



Board of Commissioners

APRIL 19, 2022

New Business

ABC Board Monthly Report – Presenter: Tager



Paving Contract RFP – Bid Award and Authorization to Proceed

SHANNON TUCH

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2022 Woodfin Streets Paving Project

Completed:

- Review pavement assessment & field verify levels of prior determination, prepare cost estimate for priority roadways, recommend additional roadways to be resurfaced with the remainder of funds.
- Nov 17: Meeting with Woodfin staff to discuss proposed scope of plan preparation, estimated costs, additional street recommendations, and address any necessary adjustments or comments.
- Dec 10: Complete field work and roadway marking in preparation for plan production
- Dec. 21: Council Meeting to present scope of rehab plans and address any questions or concerns, received approval to move forward
- Jan 11: completed street coring
- Feb. 16: Evaluate coring, revise scope, complete plans and contract documents, Advertise for Bidding
- Mar 17: Receive bids - insufficient response, need for second posting
- April 5: Receive second round of bids & review for recommendation

2022 Woodfin Streets Paving Project

April 5, 2022 - 3 Bids received

- Bryant's Land & Development Industries, Inc.
- French Broad Paving, Inc.
- APAC Atlantic, Inc.

2022 Woodfin Streets Paving Project

April 5, 2022 - 3 Bids received

- Bryant's Land & Development Industries, Inc.
- French Broad Paving, Inc. – Low Bid @ \$2,720,532
- APAC Atlantic, Inc.

2022 Woodfin Streets Paving Project

Recommendation:

Move to authorize the Woodfin Town Manager to enter into a contract with French Broad Paving, Inc., based on the bid specifications supplied.

2022 Woodfin Streets Paving Project

Next Steps:

Town issues Notice to Proceed to contractor

Woodfin Elementary School Playground

SHERI POWERS, FINANCE DIRECTOR

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Resolution in support of Ukraine

SHANNON TUCH, TOWN MANAGER

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RESOLUTION SUPPORTING THE PEOPLE AND GOVERNMENT OF UKRAINE

Whereas, the free and independent country of Ukraine is being unjustly and ruthlessly invaded by the Russian military; and

Whereas, the citizens of Ukraine are showing remarkable courage in the face of overwhelming lethal force; and

Whereas, freedom-loving people and governments worldwide are uniting in support of the Ukrainian people; and

Whereas, all levels of government in free countries have the opportunity to express their support for the courageous people of Ukraine;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Woodfin hereby express their support for the people and government of Ukraine.

Parks and Greenways – Advisory Committee Recommendation on Pickleball

SHANNON TUCH, TOWN MANAGER

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PGAC Recommendation - pickleball

April 13, 2022

PGAC votes to recommend to the Woodfin BOC that the town oversee the initiation of a pilot program to gauge interest and support for adding pickleball facilities to two town properties (Geneva Maney & Woodfin Community Center).

PGAC Recommendation - pickleball

Details:

- New courts would be temporary and striped with heavy duty tape.
- A group of volunteers, incl. members of PGAC, will coordinate with the town on location, layout & management of the courts.
- Volunteers will develop a communication plan and survey to be posted on-line to gauge court use and other useful information.
- Costs are to be absorbed into the current operating costs.
- Report back to the BOC 12 months w/ results.

Reports

Police

CHIEF MICHAEL DYKES

Planning & Zoning

ADRIENNE ISENHOWER



Comprehensive Plan Steering Committee

4.14.2022

Survey responses

- 90% from ages 35+
- Focus on engaging young people
- Still have not heard from Latinx community

Community Engagement Plan

- Discuss engagement opportunities with Woodfin Elementary
- Organize focus groups
- Engage church groups
- Go door to door
- Simplify survey for individual interaction

Plan Progress

- Presented draft character area descriptions for future land use map
- Presented draft background information and introduction

Town Center Discussion

- Possibilities: Elk Mountain Road; Reynolds Village; river area
- Focus on pockets of uniqueness; may not involve creation of town center
- Study options for connectivity throughout to river; addition of walking/biking infrastructure

Finance

SHERI POWERS

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Homeowner Grant Program

Update

- The Town entered into an agreement last July to participate in Buncombe County's Homeowner Tax relief Grant Program for low-income homeowners.
- Under the program County homeowners that have lived in their home for 5 years and that earned less than 80 % of the median household income in Buncombe County could apply for \$300 in a tax relief grant plus an additional \$200 for Woodfin residents.
- Applications were managed by Buncombe County's Health and Human Services (HHS) Department
- Woodfin had 52 Town recipients receive grants
- Total cost to the Town **\$10,400**

FY2022 YTD General Fund Revenue

Amended Budget	\$ 6,621,373	
Collected to Date	<u>5,583,253</u>	84 % of Budget
Revenue to be Received	\$ 1,038,120	

Note: As of this date last year \$4,594,901 had been collected.

