AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
PARK AT FLAT ROCK – RUDNICK ROOM
55 HIGHLAND GOLF DRIVE
MAY 12, 2022
9:30 AM

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Agenda Approval/Changes

Consent Agenda

1.
   - April 4, 2022 – Agenda Workshop Minutes
   - April 14, 2022 – Council Meeting Minutes

Special Reports

2. Administration – Village Administrator Christie
3. Park Update – Council Member Carpenter
4. Foundation Update – Council Member Toner
5. Transportation Update – Vice Mayor Coletta
6. Tax Report – Mayor Weedman

Old Business

7. ARP
8. CLUP – Council Member Gregory

New Business

9. FY 2022/2023 Budget Workshop – Budget Officer Toner
10. NCDOT Complete Street Update

Other Business

11. Mayor – Council Reports

Public Comments

Adjournment

MINUTES OF VILLAGE OF FLAT ROCK COUNCIL MEETING PARK AT FLAT ROCK RUDNICK ROOM 55 HIGHLAND GOLF DRIVE MAY 12, 2022 9:30 A.M.

Mayor Weedman presided over the May 12, 2022, council meeting at 9:30 a.m. Those present in addition to Mayor Weedman were Vice Mayor Coletta and Council Members Carpenter, Dethero, Gregory, Jeter, and Toner, Village Clerk Parker, and Village Administrator Christie.

MOMENT OF SILENT MEDITATION/PLEDGE OF ALLEGIANCE

Mayor Weedman led the group in a moment of silent meditation. He then led the group in the Pledge of Allegiance.

Public Comments – Mr. Ted Etherington asked Village Council to consider eliminating the Shred Day events.

Polly Angelakis, Superintendent of Carl Sandburg Home National Historic Site, reported the Music Festival will start May 30, 2022, and Rutabaga Stories free children's play will be held every Thursday & Saturday morning at 10:15 a.m. in the summer, beginning June 16, 2022, through August 13, 2022.

Agenda Approval/Changes

Vice Mayor Coletta made a motion to approve the agenda as written, seconded by Council Member Jeter. The motion carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:
    - April 4, 2022 - Agenda Workshop Minutes
    - April 14, 2022 – Council Meeting Minutes

The Consent Agenda was approved.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the April 2022 zoning report dated May 9, 2022, and the Village Administrator report dated May 5, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the May 5, 2022, Park Commission meeting.

Discussion with Highland Golf Villas neighbors:

Six (6) residents of Highland Golf Villas addressed the Park Commission to express two (2) complaints they had concerning the park. First, they presented their concern about the level of noise emanating from the playground area beginning in the early morning (sometimes as early as

6:45 a.m.), which they acknowledged had been brought before the Village Council on several previous occasions. Second, they stated that children were frequently going into the dense woods bordering the creek that runs between the park and HGV, building forts, tree houses, and tearing down tree limbs. Aside from the destruction of the park, these activities generate lots of noise as the children scream and shout, as well as diminish a natural sound barrier between the park and the homes.

Highland Golf Villa residents requested that the Park Commission and Village Council try to find some way to alleviate the noise coming from the playground, and also stop the kids from entering and damaging the woodland buffer between the park and the homes.

Park Commission listened to the resident's concerns and told the residents that the Park Commission and Village Council would discuss how to address these issues. Council Member Carpenter suggested that HGV residents attend both the regular council meeting on May 12, 2022, and the Town Hall meeting that same evening to express their concerns.

During the meeting, several suggestions to help alleviate the concerns of the residents were listed for Village Council's consideration.

Woods:

- Restrict access/use of the wooded area in the park along the creek that runs between the park and HGV by the use of fencing (split-rail was preferred) and/or signage stating that these woods are a natural area and are off limits to park visitors.

  Perhaps post the applicable section from Village Ordinance #91, Article 5, #5: "It is unlawful for any person to remove, destroy, excavate, mutilate or deface any Village structure, monument, planter, fountain, wall, fence, railing vehicle, bench, signage, trees, plants, or any other property in the park."

  Increase surveillance of the woods.

