



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JUNE 9, 2020
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

3. Motion to Approve Consent Agenda.

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

A. Consider Resolutions Honoring Molly Gwinn and Jim McChesney for their Service on the Historic Preservation Commission.

B. Approval of Village Council Meeting Minutes.

End of Consent Agenda.

4. Discuss and Consider Resolution 20-18 Appointing Members to the Bicycle and Pedestrian Advisory Committee.

5. Discuss and Consider Ordinance 20-03 Adopting the FY 2021 Budget for the Village of Pinehurst.

6. Discuss and Consider a Budget Amendment for Reimbursement Proceeds Received from Moore County Utilities.

7. Discuss and Consider a Budget Amendment to Increase Powell Bill Funding for Additional Road Resurfacing.

8. Discuss and Approve Library Needs Assessment ETC Survey.

9. Discuss and Consider a Policy Regarding the National Historic Landmark Status.

10. Discuss and Consider Resolution 20-20 Permitting the Extension of Outdoor Seating Onto Adjacent Public Property.

11. Other Business.

12. Comments from Attendees.

13. Motion to Adjourn.

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

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

Values: Service, Initiative, Teamwork, and Improvement.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2020 Key Partners List



Council Member to Report	Partners & Collaborators
John Strickland	Moore County Transportation Committee
	Neighborhood Advisory Committee
	Pinehurst Resort
Judy Davis	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	FirstHealth
	Moore County
Lydia Boesch	Pinehurst Business Partners
	Convention and Visitors Bureau
	Bicycle and Pedestrian Advisory Committee
Kevin Drum	Triangle J. COG
	Partners in Progress
Jane Hogeman	NCDOT/TARPO
	Beautification Committee
	Moore County Schools



**CONSIDER RESOLUTIONS HONORING MOLLY GWINN AND JIM
MCCHESNEY FOR THEIR SERVICE ON THE HISTORIC PRESERVATION
COMMISSION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

6/1/2020

MEMO DETAILS:

Attached are draft resolutions 20-16 and 20-17 to acknowledge and express appreciation to Ms. Molly Gwinn and Mr. Jim McChesney for their dedicated service to the citizens of Pinehurst as members of the Historic Preservation Commission.

ATTACHMENTS:

Description

- ☐ Resolution 20-16 Honoring Service of Jim McChesney
- ☐ Resolution 20-17 Honoring Service of Molly Gwinn

RESOLUTION 20-16:

**A RESOLUTION HONORING THE SERVICE OF MR. JIM MCCHESNEY TO THE
VILLAGE OF PINEHURST HISTORIC PRESERVATION COMMISSION**

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Mr. Jim McChesney for his dedicated service to the citizens of Pinehurst as a member of the Pinehurst Historic Preservation Commission; and

WHEREAS, Mr. McChesney was appointed to the Historic Preservation Commission on May 13, 2014, and served continuously and faithfully from that time; and

WHEREAS, Mr. McChesney was instrumental in the efficient operation of the Historic Preservation Commission, always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Mr. McChesney was involved in many decisions affecting the character of the community, each time exhibiting sound judgement and concern for the health, safety and welfare of the Village of Pinehurst, and its important historic qualities, in his decision-making process; and

WHEREAS, Mr. McChesney was instrumental in revising the Village of Pinehurst Historic District Guidelines, adopted in 2019.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 9th day of June, 2020 as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability, and determination given as a member of the Historic Preservation Commission.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Mr. McChesney as a token of our gratitude.

THIS RESOLUTION passed and adopted this 9th day of June, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

RESOLUTION 20-17:

**A RESOLUTION HONORING THE SERVICE OF MS. MOLLY GWINN TO THE
VILLAGE OF PINEHURST HISTORIC PRESERVATION COMMISSION**

WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Ms. Molly Gwinn for her dedicated service to the citizens of Pinehurst as a member of the Pinehurst Historic Preservation Commission; and

WHEREAS, Ms. Gwinn was appointed to the Historic Preservation Commission on May 13, 2014, and as Chair on June 26, 2018, and served continuously and faithfully from that time; and

WHEREAS, Ms. Gwinn was instrumental in the efficient operation of the Historic Preservation Commission, always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Ms. Gwinn was involved in many decisions affecting the character of the community, each time exhibiting sound judgement and concern for the health, safety and welfare of the Village of Pinehurst, and its important historic qualities, in her decision-making process; and

WHEREAS, Ms. Gwinn led the charge and was instrumental in revising the Village of Pinehurst Historic District Guidelines, adopted in 2019.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 9th day of June, 2020 as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability, and determination given as the Chair of the Historic Preservation Commission.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Ms. Gwinn as a token of our gratitude.

THIS RESOLUTION passed and adopted this 9th day of June, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



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

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

6/1/2020

MEMO DETAILS:

Attached are the draft minutes from the May 19th and May 21st Village Council Budget Work Sessions and the May 26th Regular Meeting and Work Session.

ATTACHMENTS:

Description

- ☐ May 19, 2020 Special Meeting
- ☐ May 21, 2020 Special Meeting
- ☐ May 26, 2020 Regular Meeting
- ☐ May 26, 2020 Work Session



**VILLAGE COUNCIL
MINUTES FOR BUDGET WORK SESSION
OF MAY 19, 2020
REMOTE MEEING
ZOOM**

2:00 PM

The Pinehurst Village Council held a special meeting for a budget work session at 2:00 p.m., Tuesday, May 19, 2020 remotely, via Zoom. The meeting was streamed in real time on the Village's website for the public to view. The following were in attendance:

The following were in remote attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Treasurer
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 12 attendees, including 12 staff.

1. Call to Order.

Mayor John Strickland called the meeting to order.

2. Overview and Discussion of the Recommended 2021 Strategic Operating Plan.

Natalie Hawkins, Assistant Village Manager, reviewed the Strategic Challenges and Opportunities, identified by Council, which frame the new initiatives and projects in the Strategic Operating Plan. Ms. Hawkins reviewed the fiscal year (FY) 2021 Balanced Scorecard, Areas of Focus, and the Initiative Action Plans (IAP) included in the proposed FY 2021 Strategic Operating plan.

Brooke Hunter, Financial Services Director, provided an overview of the general fund summary for FY 2021. She explained all of the revenues and expenditures proposed will result in a fund balance of 9.96 million at the end of FY 2021 which equates to 46.9% of budgeted expenditures. Ms. Hunter explained due to COVID-19 adjustments have been made to revenues from sales tax and investment incomes. Ms. Hunter noted that staff has also identified potential expenditure deferments for FY 2021 due to the uncertainty of revenue impacts.

Ms. Hunter reviewed revenue assumptions for FY 2021. She stated the largest revenue source is property taxes, which is \$11.59 million for FY 2021, assuming the proposed property tax rate being increased \$.005 to \$.035. Ms. Hunter noted that a half cent tax increase on a \$300,000 home equals \$15.00 per year. Ms. Hunter explained the historical property tax collection rates have remained high even through the recession in 2007. Ms. Hunter reviewed a five-year forecast tax rate comparison document to show the impacts of not increasing the tax rate as proposed. She also explained some of the key expenditures that warranted looking at the .005 tax increase in the 5 year plan. One key factor was that the Local Government Employment Retirement System (LGERS) implemented a new 5 year plan to increase contribution rates. Ms. Hunter also noted that last year we experienced an increase in recycling and tipping fees.

