Village Council
Agenda for the Regular Meeting of August 11, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 PM

1. Call to Order

2. Invocation and Pledge of Allegiance

   A. Invocation by Reverend Sue Hudson (Retired) of the Presbyterian Church

3. Conflict of Interest / Ethics Reminder

   Does any Council member have a known conflict of interest or other circumstance that could impair their impartiality regarding any matter before the Council today?

   If so, please disclose the conflict. Council members with a conflict should refrain from participating in the matter. If a Council member believes recusal is not required, they should disclose the nature of the conflict and the basis for their participation.

4. Reports

   A. Manager

   B. Council

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. Approval of Village Council Meeting Minutes

   1. July 28, 2026, Regular Meeting Minutes

   2. July 28, 2026, Work Session Minutes

   3. July 28, 2026, Closed Session Minutes

   End of Consent Agenda

6. Proclamation

   A. National Senior Citizens Day (August 21, 2026)

   B. National Building and Code Staff Appreciation Day (September 01, 2026)

7. Honorary Resolution

    A. Consider Resolution 25-44 Honoring Mr. Richard Vincent for His Service on the Historic Preservation Commission

8. Public Comments

9. General Business

    A. Discussion of the Tufts Archives Floor Plan

    B. Funding request from the Sandhills Women's Exchange

    C. Presentation by Chief Webb on the Use of Automatic License Plate Readers (ALPR) and Drone First Responder (DFR) by the Pinehurst Police Department

10. Resolutions

    A. Resolution 26-36 Amending Purchasing Policies and Rescinding Resolution #14-15

    B. Resolution 26-37 Amending the Fees and Charges Schedule

11. Ordinances

    A. Ordinance 26-16 Amending the FY 2027 Budget - Reappropriation of FY 2026 Funds

    B. Ordinance 26-17 Repealing Ordinance #93-7

12. Other Business

13. 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.

Invocation by Reverend Sue Hudson (Retired) of the Presbyterian Church

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/29/2026

MEMO DETAILS

ATTACHMENTS
None

July 28, 2026, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 08/03/2026

MEMO DETAILS

ATTACHMENTS
1. 07.28.2026 DRAFT Regular Meeting Minutes

Village Council
Minutes for the Regular Meeting of July 28, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:00 p.m.

The Village of Pinehurst Village Council held a Regular Meeting at 04:00 p.m., Tuesday, July 28, 2026, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were present:

Mr. Patrick Pizzella, Mayor	Mr. Doug Willardson, Village Manager
Mr. John Taylor, Mayor Pro Tem	Mr. Carlton Cole, Assistant Village Manager
Ms. Barb Ficklin, Councilmember	Ms. Shannon Bonecutter, Village Clerk
Mr. Kevin Fitzpatrick, Councilmember	Mr. Jason Whitaker, Chief Information Officer
Mr. Jeramy Hooper, Councilmember	

And approximately 25 members of the audience in attendance, in addition to 4 staff and 1 press. There were approximately 11 remote views.

1. **Call to Order**
   Mayor Pizzella called the Village Council Regular Meeting to order at 04:00 p.m.

2. **Moment of Silence and Pledge of Allegiance**

3. **Conflict of Interest / Ethics Reminder**
   Does any Council member have a known conflict of interest or other circumstance that could impair their impartiality regarding any matter before the Council today?

   If so, please disclose the conflict. Council members with a conflict should refrain from participating in the matter. If a Council member believes recusal is not required, they should disclose the nature of the conflict and the basis for their participation.

   No Councilmember reported a conflict.

4. **Reports**
   A. Manager
   Mr. Doug Willardson reported on the August 1, 2026, Starlab Family Saturday at Given Memorial Library and the August 14, 2026, Live After 5 concert in the Arboretum.

   B. Council
   - Mayor Pizzella reported on the July 15, 2026, Sandhills Metropolitan Planning

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Organization meeting; the July 14, 2026, Reception Recognizing All Former and Current Village Mayors and Councilmembers in Honor of the 250th Anniversary of the United States; and the July 28, 2026, US Kids Golf World Championship Parade of Nations.

- Mayor Pro Tem Taylor did not have a report.
- Councilmember Hooper did not have a report.
- Councilmember Ficklin reported on the July 28, 2026, Pinehurst Business Partners extended shopping hours Downtown (5-8 p.m.).
- Councilmember Fitzpatrick reported on a recent tour of a family care home in the No. 6 neighborhood.

Upon a motion by Mayor Pro Tem Taylor, seconded by Mayor Pizzella, Council agreed to amend the July 28, 2026, Regular Meeting agenda to include Item 10.B. Consideration of Resolution 26-35.

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. Approval of Village Council Meeting Minutes
1. July 14, 2026, Regular Meeting Minutes
2. July 14, 2026, Work Session Minutes

End of Consent Agenda
Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved all items listed and considered routine on the Consent Agenda by a vote of 5-0.

6. Honorary Resolution

A. Consider Resolution 26-29 Honoring Mr. David Herring for His Service on the Historic Preservation Commission

Council spoke highly of Mr. Herring and thanked him for his service to the Village of Pinehurst during his time on the Historic Preservation Commission.

Mayor Pizzella read aloud Resolution 26-29.

Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 26-29 honoring Mr. David Herring for his service on the Historic Preservation Commission by a vote of 5-0.

Mr. Herring thanked Village Council for the opportunity to serve the community.

A Resolution Honoring the Service of
Mr. David Herring

Whereas, Mr. David Herring has been a dedicated and invaluable member of the Village of Pinehurst community; and

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Whereas, Mr. Herring served with distinction on the Historic Preservation Commission from June 2020 to May 2026, generously volunteering his time and expertise; and

Whereas, Mr. Herring was instrumental in the efficient operation of the Historic Preservation Commission, always conducting the Village's business in a courteous, professional manner; and

Whereas, Mr. Herring was involved in many decisions affecting the character of the community, each time exhibiting sound judgement and concern for the important historic qualities of the Village of Pinehurst in his decision-making process; and

Whereas, Mr. Herring played a significant role in amendments to the Village of Pinehurst Historic District Standards done in 2021 and 2022.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 28th day of July 2026 as follows:

Section 1. That the Village Council hereby expresses, on behalf of the citizens of the Village of Pinehurst, its sincere gratitude and appreciation to Mr. David Herring for his exemplary service and dedication to the community.

Section 2. That a copy of this resolution be spread upon the permanent minutes of the Village of Pinehurst and a copy thereof, duly executed by the Mayor, be presented to Mr. Herring as a token of our esteem.

This Resolution passed and adopted this 28th day of July 2026

7. Public Comments

None.

8. Public Hearing

A. Official Zoning Map Amendment for Augusta National Drive

The purpose of the hearing is to consider an Official Zoning Map Amendment for a portion of Parcel ID #00016792 totaling approximately 1.25 acres and located along Augusta National Dr. This proposed map amendment would zone the area from RD (Recreation Development) to R-30 (Medium Density Residential). The property owner and applicant is the Country Club of North Carolina.

Mr. Alex Cameron, Planning & Inspections Director, reviewed and discussed a Public Hearing – Augusta National Dr. Zoning Map Amendment PowerPoint presentation focusing on the Purpose, Conventional Zoning Map Amendment, Request, Analysis, Adjacent Land Uses and Zoning, 2019 Comprehensive Plan, Planning & Zoning Board Recommendation, Village Council Action, and Conclusion.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved to enter into the Public Hearing by a vote of 5-0 at 06:22 p.m.

Council asked Mr. Cameron to clarify the reason the applicant wishes to revert the property back to the original zoning designation and what steps will be taken to buffer the proposed

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new single-family residence from the existing maintenance facility. Mr. Cameron declined to speak on behalf of the applicant, but stated the zoning designation was changed in 2005 as part of a larger 5.65-acre request by the applicant for the construction of a new maintenance facility. Mr. Cameron noted the applicant was able to adjust the lot lines to maintain a lot of the existing mature vegetation as a buffer between the two properties.

Mayor Pizzella asked if any member of the audience wished to speak. None came forward.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Public Hearing by a vote of 5-0 at 04:25 p.m.

9. Ordinances

A. Consider Ordinance 26-15 - Zoning Map Amendment for Augusta National Drive

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Fitzpatrick, Council unanimously approved Ordinance 26-15 Zoning Map Amendment for Augusta National Drive to rezone approximately 1.25 acres of land located along Augusta National Dr. from RD (Recreation Development) to R-30 (Medium Density Residential) by a vote of 5-0. Council found that, while the requested amendment is inconsistent with the Conservation and Growth Map in the 2019 Comprehensive Plan, the requested amendment is consistent with the broader goals of the 2019 Comprehensive Plan including balancing conservation with appropriate growth and consistency with the surrounding neighborhood. The amendment is considered reasonable and in the best interest of the public.

Ordinance #26-15:

An Ordinance Amending the Official Pinehurst Zoning Map As It Pertains to the Rezoning of Approximately 1.25 Acres Located Along Augusta National Drive Consisting of a Portion of Moore County PID # 00016792.

That Whereas, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance and Map on the 5th day of January 2026 for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

Whereas, said Ordinance and Map may be amended from time to time as circumstances and the best interests of the community have required; and

Whereas, the Planning & Zoning Board has recommended the zoning map amendment be approved due to consistency with Guiding Principles in the 2019 Comprehensive Plan; and

Whereas, a public hearing was held on July 28, 2026, in the Assembly Hall of Village Hall, Pinehurst, North Carolina after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction. The purpose of this public hearing was to consider the rezoning of approximately 1.25 acres of land located along Augusta National Dr., and further identified as a portion of Parcel ID #00016792, from RD (Recreation Development) to R-30 (Medium Density Residential), at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were provided an opportunity to comment on the proposed rezoning; and

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Whereas, the Village Council, after considering all the facts and circumstances surrounding the proposed rezoning, have determined that it is in the best interests of the Village of Pinehurst that the Zoning Map be amended.

Now, therefore, be it ordained and established by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled on this 28th day of July 2026 as follows:

Section 1. The proposed rezoning is inconsistent with the recommended land use for the subject area as identified on the Conservation and Growth Map on page 61 of the 2019 Comprehensive Plan which identifies the area as "Private Open Space".

Section 2. However, the proposed rezoning would restore the property's original zoning designation and is compatible with the surrounding R-30 neighborhood and is therefore consistent with the broader goals of balancing conservation with appropriate growth within the 2019 Comprehensive Plan.

Section 3. The proposed rezoning is consistent with Guiding Principle 2: Balancing Conservation & Growth (page 50), which states to "Balance the need to conserve land while allowing purposeful, quality development in strategic locations to meet the needs of residents, businesses, and visitors. Ensure high-quality development that reflects the character of the community and maintain high-quality gateways and corridors to ensure the built environment is in keeping with the character of Pinehurst."

Section 4. The proposed rezoning is consistent with Guiding Principle 3: Places to Live, which states to "Seek opportunities to offer a variety of housing types that appeal to a wide range of households and enable residents to live in Pinehurst throughout all stages of life."

Section 5. That the Pinehurst Zoning Map of the Village of Pinehurst and its extraterritorial zoning jurisdiction is hereby amended by the rezoning of approximately 1.25 acres of land located along Augusta National Dr. and further identified as a portion of Parcel ID #00016792 from RD (Recreation Development) to R-30 (Medium Density Residential) by the Village of Pinehurst effective July 28, 2026.

Section 6. This Ordinance shall be and remain in full force and effect from and after July 28, 2026.

This Ordinance is passed and adopted this 28th day of July 2026.

10. Resolutions

A. Consider Resolution 26-34 Requesting that the North Carolina Department of Transportation Establish 35 MPH Speed Limits on All Approaches to the Pinehurst Traffic Circle and a Posted 25 MPH Speed Limit Within the Circle

Mr. Willardson provided background on the proposed resolution.

Mayor Pizzella noted the previous recommendations submitted to NCDOT by Council in January 2023, November 2024, and January 2026 and read aloud Resolution 26-34.

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Mayor Pizzella noted proposed amendments to Resolution 26-34 were shared with Council earlier via email and consist of the addition of "Historic" before Pinehurst Traffic Circle in the title; the addition of a final "Whereas" that reads "Whereas, the stated objective of the NCDOT is safety and efficiency and the Pinehurst Traffic Circle has never experienced a traffic fatality in its 70-year history a further reduction to the speed limits, in and approaching the Circle, should further reduce accidents; and changing the current Section 4 to Section 5 and inserting a new Section 4 that reads "The Village Council urges NCDOT to pursue more incremental changes as recommended by Pinehurst residents and contained in letters from the Village of Pinehurst Council to NCDOT in January 2023, November 2024, and January 2026 that reference speed limits, enhanced signage, rumble strips, and improved sight lines by changing the angle of incoming roads among other items."

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved as amended Resolution 26-34 requesting that the North Carolina Department of Transportation establish 35 MPH speed limits on all approaches to the Pinehurst Traffic Circle and a posted 25 MPH speed limit within the Circle by a vote of 5-0.

Resolution #26-34:

A Resolution Requesting that the North Carolina Department of Transportation Establish 35 MPH Speed Limits on All Approaches to the Historic Pinehurst Traffic Circle and a Posted 25 MPH Speed Limit Within the Circle

Whereas, the Pinehurst Traffic Circle is a critical component of the regional transportation network and a defining feature of the Village of Pinehurst; and

Whereas, the roadways approaching and traveling through the Pinehurst Traffic Circle are maintained by the North Carolina Department of Transportation (NCDOT), which has authority over the establishment and posting of speed limits on those roadways; and

Whereas, the Village Council has received updates regarding ongoing discussions with NCDOT concerning potential short-term and long-term improvements to the Pinehurst Traffic Circle; and

Whereas, the Village Council believes that consistent speed limits on the approaches to the Circle, together with a clearly posted speed limit within the Circle, would provide clearer expectations for drivers and support more predictable traffic operations; and

Whereas, the Village Council previously communicated to NCDOT its request that the speed limit on all approaches to the Pinehurst Traffic Circle be established at 35 miles per hour and that the speed limit within the Circle be established and posted at 25 miles per hour; and

Whereas, NCDOT has requested that the Village provide a formal signed resolution documenting the Village Council's request; and

Whereas, the stated objective of the NCDOT is safety and efficiency and the Pinehurst traffic Circle has never experienced a traffic fatality in its 70-year history a further reduction to the speed limits, in and approaching the Circle, should further reduce accidents.

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Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 28th day of July 2026, as follows:

Section 1. The Village Council formally requests that NCDOT establish and post a speed limit of 35 miles per hour on all state-maintained approaches to the Pinehurst Traffic Circle.

Section 2. The Village Council formally requests that NCDOT establish and post a speed limit of 25 miles per hour within the Pinehurst Traffic Circle.

Section 3. The Village Council requests that NCDOT evaluate and implement these changes as appropriate and continue coordinating with the Village regarding short-term and long-term improvements to the Pinehurst Traffic Circle.

Section 4. The Village Council urges NCDOT to pursue more incremental changes as recommended by Pinehurst residents and contained in letters from the Village of Pinehurst Council to NCDOT in January 2023, November 2024 and January 2026 that reference speed limits, enhanced signage, rumble strips and improved sight lines by changing the angle of incoming roads among other items.

Section 5. The Village Clerk is directed to provide a certified copy of this resolution to the appropriate representatives of NCDOT.

This Resolution passed and adopted this 28th day of July 2026.

B. Consider Resolution 26-35

Mayor Pro Tem Taylor provided background on the proposed resolution.

Mayor Pizzella proposed amending the title to add "Historic" before Pinehurst Traffic Circle and read aloud Resolution 26-35.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved as amended Resolution 26-35 requesting that the North Carolina Department of Transportation formally evaluate a Turbo Hybrid design for the Historic Pinehurst Traffic Circle by a vote of 5-0.

Resolution #26-35:

A Resolution Requesting that the North Carolina Department of Transportation Formally Evaluate a Turbo Hybrid design for the Historic Pinehurst Traffic Circle

Whereas, the North Carolina Department of Transportation (NCDOT) has evaluated a proposed redesign of the Pinehurst Traffic Circle, the results of which were published by HNTB, consultants to NCDOT, in a Technical Memorandum dated March 30, 2026; and

Whereas, that Technical Memorandum used assumptions developed in 2023 for a previous Technical Memorandum dated January 31, 2024, including the projection that 80,000 vehicles per day would go through the Circle in 2050; and

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Whereas, subsequent to January 2024 NCDOT has revised their estimated 2050 daily volume to 72,400; and

Whereas, in January 2026 the North Carolina State Demographer's Office revised its 2050 population projections for all counties in the State, including a reduction in the projected 2050 population for Moore County of 21.6% and a reduction of 4.2% for the combined population of the nine counties adjacent to Moore County; and

Whereas, no adjustment has been made by NCDOT to projected traffic volume in light of these revised regional population projections; and

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 28th day of July 2026, as follows:

Section 1. The Village Council formally requests that NCDOT direct HNTB to run the same analysis of their current design proposal **and** a Turbo Hybrid design for the Pinehurst Traffic Circle, using projected daily volumes of 72,400 and 65,000.

Section 2. The Village Clerk is directed to provide a certified copy of this resolution to the appropriate representatives of NCDOT.

This Resolution passed and adopted this 28th day of July 2026.

11. Regular Business

A. Consideration of Funding Request from Sandhills Woman's Exchange for Historic Cabin Preservation and Flood Mitigation

Mr. Willardson reviewed and discussed a memo on the request from Sandhills Women's Exchange providing background and outlining the Funding Request, Legal Authority, Policy and Financial Considerations, Recommended Conditions, and Staff Recommendation.

Council verified with Mr. Willardson that an application to the National Park Service's "Save America's Treasures" grant program has been submitted for the Sandhills Women's Exchange project and that a contribution from the Village will still be required if funding is approved through the grant program.

Council deliberated the pros and cons of waiting until a decision from the National Park Service has been received and the impact this could have on the project timeline.

Council agreed to have Mr. Willardson gather additional information and to continue to work with the Sandhills Women's Exchange on funding options before making a formal decision regarding any funding contributions from the Village.

12. Other Business

Mayor Pizzella announced the signed recommitment copy of the Declaration of Independence from the July 8, 2026, Reading of the Declaration of Independence event in honor of the 250th Anniversary of the United States of America will be hung in the lobby of Assembly Hall.

Mayor Pizzella reminded Council, Village staff, and residents to continue considering the

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establishment of "Friends of" type groups focused on the Harness Track, Given Memorial Library, and Tufts Archives.

Mayor Pro Tem Taylor provided an update on the construction progress at the new library site and noted he will soon be traveling to Dornoch, Scotland on a personal vacation and will share updates on Village events with Dornoch officials.

13. Motion to Adjourn

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 04:53 p.m.

Respectfully Submitted,

Shannon Bonecutter
Village Clerk

A recording of this meeting is located on the Village website: www.vopnc.org
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

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July 28, 2026, Work Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 08/03/2026

MEMO DETAILS

ATTACHMENTS
1. 07.28.2026 DRAFT Work Session Minutes

Village Council
Minutes for the Work Session of July 28, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
04:00 p.m.

The Village of Pinehurst Village Council held a Work Session Meeting at 04:53 p.m., Tuesday, July 28, 2026, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were present:

Mr. Patrick Pizzella, Mayor
Mr. John Taylor, Mayor Pro Tem
Ms. Barb Ficklin, Councilmember
Mr. Kevin Fitzpatrick, Councilmember
Mr. Jeramy Hooper, Councilmember

Mr. Doug Willardson, Village Manager
Mr. Carlton Cole, Assistant Village Manager
Ms. Shannon Bonecutter, Village Clerk
Mr. Jason Whitaker, Chief Information Officer

And approximately 0 members of the audience in attendance, in addition to 3 staff and 1 press. There were approximately 12 remote views.

1. **Call to Order.**
   Mayor Pizzella called the Village Council Work Session to order at 05:03 p.m.

2. **General Business.**
   A. **Downtown Timed-Parking Enforcement Update**
   Mr. Willardson introduced Mr. Larry Brueggemeyer, Parking Attendant, and praised Mr. Brueggemeyer for the excellent job he has done enforcing the new Downtown parking regulations.

   Mr. Brueggemeyer provided a brief history of his professional experience and reviewed and discussed a Parking Enforcement Overview (July 2026) report highlighting Background / Timeline, Vision Statement, Holistic Approach to Parking Enforcement, Parking Enforcement Process / Overview, and Is It Working? I Believe It IS Working.

   Council verified the ticket issuance data is for October 2025 to present and tickets are only issued after a written warning is given for the first violation.

   Mr. Brueggemeyer verified issues with delivery trucks impeding traffic after 09:30 – 10:00 a.m. have dropped off and no tickets have been issued to delivery trucks. Mr. Brueggemeyer further verified he has not observed any issues with long vehicles, such as F-150 trucks, impeding traffic by parking in spaces prohibited to vehicles 19’ or longer and no tickets have been issued to long vehicles.

Council stated some businesses have complained about long vehicles and asked Mr. Brueggemeyer to begin more strictly enforcing the parking regulations related to long vehicles parking in prohibited spaces.

Council agreed to consider amending the ordinance to require deliveries be made by 09:30 a.m. instead of by 11:00 a.m. as currently written.

Council asked Mr. Brueggemeyer for feedback on ways to improve the parking regulation process. Mr. Brueggemeyer did not have any feedback and felt the process is following best practices given the technology utilized.

Council thanked Mr. Brueggemeyer for his hard work and dedication.

3. **Closed Session.**
   A. **Closed Session pursuant to N.C.G.S. § 143-318.11(a)(1) to prevent the disclosure of sensitive public-security information that is not a public record under N.C.G.S. § 132-1.7, including specific information regarding the security, vulnerabilities, and protection of the Village's information-technology systems.**
   Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved to enter the Closed Session pursuant to N.C.G.S. § 143-318.11(a)(1) to prevent the disclosure of sensitive public-security information that is not a public record under N.C.G.S. § 132-1.7, including specific information regarding the security, vulnerabilities, and protection of the Village's information-technology systems by a vote of 5-0 at 05:24 p.m.

   Upon a motion by Councilmember Hooper, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Closed Session and re-enter the Work Session by a vote of 4-0 at 05:47 p.m.

4. **Motion to Adjourn.**
   Upon a motion by Councilmember Ficklin, seconded by Councilmember Hooper, Council unanimously approved to adjourn the Work Session by a vote of 4-0 at 05:47 p.m.

Respectfully submitted,

Shannon Bonecutter
Village Clerk

A recording of this meeting is located on the Village website: www.vopnc.org
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

DRAFT

July 28, 2026, Closed Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 08/03/2026

MEMO DETAILS

ATTACHMENTS
1. 07.28.2026 DRAFT CLS Minutes

National Senior Citizens Day (August 21, 2026)
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/28/2026

MEMO DETAILS

ATTACHMENTS
1. National Senior Citizens Day DRAFT Proclamation 2026

Mayoral Proclamation

Village of Pinehurst

Whereas, National Senior Citizens Day provides an opportunity to recognize and celebrate the countless contributions that older adults have made—and continue to make—to our families, neighborhoods, civic organizations, businesses, and the Village of Pinehurst; and

Whereas, the Village of Pinehurst is home to a vibrant and engaged senior population whose experience, wisdom, volunteerism, and leadership enrich the social, cultural, and economic fabric of our community; and

Whereas, older adults serve as mentors, caregivers, volunteers, veterans, professionals, educators, and community leaders, contributing immeasurably to the quality of life enjoyed by residents of all ages; and

Whereas, promoting healthy aging, lifelong learning, social connection, safety, independence, and access to community resources strengthens not only the lives of older adults but the vitality and resilience of the entire Village; and

Whereas, the Village Council established the Pinehurst Senior Advisory Committee to ensure that the voices of older residents are heard and to advance initiatives that foster an age-friendly community where every resident has the opportunity to thrive; and

Whereas, the Village of Pinehurst joins communities throughout the nation in recognizing the dignity, accomplishments, and continuing contributions of senior citizens, while reaffirming its commitment to creating a community in which people of every generation are valued, respected, and supported.

Now Therefore, I, Patrick Pizzella, Mayor of the Village of Pinehurst, do hereby proclaim August 21, 2026, as **"National Senior Citizens Day"** in the Village of Pinehurst, and encourage all residents to honor the older adults in their lives through appreciation, service, friendship, and continued efforts to make Pinehurst a welcoming and age-friendly community for all.

In Witness Whereof, I have hereunto set my hand and caused to be affixed the official seal of the Village of Pinehurst, this the 11th day of August 2026.

_____

Patrick Pizzella, Mayor

National Building and Code Staff Appreciation Day (September 01, 2026)
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/31/2026

MEMO DETAILS
National Building and Code Staff Appreciation Day is celebrated annually on September 1 to honor building inspectors, code enforcement officers, and administrative staff. This day highlights the hard work these professionals do to keep homes and public spaces safe.

ATTACHMENTS
1. National Building and Code Staff Appreciation Day DRAFT Proclamation 2026

Mayoral Proclamation

Village of Pinehurst

Whereas, building and code professionals play a vital role in safeguarding the health, safety, and quality of life within our community; and

Whereas, these dedicated individuals ensure that residential, commercial, and public structures and properties meet established standards through careful inspections, plan reviews, and the enforcement of the Village of Pinehurst's codes; and

Whereas, their expertise, professionalism, and commitment to public service contribute significantly to the long-term resilience, reliability, and sustainability of the Village of Pinehurst; and

Whereas, the impact of building and code staff is seen daily across the community, from the safety of our homes and workplaces to the aesthetics of our neighborhoods; and

Whereas, through education, outreach, and consistent partnership with property owners and developers, building and code professionals strengthen community trust and help maintain the high standards that define our local character.

Now, therefore, I, Patrick Pizzella, Mayor of the Village of Pinehurst, do hereby proclaim September 1st, 2026, as National Building and Code Staff Appreciation Day, and express sincere gratitude to all building and code personnel for their contributions to creating a safe, vibrant, and well-maintained community.