Noise problem with playground:

- Building a solid wall at least 10 feet high around the perimeter of that section of playground that faces HGV.
- Building a high dirt berm between the playground and HGV, and planting shrubbery and/or small trees on the sides and top to act as a sound barrier.
- Members of Village Council and Park Commission have spoken with Hunter Marks in the past about some of these ideas. Grading of the land between the playground and the creek will be necessary to correct some of the flooding/trail wash-out problems in this area, so it could be feasible to combine some sort of noise barrier to this project as well, if the Village Council decides at some point to move forward with it. A motion was made to hire Hunter Marks (Watermark) to conduct a noise abatement study for the Park. The motion was seconded and approved to send to Village Council for final approval. The motion was presented to Council as an approved motion.

- **Park Use permit application (Dog obedience classes):**

  Park Commission received an application for permission to hold two (2) 6 week-long dog obedience classes in the Park. There would be a fee required for attending the classes. After discussion, it was determined that approving this request would violate our not-for-profit rule, so the application was declined by unanimous vote. It was suggested that the Park website should state more clearly that for-profit activities are not allowed. The website currently states that for-profit activities may take place if permission is given by Village Council.

- **Park Mission Statement and Goals:**

  Following our park workshop held on April 14, 2022, it was suggested that we originate a Mission Statement for the Park, along with a list of the goals we have for the Park.

- **Posting of Park Commission minutes on Village website:**

  It was suggested having the minutes from the Park Commission meetings posted on the Village's website. Currently, only Village Council minutes are posted.

- **2022 Arbor Day Celebration:**

  Our Arbor Day Observation Ordinance states that the Village will hold an Arbor Day event on the Saturday closest to National Arbor Day (April 30th). This year's event fell on April 30th, 11:00 a.m. -1:00 p.m. The Boy Scouts planted three (3) American Chestnut trees that have been cultivated to resist the chestnut blight, as well as a Paper Birch, Gingko Tree, and a Sugar Maple. In attendance were Mayor Weedman, Council Member Carpenter, scouts and scout masters, Park Commission members, Park Ranger and the Henderson County NC Department of Forestry representative Kristen Kelly. The Park Foundation had a table at the visitor center manned by Tracey Daniels.

- **Summer Intern:**

  Village Council previously approved the proposal to hire a summer intern for the Park to be paid $15 per hour, for a maximum of 25 hours per week, with the term to run from mid-May to mid-August 2022. Thirteen schools have been contacted, but as of May 5th, only one person has expressed an interest. Administrator Christie and Park Ranger Dages will reach out to him to schedule an interview.

- **Park at Flat Rock Master Plan:**

  Work continues on the review of the Flat Rock Master Plan after receiving approval from the Village Council to proceed. This plan has not been reviewed since it was originated back in 2014/2015. A brief presentation of the current draft was given to the Village Council and Park Foundation by Duncan Fraser for discussion at the Park Workshop held on April 14, 2022. Duncan has also sent out an email to Village Council asking for input on the larger projects that are being considered.

- **Dye Creek Restoration Project:**

  Following the approval of the off-line plan for the creek restoration at the April 14th Village Council meeting, Andrew Bick is drawing up a design on how to proceed with the necessary work. It is hoped that all permits can be in hand and a construction company approved in time for the work to begin in late November 2022.

  At the Park Workshop on April 14th, Council Member Carpenter suggested hiring a project manager to oversee the creek restoration, and suggested Hunter Marks be approached to fill this position. Several people expressed their approval of this idea, with nobody speaking against it.

- **Beehives in the Park:**

  There are currently six (6) beehives up and running in the Park (down from 7), and all are doing well, having survived through the winter so far for the first time in several years. The locations of the hives can be found on the free-standing maps located throughout the Park. Our beekeeper, Will Garvey, successfully trapped a swarm in the Park and is currently acclimating them to a new hive at another location. When the time is right, we will return the hive and swarm to the Park.

- **Tree City USA Application:**

  Council Member Carpenter contacted the NC Dept. of Forestry to inquire about the status of the Village's application in achieving Tree City USA. He was told the application had been rejected because the Village tree ordinance did not meet their standards. Council Member Carpenter is working on drafting a new ordinance to be ready for Village Council's review at the June council meeting, and to apply again in September 2022.

