

Town of Fletcher  
Agenda Review Meeting  
Minutes  
August 7, 2017

Call the meeting to order at: 05:58 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  
Planning & Zoning Director Eric Rufa  
Assistant Town Manager Heather Taylor

**Town Manager Mark Biberdorf did not attend this meeting.**

Invocation: Councilwoman Sheila Franklin  
Pledge of Allegiance: Councilman Bob Davy

\*\*\*Public Input\*\*\*

**Lucas Armeña of 49 Brownstone Court Fletcher** expressed concern over LED lights being placed in the Town of Fletcher. He has requested that town hold off on anymore LED lights in Fletcher until more research comes in on this subject at this time.

Approval of Minutes-corrections, additions or deletions.  
(7/3, 7/10)

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

**Council Updates**

**Councilwoman Sheila Franklin:** stated that she attended the concert in the park a few weeks ago and commented on the movie showing on Saturday and both were in good attendance. The concert was awesome they did a great job and on the movie I have never seen the park packed to that degree before.

**Mayor Pro-Tem Eddie Henderson:** commented on the paving getting started in Fletcher Hills by DOT.

**Councilman Bob Davy:** None at this time.

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

**Mayor Moore** commented on a message that he received from Carol Wilson and that she lives in South Chase in the curb off of Fanning Bridge Road. I think someone has run through her property there and tore it up and I think she wants to put a guard rail up to protect her property. I am going to call her and tell her that is a DOT road and that we could make a recommendation but it is up to them to do that.

**Consent Agenda**

Approval of Ordinance # 0-17-14 in favor of the Brunch Bill of selling/serving alcohol on Sunday at 10:00 am.

**Mayor Moore** commented on a call he got last week from a gentleman who runs the Citgo behind the bagel shop and he is requesting that we go from noon to 10:00 am to sell alcohol on Sunday. I remember Bob Davy saying last month that we should wait and see if someone asked for this before we pass this ordinance.

Discussion Followed:

**Presentation of Plaque in memory of Jack Graefing for his years of service on the ABC Board to Chairman Larry Waldrop-Bill Moore, Mayor.**

**Mayor Moore** presented the plaque to Chairman Larry Waldrop in memory of Jack Graefing for his years of service to be placed in the ABC store.

**Chairman Larry Waldrop** gave a report of the recent sales/profits in the ABC store to the town council.

Discussion Followed:

**Public Hearing to consider several amendment to the Land Development Code involving permitted uses and improvement guarantees-Eric Rufa, Planning & Zoning Director.**

**Planning & Zoning Director Eric Rufa** stated that this came about due to the recent inquiry from the county to what zoning districts do you allow schools in and where are they allowed by right. This means staff level review and does not necessarily need to go to planning board. We then realized that our ordinance is very generous for the allowance of schools. It listed them permitted outright in every zoning district including residential except industrial is where schools are

permitted. This was a big eye opening moment for us. We started thinking that planning board should review it first and then go to council.

He then went over the proposed changes to the Land Development Code for the public hearing next week.

Discussion Followed:

**Update on final design options for Parks & Recreation Maintenance Building-Legerton Architecture.**

**Assistant Town Manager Heather Taylor** stated at the July council meeting you instructed Legerton to create a face bid as well as some alternates for the designs to the façade of the building. So they went back and worked on that and at the end of July they sent an email out that Mark forwarded to you that has the face bids as well as the four alternates and these designs are in your packet. They will be here next Monday to go over the bids as well as bring some pictures and samples of building materials. They want to make sure that you are comfortable with all the options for the work on the final drawings.

Discussion Followed:

**Mayor Moore** suggested a quote for an all brick facing on the building and council agreed with this.

**Assistant Town Manager Heather Taylor** said that she will contact/email them about getting a quote for this option as well.

**Improvements to main drive at Fletcher Community Park-Ben Cathey, McGill & Associates.**

**Assistant Town Manager Heather Taylor** stated that Ben Cathey will be here next Monday to present this to council. I have some general information to provide to you. Part of our CIP budget this year was to resurface the main entrance to Fletcher Community Park. So Mark and Greg met with Ben Cathey in July and they started walking the area and seeing what things we needed to do. They looked at if we need to resurface or reseal and according to Ben Cathy we need to resurface. Two of the things they looked at were widening the entrance and there are some drawings that show this if we are to extend the entrance in and they talked about moving the walkway too. There is some cost estimates included with this information as well.

