

Town of Fletcher  
Agenda Review Meeting  
Minutes  
March 7, 2016

Call the meeting to order at: 06:01 pm

Those who were in attendance are as follows:

Mayor William Bill Moore  
Mayor Pro-Tem Eddie Henderson  
Councilwoman Sheila Franklin  
Councilman Hugh Clark  
Councilman Bob Davy  
Town Manager Mark Biberdorf  
Planning & Zoning Director Eric Rufa  
Parks & Recreation Director Greg Walker

Invocation: Mayor-Pro-Tem Eddie Henderson  
Pledge of Allegiance: Councilman Bob Davy

**\*\*Public Input\*\***

**Jenny Maybin, Field Representative for Congressman Mark Meadows**  
introduced herself to town council and stated that if you need anything please feel free to contact her and let her know how they can be of any help.

Approval of Minutes-corrections additions or deletions.  
(2/1, 2/8)

**Mayor Moore** asked council to review the minutes and let any changes be known next week.

**Council Updates:**

**Councilwoman Sheila Franklin:** None at this time

**Mayor Pro-Tem Eddie Henderson:** None at this time

**Councilman Bob Davy:** Commented on the new Blue Ghost Brewery that recently opened in the area that he visited this past weekend and said it was great.

**Councilman Hugh Clark:** None at this time

### **Consent Agenda**

Approval of Louis Linn to be re-appointed to a 3 year term on the ABC Board.

Mayor Moore stated that we will approve this next week.

### **Overview of Henderson County TDA's Wayfinding Signage Program -Eric Rufa, Planning & Zoning Director and Mark Biberdorf, Town Manager.**

**Planning & Zoning Director Eric Rufa** stated that he and Mark were approached last week by David Nicholson and Lou Holloway about this program. They have a plan to fund some signs in the county. They are in the early stages of this and have identified 3 signs needed in Fletcher that they are seeking to partner with us on. They are looking for a sign off of I26 at the Fletcher/Mountain Home exit. (Exit 44) Possibly the Feed & Seed and Fletcher Park are other suggestions. On the cost of this the TDA will cover 2/3 of the cost and they would be seeking 33% of the cost from Fletcher which would come to between \$5,000 and \$8,000 depending on the sign that Fletcher selected and what the bids come in at. Any future signs that Fletcher may select we would have to pay 100% of the cost.

Discussion Followed:

### **Discussion on signage policy in Fletcher Community Park-Greg Walker, Parks & Recreation Director.**

**Parks & Recreation Director Greg Walker** stated that the Parks & Recreation Advisory Board was asked to take a look at creating some sponsorship signage policies that would work within our park. Prior to this I talked with directors of Henderson County, Mills River, Watauga county and Black Mountain Parks & Recreation Departments to see what type of policies they had and bring that information back to the advisory board. They reviewed and recommend the policies that council has in front of them. (Will be attached)

**Parks & Recreation Director Greg Walker** then went over the current suggested policies/rules with town council.

Discussion Followed:

**Report on greenway connection from Fletcher Park to the Town Center Area- Steve Morgan, Public Works Director & Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that this follow up on a project we wanted to try and identify a potential greenway connection starting from (near) the dog park and coming over towards the town center area. I had Public Works map out several different scenarios of what this would look like. A staff report is attached with this to decide how we might move forward with this and what will look best. One option is a south trail that starts over near the dog park area and then comes up through the wooded area then comes out near the log cabin. Then the north trail goes up a little further north and kind of hugs a stream there ( linear wetlands) and this would come back across south and then over into the log cabin area. The cost for the trail would be for an 8ft wide trail with ABC stone being used. To do the south trail the estimated cost was about \$14,000 and to do the north trail it is just over \$16,000 because the distance is a bit longer.

Staff recommends the south trail if council would like to move forward with this now because it is a little cheaper and it stays away from the linear wetland. We are looking at a connection here but it also runs through our Heart of Fletcher area so do we go forward with it now and let the public enjoy it and or delay this for a while until we see where future construction will be developed.

Discussion Followed:

Council suggests that we use the current trail (emergency exit trail near Dog Park) and upgrade what we have now. They have concerns of who will specifically use the trail and future development of the Fletcher Town Center.

**Temporary use of office space by FernLeaf Charter School – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that he emailed council about this and most had responded back to me and Eddie had a couple of questions on this. After the ground breaking ceremony for Fern Leaf Charter School I was approached by Michael Ludlow and he asked could he use some office space in town hall on a temporary basis until they could move into their modular on the site. I did not make him any promises but told him that I would check into it.

