

Town of Fletcher
Agenda Review Meeting
Minutes
January 7, 2019

Call the meeting to order at: 06:00 pm

Introduction of new employee (regular meeting)

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
Planning & Zoning Director Eric Rufa

Councilwoman Sheila Franklin was not here at this time.

Invocation:

Pledge of Allegiance:

****Public Comment****

No comment was made on this item.

Approval of minutes-corrections, additions or deletions.
(12/03, 12/10)

No comment was made on this item.

Council Updates

None at this time

Consent Agenda

Tax refunds/releases

Set Public Hearing for February 11, 2019 to consider SUP Application # 2018-01 for six unit Planned Residential Development (PRD) at 50 St. John's Road.

Reappointment of Planning Board members George Clayton and Pat Clark to serve another 3yr term on the Planning & Zoning Board to expire on 02/13/22.

Planning & Zoning Director Eric Rufa gave an overview of the Public Hearing that will take place next month at the regular meeting. This is a special use permit that planning board has already approved which is 6 units that are one-bedroom single family structures on 5.63 acres. The existing manufactured home will remain on the property.

Discussion Followed:

**Public Hearing to approve potential economic incentives for Project Atlas-
Brittany Brady, President for the Henderson County Partnership for Economic
Development.**

Mayor Rod Whiteside stated that this would be a public hearing (next week) to discuss the almost 27 million dollar capital investment that is being proposed by a local company generating 68 full time positions with an average starting salary of \$47,000 a year.

Are there any questions or discussions on this item?

Town Manager Mark Biberdorf stated that we have to advertise for this. We advertised January 4 in the Times News and the ad gives a quick synopsis of the capital investment jobs and the amount of incentive payments.

Discussion Followed:

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

Ben Cathey of McGill Associates went over the paving needs in the town this year which include Dogwood Terrace, Roberts Street and Yorktown Circle (retaining wall only)

Mayor Rod Whiteside asked was there anything from council on this?

Discussion Followed:

**Budget estimate for resurfacing of paved trails at Bill Moore Community Park-
Ben Cathey, McGill Associates.**

Ben Cathey of McGill Associates went over the construction estimate for the project and answered questions that council had on this as well. He also recommending bidding these two projects together (resurfacing/paving trails).

Town Manager Mark Biberdorf stated that we had a total of \$58,000 appropriated for this project and with the estimate in excess of \$109,000 that this will require a budget amendment to complete all the recommended improvements.

Discussion Followed:

Infrastructure estimate for construction of Parks & Recreation Maintenance Building on property adjacent to Meritor-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated this is basically following up on looking at alternative sites for our parks & recreation maintenance building. We had been looking at a corner of the Meritor property that is completely out of the flood plain. This is the southeast corner of the property.

The other alternative we were looking at was next to the old Steelcase building in the Fletcher Business Park. They are willing to sell 1.2 acres for \$350,000. We have not negotiated with them on the price at this time. I have not had any engineering estimates done on this property either.

Ben Cathey of McGill Associates answered questions that council had on the analysis that he had done on the Meritor property.

Discussion Followed:

Councilwoman Sheila Franklin came in at 6:31 pm.

Comments from the Town Manager Mark Biberdorf.

In the park we have had some damage from the extreme flooding recently. We had 5 inches of rain between Friday & Saturday. The worst thing we dealt with damage wise was part of a ballfield fence down along field 5 and then the boundary fence between field 5 and the other 4 fields is down. Then the infield(s) which we had laser graded, field 5 has some damage and there is some minor damage to the others. Greg is working on getting an estimate from the company on what it would cost to get these touched up. He already has an estimate on repairing the fencing. The railroad ties were floating all over the place when the water went in there. They will have to be replaced as well.

Discussion Followed:

Insurance does not cover this and the items will have to be paid for out of pocket for these repairs. We may possibly have to do a budget amendment to cover some of these necessary repairs. The soft trails in the back near the bridge need to be repaired from where they washed out.

Mayor Rod Whiteside mentioned a community park cleanup this Saturday January 12, 2019.

Blue Ghost Brewery contacted the town and the Parks and Recreation Director. They would like to do a fundraiser to help offset the funding and cleanup on February 1st at the brewery. A percentage of proceeds will go back to help fund the cleanup.

The Partnership for Economic Development is having a lunch meeting for a plan of action for the coming year. They are trying to get 1 to 2 elected officials to attend the meeting along with the town manager. Please fill out the doodle poll in the email. I forwarded the link to you.

Our work session will start at 4:30 next week with a brief overview from department heads on upcoming budget requests.

LGCCA is next Tuesday at 3:00 pm with Fletcher Hosting.

