



**VILLAGE COUNCIL
AGENDA FOR SPECIAL MEETING OF JANUARY 16, 2024
THIS SPECIAL MEETING WILL INCLUDE ITEMS FROM BOTH THE 01.09.2024
REGULAR MEETING AND THE 01.09.2024 WORK SESSION, WHICH HAD TO BE
RESCHEDULED DUE TO HAZARDOUS WEATHER CONDITIONS.
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA**

1. Call to Order.

2. Pledge of Allegiance

3. Oath of Office

Mr. Jack Farrell will take his Oath of Office after having been selected by Council to fill the vacant seat left by the election of Councilmember Pizzella to the position of Mayor.

4. Reports:

- Manager's
- Council's

5. 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. Approval of Village Council Meeting Minutes

- December 11, 2023 Council Special Meeting (Pre-Retreat)
- December 12, 2023 Council Special Meeting (Organizational)
- December 12, 2023 Council Regular Meeting
- December 12, 2023 Council Work Session
- December 15, 2023 Council Special Meeting (Retreat Day 1)
- December 18, 2023 Council Special Meeting (Retreat Day 2)

B. Motion to Approve Consent Agenda

C. End Consent Agenda

6. Consider Resolution 24-04 Re-Appointing Mr. Matt Jones to the Planning & Zoning Board and Board of Adjustment

7. Consider Resolution 24-05 Appointing Mr. Terry Lurtz as the Neighborhood Advisory Committee Representative for the Linden Road West Area

8. Discussion of Road Closure Request from USGA/Golf Channel During the 2024 US Open

9. Consider Ordinance 24-02 GASB 96 Budget Amendment

10. Review and Approve the FY 2025 Balanced Scorecard, including the FY 2025 Areas of Focus and the FY 2025-2029 Initiative Action Plans
11. Public Comments
12. Discussion of Library Construction Project Potential Timeline
13. Motion to Recess the Special Meeting and Enter into the Closed Session
14. Closed Session
Council will hold a closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.
15. Motion to Adjourn the Closed Session and Re-Enter the Special Meeting
16. Adjournment.

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.



**OATH OF OFFICE
ADDITIONAL AGENDA DETAILS:**

Mr. Jack Farrell will take his Oath of Office after having been selected by Council to fill the vacant seat left by the election of Councilmember Pizzella to the position of Mayor.



REPORTS:
ADDITIONAL AGENDA DETAILS:

- Manager's
- Council's



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

- December 11, 2023 Council Special Meeting (Pre-Retreat)
- December 12, 2023 Council Special Meeting (Organizational)
- December 12, 2023 Council Regular Meeting
- December 12, 2023 Council Work Session
- December 15, 2023 Council Special Meeting (Retreat Day 1)
- December 18, 2023 Council Special Meeting (Retreat Day 2)

ATTACHMENTS:

Description

- 12.11.2023 Special Meeting Minutes (Pre-Retreat)
- 12.12.2023 Special Meeting Minutes (Organizational)
- 12.12.2023 Regular Meeting Minutes
- 12.12.2023 Work Session Minutes
- 12.15.2023 Special Meeting Minutes (Retreat Day 1)
- 12.18.2023 Special Meeting Minutes (Retreat Day 2)



**VILLAGE COUNCIL
MINUTES FOR FY 2025 STRATEGIC PLANNING PRE-RETREAT
DECEMBER 11, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
8:30 AM – 5:00 PM**

The Pinehurst Village Council held the FY 2025 Strategic Planning Pre-Retreat on Monday, December 11, 2023, in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. Patrick Pizzella, Mayor	Mr. Carlton Cole, Fire Chief
Mr. Jeff Morgan, Councilmember	Mr. Mike Apke, Director of Public Services
Ms. Barb Ficklin, Councilmember	Ms. Angie Whisnant, Director of Parks & Recreation
Mr. John Taylor, Councilmember	Mr. Glen Webb, Police Chief
Mr. Jeffrey M. Sanborn, Village Manager	Ms. Angela Kantor, Director of Human Resources
Mr. Jeffrey Batton, Assistant Village Manager	Mr. Alex Cameron, Planning & Inspections Director
Mr. Doug Willardson, Assistant Village Manager	Ms. Shannon Konstantinou, Village Clerk
Mr. Matthew McKirahan, Organizational Performance Director	
Ms. Dana Van Nostrand, Director of Financial Services	
Ms. Audrey Moriarty, Library Services and Archives Director	

And approximately 1 attendee.

1. Call to Order

2. FY 2025 Strategic Planning Pre-Retreat

Mayor Pizzella welcomed everyone to the meeting.

A brief review of the FY 2024 Strategic Operating Plan documents was done.

Council and Staff reviewed and discussed preliminary draft documents for the development of the FY 2025 Strategic Operating Plan in preparation for the upcoming Strategic Planning Retreats to be held on December 15, 2023, and December 18, 2023.

