

TOWN OF FLETCHER

PRESTON BLAKELY
MAYOR

MARK E. BIBERDORF
TOWN MANAGER



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

Town Council Regular Meeting November 10, 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) Presentation of plan for extension of Cane Creek Greenway - Ben Cathey, McGill Associates

- 9) Instructions for update to the five-year capital improvement plan - Mark Biberdorf, Town Manager
- 10) Approval of grant submission from the Stormwater Off-Right-of-Way Grant Program - Mark Biberdorf, Town Manager

Town Manager Report

Department Reports

- 11) October Reports

Adjourn

Upcoming Events

Fall Food Pantry October 27, to November 15, 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 Blakely 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 Manager

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 Blakely 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 Blakely
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 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 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 Lance 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:

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:

1. Cane Creek Greenway

November 6, 2025

Mr. Mark Biberdorf, Town Manager
Town of Fletcher
300 Old Cane Creek Road
Fletcher, North Carolina 28732

RE: Greenway Master Plan Recommendation
Town of Fletcher, North Carolina

Dear Mark:

The Town of Fletcher contracted McGill Associates to provide a conceptual Master Plan for the greenway trail expansion from Bill Moore Community Park westward, terminating at the I-26 bridge. The proposed trail system would provide approximately three additional miles of trail to the existing system at the park and provide connectivity to a potential, future regional trail system. The proposed Master Plan has broken the project into six sections. See the associated plan sheets for the layout of those sections.

It is our understanding that the Town of Fletcher currently has an approximate \$800,000 to \$900,000 budget through a matching grant and Town funds for the execution of an initial phase of this overall Master Plan. Based on our analysis of the overall plan and the cost estimates that we've prepared, it is our recommendation to the Town that you proceed with the full design and bidding for Sections 3 and 4. We also would recommend the full design and bidding, as an alternate, Section 1. The construction of Sections 3 and 4 will provide the Town, and the public, with a new trailhead location off Rockwell Drive, a new 1.1-mile trail loop, and connectivity to the existing sidewalk system on US-25. Per our cost estimates, Sections 3 and 4 should fall within the Town's budget, however, obtaining a bid for Section 1 as an alternate, would allow the Town the option to build more trail system if the bid results are favorable.

McGill looks forward to teaming with the Town of Fletcher for the design, bidding, and construction phases of this project. If you have any questions regarding the project, please do not hesitate to give me a call.

Sincerely,
MCGILL ASSOCIATES, P.A.

BEN CATHEY, PE
Practice Area Lead

Mr. Mark Biberdorf
November 6, 2025
Page 2 of 2

Cc:

Enclosures: Greenway Master Plan dated November 2025
Fletcher Greenway Conceptual Cost Estimate dated November 2025

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11.04.25.doc

Fletcher Greenway Conceptual Cost Estimate - Summary					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
1	Section 1 - Fernleaf Section to Railroad Bridge	LS	1	\$188,165.51	\$ 188,165.51
2	Section 2 - Under Railroad and US-25 Bridges	LS	1	\$475,666.84	\$ 475,666.84
3	Section 3 - Parking Lot at Rockwell Drive to US-25	LS	1	\$571,364.01	\$ 571,364.01
4	Section 4 - Loop Connector to Section 3	LS	1	\$300,739.07	\$ 300,739.07
5	Section 5 - Rockwell Dr Parking Lot to I-26 Bridge	LS	1	\$429,369.71	\$ 429,369.71
6	Section 6 - Pedestrian Bridge over Cane Creek and under I-26	LS	1	\$1,314,278.35	\$ 1,314,278.35
Total Construction Cost					
Estimated Project Cost					\$ 3,279,583.49
Notes					
1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.					
2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. Sections 1, 3, 4, and 5 are assumed to not require a flood study and approved as a "No-Rise" certification. Sections 2 and 6 are assumed to require a flood model and additional permitting.					

Fletcher Greenway Conceptual Cost Estimate - Section 1					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$6,549.90	\$6,549.90
2	Gates, Rails, Access Control, Bench, and Trash Receptacle	LS	1	\$8,000.00	\$8,000.00
3	Misc Signage	LS	1	\$5,000.00	\$5,000.00
Subtotal					\$19,549.90
Erosion Control					
4	Clearing & Grubbing	LS	1	\$3,000.00	\$3,000.00
5	Silt Fence	LF	800	\$5.00	\$4,000.00
6	Temporary Construction Entrance	EA	1	\$5,000.00	\$5,000.00
7	Seeding, Fertilizing, and Mulching	AC	0.75	\$8,000.00	\$6,000.00
Subtotal					\$18,000.00
Earthwork					
8	Earthwork - Haul Off	CY	350	\$25.00	\$8,750.00
9	Undercut Excavation and Haul Off	CY	35	\$60.00	\$2,100.00
10	Bi-Axial Geogrid	SY	1,510	\$6.00	\$9,060.00
11	Compacted ABC for Base Stabilization	TON	951	\$40.00	\$38,052.00
Subtotal					\$57,962.00
Paving Surfaces					
12	6' Wide Concrete Sidewalk (4" Concrete/4" ABC)	SY	154	\$125.00	\$19,250.00
13	2" Screenings (Gravel Trail Surface)	TON	142	\$40.00	\$5,694.79
14	6" CABC (Gravel Trail Base)	TON	427	\$40.00	\$17,091.20
Subtotal					\$42,035.99
Total Construction Cost					
Estimated Construction Cost Subtotal					\$137,547.89
Contingency (20%)					\$27,509.58
Total Estimated Construction Cost					\$165,057.46
Soft Costs - Design & Permitting (8%)					\$13,204.60
Soft Costs - Bidding & Construction (4%)					\$6,602.30
Soft Costs - Material Testing & Geotechnical (2%)					\$3,301.15
Total Project Cost					\$188,165.51
Notes					
1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.					
2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. It is assumed that a flood study will not be required for justification of a "No Rise". If required, a flood model would be approximately \$15,000.					



