

Town of Fletcher
Agenda Review Meeting
Minutes
February 6, 2023

Call the meeting to order at: 6:00 pm

Those who were in attendance are as follows:

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

Moment of Silence:

Pledge of Allegiance:

Public Comments

None at this time.

Approval of minutes-corrections, additions or deletions
(1/3 , 1/9)

No comments were made on the minutes at this time.

Council Updates

None at this time.

Consent Agenda

Tax releases/refunds

Set Public Hearing for March 13, 2023 meeting to consider CZ Application # 2023-0, a request to conditionally rezone a portion of 49 Overton Place from C-1 to R-2 for a 4-lot campground.

Approval of Resolution R-23-01 for lease agreement with Baabals Ice Cream to lease concession stand in Bill Moore Community park.

Planning & Zoning Director Eric Rufa commented on the public hearing item for next month. Planning Board did recommend this for approval at their recent meeting.

Discussion Followed:

Town Manager Mark Biberdorf stated that on the renewal of the lease on the concession stand with Baabals ice cream we did increase the monthly fee from \$400 to \$450 a month.

Presentation of year-end tax collectors report and permission to advertise delinquent taxes per NCGS 105-369 in March 2023 – Cynthia Broome, Tax Collector.

Tax Collector Cynthia Broome gave a presentation on the year-end tax collector's report and answered questions that council had for her on the report.

	<u>January 2023</u>
2022 Total tax Collector's Charge	\$ 4,426,857.82
Discoveries	\$99,458.46
Releases	\$ (17,547.62)
2022 Collections	<u>\$ (4,423,353.90)</u>
Unpaid Taxes	\$ 85,414.76

Percentage collected through January 2023 – approximately 99%

Public Hearing to consider economic incentives for Project Expo – Brittany Brady, Henderson County Partnership for Economic Development.

Town Manager Mark Biberdorf states that this has been advertised and she will go over this next week at the public hearing.

Discussion Followed:

Discussion of new contract with Curbside Management for recycling services- Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf went over the most recent draft of the agreement with a fee arrangement of 4.20 to 4.25 (per household). We requested 4.20 and he was amiable to that. This is still a good competitive rate. There will still be an inflationary factor per year based on consumer price index.

Council agrees to move this to the consent agenda next week.

Report on draft performance measures – Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf for some time I have been working on some draft performance measures for our key services. I have been reviewing a benchmarking book from the school of government on performance measures and I took items from there on the key services that we are involved in. I met with staff to share the information and get some feed back from it. What I would like to do is that I am having follow ups with staff to further refine this. The chief did have some ideas of his own to further work on this.

Discussion Followed:

Update on proposed mitigation improvements affecting the Town Center Project – Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf went over the most recent updates from the latest meeting with DOT on January 27th.

He then stated that the next step would be if you're comfortable dedicating right of way to extend Old Cane Creek Road down to Howard Gap Road.

Discussion Followed:

Discussion on unassigned fund balance excess reserves – Mark Biberdorf, Town Manager.

Assistant Town Manager Heather Taylor stated that in 2017 town council approved a fund balance policy that outlined the need for a prudent level of financial reserves. The policy outlined that unassigned fund balance should be a minimum of 45% of general fund total expenditures and no more than 65% of general fund total expenditures.

At the end of FY 21/22 the town had an unassigned fund balance of \$ 5,774,110 which is 74% of a total general fund expenditure of \$7,780,298 which is above the 65% as

outlined in the policy. To bring the amount down to 65% the town could look at drawing down \$720,000 for those purposes listed in the memo.

After reviewing the options my suggestion would be to apply the \$720,000 to the outstanding principal on one of the two USDA loans for Town Hall.

Discussion Followed:

After some discussion council has decided to bring this back in March during the budget workshop and make a decision at that time.

Discussion on the recent results from the pay classification study – Mark Biberdorf, Town Manager.

Assistant Town Manager Heather Taylor went over the recent pay classification study and what has been recommended by the Robertson/Miller Group.

Staff has recommended moving salaries up by 2.5% for all employees (except Town Manager) and the estimated cost to do this would be \$65,000 including fringe benefits.

