



STEDMAN BOARD OF COMMISSIONERS MEETING AGENDA

OCTOBER 2, 2025 @ 7:00 P.M.

REGULAR MEETING

STEDMAN TOWN HALL

5110 Front Street, Stedman, NC

1. CALL TO ORDER

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA –*Addition or Deletion*

(All additions, add to New Business, requires majority vote of Board to consider)

POTENTIAL ACTION: Motion to adopt the agenda

4. CONSENT AGENDA-

Items on the consent agenda are considered routine or have been thoroughly discussed previously. A member of the Board of Commissioners may request that an item be removed from the consent agenda for further discussion under New Business or at a later time.

- a.) Approval of September 4, 2025 – Regular Meeting Minutes
- b.) Approval Budget Amendment #BA2026-02
- c.) Approval Budget Amendment #BA2026-03
- d.) Approval of Resolution #2026-03 NCCMT Withdrawals
- e.) Approval of Ordinance Prescribing Procedures for Disposing of Personal Property Valued at less than \$30,000.
- f.) Approval of TOS Purchasing Policy

POTENTIAL ACTION: Motion to adopt the Consent Agenda as presented or as amended

5. PRESENTATIONS –

6. PUBLIC HEARING – None

POTENTIAL ACTION:

7. PUBLIC COMMENT

Each speaker is asked to limit comments to 3 minutes and the total comment period will be 15 minutes or less. Anyone desiring to speak must sign up with the Town Clerk by 6:55 p.m. The Board will not take action on an item that is presented during the Public Forum.

8. OLD BUSINESS –

- a. Update on KRG Sewer Repair
- b. Update on Potential Sell of Well Lot on Atwood Ct.
- c. Update on Any NCDOT Contacts Concerning Drainage/Regional Hazard Mitigation Meeting

9. NEW BUSINESS –

- a. Approval of Purchase of Student Drawn Christmas Ornaments for the Park

POTENTIAL ACTION: Motion to approve purchase of the Christmas Ornaments for the Park.

10. CLOSED SESSION- None

11. STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerk Report
- b. Chief of Police Report
- c. Stedman Fire Department-
- d. Code Enforcement Report-see report
- e. Planners Report
- f. Mayor & Board of Commissioners

12. ADJOURNMENT

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
October 2, 2025 ----- 7:00PM
REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Wood, Commissioner Vogt, Commissioner Lee, Commissioner Pirro and Commissioner Horne

STAFF PRESENT

Connie Veeder/Town Clerk, Whitney Barlow, Police Chief Tracy Jackson, and Attorney Donald Hudson

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Jones led the invocation and Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Pirro requested an addition to the agenda under section 8d. The addition was to add discussion of changing the Town Charter police language and to add a Closed Session. Commissioner Pirro made a motion to adopt the October 2nd proposed agenda with the addition of 8d and add a closed session. Commissioner Vogt seconded the motion and the board voted unanimously to adopt October 2, 2025 proposed agenda.

CONSENT AGENDA

- a.) Approval of September 4, 2025 – Regular Meeting Minutes
- b.) Approval Budget Amendment #BA2026-02
- c.) Approval Budget Amendment #BA2026-03
- d.) Approval of Resolution #2026-03 NCCMT Withdrawals
- e.) Approval of Ordinance Prescribing Procedures for Disposing of Personal Property valued at less than \$30,000.
- f.) Approval of TOS Purchasing Policy

Commissioner Pirro made a motion to adopt the September 4, 2025 regular meeting minutes, Approval of Budget Amendment # BA2026-02, BA2026-03, Resolution #2026-3, Ordinance Prescribing Procedures for Disposing of Personal Property at less than \$30,000 and TOS Purchasing Policy. Commissioner Wood seconded the motion. Motion passed unanimously by the board.

PRESENTATIONS- NONE

PUBLIC HEARING- NONE

PUBLIC COMMENT- NONE

OLD BUSINESS-

- a.) Update on KRG sewer repair- still waiting on funding to complete the repairs, Meyers Engineering has been hired to help work through the high amounts of sewer usage. The next meeting with PWC is Tuesday, October 7th at 10:30 am.
- b.) Update on Potential Sell of well lot on Atwood Terrace- Mayor Jones stated that after meeting with a group from Cumberland County and Glenn McFadden it is not a good idea to sell any wells and or lots holding the wells. The Town will hold all wells for future water reserves. Commissioner Horne made a motion to approve the holding of all wells for future water reserves and Commissioner Vogt seconded the motion. The board unanimously approved.
- c.) Update on any NCDOT contacts concerning drainage- Mayor Jones met with the Cumberland/Hoke Mitigation group on September 24th. He has a questionnaire that he will complete and turn in by October 16th. There is another meeting on November 7th.
- d.) Town Charter Language Change Concerning Police Chief Wording- Commissioner Pirro stated that the board has discussed this change in previous meetings but wanted to bring it back to the board to be added to the agenda for action. Commissioner Pirro asked to have the town charter language changed to reflect police chief, police officer, or contracted department instead of the wording police chief only. It has become more difficult to find a police chief. Commissioner Pirro would like the change to occur as soon as possible. The Town Lawyer, Donald Hudson stated that he could get the action/paperwork started for this action. Commissioner Pirro made a motion to approve this charter change and Commissioner Lee seconded the motion. The board unanimously approved the motion.

NEW BUSINESS

- a.) Approve Purchase of Student Drawn Christmas Ornaments for the Park. This year the schools chose two winners for the contest. One from the Primary and one from the Elementary schools. Also, I have secured a Santa for the parade on December 13th, the cost is \$300 and money has been set aside for this cost. The staff will investigate a potential vendor to make smaller replicas of kids ornaments to be sold to help fund the project. Commissioner Pirro made a motion to approve the purchase of two student drawn Christmas ornaments for the park this year and the approval of \$300 to paid for the Santa in the Christmas parade. Commissioner Wood seconded the motion. The board was unanimous in approving the motion.

CLOSED SESSION –G.S. § 143-318.11(a)(6) related to personnel issues. Commissioner Pirro made a motion to enter into closed session at 7:27 pm. Commissioner Vogt seconded the motion and the board was unanimous in approving the motion to enter into closed session. The closed session ended at 7:45 pm. Commissioner Wood made a motion to enter back into open session and Commissioner Lee seconded the motion. Motion passed unanimously.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a.) Town Clerk's Report-

- Holiday October 13th for Columbus Day
- An email will be sent to all board members including a link to training modules from the LGC. All members must complete the training.
- b.) Chief of Police Report – Had a joint project with the ALE concerning the BP store in Stedman, 2 felony arrests and 22 citations.
- c.) Stedman Fire Department- Brandon Walker, Fire Chief reported 41 calls in the month of September. These calls included 22 medical, 7 fires (mutual aid), 9 calls inside town limits. Stedman Fire Department Fall has a plate sale on October 4th.
- d.) Code Enforcement Report- None
- e.) Planners Report- None
- f.) Mayor & Board of Commissioners-None

ADJOURNMENT

A motion was made by Commissioner Horne and seconded by Commissioner Lee to adjourn the October 2, 2025 meeting at 7:50 pm.



