LEE COUNTY BOARD OF COMMISSIONERS
DENNIS WICKER CIVIC CENTER
1801 NASH STREET
SANFORD, NC 27330

Monday, June 16, 2025
6:00 PM

A G E N D A

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

I. ADDITIONAL AGENDA

II. APPROVAL OF CONSENT AGENDA

II.A Minutes from the May 19, 2025 Regular Meeting

II.B Minutes from the June 2, 2025 Regular Meeting

II.C June 2, 2025 Closed Session Minutes

II.D Acceptance of Youth Sports Grant Funding

II.E Lee County Athletic Park Construction Project - Public Wireless Internet Installation

II.F Emergency Management - Approve Acceptance of the Duke Energy Storm Preparedness Grant

II.G Refund and Release Report for May 2025

II.H Award of Grant Administration Services for the FY2024 Community Development Block Grant Program, Neighborhood Revitalization

II.I Lee County General Services Parking Lot Rehabilitation

II.J North Carolina Alliance of Public Health Agencies Contract (NCAPHA)

II.K Approval of AA 803 and the Memorandum of Agreement (MOA) between Lee County Schools and the Lee County Health Department for FY 25-26.

II.L Approval of Fire Department Service Agreements

II.M Â Resolution Designating Depositories, Establishing Accounts and Designating

II.N Public Safety Warehouse/COLTS Facility Capital Project Ordinance

II.O ADD-ON Microsoft, Tyler Technology, and Davenport Group Support and Licensing 2025-2026

II.P ADD ON - Budget Amendment #06/16/25/18

II.Q ADD ON - Replacement Vehicle Purchase for Lee County General Services

II.R ADD ON - Budget Amendment #06/16/25/19

II.S ADD ON - Replacement Vehicle Purchase for the Lee County Health Department

III. INTRODUCTION OF THE 2025 LEE COUNTY YOUNG COMMISSIONERS LEADERSHIP PROGRAM

III.A NCACC Youth Voice

IV. PUBLIC HEARINGS

IV.A Public Hearing for the Proposed FY 2025-2026 Fire District Rates

IV.B Public Hearing for FY 2025-2026 Budget

V. PUBLIC COMMENTS

VI. OLD BUSINESS

VI.A Resolution Related to the Financing for the CCCC Moore Center Bioprocessing Training Facility

VI.B Appointments to Boards and Commissions

VII. NEW BUSINESS

VII.A FY 2025-26 Funding of the Contract with the City of Sanford for Planning Services

VII.B FY 2025-26 Fire District Budget Ordinance

VII.C FY 2025-2026 Budget Ordinance

VIII. MANAGERS' REPORTS

VIII.A Monthly Financial Reports

VIII.B County Manager's Monthly Report

IX. COMMISSIONERS' COMMENTS

X. CLOSED SESSION

ADJOURN

ITEM #: II.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Minutes from the May 19, 2025 Regular Meeting

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Action Item

REQUEST	Approve the Minutes from the May 19, 2025 Regular Meeting.
BUDGET IMPACT	N/A
ATTACHMENTS	BOC Regular Meeting Minutes_5-19-25_final.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve the Minutes from the May 19, 2025 Regular Meeting.

SUMMARY

A draft of the minutes from the May 19, 2025 regular meeting are attached for the Board's review and approval. For questions, contact the Clerk to the Board at hhall@leecountync.gov.

LEE COUNTY BOARD OF COMMISSIONERS
DENNIS WICKER CIVIC CENTER
1801 NASH STREET
SANFORD, NC 27330

May 19, 2025

MINUTES

Roll Call
Present: Dr. Andre Knecht, Robert Reives (arrived at 6:01 p.m.), Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck (arrived at 6:02 p.m.), Samantha Martin

CALL TO ORDER
Chairman Smith called the meeting to order at 6:00 p.m.

INVOCATION
Commissioner Samantha Martin provided an invocation and led the Board in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

I. ADDITIONAL AGENDA

Chairman Smith asked to move items 6A and 6B to the Consent Agenda. Commissioner Martin asked that they remain under New Business.

Commissioner Robert Reives arrived at 6:01 p.m.

Commissioner Taylor Vorbeck arrived at 6:02 p.m.

Motion: Motion to approve the Agenda.
Mover: Taylor Vorbeck
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

II. APPROVAL OF CONSENT AGENDA

Motion: Motion to approve the Consent Agenda as presented.
Mover: Taylor Vorbeck
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

II.A Minutes from the April 30, 2025 Interlocal Committee Meeting
BOC Interlocal Committee Meeting Minutes_4-30-25_final.pdf

II.B Minutes from the May 2, 2025 Capital Improvement Plan Work Session BOC CIP Work Session Minutes_5-2-25_final.pdf

II.C Minutes from the May 5, 2025 Regular Meeting
BOC Regular Meeting Minutes_5-5-25_final.pdf

II.D Southern Health Partners Contract Approval
AMD No. 1 Lee, NC (effective 6-1-25) (JR revised 5-13-25).pdf

II.E FY27 NC Department of Transportation Unified Grant Application for County of Lee Transit System (COLTS)
FY27 NCDOT UGA - Department Grant Information Form.pdf
Lee FY27 DBE Certification Form.pdf
Lee FY27 Anticipated DBE.pdf
Lee Co FY27 TitleVI.pdf
Lee Co FY27 EEO Form.pdf
Lee Co FY27 Delegation of Authority.pdf
FY27 NCDOT UGA - Resolution to Apply.pdf

II.F Refund and Release Report for April 2025
Gen Statute 105.pdf
RELEASE CODES SPREADSHEET.pdf
April 2025 Personal Property Abatement Report.pdf
April 2025 Real Property Abatement Report.pdf

II.G New Lee County Library - Security Alarm and Control Access Proposal and Sole Source Justification
Lee County Library Access-Proposal.pdf
Lee County Library Alarm System -Proposal.pdf
Sole Source-CENTRAL.pdf

II.H Fee Agreement Addendum with Davenport Public Finance
Lee County NC Davenport Fee Arrangement Letter 5.12.25.pdf

II.I Lee County Schools Distribution Request - Public School Building Capital Fund/ ADM (Corporate Tax) Fund
Scan_2025-05-14-07-56-18.pdf
ADM Fund.pdf

III. PUBLIC HEARINGS

III.A Zoning Map Amendment

Chairman Smith read aloud a conflict of interest statement and asked the Board if there were any conflicts. None were identified. Senior Planner Amy McNeill presented a zoning map amendment application by Joe Linwood Keith to rezone vacant land formerly developed with houses addressed as 3225 and 3229 Hawkins Avenue from Light Industrial with a Conditional Use Permit (LI-CU) to Light Industrial (LI).

Chairman Smith opened the public hearing at 6:16 p.m.

- Joe Linwood Keith (owner) spoke in favor of the rezoning request. Mr. Keith is considering putting a billboard onsite. Rezoning the rest of the site would be to make it more easily developed for LI and eliminate the conditional use permit.

Chairman Smith closed the public hearing at 6:18 p.m. and excused the Planning Board to its meeting.

01-REZ@3325 Hawkins Ave-BINDER.pdf

IV. PUBLIC COMMENTS

There were no public comments received.

V. OLD BUSINESS

There was no Old Business to discuss.

VI. NEW BUSINESS

VI.A Memorandum of Understanding (MOU) between the City of Sanford and the County of Lee and the County of Lee Transit System and the resolution authorizing the MOU

Assistant County Manager of Governmental Support Angelina Noel presented a Memorandum of Understanding between the City of Sanford and the County of Lee and the County of Lee Transit System to ask for approval of the MOU to provide a microtransit service to the community. The City of Sanford was awarded a $3.4 million grant from the NCDOT for a three-year pilot microtransit program in Lee County. The City of Sanford has requested that Lee County provide turnkey services for this program in exchange for a negotiated monthly fee. The Sanford City Council approved its DOT grant funding contract, and this MOU, and resolution at its May 6, 2025 meeting. Commissioner Samantha Martin asked if language could be added to the MOU to bind the City to continue funding the system once grant funding ran out. County Attorney Whitney Parrish advised that the Board cannot bind the City, but noted there is language in the MOU stating the City will continuously look for grant funds. Ms. Parrish said the County is not locked into the program after the three-year pilot term is completed. Mobility Manager Debbie Davidson said the County will have a combined fleet of 23 vehicles and will purchase three new vans for the microtransit program that will be stationed at the Sanford Police Department. The microtransit system will be a brand new and separate entity from COLTS. Ms. Davidson noted that we are the first City and County to do a collaborative initiative like this in the State.

Microtransit MEE NC Resolution.pdf

City of Sanford Lee County Microtransit MOU Draft 4.7.25 with David and Susan's EB edits.pdf

Motion: Motion to approve the Memorandum of Understanding Between the City of Sanford and the County of Lee and the County of Lee Transit System and authorize the Chair to sign the MOU and approve the resolution authorizing the MOU.

Mover: Samantha Martin

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

VI.B Award Software for County of Lee Transit System

Assistant County Manager of Governmental Support Angelina Noel presented information concerning the bid for software for the COLTS paratransit program and for the microtransit program and recommended CTS Software as the vendor at a rate of $36,000.00 per year. She advised the Board that three proposals were received and the City and County, as well as our IT department, were involved in the bid process for the software and had input in the selection process. One software package can be used for both the COLTS paratransit program and the microtransit program. Negotiation is still needed on the contract with the selected vendor.

CTS Proposal Page 1 - 36.pdf

CTS Proposal Page 37 - 106.pdf

Motion: Motion to award the bid for software to CTS Software for COLTS, allow contract negotiations and authorize the Chair to sign the finalized contract.

Mover: Robert Reives

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

VI.C Lee County Fire Advisory Board Fire District Budget Recommendations

Fire Advisory Board (FAB) Chairman John Rzycki presented the FAB Fire District Budget Recommendations, a copy of which is attached and incorporated into these minutes. Commissioner Martin asked if any findings from the recent fire services study were incorporated into the budgets. FAB Member Josh Billings said adding staff was recommended and was included in the budgets. He also noted that volunteerism is becoming more difficult each year.

Budget Presentation.pdf

LCFIRE Rate Worksheet

Motion: Motion to hold a pubic hearing on the fire district budgets on June 16, 2025.

Mover: Taylor Vorbeck

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

VI.D Resolution in Opposition of House Bill 765

Chairman Smith read aloud a resolution in opposition of House Bill 765.

H765v3.pdf

Resolution Opposing House Bill 765.pdf

Motion: Motion to approve the Resolution in Opposition of House Bill 765.

Mover: Cameron Sharpe

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

VII. MANAGERS' REPORTS

VII.A Monthly Financial Reports

County Manager Lisa Minter said staff will be interviewing four candidates for the Chief Financial Officer this week. Assistant County Manager of Governmental Support Angelina Noel presented the April 2025 monthly financial report and February 2025 sales tax report.

april budget report-Granicus.pdf

monthly sales tax analysis 2024-2025-1.pdf

VII.B County Manager's Monthly Report

County Manager Lisa Minter provided her monthly report for May, a copy of which is attached and incorporated into these minutes. Ms. Minter received information that three schools (Deep River, Greenwood and Tramway) have septic systems that might be obstacles to expansion and received a letter from Dr. Dossenbach with other issues when expanding existing schools. Ms. Minter asked for guidance on letters regarding sewer expansion based on the Lee County Schools Superintendent's response. Commissioner Andre Knecht asked for letters to the legislators. Ms. Minter will bring a draft back to the Board. Chairman Smith asked for consensus on moving the budget work session scheduled for June 9, 2025 at the Ruby McSwain Center from 4:00 p.m. to 6:00 p.m. Consensus was provided. Commissioner Robert Reives asked for additional parking signage at Horton Park. Assistant County Manager of Operational Services Jennifer Gamble said staff will check with NCDOT to see what signage could be added. Commissioner Martin said she would like to look at comparable rates for services to Davenport next year. Ms. Gamble said both of Lee County's public pools will open Memorial Day weekend and will share the hours of operations with the Board.

County Managers Report - 05-19-2025.pdf

LCS Information.pdf

Memo BOC Disaster Debris 5-9-25.pdf

PERMIT ISSUANCE REPORT- APRIL 2025.pdf

Tax_Monthly Managers Report April 2025.pdf

2024 Annual CCPT Report-Final.pdf

LCL Board Meeting Agenda_25.05.14.pdf

Library_Director_Report_2025_March.pdf

Library_Director_Report_2025_April.pdf

TRC Agenda_May 2025.pdf

VIII. COMMISSIONERS' COMMENTS

ADJOURN
Motion: Motion to adjourn. The Board adjourned at 7:21 p.m.
Mover: Robert Reives
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

_____
Kirk Smith, Chairman
Lee County Board of Commissioners

ATTEST:

_____
Hailey Hall, Clerk to the Board

ITEM #: II.B

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Minutes from the June 2, 2025 Regular Meeting

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Action Item

REQUEST	Approve theÂ Minutes from the June 2, 2025 Regular Meeting.
BUDGET IMPACT	N/A
ATTACHMENTS	BOC Regular Meeting Minutes_6-2-25 final.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve the Minutes from the June 2, 2025 Regular Meeting.

SUMMARY

A draft of the minutes from the June 2, 2025 regular meeting are attached for the Board's review and approval. For questions, contact the Clerk to the Board at hhall@leecountync.gov.

LEE COUNTY BOARD OF COMMISSIONERS
MCSWAIN EXTENSION EDUCATION AND AGRICULTURE CENTER
2420 TRAMWAY ROAD
SANFORD, NC 27330

June 2, 2025

MINUTES

Roll Call
Present: Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

CALL TO ORDER
Chairman Kirk Smith called the meeting to order at 6:00 p.m.

INVOCATION
Commissioner Taylor Vorbeck provided an invocation and led the Board in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

I. ADDITIONAL AGENDA

Chairman Smith asked to add item IV.A United States Army 250th Birthday Celebration Proclamation, II.M Engagement Letter from Womble Bond Dickinson (Paul Billow) for services related to the $4,000,000 for Central Carolina Community College, and VII.D Consideration of Lee County Board of Education Request for Pay Adjustment to the Agenda.

Commissioner Robert Reives left the meeting at 6:02 p.m. and returned at 6:05 p.m.
Motion: Motion to approve the Agenda as amended.
Mover: Taylor Vorbeck
For: 6 - Dr. Andre Knecht, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Absent: 1 - Robert Reives
Motion Result: Passed

II. APPROVAL OF CONSENT AGENDA

Motion: Motion to approve the Consent Agenda as amended.
Mover: Taylor Vorbeck
For: 6 - Dr. Andre Knecht, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Absent: 1 - Robert Reives
Motion Result: Passed

II.A Purchase Order for COLTS Lift Van Purchase
Quote for Lift Van 2025.pdf

II.B Senior Services Home and Community Care Block Grant FY 2026
Department Grant Information Form FY 2026 HCCBG.pdf
730 County Funding Plan Lead Agency Signature LEE COUNTY FY 2026.pdf
FY 2026 HCCBG County Funding Plan Lee County.pdf
Certification Local Match FY 2026 Lee County.pdf
734 Standard Assurances FY 2022 updated 6-11-21 Lee County FY 2026.pdf

II.C FY25 NC Governor's Crime Commission Edward Byrne Memorial Justice Assistance Grant Application and Resolution
FY25_GCC_Byrne_Grant_Information_Form.pdf
FY25_GCC_Byrne_Resolution.pdf

II.D 2014 Tax Bill Write Off
GS_105-373.pdf
GS_105-378.pdf
10 YEAR WRITE OFF 3 PRIOR YEAR CHART.pdf

II.E Sanford Treatment Center Contract
Amendment_STC_6.30.2026.pdf
Sanford Treatment Center ending 6.3.25.pdf

II.F Lee County Libraries NCPC Preservation Grant
1. LCL NCPC Application.pdf
2. LCL NCPC Project Plan.pdf
4. LCL NCPC Project Budget.pdf
Award Letter and check.pdf

II.G Property and Liability Insurance Renewal Quote
Liability and Property Pool 2025-2026.pdf

II.H Workers' Compensation Insurance Renewal Quote Workers' Compensation 2025.pdf

II.I Approval of Budget Amendment # 06/02/25/17
Budget Amendment Packet 06-02-25-1.pdf

II.J Wellness Clinic Contract

Wellness Clinic 2023 Agreement.pdf

Lee County Occ Health Amendment 2025.2026.pdf

II.K Disposition of 0 Burgess Circle, PIN 9682-53-5063-00
Burgess 5063.pdf

II.L Disposition of 0 Burgess Circle PIN 9682-53-4164-00
Burgess 4164 Final Resolution Pkt.pdf

II.M ADD ON - Engagement Letter from Womble Bond Dickinson (Paul Billow) for services related to the $4,000,000 for Central Carolina Community College
Engagement Letter - Lee County 2025 Community College Limited Obligation Bonds.pdf
Firm Standard Terms of Engagement (PF Matters).pdf

III. PUBLIC HEARING

III.A Central Carolina Community College- Moore Center Financing Public Hearing
County Manager Lisa Minter advised the Board that the public hearing is for a Limited Obligation Bond financing agreement in the principal amount not to exceed $4,000,000 for the purpose of providing funding, together with other available funds, to (a) finance various improvements to community college facilities located at the Moore Center on the campus of Central Carolina Community College and to (b) pay certain issuance costs relating thereto, as well as approve an accompanying resolution. The cost of issuance is estimated at $180,000.
Chairman Smith opened the public hearing at 6:06 p.m.
Those who spoke in favor:
- Dr. Lisa Chapman, 3190 Deep River Road (CCCC president)
Those who spoke in opposition:
- David Smoak, 96 Northridge Trail
Chairman Smith closed the public hearing at 6:12 p.m.
Notice of Public Hearing-Lee 2025 LOB (4920-1648-7743.1).pdf

IV. SPECIAL PRESENTATION

IV.A ADD ON - United States Army 250th Birthday Celebration Proclamation
Chairman Smith read aloud and presented a proclamation celebrating the upcoming 250th birthday of the United States Army. Carolyn Comfort with the North Carolina Daughters of the American Revolution, Private John Grady Chapter, Sanford, NC was present to receive the proclamation.
RESOLUTION_250th Birthday of the US Army.pdf
Motion: Motion to approve the United States Army 250th Birthday Celebration Proclamation.
Mover: Dr. Andre Knecht
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

V. PUBLIC COMMENTS

- Jim Womack, 1615 Boone Trail Road (Board of Education compensation and budget)

VI. OLD BUSINESS

VI.A Planning Board recommendation on a Zoning Map Amendment request.

Senior Planner Amy McNeill presented the Planning Board's recommendation, by a unanimous vote, that the Commissioners approve the request to rezone 3.39 acres with frontage on Hawkins Avenue, San- Lee Drive, and High Street from Light Industrial with a Conditional Use Permit (LI-CU) to Light Industrial (LI); thereby eliminating the Conditional Use Permit approved in 1994 that only allows the site to be developed with a self-storage facility. Chairman Smith read aloud a conflict of interest statement and asked if there were any conflicts. No conflicts were identified. 001-REZ@(V)Hawkins Ave (Keith)-BINDER.pdf

Motion: Motion that the proposed zoning map amendment is consistent with the Plan SanLee land use designation of Maker District because Light Industrial (LI) is included as both a current zoning district and a proposed zoning district.

Mover: Dr. Andre Knecht

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

Motion: Motion that the Board of Commissioners approve the proposed zoning map amendment from Light Industrial with a Conditional Use Permit (LI-CU) to Light Industrial (LI), because it is reasonable given the mix of commercial and industrial growth along Hawkins Avenue in this area since 1994 when the LI-CU zoning was approved.

Mover: Dr. Andre Knecht

For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin

Motion Result: Passed

VII. NEW BUSINESS

VII.A 2025 Limited Obligation Bond Bid

Ted Cole with Davenport was present to share recommendations for a fixed rate 15 year Limited Obligation Bond bid that will be secured by the Moore Center . A copy of his presentation is attached and incorporated into these minutes. County Manager Lisa Minter said $4 million would equate to four pennies on the tax rate if the County did not borrow the money and the annual debt service is the equivalent of about a half a penny. Ms. Minter said based on the County's debt plan that we follow, the Board can do this project within the County's debt capacity and without a tax rate increase. Operational costs have not yet been identified for this project. Ms. Minter advised that financing is a better option than paying for the project with money from the general fund because it could inhibit the County from future projects and there would be less funds available to upfront costs when natural disasters occur or land

needs to be purchased. The County will pay $1.4 million in interest and fees over 15 years. The debt issuance fees are $180,000.00. Mr. Cole said if the Board decides to move forward, the money loaned is placed in an interest -bearing account the County controls and the Board and staff will determine how to manage it. The County would receive interest earnings while spending the money on the project. The interest earnings could rollback into the project or be used on the next Central Carolina Community College project. Commissioner Samantha Martin asked about pre- paying the issuance costs from the General Fund. Ms. Minter said the County has prepaid a debt before and that Davenport has let staff know about refinancing opportunities and we have taken advantage.

Lee County, NC 2025 LOB Bid Summary 5.23.25.pdf

Motion: Motion to accept the 2025 Limited Obligation Bond Bid Summary and award the bid to Webster Bank to finance improvements to the Central Carolina Community College facilities located at the E. Eugene Moore Manufacturing and Biotech Solutions Center for a 15-year term.
Mover: Taylor Vorbeck
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed
Motion: Motion to pay the debt issuance fees up front with General Fund dollars and issuing the debt for $3,820,000.
Mover: Samantha Martin
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

VII.B Resolution Regarding Central Carolina Community College Moore Center Improvement Limited Obligation Bonds, Series 2025 Financing
PH-Approve Bidder-LGC Findings-Lee 2025 LOB (4906-4311-6351.2).doc

Taylor Vorbeck left the meeting at 6:59 p.m.

Motion: Motion to waive the Board's policy to vote on a public hearing item on the same night it was heard.
Mover: Mark Lovick
For: 6 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Samantha Martin
Absent: 1 - Taylor Vorbeck
Motion Result: Passed
Motion: Motion to approve the Resolution Regarding Central Carolina Community College Moore Center Improvement Limited Obligation Bonds, Series 2025 Financing.
Mover: Dr. Andre Knecht
For: 6 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Samantha Martin
Absent: 1 - Taylor Vorbeck
Motion Result: Passed

Taylor Vorbeck returned to the meeting at 7:02 p.m.

VII.C Lee County FY 2026 Recommended Budget Presentation

County Manager Lisa Minter presented the FY 2025-26 Recommended Budget. A copy of the presentation is attached and incorporated into these minutes. Commissioner Martin asked to hear from the Sheriff and discuss any other budget-related items at the work session. Ms. Minter said that historically, the budget work sessions have consisted of presentations from department heads, but that they are also a space for the Board to discuss the budget. Commissioner Robert Reives would like information on raising the jailers' salary to level of road deputies at the work session. Ms. Minter said if she had not been instructed to keep the same tax rate, that she would have recommended a 1.5-cent tax rate increase, which would have kept debt service at its current rate, funded the positions related to the new Library, General Services and Lee County Athletic Park and covered new operational costs. She noted that the Board will be faced with more costs related to staff next year, as well as operational costs if the tax rate remains the same. In general, no information is provided on Capital Improvement Projects (CIP) request forms for operational costs, but the Board could require it. Commissioner Reives said it should be included in the County's policy. Ms. Minter said that this budget does not meet 100% of the needs of the County. She said it is financially responsible for this year; however, if debt service is not increased back to where it was, future projects could be delayed and tax increases will be necessary. The County currently has 18 vacancies.

Chairman Smith called for a 10-minute break at 7:48 p.m. until 7:58 p.m.

Lee County Recommended Budget for FY 2025-26 (web) 2.pdf

Motion: Motion to move the budget work session scheduled for Monday, June 9, 2025 at the Ruby McSwain Center from 4:00 p.m. to 6:00 p.m.
Mover: Samantha Martin
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

Motion: Motion to require any new Capital Improvement Plan (CIP) project request submitted to the Board of Commissioners to now include operating costs and three-year projections in order to be considered. Language notating this will be added to the CIP form instructions.
Mover: Robert Reives
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

VII.D ADD ON - Consideration of Lee County Board of Education Request for Pay Adjustment

Chairman Smith received a written request from the Lee County Board of Education Chair Sherry Lynn Womack asking to increase the Board of Education's annual wages. A copy of the letter is attached and incorporated into these minutes. School

Board liaison Eric Davidson was asked to provide the Board of Commissioners with information about School Board pay in other counties at the budget work session.

Fw_ Support Requested_ School Board Compensation Alignment.pdf

Motion: Motion to provide a 2.8% Cost of Living Adjustment (COLA) for the Lee County Board of Education for this year.
Mover: Robert Reives
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Withdrawn

Motion: Motion to approve equal compensation for the Lee County Board of Education to the Lee County Board of Commissioners.
Mover: Samantha Martin
For: 2 - Dr. Andre Knecht, Samantha Martin
Against: 5 - Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck
Motion Result: Failed

Motion: Motion to provide a 2.8% Cost of Living Adjustment (COLA) for the Lee County Board of Education for this year.
Mover: Robert Reives
For: 5 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Mark Lovick, Taylor Vorbeck
Against: 2 - Kirk Smith, Samantha Martin
Motion Result: Passed

VIII. MANAGERS' REPORTS

County Manager Lisa Minter gave a brief report and asked Assistant County Manager of Governmental Support Angelina Noel to introduce the County's newest fellow. Ms. Noel introduced Zakiya Parker. Clerk to the Board/Communications Hailey Hall provided an update on the annual boards, committees, and commissions applications process.

IX. COMMISSIONERS' COMMENTS

Commissioner Reives would like to have a board-board meeting with the Sanford City Council regarding annexations and the additional responsibilities and costs added to law enforcement, fire protection, and schools. County Manager Lisa Minter noted that we're starting to see the impacts of the annexations on the County's sales tax revenues as the City limits expand into the County. The Board directed Ms. Minter to schedule a joint meeting with the City Council. Commissioner Taylor Vorbeck asked that sales tax also be discussed with the City.

X. CLOSED SESSION

Motion: Motion to go into Closed Session per N.C. General Statutes §143-318.11(a)(5) to establish or instruct staff concerning the position to be taken by the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property. The Board went into Closed Session at 8:40 p.m.

Mover: Dr. Andre Knecht
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

Motion: Motion to go back into Open Session. The Board resumed Open Session at
8:58 p.m.
Mover: Dr. Andre Knecht
For: 7 - Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha Martin
Motion Result: Passed

Cameron Sharpe left the meeting at 9:07 p.m.

OPEN SESSION

Following Closed Session, the Board held further discussion on a proposed property acquisition to meet the needs of a project included in the County's Capital Improvement Plan for a public safety warehouse for storage of equipment and material related to the Sheriff, Fire Marshal, and Emergency Management along with a site to house administration activities and vehicles associated with the County of Lee Transportation System. The project was included in the County's adopted Capital Improvement Plan at an estimated $7,500,000. The property acquisition and renovations for the needs of COLTS and the public safety warehouse are anticipated to be undertaken within the estimated funds for the project. There is additional square footage within the facility that would be reserved for future use dependent on the County's needs, cost, and available funding. Commissioner Knecht inquired about the terms of a lease that the County entered for the occupation of the facility to meet the County's current storage needs. The facility is being leased at a rate of $10,000 per month inclusive of utilities with the current rate negotiated subject to consideration of the potential purchase transaction.

Motion: Motion to authorize the Chairman to enter a purchase agreement to be provided upon final negotiation by staff for the purchase of 1605, 1611 Hawkins Avenue and 0 Burns Drive in the amount of $5,300,000 subject to the material terms as presented.
Mover: Robert Reives
For: 4 - Robert Reives, Kirk Smith, Mark Lovick, Taylor Vorbeck
Against: 2 - Dr. Andre Knecht, Samantha Martin
Absent: 1 - Cameron Sharpe
Motion Result: Passed

ADJOURN
Motion: Motion to adjourn. The Board adjourned at 9:08 p.m.
Mover: Dr. Andre Knecht

For: 6 - Dr. Andre Knecht, Robert Reives, Kirk Smith, Mark Lovick, Taylor Vorbeck, Samantha
Martin
Absent: 1 - Cameron Sharpe
Motion Result: Passed

_____
Kirk Smith, Chairman
Lee County Board of Commissioners

ATTEST:

_____
Hailey Hall, Clerk to the Board

ITEM #: II.C

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: June 2, 2025 Closed Session Minutes

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Action Item

REQUEST	Approve the June 2, 2025 Closed Session Minutes.
BUDGET IMPACT	N/A
ATTACHMENTS	
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve the June 2, 2025 Closed Session Minutes.

SUMMARY

Minutes from the closed session on June 2, 2025 will be provided to the Board for review under a separate cover.

ITEM #: II.D

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Acceptance of Youth Sports Grant Funding

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Joseph Keel, Parks and Recreation Director

TYPE: Consent Agenda

REQUEST	Requesting acceptance of Youth Sports Grant Funding in the amount of $20,000.
BUDGET IMPACT	$20,000 in grant funding for athletic equipment, no match required.
ATTACHMENTS	scan_jkeel_2025-05-30-09-49-08.pdf
PRIOR BOARD ACTION	Board approved application for Youth Sports Grant Funding on March 3, 2025.
RECOMMENDATION	Accept Youth Sports Grant Funding in the amount of $20,000.

SUMMARY

The State of North Carolina and North Carolina Amateur Sports have established an annual youth sports grant fund from a percentage of the sports wagering tax revenues. Youth sports grants will be provided annually to local government agencies and 501(c)(3) nonprofits in all 100 North Carolina counties. These grants may be used for youth sports equipment or facility upgrades and improvements that primarily benefit youth sports. The total amount available per North Carolina county is $20,000 for state fiscal year 2024-2025 and $10,000 annually after state fiscal year 2024-2025. There are no matching funds required for this grant and the grant funds can help with the start up of athletic equipment at the Lee County Athletic Park.

Joseph Keel

From: Cynthia Juarez
Sent: Friday, May 30, 2025 8:21 AM
To: Joseph Keel; Adam Dossenbach
Subject: Fw: Youth Sports Grant Notification - April 2025 Grant Cycle
Attachments: N.C. Amateur Sports ACH Authorization Form.pdf

We got the grant for LCAP

Cynthia Juarez
Finance and Accounting Specialist IV
2303 Tramway Road | Sanford, NC 27332
919-775-2107 -- Ext. 4202
www.leecountync.gov | https://lcncpr.recdesk.com
Follow us on Facebook @LCGParksnRec

From: ncas@ncsports.org <ncas@ncsports.org>
Sent: Thursday, May 29, 2025 11:44 PM
To: Cynthia Juarez <cjuarez@leecountync.gov>
Subject: Youth Sports Grant Notification - April 2025 Grant Cycle

You don't often get email from ncas@ncsports.org. Learn why this is important
CAUTION: External Email. Do not click links or open attachments unless verified. For all suspicious emails, please use the Phish Alert Report Button to submit for review. Thank you!

Dear Youth Sports Grant Applicant,

Thank you for submitting a grant application to the Youth Sports Grant Fund, which provides funding for the purchase of youth sports equipment and facility upgrades that benefit youth sports in our state. The Youth Sports Grant fund for equipment and facility upgrades was established by the North Carolina General Assembly and N.C. Amateur Sports from a percentage of the sports wagering tax revenues in our state. Our Grant Committee has carefully reviewed your application, and we are excited to notify you that we have approved the amount of grant funding below for the project below that you requested in your Youth Sports Grant application:

Organization Name: **Lee County Park and Recreation**

Project Name: **Athletic Park Equipment**

Amount of Funding Approved: **$20,000**

To receive your funding, you must complete the attached ACH Authorization Form and return to the address, or email address on the form within 30 days of this email notification.

By accepting the grant funding, you agree to the following requirements:

- Grant funding must be used for items in the budget that you submitted with your application. If you received partial funding for your request, you may choose the items in your budget that you would like to purchase. Funding may not be used for anything that was not included in the budget that you submitted.
- Grant awards must be expended within one year of receiving the funds.
- Within 30 days of expending your total grant funds you must submit a receipt for each purchase.
- Within 30 days of expending your total grant funds you must submit before and after photos of the project.
- Any unused funds after one year of the funds being issued must be paid back to North Carolina Amateur Sports immediately.
- Any funds must be paid back to North Carolina Amateur Sports immediately after one year of the funds being issued if receipts for the funds are not provided..
- N.C. Amateur Sports will require a full refund of the grant award if any of the grant funds are used improperly, or for any items not included in the budget that you submitted.
- Receipts and photos (before and after) may be emailed to ncas@ncsports.org, or mailed to: N.C. Amateur Sports, 406 Blackwell Street, Suite 120, Durham NC 27701.
- You must notify us immediately if you determine that you are no longer able to use the funds as you outlined in your application, or if you are not able to accept an ACH payment.

Please reply to this email with any questions.

Best of luck!

North Carolina Amateur Sports
Youth Sports Grant Committee

North Carolina Amateur Sports
406 Blackwell Street, Ste 120 | Durham, NC 27701
www.ncsports.org

2025 Events:
BODYARMOR State Games – Winter Games (Raleigh-Durham, March 2025)
Cycle North Carolina Coastal Ride (Elizabeth City, April 25-27)
BODYARMOR State Games – Summer Games (Greensboro, June 2025)
Cycle North Carolina Mountain Ride (Sylva, August 1-3)
Cycle North Carolina "*Mountains to Coast*" Ride (October 5-11)

ITEM #: II.E

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Lee County Athletic Park Construction Project - Public Wireless Internet Installation

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Joseph Keel, Parks and Recreation Director

TYPE: Consent Agenda

REQUEST	1. Approve Sole Source authorization for firewall service. 2. Approve purchase and installation of public wireless internet components for the Lee County Athletic Park.
BUDGET IMPACT	Vigil Networks-$13,077.00(Firewall) Data Network Solutions-$40,286.56(Network components and installation)
ATTACHMENTS	VN Estimate 3406-SonicWall NSa 4700.pdf 04142025-1.pdf Sole Source Form
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve purchase and installation of public wireless internet components for Lee County Athletic Park.

SUMMARY

Lee County Government IT Department has provided the enclosed recommended solution for providing public wireless internet connection around the buildings at the Lee County Athletic Park (LCAP). The cost for the installation and components is covered within funds allocated to the LCAP project budget. Staff is requesting Sole Source approval for Vigil Networks related to firewall service for consistency of configuration. Vigil has been used for the County's Sonicwall applications and appliances since 2005 with a reliable relationship for support,

troubleshooting, and maintenance.

ESTIMATE

VIGIL NETWORKS, INC.
6400 Blalock Forest Dr
Willow Spring, NC 27592

sales@vigilnetworks.com
+1 (919) 244-4375
www.vigilnetworks.com

NC Govt - Lee County MIS Department

Bill to
Lee County MIS Department
106 Hillcrest Drive
Sanford, NC 27330

Ship to
Lee County MIS Department
ATTN: Corey Eckel / MIS Department
106 Hillcrest Drive
Sanford, NC 27330

Estimate details
Estimate no.: 3406
Estimate date: 02/03/2025

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.				Lee County Government ... . SonicWall NSa 4700 Proposal for New Sports Complex 2025			
2.		**02-SSC-9564**		SonicWall NSa 4700 TOTAL SECURE Advanced Edition (1YR), where Advanced Protection Services Suite (APSS) includes the following: ... . Gateway Anti-Virus, Anti-Spyware, Intrusion Prevention, Application Firewall Service ... . Content Filtering Premium Services ... . 24x7 Support with firmware ... . Capture Advanced Threat Protection (Multi-Engine) Sandboxing ... . Anti-Spam with ... . RTDMI Technology ... . DNS Security and ... . Cloud Management ... . Cloud-based Reporting (7 days)	1	$13,077.00	$13,077.00

Subtotal	$13,077.00
Sales tax	$915.39

Note to customer

Thanks for the opportunity to send this Estimate!

Total **$13,992.39**

Accepted date **Accepted by**

Kyle W. Edwards
Lee County
1807 Douglas Drive
Sanford, NC 27330
919-718-4680
kedwards@leecountync.gov

Julie Beineke
Data Network Solutions
Account Executive
jbeineke@datanetworksolutions.com
(919) 714-2236
orders@datanetworksolutions.com

Quote:	**04142025-1**
Project:	**Aruba**

ROW	MFG	MFG PART#	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1	Aruba	R6W11A	Mount Kit - AP-270-MNT-H3 270 Series Mt Kit	16	$ 69.60	**$ 1,113.60**
2	Aruba	Q9Y59AAE	Aruba Central AP Foundation 3 year Subscription E-STU	16	$ 155.31	**$ 2,484.96**
3	Aruba	S0P55A	HPE Aruba Networking 670 Series Outdoor Access Points - 2.4 GHz;5 GHz;6 GHz - 2x2 MIMO - Single Radio - Outdoor - Wireless - WLAN Access Points - (1) 10/100/1000BASE-T RJ-45 port, auto-sensing link speed and MDI/MDX (1) SFP Fiber port - 45.5W - HPE Aruba Networking limited lifetime hardware warranty	16	$ 1,318.00	**$ 21,088.00**
	Installation Services:					
4	DNS	DNS-PS	DNS Professional Services (install services)	1.0	$ 7,800.00	**$ 7,800.00**
5	DNS	DNS-PS	DNS Professional Services (validation survey)	1.0	$ 7,800.00	**$ 7,800.00**
					TOTAL	**$ 40,286.56**

Contract: NC-204X
Prepared by: Julie Beineke
Dated: 6/11/2025 Prices valid for 30 days. Quote Expires: 07/11/2025
DNS reserves the right to amend quotation if errors or omissions occur.
All information contained in this quote is confidential and not to be shared with any third parties unless authorized by DNS
Taxes, Shipping and Handling not included, and are billed as incurred.
Credit Card orders are subject to a 3% convenience fee.
Return requests must have manufacturer approval and are subject to their restocking fees.
All returns must be within 30 days of receipt and have a Manufacturer RMA#.
Terms are net 30 days from receipt of invoice. Accounts over 30 days subject to 18% late fees.
**Purchase Orders can be emailed to orders@datanetworksolutions.com
*** Purchased DNS Professional Services will expire 12-months from date of order regardless of usage status

SOLE SOURCE JUSTIFICATION FORM
(for all items)

Vendor: Vigil Networks

Item: LCAP - Firewall Service

Estimated expenditure for the above item: $ 13,077.00

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. _____ Sole source is for the original manufacturer or provider. There are no area distributors.
2. _____ The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. _____ This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
4. ✓ The parts/equipment are required from this source to permit standardization.
5. _____ None of the above apply. A detailed explanation and justification for this sole source in contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

_____
Chairman, Board of Commissioners

Joseph Keel, Parks & Recreation
Department

6/16/2025
Date

ITEM #: II.F

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Emergency Management - Approve Acceptance of the Duke Energy Storm Preparedness Grant

DEPARTMENT: Emergency Management

CONTACT PERSON: Matt Britt, Emergency Management Coordinator

TYPE: Consent Agenda

REQUEST	Please approve acceptance of the Duke Energy Foundation, Storm Preparedness Grant in the amount of $25,000.00.
BUDGET IMPACT	Addition of $25,000.00 in grant funding for the identified projects. No local match is required for this grant.
ATTACHMENTS	
PRIOR BOARD ACTION	The Board approved application for this grant at the April 21, 2025, meeting.
RECOMMENDATION	Please approve acceptance of $25,000.00 in grant funding from the Duke Energy foundation.

SUMMARY

Please approve acceptance of $25,000.00 in storm preparedness grant funds from the Duke Energy Foundation. Emergency management has identified three projects for this funding. The first project will facilitate purchase and implementation of an Emergency Operations Center management software allowing for better communication and organization of EOC operations, as well as allowing remote participation in operations. The second project allows for the purchase of a new drone platform for use in search and rescue operations during response activities and damage assessment during the recovery phase. The remaining funds will be utilized to update the EOC wireless network ensuring all personnel can utilize devices

in carrying out their position responsibilities.

ITEM #: II.G

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Refund and Release Report for May 2025

DEPARTMENT: Tax

CONTACT PERSON: Amy Armstrong,

TYPE: Consent Agenda

REQUEST	Approve the Refund and Release report for May 2025.
BUDGET IMPACT	N/A
ATTACHMENTS	Gen Statute 105.pdf RELEASE CODES SPREADSHEET.pdf May 2025 Personal Property Abatement Report.pdf May 2025 Real Property Abatement Report.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve the Refund and Release Report for May 2025.

SUMMARY

This is a summary report of all refunds and/or releases processed during May 2025 for Personal and/or Real Property bills.

§ 105-381. Taxpayer's remedies.

(a) Statement of Defense. - Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

(1) For the purpose of this subsection, a valid defense shall include the following:

a. A tax imposed through clerical error;

b. An illegal tax;

c. A tax levied for an illegal purpose.

(2) If a tax has not been paid, the taxpayer may make a demand for the release of the tax claim by submitting to the governing body of the taxing unit a written statement of his defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment of the tax.

(3) If a tax has been paid, the taxpayer, at any time within five years after said tax first became due or within six months from the date of payment of such tax, whichever is the later date, may make a demand for a refund of the tax paid by submitting to the governing body of the taxing unit a written statement of his defense and a request for refund thereof.

(b) Action of Governing Body. - Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made. The governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars ($100.00) to the finance officer, manager, or attorney of the taxing unit. A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

RELEASE CODE DESCRIPTIONS

1		ALLOWABLE EXEMPTION NOT APPLIED
2		LAND USE DEFERMENT NOT APPLIED OR ABATEMENT MADE AFTER BILLING
3		PROPERTY DOUBLE LISTED BY TAXPAYER OR TAX OFFICE
4		TAX SITUS OF PROPERTY OUTSIDE JURISDICTION
5		REAL PROPERTY DATA IN ERROR
6		PERSONAL PROPERTY DATA IN ERROR
7		PROPERTY LISTED TO INCORRECT OWNER
8		LATE LIST PENALTY
9		TAXPAYER LISTED PERSONAL PROPERTY THEY DID
		NOT OWN
10		PROPERTY VALUE APPEALED TO ASSESSOR, BOARD OF E&R OR PROPERTY TAX COMMISSION
11		BUSINESS PERSONAL PROPERTY ASSESSMENT: NO LONGER OWNED OR OUT OF BUSINESS
12		PERSONAL PROPERTY SOLD PRIOR TO JAN 1ST.
13		TAX FORECLOSURE SALE
T		TAXPAYER
TO		TAX OFFICE
LR		LAND RECORDS
TA		TAX APPRAISAL
TOS		TAX OFFICE SOFTWARE
TFS		TAX FORECLOSURE SALE
GP		GARBAGE PICKUP
VA		VACANT OR ADJUSTMENT FOR WASTE FEE
CY		CITY OF SANFORD OR TOWN OR BROADWAY
B		BANKRUPTCY SETTLEMENT
A		AUDIT APPEAL OR ERROR

May 2025 Personal Property Abatement Report

Lee County, NC
From: 5/1/2025
To: 5/31/2025

Name	Value	County Tax	County Penalty	City Tax	City Penalty	District Tax	District Penalty	Total	Rel. Code
2024									
Release									
MOEHRING, JOSHUA POWERS	$44,293.00	$287.90	$0.00	$0.00	$0.00	$36.32	$0.00	$324.22	T-6
JOHNSON, WILLIAM FRANKLIN JR	$19,590.00	$127.34	$0.00	$104.81	$0.00	$0.00	$0.00	$232.15	T-6
DY'S TRUCKING LLC	$1,180.00	$7.67	$0.77	$0.00	$0.00	$1.20	$0.12	$9.76	T-12
ABDEL-RAZEQ, FELICIA LOVE	$500.00	$3.25	$0.33	$2.68	$0.27	$0.00	$0.00	$6.53	T-12
BURGESS, WHITNEY SAWYER	$4,420.00	$28.73	$0.00	$23.64	$0.00	$0.00	$0.00	$52.37	T-6
GLADDEN, HARRISON FRED	$2,009.00	$13.06	$1.31	$0.00	$0.00	$3.01	$0.30	$17.68	T-12
GLENN, JOHNNY JOE JR	$1,033.00	$6.71	$0.67	$5.53	$0.55	$0.00	$0.00	$13.46	T-12
TYNER INSURANCE AGENCY INC	$8,520.00	$55.38	$5.54	$45.58	$4.56	$0.00	$0.00	$111.06	T-12
HAWKINS, DANIEL FRANCIS	$838.00	$5.45	$0.55	$0.00	$0.00	$0.69	$0.07	$6.76	T-12
ALEMAN, DANIEL ORLANDO	$31,400.00	$204.10	$0.00	$167.99	$0.00	$0.00	$0.00	$372.09	T-6
TRIANGLE WIRELESS LLC	$20,284.00	$131.85	$13.19	$108.52	$10.85	$0.00	$0.00	$264.41	T-11
Release Totals:	**$134,067.00**	**$871.44**	**$22.36**	**$458.75**	**$16.23**	**$41.22**	**$0.49**	**$1,410.49**	
2023									
Refund									
INSIGHT INVESTMENTS LLC	$16,619.00	$108.02	$0.00	$88.91	$0.00	$0.00	$0.00	$196.93	T-3
BROWN, JANESA MARIE	$35,516.00	$230.85	$0.00	$190.01	$0.00	$0.00	$0.00	$420.86	T-6
Refund Totals:	**$16,619.00**	**$338.87**	**$0.00**	**$278.92**	**$0.00**	**$0.00**	**$0.00**	**$617.79**	
Release									
TRIANGLE WIRELESS LLC	$18,440.00	$119.86	$11.99	$98.65	$9.87	$0.00	$0.00	$240.37	T-11
Release Totals:	**$18,440.00**	**$119.86**	**$11.99**	**$98.65**	**$9.87**	**$0.00**	**$0.00**	**$240.37**	

May 2025 Real Property Abatement Report

Lee County, NC
From: 5/1/2025
To: 5/31/2025

Name	Value	County	City	Fire District	Solid Waste	Total	Rel. Code
2024							
Refund							
COLLINS, LARRY	$45,000.00	$292.50	$240.75	$0.00	$0.00	$533.25	T-1
CURRY, EDDIE RAY	$45,000.00	$292.50	$240.75	$0.00	$0.00	$533.25	T-1
AYERS, NORMA	$36,100.00	$234.65	$0.00	$36.82	$0.00	$271.47	T-1
LANCASTER, GEORGE	$91,000.00	$591.50	$0.00	$74.62	$0.00	$666.12	T-1
WOMBLE, ZACHARY	$0.00	$0.00	$0.00	$0.00	$150.00	$150.00	VA
Refund Totals:	**$217,100.00**	**$1,411.15**	**$481.50**	**$111.44**	**$150.00**	**$2,154.09**	
2022							
Refund							
LEANNE C PURVIS	$2,700.00	$20.92	$0.00	$2.59	$0.00	$23.51	T-5
Refund Totals:	**$2,700.00**	**$20.92**	**$0.00**	**$2.59**	**$0.00**	**$23.51**	

ITEM #: II.H

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Award of Grant Administration Services for the FY2024 Community Development Block Grant Program, Neighborhood Revitalization

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Action Item

REQUEST	To approve the cancellation of the Board's action taken on April 21, 2025 and to approve the award of Lee County Government CDBG Neighborhood Revitalization Grant administrative and rehabilitation service delivery to Insight Consulting Group, LLC and to authorize the Chairman to sign all necessary documents.
BUDGET IMPACT	Expenditure for the services is allowed within the project budget.
ATTACHMENTS	
PRIOR BOARD ACTION	On April 21, 2025, the Board approved Insight Consulting Group, LLC for consultant Grant Administration Services. Following that meeting, it was determined that a step had been missed in the request for proposal process so the process was redone.
RECOMMENDATION	To approve the award of Lee County Government CDBG Neighborhood Revitalization Grant administrative and rehabilitation service delivery to Insight Consulting Group, LLC.
SUMMARY	

A second Request for Proposal for consultant Grant Administration Services was emailed to nine firms, an ad placed in the Sanford Herald and posted on the Office of Historically Underutilized Business (HUB) online system, the Electronic Vendor Portal (eVP) online system and the Lee County website. Proposals were due Monday, May 19, 2025. Two responses were received- KSBR, LLC from Sulphur Springs, TX and Insight Consulting Group, LLC from Wilmington, NC. Evaluation criteria utilized a system with six categories: 1. Qualifications, Competence and Reputation of Firm and Staff Team 2. Related Grant Experience- Working for NC municipalities on similar type CDBG Projects 3. Availability to the City. Firmâ€™s capacity to meet time and project budget requirements 4. Fees/Cost of Services/Met RFP Requirements to include detailed breakdown of Admin and Rehab Service Delivery Fees 5. Documentation of Debarment Compliance and Eligibility Requirements 6. Section 3 Business Information A selection committee with three representatives of the Sanford/Lee County Planning/Community Development Department reviewed the proposals submitted by each firm. Based upon the committeeâ€™s review of the evaluation criteria, reference checks and relevant experience staff recommends award to the firm of Insight Consulting Group, LLC Wilmington, NC for grant administration services for the Lee County 2024 CDBG-NR Project. Insight Consulting Group fee for services included, as required in the RFP, a detailed breakdown of administrative funds ($70,000) and Rehabilitation Service Delivery fees ($82,000).

ITEM #: II.I

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Lee County General Services Parking Lot Rehabilitation

DEPARTMENT: General Services

CONTACT PERSON: Nancy Veroni, General Services Administrative Officer

TYPE: Consent Agenda

REQUEST	Approve allocation of additional funds (estimated by J Thomas Engineering) projected at up to $143,863 and authorize Triangle Grading & Paving to complete the paving project at Lee County General Services.
BUDGET IMPACT	General Services is able to absorb the additional estimated costs within funds available in the current year budgeted funds.
ATTACHMENTS	Engineer's Cost Estimate - Lee County Service Center Parking Rehab (revised based on actual construction).pdf
PRIOR BOARD ACTION	The project was originally approved by the BOC in the FY24-25 General Services budget. Original bid for Phase I and Phase II in the amount of $169,612.76 was approved by the Board on March 17, 2025.
RECOMMENDATION	Approve allocation of additional funds (estimated by J Thomas Engineering) projected at up to $143,863 and authorize Triangle Grading & Paving to complete the paving project at Lee County General Services.

SUMMARY

The BOC approved $205,128 in funds for the General Services Parking Lot Rehabilitation Project. Of that, $32,000 was encumbered for J Thomas Engineering, leaving $173,128 for

the project. Bids were opened on March 6, 2025 and the lowest, responsive, responsible bidder was Triangle Grading & Paving for $169,612.76. This bid was for Phase I (main drive and employee parking) and Phase 2 (fueling station). Contractor encountered unsuitable soils in multiple areas of Phase 1, requiring additional funds to mitigate, reducing the amount of funds available for Phase 2. Based on quantities and costs associated with Phase 1, J Thomas Engineering is projecting Phase 2 to cost an additional $143,863. Therefore, we are requesting additional funds for the project to complete Phase 2, not to exceed $143,863.

ESTIMATED TOTAL CONSTRUCTION COST BASED ON COMPLETION OF PHASE 1
LEE COUNTY SERVICE CENTER PARKING LOT REHABILITATION
SANFORD, NORTH CAROLINA

PREPARED BY:
J Thomas Engineering, Inc.
11-Nov-2024
REV 6-4-25

PHASE 1 ACTUAL

ITEM NO.	WORK ITEM DESCRIPTION	ACTUAL QUANTITY	UNIT	BID UNIT PRICE	ACTUAL EXTENDED PRICE
1	Mobilization	0.5	LS	$10,895.00	$5,447.50
2	Construction Phasing and Traffic Control	0.6	LS	$8,481.25	$5,088.75
3	Temp. Erosion Control, Silt Check	2	EA	$1,265.00	$2,530.00
4	Temp. Erosion Control, Silt Fence	163	LF	$4.60	$749.80
5	Removal of Existing Pavement and Disposal	963	SY	$9.32	$8,975.16
6	Excavate Soil/Subgrade Material and Disposal	217	CY	$17.25	$3,743.25
7	Subgrade Preparation	1,178	SY	$4.89	$5,760.57
8	Crushed Aggregate Base Course NCDOT Type I or II	430	TN	$47.15	$20,290.06
9	Asphalt Intermediate Course NCDOT Type I19.0C	193	TN	$144.33	$27,828.27
10	Asphalt Surface Course NCDOT Type S9.5B	334	TN	$144.33	$48,157.15
11	Pavement Markings and Wheel Stops	0	LS	$3,406.00	$0.00
12	Permanent Seeding and Mulching	0	SY	$1.04	$0.00
13	CHANGE ORDER: Geogrid	921	SY	$6.50	$5,986.70
TOTALS:					**$134,557.20**

PHASE 2 PROJECTED (BASED ON EXTRA REMEDIATION EXPECTED DUE TO POOR SOILS)

ITEM NO.	WORK ITEM DESCRIPTION	EST. UNIT QUANTITY	UNIT	BID UNIT PRICE	EST. EXTENDED PRICE
1	Mobilization	0.5	LS	$5,347.50	$2,674
2	Construction Phasing and Traffic Control	0.4	LS	$3,392.50	$1,357
3	Temp. Erosion Control, Silt Check	0	EA	$1,265.00	$0
4	Temp. Erosion Control, Silt Fence	0	LF	$4.60	$0
5	Removal of Existing Pavement and Disposal	1,232	SY	$9.32	$11,483
6	Excavate Soil/Subgrade Material and Disposal	530	CY	$17.25	$9,146
7	Subgrade Preparation	1,591	SY	$4.89	$7,778
8	Crushed Aggregate Base Course NCDOT Type I or II	668	TN	$47.15	$31,498
9	Asphalt Intermediate Course NCDOT Type I19.0C	231	TN	$144.33	$33,283
10	Asphalt Surface Course NCDOT Type S9.5B	219	TN	$144.33	$31,619
11	Pavement Markings and Wheel Stops	1	LS	$3,406.00	$3,406
12	Permanent Seeding and Mulching	1,231	SY	$1.04	$1,280
13	CHANGE ORDER: Geogrid	1,591	SY	$6.50	$10,338.61
TOTALS:					**$143,863**

TOTAL CONTRACT AMOUNT	$169,612.00
BUDGET REMAINING AFTER PHASE 1	$35,054.80
ESTIMATED TOTAL CONSTRUCTION COST (PHASE 1 ACTUAL + PHASE 2 PROJECTED)	**$278,419.97**

ITEM #: II.J

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: North Carolina Alliance of Public Health Agencies Contract (NCAPHA)

DEPARTMENT: Health

CONTACT PERSON: Heath Cain, Health Department Director

TYPE: Consent Agenda

REQUEST	This request is to approve the NCAPHA contract for FY 25-26.
BUDGET IMPACT	Funds are being used from Cost Settlement and the Infant Mortality Program to pay for this position; no county match. The contract has the potential to increase if grant funded positions or vacant budgeted positions need to be hired thru NCAPHA during the next fiscal year.
ATTACHMENTS	20250506100856.pdf 20250506101147.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	The Health Department respectfully requests the Board of Commissioners to approve the FY 2025-2026 NCAPHA Staffing Agreement.

SUMMARY

For next fiscal year, we have utilized NCAPHA for two positions, interpreter and infant mortality. The current proposed budget for these contracted positions is $104,704.00. If needed, NCAPHA staffing agency will be utilized to hire grant funded positions or fill vacant budgeted positions. NCAPHA will recruit, screen, hire, and assign its employees to perform tasks in accordance with the Lee County Health Department specifications as described to the agency in writing for staffing under the Health Department's supervision and will be the common law employer of assigned employee. This was approved by the Consolidated Human

Services Agency Board on May 21, 2025.

NCAPHA

North Carolina Alliance of Public Health Agencies (NCAPHA)
Staffing Agreement

North Carolina Alliance of Public Health Agencies, Inc., entered into effective as of July 1, 2025,with its principal office located at 222 North Person Street, Suite 208, Raleigh, North Carolina 27601 ("Agency"), and Lee County Health Department, with its principal office located at 106 Hillcrest Drive, Sanford NC 27330 ("Client") agree to the terms and conditions set forth in this Staffing Agreement (the "Agreement").

1. **Agency Duties and Responsibilities**

Agency will:

a. Recruit, screen, interview, hire, and assign its employees ("Assigned Employees") to perform tasks in accordance with Client's specifications as described to Agency in writing for staffing under Client 's supervision and will be the common law employer of Assigned Employees;

b. Pay each Assigned Employee's wages and provide them with the benefits that Agency offers to them;

c. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees;

d. Require Assigned Employees to sign agreements (in the form of Exhibit A) acknowledging that they are not entitled to holidays, vacations, paid time off, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by Client;

e. Comply with applicable federal, state and local labor and employment laws, including the Immigration Reform and Control Act of 1986; the Internal Revenue Code ("Code"); the Employee Retirement Income Security Act ("ERISA"); the Health Insurance Portability and Accountability Act ("HIPAA"); the Family Medical Leave Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Consolidated Omnibus Budget Reconciliation Act ("COBRA"); the Uniformed Services Employment and Reemployment Rights Act of 1994.

f. In compliance with Section 420.302(b) of the Medicare regulations, until the expiration of four years after the furnishing of services provided under this Agreement, Agency will make available to the Secretary, U.S. Department of Health and Human Services, the U.S. Comptroller General, and their

representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of those services;

g. Obtain and keep on file all documentation required by the U.S. Immigration and Naturalization Service to prove legal status to work and reside in the United States;

h. At Client's request, provide certificates evidencing general liability and professional liability insurance coverage.

1.2 **Right to Control**

In addition to Agency's duties and responsibilities set forth in paragraph 1, Agency, as the common law employer, has the right to review and address, unilaterally or in coordination with Client, Assigned Employee work performance issues and to enforce Agency's employment policies relating to Assigned Employee conduct at the worksite. The work assignment of Assigned Employee will be terminated by Agency upon receipt of Client's written request given to Agency at least fifteen (15) days in advance; provided, however, that Client may immediately terminate an Assigned Employee's work assignment for cause. If Assigned Employee's work assignment is terminated for cause, Client shall provide Agency with a written statement specifying the cause in reasonable detail promptly following such termination.

2. **Client Duties and Responsibilities**
Client will:

a. Properly supervise Assigned Employee's work performance and be responsible for Client's business operations, products, services, and intellectual property;

b. Properly supervise, control, and safeguard its premises, processes, and systems, and not permit Assigned Employees to operate any vehicle or mobile equipment, or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without Agency 's express prior written approval or as strictly required by the job description provided to Agency;

c. Provide Assigned Employee with a safe work site and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which Assigned Employee may be exposed at the work site;

d. Not change Assigned Employee's job duties without Agency 's express prior written approval;

e. Exclude Assigned Employees from Client's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits;

f. Reimburse Agency for advertising conducted with respect to recruiting specific

personnel, when advertising is done at the request of Client;

g. Comply with OSHA Bloodborne Pathogen Exposure Control regulations found under OSHA Standard 29 C.F.R.e.1910. Client certifies that it has developed and follows an Exposure Control Plan in conformance with those regulations. At the time of initial assignment to tasks where occupational exposure may occur, Client will provide Assigned Employee with training in compliance with OSHA Standard 29 C.F.R.e.1910. Client agrees to provide post exposure evaluation and follow-up pursuant to OSHA Standard 29 C.F.R.e.1910, if an exposure incident occurs to any Assigned Employee and to provide copies of all records of post-exposure care to Agency. Client agrees to orient Assigned Employee to Client's policies, procedures, operations and OSHA/Infection Control procedures, and inform the Agency of training dates and any changes in the Client's policies and procedures;

h. Designate a representative to report to Agency all time worked by each Assigned Employee on a mutually agreed schedule;

i. Be responsible for compliance with all relevant safety and health laws and regulations during the period of the Assigned Employee's assignment under Client's supervision, including but not limited to JCAHO regulations relating to orientation and evaluation and HIPAA regulations.

Payment Terms, Bill Rates, and Fees

3. Client will pay Agency for its performance as set forth on Exhibit B and will also pay any additional costs or fees set forth in this Agreement. Agency will invoice Client for services provided under this Agreement on a semi-monthly basis. Payment is due on receipt of invoice. Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Assigned Employees. Information appearing on the invoice shall be deemed accurate and affirmed by Client unless Client notifies Agency in writing within five business days of date of the invoice, specifying the particular error(s), omission(s), or objection(s). Failure to notify Agency within that time shall constitute a waiver of any objection thereto. Agency may impose a finance charge of one and one-half (1 ½) percent per month to all outstanding amounts unpaid by for thirty (30) days or more after date of the invoice. In the event that any action is brought to enforce or interpret this Agreement, the prevailing party shall recover its costs and reasonable attorneys' fees in bringing such action. If a portion of any invoice is disputed, Client will pay the undisputed portion.

4. In addition to the rates specified in Exhibit B of this Agreement, Client will pay Agency the amount of all new or increased labor costs associated with Client's Assigned Employees that Agency is legally required to pay-such as wages, benefits, payroll taxes, social program contributions, or charges linked to benefit levels-until the parties agree on new rates.

Confidential Information

5. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such

information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to Agency as a result of Assigned Employees' access to such information.

Cooperation

6. The parties agree to cooperate fully and to provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Employees.

Indemnification and Limitation of Liability

7. To the extent permitted by law, Agency will defend, indemnify, and hold Client and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by Agency 's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1; or the negligence, gross negligence, or willful misconduct of Agency or Agency 's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

8. To the extent permitted by law, Client will defend, indemnify, and hold Agency and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by Client's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 2; or the negligence, gross negligence, or willful misconduct of Client or Client's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

9. Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

10. As a condition precedent to indemnification, the party seeking indemnification will inform the other party within five business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

Term of Agreement

11. The term of this Agreement will be for an entire fiscal year, which runs from July 1 through June 30, for the year of the effective date of this Agreement. The Agreement may be terminated by either party upon thirty (30) days written notice to the other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the Agreement upon written notice.

