

Town of Fletcher
Agenda Review Meeting
Minutes
December 3, 2018

Call the meeting to order at: 6:00 pm

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

Invocation:

Pledge of Allegiance:

****Public Comment***

Introduction of new employees.

Approval of minutes-corrections, additions or deletions.
(11/07, 11/13)

Council Updates

None at this time.

Consent Agenda

Tax refunds/releases

Approval of Robert Lance to serve another 3 year term on the Planning & Zoning Board that would expire in 12/2021.

Approval of Spencer Stevens for a 3 year term on the Parks & Recreation Advisory board that would expire in 12/2021.

Approval of Budget Amendment #3 to the FY 18/19 Budget Ordinance for the playground equipment at Kate's park.

Mayor Rod Whiteside asked were there any comments on the Consent Agenda items at this time?

There were no comments at this time.

Presentation of audit for FY 17/18-Carol Avery CPA, of Lowdermilk Church & Company.

Mayor Rod Whiteside stated that next week we will have a presentation on our 2017/2018 audit.

Town Manager Mark Biberdorf stated that our audit was clean with no findings and he then went over some brief information about the recent audit.

Discussion Followed:

Contract extension with Commercial Carolina for the Town Center project-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he has in the packet a one page agreement with Commercial Carolina which is Rob Settle. We have been doing one year twelve month agreements with him. (This will be our third year of a contract with him) He is working with an architect (Rick Mack) who is interested in our project. Eric and I are supposed to meet with this architect on Wednesday in Charlotte.

Discussion Followed:

Schedule for Fiscal Year 2019-2020 budget process-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that I have a suggested schedule here for our FY 19/20 Fiscal year budget. The first thing we will be looking at is the big budget requests. I will have the staff get prepared for the work session in January and give the department heads the opportunity to talk about initiatives and projects they have completed for the current budget year. If we could start a little bit early like at 4:00 and then we will break and have dinner and then start the regular meeting at 7:00 pm.

Council agrees to start the regular meeting at 4:30 on January 14, 2019.

Comments from the Town Manager- Mark Biberdorf.

You have a copy of a draft agenda for tomorrow night in front of you. We have the public meeting here on the WGN efforts for Broadband access in the area. I have another connect call going out at 7 pm tonight to remind people who are interested in attending this meeting.

Discussion Followed:

The Highway 25 corridor improvements are continuing to move forward. We will have a construction progress meeting on Wednesday morning.

On meetings with our legislative delegation, I reached out to our state folks Representative McGrady and Senator Edwards and I was trying to have this meeting with both of them so we may not be able to do this until January 15 from 12:00 to 2:00.

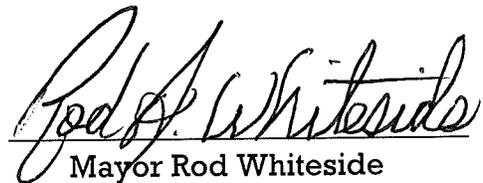
Christmas in the Park it will be from 2:30 to 7:30 on December 8.

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.

Adjourned: 07:34 pm

Approved:

1-14-19
Date


Mayor Rod Whiteside

Note: Town Clerk was out on sick leave during this meeting that took place on December 3, 2018 at 6:00pm

Town of Fletcher
Agenda Meeting
Minutes
December 11, 2018
"Tuesday"

Note: Due to bad weather this meeting was cancelled on December 10, 2018 and therefore took place on Tuesday December 11, 2018.

Call the meeting to order at: 07:00 pm

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
Parks & Recreation Director Greg Walker
Assistant Town Manger Heather Taylor
Public Works Director Jabbo Pressley
Police Chief Erik Summey

Planning & Zoning Director Eric Rufa did not attend this meeting.

Invocation: Mayor Rod Whiteside
Pledge of Allegiance: Mayor Rod Whiteside

****Public Comment****

None at this time

Introduction of new employees.

Police Chief Erik Summey introduced new patrol officer Emily Beauchamp who graduated from BLET at Blue Ridge Community College at the top of her class (academics) and she has a Bachelor's Degree in Criminal Justice from Brevard College. She is also currently working on her Master's Degree in Criminal Justice as well.

Approval of minutes-corrections, additions or deletions.
(11/07, 11/13)

Mayor Rod Whiteside asked are there any corrections, additions or deletions to the minutes that were presented. If not is there a motion to accept the minutes and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilman Hugh Clark.

Motion carries all in favor.

Council Updates

Councilman Bob Davy commented on the public meeting with Broadband service provider and that it was well attended and he hoped that something comes out of this meeting.

Consent Agenda

Tax refunds/releases

Approval of Robert Lance to serve another 3 year term on the Planning & Zoning Board that would expire in 12/2021

Approval of Spencer Stevens for a 3 year term on the Parks & Recreation Advisory board that would expire in 2021.

Approval of Budget Amendment #3 to the FY 18/19 Budget Ordinance for the Playground equipment at Kate's Park.

Mayor Rod Whiteside asked for comments on the Consent Agenda and if there are none do we have a motion to accept the Consent Agenda? It was so moved by Mayor Pro-Tem Eddie Henderson and it was seconded by Councilman Bob Davy.