In Witness Whereof, I have hereunto set my hand and caused to be affixed the official seal of the Village of Pinehurst, this the 11th day of August 2026.

_____

Patrick Pizzella, Mayor

Consider Resolution 25-44 Honoring Mr. Richard Vincent for His Service on the Historic Preservation Commission

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/31/2026

MEMO DETAILS

Resolution 25-44 recognizes Richard Vincent for his service on the Historic Preservation Commission from August 2019 through July 2025.

The Village previously attempted to schedule this recognition, but Mr. Vincent was unavailable. He will also be unable to attend the August 11 meeting; however, he expressed his appreciation for the gesture and asked that Council move forward with the resolution despite his absence.

ATTACHMENTS

1. DRAFT Resolution 25-44 Honoring Mr. Richard Vincent

A Resolution Honoring the Service of **Mr. Richard Vincent**

WHEREAS, Mr. Richard Vincent has been a dedicated and invaluable member of the Village of Pinehurst community; and

WHEREAS, Mr. Vincent served with distinction on the Historic Preservation Commission from August 2019 to July 2025, generously volunteering his time and expertise; and

WHEREAS, Mr. Vincent was instrumental in the efficient operation of the Historic Preservation Commission, always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Mr. Vincent was involved in many decisions affecting the character of the community, each time exhibiting sound judgement and concern for the important historic qualities of the Village of Pinehurst in his decision-making process; and

WHEREAS, Mr. Vincent played a significant role in amendments to the Village of Pinehurst Historic District Standards done in 2019, 2020, 2021, and 2022.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 11th day of August 2026 as follows:

Section 1. That the Village Council hereby expresses, on behalf of the citizens of the Village of Pinehurst, its sincere gratitude and appreciation to Mr. Richard Vincent for his exemplary service and dedication to the community.

Section 2. That a copy of this resolution be spread upon the permanent minutes of the Village of Pinehurst and a copy thereof, duly executed by the Mayor, be presented to Mr. Vincent as a token of our esteem.

This Resolution passed and adopted this 11th day of August 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By:

_____
Patrick Pizzella, Mayor

Resolution 25-44

DRAFT

Discussion of the Tufts Archives Floor Plan
ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 08/05/2026

MEMO DETAILS
Staff and the project team have continued refining the proposed layout for the Tufts Archives renovation. Several concepts have been reviewed to address the Archives' operational needs, accessibility requirements, public access, building circulation, historic character, and available project budget.

Council members recently provided additional feedback and questions regarding several aspects of the proposed design. Staff is working with the architect and Archives representatives to evaluate that feedback and develop options for Council's consideration.

At the August 11 meeting, staff will present the most current information and facilitate a discussion regarding the remaining design choices. The objective is to receive sufficient direction from Council to finalize the preferred layout and allow the project team to proceed with the next phase of design.

ATTACHMENTS
None

Funding request from the Sandhills Women's Exchange
ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 08/06/2026

MEMO DETAILS
Council previously discussed a request from the Sandhills Woman's Exchange for Village financial participation in the proposed project to elevate and preserve its historic cabin. The project is intended to address recurring flooding and protect a contributing structure within the Pinehurst National Historic Landmark District.

The Woman's Exchange and Pinehurst Resort have now indicated that they need a firm commitment from the Village so they can begin spending money on architectural, engineering, permitting, and other pre-construction work necessary to maintain a planned May 1, 2027 construction start.

Current Request

The Woman's Exchange is requesting that the Village commit to participating as the project's third funding partner under the following terms:

- The Village would commit **$175,000 now**.
- If the pending Save America's Treasures grant is awarded, the Village's total contribution would remain $175,000.
- If the grant is not awarded, the Village would provide an additional $175,000, bringing the total Village contribution to **$350,000**.

While the second $175,000 would not be provided until the grant decision is known, approval of this request would effectively commit the Village to providing the full $350,000 if the grant is unsuccessful. The Woman's Exchange has stated that this commitment is necessary before it and Pinehurst Resort can responsibly begin incurring pre-construction expenses.

Financial Considerations

The Village has sufficient available fund balance to provide up to $350,000 for the project without affecting current operations. Accordingly, Council should feel comfortable that funding is available if it wants the project to move forward.

Committing up to $350,000 to this project means those funds will not be available for another Village priority. Based on the projects currently under consideration, the most likely direct competition for this funding would be future sidewalk and pedestrian improvements. The Village would likely complete fewer sidewalk projects or delay their construction.

Council Direction

Council is asked to determine whether it wishes to:

1. Commit $175,000 to the project now; and
2. Commit an additional $175,000 if the Save America's Treasures grant is not awarded.

If approved, staff would prepare the necessary agreement and budget amendment. The agreement should address the permitted use of Village funds, payment milestones, project completion requirements, appropriate preservation protections, and the return of funds if the project does not proceed.

ATTACHMENTS
None

Presentation by Chief Webb on the Use of Automatic License Plate Readers (ALPR) and Drone First Responder (DFR) by the Pinehurst Police Department

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 08/11/2026

MEMO DETAILS

ATTACHMENTS

1. ALPR.V2
2. DFR

Pinehurst Police Department
Report on ALPR Use
August 2026

Thank You

The Pinehurst Police Department appreciates the overwhelming support it receives from this community.

Automatic License Plate Readers (ALPR)

- What is an ALPR?
- How is the Data Used?
- Can it be abused?
- Myths/Reality
- Privacy
- Transparency
- The Courts
- Neighboring Agencies

What is an ALPR?

It is a mounted camera that captures still images of vehicles and license plates.

How is the data used?

- Lead generator for criminal cases or missing/wanted persons. (Only 30 days of images)
- Notification of Stolen or Wanted vehicles NCIC only.

Can it be abused?

- Yes, any law enforcement database can be abused.

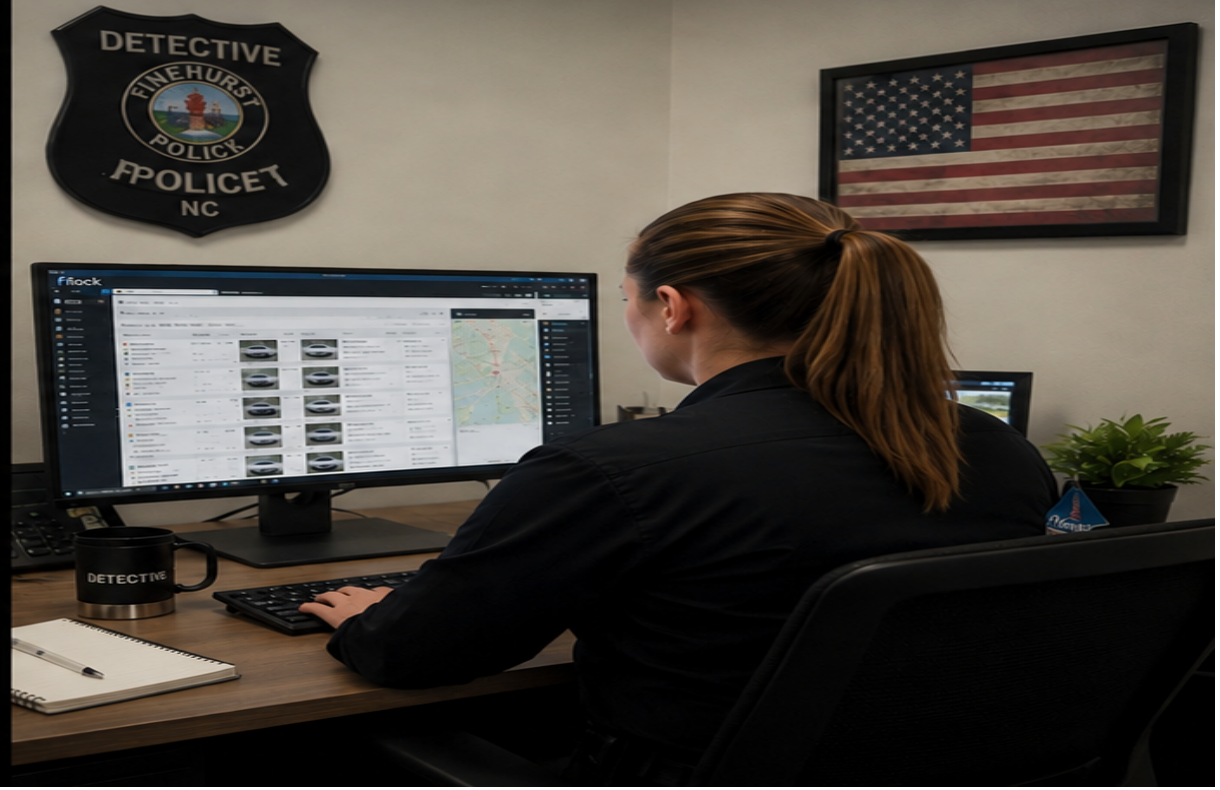
Are there safeguards?

- Yes, officers must log in, use Multi-Factor Authentication, enter a case number, type a law enforcement reason for the search or data entry, and a date range. Audits will be performed quarterly.

PERCEPTION VS REALITY

WHAT PEOPLE IMAGINE:
Someone watching hundreds of camera feeds all day.

THE REALITY:
An officer performing a search when they have a law enforcement reason.



Myth

- Personal Data is stored on the cameras. *False*
- Officers are keeping a log of our movements. *False*
- Flock owns the data. *False*
- Officers are given personal information from the Flock camera. *False*
- The Flock cloud has been hacked. *False*
- It captures cell phone data. *False*

Reality

- Tags are not run through DMV where any personal identifiers could be obtained.
- Tags are compared with NCIC entry meaning a separate database for Missing/Wanted/Stolen entries
- No personal data is stored on cameras
- No facial recognition on cameras
- Unique Log in, MFA, Case Number, LE Reason, and Date Range required for searches

Reality

For Pinehurst PD only Detectives and Supervisors have entry and search rights

- PPD Policy 4.10.5(E), Any employee found to have misused the ALPR system are subject to immediate termination and potential criminal charges.

Recent Success

- Last week, PPD Detectives used Flock to identify and charge a suspect in a theft from the ABC Store.
- PPD Detectives used Flock to help solve a theft.
- PPD Detectives used Flock to identify an Identity Theft Suspect
- In Wake County Flock used to find an abducted child.

What Flock DOES NOT Do

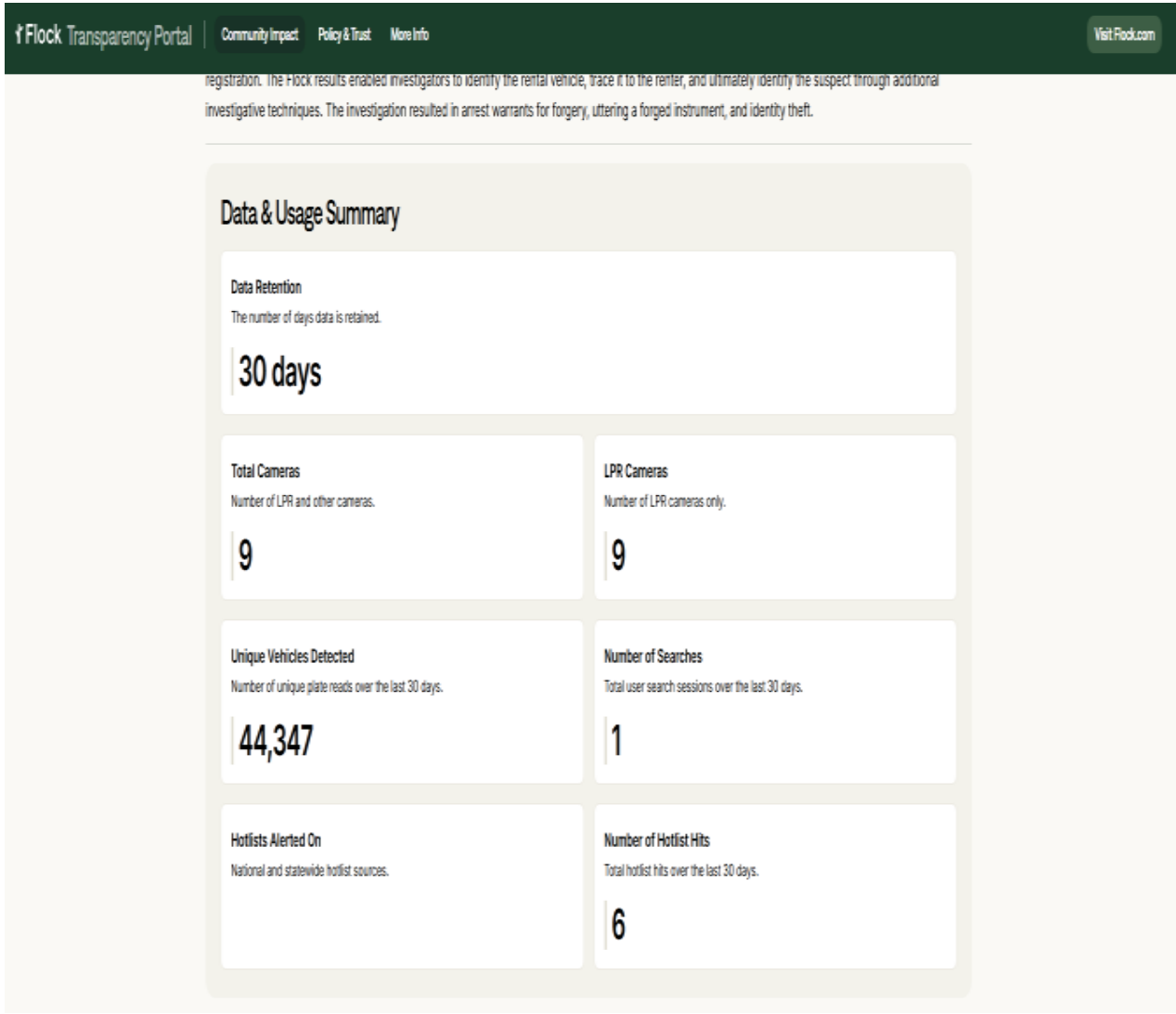
- No facial recognition
- No continuous monitoring
- No DMV or other personal information
- No cell phone tracking
- No live operator watching cameras
- No interior vehicle recording
- No RFID capture
- No secret listening grid

Privacy and Transparency

- Quarterly audits of searches.
- Data Purged after 30 Days
- Firm Policy. PPD 4.10.5 (E)
- Data is not Public Record in NC

Any employee who becomes aware of a possible violation of this policy, including but not limited to the unauthorized access, use, release and/or dissemination of ALPR data, **shall** refer the matter to their supervisor or the Administrative Captain immediately. Violations of this policy will be handled in accordance with PPD 3.4 Disciplinary System. Misuse is a Level 5 Violation and grounds for immediate termination. PPD officers who misuse APLR data are subject to criminal charges.

Transparency Portal:
https://transparency.flocksafety.com/pinehurst-nc-pd



Establish Public Safety Technology Advisory Committee

- 2 members from NAC
- 1 member from Senior Advisory Council
- 1 Council Liaison
- Meet Quarterly
- Observe the audit process
- Participate in periodic audit reviews
- Review audit findings
- Verify compliance with department policy
- No access to personnel information of confidential criminal investigative files

- U.S. v. Knotts 1983
  - No reasonable expectation of privacy on public roads.
  - Flock is less intrusive than the method used in this case.
  - Flock does no look inside the vehicle.
- Texas v. Brown 1983
  - Officers may observe what is already exposed to public view.

QUESTIONS?

POLICE
Service
Initiative
Teamwork
Improvement
Village of Pinehurst Police Department
PATROL BUREAU

Pinehurst Police Department
Drone First Responder
August 2026

PPD Drone First Responder (DFR)

- What is it?
- How is it used?
- Who controls it
- Privacy
- Questions

What is a DFR Program

Linked with our CAD, the Drone would auto-launch and fly to the scene of an incident.

Why a DFR Program?

- Mitigate increasing CFS and give VOP space to plan staff increases.
- Increase officer safety.
- Decreased response times.
- Real time actionable intel for responding officers.

Who Controls the Drone?

- The drone flies automatically to a waypoint and loiters so officers and dispatch get a look at the scene.
- There will be some officers trained as pilots as there are times manual control may be necessary.
- Brinc handles all FAA licensing and pilot training.

How are we protecting Privacy?

- This is a public safety **response** tool, not patrolling around the village looking for something interesting.
- Transparency portal.
- Quarterly audits.
- Operated autonomously most of the time.
- Firm Policy similar to ALPR policy.
- Public Safety Technology Committee.

What DFR is

- Faster Response
- 2-way communication
- Better information, Better Decisions
- Preserves Officer Availability
- One-year evaluation, no financial risk
- Estimated first on scene 72% of the time.
- Estimated 2-4 min response within VOP.

What DFR is not

- Not a spy tool
- Not a replacement for officers
- Not a Mass Data-Collecting Program
- Not a constant Aerial Patrol
- Doesn’t capture cell data

QUESTIONS?

Service
Initiative
Teamwork
Improvement
Village of Pinehurst Police Department
PATROL BUREAU

Resolution 26-36 Amending Purchasing Policies and Rescinding Resolution #14-15

ADDITIONAL AGENDA DETAILS:

FROM: Dana Van Nostrand, Financial Services Director
CC: Village Council;
DATE OF MEMO: 07/28/2026

MEMO DETAILS

North Carolina General Assembly Session Law 2026-41, the 2026 Appropriations Act, eliminated the Office of Historically Underutilized Business (HUB), repealed HUB-related statutes, and removed references to minority participation in public contracts throughout the NCGS. This includes the repeal of GS 143-128.2 which required local governments to set goals for HUB participation in building contracts. The Village of Pinehurst's purchasing policies reference HUB participation goals and requirements for bidders to make good faith efforts to solicit HUB participation. Session Law 2026-41 eliminates the statutory requirement to have HUB participation goals in building contracts.

I recommend adopting the attached policies that have been amended to remove this content that is no longer enforceable. The amended Purchasing and Contracting Policy also was changed to remove references to the Key Suppliers List and grading of contractors on Sharepoint since these procedures are no longer done. Other procedures are in place to monitor contractor performance and ensure adequate communication with contractors. The amended Purchasing Policy & Procedures with Federal Funds was also updated to match changes to 2 CFR 200.321. Additionally, I recommend rescinding Resolution #14-15 which adopted a Minority Business Outreach Plan to comply with NCGS143-128.2 to be consistent with the NCGS changes and the purchasing and contracting policy amendments that were made. This reduces the chances of staff attempting to enforce policies that are now unenforceable and keeps the Village's records consistent and up to date.

ATTACHMENTS

1. Resolution 26-36 Amending Purchasing Policies and Rescinding Resolution 14-15
2. 22 - Purchasing and Contracting Policy 2026
3. Policy-Purchasing 2026 Redlined
4. 46 - Purchasing Policy & Procedures with Federal Funds 2026
5. Policy-Purchasing-Federal Funds 2026 Redlined
6. Resolution 14-15 Outreach Plan for Minority Businesses

Resolution #26-36:

A Resolution Amending Financial Policies of the Village of Pinehurst (Purchasing and Contracting Policy and Purchasing Policy & Procedures with Federal Funds) and Rescinding Resolution #14-15.

That whereas, Chapter 160A, Article 7 of the General Statutes of North Carolina outlines the powers and duties of the Village Manager and the Village Council; and

Whereas, the Village Council has deemed it necessary and in the best interests of its employees and citizens to formulate and revise administrative policies; and

Whereas, the Village Council by Resolution #10-03 established that "All financial policies of the Village shall be approved by the Village Council"; and

Whereas, as the operational needs of the Village change, the Village Council has, from time to time, adopted and amended previously adopted financial policies for the Village of Pinehurst; and

Whereas, the North Carolina General Assembly enacted Session Law 2026-41 (the 2026 Appropriations Act) on July 7, 2026 which eliminated the Office of Historically Underutilized Businesses (HUB), repealed HUB-related statutes, and struck references to minority participation in public contracts throughout the North Carolina General Statutes; and

Whereas, the purchasing and contracting-related financial policies of the Village of Pinehurst reference the HUB-related statutes and minority participation goals required by the former statutes; and

Whereas, the Village Council adopted Resolution #14-15 on April 8, 2014 adopting an outreach plan pursuant to N.C.G.S. 143-128.2 which was repealed by Session Law 2026-41;

Now, therefore, be it resolved, by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 11th day of August, 2026, as follows:

Section 1. The amended Purchasing and Contracting Policy (Policy # FIN-416.1) and Purchasing Policy & Procedures with Federal Funds (Policy # FIN-416.3) recommended by the Village's Financial Services Director and reviewed by the Village Manager, are hereby amended and approved by the Village Council. The amended policies replace any previous versions in their entirety.

Section 2. The Financial Services Director is instructed to inform all employees of the updated policies in a timely manner.

Section 3. Resolution #14-15 is hereby rescinded.

Section 4. This resolution is effective from and after the date of its adoption.

DRAFT

This Resolution passed and adopted this 11th day of August, 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

_____
Shannon Bonecutter, Village Clerk

DRAFT

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Purchasing and Contracting Policy		Effective Date: 11/01/2000
Department: Financial Services		Policy No.: FIN-416.1
Prepared by: Financial Services Director, Dana Van Nostrand		Revised: 06/23/2020 07/01/2025 08/01/2026
Approved by: Village Council Resolution #26-36		# of Pages: 15

I. PURPOSE:

These purchasing policies and procedures are intended for use as a guide to the Village of Pinehurst's purchasing methods and practices. When used properly and with common sense, the policies and procedures established herein will enable the Village to obtain needed materials, equipment, supplies and services efficiently and economically.

These purchasing policies and procedures were developed under Chapter 143, Article 8 of the North Carolina General Statutes. **When federal funds are being used in whole or in part to pay for the costs of a contract, the procedures contained in the Village's "Purchasing Policy & Procedures with Federal Funds" must be followed.**

II. SCOPE

This policy applies to the purchase of apparatus, supplies, materials and/or equipment, as well as contracted services, for items costing over $2,000. Purchases of less than $2,000 are subject to the Purchasing Card (P-Card) Program Policy procedure, which are documented in Policy No. FIN-416.2. This policy does not, however, preclude departments from encumbering funds for purchases less than $2,000. Construction contracts are addressed separately in this document.

III. POLICY:

The understanding and cooperation of all employees is essential if the Village is to obtain the maximum value for each dollar spent. While this policy and procedure does not answer all questions related to purchasing, it does provide the foundation for a sound purchasing system.

The basic goals of the Village's purchasing program are:

1. To comply with the legal requirements of competitive bidding that are outlined in Chapter 143, Article 8 of the North Carolina General Statutes.

2. To comply with the Procurement Standards codified in 2 C.F.R. §200.317 through §200.326 when using federal funds unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Should the Village of Pinehurst have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

3. To comply with other North Carolina General Statutes regarding procurement including laws.

4. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Village.

5. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.

6. To provide Village departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.

7. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.

8. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

9. To effect maximum feasible standardization of products used within and among departments to minimize stock levels and obtain better prices.

If the established procedures and guidelines are followed, each department can efficiently manage, control and plan its available resources to meet present and future departmental needs and help the Village to meet these goals.

Local Buying

It is the desire of the Village to purchase from vendors located within Moore County whenever possible. This can be accomplished by ensuring that local vendors who have goods or services available which are needed by the Village are included in the competitive purchasing process. The Village has a responsibility to its residents; however,

to ensure that maximum value is obtained for each public dollar spent. **The Village cannot and will not make purchasing decisions solely based on vendor residence.** Rather, the Village will endeavor to encourage local vendors and suppliers to compete for all Village business.

Planning

Planning for purchases should be done on both a short-term and long-term basis, thereby minimizing small orders and last-minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

Buying Proper Quality

Quality and service are as important as price. It is the duty of the requesting department to secure the best, most economical, quality products and services that will meet but not exceed the requirements for which the goods or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost.

Contractor Relations

Contractors working for the Village of Pinehurst are an extension of the Village. To help the Village achieve its mission and provide its customers with the highest levels of service, it is important for all contractors to reflect the Village's values as they perform contracted services. Purchasers are also required to evaluate contractors at least annually to assess their performance and to address any service deficiencies.

IV. PROCEDURES:

Vendor Setup

A subcontractor form (W-9) must be obtained for vendors who provide contracted or professional services. Please contact Financial Services if you have questions regarding this form.

Contract Control Form

If the purchase involves the Village executing a contract document, or if the purchase includes labor being performed on Village property, a *Contract Control Form* will be required. The *Contract Control Form* helps protect the Village from various contract risks and ensures that contractors have adequate insurance coverage for the work they perform. It also assists the Village with overall contract management.

Request to Purchase

The *Request to Purchase Form*, which must be approved by the department head or their designee, initiates the procurement process.

A completed *Request to Purchase Form* with appropriate signatures is required for all purchases requiring a Purchase Order (purchases of $2,000 or more).

The following items are not required to obtain a purchase order prior to their purchase:

- Claim payments
- Insurance premiums
- Petty cash - replenishment of funds
- Refunds
- Tuition fees for educational purposes
- Utilities

Completing the Request to Purchase Form

All requests must indicate the account to be charged, a description of the item, the quantity to be purchased, the unit of issue (e.g. lbs., cases, dozen, each, etc.), the unit cost of the item requested, along with either the budgeted amount or a "Not To Exceed" (N.T.E.) amount. Once completed, forward the original form to the Financial Services Department. A copy of the request should be retained by the requesting department and attached to the copy of the purchase order that will follow.

Each section of the request must be completed. If you are unable to provide required information please state "unknown" in that section. If the form is not completed in its entirety or if the Financial Services staff has questions concerning the request, the form may be returned with a request for additional information needed to the department head or their designee.

