

Town of Fletcher  
Agenda Review Meeting  
Minutes  
December 5, 2016

Call the meeting to order at: 06:08 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  
Police Chief Erik Summey  
Parks & Recreation Director Greg Walker

**Councilman Bob Davy and Councilwoman Sheila Franklin were not here at this time.**

\*\*\*Public Input\*\*\*  
**None at this time.**

Approval of Minutes-corrections, additions or deletions.  
(11/7, 11/14)

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

**Council Updates:**

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

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

**Consent Agenda:**

Tax Refunds/Releases

Approval of Resolution # R-16-03 for a Declaration of Intent to reimburse expenditures on the Parks & Recreation maintenance building and public works vehicle shed.

**Town Manager Mark Biberdorf** explained the Resolution to town council.

Item number 6 is being moved up at this time

**Councilman Bob Davy came in at 06:17 pm.**

**Staff Report on regulation of golf carts-Mark Biberdorf, Town Manager and Erik Summey, Police Chief.**

**Town Manager Mark Biberdorf** stated that this is a follow up item from last month. Council had asked about golf cart regulation in the town and I know Councilman Hugh Clark had mentioned the ordinance in the Town of Maiden. I discussed this with Chief Summey and he provided some clarification via the general statutes. As of right now golf carts are not allowed on public roads. However, you can by general statute and municipality consider some type of ordinance allowing them and require some type of registration within the municipality. We have provided for you in your packet the general statute reference that covers that. I have also provided you with a copy of the Town of Maiden's and Emerald Isle's Ordinance(s) and it is in your packet as well.

Discussion Followed:

**Police Chief Erik Summey** said that they have not had any complaints on golf carts or individuals asking permission or allowance to have one.

Discussion Followed:

Council decides to leave this as is for the time being. Fletcher is not really a community for golf carts at this time but it can be re-visited in the future if needed.

Item number 7 is being moved up at this time

**Councilwoman Sheila Franklin came in at 06:37 pm.**

**RFP for Meritor Park Master Plan-Greg Walker, Parks & Recreation Director.**

**Parks & Recreation Director Greg Walker** went over the proposed RFP for the Meritor property.

He stated that the department had 225 results from the recent survey that was sent out to residents. Of those results 90 % of the people were actually Fletcher Residents and 10% of the people were from outside the town limits. Of the results from the survey the top 4 most requested items were as follows:

- 1) Greenspace
- 2) Concession Stand/ Restrooms
- 3) Playgrounds

Discussion Followed:

**Town Manager Mark Biberdorf** stated that if council is comfortable with the draft RFP we put together then we will release it on December 13. The proposals would be due by January 20, 2017 and then reviewed and interviews (of potential firms) with the Park & Recreation Advisory board. Then the selected firm would be submitted to council for approval.

**Discussion regarding potential greenway extension and potential approval of funding for basic design drawings-Eric Rufa, Planning & Zoning Director.**

**Town Manager Mark Biberdorf** stated that his is a follow-up from last month when Eric gave you a lead into this and we have given you an update. There was a meeting with Fern Leaf Charter school representatives, Carolina Mountain Land Conservancy, Town staff and an Engineer from Equinox Environmental who worked on an estimate to do a preliminary design study. There have also been communications with the new railroad owners and DOT. We have had great success with CMLC going after bigger dollars/grant money to help with this. The larger expense is that we are going to need some type of crossing over Cane Creek and over the railroad trestle.

Discussion Followed:

**Public Hearing to consider several technical amendments to the Land Development Code-Eric Rufa, Planning & Zoning Director.**

**Town Manager Mark Biberdorf** stated that Eric had talked to you about two months ago that we would be looking at some technical amendments for some clarifications and some additions of language to deal with four different things. It has gone to planning board and council has set the public hearing for this month. It is on accessory dwellings covering gazebos and pergolas, secondary dwellings (mother-in-law suites), tiny homes on wheels and the last item is food trucks and mobile vendors.

Discussion Followed:

**Budget Process for Fiscal Year 2017-2018-Mark Biberdorf Town Manager.**

**Town Manager Mark Biberdorf** went over the budget process/schedule for the upcoming year. He stated that we usually do a brief work session at the regular meeting in January but I have a scheduling conflict because I will be at Blue Ridge Community College to speak to their board on January 9<sup>th</sup>. I would like to do the budget work session at the agenda review meeting which will be on Tuesday January 3 at 4:00 if council is ok with this.