Mayor Rod Whiteside asked for a motion to go into Closed Session for a Contractual Matter and it was so moved by Mayor Pro-Tem Eddie Henderson and it was seconded by Councilwoman Sheila Franklin.

Went into Closed Session at: 06:53 pm

Closed Session per NCGS 143.318.11 (5) "Contractual Matters"

Came out of Closed Session at: 08:00 pm

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

Adjourned: 8:02 pm

Approved:

2-11-19
Date

Rod A. Whiteside
Mayor Rod Whiteside

Town of Fletcher
Council Meeting
Minutes
January 14, 2019

Call the meeting to order at: 04:30 pm

Those who were in attendance are as follows:

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

Introduction of new employee Susan Heafner

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

Administration and Professional Services

Assistant Town Manager Heather Taylor stated that the biggest thing is the pay classification study is what we are working on this fiscal year. I don't have any other big ticket items or increases in the upcoming year.

IT

Matthew Horton of One Who Serves: stated that this has been a big year for IT. We added a new server and replaced a lot of old equipment and email now goes to Microsoft office 365 cloud. I have replaced about 1/3 of machines with Windows 10 units this year. I am also currently getting some bids to replace the plotter on the 3rd floor which we had \$4,000 for in the budget this year.

As far as what is coming up next year I would like to replace the remaining 2/3 of the machines with Windows 10 in 2019. The Windows 7 program will no longer be available by 2020. We had set aside \$4,000 this year to look at upgrades to the audio visual system in this room, the multipurpose room and in the police training room. I had two companies look at the system and they told me that we cannot do anything for you. I found a vendor in SC called SGI technologies and they came up and gave an evaluation of the system and came back with a proposal of \$40,000 this includes replacing all the mics with inline power models and replacing the mixer and fixes the equipment in this podium as well as adds HD mic cabling to all rooms so that all laptops can be connected to the system. I am going to try and find another company to give me another quote because I think the \$40,000 is way out of line but ultimately we will see.

Discussion Followed:

Police Department

Capitan Gutierrez gave an overview of the budget for the police dept. On the Capital expenses for the year 3 vehicles were ordered, 2 AWD Chargers and a Dodge Durango. The Governor's Crime Commission grant was a non-matching grant for \$23,160.00 for 7 viper radios. The funds were released in November and they have been ordered and we are waiting for them to arrive as well. On the replacement of the bullet proof vests there were budgeted for \$ 13,600 we were sized on Friday they have been ordered with a 12 week turnaround time on them. On the Animal Enforcement program there is pending discussions to be had with the Henderson County Sheriff's department and the Chief. In the meantime we are still doing all our own animal transports. Last year we had the Dare program at VERITAS and 21 students graduated. On the Narcan, it was administered 8 times in 2018, 7 times in 2016 and seven times in 2017.

Discussion Followed:

In the coming budget year (2019) we have received construction quotes for 2 new offices in training room. Separate quotes for 1 office it is \$ 33,174 for 2 offices it was \$44,424. Another big ticket item we are requesting is a new detective position. Then we will need the 3 new vehicles to keep up with our rotation.

Discussion Followed:

Planning & Zoning

Director Eric Rufa has no special budget requests for the coming year.

Discussion Followed:

Parks & Recreation

Parks & Recreation Greg Walker one of the items that we brought in last year was the rec desk online registration service so we were able to register for the father daughter dance, summer day camp, yoga classes and this year we have shelter rentals online. Christmas in the park this past year was well received and we thank you for your support on that. We plan on having this event on the second Saturday in December this year and have booked an indoor facility for that Sunday in case of bad weather. This past year we have had two other events with over 1500 people which was our Halloween carnival and our Family Fun Festival. Our baseball fields looked great until about a week ago. We thank you for the funding last year as we were able to laser grade the fields and we are waiting on the estimates for repair to them after the recent flooding.

As far as the coming budget year we are looking at replacing our 1990 Massey Ferguson tractor. Mitch is looking at a Kubota with a front end loader or a John Deere of some type. I am still looking at the life expectancy of our 1992 Jeep and conferring with Jabbo on this to see what the mechanical capabilities of it are and how much longer it will last. In early March the destruction of the Kate's Park playground equipment will begin and then the installation of the new playground equipment if the weather cooperates we will hopefully be open in early April.

Discussion Followed:

Public Works

Public Works Director Jabbo Pressley we installed the 4 post lift and it has worked out really well and is so much safer and we can put all the trucks on it but the garbage truck. We replaced an old mower with a zero turn mower and it has worked out well the guys really like it and want to replace the others with this type of mower. Our other big ticket item was the brush truck and that has made things easier for collecting brush the guys are not coming in with poison oak or scratches on them.

