



**VILLAGE COUNCIL  
AGENDA FOR WORK SESSION OF SEPTEMBER 10, 2019  
ASSEMBLY HALL  
395 MAGNOLIA RD.  
PINEHURST, NORTH CAROLINA**

**IMMEDIATELY FOLLOWING REGULAR MEETING**

1. Call to Order.
2. Discussion on Community Center Fees and Charges
3. Discuss Council Vacancy Appointment Policy
4. Motion to go Into Closed Session.  
Pursuant to NCGS §143-318.11(a)(5)(i) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Specifically, the Council will discuss a potential land swap.
5. Motion to Adjourn the Closed Session and Re-enter the Work Session.
6. Adjournment.

*Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.  
Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.  
Values: Service, Initiative, Teamwork, and Improvement.*



## **DISCUSSION ON COMMUNITY CENTER FEES AND CHARGES ADDITIONAL AGENDA DETAILS:**

### **FROM:**

Mark Wagner

### **CC:**

Jeff Sanborn, Jeff Batton, Brooke Hunter

### **DATE OF MEMO:**

9/4/2019

### **MEMO DETAILS:**

The Parks and Recreation Department Staff has reviewed the current Fees and Charges schedule for the Village, as well as those from neighboring municipalities and others across the state. In preparation for the opening of the Cannon Park Community Center, staff is bringing forward the following recommended fees for consideration to be added to the Fee Schedule effective November 1, 2019:

#### General Fees

**Open Gym Membership:** This fee would apply to individuals and families participating in scheduled open gym activities such as basketball, volleyball, pickle ball, badminton, etc. They could sign up for a 6 month membership that could be renewed for an additional 6 months once the initial term expires. Terms would run from January 1 - June 30 and July 1 - December 31. Staff would not pro-rate memberships joining anywhere in the middle of those terms. The cost would be \$15 for an individual resident and \$30 for a non-resident. Family memberships would cover two or more family members and would be \$30 for residents and \$60 for non-residents.

**Late Pickup:** Any child who is picked up late from a program/closing of the center may be subject to a \$1 per minute late fee. This is a standard practice with day camps and we have had part time staff have to stay as long as 50 minutes waiting on a parent to pick up a child in the past. This fee is designed to be a deterrent and must be paid before the participant can return to the program.

#### Classes/Programs

The one deletion I am recommending is the Resident fee of \$5.00 plus direct costs per participant. When we began using the Recreation Room for programs, we increased this fee to \$10.00 plus direct costs per participant for all programs held in that building. I would like to make that the standard base fee charged for all programs going forward now that we are in the Community Center.

#### Facility Rental

**Deposits:** Creating a deposit for the Community Center areas that are available for rent. The deposit for the Gymnasium and Multi-Purpose Room individually are \$75.00 each. A deposit for a Tournament or large event would be \$225.00. Deposits are refundable after the event.

**Room Rentals:** There are three rooms available for rent, the Gymnasium, Multi-Purpose Room and the Kitchen. Please note the kitchen is only available for rent as part of a package along with the multi-purpose room and cannot be rented as a stand-alone use. The gymnasium can only be used for athletic type events, no tables and chairs are allowed to be set up on the gym floor. Only athletic type shoes or non-marking soled shoes are allowed on the floor. The multi-purpose room can be rented out for birthday parties, meetings, lunches, etc. Any rental of the facility will require staff to be on site at all times.

There are weekday and weekend rates for each of the spaces, as well as rates for Village residents and non-residents. Please refer to the attached document for specific rental rates for each room and rental package combinations.

Tournaments/Large Events: These costs are also shown on the attached document and are based on a full day use of the gym and/or other rooms. Primarily these would be outside organizations renting the facility for a two or three day event such as an AAU basketball tournament or a volleyball tournament. If running concessions, they would be required to rent the kitchen and multi-purpose room as food and drinks will not be allowed in the gym except for water.

You will notice the additional notes at the bottom of the attachment. The first note references that there is a two hour minimum rental period for each space. Additional hours are available for rent based on the room or package a user has rented. The second note indicates that the weekend rates reflect a 25% increase above the weekday rates. The final note references that the packaged rates reflect a 10% discount over renting each room individually.

We do have existing fees in place that will cover other programs and activities to be held in the facility such as day camps, pickle ball programs, yoga, etc. There are also existing facility rental fees in place for table and chair rentals that would cover that use when requested.

Our intention is to publish a separate, small Community Center brochure with facility rental fees, use policies, guidelines, etc. that we can distribute to the community.

