



**VILLAGE COUNCIL  
AGENDA FOR REGULAR MEETING OF JUNE 12, 2018  
ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA  
4:30 PM**

1. Call to Order.
2. Reports:  
    Manager  
    Council
3. Recognition of Village of Pinehurst Police Officers who saved a life by administering CPR and Narcan.
4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Consider a resolution adopting the updated Charter Resolution for the Triangle J Board of Delegates.
- B. Consider a resolution authorizing the Mayor or her designee to execute the attached Municipal Records Retention Schedule Amendments.
- C. Budget Amendments Report
- D. Approval of Draft Village Council Meeting Minutes.  
    May 14 Budget Work Session  
    May 22 Regular Meeting  
    May 22 Work Session

End of Consent Agenda.

5. Discuss and consider a sponsorship request for the US Kids Parade.
6. Discuss and consider a fee waiver request from Given Tufts for event facility use.
7. Consider an ordinance adopting the FY 2019 Budget for the Village of Pinehurst.
8. Other Business.
9. Comments from Attendees.
10. Motion to Adjourn.

*Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.*

*Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.*

*Values: Service, Initiative, Teamwork, and Improvement.*



**COUNCIL  
ADDITIONAL AGENDA DETAILS:**

**ATTACHMENTS:**

Description

 Council Report



Council Member to Report	Partners & Collaborators
Nancy Fiorillo	Triangle J. COG
	Neighborhood Advisory Committee
John Cashion	Moore County Schools
	Partners in Progress
John Bouldry	NCDOT/MCTC/TARPO
	Beautification Committee
Judy Davis	Pinehurst Business Partners
	Given Memorial Library
Kevin Drum	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	Bicycle and Pedestrian Advisory Committee



**RECOGNITION OF VILLAGE OF PINEHURST POLICE OFFICERS WHO  
SAVED A LIFE BY ADMINISTERING CPR AND NARCAN.  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Lauren Craig

**CC:**

Jeff Sanborn

**DATE OF MEMO:**

6/7/2018

**MEMO DETAILS:**

Master Patrol Officer Keith Gorham and former Pinehurst Police Officer Ryan Bullock saved a life on 11/6/17 by performing CPR and using NARCAN, which counteracts opioid overdose. We are thankful to have these determined and dedicated police officers in the Village of Pinehurst. Chief Phipps will award them the department's lifesaving service medals at a future ceremony but we would like to publicly recognize this heroic effort.



**CONSIDER A RESOLUTION ADOPTING THE UPDATED CHARTER  
RESOLUTION FOR THE TRIANGLE J BOARD OF DELEGATES.**

**ADDITIONAL AGENDA DETAILS:**

**FROM:**

Lauren Craig

**CC:**

Jeff Sanborn

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

Recently, Triangle J Council of Government leadership and legal counsel reviewed the organization's Charter Resolution and recommended updates to reflect current practice and the revised boundaries of the region. The document was last updated in 1996.

The Charter Resolution is the organization's governing document and must be endorsed by each member government. The Village Council approved the Charter Resolution when we joined Triangle J Council of Governments as a member.

On March 28, 2018, the Triangle J Board of Delegates reviewed and endorsed these updates. Now, the Village Council should review and adopt the updated Charter Resolution. Attached is a resolution for consideration of these amendments.

**ATTACHMENTS:**

Description

- Letter from Triangle J COG
- Resol 18-14 Adopting amendments (TJCOG Charter)
- Addendum 1: TJCOG Charter - amended April 25 2018
- TJCOG Charter redline - April 25 2018



# TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

May 2018

Dear Mayor Fiorillo,

Recently, Triangle J Council of Government leadership and legal counsel reviewed the organization's Charter Resolution and recommended updates to reflect current practice and the revised boundaries of our region. The document was last updated in 1996.

The Charter Resolution is the organization's governing document and must be endorsed by each member government. Your governing board approved the Charter Resolution when your local government joined Triangle J Council of Governments as a member.

On March 28, 2018, the Triangle J Board of Delegates reviewed and endorsed these updates. Now, your governing board must review and adopt the updated Charter Resolution. This adoption process is critical as it ensures that each member government recognize Triangle J's role in the success of the region.

At your upcoming June meeting, I ask that you include the attached, updated resolution on your consent agenda. You have also received a "red-line" version of the Charter Resolution, so that you can review the proposed edits. TJCOG staff are available if you have any questions about the document or process.

Thank you for your continued involvement and support of TJCOG- it is critical to ensure the organization is representative of our regional needs and challenges.

Sincerely,

*Ronnie Currin*

**Ronnie Currin**

Chair, Triangle J Council of Governments Board of Delegates  
Mayor Pro Tempore, Town of Rolesville

**RESOLUTION #18-14:**

**A RESOLUTION RATIFYING, ACCEPTING, AND APPROVING THE UPDATED  
CHARTER RESOLUTION OF THE TRIANGLE J COUNCIL OF  
GOVERNMENTS**

**THAT WHEREAS**, on July 11, 2017, Village Council of the Village of Pinehurst ratified, accepted, and approved the Bylaws and Charter Resolution of the Triangle J Council of Governments as a prerequisite to membership in the Triangle J; and

**WHEREAS**, Triangle J Council of Government leadership and legal counsel reviewed the organization's Charter Resolution and recommended updates to reflect current practice and the revised boundaries of the region; and

**WHEREAS**, it is the desire of the Village of Pinehurst to continue its membership of the Council of Governments; and

**WHEREAS**, the Village has reviewed the referenced document and finds them in order sufficient to ratify.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PINEHURST** does hereby ratify, accepting, and approve the Triangle J Council of Governments' updated Charter Resolution (Addendum 1).

**THIS RESOLUTION** is passed and adopted this 12<sup>th</sup> day of June, 2018.

VILLAGE OF PINEHURST  
VILLAGE COUNCIL

(Municipal Seal)

By: \_\_\_\_\_  
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Lauren M. Craig, Village Clerk

\_\_\_\_\_  
Michael J. Newman, Village Attorney



# **Triangle J Council of Governments Charter Resolution**

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council of governments.

## **ARTICLE I**

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

## **ARTICLE II**

Name. The name of the regional council of governments hereby established is the Triangle J Council of Governments.