Miscellaneous

12. While Agency follows the guidelines described in Exhibit C and will give each Assigned Employee safety and standards online training relating to safety, universal precautions, occupational exposure to bloodborne pathogens, other safety issues and HIPAA regulations, Client will provide each Assigned Employee with all necessary site-specific training, orientation and evaluations that may be required by federal, state or local occupational safety laws or rules, including JCAHO and HIPAA, for members of Client's workforce. Further, Client will only assign Assigned Employee to work in the clinical specialty areas in which they are professionally qualified and oriented to work. In the event of any actual or threatened claim arising out of or relating to the acts of omissions of the Assigned Employee, Client shall provide Agency written notice of such claim promptly and, in no event, later than 30 days after Client knew, or reasonably should have known of such claim

13. The parties acknowledge that they are equal opportunity employers and agree that they do not and will not discriminate against, harass, or retaliate against any employee or job applicant on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other status or condition protected by applicable federal, state or local laws. Client agrees that it will promptly investigate allegations of discrimination, harassment, and retaliation. Client further agrees that it will report to Agency any suspected discrimination, harassment and/or retaliation either by or against Assigned Employee immediately.

14. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.

15. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.

16. Each provision of this Agreement will be considered severable, such that if any one provision or clause conflicts with existing or future applicable law or may not be given full effect because of such law, no other provision that can operate without the conflicting provision or clause will be affected.

17. This Agreement and the exhibits attached to it contain the entire understanding between the parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement.

18. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

19. The failure of a party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such party thereafter to enforce each and every provision of this Agreement.

20. Client will not transfer or assign this Agreement without Agency's written consent.

21. All notices, demands, requests or other instruments which may be or are required to be

given hereunder shall be in writing and sent to the addresses set forth below, by hand delivery, certified mail – return receipt requested, or via overnight courier, postage prepaid.

AGENCY: NC Alliance of Public Health Agencies, Inc.
222 N. Person Street, Ste. 208
Raleigh, NC 27601

CLIENT: Lee County Health Department
106 Hillcrest Drive, Sanford NC 27330

The addresses provided herein are conclusively deemed to be valid, and notice given in compliance with this paragraph shall be conclusively presumed to be proper and adequate, unless a written change of address is provided to all Parties.

22. This Agreement will be governed by and construed in accordance with the laws of the State of North Carolina, without reference to any conflicts of law principles thereof.

[Signatures on next page]

Authorized representatives of the parties have executed this Staffing Agreement below to express the parties' agreement to its terms.

Lee County Health Department	**North Carolina Alliance of Public Health Agencies, Inc.**
SIGNATURE AREA	SIGNATURE AREA Joanne Brassington
Signature	Signature
Printed Name	Joanne Brassington Printed Name
Title	HR Director Title
Date	5/6/25 Date

THIS Agreement has been pre-audited in the manner required by the local Government Budget and Fiscal Control Act.

Client Finance Officer:

SIGNATURE AREA

Signature

Printed Name

Title

Date

EXHIBIT A
BENEFITS WAIVER FOR ASSIGNED EMPLOYEES

AGREEMENT AND WAIVER

In consideration of my assignment to Client by NCAPHA, I agree that I am solely an employee of NCAPHA for benefits plan purposes and that I am eligible only for such benefits as NCAPHA may offer to me as its employee. I further understand and agree that I am not eligible for or entitled to participate in or make any claim upon any benefit plan, policy, or practice offered by Client, its parents, affiliates, subsidiaries, or successors to any of their direct employees, regardless of the length of my assignment to Client by NCAPHA and regardless of whether I am held to be a common-law employee of Client for any purpose; and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, nor or in the future, to such benefits and agree not to make any claim for such benefits.

EMPLOYEE	WITNESS
Signature	Signature
Printed Name	Printed Name
Date	Date

EXHIBIT B
COMPENSATION

A. SCHEDULE OF RATES. Hourly rates are as set forth below or as otherwise determined by Agency and Client in writing plus a 33% administrative fee. For Salaried Assigned Employee whose annual salary, excluding the administrative fee, is less than $100,000, and works a fixed schedule and receives the same salary each pay period, an administrative fee of 24% will apply after 90 days of employment. For Salaried Assigned Employee whose annual salary, excluding the administrative fee, total more than $100,000, an administrative fee of 19% will apply. Travel and work-related expenses will be based on the approved county travel reimbursement rate. Environmental Health professionals will be compensated for travel, meals and lodging at the approved county travel reimbursement rate. Travel and work-related expenses are exempt from the administrative fee.

B. OVERTIME. This Paragraph is only applicable to Assigned Employee who are eligible to receive overtime compensation pursuant to applicable law. Agency will charge Client special rates for premium work time only when an Assigned Employee's work on assignment to Client, viewed by itself, would legally require premium pay and Client has authorized, directed, or allowed the Assigned Employee to work such premium work time. Client's special billing rate for premium hours will be the same multiple of the regular billing rate as Agency is required to apply to the Assigned Employee's regular pay rate. Client will be billed one and one-half (1.5) times the rate set by the Client for time worked by Assigned Employee for all hours worked more than forty (40) hours per week and in accordance with state and federal wage and hours laws. If, during the terms of this Agreement or at any time, any applicable law requires Agency to pay overtime to its Assigned Employee based on any standard other than 40 hours per week, Agency shall bill the overtime rate pursuant to the applicable law. Agency may comply with Client's policies regarding overtime when they follow state and/or federal wage and hours laws and are communicated at the time of the contract or communicated to Agency at least ninety (90) days prior to the effective date of such changes.

C. EXPENSES. Travel and other expenses incurred by an Assigned Employee in providing services to Client under this Agreement may be included on the Assigned Employee's applicable time sheet and reimbursed to the Assigned Employee through the Assigned Employee's paycheck from, Agent at Client's expense.

D. ACA COMPLIANCE. Agency shall comply with all provisions of the Patient Protection and Affordable Care Act ("ACA") applicable to Assigned Employees, including the employer shared responsibility provisions relating to the offer of "minimum essential coverage" to "full-time" employees (as those terms are defined in Code §4980H and related regulations) and the applicable employer information reporting provisions under Code §6055 and §6056 and related regulations applicable to Assigned Employee, including the employer shared responsibility provisions relating to the offer of "minimum essential coverage" to "fulltime" employees (as those terms are defined in Code §4980H and related regulations) and the applicable employer information reporting provisions under Code §6055 and §6056 and related regulations. If the Assigned Employee does not report to work for illness or some other reason outside of Client's control, Client will not be billed for these hours except in the case of salaried Assigned Employee, with leave concession addressed at time of hire.

EXHIBIT C
REQUIREMENT GUIDELINES

REQUIRED:	Schedule	Interpretation

Hepatitis B	2 doses, 4 weeks apart; 3rd dose, 5 months after 2nd; booster not necessary	Agency's policy follows CDC recommendations. Documentation of 3 doses of Hepatitis B vaccination (at appropriate intervals), serologic proof of immunity or declination of the series of vaccines signed by the healthcare worker.
MMR (Measles, Mumps, Rubella)	2 doses, 4 weeks apart	Agency's policy follows CDC recommendations for healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, is considered acceptable evidence of measles, mumps and rubella immunity, however Agency follows CDC recommendation that a HCP get a titer but it is not required (unless a work site requirement.)
Varicella (chicken pox)	2 doses, 4 weeks apart	Agency follows CDC recommendation all HCP who have no serologic proof of immunity, prior vaccination, or history of varicella disease, give 2 doses of varicella vaccine, 4 weeks apart; all HCP be immune to varicella with proof of Titer.
HIGHLY RECOMMENDED:	*[Not Required]*	***Employee must obtain if required by their work site.***
COVID	Fully Vaccinated following CDC guidelines.	To be considered fully vaccinated, employee must have received two (2) doses of either the Moderna COVID-19 vaccine or the Pfizer COVID-19 vaccine; or have received one (1) does of the Johnson & Johnson COVID-19 vaccine; or all actual dosages of a COVID-19 vaccine authorized by the FDA for a clinical trial.
Influenza		
Tetanus, diphtheria, pertussis	Td booster every 10 years after one Tdap	Agency follows CDC recommendation all HCP get a Td booster does every 10 years, following the completion of the primary 3-dose series. Also, All HCP younger than 65 get a 1-time does of Tdap, if they have direct patient contact.
Tuberculosis Skin Test Screening	Upon Hire –Two step TST; Annual TB skin test for settings classified as medium risk for HCWs who have the potential for exposure to M.	Agency's policy for Tuberculosis screening follows CDC recommendations.

	Tuberculosis through air space shared with persons with TB disease	
State license, registration or certification (when required)	Per state board of nursing or other licensing agency	Agency contacts the State Board or other licensing agency prior to the Assigned Employee's start date to confirm that the license, registration or certification is active and in good standing. Agency will not knowingly employ a professional that has an action against their license.
BCLS (CPR)	Current Card	Agency accepts current BCLS certification from either AHA, Red Cross, or hospital issued cards as long as they are the standard requirements for Assigned Employee.
Criminal Background Check	Performed upon hire	Agency's policy is to conduct Criminal Background Checks upon hire on all Assigned Employee unless otherwise instructed by client. If there is a gap in employment or the Assigned Employee leaves the company for more than 6 months, a criminal background check will need to be updated prior to the start of the next assignment.
OIG Sanctions Check	Upon application	Agency has a check procedure in place. Each applicant is checked against the OIG database upon application.
I-9	Upon hire and if documents expire	Agency collects a completed I-9 and the appropriate INS required documentation on every Assigned Employee member prior to their start date.
AGENCY participates in E-Verify (As required by law.)	Upon hire	Agency will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. IMPORTANT: If the Government cannot confirm that a new hire is authorized to work, this employer is required to give new hires written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating their employment. Agency will not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents new hires present for use on the Form I-9. To determine whether Form I-9 documentation is valid, Agency uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization

		cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

Concord - Document ID: generated after first signature

CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF
LEE COUNTY GOVERNMENT

CONTRACTOR: NCAPHA

COUNTY DEPARTMENT: Health

SUBJECT OF CONTRACT: Staffing

DATE/TERM OF CONTRACT: July 1, 2025-June 30, 2026

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:

Non-appropriation clause. Contractor acknowledges that Lee County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Lee County's obligations under this contract, then this contract shall automatically expire without penalty to Lee County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Lee County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Lee County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Lee County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Lee County upon written notice to Contractor of such limitation or change in Lee County's legal authority.

Dispute Resolution/Jurisdiction/Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be in the state courts in the State of North Carolina. Venue for such proceedings shall be Lee County.

No pledge of taxing authority. No deficiency judgment may be rendered against Lee County or any agency of Lee County in any action for breach of a contractual obligation under this contract. The taxing power of the Lee County is not pledged directly or indirectly to secure any monies due under this contract.

Conflict of Interest: If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Lee County and the third parties regarding the subject matter of this Contract or Agreement.

Compliance with E-Verify requirements: The Contractor and any of its subcontractors must comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

Revised 4-9-2024

Divestment from companies that boycott Israel: Contractor certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. 147—86.80 et al and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

Iran Divestment Act Certification. The Contractor certifies that the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 (the Final Divestment List) and the Contractor will not utilize any subcontractors performing work under this Contract which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address and should be updated every 180 days.

Non-Discrimination in Employment. The Contractor will not discriminate again any employee or applicant for employment because of age, sex, race, creed, national origin or disability. In the event Contractor is determined by the final order of an appropriate agency or court to be in violation of this provision or any non-discrimination provision of federal, state or local law, this Contract may be suspended or terminated, in whole or in part by the County. In addition, the Contractor may be declared ineligible for further contracts with the County.

Indemnification: The Contractor agrees, to the fullest extent permitted by law, to indemnify and hold harmless the County, its officers, directors and employees (collective, County) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Contractor's negligent performance of services under this Agreement and that of its subcontractors or anyone for whom the Contractor is legally liable.

Drug-Free Workplace. During the performance of this agreement, the Contractor agrees to (i) provide a drug-free workplace for its employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees of the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in its workplace and specifying the actions that will be taken against employees for violations of such prohibitions, (iii) state in all solicitations or advertisements for employees placed by or on its behalf that it maintains a drug-free workplace; (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

Gov Ops. Contractor acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. Contractor acknowledges that Lee County has no control over the Commission and its activities.

For the CONTRACTOR: Joanne Brassington Title: HR Director

For LEE COUNTY: _____ Title: _____

Revised 4-9-2024

ITEM #: II.K

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Approval of AA 803 and the Memorandum of Agreement (MOA) between Lee County Schools and the Lee County Health Department for FY 25-26.

DEPARTMENT: Health

CONTACT PERSON: Heath Cain, Health Department Director

TYPE: Consent Agenda

REQUEST	This is a request for the Board of Commissioners to review/approve AA 803 and the Memorandum of Agreement between Lee County Schools and the Lee County Health Department.
BUDGET IMPACT	These funds of $150,000 are budgeted in the FY 25-26 budget.
ATTACHMENTS	803_FY26_ Lee-Final.pdf SNIF Nurse MOA FY26 revised whc.doc
PRIOR BOARD ACTION	N/A
RECOMMENDATION	The Health Department respectfully requests the Board of Commissioners to approve the Memorandum of Agreement between the Lee County Health Department and Lee County Schools for FY2026.

SUMMARY

The Lee County Health Department and Lee County Schools agree to cooperate in providing a comprehensive program of school health services. Achievement of goals will be through joint planning, shared implementation and maintenance of effective channels of communication between agencies. SNFI funds pay for school nurses to collaborate with the LCHD to ensure services are being provided to our school-aged children. This was approved by the

Consolidated Human Services Agency Board on May 21, 2025.

Division of Child and Family Well-Being
Agreement Addendum
FY 2025-26

Lee County Health Department **Local Health Department Legal Name**	Whole Child Health/School, Adolescent and Child Health **DCFW Section / Unit Name**
803 School Nurse Funding Initiative **Activity Number and Description**	Jennifer Corso (984) 275-9806 jennifer.corso@dhhs.nc.gov **DCFW Program Contact** (name, phone number, and email)
06/01/2025 – 05/31/2026 **Service Period**	**DCFW Program Signature** **Date** (only required for a negotiable Agreement Addendum)
07/01/2025 – 06/30/2026 **Payment Period**	

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ___

I. Background:

The mission of the North Carolina Division of Child and Family Well-Being includes the development and promotion of programs and services that protect and enhance the health of children. According to the Centers for Disease Control and Prevention (CDC), the academic success of America's youth is strongly linked with their health. Health-related factors such as hunger, physical and emotional abuse, chronic illness, and deficits in vision and hearing can lead to poor school performance. Health-risk behaviors such as early sexual initiation, violence, and physical inactivity also are consistently linked to poor grades and test scores, and lower educational attainment. In turn, academic success is an excellent indicator for the overall well-being of youth and a primary predictor and determinant of adult health outcomes. Leading national education organizations recognize the close relationship between health and education, as well as the need to foster health and well-being within the educational environment for all students. Scientific reviews have documented that school health programs can have positive effects on educational outcome, as well as health-risk behaviors and health outcomes.

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in the minimizing the effects of chronic health conditions including obesity, diabetes and other chronic health conditions that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

Health Director Signature (use blue ink or verifiable digital signature) _____ Date _____

LHD to complete:
[For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

II. Purpose:

This Agreement Addendum improves the school nurse to student ratio in the school district to increase access to school nursing services and have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ one or more registered school nurses, to work full-time in local school and enhance the local capacity to provide basic health services to students.

The long-term program outcome is for Lee County Schools to decrease the nurse to student ratio from **1: 815** (at most) to **1:640** to have a positive impact on improving children's health and their readiness to learn. The short-term and/or interim outcomes are to reduce the nurse to student ratio in Lee County Schools from **1: 815** to **1:640** and to improve access to basic health services for 100% of students served.

III. Scope of Work and Deliverables:

The Local Health Department shall:

1. Engage in the work defined under this Agreement Addendum for approximately **1,921** students per Lee County Schools PSU ratio.

2. **Employ or assure the employment of** registered school nurses, meeting the rules, qualifications, and training set by the State Board of Education (http://www.dpi.nc.gov/districts-schools/district-employees#StateSalaryManualandForms-1390), in the quantity listed in the table below, to work full-time as a school nurse(s) consistent with the requirements of the School Nurse Funding Initiative (SNFI):

School Nurse Assignment	# SNFI Nurses
Lee County Schools	3

   a. Notify the DCFW Regional School Health Nurse Consultant (RSHNC) within four working days if a SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DCFW.

   b. Submit to the RSHNC, within 30 days of a position being made vacant, a recruitment plan for the any SNFI nurse position that is vacated during the service period of this Agreement Addendum.

   c. Notify the RSHNC within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DCFW RSHNC during the service period for the agreement Addendum. This notification must include all items listed on the form.

   d. Upon hiring, ensure that those nurses hired into SNFI school nurse positions are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.

   e. Assure that SNFI nurses employed through this Agreement Addendum will be supported at the same level as other school nurses in the PSU, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.

f. Provide accurate contact information and timely notification of changes in the contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.

g. Provide notification to the RSHNC, within four working days, should a change in the local school nurse full-time equivalencies or assignment be expected to reduce access by students to basic health services provided by the SNFI nurse though changing the local school nurse to student ratio.

3. Assure implementation of **annual work plan for each SNFI nurse**, consistent with the Scope of Work requirements.

   a. The Work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:

      1. Preventing and responding to communicable disease outbreaks.

      2. Developing and implementing plans for emergency medical assistance for students and staff.

      3. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs.

      4. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service.

      5. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up referrals.

      6. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments, Immunization Status Reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health.

         AND, as required by HB200 SL 2022-145 Section 10.22 (b), assure that school nurses funded by the School Nurse Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all the following with respect to school health programs:

      7. Serve as coordinator of the health serves program in their assigned schools and provide nursing care.

      8. Provide health education to students, staff, and parents.

      9. Identify health and safety concerns in the school environment and promote a nurturing school environment.

      10. Support healthy food services programs.

11. Promote healthy physical education, sports policies, and practices.

12. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.

13. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.

14. Provide health education and counseling and promote healthy activities and a healthy environment for school staff.

15. Be available to assist the county health department during a public health emergency.

b. The work plan shall also outline compliance with the rules, qualification, and training set by the State Board of Education (http://www.dpi.nc.gov/districts-schools/district-employees#StateSalaryManualandForms-1390).

4. Assure that every newly hired SNFI nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to $750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The SNFI nurses must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If any SNFI nurse has previously attended that workshop, assure that the SNFI nurse will be allowed to participate in other related training such as a School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.

5. Assure that the Memorandum of Agreement that exists between all health departments and PSUs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurse is an allowable use of their time and states the way to SNFI nurses are to be made available to assist the Local Health Department during a public health emergency. The following should be addressed for emergency and disaster preparedness and response:

a. Areas of responsibility and oversight

b. Liability issues

c. Training for specific roles in emergencies

d. Periodic assessment and evaluation of emergency plans

e. School nurses' roles and responsibilities during emergency and disaster response

6. Collaborate with the School Health Nurse Consultants on DCFW initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).

IV. Performance Measures / Reporting Requirements:

1. Performance Measures:

    a. Employ or assure the employment of a registered nurse(s) to work full-time as school nurse(s) consistent with the requirements of the SNFI in the assigned PSU.

    b. Assure completion of an annual work plan consistent with the program requirements for each SNFI nurse which will be reviewed with the RSHNC during monitoring activities throughout the year.

2. Reporting Requirements:

    a. Provide data to the Public-School Unit (PSU) for inclusion in the North Carolina Annual Survey of Public-School Health Services. The data must be provided to the PSU in time for the PSU to include that data in its report submitted to the RSHNC prior to the end of the academic year.

V. Performance Monitoring and Quality Assurance:

1. The DCFW Regional School Health Nurse Consultant (RSHNC) will monitor the Local Health Department's performance by:

    a. Conducting annual site visits to monitor work plan progress for each SNFI nurse.

    b. Reviewing expenditures quarterly to assure that funds are spent according to the funding restrictions indicated in Section VI, Paragraph 2.

    c. Monitoring vacancies, recruitment, and hiring.

    d. Maintaining contact, no less than twice a year (by email, phone, and on0site) with the Local Health Department in order to review its progress on Agreement Addendum deliverables.

    e. Scope of Work and Deliverables, as outlined in this Agreement Addendum, will be monitored via reported work plan progress, including compliance with the rules, qualifications, and training set by the State Board of education (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees#StateSalaryManualandForms-1390).

2. The RSHNC will prepare an annual monitoring report and a copy of it will be made available to the Local Health Director. If this report indicates failure to adhere to deliverables in this Agreement Addendum, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan. If the corrective action does not meet contract requirements, DCFW may take action resulting in cessation of funding and termination of the Agreement Addendum.

3. The Local Health Department shall adhere to the following service quality measures for this Agreement Addendum:

    a. Service is provided by registered school nurses compliant with the rules, qualifications and

training set by the State Board of Education (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees#StateSalaryManualandForms-1390).

b. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by the National Association of School Nurses.

c. Services are provided in a culturally sensitive manner.

d. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records defined as a part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Child and Family Well-Being provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.

   a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

   b. Frequency: Supplements will be generated as the Division of Child and Family Well-Being receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. The Local Health Department shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.

3. The Local Health Department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain the current level of effort and funding for school nurses.

4. Vaccines that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.

5. Funds shall be drawn down each month to support the SNFI nurse salary, fringe benefits, and continuing education. If SNFI funds are used when subcontracting with other employers (such as a

Public-School Unit (PSU) or hospital), the drawdown shall be consistent with the amount billed to the Local Health Department for expenses incurred.

6. The priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurses. Where the allocation exceeds the amount needed to fully fund the SNFI nurses' salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph III .3 above. **No other expenditures are allowable using this allocation**.

7. If salaries and fringe benefits exceed the state allocation, local funds must be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than $50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than $50,0000 and another for less than $50,000.

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DPH-Aid-To-Counties **For Fiscal Year: 25/26** **Budgetary Estimate Number : 0**

Activity 803 Service Period Payment Period		AA	132105 2D25358 2000000000 06/01-05/31 07/01-06/30	Total Allocated	132105 2D25358 20G0185001 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance	*	0	100,000	$0.00	0	$0.00	100,000	100,000
D1 Albemarle	*	0	347,120	$0.00	102,880	$0.00	450,000	450,000
02 Alexander	*	0	150,000	$0.00	0	$0.00	150,000	150,000
04 Anson			0	$0.00	0	$0.00	0	0
D2 Appalachian	*	0	250,000	$0.00	0	$0.00	250,000	250,000
07 Beaufort	*	0	250,000	$0.00	0	$0.00	250,000	250,000
09 Bladen	*	0	250,000	$0.00	0	$0.00	250,000	250,000
10 Brunswick	*	0	150,000	$0.00	0	$0.00	150,000	150,000
11 Buncombe	*	0	150,000	$0.00	0	$0.00	150,000	150,000
12 Burke	*	0	100,000	$0.00	0	$0.00	100,000	100,000
13 Cabarrus	*	0	50,000	$0.00	0	$0.00	50,000	50,000
14 Caldwell	*	0	100,000	$0.00	0	$0.00	100,000	100,000
16 Carteret	*	0	50,000	$0.00	0	$0.00	50,000	50,000
17 Caswell	*	0	200,000	$0.00	0	$0.00	200,000	200,000
18 Catawba	*	0	200,000	$0.00	0	$0.00	200,000	200,000
19 Chatham	*	0	100,000	$0.00	0	$0.00	100,000	100,000
20 Cherokee	*	0	100,000	$0.00	0	$0.00	100,000	100,000
22 Clay	*	0	50,000	$0.00	0	$0.00	50,000	50,000
23 Cleveland	*	0	200,000	$0.00	0	$0.00	200,000	200,000
24 Columbus	*	0	400,000	$0.00	0	$0.00	400,000	400,000
25 Craven			0	$0.00	0	$0.00	0	0
26 Cumberland	*	0	189,406	$0.00	0	$0.00	189,406	189,406
28 Dare			0	$0.00	0	$0.00	0	0
29 Davidson	*	0	400,000	$0.00	0	$0.00	400,000	400,000
30 Davie	*	0	50,000	$0.00	0	$0.00	50,000	50,000
31 Duplin			0	$0.00	0	$0.00	0	0
32 Durham	*	0	100,000	$0.00	0	$0.00	100,000	100,000
33 Edgecombe	*	0	250,000	$0.00	0	$0.00	250,000	250,000
D7 Foothills	*	0	400,000	$0.00	0	$0.00	400,000	400,000
34 Forsyth	*	0	100,000	$0.00	0	$0.00	100,000	100,000
35 Franklin	*	0	150,000	$0.00	0	$0.00	150,000	150,000
36 Gaston	*	0	100,000	$0.00	0	$0.00	100,000	100,000
38 Graham	*	0	50,000	$0.00	0	$0.00	50,000	50,000

D3 Gran-Vance	* 0	200,000	$0.00	0	$0.00	200,000	200,000
40 Greene		0	$0.00	0	$0.00	0	0
41 Guilford	* 0	100,000	$0.00	0	$0.00	100,000	100,000
42 Halifax	* 0	250,000	$0.00	0	$0.00	250,000	250,000
43 Harnett	* 0	150,000	$0.00	0	$0.00	150,000	150,000
44 Haywood	* 0	100,000	$0.00	0	$0.00	100,000	100,000
45 Henderson	* 0	100,000	$0.00	0	$0.00	100,000	100,000
47 Hoke	* 0	150,000	$0.00	0	$0.00	150,000	150,000
48 Hyde		0	$0.00	0	$0.00	0	0
49 Iredell	* 0	100,000	$0.00	0	$0.00	100,000	100,000
50 Jackson	* 0	50,000	$0.00	0	$0.00	50,000	50,000
51 Johnston	* 0	100,000	$0.00	0	$0.00	100,000	100,000
52 Jones	* 0	50,000	$0.00	0	$0.00	50,000	50,000
53 Lee	* 0	150,000	$0.00	0	$0.00	150,000	150,000
54 Lenoir	* 0	150,000	$0.00	0	$0.00	150,000	150,000
55 Lincoln	* 0	150,000	$0.00	0	$0.00	150,000	150,000
56 Macon	* 0	150,000	$0.00	0	$0.00	150,000	150,000
57 Madison	* 0	150,000	$0.00	0	$0.00	150,000	150,000
D4 M-T-W	* 0	200,000	$0.00	0	$0.00	200,000	200,000
60 Mecklenburg	* 0	50,000	$0.00	0	$0.00	50,000	50,000
62 Montgomery	* 0	100,000	$0.00	0	$0.00	100,000	100,000
63 Moore	* 0	50,000	$0.00	0	$0.00	50,000	50,000
64 Nash	* 0	250,000	$0.00	0	$0.00	250,000	250,000
65 New Hanover		0	$0.00	0	$0.00	0	0
66 Northampton	* 0	150,000	$0.00	0	$0.00	150,000	150,000
67 Onslow	* 0	100,000	$0.00	0	$0.00	100,000	100,000
68 Orange		0	$0.00	0	$0.00	0	0
69 Pamlico		0	$0.00	0	$0.00	0	0
71 Pender	* 0	150,000	$0.00	0	$0.00	150,000	150,000
73 Person	* 0	150,000	$0.00	0	$0.00	150,000	150,000
74 Pitt	* 0	250,000	$0.00	0	$0.00	250,000	250,000
75 Polk	* 0	150,000	$0.00	0	$0.00	150,000	150,000
76 Randolph	* 0	250,000	$0.00	0	$0.00	250,000	250,000
77 Richmond	* 0	150,000	$0.00	0	$0.00	150,000	150,000
78 Robeson	* 0	250,000	$0.00	0	$0.00	250,000	250,000
79 Rockingham	* 0	200,000	$0.00	0	$0.00	200,000	200,000
80 Rowan	* 0	100,000	$0.00	0	$0.00	100,000	100,000
82 Sampson	* 0	400,000	$0.00	0	$0.00	400,000	400,000
83 Scotland		0	$0.00	0	$0.00	0	0
84 Stanly	* 0	50,000	$0.00	50,000	$0.00	100,000	100,000
85 Stokes	* 0	150,000	$0.00	0	$0.00	150,000	150,000

86 Surry	* 0	250,000	$0.00	0	$0.00	250,000	250,000
87 Swain		0	$0.00	0	$0.00	0	0
D6 Toe River	* 0	250,000	$0.00	0	$0.00	250,000	250,000
88 Transylvania	* 0	50,000	$0.00	0	$0.00	50,000	50,000
90 Union	* 0	50,000	$0.00	0	$0.00	50,000	50,000
92 Wake	* 0	50,000	$0.00	0	$0.00	50,000	50,000
93 Warren	* 0	150,000	$0.00	0	$0.00	150,000	150,000
96 Wayne	* 0	250,000	$0.00	0	$0.00	250,000	250,000
97 Wilkes	* 0	150,000	$0.00	0	$0.00	150,000	150,000
98 Wilson	* 0	150,000	$0.00	0	$0.00	150,000	150,000
99 Yadkin	* 0	50,000	$0.00	0	$0.00	50,000	50,000
00 Yancey		0	$0.00	0	$0.00	0	0
Totals		11,636,526	0	152,880	0	11,789,406	11,789,406

Sign and Date - DCFW Program User	Sign and Date - DCFW Program Officer
DocuSigned by: Marilyn Suitt 89177E6C4FCB41B... 02/13/25 | 10:37 AM EST	DocuSigned by: Keshia Williams 1369A0D899B94B5... 02/13/25 | 10:38 AM EST
Sign and Date - DCFW Budget Office Admin	**Sign and Date - DCFW Budget Officer**
Signed by: Shameshia Fennell A760D893744E47A...	Signed by: Jinishia Washington 71893D91245A4CF... 02/13/25 | 10:47 AM EST

FY26 - FAS federal award supplement

Activity Nbr + Name: **803** **School Nurse Funding Initiative**

FAS Number + Reason: **0** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

Assistance Listing Nbr + Name: **93.994** Maternal and Child Health Block Grant

Is award R&D?: no FAIN: **B0447436** IDC rate: n/a Fed awd total amt: $ 9,312,791

Fed award project description: Maternal and Child Health Services Block Grant to the States

Fed awd date + awarding agency: HHS, Health Resources and Services Administration

Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity	Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	F5VHYUU13NC5			Jackson	X7YWWY6ZP574		
Albemarle	WAAVS51PNMK3	$ 102,880	$ 102,880	Johnston	SYGAGEFDHYR7		
Alexander	XVEEJSNY7UX9			Jones	HE3NNNUE27M7		
Anson	PK8UYTSNJCC3			Lee	F6A8UC99JWJ5		
Appalachian	CD7BFHB8W539			Lenoir	QKUFL37VPGH6		
Beaufort	RN1SXFD4LXN6			Lincoln	UGGQGSSKBGJ5		
Bladen	TLCTJWDJH1H9			Macon	LLPJBC6N2LL3		
Brunswick	MJBMXLN9NJT5			Madison	YQ96F8BJYTJ9		
Buncombe	W5TCDKMLHE69			MTW	ZKK5GNRNBBY6		
Burke	KVJHUFURQDM5			Mecklenburg	EZ15XL6BMM68		
Cabarrus	RXDXNEJKJFU7			Montgomery	E78ZAJM3BFL3		
Caldwell	HL4FGNJNGE97			Moore	HFNSK95FS7Z8		
Carteret	UC6WJ2MQMJS8			Nash	NF58K566HQM7		
Caswell	JDJ7Y7CGYC86			New Hanover	F7TLT2GMEJE1		
Catawba	GYUNA9W1NFM1			Northampton	CRA2KCAL8BA4		
Chatham	KE57QE2GV5F1			Onslow	EGE7NBXW5JS6		
Cherokee	DCEGK6HA11M5			Orange	GFFMCW9XDA53		
Clay	HYKLQVNWLXK7			Pamlico	FT59QFEAU344		
Cleveland	UWMUYMPVL483			Pender	T11BE678U9P5		
Columbus	V1UAJ4L87WQ7			Person	FQ8LFJGMABJ4		
Craven	LTZ2U8LZQ214			Pitt	VZNPMCLFT5R6		
Cumberland	HALND8WJ3GW4			Polk	QZ6BZPGLX4Y9		
Dare	ELV6JGB11QK6			Randolph	T3BUM1CVS9N5		
Davidson	C9P5MDJC7KY7			Richmond	Q63FZNTJM3M4		
Davie	L8WBGLHZV239			Robeson	LKBEJQFLAAK5		
Duplin	KZN4GK5262K3			Rockingham	KGCCCHJJZZ43		
Durham	LJ5BA6U2HLM7			Rowan	GCB7UCV96NW6		
Edgecombe	MAN4LX44AD17			Sampson	WRT9CSK1KJY5		
Foothills	NGTEF2MQ8LL4			Scotland	FNVTCUQGCHM5		
Forsyth	V6BGVQ67YPY5			Stanly	U86MZUYPL7C5	$ 50,000	$ 50,000
Franklin	FFKTRQCNN143			Stokes	W41TRA3NUNS1		
Gaston	QKY9R8A8D5J6			Surry	FMWCTM24C9J8		
Graham	L8MAVKQJTYN7			Swain	TAE3M92L4QR4		
Granv-Vance	MGQJKK22EJB3			Toe River	JUA6GAUQ9UM1		
Greene	VCU5LD71N9U3			Transylvania	YLN4BFCJCP39		
Guilford	YBEQWGFJPMJ3			Union	LHMKBD4AGRJ5		
Halifax	MRL8MYNJJ3Y5			Wake	FTJ2WJPLWMJ3		
Harnett	JBDCD9V41BX7			Warren	TLNAU5CNHSU5		
Haywood	DQHZEVAV95G5			Wayne	DACFHCLQKMS1		
Henderson	TG5AR81JLFQ5			Wilkes	M14KKHY2NNR3		
Hoke	C1GWSADARX51			Wilson	ME2DJHMYWG55		
Hyde	T2RSYN36NN64			Yadkin	PLCDT7JFA8B1		
Iredell	XTNRLKJLA4S9			Yancey	L98MCUHKC2J8		

UEI = Unique Entity Identifier

Subtotals:	$ 102,880	$ 102,880	Subtotals:	$ 50,000	$ 50,000
Totals for all columns:	$ 152,880	$ 152,880

LEE COUNTY GOVERNMENT
Public Health

Memorandum of Agreement Between
Lee County Health Department and Lee County Schools

Lee County Schools and Lee County Health Department share views on the appropriateness of educational and health collaboration to prevent health issues from becoming reasons for educational or social failure. Lee County Schools and Lee County Health Department agree to cooperate in providing a comprehensive program of school health services. Achievement of goals will be through joint planning, shared implementation and maintenance of effective channels of communication between agencies.

This agreement shall cover a period of **July 1, 2025** to **June 30, 2026.**

The following components constitute the cooperative plan:

The Lee County Health Department will:

A. Provide assistance in confirming positive tuberculin skin tests. The health department provides testing and follow-up only for those individuals who meet state at-risk TB standards.

B. Provide access to health department's medical providers such as Medical Director or Nurse Practitioner to provide a non-patient specific prescription for epinephrine auto-injectors to be used as part of the school's emergency response plan as mandated by G.S. 115C-375.1

C. Provide access to health department's medical providers such as Medical Director or Family Nurse Practitioner to provide a non-patient specific prescription for naloxone to be used for emergency healthcare purposes under G.S. 115C-375.1.

D. Provide resource and referral information, answer inquiries regarding immunizations and communicable disease control, inclusive of crisis intervention.

E. Work with the Superintendent of Schools and the Director of Student Services for intervention -and/or problem solving in any of the areas that include health department functions.

F. Provide supervision and liability coverage for school (health) personnel during an emergency or disaster event.

G. To provide funds not to exceed $150,000.00 to Lee County Schools for the purpose of supporting (one or more) (10, 11 or 12)-month nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2025-2026 school year.

H. Funding will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Lee County Health Department shall pay Lee County Schools within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.

I. Funding may be used only for personnel costs (salary and fringe) and continuing education costs up to $750 per School Nursing Funding Initiative position.

Division of Environmental Health will:

A. Inspect school cafeterias as required by North Carolina General Statues.

B. Review plans and make recommendations for new and existing water and sewage systems per request.

D. Review plans and make recommendations for new or remodeled cafeterias as per request.

E. Work with the Superintendent of Schools, Child Nutrition Director, and Child Nutrition Manager, if problems develop in any of the above areas.

F. Provide educational sessions in cooperation with the Child Nutrition Director that relate to Environmental Health Procedures for food handlers and student classroom instructions per request.

The Lee County Schools will:

A. Provide school health nurses and school health nurse services per Lee County School's protocols.

B. Provide work areas in schools for provision of health care, as indicated.

C. Provide access to necessary information requested for Environmental Health and EPI Investigations.

D. Provide school personnel to assist the school health or public health nurse when needed for coordination of school health activities.

E. Support the provision of school health services and involvement of the health department, as indicated.

F. Request health in-service or follow-up on health issues, as indicated.

G. Monitor immunization records of all students, K through 12, in accordance with state law.

H. To provide a detailed budget (Attachment I) to the Health Department by School

I. To utilize funds not to exceed $150,000.00 for the purpose of supporting (one or more) (10, 11 or 12)-month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2024-2025 school year.

J. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action

K. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.

L. To provide supervision within the Lee County Schools consistent with the annual Memorandum of Agreement

M. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the Lee County Schools but functioning under the direction of the annual Memorandum of Agreement.

N. Be available to assist the county health department during a public health emergency.

O. Assure that the Lee County Health Department/Lee County Schools Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster activities by SNFI nurses is an allowable use of their time.

In witness whereof, the Lee County Schools and the Lee County Health Department have executed this agreement in duplicate originals, one of which is retained by each of the parties.

FOR AND ON BEHALF OF
LEE COUNTY HEALTH DEPARTMENT

County Manager Date

FOR AND BEHALF OF
LEE COUNTY SCHOOLS

Superintendent Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Lee County Finance Director Date

Lee County Schools Finance Director Date

FOR AND ON BEHALF OF LEE COUNTY

Chair County Commissioner Date

Attachment I BUDGET

SNFI Contract Budget

I. SALARIES

Position Title	Name *	Annual Salary & Fringe	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Name Amanda Sharpe		☐ 12-month ☐ 11-month ☐ 10-month		
2. Nurse 2	Name Mikalah Ellison		☐ 12-month ☐ 11-month ☐ 10-month		
3. Nurse 3	Name Jessica Haithcox		☐ 12-month ☐ 11-month ☐ 10-month		
TOTAL SALARY PAID BY CONTRACT					

* List VACANT if position not filled at the time of this report.

II. FRINGE

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Name	☐ Retirement Rate: 24.50%		
		☐ FICA Rate: 7.65%		
		☐Medical Rate/Amount: $		
		☐ Other: Rate:		
2. Nurse 2	Name	☐ Retirement Rate: 24.50%		
		☐ FICA Rate: 7.65%		
		☐ Medical Rate/Amount: $		
		☐ Other: Rate:		
3. Nurse 3	Name	☐ Retirement Rate: %		
		☐ FICA Rate: %		
		☐ Medical Rate/Amount: $		
		☐ Other: Rate:		
TOTAL FRINGE PAID BY CONTRACT				

*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

Justification: Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

III. Other

STAFF TRAVEL				
In-State		**Total miles**	**Cost per mile**	**Total Cost**
In-state Mileage				$ -
		Number of nights	**Cost per night**	**Total Cost**
In-state Lodging				$ -
	# of breakfasts	**# of lunches**	**# of dinners**	**Total Cost (State rate)**
State funded Meals, Instate				$ -
Conference Registration				0.00

TRAINING PAID BY CONTRACT (If no funds are available after covering salary and fringe for these positions, leave at 0.00. If funds are available, the amount is limited to a total of $750 per position. See Scope of Work for Allowable Costs)	**0.00**

CONTRACT TOTAL AMOUNT **$150,000**

ITEM #: II.L

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Approval of Fire Department Service Agreements

DEPARTMENT: Fire Marshal

CONTACT PERSON: Aaron Bullard,

TYPE: Action Item

REQUEST	Consider approving the new service agreements between the County and the seven volunteer fire departments.
BUDGET IMPACT	None
ATTACHMENTS	Northview.pdf Pocket.pdf Lemon Springs.pdf Tramway.pdf Carolina Trace.pdf Cape Fear.pdf Deep River
PRIOR BOARD ACTION	The board approved service agreements with the fire departments in 2007, no updates have been made since that time.
RECOMMENDATION	Approve new service agreements between the County and the seven volunteer fire departments.

SUMMARY

The Legal Department with the help of Administration and the Fire Marshal's Office drafted new service agreements between the County and the seven volunteer fire departments. The most recent version of the contracts was dated 2007 when the county switched to service

districts. As part of the Comprehensive Fire Study that was conducted in 2024, the consultant recommended that the contracts be updated. Enclosed please find copies of updated contracts approved and executed by the seven volunteer fire departments.

NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the _____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the NORTHVIEW FIRE DEPT INC., hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in the applicable district, unless otherwise limited or restricted by law or unless the

people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the NORTHVIEW FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is responsible for making its own claims and for ensuring its roster of employees is

current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of

Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be used for providing fire and rescue protection within the District or as otherwise provided

by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the NORTHVIEW FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and NORTHVIEW FIRE DEPT INC. has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:
Hailey Hall, Clerk to the Board

NORTHVIEW FIRE DEPT INC.

SEAL

Printed Name: SHANE SEACROVES

Title: PRESIDENT / ASSISTANT CHIEF

ATTEST: 05-19-2025
Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Noel, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

NORTFIR-01 LHALL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
VFIS of North Carolina 4140 Parklake Avenue, Suite 520 Raleigh, NC 27612	PHONE (A/C, No, Ext): (919) 755-1401	FAX (A/C, No): (919) 755-1125
	E-MAIL ADDRESS: admin@vfisnc.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : National Union Fire	19445
INSURED	INSURER B :	
Northview Fire Dept, Inc. 104 Perkinson Road Sanford, NC 27330	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR			VFNU-TR-0027667	12/1/2024	12/1/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 10,000,000
	POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 10,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			VFNU-CM-0027668	12/1/2024	12/1/2025	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB [X] OCCUR						EACH OCCURRENCE	$ 3,000,000
	X EXCESS LIAB [ ] CLAIMS-MADE			VFNU-TR-0027667	12/1/2024	12/1/2025	AGGREGATE	$ 6,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] N / A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Crime (Includes Burg			VFNU-TR-0027667	12/1/2024	12/1/2025	CBB	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Management Liability $1,000,000 Each Offense or Wrongful Act / $10,000,000 Aggregate

CERTIFICATE HOLDER

Lee County Government
106 Hillcrest Dr
Sanford, NC 27330

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Rori Hall

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Northview Fire Department
104 Perkinson Rd Sanford, NC
919 774-6221

BYLAWS

ARTICLE I
Name

The name of this Corporation shall be "**Northview Fire Department, Incorporated**."

ARTICLE II
Duration

The period and duration of this Corporation shall be perpetual.

ARTICLE III
Purpose

The purposes for which this Corporation is organized are:

a. To offer as a non-profit organization, fire protection and other emergency services as defined by the Board of Directors, to the citizens located within the Northview Fire District. New services will only be provided after the membership has been trained and equipped.

The services currently being provided as of July 01, 2010 are:

- Fire Suppression
- Fire Prevention
- Fire Investigation
- Scene control at wrecks.
- All Rescue Activities as recognized by Northview Fire Dept
- Medical First Responder
- HazMat - up to Operations
- Emergency Management manpower support, when requested

b. To promote fire prevention in the Northview Fire District.

c. To offer assistance in any way to any citizen in the Northview Fire District concerning Emergency Services for which the Department has been trained.

d. To offer mutual aid to other fire departments in the County as per the Lee County mutual aid agreement, and to offer mutual aid to other fire departments as required by the individual emergency and by the NC Office of State Fire Marshal.

ARTICLE IV
Membership

a. The members of the Corporation shall consist of those persons who have been approved as members by the Board of Directors and the general membership in accordance with these by-laws.

b. Applicants shall complete a written application; the Board of Directors shall investigate the applicant and recommend approval of the application; and the applicant

shall be approved as a probationary member by a quorum of the general membership.

c. To become a Full Member, applicants shall be at least 18 years of age, shall be in good physical health, and shall live within 7 calculated minutes at posted speed (6.4 Miles at 55 MPH) of one of the Northview Fire Stations. (Calculated time is the distance at posted speed and ignores stop lights, stop signs, etc.)

d. Apparatus operators must be at least 21 years of age. Members younger than 21 may be trained, but will only be allowed to drive with an officer. Under an extreme circumstance, a Captain or above may approve a single driving instance.

e. New regular members shall serve a six (6) month probationary period in which the member may not drive or operate any equipment for other than training purposes during which time an officer shall be present. During the probationary period, the new member will not be allowed to enter any burning structure unless the member has undergone a training program. A new member who is already trained may have the probationary period waived by the Chief. Both the waiver and the training certification are to be included as written documentation signed by the Chief and permanently included in the member's file. At the end of the six month probationary period, the individual must be recommended for full membership by the Board of Directors and approved by the general membership. The Board of Directors may approve one or more probation extensions.

f. All regular members shall attend at least 36 hours of fire training during each calendar year. This is a minimum requirement of the NC Department of Insurance. At least 18 hours shall be in training sessions with the Northview Fire Department membership. Members who do not fulfill these requirements will be removed from the active list of members of the Northview Fire Department.

g. All fire officers shall attend at least 48 hours of fire training during each calendar year. At least 36 hours shall be in training sessions with the Northview Fire Department membership.

h. Associate members are persons who live in and own real property in the Northview Fire District, or are retired Northview firefighters. Associate community members will be required to have a six (6) months probationary period before being afforded full Associate membership. These members will be approved in the same manner as regular members. Associate members are required to attend a minimum of six(6) business meetings per year to remain as active members.

i. Part-time or career firefighters who are not regular members, will not be full members , nor have voting privileges.

j. Honorary members as designated by the Board of Directors may be included in all non firefighting and non-business activities of the fire department. These honorary members will have no voting privileges.

k. All equipment issued to any member belongs to the Northview Fire Department and may be recalled for reassignment as dictated by the needs of the Department. Any member leaving the department for any reason MUST return All NFD equipment. All tags, decals, or other items identifying the individual as a member of the Northview Fire Department must be removed from any type of public view immediately. Items not returned will be subject to recover through the Court system.

l. Members may be allowed to take a leave of absence of up to 90 days with the

submission of a written request to the Board of Directors.

m. All members will abide by the rules and regulations set up in the Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG). Failure to comply fully with the SOP and SOG can result in appropriate disciplinary action.

n. No member shall operate any of the equipment or respond to any fire department activity after drinking alcoholic beverages, or using illegal or controlled drugs including mind altering prescription drugs. Any vehicle collision, suspicious on-scene or training incident will result in an immediate drug or alcohol test. Any refusal of tests will be subject to immediate dismissal.

o. All members shall operate all of the apparatus of the department in a sane and responsible manner according to the laws of the state of North Carolina, the rules of the Department, and the directions of the fire officers. Operating a vehicle irresponsibly or in a manner inconsistent with defined rules will cause appropriate disciplinary action to be taken.

p. Any member who continually causes trouble within the Corporation can be disciplined or removed from the membership by a vote of at least four (4) members of the Board of Directors.

ARTICLE V
Meetings

a. Special meetings of the members may be called by the President or Vice-President, and shall be called by either of them at the request of ten or more members, or by a vote of the majority of the Board of Directors. The President may call special meetings as determined by the business of the Department.

b. At any regularly scheduled meeting, 40% of the members shall constitute a quorum. At any special meeting, 50% of the members shall constitute a quorum. A regularly scheduled meeting may become a special meeting by prior notification.

c. Meetings at which a quorum is not present may be adjourned to a future date by those present without further notice other than an announcement at each meeting, and when a quorum is present upon any such adjourned day, any business may be transacted which might have been transacted at the meeting as originally called.

d. Training will be held most Monday evenings of every month.

e. Business meetings will be held on the second Monday evening of each month.

f. Unless there is a Department emergency, the Election of Board of Directors will be held the 2nd Monday night of June.

ARTICLE VI
Board of Directors

a. The management and administration of the affairs of the Corporation shall be vested in a Board of Directors of seven (7) members. Three (3) permanent Directors will

be the President, Vice-President, and Secretary. The four (4) remaining Directors will be elected for two (2) year staggered terms so that two (2) Directors will be elected each year. Board members will be elected by the general membership at the Department business meeting in June, and shall serve during the next fiscal year.

b. Any member in good standing may be elected to the Board of Directors with the exception of the three permanent members who may not occupy two seats on the Board at once.

c. Only two Associate members may occupy seats on the Board at any one time.

d. The Directors may hold their meetings in such place or places as a majority of the Board may from time to time determine. Regular Board of Directors meetings are held the 2nd Monday of each month.

e. Four (4) members of the Board of Directors shall constitute a quorum, and if at any meeting there is less than a quorum present, the meeting shall be adjourned to a later date.

f. The remaining members of the Board shall fill vacancies in the Board of Directors from the regular membership for the period of the unexpired term.

g. At least five (5) members of the Board of Directors shall own real, developed property within the Northview Fire District.

h. Special meetings of the Board of Directors may be called by or at the request of the President or any three Directors.

i. Board members must attend eight (8) board meetings annually. The Board will review hardship cases.

ARTICLE VII
Powers and Duties of the Board

The powers and duties of the Board of Directors shall be to:

a. Manage the Officers of the Corporation.

b. Adopt by-laws, rules and regulations consistent with the purposes of the Corporation. All by-law changes are subject to the approval of the majority of a quorum of the general membership at a special meeting.

c. Prepare and submit an operating budget to the County. The board will approve the final budget, which must be approved by the majority of a quorum of the general membership at a special meeting.

d. Appoint the necessary committees.

e. Receive and disburse funds, and to accept, purchase and acquire property, and to dispose of it. Expenditures are to be made providing there is money in the budget for the particular item to be purchased. No transfer of funds shall be made without approval of the Board of Directors. Fund transfers between accounts are not subject to membership approval. Any non-budgeted transaction over $5,000 is subject to the approval of the majority of a quorum of the general membership. Any request denied by the Board of Directors may be brought to the floor at the next regularly scheduled business meeting with the exception of financial matters. Financial matters,

cannot be brought to the general membership unless recommended by the Board of Directors. All other transactions shall be identified to the general membership. The President and Vice-President have the authority to make purchases of up to $2,500 in emergencies as needed by the Department The Chief has the authority to make purchases up to the limit of the line item. All of these purchases are subject to review by the Board at a regular meeting.

f. Appoint the Chief, and approve the Fire Chief's selection of Assistant Chief(s) and other Officers.

g. Approve the Standard Operating Procedures & Standard Operating Guidelines and any changes to the SOP & SOG.

h. Provide proper disciplinary action to members of the Department as necessary. Any member who feels that a Fire Officer has administered improper discipline should first discuss the matter with the Chief. Any member who feels that improper discipline has been administered or confirmed by an Officer may bring the issue to a quorum of the Board of Directors for evaluation. Any member observing a violation of any of the rules of the Department are to refer the issue to an officer or directly to the Board of Directors for action. Discipline can range from a reprimand to removal from the Department. The decision of the Board is final.

i. The Board shall appoint a Treasurer. The Treasurer shall perform all the duties usually performed by a treasurer, and as such shall have custody and keep account of all monies, funds and property of the Corporation. He shall deposit all funds of the Corporation in a bank or banks as the Board of Directors may designate. He shall disperse funds of the Corporation as the business may require and as authorized by the Board. He shall make all reports that may be required by the state or the United States. He shall see to the listing of any taxable property that the corporation may own. He shall cause an annual audit to be made of the financial books and the records of the Corporation, and shall perform any other duties as may be required by the Board.

j. The Board shall see that the property is covered by adequate fire, indemnity, and other insurances.

ARTICLE VIII
OFFICERS
Administrative Officers

a. The administrative officers of the Corporation shall be a President, a Vice-President, and a Secretary.

b. The President shall be the Chief Executive Officer of the Corporation. He shall preside at all meetings of the members and the Board of Directors. He shall have general control of the business and affairs of the Corporation. He shall see that all orders and resolutions of the Board of Directors are carried out, execute all contracts, conveyances and agreements authorized by the Board, and generally see that all officers and members of the Corporation perform their duties.

c. The Vice President shall have the power and the duty to perform the duties of the President in his absence and to perform such duties as the President or Board of

Directors may from time to time authorize.

d. The Secretary shall keep the minutes of the meetings of the members and the Board of Directors either in permanent books provided for that purpose, or in well maintained computer records. He shall be the custodian of the corporate seal, and shall affix the same when ordered by the President or the Board of Directors.

e. The Board shall hire a day time administrator to carry out the daily business as directed by the Board of Directors.

Line Officers

a. The line officers shall be a Chief, one or more Assistant Chiefs, Captains, and Lieutenants.

b. The Chief shall be the officer responsible for all training and for all emergency scene activities, including disciplinary action for any member or non member as deemed necessary to safeguard life and property.

c. In the absence of the Chief, the Assistant Chief(s) will assume all of the duties and responsibilities of the Chief.

d. In the absence of the Chief and Assistant Chief(s), the fire officer's chain of command shall be in effect.

e. All fire officers other than the Chief are to be appointed by the Chief with the approval of the Board of Directors.

ARTICLE IX
Amendments

a. These By-laws may be altered, amended or rescinded, either in whole or in part, at any meeting of the Board of Directors, provided that notice in writing of the proposed change(s) shall be given to each Director at least ten (10) days before such meeting. A majority vote of the Board members present shall be necessary for the adoption of such changes. These changes must then be available to the general membership for at least two (2) weeks prior to approval of the majority of a quorum of the general membership at a special meeting, at which time the changes will take effect.

b. One third of the members in good standing shall have the right to request consideration by the Board of Directors of such changes or amendments that the said members may deem advisable.

c. The Board of Directors MUST review these by-laws for possible amendments during each fiscal year that starts with an even year (Every other year review).

ARTICLE X
Dissolution

Upon dissolution of this Corporation, all of the assets after the discharge of the liabilities and obligations of the Corporation shall be paid and distributed to such successor

organization as qualifies. In the event that there is no successor organization or such successor organization does not qualify as an exempt organization, then all assets shall be paid and distributed to Lee County, North Carolina.

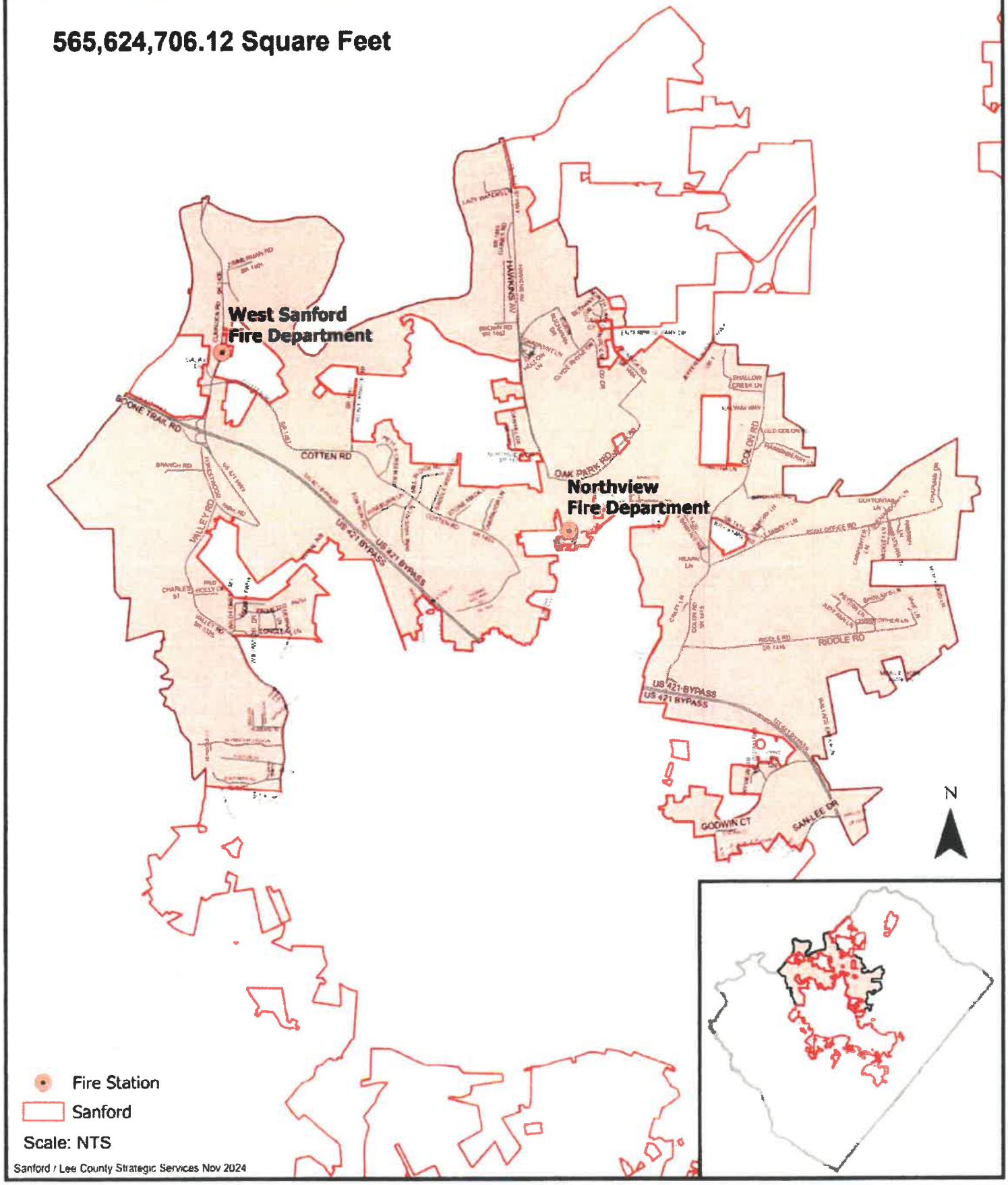
ARTICLE XI
Approved Amendments

1. (Proposed)
Under *The services currently being provided as of July 01, 2010 are*: Add
Lee County Emergency Services equipment and manpower support during emergencies as requested.
If the emergency becomes a locally Declared Emergency:
   - The Department will pay properly trained members and supervisors, as needed by Emergency Services, to perform disaster response activities. The members will be paid using the Department's current part time pay structure. Detailed timesheets and equipment usage sheets must be maintained. Timesheets and equipment usage sheets can be provided by Emergency Services.
   - Reimbursement of properly documented, reasonable manpower expenses and equipment usage expenses may be made during a State or Federally declared Emergency.

2. (Proposed)
   - Change the Treasurer to an elected position and change from four elected board members to three. (Article VI and VIII)

Lee County, NC
Northview Fire District

565,624,706.12 Square Feet



NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the ____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the POCKET VOLUNTEER FIRE DEPARTMENT, INCORPORATED, hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in

the applicable district, unless otherwise limited or restricted by law or unless the people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the POCKET FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is

responsible for making its own claims and for ensuring its roster of employees is current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be

used for providing fire and rescue protection within the District or as otherwise provided by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the POCKET FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and POCKET VOLUNTEER FIRE DEPARTMENT, INCORPORATED has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

POCKET VOLUNTEER FIRE DEPARTMENT, INCORPORATED

Daniel L. Rittenhouse

SEAL

Printed Name: Daniel L. Rittenhouse

Title: President

ATTEST:

Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

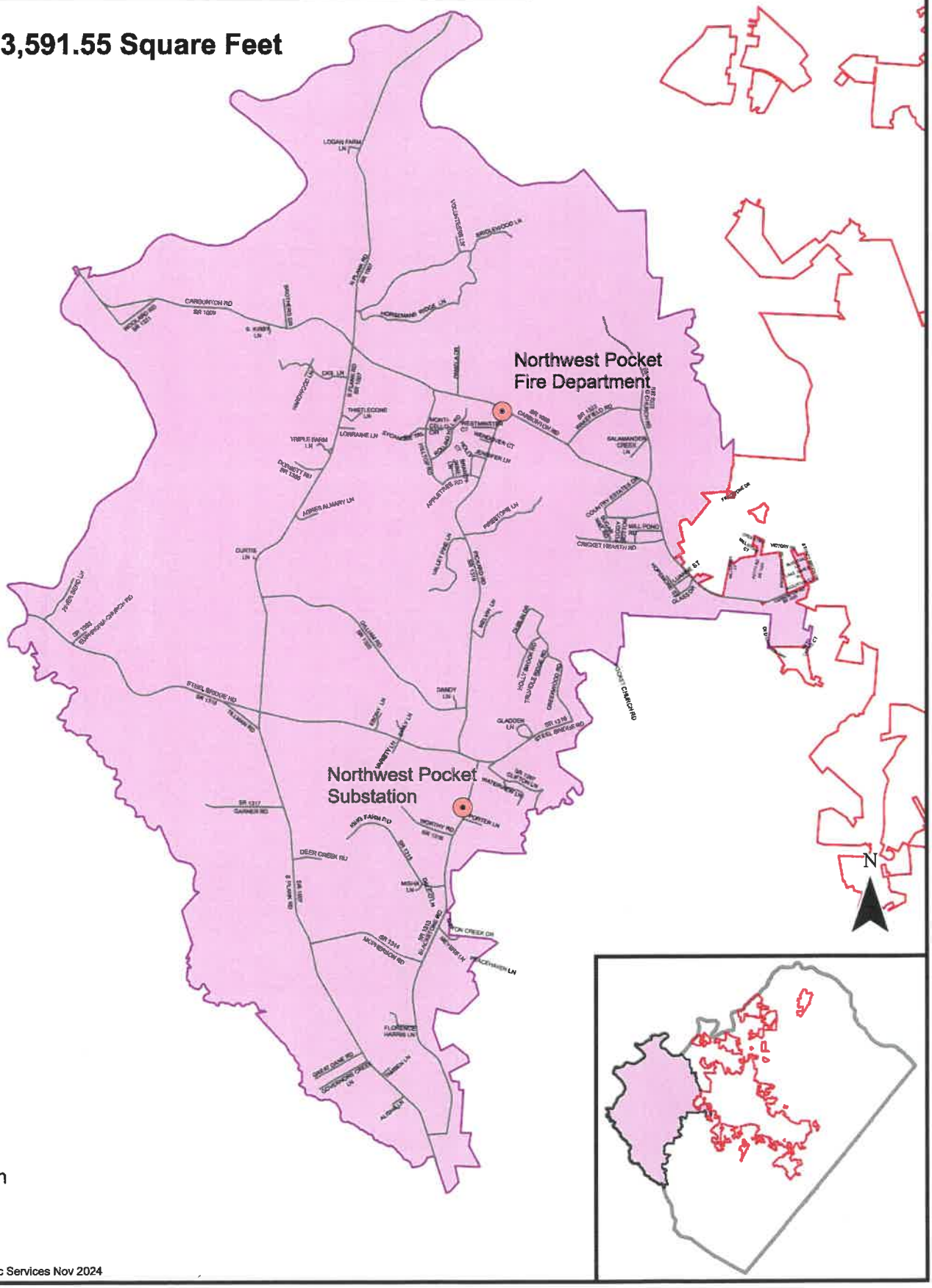
Angelina Noel, Interim Finance Director

APPENDIX

- GIS map of Fire Insurance and Response District
- Fire Department Certificate of Insurance
- First Responder Agreement, if applicable
- By-laws of the Fire Department

Lee County, NC
Northwest Pocket Fire District

1,094,773,591.55 Square Feet



POCKVFD-01 LKNUTSEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VFIS of North Carolina 4140 Parklake Avenue, Suite 520 Raleigh, NC 27612	CONTACT NAME: PHONE (A/C, No, Ext): (919) 755-1401 FAX (A/C, No): (919) 755-1125 E-MAIL ADDRESS: admin@vfisnc.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : National Union Fire — 19445
INSURED Pocket VFD Inc. 478 Blackstone Rd. Sanford, NC 27330	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			VFNU-TR-0026907	12/1/2024	12/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 10,000,000 $ 10,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			VFNU-CM-0026908	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			VFNU-TR-0026907	12/1/2024	12/1/2025	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Lee County
408 Summitt Dr
Sanford, NC 27330

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lisa G. Knight

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BY-LAWS

of

POCKET VOLUNTEER FIRE DEPARTMENT, INC.

