



**Village Council  
Agenda for the Work Session of June 9, 2026  
Assembly Hall  
395 Magnolia Road  
Pinehurst, North Carolina  
4:30 PM**

1. Call to Order
2. General Business
  - A. Review Renderings of the Tufts Archives Renovation
  - B. Discussion Regarding Revisions to the Village Council Code of Ethics
3. Closed Session
  - A. Closed Session Pursuant to N.C.G.S. § 143-318.11(a)(3) to Consult with the Village Attorney Regarding Legal Issues Associated with Potential Administrative Proceedings and Enforcement Matters.
4. Motion to Adjourn

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.



## **Review Renderings of the Tufts Archives Renovation ADDITIONAL AGENDA DETAILS:**

**FROM:** Doug Willardson, Village Manager  
**CC:** Village Council;  
**DATE OF MEMO:** 06/03/2026

### **MEMO DETAILS**

The purpose of this agenda item is to provide Council with an update on the planned renovation of the Archives Building located at the Given Memorial Library campus.

As Council is aware, the Village has separated the library and archives projects into two independent initiatives. Construction of the new library is underway, while planning and fundraising efforts for the Archives Building renovation continue.

The renovation project is intended to preserve and enhance the historic Archives Building while improving functionality, accessibility, environmental controls, collection storage, exhibit space, and research areas. The project will support the long-term preservation of Pinehurst's historical records and artifacts while creating a more welcoming and functional facility for researchers, residents, and visitors.

Staff has been working with Oakley Collier Architects to develop conceptual floor plans and exterior elevations for Council review. The architect is continuing to refine those drawings, and the most current floor plans and elevations are attached.

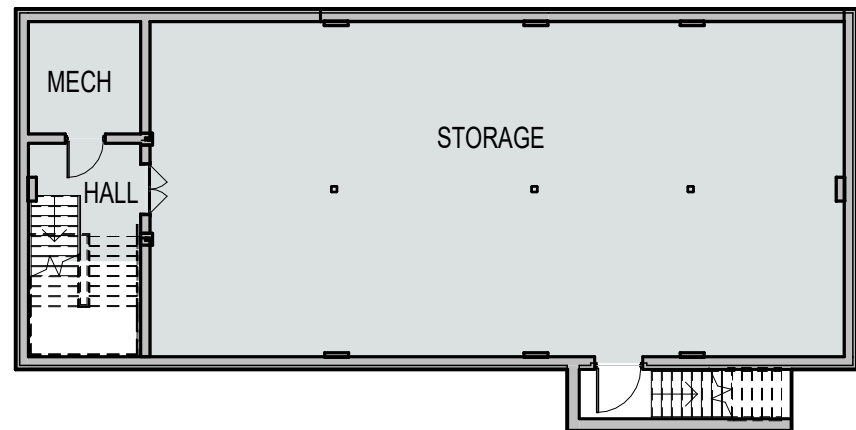
At the meeting, Council will receive an overview of the proposed building layout, exterior modifications, anticipated project scope, and next steps related to design, fundraising, and project implementation. Staff is seeking Council feedback on the conceptual design direction before proceeding with further development of construction documents.