3. Adjournment.

Council unanimously adjourned the FY 2025 Strategic Planning Pre-Retreat at 4:34 p.m.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING - ORGANIZATIONAL OF DECEMBER 12, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

The Pinehurst Village Council held a Special Meeting - Organizational at 04:00 PM, Tuesday, December 12, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Mr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Councilmember
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk

And approximately 50 attendees, including 1 staff and 1 press.

1. Call to Order.

Mr. Sanborn called the Village Council meeting to order.

2. Oath of Office

Mayor Pizzella, Councilmember Ficklin, and Councilmember Taylor completed their Oaths of Office.

3. Selection of Mayor Pro Tem and Treasurer

Councilmember Ficklin nominated Councilmember Taylor for the position of Mayor Pro Tem.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved to close the nominations for Mayor Pro Tem.

Upon a unanimous vote of 4-0, Councilmember Taylor was selected to be Mayor Pro Tem.

Councilmember Taylor nominated Councilmember Ficklin for the position of Treasurer.

Upon a motion by Councilmember Taylor, seconded by Councilmember Morgan, Council unanimously approved to close the nominations for Treasurer.

Upon a unanimous vote of 4-0, Councilmember Ficklin was selected to be Treasurer.

Mayor Pizzella, Mayor Pro Tem Taylor, and Councilmember Ficklin read prepared remarks of acceptance and thanks.

Councilmember Morgan welcomed the newly elected Mayor and Councilmembers.

4. Adjournment.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Special Meeting – Organizational at 04:18 PM, by a vote of 4-0.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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

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**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF DECEMBER 12, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 04:30 PM, Tuesday, December 12, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Mr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Ms. Lori Hercules, IT Technician

And approximately 19 attendees, including 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order.

2. Invocation by Rev. Dr. Ashley Neil Smith and Pledge of Allegiance by Mr. Keifer Welch

3. Reports:

Village Manager

- Mr. Jeff Sanborn, Village Manager, reported on the applications received for the Council Vacancy (deadline closed at 05:00 PM on Monday, December 11, 2023), and the vacancies on the Planning & Zoning Board and Historic Preservation Commission.

Village Council

- Mayor Pizzella reported on the vacant Council seat, the December 01, 2023 Tree Lighting Ceremony in Downtown and commended Village Staff on the success of the event, the December 04, 2023 Pinehurst No. 6 Community Association meeting, last week's Tri-Cities Working Group meeting, the December 13, 2023 Employee Holiday Luncheon, and wished everyone a happy Holiday season.
- Councilmember Morgan reported on the December 01, 2023 Tree Lighting Ceremony in Downtown and expressed appreciation for the work done by Village Staff for the event, the upcoming January 2024 meeting of the Central Pines Regional Council, and the retirement of Lieutenant Mike Tew from the Pinehurst Police Department and thanked Lieutenant Tew for his many years of service.
- Councilmember Ficklin reported on the December 11, 2023 Village of Pinehurst Strategic Planning

Pre-Retreat, the New Council Onboarding meeting held with Staff recently, and wished everyone a happy Holiday season.

- Mayor Pro Tem Taylor reported on the December 11, 2023 Village of Pinehurst Strategic Planning Pre-Retreat and acknowledged the amount of preparation put into the meeting by Staff.

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. Approval of Village Council Meeting Minutes
- November 14, 2023 Council Regular Meeting Minutes
 - November 14, 2023 Council Work Session Minutes

Mayor Pro Tem Taylor asked that the Quasi-Judicial section of the minutes of the November 14, 2023 Council Regular Meeting be reviewed to see if the use of “PARS” is accurate.

End of Consent Agenda.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved the Consent agenda by a vote of 4-0.

5. Discuss and Consider Awarding FY24 Resurfacing Contract to Fred Smith Company.

Mr. Mike Apke, Public Services Director, provided background information on the resurfacing projects the Village does every year, the process for selecting which projects are completed each year, the Village’s consideration of the Page Road resurfacing project being driven by the recently adopted Pinehurst South Small Area Plans (despite Page Road not being owned by the Village), the Village’s past experience with the Fred Smith Company, the Powell Bill Funds available for FY2024 resurfacing projects, and Staff’s recommendation for approval of the contract.

Council, Mr. Sanborn, and Mr. Apke discussed the length of Page Road, supplemental funds added to the Powell Bill Funds by the Village, the possibility of receiving lower bids if a petition for new bids is done, how a bid is structured, and work on Page Road being contingent on contributions from adjacent property owners.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved the FY24 Resurfacing Contract with Fred Smith Company (FSC) and authorized the Mayor or his designee to execute the contract, and further authorized the Village Manager to execute change orders and add additional quantities at the original unit pricing with the overall amount not to exceed \$1,190,928.87 (the total amount remaining in the Powell Bill fund) by a vote of 4-0.