ARTICLE I

OBJECTIVES

Section 1. **Objectives of Corporation**. The general nature of the objectives of this non-profit corporation, Pocket Volunteer Fire Department, Incorporated is as follows:

(a) To acquire and own fire apparatus for use by the corporation in the protection of persons and property from injury, loss, damage or destruction by fire and fraud; to own and acquire land and to construct and erect buildings for corporate purposes, for the use of the members of the corporation in connection with the housing of fire apparatus and for the providing of a place of meeting for the members of the corporation; to own and acquire land, and all types of training equipment for the training of the members of the corporation; to sponsor or hold firefighting schools; to engage in any and all types of activities not prohibited by law which shall be for the betterment of the community, county and state.

(b) To lease, purchase or operate, encumber, and sell real or personal property, for its own use, or for the purpose of obtaining an income from any accumulated funds.

(c) To receive gifts, devises, legacies, bequests and donations of cash, stocks, bonds, debentures, and all kind of real or personal property, and to use, market, sell or dispose of the same in an orderly manner, in carrying out the objects for which the corporation is formed.

(d) To do and perform such matters and things as are allowed- by law which may be reasonably convenient or necessary to do to attain the objects and ends for which the corporation is organized, as hereinabove set forth.

ARTICLE II

OFFICES

Section 1. **Principal Office.** The principal office of the corporation shall be in Lee County, North Carolina.

Section 2. **Registered Office**. The registered office of the corporation shall be in Lee County, North Carolina.

Section 3. **Other Offices**. The Pocket Volunteer Fire Department, Incorporated, may have offices at such other places, within the State of North Carolina, as the Board of Directors, hereinafter referred to as Board, may designate or as the affairs of Pocket Volunteer Fire Department, Inc. may require from time to time.

ARTICLE III

MEETINGS OF THE BOARD

Section 1. **Place of the Meetings**. All meetings of the Board shall be held at the principal office of Pocket Volunteer Fire Department, Inc., or at such other places, either within or without the State of North Carolina, as shall be designated in the notice of the meetings or agreed upon by a majority of the Board entitled to vote thereat.

Section 2. **Annual Meetings.** The annual meeting of the Board shall be held on the first Tuesday in December for transacting such business as may be properly brought before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day.

Section 3. **Substitute Annual Meeting**. If the annual meeting shall not be held on the day designated by these by-laws, a substitute annual meeting may be called.

A meeting so called shall be designated and treated for all purposes as the annual meeting.

Section 4. **Special Meetings**. Pursuant to written request, meetings of the Board may be called at any time by the Chairman, or by any Director entitled to vote at the meeting.

Section 5. **Regular Meetings**. The Board shall meet at least once in each of those months when no annual meeting is held, at a time and place to be announced.

Section 6. **Notice of Meetings to Members**. Written or printed notice stating the time and place of the meeting shall be delivered not less than ten nor more than fifty days before the day of any Board meeting, either personally, email, text or by mail, by or at the direction of the Chairman, or the Secretary to each Board member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the

Board members of Pocket Volunteer Fire Department, Inc., with postage thereon prepaid.

In the case of a special meeting, the notice of meeting shall specifically state the purpose or purposes for which the meeting is called; but, in the case of annual or substitute annual meeting or a regular meeting, the notice of meeting need not specifically state the business to be transacted.

Section 7. **Notice of Annual Meetings**. Written or printed notice of each Annual Board meeting shall be delivered not less than ten nor more than fifty days before any Annual Board meeting, either personally, email, text or by mail, to the newspaper of general circulation published at least weekly in Lee County, North Carolina, unless the meeting is a special meeting at which the only subjects to be considered are those during consideration of which the public may be excluded under the provisions of North Carolina Statutes 143-318.3. With the local paper having less and less subscribers and distribution, the Pocket Fire Community Social Media Page may be used to alert those of the fire district.

Section 8. **Number of Directors**. The Board shall consist of seven (7) members, unless a greater number is required to meet the representation requirements of North Carolina General Statutes, in which case the Board may expand its membership as necessary but not beyond twenty-five (25) members.

Section 9. **Quorum**. A majority of the membership of the Board of Directors shall constitute a quorum, except as hereinafter provided.

If the Board has vacancies, a quorum is constituted by a majority of the remaining Directors, except as hereinafter provided. If applicable provisions of North Carolina law specify circumstances when a lesser number constitute a quorum, then a quorum may be constituted as therein provided. Such provisions are incorporated by reference.

Section 10. **Informal Action by Directors**. Any action which may be taken at a meeting of the Directors while the public is excluded under the provisions of North Carolina General Statutes may also be taken without meeting if all persons who would be entitled to vote upon the action at a meeting approve that action unanimously. This approval shall be evidenced by the person's signature upon a document specifying the action for which approval is sought.

Section 11. **Order of Business**. The following order of business shall be generally followed in any meeting, regular or special, of the members:

(a) Call to order

(b) Minutes of last meeting

(c) Secretary-Treasurer's report

(d) Action on new membership applications

(e) Election of directors (when time for elections)

(f) Old business

(g) New business

(h) Adjournment

ARTICLE IV

GENERAL POWERS AND PROVISIONS

Section 1. **Responsibilities of the Board.** The Board shall have the following responsibilities:

(a) To establish policies and such rules and regulations necessary to carry out the intent of the Articles of Incorporation.

(b)To appoint a temporary fire chief, when necessary, who shall serve for the pleasure of the Board until the annual meeting when the Fire Chief will be elected by the general membership.

(c)To interpret both the-needs and functions of the program to the public and determine whether the program is, in fact, meeting the needs of the communities.

(d) To be responsible for reviewing and evaluating community needs relative to the protection of persons and property from losses due to fire damage. Board members shall keep in touch with the desires of the communities within their area as well as various segments of them. Local citizens should be able to communicate with the Board members to request assistance whenever appropriate, or to request that a particular problem be discussed or reviewed by the Board.

(e) To visit, review, and assess the functioning of any facility established by the Board.

(f) To ensure that any facility established by the Board complies with the North Carolina minimum standards for maintenance and operation of such facilities.

(g) To receive and disburse private and public funds, including federal funds.

(h) To recruit and promote financial support for facilities from both private and public sources to carry out the functions of the Corporation.

(i) To develop an annual plan based on the review of the needs, programs, services, and resources and to approve an annual budget.

Section 2. **Election or Appointment of Directors**. The Board of Directors shall be elected or appointed by members of the Fire District so that each section of the District shall be represented on the Board.

The Board of Directors shall be made up of Seven (7) individuals and should consist of members of the Fire District being that of property owners and/or members of the Fire Department.

Board of Director Membership should be voted on during the annual fire district meeting held on the evening of the first (1st) Tuesday in the month of December each calendar year. (Unless otherwise scheduled and advertised) Only Property Owners of the Pocket Fire District and members of Pocket Fire Department (such members must be in good standing*) are invited to attend the annual meetings. It will be advertised in the local newspaper as required prior to the date of the said meeting. It shall be the normal practice during such meetings and said elections that only nominations from the floor or in writing will be accepted for consideration. Nominations must meet the requirements as being declared a member of the Fire district and/or Fire Department member. Since nominations and voting for a board of directors' position takes place in the same meeting, absentee and proxy voting do not apply to this process.

The initial members appointed to serve on the Board shall make appointments of the remaining members, if required, to include the representation specified in North Carolina General Statutes and applicable Federal laws and regulations. These appointments should be made to insure appropriate representation of economic classes, minority groups, sexes, and ages. Beginning in 1983, the seven (7) Directors shall be elected by the members in attendance at the annual meeting in December.

The three (3) Directors receiving the most votes shall be elected for the term of two years and the other four Directors shall be elected for term of one year. Beginning in 1984 and each year thereafter, all terms of Directors shall be for two years.

Section 3. **Unexcused Absences**. If any member of the Board is absent without excuse for three consecutive meetings, the Board may replace the member.

Section 4. **Compensation.** No director shall receive any salary or compensation whatsoever for his services, and no part of the income of the corporation shall inure to the benefit of any individual, either during the existence of this corporation, or in the event of its dissolution.

*Compliant with all fire department rules and requirements and not subject to disciplinary action or censure.

ARTICLE V

OFFICERS

Section 1. **Officers of the Board of Directors**. The Directors of the Board shall consist of a Chairman, Secretary, Treasurer and Vice-Chairman and other officers as the Board may from time to time elect. Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required.

Section 2. **Election and Term.** Initially, each officer of the Board shall be elected by the membership for one year and shall hold office until his death, resignation, retirement, removal, disqualification, or until his successor shall have been elected and qualified.

Section 3. **Removal.** Any officer or agent elected or appointed by the Board may be removed by the Board whenever in its judgment the best interest of the Board will be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. **Bonds.** The Board may by resolution require any officer, agent, or employee of the facility to give bond to the facility, with sufficient sureties, conditioned on the faithful performance of the duties of his respective office or position, and to comply with such other conditions as may from time to time be required by the Board.

Section 5. **Chairman**. The Chairman shall be the principle executive officer of the Board and subject to the control of the Board. He shall when present, preside at all meetings of the Board. He shall sign with the Secretary or any other proper officer of the facility authorized by the Board, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these by-laws to be otherwise signed or executed; and in general he shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board from time to time.

Section 6. **Vice-Chairman.** In the absence of the Chairman or in the event of his death, inability or refusal to act, the Vice-man, unless otherwise determined by the Board, shall perform the duties of the Chairman, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairman.

Section 7. **Secretary.** The Secretary or the Secretary's designee, shall:

(a) Keep the minutes of the meetings of the Board and of all Committees in one or more books provided for that purpose.

(b) See that all notices are duly given in accordance with the provisions of these by-laws or as required by law.

(c) Be custodian of the Board records.

(d) Keep a register of the post office address of each director.

(e) Sign with the Chairman, or a Vice-man, all necessary instruments.

Section 8. **Treasurer**. The Treasurer or the Treasurer's designee shall:

(a) Be responsible for all funds, receive and give receipts for monies due and payable to the facility from any source whatsoever and deposit all such monies in the name of the facility Ln such depositories as shall be selected.

(b) Prepare or cause to be prepared, a true statement of the facilities assets and liabilities as of the close of each fiscal year, all in reasonable detail.

(c) Prepare or cause to be prepared, a budget for presentation with specific explanation to the Board.

(d) In general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Chairman or by the Board, or by these by-laws

(e) Act in the capacity as Chairman of the financial committee.

ARTICLE VI

GENERAL PROVISIONS

Section 1. **Accountant and Attorney.** The Board may, at their annual meeting, select an accountant and an attorney to be retained by the facility.

Section 2. **Seal.** The corporate seal of the facility shall consist of two concentric circles between which is inscribed the name of the facility in the center of which is inscribed SEAL; and such seal, as impressed on the margin hereof, is hereby adopted as the corporate seal of the facility.

Section 3. **Waiver of Notice.** Whenever any notice is required to be given to any Director by law, by the character or by these bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving's of such notice.

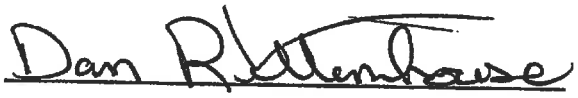
Section 4. **Fiscal Year.** The Board shall fix the fiscal year of the facility.

Section 5. **Committees.** The Board may appoint certain committees to implement its responsibilities. These committees may include, but are not limited to, an executive committee, finance committee, and a program planning committee.

Section 6. **Executive Committee**. The Executive Committee shall have the responsibility and power to act on behalf of the Board between regular or called meetings of the Board. Minutes of all Executive Committee meetings shall be provided to all Directors.

Section 7. **Amendments.** Except as otherwise provided herein, these by-laws may be adopted by the affirmative vote of a majority of the Directors then holding office at any regular or special meetings of the Board.

The foregoing by-laws were revised and approved by the Board of Directors of Pocket Volunteer Fire Department, Incorporated on November 15, 1982, at a regularly called meeting on July 26, 2022.

Chairman 

Dan Rittenhouse

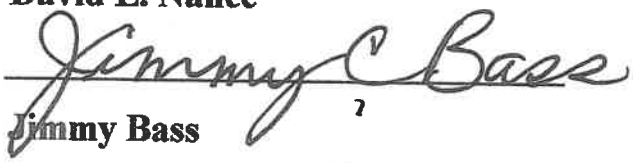
ATTEST:

Vice-Chairman 

Jacob Ashley

Witness 

David L. Nance

Witness 

Jimmy Bass

Witness 

Trey Whitaker

5/19/2025

To whom it may concern,

In refence to the first responder contracts attached is all we have on record and filed. At one time another draft was passed out however if it was ever made official and/or signed we never received it so with that PFD is operating under the contracts and signed letters we have on file.

Thanks
David L. Nance
Fire Chief
Pocket Fire Department
478 Blackstone Road
Sanford NC 27330
919-353-9684

FirstHealth
OF THE CAROLINAS

29 September 2021

Jacob Newton, President
Lee County Fire Chief's Association

Dear Chief Newton,

As follow-up to your request for clarification, please accept this letter as confirmation that effective with the system change over to FirstHealth of the Carolinas on 1 October 2021, all First Responders within the Lee County Fire Departments shall continue to respond and provide services at their current level of certification. In addition, as Medical Director for FirstHealth Regional EMS System, I will also serve as medical oversight for the Lee County Fire Departments First Responder program.

I look forward to meeting with the Fire Chief's in the near future to discuss your ideas and ways to improve our system.

Please never hesitate to reach out to me if you have questions.

Best Regards,

Matthew Harmody, MD, MBA
Medical Director, FirstHealth Regional EMS System.

cc: Barry Britt, Chief/Administrative Director FirstHealth Regional EMS System
Tim Simmons, Director, FirstHealth Regional EMS, Lee County

CENTRAL CAROLINA ADVANCED LIFE SUPPORT

First Responder Policy

Director of Emergency Medical Services

Jonathan Kelly: _____ **Date:** 6/27/12

INTRODUCTION:

Central Carolina Advanced Life Support is constantly striving to provide the best pre-hospital care available. A part of this is providing the emergency care needed in a timely manner; however, that is not always possible due to circumstances such as increased call periods and distance of travel.

In times of an emergency, seconds may count. Utilizing the First Responder program through local fire departments has shown to be a necessary and welcome addition to the pre-hospital setting. The American Heart Association (AHA) recommends as part of their Chain of Survival immediately starting Basic Cardiac life Support (BCLS) and early defibrillation. The addition of the Automatic External Defibrillators for First Responders will only increase their importance.

First Responders are dispatched primarily through Sanford Communications Center The following policies and procedures are set forth from local and state guidelines, developed by CCALS EMS and approved by the local EMS Medical Director.

PURPOSE OF FIRST RESPONDERS/MEDICAL RESPONDER:

The purpose of a First Responder is to provide care at the scene of an emergency and to render aid to patients until an EMS unit can arrive. They are normally dispatched to EMS calls when time may make a difference.

DEFINITION:

For the purpose of this document a "First Responder" is an individual trained to the level of AHA BCLS for cardiac arrest calls or to the medical responder level for other types of calls.

I. General Policies

a. Central Carolina Advanced Life Support will be the liaison agency responsible for the First Responder program throughout the County. The EMS Medical Director and/or designee will ensure compliance with set standards.

b. The EMS Medical Director will ensure compliance with established standards of care, training and response characteristics in accordance with these guidelines and supplemental dispatch determinates.

c. The CCALS Quality Manager will be the contact person and will coordinate the First Responder program throughout the County.

II. Affiliation

a. First Responders must be affiliated with a Fire department. The program must be recognized by the fire department as an official function of that department.

b. Each participating First Responder Department can designate a liaison to coordinate with the CCALS Quality Manager on matters directly related to the First Responder program.

III. Initial Approval and Credentialing

a. All First Responders must be approved to function by the EMS Medical Director. The Departments liaison will submit the Valid CPR certification documentation to the CCALS Quality Manager.

b. Each First Responder department should supply the CCALS Quality Manager with an updated roster every January of all members functioning as First Responders including their credential level and expiration dates.

IV. Response

a. First Responders will be dispatched in accordance with guidelines developed and approved by the EMS Medical Director. Occasionally the responding EMS unit may also request the assistance of First Responders. In these circumstances the request will be channeled through the communications center for dispatch.

b. First Responders will be dispatched and respond according to the EMD Dispatch determinates. First Responders will only automatically be dispatched to "Echo" level responses

c. First Responders will not respond to any calls unless they have been dispatched or have made contact with the responding EMS unit. They should insure that the Communications Center has been alerted on any situation where EMS has not been activated i.e. a patient presents at the fire department.

d. All personnel responding in personal vehicles shall respond in accordance with the motor vehicle laws of North Carolina and any Department specific policy when applicable.

V. On Scene Considerations

a. Upon arriving on scene, the First Responder should identify him/herself as a First Responder from _____ Fire Department.

b. Upon arrival on scene, a First Responder should relay a patient report to the responding EMS unit soon as possible. The report to the responding EMS unit should consist of at least:
A. Name of service and unit number
B. Age and sex of patient
C. Presenting chief complaint
D. Level of consciousness
E. Vital signs if trained to do so.
F. Treatment being administered

c. First Responders will provide care as indicated within their Scope of Practice. Care will not exceed the scope of Medical responder.

d. Responsibility for care of a victim shall be relinquished by the First Responder personnel to the first arriving EMS service. First Responder personnel shall relay all details concerning the victim's condition and treatment at that time, and offer any additional assistance as may be needed.

VI. Documentation

a. First Responder personnel shall maintain documentation of each cardiac arrest utilizing the AED use form.

VII. Scope of Practice

a. A First Responder can function only at the level of the fire department's approval. The Medical Director will establish approval at his/her discretion.

b. First Responder departments agree to operate within the agreement and guidelines set forth here.

c. Designation of first responder status is at the Fire Chiefs discretion. Any member affiliated with a department, but not approved by the Fire Chief should not respond to any first responder calls.

VIII. Education and Training Requirements:

a. To maintain privileges, each First Responder must maintain a valid AHA CPR card.

c. Any Fire Fighter trained beyond the Medical Responder level (ie. EMT, EMT-I, EMT-P) may function at the Medical Responder level as long as they maintain their certification and continuing education training.

d. It is the responsibility of the fire department to maintain training records on all their First Responders.

e. Upon time for re-credentialing, First Responders will sit for a CPR refresher class. Those providers who hold a state certification MR, EMT, EMT-I, or EMT-P will have to maintain minimal required hours of con-ed documented yearly and provide CCCC's EMS liaison copies within 2 months of expiration.

IX. Peer Review Process:

c. First Responder Departments must report all cardiac arrest calls to the CCALS Quality manager within 48 hours of the occurrence. (AED Usage Form)

d Concerns or complaints that a First Responder has concerning an EMS individual/unit should be forward to their department's Chief or his designee. The Chief should forward the information to the CCALS EMS Director in written form. Details should include date, time, location, type of call, unit that responded and complaint / concerns.

X. First Responder Unit Supply list:

a. First Responder department units shall maintain supplies to ensure replacement of expired items and maintenance of equipment.

b. Disposable equipment such as oxygen supplies and soft supplies may be replaced by the arriving EMS transport crew on a one for one exchange.

XI. Approved Skills:

a. Authorized First Responders are allowed to perform the following skills in accordance with CCALS Patient Care and Protocols Procedures.

A. Basic Cardiac Life support skills (AED, CPR)

B. Drive an ambulance from the scene to the hospital provided that they have successfully completed an approved emergency vehicle driving course and/or have been approved by their Fire Chief to do so.

Those individuals trained to the Medical Responder level or higher are allowed to perform the following skills in accordance with CCALS Patient Care and Protocols Procedures.

A. Basic Life support skills

B. Appropriate airway management including:
   1. Oxygen by Non-rebreather for adults and pediatrics
   2. Oxygen by nasal cannula for adults and pediatrics
   3. BVM for adults and pediatrics
   4. Oropharyngeal and Nasopharyngeal airways for adults and pediatrics
   5. Oropharyngeal suctioning

C. Assist with Epinephrine Pens for adults and pediatrics

D. Primary and Secondary surveys including vital signs

E. Assist in C-spine control and spinal immobilization

F Assist in Immobilization of injuries

G. Drive an ambulance from the scene to the hospital provided that they have successfully completed an approved emergency vehicle driving course and/or been approved by the fire chief.

For a further detailed list of approved MR capabilities see attached "Approved Skills List for Credentialed EMS Personnel"

Medical Director:

Signature Russell Harrell MD

Print Russell Harrell M.D.

6/27/12

North Carolina Medical Board
Approved Skills for Credentialed EMS Personnel

EMS personnel performing these skills must do so within an EMS system. Personnel must follow written treatment protocols and must complete appropriate medical education. All EMS System protocols and policies must be reviewed and approved by the Medical Director of the Office of EMS.

Skills	EMD	MR	EMT	EMT-I	EMT-P
12-Lead ECG acquisition & transmission			X	X	X
12-Lead ECG interpretation					X
Airway-Blind Insertion Device			X[2]	X	X
Airway-CPAP				X	X
Airway-Cricothyrotomy-Needle					X
Airway-Cricothyrotomy-Surgical					X
Airway-Intubation				X	X
Airway-Rapid sequence induction					X
Airway-Suction		X	X	X	X
Airway-Tracheostomy tube change				X	X
Arterial Access-Blood Draw					X
Arterial Line maintenance					X
Capnography (waveform)			X	X	X
Carbon Monoxide Measurement (non-invasive)		X	X	X	X
Cardiac Pacing-External					X
Cardiopulmonary Resuscitation		X	X	X	X
Cardioversion					X
Carotid Massage					X
Central Venous Pressure line maintenance					X
Chest Compression-External Device				X	X
Chest Decompression-Needle					X
Chest Tube Maintenance					X
Defibrillation-Automated		X	X	X	X
Defibrillation-Manual					X
Epidural Catheter maintenance					X
Gastric Intubation					X
Glucose Measurement		X	X	X	X
Intra-Ventricular Catheter maintenance					X
Intubation Confirmation-Capnometry (color)			X	X	X
Intubation Confirmation-Esophageal Bulb			X	X	X
Medication Administration		X[3]	X[3]	X[3]	X[3]
Orthostatic Blood Pressure		X	X	X	X
Oxygen Administration		X	X	X	X
Patient Assessment		X	X	X	X
Pulse Oximetry		X	X	X	X
Reperfusion Checklist		X	X	X	X
Respirator Operation			X	X	X
Restraints		X	X	X	X
Spinal Immobilization		X	X	X	X
Splinting		X	X	X	X
Stroke Screen		X	X	X	X
Swan-Ganz Catheter maintenance					X
Thermometer (oral & rectal with low temperature capability)		X	X	X	X

Skills	EMD	MR	EMT	EMT-I	EMT-P
Urinary Catheterization					X
Venous Access-Blood Draw				X	X
Venous Access-Existing catheters					X
Venous Access-Femoral Line					X
Venous Access-Intraosseous					X
Venous Access-Peripheral				X	X
Ventilator Operation					X
Wound Care		X	X	X	X
Pre-arrival instructions to callers	X[1]				
Determine and dispatch appropriate EMS system resources	X[1]				

[1] All EMD skills must be performed in EMS systems with medical oversight and written EMD protocols.

[2] EMTs using blind insertion airway devices must be functioning in EMS systems with medical direction and written treatment protocols.

[3] EMS personnel at any level who administer medications must do so within an EMS system that provides medical oversight. Personnel must follow written treatment protocols and must complete appropriate medical education. All EMS System protocols and policies must be reviewed and approved by the Medical Director of the Office of EMS. The approved medication list is found at the beginning of this document. The administration of oxygen does not require medical direction.

NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the _____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the LEMON SPRINGS VOLUNTEER FIRE DEPARTMENT, hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in the applicable district, unless otherwise limited or restricted by law or unless the

people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the LEMON SPRINGS FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is responsible for making its own claims and for ensuring its roster of employees is

current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of

Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be used for providing fire and rescue protection within the District or as otherwise provided

by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the LEMON SPRINGS FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and LEMON SPRINGS VOLUNTEER FIRE DEPARTMENT has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

LEMON SPRINGS VOLUNTEER FIRE DEPARTMENT

SEAL

Printed Name: Alejandro Collazo Jr.

Title: Board President

ATTEST:

Secretary to the Corporation

Gary Ashley JR.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Noel, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

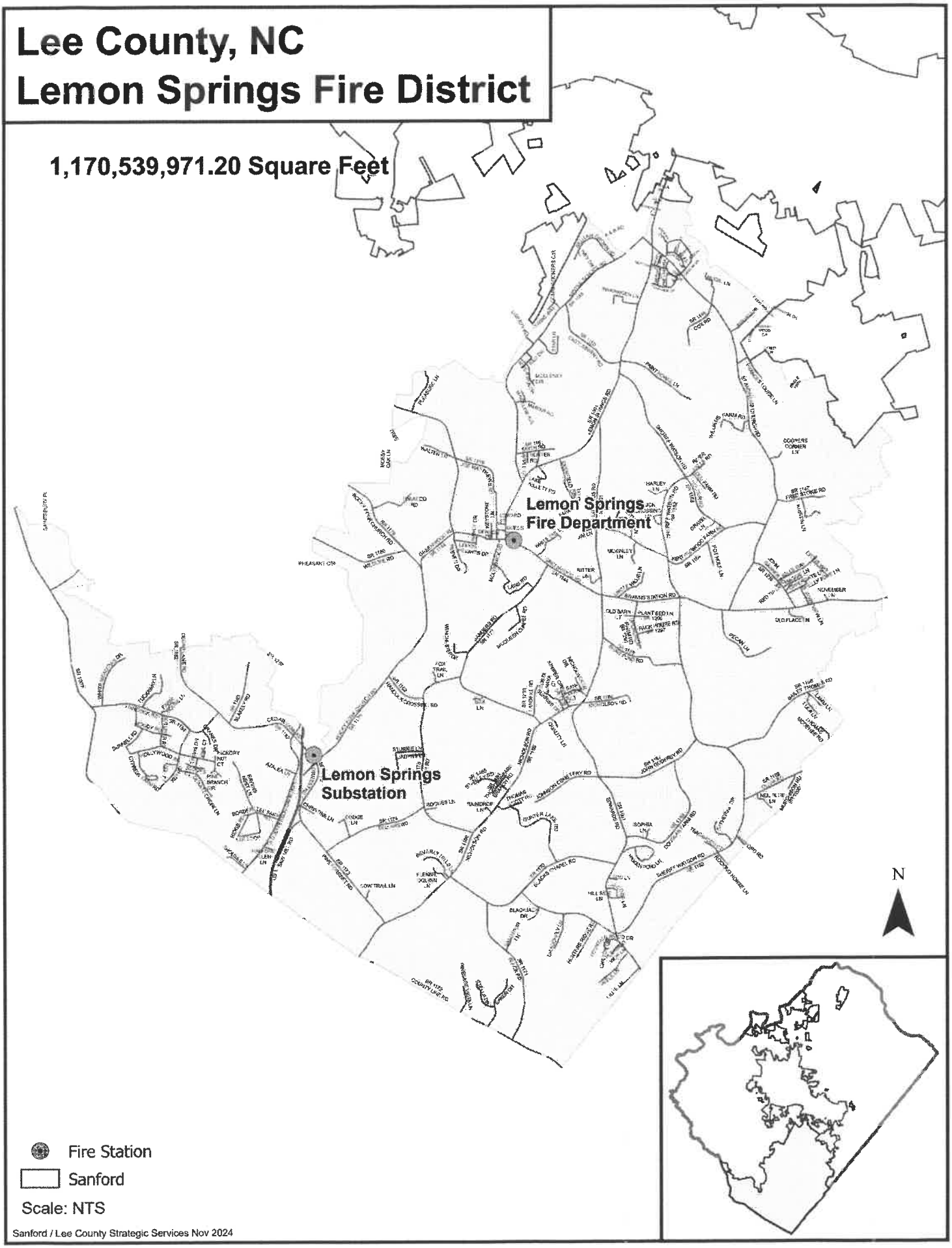
Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

Lee County, NC
Lemon Springs Fire District

1,170,539,971.20 Square Feet



Fire Station

Sanford

Scale: NTS

Sanford / Lee County Strategic Services Nov 2024

NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the ____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the TRAMWAY RURAL FIRE DEPARTMENT, INCORPORATED, hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in

the applicable district, unless otherwise limited or restricted by law or unless the people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the TRAMWAY FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is

responsible for making its own claims and for ensuring its roster of employees is current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be

used for providing fire and rescue protection within the District or as otherwise provided by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the TRAMWAY FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and TRAMWAY RURAL FIRE DEPARTMENT, INCORPORATED has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

TRAMWAY RURAL FIRE DEPARTMENT, INCORPORATED

SEAL – None

Printed Name: Kenneth J Gilstrap

Title: Board President

ATTEST: Gregory Spivey

Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Noel, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

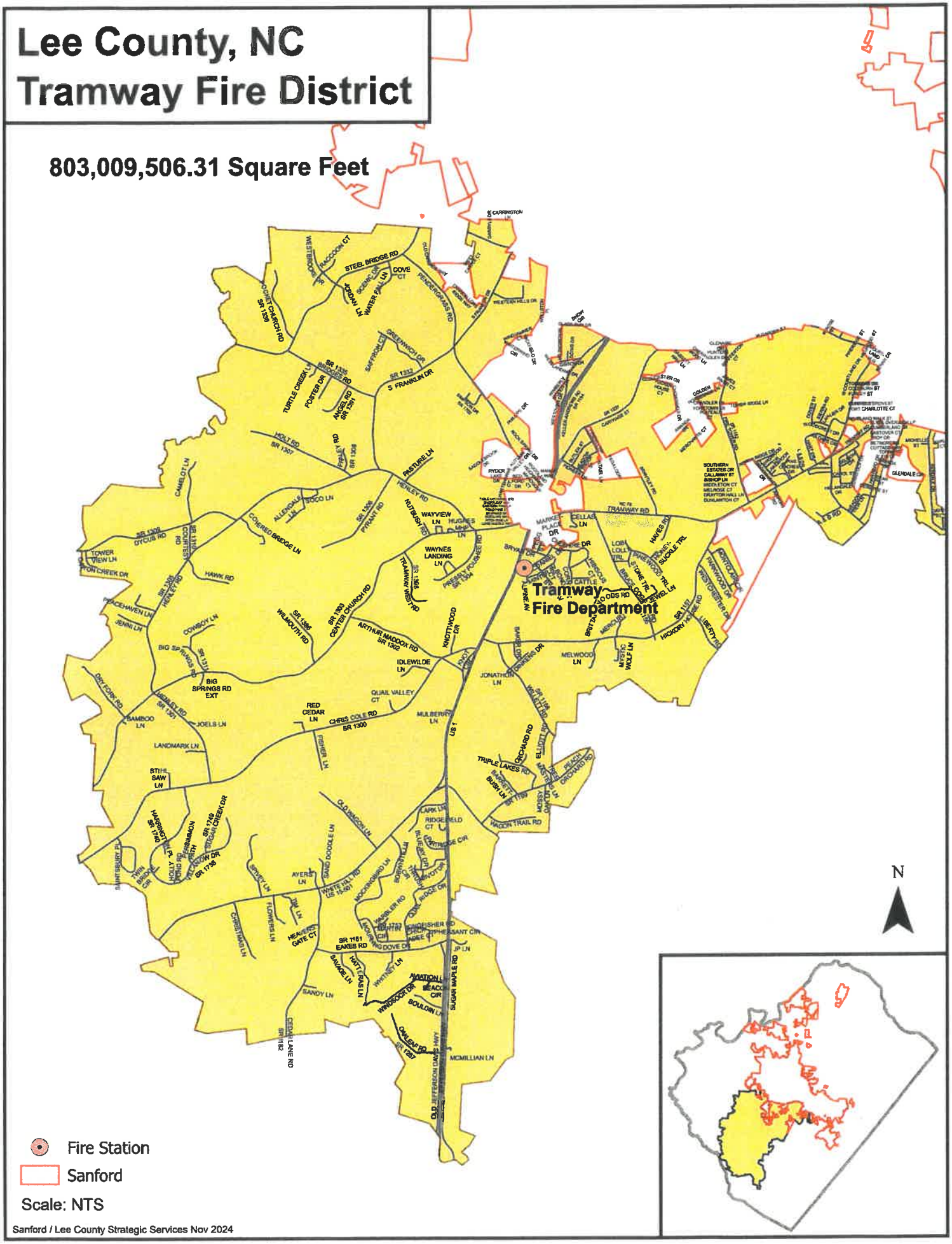
Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

Lee County, NC
Tramway Fire District

803,009,506.31 Square Feet



NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the ____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the CAROLINA TRACE VOLUNTEER FIRE DEPARTMENT, INC., hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in

the applicable district, unless otherwise limited or restricted by law or unless the people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the CAROLINA TRACE FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is

responsible for making its own claims and for ensuring its roster of employees is current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be

used for providing fire and rescue protection within the District or as otherwise provided by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the CAROLINA TRACE FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and CAROLINA TRACE VOLUNTEER FIRE DEPARTMENT, INC. has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

CAROLINA TRACE VOLUNTEER FIRE DEPARTMENT, INC.

Printed Name: CHARLES HOLDER

Title: PRESIDENT

SEAL - None

ATTEST:

Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Nocl, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

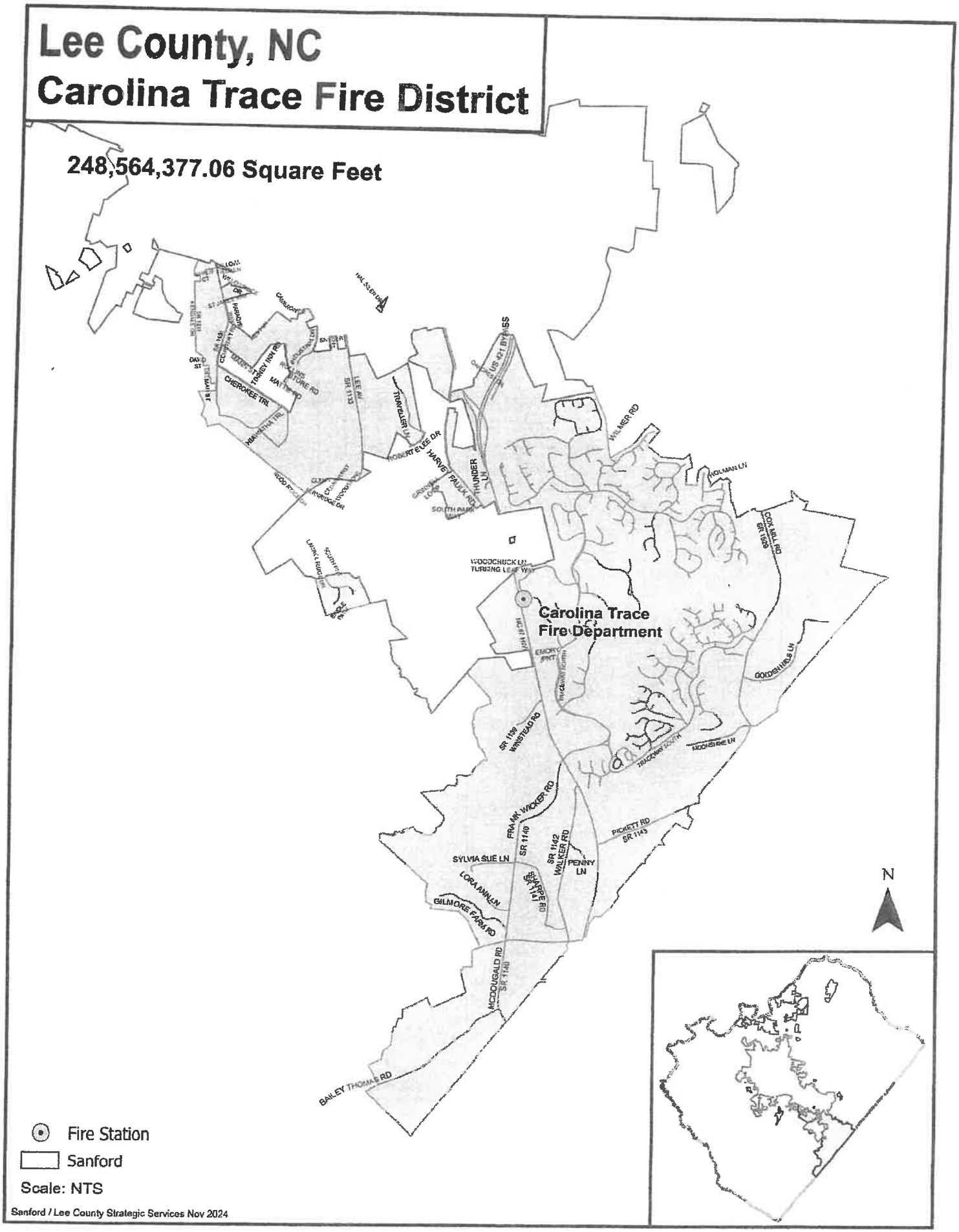
Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

Lee County, NC
Carolina Trace Fire District

248,564,377.06 Square Feet



Sanford / Lee County Strategic Services Nov 2024

NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the ____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the CAPE FEAR RURAL FIRE DEPARTMENT, INC., hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in the applicable district, unless otherwise limited or restricted by law or unless the

people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the CAPE FEAR FIRE DISTRICT (and CLEARWATER AREA) of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is responsible for making its own claims and for ensuring its roster of employees is

current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of

Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be used for providing fire and rescue protection within the District or as otherwise provided

by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the CAPE FEAR FIRE DISTRICT, which also includes the coverage area associated with the CLEARWATER AREA, is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

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33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and CAPE FEAR RURAL FIRE DEPARTMENT, INC. has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

CAPE FEAR RURAL FIRE DEPARTMENT, INC.

SEAL

Printed Name: Sloan Griffin

Title: President

ATTEST:

Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Noel, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

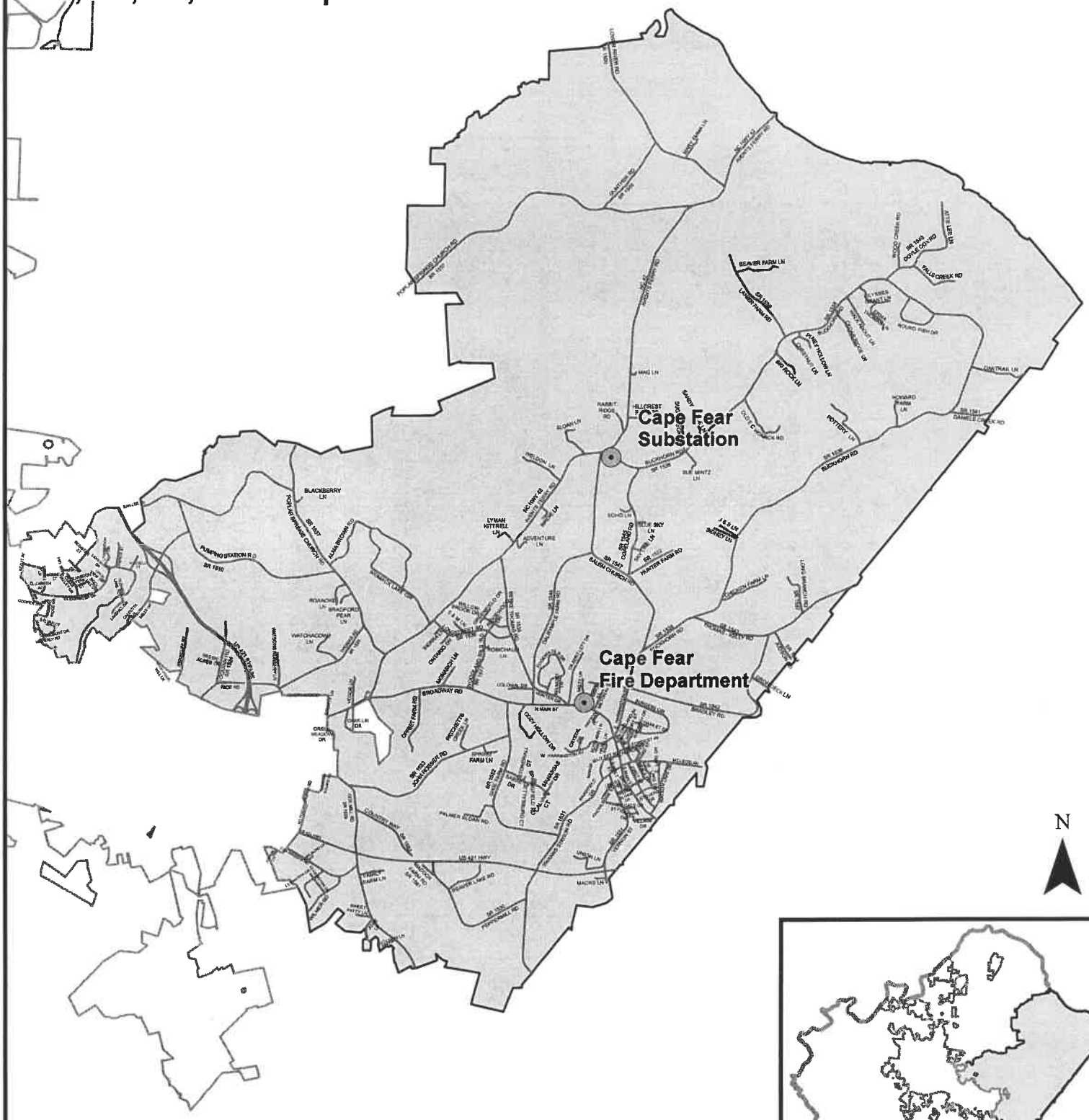
Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

Lee County, NC
Cape Fear Fire District

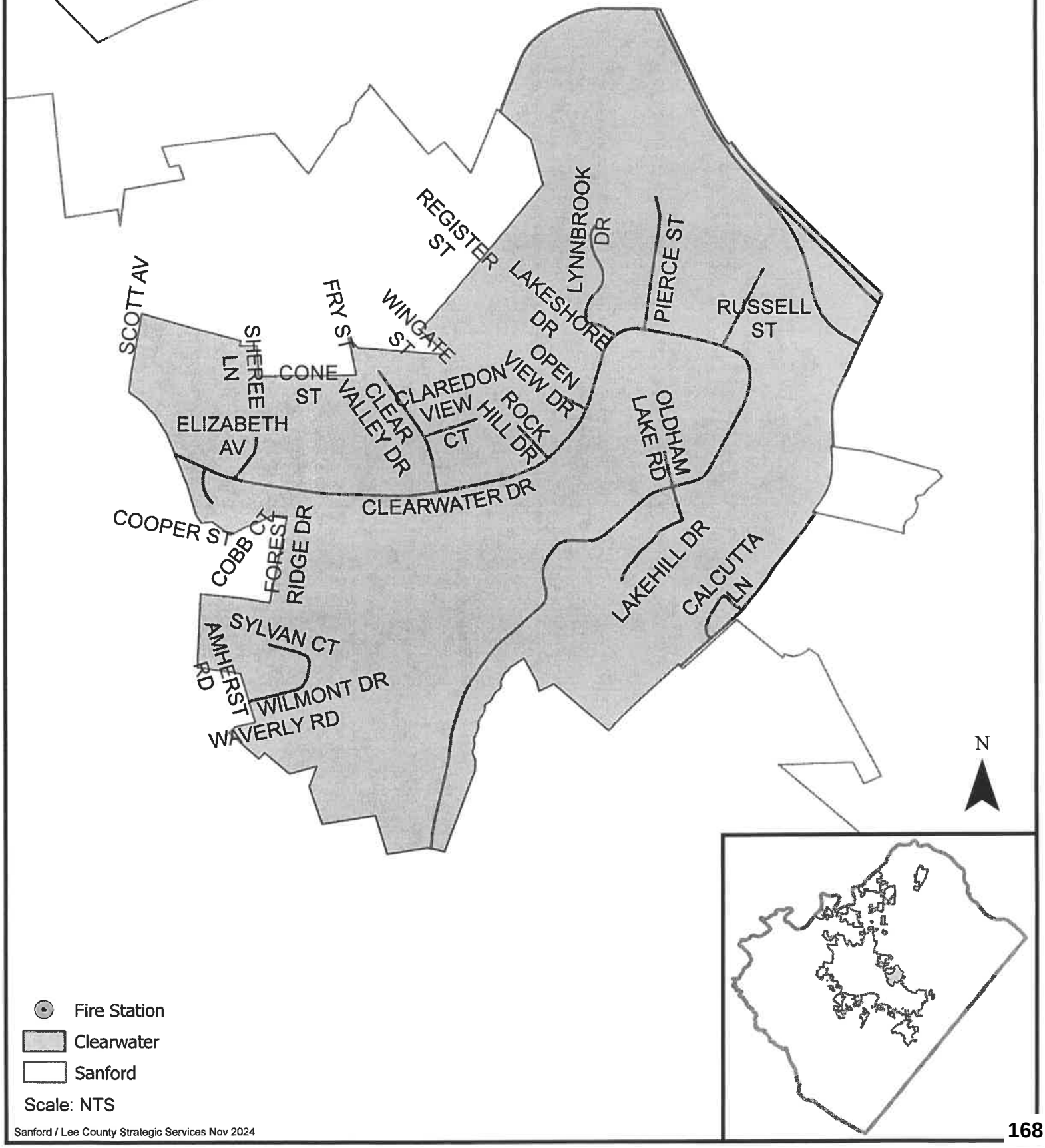
1,340,459,666.56 Square Feet



Sanford / Lee County Strategic Services Nov 2024

Lee County, NC
Clearwater Area

30,074,465.41 Square Feet



Sanford / Lee County Strategic Services Nov 2024

NORTH CAROLINA

CONTRACT FOR FIRE SERVICES

LEE COUNTY

THIS CONTRACT and AGREEMENT, made and entered into this the _____ day of _____, 2025, by and between LEE COUNTY, hereinafter referred to as the "County", and the DEEP RIVER RURAL FIRE DEPARTMENT, INC., hereinafter referred to as the "Fire Department," as follows:

WHEREAS, North Carolina General Statutes § 69-25.5 and § 153A-301(a)(2) and § 153A-233 give counties the authority to define service districts within the county for fire protection and rescue services and allow counties to provide fire protection and rescue services in a designated district by contracting with any incorporated nonprofit volunteer or community fire department; and

WHEREAS, Chapter 159 of the North Carolina General Statutes provides that the county budget ordinance may be in any form that the Board of County Commissioners of any county deems most efficient in enabling it to make the fiscal policy decision embodied therein; and

WHEREAS, Lee County presently levies and collects a special tax and is responsible for appropriating the funds derived therefrom for fire protection and rescue services in its service districts; and

WHEREAS, the Fire Department is a nonprofit corporation organized under the laws of the state of North Carolina and authorized to furnish fire and rescue protection and may also provide first responder service to the citizens of its district; and

WHEREAS, the County and the Fire Department desire to enter into this agreement for the Fire Department to furnish fire and rescue protection services for and within the District;

NOW, THEREFORE, in consideration of the promises made by both parties and for other good and valuable consideration, the parties hereto contract and agree as follows:

FUNDING

1. The County agrees that it will provide funds from the special tax which is levied in such an amount as the Board of County Commissioners may deem necessary from year to year upon the valuation of all taxable real and personal property in the applicable district, unless otherwise limited or restricted by law or unless the

people of the district shall vote to terminate said tax. The County will collect the funds from the special tax as may be levied as provided by law.

2. Payments to the Fire Department will be based upon the Fire Department's budget. The Fire Department shall follow all County guidelines for submitting its budget in a timely manner. Budgets must include documentation of all revenue sources. Budgets shall be submitted for review and approval to the Fire Advisory Board by at least the last Friday in March of each year. The approved budget requests will then be submitted to the Board of Commissioners by the Fire Advisory Board at the second Board meeting in May of each year for their consideration and approval in the budget. Each Fire Department must submit a 5 year Capital Outlay Plan annually with their submitted budget request. If at any time during the fiscal year, the Fire Department determines a need for additional funds, it must submit a request to the Fire Advisory Board for recommendation to the Board of Commissioners, who will determine if the expense is necessary for the Fire Department to provide fire protection within the District for that particular fiscal year.

3. All funds paid to the Fire Department by the County pursuant to this agreement shall be used exclusively to provide fire and rescue protection and/or first responder service (if offered by the Fire Department) within the DEEP RIVER FIRE DISTRICT of Lee County. The Fire Department agrees to comply with County budgeting procedures and State law procedures in submitting budget estimates to the Fire Advisory Board and the Board of County Commissioners. The Fire Department shall use the funds from this agreement in accordance with the annual Budget of the funds, which is approved and adopted by the Board of Commissioners, which is incorporated automatically herein by reference each year.

DUTIES OF FIRE DEPARTMENT

4. The Fire Department shall furnish adequate fire and rescue protection in a professional, efficient and workmanlike manner and may choose to furnish first responder service within its District. The Fire Department shall provide the necessary equipment, personnel, water and all items necessary to provide fire and rescue protection and, if applicable, first responder service in its District. The fire and rescue services shall be in accordance with minimum standards set forth by the North Carolina Department of Insurance, Fire and Rescue Division, and the requirements of the Office of State Fire Marshal. Training shall meet the standards set by the N.C. Firefighter Association. The Fire Department, upon completion of the training required by the County's EMS services provider, may also choose to provide appropriate medical response under the discretion and supervision of the EMS Medical Director as certified Medical Responders or EMTs. The Fire Department is encouraged to participate in the First Responder program offered by the County's EMS service provider but is not required to do so. The Fire Department is only liable for the services it offers. The Fire Department shall furnish said fire and rescue protection and first responder service, if applicable, without charge to all persons and property located in its District.

5. The Fire Department shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the National Fire Incident Reporting System. The Fire Department shall maintain its current ISO score or better (under the current rating system) with the North Carolina Department of Insurance Rural Rating System. In the event the ISO score decreases, the Fire Department shall notify the Fire Marshal and the County Manager within five business days of notification of decrease. A prolonged decrease in the ISO score may result in a reduction of funding allocated at the next budget cycle.

6. The Fire Department agrees to provide the Fire Marshal's Office with a current list of its Board of Directors, a roster of its fire department personnel, an annual training report, its Certificate of Insurance, Mutual Aid Contracts, and a list of its apparatus including pump and tank size and specialized fire suppression equipment by the last Friday of March of each year. The Fire Department shall also provide the County Manager and the Fire Marshal written notification of any fines or judgments against the Fire Department and any key personnel changes by the last Friday of March of each year.

7. The Fire Department shall follow all local, state, federal, OSHA, Worker's Compensation, DOT, OSFM and any other applicable rules and laws concerning the hiring and supervision of the members and the operation of its Department at all times during the term of this contract. The Fire Department agrees to provide required training for its employees in accordance with current law and the N.C. Firefighter's Association and the N.C. State Fire Marshal's Office. This training shall occur upon initial hire and the Fire Department is expected to provide yearly training to ensure all its personnel are adequately trained for all responses. The Fire Department agrees not to discriminate against any employee, member or applicant for employment or membership because of race, religion, color, sex, age, disability, national origin or any other protected status

8. If required, the Fire Department shall participate in the Radiological Emergency Preparedness Program which shall include up to 2 training events annually and participate in any multi-jurisdictional radiological preparedness exercise. The Fire Department shall demonstrate radiological preparedness response capabilities at any time as requested by FEMA, the Nuclear Regulatory Commission or the state of North Carolina.

9. If available, the Fire Department shall assist during any local, state or federally declared emergency.

10. Each Fire Department shall ensure that it has active Worker's Compensation insurance coverage applicable to all Fire Department personnel, regardless of status, in effect at all times at least to the extent required by law. The Fire Department is responsible for making its own claims and for ensuring its roster of employees is

current for coverage. The Fire Department shall provide the Fire Marshal with its updated Worker's Compensation forms annually and advise the Fire Marshal of any changes to its personnel during the year as soon as reasonably practical. The County will pay directly to the insurance provider for the Fire Department's Worker's Compensation coverage. If the Fire Department chooses to pay for its own Worker's Compensation Insurance, it shall notify the County Manager in writing.

11. The Fire Department shall maintain insurance in the following amounts at its own expense and shall provide proof of said insurance coverage annually to the County.
    A. Business Automobile Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability
    B. Comprehensive General Liability: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
    C. Umbrella Liability: Coverage with limits of $2,000,000.00. Coverage shall exceed the underlying auto liability, employer's liability and general liability.
    D. Worker's compensation: Coverage as required by law. Cost for this insurance will be paid by the County.

12. The Fire Department may make Mutual Aid Agreements or Automatic Aid Agreements. Any Mutual Aid Agreements and Automatic Aid Agreements are solely between the Fire Departments and are the sole financial responsibility of the Fire Department. The Fire Department shall provide an annual list of its contracts that involve revenue or rent or that impact the service or territory of the Fire Department to the Fire Marshal by the last Friday in March.

13. The Fire Department may request fuel from Lee County during an emergency, disaster or fuel shortage. The Fire Department shall make its request by coordinating with the Emergency Management Director, Fire Marshal or General Services Director if fuel is needed. If fuel is available and permission is granted, the Fire Department shall pay the County for the fuel that is supplied at the fuel cost rate in effect on the date of use.

14. The County may inspect all the books, minutes and records of the Fire Department upon request. The Fire Department agrees that it will timely supply records, information or verification relating to expenditure of funds or the operations of the Fire Department as may reasonably be requested by the County. The Fire Department shall maintain a written accounting system which provides adequate documentation of all receipts and disbursements including those related to the funds subject to this agreement. In the event of any suspected fraud, abuse or misuse of funds, the County may request documentation of investigative efforts including an interim audit.

15. The Fire Department further agrees to subject itself to the provisions of Article 33C of

Chapter 143 of The North Carolina General Statutes, entitled "Meetings of Public Bodies" to the same extent as the County, for the annual meeting and meetings related to financial matters of the Department. The Fire Department agrees to adopt and keep in force By-laws which contain reasonable provisions enabling residents and owners of property within the Fire District to participate in the affairs of the corporation by periodic selection of directors vested with the authority to actively manage the affairs of the corporation.

16. The Fire Department shall maintain its nonprofit corporation status pursuant to applicable law, including but not limited to the United States Internal Revenue Service regulations and Chapter 55A of the North Carolina General Statutes. In the event the Department loses its nonprofit status, the Department shall notify the County Manager within 5 days. The Department will comply with all state and federal laws and regulations relating to its nonprofit status.

17. The Fire Department shall not become delinquent on tax payments (if any) during the contract period and shall timely file all tax returns.

18. The Fire Department shall have an annual audit of all its funds performed by a certified public accountant in accordance with generally accepted accounting practices. As soon as such auditor's report becomes available to the Fire Department, a copy shall be submitted annually to the County Finance Officer and the Fire Marshal. If there are any findings that require corrective action, the Fire Department shall provide the County with a corrective action plan within 30 days of notification of the audit findings. Information for any corrective action shall be provided to the County prior to submission of any budget request.

19. The Fire Department shall not enter into any financial transaction that requires it to create a security interest in favor of a third party in real or personal property wholly or partially acquired with County funds without notice to the Board of Commissioners at least ten days prior to the transaction occurring.

MODIFICATION OR TERMINATION

20. This agreement may not be transferred or assigned by either party unless in writing signed by both parties, attested and sealed.

21. The parties may modify this agreement only in writing signed by both parties, attested and sealed.

22. In the event the Fire Department dissolves or ceases to provide fire protection and rescue services or fails to renew its contract with the County, the Fire Department shall deliver, release and convey to the County or to such successor organization as the County may designate, all of the equipment, apparatus, real property, cash or other assets of the Fire Department (subject to any liens against said property and any reverter clauses), to be used for providing fire and rescue protection within the District or as otherwise provided

by law. Updates to the Fire Department's by-laws to effectuate this provision shall be made within 4 months of the date of this contract.

STANDARD TERMS

23. This contract benefits only the County and the Fire Department and no third party beneficiaries and it confers no rights or obligations to any third parties.

24. Notices required under this contract shall be in writing to the County Manager for Lee County and to the Fire Chief for the Fire Department.

25. The Fire Department is an independent contractor providing a necessary service to Lee County citizens. No board member, officer, employee or agent of the Fire Department shall be considered an employee of Lee County or entitle the person to any benefit or salary. The Fire Department shall indemnify, defend, and hold harmless the County, its officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney's fees, judgments or costs arising from any injury caused by, or alleged to be caused by the Fire Department, its employees or officers. The County does not waive any of its governmental immunity.

26. This contract shall be governed by the laws of the State of North Carolina and venue for any actions shall be Lee County, North Carolina.

27. This contract is the entire agreement of the parties and no oral or written communications control the terms of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The failure of either party to exercise any right granted hereunder or to insist upon strict compliance by the other party of its obligations shall not constitute a waiver by the party of its rights under the agreement.

28. If applicable, it is expressly understood and agreed by the parties to this agreement that the terms "fire protection services" and "rescue protection services" shall also be interpreted to include first responder services, if those services are offered by the Fire Department.

29. A copy of the boundaries of the DEEP RIVER FIRE DISTRICT is attached hereto and incorporated herein by reference. If, at any time, the boundaries of this Fire District change, the newest boundary map in existence controls.

30. The Fire Department shall, if not exempt, ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Fire Department will be considered a breach of this Agreement, which entitles County to terminate this Agreement, without penalty, upon notice to Fire Department.

31. The County must require most entities with which it contracts, which would include the Fire Department under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The Fire Department certifies that: (i) it is not listed on the Final Divestment List; and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

32. The Fire Department certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.80 et. al. and (b) it will not take any action causing it to appear on any such list during the term of the contract agreement.

33. The Fire Department acknowledges that by contracting with Lee County and receiving public funds, they may be subject to potential examination, evaluation and investigation, including access to buildings and documents and compelled testimony, by the Joint Legislative Commission on Governmental Operations under Section 27.10(b) of North Carolina S.L. 2023-134. The Fire Department acknowledges that Lee County has no control over the Commission and its activities.

34. The term of this contract shall be from July 1, 2025 to June 30, 2028 and shall automatically renew annually each year thereafter unless otherwise modified or terminated by the parties.

IN TESTIMONY WHEREOF, the Lee County Board of Commissioners has caused this instrument to be signed by its Chairman and attested by the Clerk of the Board of County Commissioners of Lee County; and DEEP RIVER RURAL FIRE DEPARTMENT, INC. has caused the same to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given as of the day and year first above written.

LEE COUNTY BOARD OF COMMISSIONERS

SEAL

By: Kirk D. Smith, Chairman

ATTEST:

Hailey Hall, Clerk to the Board

DEEP RIVER RURAL FIRE DEPARTMENT, INC.

SEAL--MOVE

Printed Name: Andrew B. Womble

Title: President

ATTEST:

Secretary to the Corporation

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Contract Act.