Discussion Followed:

Council has decided to continue this discussion at the budget workshop meeting in march.

Comments from the Town Manager Mark Biberdorf.

The Polco citizen survey has gone out. It Initially started with the post card and I am trusting that all of you initially got that. We are getting some feedback on that and people are filling out the survey and so far, we have a decent response rate. The next phase will be an open survey online and that will go out on February 10th and I will do a connect call with this.

Councilman Trevor Lance mentioned that the comment section is not on the survey and we discussed that with them during the meeting and it is not there.

Town Manager Mark Biberdorf stated that he will contact Polco and find out why that is not in the survey.

Discussion Followed:

On the street resurfacing the bid packets have gone out and the bid opening is on Thursday at 2:00. If I can get our engineering firm to tabulate the bids I will have that as an agenda item on Monday night. Hopefully we will have a good lowest responsible bidder.

We have got another shred event and pill drop scheduled for Saturday April 15 from 9:00 to noon.

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

Motion carried all in favor.

Adjourned: 07:34 pm

Approved:

3-13-23
Date



Mayor Preston Blakely

Town of Fletcher
Town Council Meeting
Minutes
February 13, 2023

Call the meeting to order at: 6:00 pm

The meeting was led by Councilwoman Sheila Franklin

Those who were in attendance are as follows:

Councilwoman Sheila Franklin
Councilman Trevor Lance
Councilman Keith Reid
Town Manager Mark Biberdorf

Mayor Preston Blakley and Mayor Pro-Tem Bob Davy did not attend this meeting due to illness.

Moment of Silence: Councilwoman Franklin asked for a moment of silence.
Pledge of Allegiance: Councilwoman Franklin led everyone in the pledge.

Presentation of Awards to police officers by Police Chief Terry.

Chief Terry recognized the following officers for their achievements/case solving in the community.

Sergeant Ron Diaz
Sergeant Michael Elizondo
Officer Jacob Leachy
Officer Isiah Dwyer
Detective Beauchamp
Detective Gonzales

Public Comments

Steve Watkins 200 Windsor Forrest Circle, Fletcher

NOTE: several other residents of Windsor Forrest gave up their 3 minutes to speak in order that Mr. Watkins could have a longer time period to speak.

The ABC sign will be up tomorrow.

He spoke on his concerns about his neighborhood "Windsor Forrest" and the following issues:

Restricting semi- trucks on Fanning Bridge Road
Cut-through from Rutledge Road into Windsor Forrest
Speed bumps in Windsor Forrest
Reduce speed limit in the neighborhood from 25 to 15 mph.
Traffic enforcement in the neighborhood.

He also would like for the town to consider tax neutral this year as with the economy the way it is and the recent tax-reval from the county.

Councilwoman Franklin asked Mr. Watkins about the 60% approval in his neighborhood and what is the census on the 25 to 15 speed limit.

Mr. Watkins stated they had a traffic meeting in the neighborhood and agreed on the speed limit change and that yes, he believes that he has the 60% approval for speed bumps. He acknowledged the residents that showed up from his neighborhood in support of these issues.

Brandon Olsen 33 Stoney Brook Court, Fletcher spoke about speeding in his own neighborhood and other areas in the community as well as the safety of children playing in the neighborhood. He also spoke on the matter of public records issue and residents being able to get the records that they are requesting without being questioned.

Meg Rosthal 82 Cliff Rose Court, Fletcher spoke on the cutting through from the new residents that will be living on Rutledge Road and the speed bumps. She asked that the town continue to work with them to help with these issues.

Approval of minutes-corrections, additions or deletions.
(1/3 & 1/9)

Councilwoman Franklin stated that we have had time to review the minutes may I have a motion to approve the minutes as written.

Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Council Updates:

None at this time.

Consent Agenda

Tax releases/refunds

Set Public Hearing for March 13, 2023 meeting to consider CZ Application #2023-0, a request to conditionally rezone a portion of 49 Overton Place from C-1 to R-2 for a 4-lot campground.

Approval of Resolution R-23-01 for lease agreement with Baabals Ice Cream to lease concession stand in Bill Moore Community park.

