

Town of Fletcher  
Agenda Review Meeting  
Minutes  
March 5, 2018

Call the meeting to order at: 05:59 pm

Those who were in attendance are as follows:

Mayor Rod Whiteside  
Mayor Pro-Tem Eddie Henderson  
Councilwoman Sheila Franklin  
Town Manager Mark Biberdorf  
Planning & Zoning Director Eric Rufa  
Parks & Recreation Supervisor Nicole Sweat

**Councilman Bob Davy and Councilman Hugh Clark did not attend this meeting.**

Invocation: Mayor Rod Whiteside

Pledge of Allegiance: Jasmine Banks of Rugby Middle School

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

**Todd Stimson 30 Fawnhurst Lane Fletcher NC** stated that they would like to keep council up to date on any new items that he may have. He also supplied council with a governmental magazine that had some information about medical marijuana. He also stated that he is interested in short term rentals as well because they have some property that they were interested in renting out.

Approval of Minutes-corrections, additions or deletions.  
(2/05, 2/12)

Council is to review the minutes and let any changes to be known next week

**Council Updates**

**Mayor Pro-Tem Eddie Henderson-** commented on council emails going back and forth that needed to be discussed and his concerns about the Mayor deciding to move forward on his own with a student recognition program after town council voted against doing this project.

**Mayor Rod Whiteside** commented that he had decided to do this program on his own with no town funds being used or employee time being involved.

Discussion Followed:

**Consent Agenda**

Tax refunds/releases

Approval of audit contract with Lowdermilk & Church for FY 17/18.

Approval of Resolution R-18-02 to sell surplus property on gov deals.

Approval of Elaine B. Liddy to serve a 3 year term on the Parks & Recreation Advisory Board to expire in 3/2021.

Set Public Hearing for April 9, 2018 to consider a rezoning request for a portion of 3086 Hendersonville Road to be rezoned from R-2 (residential) to C-1 (Commercial)

Approval of Proclamation P-18-02 in honor of National Service Recognition Day in Fletcher.

Approval of Sam Riddle to serve another 3 year term on the Parks & Recreation Advisory Board to expire 3/2021.

**Town Manager Mark Biberdorf** went over the items on the Consent agenda.

Discussion Followed:

**Moved item number 5 up for discussion at this time.**

**Discussion on Short Term Rentals of residential structures-Eric Rufa, Planning & Zoning Director.**

**Planning & Zoning Director Eric Rufa** said that he did not have a lot of new material to bring at this time. He stated that council wanted to table the public hearing at last month's meeting in order to get more discussion on this item and review the recommendations that the Planning & Zoning Board made concerning short term rentals.

Discussion Followed:

**Planning Board Chairman George Clayton** commented on Airbnb and that they are not suited for a subdivision environment. We also lose revenue from motel tax and room tax as well. He stated that there are about 4 Airbnb's in Fletcher already you can look it up on the website. He stated that his mother-in-law is dealing with this in her neighborhood and it is a disaster. He feels we need to address this now before it becomes an issue.

Discussion Followed:

**Planning Board Member Joe Tandy** stated that he agrees with George Clayton on this and that they even changed their bylaws in his subdivision to state that you cannot have any more than two non-owner occupied houses at any time.

**Planning Board Member Lucas Armeña** stated that he opposes this matter and that short term rentals should be allowed and the laws/ordinances that the town already has in place should be enough to keep things regulated with these rentals.

**Item number 7 is hereby moved up at this time.**

**Report on Summer Day Camp bus issue-Nicole Sweat, Parks & Recreation Supervisor.**

**Parks & Recreation Supervisor Nicole Sweat** gave an overview of the situation concerning the Summer Day Camp bus and made suggestions as to possible solutions for this problem.

