

Town of Fletcher  
Agenda Review Meeting  
Minutes  
March 4, 2019

Call the meeting to order at: 06:01 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

**Mayor Pro-Tem Eddie Henderson did not attend this meeting.**

Invocation:

Pledge of Allegiance:

\*\*\*Public Comment\*\*\*

**Scott Aly of 144 Scarlett Drive Fletcher** stated that he has neighbor who lives next door and has installed a racing exhaust on a Toyota Camry. He says that he starts this vehicle all hours of the night and lets it run in the driveway and then takes off for about 20 minutes and then comes back and lets that vehicle sit in the driveway and revs the engine for another 20 or 30 minutes. He said he contacted the Fletcher Police Department on numerous occasions and was told by Sergeant Norris that Fletcher did not have a noise ordinance that he needed to come before council to get this resolved. He said that his property borders the quarry and he has less issues/problems with the quarry than this neighbor.

Approval of Minutes corrections, additions or deletions.  
(2/4 & 2/11)

No comment was made on the minutes at this time.

### **Council Updates**

None at this time.

### **Consent Agenda**

Tax refunds/releases

Approval of Resolution R-19-01 in support of the municipal agreement and match for the Town of Fletcher Bike/Ped plan.

Approval of Proclamation P-19-01 in support of the Spring Litter Sweep from April 13-April 27, 2019.

Approval of Budget Amendment #4 to the 18/19 FY Budget Ordinance.

Approval of Budget Amendment #5 to the 18/19 FY Budget Ordinance.

Set public hearing for the April 18, 2019 meeting to consider potential amendments to the Fletcher Land Development Code.

Approval of Jan Linville to join the Parks & Recreation Advisory Board for a 3 yr. term to expire in 3/21.

**Mayor Whiteside** went over the Consent Agenda and asked if anyone has any questions on these items.

**Town Manager Mark Biberdorf** went over the items on the Budget Amendments and the need for having these done.

The Town Manager also offered to send out a connect CTY call to see if residents are interested in getting involved with the litter sweep.

**Councilman Hugh Clark** volunteered to come out for a litter sweep and Mayor Whiteside stated that he will be interested in this as well.

### **Approval of lowest responsible bidder for street resurfacing projects and resurfacing paved trails at Bill Moore Community Park-Ben Cathey, McGill Associates.**

**Ben Cathey of McGill & Associates** went over the recently received bids for these projects.

**Town Manager Mark Biberdorf** stated that JLS is the lowest responsible bidder with a total of \$ 330,550.70. He then went over the breakout of these bids.

**Ben Cathey of McGill & Associates** then answered questions that council had on these projects.

Discussion Followed:

**Report on recycling volumes and MSW tonnage with implementation of recycling cart program-Jabbo Pressley, Public Works Director.**

**Town Manager Mark Biberdorf** stated that this is a follow up item from when we implemented this we wanted to have an opportunity to go back and look at the data to see if this was doing what we wanted it to do. In your report you have a comparison of what the volumes were for that same period of time last fiscal year as compared to when we started it in November and collected it up to late February. We looked at comparative data on the recycling volumes to the recycle material that was collected. Then we also wanted to look at the tonnage from the solid waste collection. We had curbside pull the data on recycling and we have noticed on the reports that the numbers have jumped up and tonnage of trash collected went down on this route. If council funds this for the 3 other routes next year hopefully we will see a total decrease in the solid waste tonnage.

Discussion Followed

Jabbo will be here next week to give a few more observations on this.

**Update on Town Center Project-Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated we had talked about exploring residential options on our property. I have had some discussions with McGill Associates about the challenges with the wetlands and the flood plain. There is a firm that they have done some work with before that is looking at our project. I had a phone conference with Scott of McGill & Associates and Mr. Spano of Spano & Associates and have several other projects in our area. They are taking a hard look at our project right now.

Rob Settle is working with a group that is looking on our property as well and he is working with a Mr. Robert Threath of Threath Design & Development Group. He is evaluating our project for a potential fit for investors.

I am also still in discussions with Kenneth Youngblood and still working on the end of the property here.

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

On the Budget update on the revaluation there are pretty significant increases throughout the county. We were not the highest the City of Hendersonville was but we had a 21.25 % overall increase. Since that time we got our first estimate of values which was a little over 18% on the real property values. So I am not sure why it dropped that much and then other amounts like business personal, individual personal, public utilities and registered motor vehicles. This is all very preliminary they looked a little low and businesses can get an extension until the end of March to get their stuff listed. I emailed these figures to you all with a little over 10% increase. At least we have our first draft of values from the county. We will talk more about this at the budget workshop on March the 20<sup>th</sup>.