In next year's budget I would like to do some training. Joe Sword has finished his degree and is a certified mechanic but I would like to get him a little further trained. He does an excellent job and is very knowledgeable and I would like to get him trained on welding. I would also like to get our guys trained on work zone safety

and the closest place for this training is in Charlotte or Shelby. I would like to get them certified in pest control as well. We would like to put an air oil pump changing system in at the shop to help with changing oil especially for the larger vehicles. I also would like to purchase some more trash cans this year we have had these 5 years now and they are starting to wear out and some are cracking. We have just a little over 200 on hand now but 150 are spoken for. (Sycamore cottages) Also more recycle cans will be needed so that we can add them to another route this year. We also need to replace some street banners we replaced one set and now the others need replacing. He stated that he would also increase his budget for maintenance and repair. We have a lot of trucks aging and they are in need of more repair. Our newest garbage truck is 5 years old and our oldest garbage truck is a 2010 and they will need to be replaced eventually.

Town Manager Mark Biberdorf made some overall comments

We are continuing to maintain our existing service levels overall within our revenue and expenses for the past year without huge increases. The recent purchase of the brush truck has helped with our automation of the overall process and improved service. The purchase of the recycling carts is another improvement in services. Another goal is that we are currently implementing year 3 of our 5 year CIP. We are in year 3 and we will be coming up on year 4 of the capital improvement plan. So we were able to implement the projects in there. Our third overall goal was aggressively pursuing development partners for our town center project and the adjoining properties.

Our unassigned fund balance grew last year we were at \$3,400,000 and we grew that to \$3,507,000 this year. This is available for any project or emergency out of our total fund balance which is over 5 million with restricted. We are at a 52.3% fund balance per our policy of trying to keep unassigned fund balance between 45% and 65%.

CIP

We are finishing year 3 and going into year 4 and are continuing to do out that of our 34 cent tax rate 8.5 cents for CIP, 6.5 cents for debt service and 2 cents for cash/pay as you go projects. Our only debt project right now is town hall and it is just over 579,000 that we paid in debt service on that. We had budgeted for the Parks & Recreation Maintenance building but that was tabled and you know where we are with this right now.

Non-debt service (this budget year)

The police car replacement/rotation of 3 cars which is ongoing.
Resurfacing of the walking trails and that is an agenda item.
Kate's park playground equipment was budgeted and bid.
The brush truck was the other budgeted item.

Debt service

Town Hall project payments are coming down
Parks & Recreation Maintenance Building???

CIP coming year

Replacement of playground equipment in Bill Moore Community Park
Police car replacement in rotation 3 cars and cameras in the police cars
Parks & Recreation Maintenance Building.

Revenues

Property Revaluation which the county has been working on and this should go out
February 1st.
Property tax base from new construction
Sales tax 25%
Utilities sales tax
ABC revenues the store is paid off and growth in sales

Discussion Followed:

Mayor Whiteside asked for a motion recess for until 7:00 it was so moved by Mayor
Pro-Tem Eddie Henderson and seconded by Councilman Hugh Clark

Recess for Dinner Break at: 05:35 pm

Back from Break start at: 07:00 pm

Invocation: Rabbi Rachael Jackson, Agudas Israel Congregation
Pledge of Allegiance: Mayor Rod Whiteside

****Public Comment****

None at this time

Approval of minutes-corrections, additions or deletions.
(12/03, 12/10)

Mayor Whiteside asked are there any corrections, additions or deletions to the minutes as presented?

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

Motion carries all in favor.

Council Updates
None at this time

Consent Agenda

Tax refunds/releases.

Set Public Hearing for February 11, 2019 to consider SUP Application #2018-01 for six unit Planned Residential Development (PRD) at 50 St John's Road.

Reappointment of Planning Board members George Clayton and Pat Clark to serve another tem on the Planning & Zoning Board to expire on 02/13/22.

Mayor Rod Whiteside asked are there any questions on the Consent Agenda and if not is there a motion to approve the Consent Agenda? It was then so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson.

Motion carries all in favor.

Public Hearing to approve potential economic incentives for Project Atlas-Brittany Brady, President for Henderson County Partnership for Economic Development.

Mayor Rod Whiteside gave an overview of the incentives that will be discussed before he introduced President Brittany Brady from the Partnership for Economic Development.

Mayor Rod Whiteside asked for a motion to go into public hearing and it was so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson.

Motion carries all in favor.

President Brittany Brady of the Henderson County Partnership for Economic Development gave an overview of the economic incentives.

An investment of \$ 26,910,000.00 in business personal property
Projected employment of 68 new jobs over 5 years with 90 already existing positions
Anticipated wage of 47,000 annually for new employees

She then introduced Vice President Chris Hykin to give some information on the company.

