

Town of Fletcher  
Agenda Review Meeting  
Minutes  
March 6, 2023

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  
Councilman Trevor Lance  
Councilwoman Sheila Franklin  
Town Manager Mark Biberdorf  
Public Works Director Jabbo Pressley

Moment of Silence:

Pledge of Allegiance:

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

**John Brandon Olsen 33 Stoney Brook Court Fletcher** spoke on speeding issues in Livingston Farms especially on English Oak Road and Running Briar Road. He stated that there has been a lot of comments on their neighborhood Facebook page about the safety of children playing in the neighborhood. (also, some additional information was provided that will be place in the minute book with the March agenda)

**Town Manager Mark Biberdorf** stated that he has not received any recent complaints or requests in Livingston Farms. He asked Public Works Director Jabbo Pressley had he heard any complaints from Livingston Farms about speeding.

**Public Works Director Jabbo Pressley** stated that no he had not but he is more than willing to put the traffic monitor out in the neighborhood.

Council has asked for the Police Chief to attend the meeting next week for further discussion on this issue.

**Steve Watkins 200 Windsor Forest Circle Fletcher** spoke on the Fanning Bridge Road semi-truck restriction and needing the support from council to move forward

on this. He mentioned reducing the speed in the neighborhood and thanked the town for the traffic/speed study that was done in Windsor Forrest recently.

**Mark Washburn 307 Mountain Alder Lane Fletcher** stated that he has lived in Windsor Forest for years and that his children grew up in Windsor Forrest as well. He said that he is not in favor of speed bumps or reducing the speed limit in the neighborhood that maybe a warning such as a flyer be sent out in the neighborhood about speeding asking people to slow down and if it continues more drastic measures will be taken

**Jennifer Bucher Gray 244 Running Briar Road Fletcher** stated that she has lived in Livingston Farms for 3 years and Running Briar Drive is one of the problematic roads in the neighborhood. Said that the speed limit signs are not very viable and maybe the speed limit could be reduced.

Approval of minutes-corrections, additions or deletions.  
(2/6, 2/13)

**No comments were made on the minutes at this time.**

### **Council Updates**

**Mayor Blakely** stated that he wanted to thank Councilmember Franklin for presiding over the meeting last month.

**Councilwoman Sheila Franklin** mentioned that a new business was going into the old Continental Teves plant but that it was only taking up a small part of the building that there is plenty of room in the building for other industries to move in there.

She also mentioned that we recently hosted a Henderson County Partnership for Economic Development meeting last month and it went very well. The Partnership will be going to Raleigh next month to talk to our legislators about Henderson County.

### **Consent Agenda**

Tax releases/refunds

Approval of Budget Amendment #4 to the FY 22/23 Budget Ordinance for the streambank/line item for the necessary repairs needed to the stream bank at Bill Moore Community park.

Approval of Budget Amendment # 5 to the FY 22/23 Budget Ordinance for additional funds to be paid to Fletcher Fire & Rescue from the recent audit in the amount of \$76,340.

Approval of Budget Amendment #1 to the CSLFRF Grant Project Ordinance.

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

Council had no comments at this time.

**Public Hearing to consider CZ #2023-01, a conditional zoning application to rezone a portion of 49 Overton Place from C-1 to R-2 in order to allow a 4-lot campground – Eric Rufa, Planning & Zoning Director.**

**Mayor Blakely** stated that Planning & Zoning Director Eric Rufa went over this last month (Planning Board approved this) and we will have the public hearing next week on this are there any comments or questions on this?

**Mayor Pro-Tem Bob Davy** asked if he town sent out notification to the adjoining property owners on this?

**Town Manager Mark Biberdorf** stated that yes, he did send out notifications and has not had any comments or complaints on this.

**Presentation on a community project called Just-Serve- Steve Stay.**

**Mayor Blakely** stated that Steve Stay will be here next week to give a presentation on a community project called Just Serve.

**Discussion of Resolution R-23-02 in support of the 20% match requirement (\$14,000 inferred) for an MPO Planning Grant related to the Cane Creek Greenway Extension – Eric Rufa, Planning & Zoning Director.**

**Mayor Blakely** asked Town Manager Mark Biberdorf to go over this since the Planning & Zoning Director Eric Rufa was not here this evening.

