

**Village of Bald Head Island**  
**Council Work Session**  
**August 15, 2008**  
**Location: Bald Head Association Center**

**Council Present:** Mayor Larry Lammert, Mayor Pro Tempore Andrew Sayre, Councilor Gene Douglas, Councilor Art Morris. (Councilor John Pitera was not in attendance.)

**Staff Present:** Village Manager, Calvin Peck; Finance Director, Deb Straub; Human Resource Administrative Officer, Dawn Reno; Police Chief, Richard Herring; Captain Danny Kiser; Public Works Director, Ben Liddle; Utilities Director, Ken Bowling; Systems Administrator, David Cox; Attorney Charles Baldwin; Jason Kesler, Legal Assistant to Charles Baldwin; Village Clerk, Joy Davis (recording minutes)

**Others Present Per Meeting Sign-In Sheet:** Joyce Fulton, BHI Limited Director of Communications; John Knott, Finance Committee

1. **Call to Order/ Approval of Agenda-** Mayor Lammert called the August 15, 2008 Council Work Session to order at approximately 9:30 a.m. Mayor Lammert asked Council for approval of the Agenda. With all in approval, voice vote.

**(Motion Carried 4-0)**

2. **Review of Agenda / August 15, 2008 Public Forum & Regular Meeting**  
Mayor Lammert stated that the Public Forum on elections and Council terms would be addressed by Charles Baldwin under Item #10 of the work session agenda.

There were no other comments or concerns regarding afternoon agenda.

3. **Financial Statement / Format Revision & Amendments**  
Ms. Deb Straub introduced the revised monthly financial statement format explaining that the document now has fewer pages, yet provides more information with regards to revenue source breakdown, department expenditures, capital outlay, fund balance, and audit accountability.

Mayor Pro Tempore Sayre suggested that short explanations would be beneficial with regards to transfers such as last budget year's beach fund and other items which may need clarification. Ms. Straub stated that as the finance committee continues to review monthly statements, other revisions will occur so as to further enhance the reporting.

Councilor Morris commented that the Village should remind property owners that the County is now collecting taxes for the Village which will alert them to the additional line on their tax bills.

Ms Straub stated that the Village's annual property, liability and workers compensation insurance premium was paid during the month of July thus accounting for the large administrative expenditure.

Ms. Straub provided details regarding amendments for proposed budget ordinances 2008-0801 (Shoreline Beach Capital Project Fund); 2008-0802 (Capital Project Reverse Osmosis Project); 2008-0803 (Village Hall Expansion Project); and 2008-0804 (Infiltration Pond Project).

Mayor Pro Tempore Sayre emphasized that amounts for the Village Hall Expansion are solely based on estimates as the bid process has not been expedited.

#### **4. Manager's Update on Village Projects & Other Items**

##### **Golf Course**

Mr. Peck informed Council that Tony Boahn, of McKim & Creed, has received all necessary information regarding the Wastewater Disposal System Modification project which involves Hole #14 and the reconfiguration of Ponds 3, 4 & 5. He further reported that informal bids were being received that day.

Mr. Peck explained that DWQ has communicated a tentative conceptual approval for the change from two smaller ponds to one large pond.

Mr. Peck stated that he and Robert Norton had discussed and agreed on the golf course easement.

Mr. Peck reported that he had also met with Mr. Norton regarding weeds on #4 and #5 banks and the Village is working with the Beach Beautification Committee on the issue.

##### **Deer Census**

Mr. Peck informed Council that he believes we will have a significant cull this year and that a count from the Conservancy and Westervelt is necessary in order to collect as much data as possible.

Councilor Morris asked if information has been received subsequent to the tagging and darting of deer, with Mr. Peck answering that the review is ongoing and that a recommendation will be made during the 2<sup>nd</sup> year of the process.

Mayor Pro Tempore Sayre stated that one survey should be enough in the future, with Mayor Lammert commenting that Westervelt offers hard data and that a more in-depth discussion would be in order during next fiscal year's budget process.

##### **Certificate of Occupancy**

Mr. Peck reported that the Village has received certificates of occupancy for both the Public Utilities and Public Works buildings, with only small punch lists for each.

### **Brunswick County Water**

Mr. Peck summarized a letter he received from the County informing him that water usage in Brunswick County in July of this year exceeded all previous usage records by approximately 3mgd., with the peak day being July 5, 2008 when they produced 25.55 million gallons.

He informed Council that he and Mr. Ken Bowling, Director of Utilities will be attending a luncheon meeting hosted by the County on August 27<sup>th</sup> at which time they will be briefed on the preliminary engineering report regarding its water treatment capacity and transmission expansion plans.

### **Passport Agency**

Mr. Peck stated that the Brunswick County Register of Deeds, per U.S. Department of State-Bureau of Consular Affairs' approval, will be providing an outreach program whereby citizens may secure passports at the Southport Community Building on Monday, September 8<sup>th</sup> from 1:00 p.m. until 3:00 p.m.