Specific Instructions

All items must be completed on the *Request to Purchase Form* for a purchase order to be generated. Please remember the following items when completing the form:

1. Please number the page(s) if there is more than one page to assure that none are lost during the processing of the request.

2. The promised delivery date must be indicated; **the acronym ASAP is not acceptable.**

3. The contact person with whom you normally deal should be listed.

4. The address of the delivery location must be provided.

5. Include a thorough description of all items requested with product numbers from a catalog, if applicable.

6. Indicate anticipated shipping costs separately from the cost of the product.

7. Do not send the form to the Financial Services Department until all required signatures are obtained.

VENDOR SELECTION

Selection Policy

Vendors should be selected on a competitive basis. Formal bids, informal bids, or telephone/email quotations will be solicited by the individual departments prior to submission of the *Request to Purchase Form*. Bid awards, purchase orders and/or contracts should be issued to the lowest responsible, responsive bidder. When soliciting for services from a previously used contractor, purchasers should consider the Village's past experience with the contractor.

Selection Procedures

For the procurement of supplies, materials and/or equipment and for construction or repair, the Village will observe the following procedures:

1. In accordance with North Carolina General Statute §143-129, invitation for formal bids will be used for purchases of $90,000 and greater ($500,000 and greater for construction and repairs). This will include advertising in the local newspaper and/or other advertising media as deemed appropriate and receiving sealed bids.

2. Purchases greater than $5,000 but less than $90,000 (less than $500,000 for construction and repairs), are subject to Informal Bidding Procedures. North Carolina General Statute §143-131 requires this for purchases greater than $30,000 but less than $90,000; however, the Village has elected to use a lower threshold of $5,000. Purchases in this range will require three written quotes. All quotes, regardless of degree of formality, are required to be attached to the *Request to Purchase Form* prior to submission.

3. In accordance with North Carolina General Statute §143-131, purchases of less than $5,000 can be made in the open market with no requirement for a formal invitation for bids or request for quotations. However, **every effort should be made to obtain written competitive quotes for purchases of less than $5,000**. However, verbal quotes will be accepted if documented on the *Vendors Requested to Propose Form*. All quotes, regardless of degree of formality, are required to be attached to the *Request to Purchase Form* prior to submission.

The department is required to obtain written quotations from any related party that submits a proposal to provide goods or services. A related party includes Village employees, Board members, and Council members and their immediate family members. In these instances, the department is **required** to obtain pricing from at least three vendors. Related-party contracts are discouraged and should be in accordance with the Village's Ethics Policy AD-150.

E-VERIFY

Per Session Law 2013-418, municipalities may not enter into a contract unless the contractor and the contractor's subcontractors comply with Article 2 of Chapter 64 of the General Statutes. Employers and their subcontractors with 25 or more employees in North Carolina as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with the Village. Federal and State agencies and Municipalities are exempt from this requirement.

E-Verify is a Federal program operated by the US Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.

Any contract or purchase order approved by the Village will include these E-Verify contract requirements.

PURCHASE ORDERS

To be valid, a purchase order issued by the Village must be completed and signed by either the Financial Services Director (the statutory Finance Officer) or the Assistant Financial Services Director (the Deputy Finance Officer). **Purchase orders will not be issued without a properly executed *Request to Purchase Form package that complies with this policy***.

The Purchase Order Process

A purchase order is a contract between the Village and a vendor. The Village will not recognize the issuance of purchase orders by unauthorized Village employees or officials and payment of these obligations will not be approved. Obtaining supplies, materials, equipment or services without a purchase order is an unauthorized purchase (except in emergency situations as outlined later).

Unauthorized purchases are classified as a personal expense and may be paid for by the employee.

In the event that a purchase order is not requested by the department and issued by Financial Services before the date of the invoice, the department head responsible for the unauthorized purchase should complete the *Explanation for Delay of Purchase Order Request Form*. This form will then be signed by the department head, forwarded to their

immediate supervisor for approval, and then forwarded to the Village Manager, or their designee, for final approval. Once the Village Manager has approved the form, the Village Manager will send the form to Financial Services to authorize the payment of the invoice. Financial Services will not issue payment of the invoice without an approved *Explanation for Delay of Purchase Order Request Form*.

The original purchase order will be distributed to the requesting department to provide to the vendor. It is recommended that departments retain a copy of the purchase order for their records. Financial Services will maintain one copy of the purchase order, which is the Village's official copy for record retention purposes.

After an item is received, the department should indicate the purchase order number on the invoice before forwarding it to the Financial Services Department for payment. This should be done immediately after the item(s) have been received, inspected and accepted by the user department.

Change Orders

In order to change, modify, cancel, or liquidate an existing purchase order, the user department must complete a *Change Order Form* with the department head's or their designee's approval. All pertinent information needed to make the changes should be completed. The change order should be forwarded to the Financial Services Department for processing and approval. Financial Services will then distribute the paperwork to the department head or their designee. It is the department's responsibility to forward the additional paperwork to the vendor. Change order approval will be based upon the new purchase order total and not on the amount being added to the purchase order. Purchase order changes are appropriate for reasonable increases in quantity or project scope. If the change is significant, the Financial Services Director may request the purchase be re-quoted as a new purchase.

Change orders will **not** be allowed:

1. That would alter the procurement procedures that were used in the original process. (i.e., from informal to formal).
2. After the scope of services have been rendered or materials have been received.
3. That would increase a blanket purchase order.

Change orders are not needed when the dollar amount of the change for a line item will not be exceeded by 10% of the original amount.

SPECIAL PROCUREMENT PROCEDURES

Blanket Purchase Orders

The Financial Services Department will issue blanket purchase orders to selected vendors for the procurement of large volume items and recurring service contracts, such as cleaning and pest control services.

Requests for blanket purchase orders must, in addition to the required information, indicate the following: items covered by the blanket purchase order and a Not to Exceed (NTE) amount in the appropriate column. The issued purchase order will instruct the vendor that unauthorized purchases will not be allowed. It is the responsibility of the individual authorized to purchase under a blanket purchase order to ensure that an unspent balance remains to cover the purchase to be made. **Any purchase that exceeds the funds available under a blanket purchase order or made by personnel not authorized will be classified as an unauthorized purchase, or personal expense, and may be charged to the employee.**

An authorized Village employee must sign the vendor's delivery ticket and the purchase order number should be indicated on the receiving documents when a purchase is received. Delivery tickets may be discarded after being reconciled with the invoice.

Service Contracts

Recurring service contracts such as monthly or quarterly cleaning, pest control, maintenance, etc. can be encumbered at the beginning of the fiscal year for which a valid contract exists. A request for a blanket purchase order should be made in the total estimated amount to be expended on the service contract in the fiscal year. An executed contract should be attached to the *Request to Purchase Form* before a blanket purchase order will be issued for service contracts.

Purchasing Card Program

To procure small-dollar items, select Village employees will be issued a VISA-brand procurement card. Small-dollar purchases are individual expenditures of $2,000 or less. Some cardholders could be authorized to make purchases for greater or lesser amounts. The policies and procedures for the Village purchasing card program are documented in the Purchasing Card (P-Card) Program Policy No. FIN-416.2.

Emergency Purchases

In cases of emergencies, the department head or their designee may purchase directly from any vendor supplies or services whose immediate procurement is essential to prevent delays in work that may affect the life, health, or safety of Village of Pinehurst employees or citizens.

The user department shall exercise good judgment and use established vendors when making emergency purchases. Always obtain the best possible price and limit purchases to those items that are directly emergency related. Not anticipating needs does not constitute an emergency situation. First, the department should determine if a true emergency does exist. Second, the department should anticipate needs and avoid emergency situations whenever possible.

During working hours, the following procedure should be used for emergency purchases:

> Contact the Financial Services Department and supply all pertinent information to obtain a purchase order. The information needed will include the vendor name, item(s) to be purchased with quantities, expenditure account to which the item(s) should be charged and the reason for the emergency purchase. After verifying available funds, a purchase order number will be issued for the expenditure and the purchase order will be distributed accordingly. If the purchase will over-encumber the account balance, a budget amendment will need to be completed as soon as possible.

After working hours, the following procedure should be used for emergency purchases:

> The invoice received should be coded with the account(s) to be charged and signed by the individual receiving the goods or services. The department head should complete the *Explanation for Delay of Purchase Order Request Form*. This form will then be signed by the department head, forwarded to their immediate supervisor for approval and then forwarded to the Village Manager, or their designee, for final approval. Once the Village Manager has approved the form, the Village Manager will send the form to Financial Services to authorize the payment of the invoice. Financial Services will not issue payment of the invoice without an approved *Explanation for Delay of Purchase Order Request Form*.

Emergency purchases, although sometimes necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored by the Financial Services Department for abuse.

Call-In Request for Purchase Orders

Call-in requests for purchase orders will be used for emergency situations only. However, scanning and emailing requests with the appropriate backup for rapid processing is acceptable.

Purchase Order Cut-Off Date

Purchase requests for materials, supplies, services and equipment (not included in blanket purchase orders or service contracts) for the ending current fiscal year must be submitted to the Financial Services Department no later than June 1. Purchase requests of a routine nature that could have been scheduled prior to June 1, and are not critical, will be returned to the department for processing in the new fiscal year. This procedure is necessary to allow for the delivery and receipt of the goods by the end of the fiscal year.

Sole Source of Supply

In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the approval

of the Village Council. Whenever a department head or their designee elects to purchase goods or services from a "sole source", they shall document on the request why only one company or individual is capable of providing the goods or services required. The provisions of G.S. §143-129(e)(6), which requires the Council to allow for this sole source exception, will be applied.

State of North Carolina Purchase Contract

Departments may utilize the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on state contract are: law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, and light bulbs. Contact the Financial Services Department with questions about which goods are on State Contract.

Cooperative or Group Purchasing Programs

Under North Carolina General Statute 143-129(e)(3) departments may make purchases from suppliers who are selected through a group purchasing program that is a “formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies”. Items selected for purchase from these contracts are not subject to informal or formal bidding requirements. Financial Services maintains membership in several such programs. Current information regarding these programs can be found on the Financial Services Self-Service page on the intranet.

Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Village is established, a purchase order with a NTE amount shall be issued to satisfy accounting and statutory requirements. A copy of the contract should be provided to support the purchase order. Architectural, engineering, and surveying contracts will also be subject to a qualification based selection (QBS) process per NCGS 143-64.31.

Purchasing Calendar: Capital and Non-Capital Equipment

In order to secure financing and maintain the fixed asset records for the fiscal year, the departments should try to complete all capital purchases no later than February 15 with delivery scheduled no later than May 15, if possible.

COMPETITIVE BIDS

Formal Bids – Apparatus, Supplies, Materials, & Equipment ($90,000 and Greater)

In order to purchase supplies, apparatus, materials or equipment with an expenditure of $90,000 or more, the department head or their designee, in conjunction with the Financial Services Director, shall develop and prepare specifications for bidding. The department head shall be responsible for ensuring that all North Carolina General Statutes are satisfied, including, but not limited to, newspaper advertisement and receipt of sealed bids. These requirements are outlined in NCGS §143-129.

After receipt of all bids, the department head or their designee, shall review the bid responses to determine the bid deemed in the best interest of the Village. The department head or their designee shall make a formal recommendation of award, with supporting documentation to the Financial Services Director, Village Manager, and the Village Council.

Upon Village Council approval of the recommendation, the responsible department head shall initiate the purchase order process and upon receipt of the issued purchase order, the department head may place the order with the successful bidder(s).

Informal Bids – Supplies and Materials ($5,000 - $90,000)

The department head shall utilize the informal bidding process for purchases greater than $5,000 and up to $90,000, in accordance with NCGS §143-131. The informal bidding process requires that competitive pricing be obtained in writing from the bidders. Requests for quotes are sent to several sources that can supply the product(s) desired. Upon receiving the quotes and selecting the vendor, the department head shall forward a *Request to Purchase Form* to the Financial Services Department who will generate a purchase order. Copies of the written quotations submitted by vendors should accompany the *Request to Purchase Form* along with the basis for selecting the vendor chosen.

Purchases of Supplies and Materials (Less than $5,000)

Every effort should be made to obtain three (3) written quotes when expending public funds of less than $5,000. Once the department head determines the quote that is in the best interest of the Village, the department head or their designee should complete a *Request to Purchase Form* and forward it to the Financial Services Department, along with copies of the written quotes received. Quotes should be summarized on the *Vendors Requested to Quote Form*. This form can be especially useful for documenting verbal quotes. If other documentation is supplied, the department should provide all of the information with their submission to Financial Services. Financial Services will then generate a purchase order for purchases of $2,000 or more.

CONSTRUCTION AND REPAIR WORK

Formal Construction or Repair Contracts ($500,000 and greater)

Construction contracts within this range shall be the responsibility of the department head, engineer, and other Village officials as deemed necessary. These officials are responsible for specification development. G.S. §143-128 details the five alternative bidding methods for building construction and repair contracts.

After the formal bidding process has been completed, the department head or their designee shall recommend to the Village Council the lowest responsible, responsive bidder deemed in the best interest of the Village. Upon award by the Village Council and execution of the contract, the department head shall initiate a *Request to Purchase Form* so that a purchase order can be generated to encumber the expenditure account.

Informal Construction or Repair Contracts (Less than $500,000)

Construction, renovation or repair work of less than $500,000 shall be the responsibility of the department head, the contracted engineer and other Village officials as deemed necessary. The bid award will be made to the lowest responsible, responsive bidder, upon recommendation by the department head. Upon approval by the Village Manager and execution of the contract, the department head or their designee shall initiate a *Request to Purchase Form* so that a purchase order can be generated to encumber the expenditure accounts. The department is also responsible for contacting the successful bidder(s).

VERIFICATION OF BIDS RECEIVED

When a *Request to Purchase Form* is submitted for the purchase of supplies, materials, or equipment, the Financial Services Department will periodically verify bid information provided by vendors directly with the vendors. All bids received should accompany the *Request to Purchase Form*, regardless of the bid selected. In addition, a listing of the vendors who were asked to propose on the goods/services should be provided on the *Vendors Requested to Propose Form*.

SPECIFICATIONS

When goods or services are procured under the formal or informal bidding process, specifications must be prepared. All specifications should do at least four things:

1. Identify minimum requirements,
2. Encourage competitive bids,
3. Be capable of objective review, and
4. Provide for an equitable award at the lowest possible cost.

Specifications shall be as simple as possible while maintaining the degree of exactness required to prevent bidders from avoiding supplying the goods or services required or otherwise taking advantage of their competitors.

All specifications utilizing a name brand must include the term "or approved equal" to avoid being restrictive and eliminating fair competition from the bidding process.

Different methods of structuring specifications include:

1. Qualified products on acceptable vendor list,
2. Specification by blueprint or dimension sheet,
3. Specification by chemical analysis or physical properties,
4. Specification by performance, purpose or use,
5. Specification by identification with industry standards, or
6. Specification by samples.

DELIVERY AND PERFORMANCE

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies or equipment.

The importance of the delivery schedule should be emphasized to the vendor. Delivery requirements should be clearly written and fully understood by all vendors. If several items are required by the purchase order, there may be a different delivery schedule for each item. It is important to clearly indicate the delivery location on the *Request to Purchase Form*.

Partial Deliveries

Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items which are referred to as "partial deliveries". Upon receipt of a partial delivery, the department should attach a copy of the signed delivery receipt, indicate “Partial Delivery” and forward to the Financial Services Department.

Non-performance

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

INSPECTION AND TESTING

Life and safety as well as successful operation of expensive equipment and supplies may

depend upon how well a purchased item meets the design and performance specifications.

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

Rejection

In order to protect the Village's rights in the event of rejection, for whatever reason, the vendor shall be informed as soon as possible. Reasons for the rejection must be documented in memo form and forwarded to the Financial Services Department in a timely manner. It is the department head's or their designee's responsibility to notify Financial Services and the vendor of the reason for the rejection within three (3) business days if another employee received and signed for the goods.

Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted. It is necessary that all damage including evidence of concealed damage shall be documented by memo and forwarded to the Financial Services Department. The department head or their designee is responsible for informing the vendor and Financial Services of the damaged goods within three (3) business days if another employee received and signed for the goods.

Latent Defects

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Village may file a claim against all parties. A memo explaining the defects must be forwarded to the Financial Services Department to ensure all parties involved are properly informed. The department head or their designee is responsible for informing the vendor and Financial Services of the damaged goods within three (3) business days if another employee received and signed for the goods.

VENDOR RELATIONS

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business relationships between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding between the contractor and the Village of the expectations under the contract. Purchasers are encouraged to routinely provide feedback to contractors on their performance under the contract.

OTHER

No employee or official should derive a direct personal benefit from any contract or purchase. Also, employees should not accept gifts or favors from vendors per G. S. 133-32 and the Village's Ethics Policy AD-150.

Departments do not have the authorization to commit in writing, or verbally, future Village business to vendors.

AFTER THE ORDER

The procurement function is not accomplished by simply placing an order with a supplier. Satisfactory delivery must also be made. To ensure delivery will be made when required, follow-up is necessary.

Follow-up or expediting delivery of an order is part of the purchasing process and can be more efficiently handled by the purchasing party.

The Department Head shall on a regular basis review outstanding purchase orders to determine if vendors are delinquent in shipping the items requested or providing the services requested. The Department Head or their designee should contact vendors directly concerning any delinquent deliveries.

The Financial Services Department shall contact vendors concerning invoice discrepancies and shall have the authorization to approve or disapprove invoice amounts.

This document replaces all previous versions of this policy in their entirety.

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Purchasing and Contracting Policy		Effective Date: 11/01/2000
Department: Financial Services		Policy No.: FIN-416.1
Prepared by: Financial Services Director, Dana Van Nostrand		Revised: 06/23/2020 07/01/2025 08/01/2026
Approved by: Village Council Resolution #26-3625-16		# of Pages: 16

I. PURPOSE:

These purchasing policies and procedures are intended for use as a guide to the Village of Pinehurst's purchasing methods and practices. When used properly and with common sense, the policies and procedures established herein will enable the Village to obtain needed materials, equipment, supplies and services efficiently and economically.

These purchasing policies and procedures were developed under Chapter 143, Article 8 of the North Carolina General Statutes. **When federal funds are being used in whole or in part to pay for the costs of a contract, the procedures contained in the Village's "Purchasing Policy & Procedures with Federal Funds" must be followed.**

II. SCOPE

This policy applies to the purchase of apparatus, supplies, materials and/or equipment, as well as contracted services, for items costing over $2,000. Purchases of less than $2,000 are subject to the Purchasing Card (P-Card) Program Policy procedure, which are documented in Policy No. FIN-416.2. This policy does not, however, preclude departments from encumbering funds for purchases less than $2,000. Construction contracts are addressed separately in this document.

III. POLICY:

The understanding and cooperation of all employees is essential if the Village is to obtain the maximum value for each dollar spent. While this policy and procedure does not answer all questions related to purchasing, it does provide the foundation for a sound purchasing system.

The basic goals of the Village's purchasing program are:

1. To comply with the legal requirements of competitive bidding that are outlined in Chapter 143, Article 8 of the North Carolina General Statutes.

2. To comply with the Procurement Standards codified in 2 C.F.R. §200.317 through §200.326 when using federal funds unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Should the Village of Pinehurst have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

3. To comply with other North Carolina General Statutes regarding procurement including laws ~~regarding Historically Underutilized Businesses (HUBs)~~.

4. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Village.

5. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.

6. To provide Village departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.

7. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.

8. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

9. To effect maximum feasible standardization of products used within and among departments to minimize stock levels and obtain better prices.

If the established procedures and guidelines are followed, each department can efficiently manage, control and plan its available resources to meet present and future departmental needs and help the Village to meet these goals.

Local Buying

It is the desire of the Village to purchase from vendors located within Moore County whenever possible. This can be accomplished by ensuring that local vendors who have

goods or services available which are needed by the Village are included in the competitive purchasing process. –The Village has a responsibility to its residents; however, to ensure that maximum value is obtained for each public dollar spent. **The Village cannot and will not make purchasing decisions solely based on vendor residence.** Rather, the Village will endeavor to encourage local vendors and suppliers to compete for all Village business.

Planning

Planning for purchases should be done on both a short-term and long-term basis, thereby minimizing small orders and last-minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

Buying Proper Quality

Quality and service are as important as price. It is the duty of the requesting department to secure the best, most economical, quality products and services that will meet but not exceed the requirements for which the goods or services are intended. –In some instances, the lowest price does not necessarily mean the lowest cost.

Contractor Relations

Contractors working for the Village of Pinehurst are an extension of the Village. To help the Village achieve its mission and provide its customers with the highest levels of service, it is important for all contractors to reflect the Village's values as they perform contracted services. Purchasers are also required to evaluate contractors at least annually to assess their performance and to address any service deficiencies.

IV. PROCEDURES:

Vendor Setup

A subcontractor form (W-9) must be obtained for vendors who provide contracted or professional services. Please contact Financial Services if you have questions regarding this form.

Contract Control Form

If the purchase involves the Village executing a contract document, or if the purchase includes labor being performed on Village property, a *Contract Control Form* will be required. The *Contract Control Form* helps protect the Village from various contract risks and ensures that contractors have adequate insurance coverage for the work they perform. It also assists the Village with overall contract management.

~~*Essential Communications for Key Suppliers* are also required for contracts with key~~

~~suppliers. Key suppliers are identified on the *SharePoint Contract List* and provide significant and specialized services that play a critical role in Village service delivery. They are contractors who provide professional services (i.e. attorney, engineer, architect, etc.), road construction, and refuse collection.~~

Request to Purchase

The *Request to Purchase Form*, which must be approved by the department head or their designee, initiates the procurement process.

A completed *Request to Purchase Form* with appropriate signatures is required for all purchases requiring a Purchase Order (purchases of $2,000 or more).

The following items are not required to obtain a purchase order prior to their purchase:

- Claim payments
- Insurance premiums
- Petty cash - replenishment of funds
- Refunds
- Tuition fees for educational purposes
- Utilities

Completing the Request to Purchase Form

All requests must indicate the account to be charged, a description of the item, the quantity to be purchased, the unit of issue (e.g. lbs., cases, dozen, each, etc.), the unit cost of the item requested, along with either the budgeted amount or a "Not To Exceed" (N.T.E.) amount. Once completed, forward the original form to the Financial Services Department. A copy of the request should be retained by the requesting department and attached to the copy of the purchase order that will follow.

Each section of the request must be completed. If you are unable to provide required information please state "unknown" in that section. If the form is not completed in its entirety or if the Financial Services staff has questions concerning the request, the form may be returned with a request for additional information needed to the department head or theirdesignee.

Specific Instructions

All items must be completed on the *Request to Purchase Form* for a purchase order to be generated. Please remember the following items when completing the form:

1. Please number the page(s) if there is more than one page to assure that none are lost during the processing of the request.

2. The promised delivery date must be indicated; **the acronym ASAP is not acceptable.**

3. The contact person with whom you normally deal should be listed.

4. The address of the delivery location must be provided.

5. Include a thorough description of all items requested with product numbers from a catalog, if applicable.

6. Indicate anticipated shipping costs separately from the cost of the product.

7. Do not send the form to the Financial Services Department until all required signatures are obtained.

VENDOR SELECTION

Selection Policy

Vendors should be selected on a competitive basis. Formal bids, informal bids, or telephone/email quotations will be solicited by the individual departments prior to submission of the *Request to Purchase Form*. Bid awards, purchase orders and/or contracts should be issued to the lowest responsible, responsive bidder. When soliciting for services from a previously used contractor, purchasers should consider the Village's past experience with the contractor. ~~When soliciting for services from a previously used contractor, purchasers should review the contractor's most recent performance grade on the *SharePoint Contract List*.~~

Selection Procedures

For the procurement of supplies, materials and/or equipment and for construction or repair, the Village will observe the following procedures:

1. In accordance with North Carolina General Statute §143-129, invitation for formal bids will be used for purchases of $90,000 and greater ($500,000 and greater for construction and repairs). ~~–~~This will include advertising in the local newspaper and/or other advertising media as deemed appropriate and receiving sealed bids.

2. Purchases greater than $5,000 but less than $90,000 (less than $500,000 for construction and repairs), are subject to Informal Bidding Procedures. North Carolina General Statute §143-131 requires this for purchases greater than $30,000 but less than $90,000; however, the Village has elected to use a lower threshold of $5,000. Purchases in this range will require three written quotes. All quotes, regardless of degree of formality, are required to be attached to the *Request to Purchase Form* ~~before the Purchase Requisition form is submitted~~prior to submission.

3. In accordance with North Carolina General Statute §143-131, purchases of less than $5,000 can be made in the open market with no requirement for a formal invitation for bids or request for quotations. However, **every effort should be made to obtain written competitive quotes for purchases of less than $5,000**. However, verbal quotes will be accepted if documented on the *Vendors Requested to Propose Form*. All quotes, regardless of degree of formality, are required to be attached to the *Request to Purchase Form* ~~before the Purchase Requisition form is submitted~~prior to submission.

The department is required to obtain written quotations from any related party that submits a proposal to provide goods or services. A related party includes Village employees, Board members, and Council members and their immediate family members. In these instances, the department is **required** to obtain pricing from at least three vendors. Related-party contracts are discouraged and should be in accordance with the Village's Ethics Policy AD-150.

E-VERIFY

Per Session Law 2013-418, municipalities may not enter into a contract unless the contractor and the contractor's subcontractors comply with Article 2 of Chapter 64 of the General Statutes. Employers and their subcontractors with 25 or more employees in North Carolina as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with the Village. Federal and State agencies and Municipalities are exempt from this requirement.

E-Verify is a Federal program operated by the US Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.

Any contract or purchase order approved by the Village will include these E-Verify contract requirements.

PURCHASE ORDERS

To be valid, a purchase order issued by the Village must be completed and signed by either the Financial Services Director (the statutory Finance Officer) or the Assistant Financial Services Director (the Deputy Finance Officer). **Purchase orders will not be issued without a properly executed *Request to Purchase Form package that complies with this policy***.

