



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JUNE 23, 2015
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Reports:
 - Manager
 - Council
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. Consider a resolution reappointing members to the Conservation Commission (Campbell, Cox, Wilson).
- B. Consider a resolution amending the Fees and Charges Schedule for the Harness Track.
- C. Consider an ordinance amending the budget for Harness Track heating upgrades.
- D. Consider a resolution changing the authorized banking representatives for the Village of Pinehurst.
- E. Public Safety Reports
 - Police Department
 - Fire Department
- F. Approval of Draft Village Council Meeting Minutes.
 - May 12 Regular Meeting Minutes
 - May 13 Budget Work Session Minutes
 - May 14 Budget Work Session Minutes
 - May 26 Regular Meeting Minutes
- G. Motion to Receive Budget Amendments Report for June 15, 2015

End of Consent Agenda.

5. Discuss Welcome Center staffing.
6. Consider renewal for CCNC solid waste contract with Lofton Garbage Service.
7. Discuss Village Hall parking expansion.

8. Consider a contract for cleaning services for the Village of Pinehurst.
9. Update on Juniper Lake Road Property.
10. Consider a request for a new street lighting location in the Village of Pinehurst.
11. Other Business.
12. Comments from Attendees.
13. Motion to Adjourn.



History, Charm, & Southern Hospitality.

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

Competent

Courteous

Professional

Responsive



**CONSIDER A RESOLUTION REAPPOINTING MEMBERS TO THE
CONSERVATION COMMISSION (CAMPBELL, COX, WILSON).**

ADDITIONAL AGENDA DETAILS:

FROM:

Lauren Craig

CC:

Jeff Batton

DATE OF MEMO:

6/17/2015

MEMO DETAILS:

Attached is a resolution to consider reappointing Tom Campbell, Larry Cox, and Steve Wilson for an additional term on the Pinehurst Conservation Commission. All three volunteers have agreed to serve again and they have the support of Chairperson Molly Rowell.

ATTACHMENTS:

Description

- ☐ Resolution 15-26 Re-appointments to Conservation

RESOLUTION #15-26:

**A RESOLUTION REGARDING RE-APPOINTMENTS TO THE
VILLAGE OF PINEHURST CONSERVATION COMMISSION.**

THAT WHEREAS, on the 22nd day of February, 2011, the Village of Pinehurst formally established a Village of Pinehurst Conservation Commission by Resolution #11-11; and

WHEREAS, the terms of Mr. Tom Campbell, Mr. Larry Cox, and Mr. Steve Wilson will expire on June 30, 2015;

WHEREAS, Mr. Campbell, Mr. Cox, and Mr. Wilson and the Village Council of Pinehurst are desirous of their continuing to serve as members of the Conservation Commission;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina in a regular meeting assembled this 23rd day of June, 2015, as follows:

SECTION 1. That the following re-appointments are hereby made to the Village of Pinehurst Conservation Commission for the terms indicated:

Mr. Tom Campbell is re-appointed as a member of the Village of Pinehurst Conservation Commission, effective June 30, 2015, said term to expire June 30, 2017.

Mr. Larry Cox is re-appointed as a member of the Village of Pinehurst Conservation Commission, effective June 30, 2015, said term to expire June 30, 2016.

Mr. Steve Wilson is re-appointed as a member of the Village of Pinehurst Conservation Commission, effective June 30, 2015, said term to expire June 30, 2017.

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

THIS RESOLUTION passed and adopted this 23rd day of June, 2015.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



**CONSIDER A RESOLUTION AMENDING THE FEES AND CHARGES SCHEDULE
FOR THE HARNESS TRACK.
ADDITIONAL AGENDA DETAILS:**

FROM:

John Frye

CC:

Jeff Batton & Natalie Dean

DATE OF MEMO:

6/15/2015

MEMO DETAILS:

In order to implement the fee changes recommended in the Harness Track Financial Sustainability Report, presented to Council on June 9, an updated Fees & Charges Schedule will need to be adopted by resolution.

Details of the recommended changes to the schedule are summarized on the attached "Changes to Fees & Charges" worksheet. Also, a full copy of the updated "Fees & Charges Schedule" is attached as Exhibit A.

These changes are effective July 1, 2015 and will be reflected in contracts with trainers for Fall 2015.

If you have any questions regarding these changes, please feel free to contact me.

ATTACHMENTS:

Description

- ☐ Resol #15-24 Amending Fees and Charges Schedule
- ☐ Changes to Fees and Charges
- ☐ Fees and Charges Schedule - Exhibit A

RESOLUTION #15-24:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 9th day of March, 2004; and

WHEREAS, it is the policy of the Village of Pinehurst to review and amend the Fees and Charges Schedule on an annual basis, or as deemed necessary; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the Pinehurst Fees and Charges Schedule, have determined that it is in the best interest of the Village of Pinehurst to make the amendments as requested;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 23rd day of June, 2015, as follows:

SECTION 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective July 1, 2015, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

SECTION 2. That all resolutions or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this resolution.

SECTION 3. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 23rd day of June, 2015.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2015**

Parks & Recreation Fees

Harness Track (pages 17-18)

	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Standardbred Training (Stall Rental):					
Full Season	825.00	75.00	900.00	9%	BIRDIE Team recommendation
Monthly (No Proration Allowed)	300.00	100.00	400.00	33%	BIRDIE Team recommendation
Standardbred Training (Other Fees):					
Grooms Quarters - Improved	100.00	100.00	200.00	100%	BIRDIE Team recommendation
Grooms Quarters - Prorated	3.00	4.00	7.00	133%	BIRDIE Team recommendation
Additional Occupant	30.00	30.00	60.00	100%	BIRDIE Team recommendation
Horse Shows					
Stall Clean Out	6.00	4.00	10.00	67%	BIRDIE Team recommendation
Other Fees					
Oversize Vehicle Parking (RV)	20.00	15.00	35.00	75%	BIRDIE Team recommendation

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
12/2007	Copies	\$0.10	per sheet
06/2010	Golf Cart Stickers	\$5.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour
12/2007	Rental Fee – Assembly Hall & Station 91 Conference Room: Up to 3 hours: Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at www.fema.gov/rrr/pa/fin_eq_rates.shtm .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

ENGINEERING:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection Fees			
03/2004	New Roadway (Public and Private)	\$0.75	per lane, per lf
03/2004	Widening of Existing Roadway	\$0.75	per lane, per lf
03/2004	Fire Lanes on Private Property	\$0.40	per lane, per lf
12/2004	Sidewalk and Pathways	\$0.50	per lf
03/2004	Curb Cuts for Driveways	\$50.00	per drive
03/2004	Stormwater Fees	\$0.45 + \$40.00	per lf of pipe plus per structure
03/2004	Lift STOP WORK ORDER and Reinitiate Infrastructure Inspections	\$100.00	per violation
03/2004	Re-Inspection Fees	\$70.00	per hour
Plan Review The base fee for plan review includes 2 draft reviews and 1 mylar signoff. Third and subsequent review fees are for plans that require additional review due to failure to correct deficiencies and incorporate review comments. These fees must be paid in advance of the subsequent reviews being performed.			
03/2004	Single Family Subdivision	\$300.00 + \$100.00	per plan plus per lot
03/2004	Commercial/Multi-Family	\$300.00 + \$100.00	per plan plus per acre
03/2004	Third and Subsequent Review	\$300.00	per review
03/2004	Revision Review after Mylar Signoff	\$100.00	per review
Other Reviews			
12/2004	Flood Study	\$1,000.00	per study
12/2004	Traffic Impact Review	Cost plus 10%	per review

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/20094	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/20094	Copy of already created map up to 11 x 17	\$6.00	per map
12/20094	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

INSPECTIONS:

Council Adopted Date	Description	Fee/Charge	Unit
New Construction and Additions			
03/2004	Residential:		
03/2004	Building	\$0.18	per square foot (sf)
03/2004	Electrical	\$0.06	per sf
03/2004	Mechanical	\$0.05	per sf
03/2004	Plumbing	\$0.05	per sf
03/2004	Insulation	\$0.03	per sf
03/2004	Non-Residential:		
03/2004	Building	\$0.40	per sf
03/2004	Electrical	\$0.07	per sf
03/2004	Mechanical	\$0.07	per sf
03/2004	Plumbing	\$0.07	per sf
03/2004	Insulation	\$0.04	per sf
12/2006	Minimum Fee	\$100.00	per inspection, per trade
03/2004	Compliance Inspection	\$100.00	per inspection, per trade
Change-Outs and Upgrades			
01/2011	Electrical (Residential and Non-Residential):		
03/2004	Change Out and Upgrade	\$50.00	per unit
	Electrical Service Upgrade	\$100.00	per 200 amperage
01/2011	Mechanical (Residential):		
01/2011	Change Out and Upgrade	\$50.00	per unit
	Gas Piping	\$50.00	per unit
03/2004	Mechanical (Non-Residential):		
03/2004	Change Out and Upgrade	\$100.00	per 10 ton
	Gas Piping	\$100.00	per unit
01/2011	Plumbing:		
	Change Out and Upgrade	50.00	per unit
06/2013	Framing:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Insulation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Irrigation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Demolition			
12/2009	Application for Exterior & Interior Demolition	\$100.00	per 1,000 sf
03/2004	Application for Structure Relocation	\$50.00	per application
Other Fees			
03/2004	Application to Lift a STOP WORK ORDER	\$200.00	per application
03/2004	Work Performed Without a Permit	Double permit fee	per violation
03/2004	Siding Installation	\$50.00	per application
01/2011	Temporary Power for HVAC	\$100.00	per unit
01/2011	Misc. Additional Wiring	\$50.00	per unit
01/2011	Home Day Care and Foster Home Inspection	\$100.00	per unit
01/2011	ABC Permit Inspection	\$100.00	per unit
01/2011	Home Health and Day Care	\$100.00	per unit
01/2011	Temporary Pole	\$60.00	per unit
	Application for Mobile Home Permit (includes tie down, electrical, plumbing and HVAC):		
01/2011	Single Wide	\$150.00	per unit
01/2011	Double Wide	\$200.00	per unit
Re-Inspection Fees			
01/2011	First Offense	\$50.00	per unit
03/2004	Second Offense	\$100.00	per inspection
03/2004	Each Time After Second Offense	Double previous fee	per inspection
Special Extra Inspection Fees			
12/2006	Residential	\$50.00	per inspection, per trade
12/2006	Non-Residential	\$100.00	per inspection, per trade

