

**MINUTES**  
**VILLAGE OF FLAT ROCK AGENDA WORKSHOP MINUTES**  
**ASSEMBLY ROOM**  
**APRIL 30, 2018**  
**9:30 A.M.**

Mayor Staton presided over the April 30, 2018, agenda meeting at 9:30 a.m. Those present in addition to Mayor Staton were Vice Mayor Weedman, Council Members Brown, Dockendorf, Gooch, Jamerson and Posey, Village Clerk Parker and Village Administrator Boleman.

**Pledge of Allegiance**

Mayor Staton led the group in the Pledge of Allegiance.

**1. Appointment of Pat Christie as Village Administrator**

Mayor Staton stated that, in a closed session held on March 8, 2018, the council considered the qualifications and conditions of initial appointment of a prospective employee for the position of Village Administrator, the position currently held by Judy Boleman, who will retire at the end of the fiscal year.

In that session, a search committee of three council members reported that applications of five candidates for the job were considered, from which two finalists emerged; and a majority of the committee recommended one of the finalists for appointment to the position. On a five to one vote, the council accepted the committee's recommendation of that candidate for appointment as Village Administrator, agreed to the basic terms of employment, and agreed that the appointment/hire would be made at the April 30, 2018, council meeting and agenda workshop.

He further stated that we are here today to appoint Patricia A. Christie to the position of Village Administrator. Ms. Christie is an employee of the Town of Mills River, is a Certified Zoning Officer and a Certified Arborist, has served as the town's Zoning Enforcement Officer and parks and Recreation Coordinator, and currently serves as the town's Parks and Recreation Director.

The terms of her employment by the Village are:

Position: Village Administrator (also serves as Zoning Administrator)

Start date: June 1, 2018, as Village Administrator-designate; July 1, 2018, as Village Administrator

Regular full-salaried employee

Initial salary: \$65,000 p.a.

Probationary period of employment (3 months): waived/inapplicable

Vacation leave: 1.25 days per full month of work (three weeks p.a.)

Sick leave: credit for 912 hours (114 days) of accumulated sick leave; otherwise as described in Personnel Policy

Benefits: medical, dental, vision and life insurance, as described in Personnel Policy

Retirement: as described in Personnel Policy

Council Member Gooch made a motion to appoint Patricia A. Christie as Village Administrator on the terms of employment described, and to appoint her to the position of Zoning Administrator. The motion was seconded by Council Member Brown and carried on a unanimous vote.

## 2. Appointment of Barbara Platz to Planning Board

Council Member Posey recommended the appointment of Barbara Platz to the Planning Board to serve the remaining term of Chip Sherer who has resigned from the Planning Board. Ms. Posey made a motion to appoint Barbara Platz to the Planning Board to serve the remaining term expiring August 13, 2019, seconded by Council Member Gooch. The vote was unanimous, motion carried.

## 3. Proclamation of Municipal Clerks Week

Mayor Staton read the Proclamation of Municipal Clerks Week of May 6 – 12, 2018, recognizing Village Clerk Michelle Parker and Deputy Village Clerk Martha Orr (see attached).

Mayor Staton left the meeting at 9:40 a.m., and Vice Mayor Weedman presided thereafter.

A draft agenda of the May 10, 2018, council meeting was presented. Under *Consent Agenda – 2016 Discoveries & Releases*, under *Old Business, Item #7 – 2018/2019 Budget*, and under *New Business, Item #8 – Organizational Items* were added to the agenda. With no further changes to the agenda, Vice Mayor Weedman stated an agenda has been set.

### Discussions:

Council Member Posey reported the planning of the annual Ice Cream Social is continuing nicely.

Council Member Brown reported Shred Day is scheduled for May 5, 2018, 10:00 a.m. – 12:00 noon. There will also be a prescription drug drop-off and the collection of canned goods for IAM at the event.

Vice Mayor Weedman reported that, as of April 30, 2018, the current fiscal year tax collections are at 99.97%, with \$940,127.78 total collected (see attached report dated April 30, 2018).

Council Member Gooch reported the rental use of the park pavilion is picking up.

Council Member Dockendorf reported the new bike pedestrian plan that has been recently approved by NCDOT is approximately 80% complete. He should receive Historic Flat Rock's feedback by end of the week. Mr. Dockendorf has suggested that whenever possible all greenways in Flat Rock should be off the road, and sidewalks should resemble the existing sidewalks in the village center. He stated a greenway/sidewalk from Highland Lake Village to the Park at Flat Rock has moved up in importance, and a greenway along Little River Road has been removed from greenway plans.

Construction of the round-about at the NC 225/Shepherd/Erkwood intersection has started with the relocation of utility poles and lines.

NCDOT should present a revised plan on the Kanuga Road project in 2-3 months.

Letters in favor of the proposed N. Highland Lake Road improvement project continue to be received.

Council Member Jamerson asked that council turn in their fiscal year 2018/2019 budget worksheets to her as soon as possible.

With no further discussions, the meeting adjourned at 10:03 a.m.

---

Michelle Parker, CMC  
Village Clerk

---

Robert V. Staton  
Mayor

---

Nick Weedman  
Vice Mayor

# VILLAGE OF FLAT ROCK, NORTH CAROLINA

## PROCLAMATION Municipal Clerks Week May 6 – 12, 2018

**WHEREAS**, the Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and.

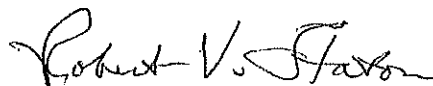
**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk;

**NOW, THEREFORE**, I, Robert V. Staton, Mayor of the Village of Flat Rock, do hereby recognize the week of May 6 through May 12, 2018, as Municipal Clerks Week, and further, on behalf of the Council of the Village of Flat Rock, extend appreciation to our Village Clerk, **Michelle Parker**, and our Deputy Village Clerk, **Martha Orr**, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**DATED** this 30<sup>th</sup> day of April 2018.



---

Robert V. Staton  
Mayor