



Village Council
Agenda for Regular Meeting of March 11, 2025
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM

1. Call to Order
2. Invocation and Pledge of Allegiance
 - A. Invocation by Father John Forbes of Sacred Heart Church
 - B. Pledge of Allegiance by Charlie Carubba
3. Reports
 - A. Manager
 - B. Council
4. Motion to Approve Consent Agenda

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

 - A. Approval of Village Council Meeting Minutes
 1. February 25, 2025, Regular Meeting Minutes
 2. February 25, 2025, Work Session Minutes
 - B. FY 2025 Budget Amendments Report

End of Consent Agenda
5. Public Comments
6. Resolutions
 - A. Consider Resolution 25-08 Amending the Position Classification and Pay Plan Policy
7. General Business
 - A. Reject bids for Construction of Sidewalks in the No. 6 Neighborhood and Readvertise
 - B. Review of 2025 Roadway Resurfacing Project

8. Other Business

9. 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 Father John Forbes of Sacred Heart Church
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 03/10/2025

MEMO DETAILS

ATTACHMENTS

None



Pledge of Allegiance by Charlie Carubba
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 03/05/2025

MEMO DETAILS

ATTACHMENTS

None



February 25, 2025, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 03/05/2025

MEMO DETAILS

ATTACHMENTS

1. 02.25.2025 DRAFT Regular Meeting Minutes



**Village Council
Minutes for the Regular Meeting of February 25, 2025
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, February 25, 2025, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Paul Conners, IT Systems Specialist

And approximately 20 members of the audience in attendance, in addition to 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.

2. Invocation and Pledge of Allegiance.

A. Invocation by Mr. Brady Smith, Stake President of the Fayetteville NC West Stake of The Church of Jesus Christ of Latter-day Saints

B. Pledge of Allegiance by Members of the Moore County BSA Troop 1

Mayor Pizzella noted the absence of Councilmember Farrell.

3. Reports:

Village Manager

- Mr. Doug Willardson reported on the March 01, 2025, Kids' Saturday event at Given Memorial Library and on the two new Extra-Territorial Jurisdiction (ETJ) positions for the Neighborhood Advisory Committee and encouraged ETJ residents to apply.

Village Council

- Mayor Pizzella reported on the letter from the Arbor Day Foundation announcing the Village of Pinehurst's 2024 Tree City USA award; on the February 17, 2025, Neighborhood Advisory Committee meeting; and on the two new Extra-Territorial Jurisdiction (ETJ) positions for the Neighborhood Advisory Committee.
- Councilmember Morgan reported on the Central Pines Regional Council (CPRC) being in a state

of uncertainty regarding program funding due to changes taking place at the Federal level; the February 21, 2025, CPRC Regional Day event being cancelled due to the winter weather; and noted the Village of Pinehurst will not be affected by this program funding uncertainty.

- Mayor Pro Tem Taylor reported on the third Moore County Airport terminal redesign meeting being cancelled due to winter weather and on all the open positions for the Neighborhood Advisory Committee.
- Councilmember Ficklin reported on the February 18, 2025, Moore County Master Gardener 30th Anniversary celebration; the February 24, 2025, Pinehurst Development Ordinance Update Focus Group meeting; the February 24, 2025, Pinehurst Business Partners meeting; and on the March 07, 2025, third annual Health Symposium sponsored by the Women of the Pines to be held in the Village of Pinehurst's Assembly Hall.
- Councilmember Farrell was absent.

4. Motion to Approve Consent Agenda.

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

A. Approval of Village Council Meeting Minutes

- February 11, 2025, Regular Meeting Minutes
- February 11, 2025, Work Session Minutes

End of Consent Agenda.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved the Consent Agenda by a vote of 4-0.

5. Public Comments.

None.

6. Ordinances.

A. Consider Ordinance #25-03 FY 2025 Mid-Year Budget Amendment

Ms. Dana Van Nostrand, Financial Services Director, reviewed a memo and table detailing the proposed Fiscal Year 2025 Mid-Year Budget Amendment.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Ordinance 25-03 amending Ordinance 24-11 and appropriating funds for operations of the Village of Pinehurst for Fiscal Year 2025 regarding revenues and expenditures of the General Fund by a vote of 4-0.