### **ATTACHMENTS**

1. 26016 Tufts Archives\_Progress Set for VOP\_2026.06.04

KEY LEGEND

Private



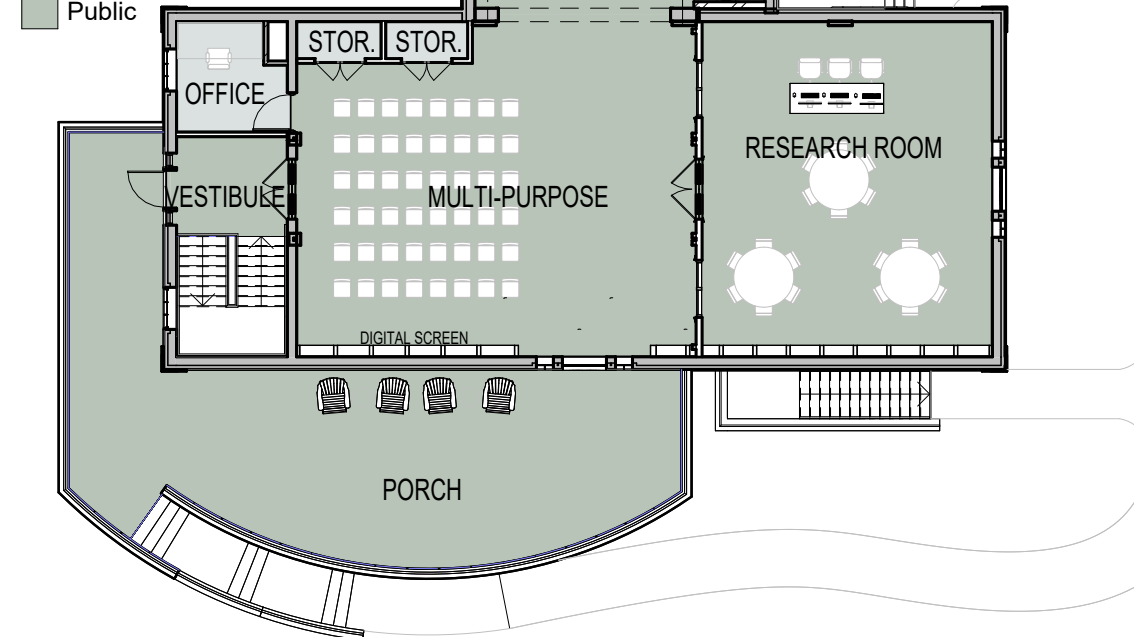
BASEMENT PLAN

1/16" = 1'-0"