Discussion Followed:

Council agrees to approve the use of temporary office space for Fern Leaf Charter School from March 2016 to July 2016.

**Approval of lowest responsible bidder for street resurfacing projects-Harry Buckner, McGill & Associates.**

**Town Manager Mark Biberdorf** stated that Harry will be here for the meeting next week and he finished the bid packet and bids will be due this Friday at 2:00 pm. He will certify the bid tabulation and do the certification and he should have a lowest responsible bidder on Monday night. We did Westfield Road as an alternate as requested by council.

**Councilman Bob Davy requested** to know when Greenleaf and Oakleaf (Wildwood Subdivision) were up for repaving he stated that they are starting to look bad.

Discussion Followed:

**Comments from the Town Manager-Mark Biberdorf.**

The town manager stated that he wanted to add this as an agenda item but I did not have all the information in time. You have got a copy of a memo from me regarding the Library programming proposal. There is a need for a programming process where you have an engineer put together the information as far as cost, spaces, usage, size etc. The firm that the county uses for this is Solutions 4 local government. I had the library director get up with Stephen Allen from that firm and he followed up with me and submitted a proposal. To do this it would be a 4 to 6 week process and the quote he provided is \$11,640.00. He (town manager) asked that the town council consider covering the cost of this. At the Committee meeting it was brought up that an anonymous donor wants to put up 10,000 towards the cost of this programming proposal.

Discussion Followed:

Council agrees with the Library programming proposal but does not want the funds to be in the Town of Fletcher's name in any way. With the anonymous donation the

difference should be made up by a combination of donations from other individuals. They want the Town Manager to check more into the private donor for these funds and see if the difference can be made up elsewhere. He is also going to see if Solutions 4local government is willing to contract with an individual.

On the Next Generation Network we (Bob, Eric, Myself) attended a meeting back on Feb 26<sup>th</sup>. There was a consortium that was formed in the triangle area to expand Broad Base internet access at a really high rate of speed. A committee has been formed on this and I am one of the committee members and Land of Sky is going to facilitate this. They will put out an RFP for a provider to build the infrastructure for this.

Discussion Followed:

On the Fletcher Town Center update we met with the developer groups Chris Challis from Collett & Associates and Robert Suttle and Bill Newman from Commercial Carolina. We sent them some maps of the site and we will follow up in a weeks' time.

I have not heard back from Lanning Pressley McFall's as of yet I will be contacting them soon.

I received a call from Matt Champion of Apple Country Transit he wants to give a presentation next week at the regular meeting for the upcoming Budget year. The Town Manager stated that he has received a power point presentation on this.

Council is not interested in hearing this presentation.

**Mayor Moore** asked for a motion to adjourn and it was so moved by Councilman Bob Davy and it was seconded by Councilwoman Sheila Franklin.

Adjourned: 08:28 pm

Approved:

4-11-16  
Date

  
Mayor William "Bill" Moore

Town of Fletcher  
Council Meeting  
Minutes  
March 14, 2016

Call the meeting to order at: 07:02 pm

Invocation: Mayor Pro-Tem Eddie Henderson  
Pledge of Allegiance: Councilman Bob Davy

Those who were in attendance are as follows:

Mayor Bill Moore  
Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy  
Councilman Hugh Clark  
Councilwoman Sheila Franklin  
Administrative Services Director Heather Taylor  
Public Works Director Steve Morgan  
Planning & Zoning Director Eric Rufa  
Police Chief Erik Summey  
Parks & Recreation Director Greg Walker

\*\*\*Public Input\*\*\*

**None at this time**

Approval of Minutes-corrections additions or deletions.  
(2/1, 2/8)

**Mayor Pro-Tem Eddie Henderson** made motion to approve the minutes as written and it was seconded by Councilman Bob Davy.

**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:** stated that they just finished pulling the pipe under the creek at the park and should be closing it up at any time now.

**Consent Agenda**

Approval of Louis Linn to be re-appointed to a 3 year term on the ABC Board.

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

**Overview of Henderson County's TDA's Wayfinding Signage program-Eric Rufa, Planning & Zoning Director and Mark Biberdorf, Town Manager.**  
**Discussion on signage policy in Fletcher Community Park-Greg Walker, Parks & Recreation Director.**

**Planning & Zoning Director Eric Rufa** gave an overview of the signs list that he provided council with as to the locations and sizes of the signs in Fletcher and other areas in Henderson County.

