



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

November 20, 2023

## MINUTES

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### Roll Call

Present: Dr. Andre Knecht, Robert Reives, Cameron Sharpe, Kirk Smith, Bill Carver, Mark Lovick, Taylor Vorbeck

### CALL TO ORDER

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

### INVOCATION

Chairman Smith led the Board and meeting attendees in a moment of silence and in the Pledge of Allegiance.

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

### PLEDGE OF ALLEGIANCE

#### I. ADDITIONAL AGENDA

Chairman Smith asked to add item VI.B Central Pines Regional Council's Thriving Communities Grant Application to the Agenda under new Business. Commissioner Mark Lovick asked to add V.A PayIt, LLC Agreement to the Consent Agenda. Commissioner Reives asked to add item VI.B Central Pines Regional Council's Thriving Communities Grant Application to the Consent Agenda.

**Motion: Motion to approve the Agenda as amended.**

Mover: Robert Reives

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

Motion Result: Passed

#### II. APPROVAL OF CONSENT AGENDA

**Motion: Motion to approve the Consent Agenda as amended.**

Mover: Mark Lovick

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

Motion Result: Passed

- II.A Applications for Funding from the Lee County Health and Well-being Initiative
  - Final Reimbursable Expense 11.20.23.pdf
  - Contract Mental Health and Well Being Initiative 11.20.23.pdf
- II.B Change Order Resolution for the Lee County Athletic Park Project
  - Final\_Resolution\_Authorizing\_CM\_to\_Approve\_Change\_Orders.docx
- II.C Declare Breezewood Road as Surplus and Authorize Staff to Advertise the Initial Upset Bid
  - 0 Breezewood Road Initial Resolution.pdf
  - 0 Breezewood Packet.pdf
- II.D Grayshift LLC License Renewal for GrayKey-Advanced
  - GRAY KEY QUOTE.pdf
- II.E Minutes from the November 6, 2023 Regular Meeting
  - BOC\_Regular\_Meeting\_Minutes\_11-6-23\_final.docx
- II.F Refund and Release Report for October 2023
  - Gen Statute 105.docx
  - RELEASE CODES SPREADSHEET.xls
  - October 2023 Personal Property Abatement Report.pdf
  - October 2023 Real Property Abatement Report.pdf
- II.G Renewal of MAPD Retiree Health Insurance Plan
  - 2024 Lee County - MA Employer Agreement Exhibit B Renewal Amendment.docx
  - 2024\_Renewal PPO00\_Lee\_County.docx
- II.H Senior Health Insurance Information Program (SHIIP) Grant
  - SHIIP FY 24 Grant Dept of Insurance.pdf
- II.I Rules of Procedure Update
  - BOC - rules of procedure - updated 11.2.23 revisions.doc
- II. J Consider Changing the Time of the December 4, 2023 Regular Board of Commissioners meeting
- II. K PayIt, LLC Agreement
- II. L Central Pines Regional Council's Thriving Communities Grant Application

### **III. PRESENTATION OF A PROCLAMATION**

III.A Proclamation Honoring Senior Services/COLTS/Veterans Services Director Debbie Davidson and Her Years of Service to Lee County  
*Chairman Smith read aloud and presented a proclamation honoring Senior Services/COLTS/Veterans Services Director Debbie Davidson and her years of service to Lee County Government.*

### **IV. PUBLIC COMMENTS**

There were no Public Comments received.

### **V. OLD BUSINESS**

V.A Consider Changing the Time of the December 4, 2023 Regular Board of Commissioners meeting  
*Moved to the Consent Agenda.*

### **VI. NEW BUSINESS**

VI.A PayIt, LLC Agreement  
*Moved to the Consent Agenda.*  
PayIt - Lee County NC SOW.pdf PayIt - Information about  
PayIt Digital Payment Platform.pdf

VI.B ADD ON - Central Pines Regional Council's Thriving Communities Grant Application  
*Moved to the Consent Agenda.*  
Letter of Commitment\_Central Pines.docx

### **VII. MANAGERS' REPORTS**

VII.A Strategic Plan Report  
*Clerk to the Board/Communications Specialist Hailey Hall presented the Strategic Plan Report for quarter four of 2023, a copy of which is attached and incorporated into these minutes.*

VII.B August 2023 Sales Tax Report  
*Finance Director Candace Iceman provided the August 2023 Sales Tax Report and noted that we are slightly behind in sales tax compared to last year, but staff will continue to monitor this.*  
August 2023 Sales Tax.pdf

VII.C County Manager's Monthly Report for November 2023  
*County Manager Lisa Minter provided her monthly report for November, a copy of which is attached and incorporated into these minutes. Ms. Minter also introduced Melanie Rodgers, who will be taking over as Director of Senior Services/COLTS/Veterans Services effective December 1, 2023, when current Director Debbie Davidson retires. The ground breaking ceremony for the Lee County*

*Athletic Park is scheduled for December 8, 2023 at 10 a.m.*  
County\_Managers\_Monthly\_Report\_November\_20\_2023.docx  
Library\_11.8.23 LCL Board Meeting Agenda.docx  
Library\_2023\_October\_Director\_Report.pdf  
Library\_9.13.23 LCL Board By-Laws updated & approved.pdf  
Library\_10.23 LCL Board Meeting Minutes approved & signed.pdf  
Parks and Rec\_Oct Agenda and Aug Minutes.pdf  
PERMIT ISSUANCE REPORT- 10-2023.pdf  
Tax\_Monthly Managers Report September 2023.docx  
Tax\_Monthly Managers Report October 2023.docx  
TRC Agenda\_November.pdf

## VIII. COMMISSIONERS' COMMENTS

### ADJOURN

**Motion: Motion to adjourn. The Board adjourned at 6:28 p.m.**

Mover: Robert Reives

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

Motion Result: Passed

  
\_\_\_\_\_  
Kirk Smith, Chairman  
Lee County Board of Commissioners

ATTEST:



\_\_\_\_\_  
Hailey Hall, Clerk to the Board





**RESOLUTION AUTHORIZING THE COUNTY MANAGER APPROVAL OF CHANGE ORDERS FOR THE LEE COUNTY ATHLETIC PARK PROJECT**

WHEREAS, on October 2, 2023, Lee County authorized the Board Chair to sign a contract with Sanford Contractors Inc. in the amount of \$30,562,393.00 for the construction of the Lee County Athletic Park Project to be located at the Broadway Road and US 421 bypass intersection; and,

WHEREAS, on October 31, 2023, the contract with Sanford Contractors Inc. was fully executed; and,

WHEREAS, according to the terms of the contract, Sanford Contractors Inc. has 609 days to complete the project, subject to agreed-upon contract extensions; and,

WHEREAS, as is standard for construction contracts, change orders may arise during the construction of the project and it is the intent of the Board of Commissioners to allow the County Manager to approve certain change orders during the construction to ensure progress of the project continues without delay; and,

WHEREAS, any change orders the County Manager approves will be reported to the Board of Commissioners at the next regular meeting of the Board; and

WHEREAS, this resolution will remain in full force and effect during the construction of this project; and

NOW, THEREFORE, BE IT RESOLVED by the Lee County Board of Commissioners as follows:

1. The Lee County Board of Commissioners authorizes the County Manager to approve and sign change orders for the construction of the Lee County Athletic Park Project, up to \$50,000, without first seeking the Board of Commissioners approval.
2. Any change orders approved by the County Manger will be reported to the Board of Commissioners at the next regular meeting of the Board.
3. If there are unforeseen circumstances requiring an immediate approval of a change order over \$50,000, the County Manager has limited authority to approve the change order after first speaking with the Chair of the Board of Commissioners.
4. This authority will remain with the County Manager during the construction period of this project.

