

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 November 3, 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 October 6, 2025
- 2) Regular Meeting October 13, 2025
- 3) Special Call Meeting October 29, 2025

Council Updates

Consent Agenda

- 4) Tax releases/refunds
- 5) Approval of Budget Amendment # 1 to the FEMA project grant ordinance.
- 6) Approval of Resolution R-25-09 to appoint Susan Heafner Deputy Finance Officer
- 7) Approval of Resolution R-25-10 to appoint Susan Heafner Tax Collector.

Discussion Items

- 8) Proposed street resurfacing projects for 2026 - Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director

- 9) Presentation of plan for extension of Cane Creek Greenway - Ben Cathey, McGill Associates
- 10) Instructions for update to the five-year capital improvement plan - Mark Biberdorf, Town Manager

Town Manager Report

Department Reports

- 11) October Reports
- 12) Closed Session per NCGS 143.318.11 (3) Attorney Client Privilege

Adjourn

Upcoming Events

Fall Food Pantry October 27, to November 15, 2025
Regular Meeting November 13, 2025
Agenda Review Meeting December 1, 2025, at 6:00 pm
Christmas in the Park December 6, 2025 12:00 to 2:00 pm
Regular Meeting December 8, 2025 at 6:00 pm

"This Institution is an equal opportunity provider."

Town of Fletcher
Town Council Agenda Review Meeting
Minutes
October 6, 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 Amber McKinney
Councilmember Keith Reed
Councilmember Jim Player
Town Manager Mark Biberdorf

Introduction of the new Planning & Zoning Director Tyler Morrow to Council. (Regular 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 September 2, 2025

Regular Meeting September 8, 2025

No comments were made at this time.

Council Updates

Mayor Blakely asked if council had any updates at this time.

Councilmember Jim Player commented on the MPO and the project for Fanning Bridge Road, which originally had a 20% match. The project will be 100% covered and a match will not be needed when and if it gets funded.

Mayor Blakley stated that Jim Player had called me about a certificate of need for Advent

Health and a cath lab at their location up the street. In my own capacity, I wrote a letter to support a cath lab here. They also are going to have a public hearing later this month.

Consent Agenda

Tax refunds/releases

No comments were made at this time.

Discussion Items

Discussion of Stormwater Off-Right-of-Way Grant Program - Mark Biberdorf, Town Manag

Town Manager Mark Biberdorf, stated that last month we went over an initial draft of this grant program. Since then, I have had our town attorney look at this as well as McGill associates. We did incorporate some revisions in the copy in your packet. The most substantive thing that changed from last month was that we consolidated it from three categories down to two categories.

Category 1: Determination (\$30,000)

A threat to a dwelling is posed but is not imminent.

The city will pay 90% of the cost or up to \$30,000 for a Category 1 Determination.

Category 2: Determination (\$10,000)

There is no threat to dwellings or loss of life; Basic conveyance improvements

The city will pay 90% of the cost or up to \$10,000 for a Category 2 Determination.

Discussion Followed:

The town manager will make the recommended changes and bring them back to the council at next week's meeting.

Consideration of legislative priorities list for FY 2025-2026 - Mark Biberdorf, Town Manager

Town Manager Mark Biberdorf went over the proposed Legislative priorities list for 2025-2026.

Discussion Followed:

Mayor Blakley suggested putting something on the list about local zoning authority and cities/towns having more control over their own zoning authority. He also suggested something on hurricane Helene relief reimbursement or buyouts that may be available for people who cannot rebuild in their current location.

Town Manager Report

In the park, all of our repairs on the damage from Helene are completed. The contractor did excellent work and gave us a one-year warranty on all the work.

Debris removal from Helene has almost all been removed. Public Works has identified about 10 locations from Helene that need to be cleaned up. Trying to get these taken care of has been difficult. We are considering renting some equipment to break this down into manageable pieces and haul it off.

We are still waiting for some reimbursement of FEMA funds that have been obligated (in the system) but, of course, have not been disbursed yet. We have been very fortunate compared to other local governments.

