



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JANUARY 25, 2022
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:30 p.m., Tuesday, January 25, 2022, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina and via the electronic meeting platform ZOOM. The meeting was streamed in real time on the Village's website.

The following were in attendance in Assembly Hall:
Ms. Kelly Chance, Village Clerk

The following were in remote attendance:
Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Jeff Morgan, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager

And approximately 8 attendees, including 7 staff and 0 press

1. Call to Order.

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

2. Discuss Conservation Opportunities with Three Rivers Land Trust.

Mayor Strickland noted this item was moved and discussed during the Regular Meeting, following the Consent Agenda.

3. Discuss Recommended Changes to Fees and Charges Schedule.

Brooke Hunter, Village of Pinehurst Finance Director, stated the Village's Fees and Charges Policy calls for the periodic review of all fees and charges. She noted staff conducted a review of the Village's Fees and Charges Schedule and recommended several changes. She stated they also recommend the addition of Library and Archives fees with an effective date of April 15, 2022, coinciding with the transfer date. The items proposed for your consideration are in the areas of Administration, Planning & Inspections, Public Services, Parks & Recreation, and Library/Archives.

Ms. Hunter stated the purpose of this work session is to discuss the proposed fees. The final fee schedules are expected to be presented to Council for approval on February 8, 2022. She noted Council was provided two Fees and Charges Schedules. The first schedule (Exhibit A) includes proposed fees for the Library/Archives and one minor change to Administration with an effective date of April 15, 2022, to coincide with the transfer of library services to the Village of Pinehurst. Staff reviewed fees charged by other North Carolina municipal libraries for comparison purposes, as well as evaluated the fees currently charged by the Given Memorial Library and Tufts Archives.

Ms. Hunter stated the second schedule (Exhibit B) includes all proposed fees for the Library/Archives and Administration

mentioned above, as well as the recommendations for Planning & Inspections, Public Services, and Parks & Recreation. The second schedule has an effective date of July 1, 2022.

Ms. Hunter reported some of the more significant changes include the following:

Library/Archives (Effective 4/15/2022) For the Library, staff recommends no library card fee for residents and non-residents currently. However, consistent with other NC municipal libraries, staff recommends considering a nonresident fee in the future after assessing software capabilities and developing a process for collecting and tracking membership. For lost items, we recommend charging the actual replacement cost or allowing patrons to replace the item with an identical copy with library staff approval. The library currently allows patrons to replace lost items on their own, which is a process that has worked well. For conference room use, staff recommends charging the same rates as other Village conference rooms. Lastly, the library currently charges \$0.25 per copy, and we recommend continuing that rate.

Ms. Hunter noted the Archives provides a variety of digital and print media to customers. The fee schedule is organized into images (various historical Pinehurst photos/information/images) and Ross golf course graphics (Donald Ross' golf course layouts/field sketches/blueprints). She noted Digital image use is charged per image for one-time domestic use. Commercial usage is \$150 per image for the first four images, \$75 per image for images five-ten, and \$25 per image for each additional. Personal usage is \$50 per image. Media usage (includes newspaper/television/magazine/etc.) is \$50 per image. A drop box fee of \$25 is charged. This refers to images that are requested to be gathered for customer review, but ultimately are not purchased. Additional use of each image is \$10 per use.

Ms. Hunter stated Photographic prints prepared in house range from \$37-\$77, depending on size. She reported research fees for locating information/images and prepping images are charged for work orders that take 30 minutes or more to perform. A flat \$30 is charged. The first 30 minutes of research are offered free of charge.

Ms. Hunter stated that for the Ross Golf Course Graphics, photocopies of notes/field sketches and blueprints range from \$1-\$10, depending on type of print. Photocopies of layouts are outsourced due to their size and are charged at actual cost plus 35%. Golf course layout prints prepared in house on graphic presentation paper range from \$47-\$77, depending on size. Digital golf course graphics are digital images of Ross' layouts and field sketches. The digital layout is \$250, field sketches for 9 holes are \$75, field sketches for 18 holes are \$150, and field sketches for 36 holes are \$200. She stated occasionally, customers request that an image be scanned or rescanned to a certain size or image quality. Staff charge \$15 per 15 minutes for these services.

Ms. Hunter noted that for General Library/Archives Fees, print requests that are larger than in-house printers can accommodate are outsourced to a local printer. The fee for that service is the actual cost plus 35% to cover administrative costs. Shipping and handling charges are the greater of \$10 or the actual shipping cost per parcel. Items will be combined into a single parcel, when possible.

Ms. Hunter stated for Administration, staff recommends increasing our copy fee from \$0.10 to \$0.25 to be consistent with the recommendation at the library.

Ms. Hunter stated in Planning, staff requests to correct the inspection fee for the residential electrical/mechanical/plumbing permit from \$40 to \$60. This was an error in the fee schedule and was recommended in the Planning & Inspections cost analysis performed in 2019. Also, staff proposes adding an Administrative Modification fee for changes that are within staff authority to recoup staff costs and to track these requests in Accela. There are only 1-2 instances of these requests each year.

Ms. Hunter reported in the Solid Waste division of Public Services, staff recommends increasing the 96-gallon cart cost from \$55 to \$70 to cover our actual costs.

