Town Of Fletcher
Agenda Review Meeting
Minutes
May 2, 2016

Call the meeting to order at: 06:00 pm

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
Town Manager Mark Biberdorf
Planning & Zoning Director Eric Rufa

Invocation: Mayor Pro-Tem Eddie Henderson
Pledge of Allegiance: Councilman Hugh Clark

Public Input*
None at this time

Approval of Minutes-corrections, additions or deletions.
(4/4, 4/11)

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

Council Updates:
Councilwoman Sheila Franklin: stated that she participated in litter sweep this past Saturday that she and Mike collected about 5 bags of trash on Cane Creek Road.
Councilman Bob Davy stated that he picked up litter on Fanning Bridge Road with another resident.

Discussion Followed:

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

Councilman Bob Davy: gave an update from the LGCCA meeting that he attended on April 19.

Councilman Hugh Clark: None at this time.

Consent Agenda
Tax Refunds/Releases

Discussion Followed:

Public Hearing to discuss changing Old Salem Court to a one way street and allowing parking along the north side of the street-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that we had a request last month from residents about turning Old Salem Court into a one way street with the possibility of on street parking along the left side. I put together a brief report and had Eric work on a map on this.

Our recommendation is to allow parking on the north side (left hand side) of the street for as many spots as they can get and we convert it to one way. The public hearing was advertised in the Times News on Sunday May 1st.

Discussion Followed:

Council has requested that the Town Manager contact the HOA Board chair to advise them of this Public Hearing at the regular meeting on Monday.

Groundwater monitoring report for brownfields site-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that this is our annual monitoring event that we have to do on our test wells that are remaining from our brownfields cleaning up. We have to continue to monitor the old well on the Mason property until it is no longer in service. On our one remaining well that is still being monitored it still remains above the threshold at 400 micrograms per litter for pentachlorophenol (PCP). The allowable threshold is 300 ug/L for PCP. This well will need to be tested for an additional two years.

Discussion Followed:

Update on WNC Next Generation Network-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that this was for an incentive to significantly increase internet speed for businesses and homeowners to what they call a gigabit. It started back in the triangle area and they had a successful initiative. They are trying to replicate that here and Greensboro is currently working on this now. A steering committee has been started that will review the RFP on a bid for proposals.

Discussion Followed:

Safe City recognition for Fletcher Police Department-Erik Summey, Police Chief.

Town Manager Mark Biberdorf stated that Fletcher ranked as #11 for the safest city in North Carolina. He suggests the presentation of a certificate to the police chief for this honor.

Discussion Followed:

Council agrees to the presentation of this certificate to the chief.

Comments from the Town Manager-Mark Biberdorf.

On the meetings regarding the town center project Eric and I had a follow-up meeting with Commercial Carolina and a phone conference on May 12. We are looking at anchors for our project. I also met a realtor (Alan Rosenthal) with Weichert Realtors at the FABA event that we had here recently and I also met with the owner of the company (Aaron Kraft) and I gave a brief history of our project and he is interested in this.

The second phase of park project (drainage improvements) is supposed to start next Monday a week from today.

Golf Tournament is on May 27th at Cummings Cove with shot gun start at noon. If anyone is interested in playing please let Bob know.

On the Shred event we collected almost 2780 pounds of paper. The Police Department collected over 19,000 pills and of that 1,800 were controlled substances.

Mayor Pro-Tem Eddie Henderson made a motion to go into Closed Session and it was seconded by Councilman Bob Davy.

