

Town of Fletcher
Agenda Review Meeting
Minutes
January 2, 2018 "Tuesday"

Call the meeting to order at: 06:00 pm

Budget Work Session to take place at regular meeting on January 8, 2018 at 4:30 pm

Those who were in attendance are as follows:

Mayor Rod Whiteside
Mayor Pro-Tem Eddie Henderson
Councilman Bob Davy
Councilman Hugh Clark
Town Manager Mark Biberdorf

Councilwoman Sheila Franklin did not attend this meeting.

Invocation: Mayor Pro-Tem Eddie Henderson
Pledge of Allegiance: Mathew Rodgers

Public Input
None at this time

Approval of Minutes-corrections, additions or deletions.
(12/4, 12/11)

Mayor Whiteside stated please review the minutes and let any changes be known next week.

Council Updates

Councilman Bob Davy stated that he was disappointed that we did not have the Christmas parade this year but understood why due to the weather.

Consent Agenda

Tax refunds/releases

Approval of Budget Amendment #3 to the FY 17/18 Budget Ordinance to fund \$5,000 towards the greenway conceptual design.

Town Manager Mark Biberdorf commented on the tax refunds/ releases saying that the company had listed it in time and demonstrated they had submitted it in time to the county and that is why the release.

On the \$5,000 for the greenway design it will be appropriated from the park development fund. You appropriated it last year we just did not use it then.

Approval and Presentation of Proclamation P-18-01 in of "Bill Moore Day" in Fletcher-Rod Whiteside, Mayor.

Mayor Whiteside stated that he would like to postpone the actual date until we can allow the portrait to be completed that he would prefer to keep these together. He would like to have the portrait unveiled and the proclamation presented at the same time.

Discussion Followed:

Council agrees to put this on hold at this time.

Mayor Pro-Tem Eddie Henderson stated that he would like to add to the agenda next week official naming of the park in honor of former Mayor Bill Moore.

Update on proposed recycling contract with Curbside Management-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that Jabbo and I worked with curbside management on the new contract.

The first thing we discussed was extending the contract for a 5 year period. Then the second thing we talked about was getting assistance with marketing efforts. Right now the contract has that all on the town. They have offered articles and information for the newsletter. They also have power point presentation that they could be done at the schools to help get children involved so that they will talk to their parents.

I had received a suggestion from a resident in Livingston Farms if they knew a general time range when the truck was coming through. They said that this would be too hard to determine especially with a new driver etc. So we still have to encourage residents to have their recycling out early/the night before. The issue with that is the wind seems to be higher out there so sometimes the residents wait a little longer before they put their recycling out. They used to automatically issue lids but the lids don't last long they crack etc. For those who want lids we would have lids again to provide as requested to prevent some material as blowing out. Right now our rate is \$2.36 per household per month we have a little over 2900 people listed as our residents/customers for the town. The rate goes up per cost of

living adjustment. As of right now Barry Lawson is working on re-writing a draft of the new contract and I am hoping to have that to you within a week.

We also did the observatory tour which I had never been out to see the recycling operation and they are also getting ready to expand because their business has grown.

A resident also brought up going to a larger container. We currently allow only up to a thirty two gallon container. While they (curbside) can handle a larger container they did not want to allow anything larger unless there was uniformity and everyone had the same size container.

We could possibly go after some grant funding for containers (it would be a match fund) and then we can offer them to people who would actually want/use them. It would be costly for us to buy them for everyone. We want to encourage recycling by making it as easy as possible for residents.

Discussion Followed:

Councilman Hugh Clark suggests going to once a month pickup with a 90 gallon container and still charge the same \$2.36 per household.

Discussion Followed:

Council has asked the Town Manager to check into a larger container and going to a once a month pickup with Curbside. The other suggestion was for us to get prices for 50 gallon containers to purchase and be made available to residents who may want them.

