Administration Monthly Report
Heather Taylor, Assistant Town Manager
August 2025

Assistant Town Manager:

- **Hurricane Helene/FEMA Park Recovery:**
  - Purchased a replacement electronic sign for the entrance of Bill Moore Community Park.
  - Submitted all the invoices/cleared checks to FEMA for our large park projects (courts, fencing, electronic sign, engineering, electrical, etc.).
  - Continuing to work with McGill Engineering and FEMA regarding the scope of work for our bridge and greenway trail repair.
- **Website/Facebook:**
  - Continuing to update the Town's website with current Town information as well as trying to post to the Town's Facebook account a couple times a week.
- **Purchasing for FY 25/26:**
  - Assisted departments in purchasing various capital items during August to include the FLOCK cameras, workstation replacements, mower, and other items.

Finance:

- **Taxes for 2025-** During August we collected over 11% of the levy as of 8/28. This amount will increase as we continue through the fall and early winter months.
- **Business Registration Revenue-** The business registration revenue has come in well so far, this fiscal year. Susan has reached out to those businesses in August that didn't pay in July.
- **FY 24/25 Audit**- Auditors were here on August 4 to complete testing of internal controls as well as complete some preliminary audit work. They will return in mid-October to finish the audit.
- **FY 24/25 Financial Statements** - Heather has started to prepare the financial statements for FY 24/25.

Human Resource:

- **Employment-**
  - Full-Time-
    - Planning and Zoning Director- interviews were conducted in early August, and the position was offered to Tyler Morrow who will begin work with the Town on 9/15/25.
    - Public Works Maintenance Specialist- Interviews were conducted in August, and the position has been offered to Wayne Rock. Tentative start date of 9/15/25.
- **Wellness-**
  - Employee Gym- Over 60 hours of exercise by employees occurred during August in the employee wellness gym.
  - Blood Pressure Checks- No screenings were held in August, but the nurse from Pardee will be here on Wednesday, September 3.

Monthly Update— August 2025
Planning & Zoning

Planning Board/ZBA – The Board met on August 19. At the meeting, the Board approved the design for a new commercial retail/office/production building (12,000 sq ft) next to the UFCU on Hendersonville Road. This review was required under the "Heart of Fletcher" Overlay Design review standards. The building will house a small retail operation for a local chocolate company, as well as their offices and production for two other sites elsewhere. The building will also have a leased tenant space.

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

- Continued work on implementation of various minimum measures related to the Town's MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program. Met with Chris Brown from McGill again on August 26 in order to prepare for an upcoming audit of the stormwater program by the state on October 6/7,

- Have been continuing to monitor properties with substantially damaged structures from Helene.

- Working w/ Conserving Carolina and McGill on next steps for potential extension of the Cane Creek greenway. Following Council's commitment of matching funds for two grants, we will be back in touch soon with Conserving Carolina and McGill on next steps to prepare for completing construction drawings which are required as part of an environmental review that is necessary before we can get under contract for the grants.

- Preparing for the transition to a new director (who starts Sept 15) as I prepare for retirement on Oct. 31.

- Participated in meeting with Town Manager and Retail Strategies Aug 20.

Fletcher Parks and Recreation Department
Monthly Report – August 2025

Programs & Events

Fletcher Farmers Market

The Fletcher Farmers Market takes place every Tuesday at **Bill Moore Community Park** from 3:00 PM to 6:00 PM. Our season wraps up on **September 2nd**. It has been a great season with 16–20 vendors each week.

Free Yoga in the Park

Soul Summit offered free yoga sessions every Monday in August 2025 as part of their "Free Yoga at the Park" series. These sessions were held at Bill Moore Community Park .These sessions provide a valuable wellness opportunity for residents and remain a key part of our park programming.

Pickleball Clinic

Our beginner pickleball clinic on **August 9th** was a great success! Due to high interest, another class is being offered in September, which has already sold out.

Art in the Park

Art in the Park was held on August 15th in the Steelcase Shelter. Bethany Adam led participants in a painting class, and everyone was able to take their artwork home. The event was a great success.

Concert in the Park

The Concert in the Park took place on August 16th at Bill Moore Community Park. We had a great turnout to enjoy The Showboat Band. Unfortunately, the concert was cut short due to heavy rain.

Land of Sky Regional Council

We hosted the **Land of Sky Regional Council Summer BBQ** on August 20th at Bill Moore Community Park. It was a wonderful celebration for our local governments and community, recognizing the hard work and accomplishments of the past year.

Fletcher Baseball/Softball Fall League

Fletcher Baseball/Softball is holding its first Fall League with 250 participants. We look forward to seeing them play in our parks this season!

Facilities & Maintenance

Bill Moore Community Park & Kate's Park
Our maintenance team has been hard at work during mowing season, doing an outstanding job keeping both parks clean, safe, and welcoming, while also maintaining five ball fields for the Fletcher League.

The **Public Works** and **Parks and Recreation** teams have been working diligently to repair the back trails, ensuring everything will be ready when the bridge reopens.

Bridge and Greenway Repairs
Bradley and Conner Grading Contractors have completed riverbank stabilization near **Mills Gap Bridge** and are now focused on **reopening the bridge**, marking a significant improvement in our greenway infrastructure.