## **ARTICLE III**

Purpose. The purposes of the Council are:

- 1) To serve as a forum for discussion of governmental problems of mutual interest and concern;
- 2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:
  - a) human resource development and human relations.
  - b) housing, public and private.

- c) health care and hospital services.
  - d) recreation.
  - e) sanitation and refuse disposal.
  - f) communications.
  - g) transportation.
  - h) water, sanitary sewer, electric power and other utility services.
  - i) air, water and other environmental development.
  - j) commercial and industrial development.
  - k) law enforcement.
  - l) welfare.
  - m) fire protection and prevention.
  - n) regional land use planning.
  - o) workforce development and training, and
  - p) conservation and development of natural resources.
- 3) To promote inter-governmental cooperation;
  - 4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.
  - 5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest;
  - 6) To review, upon request of any governmental unit within the Triangle J Region, applications of that unit for any grant in aid, federal, state or private; and
  - 7) To provide services to local governments and residents in the area known as the Triangle J Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a manner that is mutually satisfactory and shall respect the autonomy of all local governments within the Triangle J Region.

## **ARTICLE IV**

### Membership

- 1) The initial membership of the Council of Governments shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston,

Lee, Orange, and Wake, known as the Triangle J Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.

- 2) Any municipality or county in the Triangle J Region that is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by the Board of Delegates. Notice of such application for admission shall be given to existing members of the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.
- 3) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.
- 4) Any special purpose governmental agency in the Triangle J region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of the Board of Delegates. The affiliate member shall pay no assessment, but the Council may charge each affiliate member a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

## **ARTICLE V**

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

## **ARTICLE VI**

### Governing Board.

- 1) The governing board of the Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.
- 2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternate delegates. All

delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.

- 3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the name of its delegate and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may serve as a voting member of the Board of Delegates.
- 4) The delegates shall be compensated, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the Triangle J Council of Governments.
- 5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of Region J.

## **ARTICLE VII**

Meeting. Regular meetings of the Board of Delegates shall be held, as provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair may cancel the regular meeting if he or she determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chair, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic means. At least twenty-four (24) hours written notice shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement for himself/herself.

## **ARTICLE VIII**

### Quorum and Voting Requirements.

- 1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegate, or in his or her absence, by an alternate delegate of the member government.
- 2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of members present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board or any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.
- 3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.
- 4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.
- 5) Proxy voting is not allowed.
- 6) The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

## **ARTICLE IX**

### Board of Delegates

- 1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a Chair, a First Vice Chair, a Second Vice Chair and a Secretary-Treasurer to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such

additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.

- 2) The Chair shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The Chair shall have the same voting rights as other members.
- 3) The Chair may appoint such advisory committees as he or she finds necessary or desirable.
- 4) The First Vice Chair shall perform all of the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.
- 5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

## **ARTICLE X**

### Finance Matters:

- 1) On or before the 15th day of April each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year.
- 2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method established in the By-laws and reviewed periodically by the Board of Delegates.
- 3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.
- 4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer its share of the budget.

- 5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.
- 6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.S. 159-25. Finance officers shall be bonded as required by G.S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated by the Council. Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.
- 7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.
- 8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

## **ARTICLE XI**

### **Committee Structure.**

- 1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.
- 2) **Executive Committee.** The Executive Committee shall consist of two delegates from each county in the Region. The officers of the Council and the immediate past Chair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat on the committee. The other seat from each county will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county unless that seat is automatically assigned as provided above. If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above,

then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee. .

- 3) Technical and Advisory Committees. The Chair may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

## **ARTICLE XII**

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

## **ARTICLE XIII**

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

- 1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statutes of North Carolina, which powers are incorporated herein by reference.
- 2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:
  - (a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning



member shall be entitled to be represented on said committee. The subject matter over which any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair of the Council shall designate the membership of all committees.

- (b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to funds budgeted or appropriated for their use by the Council.
- (c) To meet with, consult with, and act in concert with any county or municipality, any agency of the State or Federal government, any civic organization, or any private organization in the furtherance of the purposes and objects within its jurisdiction.
- (d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).
- (e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.
- (f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.
- (g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health,

safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions establishing such agencies, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.

- (h) To contract with and provide services to local governmental units within Region J.
- (i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.
- (j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.
- (k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.
- (l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

#### **ARTICLE XIV**

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Council of Governments.

## ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended:    July 1, 1975  
                 February 18, 1976  
                 April 28, 1982  
                 February 14, 1985  
                 March 27, 1996  
                 April 25, 2018

# **Triangle J Council of Governments Charter Resolution**

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council of governments.

## **ARTICLE I**

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

## **ARTICLE II**

Name. The name of the regional council of governments hereby established is the Triangle J Council of Governments.

## **ARTICLE III**

Purpose. The purposes of the Council are:

- 1) To serve as a forum for discussion of governmental problems of mutual interest and concern;
- 2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:
  - a) human resource development and human relations.
  - b) housing, public and private.

- c) health care and hospital services.
  - d) ~~R~~recreation.
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  - m) fire protection and prevention.
  - n) regional land use planning.
  - o) ~~manpower~~workforce development and training, and
  - p) conservation and development of natural resources.
- 3) To promote inter-governmental cooperation;
  - 4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.
  - 5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest~~s~~;
  - 6) To review, upon request of any governmental unit within the Triangle J Region, applications of that unit for any grant in aid~~e~~, federal, state or private; and
  - 7) To provide services to local governments and residents in the area known as the Triangle J Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a ~~manner which~~manner that is mutually satisfactory and shall respect the autonomy of all local governments within the Triangle J Region.

## ARTICLE IV

### Membership

- 1) The initial membership of the Council of Governments shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston,

Lee, Orange, and Wake, known as the Triangle J Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.

- 2) Any municipality or county in the Triangle J Region ~~which-that~~ is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by ~~the existing member~~ the Board of Delegates. Notice of such application for admission shall be given ~~to existing~~ a members ~~of by~~ the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.
- 3) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.
- 4) Any special purpose governmental agency in the Triangle J region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of ~~the Board of Delegates, a majority of the membership attending at any meeting~~ The affiliate member shall pay no assessment, but the Council may charge each affiliate members a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

## ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

## ARTICLE VI

### Governing Board.

- 1) The governing board of the Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.