Motion carries all in favor.

Councilwoman Sheila Franklin commented on Spencer Stevens attending the meeting this evening and thanked him for joining the Parks & Recreation Advisory Board.

Presentation of audit for FY 17/18-Carol Avery CPA, of Lowdermilk Church & Company.

Carol Avery of Lowdermilk Church & Company gave an overview of the recently completed audit for the FY 17/18 fiscal year and answered questions that town council had on this. See "**Exhibit A**" attached

Discussion Followed:

Contract extension with Commercial Carolina for the Town Center project-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he talked to council last week about the extension of our one year agreement with Commercial Carolina and Rob Settle. We have done 2 years already and this would be our 3rd extension. Mr. Settle is willing to continue to work on our project and has been very active in working with Eric and me on obtaining options on the adjoining properties. We are also working right now with RDM Architecture on a proposal and Eric and I had a meeting last week with them and Mr. Settle in their Charlotte office. This is to take a deeper look into the property and to market the property better. I hope to bring the proposal back to you at the January meeting.

I would like to have a short meeting on December 18 with them and a couple of you maybe the mayor and one councilmember. I was thinking about 2:00 in the afternoon if that will work for you if not then we can maybe go later.

Discussion Followed:

Mayor Rod Whiteside asked if there was a motion on #5 the contract extension.

Councilman Bob Davy made a motion to approve the contract extension with Commercial Carolina and it was seconded by Mayor Pro-Tem Eddie Henderson.

Motion Carries all in favor.

Schedule for Fiscal Year 2019-2020 budget process-Mark Biberdorf, Town Manager.

Mayor Rod Whiteside asked if we have any additional comments on the budget process.

Town Manager Mark Biberdorf stated that he submitted this last week at the agenda review meeting and can council let him know if the dates are acceptable on the chart.

Council is good with the dates on the schedule and the January 14th work session starting at 4:30 pm.

Comments from the Town Manager- Mark Biberdorf.

The Broadband meeting turned out great we had over 60 residents who attended. They had some really good questions and the dialog with all 3 companies was great as well. (Riverstreet, Morris Broadband and Charter.)

The Hwy 25 Corridor project is continuing to move forward with and is on schedule. I went out and walked the area with McGill Associates. It is coming along and everything looks good and the meeting (Construction progress) was held this past Wednesday and Eric and I had to leave early to attend that meeting in Charlotte. I will get the minutes from the meeting and let you know how things are progressing.

On the meeting with Legislative Delegates I reached out to state legislators with a Jan 15th date. I know Senator Edwards could not do that date but not sure if Chuck McGrady is still good with that time. Trying to get these set up and going.

The Christmas in the Park has been rescheduled for this Saturday the 15th. They condensed it a little bit from 2:00 to 6:00 pm and we are trying to keep this on track. Greg has talked to the staff at the Leila Patterson Center to possibly move it to Sunday if needed.

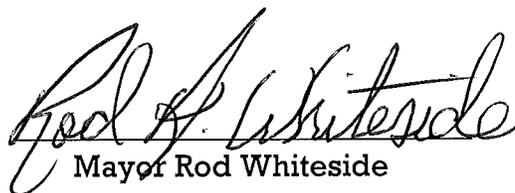
The FABBA Christmas party is from 6:00 to 9:00 pm at High Vista County Club this Thursday.

Mayor Rod Whiteside asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Edie Henderson and seconded by Councilwoman Sheila Franklin and Councilman Bob Davy.

Adjourned: 07:34 pm

Approved:

1-14-19
Date


Mayor Rod Whiteside

“EXHIBIT A”

Town of Fletcher

**Financial Highlights
Years Ended June 30, 2018 and 2017**

<u>General Fund</u>	<u>2018</u>	<u>2017</u>
Cash and investments	\$ 4,703,736	\$ 4,654,281
Total assets	\$ 5,481,494	\$ 5,351,449
Fund balance	\$ 5,413,385	\$ 5,275,694
Total revenue	\$ 6,817,509	\$ 6,595,599
Total expenditures	\$ 6,489,102	\$ 6,619,687
Transfers in (out)	\$ (223,258)	\$ 446,254
Other financing sources (uses)	\$ 32,542	\$ 17,671
Increase (decrease) in fund balance	\$ 137,691	\$ 439,837
Ad valorem taxes collected	\$ 3,970,066	\$ 3,876,938
Percent of taxes collected	99.52	99.61
Investment income	\$ 26,739	\$ 6,649
Fund Balance Available		
Available Balance	4,676,402	4,624,933
Expenditures and other financing sources and uses	6,489,102	6,675,541
Available Fund Balance	72.07%	69.28%
<u>Other Funds</u>		
Cash and investments	\$ -	\$ -
Total assets	\$ -	\$ 30,490
Fund equity	\$ -	\$ -
Grant revenue	\$ 49,039	\$ 102,940
Operating expenses	\$ 272,297	\$ 168,352
Nonoperating revenues (expenses)	\$ -	\$ -
Transfers in/(out)	\$ 223,258	\$ (446,254)
Net income (loss)	\$ -	\$ (511,666)