Our community appreciation event (Shred/Medication turn in) is scheduled for Friday, October 24 from 10:00 to 2:00 at First Citizens Bank. ABCCM will be there as well, collecting donations.

The Halloween Crawl is on Saturday, October 25 from 12:00 to 2:00 at Bill Moore Community Park.

Department Reports

September Reports

Adjourn

Mayor Blakely asked for a motion to adjourn.

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

Motion all in favor.

Adjourned at: 6:52 pm

Upcoming Events

Regular Meeting October 13, 2025

LGCCA Tuesday, October 21, 2025, at 3:00 pm

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

Halloween Carnival October 25, 2025

Fall Food Pantry October 27, to November 15, 2025

Agenda Review Meeting November 6, 2025

Veterans Salute Breakfast November 8, 2025, at 9:00 am

Regular Meeting November 13, 2025

Agenda Review Meeting December 1, 2025, at 6:00 pm

Christmas in the Park December 6, 2025 12:00 to 2:00 pm

Regular Meeting December 8, 2025, at 6:00 pm

Approved.

Date

Signed

Town of Fletcher
Town Council Regular Meeting
Minutes
October 13, 2025

Call the meeting to order at: 6:00 PM

Those who were in attendance are as follows:

Mayor Preston Blakley
Mayor Pro-Tem Trevor Lance
Councilmember Keith Reed
Councilmember Jim Player
Councilmember Amber McKinney
Planning & Zoning Director Tyler Morrow
Planning & Zoning Director Eric Rufa
Assistant Town Manager Heather Taylor

Town Manager Mark Biberdorf did not attend this meeting,

Introduction of the new Planning & Zoning Director Tyler Morrow to Council. (Regular Meeting)

Assistant Town Manager Heather Taylor introduced new Planning & Zoning Director Tyler Morrow to town council.

Discussion Followed:

Moment of Silence:

Mayor Blakley led the group in a moment of silence.

Pledge of Allegiance:

Mayor Blakley 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 September 2, 2025

Regular Meeting September 8, 2025

Mayor Blakely asked if there were any corrections or deletions to the minutes and, if not, do I have a motion to approve the minutes as presented?

Councilmember Keith Reed motioned to approve the minutes, and it was seconded by Councilmember Jim Player.

Motion all in favor.

Council Updates

No comments were made at this time.

Consent Agenda

Tax refunds/releases

Mayor Blakely asked for a motion to approve the consent agenda

Mayor Pro-Tem Trevor Lance motioned to approve the consent agenda and it was seconded by Councilmember Amber McKinney.

Motion all in favor.

Discussion Items

Discussion of Stormwater Off-Right-of-Way Grant Program - Mark Biberdorf, Town Manager

Assistant Town Manager Heather Taylor went over the amendments that were made to the Stormwater grant per the request from council. She stated that we can move forward with this at any time. We also can bring it back at any time to make any adjustments/changes to the agreement as well.

Mayor Blakely asked for a motion to approve the stormwater grant agreement.

Mayor Pro-Tem Trevor Lance motioned to approve the agreement, and it was seconded by Councilmember Jim Player.

Motion all in favor.

Budget amendment to fund Stormwater Off-Right-of-Way Grant Program - Mark Biberdorf, Town Manager

Assistant Town Manager Heather Taylor went over the budget amendment to fund the storm water grant program (\$100,000.00). These funds will be taken from the CIP and placed in the public works budget. She asked if the council had any questions at this time.

There were no questions at this time from council.

Mayor Blakely asked for a motion to approve the budget amendment #1.

Councilmember Keith Reed motioned to approve the budget amendment, and it was seconded by Councilmember Amber McKinney

Motion all in favor.

Consideration of legislative priorities list for FY 2025-2026 - Mark Biberdorf, Town Manager

Assistant Town Manager Heather Taylor went over the amended legislative priorities list from last week with the two additions that council requested be added to the list.

Mayor Blakely asked for a motion to approve the legislative priorities list.

Mayor Pro-Tem Trevor Lanve motioned to approve the legislative priorities list, and it was seconded by Councilmember Keith Reed.