Phasing of Improvements for proposed park adjacent to Meritor-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that in follow up to the approval of the park master plan for the town property (across from Meritor) I had mentioned that I would be looking through the master plan to see if we can break that out into additional phases to incorporate that into the CIP for funding. I went back to the master plan and it had two phases in there with a total cost of three million dollars. In the master plan with the two phases were pretty much all the improvements on the north side of the property which was the pavilion area, stage, nine hole disk golf course, trails along the creek, fishing pier and other improvements. This included the engineering and the road in. The second phase improvements on the south side of the property which was the playground, splash pad, restrooms and tennis courts.

I had talked to you about initially doing the main road and the trails as kind of first step in there because this was the highest ranked in the survey and this is one of the cheaper parts of the plan to try and address this first. Then I broke it out to phase 1, phase 2, and phase 3 there is a memo attached to the agenda that explains this.

He then went over the phases of the plan with council and suggested a General Obligation bond as a possible funding option.

Discussion Followed:

Councilman Bob Davy stated that he prefers that we do phase three before phase two due to the cost of phase two.

Mayor Pro-Tem Eddie Henderson stated his concerns on the projects that the town already has going on now (parks & recreation building, paving/repairs in the current park and entrance widening) and the money needed to do this park project.

Councilman Hugh Clark would like to have an estimate as to what a bond referendum costs. He believes that if we had a bond referendum that we know how the residents feel about the whole thing. This will help us to decide on whether we go forward with it or not.

Discussion Followed:

Draft of brochure on town services-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that as I mentioned before we have been working with Summit Marketing on a brochure. We wanted to have some type of document for new residents that lists what services the town offers. Summit had done a draft of the document and asked council to review the brochure and any thoughts or ideas on it.

Councilman Bob Davy suggested having a picture of the park on the front page rather than town hall. He also said that the section on Parks & Recreation needs to be more detailed and needs to have a contact number as well.

Discussion Followed:

Council had some blank questions on the blank pages and what is going on with that.

Town Manager Mark Biberdorf stated that they are currently making some edits to the brochure before it will be finalized.

Comments from our Town Manager-Mark Biberdorf.

LGCCA is January 16th at 3:00 pm

On the Powell Bill projects Ben Cathey is working on the cost estimates for the street resurfacing and I will probably be adding as an agenda item for the regular meeting.

On Hwy 25 project waiting on a revised timeline for bidding the project.

The Howard Gap Road project will be let for bid in February.

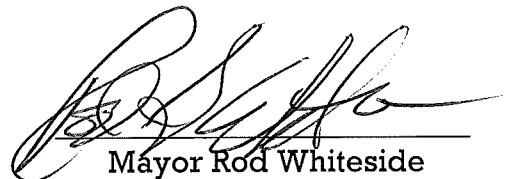
McGill went back out for us to bid storm drainage improvements in the park and the bids will be in on 9th of January. We may hold a special call to keep this moving if we get a good bid.

Mayor Whiteside asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilman Hugh Clark.

Adjourned: 07:20 pm

Approved:

2-12-18
Date


Mayor Rod Whiteside

Town of Fletcher
Council Meeting
Minutes
January 8, 2018

Call the meeting to order at: 04:29 pm

Those who were in attendance are as follows:

Mayor Rod Whiteside
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

Budget Work Session and Presentation from staff from 4:30 to 6:00 pm

Town Manager Mark Biberdorf thanked everyone for being here today and stated that we will be holding our budget work session in which this is an opportunity to kick off the season. I want to give department heads an opportunity to talk about this past year and the up and coming budget year. I will then close out things at the end with revenues and CIP and other stuff relating to the budget.

IT Budget:

Mathew Horton stated that we had one big project this year and that is the phone system and it has been a long time coming. We finally replaced our 10 year old barely working phone system with a brand new cloud based system. This has allowed us an IP switch for the town hall which has doubled our internet speed. With all new phone equipment and provider who is actually able to trouble shoot when we have a problem with the system.

We have one project outstanding this year which involves upgrades to the multimedia cables in this building and replacing all the microphones that you currently use. We have Unified AV systems coming up from SC tomorrow to evaluate our system. It has been difficult finding someone to work on this system

and the vendor that installed this system has been unresponsive so we are having to switch. We will be adding wireless access points to all three floors of the building to provide better wireless coverage. We have a bunch of new work stations for people that cannot be deployed yet because we are waiting on a critical patch from progress software which is the database that drives the Mais Accounting system for Windows 10 compatibility.

