

Town of Fletcher
Agenda Review Meeting
Minutes
March 6, 2017

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:

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

Mayor Pro-Tem Eddie Henderson was not here at this time.

Invocation: Mayor Bill Moore
Pledge of Allegiance: Councilwoman Sheila Franklin

Public Input
None at this time

Approval of minutes corrections, additions or deletions.
(2/06, 2/13)

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

Council Updates

Councilwoman Sheila Franklin: stated that she had spoken to a few residents several days ago about their concerns with animal control in which they suggested hiring someone part time to do this. She stated that she would like to discuss this during the budget retreat along with the chief and mull over ideas on this.

Town Manager Mark Biberdorf said that the chief will have something in his budget request for us to do animal control in house. He also stated that he will be meeting with the 2 other managers of the municipalities that have police departments to get their thoughts on this as well.

Councilman Bob Davy: None at this time

Councilman Hugh Clark: None at this time

Consent Agenda

Tax refunds/releases.

Approval of Sandra Anderson to the Parks & Recreation Advisory Board for a 3 year term to expire in 3/20.

Reappointment of Larry Waldrop to the ABC Board for another 3 year term to expire in 4/20.

Approval of budget amendment #3 to the FY 16/17 budget on results from recent audit for underpayment(s) to Fletcher Fire & Rescue and Mills River Fire & Rescue.

Mayor Moore went over the consent agenda then asked the Town Manager to go over the budget amendment.

Town Manager Mark Biberdorf: stated that this budget amendment is due to the recent audit from Lowdermilk & Church who audited our collected amount of taxes from the prior year. We usually budget for an underpayment to Fletcher Fire & Rescue which we have enough budgeted to cover this. The money appropriated from fund balance (\$16,088) is to cover the difference owed to Mills River Fire & Rescue.

Update on Asheville Regional Airport-Lew Bleiweis, Executive Director.

Town Manager Mark Biberdorf stated that he will be here next week to give an update. I imagine that you will hear about the parking deck and flights that have been recently added.

Discussion Followed:

Presentation on Apple County Transit budget request for the 17/18 budget year-Autumn Radcliff, Henderson County Senior Planner.

Town Manager Mark Biberdorf stated that Autumn Radcliff will be here next week to do a power point presentation. They typically ask for a 50 % of the local match and that amount for Fletcher will be just over \$ 4,847 compared to what we budgeted for this year which is \$4,000.

Discussion Followed:

Council has noticed some inconsistencies in the figures that they were given and this will need to be discussed next week during the presentation.

Public Hearing to consider amendment to Section 4.3 of the Land Development Code regarding the number of allowed residential structures on an individual lot-Eric Rufa, Planning & Zoning Director.

Planning & Zoning Director Eric Rufa gave an overview of the purposed changes that will be discussed in more detail next week at the regular meeting in the Public Hearing.

Discussion Followed:

Introduction of applicants for current district 1 Planning Board vacancy-Eric Rufa, Planning & Zoning Director.

Planning & Zoning Director Eric Rufa stated that both applicants have been invited to come to the meeting next week to be introduced. He said that one of the applicants is here this evening (John Olsen) and for the record we have two very good applicants.

Town Manager Mark Biberdorf stated that we will give them an opportunity to introduce themselves and then council can take action at the April Meeting.

Budget estimate for recommended street resurfacing projects-Ben Cathey, McGill & Associates.

Town Manager Mark Biberdorf stated that he thought Ben Cathey was going to be here tonight but he will be here next week to go over this. We have 6 streets that are being recommended here. These streets are Thorncrest Drive and Rosebriar Court which are in South Chase then you have Norman Road and Piney Drive which are in Franem Acres and Oak Moss Court and Pinecroft Lane over in Wildwood. Ben submitted the budget estimate (more detailed one) with a breakdown of the estimate for resurfacing which is in your packet. The only difference here is that one of our streets we are looking at a storm culvert pipe replacement which is on Norman Road. The total estimate is over \$339,895.68 which the bids typically come in under the estimate.

The Town Manager recommends that we put in as bid alternates Oak Moss Court and Pinecroft Lane because these are the less severe streets. He stated that if we did

not do these streets this year that they would be put at the top of the list for next year.

Discussion Followed:

Approval of contract with Equinox Environmental for parks master plan on Meritor property-Greg Walker, Parks & Recreation Director.