### **Centennial Conference**

Mr. Peck reminded Council of the Centennial Conference invitation they had recently received.

## **5. Engineered Beach Grant Resolution**

Mr. Peck summarized the proposed resolution authorizing submission of a grant application to the North Carolina Water Resources Development Project Grant Program for the proposed Engineered Beach Project. Per Mr. Peck and Council's review, Joy Davis was directed to make changes to Clause 1 so as to accurately state correct amounts.

Mr. Peck stated that the Village has received comments from the State suggesting that the process is moving forward with no significant problems.

Stating the importance of the Engineered Beach Project, Mr. Peck narrated a PowerPoint presentation showing significant erosion and 10 foot drop-offs along West Beach and Groins 1, 2, 3, and 4.

He referenced Eric Olsen's recent letter stating that the Island is losing approximately 300,000 cubic yards of sand per year and stated that this would be a persuasive argument when requesting that the Corps refrain from digging so deeply near the affected areas.

Mayor Lammert commented on the importance of discussing the possibility of a share in the sand the Towns of Caswell Beach and Oak Island will be receiving, with Councilor Douglas suggesting that we ask for a certain amount in 2009 and then return it to the entities when the Island receives their future allotment.

Mayor Pro Tempore Sayre stated that Mr. Olsen's letter asks for a meeting with George House and the Corps and this should occur as soon as possible.

Mr. Peck stated that per Peter Ravella's suggestion of finding ways to collect additional revenue in support of the Engineered Beach Project, he had asked for information from BHI Limited and hence determined that the Village could possibly collect \$9200 annually in taxation on short term golf rentals. Mayor Lammert stated that amount did not warrant further discussion

**6. Harbor Groins**

Mr. Peck reported that the Village will be receiving a comprehensive letter by next week concerning the Harbor Groins. Citing the importance of the issue, Mayor Pro Tempore Sayre stated that Council should hold a special meeting on the 22<sup>nd</sup> with Council tentatively agreeing on 10:00 a.m. at the BHA Center and subsequent to Joy Davis notifying Councilor Pitera.

**7. Creek Access**

Referring to the Creek Access rendering distributed to Council, Mr. Peck discussed the final revisions inclusive of the slip addition, entranceway, and fence line as well as Mr. Doug Oakley's e-mail letter of support.

Mayor Pro Tempore Sayre asked about CAMA permits, to which Mr. Peck answered that only a minor permit is required with that approval process taking about 90 days.

Mr. Peck stated that the Village will make application for a CAMA Access Grant this coming January.

**8. Village Hall Expansion Bids**

Mr. Peck stated that Mayor Pro Tempore Sayre is assisting in the review of Village Hall expansion plans and that neither he nor the architect see major problems or concerns.

Councilor Morris asked if grant money was available for the expansion with Mr. Peck stating that the Village does not meet criteria for such a grant.

Per unanimous agreement, Mayor Lammert asked Joy Davis to amend the afternoon agenda to include 5.4 "Resolution Authorizing Advertisement of Formal Bids for Village Hall Expansion" contingent to Council's review and approval of finalized construction plans.

**9. Set Public Hearing / Revised Flood Damage Prevention Ordinance**

Mr. Peck explained that as a result of the Village's appeal to the N.C. Floodplain Management Branch and subsequent revisions to the Flood Insurance Rate Maps, the Village Flood Damage Prevention Ordinance must be revised therefore warranting the public hearing.

**10. Election & Terms of Office**

Charles Baldwin reported that the structure of the Council is set out in the Village Charter, as well as the mode of election of the Mayor and modifications may be amended one of four ways with those being (i) General Assembly legislation; (ii)

ordinance adoption subsequent to the obligatory public hearing; (iii) council initiated ordinance adoption subsequent to a voter referendum; and (iv) voter initiated petition calling for referendum.

Mr. Baldwin stated that his research found that there are no term limits in North Carolina and that efforts to impose such have been challenged by appellate courts.

**11. Review of Remainder of Yearly Meeting Dates**

There was no consideration or discussion regarding Item #11.

**12. Closed Session Pursuant to N.C. General Statutes 143.318.11 (a) (1),(3), and 5**

Mayor Lammert entertained a motion to enter into Closed Session. With all in approval, voice vote. **(Motion 4 – 0)**

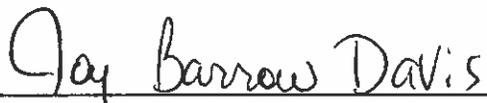
Upon return to Open Session there was no Council action or reporting.

**13. Mayor Lammert entertained a motion for adjournment at 12:15 p.m.**

**Approved:**

  
Larry Lammert, Mayor

**Attest:**

  
Joy Barrow Davis, Village Clerk