Dated this the 20<sup>th</sup> day of November, 2023.

  
Kirk D. Smith, Chair  
Lee County Board of Commissioners

ATTEST:

  
Hailey Hall, Clerk to the Lee County Board of Commissioners





**RESOLUTION AUTHORIZING THE SALE OF PROPERTY  
LOCATED AT 0 BREEZEWOOD ROAD**

WHEREAS, the County of Lee owns certain vacant property located at 0 Breezewood Road, PIN number 9677-05-6583-00, Lee County, North Carolina, as shown on a deed recorded in Deed Book 601, Page 233, in the office of the Register of Deeds for Lee County, to which the record thereof reference is hereby made for more complete description; and,

WHEREAS, the taxable value of the property is \$7,500.00; and,

WHEREAS, the above-referenced property was conveyed to the County as the result of a Sheriff's sale; and,

WHEREAS, the amount of fees and taxes owed on the property as the result of such sale is \$434.67; and,

WHEREAS, North Carolina General Statutes §§ 153A-176 and 160A-269 permit the County to sell property by upset bid, after receipt of an offer to purchase the property; and,

WHEREAS, the County of Lee proposes to dispose of the above described property as it is surplus to the County's needs; and,

WHEREAS, the County received an offer submitted by Earnest L. Shannon ("Offeror") to purchase the property described above in the amount of \$700.00, plus any advertising costs, a copy of which is attached hereto; and,

WHEREAS, Offeror has paid to the County Clerk the required 5 percent (5%) deposit on its offer and \$200.00 of advertising costs; and,

WHEREAS, the Lee County Board of Commissioners accepts the initial offer of Earnest L. Shannon; and,

WHEREAS, the Lee County Board of Commissioners authorizes staff to advertise the initial offer in any higher, upsetting offer, subject to the upset bid procedure.

NOW, THEREFORE, BE IT RESOLVED by the Lee County Board of Commissioners as follows:

1. The Lee County Board of Commissioners authorizes the sale of the property described above through the upset bid procedure of North Carolina General Statute §160A-269.

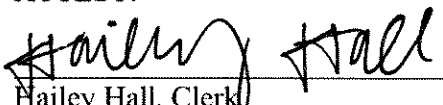
2. The County Clerk shall cause a notice of the proposed sale to be published. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder.
3. Persons wishing to upset the offer that has been received shall submit a **sealed bid** with their offer to the County Attorney's Office within 10 days after the notice of sale is published. The upset bid should be delivered to the County Attorney's Office located at 408 Summit Drive, Sanford NC 27330, on or before 5:00 p.m. on or before the 10<sup>th</sup> day following publication of said notice. Use of the mail or any means of delivery is at the bidder's risk and any bids received after the deadline will not be considered. Any bid with conditions or terms will not be accepted or considered.
4. At 5:00 p.m. on said date, the County Attorney/Deputy County Attorney shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
5. A qualifying higher bid is one that raises the existing offer by not less than 10 percent (10%) of the first \$1,000 of that offer and 5 percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of 5 percent (5%) of the bid and accompanying \$200.00 for advertising costs. This amount may be made in cash, cashier's check, or certified check.
7. The County will return the deposit and advertising costs on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received; however, once the actual advertising costs are incurred, those become non-refundable.
8. If a qualifying higher bid is received, the County Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received.
9. The terms of the final sale are as follows:
  - a. The buyer must pay with cash, cashier's check or certified check at the time of closing.
  - b. The property is sold "as is" with no conditions placed on the bid.
  - c. Title to the subject property shall be transferred to the buyer by a Non-warranty deed.
  - d. Advertising fees are non-refundable once spent.
  - e. The County Attorney does not perform title searches on the property and the Offeror can retain their own attorney to perform such title search.
  - f. All property is sold subject to any deed restrictions, encroachments or easements.
10. The Board of Commissioners may, at any time, reject any and all offers.

11. If no qualifying upset bid is received after the initial public notice and 10-day upset bid period has expired, the original offer will be taken back to the Board for final approval and whereby the Board may authorize the appropriate County officials to execute the instruments necessary to convey the property.

Dated this the 20<sup>th</sup> day of November, 2023.

  
\_\_\_\_\_  
Kirk D. Smith, Chair  
Lee County Board of Commissioners

ATTEST:

  
\_\_\_\_\_  
Hailey Hall, Clerk  
Lee County Board of Commissioners







**GRAYSHIFT**

Grayshift LLC  
300 Colonial Center Parkway, Suite 120  
Roswell, GA 30076  
USA  
Phone: +1 (833) 472-9539

Quote Number: Q-22439-4  
Created Date: 9/12/2023  
Expiration Date: 10/12/2023  
Contract Start Date: 12/13/2023

CAGE Code: 7R0W9  
DUNS Number: 081045174  
NAICS: 513210

Ship To  
Bill Marcum

Bill To  
Bill Marcum  
Lee County Sheriff's Office (NC)  
1401 Elm Street  
Sanford, North Carolina 27330  
United States  
bmarcum@leecountync.gov

This license will be digitally delivered.

