

**VILLAGE OF BALD HEAD ISLAND
COUNCIL WORK SESSION
9:30 a.m.
June 19, 2013
Bald Head Association**

COUNCILORS IN ATTENDANCE

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

STAFF PRESENT:

Calvin R. Peck, Jr., Village Manager
Chris McCall, Asst. Manager/
Shoreline Protection Manager
Ken Bowling, Utilities Director
Stephen Boyett, Building Inspector
David Cox, Systems Administrator
Karen Ellison, HR/ Communications
Ben Liddle, Public Works Director
Caroline Mitchell, Director of
Public Safety
Daralyn Spivey, Tax Collector
Charles Baldwin, Village Attorney
Debra Talbert, Village Clerk

1. Call to Order/ Approval of Agenda

Mayor Sayre called the June 19, 2013 Work Session to order at 9:30 a.m. Mayor Sayre asked if there were any corrections or additions. Councilor Helgesen requested a discussion on the rodent issues on the island for the Work Session. Mayor Sayre agreed to make an amendment to the Work Session agenda. Mayor Sayre entertained a motion to approve the amended agenda as presented. Councilor Morris made motion, with all in approval.

(MOTION CARRIED 5-0)

2. Review of Council Meeting Agenda

5.3- Line-Item Transfer- Public Safety Department- Calvin reviewed the line-item transfer from Shoreline Protection and Public Safety departments for FY 2012-2013. The request is necessary to transfer the remaining funds in Shoreline Protection to cover expenditures in the Public Safety due to turnover, vacation payouts and building repair/ maintenance. The amount transferred is \$125k.

5.4- Approval of Disaster Monitoring Contract- Calvin stated on May 30, 2013, Village staff put out a Request for Proposals to 5 companies specializing in debris monitoring services requesting sealed bids to be submitted to the Village of BHI. On June 12, 2013, at 2:00 p.m. a bid opening was held. There was 1 qualified bid received by Johnson Environmental Consultants and deemed satisfactory. Staff recommends the Village accept and award the contract to Johnson Environmental Consulting. Chris McCall stated

the services provided are on an hourly rate with the same rates as prior year.

3. Sign Ordinance discussion

Calvin reviewed the current sign ordinance adopted in 1999. Calvin stated the current ordinance is not complying with the business signs on the island. Calvin reviewed the concerns and asked guidance from Council. Council and staff discussed further and Council directed the Planning Board to work with the Chamber of Commerce on reviewing the current ordinance and to make the necessary recommendations for Council.

4. Committee Structures

Calvin reviewed a Resolution passed in 2002 establishing rule and procedures for Village committees and providing an effective date. Calvin stated all the committee structures excluding Board of Adjustment and Planning Board are recommended to be dissolved. Calvin stated the current structure represents the operational aspects of Village and is not well suited to address strategic issues. There are problems with the open meeting requirements, the flow of information, sufficient volunteers to staff committees and lack of focus on strategy and policy.

The updates and changes are to split regulatory, operational and strategic. This would reduce the number of people needed to fill committee seats and create a structure that broadly represents interests on the island. This will insure compliance with relevant statutory requirements where appropriate.

Calvin presented an overview on the Regulatory boards to include the Planning Board and the Board of Adjustments. The operational issues will be under the Manager's Task Forces; to include the parks and recreation master plan and the long- range financial planning.

Calvin reviewed the proposed Council Strategic Issues Group (SIG). The Chair and Vice Chair will be a Council member. The clerk and manager are non- voting members and are staff to the board. There will be 5 citizen members appointed by the Council. This committee will be charged with addressing specific questions articulated in writing from Council and will be subject to all open meeting laws. This committee can create a sub-committee as needed.

The operational issues are under the influence of the Manager. The creation of task forces are focused on specific operational issues where Citizen input is needed. Parks & Recreation Master Plan Development and long-range planning for Village finances are project-based, and are not subject to open meeting laws.

Calvin reviewed the proposed resolution to dissolve all committees formed under Resolution 2002-008 and instates a new Committee of Council to be known as the "Strategic Issues Group" (SIG). Council and staff discussed the concerns and terms of appointment for the voting members. After further discussion, Council asked for the terms to be adjusted to alternate timeframe. Council and staff discussed the option of having sub-committees and agreed to add to the duties that the SIG shall have the express authority to create sub-committees when additional expertise or assistance is needed to respond to Council and that all sub-committees shall operate under the same laws and rules as the SIG. Calvin stated the changes to the proposed Resolution would be updated and presented to Council at the afternoon Council meeting under Old Business 4.4. Council will make nomination for Chair and Vice Chair when Resolution is passed.

