

# Village of Bald Head Island Council Work Session

February 16, 2007

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

**Staff Present:** Village Manager Calvin Peck, Assistant Village Manager/Planning Director Chris McCall, Chief of Police Richard Herring, Chief of Emergency Services Chip Munna, Tax Collector Dawn Reno, Utilities Director Ken Bowling, Public Works Director Ben Liddle, Building Inspector Stephen Boyett, Finance Director Deb Straub, Village Attorney's Charles Baldwin and Michael Myers and Village Clerk Amy Candler recording the meeting.

**Others Present:** Bald Head Island Limited Director of Communications Joyce Fulton, Bald Head Island Limited Director of Planning Jim Henry and Bald Head Association Manager Joey Hill.

**Citizens Present:** Ray Webb

## 1. **Call to Order/Approval of Agenda**                      **Mayor Lammert**

Mayor Lammert called the February 16, 2007 Village Council Work Session to order at 9:30 a.m. Councilor Pitera made a motion to approve the Work Session agenda as presented. In a voice vote, all voted in favor. **(Motion carried 5-0)**

## 2. **Review of Agenda for the Regular Meeting of February 16, 2007**

Mayor Lammert advised that the Public Hearing will be postponed until the March meeting and the approval of the minutes will also be removed from the afternoon consent agenda.

Mayor Pro Tempore Sayre asked that the resolution in support of the Old Baldy Foundation spearheading the efforts to restore historical sites on the Island also be postponed until the March meeting. He advised that this would allow more time to meet with Ms. Mills and work out the details of the resolution.

Mayor Lammert reported that Martha Warner with the Brunswick County Cooperative Extension Agency will be at the afternoon meeting to request approval of the resolution in support of the Brunswick County Coastal Events Center.

Mr. Peck reported that mobilization for the sand placement project will begin tomorrow with pipes and bulldozers being placed on the beach. The dredge, Illinois will start mobilizing to the area next week with an anticipated dredging start date at the beginning of March. The first construction meeting between the Village, Great Lakes and the Corps of Engineers will be at 9:30 a.m. on February 28<sup>th</sup>.

Mr. Bowling reported that the Utility Billing will be a stand alone post card beginning with the February billing. He advised that the bill will look the same as it has in the past the only difference will be that it will be mailed as a stand alone postcard instead of stuffed in an envelope as in the past. He further advised that over a period of a year, this will save one (1) person approximately five (5) weeks of work. Ms. Straub touched on the process of automatic bank drafts to further free up time related to utility billing. The Village Council directed staff to move forward with the process of bank drafts.

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Ms. Straub reported that a revised copy of the monthly financial report was distributed to the Council. She advised that the revision came as a result of the monthly financial statements arriving after the first version had been disbursed. Ms. Straub reported that for the month of January the major revenues were property taxes and investment interest. She advised that as of January, the Village has expended over the budgeted amount for professional services, which includes auditor's fees, attorney fees and etc. She advised that a budget amendment will be coming before the Council next month to appropriate additional funds to that particular line item.

Councilor Douglas reported that the Beach Committee made a recommendation that safety strips be placed on the steps of the public beach accesses for safety purposes. Mr. Liddle reported that the Public Works Department has already taken care of this issue.

Mr. Liddle reported that the Public Works Committee held a special meeting to look over the concept plan for the Public Works Building. He advised that it was the consensus of the Committee that the bays should be expanded.

Mr. Peck reported that he broke down the Council priorities by department and reviewed them with the Department Heads. He distributed this break down to the Village Council.

Mr. Peck presented that budget schedule to the Council. The Council rescheduled the budget presentation date to May 8<sup>th</sup> at 9:30 a.m. Mayor Pro Tempore Sayre advised that Village Staff is supposed to look into different ways to eliminate daily road use fees during the budget process.

Mr. Bowling reported that the bid packet regarding Middle Island sewer is scheduled to go out today.

**3. Discussion of the Proposed Structure Movement Ordinance—Chris McCall**

Mr. McCall reported that the Public Works Committee has reviewed the proposed structural movement ordinance and made a recommendation that the Village Council move forward with the approval process. Mr. McCall pointed out a few of the details of the proposed ordinance and emphasized that no structural movement would be allowed to take place during the time frame of Memorial Day to Labor Day. It was the consensus of the Village Council to add the first reading to the afternoon meeting and set the public hearing date for the March meeting.