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tents			
01/2011	Residential	\$50.00	per unit
01/2011	Non-Residential	\$100.00	per unit
The Non-Residential tent inspection fee will be waived if the tent is being used for a horse show.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

PLANNING:

Council Adopted Date	Description	Fee/Charge	Unit
Amendment Petition			
03/2004	Comprehensive Land Use	\$300.00	per application
03/2004	Pinehurst Development Ordinance	\$400.00	per application
Amendment to the Zoning Map (Rezoning or Conditional Use) – General Use District			
01/2013	Residential – Less than 5 acres	\$250.00 + \$100.00	per application plus per acre
01/2013	Residential – More than 5 acres	\$300.00 + \$100.00	per application plus per acre
01/2013	Non-Residential	\$350.00 + \$100.00	per application plus per acre
01/2013	Overlay	\$300.00 + \$100.00	per application plus per acre
Board of Adjustment			
03/2004	Request for a Variance	\$400.00	per application
01/2013	Appeal of an Administrative Decision	\$400.00	per application
01/2013	Appeal of the Historic Preservation Commission	\$400.00	per application
12/2006	Failure to Appear for Hearing Without Notice	Actual cost	per Court Recorder invoice

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Documents and Maps			
03/2004	Comprehensive Long Range Plan (paper copy)	\$35.00	per document
03/2004	PDO (paper copy)	\$30.00	per document
12/2007	Zoning Map	\$20.00	per map
Site Plan Approval Site plan approval may require engineering review. When engineering review is needed, the Village will advise the applicant and the applicant will be responsible for paying the engineer's fees and charges. See the Engineering section of the Fees and Charges Schedule for the applicable fees.			
03/2004	Minor Site Plan:		
03/2004	Single Family Home	\$225.00	per application
	Commercial/Multi-Family	\$400.00 + \$100.00	per application plus per acre
03/2004	Major Site Plan	\$600.00 + \$100.00	per application plus per lot
03/2004	Re-review Fee (after second review)	Previous fee	per review
03/2004	Accessory Structure - Residential - All Sides Less Than 12'	\$50.00	per application
01/2011	12' x 12' or greater	\$225.00	per application
01/2013	Small additions 10'X5' or smaller	\$50.00	per application
Special Use Permit			
03/2004	Major Special Use	\$600.00	per application

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Subdivision of Land			
03/2004	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	\$300.00 + \$100.00	per application plus per lot
	More than 5 acres	\$600.00 + \$100.00	
03/2004	Final Plat:		
03/2004	Exempt Subdivision	\$25.00	per application
03/2004	Minor Subdivision	\$150.00	per application
03/2004	Major Subdivision	\$150.00 + \$10.00	per application plus per lot
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	\$50.00	per application
03/2004	Change an Address	\$35.00	per application
1/2015	Change a Road Name	\$100.00	per application plus cost of signs
01/2015	Clearing	\$35.00	per permit
03/2004	Decks, Pools, Spas, and Gazebos	\$100.00	per application
03/2004	Driveway	\$50.00	per permit
01/2011	Fences, Walls, Arbors and Patios (using 5' encroachment)	\$50.00	per application
01/2015	Fence Exception	\$400.00	per application
03/2004	Home Occupation	\$50.00	per permit
03/2004	Homeowner's Recovery Fee	\$10.00	per application
01/2015	Permanent Sign	\$100.00	per application
12/2005	Propane Tank	\$25.00	per application
01/2015	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	\$25.00	per sign
01/2015	Well	\$50.00	per permit
03/2004	Zoning Certification Letter	\$35.00	per application
03/2004	Zoning Compliance Letter	\$35.00	per application
12/2005	Zoning Compliance Re-Inspection	\$50.00	per application
12/2005	Zoning Use	No Charge	per permit
In addition to the fees and charges for each application or permit, Applicants must comply with all bonding requirements established by the Village of Pinehurst. Bonding requirements can be found in the applicable application packets.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
	Overtime Violation	\$5.00	per ticket
12/2004	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
01/2014	Refuse: 48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2014	Recycle: 64 Gallon Cart	\$50.00	per additional cart
01/2014	96 Gallon Cart	\$55.00	
01/2014	Yard Debris: 96 Gallon Cart	\$55.00	per additional cart
01/2014	Bulk Load Pick Up	\$150.00	first load per trip
01/2014		\$75.00	extra load per trip
*Bulk load pick-up will only be provided to developed lots with established homes. Only one extra load per trip will be allowed.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2013	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit Commercial	\$1,375.00 \$1,750.00 \$1,750.00 \$2,000.00	per day
01/2013	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit Commercial	\$785.000 \$1,000.00 \$1,000.00 \$1,150.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. 8 hour max for weekday events. Additional hours will be billed at \$150/hour.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks & Recreation Director	
Other Fees			
12/2003	Admission Charged	10%	gross sales
12/2003	Cancellation (90 days or less)	100% retained	per deposit
12/2003	Cancellation (91 days or more)	50% retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair
01/2015	Kitchen Cleaning/Trash Removal (including co-sponsored and gratuitous events)	\$150.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	\$300.00 \$5.00	per day per section per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
12/2003	Deposit (Security/Damage)	\$500.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	\$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
	<u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that operates with a "for-profit" motive.		
09/2013	<u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Friday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7.		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit per the Fee Schedule.		
12/2003	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least five business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
12/2003	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least five business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, a department of the Village of Pinehurst.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00 \$100.00	per day ½ day (4 hrs. max)
01/2012	One Infield – with Show Rings	\$250.00 \$185.00	per day ½ day (4 hrs. max)
01/2012	Two Infields – without Show Rings	\$300.00 \$175.00	per day ½ day (4 hrs. max)
01/2012	Two Infields – with Show Rings	\$350.00 \$250.00	per day ½ day (4 hrs. max)
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
07/2015	Full Season	\$900.00	per stall
07/2015	Monthly (No Proration Allowed)	\$400.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$200.00	per month
01/2013	Grooms Quarters - Unimproved	\$70.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009	Impact Fee:		
01/2011	Temporary Stalls	\$10.00	per stall, per show per
	Horse not using a stall	\$10.00	day, per horse
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/2011	Show Ring Incentive Program (promoters participating in incentive program will have tack stall fees waived for five years) (Resolution #10-36)	Waived	five (5) years
01/1997	Vendor Fee	\$25.00	per vendor per show
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2012	Stall Rental (501c(3) Organization)	\$20.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, Blacksmith Shop, and Trailer Space each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Director of Parks and Recreation.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual
Classes/Programs			
The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$15.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged	10%	gross sales
06/2013	Chairs	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables	\$4.50 set up by renter \$9.00 set up by Village staff	per table
06/2013	Stage (4'x8' Section)	\$15.00	per section per event
06/2013	Stage (24'x16' Full)	\$180.00	per event
06/2013	Stage Setup/Breakdown	\$200.00	per stage use
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident	\$15.00 \$30.00	per game/hour without lights per game/hour with lights
06/2013	Non-Resident	\$25.00 \$50.00	per game/hour without lights per game/hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
06/2013	Cannon Park Picnic Shelter: Resident	\$25.00 \$15.00	first three hours each additional hour
06/2013	Non-Resident	\$50.00 \$15.00	first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Director of Parks & Recreation based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Arboretum Lawn The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. If more than one amenity is requested to be used, the package rate will apply per day.			
Timmell Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental: Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
Grounds Only (includes tables and chairs)			
01/2015	Pergola Garden: Resident Non-Resident	\$450.00 \$600.00	per day
01/2015	Magnolia Lawn: Resident Non-Resident	\$350.00 \$450.00	per day
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds & Pavilion Rental (includes tables and chairs)			
01/2015	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$900.00 \$1,200.00	per day
01/2015	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$900.00 \$1,200.00	per day
01/2015	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$900.00 \$1,200.00	per day
01/2015	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,200.00 \$1,600.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion only Deposit	\$100.00	per event
01/2015	Multiple Amenities/Venues Deposit	\$200.00	per event
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Director of Parks and Recreation, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only. Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
12/2008	Refund Policy
Purpose To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits. Coverage This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council. Policy If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks. Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation. When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$5.00 administrative fee and any non-refundable deposits that may be applicable. When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable. If a registrant cancels participation in a trip, a full refund, less a \$5.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund. The Director of Parks and Recreation will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2015**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations. Fees for Co-Sponsored events will be determined by the Village Manager or designee. The Village Manager or designee may waive any fee that is deemed in the best interest of the community.	



**CONSIDER AN ORDINANCE AMENDING THE BUDGET FOR HARNESS TRACK
HEATING UPGRADES.**

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Batton & Natalie Dean

DATE OF MEMO:

6/15/2015

MEMO DETAILS:

When the Harness Track Financial Sustainability Report was presented to the Village Council on June 9, upgrades to the heating systems in the barn grooms quarters were recommended.

The recommendation is to replace the LP gas fired systems with electric baseboard heaters. The project, which is estimated to cost \$16,800, also includes upgrading the electrical panels in several of the barns to accommodate the additional electrical loads.

In order to facilitate the upgrades, the attached amendment to the FY 2016 Budget will need to be approved as this project was not included in the budget when originally adopted.