The Town Manger also asked council to look at the other dates on the schedule and see if they would work as well.

Council is ok with doing the Budget Work Session on Tuesday January 3 at the agenda review meeting.

**Approval of engineering agreement with McGill & Associates for the Hwy 25 Corridor Improvement Project-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that DOT finally approved the estimate from McGill & Associates to do the engineering work and there is a contract template in your packet that has been approved. Eric needs to get the surveying work signed off on. He stated that if council is comfortable with the agreement then we will approve it at the Monday night meeting.

Discussion Followed:

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

We were supposed to have met with Representative McGrady and Senator Edwards this morning at 10:00 am and that meeting was cancelled. The Governor has called the General Assembly back into session and Chuck McGrady has been asked to work on a disaster relief bill. The meeting has been re-scheduled for December 19<sup>th</sup> at 10:00 am.

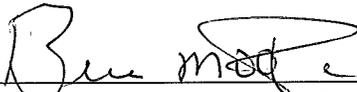
Discussion Followed:

The FABBA Christmas Party is on Thursday night at 6:00 at the High Vista Country Club.

Adjourned: 07:44 pm

Approved:

1-9-17  
Date

  
\_\_\_\_\_  
Mayor William "Bill" Moore

Town of Fletcher  
Council Meeting  
Minutes  
December 12, 2016

Call the meeting to order at: 07:01pm

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  
Public Works Director Steve Morgan  
Administrative Services Director Heather Taylor  
Police Chief Erik Summey

**Parks & Recreation Director Greg Walker did not attend this meeting.**  
**Public Works Director Steve Morgan did not attend this meeting.**

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

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

Approval of Minutes-corrections, additions or deletions.  
(11/7, 11/14)

**Mayor Pro-Tem Eddie Henderson** made a 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:** Would like to compliment the Town of Fletcher especially public works for getting us through the parade and everything worked out very well.

**Councilman Bob Davy:** would like to echo what Eddie said and would like to compliment everyone on the parade.

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

## **Consent Agenda**

Tax Refunds/Releases

Approval of Resolution # R-16-03 for Declaration of Intent to reimburse expenditures on the Parks & Recreation maintenance building and public works vehicle shed.

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

## **Discussion regarding potential greenway extension and potential approval of funding for basic design drawings-Eric Rufa, Planning & Zoning Director.**

**Planning & Zoning Director Eric Rufa** went over the greenway extension along Cane Creek and all the individuals involved in helping with this project.

**Rebekah Robinson from Carolina Mountain Land Conservancy** answered questions that council had on this project.

Discussion Followed:

**Planning & Zoning Director Eric Rufa** asked for the commitment of the \$5,000 from the Park Development fund per the letter of support from the Parks & Recreation advisory board (Attached to minutes) for this project and then the Land Conservancy can work towards raising the other \$10,000 to get this project started.

**Councilman Bob Davy** made a motion to commit the initial \$5,000 towards the conceptual design of the greenway extension from the park development fund and it was seconded by Mayor Pro-Tem Eddie Henderson.

## **Review and approval of architectural services agreement with Legerton Architecture-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that this is the standard AIA document and the Architect used one that went into more detail. This is for our Parks and Recreation maintenance building and the public works vehicle shed. I had our town attorney Joe Ferikes review the agreement and he was comfortable with this. The fee breakout took a little more explanation than in the document I broke this down for you on a separate sheet. (Attached to minutes)

Discussion Followed:

**Councilman Bob Davy** made a motion to approve the Architectural services agreement with Legerton Architecture as submitted by the Town Manager and it was seconded by Mayor Pro-Tem Eddie Henderson.

**Public Hearing to consider several technical amendments to the Land Development Code-Eric Rufa, Planning & Zoning Director.**

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

**Planning & Zoning Director Eric Rufa** stated that he introduced these minor amendments to council last month at agenda review. In your packet is the draft language which highlighted in red is anything proposed to be amended.

Discussion Followed:

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

**Mayor Pro-Tem Eddie Henderson** made a motion to approve the changes to the Land Development Code and it was seconded by Councilman Bob Davy.