Ms. Hunter explained for sales tax revenues projections we are expecting a 10% decrease in the fourth quarter of FY 2020 and a 5% decrease in the first quarter of FY 2021 with no growth in the remaining year, due to COVID-19. She noted we will start to see the true impacts on sales tax at the end of June, 2020. Ms. Hunter explained that revenues from permits and inspection fees and planning and zoning fees for residential construction are both expected to decrease in FY 2021 due to the depletion of buildable lots and impacts of COVID-19. Harness Track stall rental revenues are expected to decrease by 4.3% and shows and event revenues

to decrease by 15.2% in FY 2021 due to the lower occupancy rates and rentals experienced at the track in FY 2020.

Ms. Hunter explained the largest expenditure in the budget is for salaries and benefits at 11.76 million, and includes staffing of 146.6 full-time equivalents (FTEs). Ms. Hawkins reviewed the need for a Transportation Planner position as well as the draft job description for the position. Council discussed the requested position and ask to see the deliverables created by this position. Ms. Hunter explained that a 1.8% cost of living adjustment, merit raises at an average of 2% per employee, and a 10% increase in group insurance costs were included in the proposed budget. Staff is also recommending adding an additional paid holiday for employees, for a total of 12 holidays per year, and changing the Service Award Program to award \$50 per year instead of the current \$5 per year. This award would remain payable to the employee at every 5th year of employment.

Ms. Hunter explained that paying the full outstanding debt, of \$148,167, was factored in this proposed budget, however, staff has identified this as an item that could potentially be deferred, as the debt service is not due until FY 2022 . Council reviewed and discussed the capital expenditures included in the FY 2021 budget. Some of the key items marked as capital projects include storm drainage improvements, pedestrian facilities, additional structured parking at Cannon Park, garbage truck, and a fire pumper tanker truck.

Ms. Hunter reviewed the five-year financial forecast. She noted this section details the forecasting methodology which includes key assumptions used and planned revenues and expenditures for the forecast period. Ms. Hunter explained sales tax revenue is projected to remain flat in FY 2022. However, sales taxes are projected to increase by 4% in 2023 and 5% in 2024 due to us hosting the U.S. Open Championship, and 3% in FY 2025 returning to a normal growth pattern. Ms. Hunter discussed the operating margin and Fund Balance targets. She reviewed the 5 year forecast for the general fund in relation to the \$1 million in contingency returned by the library.

Ms. Hunter reviewed the five year Capital Improvement Plan which totals of \$9.4 million in capital spending for fleet, information technology, and other capital additions. She noted this includes replacement of vehicles and equipment per the replacement schedules.

Council discussed the proposed tax rate increase of half a cent. Councilmember Hogeman voiced her concerns with raising the tax rate in this difficult time when so many are unemployed. She feels like the \$187,000, the increase would produce, could be absorbed this year. Mayor Pro Tem Davis stated maybe we need to run a couple more what if analysis to see different scenarios for property and sales tax revenues. Staff will run the numbers on different scenarios and worse case sales tax revenues and bring those back at the budget work session on May 21st.

3. Motion to Adjourn.

Council unanimously approved to adjourn the special meeting at 6:00 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR BUDGET WORK SESSION
OF MAY 21, 2020
REMOTE MEEING
ZOOM**

2:00 PM

The Pinehurst Village Council held a special meeting for a budget work session at 2:00 p.m., Thursday, May 21, 2020 remotely, via Zoom. The meeting was streamed in real time on the Village's website for the public to view. The following were in attendance:

The following were in remote attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Treasurer
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 10 attendees, including 10 staff.

1. Call to Order.

Mayor John Strickland called the meeting to order.

2. Discussion of the Recommended 2021 Strategic Operating Plan.

Jeff Sanborn, Village Manager, explained staff has put together numbers to look at combined impacts of the worst case sales revenue numbers and potentially not increasing property taxes. Brooke Hunter, Financial Services Director, reviewed a 5 year financial forecast scenario comparisons with Council. The comparisons showed a scenario with the original tax rate proposal, one with no increase, and one with a delayed tax increase until FY 2022. Each of the comparisons for the property tax rate also included a comparison for the original sales tax projection and a worst case sales tax scenario.

Natalie Hawkins, Assistant Village Manager, reviewed the potential revenue reductions if we eliminate the proposed \$.005 property tax increase, have a substantial sales tax decrease, and have Fair Barn revenues losses due to COVID restrictions. Council reviewed and discussed the potential expenditure deferrals or eliminations that staff recommended as potential ways to offset worst case scenario revenue reductions due to COVID-19. Staff recommended proceeding with including these items in the FY2021 budget, but with the caveat that staff not expend funds for these items until the potential revenue impacts of COVID-19 become clearer.

Ms. Hawkins provided an overview of the number of full time equivalents (FTE) per 10,000 population and a comparison to Southern Pines and the UNC School of Government Benchmark Groups. In FY 18 the UNC School of Government Benchmark Group exceeded Pinehurst FTE's by 45%. Ms. Hawkins also reviewed historical and projected population and FTE numbers. Ms. Hawkins reviewed the role of the requested Transportation Planner position. The role extends far beyond just vehicular traffic related issues and can help address resident needs for alternative modes of transportation, parking, street lighting, and way finding. Planning and implementing alternative modes of transportation and identifying transportation system improvements is critical to ensuring a high quality of life. Ms. Hawkins reviewed costs for possibly contracting out transportation planning services as there are several functions that Village leadership believes cannot be adequately meet with existing staff resources. Council discussed and came to a consensus to delay hiring a Transportation Planner until after the first quarter of FY 2021.

After some discussion Council agreed to projects and items to defer in FY 2021 if needed. Mayor Strickland, Councilmember Hogeman, and Councilmember Boesch all supported removing the proposed property tax increase, of \$.005, in the FY 2021 budget. Councilmember Drum noted that if the tax increase doesn't happen in the years out then we could be in trouble. Ms. Hawkins noted the budget presentation, for the public hearing next week, will be updated to reflect the changes made by Council during the work sessions. Ms. Hawkins noted that Village staff will closely monitor revenues each month and will provide the Council with updated revenue estimates at the end of the first quarter of FY 2021 so Council can make decisions on any deferrals.

3. Motion to Adjourn.

Upon a motion by Councilmember Boesch, seconded by Councilmember Drum, Council unanimously approved to adjourn the special meeting by a vote of 5-0 at 5:24 p.m.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF MAY 26, 2020
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, May 26, 2020 remotely, via Zoom. Assembly Hall, located at Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina was open to the public to view the remote meeting live and to provide public comments in real time.

The following were in remote attendance of the meeting:

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

And approximately 5 attendees, and 5 staff members.

1. Call to Order.

Mayor Strickland, called the Village Council meeting to order.

2. Reports:

Village Manager

- A press release went out this afternoon regarding plans to reopen Village facilities.
- Moore County is eligible for 1.89 million, from the CARES Act, to assist local governments and private entities in dealing with the impacts COVID-19. Local officials meet today to discuss how to use these funds. Most municipalities have very few expenses to reimburse due to COVID-19. The County is looking at partnering with an outside organization to manage applications for private entities to apply for the funds.

Village Council

- Mayor Strickland reminded everyone to be smart, continue social distancing, and wear a mask. Council and Staff are trying to find ways to help local businesses deal with impacts.
- Councilmember Drum stated that Triangle J Council meeting tomorrow night, via WebEx. On Thursday there is a Partners in Progress meeting for a tourism roundtable at 4:00 p.m.
- Councilmember Boesch stated she received feedback that the new radar speed signs are effective. She thanked staff for their work and ability to receive the Certificate of Excellence in Performance Management Award.
- Mayor Pro Tem Davis stated that the Tri Cities group will meet on June 26th via WebEx
- Councilmember Hogeman stated the Beautification Committee has completed all of the spring plantings. She spoke with NCDOT about the recent resurfacing completed on Highway 5 and asked if that had anything to do with upgrades discussed

previously. NCDOT told her the current resurfacing was just regular maintenance and not part of the project to improve Highway 5.