The Purchase Order Process

A purchase order is a contract between the Village and a vendor. The Village will not recognize the issuance of purchase orders by unauthorized Village employees or officials and payment of these obligations will not be approved. Obtaining supplies, materials,

equipment or services without a purchase order is an unauthorized purchase (except in emergency situations as outlined later).

Unauthorized purchases are classified as a personal expense and may be paid for by the employee.

In the event that a purchase order is not requested by the department and issued by Financial Services before the date of the invoice, the department head responsible for the unauthorized purchase should complete the *Explanation for Delay of Purchase Order Request Form*. This form will then be signed by the department head, forwarded to their immediate supervisor for approval, and then forwarded to the Village Manager, or their designee, for final approval. Once the Village Manager has approved the form, the Village Manager will send the form to Financial Services to authorize the payment of the invoice. Financial Services will not issue payment of the invoice without an approved *Explanation for Delay of Purchase Order Request Form*.

The original purchase order will be distributed to the requesting department to provide to the vendor. It is recommended that departments retain a copy of the purchase order for their records. Financial Services will maintain one copy of the purchase order, which is the Village's official copy for record retention purposes.

After an item is received, the department should indicate the purchase order number on the invoice before forwarding it to the Financial Services Department for payment. This should be done immediately after the item(s) have been received, inspected and accepted by the user department.

Change Orders

In order to change, modify, cancel, or liquidate an existing purchase order, the user department must complete a *Change Order Form* with the department head's or their designee's approval. All pertinent information needed to make the changes should be completed. The change order should be forwarded to the Financial Services Department for processing and approval. Financial Services will then distribute the paperwork to the department head or their designee. It is the department's responsibility to forward the additional paperwork to the vendor. Change order approval will be based upon the new purchase order total and not on the amount being added to the purchase order. Purchase order changes are appropriate for reasonable increases in quantity or project scope. If the change is significant, the Financial Services Director may request the purchase be re-quoted as a new purchase.

Change orders will **not** be allowed:

1. That would alter the procurement procedures that were used in the original process. (i.e., from informal to formal).
2. After the scope of services have been rendered or materials have been received.
3. That would increase a blanket purchase order.

Change orders are not needed when the dollar amount of the change for a line item will not be exceeded by 10% of the original amount.

SPECIAL PROCUREMENT PROCEDURES

Blanket Purchase Orders

The Financial Services Department will issue blanket purchase orders to selected vendors for the procurement of large volume items and recurring service contracts, such as cleaning and pest control services.

Requests for blanket purchase orders must, in addition to the required information, indicate the following: items covered by the blanket purchase order and a Not to Exceed (NTE) amount in the appropriate column. The issued purchase order will instruct the vendor that unauthorized purchases will not be allowed. It is the responsibility of the individual authorized to purchase under a blanket purchase order to ensure that an unspent balance remains to cover the purchase to be made. **Any purchase that exceeds the funds available under a blanket purchase order or made by personnel not authorized will be classified as an unauthorized purchase, or personal expense, and may be charged to the employee.**

An authorized Village employee must sign the vendor's delivery ticket and the purchase order number should be indicated on the receiving documents when a purchase is received. Delivery tickets may be discarded after being reconciled with the invoice.

Service Contracts

Recurring service contracts such as monthly or quarterly cleaning, pest control, maintenance, etc. can be encumbered at the beginning of the fiscal year for which a valid contract exists. A request for a blanket purchase order should be made in the total estimated amount to be expended on the service contract in the fiscal year. An executed contract should be attached to the *Request to Purchase Form* before a blanket purchase order will be issued for service contracts.

Purchasing Card Program

To procure small-dollar items, select Village employees will be issued a VISA-brand procurement card. Small-dollar purchases are individual expenditures of $2,000 or less. Some cardholders could be authorized to make purchases for greater or lesser amounts. The policies and procedures for the Village purchasing card program are documented in the Purchasing Card (P-Card) Program Policy No. FIN-416.2.

Emergency Purchases

In cases of emergencies, the department head or their designee may purchase directly from any vendor supplies or services whose immediate procurement is essential to

prevent delays in work that may affect the life, health, or safety of Village of Pinehurst employees or citizens.

The user department shall exercise good judgment and use established vendors when making emergency purchases. Always obtain the best possible price and limit purchases to those items that are directly emergency related. Not anticipating needs does not constitute an emergency situation. First, the department should determine if a true emergency does exist. Second, the department should anticipate needs and avoid emergency situations whenever possible.

During working hours, the following procedure should be used for emergency purchases:

> Contact the Financial Services Department and supply all pertinent information to obtain a purchase order. The information needed will include the vendor name, item(s) to be purchased with quantities, expenditure account to which the item(s) should be charged and the reason for the emergency purchase. After verifying available funds, a purchase order number will be issued for the expenditure and the purchase order will be distributed accordingly. If the purchase will over-encumber the account balance, a budget amendment will need to be completed as soon as possible.

After working hours, the following procedure should be used for emergency purchases:

> The invoice received should be coded with the account(s) to be charged and signed by the individual receiving the goods or services. The department head should complete the *Explanation for Delay of Purchase Order Request Form*. This form will then be signed by the department head, forwarded to their immediate supervisor for approval and then forwarded to the Village Manager, or their designee, for final approval. Once the Village Manager has approved the form, the Village Manager will send the form to Financial Services to authorize the payment of the invoice. Financial Services <u>will</u> <u>not</u> issue payment of the invoice without an approved *Explanation for Delay of Purchase Order Request Form*.

Emergency purchases, although sometimes necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored by the Financial Services Department for abuse.

<u>Call-In Request for Purchase Orders</u>

Call-in requests for purchase orders will be used for emergency situations only. However, scanning and emailing requests with the appropriate backup for rapid processing is acceptable.

<u>Purchase Order Cut-Off Date</u>

Purchase requests for materials, supplies, services and equipment (not included in

blanket purchase orders or service contracts) for the ending current fiscal year must be submitted to the Financial Services Department no later than June 1. Purchase requests of a routine nature that could have been scheduled prior to June 1, and are not critical, will be returned to the department for processing in the new fiscal year. This procedure is necessary to allow for the delivery and receipt of the goods by the end of the fiscal year.

Sole Source of Supply

In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the approval of the Village Council. Whenever a department head or their ~~their~~designee elects to purchase goods or services from a "sole source", they shall document on the request why only one company or individual is capable of providing the goods or services required. The provisions of G.S. §143-129(e)(6), which requires the Council to allow for this sole source exception, will be applied.

State of North Carolina Purchase Contract

Departments may utilize the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on state contract are: law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, and light bulbs. Contact the Financial Services Department with questions about which goods are on State Contract.

Cooperative or Group Purchasing Programs

Under North Carolina General Statute 143-129(e)(3) departments may make purchases from suppliers who are selected through a group purchasing program that is a “formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies”. Items selected for purchase from these contracts are not subject to informal or formal bidding requirements. Financial Services maintains membership in several such programs. Current information regarding these programs can be found on the Financial Services Self-Service page on the intranet.

Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Village is established, a purchase order with a NTE amount shall be issued to satisfy accounting and statutory requirements. A copy of the contract should be provided to support the purchase order. Architectural, engineering, and surveying contracts will also be subject to a qualification based selection (QBS) process per NCGS 143-64.31.

Purchasing Calendar: Capital and Non-Capital Equipment

In order to secure financing and maintain the fixed asset records for the fiscal year, the departments should try to complete all capital purchases no later than February 15 with delivery scheduled no later than May 15, if possible.

COMPETITIVE BIDS

Formal Bids – Apparatus, Supplies, Materials, & Equipment ($90,000 and Greater)

In order to purchase supplies, apparatus, materials or equipment with an expenditure of $90,000 or more, the department head or their designee, in conjunction with the Financial Services Director, shall develop and prepare specifications for bidding. The department head shall be responsible for ensuring that all North Carolina General Statutes are satisfied, including, but not limited to, newspaper advertisement and receipt of sealed bids. These requirements are outlined in NCGS §143-129.

After receipt of all bids, the department head or their designee, shall review the bid responses to determine the bid deemed in the best interest of the Village. The department head or their designee shall make a formal recommendation of award, with supporting documentation to the Financial Services Director, Village Manager, and the Village Council.

Upon Village Council approval of the recommendation, the responsible department head shall initiate the purchase order process and upon receipt of the issued purchase order, the department head may place the order with the successful bidder(s).

Informal Bids – Supplies and Materials ($5,000 - $90,000)

The department head shall utilize the informal bidding process for purchases greater than $5,000 and up to $90,000, in accordance with NCGS §143-131. The informal bidding process requires that competitive pricing be obtained in writing from the bidders. Requests for quotes are sent to several sources that can supply the product(s) desired. Upon receiving the quotes and selecting the vendor, the department head shall forward a *Request to Purchase Form* to the Financial Services Department who will generate a purchase order. Copies of the written quotations submitted by vendors should accompany the *Request to Purchase Form* along with the basis for selecting the vendor chosen.

Purchases of Supplies and Materials (Less than $5,000)

Every effort should be made to obtain three (3) written quotes when expending public funds of less than $5,000. Once the department head determines the quote that is in the best interest of the Village, the department head or their designee should complete a *Request to Purchase Form* and forward it to the Financial Services Department, along with copies of the written quotes received. Quotes should be summarized on the *Vendors*

Requested to Quote Form. This form can be especially useful for documenting verbal quotes. If other documentation is supplied, the department should provide all of the information with their submission to Financial Services. Financial Services will then generate a purchase order for purchases of $2,000 or more.

CONSTRUCTION AND REPAIR WORK

Formal Construction or Repair Contracts ($500,000 and greater)

Construction contracts within this range shall be the responsibility of the department head, engineer, and other Village officials as deemed necessary. These officials are responsible for specification development. G.S. §143-128 details the five alternative bidding methods for building construction and repair contracts. G.S. §143-128.2 defines historically underutilized business (HUB) participation goals and requirements. Per Ordinance #93-7, it is the Village's policy to have a verifiable goal of five (5%) percent for participation by historically underutilized businesses in building construction contracts awarded pursuant to G.S. §143-128.

After the formal bidding process has been completed, the department head or their designee shall recommend to the Village Council the lowest responsible, responsive bidder deemed in the best interest of the Village. Upon award by the Village Council and execution of the contract, the department head shall initiate a *Request to Purchase Form* so that a purchase order can be generated to encumber the expenditure account.

Informal Construction or Repair Contracts (Less than $500,000)

Construction, renovation or repair work of less than $500,000 shall be the responsibility of the department head, the contracted engineer and other Village officials as deemed necessary. The bid award will be made to the lowest responsible, responsive bidder, upon recommendation by the department head. Under G.S. 143-131(b) for construction or repair projects departments are required to document their good faith effort to solicit historically underutilized businesses. Upon approval by the Village Manager and execution of the contract, the department head or their designee shall initiate a *Request to Purchase Form* so that a purchase order can be generated to encumber the expenditure accounts. The department is also responsible for contacting the successful bidder(s).

HISTORICALLY UNDERUTILIZED BUSINESSES

For building construction (vertical construction with walls and roof) projects above $300,000, the Village must follow prescribed requirements in the Village's Minority Business Outreach Plan (MBOP). The formal bidding limit for construction is $500,000, but for HUB reporting, the limit is $300,000. For projects in this range, departments should contact the Financial Services Director for assistance in following those guidelines.

For building construction, maintenance, or repair projects in the $30,000 – $300,000

~~informal range, departments must make the following "good faith" efforts:~~

~~1. Solicit HUB participation in contracts,~~
~~2. Document efforts to recruit HUB participation,~~
~~3. Maintain records of HUB contractors solicited, and~~
~~4. Report all data on HUB participation efforts to the N.C. HUB Office.~~

~~Good faith efforts should be recorded on a HUB Informal Reporting Form and submitted to the Financial Services Director. This form will be the basis for a report to the NC HUB Office.~~

~~Departments can use the HUB Vendor Search on the Office for Historically Underutilized Business' webpage for assistance in soliciting HUB bids.~~

VERIFICATION OF BIDS RECEIVED

When a *Request to Purchase Form* is submitted for the purchase of supplies, materials, or equipment, the Financial Services Department will periodically verify bid information provided by vendors directly with the vendors. All bids received should accompany the *Request to Purchase Form*, regardless of the bid selected. In addition, a listing of the vendors who were asked to propose on the goods/services should be provided on the *Vendors Requested to Propose Form*.

SPECIFICATIONS

When goods or services are procured under the formal or informal bidding process, specifications must be prepared. All specifications should do at least four things:

1. Identify minimum requirements,
2. Encourage competitive bids,
3. Be capable of objective review, and
4. Provide for an equitable award at the lowest possible cost.

Specifications shall be as simple as possible while maintaining the degree of exactness required to prevent bidders from avoiding supplying the goods or services required or otherwise taking advantage of their competitors.

All specifications utilizing a name brand must include the term "or approved equal" to avoid being restrictive and eliminating fair competition from the bidding process.

Different methods of structuring specifications include:

1. Qualified products on acceptable vendor list,
2. Specification by blueprint or dimension sheet,
3. Specification by chemical analysis or physical properties,
4. Specification by performance, purpose or use,

5. Specification by identification with industry standards, or
6. Specification by samples.

DELIVERY AND PERFORMANCE

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies or equipment.

The importance of the delivery schedule should be emphasized to the vendor. Delivery requirements should be clearly written and fully understood by all vendors. If several items are required by the purchase order, there may be a different delivery schedule for each item. It is important to clearly indicate the delivery location on the *Request to Purchase Form*.

Partial Deliveries

Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items which are referred to as "partial deliveries". Upon receipt of a partial delivery, the department should attach a copy of the signed delivery receipt, indicate “Partial Delivery” and forward to the Financial Services Department.

Non-performance

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

INSPECTION AND TESTING

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets the design and performance specifications.

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

Rejection

In order to protect the Village’s rights in the event of rejection, for whatever reason, the vendor shall be informed as soon as possible. Reasons for the rejection must be documented in memo form and forwarded to the Financial Services Department in a

timely manner. It is the department head's or their designee's responsibility to notify Financial Services and the vendor of the reason for the rejection within three (3) business days if another employee received and signed for the goods.

Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted. It is necessary that all damage including evidence of concealed damage shall be documented by memo and forwarded to the Financial Services Department. The department head or their designee is responsible for informing the vendor and Financial Services of the damaged goods within three (3) business days if another employee received and signed for the goods.

Latent Defects

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Village may file a claim against all parties. A memo explaining the defects must be forwarded to the Financial Services Department to ensure all parties involved are properly informed. The department head or their designee is responsible for informing the vendor and Financial Services of the damaged goods within three (3) business days if another employee received and signed for the goods.

VENDOR RELATIONS

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business relationships between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding between the contractor and the Village of the expectations under the contract. Purchasers ~~are required to grade all contractors at least annually on the Village's *SharePoint Contract List* to assist the Village in awarding future contracts. They~~ are ~~also~~ encouraged to routinely provide feedback to contractors on their performance under the contract.

~~Purchasers are required to grade each contractor on the *SharePoint Contract List* with a letter grade of A, B, C, or F at the conclusion of the contract period. This aggregate grade should be based on the fairness of pricing, and the quality and timeliness of the services delivered. The purchaser is required to provide a brief comment with the letter grade explaining the reason for the grade assigned. Each letter grade has an explanation to assist the purchaser in selecting the appropriate grade.~~

~~For contracts with key suppliers, purchasers are required to use the *Essential Communications for Key Suppliers* document to communicate: 1) The Village's mission, vision, and values, 2) Required ethical standards, and 3) Methods of contract~~

~~performance evaluation, including a required performance evaluation meeting. Key suppliers are required to provide a written acknowledgment they have received the *Essential Communications for Key Suppliers*.~~

OTHER

No employee or official should derive a direct personal benefit from any contract or purchase. Also, employees should not accept gifts or favors from vendors per G. S. 133-32 and the Village's Ethics Policy AD-150.

Departments do not have the authorization to commit in writing, or verbally, future Village business to vendors.

AFTER THE ORDER

The procurement function is not accomplished by simply placing an order with a supplier. Satisfactory delivery must also be made. To ensure delivery will be made when required, follow-up is necessary.

Follow-up or expediting delivery of an order is part of the purchasing process and can be more efficiently handled by the purchasing party.

The Department Head shall on a regular basis review outstanding purchase orders to determine if vendors are delinquent in shipping the items requested or providing the services requested. The Department Head or their designee should contact vendors directly concerning any delinquent deliveries.

The Financial Services Department shall contact vendors concerning invoice discrepancies and shall have the authorization to approve or disapprove invoice amounts.

This document replaces all previous versions of this policy in their entirety.

VILLAGE OF PINEHURST **STANDARD PROCEDURE**	
SUBJECT: Purchasing Policy & Procedures with Federal Funds	Effective Date: 06/23/2020
Department: Financial Services	Policy No.: FIN-416.3
Prepared by: Financial Services Director, Dana Van Nostrand	Revised: 01/23/2024 08/01/2026
Approved by: Village Council Resolution #26-36	# of Pages: 10

I. PROCEDURE PURPOSE:

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for the purchase of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects **when federal funds are being used in whole or in part to pay for the cost of the contract**.

II. POLICY:

A. Application of Policy. This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or pass through). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 CFR Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

B. Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 CFR §200.317 through §200.327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Village of Pinehurst will follow all applicable local, state, and federal procurement requirements when expending federal funds. *Should the State of North Carolina or the Village of Pinehurst have more stringent requirements, the most restrictive requirement shall apply so long as it complies with federal law.* This includes the procurement method thresholds (Micro-purchase Threshold and Simplified Acquisition Threshold) noted below.

C. Compliance with Conflict of Interest Policy: Use of Federal Funds. All procurement activities must comply with the Village's Conflict of Interest Policy: Use of Federal Funds in accordance with 2 CFR §200.318(c)(1).

D. Contract Award. When bids are required by law, or otherwise solicited by the Village, all contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract. Consideration shall be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. No Evasion. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this policy or state and federal law.

F. Contract Requirements. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 CFR Section §200.327 and as provided for under 2 CFR Part 200, Appendix II.

G. Contractor's Conflict of Interest. Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

H. Approval and Modification. The administrative procedures contained in the Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

I. Micro-purchase Threshold. The Village will establish its micro-purchase threshold for purchases, service contracts (except architect/engineer professional services), and construction/repair contracts to be consistent with the threshold under which no competition is required in State of North Carolina G.S. 143-131. This is higher than the federal micro-purchase threshold as defined in 48 CFR Part 2, Subpart 2.1. The Village is allowed to set a higher micro-purchase threshold in accordance with 2 CFR §200.320(a)(1)(iv)(C). The Financial Services Director will document the annual self-certification of the Village's micro-purchase threshold as required by 2 CFR §200.320(a)(1)(iv) at the beginning of each fiscal year.

J. Simplified Acquisition Threshold. The Village will establish its simplified acquisition threshold for service contracts and construction/repair contracts to be consistent with the federal simplified acquisition threshold as defined in 48 CFR Part 2, Subpart 2.1. The simplified acquisition threshold for purchases will be consistent with the State of North Carolina threshold over which formal bidding is required per G.S. 143-129 since this threshold is lower than the federal simplified acquisition threshold.

III. PROCEDURES:

General: The administrative procedures contained within this policy are administrative and may be changed as necessary at staff level to comply with the federal Procurement Standards within this Policy. However, any policy changes must be approved by the governing body prior to becoming effective.

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

General Procurement Standards and Procedures:

A. Necessity. Purchases ***must be necessary*** to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stockpiling). The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying *new* items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.

B. Clear Specifications. The Purchasing Department will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

C. Notice of Federal Funding. All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

D. Compliance by Contractors. All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, FEMA requirements, and terms and conditions of the funding award.

E. Fixed Price. Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are *prohibited.* Time and materials contracts are prohibited *in most circumstances*. Time and materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

F. Use of Brand Names. When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how to reach the

required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

G. Lease versus Purchase. Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach. Note: This comparison is necessary for most FEMA financial assistance programs following an emergency or major disaster declaration.

H. Considering Small Businesses, Minority Businesses, Women's Business Enterprises, Veteran-Owned Businesses, and Labor Surplus Area Firms. When possible, solicitations should ensure these types of businesses are considered using the methods in 2 CFR §200.321, such as including these business types on solicitation lists and soliciting them whenever they are deemed eligible as potential sources. If economically feasible, procurements may be divided into smaller components to allow maximum participation by these businesses types. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.

I. Documentation. Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include (at a minimum): rationale for the procurement method used, selection of the contract type, basis for contractor selection or rejection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and fully-executed contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

J. Cost Estimate. For all procurements in excess of the simplified acquisition threshold as defined in 48 CFR part 2, subpart 2.1, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

K. Contract Requirements. The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II. C. "Contract Award" of this Policy.

L. Debarment and Suspension. No contract shall be awarded to a party included on the governmentwide exclusions list in the System for Award Management (SAM). Prior to preparing the contract, the Purchasing Department or the Requesting Department must verify that the party is not suspended or debarred in the SAM.

M. Contractor Oversight. The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.

N. Open Competition. Solicitations shall be prepared in a way to be fair and provide open competition. The Village shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding; specifying a brand name without allowing for "or equal" products, or other unnecessary requirement that have the effect of the restricting competition.

O. Geographic Preference. No contract shall be awarded based on geographic preference. Preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States is encouraged as appropriate and allowed by law.

Matrix of Procurement Thresholds and Methods:

Contract Type	Up to Micro-purchase Threshold	Up to Simplified Acquisition Threshold	Over Simplified Acquisition Threshold
Purchase	Less than $30,000 No competition required	$30,000 or more but less than $90,000 Small purchase	$90,000 or more Formal
Service (except Architect/Engineer)	Less than $30,000 No competition required	$30,000 or more but less than $250,000 Small purchase	$250,000 or more Formal
Construction/Repair	Less than $30,000 No competition required	$30,000 or more but less than $250,000 Small purchase	$250,000 or more Formal
Architect/Engineer Professional Service	Less than $250,000 Mini-Brooks Act	Less than $250,000 Mini-Brooks Act	$250,000 or more Formal (Proposal)

Note: The dollar thresholds in the matrix above are the thresholds in effect as of the date of adoption of this policy version. They are for illustrative purposes. Procurements subject to this policy must comply with the thresholds effective at the time of the procurement as defined in Section II of this policy.

Specific Procurement Procedures:

Either the Purchasing Department or the Requesting Department shall solicit quotes or bids in accordance with the requirements under this section of the policy based on the procurement method required in the matrix above for the contract type and estimated cost.

No Competition Required

Procedures are as follows:

- No competitive bidding or price quotations are required
- Price must be considered fair and reasonable
- To the extent practicable, purchases must be distributed equitably among qualified suppliers
- Contract must be in writing (this could be in the form of a purchase order)
- Purchases can be paid via purchasing card if they comply with the Village's purchasing card policy

Small Purchase (2 CFR §200.320(a)(2))

Procedures are as follows:

- Cost or price analysis is not required prior to soliciting bids
- Obtain written price quotes from an adequate number of qualified suppliers or sources (which shall not be less than three (3) quotes to be consistent with the Village's Purchasing and Contracting Policy & Procedures)
- General contractor state licensure requirements apply
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms as required under 2 CFR §200.321
- Award contract on a fixed-price basis. A not-to-exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction or repair require use of contract template) with federal contract provisions included
- Check the grant agreement for additional requirements specific to the grant
- Governing board approval of the contract, if required based on the Village's delegation of authority
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

Formal (2 CFR §200.320(b))

Sealed Bid (2 CFR §200.320(b)(1)):

Procedures are as follows:

- Cost or price analysis is required prior to soliciting bids (the cost estimate may be provided by the project designer)
- Complete specifications or purchase description must be available to all bidders
- Public advertisement:
  - The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board.
  - Legal notice must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound *documented* reasons".
- General contractor state licensure requirements apply
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms as required under 2 CFR §200.321
- Solicit from adequate number of known suppliers
- Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement
- All bids must be submitted sealed
- For construction/repair bids with an estimated cost of $500,000 or more, bids must be submitted in paper format
- A minimum of two (2) sealed bids (three (3) sealed bids for construction contracts) must be received in order to open all bids
- For construction/repair bids, a 5% bid bond is required of all bidders. A bid that does not contain a bid bond is not responsive and cannot be counted toward the three (3) bid minimum.
- For construction/repair contracts, performance and payment bonds for 100% of the contract price are required of the winning bidder
- Bids may only be rejected for "sound *documented* reasons"
- Award contract as a fixed-price. A not-to-exceed basis is permissible for *service contracts only* where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction/repair require use of contract template) with federal contract provisions included
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding
- Governing board approval of the contract, if required based on the Village's

delegation of authority
- For construction/repair contracts costing $500,000 or more, governing board approval is required and it cannot be delegated

Construction/repair contracts involving a <u>building costing $300,000 and above</u> must comply with the following additional requirements under state law:

-
- Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

*Proposals (2 CFR §200.320(b)(2)) can **<u>only</u>** be used when conditions are not appropriate for the use of sealed bids, such as service contracts. This can be used for all types of contracts over the simplified acquisition threshold.*

Procedures are as follows:

- Publicly advertised. Formal advertisement in a newspaper is <u>not</u> required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
- Proposals must be solicited from an adequate number of qualified firms. Individual federal grantor agencies may have guidance interpreting "adequate number".
- State licensure requirements apply for architects or engineers
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms as provided under 2 CFR § 200.321
- Identify evaluation criteria and relative importance of each criteria (criteria weight) in the request for proposal (RFP)
- All responses must be considered to the maximum extent practical
- Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm
- Evaluate qualifications and competence of respondents based on the evaluation criteria and rank proposals
- Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP
- Governing board approval of the contract, if required based on the Village's delegation of authority
- Award the contract on a fixed-price or cost-reimbursement basis
- Must have written contract with federal contract provisions included
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

Mini-Brooks Act/Qualifications-Based Selection (G.S. 143-64.31)
This process cannot be used for general consulting services or other services not defined by state law or PDAT Supplement, Section V-15 even if those services can be performed by an architectural or engineering firm.