The draft Incentive agreement for Smarttrac was put together recently. Brittany Brady put the document together and sent it over for review. That was very helpful because normally I am having to go through the whole thing because we take the county's version and update it with our information. It has gone to the company at this point and they are reviewing it

On Tap Root Dairy- I had inquiry from Commissioner Lapsley to see if you wanted to annex that property into the town. I have talked to you all about it and it did not sound like something that you all wanted to do. I am going to put some revenue numbers together on this just so you have an idea and I have also asked Police and Public Works to put an estimate together of what the service impact would cost. I am putting these figures together in case this is something that you may want to pursue. We are not pushing this on the staff side just trying to bring you the information in case you are interested in pursuing this.

Discussion Followed:

Commissioner Lapsley also approached me about doing away with ETJ's (Extra Territorial Jurisdictions) and I contacted council about this and you all did not seem interested in doing this as well.

Discussion Followed:

On the Kate's Park playground, public works took out all the old equipment and the new equipment will be put in this month. A grand re-opening of the park is planned by early April.

On the meetings with Legislative Delegation I have been getting in into touch with our congressional folks. This Friday I have set up a meeting at 3:00 with Wayne King from Congressman Meadows's office. If anyone from council could join me that would be great.

Also I have Robin Ramsey from Senator Burr's office and Jordan Barnes from Senator Tillis's office meeting on Thursday March 14<sup>th</sup> at 2:00 pm

Bob and Sheila attended the meeting with Senator Edwards and Representative McGrady

The Hwy 25 Corridor project is continuing to move forward and we had a construction progress meeting last week. We are trying to work out better communication issues (Buchanan & Sons) that we have had on this project.

Discussion Followed:

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

**Motion carries all in favor.**

Adjourned: 07:10 pm

Approved:

4-8-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor Rod Whiteside

Town of Fletcher  
Council Meeting  
Minutes  
March 11, 2019

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

Invocation: Mayor Pro-Tem Eddie Henderson

Pledge of Allegiance: Mayor Rod Whiteside

\*\*\*\*Public Comment\*\*\*\*

Stan Moore 214 Windsor Forest Circle Fletcher commented a new library needed in Fletcher and he stated that the county and Fletcher need to work together on funding this new library.

Approval of minutes-corrections, additions or deletions.  
(2/4, 2/11)

**Mayor Whiteside** asked council was there any corrections, additions or deletions to the minutes as presented? If not is there a motion to approve? It was so moved by Councilman Hugh Clark and seconded by Mayor Pro-Tem Eddie Henderson.

**Motion carries all in favor.**

### **Council Updates**

None at this time.

### **Consent Agenda**

Tax refunds/releases

Approval of Resolution R-19-01 in support of the municipal agreement match for the Town of Fletcher Bike/Ped plan.

Approval of Proclamation P-19-01 in support of Spring Litter Sweep from April 13-April 27, 2019

Approval of Budget Amendment #4 to the 18/19 FY Budget Ordinance

Approval of Budget Amendment#5 to the 18/19 FY Budget Ordinance

Set public hearing for the April 8, 2019 meeting to consider potential amendments to the Fletcher Land Development Code.

Approval of Jan Linville to join Parks & Recreation Advisory Board for a 3 yr. term to expire in 3/21.

Appointment of Councilman Bob Davy as Representative to the French Broad River MPO and to the Henderson County Transportation Advisory Committee.

**Mayor Whiteside** stated that the only addition to the Consent Agenda from last week was the Appointment of Councilman Davy as a representative to the French Broad River MPO and to the Henderson County Transportation Advisory Committee. Are there any questions or discussion related to the Consent Agenda?

**Councilman Hugh Clark** commented on the litter sweep being on Saturday April 13 (10:00 am) if anyone is interested in doing a little clean up in our area.

**Town Manager Mark Biberdorf** stated that he is going to do a connect call out to residents to see if residents or clubs want to participate on their own.

**Mayor Whiteside** asked for a motion to approve the Consent Agenda? It was so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson.

**Motion carries all in favor.**

**Approval of lowest responsible bidder for street resurfacing projects and resurfacing paved trails at Bill Moore Community Park-Ben Cathey, McGill Associates.**

**Mayor Whiteside** stated that the next item on the agenda is the approval of lowest responsible bidder related to our paving project(s) which was JLS with a bid of \$330,550.00 bid. He then asked the Town Manager was there anything extra on this.