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.

- Resolution 20-15 Donating Turnout Gear to Fire Academies.
- April Public Safety Reports.
- Approval of Village Council Meeting Minutes.
 - o May 5, 2020 Special Meeting
 - o May 12, 2020 Regular Meeting
 - o May 12, 2020 Work Session
 - o May 12, 2020 Closed Session
- Budget Amendment Report.

End of Consent Agenda.

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

4. Discuss Consider Resolution to Re-Appoint Leo Santowasso as Chairman of the Planning and Zoning Board.

Mayor Strickland stated this item was to re-appoint Leo Santowasso as the Planning Board Chair to finish out the remaining time of his last 3 year term, which will expire in November 2020. Mr. Santowasso provided a brief update on items the Planning and Zoning Board were working on.

Upon a motion by Councilmember Drum, seconded by Councilmember Hogeman, Council unanimously approved Resolution 20-11 to re-appoint Leo Santowasso as the Chairman of the Planning and Zoning Board, by a vote of 5-0

5. Discuss and Consider Resolution to Appoint Eric Von Salzen

Mr. Von Salzen provided an update on items the Historic Preservation Commission has been working on. Molly Gwinn, Chair of HPC, gave a brief summary of Mr. Von Salzen background and stated she is pleased he is willing to serve as Chairman.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved resolution 20-12 appointing Eric Von Salzen as the Chairman of the Historic Preservation Commission, by a vote of 5-0

6. Discuss and Consider Resolution Anne Lucey

Molly Gwinn, Historic Preservation Commission Chair, introduced Ms. Anne Lucey to Council and provided a brief summary of her background. Mayor Strickland noted that he and Mayor Pro Tem Dais had met with Ms. Lucey before the meeting.

Upon a motion by Councilmember Boesch, seconded by Councilmember Hogeman, Council unanimously approved resolution 20-13 appointing Anne Lucey to the Village of Pinehurst Historic Preservation Commission by a vote of 5-0

7. Discuss and Consider David Herring

Molly Gwinn, HPC Chair, introduced Mr. David Herring to Council and provided a brief summary of his background.

Upon a motion by Councilmember Hogeman, seconded by Councilmember Boesch, Council unanimously approved resolution 20-14 appointing David Herring to the Village of Pinehurst Historic Preservation Commission by a vote of 5-0.

8. Presentation of Financial Statements for the Quarter Ended March 31, 2020.

Brooke Hunter, Financial Services Director, stated as we enter the final quarter of the fiscal year (FY), the Village's financial condition remains strong, despite the economic uncertainties surrounding the COVID-19 pandemic. Our revenue forecast for the

first three quarters is right on target, operating expenditures are running below expected levels, and our capital outlays are within budget. Ms. Hunter noted that we will continue closely monitor the impacts of the pandemic on our more economically sensitive revenues as we move through the final quarter of FY 2020 and into FY 2021.

The Village's General Fund is showing \$6.5 million in income for the first nine months of the year, which is considerably higher than the \$3.0 million the prior year. One of the largest components of this increase is the return of \$1 million previously contributed to the Given Memorial Library capital expansion campaign. Another significant component is the timing of projects completed through the end of the third quarter this year. Fund balance in the General Fund is currently 66% of budgeted expenditures, which is slightly lower than the 70% level seen the previous year at March 31. The Village's total cash and investment balances increased by \$1,584,000, or 12.8%, compared with the previous year. The most significant components of this increase are the returned funds from the library and operating expenditures that are lower than expected at this point in the fiscal year. Of the \$14.0 million in cash and investments at March 31, 2020, \$8.3 million was invested in the North Carolina Capital Management Trust Term portfolio and \$5.4 million was held in the Government portfolio. Our long-term debt balances also continue to decline, with the Village currently owing \$142,000 in notes payable.

Ms. Hunter explained General Fund revenues were \$130,000, or 0.7%, above the year-to-date budget projections. Property tax revenues are \$176,000, or 1.6%, above the quarterly revenue estimate. The real and personal base grew by 7.4%, compared to the same period last year, and the motor vehicle tax base grew by 6.9%, compared to the prior year. For local option sales taxes, the adopted budget forecasted a 3.5% increase over the previous year. Ms. Hunter noted we are expecting a reduction in sales tax revenue for the last quarter of FY 2020 due to the impacts of COVID-19 on the economy.

Ms. Hunter stated that the general fund operating expenditures were \$3,189,000, or 21.9%, below the quarterly budget. This variance is significantly larger than the expected year-end expenditure variance of 5% and is the primary factor in our overall quarterly budget variance. Ms. Hunter explained the largest factor is the timing of paving, patching, and small drainage projects completed by March 31.

Ms. Hunter explained the Village has issued 146 single-family residential building permits valued at \$39,290,000 during the first three quarters compared to 85 the previous year. Ms. Hunter noted that we project approximately 185 homes will be constructed in FY 2020, which is above the 122 permits issued in FY 2019. Based on our current estimates, we anticipate the Village's fund balance will increase by approximately \$1,985,000 by the end of FY 2020. Most of this increase is related to the \$1 million returned from the library this year. Ms. Hunter stated that ending fund balance for the General Fund is projected to be approximately \$9,857,000, 45%, of expenditures, which is above our current policy range of 30-40%.

Ms. Hunter stated that during the first three quarters, the Fair Barn covered 71% of operating expenditures with operating revenues, which is lower than the 84% achieved at this point the previous year. Before discounts were applied, the Fair Barn covered approximately 92% of operating expenditures with operating revenues. We are anticipating decreased revenues in the last quarter of FY 2020, as the facility will be closed for most, if not all, of the quarter due to the COVID-19 gathering restrictions. The Harness Track covered 62% of its operating expenditures compared to 57% the previous year. While there were fewer horses stabling this season, operating expenditures are also down due to staff vacancies and delayed Buildings and Grounds maintenance projects.

9. Motion to Recess Regular Meeting and Enter into a Public Hearing.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved to recess the regular meeting and enter into a public hearing, by a vote of 5-0.

10. Public Hearing No. 1

Jeff Sanborn, Village Manager, stated the purpose of this Public Hearing is to allow the public to comment on the proposed Fiscal Year (FY) 2021 Budget and Strategic Operating Plan (SOP). Mr. Sanborn gave a presentation of the FY 2021 budget which included the modified revenues suggested after the Council's budget work sessions last week. The modified budget excludes the recommended \$.005 tax rate increase in the FY 2021 budget and uses appropriated fund balance. Mr. Sanborn explained Village staff plans monitor COVID-19 financial impacts by monitoring sales tax and other revenues each month and review revised revenue estimates with Council after the 1st quarter of FY 2021. He noted that Council has identified expenditures to defer until October 1st, or later, totaling \$384,750. Mr. Sanborn explained the tax rate will remain the same at \$.30 and will warrant a projected loss of

\$84,544. The total FY 2021 budget is at \$21.26 million and the ending fund balance is projected to be \$9,772,249, which is 46% of expenditures. Mr. Sanborn reviewed the areas of focus which the budget tries to address. He also reviewed the 7 Initiative Action Plans (IAP) included in the FY 2021 budget, at a cost of \$252,000.