Town of Stedman
Budget Amendment
Fiscal Year 2025-2026
Budget Amendment # BA2026-02

BE IT ORDAINED by the Governing Board of the Town of Stedman, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2026:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

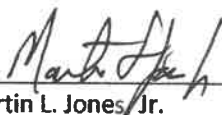
EXPENDITURE				
Account Code	Department	Description	Decrease	Increase
10-510-74	Police	Capital Outlay		\$ 9,000
10-510-06	Police	Group Insurance	\$ 4,000	
10-420-57	Admin	Miscellaneous	\$ 5,000	
10-510-46	Police	Contract Services Fuel		\$ 6,000
10-510-11	Police	Telephone-Cell	\$ 3,000	
10-510-33	Police	Department Supplies	\$ 3,000	
REVENUE				
Code Number		Description	Decrease	Increase
Totals			\$ 15,000	\$ 15,000

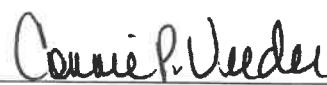
Reason(s) for the above request is/are as follows:

To cover cost of 2017 Explorer for Police Department and increased fuel cost due to additional vehicles.

Section 2: Copies of this budget amendment shall be furnished to the Town Clerk/Finance Director for her direction.

ADOPTED this 2nd day of October 2025 by the Stedman Board of Commissioners.


Martin L. Jones, Jr.
Mayor


Connie P. Veeder
Town Clerk



Town of Stedman
Budget Amendment
Fiscal Year 2025-2026
Budget Amendment # BA2026-03

BE IT ORDAINED by the Governing Board of the Town of Stedman, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2026:

Section 1: To amend the **Water/Sewer Fund**, the appropriations are to be changed as follows:

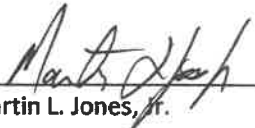
EXPENDITURE				
Account Code	Department	Description	Decrease	Increase
30-720-04	Water Admin	Professional Services		\$ 50,000
REVENUE				
Code Number		Description	Increase	Decrease
30-397-70	Water/Sewer	Transfer from CRF	\$ 50,000	
Totals			\$ 50,000	\$ 50,000


Reason(s) for the above request is/are as follows:

Transfer of Water Fund NCCMT to Water/Sewer budget to cover the engineering costs for water/sewer system.

Section 2: Copies of this budget amendment shall be furnished to the Town Clerk/Finance Director for her direction.

ADOPTED this 2nd day of October 2025 by the Stedman Board of Commissioners.


Martin L. Jones, Jr.
Mayor


Connie P. Veeder
Town Clerk

Town of Stedman
Resolution Authorizing Withdrawals from
North Carolina Capital Management Trust

A Resolution of the Town of Stedman authorizing the Finance Office to conduct transactions with the North Carolina Capital Management Trust.

WHEREAS, the Board of Commissioners with the Town of Stedman has an account with the North Carolina Capital Management Trust (NCCMT) for the investment of public funds; and

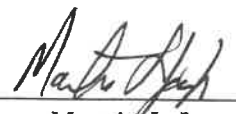
WHEREAS, in order to manage this investment account, it is necessary to designate one or more officials to serve as Authorized Signers and to conduct transactions, including the withdrawal of funds; and

WHEREAS, the Town of Stedman finds that the delegation of authority to the designated official(s) to deposit and withdraw money from the NCCMT account is in the best interests of Town of Stedman;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF STEDMAN:


1. That the Finance Officer, and their successors in office, is hereby authorized to act as an Authorized Signer for the Town of Stedman accounts with the NCCMT.
2. That the designated Authorized Signer is authorized to submit any and all documentation necessary or advisable to effectuate the withdrawal of funds from the NCCMT.
3. That this resolution shall replace any and all prior resolutions that designate or authorize officials to transact business with the NCCMT.
4. That this authorization will remain in effect until a written notice of change is received by the NCCMT, providing sufficient time to act on the notice.

Duly adopted this the 2nd day of October, 2025 while in regular session.



Martin L. Jones, Jr.
Mayor

ATTEST:



Connie P. Veeder
Town Clerk

**AN ORDINANCE PRESCRIBING PROCEDURES
FOR DISPOSING OF
PERSONAL PROPERTY VALUED AT LESS THAN \$30,000¹**

BE IT ORDAINED by the Board of Commissioners of the Town of Stedman:

Section 1. The Town Clerk is hereby authorized to dispose of any surplus personal property owned by the Town of Stedman, whenever he or she determines, in his or her discretion, that:

- (a) the item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00);
- (b) the property is no longer necessary for the conduct of public business; and,
- (c) sound property management principles and financial considerations indicate that the interests of the Town of Stedman would best be served by disposing of the property.

Section 2. The Town Clerk may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town of Stedman if greater value may be obtained in that manner, and the Town Clerk is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Town Clerk may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the Stedman Board of Commissioners.

Section 4. The Town Clerk shall keep a record of all property sold under authority of this Ordinance and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 5. This Ordinance is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Ordinance shall become effective upon adoption.

Duly adopted this the 2nd day of October, 2025.



Martin L. Jones, Jr.
Mayor

ATTEST:



Connie P. Veeder
Town Clerk

Approved as to Form:



Donald Hudson
Town Attorney

Town of Stedman Purchasing Policy

Adopted October 2, 2025

This purchasing policy and procedures manual is intended for use as a guide for Town of Stedman Board of Commissioners (herein referred to TOWN) and staff members in purchasing practices. In the event of conflicts between any part of this policy and North Carolina General Statutes, the statutes shall prevail.

Procurement policies and procedures are a dynamic process subject to changes pursuant to amendments made to North Carolina General Statutes, Federal regulations, actions by the Board of Commissioners and the Mayor's guidance.

In public purchasing and contracting, utmost fairness is required in expending public funds. The practice of favoritism, whether to the user, department, or vendor, is not permissible.

While this Policy does not answer all questions related to purchasing, it does provide the foundation for a sound centralized purchasing system.

Board of Commissioners: As the legislative body for the Town of Stedman, the Commissioners have delegated the authority of procurement to the Mayor and Finance Officer as allowed by North Carolina General Statutes.

Mayor: The Mayor is the final authority in making decisions in any tied vote relating to procurement. The mayor and board may, from time to time, put more restrictive policies in place that exceed the requirements of this manual.

User Departments/Programs: A partnership between the town board and Finance keeps the procurement process efficient and functional.

The basic goals of the Town of Stedman purchasing policy are:

1. To comply with the legal requirements and uphold the public trust of public purchasing and procurement.
2. To promote good and effective vendor relations, cultivated by informed, impartial and equitable buying practices and strict maintenance of ethical standards.
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible and responsive bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance, and other relevant factors.
4. To provide the town departments and programs with the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.

5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
6. To enable the town to maintain an encumbrance accounting system as required by State law to enable the town to comply with the requirements of State law concerning the incurring of obligations.

GENERAL GUIDELINES:

A. Planning – Planning for purchases should be done both on a short-term and long-term basis, thereby minimizing small orders and last-minute purchases.

B. Buying Proper Quality – Quality and service are as important as price and it is the duty of the requestor to secure the best, most economical, quality that will meet the requirements for which the goods and/or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost.

C. Encumbrances – An encumbrance indicates that an order for goods or services has been placed and a portion of the current budget is set aside to cover that commitment. Recording the commitments in the accounting system helps prevent over-expenditures as required by State statute.

