

Town of Fletcher
Agenda Review Meeting
Minutes
March 4, 2020

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:

Mayor Rod Whiteside
Mayor Pro-tem Bob Davy
Councilman Eddie Henderson
Councilman Preston Blakely
Councilwoman Sheila Franklin
Town Manager Mark Biberdorf
Planning & Zoning Director Eric Rufa

Invocation:

Pledge of Allegiance:

Public Comment

Keith Reid 84 St John's Road stated that he is here to listen to the discussion on the burning ordinance and that he would like to be able to comment if need be.

Shawn Thompson 99 Justice Street stated that he hoped that council could come to some sort of exception for burning that he does not burn often but about once or twice a year and he is willing to pay for a permit and while he was going to burn anyway he would like to do it legally.

Approval of minutes-corrections, additions or deletions.
(2/3, & 2/26)

No comment was made on the minutes at this time.

Council Updates

Councilman Blakely John Mitchell from Henderson County invited everyone to a complete count committee meeting which is in relation to the census. Obviously the objective it to get everyone to participate in the census. The data on Fletcher for 2010 was an 82% participation and the county overall was 78 %.

Mayor Pro-Tem Bob Davy stated that he had an individual that used to live in Fletcher (now lives in Mills River) who contacted him when he saw that he was on the French Broad MPO and wanted to know the status on I-26. He asked about when they build the bridge over Cane Creek have they made any plans for greenways under the bridge. I emailed Steve Williams from DOT and he responded and sent me the plans and they have made allowances for this on either side of the greenway.

Consent Agenda

Tax refunds/releases

Approval of Proclamation P-20-01 in support of Spring Litter Sweep which is April 11- April 25, 2020

Approval of Larry Waldrop to serve another 3 year term on the ABC Board which would expire in 4/23.

Approval of Planning of Planning Board member Lucas Armeña to serve another 3 year term on the Planning Board which would expire in 4/23.

Approval of one year warranty on parking lot.

Mayor Whiteside went over the Consent Agenda items and asked council if they had any questions?

Town Manager Mark Biberdorf mentioned the litter sweep proclamation and asked council if they wanted to schedule a litter sweep pick up. He also discussed the paving on the parking lot and warranty that the town would provide.

Council has decided to do a litter sweep on the same day as the pill drop and the shred event which is April 25.

Public Hearing regarding CD Application #2020-01 from Mr. Josh Youngblood a request to conditionally rezone PIN # 9652-69-7958 form C-1 (Commercial) to either R-1 or R-2 (Residential).

Planning & Zoning Director Eric Rufa went over the public hearing that will take place next week for the rezoning of this property.

Applicant's request is for conditional approval of R-2 and the Planning Board recommended R-1.

After talking with Mr. Bennie Youngblood it looks like council to approve R-1 then he would withdraw his request and leave the property at C-1.

Discussion Followed:

Proposal to develop RFP for Town Center project-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that you heard from Kathleen Ross last week and staff is recommending an RFP to market our property for sale for our master plan. We have enough room in the operating budget to cover this and the work might continue into the following fiscal year to complete everything. I will ask a motion on this item at the regular meeting on this.

Discussion on proposal to change the regular council meeting to a start time of 6:00 pm instead of 7:00 pm-Rod Whiteside, Mayor.

Mayor Whiteside asked council for any discussion from council on this item.

Councilman Eddie Henderson said that he had no real heartburn on this and does not think that there is a real reason to change this in his opinion.

Mayor Pro-Tem Bob Davy stated that he thinks it makes it too hard for the general public to get to our monthly meeting.

Councilwoman Sheila Franklin stated that she read the memo and understands what he (mayor) is saying but that we serve the public and that 6:00 is the time that most people are just sitting down to the table to have supper.

Councilman Preston Blakely consistently stated that a lot of discussion does happen at the agenda review meeting and that is what a lot of people want to see.

Discussion Followed:

Discussion on ETJ in Fletcher and House Bill 215-Rod Whiteside, Mayor.

