

VILLAGE OF BALD HEAD ISLAND
VILLAGE COUNCIL RETREAT

January 13, 2008

1:00 p.m.

Location: Litchfield Plantation

Kings River Road

Pawley's Island, SC 29585

Councilmembers Present: Mayor Larry Lammert, Mayor Pro Tempore Andrew Sayre, Councilors Gene Douglas, Art Morris, and John Pitera

Staff Present: Village Manager Calvin Peck, Village Attorney Charles Baldwin, Executive Assistant/Human Resource Officer Dawn Reno, Interim Village Clerk Debbie Talbert

Others Present: Bald Head Island Limited Director of Communications Joyce Fulton, Director of BHI Conservancy Suzanne Dorsey, Utilities Director Ken Bowling, Dewayne Anderson

1. Call to Order

Mayor Lammert called the January 13, 2008 Village Council Retreat to order at 1:05 pm. First order of business was to recognize Debbie Talbert as Interim Village Clerk.

(Motion carried 5-0)

2. Approval of the Retreat Agenda

Mayor Lammert asked for any correction or additions to the Retreat Agenda. With no changes to the agenda,

In a voice vote, all voted in favor.

(Motion carried 5-0)

3. Establish the 2008 Village Council Meeting Schedule

The Council reviewed the proposed 2008 Council Meeting schedule and the schedule will be as follows: January 24, February 15, March 14, April 18, May 16, June 13, July 18, August 15, September 19, October 17, November 14, December 12 with time beginning at 9:30am for Work Session and 3:00pm for Regular Meetings. In a voice vote, all voted in favor.

(Motion carried 5-0)

4. Village Committees

4.1 Appointment/Re-appointment of Committee Members

- **Beach Committee-** Bobbie Randall
- **Beach Committee-** Gary Gober
- **Finance Committee-** Dave Ross
- **Finance Committee-** John Knott- re-appointment
- **Finance Committee-** Bill Johnson- re-appointment
- **Planning Board Committee-** Position still available

- **Public Safety Committee-** Joe Hawkins
- **Public Safety Committee-** Bob Porter
- **Public Works Committee-** No change in committee
- **Transportation Committee-** King Triplett
- **Transportation Committee-** Judy Brawner
- **Zoning Board of Adjustments-** Joe Ridgeway
- **Zoning Board of Adjustments-** Judy Porter

(Motion carried 5-0)

4.2 Appointment of Committee Chairpersons

- **Beach Committee-** Anne Kane
- **Finance Committee-** John Knott
- **Public Safety Committee-** Bob Porter
- **Transportation Committee-** Wayne Lambert
- **Public Works Committee-** Richard Mesaris

(Motion carried 5-0)

4.3 Appointment of Council Liaisons and Alternates

- **Beach Committee Liaison:** Councilmember Gene Douglas
Alternate: Mayor Larry Lammert
- **Finance Committee Liaison:** Mayor Larry Lammert
Alternate: Mayor Pro Tempore Andrew Sayre
- **Public Safety Committee Liaison-** Councilmember Art Morris
Alternate: Councilmember John Pitera
- **Public Works Committee Liaison-** Mayor Pro Tempore A. Sayre
Alternate: Councilmember Gene Douglas
- **Transportation Committee Liaison-** Councilmember John Pitera
Alternate: Art Morris

(Motion carried 5-0)

4.4 Discussion of Committee Meeting Schedules

- **Public Works:** 1st Friday of Month
- **Transportation:** 2nd Tuesday of Month
- **Public Safety:** 3rd Monday of Month
- **Beach Committee:** 3rd Thursday of Month
- **Finance Committee:** 3rd Monday of Month

(Motion carried 5-0)

**5. Complete Overview of the 2007 Retreat Needs Assessment Plan/ Visioning/
5-Year Capital Plan Session**

Calvin Peck spoke to the Councilmembers in reference to combining departments Planning and Development and becoming Development Services. This is being lead by Chris McCall.

