VILLAGE OF BALD HEAD ISLAND
COUNCIL WORK SESSION
January 18, 2013
Bald Head Association

COUNCILORS IN ATTENDANCE	Mayor Andrew Sayre Mayor Pro Tempore John Fisher Councilor Gene Douglas Councilor Art Morris Councilor Bob Helgesen
STAFF PRESENT:	Calvin R. Peck, Jr., Village Manager Chris McCall, Asst. Manager/ Shoreline Protection Manager Deb Straub, Finance Director Ben Liddle, Public Works Director Ken Bowling, Utilities Director Karen Ellison, HR/ Communications Director David Cox, Systems Administrator Charles Baldwin, Village Attorney Debra Talbert, Village Clerk

1. **Call to Order/ Approval of Agenda**
Mayor Sayre called the January 18, 2013 Council Work Session to order at 9:30 a.m. Mayor Pro Tempore Fisher requested an addition to the work session agenda to include IPS Updates. Mayor Sayre entertained a motion to approve the amended agenda. Councilor Douglas made motion, with all in approval.
(MOTION CARRIED 5-0)

2. **Review of Council Meeting Agenda**
4.1- Resolution of Harbour Roads and Parking Agreements- Attorney Baldwin reviewed the proposed resolution and the issues and concerns prior to the Village taking control of the Harbour Village streets and alleys. This resolution has been prepared for the preparation of what needs to occur prior to adopting the Harbour Village streets and alleys by ordinance. The resolution will be edited by Ray Webb and Attorney Baldwin prior to the afternoon Council meeting for Councils approval. The proposed resolution will be added to the afternoon Council meeting agenda item as 4.1 Resolution of Harbour Roads and Parking Agreements.
5.1- Resolution Opposing Legislation Provides for the Forced Taking of Municipal Water System- Calvin reviewed the proposed resolution provided by the NC League of Municipalities. Calvin stated the legislation was introduced in the 2011 session of the NC General Assembly that would have forced the involuntary transfer of a city-owned water system to the control of a Municipal Sewer District. This would include the assets and not liabilities for Buncombe County. The League of Municipalities states this is an

overreach by the General Assembly and have asked all municipalities to pass a resolution to oppose the legislation that forces the transfer of any City's municipal water system to another entity and convinced that local solution arrived at by an open, collaborative process is preferable to a legislative directed disposition of local government assets. Mayor Sayre stated his concerns of supporting the resolution and not knowing the whole situation and was hesitant to pass. Council and staff discussed and agreed to vote on the resolution at the afternoon Council meeting.

5.3 – Sand Tube Groins Award Contract- Calvin reviewed the approved dredging contract with the Corps of Engineers and procedure of replacement of the groinfields. Calvin reviewed the proposed contract regarding Bald Head Island Groinfield Replacement and approval of award to Atlantic Diving and Marine Contractor, Inc.

Attorney Baldwin reviewed the proposed resolution regarding the Bald Head Island groinfield replacement. Olsen Associates has recommended a patented proprietary spiral seam design is necessary for the groinfield tapered tubes' longevity and functioning. This is a sole source contract and will not be put under a public bid and require a resolution stating the sand tube bags will be purchased solely from the patent holding vendor, Bradley Industrial Textiles, Inc.

5.5- Budget Amendment- Public Safety Expenditures- Deb Straub reviewed the proposed budget amendment to increase revenue and expenditure budgets for grant monies received for thermal imaging camera and turnout gear for the Public Safety Department. The total is $25k.

5.6- Budget Amendment- Utilities Expenditures- Deb Straub reviewed the proposed budget amendment to increase revenue and expenditure budgets for monies received for additional water meters installed at Merchant Row which were unbudgeted in the Utilities Fund. The total is $6,900.

5.7- Budget Amendment- The Common Expenditures- Deb Straub reviewed the proposed budget amendment to fund expenditures for equipment, landscape maintenance and insurance in the Public Works department as a result of the acquisition of The Common and Whale Head Park. The total is $20k.

5.8- December Financial Statement Report- Deb Straub reviewed the general fund total operating revenues to be slightly ahead of prior years due to grants. The general fund expenditures are below budget with the purchasing of thermal imaging camera and ATV for Public Safety that was funded with grant monies at 95% reimbursement. The debt service current year budget includes 2012 GO Bond of $1.7m due on January 18th.

The utilities fund revenues are slightly below budget and will increase with rate changes. The utilities fund expenditures are slightly below budget. The capital projects beach fund balance is $1.3m. The stormwater management fund balance is $59k and the infiltration pond system fund balance is $78k.

