

**VILLAGE OF BALD HEAD ISLAND**  
**Council Meeting**  
**June 17, 2005**

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

**Staff Present:** Village Manager Jon Middleton, Chief of Emergency Services Chip Munna, Finance Director Shelia Boyd, Police Chief Richard Herring, Public Works Director Ben Liddle, Assistant Public Works Director William “Bubba” Galloway, Chief Building Inspector Bill Bruce, Assistant Building Inspector Stephen Boyett, Permit Clerk Jen O’Brien, Tax Collector Heather Hardee, Postmistress Joanne Bruce, Assistant Village Manager/Planning Director Chris McCall, Village Attorney Charles Baldwin 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 Hillary Snow with the State Port Pilot.

**Citizens Present:** Pat Lammert, Joyce Douglas, Marianne Link, Charlie and Susan Himes, Joe and Marilyn Ridgeway, Dana Quanstrom, Bob Porter, Bob Flynn, Juanita Roushdy and Don Tillman.

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

Mayor Lammert called the May 20, 2005 Council meeting to order at 3:00 p.m. Councilor Pitera made a motion to approve the agenda as presented. In a voice vote, all voted in favor. **(Motion carried 5-0)**

**2. Consent Agenda**

- 2.1 Approval of Minutes May 20, 2005, Regular Meeting  
May 20, 2005, Worksession Meeting
- 2.2 Consideration and Approval of Annual Audit Contract—Brock, Padgett, & Chandler, PLLC
- 2.3 No. 2005-007, A Budget Amendment to Allocate Funds to the Beach Stabilization Capital Project Fund from the Receipt of Property Tax Revenues Throughout the Fiscal Year Over and Above the Original Projected Amount
- 2.4 No. 2005-008, A Budget Amendment to Record the Transfer of Funds Designated as Reserved for Beach Stabilization Received During the 2003-2004 Fiscal Year
- 2.5 No. 2005-009, Amend Capital Project Ordinance—Beach Stabilization (41)
- 2.6 No. 2005-010, A Resolution Amending the Personnel Policy to Add a New Position and Job Description of an Administrative Captain for the Fire/EMS Department
- 2.7 No. 2005-011, A Resolution in Support of A Collector Street Study Being Conducted for Southeastern Brunswick County
- 2.8 Consideration and Approval of Road Acceptance Requests from Bald Head Island Limited

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- Kinnakeet Way from the western-most intersection of Kinnakeet Way and Federal Road to the southeastern-most intersection of Kinnakeet Way and Federal Road;
- Kitty Hawk Way from the intersection of Kitty Hawk Way and Kinnakeet Way to the intersection of Kitty Hawk Way and Wash Woods Way; and
- Federal Road from the intersection of Federal Road and South East Beach Drive to the southern-most intersection of Federal Road and Kinnakeet Way

Mayor Lammert explained that the consent agenda consisted of the minutes of the May 20<sup>th</sup> Regular and Work Session Meetings as well as the approval of the audit contract. The audit contract increased \$500 from last year's price making the total amount of the contract \$12,500. He advised that the contract guarantees the audit will be complete by October 31, 2005. Mayor Lammert explained that items 2.3 and 2.4 are budget amendments transferring funds to replenish the beach fund and item 2.5 is the ordinance amendment which moves the money from the general fund to the beach fund. Mayor Lammert explained that the consent agenda also includes a resolution to amend the personnel policy. The amendment to the personnel policy is the addition of an Administrative Captain to the Fire/EMS Department which will be filled by Danny Kiser. Mayor Lammert further explained that the resolution in support of a collector street study provides \$5,000 from the Village to help with the funding of the study. The study will provide valuable information as to how to cut down on the amount of traffic flow on Howe Street, Highway 211, Highway 133 and Highway 87 as well as on Oak Island by the use of connector streets. Furthermore, Mayor Lammert explained that Bald Head Island Limited has requested that the Village take over the following streets:

- Kinnakeet Way from the western-most intersection of Kinnakeet Way and Federal Road to the southeastern-most intersection of Kinnakeet Way and Federal Road;
- Kitty Hawk Way from the intersection of Kitty Hawk Way and Kinnakeet Way to the intersection of Kitty Hawk Way and Wash Woods Way; and
- Federal Road from the intersection of Federal Road and South East Beach Drive to the southern-most intersection of Federal Road and Kinnakeet Way.

He advised that these roads meet the criteria set forth in the Village Ordinance. Mayor Pro Tempore Sayre made a motion to accept the consent agenda as presented. In a voice vote, all voted in favor. **(Motion carried 5-0)**

### **3. Old Business**

#### **3.1 Update on the Purchase of the Utility Company**

Mayor Lammert emphasized that the Village is getting very close to the purchase of the utility company. He advises that hopefully within the next few weeks the Village will be signing the purchase agreement.

