



The Village of Bald Head Island

MEMORANDUM

Date: August 3, 2007

To: Mayor and Council

From: Chris McCall, Assistant Village Manager/Planning Director

Cc: Calvin Peck, Village Manager
Department Heads

Re: Weekly Status for 30 JUL – 3 AUG 2007

1. ***Tele-Media Cable Boring*** – Tele-Media personnel will be working over the next several weeks to install fiber optic and will be directionally boring along NBHW to Federal down to the Conservancy and a couple other locations. They anticipate in being completed by the end of the month.
2. ***By-Pass Lagoon at Hole #6 to Bald Head Creek*** – Staff has requested an estimate to complete the work at the by-pass lagoon and outfall to the creek. This will include installing a new riser in the by-pass lagoon, repairing the ends of the existing pipe that runs under NBHW, and clearing out the ditch down to the creek.
3. ***Utilities Transfer Switch Replacement*** – Staff had the water facility automatic generator transfer switch replaced with a new one as the cost to repair the existing switch was almost the same amount. This was completed yesterday with minimal interruption to customer base. This transfer switch will now automatically transfer to generator power during primary power outages.
4. ***Development Services Department/Inspections Move*** – Staff has made the move into the conference room. Chris, Stephen, and the new permit clerk will be housed in the old conference room. Deb will be moving into the old Building Inspections office.

5. ***Village Expansion Team Meeting w/ Architect*** – The team met and held a conference call with the architect to review the 1st draft of the site specific design of the Administration building. The team will meet again next Tuesday. We are on track to have a public presentation at the August Council meeting.
6. ***Village Employee Benefits*** – The Village benefits consultant will attend a council worksession (TBA) to discuss Council’s goals and objectives for future Village health insurance benefits.
7. ***ICE Collection Process Status*** – Staff continues discussions with Limited on the ICE fee collections process. Staff has provided revenue and fee information to Limited.
8. ***Police Department Interviews*** – Chief is conducting interviews to fill David’s position and Joey Newberry’s position. As you know David stepped into the IT Director position and Joey will be leaving us to go to Wrightsville Beach PD.

Important Dates:

1. 7 AUG – Village Hall Expansion Meeting w/ Architect at 11:00 a.m.
2. 8 AUG – Calvin meeting w/ Attorneys on Environmental Assessment re: private sand placement.
3. 9 AUG – Chris at CTP Meeting (Comprehensive Transportation Plan) with municipal stakeholders – Brunswick County Complex at