ORDINANCE #25-03:

AN ORDINANCE AMENDING ORDINANCE #24-11 APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2025, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND (MID-YEAR BUDGET AMENDMENTS).

THAT WHEREAS, the Village budgeted for revenues and expenditures in FY 2025 for the General Fund; and

WHEREAS, the estimates for FY 2025 revenues and expenditures have been calculated and there are some variations between the amounts budgeted and the amounts expected,

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 25th day of February 2025, as follows:

SECTION 1. To amend the General Fund with regard to revenues and expenditures, the estimated revenues and expenditure appropriations are to be changed as follows:

	<u>Debit</u>	<u>Credit</u>
<i>Estimated Revenues:</i>		
Ad Valorem Tax Revenues		\$ 120,000
Restricted Intergovernmental Revenues		62,340
Permits and Fees		99,000
Other Revenues		22,000
Investment Income		186,800
Fund Balance Appropriated	965,140	
<i>Expenditure Appropriations:</i>		
Governing Body		20,000
Administration		200,000
Human Resources		65,000
Police		20,000
Fire		8,000
Public Services Administration		400,000
Streets & Grounds	223,000	
Solid Waste		10,000
Planning	25,000	
TOTAL	<u>\$ 1,213,140</u>	<u>\$ 1,213,140</u>

SECTION 2. Copies of this budget amendment shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 25th day of February 2025

B. Consider Ordinance #25-04 Amending the Village Parking Regulations

Mr. Willardson reviewed a memo detailing the proposed amendment to the Village Parking Regulations and timeline for implementing the proposed timed parking restrictions.

Councilmember Ficklin asked Mr. Willardson to ensure the language regarding vehicle length is consistently listed as either “no longer than 18 feet” or “less than 18 feet in length” throughout the ordinance.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Ordinance 25-04 amending Chapter 72 of the Pinehurst Municipal Code as it pertains to parking in the Village of Pinehurst subject to the clarification of language with regard to vehicle length as discussed by a vote of 4-0.

ORDINANCE #25-04:

AN ORDINANCE AMENDING CHAPTER 72 OF THE PINEHURST MUNICIPAL CODE AS IT PERTAINS TO PARKING IN THE VILLAGE OF PINEHURST.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated

October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the “Village of Pinehurst, North Carolina Municipal Code;” and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village Council has determined that limiting parking time at certain designated locations, as listed in Section 1 below, is in the best interest of our downtown merchants, visitors, and Pinehurst residents;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in regular session assembled on this 25th day of February, 2025, as follows:

SECTION 1. That Schedule II – Parking Time Limited on Certain Streets, Chapter 72, Section 72.03 of the Pinehurst Municipal Code is hereby amended by adding the following streets and roads to the schedule of those designated as “Parking time limited on certain streets” as follows:

<i>Street</i>	<i>Side</i>	<i>Time Limit</i>	<i>Hours</i>	<i>Location</i>
Cherokee Road	South	1 hour	Between 9:00 a.m. and 4:00 p.m. on Weekdays excluding Village observed holidays	Five spaces directly in front of Given Memorial Library
Cherokee Road	North and South	3 hours	Between 9:00 a.m. and 4:00 p.m. on Weekdays excluding Village observed holidays	All public parking locations from 90 Cherokee Rd to 155 Cherokee Rd.
Chinquapin Road	North and South	3 hours	Between 9:00 a.m. and 4:00 p.m. on Weekdays excluding Village observed holidays	All public parking locations from Cherokee Road/Dogwood Road to Magnolia Road.
Dogwood Road	East and West	3 hours	Between 9:00 a.m. and 4:00 p.m. on Weekdays excluding Village observed holidays	In front of 5 Dogwood Road.

Market Square	North and South	3 hours	Between 9:00 a.m. and 4:00 p.m. on Weekdays excluding Village observed holidays	All public parking locations.
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SECTION 2. That Chapter 72, Section 72.04 of the Pinehurst Municipal Code is hereby amended as follows:

§ 72.04 PARALLEL, DIAGONAL AND PERPENDICULAR PARKING ONLY.

