

PINEHURST
VILLAGE COUNCIL
WORK SESSION AGENDA
JUNE 14, 2011
4:30 P.M.
CONFERENCE ROOM
VILLAGE HALL
PINEHURST, NORTH CAROLINA

1. Call to Order.
2. Motion to go into Closed Session pursuant to NCGS 143-318.11 (a) (3) to consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council.
3. Motion to adjourn the Closed Session and return to Work Session.
4. Call to Order of Work Session. (5:30 pm).
5. Presentation to 2011 Moore County Principal of the Year Sara Bigley.
6. Reports –
 - Manager
 - Council
7. Motion to enter into a Public Hearing on the 2011-2012 Budget for the Village of Pinehurst.
8. Public Hearing on 2011-2012 Budget.
9. Motion to close the Public Hearing and re-enter the work session.
10. **Action:** Ordinance #11-16: Budget for Fiscal Year 2011-2012.
11. **Action:** Ordinance #11-17: Budget Amendment- Fleet Maintenance.
12. **Discussion:** Discussion with Director of Human Resources regarding conversion of part-time position to full-time position.
13. **Action:** Ordinance #11-18: Budget Amendment- Human Resources Position.
14. **Discussion:** Discussion with Director of Human Resources regarding market based amendments to the pay plan and position classification plan, and a proposed change to the pay plan and position classification plan based on operational needs.
15. **Action:** Resolution #11-24: A Resolution amending the policy on the administration of the pay plan and position classification plan of the Village of Pinehurst. (Public Services, Harness Track, Financial Services)
16. **Action:** Resolution #11-25: A Resolution amending the policy on the administration of the pay plan and position classification plan of the Village of Pinehurst. (Events Coordinator).
17. **Action:** Motion authorizing an engineering services contract with McGill Associates.

18. **Discussion:** Development Review Process.
19. **Discussion:** Village Center Enhancements.
20. Preview of Regular Meeting Agenda.
21. Other Business.
22. Comments from attendees.
23. Adjournment.

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**395 MAGNOLIA ROAD
CONFERENCE ROOM
PINEHURST, NORTH CAROLINA
4:30 P.M.**

The Pinehurst Village Council held a Work Session at 4:30 Tuesday, June 14, 2011 in the Conference Room of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Virginia F. Fallon, Mayor
Ms. Joan M. Thurman, Mayor Pro-Tem
Ms. Nancy Roy Fiorillo, Councilmember
Mr. Douglas A. Lapins, Councilmember
Mr. Mark W. Parson, Councilmember
Mr. Jeff Batton, Assistant Village Manager
Ms. Linda S. Brown, Village Clerk
And approximately 35 attendees, including 3 staff and 1 press.

Absent: Mr. Andrew M. Wilkison, Village Manager

1. Call to Order (4:30 p.m.).

Mayor Virginia F. Fallon called the meeting to order.

2. Motion to go into Closed Session.

Councilmember Thurman moved to recess the Work Session and enter a Closed Session pursuant to NCGS 143-318.11 (a) (3): To consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council. The motion was seconded by Councilmember Lapins and carried unanimously.

GENERAL ACCOUNT

The Council, the Assistant Village Manager of Operations, the Assistant Village Manager of Finance and Administration and the Village Attorney (via telephone) discussed the legality of a proposed economic development proposal. The Assistant Village Manager of Operations updated Council on legal action filed against a property owner on Gun Club Road for repeated violations of a provision of the Municipal Code. Council was also updated by the Assistant Village Manager of Operations on progress of discussions on previously threatened legal action related to installation of an infiltration chamber.

3. Motion to adjourn the Closed Session and Reconvene in Open Session at 5:30 p.m.

Councilmember Fiorillo moved to adjourn the Closed Session and re-enter the Work Session. The motion was seconded by Councilmember Lapins and carried unanimously.

4. Call to Order of Work Session (5:30 p.m.)

Mayor Virginia F. Fallon called the meeting to order.

5. Presentation to 2011 Moore County Principal of the Year Sara Bigley.

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Mayor Fallon read and presented a "Proclamation of Recognition" to Ms. Sara Bigley on the occasion of her being named Principal of the Year. (Copy of the proclamation is in the Minute File.)

6. Reports:

– Assistant Manager

- **Neighborhood Advisory Committee.**

The Assistant Manager reported that the next meeting of the Neighborhood Advisory Committee will be Monday, June 20, 2011.

- **Street Resurfacing.**

The Assistant Manager reported that the annual street resurfacing project is nearly complete. Crews only need to finish some striping and shoulder work. A question has arisen regarding the distance of resurfaced streets since the footage we calculated using GIS technology does not match the actual measured distance. The result may be a slight increase in the total project cost.

- **Old Town/Lake Pinehurst Sewer Rehabilitation Project.**

The Assistant Manager reported that Moore County has bids on this project but has not yet approved a contract. They hope to begin the project next month. We will assist them in communicating information to affected citizens about the project.

