



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF MAY 14, 2019
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 14, 2019 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 44 attendees, including 14 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the meeting to order.

2. Reports:

Village Manager

- Beth Dunn, Village Clerk, updated Council on the status of recently proposed Senate and House bills that Moore County municipalities are opposed to. Three of the bills have been withdrawn from consideration, including SB 637 Clarify Property Owners' Right's (Tree Bill), SB 571 Unsafe Buildings, and SB 406 Limit Conditional Zoning. Other bills that made the legislation crossover had modifications before passing their respective chamber and moving to the next for consideration. The NC League of Municipalities reported many of these bills will continue to be modified throughout the process.

Village Council

- Mayor Nancy Fiorillo stated County Commissioner Lewis Gregory is in the hospital.
- Councilmember Davis stated the US Senior Women's Open begins this week at Pine Needles Country Club.
- Councilmember Drum stated the Tri-Cities group had a meeting on recycling. The group is working on a more unified list of accepted recycled items.

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.

- Approval of Draft Village Council Meeting Minutes.
 - April 23, 2019 Regular Meeting
 - April 23, 2019 Work Session

- Budget Amendments Report

End of Consent Agenda.

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

4. Presentation of the 100 Best Fleets Award to the Village of Pinehurst Fleet Maintenance Department.

Jeff Batton, Assistant Village Manager, explained the Village of Pinehurst Fleet Maintenance Department has been recognized as one of the 100 Best Fleets in the Americas for 2019. The 100 Best Fleets program recognizes and rewards peak-performing fleet operations in North and South America. The program identifies and encourages ever-increasing levels of performance improvement within the public fleet industry. Award applications are evaluated on answers provided in the program's 12 criteria of excellence categories: accountability, use of technology and information, collaboration, creativity, celebration, evidence of a high trust culture, performance recognition, doing it right the first time, quick efficient turnaround, competitive pricing, staff development, and resources stewardship. Mr. Batton stated the Village received recognition as the 76th ranking of the 100 Best Fleets in the Americas program. This is the first time the Village of Pinehurst has participated in this award program. Mayor Nancy Fiorillo presented the award to the Fleet Maintenance Department.

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

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

6. Public Hearing No. 1

Natalie Hawkins, Assistant Village Manager, stated the purpose of this public hearing is to consider a voluntary annexation petition from Village Developers, Inc., for ±4.732 acres located in the vicinity of Knoll Rd. and Midland Rd. The properties to be annexed are further identified as Moore County PID# 00039843 and 00032232.

Public Comments:

- No public comments.

7. Public Hearing No. 2

Alex Cameron, Senior Planner, explained that this public hearing was to consider an Official Zoning Map Amendment. The map amendment includes one parcel of land consisting of approximately 1.142 acres, further identified as Moore County PID# 0039843, which would zone the property R-15-CD (Medium Density Residential – Conditional District). The property is currently zoned RS-3 (Residential Single-Family) by the Town of Southern Pines. Mr. Cameron explained this proposed map amendment follows an amendment to the adopted annexation agreement between the Village of Pinehurst and the Town of Southern Pines for the mutual boundary line. The proposed use of the property is a two lot single family subdivision to be included with the previous Village Council approved seven lot subdivision. The following conditions would be included, which were the agreed upon conditions with the approved R-15 CD Rezoning approved by Council on September 25, 2018: 1. All lots to have one 5' side setback and one 19' side setback, such that no two 5' side setbacks share a common lot boundary. 2. A 10' landscape buffer will be provided along the properties that front Knoll Rd.

Public Comments:

- No public comments.

8. Public Hearing No. 3

Alex Cameron, Senior Planner explained that on February 28, 2019, the Historic Preservation Commission (HPC) unanimously approved forwarding the revised Historic District Guidelines to the Village Council for consideration. These guidelines were presented to the Council at the April 9th joint Village Council and HPC meeting. Subsequent to the April 9th meeting, the HPC held a special meeting on April 15th to discuss Council's comments and suggested changes. Other non-substantive changes were also made such as formatting. Councilmember Drum asked what the process would be going forward to keep the Historic District Guidelines up to date. Mr. Cameron stated the document could be amended at any time. Molly Gwinn, Historic District Commission (HPC) Chair, stated the HPC will talk about how to address this moving forward, possibly writing the process into the bylaws.

Public Comments:

- No public comments.

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

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

10. Discuss and Consider Ordinance 19-07 to Extend the Corporate Limits of the Village of Pinehurst, NC (Magnolia on Knoll).

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved Ordinance 19-07 extending the corporate limits of the Village of Pinehurst, NC by a vote of 5-0.

