021) – Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that last week there was a question about the item for the Parks & Recreation maintenance storage building, the wash bay and the vehicle storage shed. This had to do with the exterior facade and design standards and it is in a CBD (Central Business District) area. The suggestion is something similar to the level of what the Public Works building looks like and this should satisfy the intent of the Land Development Code. I contacted Mike Cooper about this for an estimate and have not heard back from him as of yet.

On the backhoe, when I bring back the updated CIP I will have the positioning of pay as you go (cash side projects) and shift the backhoe to this fiscal year and then move some of the other projects further out.

Discussion Followed:

The Town Manager will bring the updated information back in February for council to review.

Comments from the Town Manager Mark Biberdorf.

LGCCA is next Tuesday on January 19th at 3:00 at the Henderson County Courthouse. Fletcher is hosting this time.

On the 27th of January is the Regional Industry group meeting with Andrew Tate is at noon at the SMARTRAC Building. The Town Manager will be attending along with Mayor Moore and Councilwoman Sheila Franklin.

Discussion Followed:

Tomorrow at 11:00 we are meeting with Jenny Maybin (Representative from Mark Meadows office).

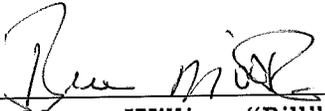
The Friends of Library will be meeting here tomorrow at 4:00 pm.

Councilman Hugh Clark made a motion to adjourn and it was seconded by Mayor Pro-Tem Eddie Henderson.

Adjourned: 08:14 pm

Approved:

2/8/16
Date



Mayor William "Bill" Moore