



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF AUGUST 8, 2023
ASSEMBLY HALL
395 MAGNOLIA RD. PINEHURST, NC 28374
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

3. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Approval of Village Council Meeting Minutes
 - July 25, 2023 Council Regular Meeting Minutes
 - July 25, 2023 Council Work Session Minutes

End of Consent Agenda.

- 4. Discuss and Consider Resolution #23-31 Appointment to the Pinehurst Neighborhood Advisory Committee (Tom Brereton - Pinewild)
- 5. Discuss and Consider Resolution #23-37 Re-appointment to the Bicycle and Pedestrian Advisory Committee (Paul Sale)
- 6. Discuss and Consider Resolution #23-38 Re-Appointment to the Pinehurst Historic Preservation Commission (Richard Vincent)
- 7. Discuss and Consider Resolution #23-41 Regarding and Appointment to the Pinehurst Planning and Zoning Board and Board of Adjustment (Schroeder)
- 8. Discuss and Consider Resolution #23-40 Establishing an Advisory Board Appointment Policy
- 9. Discuss and Consider Awarding F24 Downtown Street Resurfacing Contract to Turner Asphalt
- 10. Discuss Litigation Committee Membership
- 11. Other Business.
- 12. Comments from Attendees.
- 13. Motion to Adjourn.

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2023 Key Partners and Collaborators



Council Member to Report	Partners & Collaborators
John Strickland	Convention and Visitors Bureau
	FirstHealth
	*Moore County, NC - Rotating
	Moore County Transportation Committee
	NCDOT/TARPO
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Partners in Progress
	Pinehurst Resort
Patrick Pizzella	*Moore County, NC - Rotating
	NCDOT/TARPO
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Partners in Progress
	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
Jane Hogeman	Beautification Committee
	Chamber of Commerce
	*Moore County, NC - Rotating
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Pinehurst Business Partners
	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
Lydia Boesch	Bicycle and Pedestrian Advisory Committee
	Convention and Visitors Bureau
	*Moore County, NC - Rotating
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
Jeff Morgan	FirstHealth
	*Moore County, NC - Rotating
	Moore County Schools
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Triangle J. COG



**APPROVAL OF VILLAGE COUNCIL MEETING MINUTES
ADDITIONAL AGENDA DETAILS:**

July 25, 2023 Council Regular Meeting Minutes
July 25, 2023 Council Work Session Minutes

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

8/1/2023

MEMO DETAILS:

The draft minutes for the July 25th Council Regular and Work Session are attached for Council consideration.

ATTACHMENTS:

Description

- ☐ July 25, 2023 Council Regular Minutes
- ☐ July 25, 2023 Council Work Session Minutes



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JULY 25, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday July 25, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Mr. Jeff Morgan, Councilmember
Ms. Lydia Boesch, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk

And approximately 17 attendees, including 7 staff and 1 press.

1. Call to Order.

Mayor Strickland called the Village Council meeting to order. Mayor Strickland announced Councilmember Jane Hogeman passed away on July 19th and while the family has requested privacy during this time, they also want everyone to know that they have appreciated everyone's support.

2. Invocation by Hugh Tudor-Foley and Pledge of Allegiance led by Mayor John Strickland.

Reverend Hugh Tudor-Foley provided a few comments about Councilmember Hogeman during his invocation at the request of her family.

3. Reports:

Village Manager

- Mr. Jeff Sanborn, Village Manager, reported the Planning Department positions are now all filled. He announced the Village of Pinehurst has received notification for the 30th consecutive year, the Village has been awarded the GFOA Certificate of Achievement for excellence in financial reporting, which is the highest form of recognition in government accounting and financial reporting. He stated its attainment represents a significant accomplishment by a government and its management, especially of its finance staff.

Village Council

- Mayor Strickland reported on the 13th of July he attended the Sandhills Metropolitan Planning Organization meeting with Jeff Sanborn and Mayor Pro Tem Pizzella. He stated that on the 17th of July he attended the dedication of two hangers at the Moore County Airport, one dedicated to Barry Lerman, who is a resident of Pinehurst and was a Vice Chair of the County Aviation Board. He

noted Mr. Lerman passed unexpectedly a little over a year ago. He noted the other hanger was dedicated to Ron Manis, the longtime General Manager of the airport, who will be retiring as the General Manager. Mayor Strickland reported he and other Councilmembers toured the proposed library sites that were presented at the previous work session.

- Mayor Pro Tem Pizzella thanked the finance staff for their work and congratulated the IT department for their work in geospatial technology. He stated the Beautification Committee has announced its three winners of the Warren H. Manning award. He noted signs will be placed at the homes to notate their winning; 60 Magnolia Road, 15 Carolina Vista, and 55 Laurel Road were the winners. He further congratulated Pinehurst No. 6 on their successful hosting of the U.S. Adaptive Open.
- Councilmember Boesch reported she toured the library sites as well and thanked the staff in finance for their diligence and good work. She stated this Thursday will be the Shop late till Eight event in the Village and encouraged the residents to shop in the Village and grab a bite to eat. She stated this week is the start of U.S. kids golf in Moore County and the parade will be on August 1st, representing all the nations here.
- Councilmember Morgan reported he did tour the library sites prior to the other council members and thanked the finance staff for the great work they do.