5. IPS/USPS

Mayor Pro Tempore Fisher reviewed IPS meetings with Limited. There will be a presentation given by BHI Limited and John Fisher to UPS representatives when a meeting can be arranged. There will be an update given when further information is available.

Councilor Helgesen stated he understood that IPS is open on Saturdays during the summer season and asked if notification could be given to island guests and residents.

Joyce Fulton stated when the time schedule was implemented there was an email notification sent to the surrounding entities on the island. Joyce stated she would resend to all entities for distribution.

6. Bald Head Creek Shoaling

Calvin reviewed a letter received from Coastal Land Design on their visit to the island on May 29, 2013 to work on approximate quantities of dredge material impeding the main Bald Head Creek channel. Calvin stated there is an area up creek above the Boathouse and Bald Head Creek that is fish hatchery area unable to dredge. There are 4 areas down on Bald Head Creek that can be dredged. Calvin reviewed the volumes of dredge material to total approximately 14k cubic yards. The disposal and access to the site are the biggest factors in the dredging cost. The cost basis for 14k cubic yards is approximately \$560k.

Calvin reviewed the concerns of areas of location for the disposal of dredge material.

Councilor Douglas stated the research has been done for a concerned citizen who believes the shoaling damages property values on the creek. Councilor Douglas stated he had made recommendation to Council for the research on the involvement and cost to complete this task. Councilor Douglas stated the Village does not have the funds available to complete this task and stated concerns of the creek filling with sand during the next Tropical storm. Council and staff discussed the concerns with the quality of sand and the location where it could be placed.

Robert Norton, BHI Club General Manager stated the Club has planned to complete the renovation of filling in lagoon at the 17th Fairway and suggested using the non- beach quality sand from dredging of the creek. Trisha Barnard stated her concerns of the shoaling of the creek and asked for the issue to not be dismissed.

Council and staff discussed the quality of sand and where there could be placement.

Council agreed to not dismiss the discussion and study further options.

7. USFWS- Turtle Critical Habitat

Mayor Sayre reviewed the issue on the turtle critical habitat has made it to the staff in Washington D.C. There is not a report as of now but staff will continue to monitor and report back to Council.

8. Sustainable Communities Program- Audubon

Calvin reviewed the presented program. Calvin stated BHI Club is an Audubon Cooperative Sanctuary and the Sustainable Communities Program helps communities take steps to ensure healthy, desirable, and vibrant places. Daralyn Spivey stated there are 3 stages for full certification. This is a 3- 5 year program that is geared for each specific community. The base cost of membership is a \$500. annual fee and costs are variable after that to account for differences in the particular service needs of each member.

Conservation projects in sustainable communities result in conserved wildlife habitat, enhanced beauty and uniqueness of a community, better local transportation systems, and expanded tourism and other outdoor recreational opportunities, and long-term financial savings in the form of reduced maintenance costs and other operating and capital

expenses. Robert Norton stated the Club has completed approximately 95% of the program and stated the program is beneficial for the island.

Mayor Sayre entertained a motion to approve the process to begin the program. Councilor Douglas made the motion with all in favor. **(MOTION CARRIED 5-0)**

9. Stage II Alleys

Calvin reviewed the research on maintenance of alleys for Bald Head Island. Calvin stated he has spoken with the League of Municipalities on accessing alleys by easement. The League confirmed that there are many municipalities who access alleys by easement and is routine in North Carolina. After speaking with Attorney Baldwin, the Village would need a separate easement for maintenance and would need to be brought up to Village standards for alleys. Calvin stated the Village does not have standards for alleys and staff will need to amend the zoning ordinance.

Attorney Baldwin stated the private property owners own the middle of the alley and the Village would need to get an easement from all owners on both sides of the alley.

Trish Barnard stated in the covenants the easements are written into the covenants and is not considered individual property owners because the property owners are locked into a group based on their covenants. Ms. Barnard stated Stage II is aware of the concerns. Mayor Sayre suggested for Ms. Barnard to contact Calvin or Attorney Baldwin and provide the information on the Stage II covenants for further review. Ms. Barnard stated there is a meeting set up with Calvin in 2 weeks and will provide the information at that time.