This next year we are going to be requesting a lot. This IT stuff tends to go in waves and some years not a lot needs to be done. Then you have years that a lot of stuff needs to be done. The server hardware is the oldest hardware in the building right now. It is time to replace it. The software that drives our current mail server is going out of support in 2020 so we are going to have look at moving off of that. One option is a significant expense of new hardware and software to upgrade it to the latest version. Another option is to actually push the mail functionally out into the cloud and then just pay a monthly cost for that and we would not have to buy all that stuff. I am leaning more toward the cloud option because if the building should ever go off line for any reason or the power goes out the email would still function because it is not relying on anything here. So I am going to get both those proposals and see what looks the best. Our phones are on the cloud now.

Another thing coming down the pipeline is that one of you had asked me about is the feasibility of public access to wireless at the park. (Optional) Internet line for that purpose and equipment. Upfront cost about \$100 monthly.

Discussion Followed:

On Software licensing there is no maintenance fee but when it does go out it needs to be replaced. The RMS server licensing for police department is 12 years old and needs to be replaced so there will be some cost with this as well.

Discussion Followed:

Public Works:

Director Jabbo Pressley as you know we added a new employee this past year and this has been a big benefit to us. Normally we had a temporary that worked about 30 hours a week from March to October. With the new employee we have been able to get more accomplished and have been able to run 2 chippers to get the brush done a lot quicker. We have finally been able to do maintenance on the sidewalks on Hwy 25 and remove all the dirt and debris from them, We had an increase in M & R facilities in town budget was doing pretty good but we are over on our town facilities budget. This fall we replaced the lights that were burned out in the parking lot which was over 1000. The new banners and hardware have been ordered to be replaced on Hwy 25. We had an increase in department supplies that increased from \$ 8,000 to \$19,000 and \$11,000 of that was for trash cans for the new subdivision

and while they have not broken ground yet we have provided trash cans to the new homes in St John's Woods. Last year we had over 2,888 trash cans in Fletcher and this year we are over 3,000. We got our new truck in and are in the process of getting it equipped and waiting for the new dump bed to go on it.

This next year: We will be asking for an increase in travel and training. At the end of this semester Joe Sword becomes a licensed mechanic. Once he becomes a licensed mechanic there are other classes that he can take to become ASE certified in. (Brakes, hydraulics and steering) I would like to do some training for our other men as well. When we go out to work on our roads that require flagging some of our guys have had training in flagging operations but others have not. For their own safety they need training in this.

We also need a four post lift for the cars. We currently have a two post lift and three of our trucks are too heavy for it and some of our police cars will not work with the 2 post lift. We could keep the two post lift and move it to the side and make room for the other. A four post lift is about \$8,000.

On the CIP items in the next several years: We have a mower that is 20 years old that we are still using and it will need to be replaced soon. We have a tractor that we are using quite a bit and now parks & recreation is using it as well. It is a 2000 model and it is big enough to do some things we need but not big enough to do other things we need. I would like to get that replaced with some attachments that would mow the side of the road and mow around the edge of the park. We have a 1997 dump truck down there that does not have but 20,000 miles on it but there is two things wrong with it. One is that it has needed a lot of work on it (due to age) and it is substandard in size. If you put a plough on it and load the spreader the truck is overweight. We would like to look at a brush grabbing truck that keeps the employees from handling the brush. I have talked to several other municipalities in the area and we are one of the few that still uses a chipper to get rid of the brush. The chipped brush is taken to Cason and they charge \$30.00 a load.

