

TOWN OF FLETCHER

PRESTON BLAKELY
MAYOR

MARK E. BIBERDORF
TOWN MANAGER



COUNCIL MEMBERS:
JIM PLAYER
TREVOR C. LANCE
KEITH REED
AMBER MCKINNEY

Town Council Agenda Review Meeting August 4, 2025 at 6:00 PM

Call the meeting to order at: 6:00 PM

Moment of Silence:

Pledge of Allegiance:

Public Comments:

"We will strive to uphold each citizen's First Amendment right to free speech. We will ensure a level of civility and decorum. We ask that all speakers be respectful and adhere to the three-minute time limit. Council is not expected to debate/discuss issues during public comment."

Approval of minutes - corrections, additions or deletions

- 1) Agenda Review Meeting July 7, 2025
- 2) Regular Meeting July 14, 2025

Council Updates

Consent Agenda

Discussion Items

- 3) Discussion of and possible approval of matching funds for two grants related to the Cane Creek Greenway extension.
- 4) Review of stormwater issue on Wilkie Way - Ben Cathey, McGill Associates
- 5) Status of revolving funds application to DEQ for sewer project - Mark Biberdorf, Town Manager
- 6) Appointment to newly created water and sewer commission - Mayor Preston Blakely

Town Manager Report

Department Reports

7) July Reports

Adjourn

Upcoming Events

Regular Meeting August 11, 2025, at 6:00 pm

Painting Class August 16, 2025, in Bill Moore Community Park

Concert in the Park August 16, 2025

Agenda Review Meeting September 2, 2025 "Tuesday"

Regular Meeting September 8, 2025

Family Fun Festival September 20, 2025

Fall Shred/Pill drop event October 24, 2025, from 10:00 to 2:00 pm

Halloween Carnival October 25, 2025

"This Institution is an equal opportunity provider."

Town of Fletcher
Town Council Agenda Review Meeting
Minutes
July 7, 2025

Call the meeting to order at: 6:00 PM

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Trevor Lance
Councilmember Jim Player
Councilmember Amber MCKinney
Planning & Zoning Director Eric Rufa
Tax Collector Candy Broome
Town Manager Mark Biberdorf

Councilmember Keith Reed did not attend this meeting.

Moment of Silence:

No comments were made at this time.

Pledge of Allegiance:

No comments were made at this time.

Public Comments:

No comments were made at this time.

Approval of minutes - corrections, additions or deletions

Agenda Review Meeting June 2, 2025

Regular Meeting June 9, 2025

Special Call Meeting June 20, 2025

FY Budget close out meeting June 30, 2025

No comments were made at this time.

Council Updates

No comments were made at this time.

Consent Agenda

Tax Releases/refunds

Reappointment and charge Tax Collector Cynthia Broome to collect property taxes for 2025-2026 for the Town of Fletcher

Approval of request from Jackson Family Developers LLC to release performance bond for Heritage Park Subdivision

Approval of request from Windsor Built Homes to revise the performance bond covering improvements in Phase I of the Authors Subdivision (off Rutledge Road).

Reappointment of Bob Davy to serve a 5yr term on the Henderson County Historic Resources Board.

Notice to terminate lease of Town-owned property located near Town Hall - Mark Biberdorf

Approval of Apple Country transit service funding agreement.

Mayor Blakely asked if there were any comments on the consent agenda at this time.

There were no comments from the council at this time on the consent agenda.

Discussion Items

Discussion and selection of individual to fill the vacant seat in District 4 on the Planning & Zoning Board.

Mayor Blakely stated that he would ask the potential applicants to come up and introduce themselves and speak about why they wish to serve on the planning board.

Candidates are as follows:

Douglas Ferguson
Phillip Jones
Johanna Spindola

Each candidate came to the podium and spoke about themselves and their desire to serve on the board.

Discussion Followed:

Mayor Blakely stated that council will vote to select a candidate at the regular meeting next week.