Approval of year-end tax collectors report and permission to advertise delinquent taxes per NCGS 105-369 in March of 2023.

Approval of new contract with Curbside Management for a 5-year period.

Councilwoman Franklin we also have reviewed the consent agenda at the meeting last week and do we have a motion to approve the consent agenda as it stands.

Councilman Keith Reed said that he would make that motion and it was seconded by Councilman Trevor Lance.

Motion carries all in favor.

Public Hearing to consider economic incentives for Project Expo – Brittany Brady, Henderson County Partnership for Economic Development.

Brittany Brady from the Partnership for Economic Development gave an overview of the incentives to be offered to the company if North Carolina is selected for their designated location.

Councilwoman Franklin asked for a motion to open public hearing.

Councilman Trevor Lance stated that he would make that motion (open public hearing) and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Councilwoman Franklin asked for if council had any comments on these incentives that have been purposed by Ms. Brady

Councilman Trevor Lance and Councilman Keith Reed did not have any comments at this time.

Councilwoman Sheila Franklin asked for a motion to close public hearing?

Councilman Trevor Lance stated that he would make a motion to close public hearing and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Councilwoman Franklin asked for a motion to approve the economic incentives as they were purposed to us?

Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Town Manager Mark Biberdorf stated that once the company makes a formal announcement we will put together the economic incentive agreement.

Approval of lowest responsible bidder for street resurfacing projects – Ben Cathey, McGill Associates.

Ben Cathey of McGill Associates stated that we had 4 bidders and C & T paving was the lowest at \$124,871.90. They have done the work before and have a good reputation so I have no concerns over this. He recommends that we proceed with this bid.

Town Manager Mark Biberdorf stated that this is for paving Hawks Nest Drive and Sandpiper Court in South Chase.

Councilwoman Franklin asked for a motion to approve the lowest bidder.

Councilman Keith Reed stated that he would make that motion to approve the lowest bidder (C& T paving) and it was seconded by Councilman Trevor Lance.

Motion carries all in favor.

Approval of quote for emergency repair to streambank and section of trail at Bill Moore Community Park – Ben Cathey, McGill Associates.

Town Manager Mark Biberdorf stated that part of the greenway/walking trail that runs parallel to the creek back in January we had significant rain that caused it to erode and fall off into the creek. The quote you have in your packet is from Huntley Construction and they have done repairs for us in the past. Due to the public safety element we want you to consider the estimate in your packet for repair which is \$49,896.00.

Ben Cathey of McGill Associates gave an overview as to what Huntley Construction will do to restore/repair the streambank.

Town Manager Mark Biberdorf stated that we have some money budgeted for streambank repair in the amount of \$20,000 so that will offset some of the cost and then we will come back with a budget amendment for the difference.

Discussion Followed:

Councilwoman Franklin asked for a motion to approve the emergency repair to the streambank at \$49,896.00?

Councilman Keith Reed stated that he would make that motion and it was seconded by Councilman Trevor Lance.

Motion carries all in favor.

Update on proposed mitigation improvements affecting the Town Center project – Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf went over the main element from last week's discussion on this item. The main item/issue was the extension of Old Cane Creek Road through to Howard Gap Road. There are a lot of questions on how that would be done and how long it would take. Also, the amount of right of way that the town would have to give up. (green building/public works) I hope to have a Resolution to bring back to you in March in support of this.

Discussion Followed:

Comments from the Town Manager Mark Biberdorf.

Shred event will drop April 15, 2023 from 9:00 to noon.

On the Polco citizen survey which went out initially mid-January and the post card and hard copy follow up went out after that. There has been some difficulty with mailing addresses and we have been keeping track of that. The open participation period started Friday the 10th and we put some information on our website and Facebook. The open participation ends on the 24th and then they will start compiling the results. They have added comments from citizens section to the survey as well.

Councilwoman Franklin asked for a motion to adjourn.

Councilman Trevor Lance stated that he would make that motion to adjourn and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Adjourned: 6:51 pm

Approved:

3-13-23
Date

Sheila Franklin
Councilwoman Sheila Franklin