



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JUNE 22, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, June 22, 2021 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following attended:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk

In addition, approximately 29 attendees, including 13 staff and 1 press.

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Invocation and Pledge of Allegiance.

Dr. Matt Stillman, Pastor of Trinity Christian Fellowship, offered the invocation and Mayor Strickland led in the Pledge of Allegiance.

3. Reports:

Village Manager – Jeff Sanborn

- FY2021 Street resurfacing wrapped up this year by completing 4.6 miles.
- Magnolia Streetscape Project is now underway
- Staff Changes – Lauren Craig will be leaving to accept a position as Family and Children's Program Director with her church, and we will be looking for someone with data and reporting experience
- Alexandria Rye, from Sanford, NC is our new Senior Planner
- Megan Skjellerup was promoted to Assistant Public Services Director

Village Council

- Mayor Strickland reported the First Health held a celebration on June 9th at the Fairbarn for its volunteers during the COVID-19 immunization project and the NAC Meeting was held Monday with a presentation given on the West Pinehurst Park
- Mayor Pro Tem Davis reported she and Councilmember Bosch took a tour of the new Pinehurst Elementary School agreed it is a tremendous asset for our community. Ms. Davis also reported the men's U.S. Open finished up and next is the women's. She also reminded everyone that Shakespeare in the Pines would be providing two performances in August.
- Councilmember Drum reported that the Village Business Group is starting Late till eight this Thursday – through the summer – to help support the Village Retailers.
- Councilmember Boesch reported Carolina Golf has a four-page ad with a nice advertisement article about Pinehurst. Ms.

- Bosch stated that next Tuesday on course number 2 and 4, the longest consecutive amateur tour for men would be held.
- Councilmember Hogeman encouraged everyone to participate in the upcoming Thursday night shopping to help support our retailers.

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.

- Approval of Village Council Meeting Minutes.
 - June 8, 2021 Regular Meeting
 - June 8, 2021 Work Session
 - June 8, 2021 Closed Session
- Budget Amendments Report

End of Consent Agenda.

Upon a motion by Councilmember Drum, seconded by Councilmember Boesch, Council unanimously approved the Consent agenda by a vote of 5-0.

5. Present Natalie Hawkins with Resolution 21-09, honoring her for her service with the Village of Pinehurst.

Mayor John Strickland presented Natalie Hawkins, former Assistant Village Manager of Administration, with a framed Resolution and thanked her for her many years of service to the Village of Pinehurst. Past Councilmembers in attendance to thank and congratulate Ms. Hawkins included John Bouldry, Jack Farrell, and Claire Berggren.

6. Discuss and Consider Ordinance #21-07 for a proposed Amendment to the Official Zoning Map for a portion of Moore County PID # 00025800.

Mayor Strickland stated this is a continuation of our previous discussions on this ordinance, our duty is to the citizens, and we have heard a lot of public input throughout this project. It has been a very amicable and productive discussion with the Resort representatives. Village Manager Jeff Sanborn and Darryn Burich, Planning and Inspections Director highlighted some of the conditions that had been intently looked at, refined, and were now ready to be considered.

Applicants Dick Higginbotham, CFO of Pinehurst Country Club and Tom Pachell, President of the Pinehurst Resort and Country club noted there were eight conditions approved by both the applicant and the board and they believe they have relieved both the Council's and Community member's concerns about parking and other items that may come up during the continuing process. The applicants stated they would like the date on Condition number 7 to be 6 months to 1 year following the issuance of the building permit and acknowledged that March or April 2022 is the projected date for seeking the building permit. Councilmember Hogeman asked what is going into the development agreement. Mr. Higginbotham stated the development agreement would be more focused on what happens if something goes wrong.

Councilmember suggested pulling out the "prior to 12/31/2021 language in Condition #7, and replacing it with "one year after building permit. There was a consensus of Council to accept this and Mr. Higginbotham stated the Resort accepts all the other 10 conditions and the change on condition #7. Mayor Pro Tem Davis stated condition's #9 and #10 should also read, "shall be constructed prior to July 1, 2022."