11. Discuss and Consider Ordinance 19-08 Amending the Official Pinehurst Zoning Map.

Upon a motion by Councilmember Farrell, seconded by Mayor Pro Tem Bouldry, Council unanimously approved Ordinance 19-08 amending the Official Pinehurst Zoning Map with the following conditions; all lots to have one 5' side setback and one 19' side setback, such that no two 5' side setbacks share a common lot boundary and a 10' landscape buffer will be provided along the properties that front Knoll Road and that the proposed amendments to the Pinehurst Development Ordinance are consistent with the goals outlined in the 2010 Comprehensive Long Range Plan and are considered reasonable and in the best interest of the public as referenced in the memorandum dated May 8, 2019 from Alex Cameron, Senior Planner by a vote of 5-0.

12. Discuss and Consider Resolution 19-13 Adopting the Revised Historic District Guidelines.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Farrell, Council unanimously approved Resolution 19-13 adopting the revised Historic District Guidelines by a vote of 5-0.

13. Discuss and Consider a Budget Amendment for Library Request for Contingency Funds.

Brooke Hunter, Financial Services Director, explained during the FY 2019 budget process, a \$100,000 in contingency funding was set aside to potentially fund the transition to a next generation of public library service delivery in the Village. A portion of those funds will roll forward to fund a library needs assessment in FY 2020. The Given Memorial Library staff and Board has submitted a detailed request for a portion of those funds. The Budget Review Committee met with Audrey Moriarty to review the requests. Ms. Hunter explained they discussed each item at length and identified those that met the criteria established by Council. Each request approved by the Committee enhances public library service offerings. The estimated cost of the approved items totaled approximately \$25,000. Ms. Hunter stated the approved items included the following: additional computers for patron use, a Smart TV with cart for programming needs, a microfilm scanner/reader to access historical documents, a new phone system, a portable projector and laptop for presentations and programs, additional Wi-Fi capabilities to allow coverage throughout the entire facility, a table lectern and portable PA system for programs with speakers, and books for summer camp attendees. Actual costs may vary slightly from the requested amounts due to pricing variations at the time of purchase. Jeff Sanborn, Village Manager, stated one criteria that the committee considered was any request needed to be transferable, should the results of library needs assessment warrant the need to move the facilities. Councilmember Farrell stated these items are certainly needed to keep the library efficient and effective. Councilmember Drum stated this seems to be proper use of the funds.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Farrell, Council unanimously approved Ordinance 19-09 a budget amendment for the library request of contingency funds by a vote of 5-0.

14. Discuss the 2019 Request for Proposal for the Library Services Needs Assessment.

Jeff Sanborn, Village Manager, explained that Village staff, in collaboration with the Library Working Group, has developed the request for proposal (RFP) for a library needs assessment. The RFP was released to Council and they have provided some comments and suggestions. A copy of the document with suggested comments and edits was provided to Councilmembers as well. Mr. Sanborn explained that the general thought process of the suggestions made was to make sure we are not conveying the outcome of the assessment, such as building or not building a library. Councilmember Farrell recited a section of the RFP which explained what they want the consultants to provide the Village with. Councilmember Davis stated they didn't want to write the RFP to have a forgone conclusion, however, there is a story and evolution that has to be cast. Audrey Moriarty, Library Executive Director, stated she has circulated the document to the Library Working Group but not the full Library Board, as she wasn't sure if the document was ready to be released to them. Judy McCaffrey, Pinehurst resident, stated she doesn't have a copy of the document with the markups. Councilmember Farrell explained that the markups were not edits but comments and

recommendations that each Councilmember has made over the weekend, since the RFP document has been released. Mayor Pro Tem Bouldry stated he would like to keep the momentum going. Mr. Sanborn stated that everyone could send their comments and suggestions, to the original version, to him and staff will revise the document based on the input received.

15. Presentation of the FY 2020 Strategic Operating Plan and Budget.

Jeff Sanborn, Village Manager, presented the FY 2020 Strategic Operating Plan. He explained this presentation was the formal presentation of the plan to Council. There will be 2 budget work sessions on May 23rd and 24th where Council will work thru questions and concerns with staff then followed by a public hearing on May 28th. Mr. Sanborn started with the Council Strategic Direction, which explains how we have arrived at where we are now in the planning process. Mr. Sanborn reviewed the strategic opportunities, strategic challenges, and the areas of focus that Council identified in January 2019 and how staff and Council identified those items. He reviewed where to find the key components of the Strategic Operating Plan document.

Mr. Sanborn explained the proposed FY 2020 budget totals 21.6 million, 8% below the FY 2019 amended General Fund Budget as of December 31, 2018. The proposed property tax rate is .30, which is a revenue neutral rate adjusted for inflation. The budget includes \$756,000 of appropriated fund balance and are expecting an ending fund balance of 34.6% based on the proposed budget. For General Fund revenues the majority of revenue comes from ad valorem taxes, in which the Village is expecting 120 new homes next year. The average tax value increased by 5.38% with the County revaluation. Councilmember Farrell wanted to clarify that the tax base will be 5.38% increase to total aggregate value of Village properties. Mr. Sanborn explained that the increase is an average, some properties valued higher and some valued less than previously. After the assessment the County valued properties at an average of 5.38% higher. Mr. Sanborn stated this proposed budget also assumes a 5.2% increase in sales tax revenue, based off of the FY 19 numbers.