4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Approval of Village Council Meeting Minutes
 - July 11, 2023, Council Regular Meeting
 - July 11, 2023, Council Work Session
 - July 11, 2023, Council Closed Session
- B. FY2023 Bi-Annual Public Safety Reports
 - FY2023 Bi-Annual Fire Report
 - Bi-Annual Police Report

End of Consent Agenda.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Boesch, Council unanimously approved the Consent agenda by a vote of 4-0.

5. Discuss and Consider Resolution #23-30 Appointment to the Pinehurst Neighborhood Advisory Committee (Julia Kane – Old Town East).

Jeff Sanborn, Village Manager, reported the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee in April 2023, which created a need to fill a vacancy to represent the Old Town East area. He stated interviews of candidates occurred during the month of June and staff is seeking Council's consideration of Ms. Julia Kane to serve at this representative, for a term of two (2) years.

Mr. Sanborn introduced Ms. Kane to Council and Councilmembers thanked her for her willingness to serve as a representative of her neighborhood. Council proceeded with a vote.

Upon a motion by Councilmember Boesch, seconded by Councilmember Morgan, Council unanimously approved Resolution 23-30, appointment of Julia Kane as a representative of the Old Town East area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

6. **Discuss and Consider Resolution #23-32 Appointment to the Pinehurst Neighborhood Advisory Committee (Anne Bourne – West Lake Pinehurst).**

Jeff Sanborn, Village Manager, reported candidates were interviewed by the committee for the West Lake Pinehurst neighborhood, and the committee is requesting Council consider Anne Bourne as the appointment for representative for the West Lake Pinehurst neighborhood. He stated interviews of candidates occurred during the month of July and staff is requesting Council approve Ms. Bourne for a term of two (2) years.

Mr. Sanborn introduced Ms. Bourne to Council members. Council thanked Ms. Bourne for her willingness to serve and proceeded with a vote.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved Resolution 23-32, appointment of Anne Bourne as a representative of the West Lake Pinehurst area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

7. **Discuss and Consider Resolution #23-33 Appointment to the Pinehurst Neighborhood Advisory Committee (Fiona Fuller – Clarendon Gardens).**

Jeff Sanborn, Village Manager, reported candidates were interviewed by the committee for the Clarendon Gardens neighborhood, and the committee is requesting Council consider Fiona Fuller as the appointment for representative for the Clarendon Gardens neighborhood. He stated interviews of candidates occurred during the month of July and staff is requesting Council approve Ms. Fuller for a term of two (2) years.

Mr. Sanborn introduced Ms. Fuller to Council members. Council thanked Ms. Fuller for her willingness to serve and proceeded with a vote.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously approved Resolution 23-33, appointment of Fiona Fuller as a representative of the Clarendon Gardens area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

8. **Discuss and Consider Resolution #23-34 Appointment to the Pinehurst Neighborhood Advisory Committee (Caroll Brammer – East Lake Pinehurst).**

Jeff Sanborn, Village Manager, reported candidates were interviewed by the committee for the East Lake Pinehurst neighborhood, and the committee is requesting Council consider Caroll Brammer as the appointment for representative for the East Lake Pinehurst neighborhood. He stated interviews of candidates occurred during the month of July and staff is requesting Council approve Ms. Brammer for a term of two (2) years.

Mr. Sanborn introduced Ms. Brammer to Council members. Council thanked Ms. Brammer for her willingness to serve and proceeded with a vote.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Jeff Morgan, Council unanimously approved Resolution 23-34, appointment of Caroll Brammer as a representative of the East Lake Pinehurst area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

9. **Discuss and Consider Resolution #23-35 Appointment to the Pinehurst Neighborhood Advisory Committee (Michael Ethridge - Monticello).**

Jeff Sanborn, Village Manager, reported candidates were interviewed by the committee for the Monticello neighborhood, and the committee is requesting Council consider Michael Ethridge as the appointment for representative for the Monticello neighborhood. He stated interviews of candidates occurred during the month of July and staff is requesting Council approve Mr. Ethridge for a term of two (2) years.

Mr. Sanborn introduced Mr. Ethridge to Council members. Council thanked Mr. Ethridge for his willingness to serve and proceeded with a vote.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously approved Resolution 23-35, appointment of Michael Ethridge as a representative of the Monticello area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

10. Discuss and Consider Resolution #23-36 Appointment to the Pinehurst Neighborhood Advisory Committee (Kimberly Davis – Pinehurst No. 7).

Jeff Sanborn, Village Manager, reported candidates were interviewed by the committee for the Pinehurst No. 7 neighborhood, and the committee is requesting Council consider Kimberly Davis as the appointment for representative for the Pinehurst No. 7 neighborhood. He stated interviews of candidates occurred during the month of July and staff is requesting Council approve Ms. Davis for a term of two (2) years.

Mr. Sanborn introduced Ms. Davis to Council members. Council thanked Ms. Davis for her willingness to serve and proceeded with a vote.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Boesch, Council unanimously approved Resolution 23-36, appointment of Kimberly Davis as a representative of the Pinehurst No. 7 area on the Pinehurst Neighborhood Advisory Committee for a two-year term, by a vote of 4-0.