- **Park Budget Report:**

  Through the 3rd quarter of the 2021-2022 fiscal year, the spending vs. budget for the Park is (-$54,648) or - 24.6% below budget. Much of these savings can be attributed to a very mild winter and spring, resulting in far fewer trail repairs than have been necessary in recent years.

- **Volunteer Tool Shed:**

  There has been a delay in getting a response from the vocational teacher at East Henderson High School regarding when the students can begin work on the shed. The Park Commission may need to wait until the new school year begins in August. The Park Commission is considering just purchasing a pre-built shed and installing it over the concrete footers. We will discuss at the June meeting.

- **Stone border around the Pollinator Garden:**

  This project has been completed.

- **Parking on the grass at the Park:**

  A suggestion was made to consider installing split-rail fencing around the perimeter of the parking area in order to prevent vehicles from parking on the grass.

4. Foundation Update – Council Member Toner

Council Member Toner gave the following update:

- Park Foundation Board met Monday, May 9, 2022, via Zoom.
- May e-newsletter sent with updated calendar of events (99 percent delivery: 65 percent open rate)
- Park Foundation did not receive Internship grant, but Tracey Daniels received a call that the Foundation is next in line, so this sets the Foundation up as a likely winner for next year.
- Tracey attended the Arbor Day event and collected several cash donations.
- "Friends of the Park" Thank You Party is all set for June 9, 2022, 5:00 p.m. – 8:00 p.m., at the Hubba Hubba Smokehouse. Plenty of food, music, and cash bar. The Foundation hopes all council members will be able to attend.
- Planning for Ice Cream Social is in the works.
- Nominating Committee is working several leads (hoping to land a financial advisor, as Bill Hale is near end of his term).
- Robust financials.

5. Transportation Update – Vice Mayor Coletta

Vice Mayor Coletta gave the following update:

- Vice Mayor Coletta reported that she had received a response from the NC Dept. of Transportation (NCDOT) project engineer for the N. Highland Lake Road project on questions about access to the park during construction:
  - Question: What would access to the park and Highland Golf Villas along Highland Golf Drive look like during the work at that road entrance with the the stone wall and large oak tree? NCDOT engineer response: I have not had a chance to look at the plans but will let you know.
  - Question: How will visitors to the park access the park parking lot for the total construction time in that area? NCDOT engineer response: The park should remain accessible during the construction time.
  - Question: What will be the impact on the park parking lot from the construction work? NCDOT engineer response: There should not be any impact on the parking lot.

- The Flat Rock Transportation Advisory Committee (FRTAC) met on May 10, 2022. At the meeting, the FRTAC reported traffic incident data on the area around the intersection of Greenville Highway and W. Blue Ridge Road. According to NCDOT, from 2017 to 2022, a total of seven accidents occurred in that area. After discussing concerns and possible options on easing traffic blockage at that intersection due to trucks unloading, the committee recommended that the Village write the Flat Rock Village Bakery, outlining concerns about vehicles blocking the roadway.
- NCDOT continues to have budget issues and has delayed its next round of projects. Division 14, which includes Henderson County, is more than $1B over budget.
- The drainage hole at NC 25 ramp onto I-26 should be fixed by November 2022.

6. Tax Report – Mayor Weedman

Mayor Weedman reported that, as of May 11, 2022, the current fiscal year tax collections are at 99.93 percent with $1,274,116.90 total collected (see attached report). Mayor Weedman explained NC General Statute 105-381B provides that the governing board may by resolution approve the refund or release of property taxes levied illegally. There are three properties to be released: 1) personal property owned by Warren Roberts III, $12.01; 2) personal property owned by Paradise Trout Farms of a boat which is no longer in Flat Rock's jurisdiction, $120.79; and 3) America Management for legal fees related to starting foreclosure proceedings of $129.37. Mayor Weedman made a motion to release the three properties, seconded by Council Member Carpenter. The motion carried by unanimous vote.

