VILLAGE COUNCIL
AGENDA FOR WORK SESSION OF DECEMBER 10, 2013
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

9:00 A.M.

1. Call to Order.

2. Reports

   -Manager
   -Council

3. Discussion and Motion Adopting the 2014 Village Council meeting schedule.

4. Traffic Circle Overhead Sign Maintenance

5. Budget Amendment - Welcome Center/Public Restrooms

6. Holly House Sidewalk

7. Requested traffic control signage

8. Municipal Code Amendment

   Clarifying Section 92.16 of the Pinehurst Municipal Code as it pertains to regulating unreasonably loud, disturbing sound levels.

9. Sale of Old Fire Station 91

10. Discussion on Health Insurance Family Coverage/Cash Option

11. Preview of Regular Meeting Agenda.

12. Other Business

13. Comments from attendees.

14. Motion to go into Closed Session pursuant to NCGS 143-318.11 (a) (3) to consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council.

    Specifically the Village Attorney will discuss with the Council the litigation between the Estate of Ronald H. Armstrong, plaintiff v. The Village of Pinehurst; et al., defendants (Case No. 1:13 CV 407) and discussing a claim between Align Development, LLC, Julie Sutton, and the Village of Pinehurst.

15. Adjournment.

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VILLAGE OF

PINEHURST

History, Charm, & Southern Hospitality.

Vision

The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions, enhanced by a unique combination of cultural arts and recreational activities.

Mission

Preserve and enhance the community's character and ambience by guiding growth, managing change, and providing services in a financially responsible manner.

Values

Competent
Courteous
Professional
Responsive

DISCUSSION AND MOTION ADOPTING THE 2014 VILLAGE COUNCIL MEETING SCHEDULE.

ADDITIONAL AGENDA DETAILS:

FROM:
Lauren Craig, Village Clerk

CC:
Andy Wilkison, Village Manager

DATE OF MEMO:
12/2/2013

MEMO DETAILS:
Please consider adopting by motion an official schedule for the 2014 Village Council meetings. Attached to this is a draft meeting schedule based on the 2013 meeting schedule dates and times. If Council wishes to make any changes to this schedule, we can adjust the document as necessary. Once the schedule is finalized, this will be posted by the Village Clerk for official public notice.

ATTACHMENTS:

Description

- 2014 Draft Meeting Schedule

VILLAGE OF PINEHURST
395 MAGNOLIA ROAD

2014 VILLAGE COUNCIL MEETING SCHEDULE

Jan. 14 at 4:30 p.m. - Work Session
Jan. 28 at 9:00 a.m. - Work Session
Jan. 28 at 1:00 p.m. - Regular Meeting

Feb. 11 at 4:30 p.m. - Work Session
Feb. 25 at 9:00 a.m. - Work Session
Feb. 25 at 1:00 p.m. - Regular Meeting

March 11 at 4:30 p.m. - Work Session
March 25 at 9:00 a.m. - Work Session
March 25 at 1:00 p.m. - Regular Meeting

April 08 at 4:30 p.m. - Work Session
April 22 at 9:00 a.m. - Work Session
April 22 at 1:00 p.m. - Regular Meeting

May 13 at 4:30 p.m. - Work Session
May 27 at 9:00 a.m. - Work Session
May 27 at 1:00 p.m. - Regular Meeting

June 10 at 4:30 p.m. - Work Session
June 24 at 9:00 a.m. - Work Session
June 24 at 1:00 p.m. - Regular Meeting

July 08 at 4:30 p.m. - Work Session
July 22 at 9:00 a.m. - Work Session
July 22 at 1:00 p.m. - Regular Meeting

August 12 at 9:00 a.m. - Work Session
August 12 at 1:00 p.m. - Regular Meeting

Sept. 09 at 4:30 p.m. - Work Session
Sept. 23 at 9:00 a.m. - Work Session
Sept. 23 at 1:00 p.m. - Regular Meeting

Oct. 14 at 4:30 p.m. - Work Session
Oct. 28 at 9:00 a.m. - Work Session
Oct. 28 at 1:00 p.m. - Regular Meeting

Nov. 11 at 9:00 a.m. - Work Session
Nov. 11 at 1:00 p.m. - Regular Meeting

Dec. 09 at 9:00 a.m. - Work Session
Dec. 09 at 1:00 p.m. - Regular Meeting

DRAFT

WORK SESSION

- **Typically held on the 2nd and 4th Tuesday of each month**
- **Location: Assembly Hall at Village Hall (395 Magnolia Road)**
- Most discussion of issues takes place at these meetings including action on resolutions and general ordinances. There will not be a 4:30 pm Work Session in August, November or December. The Work Sessions scheduled at 4:30 pm each month will be called to order and then immediately go into a Closed Session. **The public portion of the meeting will begin at 5:30 pm.**

REGULAR MEETING

- **Typically held on the 4th Tuesday of each month**
- **Location: Assembly Hall at Village Hall (395 Magnolia Road)**
- Public Hearings take place at these meetings along with action on ordinances amending the Pinehurst Development Ordinance.

The date or time of a meeting may be changed or additional meetings may be called by Council. These meetings will be given the title "Special Meetings" and will be announced.

TRAFFIC CIRCLE OVERHEAD SIGN MAINTENANCE

ADDITIONAL AGENDA DETAILS:

FROM:
Jeff Batton

DATE OF MEMO:
12/2/2013

MEMO DETAILS:
Several years ago, when the traffic circle was modified to its present configuration, the Village worked with NCDOT to have the overhead sign posts, supports and backs of the signs painted Essex green. With the widening of Hwy 211, a new overhead sign will be installed on the Hwy 211 entrance to the circle and the Village has once again worked with NCDOT to have those supports, posts and signs painted Essex green.

The older overhead signs and supports are now peeling paint and could stand to be re-done. The Village has been in discussion with NCDOT about possibly re-painting these with the same Essex green.

As painting of the supports, signs and brackets is an upgrade to normal NCDOT standards, it would be incumbent upon the Village to pay the incremental cost increase.

NCDOT internal estimate to re-paint the older overhead signs (four) was $138,000 but the price could be substantially lower once put out to bid. NCDOT would like to prepare an agreement with the Village that is NON-BINDING in order to put the project out to bid and see how much it actually would cost to do the signs. Once prices were received, Council would have the option to accept the estimates and authorize the work or reject the costs and not have the work performed.

Staff needs input and direction on two items in order to proceed.

1) How much is the Village willing to invest in the project? If we are not willing to invest as much as $50,000, it may not be worth the time and effort to bid it out.

2) If the Village is willing to go as high as $50,000, Council needs to authorize the Mayor or her designee by motion to execute the non-binding agreement.

Thanks.

BUDGET AMENDMENT - WELCOME CENTER/PUBLIC RESTROOMS

ADDITIONAL AGENDA DETAILS:

FROM:
Natalie Dean

CC:
Andy Wilkison and Jeff Batton

DATE OF MEMO:
12/4/2013

MEMO DETAILS:

Per Council's direction to relocate the Welcome Center to the Theatre Building and renovate public restrooms, please find a budget amendment for your consideration. Currently, the budget includes $30,000 for public restrooms and $8,500 for the Welcome Center lease and operating costs.

Cost estimates from Stagaard & Chao to renovate the public restrooms and make the building handicap accessible total $71,000. The estimated costs to improve and furnish the leased space at the Theatre Building, move from the current location, and hold a grand opening celebration for the Welcome Center total $40,000. In addition, we anticipate total operating costs for the Welcome Center to approximate $19,000, of which $8,500 is already appropriated in the Planning Department. Detailed cost estimates for improvements and operating costs are provided as separate attachments for your review.

Because the Welcome Center has moved into the Village Center and the cost of operating the Center is anticipated to increase, we also propose in this budget amendment to transfer the current funds budgeted of $8,500 for the Welcome Center from the Planning Department to Community Development, where Administration will now assume oversight responsibility.

To summarize, the budget amendment for your consideration includes an additional $41,000 appropriation for public restroom renovation and building accessibility and an additional $54,000 appropriation to relocate the Welcome Center.

As always, if you have any questions or would like more information, please don't hesitate to contact me directly.

ATTACHMENTS:

Description

- Ordinance #13-47- Budget Amendment (Welcome Center and Public Restrooms)
- Public Restrooms Cost Estimates
- Welcome Center Improvements and Furnishings
- Welcome Center Operating Costs

ORDINANCE #13-47:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2014, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND (WELCOME CENTER RELOCATION AND DOWNTOWN RESTROOMS).