Vice President Chris Hykin stated that we started in 2005 as a UPM/Raflatac facility. We leased a building at 267 Cane Creek Road put two machines in there hired 5 people and said figure this out. That year we made almost 3 million pieces and today we can do that in a day and a half. So we have had continuous growth since then. In 2012 we were purchased by Smarttrac who wanted to build the largest portfolio in the world of RFID tags. We have three facilities one here in Fletcher, one in China and one in Malaysia. This opportunity is very huge and my management team has asked me to put together a strategy as to why we should do this in Fletcher and not in Malaysia or China.

Mayor Whiteside asked where there any questions from council at this time? Are there any questions from the public?

John Olsen of 33 Stoney Brook Court Fletcher, had some questions about the tax incentives which Town Manager Mark Biberdorf answered.

Town Manager Mark Biberdorf stated that if they meet the benchmarks for capital investments (machinery and equipment) over a 3 year period and the number of jobs that are required then their taxes are granted back to them but, they must pay their taxes first.

Councilwoman Sheila Franklin asked if the product was any different in China or Malaysia than here.

Vice President Chris Hykin stated that all three factories make the same product.

Discussion Followed:

Mayor Whiteside asked for a motion to close the public hearing and it was so moved by Mayor Pro-Tem Eddie Henderson and seconded by Councilwoman Sheila Franklin.

Motion carries in all favor

Mayor Whiteside asked is there a motion from council on this agenda item.

Councilman Bob Davy made a motion to approve the potential economic incentives for project "Atlas" and it was seconded by Councilman Hugh Clark and Councilwoman Sheila Franklin.

Motion carries all in favor.

Budget estimate for street resurfacing projects-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that as Ben Cathey discussed with you last week we are looking at resurfacing (with our Powell Bill funds) Dogwood Terrace and Roberts Street and then the retaining wall on Yorktown Circle. This has an estimated cost and including soft cost of \$218,357.50. With council's approval McGill will then work on the final construction documents and prepare for bid and then come back with lowest responsible bidder at the February meeting.

Mayor Rod Whiteside asked for motion to approve this and it was so moved from Mayor Pro-Tem Eddie Henderson and seconded by Councilman Bob Davy.

Motion carries all in favor.

Budget estimate for resurfacing of paved trails at Bill Moore Community Park-Mark Biberdorf Town Manager.

Town Manager Mark Biberdorf stated that you heard from Ben Cathey last week with an estimate on the trails in the park. This would include all the resurfacing of paved trails, drainage improvements and pave the trail connected with the dog park with a total cost of \$109,541.00. If you approve this they will move to final design and bidding it. They will then come back in February with lowest responsible bidder. We hope to get one contractor to bid on both projects. They will be handled as two different projects but if we get one contractor to bid on both this should produce a better price. We may have to come back with a budget amendment on this.

Mayor Whiteside asked for a motion from council on the estimate of \$109,541.00 for resurfacing of the paved trails? It was so moved by Councilman Bob Davy and seconded by Councilman Hugh Clark and Mayor Pro-Tem Eddie Henderson.

Motion carries all in favor.

Infrastructure estimate for construction of Parks & Recreation Maintenance Building on property adjacent to Meritor- Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf as I discussed with you last week we had McGill Associates look at the town owned property across from the Meritor plant. Looking at a site that would be completely out of the flood plain would be the lower southeast quadrant of the land. We have provided a couple different orientations of the building to the road. The estimate for the site work and the infrastructure to be extended to the site if we were to build there is \$ 333,690.00. Then we had asked the low bidder (Brantley Construction) from the other site and they estimated the cost with a metal exterior at 1.3 million which is a significant difference than the public works site which was at 1.73 million. Of course this has not been competitively bid yet either. I have also sent this information to another Contractor (Cooper Construction) to get their thoughts and estimate on this as well. They seem to think that there may be some ways to design this a little cheaper but I have not heard any specifics as of yet.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

On the damage in the park from flooding, Greg has finished up quotes on damage to the fencing to get it repaired. We had a good quote on that and have engaged the company to start the repair work on that. We don't have the estimate yet for repairing the in fields. We are getting pricing on the railroad ties.

Blue Ghost has offered to do a fundraiser on February 1st to help with the repairs. They are making a park beer that they are releasing and we will get a portion of the profits that evening.

Parks & Recreation Director Greg Walker stated that several local companies are donating items for a silent auction that evening as well.

The Public Partners lunch meeting will be on February 13 from noon to 1:30. Councilwoman Sheila Franklin stated that she would go and Councilman Bob Davy stated that he would attend as well.


LGCCA is tomorrow at 3:00 pm and we have added the agenda item about legislative delegation.

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: 07:49 pm

Approved:

2-11-19
Date


Mayor Rod Whiteside