Procedures are as follows:

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Announce requirements for the service and make good faith efforts to notify minority firms. Newspaper advertisement is not required.
- The RFQ can solicit information on the members and qualifications of the design team, general information about the firm, examples of prior work, discussions of concepts and approaches to the project, references, or unit price.
- Price (other than unit cost), conceptual drawings, designs, or past project prices with comparison to current project price cannot be solicited in the RFQ.
- State licensure requirements apply for architects or engineers based on the work type and thresholds in G.S. 133.1.1(a)
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms as provided for under 2 CFR §200.321
- Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department
- Rank respondents based on competence and qualifications and select the best qualified firm
- Price cannot be a factor in the evaluation
- Preference may be given to in-state (but not local) firms
- Negotiate a fair and reasonable fee with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom a fair and reasonable fee has been successfully negotiated
- Must be a fixed-price or not-to-exceed contract type for services
- Governing board approval of the contract, if required based on the Village's delegation of authority
- Must have written contract with federal contract provisions included

IV. EXCEPTIONS:

Non-competitive contracts are allowed ***only*** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

A. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting

Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.

B. Public Exigency. A contract may be awarded without competitive bidding when there is a public exigency or emergency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.

C. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from the number of sources as required under this Policy does not result in a qualified winning bidder.

D. Federal Contract. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.

E. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

VILLAGE OF PINEHURST **STANDARD PROCEDURE**	
SUBJECT: Purchasing Policy & Procedures with Federal Funds	Effective Date: 06/23/2020
Department: Financial Services	Policy No.: FIN-416.3
Prepared by: Financial Services Director, Dana Van Nostrand	Revised: 01/23/2024 08/01/2026
Approved by: Village Council Resolution #26-364-06	# of Pages: 1010

I. PROCEDURE PURPOSE:

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for the purchase of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects **when federal funds are being used in whole or in part to pay for the cost of the contract**.

II. POLICY:

A. Application of Policy. This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or pass through). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 CFR Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

B. Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 CFR §200.317 through §200.327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Village of Pinehurst will follow all applicable local, state, and federal procurement requirements when expending federal funds. *Should the State of North Carolina or the Village of Pinehurst have more stringent requirements, the most restrictive requirement shall apply so long as it complies with federal law.* This includes the procurement method thresholds (Micro-purchase Threshold and Simplified Acquisition Threshold) noted below.

C. Compliance with Conflict of Interest Policy: Use of Federal Funds. All procurement activities must comply with the Village's Conflict of Interest Policy: Use of Federal Funds in accordance with 2 CFR.F.R §200.318(c)(1).

D. Contract Award. When bids are required by law, or otherwise solicited by the Village, all contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract. Consideration shall be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. No Evasion. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this policy or state and federal law.

F. Contract Requirements. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 CFR Section §200.327 and as provided for under 2 CFR Part 200, Appendix II.

G. Contractor's Conflict of Interest. Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

H. Approval and Modification. The administrative procedures contained in the Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

I. Micro-purchase Threshold. The Village will establish its micro-purchase threshold for purchases, service contracts (except architect/engineer professional services), and construction/repair contracts to be consistent with the threshold under which no competition is required in State of North Carolina G.S. 143-131. This is higher than the federal micro-purchase threshold as defined in 48 CFR Part 2, Subpart 2.1. The Village is allowed to set a higher micro-purchase threshold in accordance with 2 CFR §200.320(a)(1)(iv)(C). The Financial Services Director will document the annual self-certification of the Village's micro-purchase threshold as required by 2 CFR §200.320(a)(1)(iv) at the beginning of each fiscal year.

J. Simplified Acquisition Threshold. The Village will establish its simplified acquisition threshold for service contracts and construction/repair contracts to be consistent with the federal simplified acquisition threshold as defined in 48 CFR Part 2, Subpart 2.1. The simplified acquisition threshold for purchases will be consistent with the State of North Carolina threshold over which formal bidding is required per G.S. 143-129 since this threshold is lower than the federal simplified acquisition threshold.

III. PROCEDURES:

General: The administrative procedures contained within this policy are administrative and may be changed as necessary at staff level to comply with the federal Procurement Standards within this Policy. However, any policy changes must be approved by the governing body prior to becoming effective.

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

General Procurement Standards and Procedures:

A. Necessity. Purchases ***must be necessary*** to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stockpiling). The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying *new* items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.

B. Clear Specifications. The Purchasing Department will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

C. Notice of Federal Funding. All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

D. Compliance by Contractors. All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, FEMA requirements, and terms and conditions of the funding award.

E. Fixed Price. Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are *prohibited.* Time and materials contracts are prohibited *in most circumstances*. Time and materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

F. Use of Brand Names. When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how to reach the

required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

G. Lease versus Purchase. Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach. Note: This comparison is necessary for most FEMA financial assistance programs following an emergency or major disaster declaration.

H. Considering Small Businesses, Minority Businesses, Women's Business Enterprises, Veteran-Owned Businesses, and Labor Surplus Area Firms~~Dividing Contract for M/WBE Participation~~. When possible, solicitations should ensure these types of businesses are considered using the methods in 2 CFR §200.321, such as including these business types on solicitation lists and soliciting them whenever they are deemed eligible as potential sources. If economically feasible, procurements may be divided into smaller components to allow maximum participation ~~of small and minority businesses and women business enterprises~~by these businesses types. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.

I. Documentation. Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include (at a minimum): rationale for the procurement method used, selection of the contract type, basis for contractor selection or rejection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and fully-executed contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

J. Cost Estimate. For all procurements in excess of the simplified acquisition threshold as defined in 48 CFR part 2, subpart 2.1, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

K. Contract Requirements. The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II. C. "Contract Award" of this Policy.

L. Debarment and Suspension. No contract shall be awarded to a party included on the governmentwide exclusions list in the System for Award Management (SAM).

Prior to preparing the contract, the Purchasing Department or the Requesting Department must verify that the party is not suspended or debarred in the SAM.

M. Contractor Oversight. The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.

N. Open Competition. Solicitations shall be prepared in a way to be fair and provide open competition. The Village shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding; specifying a brand name without allowing for "or equal" products, or other unnecessary requirement that have the effect of the restricting competition.

O. Geographic Preference. No contract shall be awarded based on geographic preference. Preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States is encouraged as appropriate and allowed by law.

Matrix of Procurement Thresholds and Methods:

Contract Type	Up to Micro-purchase Threshold	Up to Simplified Acquisition Threshold	Over Simplified Acquisition Threshold
Purchase	Less than $30,000 No competition required	$30,000 or more but less than $90,000 Small purchase	$90,000 or more Formal
Service (except Architect/Engineer)	Less than $30,000 No competition required	$30,000 or more but less than $250,000 Small purchase	$250,000 or more Formal
Construction/Repair	Less than $30,000 No competition required	$30,000 or more but less than $250,000 Small purchase	$250,000 or more Formal
Architect/Engineer Professional Service	Less than $250,000 Mini-Brooks Act	Less than $250,000 Mini-Brooks Act	$250,000 or more Formal (Proposal)

Note: The dollar thresholds in the matrix above are the thresholds in effect as of the date of adoption of this policy version. They are for illustrative purposes. Procurements subject to this policy must comply with the thresholds effective at the time of the procurement as defined in Section II of this policy.

Specific Procurement Procedures:

Either the Purchasing Department or the Requesting Department shall solicit quotes or bids in accordance with the requirements under this section of the policy based on the procurement method required in the matrix above for the contract type and estimated cost.

No Competition Required

Procedures are as follows:

- No competitive bidding or price quotations are required
- Price must be considered fair and reasonable
- To the extent practicable, purchases must be distributed equitably among qualified suppliers
- Contract must be in writing (this could be in the form of a purchase order)
- Purchases can be paid via purchasing card if they comply with the Village's purchasing card policy

Small Purchase (2 CFR §200.320(a)(2))

Procedures are as follows:

- Cost or price analysis is not required prior to soliciting bids
- Obtain written price quotes from an adequate number of qualified suppliers or sources (which shall not be less than three (3) quotes to be consistent with the Village's Purchasing and Contracting Policy & Procedures)
- General contractor state licensure requirements apply
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms~~M/WBE vendors and suppliers~~ as required under 2 CFR §200.321
- Award contract on a fixed-price basis. A not-to-exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction or repair require use of contract template) with federal contract provisions included
- Check the grant agreement for additional requirements specific to the grant
- Governing board approval of the contract, if required based on the Village's delegation of authority
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

Formal (2 CFR §200.320(b))

Sealed Bid (2 CFR §200.320(b)(1)):

Procedures are as follows:

- Cost or price analysis is required prior to soliciting bids (the cost estimate may be provided by the project designer)
- Complete specifications or purchase description must be available to all bidders
- Public advertisement:
  - The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board.
  - Legal notice must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound *documented* reasons".
- General contractor state licensure requirements apply
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms~~M/WBE vendors and suppliers~~ as required under 2 CFR §200.321
- Solicit from adequate number of known suppliers
- Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement
- All bids must be submitted sealed
- For construction/repair bids with an estimated cost of $500,000 or more, bids must be submitted in paper format
- A minimum of two (2) sealed bids (three (3) sealed bids for construction contracts) must be received in order to open all bids
- For construction/repair bids, a 5% bid bond is required of all bidders. A bid that does not contain a bid bond is not responsive and cannot be counted toward the three (3) bid minimum.
- For construction/repair contracts, performance and payment bonds for 100% of the contract price are required of the winning bidder
- Bids may only be rejected for "sound *documented* reasons"
- Award contract as a fixed-price. A not-to-exceed basis is permissible for *service contracts only* where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction/repair require use of contract template) with federal contract provisions included
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding
- Governing board approval of the contract, if required based on the Village's delegation of authority

- For construction/repair contracts costing $500,000 or more, governing board approval is required and it cannot be delegated

Construction/repair contracts involving a building costing $300,000 and above must comply with the following additional requirements under state law:

- ~~Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.~~
- Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

*Proposals (2 CFR §200.320(b)(2)) can **only** be used when conditions are not appropriate for the use of sealed bids, such as service contracts. This can be used for all types of contracts over the simplified acquisition threshold.*

Procedures are as follows:

- Publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
- Proposals must be solicited from an adequate number of qualified firms. Individual federal grantor agencies may have guidance interpreting "adequate number".
- State licensure requirements apply for architects or engineers
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms~~M/WBE vendors and suppliers~~ as provided under 2 CFR § 200.321
- Identify evaluation criteria and relative importance of each criteria (criteria weight) in the request for proposal (RFP)
- All responses must be considered to the maximum extent practical
- Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm
- Evaluate qualifications and competence of respondents based on the evaluation criteria and rank proposals
- Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP
- Governing board approval of the contract, if required based on the Village's delegation of authority
- Award the contract on a fixed-price or cost-reimbursement basis
- Must have written contract with federal contract provisions included

- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

Mini-Brooks Act/Qualifications-Based Selection (G.S. 143-64.31)
This process cannot be used for general consulting services or other services not defined by state law or PDAT Supplement, Section V-15 even if those services can be performed by an architectural or engineering firm.

Procedures are as follows:

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Announce requirements for the service and make good faith efforts to notify minority firms. Newspaper advertisement is not required.
- The RFQ can solicit information on the members and qualifications of the design team, general information about the firm, examples of prior work, discussions of concepts and approaches to the project, references, or unit price.
- Price (other than unit cost), conceptual drawings, designs, or past project prices with comparison to current project price cannot be solicited in the RFQ.
- State licensure requirements apply for architects or engineers based on the work type and thresholds in G.S. 133.1.1(a)
- Take affirmative steps to solicit price quotes from small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms~~M/WBE vendors and suppliers~~ as provided for under 2 CFR §200.321
- Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department
- Rank respondents based on competence and qualifications and select the best qualified firm
- Price cannot be a factor in the evaluation
- Preference may be given to in-state (but not local) firms
- Negotiate a fair and reasonable fee with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom a fair and reasonable fee has been successfully negotiated
- Must be a fixed-price or not-to-exceed contract type for services
- Governing board approval of the contract, if required based on the Village's delegation of authority
- Must have written contract with federal contract provisions included

IV. EXCEPTIONS:

Non-competitive contracts are allowed ***only*** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the

federal funds:

A. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.

B. Public Exigency. A contract may be awarded without competitive bidding when there is a public exigency or emergency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.

C. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from the number of sources as required under this Policy does not result in a qualified winning bidder.

D. Federal Contract. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.

E. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

RESOLUTION #14-15:

RESOLUTION FOR THE VILLAGE OF PINEHURST TO ADOPT AN OUTREACH PLAN FOR PARTICIPATION BY MINORITY BUSINESSES IN THE AWARDING OF BUILDING CONSTRUCTION CONTRACTS PURSUANT TO N.C.G.S. 143-128.2

WHEREAS, the North Carolina General Assembly enacted Session Law 2001– 496, Senate Bill 914 to enhance and improve the good faith efforts to recruit and select minority businesses for participation in public building construction or repair contracts by adding N.C.G.S. 143-128.2; and

WHEREAS, N.C.G.S. 143-128.2 requires each city, county, or other local public entity to adopt, after notice and a public hearing, an appropriate verifiable percentage goal for participation by minority businesses in the total value of work for building projects costing $300,000 or more; and

WHEREAS, the Village Council of the Village of Pinehurst adopted Ordinance #93-7, establishing a verifiable percentage goal of 5% for participation by minority businesses in building construction contracts awarded pursuant to N.C.G.S. 143-128 on March 15, 1993, and

WHEREAS, N.C.G.S. 143-128.2(b) requires a public entity awarding a building contract where the total cost equals or exceeds $300,000 to establish, prior to solicitation of bids, good faith efforts that it will take to make it feasible for minority businesses to submit successful bids or proposals for the contracts for building projects; and

WHERAS, N.C.G.S. 143-128.2(e)(1) requires a public entity awarding a building construction or repair contract where the total cost exceeds $300,000, prior to awarding a contract, to develop and implement a minority business participation outreach plan; and

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 8th day of April, 2014, as follows:

SECTION 1. That the "Outreach Plan and Guidelines for Recruitment and Selection of Minority Businesses for Participation in Village of Pinehurst Building Construction or Repair Contracts" is hereby adopted, and the adopted policy attached hereto as Exhibit A is made a part of hereof, the same as if included verbatim.

ADOPTED this 8th day of April, 2014.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Attest:

Lauren M. Craig, Village Clerk

Approved as to Form:

Michael J. Newman, Village Attorney

Resolution 26-37 Amending the Fees and Charges Schedule
ADDITIONAL AGENDA DETAILS:

FROM: Dana Van Nostrand, Financial Services Director
CC: Village Council;
DATE OF MEMO: 07/30/2026

MEMO DETAILS
The Fire Department wishes to sell reflective address signs for residents to purchase to assist public safety personnel in identifying homes when responding to calls for service. The $20 fee per sign being added to the Fees & Charges schedule covers the cost of materials to make the signs.

Several changes are also recommended for the Tufts Archives fees, primarily reducing the cost of photographic prints and clarifying definitions.

The language regarding rounding of cash transactions when exact change cannot be made is also amended to match Article 52 of NCGS Chapter 66 which was recently added by Session Law 2026-31.

If adopted, the amended Fees & Charges schedule would be effective August 12, 2026.

ATTACHMENTS
1. Resolution 26-37 Amending Fee Schedule 08.12.2026
2. Exhibit A - Fees & Charges Schedule 08-12-2026
3. Fee Schedule Changes 08-12-2026
4. Fee Schedule 08-12-2026 (Redlined)

Resolution #26-37:

A Resolution Amending the Village of Pinehurst Fees and Charges Schedule

That Whereas, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 9th day of March, 2004; and

Whereas, it is the policy of the Village of Pinehurst to review and amend the Fees and Charges Schedule on an annual basis, or as deemed necessary; and

Whereas, the Village Council, after considering all the facts and circumstances surrounding the proposed amendments to the Pinehurst Fees and Charges Schedule, have determined that it is in the best interest of the Village of Pinehurst to make the amendments as requested.

Now, therefore, be it resolved by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 11th day of August, 2026, as follows:

Section 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective August 12, 2026, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

Section 2. That all resolutions or 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 11th day of August, 2026.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By:_____
Patrick Pizzella, Mayor

Attest:

_____
Shannon Bonecutter, Village Clerk

DRAFT

Village of Pinehurst
Fees and Charges Schedule
Effective August 12, 2026

Administration:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
02/2022	Paper Copies	$0.25	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	$20.00	per cart
	Municipal Code Copies:		
03/2004	Entire Code	$0.10	per sheet
03/2004	Supplements	$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days

Rental Fees for Use of Village Rooms

Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals. Rental fees are waived for non-profits located within the Village of Pinehurst.

The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained).Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.

A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.

Categories of Renters

Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.

Non-Resident: Non-commercial, private individual that does not own property within the corporate limes of the Village of Pinehurst.

Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, or (c)7 or registered with the North Carolina Secretary of State as a Non-Profit Corporation (such as an HOA or POA) with a physical location or offices located within the Village of Pinehurst.

Administration (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Categories of Renters (continued) Commercial: Any individual, sole proprietorship, corporation, business, or entity that does not qualify under any other renter category. The Village of Pinehurst reserves the right to define the renter category based on the usage.			
	Deposit – Assembly Hall & Conference Room:		
02/2025	Audio visual equipment is not utilized	$250.00	per event
02/2025	Audio visual equipment is utilized	$500.00	per event
	Rental Fee – Conference Room:		
	Up to 3 hours:		
02/2025	Resident	$50.00	per event
02/2025	Non-Resident	$100.00	per event
12/2007	More than 3 hours	$25.00	per hour
	Rental Fee – Assembly Hall:		
	Up to 3 hours:		
02/2025	Resident	$100.00	per event
02/2025	Non-Resident	$200.00	per event
02/2025	More than 3 hours	$50.00	per hour
02/2025	Audio visual equipment	$50.00	per event
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates.			

Fire:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2023	Re-Inspection with violations remaining 1st Re-Inspection 2nd Re-Inspection 3rd and Subsequent Re-Inspection	 $100.00 $200.00 $500.00	 per inspection per inspection per inspection
Permits Required by NC Fire Code – review, permit and inspection fees The fees set forth in this section are fixed for the review of plans for fire protection systems and the issuance of permits required by the Fire Prevention Code.			
02/2023	Fire Sprinkler Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Fire Alarm / Detection Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Standpipe System	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2021	Hood Suppression System	$75.00	per permit
02/2021	Any other required permit	$75.00	per permit
02/2023	Express Plan Review (less than 48 hour notice)	$250.00 plus applicable fee	per express plan review
02/2023	Express Inspection (less than 48 hour notice)	$250.00 plus applicable fee	per express inspection
02/2023	Re-review fees for 3rd and subsequent submission	$150.00	per submission
02/2021	Lift a Stop Work Order	$100.00	per Stop Work Order
02/2023	Work performed without a permit	Greater of $500.00 or double fee	per permit
Other Fire Fees			
08/2026	Reflective Address Sign	$20.00	per sign
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule for a minimum of 2 hours.			

Information Technology (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	$2.00	per map
12/2009	Copy of already created map up to 11 x 17	$6.00	per map
12/2009	Copy of already created map up to 17 x 22	$10.00	per map
12/2009	Copy of already created map up to 22 x 34	$12.00	per map
12/2009	Copy of already created map up to 34 x 44	$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	$50.00	per map

Library and Archives:

Council Adopted Date	Description	Fee/Charge	Unit
Library Fees			
02/2022	Library Card Fee – Resident/Non-Resident	No Charge	per patron
02/2022	Lost Item Fee	Actual Replacement Cost or Replacement of Identical Item with Staff Approval	per item
02/2022	Rental Fee – Conference Room	Reference Page 1 Administration: Rental Fee-Conference Room	per event
02/2022	Paper Copies	Reference Page 1 Administration: Paper Copies	per sheet
Archive Fees			
Images – Digital Images			
09/2022	Commercial Entity Fee	$150.00 $75.00 $25.00	per images 1 – 4 per images 5 – 10 per images 11 +
09/2022	Non-Commercial Entity Fee (Personal Use)	$50.00	per image
09/2022	Non-Profit Entity Fee	$15.00	per image
02/2022	Dropbox Fee	$25.00	per request
02/2022	Additional Use of Each Image (See Ross Course section for Ross Course Additional Use Fee)	$10.00	per additional use
08/2026	Folder Content	$1.00	per page

Library and Archives (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Images – Photographic Prints (Prepared in House)			
08/2026	4 X 6	$14.00	per print
08/2026	5 X 7	$19.00	per print
08/2026	8 X 10	$24.00	per print
08/2026	11 X 14	$36.00	per print
08/2026	11.7 X 16.5	$39.00	per print
Images – Research Fees			
02/2022	Basic Research Fee – Locating Information/Image	No Charge	up to 30 minutes
02/2022	Basic Research Fee – Locating Information/Image	$30.00	per hour after first 30 minutes
Graphics – Ross Golf Course Photocopies			
02/2022	Notes & Field Sketches 8.5 X 11	$1.00 $2.00 $2.50	per black & white copy per color copy per photo paper copy
02/2022	Blueprints 11 X 17	$2.00 $5.00 $10.00	per black & white copy per color copy per photo paper copy
02/2022	Golf Course Layouts	See General Fees: Outsourced Printing (page 7)	
Graphics – Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House)			
02/2022	8.5 X 11	$47.00	per print
02/2022	11 X 14	$72.00	per print
02/2022	11.7 X 16.5	$77.00	per print

Library and Archives (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Graphics – Ross Golf Course Graphics – Digital Graphics			
02/2022	Digital Golf Course Layout	$250.00	per layout
02/2022	Digital Field Sketches, 9 Holes	$75.00	per 9 holes
02/2022	Digital Field Sketches, 18 Holes	$150.00	per 18 holes
02/2022	Digital Field Sketches, 36 Holes	$200.00	per 36 holes
02/2022	Scanning or Re-Scanning of Ross Graphics	$15.00	per 15 minutes
08/2026	Individual Field Sketches or Notes	$9.00	per page
08/2026	Additional Use of Each Digital Image	50% of initial cost	per additional use
General Fees			
08/2026	Outsourced Printing	Width X Height x $0.14 plus 35%	per image
02/2022	Shipping & Handling	Greater of $10.00 or Actual Shipping Cost	per parcel
Library and Archives Fees Definition			
09/2022 09/2022 09/2022	**Categories of Entities:** Commercial Entity: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other category. Non-Commercial Entity: Non-commercial, private individual. Non-Profit Entity: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, (c)7 or federal, state, or local governments.		
The Village of Pinehurst reserves the right to define the entity category based on the usage of the image.			

Village of Pinehurst
Fees and Charges Schedule
Effective August 12, 2026

Planning and Inspections:

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	$500	per application		
02/2019	Zoning Map (Rezoning)	$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	$5,000	per application		
02/2019	Comprehensive Plan Amendment	$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	$1,000	per application		
02/2019	Variance	$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	$100	per application		
	Final Plats				
02/2019	Final Plat - Major	$325	per application		
02/2019	Final Plat - Minor	$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	$4,500	per permit		
02/2019	Subdivision - Minor	$1,400	per permit		
02/2019	Subdivision - Exempt	$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Commercial Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Commercial New	$4,100	per permit	$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	$205	per permit	$170	per permit
02/2019	Multi-Family Demolition	$200	per permit	$175	per permit
02/2019	Residential Demolition	$50	per permit	$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	$40	per permit	$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family New	$4,100	per permit	$0.59	per square foot (sf)

Planning and Inspections (continued):

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	$380	per permit	$170	per permit
02/2025	Pool/Spa – Residential	$65	per permit	$150	per permit
	Residential Building Permits				
02/2024	Residential Addition	$175	per permit	$0.30	per square foot (sf)
02/2024	Residential Alteration	$175	per permit	$0.30	per square foot (sf)
02/2024	Residential New	$330	per permit	$0.30	per square foot (sf)
03/2004	Residential New – Homeowners Recovery Fee	$10	per permit		
	Single Trade Permits – Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Mechanical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Plumbing	$40	per permit	$60	per permit
02/2022	Commercial/Multi-Family Building	$40	per permit	$110	per permit
	Single Trade Permits – Residential				
02/2022	Residential Electrical	$40	per permit	$60	per permit
02/2022	Residential Mechanical	$40	per permit	$60	per permit
02/2022	Residential Plumbing	$40	per permit	$60	per permit
02/2022	Residential Building	$40	per permit	$60	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units – Commercial	$100	per permit	$150	per unit
02/2019	Manufactured/Modular Units – Residential	$100	per permit	$100	per unit
	Accessory Structures				
02/2019	Accessory Structures – Commercial	$200	per permit	$0.59/sf	per square foot (sf)
02/2024	Accessory Structures – Residential	$175	per permit	$0.30/sf	per square foot (sf)
03/2004	Accessory Structures – No Dimension > 12 ft.	$50	per permit		
	Other Permits				
02/2019	ABC Permit	$50	per permit	$100	per permit
02/2019	Beekeeping	$25	per permit		
02/2025	Decks and Patios	$100	per permit	$100	per permit
02/2025	Docks & Bulkheads	$100	per permit	$100	per permit
02/2019	Driveway	$25	per permit	$75	per permit
02/2019	Fence, Wall, or Column	$125	per permit	$50	per permit
02/2019	Floodplain Development	$200	per permit		
02/2019	Home Health & Day Care	$50	per permit	$100	per permit
03/2004	Home Occupation	$50	per permit		
02/2019	Mobile Food Vendor	$25	per permit		

Planning and Inspections (continued):

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	$50	per permit	$50	per permit
02/2020	Right of Way Use – Residential	No Charge	per permit		
02/2020	Right of Way Use – Commercial	$50	per permit		
02/2019	Seasonal Pool	$25	per permit		
02/2019	Sign – Permanent	$225	per permit	$50	per permit
02/2025	Solar Permit	$50	per permit	$100	per permit
02/2019	Temporary Use	$250	per permit		
02/2025	Temporary Power	$100	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	$65	per permit	$110	per permit
02/2019	Zoning Use	$50	per permit		
	Other Fees				
02/2022	Administrative Modification	$100	per application		
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			$100	per inspection
02/2019	Encroachment Agreement	$200	per agreement		
11/2023	Plan Review/Inspections for Encroachment Agreements with “New Underground Utilities Addendum”	$250	per mile		
02/2019	Modification to Prior Approval	$200	per application		
02/2023	Nonconforming Use Certificate (short term rentals)	$50	per certificate		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	$50	per application		
02/2019	Zoning Certification Letter	$50	per letter		
	Penalties/Violations				
03/2004	Lift a Stop Work Order			$100	per Stop Work Order
03/2004	Work performed without a permit	Double fee	per permit		
02/2025	Same-day Cancellation or Not Ready Fee			$150	per occurrence

All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.