Mr. Sanborn stated that the Engage Pinehurst Topic for the budget was available for comment for 30 days. We had 16 people view the topic and 1 person, John Webster, provided a comment on the budget.

Public Comments:

- John Webster, Pinehurst resident, submitted the following public comment by email: 1. The FY 2021 budget should never have included a property tax rate increase, because it is financially unnecessary: a. The third quarter and YTD FY 2020 financials are proving better than budgeted. b. As the VOP currently measures its General Fund balance as a percentage of budgeted expenditures, it is forecast that this will reach 46% (without a tax rate increase). The defined policy is that it should be between 30 and 40%, so the VOP is purposefully ignoring its own policy in order to progressively augment an idle slush fund. If Council is incapable of explaining why this policy is obsolete or why the VOP's risk profile has radically changed, then we would expect to hear how the VOP expects to revert to the policy range. I also think the way this percentage is calculated per policy is potentially misleading given (i) the fact that expenditures (the denominator in the fraction) are budgeted to be 107.5% of expected and thus depresses the percentage and (ii) the ending balance is used as the numerator rather than the beginning GF balance of each FY, when what you are trying to measure is the capacity of an initial balance to meet the uncertainty of the year ahead. You might consider modifying the policy in this regard. 2. In the light of the Covid-19 pandemic, VOP residents and businesses are all suffering its financial effects. Even proposing a tax rate increase in these circumstances shows a lack of empathy and connection with VOP stakeholders. In my mind, you should be proposing a tax rate decrease. 3. Given the balance of the General Fund and the reliability of property tax revenues, I don't think there was any need for the list of expenditures to be postponed. Not prepaying minimal expensive financial debt while holding a \$ 14MM cash balance at end March and which will not drop below \$ 10MM in the FY is just not logical – the debt should have been prepaid a long time ago. If the GF balance actually goes up in the worst economic circumstances since the Great Recession, it just points to the reliability of revenues, the low level of risk facing VOP's finances and an erroneous tax policy resulting in increasing the tax rate at the same time as properties were revalued, but which is allowing a FY 2020 13% increase in expenditures. 4. If actual expenditures are now routinely expected to be 93% of budget rather than 95%, why do you continue budgeting with this parameter? Would it not make more sense to budget at 95% or even 97% and make the financial statements more understandable for the public?

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

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Davis, Council unanimously approved to adjourn the public hearing and re-enter the regular meeting, by a vote of 5-0.

Mayor Pro Tem Davis explained we should communicate major projects needed and that those have to be funded. She stated Pinehurst has the most favorable tax rate in the County and we need to be proud that but at the same time be realistic that we may need to add more to it over time to get more for our community. Councilmember Drum noted that some municipalities have capital funds to fund big projects but the Village doesn't have that. He agrees with Mayor Pro Tem Davis on not putting the tax increase off.

Natalie Hawkins, Assistant Village Manager, stated our capital forecasting is only projected out 5 years but there are projects looming past those 5 years. She suggested Council talk about the fund balance policy and capital funding at a work session. Ms. Hawkins explained that we budget at 100% expected revenues and expenditures are projected at where we will be but something always happens to change that number. Mayor Strickland noted that Local Government is restricted by law in the way the budget is structured and changed over the course of a year, which makes it more difficult.

12. Discuss and Consider Legal Contract for Legal Services for FY 2021

Brooke Hunter, Financial Services Director, stated this contract is for FY 2021 legal services. This contract includes a 2% increase, in line with inflation. The monthly retainer fee is \$4,753 per month or \$57,036 for the entire year. The hourly rate for services above

the 30 hours per month included in the contract amount is \$375 per hour, which is the same rate as last year. Ms. Hunter noted that historically there has been minimal additional billing above the 30 hours per month.

Upon a motion by Councilmember Boesch, seconded by Councilmember Drum, Council unanimously approved to authorize the Mayor or his designee to execute a contract with Van Camp Meacham & Newman, PLLC for legal services for Fiscal Year 2021. , by a vote of 5-0.

13. Other Business.

No other business was discussed.

14. Comments from Attendees.

No comments were made by the public.

15. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 6:30 p.m.

Respectfully Submitted,

Beth Dunn,
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.

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF MAY 26, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a work session at 6:40 p.m., Tuesday, May 26, 2020 remotely, via Zoom. Assembly Hall, located at Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina was open to the public to view the remote meeting.

The following were in remote attendance:

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

And approximately 4 attendees, including 4 staff.

1. Call to Order.

Mayor John Strickland, called the Council work session to order.

2. Discuss Highway 15-501 Corridor Protection and Utility Expansion

Jeff Sanborn, Village Manager, explained this agenda item was to follow up on discussions from the April 28th work session regarding development on Highway 15-501 spurred by Carthage possibly expanding utility lines. Staff has been working on renewing our expired annexation agreement with Carthage. Mr. Sanborn shared a draft map of the annexation area being discussed with Carthage.

Mr. Sanborn explained they have been talking with Moore County on modifying their utility extension policy which would require property owner, within 2 miles of Village limits, to petition for annexation to hook onto County utilities. Mr. Sanborn stated the County will discuss the changes at their next scheduled work session in July. Council and staff discussed an option to voluntary become part of the ETJ as part of the policy change.

3. Discuss Library Needs Assessment.

Natalie, Hawkins, Assistant Village Manager, reviewed the information document that she and the consultant have prepared, which includes background information on the Library Needs Assessment. She noted key revisions made to the DRAFT Library Needs Assessment Background Information based on Council's direction during the May 12, 2020 work session include:

- Revisions to the benchmark comparisons to NC towns between 15,000 - 25,000 in population.
- Addition of financial benchmark comparisons and other benchmark data staff was able to obtain from the State Library of NC.
- Addition of public input obtained thus far in the process through the online survey, Community Conversations, Public Input Meetings, and personal interviews.

Council reviewed the cover letter for the ETC survey and discussed changes. Council reviewed the ETC survey questions and

reworded some questions to make them less bias. Council also discussed the level of financial context and questions to include in the ETC survey. Ms. Hawkins stated she would make the changes per Council's discussions and email the changes to them.

4. Adjournment.

Council unanimously approved to adjourn the work session at 9:05 p.m.

Respectfully Submitted,

Beth Dunn,
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



**DISCUSS AND CONSIDER RESOLUTION 20-18 APPOINTING MEMBERS
TO THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

6/4/2020

MEMO DETAILS:

This agenda item is for Council to consider 1 new appointment to the Bicycle and Pedestrian Advisory Committee (BPAC) and 5 re-appointments. The new appointment is recommended for Darryn Burich, Planning and Inspections Director. If approved Darryn will be the BPAC member representing the Planning Department for an initial term of 2 years, expiring August 31, 2022.

Re-appointments are being recommended for:

- **Tom Campbell:** Tom's term expired on August 31, 2018. BPAC suspended all work and meetings at the end of 2017 when the development of the Comprehensive Plan started. Since the Comprehensive Plan is now approved the work of BPAC is to recommence. His new term will be retroactive from September 1, 2018 and expire August 31, 2021.
- **Michael Ventola:** Mike's term expired on August 31, 2018. BPAC suspended all work and meetings at the end of 2017 when the development of the Comprehensive Plan started. Since the Comprehensive Plan is now approved the work of BPAC is to recommence. His new term will be retroactive from September 1, 2018 and expire August 31, 2021.
- **Mark Wagner:** Mark's term on the Bicycle and Pedestrian Advisory Committee expired on August 31, 2018. Mark will be the BPAC member representing the Parks and Recreation Department. His term will be retroactive from September 1, 2018 and expire August 31, 2021.
- **Paul Sale:** Paul's term expires on August 31, 2020 and he is desirous of continuing to serve another 3 year term as a member of the BPAC. His new term would expire on August 31, 2023.
- **Melissa Watford:** Melissa's term expires on August 31, 2020 and she is desirous of continuing to serve another 3 year term as a member of the BPAC. Her new term would expire on August 31, 2023.