- 2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternate~~ive~~ delegates. All delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.
- 3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the names~~s~~ of its delegates~~s~~ and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may ~~be~~serve as a voting member of the Board of Delegates.
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- 5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of Region J.

## ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held, monthlyas provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair~~man~~ may cancel the regular meeting if he or she determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chair~~man~~, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic meanstelegram. At least twenty-four (24) hours oralwritten notice shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement foras-to himself/herself.

## ARTICLE VIII

### Quorum and Voting Requirements.

- 1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegates, or in his or her absence, by an alternate delegate of the member government.
- 2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of ~~representatives-members~~ present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board ~~or~~ for any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.
- 3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.
- 4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.

~~5)~~ Proxy voting is not allowed.

~~5)6)~~ The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

## ARTICLE IX

### ~~Officers of the~~ Board of Delegates

- 1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a ~~e~~Chairman, a ~~f~~First ~~v~~Vice



~~eChairman, a sSecond vVice eChair and a sSecretary-tTreasurer, and a treasurer~~ to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.

- 2) The ~~eChairman~~ shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The ~~eChairman~~ shall have the same voting rights as other members.
- 3) The ~~eChairman~~ may appoint such advisory committees as he or she finds ~~to be~~ necessary or desirable.
- 4) The ~~fFirst vVice eChairman~~ shall perform all of the duties of the ~~eChairman~~ in the absence of the ~~eChairman~~, or in the event of the inability of the ~~eChairman~~ to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.
- 5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

## ARTICLE X

### Finance Matters:

- 1) On or before the 15th day of April each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year.
- 2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method ~~as~~ established in the By-laws and reviewed periodically by the Board of Delegates.
- 3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.

- 4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer ~~his~~its share of the budget.
- 5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.
- 6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.-S. 159-25. Finance officers shall be bonded as required by G.-S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated ~~for this product~~ by the Council. ~~The countersigning officer shall countersign checks~~Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.
- 7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.
- 8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

## ARTICLE XI

### Committee Structure.

- 1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.
- 2) Executive Committee. The Executive Committee shall consist of ~~twelve~~two delegates; ~~two~~ from each county in the Region. The officers of the Council and the immediate past eChair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat

on the committee. The other seat from each county, will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county unless that seat is allotted automatically assigned as provided above. If delegates from two municipalities within the same county serve as an officer and/or immediate past chair, \_\_\_\_\_ If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above, then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee. such delegates shall decide amongst themselves who shall serve on the Executive Committee. In the event of disagreement, the remaining members of the Executive Committee shall make the selection.

- 3) Technical and Advisory Committees. The Chair~~man~~ may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

## ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

## ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

- 1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statutes of North Carolina, which powers are incorporated herein by reference.
- 2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

- (a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning member shall be entitled to be represented on said committee. The subject matter over which ~~may~~any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair~~man~~ of the Council shall designate the membership of all committees.
- (b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to ~~to~~ funds budgeted or appropriated for their use by the Council.
- (c) To meet with, consult with, and act in concert with any county or municipality, ~~or~~ any agency of the State, ~~or~~ Federal government, any civic organization, or any private organization ~~any other~~ in the furtherance of the purposes and objects within its jurisdiction.
- (d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the ~~pursuant to the~~ provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).

- (e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.
- (f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.
- (g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health, safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions ~~pursuant to this establishing~~ such agencies ~~is established~~, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.
- (h) To contract with and provide services to local governmental units within Region J.
- (i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.
- (j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.
- (k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.
- (l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

#### **ARTICLE XIV**

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Council of Governments.

#### **ARTICLE XV**

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportions. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975  
February 18, 1976  
April 28, 1982  
February 14, 1985  
March 27, 1996  
Insert Date



**CONSIDER A RESOLUTION AUTHORIZING THE MAYOR OR HER  
DESIGNEE TO EXECUTE THE ATTACHED MUNICIPAL RECORDS  
RETENTION SCHEDULE AMENDMENTS.  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Lauren Craig

**CC:**

Jeff Sanborn

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

The Municipal Records Retention and Disposition Schedules, provided by the State Archives of North Carolina, are a tool for employees of local governments across the state to use when managing the records in their offices. It lists records commonly found in local governmental offices and gives an assessment of their value by indicating when (and if) those records should be destroyed.

In 2012, the Pinehurst Village Council adopted the Municipal Records Retention and Disposition Schedule issued by the NC Department of Cultural Resources, Division of Archives and Records, dated September 10, 2012.

Since that time, the State Archives has issued two amendments to the schedule. These are fairly routine amendments in order to keep the schedule updated with current technology and other industry standards. These amendments are attached for consideration and adoption by resolution.

**ATTACHMENTS:**

Description

- ❑ Resol 18-13 Adopting amendments (Records Retention and Disposition Schedule)
- ❑ Addendum 1: Amendments to the Municipal Records Retention and Disposition Schedule

**RESOLUTION #18-13:**

**A RESOLUTION AMENDING THE MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE VILLAGE OF PINEHURST**

**THAT WHEREAS,** the Village Council of the Village of Pinehurst adopted the Municipal Records Retention and Disposition Schedule issued by the NC Department of Cultural Resources, Division of Archives and Records, dated September 10, 2012; and

**WHEREAS,** since that time the State Archives has issued two amendments to the schedule; and

**WHEREAS,** the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the Municipal Records Retention and Disposition Schedule, have determined that it is in the best interest of the Village of Pinehurst to adopt the amendments as recommended by the State Archives.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 12<sup>th</sup> day of June, 2018, as follows:

**SECTION 1.** That the attached "Amendments to the Municipal Records Retention and Disposition Schedule" (Addendum 1) is hereby adopted effective immediately, and the Mayor is authorized to execute the documents with the amendments to be returned to the State.