Year-end Tax Collectors report for FY 24/25 - Cynthia Broome, Tax Collector.

Tax Collector Cynthia Broome gave her year-end tax report for the FY 24/25 and answered questions that the council had for her.

2024

Original Levy	\$4,918,122.84
Discoveries	\$ 62,821.01
Releases	<u>\$ (888.50)</u>
Total Levy	\$4,980,055.35
Total Levy	\$ 4,980,055.35
Total Payments	<u>\$(4,972,636.09)</u>
Balance	\$ 7,419.26

Discussion Followed:

Discussion on the location of the summer concert that is to take place on August 16 - Josh Queen, Parks & Recreation Director.

Mayor Blakely stated that Parks & Recreation Director Josh Queen will be here next week to discuss this with council.

Presentation of development scenarios on Town Center property - Ben Cathey and Scott Burwell, McGill Associates

Scott Burwell and Ben Cathey gave a PowerPoint presentation of potential scenarios for the development of the town center property.

Discussion Followed:

Presentation and annual report from Asheville Regional Airport - Lew Bleweis, President & CEO

Town Manager Report

On the park repairs, we are moving forward, but we are having some issues getting it completed with the contractor. We are very close to getting it all completed. (95%) We are hoping to do a walk-thru soon.

On the repairs to the bridge and streambank(s), we approved a lowbidder contract with Bradley & Conner to do the work. We are working on a contract and a construction meeting so that they can get started.

For the Helene cleanup, a contractor has been approved to clean up the waterways. They are a local contractor (L&S) and they are working on getting right of entry approval so that they can get access to Cane Creek.

On our storm water issue off of 96 Wilkie Way, we had McGill Associates look at it to see if anything in particular could be done. They are working on a couple of different options, and it will be the August meeting before we can bring this back.

Discussion Followed:

I encourage you to read through the brochure (Stormwater) as it distinguishes between town-maintained right of way and stormwater improvements within the town right of way versus the private right of way.

On the Town Center project, we have been working on the updated marketing agreement and I shared a draft with you. I know that we wanted updated pictures, and they flew a drone over the area to get updated aerials of the site. We continue to get inquiries about this.

We were very encouraged to see the Office of the State Fire Marshal shared with us the latest results on the fire rating for the town. It came in at a 3, which is very good.

Discussion Followed:

Department Reports

June Reports

Adjourn

Mayor Blakely asked for a motion to adjourn.

Councilmember Jim Player motioned to adjourn and it was seconded by Mayor Pro-Tem Trevor Lance

Motion all in favor.

Adjourned at: 07:28

Upcoming Events

Regular Meeting July 14, 2025, at 6:00 pm

LGCCA July 15, 2025, at 3:00 pm "Laurel Park Hosting"

Agenda Review Meeting August 4, 2025, at 6:00 pm

Regular Meeting August 11, 2025, at 6:00 pm

Painting Class August 16, 2025, in Bill Moore Community Park

Concert in the Park August 16, 2025

Approved.

Date

Signed

Town of Fletcher
Town Council Regular Meeting
Minutes
July 14, 2025

Call the meeting to order at: 6:00 PM

Those who were in attendance are as follows:

Mayor Preston Blakely
Councilmember Keith Reed
Councilmember Amber McKinney
Parks & Recreation Director Josh Queen
Town Manager Mark Biberdorf

Mayor ProTem Trevor Lance and Councilmember Jim Player did not attend this meeting.

Moment of Silence:

Mayor Blakely led the group in a moment of silence.

Pledge of Allegiance:

Mayor Blakely led the group in the Pledge of Allegiance.

Public Comments:

No comments were made at this time.

Approval of minutes - corrections, additions or deletions

Agenda Review Meeting June 2, 2025

Regular Meeting June 9, 2025

Special Call Meeting June 20, 2025

FY Budget close out meeting June 30, 2025

Mayor Blakely asked for a motion to approve the minutes as presented.