THAT WHEREAS, the Village has entered a lease agreement to relocate the Village Welcome Center (WC) from the Sandhills Woman's Exchange to the Theater Building; and

WHEREAS, the relocated Welcome Center will require $16,000 in leasehold improvements, $24,000 in furnishings and one-time expenditures, and $19,000 in operating costs for FY 2014; and

WHEREAS, funds appropriated in FY 2014 of $8,500 in the Planning Department for Welcome Center operations, of which approximately $5,000 remains unspent, will be used to offset these expenditures and the expenditures of $3,500 incurred year-to-date in Planning will be transferred to Community Development for accounting purposes; and

WHEREAS, the Village originally appropriated $30,000 in the FY 2014 Budget for public Downtown Restroom (DR) renovations and the planned renovations in the Theater Building are estimated at $71,000; and

WHEREAS, the funds originally appropriated in the FY 2014 Budget are not adequate to fund these projects as planned;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in work session assembled this 10th day of December 2013, as follows:

SECTION 1. To amend the General Fund with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

Account No.	Account Name	Debit	Credit
10-40-720-7200	Capital Outlay: Buildings (WC)	$ 16,000	
10-40-720-6544	Welcome Center Operations	46,500	
10-40-710-6544	Welcome Center Operations		$ 8,500
10-40-720-7200	Capital Outlay: Buildings (DR)	41,000	
10-00-190-3905	Fund Balance Appropriated		95,000

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

Adopted this the 10th day of December 2013.

DRAFT

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

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Theater Building Restroom Renovation and Building Accessibility Estimate
Stagaard & Chao Architects
December 2013

Item	Estimate
Bathroom demolition and renovations including all new counters, cabinets, fixtures, plumbing, wiring, new drop ceiling, and new tile floors	$ 41,000
New exterior door assembly	6,000
Handicap lift including electrical service , concrete landing and brick walkway	15,000
New railing for steps and around lift	2,000
Sub-total	$ 64,000
Contingency (10%)	6,400
Total	**$ 70,400**

Village of Pinehurst
BA Needed for Welcome Center Improvements
December 2013

Improvements (10-40-720-7200)				
Refinish hardwood floors in Rooms 101, 102, 103		$ 1,500		
Install oak handrail at steps		150		
Patch, prep for wall paper, paint walls and trim in rooms 101,102, 103		4,150		
Install dimmer switches, outlets in mantle & for t.v., run additional cable, add light in window display		2,100		
Replace dead bolt in entrance door with push button code dead bolt		150		
Replace vent covers in floor (priced oak vent covers)		100		
Wireless access points (2)		200		
Network switches and cables		275		
Wallpaper cost and installation (Room 101 and 103)		3,874		
Painting the fireplace		200		
Art lighting		500		
Construct counter, shelving, and built-ins		2,954		
			$	16,153
Furnishings (10-40-720-6544)				
Round table and chairs	Rm 101	$ 2,946		
Reception table	Rm 101	175		
Ottoman/bench	Rm 101	525		
2 lamps for mantle	Rm 101	200		
Art work	Rm 101	1,890		
Signage	Rm 101	500		
TV	Rm 102	800		
2 chairs	Rm 102	1,620		
Bookcases, rug, accessories	Rm 102	500		
6 ft conference table	Rm 103	1,200		
4 chairs ($300/ea)	Rm 103	1,200		
Coffee stand/table	Rm 103	900		
Coffee pot	Rm 103	150		
Small refrigerator	Rm 104	200		
Framing paintings	Rm 104	450		
			$	13,256

One-Time Supplies (10-40-720-6544)				
Volunteer badges ($10/ea)	$	100		
Shelving		500		
Display shelves/brochure holders		200		
Brochures - Printing		500		
			$	1,300
Signage (10-40-720-6544)				
Design	$	3,800		
Materials		2,500		
			$	6,300
Grand Opening (10-40-720-6544)				
Grand opening catering ($9/person - 100)	$	1,000		
Misc. supplies logo bottled water & napkins		650		
Soft opening for staff, council, volunteers ($15/person - 50)		750		
Advertising/Invitations		500		
			$	2,900
Moving (10-40-720-6544)				
Relocation costs - moving the boulders		100		
Other moving expenses		200		
			$	300
		BA Needed for Improvements	**$**	**40,209**

Village of Pinehurst
BA Needed for Welcome Center Operating Costs
December 2013

Rent			
Rent payment	$ 1,035		
Common area maintenance	350		
	1,385		
Times: 8 months	8		
		$ 11,080	
Monthly Expenses			
Cable TV & Intranet	$ 150		
Utilities	350		
Cleaning Service ($75/week)	300		
Coffee supplies ($40/week)	160		
General supplies	200		
Cleaning supplies	20		
Logo Bottled Water (one order per quarter)	80		
Water cooler	20		
Office supplies (paper, ink, pens, etc.)	100		
Printing brochures, maps, etc.	50		
	$ 1,430		
Times: 5 months	5		
		$ 7,150	
Wine Walks			
February/May ($200 each)	$ 400		
		$ 400	
FY 2014 Operating Budget Needed			**$ 18,630**

Note: The cost to operate the Welcome Center is estimated to be approximately $35,000 per year.

HOLLY HOUSE SIDEWALK

ADDITIONAL AGENDA DETAILS:

FROM:
Jeff Batton

CC:
Walter Morgan

DATE OF MEMO:
12/2/2013

MEMO DETAILS:
The Holly House, a condominium complex on Cherokee Rd. adjacent to the Holly Inn, has requested the Village consider extending the brick sidewalk from the Holly Inn to the area across the front of their property on Cherokee Rd. I have provided a map as an attachment showing the location.
Staff seeks direction on this request per adopted policy. The Holly House is the first residential section coming out of downtown and is the beginning of the sand/clay path that extends down Cherokee Road.

The Holly House is making a substantial investment in its landscaping, as you will see by the attachment provided by them, and they feel a brick sidewalk parallel to Cherokee would further enhance the appearance and be a more user-friendly pedestrian walkway. They have pledged $3,000 towards the $10,000 it would take to construct the sidewalk.

Staff would need consensus from Council on whether or not to install the brick sidewalk. A budget amendment would be needed if Council is inclined to do the project, which can be done at a later Council meeting.

Thanks.

ATTACHMENTS:

Description

- Holly House Improvements
- Holly House Sidewalk Location

IMPROVEMENTS MADE TO HOLLY HOUSE IN THE LAST YEAR

December 2013

Repaired roof and gutters

Repaired brick stairs and trip hazards

Painted rusted railings

Installed new flooring in elevators and garage hallway

Recoated wall in community garage area with moisture proof paint

Removed asphalt handicap ramp and replaced with brick

Installed new ground lighting at handicap ramp to provide greater safety

Pressure washed entire building

Replaced all rotten wood and installed new ceilings under archway

Painted all trim including windows, doors and metal grate coverings

Exterior lighting rewired, repaired and painted

Removed overgrown trees and shrubs and trimmed large trees near the building

Laid pine needle mulch as temporary measure pending installation of new landscaping

Commissioned a landscaping plan which is now in the process of being priced

Improvements to date are approximately $30,000 - $40,000

Approximate Sidewalk Location

REQUESTED TRAFFIC CONTROL SIGNAGE

ADDITIONAL AGENDA DETAILS:

FROM:
Village Manager

CC:
Walt Morgan, Earl Phipps, Jeff Batton

DATE OF MEMO:
12/3/2013

MEMO DETAILS:
Staff has received a request from homeowners in the St. Andrews Drive, Lakewood Road area to post 25 mph signs in the vicinity of the two golf cart crossings located along that stretch of St. Andrews Drive. Staff proposes to remove two 25 mph warning signs (yellow), and replace them with four 25 mph regulatory signs, for a net increase of two.