**Town Manager Mark Biberdorf** stated that this is the planning grant that we had previously talked to you all about submitted through Land of Sky MPO. This grant is for studying different paths/routes and cost estimates for greenway trails. This focus is on Cane Creek Greenway where it ends at the park and extending across Fern Leaf and onto the Sirocco property and then onto town property and then all the way

up to the French Broad River. This improves our chances of getting funding in the future to extend the trails.

Discussion Followed:

This item will be moved to the Consent Agenda for next week.

**Approval of Resolution R-23-03 for commitment to provide right-of-way for future extension of Old Cane Creek Road – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that you have a copy of the resolution along with a cover memo in your packet. Essentially in follow up to the comments that DOT provided on the traffic impact analysis, one of the conditions was that they wanted to see support from the town to extend Old Cane Creek Road that the town would provide the right of way. The Resolution says you commit to doing that but if the project does not go forward then there is no commitment.

Discussion Followed:

**Mayor Blakely** stated the given the effort and resources that the town has already put into the town center project and seeing that this could take up to five years to build out that he is in favor of this as we can always rescind the resolution if need be.

What is council's thought on this?

**Mayor Pro-Tem Bob Davy** stated that he is against this for several reasons. One is that no one has provided me with a traffic study showing me that they can make the road tapping in to Howard Gap Road a safe intersection. The other thing is it seems kind of odd to me that is the developer took the gas station out of that development this road would not be required. So, the town is spending all this money relocating buildings and doing all of this so that they can put a gas station in this development. I just don't think this is a good thing for the town.

**Town Manager Mark Biberdorf** stated that I have one follow comment on that. Obviously, they want the gas station in there as it underwrites the cost of the development and I had a conversation with the engineer representing them that they would consider taking that component out. There is a possibility they may come back into this with that element (gas station) taken out.

Discussion Followed:

**Councilwoman Sheila Franklin** I am not so worried about that train of thought as I am that it is not the developer's fault that our roads are already overcrowded to

begin with. To have another way in and out to relieve 25 in some way and I totally understand that it appears that it would be an issue at Howard Gap Road. I would like to keep looking at it and try and work that out a little bit to where we have parallel roads that a lot of towns have these issues. This is going to take some thought.

**Town Manager Mark Biberdorf** suggested with the last item on the agenda concerning a funding request from our legislative delegation. One of the things suggested in there and we have had this as a legislative priority issue for years is that this pay for some cost to extend the road.

Discussion Followed:

**Town Manager Mark Biberdorf** suggested adding some language to the Resolution stating that this is done with the understanding that the current development is proposed going forward and if it doesn't that this will be rescinded.

Discussion Followed:

Council agrees to continue discussion on this next week at the regular meeting as well as some amendments to the proposed resolution.

**Traffic issues in Windsor Forrest – Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director.**

**Town Manager Mark Biberdorf** stated that Jabbo has been working on doing additional traffic monitoring in that area. In your packet this is a follow-up from the previous meeting where these issues have been brought up by Mr. Watkins.

The Town Manager then went over the individual items in the memo that were originally addressed last month:

Truck Traffic on Fanning Bridge – Staff has addressed restricting heavy truck traffic on Fanning Bridge Road on three different occasions and each time DOT has denied that. A resolution in support of restricting truck traffic on the road can be done for this.

Traffic Enforcement – there is additional data information that our police department can share to demonstrate enforcement efforts. The department will respond to requests for traffic enforcement and getting to a full staffing level will also help reaching these goals.

Reduction of Posted Speed limit in Windsor Forest – You can have staff review traffic data for each issue and make a recommendation. Staff can recommend a safe speed

limit for the neighborhood and potential calming improvements to help reduce through traffic.

Or

Hire a traffic consultant to provide an outside opinion on best practices to address these issues. I reached out to get some quotes for traffic consulting and the two that I received were very different. One from J.M. Teague was for \$2,800 and they offered to take \$1,000 off if we do our own traffic accounts and we have the equipment to do that. The other quote was from Ramey Kemp and was for \$24,000 and they offered to take \$4,000 off if we do our own traffic accounts. This would give you an outside opinion if you're not comfortable with the suggestions from staff.

**Public Works Director Jabbo Pressley** went over the recent traffic data analysis from Windsor Forrest that he received.

Discussion Followed:

Council reaches consensus to lowering the speed limit to 20 mph.