If you have any questions regarding this item, please feel free to contact me.

ATTACHMENTS:

Description

- 📎 Ordinance 15-12: Budget Amendment-Harness Track Heating Upgrades

ORDINANCE #15-12:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2016, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (HARNESS TRACK HEATING UPGRADES)

THAT WHEREAS, the Harness Track Financial Sustainability Report, presented to Council on June 9, 2015, recommended upgrades to the heating systems in the Harness Track grooms quarters; and

WHEREAS, funding was not included in the FY 2016 Budget for this purpose when originally adopted;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 23rd day of June 2015, as follows:

SECTION 1. To amend the FY 2016 General Fund budget with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-00-970-5900	B&G-R&M: Buildings & Grounds	\$ 16,800	
10-00-190-3905	Fund Balance Appropriated		\$ 16,800
10-80-620-5904	Harness Track-B&G Maint-ISF	16,800	
10-00-970-3560	B&G-Charges to Other Departments		16,800

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Village Council, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 23rd day of June 2015.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



**CONSIDER A RESOLUTION CHANGING THE AUTHORIZED BANKING
REPRESENTATIVES FOR THE VILLAGE OF PINEHURST.**

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Batton & Natalie Dean

DATE OF MEMO:

6/16/2015

MEMO DETAILS:

With Jeff Sanborn beginning his term as Village Manager effective July 1, we need to update the authorized signers for our bank account. Attached is a resolution updating the authorized signers and related documents to implement this change.

If you have any questions, please let me know.

ATTACHMENTS:

Description

- ☐ Resolution #15-25 Changing Authorized Banking Representatives
- ☐ PNC Master Resolution-Delete (Exhibit A)
- ☐ PNC Master Resolution-Add (Exhibit B)
- ☐ PNC Signature Card

RESOLUTION #15-25:

**A RESOLUTION CHANGING AUTHORIZED REPRESENTATIVES FOR THE
VILLAGE OF PINEHURST OFFICIAL DEPOSITORY**

THAT WHEREAS, the Local Government Budget and Fiscal Control Act (G.S. 159-31) indicates that the governing board must designate an official depository; and

WHEREAS, Resolution #04-10 designated RBC Bank, now PNC Bank, as the official depository for the Village of Pinehurst; and

WHEREAS, changes in personnel and responsibilities have made it necessary to amend the list of authorized representatives for banking services;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 23rd day of June 2015 as follows:

SECTION 1. That the attached “Master Resolution and Authorization for Depository Accounts and Treasury Management Services-Supplemental Update to Part C” deleting Jeff Batton as a person authorized to act, is hereby adopted, said resolution and agreement attached hereto as (Exhibit A) and made a part hereof, the same as if included verbatim.

SECTION 2. That the attached “Master Resolution and Authorization for Depository Accounts and Treasury Management Services-Supplemental Update to Part C” adding Jeffrey M. Sanborn as a person authorized to act, is hereby adopted, said resolution and agreement attached hereto as (Exhibit B) and made a part hereof, the same as if included verbatim.

THIS RESOLUTION passed and adopted this 23rd day of June 2015.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

PNC Bank, National Association

SUPPLEMENTAL UPDATE TO PART C – PERSONS AUTHORIZED TO ACT – Check box(es) to grant authorities to individuals

AUTHORIZATION FOR USE OF FACSIMILE SIGNATURE

If this box ☐ is checked, it authorizes the use of facsimile signatures in accordance with Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

CLIENT NAME: Village of Pinehurst

☐ ADD ☒ DELETE (Please provide printed name and signature of signer to be added or provide printed name of signer to be removed. 3E authorized signature is required at the bottom.)

NAME	TITLE	AUTHORIZATION TO OPEN AND CLOSE ACCOUNTS? (3A)	AUTHORIZATION TO SIGN CHECKS AND OTHER INSTRUMENTS AND WITHDRAWAL ORDERS AND TO DELEGATE SUCH AUTHORITY TO OTHERS? (3B)	AUTHORIZATION TO OBTAIN TREASURY MANAGEMENT SERVICES AND DELEGATE SUCH AUTHORITY TO OTHERS? (3C)	AUTHORIZATION TO DESIGNATE PERSONS AUTHORIZED TO INITIATE AND CONFIRM FOREIGN EXCHANGE TRANSACTIONS? (3D)	AUTHORIZATION TO MAKE CHANGES TO ATTACHMENTS? (3E)
<u>Print Name</u> Jeff Batton	Interim Village Manager	☐	☐	☐	☐	☐
<u>Signature</u>						
<u>Print Name</u>		☐	☐	☐	☐	☐
<u>Signature</u>						
<u>Print Name</u>		☐	☐	☐	☐	☐
<u>Signature</u>						

Authorized Signature (required for ADD or DELETE) :

<u>Print Name</u> Nancy Roy Fiorillo	<u>Signature</u>	<u>Date</u> June 23, 2015
--	------------------	-------------------------------------

SIGN HERE

Authorized Representative per Part 3E of the PNC Master Resolution

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

PNC Bank, National Association

Instructions: If person granted authority under 3B will be signing checks, this person should also sign the signature card(s) for all appropriate accounts.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

PNC Bank, National Association

SUPPLEMENTAL UPDATE TO PART C – PERSONS AUTHORIZED TO ACT – Check box(es) to grant authorities to individuals

AUTHORIZATION FOR USE OF FACSIMILE SIGNATURE

If this box ☐ is checked, it authorizes the use of facsimile signatures in accordance with Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

CLIENT NAME: Village of Pinehurst

☒ **ADD** ☐ **DELETE** (Please provide printed name and signature of signer to be added or provide printed name of signer to be removed. 3E authorized signature is required at the bottom.)

NAME	TITLE	AUTHORIZATION TO OPEN AND CLOSE ACCOUNTS? (3A)	AUTHORIZATION TO SIGN CHECKS AND OTHER INSTRUMENTS AND WITHDRAWAL ORDERS AND TO DELEGATE SUCH AUTHORITY TO OTHERS? (3B)	AUTHORIZATION TO OBTAIN TREASURY MANAGEMENT SERVICES AND DELEGATE SUCH AUTHORITY TO OTHERS? (3C)	AUTHORIZATION TO DESIGNATE PERSONS AUTHORIZED TO INITIATE AND CONFIRM FOREIGN EXCHANGE TRANSACTIONS? (3D)	AUTHORIZATION TO MAKE CHANGES TO ATTACHMENTS? (3E)
<u>Print Name</u> Jeffrey M. Sanborn	Village Manager	☒	☒	☐	☐	☐
<u>Signature</u>						
<u>Print Name</u>		☐	☐	☐	☐	☐
<u>Signature</u>						
<u>Print Name</u>		☐	☐	☐	☐	☐
<u>Signature</u>						
SIGN HERE						
Authorized Signature (required for ADD or DELETE) :						
<u>Print Name</u> Nancy Roy Fiorillo		<u>Signature</u>			<u>Date</u> June 23, 2015	

Authorized Representative per Part 3E of the PNC Master Resolution

Instructions: If person granted authority under 3B will be signing checks, this person should also sign the signature card(s) for all appropriate accounts.

SIGNATURE CARD



PNC Bank, National Association

Date: June 15, 2015

THIS SECTION TO BE COMPLETED BY PNC

☐ Original ☐ Master ☐ Add ☒ Replacement ☐ Delete

ACCOUNT NUMBER	PRODUCT TYPE	MARKET NUMBER	BRANCH	COST CENTER
5324792991	BR	040	945	7744

THE FOLLOWING SECTIONS TO BE COMPLETED BY CLIENT

ACCOUNT TITLE		SUBTITLE	
Village of Pinehurst			
STREET ADDRESS	CITY	STATE / PROVINCE	ZIP CODE
395 Magnolia Rd	Pinehurst	North Carolina	28374
COUNTRY	TAX IDENTIFICATION NUMBER	PHONE NUMBER	
USA	56-1211319	(910) 295-1901	

Check appropriate box for federal tax Classification (required):

- ☐ Individual/sole proprietor ☐ S Corporation ☐ C Corporation ☐ Partnership ☐ Trust/estate
☐ Limited Liability Company. Enter the tax classification (C = C Corporation, S = S Corporation, P = partnership) _____
☒ Other (See IRS Instructions for Form W-9 Government/Municipality)

COMPLETE EACH SECTION FOR ALL SIGNERS, INCLUDING THOSE USING FACSIMILE SIGNATURES:

PRINTED NAME	TITLE	MANUAL OR FACSIMILE SIGNATURE (not required for a Deletion)
1) Nancy Roy Fiorillo	Mayor	
2) John C. Strickland	Treasurer	
3) Jeffrey M. Sanborn	Village Manager	
4) Natalie Dean	Assistant Village Manager	
5) John G. Frye	Financial Services Director	
6)		

By signing below, the depositor (1) acknowledges receipt of the Account Agreement for this account and, if applicable to this account, the funds availability policy, and the USA PATRIOT Act Notice; (2) agrees that such documents are part of PNC's agreement with, and shall be legally binding on, the depositor; (3) agrees that PNC will not monitor specifications requiring multiple signatures or dollar limitations on checks drawn on depositor's accounts and that any such specifications are for depositor's internal purposes, only; (4) confirms that the information on this signature card is correct; and (5) confirms that the persons whose signatures appear on this signature card as signers on this account are authorized signers in accordance with the depositor's resolution and that the signatures appearing above are true specimens of the signatures of the persons listed above.

Certification of Owner:

Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
(3) I am a U.S. person (including a U.S. resident alien), and
(4) I am exempt for FATCA reporting.

If you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return, you must cross out item (2) in your certifications.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Authorized Signature

Authorized representative per Part 3B of the PNC Master Resolution or as authorized by the Resolution on file with the Bank.