6. Discuss Dedication of Winston Pines Drive and Associated Right-of-Way to the Village of Pinehurst.

Mr. Sanborn and Mr. Apke provided background information on the request to dedicate Winston Pines Drive and the associated right-of-way to the Village, the makeup of the Winston Pines subdivision, the length of Winston Pines Drive, the design of the street conforming with the agreed upon plans, and Staff’s recommendation to accept the dedication.

Council, Mr. Sanborn, and Mr. Apke discussed the use of the term “dedications” being standard legal language and the Village having accepted previous dedications of roadways.

7. Consider Ordinance 23-19 An Ordinance Accepting Petition for Dedication of Streets Within the Village of Pinehurst and Amending Chapter 7, Schedule II and Schedule IV of the Pinehurst Municipal Code as it Pertains to Regulating Traffic on these Streets Within the Village of Pinehurst, North Carolina.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously

approved Ordinance 23-19 Accepting Petition for Dedication of Streets Within the Village of Pinehurst and Amending Chapter 7, Schedule II and Schedule IV of the Pinehurst Municipal Code as it Pertains to Regulating Traffic on these Streets Within the Village of Pinehurst, North Carolina by a vote of 4-0.

8. Discuss a Qualification Based Selection (QBS) Exemption for Traffic Intersection Studies.

Under NC General Statutes (143-64.31), the procurement of engineering services must be qualification based as opposed to the lowest bidder. The requirement for Qualification Based Selection can be overridden by Council when they believe it's in the public's best interest to contract with a specific firm.

Mr. Sanborn provided historical information on traffic studies done within the Village and the intention behind the request for an exemption.

Mr. Jeff Batton, Assistant Village Manager, and Mr. Alex Cameron, Planning and Inspections Director, provided background on the request for exemption, the Village's past experience with CMS Engineering, and areas of the Village where traffic studies will be performed.

Council, Mr. Sanborn, Mr. Batton, and Mr. Cameron clarified the exemption is not related to the professional qualifications or abilities of CMS Engineering, discussed the timeline for completion of the traffic study, and reviewed how traffic studies are structured and the data gathered is used by the Village.

9. Consider Resolution 23-52 to Exempt CMS Engineering from Qualification Based Selection Process to Conduct Annual Intersection Studies.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Resolution 23-52 to Exempt CMS Engineering from Qualification Based Selection Process to Conduct Annual Intersection Studies by a vote of 4-0.

10. Other Business.

None

11. Comments from Attendees.

None

12. Motion to Adjourn

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved to adjourn the regular meeting by a vote of 4-0 at 05:17 PM.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF DECEMBER 12, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Work Session Meeting at 05:25 PM, Tuesday, December 12, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Mr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Councilmember
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Ms. Lori Hercules, IT Technician

And approximately 6 attendees, including 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order.

2. Discussion of Road Closure Request from USGA / Golf Channel During the 2024 US Open

Mr. Doug Willardson, Assistant Village Manager, reviewed maps of the proposed road closure areas and event set up locations.

Council, Mr. Sanborn, and Mr. Willardson discussed potential pros and cons to Downtown businesses, support for road closures by some Downtown businesses, the possibility of proposing alternative locations, and the need to do a more thorough survey of Downtown businesses to better gauge support for road closures. It was determined to revisit the discussion at one of the January 2024 Council meetings with greater input from local businesses and the Police Department being gathered along with determining if an agreement outlining coverage of cost for any additional services the road closure would require (shuttles, etc.) would be needed.

3. Discuss Potential Issues with Native Plants Law Passed by General Assembly

Mr. Jeff Batton, Assistant Village Manager, and Ms. Janet Farrell, Beautification Committee Chair, provided information on the recently passed Native Plants Law, the impact the law will have on the Village's planting schedule for NCDOT roadways within the Village, expressed concerns over the availability of native plants and the quality of the native plants that are available, the desire for the Beautification Committee to draft a letter for Council to send to the State legislature in Raleigh asking for some compromise or allowance to maintain the current quality and variety of planting schedule used within the Village, potential impact of the Native Plants Law on local businesses such as the Resort, statement gateways to the Village being a big part of the Village's competitive edge for bringing tourist to the area (which will be negatively impacted by the Native Plants Law), and the Village's planting schedule is used to create a utopia effect of entering an oasis within the Sandhills area.

Council, Mr. Batton, and Ms. Farrell discussed whether a letter to the State legislature will have any impact or if a conversation with State representatives would be a better approach, the specifics of who would be responsible for maintaining native plantings in and around the Village, and whether existing areas of non-native plantings could be “grandfathered” in through an agreement with the State to allow continued non-native plantings in these specific areas.

4. Approval of the 2024 Meeting Schedule

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved the 2024 Council Meeting Schedule by a vote of 4-0.