Fletcher Greenway Conceptual Cost Estimate - Section 2					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$15,068.35	\$15,068.35
2	Gates, Rails, Access Control, Trash Receptacle	LS	1	\$6,000.00	\$6,000.00
3	Arch Culvert	LS	1	\$60,000.00	\$60,000.00
4	Misc Signage	LS	1	\$5,000.00	\$5,000.00
5	Railroad Underpass Construction	LS	1	\$50,000.00	\$50,000.00
6	US 25 Underpass Construction	LS	1	\$125,000.00	\$125,000.00
Subtotal					\$261,068.35
Erosion Control					
7	Clearing & Grubbing	LS	1	\$3,000.00	\$3,000.00
8	Silt Fence	LF	300	\$5.00	\$1,500.00
9	Temporary Construction Entrance	EA	1	\$5,000.00	\$5,000.00
10	Seeding, Fertilizing, and Mulching	AC	0.25	\$8,000.00	\$2,000.00
Subtotal					\$11,500.00
Earthwork					
11	Earthwork - Haul Off	CY	150	\$25.00	\$3,750.00
12	Undercut Excavation and Haul Off	CY	15	\$60.00	\$900.00
13	Bi-Axial Geogrid	SY	250	\$6.00	\$1,500.00
14	Compacted ABC for Base Stabilization	TON	158	\$40.00	\$6,300.00
Subtotal					\$12,450.00
Paving Surfaces					
15	6' Wide Concrete Sidewalk (4" Concrete/4" ABC)	SY	200	\$125.00	\$25,000.00
16	2" Screenings (Gravel Trail Surface)	TON	40	\$40.00	\$1,603.76
17	6" CABC (Gravel Trail Base)	TON	120	\$40.00	\$4,813.20
Subtotal					\$31,416.96
Total Construction Cost					
Estimated Construction Cost Subtotal					\$316,435.31
Contingency (20%)					\$63,287.06
Total Estimated Construction Cost					\$379,722.37
Soft Costs - Design & Permitting (12%)					\$45,566.68
Soft Costs - Flood Permitting					\$20,000.00
Soft Costs - Bidding & Construction (6%)					\$22,783.34
Soft Costs - Material Testing & Geotechnical (2%)					\$7,594.45
Total Project Cost					\$475,666.84
Notes					
1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.					
2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit. See attached sketch for limits.					
3. It is assumed that a flood study will be required for this section.					

Fletcher Greenway Conceptual Cost Estimate - Section 3					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$19,888.75	\$19,888.75
2	Gates, Rails, Access Control	LS	1	\$7,500.00	\$7,500.00
3	Parking Lot Lighting	LS	1	\$25,000.00	\$25,000.00
4	Security Camera	LS	1	\$10,000.00	\$10,000.00
5	Misc Signage	LS	1	\$5,000.00	\$5,000.00
Subtotal					\$67,388.75
Erosion Control					
6	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00
7	Silt Fence	LF	3,150	\$5.00	\$15,750.00
8	Temporary Construction Entrance	EA	1	\$5,000.00	\$5,000.00
9	Seeding, Fertilizing, and Mulching	AC	2.50	\$8,000.00	\$20,000.00
Subtotal					\$45,750.00
Earthwork					
10	Earthwork - Haul Off	CY	1,165	\$25.00	\$29,125.00
11	Undercut Excavation and Haul Off	CY	235	\$60.00	\$14,100.00
12	Bi-Axial Geogrid	SY	6,625	\$6.00	\$39,750.00
13	Compacted ABC for Base Stabilization	TON	445	\$40.00	\$17,800.00
Subtotal					\$100,775.00
Paving Surfaces					
13	6' Wide Concrete Sidewalk (4" Concrete/4" ABC)	SY	140	\$125.00	\$17,500.00
14	2" Screenings (Gravel Trail Surface)	TON	630	\$40.00	\$25,200.00
15	6" CABC (Gravel Trail Base)	TON	1,830	\$40.00	\$73,200.00
16	Vehicular Asphalt Paving (2" Asphalt/8" ABC)	SY	950	\$65.00	\$61,750.00
17	Concrete Paving for Handicap Stalls (6" Concrete/6" ABC)	SY	55	\$140.00	\$7,700.00
18	Gravel Parking (8" ABC)	TON	460	\$40.00	\$18,400.00
Subtotal					\$203,750.00
Total Construction Cost					
Estimated Construction Cost Subtotal					\$417,663.75
Contingency (20%)					\$83,532.75
Total Estimated Construction Cost					\$501,196.50
Soft Costs - Design & Permitting (8%)					\$40,095.72
Soft Costs - Bidding & Construction (4%)					\$20,047.86
Soft Costs - Material Testing & Geotechnical (2%)					\$10,023.93
Total Project Cost					\$571,364.01
Notes					
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2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. It is assumed that a flood study will not be required for justification of a "No Rise". If required, a flood model would be approximately \$15,000.					