D. Uniform Guidance – Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

E. E-Verify – Pursuant to North Carolina General Statute 143-133.3, the town will not enter into a contract unless the contractor, and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

F. Iran Divestment Certification – Pursuant to North Carolina General Statute 147-86.58, MCRC will not enter into a contract with a contractor or subcontractor listed on the Final Divestment List created by the State Treasurer.

G. Debarred Vendors – The town will not enter into a contract with a contractor or a subcontractor that is debarred or suspended from doing business under federal guidelines or in North Carolina.

PURCHASING POLICIES & PROCEDURES:

Request to Purchase: The town utilizes a multi-step process for purchasing. The requisition initiates this process. The Mayor, Board of Commissioners, and the Finance Officer/designee must approve all requests. A completed requisition and purchase order with appropriate approvals is required for all purchases as stated in this policy.

Purchase Orders: The only way to record an encumbrance is through the issuance of a purchase order. A purchase order can be used as a contract between the town and a vendor. It is not binding unless fully executed by the Finance Officer. The issuance of purchase orders by unauthorized employees or officials will not be recognized. Obtaining apparatus, supplies, materials, equipment or services without a purchase order as identified within this policy is an unauthorized purchase. Unauthorized purchases are classified as a personal expense and will be paid for by the employee. Purchase orders may be issued for any size purchase; there is no lower limit. When the final costs of a good or service is not available at the time an order is placed, the best estimate of costs available at that time should be used to make this determination. Should it become apparent the costs will exceed the threshold after the order is placed, a purchase order must be issued at that time.

Purchases Not Requiring a Purchase Order: With the above statements in mind, there are a variety of transactions that are recurring in nature and predictable that could be exceptions to the purchase order or encumbrance requirement as determined by the Finance Officer. Examples of such transactions are any payments related to payroll, insurance, utilities, emergency supplies for water and sewer repairs.

Open Purchase Orders: Department directors/designee(s) may request an open purchase order for selected vendors for the procurement of items needed on a continuing basis. It is the responsibility of the individual authorized to ensure that an unspent balance remains to cover purchases to be made during the fiscal year. Open purchase orders follow the bidding procedures.

Purchase Order Cut-Off Date: Purchase requests for the current fiscal year must be requested by May 15th. Purchase requests of a routine nature that could have been scheduled prior to May 15th, and are not critical, will be rejected. Items must be received by June 30th. Items received after June 30th will be paid for in the next fiscal year's budget. This procedure allows for the opportunity to complete fiscal year end activities in a timely and proper manner.

Professional Services: Normal competitive procedures cannot be utilized in certain situations when securing professional services such as attorneys, financial consultants, auditing, banking, and insurance firms. When an agreement between a professional service company and the Town is established, a contract with a not-to-exceed amount shall be issued to satisfy accounting and statutory requirements.

Emergency Purchases (applies to state and local procedures under bidding thresholds and requirements): In cases of emergencies, the Mayor or Finance Officer may purchase or approve a purchase directly from any vendor supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, safety, or convenience of the Town employees or citizens. The user shall exercise good judgment and use established vendors when making emergency purchases. Emergency purchases, although sometimes necessary, are costly both in terms of time and money. Always obtain the best possible price and limit purchases to those items related to the emergency. Not anticipating needs does not constitute an emergency. The use of emergency purchases should be limited and will be monitored for abuse.

Emergency Purchase Procedure during Business Hours: Contact the Finance staff and give all pertinent information to obtain a purchase order or enter the information into a requisition. The information needed will include the vendor's name, item(s) to be purchased with quantities, the expenditure account to which the item(s) will be charged, and the reason for the emergency purchase. After verifying available funds, a purchase order number will be issued for the expenditure and a confirming purchase order will be mailed to the vendor.

Emergency Purchase Procedure after Business Hours: The packing slip or invoice received should be coded with the account(s) to be charged and signed. Please attach a brief explanation of the nature of the emergency, and forward immediately to the Finance Department for payment. Finance must be notified of the purchase and the circumstances the morning of the next business day. The information should be entered into a requisition the following business day.

Steps to Obtaining a Purchase Order

1. A purchase requisition should be submitted for approval by an employee given access.
2. For purchases where the employee has obtained written quotes as required by Exhibit A, please attach a copy of the quotes to the purchase requisition before submitting for approval. Verbal quotes or prices, when allowed, should be noted in the Comments section.
3. The description should be complete and include catalog or part numbers if they are known.
4. The General Ledger (account) number to be charged is required and available funds should be verified before submitting for approval.
5. When the requisition approval process has been completed, a purchase order will be issued.
6. All purchase orders will bear the pre-audit certification.
7. A copy of all purchase orders will be sent to Finance.
8. Purchase order copies will be supplied to departments upon request.

Receipt and Payment of Invoices/Orders

Goods received from and services completed by vendors should be verified by staff against the initial purchase order and invoices to ensure it is correct and complete before requesting payment of the corresponding invoice.

1. Once orders are checked against the purchase order, a payment request should be submitted with the invoice attached.

2. When the payment approval process has been completed and Finance has verified that the purchase order, invoice, and payment request are all in agreement, a payment will be processed and issued to the vendor.
3. Checks will be signed by two Board authorized check signers before distribution to vendors.

Blanket Purchase Orders

Blanket purchase orders may be issued when a vendor is expected to supply goods and services in excess of the purchase order threshold during the fiscal year even though individual orders will fall below the purchase order threshold. The use of blanket purchase orders under these circumstances strengthens the Council's budgetary controls. Blanket purchase orders may be used by multiple programs. Requests for blanket purchase orders may be directed to the Finance Officer.

CONFLICT OF INTEREST & GIFTS

When procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for with public funds (local, state or federal), the following guidelines are established.

In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee or agent of the Town may participate directly or indirectly in the selection, award, or administration of a contract supported by local, state, or federal funds if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

- a) The employee, officer, or agent involved in the selection, award, or administration of the contract
- b) Any member of his or her immediate family;
- c) His or her partner; or
- d) An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the Town are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontractors. Items of nominal value which fall into one of the following categories

may be accepted:

- a) Promotional items;
- b) Honorariums for participation in meetings; or
- c) Meals furnished at banquets

Any officer, employee, or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor. Employees violating this policy will be subject to discipline up to and including termination.

BID REQUIREMENTS – INDIRECT, STATE, & LOCAL FUNDS

For purchases involving indirect, state and/or local funds, the following procurement bid guidelines shall be followed. If any federal funds are used, then **SECTION BID REQUIREMENTS – FEDERAL FUNDS** shall be used. Additionally, if the specific grant or program funds have stricter procurement requirements, the strictest requirements shall be documented and followed.

Informal Bids

1. The informal bidding range for the purchase of apparatus, supplies, materials and equipment includes a dollar threshold up to \$90,000 per G.S. 143-131 for purchases made from indirect, local and/or State funds.
 - A. In the informal range, three price quotes shall be obtained in the form of written quotes, via e-mail, fax, or mail, or by verbal telephone quotes documented with a quote number for purchases totaling between \$5,000 and \$89,999.
 - B. If competition is scarce, a good faith effort should be made to obtain a minimum of two quotes.
 - C. A Purchase Order will be issued to the lowest, responsible bidder, taking into consideration the time specified for delivery.
2. The informal bidding range for construction contracts is \$30,000 - \$500,000 per G.S. 143-131 for purchases made from indirect, local or State funds. Three bids shall be obtained in writing, via e-mail, fax, or mail. If competition is scarce, a good faith effort should be made to obtain a minimum of two bids.