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved Ordinance 21-07, amending the Official Zoning Map for a portion of Moore County PID #00025800 to allow for construction of a hotel with associated meeting and locker room facilities, a bar, and related facility amenities with agreed upon conditions as amended: condition Number 7, the final part of that sentence will read, "one year after issuance of the building permit;" Condition number 9 will read, "prior to July 1, 2022;" Condition number 10 will read, "prior to July 1, 2022," by a vote of 5-0.

Council took a five 5 minute break at 6:09 pm.

7. Discuss and Consider Adoption of American Rescue Plan Special Reserve Fund Ordinance.

Brooke Hunter, Finance Director, presented Council with a grant project ordinance to create a multi-year special revenue fund to track the use of the Village's American Rescue Plan distribution. Ms. Hunter explained that as part of the American Rescue Plan Act of 2021 signed into law on March 11, 2021, the Village would receive funds from the Coronavirus State and Local Fiscal Recovery Fund to provide support in responding to the impact of COVID-19. Based on preliminary estimates prepared by Congressional staff in March, the Village expects to receive approximately \$4,860,000 in total. This will be received in two tranches – the first half is expected sometime this month (unless North Carolina applies for an extension) and the second half will be distributed a year later. These funds must be obligated by December 31, 2024 and expended by December 31, 2026.

Ms. Hunter stated the Village's distribution of American Rescue Plan Act funds must be recorded separately in our accounting system. Her recommendation is to create a separate Special Revenue Fund using a grant project ordinance, allowed by NC General Statute 159-13.2 that will span the life of the grant. This separate fund will provide clear documentation of the grant revenue received and how it is expended over the next several years. The fund will remain open until the project is complete. Ms. Hunter stated the ordinance includes estimated revenues and appropriations of \$4,860,000. The expenditure account listed is only included for budgetary purposes. We do not anticipate expending these funds in FY 2021 as we continue to research eligible uses. Once a plan is developed to expend these funds according to the eligible uses determined by the US Department of the Treasury, we will present a budget amendment to Council to move the funds out of this budgetary expenditure account and into the appropriate accounts.

Upon a motion by Councilmember Hogeman, seconded by Councilmember Drum, Council unanimously approved Ordinance 21-10, adopting a multi-year special revenue fund to track Coronavirus state and local fiscal recovery funds under the American Rescue Plan Act of 2021 for the Village of Pinehurst by a vote of 5-0.

8. Discuss and Consider changes to the Position Classification and Pay Plan.

Angela Kantor, Human Resources Director presented to Council Resolution 21-12 to amend the Policy on the Administration of the Position Classification and Pay Plan. Ms. Kantor stated the Human Resources Department contracted with The MAPS Group Inc. in FY 20-21 to perform a partial position classification and pay study. The study included

- Evaluating all regular full-time and part-time positions in the following departments: Police, Information Technology, Planning and 4 Administrative positions in various departments.
- Conducting a salary survey of comparable organizations in the public sector;
- Updating class specifications (position descriptions) for each position; and
- Making recommendations for position classification changes and policy changes.

Ms. Kantor stated the study began in March with employees in the selected departments completing position description questionnaires outlining current job responsibilities. Employees, supervisors, department directors and managers were interviewed to clarify responsibilities for each position. The group conducted a salary survey to determine the competitiveness of our salary grades for each position. We selected areas to survey based on geography, job similarities, and direct competitors for recruiting. The following towns were surveyed: Aberdeen, Carrboro, Clayton, Davidson, Harrisburg, Hope Mills, Laurinburg, Lexington, Rockingham, Sanford, Southern Pines, as well as Moore County.

Ms. Kantor stated that based on the information collected and reviewed, we are recommending the following changes that more appropriately reflect the responsibilities for the positions and are more in line with our peers:

- Change title for the Administrative Coordinator to Administrative and Telecommunications Coordinator.
- Move Police Officer from pay grade 18 to pay grade 19.
- Move Senior Police Officer from pay grade 19 to pay grade 20.
- Move Master Police Officer and Police Investigator from pay grade 20 to pay grade 21.
- Move Deputy Police Chief from pay grade 28 to pay grade 29.
- Move Police Chief from pay grade 32 to pay grade 33.
- Move Planning and Zoning Specialist from pay grade 18 to pay grade 19.
- Change the title for the Principal Planner to Planning Supervisor and move from pay grade 25 to pay grade 26.
- Move Planning and Inspections Director from pay grade 31 to pay grade 32.
- Add Code Compliance Technician to pay grade 18. This was included in the budget.