Parks & Recreation Director Greg Walker stated in January the Parks & Recreation Department released an RFP to area firms to submit proposals for a master plan on our Meritor park property. We received 4 of those back and we had a review committee and some staff members review the proposals during the month of February. We invited 3 firms in for interviews and Equinox Environmental scored the highest rating during this process.

President David Tuch of Equinox Environmental introduced himself and said that if council had any questions or problems to please give him a call.

Discussion Followed:

This item will be moved to the Consent Agenda next week.

Comments from the Town Manager Mark Biberdorf.

On a follow up on the Parks & Recreation maintenance building and the vehicle shed for Public works. You had heard from planning board at the meeting last month. I attended the planning board meeting along with the Mayor, Bob and Sheila. We spoke on that location and why to put the buildings there and some economic facts/reasons as to why we have those two buildings there.

Discussion Followed:

Council feels overall that the current location for the new building is the best location from a financial standpoint.

The animal proposal from the county in which Nick Weedman from Flat Rock asked them about you have a copy in front of you. This is a breakout of how the county

would propose animal services to the municipalities that aren't receiving animal control services right now.

The chief has put together a proposal for us to do it in house it would be \$26,000 in startup cost. After that it would be immaterial with only one call per month in Fletcher. In April Flat Rock hosts the LGCCA meeting and will talk about this I am sure.

Discussion Followed:

As for the graffiti on commercial property here in town they are not cleaning it up. Eric has sent letters to them with no response the owner's do not seem concerned. On the new hotel there is graffiti on the back side of the retaining wall and then there is some on the old Savings Station.

The Town Manager has suggested ordinances to put in place to get this cleaned up.

Discussion Followed:

Mayor Moore suggested that we sit on this at this time.

Town Hall day is on March 29 in Raleigh. I will leave early and come back the same day. I plan on meeting with Representative Mc Grady and Senator Edwards and having lunch with them.

The Library workshop was held here on February 20th with the consultant from the state library. I thought that went well with Molly Westmoreland and she offered some decent advice.

The shred event coming up April 8th from 9 to 12. The police department will also be doing a pill drop as well.

Mayor Moore stated that Ms. Sitton called me about the plaque dedication and said that it will be on March 25th at 4:00 at Veritas.

I also received a letter from the Fletcher First United Methodist church for a ground breaking this coming Sunday and council is invited to attend.

Councilman Hugh Clark made a motion to go into Closed Session and it was seconded by Councilwoman Sheila Franklin.

Went into Closed Session at: 07:12 pm

Closed Session per NCGS 143-318.11 (5) "Contract Negotiation".

Councilwoman Sheila Franklin made a motion to come out of Closed Session and it was seconded by Councilman Hugh Clark

Came out of Closed Session at: 07:50 pm

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

Adjourned: 07:50 pm

Approved:

4-10-17
Date


Mayor William "Bill" Moore

Town of Fletcher
Council Meeting
Minutes
March 13, 2017

Call the meeting to order at: 07:00 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
Public Works Director Jabbo Pressley
Police Chief Erik Summey

Parks & Recreation Director Greg Walker did not attend this meeting.

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

Public Input
None at this time

Approval of minutes-corrections, additions or deletions.
(2/06, 2/13)

Mayor Pro-Tem Eddie Henderson made a motion to approve the minutes and seconded by Councilman Bob Davy.

Council Updates

Councilwoman Sheila Franklin: None at this time

Mayor Pro-Tem Eddie Henderson: apologized for being out recently.

Councilman Bob Davy: said park is looking great getting ready for the spring season.

Councilman Hugh Clark: None at this time

Consent Agenda

Tax refunds/releases

Approval of Sandra Anderson to the Parks & Recreation advisory board for a 3 year term to expire in 3/20.

Reappointment of Larry Waldrop to the ABC Board for another 3 year term to expire in 4/20.

Approval of budget amendment # 3 to the FY 16/17 budget on results from the recent audit for underpayments to Fletcher Fire & Rescue and Mills River Fire & Rescue.

Approval of Contract with Equinox Environmental for parks master plan on Meritor property.

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

Update on Asheville Regional Airport-Lew Bleiweis, Executive Director.

Executive Director Lew Bleiweis gave an overview of the new projects going on at the Asheville Regional Airport and the new flights coming into the airport. He handed out annual update booklets as well.

Discussion Followed:

Council had some questions on the presentation which Mr. Bleiweis answered for them.

Presentation on Apple Country Transit budget request for the 17/18 budget year-Autumn Radcliff, Henderson County Senior Planner.