5.9- Resolution to Adopt Council Meeting Schedule- Mayor Sayre reviewed the proposed schedule with Council. The resolution will be added to the amended Council meeting agenda item 5.9 Resolution to Adopt Council Meeting Schedule.

3. **<u>NC Coastal Local Governments Annual Meeting</u>**

Chris McCall reviewed the annual meeting dates and requested sponsorship of $1500. Council discussed and agreed to sponsor the 2013 NC Coastal Local Governments Annual Meeting.

4. **WWTP Phase 1 Improvements**

Ken Bowling reviewed the separate phases on improvements for the Waste Water Treatment Plant (WWTP).

Ken stated on Phase 1 improvement bids have been received by Carmichael Construction Company and TA Loving Company. Calvin stated the Chemical Feed Equipment have agreed the equipment can be purchased with the FY 2012/13 budget for $82,830.53. The equipment will be received in approximately 6-8 weeks. When totals are received on the electrical and total project, this will be presented at the February Council meeting. Calvin requested to Council for the purchase of equipment totaling $82,830.53. Mayor Sayre entertained a motion to approve the purchase. Councilor Douglas made the motion with all in favor. **(MOTION CARRIED 5-0)**

5. **IPS Updates**

Mayor Pro Tempore Fisher presented Council with an update on the proposed IPS/ Postal Service. Fisher stated he is still reviewing the financial statements and current asset list. The existing vendor contracts, proprietary software, customer segmentation, advertising and business service has been reviewed and studies are being done at this time. Calvin stated the Village has interviewed a couple of architects with the existing Post Office and possible upgrades and will be discussed in Closed Session.

6. **Manager's Report**

Stephen Boyett reported a sign request from the BHI Conservancy. The Conservancy has requested to have the signage placed in the right of way of Federal Road. The signage ordinance allows the Manager to approve if approved as a tourist attraction. Council and staff discussed the concerns with the request. Stephen stated the request goes to Stage One for review yet the Conservancy does not need to abide by Stage One guidelines. Calvin stated staff would research further with concerned entities and confirm request.

Stephen reviewed the increased activity for building permits. There have been 2 building permits issued for December and 6 permits issued in calendar year.

Larry Lammert questioned the right of way on the road maps presented. Chris McCall stated this is the correct right of way with a slight aerial imagery. The map presented has come from the Brunswick County web-site.

Ben Liddle reported the efforts made by the Public Works department to repair Groin 2. Total Tree Care has studied the dead trees on the island and has made recommendation to remove the dead trees that could be a hazard.

There will be a recommendation from the Public Works Committee for the beach access matrix for rotation of maintenance.

Ben stated he has assigned an employee to the Commons. There have been 3 truckloads of debris removed from the Commons. A job advertisement has been placed for the approved position for Public Works.

Chris McCall reviewed the prior Wednesday meeting with the Corps of Engineers. This was a pre construction meeting for the groinfield. The dredging should begin February 1st and should take 10 days to dredge the Smith Island Reach. The sand will be placed on West Beach, move around the point and should end at South Beach near Killegray Ridge. The timing will be aggressive on the dredging project. Chris discussed the groinfield

replacement project with this process taking approximately 30- 60 days for completion. Council and staff discussed the EIS (Environmental Impact Statement) study.
Calvin stated the sandbag reventment wall has several bags that have been damaged. Heather Coates, DCM representative visited the island Wednesday and will be preparing an exemption permit to replace the damaged bags. Island Contracting will be repairing the damaged bags.
Calvin stated 1041 pounds of dear meat has been removed and donated to Southport Food Pantry.
Chris McCall stated Public Safety has been informed by the Brunswick County Emergency Services director that the Viper radios should be arriving within the following week.
Calvin reviewed the upcoming conferences he will be attending.
Councilor Douglas asked Council to give thanks to David Cox and all who assisted with the deer cull. The cull went extremely well and thinks they should be recognized. Council and staff gave thanks to David Cox.

7. **Closed Session Pursuant to N.C. General Statutes 143-318.11 (a)(1) and (3)**
   - Village of Bald Head Island vs. US Army Corps of Engineers Lawsuit

Mayor Sayre entertained a motion to enter into Closed Session at 10:40 a.m. with Councilor Helgesen made the motion with all in favor.

(MOTION CARRIED 5-0)

Mayor Sayre entertained a motion to come out of Closed Session at 12:20 p.m., with Councilor Douglas made the motion with all in favor.

(MOTION CARRIED 5-0)

8. **Adjournment**

Mayor Sayre entertained a motion to adjourn at 12:21 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

VILLAGE OF BALD HEAD ISLAND
SEAL
NORTH CAROLINA