Town of Fletcher Agenda Review Meeting Minutes March 7, 2022

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:
Mayor Preston Blakely
Mayor Pro-Tem Bob Davy
Councilman Keith Reed
Councilwoman Sheila Franklin
Councilman Trevor Lance
Town Manager Mark Biberdorf
Assistant Town Manager Heather Taylor

Moment of Silence or reflection Pledge of Allegiance: Mayor Preston Blakely

Recognition of Pat Clark for her years of service on the Fletcher Planning Board.

Public Comments

None at this time

Approval of minutes-corrections, additions or deletions. (2/7, 2/14)

No comments were made on the minutes at this time.

Council Updates

None at this time

Consent Agenda

Approval of proclamation P-22-01 for Spring Litter Sweep in the Town of Fletcher which is from April 16 – April 30 2022.

Approval of Budget Amendment # 3 to the FY 21/22 Budget Ordinance for additional funds owed to Fletcher Fire & Rescue from recent audit.

Approval of Budget Amendment # 4 to the FY 21/22 Budget Ordinance for additional funds needed for this year's paving project.

Approval of recently updated NC Records Retention and Disposition Schedule.

Approval of amendments to personnel policy handbook to include paid family leave for employees.

Approval of Louis Linn to serve another 3 year term on the ABC Board which would expire on 4/14/25.

Mayor Blakely asked for any comments or questions on the Consent Agenda?

Council had no comments at this time on the Consent Agenda.

Update on the Fletcher ABC store - Steve Watkins, Board Chairman.

Mayor Blakely stated that Steve Watkins with the ABC Board will be here next week with an update.

Town Manager Mark Biberdorf stated that he just reached out and wanted to give an update on the store and that they are building a new sign at the store that is pretty large.

Discussion Followed:

Set public hearing and overview of CZ Application #2022-01 from Long Shoals Partners, LLC a mixed use commercial and residential development - Eric Rufa, Planning Director & Marty Kocot, Engineer.

Town Manager Mark Biberdorf stated that the developer will be here to give a background on this next week and you will be asked to set a public hearing for next month.

Request from BSC Holdings, Inc. for extension of their Conditional CBD Zoning and for completion of infrastructure for the previously approved CZ #2019-02 a 311 unit residential development - Barry Siegel & Amanda Williams, BSC Holdings, Inc.

Town Manager Mark Biberdorf stated that they will be here next week and this development was approved in 2019 as a conditional district rezoning. Council did an extension for them previously and then the pandemic hit and they have had supply chain issues and flood plain review. They are looking at reducing the number of units to 278 down from 311. They are asking for a 2 year extension and by now have submitted their plans for water and sewer.

Discussion Followed:

<u>Discussion and potential appointment to fill Distict1 seat on the Fletcher</u> Planning Board/ZBA.

Mayor Blakely stated that we have a couple of options that we can go for here. We can appoint someone leftover from the previous applications as we have two applications left over previously from District 1. We have John Brandon Olsen and Robyn Mondin. We can re-advertise it or we can move Dr. James Bruggeman to District 1 and appoint someone to fill the at large seat.

Councilwoman Sheila Franklin stated that after attending the Planning Board meeting she said that George Clayton mentioned that moving Dr. Bruggeman to the District 1 seat and appointing someone to the at large seat as they have done that before.

Discussion Followed:

Mayor Blakely asked for a motion to appoint Dr. Bruggeman to the District 1 Planning Board seat and Councilman Trevor Lance stated that he would make that motion and it was seconded by Mayor Pro-Tem Bob Davy.

Motion carries all in favor.

<u>Discussion on Resolution R-22-02 for a new lease with Baabals Ice Cream to use</u>
<u>the concession stand at Bill Moore Community Park for 2022 – Mark Biberdorf,</u>
<u>Town Manager.</u>

Town Manager Mark Biberdorf stated that last year for the first time we contracted out the operation of the concession stand to Baabals ice cream and it worked out well. It was for a five month period at \$400 a month and he is interested in doing this again. It does require a new lease and we have to do a Resolution (leasing town property) and it would be from April 1 until the end of August. We recommend that you approve it again and with council's permission we will move this to the Consent Agenda for next week.