#### **3.2 Consideration and Adoption of the Budget Ordinance for Fiscal Year 2005-2006 (public hearing held May 20, 2005)**

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Mr. Middleton explained that the Village presented the budget and held a public hearing at the May meeting. He advised that the Village has maintained a “pay as you go” policy. The revenues mainly consist of property taxes and the major expenditures consist of a new generator for the Village Hall, a new fire truck, which has already been put out to bid, two (2) ATV’s as well as two (2) part-time police officers to patrol the beach during the summer months and a new dump truck and micro truck for the Public Works Department. Mr. Middleton further explained that the capital projects funded in the budget include the paving projects and the Creek Dredging Project. Councilor Morris made a motion to approve the 2005-2006 fiscal year budget. In a voice vote, all voted in favor. **(Motion carried 5-0)**

**4. New Business**

4.1 Financial Statements—May, 2005

Ms. Boyd reported that May is the month that money is moved around within the budget to fill the gaps of the line items from within each Department that have fell short during the year. She emphasized that money had to be moved for the waterline repairs, legal fees, EMS funding and various vehicle and golf cart repairs. Ms. Boyd further reported that the Building Inspections Department revenues are running approximately \$80,000 less this year than of this time last year.

4.2 First Reading and Setting Date for Public Hearing

An Amendment to the Ordinance of the Village of Bald Head Island Amending the Text of the Sign Ordinance, Article 6, Section 2, Item 6, Entitled “Subdivision or Project Identification”

Mayor Lammert explained that amendment to the Sign Ordinance will allow for identification signs at the entrances of multi-family tracts within a Planned Unit Development (PUD). Mayor Lammert advised that the amendment would still limit the signage to two (2) per project within a PUD. Mayor Lammert advised that a public hearing regarding this amendment will be held at the July 15<sup>th</sup> Village Council Meeting.

4.3 First Reading and Setting Date for Public Hearing

An Amendment to the Ordinance of the Village of Bald Head Island Amending the Text of the Planned Unit Development Ordinance, Section XIII (13.2), Entitled “Definitions

Mayor Lammert explained that the amendment to the Planned Unit Development Ordinance adds the definitions of Mixed-Use Development and Mixed-Use Structure to the ordinance. Mayor Lammert advised that a public hearing regarding this amendment will be held at the July 15<sup>th</sup> Village Council Meeting.

4.4 First Reading and Setting Date for Public Hearing

An Amendment to the Ordinance of the Village of Bald Head Island, Amending its Ordinance to Regulate Protection of the Groinfield  
Mayor Lammert explained that the amendment to the Groinfield

Ordinance increases the fine for walking on the groinfield from \$50 to \$500. He advised

that some minor changes to the language were also amended. Mayor Lammert advised that a

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public hearing regarding this amendment will be held at the July 15<sup>th</sup> Village Council Meeting.

### **5. Committee Reports**

#### **5.1 Beach**

**Anne Kane**

In the absence of Ms. Kane, Judy Porter reported that the Committee is in the process of finding an additional permanent member to serve on the Beach Committee.

#### **5.2 Finance**

**John Knott**

In the absence of Mr. Knott, Mayor Lammert reported that the Finance Committee is actively working on trying to put together the details for a business center on the Island. The business center will consist of a small branch bank and tie in a full service UPS and Fed Ex as well as a mini Kinkos. He further reported the Committee has also been working on the financing of the Utility Company and the Five Year Rolling Plan. Ms. Boyd advised that the revisions to the rolling plan are complete and will come before Council at the July meeting.

#### **5.3 Public Safety**

**Bob Liesegang**

In the absence of Mr. Liesegang, Councilor Morris reported that the Public Safety Committee along with Mr. Baldwin has been working on a recommendation to the Village Council regarding regulations of sexual predators to the Island. He advised that the recommendation is in the very preliminary stages.

#### **5.4 Public Works**

**Joe Ridgeway**

In the absence of Mr. Ridgeway, Mayor Pro Tempore Sayre reported that the Public Works Committee is working on a plan to keep the recycle center clean and in better shape. He emphasized that any sight of littering should be reported to the Police Department immediately.

#### **5.5 Transportation**

**Wayne Lambert**

In the absence of Mr. Lambert, Councilor Pitera advised that the Transportation Committee is looking for additional members to serve on the Committee. Anyone interested in serving on the Transportation Committee needs to let him know or stop by Village Hall and fill out a committee application.

### **6. Monthly Reports**

#### **6.1 Manager's Report**

**Manager Middleton**

Mr. Middleton reported that the Beach Vegetation Project is complete. He advised that sea oats and biter panicum have been planted. Mr. Middleton further advised that the original contractor that the Village hired to rebuild the beach accesses has been relieved of his duties. He advised that the contractor has had continuing problems with employee turnover but will be finishing out the handicap access they are

currently working on. Mr. Middleton has contacted the next bidder in line for the job and is in the process of securing a new contract.

