



The Village of Bald Head Island

MEMORANDUM

Date: July 27, 2007

To: Mayor and Council

From: Chris McCall, Assistant Village Manager/Development Services Director

Cc: Calvin Peck, Village Manager
Department Heads
Village Attorney

Re: Weekly Status for 23 - 27 JUL 2007

1. ***CAMA Land Use Plan (DRAFT)*** – Holland Consulting Planners, Inc. will be mailing out the latest draft of the CAMA Land Use Plan that was reviewed by the Planning Board at the May 3rd meeting and recommended for approval. Council should review the draft prior to the August worksession for a Q&A with the consultant.
2. ***Fire/EMS Department Interviews*** – Chip continues to conduct interviews for the two full-time fire/medic positions. One position has been offered and awaiting to hear back. The additional position will be offered soon.
3. ***Development Services Department Hire*** – Interviews were conducted to fill the vacant position of Administrative Assistant/Permit Clerk for the Inspections Department last week. The position was offered and accepted and the new employee will start on August 8th.
4. ***CAMA General Permit for Middle Island Sewer Extension*** – We have received the CAMA permit for the project. Looks like we're ready for the start date...
5. ***Utilities Department Mini-Trac Hoe*** – Equipment has been put on order and should be on the island in two weeks.

6. ***Public Works & Utilities Buildings*** – Bids are out for bidding and bid opening will be 21 AUG 2007.
7. ***6" Sunbelt Pumps*** – Public Works Staff conducted a test run of the two (2) 6" inch pumps with the Sunbelt Representative. Test went well and provided good training to the staff.
8. ***House Bill S599 Support*** – Letters went out on Wednesday to members of the House of Representatives Environment and Natural Resources Committee (Cc: R.C. Soles) requesting their support for House Bill S599.
9. ***Beach Vitex Restoration at Killegray Ridge & Flora's Bluff*** – Staff met with the POA representatives and walked through the "common areas" identifying sites for installing sea oats. Jason Simmons, Simmons Agriculture, will be installing the plants. 2,000 plants were estimated for these areas and included in our contract with Jason as part of the beach planting project.
10. ***E-Gov*** – IT Staff have set up several meetings with E-Government partners endorsed by the League of Municipalities to discuss on-line government services. Also, staff has completed the transfer of the Village financial software including financials, utilities billing, and cash collections.
11. ***Stormwater Improvements at Laughing Gull*** – Staff received a deed of easement for the installation of a stormwater pipe from Mr. Bynum Tudor to mitigate stormwater along Laughing Gull. CLD has presented staff with a preliminary design for review. The Public Works Committee has assisted with this effort.
12. ***Open Enrollment for Employees*** – AFLAC Representatives were available on 26 JUL for enrollment of Village employees. Hughes Waren, the Village's Benefits Consultant, was available to advise employees regarding their benefits.

Important Dates for Next Week:

1. **31 JUL 07** – Village Hall Expansion review of preliminary site specific plan of the Administrative Building with BMS Architect – 11:00 a.m. conference call with the architect.