Old Business

7. ARP

Vice Mayor Coletta reported she emailed council members a draft American Rescue Plan (ARP) application that she and Mayor Weedman drafted from the City of Hendersonville and Henderson County's ARP applications.

8. CLUP – Council Member Gregory

Council Member Gregory presented a draft CLUP plan dated May 10, 2022, showing comments from Mayor Weedman and Council Members. Village Council reviewed the document and made some corrections. The final CLUP will be approved at the public hearing on June 9, 2022.

New Business

9. FY 2022/2023 Budget Workshop – Budget Office Toner

To be discussed at Budget Workshop meeting following this Council meeting.

10. NCDOT Complete Street Update

Vice Mayor Coletta presented a handout with a NCDOT Complete Streets Policy Update that was first implemented in 2012 and applies to all projects undertaken by NCDOT. They are currently working on updating recommendations on how to implement the policy and will have several workshops over the summer on this.

There are two significant changes to the policy that the Village should be aware of:

- The decision *not* to include multi-modal elements in a NCDOT project now has to be approved by a Complete Streets Review Team, which consists of five state/division level NCDOT staff members.
- NCDOT will construct facilities at no cost to the local government if those facilities are in an adopted plan, as opposed to asking for partial funding from the local government as was done on the N. Highland Lake Road project.

The N.C. Association of MPO's (NCAMPO) has written a letter to NCDOT outlining their concerns about the proposed recommendations, which was discussed by the FBRMPO board at the March 24, 2022, meeting. Vice Mayor Coletta addressed two items from the NCAMPO letter that she has concerns with:

- *Complete Streets Decision Making* (bullet item 2) on how final decision-making authority is moving to NCDOT project managers rather than all parties working in a collaborative process
- *Adopted Plan vs Needs Assessment* (bullet item 3) on NCDOT giving greater weight to an independent assessment of the need for bike/ped facilities on a project, with a seeming disregard for what a community wants or may have in their local plan

The MPO board voted to support the NCAMPO letter and notify NCDOT of the board's agreement with the association's concerns. The process to update the implementation plan is on-going, but she will notify council members if and when the final implementation recommendations are released.

Mayor Weedman made a motion to permanently cancel all future Shred Day and Pill Drop events, seconded by Vice Mayor Coletta. The motion was denied unanimously; motion failed.

Other Business

11. Mayor – Council Reports

Council Member Dethero reported Hemlock Healers, the company scheduled to treat hemlocks, has let their licenses lapse, and he is waiting for other bids. The Ice Cream Social planning is progressing. Halfway Tree Mobile Home Park has completed sewer connections, but those connections are not online yet.

Council Member Gregory mentioned Shred Day is May 21, 2022, 9:00 a.m. – 11:00 a.m.

Council Member Toner reminded Council Members that they need to come in agreement with the proposed budget and budget message so that June deadlines can be met. The Flat Rock Playhouse no longer requires masks or COVID-19 vaccination cards to attend performances. The State of North Carolina and Henderson County continue to be considered low risk for COVID transmission. Total COVID related hospitalizations state-wide last week were 409, slightly up over the last week, but significantly down from the January high of 5,049. Severity is also down with total COVID-related ICU patients state-wide at 42, down from a high of 808 the week of January 29th.

Vice Mayor Coletta attended the Henderson County Tourism Development Authority online meeting on how TDA members are selected, etc. She will upload the TDA PowerPoint presentation on the village server. She also distributed copies of a draft American Rescue Plan funding application to council members for review.

Council Member Jeter reported she attended the City of Hendersonville Police Department Open House.

Public Comments – Residents of Highland Golf Villas asked for Council's consideration in finding ways to rectify the noise problems from the park.

At 11:07 a.m., Village Council took a short break.

At 11:17 a.m., the meeting reconvened for the FY 2022/2023 Budget Workshop

Budget Officer Toner presented the preliminary fiscal year 2022/2023 budget and budget message. He mentioned Village Administrator Christie, Village Clerk Parker and he met with Carl Shaw, Village auditor, last week to review the budget, specifically on issues around ARP. Mr. Shaw supports the Village's process in handling ARP funds. In addition, several incremental requirements associated with Federal budgeting were discussed and Carl Shaw can provide all services required, including the "Yellow Book" Federal requirements.