Went into Closed Session at: 07:16 pm

Closed Session for "Contractual Matters" per NCGS 143-318.11 (5)

Came out of Closed Session at: 08:10 pm

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

Adjourned: 08:15 pm

Approved:

6-13-16
Date

Mayor William "Bill" Moore

Town Of Fletcher
Town Council Meeting
Minutes
May 9, 2016

Call the meeting to order at: 07:02 pm

Those who were in attendance are as follows:

Mayor Bill Moore
Mayor Pro-Tem Eddie Henderson
Councilman Hugh Clark
Councilwoman Sheila Franklin
Town Manager Mark Biberdorf
Administrative Services Director Heather Taylor
Planning & Zoning Director Eric Rufa
Police Chief Erik Summey
Public Works Director Steve Morgan

Councilman Bob Davy did not attend this meeting.

Invocation: Mayor Pro-Tem Eddie Henderson
Pledge of Allegiance: Councilman Hugh Clark

Public Input*
None at this time

Approval of Minutes-corrections, additions or deletions.
(4/4, 4/11)

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

Council Updates:
Councilwoman Sheila Franklin: None at this time.
Mayor Pro-Tem Eddie Henderson: None at this time
Councilman Hugh Clark: None at this time

Consent Agenda
Tax Refunds/Releases

Mayor Pro-Tem Eddie Henderson made a motion to approve the Consent Agenda and it was seconded by Councilwoman Sheila Franklin.

Public Hearing to discuss changing Old Salem Court to a one way street and allowing parking along the north side of the street-Mark Biberdorf Town Manager.

Councilman Hugh Clark made a motion to go into Public Hearing and it was seconded by Mayor Pro-Tem Eddie Henderson.

Town Manager Mark Biberdorf stated that a copy of a map is in your packet that shows the item in question and the possibility of making Old Salem Court a one way street with parking along the north side. This would be as you turn onto Blake Road from 25 that first entrance to Old Salem Court on the right and then allowing parking on the north (left) side of the street.

Sara Schumacher 63 Singleton Lane stated that she spoke to council a month ago about our issues and she is in support of Old Salem Court becoming a one way street with parking on the north side of the street. She stated that she also has 2 letters (attached to agenda with other items) from people that could not make it to the meeting tonight that are in favor of doing this.

Josh Hollingsworth 77 Old Salem Court is in favor of Old Salem Court becoming a one way street with parking on the north side of the street. He stated that he is approaching this from a safety standpoint and quoted the Fletcher Land use plan from March 11, 2013.

Gayle Kemp 22 Old Salem Court stated that she has no objection to a one way street but what she does object to is parking on the street. She stated her concerns with the safety of children in the neighborhood playing in neighborhood/street.

Alegra Wilkerson 120 Old Salem Court stated that she does not oppose one way on Old Salem Court but she does oppose on street parking for a number of reasons. She stated that she did not think that if you tell the residents that parking is allowed

on one side of the street that they will not park on the other side of the street. She also shared her concerns for the children playing in the neighborhood unsupervised and about the minimal amount of clearance for people to get out of their driveways should on street parking be allowed.

Megan Hollingsworth 77 Old Salem Court spoke in support of Old Salem Court being a one way street with on street parking being allowed on the north side. She showed pictures of on street parking by board members who are opposed to on street parking. She spoke on home values in the neighborhood as well.

Kelly Ball 92 Old Salem Court spoke in support of Old Salem Court being a one way street with on street parking being allowed on the north side. She stated that parking in the neighborhood has been difficult since they have 3 cars and she also stated that she did not know about the parking limitations when they purchased their home last year.

Town Manager Mark Biberdorf read the letter from Pat Head of 82 Old Salem Court and her opposition to on street parking. (Enclosed with agenda information).

Councilman Hugh Clark: requested that Chief Summey make a few comments concerning this issue.

Chief Summey made a few brief statements on this concerning this issue that have occurred in the last several months. He stated that our officers have gone over there every time that they have been called to try and address these issues by getting the people to move their vehicles.

Discussion Followed:

Councilman Hugh Clark asked questions to Sara Schumacher concerning the current board members and board.

Discussion Followed:

Mayor Pro-Tem Eddie Henderson asked questions of Sara Schumacher concerning the amount of homes in the subdivision and how many homeowners in the neighborhood are here tonight.

