

Town of Fletcher
Agenda Review Meeting
Minutes
November 7, 2016

Call the meeting to order: 06:00 pm

Those who were in attendance are as follows:

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

Invocation: Mayor Bill Moore

Pledge of Allegiance: Councilman Bob Davy

****Public Input****

None at this time

Approval of minutes-corrections, additions or deletions.
(10/3, 10/10)

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

Council Updates:

Councilwoman Sheila Franklin: stated that she met with several folks from the Henderson County Education History Initiative as well as the pastor and maintenance guys from Fletcher First Baptist Church. We picked out a location for the plaque and the church is willing to help with the cost of the base and to get it set in place. The cost for the granite is \$ 1,295.00. Ms. Sitton has asked is there any interest in the town helping with this?

Discussion Followed:

Mayor Pro-Tem Eddie Henderson: stated that he would like to hear how this group has received funding for the other plaques.

Councilwoman Sheila Franklin: stated that she will ask Ms. Sitton to be here next week to give an overview where their funding has come from for other plaques that they have placed around the county.

Mayor Pro-Tem Eddie Henderson: said that the veterans salute went very well this past Saturday with good speakers.

Councilman Bob Davy: Commented on the meeting that he and Planning & Zoning Director Eric Rufa went to concerning the I26 widening. He asked Eric did he send DOT copy of the greenway master plan?

Planning & Zoning Director Eric Rufa: stated that he did send a copy of the map to them.

Councilman Hugh Clark: – None at this time.

Mayor Moore stated that he appreciated Councilman Bob Davy and Mayor Pro-Tem Eddie Henderson for attending the veterans salute on Saturday.

Consent Agenda:

Tax Refunds/Releases

Reappointment of Sandy Kilgore to the Parks & Recreation Advisory board for another 3 year term that would expire on 11-12-19.

Appointment of Rod A. Whiteside to the Parks & Recreation Advisory board for a 3 year term that would expire on 11-10-19.

Approval of Budget amendment #1 to the FY 16/17 Budget Ordinance for a security camera upgrade in Fletcher Community Park.

Set Public Hearing for December 12, 2016 regarding amendments to the Land Development Code. (LDC)

Mayor Moore: reviewed the consent agenda and Planning & Zoning Director Eric Rufa went over briefly the amendments to the Land Development Code that will be discussed at the Public Hearing in December.

Discussion Followed:

Town Manager Mark Biberdorf stated that I had this for under manager comments but while Eric is here we could discuss the Cane Creek greenway extension.

Town Manager Mark Biberdorf: stated that we had a meeting where we got together with FernLeaf concerning the extension of our greenway across the FernLeaf property and onto the Meritor property. We met with Kevin Tierney of

FernLeaf and Carolina Mountain Land Conservancy and an Environmental Engineer to discuss this. We have made some fairly significant progress with the railroad as well.

Planning & Zoning Director Eric Rufa: gave update on the history of getting this greenway started and some of the issues/hurdles he had encountered throughout the last several years.

Discussion Followed:

Presentation of audit for FY 15/16-Carol Avery CPA, of Lowdermilk Church & Company.

Town Manager Mark Biberdorf stated that Carol Avery will be here next week to give an overview and she will have a summary sheet for you as well. There are no surprises this was a very good audit again. Administrative Services Director Heather Taylor prepared the Financial Statements. This was a very clean audit with no instances of noncompliance or weaknesses. The amount of fund balance has grown to over \$479,000.00 from last year. We will be using some of these funds for the Hwy 25 corridor improvements.

Discussion Followed:

Recommendation of architect from request for qualifications process-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that we put out a Request for Qualifications document back in September. We released it in October and the proposals were due in by October 7. We had a committee to review the proposals in which we received 5 total. We reviewed all five of the proposals and our top two were MHAworks and Legerton. We did interviews with both of these and decided that Legerton was the best option for us as they did the Public Works building in Asheville.

Discussion Followed:

Town Manager Mark Biberdorf stated that next week at the regular meeting he will need a motion to authorize "me" to enter into negotiations for a contract with them (Legerton). I will communicate back with you what they are looking at fee wise hopefully at the December meeting then negotiations will go forward from there.

Update on provisions of animal control services-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf: stated in follow up to the discussion last month I presented you with some different options as far as the county stopping their provision of animal control services for capture and transport. After that discussion you wanted me to put this on the LGCCA agenda. We spoke on this at the LGCCA meeting as well as other municipalities. The county basically responded back that we can look at it and the last time they did they recall that it was somewhere in the neighborhood of \$ 80,000. The county is supposed to come back to us with some type of cost proposal for them to continue this service to Municipalities. As of this date I don't have anything back from the county I emailed Steve Wyatt and he said that they are working on it.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

Update on Fletcher Library Partners - On October 17th at 7:30 pm there was a public input meeting for the new library facility with good turnout at that event. The consultant is about half way through the process doing the facility study. The committee will again meet this upcoming Monday at 4:00

I will be doing a presentation to the BRCC Board of Trustees on Monday Jan 9th at 5:00 they asked me to attend this meeting instead of attending this upcoming Monday November 17. This is for the concept of a manufacturing training facility in our town center project.

On Kate's Park lease we are coming again to the end of the lease next month. Greg and I met with Kay Youngblood and nothing has changed with the estate issue. One thing that she did ask me was for better clarification of who maintains the road going in there to the property. While this would probably help us with getting a 5 year lease if council is comfortable with this I suggest that we approach the county about splitting the cost to get the road paved in there.