Councilmember Keith Reed motioned to approve the minutes, and it was seconded by Councilmember Amber McKinney.

Motion all in favor.

Council Updates

No comments were made at this time.

Consent Agenda

Tax Releases/refunds

Reappointment and charge Tax Collector Cynthia Broome to collect property taxes for 2025-2026 for the Town of Fletcher

Approval of request from Jackson Family Developers LLC to release performance bond for Heritage Park Subdivision

Approval of request from Windsor Built Homes to revise the performance bond covering improvements in Phase I of the Authors Subdivision (off Rutledge Road).

Reappointment of Bob Davy to serve a 5yr term on the Henderson County Historic Resources Board.

Notice to terminate lease of Town-owned property located near Town Hall - Mark Biberdorf

Approval of Apple Country transit service funding agreement.

Approval of year-end tax collector's report for FY 24/25.

Mayor Blakely asked for a motion to approve the consent agenda as presented.

Councilmember Keith Reed motioned to approve the consent agenda, and it was seconded by Councilmember Amber McKinney.

Motion all in favor.

Discussion Items

Presentation and annual report from Asheville Regional Airport - Lew Bleweis, President & CEO

Lew Bleweis gave an update/presentation on Asheville Regional Airport and the progress they have made in the last year with all the construction that has been going on.

Discussion Followed:

Discussion on the location of the summer concert that is to take place on August 16 - Josh Queen, Parks & Recreation Director.

Parks & Recreation Director Josh Queen went over the pros and cons of having the next concert at the Auction House versus Bill Moore Community Park.

Discussion Followed:

The council agreed to have the next concert at Bill Moore Community Park.

Selection of individual to fill the vacant seat in District 4 on the Planning & Zoning Board.

Mayor Blakely stated that we have three candidates for the seat in District 4. We have our ballots here and everyone has voted and the only ballots that count are Councilmember Keith Reed and Councilmember Amber McKinney (attendance).

Candidates are as follows:

Douglas Ferguson

Phillip Jones

Johanna Spindola

Council has selected Douglas Ferguson to fill the vacant seat on the Planning Board.

Mayor Blakely asked for a motion to approve Douglas Ferguson for the district 4 seat on the Planning Board.

Councilmember Keith Reed motioned to Douglas Ferguson for the Planning Board, and it was seconded by Councilmember Amber McKinney.

Motion all in favor.

Town Manager Report

On the park repairs project, the ball fields, multi-use courts and dog park are essentially done. We did a walk-through (last Friday) as there were a few punch list items that need to be completed. Parks & Director Josh Queen and Ben Cathey from McGill Associates did the walk-through. These items will need to be completed before we make the final payment on this project.

On the other project, repair of the bridge and two streambanks(s), we held a pre-construction meeting last week, and they will begin work on July 21, starting on the stream bank at the back of the park first.

On the waterway clean up from hurricane Helene, the county (subcontractor) is working on this, but they need to get right of entry agreements to give them access to private property. We have been getting several calls on this from residents. (Higgins Banch, Hoopers Creek, Cane Creek)

The stormwater review near 96 Wilkie Way in Fletcher Hills, McGill Associates is working on

this and seeing what can be done. This will probably be at the meeting next month. We will have a report and make a decision then.

The town center project marketing document is still being worked on with the updated photos. Once I receive that, I will share it with you.

I'll be sharing the information McGill Associates presented to you last week with the interested parties/developers for the town center project.

Last thing, I mentioned to you last week about the updated Municipal Fire District Rating. They do this every so many years at the Office of the State Fire Marshal and Fletcher received an ISO rating of 3, which is very good.

Department Reports

June Reports

Adjourn

Mayor Blakely asked for a motion to adjourn.

Councilmember Keith Reed motioned to adjourn, and it was seconded by Councilmember Amber McKinney.

Motion all in favor.