KEY LEGEND

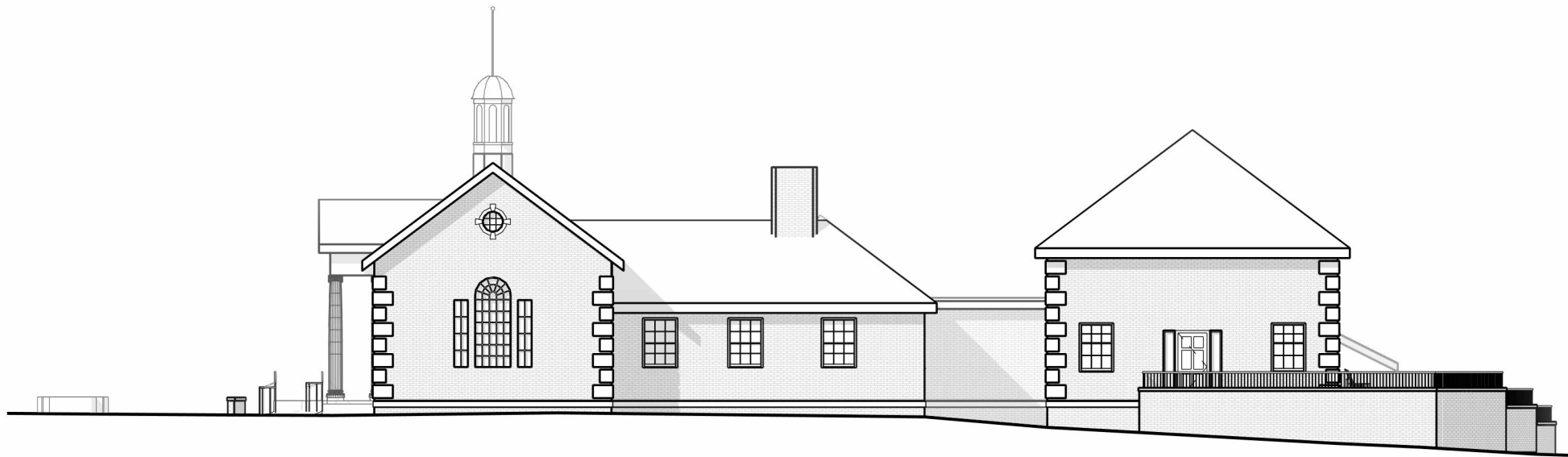
Private

Public



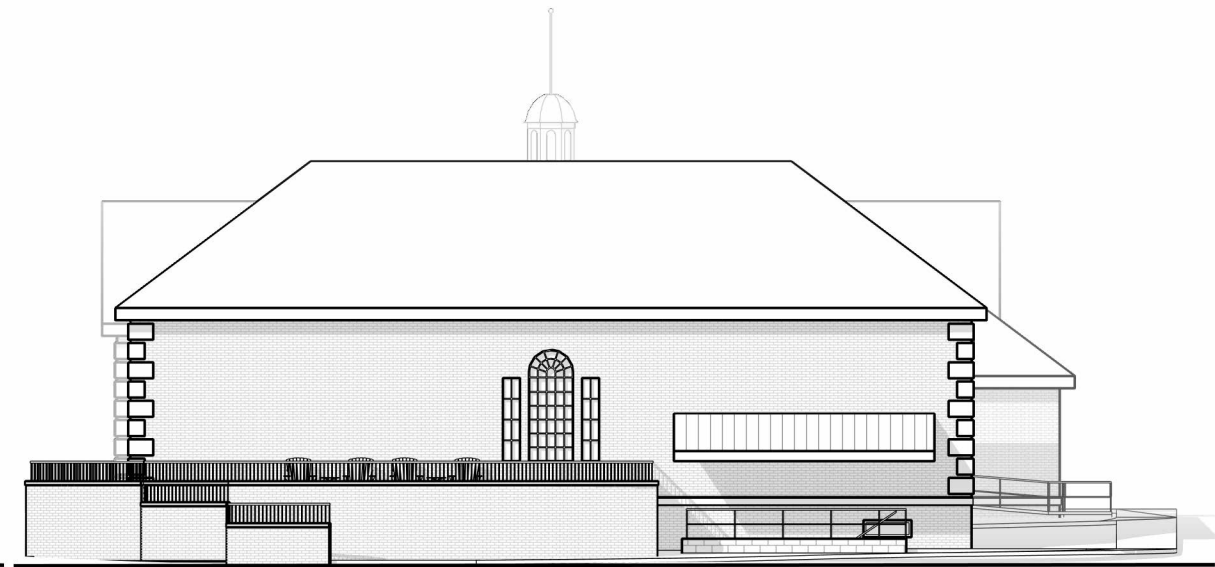
FIRST FLOOR PLAN - PRESENTATION

1/16" = 1'-0"



## RIGHT ELEVATION

1/16" = 1'-0"



## REAR ELEVATION

1/16" = 1'-0"



## LEFT ELEVATION

1/16" = 1'-0"



## FRONT ELEVATION

1/16" = 1'-0"



## Discussion Regarding Revisions to the Village Council Code of Ethics ADDITIONAL AGENDA DETAILS:

**FROM:** Shannon Bonecutter, Village Clerk  
**CC:** Village Council;  
**DATE OF MEMO:** 05/28/2026

### MEMO DETAILS

At the Council's previous discussion of the proposed Code of Ethics, several questions were raised regarding the complaint review process, enforcement provisions, and the level of detail included in the document. Following that discussion, staff drafted these potential revisions for consideration.

The attached draft generally maintains the Council's proposed ethical principles and standards of conduct. However, several revisions have been made to simplify and streamline the enforcement and review provisions. The primary goal of these changes is to avoid creating an overly prescriptive process that may not fit every circumstance.

Rather than requiring a rigid series of procedural steps, the revised draft provides the Village Attorney greater flexibility to review concerns, evaluate the specific facts and circumstances presented, and recommend an appropriate course of action to the Council. Depending on the nature of the concern, that recommendation could range from no action, informal resolution, education or training, a statement of concern, censure, referral to another authority, or other actions authorized by law.

The attached draft is provided for Council review and discussion. Staff and the Village Attorney will be available at the meeting to answer questions and discuss any additional revisions Council may wish to consider prior to adoption.

**Action Item: Staff asks that Council to come to an agreement on whether to add an Ethics Reminder to all Regular Meeting agendas. The Ethics Reminder from an SMPO agenda is copied below as an example:**

### ***Ethics Reminder***

*In accordance with the State Government Ethics Act, it is the duty of every Governing Board member to avoid conflicts of interest. Does any Governing Board member have any known conflict of interest with respect to any matters coming before the Sandhills Metropolitan Planning Organization today? If so, please identify the conflict and refrain from any participation in the particular matter involved.*

### ATTACHMENTS

1. DRAFT PVC.COE 6.3.26

# Village of Pinehurst

## Village Council Code of Ethics

### Draft Revisions (5.19.26)

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#### **PREAMBLE**

Public service is among the highest expressions of civic life. Those entrusted with elected office carry both the confidence of the people and the responsibility to govern with integrity, humility, and care.

The citizens of Pinehurst are entitled to a government that is ethical, transparent, and accountable—one that honors its heritage while preparing thoughtfully for the future.

Pursuant to N.C.G.S. §160A-86, the Village Council adopts this Code of Ethics to guide its conduct, strengthen public trust, and ensure that its decisions reflect both sound judgment and the enduring values of this community.