SALESPERSON	EMAIL	DELIVERY METHOD	PAYMENT TERMS
James Fisher	james.fisher@magnetforensics.com	Digital	Net 30

All prices below are in U.S. Dollar

PRODUCT NAME	START	END	PART	QTY	PRICE	EXTENDED
GrayKey License - Advanced Unlimited Consent and BFU Extractions. 125 AFU, Instant Unlock or Brute Force Advanced actions Action Credits Included: 125  Renewal for Serial Numbers: 16ffacd5d4410f20	12/13/2023	12/12/2024	GKL-ONF-AD	1.00	30,795.00	30,795.00
GrayKey Unit			GK101	1.00	550.00	0.00
Shipping & Handling			SH	1.00	75.00	0.00

**TOTAL: USD 30,795.00**

**Quote Terms**

Purchaser's signature below or payment creates a binding contract to purchase the products and services set forth in this Quote subject to the following:

- The ArtifactIQ by Grayshift service and purchaser's use thereof is governed by the ArtifactIQ by Grayshift Software Services Agreement available at <https://www.grayshift.com/grayshift-software-services-agreement> (the "SaaS Agreement"), as updated from time to time.
  - Password for SaaS Agreement: mqm86SZZr\*53
- Delivery and use of GrayKey and GrayKey FasTrak is governed by the GrayShift End User License Agreement available at <https://www.grayshift.com/graykey-eula/> ("End User License Agreement"), as updated from time to time.
- **NO ADDITIONAL TERMS AND CONDITIONS OUTSIDE OF THE ARTIFACTIQ BY GRAYSHIFT SOFTWARE SERVICES AGREEMENT AND THE GRAYKEY END USER LICENSE AGREEMENT, AS APPLICABLE, AND THIS QUOTE APPLY WHATSOEVER INCLUDING BUT NOT LIMITED TO ANY TERMS SET FORTH IN A PURCHASE ORDER OR OTHER DOCUMENTATION PROVIDED BY PURCHASER.**
- Your contract will start on 12/13/2023 and will end after the term identified above expires, or if no expiration date is identified, 1 year after the start date.
- If this Quote is for an amount in excess of (i) \$15,000 for the ArtifactIQ by Grayshift service, (ii) \$50,000 for any new GrayKey license(s) or (iii) \$100,000 for renewal GrayKey license(s), respectively, then it may be subject to further approval and acceptance by Grayshift notwithstanding purchaser's acceptance.

**Payment Terms**

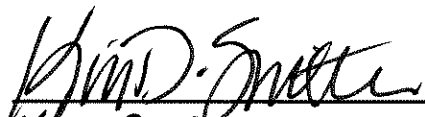
- Non-payment thirty days after issuance of your invoice may result in a suspended license.
- Credit Cards: Major credit cards accepted including Visa, Mastercard, and American Express.
- Additional Information: Fees under this Agreement are exclusive of all taxes, including national, state or provincial and local income, use, sales, value-added, property and similar taxes, if any. Customer agrees to pay such taxes (excluding US taxes based on Grayshift's net income). The final invoice may include such taxes, as applicable.
- Please reference quote number on payment method.

**ATTENTION PLEASE READ CAREFULLY**

**BY SIGNING THIS QUOTE, YOU CERTIFY THAT:**

1. **THE INFORMATION IN THIS QUOTE IS ACCURATE, THAT YOU HAVE READ THE TERMS OF THIS QUOTE, THE ARTIFACTIQ BY GRAYSHIFT SOFTWARE SERVICES AGREEMENT, AND THE GRAYKEY END USER LICENSE AGREEMENT, AS APPLICABLE TO THE PRODUCTS IDENTIFIED IN THIS QUOTE, AND AGREE TO THE APPLICABLE TERMS IN THEIR ENTIRETY WITHOUT EXCEPTION OR RESERVATION;**
2. **THAT YOU ARE AN AUTHORIZED REPRESENTATIVE OF THE INTENDED PURCHASING ENTITY IDENTIFIED IN THIS QUOTE WITH THE AUTHORITY TO LEGALLY BIND YOUR AGENCY AND TO ENTER INTO THIS AGREEMENT, AND THAT YOU CAN PROVIDE WRITTEN VERIFICATION OF SUCH AUTHORITY UPON REQUEST; AND**
3. **THAT YOU UNDERSTAND THAT SIGNING THIS QUOTE CREATES A BINDING CONTRACT.**

Signature:

  
 \_\_\_\_\_  
 Kirk D. Smith

Effective Date:

12.04.2023

Name (Print):

Title:

CHAIRMAN LEE COUNTY

Upon signature, please email to James Fisher at [james.fisher@magnetforensics.com](mailto:james.fisher@magnetforensics.com)

Grayshift LLC  
**THANK YOU FOR YOUR BUSINESS!**

**AMENDMENT TO MEDICARE ADVANTAGE EMPLOYER AGREEMENT**

This AMENDMENT to the MEDICARE ADVANTAGE EMPLOYER AGREEMENT (“Amendment”) is made and entered into, by and between Lee County (“Employer”) and Blue Cross and Blue Shield of North Carolina (“Blue Cross NC”) (each a “Party” and collectively, the “Parties”).

**WITNESSETH:**

WHEREAS, the Parties previously entered into the Medicare Advantage Employer Agreement (the “Agreement”) pursuant to which Blue Cross NC provides certain services with respect to administration of Employer’s Medicare Advantage Plan;

WHEREAS, the Parties desire to amend the Agreement regarding certain matters as provided for herein;

NOW THEREFORE, in consideration of the mutual promises and covenants made herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree to amend and renew the Agreement effective for the Contract Period beginning January 1, 2024, and ending December 31, 2024, as follows:

1. The existing Exhibit B to the Medicare Advantage Employer Agreement is hereby replaced with the following:

**EXHIBIT B**

Premium Attachment for the Contract Period  
January 1, 2024, to December 31, 2024

Amount of Premiums. The monthly premium for each member of Employer’s Group who is enrolled in Blue Cross NC Medicare Advantage Plan shall be:

\$ 193.00 Med/Rx  
\$ 10.00 Commission (if applicable)  
\$ 203.00 Total premium for each eligible member

These rates are subject to change each contract year.

An individual’s premium may be higher due to the application of the Medicare Part D late enrollment penalty (LEP), as required by CMS. Blue Cross NC will indicate any premium adjustments due to the LEP on its monthly invoice to Employer, which will include a supplemental schedule showing any LEP premium adjustments, if applicable.

Payment of Premiums. Blue Cross NC must receive premiums no later than the 1<sup>st</sup> day of the month for which coverage is being purchased.

Premiums will be paid as follows:

Premiums to be paid in full to Blue Cross NC for the Medicare Advantage Plan by employer on behalf of enrollees.

Premiums to be paid directly to Blue Cross NC by eligible dependent spouse.

IN WITNESS WHEREOF, The Parties have caused their duly authorized representatives to execute this Amendment as of the date set forth above.

**Blue Cross and Blue Shield of  
of North Carolina**

**Lee County**

By: \_\_\_\_\_

By: Kirk Smith

Name: \_\_\_\_\_

Name: Kirk Smith

Title: \_\_\_\_\_

Title: Chairman, Lee County  
Board of Commissioners

Date: \_\_\_\_\_

Date: 11-20-23

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

Candace Stenav  
Finance Officer, Lee County

## I. APPLICABILITY

**Rule 1      Applicability of Rules** These rules shall apply to all meetings of the Board of Commissioners of Lee County at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

## II. OPEN MEETINGS

### **Rule 2      Meetings to be Open**

**a)** The public policy of North Carolina and of Lee County is that the hearings, deliberations, and actions of this Board and its committees shall be conducted openly.

**b)** Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Lee County Board of Commissioners shall be open to the public, and any person may attend.