Fletcher Greenway Conceptual Cost Estimate - Section 4					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$10,468.50	\$10,468.50
2	Gates, Rails, Access Control, Bench, and Trash Receptacle	LS	1	\$7,000.00	\$7,000.00
3	Misc Signage	LS	1	\$5,000.00	\$5,000.00
Subtotal					\$22,468.50
Erosion Control					
4	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00
5	Silt Fence	LF	2,000	\$5.00	\$10,000.00
6	Temporary Construction Entrance	EA	1	\$5,000.00	\$5,000.00
7	Seeding, Fertilizing, and Mulching	AC	2.00	\$8,000.00	\$16,000.00
Subtotal					\$36,000.00
Earthwork					
8	Earthwork - Haul Off	CY	850	\$25.00	\$21,250.00
9	Undercut Excavation and Haul Off	CY	170	\$60.00	\$10,200.00
10	Bi-Axial Geogrid	SY	5,040	\$6.00	\$30,240.00
11	Compacted ABC for Base Stabilization	TON	322	\$40.00	\$12,880.00
Subtotal					\$74,570.00
Paving Surfaces					
12	2" Screenings (Gravel Trail Surface)	TON	555	\$40.00	\$22,200.00
13	8" CABC (Gravel Trail Base)	TON	1,615	\$40.00	\$64,600.00
Subtotal					\$86,800.00
Estimated Construction Cost Subtotal					\$219,838.50
Contingency (20%)					\$43,967.70
Total Estimated Construction Cost					\$263,806.20
Soft Costs - Design & Permitting (8%)					\$21,104.50
Soft Costs - Bidding & Construction (4%)					\$10,552.25
Soft Costs - Material Testing & Geotechnical (2%)					\$5,276.12
Total Project Cost					\$300,739.07
Notes					
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2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. It is assumed that a flood study will not be required for justification of a "No Rise". If required, a flood model would be approximately \$15,000.					

Fletcher Greenway Conceptual Cost Estimate - Section 5					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$13,731.75	\$13,731.75
2	Gates, Rails, Access Control, Bench, and Trash Receptacle	LS	1	\$8,000.00	\$8,000.00
3	Galvanized Handrail (For Retaining Wall)	LF	340	\$100.00	\$34,000.00
4	Timber Guardrail	LF	340	\$75.00	\$25,500.00
5	Misc Signage	LS	1	\$5,000.00	\$5,000.00
Subtotal					\$86,231.75
Erosion Control					
6	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00
7	Silt Fence	LF	650	\$5.00	\$3,250.00
8	Temporary Construction Entrance	EA	1	\$5,000.00	\$5,000.00
9	Seeding, Fertilizing, and Mulching	AC	2.00	\$8,000.00	\$16,000.00
Subtotal					\$29,250.00
Earthwork					
10	Earthwork - Haul Off	CY	915	\$25.00	\$22,875.00
11	Undercut Excavation and Haul Off	CY	183	\$60.00	\$10,980.00
12	Bi-Axial Geogrid	SY	4,155	\$6.00	\$24,930.00
13	Compacted ABC for Base Stabilization	TON	350	\$40.00	\$14,000.00
14	Retaining Wall	FF	540	\$100.00	\$54,000.00
Subtotal					\$126,785.00
Paving Surfaces					
15	2" Screenings (Gravel Trail Surface)	TON	460	\$40.00	\$18,400.00
16	6" CABC (Gravel Trail Base)	TON	1,330	\$40.00	\$53,200.00
Subtotal					\$71,600.00
Total Construction Cost					
Estimated Construction Cost Subtotal					\$313,866.75
Contingency (20%)					\$62,773.35
Total Estimated Construction Cost					\$376,640.10
Soft Costs - Design & Permitting (8%)					\$30,131.21
Soft Costs - Bidding & Construction (4%)					\$15,065.60
Soft Costs - Material Testing & Geotechnical (2%)					\$7,532.80
Total Project Cost					\$429,369.71
Notes					
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2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. It is assumed that a flood study will not be required for justification of a "No Rise". If required, a flood model would be approximately \$15,000.					

Fletcher Greenway Conceptual Cost Estimate - Section 6					
Item #	Description	Unit	Quantity	Unit Cost	Total Amount
General					
1	Mobilization and General Requirements (5%)	LS	1	\$42,469.52	\$42,469.52
2	Gates, Rails, Access Control	LS	1	\$7,500.00	\$7,500.00
3	Galvanized Handrail (For I-26 Underpass)	LF	170	\$100.00	\$17,000.00
4	Pedestrian Bridge (Across Cane Creek)	LS	1	\$750,000.00	\$750,000.00
5	Misc Signage	LS	1	\$5,000.00	\$5,000.00
Subtotal					\$821,969.52
Erosion Control					
6	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00
7	Silt Fence	LF	300	\$5.00	\$1,500.00
8	Temporary Construction Entrance	EA	2	\$5,000.00	\$10,000.00
9	Seeding, Fertilizing, and Mulching	AC	0.25	\$8,000.00	\$2,000.00
Subtotal					\$18,500.00
Earthwork					
10	Earthwork - Haul Off	CY	200	\$25.00	\$5,000.00
11	Undercut Excavation and Haul Off	CY	20	\$60.00	\$1,200.00
12	Bi-Axial Geogrid	SY	306	\$6.00	\$1,836.00
13	Compacted ABC for Base Stabilization	TON	129	\$40.00	\$5,160.00
Subtotal					\$13,196.00
Paving Surfaces					
14	10' Concrete Sidewalk (4" Concrete/4" ABC)	SY	306	\$125.00	\$38,194.44
Subtotal					\$38,194.44
Total Construction Cost					
Estimated Construction Cost Subtotal					\$891,859.97
Contingency (20%)					\$178,371.99
Total Estimated Construction Cost					\$1,070,231.96
Soft Costs - Design & Permitting (12%)					\$128,427.84
Soft Costs - Flood Permitting					\$30,000.00
Soft Costs - Bidding & Construction (6%)					\$64,213.92
Soft Costs - Material Testing & Geotechnical (2%)					\$21,404.64
Total Project Cost					\$1,314,278.35
Notes					
1. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.					
2. Estimate values based upon field visit and the concept that the trail will be placed along the edge of the existing "field". No plans have been created for this concept, just discussions between the Town and McGill Associates, aerial imagery, and a field visit.					
3. It is assumed that a flood study will be required for this section.					

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.		