Council is agreeable to move this item to the Consent Agenda for next week.

Report on damages to Town Hall from recent water leak - Mark Biberdorf,

Town Manager.

Town Manager Mark Biberdorf stated that unfortunately this happened on February 15 during the planning board meeting. What happened was this cap on the back of a toilet in the Women's room on the back hallway blew off and we think it happened due to a fluctuation in water pressure. That same day there was a water main break Duke Energy hit a water main on Cane Creek Road and when that was

repaired and the pressure was brought back up there were some strange things that happened around town. I contacted the City of Hendersonville about this and had a conference call with the Manager and some of the employees from the utility/water department and they indicated that there may be a defective valve at the intersection of Old Airport, Cane Creek and Mills Gap Road which may have placed a factor in this happening. We do have pressure reduction valves on our toilets here at town hall and a plumber came out and checked that and repaired the toilet. The City of Hendersonville did offer to subrogate our claim through their coverage (North Carolina League of Municipalities) so we will do that now whether they cover it under their risk assessment or ours I don't know that yet. Right after it happened we had First Restoration Services come in and helped us stabilize the building and dry it out and they started removing the sections of drywall and flooring that was damaged beyond repair. The police department had taken the biggest brunt of this as far as damage and the rearrangement of staff and how they are doing their work. The building is dried out and we now have a quote back from them on the repairs and it is just over \$55,000 and we are reviewing it and hopefully we will send it off to our insurance carrier.

Discussion Followed:

Update on Town Center project - Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that last month we went through the RFP process and DH Griffin was the lowest responsible bidder. We have developed a contract with them and Jabbo and I had a pre-construction meeting with them this morning. They are scheduled to try and start work on March 14 with the house up on the corner there and then start working their way south with Sammy Johnston's place being last. The latest on that is they are scheduled to hold an auction on April 23 and it was originally scheduled for April 16 and they changed that up due to this being Easter weekend. Within seven days he should be completely off the property by April 30th. DH Griffin can do the work then stop and then resume they said that would not be a problem. They also have to submit an application (60 day approval) with the railroad to have a right of entry agreement to demolish the buildings in right of way.

The developer wants to close on April 4^{th} so are making sure that our town attorney is getting all the title policies to the attorney for the developer. Then the other thing is there an agreement that attorney is working on to make sure that Sammy is coming off of the property because after April 4^{th} as we will no longer own the property.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

Next steps in the budget process all the submittals from department heads have come in and Heather is going over those now and then I will review them. Once they are completed you will get a budget package before the special call meeting on March 22. If you can get here around 8 for a light breakfast then we will start around 8:30.

Just a reminder on April $23^{\rm rd}$ is the Shred event Pill drop from 9:00-12:00

Gateway signage has been put in place and look great. We do want to spruce up the base there with some new landscaping and get the light there that is broken repaired also.

We met (Mayor Blakely, Councilwoman Franklin and Town Manager Mark Biberdorf) with our legislative delegation on February 22 with Senator Edwards and Representative Moffitt and we went over our legislative priorities goals list and tried to focus more on our funding with our library facility and community college.

Discussion Followed:

Just to let you know I won't be here for the regular meeting next week Assistant Town Manager Heather Taylor will be here in my place.

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

Motion carries all in favor.

Adjourned: 06:59 pm

Approved:

Date

Mayor Preston Blakely

Roote Blakely

Town of Fletcher Council Meeting Minutes March 14, 2022

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Bob Davy
Councilwoman Sheila Franklin
Councilman Keith Reed
Councilman Trevor Lance
Assistant Town Manager Heather Taylor
Planning & Zoning Director Eric Rufa
Public Works Director Jabbo Pressley
Police Chief Dan Terry

Moment of silence or reflection Pledge of Allegiance: Mayor Preston Blakely

Recognition of Pat Clark for her years of service on the Fletcher Planning Board.

Mayor Pro-Tem Bob Davy commented on the various things that Pat Clark helped accomplish on the Fletcher Planning Board over the years.