5. Determine the 2024 Partners and Collaborators Assignments

Council and Mr. Sanborn reviewed the 2024 Partners and Collaborators list, and Council unanimously agreed the following assignments would be made with the understanding some adjustments will need to be made once a fifth Councilmember is appointed:

Council Member to Report	Partners & Collaborators
Patrick Pizzella	NCDOT / ** SMPO *
	NC State Government
	Tri-Cities Work Group (SP, Aberdeen, VOP) *
	Moore Co. Economic Development Partnership
	Pinehurst Resort / USGA *
	Moore Co., NC *
	BPAC
Jeff Morgan	Moore Co., NC *
	Moore Co. Schools *
	Central Pines Regional Council **
	FirstHealth
Barb Ficklin	Tri-Cities Work Group (SP, Aberdeen, VOP) *
	Central Pines Regional Council **
	Pinehurst Business Partners *
	Chamber of Commerce
	Beautification Committee
John Taylor	NCDOT / ** SMPO *
	Moore Co. Economic Development Partnership
	Convention and Visitors Bureau

6. Consider Resolution 23-50 Appointing a Voting Member and a Voting Alternate to the Sandhills Metropolitan Planning Organization (SMPO)

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 23-50 appointing Mayor Pizzella as a Voting Member and Mayor Pro Tem Taylor as a Voting Alternate to the Sandhills Metropolitan Planning Organization by a vote of 4-0.

7. Consider Resolution 23-51 Appointing a Delegate and an Alternate Delegate to the Central Pines Regional Council

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 23-51 appointing Councilmember Morgan as a Delegate and Councilmember Ficklin as an Alternate Delegate to the Central Pines Regional Council by a vote of 4-0.

8. Discussion Regarding Litigation Committee

Council and Mr. Sanborn discussed the intention behind the formation of the Litigation Committee, possibly dissolving the Litigation Committee and addressing any potential conflicts of interest as future cases arise on a case-by-case basis. Council unanimously agreed to dissolve the Litigation Committee and address any future litigation with Council as a whole.

9. Other Business

Council and Mr. Sanborn discussed receiving twelve applications for the Council vacancy and deliberated on the process to follow for reviewing the applications and moving forward with interviews. It was determined to attempt scheduling interviews for January 05th, 08th, or 12th, 2024 and to begin reaching out to all Applicants for their availability. Further discussion was held on the appointment process.

Council and Mr. Sanborn, also, discussed possibly holding a Work Session to analyze the information that will be provided at the upcoming Strategic Planning Retreats.

10. Adjournment.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Work Session at 06:32 PM, by a vote of 4-0.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR FY 2025 STRATEGIC PLANNING RETREAT (DAY 1)
DECEMBER 15, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
8:30 AM – 5:00 PM**

The Pinehurst Village Council held the FY 2025 Strategic Planning Retreat (Day 1) on Friday, December 15, 2023, in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. Patrick Pizzella, Mayor	Mr. Carlton Cole, Fire Chief
Mr. Jeff Morgan, Councilmember	Mr. Mike Apke, Director of Public Services
Ms. Barb Ficklin, Councilmember	Ms. Angie Whisnant, Director of Parks & Recreation
Mr. John Taylor, Councilmember	Mr. Glen Webb, Police Chief
Mr. Jeffrey M. Sanborn, Village Manager	Ms. Angela Kantor, Director of Human Resources
Mr. Jeffrey Batton, Assistant Village Manager	Mr. Alex Cameron, Planning & Inspections Director
Mr. Doug Willardson, Assistant Village Manager	Ms. Shannon Konstantinou, Village Clerk
Mr. Matthew McKirahan, Organizational Performance Director	
Ms. Dana Van Nostrand, Director of Financial Services	
Ms. Audrey Moriarty, Library Services and Archives Director	

Approximately 5 audience members in attendance.

1. Call to Order

2. FY 2025 Strategic Planning Retreat (Day 1)

Council and Staff reviewed and discussed draft documents for the development of the FY 2025 Strategic Operating Plan.

No action was taken. Further review and discussion will be conducted at the second day of the Strategic Planning Retreat to be held on December 18, 2023.

3. Adjournment.

Council unanimously adjourned the FY 2025 Strategic Planning Retreat (Day1) at 4:21 p.m.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR FY 2025 STRATEGIC PLANNING RETREAT (DAY 2)
DECEMBER 18, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
8:30 AM – 5:00 PM**

The Pinehurst Village Council held the FY 2025 Strategic Planning Retreat (Day 2) on Monday, December 18, 2023, in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. Patrick Pizzella, Mayor	Mr. Carlton Cole, Fire Chief
Mr. Jeff Morgan, Councilmember	Mr. Mike Apke, Director of Public Services
Ms. Barb Ficklin, Councilmember	Ms. Angie Whisnant, Director of Parks & Recreation
Mr. John Taylor, Councilmember	Mr. Glen Webb, Police Chief
Mr. Jeffrey M. Sanborn, Village Manager	Ms. Angela Kantor, Director of Human Resources
Mr. Jeffrey Batton, Assistant Village Manager	Mr. Alex Cameron, Planning & Inspections Director
Mr. Doug Willardson, Assistant Village Manager	Ms. Shannon Konstantinou, Village Clerk
Mr. Matthew McKirahan, Organizational Performance Director	
Ms. Dana Van Nostrand, Director of Financial Services	
Ms. Audrey Moriarty, Library Services and Archives Director	

Approximately 2 audience members in attendance.