MEMORANDUM

TO: Mayor & Council

FROM: Mark Biberdorf, Town Manager

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

DATE: 11/6/2025

SUBJECT: Approval of grant submission from the Stormwater Off-Right-of-Way Grant Program - Mark Biberdorf, Town Manager



Background:

Attached for Town Council's information is a copy of an application and additional design details for stormwater improvements to be performed at 96 Wilkie Way. The advisory panel for this grant program met and has recommended approval of this project. The total project costs are \$6,110.00. The Town, per its grant guidelines, will cover 90% of this cost.

Recommendation:

It is recommended that Town Council approve this grant award for the specified work.

Attachments:

1. Completed Application 96 Wilkie Way Town of Fletcher Stormwater Grant
2. 96 Wilkie Way Stormwater Grant - Additional Details



STORMWATER OFF-RIGHT-OF-WAY ASSISTANCE PROGRAM

Exhibit A

Property Location	Residence of David and Sheri Todd 96 Wilkie Way Fletcher, NC 28732
Nature of Problem	Recent modifications to a public stormwater drain that enters the above property have resulted in stormwater running through this property at a much higher flow rate which has resulted in severe erosion to the ditch carrying this water, water jumping or leaving the ditch, as well as water entering the garage area of the residence in periods of high rainfall.
Proposed Treatment	The property owner is requesting funding to cleanup and fortify approximately 170' of the ditch by lining it with a non woven filter fabric and placing a layer of rip-rap to prevent or reduce erosion and hopefully contain the water during periods of peak-flow. This work will also require the removal of a large hemlock hedge. Contractors indicated the hedge would need to be removed to work on the ditch and they have included these cost in their quotes. The home owner has made steady progress removing the hedge in an attempt to reduce the cost of the project.

Total Estimated Cost (Please attach itemized estimates)

\$5,060.00* (<\$6,060.00)

Expenses shall be shared in the following manner:

☒ A single participant shall incur all expenses.

☐ Expenses shall be divided equally among all participants.

☐ Expenses shall be prorated according to street frontage.

☐ Expenses shall be prorated according to property length.

☐ Other (please describe) _____

*This assumes the home owner has removed the hemlock hedge. It is possible there will be a change order as final tie in of the ditch to the adjacent lower property may be modified but we want to review this area after a majority of the ditch work is complete. If needed it is estimated that the Change Order would be less than \$1,000.00.

Pictures and three quotes are attached.

Trulls Carpentry \$5,800.00 does not include filter fabric

CLS - Chad Bradley \$6,110.00 includes filter fabric, allows for a \$1050.00 discount if home owner removes the hemlocks

John Owen \$7,000.00 does not include filter fabric.

Home owner is electing to go with the best value quote from CLS for \$5060.00 assuming home owner removes hemlock hedge.

96 Wilkie Way - Top of ditch looking down

These section to be cleaned, reshaped, lined with filter fabric, then a layer of rip-rap applied. Hemlock hedge to right of ditch to be removed by homeowner except the top 4 trees.



96 Wilkie Way - Middle of ditch looking up
This section to be cleaned, reshaped, lined with filter fabric, then a layer of
rip-rap applied. This section of hemlock hedge to remain.



96 Wilkie Way - Middle of ditch looking down
This section to be cleaned, reshaped, lined with filter fabric, then a layer of rip-rap applied. Hemlock hedge to right of ditch to be removed by homeowner except the top 4 trees.



PO BOX 1986
CANDLER, NC 287156

Date	Estimate #
9/26/2025	1116

Name / Address
DAVID TODD FLETCHER NC

Project

Description	Qty	Rate	Total
REMOVE TREES DOWN SIDE OF DRIVE WAY AND PREP DITCH LINE FOR RIPRAP TO CONTROL THE FLOW OF WATER PER PLAN AND FIX THE DRAINAGE SO IT WILL NOT GO OVER IN DRIVE WAY MAY NEE TO ADD A DRANE AT LOWER END OF DRIVE MACHINE TIME AND LABOR AND HALL OFF BRUSH AND STUMPS AND ANY EXCESS WASTE FROM DITCH LINE		3,800.00	3,800.00
COST FOR RIPRAP TO LINE DITCH WITH 2 TRUCK LOADS OF 16 TON EACH MAY NEED MORE OR LESS WILL BILL ACCORDINGLY AND ADJUST FOR MATERIAL COST ONLY		2,000.00	2,000.00
Thank you for your business.		Total	\$5,800.00

CLS Quote

This quote was provided from CLS- Chad Bradley via text message but a formal quote is forth coming and will be provided to the Town of Fletcher as soon as it is on hand.

This is our preferred contractor and the only contractor who quote the non woven fabric liner.

From CLS:

Good morning David. Here is pricing. Remove and haul off 21 hemlock trees. Excavate and shape approximately 170 lineal feet of ditch line to allow for placement of rip rap. Haul off excess spoil material. Line ditch with non woven filter fabric and place a layer of rip rap armor over the fabric. Clean jobsite of any debris. The cost will be \$6,110. Let me know if you have any questions or if the town needs a formal proposal. Thanks!

Thank you.

From David Todd:

Can you break the trees out?

I'm hoping to get all of them out of the way in advance of the work.

I plan to leave the top 4 unless they will be in the way of the work??

Let's use a text for now and if they ask for more I will let you know.

Thank you again.

From CLS:

Trees are \$1050. We could probably work around the top four.