Henderson County Planner Autumn Radcliff gave a presentation on the Apple Country budget request from Henderson County.

The municipal match is 50% of the designated amount. The Town of Fletcher's share is \$4,847.00 which is \$847.00 over the amount of \$4,000 that was budgeted for this past year.

Discussion Followed:

Council had some questions that Ms. Radcliff answered from her presentation.

Public Hearing to consider an amendment to Section 4.3 of the Land Development Code regarding the number of allowed residential structures on an individual lot-Eric Rufa, Planning & Zoning Director.

Planning & Zoning Director Eric Rufa stated as we spoke about last week the Fletcher Planning Board discussed this potential amendment to LDC and their concerns about the numbers of residential structures on an individual lot. The lot in question is zoned R-1A which requires a half acre per unit.

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

Discussion Followed:

Mayor Moore asked if anybody in the audience had any comments at this time.

There were no comments at this time.

Discussion Followed:

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

Discussion Followed:

Councilman Bob Davy made a motion to approve the amendment to section 4.3 of the Land Development Code regarding the number of allowed residential structures on an individual lot and it was seconded by Councilman Hugh Clark.

Introduction of applicants for current district 1 Planning Board vacancy-Eric Rufa, Planning & Zoning Director.

Planning & Zoning Director Eric Rufa introduced the potential applicants to fill the District 1 vacancy on the Planning & Zoning Board.

The potential candidates (John Olsen & Lucas Armeña) each gave a brief overview of their qualifications and their interest in serving on the Planning & Zoning Board.

Discussion Followed:

Budget estimate for recommended street resurfacing projects-Ben Cathey, McGill & Associates.

Town Manager Mark Biberdorf stated that Ben Cathey was supposed to be here and he apologized for not being here. I have since talked to him on the phone and we are looking at getting this ready for bidding. Just a reminder we have six streets up for resurfacing. We have Thorncrest Drive, Rosebriar Court, Norman Road, Piney Drive, Oak Moss Court and Pinecroft Lane. The total budget estimate is \$339,895.68 to do all 6 streets which is considerably more than we typically spend as we have in the past we have received some very competitive quotes when we go out for bid. McGill & Associates is looking at getting the bid packet out this week.

The two bid alternates we were looking at if the bids come in as expected were Oak Moss Court and Pinecroft Lane if the bids are too high.

Discussion Followed:

Councilman Bob Davy made a motion to approve the budget estimate for the recommended street resurfacing projects and it was seconded by Mayor Pro-Tem Eddie Henderson.

Comments from the Town Manager Mark Biberdorf.

I am registered to go to town hall day on March 29th. I saw the Town Manager from Laurel Park and the City of Hendersonville and they will be going as well. They are facilitating a lunch meeting with Representative McGrady and hopefully Senator Edwards as well.

The shred event is on April 8th at 9:00 to 12. This will be done in the South parking lot and the police department will be doing operation pill drop as well.

Pre-Budget Workshop Tuesday at 8 am here and department heads will be making their presentations.

The ribbon cutting is at 5 at the new Wingate hotel on Underwood Road on Tuesday as well.

The vision alumni breakfast is this Wednesday morning which the mayor and I will be attending.

I got a notice from Michael Luplow of Fern Leaf charter school and they will be having a meeting this Sunday at Highland Brewing Company from 5-7 pm. There is a presentation on the state of charter schools in the area.

Our recycle contract is coming up (5 years) April 10 for renewal and it automatically renews at the end of period unless we give a 30 day notice and right now we are in for another year at this time. He apologized that time got away from him and he did not realize that it had been 5 years already. In December of this year I will come back to council see what we might like to do on this. The current contract/services have been fine and there are no problems that I am aware of.

Mayor Moore asked if there was any public input at this time.

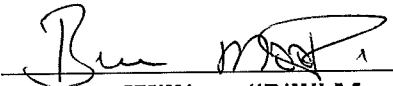
There was none at this time.

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

Adjourned: 08:34 pm

Approved:

4-10-17
Date



Mayor William "Bill" Moore

Town of Fletcher
Pre-Budget Workshop
Meeting Minutes
March 21, 2017

Call the meeting to order at: 08:39 am

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
Assistant Town Manager Heather Taylor
Parks & Recreation Director Greg Walker
Public Works Director Jabbo Pressley
Police Chief Erik Summey
Planning & Zoning Director Eric Rufa
IT Mathew Horton

Councilman Hugh Clark was not here at this time.