Motion all in favor.

Town Manager Report

Assistant Town Manager Heather Taylor stated that there was nothing new to report from last week on the items from the agenda review meeting. However, she did state that she wanted to remind everyone of Eric Rufa's retirement party which will be held on October 29 from 2:00 to 4:00 pm.

Department Reports

September Reports

Adjourn

Mayor Blakely asked for a motion to adjourn.

Mayor Pro-Tem Trevor Lance motioned to adjourn, and it was seconded by Councilmember Keith Reed.

Motion all in favor.

Adjourned at: 6:10 pm

Upcoming Events

LGCCA Tuesday, October 21, 2025, at 3:00 pm

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

Halloween Carnival October 25, 2025

Fall Food Pantry October 27, to November 15, 2025

Agenda Review Meeting November 6, 2025

Veterans Salute Breakfast November 1, 2025, at 9:00 am

Regular Meeting November 13, 2025

Agenda Review Meeting December 1, 2025, at 6:00 pm

Christmas in the Park December 6, 2025 12:00 to 2:00 pm

Regular Meeting December 8, 2025, at 6:00 pm

Approved.

Date

Signed

Town of Fletcher
Town Council
Minutes
October 29, 2025

Call the meeting to order at: 4:00 PM

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Trevor Lance
Councilmember Jim Player
Councilmember Keith Reed
Town Manager Mark Biberdorf

Councilmember Amber McKinney did not attend this meeting.

Discussion Items

Approval of Resolution R-25-08 in favor of grant funding for Fletcher sewer project.

Jacob Compher from Land of Sky went over the information concerning the sewer grant application that the town is applying for.

Discussion Followed:

Town Manager Mark Biberdorf stated that this would be covered 100% and the homeowners would not have to pay the tap fees. He also stated that we received the revised engineering estimate for the design and permitting and the cost is \$1.1 million.

Mayor Blakely asked for a motion to approve Resolution R-25-08.

Mayor Pro-Tem Trevor Lance motioned to approve Resolution R-25-08, and it was seconded by Councilmember Jim Player.

Motion all in favor.

Adjourn

Mayor Blakely asked for a motion to adjourn.

Councilmember Keith Reed motioned to adjourn, and it was seconded by Councilmember Jim Player.

Motion all in favor.

Adjourned at: 4:09 pm

Approved.

Date

Signed

NOV 2025

Releases /Refunds

Release Year	Release#	Name	Reason	Amount	Real Value	Personal Value
2025	12	BLUE RIDGE METAL CORP	CHANGE IN VALUE	\$ 12,910.37		4,191,677.00
	13	DEAL SOLUTIONS	CLERICAL ERROR	\$ 28.59		10,212.00
	14	MICHAEL SZABO	BOAT DESTROYED BY HELENE	\$ 21.16		5,872.00
REFUND						
2025	1	FORD MOTOR COMPANY	REFLECT ORINGINAL COST BPP LISTING FORM	\$ 163.45		583,758.00

Total to be released/refunded for November \$ 13,123.57

BUDGET AMENDMENT 1
Original Ordinance # 0-24-06
Amended on November 10, 2025
Ordinance # 0-25-07
REQUEST FOR BOARD ACTION
TOWN OF FLETCHER
2024 HURRICANE HELENE DISASTER RESPONSE
GRANT PROJECT ORDINANCE

MEETING DATE: November 10, 2025

SUBJECT: Budget Amendment 1

ATTACHMENTS: YES

SUMMARY OF REQUEST:

The Town created a grant fund in 2024 to account for the park repairs needed after Hurricane Helene.

This amendment increases the park repair line item to account for additional expenses related to engineering costs and to finalize the remaining park projects. This amendment also increases the FEMA Public Assistance line item since these expenses are FEMA eligible.

TOWN MANAGER'S RECOMMENDATION:

It would be appropriate for the Board to approve the attached budget amendment to keep the Hurricane Helene Grant Project in balance.