Adjourned at: 6:35 pm

Upcoming Events

LGCCA July 15, 2025, at 3:00 pm "Laurel Park Hosting"

Agenda Review Meeting August 4, 2025, at 6:00 pm

Regular Meeting August 11, 2025, at 6:00 pm

Painting Class August 16, 2025, in Bill Moore Community Park

Concert in the Park August 16, 2025

Approved.

Date

Signed

MEMORANDUM

TO: Mayor & Town Council
FROM: Eric Rufa, Planning & Zon Dir
COPY TO: Mark Biberdorf, Town Manager
DATE: 7/28/2025



SUBJECT: Discussion of and possible approval of matching funds for two grants related to the Cane Creek Greenway extension.

Background:

As previously discussed, the Town applied for two different grants related to the potential extension of the Cane Creek Greenway Trail. We have just learned that the Town has been awarded the second grant from the "Great Trails State Program" in the amount of \$293,441.00. This is in addition to the grant that we received notification of last fall from the State's "Connecting Communities" program in the amount of \$100,000. (We received notification of that immediately after Hurricane Helene, and we put off accepting it while waiting to determine the path for repairs to existing trails/streambanks.).

Both grants would ultimately require a match from the Town in the same amounts. Council did reach consensus to commit matching funds for both grants (in the amount of \$393,441 total). But we now would like to reaffirm this commitment for matching funds before proceeding with next steps. If Council approves the funding, we will begin working immediately with both Conserving Carolina, as well as McGill Associates, in order to start preparing more detailed construction plans that would be required before an official contract/agreement can be executed (which would also entail an environmental review). McGill will be able to help determine exactly what we can accomplish with the funding levels currently available.

Recommendation:

Staff is recommending that Council consider approving matching funds so we may begin taking the necessary steps to move forward with the extension of the greenway to the west side of Hwy 25 on the Town owned (and adjacent) properties.

Attachments:

None

MEMORANDUM

TO: Mayor & Council

FROM:

COPY TO: Heather Taylor, Assistant Town Manager
Jabbo Pressley, Public Works Director

DATE: 7/29/2025

SUBJECT: Review of stormwater issue on Wilkie Way - Ben Cathey, McGill Associates



Background:

Attached is a memo describing a stormwater issue that was brought forward by several residents who live on Wilkie Way in the Fletcher Hills subdivision. Also attached is a report from our engineering firm, McGill Associates, reviewing the situation and providing a recommendation to the Council. Ben Cathey with McGill Associates will be at the meeting to provide additional background on this item.

Recommendation:

Consider the recommendation brought forward by the engineering firm.

Attachments:

1. Memo to Council. Review by McGill Associates Stormwater Issue on Wilkie Way
2. 2025-07-30_Wilkie Way stormwater conveyance recommendation

MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager *MEB*

COPY TO: Heather Taylor, Assistant Town Manager
Jabbo Pressley, Public Works Director

DATE: July 29, 2025

SUBJECT: Review by McGill Associates of Stormwater Issue on Wilkie Way

Several months ago, two residents appeared before the Council regarding a stormwater drainage concern on Wilkie Way. Specifically, a drainage culvert that is located near 96 Wilkie was cleared of debris that was partially restricting the opening of one end of the culvert. It is believed that this debris was intentionally placed there to restrict or slow the flow of stormwater through that pipe. The Town's Public Works Department, when noticing this obstruction, cleared it so that the drainage culvert could function as it is intended to.

Since the above-described drainage culvert was cleared, the residents at 96 Wilkie Way and 6 Wilkie Way have indicated that they believe their properties have been adversely impacted by stormwater flowing through their property at higher-than-normal rates. They have further indicated that they believe one solution to this would be the installation of a weir plate near the existing culvert to restrict the flow of water through the pipe.

After much discussion with Council about this overall issue, it was recommended by Town staff that our civil engineering firm (McGill Associates) review the situation and come up with a recommendation. McGill has since completed their review and a copy of their report and recommendation is attached. Ben Cathey with McGill will be on hand at the Agenda Review meeting to provide additional background on the report.