Mayor Moore opened up the meeting and asked Mayor Pro-Tem Eddie Henderson to give an invocation.

Invocation: Mayor Pro-Tem Eddie Henderson

Mathew Horton from One Who Serves gave an overview of the IT budget for the upcoming budget year.

There was nothing in the Decision package for the 2017-2018 budget year.

Increase in items for this budget year as follows:

Increase in dues	\$ 1,500
Increase in Capital Expense	\$ 7,000

Discussion Followed:

Councilman Hugh Clark came in at 8:39 am.

Parks & Recreation Director Greg Walker gave an overview of the Parks & Recreation Budget for the upcoming budget year.

Increase in items for this budget year as follows:

Increase in wages	\$ 3,607
Increase in part time salaries	\$ 1,600
Increase in FICA	\$ 399
Increase in retirement	\$ 738
Increase in 401K	\$ 181
Increase in Program Materials	\$ 2,000

In the Decision Package for the 2017-2018 Budget Year:

Women's restroom renovations	\$ 20,000
Turf Pro Field Groomer	\$ 20,000

Discussion Followed:

Break at: 09:21 am

Back from Break at: 10:09 am

Police Chief Erik Summey gave an overview of the Fletcher Police Department budget for the upcoming budget year.

Increase in items for this budget year as follows:

Increase in wages	\$ 15,789
Lieutenant position	\$ 48,374
Increase in Holiday wages	\$ 536
Increase in FICA	\$ 1,172
Lieutenant position	\$ 3,898
Increase in Retirement	\$ 3,053
Lieutenant position	\$ 4,204
Increase in 401K	\$ 767
Lieutenant position	\$ 2,548
Animal Control program	\$ 2,000
Animal Control (vehicle)	\$ 5,980
Increase Grant Expense	\$ 54,500
Lieutenant position (medical)	\$ 6,500

Animal Control (workmen's comp)	\$ 14,400
Animal Control (uniforms)	\$ 4,459

Decrease in items for this budget year as follows:

Fuel Expense	\$ 5,000
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In the Decision Package for the 2017-2018 Budget year:

Lieutenant position	\$ 68,108
Animal Control	\$ 28,839

Discussion Followed:

Public Works Director Jabbo Pressley gave an overview of the Public Works budget for the upcoming year.

Increase in items for this budget year as follows:

Increase in wages	\$ 2,071
PW position (new)	\$ 28,671
Increase in part time salaries	\$ 500
Increase in FICA	\$ 197
PW position FICA	\$ 2,193
Increase Retirement	\$ 906
PW position Retirement	\$ 2,151
401K	\$ 103
PW position 401K	\$ 1,434
Replacement banners/hardware	\$ 7,500
Additional trash cans	\$ 11,000
PW position medical	\$ 6,500
Recycling	\$ 1,200
Truck Replacement	\$ 35,000
Uniforms	\$ 532
PW position uniforms	\$ 566

Decrease in items for this budget year as follows:

Utilities	\$ 10,000
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In the Decision Package for the 2017-2018 Budget year:

New PW position	\$ 41,515
Truck Replacement	\$ 35,000
Trash cans	\$ 11,000
Town Facilities	\$ 10,000
Roadside Banners maintenance	\$ 7,000

Discussion Followed

Break for Lunch: 12:03 pm

Back from Lunch: 01:01 pm

Fire Chief Greg Garland gave an update of what Fletcher Fire & Rescue will be looking at in the upcoming budget year.

Biggest issue in our budget was legal fees that we had to pay from the recent incident. We have completely changed our internal controls. Everything is double and triple checked now.

Our turnover rate is down from previous years.

We have been successful in pursuing some grants that has helped us out tremendously.

We have been able to replace small vehicles with 2 pickup trucks and a Tahoe.

Increase in about 250 calls from 15/16 from about 95 in 14/15 accidents, fires and overdoses. In 2016 we were up to 1990 calls.

Discussion Followed:

In 2017/2018 our biggest budget items that we will need are digital radio equipment and the replacement of our air packs. The air packs will have exceeded their life span in the next two years.

There are areas that need to be resurfaced in our driveway and parking lot at the Hooper's Creek station and Jerry has been working with DOT to get this done at cost. There is a program that covers this.

Discussion Followed:

Planning & Zoning Director Eric Rufa gave an overview of the Planning & Zoning Budget for the upcoming budget year.