**Mayor Blakely** asked if Chief Terry could be here at the meeting next week to answer some questions.

Discussion Followed:

**Request for funding assistance from state legislative delegation – Mark Biberdorf, Town Manager**

**Town Manager Mark Biberdorf** stated that he had put together a list of our projects and Representative Balkcom has asked that we prioritize them. I have them listed here as 1,2 & 3 as you may want to change these.

Items listed are:

- 1) Body Worn Camera & In-Car Camera System (\$235,000)
- 2) Infrastructure Funding for Town Center Project (\$500,000)

### 3) Extension of Cane Creek Greenway (\$500,000)

**Representative Balkcom** wanted this by March 15 and I have not heard from Senator Moffitt specifically about this.

**Councilman Trevor Lance** stated that he knew that the cameras are already in the budget he thinks that infrastructure is very important and maybe that needs to be moved to #1

Discussion Followed:

Council agrees to move the infrastructure funding for town center project to the #1 position and move body worn cameras to the #2 position.

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

The Polco citizen survey closed on February 24 and we received a total of 605 responses which is a 21% response rate. The results will be due March 24.

Discussion Followed:

On the basketball, tennis & pickleball court project the bid packets went out to 5 construction firms and bids are due on March 9<sup>th</sup>. Hoping for some good competitive bids.

On the streambank repair, Huntley Construction has been working on that area and doing the reinforcement they hope to finish by March 17 if weather permits.

On satellite annexation, I emailed you all and I think you have received an email from their administrator (FernLeaf) on the interest about getting their new campus on Old Hendersonville Road annexed into the town. It would have to be a satellite annexation because it does not touch our primary corporate limits. There are some limitations on doing a satellite annexation and there is only a certain amount of acreage you can satellite annex into the town. In the NC General Statutes, it is 10% after our calculation in acreage we have already done our balance is 332.9 acres and if you annex that part of the FernLeaf property which is 93 acres that would leave us with 239.9 acres. This is just something to keep in mind.

Discussion Followed:

Pill drop shred event will be on Saturday April 15, 2023 from 9:00 till noon here at town hall.

**Councilman Trevor Lance** mentioned the damaged light poll on 25 up here and asked that if someone could come by and clean it up and pick of the pieces as it is a safety hazard.

He also asked about the status of the Flashing light at Hooper's Creek Road as to when it was going to be working.

**Town Manager Mark Biberdorf** stated that they had to move the power box and that they area waiting on the final inspection before Duke energy will turn the light on and it should be any time now.

**Councilman Trevor Lance** also asked about the clearing of the property on Hwy 25 (across from Foam & Fabric) where the commercial development is supposed to take place along with the apartment complex. He stated that he saw a for sale sign on the property and asked what is going on with that.

**Town Manager Mark Biberdorf** stated that we were concerned about it and Eric reached out to them and asked them if they were still doing this because we did a Conditional Rezoning on this property. They said that yes there were and we will continue to watch this.

**Mayor Blakely** stated that if there is nothing else from council do we have a motion to adjourn?

**Councilwoman Sheila Franklin** said that she would make a motion and it was seconded by Councilman Keith Reed.

**Motion carries all in favor.**

Adjourned: 7:46 pm

Approved:

4-10-23  
Date

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



Town of Fletcher  
Town Council Meeting  
Minutes  
March 13, 2023

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  
Town Manager Mark Biberdorf  
Planning & Zoning Director Eric Rufa

Moment of Silence: Mayor Blakely asked for a moment of silence

Pledge of Allegiance: Mayor Blakely led the group in the pledge

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

**Steve Watkins 200 Windsor Forrest Circle Fletcher**, commented on Councilman Keith Reed's suggestion on the mobile speed signs and that he thought this was a great idea and makes the point.

He also stated that speaking on the behalf of other neighbors and himself he suggests that a policy be implemented for traffic in neighborhoods so that everyone works together and is not divided.

He also suggested that in this year's budget that the town budget money for litter pickup within the town. If you drive around the town and it is awful as well as some of the traffic signs in town need to be pressure washed too.

**Andy Hamlin 600 Carolina Holly Way Fletcher**, I am here to speak on behalf of our neighborhood and I am in favor of reducing the speed limit.