Calvin went over the commercial ARB discussions with Limited and spoke with Joyce Fulton concerning this and she stated that it still is under review with Jim Henry at the Planning department of Limited.

Village Hall has hired a new architect and is working on the plans for the new Village Hall. This includes updates to parking area, the new building and having room for needs once the island is built out. Still ongoing is to approve plans, funding and construction. Mayor Pro Tempore Sayre stated the bids for the new Village Hall should have a designated floor height and that the plans should reflect that. CAMA permit will be required prior to a building permit.

Calvin stated that he spoke with Jane Johnson in reference to “A Friends of the Library” and that this is active throughout the county, concerning staffing and how it operates. Calvin suggested to Council to possibly formalize the process with a committee or a friends group. Councilmember Morris agreed. Volunteers would be needed and that Brunswick County would supply books. The Mayor suggested that Jane Johnson should be chair person for the Library committee and getting all information together.

(Council motioned 5-0)

- **Roads-** The technical standards for the road acceptance is still on-going with the policy being completed stating that there must be a engineer evaluation of the road and all accoutrements and statement from applicant that drainage has not been an issue. This process has been used on Light house Landing and Ibis Roost without major problems.
- **Boats-** Calvin stated that information on a Village boat still has a lot of issues such as transporting of patients or strictly employees and that this is two separate issues. Also, parking of the boat would need to be addressed.

Fire/ EMS Department

- **Fire House and Public Safety complex-** ongoing Architect RFP has not been hired.

There are concerns with Fire Department and the building issues. The garage is still in good shape and can be used as storage.

Calvin and the Councilmembers discussed enlarging the Fire Department on Middle Island but further building planning is needed.

Councilmember Pitera had concerns with the pagers and beepers and made a suggestion of changing the policy for paging volunteers.

Public Works Department

- Timber Creek mulch site is now open now that the deed with Association has been signed.
- Off Island Warehouse has been considered and we do not feel that it is feasible at this time.
- The new bays at Public Works are under construction. The two bays were added to the existing building. This will give Public Work room to handle the needs of the Island at build out.
- Sharing major pieces of equipment w/ Utilities is going well.
- Pump Inventory and shared maintenance is working well.
- SBHW Median improvement has received an offer from Limited planning groups has develop a plans for a lower cost, less formal, less water demanding plant. The area covered would be from the Club to Laughing Gull. Limited is concern with what has been proposed and they wants a low growth and low lying vegetation. Council want larger trees or plants in the median to be able to locate the road during an over wash. Calvin suggests that the Public Works Committee should look at the plan and make recommendation.
- NBHW Median trees have been planted and concerns with drought and whether the trees will live. Trees that die will be replaced.

Police Department

- The ICE fee collection has been passed to Limited to be collected at Deep Point. This is easier and quicker for individuals coming onto the Island with trucks and equipment.
- There were concerns with the summer beach police program and whether changing in man power was needed.
- Community Watch Program is on going. Chief Herring is in the process of getting more people interested in this program.

Utilities Department

- The Infiltration Lagoons are on-going.
- Update on status of Wells and R/O system is completed. There were issues with one of the membranes on the R/O system. It was less effective and it was taken off line.
- Hole #6 Weir outlet to the creek is complete.
- Equipment shed is under construction with a maximize size.

- The water line from Caswell Beach in is an on-going issue. The ownership of the line in Caswell Beach is Brunswick County. The volume of water supplied to Bald Head and Caswell is not an issue. The issue is the water pressure. It is not a Bald Head Island issue; it is Caswell Beach problem because the water line is not functioning properly.
- Infiltration Lagoon Maintenance Protocols is still being worked on.

Other Action Items

- New Fire House is still being studied. The land has been purchased from Limited. The housing for the Fire Department personal is being researched further. Several options were brought up at the meeting and will be discussed further.
- An incentive for ALL DEPARTMENTS to participate in being a Volunteer Fire Fighter is in place.
- Electronic Data Storage is being worked on now. This will lead to a paperless office. Training with the State has been done. Software has been purchased and is being implemented by a part time person at Village Hall.
- Information Technology position has been filled by David Cox.
- NC International Port- Village has gone on Record w/ concerns for Channel Location and Depth re: Erosion.
- We are supporting the NCBIWA.
- The Old Baldy Lighthouse has completed resolution supporting their efforts in being lead and Point of Contact for all historical aspects on the Island.
- Beach Vitex is an active program and on-going and replacing vitex plants with other landscape plants.