SIGN HERE



**PUBLIC SAFETY REPORTS
ADDITIONAL AGENDA DETAILS:**

Police Department
Fire Department

ATTACHMENTS:

Description

-  Police Report
-  Fire Report

Incident IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

May 2015 - May 2014

Part I Offenses	May 2014	May 2015	+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
	2014	2015			2014	2015		
Murder	0	0	0	0%	0	0	0	0%
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	1	1	0	0%
Commercial	0	0	0	0%	1	0	-1	-100%
Individual	0	0	0	0%	0	1	1	-
Assault	0	0	0	0%	0	2	2	-
Violent Total:	0	0	0	0%	1	3	2	200%
Burglary	0	0	0	0%	0	0	0	0%
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	7	4	-3	-43%	30	42	12	40%
Auto Theft	0	1	1	-	0	1	1	-
Arson	0	0	0	0%	0	0	0	0%
Property Total:	7	5	-2	-29%	30	43	13	43%
Part I Total:	7	5	-2	-29%	31	46	15	48%

Part II Offenses	May 2014	May 2015	+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
	2014	2015			2014	2015		
Drug	5	7	2	40%	29	32	3	10%
Assault Simple	2	1	-1	-50%	7	5	-2	-29%
Forgery/Counterfeit	0	0	0	0%	1	1	0	0%
Fraud	0	5	5	-	17	21	4	24%
Embezzlement	0	0	0	0%	0	0	0	0%
Stolen Property	0	2	2	-	3	4	1	33%
Vandalism	4	1	-3	-75%	14	7	-7	-50%
Weapons	0	1	1	-	1	1	0	0%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	0	0	0	0%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	0	1	1	-
D.W.I.	1	3	2	200%	6	4	-2	-33%
Liquor Law Violation	0	0	0	0%	2	0	-2	-100%
Disorderly Conduct	1	0	-1	-100%	2	1	-1	-50%
Obscenity	0	0	0	0%	1	0	-1	-100%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	10	15	5	50%	84	82	-2	-2%
Part II Total:	23	35	12	52%	167	159	-8	-5%
Incident Total:	30	40	10	33%	198	205	7	4%

Arrest IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

May 2015 - May 2014

Part I Offenses	May 2014	May 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Murder	0	0	0	0%	0	2	2	-
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Individual	0	0	0	0%	0	0	0	0%
Assault	0	1	1	-	0	3	3	-
Violent Total:	0	1	1	-	0	5	5	-
Burglary	0	0	0	0%	0	0	0	0%
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	2	3	1	50%	13	9	-4	-31%
Auto Theft	0	0	0	0%	0	2	2	-
Arson	0	0	0	0%	0	0	0	0%
Property Total:	2	3	1	50%	13	11	-2	-15%
Part I Total:	2	4	2	100%	13	16	3	23%

Part II Offenses	May 2014	May 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Drug	11	3	-8	-73%	48	36	-12	-25%
Assault Simple	0	2	2	-	4	10	6	150%
Forgery/Counterfeit	0	0	0	0%	3	0	-3	-100%
Fraud	1	1	0	0%	6	6	0	0%
Embezzlement	0	0	0	0%	0	0	0	0%
Stolen Property	1	3	2	200%	11	10	-1	-9%
Vandalism	0	0	0	0%	7	3	-4	-57%
Weapons	0	0	0	0%	2	0	-2	-100%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	0	0	0	0%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	1	0	-1	-100%
D.W.I.	9	10	1	11%	39	31	-8	-21%
Liquor Law Violation	2	0	-2	-100%	6	3	-3	-50%
Disorderly Conduct	0	0	0	0%	1	4	3	300%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	24	38	14	58%	124	144	20	16%
Part II Total:	48	57	9	19%	252	247	-5	-2%
Arrest Total:	50	61	11	22%	265	263	-2	-1%



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF MAY 2015

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Fire	8	34	8	27	26%
Overpressure Rupture, Explosion, Overheat - no fire	0	2	1	2	0%
Rescue & EMS Incidents	11	28	11	61	-54%
Hazardous Conditions - no fire	11	60	16	59	2%
Service Call	12	85	11	84	1%
Good Intent Call	19	123	24	118	4%
False Alarm & False Call	23	112	17	84	33%
Severe Weather & Natural Disaster	1	2	0	0	200%
Special Incident Type	0	0	0	1	-100%
TOTAL INCIDENTS	85	446	88	436	2%

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Residential	7	34	2	24	42%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	2	0	4	-50%
Commercial	51	184	21	150	23%
Plan Review/Site Inspections	0	4	0	4	0%
Reinspection	44	177	11	121	46%
Occupancy Certificates	0	0	0	0	0%
TOTAL INSPECTIONS	102	401	34	303	32%
Violations Found:	62	342	44	335	2%
YTD Violations to be Corrected:		270		291	
YTD Violations Corrected:		259		202	
Correction Percentage:		96%		69%	

June 3, 2015


J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

395 Magnolia Road • Pinhurst, NC 28374 • Telephone (910) 295-5575 • Fax (910) 295-4861 • www.vopnc.org



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

May 12 Regular Meeting Minutes
May 13 Budget Work Session Minutes
May 14 Budget Work Session Minutes
May 26 Regular Meeting Minutes

FROM:

Lauren Craig

CC:

Jeff Batton

DATE OF MEMO:

6/16/2015

MEMO DETAILS:

See attachments for draft minutes.

ATTACHMENTS:

Description

- ☐ May 12 Regular Meeting
- ☐ May 13 Budget Work Session
- ☐ May 14 Budget Work Session
- ☐ May 26 Regular Meeting

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 12, 2015**

**395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
4:30 P.M.**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, May 12, 2015 in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. Clark H. Campbell, Councilmember
Mr. John R. Cashion, Mayor Pro-Tem
Ms. Claire L. Phillips, Councilmember
Mr. John C. Strickland, Councilmember
Mr. Jeffrey H. Batton, Interim Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 19 attendees, including 6 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Reports

Manager

- Noted there would be one item for consideration under Other Business regarding the Cotswold drainage project.

Council

- Councilmember Campbell had a good meeting with two County Commissioners regarding the tap fee for the Women's Exchange and he attended their annual meeting.

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. Consider a resolution honoring the service of Richard Lemke on Pinehurst Community Watch.
- B. Consider a resolution reappointing Betty Sapp to the BOA and P&Z.

End of Consent Agenda.

Councilmember Cashion moved to approve the Consent Agenda. The motion was seconded by Councilmember Strickland and passed unanimously with a vote of 5-0.

4. Discuss the proposed concept for a United States flag display.

Walt Morgan, Public Services Director, presented a concept of displaying American flags on Memorial Day, Independence Day, and Veteran's Day in specific locations around the Village of Pinehurst. Mr. Morgan shared a map of the proposed locations. Mr. Morgan noted the project would cost the Village approximately \$1,000 from the FY 2015 budget and the remaining funds of \$1,500 have been secured through private pledges. The order would consist of purchasing approximately 125 United States flags (size 3' x 5') on an 8 foot pole for display. Council held a discussion about the project and the location of the flags and determined to place the flags at the proposed locations for this Memorial Day holiday weekend and determine if modifications are needed after that time.

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 12, 2015**

5. Presentation of Financial Statements for the Quarter Ended March 31, 2015.

John Frye, Financial Services Director, presented Council with the financial statements for the quarter ended March 31, 2015. Mr. Frye noted the Village's financial condition is good and that revenues exceeded expenditures by a larger margin than anticipated in our forecast for the first three quarters. He also noted the operating expenditures are under control and the revenue outlook is stable for the Village. Council thanked Mr. Frye for this financial report.

6. Presentation of the FY 2016 Strategic Operating Plan.

Interim Manager, Jeff Batton, presented the Council with the recommended FY 2016 Budget and Strategic Operating Plan (SOP) and gave an overview of the plan. He reminded Council of the two budget work sessions scheduled to discuss the budget in more detail on May 13 and May 14 at 4:00pm in the Council Conference Room. Mr. Batton explained the strategic direction provided by the Village Council and key components and enhancements of the SOP. Mr. Batton gave an overview of the FY 2016 budget and highlighted several initiatives planned under each of the goals Council set. Mr. Batton explained the FY 2016-2020 five year plan information and noted that a public hearing is scheduled for Tuesday, May 26 at 4:30pm in Assembly Hall with hopes for a budget adoption on June 9. Mr. Batton thanked Natalie Dean, John Frye, Becky Jensen, and Angie Kantor for their work on this Strategic Operating Plan. Council thanked the staff for their work on this document.

7. Other Business

- Interim Manager Jeff Batton shared that McGill and Associates completed the bid process for the Cotswold drainage project and asked Council to consider a motion to authorize the execution of a contract with McFadden Homes for the Cotswold of Pinehurst drainage project. Upon a motion by Councilmember Strickland, seconded by Councilmember Cashion, Council unanimously approved to authorize the Mayor or her designee to execute a contract in the amount of \$145,500 for stormwater improvements in the Cotswold Subdivision by a vote of 5-0.
- Mayor Fiorillo noted the successful Live after 5 event at Tufts' Park last week.

8. Comments from attendees.

- Audience members, Christine Dandeneau and Amy Parker, saw the Village began clearing behind their houses today at the public services site and they noted concern regarding the recycling yard relocation. Ms. Parker noted that several houses have been renovated in that area and they are concerned about what this could do to those properties. Jeff Batton noted the Village is only cleaning up that area at the moment and no plans have been finalized regarding the definite relocation of the recycling yard. Ms. Dandeneau and Ms. Parker asked to be a part of the conversations as these plans are determined for the public services facility.
- Audience member, Jack Farrell, commented about the tax increase and suggested the Village tighten up finances or take it out of the fund balance for a year or two to prevent having to raise the tax rate by two cents.
- Audience member, Tom Campbell, shared that at a Conservation Commission meeting the day prior, a member suggested issuing a bond or referendum for the public to vote on to get some of the major projects accomplished within their lifetime.