1. Call to Order

2. FY 2025 Strategic Planning Retreat (Day 2)

Council and Staff reviewed and discussed draft documents for the development of the FY 2025 Strategic Operating Plan.

No action was taken. Council and Staff agreed to revisions of the draft documents in preparation for presentation to Council at a January 2024 Regular Meeting.

3. Adjournment.

Council unanimously adjourned the FY 2025 Strategic Planning Retreat (Day 2) at 12:20 PM.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

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RESOLUTION #24-04:

A RESOLUTION REGARDING A RE-APPOINTMENT TO THE PINEHURST PLANNING & ZONING BOARD AND BOARD OF ADJUSTMENT.

THAT WHEREAS, the Village of Pinehurst has established a Planning & Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160D-301 and 160D-302; and

WHEREAS, on the 13th day of March, 2012, the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning & Zoning Board and the Board of Adjustment; and

WHEREAS, the term of Mr. Matt Jones will expire on January 31st, 2024; and

WHEREAS, Mr. Jones and the Village Council of Pinehurst are desirous of his continuing to serve as a member of the Planning & Zoning Board and the Board of Adjustment for an additional term; and

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Special Meeting assembled this 16th day of January, 2024 as follows:

SECTION 1. That the following appointment is hereby made to the Planning & Zoning Board and the Board of Adjustment for the term indicated:

Mr. Matt Jones is re-appointed as a member of the Planning & Zoning Board and the Board of Adjustment effective February 01, 2024, to serve at the pleasure of the Council until the end of his term on January 31, 2026.

SECTION 2. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 16th day of January, 2024.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

RESOLUTION #24-05:

A RESOLUTION APPOINTING THE NEIGHBORHOOD ADVISORY COMMITTEE REPRESENTATIVE FOR THE LINDEN ROAD WEST AREA.

WHEREAS, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

WHEREAS, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

WHEREAS, Mr. Patrick Corso resigned as the Linden Road West representative in November of 2023, and there is a need to fill this vacancy on the Neighborhood Advisory Committee to represent the Linden Road West designated area; and

WHEREAS, Mr. Terry Lurtz and the Village Council of Pinehurst are desirous of Mr. Lurtz serving as a representative of the Linden Road West area on the Neighborhood Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Special Meeting assembled this 16th day of January 2024 as follows:

SECTION 1. That the following appointment is hereby made to the Neighborhood Advisory Committee for the term indicated:

Mr. Terry Lurtz is appointed as a representative of the Linden Road West area on the Neighborhood Advisory Committee, effective January 16, 2024, said term to expire June 30th, 2026.

THIS RESOLUTION passed and adopted this the 16th day of January 2024.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSSION OF ROAD CLOSURE REQUEST FROM USGA/GOLF CHANNEL DURING THE 2024 US OPEN
ADDITIONAL AGENDA DETAILS:**

FROM:

Doug Willardson

CC:

Jeff Sanborn; Councilmembers

DATE OF MEMO:

1/10/2024

MEMO DETAILS:

At our last Village Council meeting, I brought forward a request from the USGA/Golf Channel to close the downtown streets to vehicular traffic to accommodate the broadcasting of the Golf Channel's coverage of the 2024 US Open from historic Downtown Pinehurst. At the time there seemed to be some support from the business community to creating a pedestrian-only district. At the direction of Council, I surveyed our downtown community to determine their interest in accommodating this request. A letter was sent to each property owner and over 70 emails were sent to downtown businesses. Additionally, I stopped by many businesses in person to gauge their feelings.

As of January 4th, we had 34 responses totaling approximately half of the downtown businesses. Because the survey was taking place over the holidays, I informed potential survey participants that the survey would remain open through January 8th. If we receive significantly more responses between now and the 8th, I will forward an update to Council before your meeting on January 9th.

The results of the survey are below.

Do you support the idea of closing the downtown streets to vehicular traffic and making it a pedestrian-only district during the 2024 US Open golf championship?	
Neutral	3
No	21
Yes	10
Grand Total	34

62% of respondents said they do not support closing the roads and making a pedestrian-only district during the US Open.

This chart breaks down the responses by type of downtown community member.

Do you support the idea of closing

	the downtown streets to vehicular traffic and making it a pedestrian-only district during the 2024 US Open golf championship?
Non-retail Business Owner 10	
Neutral	2
No	5
Yes	3
Other	1
Property Owner 3	
No	1
Property Owner	3
Restaurant 3	
No	2
Yes	1
Restaurant	3
Retail Business Owner 17	
No	2
Yes	1
Retail Business Owner	17
Neutral	1
No	11
Yes	5
Grand Total	34

Based on the results of the survey, I recommend the Village decline the request from the Golf Channel to broadcast from the Village's downtown. With this said, Village staff will work to encourage spectators from the Open to visit our Village center and make it a success for our many downtown businesses.