**c)** For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of the Board of Commissioners for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the Board of Commissioners. However, a social meeting or other informal assembly or gathering together of the members of the Board of Commissioners does not constitute an official meeting unless called or held to evade the spirit and purposes of the Open Meetings Law.

### **Rule 3      Closed Sessions**

**a)** Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public, but only upon the following circumstances:

1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes - per N.C. Gen Stat 143-318.11(a) (1).
2. To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award – per N.C. Gen Stat 143-318.11(a) (2).

3. To consult with an attorney employed or retained by the Board of Commissioners in order to preserve the attorney-client privilege between the attorney and the Board of Commissioners, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit the Board of Commissioners to close a meeting that otherwise would be open merely because an attorney employed or retained by the Board of Commissioners is a participant. The Board of Commissioners may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, or administrative procedure. If the Board of Commissions has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in a closed session, the terms of that settlement shall be reported to the Board of Commissioners and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded – per N.C. Gen Stat 143-318.11(a) (3).
4. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the Board of Commissioners – per N.C. Gen Stat 143-318.11(a) (4).
5. To establish, or to instruct the Board of Commissioners' staff or negotiating agents concerning the position to be taken by or on behalf of the Board of Commissioners in negotiating (I) the price of other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (II) the amount of compensation or other material terms of an employment contract or proposed employment contract – per N.C. Gen Stat 143-318.11(a) (5).
6. To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the Board of Commissioners or another body and may not consider or fill a vacancy among its own membership except in open meeting. The final action making an appointment or discharge or removal by the Board of Commissioners having final authority for the appointment or discharge or removal shall be taken in an open meeting – per N.C. Gen Stat 143-318.11(a) (6).

7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct – per N.C. Gen Stat 143-318.11(a) (7).
8. To hear or investigate a change or complaint by or against an individual, public officer or employee – per N.C. Gen Stat 143-318.11(a) (6).

**b)** The Board may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in Subsection A of this rule. A motion based on preventing the disclosure of information that is privileged or confidential shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on consulting with an attorney in order to preserve the attorney-client privilege between the attorney and the public body shall identify the parties in each existing lawsuit concerning which the Board of Commissioners expects to receive advice during the closed session. Any motion to go into a closed session must be approved by a majority of those board members present and voting.

**c)** Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

**d)** When the board holds a closed session, it is simply a permission to exclude the public; it is not an authorization to prohibit those present from disclosing what occurred during the closed session, *unless disclosure is otherwise prohibited by law.*

### III. ORGANIZATION OF THE BOARD

**Rule 4 Organizational Meeting** (a) Even-numbered Years. On the first Monday in December following a general election in which county officers are elected, the Board shall meet in the regular meeting room of the Commissioners, ~~Commissioners' Room, Lee County Government Center, 106 Hill Crest Drive, Sanford, North Carolina,~~ at a designated time. The county attorney shall call the meeting to order and shall preside until a Chair is elected. If they have not already been sworn and inducted into office, the newly elected members of the Board shall take and subscribe the oath of office as the first order of business. As the second order, the Board shall elect a Chair and a Vice-Chair from its members. As the third order, the Board shall, by resolution, fix the time and place of its regular meetings. As the fourth order, the Board shall approve the bonds of the Register of Deeds, the Sheriff, and other required individuals. By the first meeting in January, the Chair shall make appointments to boards and advisory committees, except for appointments to the Mental Health Board ~~and the Social Service Board~~, which is specified by General Statute, and must be voted on by the entire Board.

(b) **Odd-numbered Years.** At the first regular meeting in December of each odd-numbered year, the first order of business shall be the election of a Chair and Vice-Chair for the ensuing year. As the second order of business, the Board, by resolution, shall fix the time and place of its regular meetings. The third order of business shall be to approve the bonds of the Register of Deeds, the Sheriff, and other designated staff. By the first meeting in January, the Chair shall make appointments to boards and advisory committees, except for appointments to the Mental Health Board ~~and the Social Services Board~~, which must be voted on by the entire Board.

**Rule 5 Election of the Chair** The Chair of the Board shall be elected annually for a term of one year and shall not be removed from the office of Chair unless he or she becomes disqualified to serve as a Board member. The Board may elect the Chair by ballot, voice vote, hand vote or by rising. The Board will first vote on which method to use to elect the Chair. If a ballot is chosen, one will be provided to the Board members and will list each sitting Commissioner. If one of the other methods is chosen, the floor will be opened for nominations, and after all nominations have been submitted, a vote will take place. The Commissioner with the highest number of votes will be the Chair, even if he/she does not receive a majority of the votes. In the case of a 3-3-1 vote, a new vote must take place until a Commissioner receives the highest number of votes.

**Rule 6 Election of the Vice Chair** The Vice Chair of the Board shall be elected annually for a term of one year and shall not be removed from the office of Vice Chair unless he or she becomes disqualified to serve as a Board member. The Board may elect the Vice Chair by ballot, voice vote, hand vote or by rising. The Board will first vote on which method to use to elect the Vice Chair. If a ballot is chosen, one will be provided to the Board members and will list each sitting Commissioner. If one of the other methods is chosen, the floor will be opened for nominations, and after all nominations have been submitted, a vote will take place. The Commissioner with the highest number of votes will be the Vice Chair, even if he/she does not receive a majority of the votes. In the case of a 3-3-1 vote, a new vote must take place until a Commissioner receives the highest number of votes.

#### IV. REGULAR AND SPECIAL MEETINGS

##### **Rule 7 Regular and Special Meetings**

a) **Regular Meetings** The Board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be designated in the Organizational Resolution adopted at the first meeting in December. The resolution



will state the regular meeting location and time. ~~held in the Commissioners' Room, First Floor, Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina, and shall begin at a time fixed by resolution.~~ The Board may change the place or time of a particular meeting or for all regular meetings within a specified period by resolution adopted, posted, and noticed at least seven days before the change takes effect. Such a resolution shall be filed with the Clerk to the Board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the Board.

**b) Special Meetings** The Chair or a majority of Board members may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. Person or persons calling the meeting shall cause the notice to be posted on the principal bulletin board next to the Clerk to the Board's office ~~Commissioners' Room in the Lee County Government Center~~ and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (e) below. Only items of business specified in the notice may be transacted at a special meeting, unless all members are present or those not present have signed waivers.

**c) Emergency Meetings** If a special meeting is called to deal with an unexpected circumstance requiring immediate consideration, the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations having requested notice of special meetings as provided in subsection (e) below shall be notified of such emergency meeting by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

**d) Work Sessions and Committee Meetings** The Board shall hold a special work session to be called at the discretion of the Chairman or a majority of the full Board. If a special work session day is a holiday on which county businesses are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular work session.