Discussion Followed:

The funding for this will be placed on the upcoming budget for discussion.

**Discussion on signage policy in Fletcher Community Park-Greg Walker, Parks & Recreation Director.**

**Parks & Recreation Director Greg Walker** stated that in just reviewing the signage policy from last week going over sponsorship signage policy. We have identified that all sponsorship signs in the park must be pre-approved by the Parks & Recreation Director before they are placed in the park. Banners and signs will only be up during active game seasons and this year would stay in place until June 13 this year. Lacrosse signs would be up on game days only and removed when the game is over for that day. Small community event announcements signs would be displayed 1 week prior to the event and with approval from the Parks & Recreation Department.

Discussion Followed:

Council is agreeable with this sign policy for the park.

**Approval of lowest responsible bidder for street resurfacing projects-Harry Buckner, McGill & Associates.**

**Harry Buckner of McGill & Associates** went over the results from the bids received from last Fridays bids received. Tar heel Paving was the lowest responsible bidder with a base bid of \$85,546.50 and the alternate bid (Westfield Road) came in at \$39,154.00. He confirmed that he did check all the figures and they are correct.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** made a motion to approve Tar heel Paving as the lowest responsible bidder for the street paving project and it was seconded by Councilwoman Sheila Franklin.

**Comments from the Town Manager-Mark Biberdorf.**

On the Fletcher Town Center about the developers we met with and one was Commercial Carolina and we were emailed for a follow up meeting which has been set for April 5<sup>th</sup>.

Discussion Followed

On the Crosswalk on Underwood Road it is complete. Steve (Public Works Director) and I walked the site checked the curb cut and the sidewalk. The engineer called us on it to see if we approved of it. We will pay our half of the cost on this.

On the lease with Fern Leaf Charter School they are still interested in this during normal business hours Monday through Friday. I contacted Joe Ferikes to draw up a basic lease agreement to start a week from today and go through the end of July. Joe has drafted something and I have reviewed it and I had a couple of revisions and I sent it back to him and have not gotten it back as of yet.

The Budget workshop where department heads will presenting their full reports next Tuesday March 22 at 8:00 am.

**Mayor Moore** asked for a motion to adjourn and it was so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson



Adjourned: 08:09 pm

Approved:

4-11-16  
Date

Bill Moore  
Mayor William "Bill" Moore

Town of Fletcher  
Budget Retreat  
Minutes  
March 22, 2016

Call the meeting to order at: 08:42 am

Those who were in attendance are as follows:

Mayor Bill Moore  
Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy  
Councilwoman Sheila Franklin  
Councilman Hugh Clark  
Town Manager Mark Biberdorf  
Administrative Services Director Heather Taylor  
IT- Matthew Horton  
Parks & Recreation Greg Walker  
Police Chief Erik Summey  
Public Works Director Steve Morgan  
Planning & Zoning Director Eric Rufa  
Fletcher Fire Department Greg Garland, Jerry Creasman, Billy Wilson

**Matthew Horton from One Who Serves** gave an overview of the IT Budget for the up and coming fiscal year.

**In the Decision Package for the 2016-2017 Budget Year:**

A new phone system is being requested to replace the old system at an estimated cost of \$25,000.00.

Discussion Followed:

**Parks & Recreation Director Greg Walker** gave an overview of the Parks & Recreation Director Budget for the up and coming fiscal year.

**Increase in items for the Budget year is as follows:**

Increase in part time salaries	\$8,000
Utilities	\$5,000

Holiday Decorations	\$1,000
Program Materials	\$1,000
Park Maintenance	\$1,000

**In the Decision Package for the 2016-2017 Budget Year:**

A 72 inch Mower	\$13,000
Restroom Upgrade	\$32,000

Discussion Followed:

**Police Chief Erik Summey** gave an overview of the budget for the Fletcher Police Department for the up and coming fiscal year.

**Increase in items for the Budget year is as follows:**

Postage	\$ 200
Travel & Training	\$ 2,000
M & R Vehicle	\$ 4,000
Grant Expense	\$ 43,700
M & R Equipment	\$ 5,000

Discussion Followed:

Break at: 09:59 am

Back from Break: 10:29 am

**Public Works Director Steve Morgan** gave an overview of the budget for Public Works of the up and coming fiscal year.

**Increase in items for the Budget year is as follows:**

M & R Town Facilities	\$ 10,000
Landfill Charges	\$ 7,450
Brush Disposal	\$ 11,000
Equipment Rental	\$ 2,000

**In the Decision Package for the 2016-2017 Budget Year:**

None for this upcoming fiscal Budget year.