Budget Officer Toner stated if council members have any changes from the meeting today, he will update the budget, prepare a budget ordinance, and budget message to give to Village Clerk Parker to have available for public review and posting at the Village Hall. The public hearing on the proposed budget is scheduled for the June 9, 2022, Council meeting.

Park Foundation has expressed interest in paying for the tool shed, HGV berm, and park gator.

Mayor Weedman suggested having the Park Foundation prepare financial and position reports to give to Village Council.

Adjournment

With no further discussions, Council Member Toner made a motion to adjourn the meeting, seconded by Council Member Gregory, and the motion carried by unanimous vote. The meeting adjourned at 12:50 p.m.

Michelle Parker, CMC
Village Clerk

Nick Weedman
Mayor

The Village of Flat Rock
North Carolina

Incorporated in 1995

To: Mayor and Council
Planning Board Members

From: Zoning Administrator

Date: May 9, 2022

Ordinances Activity Report for April 2022

Ordinance Activities	This Month	2022 YTD	2021 YTD
Compliance Certificates Approved for SFD's	0	4	22
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	1	4	26
Certificates of Occupancy/Compliance Approved	2	8	35
Variance Applications	0	0	2
Special Exception Application	0	0	0
Special Use Permit Applications	0	0	0
Appeal Applications	0	0	0
Special Use Permit Amendment Applications	0	0	1
Rezoning/Text Amendment Applications	0	0	0
Subdivision Application	0	0	0
Floodplain Development Application	0	0	1
Sign Permits	0	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	$75.00	$925.00	$6,350.00

April 2022 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – Room Addition (Statonwoods)

Highland Lake PMUD: Letters of credit for Unit 1 and 4 have expired. A final plat for The Farm has been signed and recorded. Letter of release from Completion Assurance Agreement drafted, approved by Attorney, signed by Mayor, and picked up by representative of BB&T.

King Creek Preserve: The developer still needs to hire an engineer to certify the final paving of the road. Spoke to developer in February 2022 and he said that the bond had automatically been renewed and would be mailed down the next day. Received message that developer's computers had been hacked and it had shut him down. Since the bond had already been renewed, he would

send it down. Received original certificate on February 23, 2022. Spoke to Developer again April 12th and he indicated that Rick Merrill had found an engineer to do borings and certify the road.

Misc. zoning and other ordinance issues:

- Minor subdivision at Trenholm and Little River Rd approved (Captain Smyth's Preserve). Infrastructure has been installed. The surveyor has prepared the final plat which was reviewed and sent back last December for additional information/documentation. Working with the engineer and surveyor to correct final plat. Working with land planner and developer to revise covenant language. Received additional documentation from engineer 5/5/22. Still need to review.
- Received inquiry from the owner of Beaumont about the possibility of a home occupation (photography) at the house. Would require a special use permit.
- Received inquiry about ability to improve an outbuilding (cottage) at Pinecrest on Greenville Hwy. Awaiting owner documentation.
- Met with Kerry Lindsey again about property outside of PMUD. Trying to determine how four lots became one lot without a recombination and questioning the zoning assigned by the Village. Henderson County Assessor's office has now assigned all four lots individual PIN numbers due to the recombination error. They will be seeking variance(s) to build on those lots with the existing zoning. No application has been received.
- Also met with Kerry Lindsey about the possibility of subdividing Southlake. He will look for documentation of previous approvals/work to satisfy subdivision application requirements.
- Reviewed recombination plat involving property in Trenholm Woods and Kalimar Heights. Waiting for revised plan.
- Received multiple inquiries about permitted uses in the RC zoning district. These were in reference to the Highland Lake Inn property.
- Met with new owner of property in commercial district reference future plans. Working with his landscape architect to answer C-1 related questions.
- Met with an engineer who is looking into what can be done with the remaining available acreage (approximately 17 acres) of the old Braewood project on W. Blue Ridge.
- Investigated complaints in Claremont subdivision, on Greenville Hwy, Robert E. Lee Dr., and Highland Lake Dr.