Angelina Noel, Interim Finance Director

APPENDIX

GIS map of Fire Insurance and Response District

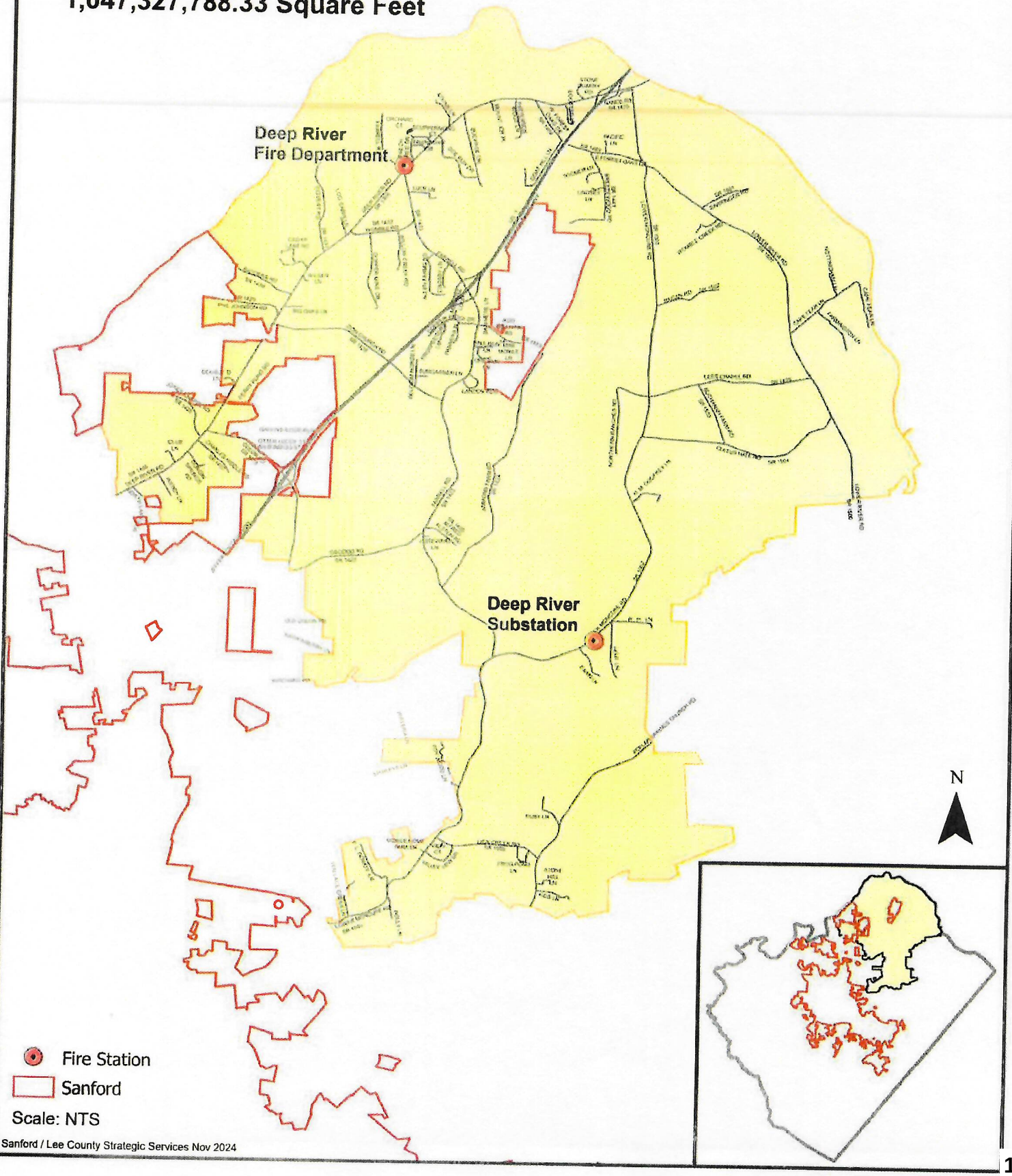
Fire Department Certificate of Insurance

First Responder Agreement, if applicable

By-laws of the Fire Department

Lee County, NC
Deep River Fire District

1,047,327,788.33 Square Feet



ITEM #: II.M

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Resolution Designating Depositories, Establishing Accounts and Designating

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Consent Agenda

REQUEST	Approve the Resolution Designating Depositories, Establishing Accounts and Designating Signatories for Accounts of Lee County.
BUDGET IMPACT	N/A
ATTACHMENTS	BANK SIGNATOR RESOLUTION(6-30-25)_board approval 6-16-25.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve the Resolution Designating Depositories, Establishing Accounts and Designating Signatories for Accounts of Lee County.

SUMMARY

Due to staffing changes, the current Resolution Designating Depositories, Establishing Accounts and Designating Signatories for Accounts of Lee County needs to be updated for the new Chief Financial Officer.

RESOLUTION DESIGNATING DEPOSITORIES, ESTABLISHING ACCOUNTS, AND DESIGNATING SIGNATORIES FOR ACCOUNTS OF LEE COUNTY

NOW, THEREFORE, BE IT RESOLVED:

1. That the following depository is hereby authorized and requested to honor and to charge to the County of Lee, checks, drafts, and other orders for the payment of money drawn in the name of the County of Lee against funds of the County of Lee on deposit at the following depository of the County of Lee:

First National Bank (FNB)

2. That the County Manager, Chief Financial Officer, and Assistant Chief Financial Officer are each authorized to open deposit, savings, checking, and investment accounts in the name of the County of Lee and to endorse checks and orders for the payment of money and withdraw funds from the County of Lee accounts on deposit with each of the banks designated below, all for the benefit and use of the County of Lee.

Truist Bank
PNC Bank
Capital Bank
First Bank
Wells Fargo Bank
First Citizens Bank
First National Bank

3. That Jen Waterhouse is designated as Chief Financial Officer, that Angelina Noel is hereby designated as Deputy Finance Officer, all for the purposes and in accordance with the provisions of G.S. 159-25(a).

4. That the following persons are designated as officials of the County of Lee to countersign checks on behalf of the County of Lee where two signatures are required pursuant to G.S. 159-25(b), to wit: Lisa G. Minter, Jen Waterhouse.

5. That the Sheriff, Chief Deputy, Jail Detention Captain and Jail Detention Lieutenants are designated as deputy finance officers in order to provide dual signatures on checks, drafts or other orders issued specifically from the Inmate Trust Fund in accordance with the provisions of G.S 159-25(b).

6. That the following positions in DSS are designated as deputy finance officers in order to provide dual signatures on checks, drafts or other orders issued specifically from the DSS Trust Fund in accordance with the provisions of G.S. 159-25(b): DSS Director, Accounting Specialist II, Processing Assistant V and Accounting Technician III.

7. That Lisa G. Minter and Jen Waterhouse are authorized and empowered to

execute signature cards and such other documents as may be required by the depositories to implement this resolution.

8. That in accordance with G.S. 159-25(b), two signatures shall be required on all checks except payroll drafts and transfers between accounts.

9. That the Clerk to the Board be, and hereby is, directed to furnish to the various depositories of the County of Lee such number of copies of this resolution as the depositories may require.

10. That all resolutions heretofore adopted designating depositories for funds of the County of Lee and/or persons authorized to sign on the County of Lee's accounts are repealed effective June 30, 2025.

Adopted this 16th day of June, 2025.

_____
Kirk Smith, Chair

ATTEST:

_____
Hailey Hall
Clerk to the Board

ITEM #: II.N

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Public Safety Warehouse/COLTS Facility Capital Project Ordinance

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Consent Agenda

REQUEST	Review and approve the attached capital project ordinance for the Public Safety Warehouse/COLTS Facility Capital Project.
BUDGET IMPACT	The project will be funded through a debt financing.
ATTACHMENTS	Public Safety Warehouse-COLTS Facility Capital Project Ordinance.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Review and approve the attached capital project ordinance for the Public Safety Warehouse/COLTS Facility project.

SUMMARY

A capital project ordinance is being established for the Public Safety Warehouse/COLTS facility capital project.

COUNTY OF LEE, NORTH CAROLINA
PUBLIC SAFETY WAREHOUSE/COLTS FACILITY PROJECT
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Lee County Board of Commissioners that the following budget for the PUBLIC SAFETY WAREHOUSE/COLTS FACILITY PROJECT is hereby approved and adopted:

Section 1: The following amounts are hereby appropriated for the Public Safety Warehouse/COLTS Facility Project for the period June 1 to December 31, 2028, according to the following schedule and summary.

Section 2: That for said project period there is hereby appropriated the following:

REVENUE

SOURCE	AMOUNT
Limited Obligation Bonds	$ 7,500,000
TOTAL PROJECT REVENUES	$ 7,500,000

EXPENSE

SOURCE	AMOUNT
Architect/Engineering	$ 100,000
Issuance Costs	180,000
General Construction	1,000,000
Other Expenses	170,000
Capital Outlay	5,300,000
Contingency	750,000
TOTAL PROJECT EXPENSES	$ 7,500,000

Section 3. Copies of this budget shall be furnished to the Finance Officer of Lee County, North Carolina, to be kept on file for direction in collection of revenue and expenditures of amounts appropriated.

ADOPTED this 16th day of June 2025.

_____
Kirk D. Smith, Chairman

Attest:

_____
Hailey Hall, Clerk to the Board

ITEM #: II.O

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: ADD-ON Microsoft, Tyler Technology, and Davenport Group Support and Licensing 2025-2026

DEPARTMENT: Information Technology

CONTACT PERSON: Kyle Edwards,

TYPE: Consent Agenda

REQUEST	Request preliminary approval of these items based on the County Manager's recommended budget and adoption of the budget for fiscal year 2025-2026. Requesting authority be given to the County Manager to approve these purchase orders and sign any related contracts once approved through the legal team so that action can be taken on them as soon as the first week of July 2025.
BUDGET IMPACT	Microsoft Enterprise Agreement ($94,553) - competitively bid state contract. Tyler Technology ($89,469) - sole source directly from Tyler Technology. Microsoft O365 licensing ($193,358) - sole source via vendor that provides proprietary training and documentation with license price direct from Microsoft. Davenport Group - ($324,645) competitively bid state contract - VxRail support and licensing along with VMWare support and licensing required as per budget discussion. Social Services covering approximately 22% to 24% of cost for reimbursement for both Microsoft items and Davenport group items.
ATTACHMENTS	scan_kedwards_2025-06-12-17-09-13.pdf

PRIOR BOARD ACTION	The Board of Commissioners has approved this action in prior years.
RECOMMENDATION	Authorize the County Manager to approve the purchase orders related to these expenses as the items must have action as soon as the first week of July 2025.

SUMMARY

The Tyler Technology support costs are associated with legal licensing requirements as set out by Tyler Technology and software support for the Munis system used by Finance, Human Resources, and all other County Departments. The Microsoft support and licensing costs are associated with legal licensing requirements as set out by the Microsoft corporation for server, desktop, MS Office, MS Teams licensing, and O365 licensing for County email and MS Office. This cost not only provides for the licensing but also offers various other software assurance benefits for version upgrades, MS Home Use, training hours, implementation planning hours, and instant future version upgrade accessibility. The Davenport Group costs are necessary to continue operation of the County's core server/networking/storage infrastructure.

SOLE SOURCE JUSTIFICATION FORM
(for all items)

Vendor: Lift Off Online

Item: Microsoft 0365 Licensing

Estimated expenditure for the above item: $ 193,358

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. _____ Sole source is for the original manufacturer or provider. There are no area distributors.
2. _____ The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. ✓ This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
4. ✓ The parts/equipment are required from this source to permit standardization.
5. _____ None of the above apply. A detailed explanation and justification for this sole source in contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

_____
Chairman, Board of Commissioners

_____
Department

6-12-25
Date

SOLE SOURCE JUSTIFICATION FORM
(for all items)

Vendor: Tyler Technologies

Item: Munis licensing & Support

Estimated expenditure for the above item: $ 89,469

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. ✓ Sole source is for the original manufacturer or provider. There are no area distributors.
2. ✓ The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. ✓ This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
4. ✓ The parts/equipment are required from this source to permit standardization.
5. _____ None of the above apply. A detailed explanation and justification for this sole source in contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

_____
Chairman, Board of Commissioners

_____
Department

6-12-25
Date

ITEM #: II.P

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: ADD ON - Budget Amendment #06/16/25/18

DEPARTMENT: Finance

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Consent Agenda

REQUEST	Please review and approve the attached budget amendment.
BUDGET IMPACT	See below.
ATTACHMENTS	BA #06-16-25-18.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Please review and approve the attached budget amendment.

SUMMARY

Lottery - The Board of Commissioners in conjunction with the Lee County Board of Education has approved a number of Lottery Fund applications this year. Since we are not sure of the timing of the work, we are going ahead and increasing the Lottery Fund revenue line item and the corresponding expenditure line item to cover any invoices that may come in after year-end for work completed prior to June 30, 2025. Fund Balance Appropriated - $100,000 is being appropriated to cover a planned transfer from the Revenue Loss funds to the O.T. Sloan Park Accessibility Project; $180,000 is being appropriated for a transfer to the E. Eugene Moore Manufacturing and Biotech Solutions Center Project to cover the closing cost on the upcoming issuance of Limited Obligation Bonds. Communications - $15,972 is being transferred from the Sheriff's Department to Communications to cover overtime. Debt Service - Leases to add new and/or updated capital leases and to reclassify annual departmental expenses related to existing capital leases to debt service per GASB 87. Debt Service - Subscriptions to add new and/or updated subscription based IT agreements (SBITAs) and to reclassify annual departmental expenses related to SBITAs per GASB 96. Jai Inmate Trust Fund - This amendment is to establish a budget for this funds as required by new accounting standards.

Multi-sports Complex Project Fund - Investment earnings are being appropriated to cover change orders and other overages in the project. LCG Library Project - Investment earnings are being appropriated to cover overages in issuance costs and change orders.

MEMO TO: LEE COUNTY BOARD OF COMMISSIONERS

FROM: LISA MINTER, LEE COUNTY MANAGER

SUBJECT: BUDGET AMENDMENT:# 06/16/25/18

DATE: June 16, 2025

SECTION I. THE FOLLOWING GENERAL FUND (1100) *REVENUE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Lottery	1100-3200-32380	Lottery	685,000	2,000,000	2,685,000
Fund Balance	1100-3990-39900	Fund Balance Appropriated	10,208,690	280,000	10,488,690
				2,280,000	

SECTION II. THE FOLLOWING GENERAL FUND (1100) *EXPENSE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Communications	1100-4314-41200	Salaries	358,090	15,972	374,062
School	1100-5912-48420	Lottery Projects	685,000	2,000,000	2,685,000
Miscellaneous Expense	1100-9800-49543	Transfer to OT Sloan ACC Park	-	100,000	100,000
Debt Service	1100-9100-45203	Principal - Leases	-	105,876	105,876
Debt Service	1100-9100-45204	Principal - Subscriptions	-	1,392,447	1,392,447
Debt Service	1100-9100-45103	Interest - Leases		4,411	4,411
Debt Service	1100-9100-45104	Interest - Subscriptions	-	82,292	82,292
Miscellaneous Expense	1100-9800-49604	Transfer to Moore Center Project	-	180,000	180,000
		TOTAL CHANGES		3,880,998	

SECTION III. THE FOLLOWING GENERAL FUND EXPENSE *DECREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Sheriff Office	1100-4310-42300	Group Insurance	658,440	15,972	642,468
Commissioners	1100-4110-43960	Contracted Services	15,000	9,620	5,380
Administraton	1100-4120-43380	Maintenance - Technology	6,000	5,028	972
Finance	1100-4130-43550	Dues and Subscriptions	8,500	7,500	1,000
Internal Services	1100-4131-43230	Copier Expense	77,000	65,174	11,826
Strategic Services	1100-4143-43380	Maintenance - Technology	51,447	48,093	3,354
Tax - Appraisal	1100-4144-43380	Maintenance - Technology	137,992	135,856	2,136
Tax - Appraisal	1100-4144-43960	Contracted Services	111,375	29,295	82,080
Tax - Collections	1100-4145-43380	Maintenance - Technology	34,001	34,001	-
Electons	1100-4172-43380	Maintenance - Technology	19,200	13,870	5,330
IT	1100-4210-43380	Maintenance - Technology	972,509	819,788	152,721
IT - PEG Channel	1100-4210-43100	Professional Services	23,800	15,910	7,890
General Services	1100-4262-43380	Maintenance - Technology	45,439	33,699	11,740
Sheriff	1100-4310-43380	Maintenance - Technology	141,348	90,851	50,497
Jail	1100-4320-43380	Maintenance - Technology	41,000	24,647	16,353
Emergency Management	1100-4371-43380	Maintenance - Technology	15,725	9,052	6,673
Maternal Health	1100-5101-43380	Maintenance - Technology	3,698	2,464	1,234
Child Health	1100-5102-43380	Maintenance - Technology	3,697	2,464	1,233
Primary Care	1100-5103-43380	Maintenance - Technology	3,698	2,464	1,234
Family Planning	1100-5107-43380	Maintenance - Technology	3,214	2,464	750
Communicable Disease	1100-5115-43380	Maintenance - Technology	3,699	2,464	1,235
Breast/Cervical Cancer Control	1100-5116-43380	Maintenance - Technology	2,465	2,464	1
Immunization	1100-5117-43380	Maintenance - Technology	2,465	2,464	1
Social Services	1100-5312-43380	Maintenance - Technology	267,155	188,837	78,318
Social Services	1100-5312-43230	Copier Expense	27,755	27,755	-
Senior Services	1100-5826-43380	Maintenance - Technology	4,080	2,002	2,078
Recreation	1100-6120-43380	Maintenance - Technology	10,000	6,800	3,200
		TOTAL CHANGES		1,600,998	

SECTION IV. THE FOLLOWING JAIL INMATE TRUST FUND (2119) REVENUE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Other Revenues	2119-3432-32663	Collections for Inmates	-	250,000	250,000
		TOTAL CHANGES		250,000	

SECTION V. THE FOLLOWING JAIL INMATE TRUST FUND (2119) EXPENSE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Jail	2119-4320-45720	Payments for Inmates	-	250,000	250,000
		TOTAL CHANGES		250,000	

SECTION VI. THE FOLLOWING MULTI-SPORTS COMPLEX PROJECT (4839) REVENUE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Investment Earnings	4839-3920-38100	Investment Earnings	-	276,756	276,756
		TOTAL CHANGES		276,756	

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SECTION VII. THE FOLLOWING MULTI-SPORTS COMPLEX PROJECT (4839) *EXPENSE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Capital Projects	4839-8100-46300	General Costruction	30,913,464	159,825	31,073,289
Capital Projects	4839-8100-46411	Capital Outlay $5000 and Above	3,200,000	116,931	3,316,931
		TOTAL CHANGES		276,756	

SECTION VIII. THE FOLLOWING MOORE MANUFACTURING AND BIOTECH SOLUTIONS PROJECT (4840) REVENUE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Other Revenues	4840-3930-39700	Transfer from General Fund	-	180,000	180,000
		TOTAL CHANGES		180,000	

SECTION VI. THE FOLLOWING MOORE MANUFACTURING AND BIOTECH SOLUTIONS PROJECT (4840) EXPENSE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Capital Projects	4840-8100-46100	Issuance Cost	238,987	180,000	418,987
		TOTAL CHANGES		180,000	

SECTION X. THE FOLLOWING LGC LIBRARY PROJECT (4841) REVENUE *INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Investment Earnings	4841-3920-38100	Investment Earnings	-	25,050	25,050
		TOTAL CHANGES		25,050	

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SECTION XI. THE FOLLOWING LGC LIBRARY PROJECT (4841) *EXPENSE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Capital Projects	4841-8100-46100	Issuance Costs	300,000	17,154	317,154
Capital Projects	4841-8100-46300	General Construction	19,091,090	7,896	19,098,986
		TOTAL CHANGES		25,050	

KIRK SMITH, CHAIR

HAILEY HALL, CLERK TO THE BOARD

ITEM #: II.Q

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: ADD ON - Replacement Vehicle Purchase for Lee County General Services

DEPARTMENT: General Services

CONTACT PERSON: Nancy Veroni, General Services Administrative Officer

TYPE: Consent Agenda

REQUEST	Approve purchase in the amount of $30,295.70 to purchase a 2025 Chevrolet Equinox via NC State Contract 2510A.
BUDGET IMPACT	Purchase will be funded through current leftover capital outlay funds (due to previous project savings) in the FY24-25 GS Budget.
ATTACHMENTS	Quote - 2025 1PT26 Equinox AWD 2LT.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Request approval to purchase a 2025 Chevrolet Equinox via NC State Contract 2510A.

SUMMARY

The General Services Department requests the approval to purchase a 2025 Chevrolet Equinox via NC State Contract 2510A from Capital Chevrolet in Wake Forest, NC. This vehicle is needed to replace a housekeeping vehicle that was totaled during the flash flood event at the Buggy Building on June 5, 2025. The County's insurance carrier (Sedgwick) has made the determination that three vehicles (1 from General Services and 2 from the Health Department) were deemed a total loss as a result of damage from the flash flood event. Due to the time it takes to determine value of the lost vehicles and process insurance proceeds, staff is recommending proceeding with the purchase using funds available in the current budget year to purchase a replacement vehicle to meet the needs of housekeeping.

Capital Chevrolet Inc.

Government Sales Division

From Rod Mitchell Government Account Manager
Phone/Fax Office 919-573-8530
E-Mail rmitchell@capitalchevroletnc.com

13-Jun-25

NC State Contract 2510A

	MSRP	Less 6% Discount
2025 Chevrolet Equinox AWD 1PT26 2LT		$ 29,275.80
CWN Safety and Technogy Package	$ 1,085.00	$ 1,019.90

Colors available: White

TOTAL PRICE $ 30,295.70

Remit to:
rmitchell@capitalchevroletnc.com
Capital Chevrolet of Wake Forest
9820 Capital Blvd
Wake Forest, NC 27587

ITEM #: II.R

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: ADD ON - Budget Amendment #06/16/25/19

DEPARTMENT: Finance

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Consent Agenda

REQUEST	Please review and approve the attached budget amendment.
BUDGET IMPACT	$55,707 at this time. This amount will be offset by insurance proceeds.
ATTACHMENTS	BA #06-16-25-19.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Please review and approve the attached budget amendment.

SUMMARY

This amendment appropriates fund balance in the amount of $55,707 to cover the cost of two replacement vehicles for Environmental Health and the related taxes on those vehicles. The vehicles were deemed a total loss after the flash flood on June 5, 2025. We will receive insurance proceeds, but the amount is unknown at this time.

MEMO TO:	**LEE COUNTY BOARD OF COMMISSIONERS**
FROM:	**LISA MINTER, LEE COUNTY MANAGER**
SUBJECT:	**BUDGET AMENDMENT:# 06/16/25/19**
DATE:	**June 16, 2025**

SECTION I. THE FOLLOWING GENERAL FUND (1100) *REVENUE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Fund Balance Appropriated	1100-3990-39900	Fund Balance Appropriated	10,488,690	55,707	10,544,397
				55,707	

SECTION II. THE FOLLOWING GENERAL FUND (1100) *EXPENSE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Environmental Health	1100-5109-46411	Capital Outlay > $5000	-	54,084	54,084
Environmental Health	1100-5109-43310	Maintenance - Vehicles	4,500	1,623	6,123
		TOTAL CHANGES		**55,707**	

KIRK SMITH, CHAIR

HAILEY HALL, CLERK TO THE BOARD

ITEM #: II.S

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: ADD ON - Replacement Vehicle Purchase for the Lee County Health Department

DEPARTMENT: General Services

CONTACT PERSON: Heath Cain, Health Department Director

TYPE: Consent Agenda

REQUEST	Approve purchase in the amount of $30,295.70 to purchase a 2025 Chevrolet Equinox and $23,787.64 to purchase a 2025 Chevrolet Malibu 1ZC69 via NC State Contract 2510A.
BUDGET IMPACT	Purchase for replacement vehicles will be funded through Fund Balance with anticipation of receiving insurance proceeds for the value of the lost vehicles.
ATTACHMENTS	Quote - 2025 1PT26 Equinox AWD 2LT.pdf Quote - 2025 1ZC59 Malibu 2510A (3).pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Request approval to purchase a 2025 Chevrolet Equinox and 2025 Chevrolet Malibu via NC State Contract 2510A.

SUMMARY

The Health Department requests the approval to purchase a 2025 Chevrolet Equinox and a 2025 Chevrolet Malibu 1ZC69 via NC State Contract 2510A from Capital Chevrolet in Wake Forest, NC. These vehicles are needed to replace two Environmental Health vehicles (1 2016 Ford Focus and 1 2024 Chevrolet Equinox) totaled during the flash flood event at the Buggy Building on June 5, 2025. The County's insurance carrier (Sedgwick) has made the determination that three vehicles (1 from General Services and 2 from the Health Department) were deemed a total loss as a result of damage from the flash flood event. Due to the time it

takes to determine value of the lost vehicles and process insurance proceeds, staff is recommending to proceed with the purchase to avoid delays and ensure continuity of service delivery.

Capital Chevrolet Inc.

Government Sales Division

From Rod Mitchell Government Account Manager
Phone/Fax Office 919-573-8530
E-Mail rmitchell@capitalchevroletnc.com

13-Jun-25

NC State Contract 2510A

	MSRP	Less 6% Discount
2025 Chevrolet Equinox AWD 1PT26 2LT		$ 29,275.80
CWN Safety and Technogy Package	$ 1,085.00	$ 1,019.90

Colors available: White

TOTAL PRICE $ 30,295.70

Remit to:
rmitchell@capitalchevroletnc.com
Capital Chevrolet of Wake Forest
9820 Capital Blvd
Wake Forest, NC 27587

Capital Chevrolet Inc.

Government Sales Division

From Rod Mitchell Government Account Manager
Phone/Fax Office 919-573-8530
E-Mail rmitchell@capitalchevroletnc.com

13-Jun-25

NC State Contract 2510A

2025 Chevrolet Malibu 1ZC69		$ 22,852.34
	MSRP	Less 6% Discount
BTV Remote start	$ 300.00	$ 282.00
UKC Lane change alert with side blind zone alert	$ 250.00	$ 235.00
WPR Driver conffidence package (Safty)	$ 195.00	$ 183.30
Compact spare tire	$ 250.00	$ 235.00

Colors available: White, Sterling Gray

TOTAL PRICE $ 23,787.64

Remit to:
rmitchell@capitalchevroletnc.com
Capital Chevrolet of Wake Forest
9820 Capital Blvd
Wake Forest, NC 27587

ITEM #: III.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: NCACC Youth Voice

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Assistant County Manager

TYPE: Information

REQUEST	Presentation from 4-H 2025 delegate for Youth Voice.
BUDGET IMPACT	N/A
ATTACHMENTS	
PRIOR BOARD ACTION	N/A
RECOMMENDATION	None

SUMMARY

Addison Tunnard from Young Commissioners 4-H Club and Lee County Youth Council has been selected as this year's 4-H delegate for Youth Voice. As a part of this opportunity she is required to provide a presentation.

ITEM #: IV.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Public Hearing for the Proposed FY 2025-2026 Fire District Rates

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Public Hearing

REQUEST	Conduct a public hearing to hear public comments on the proposed fire district rates for FY 2025-2026.
BUDGET IMPACT	See enclosed rates set out by each fire department
ATTACHMENTS	Proposed fire district rates for FY 2025-26.pdf FY26 Budget Public Hearing Notice- Sanford Herald.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Conduct a public hearing as advertised for this date and time.

SUMMARY

At the May 19, 2025 Board of Commissioners meeting, John Rzycki, Chairman of the Lee County Fire Advisory Board, presented the fire departments' budgets. A public hearing was scheduled for June 16, 2025, beginning at 6:00 p.m., to hear any comments regarding the fire departments' proposals.

FY 2025-26 PROPOSED FIRE DISTRICT TAX RATES

Fire District	FY 2024-25 Rate	FY 2025-26 Rate
Cape Fear	$ 0.127	$ 0.144
Carolina Trace	$ 0.128	$ 0.141
Clearwater	$ 0.127	$ 0.144
Deep River	$ 0.108	$ 0.108
Lemon Springs	$ 0.102	$ 0.103
Northview	$ 0.090	$ 0.094
Tramway	$ 0.082	$ 0.107
Pocket	$ 0.150	$ 0.150

Please run the following notice once on or before Friday, June 6, 2025.

PUBLIC NOTICE OF PUBLIC HEARINGS

COUNTY OF LEE

The proposed County annual operating budget as well as the proposed fire district budgets and tax rates for the fiscal year beginning July 1, 2025, and ending June 30, 2026, have been submitted to the Lee County Board of Commissioners.

The public shall take notice the County of Lee proposes to participate in an economic development project through the annual budget process with an appropriation in the amount of $355,970 to the Sanford Area Growth Alliance to provide economic development activity services including but not limited to the recruitment of new industry, business retention and expansion services, marketing of Lee County and business/industrial sites, and other activities that promote and attract business and industry to the County of Lee.

Copies of the proposed County budget and the proposed tax rates for the fire districts are available for public inspection at both the office of the County Clerk, 408 Summit Drive, Sanford, NC, and at the main branch of the Lee County Library, 107 Hawkins Ave, Sanford, NC, and may be reviewed by the public during normal working hours. The document may also be reviewed online at www.leecountync.gov. Interested citizens are invited to make comments orally at the Public Hearing to be held on Monday, June 16, 2025, at 6:00 P.M., or as soon thereafter as can be reached on the agenda, at the Dennis A. Wicker Civic Center, 1801 Nash St. in Sanford, North Carolina.

Written comments may be submitted prior to that date and should be addressed to the Lee County Board of Commissioners. P.O. Box 1968, Sanford, NC 27331-1968.

Hailey Hall, Clerk to the Board

ITEM #: IV.B

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Public Hearing for FY 2025-2026 Budget

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Public Hearing

REQUEST	Conduct a public hearing for the FY 2025-2026 Budget.
BUDGET IMPACT	The County Manager's recommended budget for the General Fund as presented at the June 2, 2025 Board of Commissioners meeting is a total of $119,389,086.
ATTACHMENTS	5. Exhibits 1.pdf FY26 Budget Public Hearing Notice- Sanford Herald.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Conduct a public hearing as advertised for this date and time.

SUMMARY

The proposed budget for FY 25-26 was presented to the Board of Commissioners on June 2, 2025. The Board scheduled a public hearing for the June 19, 2025 meeting to hear comments from the public in reference to the budget for FY 2025-2026.

EXHIBIT 1: BUDGET SUMMARY - GENERAL FUND REVENUES						
	23-24 Actual	Original 24-25 Budget	Requested 25-26 Budget	Recommended 25-26 Budget	Increase/ (Decrease)*	%Increase/ (Decrease)*
Taxes						
Property Taxes						
Current Year	60,980,448	60,974,265	64,497,689	64,497,689	3,523,424	5.78%
Prior Years	847,088	527,700	528,500	528,500	800	0.15%
Rental Vehicle Tax	149,189	140,000	140,000	140,000	-	0.00%
Privilege License Taxes	4,543	3,800	4,000	4,000	200	5.26%
Local Option Sales Tax	19,076,669	19,558,315	19,595,516	19,595,516	37,201	0.19%
Special School Sales Tax	4,697,969	4,854,201	4,873,852	4,873,852	19,651	0.40%
Cable TV Franchise Tax	169,697	170,000	160,000	160,000	(10,000)	-5.88%
Beer & Wine Tax	76,821	63,000	75,000	75,000	12,000	19.05%
Total	**86,002,424**	**86,291,281**	**89,874,557**	**89,874,557**	**3,583,276**	**4.15%**
General Revenues						
Investment Earnings	1,646,490	1,250,000	1,500,000	1,500,000	250,000	20.00%
Departmental Revenues/Fees						
Tax	361,869	307,900	338,500	338,500	30,600	9.94%
Strategic Services	163,000	203,480	165,081	165,081	(38,399)	-18.87%
Elections	63,140	510	127,479	127,479	126,969	24895.88%
Register of Deeds	925,910	828,132	879,049	879,049	50,917	6.15%
Sheriff/Jail	681,937	635,687	656,687	656,687	21,000	3.30%
Emergency Management	152,303	178,057	223,483	223,483	45,426	29.83%
Fire Marshal	475,369	454,491	490,671	490,671	36,180	7.61%
Extension	400	400	400	400	-	0.00%
Library	162,138	157,592	157,842	167,842	10,250	6.50%
Recreation	544,168	396,050	554,000	554,000	157,950	39.88%
ABC Revenues	99,806	99,000	99,000	99,000	-	0.00%
Other	4,176,778	3,050,347	4,003,617	4,967,864	1,917,517	62.86%
Total	**9,453,309**	**7,561,646**	**9,195,809**	**10,170,056**	**2,608,410**	**34.50%**
Human Services Revenues						
Community Support Services	-	-	225,000	225,000	225,000	*NEW*
Health Department	2,206,607	2,634,567	2,588,308	2,523,534	(111,033)	-4.21%
Social Services	5,946,762	7,059,844	7,275,569	7,259,581	199,737	2.83%
County of Lee Transit System (COLTS)[1]	999,274	1,880,471	2,643,062	2,543,062	662,591	35.24%
Senior Services	696,376	590,237	620,870	620,870	30,633	5.19%
Youth & Adult Services	202,290	205,084	205,084	205,084	-	0.00%
Total	**10,051,309**	**12,370,203**	**13,557,893**	**13,377,131**	**1,006,928**	**8.14%**
Designated Fund Balance	**-**	**6,704,208**	**1,000,000**	**5,967,342**	**(736,866)**	**-10.99%**
Total General Fund Revenues	**105,507,042**	**112,927,338**	**113,628,259**	**119,389,086**	**6,461,748**	**5.72%**
Total General Fund Expenditures	**98,930,982**	**112,927,338**	**128,441,005**	**119,389,086**	**6,461,748**	**5.72%**
Total General Fund Net	**6,576,060**	**-**	**(14,812,746)**	**-**	**-**	**0.00%**

**Represents change from 2023-2024 Budget to 2024-2025 Recommended*

[1]COLTS is being separated from Senior Services for FY2025-2026 and will now be considered a standalone department.

EXHIBIT 1: BUDGET SUMMARY - GENERAL FUND EXPENDITURES						
	23-24 Actual	Original 24-25 Budget	Requested 25-26 Budget	Recommended 25-26 Budget	Increase/ (Decrease)*	%Increase/ (Decrease)*
General Government						
Governing Body	202,081	258,164	300,123	290,384	32,220	12.48%
Administration	978,451	1,092,460	1,232,053	1,167,866	75,406	6.90%
Human Resources	828,520	962,690	992,364	988,920	26,230	2.72%
Finance	706,239	814,841	899,188	909,560	94,719	11.62%
Internal Services	541,782	700,266	787,536	771,792	71,526	10.21%
Tax Administration	1,904,267	2,321,939	2,495,469	2,457,018	135,079	5.82%
Strategic Services	751,568	710,922	716,377	638,593	(72,329)	-10.17%
County Attorney	927,628	689,873	721,329	724,977	35,104	5.09%
Court Facilities	6,244	13,952	13,952	13,952	-	0.00%
Elections	719,813	832,345	966,293	961,008	128,663	15.46%
Register of Deeds	509,708	567,627	593,875	590,057	22,430	3.95%
Information Technology (IT)	1,347,931	2,239,788	2,381,891	2,294,156	54,368	2.43%
PEG Channel	10,364	28,612	21,792	21,792	(6,820)	-23.84%
General Services	4,309,552	5,388,600	6,088,606	5,838,843	450,243	8.36%
GS - Building Improvements	313,659	1,620,726	4,216,079	1,272,199	(348,527)	-21.50%
Buggy Factory	89,651	398,777	507,007	475,507	76,730	19.24%
Total	**14,147,457**	**18,641,582**	**22,933,934**	**19,416,624**	**775,042**	**4.16%**
Public Safety						
Sheriff's Office	8,457,099	8,973,493	10,034,366	9,537,670	564,177	6.29%
Animal Control Enforcement	464,052	639,350	564,818	562,358	(76,992)	-12.04%
Sheriff - School Resource Officers	1,489,052	2,269,610	2,402,794	2,403,538	133,928	5.90%
Sheriff - Communications	460,229	627,018	622,020	611,988	(15,030)	-2.40%
Jail	2,960,745	3,926,899	4,150,576	3,994,293	67,394	1.72%
E-911 Communications	462,296	532,891	569,183	569,183	36,292	6.81%
State Fire Control Contribution	113,435	129,497	144,227	144,227	14,730	11.37%
Medical Examiner	47,600	90,000	80,000	70,000	(20,000)	-22.22%
Juvenile Detention	166,050	211,200	201,200	181,200	(30,000)	-14.20%
EMS	983,262	1,042,256	1,104,794	1,104,794	62,538	6.00%
Emergency Management	616,271	639,653	1,575,527	760,929	121,276	18.96%
Fire Marshal	517,184	499,564	501,138	503,866	4,302	0.86%
Total	**16,737,275**	**19,581,431**	**21,950,643**	**20,444,046**	**862,615**	**4.41%**
Human Services						
Health Department	3,573,087	4,140,149	4,457,842	4,288,347	148,198	3.58%
Health- Animal Shelter	253,427	308,182	339,643	337,675	29,493	9.57%
Health- Environmental Health	943,622	977,052	1,087,555	1,083,127	106,075	10.86%
Mental Health	240,000	240,000	240,000	240,000	-	0.00%
Social Services - Admin	8,491,647	10,317,880	10,926,108	10,864,928	547,048	5.30%
Social Services - Programs	611,587	933,225	845,849	848,225	(85,000)	-9.11%
Community Support Services	-	498,453	742,749	671,874	173,421	34.79%
County of Lee Transit System (COLTS)[1]	1,245,322	1,942,407	2,737,155	2,738,966	796,559	41.01%
Senior Services	1,449,813	1,580,383	1,707,629	1,660,052	79,669	5.04%
Juvenile Crime Prevention Council	202,542	205,084	205,084	205,084	-	0.00%
Total	**17,011,047**	**21,142,815**	**23,289,614**	**22,938,278**	**1,795,463**	**8.49%**
Human Services Non-Profits						
Lee County Industries	5,000	5,000	-	-	(5,000)	-100.00%
HAVEN	10,000	10,000	10,000	5,000	(5,000)	-50.00%
Helping Hand Clinic	8,500	5,000	10,000	-	(5,000)	-100.00%
Boys & Girls Club	10,000	10,000	10,000	10,000	-	0.00%
Salvation Army	10,000	10,000	10,000	10,000	-	0.00%
Scots for Youth, Inc.	-	-	4,800	-	-	0.00%
Lending Paws a Hand	-	-	1,400	-	-	0.00%
Christians United Outreach Center	-	5,000	-	-	(5,000)	-100.00%
Outreach Mission	210,000	-	-	-	-	0.00%
Total	**253,500**	**45,000**	**46,200**	**25,000**	**(20,000)**	**-44.44%**

[1]COLTS is being separated from Senior Services for FY2025-2026 and will now be considered a standalone department.

EXHIBIT 1: BUDGET SUMMARY - GENERAL FUND EXPENDITURES - CONTINUED						
	23-24 Actual	Original 24-25 Budget	Requested 25-26 Budget	Recommended 25-26 Budget	Increase/ (Decrease)*	%Increase/ (Decrease)*
Education						
School Current Expense	20,134,024	21,507,824	25,117,080	22,346,630	838,806	3.90%
School Capital Outlay	2,132,500	1,994,200	2,089,000	2,089,000	94,800	4.75%
School Lottery Proceeds	739,886	685,000	685,000	685,000	-	0.00%
School Special Allocation	785,000	-	-	-	-	0.00%
CCCC Current Expense	3,512,305	3,800,000	4,020,326	3,906,400	106,400	2.80%
CCCC Special Appropriation	126,587	250,000	255,000	250,000	-	0.00%
CCCC Moore Center	920,000	718,745	803,630	754,682	35,937	5.00%
CCCC Civic Center	64,930	64,930	64,930	64,930	-	0.00%
CCCC Capital Outlay	110,000	150,000	296,000	296,000	146,000	97.33%
Total	**28,525,233**	**29,170,699**	**33,330,966**	**30,392,642**	**1,221,943**	**4.19%**
Economic/Physical Development						
Planning	680,579	746,592	768,601	768,601	22,009	2.95%
Economic Development	1,184,685	1,896,180	1,781,178	1,508,074	(388,106)	-20.47%
Cooperative Extension	371,216	499,749	448,179	448,179	(51,570)	-10.32%
Soil & Water Conservation	106,574	168,965	177,908	176,924	7,959	4.71%
Total	**2,343,054**	**3,311,486**	**3,175,866**	**2,901,778**	**(409,708)**	**-12.37%**
Cultural and Recreational Programs						
Libraries	1,183,944	1,361,750	2,163,068	1,822,951	461,201	33.87%
Parks and Recreation	2,356,841	2,517,680	3,230,473	3,133,026	615,346	24.44%
Total	**3,540,785**	**3,879,430**	**5,393,541**	**4,955,977**	**1,076,547**	**27.75%**
Cultural and Recreational Non-Profits						
Back to Dirt Conservancy Inc.	-	2,500	-	-	(2,500)	-100.00%
Lee County Arts Council	-	-	3,000	-	-	*NEW*
Temple Theatre	10,000	7,500	10,000	7,500	-	0.00%
Total	**10,000**	**10,000**	**13,000**	**7,500**	**(2,500)**	**-25.00%**
Debt Service						
Principal	9,489,492	10,114,314	11,077,250	11,077,250	962,936	9.52%
Interest and Fees	3,360,589	4,659,596	4,817,503	4,817,503	157,907	3.39%
Capital Lease Payments	884,483	875,985	867,488	867,488	(8,497)	-0.97%
Total	**13,734,564**	**15,649,895**	**16,762,241**	**16,762,241**	**1,112,346**	**7.11%**
Reserves	**2,628,068**	**1,495,000**	**1,545,000**	**1,545,000**	**50,000**	**3.34%**
Total General Fund Expenditures	**98,930,982**	**112,927,338**	**128,441,005**	**119,389,086**	**6,461,748**	**5.72%**
Total General Fund Revenues	**105,507,042**	**112,927,338**	**113,628,259**	**119,389,086**	**6,461,748**	**5.72%**
Total General Fund Net	**6,576,060**	**-**	**(14,812,746)**	**-**	**-**	**0.00%**

**Represents change from 2024-2025 Budget to 2025-2026 Requested*

EXHIBIT 1: BUDGET SUMMARY - OTHER FUNDS						
	23-24 Actual	Original 24-25 Budget	Requested 25-26 Budget	Recommended 25-26 Budget	Increase/ (Decrease)*	%Increase/ (Decrease)*
Employees' Medical Plan Fund						
Revenues	4,206,081	5,281,000	5,253,100	5,253,100	(27,900)	-0.53%
Expenses	3,587,576	5,281,000	5,253,100	5,253,100	(27,900)	-0.53%
Net Excess	**$ 618,505**	$ -	$ -	$ -	$ -	N/A
Room Occupancy Tax Fund						
Revenues	372,768	290,000	307,000	307,000	17,000	5.86%
Expenses	273,301	290,000	307,000	307,000	17,000	5.86%
Net Excess	**$ 99,467**	$ -	$ -	$ -	$ -	N/A
Capital Reserve Fund						
Revenues	2,646,364	1,338,824	2,215,065	3,179,312	1,840,488	100.00%
Expenses	-	1,338,824	2,215,065	3,179,312	1,840,488	100.00%
Net Excess	**$ 2,646,364**	$ -	$ -	$ -	$ -	N/A
Emergency Telephone System Fund						
Revenues	181,210	509,711	541,882	541,882	32,171	6.31%
Expenses	187,900	509,711	541,882	541,882	32,171	6.31%
Net Excess	**$ (6,690)**	$ -	$ -	$ -	$ -	N/A
Airport Tax Reserve Fund						
Revenues	847,988	150,000	150,000	150,000	-	0.00%
Expenses	150,000	150,000	150,000	150,000	-	0.00%
Net Excess	**$ 697,988**	$ -	$ -	$ -	$ -	N/A
Drug Seizure Fund						
Revenues	224,908	-	-	-	-	0.00%
Expenses	26,993	-	-	-	-	0.00%
Net Excess	**$ 197,915**	$ -	$ -	$ -	$ -	N/A
Representative Payee Fund						
Revenues	193,857	250,000	250,000	250,000	-	0.00%
Expenses	207,211	250,000	250,000	250,000	-	0.00%
Net Excess	**$ (13,354)**	$ -	$ -	$ -	$ -	N/A
Fines & Forfeitures Fund						
Revenues	103,799	150,000	200,000	200,000	50,000	33.33%
Expenses	103,799	150,000	200,000	200,000	50,000	33.33%
Net Excess	$ -	$ -	$ -	$ -	$ -	N/A
Opioid Settlement Fund						
Revenues	1,156,496	172,486	449,289	448,526	-	0.00%
Expenses	-	172,486	449,289	448,526	-	0.00%
Net Excess	**$ 1,156,496**	$ -	$ -	$ -	$ -	N/A

**Represents change from 2024-2025 Budget to 2025-2026 Recommended*

EXHIBIT 1: BUDGET SUMMARY - OTHER FUNDS						
	23-24 Actual	Original 24-25 Budget	Requested 25-26 Budget	Recommended 25-26 Budget	Increase/ (Decrease)*	%Increase/ (Decrease)*
Farmland Preservation Fund						
Revenues	-	-	-	-	-	0.00%
Expenses	-	-	-	-	-	0.00%
Net Excess	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**N/A**
Solid Waste Fund						
Revenues						
User Fees	1,786,129	1,861,274	1,846,988	1,959,203	97,929	5.26%
White Goods Disposal Fees	38,252	30,000	34,000	34,000	4,000	13.33%
1% Surcharge on Tires	126,012	100,000	120,000	120,000	20,000	20.00%
Other Revenues	59,906	50,000	50,000	50,000	-	0.00%
Investment Earnings	50,053	10,000	40,000	40,000	30,000	300.00%
Transfer from General Fund	-	500,000	500,000	500,000	-	0.00%
Designated Reserves	-	193,794	311,915	143,732	(50,062)	-25.83%
Total Revenues	$ 2,060,353	$ 2,745,068	$ 2,902,903	$ 2,846,935	$ 101,867	3.71%
Expenses						
Waste Disposal Operations	268,945	301,300	349,035	348,543	47,243	15.68%
Waste Collection Operations	1,674,278	2,443,768	2,496,342	2,498,392	54,624	2.24%
	$ 1,943,223	$ 2,745,068	$ 2,845,377	$ 2,846,935	$ 101,867	3.71%
Net Excess	**$ 117,130**	**$ -**	**$ 57,526**	**$ -**	**$ -**	**N/A**

**Represents change from 2024-2025 Budget to 2025-2026 Recommended*

Please run the following notice once on or before Friday, June 6, 2025.

PUBLIC NOTICE OF PUBLIC HEARINGS

COUNTY OF LEE

The proposed County annual operating budget as well as the proposed fire district budgets and tax rates for the fiscal year beginning July 1, 2025, and ending June 30, 2026, have been submitted to the Lee County Board of Commissioners.

The public shall take notice the County of Lee proposes to participate in an economic development project through the annual budget process with an appropriation in the amount of $355,970 to the Sanford Area Growth Alliance to provide economic development activity services including but not limited to the recruitment of new industry, business retention and expansion services, marketing of Lee County and business/industrial sites, and other activities that promote and attract business and industry to the County of Lee.

Copies of the proposed County budget and the proposed tax rates for the fire districts are available for public inspection at both the office of the County Clerk, 408 Summit Drive, Sanford, NC, and at the main branch of the Lee County Library, 107 Hawkins Ave, Sanford, NC, and may be reviewed by the public during normal working hours. The document may also be reviewed online at www.leecountync.gov. Interested citizens are invited to make comments orally at the Public Hearing to be held on Monday, June 16, 2025, at 6:00 P.M., or as soon thereafter as can be reached on the agenda, at the Dennis A. Wicker Civic Center, 1801 Nash St. in Sanford, North Carolina.

Written comments may be submitted prior to that date and should be addressed to the Lee County Board of Commissioners. P.O. Box 1968, Sanford, NC 27331-1968.

Hailey Hall, Clerk to the Board

ITEM #: VI.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Resolution Related to the Financing for the CCCC Moore Center Bioprocessing Training Facility

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Action Item

REQUEST	To approve the Resolution Authorizing and Approving the Financing of Various Improvements to Community College Facilities Through the Issuance of a Not to Exceed $3,820,000 Limited Obligation Bond and the Execution and Delivery of Certain Documents in Connection Therewith.
BUDGET IMPACT	There will be no debt service payments due in FY 2025-26 for this debt. Total principal and interest over the term of the financing is $$5,155,196.25.
ATTACHMENTS	Approving Resolution-Lee 2025 LOB (PP)-4926-9822-3428-v2.pdf Bond Purchase Agreement-Lee 2025 LOB (PP)-4913-1554-5156-v2.pdf Second Supplemental Trust Agreement-Lee Co 2025 LOB (PP) (Community College)-4898-1599-7763-v3.pdf

PRIOR BOARD ACTION	A public hearing was held June 2, 2025, and the Board approved the Resolution Making Certain Findings and Determinations Regarding the Proposed Financing of Various Improvements to Community College Facilities, Approving the Purchaser and Requesting the Local Government Commission to Approve the Financing Arrangement.
RECOMMENDATION	Approve the Resolution Authorizing and Approving the Financing of Various Improvements to Community College Facilities Through the Issuance of a Not to Exceed $3,820,000 Limited Obligation Bond and the Execution and Delivery of Certain Documents in Connection Therewith.

SUMMARY

The next step in the financing for the funds for the Moore Center Bioprocessing Training Facility is for the Board to approve the Resolution Authorizing and Approving the Financing of Various Improvements to Community College Facilities Through the Issuance of a Not to Exceed $3,820,000 Limited Obligation Bond and the Execution and Delivery of Certain Documents in Connection Therewith. The documents referenced in the resolution (Bond Purchase Agreement and Second Supplemental Trust Agreement are attached for your review.

The Board of Commissioners for the County of Lee, North Carolina met in a regular meeting in the Dennis Wicker Civic Center located at 1801 Nash Street in Sanford, North Carolina, the regular place of meeting, at 6:00 p.m. on June 16, 2025.

Present: Chair Kirk D. Smith, presiding, and Commissioners

Absent: Commissioners

Also Present:

* * * * *

_____ introduced the following resolution, the title of which was read and a copy of which had been previously distributed to each Commissioner:

RESOLUTION AUTHORIZING AND APPROVING THE FINANCING OF VARIOUS IMPROVEMENTS TO COMMUNITY COLLEGE FACILITIES THROUGH THE ISSUANCE OF A NOT TO EXCEED $3,820,000 LIMITED OBLIGATION BOND AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH

BE IT RESOLVED by the Board of Commissioners (the "Board") for the County of Lee, North Carolina (the "County") as follows:

Section 1. The Board does hereby find and determine as follows:

(a) The County has determined to (i) finance various improvements to community college facilities located at the Moore Center on the campus of Central Carolina Community College (the "Project") and (ii) pay certain issuance costs relating thereto.

(b) After a public hearing and due consideration, the Board has determined that the most efficient manner of financing the Project will be through the execution and delivery of a Second Supplemental Trust Agreement, to be dated as of July 1, 2025 (the "Second Supplemental Trust Agreement"), between the County and U.S. Bank Trust Company, National Association, as trustee (the "Trustee"), supplementing the Master Trust Agreement, dated as of May 1, 2023 (the "Master Trust Agreement" and, together with the Second Supplemental Trust Agreement, the "Trust Agreement"), between the County and the Trustee, pursuant to which the County will issue a limited obligation bond thereunder in an aggregate principal amount not to exceed $3,820,000 (the "Bond") to provide funds, together with any other available funds, to (i) pay the costs of the Project and (ii) pay the fees and expenses incurred in connection with the sale and issuance of the Bond.

(c) In order to secure the payment of principal of and interest on the Bond and the performance of its other obligations under the Trust Agreement, the County has heretofore executed and delivered a Deed of Trust, dated as of May 1, 2023 (the "Deed of Trust"), to the deed of trust trustee named therein for the benefit of the Trustee, granting a lien on all or a portion of the site of the Project, together with any improvements and fixtures located or to be located thereon.

(d) The County proposes to sell the Bond at a private sale without advertisement to Webster Bank, National Association, or its designee or assignee (the "Purchaser") pursuant to the terms of a Bond Purchase Agreement, to be dated the date of delivery thereof (the "Bond Purchase Agreement"), between the County and the Purchaser.

(e) There have been presented to the Board drafts of the following documents relating to the transaction hereinabove described:

(1) Second Supplemental Trust Agreement, including a form of the Bond attached as Exhibit B thereto; and

(2) Bond Purchase Agreement.

Section 2. In order to provide for the financing of the Project, the County is hereby authorized to enter into the Second Supplemental Trust Agreement and to issue the Bond thereunder in a principal amount not to exceed $3,820,000. The Bond shall mature in annual principal installments on each August 1 with a final maturity of August 1, 2040, shall bear interest annually on August 1, commencing on August 1, 2026, at 4.35% per annum (subject to adjustment as provided in the Second Supplemental Trust Agreement), and shall be subject to prior redemption on the dates, at the prices and in the manner set forth in the Trust Agreement. The terms and provisions of the Bond are hereby approved in substantially the form presented at this meeting, and the Chair or the Vice Chair of the Board and the County Manager of the County are each hereby authorized to execute and deliver the Bond in substantially the form presented at this meeting, together with such modifications as the person executing such document, with the advice of counsel, may deem necessary and appropriate, such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof. The Clerk to the Board or any Assistant or Deputy Clerk to the Board is hereby authorized to affix the official seal of the County to the Bond and to attest the same.

Section 3. The proposal submitted by the Purchaser offering to purchase the Bond at a purchase price equal to par amount thereof is hereby approved. The terms and provisions of the Bond Purchase Agreement are hereby approved in substantially the form presented at this meeting, and the Chair or the Vice Chair of the Board, the County Manager and the Interim Finance Director of the County are each hereby authorized to execute and deliver the Bond Purchase Agreement in substantially the form presented at this meeting, together with such modifications as the person executing such document, with the advice of counsel, may deem necessary and appropriate, such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof.

Section 4. The Board hereby approves the form of the Second Supplemental Trust Agreement in substantially the form presented at this meeting. The Chair or the Vice Chair of the Board, the County Manager and the Interim Finance Director of the County are each hereby authorized to execute and deliver the Second Supplemental Trust Agreement on behalf of the County in substantially the form presented at this meeting, containing such modifications as the person executing such documents shall approve, such execution to be conclusive evidence of approval by the Board of any such changes. The Clerk to the Board or any Assistant or Deputy Clerk to the Board is hereby authorized to affix the official seal of the County to said document and to attest the same to the extent required.

Section 5. No deficiency judgment may be rendered against the County in any action for breach of any contractual obligation under the Bond or the Trust Agreement, and the taxing power of the County is not and may not be pledged directly or indirectly to secure any moneys due under the Bond or the Trust Agreement.

Section 6. The Chair or the Vice Chair of the Board, the County Manager, the Interim Finance Director, the County Attorney, the Clerk to the Board, and any other officers, agents and employees of the County, are hereby authorized and directed to deliver such certificates, opinions and other items of evidence as shall be deemed necessary to consummate the transactions described above. The officers of the County and the agents and employees of the County are hereby authorized and directed to do all acts and things required of them by the provisions of this resolution for the full, punctual and complete performance of the terms, covenants and provisions of the Bond, the Trust Agreement, the Deed of Trust, the Bond Purchase Agreement and the other documents contemplated by this resolution.

Section 7. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner _____, the foregoing resolution entitled "RESOLUTION AUTHORIZING AND APPROVING THE FINANCING OF VARIOUS IMPROVEMENTS TO COMMUNITY COLLEGE FACILITIES THROUGH THE ISSUANCE OF A NOT TO EXCEED $3,820,000 LIMITED OBLIGATION BOND AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH" was adopted by the following vote:

Ayes: _____

_____

Noes: _____

_____

* * * * * *

I, Hailey Hall, Clerk to the Board of Commissioners for the County of Lee, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board of Commissioners for said County at a regular meeting held on June 16, 2025, as it relates in any way to the adoption of the foregoing resolution and that said proceedings are to be recorded in the minutes of said Board.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and the official seal of said County this 16th day of June, 2025.

_____
Clerk to the Board of Commissioners

[SEAL]

Draft No. 2
June 6, 2025

BOND PURCHASE AGREEMENT

Between

County of Lee, North Carolina

and

Webster Bank, National Association

concerning

$3,820,000
County of Lee, North Carolina
Limited Obligation Bond
Series 2025

BOND PURCHASE AGREEMENT

concerning

$3,820,000
County of Lee, North Carolina
Limited Obligation Bond
Series 2025

July 16, 2025

County of Lee, North Carolina
Sanford, North Carolina

Ladies and Gentlemen:

Webster Bank, National Association (the "Purchaser") hereby offers to enter into this Bond Purchase Agreement with the County of Lee, North Carolina (the "County"), which, upon acceptance of this offer by the County, will be binding upon the County and the Purchaser.

1. Purchase and Sale of the Bond. Upon the terms and conditions hereof and upon the basis of the representations set forth herein, the Purchaser hereby agrees to purchase, and the County hereby agrees to sell to the Purchaser, the $3,820,000 County of Lee, North Carolina Limited Obligation Bond, Series 2025 (the "Bond"). The purchase price for the Bond shall be $3,820,000, representing the par amount of the Bond. The delivery and payment for the Bond and other actions contemplated hereby shall take place at the time thereof being herein sometimes called the "Closing."

The Bond shall consist of one fully registered bond certificate in the aggregate principal amount of $3,820,000, shall be dated July 16, 2025, shall be payable in annual principal installments on each August 1, with a final maturity of August 1, 2040, subject to redemption as set forth in the Bond, and shall bear interest from its date, at a rate of 4.35% per annum (subject to adjustment as provided therein). The Bond shall be issued and secured under the provisions of a resolution adopted by the Board of Commissioners for the County (the "Board") on June 16, 2025 (the "Resolution"), a Master Trust Agreement, dated as of May 1, 2023 (the "Master Trust Agreement"), between the County and U.S. Bank Trust Company, National Association, as trustee (the "Trustee"), and a Second Supplemental Trust Agreement, dated as of July 1, 2025 (the "Second Supplemental Trust Agreement"), between the County and the Trustee. Capitalized terms used herein and not otherwise defined shall have the meaning given such terms in the Master Trust Agreement and the Second Supplemental Trust Agreement.

As security for its obligations under the Master Trust Agreement, the County has heretofore executed and delivered to a deed of trust trustee for the benefit of the Trustee a Deed of Trust, dated as of May 1, 2023 (the "Deed of Trust"), granting, among other things, a lien on the Mortgaged Property. The Deed of Trust authorizes future obligations evidenced by additional limited obligation bonds executed and delivered under the Master Trust Agreement, provided that

the total amount of present and future obligations secured by the Deed of Trust at any one time does not exceed $100,000,000.

The proceeds of the Bond are to be used to provide funds, together with any other available funds, to (a) finance various improvements to community college facilities located on the Mortgaged Property (the "2025 Project") and (b) pay the fees and expenses incurred in connection with the sale and issuance of the Bond.

2. Representations of the Purchaser; Purchase for Account. (a) The Purchaser hereby acknowledges and represents, in respect of the Bond, that:

(i) the Purchaser is familiar with the County;

(ii) the Purchaser has been furnished with all financial and other information about the County and the Bond as requested by the Purchaser required in order to make the loan evidenced by its purchase of the Bond; and

(iii) the County has made available to the Purchaser the opportunity to obtain additional information about the County and the Bond.

(b) The Purchaser further acknowledges and represents in respect of the Bond that a part of the Purchaser's business consists of making loans as evidenced by the purchase, holding and sale of obligations of the same general character as the Bond, and the Purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks inherent in making the loan evidenced by purchasing the Bond. The Purchaser has made such investigation of the Bond and of the financial condition and operations of the County as it deems necessary to evaluate the merits and risks inherent in making the loan evidenced by purchasing the Bond. The Purchaser is aware that there may be no secondary market for the Bond and that it may be required to hold the Bond for an indefinite period. The Purchaser represents that it is purchasing the Bond for its own account with the present intent to hold the Bond to maturity and with no present intention to resell or distribute the Bond or any interest therein[; **provided, however, that the Purchaser intends to sell a 100% participation interest in the Bond to an affiliate of the Purchaser on the date hereof, at par.]** and the Purchaser reserves the right at all times to control the disposition of its assets, including the Bond, and reserves the right to sell, assign and transfer the Bond or fractional interests in the Bond to (i) an affiliate of the Purchaser, (ii) bank, insurance companies or other financial institutions (or their affiliates), including participating arrangements, or (iii) any other entity approved by the Local Government Commission, all as permitted by the Master Trust Agreement and the Second Supplemental Trust Agreement.

3. Representations and Warranties of the County. The County, by its acceptance hereof, represents and warrants to the Purchaser as follows:

(a) The County is a body corporate and politic duly organized and validly existing under the laws of the State of North Carolina, and is authorized and empowered to finance the 2025 Project by causing the Bond to be issued.

(b) The County has the full legal right, power and authority to adopt the Resolution, to issue the Bond, to execute and deliver the Master Trust Agreement, the Second Supplemental Trust Agreement, the Deed of Trust and this Bond Purchase Agreement and to perform its respective obligations hereunder and thereunder.

(c) The Resolution has been duly adopted by the Board, is in full force and effect and has not been modified, supplemented or amended in any manner.

(d) The County has heretofore duly authorized, executed and delivered the Master Trust Agreement and the Deed of Trust. The County has duly authorized (i) the execution and delivery of the Second Supplemental Trust Agreement and this Bond Purchase Agreement, (ii) the issuance, sale and delivery of the Bond to the Purchaser and (iii) such action as may be required on the part of the County to consummate the transactions contemplated by such documents.

(e) When executed and delivered, this Bond Purchase Agreement, the Bond, the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust shall constitute legal, valid and binding obligations of the County enforceable in accordance with their respective terms, except as enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or similar laws affecting the enforcement of creditors' rights generally and by general equitable principles.

(f) The County is not in violation of any applicable constitutional provision, law or administrative rule or regulation of the State of North Carolina or of the United States of America or in default under any agreement, resolution, indenture or instrument to which the County is a party or by which the County or its property is bound, the effect of which violation or default would materially affect the ability of the County to perform its obligations under this Bond Purchase Agreement, the Bond, the Master Trust Agreement, the Second Supplemental Trust Agreement or the Deed of Trust, and no event has occurred and is continuing which with the passage of time or the giving of notice, or both, would constitute such a violation or default hereunder or thereunder.

(g) The execution and delivery of this Bond Purchase Agreement, the Bond, the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust and the adoption of the Resolution and performance of the obligations of the County hereunder or thereunder do not and will not conflict with, result in the creation or imposition of any lien, charge or encumbrance upon any of the assets of the County (other than as provided in the Bond, the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust) pursuant to the terms of, or constitute a default under, any agreement, indenture or instrument to which the County is a party or by which the County or its property is bound, or result in a violation of any applicable constitutional provision, law or administrative regulation or any order, rule or regulation of any court or governmental agency having jurisdiction over the County or its property, except as provided and permitted by such documents.

(h) Except for any action that may be required by applicable federal or state securities laws, no consent, authorization or order of, or filing or registration with, any court or governmental agency not already obtained or made is required for the execution, delivery and performance of

this Bond Purchase Agreement or the consummation of the transactions contemplated hereunder, and any such consent, authorization or order so obtained is in full force and effect.

(i) Any certificate signed by an authorized officer of the County and delivered to the Purchaser shall be deemed a representation and warranty of the County to the Purchaser as to the statements made therein.

