

Town of Fletcher
Agenda Review Meeting
Minutes
December 7, 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
Councilwoman Sheila Franklin
Councilman Preston Blakely
Councilman Eddie Henderson
Town Manager Mark Biberdorf

Invocation:

Pledge of Allegiance:

Public Comments

None at this time.

Approval of minutes-corrections, additions or deletions.
(11/4, 11/9 & 11/24)

No comments were made on the minutes at this time.

Council Updates

Councilman Preston Blakely commented on Town Manager Mark Biberdorf winning the Charles H. Campbell Regional Leadership award.

Mayor Pro-Tem Bob Davy gave an update of the DOT projects that are being currently worked on:

- a) Old Airport Road will be completed in March of 2021.
- b) I26 project is somewhat behind but things are moving along.
- c) On Butler Bridge Road they will begin work on that in either January or February and hope to have it completed (closed) in 180 days because they have to tear down and rebuild a complete new bridge.

d) The Hwy 191 project will be let for bid in June 2023.

Consent Agenda

Tax refunds/releases

Set Public Hearing for January 11, 2021 to consider LDC amendments involving required Chapter 106D statute updates.

Approval of Christy Thompson to represent the Town of Fletcher Historic Resources Commission Board.

Mayor Whiteside asked for any questions or discussion for Consent Agenda items.

There were no questions or comments at this time from council on the Consent Agenda.

Presentation of the Audit for the FY 2019-2020-Carol Avery of Lowdermilk & Church CPA.

Mayor Whiteside stated that we will have the annual audit presentation at the meeting next week.

COVID hazard pay and update on projected revenues-Heather Taylor, Assistant Town Manager.

Mayor Whiteside stated that he would recommend a payment to staff of \$300 instead of the amount listed in the packet. He said that he would note that in the business sector that \$300 is the standard that is has been issued and is still being issued. He asked for discussion from council?

There was no discussion from council.

Town Manager Mark Biberdorf stated that this will be a budget amendment and if council is ok with this it will be put on consent agenda for next week.

Discussion Followed:

Presentation from developer on the Town Center project-Lewis Real Estate Group.

Mayor Rod Whiteside stated that we will have a presentation from a developer related to the Town Center project.

Proposed streets for annual Powell Bill resurfacing project-Jabbo Pressley, Public Works Director.

Mayor Rod Whiteside stated that we will have a presentation next week from the public works director concerning the streets listed in your packet for the annual Powell bill resurfacing project.

New lease for Kate's Park with community foundation of Henderson County-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that as he mentioned previously the Youngblood Family wanted to set up a trust with the Henderson County Community Foundation. Kenneth Youngblood is working to get this set up with them as quickly as possible. Our town attorney drafted the lease agreement and I have sent it to McCrae Benson who is the executive director of the community foundation. I have not heard back from him as of yet. We are largely doing this similar to the original version and some things that are different in this one are that the previous agreement had an expiration date with it and I have asked Joe to draft it open ended. (No expiration date) It has out provisions in it and this is just so we don't have to go through renewing the lease in 5 years. The out provisions are 90 days notice and either party can give that notice. I had Joe put in there as well that if the Foundation wanted additional liability coverage that we would cover that and it should be no more than \$500 a year.

Discussion Followed:

Proposed Budget schedule FY 2021-2022-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf went through the dates on the proposed budget schedule for FY 2021-2022. He suggested starting the council meeting on January

11 at 4:00 in order for department heads to give an overview of the current year budget/expenses as well as their proposed budget for the upcoming year. He also suggested March 23, 2021 for the all-day budget meeting and well as May 8, 2021 for the budget retreat meeting. He stated that he realizes that this is mother's day weekend but just thought that May 1, 2021 (which is the 1st Saturday of the month) would be a bit too early.

Council is fine with starting the meeting at 4:00 on January 11, 2021 and will review the other suggested dates.

Comments from the Town Manager Mark Biberdorf.

On the police chief search we closed on receiving the applications the end of November (received 38 applications) and we are going through them now. We will be sending out a written exercise to the final applicants. Once that is completed we will narrow that down and then begin interviews. We could be looking at middle to late January making an offer and depending on the applicant's schedule hopefully they will start in February.

I emailed you about the potential partial road closure of Baldwin Circle. We have a project for an applicant who is looking at a convenience store gas station at that location which would need a partial road closure. It is commercial property in that location as well. We mentioned to the applicant that we wanted to get some potential feedback from council before this was added to the agenda because there is a lot work involved to close a road.

