

Town of Fletcher  
Agenda Review Meeting  
Minutes  
December 5, 2022

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:

Mayor Preston Blakley  
Mayor Pro-Tem Bob Davy  
Councilman Trevor Lance  
Councilman Keith Reed  
Councilwoman Sheila Franklin  
Town Manager Mark Biberdorf

Moment of Silence:

Pledge of Allegiance:

\*\*\*Public Comments\*\*\*

**Steve Watkins 200 Windsor Forrest Court Fletcher** spoke on the sign for the ABC store and that it is finally coming along and should be up soon. He also spoke on the recommendation of Samantha Todd.

**Dennis Justice 31 Tamis Lane Fletcher** spoke on the pickle ball courts and that he was contacted by the Asheville Citizen times to get some information about the need of pickle ball courts in the area .

Approval of minutes-corrections, additions or deletions.  
(11/7, 11/14)

No comment was made on the minutes at this time.

**Council Updates**

**Mayor Blakely** commented on how wonderful Christmas in the Park was and thanked Parks & Recreation for the great job they did on this event.

He also thanked the town clerk for helping us get things together for the Hendersonville Christmas parade that everything went really well and we had fun with that.

## **Consent Agenda**

Approval of Policies for the ARP/CSLRF Grant Award.

**Mayor Blakely** asked for comments on the consent agenda item with questions or concerns.

Council had no questions at this time.

## **Presentation from Council on Aging – Melissa Witmeier, Executive Director.**

**Ms. Witmeier** gave a power point presentation about the Council on Aging and the current projects they are working on. She also stated that a survey has just gone out and encourages everyone to fill out the survey so that they can see what services are needed in the area.

Discussion Followed:

## **Discussion and review of applications received for the position of ABC Board Chairman.**

**Mayor Blakely** asked Samantha Todd to come up to the podium and introduce herself to council.

Discussion Followed:

## **Presentation of annual year end audit for FY 21/22 – Carol Avery of Lowdermilk Church & Co.**

**Mayor Blakely** stated that next week Carol Avery will be here for the presentation of the year end audit for 21/22.

**Town Manager Mark Biberdorf** stated that the audit is completed with no surprises. We had another clean audit (no findings) and our overall fund balance ending that fiscal year 7,779,000 almost 7.8 mil and increased by over 1.2 million in the last year. (restricted and unrestricted) Our unassigned fund balance is 5,774,000 74.3%. (This does not include ARPA funds)

Discussion Followed:

## **Discussion of custom questions for citizen survey – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** went over the proposed questions for the citizen survey and asked for feed back from council on these questions,

Discussion Followed:

Discussion will continue next week at the regular meeting to give council some additional time to review the proposed questions and make suggestions as to what needs to be added/removed from the survey.

**Update on traffic impact analysis for Town Center project – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** went over the recent traffic impact analysis for the town center project. He pulled up the map in the GIS system for Henderson County to give council a visual of the suggestions that were made for this specific area.

Discussion Followed:

**Proposed budget schedule for FY 2023-2024 – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** you have in your packet the proposed budget schedule for key meetings. If this does not work for council we are flexible to move some of this around. We are just trying to give enough time for key things that have to happen in the process.

He asked council to check their calendars on this to see if this will work and I will email the calendar to you as well.

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

The French Broad River MPO has various planning grant opportunities to analyze traffic issues or look at other bicycle/pedestrian planning requirements. They have a planning grant which is due December 19 and Tristan Winkler who is head of the French Broad River MPO made us aware of this. Eric Rufa, myself, Tristan and Rebekah Robinson of Conserving Carolina have been working on our greenway extension from our park over towards the Meritor property. They suggested this grant application and if we get the grant there is a 20% match obligation. This would get us an updated analysis on cost estimates.

The draft design for the Pickle Ball, Tennis and Basketball courts should be coming very soon, McGill has been working on the design which will go out for bid soon. We are trying to get this done within this fiscal year.

On the street resurfacing project, we are looking at Hawks Nest Drive and Sandpiper Court this year. We should be able to stay within our current Powell Bill allotment this year. You will be getting a cost estimate at the January meeting.

**Mayor Blakely** asked for a motion to adjourn and Councilwoman Sheila Franklin said that she would make that motion and it was seconded by Councilman Keith Reed.

**Motion carries all in favor.**

Adjourned: 07:44 pm

Approved:

1-9-23  
Date

Preston Blakely  
Mayor Preston Blakely

Town of Fletcher  
Town Council Meeting  
Minutes  
December 12, 2022

Call the meeting to order at: 06:00 pm

Those who were in attendance area as follows:

Mayor Preston Blakley  
Mayor Pro-Tem Bob Davy  
Councilman Trevor Lance  
Councilwoman Sheila Franklin  
Councilman Keith Reed  
Town Manager Mark Biberdorf  
Assistant Town Manager Heather Taylor

**Moment of Silence:** Mayor Blakely asked for a moment of silence for the high school student (Madison Crawford) who was killed in a car wreck recently.

**Pledge of Allegiance:** Mayor Blakely led the group in the Pledge.

\*\*\*Public Comments\*\*\*

**None at this time.**

Approval of minutes-corrections, additions or deletions.  
(11/7, 11/14)

**Mayor Blakely** asked for any corrections, additions or deletions to the minutes and if not do we have a motion to approve the minutes as presented. It was so moved by Mayor Pro-Tem Bob Davy and it was seconded by Councilman Keith Reed and Councilman Trevor Lance.

**Motion carries all in favor.**

**Council Updates:**

**Mayor Pro-Tem Bob Davy** commented on the Christmas in the Park event and thanked Parks & Recreation, Public Works and the Police Department for all the support for this event he said that it was very well done.