Public Comments

Randy Sherrill of 613 Carolina Holly Way (Pastor of First United Methodist Church) commented on the traffic coming into the church parking lot at a high rate of speed and the safety of the children from their pre-school as well as their parents/grandparents dropping them off and picking them up from school. The people coming into the parking lot are headed for the Library or Kate's Park and instead of veering to the left on Library road (to the park or library) they are coming into the church parking lot at high rates of speed. Apparently, there has been several instances where this could have been fatal. He stated that the church put in a speed bump at the entrance to the church parking lot but this has not helped slowing traffic down. He is requesting that the town place a sign at the beginning of the parking lot to indicate that the library and Kate's park is to the left on Library Road.

Approval of minutes-corrections, additions or deletions. (2/7, 2/14)

Mayor Blakely asked for any corrections, additions or deletions to the minutes as presented and if not do we have a motion to approve the minutes as presented and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Council Updates

None at this time.

Consent Agenda

Approval of proclamation P-22-01 for Spring Litter Sweep in the Town of Fletcher which is from April 19-April 30-22.

Approval of Budget Amendment #3 to the FY 21/22 Budget Ordinance for additional funds owed to the Fletcher Fire & Rescue from a recent audit.

Approval of Budget Amendment #4 to the FY 21/22 Budget Ordinance for additional funds needed for this year's paving project.

Approval of recently updated NC Records Retention and Disposition schedule. Approval of amendments to personnel handbook to include paid family leave for employees.

Approval of Louis Linn to serve another 3 year term on the ABC Board which would expire on 4/14/25.

Approval of Resolution R-22-02 and new lease for Baabals Ice Cream to use the concession stand at Bill Moore Community Park for 2022.

Mayor Blakely asked for any comments on consent agenda and if not do we have a motion to approve the consent agenda as presented and it was so moved by Councilman Trevor Lance and seconded by Councilman Keith Reed.

Motion carries all in favor.

Update on the Fletcher ABC store -Steve Watkins, Board Chairman.

Chairman Steve Watkins gave an update on the store and a few things that they have been working on. They did purchase a new sign for the store at a cost of \$60,000 that will be going up soon. This is to give the store more visibility. He

stated that the store is doing very well overall and that sales were up 19.5% since January. In the last 7 months ending January 31 sales were 2.6 million dollars.

Discussion Followed:

Set public hearing and overview of CZ Application #2022-01 from Long Shoals

Partners, LLC a mixed use commercial and residential development-Eric Rufa,

Planning Director & Marty Kocot, Engineer.

Planning and Zoning Director Eric Rufa stated that tonight we are here to give a brief introduction of this project that was submitted and request that the action tonight be to set a public hearing for the April meeting. We have a conditional zoning application which is part of a larger mixed use commercial development this application is 2022-01 is in relation to an 87 unit multifamily development that would be tucked at the rear of this development. This is from a corner of Baldwin Circle up to 3122 Hendersonville Road. The larger development plan involves 12 commercial buildings and 5 residential buildings and last month Planning Board reviewed the conditional zoning and unanimously recommend council approve it. They also approved the design review for the commercial buildings as well.

Engineer Marty Kocot gave some background on this potential project and answered questions that council had for him.

Discussion Followed:

Mayor Blakely asked do we have a motion to set a public hearing for conditional zoning application 2022-01 for the April 11, 2022 council meeting and Councilman Trevor Lance stated that he would make the motion and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Request from BSC Holdings, Inc. for extension of their Conditional CBD Zoning and for completion of infrastructure for the previously approved CZ # 2019-02 a 311 unit residential development –Barry Siegel & Amanda Williams, BSC Holdings, Inc.

Planning & Zoning Director Eric Rufa stated in the summer of 2019 this development was approved for land directly adjacent to our town hall property. This was approved for a residential development consisting of apartments, townhomes and single family dwellings all in one community under the

ownership/management of BSC Holdings. It was reviewed at the time for 311 units but they are facing some topographical issues which likely will cause a reduction in the number units. As soon as the pandemic broke out in 2020 they were here to request a first extension with the economic landscape what it is and the pandemic ongoing at that time. They are back here to request an extension of the CZ approval and a deadline to complete the significant infrastructure.