Council and staff discussed the concerns. Council directed staff to move forward with the amendment to the zoning ordinance concerning alleys.

10. NCBIWA Fundraisers

Mayor Sayre reviewed the request from the NCBIWA for a membership request to be sent to property owners of Bald Head Island. Mayor Sayre stated he wanted to review this with Council prior to being sent to owners. Council and staff agreed this request is for membership funding and not a fundraiser. Mayor Sayre stated he will review the request and direct staff with direction.

11. Update on Brunswick County Sales Tax Distribution

Mayor Sayre stated Commissioner Frank Williams and Commissioner Norris are receptive with the concerns of distribution. The County will be forming a subcommittee to work on the tax distribution issues to include the surrounding municipalities. Mayor Sayre stated he would keep the Council informed of any changes.

12. Rodent Issues on Island

Councilor Helgesen spoke on the concerns with excessive rodents on the island and the damage being caused. Councilor Helgesen reviewed the concerns of persons purchasing poisons for the rodents and the poison harming the predators that eat the rodents. There should be re-enforcement sent to advise not to use harmful/ toxic chemicals on the outside of homes. Councilor Helgesen stated this should be re-enforced through the community and let people know the possibility of chain of events.

Trish Barnard reviewed the infestation concerns in the Surfmen's Walk area and requested accurate information. Ms. Barnard stated an employee with Mannings Pest Control stated the Village and Conservancy sent out a letter with incorrect description. The rats are not

Cotton rats; the rodents are Water rats. Ms. Barnard stated several pest control businesses are selling on the island bait rat poison and stated the island has a rodent problem. Carrie Moffett stated the island should be careful in developing our messages on the rodent issues. Ms. Moffett stated the Association's concern is that the means of communication on this issue and should be developed by taking account the result effort and the impact on property owners. Councilor Helgesen stated the communication should be worded correctly and not to interfere with the tourism for the island. Council directed staff to research how other communities are dealing with this type of issue and draft information for Council to review.

13. Manager's Report

Calvin stated the Public Safety 2006 Ford truck is being sold as a consignment. There were concerns the value of the truck would not be offered on the bidding auction web sites. Calvin stated the truck is under a 6 week consignment.

Calvin reviewed the concerns of the Laurel Wilt disease. Calvin stated he has spoken with several landscapers and all agreed wood and mulch from an affected source are the 2 quickest ways to transport to Bald Head Island. Calvin stated there are water sources at Deep Point ferry landing and the barge landing to rinse the landscape trucks. Council discussed the concerns if landscapers do not use precautions of transmitting the disease. Calvin stated he has not spoken with Limited on assistance with this concern. Joyce Fulton discussed the concerns of cleaning the vehicles and the expense for Limited. Council discussed the encouragement of using the mulch site on the island. Calvin stated he would discuss with staff and other groups on the island for a solution and present to Council at the next months work session.

Calvin reviewed the issues with trash pickup on the island. Calvin has suggested having the signs for trash pick-up to state yes on each side for the rental units on the island during the summer months. Further research will be done and report will be given to Council.

Calvin reviewed the requests from tourist to climb the tower at the Commons. Calvin reviewed the gate is locked for liability concerns and has asked Council for direction on the request. Council stated concerns of the building being unlocked and unsupervised. Public Safety Director Caroline Mitchell suggested having a sign in/out sheet and key for spectators to use. Calvin stated when the Commons is rented by an individual or special event; there is access to the tower. Calvin asked Council for direction for a regular schedule. Mayor Sayre suggested to for the Task Force to review the concerns and report back with solutions.

Calvin stated there will be an informational seminar to be held on the National Flood Insurance Program in July. The date will be confirmed and notification will be issued. Council discussed the concerns with trailers being pulled by golf carts not being registered with the Village. Calvin stated all trailers pulled by golf carts are to be registered per Village Ordinance. Calvin stated he would discuss the concerns with Public Safety.

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

❖ *Consult with Attorney*

Mayor Sayre entertained a motion to enter into Closed Session at 11:35 a.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 1:20 p.m., with Councilor Morris made the motion with all in favor.

(MOTION CARRIED 5-0)

15. Adjournment

Mayor Sayre entertained a motion to adjourn at 1:21 p.m. Councilor Douglas made motion, with all in approval.

(MOTION CARRIED 5-0)

Andy Sayre, Mayor

ATTEST:

Debra C. Talbert, CMC/NCCMC
Village Clerk