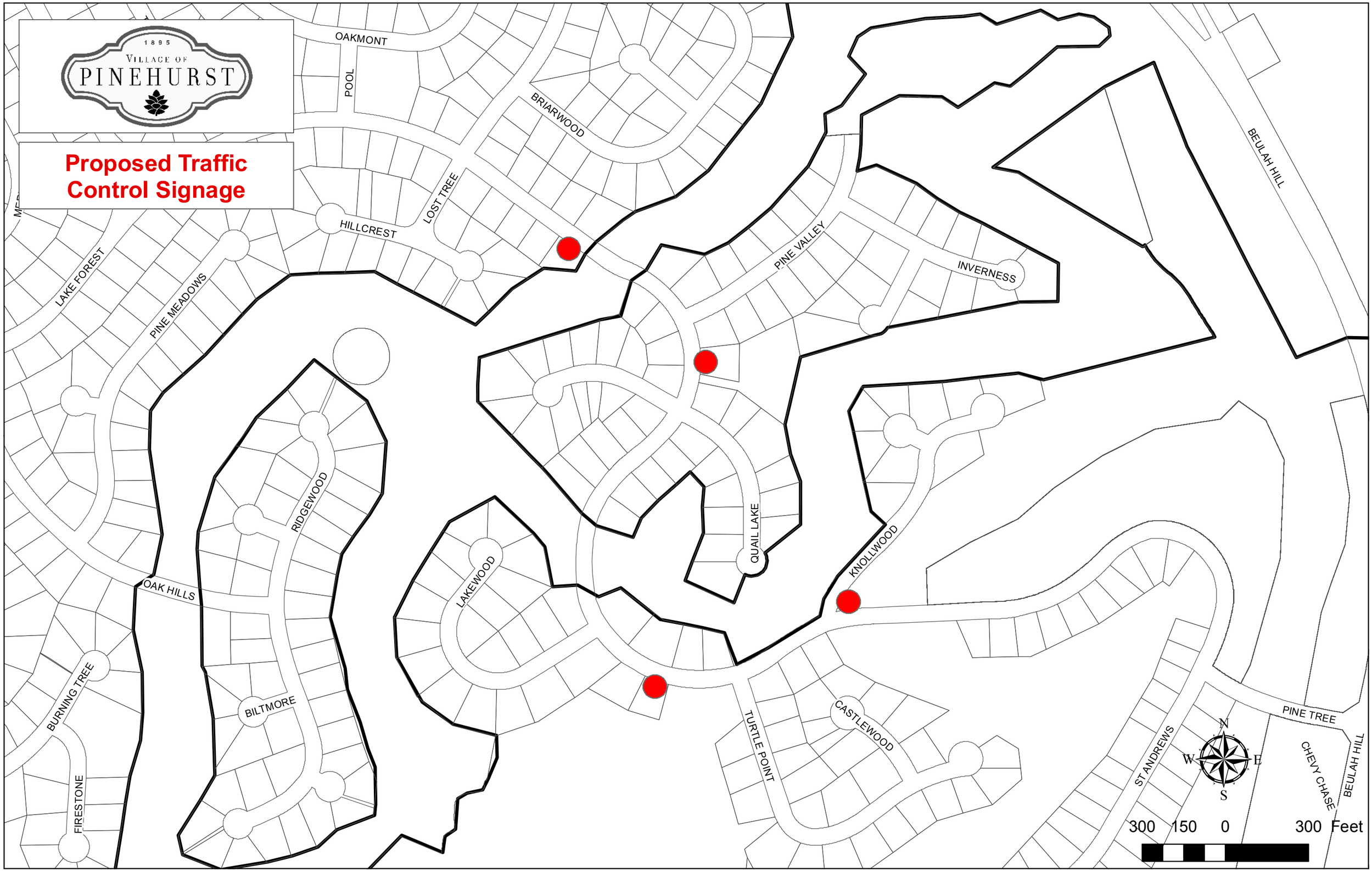
As Council is aware, this section of St. Andrews Drive is curvilinear, has two separate golf cart crossings, and significant grade changes. One of the golf cart crossings is located in the middle of a hill, the other at the top of a hill.

Pursuant to Council adopted policy, additional regulatory signs can only be placed in the right of way after Council approval. A map of the proposed locations which are proposed by Walt Morgan and Chief Phipps is included.

ATTACHMENTS:

Description

- Map for requested traffic control signage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VILLAGE OF
PINEHURST
Proposed Traffic Control Signage
OAKMONT
POOL
BRIARWOOD
LOST TREE
HILLCREST
LAKE FOREST
PINE MEADOWS
PINE VALLEY
INVERNESS
BEULAH HILL
RIDGEWOOD
QUAIL LAKE
KNOLLWOOD
LAKEWOOD
OAK HILLS
BURNING TREE
BILTMORE
TURTLE POINT
CASTLEWOOD
FIRESTONE
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PINE TREE
CHEVY CHASE
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MUNICIPAL CODE AMENDMENT

ADDITIONAL AGENDA DETAILS:

Clarifying Section 92.16 of the Pinehurst Municipal Code as it pertains to regulating unreasonably loud, disturbing sound levels.

FROM:
Village Manager

DATE OF MEMO:
12/3/2013

MEMO DETAILS:
Council adopted an amendment to the Pinehurst Municipal Code on November 12, 2013, establishing a new Section 92.16 (B) (7), regulating the use of lawn and garden and landscape maintenance equipment. After the adoption of the amendment, it was brought to staff's attention that the operation of a home stand-by power generating unit could be operated in a manner technically in violation of this section, which is not the intent of the section. The associated ordinance proposed for adoption by the Council will address that conflict.

ATTACHMENTS:

Description

- Ordinance 13-48

ORDINANCE #13-48:

AN ORDINANCE AMENDING SECTION 92.16 TO THE PINEHURST MUNICIPAL CODE AS IT

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code;" and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in work session assembled this 10th day of December, 2013, as follows:

SECTION 1. That Section 92.16, Regulating Unreasonably Loud, Disturbing Sound Levels, is amended:

Chapter 92: Nuisances; Environmental Protection

Pollutants and Noise Control

§92.16 REGULATING UNREASONABLY LOUD, DISTURBING SOUNDS LEVELS.

(B) Prohibited activities. The following activities, among others, are hereby declared to be unreasonably loud, disturbing sound levels, but the enumeration shall not be deemed to be exclusive:

(1) The playing of any musical instrument or electronic sound amplification equipment in a manner or with such volume, that a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity particularly between the hours of 11:00 p.m. and 7:00 a.m.

(2) The keeping of any animal or bird which makes frequent or long continued sounds, that a reasonably prudent person would recognize as likely to unreasonably disturb persons in the vicinity;

(3) The use of any automobile, motorcycle or vehicle so out of repair, so loaded, or in a manner as to create unreasonably loud, disturbing sounds;

DRAFT

(4) The operating of any business adjacent to any residential area so as to cause unreasonably loud, disturbing sounds;

(5) The creation of unreasonably loud, disturbing sound levels adjacent to any school, educational facility, church or court during their normal operating hours, or within 150 feet of any hospital, which a reasonably prudent person would recognize as likely to unreasonably interfere with the working of the institutions, provided signs are displayed indicating that the area is a school, educational facility, church, court or hospital;

(6) The erection (including excavation), demolition, alteration or repair of any building in any district other than between the hours of 7:00 a.m. and 7:00 p.m. on Monday through Saturday, at any time on a Sunday or holiday, except in the case of urgent necessity in the interest of public safety, and then only under the direction, and prior approval of an appropriate village official from the Planning and Inspections Department;

(7) The operation of power equipment including but not limited to lawn and garden maintenance equipment, generators **(not including home stand-by power generators)** and landscaping construction and maintenance equipment between the hours of 8:00 pm and 7:00 am.

(8) The use of any electronic sound amplification equipment for advertising, paging or solicitation purposes, except with an appropriate permit; and

(9) The conduct of, or participation in any recreational activity in a residential district in the village which creates sound levels a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity, particularly between the hours of 10:00 p.m. and 7:00 a.m.

SECTION 2. That all local ordinances in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

SECTION 3. That this Ordinance shall be and remain in full force and effect from and after the date of its adoption.

This Ordinance adopted this 10th day of December, 2013.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy R. Fiorillo, Mayor

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Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

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SALE OF OLD FIRE STATION 91

ADDITIONAL AGENDA DETAILS:

FROM:
Natalie Dean

CC:
Andy Wilkison

DATE OF MEMO:
12/4/2013

MEMO DETAILS:
Per Resolution #13-43, the Village has utilized the upset bid process to sell Old Fire Station 91 located at 45 Community Road. Since the beginning of the process, we have had 32 inquiries and 23 separate showings of the property. A qualifying high bid of $220,900 has been received and is being presented to you for your consideration to accept or reject.The bid process began with a bid submitted by McPeake Hotels in the amount of $156,000 on 9/30/13 and theVillage has received three separate upset bids with a final qualifying bid of $220,900 submitted by Maser Capital Management on 11/20/13. The last bid received by Maser Capital Management is the high qualifying bid because a 10-day period has passed without a qualifying upset bid.

Per Resolution #13-43, the Village Council must approve the final high offer within 30 days after the final upset bid period has passed, which was December 4th. Therefore, Council will need to either accept or reject the bid prior to Friday, January 3rd.

As you may recall, Council asked staff to also evaluate the potential use of the old fire station for recreation purposes. Mark Wagner and I have completed an analysis, which is attached separately, that indicates it would require a significant financial investment due to the condition of the building and site constraints, but can be done if that is how Council would like to proceed.