- **Private Sand Placement**

Latest information from Christian Peareosi is that the EA is in. The middle of February there will be comments concerning resources and going forward with change. On-going negotiations are expected.

Erik Olsen Items.....

- There was an email received from Erik Olsen. The Atlantic Diving & Marine builders can not build the extension to the Marina entrance. They suggested getting a qualified Marine Structural Engineer to design the plans. Council members suggest Calvin to find someone to do these plans.
- Hurricane Damage FEMA reimbursement for our engineered beach is available.
- Creek dredging- The water quality study after the last dredging was not good. Dredging the creek to improve water quality did not work. Councilmembers want Calvin to enter into a contract to get a new permit to dredge the mouth of the creek.
- Harbor Area wooden Groins need to be construct/reconstruct. Maintenance would consist of replacing the outer 25% of the groin. Replace with vinyl sheets instead of wood. Install 400 tons of rock with an estimated cost of \$355,000.00. This cost is to rehab four existing timber groins.

2008 Initiatives

Development Services

- Update Zoning and Subdivision Ordinance
- Beach Vitex continue current program
- Hurricane Floodwater Management Plan- Improvements Ongoing/funding
- Inlet Hazard Area is ongoing
- E-GOV – with IT Department is ongoing
- GIS Update is on going and working on issues.
- Public Creek Access- Grant Funding is available to expand access and parking
- Sea Oats Planting- Funding is available for this project
- Ongoing Ltd Projects- Timber Bridge, BHI Landing, Ballast Stone Alley, Federal Road connection to Palmetto Cove.

Fire Department

- Public Safety Education Classes with Police and Fire Department employees.

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Public Works

Beach Access Replacement/ ADA are requesting monies in budget to do repairs.

Police Department

- 2 Mobile Data Terminals (Paperless Office)- Acquire with 75/25 Grant (\$16 K)

Calvin Peck discussed with the Council the balance of Funds available in 2007 and what the 2008 Initiatives would be.

The first day of the council retreat adjourned at 5:00pm. The meeting will reconvene at 10:00 am on January 14th. In a voice vote, all voted in favor.
(Motion carried 5-0)

Village of Bald Head Island
Village Council Retreat
January 14, 2008
Day 2

1. Call to Order

Mayor Lammert called the January 14, 2008 Village Council Retreat to order at 8:20 a.m.

- 2.** Dewayne Anderson led a discussion on the Importance of Partnership with the Island Organizations. This was a motivational speech. Suzanne Dorsey spoke in reference to the speech and said that communication is the tool and that you need to include groups even if they are not here. "Hear their voices" Joyce Fulton agreed with the discussion above and stated that it is hard to work together and to have a friendship of trust. Also, to build the bridges to get the project done. Mayor Lammert states that discussion was good and how to build bridges and solve issues.

Councilmembers had a positive feedback with the session.

BENEFITS THE VILLAGE- BUILD LINKAGE WITH COMMUNITY

The Mayor suggested Suzanne or Mr. Anderson speak with Councilmembers in reference to a contract with BHI Conservancy and the Village on hiring the Conservancy to handle Environmental Research for the Village.