Amanda Williams and Barry Siegel gave an overall update on their project and answered questions that council had for them.

Discussion Followed:

Mayor Blakely asked for a motion from council.

Mayor Pro-Tem Bob Davy stated that he would make a motion to approve the extension for the conditional ZBD zoning and it was seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

<u>Appointment to fill at large seat on the Fletcher Planning Board/ZBA from applications recently received.</u>

Mayor Blakely stated that you have your ballots ready and the only thing I care to say before you vote is that I really value that we try to have a diverse board.

Council voted and submitted their ballots to Mayor Blakely.

Mayor Blakely read the ballots and it was a tie between Leslie Cuevas and Warren Ladbrook as each received two votes.

He then asked for any discussion from council before we vote on this appointment?

There were no discussion from council at this time.

Mayor Blakely stated that to break the tie he is selecting Leslie Cuevas and do we have a motion to appoint Leslie Cuevas to the at large vacancy on the Planning & Zoning Board and it was so moved by Councilman Keith Reid and seconded by Mayor Pro-Tem Bob Davy.

Motion carries all in favor.

Comments from the Assistant Town Manager Heather Taylor.

Assistant Town Manager Heather Taylor stated that the demolition on the town center project started today and it is moving along.

We received our quote last week on the repairs from the flooding and it has been submitted to the insurance company for approval.

Mark wanted me to check with you on the schedule for the budget retreat and he sent out an email last week about doing it on Wednesday May 4^{th} . He heard back from some of you but not all of you.

Council agrees on Wednesday May 4th for the budget retreat meeting.

Mayor Blakely asked for a motion to adjourn and Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Adjourned: 07:08 pm

Approved:

Date

Mayor Preston Blakely

Town of Fletcher Pre-Budget Workshop Minutes March 22, 2022

Call the meeting to order at: 8:33 am

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Bob Davy
Councilman Trevor Lance
Councilman Keith Reed
Councilwoman Sheila Franklin
Town Manager Mark Biberdorf
Assistant Town Manager Heather Taylor
IT-Mathew Horton
Parks & Recreation Director Greg Walker
Public Works Director Jabbo Pressley
Police Chief Dan Terry
Planning & Zoning Director Eric Rufa

IT- Matthew Horton went over the requested IT Budget for the upcoming FY 22-23.

Decreases in the following IT Budget Items

Subscriptions-IT \$ 430.00

Increases in the following IT Budget Items

Dues \$ 1,240.00

Decision Package Items Requested

Backup System	\$ 4,084.00
New camera system	\$ 42,000.00
Next Generation Firewall	\$ 8,800.00
Council Meeting Web Archive	\$ 15,000.00
Social Media Archiving	\$ 3,000.00

Parks & Recreation Director Greg Walker went over the requested Parks & Recreation Budget for the upcoming FY 22-23.

Decreases in the following Parks & Recreation Budget Items

Concessions

\$ 2,000.00

Increases in the following Parks & Recreation Budget Items

Discussion Followed:

Police Chief Dan Terry went over the requested Police Department Budget for the upcoming FY 22-23.

Decreases in the following Police Department Budget items

Holiday Pay	\$	860.00
	ø	628.00
Dues & Subscriptions	Ф	020.00

Increases in the following Police Department Budget items

Salaries and Wages	\$ 70,690.00
Overtime Pay	\$ 1,000.00
FICA	\$ 5,419.00
Retirement	\$ 18,660.00
401K	\$ 3,542.00

Fuel Expense \$ 23,860.00

Decision Package items requested

Personnel addition of 2 officers	\$ 225,509.00
Tuition reimbursement	\$ 2,000.00

Police Chief Terry stated that if he could not get two additional patrol officers (due to cost) that he would request a part time civilian person to handle some administrative tasks that we have sworn officers doing now as this would free up an officer to be able to handle the job of policing.

Discussion Followed:

Break at: 10:36 am Start back at: 10:48 am

Public Works Director Jabbo Pressley went over the requested Public Works Budget for the upcoming FY 22-23.