Discussion Followed:

**Back to item 4 on the agenda at this time.**

**Public Hearing for discussion on proposed financing of \$ 1,500,000 for Parks & Recreation Maintenance building and approval of Resolution R-18-01 supporting the application to Local Government Commission for approval of financing agreement –Heather Taylor, Assistant Town Manager.**

**Town Manager Mark Biberdorf** stated that we are required by the Local Government Commission that when we do an installment purchase loan to issue a Resolution and hold a public hearing on the anticipated amount of financing. So you have a copy in your packet of the resolution that speaks to why this is needed and has some findings of fact in there. Basically it will depend on the bids when they come in and that deadline for bids is this Thursday at 3:00 pm. We did have good turnout for our mandatory pre-bid conference on February 22. We had 7 contractors that showed up so hopefully we will get competitive bids. We met with our bond council and our financial advisor (First Tryon) they reminded us we have to do this Resolution to move forward and it does not bind you to accepting one of the bids or going through with the financing it is just to indicate to the LGC that we are serious about this.

**Moving to Item 6 on the agenda.**

**Approval of lowest responsible bidder for Parks & Recreation maintenance building-John Legerton, Legerton Architecture.**

We will have bid opening on at 3:00 on Thursday March 8 and as soon as we get the bids and we have some bid alternates built into this as well. I will have John Legerton here at the meeting to present the lowest responsible bidder and hopefully we will have low enough competitive bids that we are going to be able to select a bid alternate. We are optimistic that we are going to get some good competitive bids on this.

Discussion Followed:

**Discussion on proposed amendments to the Board and Commissions Recruitment Procedure-Rod Whiteside, Mayor.**

**Mayor Whiteside** asked council did they have any questions to the proposed board recruitment procedure. He stated that the proposed changes are highlighted in red.

**Town Manager Mark Biberdorf** commented that mayor was working on a policy and we were able to find an old policy on this and that was done in 2002 and you are doing some of these things already but if you decide to follow this it would need to be updated.

There were no comments from council at this time.

**Discussion on a proposed policy for the public input portion of the agenda-Rod Whiteside, Mayor.**

**Mayor Whiteside** asked were there any comments or questions on item number 9?

**Councilwoman Sheila Franklin** commented that we have always had a 3 minute comment period. Any particular reason we have that.

**Mayor-Tem Eddie Henderson** asked about the 3 minutes as well.

Discussion Followed:

**Mayor Rod Whiteside** stated that if 3 minutes was the normal rule/routine then that was fine with him.

**Added item number 10 requested by Mayor Pro-Tem Eddie Henderson:**

**Parks & Recreation Advisory board has suggested for dissolution of the Parks & Recreation Advisory Board- Mayor Pro-Tem Eddie Henderson.**

**Mayor Pro-Tem Eddie Henderson** stated that this was added to see if the parks & rec advisory board is still needed to make suggestions to council. He stated that was generated way back for a real reason but as time has come along is it still needed to keep this board. He said that he wants discussion with council next week at the regular meeting.

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

The park drainage improvements project has been completed by Trace & Company and it looks good and staff is pleased. This will work well as we get ready to resurface the main drive and widen the entrance to the park.

On the Highway 25 corridor improvement project we are going out for bids the second time and we finally got the information together as they can set up for a bid alternate in there. On April 3 is a pre bid conference and the bid opening is on April 12 at 2:00 pm. There has been an issue on the monuments and if they will cover the cost of them in the grant and we have appealed this. We may have to get our legislators involved with this because this keeps getting thrown back to us. We feel that this is part of the transportation improvements as full recognition as to come into a downtown area.

On the NFLP I forwarded their newsletter to you and they have a lot of activity going on with the group. Please continue to encourage support for this with the county commissioners I know some of you have been working behind the scenes on this. They have gotten their 501c3 approval they have been meeting with the local manufacturing groups to work on funding.

On the Bill Moore Community park sign we are getting ready to put in a purchase order on that. We got a quote from Custom Wood Designs to do this at a price of \$5,320 to redo the sign. We hope to get that ordered this week

All day budget workshop on March 20<sup>th</sup> at 8:30 am there will be a presentation of full budget requests from department heads.

This Wednesday the Mayor, Sheila and I will be meeting with Chuck McGrady and Chuck Edwards on our legislative issues at 3:30 pm. We still need to set up for congressional meetings.

**Mayor Pro-Tem Eddie Henderson** made a motion to go into Closed Session and it was seconded by Councilwoman Sheila Franklin.