**Mickey Gamble 204 Windsor Forrest Circle Fletcher**, He stated that he is here in support of his neighborhood and stated that the town is supporting some awful expensive things and a little money to better support our neighborhoods so that they

can remain functional is a reasonable request. There is a lot going to hell in a handbasket in this town if you want to keep neighborhoods in this town then you need to start supporting them.

**Mayor Blakely** asked if anyone else would like to speak at this time.

There were no other requests to speak at this time.

Approval of minutes-corrections, additions or deletions.  
(2/6, 2/13)

**Mayor Blakely** asked for any corrections or deletions to the minutes as presented and if none do we have a motion to approve the minutes as presented?

**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:**

**Mayor Blakely** stated for council's information that Senator Moffitt filed a bill to move municipal elections from odd years to even years

#### **Consent Agenda**

Tax releases/refunds

Approval of Budget Amendment #4 to the FY 22/23 Budget Ordinance for the streambank/line item for the necessary repairs needed to the stream bank at Bill Moore Community park.

Approval of Budget Amendment # 5 to the FY 22/23 Budget Ordinance for additional funds to be paid to Fletcher Fire & Rescue from the recent audit in the amount of \$76,340.

Approval of Budget Amendment #1 to the CSLFRF Grant Project Ordinance.

Approval of Resolution R-23-02 in support of the 20% match requirement (14,000 inferred) for an MPO Planning Grant related to the Cane Creek Greenway Extension

**Mayor Blakely** asked for any comments, concerns or questions on the consent agenda if there is none do I have a motion to approve the consent agenda as presented.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

**Public Hearing to consider CZ #2023-01, a conditional zoning application to rezone a portion of 49 Overton Place from C-1 to R-2 in order to allow a 4-lot campground – Eric Rufa, Planning & Zoning Director.**

**Planning & Zoning Director Eric Rufa** gave an overview of the request to a conditional rezoning of 49 Overton Place. PIN 9653-62-4538 The property is currently zoned C-1 the owners are asking for a conditional rezoning of a portion of the property to R-2. The request was approved by the Planning & Zoning Board.

**Mr. Jacques Fogel** spoke on his request for conditional rezoning and his reasons for wanting this change. He said that they have had issues in the past with drugs and crime with this being a mobile home park and he feels that with this becoming an RV park that they will have better clientele there.

Discussion Followed:

**Mayor Blakely** asked for a motion to enter the public hearing to consider conditional zoning application #2023-01.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

**Mayor Blakely** stated that we did not have anyone signed up for the public hearing but would anyone like to speak at the public hearing?

No one was interested in speaking at this time.

**Mayor Blakely** asked for a motion to close public hearing.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilman Keith Reed and Councilman Trevor Lance.

**Motion carries all in favor.**

**Mayor Blakely** stated that now Councilwoman Franklin you can make the motion to approve.

**Councilwoman Sheila Franklin** stated that she would like to make a motion to approve conditional use 2023-01 and also to include the maintenance of the fence along the property line and it was seconded by Mayor Pro-Tem Bob Davy.

**Motion carries all in favor.**

**Presentation on a community project called Just-Serve- Steve Stay.**

**Steve Stay** gave presentation on website being offered through a local church to volunteer in the community.

Anyone who would like to give back to their local community can go onto the website and look for volunteer opportunities. Service projects where help is needed can also be posted to the website.

He also noted that the website is monitored to avoid any false information being posted.

Discussion Followed:

**Mayor Preston Blakely** asked if council was ok with putting this in the newsletter.

**Mayor Pro-Tem Bob Davy** stated that also on the website as well.

He also asked for Mr. Stay to put together an introductory paragraph that we can put on our website.

**Mr. Stay** said that sure he can put something together.

**Council mutually agrees to having this information put in the newsletter and on the website.**

**Approval of lowest responsible bidder for multi-use courts in Bill Moore Community Park- Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that I mentioned to you last week at the council meeting that we had our bid opening last Thursday at 2:00 pm. We received

bids from 4 firms and you have a cover memo and a copy of the bid tabulation in your packet. Our lowest responsible bidder is Patton Construction Group with a bid of \$427,850.00. The scope of the project expanded a little bit from what you approved initially as a CIP project. It is going to require more monies to be appropriated. I have been working with our finance officer about how much more money will need to be appropriated. We are anticipating about \$225,000.00 budget amendment to come back in April to make sure we have enough money appropriated.