- **Water Tanks.**

The Assistant Manager reported that the water tank at the Harness Track is missing one item on the final punch list but is currently in use. The tank at Rassic Wicker Park is now back on line.

- **Water Restrictions.**

The Assistant Manager reported that the Village is currently under Stage I water restrictions, which is voluntary conservation. He urged citizens to be conservative in water usage now to hopefully head off more stringent restrictions later on.

– Council

- **Mayor Pro-Tem Thurman** asked if the warning signs for the greenway are being taken down in light of the report from Traffic Engineer Carl Simmons. Answer- We will need to amend the Pinehurst Development Ordinance and get budget figures done before we can begin removing signs. This item could go to Planning and Zoning next week to begin the process.

- **Mayor Fallon** asked if something had been done to address the high grass on the Traditions lot. Answer- Code Enforcement Officer Angel Smith has sent a letter to Mr. Doninger.

7. Motion to enter into a Public Hearing on the 2011-2012 Budget for the Village of Pinehurst.

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Councilmember Fiorillo moved that the Council enter into a Public Hearing on the 2011-2012 Budget for the Village of Pinehurst. Councilmember Lapins seconded the motion which carried unanimously.

8. Public Hearing on the 2011-2012 Budget.

Comments:

Director of Financial Services John Frye gave an overview of the budget. The FY 2012 Budget focuses on enhancing the historic downtown business area with parking and streetscape improvements, studying the downtown business climate, containing operating costs, maintaining a strong roadway resurfacing program, increasing capital investments and maintaining a strong financial position.

This is a \$15.9 million budget, which is 0.7% lower than the FY2011 budget. We expect FY2012 to end with a fund balance at 38.91% of expenditures. Debt service is 5% of budgeted expenditures. The tax rate remains at \$0.28, and the MSD rate remains \$0.05. There are no position eliminations recommended; FY2012 funds 3.2 full-time equivalents less than FY2011. There is a cost containment savings of \$421,000 in FY2012.

Councilmember Fiorillo asked what has been done with the *ad valorem* funds from Pinewild? Answer- These funds increased the size of the total budget including the street resurfacing and capital replacement budget. The funds were also used for services to Pinewild. There is no huge amount of money sitting around in our coffers.

Doug Middaugh objected to their being \$500,000 included in the budget for streetscape and a parking lot when those projects have not been approved. He also asked what happened to the plan to build an ADA compliant downtown restroom. Answer- The restroom is part of a larger project; we are keeping it at the top of our list. All special events as a condition for a permit must provide portable facilities.

John Marcum stated that he agrees with Mr. Middaugh's objection to the inclusion of the \$500,000. He suggested that it be removed and the budget amended later if the project is approved. He also reminded Council that Pinehurst citizens are paying taxes based on re-appraisals done in 2007 which has property values much higher than the current value. He warned of a much smaller amount of tax money being available after the new re-appraisals are finally done.

9. Motion to close the Public Hearing and re-enter the Work Session.

Councilmember Lapins moved that the Council close the Public Hearing and re-enter the Work Session. Councilmember Fiorillo seconded the motion which carried unanimously.

10. Ordinance #11-16: An Ordinance Appropriating Funds for Operating Expenses for Pinehurst, North Carolina. (Budget for Fiscal Year 2011-2012)

The Assistant Manager explained the need for the Ordinance #11-16. Upon the motion of Councilmember Thurman, seconded by Councilmember Lapins, Ordinance #11-16 was unanimously approved by a vote of 5-0. (Copy of the ordinance is found in the Ordinance Book and in the Minute File.)

11. Ordinance #11-17: An Ordinance Amending the Ordinance Appropriating Funds for Operations of the Village of Pinehurst, Regarding Revenues and Expenditures of the General Fund for the Village of Pinehurst, North Carolina (Fleet Maintenance).

The Assistant Manager and the Financial Service Director John Frye explained the need for the Ordinance #11-17. Upon the motion of Councilmember Lapins, seconded by Councilmember

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Thurman, Ordinance #11-17 was unanimously approved by a vote of 5-0. (Copy of the ordinance is found in the Ordinance Book and in the Minute File. Memo from Financial Services Director John Frye dated June 8, 2011 is in the Minute File.)

12. Discussion with Director of Human Resources regarding conversion of part-time position to full-time position.

Council discussed with Human Resources Director Angie Kantor the need to change the Human Resources Generalist position from part-time to full-time. (Memo from Human Resources Director Angie Kantor dated June 10, 2011 regarding the Human Resources Generalist position is in the Minute File.)

13. Ordinance #11-18: An Ordinance Amending the Ordinance Appropriating Funds for Operations of the Village of Pinehurst, Regarding Revenues and Expenditures of the General Fund for the Village of Pinehurst, North Carolina (Human Resources position).