Benefits for the tax payers in this contract would be:

- 1.** Not a Tax Payer subsidy to a non-profit organization
Out sourcing of a essential service to a non-profit organization
Instead of paying a consultant you are hiring an Environmental consultant to do specific define services.
- 2.** Contract will reduce tax payers cost in 4 ways.
 - Conservancy is not trying to make a profit.
 - This is subsidized with Smith Reynolds Foundation of Winston-Salem with a grant of \$35,000.00 for one year with possibility of two additional years. This is depending on a partnership with the Village.
 - This is subsidized with the people who contribute to the Conservancy. Private monies not tax payer monies

3. Benefits the Village with a PHD handling the community/Village needs. Suzanne Dorsey and Mr. Anderson stated that this would be a Research Assistant Professor. This person would have a P.H.D. in the Environmental field. This would be a staff person and would be available to work on issues that are on hand. They would be able to look at environmental issues and in a way that would benefit the community. This person will have a faculty position at UNCW with reputation and resources that become available to the Village. The data base through their library would be accessible. The Research Assistant Professor will be available to Council or Calvin to provide objective input on environmental issues as they arise and in a planning format. Additionally the Research Assistant Professor will endeavor to provide input from researchers, state/federal agencies, and any other expert to support the decisions of the Village. It is understood that the payment of a 3rd party experts requested by the Village shall be the Village's responsibility.

Public services that are provided by the BHI Conservancy to the Village residents at no Village cost include:

- Sea Turtle Protection Program
- Response and support of stranded animals
- Support for re-nourishment projects
- Invasive species monitoring and control including but not limited to Vitex or Nutria
- Monitoring of Endangered Species
- Water Quality
- Maritime Forest Conservation
- Response to aggressive animals
- Providing important objective environmental information and providing outsider experts to support community decision made in the following areas:
 - Deer
 - Sea Turtles
 - Indigenous plants
 - Water quality
 - Invasive species
- Providing the community with an environmental resource

Councilman Sayre was concerned with hiring a person on the Conservancy staff using tax payer's monies instead of private contributions would reduce the amount of contribution to the Conservancy. The Councilman Sayre wanted to know the advantages of hiring a full-time verse hiring a person for specific job and whether this would be beneficial. Attorney Baldwin suggested to the Councilmembers to take the proposal back to the Island and to discuss it further. Mayor asked the Council if they agreed to take the proposal back and place this on the January 25, 2008 Council Meeting Agenda. Everyone agreed.

3. Discussion of Village Policies/ Ordinance Issues

- **Electric Powered Vehicle Ordinance-** Dealing with full size electric vehicles/ Calvin and the Councilmembers spoke in reference to what type of vehicles were going to be allowed on the Island. The discussion was in reference to amending the GS. Section 28-31 Electrically-powered and low speed vehicles. Councilman Morris suggested taking this concern back to the Public Safety committee for further discussion.
- **Zoning Ordinance-Review and assign directive for revisions-** Councilman Morris had concerns about the safety issues with the zoning ordinance. Calvin stated that Planning and Development Services would be working on the issue in Section VIII Zoning Districts and Regulations.
- **Roads-**Discuss and establish directive for revisions- The discussion began with concerns of widening roads and if it feasible to wide. The Mayor asked Calvin to speak with Ben at Public Works in reference to Stede Bonnet Rd. paving.
- **ICE- Changes with the Deep Point move-** Calvin stated that ICE is doing well with Deep Point. Attorney Baldwin asked Joyce Fulton if there were going to be any Coastguard code and restrictions and the plans or changes with Deep Point and the luggage issue. Joyce replied by saying that the design and component issue at Deep Point will be handled differently to meet the standards with Homeland requirements.

4. Discussion of Shoreline Stabilization for the future of Bald Head Island

- **Jetty Extension-** Mayor Lammert discussed the Jetty Extension at the Marina. Calvin stated that Atlantic Diving Marine will be contacted and request a design build to locate a Marine Structural Engineer per Eric's recommendation. Discussion with The Club needs to be done in reference to the connection with the existing Jetty due to the Club owns one foot past the existing jetty. Joyce stated that in the deed it clearly states that it goes one foot beyond the end of the jetty. Calvin asked Joyce in reference to the entrance channel before it gets to the marina and if the channel was public tress waters. Joyce replied by saying to her understanding the one foot wall is deeded to the Club. Charles replied by stating that is the way you deed a marina and that you can not deed the wet part that belongs to the state. All Council agreed for the paperwork to get started and the Mayor suggested to Calvin to speak with Charles and get paperwork together in reference to the Marina Mouth.