Discussion Followed:

Dave Armatral 74 Old Salem Court stated that he lived in neighborhood only 6 months. He spoke in favor of turning Old Salem Court into a one way street and on street parking on the north side of the street.

Ben Williams 52 Old Salem Court spoke in favor of turning Old Salem Court into a one way street with on street parking on the north side of the street.

Public Works Director Steve Morgan stated that DOT standards are 18 feet to make a road and that road (Old Salem Court) asphalt to asphalt is 22 feet plus the road to curbing makes it 24 feet these are the numbers that you need to be working with if you decide to do on street parking. He also stated that if you are paying for private plowing of roads you are wasting your money because the Town of Fletcher plows the streets.

Mayor Moore: asked the Public Works Director that if we make this a one way street with parking on one side can we get our vehicles through there.

Public Works Director Steve Morgan stated that yes we can get through on that street and have already looked at that.

Councilman Hugh Clark made a motion to go out of Public Hearing and it was seconded by Mayor Pro-Tem Eddie Henderson.

Mayor Moore: asked the Town Manager what the recommendation was on this?

Town Manager Mark Biberdorf stated that staff recommendation is in support of council making this change. This is that you allow parking on that north side of the street.

Discussion Followed:

Councilwoman Sheila Franklin made a motion that we change Old Salem Court to a one way street allowing parking along the north side of the street based on staff recommendation and all the other research that we have received and it was seconded by Mayor Pro-Tem Eddie Henderson.

Groundwater monitoring report for brownfields site-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he covered ground water monitoring last week with Gannett Fleming that we have to monitor. We are down to one well. The well tested above the threshold at 400 micrograms per liter for PCP. So we will have to do at least two more years of testing. You have to do at least two more years (consecutive) of testing where it is below 300 micrograms per liter of PCP compound. We also have the well on the former Mason property that has to be tested as long as it is in service. They will test again in March of next year.

Discussion Followed:

Update on WNC Next Generation Network-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that WNC next generation network is to promote 1giga bit level internet service in the area. The steering committee that I have been serving on needs to get some other assistance/staffing and there is a cost to pay for Land of Sky to help facilitate this process. We then need to hire a project manager to get the RFP put together and us through the process. A budget was put together to cover the cost of doing this. They calculated out a flat cost among the members of the steering committee and then a per capita cost since some cities are larger like Asheville and Hendersonville. The flat fee is $4,000 per community and then a pro-rated fee per capita with a total cost of $35,000. Fletcher's fee would be $ 4,672.00 and I have budgeted that in the budget request that you will be hearing about in the retreat this weekend.

Discussion Followed:

Safe City recognition for Fletcher Police Department-Erik Summey, Police Chief.

Mayor Moore presented Police Chief Erik Summey with a certificate for Fletcher being ranked the 11th safest city in NC.

Police Chief Erik Summey gave a brief statement to show appreciation for receiving the certificate.

Comments from the Town Manager-Mark Biberdorf.

On the drainage improvement project at the park the equipment has been staged and they will be starting tomorrow. Resealing has been done on the front and back lot. Hopefully this will be done by the end of the month.

The Robert G. Parrish memorial golf tournament is on May 27 at Cummings Cove and starts at noon.

There is a ceremony this Sunday May 15 at 3:00 pm for a marking at the Samuel Murray grave site. The Daughters of the American Revolution will be marking the gravesite of Samuel Murray with a dedication ceremony.

On the street resurfacing project we had Bagwell Mill Road, Westfield Road, Tulip Tree Court, Carolina Holy way and Cliff Rose Court repaved. There is still some shoulder work to be done and I went to look at the streets today and they look great.

Mayor Moore asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilwoman Sheila Franklin.