Discussion Followed:

On COVID 19 updates because of the governor's latest indoor requirements now I have asked staff to wear masks all the time in the building except in their office. The indoor requirement went down from 25 to 10. We have been fortunate until recently we have had no staff test positive. The one that did positive has been under quarantine at home and another quarantined himself when he found out he had been exposed.

We had received a complaint about people not wearing masks out in public and just so you know our police dept. is not going out now to enforce people wear masks in public. That is up the business to regulate this and the business owner needs to tell

the person to leave and if they don't the police department can arrest them for trespassing.

Mayor Whiteside asked for a motion to adjourn and it was so moved by Councilman Eddie Henderson and seconded by Councilman Preston Blakely.

Motion carries all in favor.

Adjourned: 06:41 pm

Approved:

1-11-21

Date


Mayor Rod Whiteside

Town of Fletcher
Council Meeting
Minutes
December 14, 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
Assistant Town Manager Heather Taylor
Planning & Zoning Director Eric Rufa
Public Works Director Jabbo Pressley

Invocation: Mayor Whiteside asked for a moment of silence for those who lost their lives due to COVID.

Pledge of Allegiance: Mayor Whiteside led the group in the Pledge of Allegiance

Public Comments

None at this time.

Approval of minutes-corrections, additions or deletions.
(11/4, 11/9 & 11/24)

Mayor Whiteside asked if there were any corrections, additions or deletions to the minutes that have been presented. Seeing none do we have a motion to accept those minutes and it was so moved by Councilman Eddie Henderson and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Council Updates

None at this time

Consent Agenda

Tax refunds/releases

Set Public Hearing for January 11, 2020 to consider LDC amendments involving required Chapter 106D statute updates.

Approval of Christy Thompson to represent the Town of Fletcher on the Historic Resources Commission Board.

Approval of Budget Amendment #1 to FY 20/21 Budget Ordinance for COVID Hazard pay.

Mayor Whiteside asked if there was there any discussion related to the consent agenda items. Do we have a motion to approve the Consent Agenda and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilman Preston Blakely and Councilman Eddie Henderson.

Motion carries all in favor.

Presentation of the Audit for FY 2019-2020-Carol Avery of Lowdermilk & Church CPA.

Carol Avery of Lowdermilk & Church went over the recent audit and answered questions that council had on the financial highlights document (see attached) that she had passed out to council.

Discussion Followed:

Presentation from developer on the Town Center project-Lewis Real Estate Group.

Will Buie of WGLA Engineering gave a power point presentation on a purposed development for the Town Center project. He also introduced Martin Lewis of Lewis Real Estate Group and Bo & Paul Wydell of Triangle Stop Convenience stores.

Discussion Followed:

Proposed streets for annual Powell Bill resurfacing project-Jabbo Pressley Public Works Director.

Public Works Director Jabbo Pressley recommended the following streets for repaving stating that they are on our list in the top 10.

Colden Oaks Lane- Street Resurfacing (0.19 miles)
Grove End Road – Street Resurfacing (0.17 miles)
Regent Drive – Street Resurfacing (0.09 miles)

The estimated cost to complete the street resurfacing will be provided by McGill Associates at the January meeting. This will include all design fees, bidding the project, contract administration, construction costs and 10% contingency)

**New Lease for Kate's Park with Community Foundation of Henderson County-
Mark Biberdorf, Town Manager.**

Town Manager Mark Biberdorf stated the park property currently owned by the Kenneth Youngblood family is being transferred by a trust to the Community Foundation of Henderson County to hopefully to become a park in perpetuity. Should that ever change it would revert back to family for public use. In order for the town to keep it as a park they would need a new lease with the community foundation. You have a copy of the lease in your packet and it would take effect January 1. It is similar in fashion to the old lease the biggest difference is that we did not put an expiration date in here just so we do not have to be coming back every so many years to renew it. The out provisions are 90 days' notice by either party for some reason we want to get out of the deal. They had some concerns about liability coverage (ours is through the League of Municipalities) and if they wanted additional coverage that we would pay for it and it would cost about \$500.

Discussion Followed:

Councilwoman Sheila Franklin commented on item #7 in the agreement concerning taxes and assessments stating that the community foundation is non-profit and of course the town does not pay property taxes does this need to be deleted from the agreement since it does not apply.