Police:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
02/2025	Parking Violations	Up to $50.00	per ticket
12/2009	Precious Metals Dealer Permit	$180.00	per application
12/2009	Precious Metals Registered Employee	$10.00 $3.00	initial application per employee annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	$180.00	per application
02/2025	Peddling & Solicitation Permit	$50.00	per application

Public Services – Solid Waste:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
02/2023	Refuse Cart	$70.00	per additional cart
02/2023	Recycle Cart	$70.00	per additional cart
02/2023	Yard Debris Cart	$70.00	per additional cart

Recreation – Fair Barn:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental Fair Barn can be rented under the following applicable base fee schedule. The applicable base fee, including the base fee for non-profits, includes all Fair Barn amenities. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2025	**Base Fee Full Day Weekend (14 hours or less) *:** Resident Non-Resident Non-Profit** Commercial	 $3,750.00 $4,750.00 $2,500.00 $5,000.00	per day
02/2025	**Base Fee Weekday (8 hours or less) *:** Resident Non-Resident Non-Profit** Commercial **(14 hours or less) *:** Commercial	 $3,000.00 $3,750.00 $2,000.00 $4,000.00 $4,500.00	per day
02/2021	**Additional Hour Above 8 Hour/14 Hour Maximum**	$150.00	per hour
02/2023	Corporate Meeting	$1,000.00 $600.00	greater than 4 hours less than 4 hours
***Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at $150/hour. **See Non-Profit definition on Page 13.**			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	

Recreation – Fair Barn (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Fees			
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2023	Postponement Fee (one postponement at no charge)	$250.00	per postponement
02/2020	Chairs (includes set-up) (only available on site)	$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	 $750.00 $1,250.00 $1,000.00	per event
09/2013	Corporate Meeting Deposit	$250.00	per event
02/2024	Holiday Premium **	$500.00	per day
02/2019	Prohibited Items (deducted from deposit)	$500.00	per event
12/2007	Tables (includes set-up) (only available on site)	$9.00	per table
* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.			
Fair Barn Fees and Charges Definition			
12/2003 12/2003 12/2003 12/2003 07/2017	**Categories of Renters:** Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst. Non-Resident: Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst. Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC. Commercial: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other renter category. Corporate Meeting: Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
The Village of Pinehurst reserves the right to define the renter category based on the usage.			

Recreation – Fair Barn (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Definitions			
12/2003	Deposit: Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	Base Fee: Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	Other Fees: Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	Sponsored/Co-Sponsored: Events presented by, or coordinated with, the Village of Pinehurst per the "Village Sponsorship of Events" policy.		
12/2003	Special Use: An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of $7,500 in revenue, special attractions and/or demonstrations.		

Recreation – Harness Track:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental Fees			
02/2020	Equestrian Events – One Infield – without Show Arena	$155,00	*per day
02/2020	Equestrian Events – One Infield – with Show Arena	$260.00	*per day
02/2020	Equestrian Events – Two Infields -without Show Arena	$310.00	*per day
02/2020	Equestrian Events – Two Infields – with Show Arena	$360.00	*per day
02/2026	Non-Equestrian Event Rental – One Infield – full day	$600.00	per infield, per day
02/2026	Non-Equestrian Event Rental – fours or less	$20 resident/$40 non-resident	per hour
02/2025	Athletic Use – Natural Surface	$20 resident/$40 non-resident	per hour
*Facility rental includes the prior day set up of arena or infield.			
Equestrian Event: Other Fees			
02/2020	Stall Rental (less than 100 stalls, max of three nights)	$41.00	per stall
02/2020	Stall Rental (100 stalls or more, max of three nights)	$36.00	per stall
02/2020	Tack Stall	$36.00	per stall
01/2013	Stall Rental (more than three nights)	$15.00	per stall/per night
02/2025	Stall Rental Improper Stall Clean Out (Not Stripped)	$20.00	per stall
12/2009	Impact Fee: Temporary stall	$10.00	per horse, per rental
01/2011	Impact Fee: Horse not using stall	$10.00	per horse, per day
02/2020	Paddock Fee	$26.00	per paddock
01/2001	Manure Pile Removal	$25.00	per pile

Recreation – Harness Track (continued):

Council Adopted Date	Description	Fee/Charge	Unit
All Events			
Deposits			
01/2004	All Event Rentals – Security and Clean Up Deposit	$150.00	**per rental
**For excess damage and/or cleaning as determined by the Parks and Recreation Director, additional fees could be incurred based on staff time and/or cost.			
Other Fees			
07/2015	Oversize/Recreation Vehicle Parking (Maximum 7 days)	$35.00	per day
01/1997	Admission Parking/Gate Fees (Does not apply to non-profit 501(c) 3 – 7	10%	% of total
01/2004	Show Office Clean Up	$50	per rental
Vendors			
02/2025	Merchandise Vendor/Exhibitor	$25.00	per event, per vendor
07/2018	Food and Beverage Vendor	$100.00	per event, per vendor
07/2018	Alcohol Vendor	$400.00	per event, per vendor
Standardbred Training			
Stalls			
02/2022	Full Season	$1,075.00	***per stall
***Discount of five percent (5%) applies if payment is received in full by November 15th.			
02/2026	Full Season – Two Payment Option- Due November 15th and January 31st	$400/$675	per stall
02/2022	Monthly	$250.00	per stall
02/2022	Daily	$9.00	per stall

Recreation – Harness Track (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Grooms Quarters			
02/2022	Grooms Quarters – Unimproved – Single Occupancy	$74.00	per month
02/2026	Grooms Quarters – Unimproved – Double Occupancy	$100.00	per month
02/2026	Grooms Quarters – Improved - Single Occupancy	$250.00	per month
02/2026	Grooms Quarters – Improved – Double Occupancy	$338.00	per month
02/2026	Grooms Quarters – Daily	Prorated	per day
02/2025	Grooms Quarters – Improper Cleaning Fee	$50.00	per rental
02/2025	Grooms Quarters – Damage Fee	Cost of repairs/remediation	per rental
Other Fees			
02/2025	Stall Rental – Improper Stall Clean Out (Not Stripped)	$25.00	per stall
02/2009	Manure Pile Removal	$25.00	per pile
01/2004	Show Office Clean Up	$50.00	per rental
Recreational Vehicle Space			
10/2023	Full Season Rental	$2,500.00	per season
10/2023	Monthly Rental	$400.00	per month

Recreation – Harness Track (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
02/2026	Facility Rental Fees: To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Facility Rental Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee at the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Arena.
02/2026	Standardbred Training Fees: Standardbred training fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
02/2026	Recreational Vehicle Space Rental: Fee to be charged to those requesting to license a recreational vehicle space at the Pinehurst Harness Track facility. The full season for recreational vehicle space license is designated for seven months from October 1 – April 30.
02/2026	Equestrian Events: Equestrian Events are charged the Facility Rental Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	Other: Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
02/2026	Non-Equestrian Events: Facility Rental Fees will be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, and large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Event organizers may also be required to obtain a Special Event Permit.
02/2025	Accounts remaining unpaid after the due date of the invoice may incur a 1.5% late fee, along with any additional collection costs incurred by the Village in recovering the outstanding balance.

Recreation – Parks and Recreation:

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is $60. The membership is valid for one year from purchase date. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs; excludes all Camps.	
02/2026	Open Gym Membership – Individual Resident Non-Resident	 $20.00 $40.00	 per 6 months per 6 months
02/2026	Open Gym Membership – Family (2 or more members) Resident Non-Resident	 $35.00 $70.00	 per 6 months per 6 months
02/2026	Resident – Classes/Programs	$15.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	$1.00	per minute
Athletic Events			
02/2025	Team Fee (Resident and Non-Resident)	$30.00 plus direct cost	per team
02/2025	Individual Fee: Resident Non-Resident	 $15.00 plus direct cost Two times the resident fee	 per individual per individual

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
02/2022	**Player Fee:** Resident	$30.00	per player
02/2022	Non-Resident	$60.00	per player
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
02/2024	Resident	$15.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	$1.50 set up by renter $3.00 set up by Village staff	per chair
06/2013	Tables-on site	$4.50 set up by renter $9.00 set up by Village staff	per table
06/2013	Vendor/Exhibitor	$25.00	per vendor/exhibitor
07/2018	Food Vendor	$100.00	per vendor

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
7/2018	Alcohol Vendor	$400.00	per vendor
12/2008	Overnight Parking (Resident and Non-Resident) Fee applies to special events approved by the Village Manager	$2.00	per vehicle per night
02/2021	Drop In Fee	$7.00	per day per activity
02/2021	Event Admission	$2.00 $5.00	per person ages 12 & under per person ages 13 & over
Rental Fees for Use of Village Parks			
02/2025	Facility Rental Supervisor	$50.00 $20.00	first two hours each additional hour
02/2022	**Natural Surface Athletic Fields:** Resident/Non-Profit	$20.00 $40.00	per hour without lights per hour with lights
02/2022	Non-Resident	$40.00 $80.00	per hour without lights per hour with lights
02/2025	**Artificial Surface Athletic Fields:** Resident/Non-Profit	$30.00 $50.00	per hour without lights per hour with lights
02/2025	Non-Resident	$60.00 $100.00	per hour without lights per hour with lights
07/2017	**Park Picnic Shelters:** Resident/Non-Profit	$30.00 $15.00	first three hours each additional hour
07/2017	Non-Resident	$60.00 $15.00	first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	$50.00	per event
01/2015	Late Application Fee	$25.00	per event

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Special Event Permits (continued)			
01/2015	Greenway Trail Use	$50.00	per event
01/2015	Street Closure	$50.00	per barricade point
02/2026	Post Event Clean Up	Determined by the Parks and Recreation Director based on cost and/or size of event	
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate. **Arboretum Lawn** The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. **If more than one amenity is requested to be used, the package rate will apply per day.**			
Timmel Pavilion Only (includes tables and chairs)			
02/2025	**Pavilion rental (5 hour maximum):** Resident/Non-Profit Non-Resident/Commercial Resident/Non-Profit and Non-Resident	 $200.00 $250.00 $50.00	 first three hours first three hours each additional hour
07/2017	**Pavilion rental (full day):** Resident/Non-Profit Non-Resident/Commercial	 750.00 $1,000.00	 per day per day

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs)			
02/2025	**Pergola Garden:** Resident/Non-Profit Non-Resident/Commercial	 $500.00 $750.00	per day
02/2025	**Magnolia Lawn:** Resident/Non-Profit Non-Resident/Commercial	 $500.00 $750.00	per day
02/2025	**Joyce's Meadow:** Resident/Non-Profit Non-Resident/Commercial	 $750.00 $1,000.00	per day
02/2026	**All Grounds:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $2,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
02/2026	**Pergola Garden & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $1,750.00	per day
02/2026	**Magnolia Lawn & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $1,750.00	per day
02/2026	**Joyce's Meadow & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,500.00 $2,000.00	per day
02/2026	**All Grounds & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $2,000.00 $2,500.00	per day

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Staff			
02/2025	Set up/Breakdown crew for tables and chairs – only for Village of Pinehurst tables and chairs	$500.00	per event
Deposit			
02/2025	Single Use Area Deposit	$250.00	per event
02/2025	Multiple Amenities/Venues Deposit	$500.00	per event
Tufts Memorial Park			
02/2025	Deposit	$500.00	per event
02/2025	Resident/Non-Profit	$500.00	per day
02/2025	Non-Resident	$750.00	per day
Special Events At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	**Using Non-Village Owned Vehicle:** Resident	$5.00 plus direct costs	per participant
01/1997	Non Resident	$10.00 plus direct costs	per participant

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Trips (continued)			
01/1997	**Using Village Owned Vehicle:** Resident	$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	$10.00 plus direct costs and IRS mileage rate	per participant
Rental Fees for Use of Community Center Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred. **If more than one amenity is requested to be used, the package rate will apply per day.** **All kitchen rentals require additional kitchen cleaning fee as noted below.** **Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.**			
Community Center Facility Rentals:			
09/2019	**Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$80.00	first two hours
	Resident/Non-Profit - Weekend	$100.00	first two hours
	Non-Resident - Weekday	$160.00	first two hours
	Non- Resident - Weekend	$200.00	first two hours
	Additional Hourly Rate	$40.00	each additional hour
09/2019	**Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$110.00	first two hours
	Resident/Non-Profit - Weekend	$140.00	first two hours
	Non-Resident - Weekday	$220.00	first two hours
	Non- Resident - Weekend	$280.00	first two hours
	Additional Hourly Rate	$55.00	each additional hour

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$170.00	first two hours
	Resident/Non-Profit - Weekend	$215.00	first two hours
	Non-Resident - Weekday	$340.00	first two hours
	Non-Resident - Weekend	$430.00	first two hours
	Additional Hourly Rate	$85.00	each additional hour
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$225.00	first two hours
	Resident/Non-Profit - Weekend	$280.00	first two hours
	Non-Resident - Weekday	$450.00	first two hours
	Non-Resident - Weekend	$560.00	first two hours
	Additional Hourly Rate	$115.00	each additional hour
09/2019	**Gymnasium/Multi-Purpose Room/ Kitchen:**		
	Resident/Non-Profit - Weekday	$260.00	first two hours
	Resident/Non-Profit - Weekend	$325.00	first two hours
	Non-Resident - Weekday	$520.00	first two hours
	Non-Resident - Weekend	$650.00	first two hours
	Additional Hourly Rate	$130.00	each additional hour
Tournaments:			
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$680.00	per day
	Resident/Non-Profit - Weekend	$850.00	per day
	Non-Resident - Weekday	$1,360.00	per day
	Non-Resident - Weekend	$1,700.00	per day
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$900.00	per day
	Resident/Non-Profit - Weekend	$1,125.00	per day
	Non-Resident - Weekday	$1,800.00	per day
	Non-Resident - Weekend	$2,250.00	per day
09/2019	**Gymnasium/Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$1,040.00	per day
	Resident/Non-Profit - Weekend	$1,300.00	per day
	Non-Resident - Weekday	$2,080.00	per day
	Non-Resident - Weekend	$2,600.00	per day

Recreation – Parks and Recreation (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tournaments: (continued)			
09/2019	Kitchen Cleaning Fee	$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	$75.00	per event
09/2019	Gymnasium	$75.00	per event
09/2019	Tournaments	$225.00	per event

Recreation – Parks and Recreation (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.	
01/1997	Athletic Events: Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	Athletic Leagues: Organized sport related programs that encompass a certain number of teams.
01/1997	Classes: Programs that require more than one meeting time to complete.
12/2007	Day Camp Deposit: Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	Facility Rental: Fee charged for the use of Village owned property.
01/2012	Facility Supervisor: A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	Indigent Youth: Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	Non-Resident: A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	Resident: A person who resides inside the Village limits of Pinehurst or whose parent or guardian pays Village of Pinehurst property taxes.
01/1997	Special Events: Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	Trips: Organized travel for a specific purpose.
01/1997	Workshops: One-day programs that are limited to a set minimum and maximum.

Recreation – Parks and Recreation (continued):

Council Adopted Date	
02/2022	**Refund Policy**

Purpose

To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.

Coverage

This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.

Policy

If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued.

Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.

When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a $15.00 administrative fee and any non-refundable deposits that may be applicable.

Refunds may be in the form of a credit back to the participant's credit card (when possible), back to the participant's Civic Rec account, or in the form of a check which may result in a $15.00 processing fee.

User credits will be remitted as unclaimed property after one (1) year with no contact from the user. Credits may be extended for an additional year if deemed appropriate by the Parks and Recreation Director.

If a registrant cancels participation in a trip, a full refund, less a $15.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.

Inclement Weather Policy – Shelters and Athletic Fields

Rentals may be transferred to another available day or a refund may be given if the following occurs:

- If lights are used, notice shall be given before lights are scheduled to come on.
- If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.
- When lights are not reserved, notice shall be given within twenty four (24) hours of rental**.**

The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.

Village of Pinehurst
Fees and Charges Schedule
Effective August 12, 2026

Village-Wide:

Council Adopted Date	
08/2026	

Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.

As the United States phases out the penny, cash transactions where exact change cannot be made are expected to be rounded to the nearest five cent increment, while non-cash payments continue to use exact, per cent pricing. If exact change cannot be made for a cash transaction, transaction amounts ending in one, two, six, or seven cents will be rounded down to the nearest five cent increment and transactions ending in three, four, eight, or nine cents will be rounded up to the nearest five cent increment.

The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.

Fees for Co-Sponsored events will be determined by the Village Manager or designee.

The Village Manager or designee may waive any fee that is deemed in the best interest of the community.

Village of Pinehurst
Changes to Fees & Charges
Effective August 12, 2026

Fire

Fire (page 3)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Reflective Address Sign	$ -	$ 20.00	$ 20.00	100%	New fee for residents to purchase a reflective address sign to help public safety identify their home. Fee covers cost of materials for the Fire department to make the sign.

Library & Archives

Archives (pages 5-7)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Folder Content	$ -	$ 1.00	$ 1.00	100%	New per page fee for digital images of folder content. Requires assistance by an employee to make the copies.
4 X 6 Photographic Prints	-	14.00	14.00	100%	New fee for 4 X 6 size prints
5 X 7 Photographic Prints	37.00	(18.00)	19.00	-49%	Reduction to align in-house printing fee with the outsourced printing
8 X 10 Photographic Prints	47.00	(23.00)	24.00	-49%	Reduction to align in-house printing fee with the outsourced printing
11 X 14 Photographic Prints	72.00	(36.00)	36.00	-50%	Reduction to align in-house printing fee with the outsourced printing
11.7 X 16.5 Photographic Prints	77.00	(38.00)	39.00	-49%	Reduction to align in-house printing fee with the outsourced printing
Individual Field Sketches or Notes - Ross Digital Graphics	-	9.00	9.00	100%	New per page fee for digital images
Additional Use of Each Digital Image - Ross Digital Graphics	-		50% of initial cost	100%	Separate additional use fee for Ross Golf Course digital graphics to align with higher cost of images

***Minor corrections to descriptions, formatting, and organization of fees have been made throughout the document. However, since these changes do not impact fees, they are not listed in the outline above. There is also an update to the Village-wide rounding schedule to comply with Session Law 2026-31 which added Article 52 to NCGS Chapter 66.**

Village of Pinehurst
Fees and Charges Schedule
Effective August 12, 2026

AdministrationDMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
02/2022	Paper Copies	$0.25	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	$20.00	per cart
	Municipal Code Copies:		
03/2004	Entire Code	$0.10	per sheet
03/2004	Supplements	$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days

Rental Fees for Use of Village Rooms

Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals. Rental fees are waived for non-profits located within the Village of Pinehurst.

The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained).Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.

A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.

Categories of Renters

Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.

Non-Resident: Non-commercial, private individual that does not own property within the corporate limes of the Village of Pinehurst.

Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, or (c)7 or registered with the North Carolina Secretary of State as a Non-Profit Corporation (such as an HOA or POA) with a physical location or offices located within the Village of Pinehurst.

AdministrationDMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Categories of Renters (continued) Commercial: Any individual, sole proprietorship, corporation, business, or entity that does not qualify under any other renter category. The Village of Pinehurst reserves the right to define the renter category based on the usage.			
	Deposit – Assembly Hall & Conference Room:		
02/2025	Audio visual equipment is not utilized	$250.00	per event
02/2025	Audio visual equipment is utilized	$500.00	per event
	Rental Fee – Conference Room:		
	Up to 3 hours:		
02/2025	Resident	$50.00	per event
02/2025	Non-Resident	$100.00	per event
12/2007	More than 3 hours	$25.00	per hour
	Rental Fee – Assembly Hall:		
	Up to 3 hours:		
02/2025	Resident	$100.00	per event
02/2025	Non-Resident	$200.00	per event
02/2025	More than 3 hours	$50.00	per hour
02/2025	Audio visual equipment	$50.00	per event
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates.			

Fire~~IRE~~:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2023	Re-Inspection with violations remaining 1st Re-Inspection 2nd Re-Inspection 3rd and Subsequent Re-Inspection	 $100.00 $200.00 $500.00	 per inspection per inspection per inspection
Permits Required by NC Fire Code – review, permit and inspection fees The fees set forth in this section are fixed for the review of plans for fire protection systems and the issuance of permits required by the Fire Prevention Code.			
02/2023	Fire Sprinkler Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Fire Alarm / Detection Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Standpipe System	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2021	Hood Suppression System	$75.00	per permit
02/2021	Any other required permit	$75.00	per permit
02/2023	Express Plan Review (less than 48 hour notice)	$250.00 plus applicable fee	per express plan review
02/2023	Express Inspection (less than 48 hour notice)	$250.00 plus applicable fee	per express inspection
02/2023	Re-review fees for 3rd and subsequent submission	$150.00	per submission
02/2021	Lift a Stop Work Order	$100.00	per Stop Work Order
02/2023	Work performed without a permit	Greater of $500.00 or double fee	per permit
Other Fire Fees			
08/2026	Reflective Address Sign	$20.00	per sign
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule for a minimum of 2 hours.			

~~INFORMATION TECHNOLOGY~~nformation Technology (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	$2.00	per map
12/2009	Copy of already created map up to 11 x 17	$6.00	per map
12/2009	Copy of already created map up to 17 x 22	$10.00	per map
12/2009	Copy of already created map up to 22 x 34	$12.00	per map
12/2009	Copy of already created map up to 34 x 44	$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	$50.00	per map

Library and Archives~~IBRARY AND ARCHIVES~~:

Council Adopted Date	Description	Fee/Charge	Unit
Library Fees			
02/2022	Library Card Fee – Resident/Non-Resident	No Charge	per patron
02/2022	Lost Item Fee	Actual Replacement Cost or Replacement of Identical Item with Staff Approval	per item
02/2022	Rental Fee – Conference Room	Reference Page 1 Administration: Rental Fee-Conference Room	per event
02/2022	Paper Copies	Reference Page 1 Administration: Paper Copies	per sheet
Archive Fees			
Images – Digital Images			
09/2022	Commercial Entity Fee	$150.00 $75.00 $25.00	per images 1 – 4 per images 5 – 10 per images 11 +
09/2022	Non-Commercial Entity Fee (Personal Use)	$50.00	per image
09/2022	Non-Profit Entity Fee	$15.00	per image
02/2022	Dropbox Fee	$25.00	per request
02/2022	Additional Use of Each Image (See Ross Course section for Ross Course Additional Use Fee)	$10.00 ~~each additional use~~	per ~~image~~additional use
08/2026	Folder Content	$1.00	per page

L~~IBRARY AND ARCHIVES~~ibrary and Archives (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Images – Photographic Prints (Prepared in House)			
08/2026	4 X 6	$14.00	per print
0~~8~~2/2026~~2~~	5 X 7	$19~~37~~.00	per print
0~~8~~2/2026~~2~~	8 X 10	$24~~47~~.00	per print
0~~8~~2/2026~~2~~	11 X 14	$36~~72~~.00	per print
0~~8~~2/2026~~2~~	11.7 X 16.5	$39~~77~~.00	per print
Images – Research Fees			
02/2022	Basic Research Fee – Locating Information/Image	No Charge	up to 30 minutes
02/2022	Basic Research Fee – Locating Information/Image	$30.00	per hour after first 30 minutes
Graphics – Ross Golf Course Photocopies			
02/2022	Notes & Field Sketches 8.5 X 11	$1.00 $2.00 $2.50	per black & white copy per color copy per photo paper copy
02/2022	Blueprints 11 X 17	$2.00 $5.00 $10.00	per black & white copy per color copy per photo paper copy
02/2022	Golf Course Layouts	See General Fees: Outsourced Printing (page 7)	
Graphics – Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House)			
02/2022	8.5 X 11	$47.00	per print
02/2022	11 X 14	$72.00	per print
02/2022	11.7 X 16.5	$77.00	per print

L~~IBRARY AND ARCHIVES~~ibrary and Archives (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Graphics – Ross Golf Course Graphics – Digital Graphics			
02/2022	Digital Golf Course Layout	$250.00	per layout
02/2022	Digital Field Sketches, 9 Holes	$75.00	per 9 holes
02/2022	Digital Field Sketches, 18 Holes	$150.00	per 18 holes
02/2022	Digital Field Sketches, 36 Holes	$200.00	per 36 holes
02/2022	Scanning or Re-Scanning of Ross Graphics	$15.00	per 15 minutes
08/2026	Individual Field Sketches or Notes	$9.00	per page
08/2026	Additional Use of Each Digital Image	50% of initial cost	per additional use
General Fees			
082/20262	Outsourced Printing	Width X Height x $0.14~~Actual cost~~ plus 35%	per image
02/2022	Shipping & Handling	Greater of $10.00 or Actual Shipping Cost	per parcel
Library and Archives Fees Definition			
09/2022 09/2022 09/2022	**Categories of Entities:** Commercial Entity: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other category. Non-Commercial Entity: Non-commercial, private individual. Non-Profit Entity: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, (c)7 or federal, state, or local governments.		
The Village of Pinehurst reserves the right to define the entity category based on the usage of the image.			