BUDGET AMENDMENT # 1
2024 HURRICANE HELENE DIASTER RESPONSE
GRANT PROJECT ORDINANCE
Effective November 10, 2025

	Account #	Debit	Credit
GRANT PROJECT FUND-40			
REVENUES			
FEMA Public Assistance	40-3990-0000		130,000.00
EXPENDITURES			
Park Repairs Hurricane Helene	40-4500-0600	130,000.00	

Approved this the 10th day of November 2025

Mayor Pro-Tem Trevor Lance

ATTEST:

Christine Thompson, MMC, NCCMC

RESOLUTION APPOINTING DEPUTY FINANCE OFFICER

- WHEREAS, North Carolina General Statutes 159-24 specifies and directs that each local government shall appoint a Finance Officer to hold office and perform the duties prescribed by law;
- WHEREAS, there will be occasions when the Town of Fletcher Finance Officers is unable to be present in order to approve certain actions or sign preaudit certificates; and
- WHEREAS, the current Deputy Finance Officer, Cythina Broome will be retiring in January 2026 and there will be a need to appoint another Deputy Finance Officer; and
- WHEREAS, this Board is of the opinion that Susan Heafner possesses the requisite knowledge, experience and qualifications to serve as Deputy Finance Director for the Town of Fletcher.

NOW, THEREFORE BE IT RESOLVED by the Council for the Town of Fletcher as follows:

1. Susan Heafner is hereby appointed immediately as Deputy Finance Officer with full power and authority to act in the place and stead of the Town of Fletcher Finance Officer.
2. That this resolution shall be effective upon its adoption.

Adopted the 10th day of November 2025.

Mayor Pro-Tem Trevor Lance

ATTEST

Christine Thompson, MMC, NCCMC
Town Clerk

RESOLUTION APPOINTING TAX COLLECTOR

- WHEREAS, North Carolina General Statutes 105-349 requires the governing board of each municipality to appoint a Tax Collector to provide the legal basis to levy and collect taxes for the Town; and
- WHEREAS, Cynthia Broome was reappointed Tax Collector by Council action of the Town of Fletcher Council at its July 7, 2025, meeting- Ms. Broome will retire from her position effective December 31, 2025; and
- WHEREAS, Susan Heafner was appointed Deputy Tax Collector by the Town of Fletcher Council at its March 11, 2024, meeting; and
- WHEREAS, Susan Heafner will be promoted to Senior Accountant/Tax Collector effective January 1, 2026.

NOW, THEREFORE BE IT RESOLVED by the Council for the Town of Fletcher as follows:

1. Susan Heafner is hereby appointed as Tax Collector effective January 1, 2026, with full power and authority to perform the duties of the Tax Collector.
2. That this resolution shall be effective upon its adoption.

Adopted the 10th day of November 2025.

Mayor Pro-Tem Trevor Lance

ATTEST:

Christine Thompson MMC, NCCMC
Town Clerk

MEMORANDUM

TO: Mayor & Council

FROM: Mark Biberdorf, Town Manager

COPY TO: Heather Taylor, Assistant Town Manager

DATE: 10/29/2025

SUBJECT: Proposed street resurfacing projects for 2026 - Mark Biberdorf, Town Manager and Jabbo Pressley, Public Works Director



Background:

Town staff is planning for several streets to be resurfaced in the spring of 2026. A memo that lists the proposed streets is attached.

Recommendation:

It is recommended that Council allow for a preliminary estimate to be put together for resurfacing the indicated streets.

Attachments:

1. MemoToCouncil - Powell Bill Projects Proposed for 2026

MEMORANDUM

TO: Mayor and Town Council

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

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

DATE: October 28, 2025

SUBJECT: Proposed Street Improvements Project List for 2026

It is staff's recommendation that the following projects be considered for improvement in 2026:

- Meadow Pathway Drive - Street Resurfacing
- Meadow Walk Court – Street Resurfacing
- Stafford Court – Street Resurfacing

The estimated cost to complete the street resurfacing list will be provided by McGill Associates at the December Council meeting. This will include all design fees, bidding the project, contract administration, construction costs, and a 10% contingency. The final cost will depend on how bids come in for the project.