11. Discuss and Consider Ordinance #23-18 Amending the FY2024 Budget for Reappropriations from FY2023.

Dana Van Nostrand, Finance Director, reported the Village had various projects and purchases underway that were budgeted in FY2023, but not complete as of June 30, 2023. She stated the unexpended funds from FY2023 need to be carried over to the next fiscal year. She noted per NCGS, the appropriations for these projects lapse at the close of the fiscal year and the funds are added to the Village's fund balance. She reported funds to complete these projects must be reappropriated in the current fiscal year since they were not included in the FY2024 budget that was initially adopted on June 13, 2023. She noted Ordinance #23-18 presents the budget amendment required to amend the FY2024 General Fund Budget for these projects.

Ms. Van Nostrand reported several departments (Police, Fire, Recreation, and Library & Archives) receive donations or other funds from external parties that have use restrictions. She stated the unspent balance of these funds, including new donations received during FY 2023, need to be rolled forward to comply with the restrictions. She noted the glass recycling grant received in FY 2023 also had a remaining balance of \$2,644 to be spent on promotional materials, including Village matching funds. She stated these funds will be spent in July and covered by \$2,203 of grant funds.

Ms. Van Nostrand reported despite placing orders for vehicles and equipment early in the fiscal year, some items were not received by June 30 due to supply chain delays. She stated the six Police vehicles budgeted in FY 2023 were all received within the fiscal year however some were not received in time to complete the upfit work by June 30. She noted the garbage truck ordered in July 2022 was received in July 2023, requiring the funds to be reappropriated in FY 2024 to cover the purchase. She stated various uniform and small equipment items (goods and supplies) for the Police and Fire departments are also delayed.

Ms. Van Nostrand reported there were multiple construction and repair projects in progress at the turn of the fiscal year, including the Village Hall exterior staircase enclosure, installation of electrical and landscaping to

complete the new storage building behind the Fire station, and repairs to barns at the Harness Track. She stated these projects will be completed in FY 2024.

Ms. Van Nostrand reported the FY 2023 appropriations for downtown streetscape improvements, stormwater and intersection enhancements, and pedestrian facilities projects, totaling nearly \$1.5 million, were not fully expended in FY 2023. She stated plans for these funds were in progress during FY 2023 so work will ramp up in FY 2024. She noted management requests to reappropriate \$25 thousand of the unspent balance of \$282 thousand from the downtown stormwater and intersection enhancement funds to perform the land survey and due diligence for the 19-acre property on Murdocksville Road that is being considered for the public services relocation. She stated this potential land acquisition was not considered in the FY 2024 budget however, the \$282 thousand was the remaining balance from the FY 2023 original appropriation for public services land acquisition that was amended in ordinance #23-07.

Ms. Van Nostrand reported the synthetic turf field at Cannon Park was completed but one element of the project, the Genius system, which monitors field conditions and collects data on usage and maintenance, will be installed this fall. She stated the turf field project came in under budget by \$195 thousand (after accounting for the Genius system roll forward). She noted the Recreation department is requesting a reappropriation of \$25 thousand from these savings for irrigation repairs at Cannon Park which are needed but were not anticipated in the FY 2024 budget.

Ms. Van Nostrand reported that as of June 30, 2023, there were also several professional services and consulting projects underway that will be completed in FY 2024. She stated these include phase 1 of the stormwater management plan, the emergency action plan for ponds 1 and 2, the small area plans, the Parks & Recreation master plan, and consulting services for 3 the Accela system and Exchange server IT projects. She noted the reappropriation also includes \$200 thousand for the Pinehurst Development Ordinance (PDO) rewrite which was originally appropriated in FY 2022 and rolled forward to FY 2023. She stated the PDO rewrite work was dependent on the completion of the small area plans. She noted management anticipates the professional services for this work will be procured in FY 2024.

Ms. Van Nostrand reported the significant dollars requested for the Streets & Grounds department fund capital investments that support Council's strategic objectives to enhance the appearance of public spaces, maintain high quality streets, and manage stormwater systems. She stated the total reappropriation of nearly \$2 million will be funded from fund balance, except for the \$2 thousand of glass recycling grant funds. She noted this is \$503 thousand more than last year's reappropriation from FY 2022 to FY 2023 of \$1.4 million, primarily due to the large reappropriation for the stormwater, intersection enhancements, and pedestrian facilities projects this year. She stated of the total reappropriation, \$445 thousand was rolled over from FY 2022 to FY 2023 and the full amount is being rolled over again to FY 2024 (\$245 thousand for pedestrian facilities and \$200 thousand for the PDO rewrite).

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved Ordinance #23-18, amending the FY2024 Budget for Reappropriations from FY2023, by a vote of 4-0.

12. Discuss and Consider Appointments to the SAMPO Formation Committee.

Village Manager Jeff Sanborn reported this item is discuss the recommendation of a Councilmember to be appointed to the SAMPO, Sandhills Area Metropolitan Planning Organization, Formation Committee as voting representative, and the choice of one to serve as an alternate. He stated this is necessary to move the process forward of forming the organization. He noted Mayor John Strickland and Mayor Pro Tem Pizzella have been attending the meetings as representatives of the Village up to this point.