**SECTION 2.** That all sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this resolution.

**SECTION 3.** That this Resolution shall be and remain in full force and effect from the date of its adoption.

**THIS RESOLUTION** passed and adopted this 12<sup>th</sup> day of June, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By: \_\_\_\_\_  
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Lauren M. Craig, Village Clerk

\_\_\_\_\_  
Michael J. Newman, Village Attorney



**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

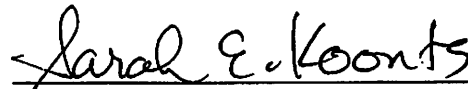
**STANDARD 9. LAW ENFORCEMENT RECORDS**

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

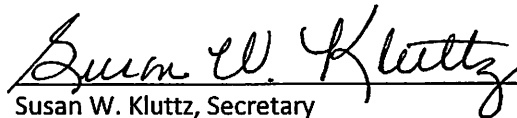
\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor



Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

Municipality: \_\_\_\_\_

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>911 COMMUNICATION RECORDS</b> Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.
2.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i).
4.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.	
14.	<b>DAILY LOG</b> Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.  See also <b>COMPREHENSIVE PLAN</b> item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____  b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.  c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	<b>DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9: LAW ENFORCEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	<b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file.  b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.	
136.	<b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.  Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.  See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.*  b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.	Comply with applicable provisions of G.S. § 132-1.4A

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

## Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

### STANDARD 9. LAW ENFORCEMENT RECORDS

~~Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.~~

Superseded  
October 1, 2016

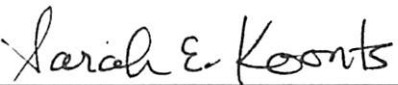
### STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

### APPROVAL RECOMMENDED

\_\_\_\_\_  
City/Town Clerk

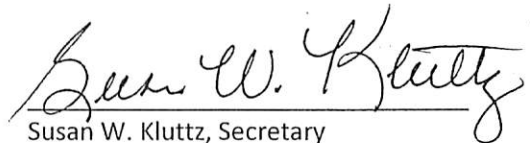
\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



Sarah E. Koonts, Director  
Division of Archives and Records

### APPROVED

\_\_\_\_\_  
Mayor



Susan W. Kluttz, Secretary  
Department of Cultural Resources

January 5, 2015

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office after 1 year.	
21.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.  b) Destroy in office all other records 2 years after resolution of all actions.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

**STANDARD 12. PERSONNEL RECORDS**

Adding item 1-A Accreditation Records as shown on substitute page 101.

~~Amending item 19 Employee Eligibility Records as shown on substitute page 105.~~

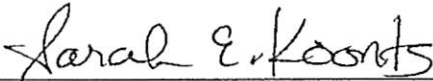
Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

**Superseded  
January 5, 2015**

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor



Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

\_\_\_\_\_  
Municipality

ITEM #	STANDARD 4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS  See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
1-A.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years.  b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations.  See also <u>EMPLOYMENT SELECTION RECORDS</u> item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created.  b) Destroy in office validation studies and copies of tests 2 years after no longer in use.  c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE, item 42, page 111.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 11, page 102 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office after 2 years.	
39.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
41.	<b>INTERNSHIP PROGRAM FILE</b> Records concerning interns and students.	Destroy in office after 3 years.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 42, page 111.	
44.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
45.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



**BUDGET AMENDMENTS REPORT  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Brooke Hunter

**CC:**

Jeff Sanborn & Natalie Hawkins

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

**ATTACHMENTS:**

Description

- Budget Amendments Report - FY 2018

**VILLAGE OF PINEHURST  
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER  
FOR THE PERIOD MAY 16 - JUNE 6, 2018**

Under Village of Pinehurst Ordinance #17-07, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2018 Budget. The Budget Officer may not transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes". Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>DEBIT</u></b>	<b><u>CREDIT</u></b>	<b><u>APPROVED DATE</u></b>
<b>1</b>	10-20-420-5400	Streets & Grounds - Departmental Supplies	\$ 9,039		5/22/2018
	10-20-420-7410	Streets & Grounds - Capital Outlay: Fleet Equipment Charges		\$ 9,039	
	10-00-960-3560	Fleet Maintenance - Charges to Other Departments	\$ 9,039		
	10-00-960-7400	Fleet Maintenance - Capital Outlay: Equipment <i>(Transferred funding for two snow plows from capital outlay to operating budget, as each plow did not meet the capitalization threshold.)</i>		\$ 9,039	
<b>2</b>	10-80-610-7510	Recreation - Capital Outlay: Fleet Vehicle Charges	\$ 3,000		5/29/2018
	10-80-610-9999	Recreation - Contingency		\$ 3,000	
	10-00-960-7500	Fleet Maintenance - Capital Outlay: Vehicles	\$ 3,000		
	10-00-960-3560	Fleet Maintenance - Charges to Other Departments <i>(Transferred funds from Recreation contingency to Fleet Maintenance to cover cost of taxes, tags, and markings for new van, which exceeded original budgeted amount.)</i>		\$ 3,000	
<b>3</b>	10-20-420-5300	Streets & Grounds - Contracted Services	\$ 3,582		5/30/2018
	10-20-420-7700	Streets & Grounds - Capital Outlay: Infrastructure <i>(Transferred funding for small drainage project on Azalea and Shaw from capital outlay to operating budget, as project did not meet the capitalization threshold.)</i>		\$ 3,582	



**APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.  
ADDITIONAL AGENDA DETAILS:**

May 14 Budget Work Session  
May 22 Regular Meeting  
May 22 Work Session

**FROM:**

Lauren Craig

**CC:**

Jeff Sanborn

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

See attachments for draft minutes.

**ATTACHMENTS:**

Description

- ☐ 05-14 Budget Work Session
- ☐ 05-22 Regular Meeting
- ☐ 05-22 Work Session



**VILLAGE COUNCIL  
MINUTES FOR WORK SESSION OF MAY 14, 2018  
COUNCIL CONFERENCE ROOM  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA**

**2:00 PM**

The Pinehurst Village Council held a Work Session at 2:00 p.m., Monday, May 14, 2018 in the Council Conference Room of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor  
Mr. John R. Cashion, Mayor Pro Tem  
Mr. John Bouldry, Treasurer  
Ms. Judy Davis, Councilmember  
Mr. Kevin Drum, Councilmember  
Mr. Jeffrey M. Sanborn, Village Manager  
Ms. Natalie Hawkins, Assistant Village Manager  
Mr. Jeff Batton, Assistant Village Manager  
Mr. John Frye, Financial Services Director  
Ms. Brooke Hunter, Assistant Financial Services Director  
Ms. Lauren M. Craig, Village Clerk

And approximately 8 attendees, including 8 staff and 0 press.

**1. Call to Order.**

Mayor Nancy Roy Fiorillo called the meeting to order.