Rock Solid Grading and Excavation

Estimate

Rock Solid Grading and Excavation

212 Turner rd
Rutherfordton NC 28139
US

[828-980-4820](tel:828-980-4820)

Johnowens459@gmail.com

BILL TO

David Todd
96 Wilkie Way
Fletcher NC 28732
US
lowpuller@yahoo.com
[8287763483](tel:8287763483)

Estimate

58

Date

Oct 20, 2025

Item	Quantity	Price	Amount
JD Skidsteer 325G Move Rip Rap and Load Dirt	10	\$185.00	\$1,850.00
JD Excavator 50 Clean up and Load Dirt from Swale	6	\$185.00	\$1,110.00
Dump Load of Debris Removal Dump Load of Dirt	1	\$650.00	\$650.00
Dump Truck Load of Rip Rap Rip Rap for Swale	5	\$550.00	\$2,750.00
General labor Stack Rocks in Swale	8	\$80.00	\$640.00

Subtotal \$7,000.00

Grand Total

\$7,000.00

Rock Solid will Clean out and Grade Swale to divert water from property. Place Rip Rap in Swale. Haul of Dirt and Debris.

By signing this document, the customer agrees to the services and conditions described in this document.

Rock Solid Grading and Excavation

David Todd

Oct 20, 2025



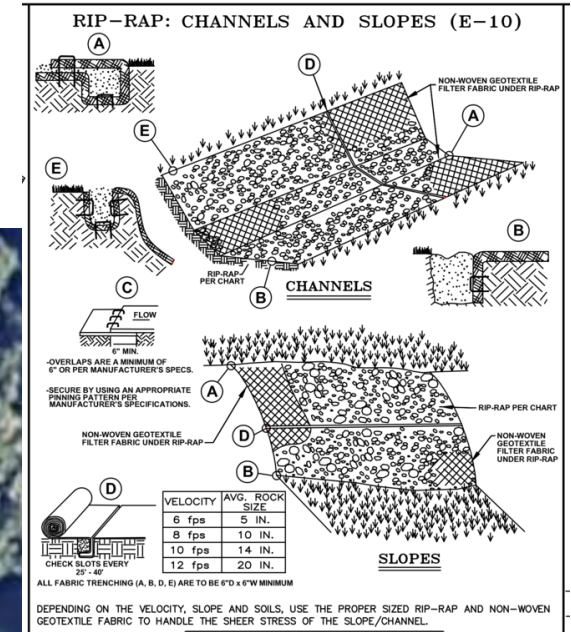
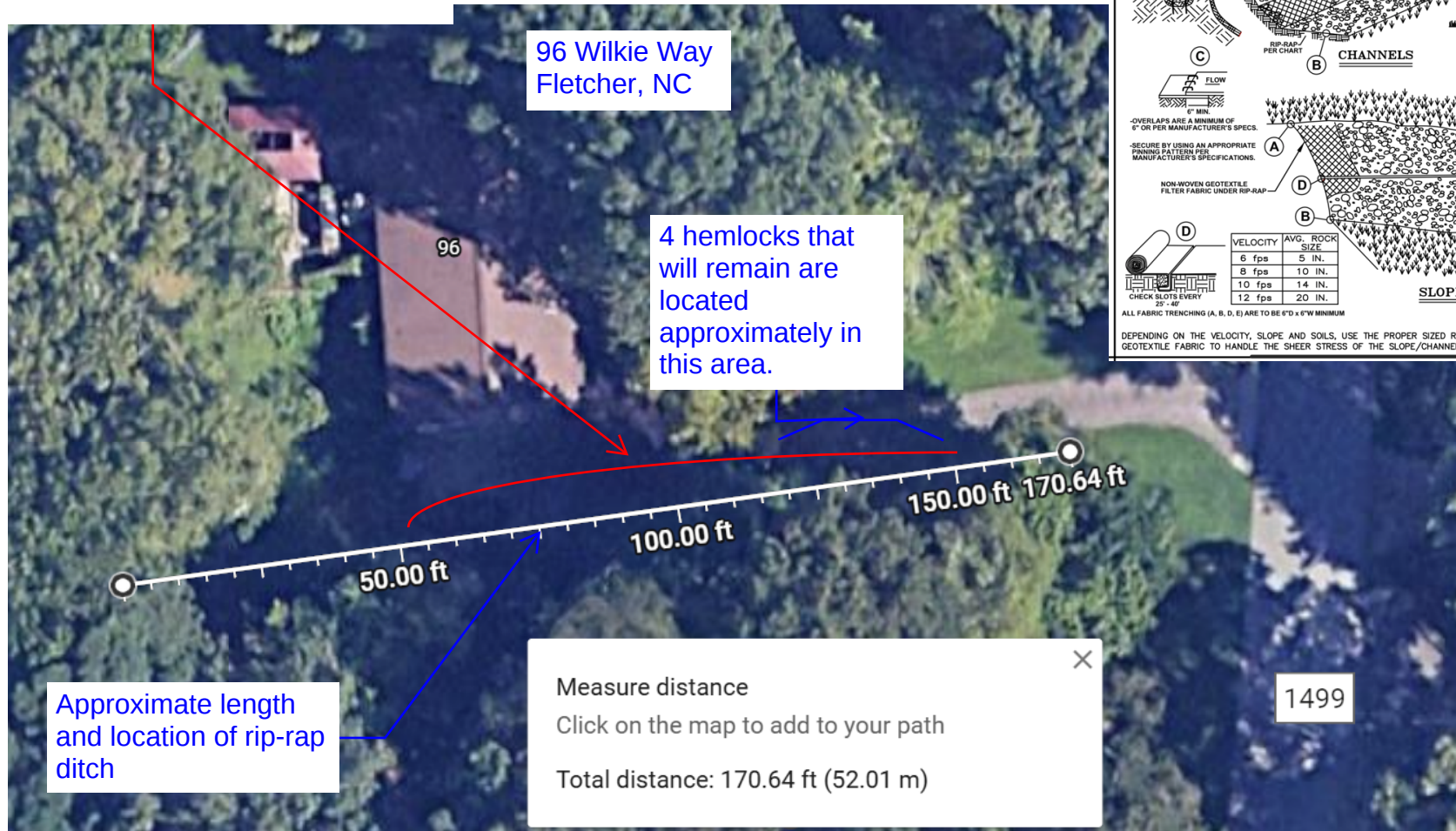




96 Wilkie Way Proposed Rip-Rap Ditch Repair/Maintenance

21 Hemlock trees ran parallel to the driveway and ditch at the time quotes were obtained. In an effort to reduce cost, the homeowner has removed 17 of the trees as all contractors indicated the trees would need to be removed prior to the ditch work taking place. The 4 trees that have been left were agreed upon by the selected contractor (Best Value). Stumps will also be left in place as they help form a natural berm.