Council's desire was for Mayor Strickland and Mayor Pro Tem Pizzella to continue as the voting representative and voting alternates.

Upon a motion by Councilmember Jeff Morgan, seconded by Councilmember Lydia Boesch, Council unanimously approved Mayor John Strickland to serve as the Village of Pinehurst voting representative on the SAMPO formation committee and Mayor Pro Tem Patrick Pizzella as the alternate voting representative, by a vote of 4-0.

13. Other Business

Mayor Pro Tem Pizzella shared some data from the Fire and Police Department Public Safety Reports with the residents. The difference between a citation and an incident was discussed as being a citation is an action taken by an officer and an incident is an event that occurs, which could end in a citation or any other enforcement or non-enforcement action. Also discussed were the number of noise complaints for the calendar year 2023 to date.

14. Comments from Attendees.

- Frank Pacifico, Pinehurst resident, addressed Council members about the conditions of the walking trails in Rassie Wicker Park.

15. Motion to Adjourn

Upon a motion Mayor Pro Tem Pizzella, seconded by Councilmember Boesch, Council unanimously approved to adjourn the regular meeting by a vote of 4-0 at 5:40 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JULY 25, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Work Session Meeting at 5:50 p.m., Tuesday, July 25, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Mr. Jeff Morgan, Councilmember
Ms. Lydia Boesch, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk

And approximately 9 attendees, including 7 staff and 1 press

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Track Restaurant Lease Transfer and Development Proposal.

Mark Wagner, Parks and Recreation Director, reported the Pinehurst Track Restaurant is currently under lease to the current tenant Tracy Cormier. He stated she has an investor who is interested in taking over the business in 2024, after the U.S. Open, who also wants to make improvements to the facility. Mr. Wagner introduced Brian Dolehide, with AD Advisors, and Kathleen Rose, with Rose Associates, to Council to present their proposal.

Mr. Dolehide and Ms. Rose presented an "Adaptive Re-Use Plan" in which they would seek to lease and adaptively re-use five (5) buildings through the Pinehurst Track, with new or updated uses of retail, restaurant, and food & beverages, together with expanded outdoor space for track viewing, music, and other events on a more regular programmed basis. They noted each building would be enhanced with sustainable initiatives, life safety measurements along with adaptive reuse strategies to preserve the legacy and tradition of these buildings for the next 50+ years.

Mr. Dolehide and Ms. Rose provided a description of improvements that would be made during three phases. They noted Phase I would concentrate on the Pinehurst Track Restaurant and building and landscape improvements, along with a patio addition between the Pinehurst Track Restaurant and the Country Saddler building. They stated Phase II would see the assumption of the Country Saddler building, Blacksmith Shop, and the neighboring large barn. They noted the final Phase III would be to assume the lease on the existing 3,000 sq. ft. barn.

Mr. Dolehide and Ms. Rose proposed uses for the Harness Track Restaurant would include interior and exterior renovations as well

as an expanded menu. They stated the Country Saddler would become a retail winery selling Country Saddler equestrian items, following façade and interior updates. They noted the large 4,000 sq. ft. barn would be renovated to include an equestrian themed interior, including wood beams and horse gate doors preserving existing structures while creating an equestrian vibe. They stated the 3,000 sq. ft. barn would take advantage of the momentum created from the redevelopment of the existing structures and would offer commercial uses that take advantage of the unique 110-acre equine park.

Mr. Dolehide and Ms. Rose reported that to make the investments to the existing restaurant, buildings and barns they would like the Village to consider the following improvements:

Land Area, Roadway Alignment - Morganton Rd & Pedestrian Bike Golf Cart Pathway

1. Relocation of Blacksmith Shop (building 21 – 700 s.f.) and addition of parking area between building 3B and the current main entrance.
2. Paving extension of interior track road from Fair Barn to Morganton Rd.
3. Morganton Rd. Alignment – Golf Cart, Bike, Pedestrian Pathway-Roadway connection.
4. Relocation of Barn (4,657 s.f.) to other areas of PHT as part of road alignment.

Councilmembers expressed concerns over the additional noise and traffic that would be incurred in the area where the horses are training. After discussion Councilmembers determined that the focus should be narrowed down to just looking at the Track Restaurant portion. Mr. Dolehide and Ms. Rose were instructed to prepare some form of survey that could be directed to the existing trainers and tenants, to seek feedback on whether the proposal would create a burden on their existing programs. Council instructed Mr. Dolehide to allow staff to have input on the questions and survey before anything was sent out. Council agreed to pursue additional talks after a determination was made on the factors of concern.

3. Discuss Moore County Resolution Increasing Interbasin and Subbasin Allowable Transfers

Mr. Jeff Sanborn, Village Manager, reported that the County Board of Commissioners had adopted a resolution basically asking our local delegation to support efforts to work on legislation to increase the interbasin transfer limits that are currently in place, based on some language in the NC Senate Bill 673. Mr. Sanborn stated he wasn't aware of that language and has not been tracking that bill. He stated Moore County is wondering how to best plan for future Water and Sewer provisioning in anticipation for all the growth that we have been hearing is coming over the next 25-30 years.