FY2022 YTD General Fund Expenditures

Amended Budget \$ 6,621,373

Expenditures to date \$ 4,326,888

Encumbered/Committed 601,660

Total Committed \$ 4,928,548

Available Budget \$ 1,692,825

74%
Expended

Administration: Finance

FY2022 YTD and Projected General Fund Revenue & Expenditures

FY 2022 General Fund	FY2022 Budget	FYTD Actuals	FY2022 Projection
Revenue collected	\$ 6,621,373	\$ 5,583,253	\$ 6,872,880
Expenditures spent	\$ 6,621,373	<u>4,928,548</u>	<u>6,319,866</u>
Revenue over/(under) expenditures		<u>\$ 654,705</u>	<u>\$ 533,014</u>

ARPA Fund (41) Expenditures to Date

		Committed	Committed	Current	Available	%
Account	Object	Current Month	YTD	Appropriation	Appropriation	Committed
420000 Administration	100 Salaries and Wages	227,402.44	227,402.44	321,858.76	94,456.32	71.00 %
420000 Administration	220 F.I.C.A. Tax	18,306.48	18,306.48	24,623.20	6,316.72	74.00 %
420000 Administration	740 Capital Outlay	-23,528.00	0.00	0.00	0.00	0.00 %
490000 Planning & Zoning	100 Salaries and Wages	94,887.16	94,887.16	131,107.80	36,220.64	72.00 %
490000 Planning & Zoning	220 F.I.C.A. Tax	7,330.00	7,330.00	10,029.75	2,699.75	73.00 %
490000 Planning & Zoning	305 Professional Services	-54,074.00	0.00	0.00	0.00	0.00 %
510000 Police	100 Salaries and Wages	743,427.21	743,427.21	1,030,878.09	287,450.88	72.00 %
510000 Police	220 F.I.C.A. Tax	54,876.92	54,876.92	78,862.17	23,985.25	70.00 %
510000 Police	305 Professional Services	-33,824.90	0.00	0.00	0.00	0.00 %
541000 Street Department	100 Salaries and Wages	98,639.66	98,639.66	133,895.16	35,255.50	74.00 %
541000 Street Department	220 F.I.C.A. Tax	7,645.25	7,645.25	10,242.98	2,597.73	75.00 %
543000 Stormwater Management	305 Professional Services	-46,214.00	0.00	0.00	0.00	0.00 %
545000 Sanitation	100 Salaries and Wages	226,308.62	226,308.62	306,132.45	79,823.83	74.00 %
545000 Sanitation	220 F.I.C.A. Tax	17,511.86	17,511.86	23,419.13	5,907.27	75.00 %
620000 Parks & Rec	100 Salaries and Wages	40,844.60	40,844.60	64,692.28	23,847.68	63.00 %
620000 Parks & Rec	220 F.I.C.A. Tax	2,941.63	2,941.63	4,948.96	2,007.33	59.00 %
620002 Silver-Line Park	740 Capital Outlay	-280,000.00	0.00	0.00	0.00	0.00 %

Administration: Finance

FY2022 YTD and Projected General Fund Revenue & Expenditures

FY 2022 General Fund	FY2022 Budget	FYTD Actuals
Revenue collected	\$ 6,621,373	\$ 5,583,253
Expenditures spent	\$ 6,621,373	<u>3,547,593</u>
Revenue over/(under) expenditures		<u>\$ 2,035,660</u>

Town of Woodfin Fiscal Year 2023 Budget Calendar

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Time	Topic
March 1	5:00 PM	Dept budget requests due
March 8	3:00 PM	BOC work session:
		5-year financial forecast
		Fund Balance & Debt
		Woodfin Blueway/Greenway
March 15	6:30 PM	BOC regular meeting

April 5	11:30 AM	BOC work session
		Capital improvements
		ARPA
		Streets and Stormwater
April 19	6:30 PM	BOC regular meeting

May 3	11:30 AM	BOC work session:
		Expansion budget
		Fee schedule
	Tentative	Park Operations/Business Plan
May 17	6:30 PM	BOC regular meeting
		Recommended budget
		Schedule public hearing

June 7	12:00 PM	BOC work session: (Tentative)
		Open discussion, as needed
June 21	6:30 PM	BOC regular meeting
		Public hearing
NLT June 30		BOC adopts FY2022 budget

Budget calendar

Greenway & Blueway

LUKE WILLIAMS

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Silver-Line Park Construction

Next Steps

- Big push to complete park and place in operation
- Addition of boulders and metal railing
- Ribbon Cutting Ceremony Apr 21, 2022
- Complete punchlist and re-seed where needed after opening





Greenway & Blueway

General project update

Adv Committee focus:

- Plan ribbon cutting ceremony
- S-L Park Bldg
- Operational, Maintenance and Business plan focus
- Survey for S-L use

Communication Plan

- Ribbon cutting!

Fundraising Team

- Engaging and building funding strategy plan

Silver-Line Park

Construction

- Complete punchlist

Pending decisions:

- Silver-Line Park Bldg - Reviewing conceptual ideas for development options - Hold

Riverside Park + Whitewater Wave

Project milestone: 60% design complete

- Riverside Park / Wave cost estimates and funding strategy
- Prep for regulatory permits
- Physical model in Prague Jul/Aug
- Wave model finalize

Ongoing discussions:

- Silver Property (South of RS Park)

Greenways

Hwy 251, Riverside Dr
GW Draft Design Recommendation Plan Set (25% plans) on track
Landowner coordination

Task Order 3 Beaverdam Creek GW in progress

Revised project schedule to let construction contract November 2023

Public Works & Administration

SHANNON TUCH

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New Contracts

Anchor QEA

- Updated road mapping
- Total Cost \$2,452

B.H. Graning Landsaping

- Exit 23 mowing & weeding
- Total Cost \$28,000

Updates

Public Works stats (in packets)

New sanitation trucks on order

Posting for Town Attorney has closed

Lease of Silver property executed

End of reports