Mayor Rod Whiteside stated that this was brought up at LGCCA we were asked as a municipality if we had a position regarding the ETJ. Is there any discussion on this from council relating to this issue?

Councilman Blakely stated that when Eddie, Mark and I met with Chuck McGrady the other day he indicated that more than likely the bill would not go anywhere. However if we decided that we had the ambition to have the property in the

corporate limits that he would put a bill in the General Assembly that we could have the ETJ.

Town Manager Mark Biberdorf stated that he was suggesting (McGrady) that putting within the bill that you (council) could involuntarily annex the property that would no longer be in the ETJ.

Discussion Followed:

Council is not in favor of this.

Staff report on implementation of recycling cart program-Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director.

Town Manager Mark Biberdorf gave an overview on the recycling cart program and stated that Jabbo Pressley would be here next week to give a full report on this.

Discussion Followed:

Discussion on open burning ordinance-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he put this back on the agenda and that we have several complaints from the public on this. Eddie and Sheila had heard some complaints on this. He said that he is not sure what you would want to change on this and is this something that you want to revisit with some exceptions.

Discussion Followed:

Councilwoman Sheila Franklin stated that she has residents calling all the time on this. She said that she spoke with Chief Garland about it and asked if there were exceptions how that would affect the fire department. I also asked him were there any issues when we were burning before. He said it is not an issue for them and it wasn't an issue for them when they were issuing burn permits.

She then went over several restrictions that she discovered have been removed by the General Assembly in years past. Before we were focusing on acreage and the reason we turned it down was because it did not make much common sense. The rule of thumb should be that if the resident can't get it to the curb or if public works is not going to pick it up then they should be allowed to burn and be allowable under regular regulations. In subdivisions if you can get your stuff to the curb then

that is what you do and for those who live on acreage as well. If you can't get it to the curb and is too large and public works to pick it up then there has to be some sort of recourse I would suggest that a burn permit should be allowed for that. A suggestion might be that people can burn twice a year.

Councilman Bob Davy stated that he just did not know how you would enforce the saying I can't get it to the street. Everyone will have their own excuse one way or the other. If we want to do an exception I would rather see that you have to get permission in writing from any neighbor within 300 feet of the burn location.

Discussion Followed:

Comments from the Town Manager-Mark Biberdorf.

On the remaining parts on the HWY 25 corridor improvement we had a construction progress meeting last week they are looking at resuming work on April 15 which would be restriping and the narrowing the outer crosswalks. Lights on the monuments should be up and lit soon.

Discussion Followed:

On the Town Center project we still have 3 properties to close on. We are still working on the Kenneth Youngblood property with some estate issues. The Kevin Walker property in front of it has some deed of trust issues that need to be resolved. The last one is the land swap. We just finished Bennie Youngblood's property that we just bought right across the railroad tracks here. Public works has finished all the clean up on the properties to the extent that they can at this time.

Discussion Followed:

The MPO meeting on the 25 year plan (Transportation projects) they are having a meeting and calling it coffee with the planner and it will be on March 19 at the coffee garage from 10:00 am to noon. We will put this on the website and will do a connect call to let people know.

Earth Fare has closed and filed for bankruptcy and the mayor had received a letter concerning this. They were trying to re-finance and they had a buyer and the buyer backed out. They officially closed this past Monday.

Blue Ridge Community College and the Department of Commerce have set up a meeting to help up with transition of employees and offer assistance. They are working with the people from Continental Teves as well.

The shred event and pill drop is set for Saturday April 25 from 9:00 to noon.

The budget workshop is on Wednesday March 11 and will start at 8:30 am.

With the status of library project community listening session and they pulled the plug on this. An email from Doug Agor (of NFLP) asking to reschedule and they have not rescheduled as of yet. There had the other sessions around the county but this one was cancelled and they have not rescheduled as of yet.