- Move Recreation Superintendent from pay grade 22 to pay grade 24.
- Change the title for the Network Administrator to IT Infrastructure Administrator and move from pay grade 25 to pay grade 26.
- Change the title for the Administrative Assistant for Administration to Administrative and Data Coordinator and move from pay grade 15 to pay grade 18.

Ms. Kantor stated we not only review positions and pay grades during this process, but we also review the policy outlining the administration of our pay plan. There are no changes recommended for the policy at this time. We recommend increasing the pay grades by 1.2% based on the average Consumer Price Index (CPI) for calendar year 2020, as outlined in the policy. We will continue to offer merit pay based on performance for the fiscal year. Merit increases would continue to be effective October 1. The amount of merit pay available would be discussed during budget preparations. This year the merit range is 0% 3%. Those who earn 3% must demonstrate truly extraordinary performance.

Councilmember Hogeman asked why the recreation supervisor is going up two pay grades. Ms. Kantor said she did comparative data and looked at the functions this position does, including supervision, and because this job was added after all the other positions were evaluated. Councilmember Boesch asked what happens in the market if something happens between the three-year evaluation periods. Ms. Kantor said we would watch this, make modifications, and adjust our budget projections as needed.

Upon a motion by Councilmember Boesch, seconded by Councilmember Hogeman, Council unanimously approved Resolution 21-12, amending the policy on administration of the Position Classification and Pay Plan for the Village of Pinehurst by a vote of 5-0.

9. Discuss and Consider Lease Agreement for Rental of Village Property.

Mark Wagner, Parks and Recreation Director, presented Council for discussion and consideration the renewal of the lease for Barn 19 to Scott Norris Horse Transportation for a term of 60 months beginning on July 1, 2021. The current lease for the property expires on June 30, 2021 and the renewal would include a 3% increase in rent for a total due of \$10,968.00. He stated the lease renewal does include accommodations related to the upcoming 2024 US Open as the USGA has exclusive rights to the Harness Track property during a portion of this renewal term.

Some discussion occurred around CPI and why we chose a 3% increase in rent. Councilmember Hogeman stated we need to look into how we adjust the fair market value on five-year leases and evaluate our escalation clause. Councilmember Drum stated we need to not put roadblocks in the way right now, since we know this is an industry that has shown some decline, and this is a stable tenant who is helping to build the Harness Track, which we want to see.

Mayor Strickland said he does not like this policy and would not want us to continue. Councilmember Boesch said if we said CPI then let us use CPI. Mayor Strickland suggested we re-evaluate the contract now, but Councilmember Boesch and Councilmember Hogeman said they felt that would not be fair, as the tenant has already agreed to this. After some discussion, Mayor Strickland proposed that we will allow a 3% this year but beginning next year, we will switch to CPI. Councilmember Hogeman and Councilmember Drum were adamant that the current lease not be changed.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council approved to authorize the Mayor or his designee to execute a Lease Agreement, for rental of Barn 19, between The Village of Pinehurst and Scott Norris Horse Transportation for the term of sixty (60) months, commencing on July 1, 2021 and ending on June 30, 2026 with an amendment that after year one, we will switch to CPI, by a vote of 3-2. Councilmember Drum and Councilmember Hogeman voted against the amendment.

10. Other Business.

Mayor Pro Tem Davis announced she would not seek re-election in the fall. She stated it has been an honor and a privilege to serve the community and serve on the council.

11. Comments from Attendees.

- No Comments

12. Motion to Adjourn.

Upon a motion by Councilmember Drum, seconded by Councilmember Hogeman, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 7:19 p.m.

Respectfully Submitted,



Kelly Chance,
Village Clerk

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

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

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

Values: Service, Initiative, Teamwork, and Improvement