- (A) No person shall park on any street shown in the Parallel Parking Only Parking Schedule, Parking Schedule III, compiled under the direction of the Village Manager and kept on file in the office of the Village Clerk, unless they park in a parallel manner.
(1986 Code, § 7-3.6)
- (B) No person shall park on any street shown in the Diagonal Parking Only Parking Schedule, Parking Schedule IV, compiled under the direction of the Village Manager and kept on file in the office of the Village Clerk, unless the vehicle is parked in a diagonal manner and is less than 18 feet in length.
(1986 Code, § 7-3.7)
- (C) No person shall park on any street shown in the Perpendicular Parking Only Parking Schedule, Parking Schedule VI, compiled under the direction of the Village Manager and kept on file in the office of the Village Clerk, unless the vehicle is parked in a perpendicular manner and is less than 18 feet in length.
(1986 Code, § 7-3.7)
- (D) The Village Manager may provide temporary permission for alternate parking methods in these areas for oversized vehicles, trailers or equipment being used for current permitted construction activities, planned maintenance activities, and other activities where the Village Manager determines it is in the best interest of the public, tenants, and property owners to permit temporary alternate parking methods. The Village Manager is authorized to place restrictions they deem appropriate to the specific location and nature of the request.
- (E) This section does not apply to Village of Pinehurst vehicles or unplanned emergency response for repair and maintenance activities. This section does not apply to routine, short-term delivery and pick-up activities occurring in designated Loading and Unloading Zones. See § 72.08 Loading and Unloading Zones for applicable regulations.

SECTION 3. That Chapter 72, Section 72.99 of the Pinehurst Municipal Code is hereby amended as follows:

§ 72.99 PENALTY.

- (C) Violations of the terms of § 72.03 and 72.04 shall subject the violator to an infraction and a civil fine of up to \$50.00, inclusive of all penalty assessments and court costs as set forth in 160A-175 (c)
- (D) Violations of the terms of § 72.07 within a village or state right-of-way shall subject the vehicle owner to the provisions of § 70.99. In order to ensure pedestrian safety, the Police Department or the Village Manager may cause the vehicle in violation to be removed, without notice, at the expense of the vehicle owner.
- (E) In order to ensure pedestrian safety or remove nuisances in the public right-of-way, the Police Department or the Village Manager may cause vehicles in violation of § 72.03, 72.04, and 72.05 to be removed, without notice, at the expense of the owner.

SECTION 4. That Sections 1, 2 and 3 of this ordinance shall be effective on July 1, 2025 and after the erection of the appropriate and necessary traffic signs.

SECTION 5. That all ordinances in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

THIS ORDINANCE passed and adopted this 25th day of February 2025

7. Regular Business.

A. FY 2025 Financial Statements as of and for the Six Months Ended December 31, 2024

Ms. Dana Van Nostrand, Financial Services Director, reviewed a memo detailing the FY 2025 quarterly financial statements as of and for the six months ended December 31, 2024.

8. Other Business.

Mayor Pizzella asked Mr. Willardson to provide Council with potential agenda items for the March 11, 2025, meeting. Mr. Willardson stated two main items of discussion anticipated for the next meeting will be sidewalks and fire stations.

9. Motion to Adjourn.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Regular Meeting by a vote of 4-0 at 05:47 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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

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

Values: Service, Initiative, Teamwork, and Improvement



February 25, 2025, Work Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 03/05/2025

MEMO DETAILS

ATTACHMENTS

1. 02.25.2025 DRAFT Work Session Minutes



**Village Council
Minutes for the Work Session of February 25, 2025
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
04:30 p.m.**

The Pinehurst Village Council held a Work Session Meeting at 05:47 p.m., Tuesday, February 25, 2025, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Mr. John Taylor, Mayor Pro Tem
Ms. Barb Ficklin, Councilmember
Mr. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Paul Conners, IT Specialist

And approximately 6 members of the audience in attendance, in addition to 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council Work Session to order at 06:01 p.m.