Discussion Followed:

Council does agree that the main driveway needs to be paved/resurfaced.

**Comments from the Assistant Town Manager-Heather Taylor**

On the review of DOT streets in Fletcher Hills Mark has reached out to Ralph Candy with DOT regarding Higgins Road, N Westview Court and East Sunrise Court. He approached him about the town taking over these streets but only after DOT has made the necessary improvements to these streets.

On the appointment to Travel & Tourism Board the Chamber of Commerce has found someone to cover a position from the accommodation side. So we can find someone who is active in the promotion of travel & tourism category which makes it a lot easier for us. Mark when he returns is going to speak with someone at Blue Ghost Brewery to see if they are interested.

The Fletcher Family Fun Festival will be coming up on Saturday September 23. This year it will be a little different than last year. As you know FABA usually does their Business expo in the fall during the week well this year it is going to be combined along with the family fun festival.

**Councilwoman Sheila Franklin** has suggested additional food trucks for this event.

The Hwy 25 project is fully designed and is currently is sitting with DOT for review.

**Mayor Moore** has asked about the rail road crossings here in town asked has this been checked on.

**Assistant Town Manager Heather Taylor** said she is not sure at this moment but will look into it.

\*\*\*Public Input\*\*\*


**None at this time**

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

Adjourned: 07:17 pm

Approved:

9-11-17  
Date

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

Town of Fletcher  
Council Meeting  
Minutes  
August 14, 2017

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  
Councilman Bob Davy  
Town Manager Mark Biberdorf  
Planning & Zoning Director Eric Rufa  
Public Works Director Jabbo Pressley  
Parks & Recreation Director Greg Walker  
Police Chief Erik Summey

**Assistant Town Manager Heather Taylor did not attend this meeting.**

Invocation: Councilwoman Sheila Franklin  
Pledge of Allegiance: Councilman Bob Davy

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

**Approval of Minutes-corrections, additions or deletions.**  
**(7/03, 7/10)**

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

**Consent Agenda**

Approval of Ordinance # 0-17-14 in favor of the Brunch Bill of selling/serving alcohol on Sunday at 10:00 am.

**Town Manager Mark Biberdorf** stated that he had another call about this last week from the manager of Ruby Tuesdays who asked about this also.

**Councilman Bob Davy** made a motion to approve the Consent Agenda and it was seconded by Councilman Hugh Clark.

**Public Hearing to consider several amendments to the Land Development Code involving permitted uses and improvement guarantees- Eric Rufa, Planning & Zoning Director.**

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

**Planning & Zoning Director Eric Rufa** gave a quick summary of the recommended amendments.

Discussion Followed:

**Councilman Bob Davy** asked when changes are made and approved how quickly is the Land Development Code on the website updated?

**Planning & Zoning Director Eric Rufa** stated that it is updated fairly quickly within a week and the cover page shows when it was adopted and/or amended.

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

**Councilman Bob Davy** made a motion to approve the LDC amendments as submitted and it was seconded by Mayor Pro-Tem Eddie Henderson.

**Update on final design options for the Parks & Recreation Maintenance Building-Legerton Architecture.**

**Mitchel Sorin of Legerton Architecture** went over the recent options for the building and provided town council with samples of the products that could be used in the construction of this building.

Discussion Followed:

**Mayor Moore** stated that council agrees that we need to move forward with the options presented for bidding.

**Improvements to main drive at Fletcher Community Park –Ben Cathey, McGill & Associates.**

**Ben Cathey of McGill & Associates** went over the recent updated cost estimate recently provided since the agenda review meeting. (see attached) \$85,000 budgeted for this rest of funds from CIP

Discussion Followed:

**Ben Cathey** is going to get plans from DOT on placement of the sidewalks on Howard Gap Road.

**Town Manager Mark Biberdorf** - We will possibly have final recommendations done in September and let it for bid in October and possibly pave in November during down time when park is less busy.