P~~LANNING AND INSPECTIONS~~lanning and Inspections:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	$500	per application		
02/2019	Zoning Map (Rezoning)	$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	$5,000	per application		
02/2019	Comprehensive Plan Amendment	$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	$1,000	per application		
02/2019	Variance	$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	$100	per application		
	Final Plats				
02/2019	Final Plat - Major	$325	per application		
02/2019	Final Plat - Minor	$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	$4,500	per permit		
02/2019	Subdivision - Minor	$1,400	per permit		
02/2019	Subdivision - Exempt	$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Commercial Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Commercial New	$4,100	per permit	$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	$205	per permit	$170	per permit
02/2019	Multi-Family Demolition	$200	per permit	$175	per permit
02/2019	Residential Demolition	$50	per permit	$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	$40	per permit	$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family New	$4,100	per permit	$0.59	per square foot (sf)

P~~LANNING AND INSPECTIONS~~lanning and Inspections (continued):

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	$380	per permit	$170	per permit
02/2025	Pool/Spa – Residential	$65	per permit	$150	per permit
	Residential Building Permits				
02/2024	Residential Addition	$175	per permit	$0.30	per square foot (sf)
02/2024	Residential Alteration	$175	per permit	$0.30	per square foot (sf)
02/2024	Residential New	$330	per permit	$0.30	per square foot (sf)
03/2004	Residential New – Homeowners Recovery Fee	$10	per permit		
	Single Trade Permits – Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Mechanical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Plumbing	$40	per permit	$60	per permit
02/2022	Commercial/Multi-Family Building	$40	per permit	$110	per permit
	Single Trade Permits – Residential				
02/2022	Residential Electrical	$40	per permit	$60	per permit
02/2022	Residential Mechanical	$40	per permit	$60	per permit
02/2022	Residential Plumbing	$40	per permit	$60	per permit
02/2022	Residential Building	$40	per permit	$60	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units – Commercial	$100	per permit	$150	per unit
02/2019	Manufactured/Modular Units – Residential	$100	per permit	$100	per unit
	Accessory Structures				
02/2019	Accessory Structures – Commercial	$200	per permit	$0.59/sf	per square foot (sf)
02/2024	Accessory Structures – Residential	$175	per permit	$0.30/sf	per square foot (sf)
03/2004	Accessory Structures – No Dimension > 12 ft.	$50	per permit		
	Other Permits				
02/2019	ABC Permit	$50	per permit	$100	per permit
02/2019	Beekeeping	$25	per permit		
02/2025	Decks and Patios	$100	per permit	$100	per permit
02/2025	Docks & Bulkheads	$100	per permit	$100	per permit
02/2019	Driveway	$25	per permit	$75	per permit
02/2019	Fence, Wall, or Column	$125	per permit	$50	per permit
02/2019	Floodplain Development	$200	per permit		
02/2019	Home Health & Day Care	$50	per permit	$100	per permit
03/2004	Home Occupation	$50	per permit		
02/2019	Mobile Food Vendor	$25	per permit		

P~~LANNING AND INSPECTIONS~~lanning and Inspections (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	$50	per permit	$50	per permit
02/2020	Right of Way Use – Residential	No Charge	per permit		
02/2020	Right of Way Use – Commercial	$50	per permit		
02/2019	Seasonal Pool	$25	per permit		
02/2019	Sign – Permanent	$225	per permit	$50	per permit
02/2025	Solar Permit	$50	per permit	$100	per permit
02/2019	Temporary Use	$250	per permit		
02/2025	Temporary Power	$100	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	$65	per permit	$110	per permit
02/2019	Zoning Use	$50	per permit		
	Other Fees				
02/2022	Administrative Modification	$100	per application		
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			$100	per inspection
02/2019	Encroachment Agreement	$200	per agreement		
11/2023	Plan Review/Inspections for Encroachment Agreements with “New Underground Utilities Addendum”	$250	per mile		
02/2019	Modification to Prior Approval	$200	per application		
02/2023	Nonconforming Use Certificate (short term rentals)	$50	per certificate		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	$50	per application		
02/2019	Zoning Certification Letter	$50	per letter		
	Penalties/Violations				
03/2004	Lift a Stop Work Order~~TOP WORK ORDER~~			$100	per S~~TOP WORK ORDER~~top Work Order
03/2004	Work performed without a permit	Double fee	per permit		
02/2025	Same-day Cancellation or Not Ready Fee			$150	per occurrence
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

PoliceOLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
02/2025	Parking Violations	Up to $50.00	per ticket
12/2009	Precious Metals Dealer Permit	$180.00	per application
12/2009	Precious Metals Registered Employee	$10.00 $3.00	initial application per employee annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	$180.00	per application
02/2025	Peddling & Solicitation Permit	$50.00	per application

PUBLIC SERVICESublic Services – Solid WasteOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
02/2023	Refuse Cart	$70.00	per additional cart
02/2023	Recycle Cart	$70.00	per additional cart
02/2023	Yard Debris Cart	$70.00	per additional cart

RecreationECREATION – Fair BarnAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental Fair Barn can be rented under the following applicable base fee schedule. The applicable base fee, including the base fee for non-profits, includes all Fair Barn amenities. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2025	**Base Fee Full Day Weekend (14 hours or less) *:** Resident Non-Resident Non-Profit** Commercial	 $3,750.00 $4,750.00 $2,500.00 $5,000.00	per day
02/2025	**Base Fee Weekday (8 hours or less) *:** Resident Non-Resident Non-Profit** Commercial **(14 hours or less) *:** Commercial	 $3,000.00 $3,750.00 $2,000.00 $4,000.00 $4,500.00	per day
02/2021	**Additional Hour Above 8 Hour/14 Hour Maximum**	$150.00	per hour
02/2023	Corporate Meeting	$1,000.00 $600.00	greater than 4 hours less than 4 hours
***Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at $150/hour. **See Non-Profit definition on Page 13.**			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	

RecreationECREATION – Fair BarnAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Fees			
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2023	Postponement Fee (one postponement at no charge)	$250.00	per postponement
02/2020	Chairs (includes set-up) (only available on site)	$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	 $750.00 $1,250.00 $1,000.00	per event
09/2013	Corporate Meeting Deposit	$250.00	per event
02/2024	Holiday Premium **	$500.00	per day
02/2019	Prohibited Items (deducted from deposit)	$500.00	per event
12/2007	Tables (includes set-up) (only available on site)	$9.00	per table
* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.			
Fair Barn Fees and Charges Definition			
12/2003 12/2003 12/2003 12/2003 07/2017	**Categories of Renters:** Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst. Non-Resident: Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst. Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC. Commercial: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other renter category. Corporate Meeting: Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
The Village of Pinehurst reserves the right to define the renter category based on the usage.			

RecreationECREATION – Fair BarnAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Definitions			
12/2003	Deposit: Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	Base Fee: Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	Other Fees: Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	Sponsored/Co-Sponsored: Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	Special Use: An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of $7,500 in revenue, special attractions and/or demonstrations.		

RecreationECREATION – Harness TrackARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental Fees			
02/2020	Equestrian Events – One Infield – without Show Arena	$155,00	*per day
02/2020	Equestrian Events – One Infield – with Show Arena	$260.00	*per day
02/2020	Equestrian Events – Two Infields -without Show Arena	$310.00	*per day
02/2020	Equestrian Events – Two Infields – with Show Arena	$360.00	*per day
02/2026	Non-Equestrian Event Rental – One Infield – full day	$600.00	per infield, per day
02/2026	Non-Equestrian Event Rental – fours or less	$20 resident/$40 non-resident	per hour
02/2025	Athletic Use – Natural Surface	$20 resident/$40 non-resident	per hour
*Facility rental includes the prior day set up of arena or infield.			
Equestrian Event: Other Fees			
02/2020	Stall Rental (less than 100 stalls, max of three nights)	$41.00	per stall
02/2020	Stall Rental (100 stalls or more, max of three nights)	$36.00	per stall
02/2020	Tack Stall	$36.00	per stall
01/2013	Stall Rental (more than three nights)	$15.00	per stall/per night
02/2025	Stall Rental Improper Stall Clean Out (Not Stripped)	$20.00	per stall
12/2009	Impact Fee: Temporary stall	$10.00	per horse, per rental
01/2011	Impact Fee: Horse not using stall	$10.00	per horse, per day
02/2020	Paddock Fee	$26.00	per paddock
01/2001	Manure Pile Removal	$25.00	per pile

RecreationECREATION – Harness TrackARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
All Events			
Deposits			
01/2004	All Event Rentals – Security and Clean Up Deposit	$150.00	**per rental
**For excess damage and/or cleaning as determined by the Parks and Recreation Director, additional fees could be incurred based on staff time and/or cost.			
Other Fees			
07/2015	Oversize/Recreation Vehicle Parking (Maximum 7 days)	$35.00	per day
01/1997	Admission Parking/Gate Fees (Does not apply to non-profit 501(c) 3 – 7	10%	% of total
01/2004	Show Office Clean Up	$50	per rental
Vendors			
02/2025	Merchandise Vendor/Exhibitor	$25.00	per event, per vendor
07/2018	Food and Beverage Vendor	$100.00	per event, per vendor
07/2018	Alcohol Vendor	$400.00	per event, per vendor
Standardbred Training			
Stalls			
02/2022	Full Season	$1,075.00	***per stall
***Discount of five percent (5%) applies if payment is received in full by November 15th.			
02/2026	Full Season – Two Payment Option- Due November 15th and January 31st	$400/$675	per stall
02/2022	Monthly	$250.00	per stall
02/2022	Daily	$9.00	per stall

RecreationECREATION – Harness TrackARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Grooms Quarters			
02/2022	Grooms Quarters – Unimproved – Single Occupancy	$74.00	per month
02/2026	Grooms Quarters – Unimproved – Double Occupancy	$100.00	per month
02/2026	Grooms Quarters – Improved - Single Occupancy	$250.00	per month
02/2026	Grooms Quarters – Improved – Double Occupancy	$338.00	per month
02/2026	Grooms Quarters – Daily	Prorated	per day
02/2025	Grooms Quarters – Improper Cleaning Fee	$50.00	per rental
02/2025	Grooms Quarters – Damage Fee	Cost of repairs/remediation	per rental
Other Fees			
02/2025	Stall Rental – Improper Stall Clean Out (Not Stripped)	$25.00	per stall
02/2009	Manure Pile Removal	$25.00	per pile
01/2004	Show Office Clean Up	$50.00	per rental
Recreational Vehicle Space			
10/2023	Full Season Rental	$2,500.00	per season
10/2023	Monthly Rental	$400.00	per month

RecreationECREATION – Harness TrackARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
02/2026	Facility Rental Fees: To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Facility Rental Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee at the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Arena.
02/2026	Standardbred Training Fees: Standardbred training fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
02/2026	Recreational Vehicle Space Rental: Fee to be charged to those requesting to license a recreational vehicle space at the Pinehurst Harness Track facility. The full season for recreational vehicle space license is designated for seven months from October 1 – April 30.
02/2026	Equestrian Events: Equestrian Events are charged the Facility Rental Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	Other: Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
02/2026	Non-Equestrian Events: Facility Rental Fees will be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, and large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Event organizers may also be required to obtain a Special Event Permit.
02/2025	Accounts remaining unpaid after the due date of the invoice may incur a 1.5% late fee, along with any additional collection costs incurred by the Village in recovering the outstanding balance.

RecreationECREATION – ParksARKS and RecreationECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is $60. The membership is valid for one year from purchase date. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs; excludes all Camps.	
02/2026	Open Gym Membership – Individual Resident Non-Resident	 $20.00 $40.00	 per 6 months per 6 months
02/2026	Open Gym Membership – Family (2 or more members) Resident Non-Resident	 $35.00 $70.00	 per 6 months per 6 months
02/2026	Resident – Classes/Programs	$15.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	$1.00	per minute
Athletic Events			
02/2025	Team Fee (Resident and Non-Resident)	$30.00 plus direct cost	per team
02/2025	Individual Fee: Resident Non-Resident	 $15.00 plus direct cost Two times the resident fee	 per individual per individual

RecreationECREATION – ParksPARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
02/2022	**Player Fee:** Resident	$30.00	per player
02/2022	Non-Resident	$60.00	per player
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
02/2024	Resident	$15.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	$1.50 set up by renter $3.00 set up by Village staff	per chair
06/2013	Tables-on site	$4.50 set up by renter $9.00 set up by Village staff	per table
06/2013	Vendor/Exhibitor	$25.00	per vendor/exhibitor
07/2018	Food Vendor	$100.00	per vendor

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
7/2018	Alcohol Vendor	$400.00	per vendor
12/2008	Overnight Parking (Resident and Non-Resident) Fee applies to special events approved by the Village Manager	$2.00	per vehicle per night
02/2021	Drop In Fee	$7.00	per day per activity
02/2021	Event Admission	$2.00 $5.00	per person ages 12 & under per person ages 13 & over
Rental Fees for Use of Village Parks			
02/2025	Facility Rental Supervisor	$50.00 $20.00	first two hours each additional hour
02/2022	**Natural Surface Athletic Fields:** Resident/Non-Profit	$20.00 $40.00	per hour without lights per hour with lights
02/2022	Non-Resident	$40.00 $80.00	per hour without lights per hour with lights
02/2025	**Artificial Surface Athletic Fields:** Resident/Non-Profit	$30.00 $50.00	per hour without lights per hour with lights
02/2025	Non-Resident	$60.00 $100.00	per hour without lights per hour with lights
07/2017	**Park Picnic Shelters:** Resident/Non-Profit	$30.00 $15.00	first three hours each additional hour
07/2017	Non-Resident	$60.00 $15.00	first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	$50.00	per event
01/2015	Late Application Fee	$25.00	per event

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Special Event Permits (continued)			
01/2015	Greenway Trail Use	$50.00	per event
01/2015	Street Closure	$50.00	per barricade point
02/2026	Post Event Clean Up	Determined by the Parks and Recreation Director based on cost and/or size of event	
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate. **Arboretum Lawn** The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. **If more than one amenity is requested to be used, the package rate will apply per day.**			
Timmel Pavilion Only (includes tables and chairs)			
02/2025	**Pavilion rental (5 hour maximum):** Resident/Non-Profit Non-Resident/Commercial Resident/Non-Profit and Non-Resident	 $200.00 $250.00 $50.00	 first three hours first three hours each additional hour
07/2017	**Pavilion rental (full day):** Resident/Non-Profit Non-Resident/Commercial	 750.00 $1,000.00	 per day per day

RecreationECREATION ~~ECREATION~~ – ParksARKS ~~ARKS~~ and RecreationECREATION ~~ECREATION~~ (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs)			
02/2025	**Pergola Garden:** Resident/Non-Profit Non-Resident/Commercial	 $500.00 $750.00	per day
02/2025	**Magnolia Lawn:** Resident/Non-Profit Non-Resident/Commercial	 $500.00 $750.00	per day
02/2025	**Joyce's Meadow:** Resident/Non-Profit Non-Resident/Commercial	 $750.00 $1,000.00	per day
02/2026	**All Grounds:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $2,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
02/2026	**Pergola Garden & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $1,750.00	per day
02/2026	**Magnolia Lawn & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,250.00 $1,750.00	per day
02/2026	**Joyce's Meadow & Timmel Pavilion:** Resident/Non-Profit Non-Resident/Commercial	 $1,500.00 $2,000.00	per day
02/2026	**All Grounds & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $2,000.00 $2,500.00	per day

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Staff			
02/2025	Set up/Breakdown crew for tables and chairs – only for Village of Pinehurst tables and chairs	$500.00	per event
Deposit			
02/2025	Single Use Area Deposit	$250.00	per event
02/2025	Multiple Amenities/Venues Deposit	$500.00	per event
Tufts Memorial Park			
02/2025	Deposit	$500.00	per event
02/2025	Resident/Non-Profit	$500.00	per day
02/2025	Non-Resident	$750.00	per day
Special Events At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	**Using Non-Village Owned Vehicle:** Resident	$5.00 plus direct costs	per participant
01/1997	Non Resident	$10.00 plus direct costs	per participant

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Trips (continued)			
01/1997	**Using Village Owned Vehicle:** Resident	$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	$10.00 plus direct costs and IRS mileage rate	per participant
Rental Fees for Use of Community Center Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred. **If more than one amenity is requested to be used, the package rate will apply per day.** **All kitchen rentals require additional kitchen cleaning fee as noted below.** **Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.**			
Community Center Facility Rentals:			
09/2019	**Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$80.00	first two hours
	Resident/Non-Profit - Weekend	$100.00	first two hours
	Non-Resident - Weekday	$160.00	first two hours
	Non- Resident - Weekend	$200.00	first two hours
	Additional Hourly Rate	$40.00	each additional hour
09/2019	**Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$110.00	first two hours
	Resident/Non-Profit - Weekend	$140.00	first two hours
	Non-Resident - Weekday	$220.00	first two hours
	Non- Resident - Weekend	$280.00	first two hours
	Additional Hourly Rate	$55.00	each additional hour

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$170.00	first two hours
	Resident/Non-Profit - Weekend	$215.00	first two hours
	Non-Resident - Weekday	$340.00	first two hours
	Non-Resident - Weekend	$430.00	first two hours
	Additional Hourly Rate	$85.00	each additional hour
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$225.00	first two hours
	Resident/Non-Profit - Weekend	$280.00	first two hours
	Non-Resident - Weekday	$450.00	first two hours
	Non-Resident - Weekend	$560.00	first two hours
	Additional Hourly Rate	$115.00	each additional hour
09/2019	**Gymnasium/Multi-Purpose Room/ Kitchen:**		
	Resident/Non-Profit - Weekday	$260.00	first two hours
	Resident/Non-Profit - Weekend	$325.00	first two hours
	Non-Resident - Weekday	$520.00	first two hours
	Non-Resident - Weekend	$650.00	first two hours
	Additional Hourly Rate	$130.00	each additional hour
Tournaments:			
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$680.00	per day
	Resident/Non-Profit - Weekend	$850.00	per day
	Non-Resident - Weekday	$1,360.00	per day
	Non-Resident - Weekend	$1,700.00	per day
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$900.00	per day
	Resident/Non-Profit - Weekend	$1,125.00	per day
	Non-Resident - Weekday	$1,800.00	per day
	Non-Resident - Weekend	$2,250.00	per day
09/2019	**Gymnasium/Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$1,040.00	per day
	Resident/Non-Profit - Weekend	$1,300.00	per day
	Non-Resident - Weekday	$2,080.00	per day
	Non-Resident - Weekend	$2,600.00	per day

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tournaments: (continued)			
09/2019	Kitchen Cleaning Fee	$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	$75.00	per event
09/2019	Gymnasium	$75.00	per event
09/2019	Tournaments	$225.00	per event

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.	
01/1997	Athletic Events: Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	Athletic Leagues: Organized sport related programs that encompass a certain number of teams.
01/1997	Classes: Programs that require more than one meeting time to complete.
12/2007	Day Camp Deposit: Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	Facility Rental: Fee charged for the use of Village owned property.
01/2012	Facility Supervisor: A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	Indigent Youth: Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	Non-Resident: A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	Resident: A person who resides inside the Village limits of Pinehurst or whose parent or guardian pays Village of Pinehurst property taxes.
01/1997	Special Events: Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	Trips: Organized travel for a specific purpose.
01/1997	Workshops: One-day programs that are limited to a set minimum and maximum.

RecreationECREATION – ParksARKS and RecreationECREATION (continued):

Council Adopted Date	
02/2022	**Refund Policy**

Purpose

To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.

Coverage

This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.

Policy

If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued.

Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.

When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a $15.00 administrative fee and any non-refundable deposits that may be applicable.

Refunds may be in the form of a credit back to the participant's credit card (when possible), back to the participant's Civic Rec account, or in the form of a check which may result in a $15.00 processing fee.

User credits will be remitted as unclaimed property after one (1) year with no contact from the user. Credits may be extended for an additional year if deemed appropriate by the Parks and Recreation Director.

If a registrant cancels participation in a trip, a full refund, less a $15.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.

Inclement Weather Policy – Shelters and Athletic Fields

Rentals may be transferred to another available day or a refund may be given if the following occurs:

- If lights are used, notice shall be given before lights are scheduled to come on.
- If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.
- When lights are not reserved, notice shall be given within twenty four (24) hours of rental**.**

The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.

Village-Wide~~ILLAGE- WIDE~~:

Council Adopted Date	
0~~8~~2/2026	

Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.

As the United States phases out the penny, cash transactions where exact change cannot be made are expected to be rounded to the nearest five cent increment, while non-cash payments continue to use exact, per cent pricing. If exact change cannot be made for a cash transaction, transaction amounts ending ~~between one and four~~in one, two, six, or seven cents will be rounded down to the nearest five cent increment and transactions ending ~~between six and nine~~in three, four, eight, or nine cents will be rounded up to the nearest five cent increment.

The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.

Fees for Co-Sponsored events will be determined by the Village Manager or designee.

The Village Manager or designee may waive any fee that is deemed in the best interest of the community.

Ordinance 26-16 Amending the FY 2027 Budget - Reappropriation of FY 2026 Funds

ADDITIONAL AGENDA DETAILS:

FROM: Dana Van Nostrand, Financial Services Director
CC: Village Council;
DATE OF MEMO: 07/28/2026

MEMO DETAILS

Please see the attached ordinance and memo requesting the re-appropriation of unspent FY 2026 budgeted funds in FY 2027. The budget amendment ordinance also includes requests for $40 thousand in fund balance appropriations for expenditures that were not known when the FY 2027 budget was developed.

ATTACHMENTS

1. FY 2027 Budget Reappropriation Amendment Memo
2. Ordinance 26-16 Reappropriation Amendment FY 2027

Dana Van Nostrand
Financial Services Director
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
e-mail: dvannostrand@vopnc.org

Memo

To: Village Council

From: Dana Van Nostrand

CC: Village Managers

Date: August 4, 2026

Re: Ordinance #26-16 Amending the FY 2027 Budget for the Reappropriation of Unspent Funds from the FY 2026 Budget

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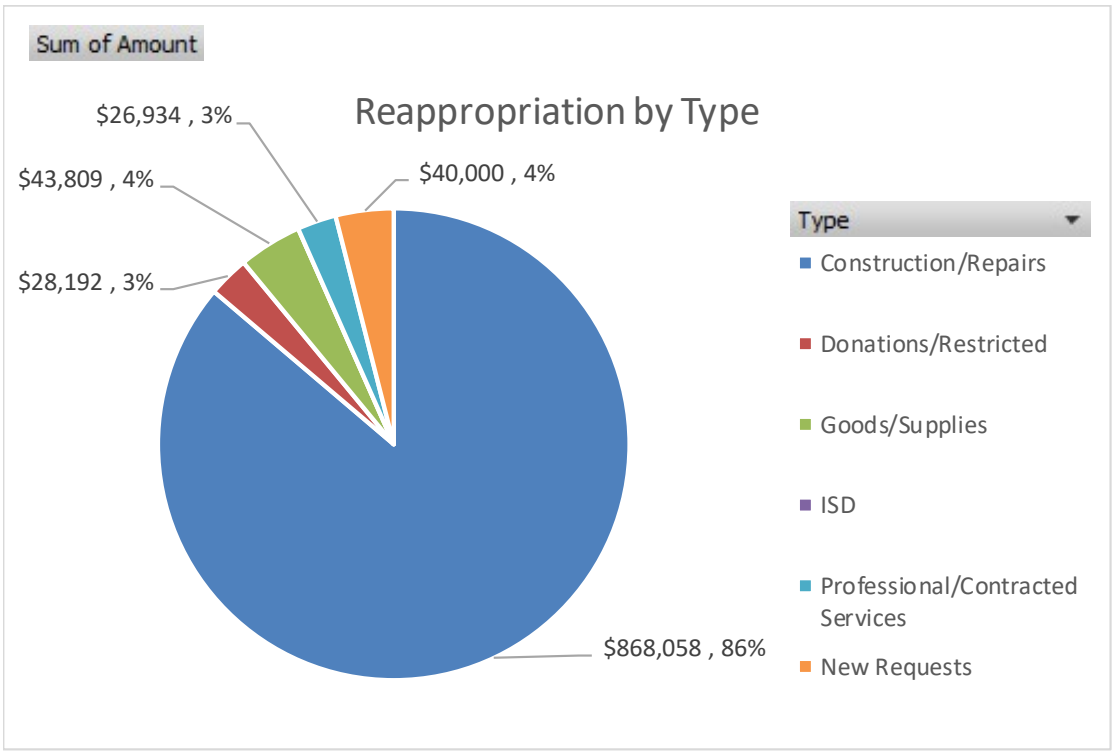
The Village had various projects and purchases underway that were budgeted in FY 2026 but not complete as of June 30, 2026. The unexpended funds from FY 2026 need to be carried over to the next fiscal year. Per NCGS, the appropriations for these projects lapse at the close of the fiscal year and the funds are added to the Village's fund balance. Funds to complete these projects must be reappropriated in the current fiscal year since they were not included in the FY 2027 budget that was initially adopted on May 26, 2026. In addition to the reappropriation of unspent FY 2026 funds, Ordinance #26-16 includes new funding requests. The new requests, highlighted below, were not included in the FY 2027 budget as they were unknown or unforeseen at the time.

