

VILLAGE OF BALD HEAD ISLAND
COUNCIL WORK SESSION
September 21, 2012
Bald Head Association

COUNCILORS IN ATTENDANCE

Mayor Andrew Sayre
Mayor Pro Tempore John Fisher
Councilor Gene Douglas
Councilor Art Morris
Councilor Bob Helgesen

STAFF PRESENT:

Calvin R. Peck, Jr., Village Manager
Chris McCall, Asst. Manager/ Shoreline
Protection Manager
Ben Liddle, Public Works Director
Deb Straub, Finance Director
Karen Ellison, HR/ Communication Director
David Cox, Systems Administrator
Charles Baldwin, Village Attorney
Debra Talbert, *recording minutes*

1. Call to Order/ Approval of Agenda

Mayor Sayre called the September 21, 2012 Council Work Session to order at 9:30 a.m. Councilor Douglas asked to add Personnel and the Common and Whalehead Park. Mayor Sayre entertained a motion to approve the amended agenda as presented. Councilor Helgesen made motion, with all in approval.

(MOTION CARRIED 5-0)

2. Review of Council Meeting Agenda

3.1- Stage II Common Area - Deb Straub reviewed the cost associated with The Common. The Village's Building Inspector, the Public Works Director and a roofing contractor inspected the properties and made a status report and recommendations. The property at Cape Fear Common is in good condition. Recommendation that the white trim be cleaned and painted on the Lookout Tower and the door to the tower is locked. The Gazebo has trees that should be cut back from the roof. There are damage shingles that need to be replaced on the gazebo roof. Both structures are estimated to last 5-8 years. The roof replacement costs are estimated at \$2-\$4k for the gazebo and \$10-\$12k for the tower due to the height of the structure. There is one section of railing at the stairs and along top of walkway at the intersection of S.E. Beach Dr. and Chicamacomico Way that needs replaced. Mulch needs to be added to the walkway at Whalehead Park. The staff recommends the above work be completed prior to acceptance of the properties with an estimated cost of \$5140. Deb reviewed the cost for the Village to have outside contract for landscaping or the Village provides staff for landscaping and maintenance. Mayor Sayre asked for clarification on the cost for each. Calvin explained the outside staff would only work on

the mentioned area. Calvin stated staff would probably recommend the hiring of personnel to maintain the Common, Cape Fear Station, Whale Head Park, Creek Access and the Dog Park. Councilor Morris asked what the yearly tax base would be to incorporate the area. Calvin stated Stage II did the budget for the Common this year and assumed the Village would be taking over and did not collect any additional reserves for this current year. Deb stated it could be possibly an additional ¼ cent. Deb stated the additional staff member would manage all events and the upkeep of the park. Council and staff discussed the timeframe for the possible merger. Further discussion on subject will be discussed in Closed Session.

4.2- Personnel Policy Change- Calvin reviewed the proposed amendment. Calvin stated the changes will include a title change from Chief of Public Safety to Director of Public Safety. Calvin stated in the Recruitment and Selection Guidelines there would be a removal of “Thorough knowledge of the laws and ordinances which pertain to the Village”. The second amendment would change the title of Deputy Chief to Senior Captain to include adjustments to the job description. The last change to the personnel policy is the Pay and Classification Schedule. This is to only amend job titles for Director of Public Safety and Senior Captain.

3. Home Occupation

Larry Lammert, Chairperson with Planning Board reviewed prior request from the Council to the Planning Board to research the current ordinance on home occupation. The submitted Action Agenda Item for February 17, 2012 requested from the Planning Board made recommendation to have a text amendment to Article IV, Accessory Uses, Section 32-164 of the Zoning Ordinance. The board voted unanimously to keep the current ordinance and add a definition of employee. Mr. Lammert stated he understood that BHI Limited has released offices on Merchant Row to allow persons to operate Real Estate offices. The Planning Board Committee is making recommendation to enforce the current ordinance and to add the definition of an employee. Councilor Helgesen stated he understands that BHI Limited has taken care of the issue and is comfortable with the recommendation. Mayor Pro Tempore Fisher stated the remedy has been addressed and rectified by Limited and agrees the ordinance should be enforced. Council agreed to place on the afternoon agenda under Old Business for the 1st Reading/ Set Public Hearing for the October Council meeting.

4. NCBIWA Sponsorship

Calvin reviewed the requested sponsorship for the NCBIWA 2012 Annual Conference. The Village has sponsored this conference in prior years and is suggesting sponsoring this conference as well. The amount requested is \$2k. Councilor Douglas stated the NCBIWA has supported the island and feels this should be done. Councilor Helgesen asked if the Village is involved in the governance of this organization. Calvin stated he was on the board until Chris McCall became the Shoreline Protection Manager and is now serving on the board. Deb Straub stated the \$2k has been budgeted. Council discussed and agreed to place on the Council afternoon session under New Business for approval.

5. Manager’s Report

Chris McCall gave a report on the modifications that are under way. The modifications are to incorporate DCI security, law enforcement records and controlled access to the building. Chris reviewed sleeping situation and the modifications being done to support

staff. Mayor Pro Tempore Fisher stated this was a positive move with the modifications. Councilor Morris agrees with the positive move and suggests more encouragement for the volunteers. Chris stated he has taken the opportunity to meet with the volunteers and discuss concerns. Chris stated the employees want to move forward and support the volunteers. Council thanked Chris for the hard work being done.

Calvin spoke on Project Review Team with the Corps of Engineers. Council and staff reviewed the permitting, negotiations and alternative solutions with the Corps of Engineers.

Chris McCall reviewed the conditions of West Beach. West Beach area has lost 5 feet of sand since measured last week. Staff is unable to locate any information on proposed bid contracts on re-nourishment dredging. Council and staff discussed the concerns of the erosion. Chris stated he has received confirmation the packets would be available this following week. Staff will follow up with Council when information is received.

6. Closed Session Pursuant to N.C. General Statutes 143-318.11 (a)(1),(3),(4) and (6)

- ❖ Village of Bald Head Island vs. US Army Corps of Engineers Lawsuit
- ❖ Commons
- ❖ Personnel

Mayor Sayre entertained a motion to enter into Closed Session at 10:05 a.m. with Councilor Helgesen made the motion with all in favor.

(MOTION CARRIED 5-0)

Mayor Sayre entertained a motion to come out of Closed Session at 11:15 a.m., with Councilor Douglas made the motion with all in favor.

(MOTION CARRIED 5-0)

7. Adjournment

Mayor Sayre entertained a motion to adjourn at 11:16 a.m., with Councilor Douglas made the motion with all in favor.

(MOTION CARRIED 5-0)

Andy Sayre, Mayor

ATTEST:

Debra C. Talbert, CMC/NCCMC
Village Clerk