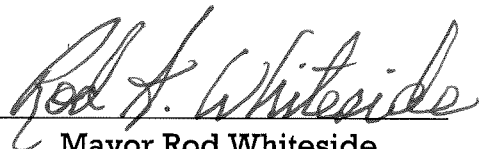
Discussion Followed:

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

Adjourned: 07:19 pm

Approved:

4-13-2020
Date


Mayor Rod Whiteside

Town of Fletcher
Council Meeting
Minutes
March 9, 2020

Call the meeting to order at: 07:00 pm

Those who were in attendance are as follows:

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

Invocation: Dr. Treavor Riley, Cornerstone Baptist Church
Pledge of Allegiance: Tristan Riley

**Assistant Town Manager Heather Taylor did not attend this meeting.
Councilman Eddie Henderson did not attend this meeting.**

Public Comment

John Olsen of 33 Cottage Ridge Court Fletcher, He suggested a compromised proposal of a start time for the meeting to be 6:30 pm so that residents and anyone who wanted to attend the meetings would be able to. He also mentioned the state law concerning burning in the city limits. He stated that an exemption should not be made so that some property owners can avoid the expense of maintaining their property as state law requires at the expense of air quality and comfort of all Fletcher residents. If there is a problem with the volume of brush pick up restriction by public works then we should re-evaluate those limitations. If we are talking about making an exemption for those property owners who unwilling to bear the expense of maintaining their land then this proposal should be voted down.

Approval of minutes-corrections, additions or deletions.
(2/3, & 2/26)

Mayor Whiteside asked council for any additions, corrections or deletions to the minutes that have been presented? If none then do we have a motion for approval? It was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Council Updates

Councilman Preston Blakely stated that he found out the answer to Mayor Pro-Tem Bob Davy's question concerning how long the census will take place. He said that it will begin on this Thursday March 12 and will go until July 31.

Consent Agenda

Tax refunds/releases

Approval of Larry Waldrop to serve another 3 yr. term on the ABC Board which would expire in 4/23.

Approval of Planning Board member Lucas Armeña to serve another 3 year term on the Planning Board which would expire in 4/23.

Approval of one year warranty on parking lot.

Mayor Whiteside asked council was there any comments on the Consent Agenda if not do I have a motion on the consent agenda as presented? It was so moved by Councilman Blakely and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Public Hearing regarding CD Application # 2020-01 from Mr. Josh Youngblood a request to conditionally rezone PIN# 9652-69-7958 from C-1 (Commercial) to either R-1 or R-2 (Residential).

Planning & Zoning Director Eric Rufa gave an overview on the rezoning request of this property. Planning Board recommended/approved a change to R-1 which would allow for 1 home to be built with a small cottage/apartment in the back. (accessory dwelling) He stated that Mr. Youngblood prefers that if council decides to go with the planning board recommendation of R-1 then he prefers the property

remain as C-1 and has asked that he be given an opportunity to revoke his application.

Mayor Whiteside asked for a motion to open public hearing and it was so moved by Mayor Pro-Tem Bob Davy and it was seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Planning & Zoning Director read an email from Mr. Zack Grogan of Magnolia Properties (who owns the adjacent properties) who could not be here tonight for the public hearing due to illness.

Discussion Followed:

He then answered questions that council had on this property.

Mr. Josh Youngblood spoke on the property in question and stated the creek runs through the property and there is a no disturb area on either side of the creek. The houses he said would be located in the large corner area of the property. The creek area would remain undisturbed.

Mayor Whiteside asked for if there were any more comments on this item at this time.

Mayor Whiteside asked for a motion to close Public Hearing and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Mayor Whiteside stated that just as a reminder if council decides to go with the recommendation of the Planning Board then there needs to be a pause to allow the applicant to withdraw his request.

More Discussion Followed:

Mayor Pro-Tem Bob Davy made the motion that we go with the recommendation of planning board.

Mr. Josh Youngblood withdrew his application for the rezoning request of this property.

Therefore as there was no second and also the motion also dies due to withdrawal of the application.

Proposal to develop RFP for Town Center project- Mark Biberdorf, Town Manger.