Mr. Sanborn stated Moore County exists at the boundary of three different river-based drainage basins and NC general statutes place limits on how much water can be moved from one basin to another. He noted this issue came to light over concerns about big cities like Charlotte and Raleigh stealing the water resources from surrounding rural areas that couldn't be used to support the future growth of those rural areas. He stated most of the drinking water used in North Carolina is surface water versus well water, although we do have some well water here in Moore County. Mr. Sanborn noted that this resolution was passed and three days later Senate Bill 673 was passed. He stated he is not sure what the county's position is now that Bill 673 has become law and what their next step is now.

Councilmembers instructed Mr. Sanborn to continue the conversation with Moore County to determine their intentions going forward and then report back at a future meeting.

4. Discuss Advisory Board Appointment Process

Mr. Jeff Sanborn reported this is a culmination of the discussions Council has been having on the development of a policy that would outline the steps in the process for nominating and appointing members to the Historic Preservation Committee, the Planning and Zoning Board, and the Zoning Board of Adjustment. Mr. Sanborn provided Council with a draft policy which stated a committee would be made up of the Village Manager, the Planning and Inspections Director, and the appropriate board chair, which would nominate, after conducting interviews, a candidate to fill current or projected vacancies on each advisory board or committee. He noted the policy would give Council Members to meet with nominees before their nominations are added to a Council Meeting agenda for appointment.

Councilmembers provided Mr. Sanborn with some suggestions and instructed him to present the policy for approval at the next

Council meeting.

5. Discuss Council Vacancy Appointment Process

Mr. Jeff Sanborn reported in light of Councilmember Hogeman's recent passing, Council will need to begin the process, as required by NC General Statute Language found in 160A-63, to fill the vacant seat. Mr. Sanborn stated the Village adopted Resolution #19-19 adopting a council vacancy appointment policy following a previous vacancy in 2018. He noted while the general statute language does not give a definitive date, it does a successor shall be appointed to fill the vacancy and shall serve the remainder of the unexpired term.

Council agreed to begin the process of seeking candidates, with an ending date of acceptance as August 11, 2023. The Village Clerk will collect all candidate applications and Council will interview the candidates in a Public Meeting, before naming the candidate to be appointed.

6. Other Work Session Business

- No other work session business was discussed.

7. Potential Future Agenda Items

- Mayor Pro Tem Pizzella asked for an Update on the USGA Building and the US Open.

8. Adjournment.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the work session at 8:32 p.m., by a vote of 4-0.

Respectfully Submitted,

Kelly Chance,
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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**DISCUSS AND CONSIDER RESOLUTION #23-31 APPOINTMENT TO THE
PINEHURST NEIGHBORHOOD ADVISORY COMMITTEE (TOM
BRERETON - PINEWILD)
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

7/20/2023

MEMO DETAILS:

The Village of Pinehurst's officially reorganized the Neighborhood Advisory Committee in April 2023. Mr. Larry Rotondo, Pinewild Representative, completed his term of service on June 30, 2023 and Mr. Tom Brereton was interviewed by the search committee to represent the Pinewild area. Mr. Brereton comes with the Pinewild PPO recommendation as the replacement for Mr. Rotondo and staff is seeking Council's consideration of Mr. Brereton to serve as this representative, for a term of two (2) years.

ATTACHMENTS:

Description

- Resolution 23-31 Appoint NAC Member (Brereton)

RESOLUTION #23-31:

**A RESOLUTION REGARDING APPOINTMENT TO THE PINEHURST NEIGHBORHOOD
ADVISORY COMMITTEE REPRESENTING THE PINEWILD AREA.**

WHEREAS, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

WHEREAS, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

WHEREAS, Mr. Larry Rotondo's term of service as the Pinewild representative ended on June 30, 2023, and there is a need to fill this vacancy on the Neighborhood Advisory Committee to represent the Pinewild designated area; and

WHEREAS, Mr. Tom Brereton and the Village Council of Pinehurst are desirous of Mr. Brereton serving as a representative of the Pinewild area on the Neighborhood Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 25th day of July 2023 as follows:

SECTION 1. That the following appointment is hereby made to the Neighborhood Advisory Committee for the term indicated:

Mr. Tom Brereton is appointed as a representative of the Pinewild area on the Neighborhood Advisory Committee, effective July 25, 2023, said term to expire June 30, 2025.

THIS RESOLUTION passed and adopted this the 25th day of July 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-37 RE-APPOINTMENT TO
THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (PAUL SALE)
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

8/1/2023

MEMO DETAILS:

The term of Mr. Paul Sale on the Bicycle and Pedestrian Advisory Committee (BPAC) expires on August 31, 2023. Mr. Sale is desirous of continuing to serve as a member of BPAC for an additional term. Staff is recommending that Council appoint Mr. Sale for re-appointment for a term effective September 1, 2023 and expiring August 31, 2025.