#### **CORE PRINCIPLES**

Council members shall be guided by the following enduring principles:

1. **Public Trust** – The interests of the community shall come before all personal or private considerations.
2. **Integrity** – Actions shall be honest, consistent, and worthy of the public’s confidence.
3. **Transparency** – Government shall be conducted openly, with clarity and candor.
4. **Accountability** – Each member shall take responsibility for their actions and decisions.
5. **Respect** – All individuals shall be treated with civility, dignity, and professionalism.

The Council recognizes that thoughtful disagreement and open discussion are essential elements of representative government. Members are encouraged to express differing views candidly and respectfully, recognizing that constructive debate strengthens public confidence, improves decision-making, and contributes to the long-term health of the institution.

#### **COUNCIL MEMBER ROLES**

Council members serve in distinct but complementary roles, each requiring judgment, discipline, and self-awareness:

- As Advocates, they give voice to the legitimate needs and aspirations of the community.
- As Legislators, they weigh competing interests and act in pursuit of the common good.
- As Decision-Makers, they render fair and impartial judgments, particularly in quasi-judicial matters.

Members must recognize these roles, understand when each is required, and conduct themselves accordingly.

### **SECTION 1. COMPLIANCE WITH LAW**

Council members shall uphold and comply with all applicable laws. They shall be guided not only by the letter of the law, but by its spirit, seeking always to act in a manner that strengthens public confidence in government.

Nothing in this Code shall be interpreted to prohibit Council members from expressing dissenting opinions, engaging in public debate, communicating with constituents, or criticizing policies, decisions, or governmental actions, provided such conduct remains consistent with applicable law and the standards of professionalism and integrity set forth herein.

### **SECTION 2. INTEGRITY AND INDEPENDENCE**

Council members shall exercise their duties with independence of thought and freedom from improper influence. They need to avoid impropriety in the exercise of the board member's official duties. They shall disclose any actual or perceived conflicts of interest and shall conduct themselves in a manner that preserves both the reality and appearance of impartial decision-making.

Council members shall disclose actual conflicts of interest and avoid circumstances that would reasonably create the appearance of impaired impartiality in the performance of official duties.

### **SECTION 3. PROFESSIONAL CONDUCT**

Council members shall conduct themselves in a manner that reflects credit upon the office they hold. They shall engage in thoughtful, respectful, and fact-based deliberation, refrain from personal attacks, and foster an environment in which differing views may be expressed with civility.

Members should focus criticism on policies, decisions, actions, and conduct rather than on personal characteristics or presumed motives.

#### **SECTION 4. PUBLIC COMMUNICATION AND DIGITAL CONDUCT**

In an era of constant and immediate communication, Council members shall exercise sound judgment and restraint in all public and digital expressions. Whether in formal settings, with the press, or on digital platforms, members shall remain mindful that their words reflect both personal views and the character of the Village.

Council members should clearly distinguish between personal opinions and official positions of the Council, taking reasonable steps to avoid confusion when speaking in an individual capacity.

Council members shall not disclose confidential or non-public information acquired in the course of their duties, nor use such information for personal, political, or financial advantage.

In their public and digital communications, Council members shall:

- Conduct themselves with civility, professionalism, and respect
- In official communications, refrain from personal attacks, inflammatory language, or statements that could reasonably undermine public confidence
- Avoid commenting on matters pending before the Council in a quasi-judicial capacity outside of properly noticed proceedings
- Exercise care when sharing or endorsing third-party content, recognizing it may be perceived as an official position
- Respect the roles of fellow Council members and Village staff, and avoid communications that impair effective governance

Council members shall not engage in, solicit, or consider ex-parte communications regarding quasi-judicial matters outside of properly noticed proceedings, and shall base such decisions solely on the evidence and testimony presented in the official record.

Council members are encouraged to use communication platforms to inform and engage the public in a manner that is accurate, constructive, and consistent with the values of transparency and good governance. In all communications, they shall strive to reflect the dignity of their office and sustain the trust placed in them by the public.

#### **SECTION 5. CONFIDENTIALITY**

Council members shall safeguard confidential information obtained in the course of their duties and shall not use such information for personal, political, or financial

advantage. The stewardship of sensitive information is a fundamental obligation of public service.

References to confidential information in this Code shall be interpreted consistent with applicable North Carolina law governing closed sessions, personnel matters, attorney-client communications, and other legally protected information.

## SECTION 6. OPEN GOVERNMENT

Council members shall honor both the letter and spirit of open meetings and public records laws. They shall conduct the public's business in a manner that is transparent, accessible, and worthy of confidence, recognizing that openness is essential to trust.