Since regular work sessions have been initiated for the purpose of discussion only with the intent of reducing the amount of time for consideration of items at regularly scheduled meetings, no action will be taken on any item during the work session, other than that of giving directions to the administration and staff for the preparation and presentation of the item at a scheduled regular meeting unless a unanimous vote is taken by all members present. However, since notices of the session are given as required by the Open Meetings Law, they constitute an official meeting of the Board and action can be taken. It is recommended however, that

action not be taken unless necessary to alleviate an emergency which cannot wait until a regularly scheduled meeting of the Board.

The Rules of Procedure adopted by this Board and as amended from time to time will govern all discussions of items and materials and votes at a work session.

A majority of the membership of the Board shall constitute a quorum. However, since it is intended that no action will be taken during the work session, a quorum is not required to discuss materials and agenda items.

Minutes of the work session will be prepared by the Clerk and approved by the Board at the next regular meeting. If no action is taken, a general overview of items discussed will be outlined in the minutes. The Clerk shall prepare a description of the directives to the staff resulting from the meeting and distribute this to Board members on a periodic basis.

The Board may schedule additional work sessions, committee meetings, or other information meetings of the Board by a majority of its members at such times and concerning such subjects as may be established by resolution or order of the Board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings and work sessions. Work sessions and other informal meetings not held regularly are subject to the same notice requirements as special Board meetings.

**e) Sunshine List** Any individual, any newspaper, wire service, radio station, and television station may file a written request with the Clerk to the Board of Commissioners for notice of all special meetings of the Board. Request by individuals and news organizations must be renewed annually by the second meeting in December of each year and are not subject to any fee.

**Rule 8 All meetings Within the County** All meetings shall be held within the boundaries of Lee County except as otherwise provided herein.

1. A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this Board reserves the right to vote separately on all matters coming before the joint meeting.
2. A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or any other such place as stated in the call of the meeting.

**Rule 9      Broadcasting and Recording of Meetings**

**a)      Broadcasting and Recording of Meetings** Except as provided in this rule, any radio or television station may broadcast all or any part of an official Board meeting required to be open to the public. Any person may photograph, file, tape record, or otherwise reproduce any part of a meeting required to be open.

**b)** Any radio or television station wishing to broadcast any portion of an official Board meeting shall so notify the County Manager no later than twenty-four (24) hours before the meeting. If the number of requests or quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no alternative site in the County Government Center is available, the County Manager may require the news media to either pool equipment and personnel or to secure and pay the costs of an alternative meeting site mutually agreeable to the board and the media representative.

## V. AGENDA

### Rule 10 Agenda

- a) The Clerk to the Board shall prepare the agenda for each regular, special, and emergency meeting, and regularly scheduled work sessions with approval of the County Manager and Chairman. A request to have an item placed on the agenda for a regular meeting or work session must be received by 12:00 p.m. on Fridays, six (6) working days prior to the meeting or work session. Any Board member may, by a timely request, have an item placed on the agenda *if submitted to the Clerk of the Board by 12:00 p.m. on the Tuesday prior to the Monday meeting.*
- b) The agenda package shall include the agenda documents, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relative to the items on the agenda. A copy of the agenda package will be delivered to each Board member at least ninety-six (96) hours before the meeting. Documents in the agenda package, if not previously available for public inspection, shall become so when the packets have been delivered to each Board member or left at his or her usual dwelling.
- c) The Board may, by majority vote, add an item not on the agenda. Additional agenda items will be placed in consecutive order under "New Business."

### Rule 11 Public Comment

a) *Informal Public Comment* Any citizen at any time may appear before the Board of Commissioners **to have an item placed on the agenda for consideration** by submitting the required forms to the Clerk's Office. A time limit of ten (10) minutes will be allowed for citizens to speak. Requests to appear before the Board must be received in the Clerk's Office by 12:00 p.m. on Fridays, six (6) working days prior to the meeting. (Attachment A – Request Form)

b) *General Public Comment* **The Board of Commissioners shall provide for public comments at each regular meeting by allowing members of the public an opportunity to offer comments and suggestions as outlined in Attachment B.** Individuals wishing to speak must sign the sign-in sheet prior to the meeting and will be allowed three (3) minutes to speak. The Board may allow up to a total of thirty (30) minutes per meeting for public comments.

**Rule 12 Order of Business** A regular meeting will be held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month, and the Board will proceed with business in the following order:

Call to Order  
Invocation  
Pledge of Allegiance

- I. Additional Agenda
- II. Approval of Consent Agenda (All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners).
- III. Public Comments
- IV. Old Business
- V. New Business
- VI. Appointments (if any required)
- VII. Manager's Comments
- VIII. Commissioner's Comments
- IV. Closed Session; and  
Adjournment

At the special scheduled work sessions, the Board will proceed with business in the following order:

Call to Order

Invocation

- I. Additional Agenda
- II. Discussion of Agenda items as called by the Chairman; and  
Adjournment

Without objection, the Chair may call items in any order most convenient for the dispatch of business at any regularly scheduled meeting or work session.

## **VI. CONDUCT OF DEBATE**

**Rule 13 Powers of the Chair** The Chair shall preside at all Board meetings. To address the Board, a member must be recognized by the Chair. The Chair shall have the following powers:

1. To rule on points of parliamentary procedure, including the right to rule out of order any motion offered for clearly obstructive or negligent purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

**Rule 14 Presiding Officer When the Chair is Active in Debate** If the Chair wishes to debate a proposal actively, he or she shall designate another Board member to preside. The Chair shall resume the duty to preside as soon as action on the matter is concluded.

**Rule 15 Action by the Board** The Board shall proceed by motion. Any member, including the Chair, may make a motion. A second is not required.

**Rule 16 One Motion at a Time** A member may make only one motion at a time.

**Rule 17 Substantive Motion** A substantive motion is out of order while another substantive motion is pending.

**Rule 18 Adoption by Majority Vote** A motion shall be adopted if approved by a majority of the votes cast, unless otherwise required by these rules of North Carolina laws.

**Rule 19 Debate** The Chair shall state the motion and then open the floor to debate, presiding according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order may speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. If possible, the debate shall alternate between opponents and proponents of the measure.

**Rule 20 Procedural Motions**

**a)** In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

**b)** In order of priority (if applicable), the procedural motions are:

1. *To Adjourn.* The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
2. *To Recess.*

3. *To Call to Follow the Agenda.* The motion must be made at the first reasonable opportunity or it is waived.
4. *To Suspend the Rules.* The motion requires a vote equal to a quorum.
5. *To Divide a Complex Motion and consider it by Paragraph.*
6. *To Defer Consideration (also refers to "tabled" items.)* A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
7. *To Call the Previous Question.* The motion is not in order until there has been at least twenty minutes of debate and every member has had one opportunity to speak.
8. *To Postpone to a Certain Time or Day.*
9. *To Refer to Committee.* Sixty days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
10. *To Amend.* An amendment to a motion must be relevant to the subject of the motion, but it may not achieve the opposite effect to the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
11. *To Revive Consideration.* The motion is in order at any time within one hundred days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
12. *To Reconsider.* The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter, but is in order any time before adjournment.
13. *To Prevent Reconsideration for Six Months.* The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

**Rule 21 Renewal of Motion** A defeated motion may not be renewed at the same meeting.

**Rule 22 Withdrawal of Motion** A motion may be withdrawn by the introducer at any time before the Chair puts the motion to a vote.