**Town Manager Mark Biberdorf** stated that Ben Cathey gave you a decent amount of background on this last week. Just a reminder of that the \$ 330,550.70 bid the \$198, 857.99 is for the Powell bill project and then the remaining balance is \$ 131,692.71 is the park project. We will be bringing a budget amendment to you at the April meeting to appropriate the proper amount of funds to fill the gap between what has been appropriated and what totally needs to be appropriated for construction and soft costs.

I know that Councilman Hugh Clark had mentioned taking some funds from the Park Development fund. Heather and I checked the balance from the most recent audit and there is \$36,760.00 in there. Does council want to give some thought of how much they want to use from this fund for the project.

It was suggested by staff that \$20,000 from this fund to be used towards this project which council is agreeable to and a budget amendment will be done at the April meeting.

Discussion Followed:

**Mayor Whiteside** asked for a motion to accept lowest bid as presented and it was so moved by Councilman Bob Davy and seconded by Mayor Pro-Tem Eddie Henderson.

**Motion carries all in favor.**

**Report on recycling volumes and MSW tonnage with implementation of recycling cart program-Jabbo Pressley, Public Works Director.**

**Public Works Director Jabbo Pressley** commented on the figures received on recycling carts and the decrease in trash collection on the route in which the carts were distributed.

Discussion Followed:



### **Update on Town Center Project-Mark Biberdorf, Town Manager**

We have had some discussions with a residential developer Spano & Associates (Ralph Spano) they are continuing to look at the project. The next potential step could be an offer for property. I have had some discussions last week with Scott Burwell of McGill & Associates and he was asking some questions on the process for disposition of property.

I am also pulling together some information for Robert Threatt of Threatt Development Group. We are possibly looking at a developer agreement with them if they continue to get interested in the project.

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

Next week we have our budget update and reveal on our initial draft of revenues. I mentioned to you that the figures came out and they estimated a 21% increase in real property value. They were actually about 18.7%. Overall we received a first set of values that included everything which is real and personal property, public utilities and registered motor vehicles and this was really about a 10.2% increase. Next week we will have our pre-budget workshop we will be here on the 20<sup>th</sup> to go into full budget requests from Department heads.

The draft Incentive agreement with the Smarttrac expansion has been sent to them and they are currently reviewing it.

On the Tap Root Dairy project we did get approached about possible annexation on that. I was approached by Commissioner Lapsley. I am working on some potential figures for that and hopefully next week I will have a report for council. I don't know this is something that you even want to entertain or not.

The ETJ's discussion that I had with Commissioner Lapsley releasing or removing ETJs from the area. I had Eric Rufa work on a map on this for council.

On the Kate's Park playground all the old equipment has been removed the company had to delay putting in the new equipment due to all the rain that we have had.

The last meeting with the delegates is this Thursday at 2:00 pm with Robin Ramsey and Jordan Barnes of Senator Burr's and Senator Tillis's office.

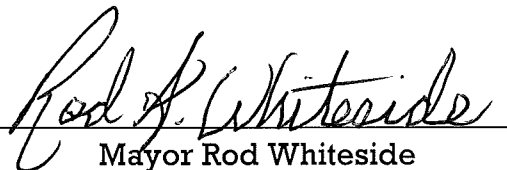
The Hwy 25 corridor project has been tough due to weather and we have been trying to get them to adhere to the agreement for lane closure. On the crosswalks we are looking at stamped asphalt and what type/alternatives. Stamped concrete is just not going to work with the amount of traffic on the road and the time that it takes to cure.

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

Adjourned: 07:27 pm

Approved:

4-8-19  
Date

  
Mayor Rod Whiteside

Town of Fletcher  
Pre-Budget Workshop Meeting  
March 20, 2019

Call the meeting to order at: 08:30 am

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 Matthew Horton  
Public Works Director Jabbo Pressley  
Parks & Recreation Director Greg Walker  
Police Chief Erik Summey  
Planning & Zoning Director Eric Rufa

**IT Matthew Horton** went over the requested budget items and expenses for the FY 19-20 Budget year.

Decision Package Items are as follows:

PC Replacement Project	32,700
Network Monitoring Service	10,800
Town Hall A/V System Project	40,000
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	\$ 83,500.00

**Parks & Recreation Director Greg Walker** went over the requested budget items and expenses for the FY 19-20 Budget year.