Discussion Followed:

**Mayor Blakely** asked for a motion to accept Patton Construction as the lowest responsible bidder for the multi court project at Bill Moore Community Park.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

**Approval of Resolution R-23-03 (amended) for commitment to provide right-of-way for future extension of Old Cane Creek Road – Mark Biberdorf, Town Manager.**

**Town Manager Mark Biberdorf** stated that for additional information I did let the engineer who is representing our developer of record know that our intention is to have the developer construct and build the road and that council would be donating the right of way. (Keep in mind that we are no longer under contract with this developer)

Discussion Followed:

**Mayor Blakely** asked for a motion to approve Resolution R-23-03.

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

**Motion carries all in favor.**

**Traffic issues in Windsor Forrest – Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director.**

**Town Manager Mark Biberdorf** stated that as a follow up from last week and I went through all the issues that have been brought to our attention from the Windsor Forrest neighborhood. I went through these items with staff and council and some of these items may need follow up action from council.

First thing was support on the restriction of truck traffic on Fanning Bridge Road. I think the consensus from council was to support this with a Resolution as I did not have time to prepare that and I can have it back to you at the April meeting.

The second thing on there was the speed limit and after staff looking at this we are comfortable to reduce the speed limit from 25 to 20 miles per hour. So, we will work through the process as we might have to have some action with an ordinance.

Looking at the requests that came from Windsor Forrest and with discussion that has come from Livingston Farms and South Chase has had issues as well is to come up with a (draft) traffic calming policy. I would like to do some additional research on that and come back to you with a good recommendation on a traffic calming policy. We did find some documents from McGill Associates that was before my time on a traffic calming policy and I do not know if it was ever made official.

We are looking at purchasing a speed monitoring trailer that we can move around to different neighborhoods.

**Chief Dan Terry** answered questions that council had on various issues concerning speeding in the area. He also spoke on staffing and that once he is fully staffed they will be able to concentrate more on traffic enforcement/speeding within the town.

Discussion Followed:

**Mayor Blakely** asked Town Manager Mark Biberdorf do you have anything else on this.

**Town Manager Mark Biberdorf** stated that as long as council is comfortable with the things I mentioned to move forward with this.

Discussion Followed:

Council is comfortable with moving forward with these items and they will be reviewed/updated at next month's meeting.

**Request for funding assistance from state legislative delegation – Mark Biberdorf, Town Manager.**

**Mayor Blakely** stated that we discussed this last week and I believe if I recall correctly that we were going to move item #2 to item # 1 and move item #1 down to item # 2.

Items listed (originally) were:

- 1) Body Worn Camera & In-Car Camera System (\$235,000)
- 2) Infrastructure Funding for Town Center Project (\$500,000)
- 3) Extension of Cane Creek Greenway (\$500,000)

Items listed will now be as:

- 1) Infrastructure Funding for Town Center Project (\$500,000)
- 2) Body Worn Camera & In-Car Camera System (\$235,000)
- 3) Extension of Cane Creek Greenway (\$500,000)

**Mayor Blakely** asked do we have a motion to approve the legislative delegation request list as presented.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilman Keith Reed.

**Motion carries all in favor.**

**Comments from the Town Manager Mark Biberdorf**

I mentioned last week that the Polco citizen survey has been officially completed. It closed on February 24 and we will get the report from them on March 24. We had a fairly decent response rate at 605 out of 3,000 households. That is in excess of 21% and we are anxious to get the results back.

The streambank repair at the park is essentially completed. Huntley Construction did a great job if you get a chance to check it out. We do have a request back from Duke Energy to put an additional shield on the guide wire on the utility pole there as it is essentially close to the trail.

On the satellite annexation "interest" request from Fernleaf Charter School on their property off of Old Hendersonville Road near Brickton Village and Sycamore Cottages . I talked to Michael Luplow "via email" the school Administrator on this and he is planning on coming to the April agenda review meeting.

The pill drop/document shredding event on April 15 from 9:00 to noon in the southside parking lot.

**Mayor Blakely** asked for any other business from council and it not do we have a motion to adjourn.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilman Trevor Lance.