**CONSIDER ORDINANCE 24-02 GASB 96 BUDGET AMENDMENT
ADDITIONAL AGENDA DETAILS:**

FROM:

Dana Van Nostrand

CC:

Jeff Sanborn; Councilmembers

DATE OF MEMO:

1/10/2024

MEMO DETAILS:

Two software subscriptions have been identified that were not included in the first FY 2024 budget amendment that was adopted on July 11, 2023. Funds for the routeware program for Solid Waste was included in the FY 2024 original budget but we did not have the software vendor identified or a quote/contract to be able to assess whether it qualified as a GASB 96 subscription until December 2023. Additionally, a new strategy software has been selected which also qualifies as a GASB 96 subscription. The proposed amendment adds appropriations for the capital outlay for the subscription asset for these two subscriptions and an offsetting Other Financing Source which represents the subscription liability proceeds to fund the asset. It also includes appropriations for the principal and interest payments in FY 2024 related to the routeware subscription which is covered by a transfer from the Solid Waste department budget. The corresponding IT charges are also adjusted. The strategy subscription does not have principal and interest payments until FY 2025.

Additionally, there are three subscriptions for the Police department that have appropriations for the Other Financing Source and debt service principal and interest payments included in this budget amendment. At the time the first GASB 96 budget amendment was prepared, we anticipated these subscriptions being prepaid before the start of the subscription term, therefore the budget amendment only included appropriations for the capital outlay for the subscription asset. No liability or debt service related to these subscriptions was anticipated. The actual payments were made several weeks after the start of the subscription term, therefore we must recognize an Other Financing Source for the initial subscription liability, which is then paid in full as debt service principal and interest in FY 2024. The Police capital outlays budget that was created in the first GASB 96 budget amendment is being reduced based on the actual subscription asset that is now known.

ATTACHMENTS:

Description

- Ordinance 24-02 GASB 96 Budget Amendment

ORDINANCE #24-02:

AN ORDINANCE AMENDING ORDINANCE #23-14 APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2024, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS REPORTING REQUIREMENTS UNDER GASB STATEMENT NO. 96)

THAT WHEREAS, the Governmental Accounting Standards Board (GASB) released Statement No. 96 entitled *Subscription-Based Information Technology Arrangements* which was adopted in the fiscal year beginning July 1, 2022 (FY 2023); and

WHEREAS, Ordinance 23-17, adopted on July 11, 2023, amended the FY 2024 General Fund budget appropriations based on the subscription-based information technology arrangements (SBITAs) known at the time; and

WHEREAS, an amendment is needed to appropriate funds in the General Fund for additional SBITAs that were not included in Ordinance 23-17;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the Special Meeting assembled this 16th day of January, 2024, as follows:

SECTION 1. To amend the FY 2024 General Fund budget 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>
10-00-220-7900	Capital Outlay: Subscription Asset – Administration	\$ 40,370	
10-30-510-7900	Capital Outlay: Subscription Asset – Solid Waste	13,340	
10-10-310-7900	Capital Outlay: Subscription Asset – Police		\$ 170
10-00-190-3903	Other Financing Source: Subscription Liabilities Issued		200,050
10-60-910-8084	Principal - Subscription Asset	148,570	
10-60-910-8085	Interest - Subscription Asset	290	
10-30-510-5911	IT Charges – Solid Waste		2,350
10-00-980-3560	Charges to Other Departments – IT	2,350	
10-00-980-5901	R&M: Furniture & Equipment – IT		2,350
	TOTAL	<u>\$ 204,920</u>	<u>\$ 204,920</u>

SECTION 2. Copies of this budget amendment shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 16th day of January, 2024.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney



**REVIEW AND APPROVE THE FY 2025 BALANCED SCORECARD,
INCLUDING THE FY 2025 AREAS OF FOCUS AND THE FY 2025-2029
INITIATIVE ACTION PLANS
ADDITIONAL AGENDA DETAILS:**

FROM:

Matthew McKirahan

CC:

Jeff Sanborn; Councilmembers

DATE OF MEMO:

1/10/2024

MEMO DETAILS:

This agenda item is to review and approve several items related to the development of the FY 2025 Strategic Operating Plan (SOP) based on Council's discussions at the December 15 and 18, 2023 Strategic Planning Retreat. Since that time, Staff amended the materials based on Council's input and come to you seeking approval on the following items:

1. FY 2025 Balanced Scorecard (BSC), including the recommended Areas of Focus.

The "FY 2025 Balanced Scorecard" attachment to this agenda item indicates proposed goals, strategic objectives, key performance indicators (KPIs), and goals (short-term and long-term).