(j) There is no litigation or any other proceeding before or by any court, public board, agency or body, pending or, to the best knowledge of the County, threatened against or affecting the County or any of the members of the Board in their respective capacities as such (nor is there any basis therefor), wherein an unfavorable decision, ruling or finding would in any way materially adversely affect (i) the transactions contemplated by this Bond Purchase Agreement, (ii) the organization, existence or powers of the County or the title to the office of any of the members of the Board, (iii) the properties or assets or the condition, financial or otherwise, of the County, (iv) the validity or enforceability of this Bond Purchase Agreement, the Resolution, the Bond, the Master Trust Agreement, the Second Supplemental Trust Agreement or the Deed of Trust (or any other agreement or instrument of which the County is a party or used or contemplated for use in the consummation of the transactions contemplated hereby) or (v) the exemption from federal or State of North Carolina income taxation of the interest on the Bond.

(k) There has been no material adverse change in the financial condition of the County since June 30, 2024, except as otherwise disclosed to the Purchaser by the County prior to the date hereof in writing.

(l) The County acknowledges and agrees that (i) this Bond Purchase Agreement is an arm's length commercial transaction between the County and the Purchaser in which the Purchaser is acting solely as a principal to make a loan to the County, and not as a municipal advisor, financial advisor or fiduciary to the County or any other person or entity regardless of whether the Purchaser or an affiliate has or is currently acting as such on a separate transaction; (ii) the Purchaser has not assumed any advisory or fiduciary responsibility to the County with respect to the transaction contemplated by this Bond Purchase Agreement, and the discussions, undertakings and procedures leading to this Bond Purchase Agreement (irrespective of whether the Purchaser or its affiliates have provided other services or are currently providing other services to the County on other matters); (iii) the only obligations the Purchaser has to the County with respect to the transaction contemplated by this Bond Purchase Agreement are expressly set forth herein or the related financing documents; and (iv) the County has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate.

(m) The County acknowledges and agrees that the Purchaser is purchasing the Bond in evidence of a privately placed financing and that it will not (i) request the assignment of a rating on the Bond by any municipal securities rating agency, (ii) register the Bond with The Depositary Trust Company or any other securities depository, (iii) offer the Bond pursuant to any type of offering document or official statement or (iv) request the assignment of a CUSIP number to the Bond by Standard & Poor's CUSIP Service.

(n) The County acknowledges that in order to help the United States government fight the funding of terrorism and money laundering activities, pursuant to Federal regulations that became

effective on October 1, 2003 (Section 326 of the USA PATRIOT Act), all financial institutions are required to obtain, verify, record and update information that identifies each person establishing a relationship or opening an account. The County agrees that it will provide to the Purchaser such information as it may request, from time to time, in order for the Purchaser to satisfy the requirements of the USA PATRIOT Act, including but not limited to the name, address, tax identification number and other information that will allow it to identify the individual or entity who is establishing the relationship or opening the account and may also ask for formation documents such as articles of incorporation or other identifying documents to be provided.

(o) In connection with the County's compliance with any continuing disclosure undertakings (each, a "Continuing Disclosure Agreement") entered into by the County on and after February 27, 2019, pursuant to SEC Rule 15c2-12 promulgated pursuant to the Securities and Exchange Act of 1934, as amended (the "Rule"), the Purchaser acknowledges that the County may be required to file with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access system, or its successor ("EMMA"), notice that the County has incurred obligations under the Bond and notice of certain subsequent events reflecting financial difficulties in connection therewith. The County agrees that it shall not file or submit, or permit to be filed or submitted, with EMMA any documentation that includes the following unredacted sensitive or confidential information about the Purchaser or its affiliates: address and account information of the Purchaser or its affiliate, or e-mail addresses, telephone numbers, fax numbers, names and signatures of officers, employees and signatories of the Purchaser or its affiliates, unless otherwise required for compliance with the Rule or otherwise required by law. The County acknowledges that the Purchaser is not responsible for the County's compliance or noncompliance with the Rule or any Continuing Disclosure Agreement.

4. Payment and Delivery. At 10:00 a.m., North Carolina time, on July 16, 2025, or at such other time or on such earlier or later date as mutually agreed upon, the County will deliver or cause to be delivered the Bond to the Purchaser. Upon such delivery of the Bond, the Purchaser shall pay the purchase price for the Bond as specified in Section 1 hereof to the Trustee in immediately available funds, and the Trustee shall deposit the full purchase price thereof in the manner specified in Section 204 of the Second Supplemental Trust Agreement. The Closing on the Bond will be held at the offices of Womble Bond Dickinson (US) LLP in Raleigh, North Carolina, or at such other place as the County, the Trustee and the Purchaser may mutually agree upon.

5. Conditions of Closing. The Purchaser has entered into this Bond Purchase Agreement in reliance upon the representations and warranties of the County contained herein and to be contained in the documents and instruments to be delivered at Closing and upon the performance by the County of its obligations hereunder. Accordingly, the Purchaser's obligation under this Bond Purchase Agreement to purchase and pay for the Bond shall be subject to the performance by the County of its obligations to be performed hereunder and under such documents and instruments at or prior to Closing, and shall also be subject to the following conditions:

(a) At the time of Closing (i) the representations and warranties of the County contained herein shall be true, complete and correct, (ii) the Master Trust Agreement, the Second Supplemental Trust Agreement, the Deed of Trust and this Bond Purchase Agreement shall be in full force and effect and shall not have been amended, modified or supplemented except as may have been agreed to by the Purchaser and (iii) the County and the Local Government Commission

shall have duly adopted and there shall be in full force and effect such resolutions as in the opinion of Womble Bond Dickinson (US) LLP, Raleigh, North Carolina ("Bond Counsel"), shall be necessary in connection with the transactions contemplated hereby, and such resolutions shall not have been amended, modified or supplemented, except as may have been agreed to by the Purchaser.

(b) On or prior to the date of Closing, the Purchaser shall have received the following documents in form and substance reasonably satisfactory to the Purchaser:

(1) opinion of Bond Counsel, dated as of the date of Closing, in form and substance satisfactory to the Purchaser;

(2) opinion of the County Attorney, dated as of the date of Closing, in form and substance satisfactory to the Purchaser;

(3) copy of the signed and authenticated Bond;

(4) executed counterparts or copies of the Master Trust Agreement, the Second Supplemental Trust Agreement, the Deed of Trust and this Bond Purchase Agreement;

(5) certified copies of all proceedings of the County relating to approvals or authorizations for the Bond and the execution and delivery of this Bond Purchase Agreement, including the adoption of the Resolution;

(6) certified copy of approving resolution of the Local Government Commission;

(7) copy of the mortgagee title commitment or policy and any endorsements showing the Trustee as beneficiary;

(8) completed environmental questionnaire with respect to the Mortgaged Property in form and substance acceptable to the Purchaser;

(9) executed copies of the Tax Certificate of the County relating to the Bond and the IRS Form 8038-G;

(10) such other documents as may be required to be delivered pursuant to Section 208 of the Master Trust Agreement or Section 204 of the Second Supplemental Trust Agreement; and

(11) such additional certificates (including appropriate incumbency and no-litigation certificates), instruments, opinions or other documents as the Purchaser may reasonably request.

All representations and warranties of the County set forth in this Bond Purchase Agreement shall remain operative and in full force and effect regardless of (i) any investigation made by or on behalf of the Purchaser or any person controlling the Purchaser and (ii) acceptance of and payment for the Bond.

6. Counterparts. This Bond Purchase Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

7. Notices. Any notice or other communication to be given under this Bond Purchase Agreement may be given by delivering the same in writing by first-class mail, postage prepaid, to the following addresses:

To the County:

County of Lee, North Carolina
408 Summit Drive
Sanford, North Carolina 27330
Attention: Finance Director

To the Purchaser:

Webster Bank, National Association
200 Elm Street
Stamford, Connecticut 06901
Attention: Public Sector Finance

8. Governing Law. This Bond Purchase Agreement shall be governed by, and construed in accordance with, the laws of the State of North Carolina.

9. Severability. In the event any provision of this Bond Purchase Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

10. E-Verify. The Purchaser understands that "E-Verify" is a federal program operated by the United States 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 in accordance with Section 64-25(5) of the General Statutes of North Carolina, as amended. To the extent applicable, in connection with this Bond Purchase Agreement, the Purchaser will comply with the "E-Verify" requirements of Sections 64-25(5) and 64-26(a) of the General Statutes of North Carolina, as amended, including with respect to subcontractors the Purchaser may use in connection with this Bond Purchase Agreement, if any. The Purchaser hereby represents that, as of the effective date of this Bond Purchase Agreement, it has determined that it is not an "employer" within the meaning of Section 64-25(4) of the General Statutes of North Carolina, as amended, as it does not employ 25 or more employees in the State.

11. Role of Purchaser. The Purchaser and its representatives are not registered municipal advisors and do not provide advice to municipal entities or obligated persons with respect to municipal financial products or the issuance of municipal securities (including regarding the structure, timing, terms and similar matters concerning municipal financial products or municipal securities issuances) or engage in the solicitation of municipal entities or obligated persons for the provision by non-affiliated persons of municipal advisory services and/or investment advisory services. With respect to the Resolution, the Master Trust Agreement, the Second Supplemental Trust Agreement, the Deed of Trust and this Bond Purchase Agreement (collectively, the "Bond

Documents") or the matters related to the sale and issuance of the Bond and any other information, materials or communications provided by the Purchaser: (a) the Purchaser and its representatives are not recommending an action to any municipal entity or obligated person; (b) the Purchaser and its representatives are not acting as an advisor to any municipal entity or obligated person and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to any municipal entity or obligated person with respect to the Bond Documents or the matters related to the sale and issuance of the Bond, information, materials or communications; (c) the Purchaser and its representatives are acting for their own interests; and (d) the County has been informed that the County should discuss the Bond Documents and matters related to the sale and issuance of the Bond, and any such other information, materials or communications with its own legal, tax, financial and other advisors that the County deems appropriate before executing and delivering this Bond Purchase Agreement or acting on such other matters related to the sale and issuance of the Bond or any such other information, materials or communications.

12. Payment of Costs. The County covenants and agrees that it will pay or cause to be paid all expenses and costs incident to the authorization, issuance, printing and delivery of the Bond and the Bond Documents, including, without limitation (i) any registration, filing, allocation, recording and other fees and expenses and (ii) the fees and expenses of Bond Counsel, counsel to the County and counsel to the Purchaser in the amount of $5,000.

(signatures to follow)

This Bond Purchase Agreement shall become effective upon the execution of the acceptance hereof by a duly authorized officer of the County and shall be valid and enforceable as of the time of such acceptance.

WEBSTER BANK, NATIONAL ASSOCIATION

By:_____
Kevin C. King
Senior Managing Director

[Counterpart signature page to Bond Purchase Agreement, dated July 16, 2025, between the County of Lee, North Carolina and Webster Bank, National Association]

Approved:

COUNTY OF LEE, NORTH CAROLINA

By:_____

Lisa G. Minter
County Manager

Draft No. 2
June 6, 2025

SECOND SUPPLEMENTAL TRUST AGREEMENT

Dated as of July 1, 2025

Between

COUNTY OF LEE, NORTH CAROLINA

and

U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION,
as Trustee

$3,820,000
County of Lee, North Carolina
Limited Obligation Bond
Series 2025

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SECOND SUPPLEMENTAL TRUST AGREEMENT

This SECOND SUPPLEMENTAL TRUST AGREEMENT, dated as of July 1, 2025 (this "Second Supplemental Trust Agreement"), between the COUNTY OF LEE, NORTH CAROLINA, a body corporate and politic and a political subdivision of the State of North Carolina (the "County"), and U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION, a national banking association duly organized and existing under the laws of the United States of America, which is authorized under such laws to exercise trust powers (the "Trustee");

WITNESSETH:

WHEREAS, pursuant to Section 160A-20 of the General Statutes of North Carolina (as amended, the "Act"), the County may finance or refinance (a) the purchase of real or personal property or (b) the construction of fixtures or improvements on real property by contracts that create in the property so acquired or in the fixtures or improvements, or in all or some portion of the property upon which the fixtures or improvements are located, or in both, a security interest to secure repayment of the moneys advanced or made available for such purchase or construction;

WHEREAS, the County and the Trustee have heretofore executed and delivered a Master Trust Agreement, dated as of May 1, 2023 (the "Master Trust Agreement"), which authorizes the County to issue bonds thereunder from time to time secured by the Master Trust Agreement in accordance with the terms thereof;

WHEREAS, the County desires to (a) finance various improvements to community college facilities located on the Mortgaged Property, including, without limitation, renovations to a bioprocessing building (the "2025 Project") and (b) pay certain fees and expenses incurred in connection with the sale and issuance of the Series 2025 Bond (hereinafter defined);

WHEREAS, the County has determined that the issuance of the Series 2025 Bond as authorized by this Second Supplemental Trust Agreement for such purposes will benefit and be in the best interests of the County, and the County has taken all actions legally required for the issuance thereof; and

WHEREAS, this Second Supplemental Trust Agreement constitutes a Supplemental Trust Agreement within the meaning of the Master Trust Agreement, and the 2025 Project constitutes an Additional Project within the meaning of the Master Trust Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

ARTICLE I

DEFINITIONS

Section 101. Meaning of Words and Terms. Unless otherwise required by the context, capitalized words and terms used herein which are defined in the Master Trust Agreement shall have the meanings assigned to them therein, and the following capitalized words and terms shall have the following meanings:

"Bond Purchase Agreement" means the Bond Purchase Agreement, dated July 16, 2025, between the County and the Purchaser relating to the sale and issuance of the Series 2025 Bond.

"Closing" means the delivery of and payment for the Series 2025 Bond.

"Closing Date" means the date of the Closing.

"Determination of Taxability" means and shall be deemed to have occurred on the date when (a) the County shall receive notice from the Owner of the Series 2025 Bond that the Internal Revenue Service has assessed as includable in gross income the interest on the Series 2025 Bond and such assessment is due to the occurrence of an Event of Taxability or (b) the County or the Owner of the Series 2025 Bond shall receive notice from the Commissioner or any District Director of the Internal Revenue Service that interest on the Series 2025 Bond is includable in the gross income of the Owner of the Series 2025 Bond for federal income tax purposes and such determination is due to the occurrence of an Event of Taxability.

"Event of Taxability" means the occurrence or existence of any fact, event or circumstance caused by the failure of the County to comply with any covenants in the Master Trust Agreement, this Second Supplemental Trust Agreement or any document or certificate executed by the County in connection with the issuance of the Series 2025 Bond which has the effect of causing the interest on the Series 2025 Bond to be includable in gross income of the owner thereof for federal income tax purposes.

"Inclusion Date" means the effective date that interest on the Series 2025 Bond is includable in gross income of the owner thereof as a result of a Determination of Taxability.

"Interest Payment Date" means, with respect to the Series 2025 Bond, August 1 of each year, beginning August 1, 2026.

"Purchaser" means Webster Bank, National Association, as the initial purchaser of the Series 2025 Bond.

"Regular Record Date" means, with respect to the Series 2025 Bond, the day immediately preceding each Interest Payment Date, whether or not a Business Day.

"Series 2025 Bond" means the County of Lee, North Carolina Limited Obligation Bond, Series 2025, issued pursuant to the Master Trust Agreement and this Second Supplemental Trust Agreement.

"Series 2025 Project Account" means the account of the Project Fund created and so designated by Section 401.

"Series 2025 Subaccount of the Interest Account" means the subaccount created and so designated by Section 401.

"Series 2025 Subaccount of the Principal Account" means the subaccount created and so designated by Section 401.

"Series 2025 Subaccount of the Redemption Account" means the subaccount created and so designated by Section 401.

"2025 Project" means the improvements to the Mortgaged Property described in the recitals hereof which are to be financed in whole or in part from the proceeds of the Series 2025 Bond.

Section 102. Rules of Construction. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, words used herein shall include the plural as well as the singular number. References herein to particular articles or sections are references to articles or sections of this Second Supplemental Trust Agreement unless some other reference is indicated.

ARTICLE II

AUTHORIZATION, FORM, DELIVERY AND REGISTRATION OF THE SERIES 2025 BOND

Section 201. Authorization and Issuance of the Series 2025 Bond. For the purpose of providing funds, together with other available funds, to (a) pay the Project Costs relating to the 2025 Project and (c) pay the Issuance Costs relating to the Series 2025 Bond, there shall be issued, under and pursuant to the Constitution and the laws of the State, the Master Trust Agreement and this Second Supplemental Trust Agreement, the Series 2025 Bond of the County designated "County of Lee, North Carolina Limited Obligation Bond, Series 2025" in the aggregate principal amount of $3,820,000.

Section 202. Form of Series 2025 Bond. The definitive Series 2025 Bond shall be initially issued as one fully registered bond without coupons numbered R-1 in the aggregate principal amount of $3,820,000 and shall be initially registered in the name of the Purchaser. The definitive Series 2025 Bond shall be substantially in the form set forth in Exhibit A attached hereto and made a part hereof, with such appropriate variations, omissions and insertions as are permitted or required by the Master Trust Agreement or this Second Supplemental Trust Agreement. Notwithstanding anything in the Master Trust Agreement to the contrary, the Series 2025 Bond may be transferred in the manner specified in the Master Trust Agreement, but may not be exchanged for any denomination other than the outstanding principal amount thereof.

Notwithstanding any other provisions of the Master Trust Agreement or this Second Supplemental Trust Agreement to the contrary, the Trustee shall not register the transfer of the Series 2025 Bond to any person or entity other than (a) an affiliate of the Owner of the Series 2025 Bond, (b) a bank, insurance company or other financial institution (or an affiliate thereof) or (c) any other entity approved by the Local Government Commission. The provisions of this paragraph may not be amended without the prior written consent of the Local Government Commission.

The principal of and the interest and premium, if any, on the Series 2025 Bond shall be payable by the Trustee on each Interest Payment Date to the person or entity appearing on the registration books of the Trustee as the Owner thereof as of the Regular Record Date by wire transfer in immediately available funds to the account designated in writing by such Owner to the Trustee. Notwithstanding anything in the Master Trust Agreement to the contrary, no presentation or surrender of the Series 2025 Bond is required in order for the Owner to receive timely payment of the principal or interest on the Series 2025 Bond; provided, however, that the Owner of the Series 2025 Bond shall promptly cancel and surrender the Series 2025 Bond to the Trustee following payment of the final maturity of the Series 2025 Bond or redemption in full of the Series 2025 Bond.

Section 203. Details of Series 2025 Bond. (a) The Series 2025 Bond shall be dated as of the date of initial delivery thereof, shall bear interest at a rate of 4.35% per annum, subject to adjustment as provided below (computed on the basis of a 360-day year consisting of twelve 30-day months), such interest being payable on each Interest Payment Date, and shall be stated to mature (subject to the right of prior redemption), in annual principal installments payable on each

August 1, with a final maturity of August 1, 2040, all as set forth in the form of the Series 2025 Bond.

(b) Notwithstanding the provisions set forth in subsection (a) of this Section, in the event of a Determination of Taxability, the interest rate on the Series 2025 Bond, from and after the Inclusion Date, shall be adjusted to preserve the Owner's after-tax economic yield with respect to the interest on the Series 2025 Bond. In addition, the County shall pay to the Owner of the Series 2025 Bond (i) an amount necessary to reimburse the Owner for any interest, penalties, or other charges assessed by the Internal Revenue Service and the Department of Revenue by reason of the Owner's failure to include the interest on the Series 2025 Bond in its gross income for federal income tax purposes, and (ii) upon request of the Owner, any additional interest as a result of the increase in the interest rate on all previous interest payments made by the County after the Inclusion Date. In the event of a Determination of Taxability, the Owner of the Series 2025 Bond shall provide the County and the Trustee with a new debt service schedule which reflects the new interest rate on the Series 2025 Bond which will replace the debt service schedule set forth in Schedule A to the Series 2025 Bond.

(c) The County agrees to give prompt written notice to the Trustee and the Owner of the Series 2025 Bond upon the County's determination or receipt of any notice or information from any source whatsoever to the effect that an Event of Taxability or a Determination of Taxability shall have occurred.

Section 204. Terms and Conditions for Issuance of the Series 2025 Bond. The Series 2025 Bond shall be executed substantially in the form and in the manner herein set forth and shall be deposited with the Trustee for authentication, but before the Series 2025 Bond shall be authenticated and delivered to the Purchaser, there shall be filed with the Trustee (a) the items required to be delivered pursuant to Section 208 of the Master Trust Agreement and Section 5 of the Bond Purchase Agreement and (b) such other documentation as may be reasonably requested by the Trustee, the Purchaser or Bond Counsel.

When the documents mentioned above shall have been filed with the Trustee and the Purchaser, and when the Series 2025 Bond shall have been executed and authenticated as required by this Second Supplemental Trust Agreement, the Series 2025 Bond shall be delivered to or upon the order of the Purchaser, but only upon deposit with the Trustee of the purchase price of the Series 2025 Bond in the amount of $3,820,000.00, representing the par amount of the Series 2025 Bond.

Simultaneously with the Closing and the deposit of the proceeds of the Series 2025 Bond with the Trustee, the Trustee shall cause the proceeds of the Series 2025 Bond to be deposited to the credit of the Series 2025 Project Account to be used to pay the Project Costs relating to the 2025 Project and Issuance Costs relating to the Series 2025 Bond.

Section 205. Representations, Covenants and Warranties of the County. The County represents, covenants and warrants to the Trustee as follows:

(a) The Constitution and laws of the State authorize the County to (i) execute and deliver the Master Trust Agreement, the Deed of Trust and this Second Supplemental Trust Agreement

and to issue the Series 2025 Bond, (ii) enter into the transactions contemplated hereby and thereby and (iii) perform its obligations hereunder and thereunder.

(b) The County has previously authorized, executed and delivered the Master Trust Agreement and the Deed of Trust in accordance with the Constitution and the laws of the State. The County has duly authorized the execution and delivery of this Second Supplemental Trust Agreement and the sale and issuance of the Series 2025 Bond in accordance with the Constitution and laws of the State.

(c) Neither the execution and delivery of the Master Trust Agreement, the Deed of Trust or this Second Supplemental Trust Agreement or the issuance of the Series 2025 Bond, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of its organizational documents or any agreement or instrument to which the County is now a party or by which the County or its property is bound, or constitutes a default under any of the foregoing.

(d) Other than building permits or other procedural requirements which are prerequisites to the acquisition, construction or equipping of the 2025 Project, no approval or consent is required from any governmental authority with respect to the entering into or performance by the County of the Master Trust Agreement, the Deed of Trust, this Second Supplemental Trust Agreement or the Series 2025 Bond or any other documents related thereto and the transactions contemplated hereby and thereby, or if such approval is required, it has been duly obtained.

(e) There is no action, suit, proceeding or investigation at law or in equity before or by any court, public board or body pending or threatened against or affecting the County challenging the validity or enforceability of the Master Trust Agreement, the Deed of Trust, this Second Supplemental Trust Agreement or the Series 2025 Bond, or any other documents relating hereto or thereto or the performance of the County's obligations hereunder or thereunder.

(f) The County will make no use of the proceeds of the Series 2025 Bond or of any other amounts or property regardless of the source or take any action that, or refrain from taking any action, as to which the failure to take such action, may cause the Series 2025 Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), "private activity bond" within the meaning of Section 141 of the Code or "federally guaranteed" within the meaning of Section 149(b) of the Code. To that end, so long as the Series 2025 Bond remains Outstanding, the County, with respect to such proceeds and such other funds, will comply with all requirements of such Sections of the Code and all regulations of the United States Department of the Treasury issued thereunder are, at the time, applicable and in effect.

ARTICLE III

REDEMPTION OF SERIES 2025 BOND

Section 301. Redemption of Series 2025 Bond. (a) The Series 2025 Bond shall not be subject to prior redemption except as provided in this Article III and in Article III of the Master Trust Agreement.

(b) The County shall have the option to redeem, in whole or in part, the outstanding principal amount of the Series 2025 Bond on any date on or after August 1, 2031, at the following Redemption Prices (expressed as a percentage of the principal amount of the Series 2025 Bond to be redeemed), plus accrued interest thereon to the redemption date.

Redemption Period (Inclusive)	Redemption Price
August 1, 2031 to July 31, 2032	102%
August 1, 2032 to July 31, 2033	101
August 1, 2033 and thereafter	100

(c) Any redemption in part of the Series 2025 Bond pursuant to this subsection (i) shall not be less than $300,000 in principal amount, (ii) shall not be made more than once in any calendar year and (iii) shall be applied to the prepayment in inverse order of the maturing principal installments the Series 2025 Bond unless otherwise agreed to in writing by the Owner of the Series 2025 Bond. In the event of such a redemption in part, the Owner of the Series 2025 Bond shall provide the County and the Trustee with a new debt service schedule which reflects such redemption in part which will replace the debt service schedule set forth in Schedule A to the Series 2025 Bond.

Section 302. Redemption Notice. At least thirty-five (35) days prior to the redemption date (unless otherwise waived by the Trustee), the County shall notify the Trustee of its intention to redeem the Series 2025 Bond in whole or in part. At least thirty (30) days prior to the redemption date of the Series 2025 Bond in whole or in part (unless otherwise waived by the Owner of the Series 2025 Bond), the Trustee shall cause a notice of any such redemption to be mailed, first class, postage prepaid, to the Owner of the Series 2025 Bond. The Trustee shall also provide a copy of such notice to the Local Government Commission at the same time as such notice is provided to the Owner of the Series 2025 Bond; provided, however, that failure to provide a copy of such notice to the Local Government Commission or any defect in such notice shall not affect the validity of the proceedings for such redemption.

Each such notice shall set forth the designation and date of the Series 2025 Bond, the date fixed for redemption, the principal installments of the Series 2025 Bond to be redeemed, the Redemption Price to be paid and the address and phone number of the Trustee. Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Trustee on or prior to the redemption date of money or Defeasance Obligations sufficient to pay the Redemption Price of and interest on the Series 2025 Bond, and that if such moneys are not so received, such notice shall be of no force or effect and the Series 2025 Bond shall not be required to be redeemed. In the event that such notice contains such a condition and moneys or Defeasance Obligations sufficient to pay the Redemption Price of and interest on the Series 2025 Bond are not

received by the Trustee on or prior to the redemption date, the redemption shall not be made and the Trustee shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

ARTICLE IV

SERIES 2025 PROJECT ACCOUNT; BOND FUND SUBACCOUNTS; PAYMENTS AND COVENANTS

Section 401. Establishment of Series 2025 Project Account and Bond Fund Subaccounts. The Trustee shall establish a special account within the Project Fund designated as the "Series 2025 Project Account" and shall keep the Series 2025 Project Account separate and apart from all other funds and moneys held by it.

The Trustee shall also establish the following subaccounts in the Bond Fund and shall keep such subaccounts separate and apart from all other funds and moneys held by it:

(a) Series 2025 Subaccount of the Interest Account;

(b) Series 2025 Subaccount of the Principal Account; and

(c) Series 2025 Subaccount of the Redemption Account.

The account and subaccounts mentioned above shall be established with and held by the Trustee pursuant to the Master Trust Agreement and this Second Supplemental Trust Agreement.

Section 402. Payments by the County. The County shall, subject to the limitations of Section 801 of the Master Trust Agreement, deposit or cause to be deposited with the Trustee the following amounts, and the Trustee shall apply such amounts to the various subaccounts specified herein in the following order:

(a) into the Series 2025 Subaccount of the Interest Account, on or before the Business Day immediately preceding each Interest Payment Date, the amount required to pay the interest due on the Series 2025 Bond on such Interest Payment Date; and

(b) into the Series 2025 Subaccount of the Principal Account, on or before the Business Day immediately preceding each August 1, the amount required to pay the principal installment of the Series 2025 Bond coming due on such August 1.

In addition, the Trustee shall deposit to the Series 2025 Subaccount of the Redemption Account all amounts as shall be delivered to the Trustee by the County from time to time with instructions that such amounts be so deposited.

Section 403. Application of Money in the Series 2025 Project Account. Money deposited in the Series 2025 Project Account in accordance with Section 204 shall be applied to pay the Project Costs relating to the 2025 Project and the Issuance Costs incurred in connection with the sale and issuance of the Series 2025 Bond, all in accordance with Article IV of the Master Trust Agreement.

Section 404. Application of Money in the Series 2025 Subaccount of the Redemption Account. The Trustee shall apply money in the Series 2025 Subaccount of the Redemption Account to the redemption of the Series 2025 Bond as provided in Article III. The Trustee shall

pay the accrued interest on the Series 2025 Bond to the date of redemption from the Series 2025 Subaccount of the Interest Account or other available funds of the County and the Redemption Price of the Series 2025 Bond from the Series 2025 Subaccount of the Redemption Account. The Trustee shall withdraw from the Series 2025 Subaccount of the Interest Account and the Series 2025 Subaccount of the Redemption Account the amounts required to pay the Redemption Price of the Series 2025 Bond or portion thereof so called for redemption, together with accrued interest thereon to the redemption date.

The expenses incurred by the Trustee in connection with the redemption of the Series 2025 Bond shall be paid by the County from any available moneys of the County.

Section 405. Investment of Money. Money held for the credit of the account and subaccounts established hereunder on deposit with the Trustee shall be continuously invested and reinvested by the Trustee at the written direction of the County as provided in the Master Trust Agreement and this Second Supplemental Trust Agreement.

Section 406. Payment of Principal, Interest and Premium. Subject to the limitations of Section 801 of the Master Trust Agreement, the County covenants that it will promptly pay the principal of and the interest on the Series 2025 Bond issued under the provisions of this Second Supplemental Trust Agreement at the places, on the dates and in the manner provided herein and in the Series 2025 Bond, according to the true intent and meaning thereof. The County further covenants that it will faithfully perform at all times all of its covenants, undertakings and agreements contained in this Second Supplemental Trust Agreement, the Master Trust Agreement, the Deed of Trust or the Series 2025 Bond executed, authenticated and delivered hereunder and under the Master Trust Agreement or in any proceedings of the County pertaining thereto. The County represents and covenants that it is duly authorized under the Constitution and laws of the State, particularly the Act, to issue the Series 2025 Bond authorized hereby; that all action on its part for the issuance of the Series 2025 Bond has been duly and effectively taken; and that the Series 2025 Bond in the hands of the Owner thereof is and will be a valid and binding limited obligation of the County payable according to its terms. The Series 2025 Bond shall be equally and ratably secured with all other Bonds issued and Outstanding under the Master Trust Agreement as provided in the Master Trust Agreement and the Deed of Trust.

Section 407. Tax Covenant. The County covenants to do and perform all acts and things permitted by law in order to assure that interest paid on the Series 2025 Bond which was excludable from the gross income of its Owner for federal income taxes on the date of their issuance shall continue to be so excludable.

Section 408. Other Covenants of the County. While the Series 2025 Bond is Outstanding, the County hereby covenants and agrees to provide to the Owner of the Series 2025 Bond the following documents:

(a) the County's audited annual financial statements within 210 days of the end of each Fiscal Year, to the extent that such audited annual financial statements are not available on publicly available sources; provided, however, that in the event that audited annual financial statements are not available within 210 days of the end of such Fiscal Year, the County shall furnish unaudited

annual financial statements with such period, and shall provide audited financial statements promptly upon the availability thereof;

(b) promptly upon receipt, any environmental monitoring reports or other similar documents received from any governmental entity with respect to the Mortgaged Property; and

(c) Upon written request of the Owner of the Series 2025 Bond, any other reasonable financial information relating to the County, the Mortgaged Property or the Series 2025 Bond, including the County's annual budget (excluding any privileged or confidential information required or permitted by law to be withheld).

The information described above may be sent to the Owner of the Series 2025 Bond at the following email address (or such other email address as the Owner of the Series 2025 Bond supplies to the County in writing): PublicFinance@WebsterBank.com.

ARTICLE V

THE TRUSTEE

Section 501. Acceptance of Duties by Trustee. The Trustee by execution hereof accepts and agrees to fulfill the trusts imposed upon it by this Second Supplemental Trust Agreement subject to the terms and conditions of the Master Trust Agreement.

Section 502. E-Verify. The Trustee hereby certifies that the Trustee understands that "E-Verify" is a federal program operated by the United States 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 in accordance with Section 64-25(5) of the General Statutes of North Carolina, as amended. The Trustee uses E-Verify to verify the work authorization of its employees in accordance with Section 64-26(a) of the General Statutes of North Carolina, as amended. The Trustee shall require that any subcontractor that it uses in connection with the transactions contemplated by this Second Supplemental Trust Agreement certify to such subcontractor's compliance with E-Verify.

ARTICLE VI

SUPPLEMENTAL TRUST AGREEMENTS

Section 601. Supplemental Trust Agreements Without Consent of Owner. The County may, from time to time and at any time, execute and deliver such trust agreements supplemental hereto (which supplemental trust agreements shall thereafter form a part hereof) as shall be substantially consistent with the terms and provisions of this Second Supplemental Trust Agreement and, in the opinion of the Trustee, who may rely upon a written opinion of legal counsel, shall not materially and adversely affect the interest of the Owner:

(a) to cure any ambiguity or formal defect or omission, to correct or supplement any provision herein that may be inconsistent with any other provision herein, to make any other provisions with respect to matters or questions arising under this Second Supplemental Trust Agreement or to modify, alter, amend, add to or rescind, in any particular, any of the terms or provisions contained in this Second Supplemental Trust Agreement;

(b) to grant or to confer upon the Trustee for the benefit of the Owner any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the Owner or the Trustee;

(c) to add to the covenants and agreements of the County in this Second Supplemental Trust Agreement other covenants and agreements thereafter to be observed by the County or to surrender any right or power herein reserved to or conferred upon the County; or

(d) to permit the qualification of this Second Supplemental Trust Agreement under any federal statute now or hereafter in effect or under any state blue sky law, and, in connection therewith, if the County so determines, to add to this Second Supplemental Trust Agreement or any supplemental trust agreement such other terms, conditions and provisions as may be permitted or required by such federal statute or blue sky law.

At least thirty (30) days prior to the execution and delivery of any supplemental trust agreement for any of the purposes of this Section, the Trustee shall cause at the County's expense a notice of the proposed supplemental trust agreement to be mailed first-class, postage prepaid, to the Owner of the Series 2025 Bond. Such notice shall be prepared by the County, shall briefly set forth the nature of the proposed supplemental trust agreement and shall state that copies thereof are on file at the designated corporate trust office of the Trustee for inspection by the Owner of the Series 2025 Bond. A failure on the part of the Trustee to mail the notice required by this Section shall not affect the validity of such supplemental trust agreement.

Section 602. Modification of Supplemental Agreement With Consent of Owner. Subject to the terms and provisions contained in this Section, and not otherwise, the Owner of the Series 2025 Bond shall have the right, from time to time, anything contained in this Second Supplemental Trust Agreement to the contrary notwithstanding, to consent to and approve the execution and delivery by the County and the Trustee of such supplemental trust agreement as shall be deemed necessary or desirable by the County for the purpose of modifying, altering, amending, adding to or rescinding, in any particular, any of the terms or provisions contained in this Second Supplemental Trust Agreement or in any supplemental trust agreement. Nothing herein contained,

however, shall be construed as making necessary the approval by the Owner of the Series 2025 Bond of the execution and delivery of any supplemental trust agreement as authorized in Section 601.

The Trustee shall, at the expense of the County, cause notice of the proposed supplemental trust agreement to be mailed, postage prepaid, to the Owner of the Series 2025 Bond as of the date such notice is mailed. Such notice shall be prepared by the County, shall briefly set forth the nature of the proposed supplemental trust agreement and shall state that copies thereof are on file at the designated corporate trust office of the Trustee for inspection by such Owner.

Whenever, at any time after the date of the mailing of such notice, the County shall deliver to the Trustee an instrument or instruments in writing purporting to be executed by the Owner of the Series 2025 Bond, which instrument shall refer to the proposed supplemental trust agreement described in such notice and shall specifically consent to and approve the execution and delivery thereof in substantially the form of the copy thereof referred to in such notice, thereupon, but not otherwise, the County and the Trustee may execute and deliver such supplemental trust agreement in substantially such form, without liability or responsibility to such Owner.

If the Owner of the Series 2025 Bond has consented to and approved the execution and delivery thereof as herein provided, to the extent permitted by law, the Owner shall not have any right to object to the execution and delivery of such supplemental trust agreement, to object to any of the terms and provisions contained therein or the operation thereof, to question the propriety of the execution and delivery thereof, or enjoin or restrain the County or the Trustee from executing and delivering the same or from taking any action pursuant to the provisions thereof.

Upon the execution and delivery of any supplemental trust agreement pursuant to the provisions of this Section or Section 601, this Second Supplemental Trust Agreement shall be and be deemed to be modified and amended in accordance therewith, and the respective rights, duties and obligations under this Second Supplemental Trust Agreement of the County, the Trustee and the Owner of the Series 2025 Bond shall thereafter be determined, exercised and enforced in all respects pursuant to the provisions of this Second Supplemental Trust Agreement, as so modified and amended.

Section 603. Series 2025 Bond Affected. For purposes of this Second Supplemental Trust Agreement, the Series 2025 Bond shall be deemed to be "affected" by a supplemental trust agreement if the same adversely affects or diminishes the rights of the Owner of the Series 2025 Bond against the County. The Trustee may in its discretion determine whether the Series 2025 Bond would be affected by any supplemental trust agreement and any such determination shall be conclusive upon the Owner of the Series 2025 Bond, whether theretofore or thereafter authenticated and delivered hereunder. The Trustee shall not be liable for any such determination made in good faith. The Trustee may, but shall not be required to, execute or consent to any such supplement or amendment that adversely affects its rights, protections or indemnifications under this Second Supplemental Trust Agreement.

Section 604. Responsibilities of Trustee and County under this Article. The Trustee and the County shall be entitled to exercise their discretion in determining whether or not any proposed supplemental trust agreement or any term or provision therein contained is desirable, after

considering the purposes of such instrument, the needs of the County, the rights and interests of the Owner of the Series 2025 Bond, and the rights, obligations and interests of the Trustee. The Trustee shall be entitled to receive, and shall be fully protected in relying upon, the opinion of counsel approved by it, who may be Bond Counsel for the County, as conclusive evidence that any such proposed supplemental trust agreement does or does not comply with the provisions of this Second Supplemental Trust Agreement, and that it is or is not proper for it, under the provisions of this Article, to execute and deliver such supplemental trust agreement.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 701. Manner of Giving Notice. All notices, demands and requests to be given to or made hereunder by the County, the Trustee or the Local Government Commission shall be given or made in writing and shall be deemed to be properly given or made if sent by United States registered or certified mail, return receipt requested postage prepaid, addressed as follows:

(a) As to the County –

County of Lee, North Carolina
408 Summit Drive
Sanford, North Carolina 27330
Attention: Finance Director

(b) As to the Trustee --

U.S. Bank Trust Company, National Association
214 North Tryon Street
27th Floor, Mailcode CN_NC-H27A
Charlotte, North Carolina 28202
Attention: Global Corporate Trust

(c) As to the Local Government Commission --

North Carolina Local Government Commission
Longleaf Building
3200 Atlantic Avenue
Raleigh, North Carolina 27604
Attention: Secretary

(d) As to the initial Owner of the Series 2025 Bond --

Webster Bank, National Association
200 Elm Street
Stamford, Connecticut 06901
Attention: Public Sector Finance

Unless otherwise specifically provided herein to the contrary, the Trustee shall also have the right to accept and act upon notices, certificates, consents, requests, waivers, requisitions, instructions and directions, including funds transfer and investment instructions (each for purposes of this paragraph, a "Notice"), under this Second Supplemental Trust Agreement sent by Electronic Means by the County. As used in this paragraph, "Electronic Means" means a portable document format ("pdf") or other replicating image attached to an unsecured email, facsimile transmission, secure electronic transmission (containing applicable authorization codes, passwords and/or authentication keys issued by the Trustee), or another method or system specified by the Trustee as available for use in connection with its services hereunder; provided, however, that the County

shall provide to the Trustee an incumbency certificate listing designated persons authorized to provide Notices by Electronic Means ("Authorized Officers"), which incumbency certificate shall include each Authorized Officer's name, title, sample signature, telephone number, facsimile number and email address from which such Notices will be sent and shall be amended whenever a person is to be added or deleted from the listing. The County agrees that the Trustee cannot determine the identity of the actual sender of Notices delivered by Electronic Means and that the Trustee shall be deemed to have acted reasonably in believing the genuineness of a Notice received by Electronic Means if such Notice on its face appears to have been signed by, and sent from the email address of, an Authorized Officer, as shown on the incumbency certificate provided to the Trustee. The County shall be responsible for ensuring that only its Authorized Officers use Electronic Means to deliver Notices to the Trustee, and the County and its Authorized Officers are responsible to safeguard the use and confidentiality of applicable user and authorization codes, passwords and authentication keys provided by the Trustee, if any. The Trustee shall not be liable for any losses, costs or expenses arising directly or indirectly from the Trustee's reliance upon and compliance with Notices delivered by Electronic Means, notwithstanding such Notices conflict or are inconsistent with a subsequent written Notice delivered by other means. If the Trustee accepts and acts upon a Notice delivered by Electronic Means in accordance with this paragraph, the County agrees (i) to assume all risks arising out of the use of such Electronic Means to submit Notices to the Trustee, including, without limitation, the risk of the Trustee acting on unauthorized Notices and the risk that a Notice is intercepted during transmission and misused by third parties; (ii) that it is fully informed of the protections and risks associated with the various methods of transmitting instructions to the Trustee and that there may be more secure methods of transmitting instructions than the use of Electronic Means; (iii) that the Trustee has no responsibility for the County's security procedures in connection with its transmission of Notices and that such procedures, including the procedures set forth herein, provide to it a commercially reasonable degree of protection in light of its particular needs and circumstances; and (iv) that it will notify the Trustee immediately upon learning of any compromise or unauthorized use of the security procedures to the extent they may impact the use of Electronic Means to deliver Notices pursuant to this paragraph.

Any such notice, demand or request may also be transmitted to the appropriate above-mentioned party by telephone and shall be deemed to be properly given or made at the time of such transmission if, and only if, such transmission of notice shall be confirmed in writing and sent as specified above.

Any of such addresses may be changed at any time upon written notice of such change sent by United States registered or certified mail, postage prepaid, to the other parties by the party effecting the change.

All documents received by the Trustee under the provisions of this Second Supplemental Trust Agreement, or photographic copies thereof, shall be retained in its possession until this Second Supplemental Trust Agreement shall be released under the provisions of Section 1301 of the Master Trust Agreement, subject at all reasonable times to the inspection of the County, the Owner of the Series 2025 Bond and their respective agents and representatives.

Section 702. Substitute Mailing. If, because of the temporary or permanent suspension of postal service, the County, the Local Government Commission or the Trustee shall be unable to

mail any notice required to be given by the provisions of this Second Supplemental Trust Agreement, such party shall give notice in such other manner as in the judgment of such party shall most effectively approximate mailing, and the giving of notice in such manner shall for all purposes of this Second Supplemental Trust Agreement be deemed to be in compliance with the requirement for the mailing thereof.

Section 703. Parties, Owner and Local Government Commission Alone Have Rights Under this Second Supplemental Trust Agreement. Except as herein otherwise expressly provided, nothing in this Second Supplemental Trust Agreement, express or implied, is intended or shall be construed to confer upon any person, firm or corporation, other than the County, the Trustee, the Owner of the Series 2025 Bond and the Local Government Commission any right, remedy or claim, legal or equitable, under or by reason of this Second Supplemental Trust Agreement or any provision being intended to be and being for the sole and exclusive benefit of the County, the Trustee, the Owner of the Series 2025 Bond and the Local Government Commission.

Section 704. Effect of Partial Invalidity. In case any one or more of the provisions of this Second Supplemental Trust Agreement or the Series 2025 Bond shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this Second Supplemental Trust Agreement or the Series 2025 Bond, but this Second Supplemental Trust Agreement and the Series 2025 Bond shall be construed and enforced as if such illegal or invalid provisions had not been contained therein. In case any covenant, stipulation, obligation or agreement contained in this Second Supplemental Trust Agreement or the Series 2025 Bond shall for any reason be held to be in violation of law, then such covenant, stipulation, obligation or agreement shall be deemed to be the covenant, stipulation, obligation or agreement of the County to the full extent permitted by law.

Section 705. Effect of Covenants; Governing Law; Venue. All covenants, stipulations, obligations and agreements of the County contained in this Second Supplemental Trust Agreement shall be deemed to be covenants, stipulations, obligations and agreements of the County to the full extent permitted by the Constitution and laws of the State. This Second Supplemental Trust Agreement is executed and delivered with the intent that the laws of the State shall govern this construction. The exclusive forum and venue for all actions arising out of this Second Supplemental Trust Agreement are with the North Carolina General Court of Justice in Lee County, North Carolina or the U.S. District Court for the Eastern District of North Carolina, Raleigh Division. Any attempt to contravene this Section shall be an express violation of this Second Supplemental Trust Agreement.

Section 706. Headings. Any heading preceding the text of the several articles hereof, any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Second Supplemental Trust Agreement, nor shall they affect its meaning, construction or effect.

Section 707. Further Authority. The officers of the County and other agents or employees of the County are hereby authorized to do all acts and things required of them by this Second Supplemental Trust Agreement for the full, punctual and complete performance of all of

the terms, covenants and agreements contained in the Series 2025 Bond and this Second Supplemental Trust Agreement.

Section 708. Payment Due on Holidays. If the date for making any payment or the last day for performance of any act or the exercising of any right as provided in this Second Supplemental Trust Agreement is not a Business Day, such payment may be made or act performed or right exercised on the next Business Day with the same force and effect as if done on the date provided in this Second Supplemental Trust Agreement.

Section 709. Multiple Counterparts. This Second Supplemental Trust Agreement may be executed in multiple counterparts, each of which shall be regarded for all purposes as an original, and such counterparts shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the County and the Trustee have caused this Second Supplemental Trust Agreement to be executed in their respective names by their respective duly authorized representatives all as of the date first written above.

COUNTY OF LEE, NORTH CAROLINA

[SEAL]

By:_____
Chair of the Board of Commissioners

Attest:

_____
Clerk to the Board of Commissioners

U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION, as Trustee

By: _____
Vice President

[Signature page to Second Supplemental Trust Agreement, dated as of July 1, 2025, between the County of Lee, North Carolina and U.S. Bank Trust Company, National Association]

CERTIFICATE OF LOCAL GOVERNMENT COMMISSION

The foregoing Second Supplemental Trust Agreement has been approved under the provisions of Section 160A-20 and Article 8 of Chapter 159 of the General Statutes of North Carolina, as amended.

_____

Deputy Secretary, Local Government Commission of North Carolina

EXHIBIT A

FORM OF SERIES 2025 BOND

R-1 $3,820,000

United States of America
State of North Carolina

COUNTY OF LEE, NORTH CAROLINA
LIMITED OBLIGATION BOND
SERIES 2025

The County of Lee, North Carolina (the "County"), for value received, hereby promises to pay, but solely from the sources and in the manner hereinafter provided, to Webster Bank, National Association, or registered assigns or legal representative, the principal sum set forth above in annual installments of principal on August 1 in the years and amounts set forth in Schedule A attached hereto and made a part hereof, and to pay, but solely from said sources, interest from the date hereof on the unpaid portion of said principal sum until payment thereof (computed on the basis of a 360-day year consisting of twelve 30-day months) at the rate of 4.35% per annum (subject to adjustment as provided below), such interest being payable on August 1 of each year, beginning August 1, 2026, as set forth in Schedule A attached hereto.

Notwithstanding the foregoing, in the event of a Determination of Taxability, the interest rate on this bond, from and after the Inclusion Date, shall be adjusted to preserve the Owner's after-tax economic yield with respect to the interest on this bond. In addition, the County shall pay to the Owner of this bond (i) an amount necessary to reimburse the Owner for any interest, penalties, or other charges assessed by the Internal Revenue Service and the Department of Revenue by reason of the Owner's failure to include the interest on this bond in its gross income for federal income tax purposes, and (ii) upon request of the Owner of this bond, any additional interest as a result of the increase in the interest rate on all previous interest payments made by the County after the Inclusion Date. In the event of a Determination of Taxability, the Owner of this bond shall provide the County and the Trustee with a new debt service schedule which reflects the new interest rate on this bond which will replace the debt service schedule set forth in Schedule A to this bond.

The principal or interest so payable and punctually paid or duly provided for on any Interest Payment Date will be paid to the person in whose name this bond is registered at the close of business on the Regular Record Date for such interest, without the requirement for presentation and surrender hereof by the Owner hereof, which shall be the day immediately preceding such Interest Payment Date, whether or not a Business Day. Any such principal or interest not so punctually paid or duly provided for shall forthwith cease to be payable to the registered owner on such Regular Record Date, and may be paid to the person in whose name this bond is registered at the close of business on a Special Record Date for the payment of such defaulted principal or interest to be fixed by the Trustee, notice whereof being given to the registered owner not less than ten (10) days prior to such Special Record Date, or may be paid at any time in any other lawful

manner not inconsistent with the requirements of any securities exchange on which this bond may be listed and upon such notice as may be required by such exchange, or as more fully provided in the Master Trust Agreement (hereinafter mentioned). All such payments shall be made in such coin or currency of the United States of America as at the time of payment is legal tender for payment of public and private debts. The Owner of this bond shall promptly cancel and surrender this bond to U.S. Bank Trust Company, National Association or its successor (the "Trustee") at its designated corporate trust office following payment of the final maturity of this bond or redemption in full of this bond.

This bond is a duly authorized limited obligation bond of the County designated "County of Lee, North Carolina Limited Obligation Bond, Series 2025" issued under and pursuant to the Constitution and laws of the State of North Carolina, a resolution of the Board of Commissioners for the County adopted on June 16, 2025, authorizing the issuance of the this bond, a Master Trust Agreement, dated as of May 1, 2023 (the "Master Trust Agreement"), between the County and the Trustee, and a Second Supplemental Trust Agreement, dated as of July 1, 2025 (the "Second Supplemental Trust Agreement"), between the County and the Trustee. This bond is being issued for the purpose of providing funds, together with any other available funds, to (a) pay the costs of the 2025 Project and (b) pay the fees and expenses incurred in connection with sale and issuance of this bond. Capitalized terms used herein and not otherwise defined have the meanings given such terms in the Master Trust Agreement and the Second Supplemental Trust Agreement.

This bond is a limited obligation of the County payable during any Fiscal Year solely from funds appropriated for that purpose by the Board of Commissioners for the County in its discretion and from certain other monies made available therefor under the Master Trust Agreement and the Second Supplemental Trust Agreement and amounts received under the hereinafter mentioned Deed of Trust. Neither the faith and credit nor the taxing power of the County is pledged to the payment of the principal of and the interest on this bond.

The Master Trust Agreement provides for the issuance from time to time under the conditions, limitations and restrictions set forth therein of Additional Bonds which shall be equally and ratably secured with this bond and any other Additional Bonds hereafter issued pursuant to the Master Trust Agreement (this bond and any Additional Bonds herein referred to as the "Bonds").

As security for the payment of the Bonds and the performance by the County of its other obligations under the Master Trust Agreement, the County has executed and delivered a Deed of Trust, dated as of May 1, 2023 (the "Deed of Trust"), granting to the Trustee for the benefit of the Owners a lien on the Mortgaged Property, subject only to Permitted Encumbrances.

Reference is made to the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust for a more complete statement of the provisions thereof and of the rights of the County, the Trustee and the registered owner of this bond. Copies of the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust are available for inspection by any registered owner of this bond at all reasonable times at the designated corporate trust office of the Trustee. By the purchase and acceptance of this bond, the registered owner hereof signifies assent to all of the provisions of the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust.

This bond, together with corresponding obligations under the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust relating thereto, constitutes an installment contract or contract within the meaning of the Section 160A-20, as amended, of the General Statutes of North Carolina entered into by the County for the purpose of financing the acquisition of real or personal property or the construction or repair of improvements thereon.

The Trustee shall keep at its designated corporate trust office books for the registration of transfer of this bond. The transfer of this bond may be registered only upon such books and as otherwise provided in the Master Trust Agreement upon the surrender hereof to the Trustee together with an assignment duly executed by the registered owner hereof or his attorney or legal representative in such form as shall be satisfactory to the Trustee. Upon any such registration of transfer, the Trustee shall deliver in exchange for this bond a new bond, registered in the name of the transferee, in an aggregate principal amount equal to the principal amount of this bond, containing the same principal installments and bearing interest at the same rate. This bond may not be exchanged for any denomination other than the outstanding principal amount thereof.

Notwithstanding any other provisions of the Master Trust Agreement or the Second Supplemental Trust Agreement to the contrary, the Trustee shall not register the transfer of this bond to any person or entity other than (a) a bank, insurance company or similar financial institution or (b) any other entity approved by the Local Government Commission.

The County shall have the option to redeem, in whole or in part, the outstanding principal amount of this bond on any date on or after August 1, 2031, at the following Redemption Prices (expressed as a percentage of the principal amount of this bond to be redeemed), plus accrued interest thereon to the redemption date.

Redemption Period (Inclusive)	Redemption Price
August 1, 2031 to July 31, 2032	102%
August 1, 2032 to July 31, 2033	101
August 1, 2033 and thereafter	100

Any redemption in part of this bond (i) shall not be less than $300,000 in principal amount, (ii) shall not be made more than once in any calendar year and (iii) shall be applied to the prepayment in inverse order of the maturing principal installments this bond unless otherwise agreed to by the Owner of this bond. In the event of such a redemption in part, the Owner of this bond shall provide the County with a new debt service schedule which reflects such redemption in part which will replace the debt service schedule set forth in Schedule A to this bond.

At least thirty-five (35) days prior to the redemption date (unless otherwise waived by the Trustee), the County shall notify the Trustee of its intention to redeem this bond in whole or in part. At least thirty (30) days prior to the redemption date of this bond in whole or in party (unless otherwise waived by the Owner of this bond), the Trustee shall cause a notice of any such redemption to be mailed, first class, postage prepaid, to the Owner of this bond. The Trustee shall also provide a copy of such notice to the Local Government Commission at the same time as such notice is provided to the Owner of this bond; provided, however, that failure to provide a copy of such notice to the Local Government Commission or any defect in such notice shall not affect the validity of the proceedings for such redemption.

Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Trustee on or prior to the redemption date of money or Defeasance Obligations sufficient to pay the Redemption Price of and interest on this bond, and that if such moneys are not so received, such notice shall be of no force or effect and this bond shall not be required to be redeemed. In the event that such notice contains such a condition and moneys or Defeasance Obligations sufficient to pay the Redemption Price of and interest on this bond are not received by the Trustee on or prior to the redemption date, the redemption shall not be made and the Trustee shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

On the date designated for redemption, notice having been given as aforesaid, this bond shall become due and payable at the Redemption Price provided for the redemption of this bond on such date plus accrued interest to such date.

The registered owner of this bond shall have no right to enforce the provisions of the Master Trust Agreement or to institute action to enforce the covenants therein, or to take any action with respect to any event of default under the Master Trust Agreement, or to institute, appear in or defend any suit or other proceeding with respect thereto, except as provided in the Master Trust Agreement.

Supplements or amendments to the Master Trust Agreement, the Second Supplemental Trust Agreement and the Deed of Trust may be made only to the extent and in the circumstances permitted by the Master Trust Agreement and the Second Supplemental Trust Agreement.

This bond is issued with the intent that the laws of the State of North Carolina shall govern its construction.

All acts, conditions and things required to happen, exist and be performed precedent to and in the issuance of this bond and the execution and delivery of the Master Trust Agreement and the Second Supplemental Trust Agreement have happened, exist and have been performed as so required.

This bond shall not be valid or become obligatory for any purpose or be entitled to any benefit or security under the Master Trust Agreement or the Second Supplemental Trust Agreement until it shall have been authenticated by the execution by the Trustee of the certificate of authentication endorsed hereon.

IN WITNESS WHEREOF, the County of Lee, North Carolina, by resolution duly passed by its Board of Commissioners, has caused this bond to be manually signed by the Chair of the Board of Commissioners for the County and attested to by the Clerk to the Board of Commissioners for the County and the official seal of the County to be impressed hereon, all as of the ____ day of July, 2025.

COUNTY OF LEE, NORTH CAROLINA

[SEAL]

By:_____
Chair of the Board of Commissioners

Attest:

_____
Clerk to the Board of Commissioners

CERTIFICATE OF LOCAL GOVERNMENT COMMISSION

The County of Lee, North Carolina Limited Obligation Bond, Series 2025 hereinabove mentioned have been approved under the provisions of Section 160A-20 and Article 8 of Chapter 159 of the General Statutes of North Carolina, as amended.

_____

Deputy Secretary, Local Government Commission
of North Carolina

CERTIFICATE OF AUTHENTICATION

This bond is a Bond of the Series designated therein and issued under the provisions of the within mentioned Master Trust Agreement and Second Supplemental Trust Agreement.

U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION, as Trustee

By:_____
Authorized Signatory

Date of authentication: _____

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto _____

_____

_____

PLEASE INSERT SOCIAL SECURITY NUMBER
OR OTHER IDENTIFYING NUMBER OF ASSIGNEE

_____

_____

_____

PLEASE PRINT OR TYPEWRITE NAME AND ADDRESS OF TRANSFEREE

_____

the within bond and all right thereunder, and hereby irrevocably constitutes and appoints _____ _____, attorney, to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated:_____

In the presence of:

_____

NOTICE: Signature must be guaranteed by an institution which is a participant in the Securities Transfer Agent Medallion Program (STAMP) or similar program.

_____

The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever.

SCHEDULE A

DEBT SERVICE SCHEDULE

Payment Date	Principal	Interest	Total
August 1, 2026	$255,000.00	$173,093.75	$428,093.75
August 1, 2027	255,000.00	155,077.50	410,077.50
August 1, 2028	255,000.00	143,985.00	398,985.00
August 1, 2029	255,000.00	132,892.50	387,892.50
August 1, 2030	255,000.00	121,800.00	376,800.00
August 1, 2031	255,000.00	110,707.50	365,707.50
August 1, 2032	255,000.00	99,615.00	354,615.00
August 1, 2033	255,000.00	88,522.50	343,522.50
August 1, 2034	255,000.00	77,430.00	332,430.00
August 1, 2035	255,000.00	66,337.50	321,337.50
August 1, 2036	254,000.00	55,245.00	309,245.00
August 1, 2037	254,000.00	44,196.00	298,196.00
August 1, 2038	254,000.00	33,147.00	287,147.00
August 1, 2039	254,000.00	22,098.00	276,098.00
August 1, 2040	254,000.00	11,049.00	265,049.00
	$3,820,000.00	$1,335,196.25	$5,155,196.25

ITEM #: VI.B

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Appointments to Boards and Commissions

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Action Item

REQUEST	1. Elect to vote by ballot 2. Make selections based on the applications submitted for various Board and Commission vacancies 3. Sign ballot and return to the Clerk
BUDGET IMPACT	N/A
ATTACHMENTS	2025 Board Appointment Ballot_draft.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Make appointment selections to the various board and commission vacancies based on the applications submitted.

SUMMARY

Every year, a recruitment campaign is conducted for upcoming board and commission vacancies. The majority of terms expiring in 2025 end in June, thus a recruitment campaign is held beginning in the spring of each year and ending with the second meeting in June to promote service to boards and commissions. On June 2, 2025, the Clerk provided the Board of Commissioners with a list of current vacancies, copies of applications along with a draft ballot. Recruitment efforts for existing vacancies are continued throughout the year, and include posting an advertisement of the various board and commission vacancies on the County's website and through the County's social media pages. An updated ballot summarizing all applications received and vacancies available is attached.

BOARD APPOINTMENT BALLOT

JUNE 2025

ADA COMMITTEE (1 Vacancy)	**AIRPORT AUTHORITY** (0 Vacancies)
AGRICULTURE ADVISORY BOARD (11 Vacancies) ___ Rex Hair ___ Thomas Haislip (Re-appt) ___ Benjamin Shover	**BOARD OF EQUALIZATION AND REVIEW** (2 Alternate Vacancies) ___ Betty Mitchell ___ Geoffrey Huff
CEMETERY BOARD OF TRUSTEES (1 Vacancy) ___	**CENTRAL CAROLINA BOARD OF TRUSTEES** (1 Vacancy) ___ Jamie Green ___ Rex Hair ___ Geoffrey Huff ___ Anthony Jones ___ Julian Philpott (Re-appt)
JOINT SANFORD/LEE COUNTY ENVIRONMENTAL AFFAIRS BOARD (2 Vacancies) ___ Berkley Griffin Hillis (Re-appt) ___ Geoffrey Huff ___ Malila O'Neal	**FIRE ADVISORY BOARD** (0 Vacancies)
HOUSING APPEALS (1 Regular, 1 Alternate)	**INDUSTRIAL FACILITIES AND POLLUTION CONTROL FINANCING AUTHORITY** (7 Vacancies)
JURY COMMISSION (1 Vacancy) ___ Geoffrey Huff	**JUVENILE CRIME PREVENTION COUNCIL** (5 Vacancies) ___ Vickie Atkins ___ Betty Mitchell ___ Dakota Wright
LIBRARY BOARD OF TRUSTEES (2 Vacancies) ___ Christopher Beal (Re-appt) ___ Rex Hair ___ Malila O'Neal ___ Bill Tannenbaum (Re-appt) ___ Conni Tucker	**PARKS AND RECRATION COMMISSION** (2 Regular Vacancies) ___ Heather Sinks Burns (Re-appt) ___ Carol Fulton ___ Sean Grody ___ Rex Hair ___ Geoffrey Huff ___ Chadburn Spivey (Re-appt) (has met 2 consecutive term limit) ___ Jones Thomas ___ Dakota Wright

DRAFT

LEE COUNTY PLANNING BOARD (2 Regular Vacancies – 2 Alternate) ___ Stephen Baber (Re-appt) ___ Madison Carter ___ Oneida Del Real ___ Darrik Farmer (Re-appt) ___ Carol Fulton ___ Jamie Greene ___ Rex Hair ___ Geoffrey Huff ___ Kristen Mellette ___ Betty Mitchell ___ Chanel Simpson (Re-appt) ___ Dakota Wright	**SANFORD AREA GROWTH ALLIANCE** (0 Vacancies)
SANFORD BOARD OF ADJUSTMENTS (Vacancies – 1 Regular (ETJ Resident); 1 Alt. (ETJ Resident))	**SANFORD PLANNING BOARD** (1 Alt. Vacancy)
JOINT NURSING/ADULT/FAMILY CARE HOME COMMUNITY ADVISORY COMMITTEE (Vacancies – 12 Regular, 2 Alternate) ___ Diane Dowd (Re-appt)	**TRANSPORTATION ADVISORY BOARD** (1 Vacancy)
SENIOR SERVICES ADVISORY BOARD (4 Vacancies) ___ Cleo Bryant (Re-appt) ___ Henry Merritt, Jr. (Re-appt) ___ James Payne (Re-appt) ___ Dakota Wright	

Commissioner Signature (Required when voting by ballot):_____

DRAFT

ITEM #: VII.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: FY 2025-26 Funding of the Contract with the City of Sanford for Planning Services

DEPARTMENT: Administration

CONTACT PERSON: Whitney Parrish ,

TYPE: Action Item

REQUEST	Approve FY 2025-26 funding in the amount of $768,601 for the contract with the City of Sanford for Planning Services
BUDGET IMPACT	The County will pay $768,601 to the City for Planning Services
ATTACHMENTS	Fully Executed Contract with City Planning 2024-2025 (1).pdf
PRIOR BOARD ACTION	The Board has contracted with the City of Sanford since 2013 for this service. On June 17, 2024, the Board of Commissioners approved a contract with the City of Sanford for Planning Services that automatically renews for one year terms if the parties agree on a budget and make appropriations in keeping with the agreed upon division of funding (45% of the Planning budget).
RECOMMENDATION	Approve FY 2025-26 funding of the contract with the City of Sanford for Planning Services

SUMMARY

Since 2013, the Board of Commissioners has contracted with the City of Sanford for the City to provide planning services to the County. This service includes, but is not limited to, zoning administration and enforcement, subdivision administration, long-range planning, land use planning, etc. On June 17, 2024, the Board of Commissioners approved a contract with the City of Sanford for Planning Services that automatically renews for one year terms if the parties agree on a budget and make appropriations in keeping with the agreed upon division

of funding (45% of the Planning budget). The Board is being asked to approve $768,601 for the FY 2025-26.

