VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF APRIL 24, 2018
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, April 24, 2018 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 R. Cashion, Mayor Pro Tem
Mr. John Bouldry, Treasurer
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Jill Lazusky, Acting Village Clerk

And approximately 27 attendees, including 12 staff and 1 press.

1. **Call to Order.**
Mayor Nancy Roy Fiorillo called the meeting to order.

2. **Invocation and Pledge of Allegiance**
Pastor David Beam of Pinehurst United Methodist gave the invocation and Mayor Fiorillo led everyone in the Pledge of Allegiance.

3. **Reports:**

Manager

- Jeff Sanborn announced that Brooke Hunter will be the new Financial Services Director upon John Frye's retirement in June.
- Jeff Sanborn, Councilmember Drum, Councilmember Davis, and John Frye, Financial Services Director, are part of the working group for the Givens Memorial Library/Tufts Archives and recently met with Tom Pashley to discuss possible ways for Pinehurst Resort to provide long term support of the Archives. Also discussed additional funding from library from the Village. No consensus yet.
- Next council meeting and work session will be in Council Conference Room because of Board of Elections using Assembly Hall for the May 8 election.

Council

- Mayor Fiorillo announced that Tom Campbell won the Volunteer Champions award which was presented at the annual Volunteer Appreciation Luncheon last week. Tom Campbell said a few words of thanks and appreciation for the honor.
- Celebration for the Military Child was held this past weekend at The Arboretum. The Mayor and Councilmember Cashion were in attendance. In addition, there were two other events including a meeting at Village Hall and the Garden Club Plant Sale at the Fire Department during that time.
- Councilmember Davis, as part of the Beautification Committee, announced there will be a litter pickup on Saturday at 8:30 and all are welcome to participate.

4. **Motion to Approve Consent Agenda.**

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

A. Consider a resolution reappointing Doug Tuxbury as Chairman of Pinehurst Community Watch.
B. Approval of Draft Village Council Meeting Minutes.

April 10 Regular Meeting
April 10 Work Session

C. Public Safety Reports.
Police Department
Fire Department

D. Budget Amendments Report

End of Consent Agenda.

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

5. Presentation of Permitting & Inspections BIRDIE Team Recommendations

Ms. Natalie Hawkins, Assistant Village Manager, presented the recommendations of the Permitting & Inspections (P&I) BIRDIE team. She shared the cross-functional team that developed these recommendations included representation from multiple departments, the Village Council, the residential building community, and the non-residential building community and the team set out to identify ways to improve both the efficiency and effectiveness of two key Village processes: permit issuance and building inspections. Ms. Hawkins shared the eight key actions the team is recommending:

1. Acquire and implement new permit and inspection software
2. Improve accessibility and usability of permit forms and applications
3. Create permit guides that clearly describe the permit process
4. Implement performance standards on turnaround times
5. Consider implementing single point of contacts for residents and builders, to the extent possible
6. Increase and enhance training efforts
7. Organize permit and inspection files
8. Amend the Pinehurst Development Ordinance for any process changes implemented.

Jason Whitaker, IT Director, discussed the proposed implementation of the recommended new P&I software, Accela Land Management Software. He explained the process of review which determined the recommendation. He explained some of the key benefits which include:

- User friendly
- Electronic submissions of plans
- Mobile capabilities for inspectors
- Integration with GIS
- Ability to integrate code violations
- Quick search and retrieval functions
- Easier to locate forms
- Reduce number of calls and walk-ins as it would divert permit traffic to online

The financial impact of implementing the software will be approximately $77,390 for the first year and approximately $31,600 a year thereafter. A conservative estimate of cost savings, once the software is implemented, is approximately $42,500 in staff time annually.

Council discussed the efficiency, the financial benefits, and the ongoing fees associated with the new software. Jason Whitaker, IT Director, responded to the cost concerns explaining about it being a cloud-based system and the associated licensing fees. Council discussed review times of permits, the possibility of the need of hiring a new inspector in the future, and the training that will be required for staff, builders, and contractors on the new software once implemented. Council formed a consensus to approve the BIRDIE team's recommendations.