## SECTION 7. DUTIES AND PREPARATION

Council members shall faithfully discharge the responsibilities of their office. They shall attend meetings, prepare diligently, consider all relevant information, and share equitably in the work of the Council. Public service demands both commitment and care.

## SECTION 8. ENFORCEMENT AND ACCOUNTABILITY

### 8.1 Purpose

This section exists to reinforce accountability, preserve public trust, and ensure that concerns are addressed in a manner that is fair, measured, and consistent with the principles of good governance. This Code is intended to guide conduct and does not create independent legal causes of action.

### 8.2 Reporting of Concerns

~~Alleged violations of this Code may be raised by members of the Council, the Mayor, Village staff, or any citizen of the Village.~~

~~Such concerns shall be set forth in writing and submitted in writing to the Village Attorney, with a copy provided to the Mayor or the Mayor Pro Tem if warranted, so that they may be received with care, reviewed with impartiality, and considered in a manner consistent with fairness and the public trust.~~

~~Should we not have an obligation to inform a Council member that an ethical concern regarding their actions has been raised? Doug / Dan??~~

~~Alleged violations of this Code may be submitted by any Council member, the Mayor, Village employee, or citizen. Complaints shall be directed to the Village Attorney for review.~~

### 8.3 Preliminary Review

~~The Village Attorney shall conduct an initial review to determine whether the concern, if substantiated, would constitute a violation of this Code or should be referred to another authority under applicable law.~~

The Village Attorney shall conduct a preliminary review to determine whether the allegations, if true, would constitute a violation of this Code, should be referred to another authority under applicable law, or warrant no further action.

The Village Attorney shall provide notice to the Council member whose conduct is the subject of the concern and provide an opportunity to respond at an appropriate stage of the review process, unless such notice would interfere with an ongoing investigation, violate applicable law, or compromise the integrity of the review.

#### 8.4 Informal Resolution

~~Where appropriate, matters should first be addressed through respectful dialogue, clarification of facts, and voluntary corrective action. The Council recognizes that collegiality and mutual respect are essential to effective governance.~~

#### 8.5 Formal Review

~~If informal resolution is not appropriate or proves insufficient, the matter may be considered by the Council. The member whose conduct is at issue shall be notified and afforded an opportunity to respond.~~

#### 8.6 Council Action

~~Following review, the Council may provide guidance, issue a statement of concern, adopt a formal resolution of censure, recommend ethics education, or refer the matter to appropriate authorities where warranted.~~

#### 8.4 Resolution

Whenever possible, concerns should be addressed through communication, clarification, education, and voluntary corrective action. The Council recognizes that collegiality, professionalism, and mutual respect are essential to effective governance.

Based upon the preliminary review, the Village Attorney may recommend one or more of the following actions for Council consideration:

- a. No further action;
- b. Informal resolution, guidance, or corrective action;
- c. Ethics education or training;
- d. Adoption of a resolution expressing concern;
- e. Adoption of a formal resolution of censure;
- f. Referral to another authority as required by law; or

g. Any other action authorized by law.

**8.7.5** Limitations

Nothing in this Code shall be interpreted to expand the legal authority of the Council or to authorize penalties beyond those permitted by law.

**8.8.6** Transparency

Consistent with law and fairness, the Council shall strive for transparency in the resolution of such matters.

**TRAINING AND COMPLIANCE .**

All members of the Board shall participate in at least two (2) hours of ethics education within 12 months of initial election or appointment, and again within 12 months of each subsequent election or appointment, in accordance with G.S. 160A-87. The Town Clerk shall maintain a record of ethics training completion for each Board member.

The Council shall review this Code of Ethics at the beginning of each new Council term to ensure it reflects evolving standards of ethical public service

**ADOPTION**

Adopted by the Village Council of the Village of Pinehurst, North Carolina, in 2026, in affirmation of its commitment to principled, transparent, and community-centered governance.



**Closed Session Pursuant to N.C.G.S. § 143-318.11(a)(3) to Consult with the  
Village Attorney Regarding Legal Issues Associated with Potential  
Administrative Proceedings and Enforcement Matters.**

**ADDITIONAL AGENDA DETAILS:**

**FROM:** Doug Willardson, Village Manager  
**CC:** Village Council;  
**DATE OF MEMO:** 06/03/2026

**MEMO DETAILS**

**ATTACHMENTS**

1. 06.09.2026 Confidential Memo