STATE OF NORTH CAROLINA)
)
COUNTY OF LEE)

CONTRACT FOR PLANNING SERVICES

THIS AGREEMENT, made and entered into this 18th day of June, 2024 by and between the County of Lee, one of the counties of the State of North Carolina and a body both politic and corporate, hereinafter referred to as "County", and the City of Sanford, a municipal corporation chartered by the State of North Carolina, hereinafter referred to as "City";

WITNESSETH:

THAT WHEREAS, the County desires for the City to provide planning services for County by and through its Community Development Department; and

WHEREAS, the City has agreed to provide such services for the County through its Community Development Department (hereinafter "Department"); and

WHEREAS, by action of the Lee County Board of Commissioners and the Sanford City Council, the parties hereto have reached an agreement concerning the provision of planning services to the County;

NOW, THEREFORE, for and in the consideration of the payment hereinafter mentioned, the mutual promises herein contained and the mutual benefits to result therefrom, and pursuant to the provisions of Chapter 160A and Chapter 153A of the North Carolina General Statutes, the County and City agree as follows:

1. TERM. The term of this agreement shall be for one (1) year beginning July 1, 2024 and ending June 30, 2025, and shall be renewed automatically thereafter for additional one (1) year terms if the parties agree upon a budget for said department and make appropriations in keeping with the agreed upon division of funding. If the parties cannot agree or do not appropriate funding on an agreed upon basis, then the contract shall be extended for a period of six (6) months and the County shall pay compensation to the City on the same basis that it paid for that period in the preceding fiscal year. On or about April 1, City will provide County with a budget estimate for the coming fiscal year for the planning department and a proposed division of funding.

2. DIVISION OF FUNDING. Parties agree that the division of funding for the term of this contract for planning services will require the County to pay 45 percent of the actual budget of the Department, less capital. Such payments shall be made by the County in

quarterly installments.. The County and City will use the budget estimate for the upcoming fiscal year to determine suggested funding of the Department for the coming year. Parties agree that the division of funding for the County will remain at 45 percent for the term of this Agreement, subject to agreed upon adjustments.

3. SERVICES. The City agrees to provide to the County comprehensive planning services including zoning administration and enforcement, subdivision administration, watershed administration, long-range planning, transportation planning, airport hazard ordinance administration, flood plain ordinance administration, and land use planning. The City will also provide housing rehabilitation program administration, including administration of funds received through the North Carolina Division of Community Assistance, Small Cities Community Development Block Grant Program, and N.C. Housing Finance Agency "HOME" Program. City employees will act as planning and zoning staff, will provide proper reports on a monthly basis to the Board of Commissioners, County Planning Board, and County Board of Adjustment, and will coordinate services with other City and County departments. City will provide day-to- day management of all Department operations by the Community Development Director (hereinafter "Department Director"), under the direction of the City Manager. Any person having a complaint concerning planning services may direct it to the City Manager. County agrees to follow departmental protocol for all citizen complaints. Any complaints regarding the unincorporated areas of the County shall be communicated to the County manager.

4. AUTHORIZATION. County agrees that the City of Sanford Community Development Department employees shall be authorized to enforce all County zoning, subdivision and other pertinent ordinances and regulations in the County in connection with providing the services listed above. The County agrees to promptly provide to the Department a copy of all properly adopted regulations and ordinances pertaining to the services listed above.

5. COMPENSATION. The County agrees to compensate the City for services performed pursuant to this Agreement by paying the amount agreed upon in quarterly installments on July 15, October 15, January 15 and April 15.

6. FISCAL ACCOUNTABILITY. The City agrees to present the County with a budget that reflects the projected cost of operating the Department and will provide annual year to date expenditure upon request.

7. FEES. Planning fees established by ordinance shall be collected by the Department and deposited with the City Finance Department in a timely manner. Fee schedules will be

reviewed annually by the Department Director for recommendation to the Board of Commissioners. Fees charged by the Department to the Town of Broadway will go towards the total cost of operations of the Department.

8. ASSETS ACQUIRED IN THE FUTURE. From and after July 1, 2013, all capital assets which are acquired for use by the Department will be approved during the budget process and appropriated by the City Council. These assets will be under the sole ownership of the City, and City will pay 100 percent of the cost of the assets. Access to any software and related databases that are developed will be given *to* the County in the event this contract is not renewed. County shall pay all license fees or costs necessary and in accordance with law or contract *to* access this information.

9. TERMINATION. In addition to the method of termination provided in paragraph 1, either party may terminate this agreement upon six (6) months' written notice to the other party.

   Notice shall be given:

   as to the City of Sanford: City Manager
   P.O. Box 3729
   Sanford, NC 27331-3729

   as to the County of Lee: County Manager
   P.O. Box 1968
   Sanford, NC 27331-1968

10. EFFECTIVE DATE. This agreement shall be effective upon its adoption by the majority vote of the members of the governing board of the County and City and its due execution by the proper officials of each unit of government. The minutes of each unit of government shall record the action taken in accordance herewith.

11. RETENTION OF POWERS. This is a contract for planning services only and each governmental unit retains its appointive and decision making powers within their respective jurisdiction.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in their respective names by their proper officials all by authority of a resolution duly adopted by the governing body of each of the governmental units.

County of Lee

Kirk D. Smith
Chair, Board of Commissioners

Attest:

Hailey Hall, Clerk to the Board of Commissioners

City of Sanford

Rebecca Wyhof Salmon, Mayor City of Sanford

Attest:

Bonnie Davis, Clerk to the City of Sanford Council

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

Finance Officer, Lee County

ITEM #: VII.B

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: FY 2025-26 Fire District Budget Ordinance

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Action Item

REQUEST	Approve fire district budget ordinance for FY 2025-2026. ***The Board will need to waive its policy to not vote the same day of a public hearing if it wants to approve the budget ordinance.***
BUDGET IMPACT	N/A
ATTACHMENTS	Lee County Government FY 2025-26 Fire District Budget Ordinance.pdf
PRIOR BOARD ACTION	Fire Advisory Board Chair John Rzycki presented the proposed fire district budgets to the Board of Commissioners at its meeting May 19, 2025.
RECOMMENDATION	Approve attached Fire District Budget Ordinance for FY 2025-2026

SUMMARY

Attached is the FY 2025-2026 budget ordinance for the Lee County Fire Districts for the Board's consideration.

LEE COUNTY, NORTH CAROLINA
FIRE DISTRICT BUDGET ORDINANCE
FISCAL YEAR 2025-2026

BE IT ORDAINED by the Board of Commissioners of Lee County, North Carolina:

SECTION 1. The following amounts are hereby appropriated to the Carolina Trace Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Carolina Trace Fire Department	$ 914,348
Fire Marshal	91,318
TOTAL	$ 1,005,666

SECTION 2. It is estimated that the following revenues will be available to the Carolina Trace Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Carolina Trace District Taxes	$ 980,666
Fund Balance Appropriated	25,000
TOTAL	$ 1,005,666

SECTION 3. The following amounts are hereby appropriated to the Northview Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Northview Fire Department	$ 1,174,385
Fire Marshal	127,364
TOTAL	$ 1,301,749

SECTION 4. It is estimated that the following revenues will be available to the Northview Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Northview District Taxes	$ 1,261,749
Fund Balance Appropriated	40,000
TOTAL	$ 1,301,749

SECTION 5. The following amounts are hereby appropriated to the Cape Fear Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Cape Fear Fire Department	$ 855,511
Fire Marshal	58,222
TOTAL	$ 913.733

SECTION 6. It is estimated that the following revenues will be available to the Cape Fear Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Cape Fear District Taxes	$ 876,233
Fund Balance Appropriated	37,500
TOTAL	$ 913,733

SECTION 7. The following amounts are hereby appropriated to the Northwest Pocket Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Northwest Pocket Fire Department	$ 485,584
Fire Marshal	50,397
TOTAL	$ 535,981

SECTION 8. It is estimated that the following revenues will be available to the Northwest Pocket Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Northwest Pocket District Taxes	$ 485,981
Fund Balance Appropriated	50,000
TOTAL	$ 535,981

SECTION 9. The following amounts are hereby appropriated to the Lemon Springs Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Lemon Springs Fire Department	$ 668,900
Fire Marshal	78,583
TOTAL	$ 747,483

SECTION 10. It is estimated that the following revenues will be available to the Lemon Springs Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Lemon Springs District Taxes	$ 668,483
Fund Balance Appropriated	79,000
TOTAL	$ 747,483

SECTION 11. The following amounts are hereby appropriated to the Tramway Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Tramway Fire Department	$ 837,251
Fire Marshal	78,650
TOTAL	$ 915,901

SECTION 12. It is estimated that the following revenues will be available to the Tramway Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Tramway District Taxes	$ 880,901
Fund Balance Appropriated	35,000
TOTAL	$ 915,901

SECTION 13. The following amounts are hereby appropriated to the Deep River Fire Department for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Deep River Fire Department	$ 629,000
Fire Marshal	73,196
TOTAL	$ 702,196

SECTION 14. It is estimated that the following revenues will be available to the Deep River Fire Department during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Deep River District Taxes	$ 632,196
Fund Balance Appropriated	70,000
TOTAL	$ 702,196

SECTION 15. The following amounts are hereby appropriated to the Clearwater Fire Service District for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Clearwater Fire Service District	$ 70,500
Fire Marshal	4,817
TOTAL	$ 75,317

SECTION 16. It is estimated that the following revenues will be available to the Clearwater Fire Service District during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Clearwater Fire Service District	$ 72,817
Fund Balance Appropriated	2,500
TOTAL	$ 75,317

SECTION 17. There is hereby levied a tax at the rate of FOURTEEN AND ONE TENTH (14.1) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Carolina Trace Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $697,010,000 for purposes of taxation and an estimated collection rate of 99.59%.

SECTION 18. There is hereby levied a tax at the rate of NINE AND FOUR TENTHS (9.4) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Northview Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $1,343,191,000 for purposes of taxation and an estimated collection rate of 99.73%.

SECTION 19. There is hereby levied a tax at the rate of FOURTEEN AND FOUR TENTHS (14.4) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Cape Fear Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $614,011,000 for purposes of taxation and an estimated collection rate of 99.30%.

SECTION 20. There is hereby levied a tax at the rate of FIFTEEN AND ZERO TENTHS (15.0) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Northwest Pocket Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $329,261,000 for purposes of taxation and an estimated collection rate of 98.45%.

SECTION 21. There is hereby levied a tax at the rate of TEN AND THREE TENTHS (10.3) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Lemon Springs Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $657,640,000 for purposes of taxation and an estimated collection rate of 98.56%.

SECTION 22. There is hereby levied a tax at the rate of TEN AND SEVEN TENTHS (10.7) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Tramway Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $829,453,000 for purposes of taxation and an estimated collection rate of 99.29%.

SECTION 23. There is hereby levied a tax at the rate of TEN AND EIGHT TENTHS (10.8) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Deep River Fire District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $590,009,000 for purposes of taxation and an estimated collection rate of 99.46%.

SECTION 24. There is hereby levied a tax at the rate of FOURTEEN AND FOUR TENTHS (14.4) cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, located within the Clearwater Fire Service District for the raising of revenue for said district.

This rate is based on an estimated total valuation of $50,796,000 for purposes of taxation and an estimated collection rate of 99.83%.

SECTION 25. Copies of the Fire District Budget Ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Tax Administrator for direction in carrying out their duties.

Commissioner _____ moved to approve the Fire District Budget Ordinance, and upon a vote, the results were as follows:

Aye:
Nay:

The Chair ruled the Fire District Budget Ordinance _____.

_____
Kirk D. Smith, Chairman

_____
Hailey Hall, Clerk to the Board

ITEM #: VII.C

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: FY 2025-2026 Budget Ordinance

DEPARTMENT: Administration

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Action Item

REQUEST	Approve Budget Ordinance for FY 2025-2026. ***The Board will need to waive its policy to not vote the same day of a public hearing if it wants to approve the budget ordinance.***
BUDGET IMPACT	N/A
ATTACHMENTS	Lee County FY 2025-26 Budget Ordinance (with Pay Plan & Schedule of Fees and Charges).pdf
PRIOR BOARD ACTION	Public Hearing will be held on June 16, 2025. A Budget Work Session will be held on June 9, 2025.
RECOMMENDATION	Approve the Budget Ordinance for FY 2025-2026

SUMMARY

On June 2, 2025, the County Manager presented her recommended budget to the Board of Commissioners. A budget work session will be held on June 9, 2025. A public hearing will be held on June 16, 2025. The ordinance does reflect the adjustment in funding for Salvation Army and the Helping Hands Clinic that was approved on Monday, June 9, 2025. Please note, the budget ordinance was updated at 1:24 p.m. on 6/12 due to missing information in the Health Department's fee schedules.

LEE COUNTY, NORTH CAROLINA
BUDGET ORDINANCE
FISCAL YEAR 2025-2026

BE IT ORDAINED by the Board of Commissioners of Lee County, North Carolina:

SECTION 1. There are hereby appropriated in the General Fund the following amounts for the purpose of operating the County of Lee during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026, in accordance with the chart of accounts heretofore established for this county:

Commissioners	290,384
Administration	1,167,866
Human Resources	988,920
Finance	909,560
Internal Services	771,792
Strategic Services	638,593
Tax-Appraisal	974,660
Tax-Collections	932,907
Tax-Listing	549,451
County Attorney	724,977
Court Facilities	13,952
Elections	961,008
Register of Deeds	590,057
Information Technology	2,294,156
Information Technology – PEG Channel	21,792
Buildings and Grounds (General Services)	7,111,042
Buggy Factory	475,507
Sheriff	9,517,227
Animal Control Enforcement	562,358
School Resource Officers	2,403,538
Sheriff-Communications	632,431
Jail	3,994,293
911 Communications	569,183
State Forestry	144,227
Medical Examiner	70,000
Juvenile Justice	1,200
Juvenile Detention	180,000
Emergency Medical Services	1,104,794
Emergency Management	760,929
Fire Marshal	503,866
Planning & Zoning	768,601
Economic Development	1,508,074
Cooperative Extension	448,179
Soil Conservation	176,924

Health Department – Administration	1,129,906
Health Department - Programs	
Maternal Health	298,572
Child Health	277,313
Primary Care	289,794
Promotion	94,137
WIC – Client Services	208,387
Family Planning	414,421
Animal Control	337,675
Environmental Health	1,083,127
AIDS Control	50,110
Bioterrorism	45,525
WIC – Breast Feeding	64,032
Child Service Coordinator	217,051
Communicable Disease	464,078
Breast/Cervical Cancer Control	17,780
Immunizations	161,892
Infant Mortality Reduction	196,350
Pregnancy Care Management	228,333
WIC – General Administration	34,860
WIC – Nutrition Education	95,806
Mental Health Contribution	240,000
Community Support Services	671,874
DSS Administration	10,864,928
DSS Programs	848,225
Human Services Nonprofits	25,000
County of Lee Transit System (COLTS)	2,738,966
Senior Services-General	1,660,052
JCPC	205,084
Lee County School System	
Current Expense	22,346,630
Capital Expense	2,089,000
Lottery Projects	685,000
Central Carolina Community College	
Current Expense	3,906,400
Special Appropriation	250,000
Special Appropriation – Moore Center	754,682
Capital Expense	296,000
Civic Center Expense	64,930
Library	1,822,951
Parks & Recreation	3,133,026
Cultural & Recreational Nonprofits	7,500
Debt Service	16,762,241
Reserve for Unemployment Tax	25,000
Reserve for Worker's Compensation	20,000
Transfer to Solid Waste Management Fund	500,000
Transfer to Capital Reserve Fund	1,000,000
TOTAL APPROPRIATIONS	**$ 119,389,086**

SECTION 2. It is estimated that the following revenues will be available for use by the County of Lee to fund the operations appropriated - Section 1 during the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Ad Valorem Taxes	
Current Year Tax Levy	64,497,689
Prior Years Taxes	528,500
Local Option Sales Taxes	24,469,368
Taxes and Licenses	844,000
Unrestricted Intergovernmental Revenues	75,000
Restricted Intergovernmental Revenues	11,480,727
Permits and Fees	339,049
Sales and Services	5,647,905
Investment Earnings	1,500,000
Miscellaneous	297,737
Transfers from Other Funds	3,741,769
Fund Balance Appropriated	5,967,342
TOTAL REVENUES	**$ 119,389,086**

SECTION 3. All funds received, which are committed to be spent by law or contract, are ordered spent for those purposes. Additional funds appropriated for those purposes are ordered to come from General County Revenues to the extent necessary. The one-half cent sales taxes designated for School Capital Outlay are ordered to be used to retire existing School Debt Service.

SECTION 4. The following amounts are hereby appropriated in the Room Occupancy Tax Fund for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026:

Central Carolina Community College	
Civic Center – Current Expense	$ 307,000

SECTION 5. It is estimated that the following revenues will be available to the Room Occupancy Tax Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Room Occupancy Tax Revenue	$ 307,000

SECTION 6. The following amounts are hereby appropriated to the Solid Waste Management Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Solid Waste Management	348,543
Waste Collections	2,498,392
TOTAL APPROPRIATIONS	**$ 2,846,935**

SECTION 7. It is estimated that the following revenues will be available to the Solid Waste Management Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Other Revenues	50,000
1% Surcharge on Tires	120,000
White Goods Disposal Fee	34,000
Interest Income	40,000
Landfill Tipping Fee	163,763
Transfers from General Fund	500,000
Rural Household Disposal/Collection Fees	1,795,440
Fund Balance Appropriated	143,732
TOTAL REVENUES	**$ 2,846,935**

SECTION 8. SOLID WASTE RULES AND DISPOSAL FEES: The charges and rules for solid waste disposal in Lee County shall be as follows:

a. There will be a solid waste disposal fee of one hundred sixty dollars ($160.00) annually for each club, church, residential based commercial enterprise, and each County residence located outside the corporate limits of the City of Sanford and of the Town of Broadway. Exemptions for vacancies at mobile home parks can be requested by the owner and will be provided upon proof the vacancies exist. Households subject to fees are those in existence on January 1, 2025. New households will be added upon completion as verified by the County building permit.

b. The rural household disposal and recycling center fee shall be billed with the ad valorem taxes and shall be payable at the same time and in the same manner as taxes. The first moneys paid shall be applied to the solid waste fee. Interest on delinquent fees shall be assessed in the same manner as though the fee were ad valorem taxes. The annual fee shall become a lien upon the real property as though it were ad valorem taxes.

c. The entry into any convenience center, the landfill site or transfer station of any vehicle signifies the consent of the owner and driver of the vehicle for it to be searched so that it can be ensured that no hazardous or prohibited substance is brought into the Convenience Center, landfill or transfer station.

d. All haulers who must pay the per ton disposal fee shall pay at the time the solid waste or recyclables are delivered to the landfill site or transfer station unless arrangements have been made for periodic billing.

e. Solid waste collections from institutional facilities through the Solid Waste Division will be done at the rate of two dollars and seventy-eight cents ($2.78) per cubic yard for solid waste and at the rate of one dollar and sixty-two cents ($1.62) per cubic yard for cardboard. Fee charged is based on the container size, not the amount of contents.

f. Private haulers collecting rural (outside municipality) household waste will be required to furnish the County Tax Assessor a list of all his rural clients in Lee County. This list must be delivered to the Tax Assessor prior to March 1, 2025. The Tax Assessor will use this list to exempt the clients from the eighty-dollar ($80.00) annual disposal fee charged on the tax bill. The private haulers will also be required to furnish a monthly client cancellation list to the Tax Assessor who in turn will bill these clients for the remaining annual disposal fee.

g. All solid waste or recyclables entering the landfill site or transfer station, except tires, shall be weighed.

h. Yard waste and land clearing debris may be deposited at the specially designated area at the Lee County landfill site for a fee of forty-three dollars ($43.00) per ton.

i. Scrap tires may be disposed of without charge at the Lee County Landfill Road Convenience Center only provided such tires meet criteria established under the Scrap Tire Policy for Lee County, NC. A fee of seventy-five dollars ($75.00) per ton will be charged for:

    1. Five or more tires not accompanied by a completed scrap tire certification form.
    2. Manufacturer's reject tires for which advance disposal fees have not been paid.
    3. Tires mounted on rims.
    4. Tires generated outside the state of North Carolina.

SECTION 9. The following amounts are hereby appropriated in the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

E-911 Communications	$ 541,882

SECTION 10. It is estimated that the following revenue will be available to the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Fund Balance Appropriated	$ 541,882

SECTION 11. The following amounts are hereby appropriated in the Airport Tax Revenue Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Airport Operations	$ 150,000

SECTION 12. It is estimated that the following revenue will be available to the Airport Tax Revenue Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Ad Valorem Taxes	$ 150,000

SECTION 13. The following amounts are hereby appropriated in the Representative Payee Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Representative Payee Expenses	$ 250,000

SECTION 14. It is estimated that the following revenue will be available to the Representative Payee Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Representative Payee Benefits	$ 250,000

SECTION 15. The following amounts are hereby appropriated in the Fines and Forfeitures Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Lee County School System	$ 200,000

SECTION 16. It is estimated that the following revenue will be available to the Fines and Forfeitures Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Fines and Forfeitures	$ 200,000

SECTION 17. The following amounts are hereby appropriated in the Health Insurance Internal Service Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Health Insurance Expense	$ 5,253,100

SECTION 18. It is estimated that the following revenue will be available to the Health Insurance Internal Service Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Retiree Contributions	3,100
County Contributions for Retiree	250,000
Employee/County Contributions	5,000,000
TOTAL REVENUES	**$ 5,253,100**

SECTION 19. The following amounts are hereby appropriated in the Capital Reserve Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Transfers Out	$ 3,179,312

SECTION 20. It is estimated that the following revenue will be available to the Capital Reserve Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Transfers In	1,000,000
Fund Balance Appropriated	2,179,312
TOTAL REVENUES	**$ 3,179,312**

SECTION 21. The following amounts are hereby appropriated in the Opioid Settlement Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Community Support Services Operations	$ 448,526

SECTION 22. It is estimated that the following revenue will be available to the Opioid Settlement Fund for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Opioid Settlement Funds	$ 448,526

SECTION 23.

(A) The use of facsimile signatures is approved for county vouchers.
(B) Usage of personal vehicles will be reimbursed at the maximum rate allowed by Federal Tax Laws.
(C) County officials authorized to travel to State, National and/or Legislative Goals meetings will be paid $150 per day for expenses. The County will pay for transportation, motel accommodations (single or double rate) and advance registration.
(D) The Lee County Assignment of Classes to Salary and Grades and Ranges incorporated as part of this ordinance by reference and attached hereto are hereby adopted.

SECTION 24. There is hereby levied a tax of 65.0 cents per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed as “Current Year Property Tax” in the General Fund in Section 2 of this ordinance.

This rate is based on an estimated total valuation of real property, business personal property, and utilities for purpose of taxation of $9,141,281,000 and an estimated collection rate of 99.25%, and an estimated total valuation of vehicles for purpose of taxation of $850,000,000 and an estimated collection rate of 100%.

SECTION 25. The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

(A) The Budget Officer may transfer amounts between objects of expenditures within a department without limitation.
(B) The Budget Officer may transfer amounts up to $5,000.00 between departments of the same fund.
(C) The Budget Officer may not transfer any amounts between funds or from any Contingency appropriation within any fund.

SECTION 26. The County Manager and the Clerk to the Board are hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

(A) Form grant agreements to public and non-profit organizations;

(B) Leases of normal and routine business equipment where the annual rental of each is not more than $50,000; consultant, professional or maintenance service agreements where the annual compensation is not more than $50,000;

(C) Purchase of apparatus, supplies, materials, or equipment where the purchase price does not exceed $50,000;

(D) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered;

(E) Construction or repair work where the amount does not exceed $50,000;

(F) Liability, health, disability, casualty, property or other insurance or retention and faithful performance bonds (other than for the Sheriff and Register of Deeds).

SECTION 27. The following schedules of fees and charges are incorporated as part of this ordinance and are hereby adopted:

(A) 2025-2026 County of Lee Schedules of Fees & Charges
(B) Building Construction/Planning and Development Fee Schedules

SECTION 28. Copies of the Budget Ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Tax Administrator for direction in carrying out their duties.

Commissioner _____ moved to approve the Budget Ordinance, and upon a vote, the results were as follows:

Aye:
Nay:

The Chair ruled the Budget Ordinance had been _____.

_____
Kirk D. Smith, Chairman

_____
Hailey Hall, Clerk to the Board

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
59	35,049	44,688	54,327	Animal Shelter Attendant Community Health Assistant Community Social Services Assistant Housekeeping Assistant Processing Assistant III Van Driver
60	36,801	46,921	57,043	Administrative Associate I Income Maintenance Technician Route Scheduling Specialist Senior Center Nutrition Assistant Transit Operator
61	38,641	49,268	59,895	Accounting Clerk IV Accounting Technician II Foreign Language Interpreter I Library Assistant I Maintenance Worker Office Assistant IV Patient Relations Rep IV Processing Assistant IV
62	40,573	51,731	62,890	Administrative Associate II Court Security Officer (Non Sworn) Executive Assistant to the Sheriff Gymnastics Program Assistant Income Maintenance Caseworker I Revenue Collections Clerk
63	42,602	54,318	66,035	Accounting Technician III Deputy Register Deeds I Environmental Health Technician Finance Accounting Specialist I Human Resources Assistant Land Records Technician Library Assistant II Maintenance Mechanic Medical Records Assistant V Processing Assistant V Public Health Educator I Sanitation Equipment Operator Tax Collections Assistant

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
64	44,732	57,034	69,337	Administrative Assistant I Caregiver Specialist Child Support Agent I Deputy Tax Collector Fitness and Wellness Coordinator Foreign Language Interpreter II Income Maintenance Caseworker II Income Maintenance Investigator I Solid Waste Enforcement Officer
65	46,969	59,886	72,804	Electrical Maintenance Mechanic Finance Accounting Specialist II Human Resources Specialist HVAC Maintenance Mechanic Insurance & Volunteer Services Specialist Library Assistant III Nutritionist I Senior Center Specialist
66	49,317	62,879	76,444	Administrative Assistant II Child Support Agent II Deputy Register Deeds II Environmental Health Specialist Intern House Keeping Supervisor Income Maintenance Caseworker III Income Maintenance Investigator II Income Maintenance Investigator Supervisor I Nutrition Program Director Public Health Education Specialist Solid Waste Maintenance Specialist Veterans Services Officer I
67	51,783	66,024	80,266	Assistant Tax Collections Manager Business Personal Property Appraiser Circulation Supervisor Community Services Coordinator Deputy Elections Director Elections Public Info. Coordinator Engineering Technician Finance Accounting Specialist III Human Resources Specialist II Human Services Coordinator II Lead Child Support Agent Librarian I Medical Lab Technician II Nutritionist II Public Health Educator II

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
67 CONT.	51,783	66,024	80,266	Re-Entry Coordinator Soil Conservationist
68	54,372	69,325	84,279	Accounting Specialist I Administrative Assistant III Administrative & Marketing Specialist Athletics Supervisor Commercial Property Appraiser Gymnastics Supervisor Horticulturist Income Maintenance Supervisor II Information Systems Administrative Specialist Maintenance Supervisor Paralegal Real Property Appraiser Recreation Programmer Social Worker II Veterans Services Officer II
69	57,091	72,791	88,493	Assistant Register of Deeds Benefits and Payroll Specialist Child Support Supervisor II Computer Support Technician II Emergency Management Specialist Finance Accounting Specialist IV IT Computer Support Technician Librarian II Nutrionist III Risk Management Analyst Soil Conservation Supervisor
70	59,946	76,432	92,918	Accounting Specialist II Communications Specialist Fire Inspector Fiscal Recovery Manager Grant Administrator Human Resources Analyst Income Maintenance Supervisor III Management Analyst Mobility Manager Public Health Nurse I Senior Center Program Director Social Worker III

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
71	62,943	80,253	97,564	Community Social Worker Elections Technology Engineer Emergency Management Coordinator Environmental Health Specialist GIS Specialist IT Systems Applications Engineer IT Systems Engineer IT Systems Engineer - Public Safety Librarian III Parks Operation Supervisor Pre-Trial Services Coordinator Revaluation Coordinator Social Worker Investigative/Assessment/Treatment Staff Development Social Work Trainer Transportation Coordinator
72	66,090	84,265	102,442	Assistant Library Director Budget & Management Analyst Community Behavioral Health Clinician Pre-Trial and Re-Entry Manager Public Health Nurse II Social Worker Continuous Quality Improvement Tax Collections Manager Tax Listing Manager
73	69,395	88,479	107,564	Administrative Officer III Assistant Parks and Recreation Director Community and Governmental Relations Manager Construction Project Manager Deputy Fire Marshal Environmental Health Program Specialist Income Maintenance Administrator I Operations Superintendent Public Health Nurse III Solid Waste Superintendent
74	72,865	92,903	112,942	Appraisal Manager Assistant Finance Director Community Support Services Director Environmental Health Supervisor I Income Maintenance Administrator II IT Systems Analyst Network Administrator Public Health Nursing Supervisor I Social Work Supervisor III

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
75	76,508	97,548	118,589	Assistant Development Services Director IT Infrastructure Manager Social Work Program Manager
76	80,333	102,425	124,518	Clerk to the Board Elections Director Senior Services Director Transportation Director
77	84,350	107,547	130,744	Assistant Chief Financial Officer Assistant IT Director Assistant Public Health Director Communications Manager/Clerk to the Board Deputy General Services Director Public Health Nursing Director I
78	88,568	112,925	137,281	Director of Library Services
79	92,996	118,570	144,145	Director of Emergency Management Fire Marshal Parks & Recreation Director
80	97,646	124,499	151,352	County Engineer Developmental Services Director
81	102,528	130,724	158,920	Attorney II
82	107,654	137,260	166,866	Deputy County Attorney General Services Director Human Resources Director Physician Extender II Public Health Director Social Services Director Strategic Services Director Tax Administrator
83	113,037	144,123	175,209	Chief Financial Officer Trainee Information Technology Director
84	118,689	151,329	183,969	-
85	124,623	158,895	193,167	Chief Financial Officer
86	130,854	166,840	202,825	-
87	137,397	175,182	212,966	Assistant County Manager Operational Services Assistant County Manager Governmental Support

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
88	144,267	183,941	223,614	-
NG				County Manager
NG				County Attorney
NG				Sheriff
NG				Register of Deeds

— END —

SHERIFF: SWORN PERSONNEL
LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
101	48,099	61,327	74,555	-
102	50,504	64,393	78,283	-
103	53,029	67,612	82,197	-
104	55,680	70,992	86,307	Deputy Sheriff Deputy Sheriff - Animal Control Deputy Sheriff - CRO Deputy Sheriff - SRO
105	58,464	74,542	90,622	-
106	61,387	78,269	95,153	-
107	64,456	82,182	99,911	-
108	67,679	86,291	104,907	Deputy Sheriff Sergeant - Civil
109	71,063	90,606	110,152	Animal Control Sgt Deputy Sheriff Sergeant - Detective Deputy Sheriff Sergeant - Narcotics Deputy Sheriff Sergeant - Patrol Deputy Sheriff Sergeant - SRO
110	74,616	95,136	115,660	Deputy Sheriff Lieutenant - Civil Process
111	78,347	99,893	121,443	Deputy Sheriff Captain - Civil Process Deputy Sheriff Lieutenant - Community Relations Deputy Sheriff Lieutenant - Detective Deputy Sheriff Lieutenant - Narcotics Deputy Sheriff Lieutenant - Patrol Deputy Sheriff Lieutenant - SRO
112	82,264	104,887	127,515	-
113	86,377	110,131	133,891	Captain Field Operations/Training Coordinator Captain Professional Standards Deputy Sheriff Captain - Narcotics Deputy Sheriff Captain Detective
114	90,696	115,638	140,586	Deputy Sheriff Major - Field Operations
115	95,231	121,420	147,615	-

SHERIFF: SWORN PERSONNEL
LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
116	99,993	127,492	154,996	-
117	104,993	133,867	162,746	Chief Deputy Sheriff

— END —

SHERIFF: COMMUNICATIONS PERSONNEL
LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
201	44,194	56,348	68,501	Communications Dispatcher
202	46,404	59,165	71,926	Communications Dispatcher Supervisor

— END —

SHERIFF: DETENTION PERSONNEL
LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective July 1, 2025

Grade	Minimum	Midpoint	Maximum	Classification
302	47,020	59,951	72,881	Administrative Detention Officer Detention Officer Detention Officer/Transportation Officer
303	49,371	62,948	76,525	-
304	51,840	66,096	80,351	-
305	54,432	69,401	84,369	Detention Officer **(BLET)**
306	57,154	72,872	88,587	Detention Sergeant
307	60,012	76,516	93,016	-
308	63,013	80,342	97,667	Detention Sergeant (**BLET)**
309	66,164	84,360	102,550	Detention Lieutenant
310	69,472	88,577	107,678	-
311	72,946	93,007	113,062	Detention Lieutenant (**BLET)**
312	76,593	97,657	118,715	Detention Captain
313	80,423	102,540	124,651	-
314	84,444	107,667	130,884	Detention Captain (**BLET)**
315	88,666	113,050	137,428	-

— END —

LEE COUNTY, NC

SCHEDULE OF FEES & CHARGES

2025 - 2026

Tax Administration

COPIES

TYPE	CHARGE
Property Record Cards	$1.00
Xerox Copies	$0.10
CD	$2.00

PRINT-OUTS

NUMBER OF PAGES	CHARGE
1 – 25	$5.00
26 – 50	$10.00
51 – 75	$15.00
76 – 100	$20.00
101 – 500	$50.00
501 – 1000	$100.00
Over 1000*	$100.00 + $0.25 per sheet over 1000

*A programming cost of $35.00/hr. will also be applied in 15 min increments.

Register of Deeds Pursuant to G.S. 161-10

Effective 10-01-2016

Submitted 6/16/2025

Land Records

INSTRUMENTS EXCEPT DEEDS OF TRUST & MORTGAGES	**$ 26.00 for first 15 pages** **$ 4.00 for each additional page**
DEEDS OF TRUST OR MORTGAGES	**$ 64.00 for the first 35 pages** **$ 4.00 for each additional page**
BLANK OR MASTER FORMS OF MORTGAGES, ETC.	**$ 26.00 for the first 15 pages** **$ 4.00 for each additional page**
ADD'L SUBSEQUENT INSTRUMENT INDEX REFERENCE, EACH	**$ 25.00**
CANCELLATIONS:	**No Fee**
STATE EXCISE TAX ON REAL ESTATE CONVEYANCES:	**$ 2.00 per thousand ($1.00 up to $500)** **½ less 2% handling fee goes to State**
MULTIPLE INSTRUMENTS IN ONE DOCUMENT:	**$ 10.00 for each additional instrument**

(A document consists of multiple instruments when it contains 2 or more instruments with different legal consequences or intent, each of which is separately executed and acknowledged and could be recorded alone.)
Note: Register is not required to index any multiple instrument whose title does not appear on the first page of the document.

NONSTANDARD DOCUMENT: For registering or filing any document not in compliance with the recording standards adopted under G.S. 161-14(b)	**$ 25.00 in addition to all other applicable recording fees**

PLATS:

Each original or revised plat recorded	**$ 21.00 per sheet or page**
Certified copy	**$ 5.00**
Uncertified copy from Xerox plat copier	**$ 1.00**

Register of Deeds Pursuant to G.S. 161-10

UNIFORM COMMERCIAL CODE:
(Effective 7-1-2001: Original financing statements and amendments whose collateral includes goods that are or are to become fixtures, timber to be cut or as-extracted collateral should be filed in the local office)

Filing fees for initial financing statements, correction statements, and all amendments, including terminations:

One or two pages	**$ 38.00**
Three to ten pages	**$ 45.00**
Over ten pages	**$ 45.00, plus $ 2.00 per additional page over ten**
Request for Information UCC11 Search (Only records filed prior to 7-1-2001)	**$ 38.00 per name searched, plus $1.00 per copy**
REMOVAL OF GRAVES CERTIFICATE	**$ 12.00 for the first page $ 3.00 for each additional page**

RIGHT-OF-WAY PLANS:

Each original or amended plan and profile sheet	**$ 21.00 for the first page**
Each additional page	**$ 5.00**
COMPARING COPY FOR CERTIFICATION:	**$ 5.00**

MILITARY SERVICE RECORD:

Filing and recording discharge	**No fee**
1 certified copy	**No fee**

VITAL RECORDS

MARRIAGE LICENSE FEES:

Issuing license	**$ 60.00 (includes $35 state fees)** (Cash Only)
Delayed certificate with 1 certified copy	**$ 20.00**
Amendment of marriage application, license or certificate, with 1 certified copy	**$ 10.00**
Certified copy	**$ 10.00**

CERTIFIED COPIES:

Certified copy of a Vital Record (Birth, Death, Marriages)	**$ 10.00**

Register of Deeds Pursuant to G.S. 161-10

REGISTRATION OF BIRTH CERTIFICATE ONE YEAR OF MORE AFTER BIRTH (DELAYED BIRTH CERTIFICATE):	
For preparation of necessary papers when birth to be registered in another county	**$ 10.00**
For registration when necessary papers prepared in another county, with 1 certified copy	**$ 10.00**
For preparation of necessary papers and registration in the same county, with 1 certified copy	**$ 20.00**
AMENDMENT OF BIRTH OR DEATH RECORD:	
Preparation of amendment and affecting Correction	**$ 10.00 (+$15.00 to Bureau of Vital Statistics in Raleigh)**
1 certified copy	**$ 10.00**
LEGITIMATIONS:	
For preparation of documents (does not include a certified copy)	**$ 10.00 (+$15.00 to Bureau of Vital Statistics in Raleigh)**
Certified copy of birth record	**$ 10.00**

MISCELLANEOUS SERVICES

NOTARY OATH:	**$10.00**
CERTIFIED COPY OF AN INSTRUMENT PREVIOUSLY RECORDED	**$5.00**
Each additional page	**$ 2.00**
FAX SERVICES: (OUTGOING)	
Local or 800 numbers	**$ 0.50 1st page-50 cents each additional pages**
Long distance calls, per page (In State)	**$ 2.00 1st page-$1.00 each additional pages**
Long distance calls, per page (Out State)	**$ 3.00 1st page-$1.00 each additional pages**
UNCERTIFIED COPIES PER PAGE:	**$ 0.25**
INSUFFICIENT CHECK FEE:	**$ 25.00**

Sheriff's Office

SHERIFF'S OFFICE

SERVICES

SERVICE TYPE	FEE
Civil Service	$30.00
Criminal Service	$5.00
Fingerprint	$5.00
New Concealed Handgun Application Fee	$80.00
New Concealed Handgun Fingerprint Fee	$10.00
Concealed Handgun Renewal Fee	$75.00

ANIMAL CONTROL ENFORCEMENT

CIVIL PENALTIES

DESCRIPTION	PENALTY PER ANIMAL
First Violation	$50.00
Second Violation	$100.00
Subsequent Offenses	$200.00
Criminal Citation	$500.00

Cooperative Extension

1. Make payment payable to, NCCE, Lee County. Payment in full is required at least one full week prior to the event. Otherwise, the reservation will be automatically canceled. **PAYMENT MUST BE IN CASH OR CASHIERS CHECK. NO PERSONAL CHECKS ACCEPTED.**

2. Rental rates and other charges for the use of the Lee County Farm Bureau Auditorium are:

Rental Fee	**$400 per day** Catering kitchen is available for catering only - no cooking is allowed. Lessees must furnish their own serving utensils.
Damage Deposit	**$250 for all rentals** Payable at the time the Facility Use Request Form is completed. Refundable following satisfactory inspection by McSwain Center staff

The lessee is liable for all damages that are in excess of the $250 security deposit.

The lessee will be responsible for the employment of security personnel. The number of off-duty law enforcement officers necessary for the event will be determined by the Lee County Extension Advisory Council at the time the request is approved.

It is also the responsibility of the lessee or organization to return all items in the room to their original positions following completion of the event and to leave the Lee County Farm Bureau Auditorium orderly and clean.

Public Health- Clinic

CPT	DESCRIPTION	FEE
10060	DRAINAGE OF ABSCESS	20.00
10120	FOREIGN BODY REMOVAL, SKIN	139.00
11981	INSERTION, NON-BIODEGRADABLE DRUG DELIVERY IMPLANT	123.00
11982	REMOVAL, NON-BIODEGRADABLE DRUG DELIVERY IMPLANT	126.00
11983	REMOVAL AND REINS, NON-BIODEGRADABLE DRUG DELIVERY IMPLANT	187.00
17110	DESTRUCTION (EG, LASER SURGERY, ELECTROSURGERY, CRYOSURGERY, CHEMOSURGERY,	98.00
36406	VENIPUNCTURE, UNDER AGE 3 YEARS;	28.00
36415	COLLECTION OF VENOUS BLOOD BY VENIPUNCTURE	7.00
36416	COLLECTION OF CAPILLARY BLOOD SPECIMEN	5.00
46916	DESTRUCTION OF LESION(S), ANUS (EG, CONDYLOMA, PAPILLOMA,	210.00
46924	DESTRUCTION OF LESION(S), ANUS (EG, CONDYLOMA, PAPILLOMA, MOLLUSCUM	340.00
54050	DESTRUCTION OF LESION(S), PENIS (EG, CONDYLOMA, PAPILLOMA,	127.00
54056	DESTRUCTION OF LESION, PENIS, SIMPLE; CRYOSURGERY	175.00
54065	DESTRUCTION OF LESION(S), PENIS (EG, CONDYLOMA, PAPILLOMA, MOLLUSCUM	325.00
56405	I AND D OF ABSCESS, VULVA/PERINEAL.	118.00
56420	DRAINAGE OF VULVA ABSCESS	148.00
56501	DESTRUCTION OF LESION(S), VULVA; SIMPLE (EG, LASER SURGERY, ELECTROSURGERY,	140.00
56515	DESTRUCTION OF LESION(S), VULVA; EXTENSIVE (EG, LASER SURGERY, ELECTROSURGERY,	210.00
57150	TREATMENT VAGINAL INFECTION	67.00
57170	DIAPHRAM FITTING WITH INSTRUCTIONS	92.00
57180	INTRO OF HEMOSTATIC AGENTOR PACKN NON-OB HEMORRHAG	244.00
57410	PELVIC EXAMINATION	185.00
57415	REMOVAL VAG FOREIGN BODY W ANESTH.	163.00
57452	EXAMINATION OF VAGINA	139.00
57454	COLPOSCOPY (VAGINOSCOPY); WITH BIOPSY(S) OF THE CERVIX AND/OR ENDOCERVICAL	196.00
58300	INSERT INTRAUTERINE DEVICE	153.00
58301	REMOVAL OF IUD	153.00
59025	FETAL NON-STRESS TEST	125.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
59425	PREDELIVERY CARE 4-6 VISITS	560.00
59426	PREDELIVERY CARE 7 OR MORE VISITS	990.00
59430	POST-DELIVERY CARE EXAM	207.00
69200	REMOVAL FOREIGN BODY FROM EXTERNAL AUDITORY CANAL;	128.00
69210	REMOVE IMPACTED EAR WAX	73.00
80048	BASIC METABOLIC PANEL	15.00
80051	ELECTROLYTE PANEL	14.00
80053	COMPREHENSIVE METABOLIC PANEL	15.00
80061	LIPID PROFILE	22.00
80069	RENAL FUNCTION PANEL	8.00
80074	ACUTE HEPATITIS PANEL	105.00
80076	HEPATIC FUNCTION PANEL	8.00
80156	CARBAMAZEPINE; TOTAL	33.00
80162	DIGOXIN	25.00
80164	DIPROPYLACETIC ACID	30.00
80178	LITHIUM	21.00
80184	PHENOBARBITAL	26.00
80185	PHENTOIN: TOTAL	26.00
80307	PRESUMPTIVE DRUG TEST BY INSTRUMENT, CHEMISTY ANALYZER	280.00
81001	URINALYSIS, BY DIP STICK OR TABLET REAGENT FOR BILIRUBIN, GLUCOSE, HEMOGLOBIN,	31.00
81003	UA, BY DIP STICK OR TABLET; AUTOMATED, WO MICRO	6.00
81025	UA PREG. TEST - COLOR COMPARISON METHOD	38.00
82043	ALBUMIN; URINE, MICR, QUANTITATIVE	59.50
82044	ALBUMIN; URINE, MICRO, SEMIQUANTITATIVE	12.00
82103	ALPHA-1-ANTITRYPSIN; TOTAL	85.00
82105	ALPHA-FETOPROTEIN; SERUM	29.00
82120	AMINES, VAGINAL FLUID, QUALITATIVE	10.00
82150	AMYLASE	16.00
82239	BILE ACIDS; TOTAL	136.00
82248	BILIRUBIN; DIRECT	32.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
82270	BLOOD, OCCULT, BY PEROXIDASE ACTIVITY (EG, GUAIAC), QUALITATIVE; FECES, 1-3	10.00
82306	CALCIFEDIOL (25-OH VITAMIN D-3)	46.00
82310	CALCIUM; TOTAL	8.00
82378	CARCINOEMBRYONIC ANTIGEN (CEA)	41.00
82390	CERULOPLASMIN	66.00
82465	CHOLESTEROL, SERUM OR WHOLE BLOOD, TOTAL	15.00
82525	COPPER	163.00
82550	CREATINE KINASE (CK), (CPK); TOTAL	32.00
82553	CPK; MB FRACTION ONLY	17.00
82565	CREATININE; BLOOD	32.00
82570	CREATININE; OTHER SOURCE	59.50
82607	CYANOCOBALAMIN (VITAMIN B-12)	58.00
82670	ESTRADIOL	47.00
82728	FERRITIN SPECIFY METHOD	73.00
82746	FOLIC ACID	19.00
82947	GLUCOSE; QUANTITATIVE, BLOOD (EXCEPT REAGENT STRIP)	7.00
82948	GLUCOSE BLOOD STICK TEST	6.00
82950	GLUCOSE POST GLUCOSE DOSE	8.00
82951	GLUCOSE TOLERANCE	22.00
82952	GLUCOSE TOLERANCE TEST EACH ASSIT BEYOND 3 SPEC	7.00
82977	G G T	32.00
83001	GONADOTROPIN; FOLLICLE STIMULATING HORMONE (FSH)	61.00
83002	LUTEINIZING HORMONE (LH)	61.00
83013	HELICOBACTER PYLORI; ANALYSIS FOR UREASE ACTIVITY, NONRADIOACTIVE ISOTOPE	60.00
83036	HEMOGLOBIN; GLYCATED	21.00
83516	IMMUNOASSAY FOR ANALYTE OTHER THAN INFECTIOUS AGENT ANTIBODY OR INFECTIOUS	197.00
83540	IRON	12.00
83550	IBC	15.00
83655	LEAD	61.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
83690	LIPASE	40.00
83735	MAGNESIUM	54.00
83970	PARATHORMONE	159.00
83986	PH BODY FLUID EXCEPT BLOOD	6.00
84080	ALKALINE PHOSPHATASE ISOENZYME	32.00
84100	PHOSPHORUS INORGANIC (PHOSPHATE)	33.00
84146	PROLACTIN	30.00
84153	PROSTATE SPECIFIC ANTIGEN (PSA); TOTAL	28.00
84155	PROTEIN; TOTAL, EXCEPT REFRACTOMETRY	7.00
84156	PROTEIN, TOTAL, EXCEPT BY REFRACTOMETRY; URINE	156.00
84166	PROTEIN; ELECTROPHORETIC FRACTIONATION AND QUANTITATION, OTHER FLUIDS WITH	156.00
84260	SEROTONIN	442.00
84402	TESTOSTERONE; FREE	332.00
84403	TESTOSTERONE; TOTAL	150.00
84436	THYROXINE; TOTAL	22.00
84439	THYROXINE; FREE	96.00
84443	TSH	26.00
84450	TRANSFERASE; ASPARTATE AMINO (AST) (SGOT)	8.00
84478	TRIGLYCERIDES	18.00
84479	THYROID HORMONE (T3 OR T4) UPTAKE OR THYROID HORMONE BINDING RATIO (THBR)	22.00
84480	TRIIODOTHYRONINE T3; TOTAL (TT-3)	23.00
84481	TRIDOTHYRONINE (T-3); FREE	27.00
84520	UREA NITROGEN; QUANTITATIVE	7.00
84550	URIC ACID; BLOOD	6.00
84630	ZINC	156.00
84702	GONADOTROPIN CHORIONIC QUANTITATIVE	58.00
84703	GONADOTROPIN CHORIONIC QUALITATIVE	18.00
85018	HEMOGLOBIN	6.00
85025	BLOOD COUNT HEMOGRAM/PLATELET COUNT AUTO/AUTO COMP	14.00
85044	RETICULOCYTE COUNT	8.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
85045	BLOOD COUNT, RETICULOCYTE COUNT, FLOW CYTOMETRY	9.00
85610	PROTHROMBIN TIME	9.00
85651	SEDIMENTATION RATE, ERYTHROCYTE, NON-AUTOMATED	9.00
85652	SEDIMENTATION RATE, ERYTHROCYTE; AUTOMATED	10.00
85730	PTT	41.00
86038	ANTINUCLEAR ANTIBODIES (ANA);	25.00
86140	CRP	61.00
86200	CYCLIC CITRULLINATED PEPTIDE ANTIBODY	167.00
86308	HETEROPHILE ANTIBODIES; SCREENING	18.00
86317	IMMUNOASSAY FOR INFECTIOUS AGENT ANTIBODY, QUANTITATIVE, NOT OTHERWISE SPECIFIED	28.00
86335	IMMUNOFIXATION ELECTROPHORESIS; OTHER FLUIDS WITH CONCENTRATION (EG, URINE, CSF)	198.00
86382	NEUTRALIZATION TEST VIRAL	130.00
86431	RHEUMATOID FACTOR; QUANTITATIVE	36.00
86580	SENSITIVITY TEST TUBERCULOSIS	34.00
86592	SYPHILIS, PRECIPITATION OR FLOCCULATION TESTS	12.00
86617	ANTIBODY;	174.00
86618	ANTIBODY; LYME DISEASE	52.00
86677	ANTIBODY; HELICOBACTER PYLOUI	31.00
86694	ANTIBODY; HERPES SIMPLEX, NON-SPECIFIC TYPE TEST	160.00
86696	ANTIBODY; HERPES SIMPLEX, TYPE 2	212.00
86703	ANTIBODY; HIV-1 & HIV-2, SINGLE ASSAY	15.00
86704	HEPATITIS B CORE ANTIBODY (HBCAB), TOTAL	35.00
86705	HEPATITIS B CORE ANTIBODY (HBCAB); IGM ANTIBODY	35.00
86706	HEPATITIS B SURFACE ANTIBODY (HBSAB)	28.00
86735	ANTIBODY; MUMPS	144.00
86762	ANTIBODY; RUBELLA	99.00
86765	ANTIBODY; RUBEOLA	152.00
86787	ANTIBODY; VARICELLA-ZOSTER	72.00
86803	HEPATITIS C ANTIBODY;	35.00
86850	ANTIBODY SCREEN, RBC, EACH SERUM TECHNIQUE	34.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
86870	ANTIBODY ID, EACH PANEL FOR EACH SERUM TECHNIQUE	174.00
86900	BLOOD TYPING; ABO	70.00
86901	BLOOD TYPING; RH (D)	70.00
87070	CULTURE, BACTERIAL; ANY OTHER SOURCE EXCEPT URINE, BLOOD OR STOOL, WITH	35.00
87081	CULTURE, PRESUMPTIVE, PATHOGENIC ORGANISMS, SCREENING ONLY;	10.00
87086	CULTURE, BACTERIAL; QUANTITATIVE COLONY COUNT, URINE	23.00
87149	CULTURE, TYPING; IDENTIFICATION BY NUCLEIC ACID PROBE	35.00
87177	OVA AND PARASITES	151.00
87186	SUSCEPTIBILITY STUDIES, ANTIMICROBIAL AGENT; MICRODILUTION OR AGAR DILUTION	140.00
87205	SMEAR, PRIMARY SOURCE WITH INTERPRETATION; GRAM OR GIEMSA STAIN FOR BACTERIA,	7.00
87210	SMEAR, PRIMARY SOURCE WITH INTERPRETATION; WET MOUNT FOR INFECTIOUS AGENTS (EG,	8.00
87220	TISSUE EXAMINATION BY KOH SLIDE OF SAMPLES FROM SKIN, HAIR, OR NAILS FOR FUNGI	8.00
87338	IAAD EIA HPYLORI STOOL	122.00
87340	INFECTIOUS AGENT ANTIGEN DETECTION BY ENZYME IMMUNOASSAY TECHNIQUE, QUALITATIVE	70.00
87491	INFECTIOUS AGENT DETECTION BY NUCLEIC ACID (DNA OR RNA); CHLAMYDIA TRACHOMATIS,	70.00
87624	DETECTION TEST FOR HUMAN PAPILLOMAVIRUS (HPV)	38.27
87635	INFECTIOUS AGENT DETECTION BY NUCLEIC ACIDE (DNA OR RNA); SEVERE ACUTE RESPIRATORY SYNDROME CORONAVIRUS 2 (SARS-COV-2) (CORONAVIRUS DISEASE [COVID-19]), AMPLIFIED PROBE TECHNIQUE.	25.00
87797	INFECTIOUS AGENT DETECTION BY NUCLEIC ACID (DNA OR RNA), NOT OTHERWISE	28.00
87798	INFECTIOUS AGENT DETECTION BY NUCLEIC ACID (DNA OR RNA), NOT OTHERWISE	74.00
87850	INFECTIOUS AGENT DETECTION BY IMMUNOASSAY WITH DIRECT OPTICAL OBSERVATION;	20.00
87880	INFECTIOUS AGENT DETECTION BY IMMUNOASSAY WITH DIRECT OPTICAL OBSERVATION;	21.00
88142	CYTOPATHOLOGY, CERVICAL OR VAGINAL (ANY REPORTING SYSTEM), COLLECTED IN	60.00
88150	CYTOPATHOLOGY, SLIDES, CERVICAL OR VAGINAL; MANUAL SCREENING UNDER PHYSICIAN	37.00
88175	CYTOPATHOLOGY, CERVICAL OR VAGINAL (ANY REPORTING SYSTEM), COLLECTED IN PRESERVA	69.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
90371	HEPATITIS B IMMUNE GLOBULIN (HBIG), HUMAN, 1 ML (BAYHEP B HEPAGAM B NABI-HB)	9.00
90384	RHO(D) IMMUNE GLOBULIN HUMAN FULL-DOSE	140.00
90385	RHO(D) IMMUNE GLOBULIN HUMAN MINI-DOSE	21.70
90471	IMMUNIZATION ADMINISTRATION (INCLUDES PERCUTANEOUS, INTRADERMAL, SUBCUTANEOUS	22.00
90472	IMMUNIZATION ADMINISTRATION, EACH ADDITIONAL VACCINE	25.00
90473	ADMINISTRATION OF FIRST VACCINE OR TOXOID COMPONENT THROUGH 18 YEARS OF AGE WITH COUNSELING	15.00
90474	IMMUNIZATION ADMINISTRATION BY INTRANASAL OR ORAL ROUTE: EACH ADDITIONAL	10.00
90632	VAQTA 50 UNITS/ML VIAL - HEPATITIS A VACCINE (HEPA), ADULT DOSAGE, FOR INTRAMUSCULAR USE	67.00
90633	HAVRIX 720 UNIT/0.5 ML SYRINGE - HEPATITIS A VACCINE (HEP A), PEDIATRIC/ADOLESCENT DOSAGE - 2-DOSE SCHEDULE, FOR INTRAMUSCULAR USE	37.00
90636	TWINRIX VACCINE SYRINGE - HEPATITIS A & HEPATITIS B VACCINE (HEPAHEPB) ADULT DOSAGE, FOR INTRAMUSCULAR USE	90.00
90648	HIB PRP-T VACCINE 4 DOSE IM	45.00
90649	HUMAN PAPILLOMA VIRUS VACCINE QUADRIV	152.00
90654	HUMAN PAPILLOMAVIRUS VACCINE TYPES 6, 11	30.00
90658	FLUZONE TRIVALENT 2024-25 VIAL - INFLUENZA VIRUS VACCINE, TRIVALENT (IIV3), SPLIT VIRUS, 0.5 ML DOSAGE, FOR INTRAMUSCULAR USE	25.00
90660	INFLUENZA VIRUS VACCINE, TRIVALENT, LIVE	45.00
90670	PNEUMOCOCCAL CONJ VACCINE 13 VALENT IM	157.00
90672	INFLUENZA VIRUS VAC QUADRIVALENT LIVE	30.00
90680	ROTATEQ VACCINE - ROTAVIRUS VACCINE, PENTAVALENT (RV5), 3 DOSE SCHEDULE, LIVE, FOR ORAL USE	94.00
90685	INFLUENZA VAC QUADRIVALENT PRSRV FREE 6	30.00
90686	FLULAVAL QUAD 2023-2024 SYRING - INFLUENZA VIRUS VACCINE, QUADRIVALENT (IIV4), SPLIT VIRUS, PRESERVATIVE FREE, 0.5 ML DOSAGE, FOR INTRAMUSCULAR USE	30.00
90700	DTAP VACCINE < 7 YRS IM	43.00
90707	PRIORIX VIAL - MEASLES, MUMPS AND RUBELLA VIRUS VACCINE (MMR), LIVE, FOR SUBCUTANEOUS USE	74.00
90713	POLIOVIRUS IPV SC/IM	49.00
90715	BOOSTRIX TDAP VACCINE SYRINGE - TETANUS, DIPHTHERIA TOXOIDS AND ACELLULAR PERTUSSIS VACCINE (TDAP), WHEN ADMINISTERED TO INDIVIDUALS 7 YEARS OR OLDER, FOR INTRAMUSCULAR USE	54.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
90716	VARIVAX VACCINE WITH DILUENT - VARICELLA VIRUS VACCINE (VAR), LIVE, FOR SUBCUTANEOUS USE	109.00
90732	PNEUMOVAX 23 VIAL - PNEUMOCOCCAL POLYSACCHARIDE VACCINE, 23VALENT (PPSV23), ADULT OR IMMUNOSUPPRESSED PATIENT DOSAGE,	67.00
90734	MENACTRA VIAL - MENINGOCOCCAL CONJUGATE VACCINE, SEROGROUPS A, C, W, Y, QUADRIVALENT, DIPTHERIA TOXOID CARRIER (MENACWY-D) OR CRM197 CARRIER (MENACWY-CRM), FOR INTRAMUSCULAR USE	127.00
90736	ZOSTER SHINGLES VACCINE LIVE SUBCUTANEOU	196.00
90744	HEPATITIS B VACCINE, PEDIATRIC OR ADOLESCENT DOSAGE (3 DOSE SCHEDULE)	33.00
90746	RECOMBIVAX HB 10 MCG/ML VIAL - HEPATITIS B VACCINE (HEPB), ADULT DOSAGE, 3 DOSE SCHEDULE, FOR INTRAMUSCULAR USE	51.00
92081	VISUAL FIELD EXAMINATION, UNILATERAL OR BILATERAL, WITH INTERPRETATION AND	70.00
92082	VISUAL FIELD XM UNI/BI W/INTERP INTERMED	53.00
92499	UNLIVSTED OPHTHALMOLOGICAL SERVICE/PROC	41.28
92551	HEARING TEST	21.00
93000	ELECTROCARDIOGRAM, COMPLETE	35.00
96110	DEVELOPMENTAL TESTING; LIMITED (EG, DEVELOPMENTAL SCREENING TEST II, EARLY	13.00
96127	BRIEF EMOTIONAL OR BEHAVIORIAL ASSESSMENT	9.00
96152	HEALTH AND BEHAVIOR INTERVENTION (ONE UNIT = 15 MINUTES)	13.25
96161	ADMINISTRATION AND INTERPRETATION OF CAREGIVE-FOCUSED HEALTH RISK ASSESSMENT	8.42
96372	THERAPEUTIC, PROPHYLACTIC, OR DIAGNOSTIC INJECTION (SPECIFY SUBSTANCE OR DRUG);	21.00
99000	HANDLG&/OR CONVEY OF SPEC FOR TR OFFICE	20.00
99173	SCREENING FOR VISUAL SHARPNESS	15.00
99201	OFFICE OUTPATIENT NEW 10 MINUTES	78.00
99202	OV NEW PT,MODERATE-PHYS TIME APPROX 20 MINUTES	117.00
99203	OV NEW PT, MODERATE-PHYS TIME APPROX 30 MINUTES	166.00
99204	OV NEW PT, COMPLEX-PHYS TIME APPROX 45 MINUTES	243.00
99205	OV NEW PT, SEVERE-PHYS TIME APPROX 60 MINUTES	306.00
99211	OV ESTAB PT, MINIMAL W/WO PHYS, TIME APPROX 5 MIN	48.00
99212	OV ESTABLISHED PT, MINOR-PHYS TIME APPROX 10 MIN.	90.00
99213	OV ESTAB. PT, MODERATE. PHYS TIME APPROX 15 MIN.	99.00
99214	OV ESTAB. PT, SEVERE. PHYS TIME APPROX 25 MIN.	153.00

Public Health- Clinic

CPT	DESCRIPTION	FEE
99215	OV ESTAB. PT, SEVERE. PHYS TIME APPROX 40 MIN.	228.00
99241	OUTPT. CONSULT, MINOR- PHYS TIME APPROX 15 MIN.	104.00
99242	OUTPT. CONSULT, MODERATE- PHYS TIME APPROX 30 MIN.	163.00
99243	OUTPT. CONSULT, SEVERE- PHYS TIME APPROX 40 MIN.	194.00
99244	OUTPT. CONSULT, SEVERE- PHYS TIME APPROX 60 MIN.	239.00
99245	OUTPT. CONSULT, SEVERE- PHYS TIME APPROX 80 MIN.	308.00
99381	INITIAL COMPREHENSIVE PREVENTIVE MEDICINE EVALUATION AND MANAGEMENT OF AN	141.00
99382	INITIAL COMPREHENSIVE PREVENTIVE MEDICINE AGE 001-004	141.00
99383	NEW PT PHYSICAL EXAM: 5 TO 11 YEARS	141.00
99384	NEW PT PHYSICAL EXAM: 12 TO 17 YEARS	212.00
99385	NEW PT PHYSICAL EXAM: 18 TO 39 YEARS	209.00
99386	NEW PT PHYSICAL EXAM: 40 TO 64 YEARS	249.00
99387	NEW PT PHYSICAL EXAM: 65 YEARS AND OVER	269.00
99391	PERIODIC COMPREHENSIVE PREVENTIVE MEDICINE REEVALUATION AND MANAGEMENT OF AN	124.00
99392	ESTAB. PT PHYSICAL EXAM: 1 TO 4 YEARS	124.00
99393	ESTAB. PT PHYSICAL EXAM: 5 THROUGH 11 YEARS	124.00
99394	ESTAB. PT PHYSICAL EXAM: 12 TO 17 YEARS	124.00
99395	ESTAB. PT PHYSICAL EXAM: 18 TO 39 YEARS	178.00
99396	ESTAB. PT PHYSICAL EXAM: 40 TO 64 YEARS	198.00
99397	ESTAB. PT PHYSICAL EXAM: 65 YEARS AND OLDER	219.00
99406	SMOKING AND TOBACCO USE CESSATION COUNSELING VISIT; INTERMEDIATE, GREATER THAN	15.00
99407	SMOKING AND TOBACCO USE CESSATION COUNSELING VISIT; INTENSIVE, GREATER THAN 10	29.00
99408	ALCOHOL AND/OR SUBSTANCE (OTHER THAN TOBACCO) ABUSE STRUCTURED SCREENING	38.00
99409	ALCOHOL AND/OR SUBSTANCE (OTHER THAN TOBACCO) ABUSE STRUCTURED SCREENING	76.00
99501	HOME VISIT FOR POSTNATAL ASSESSMENT AND FOLLOW-UP CARE	60.00
99502	HOME VISIT FOR NEWBORN CARE AND ASSESSMENT	65.00
G0008	ADMIN INFLUENZA VIRUS VAC	4.11
G0009	ADMIN PNEUMOCOCCAL VACCINE	3.90

Public Health- Clinic

CPT	DESCRIPTION	FEE
J0696	CEFTRIAXONE SODIUM, PER 250MG, INJECTION (ROCEPHIN)	11.00
J1050	MEDROXYPROGESTERONE 150 MG/ML - INJECTION, MEDROXYPROGESTERONE ACETATE, 1 MG	0.25
J1885	KETOROLAC TROMETHAMINE, PER 15 MG, INJECTION (TORADOL)	5.46
J2790	RHO D IMMUNE GLOBULIN, HUMAN, FULL DOSE, 300 MCG	113.00
J3490	DRUGS UNCLASSIFIED INJECTION	25.00
J7297	LILETTA 52 MG SYSTEM - LEVONORGESTREL-RELEASING INTRAUTERINE CONTRACEPTIVE SYSTEM (LILETTA), 52 MG	93.89
J7298	MIRENA SYSTEM - LEVONORGESTREL-RELEASING INTRAUTERINE CONTRACEPTIVE SYSTEM (MIRENA), 52 MG	319.00
J7300	PARAGARD T 380-A IUD - INTRAUTERINE COPPER CONTRACEPTIVE	294.84
J7301	SKYLA SYSTEM - LEVONORGESTREL-RELEASING INTRAUTERINE CONTRACEPTIVE SYSTEM (SKYLA), 13.5 MG	50.00
J7307	NEXPLANON 68 MG IMPLANT - ETONOGESTREL (CONTRACEPTIVE) IMPLANT SYSTEM, INCLUDING IMPLANT AND SUPPLIES	536.16
LU102	COMPLETION OF RECORD TB SCREEN	34.00
LU400	MISCELLANEOUS SERVICE	195.00
Q0114	FERN TEST	5.00
S0280	MEDICAL HOME PROGRAM, COMPREHENSIVE CARE COORDINATION AND PLANNING, INITIAL PLAN	70.00
S0281	MEDICAL HOME PROGRAM, COMPREHENSIVE CARE COORDINATION AND PLANNING, MAINTENANCE OF PLAN	210.00
S4993	CONTRACEPTIVE PILLS FOR BIRTH CONTROL, 1PACK	5.00
S9442	BIRTHING CLASS (ONE UNIT = 1 HOUR)	21.50
T1001	NURSING ASSESSMENT / EVALUATION	88.00
T1002	RN SERVICES UP TO 15 MINUTES	24.00
T1016	CASE MANAGEMENT (ONE UNIT = 15 MINUTES) (CSC)	21.74
T1017	TARGETED CASE MGMT 15 MINUTES	29.30

Public Health- Animal Services

SERVICE	FEE
Confinement/Boarding	$20.00 per day
Processing/Intake	$30.00
Owner Requested Surrender	$40.00
Euthanasia	$20.00
Special Permit Fee (owners with greater than 30 animals)	$200.00
Rabies One-year Vaccination	$10.00
Microchipping	$20.00
Free to Adopt - Adoption fees to the veterinarian may include combination vaccine, spay/neuter and deworming. Adopters will have 30 days to provide certificate of Spaying or Neutering (if animal is 4 months or older) to our shelter.	