If you should have any questions regarding this item prior to the Agenda Review meeting, please feel free to contact me.

MEB/meb

Attachment

July 30, 2025

Mr. Mark Biberdorf, Town Manager
Town of Fletcher
Post Office Box 369
Fletcher, North Carolina 28732

RE: Wilkie Way culvert recommendations

Dear Mr. Biberdorf,

As part of our technical engineering consulting contract, we have analyzed the existing 18" stormwater culvert that discharges onto 100 & 96 Wilkie Way, drains across 6 Wilkie Way, and ultimately into Higgins Branch.

The existing 18" CMP culvert described above was due for routine maintenance. Upon inspection of the pipe discharge, a makeshift stormwater pipe plug was discovered. The pipe plug was concrete, and a rectangular orifice was formed at the top of the plug, with approximate dimensions of 2" x 4". As part of the maintenance, the plug was removed.

Photo of storm pipe with plug



Photo of storm pipe with plug removed



Following the removal of the plug and the occurrence of multiple rainfall events, the property owner located at 96 Wilkie Way began experiencing flooding issues in his driveway and basement. After multiple conversations between the Town of Fletcher and the property owners of 96 & 6 Wilkie Way, McGill Associates was included to provide stormwater recommendations to the Town.

Modifications to existing ditch and storm pipe

McGill Associates and the Town of Fletcher met on-site to inspect the existing conditions of the downstream properties. The receiving ditch appears to have accumulation of sediment within the rip rap apron, and a 12" (approximate size) storm pipe in the northeastern corner of 6 Wilkie Way was found. It appears this pipe captures upstream stormwater runoff and discharges it to the upstream side of the southern driveway as sketched on the photo below.

Photo of receiving ditch



Approximate pipe location on 6 Wilkie Way



At the request of the Town, we analyzed what would be required on the downstream properties to efficiently convey the upstream stormwater runoff. We have determined the Rational Method is best suited for the conveyance sizing, and we recommend sizing the conveyance to pass a 25-year storm event. With these parameters, we have determined that a trapezoidal ditch (2' bottom, 3:1 side slopes, 1' deep) would have sufficient capacity to adequately convey the flow that is leaving the existing unobstructed culvert. Based on our inspection and our calculations, the existing ditch does not currently have adequate capacity, and this may be causing the flooding issue that 96 Wilkie Way is experiencing. We are also finding that the existing 12" storm pipe on 6 Wilkie Way is undersized and would require a 24" pipe to adequately convey the upstream stormwater runoff.

Installation of weir plate on existing culvert

We also analyzed welding a steel weir plate (with an orifice) to the downstream end of the existing culvert to mimic the stormwater runoff condition the concrete plug/orifice were creating. The estimated cost for installation of a weir plate is approximately \$1500. The GIS topo indicates there is an impoundment area within the existing roadside ditch, upstream of the existing culvert that spans across 97 & 101 Wilkie Way. Once the impoundment area is full (1-year storm event), runoff appears to crest the high point and enter the roadside ditch to the south, running across 105, 109, & 115 Wilkie Way. Once the high point is crested, the conveyance measures to the south experience the following flowrates **in addition** to what they appear to be designed to handle:

10-year: 12.92 cfs

25-year: 18.05 cfs

We modeled the existing conveyance measures on 105, 109, & 115 Wilkie Way with the additional flowrates noted above and find that none of the downstream measures are adequately sized to handle them. What is likely happening is the driveway culverts are backing up stormwater runoff to the point that it flows over the existing driveways. Because of this, we cannot recommend installing any device that would impede the flows leaving the existing 18" culvert. We also compared this to a model of the culvert without obstruction, and it shows that the high point of the ditch is not crested until a 25-year storm, which is a standard storm event design for these measures in Western North Carolina.