Discussion Followed:

Police Department:

Police Chief Erik Summey this past year 2017 we are 49% on our budget expenditures so far. We have purchased the 3 vehicles through capital expense those are in the process of having the equipment put on them. We applied for and were granted the Lieutenant's position for our department. We filled that position internally with Lieutenant Gutierrez and he has been doing that job now since July of 2017. We purchased the motorcycle in October and we are taking it tomorrow and get the lights and stripping put on it. On the Governor's crime commission grant we applied for through the state that was a non matching grant we received a letter

in September and they said that it looks good but we can't do anything because the federal government has not decided what they want to do. This grant was for four viper radios. The total of that grant was \$23,160 and it was non matching. These radios are almost \$4,500 apiece. If we don't get them we will try again for them. They have told us we are approved but we can't get the money.

The chief then explained the use of the viper radio system to council and how valuable it is for communication between Buncombe and Henderson county departments.

On the animal enforcement program we have worked with Heather to have the vaccinations for the officers that elected to have them. We will have 13 that have had the rabies shots and about 4 or 5 that have elected not to. We ordered the equipment for each officer gloves and catch poles to go into each vehicle. Then we ordered the equipment for the vehicle itself. We ordered two separate kennels for the vehicle. We ordered a 22 rifle with a silencer in case an animal has to be euthanized and to be able to do this as humanely as possible.

In the coming year we are looking at the five year mark to replace bullet proof vests. The Department of Justice has a reimbursement program of up to 50% so this is definitely what we are going to go for. We are probably going to have to replace the ford explorer it has over 100,000 miles on it and it is making some noises. The only other thing that we have is probably constructing an office in (part) of the training room. With the promotions/increase in staff we have run out of office space. So there is a conference room outside of our secure area (known as the garden room) so Detective Diaz is using that now as his office. So in the coming year hopefully we can obtain money to get an office built in the training room.

Discussion Followed:

Parks & Recreation:

Director Greg Walker this past year we saw a lot of growth events and programs. We provided 12 events this past year with one event having over 3,000 participants with an average of usually 1,500 participants for events. We were able to renovate the men's and women's restrooms and laser grade all five ball fields. We hope to have the online registration up for all our programs.

In the coming year we are going to need a Scag mower, Polaris ranger, Pro-Turf field groomer, our Jeep is aging and needs to be retired it has become a challenge to find brakes and replacement parts for it. We also are requesting a full time maintenance position.

Discussion Followed:

Planning & Zoning:

Planning & Zoning Director Eric Rufa stated that he does not see any changes or impact on the budget for the coming year. We are coming up on the Hwy 25 corridor project the engineering is done and it is now being tweaked by McGill and they are in the process of rebidding that. The project is going to be 80% funded by DOT and once the bills start rolling in we will be paying our 20%. On tonight's agenda you will see a budget amendment that we have talked about for the \$5,000 that is going to the land conservancy for the greenway study feasibility plan.

Discussion Followed:

Administration:

Assistant Town Manager Heather Taylor stated that it has been another good successful year for the town. We had another successful audit that was presented last November. We continue to have a 99.89 % tax collection rate that helps us to fund all the projects for the town.

In terms of looking ahead for this budget year I do not see any major changes in the admin budget. I do want to say that Jan will be retiring at the end of this year so that will be a change in terms of personnel. In terms of the professional services budget the economic incentives line item (Continental Teves) should be going down now because we hit our high mark this year. On our legal fees we are over about 50% this year so we might look at increasing that next year.

CIP, Revenues and other items related to the budget:

Town Manager Mark Biberdorf stated that as far as accomplishments overall we are on track this year. We had two positions added this year one within our police department and the other in public works which helped significantly. We did increase our service level this year with animal control being taken in and thankfully we were able to do that without having to increase taxes.

We are in the midst of year two of our CIP and that is going along smoothly. We are moving along with the Town Center project/Heart of Fletcher. We started with Rob Settle of Commercial Carolina and Anthony Sparrow with Harvest Real Estate Advisors and Anthony has kind of moved away from the project and we have re-upped our contract with Commercial Carolina last month. I hope to have him back (Rob Settle) in February of this year for an update. Financially we are doing very well of course we did the fund balance policy that was adopted to keep our

unassigned fund balance within the range of 45% to 65%. Our last fiscal year ending when we got that information is when we grew our fund balance again by over \$34,000. So we are at close to \$3.5 million in unassigned fund balance and that is 51.9% of our general fund expenditures so we are in good shape there.