2. General Business.

A. Discuss Draft Financial Policies – Debt and Donations

Ms. Dana Van Nostrand, Financial Services Director, reviewed a memo detailing the proposed debt and donations policies and purpose behind the Village adopting these policies.

Council and Ms. Van Nostrand discussed revisions to the proposed policies and agreed to consider final drafts of the policies for approval at a future meeting.

B. Discussion Regarding Focus Area Five and Potential Collaboration with Other Jurisdictions

Council agreed to move discussion of this item to March 2025 so Councilmember Farrell may participate in the discussion.

C. Review of the 2026-2035 NCDOT STIP

Mr. Willardson reviewed a memo detailing the 2026-2035 NCDOT STIP.

Council agreed to have Mr. Willardson submit a request to NCDOT to fund project R-5892: Modernization of Hwy 5 from Trotter Drive to NC 211 in Pinehurst as soon as possible and to proceed with construction after the 2029 U.S. Open as originally planned.

Mayor Pizzella further stated there is a Public Comment period for the 2026-2035 NCDOT STIP open online until April 04, 2025, with a drop-in period from February 24th to the 28th at the NCDOT office in Carthage.

D. Discussion Regarding Adding a Greenway Connection at 455 Adams Circle in Village Acres

Mr. Willardson reviewed a memo and map detailing the proposed Greenway connection at 455 Adams Circle (Village Acres), which is a Village owned lot.

Council agreed to have Mr. Willardson proceed with construction of the proposed Greenway connection at 455 Adams Circle in Village Acres.

E. Discussion of Potential Projects to Submit to the SMPO TCC for Carbon Reduction Program Funding

Mr. Willardson reviewed a memo detailing the Carbon Reduction Program (CPR), CPR funds available to the SMPO, and proposed Greenway connection project between the Village of Pinehurst and the Town of Southern Pines, which would run along Airport Rd.

Council agreed to have Mr. Willardson present the proposed Greenway connection project to the SMPO TCC for consideration.

3. Motion to Adjourn.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Work Session by a vote of 4-0 at 07:13 p.m.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

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FY 2025 Budget Amendments Report ADDITIONAL AGENDA DETAILS:

FROM: Dana Van Nostrand, Financial Services Director
CC: Village Council;
DATE OF MEMO: 03/04/2025

MEMO DETAILS

The Village Manager approved one interdepartmental budget amendment since the last meeting to reallocate the utility budgets among departments.

ATTACHMENTS

1. Budget Amendment Report 2.20.25-3.6.25



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD FEBRUARY 20 - MARCH 6, 2025**

Under Village of Pinehurst Ordinance #24-11, the Village Council grants the Budget Officer (the Village Manager) the ability to transfer appropriations under specific conditions. These conditions allow transfers between departments (including contingency) of the same fund to increase an appropriation up to \$25,000 in a single budget amendment for the FY 2025 Budget. The Budget Officer may not transfer monies between funds at any time.

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

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

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	Rebalance Utilities budgets between departments based on actual costs to date:			2/20/2025
10-10-310-6400	Utilities - Police		\$ 3,000	
10-10-320-6400	Utilities - Fire		1,000	
10-20-410-6400	Utilities - Public Services Administration		1,000	
10-20-420-6400	Utilities - Streets & Grounds	\$ 4,000		
10-80-610-6400	Utilities - Recreation		2,000	
10-80-615-6400	Utilities - Library		1,500	
10-80-620-6400	Utilities - Harness Track		6,000	
10-80-640-6400	Utilities - Fair Barn	12,000		
10-40-710-6400	Utilities - Planning		1,500	
		<u>\$ 16,000</u>	<u>\$ 16,000</u>	



Consider Resolution 25-08 Amending the Position Classification and Pay Plan Policy

ADDITIONAL AGENDA DETAILS:

FROM: Angela Kantor, Human Resources Director
CC: Village Council; Doug Willardson
DATE OF MEMO: 03/04/2025

MEMO DETAILS

We typically recommend changes to the Position Classification and Pay Plan policy in June or July each year. However, from time to time, we suggest changes before the annual review to accommodate an organizational need. We are recommending a change to the Position Classification and Pay Plan policy to include the creation of a Parking Attendant position. This position is not full-time and is not benefit-eligible.