Proposed Areas of Focus for FY 2025

The recommended Areas of Focus, highlighted in red on the FY 2025 Balanced Scorecard, were selected based on the following criteria:

- VOP performance gaps (greater than or equal to 5% below benchmarks)
- Strategic challenges identified by Council and Senior Leaders
- Opportunities identified by Council and Senior Leaders
- Opportunities identified by Council and Senior Leaders
- 2023 Community Survey areas for improvement (high levels of dissatisfaction >20%)

The following three (3) strategic objectives are proposed as the FY 2025 Areas of Focus:

- Deliver effective fire and rescue services
- Ensure codes and ordinances protect the character of Village neighborhoods
- Provide a safe and effective multi-modal transportation system

2. Initiative Action Plans (IAPs) for FY 2025-2029.

To positively impact the KPIs identified for performance improvement, to address strategic challenges and opportunities, and to address resident high priorities for improvement, the Village has identified six proposed Initiative Action Plans for the five-year planning period. These are identified in the "FY 2025-2029 Initiative Action Plans" attachment. Initiative Action Plans are defined and measurable activities needed to address our

opportunities that involve a significant amount of financial and / or Staff resources or have a significant community impact over the planning period.

In addition to the IAPs proposed, there are numerous other opportunities for improvement that were discussed at the Council Retreat that are classified as department projects and evaluations. Over the next two months, Senior Leaders will evaluate and prioritize these projects and evaluations and then program them over the planning horizon as they develop their annual budget requests. As opportunities are evaluated and developed over the course of the next few years, some of them will likely develop into IAPs in the future.

Today, we are seeking Council's approval by motion for the FY 2025 Balanced Scorecard, including the FY 2025 Areas of Focus. We are also seeking a consensus on the proposed list of FY 2025-2029 Initiative Action Plans. This is being done now to ensure that Senior Leaders develop the FY 2025 Strategic Operating Plan and submit budget requests that align to Council's priorities.

If you have any questions about the proposed FY 2025 Balanced Scorecard or the proposed five-year Initiative Action Plans, please feel free to give me a call to discuss. We look forward to reviewing this information with Council at your meeting and appreciate your leadership and guidance as we work to develop a FY 2025 Strategic Operating Plan to advance the Village mission to "Promote, enhance, and sustain the quality of life for residents, businesses, and visitors."

ATTACHMENTS:

Description

- ▣ FY 2025-2029 Initiative Action Plans
- ▣ FY 2025 Balanced Scorecard



Village of Pinehurst

Proposed FY 2025-2029 Initiative Action Plans

Proposed FY 2025-2029 Initiative Action Plans (IAPs)									
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.									
	Goal We intend to...	Strategic Objective How we will...	Initiative Action Plans	FY25	FY26	FY 27	FY 28	FY 29	
Customer	Safeguard the community	Deliver effective fire and rescue services <small>AOF</small>	Design, build, staff, and equip Fire Station 93 <i>(Design only in FY28)</i>				X		
		Deliver effective police services							
	Support high-quality neighborhoods, development, and appearance	Ensure codes and ordinances protect the character of Village neighborhoods <small>AOF</small>	Comprehensive update the Pinehurst Development Ordinance	X	X				
		Enforce codes and ordinances to protect the character of Village neighborhoods							
		Maintain and enhance the appearance of public spaces							
	Support a thriving business community	Support the downtown business community	Relocation of the Public Services Complex to allow for redevelopment of Village Place. (6.5)	X		X	X		
		Support businesses in business districts outside of the Village Center							
	Support and promote transportation mobility and connectivity	Provide a safe and effective multi-modal transportation system <small>AOF</small>	Develop and Implement a Consolidated Multi-Modal Transportation Plan		X	X	X	X	
		Maintain high-quality streets							
	Preserve the quality of the environment	Manage stormwater systems							
		Provide effective and efficient solid waste collection services							
		Conserve natural resources							
	Promote active living and cultural opportunities	Provide recreation programs and facilities	Retrofit Current Athletic Fields with Synthetic Turf	X				X	
		Provide cultural events and opportunities							
		Provide library and archive services	Expand and Renovate Given Memorial Library/Tufts Archives	X	X	X	X		
Internal	Professionally manage a high-performing organization	Communicate with and engage the community							
		Provide a high level of customer service							
		Continuously improve and innovate							
		Maintain Village assets							
Workforc	Attract and retain an engaged workforce	Provide a supportive and rewarding work environment							
Financial	Maintain a healthy financial condition	Meet or exceed established financial targets							

Items in red are Areas of Focus (AOF) based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and community survey areas for improvement.