Formal Bids

1. The formal bidding range for the purchase of apparatus, supplies, materials and equipment is \$90,000 and above per G.S. 143-129 for purchases made from indirect, local or State funds.
 - A. A representative from the department involved in the initiation of a formal bid

should establish the specifications for the item(s) being sought.

- B. A bid package will be assembled for mailing to a minimum of three vendors.
 - (1) Bid bonds may or may not be required at the discretion of Finance.
 - (2) Take affirmative and documented steps to solicit price quotes from M/WBE vendors and suppliers.
 - C. An advertisement for bid opportunities must be placed one full week prior to the bid opening.
 - D. The ad may be posted either in a newspaper of general circulation or electronically on the Town's website.
 - E. Sealed bids will be accepted until the date and time specified in the advertisement and bid package.
 - F. Bids will be opened in public with at least two witnesses in attendance.
 - G. Bids will be evaluated and an award will be made to the lowest responsible and responsive bidder, taking into consideration quality, performance and the time specified for delivery.
 - H. Awarding of bids for the purchase of apparatus, supplies, materials and equipment has been delegated to the Town Board of Commissioners
 - I. A summary of the bids received and the contract(s) awarded will be submitted to the Board of Commissioners at the first meeting following the award.
2. The formal bidding range for construction contracts is \$500,000 and above per G.S. 143-129 for purchases made from local or State funds. Bidding for projects of this nature will follow all related State statutes and must involve, at a minimum, the Town Board of Commissioners and Finance Officer.
3. The Town is allowed to enter into contracts with vendors who have in the past 12 months been awarded a contract by any arm of state or local government that was bid under G.S. 143-129(g).
- A. Formal procedures, the same or substantially similar to North Carolina requirements, must have been used by the governmental unit whose contract is being piggybacked.
 - B. The vendor must be willing to extend the same or a more favorable price.
 - C. A notice must be placed in a newspaper of general circulation at least ten days prior to the Board of Commissioners meeting.
 - D. Following the advertisement period, the Board of Commissioners must give approval at a regularly scheduled meeting for the waiver of bid procedures to allow the Town to piggyback on a contract with a qualified supplier.
4. State contracts for volume purchasing are established by the State Division of Purchase & Contract to obtain more favorable prices while reducing lead time and administrative effort.

If buying from state contract:

- A. Contract number must be reflected on requisition.
 - B. No Board of Commissioners approval is needed, per G.S. 143-129 (2) (9)
5. Cooperative contracts are purchases made through a competitive bidding group purchasing program, a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.
- A. No Board of Commissioners approval is needed when using these contracts, per G.S. 143- 129(e)(3).
 - B. Examples include: CCPA, NJPA, TCPN, U.S. Communities, HGAC Buy.

BID REQUIREMENTS – FEDERAL FUNDS

When any portion of federal funds are used for a purchase, the Federal Uniform Guidance rules must be used. If there is any question on the source of funding, the Town employees should use the Uniform Guidance procurement rules to assure compliance. Additionally, if the specific grant or program funds have stricter procurement requirements, the strictest requirements shall be documented and followed.

- 1. This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any sub-recipient of the funds.
- 2. All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.
- 3. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Town will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the Town or any funding agency have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- 4. All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- 5. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

6. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R. § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
7. Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
8. The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.
9. Purchase Contracts costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
 - A. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - B. To the extent practicable, purchases must be distributed among qualified suppliers.
10. Purchase Contracts costing \$10,000 up to \$90,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
 - A. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - B. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - C. Cost or price analysis is not required prior to soliciting bids.
 - D. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 - E. Award the contract to the lowest responsive, responsible bidder.
11. Purchase Contracts costing \$90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
 - A. Cost or price analysis is required prior to soliciting bids.

- B. Complete specifications or purchase description must be made available to all bidders.
 - C. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the Board of Commissioners. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - E. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received to open all bids.
 - F. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Board of Commissioners approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee.
 - G. Any and all bids may be rejected only for “sound documented reasons.”
12. Service Contracts (except for A/E professional services) costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
- A. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - B. To the extent practicable, purchases must be distributed among qualified suppliers.
13. Service Contracts (except for A/E professional services) costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
- A. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

- B. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - C. Cost or price analysis is not required prior to soliciting bids.
 - D. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 - E. Award the contract to the lowest responsive, responsible bidder.
14. Service Contracts (except for A/E professional services) costing \$250,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
- A. Cost or price analysis is required prior to soliciting bids.
 - B. Complete specifications or purchase description must be made available to all bidders.
 - C. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the Board of Commissioners. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - E. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received to open all bids.
 - F. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Board of Commissioners approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”
15. Service Contracts (except for A/E professional services) costing \$250,000 and above may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

- A. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
 - B. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - C. Identify evaluation criteria and relative importance of each criterion (criteria weight) in the RFP.
 - D. Consider all responses to the publicized RFP to the maximum extent practical.
 - E. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
 - F. Award the contract to the responsible firm with the most advantageous proposal considering price and other factors identified in the RFP. Board of Commissioners approval is not required.
 - G. Award the contract on a fixed-price or cost-reimbursement basis.
16. Construction and repair contracts costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
- A. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - B. To the extent practicable, contracts must be distributed among qualified suppliers.
17. Construction and repair contracts costing \$10,000 up to \$150,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
- A. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - B. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - C. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.

- D. Award the contract on a fixed-price or not-to-exceed basis.
 - E. Award the contract to the lowest responsive, responsible bidder. Board of Commissioners approval is not required.
18. Construction and repair contracts costing \$150,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
- A. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 - B. Complete specifications must be made available to all bidders.
 - C. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids.
 - (1) Formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid.
 - (2) The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - E. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received to open all bids.
 - F. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 - G. Award the contract on a firm fixed-price basis.
 - H. Award the contract to the lowest responsive, responsible bidder.
 - (1) Board of Commissioners approval is not required.
 - (2) Any and all bids may be rejected only for “sound documented reasons.”
19. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

- A. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
 - B. Complete specifications must be made available to all bidders.
 - C. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening.
 - (1) Electronic-only advertising must be authorized by the Board of Commissioners.
 - (2) The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the Board of Directors the right to reject any or all bids only for “sound documented reasons.”
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - E. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement.
 - (1) All bids must be submitted sealed and in paper form.
 - (2) A minimum of 3 bids must be received to open all bids.
 - F. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement).
 - G. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 - H. Award the contract on a firm fixed-price basis.
 - I. Award the contract to the lowest responsive, responsible bidder.
 - (1) Board of Commissioners approval is required and cannot be delegated.
 - (2) The Board of Commissioners may reject any and all bids only for “sound documented reasons.”
20. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

- A. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 - B. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 - C. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143- 129(a1).
21. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
- A. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms.
 - B. Formal advertisement in a newspaper is not required.
 - C. Price (other than unit cost) shall not be solicited in the RFQ.
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 - E. Evaluate the qualifications of respondents based on the evaluation criteria developed by Finance and the requesting department.
 - F. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 - G. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 - H. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Board of Commissioners approval is not required.
22. Contracts for Architectural and Engineering Services costing \$150,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
- A. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms.