**Rule 23 Duty to Vote** It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the Chair who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

**Rule 24 Prohibition of Secret Voting** No vote may be taken by secret ballot. If the Board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

**Rule 25 Action by Reference** The Board shall not deliberate, vote or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or document number being referenced are available for public inspection at the meeting and are so worded that the people at the meeting can understand what is being discussed or acted on.

**Rule 26 Introduction of Ordinances, Resolutions, and Orders** A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda, regardless of whether it is actually considered by the Board and its introduction shall be recorded in the minutes.

**Rule 27 Adoption, Amendment, or Repeal of Ordinances** To be adopted at the meeting where it is first introduced an ordinance or an action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all the members of the Board of Commissioners. If the proposed measure is approved by a majority but not by all the members of the Board, or if the measure is not voted on at that meeting, it shall be considered at the next regular meeting of the Board. If it then or at any time thereafter within one hundred days of its introduction receives a majority of the votes cast, the measure is adopted.

**Rule 28 Quorum** A majority of the Board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, he or she shall be counted as present for the purposes of



determining whether a quorum is present. The Board may compel the attendance of an absent member by ordering the Sheriff to take the member into custody.

**Rule 29 Public Hearings** Public hearings required by law or deemed advisable by the Board shall be organized by a special order, adopted by a majority vote, setting forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the Chair shall call the hearing to order and preside over it. When the allotted time expires, the Chair shall declare the hearing ended and the Board shall resume the regular order of business.

**Rule 30 Quorum at Public Hearings** A quorum of the Board must be present at all public hearings required by law.

**Rule 31 Minutes** Minutes shall be kept of all Board meetings.

**Rule 32 Appointments** The Board shall use the following procedure to make appointments to fill vacancies in the Board itself or in other boards and public offices over which the Board has power of appointment.


The Chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the Chair shall call the roll of the members and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

**Rule 33 Reference to Robert's Rules of Order (RRO)** To the extent not provided for in, and not conflicting with the spirit of these rules, the Chair shall refer to **RRO** to resolve procedural questions.

Revised this 20<sup>th</sup> day of November, 2023.

  
Kirk D. Smith, Chairman  
Lee County Board of Commissioners

ATTEST:  
  
Hailey Hall, Clerk to the Board





Smarter for government.  
Easier for everyone.

## **Paylt, LLC**

1100 Main St., Suite 700  
Kansas City, MO 64105

### **Cloud-Based Digital Government and Payment Platform Mobile & Web Solutions**

All terms and conditions outline in DIT-300250 apply to this contract

Proposal to:

Lee County, North Carolina

Date: October 27, 2023

## Paylt Platform Statement of Work

Client:	Lee County, NC	Start Date:	Upon Signature
Contact:	Michael Brown	End Date:	June 7, 2026
Address	106 Hillcrest Dr #3,	Title:	Tax Administrator
City, State, Zip:	Sanford, NC 27330	E-Mail:	mbrown@leecountync.gov

### Services

#### Property Tax Web/Mobile Customers will be able to...

- Login to Application or use the guest access option via desktop web, mobile web, native app (Apple, Android)
  - If logging in, customers will be prompted to use a username and password, authentication via Google or Facebook or, if configured, another third-party identity provider.
- Search for and link one or many properties to their Paylt Profile
- View/manage account management dashboard around each property linked to Paylt Profile such as:
  - Tax bill details (total amt. due / millage rates)
  - Billing history
  - Transaction history
  - Enroll in eBilling (if allowed by Client's business rules) (note: additional fee with eBilling)
  - Sign-up for payment plans (if allowed by Client's business rules)
- Make/schedule payments for all required fees utilizing Visa, MasterCard, Discover, American Express, or ACH/eCheck.
- Store tokenized payments methods in the Digital Wallet
- Receive confirmation payment receipt via email and Application Profile
- Review payment and transaction history
- Receive Client configured notifications and reminders regarding bills and their account in the Application and via email

#### Paylt Point of Sale Payments Customers will be able to...

- Make credit/debit card payments by swiping card, inserting card, or contactless payment (Apple Pay and Google Pay) at the point-of-sale terminal utilizing an integrated, PCI Compliant, EMV chip-enabled card reader device
- Receive confirmation of payment via email and printed receipt from a network printer

#### Paylt IVR Customers will be able to...

- Follow an easy and informative conversation flow based on the type of agency bill or account (e.g. property tax, utility, etc.).
- Make payments via Card for all required fees (cards accepted include Visa, MasterCard, Discover, American Express).
- Call a Client-approved local area code phone number set up by Paylt.
- Constituents are authenticated by entering their account number which is verified against the integrated agency system of record (SOR).
- Follow the configured voice responses to:
  - use the keypad to enter a unique numeric-only identifier so that the system can respond with the latest data around a specific case or transaction
  - verify/confirm the bill they would like to pay
  - be presented with a payment summary before payment
  - enter in card payment method details (e.g. card number, expiration, CVV).
  - receive payment confirmation over the phone
  - Will receive an 8-digit confirmation number via the conversation flow.
  - See agency listed in the charge description on credit card/bank statement.
  - Redirect to Agency for support and account questions.
  - Make a partial payment should agency allow. Note: IVR does not support pre-payment / over-payment.

**Lee County staff will:**

- Have 24/7 access to on-demand to an Administrative Portal where they can:
  - access to on-demand reporting capabilities with real-time transaction data
  - view transaction and settlement reports
  - process full and partial refunds
- Access a PayIt Point-of-Sale terminal display to:
  - search for accounts/bills
  - enter necessary data into the PayIt admin screen to take payment
  - process payment
  - print receipt from a network printer
  - view daily transaction reports
  - process refunds
- Provide marketing support, in coordination with PayIt, adequate to drive user adoption of the Applications. For this purpose, the marketing support provided by Client will include:
  - provide access to existing customer/end user data for purposes of communicating the Applications
  - place online notifications and mobile intercept screens prominently on the Orange County websites and department landing pages, as well as any e-newsletters or emails
  - place notification(s) on all billing communications (including citations, etc.)
  - include notification(s) information in any printed signage, newsletters, and blogs
- Receive monies deposited into one or multiple Client identified accounts
- Launch the Applications, in coordination with PayIt, when configuration of services is complete; including the redirect of any and all web addresses for these services to the web Application
- Work with a PayIt implementation team to configure the settlement process to meet Client's business rules around NSF, refunds, and chargebacks process around settlement of funds and reporting
- Install point-of-sale terminals at each location