Typical rip-rap channel/ditch detail. Rock size will match what was recently placed by the Town at the ditch entrance into 96 Wilkie Way



**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.



FLETCHER POLICE DEPARTMENT
TEAMWORK - PROFESSIONALISM - DEDICATION

DANIEL D. TERRY
CHIEF

MEMORANDUM

To: Mark Biberdorf, Town Manager
From: Chief D. Terry
Date: November 5, 2025
Re: October 2025 Monthly Report

Training & Professional Development:

- Evidence Custodian Phipps attended the North Carolina Association for Property and Evidence's annual conference.
- Officer Greve attended a four-day radar certification course and test. This certifies her in the use of speed measuring devices allowing her to use said devices for traffic enforcement
- Officers Cucchiara, McCarson, and Detective Gonzalez attended the 40-hour Officer Safety and Readiness Course which better prepares officers to handle the often challenging and unpredictable circumstances officers are faced with during their tour of duty.
- Officer Kicklighter and Sergeant Kilby attended a two-day class on Interdiction for the Protection of Children. This class aims at helping officers identify high risk threats to children.
- Chief Terry and Captain Gutierrez attended the North Carolina Sheriff's Association's annual new legislation training day where new laws relating to law enforcement operations are covered.
- The entire department received in-service training this month. The training consisted of department updates by Chief Terry, a CID update by Sgt. Diaz, a discussion on search and seizure laws, and wellness training presented by Responder Support Services.

We had a total of 541 calls for service for the month of October. This does not include 1189 extra security checks. Seventy-six incident reports were filed. Thirty-five of these incidents required some type of investigative follow-up to be conducted. Twenty-eight citations were issued for a total of 37 charges. Twenty-four auto accidents were reported and 22 arrests were made.

Activities of interest for the month of October include:

- Several department awards for exceptional performance were handed out during the department's fall in-service training. Copies of said awards can be found below.

300 OLD CANE CREEK ROAD, FLETCHER NC 28732
PHONE (828) 687-7922 – FAX (828) 654-8046
Email: d.terry@fletchernc.org

- The department assisted the Henderson County Sheriff's Office with a search warrant at a home within the Town of Fletcher. The investigation led to one resident being charged with Second Degree Exploitation of a Minor.
- The department received a new side by side ATV donated from Mountain Ways Foundation, and the Asheville Police Foundation. The vehicle will be used to better patrol the park, trails, and interact more closely with community members.
- Officers came across an individual inside a vehicle parked in a public parking lot not wearing pants and watching porn on his cell phone. This person was found to be in possession of fentanyl and methamphetamine. He was arrested and charged accordingly.
- The department experienced several thefts from vehicles inside the Southchase community. In all the incidents the doors were left unlocked allowing the offenders, believed to be teenagers, to enter the vehicle and rummage around looking for anything of value. Crime prevention related information was provided in the Town's newsletter and social media to prevent further instances of this type of crime.
- Officers received a call for shoplifting at the Ingles Food Store. The offenders left the area, but a vehicle description was provided. Officers located the vehicle. After stopping the vehicle, officers found products stolen from Ingles and a significant amount of Methamphetamine. Ironically, one offender by the name of Mr. Ingle was charged with Possession with Intent to Manufacture, Sell, or Deliver Methamphetamine, along with additional charges.
- Community engagement activities for the month of October included the attendance at Halloween in the Park, the First Citizen Bank Pill Drop/Shred Event, the department's "No Shave November" fundraising event at the Salty Landing, the Henderson County Investigators meeting, and the WNC Down Syndrome Association's Buddy Walk. The department hosted two TIP (Trauma Intervention Program) training classes, including a presentation by Detective Sergeant Diaz, the Henderson County Human Trafficking Task Force meeting, a Veritas 1st Graders station tour, and a Girl Scout Troop 10349 station tour. Sergeant Diaz also assisted the Waynesville Police Department with an assessment center for the position of detective.