In the CIP we are in year two of a five year CIP and we continue to dedicate eight and one half cents of our .34 cents towards CIP and six and one half cents is budgeted for debt service or payment on loans. The remaining two cents is for cash payment on projects that are identified in the CIP. This past year I know the chief mentioned the police car rotation and we are keeping that up. We also had the purchase of the pickup truck by public works. We had in there for the resurfacing of the main drive at Fletcher Community Park, broadening the entrance and storm drainage improvements which has not gone as smoothly as we had hoped. Tonight we will be talking to you about the storm drainage improvements piece and the good bids we received on this and it is under budget.

On the debt side we have the debt service payments on the Town Hall project and we budgeted in there for the Parks & Recreation maintenance building although we are not to a point where we are making any payments on that.

In the coming year of year three of the CIP we have \$58,000 to resurface all hard trails at the park. The police car rotation will be in there again and the financing of town hall improvements is in there and the financing of the Parks & Recreation Maintenance building. I will also be talking to you about a potential amendment to the CIP to possibly include phase one improvements of the park area across from Meritor. I know we talked about GO bonds as a source of funding this project as well.

On the revenues I anticipate some modest growth (commercial/residential) in the coming year with property taxes, (no reval this year) sales tax revenues have been good for now, utility sales tax revenue is weather dependent and is good and will hit budget on it. The big thing is with the ABC Revenues and we are getting roughly \$70,000 now and the sales have been good at the store but the big shot in the arm is that the store is paid off at the end of this fiscal year. This will result in an increase in revenues for us since the \$8,000 a month towards the debt payments will then be coming to the town.

Discussion Followed:

On the Library Road project you had approved a match to do 50/50 with the county to resurface Library road. I met with the county engineer last summer and decided that based on the project there with the church to try not get in the way that to bid this out in the next month or two and the county is supposed to design it. We have \$35,000 in the budget for our part of this.

Discussion Followed:

On the Recycling contract we may look depending how the grant cycle hits if we can go after some phased implementation of buying larger recycle bins for the public to use.

On the extension of greenway trail and greenway study preliminary design there could be some budgetary implications. There may be something that comes up in addition to the initial expenditure into the coming year. Conserving Carolina will be hopefully looking at larger sources of grant funds towards building the trail.

Mayor Whiteside asked for a motion to recess and it was so moved by Councilman Bob Davy and it was seconded by Councilman Hugh Clark.

Recess for Dinner Break at: 05:55 pm

Return from Dinner Break at: 07:01 pm

Invocation: Mayor Pro-Tem Eddie Henderson
Pledge of Allegiance: Mathew Rodgers

Public Input

Todd Stimson 30 Fawnhurst Lane, Fletcher had some information to pass on to council concerning medical marijuana. He stated that their attorney was working on a revised resolution to bring to the agenda.

Approval of Minutes-corrections, additions or deletions.
(12/4, 12/11)

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

Motion carries all were in favor.

Council Updates

No updates at this time

Consent Agenda

Tax refunds/releases

Approval of Budget Amendment #3 to the FY 18/19 Budget Ordinance to fund \$5,000 towards the greenway conceptual design.

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

Motion carries all were in favor.

Approval of the lowest responsible bidder for drainage improvements project at Fletcher Community Park- Ben Cathey

Ben Cathey of McGill Associates stated that you have a copy of my recommendation letter of award that summarizes the numbers we received. The third page is the certified bid tab and the last page is Trace & Company's bid. A few months ago we separated the overlay for the park entry drive and the drainage to try and get more specialized bids for the drainage project.

Discussion Followed:

Councilman Bob Davy made a motion to accept the lowest bid from Trace & Company for the drainage improvements and it was seconded by Councilman Hugh Clark.

Motion carries all were in favor.

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

Ben Cathey from McGill & Associates went over the estimate for the street resurfacing project to include the 6 streets listed (in the memo attached to the agenda) and included in the estimate is also a pipe replacement on Hickory Drive and a turning radius on Fanning Bridge Road. The estimated cost for everything is \$222,610 to include design fees, bidding the project, contract administration and award, construction costs and a 10% contingency.