ATTACHMENTS:

Description

- ☐ BPAC Terms
- ☐ Resolution 20-18



VILLAGE OF PINEHURST
APPOINTED BPAC MEMBERS

TITLE	LAST NAME	INITIAL APPOINTMENT	TERM EXPIRATION
TOM	CAMPBELL	8/11/2015	8/31/2018
MICHAEL	VENTOLA	8/11/2015	8/31/2018
MELISSA	WATFORD	8/11/2015	8/31/2020
PAUL	SALE	10/24/2017	8/31/2020
MARK	WAGNER	8/11/2015	8/31/2018
PLANNING STAFF		VACANT	

* INITIAL TERM OF 2 YEARS AND SUBSEQUENT TERM OF 3 YEARS

*ALL TERMS EXPIRE AUGUST 31ST OF YEAR OF EXPIRATION

*NO TERM LIMIT POLICY APPLIES

RESOLUTION #20-18:

A RESOLUTION REGARDING APPOINTMENTS TO THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village of Pinehurst has established a Bicycle and Pedestrian Advisory Committee by Resolution 15-28; and

WHEREAS, the Village Council is desirous of re-appointing five members to this committee; and

WHEREAS, there is a need to fill a one vacancy on the committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 9th day of June, 2020 as follows:

SECTION 1. That the following appointments are hereby made to the Bicycle and Pedestrian Advisory Committee for the terms indicated:

Mr. Tom Campbell is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2018, said term expiring on August 31, 2021.

Mr. Michael Ventola is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2018, said term expiring on August 31, 2021.

Mr. Mark Wagner is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2018, said term expiring on August 31, 2021.

Ms. Melissa Watford is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2020, said term expiring on August 31, 2023.

Mr. Paul Sale is re-appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective September 1, 2020, said term expiring on August 31, 2023.

Mr. Darryn Burich is appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective June 9, 2020, said term expiring on August 31, 2022.

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

THIS RESOLUTION passed and adopted this 9th day of June, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____

John C. Strickland, Mayor

Attest:

Approved as to Form: _____

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

DRAFT



**DISCUSS AND CONSIDER ORDINANCE 20-03 ADOPTING THE FY 2021
BUDGET FOR THE VILLAGE OF PINEHURST.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/29/2020

MEMO DETAILS:

Budget Ordinance #20-03 adopting the Village of Pinehurst FY 2021 Budget is hereby presented for your review and approval. This ordinance is based on the budget that was presented by the Village Manager on May 12, 2020. After discussions at the budget work sessions on May 19 & 21, 2020, Village Council decided not to increase the tax rate in FY 2021 and use appropriated fund balance to balance the budget. No other changes were made to the budgeted amounts.

ATTACHMENTS:

Description

- ▣ Ordinance 20-03 FY 2021 Budget Ordinance

VILLAGE OF PINEHURST
Budget Ordinance
Fiscal Year 2021

BE IT ORDAINED AND ESTABLISHED by the Village Council of Pinehurst, North Carolina, in the Regular Meeting assembled this 9th day of June 2020 as follows:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of Village government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Village:

EXPENDITURES:

Governing Body	\$ 146,400
Administration	1,462,971
Financial Services	716,370
Human Resources	602,610
Police	3,573,890
Fire	3,686,846
Inspections	339,610
Public Services Administration	622,173
Streets & Grounds	2,366,420
Powell Bill	1,100,500
Solid Waste	1,991,770
Planning	982,390
Community Development	178,280
Recreation	2,109,687
Library	150,000
Harness Track	693,628
Fair Barn	390,205
Debt Service	<u>148,167</u>
TOTAL EXPENDITURES	<u>\$ 21,261,917</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

REVENUES:

Ad Valorem Tax Revenue	\$ 11,403,000
Other Taxes and Licenses	2,000
Unrestricted Intergovernmental Revenue	6,087,500
Restricted Intergovernmental Revenue	513,600
Permits and Fees	626,600
Sales and Services	725,400
Assessments	5,170
Other Revenues	269,780
Investment Income	25,400
Appropriated Fund Balance	<u>1,603,467</u>

TOTAL REVENUES \$ 21,261,917

SECTION 3. There is hereby levied a tax at the rate of thirty cents (\$0.30) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020, for the purpose of raising revenue in the General Fund in Section 2 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$3,803,000,000 and an estimated collection rate of 99.9% for real and personal property and 100.0% for motor vehicles.

SECTION 4. The Village Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a department without limitation and without a report being required.
- b. He may transfer amounts between departments, including contingency appropriations, within the same fund to increase an appropriation up to \$25,000 in a single budget amendment. He must make an official report on such transfers at the next regular meeting of the Village Council. In the event a State of Emergency is declared by the Mayor or designee, unlimited budget amendment authority within the same fund is granted for expenditures directly related to the emergency. He must make an official report on any such transfers authorized under a State of Emergency at the next regular meeting of the Village Council.
- c. He may not transfer any amounts between funds, except as approved by the Village Council in the Budget Ordinance as amended.

SECTION 5. The Village Manager or his designee is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

- a. Purchase of apparatus, supplies, and materials where formal bids are not required by law;
- b. Leases of normal and routine business equipment;
- c. Construction or repair work where formal bids are not required by law;

- d. Consultant services, professional services, contracted services, or maintenance service agreements up to an anticipated contract amount of \$50,000. In the event a State of Emergency is declared by the Mayor or designee, unlimited contracting authority is granted for services directly related to the emergency. The Village Manager must report to the Village Council any executed contracts exceeding \$50,000 during the State of Emergency declaration;
- e. Agreements for acceptance of State and Federal grant funds; and
- f. Grant agreements with public and non-profit agencies.

SECTION 6. Copies of this Budget Ordinance shall be furnished to the Village Clerk, the Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 9th day of June, 2020.

Municipal Seal

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A BUDGET AMENDMENT FOR
REIMBURSEMENT PROCEEDS RECEIVED FROM MOORE COUNTY
UTILITIES.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Batton

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

6/3/2020

MEMO DETAILS:

Back in January, Moore County had a significant sewer main break on Lake Hills Road that caused damage to the Village roadbed. Moore County ultimately accepted responsibility for the damages but requested the Village manage the roadbed restoration. As we already had our paving contractor in the area we arranged for the roadbed and road resurfacing to be completed. We charged the repair to our Powell Bill account and the County has since reimbursed the Village \$11,625 for the repairs. The requested budget amendment would place the proceeds from Moore County back in the Powell Bill account so that they may be used for additional road resurfacing in the Village.

Should Council agree to this request, a motion adopting the attached ordinance would be needed.

Thanks.