**For IVR, staff will receive:**

- IVR system that integrates into the agency system of record (SOR) to pull up accurate balance due information (for Utilities and Property Tax only).
- The ability to redirect to Agency for support and account questions.
- A PCI compliant and low barrier payment option.
- access to an Administrative Portal where they can:
  - view transaction and settlement reports
  - purchase premium analytics to understand trends and forecasts around revenue, transactions, and constituent behavior.
- See transactions made through the IVR payment channel reflected in the back-office system (the IVR payment offering will be integrated per integration specs)

**Integration**

- The PayIt application is to integrate with MUNIS Tax Software. Preferred method of integration is through a Client provided API.
- Client is responsible for:
  - Providing timely access to data required for the services in this Statement of Work. For ex: bi-directional access to customer account detail, payable detail, payable balance, subtotals with descriptions, and total with any fee/ fee type via MUNIS Software
    - Data can be provided via web services API (preferred) or delivered on a recurring basis via secure FTP.

Services	Customer Transaction Fees
Paylt Platform - Property Tax Bills with Credit Card	\$2.00 per Payment**
Paylt Platform - Property Tax Bills with ACH	\$2.00 per Payment**
Paylt Point-of-Sale	N/A**
<p>* a Transaction is defined as the payment of all or a portion of an individual bill/registration/permit, etc. paid by the Customer. For clarity, Customers are not charged for looking up information, receiving reminders, scheduling payments, or anything other than paying.</p> <p><b>Fee has been approved by OSBM.</b></p>	

Customer Payment Processing Fees
<p>Fees for Payment Processing are dependent upon the form of payment, and are charged to the customer as follows:</p> <ul style="list-style-type: none"> <li>• Credit/Debit : (Visa, MasterCard, Discover, and American Express) 1.85% of transaction</li> <li>• ACH: \$1.25 per Payment**</li> <li>• Point-of-Sale: (Visa, MasterCard, Discover, and American Express) 1.85% of transaction</li> <li>• Point-of-Sale Hardware: \$500.00</li> <li>• Electronic Bill Presentment &amp; Management: .50 per payment***</li> </ul> <p>Paylt will not charge Client fees for chargebacks.</p> <p>** a Payment is defined as the single Payment by the Customer. For clarity, a Payment can include one or multiple Transactions (ex. if a Customer is paying 2 bills at the same time, that would be 1 Payment, 2 Transactions).</p> <p>*** a Bill is defined as an individual Bill presented to a customer on behalf of the Client. If the same Bill is presented multiple times, or reminders are sent, only one client fee will be charged.</p>

Upon execution of this Statement of Work, PayIt, LLC agrees to the Terms and Conditions as specified in contract DIT-300250. Along with the aforementioned contract PayIt, LLC and the Client agree to the requirements outlined in this Proposal, the sum of which will constitute a binding agreement ("Agreement") between the parties.

Executed on the dates set forth below by the undersigned authorized representative of Subscriber and Service Provider to be effective as of the Start Date.

**Lee County, NC Tax Administration (Client/Subscriber)**

By: 

Name: Kirk D. Smith

Title: Chairman, Board of County Commissioners

Date:

**PayIt, LLC (Service Provider)**

By: \_\_\_\_\_

Name: Michael S. Plunkett

Title: Co-Founder and COO/CFO

Date:

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

  
Finance Officer, Lee County



## LEE COUNTY GOVERNMENT

### NORTH CAROLINA

The Honorable Pete Buttigieg  
US Department of Transportation  
1200 New Jersey Avenue SE  
Washington DC, 20590

Dear Secretary Buttigieg,

I am writing on behalf of Lee County Government to express our enthusiastic commitment for Central Pines Regional Council's grant application to the United States Department of Transportation's Thriving Communities Regional Pilot Program. Funding will empower our implementation team, consisting of Central Pines Regional Council, Piedmont Triad Regional Council, and UNC-Chapel Hill's School of Government, to provide comprehensive assistance for our small, rapidly growing communities that will help them address current challenges and future development needs.

The project's four-county area has recently garnered attention for substantial economic investments from notable companies such as Toyota, Vinfast, and Wolfspeed. These investments are poised to bring about significant growth, generating thousands of new jobs and facilities in the coming years. It is imperative that these developments shape the future of the communities, all historically rural or small micropolitan areas, equitably and sustainably.

The pressing need to respond to this growth, advance large-scale transportation, and community development projects, and ensure responsible land preservation through modernized ordinances and regulations is hampered by local budgets. The Thriving Communities Regional Pilot Program is instrumental, offering the means for our team to provide additional staffing and expertise in crucial areas including government finance, grant management, community planning, and facilitation between impacted communities.

We eagerly await the outcome of the grant application and the prospect of collaborating to create a more prosperous and thriving region and state.

A handwritten signature in black ink, appearing to read "Kirk Smith".

Kirk Smith, Chairman  
Board of Commissioners  
Lee County Government



**PROCLAMATION HONORING DEBBIE DAVIDSON  
AND HER YEARS OF SERVICE TO LEE COUNTY GOVERNMENT**

**WHEREAS**, Debbie Davidson has worked with Lee County Government for more than 36 years, which began with her role as an Accounting Clerk IV in the now Senior Services Department (formerly the Department of Aging) in February of 1986, and was promoted to Accounting Clerk/Director Assistant in April of 1987, then Administrative Assistant in May of 1996 before taking on the role of Executive Director of Senior Services in June of 1997 and adding the divisions of County of Lee Transit System (COLTS) and Veterans Services along the way; and

**WHEREAS**, Ms. Davidson and former Department of Aging Director Pam Adams had a vision for The Enrichment Center as a place to house meal sites from across Lee County so attendees could meet as a group for lunch and participate with other Lee County citizens ages 60 and better in Senior Services programming; and

**WHEREAS**, in 1989, Ms. Davidson and Ms. Adams created a non-profit called the Lee County Senior Center, Inc. to raise money and develop plans for a new facility, which the Lee County Board of Commissioners approved a \$1 million bond referendum to be placed on the May 8, 1990, ballot and the referendum passed, resulting in the completed 15,800 square foot Enrichment Center in April 1992; and

**WHEREAS**, Ms. Davidson — along with County Commissioner Robert Reives, former County Manager Bill Cowan, and the late Robert 'Bob' Brown — consolidated the Lee County Human Service Agencies transportation services when she applied for and received the first grant of \$55,000 from the Community Transportation Association of America, which eventually led to the establishment of COLTS in 1992; and

**WHEREAS**, COLTS was further expanded after Ms. Davidson and Ms. Adams submitted a request to the Board of Commissioners, which was approved, to apply for Section 18 Funding and enter into an agreement with the NC Department of Transportation (NCDOT) to provide public transportation for the residents of Lee County; and