The Village needs to gain an agreement with Yacht Club and Transportation on how the cost will be split. Limited will furnish current cost to dredge marina mouth to Village.

- **Terminal Groins-** The discussion began with the four terminal groins located in the Harbor Village Beach area. Mayor and Joyce stated that two of the groins were include for maintenance with the houses on Row Boat Row. Joyce stated that the Association can assess and collect maintenance cost for only groins one and two. Joyce stated also that groins three and four were installed by the developer and the permit has been maintained for maintenance purposes, but the developer has not done maintenance on them for several years. The Association can not make the property owners pay for the upkeep on groins three and four. Joyce did say that groins three and four benefit approximately six properties. Calvin stated that to update the groins the Village would have to get a CAMA Minor Permit. Councilmembers discussed the cost and how to assess monies to fix the groins. The Mayor suggested to Calvin to get the cost to repair the groins and the cost to upgrade the groins and to bring this back to the Councilmembers to discuss further before taking action. The Mayor requested that the estimate be brought to the Council at the January 25th Council meeting.
 - **Private Placement-** There was a discussion in reference to contacting the Corps of Engineers for placement of sand on the beaches. The Mayor suggested contacting George House in reference to getting assistance from the Corp of Engineers. Mayor asked the Councilmembers if they wanted to look at other ways of getting sand replacement and other contacts. The Mayor stated there would be a meeting of the Brunswick County Consortium on February 21st on Bald Head Island.
 - **Corps of Engineers-** Discussion between the Council, Calvin and Attorney Charles Baldwin. Charles stated that what he understood with the Corp at the last meeting in Wilmington, their only criteria was maintaining the channel with the dredging being done and with the data they have they can do this. Mayor stated that the litigation plan and pursuit of the Corp of Engineers needs to be discussed with George House.
- 5. Discussion of Various Island Issues/ Concerns**
- **Transportation/Parking-** Councilman Pitera stated there are problems in the summer months with transportation. Parking is the issue due to the tram service being so full with guests on the island. The Mayor discussed extra parking in vacant lots thru-out the island with tram service at that location.
 - **Village owned property-** Property owned by the Village include the lot beside the Police dept., the middle island parcel, and the creek access piece. Councilmember Pitera stated and agreed to speak to the Middle Island residents about expanding the firehouse on Middle Island. The 19th of

February is the yearly meeting for the Middle Island Property Owners Association and will be addressed then. The Mayor stated the property by the Police station is to be used for the future Public Safety building. The Mayor stated that Chris is working on grants for the creek access property. Mayor stated that Doug Oakley has concerns and has sent emails out to the Council. Discussion was made that the property at the creek access needed to be changed to remove the single family resident requirement. Mayor stated that the next step is to have the Association remove the single family requirement. This has to be voted on and approved by the Association membership.

- **BHI Marine Landing Subdivision-**

Joyce Fulton stated that the time frame for the marina development is targeted for spring 2009. The walkway around the marsh is an active construction site and is not up for review for several months. Limited owns the walkway and there is conflict on putting a hand rail up on the marsh side. Calvin stated that the walkway was permitted with having a hand rail.

Councilman Pitera asked Joyce concerning the parking deck levels. Joyce stated that it is still being looked at.

- **The Plan for the Utility Operation-**

Mayor Lammert discussed the progress of the Utility building. Mayor Lammert stated that there are problems with the RO system. Ken Bowling confirmed that the system is completely down. Ken explained how the RO system works and that the membrane of the system is having a malfunction. Due to the NOV's and the malfunction of the RO system, the complete system has been shut down until further notice. There was a discussion on the cost of using water from Brunswick County. The Mayor stated that the penalty for not running the plant would cost approximately \$150,000.00: the offset is if the RO system was turned on the penalty cost could be \$25,000.00 per day. Calvin stated to Council that the Utility department can not absorb the cost of \$150,000.00 and there needs to be a rate structure change made. Council agreed. There was a discussion concerning an agreement with the Club and what proposals could be made to produce quality water and having an easement to the lagoons.