In North Carolina, the issue of stormwater discharges onto downstream property is governed by the Reasonable Use Rule. The rule states that the downstream landowner must receive and pass the water from the higher estate(s). They cannot simply block the natural flow of water coming onto their property. North Carolina law also includes statutes that prohibit obstructing streams, drainage ways, and easements that carry water from higher elevations.

In summary, it is our professional opinion that the Town of Fletcher is not responsible for stormwater conveyance past the discharge point of the existing culvert and should leave the culvert to convey stormwater as the original intention appears to be. We do not recommend obstructing runoff from the existing culvert due to the upstream issues noted above. It is recommended that improvements to the downstream conveyance measures (also noted above) take place to mitigate the flooding issues that the downstream property owners are experiencing.

If you have any questions or require additional information, please feel free to give me a call (828) 252-0575 or email me.

Sincerely,
McGILL ASSOCIATES, P.A.



BEN CATHEY, PE
Practice Area Leader

MEMORANDUM

TO: Mayor & Council

FROM:

COPY TO: Heather Taylor, Assistant Town Manager

DATE: 7/30/2025

SUBJECT: Status of revolving funds application to DEQ for sewer project - Mark Biberdorf, Town Manager



Background:

Attached is a memo providing additional background on a project to potentially extend sewer service to several areas off of Fanning Bridge Road. Also attached is a survey to go out to residents to determine the present condition of septic systems in this area.

Recommendation:

This is informational only. No action is needed by Town Council.

Attachments:

1. Memo to Council. status of revolving funds application to DEQ for sewer project. 7.30.25
2. Potential Sewer Project Resident Questions_mjr_updated

MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager 

COPY TO: Heather Taylor, Assistant Town Manager

DATE: July 30, 2025

SUBJECT: Status of Revolving Funds Application to the North Carolina Department of Environmental Quality (DEQ)

Last month I talked to you about the availability of state revolving loan funds for water and sewer projects in Helene impacted areas. I attended a workshop about the release of these funds and submitted a preapplication to the funding agency. The proposed project would be for the extension of sewer lines to Westfield Road, North Hudson Lane, and Dogwood Terrace. The preapplication would be followed by a full application process to be determined by DEQ.

To help with the full application process for this funding and the administration of the project, I have engaged the services of Land of Sky. They are attending workshops on the full requirements for a project to be considered. They have also advised us that we will need to demonstrate that residents living in the target area in Fletcher have had or are having problems with their septic systems. This would help to justify the funding for moving them to a centralized wastewater system.

To help bolster our application for these funds we will be sending out the attached survey to residents who live in the target area. We will also be getting in touch with our Health Department to determine if septic systems would be difficult to re-permit in the target area if new ones had to be put in place.

If you should have any questions regarding this item prior to the Agenda Review meeting, please feel free to contact me.

MEB/meb

Attachment

Potential Sewer Project Resident Questions

1. How old is your septic system?
2. Did Hurricane Helene damage your system or further exacerbate any problem?
3. Do your drains empty slowly for reasons other than old, clogged pipes?
4. Does sewage back up into your house?
5. Have you noticed a wet, smelly spot in your yard?
6. When it rains or the ground is wet, do you experience problems with your drains?
7. When you do laundry, does a wet spot appear in your yard?
8. Is the grass over or around your septic tank greener than the rest of your lawn?
9. Is the area around your septic tank or drain field wet or spongy even when it has not rained for a week or more?
10. Have you had to repair or replace parts of your septic system in recent years?
11. How often do you pump your septic tank?
12. Have you ever had to pay for emergency septic services?
13. When was your septic system last inspected or pumped?
14. How many people live in your household (i.e., system load)?
15. Would you be interested in connecting to a public sewer system if it were available?
16. What concerns would you have about switching to sewer (e.g., cost, construction disruption)?
17. Would you support a local effort to bring sewer to your neighborhood if septic issues are widespread?