If Council has any questions related to the proposed fee schedule, I am happy to answer any questions or provide additional information as requested.

Thank you.

**ATTACHMENTS:**

Description

- ☐ Fee Schedule Changes
- ☐ 2019 Village Fees and Charges Schedule

**Village of Pinehurst**  
**Proposed Changes to Fees & Charges**  
**Effective November 1, 2019**

**Parks & Recreation Fees**

**General Fees - Page 15**

Description	Resident	Non-Resident	Unit
Open Gym Membership - Individual	\$ 15.00	\$ 30.00	per 6 months
Open Gym Membership - Family (2 or more members)	30.00	60.00	per 6 months
Late Pickup Fee	1.00	1.00	per minute

**Classes/Programs - Page 16**

Description	Fee/Charge	Unit
<del>Resident</del>	<del>\$5.00 plus direct cost</del>	<del>per participant</del>
Resident - Classes in Recreation Room	\$10.00 plus direct cost	per participant

**Facility Rental - Page 17**

Description	Fee/Charge	Unit
Deposit: Multi-Purpose Room	\$ 75.00	per event
Deposit: Gymnasium	75.00	per event
Deposit: Tournament/Event	225.00	per event

**Facility Rental - Page 17**

Description	Weekday Resident	Weekday Non-Res.	Weekend** Resident	Weekend** Non-Res.	Hourly Rate	Explanation
<b>Community Center*</b>						
Multi-Purpose Room	\$ 80.00	\$ 160.00	\$ 100.00	\$ 200.00	\$ 40.00	Meetings, Birthday Parties, etc.
Multi-Purpose Room/Kitchen***	110.00	220.00	140.00	280.00	55.00	Kitchen use only available with rental of Multi-purpose room.

Facility Rental - Page 17 (cont'd)

Description	Weekday Resident	Weekday Non-Res.	Weekend** Resident	Weekend** Non-Res.	Hourly Rate	Explanation
<b>Community Center*</b>						
Gymnasium	\$ 170.00	\$ 340.00	\$ 215.00	\$ 430.00	\$ 85.00	Athletic uses only - basketball, volleyball, pickleball, others. No tables, chairs, stage allowed to be set up on gym floor. Athletic, non marking soled shoes only on gym floor.
Gymnasium/Multi-Purpose Room***	225.00	450.00	280.00	560.00	115.00	Package rental for a birthday party or group outing potentially.
Gymnasium/Multi-Purpose Room/Kitchen***	260.00	520.00	325.00	650.00	130.00	Package rental for a birthday party or group outing potentially.
<b>Tournaments/Events:</b>						
Gymnasium	680.00	1,360.00	850.00	1,700.00	n/a	Basketball, Volleyball, etc. organized by an outside organization.
Gymnasium/Multi-Purpose Room	900.00	1,800.00	1,125.00	2,250.00	n/a	Basketball, Volleyball, etc. organized by an outside organization.
Gymnasium/Multi-Purpose Room/Kitchen	1,040.00	2,080.00	1,300.00	2,600.00	n/a	Basketball, Volleyball, etc. organized by an outside organization. Use of kitchen for concessions would also require Multi-Purpose Room rental.

\* Minimum rental time for Gymnasium, Multi-Purpose Room and Kitchen is 2 hours. Additional hours of use may be rented for each room.

\*\* Weekend Rates reflect a 25% increase above the weekday rental rate.

\*\*\* Packaged Rates reflect a 10% discount.

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**ADMINISTRATION:**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Other Charges</b>			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	<b>Municipal Code Copies:</b> Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<b><u>Rental Fees for Use of Village Rooms</u></b>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	<b>Deposit – Assembly Hall &amp; Station 91 Conference Room:</b> Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	<b>Rental Fee – Conference Room:</b> Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**ADMINISTRATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
	<b>Rental Fee – Assembly Hall &amp; Station 91 Conference Room:</b>		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
<b>Reimbursement Fees for Services</b>			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at <a href="https://www.fema.gov/schedule-equipment-rates">https://www.fema.gov/schedule-equipment-rates</a> .			