FY 2025 Balanced Scorecard

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

Customer Perspective					
Goal 1: Safeguard the Community					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Deliver effective fire and rescue services <small>AOF</small>	% of residents satisfied with fire services	100%	99%	99%	99%
	% of residents satisfied with how quickly fire personnel respond to emergencies	99%	99%	99%	99%
	Five-year rolling average of property value saved, as a percentage of property value at risk in fires	99%	99%	99%	99%
	90 th Percentile response time for first unit arrival	9:37	9:52	10:03	10:47
Deliver effective police services	% of residents whose overall feeling of safety in the Village is good or excellent	96%	96%	96%	96%
	% of residents satisfied with police services	98%	98%	98%	98%
	Crime rate per 1,000 residents	37	35	35	35

Customer Perspective					
Goal 2: Support high-quality neighborhoods, development, and appearance					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Ensure codes and ordinances protect the character of Village Neighborhoods <small>AOF</small>	% of residents satisfied with the quality of new residential development	81%	80%	80%	80%
	% of residents satisfied with the quality of new commercial development	80%	82%	83%	85%
	% of residents satisfied with Village efforts to maintain the quality of their neighborhoods	84%	90%	90%	90%
Enforce codes and ordinances to protect the character of Village neighborhoods	% of residents satisfied with the enforcement of Village codes and ordinances	83%	85%	87%	89%
Maintain and enhance the appearance of public spaces	% of residents who rate the overall appearance of public spaces across the Village as good or excellent	92%	93%	93%	93%

FY 2025 Balanced Scorecard

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

Customer Perspective					
Goal 3: Support a thriving business community					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Support the downtown business community	% of downtown businesses satisfied with the overall quality of Village services	83%	84%	86%	86%
	% of downtown businesses likely to recommend the Village as a business location	85%	87%	87%	87%
Support businesses in business districts outside of the Village Center	% of businesses outside of the Village Center satisfied with the overall quality of Village services	93%	94%	94%	94%
	% of businesses outside of the Village Center likely to recommend the Village as a business location	88%	90%	90%	90%

Customer Perspective					
Goal 4: Support and promote transportation mobility and connectivity					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Provide a safe and effective multi-modal transportation system <small>AOF</small>	% of residents satisfied with the availability of walkways in their neighborhood	63%	69%	70%	73%
	% of residents satisfied with the availability of greenway/walking trails across the Village	91%	92%	92%	92%
	# of collisions per 1,000 residents	40	37.5	38	39
	Average % of resident satisfaction with traffic-related questions in the annual Community Survey	66%	67%	66%	62%
Maintain high-quality streets	% of residents satisfied with the adequacy of street lighting	65%	69%	70%	71%
	% of residents satisfied with street and right of way maintenance	88%	89%	89%	89%

Customer Perspective					
Goal 5: Preserve the quality of the environment					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Manage stormwater systems	% of residents satisfied with the quality of stormwater management	83%	85%	85%	87%
Provide effective and efficient solid waste collection services	% of residents satisfied with solid waste services	97%	96%	96%	96%
Conserve natural resources	% of residents satisfied with promotion of natural resource conservation	90%	90%	90%	90%

FY 2025 Balanced Scorecard

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

Customer Perspective					
Goal 6: Promote active living and cultural opportunities					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Provide recreation programs and facilities	% of residents satisfied with P&R programs	98%	98%	98%	98%
	% of residents satisfied with P&R facilities	97%	97%	97%	97%
Provide cultural events and opportunities	% of residents satisfied with Village sponsored cultural arts events	96%	96%	96%	96%
Provide library and archive services	% of residents satisfied with Given Memorial Library services	91%	94%	90%	97%
	% of residents satisfied with the Tufts Archives	98%	98%	98%	98%

Internal Perspective					
Goal 7: Professionally manage a high-performing organization					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Communicate with and engage the community	% of residents satisfied with Village communications	95%	95%	95%	95%
	% of residents satisfied with the level of public involvement in local decisions	83%	86%	86%	86%
Provide a high level of customer service	% of residents satisfied with customer service provided by VOP staff	98%	98%	98%	98%
Continuously improve and innovate	% of residents satisfied with the value received for taxes paid	93%	94%	94%	94%
Maintain Village assets	% of depreciable life remaining on capital assets	45%	45%	50%	49%

Workforce Perspective					
Goal 8: Attract and retain an engaged workforce					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Provide a supportive and rewarding work environment	% of employees who agree that overall they like their job	95%	96%	96%	96%
	% of volunteers who agree that overall they like their role	96%	97%	97%	97%

Financial Perspective					
Goal 9: Maintain a Healthy Financial Condition					
Strategic Objective How we will...	KPI Description How do we know...	Actual FY 23	Est FY 24	ST Proj FY 25	LT Proj FY 29
Meet or exceed established financial targets	Total General Fund fund balance as a % of actual expenditures*	83%	69%	40%	30%
	General Fund operating margin*	83%	82%	84%	91%
	General Fund debt service ratio*	0.66%	0.6%	0.4%	3.8%



**CLOSED SESSION
ADDITIONAL AGENDA DETAILS:**

Council will hold a closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.