Went into Closed session at: 07:44 pm

**Closed Session per NCGS 143-318.11 (5) "Contractual Matters"**

**Councilwoman Sheila Franklin** made a motion to come out of Closed Session and it was seconded by Mayor Pro-Tem Eddie Henderson.

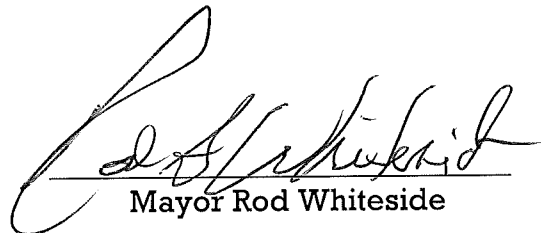
Came out of Closed Session at: 08:03 pm

**Mayor Pro-Tem Eddie Henderson** made a motion to adjourn and it was seconded by Councilwoman Sheila Franklin.

Adjourned: 08:05 pm

Approved:

4-16-18  
Date

  
Mayor Rod Whiteside

Town of Fletcher  
Council Meeting  
Minutes  
March 12, 2018

Call the meeting to order at: 06:59 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  
Parks & Recreation Supervisor Nicole Sweat  
Planning & Zoning Director Eric Rufa  
Public Works Director Jabbo Pressley  
Police Chief Erik Summey

Invocation: Mayor Rod Whiteside

Pledge of Allegiance: Jasmine Banks of Rugby Middle school

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

**Todd Stimson 30 Fawnhurst Lane Fletcher** commented on the last week's meeting and the comments made among town council. He stated he wants things to be peaceful without hatred in others on these matters.

**Dennis Justice 31 Tamis Lane Fletcher** commented on a new library not being needed with digital access now readily available to everyone. He also stated the immediate need for a recreation center instead of spending money on a parks & recreation maintenance building.

**Elaine Liddy 406 E. Glensprings Court Fletcher** came up and introduced herself and spoke about her interest in serving on the Parks & Rec advisory board.

Approval of Minutes-corrections, additions or deletions.  
(1/02, 1/08)

**Mayor Pro-Tem Eddie Henderson** made a motion to approve the minutes as written and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all were in favor.**

### **Council Updates**

**Councilwoman Sheila Franklin** asked about the proposed apartment complex on Howard Gap Road. She wanted to know if they were still moving forward with it because the sign was still on the property.

**Town Manager Mark Biberdorf** stated that they are moving forward with it they are getting ready to do some site improvements on the property and are doing some engineering on the property as well.

### **Consent Agenda**

Tax refunds/releases

Approval of audit contract with Lowdermilk & Church for FY 17/18.

Approval of Resolution R-18-02 to sell surplus property on gov deals.

Approval of Elaine B. Liddy to serve a 3 year term on the Parks & Recreation Advisory Board to expire in 3/2021.

Set public hearing for April 9, 2018 to consider a rezoning request for a portion of 3086 Hendersonville Road to be rezoned from R-2 (residential) to C-1 (commercial)

Approval of Proclamation P-18-02 in honor of National Service Recognition Day in Fletcher.

Approval of Sam Riddle to serve another term on the Parks & Recreation Advisory Board to expire in 3/2021.

**Parks & Recreation Board Chairman Sam Riddle** answered questions that council had for him concerning his board reappointment.

Discussion Followed:

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

### **Questions/Comments on the motion?**

**Councilwoman Sheila Franklin** suggested putting the Consent Agenda on hold until item number 9 has been discussed.

**Mayor Rod Whiteside** stated that the Consent Agenda was already set before item number 9 was added so it would be proper to address the Consent Agenda as printed.



Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** withdrew his second on the motion.