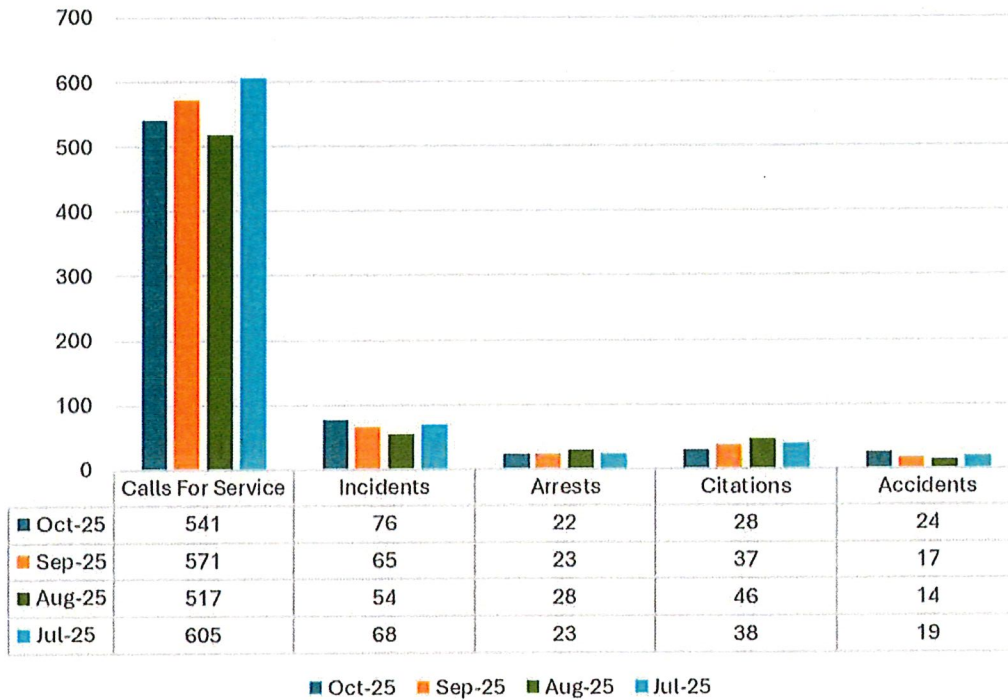
Respectfully Submitted,



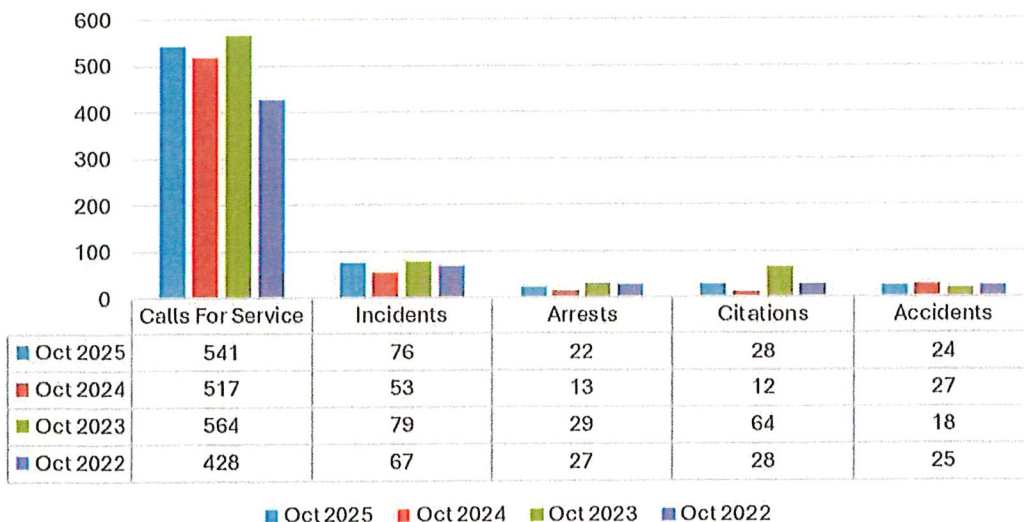
Chief Dan Terry

300 OLD CANE CREEK ROAD, FLETCHER NC 28732
 PHONE (828) 687-7922 – FAX (828) 654-8046
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Fletcher Police Department - October - 2025 Monthly Comparison



Fletcher Police Department - October - 2025 Yearly Comparison



300 OLD CANE CREEK ROAD, FLETCHER NC 28732
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FLETCHER POLICE DEPARTMENT
CRIMINAL INV DIVISION
OCTOBER 2025 STATISTICS

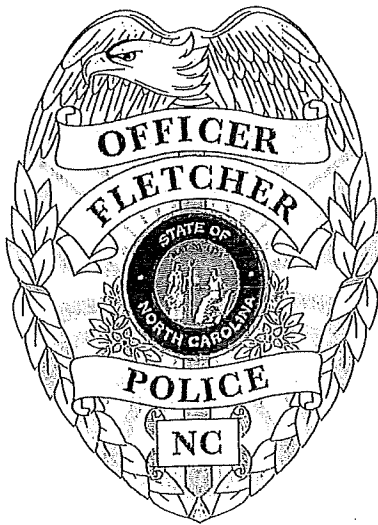
OFFENSE	MONTHLY ACTIVITY 2025					CUMULATIVE 2025				
	ASSIGNED	CLEARED w/ ARREST	EXCEPTIONALLY CLEARED	ADMINISTRATIVELY CLEARED	UNFOUNDED	OPEN PENDING	CLEARED BY ARREST	EXCEPTIONALLY CLEARED	ADMINISTRATIVELY CLOSED	UNFOUNDED
ARSON										
ASSAULT/BATTERY							1			
B&E (COMMERCIAL)							7			
B&E (RESIDENTIAL)						1			1	
B&E (TO MOTOR VEHICLE)	3			1		3	2	1	3	
CHILD ABUSE (PHYSICAL/NEGLECT)				1	1				2	4
CRIMINAL DAMAGE										
CRIMINAL TRESPASS										
DEATH INVESTIGATIONS	1				2	2				4
DOMESTIC VIOLENCE										
DRUG INVESTIGATIONS							3			
ELDER ABUSE-FINANCIAL							2			1
ELDER ABUSE-PHYSICAL	1				1	1			2	2
FINANCIAL CRIMES/ID THEFT	1			1		4	2		7	
HARASSMENT/INTIMIDATION	1					1				
HOMICIDE										
LARCENY	2					2	1	1		
MISSING PERSON (ADULT)										
MISSING PERSON (JUVENILE)										
MOTOR VEHICLE THEFT/UUMV						1			1	1
ROBBERY										
SEX OFFENSE	2		1			1	2	1	2	
SUICIDE/ATTEMPTED										
OTHER	1					1			1	
TOTAL	12	0	1	3	4	17	20	3	19	12
LAST MONTH	11	0	0	2	2					
YEAR-TO-DATE										

Department of Social Services			2025 YTD
TOTAL CASES REVIEWED	2		23
TOTAL CASES ASSIGNED	2		17

62 % Clearance rate for
October 2025

65% Year-To-Date Clearance

CITIZEN ASSIGNMENT LETTERS SENT 13 91



UNIT CITATION

Officers Abigail Greve and Savannah Kicklighter, Detectives Emily Beauchamp and Juan Gonzalez, and Detective Sergeant Ron Diaz

25-5811

Obtaining Property by False Pretenses

On April 9, 2025, officers were alerted to a scam of an elderly resident. Together they worked to intervene and recover \$12,000 that had been mailed to the suspect.