I have attached the Resolution that will amend the Position Classification and Pay Plan Policy based on the recommendation above. I have also attached the policy and revised FY 2024-2025 Position Classification and Pay Plan tables for your review. Thank you for your consideration.

ATTACHMENTS

1. Resolution #25-08 Position Classification and Pay Plan Changes
2. Position Classification and Pay Plan Policy (3.2025)
3. Position Classification and Pay Plan FY 2024-2025 (Attachment B) 3.2025
4. Position Classification and Pay Plan (Seasonal, On-Call Positions) FY 2024-2025 (Attachment C) 3.2025

RESOLUTION #25-08:

A RESOLUTION AMENDING THE POSITION CLASSIFICATION AND PAY PLAN POLICY FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Position Classification and Pay Plan Policy on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Position Classification and Pay Plan Policy on July 1, 2024; and

WHEREAS, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change;

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 March 2025 as follows:

SECTION 1. That the the Position Classification and Pay Plan Policy is hereby amended effective March 11, 2025; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended to include a Parking Attendant; said Pay Plans attached hereto as part of Attachment B and Attachment C and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 11th day of July 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

		VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Position Classification and Pay Plan Policy	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	3/11/2025
Approved by:	Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plans (Attachments B and C) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and regular part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates. The Plan also includes basic salary ranges for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. These ranges have minimum and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should annually review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan must be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial condition of the Village, and other factors. The Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position or the title for a position, must be approved

by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

Applicants who are in positions approved in the Plan shall be employed within the salary range for that position classification.

Financial Incentives

The Village Manager has the authority to approve certain financial incentives in order to recruit qualified candidates for certain positions. Moving expenses may be reimbursed to newly hired employees who are relocating to the Pinehurst area. Reimbursement amounts will depend on the position and the relocation distance. An automobile allowance may also be offered for certain positions in lieu of an assigned Village vehicle.

Merit Pay

Merit increases will be based on employee performance from July 1st through June 30th and will be effective October 1st for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year.

Employees hired between July 1st and December 31st are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1st and June 30th will be eligible for a pro-rated merit increase, based on the budgeted merit percentage, in the year hired. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes.

Seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year, are also eligible for a merit increase. These employees will be evaluated on their job knowledge, demonstration of the Village's core values and other factors. Merit increases will also be prorated based on hire date as listed above.

Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. The merit increase range is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent.

Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1st.

Employees, including the Village Manager, may also receive a cost-of-living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees who work less than 20 hours per week will be eligible for COLA. Returning camp staff will be eligible for COLA at the start of camp unless an internal equity-based increase exceeds COLA amount. Recreation instructors are not eligible for COLA.

Beginning in FY24, employees hired during the fiscal year will receive a pro-rated cost-of-living adjustment, if approved, at the beginning of the next fiscal year based on their hire date. The COLA will be effective July 1st of the new fiscal year. COLA will be applied before any other pay adjustments.

Salary Effect of Promotions, Demotions, Transfers, Interim Assignments and Reclassifications

Promotions – When an employee is promoted, the employee’s salary will be negotiated within the new grade. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget, and other factors. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective action. If the current salary is within the new range, the employee’s salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

Transfers – The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade should not be changed by reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Interim Assignments – If an employee accepts an interim assignment for a higher-level position that is temporarily vacant, the employee may receive a 5% increase for each grade up to 10% or minimum of the pay grade, whichever is higher. The interim assignment must be at least four consecutive weeks. Once the interim assignment ends, the employee’s pay will revert to the pay established before the interim assignment.