**Motion carries all in favor.**

Adjourned: 7:28 pm

Approved:

4-10-23

Date

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



Town of Fletcher  
Budget Retreat Meeting  
Minutes  
March 29, 2023

Call the meeting to order at: 08:31 am

Those who were in attendance are as follows:

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

**IT-Matthew Horton went over the requested IT budget for the upcoming FY 23-24.**

**Decreases in the following IT budget items**

Dues	\$ 37,344.00
MS Cloud Services #1	\$ 3,500.00

**Increases in the following IT budget items**

Contract One who Serves	\$ 43,020.00
IT Subscriptions	\$ 1,500.00

**Decision Package items requested**

#1 MS Cloud Services	\$ 8,600.00
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#2 Town Hall server	\$ 28,000.00
#3 Network switches	\$ 50,000.00

He then answered questions that council had on the IT budget items.

**Parks & Recreation Director Greg Walker went over the requested Parks & Recreation Budget for the upcoming FY 23-24.**

**Decreases in the following Parks & Recreation budget items**

None

**Increases in the following Parks & Recreation budget items**

Wages & Salaries	\$ 11,780.00
Part-time salaries	\$ 10,752.00
Overtime	\$ 500.00
FICA	\$ 1,763.00
Retirement	\$ 3,435.00
401 'K'	\$ 614.00
Utilities	\$ 2,000.00
Fuel Expense	\$ 900.00
Program Materials	\$ 2,000.00
Summer Day Camp	\$ 4,500.00
Uniforms	\$ 250.00
Arboretum Park Expenses	\$ 1,000.00

**Decision Package items requested**

#1 Scag Mower	\$ 16,000.00
#2 Golf-Cart Utility	\$ 16,000.00

He then answered questions that council had for him on his budget items.

**Police Chief Dan Terry went over the requested Police Department Budget for the upcoming FY 23-24.**

**Decreases in the following Police Department budget items**

Travel & Training	\$ 1,000.00
Physicals & Drugs	\$ 400.00
Uniforms	\$ 7,500.00

**Increases in the following Police Department budget items**

Salaries & Wages	\$ 70,593.00
Holiday Pay	\$ 1,579.00
FICA	\$ 7,051.00
Retirement	\$ 22,211.00
401K	\$ 3,610.00
Postage	\$ 300.00
Fuel Expense	\$ 5,010.00
Network Subscription	\$ 1,200.00

**Decision Package items requested**

#1 Body Worn Cameras	\$ 234,625.00
#2 Part time Positions	\$ 20,000.00

He then answered questions that council had for him on his budget items.

**Mayor Blakley** asked for a motion to take a short break.

**Councilman Trevor Lance** made a motion to recess (break) and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

Break at: 10:28 pm

Back from Break at: 10:44 pm

**Public Works Director Jabbo Pressley went over the requested Public Works Budget for the upcoming FY 23-24.**

**Decreases in the following Public Works budget items**

None

**Increase in the following Public Works budget items**

Salaries & Wages	\$ 29,090.00
Part Time Salaries	\$ 550.00
FICA	\$ 2,443.00
Retirement	\$ 6,910.00
401 "K"	\$ 1,570.00
Utilities	\$ 12,000.00
M & R Facilities	\$ 5,000.00
Fuel Expenses	\$ 15,000.00
Landfill Charges	\$ 10,000.00
Recycling	\$ 50,000.00
Uniforms	\$ 1,200.00
Disposal Fees	\$ 2,000.00
M & R Equipment	\$ 1,500.00

**Decision Package items requested**

#1 Dump Bed Insert	\$ 15,000.00
#2 Utility Terrain Vehicle	\$ 15,000.00
#3 Town Hall Security Upgrades	\$ 60,000.00

He then answered questions that council had for him on his budget items.

**Planning & Zoning Director Eric Rufa went over the requested Planning & Zoning Budget for the upcoming FY 23-24.**

**Decrease in the following Planning & Zoning budget items**

Storm Water Program	\$ 17,048.00
Dues & Subscriptions	\$ 200.00

**Increase in the following Planning & Zoning budget items**

Grant Expense	\$	14,000.00
Salaries & Wages	\$	6,209.00
FICA	\$	475.00
Retirement	\$	1,407.00
401K	\$	287.00
Postage	\$	100.00
Fuel Expense	\$	100.00
Dept Supplies	\$	200.00

**Decision Package items requested**

None

He then answered some questions that council had for him on his budget items.

**Fletcher Fire & Rescue Budget for the upcoming FY 23/24**

**Fire Chief Greg Garland** gave an overview of this past year with Fletcher Fire & Rescue on the calls they received and what they are looking at for their budget in the upcoming year. He then answered questions that council had for him.