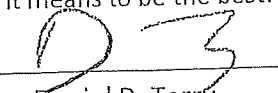
The victim had received phone calls from the suspect impersonating agents of the government, to include the local police chief. The suspect convinced the victim her Social Security number had been stolen and to send \$12,000 in cash to an address in California to resolve the matter.

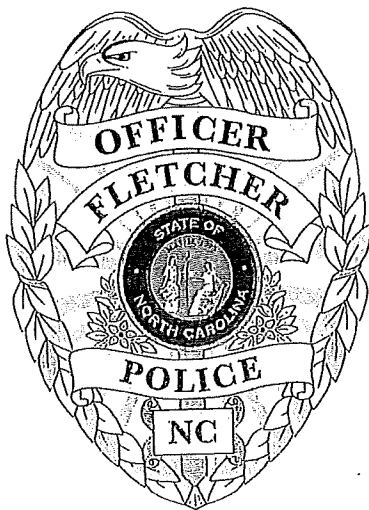
Officers Greve, Kicklighter, and Detective Beauchamp talked with the victim realizing the seriousness of the incident and the urgency of a quick response. They requested additional help from Detective Gonzalez and Detective Sergeant Diaz. Contact was made at the local UPS Store in attempts to stop the delivery. Mixed information was received by UPS as to whether the delivery was made or had been stopped.

Officers continued to diligently work with UPS to determine the packages location learning it had been delivered to a vacant home. Coordinating with UPS and the local police agency in California where the package was delivered, the local police agency was able to track the delivery and recover the money which was later returned to the victim.

Officers also provided support to the victim providing resources on how to contact the Social Security Administration, monitor her credit, and understand how to protect herself in the future.

Officers Greve and Kicklighter, Detectives Beauchamp and Gonzalez, and Detective Sergeant Diaz should be recognized for exemplifying the values of Teamwork, Professionalism, and Dedication for going above and beyond to protect a vulnerable member of the community. Their prompt action, compassion, and determination is a great example of what it means to be the best.


Daniel D. Terry
Chief of Police



LETTER OF RECOGNITION

Detective Emily Beauchamp

25-10762

Felony Breaking & Entering

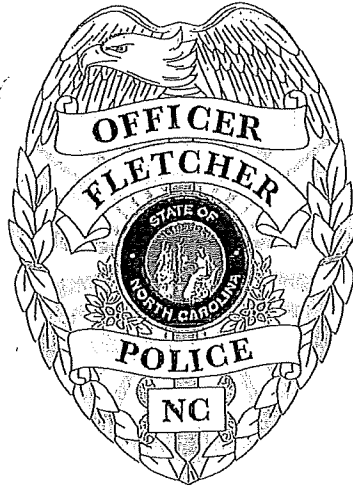
Detective Beauchamp was assigned multiple Breaking & Entering cases involving storage units at "Go Store It" storage facility in Fletcher. The cases occurred over a span of ten months. Detective Beauchamp utilized various evidence processing and collection techniques, such as latent processing, blood stain swabbing, and DNA collection, in an effort to identify the suspects involved.

Through continued communication and coordination with other law enforcement agencies, Detective Beauchamp identified suspects in the case. Detective Beauchamp ultimately developed probable cause for a search warrant which led to the recovery of stolen property and additional evidence connecting suspects to the crime.

Detective Beauchamp shared evidence obtained with the Woodfin Police Department which helped them close similar cases in their jurisdiction. With the help of Woodfin Police Department and the Buncombe County Sheriff's Office, another search warrant was obtained for a suspect's home. Subsequent to this search, admissions of involvement from suspects were obtained and additional stolen property valuing approximately \$400,000 was recovered.

Detective Beauchamp should be recognized for demonstrating the values of Dedication and Teamwork. Detective Beauchamp's tenacity, sticking with this case for many months and her ability to work with others, both in and outside the department, led to the successful outcome of this case, the recovery of stolen property, and the prosecution of several offenders that were an ongoing threat to our community.


Daniel D. Terry
Chief of Police



LETTER OF RECOGNITION

Officer Matt Fogle

25-12451

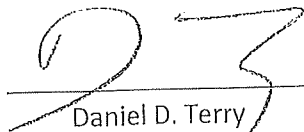
Suspicious Person/Wanted Fugitive

On July 17, 2025, the Henderson County Sheriff's Office notified the public, including surrounding law enforcement agencies, that inmate Erick Perez had escaped from the detention center.

Two days later, on July 19, Officer Matt Fogle was on patrol. Officer Fogle observed a person walking on U.S. 25 over the I-26 Bridge. The person avoided looking in Officer Fogle's direction and was wearing a hooded sweatshirt that did not fit the season and current temperature. The hood was pulled over the person's head. Officer Fogle turned around in an attempt to speak with the person, but the person was now gone. This increased Officer Fogle's suspicions surrounding this individual, and it possibly being Mr. Perez.

Additional officers were summoned and a search of the area conducted. The person was located and confirmed to be escapee Perez. He was taken into custody and methamphetamine was found on his person. Mr. Perez was returned to the detention center and charged with additional offenses.

Officer Fogle should be recognized for his diligence during his patrol duty and his attention to detail, to include the attention to the specific suspicious indicators that led to the capture of Fugitive Perez.


Daniel D. Terry
Chief of Police