



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

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

A solid green horizontal bar spanning the width of the slide, located at the bottom.

Resolution in support of Ukraine

SHANNON TUCH, TOWN MANAGER

A solid green horizontal bar spanning the width of the slide, located at the bottom.

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



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

A solid green horizontal bar spanning the width of the slide, located at the bottom.

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

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>

As of March 31, 2022

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>	=

As of March 31, 2022

Budget calendar

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

Greenway & Blueway

LUKE WILLIAMS

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

A solid green horizontal bar spanning the width of the slide at the bottom.

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