Discussion Followed:

**Planning & Zoning Director Eric Rufa** gave an overview of the budget for Planning & Zoning for the up and coming fiscal year.

**Increase in items for the Budget year is as follows:**

Dept. Supplies	\$ 300
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**In the Decision Package for the 2016-2017 Budget Year:**

None for this upcoming fiscal Budget year.

Break for Lunch at: 11:48 am

Return from Lunch at: 01:02 pm

**Fire Chief Greg Garland** gave an overview of the potential budget for the upcoming fiscal year of Fletcher Fire & Rescue. He stated that no large ticket items

will be needed and everything is slowly getting straightened out but is taking some time. There is no new equipment needed and personnel are back up to full staff.

**Town Manager Mark Biberdorf** started that there are no new values at this time to set the budget by the town or the Fletcher Fire Department we are waiting on the figures from the tax assessor's office.

Discussion Followed:

**Administrative Services Director Heather Taylor** gave an overview of the budget for Administrative, Professional Services and Town Facilities for the up and coming fiscal year.

**Increase in items for the Budget year is as follows:**

Retirement	\$ 1,352
Motor Vehicles Expense	\$ 500
Public Accountant	\$ 2,500
Economic Development	\$ 39,025
Apple Country	\$ 6,327
Utilities	\$ 10,000
Dues and Subscriptions	\$ 1,000

Discussion Followed:

**Town Clerk Christine Thompson** gave an overview of the Governing Board Budget for the upcoming fiscal year.

There were no increases in budget requests this year just some funds moved from one account to another.

Discussion Followed:

Break at: 2:15 pm

Back from Break: 2:40 pm

**Town Manager Mark Biberdorf** went over Revenues, general budget issues and CIP.

**Revenues:**

Our largest source of revenues is property tax and our values for FY 15-16 are \$1,069,000.00 and our projected values for FY 16-17 is \$ 1,101,070.00 which is an estimated increase of 3%.

The Tax Assessors office has not yet provided us with a set of preliminary values.

Our second largest source of revenues is sales tax we budgeted 1, 300,000.00 this year and right now we are above what we should be by \$34,000.00. (5%). I will not receive the packet until the end of this month from the League that provides the information for state shared revenues. This will give me an analysis for sales tax, utilities sales tax, beer & wine revenues and Powell Bill.

Utilities Sales Tax Revenues are 20% above year to date projections or \$ 65,000 to the good.

ABC Sales continue to increase as compared to the prior year by 2%.

Business license revenue was replaced with a business "registration" fee resulting in a \$6,000 decrease in revenues.

National outlook for the economy is for a 2-3% growth in the GDP.

Parks & Recreation is continuing to look at program sponsorship of events to improve revenues.

**Goals for FY 16-17:**

Maintain existing levels of service with some increases in operational expenses.

Continue to dedicate 8.5 cents toward year five of the 5 year CIP and update the plan for the following fiscal year.

Aggressively pursue development partners and any key pieces of property that will support the Fletcher Town Center project.

Discussion Followed:

**CIP:**

Debt is currently issued for one project (Town Hall Improvements) and the resulting debt service is a part of our current commitment of CIP funds. A second project would be the Parks & Recreation Maintenance Building & Public Works Vehicle Shed. The debt service requirements and revenue available are as follows:

**Current Commitments**

Town Hall Improvements in Heart of Fletcher	\$ 585,629
Parks & Recreation Bldg. & Parks Works Bldg.	\$ 95,000
	<hr/>
	\$ 681,529
Debt Service Budgeted	\$ 701,382
Total Debt Service Commitment	\$ 681,529
Debt Service Available	<hr/>
	\$ 19,853

**Projects Funded without Debt Service:**

Police Car Rotation	\$ 114,500
Public Works Backhoe	\$ 90,000
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Total Commitments	\$ 204,500

Discussion Followed:

**Mayor Moore** asked for a motion to adjourn and it was so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson.

Adjourned: 04:07 pm

Approved:

4-11-16  
Date

Bill Moore  
Mayor William "Bill" Moore