



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 10, 2023
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 January 10, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

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
Ms. Kelly Chance, Village Clerk

And approximately 11 attendees, including 4 staff and 1 press

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Reports:

Village Manager

- Mr. Jeff Sanborn, Village Manager, reported the Village will be hosting a public workshop on Wednesday, at two different times, at the Cannon Park Community Center, to allow for the public to have an opportunity to engage and offer input into our Parks & Recreation Master Plan - Times will be 10-12 pm and 5-7 pm.

Village Council

- Mayor Strickland stated Partners in Progress has been in negotiations for a site that will allow them an opportunity to entice business to the Village.
- Mayor Pro Tem Pizzella stated he appreciates the work the Village did on the Christmas decorations. He reported there are a couple of events coming up at the Harness Track that he encourages the citizens to attend. He stated the local Tin Whistles group recently did a pick-up of litter and he is thankful of that. He reported he attended the Neighborhood Advisory Committee on Monday where the Village Manager presented a report on the traffic circle. He also attended the Planning & Zoning Board Meeting where they have been working diligently on form-based codes.
- Councilmember Hogeman stated she met with some of the Partners in Progress members and they reported the Christmas event was very nice and they reported they will be holding their shop late to eight again in the near future.
- Councilmember Morgan stated he spent time over the holidays viewing the Harness Track and speaking with some of the trainers and finding out how they feel about the recent changes and upgrades. He stated he is thankful for the hard work the Parks & Recs crew are doing on that property.

- Councilmember Boesch reported she attended the Pinehurst CVB meeting in December. She noted they have two new promotions out – one is to celebrate the Year of the Trail, with the other being a wine-trail event. She noted you are not required to purchase a drink, only to get your passport signed showing you were there.

3. Motion to Approve Consent Agenda.

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

A. Approval of Village Council Meeting Minutes

- October 26, 2022, Council Special Meeting Minutes
- October 26, 2022, Council Closed Session Minutes
- December 2, 2022, Council Special Meeting – Pre-Retreat Minutes
- December 8, 2022, Council Special Meeting – Strategic Retreat Minutes
- December 9, 2022, Council Special Meeting – Strategic Retreat Minutes
- December 13, 2022, Council Regular Meeting Minutes
- December 13, 2022, Council Work Session Minutes

B. Budget Amendments Report

End of Consent Agenda.

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

4. Discuss and Approve the Agreement from Oakley Collier Architects, PA for Design Services for the Given Memorial Library and Tufts Archives.

Doug Willardson, Assistant Village Manager of Administration, presented Council with the proposed agreement with Oakley Collier Architects, PA for design services for renovations to the Given Memorial Library and Tufts Archives. He noted Council approved Oakley Collier's proposal at the December 13, 2022, Council Regular Meeting and staff has reviewed the agreement and recommends approving it.

Mr. Willardson stated the professional fees for Phase 1, Programming and Schematic design, are for a total of \$140,000.00, and are broken down as:

- A. Existing Conditions Documentation - \$5,000.00
- B. Programming Phase - \$20,000.00
- C. Schematic Design - \$115,000.00

Mr. Willardson stated the fee does include reimbursable expenses such as prints, plots, copies, travel, etc. He noted the agreement is based on the American Institute of Architects (AIA) B101-2017 Standard Form of Agreement between Architect and Owner for execution. He stated this is the same agreement the Village has used in the past when working with an Architect and is very typical for this type of municipal project. He reported staff anticipates the as-built documentation, programming and schematic design work will be completed within 12 weeks after the contract is approved.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously voted to approve the mayor, or his designee enter into an agreement with Oakley Collier Architects, PA for design services for the Given Memorial Library and Tufts Archives, by a vote of 5-0.

5. Discuss and Consider Ratifying On-Call Engineering Task Order with McGill Associates.

Mike Apke, Public Services and Engineering Director, reported the Village of Pinehurst has executed Task Order No. FY23-1 with McGill Associates to provide On-Call Engineering Assistance for FY23. He stated these services primarily include assistance with site plan reviews, construction inspections for projects within our jurisdiction, and other engineering consultation as needed.

Mr. Apke stated when the Task Order was originally executed, expenditures were expected to be within the Village Manager's delegated authority of \$50,000 as indicated in the annual budget ordinance. However, total expenditures through December total approximately \$44,000, which are attributed to two (2) primary reasons:

a. Q1 and Q2 of FY23 have included numerous large-scale construction projects, including the USGA Golf House Pinehurst, FirstHealth Cancer Center, Pinehurst Resort Greenhouse Parking Lot and Access Road, Hollycrest Subdivision, and CDSA Building in Trotter Hills.

b. The Village's Engineering Technician position typically provides inspections on these projects to confirm compliance with Village standards, but our ET position was vacant for 6-months from mid-April to mid-October. As a result, we have relied on McGill to provide inspection services for the above noted projects.