Discussion Followed:

**Mayor Blakely** asked for a motion to recess until 1:00 pm.

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

Recess for Lunch at: 11:48 am

Back from Lunch at: 12:36 pm

**Assistant Town Manager Heather Taylor went over the Administration, Professional Services, and Town Facilities for the upcoming FY 23-24.**

**Decreases in the following Administration items**

Fuel Expense	\$	300.00
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**Increases in the following Administration items**

Salaries & Wages	\$	28,284.00
FICA	\$	2,163.00
Retirement	\$	7,023.00
401 "K"	\$	1,414.00
Motor Vehicles Expense	\$	400.00

**Decreases in the following Professional Services items**

Legal	\$	2,500.00
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**Increases in the following Professional Services items**

Public Accountant	\$	500.00
Professional Services/contract	\$	3,000.00
Fletcher Town Center	\$	10,000.00
Economic Development	\$	10,515.00
Apple Country Transit	\$	288.00
Elections/Consultants	\$	5,500.00

**Decreases in the following Town Facilities items**

Postage	\$	1,300.00
Advertisements	\$	1,000.00
Contract Services	\$	5,000.00

**Increases in the following Town Facilities items**

Utilities	\$	2,000.00
Wellness Program	\$	500.00

She then answered any questions that council had for her on these items.

**Town Clerk Christine Thompson went over the Governing Board budget FY 23-24**

**Town Clerk Christine Thompson** stated that the Governing Board budget would basically remain the same as there was not going to be any additional things requested this year and as you can see the only increase is for COLA in salaries and wages and FICA as well.

Council had no comments on the Governing Board budget items.

**Town Manager Mark Biberdorf** went over Revenues for the upcoming FY 23-24.

**Revenues**

FY 22-23 Budgeted Values	\$ 1,416,605,606
FY 22-23 Billed Values	\$ 1,421,664,482
FY 23-24 Projected Values	\$ 1,745,880,756
Percentage Change in Base	22.81 % (Preliminary Figures)

Most of this increase is attributed to revaluation. Working with the Assessor's office to determine how much of increase in real values is from new construction versus existing properties.

Total property value estimates will likely increase as we receive more definite numbers on the business personal and individual personal property listings.

The Tax Assessor should be providing monthly updates on projected values from March through June.

Residential construction activity to be strong with Sycamore Cottages development getting close to being built out (151 single-family units when fully built out). BSC Holdings should be starting site improvements this spring on the former Rutledge Heirs property near town hall. We also have two single-family home subdivisions on

Rutledge Road that are in various stages of construction (one for 90 homes and the other for 74 homes)

We continue to bill at a higher amount than what was budgeted for real and personal property values (\$58,937 in actual levy above what was budgeted).

Sales Tax - \$130,952 higher than budget through our March distribution or  $\frac{1}{2}$  of this year, equates to being 11% higher than projected budget right now.

Utilities Sales Tax - \$39,650 higher than budget through out March distribution or  $\frac{1}{2}$  of the year, this equates to being 11.2% 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 - \$975 lower than budget through our March distribution or  $\frac{1}{2}$  of this year, so we are slightly below target. We budgeted \$12,875 per quarter, but it looks like we are now averaging \$12,300 per quarter.

Disposal Tax - \$140 higher than budget through March distribution or  $\frac{1}{2}$  of the year, so we are right on target.

ABC Distribution – Our budget for this year was \$270,000 or approximately \$67,500 quarterly distribution, so far, we have received two distributions totaling \$145,000. Thus \$10,000 higher over the two quarters. Not sure if the remaining two distributions will be above budget but it appears to be tracking that way.

ABC Law Enforcement – Our budget for this year was \$8,800 or approximately \$2,200 quarterly distribution. So far, we have received two distributions totaling \$9,187. Thus \$2,587 higher over the two quarters. The two remaining quarters are to be determined but appear to be tracking above budget.

Land Use Permits – our budget for this year was \$7,000 and we have collected \$3,990 to date. This puts us close to being on target.