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
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**FIRE:**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Inspection (Non-Residential)</b>			
10/2001	Initial Inspection	No Charge	
01/2013	1 <sup>st</sup> Re-Inspection	No Charge	
01/2013	2 <sup>nd</sup> Re-Inspection - Corrections Made	No Charge	
01/2013	2 <sup>nd</sup> Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 <sup>rd</sup> and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
<b>Fire Prevention Permits</b>			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			



**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**INFORMATION TECHNOLOGY (IT):**

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

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**PLANNING AND INSPECTIONS:**

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

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
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***PLANNING AND INSPECTIONS (continued):***

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	<b>Pools and Spas</b>				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	<b>Re-Roof (&gt;\$15,000)</b>				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	<b>Residential Building Permits</b>				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	<b>Single Trade Permits - Commercial/Multi-Family</b>				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	<b>Single Trade Permits - Residential</b>				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	<b>Manufactured/Modular Units</b>				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	<b>Accessory Structures</b>				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	<b>Other Permits</b>				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**PLANNING AND INSPECTIONS (continued):**

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	<b>Other Permits (continued)</b>				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2019	Right of Way Use	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	<b>Other Fees</b>				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	<b>Penalties/Violations</b>				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST  
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**POLICE:**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Miscellaneous Fees</b>			
12/2004	<b>Parking Ticket:</b>		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

**PUBLIC SERVICES – SOLID WASTE:**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Miscellaneous Fees</b>			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
01/2014	<b>Refuse:</b>		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	<b>Recycle:</b>		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	<b>Yard Debris:</b>		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
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**RECREATION – FAIR BARN:**

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
10/2018	Outdoor Lawn: Resident/Non-Profit** Non-Resident/Commercial	\$250.00 \$325.00	per day
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – FAIR BARN (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003	Dance Floor	\$300.00	per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
<p>* See Non-Profit definition below.  ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.</p>			
<b>Fair Barn Fees and Charges Definition</b>			
12/2003	<b>Categories of Renters:</b>		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		

**VILLAGE OF PINEHURST  
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**RECREATION – FAIR BARN (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	<b>Categories of Renters (continued):</b> <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		



**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – HARNESS TRACK:**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Ground Use</b>			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
<b>Deposits</b>			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
<b>Standardbred Training (Stall Rental)</b>			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
<b>Standardbred Training (Other Fees)</b>			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
<b>Horse Shows</b>			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	<b>Impact Fee:</b> Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – HARNESS TRACK (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Horse Shows (continued)</b>			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
<b>Stall Rental</b>			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
<b>Other Fees</b>			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – HARNESS TRACK (continued):**

Council Adopted Date	
<b>Harness Track Fees and Charges Definitions</b>	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION:**

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
<b>Athletic Events</b>			
The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	<b>Individual Fee:</b> Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
<b>Athletic Leagues</b>			
01/1997	<b>Team Fee:</b> Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	<b>Individual Fee:</b> Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Classes/Programs</b>			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
<b>Youth Day Camps</b>			
The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session.			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
<b>General Fees</b>			
The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Facility Rental</b>			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	<b>Athletic Facilities:</b> Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	<b>Park Picnic Shelters:</b> Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
<b>Temporary Use Permits</b>			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Rental Fees for Use of Village Parks</b>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.			
<b>Arboretum Lawn</b>			
The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads.			
<b>If more than one amenity is requested to be used, the package rate will apply per day.</b>			
<b>Timmel Pavilion Only</b> (includes tables and chairs)			
01/2015	<b>Pavilion rental (5 hour maximum):</b> Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	<b>Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use:</b> Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	<b>Pavilion rental (full day):</b> Resident Non-Resident	\$750.00 \$1,000.00	per day per day
<b>Grounds Only</b> (includes tables and chairs)			
07/2017	<b>Pergola Garden:</b> Resident Non-Resident	\$500.00 \$650.00	per day
07/2017	<b>Magnolia Lawn:</b> Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Rental Fees for Use of Village Parks (continued)</b>			
<b>Grounds Only</b> (includes tables and chairs) (continued)			
01/2015	<b>Joyce's Meadow:</b> Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	<b>All Grounds:</b> Resident Non-Resident	\$775.00 \$1,000.00	per day
<b>Grounds &amp; Pavilion Rental</b> (includes tables and chairs)			
07/2017	<b>Pergola Garden &amp; Timmel Pavilion:</b> Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	<b>Magnolia Lawn &amp; Timmel Pavilion:</b> Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	<b>Joyce's Meadow &amp; Timmel Pavilion:</b> Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	<b>All Grounds &amp; Timmel Pavilion:</b> Resident Non-Resident	\$1,500.00 \$1,800.00	per day
<b>Staff</b>			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
<b>Deposit</b>			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event



**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	Description	Fee/Charge	Unit
<b>Tufts Memorial Park</b>			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
<b>Special Events</b>			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
<b>Workshops</b>			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
<b>Trips</b>			
01/1997	<b>Using Non-Village Owned Vehicle:</b> Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	<b>Using Village Owned Vehicle:</b> Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
<b>Other Fees</b>			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