ATTACHMENTS:

Description

- Resolution 23-37 Reappointment of Paul Sale to BPAC

RESOLUTION #23-37:

**A RESOLUTION REGARDING A RE-APPOINTMENT TO THE BICYCLE AND
PEDESTRIAN ADVISORY COMMITTEE FOR THE VILLAGE OF PINEHURST.**

THAT WHEREAS, the Village of Pinehurst has established a Bicycle and Pedestrian Advisory Committee by Resolution; and

WHEREAS, the term of Mr. Paul Sale expires on August 31, 2023; and

WHEREAS, Mr. Sale and the Village Council of Pinehurst are desirous of his continuing to serve as a member of the Bicycle and Pedestrian Advisory Committee for an additional term.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of August, 2023 as follows:

SECTION 1. That the following appointment is hereby made to the Bicycle and Pedestrian Advisory Committee for the term indicated:

Mr. Sale is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2023, said term expiring on August 31, 2025.

SECTION 2. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 8th day of August, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-38 RE-APPOINTMENT TO
THE PINEHURST HISTORIC PRESERVATION COMMISSION (RICHARD
VINCENT)
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

8/3/2023

MEMO DETAILS:

The term of Mr. Richard Vincent expired on July 31, 2023 on the Historic Preservation Commission (HPC). Mr. Vincent is desirous of continuing to serve as a member of the HPC. Staff is presenting Mr. Vincent today for Council consideration of re-appointment for a term effective August 1, 2023 and expiring July 31, 2025.

ATTACHMENTS:

Description

- ▣ Resolution 23-38 Re-Appointment HPC member (Vincent)

RESOLUTION #23-38:

**A RESOLUTION REGARDING RE-APPOINTMENT TO THE PINEHURST
HISTORIC PRESERVATION COMMISSION.**

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; and

WHEREAS, the terms of Mr. Richard Vincent expire on July 31, 2023; and

WHEREAS, Mr. Vincent and the Village Council of Pinehurst are both desirous of him continuing to serve as a member of the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of August, 2023, as follows:

SECTION 1. That the following re-appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Richard Vincent is re-appointed as a member of the Historic Preservation Commission, effective August 1, 2023, said term to expire July 31, 2025.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 8th day of August, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-41 REGARDING AND
APPOINTMENT TO THE PINEHURST PLANNING AND ZONING BOARD
AND BOARD OF ADJUSTMENT (SCHROEDER)
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

8/2/2023

MEMO DETAILS:

There is a need to fill a vacancy on the Board of Adjustment and Planning and Zoning Board. Mr. Thomas Schroeder is desirous of serving as a member of these boards. Staff is presenting Mr. Schroeder to Council for consideration and proposed approval for a term beginning August 8, 2023 and expiring on July 31, 2025.

ATTACHMENTS:

Description

- ☐ Resolution #23-41 Appointment to P&Z and BOA (Schroeder)

RESOLUTION #23-41:

A RESOLUTION REGARDING AN APPOINTMENT TO THE PINEHURST PLANNING AND ZONING BOARD AND BOARD OF ADJUSTMENT.

WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160A-361 and 160A-388; and

WHEREAS, on the 13th day of March, 2012, the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning and Zoning Board and the Board of Adjustment; and

WHEREAS, there is a need to fill a vacancy on the boards; and

WHEREAS, Mr. Thomas Schroeder and the Village Council of Pinehurst are desirous of Mr. Schroeder serving as a member of the Board of Adjustment and the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of August 2023, as follows:

SECTION 1. That the following appointment is hereby made to the Board of Adjustment and the Planning and Zoning Board for the term indicated:

Mr. Schroeder is appointed as a member of the Board of Adjustment and the Planning and Zoning Board, effective August 8, 2023, said term expiring on July 31, 2025.

SECTION 2. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 8th day of August, 2023.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-40 ESTABLISHING AN
ADVISORY BOARD APPOINTMENT POLICY
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Council Members

DATE OF MEMO:

8/2/2023

MEMO DETAILS:

This item is the culmination of discussions with Councilmembers on the creation of a policy relative to define the process for nominating and appointing members to the Historic Preservation Commission, the Planning and Zoning Board, and the Zoning Board of Adjustment.

Staff is presenting the attached Resolution #23-40, which includes the policy as Attachment A, for final Discussion and proposed approval.

ATTACHMENTS:

Description

- Resolution #23-40 Establishing an Advisory Board Appointment Policy

RESOLUTION #23-40:

A RESOLUTION ESTABLISHING AN ADVISORY BOARD APPOINTMENT POLICY.

WHEREAS, the Village Council of Pinehurst, North Carolina, is desirous of creating a policy relative to define the process for nominating and appointing members to the Historic Preservation Commission, the Planning and Zoning Board and the Zoning Board of Adjustment; and

WHEREAS, this policy shall be reviewed in accordance with the Village's overall policy update schedule and framework as determined by the Village Manager or directed by Village Council;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 8th day of August 2023 as follows:

SECTION 1. That the Advisory Board Appointment Process Policy is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 8th day of August 2023.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Advisory Board Appointment Process		Effective Date: 08/2023
Department: Administration		Policy No.: 54
Prepared by: Jeff Sanborn		Revised:
Approved by: Village Council		# of Pages: 2

PURPOSE: The purpose of this policy is to: Define the process for nominating and appointing members to the Historic Preservation Commission, the Planning and Zoning Board and the Zoning Board of Adjustment.