Mr. Apke stated the Cancer Center, Greenhouse Parking, and CDSA projects are at or near completion and we therefore do not require additional inspection services from McGill on those projects. However, we would prefer to continue to use McGill to inspect the USGA and Hollycrest projects, as they are familiar with the contractors, schedules, and statuses of those projects. We also may continue to utilize McGill for specific as-needed plan review assistance when it makes sense, and miscellaneous design services for stormwater and other projects.

Mr. Apke stated if we continue McGill's services, I project that their fees will not exceed \$80,000 for FY23. We are therefore asking Council to ratify the previously executed On-Call Engineering Task Order, with an effective date of July 1, 2022, for an amount not to exceed \$80,000. He noted that staff are not asking for additional money, as the funds needed to cover these additional costs are available within the FY23 Public Services budget and will be allocated via budget amendments within Jeff Sanborn's delegated authority.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Hogeman, Council unanimously voted to approve the ratification of an On-Call Engineering Task Order, dated July 1, 2022, with McGill Associates, for an amount not to exceed \$80,000.00, by a vote of 5-0.

6. Review and Approve the FY2024 Balanced Scorecard, including the FY2024 Areas of Focus and the FY2024-2028 Initiative Action Plans.

Matt McKirahan, Organizational Performance Director, presented Council with several items related to the development of the FY2024 Strategic Operating Plan (SOP) based on Council's discussions at the December 8-9, 2022 Strategic Planning Retreat. He noted since that time, staff amended the materials based on Council's input and is now seeking approval of the following items:

1. FY 2024 Balanced Scorecard (BSC), including the recommended Areas of Focus.

Mr. McKirahan stated that KPI goals are set by reviewing historical performance relative to benchmarks and comparable communities. Since initially adopting the BSC in FY 2014, we have expressed performance goals for survey results in 5% increments due to the margin of error with survey results. In most cases, the Village is currently achieving excellent performance results (90% satisfaction levels or higher).

Proposed Areas of Focus for FY 2024 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
- 2022 Community Survey areas for improvement (high levels of dissatisfaction >20%)

Mr. McKirahan stated the following three (3) strategic objectives are proposed as the FY 2024 Areas of Focus:

- Develop codes and ordinances to protect the character of Village neighborhoods
- Support the business community

- Provide a safe and effective multi-modal transportation system

2. Initiative Action Plans (IAPs) for FY 2024-2028.

Mr. McKirahan stated 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 seven proposed Initiative Action Plans for the five-year planning period. These are identified in the "FY 2024-2028 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.

Mr. McKirahan stated 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 or 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.

Mr. McKirahan stated staff is seeking Council's approval by motion for the FY 2024 Balanced Scorecard, including the FY 2024 Areas of Focus. He noted this is being done now to ensure that Senior Leaders develop the FY 2024 Strategic Operating Plan and submit budget requests that align to Council's priorities.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously voted to approve the FY2024 Balanced Scorecard, including the FY2024 Areas of Focus, by a vote of 5-0.

7. Discuss and Consider 2023-2024 Biennium Legislative Goals.

Jeff Sanborn, Village Manager, stated every two years, the North Carolina League of Municipalities formulates legislative goals that will prioritize their lobbying efforts in support of North Carolina municipalities. He noted the League recently contacted all municipalities in North Carolina requesting prioritized input on 16 potential legislative goals. He stated Council members were asked to prioritize their proposed areas of focus and provide their top 10 to Kelly Chance, Village Clerk, for ranking. He noted the rankings have indicated that the Council has placed the highest priority on the following proposed goals:

1. Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
2. Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.
3. Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
4. Support integrated and multi-modal transportation solutions.
5. Revise state contracting laws to better protect public entities from the effects of inflation.
6. Create an adequate and permanent funding stream for local infrastructure.
7. Expand incentives that encourage regionalization of water and sewer, as well as other municipal services, when appropriate.
8. Update annexation petition thresholds to make voluntary annexations easier to initiate.
9. Provide authority to municipal water systems to recoup costs of clean-up from polluters.
10. Provide state assistance for yearly financial audits, ensuring that an adequate number of auditors is available.

Mr. Sanborn noted that Council will need to approve one member to be the single voting delegate to cast the Village of Pinehurst's vote on January 12, 2023, providing the agreed upon goals.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Hogeman, Council unanimously approved Mayor John Strickland to be the single voting delegate who will cast the Village of Pinehurst's vote on January 12, 2023, submitting the agreed upon 10 proposed legislative goals for the 2023-2024 Legislative Biennium.

8. Other Business

Councilmember Morgan stated that in a future working session, Council should discuss raising the limits on what the Village Manager is able to authorize on his own, due to the increase in inflation.

9. Comments from Attendees

- John Root, Pine Vista Drive, addressed Council with a suggestion for the Traffic Circle.
- Teresa Johnes, Pinehurst, addressed Council about the lack of decision making on the Traffic Circle and Small Area Plans.

10. Motion to Adjourn.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 5:55 p.m.

Respectfully Submitted,



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