Decision Package items are as follows:

Tractor	60,000
Jeep-SUV	40,000
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	\$ 100,000.00

Discussion Followed:

**Police Chief Erik Summey** went over the requested budget items and expenses for the FY 19-20 Budget year.

Decision Package items are as follows:

Detective Lieutenant:	77,579
Construction of two offices	40,424

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\$ 118,003.00

Discussion Followed:

Break: 09:47 am

Return from Break: 10:01 am

**Public Works Director Jabbo Pressley** went over the requested budget items and expenses for the FY 19-20 Budget year.

Decision Package items are as follows:

95 gallon trash & recycle carts	56,000
M & R Vehicles	6,000
Tools & Equipment	5,000

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\$ 67,000.00

Discussion Followed:

**Planning & Zoning Director Eric Rufa** went over the requested budget items and expenses for the FY 19-20 Budget year.

There are no decision package items for Planning & Zoning requested in the FY budget year.

Discussion Followed:

**Assistant Town Manager Heather Taylor** went over the requested budget items and expenses for the FY 19-20 Budget year in Administration, Professional Services and Town Facilities.

Discussion Followed:

**Town Clerk Christine Thompson** went over the requested budget items and expenses for the FY 19/20 Budget year for the Governing Board Budget.

Discussion Followed:

Break for Lunch: 11:20 am  
Back from Lunch: 12:52 pm

**Fletcher Fire & Rescue**

Chief Greg Garland  
Assist Chief Jerry Creasman  
Billy Wilson

**Chief Greg Garland**

Total calls this past year: 2014  
In town limits of Fletcher: 955

**Mutual aid calls**

44 Buncombe County  
5 to other counties  
62 mutual aid in Henderson County

**Grants applied for and awarded**

Walmart Foundation  
North Carolina Forrest Service  
Firehouse Subs Foundation  
FEMA grant

We received a total of \$ 250,684,000 in grant monies.  
We currently have 6 openings and are doing interviews and will get these filled.

Currently updating Personnel handbook  
Updated our career ladder pay scale

Discussion Followed:

**Upcoming Budget items**

Replacing one of our engine trucks.  
Repair Roof at Hooper's creek station  
Repair sink hole in driveway at main station.  
Replacement of one small vehicle

**Upcoming Grants**

New Turnout gear.

We are looking at some financial investment options as well.

Discussion Followed:

**Capital Improvement Projects FY 19/20**

**Town Manager Mark Biberdorf** stated that we are going into year 4 of our CIP. We do a 5 year CIP and we do an annual capital budget that funds the projects within the CIP. The minimum threshold for the CIP is \$25,000. The CIP is intended for placement of existing facilities and also adding facilities for new impacts. We have been funding this with our 8.5 cents of our tax rate. We have been using 6.5 cents to support projects with debt service and the other 2 cents we apply towards cash projects or pay as you go. I know we have been moving some things around in there based on projects that we have.

The current revenues are estimated with a 10.2% growth and was almost 1.3 billion in total evaluation for FY 2020. With that 8.5 cents this produces \$1,088,765.00. This will probably go up a lot of business personal is not included in there with the extension that they were given. I do not anticipate a huge fluctuation from this but it is a significant jump. Debt service commitments of course we have the town hall project which is ongoing debt requirement and I plugged in the Parks & Recreation building at which I rounded up to \$200,000 for debt service. With our town hall commitments it is \$571,366 and the Parks & Recreation maintenance building I put \$200,000 so our total budgeted amount would be \$771,366 what 6.5 cents produces on the levy for debt service based on the 1.3 billion (99% collection rate) is \$832,585 so if you subtract our debt service commitments then that leave us available amount of \$61,219. It may be more if we do not actually get started on the Parks & Recreation building.

Discussion Followed:

Projects to be funded without debt service (cash side)

Playground Equipment for BMCP	\$ 100,000
Police Car Rotation	\$ 119,500

Total Commitments	<hr/> \$ 219,500
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Total Non-Debt service Budgeted	\$ 256,180
Total Non-Debt Commitment	\$ 219,500

Non-Debt Service Available	<hr/> \$ 36,680
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Discussion Followed:

**Revenues**

FY 18-19 Budgeted Values	\$ 1,171,765.00
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FY 19-20 Projected Values	\$ 1 293,839.00
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Percentage Change in Base	10.2% values (Preliminary Figures)
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Discussion Followed:

The Town Manager then went over some items with the revenues and the budget issues for the FY 19-20.

**Mayor Whiteside** adjourned the Budget Meeting

Adjourned: 2:26 pm

Approved:

4-8-19  
Date

Rod A. Whiteside  
Mayor Rod Whiteside