SCO, TPO, FDPO, HLO:

- Received inquiry from an engineer out of Forest City about lots 16/17 on Mockingbird Dr. in Statonwoods. He was asking about bringing fill onto those lots which are located in the floodplain. He has been working with our Floodplain Consultant reference permitting requirements. Signed off on Community Acknowledgement Form for a Conditional Letter of Map Revision (CLOMR) request. This will allow FEMA to do a technical review. Have not been apprised of any update or approvals from FEMA.
- A Flood Development Permit was issued for a culvert replacement project in Bonclarken. Our engineering consultant inspected the site for compliance with permit requirements.. Next step is to update the model with a Letter of Map Revision (LOMR). We received a copy of the LOMR report and per our consultant, it was OK to sign off so that it can be sent to the state and FEMA. Was copied on an email from NCEM acknowledging official receipt of the request. In March, was copied again on an email requesting additional data

to complete the review. Received request to send letters to adjacent property owners' reference LOMR. After consulting with our engineer, we will do that after Bonclarken's engineering firm addresses additional information request by NCEM.

- Participated in an electronic meeting last October with Andrew Bick and the engineer representing Kerry Lindsey who is performing his due diligence for an upcoming dredging operation of Highland Lake. Have been made aware that Mr. Lindsey has indicated that the permitting process will begin soon.
- Have met multiple times with gentleman looking to purchase property on Rhett Dr and renovate an old "boathouse", install a floating dock, and build a house. Have included village consultant in these discussions in ref to the boathouse and floating dock.
- The Historic Landmark Commission held a meeting on April 7th, 2033. Victoria Flanagan has been working on producing a procedural document for granting landmark status and reviewed her proposed changes to the application and "sequence of events" handout. They also discussed an increase to the application fee from $75.00 to $500.00. No future meetings are scheduled at this time.
- Permission was granted for the placement of banners on Village property in April and May. Both parties were notified. A policy discussion is still pending.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment did not meet in April.

- Planning Board did not meet in April (or May). The updated draft was put on the Village's website Council Member Gregory continues to update the draft CLUP per comments from Council. CLUP approval is projected for June 9th Council meeting. The next scheduled meeting is June 7th, 2022.

Village Administrator Report
May 5, 2022

Flat Rock Crime Reports:

Information obtained from the Citizen Connect incident map link on Henderson County Sheriff's Dept. website.
Reporting period of April 1, 2022 – April 30, 2022:

Fraud

4/5/22: 2510 Little River Rd, Obtain property by false pretense

Website/Facebook Report/EV Charging Station Stats:

Reporting period of April 1, 2022 – April 30, 2022:

- There were 6777 - page views of the home page of the website, an increase of 326 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Community Calendar, Park Facility Reservations, The Park at Flat Rock, Mayor and Council, About Us, General Information, Park Facilities Reservation Calendar, Archived Media Resources, Site Map, Contact Us, Shopping and Dining, Annual Audit Reports.
- Items added or updated: Park facilities reservation calendar information, community calendar including workshops and Town Hall meetings, updates of scheduled meetings of council, boards and committees, approved council meeting minutes, council meeting agenda, links to community events, road construction updates.

- Facebook stats for April 2022. Facebook has changed what information is available:
  Followers: 1749
  Post Engagement: 237
  Post Reach: 1516
  New Followers: 9

- Electric Vehicle Charging Station Uses:
  April 2022: 24- A new modem was installed at the end of February and the station is operational. The new faceplate has been delivered but has not yet been installed.

Village Hall Office, Grounds, Park, Misc. and Communications:

- For the upcoming month, notices emailed regarding the Village monthly meetings and events. Updated online meeting calendar as needed. Updated website as needed.
- Park related issues and staff support: Worked with Council Member Carpenter, Michael Dages, and Tracey Daniels. The Park Commission did not meet in April. They rescheduled

their April meeting to May 5th, 2022. The next scheduled meeting to be held will be on May 26th, 2022, in the Rudnick Room at the Park.

