

Town of Fletcher
Agenda Review Meeting
Minutes
March 1, 2021

Call the meeting to order at: 6:00 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

Invocation:

Pledge of Allegiance:

Public Comments

John Olsen of 33 Stoney Brook Court Fletcher requested a moment of silence for the passing of Bill Creasman long time board member of the Fletcher Fire & Rescue Department.

Approval of minutes-corrections, additions or deletions.
(2/1 & 2/8)

No comments were made on the minutes at this time.

Council Updates

Mayor Pro-Tem Bob Davy commented on the storm water workshop that he attended and how informative that it was. He stated that he really did not understand it very well before now.

Councilman Preston Blakely also stated that he found it very informative as well.

Consent Agenda

Tax refunds/releases

Approval of Budget Amendment to the FY 20/21 Budget Ordinance due to underpayment of funds to Fletcher Fire & Rescue per the recent audit.

Approval of Resolution to authorize the lease of the concession building to Baabals Ice Cream.

Reappointment of Sam Riddle to the Parks & Recreation Advisory Board for another 3 year term to expire in March of 2024.

Mayor Whiteside asked if there were any questions or discussion related to the items on the Consent Agenda.

There were no comments at this time.

Discussion of contract amendment with Meritor-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that when we received the amended agreement back and in the agreement it states that the land would be conveyed to the partnership and then the partnership would convey it to a business entity/clients.

This is a problem for the partnership because they cannot acquire property and then convey it over to an industry/client. This is enough a problem so I thought we could work around it but apparently not. So I contacted Brian Cavagnini and he is going to find the original contract and get with Brittany on this.

Discussion Followed:

Proposal from Strategic Real Estate Investment Partners on remaining Town Center property-Mark Biberdorf, Town Manager and Eric Rufa, Planning & Zoning Director.

Town Manager Mark Biberdorf stated that in your packet you have a site plan from John Holdsworth of Strategic Real Estate Investment partners. He primarily does residential development and senior housing. He uses a type of HUD 221 (d) (H) Financing for his projects. When he first met with us (Eric and I) his concept was (and we explained the master plan to him) to do a senior housing/apartments concept with a place for a library and an institutional use and then it was some commercial and residential use off to the side. When the plan came back it had a lot more multiple family use than we anticipated. From a staff perspective it is a lot more multifamily that we would recommend on here as well as what we are trying to do with this property. (Property north of town hall east)

Discussion Followed:

**Consideration of potential modification to the lease with Tap Root Dairy LLC-
Mark Biberdorf Town Manager.**

Town Manager Mark Biberdorf stated that Billy Johnston (Tap Root Dairy LLC) is no longer interested in farming the property here behind town hall. I have had several inquiries from other farmers who are interested in farming this property.

My recommendation is to modify our existing agreement with Billy Johnston and take that piece out and establish another agreement with someone else. The long term goal is to still develop this property as part of the Town Center project.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

I have spoken to you all about our police chief search and the whole process and how many applicants to the written exercise to the six that were interviewed via zoom. We narrowed that down to one applicant and extended an offer to Mr. Daniel Terry and we have not officially announced that yet because we are doing background checks. We are excited about him coming on board and we are looking at March 22 as a start date.

COVID-19 updates: You probably all saw the latest executive order that went in to effect this past Friday. The biggest thing is that the stay at home order is gone. The most substantive things in here is that the indoor capacity has gone from 10 to 25 and the outdoor capacity is still at 50. Some of the capacity limits on business has increased.

On the Budget process the department heads were to submit their budget requests by February 12 and Heather and I are going through those. Our Budget Workshop is on March 23 and we will start at 8:30 am.

We are actually above on our Budget this year due to sales tax revenue which is looking great.

Town Center project- we are working on our letter of intent and we will need action from council on that and maybe a special call meeting or possibly a closed session if additional negotiating is needed. Our environmental study on the piece of property (Los Amigos 2) they did the ground penetrating radar and saw something beneath

the surface. So they did the excavation and there was no storage tank there which is a good thing and nothing else will be needed there.

I need to start setting up meetings with our Legislature to go over our/the priorities list. They are working on a couple of bills in house that we need to keep an eye on.

Discussion Followed:


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

Motion carries all in favor.

Adjourned: 06:41 pm

Approved:

4-12-21
Date



Mayor Rod Whiteside

Town of Fletcher
Council Meeting
Minutes
March 8, 2021

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 Preston Blakely
Councilwoman Sheila Franklin'
Councilman Eddie Henderson
Town Manager Mark Biberdorf
Planning & Zoning Director Eric Rufa

Invocation: Mayor Whiteside asked for a moment of silence for all lives lost due to the Corona virus.