Public Health- Environmental

ON-SITE WASTEWATER (SEPTIC) APPLICATION

SERVICE	FEE
New Septic System (Full Permits)	1030
New Improvement Permit (IP - Perk Test Only)	540
New Construction Authorization (CA – Layout, specifications, etc.)*	490
Expansion / Relocation	585
Existing System Re-evaluation (Site Visit Required)	230
Existing System Re-evaluation (In Office Approval)	35
Redraw/Redesign Fee (Site Eval. Required)	245
Redraw/Redesign Fee (No Site Eval. Required)	55
Septic Repair Application	30
Septic Repair Permit	35
Lot Unprepared For Evaluation	30

*CA fee portion refund eligible if site concluded as “unsuitable”

PRIVATE PERMIT OPTION (SEPTIC):

SERVICE	FEE
EOP/AOWE (Filing Costs)*	35
GS 130A-335(a2) IP Only (100%)	540
GS 130A-335(a2) CA Only (40%)	195
GS 130A-335(a2) IP/CA (40%)	410

*Max fee by GS 130A-336.1 (n) & GS130A-336.2 (n)

Public Health- Environmental

PRIVATE WELLS & WATER SAMPLES

SERVICE	FEE
New Well Permit (Permitting and Full Panel Water Sample)	375
Full Panel (Existing Well Only – Bacteria, Inorganic, Nitrate/Nitrite)	125
Bacteria Coliform	70
Inorganic Panel (Includes Nitrate/Nitrite)	120
Pesticide	120
Petroleum	120
Other Microbiology (Iron, Sulfur, etc.)*	70
Other Inorganic Chemistry (Coal Ash, Hexavalent Chromium, etc.)*	120
Other Organic Chemistry(Volatile Organic Chemicals, SOC, etc.)*	120

*Cost per individual test. Sample bottles require ordering from lab.

FOOD AND LODGING APPLICATIONS

SERVICE	FEE
New Establishment-Plan Review*	250
Food Service Plan Review (remodel/minor renovation)	150
Mobile Food Unit/ Pushcart Plan Review	240
Temporary Food Establishments (TFE)*	75
Limited Food Service Establishment (LFSE)*	75
Late TFE/LFSE less than 15 days prior to event (additional)	55

Public Health- Environmental

SWIMMING POOL APPLICATIONS

SERVICE	FEE
New Swimming Pool-Plan Review	375
Seasonal Swimming Pool/Wading/Spa Permit	195
Year-Round Swimming Pool/Wading/Spa Permit	245
Swimming Pool Reinspection Fee	60

TATTOO ARTIST APPLICATIONS

SERVICE	FEE
Annual Tattoo Artist Permit	195
Tattoo Artist Reinspection Fee	55

FOOD SAFETY MANAGER COURSE

SERVICE	FEE
ServSafe Class & Exam (English / Spanish)	125
ServSafe Proctored Exam Only (English / Spanish)	75

Senior Services (Enrichment Center)

SERVICES AND ACTIVITIES

TYPE	FEE	
Fitness Room	$1.00	per visit
Morning Yoga	$10.00	per month - 2 days/wk
Advanced Tai Chi	$10.00	per month - 2 days/wk
On the Move	$1.00	per visit
Fit & Toned	$10.00	per month - 2 days/wk
BingoFit Nutrition	$1.00	per visit
Evening Yoga	$10.00	per month - 2 days/wk
Low Impact Evening Exercise	$10.00	per month - 2 nights/wk
Virtual Yoga	$10.00	per month - 2 days/wk
Fit & Strong	$1.00	per visit
Water Aerobics Morning	$20.00	per month - Summer, 3 days/wk
Water Aerobics Evening	$15.00	per month - Summer, 2 nights/wk

RENTALS

TYPE	FEE	
Facility Rental	$400.00	per day if facility is not open to general public
Grand Hall Rental	$50.00	per hour Monday - Thursday after 8:00 pm
Other Room Rental	$35.00	per hour Monday - Thursday after 8:00 pm
Small rooms	$35.00	per hour outside of business hours - 2 hr min.
Pavilion	$100.00	per day if facility is not open to general public
Facility Rental Damage Deposit	$250.00	for all rentals outside of business hours - refundable following inspection by EC Staff

NOTE: Some activities may require additional security personnel. The lessee will be responsible for the employment of an off-duty law enforcement officer.

The Enrichment Center Staff will assist in the arrangements at the time rental is approved.

County of Lee Transit System (COLTS)

SERVICE	FEE
Public Access Fare in Lee County	$5 Upon Boarding
Public Access Fare Outside Lee County	$35 Upon Boarding

Microtransit fares will be finalized at a future date

Lee County Libraries

ITEM/DESCRIPTION	ITEM OVERDUE FINE	MAXIMUM FINE PER ITEM
Audiobook	0.25¢ per day	$5.00
Book	0.25¢ per day	$5.00
Magazine	0.25¢ per day	$5.00
Music CD	$1.00 per day	$5.00
Equipment or Activities – Kits/bags/sets	$1.00 per day (unless otherwise specified in patron agreement)	$5.00
DVD	$1.00 per day	$5.00
Equipment	$1.00 per day	$5.00

ITEM/DESCRIPTION	FEE
Non-Resident Library Card* (out of county)	$25/per year
Gray Scale Copies/Prints	.10¢ per page per side
Color Copies/Prints	.25¢ per page per side
Faxing	$1.00 per page
Interlibrary Loan Request (only for requests made outside NC Cardinal collection)	$5.00 per request, any cost incurred from owning library including shipping for receiving and returning
Failure to pick up holds (NC Cardinal)	$1 per item after 2nd failure to notify/pick up hold
Lost Card Replacement**	$1.00 a card
Lost Items	Original cost of item
Lost Item Processing Fee***	$2.00 per item

* Individuals who reside outside the county but can provide current proof of full-time employment or enrollment in an educational institution within Lee County are eligible for a courtesy waiver of the annual fee. Accounts will expire each year and must be renewed with updated documentation.

** Library Cards will be replaced at no charge due to extensive wear and tear (barcode unreadable). Replacement fee will be issued for lost/missing cards and “upgrading” to the newer card design.

*** The processing fee is automatically applied to the lost item fee for items that have not been returned. It may also be applied when items are returned damaged or with missing parts or returned in a manner that presents an undue burden on a Library staff member’s time and supplies.

Parks and Recreation

SAN-LEE PARK & ENVIRONMENTAL EDUCATION

PROGRAM	FEE
Full Day Camps	$120 per week
Half Day Camps	$75 per week
Conservation Cubs	$5 per person
Nature Days	$30 per day
Public Programs	$5 per person
Nature Theme Birthday Parties	$120 for 2 hours in classroom at Nature Center
Tent Campground	$15 per night
Paddle Boats	$3 per 30 minutes
Amphitheater	$40 per day

RECREATIONAL PROGRAMS

PROGRAM	FEE
Tiny Tots	$120 per week
Youth Art Classes	$30 per day
Happy Day Camp	$5 per person
Art Themed Parties (max 12 children)	$120 for 2 hours
Dance Theme Parties (max 12 children)	$120 for 2 hours

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

AQUATICS

ACTIVITY	FEE
Public Swim Admission	$3.00/person
Senior 55+ Admission	$1.00/person
Child under the age 4	$0
Boys and Girls Public Swim	$2.00/person
Designated Group Swim Time	$1.00 /person
Swim Lessons	$30 /session
Pool Pass- Household (4 people)	$85.00 $10.00/additional person
Pool Pass- Individual	$35.00

O.T. SLOAN POOL RENTALS

SERVICE	FEE
Facility Rental Fee	$50 per hour- 2 hour min.
Required Manager Fee	$15 /hour
Required Lifeguard Fee	$10/hour
*1 Pool Manager is required per rental. *Number of lifeguards required depends on rental size	0 to 50 people = 2 lifeguards 51 to 74 people = 3 lifeguards 75 to 99 people = 4 lifeguards

SWIM TEAM RENTALS

SERVICE	FEE
Swim Meets	Same as pool facility rentals
Lane Rentals	$10 per lane per hour, 2 hour minimum

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

GYMNASTICS CLASSES

RECREATION CLASSES	FEE	AGES	HOURS/WEEK
Special Pops	$45	5+	0.5
Me and My Folks	$45	1-3	0.5
Tumble Stars	$65	3-4	0.75
Advanced tumble stars	$80	4-5	1
Rising Stars 5-6	$80	5-6	1
Rising Stars 7+	$80	7+	1
Red Stars	$80	6+	1
Blue Stars	$80	6+	1
Advanced Boys	$120	5+	1.5
Supernovas	$140	14+	2
Preteam - Mighty Mights, Hot Shots & Shooting Stars	$180	6+	3

COMPETITION TEAM CLASSES	FEE	AGES	HOURS/WEEK
Bronze	$225	4+	4
Silver	$300	5+	6
Gold	$350	6+	9
Platinum	$400	6+	12
Diamond	$450	6+	15

PRIVATE CLASSES	FEE PER BLOCK (4 CLASSES)
Half Hour	$100
Full Hour	$160

GYMNASTICS CAMPS/PARTIES	FEE
Full Day	$120/week
Half Day	$75/week
Day Camp	$30/day
Birthday Parties (Max 15 children)	$120 for 2 hours
HS Practice Rental	$120 for 2 hours

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

TEAM SPONSORSHIPS

TYPE	FEE
Single-1 team	$250
Double-2 teams	$450
Triple-3 teams	$600
Homerun-4 teams	$750

LEAGUE SPONSORSHIPS

TYPE	FEE
Baseball League	$1,500
Softball League	$1,500
3-4 T-Ball League	$1,500
5-6 T-Ball League	$1,500
Volleyball League	$1,500
Flag Football League	$1,500
Kickball League	$1,500
Basketball League	$2,500

FIELD SIGN SPONSORSHIPS

TYPE	FEE
First Year Sign at Ballfield	$500
Every Consecutive Year Thereafter	$350

Each sign is 6 feet by 4 feet

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

ATHLETIC PROGRAMS

LEAGUE	FEE	AGES
T-Ball	$30	3-6
Coach Pitch Baseball/Softball	$50	7-8
Baseball	$50	9-12
Softball	$50	9-14
Kickball	$30	4-15
Adult Wiffle Ball	$150 per team	16+
Flag Football	$30	5-6
Flag Football	$50	7-12
Volleyball	$50	7-14
Co-ed Basketball	$30	4-6
Co-ed Basketball	$50	6-8
Basketball	$50	9-12
Cheerleading	$30	5-12
Adult Softball	$600 per team	16+

TRAMWAY ROAD PARK TOURNAMENTS

Daily Complex Fee - $825 per day*

*This fee includes field prep prior to first game of the day

SERVICES CONTRACTED ANNUALLY

Tennis/Pickleball Lessons

Concessions

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

FACILITY RENTALS

INDOOR FACILITIES	FEE	ADDITIONAL COST
Ingram Building	$200/ 4-hour block	$35 per hour after 4-hour block
Lett Family Park Center	$200/ 4-hour block	$35 per hour after 4-hour block
San-Lee Nature Center	$200/ 4-hour block	$35 per hour after 4-hour block
Bob Hales Center	$35/hour	

OUTDOOR FACILITIES	FEE
Kiwanis Family Park Shelter	$35/hour
San-Lee Park Shelter	$35/hour
Buchanan Park Shelter	$25/hour
Horton Park Shelter	$25/hour
Kiwanis Children Park Shelter	$25/hour
Temple Park Shelter	$25/hour
Kiwanis Family Park Gazebo	$35/hour
Lett Family Park Shelter	$25/hour
O.T. Sloan Park Shelter	$35/hour
San-Lee Park Meadow	$40/hour

2 Hour Minimum for Shelter Rentals

ATHLETIC FIELDS	FEE
Field Rental	$20/hour
Lights with Field Rental	$15/hour
Field Prep Fee	$30/field

An additional $15 fee is applied for non-County residents when applicable.

Parks and Recreation

LEE COUNTY ATHLETIC PARK

OUTDOOR FACILITIES	FEE
Synthetic Multipurpose Fields	$60/per hour
Grass Multipurpose, Baseball & Softball Fields	$30/per hour
Field Lights	$15/per hour
Field Prep Fee	$30/field
Diamond Field long term rental	$3,500/month
Grass Multipurpose Field Pod B or C long term	$3,500/month
Synthetic Multipurpose Field Pod A long term	$6,000/month
Grass Field long term rental	$2,000/month
Diamond Tournaments(All 4 Diamond Fields)	$1,200/day
Synthetic Multipurpose Fields Tournament Pod A	$1,500/day
Grass Multipurpose Fields Tournament Pod B or C	$1,200/day

An additional $15 fee is applied for non-County residents when applicable.

Solid Waste

DESCRIPTION	FEE
Yard Waste & Land clearing Debris	$43/ton
Tires on rims	$75.00/ton
Annual Solid Waste Disposal Fee Paid by each County residence, club, church, and residential based commercial enterprise.	$160.00/house
Annual Convenience Center Recycling Fee Residences, churches, etc. who use private haulers are exempt 1/2 of the Solid Waste Disposal Fee.	$80.00/house
Municipal Solid Waste (MSW) Fee	$2.78/cu yd
Old Corrugated Cardboard (OCC) Fee	$1.62/cu yd
Dumpster Fee	$0.25/cu yd
Additional Convenience Center Decals	$10.00/set of 2

Building Construction Fee Schedule

2025 - 2026

www.sanfordnc.net

CITY OF SANFORD / LEE COUNTY / TOWN OF BROADWAY
North Carolina
COMMUNITY DEVELOPMENT DEPARTMENT
Inspections Division
Construction Permit Fee Schedule

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Permits Issued Daily From 8:00a.m. – 4:30p.m.

BUILDING PERMIT FEES RESIDENTIAL

ALL RESIDENTIAL	**Includes all Single-Family Dwellings, Duplexes, and Townhouses, Residential Additions, Accessory, Decks, Renovation, Repairs and other construction not listed elsewhere.**
Building Permit Fee:	.19¢ per square foot + Cost of each trade. Minimum Fee $60.00

RESIDENTIAL (Modular Homes)	Building permits will encompass porches, basements, garages and additional structural alterations to the modular home must be included at time of submittal and in accordance with the appropriate fee schedule and approved to be constructed. In accordance with G.S. 87-21 and F.S. 143-139.1: any person, firm or corporation that undertakes to erect a modular building must have either a valid NC General Contractors License or provide a $5,000 Surety Bond.
Building Permit Fee:	$205.00 + Cost of each trade

MANUFACUTRED HOMES	**Manufactured Home Setup**
Single/Double/Triple	$125.00 each + cost of each trade

BUILDING PERMIT FEES COMMERCIAL

COMMERCIAL & SHELL BUILDINGS/ Modular	**Fee Schedule For All Commercial (NEW) & Includes all Commercial Renovations, Repairs, Tenant Fit-ups, and Other Commercial Construction not listed elsewhere.**
Building Permit Fee:	1st 50,000 square feet at .40¢ 2nd Square footage over 50,000 square feet at .20¢ Add 1st and 2nd numbers together to get total cost of Building permit. All trades not included. Minimum Fee $60.00
Phased Construction	New commercial projects which involve multiple plan submittals by a contractor who has been hired to do a complete "Turn-key" project for the owner. Multiply .60¢ by square footage of building. + Cost of all trades

BUILDING PERMIT FEES MISCELLANEOUS

Items not shown elsewhere in Fee Schedule.	Minimum Fee. Items not shown. $75.00 each
Change of Occupancy Permit	$60.00 each
Daycare Permit	$75.00 each
Demolition Permit	$100.00 Permit-Commercial Buildings Require an Asbestos Report
Malt Beverage License Inspection	$75.00 each
Moving Building Permit	$100.00 each
Swimming Pool/ Electrical Permit	$75.00 each + $75.00 Miscellaneous Electrical permit
Retaining Walls, Bulk heads, Docks	$100.00 each
Construction/ Sales Trailer	$100.00 each includes all trades P, M, E
Signs	$60.00 each
Solar Commercia/SFD	$100.00
Hood System (does not require licensed contractor)	$100.00 each
Commercial Roof	$100.00

ELECTRICAL PERMIT FEES

RESIDENTIAL	
RESIDENTIAL (New)/ RENOVATIONS: Basic Fee $135.00 (up to 200 Amps) + $20.00 per 100 AMPS over 200 Amps	
MANUFACTURED HOME / MODULAR HOMES	Basic Fee $100.00 each
COMMERCIAL	
0-200 Amps	$200
201-400 Amps	$300
401-600 Amps	$300+ 0.15 per amp
601-800 Amps	$300+ 0.15 per amp
801-1000 Amps	$300+ 0.15 per amp
1001-2000 Amps	$300+ 0.15 per amp
2001 & Up AMPS	$300+ 0.15 per amp
*Additional $50.00 Per meter socket (separate or in a bank of meters) * 60.00 per feeder for Equipment+ Min fee 75.00 Miscellaneous *	
MISCELLANEOUS ELECTRICAL PERMITS	
Items not shown elsewhere in Fee Schedule.	$75.00 Examples: Conditional power, Power Restoration, Accessory Building, Special Outlets, Farm Pole, Electrical for Mechanical Change Out, Temporary Pole, Solar, Subpanel, Swimming Pool, EV Charger ETC.

MECHANICAL PERMIT FEES

RESIDENTIAL	
Items not shown elsewhere in Fee Schedule.	Minimum Fee. Items not shown. $75.00
Mechanical HVAC- Electric	$75.00 each per each unit+ Electrical permit may apply
Mechanical HVAC- GAS	$75.00 each+ Gas piping may apply
Gas Piping/Pressure Test	$50.00
Gas Accessories	$50.00
Other (Bath fans Dryer Exhaust, Ductwork etc.)	$50.00
Ductwork Only	$75.00
COMMERCIAL	
Basic Fee	**$110.00 plus any of the following that apply: per each unit (Gas piping/ Electrical permit may Apply)**
Chillers/Boilers	*Basic Fee
Mechanical HVAC – Electric- Electrical permit may Apply	*Basic Fee
Mechanical- HVAC- GAS- Gas piping may apply	*Basic Fee
Refrigeration:	*Basic Fee
Gas Appliances	***$**50.00
Gas Piping/Pressure Test	*$50.00 (per service point)
Ductwork only	$75.00 Basic Fee
Miscellaneous (Item not Shown)	$100.00

PLUMBING PERMIT FEES

RESIDENTIAL (New)
Basic Fee $100.00 plus- includes (2 full baths) **OR** (1 Full and 1 Half Bath) $25.00 for every Full Bath $20.00 for every Half Bath
RESIDENTIAL (Modular Homes) or (Manufactured Homes)
Basic Fee $75.00 Unfinished Baths require a separate permit at the time of Fit Up.
OTHER RESIDENTIAL CONSTRUCTION
Basic Fee $75.00 (Water line, Sewer line, re-piping etc.)
COMMERCIAL (New)
Basic Fee $100.00
Additional Fixtures $6.00 each
COMMERCIAL (Modular)
Basic Fee $125.00
MISCELLANEOUS PLUMBING PERMITS
Basic Fee $75.00 (Backflow preventer, irrigation, single fixture, water line, sewer line etc.)

RE-INSPECTION FEES Residential/Commercial

The Inspections Department will perform one follow-up inspection to ensure that corrections have been made. Additional inspections shall be termed "re-inspections". A fee shall be paid prior to any re-inspection trip. Temporary service poles not inspected in conjunction with footing or foundation inspections will be considered a re-inspection.

Any inspection that requires that the owner provide access (i.e., Building, Electrical, Mechanical and Plumbing) the re-inspection fees will be as follows:

- 1st Inspection Trip – No Charge. Door Hanger will be left instructing owner to schedule an inspection.
- 2nd Inspection Trip, and subsequent trips will result in as 1-5 violations $100, 6-10 violations- $150, 11 or more violations- $200.00 Re-Inspection Fees per Re-Inspection Trip until Inspection is approved. Re-inspection fees are based on previous items not corrected from previous inspections. Contractor will be responsible for paying Re-Inspection Fees prior to any Re-Inspections.

PENALTY FEES Residential/Commercial

- Not ready/Cancel same day- $250.00 (Note: If Inspection is cancelled prior to 8:30am on day of inspection AND providing inspector has not shown up to complete inspection there will be no penalty fee charge)

FAILURE TO SECURE PERMIT

Failure to obtain the appropriate permit before construction begins shall result in a **100% penalty (double fees).** Commencement of or proceeding with any work of which a permit is required by the State Building Code.

BUILDING PERMITS

The North Carolina Building Code requires that a permit be issued for "the construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any building or structure;" Accessory Buildings with any dimension greater than twelve (12) feet are required to meet the provisions of the North Carolina Residential Code for One- and Two-Family Dwellings.

"No permit …shall be required for any construction, installation, repair, replacement, or alteration costing Fifteen Thousand Dollars ($40,000) or less in any single-family residence or farm building unless the work involves: the addition, repair, or replacement of load bearing structures;"

- Building permits will be issued to a properly licensed North Carolina General Contractor.

OR

- To the owner of the property on which the building is to be built and occupied by said owner for at least twelve (12) months following completion (no rental property).

OR

- To an individual when a general contractor's license is not required. The cost of the undertaking cannot exceed forty thousand dollars ($40,000).
  Permits will be issued personally to the license holder of record only. A bonafide employee of the licensee will be allowed to obtain permits upon submittal of the "Authorization for Permit Application by Employee of Licensed Contractor Form".

  General Contractors Licensing Limitations: If the estimated cost of construction from the fee schedule exceeds a contractor's license limitations a copy of the original bid, quote or estimate will be required prior to permit issuance.

HOMEOWNER RECOVERY FUND:

Whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit or for the alteration of an existing single-family residential dwelling unit, a ($10.00) fee shall be collected from the general contractor for each dwelling unit to be constructed or altered under the permit. The City of Sanford shall forward four dollars ($9.00) of each fee collected to the Board of General Contractors, on a quarterly basis and the city may retain one dollar ($1.00) of each fee collected. The Board shall deposit the fees received into the General Fund.

ELECTRICAL PERMITS

Electrical permits are required for "The installation, extension, alteration, or general repair of any electrical wiring, devices, appliances, or equipment."

Electrical permits are issued to a North Carolina properly licensed North Carolina Electrical Contractor

OR

Property owners requesting to perform electrical work upon their own property when such property is not intended at the time for rent, lease, or sale will be required to take and pass an electrical exam prepared by this office.

Permits will be issued personally to the license holder of record only. A bonafide employee of the licensee will be allowed to purchase permits upon submittal of the Authorization for Permit Application by Employee of Licensed Contractor Form.

Temporary Service Poles- Must be scheduled in conjunction with another inspection

Temporary Service Poles Inspections are to be made in conjunction with the footing or foundation inspection (permit fee is waived with new building construction only). In order to erect a temporary pole prior to or after the footing or foundation inspection or for renovations or additions, an electrical permit for the temporary pole must be obtained (see fee schedule).

MECHANICAL PERMITS

Mechanical permits are required for "The installation, extension, alteration or general repair of any heating or cooling system;"

- Mechanical permits are issued to a properly licensed North Carolina Mechanical Contractor

  OR

- To the owner of the building that occupies the building provided that the permit holder performs the work themselves (no rental property or commercial projects).

NOTE: Mechanical change-outs and/or relocation of mechanical units require an electrical permit as described above.

Permits will be issued personally to the license holder of record only. A bona fide employee of the licensee will be allowed to purchase permits upon submittal of the Authorization for Permit Application by Employee of Licensed Contractor Form.

Grease Canopy Hoods do not require a licensed contractor.

MANUFACTURED HOME PERMITS

A licensed Dealer or Setup Contractor must obtain Manufactured Home Permits. The owner is allowed to obtain a manufactured home permit only if they are actually setting up the home themselves.

Any manufactured home moved to the site prior to issuance of the necessary permits required will be removed from the site until such time that the proper permits are approved and issued.

Manufactured home plumbing permits are required for setup contractors who will complete the plumbing connections underneath the home only. A North Carolina licensed plumbing contractor will be required to obtain a separate permit to make utility connections (water/sewer).

MODULAR PERMITS

A building permit is required for modular homes.

Any person, firm or corporation that undertakes to erect a modular building must have either a valid North Carolina General Contractors License or provide a five thousand-dollar ($5,000) surety bond for each modular building to be erected.

The permit fee is for the modular setup (footing, foundation, and final). Additional building permits shall be obtained for porches, basements, garages, and additional structural alterations to the modular unit in accordance with the permit fee schedule. A separate permit is required for electrical, mechanical and plumbing permits.

NO TEMPORARY SERVICE WILL BE AUTHORIZED FOR ANY MODULAR CONSTRUCTION.

PLUMBING PERMITS

Plumbing permits are required for "The installation, extension, alteration or general repair of any plumbing system;"

- Plumbing permits are issued to a properly licensed North Carolina Plumbing Contractor

  OR

- To the owner of the building that occupies the building provided that the permit holder performs the work themselves (no rental property or commercial projects).

Permits will be issued personally to the license holder of record only. A bona fide employee of the licensee will be allowed to purchase permits upon submittal of the "Authorization for Permit Application by Employee of Licensed Contractor Form".

Manufactured home plumbing permits are required for setup contractors who will complete the plumbing connections underneath the home only. A North Carolina licensed plumbing contractor will be required to obtain a separate permit to make utility connections (water/sewer).

RENTAL PROPERTY

Electrical, Mechanical and Plumbing Permits will not be issued to the owners of rental property.

- **Rental Property – Building Permits**

Building Permits will be issued to the owner or an unlicensed General Contractor where the cost of the undertaking is less than $40,000. Projects valued at $40,000 or more require that the permit be issued to a North Carolina Licensed General Contractor only.

- **Rental Property – Electrical Permits**

Electrical Permits will be issued to North Carolina Licensed Electrical Contractors only.

- **Rental Property – Mechanical Permits**

Mechanical Permits will be issued to North Carolina Licensed Mechanical Contractors only.

- **Rental Property – Plumbing Permits**

Plumbing Permits will be issued to North Carolina Licensed Plumbing Contractors only.

RENEWING EXPIRED PERMITS:

If any permit expires or is revoked, or if any other permit issued by the inspection department becomes invalid because of no activity, the applicant must apply for a new permit to be issued and pay the appropriate fees.

In order for the requirement that additional fees be paid for re-issuance of an expired permit be waived, the owner/contractor must show proof of work being performed on the job (i.e., valid receipts for labor, materials etc., during the period in which no inspections were performed.)
Change of Contractor or Reactivation Fee will be charged at the Miscellaneous Building permit Fee rate.

PERMIT REFUNDS

Permit fees are non-refundable, unless no work has been performed and no inspections have been made.

POSTING OF PERMIT CARDS:

Permit cards must be posted and building plans must be available at all times on the jobsite, or the inspection will not be performed and a $200 re-inspection fee will be charged.

INSPECTIONS

The General Contractor or the person that the Building Permit was issued to must make all inspection requests. (Footings, Foundations, Rough-Ins, Insulation, and Final for C.O.). Electrical, Plumbing & Mechanical Contractors will be responsible to notify the General Contractor when ready for Rough-In, Final, and other inspections.

**NOTE: When a construction project requires all four disciplines, i.e., Building, Electrical, Plumbing and Mechanical installations, each discipline will be inspected simultaneously, during one inspection trip. Inspection requests should not be made unless each discipline is ready for a rough-in inspection.
A minimum of one (1) day notice is required for all inspections.

All inspections must be called in by the correct address and permit number.

Building Permit Cards must be posted and building plans must be available at the jobsite or the inspection will not be performed and a **$200 PENALTY FEE WILL BE CHARGED.**

Inspection results will be provided at all jobsites. Passed inspections will be indicated with the appropriate section of the permit card posted on the jobsite. Failed inspections will be identified with the posting of an orange "NOTICE" card accompanied by a "NOTICE OF ADDITION OR CORRECTIONS" sheet. The Inspector will provide these two documents on the jobsite with the permit card.

Calls to the inspection department concerning the status of inspections are discouraged. Check permit card at jobsite for inspection results or you may check the City of Sanford Building Inspection Web site or the CSS portal.

Priorities for daily inspections will be as follows:

1. Concrete pours. (i.e., footing and slabs).
2. Open ditches that are a potential danger to the public. (i.e., water & sewer lines and underground electrical)
3. Foundations.
4. Restoration of Electrical Service to existing buildings.
5. Mechanical Change-Outs / Repairs during extreme weather conditions.

PLANNING AND DEVELOPMENT

Applications Requiring Approval by a Board

Petition of Zoning Text Amendment	$300
Petition for Zoning Map Amendment (Rezoning)	$500
Petition for Conditional Zoning Map Amendment (Conditional	$750
Variance Application	$500
Appeal	$500
Special Use Permit	$500
Additional Fee for review of application for Special Use Permit for Telecommunications Tower per Section 5.33.8 of the Unified Development Ordinance	$4,000
Petition for Annexation (less than 10 acres)	$250
Petition for Annexation (10 acres or greater)	$500
Petition to Close Street Right-of-Way	$350

Plan Review / Administrative Approvals

Plan Review, Commercial / Industrial (1st and 2nd Submittals)	$500, plus $2.00 per 1,000 square feet of Gross Floor Area
Plan Review, Multifamily (1st and 2nd Submittals)	$500, plus $2.00 per dwelling unit
Preliminary Plat, Major Subdivision (1st and 2nd Submittals)	$200, plus $10 per lot
Final Plat, Major Subdivision	No Charge
Final Plat, Minor Subdivision	$50
Plan/Plat Resubmission, 3rd Submittal and All Subsequent Submittals thereafter (fee to be paid separately for each submittal)	½ of the Original Fee
Zoning Verification Letter	$50
Mobile Food Vendor Permit	$25

ITEM #: VIII.A

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: Monthly Financial Reports

DEPARTMENT: Finance

CONTACT PERSON: Lisa Minter, County Manager

TYPE: Information

REQUEST	Please review the attached reports.
BUDGET IMPACT	See below.
ATTACHMENTS	6-16-25_County_Wide_ST-BOC_meeting.pdf May 2025 Budget Report.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Please review the attached reports.

SUMMARY

The May 2025 Monthly Financial report is attached for your review. Ad valorem tax collections are 102.04% of the adopted budget. The target for expenditures for the end of May is 91.67%. Emergency Management is over this target due to the inclusion of encumbrances. If encumbrances are excluded, no department is over budget. The March 2025 Sales Tax Distribution report is also attached for your review. As a reminder, these reports run three months behind. We are 1.07% ahead of sales tax collections for the same period last fiscal year.

Lee County
Sales Tax Distribution
2024-2025

Date	For the Month of	Total Distribution	Article 39	Article 40 Total	Article 40 Co. (70%)	Article 40 Sch (30%)	Article 42 Total	Article 42 Co. (40%)	Article 42 Sch (60%)	Article 44	Art. 44 *524	Article 46
	Jul-24	1,951,794.88	752,639.85	447,504.74	313,253.32	134,251.42	437,264.79	174,905.92	262,358.87	-	35,049.94	279,335.56
	Aug-24	1,957,252.35	750,886.11	455,027.93	318,519.55	136,508.38	438,030.33	175,212.13	262,818.20	-	35,049.94	278,258.04
	Sep-24	1,966,595.32	788,004.98	416,106.03	291,274.22	124,831.81	443,956.26	177,582.50	266,373.76	0.32	35,049.94	283,477.79
1st qtr totals		5,875,642.55	2,291,530.94	1,318,638.70	923,047.09	395,591.61	1,319,251.38	527,700.55	791,550.83	0.32	105,149.82	841,071.39
	Oct-24	2,010,219.38	791,375.10	440,531.20	308,371.84	132,159.36	452,884.44	181,153.78	271,730.66		35,049.94	290,378.70
	Nov-24	1,988,817.28	763,555.32	464,088.41	324,861.89	139,226.52	444,868.89	177,947.56	266,921.33	(0.23)	35,041.17	281,263.72
	Dec-24	1,950,945.73	710,854.47	504,664.70	353,265.29	151,399.41	431,667.01	172,666.80	259,000.21	-	35,041.17	268,718.38
2nd qtr totals		5,949,982.39	2,265,784.89	1,409,284.31	986,499.02	422,785.29	1,329,420.34	531,768.14	797,652.20	(0.23)	105,132.28	840,360.80
	Jan-25	1,715,962.59	666,574.13	391,742.23	274,219.56	117,522.67	382,631.79	153,052.72	229,579.07	-	35,041.17	239,973.27
	Feb-25	1,740,499.75	676,432.25	390,826.40	273,578.48	117,247.92	388,654.16	155,461.66	233,192.50	-	35,041.17	249,545.77
	Mar-25	2,196,236.74	864,154.28	486,598.45	340,618.92	145,979.54	495,113.62	198,045.45	297,068.17	-	35,041.17	315,329.22
3rd qtr totals		5,652,699.08	2,207,160.66	1,269,167.08	888,416.96	380,750.12	1,266,399.57	506,559.83	759,839.74	-	105,123.51	804,848.26
	Apr-25	-	-	-	-	-	-	-	-	-	-	-
	May-25	-	-	-	-	-	-	-	-	-	-	-
	Jun-25	-	-	-	-	-	-	-	-	-	-	-
4th qtr totals		-	-	-	-	-	-	-	-	-	-	-
Grand total		17,478,324.02	6,764,476.49	3,997,090.09	2,797,963.06	1,199,127.03	3,915,071.29	1,566,028.52	2,349,042.77	0.09	315,405.61	2,486,280.45
Budget			9,319,515.00	5,393,557.00	3,775,490.00	1,618,067.00	5,393,557.00	2,157,423.00	3,236,134.00	-	420,000.00	3,385,887.00
% of budget received			72.58%		74.11%	74.11%		72.59%	72.59%		75.10%	73.43%

HISTORICAL ANALYSIS OF SALES TAX RECEIVED

Based on actual monthly distributions

ARTICLE 39

	Population	1st QUARTER	2nd QUARTER	JANUARY	FEBRUARY	MARCH	3rd QUARTER	4th QUARTER	Total	Period % change
FY 24-25		**2,291,530.94**	**2,265,784.89**	666,574.13	676,432.25	864,154.28	**2,207,160.66**	**-**	**6,764,476.49**	**-0.04%**
FY 23-24		**2,130,876.13**	**2,379,982.06**	716,195.98	700,674.66	839,129.12	**2,255,999.76**	**2,315,354.93**	**9,082,212.88**	**3.04%**
FY 22-23		**2,155,222.26**	**2,255,076.02**	675,238.66	639,578.50	796,912.45	**2,111,729.61**	**2,292,118.97**	**8,814,146.86**	**6.66%**
FY 21-22		**1,967,529.21**	**2,079,070.52**	621,463.96	601,897.13	704,960.70	**1,928,321.79**	**2,288,847.88**	**8,263,769.40**	**10.03%**
FY 20-21		**1,816,234.65**	**1,799,303.12**	540,380.77	574,832.20	731,361.08	**1,846,574.05**	**2,048,429.02**	**7,510,540.84**	**20.04%**
FY 19-20		**1,484,967.33**	**1,534,708.12**	482,714.20	466,717.30	590,710.26	**1,540,141.76**	**1,697,028.61**	**6,256,845.82**	**7.66%**
FY 18-19		**1,364,535.01**	**1,625,278.33**	437,038.67	436,067.77	527,055.08	**1,400,161.52**	**1,421,622.58**	**5,811,597.44**	**5.37%**
FY 17-18		**1,338,798.29**	**1,494,690.50**	409,114.86	377,693.30	481,484.79	**1,268,292.95**	**1,413,405.11**	**5,515,186.85**	

ARTICLES 40 & 42

FY 24-25		**2,637,890.08**	**2,738,704.65**	774,374.02	779,480.56	981,712.07	**2,535,566.65**	**-**	**7,912,161.38**	**1.99%**
FY 23-24		**2,552,299.41**	**2,712,414.20**	791,668.33	768,495.60	932,604.67	**2,492,768.60**	**2,688,619.18**	**10,446,101.39**	**3.15%**
FY 22-23		**2,548,721.74**	**2,587,408.00**	789,292.98	682,291.64	903,748.97	**2,375,333.59**	**2,615,700.26**	**10,127,163.59**	**7.52%**
FY 21-22		**2,240,815.70**	**2,402,652.27**	685,470.01	668,032.57	834,100.09	**2,187,602.67**	**2,587,839.98**	**9,418,910.62**	**15.82%**

ARTICLE 44

FY 24-25		**105,150.14**	**105,132.05**	35,041.17	35,041.17	35,041.17	**105,123.51**	**-**	**315,405.70**	**2.56%**
FY 23-24		**102,480.84**	**102,516.48**	34,178.10	34,178.10	34,178.10	**102,534.30**	**103,193.90**	**410,725.52**	**7.39%**
FY 22-23		**95,059.77**	**95,070.55**	31,691.98	31,691.98	31,691.98	**95,075.94**	**97,238.73**	**382,444.99**	**14.65%**
FY 21-22		**82,240.88**	**82,300.97**	27,426.55	27,678.48	27,420.25	**82,525.28**	**86,501.12**	**333,568.25**	**14.54%**

ARTICLE 46

FY 24-25		**841,071.39**	**840,360.80**	239,973.27	249,545.77	315,329.22	**804,848.26**	**-**	**2,486,280.45**	**1.01%**
FY 23-24		**782,554.07**	**862,235.31**	263,716.26	251,840.52	301,187.08	**816,743.86**	**852,247.38**	**3,313,780.62**	**4.36%**
FY 22-23		**776,612.08**	**810,957.19**	244,014.33	224,718.32	287,430.82	**756,163.47**	**831,562.29**	**3,175,295.03**	**6.88%**
FY 21-22		**710,779.81**	**751,674.01**	216,223.82	214,258.56	255,602.46	**686,084.84**	**822,373.74**	**2,970,912.40**	**12.44%**

TOTAL

FY 24-25		**5,875,642.55**	**5,949,982.39**	1,715,962.59	1,740,499.75	2,196,236.74	**5,652,699.08**	**-**	**17,478,324.02**	**1.07%**
FY 23-24		**5,568,210.45**	**6,057,148.05**	1,805,758.67	1,755,188.88	2,107,098.97	**5,668,046.52**	**5,959,415.39**	**23,252,820.41**	**3.35%**
FY 22-23		**5,575,615.85**	**5,748,511.76**	1,740,237.95	1,578,280.44	2,019,784.22	**5,338,302.61**	**5,836,620.25**	**22,499,050.47**	**7.20%**
FY 21-22		**5,001,365.60**	**5,315,697.77**	1,550,584.34	1,511,866.74	1,822,083.50	**4,884,534.58**	**5,785,562.72**	**20,987,160.67**	**12.98%**

COUNTY-WIDE
HISTORICAL ANALYSIS OF SALES TAX RECEIVED
Based on actual monthly distributions

ARTICLE 39

	Population	1st QUARTER	2nd QUARTER	JANUARY	FEBRUARY	MARCH	3rd QUARTER	4th QUARTER	Total	Period % change
FY 24-25		**3,784,516.81**	**3,814,172.26**	1,104,503.11	1,117,865.76	1,419,246.79	**3,641,615.66**	**-**	**11,240,304.73**	**1.61%**
FY 23-24		**3,544,278.44**	**3,880,738.46**	1,155,289.54	1,126,807.08	1,354,931.66	**3,637,028.28**	**3,827,295.94**	**14,889,341.12**	**4.39%**
FY 22-23		**3,517,453.71**	**3,636,967.14**	1,097,262.22	1,005,088.80	1,280,161.31	**3,382,512.33**	**3,725,592.70**	**14,262,525.88**	**7.44%**
FY 21-22		**3,160,295.47**	**3,355,714.40**	985,252.94	957,342.03	1,147,973.34	**3,090,568.31**	**3,668,644.37**	**13,275,222.55**	**11.77%**

ARTICLES 40 & 42

FY 24-25		**3,635,550.10**	**3,774,493.12**	1,067,245.22	1,074,283.07	1,352,999.28	**3,494,527.57**	**-**	**10,904,570.79**	**2.63%**
FY 23-24		**3,495,744.59**	**3,715,045.04**	1,084,304.72	1,052,566.28	1,277,337.49	**3,414,208.49**	**3,698,243.77**	**14,323,241.89**	**4.09%**
FY 22-23		**3,457,192.86**	**3,509,668.50**	1,070,630.02	925,488.93	1,225,882.94	**3,222,001.89**	**3,571,845.53**	**13,760,708.78**	**7.83%**
FY 21-22		**3,035,261.37**	**3,254,474.51**	928,492.54	904,872.93	1,129,817.03	**2,963,182.50**	**3,508,635.38**	**12,761,553.76**	**15.64%**

ARTICLE 44

FY 24-25		**144,918.31**	**144,893.36**	35,041.17	48,293.86	48,293.86	**131,628.89**	**-**	**421,440.56**	**0.05%**
FY 23-24		**140,362.41**	**140,411.21**	46,811.87	46,811.87	46,811.87	**140,435.61**	**141,929.70**	**563,138.93**	**8.37%**
FY 22-23		**128,943.03**	**128,957.67**	42,988.33	42,988.33	42,988.33	**128,964.99**	**132,764.13**	**519,629.82**	**14.98%**
FY 21-22		**111,398.09**	**111,479.48**	37,150.20	37,491.44	37,141.67	**111,783.31**	**117,281.41**	**451,942.29**	**14.36%**

ARTICLE 46

FY 24-25		**841,071.39**	**840,360.80**	239,973.27	249,545.77	315,329.22	**804,848.26**	**-**	**2,486,280.45**	**1.01%**
FY 23-24		**782,554.07**	**862,235.31**	263,716.26	251,840.52	301,187.08	**816,743.86**	**852,247.38**	**3,313,780.62**	**4.36%**
FY 22-23		**776,612.08**	**810,957.19**	244,014.33	224,718.32	287,430.82	**756,163.47**	**831,562.29**	**3,175,295.03**	**6.88%**
FY 21-22		**710,779.81**	**751,674.01**	216,223.82	214,258.56	255,602.46	**686,084.84**	**822,373.74**	**2,970,912.40**	**12.44%**

TOTAL

FY 24-25		**8,406,056.61**	**8,573,919.54**	2,446,762.77	2,489,988.46	3,135,869.15	8,072,620.38	**-**	**25,052,596.53**	**1.97%**
FY 23-24		**7,962,939.51**	**8,598,430.02**	2,550,122.39	2,478,025.75	2,980,268.10	**8,008,416.24**	**8,519,716.79**	**33,089,502.56**	**4.32%**
FY 22-23		**7,880,201.68**	**8,086,550.50**	2,454,894.90	2,198,284.38	2,836,463.40	**7,489,642.68**	**8,261,764.65**	**31,718,159.51**	**7.67%**
FY 21-22		**7,017,734.74**	**7,473,342.40**	2,167,119.50	2,113,964.96	2,570,534.50	**6,851,618.96**	**8,116,934.90**	**29,459,631.00**	**13.52%**

Lee County
Monthly Financial Report
For the Month Ending May 31, 2025

	For the year ending June 30, 2024				For the year ending June 30, 2025				
	23-24 Budget	YTD Thru 5/31/2024	May 2024	% Used	24-25 Budget	YTD Thru 5/31/2025	May 2025	Encumbrances	% Used
General Fund									
Revenues									
Ad Valorem Taxes	57,610,237	60,787,200.12	619,144.92	105.51%	61,501,965	62,757,376.66	581,886.06	-	102.04%
Local Option Sales Taxes	27,219,851	15,525,711.75	1,755,188.88	57.04%	24,412,516	15,775,311.74	1,740,499.75	-	64.62%
Other Taxes and Licenses	714,000	810,179.21	67,565.56	113.47%	768,800	864,245.82	64,184.34	-	112.41%
Unrestricted Intergovernmental	285,797	182,771.10	76,820.91	63.95%	186,645	123,760.70	64,553.25	-	66.31%
Restricted Intergovernmental	11,823,714	7,994,952.65	1,137,169.57	67.62%	12,511,292	8,418,537.31	752,935.40	-	67.29%
Permits and Fees	332,856	295,755.35	27,838.27	88.85%	373,132	316,206.71	33,913.72	-	84.74%
Sales and Services	4,276,404	3,414,833.67	248,047.12	79.85%	4,717,322	3,714,061.14	323,961.14	-	78.73%
Investment Earnings	500,000	1,444,972.81	137,248.56	288.99%	1,250,000	1,890,685.04	228,239.12	-	151.25%
Miscellaneous	577,773	495,978.25	26,259.92	85.84%	356,067	491,590.92	27,735.49	-	138.06%
Total Revenues	103,340,632	90,952,354.91	4,095,283.71	88.01%	106,077,739	94,351,776.04	3,817,908.27		88.95%
Expenditures									
General Government									
Governing Body	255,112	192,041.65	12,115.15	75.28%	255,361	196,735.68	11,818.80	2,619.80	78.07%
Administration	1,041,812	871,645.99	76,306.52	83.67%	1,093,141	920,539.65	75,866.98	14,311.23	85.52%
Human Resources	976,323	734,399.32	66,006.68	75.22%	965,250	797,522.60	67,802.39	35,305.68	86.28%
Finance	850,133	635,382.07	59,306.66	74.74%	815,090	645,039.55	39,431.76	8,591.32	80.19%
Internal Services	659,382	514,395.95	5,589.87	78.01%	699,497	566,873.23	56,346.39	6,726.31	82.00%
Tax Administration	2,436,364	1,831,269.91	131,453.37	75.16%	2,322,414	1,860,794.84	138,421.06	94,973.88	84.21%
Strategic Services	648,618	576,745.14	33,396.29	88.92%	710,927	604,052.11	39,284.30	-	84.97%
County Attorney	1,500,802	820,127.92	104,357.99	N/A	722,521	568,896.53	47,729.98	23,649.99	82.01%
Pretrial Release					722,482	265,395.45	32,786.11	40,503.60	42.34%
Court Facilities	13,952	6,212.62	354.55	44.53%	13,952	2,395.06	129.42	-	17.17%
Elections	891,779	632,740.46	49,325.89	70.95%	832,395	695,953.22	35,288.31	31,841.27	87.43%
Register of Deeds	561,804	457,348.24	42,957.01	81.41%	570,033	452,042.98	42,845.92	11,139.94	81.26%
IT	2,006,845	1,705,877.27	94,908.13	85.00%	2,286,222	1,934,884.79	97,702.45	75,789.34	87.95%
General Services	6,983,165	4,068,341.12	389,305.49	58.26%	8,496,550	5,512,855.07	608,329.84	949,184.92	76.05%
Buggy Factory	140,322	48,469.02	1,974.96	34.54%	398,777	90,455.62	4,729.14	12,575.00	25.84%
Total	18,966,413	13,094,996.68	1,067,358.56	69.04%	20,904,612	15,114,436.38	1,298,512.85	1,307,212.28	78.56%
Public Safety									
Sheriff	12,039,247	9,800,714.77	894,899.93	81.41%	12,572,885	11,139,674.62	849,876.18	69,607.90	89.15%
Jail	3,763,971	2,560,464.65	344,477.68	68.03%	3,924,447	3,237,064.91	273,353.87	171,038.38	86.84%
911 Communications	494,960	423,771.37	38,524.67	85.62%	532,891	488,483.38	44,407.58	-	91.67%
State Fire Control Contribution	124,182	89,828.07	9,636.69	72.34%	129,497	99,219.45	20,710.98	30,277.55	100.00%
Medical Examiner	70,000	29,400.00	11,600.00	42.00%	90,000	36,750.00	-	-	40.83%
Juvenile Detention	201,200	121,200.00	-	60.24%	211,200	70,800.00	4,650.00	-	33.52%
Emergency Medical Services	983,262	901,323.50	81,938.50	91.67%	1,042,256	955,401.37	86,854.67	-	91.67%
Emergency Services	828,067	597,027.46	91,852.04	72.10%	650,469	582,123.46	113,077.34	18,434.01	92.33%
Fire Marshall	640,411	439,971.71	23,858.72	68.70%	504,991	383,710.54	28,812.50	8,353.96	77.64%
Total	19,145,300	14,963,701.53	1,496,788.23	78.16%	19,658,636	16,993,227.73	1,421,743.12	297,711.80	87.96%

Lee County
Monthly Financial Report
For the Month Ending May 31, 2025

	For the year ending June 30, 2024				For the year ending June 30, 2025				
	23-24 Budget	YTD Thru 5/31/2024	May 2024	% Used	24-25 Budget	YTD Thru 5/31/2025	May 2025	Encumbrances	% Used
Economic/Physical Development									
Planning	805,579	680,579.00	-	84.48%	746,592	746,592.00	-	-	100.00%
Economic Development	1,984,446	566,351.89	295.28	28.54%	1,896,180	1,298,885.65	724,347.77	47,917.00	71.03%
Cooperative Extension	395,555	313,815	29,665.30	79.34%	502,120	380,748.46	31,016.88	400.00	75.91%
Conservation	166,312	93,560.56	5,722.46	56.26%	169,040	143,205.45	11,719.87	-	84.72%
Total	3,351,892	1,654,306.91	35,683.04	49.35%	3,313,932	2,569,431.56	767,084.52	48,317.00	78.99%
Health and Welfare									
Health Department	5,726,817	4,210,324.46	494,786.59	73.52%	6,064,969	4,690,393.43	454,854.11	247,606.39	81.42%
Mental Health	240,000	220,000.00	20,000.00	91.67%	240,000	220,000.00	20,000.00	-	91.67%
Social Services-Admin	9,724,889	7,593,393.70	619,298.66	78.08%	10,319,340	8,233,503.08	695,135.45	59,191.60	80.36%
Social Services-Programs	1,459,045	517,487.81	53,665.94	35.47%	1,301,176	469,319.22	46,833.11	31,089.78	38.46%
Human Services Nonprofits	43,500	39,874.89	3,624.99	91.67%	45,000	30,080.27	2,630.55	-	66.85%
Human Services - Revenue Loss	210,000	210,000.00	52,500.00	N/A	-	-	-	-	N/A
Human Services - State Grant	607,536	257,639.32	12,967.81	N/A	1	(346,054.69)			N/A
Senior Services - Transportation	1,800,321	1,111,316.16	190,303.33	61.73%	2,319,004	1,456,074.69	189,572.21	510,570.91	84.81%
Senior Services - General	1,712,128	1,270,503.56	97,014.95	74.21%	1,621,963	1,232,002.47	112,882.44	48,956.08	78.98%
JCPC	205,084	183,433.28	18,315.93	89.44%	205,084	191,076.82	23,888.30	19,543.27	102.70%
Emergency and Contingency	45,000			0.00%	45,000	-	-	-	0.00%
Total	21,774,320	15,613,973.18	1,562,478.20	71.71%	22,161,537	16,176,395.29	1,545,796.17	916,958.03	77.13%
Education									
School Current Expense	20,134,024	18,456,188.63	1,677,835.33	91.67%	21,507,824	19,715,505.37	1,792,318.67	-	91.67%
School Capital Outlay	2,817,500	1,401,123.54	112,291.67	49.73%	3,447,461	2,985,046.75	166,183.33	-	86.59%
CCCC Current Expense & Civic Ctr.	3,577,235	3,279,132.01	298,102.91	91.67%	3,864,930	3,542,852.41	322,077.49	-	91.67%
CCCC Special Appropriation	250,000	115,643.60	-	46.26%	250,000	108,847.50	-	-	43.54%
CCCC Eugene Moore Center	920,000	843,333.37	76,666.67	91.67%	718,745	658,849.62	59,895.42	-	91.67%
CCCC Capital Outlay	110,000	100,833.37	9,166.67	91.67%	150,000	137,500.00	12,500.00	-	91.67%
Total	27,808,759	24,196,254.52	2,174,063.25	87.01%	29,938,960	27,148,601.65	2,352,974.91	-	90.68%
Cultural and Recreational									
Libraries	1,309,936	1,038,421.54	96,298.66	79.27%	1,360,326	1,129,523.10	96,257.55	38,401.56	85.86%
Library-Grants	51,362	13,422.11	6,891.50	N/A	41,185	12,214.29	-	-	
Parks and Recreation	2,675,945	2,070,465.66	316,565.64	77.37%	2,844,804	2,309,693.55	209,464.39	194,392.59	88.02%
Nonprofits	10,000	9,166.63	833.33	91.67%	10,000	7,500.00	-	-	75.00%
Total	4,047,243	3,131,475.94	420,589.13	77.37%	4,256,315	3,458,930.94	305,721.94	232,794.15	86.74%
Debt Service	12,800,644	12,720,776.08	2,569,787.23	99.38%	15,649,895	15,516,132.32	2,953,813.38	-	99.15%
Total Expenditures	107,894,571	85,375,484.84	9,326,747.64	79.13%	115,883,887	96,977,155.87	10,645,646.89	2,802,993.26	86.10%
Revenues Over (Under) Expenditures	(4,553,939)	5,576,870.07	(5,231,463.93)	N/A	(9,806,148)	(2,625,379.83)	(6,827,738.62)	N/A	N/A

Lee County
Monthly Financial Report
For the Month Ending May 31, 2025

	For the year ending June 30, 2024				For the year ending June 30, 2025				
	23-24 Budget	YTD Thru 5/31/2024	May 2024	% Used	24-25 Budget	YTD Thru 5/31/2025	May 2025	Encumbrances	% Used
Other Financing Sources (Uses):									
Transfers From Other Funds	1,571,100	1,105,500.00		70.36%	1,787,315	460,278.00	-	-	25.75%
Transfers to Other Funds	(3,428,068)	-	-	0.00%	(2,155,590)		-	-	0.00%
Total Other Financing Sources (Uses)	(1,856,968)	1,105,500.00	-	-59.53%	(368,275)	460,278.00	-	-	N/A
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing (Uses)	(6,410,907)	6,682,370.07	(5,231,463.93)	N/A	(10,174,423)	(2,165,101.83)	(6,827,738.62)	N/A	N/A
Appropriated Fund Balance	6,410,907	-	-	0.00%	10,174,423	-	-	-	0.00%
Revenues, Other Financing Sources and Appropriated Fund Balance Over (Under) Expenditures and Other Financing Uses	-	6,682,370.07	(5,231,463.93)	N/A	-	(2,165,101.83)	(6,827,738.62)	N/A	N/A

ITEM #: VIII.B

LEE COUNTY AGENDA ABSTRACT
BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: June 16, 2025

SUBJECT: County Manager's Monthly Report

DEPARTMENT: Administration

CONTACT PERSON: Hailey Hall, Clerk to the Board/Communications Specialist

TYPE: Information

REQUEST	Informational
BUDGET IMPACT	N/A
ATTACHMENTS	County Managers Report - 06-16-2025.pdf 2025_May_Library_Director_Report.pdf LCL Board Meeting Minutes APPROVED and signed_25.03.12.pdf Parks and Rec Board Minutes_3-24-25.pdf PERMIT ISSUANCE REPORT- MAY 2025.pdf Tax_Monthly Managers Report May 2025.pdf TRC Agenda_June 2025.pdf CHSAB Minutes 03-19-2025.pdf
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Informational

SUMMARY

County Manager Lisa Minter will provide a monthly report for the month of June 2025 to include updates on projects, department reports, and upcoming dates for the Board of Commissioners.