The Assistant Manager explained the need for the Ordinance #11-18. Upon the motion of Councilmember Fiorillo, seconded by Councilmember Parson, Ordinance #11-18 was unanimously approved by a vote of 5-0. (Copy of the ordinance is found in the Ordinance Book and in the Minute File.)

14. Discussion with Director of Human Resources regarding market based amendments to the pay plan and position classification plan, and a proposed change to the pay plan and position classification plan based on operational needs.

Council discussed with Human Resources Director Angie Kantor proposed adjustments to the Pay Plan and the Position Classification Plan due to market data from the NCLM Salary Survey and a comparison of similar positions within our peer group. They also discussed one additional change that is due to operational needs rather than market conditions. (Copy of a memo from Director of Human Resources Angie Kantor dated June 8, 2011 regarding recommended adjustments to positions and salaries is in the Minute File.)

15. Resolution #11-24: A Resolution Amending the Policy on the Administration of the Pay Plan and the Position Classification Plan for the Village of Pinehurst.

The Assistant Manager explained the need for Resolution #11-24. Upon the motion of Councilmember Thurman, seconded by Councilmember Lapins, Resolution # 11-24 was unanimously approved by a vote of 5-0. (Copy of resolution is found in the Resolution Book and in the Minute File.)

16. Resolution #11-25: A Resolution Amending the Policy on the Administration of the Pay Plan and the Position Classification Plan for the Village of Pinehurst. (Events Coordinator)

The Assistant Manager explained the need for Resolution #11-25. Upon the motion of Councilmember Lapins, seconded by Councilmember Parson, Resolution # 11-25 was unanimously approved by a vote of 5-0. (Copy of resolution is found in the Resolution Book and in the Minute File.)

17. Motion authorizing an engineering services contract with McGill Associates.

The Assistant Manager explained the need for this contract. Councilmember Fiorillo moved that the Mayor or her designee be authorized to enter into a contract with McGill Associates, P.A. entitled "Task Order #7" for on-call services from July 1, 2011 to June 30, 2012. Councilmember Lapins seconded the motion which carried unanimously by a vote of 5-0. (Copy to Task Order # 7 is in the Minute File.)

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18. Discussion of Development Review Process.

Council discussed the process to be used for the Pinehurst Development Ordinance (PDO) re-write with Mr. Craig Lewis of the Lawrence Group and Director of Planning and Inspections Andrea Correll. Ms. Correll stated that the best use of Mr. Lewis' time would be for him to do the technical writing and have a committee to facilitate his writing. Mr. Lewis could attend meetings via conference call or Skype. Councilmember Fiorillo shared with Council a list of proposed members for a PDO re-write committee. Mr. Lewis will submit two contract proposals to Council at their next meeting, one using him as the technical writer, and one with him as a facilitator for staff doing the technical writing. (Copies of a memo from Director of Planning and Inspections Andrea Correll dated June 10, 2011, the Lawrence Group's Annotated Outline and suggested changes to the PDO, and a list of proposed members of a subcommittee to re-write the PDO are in the Minute File.)

19. Discussion of Village Center Enhancements.

Council discussed the results of the survey conducted at the informational meetings concerning proposed enhancements to the Village Center with Assistant Manager Jeff Batton. Councilmember Fiorillo moved that in light of the public endorsement, Council go on record as favoring the concept for restoration and enhancement of the Village Center as presented to the public at four informational meetings - the streetscape, the parking lot and the library. Councilmember Thurman seconded the motion which carried unanimously by a vote of 5-0. (Copy of the survey results from public informational meetings concerning Village Enhancements is in the Minute File.)

20. Preview of Regular Meeting Agenda.

The Council did not preview the Regular Meeting Agenda for June 28, 2011.

21. Other Business.

➤ **Grant for improvements to the recycling yard.**

The Assistant Manager informed Council that the Village has the opportunity to accept a grant for \$20,000 for improvements to the recycling yard. The estimate to complete the improvements is \$36,000. If we accept the grant, we will need to budget an additional \$16,000 to complete the project. Since we will be moving the Public Services facility to a different location in the near future, he asked for direction from the Council. Consensus of Council was to not accept the grant.

22. Comments from Attendees.

Carla St. Germaine read a letter from the Pinehurst Business Guild endorsing the current proposal for the enhancements to the Village Center- streetscape and Village Green.

John Marcum extended compliments to the Council for attempting to do something about Traditions and suggested that Andrea go forward to condemn the property.

Doug Middaugh suggested that an addition be made to the Municipal Code to not allow feeding of wild animals inside Pinehurst.

Audrey Moriarty expressed thanks to the Council for the vote to support the restoration and enhancement of the Village Center. She assured that Given Library/Tufts Archive will be good stewards of the money donated to improve their building.

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23. Adjournment.

Councilmember Thurman moved to adjourn the Work Session. The motion was seconded by Councilmember Lapins and carried unanimously. The meeting adjourned at 7:40 p.m.

Respectfully Submitted,



Linda S. Brown, CMC
Village Clerk