Discussion Followed:

Update on proposed recycling contract with Curbside Management-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that in follow up the goal is try to keep the contract in the same terms. We plan on extending this out for a 5 year period and we

talked about asking for help with marketing efforts and they have agreed to do that. They were not able to do a notification of a general time range of their driver's arrival it was just too hard to predict. They are willing to provide lids for the regular containers. On the 50 gallon roll out carts they were not willing to go up to that unless it was a standard purchase by the town or curbside. We are looking at a grant funds that are out there with the state to help with the cost of roll out containers. Barry Lawson is working on the contract now. I talked to him about going out (pickup) only once a month and he did not think that it would work.

Discussion Followed:

Phasing of Improvements for proposed park adjacent to Meritor-Mark Biberdorf.

Town Manager Mark Biberdorf on the park master plan it was back this summer that you approved the master plan update. It is a pretty ambitious plan as far as the level of improvements up to a 3 million dollar value/estimate. In trying to break that out further and spread the cost. How do we pay for it? How much of demand is there from town of fletcher residents? I broke it out into three phases and phase one is the roadway going in, the greenway trails to be built and then the creek access which is about \$240,000 to do that. There is some room in there into the next fiscal year we will have about \$40,000 to \$50,000 room (coming fiscal year) as an amendment to the CIP. Then unappropriated fund balance can help cover some part of that and the park development funds.

In phase two(master plan had two phases) I was looking at play area, restrooms, tennis and pickle ball courts, parking pad, playground and splash pad at a total of 1.4 million. Funding sources would be private donations, grants and installment purchasing financing or GO bonds.

In phase three was the event lawn, parking pad, utility connection. Other features included the pavilion, stage (north side of property) restrooms, community garden and Frisbee disk golf course then surveying, design and permitting and which totaled almost \$892,000. Funding sources would be the same as phase two.

Discussion Followed:

Draft brochure on town services-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that I talked with you last week about this. The follow up was that you wanted me to get a picture incorporated from a town

event. There was also a question about that blank page we will get these items amended and bring it back to you.

Discussion and potential approval of specific name change to Fletcher Community Park in honor of former Mayor Bill Moore-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that council had suggestions for renaming the Fletcher Community Park opening the floor for suggestions on the name.

Discussion Followed:

Name Suggestions:

Bill Moore Community Park
Bill Moore/Fletcher Community Park
Moore Fletcher Community Park

Councilman Hugh Clark to change the name from Fletcher Community Park to Bill Moore Community Park and it was seconded by Mayor Pro-Tem Eddie Henderson.

Discussion Followed:

Motion carries all were in favor.

Comments from our Town Manager-Mark Biberdorf.

On the ABA contract the letter went out to terminate the contract with Fletcher RC flyers. Once the time period has expired for them to vacate the property we will look at some type of use for the property at that time.

I need to set up the meetings with legislative delegation later in the day to discuss our priorities list. Usually the mayor and another councilmember attend. I was planning on setting these up around 4:30 pm.

The LGCCA meeting is next Tuesday at 3:00 at the Historic courthouse in downtown Hendersonville we usually leave here at 2:30 if you would like to ride together.

I have been approached by our elections director Beverly Cunningham about town hall being a polling place. It would be held in the council chambers here for the most space and has to be accessible to the public. If you would like I can have her come to the February meeting to discuss this with you.

Council is interested in hearing more about this.

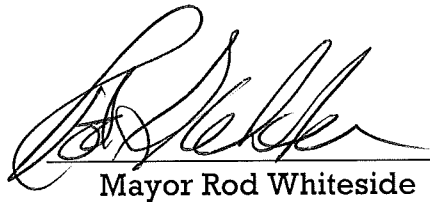
I am going to be working with a part time intern who is a student at WCU. He is going to be working two days a week here and his name is Dalton Buckner.

Mayor Whiteside asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilman Hugh Clark and Councilwoman Sheila Franklin.

Adjourned at: 08:10 pm

Approved:

2-12-18
Date


Mayor Rod Whiteside