Mr. Sanborn explained in the FY 20 budget they have included merit raises at an average of 2% and a cost of living adjustment of 2.4% for Village employees. Also, added 4.5 full time equivalent positions and the Village will continue to pay 100% of full time employees' health and dental insurance. Storm water maintenance funding has been increased by 48% or \$106,000 for FY 20. Mr. Sanborn explained that 1.8 million in capital purchases for FY 2020 have been budgeted, which include police, rescue, and solid waste vehicles, streetscape improvements, and land for potential parking near Village Center and a potential Fire Station 93.

Mr. Sanborn stated the five year financial forecast includes a forecast for staffing needs, inflationary increases in operating costs, capital improvement plan, and projected impact of significant capital expenditures on future operating costs. Mr. Sanborn explained some key points of the five year forecast include a tax rate of .30 in FY 20 and a projected increase of ½ cent in each year of FY 2021-2024. The five year forecast includes mandated increases for the State pension employer contribution rates and increased landfill fees. Storm water maintenance funding will increase by 48% in FY 2020 and by 30%, or \$66,000 in 2021-2024. Mr. Sanborn reviewed the Initiative Action Plans for the next five years and also the five year capital plan. Councilmember Davis asked why the Information Technology budget spikes in FY 2022. Jeff Sanborn explained that is when the Village expects to implement document imaging. Mr. Sanborn stated there are 37 evaluations are planned to be conducted in FY 2020-2024 to help identify ways to improve processes and service delivery. The next steps in the Strategic Operating Plan process are to have a Council budget work sessions on May 23rd and May 24th, followed by a public hearing on the budget at the May 28th Council meeting, and then Council will adopt the budget at the June 11th meeting, if desired.

16. Consider Qualified Based Service Exemption for Engineering Services.

Jeff Batton, Assistant Village Manager, explained that under NC General Statutes, the procurement of engineering services must be qualification based as opposed to low bid. This selection process can be overridden by Council when they believe it's in the public's best interest to contract with a specific engineering firm. Staff is requesting Council consider granting a qualification based selection exemption in order to allow staff to contract directly with CMS Engineering to conduct traffic studies at specific intersections within the Village of Pinehurst.

Mr. Batton explained CMS Engineering has conducted traffic studies for the Village at specific intersections each year since 2005 and therefore has the baseline knowledge and is in the best position to understand the changing traffic trends over the past 14 years. With this historical knowledge, they are best equipped to ultimately conduct the analysis in comparing past traffic patterns and counts with current conditions. Mr. Batton stated this study gives us a base line so we know what the needs are. Mayor Pro Tem Bouldry asked how we used this information to relate with NCDOT. Mr. Batton explained that it helps the Village have the knowledge to inform NCDOT of potential intersections and areas that need to be addressed. Councilmember Farrell asked if the pricing was fair. Mr. Batton stated that they haven't had a major increase in the cost of the study since 2010.

Mr. Batton explained the project will be completed by June 30th, CMS will study 7 intersections. Mr. Batton stated it is helpful to know what the level of service is at the intersections. Mayor Pro Tem asked if speed analysis was part of the study. Mr. Batton explained they would look at the number of cars passing through and which direction the vehicles are going. Councilmember Farrell asked if they can pull data on large truck traffic. Mr. Batton stated he would check, however, he believes they can breakdown the data by types of vehicles.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Drum, Council unanimously approved resolution 19-14 to exempt procurement of professional engineering and architectural services from the model code for procurement for architectural, engineering, and surveying services by a vote of 5-0.

17. Other Business.

No other business was discussed.

18. Comments from Attendees.

- Tom Campbell, Pinehurst resident, asked what modifications has been made to the bill that would restrict setting a minimum square footage for residential homes.
 - Beth Dunn, Village Clerk, explained that the bill had been slightly modified to clarify that a city or county ordinance cannot set a minimum square footage of any structure subject to regulation under the residential code for one and two family dwellings.
- Jane Hogeman, Pinehurst resident, asked if there was an update on the Comprehensive Plan.
 - Natalie Hawkins, Assistant Village Manager, stated the Community Open House is scheduled for June 17th and 18th at the Fair Barn. Copies of the draft plan will be available at that time followed by a 6 week public comment period.
- John Hoffman, Everett Rd., Pinehurst, stated that Section 9.4 of the PDO 9.5 landscaping requirements,

19. Motion to Adjourn.

Upon a motion by Councilmember Bouldry seconded by Councilmember Drum, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 6:28pm.

Respectfully Submitted,



Beth Dunn,
Village Clerk

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