Mayor Whiteside asked if council wanted to continue with Rose & Associates related to the RFP process on the town center project and that cost would be \$10,500 and do we have a motion from council related to the request that we proceed with this process?

Mayor Pro-Tem Bob Davy made the motion that we proceed with the RFP process and it was seconded by Councilman Blakely.

Motion carries all in favor.

Discussion on proposal to change the regular council meeting to a start time of 6:00 pm instead of 7:00 pm-Rod Whiteside, Mayor.

Mayor Whiteside asked if there was any discussion on this from council at this time and that he did provide council will all the business meeting times for all Henderson county municipalities as well as the meeting time of Henderson County and no one meets later than 6:00 pm.

Councilman Preston Blakely made a motion to start the regular meeting at 6:00 pm instead of 7:00 pm and it was seconded by Mayor Pro-Tem Bob Davy.

Motion carries all on favor.

Discussion on ETJ in Fletcher and House Bill 215-Rod Whiteside, Mayor.

Mayor Whiteside asked council if they were in agreement that our position is to retain our ETJ Authority until the state tells us otherwise.

Council has taken the position to retain the authority until state says otherwise.

Staff report on implementation of recycling cart program-Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director.

Public Works Director Jabbo Pressley went over the recent data that he has gathered since the implementation of the recycling cart program.

Discussion Followed:

Discussion on open burning ordinance-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf gave an overview of the current ordinance and stated that he was asked to put this back on the agenda because we heard some complaints and feedback from the public. From a staff perspective I don't have any specific changes at this time.

Discussion Followed:

Councilwoman Sheila Franklin stated that maybe an option would be to offer curbside pickup for all subdivisions and then residents who have acreage give them the opportunity using the same procedures to get a burn permit because this is put a hardship on many residents to have a burn ban. I was also going to contact the School of Government and have a conversation with them as well. This can't be a one community thing.

Discussion Followed:

Councilman Preston Blakely stated that he looked up the administrative code and that to his understanding logs and stumps would still not be allowed.

Mayor Pro-Tem Bob Davy stated that if he was asked to vote at this time with the information that he has at the moment he vote against making any changes to the ordinance.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

On the Hwy 25 corridor improvements we had a recent construction progress meeting and the items left to do are the crosswalk work and some re-stripping of the outer lanes and we are looking at the middle of April to complete the work on that.

On the town center project, we are down to three properties Kenneth Youngblood property, Bill Walker property and the land swap with the Lipe property. Also thank you to public works for cleaning up the other properties.

On our financing we went from Capital Bank to BB& T and we closed on this several weeks ago and we will be able to start drawing down on that and the reimbursement to ourselves as well. We will be working on the RFP with Rose & Associates as well.

The MPO meeting on the 25 year transportation plan in which they already held one in Henderson County and they will be having one here in Fletcher on Thursday March 19 from 10 to noon at the coffee shop here at the garage. They will be there to answer questions this is not a formal presentation.

Earth Fare as we all know closed and filed for bankruptcy. BRCC and the NC Department of Commerce has provided some assistance to the employees that were displaced. They were trying to restructure and had a buyer however that buyer backed out.

The shred event and pill drop is scheduled for Saturday April 25 from 9 am to noon.

Budget workshop is coming up on Wednesday March 11 at 8:00 am for breakfast and we will get started at 8:30 am.

On the coronavirus we are doing everything we can here with a little higher level of housekeeping measures (public works, police, parks & recreation) as well and this is something we are going to have to deal with.

Discussion Followed:

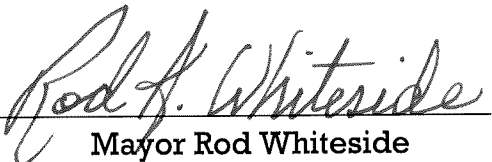
Mayor Whiteside asked for a motion to adjourn and is was so moved by Councilman Preston Blakely and seconded by Mayor Pro-Tem Bob Davy.

Motion carries all in favor.