The summary below indicates the projects and purchases included in the budget amendment ordinance:

Department	*Project*	*Amount*
Fire	E Draulic Repair Parts & Labor	$ 4,279
Fire	Turnout Coats & Pants	33,030
Fire	Fuel Pumps Additional Work Required	2,570
Fire	Unspent Funds Needed to Repaint Interior of Station 92	2,500
Fire	Departmental Supplies - Restricted - unspent in FY 2026	9,180
Fire Total		**51,559**
Harness Track	Replacement of Barn 18 Doors	4,000
Harness Track	Unspent Funds for HT Waste Bins	10,500
Harness Track	Fuel Pumps Additional Work Required	1,430
Harness Track Total		**15,930**
Inspections	Fuel Pumps Additional Work Required	222
Inspections Total		**222**
Library & Archives	Departmental Supplies - Restricted - unspent in FY 2026	12,259
Library & Archives Total		**12,259**
Planning	Zoning Map/Engineering Standards Manual Update	5,234
Planning	Fuel Pumps Additional Work Required	95
Planning Total		**5,329**
Police	Fire Sprinkler Backflow Device	70,000
Police	Fuel Pumps Additional Work Required	9,451
Police	Police Department Boiler	30,150
Police	Department Supplies - Restricted - unspent in FY 2026	2,763
Police Total		**112,364**

Department	*Project*	*Amount*
Public Services Administration	Fuel Pumps Additional Work Required	161
Public Services Administration	Public Services Building 4 Renovation	26,000
Public Services Administration Total		**26,161**
Recreation	Expansion of Timmel Pavilion Patio	24,214
Recreation	Fuel Pumps Additional Work Required	618
Recreation	Greenways Wildlife Habitat - unspent in FY 2026	3,990
Recreation Total		**28,822**
Solid Waste	Fuel Pumps Additional Work Required	31,333
Solid Waste Total		**31,333**
Streets & Grounds	Unspent funds for Rattlesnake Trail and Other Projects	570,184
Streets & Grounds	Unspent Funds Theater Building Parking Lot Repaving	87,010
Streets & Grounds	Fuel Pumps Additional Work Required	4,120
Streets & Grounds	Pavement Patching	21,700
Streets & Grounds	Street Lighting Utilities	10,000
Streets & Grounds	Street Lighting Installation	25,000
Streets & Grounds Total		**718,014**
Finance	Successor Auditor Access to Workpapers	5,000
Finance Total		**5,000**
Grand Total		**$ 1,006,993**

The graph below illustrates the reappropriation requests by type of expenditure:



Construction/Repairs: Construction and repair projects represent $868 thousand or approximately 86 percent of the amendment. These projects were underway or planned in FY 2026 but were not completed by June 30, 2026. The funds are being reappropriated to allow the Village to complete the work in FY 2027.

- Streets & Grounds – $657 thousand for Cedar Court drainage improvements, crosswalk design at US 15-501 and Forrest Drive (Pinehurst No. 6), LED pedestrian crossings, the Rattlesnake Trail stormwater and sidewalk project, downtown brick sidewalks, and repaving of the Theater Building parking lot.

- Allocations from Buildings & Grounds – $161 thousand for the Harness Track waste containment bins, Police department boiler, the expansion of the Timmel Pavilion patio, Police department fire sprinkler repairs and Public Services building renovations. The related charges are allocated to Harness Track, Police, Recreation and Public Services.

- Allocations from Fleet Maintenance – $50 thousand for additional work required to upgrade the fuel pumps. The related charges are allocated among the various departments that use the fuel system.

Donations/Restricted: A total of $28 thousand is being reappropriated for donations and other restricted resources held by the Fire, Police, Library & Archives, and Recreation departments. These funds must remain available in FY 2027 and will be used only for their designated purposes, including restricted departmental supplies and the Greenways Wildlife Habitat program. The unspent balance of these funds, including new donations received during FY 2026, must be reappropriated to FY 2027 to ensure compliance with donor and statutory requirements. These roll forward amounts will be used exclusively for their intended purposes by each department.

Goods/Supplies: The amendment includes $44 thousand for goods and supplies that were budgeted in FY 2026 but not completed or received before year-end.

- Fire Department – $33 thousand for turnout coats and pants that were not received before year end, $3 thousand for repainting the interior of Fire Station 92 which was incomplete at year-end and $4 thousand for fire truck parts and labor. These items will be received in FY 2027.

- Harness Track – Barn door replacements were not completed before year-end. Funds of $4 thousand are being reappropriated for completion in FY 2027.

Professional/Contracted Services: A total of $27 thousand is being reappropriated for services.

- Planning Department – $5 thousand remaining for the Engineering Standards manual update.

- Streets & Grounds - $22 thousand for pavement patching work that was not completed in FY 2026. The work will be included in the FY 2027 pavement patching bid package.

New requests: In addition to the reappropriation of unspent FY 2026 funds, Ordinance 26-16 includes new funding requests totaling $40 thousand. These items were not part of the FY 2027 budget adopted on May 26, 2026, as they were either unknown or not anticipated at that time. If approved, these expenditures will be funded from the Village's General Fund fund balance.

- Streets & Grounds – $35 thousand for the installation and utility costs of approximately 40 new street lights to be added during FY 2027.

- Finance – $5 thousand for the new auditor to review our prior year auditor's workpapers.

The total reappropriation of approximately $1.0 million will be funded from fund balance. This is significantly lower than last year's reappropriation from FY 2025 to FY 2026 of $2.6 million, primarily due to the completion of large projects for sidewalks, stormwater, and intersection enhancements in FY 2026. Thank you for your consideration of these important requests that will continue to advance the Village's strategic priorities and services to its residents. Please contact me if you have any questions.

Ordinance #26-16:

An Ordinance Amending the General Fund Budget of the Village of Pinehurst for Fiscal Year 2027 (Re-Appropriate Unspent Fiscal Year 2026 Funds in Fiscal Year 2027).

That whereas, funds that were restricted to specific uses were received by the Village in the fiscal year ending June 30, 2026 that were not expended but are expected to be expended in the fiscal year ending June 30, 2027 including Police donations, Fire donations, Library & Archives donations, greenway wildlife habitat donations, Police controlled substance taxes, and Police equitable sharing funds; and

Whereas, the Village budgeted for expenditures in the fiscal year ending June 30, 2026 for various projects that were not incurred, but are expected to be incurred in the fiscal year ending June 30, 2027; and

Whereas, these unspent revenues are added to fund balance as of June 30, 2026; and

Whereas, expenditures are anticipated in fiscal year ending June 30, 2027 for street lighting installation and auditor services that were not known or foreseeable at the time the original fiscal year 2027 budget was adopted; and

Whereas, the Village did not appropriate these funds in the original budget adopted for the year ended May 26, 2026 in Ordinance #26-12;

Now, therefore, be it resolved by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 11th day of August 2026, as follows:

Section 1. To amend the General Fund budgeted expenditures, the following amounts are to be added to the original expenditure appropriations for Fisal Year 2027:

General Fund Expenditures:

Fire	$ 51,559
Finance	5,000
Harness Track	15,930
Inspections	222
Library & Archives	12,259
Planning	5,329
Police	112,364
Public Services Administration	26,161
Recreation	28,822
Solid Waste	31,333
Streets & Grounds	718,014
Total Expenditures Reappropriation	$ 1,006,993

DRAFT

Section 2. To amend the General Fund budgeted revenues, the following amount should be added to the original estimated revenues for Fiscal Year 2027:

General Fund Revenues:	
Fund Balance Appropriated	$ 1,006,993
Total General Fund Revenues	$ 1,006,993

Section 3. Copies of this budget amendment shall be furnished to the Village Clerk, Village Manager and to the Financial Services Director for their direction and implementation.

This Ordinance passed and adopted this 11th day of August 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

_____
Shannon Bonecutter, Village Clerk

DRAFT

Ordinance 26-17 Repealing Ordinance #93-7
ADDITIONAL AGENDA DETAILS:

FROM: Dana Van Nostrand, Financial Services Director
CC: Village Council;
DATE OF MEMO: 07/28/2026

MEMO DETAILS

North Carolina General Assembly Session Law 2026-41, the 2026 Appropriations Act, eliminated the Office of Historically Underutilized Business (HUB), repealed HUB-related statutes, and removed references to minority participation in public contracts throughout the NCGS. This includes the repeal of GS 143-128.2 which required local governments to set goals for HUB participation in building contracts. Village of Pinehurst Ordinance #93-7 established the Village's HUB participation goal pursuant to this statute (which was originally codified as GS 143-128). Session Law 2026-41 eliminates the statutory requirement to have HUB participation goals in building contracts.

I recommend repealing Ordinance #93-7 to be consistent with the NCGS changes and the purchasing and contracting policy amendments that were made. This reduces the chances of staff attempting to enforce an ordinance that is now unenforceable and keeps the Village's records consistent and up to date.

ATTACHMENTS

1. Ordinance 26-17 Repealing Ordinance 93-7 HUB Participation Goal
2. Ordinance 93-7 HUB Verifiable Percentage Goal
3. 2026 Budget Bill Eliminates HUB Office and Repeals HUB Statutes

Ordinance #26-17:

An Ordinance Repealing Ordinance #93-7

That whereas, Village of Pinehurst Ordinance #93-7 established a verifiable percentage goal for participation by minority businesses in the awarding of building construction contracts awarded pursuant to N.C.G.S. 143-128 which was later recodified to N.C.G.S. 143-128.2; and

Whereas, the North Carolina General Assembly enacted Session Law 2026-41 (the 2026 Appropriations Act) on July 7, 2026 which eliminated the Office of Historically Underutilized Businesses (HUB), repealed HUB-related statutes, and struck references to minority participation in public contracts throughout the North Carolina General Statutes, including N.C.G.S 143-128.2; and

Whereas, the repeal of N.C.G.S. 143-128.2 makes Ordinance #93-7 null and void and otherwise unenforceable;

Now, therefore, be it ordained and established by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 11th day of August 2026, as follows:

Section 1. Ordinance #93-7 is hereby repealed in its entirety effective upon adoption of this ordinance.

This Ordinance passed and adopted this 11th day of August, 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

_____
Shannon Bonecutter, Village Clerk

DRAFT

ORDINANCE #93-7

AN ORDINANCE TO ESTABLISH A VERIFIABLE PERCENTAGE GOAL FOR PARTICIPATION BY MINORITY BUSINESS IN THE AWARDING OF BUILDING CONSTRUCTION CONTRACTS AWARDED PURSUANT TO N.C.G.S. 143-128

THAT WHEREAS, the North Carolina General Assembly enacted Chapter 480 and Section 74.17 of Chapter 770 of the 1989 Session Laws, thereby rewriting North Carolina General Statute 143-128; and

WHEREAS, N.C.G.S. 143-128(c) requires each city, county or other public body to adopt, after notice and a public hearing, an appropriate verifiable percentage goal for participation by minority businesses (as defined in that statute) in the total value of work for building contracts the costs of which exceed one hundred thousand dollars ($100,000) and which are awarded pursuant to N.C.G.S. 143-128; and

WHEREAS, N.C.G.S. 143-128(c) (3) requires an authority awarding a building contract the cost of which exceeds one hundred thousand dollars ($100,000) under a separate prime contract system to adopt written guidelines specifying actions that will be taken by the awarding authority to ensure a good faith effort in the recruitment and selection of minority businesses for building contracts awarded under the separate prime contract systems; and

WHEREAS, N.C.G.S. 143-128 (c) (4) requires an authority awarding a building contract the cost of which exceeds one hundred thousand dollars ($100,000) under a single-prime contract system to adopt written guidelines specifying the action that the prime contractor must take to ensure a good faith effort in the recruitment and selection of minority businesses for building contracts awarded under the single prime contract system; and requires that action taken by the prime contractor must be documented in writing by the contractor to the appropriate awarding authority; and

WHEREAS, N.C.G.S. 143-128 (b) requires that a public body choosing to use a single-prime contract system must also seek bids for a building contract the cost of which exceeds one hundred thousand dollars ($100,000) under a separate prime contract system and must award such building contract to the lowest responsible bidder or bidders for the total project; and

WHEREAS, N.C.G.S. 143-128 (d) requires the state and its political subdivisions to award public building contracts the costs of which exceeds one hundred thousand dollars ($100,000)

without regard to race, religion, color, creed, national origin, sex, age or handicapping condition; and

WHEREAS, a Public Hearing was held at 4:00 p.m., on February 15, 1993, in the Village Hall Meeting Room at Pinehurst, North Carolina after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst at which time all interested citizens, residents and property owners in the Village of Pinehurst were given an opportunity to be heard as to whether they favored or opposed the ordinance, and no objections were raised:

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in Regular Session assembled on the 15th day of March, 1993, as follows:

SECTION 1. That the Village Council of the Village of Pinehurst shall have a verifiable goal of five (5%) percent for participation by minority businesses in building construction contracts awarded pursuant to N.C.G.S. 143-128.

SECTION 2. That the Village Clerk shall compile a list of minority businesses within the bidding area, using information obtained from the North Carolina Department of Economic and Community Development, Minority Business Development Agency or from other institutions or agencies providing such information.

This list shall be updated on an annual basis and shall be open for inspection and shall be available so that minority businesses will have the opportunity to add their names to the list. Copies of this ordinance shall be transmitted to the businesses on the list as soon as practicable. The Village Clerk shall serve as the contact person for minority businesses and be responsible for answering project related questions posed by minority businesses.

SECTION 3. That for each such building contract put out for bids under the separate prime or the single prime contract systems, notice of the contract shall be transmitted to minority businesses on the above list.

SECTION 4. That for each such bidding contract put out for bids under the separate prime or single prime contract systems, documents related to the contract shall be available for inspection at a convenient and accessible location of which minority businesses shall receive notice.

SECTION 5. That for each such building contract put out for bids under the separate prime or single prime contract systems, the contact person designated pursuant to Section 2 above shall hold a pre-bid conference to orient contractors and subcontractors to the policy expressed in this ordinance as well as bid procedures and regulations. Minority businesses on the list obtained and maintained as provided herein shall be notified of and invited to these pre-bid conferences.

SECTION 6. That for each such building contract put out for bids under the separate prime or single prime contract system, published notice of the contract shall include a summary of this ordinance.

SECTION 7. That for any such building contract put out for bids under the separate prime contract system, the Village Clerk shall maintain records with respect to:

(a) those contractors or subcontractors notified of the project and the number of these contractors and subcontractors that are minority businesses as defined in G.S. 143-128 appearing on the list of minority businesses maintained pursuant to Section 2 herein,

(b) those contractors or subcontractors that bid or otherwise respond to notice of the project and the number of these that are on the maintained list of minority businesses,

(c) those contractors or subcontractors awarded contracts as part of the project and the number and identity of those that are on the list of minority businesses, and

(d) the percentage of work on the project that is to be performed by minority businesses appearing on the list maintained pursuant to this ordinance.

SECTION 8. That for any such building contract put out for bids under the single prime contract system, the single prime contractor shall submit with his bid records with respect to:

(a) those subcontractors notified of the project and of those elements of the project for which subcontracts will be let and the number of those subcontractors that are minority businesses as defined in G.S. 143-128 appearing on the list of minority businesses maintained pursuant to Section 2 herein,

(b) those subcontractors that bid or otherwise respond to notice of the project and the number of these that are on the maintained list of minority businesses,

(c) those subcontractors awarded contracts as part of the project and the number and identity of those that are on the list of minority businesses, and

(d) the percentage of work on the project that is to be performed by minority businesses appearing on the list maintained pursuant to this ordinance.

SECTION 9. That all ordinances in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

SECTION 10. That this Ordinance shall be and remain in full force and effect from and after the date of its adoption.

SECTION 11. Adopted this 15th day of March, 1993.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Albert L Bethel
Albert L. Bethel, Mayor

Attest:

Mary McGraw
Mary McGraw, Village Clerk

Approved as to form:

John M. May
John M. May, Interim Village Attorney

Accessibility

Coates' Canons
NORTH CAROLINA LOCAL GOVERNMENT LAW BLOG

July 8, 2026

Budget Bill Eliminates HUB Office and Repeals Statutory HUB Language

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The 2026 Appropriations Act, which became law as **Session Law 2026-41** on July 7, 2026, eliminated the Office of Historically Underutilized Businesses ("the HUB Office"), repealed HUB-related statutes, and struck references to minority participation in public contracts throughout the North Carolina General Statutes. Additionally, the bill transferred administration of the North Carolina Small Business Enterprise (NCSBE) Program to the Division of Purchase & Contract within the Department of Administration.

This blog post provides a brief history of the primary North Carolina statutes and executive actions related to minority participation in public contracts and Historically Underutilized Businesses (HUBs), offers guidance to local governments about handling procurements and contracts affected by the 2026 Appropriations Act, and summarizes the NCSBE Program. Please note that this blog post uses permalinks to preserve digital links to General Statutes, Executive Orders, and other websites as they existed as of the original publication date of this blog post.

The Legislative History of HUBs in North Carolina

Over the past 37 years, North Carolina's General Assembly and governors have taken action to encourage participation by minority businesses—later known as HUBs—in public building construction contracts. This section details some of these measures as a preface to the next section that explains the impacts of the 2026 Appropriations Act. A more complete explanation of the substantive content of the HUB-related statutes and the legal basis for programs designed to remedy

discrimination can be found in **this bulletin** authored by former School of Government Faculty member Norma Houston.

Initial Legislation

In 1989, the General Assembly first enacted legislation, **Session Law 1989-480**, addressing participation by "minority businesses" in public building construction contracts over $100,000. The language, initially codified in G.S. 143-128, required local governments to adopt a verifiable percentage goal for participation by minority businesses in building construction contracts and adopt guidelines for good faith efforts applicable to both local governments and prime contractors.

Establishment of the HUB Office and HUB Advisory Council

In 1999, Governor James B. Hunt, Jr. signed **Executive Order 150**, which established the Office for Historically Underutilized Businesses within the Department of Administration. The HUB Office assumed responsibility for the State's existing minority business program, which had previously been administered by the Division of Purchase and Contract. This Executive Order also created the HUB Advisory Council, designed to provide support and guidance to the Governor, Department of Administration, and the HUB Office.

Codification of HUB Office and Recodification under G.S. 143-128.2

In 2001, the General Assembly formally codified the HUB Office in **Session Law 2001-424**. That same year, through **Session Law 2001-496**, the statutory language of G.S. 143-128 was expanded and recodified at **G.S. 143-128.2**. Since then, the language in G.S. 143-128.2 remained unchanged except for the addition of employee stock ownership plans (ESOPs) in 2023 and a later tweak to the ESOP language in 2024. The 2001 amendments created the requirements in **G.S. 143-128.2** that are familiar to local governments: for building projects of $300,000 or more, local governments were to set goals for the contract, make good faith efforts, and require bidders to make good faith efforts to recruit minority participation in the contract as verified by affidavit. Separately, Session Law 2001-496 created **G.S. 143-128.3**, which required local governments to report data to the HUB Office.

Statewide Uniform Certification

In 2005, the General Assembly further expanded the HUB Office's responsibilities through **Session Law 2005-270**, which required the Secretary of Administration to develop a statewide uniform certification program for HUBs, including adopting rules for certification and creating and maintaining a database of HUBs. This legislation also created **G.S. 143-128.4**, which defined the term "historically underutilized business." In 2007, **Session Law 2007-392** added **G.S. 143-48.4** to clarify the responsibility and authority of the Secretary of Administration for the statewide uniform certification program.

Advisory Councils Established by Governors

In 2013, Governor Pat McCrory established the Governor's Advisory Council on Small and Historically Underutilized Businesses through **Executive Order 24**; this Executive Order remained in effect until September 5, 2017. In November 2017, Governor Roy Cooper created the Governor's Advisory Council on Historically Underutilized Businesses through **Executive Order 25**; this Executive Order has not been rescinded.

Impacts of Repeal of HUB-Related Statutes and Elimination of the HUB Office

As noted above, the 2026 Appropriations Act that was signed into law on July 7, 2026 eliminated HUB-related statutes and the HUB Office. This section summarizes and explains the impact of the changes relevant to local governments.

Repeal of HUB Statutes, Section 22.5.(x)

Effective immediately, the 2026 Appropriations Act repealed the following statutes: **G.S. 63A-19**, **116D-4**, **143-48.4**, **143-128.2**, **143-128.3**, **143-128.4**, and **143-131(b)**. The repeal of the last four statutes in the list removes the statutory basis for local governments to set goals on building projects, make good faith efforts, require bidders to make and verify good faith efforts, and report to the HUB Office.

One of the primary questions arising from these changes is how local governments must handle *current* procurements and *existing* contracts to which HUB requirements applied.

For **building project contracts where work is underway**, no action is necessary. Practically speaking, for single-prime contracts, the subcontractors have already been selected by the prime contractor. If the prime wants to replace a

subcontractor that was a HUB, that replacement is no longer subject to good faith efforts because G.S. 143-128.2 has been repealed. Note, however, that state law still restricts whether a prime contractor can replace a subcontractor for building construction contracts. Specifically, G.S. 143-128(d) only allows a prime contractor to replace a subcontractor if the listed subcontractor's bid is later determined by the contractor to be not responsible or nonresponsive, the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or the awarding authority approves the substitution for good cause shown by the contractor.

For **procurements that have been awarded where the vendor has signed the contract, but the local government has not**, there is no longer statutory authority for goals and other aspects of HUB compliance. So, the local government should amend the contract to remove references to goals and compliance with HUB statutes and then reroute the contract to the vendor for signature.

For **procurements that have been completed, but not yet awarded**, there is no longer statutory authority for goals and other aspects of HUB compliance. Accordingly, local governments should remove references to goals and compliance with HUB statutes from contracts before execution.

For **procurements in progress**, statutory authority no longer exists for setting goals or requiring bidders to make good faith efforts. Thus, local governments should issue an addendum to remove HUB goals and remove requirements for bidders to list minority businesses or make and verify good faith efforts.

Repeal of Local Acts, Section 22.5.(w)

Section 22.5(w) of the 2026 Appropriations Act states “[a]ny local act authorizing a local government unit to establish, agree to, or comply with minority- or women-owned business enterprise participation requirements is hereby repealed unless compliance with such requirements is required by the federal government and its agencies in projects financed by federal grants-in-aid or loans as provided in **G.S. 160A-17.1(a)(3a)**.”

As a reminder, a local act is legislation of the General Assembly that modifies general law and is specific to one or more local governments. You can read more about local acts **here**. A handful of North Carolina jurisdictions have local acts authorizing them to create Minority and Women Business Enterprise (MWBE)

programs. Many of the local acts seemingly referenced by Section 22.5(w) of the 2026 Appropriations Act were passed prior to the United States Supreme Court's 1989 decision in ***Richmond v. Croson*** and before the statewide HUB legislation took effect in 1989. This section of the 2026 Appropriations Act repeals local acts related to MWBE programs, but preserves the ability of these local governments to comply with any federally-imposed requirements for "minority business enterprise participation." (Other local governments that did not have a local act related to MWBE programs also retain the ability to comply with the same federally-imposed requirements pursuant to G.S. 160A-17.1(a)(3).)

Local acts authorizing small business enterprise programs are *not* affected by the 2026 Appropriations Act.

Elimination of the HUB Office and Advisory Committees, Section 22.5(a)

Section 22.5(a) of the 2026 Appropriations Act eliminated the HUB Office and abolished any advisory committees established by the Secretary of the Department of Administration. The HUB Office is no longer operational, although **the website** is still active as of the original publication date of this blog post. The effect of abolishing advisory committees is less clear. The language of the 2026 Appropriations Act addresses "advisory committees established by the Secretary of the Department of Administration to develop recommendations to improve the recruitment and utilization of minority businesses." However, as noted in the previous section detailing the history of HUBs, advisory committees have historically been created by the Governor, including the current **Governor's Advisory Council on Historically Underutilized Businesses**.

Other Changes, Sections 22.5.(h) through 22.5.(m)

The 2026 Appropriations Act included other amendments that largely removed references to G.S. 143-128.2 in other sections of the General Statutes. Notably, though, the 2026 Appropriations Act did not strike the following language in the Mini-Brooks Act, **G.S. 143-64.31**: "Selection of a firm under this Article shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity."

Looking Ahead: Small Business Enterprises

This section explains the NCSBE Program and the 2026 Appropriations Act's impacts on that program.

In 2020, Governor Roy Cooper issued **Executive Order 143**, directing the HUB Office to establish a small business enterprise program. The following year, the NCSBE Program officially launched. As stated on the Department of Administration's website, the NCSBE Program is a race and gender-neutral program designed to provide small businesses contracting opportunities with the State of North Carolina. To become certified as a Small Business Enterprise (SBE), a business must meet all of the following criteria: be headquartered in North Carolina; be organized for profit; have 100 or fewer employees; and have annual net income of no more than $1.5 million, after deducting the cost of goods sold.

Section 22.5.(b) of the 2026 Appropriations Act transferred administration of the NCSBE Program from the HUB Office to the Division of Purchase & Contract. Additionally, other amendments in the 2026 Appropriations Act seem to signal continued, if not increased, emphasis on small businesses in public contracting. For example, Section 22.5.(g) modified G.S. 143-48(c), directing the Department of Administration to provide instructions to State agencies about SBEs. As another example, language retained in Construction Manager At Risk (CMAR) statute, **G.S. 143-128.1**, requires public owners to make a good faith effort to recruit and select small business entities when selecting a CMAR. However, "good faith effort" in regard to small business entities is not defined in the CMAR statute or other statutes.

While the NCSBE Program is not yet codified in the General Statutes to the extent that the HUB program was, local governments should watch for any applicable guidance from the Division of Purchase & Contract. The School of Government will continue to monitor the NCSBE Program and provide any updates relevant for local governments.

Next Steps and Questions?

The elimination of the HUB Office and repeal of the HUB statutes are significant changes for local governments in North Carolina. Local governments should coordinate closely with their legal counsel to ensure compliance with these changes, including managing ongoing procurements and existing contracts. If your unit has questions about these changes, I would be happy to discuss them with you—you can book time on my calendar using **this link**.