MEMORANDUM

TO: Mayor & Council

FROM:

COPY TO: Heather Taylor, Assistant Town Manager

DATE: 7/30/2025

SUBJECT: Appointment to newly created water and sewer commission - Mayor Preston Blakely



Background:

Attached is a memo explaining a newly created water and sewer commission and the need for an appointment from the Town of Fletcher. The memo also includes a list of potential nominees for the Council's consideration.

Recommendation:

Appointment of a representative from the Town of Fletcher to the Henderson County Water & Sewer Commission.

Attachments:

1. Memo to Council. Appointment for new water and sewer commission

MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager *MEB*

COPY TO: Heather Taylor, Assistant Town Manager

DATE: July 30, 2025

SUBJECT: Appointment to Recently Created Water & Sewer Commission

Earlier this month local government officials were briefed at a meeting of the Local Government Committee for Cooperative Action (LGCCA) on the creation of a water and sewer commission. This came about from a recently approved interlocal agreement between the City of Hendersonville and Henderson County. The commission would be an advisory body on water and sewer issues affecting the County as a whole.

As a result of the creation of the water and sewer commission, the Board of Commissioners has indicated that they would like to see representation from different areas including the municipalities. As such, they are requesting a recommendation from the Town of Fletcher. Some suggestions that have been brought forward based on past applications to the Town's Planning Board are the following:

- **Meg Rosthal**
 - She is a retired former attorney for a county in Maryland, the Maryland Attorney General. Her application stated that she has a solid grasp of the interplay between laws, regulations, and private industry. She initially applied for an ABC Board appointment.
- **Jacob Compher**
 - He has experience in local government and has acted as a clerk for a board in Maryland. He received his MPA from Appalachian State in 2017, is a Certified Zoning Official, and is a Certified Floodplain Manager.
- **Johanna Spindola**
 - She recently just applied for the planning board but has unique and important experiences. She is a licensed architect and the director of outreach and co-chair of the advocacy committee within the American Institute of Architects WNC Chapter.
- **Jonathan Mitchell Brevard**
 - He has knowledge of business and able to solve complex issues and leading groups to achieve a common goal. His time living in both large and small communities has given him the perspective on planning, growth and development. He has lived in Fletcher most of his life and understands Fletcher's needs.

If you should have any questions regarding this item prior to the Agenda Review meeting, please feel free to contact me.

MEB/meb

Fletcher Parks and Recreation Department Monthly Report – July 2025

Programs & Events

Fletcher Farmers Market

The Fletcher Farmers Market happens every Tuesday at Bill Moore Community Park from 3:00 PM to 6:00 PM. The new location has been well-received by both vendors and customers, with consistent weekly attendance and growing community interest. To enhance the experience, we've added monthly face painting for children while parents' shop. The market will continue through early September.

Summer Day Camp & Middle School Adventure Camp

We successfully wrapped up our 8-week summer camp programs. Both the Day Camp and Middle School Adventure Camp were well-attended and received overwhelmingly positive feedback from parents. We'll certainly miss our campers and wish them the best for the upcoming school year!

Free Yoga in the Park

In partnership with Soul Summit, we've offered free community yoga classes every Monday throughout June, July, and August. Attendance has ranged from 4 to 8 participants each week. These sessions provide a great wellness opportunity for residents and continue to be a valuable addition to our park programming.

Pickleball Clinic

Our upcoming Pickleball Clinic, scheduled for August 9th from 8:00 to 10:00 AM, is already sold out. This strong interest reflects the growing popularity of the sport in our community. We plan to continue offering these clinics monthly moving forward.

Facilities & Maintenance

Bill Moore Community Park & Kate's Park

Our maintenance team remains busy during peak mowing season and has done an outstanding job keeping both parks clean, safe, and welcoming for visitors.

Volunteer Support

This month, we were fortunate to have seven volunteer groups from Luthridge assisting our staff. Their efforts included trail maintenance, trimming trees and bushes, and washing

down playground equipment. We're grateful for their support in helping maintain our park spaces.