Reclassifications – If a position is reclassified to a higher salary grade, employees in that position may receive a 5% increase for each grade up to 10%. There may be exceptions if the changes in the job responsibilities are significant enough to warrant a greater increase or the employee's salary remains below the minimum of the new grade after any adjustment.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager. Salary adjustments recommended because of the annual salary study are effective July 1st once approved by council. Salary adjustments based on any off-cycle pay and classification plan changes will be effective as directed by Village Council.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general level of qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and

- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and will be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade or a change in title.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade based on significant and permanent changes in the level of duties, responsibilities, and/or authorities. Upon receipt of such request, the Human Resources Director will study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also may be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Council is responsible for approving any recommended reclassifications. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Approved by:

Patrick Pizzella, Mayor

3/11/2025
Date

25-08
Village Council, Resolution

3/11/2025
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	12	Streets & Grounds Maintenance Worker I	34,480	43,100	51,720
	13	Parks Maintenance Specialist I Streets & Grounds Maintenance Worker II Track Specialist Welcome Center Coordinator	36,204	45,255	54,306
	14	Customer Service Representative Fleet Service Apprentice Parks Maintenance Specialist II Solid Waste Equipment Operator Track Crew Leader	38,015	47,519	57,023
	15	Administrative Assistant Firefighter Trainee Grounds Maintenance Crew Leader Library and Archives Associate Street Maintenance Crew Leader Telecommunications Specialist I	39,916	49,895	59,874
	16	Administrative Specialist Assistant Solid Waste Superintendent Events Assistant Firefighter (Non-EMT, Reserve) Fleet Service Technician I Facilities Maintenance Technician Recreation Assistant Telecommunications Specialist II	41,912	52,390	62,868
	17	Administrative and Data Coordinator Financial Services Technician Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician II Human Resources Technician	44,008	55,010	66,012
E	18	Code Compliance Technician Grounds Maintenance Supervisor IT Technician Library Services and Archives Supervisor Parks Maintenance Supervisor Police Cadet Senior Fleet Service Technician	46,208	57,760	69,312
E	19	Administrative and Telecommunications Coordinator Fair Barn Coordinator Fire and Life Safety Educator Planning and Zoning Specialist Senior Firefighter (Fire Engineer) Street Maintenance Supervisor Track Superintendent	48,518	60,648	72,777
	20	Athletic Coordinator Fire Lieutenant Police Officer Recreation Programs Coordinator Special Events Coordinator	50,944	63,680	76,416
	21	Code Compliance Specialist Engineering Technician Senior Police Officer	53,491	66,864	80,237

Village of Pinehurst
Position Classification and Pay Plan
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E	22	Building Inspector-Level I Financial Services Supervisor Master Police Officer Planner Stormwater Technician	56,166	70,208	84,249
E E E E	23	Assistant Fire Marshal Building Inspector-Level II Communications Specialist Fire Captain (Senior Fire Captain) Fleet Maintenance Superintendent Human Resources Generalist Information Technology Systems Specialist Police Sergeant Solid Waste Superintendent	58,974	73,718	88,461
E E E	24	Building Inspector-Level III Detective Lieutenant Police Lieutenant Recreation Superintendent Senior Planner Transportation Planner Village Clerk	61,923	77,404	92,885
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Battalion Chief Buildings and Grounds Superintendent GIS Analyst IT Business Analyst Principal Planner	65,019	81,274	97,529
E E E	26	Building Code Official IT Infrastructure Administrator Planning Supervisor Police Captain	68,270	85,338	102,405
E	27	Deputy Fire Chief	71,684	89,605	107,526
E	28	Library Services and Archives Director	75,268	94,085	112,902
E	29	Deputy Police Chief	79,031	98,789	118,547
E	30	Organizational Performance Director	82,983	103,729	124,475
E E	31	Human Resources Director Parks and Recreation Director	87,132	108,915	130,698
E E E E E	32	Chief Information Officer Fire Chief Public Services and Engineering Director Financial Services Director Planning and Inspections Director	91,489	114,362	137,234
E	33	Police Chief	96,063	120,079	144,095
	34		100,866	126,083	151,299
E E	35	Assistant Village Manager for Administration Assistant Village Manager for Operations	105,909	132,387	158,864

Police Investigator--Title could include grades 20-23. Contingent on the rank of officer assigned.