Adjourned: 09:11 pm

Approved:

6-13-16
Date

Mayor William "Bill" Moore

Fletcher Town Council
Annual Budget Retreat
Minutes
May 14, 2016

Call the meeting to order at: 09:16 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
Town Clerk Christine Thompson

Mayor Moore opened the meeting and turned it over to the Town Manager Mark Biberdorf.

Overview of Proposed FY 2016-2017

Balanced budget presented totaling $6,427,716.00 in revenues and expenses.

Budget Increase is $244,248.00 increase from the FY 15-16 budget.

Most of the increase in expenditures will be offset by moderate growth in revenues.

The proposed tax rate for Fletcher would remain at .34 cents under the recommended budget.

22.5 cents of the .34 cent tax rate supports services directly provided by the Town.

The remaining 11.5 cents of the tax rate goes to contracted fire protection services.

Same level of full-time staffing requested (35 full time employees)

No COLA this year due to Social Security cost of living measure being flat.

Continued implementation of merit based pay for those eligible through the performance appraisal system.

Significant facilities upgrade for Parks & Recreation and Public Works.

10.6% increase in health insurance premiums without any changes to current BCBS plan.

9.0% decrease in dental premiums with switch from Security to Principal Dental Insurance.

Overall Economic Outlook For FY 16-17

Moderate economic growth is expected in FY 2016-2017

Projected overall growth of 2.5% in GSP (Gross State Product) over 2015.

Construction is one of the economic sectors with strong growth expected for 2016 (3.4%)

North Carolina is forecasted to add 111,200 net additional jobs for 2016.

Wells Fargo recent analysis of the state economy indicates that employment and population growth should drive demand for retail sales.

Local Economic Factors

Single family residential growth should improve slightly (Cane Creek Vista's -151 unit development)

Commercial/Industrial growth continues to be moderately strong-Borg Warner expansion, City Bakery production facility, Med Express, Carolina Drywall under construction.

FernLeaf Charter School will stimulate increases activity in the area.

Retail sales continue on positive trend.

Revenue Outlook

Ad Valorem values projected to increase from $1,069.000,000 to $ 1,106,258.00.

Largest portion of increase in Ad Valorem coming from business personal property values (10.6 %)

Sales Tax is expected to see strong growth again from $ 1,300,000 to $ 1,397,000.

Moderate amount of growth in Utilites Sales Tax from $670,000 to $ 700,000.

4% increase (additional $150,088) in real and personal property taxes.

5% increase (additional $11,699) in Motor Vehicle property taxes.

7% increase (additional $100) in Tax Advertising.

4% increase (additional $30,000) in Utilities Sales Tax.

5% increase (additional $1,700) in Beer & Wine Tax.

1% increase (additional $2,000) in Powell Bill revenues.

7% increase (additional $97,000) in Local Sales Tax revenues

8% increase (additional $ 5,000) in ABC Distribution.

25% increase (additional $ 1,0000) in Police Revenue

9% decrease (drop of $ 2,000) in Prior Year Taxes.

60% decrease (drop of $600) in Powell Bill Interest.

5% decrease (drop of $3,000) in Cable Franchise.

9% decrease (drop of $500) in Land Use permits.

36% decrease (drop of $ 7,859) in Appropriated Fund Balance.

Budget Requests

Budget requests initially came in $3,000 above base year revenues.

Includes funding for renovation of men's restroom at Fletcher Community Park.

Expenses requests funded within current tax rate of 34 cents.

This budget continues multiple equipment & facility upgrades for several departments.

Budget included a moderate increase in part-time assistance for Parks & Recreation but no additional full-time positions needed.

Reductions or additions in some line items were made at the Manager's recommendation.

Cost Saving Measures Realized

Dental insurance renewal with the current provider (Security) came in at a 9% Increase in premiums.

Broker found a comparable plan with principal for a 9% decrease in premiums.

Medical insurance experiences a 10.6% increase in premiums with BC/BS

This is somewhat mitigated through by a 6.6% decrease in premiums in prior year.