**Mayor Whiteside** asked do we have a second to the motion to approve the Consent Agenda.

**Councilman Bob Davy** stated that he would support clearing up item number 9 first.

**There is no motion and the Consent Agenda was put on hold at this time until item #9 is discussed by town council.**

**Public Hearing for discussion on proposed financing of \$ 1,500,000 for Parks & Recreation Maintenance building and approval of Resolution R-18-01 supporting the application to Local Government Commission for approval of financing agreement –Heather Taylor, Assistant Town Manager.**

**Mayor Whiteside** asked do we have any questions for the Assistant Town Manager related to item number 4.

**Assistant Town Manager Heather Taylor** stated that we need two actions this evening for approval of our LGC application for financing of our 1.5 million dollars of the parks & recreation maintenance building. The first being the public hearing on financing and that second being approval of the resolution.

**Town Manager Mark Biberdorf** asked do you want to go into Public Hearing first before we address the Resolution.

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

**Motion carries all were in favor.**

**Councilman Hugh Clark** stated that he assumes this loan is like town hall that this is an estimate of that the cost may or may not be. Are we going to disburse the entire amount or get the whole amount and give back the money we don't use.

**Assistant Town Manager Heather Taylor** stated that right now we are asking for 1.5 million and as you know that the bids got delayed till this Thursday. Right now we are going with 1.5 million but I am thinking it may be 1.6 million with the contingency amount listed in there. Once you get the 1.5 million you put that into an account and draw down on that and anything we did not extend we would turn back over to a debt service payment on that.

**Mayor Whiteside** stated that just as a reminder that we will get the results of the bids at our meeting on Tuesday afternoon.

Discussion Followed:

**Mayor Whiteside** asked for a motion to close the public hearing and it was so moved by Councilman Hugh Clark and seconded by Mayor Pro-Tem Eddie Henderson.

**Councilman Hugh Clark** made a motion to approve Resolution R-18-01 and it was seconded by Mayor Pro-Tem Eddie Henderson

**Motion carries all were in favor.**

**Discussion on short term rentals of residential structures-Eric Rufa, Planning & Zoning Director.**

**Planning & Zoning Director Eric Rufa** went over the information that was presented from last week and asked council did they have any questions.

Discussion Followed:

**Councilman Bob Davy** stated that he would rather see this permitted instead of shutting this down completely. He stated to allow this and set up some rules and regulations for it and have it permitted instead.

**Councilwoman Sheila Franklin** stated she has a better understanding on this after last week and she does not feel that it is a blanket shut down on short term rentals. There is room for a Bed & Breakfast and Home Stays have been explained. I definitely have an issue with someone doing short term rentals within subdivisions I just think that it is the wrong place for them.

Discussion Followed:

**Town Manager Mark Biberdorf** suggested would it be helpful if Eric came back with a set of options. (1) Would be to keep it as is and defining what a short term rental is. (2) Would be for it to be prohibited under the regulations of the Land Development Code. (3) Being the process where it is being allowed by permitted use.

Discussion Followed:

Council has asked Planning & Zoning Director Eric Rufa to come up with additional options and some clarification of the definitions in the ordinance.

**Report on Summer Day Camp bus issue-Nicole Sweat, Parks & Recreation Supervisor.**

**Parks & Recreation Supervisor Nicole Sweat** went over the suggested recommendations for a bus for Fletcher Summer Day camp. Due to some issues/certain restrictions the county they can no longer rent us a bus for the summer. After reviewing the options staff recommendation is that we buy a bus. She said that they could get a used bus that is about 10 years old for about \$30,000 and a new bus would cost around \$87,000.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** suggested we purchase a new bus.

**Councilman Bob Davy** stated that he agrees with Eddie but suggested that we make an estimate of what the life of the bus would be and take the annual amount that is spent and that needs to be added on to the registration for the camp. It is not the town's responsibility to subsidize the camp.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** makes a motion to purchase a new bus and it was seconded by Councilman Hugh Clark.

**Discussion on the motion**

**Councilman Bob Davy** How are we going to pay for it?

**Town Manager Mark Biberdorf:** stated that there will be a budget amendment that we will bring back to you from unassigned fund balance to pay for it.

Discussion Followed:

**Motion carries all in favor.**

**Discussion on proposed amendments to the Boards and Commissions Recruitment procedure-Rod Whiteside, Mayor.**

**Mayor Rod Whiteside** asked council are there any questions or comments on item # 7.

**Mayor Rod Whiteside** asked council is there a motion on item #7 and it was so moved by Mayor Pro-Tem Eddie Henderson.

**Discussion on the motion.**

**Councilman Bob Davy** commented on the procedure that we use to appoint anyone to a board if we do not like the form that way it is today then we need to change how it is done.