POLICY: It is the policy of the Village of Pinehurst to have a nominating committee made up of the Village Manager, the Planning & Inspections Director and the appropriate board chair that will nominate, after conducting interviews, a candidate to fill current or projected vacancies on each advisory board or committee. It is also the policy of the Village of Pinehurst for Council Members to have the opportunity to meet with nominees before their nominations are added to a Council Meeting agenda for appointment.

PROCESS:

- The Village Clerk will normally advertise for applications far enough in advance to allow for the full nomination/appointment process to be completed prior to known vacancies. In situations where the vacancy is unexpected, this may not be possible. Use of a standing list of applicants is acceptable to expedite the selection process, as necessary.
- A nominating committee made up of the Village Manager, the Planning & Inspections Director and the applicable board chair (HPC or P&Z) will interview applicants as they deem appropriate and select a nominee.
- The Village Manager will notify all Council Members once a nominee has been selected and attempt to schedule two meetings with the nominee, each involving two Council Members. If, either due to nominee or Council Member unavailability, this meeting provision cannot be fully completed after a period of two weeks, the Village Manager may proceed with the nomination. (The requirement for attempting to arrange these meetings with Council Members does not apply to nominations of sitting board members to subsequent terms, nor to nominations of board chairs. In those cases, the Village Manager will immediately schedule consideration of the appointment on the next available Council Meeting agenda, pending availability of the nominee.)
- If after all scheduled meetings are completed, two or more Council Members object to the nomination, the nominating committee will rescind the nomination and select a new nominee.

- Once a nomination has completed these steps without two or more Council Members objecting to it, the Village Manager will schedule consideration of the appointment on the next available Council Meeting agenda, pending availability of the nominee.

POLICY UPDATE

This policy shall be reviewed in accordance with the Village's overall policy update schedule and framework as determined by the Village Manager or directed by Village Council.

Approved by:

Jeff Sanborn, Village Manager

Date

Resolution # 23-40
Village Council, Resolution

Date



**DISCUSS AND CONSIDER AWARDING F24 DOWNTOWN STREET
RESURFACING CONTRACT TO TURNER ASPHALT
ADDITIONAL AGENDA DETAILS:**

FROM:

Mike Apke, P.E., Public Services and Engineering Director

CC:

Jeff Sanborn, Village Manager and Jeff Batton, Assistant Village Manager

DATE OF MEMO:

8/2/2023

MEMO DETAILS:

This item is to consider awarding the Village's FY24 Downtown Street Resurfacing & Improvement project contract to Turner Asphalt from Raleigh, North Carolina. This project includes the resurfacing of approximately 1/2 of a mile of Village streets and on-street parking areas in downtown Pinehurst. A map showing the areas included in the bid package is attached for reference.

Four (4) contractors submitted unit bid pricing for this project on July 20, 2023. Utilizing the Village's estimated quantities of items within the project, Turner Asphalt's total bid amount to complete the project is \$305,553.00. A Bid Tabulation summary showing all bids received is attached for reference.

The Village's Powell Bill budget for FY24 is \$1.5 million, so the low bid is well within the available funding. We also intend to bid out a separate project to resurface additional roads outside of the downtown area within the next month, and will bring those bid results back to Council at a future meeting.

Given the location of this work, staff recommends that the contract be awarded to Turner Asphalt in the amount of \$305,553.00 via motion and requests that the motion include that the Village Manager is authorized to execute change orders up to 25% of the bid amount (\$76,388) up to a total of \$381,941.00.

If approved, Turner's proposed schedule is to begin work in mid to late September and complete the work in early to mid October. Staff met with several downtown business owners on August 1st to discuss the project details, schedule, etc. and will continue to communicate regularly with downtown business owners throughout the duration of the project.

Please note that the actual contract is not attached as the Contractor typically does not obtain performance bonds or payment bonds that go with the contract until after Council authorizes the execution.