**RFP for Meritor Park Master Plan-Greg Walker, Parks & Recreation Director.**

**Town Manager Mark Biberdorf** stated that nothing has really changed on this from last week as presented by Parks & Recreation Director Greg Walker. Essentially if you approve this we will be sending this out tomorrow to consultants to submit a proposal for a master plan on the Meritor property. To reiterate, we are looking at the possibility of greenways and some analysis of the characteristics of the property to see where buildings could go. We also have the stream restoration project on there that the EEP did so there is a conservation easement in there which consists of 17 acres. We would send these out and they would be due back on January 20<sup>th</sup>.

Discussion Followed:

**Mayor Moore** asked for a motion to approve the master plan for Meritor Park and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilwoman Sheila Franklin.

**Budget Process for Fiscal year 2017-2018-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that he went over this schedule last week with council. In the past we have done a budget kickoff or work session at the regular meeting in January but I have a scheduling conflict since I am going to speak to the Blue Ridge Community College Board. I would like to do this at the review meeting on Tuesday January 3<sup>rd</sup> at 4:00.

Discussion Followed:

Council is good with this schedule.

**Approval of engineering agreement with McGill & Associates for Hwy 25 Corridor Improvement Project-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that Eric has been working on this for some time now with DOT officials that had to sign off on the cost estimate. DOT has approved the draft agreement in order to do a STDPA funded project. I had Joe Ferikes (town attorney) review this agreement and with council's approval we can go forth with designing this.

Discussion Followed:

**Councilman Bob Davy** made a motion to approve the engineering agreement with McGill & Associates for the Hwy 25 corridor improvement project and it was seconded by Mayor Pro-Tem Eddie Henderson.

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

On Monday at 10:00 am we have the meeting with Chuck McGrady and Chuck Edwards to discuss our priorities list.

An update on the West Next Generation Network which has formed a steering committee from the key connection area(s). This includes Fletcher, Asheville, Biltmore Forest, Waynesville, Laurel Park and Hendersonville. The committee completed a memorandum of agreement and charter. Then they wanted to identify a consultant so they put together a request for proposals. The whole goal is to try to expand broadband services in the area by 1 Giga bit. A company called Magellan was selected by the committee to do this.

Discussion Followed

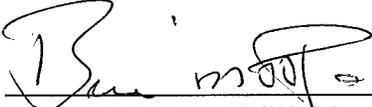
Our Christmas party is tomorrow at noon for anyone that was planning on attending.

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

Adjourned: 08:45 pm

Approved:

1-9-17  
Date

  
\_\_\_\_\_  
Mayor William "Bill" Moore

Fletcher Town Council  
300 Old Cane Creek Road  
Fletcher, NC 28732

December 6<sup>th</sup>, 2016

Dear Mr. Mayor and Members of Council,

As the community has voiced overwhelming support of the Town of Fletcher's greenway system, the Parks and Recreation Advisory Board supports the release of \$5000 from the Park Development Fund for the design plan of the Fern Leaf-Meritor greenway connector. Partnerships with community members and organizations and reviewers from necessary oversight entities are already at the table. Therefore, we feel this action is appropriate.

We are always thankful for the Council's support of Parks and Recreation activities.

Sincerely,

Samuel Riddle  
Chair, Parks and Recreation Advisory Committee

## Fee Structure for Architectural & Engineering Services

### Design Phase Services (Pre-Design & Programming):

➤ Design Phase Services of Architect and Subs	\$17,700
➤ Design for Civil Engineering & Landscape Architecture	<u>\$ 9,800</u>
Total Design Phase Services	\$27,500

### Construction Documents & Construction Phase Services (Final Design, Bid Documents & Construction Administration):

➤ Construction Documents Phase for Architect and Subs	(5.5% x Cost of Construction)
➤ Construction Phase Services for Architect and Subs	(2.5% x Cost of Construction)
Total for Architect & Subs	8% x Cost of Construction

➤ Construction Document Phase for Civil Engineering & Landscape Architect	\$21,000
➤ Construction Phase Services Landscape Architect	\$ 1,500
➤ Construction Phase Services for Civil Engineering	<u>\$ 8,500</u>
Total for Civil Engineering and Landscape Architect:	\$31,000