6. Consider a resolution waiving special assessment acceleration.

John Frye, Financial Services Director, explained billings for this year's Municipal Service District (MSD) and Cotswold special assessment installments were mailed in January and were due February 9, 2018. North Carolina General Statute 160A-233(b) states that if any installment of these assessments is not paid by the due date, all of the installments remaining unpaid become due and payable, unless the Council waives this acceleration. He explained as of the due date, three property owners did not pay this year's installment but all of the delinquent assessments have now been paid due to subsequent collection efforts.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Drum, Council unanimously approved Resolution 18-10 waiving acceleration of special assessment installments for the Village of Pinehurst by a vote of 5-0.

7. Presentation of Quarterly Financial Statements for the Quarter Ended March 31, 2018.

John Frye, Financial Services Director, presented the quarterly financial statements for the quarter ended March 31, 2018. Mr. Frye noted the Village's financial condition looks good. He noted the revenue forecast for the first three quarters is right on target. In

addition, operating expenditures are running below expected levels and the Village's capital outlays are within budget. He noted these results should position the Village well to carry out the objectives outlined in the FY 2018 Strategic Operating Plan.

Council held a discussion. Councilmember Bouldry is still concerned about Harness Track and whether there could be additional uses of it and the Fair Barn to increase revenues. Perhaps more marketing to get higher occupancy of stalls.

8. Consider the request from a retiring officer to purchase service revolver and badge.

Manager Jeff Sanborn explained staff has received a request from MPO Penny Lucas to purchase her service revolver and be awarded her badge upon her retirement. NCGS 20-187.2 authorizes the Village Council to award, upon request, a retiring law enforcement officer their service revolver and badge at a price determined by the governing body. In previous years, the price for the revolver and badge for an officer with more than 10 years of service has been $1.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved the request for retiring police officer, MPO Penny Lucas, to purchase her service revolver and be awarded her badge upon retirement.by a vote of 5-0.

9. Discuss potential extension of Pinehurst Extraterritorial Jurisdiction (ETJ).

Jeff Sanborn, Village Manager gave a brief introduction to this topic. Ms. Natalie Hawkins, Assistant Village Manager, explained the need for Council to discuss a request to the Moore County Board of Commissioners to extend the Village's extraterritorial jurisdiction (ETJ), as allowed under NCGS 160A-130, and to discuss a draft letter to the Board of Commissioners. The need for this is to preserve the Village character in the growth areas. Council formed a consensus to send a letter of interest to the Moore County Board of Commissioners to pursue this possibility.

10. Other Business.

- Councilmember Davis has heard from residents about the anemic nature of the landscaping at the Greens at the Arboretum and complaints about the meters that are visible from McCaskill Road and can the Village please ask for more plant screening.

11. Comments from Attendees.

- Bob Bramwell, Pinewild resident, is interested in extending ETJ but feels there are so many unknowns about development and particularly about the developer's application that is under consideration right now for property on 211. He is concerned about a May 1 meeting by the county seeking approval of that application and that it will be too late after that date to do anything about it.
- Jane, a resident of Pinewild, distributed handouts about the general statute addressing ETJs to council members. She thinks our efforts to extend our ETJ out 211 is important to oversee future planning and enforcement. She discussed the Pinebluff lawsuit regarding their municipality seeking to extend their ETJ. There was some discussion as to the zoning use available currently for the area on 211 and hopes that the Village will support future smart land use of the 211 corridor. Jeff Sanborn, Village Manager and Councilmember Bouldry addressed some of the concerns. Councilmember Drum commended the letter Pinewild sent to the county regarding this issue.

12. Motion to Adjourn.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council approved to adjourn the Regular Meeting by a vote of 5-0 at 6:30 pm.

Respectfully Submitted,

Jill Lazusky,
Acting Village Clerk