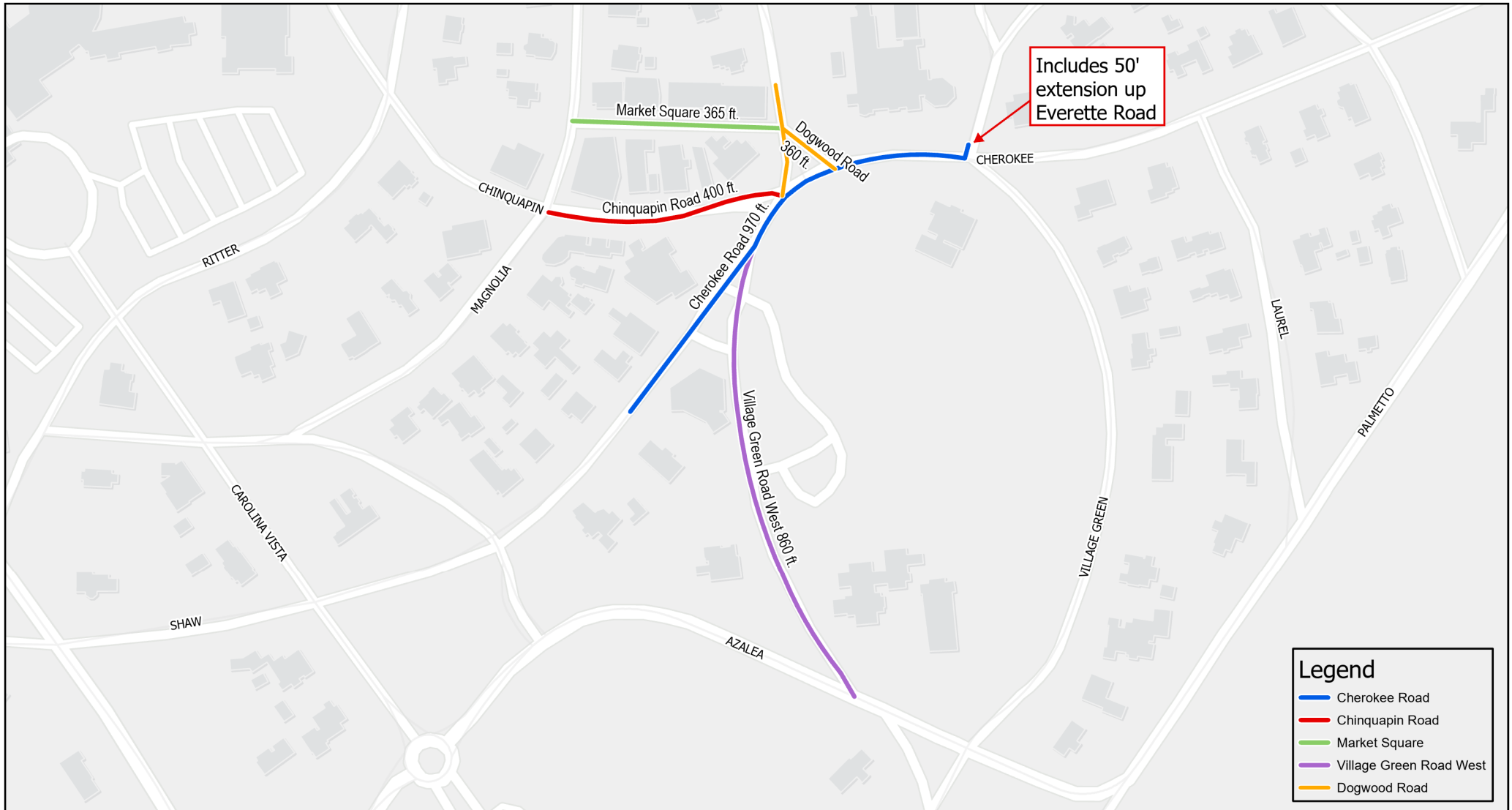
ATTACHMENTS:

Description

- ☐ FY24 Downtown Resurfacing Bid Summary
- ☐ FY24 Downtown Resurfacing Map

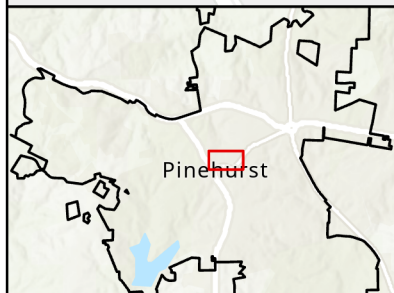
BID TABULATION
Village of Pinehurst
FY24 Downtown Street Resurfacing & Improvement Project

Item	Description/Unit	Unit	Estimated Qty	Turner Asphalt Raleigh, North Carolina		Barnhill Contracting Fayetteville, North Carolina		Hudson Paving Rockingham, North Carolina		Fred Smith Company Raleigh, North Carolina	
				Unit Price (\$)	Ext Total (\$)	Unit Price (\$)	Ext Total (\$)	Unit Price (\$)	Ext Total (\$)	Unit Price (\$)	Ext Total (\$)
1	Remove Existing Asphalt by Milling, 1.5" Depth	SY	11,200	\$3.90	\$43,680.00	\$7.15	\$80,080.00	\$13.50	\$151,200.00	\$26.00	\$291,200.00
2	Class 'A' Full Depth Patching (3" depth NCDOT Type I-19B), done by a milling machine, placed down with a paving machine)	SY	1,500	\$41.25	\$61,875.00	\$50.85	\$76,275.00	\$80.00	\$120,000.00	\$100.00	\$150,000.00
3	Asphalt Surface S9.5B, 1.5" Overlay	SY	11,200	\$14.43	\$161,616.00	\$23.20	\$259,840.00	\$32.00	\$358,400.00	\$24.00	\$268,800.00
4	Pavement Markings, placed back per existing with Reflectorized Thermoplastic Striping - include changes noted in Street Listing on the following page	LS	1	\$38,382.00	\$38,382.00	\$39,500.00	\$39,500.00	\$49,900.00	\$49,900.00	\$42,500.00	\$42,500.00
Total Base Bid					\$305,553.00		\$455,695.00		\$679,500.00		\$752,500.00



Legend

- Cherokee Road
- Chinquapin Road
- Market Square
- Village Green Road West
- Dogwood Road



Public Services - FY24 Resurfacing Downtown Village of Pinehurst

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2023

Coordinate System: NAD 1983 StatePlane North Carolina FIPS 3200 Feet