- B. Formal advertisement in a newspaper is not required.
 - C. Price (other than unit cost) shall not be solicited in the RFQ.
 - D. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - E. Identify the evaluation criteria and relative importance of each criterion (the criteria weight) in the RFQ.
 - F. Proposals must be solicited from an “adequate number of qualified sources”
 - G. An individual federal grantor agency may issue guidance interpreting “adequate number”.
 - H. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 - I. Consider all responses to the publicized RFQ to the maximum extent practical.
 - J. Evaluate qualifications of respondents to rank respondents and select the most qualified firm.
 - K. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 - L. Price cannot be a factor in the initial selection of the most qualified firm.
 - M. Once the most qualified firm is selected, negotiate fair and reasonable compensation.
 - N. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
 - O. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Board of Commissioners approval is not required.
22. Non-competitive contracts are allowed only under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal

funds:

- A. A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- B. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- C. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- D. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

23 General Procurement Procedures for Bids Using Federal Funds

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors

that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. **Documentation.** Documentation must be maintained by the requesting department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. **Cost Estimate.** For all procurements costing \$150,000 or more, the requesting department shall develop an estimate of the cost of the procurement prior to soliciting bids and share with the Finance Department. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or

services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

- K. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- L. **Contractor Oversight.** The requesting department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- M. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- N. **Geographic Preference.** No contract shall be awarded based on a geographic preference.

OTHER/SPECIAL PROCUREMENT PROCEDURES

Service Contracts

1. All service contracts, for which the contractor will perform work for the Town, must follow all signature procedures and contain all necessary insurance and payment options.
2. The completed and signed original contract must be forwarded to Administration/Finance for safekeeping. A Purchase Order for service contracts above the PO threshold should be requested.

Sole Source of Supply

1. Whenever a Town employee determines to purchase goods or services from a "sole source", he/she shall document why only one company or individual is capable of providing the goods or services required.
2. The provisions and specific criteria of G.S. 143-129 will be followed by requesting that the Board of Commissioners approve a sole source exception in excess of \$30,000. The Mayor may approve sole source contracts (purchases and services) ranging from \$5,000 up to \$30,000.

Capital Technology/Assets

1. The Town physical capital purchases are recorded as fixed assets at a total cost of \$5,000 or greater. To coordinate and schedule capital purchases during the fiscal year, the Finance Officer will request information from departments concerning approved capital budgets and procurement schedules each year during the budget process. All technology-related purchases should be reviewed by the Mayor or their designee.
2. The Town technology capital purchases are recorded as fixed assets at a total cost of \$30,000 or greater. All technology-related purchases should be reviewed by the Mayor or their designee.
3. When evaluating the purchase of technology and/or equipment, the Town's purchasing guidelines, fiscal budget, and effect on the overall Town equipment usage and/or needs will be taken into account.
4. Any assets/items that will be purchased with grant funds must also adhere to the policies and guidelines of the Town technology/equipment and or purchasing policy.
5. In securing financing and maintaining the capital asset records for the fiscal year, all capital purchases MUST be completed no later than May 15 with delivery scheduled no later than June 1, if at all possible.

Discourage Purchasing and Reimbursement with Personal Funds

1. The Town employees are discouraged to purchase services and goods with personal cards and funds.
2. The Town will not be able to claim the sale tax refund under these circumstances.
3. Secondly, the Town does not want individual employees to use personal funds for purchases that are the responsibility of the Town.
4. If policies or procedures make appropriate purchases difficult with Town funds, an employee should discuss this with his or her supervisor.
5. Exceptions can be made for emergencies but prior approval must be obtained from the supervisor.
6. Any purchases and or items expensed on an expense report are subject to the same terms and conditions as required for all Town purchases.
7. Requests for reimbursement on expense reports are due within 30 days after the expense incurred to be eligible for reimbursement.

8. Any request for reimbursement submitted after 30 days will not be reimbursed.

Purchasing Not Requiring a Purchase Order

1. Advertising
2. Annual MCRC organizational related membership dues
3. Payroll and benefit related expenses
4. Telephone, internet service providers
5. Tuition fees for educational purposes
6. Utilities
7. Building lease payments

PRE-AUDIT CERTIFICATION

Except as otherwise provided by law, no obligation may be incurred by the Town unless the budget resolution includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year.

If an obligation is reduced to a written contract or written agreement requiring the payment of money, or is evidenced by a Purchase Order for supplies and materials, the written contract, agreement, or purchase order will include on its face a certificate stating that the instrument has been pre-audited to assure compliance with state law. The finance officer/deputy finance officer shall sign the certificate, which will take substantially the following form:

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act. (date)_____ (signature of finance officers/deputy finance officer)_____“

No pre-audit certificate is required for (1) an obligation, or a document related to the obligation, that has been approved by the Local Government Commission; (2) payroll expenditures, including employee benefits; or (3) electronic payments, upon adoption of and in compliance with rules adopted by the Local Government Commission.

An obligation incurred in violation of the requirements of state law as specified in this policy is invalid and may not be enforced. The Finance Officer shall establish procedures in accordance with any rules adopted by the Local Government Commission to assure compliance with statutory requirements and this policy.

In order to meet the pre-audit requirements of G.S. 159-28 each department shall be appointed a

deputy finance officer for purchases less than \$500. The approval of this policy by the Board of Commissioners designates department heads as Deputy Finance Officers for pre-audit purposes on purchases under \$500. Furthermore, the approval of this policy by the Board of Commissioners designates the Mayor and the Finance Officer as Deputy Finance Officers for pre-audit purposes on all purchases, regardless of amount, and other duties related to the operations of the Town as may be required.

Purchasing Policy & Procedure Acknowledgement

I, _____ acknowledge that I have received, read and understand the purchasing policy and procedures for the Town of Stedman. I further acknowledge that I will comply with the purchasing policy and procedures and that failure to comply with the policies may result in disciplinary action up to and including dismissal.

Employee Name

Employee Signature

Date



355 Park Ave.
 Youngsville, NC 27596
 1 (800) 332-6798
www.moscadesign.com

Created Date 9/10/2025
 Expiration Date 9/26/2025
 Quote Number 00003282
 Payment Terms Net 20
 Estimate ☐
 Firm Freight ☐

Prepared By Kyle Gauger
 Phone (919) 602-1629
 Email kyle@moscadesign.com

Contact Name Connie Veeder
 Phone Number 910-323-1892
 Email cveeder@townofstedman.com

Bill To Name Town of Stedman, NC
 Bill To PO Box 220
 Stedman, NC 28391-0220
 US

Ship To Name Town of Stedman, NC
 Ship To 5110 Front Street
 Stedman, NC 28391
 United States

Quantity	Product	Product SKU	Line Item Description	List Price	Discounted Item Price	Total Price
1.00	CUSTOM SELF STANDING SILHOUETTE	SELFSTANDINGSILHOUETTE	Custom Stocking Silhouette Display based on child drawings. 6.5'x8' Lit as Illustrated with all whites being pure white and garland on exterior frame to match light colors.	\$0.00	\$1,602.63	\$1,602.63
1.00	CUSTOM SELF STANDING SILHOUETTE	SELFSTANDINGSILHOUETTE	Custom Penguin Silhouette Display based on child drawings. 6.75'x8' Lit as Illustrated with all whites being pure white and garland on exterior frame to match light colors.	\$0.00	\$1,602.63	\$1,602.63

1842.10?
 1842.10?