Village of Pinehurst
Position Classification and Pay Plan (Seasonal, On-Call, Reserve, and Other PT Positions)
FY 2024-2025

ATTACHMENT C

GRADE	POSITION	MINIMUM	MAXIMUM
11P	Camp Counselor Facility Supervisor, Recreation	\$12.00	\$18.00
12P	RESERVED	\$13.50	\$20.25
13P	Event Maintenance Staff Fair Barn Facility Crew	\$15.00	\$22.50
14P	Reserve Firefighter, Non-EMT	\$15.20	\$22.80
15P	Reserve Firefighter EMT	\$15.97	\$23.96
16P	Camp Supervisor	\$16.00	\$24.00
17P	Fair Barn Assistant	\$16.50	\$24.75
18P	Staffing Pool	\$18.25	\$27.38
19P	On-Call Telecommunications Specialist Parking Attendant	\$19.19	\$28.79
20P	Fire Inspector Reserve Police Officer	\$23.33	\$35.00
30P	Recreation Program Instructors*	\$30.00	\$45.00

*Grade 30P no annual COLA adjustment
All Positions are Non-Exempt

50%=Spread within the grade



**Reject bids for Construction of Sidewalks in the No. 6 Neighborhood and
Readvertize
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 02/03/2025

MEMO DETAILS

Last month, the Village opened bids for the sidewalk project planned for the Pinehurst No. 6 neighborhood. After reviewing the bids, we believe that we can achieve a more favorable price by removing the pavement marking portion of the project and separately procuring those services.

NCGS § 143-129. Procedure for letting of public contracts requires Village Council to formally reject bids before they can be readvertized.

The revised project schedule is as follows:

- **Reject Bids:** March 11, 2025
- **Readvertize Project:** March 16, 2025
- **New Bid Opening:** April 1, 2025
- **Bid Approval by Council:** April 8, 2025

We believe we can achieve better pricing for the overall project without any significant delay in the project by rebidding.

Thank you for your attention to this matter. Please let me know if you have any questions or concerns.

ATTACHMENTS

None



Review of 2025 Roadway Resurfacing Project ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson; Mike Apke
DATE OF MEMO: 03/06/2025

MEMO DETAILS

Multiple roadways in the Village of Pinehurst will soon have better conditions and improved safety thanks to a roadway resurfacing project which began Tuesday, March 4. The project is expected to be completed by Mid-May.

What You Need to Know

- 12 roadways will be resurfaced within the Village limits.
- Intermittent lane closures will occur while crews are working. Flaggers will be present during work to direct traffic through the work zone.
- The work on St. Andrews Drive will be in collaboration with the Aberdeen Carolina & Western Railway. This is anticipated to be the only complete closure during the project so that rail ties can be replaced. The closure will take place at the railroad crossing (residents will still have access). Due to the need for a closure, a date for the work has been scheduled for Monday, March 10-Tuesday, March 11. St. Andrews is expected to be reopened to one lane to continue resurfacing on Wednesday, March 12.

Village Roadways to be Resurfaced (listed in order of anticipated schedule):

- Diamondhead Drive (from the Traffic Circle to Starlit Lane)
- Weldon Court (from Diamondhead Drive to cul-de-sac)
- Ivy Way (from Diamondhead Drive to Diamondhead Drive)
- St. Andrews Drive (from Wilson Road to Lake Forest Drive, **scheduled closure on March 10-11 to replace railroad ties**)
- Blake Boulevard (from Monticello to Divided Road)
- Monticello Drive (from Railroad Tracks to Blake Blvd)
- Canter Lane (from Monticello to Monticello)
- McDonald Road W (Highway 5 to Donald Ross Drive)
- Rattlesnake Trail (from Highway 211 to McCaskill Road)
- Gun Club Drive (from Highway 211 to Garner Lane)
- Forrest Drive (from Longleaf Dr E to Highway 15-501)
- Woodburn Road (from Thorne Road to Airport Road)

The Village will provide updates as needed on our website at vopnc.org and on our social media pages @vopnc. For more information on the 2025 Resurfacing Improvement Project, call Public Services at 910-295-5021.

ATTACHMENTS

1. 2025 Roadway Resurfacing Project Map