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.
(2/1, 2/8)

Mayor Whiteside asked for a motion to approve the minutes as presented and it was so moved by Councilman Eddie Henderson and seconded by Councilman Preston Blakely.

Motion carries all in favor.

Council Updates

None at this time.

Consent Agenda

Tax refunds/releases

Approval of Budget Amendment to the FY 20/21 Budget Ordinance due to underpayment of funds to Fletcher Fire & Rescue per recent audit.

Approval of Resolution R-21-01 to authorize the lease of the concession building to Baabals Ice Cream.

Reappointment of Sam Riddle to the Parks & Recreation Advisory Board for another 3 yr. term to expire in March of 2024.

Mayor Whiteside asked are there any questions or any discussion related to the items on the consent agenda seeing none do we have a motion to approve the Consent Agenda as presented and it is so moved by Mayor Pro-Tem Bob Davy and seconded by Councilman Eddie Henderson.

Motion carries all in favor.

Discussion of contract amendment with Meritor-Mark Biberdorf, Town Manager.

Mayor Whiteside stated that this was discussed last week at this point is there a motion from council to allow staff to move forward with amending that contract to remove the Henderson County Partnership for Economic Development. (Not conveying land to them)

Councilman Preston Blakely said that he would make that motion and it was seconded by Councilman Eddie Henderson.

Motion carries all in favor.

Proposal from Strategic Real Estate Investment Partners on remaining Town Center property- Mark Biberdorf, Town Manger and Eric Rufa Planning & Zoning Director.

John Holdsworth of Real Estate Investment Partners gave an overview of his proposed plan and answered questions that council had for him on this project.

Discussion Followed:

Consideration of potential modification to the lease with Tap Root Dairy LLC Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that he talked to our town attorney (Joe Ferikes) about this just to get clarity on amending the contract so we are good on that.

One of the two farmers who contracted me about this is no longer interested because he is farming the adjoining property here that CSC Holdings owns. Mr. Simpson wants to farm tomatoes here and use irrigation drawing water from the creek. If council is comfortable with this I will contact him and discuss what they will be growing and see what to charge per acre.

Mayor Whiteside asked council are there any objections to entering into discussions about a possible tenant on the property?

Mayor Pro-Tem Bob Davy stated that the only concern that he had is that he had seen with some of the farming that they bring in semi-trailers to keep on the property for storage with the farming and with all the houses around that would not go over very good.

Town Manager Mark Biberdorf stated that they are not supposed to do that and with Sammy's operation (Fletcher Lawn and Garden) that was grandfathered in.

Comments from the Town Manager Mark Biberdorf.

On the police chief search I mentioned that we had extended a conditional offer depending on a background search and we are close to having the background check done and that should be in by tomorrow. Once we have that we will confirm a starting date at that time. Hopefully, we were looking at March 22.

COVID-19 (updates) nothing really new from last week I mentioned an increase in indoor capacity to 25.

On the Budget process we have our meeting coming up on the 23rd and department heads will be submitting their full requests. If you can get here at 8 we will have some breakfast for you and we will start at 8:30.

On the Town Center project and the letter of intent that Sanford Holshouser is working on has been done/drafted. We received that last night and are reviewing it and hope to have a conference call with them by the end of the week. We would really like to get to that to you for your review and also to the developer Lewis Real Estate. We would like to go quickly on this as we can to get that approved. I may

see if we can put this on to the agenda on the 23rd as an action item so that we do not have to do a special call meeting. I told you about the results of our environmental excavation with nothing new about that.

On the Legislative updates nothing additional to last week from what I mentioned about the municipal elections calendar and what is going on with the US census. The anti-retaliation bill and also that property tax bill for COVID affected businesses.

The shred event (pill drop) is set for Saturday April 17, 2021 from 9 to noon.

The spring litter sweep is coming up if you are interested in scheduling a litter pick up event you don't have to do that now you can do that next month.

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: 06:34 pm

Approved:

4-12-21

Date



Mayor Rod Whiteside

Town of Fletcher
Pre-Budget Workshop
Minutes
March 23, 2021

Call the meeting to order at: 08:35 am

Those who were in attendance are as follows:

Mayor Rod Whiteside
Mayor Pro-Tem Bob Davy
Councilman Preston Blakely
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
Capitan Jose Gutierrez

Councilman Eddie Henderson did not attend this meeting.