Bringing contract mowing at Fletcher Community Park back in house.

Will save over $8,000 annually in contract mowing costs.

Purchasing an additional 72 inch deck mower to help keep pace.

Departmental Budgets

Governing Body

Total overall funding for this department will essentially remain level going from $47,327 to $ 47,347.

Slight decrease in Travel & Training from $4,500 to $ 4,000

Department Supplies increase slightly from $1,200 to & 1,700

Small adjustment in Dues & Subscriptions from $221 to $222.

Slight increase in Liability Insurance from $ 267 to $286.

Administration

Slight increase in total departmental appropriations from $ 460,546 to $ 468,559.

Largest increase was in Salaries from $ 333,982 to $ 336,959.

Next largest increase was in Salaries from $ 333,982 to $ 336,959.

Moderate increases for Retirement and 401K line items due to merit pay adjustments

Slight increase in Motor Vehicles Expense from $9,500 to $ 10,000.

Professional Services

A significant increase in departmental budget from $235,000 to $ 288,602.

Professional Services Contract line increased from $18,000 to $22,000 for staff support for WNC Next Generation Network.

Fletcher Town Center line added ($37,000) for appraisal work and option funding.

Economic Development line increased from $153,000 to $ 192,025 to cover incentives and Year 2 of Economic Investment Fund.

Planning Department

Slight decrease in total departmental appropriation going from $110,383 to $ 109,555.

Most of the decrease attributed to Contract Services line being lowered to $1,000 with GIS project being complete.

Slight adjustments to Salaries and Fringe Benefit lines due to merit pay.

Increase in Department Supplies line item from $1,200 to $ 1,500.

Council not in favor of increase request by Apple country remains at 4,000.

Town Facilities

A moderate increase in total departmental appropriation from $142,900 to $161,410.

Utilities line increase from $ 63,000 to $ 73,000 to cover utility expenses for Town Hall, old PD Bldg., and Public Works,

Dues and Subscriptions line increase by $1,000 to account for slight increase in dues and various sources.

Contract Services line increased by $7,000 due to match obligation for TDA wayfinding signs.

Department Supplies lowered by $ 1,000 due to lower than anticipated expenditures.

Break at: 10:58 am.

Back from Break: 11:17 am

Capital Improvement
Budget within CIP

This recommended capital budget includes $0.85 of the tax levy to fund eligible projects.

$0.85 generates $ 930,916 in revenue for FY 16-17.

$0.65 would be dedicated for projects supported by debt service and the remaining $0.02 would be for non-debt service projects, or pay as you go.

The amount of levy available for debt service supported projects will be $711,877.

Amount of levy available for new projects without debt will be $219,039.

CIP-Debt Service

Two-projects funded under debt service-

1) Town Hall Improvements Project; 2) Parks & Rec, Bldg. & Public Works Bldg.

Debt service requirements for the Town hall Project will be $ 585,413.

Projected debt service requirements for the Parks & Rec Bldg., & Public Works Bldg. is $49,000 for a half year payment.

Surplus debt service available is $ 77,464.

CIP-Non Debt Service or Pay as you go Projects

Police Car Rotation – 3 Patrol Cars $ 114,500

Public Works Backhoe $ 90,000.

Surplus funding not budgeted is $ 14,539.

Recommend taking surplus funding from debt service and non-debt service side and making supplemental payment ($ 92,003) to outstanding debt principal.

Police Department

A slight increase in the overall budget going from $ 1,260,998 to $ 1,278,676.

No new positons requested or recommended in this budget.

No major equipment replacement or upgrades requested (other than regular vehicle rotation in CIP)

Grant request for motorcycle & equipment through NCGHSP.

Largest Increase is for Medical due to premium increase with BC/BS

Second largest increase is for salaries and fringe benefit line items for continued implementation of merit system.

Overtime line is adjusted up slightly from $ 11,000 to $12,000.