**2. Discussion of the Recommended 2019 Strategic Operating Plan.**

Council gave brief comments on their review of recommended FY 2019 Budget and Strategic Operating Plan and any questions or findings they had upon their review. Council concurred that the list of items that went unfunded was very helpful while reviewing. Assistant Village Manager Natalie Hawkins and Financial Services Director John Frye explained Village Manager Jeff Sanborn presented the Council with the recommended FY 2019 Budget and Strategic Operating Plan at the May 8 Council meeting and they proceeded to review the SOP document based on the categories listed below.

**1) Process Overview**

Assistant Village Manager Natalie Hawkins explained the process staff and Council took to develop the 2019 Strategic Operating Plan which included a strategy development, Council's confirmation of Balanced Scorecard (BSC) and Key Performance Indicators (KPI) targets, the financial forecast, submittal of departmental requests, Budget Review Committee meetings to review requests, Council input on plan preview, and the budget balancing and document production.

**2) Strategic Priorities**

Assistant Village Manager Natalie Hawkins shared the strategic priorities, expressed as goals, strategic objectives, and key performance indicator targets on the Village's Balanced Scorecard (BSC), which are based on direction from the retreat. Ms. Hawkins also shared the 10 initiatives in the five-year planning period.

**3) General Fund Revenues FY 2019**

Director of Financial Services John Frye shared the general fund revenues total \$22,552,060 in the proposed document. He discussed property taxes and the proposed property tax rate being maintained at \$0.295. He discussed unrestricted intergovernmental revenues, sales tax, electricity sales taxes, and restricted intergovernmental revenues. Mr. Frye noted permits

and fees are up 5.9%, primarily due to additional fire district revenues from Moore County and Taylortown. He also explained Sales & Services revenues are up 1.6%, primarily due to increased Fair Barn rental and Recreation programs revenues. He shared the Other Revenues which include ABC revenue and other sales such as sales of surplus assets, donations, or minor fees. He noted the investment income is up \$47,000 or 95.5% due to higher interest rates and increased funds available for investment. Mr. Frye noted the fund balance appropriated is 32%.

4) General Fund Expenditures

Director of Financial Services John Frye gave an explanation about the General Fund expenditures and explained the proposed staffing of 141 full-time equivalents (FTEs). He explained the document includes the Performance Management Director and a Buildings & Grounds full-time Maintenance Technician. He noted merit raises for employees at 0-3%, and 10% increase in group insurance costs. Mr. Frye discussed operating expenditures include resurfacing money for 5 miles of streets, additional funding for street patching, Given Memorial Library funds, debt service expenditures for FY 2019, a transfer of \$4.1M to the Community Center Capital Project Fund, and capital expenditures for FY 2019. He noted there is a detailed listing of capital items funded in FY 2019 included in the document.

5) Capital Project Fund

Director of Financial Services John Frye explained the transfer of \$4,068,900 from the General Fund in FY 2019 for construction of the Community Center.

6) Five-Year Financial Forecast

Director of Financial Services John Frye shared the five-year financial forecast. He noted this section details the forecasting methodology which includes key assumptions used and planned revenues and expenditures for the forecast period. Mr. Frye discussed the Operating Margin and Fund Balance targets.

7) Capital Improvement Plan

Director of Financial Services John Frye shared the Capital Improvement Plan which totals of \$11,800,900 in 5-year capital spending. He noted this includes a replacement of vehicles and equipment per replacement schedules and includes \$3.6M in other capital additions. A list detailing Fleet, IT, and capital additions in a five-year detail was also reviewed.

8) Other Items

Director of Financial Services John Frye reviewed the Library reversion of \$1M in FY 2020 inflates the fund balance projections. He noted if it gets committed to another library initiative, fund balance range reduces to 32%-39%. He explained discussions regarding Given Library future services and funding requirements are ongoing and other additional items identified in the Comprehensive Plan will need to be funded in next year's plan.

Council formed a consensus to cancel their scheduled budget work session for Wednesday, May 16 at 2:00pm.

3. **Motion to Adjourn.**

Upon a motion by Councilmember Cashion, seconded by Councilmember Bouldry, Council approved to adjourn the Work Session by a vote of 5-0 at 4:51 pm.

Respectfully Submitted,

Lauren M. Craig,  
Village Clerk

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*Values: Service, Initiative, Teamwork, and Improvement*





**VILLAGE COUNCIL  
MINUTES FOR REGULAR MEETING OF MAY 22, 2018  
ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA  
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, May 22, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor  
Mr. John R. Cashion, Mayor Pro Tem  
Mr. John Bouldry, Treasurer  
Ms. Judy Davis, Councilmember  
Mr. Kevin Drum, Councilmember  
Mr. Jeffrey M. Sanborn, Village Manager  
Ms. Lauren M. Craig, Village Clerk

And approximately 50 attendees, including 19 staff and 1 press.

**1. Call to Order.**

Mayor Nancy Roy Fiorillo called the meeting to order.

**2. Invocation and Pledge of Allegiance.**

Pastor Rod Stone of Community Presbyterian Church gave the invocation and Mayor Fiorillo led everyone in the Pledge of Allegiance.

**3. Reports:**

**Manager**

- Jeff Sanborn reported staff has been working hard on the budget.

**Council**

- Mayor Fiorillo noted she met with Moore County Leadership Institute (MCLI) through the Chamber of Commerce.
- Councilmember Drum said the Tri Cities Work Group met on how the three cities can work together.
- Councilmember Bouldry reminded everyone there is a big event coming up in June for Shakespeare in the Pines. He also attended the Taylor Dance Cirque performance.
- Councilmember Cashion has spent a lot of time working with the county to get the courthouse finished.
- Councilmember Davis reminded the public we have our Long Range Comp Plan coming up and are accepting applications for the Think Tank. June 27 is the first kickoff for the public.

**4. Recognition of Village of Pinehurst Firefighters who have been awarded the department's Certificate of Commendation and Life Saving Ribbon.**

Carlton Cole, Fire Chief, presented that over the past 12 months Pinehurst Fire Department was involved with four incidents that resulted in reviving patients through Cardio-Pulmonary Resuscitation (CPR) and one (1) incident that resulted in two victims being rescued from the second floor of a burning home through a coordinated effort with Aberdeen Fire Department. He explained the staff involved in these incidents are being awarded the department's Certificate of Commendation and Life Saving Ribbon for their efforts. Council recognized these firefighters.