Increase in items for this budget year as follows:

Increase in wages	\$ 2,237
Increase in FICA	\$ 171
Increase in Retirement	\$ 131
Increase in 401K	\$ 112
Increase in fuel expense	\$ 100

Discussion Followed:

Assistant Town Manager Heather Taylor gave an overview of the Administrative Professional Services, and Town Facilities for the upcoming budget year.

Increase in items (Administration) for the budget year as follows:

Increase in wages	\$ 11,541
Increase in FICA	\$ 883
Increase in Retirement	\$ 1,726
401K	\$ 577
Fuel Expense	\$ 150

Decrease in items (Administration) for the budget year as follows:

M & R Vehicle	\$ 200
M & R Equipment	\$ 200

Discussion Followed:

Increase in items (Professional Services) for the budget year as follows:

Increase in Economic Development	\$ 48,475
Increase Apple Country Transit	\$ 847
Elections/consultants	\$ 2,500

Decrease in items (Professional Services) for the budget year as follows:

Accounting	\$ 2,750
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Discussion Followed:

No increases in (Town Facilities) for the budget year

Decrease in items (Town Facilities) for the budget year as follows:

Utilities	\$ 10,000
Wellness Program	\$ 4,000
Contract Services	\$ 7,000
M & R Equipment	\$ 2,000

Discussion Followed:

Town Clerk Christine Thompson gave an overview of the Governing Board for the upcoming budget year.

Increase in items for this budget year as follows:

Increase in wages	\$ 349
FICA	\$ 27
Travel & Training	\$ 500
Dues & Subscriptions	\$ 5

Discussion Followed

Break at: 02:18 pm
Back from Break at: 02:35 pm

Town Manager Mark Biberdorf gave an overview of Revenues and CIP for the upcoming budget year.

Projected Values for FY 17-18 \$1,139,445,000

This is a conservative estimate. The Tax assessor's office has not yet provided a set of preliminary values so this is based on current activity and past growth.

Budget Issues for FY 17-18

Significant Capital Projects Starting Construction – Highway 25 Corridor improvements, Parks & Recreation maintenance building and Public Works vehicle shed.

Additional Staff Requested to maintain existing service levels- Requests for additional full time staff received from Public Works and the Police Department.

Development of the Fletcher Town Center/Heart of Fletcher- staff will continue to work with Commercial Carolina and Harvest Real Estate on establishing partnerships for development of the Town owned property and adjoining properties.

Goals for FY 17-18

Maintain existing service levels with the addition of potentially two new positions.

Continue to dedicate 8.5 cents of the tax levy toward year two of the five year CIP. Continue to work with developer partners to determine more concrete plans for development of town owned property and adjoining properties for Town Center project.

Discussion Followed:

Capital Improvement Fund

Current Commitments:

Town Hall Improvements	\$ 579,311
Parks & Rec Bldg. and Public Works Bldg.	\$ 95,000
	\$ 675,211
Debt Service Budgeted	\$ 733,233
Total Debt Service Commitment	\$ 675,211
Debt Service Available	\$ 58,022

Projects Funded without Debt Service:

Police Car Rotation	\$ 114,500
Resurface Entrance Road FCP	85,000
Total Commitments	\$ 199,500
Total Non-Debt Service Budgeted	\$ 225,610
Total Non-Debt Commitment	\$ 199,500
Non-Debt Available	\$ 26,110

Discussion Followed:

In early April I will have a firm grasp of what we are looking at (county figures) and then I'll work on a balanced budget to present to you on May 6 at the budget retreat.

Town Manager Mark Biberdorf stated that he will be attending Town Hall day next Wednesday in Raleigh. He said that he would be meeting with Representative Chuck McGrady and Senator Chuck Edwards and talking to them about where we are with things here in the town.

He asked council have they taken any position on the current water issue with Henderson County and the City of Hendersonville that he could mention on council's behalf.

Discussion Followed

Council has stated that they overall have not had any water issues with the current water system with the City of Hendersonville and that their position is that they do not support any change at this time. They are pleased with the way it is running now.

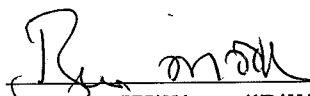
Councilman Hugh Clark made a motion to adjourn and it was seconded by Councilwoman Sheila Franklin.

Adjourned: 03:45 pm

Approved:

4-10-17

Date



Mayor William "Bill" Moore