My recommendation is the Council accept the qualifying high bid of $220,900 for a number of reasons:

1. The upset bid process resulted in the determination of what the market is willing to pay for the property. We did not receive any bids when we published we would accept minimum bids of $350,000 and through the upset bid process, we have found the true market value of the property.
2. The old fire station is located on the fringe of the area designated as Village Place and could be a start to redevelopment of the Community Road area,which could help to begin the expansion of the Village Center. This is something that is indicated in our Comprehensive Long Range Plan and New Core Master Plan as desirable for the community.
3. A private use of the building would increase the tax base, which would bring needed additional long-term revenues to the Village.

As indicated by the relatively low number of bidders compared to the number of inquiries received, there is a lot of work that needs to be done to the building that will require additional financial investment above the purchase price. Due to that additional investment required as a result of the current condition of the building, I believe the qualifying high bid of $220,900 is a reasonable price for the property. Should Council choose to accept the offer, you may do so by adopting a motion to that affect.

ATTACHMENTS:

Description

- Analysis of Use of Fire Station for P&R Purposes
- Interior Photos of Old Fire Station 91

1895

VILLAGE OF

PINEHURST

Old Fire Station 91

Analysis of Potential Use for Parks and Recreation Purposes

Village of Pinehurst
Evaluation of Use of Old Fire Station 91 for Recreation Uses
December 2013

Natalie Dean and Mark Wagner conducted an evaluation of the potential to utilize old fire station 91 for recreation purposes, in consultation with Bruce Gould, Senior Planner. First, we identified the indoor programs currently being offered by the Parks and Recreation Department and determined if they could be provided at the fire station. As a part of this, we identified potential ways to reconfigure the space to meet the needs of the programs. Second, we identified and evaluated other factors that should be considered in the analysis. Finally, we estimated the costs associated with renovating the building and providing parking to meet the needs of the P&R department.

While it is possible to renovate the old fire station to accommodate some of our P&R indoor programs, we have concluded based on our analysis that it would require a significant financial investment due to the condition of the building, the existing floor plan, and other site constraints (primarily lack of adequate space for required parking).

Step 1: Programs Suitable for the Fire Station

First, we identified the number of classes and the average # of participants per program to determine if the existing rooms or reconfigured rooms could accommodate the indoor programs. The P&R Department currently offers 11 Spring/Summer indoor programs and 12 Fall/Winter indoor programs. As directed by Council, the department has utilized the Fair Barn for 7 of their Fall/Winter programs this year.

To determine if programs could be offered in the old fire station, we evaluated the size of each of the rooms and determined that one wall would need to be eliminated in order to create a larger space. We then assigned room numbers to each of the programs that could potentially be held in the space. Staff also thought that all programming should occur on the first floor to ensure handicap accessibility and compliance with the Americans with Disabilities Act (ADA). The second floor could be used as office space if P&R staff relocated their offices to the old fire station. This would require the Village to make the second floor handicap accessible, which would require the installation of an elevator.

Reconfiguring the space on the first floor would allow for:

1. A reception area,
2. One 12’ x 22’ room (Room 102),
3. One 12’ x 31’ room (Room 109), which would require the removal of a wall, and
4. A 29’ x 32’ room in the front bay (FB).

To accommodate larger class sizes of up to 20, a 52’ x 52’ room could be constructed in the lower bay (LB). This would leave room for an indoor pickle ball court and indoor shuffleboard. If a room were not constructed, there could possibly be multiple indoor pickle ball courts. The space in the lower bay is not large enough for an indoor basketball or volleyball court. The maximum number of participants that could likely be accommodated in the lower bay space is approximately 32.

Exhibit 1 details each of the existing programs and a proposed location in the old fire station for most of the currently offered programs. Day Camp programs and Dog Training Classes are both combination indoor/outdoor programs and could not reasonably be accommodated in the fire station due to no immediate access to outdoor program space. In addition, the kitchen is not large enough to accommodate the Baking & Cooking Class.

Exhibit 1 – List of Existing P&R Programs

Indoor Program	Adult/ Youth	Spring/Summer or Fall/Winter	Total # of Classes	Avg # of Participants	Current Location	Fire Station Room Suitable
Painting Class	Adult	Spring/Summer	50	11	Assembly Hall Lobby	FB
Tai Chi	Adult	Spring/Summer	20	20	Assembly Hall	LB
Yoga	Adult	Spring/Summer	40	3	Assembly Hall	LB
CPR	Adult	Spring/Summer	3	n/a	Fire Department	102
Red Cross Babysitting Class	Youth	Spring/Summer	2	10	Fire Department	109
Youth Movie Night	Youth	Spring/Summer	2	n/a	Assembly Hall	LB
Recycle Into Art Camp	Youth	Spring/Summer	5	20	Assembly Hall Lobby	FB/LB
Full Day Camp	Youth	Spring/Summer	40	60/week	Pinehurst Elementary	-
Kamp Kidworks	Youth	Spring/Summer	35	28/week	Pinehurst Elementary	-
Kamp Kidworks II	Youth	Spring/Summer	35	20/week	FH Fitness Center	-
Summer Nature Camp	Youth	Spring/Summer	5	9	Fire Department	109
Painting Class	Adult	Fall/Winter	36	10	Assembly Hall Lobby	FB
Tai Chi	Adult	Fall/Winter	20	20	Assembly Hall Lobby	LB
Card Making Class	Adult	Fall/Winter	2	n/a	Fair Barn	102
Line Dancing Class	Adult	Fall/Winter	16	2	Fair Barn	LB
Shag Dancing Class	Adult	Fall/Winter	16	10	Fair Barn	LB
Cards & More	Adult	Fall/Winter	14	n/a	Fair Barn	102
Yoga	Adult	Fall/Winter	40	3	Assembly Hall	LB
Baking & Cooking Class	Adult	Fall/Winter	3	6	Fair Barn	-
Jewelry Making Class	Adult	Fall/Winter	3	n/a	Fair Barn	102
Dog Training Class - Manners	Adult	Fall/Winter	6	n/a	Assembly Hall	-
Dog Training Class - Puppy	Adult	Fall/Winter	6	n/a	Assembly Hall	-
Red Cross Babysitting Class	Youth	Fall/Winter	3	10	Fire Department	109
Christmas Shopping	Youth	Fall/Winter	3	n/a	Assembly Hall	109
Parents' Night Out	Youth	Fall/Winter	1	n/a	Assembly Hall	109
Pottery Camp	Youth	Fall/Winter	4	8	Fair Barn	109

Please see the attached floor plans in **Exhibits 5-7** that show the current room configuration, with dimensions.

Step 2: Other Factors

Next, we identified other factors that should be taken into consideration when evaluating the fire station for P&R indoor program use.

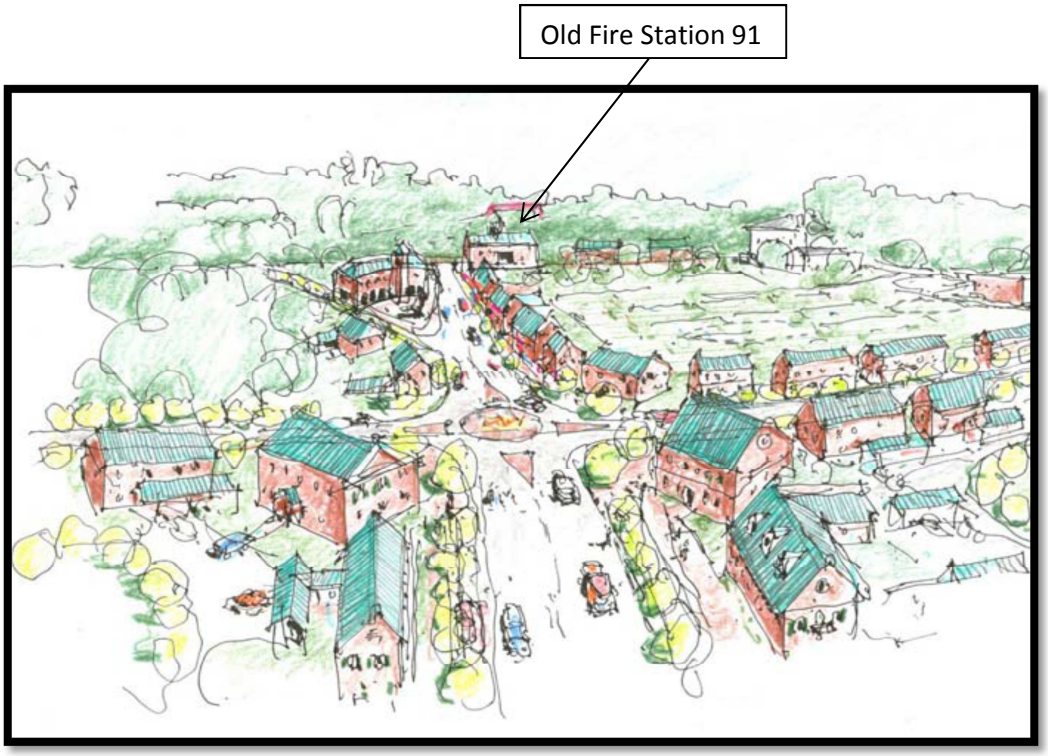
The primary area of concern is the lack of adequate space for on-site parking and how to address the parking needs of program participants, given the constraints of the site. The proposed PDO would require 1 parking space per 200 square feet of space and 1 parking space per employee of the largest shift. With a total of roughly 8,100 square feet plus class instructors, the PDO would require an estimated 46 parking spaces. Should the P&R Department staff move from Village Hall and occupy the second floor of the building, an additional 5 parking spaces would be required. Therefore, to meet the parking requirements set out in the PDO, the Village would need to plan to construct approximately 51 on-street and/or ground parking spaces.