Adjourned: 07:56 pm

Approved:

4-13-2020
Date


Mayor Rod Whiteside

Fletcher Town Council
Budget Meeting
Minutes
March 11. 2020

Call the meeting to order at: 08:30 am

Those who were in attendance are as follows:

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

IT-Mathew Horton went over the requested IT Budget for the upcoming FY 20-21

Decreases in the following IT Budget items

Contract with One who Serves	\$6,575.00
Replacement of parts/software	\$4,850.00

Increases in the following IT Budget Items

Telephone	\$1,800.00
Cable TV/Internet Service	\$4,200.00

Decision Package Items Requested

Server Upgrades for PD	\$15,000.00
Security Awareness Training	\$ 7,800.00
Security Audit Services	\$ 2,730.00
Town Hall AV System	\$ 40,000.00

Parks & Recreation Director Greg Walker went over the requested Parks & Recreation Budget for the upcoming FY 20-21

Decreases in the following P & R Budget items

Concessions	\$ 6,950.00
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Increases in the following P & R Budget Items

Wages & Salaries	\$ 7,094.00
1 position	\$ 31,500.00
FICA	\$ 11.00
Park Maintenance worker (Retirement)	\$ 3,309.00
Park Maintenance worker (401K)	\$ 353.00
Park Maintenance worker	\$ 1,575.00
Holiday Decorations	\$ 1,000.00
Summer Day Camp	\$ 2,000.00
Advertising	\$ 500.00
Park Maintenance (Medical)	\$ 6,500.00
Uniforms	\$ 350.00
Park Maintenance worker uniforms	\$ 250.00
Arboretum Expenses	\$ 2,000.00

Decision Package items Requested

Park Maintenance Position	\$ 45,432.00
Scag Mower	\$ 14,000.00

Police Chief Erik Summey went over the requested Police Department Budget for the upcoming FY 20-21

Decreases in the following Police Budget items

Holiday Pay	\$	930.00
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Increases in the following Police Budget items

Salaries & Wages	\$	34,438.00
FICA	\$	2,562.00
Retirement	\$	14,322.00
401K	\$	1,675.00
Department Supplies	\$	54,400.00
Network Subscription	\$	4,354.00

Decision Package Items Requested

Replacement of MDT's	\$	58,754.00
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Public Works Director Jabbo Pressley went over the requested Public Works Budget for the upcoming FY 20-21.

Decreases in the following Public Works Budget items

None

Increases in the following Public Works Budget items

Salaries & Wages	\$	12,950.00
FICA	\$	990.00
Retirement	\$	5,789.00
401K	\$	648.00
M & R Facilities	\$	4,000.00
Fuel Expenses	\$	1,000.00

Uniforms \$ 500.00

Decision Package Items Requested

Lowboy Trailer \$ 24,500.00

Utility Vehicle \$ 12,500.00

Public Works Director Jabbo Pressley went over the options of using speed and radar equipment. He stated that has been getting some prices on potential equipment.

Discussion Followed:

Break at: 10:08 am

Back from Break at: 10:23 am

Planning & Zoning Director Eric Rufa went over the requested Planning & Zoning Budget for the upcoming FY 20-21.

Decreases in the following Planning & Zoning Budget items

Travel & Training \$ 500.00

Advertising \$ 200.00

Dept. Supplies \$ 300.00

Dues & Subscriptions \$ 200.00

Increases in the following Planning & Zoning Budget items

Salaries & Wages \$ 3,048.00

FICA \$ 233.00

Retirement \$ 1,203.00

401K \$ 140.00

Decision Package Items Requested

None

He then went over the pending storm water audit from the state that will take place sometime this year.

Discussion Followed:

Assistant Town Manager Heather Taylor went over the requested Administrative, Professional Services & Town Facilities Budget for the upcoming FY 20-21.