**5. Motion to Approve Consent Agenda.**

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Budget Amendments Report

- B. Approval of Draft Village Council Meeting Minutes.  
April 24 Regular Meeting  
April 24 Work Session  
May 8 Regular Meeting  
May 8 Work Session
- C. Public Safety Reports.  
Police Department  
Fire Department

**End of Consent Agenda.**

Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously approved the Consent Agenda by a vote of 5-0.

**6. Consider a request for project support from the Village Heritage Foundation.**

Mark Wagner, Director of Parks and Recreation, explained the relationship with the Village Heritage Foundation and the Arboretum. He shared the request for project support for a Pollinator Garden they would like to plant in the area between the brick sidewalk and the creek adjacent to Magnolia Road. He explained the request is to assist with costs associated with a 300' walkway, turf removal, and some irrigation enhancements to the site. Beth Stevens, President of the Village Heritage Foundation, presented information on this project. Council formed a consensus to approve this request.

**7. NC DOT presentation on proposed improvements at the Pinehurst Traffic Circle.**

Brandon Jones with NC DOT and Craig Scheffler with HNTB presented concepts for improvements at the traffic circle for consideration. They explained the project is programmed at \$6.6 million dollars and construction is tabbed for 2026 but they would like to advance this just after the US Open in 2024 if possible. They shared history, existing conditions, and a crash analysis. They also covered traffic volume projections, alternative concepts, and future year no-build/build operations & visualizations. Mr. Scheffler shared details on the four concepts that went to the next screening level. He shared a preliminary sketch-level cost estimate for all four concepts and noted Concept 6 is the most optimal concept. Council held a discussion about these concepts and traffic patterns. Brandon Jones explained they are seeking feedback about Concept 6 through multiple ways of public input including geo-fencing tools.

Pat Corso, commented about when the historic landmark status was designated for the traffic circle. He commented the Council has an important role to play in this in partnership with the NC DOT and to claim the traffic circle as

**8. Motion to Recess Regular Meeting and Enter Into a Public Hearing.**

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council approved to recess the regular meeting and enter into a public hearing by a vote of 5-0.

**9. Public Hearing No. 1.**

**The purpose of this public hearing is to discuss the proposed Fiscal Year 2019 Budget for the Village of Pinehurst.**

Village Manager Jeff Sanborn introduced the Annual Budget Public Hearing. He explained the four areas of focus for the upcoming fiscal year and that the Strategic Operating Plan includes 8 Initiative Action Plans. He covered other significant items included in the FY 2019 budget including capital items. Mr. Sanborn explained staff posted this topic on Open Village Hall for feedback. The topic received 26 comments and staff shared these full results with the Village Council. Councilmember Bouldry made a suggestion to make a plan for increased sworn officers in the Village going forward. Jeff Sanborn explained the efforts that will continue to be reviewed regarding the staffing of the police force. Councilmember Davis shared the baseline assumption research she did to determine what numbers were used for the number of police per 1,000 residents. Jeff Sanborn explained the cultural challenges for the speed issue across the United States that is difficult to overcome. Kevin Drum suggested for John Frye to explain the modifications on the approximately 19 pages of the budget, primarily modifying wording. Councilmember Davis asked about the bump in capital numbers in the FY 2018 budget that were not included in the FY 2019 budget.

Public Comments:

- None.

**10. Motion to Adjourn the Public Hearing and Re-Enter the Regular Meeting.**

Upon a motion by Councilmember Cashion, seconded by Councilmember Bouldry, Council approved to adjourn the public hearing and re-enter the regular meeting by a vote of 5-0.

**11. Discuss and consider an ordinance to repeal the speed limit on Midland Road from 45mph to 35mph.**

Village Manager Jeff Sanborn explained in order to proceed with the recommendation from the Midland Road Corridor Study to reduce the speed limit on Midland Road (NC 2) from 45mph to 35mph, North Carolina Department of Transportation (NC DOT)

needs the Village Council to submit a form to repeal the existing speed limit. Once the speed limit is repealed and NC DOT concurs, the speed limit will go to the statutory 35mph speed limit and they will post it accordingly. Upon a motion by Councilmember Davis, seconded by Councilmember Bouldry, Council unanimously approved Ordinance 18-07 requesting the North Carolina Department of Transportation repeal the speed limit on Midland Road (NC2) for the portion designated by a vote of 5-0.

**12. Consider a contract for Legal Services for FY 2019.**

Village Manager Jeff Sanborn explained the need for Council to consider the renewal of legal services contract. John Frye, Financial Services Director, explained the only functional terms of the contract that are changed from the previous year were to add legal representation for the Historic Preservation Commission and to remove a reference to the Community Appearance Commission, which no longer exists. Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously approved to authorize the Mayor or her designee to execute the contract with Van Camp, Meacham, & Newman, PLLC for legal services for FY 2019 by a vote of 5-0.

**13. Other Business.**

- None.

**14. Comments from Attendees.**

- None.

**15. Motion to Adjourn.**

Upon a motion by Councilmember Bouldry, seconded by Councilmember Davis, Council approved to adjourn the Regular Meeting by a vote of 5-0 at 6:45 pm.

Respectfully Submitted,

Lauren M. Craig,  
Village Clerk

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**VILLAGE COUNCIL  
MINUTES FOR WORK SESSION OF MAY 22, 2018  
ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA**

**IMMEDIATELY FOLLOWING REGULAR MEETING**

The Pinehurst Village Council held a Work Session at 6:52 p.m., Tuesday, May 22, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor  
Mr. John R. Cashion, Mayor Pro Tem  
Mr. John Bouldry, Treasurer  
Ms. Judy Davis, Councilmember  
Mr. Kevin Drum, Councilmember  
Mr. Jeffrey M. Sanborn, Village Manager  
Ms. Lauren M. Craig, Village Clerk

And approximately 9 attendees, including 4 staff and 0 press.

**1. Call to Order.**

Mayor Nancy Roy Fiorillo called the meeting to order.