If Council should have any questions on this item, please do not hesitate to contact me.

MEB/meb

MEMORANDUM

TO:

FROM: Ben Cathey
McGill Associates

COPY TO:

DATE: 10/29/2025

SUBJECT: Presentation of plan for extension of Cane Creek Greenway - Ben Cathey, McGill Associates



Background:

McGill Associates has been assisting the Town with developing a proposed route and cost estimates for extension of the Cane Creek Greenway. The Town has also received two grants to assist with construction of the trail extension. Ben Cathey with McGill Associates will provide an overview of the proposed route options and cost estimates for the project.

Recommendation:

Determine a preferred route for extension of the trail with the use of grant funds and Town match.

Attachments:

None

MEMORANDUM

TO: Mayor & Council

FROM: Mark Biberdorf, Town Manager

COPY TO: Heather Taylor, Assistant Town Manager

DATE: 10/30/2025

SUBJECT: Instructions for update to the five-year capital improvement plan - Mark Biberdorf, Town Manager



Background:

Attached is a copy of the instructions for the update to the Five-Year Capital Improvement Plan (CIP). This would cover the period from Fiscal Year 2026-2027 through Fiscal Year 2030-2031. Staff will explain the parameters of the plan and how projects are funded within the CIP on an annual basis.

Recommendation:

This item is for Council's information.

Attachments:

1. CIP Instructions for FY 27-FY 31
2. FY27 Blank CIP Form

Capital Improvement Plan Instructions – FY 2026-2027 to FY 2030-2031

This fiscal year I will be updating the Town's Capital Improvement Plan (CIP) for the Mayor and Town Council. The CIP outlines our major capital needs over a five-year planning period. For the past five years Council has been funding projects from this plan on an annual basis through the Capital Budget. We have been fortunate to complete most of the projects within the CIP, however some of these may carry over into the new five-year plan.

I will need you all to update your list of major capital needs for your department. The minimum dollar value for a project to be included in the CIP will remain \$25,000. Please use this as your threshold in determining what projects would fall into this category versus smaller capital items that would be included in your annual operating budget. I will then use this information in compiling a CIP to present to Council.

Examples of CIP requests that you should consider would be the following capital items with an individual or cumulative value that exceeds \$25,000:

- Land or rights to land.
- Buildings
- Additions or renovations of buildings that add value to the building and extend its useful life.
- Improvements to land other than buildings that add value to the land or improve its utility (such as drainage systems, parking lots, landscaping, greenway trails, and similar construction on land).
- Equipment, vehicles, and furnishings that have useful lives longer than one year, as well as additions to or refurbishing of capital equipment.

Your requests should follow the instructions on the following page titled CIP Request Form Instructions. A spreadsheet table is also attached and must be completed for each individual project request.

CIP requests will be due on Wednesday, November 26. If you should have any questions about this process, please do not hesitate to contact me.

CIP REQUEST FORM INSTRUCTIONS

Directions: The bolded and italicized words below correspond with the parts that need to be completed on the CIP Request Form. Please do not alter in any way the format of the electronic CIP Request Form. Enter information only in the white areas of the CIP Request Form. The blank gray areas contain formulas that will automatically total your dollar figures.

Section 1: Background and Summary Cost Information

- *Project Title* – List the project title of the capital item.
- *Budget Unit* – Name of Department or budget unit requesting capital project.
- *Total Requested Funds* – Total amount requested for the CIP item (including any operating budget expenses outlined in Section III)
- *Total Appropriations to Date:* - Enter the amount of money spent to date on the CIP project/item.
 - *Budget Year 1* – Amount of funding requested for the upcoming budget year.
 - *Year 2* – Amount of funding requested for the 2nd year of the CIP.
 - *Year 3* – Amount of funding requested for the 3rd year of the CIP.
 - *Year 4* – Amount of funding requested for the 4th year of the CIP.
 - *Year 5* – Amount of funding requested for the 5th year of the CIP.
- *Type of Project* – Use your computer mouse to click on the appropriate box to denote if the CIP item is “New,” an “Expansion” or “Renovation” of an existing capital item, or for “Replacement” of an existing capital item. If the project requires land acquisition or right-of-way, please click on the “Land/ROW Acq. Required” box.