Town Manager Mark Biberdorf stated that it would be in the ownership of the foundation and they have tax exempt status.

Mayor Whiteside stated can we get a motion then once the motion has been made if there are any amendments to the motion we can go forward with that.

Discussion Followed:

Councilwoman Sheila Franklin made a motion to accept the lease as written and it was seconded by Mayor Pro-Tem Bob Davy and Councilman Preston Blakely.

Mayor Whiteside asked was there any discussion on the motion?

Councilwoman Sheila Franklin stated that she would like to see Item # 7 (taxes and assessments) in the agreement removed since it really does not apply.

Mayor Whiteside stated that would you like to make an amendment to the motion that if the tax line item does not apply to us that it be released.

Councilwoman Sheila Franklin made a motion that if after checking with legal that if it is not necessary that we have item #7 in the document be removed.

Mayor Whiteside asked for a second on the amendment to the motion and it was seconded by Councilman Preston Blakely.

Mayor Whiteside asked was there any discussion on the motion?

Discussion Followed:

Motion carries all in favor of the motion with the amendment.

Proposed Budget schedule for FY2021-2022-Mark Biberdorf Town Manager.

Mayor Whiteside stated is there any further discussion related to the budget schedule?

Councilwoman Sheila Franklin stated that she certainly like to avoid Mother's day weekend for the budget meeting if possible.

Town Manager Mark Biberdorf stated just to reiterate the schedule we are meeting on January 11 at 4:00 so that you can hear from staff on preliminary budget items and the May budget meeting date will be changed to Saturday May 1 instead of May 8th.

Comments from the Town Manager Mark Biberdorf.

On our police chief search so we had a good number of applications and have been through those and have since sent out a supplemental assessment to a group of semifinalists that went out last week. Those responses are due back the first week of January. Then from there we will try and narrow that list down to individuals that can be brought in for structured interviews.

On the potential request for road closure for Baldwin Circle and we have had some additional discussion with the applicant. I am still waiting on comments from DOT on this. The residents would only be able to come out the south end of Baldwin Circle and the light at Hwy 25 and St Johns would be removed. Sometimes we don't know what type of impact this would have until after it has already happened.

COVID 19 updates we are wearing masks all the time except you don't have to wear one in your own office. We have had some staff come down with COVID but due to HIPPA violations I cannot say who they are. We are trying to distance and keep up with handwashing etc.

Discussion Followed:

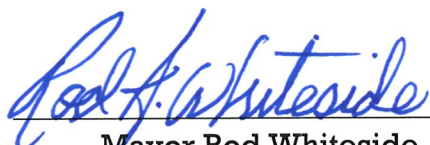
Mayor Whiteside asked for a motion to adjourn and it was so moved by Councilman Eddie Henderson and seconded by Councilman Preston Blakely.

Motion carries all in favor.

Adjourned: 07:26 pm

Approved:

1-11-21
Date


Mayor Rod Whiteside

Town of Fletcher
Financial Highlights
Years Ended June 30, 2020 and 2019

<u>General Fund</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 4,332,499	\$ 4,469,250
Total assets	\$ 5,199,720	\$ 5,364,264
Fund balance	\$ 4,987,109	\$ 5,216,533
Total revenue	\$ 7,625,563	\$ 7,128,071
Total expenditures	\$ 6,900,765	\$ 6,835,026
Transfers in (out)	\$ (956,322)	\$ (506,767)
Other financing sources (uses)	\$ 2,100	\$ 16,870
Increase (decrease) in fund balance	\$ (229,424)	\$ (196,852)
Ad valorem taxes collected	\$ 4,565,559	\$ 4,018,784
Percent of taxes collected	99.18	99.37
Investment income	\$ 38,491	\$ 57,587
Fund Balance Available		
Available Balance	4,182,266	4,362,983
Expenditures and other financing sources and uses	<u>7,857,087</u>	<u>7,341,793</u>
Available Fund Balance	53.23%	59.43%
<u>Other Funds</u>		
Cash and investments	\$ -	\$ -
Total assets	\$ 270,122	\$ -
Fund equity	\$ -	\$ -
Revenues	\$ 300,981	\$ 1,154,440
Operating expenses	\$ 3,057,303	\$ 1,661,207
Nonoperating revenues (expenses)	\$ 1,800,000	\$ -
Transfers in/(out)	\$ 956,322	\$ 506,767
Net income (loss)	\$ -	\$ -