- Attended Park Workshop on April 14th, 2022.
- Park updates include updating the Park's master plan, park volunteers, pollinator week event planning, tool shed for volunteers, Arbor Day celebration, part-time staff discussion, public programs, hiring an intern, dog issues, playground noise issues, and the Dye Creek Project.
- Andrew Bick's contract has been finalized, and surveying for the project has been completed. Preliminary designs with two design options, one on-line restoration, and another for partial off-line restoration have been received and reviewed by the Park Commission. Council approved the off-line option. Working on preliminary design now.
- Working with Michael reference draft park budget and updated job description and title.
- Sent out Hemlock letters to property owners along Greenville Hwy, Rutledge Dr, and West Blue Ridge Rd. Due to an issue with the contractor's pest license, treatments will begin upon selection of a new contractor. Council Member Dethero is obtaining quotes now.
- Participate in zoom calls with Western North Carolina Managers Association (WNCMA) and Land of Sky Regional Council quarterly managers meeting where budgets, COLA, and ARP final rule have been discussed. Attended the budget round table meeting in Asheville last week where COLA/Merit/taxes/ and insurance numbers were shared.
- Have gotten COLA/merit estimates from Town of Mills River, Fletcher, Brevard, and Biltmore Forest.
- Carol Richard has completed her first week of Clerk's training. The next week of clerk's training will take place later this month. She has also completed website training and found half of my table by scanning the zoning permit files into Laserfiche.
- Set up an account with a background check service called Mind Your Business. They are based out of Hendersonville. They may also be useful for summer interns, part time employees and volunteers.
- Land of Sky ARP contract finalized. The premium pay policy (which may need to be updated) has been approved by Council and implemented. ARP village policies have been approved and the April Project and Expenditure report to Treasury has been submitted. Project selection is next. Staff continues to work with Mary Roderick providing information as requested.
- Mary Roderick attended April 21st special meeting to discuss the updated grant project ordinance for Council's approval.
- Participate in weekly ARP "office hours" meetings and SOG training courses including the two longer courses that discussed the basics of ARP, the Uniform Guidance document and implementation of the standard allowance.
- Contacted Fire Chief Will Sheehan about the quotes obtained to repave our portion of the entrance road and parking lot in conjunction with their paving project. Email from Chief Sheehan on March 25 indicates that they got three quotes, but due to the cost, they are going to delay moving forward. Per Chief Sheehan one of the companies measured the Village Hall parking area. Have contacted that company to get a quote from them.
- Finalized grounds maintenance and cleaning contracts for both properties.

- Received notifications that workers comp and property and liability renewals are available to review in the insurance portal. Must be renewed by June 1, 2022.
- Renewed medical, dental, and vision insurance through NCLM.
- Attended FRTAC meeting April 12th, 2022.
- Worked with Michelle Parker, Michael Dages, Mayor Weedman, Council Member Toner, Council Member Carpenter, and Council Member Jeter putting together budget information for the administration and park accounts.

Community Meetings, Networking, Agency Contacts:

Hendersonville Lightning
HC Permits and Inspections
Hendersonville Tree Board
Hendersonville Development Assistance Dept.
Blue Ridge Fire Dept
Town of Mills River Manager, Zoning Administrator, and Park Director
City of Hendersonville Public Works Director.
Town of Fletcher Manager, Park Director, and Planning Director
Henderson County Park Director, Planning Director, and Planning Staff
Henderson County Emergency Operations
Attended Local Government Committee for Cooperative Action (LGCCA) meeting April 19th, 2022.
Attended Henderson County TAC meeting April 20th, 2022.

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

May 11, 2022

2021/22 Tax Year

Total billed	**$1,274,988.22**
Total collected as of 5/11/2022	**$1,274,116.90 (99.93%)**
Remaining to collect – real, personal, and utilities	**$881.32**

Progress is being made on collections.

There are five owners with ten properties now delinquent. One property has payments made from a credit card account which is on file with the Village.

There is a good chance of collecting from two of the four remaining owners but less so on the other two. One is an estate in probate while the other is a person who apparently has no resources to make payment. Efforts continue to collect on all outstanding accounts.

The Council is being asked to release three accounts. This matter is to be handled separately.

Nick Weedman
Finance Officer