**2. Discuss requirements for RPZ valves on residential irrigation systems.**

Randy Gould from Moore County Public Works shared updated information regarding the cross connection control including the notification letter, the backflow devices, the assemblies, and the county ordinance. Village Manager Jeff Sanborn explained primary Village concerns after the May 8 presentation. He shared what the state plumbing code allows. Mr. Sanborn recommended the Village suspend Village enforcement of the County's RPZ enforcement pending a legally sufficient document from the County indemnifying the Village for a liability associated with the County's judgement that requiring an RPZ for all new irrigation work is a reasonable departure from the State Plumbing Code. Council concurred with this recommendation.

**3. Discuss the Possible Extraterritorial Jurisdiction (ETJ) Expansion.**

Will Deaton Planning and Inspections Director explained staff is seeking direction from the Village Council on potential ETJ boundaries in order to gain consensus before coming back with a draft map and conducting a public hearing to adopt a resolution formally requesting an extension of our ETJ to Moore County for review. He shared two maps showing the 2 mile buffer. Council held a conversation about the focus of the Highway 211 corridor. Council also discussed with staff the other benefits of expanding the boundary further than the corridor. Council discussed focusing on the Highway 211 Corridor and work with Moore County planners to consider reasonable boundaries. Council also agreed to look into the Highway 15-501 corridor area for consideration.

**4. Work Session Business.**

- None.

**5. Motion to Adjourn.**

Upon a motion by Councilmember Davis, seconded by Councilmember Cashion, Council approved to adjourn the Work Session by a vote of 5-0 at 7:33 pm.

Respectfully Submitted,

Lauren M. Craig,  
Village Clerk

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## **DISCUSS AND CONSIDER A SPONSORSHIP REQUEST FOR THE US KIDS PARADE.**

### **ADDITIONAL AGENDA DETAILS:**

**FROM:**

Mark Wagner

**CC:**

Jeff Sanborn, Jeff Batton

**DATE OF MEMO:**

6/5/2018

**MEMO DETAILS:**

Staff received a request from Peter Stillwell of Tarheel Communications on behalf of US Kids Golf regarding the upcoming annual Parade of Nations.

US Kids would like to officially request sponsorship from the Village under our formal Sponsorship Policy to help with defraying some of the operational expenses in hosting the parade here in Pinehurst. Specifically, US Kids is requesting a waiver of fees for Tufts Park (\$350 including deposit), fees associated with the Temporary Use Permit for barricade/road closure points (\$50 each barricade point - \$200 total estimated), picnic tables (\$20 each), Vendor Fees (\$50) and event/trash pick up fees (\$100).

They have also requested use of the Village's mobile stage for the event, which is not typically provided to outside groups. There is also reference in the application to the Village providing portable restrooms for the parade as well, however this is not something we do even for sponsored events typically. Also, the amount of restrooms indicated in the application is not sufficient to handle the estimated crowd so this needs to be addressed as well.

This request does not technically have a fundraising component to it like most have in the past. However, staff felt it was appropriate to bring it for Council consideration due to the size and scope of the event and its request.

Should Council choose to approve the request for sponsorship, staff feels the Village should be listed on any promotional material as a condition of approval. It should also be understood by the event organizers that Village Staff will set up the stage at the specified location for the event. All other items needed for the event such as barricades, cones, etc. will be delivered to the specific locations indicated in the Temporary Use Permit application. It will be the event organizers responsibility to set these up for their event and break them down post event. Village staff will collect the delivered items post event from the Park or Village right of way.

Peter Stillwell of Tarheel Communications will be at the meeting to provide additional information regarding this request.

Thank you.

**ATTACHMENTS:**

Description



Good Evening Everyone,

I want to first personally thank the Village staff and Village Council for the support you have provided for the events and business relationships for our company over the past several years. Having an ally in the Village of Pinehurst has assisted our company in fostering long term relationships with our clients and for the development of new business for the community. It is our hope that your return on investing in our operations continues to be of value to the Village.

As it relates to U.S. Kids Golf and the annual Parade of Nations we have assumed, and unfortunately incorrectly that the Village automatically embraced the event as a sponsor, thus assisting U.S. Kids Golf in defraying some of the operations expenses for this unique gathering of families from around the world.

I realized today that we have neglected to be more inclusive of the Village as a sponsor, and by policy have neglected to go through the proper channels for council approval. Without official sponsorship from the Village the elements required by the Village will begin to become cost-prohibited for the continuance of the Parade of Nations in the future, which is something I on behalf of U.S. Kids Golf would like to avoid.

The requirements detailed in the Temporary Use forms include:

- Use of Tuft Park
- Use of the Village Streets along the parade route
- Use of the Village Stage
- Temporary road closures
- Use of Public Works traffic cones, barricades and recycling bins
- Post event trash pick-up (excluding collection)
- Pinehurst Police and Fire Department support (Traffic Control, Security, and Parade Participation)

We are certainly understanding the labor costs associated with assisting with events such the Parade of Nations, and I know that demand on the PD and Fire Department do require us to use off duty officers for support with cost.

We will submit the Temporary Use forms tomorrow to Mark and Megan for review.

I am hoping that we are not too late for 2018 to request sponsorship from the Village for the Parade of Nations, which is scheduled for Tuesday July 31<sup>st</sup>. I realize that Council agendas are already set, but I am asking for consideration to add this request on a future agenda if at all possible. The Parade of Nations has never been a for-profit event, and it has become a highlight for the World Championship participants and their families. The event has grown in size every year, and when we the event operators think the event may be losing its appeal, we have found the demand to keep it in place gets stronger every year.

I spoke with U.S. Kids Golf and they have agreed to provide the Village with the Presenting Sponsorship designation for the Parade of Nations this year and moving forward. This will be promoted to all of the participants via the U.S. Kids Golf Website and on all signage and promotional materials.



U.S. Kids Golf will be announcing in Tufts Park on July 31, following the parade that they will extend the community site agreement for the World Championships through 2025, which is unprecedented for Pinehurst to have a group contract for that many consecutive years. We will celebrate the U.S. Kids Golf World Championship's 20<sup>th</sup> anniversary being hosted in our community in 2025.

The economic impact continues to grow each year and is anticipated to exceed 9.5 million in 2018. This is an event that drives more revenues to area hotels, restaurants and merchants than the U.S. Opens.