ATTACHMENTS:

Description

□ Ordinance 20-04

ORDINANCE #20-04:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2020, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (MOORE COUNTY ROAD REPAIR REIMBURSEMENT)

THAT WHEREAS, on January 30, 2020, there was a break in a sewer force main at or near the intersection of Lake Hills Road and Thunderbird Lane located in the Village of Pinehurst (hereinafter “Event”); and

WHEREAS, as a result of the Event, the pavement was damaged; and

WHEREAS, due to safety concerns, the Village contracted with Riley Paving to repair the damaged pavement and such pavement was repaired and paid for from the Village Powell Bill budget; and

WHEREAS, Moore County reimbursed the Village \$11,625 for the pavement repairs, and these funds are to be reallocated to the FY 2020 Powell Bill budget; and

WHEREAS, these funds were not included in the FY 2020 Budget when it was originally adopted;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 9th day of June, 2020, as follows:

SECTION 1. To amend the FY 2020 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>
10-20-430-5300	Powell Bill: Contracted Services	\$11,625	
10-00-120-3800	Miscellaneous Revenue		\$ 11,625

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 9th day of June, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

DRAFT



**DISCUSS AND CONSIDER A BUDGET AMENDMENT TO INCREASE
POWELL BILL FUNDING FOR ADDITIONAL ROAD RESURFACING.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Batton

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

6/2/2020

MEMO DETAILS:

As we wind down the fiscal year, Public Services has identified \$60,000 left over from our road patching contract that we'd like to move to the road resurfacing project. This would allow us to resurface more road segments prior to the end of the fiscal year. Our paving contractor, Riley Paving, has agreed to honor unit pricing from the current contract and we are lining up additional road segments that can be resurfaced if this budget amendment is approved.

In addition, when we first brought the paving contract to you, Council approved the expenditure of \$657,000 for the repair and paving portion of the resurfacing project and authorized the Village Manager to execute any change orders to the original contract up to a maximum of \$900,000 in total. With the addition of this budget amendment along with savings Public Services has been able to realize in shoulder restoration, we would be in a position to expend more than \$900,000 on the road resurfacing portion of the total project. As a result we are also asking you to amend your previous motion and allow the Manager to approve change orders not to exceed a total contract limit of \$1,050,000 for road resurfacing with Riley Paving. This would permit us to resurface the maximum amount of roads possible in this fiscal year without increasing the overall budget.

If Council concurs, we will need the attached budget amendment adopted along with a motion to increase the Manager's maximum contract change order threshold for this contract.

ATTACHMENTS:

Description

□ Ordinance 20-05

ORDINANCE #20-05:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2020, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (ADDITIONAL ROAD RESURFACING)

THAT WHEREAS, after completing the scheduled road patching projects for FY 2020, approximately \$60,000 remains available for road resurfacing; and

WHEREAS, funding for road patching is in the Streets & Grounds division and road resurfacing is in the Powell Bill division; and

WHEREAS, the Village wishes to increase the amount of road resurfacing to be completed in FY 2020; and

WHEREAS, this amendment is to reclassify the available funding from the Streets & Grounds division to the Powell Bill division, and no new funds are requested;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 9th day of June, 2020, as follows:

SECTION 1. To amend the FY 2020 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>
10-20-430-5300	Powell Bill: Contracted Services	\$60,000	
10-20-420-5300	Streets & Grounds: Contracted Services		\$60,000

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 9th day of June, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND APPROVE LIBRARY NEEDS ASSESSMENT ETC SURVEY.
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

6/3/2020

MEMO DETAILS:

This agenda item is for the Village Council to review and approve the Library Services Needs Assessment Survey to be distributed by ETC Institute to Pinehurst residents in June 2020. The Village Council has previously reviewed and discussed the survey in multiple work sessions and the attached survey and cover letter contain the revisions requested by the Village Council.

One point of discussion is for the Council to determine if they would like to indicate a bottom range for potential costs in the survey. Staff's recommendation is to not include a bottom range because alternative options have not yet been fully explored and it may be misleading to the public to state a bottom cost threshold without a sound basis for the estimate.

The ETC Library Services Needs Assessment Survey will be mailed to randomly selected households to ensure at least 400 responses that represent the age demographics of Pinehurst residents. This will result in a statistically valid survey with a 95% confidence interval that the Council can rely upon to determine resident library needs and make decisions about how to best meet those needs.

Staff would like to thank the Council for their careful and thoughtful deliberation on the 2020 Library Services Needs Assessment Survey and we look forward to finalizing the survey questions with you. Should you have any questions, please feel free to contact me directly.

ATTACHMENTS:

Description

- ☐ ETC Library Needs Assessment Survey Cover Letter
- ☐ ETC Library Needs Assessment Survey

DRAFT



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

June 2020

Dear Village of Pinehurst Resident,

The Village of Pinehurst is in the process of conducting a Library Services Needs Assessment to identify the community's needs for public library services and we need your input. Information about the needs assessment can be found at engage.vopnc.org/library. You are encouraged to review this information prior to completing the attached survey.

The Given Memorial Library, located at 150 Cherokee Road, is operated by a private 501c(3) non-profit organization. The Village of Pinehurst currently augments private funding of the library with a \$150,000 annual contribution to help provide free library services to Pinehurst residents. Because this funding model may not be sustainable long term, the Village is seeking resident input to help determine:

- **What library services Pinehurst residents need**
- **How much Pinehurst residents are willing to pay to support library services**

Taking this 2020 Library Services Needs Assessment Survey will help inform the Village Council's decisions about what library services to offer in the future and how much to spend on library services. Each year we ask residents to prioritize capital investments in the annual Community Survey. A library capital investment will be included in the 2020 Community Survey mailed in July as one capital item for residents to prioritize along with other possible capital investments.

The results of this survey will be collected and analyzed by ETC Institute, one of the nation's leading governmental research firms. **Please complete this survey using the paper survey and postage paid envelope provided or complete it online by visiting www.2020VOPLibrarysurvey.org.**

If you have any questions about this survey, please contact Assistant Village Manager Natalie Dean Hawkins at 295-1900, ext. 1103. Thank you for participating in the 2020 Library Services Needs Assessment Survey.

Sincerely,

John C. Strickland
Mayor, Village of Pinehurst

ADMINISTRATION

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-1900 • Fax (910) 295-4434 • www.vopnc.org



Library Services Needs Assessment Survey (June 2020)

Please complete this important survey to provide the Pinehurst Village Council with your feedback on resident needs for library services. You may also complete this survey online at www.2020VOPLibrarysurvey.org.

The Village of Pinehurst is currently conducting a Library Services Needs Assessment to determine the community's needs for library services. To date, the Village has obtained resident input through 386 completed online surveys, two public input meetings with a combined 115 attendees, Community Conversations with 53 residents, and interviews with 26 key stakeholders. Input obtained so far and other background information is located at www.engage.vopnc.org/library. We encourage you to review this information prior to completing this survey.

The Given Memorial Library, located at 150 Cherokee Road, is operated by a private 501c(3) non-profit organization. The Village of Pinehurst currently augments private funding of the library with a \$150,000 annual contribution to help provide free library services to Pinehurst residents. Because this funding model may not be sustainable long term, the Village is seeking resident input to help determine:

- What library services Pinehurst residents need
- How much Pinehurst residents are willing to pay to support library services

LIBRARY SERVICES & OPERATING HOURS

1. Do you believe the Given Memorial Library meets the library needs of Pinehurst residents?

____ (1) Strongly Agree ____ (3) Somewhat Disagree ____ (9) Do Not Know
____ (2) Somewhat Agree ____ (4) Strongly Disagree

2. On a scale of 1 to 5, where 1 means "Extremely Needed" and 5 means "Not Needed" please indicate which library features or capabilities you believe need to be EXPANDED or ENHANCED in the library.