9. Motion to Adjourn.

Councilmember Cashion moved to adjourn the Regular Meeting. The motion was seconded by Councilmember Strickland and carried unanimously. The Regular Meeting adjourned at 5:42 p.m.

Respectfully Submitted,

Lauren Craig,
Village Clerk

**MINUTES OF
VILLAGE COUNCIL BUDGET WORK SESSION
MAY 13, 2014**

**395 MAGNOLIA ROAD
COUNCIL CONFERENCE ROOM
PINEHURST, NORTH CAROLINA
4:00 P.M.**

The Pinehurst Village Council held a Budget Work Session at 4:00 P.M. on Wednesday, May 13, 2015 in the Council Conference Room of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John R. Cashion, Mayor Pro-Tem
Mr. Clark H. Campbell, Councilmember
Ms. Claire L. Phillips, Councilmember
Mr. John C. Strickland, Councilmember
Mr. Jeffrey Batton, Interim Village Manager
Ms. Lauren Craig, Village Clerk
Ms. Natalie Dean, Assistant Village Manager
Mr. John Frye, Director of Financial Services

And approximately 7 attendees, including 3 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Discussion of the Recommended FY 2016 Strategic Operating Plan

Interim Manager Jeff Batton introduced the discussion on the recommended FY 2016 Strategic Operating Plan and noted that if Council does not complete the discussion today, there will be another work session tomorrow at 4:00pm. The public hearing is scheduled for May 26, 2015 and the plan is to have Council consider adoption by the first regular meeting in June. Mr. Batton thanked the staff for their work on this document.

I. Review sections of the budget and enhancements made

Assistant Village Manager, Natalie Dean explained how the budget was enhanced from last year's document. Ms. Dean noted the Budget-in-Brief was included in the document this year to give a clear overview of the key initiatives and cost and she noted improvements to the strategic priorities section. Ms. Dean shared the departmental goals are now included on the department profile pages.

II. Provide an overview of the Strategic Planning Process- pg. 39

Ms. Dean provided an overview of how staff prioritizes the initiative requests from the Department Heads based on Council's direction provided at their Strategic Planning retreat in December.

III. Council Goals, Objectives, and Strategic Initiatives- pg. 37-66

Ms. Dean shared a spreadsheet to show each of the initiative requests from Department Heads along with their scores of prioritization and costs associated.

IV. Overview of Proposed FY 2016 General Fund Budget- pg. 67-75

John Frye, Director of Financial Services, shared the general fund summary and noted the total General Fund Budget is 1.1% lower than FY 2015. He shared that the expenditures are now provided by function, type, and department. Mr. Frye noted this is a revenue neutral budget that estimates fund balance of 40% of expenditures. Mr. Frye shared more information about fund balances and net assets ratios and how fund balances would be used.

**MINUTES OF
VILLAGE COUNCIL BUDGET WORK SESSION
MAY 13, 2014**

V. General Fund Revenues- \$17,890,044

Mr. Frye gave a summary of projected property taxes, proposed revenue neutral tax rate of \$0.30, sales taxes, unrestricted intergovernmental revenues, restricted intergovernmental revenues, permits and fees, assessments, sales and services, other revenues, and fund balance appropriated.

VI. General Fund Expenditures- \$17,890,044

Mr. Frye gave a summary of the proposed staffing numbers, merit raises, insurance, and workers' compensation insurances costs. He summarized the operating expenditures specifically around resurfacing and funds for Given Memorial Library. Mr. Frye covered debt service expenditures and capital expenditures that are included in this budget. He discussed the Public Services Complex redevelopment phases and that the project commencement is currently contingent upon the sale of Juniper Lake Road property.

VII. Five-Year Plan- Begins on page 141

Mr. Frye shared the five-year capital plan including an overview of fleet and IT purchase plans and capital improvements.

VIII. Discussion Items

a. What was removed from FY 2016 SOP and Five Year CIP

Ms. Dean shared a list of the five-year initiatives that were requested by Department Heads but were not funded and covered the reasons why they did not rise to a higher priority. Natalie Dean also covered changes to the FY 2016 budget which eliminated \$400,300 from the FY 2016 budget.

b. Pinehurst Business Partners funding status

Mr. Batton noted that the Pinehurst Business Partners has withdrawn their request for funding and Council determined to reword the initiative but to keep the current funding in the budget.

c. Parks and Recreation Staff

Mr. Batton suggested using the part-time Parks and Recreation staffing request as an event role rather than parks maintenance role and absorb the park maintenance in other areas to assist in the workload of the Events Coordinator. Council formed a consensus to make this adjustment.

d. Given Memorial Library contributions

Mr. Batton asked for Council's guidance on the contribution plan to their capital campaign as proposed to Given Memorial Library and staff reported the current status of the Great Expectations campaign according to Audrey Moriarty of the library. Council held a discussion about the revised agreement with the library and determined to continue with the revised agreement as drafted currently including the extension of one year.

- Audience member Doug Middaugh asked if the \$200,000 is allocated between greenways and sidewalks or if the total is allocated to only sidewalks.
- Audience member Jack Farrell suggested to not increase the tax rate by the full 2 cents to show the Village cares about the average taxpayer. He suggested taking it out of the fund balance.

3. Adjournment.

At approximately 6:15pm Councilmember Cashion moved to adjourn the meeting. The motion was seconded by Councilmember Campbell and passed unanimously with a vote of 5-0.

Respectfully Submitted,

Lauren Craig,
Village Clerk

**MINUTES OF
VILLAGE COUNCIL BUDGET WORK SESSION
MAY 14, 2015**

**395 MAGNOLIA ROAD
COUNCIL CONFERENCE ROOM
PINEHURST, NORTH CAROLINA
4:00 P.M.**

The Pinehurst Village Council held a Budget Work Session at 4:00 P.M. on Thursday, May 14, 2015 in the Council Conference Room of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John R. Cashion, Mayor Pro-Tem
Mr. Clark H. Campbell, Councilmember
Ms. Claire L. Phillips, Councilmember
Mr. John C. Strickland, Councilmember
Mr. Jeffrey Batton, Interim Village Manager
Ms. Lauren Craig, Village Clerk
Ms. Natalie Dean, Assistant Village Manager
Mr. John Frye, Director of Financial Services

And approximately 6 attendees, including 3 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Discussion of the Recommended FY 2016 Strategic Operating Plan

Interim Manager Jeff Batton introduced the continued discussion on the recommended FY 2016 Strategic Operating Plan (SOP).

I. Review FY 2016 BSC goals, objectives, and KPIs

Assistant Manager Natalie Dean noted in 2014, the Village Council adopted a Balanced Scorecard (BSC) model to help prioritize funding to provide services at a certain level. She shared the four perspectives and noted the SOP is directly linked to the BSC goals and objectives. Ms. Dean shared the impact that a change of services could make on the BSC.

II. Discussion Items

John Frye, Director of Financial Services, shared an analysis of the unassigned fund balance as a percentage of expenditures. Mr. Frye noted this chart includes historical data and projections depending on the tax rates discussed and how these compare to the peer group average. Ms. Frye also shared five year projections based on the revenue neutral rate of \$0.30, the modified rate of \$0.29, and the current rate of \$0.28.

Council held a discussion about options for the tax rate and the services that would be affected in the long-term and about how to close the gap to balance the budget. Council held a discussion about the sale of the Juniper Lake Road property and how the decision on whether or not to sell it this year would affect the FY 2016 SOP. Staff noted the plan to bring the options for the disposal of the property to the May 26 meeting.

Council determined to set the tax rate at \$0.29 for two years and in 2018 change it to \$0.30 in the five year plan. Council directed staff to work in operations, capital, and fund balance to come up with a five year plan to balance the budget and bring it back to Council.

Council and staff discussed the idea of having the splash pad in Cannon Park rather than Wicker Park.

**MINUTES OF
VILLAGE COUNCIL BUDGET WORK SESSION
MAY 14, 2015**

Council held a discussion about the DFI study and formed a consensus to leave the funding in for DFI and to hear what they have to present at the June 2 Work Session. Council formed a consensus to remove the funds dedicated to the Pinehurst Business Partners in the budget. Council directed staff to review the Public Services redevelopment budget and consider recommended modifications.

Council discussed greenways and sidewalks and formed a consensus to add a sidewalk in Wicker Park from the Pergola Garden to the Timmel Pavilion in FY 2016.

Audience member, Jack Farrell, shared that he agreed with the solution that Council formed regarding the tax rate and that it is a positive message to the general public rather than keeping the fund balance levels so high.

3. Adjournment.

At approximately 5:27 pm Councilmember Cashion moved to adjourn the meeting. The motion was seconded by Councilmember Strickland and passed unanimously with a vote of 5-0.

Respectfully Submitted,

Lauren Craig,
Village Clerk

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 26, 2015**

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

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, May 26, 2015 in the Council Conference Room of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. Clark H. Campbell, Councilmember
Mr. John R. Cashion, Mayor Pro-Tem
Ms. Claire L. Phillips, Councilmember
Mr. John C. Strickland, Councilmember
Mr. Jeffrey H. Batton, Interim Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 28 attendees, including 8 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Invocation and Pledge of Allegiance

Interim Manager, Jeff Batton, offered the invocation and led everyone in the Pledge of Allegiance.

3. Presentation of a resolution honoring the service of Mr. Richard Lemke on Pinehurst Community Watch.

Mayor Fiorillo presented a resolution honoring the service of Mr. Richard "Dick" Lemke on Pinehurst Community Watch and thanked him for his years of service as the Chairman. Mr. Lemke said it has been a great pleasure volunteering with the Community Watch program for the Village and he thanked the Police Chief and Deputy Police Chief for their support.

