

MINUTES
VILLAGE OF FLAT ROCK AGENDA WORKSHOP
ASSEMBLY ROOM
APRIL 29, 2019
9:30 AM

Mayor Staton presided over the April 29, 2019, agenda meeting at 9:30 a.m. Those present in addition to Mayor Staton were Council Members Brown, Dockendorf, Gooch, and Jamerson, Village Clerk Parker and Village Administrator Christie. Vice Mayor Weedman and Council Member Posey were not present.

Pledge of Allegiance

Mayor Staton led the group in the Pledge of Allegiance.

A draft agenda for the May 9, 2019, council meeting was presented. Council Member Jamerson made a motion to approve the agenda as presented, seconded by Council Member Gooch. The vote was unanimous, motion carried.

1. Mayor Staton discussed the terms of a proposed new contract with Mop Head Cleaning Service for Village Hall and park Welcome Center cleaning services, as follows:
 - a. 3-yr term beginning May 1, adjustable annually
 - b. \$600.00 per month – Village Hall – no increase
 - c. \$645.00 per month – Park Welcome Center – an increase of \$125.00 per month

Administrator Christie mentioned one change was being made in the new contract for the park, Mop Head Cleaning Service will no longer be cleaning the pavilion, but will clean the park ranger's office once a week.

Council Member Gooch made a motion to approve the contract, seconded by Council Member Brown. The vote was unanimous, motion carried.

2. Ordinance numbering
 - FY 2018-2019 budget ordinance has been misplaced - apparently never documented for official records. The draft ordinance was incorrectly numbered Ordinance No. 101; it should have been Ordinance No. 100. The ordinance was adopted at the June 2018 council meeting pursuant to a motion by Nick Weedman, without reference to an ordinance number.
 - Subsequently, at the July 2, 2018, agenda meeting, council adopted an ordinance approving the new annexation agreement with the City of Hendersonville, which was

identified as Ordinance No. 100. Since then, at the November 8, 2018, council meeting, council adopted an ordinance identified as Ordinance No. 101 and approving a zoning districts map amendment; and at the December 8, 2018, council meeting, adopted a new Sign Control Ordinance identified as Ordinance No. 102.

Mayor Staton recommended the following solution of the numbering confusion and straightening out our official records:

- a. Document, print, execute and file the FY 2018-2019 budget ordinance identified as Ordinance No. 100.
- b. Change the identification of the ordinance approving the annexation agreement to Ordinance No. 100A.
- c. Nothing else needs to be changed, and we will resume our ordinance numbering system with the identification of the FY 2019-2020 budget ordinance as Ordinance No. 103.

By consensus, Council concurred with the recommendation.

3. Proclamation of Municipal Clerks Week 2019

Mayor Staton read the Proclamation of Municipal Clerks Week of May 5 – 11, 2019, recognizing Village Clerk Michelle Parker and Deputy Village Clerk Martha Orr for commendable performance in their respective roles (see attached proclamation).

Discussions

Council Member Brown mentioned today is the first day of a thirty-day period for public comment on the proposed conversion of one acre of park land for the North Highland Lake Road project. Maps, information, and questionnaires are on the table in the lobby. After the thirty-day period, council will hold a public meeting for additional public comment and for the adoption of a resolution authorizing the conversion. She presented a spreadsheet prepared by the engineering firm showing preliminary costs for the Village's portion of the project and what the Village will receive from NCDOT. She reported the Village will receive an estimated total of \$85,000.00, \$35,000.00 for the land, and \$50,000.00 for replacing trees, moving trails, and any damages to the park. A portion of the \$85,000.00 will have to be shared with PARTF. The amount that PARTF would receive is a portion of the right of way. She mentioned there is still some misunderstanding in her mind as to how moneys received from NCDOT for the road right of way and damages may be spent by the village, but she assumes they are to be spent on the park.

Council Member Brown reported she received one bid for the drainage work on the playground and tot lot from Trace & Company, for a cost of \$123,291.00, which was \$14,000.00 more for just the tot lot than the estimate from the engineering firm. The playground will need to be closed for a period of time while the work is being done. The cost does not include money for the wall around the tot lot. The drainage cost for the tot lot is \$68,000.00, and \$55,000.00 for the existing playground. There were discussions that most of the work will be completed in the next fiscal year and the need to prepare a budget amendment for the \$14,000.00 in this fiscal year. After discussions, Council Member Brown made a motion to approve the contract with Trace & Company to begin drainage and grading for the tot lot and playground in the amount of \$125,000.00, seconded by Council Member Jamerson. The vote was unanimous, motion carried.

Council Member Brown mentioned that, at the last council meeting, the Planning Board suggested in the Implementation Plan that a current Village survey be done. She suggested that Council consider this and include the cost in next year's budget. A professional survey company will need to be hired. She will gather more information for further discussion at the budget workshop after the May 11, 2019, council meeting.

Council Member Gooch introduced a representative with TPS Landscaping Services to discuss the new village hall landscaping plan. Copies of the plan were distributed and discussed. He mentioned it will either be June or July to get on the schedule to start the work and should be completed in one to one and a half weeks. After discussions, Council Member Gooch made a motion to approve the plan and pay a deposit in this fiscal year and pay the remaining balance in next fiscal year's budget. The motion was seconded by Council Member Brown and carried on a unanimous vote.

Council Member Dockendorf mentioned road projects are moving slowly this month.

Council Member Jamerson mentioned she had a meeting with Administrator Christie, Council Member Brown, and Park Ranger Wilkerson to prepare a proposed budget for the park.

Administrator Christie stated she wants Epperson Tree Service to come to the village hall and look at a couple of trees on the property that needs to be removed. She mentioned a property owner that lives on Linda Ann Drive wants to plant evergreen trees behind her house but on village hall property to act as a visual buffer. Council did not agree to this request. Ms. Christie will advise the property owner of council's decision.

Administrator Christie asked Council about putting the Implementation Plan on the agenda to be discussed. Council will discuss it at a later date. The next Planning Board meeting is scheduled for May 7, 2019.

Duncan Fraser mentioned to Council Member Jamerson that the Foundation's budget will be done on time, and they are completing the history of project giving.

Council Member Brown reported Shred Day is scheduled for May 4, 2019, and asked for volunteer help from council for the event.

With no further discussions, Council Member Gooch made a motion to adjourn the meeting, seconded by Council Member Jamerson. The motion carried on a unanimous vote, and the meeting was adjourned at 10:25 a.m.

Michelle Parker, CMC
Village Clerk

Robert V. Staton
Mayor