**Mayor Rod Whiteside** stated that this is in this form.

“The motion was then seconded by Councilman Hugh Clark. “

**Motion carries all were in favor.**

**Discussion on a proposed policy for the public input portion of the agenda-Rod Whiteside, Mayor.**

**Mayor Rod Whiteside** asked council are there any questions on the public input policy on item #8. The only thing I changed from last week was for an individual I changed it from 5 minutes to 3 minutes and the very last paragraph is added indicating that the time limit applies to discussion on agenda items but it applies only to individuals who are not the designated presenter and not members of council.

**Councilman Bob Davy** stated that he had some concerns with a countdown timer system in front of the person attempting to speak.

Discussion Followed:

**George Clayton** suggested that asking questions to the speaker that the time stop. He suggests that if a chairman has something to present that they be allowed for more than 3 minutes.

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

**All in favor of:**

Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy  
Councilman Hugh Clark

**Against:**

Councilwoman Sheila Franklin

**Motion carries**

**Discussion on possible dissolution of Parks & Recreation Advisory Board- Mayor Pro-Tem Eddie Henderson.**

**Mayor Pro-Tem Eddie Henderson** said that the board was evolved back in 2000/2001 and that they have done a lot of good work over the years but he interested in finding out does the board still serve a purpose or are they no longer needed.

Discussion Followed:

**Mayor Rod Whiteside** commented that his job as an elected official he feels that one of his roles is to engage with the public not alienate them. This parks & rec advisory board is a board comprised of the public that has for many years dutifully completed the task it was given. The last time I checked Fletcher still has a Parks & Rec Department and a park system which means that a Parks & Rec advisory board is still needed. I have worked with this board personally and I can tell you that the interactions I have had with the people on that board that the passion is there and these are fine individuals.

Discussion Followed:

**Parks & Recreation Director Greg Walker** gave an overview of the dedication of Parks & Recreation advisory board and the purpose they serve. He also recommended that the town council designate a board liaison.

Discussion Followed:

**Councilman Bob Davy** stated that he had served many years on board in the past and it needs to keep going. You can't expect to have major issues all the time but when the need does come up you need them there when things do happen. He also stated that you can't show lack of need for the board just because they do not have a full staff on the board. This happened when I was on the board people would move and people leave the board and the numbers would go down but the job is still there. He stated that we need to keep the board in place.

**Councilman Hugh Clark** commented on the master plan that the board spent time on and council approved the master plan design something we needed the board for even though we agreed that we were not ready to go forward with the plan.

**Mayor Pro-Tem Eddie Henderson** said that he has gotten some information on the advisory board that he did not have before today.

**Councilwoman Sheila Franklin** she stated that she understood where you were coming from (Mayor Pro-Tem Eddie Henderson) because we just had some discussion in the last couple of months about feeling vague over the direction the board took. It has never been on table to attack the board or say they were not good volunteers. On the contrary we love to hear from folks and have open sessions all the time.

Discussion Followed:

**Parks & Recreation Board member Sandra Anderson** commented that she is serving her second year on the board and has thoroughly enjoyed and has enjoyed activities in the Fletcher area. She has worked in local government for a number of years and currently works for city of Asheville on economic grants.

**Mayor Pro-Tem Eddie Henderson** stated that he withdraws his recommendation for dissolution of the Parks & Recreation Advisory Board

**Council agrees to keep the board in place.**

The next meeting for the Parks and Recreation Advisory Board is April 12 due to spring break holidays.

**Mayor Rod Whiteside** then asked was there a motion to approve the Consent Agenda and it was so moved by Councilman Bob Davy and seconded by Councilwoman Sheila Franklin.

**Motion Carries all in favor.**

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

The park drainage improvement project at the rear of the park by Trace & Company has been completed. They just today submitted their pay application on it and we hope to close out this project soon.

I mentioned last week the Hwy 25 corridor project we are getting ready to bid this for a second time after we had to reject the bid(s) back in November. McGill & Associations is putting together a revised bid packet and the pre- bid conference is on April 3rd and the bids opening is on April 12th at 2pm so we are hoping for some competitive bids.

The NFLP is moving forward and making lots of progress. They have got their 501c3 status and they are starting to identify grant programs right now. They are at a \$10,000 threshold of money they have actually raised. That subcommittee that I mentioned that has been going to industries and they have a meeting with Meritor on Wednesday. They had a good meeting with Continental they were very interested but have committed all the money they can for this year and it will be 2019 before they can commit to anything.

Discussion Followed:

We have got the funding for the sign in our capital outlay line item. We already have a request in on this for the sign which will be completed by Gary Pless of Custom Wood Designs.

We have our all day budget workshop on March 20 and I would like to get started at 8:30. On that same day hopefully have a good low responsible bidder and Legerton will present the low bid to us.

On the meeting with that state legislative delegation we met with them (Mayor, Sheila and I) had a good meeting and spent a lot of time talking about the library. I told them about an issue we have with DOT and the monumentation and they are willing to help on a state level if they can even though this is a federal issue.

All we have to do now is set up meetings with the congressional delegation as peoples schedules will allow.

Christine needs to make reservation plans for dinner after the budget retreat on May 5. Corner Kitchen is suggested.

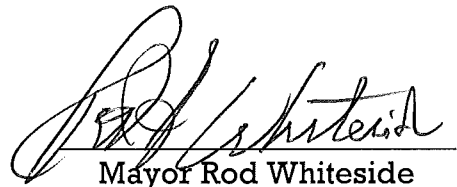
**Councilwoman Sheila Franklin** suggested moving April council meetings to the second and third Mondays of the month since April 2 is a holiday.

Council agrees to change the Agenda Review Meeting to April 9 and the regular Council Meeting to April 16 and notice will be posted by the clerk.

Adjourned: 09:16 pm

Approved:

4-16-18  
Date

  
Mayor Rod Whiteside

Town of Fletcher  
Pre-Budget Workshop Meeting  
March 20, 2018

Call the meeting to order at : 08:31 am

**Note: Recording not functioning correctly during initial recording of minutes**

Those who were in attendance are as follows:

Mayor Rod Whiteside  
Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy  
Councilwoman Sheila Franklin  
Councilman Hugh Clark  
Town Manager Mark Biberdorf  
Assistant Town Manager Heather Taylor  
IT Mathew Horton  
Public Works Director Jabbo Pressley  
Parks & Recreation Director Greg Walker  
Police Chief Erik Summey  
Planning & Zoning Director Eric Rufa

**IT Mathew Horton** from One who Serves gave an overview of the IT Budget for the FY 2018- 2019 upcoming year.

**Items requested (Decision package) for the IT Budget**

New server hardware & software	\$ 3,800
SQL Database Server Software	\$ 11,500
Plotter	\$ 4,500
Cloud Email Services	\$ 3,400
Total	<hr/> \$ 23,200.00

**Parks & Recreation Director Greg Walker** gave an overview of the Parks & Recreation Budget for the FY 2018-2019 upcoming year.



**Items requested (Decision package) for the Parks & Recreation Budget**

Full Time Position	\$ 40,212.00
Sand pro field groomer	\$ 17,345.00
Scag Mower	\$ 12,094.00
Polaris Ranger	\$ 10,881.00

Total	<hr/>
	\$ 80,532.00

Discussion Followed:

**Police Chief Erik Summey** gave an overview of the Police Department for the FY 2018-2019 upcoming year.

**Items requested (Decision package) for the Police Department Budget**

Bulletproof Vests	\$ 13,600.00
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Total	<hr/>
	\$ 13,600.00

**Chief Erik Summey** answered the questions that council had concerning the department and the budget requested.

Discussion Followed:

Break at: 09:40 am

Return from Break: 09:58 am

**Public Works Director Jabbo Pressley** gave an overview of the Public Works Budget for the FY 2018-2019 upcoming year.

**Items requested (Decision package) for the Public Works Department**

4 post vehicle lift –DP1	\$12,000.00
Town Facilities –DP2	\$12,000.00
Zero Turn Mower –DP3	\$12,000.00
Brush Truck w/Grappler DP4	\$ 145,000.00

Total	<hr/>
	\$ 181,000.00

**Public Works Director Jabbo Pressley** answered questions that council had concerning the department and the budget requested.