	Library Features/Capabilities to EXPAND or ENHANCE	Extremely Needed	Very Needed	Moderately Needed	Slightly Needed	Not Needed	Do Not Know
1.	Adult book & magazine collection	1	2	3	4	5	9
2.	Children's book & magazine collection	1	2	3	4	5	9
3.	Young adult (teen) book & magazine collection	1	2	3	4	5	9
4.	Digital media (ebooks, etc.)	1	2	3	4	5	9
5.	Adult programs & classes	1	2	3	4	5	9
6.	Children's programs & classes	1	2	3	4	5	9
7.	Young adult (teen) programs & classes	1	2	3	4	5	9
8.	Book clubs/lectures/discussion groups	1	2	3	4	5	9
9.	Individual quiet study/work space	1	2	3	4	5	9
10.	Connected conference & meeting space for small groups (2-6 people) with technology	1	2	3	4	5	9
11.	Digital learning lab with public computers and access to specialized software	1	2	3	4	5	9
12.	Access to print, copy, & scan services	1	2	3	4	5	9
13.	Art, music, & performance space	1	2	3	4	5	9
14.	Maker space (collaborative work space for creating, building, or making items)	1	2	3	4	5	9
15.	Quiet relaxation space	1	2	3	4	5	9
16.	Retail co-location inside the library (such as a coffee shop or café)	1	2	3	4	5	9

3. The Given Memorial Library is currently open Monday – Friday from 9:30 am – 5:00 pm and Saturday from 9:30 am – noon.

On a scale of 1 to 4, where 1 means “Strongly Agree” and 4 means “Strongly Disagree” please indicate if you agree the library operating hours should be EXTENDED to better meet the needs of the community?

	Operating Hours to EXTEND	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Do Not Know
1.	Weekday evening operating hours	1	2	3	4	9
2.	Saturday operating hours	1	2	3	4	9
3.	Sunday operating hours	1	2	3	4	9

LIBRARY FUNDING

If the Village decided to operate a municipal library, it would likely require a significant capital investment for renovation, expansion, or new construction. An initial investment could cost as much as \$8 million, including furniture, fixtures, and equipment, depending on the facility size required to meet the library needs expressed by Pinehurst residents. Annual operating expenses for an \$8 million library could be as much as \$1 million per year, depending on the size, staffing levels, and services provided.

The initial capital cost could be paid using a combination of resources, including General Fund balance (or reserves), debt financing, fundraising contributions, and/or grants. The majority of annual operating costs would likely be paid from additional property taxes, with some costs offset by revenue generated from user fees, used book sales, and/or grants.

Property taxes are expressed as pennies on each \$100 value of a house or commercial building. The current Village property tax rate is 30 cents per \$100 of valuation, or \$900 a year for a \$300,000 house. At this time, one penny of property taxes generates \$374,000 in revenue for the Village. This means a one-cent property tax rate increase would add an additional \$30 in annual property taxes for a resident who owns a \$300,000 home.

4. **Do you agree the Village of Pinehurst should fund and operate the Village’s public library?**

____ (1) Strongly Agree ____ (3) Somewhat Disagree ____ (9) Do Not Know
____ (2) Somewhat Agree ____ (4) Strongly Disagree

5. **If the Village decided to operate a municipal library, how much would you be willing to pay in additional annual taxes to support the costs of ongoing library operations?**

____ (1) \$0.01 (or 3.3%) tax increase ____ (3) \$0.03 (or 10%) tax increase ____ (5) \$0.05 (or 16.6%) tax increase
____ (2) \$0.02 (or 6.6%) tax increase ____ (4) \$0.04 (or 13.3%) tax increase ____ (6) \$0.00 - Don’t support a tax increase

6. **If the Village organized a capital fundraising campaign for the initial capital cost to renovate, expand, or construct library facilities, how much would you donate?**

____ (1) Up to \$50 ____ (3) \$101 - \$500 ____ (5) \$1,001 - \$5,000 ____ (7) +\$10,000
____ (2) \$51 - \$100 ____ (4) \$501 - \$1,000 ____ (6) \$5,001 - \$10,000 ____ (8) \$0 – Would not donate

OPEN-ENDED COMMENTS

7. What other thoughts about the library would you like to share as the Village Council evaluates the need for a renovated, expanded, or new library?

DEMOGRAPHIC/LIBRARY USER INFORMATION

8. Have you used the Given Memorial Library within the last 12 months?

____ (1) Yes [*Answer Q8a*] ____ (2) No

- 8a. If you answered "Yes" on Question 8, indicate how often do you use the Given Memorial Library?

____ (1) Weekly or more ____ (3) 3-5 times per year
____ (2) About once or twice a month ____ (4) 1-2 times per year

9. Do you have children under the age of 18 in your household? ____ (1) Yes ____ (2) No

10. Which of the following best describes your age?

____ (1) Under 25 years ____ (4) 45-54 years
____ (2) 25-34 years ____ (5) 55-64 years
____ (3) 35-44 years ____ (6) 65+ years

11. Which of the following neighborhood groupings best describes where you live?

____ (1) Pinehurst No. 6
____ (2) Pinehurst Trace/Pinedale/Midland Country Club/Taylorhurst/Walker Station
____ (3) Pinehurst No. 7/Lawn & Tennis/CCNC
____ (4) Morganton/Monticello
____ (5) Lake Pinehurst/Burning Tree/St. Andrews/Cotswold
____ (6) Pinewild
____ (7) Old Town/Linden Road/Donald Ross/Clarendon Gardens
____ (8) Village Acres/Murdocksville Rd.

12. What is your gender?

____ (1) Male ____ (3) Non-binary/third gender
____ (2) Female ____ (4) Prefer to self-describe

This concludes the survey. Thank you for your time.

Please Return Your Completed Survey in the Enclosed Return-Reply Envelope Addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. **The information printed on the right will ONLY be used to help identify areas with special interests. If your address is not correct, please provide the correct information.** Thank you.



**DISCUSS AND CONSIDER A POLICY REGARDING THE NATIONAL
HISTORIC LANDMARK STATUS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Sanborn

DATE OF MEMO:

6/3/2020

MEMO DETAILS:

Please find for Council's consideration and approval a policy on Development and Other Improvements in the Pinehurst National Historic Landmark District. Should the Council approve the attached policy, Council can adopt the attached resolution which would make the policy effective upon adoption on June 9, 2020.

ATTACHMENTS:

Description

- ▣ Resolution 20-19
- ▣ Policy on Development & Other Improvements in the Pinehurst National Historic Landmark District.

RESOLUTION #20-19:

A RESOLUTION ADOPTING A POLICY REGARDING DEVELOPMENT & OTHER IMPROVEMENTS IN THE PINEHURST NATIONAL HISTORIC LANDMARK DISTRICT.

WHEREAS, the Village of Pinehurst has a rich past tied to the history of golf and golf resorts in America and the significant landscape architecture of Fredrick Law Olmsted; and

WHEREAS, in 1996, 101 years after the founding of the Village, the National Park Service bestowed National Historic Landmark Status on a core area of the Village; and

WHEREAS, Village residents have a strong interest in preserving the integrity of our Village core area's historic character; and

WHEREAS, the Village of Pinehurst retains its historic character due to the careful preservation of historic original structures and the cultivation of its lush landscapes; and

WHEREAS, the historic character of nearly all of our National Historic Landmark District is protected by our Local Historic Overlay District and associated Historic District Guidelines, which were established in accordance with North Carolina General Statute 160A-400, to safeguard our heritage by preserving important elements of our culture, history, and architectural history; and

WHEREAS, the Village and its core area must remain relevant and attractive to modern society in order ensure long-term viability and appreciation for our history from future generations.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 9th day of June, 2020 as follows:

SECTION 1. That the Village Council Policy for Development & Other Improvements Within the Pinehurst National Historic Landmark District is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 9st day of June, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

"Attachment A"

	VILLAGE OF PINEHURST VILLAGE COUNCIL POLICY	
SUBJECT: Development & Other Improvements Within the Pinehurst National Historic Landmark District	Effective: June 9, 2020	
Department: Administration	Policy No.: 45	
Prepared by: Jeff Sanborn	Revised:	
Approved by: Village Council	# of Pages: 2	

PURPOSE: The purpose of this policy is to describe key National Historic Landmark (NHL) factors that the Village Council will consider when contemplating decisions related to development within the NHL district.