Bridge and Greenway Repairs

Bradley and Conner Grading Contractors have begun riverbank stabilization along the back trails. Work on the main bridge in the park is expected to begin shortly, marking a significant improvement in our greenway infrastructure.

**Public Works Department
Monthly Report
July 2025**

Brush Pick Up

Public Works has resumed brush collection. For the month of June, Public Works collected 274 brush orders which produced 552 Cyds of brush. All brush is now disposed of at the Henderson County Landfill.

Vehicles

Maintenance was performed on 8 police cars, 1 Public Works Vehicles and 1 P&R vehicles.

Sanitation

For the month of June, Public Works collected 204.53 tons of garbage for a daily average of 8.89 tons.

Streets

Repairs were made to Wildwood Circle.

Administration Monthly Report

Heather Taylor, Assistant Town Manager

July 2025

Assistant Town Manager:

- **Hurricane Helene/FEMA Park Recovery:**
 - Fencing and court repairs continued during July, and this project should be completed in early August. Bridge and streambank repair began during July.
 - Coordinated a meeting in early July with our FEMA representatives and McGill regarding the bridge and streambank repair.
- **Website/Facebook:**
 - Continuing to update the Town's website with current Town information as well as trying to post to the Town's Facebook account a couple times a week.
- **Purchasing for FY 25/26:**
 - Discussed with department heads about beginning to quote/purchase capital items that were budgeted in FY 25/26.

Finance:

- **Taxes for 2025-** the Town received the tax scroll in late July, and we hope to have tax bills in the mail early August.
- **Business Registration Revenue-** The business registrations for the fiscal year were mailed out in early July and revenue has already been coming in from the renewals.
- **Budgets for 25/26-** Prepared the worksheets for the budget document that Christine had printed and bounded for staff and Council.
- **FY 24/25 Audit-** Auditors will be here on August 4 to complete the testing of controls as well as complete some preliminary audit work. They will return in early October to finish the audit.
- **FY 24/25 Financial Statements -** Heather has started to prepare the financial statements for FY 24/25.

Human Resource:

- **Employment-**
 - Full-Time-
 - Planning and Zoning Director- applications were due mid-July, and interviews will be held in early August.
 - Administrative Support Specialist (Police)- Kelsey Bunch began work with the Town on 7/28.
 - Police Cadet- Justin Quinto began work with the Town on 7/7.
- **Wellness-**
 - Employee Gym- Over 30 hours of exercise by employees occurred during July in the employee wellness gym.
 - Blood Pressure Checks- No screenings were held in July, but the nurse from Pardee will be here on Wednesday, August 6.

Monthly Update— July, 2025

Planning & Zoning

Planning Board/ZBA – The Board met on July 15. At the meeting, new member Doug Ferguson (dist. 4) was introduced. Staff gave an overview of the timeline for the transition to a new director, and updated the board on various projects that may be pending. Coming up at the Aug. 19 meeting, the board will have a “Heart of Fletcher” overlay design review for a project that has been submitted on Hwy 25 next the UFCU involving a new building w/ some retail/office/production w/ some leasable space.

- Continued day to day issuance of permits, fielded inquiries about potential new developments, and responded to miscellaneous complaints (various complaints involving zoning, solid waste, and/or junked vehicles.
- Continued work on implementation of various minimum measures related to the Town’s MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program.
- Have been continuing to monitor properties with substantially damaged structures from Helene.
- Continued work with McGill Assoc. on pending items related to floodplain ordinance amendments. McGill incorporated several minor changes into the draft following guidance from NCEM. Council held public hearing in June and approved the draft amendments.
- Working w/ Conserving Carolina and McGill on next steps for potential extension of the Cane Creek greenway. Will be discussing grant match w/ Council Aug. 4 as matching funds need to be committed. Following that, we would need to begin work on construction drawings which are required as part of an environmental review that is necessary before we can get under contract for the grants.