Discussion Followed:

**Planning & Zoning Director Eric Rufa** gave an overview of the Planning & Zoning Budget for the FY 2018-2019 upcoming year.

There are no decision package items for the Planning & Zoning budget this upcoming year.

Discussion Followed:

**Assistant Town Manager Heather Taylor** went over the Administration, Professional Services and Town Facilities Budget(s) for the FY 2018-2019 upcoming year.

**Administration**

She stated that on salaries and wages the reason that is a little higher than normal is because Jan will be retiring at the end of the year and we will need to pay out any unused vacation. Once she has put in all her vacation for the year I can probably bring that down some.

There is a slight decrease in dues and what we have been spending on that and on the motor vehicle expense there is a slight increase due to debit and credit card expenses.

Discussion Followed:

## **Professional Services**

I have asked for increase in professional services contracts of 500 because of some of the changes in this. I am asking for pay classification study (10,000) it has been 10 years since the last one was done and I think we need to relook at people's positions with their skills, knowledge and what their education level is. The Town Manager wanted to leave 14,000 in the Town Center line item but that may change as well.

In Economic Incentives were we will have a decrease of 71,392 with Continental Teves and last year we hit our peak with them. Apple Country Transit had a decrease this year as well by 1,950.

Discussion Followed:

## **Town Facilities**

Decrease in utilities by 3,000, decrease, decrease in Department Supplies by 2,500, and decrease in Dues and Subscriptions by 1,000 everything else has stayed the same.

Discussion Followed:

**Town Clerk Christine Thompson** went over the governing budget with town council and answered the questions that council had on this.

## **Governing Board**

Increase in salaries and wages due to the 2% COLA that will come about this year. There is an increase of 500.00 in Travel & Training with a new member on town council with continuing education. An increase in department supplies for the purchase of a timer system to help with public comment periods. (A hand out was given to council on the suggested timer to purchase). There was also an increase of 60.00 in dues and subscriptions for clerk's notary renewal next year.

Discussion Followed:

Break for Lunch at: 11:38 am

Return from Lunch break at: 12:38 pm

## **Fletcher Fire & Rescue Greg Garland**

We had 1998 calls for service last year and have been able to set aside a 3 month operating budget for unexpected expenses.

We replaced all our self-contained breathing apparatus equipment this past year in the amount of \$186,000.

We received a FEMA grant in the amount of \$72,000 to buy firefighting equipment, a Wal-Mart grant in the amount of \$2,400 to buy training supplies and a North Carolina Forest Service grant we used to buy equipment.

We lost a truck back on New Year's Eve that was destroyed during an ice storm. We found a used truck at a department in NY and we are going next week to pick that up.

In the up-coming budget year we are looking at completing a transition to the digital radio system (county is in transition now). We also have an outstanding grant for a tanker for \$225,000 which we have tried to get that grant for the last 2 to 3 years. We are also looking at purchasing an ATV for brush fires, search and events in the park.

We are trying to establish a capital improvement plan for all our equipment and an apparatus improvement plan as well.

Discussion Followed:

## **Revenues**

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

## **Projected Values for FY18-19**

\$ 1,145,288,000

This is a conservative (preliminary) estimate. The Tax assessor's office has not completed the final figures and this does not include business personal as of yet either.

## **Budget Issues for FY 18-19**

Significant Capital Projects starts construction – Highway 25 Corridor Improvements project, Parks & Recreation Maintenance building.

Additional staff requested to help maintain existing service levels, a full time staff person has been received from Parks & Recreation to help keep pace with maintenance of existing facilities.

Development of the Fletcher Town Center/Heart of Fletcher in which staff will continue to work with Commercial Carolina on establishing partnerships for development of town owned property and adjoining property.

