

Town of Fletcher
Agenda Review Meeting
Minutes
January 3, 2017
(Tuesday)

Call the meeting to order at: 04:03 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
Police Chief Erik Summey
Planning & Zoning Director Eric Rufa
Public Works Director Steve Morgan
Parks & Recreation Director Greg Walker

Budget Work Session and Presentation from staff.

Administrative Services Director Heather Taylor

Stated that the current fiscal year has been a good year. She commented on the new website being up and running and it has worked out very well. The newest update is the online work order system which was implemented in December and is working out well.

Next year we will be working on the Highway 25 project as well as the financing for the Parks & Recreation maintenance building and Public Works vehicle shed.

Last year we increased the Town Facilities budget because of not knowing the cost of utilities for the new building. This upcoming year we will see a decrease in this budget because the utilities have kind of leveled off now.

This year we will see a slight increase in our Professional Services budget. This is our legal, audit and our economic development incentives. The increase will be about \$50,000 due to Continental Teves. This is a 3 phase agreement where they will make their largest investment this year. The total payment will be about \$200,000.

Information Technology Mathew Horton

He stated that most of the IT spending has been back loaded to the end of the fiscal year. He also done some major security revamps to defend against cyber-attacks from foreign countries.

Our biggest expense of the year will be the phone system replacement and that has been backlogged to the end of the year due to the contract expiration date with Windstream. Once the new system is in place it is going to more than double the increase in internet speed in the building and a new more effective phone system and a slight decrease in the overall cost.

Looking into next year we have a hard deadline of 2020 for the expiration of the Windows 7 operating support which runs all the computer systems and laptops in the town. The Maize software may stop us from this conversion.

We have some aging server hardware and will possibly need money for a new server.

A microphone replacement is suggested to get a more hard wired system that will not require the use of 9 volt batteries.

We had death of a voice mail server that runs the phone system. I managed to repair this and it should last until we replace the phone system in May.

Police Department Chief Erik Summey

Capital Expenses for last year were namely our vehicles we purchased a Dodge Durango last year and 2 Dodge Chargers. We currently have 19 vehicles total with 1 Ford Explorer, 1 Ford Expedition, 1 Dodge Durango, 2 Impalas and 14 chargers.

On the Radar units borrowed when Sheriff Davis was with the county. We are now down to 2 or 3 of them and with the Governor's Highway Safety grant program we should have our own by then and be able to return these others that we still have back to the county.

Last year we applied for a Governor's Highway Safety grant for a motorcycle and we were denied this grant.

We also had applied through the Governor's Crime Commission for Viper Radios and this was also denied as well.

We did purchase portable radios through federal seizure funds and drug seizure funds to help with better communication with the county.

We currently have 10 riffles total that are assigned to our officers but we would like to get rifles to all our officers.

We conducted a Dare Graduation program at VERITAS in 2016 and we plan on conducting the program this year as well.

We conducted a Rape Aggression Defense Program with the Hendersonville Police Department here at town hall with Sergeant Suzanne Norris.

We built up our instructor base for our department. We now have 2 certified firearms instructors that are certified through the state so that we do not have to find another agency to help us with this when our officers need to be re-certified.

I am currently working on the 2016 statistics for the department and they will be ready by the end of January.

We did a pill drop event along with the shred event this past year.

Looking at the coming year:

I will be looking for another person this year: Lieutenant Position.

Discussion Followed:

We will need 3 new vehicles for the capital outlay for the department.

There will be some discussion on the Animal Enforcement protocol and I will give you more information on that as well.

We have applied for a Governor's Crime Commission grant for four portable Viper radios. This is a non-matching grant in the amount of \$24,000.

Discussion Followed:

Public Works Director Steve Morgan

This past year we have had increases in brush and trash collection. We have had issues with this building and the heating bill that has taken a big bite out of our budget. The hydraulic pump on the garbage truck had to be replaced again and that was at a cost of \$5,000.