I apologize for the length of this email, but I want to make sure to drive home the point of the importance of this event to the local community. I wrote an article that will be published during this year's World Championships titled: U.S. Kids Golf World Championship...It takes a Village. The article highlights how the community has embraced U.S. Kids Golf and how the world now views Pinehurst and the area because of the U.S. Kids Golf World Championships. So much so, that U.S. Kids Golf is now a permanent part of the community. As an FYI, Chris Vonderkall, Vice President of Tournaments is relocating to Pinehurst in the next few weeks to lead the Foundation from the local community. This never would have happened if the local villages and towns didn't support U.S. Kids Golf efforts to host their World Championships in the Home of American Golf.

Thank you for your continued support and consideration.

Peter Ross Stilwell  
Tarheel Communications Solutions  
1 Collett Lane  
Pinehurst, NC 28374  
(910) 215-0861 o (910) 528-7101 c  
[peterstilwell@tarheelcommunications.com](mailto:peterstilwell@tarheelcommunications.com)





**DISCUSS AND CONSIDER A FEE WAIVER REQUEST FROM GIVEN  
TUFTS FOR EVENT FACILITY USE.**

**ADDITIONAL AGENDA DETAILS:**

**FROM:**

Mark Wagner

**CC:**

Jeff Sanborn, Jeff Batton

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

Staff received a request from Audrey Moriarty on behalf of Given Tufts to waive the rental fees for use of Tufts Park for a fundraiser they are holding on Thursday, June 21st.

The event is called Farmers on the Green which is a Farm-to-Table meal in which attendees may buy a ticket to attend the dinner for \$80.00 and there will also be a cash bar on site.

This is not a sponsorship request, simply a waiver of fees. The deposit associated with a rental is \$100.00 and the fees to rent Tufts Park for the day is \$250.00.

Audrey Moriarty will be at the Council meeting to provide additional details as needed regarding this request.

Thank you.

**ATTACHMENTS:**

Description

▣ Flyer

Given Tufts and Elliott's on Linden present:

# Farmers on the Green

A Taste of North Carolina

Thursday, June 21<sup>st</sup>

*NC based Farm-to-Table meal on the  
Pinehurst Village Green at 6:30 p.m.*

Tickets \$80 (includes tax  
& one drink ticket)  
Cash Bar



Available at Tufts Archives  
Questions: Call 910.295.3642



**CONSIDER AN ORDINANCE ADOPTING THE FY 2019 BUDGET FOR THE  
VILLAGE OF PINEHURST.  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Brooke Hunter

**CC:**

Jeff Sanborn & Natalie Hawkins

**DATE OF MEMO:**

6/6/2018

**MEMO DETAILS:**

Budget Ordinance #18-08 adopting the Village of Pinehurst FY 2019 Budget is hereby presented for your review and approval. This ordinance is based on the budget that was presented by the Village Manager on May 8, 2018 and no changes have been made to the budgeted amounts since that time.

**ATTACHMENTS:**

Description

- ▣ Ordinance #18-08 Adopting the FY 2019 Budget

**ORDINANCE #18-08**

**VILLAGE OF PINEHURST  
Budget Ordinance  
Fiscal Year 2019**

**BE IT ORDAINED AND ESTABLISHED** by the Village Council of Pinehurst, North Carolina, in the Regular Meeting assembled this 12<sup>th</sup> day of June 2018 as follows:

**SECTION 1.** The following amounts are hereby appropriated in the General Fund for the operation of Village government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this Village:

**OPERATING EXPENDITURES:**

Governing Body	\$ 150,100
Administration	1,264,710
Financial Services	673,400
Human Resources	514,840
Police	3,225,280
Fire	2,757,020
Inspections	227,570
Public Services Administration	440,280
Streets & Grounds	1,536,460
Powell Bill	1,100,000
Solid Waste	1,447,180
Planning	833,450
Community Development	234,740
Recreation	1,565,240
Library	100,000
Harness Track	527,780
Fair Barn	346,450
Contingency	100,000
Debt Service	320,160
Other Financing Uses	<u>4,068,900</u>

Total Operating Expenditures      \$ 21,433,560

**CAPITAL EXPENDITURES:**

Administration	\$ 28,776
Financial Services	1,680
Human Resources	2,940
Police	159,281
Fire	41,607
Inspections	1,087
Public Services Administration	61,731
Streets & Grounds	388,939
Solid Waste	8,073
Planning	2,343
Community Development	420
Recreation	238,289
Harness Track	117,802
Fair Barn	<u>65,532</u>

Total Capital Expenditures \$ 1,118,500

TOTAL EXPENDITURES \$ 22,552,060

**SECTION 2.** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

**REVENUES:**

Ad Valorem Tax Revenue	\$ 10,250,000
Other Taxes and Licenses	1,000
Unrestricted Intergovernmental Revenue	5,711,000
Restricted Intergovernmental Revenue	545,100
Permits and Fees	717,500
Sales and Services	719,600
Assessments	25,900
Other Revenues	236,580
Investment Income	96,000
Appropriated Fund Balance	<u>4,249,380</u>

TOTAL REVENUES \$ 22,552,060

**SECTION 3.** There is hereby levied a tax at the rate of twenty-nine and one-half cents (\$0.295) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2018, for the purpose of raising revenue in the General Fund in Section 2 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$3,477,000,000 and an estimated collection rate of 99.9% for real and personal property and 100.0% for motor vehicles.

**SECTION 4.** The Village Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a department without limitation and without a report being required.
- b. He may transfer amounts up to \$10,000 between departments, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Village Council.
- c. He may not transfer any amounts between funds, except as approved by the Village Council in the Budget Ordinance as amended.

**SECTION 5.** The Village Manager or his designee is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

- a. Purchase of apparatus, supplies, and materials where formal bids are not required by law;
- b. Leases of normal and routine business equipment;
- c. Construction or repair work where formal bids are not required by law;
- d. Consultant services, professional services, contracted services, or maintenance service agreements up to an anticipated contract amount of \$25,000;
- e. Agreements for acceptance of State and Federal grant funds; and
- f. Grant agreements with public and non-profit agencies.

**SECTION 6.** Copies of this Budget Ordinance shall be furnished to the Village Clerk, the Village Manager, and Financial Services Director for their direction and implementation.

**THIS ORDINANCE** passed and adopted this 12<sup>th</sup> day of June, 2018.

VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By: \_\_\_\_\_  
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Lauren M. Craig, Village Clerk

\_\_\_\_\_  
Michael J. Newman, Village Attorney