POLICY: The Village of Pinehurst is committed to fostering conditions in which our modern Village society and the historic nature of our landmark district can exist in productive harmony and fulfill the social, economic, and other requirements of present and future generations.

What is now the Village of Pinehurst was founded by James Walker Tufts in 1895. Our Pinehurst Historic Landmark District was designated a National Historic Landmark just over 100 years later in 1996 and is listed as such on the National Register of Historic Places. Our landmark district is comprised of 766 acres and 500 privately owned properties. The defining historic characteristics of our district are vital and are described in our Nomination document which supported landmark designation. These defining characteristics must be protected.

Federal law does not authorize the National Park Service to regulate or control development or rehabilitation of properties within a landmark district. Instead, it recognizes individual property owners' rights and the authority of local government to regulate development. Village development ordinances and our local Historic District Guidelines accordingly recognize individual property owners' rights and seek to guide congruent development that honors our past, protects critical historic characteristics, observes preservation precepts, and contributes to a high quality of life for our residents, businesses, and visitors.

54 U.S.C. § 300101 sets forth Federal Policy with regard to historic preservation. It establishes the policy to "foster conditions in which modern society and our historic property can exist in productive harmony and fulfill the societal, economic, and other requirements of present and future generations." Such harmony is vital to the long-term viability of the historic characteristics we strive to preserve.

When contemplating decisions related to development within the NHL district, Village Council will weigh individual property owner rights, potential impacts on the defining historic characteristics of our district and the need to accommodate modern society in ways that ensure vibrant social use of and appreciation for our landmark district for generations to come.

Approved by:

John C. Strickland, Mayor

Date

Resolution # 20-19

Village Council, Resolution

Date



VILLAGE OF PINEHURST
VILLAGE COUNCIL POLICY

SUBJECT:	Development & Other Improvements Within the Pinehurst National Historic Landmark District	Effective: June 9, 2020
Department:	Administration	Policy No.: 45
Prepared by:	Jeff Sanborn	Revised:
Approved by:	Village Council	# of Pages: 2

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Approved by:

John C. Strickland, Mayor

Date

Resolution # 20-19

Village Council, Resolution

Date



**DISCUSS AND CONSIDER RESOLUTION 20-20 PERMITTING THE
EXTENSION OF OUTDOOR SEATING ONTO ADJACENT PUBLIC
PROPERTY.**

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

6/8/2020

MEMO DETAILS:

Attached is draft Resolution 20-20 for Council to discuss and consider permitting the extension of outdoor seating onto adjacent public property.

ATTACHMENTS:

Description

▣ Resolution 20-20

RESOLUTION #20-20

A RESOLUTION PERMITTING THE EXTENTION OF OUTDOOR SEATING ONTO ADJACENT PUBLIC PROPERTY WITHIN THE VILLAGE OF PINEHURST

WHEREAS, on March 13, 2020, the President of the United States declared that the COVID-19 pandemic in the United States constitutes a national emergency; and

WHEREAS, in responding to the COVID-19 pandemic, and for the purpose of protecting the health, safety, and welfare of the people of North Carolina, the Governor of the State of North Carolina has issued Executive Order Nos. 116-122, 124-125, 129-131, 133-136, and 138-140; and

WHEREAS, the Governor of the State of North Carolina identified three individual phases for the response and protective action to address the COVID-19 pandemic; and

WHEREAS, on May 20, 2020, the Governor of the State of North Carolina issued Executive Order No. 141 which set protective measures to address the move into Phase 2; and

WHEREAS, the North Carolina COVID-19: Phase 2 limits restaurant indoor capacities to no more than 50%; and

WHEREAS, The Village of Pinehurst recognizes the need to accommodate patrons outdoors and wishes to accommodate these altered operations during the COVID-19 pandemic with alternative requirements for temporary outdoor dining.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 9th day of June, 2020, as follows:

SECTION 1.

Restaurants may temporarily extend outdoor seating onto adjacent public property on Friday and Saturday evenings only; from 5:00 p.m. to 10:00 p.m. for food and alcohol services.

SECTION 2.

Temporary outdoor seating will only be allowed on public property within the space designated and marked by the Village of Pinehurst. Such space must be adjacent to the business and the public sidewalk may not be obstructed in any way and must remain fully accessible and welcoming to all non-customer pedestrians.

SECTION 3.

The temporary outdoor seating space must be delineated visibly and vertically. The enclosure may be cones, barriers, ropes, planters or similar devices. Special care needs to be given to ensuring high visibility after dark. Orange cones may be made available upon request.

SECTION 4.

The Restaurateur is solely responsible for setting up the temporary outdoor seating area and for removing the same each Friday and Saturday night. Set up of the temporary outdoor seating area shall not commence prior to 5:00 p.m. and removal of same shall be complete by midnight. The Restaurateur may begin barricading unoccupied parking spaces within their designated extended outdoor seating area as soon as 4:00 p.m. to prevent new cars from parking in those spaces.

SECTION 5.

The Restaurateur will be responsible for all trash removal from the temporary extended outside seating area and must dispose of same in private trash receptacles. Public trash receptacles may not be used.

SECTION 6.

Storing of tables, chairs and any other items used for establishing the temporary outdoor seating area will be the sole responsibility of the Restaurateur and must be stored on private property in a manner so as not to block any public sidewalk, public parking, or business ingress/egress.

SECTION 7.

All Restaurateurs are expected to comply with North Carolina Gubernatorial Executive Orders pre-dating and post adoption of this resolution. This resolution in no way, shape, form, or manner supersedes any directive of the Governor of the State of North Carolina. Nothing in this agreement exempts State or County regulations that normally apply to restaurants nor does it exempt any COVID-19 CDC or State rules, regulations or guidelines for masks, handwashing, social distancing, table spacing, table sanitizing, paper menus, gathering sizes, etc.

SECTION 8.

The Restaurateur must carry commercial general liability insurance in an amount acceptable to the Village's Risk Manager and confirm their insurance will apply to the designated outdoor seating area on public property. A certificate of insurance designating the Village as additionally insured is required to be retained on site and presented if requested.

SECTION 9.

If the Restaurateur is an ABC On-premises permit holder, the Restaurateur must abide by all requirements of the North Carolina ABC Commission.

SECTION 10.

The Restaurateur must agree to and execute the Village of Pinehurst Temporary Outdoor Seating Extension Use Acknowledgement Form.

SECTION 12.

No operations conducted utilizing any of the exception standards listed herein shall be grounds for establishing a vested right or a legal non-conforming situation.

SECTION 13.

This Resolution shall remain in effect through the entirety of the North Carolina COVID-19: Phase 2 and shall automatically expire at the end of Phase 2 unless repealed, replaced, or rescinded prior to by the Village Council.

THIS RESOLUTION passed and adopted this 9th day of June, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____

John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney