

**VILLAGE OF BALD HEAD ISLAND
COUNCIL MEETING/ RETREAT
February 20, 2013
Bald Head Island Club
Day 1**

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
Deb Straub, Finance Director
Ben Liddle, Public Works Director
Ken Bowling, Utilities Director
Caroline Mitchell, Director of Public Safety
Stephen Boyett, Building Inspector
Karen Ellison, HR/ Communications Director
David Cox, Systems Administrator
Charles Baldwin, Village Attorney
Debra Talbert, Village Clerk

1. Call to Order/Approval of Agenda

Mayor Sayre called the February 20, 2013 Council Meeting/Retreat to order at 9:00 a.m. Mayor Sayre entertained a motion to approve the agenda as presented. Councilor Douglas made motion, with all in approval. **(MOTION CARRIED 5-0)**

2. Consent Agenda

- 2.1- Approval of minutes on January 18, 2013 Work Session*
- 2.2- Approval of minutes on January 18, 2013 Council Meeting*

Mayor Sayre entertained a motion to approve the above consent agenda as presented. Councilor Helgesen made motion, with all in approval.

(MOTION CARRIED 5-0)

3. Approval of Budget Amendment- WWTP

Deb Straub reviewed the proposed budget amendment to transfer funds from the General Fund to the Utility Fund to cover balance of expenditures for the WWTP Re-use/Nutrient Removal project. The total project is \$288,450. There was a budget of \$188,450. and the transfer amount is \$100k. Councilor Morris asked why there was a \$100k increase. Ken Bowling stated there was an engineering estimate that came in incorrectly and the transfer is needed due to a shortfall in the project cost.

Mayor Sayre entertained a motion to approve the budget amendment of \$100k. Councilor Douglas made motion, with all in approval.

(MOTION CARRIED 5-0)

4. Approval of Contracts for WWTP Process Improvements Project

4.1- *Aqua-Airobic Systems, Inc.*- Ken Bowling reviewed the proposed contract to the main panel programming, Ph and DO probes with start up. The total base bid is \$50,606. Mayor Sayre entertained a motion to approve the project with Aqua-Airobic Systems. Councilor Helgesen made motion, with all in approval.

(MOTION CARRIED 5-0)

4.2- *Carmichael Construction*- Ken Bowling reviewed the proposed contract for the equipment installation, pipe work, bonds, and labor. The total base bid is \$118k. Mayor Sayre entertained a motion to approve the project with Carmichael Construction. Councilor Morris made motion, with all in approval.

(MOTION CARRIED 5-0)

4.3- *Cutrell Construction*- Ken Bowling reviewed the proposed contract for the electrical supplies, bonds, and labor. The total base bid is \$23k. Mayor Sayre entertained a motion to approve the project with Cutrell Construction. Councilor Helgesen made motion, with all in approval.

(MOTION CARRIED 5-0)

5. Ordinance to Adopt Harbour Roads & Parking Agreement

Attorney Baldwin stated this is one piece of a number of interrelated agreements. Attorney Baldwin proposed to review all agreements in Closed Session prior to adopting the presented ordinance.

Calvin reviewed the Harbour Village Parking Map with provisions to be made for daytime parking at beach accesses and Association dock accesses. There will be no parking areas created at the corners and near intersections of the Harbour.

Council agreed to discuss the agreements in Closed Session and then vote on the presented ordinance.

6. Manager's Report

6.1- Financial Report- Deb Straub reviewed the January 2013 financial statement and report. The general fund revenues Ad Valorem taxes are strong in collection and expect exceeding budget this year. The Accommodation taxes are 4.8% higher YTD. The total operating revenues are ahead of prior years and budget. The general fund expenditures are below budget and prior years. The utilities fund revenues are close to budget and anticipate improvements with the rate changes. The capital project fund balance for the Beach fund is \$1.3m. The Stormwater Management balance is \$57k and the Infiltration Pond System fund balance is \$66k.

6.2- Planning Report- Stephen Boyett stated he has been working with the Conservancy with concerns of producing overflow parking. The proposed property is in the Village right of way. Stephen presented the drawing for the proposed parking area beside the Conservancy. The Conservancy would like to move forward with the parking area. Calvin reviewed with Council of the situation due to the proposed parking would be in the right of way.

Calvin proposed to Council to update the right of way and re route the lines to essentially to be near the sidewalk. The Conservancy has spoken with Limited on the concerns of parking on the property and stated there was not significant disagreement between the Conservancy and Limited. Councilor Helgesen asked once the property is aligned, who would own the property. Further research on the State Laws with abandonment the property should be done prior to a decision of ownership. Calvin stated with approval from Council staff would move forward with further research and studies. Mayor Sayre mentioned the foundation of the old lighthouse should be maintained by Old Baldy Foundation and would be mentioned to the foundation. Council and staff discussed the type of parking lot design and the quality of use. Mayor Sayre asked Calvin what was needed from Council. Calvin stated general agreement from Council with using the right of way as parking. Council agreed to move forward with parking and research on correcting the right of way concerns.

6.3- Public Safety Report- Caroline Mitchell, Public Safety Director reviewed the installed Vipor radio system for Public Safety.

6.4- Shoreline Protection Report- Calvin stated Chris McCall is on a conference call with Weeks Marine and Corps of Engineers to review the progress on the dredging project. The dredging is East of Wynding Down and are finishing the sand dredging in the Smith Island Reach. Chris will report when he returns on the timeframe for Atlantic Diving to begin the groinfield project. Calvin gave an update on the Terminal Groin EIS. The draft EIS for internal discussion was expected January 2013 with the project review team. The date is now 90 days off schedule for discussion. Calvin stated the first 4 sections of the EIS has been presented to the Corps by the contractor for review. Section 5 is the most significant with the engineering and analysis. Calvin stated the concerns to include in Section 5 the Senate Bill 110 to allow up to four terminal groins after study recommended a combination of terminal groins and regular beach re-nourishment to control erosion. Erik Olsen and the Land Management Group are working on studies to proceed with an issued permit to proceed. There is a meeting scheduled in early April with the Corps of Engineers, DCM, contractor and the Village to discuss the process and schedule to proceed.

Chris McCall stated the Corps of Engineers is not concerned in filing for an extension for them. Chris suggested the Village could ask for an extension for the April 30 deadline if needed. Weeks Marine should be completed with the dredging at Smith Island Reach. The Corps will go and survey the channel and the beach profile for the after dredge survey. This will show how much sand the island has lost or gained with the dredging of the channel. The primary pipe line will not be demobilized until the survey is complete. Council and staff further discussed the dredging process, location of sand and the timeframe of completion.

6.5- Public Works Report- Ben Liddle stated Total Tree Care will be on the island to remove dead trees. Public Works will be assisting Total Tree Care with removing the smaller trees and hauling away brush. York Bridge Company has been contracted to give an initial inspection and maintenance of the Timber Bridge. Public Works will be assisting with inspection to follow instruction for future maintenance. Ben has

requested a quote from Barnhill for spring paving project of paving for Racerunner and Sandpiper Trail. Council directed staff to inspect Widgeon Court for paving also. A Public Works employee attended the Sonoco Region Recycle Center for a tour. The site opened in 2011. Ben reviewed the operation of the center. The recycling on the island is capturing approximately 95%. Council directed Karen Ellison, Communication Director to publicize with property owners of the process and outcome of recycling.

6.6- Utilities- Ken Bowling stated his concerns with the transportation of the new pre-mixed chemicals for the Utility plant. There are concerns if the barge does not operate and if Limited is qualified to transport the chemicals. Staff is researching and will follow up with Council.

6.7- Other- Calvin stated March 7- 19 he will be out of the country. Mayor Sayre stated he and Chris McCall will be in Washington, DC February 25-27 and March 18-20 Mayor Sayre, Councilor Douglas and Chris will be at the NCBIWA annual meeting.

- 7. Legislative Efforts**- Chris McCall reviewed the efforts underway with regards to regulatory reform at the State and Federal level. Staff and the Mayor have spoken with Senate and the House on the State level and approached with the concerns of the non natural erosion issues on Bald Head Island. The concerns have been recognized that the engineered deep water inlets and adjacent communities need more flexibility to mitigate “non-natural” erosion that is difficult to predict and control. This is to acknowledge the difference between shallow and deep water inlets, recognize valuable commercial and recreational benefits to state and citizens and the communities must be exempt from existing regulations that restrict or prohibit structural stabilization measures to mitigate impacts. There has been discussion on coastal beach communities adjacent to deep water navigation inlets to be allowed to use a full array of coastal management tools to combat ongoing non-natural erosion. The measure would include rock groins, terminal structures, or other similar engineered means to mitigate erosion. The Village is working on the process of terminal groin structures with the EIS. Mayor Pro Tempore Fisher stated the State of the State speech with Pat McCrory spoke on the support of the deep water ports and re-nourishment issues. Council and staff discussed the fund maintenance dredging for Deep Water navigation inlets and the economic benefits of the investment in the port, beaches and waterways. The Regulatory Alignment is inconsistent in the regulations applications and overall is complicated with the permitting processes and requirements place has unnecessary expenses. Mayor Sayre and Chris reviewed the prior meetings and request given to Congressional members and staff. Chris spoke on the issues concerning the Federal level. The island is receiving sand deposited on Bald Head Island shoreline but efforts continue to ensure that Corps O&M maintenance dredging of the channel will occur again in FY2015 to be in conjunction with the construction of a terminal groin structure. Mayor Sayre reviewed the proposed Water Resources Development Act for 2013. Both discussed the upcoming conference that will be held in Washington, DC and possibly meeting with House, Senate and staff to discuss the concerns of Bald Head Island.

8. **Broadband Issues**- Councilor Helgesen discussed the issues and concerns with broadband on the island. The recent development concludes the issues are there and there are 3 suppliers to the island with various forms of broadband. There are 2 suppliers who supply broadband to the residence and businesses and 1 supplier who transports the broadband to the island. Each supplier offers limited broadband availability. There is a lot of complexity with the network on the island. There is enough broadband coming over to the island and there are vendors who are supplying certain pieces. Telemedia has Coax (a broadband media), AT&T is still using copper on the island, and ATMC has the broadband fiber coming to the island. Councilor Helgesen is working with the suppliers to provide the needed services of broadband to the island. Claude Pope reviewed a franchise with Time Warner Cable and City of Raleigh and asked if the Village has the same type of agreement with Telemedia. Calvin stated Telemedia does have a franchise agreement with the Village for cable only. Calvin reviewed the rules and procedures with the Federal Communications Commission (FCC) between municipalities and cable providers. Chad Paul stated Limited will work on their resources with the Village and utilize the infrastructure that Limited has. Councilor Helgesen stated there needs to be a way to keep the competition on the island and make it economical for all players. Carrie Moffett, BHA Association asked if there was a timeframe. Councilor Helgesen stated there will be changes within the next few months with several issues and items to be worked on by the suppliers. Council, Chad Paul and staff discussed the suppliers and what each could do for the island.

9. **Entities on Island**

❖ **BHI Limited-**

Joyce Fulton, Director of Communication for Limited read the following:

Bald Head Island Limited appreciates the opportunity to present information during the Village Retreat. I am Joyce Fulton, Director of Communication for Limited, and Chad Paul, Limited's Chief Executive Officer, is also here today.

GETTING TRADITIONALLY DIFFICULT THINGS DONE IS HOW WE DESCRIBE THE PAST 24 MONTHS Working with island organizations as a team to accomplish mutual goals allowed us to get traditionally difficult things done.

Difficult, for 20+ years, was getting the trans-marsh bridge completed. But working together we got it built in just over a year, on time, with dollars budgeted and completed before the season. Along with completion of the bridge, the Village and Limited completed the redesign of the intersection of North and West Bald Head Wynds, repaving of Keelson Row in the Harbour, and other island roadway improvements. The road paving work completed in the Harbour area with Keelson Row and completion of the trans-marsh bridge literally paved the way for the process of dedicating the Harbour Roads to the Village.

Difficult – Resolution of a maintenance plan for the Harbour timber Groins was a challenge for 10+ years. Working together during an 18 month process they were repaired and a conceptual plan put in place for long-term stewardship.

Historically difficult for many reasons was the transfer of business operations. Yet this is consistent with Limited's long-term development plan of establishing a diverse and thriving business community. So Limited worked with experienced entrepreneurs to accomplish the sale of the Maritime Market to Claude and Melissa Pope, the sale of Eb & Flo's Steambar to the Piteras, and the Island Retreat Spa and Salon to John Prendergast. These are examples of challenges made achievable with third party business cooperation.

Limited's firm belief in the continued diversification of businesses to support the island's viability was supported in large measure by providing rental space desired by the community for many years. Now the available facilities are fully utilized and 100% leased by a variety of service providers. Leased space includes various maintenance operations, real estate rental and sales, and retail operations. This compares to 28% occupancy prior to Chad becoming CEO.

Limited supports the Chamber of Commerce and the opportunities and challenges it faces. Limited chaired and hosted the first meeting of the Chamber and then allowed the Island's constituents to shape this organization "unencumbered" by Limited.