**4. Discussion of a Request from Bald Head Island Limited to Accept the Right-of-Way for Maintenance of South Bald Head Wynd from the Intersection of Federal Road to the point east of Brown Pelican Trail—Chris McCall**

Mr. McCall reported that Bald Head Island Limited made a request in May of 2006 to accept the right-of-way for maintenance of South Bald Head Wynd from the intersection of Federal Road to a point east of Brown Pelican Trail. Mr. McCall further reported that at this time, staff conducted an inspection and determined that there were

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some deficiencies with the right of way width as well as the depth of the pavement. Mr. McCall advised that during the fall paving projects, Bald Head Island Limited brought that portion of South Bald Head Wynd up to the standards of the Village. Mr. McCall reported that during the re-inspection, he noticed that a heavy had washed out some rock and marl. He advised that Mr. Henry agreed to install honey comb pavers to the area to prevent wash out. Mr. McCall further reported that in the proposed area, there is approximately eight (8) inches of a retaining wall that falls within the road right of way. Mr. McCall made a recommendation to accept the road for maintenance regardless of the retaining wall encroachment. It was the consensus of the Village Council to add the approval of acceptance to the afternoon meeting agenda.

**5. Discussion of Monitored Smoke Detector Systems—*Art Morris***

Councilor Morris reported that the Public Safety Committee discussed monitored smoke detector systems at their last meeting. He asked the Council if they want government to step in and require homeowners to have the alarms checked on a yearly basis. Mr. Baldwin advised that the Village has options. The Council can adopt an ordinance to regulate monitored systems or we could execute a public education process through mass mailings and public information. Mayor Pro Tempore Sayre advised that a major concern is the maintenance of the home sprinkler systems. The Council asked Mr. Peck if he is comfortable with education process rather than an ordinance change. Mr. Peck suggested a waiver process be developed that is signed by property owners releasing any responsibility of the Village if yearly maintenance is not preformed on these systems. It was the consensus of the Village Council that Mr. Baldwin pull together a waiver for property owner signatures and distribute to the Public Safety Committee for a recommendation.

**6. Discussion of Middle Island Roads—*Calvin Peck***

Mr. Peck reported that the Village can assess the Middle Island property owners for the paving of the roads within the subdivision if more than 50% of the property owners agree to the assessment. Mr. Baldwin added that the only way the Village could assess the property owners is if the Village owns these roads. The Council asked for a realistic estimate of the cost to pave the roads in Middle Island. Mr. McCall reported that it has been estimated that it will cost approximately \$600,000 to pave the roads in Middle Island. He further advised that it could cost more because some of the roads may have to be elevated before paving. Mr. Peck reported that within the next few months, the Village will be installing sewer along the roads of Middle Island. He suggested that the Village repair the roads with the gravel of which will meet Village standards. Councilor Pitera emphasized that the Middle Island Annual Association Meeting is scheduled for February 24<sup>th</sup>. He advised that he will let the Association know the situation and will report back to the Council at the March meeting.

**7. Discussion of Employee Health Insurance—*Deb Straub***

Ms. Straub reported that the Village employee health insurance rates are increasing approximately 22% at the March 1<sup>st</sup> renewal date. She advised that these amounts will exceed the budgeted amount approximately \$16,000 to \$18,000. Ms. Straub further advised that staff is currently looking into a new vendor with a July 1 renewal date and possibly different coverage. Ms. Straub made a staff recommendation that the Village stick with the current carrier and coverage until July 1<sup>st</sup> while other policies and options are being explored. It was the consensus of the Village Council to renew with the current coverage for the next four (4) months while looking into other options.

**8. Committee Appointments and Review of 2007 Committee Charges**

The Village Council reviewed the committee charges as set forth during the Council Retreat. They directed Ms. Candler to distribute the charges to each committee liaison.

**9. Manager's Update on Village Projects and Other Matters for Consideration**

Mr. Peck reported that all six (6) floodwater pumps have been serviced and are all in working condition.

Mayor Pro Tempore Sayre asked about the letter to the International Ports Authority that was discussed during the Council Retreat. Mr. Baldwin advised that the letter will be ready to go out next week.

Mayor Pro Tempore Sayre asked about the status of the harbor groins. Ms. Fulton reported that the Harbor Association is scheduled to meet in March and will discuss the status of the groins at this time.

**10. Closed Session (*pursuant to N.C. General Statutes 143-318.11(a)(3)(5) and (6)*)**

- **Howard Biggers III, vs. Village of Bald Head Island, et al**
- **Facility Easements and Properties**
- **Personnel**

Councilor Morris made a motion to enter into closed session pursuant to N.C. General Statutes 143-318.11(a) (3) (5) and (6). In a voice vote, all voted in favor. **(Motion carried 5-0)**

The closed session began at 11:30 a.m.

Councilor Pitera made a motion to return to open session. In a voice vote, all voted in favor. **(Motion carried 5-0)** Mayor Lammert advised that no action was taken during closed session.

The open meeting reconvened at 12:16 p.m.

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**11. Adjourn**

Mr. Peck reported that he will miss the April Council meetings due to his son leaving for Iraq.

With no additional items for discussion, Mayor Lammert entertained a motion to adjourn. Councilor Morris made the motion to adjourn. In a voice vote, all voted in favor. **(Motion carried 5-0)**

The February 16, 2007 Village Council Work Session adjourned at 12:17 p.m.

Approved:

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Larry Lammert, Mayor

Attest:

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Amy R. Candler, Village Clerk