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

I know that last week Heather talked to you about the review of the DOT streets in Fletcher Hills. These are the 3 streets that are DOT maintained: Higgins Road, N. Westview Court and East Sunrise Court. We approached DOT to see if they would move up their maintenance schedule to resurface those roads in exchange for the town taking them over. I had contacted Steve Cannon and he responded and they have set up a meeting for this Friday. Jabbo is going to meet with them and be briefed on what they are going to offer.

**Mayor Pro-Tem Eddie Henderson** reported that he has seen some activity on Higgins Road.

On the appointment to the Travel & Tourism board we were able to go into that broader category of active in the promotion of Travel & Tourism. We had talked about approaching someone with Blue Ghost Brewing. I have a call into Eric



Webber and either him or Zach Horn if they would accept I will let you know what they say. They have to be residents of Henderson County.

On the Fletcher Family Festival we have enough food trucks ( 5 ) lined up for that. We have 2 bands, kids play area, FABA expo and fireworks.

On the Howard Gap Road Expansion we have to do an 80/20 split on the sidewalk and our portion is \$ 2,799.00. If council agrees to this we will need to do a municipal agreement. We are looking at February 20 as the let date to start construction buy April 2<sup>nd</sup> and hopefully by fall we will have it done.

If council is comfortable with sidewalk piece then we can do budget amendments.

On the WCNW (broad band connection giga bit level of service that we are doing with the other municipalities) they are getting ready to do a request for negotiation on this. Once the Committee gets it in and then they will review it and work with the consultant.

Eric and I met with Commercial Carolina and Harvest Real Estate Advisors who are the developer for the town center project and they are examining Hwy 25 and we are meeting with them again this Wednesday. I will have a little more to report on after this meeting.

The Apple breakfast/parade is right around the corner.

Sept 1 9:30 breakfast Mark, Bob, Eddie, Mayor

Sept 4 2:30 Parade on Labor Day Eddie, Mayor

**Mayor Moore** asked where are we on the Hwy 25 project?

**Town Manager Mark Biberdorf** stated that McGill has finished design and Eric Rufa submitted this to DOT several weeks ago. The goal is to get this bid by fall.

**\*\*Public Input\*\***

**None at this time**

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

Went into Closed Session at: 08:08 pm

**Closed Session per NCGS 143-318.11 (4) "Industrial Matters."**

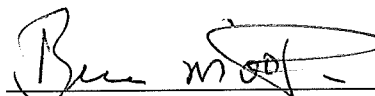
**Mayor Pro-Tem Eddie Henderson** made a motion to go out of Closed Session and it was seconded by Councilman Bob Davy.

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

Adjourned: 09:05 pm

Approved:

9-11-17  
Date

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



Town of Fletcher  
Fletcher Park Entry Drive  
August, 2017

## FEASIBILITY COST ESTIMATE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SECTION 1 - ENTRY MODIFICATIONS AND REPAIRS</b>					
<b>ROAD RESURFACING</b>					
1	Mobilization/General Conditions	LS	1	\$ 1,200.00	\$ 1,200.00
2	Pavement Repair	SY	220	\$ 40.00	\$ 8,800.00
3	Asphalt Surface Course (1.5" thick)	TN	70	\$ 110.00	\$ 7,700.00
SUBTOTAL					\$ 17,700.00
<b>ROAD WIDENING</b>					
4	Clearing and Grubbing	LS	1	\$ 750.00	\$ 750.00
5	18" Storm Drain	LF	15	\$ 30.00	\$ 450.00
6	Seeding/Restoration of Surfaces	LS	1	\$ 1,500.00	\$ 1,500.00
7	Asphalt Road Widening	LS	1	\$ 5,000.00	\$ 5,000.00
SUBTOTAL					\$ 7,700.00
<b>RELOCATION OF EXISTING PATH</b>					
8	Demolish Existing Sidewalk	LS	1	\$ 1,000.00	\$ 1,000.00
9	6' Gravel Path	SY	200	\$ 15.00	\$ 3,000.00
10	Speed Table	EA	1	\$ 2,500.00	\$ 2,500.00
11	Thermoplastic Crosswalk	EA	1	\$ 1,200.00	\$ 1,200.00
12	18" Concrete Curb and Gutter	LF	45	\$ 40.00	\$ 1,800.00
SUBTOTAL					\$ 9,500.00
SECTION 1 SUBTOTAL					\$ 34,900.00
<b>SECTION 2 - DRIVEWAY REHABILITATION AND RESURFACING</b>					
13	Mobilization/General Conditions	LS	1	\$ 3,000.00	\$ 3,000.00
14	Pavement Repair	SY	540	\$ 40.00	\$ 21,600.00
15	Speed Table	EA	3	\$ 2,000.00	\$ 6,000.00
16	Thermoplastic Crosswalk	EA	3	\$ 800.00	\$ 2,400.00
17	Asphalt Surface Course (1.5" thick)	TN	510	\$ 110.00	\$ 56,100.00
SUBTOTAL					\$ 89,100.00
<b>SOFT COSTS</b>					
18	Engineering Design				\$ 7,500.00
19	Bidding and Award (Informal)				\$ 3,900.00
20	Construction Observation and Construction Administration				\$ 7,500.00
21	Materials Testing				\$ 1,200.00
SUBTOTAL					\$ 20,100.00
CONSTRUCTION SUBTOTAL (WITHOUT SOFT COSTS)					\$124,000.00
CONTINGENCY (10%)					\$12,400.00
TOTAL CONSTRUCTION COST					\$136,400.00
TOTAL ESTIMATED PROJECT COST (INCL. SOFT COSTS)					\$156,500.00
<b>NOTES:</b>					
1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs. These estimates do not include Engineering design fees, legal fees, or application fees that will be required to complete the project.					

### FEASIBILITY COST ESTIMATE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SECTION 1 - ENTRY MODIFICATIONS AND REPAIRS</b>					
1	Mobilization/General Conditions	LS	1	\$ 1,200.00	\$ 1,200.00
2	Clearing and Grubbing	LS	1	\$ 750.00	\$ 750.00
3	Demolish Existing Sidewalk	LS	1	\$ 1,000.00	\$ 1,000.00
4	Pavement Repair	SY	220	\$ 40.00	\$ 8,800.00
5	6' Gravel Path	SY	200	\$ 15.00	\$ 3,000.00
6	Thermoplastic Crosswalk	EA	1	\$ 1,200.00	\$ 1,200.00
7	18" Storm Drain	LF	15	\$ 30.00	\$ 450.00
8	18" Concrete Curb and Gutter	LF	45	\$ 40.00	\$ 1,800.00
9	Seeding/Restoration of Surfaces	LS	1	\$ 1,500.00	\$ 1,500.00
10	Asphalt Road Widening	LS	1	\$ 5,000.00	\$ 5,000.00
11	Asphalt Surface Course (1.5" thick)	TN	70	\$ 110.00	\$ 7,700.00
<b>SUBTOTAL</b>					<b>\$ 32,400.00</b>
<b>SECTION 2 - DRIVEWAY REHABILITATION AND RESURFACING</b>					
12	Mobilization/General Conditions	LS	1	\$ 3,000.00	\$ 3,000.00
13	Pavement Repair	SY	540	\$ 40.00	\$ 21,600.00
14	Thermoplastic Crosswalk	EA	3	\$ 800.00	\$ 2,400.00
15	Asphalt Surface Course (1.5" thick)	TN	510	\$ 110.00	\$ 56,100.00
<b>SUBTOTAL</b>					<b>\$ 83,100.00</b>
<b>SOFT COSTS</b>					
16	Engineering Design				\$ 7,500.00
17	Bidding and Award (Informal)				\$ 3,900.00
18	Construction Observation and Construction Administration				\$ 7,500.00
19	Materials Testing				\$ 1,200.00
<b>SUBTOTAL</b>					<b>\$ 20,100.00</b>
<b>CONSTRUCTION SUBTOTAL (WITHOUT SOFT COSTS)</b>					<b>\$115,500.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$11,550.00</b>
<b>TOTAL CONSTRUCTION COST</b>					<b>\$127,050.00</b>
<b>TOTAL ESTIMATED PROJECT COST (INCL. SOFT COSTS)</b>					<b>\$147,150.00</b>
<b>NOTES:</b> 1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs. These estimates do not include Engineering design fees, legal fees, or application fees that will be required to complete the project.					