Another major challenge involved the Harbour roads. Dedication to the Village of the Harbour roads, beach accesses, and establishment of a parking ordinance is moving toward closure. The Harbour Association is substantially involved in working with the Village and Limited to accomplish document approval and member approval to allow turnover of the Harbour roads and beach accesses to the Village. Like many other recent projects, the process of turning over the Harbour roads involves numerous parties, i.e. the Village, the Harbour Association, the Yacht Club and Limited working in unison for the benefit of the island. Multiple stakeholders working as a team to accomplish this complex task characterize this process – one year in the making. Current infrastructure improvements are being coordinated with the Village and all constituents for long-term mutual benefit. Long-awaited additional parking is being made available along with significant infrastructure development and renovations to pre-existing facilities during the off season this year. You have seen the work going on in and around the Chandler Building, Riverside Adventure and the adjacent parking areas. The Petersons have temporarily relocated Riverside Adventure retail and golf cart leasing operations to the River Pilot dining area until construction is complete. Completion is expected prior to Memorial Day weekend without anticipated adverse changes regarding on-island parking services, availability or rates as a result of these renovations and infrastructure improvements.

Limited also continues to demonstrate a strong commitment to the local area. During August 2012, Limited announced the purchase of a 300-acre parcel of land in Southport. The tract surrounds Stevens Park and connects directly with the existing Indigo Plantation neighborhood, and extends north to Robert Roark Drive. Purchase of this property adjacent to Bald Head Island Limited's land holding at Indigo Plantation and the nearby Barbee Tract give Limited the chance to expand and connect the Company's real estate holdings in this prime area of Southport. There are no immediate plans to develop the land.

Difficult- Rate Case when Chad is only 3 weeks in job as CEO, but the island team found compromise. Perhaps this set the stage for the next 24 months of having teams find ways to get traditionally difficult things done. Functionality of the Island's constituents allowed accomplishment of these traditionally difficult tasks.

Let's continue getting difficult things done.

Mayor Sayre asked Chad Paul on the paving plans with the cul-de-sacs along South Bald Head Wynd. Chad Paul stated this would include Thistle Ridge, Raymar, and Inverness. The paving would be done to Village standards and when complete the roads will be donated and dedicated to the Village. The cul-de-sacs South of South Bald Head Wynd are Ballantrae, Seaton, Dunedin and Cladach Courts are deeded by the property owners and would not be included the paving project. Mayor Sayre suggested a letter should be put together by the Village and Limited for the 3 sets of property owners to explain the situation of paving and get a letter of agreement between the parties involved. The letter would include the proposed plan, estimate of cost and the estimated timeframe. Calvin agreed to research further. Chris McCall stated a letter has been sent to the property owners prior. There are property owners with unimproved lots who are not

interested in paving the drives. Mayor Sayre suggested moving forward. Calvin agreed and stated conversation would begin with the understanding if all do not agree, the paving cannot be done.

❖ **Bald Head Association-**

Joe Hawkins, BHA President stated during the Village Retreat goals and standards are normally set for future concerns. Mr. Hawkins stated the island is a community and not separate Village, Conservancy, Association or Club. Most of the persons involved with one entity are involved with another on the island. The constituencies are the same with each group. To solve a problem on Bald Head and address the issue is together. Not as separate entities, but solving together.

❖ **Stage 2 –**

Trisha Barnard, Stage 2 President stated this is a new association and property owner controlled. The association has accomplished a lot in the past year with the assistance from the Village Council of accepting the transfer of the Common and Whalehead Park. This was beneficial to the community and island. Trisha reviewed the meetings she has had with the different entities on the island with great success of discussing the progress for the island and the concerns with the roads and alleys in Stage 2 and suggested transferring them to the Village. Everyone pays taxes and the taxes pay for the roads. The Village has the equipment and knows how to deal with the roads. Mayor Sayre stated when the Village started talking about the Harbour Association; there were concerns with the alleys in Stage 2. There are 2 separate types of ownership. The Mayor and Trisha agreed this should be discussed to move forward. Trisha proposed a meeting on March 29, 2013 with Jennifer Russell, Board member with Stage 2 and staff. Trisha stated this is one community and the island needs fewer entities and there should be a merge. Councilor Morris asked what is the biggest obstacle of a merge. Trisha stated the 2 things are the roads, alleys and Stage 2 has service areas rather than a sub-association. Trisha reviewed how the Stage 2 operates differently than Stage 1. Mayor Sayre agreed and stated he has heard these concerns from other entities on the island.

❖ **BHI Conservancy-**

Suzanne Dorsey presented a proposal for environmental services for the community of Bald Head Island. Suzanne presented 4 recommendations to the Village of BHI for Environmental Services for short term and long term needs for the island. The prioritization of the beach/ dunes, forest, salt marsh and freshwater resources are a reflection of the needs of and threats to the human community on BHI. In recognition of the desire of Bald Head property owners to “live in harmony with nature” the BHI Conservancy seeks to strengthen the natural resources, which will return the investment by protecting human homes, infrastructure and the economy of Bald Head Island.

Suzanne reviewed the proposed summary of services to include:

- 1) Resilient BHI Dunes to cost \$45,475
- 2) Securing Freshwater Resources to cost \$39,950
- 3) Bald Head Creek Health to cost \$36,975
- 4) Maritime Forest Stability with a Stable Deer Population to cost \$34,850
- 5) Protected Dunes without Beach Vitex to cost \$15,725

The total of all Services is \$172,975. The hourly rate has been increased to \$85. To compensate the overhead cost the Conservancy acquires. This cost for a private environmental consultant is at a lower rate with a bargain for the Village.

The presented handout will be with the approved Council minutes.

Suzanne reviewed the deer management update report from WRC. Approval has been given to move forward with non-lethal management. Suzanne stated she has concerns with the approval under a research permit and has made a request to WRC for a guaranteed commitment for 5 years on this project. The Conservancy has located a professional darter to treat 30 does. The project should begin December 2013.

Suzanne stated her concerns that when the process begins there will only be 30 viable does and if a major hurricane hits the island; the deer population could be destroyed. This concern has been discussed with the support group and others involved.

Larry Lammert stated he has just become the treasurer for the Conservancy and suggested the Conservancy should meet with the Village to discuss increasing the rates on the current contract prior to the new fiscal year. Councilor Helgesen asked what the current rate is. Suzanne and Larry Lammert replied that the current rate on most charges is \$60 an hour with a few at \$75 and does not cover the overhead cost for the Conservancy. Suzanne stated in the package presented last year did not include the fixed cost and this was not met. This is costing the Conservancy monies for this year to provide services to the Village of Bald Head Island. If the Village reviews the presented package of material and does not choose the whole package, the Conservancy will need to reanalyze the cost.

❖ **Old Baldy- Chris Webb**

Chris Webb reviewed the operation of the Old Baldy Foundation and the focus for the cultural and historic resources on the island. Chris stated Old Baldy Foundation will begin a major fund raiser this year for the new exhibit building. Chris reviewed the prior work done on Fort Holmes walkway with 2 benches completed by a team of Eagle Scouts and volunteers and signage placed at the walkway. Chris reviewed the boat house concerns. The effort is under way to preserve the boat house with a community base effort. Mayor Sayre and Chris reviewed the response from meetings held to preserve the boat house. A proposal was made to move the boathouse and build a walkway from North Bald Head Wynd across property owned by BHI Limited to the boathouse. There will be further discussion on this matter. Mayor Sayre stated he spoke with NC State Parks and Recreation about moving the boat house and was transferred to Historical and Preservation, where they were transferred to the States Attorney. Mayor Sayre stated he is waiting for a return call from the Attorney to discuss the options of moving the boat house. Old Baldy Foundation has opened an account for the purpose of collection of monies for the Preservation of the Boat House.

Chris reviewed the goals for 2013 for Old Baldy. Old Baldy will be requesting directional signage to be placed for daytime visitors. This request will be sent to the Village Zoning and BHI Limited for approval.

Calvin reviewed the existing right of way for the area of the Cape Fear Light Station at the BHI Conservancy and the possible revision of the zoning of the right of ways. Calvin stated the concerns of the Cape Fear Light Station in the right of way of the Village roads

and possible changing of ownership should include the Conservancy, Old Baldy and the Village in future discussion. Chris stated this would be discussed with the Board of Old Baldy. Chad Paul stated with the land around the Conservancy, should have significant deed restrictions with the usage of the land. BHI Limited and the Conservancy will discuss further on land usage.

❖ **BHI Chamber of Commerce- Claude Pope**

Claude Pope reviewed the newly assembled BHI Chamber of Commerce. The Chamber includes entities, business owners and individuals on the island. There are 108 chartered members of the chamber. Claude reviewed the operation of the chamber and the goals to make the island a better place to be. Claude stated the chamber appreciates the support of the community and becoming one voice for the island.

Mayor Pro Tempore Fisher stated the perfect example for the chamber is a positive group with 108 members with the commitment of people to continue working together with the leadership of the people on the island.

At 12:20 p.m., Mayor Sayre recessed the Council Retreat until 1:00 p.m. and enters into Closed Session. Mayor Sayre entertained a motion to recess. Councilor Douglas made the motion with all in favor.

(MOTION CARRIED 5-0)

10. Closed Session Pursuant to N.C. General Statutes 143-318.11 (a)(1),(3),(4),(5)&(6)

Mayor Sayre entertained a motion to enter into Closed Session at 1:00 p.m., with Councilor Douglas made the motion with all in favor.

(MOTION CARRIED 5-0)

Mayor Sayre entertained a motion to come out of Closed Session at 1:30 p.m., with Councilor Helgesen made the motion with all in favor.

(MOTION CARRIED 5-0)

11. 7 Year Financial Plan

Deb Straub gave an overview of the 7 year financial trend and projections. Deb reviewed the routine expenditures. This projection would include a 2-3% increase based on a 4 year historical analysis. This includes only 1 staff increase due to the Common acquisition. The annual wage increase of 2.5% and the related benefit costs. This projection would also have an annual 15% increase in health care costs. The Capital Outlays are based on department requests for 5 years for equipment and vehicle replacement. The other outlays include Phase II Bald Head Creek Expansion for FY 13/14 is \$213k, the Re-use Project for the WWTP is \$350k for FY 13/14, and an approximate annual \$600k appropriations for unbudgeted expenditures.

Deb reviewed the debt for the 2009 GO Bond for an engineered beach to be paid off September 2015. The 2012 GO Bond for 1 year for the expenditures for damages caused by Hurricane Irene. FEMA reimbursed and was paid off January 2013.

The revenues for the Village were discussed. The Accommodation taxes have increased 4% annually within the past few years. There has been an increase in advalorem taxes. This adds new properties at an evaluation of \$1.3m per year. There will be a revaluation

done in 2015 with unknown effects. Attorney Baldwin suggested the Village should work with the County as done in 2011. Deb agreed. Mayor Sayre stated the Harbour received a wrong evaluation and this should be addressed prior to the next evaluation in 2015. The impact will affect the tax rates for the island. There will be an increase in FY 13-14 by 6 cents and 3.25 cents in FY 16/17. Deb explained why there will be an increase in FY 13/14. There will be a \$213k Bald Head Creek expansion and \$350k transfer for re-use project as well as 2 replacement vehicles for Public Safety and Public Works. There will be an increase in the paving project of \$71k. Deb stated the tax rate will stay the same in FY 14/15 and increase in FY 16/17 for the potential debt of \$15m for unspecified expenditures such as water & storm damage, beach erosion, sand placement, building upgrade and re-use construction.

The fund balances will stabilize the general fund with the unreserved or available fund balance to stay constant at \$4.87m and the beach fund will grow once the GO Bond is paid, all of the accommodation taxes will go towards the beach fund.

Deb stated this is a projection of funds. Council and staff discussed the proposed analysis and projections. Mayor Sayre discussed his concerns with a 6 cent increase, but understood the reason. Councilor Douglas asked if research has been done on receiving monies from Brunswick County with the distribution of sales tax and receiving monies for beach issues. Calvin stated Brunswick County provides full time paramedic services throughout the county, except for Bald Head Island. Bald Head Island is given a small amount of monies to cover expenses. The amount presented is a political decision and not a staff decision. Councilor Douglas asked if this would be placed in the Brunswick County budget for this year. Council discussed and agreed to make contact with the Commissioners.

12. Review of Structure, Function, & Leadership of Committees

Council discussed the schedule of committees and the type of functions each committee does. Calvin stated the 2 required committees needed are Planning and Board of Adjustments. Councilor Helgesen suggested the need to form a committee and what is expected. Councilor Helgesen suggested having an infrastructure committee to review a variety of issues on the island. Council discussed that the committees should be formed by the expertise of each individual has to offer. Mayor Sayre asked if there is a requirement for committees to meet on a monthly basis. The Clerk stated the Resolution that has been passed is decided by the Council. The committees are scheduled to meet on a monthly basis. Calvin stated the committees are committees of the Council and have the same Open Meeting laws that Council has. Council and staff discussed structure and agreed the charges are not complete and should be narrowed with specific charges. Mayor Sayre stated the Council is not at a consensus to direct the committees now and discussed there should be involvement of committees to include: infrastructure and long range planning. Council discussed and agreed other organizations or entities should be involved with forming committees. There should be a working level committee with guidance and input from Council. Mayor Pro Tempore Fisher states the goals and charges overlapped with other entities. Fisher also suggested all committees should meet and ask what charges should be. Calvin suggested there should be a group of volunteers as a whole and when there are specific issues; Council can request from this committee to research and report back to Council. Council and

staff discussed and agreed to have volunteers gathered for specific concerns and only meet when needed. Councilor Helgesen stated there should be a sub-group to be formed to specify an issue and suggest a recommendation of how the operation and procedures should be for the committees and report to Council within a month. Mayor Sayre stated he would recommend the Council to discuss further on day 2 of the retreat.

13. Village Goals & Needs

Karen Ellison reviewed last year's proposed Mission Statement (listed below) and core values with Council. There was a discussion and concerns of what the Council should address to balance the issues on the island.