4. Reports

Manager

- Interim Manager, Jeff Batton, reported one item may be under Other Business regarding removal of landscaping on Donald Ross Drive.
- Reminded the public that on June 2 the Village Council will hold a Work Session at 4:30pm.

Council

- Councilmember Strickland explained he and Councilmember Cashion attended the Midland Road study meeting and public workshops will be coming in June to give input on the look of Midland Road going forward from the traffic circle to Southern Pines.
- Mayor Fiorillo noted she has received many notes about the flags over Memorial Day weekend. The Mayor thanked Walt Morgan for bringing this program to the Village.

5. 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. Consider an ordinance amending the budget for the Cotswold Stormwater Improvements Project.
- B. Approval of Draft Village Council Meeting Minutes

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 26, 2015**

- April 14 Regular Meeting Minutes
- April 21 Work Session Minutes
- April 28 Regular Meeting Minutes
- C. Public Safety Reports
 - Police Department
 - Fire Department

End of Consent Agenda.

Councilmember Strickland moved to approve the Consent Agenda. The motion was seconded by Councilmember Cashion and passed unanimously with a vote of 5-0.

6. Interview and consider a resolution appointing Douglas Tuxbury as Chairman of Pinehurst Community Watch.

Interim Manager Jeff Batton explained since Richard Lemke, Chairman of the Pinehurst Community Watch program, has resigned from his appointment due to relocation, Mr. Lemke has recommended Doug Tuxbury to take the Chairman position and Police Chief Earl Phipps also supports this recommendation. Council interviewed Doug Tuxbury and asked his ideas for recruiting more volunteers. Upon a motion by Councilmember Cashion, seconded by Councilmember Phillips, Council unanimously approved Resolution 15-21 appointing Doug Tuxbury as the Chairman of the Pinehurst Community Watch program by a vote of 5-0. (A copy of this resolution can be found in the Resolution Book.)

7. Motion to Recess Regular Meeting and Enter Into a Public Hearing.

Councilmember Cashion moved to recess the regular meeting and enter into a public hearing. The motion was seconded by Councilmember Strickland and passed unanimously with a vote of 5-0.

8. Public Hearing No. 1

The purpose of the public hearing is to discuss the proposed 2015-2016 Fiscal Year Strategic Operating Plan and Budget for the Village of Pinehurst.

Interim Manager Jeff Batton explained this public hearing is the statutorily required Annual Budget Public Hearing. He explained during this hearing, any person wishing to speak about the recommended FY 2016 Budget may do so. Natalie Dean, Assistant Village Manager, gave a brief presentation of the proposed budget and the significant items included in the plan. Ms. Dean noted the changes made to the recommended budget as a result of the Council budget work sessions. Ms. Dean also noted the public comments on Open Village Hall have been printed for each Councilmember to review.

Audience member Doug Middaugh made a comment that the CIP 5 year plan has a tax increase in two years. He also noted on the last page of the CIP regarding Other Capital Additions under Recreation, greenways and sidewalks are lumped together showing 200,000 and believes this should be reflected as 100,000 each. Mr. Middaugh also suggested adding the required master plan for West Pinehurst Park.

Audience member Jack Farrell asked about the fund balance number since the original projection and how the number has changed. John Frye noted that 38% is the correct percent.

Audience member Tom Campbell express that he is grateful to the Council for giving the greenway trail money.

9. Public Hearing No. 2

The purpose of the public hearing is to consider an Official Text Amendment to the Pinehurst Development Ordinance (PDO), specifically Section 10.2, "Definitions" and Table 8.5.1a, "Table of Permitted and Special Uses and Special Requirements". These proposed amendments will add the definition of a "Municipal Public Service Facility" to the PDO and allow Municipal Public

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 26, 2015**

Service Facilities in the Public Conservation (PC), Village Mixed Use (VMU) and Village Cottage Professional (VCP) Zoning Districts. The applicant is the Village of Pinehurst.

Kevin Reed, Director of Planning and Inspections, explained that the Village of Pinehurst is proposing amendments to Section 10.2, "Definitions" and Table 8.5.1a, "Table of Permitted and Special Uses and Special Requirements", of the Pinehurst Development Ordinance (PDO). Mr. Reed noted the purpose is to define the land use/use type known as a "Municipal Public Service Facility" in Section 1-2 and list it as a permitted use in some zoning districts. Currently, the PDO does not include a definition for this type of use which is necessary for the Village's public service functions. Mr. Reed noted this would allow flexibility for the property in this area. Mr. Reed noted these amendments are consistent with the goals outlined in the 2010 Comprehensive Long Range Plan and is considered reasonable and in the best interest of the public. He shared that the Planning and Zoning Board conducted its required public hearing and voted unanimously to recommend to the Village Council that the amendments be approved.

There were no audience comments.

10. Motion to Adjourn the Public Hearing and Re-Enter the Regular Meeting.

Councilmember Cashion moved to adjourn the public hearing and re-enter the regular meeting. The motion was seconded by Councilmember Campbell and passed unanimously with a vote of 5-0.

11. Consider Ordinance #15-10 amending the Pinehurst Development Ordinance Section 10.2 and Table 8.5.1a Municipal Public Service Facility.

Interim Manager, Jeff Batton noted that staff prepared an ordinance for Council to act on Public Hearing No. 2 for the Pinehurst Development Ordinance amendment if ready. Upon a motion by Councilmember Campbell, seconded by Councilmember Cashion, Council unanimously approved Ordinance 15-10 amending the Pinehurst Development Ordinance Section 10.2 and Table 8.5.1a Municipal Public Service Facility by a vote of 5-0. (A copy of this ordinance can be found in the Ordinance Book.)

Upon a motion by Councilmember Strickland, seconded by Councilmember Phillips, Council unanimously approved that the proposed amendments to the Pinehurst Development Ordinance are consistent with the goals outlined in the 2010 Comprehensive Long Range Plan and are considered reasonable and in the best interest of the public as referenced in the memorandum dated May 20, 2015 from Kevin Reed, Director of Planning and Inspections by a vote of 5-0.

12. Presentation on the Highway 211 Corridor Study.

Kevin Reed, Director of Planning and Inspections, and Bruce Gould, Principal Planner, made a presentation to the Village Council on the Highway 211 Corridor Study. Staff noted the amendment made to recommendation #2 which pertains to the speed limit along the corridor. Mr. Reed shared the contents of the study noting existing conditions, opportunities and constraints, and the recommendations. Mr. Reed shared the ten recommendations made by the study team. Bruce Gould noted this plan shares opportunities and constraints for the Village Council to consider in the years ahead for this corridor. Council held a discussion about the recommendations. Pat Corso reminded the Council about the corridor overlay district and the 15-501 corridor study and suggested beginning one on Highway 5 next. Jack Farrell asked about the involvement with Moore County and Foxfire. Mr. Farrell also noted disappointment with the promises to Pinewild over the years, which he listed, have not been executed. Upon discussion, Council determined to discuss the next steps of the Highway 211 Corridor Study in an upcoming work session.

13. Consider the Given Memorial Library capital contribution contract revision.

Interim Manager Jeff Batton explained that the Village is currently under contract to contribute \$1,000,000 to the Given Memorial Library's Great Expectations Campaign for capital improvements and the remaining payment of \$300,000 is scheduled for September of 2015. Mr. Batton explained during the development of the FY 2016 Budget, staff negotiated to spread the final installment due

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 26, 2015**

under the contract over a three-year period. The revised contract calls for payments of \$100,000 in September of 2015, 2016, and 2017 with the reversion date extended by one year to June 30, 2019. Mr. Batton explained the revised term sheet was approved by the Library on May 8, 2015. Council discussed the terms agreement and upon a motion by Councilmember Phillips, seconded by Councilmember Cashion, Council approved that the Mayor, or her designee, be authorized to execute the revised term sheet, as approved by the Library on May 8, 2015, with Given Memorial Library for its Great Expectations Campaign by a vote of 4-1, with Councilmember Campbell dissenting.

14. Consider the purchase of service revolver for retiring police officer.

Interim Manager Jeff Batton explained that staff received a request from Deputy Police Chief Floyd Thomas to purchase his service revolver and badge upon his retirement. Mr. Batton noted the statute giving the Village this authority. Upon a motion by Councilmember Strickland, seconded by Councilmember Cashion, Council unanimously approved that the Village of Pinehurst sell the service revolver and badge of retiring Pinehurst Deputy Police Chief Floyd Thomas to him for the amount of \$1 as stated in the Retirement Recognitions and Gifts policy and authorized in NCGS 20-187.2 by a vote of 5-0.

15. Discussion of sale of Juniper Lake Road Property.

Assistant Village Manager Natalie Dean introduced the need for Council to discuss how to proceed with the disposition of the Juniper Lake Road property. Ms. Dean shared her discussions with a few realtors about the pricing and appropriate zoning for the property and also with the Village's Planning Department staff. Council held a discussion about the desired zoning for the property and if the property should remain within the Village limits or not. Kevin Reed gave his professional opinion on the zoning of the area surrounding the property. Council held a discussion about the Village's options to sell the property and determined to research the next steps for de-annexation through the legislature and have the Planning and Zoning Board review the property.

16. Discussion on Solid Waste Cart Storage Requirements.

Interim Manager Jeff Batton explained that at the Neighborhood Advisory Committee meeting on May 18, it was mentioned for Council to discuss storage requirements for solid waste carts. Mr. Batton explained currently the BIRDIE process improvement team is working on code enforcement issues and cart storage is one of the top priorities for education but if Council should change the regulations for this, the education program would also need to reflect these changes. Audience member Tony Elms commented that he does not believe the Village should require the carts be out of sight. Audience member Debbie Barr suggested sending out a letter to each homeowner to educate on the Village's regulations. Council discussed the issue and decided to collaborate with the BIRDIE process improvement team focusing on code enforcement to better educate citizens on the current regulations.