Town Manager Mark Biberdorf went over the requested IT Budget for the upcoming FY 21-22.

Decreases in the following IT Budget Items

Dues	\$ 3,480.00
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Increases in the following IT Budget Items

Contract-One Who Serves	\$ 6,180.00
Telephone	\$ 2,250.00
Subscriptions-IT	\$ 3,480.00

Parks & Recreation Director Greg Walker went over the requested Parks & Recreation Budget for the upcoming FY 21-22.

Decreases in the following Parks & Recreation Budget Items

Part Time Salary	\$ 5,200.00
Unemployment	\$ 200.00
Postage	\$ 200.00
Fuel Expense	\$ 1,100.00
Gold Tournament Expenses	\$ 1,000.00
Concessions	\$ 5,000.00
Physicals/Drug	\$ 900.00
M & R Equipment	\$ 1,000.00

Increases in the following Parks & Recreation Budget Items

Wages and Salaries	\$ 6,728.00
FICA	\$ 116.00
Retirement	\$ 3,193.00
401 "K"	\$ 336.00
Holiday Decorations	\$ 2,000.00
Capital Outlay (DP)	\$ 7,000.00
Park Maintenance	\$ 8,000.00

Decision Package Items Requested

Golf- Cart Replacement	\$ 7,000.00
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Capitan Jose Gutierrez went over the requested Police Department Budget for the upcoming FY 21-22

Decreases in the following Police Department Budget Items

Unemployment	\$ 200.00
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Increases in the following Police Department Budget Items

Salaries & Wages	\$ 24,182.00
LEO Separation Allowance	\$ 235.00
Holiday Pay	\$ 2,350.00
Overtime Pay	\$ 3,000.00
FICA	\$ 77,220.00
Retirement	\$ 15,742.00
401 "K"	\$ 1,477.00
Uniforms	\$ 10,000.00

Public Works Director Jabbo Pressley went over the requested Public Works Budget for the upcoming FY 21/22.

Decreases in the following Public Works Budget Items

Unemployment	\$ 300.00
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Increases in the following Public Works Budget Items

Salaries & Wages	\$ 12,320.00
Part Time Salaries	\$ 210.00
FICA	\$ 958.00
Retirement	\$ 5,616.00
401 "K"	\$ 616.00
M & R Town Facilities	\$ 8,000.00
Fuel Expenses	\$ 1,000.00
M & R Vehicles	\$ 4,000.00
Landfill Charges	\$ 5,000.00

Decision Package Items Requested

Trash Cans 10-5600-3300	\$ 33,000.00
Zero Turn Mower 10-5600-7300	\$ 16,500.00
Water Fountain 10-5600-1500	\$ 16,000.00

Discussion on the water fountain continued. Comments were made about the money spent on repairs and it was suggested that at this point to just seal it off and turn it into a planting/flower bed.

Planning & Zoning Director Eric Rufa went over the requested Planning & Zoning Budget for the upcoming FY 21/22.

Decreases in the following Planning & Zoning Budget Items

Travel & Training	\$ 500.00
Fuel Expense	\$ 200.00
Dept. Supplies	\$ 200.00
Contract Services	\$ 30,000.00

Increases in the following Planning & Zoning Budget Items

Salaries & Wages	\$ 3,299.00
FICA	\$ 7,256.00
Retirement	\$ 1,215.00
401K	\$ 152.00

Decision Package Items Requested

Storm Water Program	\$ 50,950.00
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Assistant Town Manager Heather Taylor went over the requested Administration, Professional Services & Town Facilities Budget for the upcoming FY 21/22.

Decreases in the following Administration Budget Items

Unemployment	\$	200.00
Fuel Expense	\$	3,600.00

Increases in the following Administration Budget Items

Salaries & Wages	\$	19,518.00
FICA	\$	1,493.00
Retirement	\$	6,186.00
401K	\$	796.00
Motor Vehicle Expense	\$	1,800.00

Decreases in Professional Services Budget Items

None

Increases in Professional Services Budget Items

Public Accountant	\$	300.00
Economic Development	\$	7,088.00
Apple Country Transit	\$	7,262.00
Elections	\$	10,000.00

Discussion Followed: On Elections and Apple Country budget items.

Decreases in Town Facilities Budget Items

Advertisements	\$	400.00
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Increases in Town Facilities Budget Items

Utilities	\$	1,750.00
Contract Services	\$	7,000.00

Town Clerk Christine Thompson went over the requested Governing Board budget for FY 21/22.