He discussed the new laws concerning the training to obtain a CDL license as all public works employees are required to have a CDL license. The new law requires training that has a cost of \$5,000 to obtain a CDL.

Decreases in the following Public Works Budget items

None

Increases in the following Public Works Budget items

Salaries and Wages	\$	29,685.00
Part time Salaries	\$	2,134.00
FICA	\$	2,435.00
Retirement	\$	6,143.00
401K	\$	1,484.00
Travel & Training	\$	10,000.00
M & R US #25	\$	3,000.00
Fuel Expenses	\$	2,000.00
Landfill Charges	\$	3,000.00
Tools & Equipment	\$	7,000.00
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Decision Package Items requested

Tire Balancer	\$ 5,000.00
Pneumatic Air pumps	\$ 6,000.00
Walk Behind Brush Mower	\$ 6,000.00

Discussion Followed:

Planning & Zoning Director Eric Rufa went over the requested Planning Department budget for the upcoming FY 22-23.

Decreases in the following Planning & Zoning items

None

Increases in the following Planning & Zoning Items

Salaries and Wages \$ 6, 9 FICA \$ 5	30.00
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	83.00
401K \$ 3	52.00
Postage \$ 1	00.00
	00.00
	00.00
	98.00

Decision Package items requested

None

Discussion Followed:

Fletcher Fire & Rescue Budget for the upcoming FY 22/23

Fire Chief Greg Garland went over some information concerning the past year and calls and services provided by the Fire Department.

He stated that they have had 2181 calls in the past year which was an increase of 400 calls from the previous year. Some of that was due to the previous year due to COVID. Currently we have had 482 calls this year.

We have collected 76% of our revenue this year and 63% of that revenue has been spent.

On the 2022-2023 Budget no plans to increase the rate this year and we will continue operating off of growth. The only Capital project we have in the budget is the renovating the building down here. We have had an increase in expenses this year by 9%.

Mayor Pro-Tem Bob Davy requested in the future that council be given some type of annual report/document on the expenses/revenues

Discussion Followed:

Town Clerk Christine Thompson went over the requested Governing Board budget for the upcoming FY 22/23.

Decreases in the following Governing Board items

Contributions	\$ 100.00
Dues & Subscriptions	\$ 100.00

Increases in the following Governing Board items

Salaries and Wages	\$ 2,243.00
FICA	\$ 172.00
Department supplies	\$ 200.00

Discussion Followed:

Mayor Blakely asked for a motion to recess for lunch Mayor Pro-Tem Bob Davy stated that he would make that motion and it was seconded by Councilwoman Sheila Franklin.

Motion carries all in favor

Break for Lunch: 11:48 pm Back from Lunch: 01:03 pm

Assistant Town Manager Heather Taylor went over the Administration, Professional Services, and Town Facilities for the upcoming FY 22-23.

Decreases in the following Administration items

None

Increases in the following Administration items

Salaries & Wages	\$:	34,986.00
FICA	\$	2,678.00
Retirement	\$	6,937.00
401 "K"	\$	1,749.00
Motor Vehicle expense	\$	200.00

Decreases in the following Professional Services items

Fletcher Town Center	\$ 90,000.00
Elections	\$ 10,000.00

Increases in the following Professional Services items

Public Account	\$ 100.00
Economic Development	\$ 3,777.00
Apple Country Transit	\$ 7,854.00

Council has requested that a representative from Apple Country Transit attend a council meeting and give a presentation on their most recent budget request for the upcoming fiscal year.

Decreases in the following Town Facilities items

None

Increases in the following Town Facilities items

Advertising \$ 1,000.00

Wellness Program \$ 500.00

Dues & Subscriptions \$ 925.00

Contract Services \$ 4,500.00

Discussion Followed:

Town Manager Mark Biberdorf went over Revenues for the upcoming FY 22-23.

Revenues

FY 21-22 Budget Values	\$ 1,383,922,000
FY 21-22 Billed Values	\$ 1,412,827,449
FY 22-23 Projected Values	\$ 1,412,827,449
Percentage Change in Base	2% (Preliminary Figures)

Sales Tax - \$ 171,639 higher than budget through our March distribution or $\frac{1}{2}$ of the year, this equates to being 18% higher than projected budget right now.

