Administration Monthly Report
Heather Taylor, Assistant Town Manager
February 2025

Assistant Town Manager:

- **Hurricane Helene/FEMA Park Recovery:**
    - Received our first reimbursement from FEMA/NCEM for the completed work done at the park to include playground mulch, and trail repair. This request was submitted in December 2024.
    - Coordinated and participated in two site visits with FEMA and NC Emergency Management to review the streambank issues along Cane Creek close to Mills Gap Road as well as all the remaining projects to be fixed in Bill Moore Community Park on February 17 and 26.
    - Received the electrical assistance bid package from McGill in late February to repair all the electrical at Bill Moore Community Park. This project will be bid out in early March.
    - Council awarded the fencing/multi-court repair contract to Patton Construction on February 21, and the contract will be executed in early March.
    - Assisted with the purchasing of equipment to replace what was lost in the concession stand.
- **Website/Facebook:**
    - Continuing to work on updating the Town's website with current Town information as well as trying to post to the Town's Facebook account a couple times a week.

Finance:

- **Taxes for 2024-** we have collected approximately 98.4% of taxes levied for 2024 as of February 26, 2025. Candy presented her mid-year tax collection report at the February agenda meeting.
- **Business Registration Revenue-** Susan continues to work on collecting outstanding business registrations.
- **Budgets for 25/26-** I have been reviewing the information that the department heads have submitted to start the process for the preparation of the Town's FY 25/26 budget. A budget folder will be prepared for everyone prior to the March budget workshop

Human Resource:

- **Employment-**
    - Police Officer- Abigail Grieve started with the Town as a police officer on February 17.
    - Part-Time/Seasonal: Posted and advertised the following seasonal positions:
        - P/T Summer Day Camp Counselors
- **Wellness-**
    - Employee Gym- Over 43 hours were spent in the employee wellness gym as of 2/27.
    - Blood Pressure Checks- Next screening for employees will be Wednesday, March 5.

Public Works Department
Monthly Report
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Brush Pick Up

At this time, Public Works has resumed brush collection. Public Works is currently hauling the brush to our facility where contractors for FEMA are collecting it. As of 2/26/25, we have collected 271 brush piles. This has produced 91 loads of brush on our brush trucks. This calculates to 2,184 Cyds of brush.

Vehicles

We are still performing maintenance on Town vehicles. Our new brush truck has arrived. It has been lettered and titled. It is currently being used daily.

Sanitation

Garbage collection has returned to normal at this time.

Bill Moore Community Park

Public Works has removed the rest of the remaining damaged fencing at the ball fields and multi-purpose courts.

Public Works will begin to prepare access to the outer greenway trail through the Copart property the first of March.

Facilities

The lighting update at Town Hall is now complete.

Public Works repaired a water leak for the Parks &Rec that supplies their office.

The ventilation system for the evidence room is up and running again.

Parks and Recreation Department
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Programs

Winter Yoga Class

Our 8-week Winter Yoga Class is nearing completion. Registration for the Spring Yoga session will open on March 20th.

Father/Daughter Dance

The Father/Daughter Dance was a tremendous success! We had a sold-out event with nearly 180 attendees. The event took place on Saturday, February 8th, from 3:00 to 5:00 p.m. at the Prescott Event Center (37 Maxwell Dr., Hendersonville, NC). This cherished annual tradition provided fathers (or father figures) and daughters with a memorable evening of music, dancing, and refreshments.

Summer Day Camp

Registration opened Feb 24th for Town of Fletcher Employees

Bill Moore Community Park

Our maintenance crew has been diligently working through the winter task list. The following projects were completed in February:

- **Completed:**
  - Removal of blue sculptures in garden area
  - Pruning of Ginkgos, Japanese Maples, smaller Red Maples, Kousa Dogwoods, and Cherries trees
  - Clearing of backstops on all fields
  - Installation of Disc Golf Hole #1
  - Cleaning of the event storage area
  - Fertilization of fields 1-4
  - Resurfacing of the trail
  - Adding material to bench areas
  - Clearing the pad on field 5
  - Servicing of Gator and installation of new tires
  - Scraping and blowing the edge of the driveway in the Park
  - Completion of computer/online training courses

- Picking up the last Ranger vehicle
- Drainage improvements at Southchase
- Servicing of the field rake and tractor
- Ordering of a hydroseeder and necessary materials
- Pruning of front bed cherries trees
- Locating all electrical meters
- Fixing the downstairs door in the maintenance building
- Installation of the first phase of new trash cans in the Park
- Ordering of concession stand appliances

Ballfield Repairs

Turfplaner of Carolina is scheduled to begin ballfield repairs on February 27th. Cold weather has caused delays, but the project remains a priority.

Fence/Multi-Court Repairs

Patton Construction has been awarded the bid for fence and multi-court repairs. Work is expected to begin in the coming weeks.

Concession Repairs

The concession stand has been professionally cleaned, and we are now waiting for the cabinets and doors to be installed.

Employment

New Hire

We are excited to welcome **Edward Weber** to the department as our new **Part-Time Maintenance Worker** starting on **March 4th**.

Monthly Update— February, 2025
Planning & Zoning

Planning Board/ZBA – The Board met on Feb. 18. At that meeting, the Board (along with Chris Brown of McGill Assoc.) held a first discussion regarding possible amendments to the Town's floodplain development regulations. Staff will give a broad overview of the current discussions on March 3 at the agenda meeting. Generally speaking, the Board may end up recommending higher elevation requirements (possibly just for residential development), and possible prohibition of certain uses in a floodplain. There was additional discussion about limiting fill and the board is also interested in learning more about standards for "No adverse impact". Once Planning Board makes recommendations (possibly in April), staff will discuss more with Council and have McGill on hand to aid in discussion.

- Continued day to day issuance of permits, fielded inquiries about potential new developments, and responded to miscellaneous complaints (various complaints involving zoning, solid waste, and/or junked vehicles.

- Continued work on implementation of various minimum measures related to the Town's MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program. Submitted the 2024 annual self assessment to the State.

- Have been continuing work with owners of properties affected by Helene. Met with reps from FEMA on 2/25 who were checking in on our "substantial damage" process. There are a few properties that we are having difficulty in notifying of the SD requirements.

- Have been working with Nicole Samu from LOS on updates to the Town's zoning map.