Decreases in the Governing Board Budget Items

Travel & Training	\$	500.00
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Increases in the Governing Board budget Items

Salaries & Wages	\$	488.00
FICA	\$	37.00
Dues and Subscriptions	\$	110.00

Town Manager Mark Biberdorf went over the anticipated revenues for the upcoming budget for FY 21/22.

The FY 21-22 Projected Values are \$ 1,369,524,763 which is a percentage change in Base of -1.71%. This is the first set of values that have been provided by the tax office and it is conservative and will likely increase.

Residential construction activity continues to be strong with Sycamore Cottages; BSC Holdings hopes to be starting construction on the Rutledge Heirs property near town hall. We also have another subdivision project on Rutledge Road that is approved for 74 single-family homes.

Sales tax - \$198,122 higher than budget through our March distribution or ½ this year, which equates to being 25% higher than projected budget right now.

Utilities Sales Tax - \$21,723 higher than budget through March distribution or ½ of the year, which equates to being 6% higher than projected budget right now.

Cable Sales Tax - \$400 higher than budget through our March distribution or ½ of the year.

ABC Distribution - Our budget for this year was \$200,000 or approximately \$50,000 quarterly distribution, so far we've received two distributions totaling \$140,000.

ABC Law Enforcement - Our Budget for this year was \$5,300 or approximately \$1,325 quarterly distribution, so far we've received two distributions totaling \$6,373.

Land Use Permits - Our budget for this year was \$6,000 and so far we have collected \$4,785.

Recreational Activities - Our budget for this year was \$90,000 and so far we have collected \$44,983 so we will be close to reaching target.

National Outlook is for the economy is for 4% growth in the GDP for 2021 Inflation is also expected to increase anywhere from 1.4% -1.8%.

Budget Issues for FY 21-22

- 1) Development of the Fletcher Town Center
- 2) Capital Funding for New Library Facility
- 3) American Rescue Plan Funding – eligible grant for \$ 2,450,000 in funding through the recently passed federal legislation.

Goals for FY 21-22

- 1) Maintain existing service levels with the exception of storm water compliance measures which will increase service levels in this area. This will require moderate increases in operational expenses and revenues.

- 2) Determine any eligible projects that the Town would want to pursue with the American Rescue Plan Funding.
- 3) Continue to dedicate 8.5 cents of the tax levy toward year one of the Five Year Capital Improvement Plan (CIP).
- 4) Continue to work with Martin Real Estate in developing the first phase of the Town Center project on Highway 25.

Capital Improvement Plan
Annual Budget
FY 2021-2022

Current Commitments:

Debt obligations for three projects and the resulting debt service is a part of our current commitment of CIP funds. The debt service requirements and revenue available for each project are as follows:

Town Hall Improvements	\$ 556,544
Town Center Land Acquisitions	\$ 172,812
Garbage Truck	\$ 100,000
	\$ 829,356
Debt Service Budgeted	\$ 881,289
Total Debt Service Commitment	<u>\$ 829,356</u>
Debt Service Available	\$ 51, 933

Projects Funded without Debt Service:

Police Car Rotation	\$ 119,500
Microsoft Office Upgrade	\$ 30,000
Town Hall-Audio Visual System Upgrade	<u>\$ 45,000</u>
Total Commitments	\$ 194,500

Total Non-Debt Service Budgeted	\$ 271,165
Total Non-Debt Commitment	<u>\$ 194,500</u>
Non-Debt Available	\$ 76,665

Chief Garland from Fletcher Fire & Rescue gave an update on 2020 and what they will be looking at in 2021.

Applied for and received another FEMA grant for \$71,340. This was used to update turnout gear, purchase a new washer and dryer for turnout gear and we purchased a new compressor.

Renovations to Hooper's Creek (Station 2) - new roof and new HVAC system.
(Building was built in 1985)

About to put 2 new recently purchased engines in service soon.

Received some grants for fire safety education and smoke

He stated that their calls were somewhat down last year as they try not to send the Fire Department on safety code (Medical/EMS) calls. (COVID)

He said that they are working with EMS to get their own station in Fletcher on a 24-7 basis currently they are only working 12 hours a day from 7 to 7. They have been located at our station since July 2016.

He stated that they are being cautious with their in the coming year due to COVID.

Financially they are better off than they have ever been and he mentioned that Hugh Clark has taken over as Treasurer.

Discussion Followed:

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

Motion carries all in favor.

Adjourned:

Approved:

4-12-21
Date



Mayor Rod Whiteside