Decrease in unemployment line from $ 4,470 to $ 500 due to no claims expected.

IT Department

One Who Serves continues to provide high quality support at a cost effective price.

Slight decrease in overall departmental expense from $ 191,100 to $ 189,600.

Slight increase in Telephone from $41,000 to $42,000 to support mobile data costs for additional PD laptops.

Moderate decrease in dues line item going from $13,300 to $ 11,600 due to fewer renewals coming due.

Slight increase in Subscriptions IT line from $41,800 to $ 42,150 to support software licensing for an additional MDT.

Capital Expense line item increased for replacement of phone system, core firewall, and MDM server for iPhones.

No expense requests for M & R Equipment.

Break for Lunch at: 12:54 pm
Back from Lunch at: 1:36 pm

Contracted Services –Fire & Rescue

Fletcher Fire & Rescue (FF&R) tax rate increase last year from 9 cents to 11.5 cents.

FF&R's portion of the tax rate will remain at 11.5 cents this year.

Total appropriations for FF&R will increase from $ 1,127,172 to $ 1,161,000.

This includes $24,000 that is budgeted for prior year adjustment.

Mills River Firs & Rescue's tax rate increased last year from 7.5 cents to 9 cents.

Mills River portion of the tax rate will remain at 9 cents this year.

Public Works

A slight increase in departmental appropriations from $872,805 to $877,192.

With some turnover in staffing occurring this produced salary savings.

The salary savings also resulted in lower expenditures on the fringe benefit side as well.

No other changes or additions to services provided by the department this year.

Backhoe purchase within CIP.

Overtime increased from $5,000 to $6,000 to cover assistance with storm response efforts and special events.

Utilities line decreased from $97,550 to $ 87,550 due to one-time costs for street light conversion to LED lighting.

M & R Town Facilities line increased from $40,000 to $50,000 to cover facility costs for Town Hall, former PD, and Public Works (includes maintenance agreements)

Fuel Expenses line decreased from $ 27,500 to $24,500 to adjust for lower fuels prices.

Landfill Charges increased from $93,550 to $ 101,000 to cover increased tonnage.

Disposal Fees line item added at $11,000 for mulched brush removal.

M & R Equipment line item increased from $ 9,000 to $ 11,000 to cover maintenance on tractors, mowers, weed eaters, etc.

Public Works – Powell Bill

Small increase in Powell Bill revenues going from $190,000 to $192,000.

$192,000 budgeted on the revenue and expense side for re-surfacing of streets.

Parks & Recreation

Moderate increase in overall departmental appropriation from $ 550,136 to $598,799.

No new full-time positions but continued support for expanded part-time assistance.

Renovation of men's restroom at Fletcher Community Park.

Purchase of additional mower to bring auxiliary field mowing at FCP back in-house.

Part Time salary line increased from $67,000 to $ 75,000 due to additional staff use.

Utilities line increased from $ 24,000 to $ 28,000 to cover lights and other utilities.

Holiday Decorations increased from $1,500 to $ 2,500 to cover Christmas decorations.

Slight increase in Program Materials from $23,000 to $ 24,000

Concessions increased from $ 10,000 to $ 12,000

Capital Outlay increased from $35,000 to $36,000 to cover renovations to men's restroom and purchase of scag mower.

Contract Services increased from $20,000 to $ 41,000 to cover Meritor Park Master Plan.

Park Maintenance line increased from $29,000 to $ 32,000.

Town Manager Mark Biberdorf stated that this completes the overview of the budget does anyone have any questions.

Town Manager Mark Biberdorf stated that he will receive one more set of values from the county before I finish the budget and I will make some slight adjustments. The Public Hearing will be at the Regular Meeting on June 13, 2016 and I will have copies of the proposed budget available by June 1, 2016 for public comment.

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: 3:15

Adjourned:

6-13-16
Date

Mayor William "Bill" Moore