We had someone call in sick today so that left as shorthanded and I had to take Joe (Mechanic) and put him on the garbage truck and we had a maintenance request on a vehicle that he needed to work on as well when he came back in. I was here in the building trying to get the heating system working and then I had to send Jabbo out by himself to pick up leaves and I really don't like to send someone out by themselves as I see this as a liability. It is getting harder and harder to balance what we/they are doing on a day to day basis.

We will need to order new trash cans and we had ordered extra but now we added 8 new homes and have replaced 23 cans over the last 6 months. With the new development coming in there is going to be 154 homes I am going to have to restock those and I would like to order between 100 to 200 cans.

Discussion Followed:

For the budget this upcoming year I am looking for plain pickup truck to put a dump bed in to replace the old 1997 F 250 that we currently have.

He stated that in 2002 they added the 8th person to my department this is 2016 we are struggling every day to get things done and we would like to add another person to the department to help in whatever area is needed to maintain the current services that we are providing.

Discussion Followed:

Parks & Recreation Director Greg Walker

In 2016 we served close to 9,500 individuals in community events. We had 2 major infrastructural improvement projects this year with the gas line and drainage project which had very little impact on our day to day services. We have experienced large growth in our community events throughout their year and sold out our Summer Day Camp and Father Daughter dance event this year.

We sent out over 2,300 community surveys earlier in the year in regards to park services and development. We received about 10% of them back (225) and this information will be utilized as part of the 2017 Master plan that is being developed for the Meritor property.

We hosted 10 other community events at the park during the year that were partnered and delivered by schools and other non-profits. This served another 3,000 people in the community.

We have two renovation projects that are happening this year starting next week we are renovating the men's restroom and then in July we are going to be starting on the women's restrooms.

The items we are looking for in 2017

Women's rest room renovation (already mentioned)

Scag mower

Online registration services for park events- software will cost about \$4,000.

Retire the jeep within the next year and get something within the guidelines of the Equinox.

Discussion Followed:

Planning & Zoning- Director Eric Rufa

Stated that he does not anticipate any budget changes/requests for the upcoming year. He also stated that he would be working on a lot of paperwork to DOT on the Hwy 25 corridor project.

On the greenway project that we have been discussing recently I have turned that over to Carolina Mountain Land Conservancy to see if they can secure some extra funding for us on this project.

Discussion Followed:

A motion was made to recess.

Break at: 05:45 pm

Return from Break at: 06:20 pm

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

Public Input
None at this time

Approval of Minutes-corrections, additions or deletions.
(12/5, 12/12)

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

Council Updates

Councilwoman Sheila Franklin: Thanked the Town Manager for letting her participate in the legislative meeting with Chuck McGrady and Chuck Edwards.

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

Approval of Grant Project Ordinance # 0-17-01 for Highway 25 Corridor Improvements.

Approval of Budget Amendment # 2 to the FY 16/17 Budget Ordinance to appropriate \$ 5,000 from Park Development fund for greenway conceptual design.

Approval of Capital Project Ordinance # 0-17-03 for P & R Maintenance building and public works vehicle shed construction.

The Town Manager gave an overview of the ordinance(s) on the consent agenda for approval at the regular meeting.

Introduction of architect for upcoming building projects-John Legerton, Legerton Architecture.

Town Manager Mark Biberdorf stated that John Legerton will be here next week to be introduced and talk about the process that his staff worked on for this project.

Update on design schedule for Highway 25 Corridor Improvements project-Mark Cathey, McGill & Associates.

Town Manager Mark Biberdorf stated that he will have Mark Cathey here from McGill & Associates to talk about the schedule for this project. Eric (Planning & Zoning Director) and I met with him last week to talk about logistics and he gave me a schedule that I have included in your packet.

Discussion Followed:

Facility study for new Fletcher Branch Library-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf gave an overview of the recently completed study for the library that was done by a consultant from the Solutions for Local Government.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

On January 17 the New Fletcher Library partners (NFLP) are meeting with a consultant (John Curtis) to get some ideas on fundraising. People are making some contributions towards the new library and they are up to \$ 2,760.

I will be talking to the Board of Trustees at Blue Ridge Community College this coming Monday at 5:00 pm.