Discussion Followed:

On the Town Center project- we had a really good meeting last week with Anthony Sparrow and Robert Settle of Commercial Carolina and Harvest Real Estate. They

are working really hard on the residential side and they have been analyzing the Rutledge heirs property and if would come under an option agreement with our property to the north of town hall for residential property.

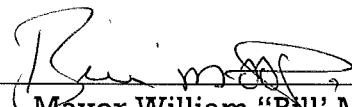
Discussion Followed:

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

Adjourned: 07:57 pm

Approved:

12-12-16
Date



Mayor William "BN1" Moore

Town of Fletcher
Council Meeting
Minutes
November 14, 2016

Call the meeting to order at: 07:01 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
Administrative Services Director Heather Taylor
Planning & Zoning Director Eric Rufa
Parks & Recreation Director Greg Walker
Public Works Director Steve Morgan

Police Chief Erik Summey did not attend this meeting.

Invocation: Mayor Bill Moore

Pledge of Allegiance: Councilman Bob Davy

Public Input

Ms. Sitton and Ms. Jeffers (Henderson County Education History Initiative) brought some pictures to show the plaques that have been placed in the county areas to recognize historic schools.

Mayor Pro-Tem Eddie Henderson had some questions on how they collected the donations for the plaques and who/where they came from.

Councilman Bob Davy made a motion to donate up to 600.00 from unappropriated fund balance to help with the plaque and it was seconded by Mayor Pro-Tem Eddie Henderson.

Approval of Minutes-corrections, additions or deletions.
(10/3 & 10/10)

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

Tax Refunds/Releases

Reappointment of Sandy Kilgore to the Parks & Recreation Advisory board for another 3 year term that would expire on 11-12-19.

Appointment of Rod A. Whiteside to the Parks & Recreation Advisory board for a 3 year term that would expire on 11-10-19.

Approval of Budget amendment #1 to the FY 16/17 Budget Ordinance for a security camera upgrade in Fletcher Community Park.

Set Public Hearing for December 12, 2016 regarding amendments to the Land Development Code. (LDC)

Mayor Moore asked for a motion to approve the Consent Agenda and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilman Bob Davy.

Presentation of audit for the FY 15/16 – Carol Avery CPA, of Lowdermilk Church & Company.

Carol Avery of Lowdermilk Church & Company: gave an overview of the audit that was recently completed. (See attached)

Councilman Bob Davy thanked Carol Avery for putting together the short document that gives a summary of the audit. He also thanked Administrative Services Director Heather Taylor and staff for all the work she did on this as well.

Discussion Followed:

Councilman Bob Davy made a motion to approve the audit as presented and it was seconded by Mayor Pro-Tem Eddie Henderson.

Recommendation of architect from request for qualification process-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he went over last week the process that we went through and how many proposals we received. Then the review committee went over the proposals and it came down to Legerton Architecture and MHAworks. The committee interviewed both firms and the consensus was for Legerton Architecture. The next step would be entering into a contract with them and asking for a fee structure. I will then report that back to you before we execute an agreement with them as long as it is within the customary range of 6% to 8%. If you are comfortable with that then I need a motion to approve Legerton then will move to the contract negotiation phase.

Mayor Pro-Tem Eddie Henderson made motion to approve Legerton for our architectural needs and it was seconded by Councilman Bob Davy.

Update on provision of animal control services-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he gave an update last week of where we are with this. The police department is in the process of seeing what this would cost to do this in house. I am still waiting on the fee structure from the county. This will most likely come down to us doing this in house or contracting with the county. I have reached out to the City Manager of Hendersonville and the Town Manager of Laurel Park and we are going to talk more about this. I will have more specific numbers/information for you by the December meeting.

Discussion Followed:

Discussion of lease extension for Kate's Park-Mark Biberdorf, Town Manager and Greg Walker, Parks & Recreation Director.

Town Manager Mark Biberdorf stated that this had been added to the agenda since last week. Greg and I met with Kay Youngblood and they are willing to do a 5 year lease extension they just wanted some type of 30 day out provision added in. This lease would be extended for a five year period and would go from December 31, 2016 to December 31, 2021. So over the next few years if we wanted to look at any type of improvements to the park we could consider that.

Discussion Followed:

Councilman Hugh Clark made a motion to approve the 5 yr. lease extension on Kate's Park and it was seconded by Mayor Pro-Tem Eddie Henderson.

Comments from the Town Manager Mark Biberdorf.

We had the NFLP public meeting on October 17 and we met today with the consultant of Solutions for Local Government Steve Allen who presented a draft of the facility study. This is a 22,000 sq. foot facility in the neighborhood of about 4.5 million dollars. He has a general positioning of where the types of facilities would be with the cost and size of each of them.

On the Town Center project with Commercial Carolina and Harvest Real Estate I am working on a letter for a broker agreement and I have Joe (town attorney) reviewing this for me and I will let council review this before we approve or sign this.

I went to a meeting today for the West Generation Network. This is for the 1 Giga bite Broadband Service. We interviewed two firms (consultants) and hopefully one will be selected soon. They have a meeting coming up on December 12 at UNC Asheville from 10:00 to noon.

DOT has finally approved our engineering cost analysis for Hwy 25 Corridor Improvements. It has been submitted into the portal and we are working on a contract with McGill & Associates to figure the cost for the engineering work. We would like to have a contract together/done by the December meeting.


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

Adjourned: 08:06 pm

Approved:

12-12 -16

Date



Mayor William "Bill" Moore