17. Discuss SB25/HB36 pertaining to Zoning/Design and Aesthetic Controls.

Interim Manager, Jeff Batton explained that SB25/HB36 is a pending bill that would affect certain portions of the PDO related to the regulation of building design elements. Mr. Batton asked if Council had an interest to take action on this to ensure municipalities keep some of these aesthetic controls or design standards or let this bill proceed as it is. Council held a discussion about this pending bill and determined to seek Representative Jamie Boles' opinion on this issue.

18. Other Business

- Walt Morgan and Bart O'Connor discussed changing the right-of-way on Donald Ross Drive near the intersection with Linden Road to take down the junipers and replacing with either grass or pinestraw. Mr. O'Connor said the homeowners association voted today in support of this project. Council formed a consensus regarding the changes proposed by the Donald Ross Homeowners Association to the right-of-way along Donald Ross Drive near the intersection with Linden Road.

19. Comments from attendees.

- There were no comments.

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
MAY 26, 2015**

20. Motion to Adjourn.

Councilmember Cashion moved to adjourn the Regular Meeting. The motion was seconded by Councilmember Strickland and carried unanimously. The Regular Meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

DRAFT



MOTION TO RECEIVE BUDGET AMENDMENTS REPORT FOR JUNE 15, 2015
ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Batton & Natalie Dean

DATE OF MEMO:

6/17/2015

MEMO DETAILS:

Attached is the monthly budget amendments report outlining budget amendments approved by the Budget Officer for the period April 16 - June 15, 2015.

ATTACHMENTS:

Description

- 📎 Budget Amendments Report - June 15, 2015

**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD APRIL 16 - JUNE 15, 2015**

Under Village of Pinehurst Ordinance #14-25, the Village Council grants the Budget Officer, or Village Manager the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the 2014-2015 Budget. The Budget Officer may **not** transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes". Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-80-610-7220	Capital Outlay: Buildings Charges		\$ 8,000	4/21/2015
	10-80-620-7200	Capital Outlay: Buildings		\$ 1,000	
	10-80-620-7220	Capital Outlay: Buildings Charges	\$ 9,000		
	10-00-970-7200	Capital Outlay: Buildings	\$ 1,000		
	10-00-970-3560	Charges to Other Departments <i>(Transfer building improvement funds from Recreation to Harness Track to cover interior demolition work in barns.)</i>		\$ 1,000	
2	10-00-980-7400	Capital Outlay: Equipment		\$ 9,350	5/8/2015
	10-00-980-5901	Maintenance & Repairs	\$ 9,350		
	10-00-220-7430	Capital Outlay: IT Equipment		\$ 2,094	
	10-10-310-7430	Capital Outlay: IT Equipment		\$ 3,889	
	10-10-320-7430	Capital Outlay: IT Equipment		\$ 2,244	
	10-20-420-7430	Capital Outlay: IT Equipment		\$ 1,123	
	10-00-220-5911	IT Charges	\$ 2,094		
	10-10-310-5911	IT Charges	\$ 3,889		
	10-10-320-5911	IT Charges	\$ 2,244		
	10-20-420-5911	IT Charges <i>(IT equipment and software budgeted as capital did not meet the capitalization threshold and was transferred to Maintenance & Repairs.)</i>	\$ 1,123.00		
3	10-00-220-7430	Capital Outlay: IT Equipment	\$ 10,000.00		6/3/2015
	10-10-320-7430	Capital Outlay: IT Equipment		\$ 7,200.00	
	10-20-410-7430	Capital Outlay: IT Equipment <i>(Funding for the Village building access system was budgeted across three facilities. All of the project funding should be budgeted under Administration.)</i>		\$ 2,800.00	
4	10-00-220-5911	IT Charges	\$ 10,000.00		6/2/2015
	10-10-320-5911	IT Charges		\$ 5,000.00	
	10-20-410-5911	IT Charges <i>(Adjustment of IT operational allocation budgets to match actual expenditure patterns.)</i>		\$ 5,000.00	
5	10-60-910-8081	Interest-SAN Lease	\$ 100.00		6/18/2015
	10-00-990-9999	General Contingency <i>(Adjustment to the Debt Service budget to account for a minor variation in the final payment for the SAN computer equipment lease.)</i>		\$ 100.00	
6	10-10-330-4000	Salaries & Wages	\$ 11,000.00		6/8/2015
	10-10-330-9999	Contingency		\$ 1,000.00	
	10-00-990-9999	General Contingency <i>(Additional appropriation to fund accrued leave payout for retiring Building Official. Date of retirement was not announced when the budget was originally adopted.)</i>		\$ 10,000.00	
7	10-30-510-5911	IT Charges	\$ 5,000.00		6/15/2015
	10-20-410-5911	IT Charges <i>(Adjust IT allocation budgets between departments to reflect actual expenditure patterns.)</i>		\$ 5,000.00	



**DISCUSS WELCOME CENTER STAFFING.
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Dean

DATE OF MEMO:

6/16/2015

MEMO DETAILS:

This agenda item is for the Council to discuss the desired operating hours for the Village's Welcome Center in the Theatre Building. Since opening in March 2014, we have had difficulty filling all of the volunteer shifts, as described below.

Today, the Welcome Center is staffed entirely with volunteers, under the leadership of our Volunteer Coordinator, Ann Hughes. Gwendy Hutchinson (Planning Dept) is the staff person who oversees the day to day operations, making sure there are adequate supplies, organizing events, and decorating for the holidays. On average, Gwendy spends approximately 20-30 hours per month on these duties.

Ann and Gwendy are both having to devote an increasing amount of their time to the Welcome Center because Ann is not able to find enough volunteers willing to fill all of the scheduled 2 1/2 hour volunteer shifts. In the last year, Ann and Gwendy have filled 20 shifts for a total of 50 hours. In addition, Ann was not able to fill another 37 shifts with volunteers (or 92 1/2 hours). When Ann is not able to fill the shifts, we simply close the doors and do not open. Currently, the Welcome Center is open Tuesday - Saturday from 10 am - 3 pm (with two shifts per day).

While there are a total of 40 Welcome Center volunteers, the core group that works regularly consists of approximately 20 volunteers. In the past year, these volunteers have greeted over 2,800 visitors or approximately 11 visitors per day the Welcome Center is open.

We are asking the Council to determine if you would like to modify the operating hours of the Welcome Center based on the volunteer support we are able to generate or would you like for staff to consider other staffing alternatives (paid and/or unpaid) to ensure the center is open during the specified hours.

We suggest the Council consider the purpose, or mission, of the Welcome Center when determining desired operating hours. To date, the Council's vision for the Welcome Center has not been very clear. We have previously operated under the premise that the Welcome Center is there to serve as a one-stop information source for visitors and residents alike to learn about Village history, dining, shopping, and recreational opportunities. However, with the current operating hours and the challenges with filling shifts consistently, volunteers are not able to provide these services as expected.

Ann Hughes, Gwendy, and I will be at your Council meeting next week to discuss this further with you.



**CONSIDER RENEWAL FOR CCNC SOLID WASTE CONTRACT WITH LOFTON
GARBAGE SERVICE.**

ADDITIONAL AGENDA DETAILS:



**DISCUSS VILLAGE HALL PARKING EXPANSION.
ADDITIONAL AGENDA DETAILS:**



**CONSIDER A CONTRACT FOR CLEANING SERVICES FOR THE VILLAGE OF
PINEHURST.**

ADDITIONAL AGENDA DETAILS:

FROM:

Mark Wagner

CC:

Jeff Batton, John Frye

DATE OF MEMO:

6/15/2015

MEMO DETAILS:

Staff recently advertised accepting bids to provide cleaning services for various Village facilities including Village Hall, Public Services, Police Station, Fire Station 91 and the new Recreation Room.

There were four contractors who submitted bids to provide the services, with Susan Key Cleaning being the low bidder at a price of \$575 per week. This represents a savings of approximately \$7,400 in comparison to the contract that was in place for the 2014-15 fiscal year.

Staff is asking Council to approve the Mayor or her designee to execute the contract with Susan Key Cleaning per the terms of the attached contract.

Thank you.

ATTACHMENTS:

Description

📎 Cleaning Contract

STATE OF NORTH CAROLINA

COUNTY OF MOORE

THIS CONTRACT, made and entered into this 23RD day of June, 2015 by and between Susan Key dba Susan Key Cleaning of the County of Moore, State of North Carolina, Party of the First Part (hereinafter sometimes referred to as "Contractor"); and the **VILLAGE OF PINEHURST**, a duly chartered municipal corporation and body corporate and politic of the County of Moore, State of North Carolina, Party of the Second Part (hereinafter sometimes referred to as "the Village");

WITNESSETH:

THAT WHEREAS, the Contractor is engaged in the business of Office Building Cleaning Services, as an independent contractor; and

WHEREAS, the Village has the need for office building cleaning services for various facilities including Public Services, Village Hall, Fire Station 91, Police Station and the Parks & Recreation leased space at 300 Kelly Rd; and

WHEREAS, it has been determined by the Village of Pinehurst that it would be in the best interest of the Village and its citizens and residents to enter into this agreement with the Contractor for the purpose of engaging his/her services for a period of twelve (12) months beginning on July 1, 2015 and ending June 30, 2016. The agreement may be extended for four additional 12 month periods beginning July 1 and ending June 30 if mutually agreeable to both parties. The price for each additional 12 month period would be based upon the initial schedule plus an annual increase based upon the U.S. Bureau of Labor Statistics, Consumer Price Index (CPI) for the U.S. South Urban Area. The CPI adjustment shall be calculated as the annual percentage increase as of April 30th over the previous year.