Ms. Hunter stated Recreation Staff reviewed the fees of competing event venues in our area and recommends increasing the base fees by \$200 for residents, non-residents, and commercial full day and weekday events. This would bring Fair Barn prices more in line with competitors. For the Harness Track, staff recommends increasing seasonal stall rent by \$100 to \$1,075 based on other training facility comparisons. Seasonal stall rent at other facilities range from \$1,050 to \$1,900 with racing available at the higher rates. Staff also recommends decreasing the monthly stall rent from \$325 to \$250. Discussions with current and prospective trainers indicated an interest in bringing additional horses to the Harness Track for a portion of the season if the monthly rate was lower. Other competitor monthly rates range from \$150 to \$300. There were no monthly rentals last season at the \$325 rate.

Ms. Hunter reported in connection with the monthly stall rent adjustment, staff suggests decreasing the prorated daily rate from \$11 to \$9. She further noted staff recommends eliminating the athletic team fee structure and moving to a player fee structure. Also, staff recommends increasing the Facility Rental Supervisor fee to \$45 per hour for the first two hours and \$15 for each additional

hour to address higher staff costs since the fees were originally adopted in 2012. Rates for athletic facility rentals are recommended to increase after reviewing the rates at other local municipalities, noting these have not been adjusted since 2013.

Ms. Hunter stated for rental fees for use of the Arboretum and Tufts Park, staff recommends increasing the setup/break down fee from \$200 to \$400 per event. The Village now has more chairs to set up and break down for each event, plus most events utilize both locations, which requires more time to complete these steps. It takes approximately 20 hours of staff time to setup and break down each event.

Ms. Hunter stated the Administration and Library/Archives proposed fee changes, if approved, will become effective April 15, 2022. All other proposed changes have an effective date of July 1, 2022. The affected Department Heads and I plan to attend the work session to address any questions you may have

Village Council members expressed interest in learning more about the future of the proposed interest in RV parking by Horse Trainers at the Harness Park but expressed concern about this potentially leading to a trailer-park. Parks and Recreation Director, Mark Wagner, will provide more information to Council at future dates.

4. Discuss Moratorium Extension – Small Area Plans.

Darryn Burich, Village of Pinehurst Planning and Inspections Director stated the proposed moratorium currently in effect in the Small Area Plan areas (Village Place and Pinehurst South) is set to expire February 8, 2022. The Small Area Plans and subsequent ordinance updates will not be adopted by the time the moratorium expires so staff will be requesting to extend the moratorium an additional 90 days to allow for plan adoption and any relevant PDO updates. This would be the second extension of the moratorium that if approved by Council would have the planning areas under moratorium for 1.5 years.

Mr. Burich stated while there are no statutory limitations on the length of a moratorium, any moratorium length must be justified in the context of moving forward to solve the problems necessitating establishment of the moratorium. The Village has diligently moved forward with planning for the moratorium areas, and we are at the tail end of the plan development process where plans will be presented for adoption within the proposed extension period.

Mr. Burich reported an Open House and presentation is currently scheduled on February 2, 2022, at the Fair Barn to present the "final" plans and obtain feedback to allow the final plan sets to be developed after which the plans will move through the adoption process. He noted Staff is currently scheduling the moratorium extension ordinance for a public hearing at the February 8th Council meeting.

Council requested the proposed final plans be uploaded to the Village Website prior to the Public Hearing to ensure more community input. Mr. Burich noted that there will be an extensive discussion on the Small Area Plans during the February 8th Council Meeting. Council came to the consensus that the Moratorium Extension should be for 120 days to ensure time to complete the project.

5. Discuss Potential Designated Customer Parking for Downtown.

Assistant Village Manager, Jeff Batton, stated at the January 11, 2022, Work Session, Council asked staff to consider proposing a map of dedicated customer parking spaces appropriately distributed throughout downtown for Council consideration. Mr. Batton presented Council with two (2) options for consolidated customer parking restrictions. Option 1 provided for 24 spaces and option 2 provided for 16 spaces.

Mr. Batton stated we originally placed 14 signs out during the trial period. He noted if this is going to be a permanent situation the signs will need to be mounted and keeping with current Village signage and character. He also stated consideration for wayfaring signage in other areas would be included with these considerations. Mr. Batton stated he hoped to get a solid grasp on Council's wishes over the next couple of weeks to allow more detailed planning and design to begin.

Mr. Batton stated we will probably go back to the company we used for our current signage to ensure congruency. Mayor Strickland and Councilmember Boesch asked if these signs would be a new design or like the ones we have. Mr. Batton stated we will use the same color, design, and general look, but we will make some needed improvements, especially to our waste bins.

Mr. Batton stated the parking signs would look much like our street signs and current handicap signs, which have a frame around them. He noted this gives them a neater, finished, and cleaner feel. Mr. Batton stated he is still trying to determine the best wording for the parking signs. He noted we need to be conscious of the message and tone of the message to our community and visitors.

6. Update on Ross/Olmsted Anniversary.

Doug Willardson, Assistant Village Manager of Administration, provided an update to Council on the Village's collaborative work with the Resort and CVB on events for both the Ross and Olmsted Anniversary events. He noted DeDe Petri, President and CEO of the National Association for Olmsted Parks will be speaking on March 4th for a special presentation about the Father of Landscape Architecture at Assembly Hall. He stated we will also be working with Moore County Beautiful on a clean-up day, to be held April 26th. Mayor Strickland stated the Resort is working diligently with the Donald Ross side and he is excited that Ms. Petri is coming to speak on March 4th, representing the Olmsted piece.

7. Motion to Adjourn.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the work session, by a vote 5-0, at 8:20 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kelly Chance". The signature is written in a cursive, flowing style.

Kelly Chance,
Village Clerk

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

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

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

Values: Service, Initiative, Teamwork, and Improvement