

Town of Fletcher  
Agenda Review  
Minutes  
October 2, 2017

Call the meeting to order at: 06:03 pm

Those who were in attendance are as follows:

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

**Councilwoman Sheila Franklin was not here at this time.**

Invocation: Mayor Moore  
Pledge of Allegiance: Councilman Hugh Clark

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

Approval of Minutes-corrections, additions or deletions.  
(9/05, 9/12)

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

**Council Updates**

**Councilman Hugh Clark:** commented on the litter sweep saying that we did the best we could with the forces that we had. We had a new comer who helped us and she did well.

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

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

**Councilwoman Sheila Franklin came in at 06:11 pm.**

**Mayor Moore** commented on the event (family fun day) at the park and how great it was. Thanked staff for all their hard work on this.

He also commented on Saturday about the litter sweep and needing more people help with this and how we can better get the word out to let people know about this event.

### **Consent Agenda**

Tax releases/refunds

Set Public Hearing for November 13, 2017 meeting in order to consider SUP

Application for "The Groves at Town Center" a 168 unit apartment complex at 35 Howard Gap Road.

**Planning & Zoning Director Eric Rufa** stated that this will go to planning board on October 17 and that we are requesting that you set a public hearing in anticipation of planning board's approval of this. The developer that is putting this forward is the same developer that did the Seasons at Cane Creek on the corner of Blake Road and Highway 25.

Discussion Followed:

Council stated their concerns with this development that the Planning & Zoning Director made note of to be discussed at the Planning Board meeting this month.

**Town Manager Mark Biberdorf** stated that next week he will be adding a Resolution to the consent agenda from the Governor's Highway Safety program on the match obligation for the motorcycle grant that the police department applied for.

### **Update on bidding schedule for road resurfacing and drainage improvements at Fletcher Community Park-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that he has a copy of what Ben Cathey was estimating to do the resurfacing, the widening of the entrance and the storm drainage improvements in the back area. He has full design plans and the bid packet is complete and they are contacting eligible contractors. The bids will be in on October 17 and on October 19 we will have a special call meeting to bring the lowest responsible bidder to council.

Discussion Followed:

**Consideration of fund balance policy-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that this is something that we have been working on for a while and this is one of the goals that have been set for the year is to establish a fund balance policy. We have been fortunate to be able to build our fund balance over the last 5 years now. We looked at other fund balance policies out there and I liked Hendersonville's. This one that you have a draft of in your packet is very similar to Rockingham County's. On a fund balance policy you are looking at what is a minimum amount of unassigned reserves that is available for any type of purpose. The LGC (Local Government Commission) talk about a minimum of 8% but it is typically a lot higher than that. For us the LGC wanted us at one time years ago to have something in the 60% range which to me is a bit high. Our decision is to be in a range of 45% as a minimum then to 65%. Last year's unassigned fund balance was 55.5 % this year's audit is ending at 52%. This 52% does not include what we needed for (\$400,000.00) the Hwy 25 corridor improvement project. This money has already been placed in a committed balance fund.

Discussion Followed:

**Update on bidding schedule for Parks & Recreation Maintenance Building-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that Legerton has been hard at work on their construction documents to get the design and then they will review it with us for bid. They are nearing completion on it and then the next step is to review it probably in November. Then the next step is the permit submittal phase which will probably be in November or December. One thing that is making this a longer process is the sewer connection permitting required with DEQ and Army Corp of Engineers because we are moving through that field that we have some linear wetlands on. There was some discussion on doing the sewer construction separate on this project but we just can't do that it all needs to stay together (sewer and building) for when it goes to LGC for approval. We are hoping for an opening for bids in early February and construction start at the end of February.

Discussion Followed:

**Appointment of representatives to the Henderson County Water & Sewer Advisory Committee-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that John Connet (City of Hendersonville) has been facilitating a water and sewer technical advisory committee. He basically started this up to help with keeping communities advised as to what is going on with water and sewer projects in the county. He mentioned that there was a previous water and sewer advisory committee that went inactive several years ago and was just recently reformed at the urging of the Henderson County Commissioners. This is an 11 member board and the whole purpose to give general input on water and sewer plans for extension, capital improvement plans, long range plans and water and sewer reports

Discussion Followed:

After discussion on this Councilwoman Sheila Franklin has agreed to be on this committee to represent Fletcher.

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

The DOT resurfacing and roadway abandonment(s) these are the first collection of streets over in Franem Acres and Fletcher Hills. These are Higgins Road, East Sunrise Court, North Westview Court, in Fletcher Hills, and in Franem Acres Oakbrook Road and Belmont Drive. There were a couple issues with the manhole covers one in particular on Belmont Drive that needs to be raised. A stop bar will be placed on Higgins Road at the stop sign where the roads come together. (4 way stop). I will make a request that they do the roadway abandonment from DOT and I will do an email notice then they will be under our maintenance.