All orders paid with a credit card will include a 3.5% Bank Service Fee added to the final bill.
 Shipping & handling are additional. Freight estimates available; final charges invoiced upon shipment.

Subtotal \$3,684.20
 Total Price \$3,205.25
 Tax \$172.60
 Grand Total \$3,377.85

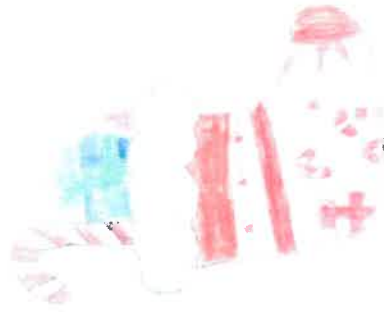
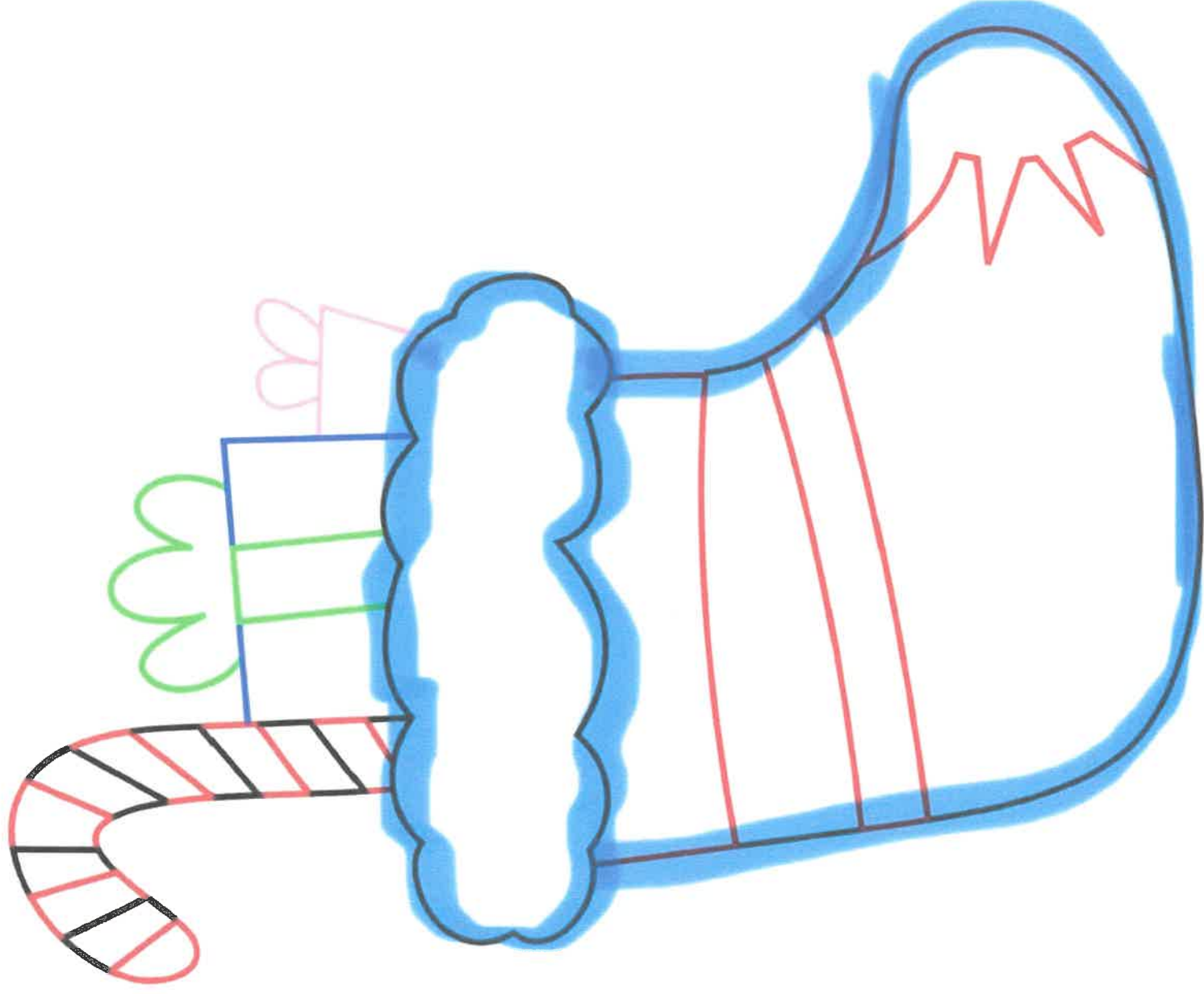
have contacted Kyle for correct cost.