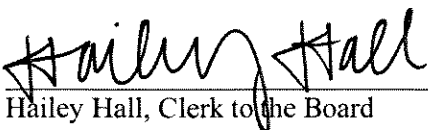
**WHEREAS**, Ms. Davidson has led The Enrichment Center through five consecutive North Carolina Division of Aging and Adult Services Senior Center Certifications of Excellence since the inception of the certification program in 2005, as well as led COLTS through successful NCDOT Proficiency and Safety reviews, and these designations and successes have established The Enrichment Center, Senior Services, COLTS, and Veteran Services as a model and standard for peers within the State and nationally; and

**WHEREAS**, it is the desire of the Lee County Board of Commissioners to congratulate the achievements of Ms. Davidson and to express appreciation to her for her dedicated service and many contributions to Lee County; and

**NOW, THEREFORE, BE IT PROCLAIMED**, by the Lee County Board of Commissioners that it recognizes and honors the more than 36 years Debbie Davidson has invested in furthering the mission and purpose of the Lee County Government and it wishes for Ms. Davidson continued success in all her future endeavors.

Presented this 20<sup>th</sup> day of November, 2023.

ATTEST:

  
Hailey Hall, Clerk to the Board



  
Kirk D. Smith, Chair  
Lee County Board of Commissioners





# Lee County Government Strategic Plan Report

## Arts and Culture



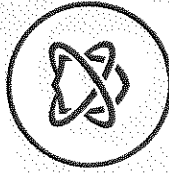
Continue to create and support a vibrant and diverse cultural community in Lee County through the support of facilities, programs, and regional partnerships.

**GOAL:** Create intentional opportunities and grow spaces for affordable entertainment to be known throughout North Carolina.

**GOAL:** Increase awareness of cultural activities throughout the community.

- The Library expanded Outreach Services and attends events to promote library programs and services by participating in the second Saturdays at Sanford Farmer's Market, Broadway Our Way, Sanford StreetFest, LCSO Trunk or Treat, Holiday Artisan Market, Santa Tree & Train Lighting, Sanford Holiday Parade, etc.

## Community Safety



Support a safe community through programs, partnerships and trust.

**GOAL:** Increase opportunities and activities for youth of all ages.

**GOAL:** Increase opportunities to grow public trust.

- Effective January 1, 2024, the County will add Senior Services, Veterans Services, and COLTs to the Consolidated Human Services Agency to better support our employees and residents receiving services.
- The Fire Advisory Board and Commissioners approved an RFP for a fire services study to evaluate current and future fire service needs and selected NC Fire Chief Consulting to conduct this study.
- GOAL:** Ensure Lee County is a safe environment for community interactions.
  - Lee County Risk Management is working with the County Risk Group regarding Active Shooter training for employees sometime in January.
  - The Board approved and awarded the Jail Feasibility Study to Moseley Architects to determine the effectiveness, efficiency, security, structural integrity, and capacity of required detention facility space.
  - The Board approved the update to the Jail's camera system to provide additional safety for both employees and inmates.
  - The Board approved entering into an MOA with H3 and Helping Hands Clinic for harm reduction kit distribution to reduce communicable diseases.

## Economic Development



Continue the upward trend of industrial recruitment, small business support, and workforce development through education partnerships.

**GOAL:** Become a world-class center for the biotech industry.

**GOAL:** Create the environment for community-based economic and workforce development.

- The Board approved an economic development project for Caterpillar Inc., which will allow the company to expand production valued at \$36 million.
- LCG and CCC leadership met to discuss creating employment opportunities for justice involved and individuals in recovery, and the need to create a parallel pathway to employment to fill much needed job openings in our community.

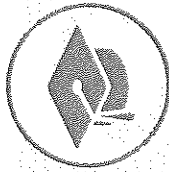
**GOAL:** Increase sustainable opportunities for economic growth.

- The Board approved a naming rights/sponsorship policy for County facility amenities, especially with the new library and Lee County Athletic Park coming online, which will provide an additional source of revenue.

# VISION

Lee County Government is a celebrated community at the center of economic achievement and diverse cultural heritage, connected to all people.

## Education



Focus on supporting all levels and aspects of community education to contribute to the knowledge base of the entire community.

**GOAL:** Lee County Government will define the role and intention of County government as it relates to community education and knowledge base.

**GOAL:** Lee County Government will have solid, clear, and mutually beneficial relationships with all sectors of education in the region.

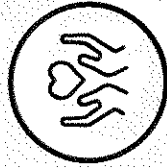
**GOAL:** Increase public education regarding local government resources and services.

- GIS Strategic Services Director Don Kovasckitz continues to meet with Board of Education members and staff to discuss the process for determining the need for new schools and projecting growth.

**NORTH CAROLINA, LEE COUNTY**  
Presented for registration on this 13<sup>th</sup> day  
of Dec 2023 at 8:15 AM PM  
recorded in Book 316 Page 540

Pamela G. Britt, Register of Deeds

## Health and Well-Being



Promote and maintain the health and well-being of Lee County through parks, recreation, activities, and programs that improve quality of life for our community members.

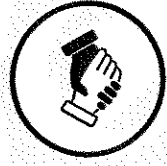
**GOAL:** Lee County Government's community health programs and services will be well known and accessible.

- R.E.N.E.W launched as a new initiative to help assist individuals in Lee County.
- The Health and Well-being Initiative was approved to assist in supporting Lee County residents with mental health and behavioral health needs. This program will become operational in January 2024 and operate through Community Support Services.

**GOAL:** Create opportunities that promote physical and mental well-being in the community.

- The Library established the LCL SWEET StoryWalk Exercise & Engagement Trail at Kiwanis Family Park to partner literacy and exercise together and offers StoryWalk Bags at the Library, which contain elements of reading/games/exercise/social skills. A second Story Walk at the Kiwanis Children's Park is now in the works.
- The Library is also in the process of developing Pickle Ball Kits, Disc Golf Kits, Memory Kits, and more for circulation at the Main Library.

## Partnerships



Maintain partnerships within and beyond Lee County in business, education, community, and partner governments.

**GOAL:** Foster and grow long-established foundational partnerships within all sectors of the community.

- The newly established Community Support Services division (formerly Pre-Trial Services) has been meeting with local non-profits to provide a better understanding of resources available within the community to support residents, specifically those that are justice involved.
- LCG leadership and LCS leadership have been meeting monthly in order to strengthen the partnership between the County and Schools to further the goal of improving school facilities.

**GOAL:** Expand partnerships in the region.

- NCDOT has provided an opportunity for the County to apply for funding for a full time and part time Mobility Manager position, which will allow the County to further support COLTS and pursue a microtransit system in partnership with the City of Sanford.
- The Board, in partnership with NCACC, approved and supported Operation Green Light, which encourages residents to show support for their veterans by using green outdoor lighting.