6. Establish Council Priorities for 2008

The Mayor and Councilmembers discussed the Council priorities for 2008 and a list was made for the year. This will be posted on the Village Web site. There was a discussion of having a quarterly newsletter sent to property owners of the Island with current information and upcoming events. No resolution was reach on who would do the letter.

Mayor motioned to go to close session at 5:30 p.m.

Mayor made a motion to go back into open session at 6:05 p.m.

In a voice vote, all voted in favor.

(Motion carried 5-0)

The second day of the council retreat adjourned at 6:06pm. The meeting will reconvene at 8:00 am on January 15th. In a voice vote, all voted in favor.
(Motion carried 5-0)

Village of Bald Head Island
Village Council Retreat
January 15, 2008
Day 3

1. Call to Order- Mayor Lammert called the January 15, 2008 Village Council Retreat to order at 8:15 a.m.

2. Charge of Committee Responsibilities for 2008

The Council discussed the committee responsibilities and the charges are as follows:

Beach Committee:

- Continue beach monitoring; identify “hot spots,” etc.
- Review proposed Village acceptance of beach accesses prior to Council consideration; provide recommendations; prepare policy for future access acceptance; monitor program
- Consider appropriate signage for beach accesses; recommend facilities to be provided, if needed.
- Monitor bulletins, warnings, rescue rings and Beach Vitex.
- Continue monitoring beach vegetation needs; make recommendations
- Fertilization Program as per David Nash
- Chair to attend meetings on related issues (i.e., Beach Consortium, etc.)
- Renew Village beach access priorities for rehab

Finance Committee:

- Continue to work on update of Five-year Financial Plan and fund balance report; prepare report for Council consideration by March of each year
- Continue effort to identify additional revenue sources
- Assess the services needed for a growing Island Community

Public Safety Committee:

- Study and identify solutions to problems arising out of anticipated population growth over the next 3-5 years to include speed limits in congested areas, parking limitations in congested areas, educational programs related to road and parking safety. New literature and classes

- Develop a contingency plan to be implemented in the event of an extensive forest fire to include an on island survey of on-island construction equipment appropriate in controlling, containing and eliminating forest fires, an assessment of the accessibility to off-island forest service equipment and personnel and explore alternatives to the barge as a means of accessing the island with off island equipment and personnel
- The Village shall develop contingency plans which address but are not limited to loss of island-wide electrical service, loss of island-wide potable water and contagious disease outbreak.
- Work with the Police and Fire Departments to better understand public safety issues of which each Department considers important
- Review and recommend changes to low speed ordinances

Public Works Committee:

- Update five-year paving and road maintenance plan; recommend paving of roads
- Identify and implement median improvements
- Widening of major roads for improved safety

Transportation Committee:

- Review current tram service; recommendations for changes to include service for every boat
- Review possibility to increase ferry service
- Provide aid and analysis in the implementation of the Bald Head Island Limited Transportation Plan commensurate with the interests and needs of all Island taxpayers in the areas of baggage handling, mainland parking, on-island parking at the ferry terminal, and increased barge service during the mid-day and night hours.
- Develop an intra-island transportation system with the assistance, cooperation and recommendation of Bald Head Island Limited.

3. Summary of the Retreat and Other Comments

The Mayor, Councilmembers, Calvin and Charles Baldwin discussed the closed session issues.

4. Discussion of Lagoon Issues with the Bald Head Island Club Board of Governors

Charles Baldwin stated that the mediation has to be behind closed doors. Mayor suggested going to close session at that time. With a voice vote, all approved.

5. Adjourn

With no additional items for discussion, Mayor Lammert entertained a motion to adjourn the closed session at 4:30 p.m. and to go to back to open session. In a voice vote, all voted in favor.

The Council Retreat adjourned at 4:32 p.m. on January 15, 2008.

Approved:

Larry Lammert, Mayor

Attest:

Debbie Talbert, Interim Village Clerk