Recreational Activities – Our budget for this year was \$95,000 and so far, have collected \$61,000. This puts us on target for reaching or exceeding our budget. We currently have \$25,000 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 23-24

- 1) Development of the Fletcher Town Center – Staff will be working with DOT to determine the final set of traffic mitigation improvements for the proposed mixed-use development on Hendersonville Road. It would be preferred to bring our former developer back under a new agreement for this project. Other options to consider would be fielding proposals from other developers for this property.
- 2) Capital Projects to Consider with Fund Balance Designation - The use of the town's \$2.6 million award from the American Rescue Plan towards salary and benefits has freed up revenues for future capital projects. Some examples of projects to consider are extension of Cane Creek Greenway, infrastructure improvements for the Town Center project, and stormwater improvements.
- 3) Employee Compensation & Retention – attracting and retaining highly qualified staff has been challenge for all employers. In light of the high inflationary factors occurring and competition for other employers, we would like council to consider the following cost of living increases and general compensation to employees:

4 % cost of living adjustment for all employees in the new fiscal year.

Bonus compensation paid on a tier basis in current fiscal year to minimize impact to new base budget - \$2,000 for employees at Pay Grade 64 and lower and \$1,000 for employees at Pay Grade 65 and higher.

This will help to offset the challenge of making larger cost of living adjustments that significantly increase our base budget.

### Discussion Followed:

Council has asked HR to figure out what the 2.5 % recommended increase (Market study) would be for employees based on total salaries of all employees' times 2.5% then divide the amount among all full-time employees (40). The amount calculated would evenly give each employee the same thing. HR will be working on this and present a memo with the figures at the April council meeting.

It was also suggested that this calculation be used for the proposed for the 4% COLA in the new budget year.

### Goals for FY 23-24

Maintain existing service levels within our current tax structure, this will include a downward adjustment of our tax rate due to increases from revaluation.

Continue to dedicate 8.5 cents of the tax levy toward year three of the Five Year Capital improvement Plan (CIP)

Continue to work finalize the traffic mitigation improvements required for the Town Center project and reengage our former developer partner or a new one to move forward with the plan.

### Capital Improvement Plan

#### Annual Budget

FY 2023-2024

#### Present Definition/Parameters of the Capital Improvement Fund:

This is the third year of implementation of the Five-Year Capital Improvement Plan (CIP) fir FY 2022-FY 2026. Capital projects include facilities and equipment that support new services as well as replacement of existing facilities and equipment. The cutoff in costs to projects to be eligible under CIP is \$25,000.

The Town currently designates \$0.85 of the tax rate to CIP. From this total, \$0.65 is to be applied to debt service on projects supported by loans. The remaining \$0.2 of the tax levy is to be applied to new projects paid for with cash ore pay as you go projects.

#### **Estimated Revenues:**

Using the base property values (which was actually billed for the current fiscal year), the Town is looking at approximately \$ 1,421,664,482 in total valuation. With 8.5 cents of the tax being committed for CIP, this would produce \$1,196,331 in tax levy for the new budget year. This figure will be adjusted several times as the Town receives updated values from the County and determines a new tax rate.

**Current Commitments:**

Debt obligations for four 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	\$ 541,718
Town Center Property on Hwy 25	\$ 164,988
Garbage Truck	\$ 102,734
Copier Lease Payments	\$ 11,896
	<hr/>
	\$ 821,336
Debt Service Budgeted	\$ 914,841
Total Debt Service Commitment	\$ 821,336
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Debt Service Available	\$ 93,505

**Projects Funded Without Debt Service**

Police Car Rotation	\$ 137,000
PW – Utility Tractor with attachments	\$ 95,000
Parks & Rec Maintenance Truck	\$ 40,000
	<hr/>
Total Commitments	\$ 272,000

Total Non-Debt Service Budgeted	\$281,490
Total Non-Debt Commitment	\$272,000
	<hr/>
Non-Debt Available	\$ 9,490

**Mayor Blakely** asked for a motion to enter into Closed Session for contractual matters?

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

**Motion carries all in favor.**

Went in Closed Session at: 2:09 pm

**Closed Session to per NCGS 143-318.11 (5) "Contractual Matters.**

Came out of Closed Session at: 3:34 pm

**Mayor Blakely** asked for a motion to adjourn?

**Mayor Pro-Tem Bob Davy** stated so moved and it was seconded by Councilwoman Sheila Franklin.

**Motion carries all in favor.**

Adjourned: 3:34 pm

Approved:

4-10-23  
Date

Preston Blakely  
Mayor Preston Blakely