\$14,000 for options and/or appraisals on adjoining properties.

### **Goals for FY 18-19**

Maintain existing service levels with the addition of potentially new position.

Continue existing service levels with the addition of one potentially new position.

Continue to dedicate 8.5 cents of the tax levy toward year three of the five year CIP.

Continue to work with developing partners to determine more concrete plans for development of Town owned property and adjoining properties for the Town Center project.

Discussion Followed:

### **Capital Improvement Fund**

#### **Current Commitments:**

Town Hall Improvements	\$578,149
Parks & Recreation Maintenance Building	\$194,305

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\$ 772,454

Debit Service Budgeted	\$ 755,727
Total Debit Service Commitment	\$ 772,454

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\$ -16,727

Projects Funded without Debit Service:

Police Car Rotation	\$ 114,500
Resurface Walking Trails FCP	\$ 58,000

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Total Commitments	\$ 172,500
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Total Non-Debit Service Budgeted	\$ 232,531
Total Non-Debit Commitment	\$ 172,500

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Non-Debit Available	\$ 60,031
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Discussion Followed:

**Parks & Recreation Maintenance Building (Bids)**

**John Legerton of Legerton Architecture, P.A.** went over the results of the bids that were received on March 13, 2018.

**John Legerton** suggests a cost reduction process if we (council) moves forward with the lowest responsible bidder. Suggested valued engineering to reduce costs.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** agrees time to make a move on this we have been working on this for a long time now.

Discussion Followed:

**John Legerton** suggests coming up with a list and then working with Brantley Construction to reduce costs asked council for any suggestions to cut costs.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** made a motion to work with we got and let John Legerton get to work with Brantley Construction to reduce cost. He stated that time is not on our side.

**Mayor Rod Whiteside** stated that we have a motion that is to move forward with negotiations and see if we can reduce the cost is that correct?

**Mayor Pro-Tem Eddie Henderson** yes

**Mayor Rod Whiteside** asked is they're a second on the motion?

**Councilman Bob Davy** stated that I would like to discuss this a little more. He stated that before we take that route I think we as a group need to come up with a rough idea of what is the maximum that we would pay for that kind of facility.

**Mayor Rod Whiteside** Do we agree if the projected new figure is still about the 1.5 million and anything above that is too much.

Discussion Followed:

At this point my recommendation would be to go with the low bid and go back and ask them to do the checking on alternate prices and also start working on value engineering with the thought that if it does not come to a price that we think is reasonable we can then scratch the whole project at this time.

**Mayor Pro-Tem Eddie Henderson** says that he agrees we need to do something and do it quick and this has been going on forever.

Discussion Followed:

**Mayor Rod Whiteside** stated that he understands that value engineering is an intricate process but based on what we know now do you think that it is unreasonable to assume that value engineering would add up to half a million or \$600,000 in savings?

**John Legerton:** I sincerely doubt it may be \$100,000 in savings.

Discussion Followed:

**Mayor Pro-Tem Eddie Henderson** amended his motion to include the ground/water testing that will be needed for the project. (See initial motion made above)

**Councilman Bob Davy** stated that he seconds the motion.

**Mayor Rod Whiteside** stated motion was made and seconded (any discussion on the motion there was none)

**All in favor of the motion:**

**For**

Mayor Pro-Tem Eddie Henderson  
Councilman Bob Davy

**Against**

Councilman Hugh Clark  
Councilwoman Sheila Franklin

**Mayor Rod Whiteside** broke the voting tie against moving forward with this plan.

**Decision is not to move forward with the Parks & Recreation Maintenance Building and wash bay at this time.**

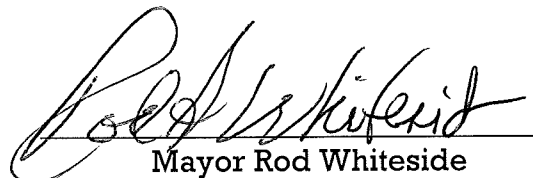
Discussion Followed:

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

Adjourned: 02:53 pm

Approved:

4-16-18  
Date

  
Mayor Rod Whiteside