NOW, THEREFORE, for and in consideration of the charges, and the terms, covenants, promises and conditions hereinafter set forth, the Village engages the services of the Contractor for the purpose of office building cleaning services and certain items of additional services, such as the

Contractor agrees to perform, said services at the above referenced buildings located in Pinehurst, North Carolina, in accordance with this contract.

The terms, covenants, promises and conditions of this agreement and contract are as follows:

VILLAGE HALL/ASSEMBLY HALL - CLEANING SCHEDULE

**PUBLIC AREAS (HALLWAYS, CONFERENCE ROOMS, RESTROOMS, ETC.) TO BE CLEANED TWO TIMES PER WEEK OCCURRING ON WEDNESDAY AND FRIDAY*

**OFFICES TO BE CLEANED ONCE A WEEK OCCURRING ON FRIDAY*

Weekly:

- Empty all wastebaskets and replace liners from Village stock.
- Empty the five (5) outside trash receptacles located at entrances to the buildings and replace liners from cleaning service stock.
- Clean and disinfect all restrooms, including floors and partitions.
- Clean employee lounge areas, including floors, sink, table, microwave, exterior of refrigerators, and counter top. *Interior of refrigerators to be cleaned by employees that use them.
- Vacuum all carpeted areas.
- Clean stairway areas.
- Spot clean spills and stains on carpet and sweep and mop all resilient floors.
- Refill all dispensers to normal limits.
- Clean and maintain all ashtrays located outside the front, side and rear entrances.
- Break down boxes and place in designated area.
- Vacuum all carpeted areas and sweep and mop all resilient floors in the main reception area, assembly hall, council conference room, and the main reception area in the Planning & Inspections Dept.

Bi-Monthly:

- Clean all entryways (front, side, and rear); including all glass panes in and around doors and doorways, walls, etc.(Excludes exterior windows)
- Dust offices including, but not limited to filing cabinets, computer screens, bookcases, shelves, and desks (if desks are clear of papers, files, post-it notes, etc.)
- Clean all inside glass doors, walls, etc.
- Remove dust and cobwebs from corners including window sills.

Monthly:

- Clean elevator doors and inside panels of elevator.
- Clean bottom landing for tower staircase.

Twice a Year:

- Polish brass handrails on lobby staircase and along ramp in Assembly Hall.

Twice a Year:

- Polish brass handrails along ramp.

POLICE STATION - CLEANING SCHEDULE

** PUBLIC AREAS (HALLWAYS, CONFERENCE ROOMS, RESTROOMS, ETC.) TO BE CLEANED TWO TIMES PER WEEK OCCURRING ON MONDAY AND THURSDAY*

** OFFICES TO BE CLEANED ONCE A WEEK OCCURRING ON THURSDAY*

Weekly:

- Empty all wastebaskets and replace liners from Village stock.
- Clean and disinfect all restrooms, including floors and partitions.
- Clean employee lounge area, including floors, sink, table, microwave, exterior of refrigerator, and counter tops. * Interior of refrigerator to be cleaned by employees that use it.
- Vacuum all carpeted areas and sweep and mop all resilient floors.
- Sweep physical fitness room
- Refill all dispensers to normal limits.
- Clean and maintain all ashtrays located outside the front, side and rear entrances.

Bi-Monthly:

- Clean all entryways (front, side, and rear); including all glass panes in and around doors and doorways, walls, etc. (Excludes exterior windows)
- Dust offices including, but not limited to filing cabinets, computer screens, bookcases, shelves, and desks (if desks are clear of papers, files, post-it notes, etc.)
- Remove dust and cobwebs from corners including window sills.
- Clean all inside glass doors, walls, etc.

Monthly:

- Clean elevator doors and inside panels of elevator.

FIRE STATION 91- CLEANING SCHEDULE

** PUBLIC AREAS (HALLWAYS, CONFERENCE ROOMS, RESTROOMS, PHYSICAL FITNESS ROOM, ETC.) TO BE CLEANED TWO TIMES PER WEEK OCCURRING ON MONDAY AND THURSDAY*

** OFFICES TO BE CLEANED ONCE A WEEK OCCURRING ON THURSDAY*

Weekly:

- Empty all wastebaskets and replace liners from Village stock.

- Clean and disinfect all restrooms, including floors, partitions, and shower in PT room.
- Vacuum all carpeted areas and sweep and mop all resilient floors.
- Sweep physical fitness room.
- Refill all dispensers to normal limits.

Bi-Monthly:

- Dust offices including, but not limited to filing cabinets, computer screens, bookcases, shelves, and desks (if desks are clear of papers, files, post-it notes, etc.)
- Clean all entryways (front, side, and rear); including all glass panes in and around doors and doorways, walls, etc. (Excludes exterior windows)
- Clean all inside glass doors, walls, etc.
- Remove dust and cobwebs from corners including window sills.

PUBLIC SERVICES - CLEANING SCHEDULE

** PUBLIC AREAS (HALLWAYS, CONFERENCE ROOMS, RESTROOMS, ETC.) TO BE CLEANED TWO TIMES PER WEEK OCCURRING ON WEDNESDAY AND FRIDAY*

** OFFICES TO BE CLEANED ONCE A WEEK OCCURRING ON FRIDAY*

Weekly:

- Empty all wastebaskets and replace liners from Village stock.
- Clean and disinfect all restrooms, including floors and partitions.
- Clean employee lounge area, including floors, sink, table and counter tops.
- Refill all dispensers to normal limits.
- Vacuum all carpeted areas and spot clean spills and stains on carpet.
- Sweep and mop all resilient floors.
- Clean and maintain all ashtrays located outside the front, side and rear entrances.

Bi-Monthly:

- Clean all entryways (front, side, and rear); including all glass panes in and around doors and doorways, walls, etc. (Excludes exterior windows)
- Clean all inside glass doors, walls, etc.
- Dust offices including, but not limited to filing cabinets, computer screens, bookcases, shelves, and desks (if desks are clear of papers, files, post-it notes, etc.)
- Remove dust and cobwebs from corners including window sills.

PARKS & RECREATION SPACE ON RATTLESNAKE TRAIL

** TO BE CLEANED TWO TIMES PER WEEK OCCURRING ON MONDAY AND THURSDAY (Days subject to change depending on use schedule)*

Weekly:

- Empty all wastebaskets and replace liners from Village stock.
- Clean and disinfect restroom.
- Refill all dispensers to normal limits.
- Sweep and mop all laminate/tile floors.
- Vacuum carpeted area.
- Clean sink and counter area.

Monthly:

- Clean mirrors and inside of window glass.
- Dust ceiling fans.

Ms. Susan Key of Susan Key Cleaning agrees to provide the above services each week as described.

For these services outlined above the Village of Pinehurst will pay the amount of \$285.00 per week for the Village Hall Complex; \$80.00 per week for the Police Station; \$60.00 per week for the Fire Station, \$90.00 per week for the Public Services office and \$60.00 for the Parks & Recreation leased space at 300 Kelly Rd. The Village of Pinehurst agrees to provide all paper products, trash can liners, and hand soap for all facilities while the Contractor will provide all cleaning supplies. All special cleaning such as carpet shampoo/cleaning, hard surface floors stripping/waxing will be bid out to interested vendors on an as needed basis.

All payments to the Contractor will be made weekly unless a mutually agreeable schedule is approved.

Contractor agrees that he/she will furnish all of the necessary labor to provide for these services.

It is understood and agreed that the Contractor shall be responsible for all worker's compensation and other types of insurance necessary to protect him/her and the Village from any liability whatsoever and the Contractor will provide the Village with a copy of each Policy. Contractor shall pay all taxes and other expenses required in his/her business, and it is clearly understood and agreed that the Contractor is an independent contractor operating strictly on his/her own and in no sense is he to be considered as an employee of the Village of Pinehurst.

It is necessary that the Village see to it that this contract is performed by the contractor in an efficient and effective manner; and in the event, the Contractor should fail to so perform said

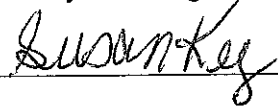
contract, then, and in such event, the Contractor agrees that the Village of Pinehurst shall have full and complete authority to terminate this contract, summarily, and to engage another contractor to carry out the performance of these functions. *In addition, the Village reserves the right to terminate this contract upon thirty (30) days written notice to contractor, solely at the election of the Village.*

Upon such termination, the contractor shall be paid only through the time services have been performed hereunder.

IN WITNESS WHEREOF, the Village of Pinehurst has caused this contract to be executed in duplicate originals, one of which is retained by each of the parties and has caused its municipal corporate name to be hereto affixed by the Manager of the Village of Pinehurst, attested by the Village Clerk, and has caused its corporate seal to be hereon impressed, all by authority of the Village Council duly given; and Susan Key Cleaning (Contractor), has hereunto set his/her hand and seal, all on the day and year first above written.

CONTRACTOR:

Susan Key Cleaning

By: 
Susan Key

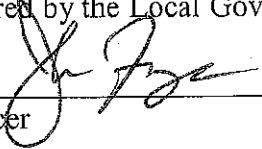
VILLAGE OF PINEHURST:

By: _____

Nancy R. Fiorillo, Mayor

Certification:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

 6/15/15
Finance Officer



**UPDATE ON JUNIPER LAKE ROAD PROPERTY.
ADDITIONAL AGENDA DETAILS:**

FROM:

Kevin B. Reed, Director of Planning and Inspections

CC:

Jeff Batton, Interim Village Manager, Bruce Gould, Principal Planner, Lauren Craig, Village Clerk

DATE OF MEMO:

6/11/2015

MEMO DETAILS:

Planning and Inspections Director Kevin Reed has prepared an update on two items regarding the Juniper Lake Road property as they pertain to the de-annexation process and input from the Planning and Zoning Board.



**CONSIDER A REQUEST FOR A NEW STREET LIGHTING LOCATION IN THE
VILLAGE OF PINEHURST.
ADDITIONAL AGENDA DETAILS:**