Calvin reviewed the core value statement and asked for suggestion on as follows:
Property owners need to move easily throughout the Island, so Village Government will provide a variety of options, such as sidewalks, bike ways, greenways, and beach accesses

Councilor Douglas stated the Parks & Recreation Committee has researched and the consultant from the Cape Fear that there was no feasible way to have this on the island without a huge investment of monies. This has been tabled with the expectation in the future funds will be available. Karen suggested having this issue and concern sent to Finance Committee for further research of available funds in future budgets.

Council discussed the issues with easements and possible sidewalks on the island. After further discussion, Karen suggested this topic should be addressed to a committee for discussion. Councilor Douglas stated this is a concern to all entities and POA's on the island and should be presented to address with all. Council and staff agreed.

Karen stated there are topics that maybe should go to a committee. This is the real opportunity here is to identify the specific needs, tasks, that you want to see done in the next year. When Council returns to the discussion of committees, this should be addressed. Council and staff discussed the concerns with traffic on the island and how it will be at build-out. Joyce Fulton reviewed the goals that have been accomplished by working with island organizations and residents as a team.

Council and staff discussed the healthcare for the island. Karen reviewed a discussion with Caroline Mitchell and the existing staff. There is a medical room set up at the Public Safety department and has suggested having a medical doctor work with the paramedics on a weekly basis. This would be considered a Convenience Care Clinic. This would be considered a paramedic level service. Council and staff discussed the options of a clinic on the island. Councilor Helgesen stated there are medical personnel on the island that should assist Caroline with the study. Karen agreed. Councilor Douglas reviewed the past studies with the option of a clinic to include Doshier Hospital. There were concerns with offering a medical program on the island with payment issues, filing insurance, medical billing. Karen stated the Village is already set up to do 3rd party billing. Councilor Douglas stated the Village is set up primarily for emergency transport and this is completely different.

Council discussed the economic entities and non-profit groups on the island. Calvin reminded Council of the Core Value for the island and working with the entities on the island.

Mayor Sayre suggested working on the goals for Council. Council discussed the goals as follows:

- Shoreline Protection issues
- Public Safety organization
- A resolution towards IPS/ Postal Service
- Broadband concerns for the island
- Utility plant/ Reuse water
- Long range plan on transportation and land usage
- Beginning a study for a Island-wide greenway

Karen took suggestions from Council and will re-write the Mission Statement and the 2013/14 Goals.

14. Resolution to the Village of Bald Head Island to Accept the Public Dedication of Harbour Village Streets

Calvin and Attorney Baldwin reviewed the list with the Harbour Village agreements and suggested having a resolution to show support of a final version of the agreement. Not all documents have been signed by other parties. Resolution will be attached with approved minutes.

Mayor Sayre entertained a motion to approve the Resolution as presented. Mayor Pro Tempore Fisher made motion, with all in approval. **(MOTION CARRIED 5-0)**

Mayor Sayre entertained a motion to recess the Council Retreat at 3:55 p.m. until February 21, 2013 at 9:30 a.m. to be held at the St. James Plantation Reserve Club. Councilor Helgesen made a motion, with all in approval.

(MOTION CARRIED 5-0)

**VILLAGE OF BALD HEAD ISLAND
COUNCIL RETREAT
February 21, 2013 9:30 a.m.
St. James Plantation Reserve Club
Day 2**

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
Caroline Mitchell, Director of Public Safety
Karen Ellison, HR/ Communications Director
David Cox, Systems Administrator
Charles Baldwin, Village Attorney
Debra Talbert, Village Clerk

1. Call to Order & Resume Meeting

Mayor Sayre called the February 21, 2013 Council Meeting/Retreat to order at 9:39 a.m. Mayor Sayre suggested removing the Long Term Planning Goals to the end of the day. Mayor Sayre entertained a motion to approve the agenda as presented. Councilor Douglas made motion, with all in approval. **(MOTION CARRIED 5-0)**

2. IPS/Postal Service

Mayor Pro Tempore Fisher reviewed the potential merging with Limited on the postal service for the island. Fisher reviewed the operation of receiving packages from UPS and how the transporting of packages is done to get to IPS. The packages are received from UPS, scanned with proprietor information to transfer to IPS for download; packages are then combined and placed on the barge for the transportation to the island. There was a review of the cost and the operation of charges for a package along with the current contracts with UPS on the payment for received inbound packages. There was encouragement to promote outbound packages for extra income. Suggestion was made to meet with each group and negotiate contract prices. Mayor Pro Tempore Fisher reviewed the proposal for a UPS floor plan.