I met with Dr. Laura Leatherwood (new president of BRCC) concerning the training facility out here through Blue Ridge and gave her a background on it. Chip Gould is the new chair of the board of trustees at BRCC so that we can get a concept together of what this would look like on paper. The model must be sold in order for commissioners to approve this and Blue Ridge needs to be a little more aggressive. I will be meeting with the both of them soon on this.

On the construction administrative services for the HWY 25 corridor product because we are receiving a grant we cannot just use McGill we have to go through a proposal or RFP process and it is due on the 20<sup>th</sup> of October. Eric Rufa is coordinating that process.

We have on the agenda for a closed session for contract services. Rob Settle is still working on this but not working with Anthony on this right now and Rob is coming this Wednesday afternoon with other potential partners. We still could have the closed session but not sure at this moment. (Will keep this on agenda)

I received a phone call from a company (infrastructure cell towers crown castle) that is interested in some town owned property on the last section of the greenway under Mills Gap Road. This is that 12.3 acre parcel back in there which was the last section that we acquired. They interested on doing a cell tower in that area They would need an 80 X 80 area for a 190 foot tower. They were supposed to send me more information on this and I have not received anything as of yet.

LGCCA is on Tuesday October 17 at 3:00 pm

The Henderson County Partnership Banquet is on Thursday October 12<sup>th</sup> at 5:30 pm.

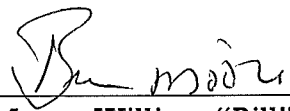
**Closed Session per NCGS 143.318.11 (5) "Contract Negotiation" (Regular Meeting)**

**Councilwoman Sheila Franklin** made a motion to adjourn and it was seconded by Councilman Bob Davy.

Adjourned: 08:20 pm

Approved:

11-13-17  
Date

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

Town of Fletcher  
Council Meeting  
Minutes  
10/09/17

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  
Councilman Bob Davy  
Councilman Hugh Clark  
Councilwoman Sheila Franklin  
Town Manager Mark Biberdorf  
Assistant Town Manager Heather Taylor  
Planning & Zoning Director Eric Rufa  
Parks & Recreation Director Greg Walker  
Public Works Director Jabbo Pressley  
Police Chief Erik Summey

Invocation: Mayor Bill Moore

Pledge of Allegiance: Councilman Hugh Clark

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

None at this time

Approval of Minutes-corrections, additions or deletions.  
(9/05, 9/12)

**Mayor Pro-Tem Eddie Henderson** made a motion to approve the minutes as written and it was seconded by Councilman Bob Davy and Councilman Hugh Clark.

**Council Updates**

**Councilwoman Sheila Franklin:** None at this time

**Mayor Pro-Tem Eddie Henderson:** Commented on the paving of Higgins road by DOT and how great it looked.

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

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

### **Consent Agenda**

Tax Releases/refunds

Set Public Hearing for November 13, 2017 meeting in order to consider SUP Application for "The Groves at Town Center" a 168 unit apartment complex at 35 Howard Gap Road.

Approval of Resolution # R-17-03 for the Police Department to receive a grant in the amount of \$39,000 from the NC Governor's Highway Safety Program.

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

### **Update on bidding schedule for road resurfacing and drainage improvements at Fletcher Community Park- Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that last week he talked to council about the bid packet (6 contractors have been invited) that Ben Cathey has for this project. He stated that he heard from Ben Cathey today that as of right now he only has one company or possibly two bidding on this project. He said that we could go ahead and bid it and see what we get or we could bid it with an addendum saying that they would not start until the spring of this year. Or we could send out an addendum to say that we will not bid until January of this year.

Discussion Followed:

**Councilman Hugh Clark** suggests giving an option to bid yet do the work either now or in the spring in the allotted time that is available.

**Town Manager Mark Biberdorf** stated that he will contact Ben Cathey to do addendum to submit bids by October 17 with the option that they could do the work this fall or the early spring.

### **Consideration of fund balance policy-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that last week he talked about the merits of doing a fund balance policy. We spent some time researching other fund balance policies and put this draft policy before you. With a fund balance policy you are

typically going to have a minimum and what we are recommending is a suggested range of 45% to 65% of unassigned fund balance. (Monies for items that may be needed) The policy would take effect immediately. Please keep in mind that this can be amended or done away with by a vote from council.

Discussion Followed:

**Councilman Hugh Clark** made a motion to approve the Fletcher fund balance policy and it was seconded by Mayor Pro-Tem Eddie Henderson.

**Update on bidding schedule for Parks & Recreation Maintenance Building-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that council has a schedule/chart that shows the entire construction process to completion. He then went over the schedule with council.

Discussion Followed:

**Appointment of representative to the Henderson County Water & Sewer Advisory Committee-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated this is an entity that the City of Hendersonville had going with the county to keep advised of plans for water expansions and capital improvement plans that effect water and sewer. The group had gone inactive. The county had requested that the contract required that they are supposed to have this committee. The City of Hendersonville in good faith has reactivated this committee and is seeking members for this committee.

Discussion Followed:

Councilwoman Sheila Franklin will represent the town on this committee.