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

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**RECREATION – PARKS and RECREATION (continued):**

Council Adopted Date	
02/2019	<b>Refund Policy</b>
<p><b>Purpose</b></p> <p>To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.</p> <p><b>Coverage</b></p> <p>This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.</p> <p><b>Policy</b></p> <p>If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.</p> <p>Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.</p> <p>When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable.</p> <p>When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable.</p> <p>If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.</p> <p><b>Inclement Weather Policy – Shelters and Athletic Fields</b></p> <p>Rentals may be transferred to another available day or a refund may be given if the following occurs:</p> <ul style="list-style-type: none"><li>• If lights are used, notice shall be given before lights are scheduled to come on.</li><li>• If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.</li><li>• When lights are not reserved, notice shall be given within twenty four (24) hours of rental.</li></ul> <p>The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.</p>	

**VILLAGE OF PINEHURST  
FEES AND CHARGES SCHEDULE  
EFFECTIVE JULY 1, 2019**

**VILLAGE- WIDE:**

Council Adopted Date	
07/2013	
<p>Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.</p> <p>The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.</p> <p>Fees for Co-Sponsored events will be determined by the Village Manager or designee.</p> <p>The Village Manager or designee may waive any fee that is deemed in the best interest of the community.</p>	



**DISCUSS COUNCIL VACANCY APPOINTMENT POLICY  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Jeff Sanborn

**CC:**

Beth Dunn

**DATE OF MEMO:**

8/27/2019

**MEMO DETAILS:**

Attached is a draft policy to create a process for Council to appoint a replacement, in the event a vacancy occurs. The process mapped out is the same process that was used to fill the previous vacancy in December 2018, when Councilmember Farrell was appointed. This policy also meets all the requirements per North Carolina General Statute 160A-63.

**ATTACHMENTS:**

Description

- DRAFT Council Vacancy Appointment Policy



**VILLAGE OF PINEHURST**  
**STANDARD PROCEDURE**

SUBJECT:	Council Vacancy Appointment Policy	Effective Date:	9/2019
Department:	Administration	Policy No.:	
Prepared by:	Beth Dunn	Revised:	
Approved by:	Village Council	# of Pages:	3

**PURPOSE:** The purpose of this policy is to:

1. Create a process for Village Council to appoint a replacement, in the event of a vacancy, for those citizens interested in serving their time and talents on the Village of Pinehurst Council.

**POLICY:** It is the policy of the Village of Pinehurst Council to appoint an eligible person, per North Carolina General Statute 160A-63, in the event a vacancy should occur on the Village of Pinehurst Council.

**ELIGIBILITY:** Only persons who are registered to vote in the Village of Pinehurst shall be eligible for appointment to Village Council. The Moore County Board of Elections will inspect the applicant list and provide a list of any candidates who are not registered voters in the Village of Pinehurst.

**PROCEDURE:**

Recruitment Process and Appointment

The Village of Pinehurst will inform citizens of a vacancy on Village Council using technology (Village website, social media, and e-blasts), announcements in the Village newsletter, and other public venues. All eligible citizens interested in filling a vacancy for the Village of Pinehurst Council are required to complete an application, which can be obtained at Village Hall or online.

The Village Clerk shall maintain all applications and forward copies to the Village Manager and Village Council for review. In accordance with North Carolina General Statute Chapter 132 all applications for appointment to Village Council are public records and are subject to public access. The Village Clerk will contact the Moore

County Board of Elections and verify that each applicant is a registered voter in the Village of Pinehurst.

Once applicants are verified each applicant will be interviewed, in an open public meeting (G.S. 143-318.11(a)(6)) by the current Village Council and Village Manager. The Village Manager will schedule interviews for each candidate, based on availability of all sitting Councilmembers. If a candidate cannot be available during the interview times allotted, the Village Council may concur not to interview the candidate.

After interviews are completed, Council will use individual scoring sheets to indicate their top three (3) candidates. The Village Clerk will tally the scores from the individual scoring sheets to reveal favored candidates among Council. After results are revealed and discussed any member of the Village Council may make a motion to appoint a new Village of Pinehurst Councilmember.

#### Updating Policy

This policy shall be reviewed during the organizational meeting of current Village Council every year and updated as Village Council deems necessary.

Approved by:

\_\_\_\_\_  
Jeff Sanborn, Village Manager

\_\_\_\_\_  
Date

Resolution #

\_\_\_\_\_  
Village Council, Resolution

\_\_\_\_\_  
Date