Section 2: Discussion on the CIP Request

****Please write all statements in complete sentences and proofread your entries.**

Description of Capital Item – Concisely describe the capital item and the extent or scale of the item. This would include a description of:

- what is the capital item and its capabilities or characteristics, and
- the purpose of the capital item
- how large is the item or how much space does the item require – if the request involves the major renovations or expansions or construction of buildings

Justification and Linkage to Dept. Goals & Objectives – Briefly state:

- the capital item’s demonstrated need (If the demonstrated need is in the form of a legal mandate, state the timeline the mandate must be implemented.). In justifying the item, use of research studies/reports, statistics, and/or performance measurement and benchmarking information is preferred, and
- if the project is linked to any planning documents or statements.

History and Current Status; Impact if Cancelled or Delayed – Briefly state:

- background when the CIP request first appeared on the approved CIP (refer to CIP projects listed in the Town’s official budget document)

- if there have been any changes to costs or scope of the project since the first submission of the CIP request
- if the CIP request relates to any other CIP project,
- the current status of the project (for CIP projects that have been approved only in stages, not in entirety). What stages of the project have been completed? What stages remain? And,
- the impact if the capital item were cancelled or delayed.

Section 3: Project Costs

- In the corresponding fiscal year, type the estimated costs associated with the type of expenditure activity.
- If the capital item is planned to be started within the 5-year CIP window, but the total costs and project completion will not be carried out within the 5-years, type the remaining costs required to complete the item in the “Future \$\$” column. For example: if a \$100,000 project is planned to begin in year 5 and \$25,000 is spent in year 5, the remaining costs should be entered as \$75,000 in the “Future \$\$” column.
- **The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.**

Section 4: New or Additional Impact on Operating Budget

- In the corresponding fiscal year, type any new or additional operating budget costs that would be incurred with the capital request. Items that should be included are new employees needed to operate new equipment, new professional or consulting services needed to operate the capital item, additional materials and supplies needed to operate the capital item, and maintenance and fuel for the capital item.
- Each future year cost should be calculated with a 2.5% inflation factor.

The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.

Section 5: Methods of Financing

- Type the Funding Source for the capital project and the amount of revenue needed in the corresponding fiscal year.
- If the capital item is not planned to be completed within the 5-year CIP, type the remaining revenue – in the “Future \$\$” column – required to complete the capital item.
- **The spreadsheet will automatically calculate the revenue totals at the bottom and right side of this section.**
- **NOTE:** Revenues should equal expenditures for each fiscal year and for the entire capital item as a whole.
- **NOTE:** If a CIP request also incurs operating expenses, be sure to identify the non-debt method that will cover the operating expenses.

Section 6: Maps / Charts / Pictures

- Insert (copy and paste) any available items that aid in describing the capital item and/or its location within the Town. Charts may also be used to better convey the demonstrated need.

Section 7: Comments for Other Depts.

- This section has been added for you to add any comments you may have for other

departments related to this project. Use it to alert other departments where their work may be needed for project completion.

Please use the following format when creating a file name for each CIP request:

[dept name] - [project name].xls

Example: Public Works. Automated Refuse Truck.xls

Return CIP requests via email to Mark Biberdorf by close-of-business: November 26, 2025

Town of Fletcher, North Carolina
Fiscal Year 2026-27 through 2030-31 Capital Improvement Plan