### **Consent Agenda**

Approval of Policies for the ARP/CSLRF Grant Award

Approval of Samantha Todd for the ABC Board Chairman Vacancy.

**Mayor Blakley** asked for comments, questions or concerns for items on the consent agenda and if not do we have a motion to approve the consent agenda as presented and if not do we have a motion.

**Councilman Trevor Lance** stated that he would make that motion and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

### **Presentation of annual year end audit for FY 21/22 – Carol Avery of Lowdermilk Church & Co.**

**Carol Avery of Lowdermilk Church & Co.** gave a presentation of the recent results from the FY 21/22 audit. (see attached) She also answered questions that council had for her concerning this audit.

**Discussion Followed:**

### **Discussion of custom questions for citizen survey – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that we have Jade Arocha here via Zoom this evening to answer questions that council has concerning the citizen survey.

### **Some Questions/concerns that council had are as follows:**

- a) Some questions on the last page being deleted or deleting the last page (page 5) entirely.
- b) Survey needed to go out to all residents and not just random households.
- c) Information on how many people/ages in that household not just person completing the survey.
- d) Will the town own the data/results and will it be used in any other way?
- e) Comment section needed at the of the survey in case someone would like to add any additional information/comments.

**Discussion Followed:**

Discussion continued after Zoom conference ended as Town Manager Mark Biberdorf asked for some specifics as to the custom questions that council would like to see on the survey. He then presented a list of suggested custom questions that could be added to the survey. (see attached)

**Discussion Followed:**

**Update on traffic impact analysis for Town Center project – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated there is not a lot more to add on this as last week I went into detail of the specific mitigation improvements that the traffic impact analysis is showing. We had a conference call with the traffic engineer and the engineer that was working with the developer to get some feedback on the mitigation improvements.

The thing that was the least reasonable was the two left lanes from HWY 25 south going onto Howard Gap Road. Then 1000 feet of receiving lanes on Howard Gap Road. In lieu of that and the least impact would be the extension of Old Cane Creek Road to Howard Gap Road. I know that we want to keep public works where it is. They are going to rerun the analysis and see if some of these other mitigation improvements come off the analysis.

**Discussion Followed:**

**Proposed budget schedule for FY 2023/2024 – Mark Biberdorf, Town Manager.**

**Mayor Preston Blakely** asked council if they had a chance to review the dates on the schedule.

Council is ok with the dates on the schedule.

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

As I mentioned last week we are working on an application that is going to go in later this month to the French Broad River MPO. That would determine an estimated cost for the extension of the greenway from the park to Meritor and then ultimately down to the French Broad River. Eric Rufa is working on this to get it in by December 19 and if get the grant we would need to come back in discuss as there is a 20% match obligation.

The draft design for the Tennis, Pickle Ball and Basketball court(s) is almost completed. The permitting for this is a little more difficult as they are working with some stormwater/drainage issues. It should be done by January and once the final design is ready I will share that with you.

On the street resurfacing projects, we are recommending two streets in the South Chase neighborhood. (Hawks Nest Drive and Sandpiper Court) We work off a prioritization list and it is reviewed every year.

Discussion Followed:

On the market study on the pay we are working on this and have had several conference calls with the company. Our goal is in January to bring something before you.

**Mayor Blakely** asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

Adjourned: 07:40 pm

Approved:

1-9-23  
Date

  
\_\_\_\_\_  
Mayor Preston Blakely



**Town of Fletcher**  
**Financial Highlights**  
**Years Ended June 30, 2022 and 2021**

<b><u>General Fund</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Cash and investments	\$ 6,883,107	\$ 5,734,239
Total assets	\$ 7,892,900	\$ 6,684,023
Fund balance	\$ 7,779,939	\$ 6,572,553
Total revenue	\$ 8,606,337	\$ 8,612,218
Total expenditures	\$ 7,780,298	\$ 6,943,710
Transfers in (out)	\$ -	\$ (97,825)
Other financing sources (uses)	\$ 381,347	\$ 14,761
Increase (decrease) in fund balance	\$ 1,207,386	\$ 1,585,444
Ad valorem taxes collected	\$ 4,855,086	\$ 4,803,527
Percent of taxes collected	99.76	99.20
Investment income	\$ 5,775	\$ 1,168
<b>Fund Balance Available</b>		
Available Balance	6,796,034	5,676,076
Expenditures and other financing sources and uses	7,441,783	7,071,589
Available Fund Balance	91.32%	80.27%
<b><u>Other Funds</u></b>		
Cash and investments	\$ 1,333,589	\$ -
Total assets	\$ 1,333,589	\$ -
Fund equity	\$ -	\$ -
Revenues	\$ -	\$ 149,408
Operating expenses	\$ -	\$ 247,233
Nonoperating revenues (expenses)	\$ -	\$ -
Transfers in/(out)	\$ -	\$ 97,825
Net income (loss)	\$ -	\$ -

Custom Questions for Polco Survey  
(Under Question 13)

13. Please rate how important, if at all, you think it is for the Fletcher community to focus on each of the following in the coming two years:
- A) Limiting the scale of residential development in Fletcher for both multi-family and single-family home projects.
  - B) Commercial development of the Town's downtown area (Fletcher Town Center).
  - C) Providing Town resources for development of a new library facility to serve Fletcher residents.
  - D) Development of additional greenway trails that extend from Bill Moore Community Park to the Meritor property and regional trail connection (greenway trails are paths for walking, running, and biking).
  - E) Addressing stormwater impact on existing and future development.