**Mayor Pro-Tem Eddie Henderson** made a motion to approve Councilwoman Sheila Franklin to represent the Town of Fletcher on the water and sewer advisory committee and it was seconded by Councilman Hugh Clark.

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



On the DOT street resurfacing the work is done and it looks satisfactory. There were two issues a culvert needed to be cleaned out and a manhole raised on Belmont Drive. Once this is done then I will do an email to the maintenance engineer for the town to take over Higgins Road, East Sunrise Court and, North Westview Court in Fletcher Hills and then the two over in Franem Acres which are Oakbrook Road and Belmont Drive.

I had previously met with Dr. Laura Leatherwood (new BRCC president) about doing a training facility here. I met with her again and Chip Gould this afternoon and we are trying to do some strategizing and on how to work this out.

On the Hwy 25 corridor project we are advertising for construction administrative services. This is the firm that oversees that process. McGill will submit a proposal as well. Eric is working with DOT and we have sent that out and it is due October 20 and then we will review those proposals.

On the Fletcher Town Center project Rob Settle was bringing other partners in. We had a meeting with about 5 representatives of these companies. The Keith Corporation and Sports Med Properties. The Keith Corporation did the Misson/Pardee medical complex here at our town limits. They are a very reputable firm with capability to work with us this on this. We spent a lot of time talking about our limitations of town owned property here in town. They want a copy of our appraisal to know what our land values are here. We have a follow up meeting here on October 23 with the Sports Med group.

Discussion Followed:

On the cell tower on the park property I have not heard anything back from this company for locating a cell tower on that greenway property.

LGCCA is next Tuesday at 3:00 pm. If you have any items for the agenda please let us know.

You have a copy in front of you of the email from the partnership for the dinner on Thursday night at 5:30 pm.

On the agreement with Commercial Carolina it is suggested that we extend it out next year. I then can go ahead and get that executed.

Council agrees to extend out 1 year in November with a specific date.

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

**None at this time**

**Closed Session per NCGS 143.318.11 (5) "Contract Negotiation"  
WAS CANCELLED BY TOWN COUNCIL**

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

Adjourned: 07:54 pm

Approved:

11-13-17  
Date

Bill Moore  
Mayor William "Bill" Moore

Town Council Special Call Meeting  
Minutes  
Discussion on bid proposals  
October 19, 2017

Call the meeting to order at: 04:25 pm **by Mayor Pro-Tem Eddie Henderson.**

Those who were in attendance are as follows:

Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy  
Councilwoman Sheila Franklin  
Councilman Hugh Clark  
Town Manager Mark Biberdorf  
Ben Cathey of McGill & Associates

**Mayor Bill Moore did not attend this meeting.**

**Discussion on bids recently received for the road resurfacing and drainage improvements at Fletcher Community Park-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** gave a brief overview of the documents that council had before them. He stated that unfortunately we only had one bid that came in and it was from Southeastern Construction. Their bid came in at \$ 252,500.00 and it was specked out of a base bid in the bid packet. Everything was included but the drainage improvements, speed tables, cross walk and the stamped asphalt as alternates. The base bid was \$196,925.00 and then the first alternate was the drainage improvements which came in at \$ 36,725 and then the second alternate was the speed tables & crosswalk that came in at \$18,900. Those three pieces totaled the \$252,500.00 amount for the total bid. Then for some perspective on this the total construction estimate that McGill & Associates had prepared was \$211,321.00 to include contingences. So this is \$41,000.00 higher than what we anticipated of course there was no competition on the bids. All of the contractors are so busy that it is hurting our abilities to get good bids for this project.

**Ben Cathey of McGill & Associates** had commented on Southeastern Construction dealing with some paving issues that we have had in the past so they are not necessarily first pick and their prices are high. Ben Cathey stated that this is a high price and he does not believe that they have priced it very well and it is over cost.

**Councilwoman Sheila Franklin** suggested possibly rebidding this and contacting some bidders to come out of South Carolina.

**Ben Cathey** stated that we could possibly do this but the biggest challenge is the hauling of the asphalt material from South Carolina.

Discussion Followed:

**Ben Cathey** stated that he recommends rejecting this bid and rebidding this work with the road resurfacing project over the winter. Bid this work either in January or February.

Discussion Followed:

**Councilman Hugh Clark:** suggested putting out a bid to get the drainage done at this time and then having the paving done at another time.

**Town Manager Mark Biberdorf** asked council if they preferred to bid drainage improvements now.

Discussion Followed:

**Councilman Hugh Clark** likes idea of combining the paving in the park with the resurfacing of the roads in the spring.

Council agrees to do the bidding now for the drainage improvements and then bid the paving out in the spring with the town roads that will be due for resurfacing.

**Town Manager Mark Biberdorf** stated that he would let Southeastern know that we are going to reject their bid.

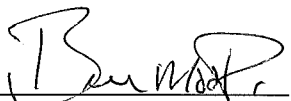
**Councilman Hugh Clark** made a motion to reject the bid as submitted and it was seconded by Councilwoman Sheila Franklin.

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

Adjourned: 04:54 pm

Approved:

11-13-17  
Date

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