Franklin County
 4.75 state
 2.00 County

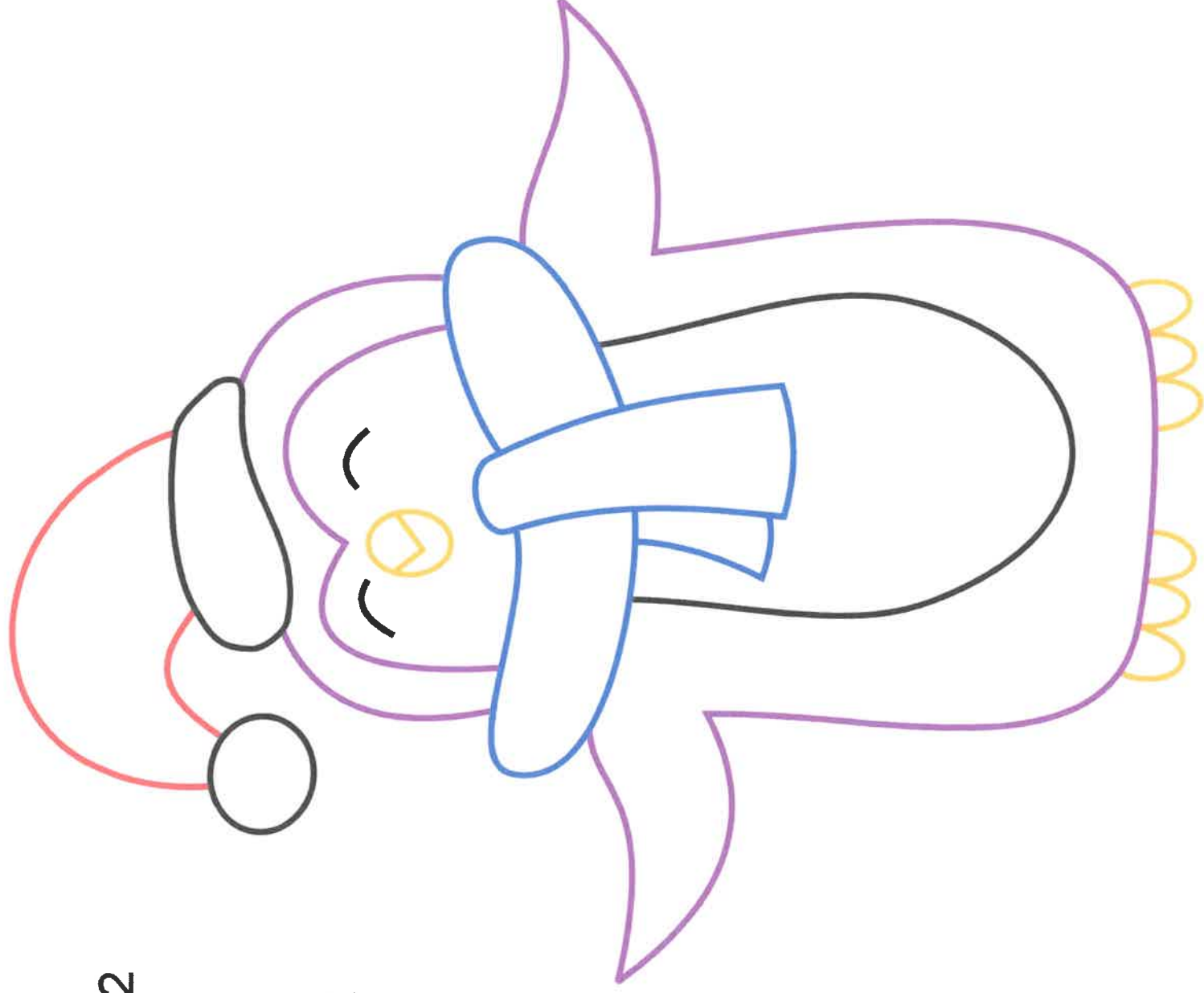
Accepted By: _____

Accepted Date: _____

msds-2025
(ss) Stedman-1
(Stocking)
6.5' x 8'
Silhouette
Ground Mount



msds-2025
(ss) Stedman-2
(Penguin)
6.75' x 8'
Silhouette
Ground Mount



Budget vs Actual (Summary)

Town of Stedman
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Period Ending 9/30/2025

10 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
ADMINISTRATION	318,694		81,471.33	237,222.67	26%
POLICE	231,980		52,698.65	179,281.35	23%
FIRE	107,990		0.00	107,990.00	
STREET	199,425		37,858.29	161,566.71	19%
SANITATION	97,893		19,614.75	78,278.25	20%
PARKS & RECREATION	12,500		2,305.88	10,194.12	18%
SPECIAL APPROPRIATIONS	91,567		0.00	91,567.00	
CONTINGENCY	30,000		0.00	30,000.00	
Expenses Totals:	1,090,049	0.00	193,948.90	896,100.10	18%
10 GENERAL FUND Totals:			193,948.90		
30 WATER FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
SPECIAL APPROPRIATIONS	55,805		0.00	55,805.00	
WATER ADMINISTRATION	92,418		25,051.89	67,366.11	27%
WATER OPERATIONS	171,000		27,384.21	143,615.79	16%
WASTEWATER OPERATIONS	787,354		126,813.28	660,540.72	16%
Expenses Totals:	1,106,577	0.00	179,249.38	927,327.62	16%
30 WATER FUND Totals:			179,249.38		
40 POWELL BILL FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
POWELL	45,621		1,864.07	43,756.93	4%
Expenses Totals:	45,621	0.00	1,864.07	43,756.93	4%
40 POWELL BILL FUND Totals:			1,864.07		

Budget vs Actual

Town of Stedman
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Page 1 Of 8

Period Ending 9/30/2025

10 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
10-420-01 SALARIES/TOWN BOARD	6,000		1,525.00	4,475.00	25%
10-420-02 SALARIES/ADMINISTRATION	83,468		19,255.20	64,212.80	23%
10-420-03 RETIREE GROUP INSURANCE	4,620		710.07	3,909.93	15%
10-420-04 PROFESSIONAL SERVICES	35,000		8,255.83	26,744.17	24%
10-420-05 FICA	6,845		1,581.80	5,263.20	23%
10-420-06 GROUP INSURANCE	18,020		(303.80)	18,323.80	-2%
10-420-07 RETIREMENT	11,978		2,763.12	9,214.88	23%
10-420-08 401(k)	4,173		683.28	3,489.72	16%
10-420-09 LONGEVITY/BONUS	1,585		0.00	1,585.00	
10-420-11 TELEPHONE/CELL PHONE	9,000		1,979.16	7,020.84	22%
10-420-12 POSTAGE	1,500		115.26	1,384.74	8%
10-420-13 UTILITIES/TOWN HALL	2,500		725.06	1,774.94	29%
10-420-14 TRAVEL & SCHOOLS	500		0.00	500.00	
10-420-15 MAINT/REPAIR BLD/GROUNDS	1,500		0.00	1,500.00	
10-420-16 MAINT/REPAIR EQUIPMENT	5,000		1,175.00	3,825.00	24%
10-420-17 CODE ENFORCEMENT SERVICES	27,000		4,584.00	22,416.00	17%
10-420-26 ADVERTISING	2,500		0.00	2,500.00	
10-420-33 DEPT. MATERIAL & SUPPLIES	13,000		4,807.02	8,192.98	37%
10-420-43 ELECTION COST	2,000		0.00	2,000.00	
10-420-45 CONTRACTED SERVICE/TAX	7,500		5,034.48	2,465.52	67%
10-420-53 DUES & SUBSCRIPTIONS	12,000		5,990.24	6,009.76	50%
10-420-54 INSURANCE & BONDS	16,000		15,835.95	164.05	99%
10-420-55 WORKERS COMPENSATION	5,800		5,211.99	588.01	90%
10-420-57 MISCELLANEOUS	7,500		0.00	7,500.00	
10-420-58 SALES TAX CUMB. COUNTY SHARE (40%)	32,705		1,474.67	31,230.33	5%
10-420-59 BANK/CREDIT CARD FEE	1,000		68.00	932.00	7%
ADMINISTRATION Totals:	318,694	0.00	81,471.33	237,222.67	26%
10-510-02 SALARIES & WAGES/POLICE	68,300		15,761.46	52,538.54	23%
10-510-03 RETIREE GROUP INSURANCE	4,620		653.57	3,966.43	14%
10-510-04 Professional Services	9,000		0.00	9,000.00	
10-510-05 FICA	5,226		1,205.76	4,019.24	23%
10-510-06 GROUP INSURANCE	17,340		1,458.45	15,881.55	8%
10-510-07 RETIREMENT	10,997		2,537.58	8,459.42	23%
10-510-08 401 (K) RETIREMENT	3,415		788.10	2,626.90	23%
10-510-09 LONGEVITY/BONUS	1,183		0.00	1,183.00	
10-510-11 Telephone-Cell	5,000		165.67	4,834.33	3%
10-510-14 SCHOOL & TRAVEL	1,000		0.00	1,000.00	