County Manager's Report – June 16, 2025

Ongoing Projects

Lee County Athletic Park

Field Construction: The field builder (Precision Turf) is finishing up sod installation on the diamond and multipurpose fields. Staff is reviewing fields with architect to compile punch list for the contractor.

Site Construction: Asphalt installation (final surface layer) for the site is starting and will take 2-3 weeks to complete. The playground subcontractor is finishing equipment installation and turf will be installed following the completion of the playground.

Building Construction: Focus continues on the interior and exterior details such as painting, trim, bathroom partitions and fixtures.

Recent Change Order Status Summary: Approved by County Manager

PCO #030 - Fields 2,3,4 – Infield Sprinklers @ Pitcher's Mounds: $11,450.22
- Original design did not include sprinkler on infield of 225' fields
- Sprinklers needed on infields for maintenance

PCO #031 - Rest Room B – Perimeter Concrete Walkway: $5,938.80
- Original design did not include concrete walk around building
- Added walkway around building for building entrances

PCO #033 – Sod Between Fields 2 & 3: $10,730.14
- Original design did not include sod install between fields 2&3
- Added sod for continuity of landscape design and maintenance

PCO #034 – 3M film over Rest Room Windows: $315.00
- After construction tint needed to block view of building interior while maintaining natural lighting

Library Building Project: Construction continues with a focus on the building.

Building: Steel framing has been installed with final inspections by third-party engineering in progress. Interior framing installation in progress. Exterior water proofing has been completed, and exterior masonry work has started.

Site: Utility power easement has been cleared and Duke Energy has installed new power poles at Bragg Street and the entrance to support the building.

Recent Change Order Summary

All change orders are covered by contingency or allowance within the current GMP included in the approved contract price established with Sanford/Samet.

PCO #005 – Water Meter Flange Reducers: $838.00
- Reduces water line down from 4" to 2" to accommodate meter install by Tri-River

PCO #013 – Roof Material Change: PVC to TPO: $19,047.96
- Material changed to secure 20yr warranty

PCO #014 – T&M Parge Slab Edge: $11,776.46
- Water proofing required a smooth surface for installation
- Foundation slab had to be prepped before installing water proofing

PCO #015 – Expedite Shipping of Electrical Gear: $7,250.00
- Long lead time for electrical gear (panelboard) would cause delays to schedule
- To mitigate the risk and keep the construction schedule, GC is paying to expedite

PCO #016 – Paging System Credit: -($19,361.62)
- Duplicated in GMP and in AV scope.
- Removing and providing credit to "Owner's Contingency Line"

PCO #017 – EP-1 Specification (Epoxy Floor Finish in Bathrooms): $12,119.36
- Tile flooring removed during the bid process, this cost to cover the change.
- Epoxy preferred to accommodate maintenance.

PCO #018 – Additional Knox Boxes: $2,406.47
- Required by Fire Marshal's Office after onsite visit
- Design included 1 box, cost covers additional requirements

PCO #020 – Dead Trees at Site Entrance: $10,933.38
- Clean the front site at entrance to property
- Removing multiple large fallen trees for improved visibility to monument sign and main drive

Historic Courthouse: The Historic Courthouse renovation project includes roof replacement with alternates for masonry and brownstone repairs. During demolition the general contractor, architect, and SHPO have identified areas of the parapet with deteriorated bricks that are not salvageable. The structural engineer has been onsite to inspect the structure and is now working with architect and SHPO to determine best solution. Roof installation continues in areas away from the parapet.

Change Order Summary:

- Structural Engineer – PO for $2,475 (do not exceed) was issued for engineer to investigate the current condition of the parapet, corner chimneys, and window lintels and recommend appropriate repairs.

Horton Park Parking Lot Improvements: This project provides an additional parking lot with ADA sidewalk along Washington Avenue. Construction is complete. Staff is working with the contractor and engineer on a final punch list to officially close out the project. Also, rail fencing will be added around the playground area to the new parking lot to address a safety concern. Staff has reached out to NCDOT to inquire about signage with caution flashing lights or some type of warning signage for the site and will update the Board as more information becomes available.

Reports

Tax – The Tax Department Collections report for May 2025 is attached.

Building Inspections – Attached is the monthly inspections report for May 2025.

TRC – The TRC Agenda for June 2025 is attached.

Library Board of Trustees – The Library Board of Trustees' 2025 Director's Report is attached. The next meeting is scheduled for Wednesday, July 9th, 2025 at 5:30 p.m. Attached please find minutes from the March 12, 2025 meeting.

Parks and Recreation – The next Parks and Recreation Advisory Board meeting is scheduled for Monday, June 23rd. Attached please find minutes from the March 24, 2025 meeting.

Consolidated Human Services Agency – The next Consolidated Human Services Agency Board meeting is scheduled for Wednesday, June 18, 2025 at 7:00 p.m.

Upcoming Meetings/Events:

July 21, 2025 – Lee County Board of Commissioners Meeting – Civic Center – 6:00 PM

August 18, 2025 – Lee County Board of Commissioners Meeting – Civic Center – 6:00 PM

August 21-23, 2025 – NCACC Annual Conference – Pitt County – See website for details – notify Clerk if interested in attending

September 15, 2025 – Lee County Board of Commissioners Meeting – Civic Center – 6:00 PM

REPORT OF LIBRARY ACTIVITY
MONTH OF: May 2025
Respectfully submitted by: Beth List, Library Director
Report Date: Tuesday, June 10th, 2025

Useful Stats	APRIL 2024	APRIL 2025	MAY 2024	MAY 2025
Circulations:	12,461	11,186	12,547	12,918
Public Computer Uses:	NA	799	NA	879
Main Door Count:	6,762	6,821	6,113	6,162
Broadway Door Count:	238	288	196	278
Curbside Pick-Ups:	24	21	31	27
Libchat Sessions:	NA	25	NA	24
e-Inc Check Outs:	2,743	2,702	2,970	2,926
NC Kids & NC Kids Level Up Check Outs:	1,146	881	879	NA
Website Views:	5,070	4,817	5,154	5,453
WiFi Use:	1,272	1,563	1,339	1,474

Other: Facebook Followers: 3,647 | Instagram Followers: 1,380 | YouTube subscribers: 662

Children's Programming

- In-Person Story Times:
    - Babies Story Time at Main: Wednesdays at 10 AM
    - Toddler Story Time at Main: Wednesdays at 10:45 AM
    - Family Story Time at Main: Thursdays at 10 AM
    - Family Story Time at Main: 4th Saturday of month at 10 AM
    - Babies Story Time at Broadway: Fridays at 10 AM
    - Toddler Story Time at Broadway: Fridays at 10:45 AM

Each week our Story Times have a special theme.

***Babies Story Time Themes:** Week 1: "Growing Garden Goodies"; Week 2: "Bike Your Way to the Library"; Week 3: "A Taste of the Pacific"; Week 4: "Honor the Fallen"

***Toddler Story Time Themes:** Week 1: "Growing Garden Goodies" with a craft; Week 2: "Bike Your Way to the Library" with play; Week 3: "A Taste of the Pacific" with STEAM; Week 4: "Honor the Fallen"

***Family Story Time Themes:** Week 1: "Growing Garden Goodies" with a craft; Week 2: "Bike Your Way to the Library" with play; Week 3: "A Taste of the Pacific" with STEAM; Week 4: "Honor the Fallen"

***Monthly Saturday Story Time:** Offered on the 4th Saturday of the month at 10 AM at the Main library. This month's theme was "Rubba Dub Dub".

- LCL Lego Masters: Meets on the 1st and 3rd Tuesdays of the month between 4 PM - 4:45 PM, participants are challenged to build a particular element. May 6th participants were challenged with "Lego Mystery Build Cards." May 20th the challenge was to build something "Sports Related".
- LCL Science Explorers: Science program ideal for elementary age children offered monthly on the 4th Saturday at 11 AM. Every other month we partner with graduate students from UNC Chapel Hill to assist with the program. This month's theme was "Flowers and Pollination" with Ashleigh. Participants learned about the parts of a flower, the life cycle of plants, and different types of pollinators. They planted a seed and made a bee pollinator to explore how pollination works.
- LCL STEAM Club: Typically meets on the 4th Tuesday of the month at 6 PM at the Main library. The club is geared toward older elementary and middle school students and is in partnership with w/Lee County 4-H Club. This month's topic was "Hydroponic Gardening". Participants learned about plant life cycles, the primary components in growing plants and the difference between growing with soil and growing without soil. Then participants created their own hydroponic unit to grow seeds.
- LCL Crafty Creators: program for ages 5-12 on the 4th Friday of the month at 3:30 PM at the Main Library and offered on the 4th Saturday of the month at 2 PM at Broadway. This month's craft was: "Trekking with the Elephants in Thailand". Participants shared knowledge of elephants, learned about the three subspecies of Asian elephants, information about Thailand, and then created their own foil elephant art piece.
- Passive Activity: Every month in the Children's Department now offers a monthly drop-in crafty opportunity located at the Children's desk for all to enjoy. This month's craft was "Paper Lotus Flower".
- Passive Activity: Staff created a display with math puzzles for financial literacy in the children's department.
- 1000 Books before Kindergarten program: The reading program is for ages 0 –5 to encourage family reading and build literacy foundations in youth prior to entering kindergarten. Currently we have 88 children participating.

Teen Programming

- Teen Anime Club: Teens (ages 13-18) are welcome to attend on the 2nd Tuesday of the month at 4 PM at the Main Library or on the 3rd Thursday at 4 PM at the Broadway Branch. Participants view an anime film, do a craft, or practice drawing, discuss Anime titles, and enjoy a snack. This month featured the show 'A Lull in the Sea'.
    - The program will be revamped moving forward as we are no longer allowed to use CrunchyRoll to show Anime films.
- Teen Artisans: Scheduled on the 1st Monday of the month at 3:30 PM. Theme was: "Marble Water Painting". Attendees socialized and created marble painted paper.
- LCL Ready Player Fun: Teen Lounge: Our gaming systems are set up and the lounge will be open to library card carrying teens ages 13-18 on Mondays, Wednesdays & Thursdays 3 PM – 5 PM.
- Special Teen Event: Teen Ani-May Marathon. Teens drew, colored, painted, journaled, ate pizza, socialized, played activities and watched episodes 1 – 12 of SpyX Family.

Family and All Ages Programming



Figure 1 – SRP Kick Off Mixed Media Art

- **LCL Summer Reading 2025 Kickoff Event:** We kicked off the start of our Summer Reading Program, themed "Color our World" for 2025 on May 27th. From 10-12 PM we offered Water Gun Painting on a sheet that is now hanging on display on the brick wall; from 12-2 PM we offered a Mixed Media Art Rotation; and 2-4 PM we offered Bubble Painting. Sidewalk chalk art was made available throughout the entire day while staff was busy signing individuals of all ages up for the Summer Reading Incentive. The program will run through August 16th, 2025.
- **LCL Spring Craft Exchange:** Back for its' second year! Staff organized a drop off day for patrons to donate their unused crafting materials and then all were invited to "shop" the craft selections on May 15th.
- **LCL Monthly Movie Night:** Movie nights take place at the Main Library on the 2nd Tuesday of the month at 6 PM and at the Broadway Branch on the 3rd Tuesday of the month at 4 PM. Families gathered on May 13th at Main and May 20th at Broadway. DogMan was a huge hit!
- **LCL History Club:** The LCL History Club is for all ages and in person on the 3rd Thursday of the month at 3:30 PM. Jordan hosted a guest speaker on May 15th. Chanel Simpson visited to speak about Marie Antionette.
- **LCL Game Night:** Family Game Night takes place on the fourth Tuesday of the month at 6 PM at the Main Library. Kate hosted Game Night this month and visitors learned to play Perudo on May 24th.
- **Take Home Crafts:** This month featured: Week 1: Handprint Carrot Craft; Week 2: Cupcake Liner Bicycle Craft; Week 3: Cherry Blossom Craft; Week 4: Heart American Flag Craft. Extra crafts were handed out at Story Time in the Park. An average of 100 craft kits were distributed to patrons each week.

Adult Programming

- **LCL Getting Crafty for Adults:** This program is a monthly craft on the 3rd Thursday at 12:30 PM for ages 16+. Olivia stepped in for Getting Craft this month, and guided participants in making coffee filter flowers on May 15th.
- **LCL Tech Time:** Designated time with a staff member available in the computer lab to assist patrons with basic computer needs. This will be offered on the 2nd Thursday of the month. Increased hours will be available as staffing allows. Tech Time was held on May 8th and Kate helped patrons with all of their tech questions.
- **LCL Lore and Legends:** New gaming club which meets on the second Monday of the month. Lore and Legends Gaming met on May 12th to learn about and play Ticket to Ride.

- LCL Adult Anime Club: The Adult Anime Club is for community members 18+. The club meets on the fourth Wednesday of the month at the Main Library. Patrons gathered to watch and discuss Your Lie this month on May 28th.
- LCL Local History Club: Local Lee County History Club meets on the first Tuesday of the month at 6 PM. Hunter took the Local History Club on a field trip to learn about the history of SanLee Park on May 6th.
- Book Clubs: The Library currently offers four book clubs. All readers are welcome. Book Club Hold Groups are available to anyone interested in being placed on monthly automatic holds of the titles selected by each club.
    - Lee Readers: The club meets on the 3rd Tuesday of the month at 4 PM at the Main Library. Lee Readers met on May 20th to discuss Theo of Golden by Allen Levi.
    - We Read Banned Books Club: The club meets on the 3rd Tuesday of the month at 6 PM at the Main Library. Jeremy led discussion on They Called Us Enemy, by George Takei on May 20th.
    - New York Times Best Sellers Self-Guided Book Club: This monthly book club is self-guided. Staff select a title, create a reader's guide to accompany the title and displays the available formats throughout the month. Rebekah created this month's Reader's Guide for Heartstopper, by Alice Oseman.
    - LCL Chapter Chasers: New walking book club for adults which meets at Kiwanis Family Park on the 2nd and 4th Fridays of the month at 9 AM. Kate led readers through Kiwanis Family Park to discuss Women and Salt by Gabriela Garcia on May 10th and 24th.

Online Programming

- LCL Special Event – Virtual "And the Award Goes to…": Staff continues the monthly video series on our YouTube Channel to share history and facts about various literary awards given to authors and illustrators in their given field. April featured the LCL "And The Award Goes To… Edgar Allan Poe Awards".
- Online Programming: Our YouTube channel had 262 views in May. Each week the theme of the story time will coincide with that week's in-person story time theme.
- In May the most watched video was "Happy Birthday, Dr. Seuss" Themed Story Time with Lee County Libraries 3.3.21 with 14 views followed by Lee County Libraries Online Story Time 'Growing Garden Veggies' from 5.5.25 with 13 views.
    - *Website: http://library.leecountync.gov*
    - *Facebook: http://facebook.com/LeeCountyLibrarySanfordNC*
    - *YouTube: LeeCountyLibrariesNC*
    - *Instagram: @leecountylibrariesnc*

Library Outreach Services



Figure 2 – Story Time in the Park - Kiwanis

- **LCL Special Outreach Program – Story Time at the Park:** Family Story Time comes to the local Lee County parks! The program runs May through October and alternates between Kiwanis Family Park and Horton Park each Monday at 10 AM.
- **LCL Special Outreach Program – Sanford Farmer's Market:** On 5/10/25- This month's Farmer's Market was the Strawberry Jam! Kate and Rebekah signed up 18 people for library cards and checked out 20 books.
- **LCL Special Outreach Program:** On 5/28/25- Hunter and Kate visited the Enrichment Center for Hunter to give a presentation on the Sanford Heral Photo Collection. One participant was a backup photog for the Herald in the 70's and enjoyed hearing Hunter talk about them.
- **LCL Special Outreach Program:** On 5/31/25- Kate, Phoebe, and Rebekah attended the Health and Healing Festival hosted by El Refugio. They spoke with attendees about the library's experience kits and how they could test out new hobbies before investing in them.
- **LCL Special Outreach Program:** On 5/31/25- Kate visited the Mental Health Festival hosted by The Healing Place and held a Storytime on Feelings for the children attending.
- **Books-to-Go Home Delivery and Organization Rotating Collections:** We currently have 11 residents participating in our homebound delivery program. Applications are available online or by mail. Staff are also maintaining a selection of either rotating library book collection or specifically selected from our donations at 8 local organizations.
- **LCL StoryWalk at Kiwanis Family Park:** The featured title is "The Bugliest Bug" by Carol Diggory Shields. The next change out will occur in June.
- **LCL StoryWalk at Kiwanis Children's Park:** Our newly installed Storywalk at KCP features "I Am a Bird" by Hope Lin / illustrator Hyewon Yum. The next change out will occur in June.
- **Outreach Story Time Programs:** Outreach staff conducted 20 Story Time programs in May at various daycares/childcares in Lee County and reached over 343 community members. This month's theme was "Spring Time".
- **Outreach Adult Programs:** Staff hosts monthly BINGO! at Bayberry Retirement Inn. We now host the Short Story Club at the Enrichment Center each month. Staff makes bi-weekly visits to the Enrichment Center for Library Card Sign Up, Book Delivery and instruction on library resources such as Libby, and Digital Book program through the State Library. Special events are scheduled at the Stevens Center as well.

Patron Services & NC Cardinal

- We had a total of 170 "Regular" & 47 "Limited" new patron library cards issued in May.
- Tech Help and proctoring services are available by appointment any time.

- Admin is preparing a new Book Match online submission form for patrons. Staff will review requests and provide book titles to patrons based on their answers. Coming soon!
- Curbside Pick-up Service is offered whenever the library is open.
- "Print from home" is available to patrons through our website.
- Free public Wi-Fi is available through the Library's network in the building and can be accessed in the immediate parking lot 24/7.
- Wi-Fi offered through our Park and Learn Grant with NC Student Connect has been terminated by the State effective May 21st, 2025.
- Exterior book drops at both libraries are open 24/7.

Materials & Collections

- Hotspots are now available for circulation at the Main Library. Check out for one week. An Equipment Agreement is required, must be 18 years old and a LCL regular card holder to borrow.
- We had a busy month for Local History reference requests, from both individuals and businesses/organizations. 6 obituaries/family history articles were retrieved from The Sanford Herald for individuals. Hunter consulted with representatives from TriRiver Water, the City of Sanford, NC Cooperative Extension, Downtown Sanford, Inc., Central Carolina Hospital, and Kyowa Kirin, each related to separate history questions or projects.
- The Library assisted in connecting two organizations with the North Carolina Digital Heritage Center. We are happy to announce that the Sanford Woman's Club and the North Carolina Pottery Center are now online with DigitalNC!
- 1159 pageviews and 295 sessions on items and exhibits from the Lee County Libraries on DigitalNC.org. 830 pageviews and 259 total sessions on items and exhibits from partners supported by the Lee County Libraries on DigitalNC.org.
- 96 views on Historic Downtown Sanford Walking Tour. 10 views on The Legacy of Link Boykin exhibit.
- The top circulating location for May was Adult Fiction. The next top 3 locations were: Easy Fiction, Juvenile Kits, and Juvenile Kits.
- Staff continuously assess the current collection for condition, relevancy, and demand. Weeding is done as appropriate.

Library Displays

- Staff created spotlight displays for the month of May:
    - Barrel 1 - Mental Health Awareness
    - Barrel 2 - Jewish American Heritage Month
    - Barrel 3 - What's that Bird? (Birdwatching Month)
    - Brick Wall - Summer Reading
    - Children's Small Table - Be A Millionaire Day
    - ER/Spanish Books Tops - Alphabet Day
    - J Fic Book Tops - Alphabet Day

  - Children's Large Table - There's a Wizard for That (Harry Potter Day)
  - YA Table Small - Its Ani-May!
  - YA Table Large - Purple People Readers
  - Front of Circulation - Book Club selections for the month are displayed here.
  - Auditorium Bulletin - LCL Lego Master's Hall of Fame
- Artist in Residence Display: May 2025 featured Jessica Wells and her artistry in animal prints, painting, jewelry, and magnets. In June we will feature Angel Triplett and her art in "Dot Mandala Style".

Personnel, Meetings & Training

- Savannah, one of our PT LAI has resigned to take a new full-time position in her career field. Congratulations Savannah!
- PT LAI Amanda has resigned effective June 6th as she is moving. We wish Amanda well!
- Cameron and Liam, two of our PT LAI will be away for the summer on personal endeavors.
- Welcome back to Angela and Phoebe!
- The Library Assistant III in Outreach Services has been reposted. Interviews are scheduled for the second week of June.
- Full-time staff are required to complete a minimum of 10 hours of professional development each year, while part-time staff are required to complete a minimum of 5 hours. Staff are encouraged to attend webinars, trainings, meetings that are related to their job duties. Approved professional development opportunities are done during work hours and documented in staff files.

Library Space & Safety Improvements

- The RFID Project should be starting in July. An RFP has been prepared. Currently an application for LSTA funding is submitted to the State Library however we are in a holding pattern until the State finalizes their budget. The RFID project will move forward regardless, as this is a necessary security move for the new library.
- Staff continue to ensure a safe and healthy environment for each other as well as the community.
- Two public medical incidents were reported on Library property in May. Staff responded appropriately and the patrons were treated by medical professionals. No other safety issues reported this month. The Safety Committee typically meets once a month.

Success Stories:

- *"I was able to assist several kids and parents with book and series recommendations. I am especially proud of this, because when I began working at the library, I was not very familiar with contemporary children's literature."~* Amanda, PT Library Assistant I
- *"One patron, who Hunter helped find articles about his parents in The Sanford Herald, messaged: "I really try hard to not cry in my news car, but you have taken my breath away. To see my Mama*

once again, oh my…. I'm speechless… Thank You doesn't come close to how grateful I am."~ Hunter Randolph, FT Library Assistant III - Cataloging

- *"I spoke with a patron over the phone a couple of weeks ago who requested to place a specific book on hold. During this conversation, I was able to help her with the hold, but I also learned about how significant an impact libraries and museums have had on this patron's life, and how our library specifically has been an integral part of her, her children's, and her grandchildren's lives for decades now. She informed me that she moved here in 1980's from DC, and she told me all about the amazing museums in that area she grew up visiting. She relayed one of the most impactful and powerful experiences of her young life was going to the Holocaust Museum in Washington DC when they first opened it, and how it left her utterly speechless for hours after the visit. The profound impact of being able to visualize in-person the gravity of that time in history with the museum's collection of items left her moved entirely. She also let me know, she has been coming to our library since moving here almost 50 years ago, and now that her twin grandsons are 21 years old, she enjoys reminiscing about bringing them to the Lee County Libraries Story Time programs when they were children. She paid many complements to our Library and library staff, mentioning that anytime she comes by the staff is very pleasant, helpful, and nice – no matter who she is interacting with, this has been the experience each time. We ended the conversation with a brief mention of how excited she is for our growth to the new main library location that is currently in the building stage. She is grateful we will have a location so close to several schools to be able to better reach those demographics in the community."~* Olivia Chaires, FT Library Assistant II - Programming
- *"My office is located near the Circulation Desk, and I have the opportunity to hear our staff interact with community members daily. I am consistently impressed by the professionalism and genuine courtesy each team member brings to every interaction. Their steadfast commitment to public service is evident in the respectful and thoughtful manner in which they engage with every individual who enters the library. I am so proud of our outstanding team."~* Beth List, Director of Library Services

Important Dates to remember:

- *Summer Reading begins May 27th and runs through August 16th, 2025.*
- *The Libraries will be closed on Friday, July 4th, 2025.*
- *The next LCL Board Meeting will be held at the Main Library in the auditorium on Wednesday, July 9th, 2025 at 5:30 PM.*
- *The LCL POP!-con 2025 will be Saturday, August 16th from 10 AM – 4 PM.*

Lee County Libraries

Lee County Libraries Board of Trustees
107 Hawkins Ave., Sanford, NC
Meeting Minutes
Date: March 12th, 2025

I. Call to Order
   a. Chairwoman Griffith called the meeting to order at 5:32 PM

II. Roll Call
   a. Library Trustees Present: Chairwoman Cathy Griffith; Trustee Sue Porr; Trustee Bill Tannenbaum; Vice Chairwoman Gabby Murillo; Trustee Erin Britton
   b. Not Present: Trustee Chris Beal, Trustee Clarissa Miller; County Commissioner Liaison to the Library Board: Samantha Martin
   c. Staff present: Library Director Beth List
   d. Members of the Public: NA

III. Additions to the Current Agenda
   a. ADDITION: Budget Updates
   b. ADDITION: Library Standards Assessment 2024

IV. Adoption of Current Agenda

MOTION: **Trustee Tannebaum motioned to adopt the agenda as presented for the March, 8th, 2025 meeting. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

V. Approval of Previous Meeting Minutes from 09/11/24

MOTION: **Trustee Murillo motioned to approve the minutes of the January 8th, 2024 meeting. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

VI. Library Board Comments
   a. Trustee Sue Porr shared that a community member she spoke with was very excited about the new library

VII. Public Comments - NA

VIII. Library Director Report - (see attached)

IX. Old Business

a. RFID LSTA Grant Application updates
b. Update Trustee Manual check in

X. New Business
a. Approval for revisions to Visitor's Code of Conduct Policy

MOTION: **Trustee Tannenbaum motioned to approve the revisions to the Visitor's Code of Conduct Policy as presented. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

b. Approval for revisions to Library Internet Use Policy

MOTION: **Trustee Porr motioned to approve the revisions to the Internet Use Policy as presented. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

c. Adoption of Lost and Found Policy

MOTION: **Trustee Tannenbaum motioned to adopt the Lost and Found Policy as presented. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

XI. Other Business
a. New Library Updates
b. ADDITION: Budget Updates
c. ADDITION: Library Standards Assessment 2024

XII. Adjournment

MOTION: **Trustee Tannebaum motioned to adjourn the meeting at 6:35 PM. Motion carried.**
AYE: 5/5: Chairwoman Griffith; Vice-Chairwoman Murillo Trustee Porr; Trustee Tannenbaum; Trustee Britton
NAY: 0/0

Important Dates:

- *The Annual Book Sale of the Friends of the Lee County Libraries will be Wednesday, April 9th through Saturday, April 12th, 2025.*
- *The Libraries will be closed on Friday, April 18th and Saturday, April 19th for Easter/Spring Holiday.*
- *The Libraries will be closed Saturday, May 3rd for the annual staff meeting.*
- *The next LCL Board Meeting will be held at the Main Library on Wednesday, May ??, 2025 at 5:30 PM.*

Accepted and approved by the Lee County Library Board on May 14th, 2025.

Respectfully submitted by: _____
Beth List, Library Director

Approved: _____
Cathy Griffith, Chairperson

Parks and Recreation Advisory Committee

Meeting Minutes

Location: Parks & Recreation Office, 2303 Tramway Road, Sanford NC 27332
Time: 5:30pm
Date: March 24, 2025

Members present were, Chairman Chad Spivey, Vice Chair Greg Crowson, Cameron Sharpe Nathan Vorbeck, David Dubuc, Evelyn Bullard, also present were Joseph Keel Parks and Recreation Director, and Judith Wilson secretary.

Absent: Douglas McCrimmon, Pamela Adkins, Heather Sinks, and Christina Barrow.

I. MEETING CALLED TO ORDER

Chairman Chad Spivey called the meeting to order at 5:30 pm.

II. AGENDA ADJUSTMENTS / APPROVAL OF AGENDA

No adjustments.

Motion: David Dubuc motioned to approve the agenda; Greg Crowson seconded.

Outcome: Unanimous approval.

III. CONSENT

a) **Meeting Minutes – February 24, 2025**

Motion: Nathan Vorbeck motioned to approve the December meeting minutes, Greg Crowson seconded.

Outcome: Unanimous approval.

IV. PUBLIC COMMENT

a. **John Cotton Dean**

Member of the City's Park Commission expressed concerns about the safety of running and biking on the Greenway, especially during the winter months due to the lack of lighting near Applebee's along River Birch, making it unsafe after dark.

Requests that the parks commission prioritize installing lighting on the Greenway to enhance safety and accessibility during evening hours.

b. Aaron Morrill

Back to Dirt Conservancy discussed the inadequacy of the current $5,000 annual budget for trail maintenance at San-Lee Gravity Park.

Requested increase to $12,000/year to adequately maintain trials and prevent deterioration.

Proposal engage Black Diamond, the original trail builder, for maintenance work. Develops a master plan to apply for grants, like Salisbury's successful $800,000-$900,000 project.

Staff to discuss the budget increase with the county manager.

c. Ken Hoyle

Vice President of Student Services at CCCC with Brad McDougald, Athletic Director. Announced the addition of a men's and women's soccer program at CCCC.

Seeking access to the practice and competition field at LCAP the new sports complex and a MOU agreement for a set price for field usage vs. current fee schedule.

We will add the college soccer program and field usage and fee structure to next month's agenda for discussion.

V. OLD BUSINESS

a) **Update on Current Projects**

Accessible Playground Project at O.T. Sloan was successfully closed out.

Parks and Recreation Advisory Committee

Meeting Minutes

Positive reception from the children and the community at the ribbon cutting ceremony.

KCP phase two is closed out and San-Lee Park had its ribbon cutting last Monday.

Lee County Athletic Park (LCAP) is ongoing construction with irrigation setup completed.

Next meeting scheduled to monitor progress, scheduled tour of the LCAP with board members and the city parks board on April23, 2025 at 9:00am.

VI. NEW BUSINESS

A. Spring Athletic Registration

Joseph shows the numbers on the screen; the current registration numbers are steady at around 700 participants. Decline observed in 10U, 12U, and 14U baseball and 11U, 14U softball. Increase in 6U registration. We believe the impact of Covid-19 leads to reduced participation among the older age groups. Nathan Vorbeck asked what the plan for the 14U is, we plan for a skills and drill season for the 14U baseball due to insufficient team numbers.

b) **Recap of past Projects**
Projects in the last five years; **KCP** we took out the old playground and tennis courts, added a new play structure and added pickle courts. **Horton**, we took out the playground and put in a new one also made some parking lot improvements. **Temple;** put in new playground, fixed drainage issue that sunk in making the field unusable and put in two basketball courts. **OT Sloan;** we built the t-ball complex, add pickle ball and tennis courts and just finished with the playground. The Rec Center will next for OT Sloan and that is in the CIP plan to start in the next 4 years. LCAP was bond the passed in 2020.

c) **Carbonton Road Kayak Launch**
Engineering plans and permitting in progress, initial placement moved to Beaver River Park Association, complicating lease agreement.
Transfer management to a nonprofit entity to streamline maintenance and liability.
Potential donation of land from a developer to create a new river park.

Parks and Recreation Advisory Committee

Meeting Minutes

d) **Naming Rights for LCAP**

- **Opportunity:**

  Available naming rights for various facilities within the LCAP
  Potential for business to sponsor fields, restrooms, or picnic shelters.

  Financial Details:

  Major sponsorship $200,000 for 10-year naming rights.
  Additional options include smaller sponsorships for specific facilities.

  Action:
  Distribute naming rights brochure to board members to reach out to potential sponsors.

VII. ADDITIONAL COMMENTS

- None.

VIII. ADJOURNMENT

- **Motion:** Greg Crowson motioned to adjourn the meeting at 6:35 pm, David Dubuc seconded.
- **Outcome:** Unanimous approval.

- **Prepared by:**
  Judith Wilson, Secretary

Parks and Recreation Advisory Committee

Meeting Minutes

_____, Chairman
Lee County Parks & Recreation Commission

Judith Wilson, Secretary

PERMIT ISSUANCE SUMMARY 5/1/2025 TO 5/31/2025
CITY OF SANFORD/SANFORD ETJ

Permit Type	Permit Work Class*	Permits Issued	ETJ	Square Feet	ETJ	Valuation	ETJ	Fees Paid	ETJ
Building (Non-Residential)	Accessory Structure	2	0	1,222	0	$115,500.00	$0.00	$488.80	$0.00
	Addition	2	0	3,224	0	$2,350,000.00	$0.00	$3,829.72	$0.00
	Alteration	4	0	9,320	0	$800,687.00	$0.00	$3,613.00	$0.00
	Manufactured Home	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	Modular	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	New	1	0	10,240	0	$846,000.00	$0.00	$7,224.80	$0.00
	Other	1	0	5,970	0	$26,000.00	$0.00	$500.00	$0.00
	Temp Constr. Trailer	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	BUILDING (NON-RESIDENTIAL) TOTAL:	**10**	**0**	**29,976**	**0**	**$4,138,187.00**	**$0.00**	**$15,656.32**	**$0.00**
Building (Residential)	Accessory Structure	1	0	400	0	$7,000.00	$0.00	$143.00	$0.00
	Addition	6	0	2,730	0	$118,650.00	$0.00	$882.37	$0.00
	Manufactured Home	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	Modular	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	New	45	1	108,394	1,351	$7,074,993.71	$100,000.00	$39,101.98	$664.61
	Other	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	Renovations	9	0	8,530	0	$200,385.45	$0.00	$1,702.99	$0.00
	Solar	8	0	0	0	$294,658.73	$0.00	$1,480.00	$0.00
	BUILDING (RESIDENTIAL) TOTAL:	**68**	**1**	**120,054**	**1,351**	**$7,695,687.89**	**$100,000.00**	**$43,310.34**	**$664.61**
Change of Occupancy	Change of Occupancy	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	CHANGE OF OCCUPANCY TOTAL:	**0**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Demolition		3	0	0	0	$0.00	$0.00	$500.00	$0.00
	DEMOLITION TOTAL:	**3**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$500.00**	**$0.00**
Electrical (Non-Residential)		8	0	0	0	$0.00	$0.00	$600.00	$0.00
	ELECTRICAL (NON-RESIDENTIAL) TOTAL:	**8**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$600.00**	**$0.00**
Electrical (Residential)		6	1	0	0	$0.00	$0.00	$645.00	$75.00
	ELECTRICAL (RESIDENTIAL) TOTAL:	**6**	**1**	**0**	**0**	**$0.00**	**$0.00**	**$645.00**	**$75.00**
Fire		17	0	0	0	$0.00	$0.00	$6,604.66	$0.00
	FIRE TOTAL:	**17**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$6,604.66**	**$0.00**
Malt Beverage	Malt Beverage	1	0	0	0	$0.00	$0.00	$75.00	$0.00
	MALT BEVERAGE TOTAL:	**1**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$75.00**	**$0.00**
Mechanical	Non-Residential	10	0	0	0	$0.00	$0.00	$1,650.00	$0.00
	Residential	20	1	0	0	$0.00	$0.00	$1,875.00	$75.00
	MECHANICAL TOTAL:	**30**	**1**	**0**	**0**	**$0.00**	**$0.00**	**$3,525.00**	**$75.00**
Plumbing (Non-Residential)		1	0	0	0	$0.00	$0.00	$100.00	$0.00
	PLUMBING (NON-RESIDENTIAL) TOTAL:	**1**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$100.00**	**$0.00**
Plumbing (Residential)		5	1	0	0	$0.00	$0.00	$487.00	$81.00
	PLUMBING (RESIDENTIAL) TOTAL:	**5**	**1**	**0**	**0**	**$0.00**	**$0.00**	**$487.00**	**$81.00**
Pool	Non-Residential	0	0	0	0	$0.00	$0.00	$0.00	$0.00
	Residential	2	0	0	0	$0.00	$0.00	$300.00	$0.00
	POOL TOTAL:	**2**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$300.00**	**$0.00**
Sign	New	8	0	0	0	$0.00	$0.00	$1,005.00	$0.00
	SIGN TOTAL:	**8**	**0**	**0**	**0**	**$0.00**	**$0.00**	**$1,005.00**	**$0.00**
	GRAND TOTAL:	**157**	**4**	**150,030**	**1,351**	**$11,833,874.89**	**$100,000.00**	**$72,808.32**	**$895.61**

BUILDING INSPECTIONS 1009

COMPLAINT INSPECTIONS 12

PERMIT ISSUANCE SUMMARY 5/1/2025 to 5/31/2025
LEE COUNTY

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
Building (Non-Residential)	Accessory Structure	0	0	$0.00	$0.00
	Addition	1	20,607	$28,691,022.00	$9,397.80
	Alteration	4	1,842	$99,375.00	$350.00
	Manufactured Home	0	0	$0.00	$0.00
	Modular	0	0	$0.00	$0.00
	New	2	16,700	$1,036,850.00	$8,099.00
	Other	0	0	$0.00	$0.00
	Temp Constr. Trailer	1	720	$0.00	$100.00
BUILDING (NON-RESIDENTIAL) TOTAL:		**8**	**39,869**	**$29,827,247.00**	**$17,946.80**
Building (Residential)	Accessory Structure	9	9,851	$379,095.00	$2,175.60
	Addition	3	1,952	$117,780.00	$481.84
	Manufactured Home	10	12,022	$0.00	$3,500.00
	Modular	0	0	$0.00	$0.00
	New	12	38,156	$3,611,553.00	$10,819.31
	Other	0	0	$0.00	$0.00
	Renovations	7	5,123	$106,600.00	$1,310.90
	Solar	2	0	$89,973.00	$370.00
BUILDING (RESIDENTIAL) TOTAL:		**43**	**67,104**	**$4,305,001.00**	**$18,657.65**
Change of Occupancy	Change of Occupancy	0	0	$0.00	$0.00
CHANGE OF OCCUPANCY TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Demolition		1	0	$0.00	$100.00
DEMOLITION TOTAL:		**1**	**0**	**$0.00**	**$100.00**
Electrical (Non-Residential)		4	0	$0.00	$630.00
ELECTRICAL (NON-RESIDENTIAL) TOTAL:		**4**	**0**	**$0.00**	**$630.00**
Electrical (Residential)		3	0	$0.00	$225.00
ELECTRICAL (RESIDENTIAL) TOTAL:		**3**	**0**	**$0.00**	**$225.00**
Fire		0	0	$0.00	$0.00
FIRE TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Malt Beverage	Malt Beverage	1	0	$0.00	$60.00
MALT BEVERAGE TOTAL:		**1**	**0**	**$0.00**	**$60.00**
Mechanical	Non-Residential	2	0	$0.00	$200.00
	Residential	22	0	$0.00	$1,900.00
MECHANICAL TOTAL:		**24**	**0**	**$0.00**	**$2,100.00**
Plumbing (Non-Residential)		0	0	$0.00	$0.00
PLUMBING (NON-RESIDENTIAL) TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Plumbing (Residential)		4	0	$0.00	$450.00
PLUMBING (RESIDENTIAL) TOTAL:		**4**	**0**	**$0.00**	**$450.00**
Pool		1	0	$0.00	$150.00
POOL TOTAL:		**1**	**0**	**$0.00**	**$150.00**
Sign	New	0	0	$0.00	$0.00
SIGN TOTAL:		**0**	**0**	**$0.00**	**$0.00**
GRAND TOTAL:		**89**	**106,973**	**$34,132,248.00**	**$40,319.45**

PERMIT ISSUANCE SUMMARY 5/1/2025 TO 5/31/2025
BROADWAY

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
Building (Non-Residential)	Accessory Structure	0	0	$0.00	$0.00
	Addition	0	0	$0.00	$0.00
	Alteration	1	1,352	$22,000.00	$1,155.80
	Manufactured Home	0	0	$0.00	$0.00
	Modular	0	0	$0.00	$0.00
	New	0	0	$0.00	$0.00
	Other	0	0	$0.00	$0.00
BUILDING (NON-RESIDENTIAL) TOTAL:		**1**	**1,352**	**$22,000.00**	**$1,155.80**
Building (Residential)	Accessory Structure	1	1,000	$55,000.00	$245.00
	Addition	0	0	$0.00	$0.00
	Manufactured Home	0	0	$0.00	$0.00
	Modular	0	0	$0.00	$0.00
	New	0	0	$0.00	$0.00
	Other	0	0	$0.00	$0.00
	Renovations	0	0	$0.00	$0.00
	Solar	0	0	$0.00	$0.00
BUILDING (RESIDENTIAL) TOTAL:		**1**	**1,000**	**$55,000.00**	**$245.00**
Change of Occupancy	Change of Occupancy	0	0	$0.00	$0.00
CHANGE OF OCCUPANCY TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Demolition	Non-Residential	0	0	$0.00	$0.00
DEMOLITION TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Electrical (Non-Residential)		0	0	$0.00	$0.00
ELECTRICAL (NON-RESIDENTIAL) TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Electrical (Residential)		2	0	$0.00	$150.00
ELECTRICAL (RESIDENTIAL) TOTAL:		**2**	**0**	**$0.00**	**$150.00**
Fire		0	0	$0.00	$0.00
FIRE TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Malt Beverage	Malt Beverage	0	0	$0.00	$0.00
MALT BEVERAGE TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Mechanical	Non-Residential	0	0	$0.00	$0.00
	Residential	2	0	$0.00	$150.00
MECHANICAL TOTAL:		**2**	**0**	**$0.00**	**$150.00**
Plumbing (Non-Residential)		0	0	$0.00	$0.00
PLUMBING (NON-RESIDENTIAL) TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Plumbing (Residential)		1	0	$0.00	$75.00
PLUMBING (RESIDENTIAL) TOTAL:		**1**	**0**	**$0.00**	**$75.00**
Pool	Non-Residential	0	0	$0.00	$0.00
POOL TOTAL:		**0**	**0**	**$0.00**	**$0.00**
Sign	New	1	0	$0.00	$180.00
SIGN TOTAL:		**1**	**0**	**$0.00**	**$180.00**
GRAND TOTAL:		**8**	**2,352**	**$79,352.00**	**$1,955.80**

MEMORANDUM

DATE: June 9, 2025

TO: Lisa Minter
County Manager, Administration

FROM: Michael Brown
Tax Administrator, Tax Administration

RE: Monthly Forced Collection Efforts Report for May 2025

May 2025	
Accounts researched	950
Accounts Updated with Collection info	359
May total collections (all)	$ 165,904.86
May collections for **county only** (G01)	$ 103,019.08
Garnishments/Attachments Issued	208
Calls & Emails regarding on Delinquent Accounts	569
Debt Setoff Funds Received totaling	$2,599.69
Payment Agreements Implemented	3
Foreclosure Warning Letters Mailed	749
Updated Bills submitted to Debt Setoff	2,823
Rent Attachment Served	12

Sanford / Lee County / Broadway
TECHNICAL REVIEW COMMITTEE AGENDA

115 Chatham Street, Sanford, NC 27330 Phone 919-718-4656 zoning@sanfordnc.net

TO: SANFORD / LEE COUNTY / BROADWAY (TRC) MEMBERS

Sanford/Lee Co. Community Development Dept.:	David Montgomery, Long Range-Transportation Planner
Sanford/Lee Co. Zoning & Design Review Dept.:	Amy J. McNeill, Senior Planner
Sanford/Lee Co. Zoning & Design Review Dept.:	Thomas Mierisch, Zoning Administrator
Sanford/Lee Co. Zoning & Design Review Dept.:	
Sanford/Lee Co. Zoning & Design Review Dept.:	Anne Mauro, Planner I
Sanford/Lee County Building Inspections Dept.:	Patrick Marion, Inspections Administrator
Sanford Public Works Dept. / Engineering Division:	Nicholas Kent, Civil Engineer I
Sanford Public Works Department:	Ebony McLean, Transportation Administrator
Sanford Public Works Department:	Kris Furmage, Facilities & Waste Services Administrator
Sanford Public Works Department:	Caroline Jeffries, Parks Administrator
Sanford Fire Department:	Alex Collazo, Deputy Fire Chief / Fire Marshal
Lee County Office of Emergency Services:	Aaron Bullard, Lee County Fire Marshal
Lee County Environmental Health Dept.:	Andrew Currin, Environmental Health Supervisor
Lee County Strategic Services Dept.:	Angela Wood, GIS Administrator
Lee County Schools:	Justin Covert, Transportation Director
Lee County Schools:	Stacie Eggers, Asst. Superintendent of Operations
NCDOT:	DeAngelo Jones, Senior District Engineer, Division 8, District 2
NCDOT:	Dago JuarezPozos, District Engineer, Division 8, District 2

CC: Project Managers/Designers and Project Representatives

FROM: DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: 06/03/2025

RE: TRC agenda for June, 2025. There will be a **virtual meeting** held among staff and applicants to discuss the proposed projects for this month. This meeting will be held on **Thursday, June 26th**, starting at **9:00am.**

TRC-06-27-25—BROADWAY 87 SUBDIVISION [Major Subdivision Plan Review] 09:00AM

LOCATION: 202 Chicken Farm Lane (just east of the intersection of Buckhorn Rd. and Thomas Kelly Rd.)

LEE CO. PIN NO.: 9692-17-3408-00, 9692-17-6662-00, 9692-08-8355-00, 9692-18-1573-00, 9692-18-5737-00, 9692-19-9191-00, 9692-29-1422-00, and 9692-29-2823-00

ZONING: RA

ACRES: 87.1 +/-

DESCRIPTION: A proposed 52-lot major residential subdivision for detached single-family homes.

UTILITIES: Public water is available and private, on-site septic is intended for each lot.

STREET(s): Thomas Kelly and Buckhorn Roads are NCDOT-maintained roadway.

JURISDICTION: Lee County jurisdiction.

APPLICANT: Patrick Kiernan | 919-387-1174 | patrick@jonescnossen.com

PROJECT MANAGER: Jim Schaafsma | 919-454-5776 | jschaafsma@nc.rr.com

PLANNER: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

TRC-06-28-25—JACKSON HEIGHTS SUBDIVISION [Concept Plan Review] 09:25AM

LOCATION: Redevelopment of portions of property between Fifteenth and Seventeenth Streets along Charlotte Ave.

LEE CO. PIN NO.: 9653-42-0451-00

ZONING: SN-9 (Suburban Neighborhood)

ACRES: 9.08 +/-

DESCRIPTION: A proposed 25-lot major residential subdivision for detached single-family homes.

UTILITIES: Public water and public sewer are available in the area, but may need to be extended in certain places.

STREET(s): Charlotte Ave., Fifteenth, Sixteenth, and Seventeenth Streets are all city-maintained.

JURISDICTION: City of Sanford jurisdiction.

APPLICANT: Jeremy Thomas, PE | 919-777-6010 | jthomas@jthomasengineering.com

PROJECT MANAGER: Jeremy Thomas, PE | 919-777-6010 | jthomas@jthomasengineering.com

PLANNER: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

TRC-06-29-25—WASHINGTON AVE. SUBDIVISION & APARTMENTS [Subdivision & Multifamily Plan Review] 09:50AM

LOCATION: 0 Washington Ave. (north of the intersection with W. Garden St.)

LEE CO. PIN NO.: 9642-63-2855-00

ZONING: UN-6 (Urban Neighborhood) and MF-12 (Multifamily)

ACRES: 16.93 +/-

DESCRIPTION: Proposed 48-lot residential major subdivision for detached single-family homes and one lot for the development of a 16-unit apartment building.

UTILITIES: Public sewer and public water are available along Washington Avenue

STREET(s): Washington Avenue is a city-maintained street.

JURISDICTION: City of Sanford jurisdiction.

APPLICANT: Kerry Bashaw | 919-363-1422 | kbashaw@bc-cdc-.com

PROJECT MANAGER: Andy Lamm, PE | 919-378-9111 | andy.lamm@mcgillassociates.com

PLANNER: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

Note: within the City of Sanford's jurisdiction, TRC approval of a civil plan set for a subdivision is also preliminary plat approval.

TRC-06-30-25—DEEP RIVER ROAD SUBDIVISION [Concept Plan Review] 10:20AM

LOCATION: 1017 Deep River Road (opposite the intersection of Womack Rd. with Deep River Rd., north of CCEP)

LEE CO. PIN NO.: 9645-69-7357-00, 9645-79-5329-00, 9645-79-8376-00, 9646-50-2697-00

ZONING: RA (Residential Agricultural)

ACRES: 51.04 +/-

DESCRIPTION: Proposed development of a single-family residential subdivision consisting of approximately 116 townhome lots (attached single-family dwellings) and 107 detached single-family lots, associated open space and street trees.

UTILITIES: Public water is available along Deep River Road; public sewer must be extended to serve the site.

STREET(s): Deep River Road is an NCDOT-maintained roadway.

JURISDICTION: Lee County jurisdiction.

APPLICANT: London DeVaul | 919-275-5002 | ldevaul@urbandesignpartners.com

PROJECT MANAGER: Brian Richards | 919-275-5002 | brichards@urbandesignpartners.com

PLANNER: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

Note: the subject property must be annexed into Sanford's corporate limits and rezoned to be developed as proposed.

TRC-06-31-25—ADAMS VILLAGE COMMERCIAL PROJECT [Concept Plan Review] 10:45AM

LOCATION: 3357 NC 87 Hwy (just south of the Walmart shopping center)

LEE CO. PIN NO.: 9661-15-5160-00

ZONING: SN-9 (Suburban Neighborhood)

ACRES: 32 +/-

DESCRIPTION: Proposed commercial component of the Adams Village Development with 200,000sf +/- of retail space, a fuel center, and four (4) outparcels for restaurants, retail, etc. with associated landscaping.

UTILITIES: Public water is available along NC 87 Hwy, public sewer must be extended to serve the site.

STREET(s): NC 87 Hwy is an NCDOT-maintained roadway.

JURISDICTION: City of Sanford ETJ.

APPLICANT: Brittany Elliott | 843-769-6065 | belliott@realtylinkdev.com

PROJECT MANAGER: Mark Ashness | 919-367-8790 | mark@cegroup.com

PLANNER: Anne Mauro | 919-718-4656, ext. 5399 | anne.mauro@sanfordnc.net

Note: the subject property must be annexed into Sanford's corporate limits and rezoned to be developed as proposed.

TRC-06-32-25—MIDTOWN VILLAGE EAST SUBDIVISION [Concept Plan Review] 11:10AM

LOCATION: 0 Lower Moncure Rd. (south of the US 421 Hwy Bypass near intersection with Eastwood Drive)

LEE CO. PIN NO.: 9653-46-2729-00, 9653-46-4047-00, 9653-24-1951-00, 9653-25-6511-00, 9653-45-6835-00, 9653-36-6299-00, 9653-15-4239-00, 9653-34-3218-00, 9653-45-3763-00

ZONING: Midtown Village South Conditional Zoning District and RR (Restricted Residential)

ACRES: 150 +/-

DESCRIPTION: Proposed stand-alone new neighborhood for the easternmost portion of Midtown Village South, containing 239 single-family dwellings and 180 multifamily units, 368,000sf +/- of commercial and flex space along Lower Moncure Rd.

UTILITIES: Public water is available along Lower Moncure Rd., public sewer must be extended to serve the site.

STREET(s): Lower Moncure Rd. is an NCDOT-maintained roadway.

JURISDICTION: City of Sanford and Lee County jurisdictions.

APPLICANT: Lauren Dickson, PLA | 919-469-1101 | ldickson@american-ea.com

PROJECT MANAGER: Lauren Dickson, PLA | 919-469-1101 | ldickson@american-ea.com

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Note: the subject property must be annexed into Sanford's corporate limits and rezoned to be developed as proposed.

MINUTES OF THE MEETING OF
THE CONSOLIDATED HUMAN
SERVICES BOARD FOR
THE COUNTY OF LEE, STATE OF NORTH CAROLINA

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March 19, 2025

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The Consolidated Human Services Board for the County of Lee, State of North Carolina, convened at 7:00 p.m. in the Gordon Wicker Room, 106 Hillcrest Drive, Sanford, North Carolina.

Members present: Mrs. Sophia Blount, Ms. Mary Ann Gaster, Mrs. Elizabeth Gomez, Dr. William Hall, Mrs. Mary Hawley Oates, Mrs. Margaret Johnson, Mrs. Ophelia Livingston, Dr. Tripp Paderick, Mr. William Pickard, Dr. Diane Schaller, Mr. Jeremy Thomas and Mrs. Rachelle Whitfield.

Members absent: Pastor Alice Hooker and Dr. Andre Knecht.

Also present: Lee County Department of Social Services Takishia McMiller, Lee County Health Director William Heath Cain, Lee County Assistant Health Director Jessica Miller, Senior Services Director Melanie Rodgers and Mr. Juan Diaz-Franco as Clerk for the Consolidated Board.

Dr. Diane Schaller, Chairperson, presided and the following business was transacted:

1. **Approval of the Agenda:** Mrs. Johnson moved to approve the agenda. Upon a vote the results were:
   Aye: Mrs. Blount, Ms. Gaster, Mrs. Gomez, Dr. Hall, Mrs. Hawley Oates, Mrs. Johnson, Mrs. Livingston, Dr. Paderick, Mr. Pickard, Dr. Schaller, Mr. Thomas and Mrs. Whitfield.
   Nay: None
   The chairperson ruled the motion was adopted unanimously.

2. **Public Comments:** None.

3. **Approval of Consent Items:**
   A. **Approve FY 25-26 State Consolidated Agreement:**
   The Consolidated Agreement along with the accompanying program Agreement Addenda are the primary mechanisms that DPH and DCFW use to: (1) provide state and federal funding to local health departments; (2) identify any applicable expectations or requirements tied to those funds. Without the approved CA, the county will not receive funding for Agreement Addendums next fiscal year.

   B. **February 26, 2025 Consolidated Human Services Agency Board Minutes.**

   C. **2025 Claims Management Plan Program Integrity:**
   Program Integrity is required to complete a Claims Management Plan annually. The plan is due by April 30, 2025. The plan outlines the Program Integrity Unit's prevention, detection, investigation, claim establishment, and collections. The only changes made to the plan include updates to position titles. This plan does require a vote by the Board to approve the plan and the Board Chair's and agency Director's signature before it can be submitted to the State for approval.
   Mr. Thomas moved to approve the Consent Items. Upon a vote the results were:
   Aye: Mrs. Blount, Ms. Gaster, Mrs. Gomez, Dr. Hall, Mrs. Hawley Oates, Mrs. Johnson, Mrs. Livingston, Dr. Paderick, Mr. Pickard, Dr. Schaller, Mr. Thomas and Mrs. Whitfield.
   Nay: None
   The chairperson ruled the motion was adopted unanimously.

4. **Old Business: None**

5. **New Business:**

A. Additional Resources requested in the Fiscal Year 25-26 Budget:

Mr. Cain informed the Board it was a requirement to present a request to the Board annually for health department resources as per accreditation. This is the first step before the County Manager and Commissioners can approve it. In the "Lee County Health Department's Request for Additional Resources in FY 25-26", there are three colors for the funding available. Green is for County Appropriations; purple is for Escrow Funding and blue is for State Funding. We are working to fill a full-time position that will be vacant at the end of the month after 25 years. Within about a year and a half, between Bettina and now Carol, 50 plus years of experience are walking out. A request to reclass a person to oversee the Foreign Language section and head Vital Records. 25% plus of our population is Hispanic. We have two public health nurses, two interpreters, a contracted interpreter and a backup that speak Spanish, if needed. Along with Vital Records, I want someone proficient to review what is being said at times to avoid errors in relation to HIPAA and confidentiality and put them on the management team. When other languages are needed, the Language Line is used. Using technology sometimes takes longer, slowing the process down. We have more staff to interpret than ever and if audited, they are credentialed. Juan is receiving other duties from Carol and delegating Vital Records, and we need to transition that position. There is also a Finance Officer contract position. The plan is to hire Carol back April first for a period, and funding is available. Angelina may have or will share, DSS and the Health Department are combining finance offices and Carol will help train the head of finance in how the Health Department finances work for efficiency. The WIC Nutritionist position was pointed out as it was not filled last year due to major cuts in the program due to low caseload served. Mr. Cain explained WIC's funding process and how it is connected to the agency's served caseload of 97% or higher. This year the monthly numbers were over 102%. Any agency that does not reach the 97% caseload gets funding cuts while agencies that reach over 100% get all their funding plus additional funding and the caseload assignment will also increase. Counties that met the goal or exceeded received increases from $70,000 to $150,000 for that period. We could put that position back in with no county match. Other items mentioned were maintenance items for the Animal Shelter and a reclass at Environmental Health. Once our grade 66 passes the REHS exam, her classification will change from a grade 66 to a 77, and funding required for the position is available. Mr. Cain informed the Board this was the thinnest request he has ever submitted and reminded the Board last year around $250,000 worth of items and resources were secured for public health programs through ARPA funding making it possible to cut back on this year's budget. Mr. Cain stated there is a current debate between the school system and Commissioners about next fiscal year's funding and while there is no request for new positions, the requests made are to mitigate the burden on some staff for the benefit of public health. Mr. Cain welcomed any questions. Mrs. Hawley Oates moved to approve the Additional Resources requested in the Fiscal Year 25-26 Budget. Upon a vote the results were:

Aye: Mrs. Blount, Ms. Gaster, Mrs. Gomez, Dr. Hall, Mrs. Hawley Oates, Mrs. Johnson, Mrs. Livingston, Dr. Paderick, Mr. Pickard, Dr. Schaller, Mr. Thomas and Mrs. Whitfield.

Nay: None

The chairperson ruled the motion was adopted unanimously.

B. FY 26 Social Services' Budget Request:

Mrs. McMiller is asking for one position reclass from part-time Social Worker to full-time Social Worker. The part time position stays long enough for full time position to open, and it is hard to fill the part time position causing a lot of transition. Also requesting to reclass our Prevention and Parent Educator Social Worker II who does "on call" and helps carry caseload, an entry level position, to a Social Worker III to have some stability. Our Parent Educator is vital in educating parents who have children in foster care as well as those receiving in home services to prepare children according to foster care. Our goal of consolidating the Finance Department requires a position to head that department and there is a request to reclass the Financial Officer Position. Five positions were requested and approved last year and will need to be funded by us this fiscal year. We are requesting one vehicle and a big order of computer replacements. IT has notified us our computers will not support Windows 11 and we have to replace about 22 computers. The Board was informed on ITs computer replacement and recycling policy. The County has allocated funds in everyone's budget for this. Mrs. Whitfield moved to approve the FY 26 Social Services' Budget Request. Upon a vote the results were:

Aye: Mrs. Blount, Ms. Gaster, Mrs. Gomez, Dr. Hall, Mrs. Hawley Oates, Mrs. Johnson, Mrs. Livingston, Dr. Paderick, Mr. Pickard, Dr. Schaller, Mr. Thomas and Mrs. Whitfield.

Nay: None

The chairperson ruled the motion was adopted unanimously.

Managers' Report:

A. Lee County Department of Social Services Director's Report:

Mrs. McMiller reported DSS is maintaining the Performance Scorecard at a high-level performance. Our initiatives are working on the budget and have implemented a New Hire Social to introduce new hires and go over department policies to maintain standards that are not being passed on. March is Social Worker Appreciation Month and are setting appreciation event the last day of March with the Health Department, Senior Services, Community Support and any of the other social workers in the county, at the Enrichment Center.

B. Lee County Health Department's Director's Report:

Mr. Cain reported the No Show appointments are down to 85, but we were closed for a day and a half. CD cases in January doubled. We had two schools with an outbreak. We had three nurses in both schools for a number of days and for one of the schools we have got to get back in March and reassess all the work that was done in January. We had pertussis in one and TB in the other. Mr. Cain pointed to the WIC program. 102%, that is the magic number to get additional funding. Last year we lost about $50,000 in funding for WIC because we were at 59%, due to being down a supervisor and nutritionist and we were scrounging to make things work. The state will give counties that get 102% plus of their caseload their funding, plus the funding the other counties did not get. We should see extra funding coming to that program this upcoming budget year. The adoption rate counts are broken down well. The next to last row eight were put down, five on a request, but the numbers are off, but just one that was unadoptable. When you are turning over 127 animals in a month, that is impressive. Mr. Cain shared the CHA chance to fill out the Community Health Needs Assessment and asked to share it. It is simpler this time. The hospital and LeeCan is on board. We got 98 responses so far and it kicked off a few weeks ago. We will continue to push this out. This is the opportunity to put forth your idea where Public Health should focus more in the next three years. It is a circle of life, we hear what we need to do, we work on doing it, and we assess ourselves every year. There is a social media presence for the Lee County Health Department now and it is working well. I greatly appreciate administration making that happen. We can help market what we do. It is amazing as much as we went through with the pandemic, people still do not know what we do.

C. February 2025 Senior Services, COLTS, and Veterans Services Report:

Mrs. Rodgers reported:

- In the nutrition program, Diners Club (congregate) 844 meals were served, and 633 Home Delivered Meals were served, which included frozen meals for the weekends.
- Sixty-five (65) volunteers provided 245 hours of assistance with a pay equivalent and savings to Lee County Government of $16,659.
- Veteran Services had 548 total contacts with 288 unduplicated veterans and 55 third party contacts. There were 95 walk-ins and 61 Veterans Services Officer in-person appointments.
- Total unduplicated registered senior center attendees, 521, duplicated was 5,683. The average age of participants was 75-79 (22.1%). Participants who are over age 85 who attended, 10%. Total guests, 1237. The average number of participants and guests per day was 363.
- COLTS provided 4,356 trips (257 avg. per day) and logged 31,718 service miles.
- SHIIP met with 27 Medicare Beneficiaries by appointment.
- Dementia & Caregiver Symposium, Wed., April 16, at the Dennis A. Wicker Civic Center.

D. Community Support Services Monthly Report:

Mrs. McMiller stated Ms. Smith is at a conference tonight and the Community Support Services Report is attached to the agenda. What she wanted to focus on was the coming Re-entry Simulation event on June 4th where people experience what it takes to re-enter society and get back on your feet after being released from jail or prison.

E. Additional Information:

Dr. Hall shared about diabetes and the Hispanic population in this county. Diabetes is more common in some races than others, Hispanics being one. Dr. Hall started a monthly clinic at El Refugio and watched it grow. Today he saw three new diabetics. El Refugio received a $7500 grant to teach Hispanics about diabetes. There is a need for a Spanish speaking Diabetic Educator, maybe a Spanish speaking dietitian. Dr. Hall is asking if anyone knows of someone, let them know. Dr. Hall's clinic contact information can be found on the H3streetmedicine.org website. The clinic is usually the third Wednesday of the month and starts at 10:00 and goes until whenever at Jonesboro Methodist Church in the Wesley Center. Mr. Cain offered to be in touch with ideas to help. Maybe our contracted interpreter, posting on the Health Department's website. Dr. Hall agreed.

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Upon no further business, Dr. Diane Schaler adjourned the meeting by acclamation at 7:39 p.m.

Dr. Diane Schaller, Chair

ATTEST:

Juan Diaz-Franco, Clerk