Section 1		Project Title:						
Budget Unit:								
Total Project Cost	Total Appropriations to date	Budget Year 1 FY 2026-27	Unappropriated Subsequent Years				Total Requested Funds	Type of Project: ☐ New ☐ Expansion ☐ Replacement ☐ Renovation ☐ Land/ROW Acq. Required
			Year 2 FY2027-28	Year 3 FY2028-29	Year 4 FY2029-30	Year 5 FY2030-31		
-		-		-	-	-	-	
Section 2		Description of Capital Item						
Justification; and Linkage to Council Goals, Master Plans, or Dept. Goals & Objectives								
History and Current Status; Impact if Cancelled or Delayed								
Section 3		Project Costs						
Activity	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	Future \$\$	Total	
Prelim Design / Plans							-	
Engineering / Arch. Serv.							-	
Land / ROW / Acquisition							-	
Clear / Grade / Site Prep							-	
Building / Utility Constr.							-	
Heavy Equip/ Apparatus							-	
Light Equip. / Furniture							-	
Total Capital Cost Est.	-	-	-	-	-	-	-	
Total Oper. Impact Est.	-	-	-	-	-	-	-	
Total Expenditure Est.	-	-	-	-	-	-	-	
Section 4		New or Additional Impact on Operating Budget						
Type of Expenditure	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	Future \$\$	Total	
Salaries / Benefits							-	
Prof. & Consult. Services							-	
Materials & Supplies							-	
Maintenance / Fuel							-	
Other							-	
Total	-	-	-	-	-	-	-	
Section 5		Method(s) of Financing						
Funding Source(s)	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	Future \$\$	Total	
							-	
							-	
Total Program Financing	-	-	-	-	-	-	-	
Section 6		Maps / Charts / Tables / Pictures				Section 7		
						Comments for Other Depts.		

**Public Works Department
Monthly Report
October 2025**

Brush Pick Up

Public Works collected 241 brush orders which produced 384 Cyds of brush. All brush is now disposed of at the Garbage Pal facility off of Old Hendersonville Hwy @48.00 per ton. This is a \$5 per ton savings from Henderson County.

Vehicles

Maintenance was performed on 10 police cars, 4 Public Works Vehicles and 2 P&R vehicles.

Sanitation

For the month of June, Public Works collected 177.91 tons of garbage for a daily average of 8.09 tons.

Parks & Rec

Public Works hauled gravel for the walking trail in preparation for winter.

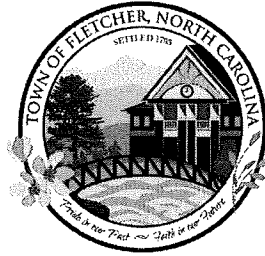
Town Facilities

Public Works has had Trane out for several repairs to the heating and cooling system.

TOWN OF FLETCHER

PRESTON BLAKELY
MAYOR

MARK E. BIBERDORF
TOWN MANAGER



COUNCIL MEMBERS:
TREVOR LANCE
JIM PLAYER
KEITH REED
AMBER MCKINNEY

Planning & Zoning Department Monthly Update- October 2025

- ❖ The regular Planning Board meeting was held on October 21st. No publicly initiated agenda items were heard during the meeting. The Board bid farewell to Eric in recognition of his service and retirement and welcomed Tyler as the new Planning and Zoning Director.
- ❖ Staff continued the day-to-day issuance of permits, responded to various development inquiries, and addressed miscellaneous complaints related to zoning, solid waste, and junked vehicles.
- ❖ The Town participated in a Stormwater Program Audit conducted by the State of North Carolina, with assistance from Town Planning and Public Works staff, Mary Roderick (Land of Sky), and Chris Brown (McGill Associates). The audit highlighted significant improvements since the Town's last audit, and staff will continue efforts to strengthen the program as the Town approaches the renewal of its five-year permit.
- ❖ Staff attended the October 9th meeting of the French Broad River Metropolitan Planning Organization's Technical Coordinating Committee (TCC), which serves as the advisory board to the FBRMPO.
- ❖ Monitoring continued for properties with substantially damaged structures resulting from Hurricane Helene. Several damaged structures were removed or replaced during the month of October.
- ❖ A conditional rezoning request was received for two parcels on Cane Creek Road, proposing to rezone the properties from R-2 Residential to NBD (Neighborhood Business District) to allow the construction of a bakery. This project is scheduled for review by the Planning Board in November and would tentatively be set for a Town Council public hearing in January. The site lies within the Heart of Fletcher Overlay District, requiring building design review by the Planning Board to ensure compliance with the Land Development Code's design standards.
- ❖ Staff engaged in preliminary discussions regarding a proposed hotel development at Broadmoor Golf Course. While concept conversations have taken place, no formal plans have been submitted for review at this time.
- ❖ Staff held multiple discussions with stakeholders and consultants regarding the possible greenway connection from Bill Moore Park toward I-26. McGill Associates presented several potential route options and recommendations, which staff reviewed and discussed for future consideration.