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10 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
10-510-16 MAINT & REPAIR EQUIPMENT	500		425.00	75.00	85%
10-510-17 MAINT & REPAIR VEHICLES	4,000		611.26	3,388.74	15%
10-510-31 POLICE AUTO SUPPLIES	6,000		1,012.55	4,987.45	17%
10-510-33 DEPARTMENT SUPPLIES	13,500		9,113.99	4,386.01	68%
10-510-36 UNIFORMS	2,000		522.86	1,477.14	26%
10-510-45 CONTRACTED SER/DEPUTIES	72,800		14,770.00	58,030.00	20%
10-510-46 CONTRACTED SERVICES/FUEL	1,500		1,285.68	214.32	86%
10-510-47 CONTRACTED SERVICES-COPIER LEASE	1,300		114.36	1,185.64	9%
10-510-53 DUES & SUBSCRIPTIONS	4,200		2,272.36	1,927.64	54%
10-510-57 MISCELLANEOUS	100		0.00	100.00	
POLICE Totals:	231,980	0.00	52,698.65	179,281.35	23%
10-530-45 CONTRACTED SERVICES	107,990		0.00	107,990.00	
FIRE Totals:	107,990	0.00	0.00	107,990.00	
10-560-02 SALARIES & WAGES/STREET	79,676		18,699.98	60,976.02	23%
10-560-04 Professional Services	600		0.00	600.00	
10-560-05 FICA	6,096		1,406.49	4,690.51	23%
10-560-06 GROUP INSURANCE	13,374		1,278.21	12,095.79	10%
10-560-07 RETIREMENT	11,434		2,683.43	8,750.57	23%
10-560-08 401 (K) RETIREMENT	3,984		858.40	3,125.60	22%
10-560-09 LONGEVITY/BONUS	3,687		0.00	3,687.00	
10-560-11 TELEPHONE/CELL	1,200		300.00	900.00	25%
10-560-12 UTILITIES/MAINT SHOP	2,500		1,136.91	1,363.09	45%
10-560-13 UTILITIES/STREET LIGHTS	36,500		10,532.57	25,967.43	29%
10-560-15 MAINT/REPAIR BLD/GROUNDS	4,500		0.00	4,500.00	
10-560-33 DEPT. MATERIAL & SUPPLIES	1,500		833.15	666.85	56%
10-560-36 Uniforms	2,000		130.15	1,869.85	7%
10-560-45 CONTRACTED SERVICES	2,000		0.00	2,000.00	
10-560-74 CAPITAL OUTLAY	26,934		0.00	26,934.00	
10-560-82 Interest	3,440		0.00	3,440.00	
STREET Totals:	199,425	0.00	37,858.29	161,566.71	19%
10-580-02 SALARIES & WAGES/SANITATI	53,839		12,422.40	41,416.60	23%
10-580-04 Professional Services	600		0.00	600.00	
10-580-05 FICA	4,119		918.12	3,200.88	22%
10-580-06 Group Insurance	13,840		1,311.95	12,528.05	9%
10-580-07 RETIREMENT	7,726		1,782.60	5,943.40	23%
10-580-08 401 (k) Retirement	2,692		621.12	2,070.88	23%

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10 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
10-580-09 LONGEVITY/BONUS	1,577		0.00	1,577.00	
10-580-17 MAINT & REPAIR/TRASH TK.	3,000		0.00	3,000.00	
10-580-31 AUTO SUPPLIES/TRASH TK.	7,000		2,254.29	4,745.71	32%
10-580-33 DEPT/MATERIAL & SUPPLIES	500		0.00	500.00	
10-580-36 Uniforms	2,000		234.27	1,765.73	12%
10-580-45 CONTRACT LABOR	1,000		70.00	930.00	7%
SANITATION Totals:	97,893	0.00	19,614.75	78,278.25	20%
10-620-04 Professional Services	2,500		2,124.00	376.00	85%
10-620-15 MAINT & REPAIR BLD/GRDS.	1,200		181.88	1,018.12	15%
10-620-16 MAINT & REPAIR EQUIP.	800		0.00	800.00	
10-620-44 SPECIAL EVENTS	8,000		0.00	8,000.00	
PARKS & RECREATION Totals:	12,500	0.00	2,305.88	10,194.12	18%
10-690-81 LOAN PRINCIPLE	82,424		0.00	82,424.00	
10-690-82 LOAN INTEREST	9,143		0.00	9,143.00	
SPECIAL APPROPRIATIONS Totals:	91,567	0.00	0.00	91,567.00	
10-999-00 CONTINGENCY	30,000		0.00	30,000.00	
CONTINGENCY Totals:	30,000	0.00	0.00	30,000.00	
Expenses Totals:	1,090,049	0.00	193,948.90	896,100.10	18%

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10 GENERAL FUND Totals

0.00

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30 WATER FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
30-690-81 LOAN PRINCIPAL DUE	29,100		0.00	29,100.00	
30-690-82 INTEREST DUE	26,705		0.00	26,705.00	
SPECIAL APPROPRIATIONS Totals:	55,805	0.00	0.00	55,805.00	
30-720-02 SALARY & WAGES	24,231		5,589.60	18,641.40	23%
30-720-04 PROFESSIONAL SERVICES	15,000		5,750.00	9,250.00	38%
30-720-05 FICA TAXES	1,854		427.62	1,426.38	23%
30-720-07 RETIREMENT	3,478		802.08	2,675.92	23%
30-720-08 Pension Expense	1,212		0.00	1,212.00	
30-720-09 LONGEVITY	493		0.00	493.00	
30-720-11 POSTAGE	3,000		239.25	2,760.75	8%
30-720-12 PENALTIES	250		0.00	250.00	
30-720-16 MAINT. TO EQUIPMENT	20,000		3,601.37	16,398.63	18%
30-720-33 DEPT. MATERIAL & SUPPLIES	10,000		565.47	9,434.53	6%
30-720-53 DUES & SUBSCRIPTIONS	7,000		6,990.74	9.26	100%
30-720-57 MISCELLANEOUS	1,200		573.01	626.99	48%
30-720-59 BANK/CREDIT CARD FEE	4,700		512.75	4,187.25	11%
WATER ADMINISTRATION Totals:	92,418	0.00	25,051.89	67,366.11	27%
30-810-17 MAINT TO VEHICLE/TRUCK	1,000		0.00	1,000.00	
30-810-31 AUTO SUPPLIES/TRUCK	5,000		554.08	4,445.92	11%
30-810-33 DEPT. MATERIAL & SUPPLIES	5,000		1,538.90	3,461.10	31%
30-810-45 WATER O/M (PWC)	50,000		4,503.69	45,496.31	9%
30-810-46 PURCHASED WATER (PWC)	105,000		19,102.54	85,897.46	18%
30-810-57 MISC/TESTING/PERMIT	5,000		1,685.00	3,315.00	34%
WATER OPERATIONS Totals:	171,000	0.00	27,384.21	143,615.79	16%
30-820-45 CONTRACTED SERVICE (PWC)	393,354		110,079.83	283,274.17	28%
30-820-46 Sewer O/M	394,000		16,733.45	377,266.55	4%
WASTEWATER Totals:	787,354	0.00	126,813.28	660,540.72	16%
OPERATIONS					
Expenses Totals:	1,106,577	0.00	179,249.38	927,327.62	16%

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30 WATER FUND Totals:

16,733.45

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40 POWELL BILL FUND					
Description	Budget		YTD	Variance	Percent
Expenses					
40-570-04 PROFESSIONAL SERVICES	1,000		0.00	1,000.00	
40-570-16 MAINT/REPAIR EQUIP	30,000		331.26	29,668.74	1%
40-570-31 AUTO SUPPLIES	1,500		0.00	1,500.00	
40-570-33 DEPT/MATERIAL & SUPPLIES	3,500		32.81	3,467.19	1%
40-570-45 CONTRACTED SERVICES	9,621		1,500.00	8,121.00	16%
POWELL Totals:	45,621	0.00	1,864.07	43,756.93	4%
Expenses Totals:	45,621	0.00	1,864.07	43,756.93	4%

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40 POWELL BILL FUND Totals:

1,500.00