Decreases in the following Administrative Budget items

None

Increases in the following Administrative Budget items

Salaries & Wages	\$	15,100.00
FICA	\$	1,156.00
Retirement	\$	6,118.00
401K	\$	755.00
Travel & Training	\$	500.00
Dues & Subscriptions	\$	1,300.00
Motor Vehicle expense	\$	700.00

Decreases in the following Professional Budget items

Fletcher Town Center	\$	26,000.00
Professional Services/Contracts	\$	15,000.00
Economic Development	\$	90,827.00
Elections/Consultants	\$	6,400.00

Increases in the following in Professional Budget items

Apple Country Transit	\$	4,687.00
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Decreases in the following Town Facilities Budget items

Newsletter Expenses	\$	100.00
Contract Services	\$	4,500.00

Increases in the following Town Facilities Budget items

Utilities	\$	3,000.00
Wellness Program	\$	1,500.00

Assistant Town Manager Heather Taylor then answered questions that council had on these items.

Discussion Followed:

Town Manager Mark Biberdorf went over the Revenues and CIP information for the upcoming FY 20-21.

Revenues

FY 19-20 Budget Values	\$	1,355,232,000
FY 20-21 Project Values	\$	1,359,723,000
Percentage Change in Base		.33% (Preliminary Figures)

Discussion Followed:

Capital Improvements

Town Hall Improvements	\$	563,962
Town Center Land Acquisitions	\$	182,266
	\$	746,228
Debt Service Budgeted	\$	874,982
Total Debt Service Commitment	\$	<u>746,228</u>
Debt Service Available	\$	128,754

Projects Funded without Debt Service:

Police Car Rotation	\$ 119,500
PW Dump Truck	<u>\$ 110,000</u>
Total Commitments	\$229,500
Total Non-Debit Service Budgeted	\$269,225
Total Non-Debt Commitment	<u>\$229,500</u>
Non-Debit Available	\$ 39,725

This presentation was paused so that council could get a report from Chief Garland of Fletcher Fire & Rescue.

Fletcher Fire & Rescue Chief Garland gave an overview of what the budget looks like for the coming year and some highlights for the current year.

He stated that they had 1987 calls in 2019 which is down a bit from the previous year.

He stated that they did their rating in November (done every 5 years by Department of Insurance) he stated they are still waiting on the results but he thinks that they have done really well and will hopefully see the rating change to a 3 in town (before 4) and a 4 out in the county (before 5).

We applied for a FEMA grant for a Tanker that we did receive and we have the Tanker now and it is in service. It is a 3,500 gallon Tanker. That grant was for \$ 225,000 dollars. We paid off all of our stations and we have done a lot of capital improvements to them. We are resurfacing the parking lot at Station 2 and it is currently closed at the moment and they are working out of Station 1 right now. We are expanding our fire life safety education program and we put a bid in on an education trailer that McDowell County was selling. The board of directors is trying to improve our benefits package for employees because we lose a lot of employees to cities and the county because of their retirement package. Hugh Clark is now the Treasurer on our board of directors. There are two new engines on order to be here in October or November at \$515,000 a piece. We work from a list we have each year to see what we can afford for that year.

Chief Garland then answered questions that the council and the Town Manager had for him.

Town Manager Mark Biberdorf continued with the Revenues & CIP information.

Break for Lunch at: 12:02 pm

Back from Lunch at: 1:03 pm

Town Clerk Christine Thompson went over the Governing Board budget for the upcoming FY 20-21.

There is a decrease in the travel & training budget by \$800.00 so the budget for Travel & Training went from \$6,800 to \$ 6,000.

There was an increase in Dues & Subscriptions by \$5.00 so the budget for Dues & Subscriptions went from \$240.00 to \$ 245.00.

Council had no questions on the Governing Board budget.

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

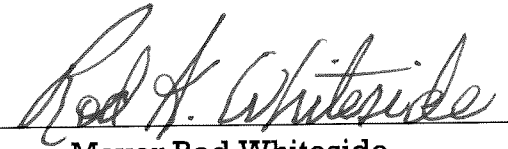
Motion carries all in favor.

Adjourned: 1:06 pm

Approved:

4-13-2020

Date



Mayor Rod Whiteside