Looking at the survey of the property in **Exhibit 4** at the end of this report, there is no room on the site for that number of parking spaces and staff recommends the parking be constructed in accordance with the New Core Master Plan. The New Core Master Plan indicates the recommended location for parking is to the rear of the buildings along Community Road, which would be accessed by a new road constructed between the fire station and the Village Chapel's Care Cottage. The Village could acquire the property for the road and on-street parking from the Village Chapel. Because the Village Chapel would lose their current parking lot with the road construction, the Village would likely need to construct additional on-street parking and/or ground parking to compensate them for their loss of parking spaces. **Exhibit 8** is an excerpt from the New Core Master Plan that indicates the proposed location of the road as commercial streetscape.

Essentially, we have an existing non-conforming situation relative to parking on the site. Any viable use of the property will require parking and/or road improvements. Regardless of the owner of the building (be it the Village or a private entity), staff recommends any parking constructed to accommodate an adaptive reuse of the building should be done in accordance with the vision set out in the New Core Master Plan. The cost to acquire the property needed for the parking is undetermined at this time. It is also important to note that the use of the property dictates the need for parking and the use as a recreational facility is one that requires a lot of parking.

Exhibit 2 is a rendering from the New Core Master Plan that indicates the proposed location of a road and commercial streetscape for the southern end of Village Place. This location is the planned gateway to the Village Center from Village Place and is a possible starting point for the Village Center incremental expansion outlined in the Village's Comprehensive Long Range Plan.

Exhibit 2 – Rendering of Commercial Streetscape to the East of the Fire Station, from the North



Another site constraint and item of concern is ingress and egress to the building for programs and parking. The driveway between the fire station and the Boy Scout building is located on the Boys Scout's property and is only one travel lane wide with no room to expand. While we are confident we could acquire an easement for this driveway, this presents a significant safety concern if pedestrians utilize the driveway to access programs in both the front and rear of the building and vehicles are also on the driveway. Having pedestrians and motor vehicles on the same single travel lane driveway is an undesirable and unsafe scenario.

Also, we believe we would need to have a staff person at the building when multiple programs are being offered simultaneously to serve as a receptionist and be on hand in case of an emergency. This could potentially be an addition to staffing levels, as current staff does not have the capacity to serve as the receptionist, nor would we want to underutilize their skillset to do so. Therefore, to use the old fire station for indoor P&R programs would likely require the addition of part-time staff or the relocation of other administrative staff from Village Hall.

Finally, the old fire station can accommodate a large number of our current programs. However, expansion of the facility to accommodate future programs would be limited given the constraints of the site.

Step 3: Estimated Costs

A rough estimate of the cost to renovate the fire station to make it suitable for P&R use would be in the range of $1.1 to $1.3 million, depending on the per square footage renovation cost utilized. A conservative estimate would be $85/square foot, but a more realistic estimate is likely $100/square foot based on discussions with a local contractor who has evaluated the building and completed similar renovation projects in the Village Center.

The estimated cost to renovate the building could range from roughly $700,000 to $800,000 to meet our needs. **Exhibit 3** details the estimated cost to renovate the building.

Exhibit 3 – Estimated Renovation Costs

	$85 per sq foot		$100 per sq foot	
Renovation Costs				
Square feet	8,108		8,108	
Est. cost per square feet *	$ 85		$100	
		$ 689,180		$ 810,800

After renovation, the Village would then need to construct the required 51 parking spaces, which is estimated to cost approximately $425,000, exclusive of the cost to acquire the land. Other minor costs would include furnishings and potentially some PT staff.

The Village would also incur interest expense as a result of the renovation because we would recommend financing a project of this magnitude. This project, however, is not currently funded in the Village's five-year CIP and any incremental operating costs associated are also not included.

Conclusion

While a majority of indoor recreation programs could potentially be held in the old fire station, our analysis identified several limiting site constraints which will require significant financial investment above and beyond the renovation costs. In addition, the site constraints also pose some safety hazards and limit our ability to expand in the future. If the Village renovates the fire station, we will also forgo the proceeds from the sale of the building and the additional tax base that would be added upon a private entity renovating the facility. Staff has tried to objectively and thoroughly evaluate the building and the site for potential use for P&R space. In the end, there are significant site constraints and it would require a significant financial investment to renovate the building, but it could be done if that is what the Council desires.

Exhibit 4 – Survey of Old Fire Station 91

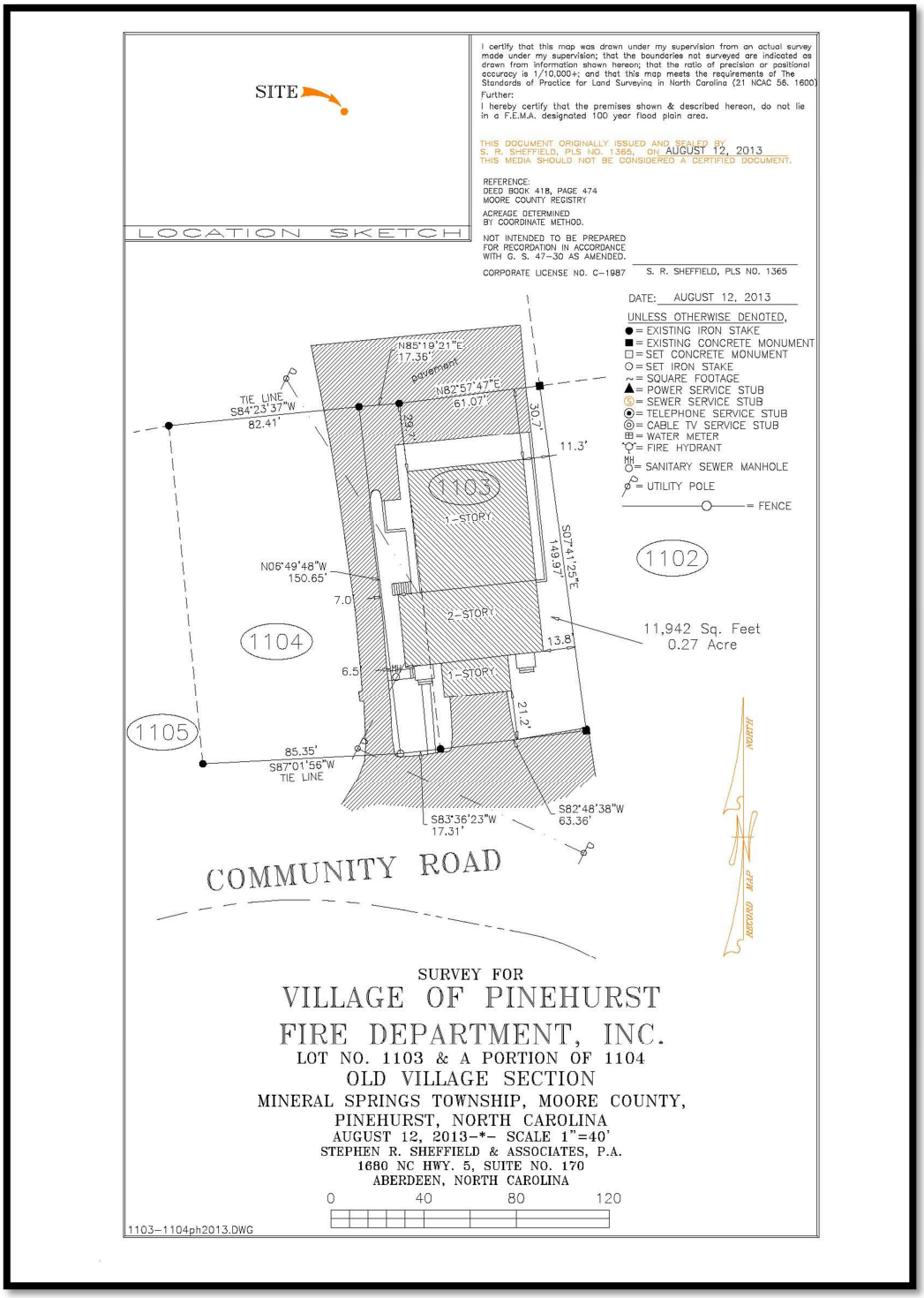


Exhibit 5 - First Floor Plan

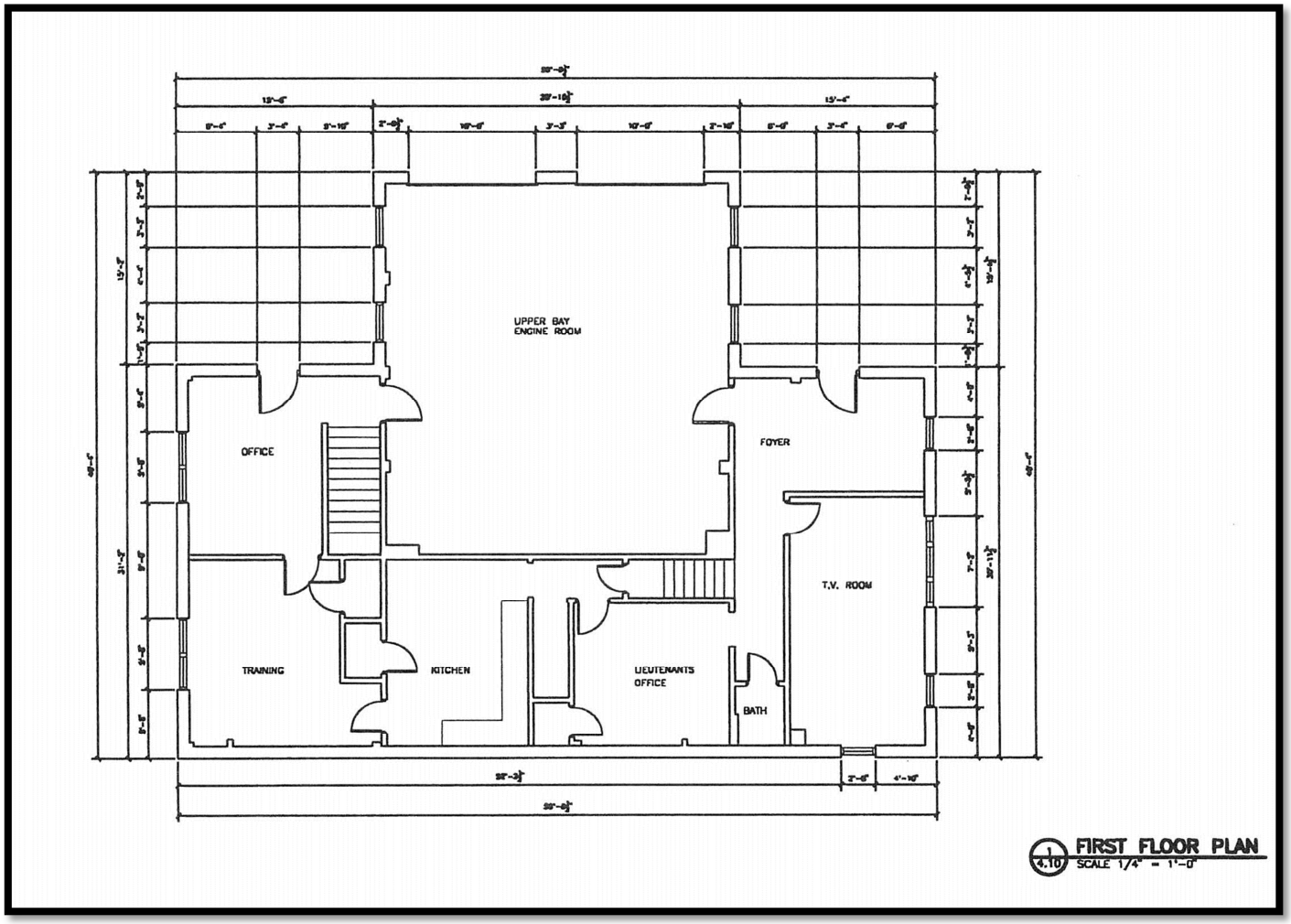


Exhibit 6 - Second Floor Plan

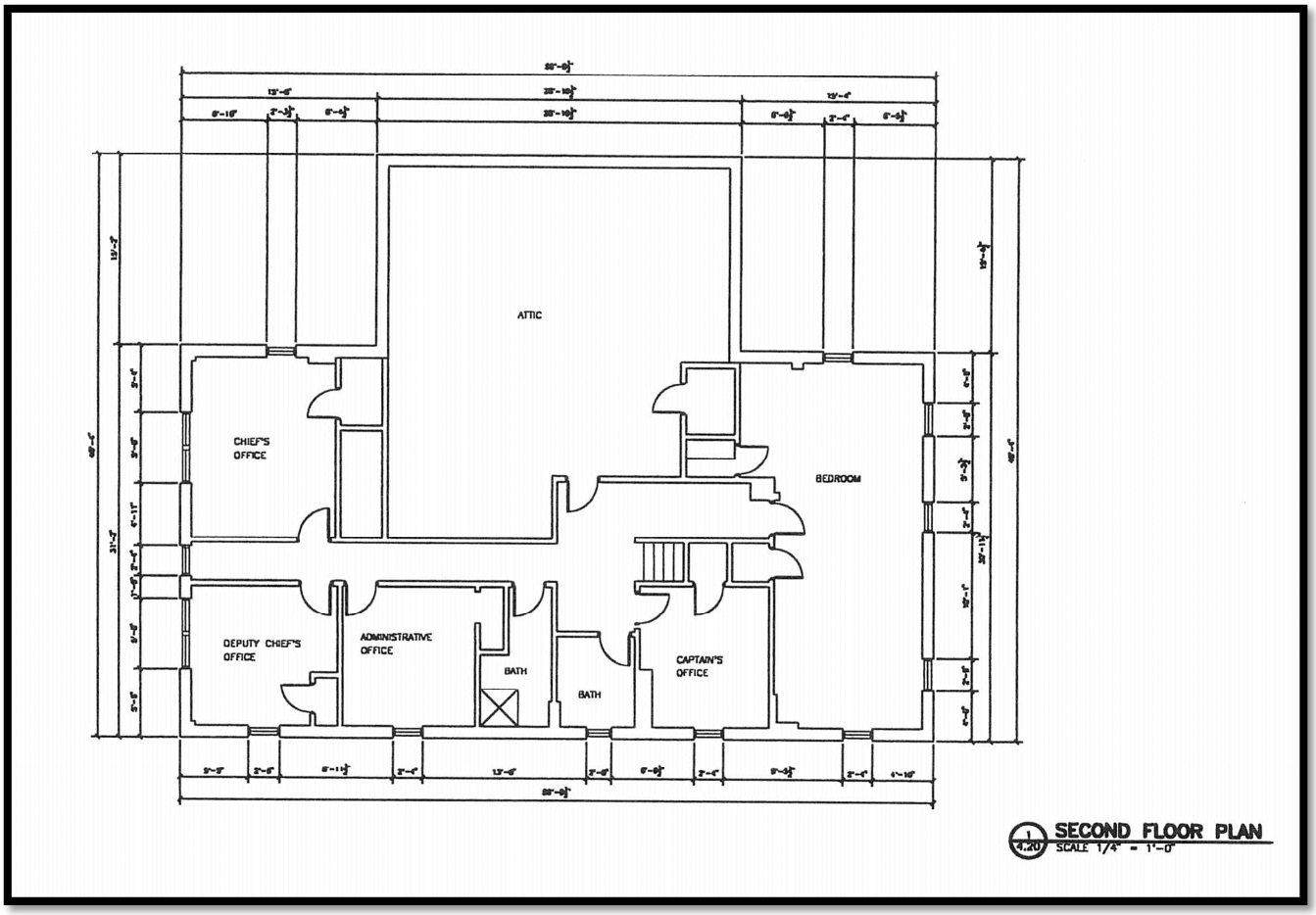


Exhibit 7 - Basement Floor Plan

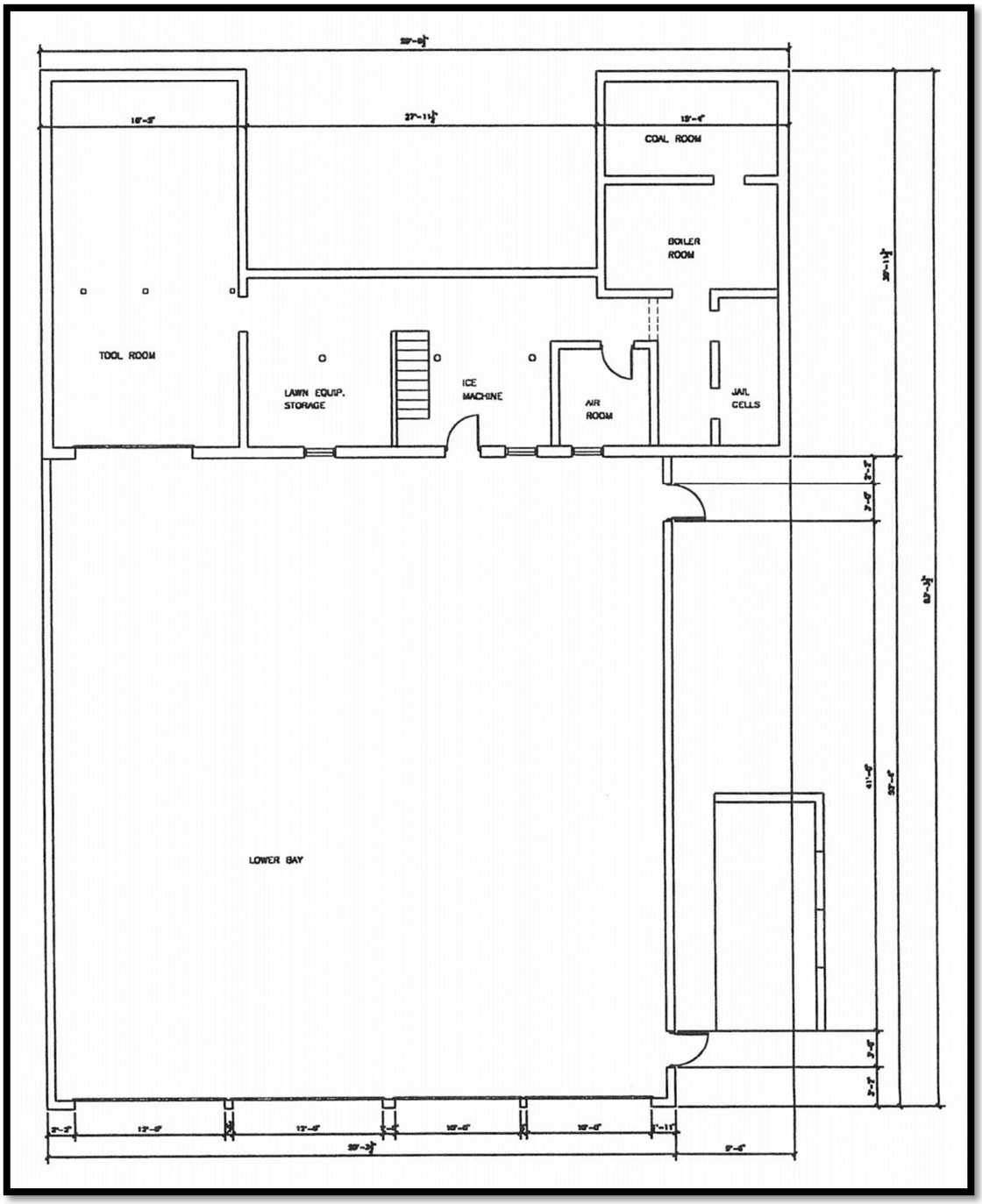
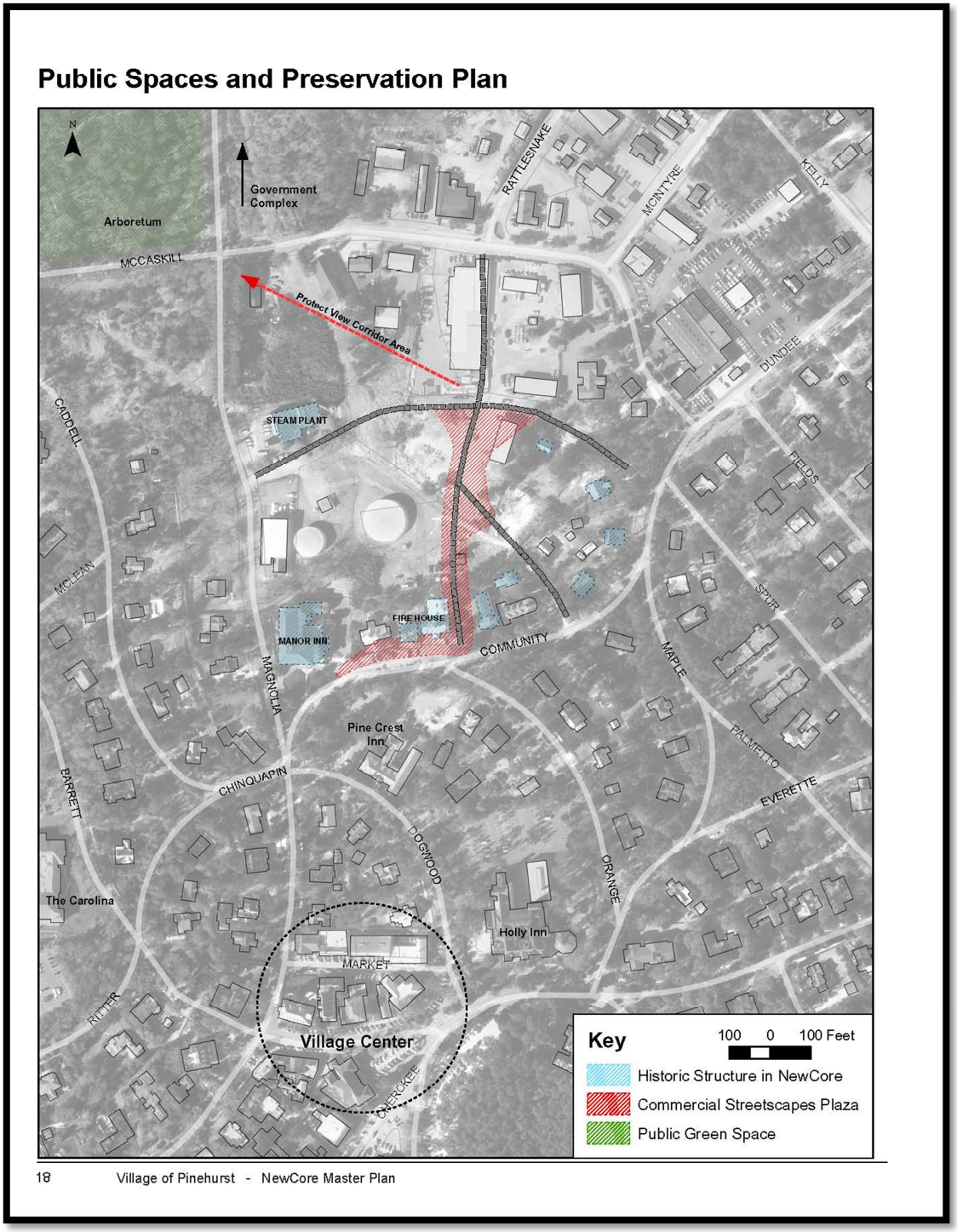


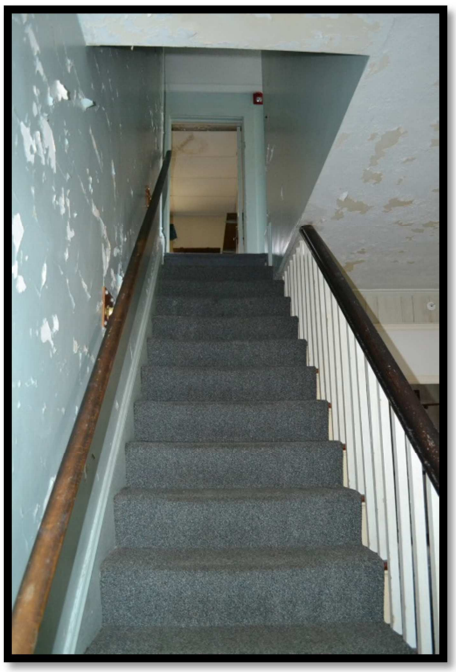
Exhibit 8 - New Core Master Plan – Commercial Streetscape Recommendations



Interior Photos of Old Fire Station 91

Growth is IMPOSSIBLE without change

EXIT



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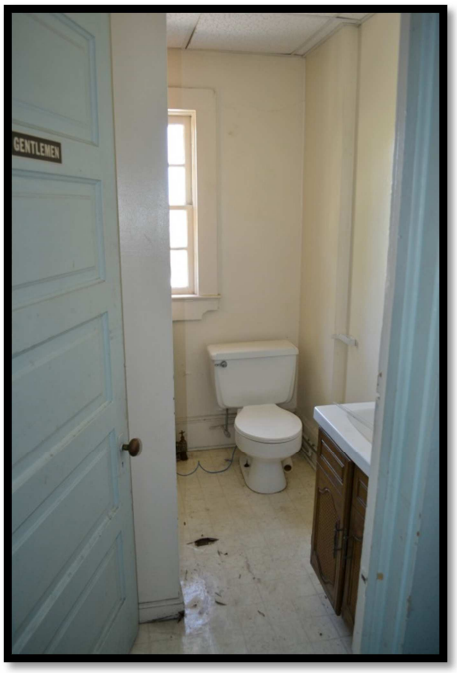
GENTLEMEN

1
2
3
4

DISCUSSION ON HEALTH INSURANCE FAMILY COVERAGE/CASH OPTION

ADDITIONAL AGENDA DETAILS:

FROM:
Village Manager

CC:
Angie Kantor, John Frye

DATE OF MEMO:
12/4/2013

MEMO DETAILS:
The purpose of this agenda item is to continue discussion of the pending elimination of the family coverage/cash option for Health Insurance Coverage benefit first discussed at the November 12, 2013 work session. For background informational purposes, the following is provided:

The Village has traditionally paid the cost of family medical and dental insurance for department heads and assistant department heads. Department heads who choose not to take full family coverage, are eligible for a "cash option" benefit valued at the difference between the cost of family coverage and the coverage they elect. This family coverage/cash option benefit was used in recruiting these employees and is part of their total compensation package.

Over time, family coverage/cash option benefits have become less common in municipalities. The Village discontinued the benefit for new employees in 2010 as part of the cost containment program. The benefit would eventually be eliminated through attrition. There are currently 15 employees still receiving the family coverage/cash option benefit.

However, the Affordable Care Act (ACA) requires employers to extend the same level of insurance benefit to all employees. This means the Village's family coverage/cash option benefit is not allowed under the ACA. The deadline to eliminate this type of benefit was originally set in the ACA at January 1, 2014. This deadline has since been extended to January 1, 2015. The FY2014 Budget was set to convert the family coverage/cash option benefit from a benefit to base salary for each of the affected employees starting January 1, 2014. This was the deadline in the ACA when the budget was adopted.

Should the Council agree that for the listed employees the compensation they have been receiving as a "Cash Option" can be converted to base salary, no action is required on this matter. Should the Council not wish to allow that, the FY 2014 budget should be amended to move funds back to the benefits line item from salaries, and plans to no longer provide this compensation as either salary or benefit will need to be incorporated into the FY 2015 budget.

To implement these changes as planned in the FY2014 Budget, a personnel action form must be completed for each affected employee to increase their base pay and to add a deduction for the insurance benefits they will receive going forward.

ATTACHMENTS:

Description

- Financial impact of Elimination of Family Coverage Cash Option Benefit
- Elimination of Family Cover Cash Benefit Option Narrative

Village of Pinehurst
Department Head Cash Options
For Calendar Year 2013

The Village pays for the cost of family medical and dental coverage for dept heads and asst dept heads*. If a dept head/asst department head elects medical, vision and/or dental coverage other than family coverage he/she will receive a cash option benefit. The amount of cash benefit options in effect for the 2013 calendar year are detailed below.

Medical

	Monthly W/H	Annual W/H	Annual Cash Option Benefit	Bi-weekly Cash Option Benefit
Employee only	$ -	$ -	$ 8,432.16	$ 324.31
Employee/Child(ren)	$ 304.49	$ 3,653.88	$ 4,778.28	$ 183.78
Employee/Spouse	$ 409.88	$ 4,918.56	$ 3,513.60	$ 135.14
Family	$ 702.68	$ 8,432.16	$ -	$ -

Dental

	Monthly W/H	Annual W/H	Annual Cash Option Benefit	Bi-weekly Cash Option Benefit
Employee only	$ -	$ -	$ 820.80	$ 31.57
Employee/Child(ren)	$ 36.98	$ 443.76	$ 377.04	$ 14.50
Employee/Spouse	$ 27.72	$ 332.64	$ 488.16	$ 18.78
Family	$ 68.40	$ 820.80	$ -	$ -

* This benefit was discontinued under cost containment in 2010. Current employees will continue to receive the benefit.

Village of Pinehurst

Family Insurance Coverage/Cash Option Benefit Elimination
Effective January 1, 2014 (starts with 1/17/14 pay date)

Employee	Cash Option **Decrease**	Insurance Benefit **Decrease**	Base Salary **Increase**	Total	New Deduction
Batton, Jeff	$ (9,252.96)	$ -	$ 9,252.96	$ -	None
Cole, Carlton	-	(9,252.96)	9,252.96	-	Family M&D
Correll, Andrea	(4,001.76)	(5,251.20)	9,252.96	-	Emp/Spouse M&D
Dean, Natalie	(5,155.32)	(4,097.64)	9,252.96	-	Emp/Children M&D
Fritz, Floyd	(5,155.32)	(4,097.64)	9,252.96	-	Emp/Children M&D
Frye, John	-	(9,252.96)	9,252.96	-	Family M&D
Jensen, Becky	(9,252.96)	-	9,252.96	-	None
Kantor, Angela	(9,252.96)	-	9,252.96	-	None
Kuhn, Randy	(4,001.76)	(5,251.20)	9,252.96	-	Emp/Spouse M&D
McKenzie, Darrell	-	(9,252.96)	9,252.96	-	Family M&D
Morgan, Walt	(4,001.76)	(5,251.20)	9,252.96	-	Emp/Spouse M&D
Thomas, Floyd	-	(9,252.96)	9,252.96	-	Family M&D
Wagner, Mark	(4,778.28)	(4,474.68)	9,252.96	-	Emp/Children M
Whitaker, Jason	-	(9,252.96)	9,252.96	-	Family M&D
Wilkison, Andy	-	(9,252.96)	9,252.96	-	Family M&D
Total Adjustment	$ (54,853.08)	$ (83,941.32)	$ 138,794.40	$ -	

The Village has traditionally paid the cost of family medical and dental insurance for department heads and assistant department heads. Department heads who choose not to take full family coverage, are eligible for a "cash option" benefit valued at the difference between the cost of family coverage and the coverage they elect. This family coverage/cash option benefit was used in recruiting these employees and is part of their total compensation package.

Over time, family coverage/cash option benefits have become less common in municipalities. The Village discontinued the benefit for new employees in 2010 as part of the cost containment program. The benefit would eventually be eliminated through attrition. There are currently 15 employees still receiving the family coverage/cash option benefit.

However, the Affordable Care Act (ACA) requires employers to extend the same level of insurance benefit to all employees. This means the Village's family coverage/cash option benefit is not allowed under the ACA. The deadline to eliminate this type of benefit was originally set in the ACA at January 1, 2014. This deadline has since been extended to January 1, 2015. The FY2014 Budget was set to convert the family coverage/cash option benefit from a benefit to base salary for each of the affected employees starting January 1, 2014. This was the deadline in the ACA when the budget was adopted.

The impacts of converting the family coverage/cash option benefit are numerous. The cost of this benefit has been increasing at a higher rate than wages have increased. For example, last year medical insurance increased 8%, while salary merit increases were capped at 2%. The affected employees will have an increase in their base pay which will increase the employees wage base for retirement benefits in the future. The Village will have to pay retirement contributions, on those wages, that are not currently required on the insurance benefit. The employees will also have the standard deductions for insurance for the first time. For example, if an employee elects family coverage, there will be a deduction equal to the base wage increase. Ultimately, if employees do not change their insurance elections, their after-tax income should be approximately the same.

To implement these changes as planned in the FY2014 Budget, a personnel action form must be completed for each affected employee to increase their base pay and to add a deduction for the insurance benefits they will receive going forward.