Councilor Morris asked with this type of notification, would there be a change in the post office operation. Mayor Pro Tempore Fisher stated there should not be a change with the postal service or operation. Council and staff discussed the service provided with mailing and receiving packages in a timely manner. There would be extended hours of service provided and would be closed on the weekends. Mayor Sayre asked if there were policies to prohibit sharing of office space with the postal service. Mayor Pro Tempore Fisher stated there have been in the past and not as stringent now. This will be discussed with the US Postal Service prior to agreement. Mayor Pro Tempore Fisher and Calvin presented different options on a layout for the merge. There was a discussion on

the existing IPS facility being 800 sq. ft and a required UPS store at 1200 sq. ft. A service center could supply envelopes, packing materials and offer a notary public. Calvin presented plans on an updated post office/ IPS facility. Calvin stated there is a large Oak tree growing into the existing building that needs to be removed for safety purposes. Councilor Helgesen asked on the cost for square foot. Calvin stated Peter Quinn stated \$150-\$175 per square foot. Council and Calvin discussed possible hours of operation and will research further on the staffing. Mayor Pro Tempore Fisher stated this is only a current update with further research to be done on a possible idea. Calvin stated this is only a feasibility study. Council discussed the data presented and will discuss further in Closed Session on the financials and postal agreements on IPS.

3. Committee Structures

Mayor Sayre and Council discussed the concerns with the committee issues. Council discussed ideas and forming an umbrella group. Council and staff discussed forming a working committee to resolve current issues and when completed the committee will dissolve. Council would take the charge and form a committee to work on the concerning issues. Attorney Baldwin stated to Council that if a committee is working with Council this has to be followed by the Open Meeting Laws. Attorney Baldwin stated if a group of people meet weekly is still considered a committee and should follow the laws. Mayor Sayre stated there should be charges and tasks should be formed for upcoming committees. Mayor Sayre stated he would work with Calvin to put something together and send out for Council to review. Council discussed the function of committees and how to recess a committee until needed. Council agreed to discuss further at the next meeting.

4. Architectural Feasibility Study

Mayor Sayre reviewed the structural concerns with the existing fire station. Mayor Sayre reviewed a prior Mayor meeting in Southport where he was told about Scott Garner and his firm with the design of the fire station in Southport. Mayor Sayre stated this is a preliminary feasibility study. Mayor Sayre introduced Scott Garner.

Scott Garner, architect gave a presentation on the prior fire stations designed and built by his firm. Mr. Garner stated planning and permits for a new facility will take approximately 1 year and approximately 1 year to build. With the known number at build-out for the island, a 15k square foot building would be sufficed. There was a discussion on what type of interior design would be needed for the department. After the presentation, Mr. Garner and Council discussed a feasibility study to be done for the island station. Mayor Sayre spoke on the feasibility study and the concerns of funding. Mr. Garner stated the feasibility study cost will be used towards moving forward with the same type of concept.

Mr. Garner presented Council and staff with a handout with a resume, a design process, letters of reference, and budget cost.

5. Closed Session Pursuant to N.C. General Statutes 143-318.11 (a)(1),(3),(4),(5)&(6)

- ❖ *Contracts*
- ❖ *Personnel*

Mayor Sayre entertained a motion to enter into Closed Session at 1:00 p.m., with Councilor Morris made the motion with all in favor.

(MOTION CARRIED 5-0)

Mayor Sayre entertained a motion to come out of Closed Session at 3:15 p.m., with Councilor Helgesen made the motion with all in favor.

(MOTION CARRIED 5-0)

6. Summary

Councilor Helgesen asked if the committee volunteers would be notified with a resolution. Mayor Sayre stated he would work with Calvin and Karen and have them notify the Council. The committees should be told the process has begun and actively working on a conclusion. Karen stated she would send the Chairs a note to say there has been an initial discussion and please stay tuned. Karen stated she would take the lead on this.

Mayor Sayre stated other information to be distributed by Karen is the recycling on the island to notify the island residents. Calvin stated there is a lot that the Council has been asking Karen to do. Calvin suggested at budget time to consider hiring an assistant for Karen in Human Resource areas. Calvin stated the communications piece is taking up a considerable amount of her time.

Mayor Sayre stated there has been a lot of issues discussed in 2 days and thanked the Council for their time. This will be a lot of change for the island. Council and staff discussed the issues still needing addressed. Calvin suggested the next Council meeting should take the whole day to work on those issues and have a regular Council meeting that afternoon.

7. Adjourn

Mayor Sayre entertained a motion to adjourn at 4:09 p.m. Mayor Pro Tempore Fisher made motion, with all in approval.

(MOTION CARRIED 5-0)



Andy Sayre, Mayor

ATTEST:



Debra C. Talbert, CMC/NCCMC
Village Clerk