We had our meeting with our legislators (Representative Chuck McGrady and Senator Edwards) to discuss the priorities list for the upcoming year.

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: 07:20 pm

Approved:

2-13-17
Date

Bill Moore
Mayor William "Bill" Moore

Town of Fletcher
Council Meeting
Minutes
January 9, 2017

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
Councilwoman Sheila Franklin
Town Manager Mark Biberdorf.

Councilman Hugh Clark did not attend this meeting.

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

Public Input
None at this time

Approval of Minutes-corrections, additions or deletions.
(12/5, 12/12)

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

Council Updates

Councilwoman Sheila Franklin: None at this time

Mayor Pro-Tem Eddie Henderson: stated that he was proud of Public Works for getting roads cleaned off so quickly and we are blessed to have them.

Councilman Bob Davy: Stated that he was going to say the same thing that Mayor Pro-Tem Eddie Henderson did about public works.

Mayor Moore stated that he wanted everyone to remember Councilman Hugh Clark in our prayers since he had surgery today. He also asked Town Manager Mark Biberdorf was the park open today?

Town Manager Mark Biberdorf stated that they opened the park this afternoon and blocked off the Cane Creek greenway trail so that you could not go across the

bridge. Public works removed the snow from the parking lots. He also stated that more than likely they will open the back trails tomorrow.

Consent Agenda

Approval of Grant Project Ordinance # 0-17-01 for Highway 25 Corridor Improvements.

Approval of Budget Amendment #2 to the FY 16/17 Budget Ordinance to appropriate \$5,000 from Park Development fund for greenway conceptual design.

Approval of Capital Project Ordinance # 0-17-03 for P& R Maintenance building and Public Works vehicle shed construction.

Tax Refunds/Releases (were not ready/available at this time) and this item was removed from the consent agenda.

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

Introduction of architect for upcoming building projects- John Legerton, Legerton Architecture. (Associate Mitchell Soren)

Architecture John Legerton went over the schedule/timeline he presented to council for the Parks & Recreation and Public Works shed building.

Discussion Followed:

Tomorrow we have a meeting with Parks & Recreation, Mark Cathey and Planning & Zoning to talk about what is needed/requested in this building.

Discussion Followed:

He asked council if they have any questions.

There were no questions at this time.

Update on design schedule for Highway 25 Corridor Improvement Project- Mark Cathey, McGill & Associates.

Mark Cathey of McGill & Associates gave an overview of the proposed schedule on the Hwy 25 corridor improvements.

He suggests a public meeting so that we can address ideas that the public may have and give them a chance to make suggestions.

Discussion Followed:

Facility study for new Fletcher Branch Library-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he does not have much more to report on this from last week since he went through the facility study that was done. Council has been provided a summary/statement of what they have been working on to date. The Community Foundation of Henderson County has set up a means for people to donate money and they are up to over \$2,400. The facility study is a good study and it does not have to be built to scale/size but the consultant put a lot of thought into service area and growth for 25 years into the future. It also allows a place where the public can meet for larger groups.

Discussion Followed:

We have a consultant from the state library office (Molly Westmorland) coming out on February 20th to give a presentation on getting the partners together and suggesting ideas for funding resources/ideas for this project.

Discussion Followed:

Comments from our Town Manager

The NFLP committee wants to use the report and get a sketch completed to be used for presentations/fundraising.

I was supposed to attend BRCC Board of Trustees meeting at 5:00 this evening and they cancelled it due to the weather. It has been rescheduled for January 23rd for me to discuss the potential of a training facility in Fletcher.

An update on the Travel & Tourism Board with the way finding signs they needed a letter of support on some encroachment agreements and the mayor signed those this evening. They are looking at putting out the RFP in February and hopefully by March select a contractor to construct the signs.

The monument for building is done but the disk of the town seal was being made elsewhere and is supposed to be shipped the 20th of this month and we should have it put in place by then. This will finish our construction project and we are at \$ 500,000 under budget and those funds will go back towards USDA loan.

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

Adjourned: 07:48 pm

Approved:

2-13-17
Date


Mayor William "Bill" Moore