Administration Monthly Report
Heather Taylor, Assistant Town Manager
October 2025

Assistant Town Manager:

- **Hurricane Helene/FEMA Park Recovery:**
 - We are still waiting to complete the greenway bridge and streambank project, as it includes “live staking,” which cannot be planted until November or December.
- **Website/Facebook:**
 - Continuing to update the Town’s website with current information and posting to the Town’s Facebook account a couple of times per week.
- **Purchasing for FY 25/26:**
 - Assisted the Police Department with ordering two new police vehicles.

Finance:

- **Taxes for 2025-** As of October 29, we have collected over 21% of the levy. This total is expected to increase as collections continue through the fall and early winter months.
- **Business Registration Revenue-** Susan continues to work on collecting outstanding business registrations.
- **FY 24/25 Audit-** The auditors were on-site on October 14 to complete the FY 2024–2025 audit. Carol Avery, Manager with Lowdermilk Church & Co., will attend an upcoming Council meeting to present the audit findings.
- **FY 24/25 Financial Statements** - Heather has completed the financial statements, which are currently under review by the auditors. Once approved, the printing and binding will take place later in November after the audit and statements have been approved by the LGC.

Human Resource:

- **Employment-**
 - Staff Update – Senior Accountant (Tax Collector) Candy Broome has submitted her retirement notice, effective January 1, 2026, with her last working day on Friday, November 7. We are pleased to announce that Susan Heafner has been promoted to Interim Senior Accountant, effective November 10, and will assume the role permanently on January 1, 2026.
 - Parks and Recreation: Promoted Lawson Sullivan to Maintenance Specialist; he previously served as a part-time Park Ranger.
- **Wellness-**
 - Employee Gym- Over 45 hours were logged in the employee wellness gym during October.
 - Flu Shots- The flu shot clinic and blood pressure screening were held on October 1, with over 8 employees participating.
 - Retirement Gatherings-
 - Coordinated and hosted Eric’s retirement drop-in party on October 29, with assistance from Josh and Emily in the Parks and Recreation Department
 - Planning a “Thank You for Your Service” lunch for Candy on November 7.

Fletcher Parks and Recreation Department Monthly Report – October 2025

Programs & Events

Free Yoga in the Park

Soul Summit's final "Yoga in the Park" session was cancelled due to inclement weather.

Pickleball Clinic

Our beginner Pickleball Clinic, held on October 4th, was a great success! We plan to resume the clinic in the spring.

Halloween Crawl

We welcomed over 30 vendors to the park, each decorating their tents with creative Halloween themes for council and community members to vote on their favorites. Families came dressed in costume to trick-or-treat around vendor booths and enjoy music from a live DJ, inflatable games, and a painted hay bale photo booth.

Fall Yoga

Fall Yoga began on September 24th and will continue for eight weeks at Fletcher Town Hall. The class, taught by Lindsay Fox, is currently at full capacity with 15 participants.

Other Events

In addition to our regular programming, we hosted **Art in the Park** at the Steelcase Shelter in partnership with Children and Family Resources.

Facilities & Maintenance

Bill Moore Community Park & Kate's Park

Our maintenance team has continued their daily efforts to keep the parks clean, safe, and well-maintained. In October, the team:

- Laid fresh gravel along all greenway trails in the park.
- Pressure washed the concrete slab in front of the restrooms.
- Pressure washed all dugouts on each field.
- Built a new flower bed along the greenway near the creek.

Aaron and the team will continue working on improvement projects throughout the winter months.

Employment & Hiring

- **Lawson Sullivan** joined our team as a new **Maintenance Specialist** this month.