Utilities Sales Tax - \$35,953 higher than budget through our March distribution or $\frac{1}{2}$ the year, this equates to being 11% higher than projected budget right now. This revenue source is incredibly variable due to fluctuations in the weather but right now we are on target.

Cable Sales Tax - \$2,153 lower than budget through our March distribution or $\frac{1}{2}$ of the year, so we are way below Target. We budgeted \$14,175 per quarter, but it look like we are now averaging \$13,000 per quarter.

ABC Distribution –Our budget for this year was \$260,000 or approximately \$65,000 quarterly distribution, so far we've received two distributions totaling \$120,000. Thus, \$10,000 decrease over the two quarters.

ABC Law Enforcement – Our budget for this year was \$7,300 or approximately \$1825 quarterly distribution, so far we've received two distributions totaling \$10,148. Thus received two distributions totaling \$10,148. Thus \$6,498 higher over the two quarters.

Land Use Permits – Our budget for this year was \$6,500 and so far we've collected \$4,685 so we are on target.

Recreational Activities –Our budget for this year is \$90,000 and so far we have collected \$60,810 so we will be close to reaching target or exceeding. We currently have \$31,000 outstanding in Summer Day Camp fees, plus the youth sports field rentals and shelter rentals that will happen through the end of the year.

Budget Issues for FY 21-22

Development of the Fletcher Town Center Capital Funding of new Library Facility (Multi-Use Facility) American Rescue Plan Funding

- Capital funding for construction of the library portion of a multi-use facility.
- Capital funding for extension of the Cane Creek Greenway out to the Meritor property
- Other capital projects to consider are storm water improvements and extension of sanitary sewer to unserved areas.

Goals for FY 22-23

- Maintain existing service levels within our current tax structure. This will require moderate increases in operational expenses and revenues.
- Determine specific allocations toward eligible projects that the Town would want to pursue with the American Rescue Funding
- Continue to dedicate 8.5 cents of the tax levy toward year two of the five year Capital Improvement Plan (CIP).
- Continue to work with Margin Real Estate and the Waddell's in developing the first phase of the Town Center project on Highway 25.

Capital Improvement Plan

Parameters of the Capital improvement fund

This is the second year of the implementation of the five year capital improvement plan (CIP) for FY 2022-2026. The cutoff in costs for the projects to be eligible under CIP is \$25,000.

The town currently designates \$0.85 of the tax rate to the CIP. From this total, \$0.65 is to be applied to debt service on projects supported by loans. The remaining \$.02 of the tax levy is to be applied to new projects paid with cash or pay as you go projects.

Estimated Revenues:

Using the property valuation estimates provided by the Tax Assessor's Office, the town is looking at approximately \$1,412,827,000 in total valuation in FY 2023. With 8.5 cents of the tax rate being committed for CIP, this would produce \$1,188,894 in tax levy for the new budget year. This figure will be adjusted several times as the Town receives updated values from the county.

Current Commitments:

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

Town Hall Improvements:	\$ 549,130
Garbage Truck	\$ 102,733
•	
	\$ 651,863
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Debt Service Budgeted	\$ 909,154
Total Debt Service Commitment	\$ 651,863
Debit Service Available	\$ 257,291
cts Funded Without Debt Service:	

Projects Funded Without Debt Service:

Police Car Rotation	\$ 127,500
PW Heavy Duty Pick Up Trucks (2)	\$ 80,000
Kate's & Pete's Park resurface trail	\$ 36,000
Total Commitments	\$ 243.500
Total Non-Debt Service Budgeted	\$ 279,740
Total Non-Debt Commitment	\$ 243,500
Non Debt Available	\$ 36,240

Discussion Followed:

Mayor Blakely asked for a motion to adjourn and Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilman Keith Reed.

Motion carries all in favor

Adjourned: 02:21 pm

Approved:

4-11-73

Date

Rost Blakely

Mayor Preston Blakely