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Mr. Middleton reported that the rope and pole fencing project is scheduled to start next week. He advised that the Village is seeking volunteers to help the Public Works Department with this project. Volunteers are to meet at the Public Works Department at 7:00 a.m. on Tuesday.

Mr. Middleton reported that the Public Works Expansion is scheduled to start the third week of July. The projected completion date is late October or early November.

Mr. Middleton reported that the Creek Dredging Project is moving forward as scheduled to begin this fall. He advised that Erik Olsen is currently working on revisions to the plan.

Mr. Middleton reported that Island Contracting was awarded the contract for ROC Marl earlier in the day. He advised that Mr. Krahn would start delivering the ROC Marl to the Island immediately.

Mr. Middleton reported that waterline repairs are now complete. The weights have been installed and the lines have been disinfected. The Utility Company should have running water from the County today or tomorrow.

Mr. Middleton briefly explained the budget process and thanked the Village Staff for their hard work during the budget process. He also thanked the Village Council for their support during the budget process and for adopting the budget. Mr. Middleton advised that he and Ms. Boyd will be working on a cash flow management plan to effectively schedule substantial departmental expenses throughout the year.

Mr. Middleton entertained questions from the citizens. Ms. Link asked if the public beach access at Starrush will be raised so sand can accumulate under the access and create a dune when the access is rebuilt. Mr. Middleton advised that the plan is to elevate the access so a dune can form beneath the access.

**6.2 Police Department**

**Chief Herring**

Chief Herring reported that the month of May and the Memorial Day weekend occurred with very few incidents. He advised that the Police Department issued twenty-four (24) citations during the month of May for various offenses. Chief Herring thanked the Village Council for approving the budget which includes two (2) part-time police officers and ATV's for beach patrols.

**6.3 Fire/EMS Department**

**Chief Munna**

Chief Munna reported that during the month of May the Fire/EMS Department received twenty-nine (29) medical calls, several of which were contractor related and ten (10) fire calls. Chief Munna reminded the citizens that charcoal grills are not allowed on decks and must be ten (10) feet away from the house, but portable LP gas grills are allowed on decks. Chief Munna thanked the Council for approving the budget and the much needed replacement fire truck.

**7. Comments, Reports and Questions**

7.1 Citizens

There were no citizen comments at this time.

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7.2 Bald Head Island Association—Bob Porter President

Mr. Porter advised that Bald Head Island Association did not have a June meeting therefore nothing to report.

7.3 Bald Head Island, Ltd.—Joyce Fulton

Ms. Fulton had nothing to report on behalf of Bald Head Island Limited at this time.

7.4 Mayor and Council

Mayor Lammert recognized Bill Bruce, thanked him for his years of service, and wished him well with his retirement.

Mayor Pro Tempore Sayre emphasized that it had been a great experience working with Mr. Bruce over the years and advised that Mr. Bruce had single handedly increased the property values on the Island by requiring contractors to follow the building code requirements.

Councilor Morris advised that Mr. Bruce was one of the first people he met after moving to the Island and stated it had been a pleasure working with him and knowing him over the past years.

Ms. Boyd reviewed the number of inspections and the amount of revenue that Mr. Bruce had brought into the Village during his tenure with the Village. She wished him well with his retirement and advised that he will be greatly missed by all Village Staff.

Ms. O'Brien presented Mr. Bruce with a scrapbook that she compiled for him on behalf of the Village Staff.

Mayor Lammert presented Mr. Bruce with a gift card on behalf of the Village Council and Staff.

Chief Munna presented Mr. Bruce with a hard hat signed by the contractors on the Island on behalf of the Village Staff and contractors on the Island.

Mr. Middleton thanked Mr. Bruce for his years of dedicated service and emphasized how much he will be missed by the entire Village. He wished him well with his retirement and presented him with the retired flag which flew over the Village Hall.

Mr. Bruce thanked the Village Council, Staff and citizens for the support shown him during his tenure with the Village. He emphasized that he is leaving the Building Inspections Department in good hands with Mr. Boyett and Ms. O'Brien. He stated he has enjoyed working with Mr. Middleton and the rest of the Village Staff.

**8. Adjourn**

Mayor Lammert invited everyone to stay for a reception honoring Mr. Bruce that will be held immediately after the Council Meeting. With no additional items of discussion, Mayor Lammert entertained a motion to adjourn the June 17, 2005 Village Council Meeting. Councilor Morris made the motion to adjourn. In a voice vote, all voted in favor. **(Motion carried 5-0)**

The meeting adjourned at 3:50 p.m.

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Approved:

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Larry Lammert, Mayor

Attest:

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Amy R. Candler, Village Clerk