

**COUNTY OF CLEVELAND, NORTH CAROLINA**  
**AGENDA FOR THE REGULAR COMMISSION MEETING**

**December 2, 2025**

**6:00 PM**

**County Commissioners Chambers**

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- **Call to Order and Determination of a Quorum** - Commission Chair
- **Pledge of Allegiance and Invocation** (Please stand for the Pledge of Allegiance and remain standing for the Invocation)
- **Recognition of Elected Officials**
- **Recognition of Veterans**
- **Recognition of Law Enforcement**
- **Recognition of County Department Heads**

**1. SELECTION OF COMMISSION CHAIR**

Selection of Commission Chair  
David Cotton, County Manager

**2. SELECTION OF COMMISSION VICE-CHAIR**

Selection of Commission Vice-Chair  
Chairman

**3. MOTION TO ADOPT THE PROPOSED AGENDA**

*(Only emergency items shall be added to the agenda. Upon approval of the Commission Chair and County Commission, the item will be added.)*

**4. PUBLIC COMMENT**

*Individuals who wish to address the Board during the public comment period shall register*

*with the Clerk to the Board providing their true name and address on the sign-up sheet. Each individual wishing to address the Board shall only register themselves and will not be permitted to enter the name of any other individual, as the sign-up sheet is a public record available for inspection. The sign-up sheet will be available fifty (50) minutes prior to the start of each meeting. The sign-up sheet will be collected ten (10) minutes prior to the start of each meeting by the Clerk to the Board. Individuals who have not entered their true name and address on the sign-up sheet within the designated time period will not be permitted to address the Board, unless the Chair, in the Chair's sole discretion, permits.*

*Citizen speakers will be acknowledged in the order in which they signed up to speak and will address all comments to the Board as a whole and not one individual commissioner. Speakers will address the Board from the speaker's podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Board to answer any impromptu questions. Speakers are expected to be civil in their language and presentation and are prohibited from using profanity or making threats of violence or personal attacks against any person. All comments from the speaker shall be issue-oriented and directly related to a subject that the Commissioners have oversight and authority. Each speaker is allotted three (3) minutes to address the Board. A speaker is not permitted to share, reserve or relinquish any remaining time allocated to them to another speaker. Any comments where the primary purpose is to promote a business or candidacy shall not be allowed.*

*Any written materials, petitions, photographs and/or other documents may be delivered to the Clerk to the Board. The County is not permitted to accept any external data storage devices (thumb drives, flash drives, memory cards or similar device). In accordance with the Board's adopted Rules of Procedure, Commissioners shall reserve responses, if any, for the Commissioner comment period on the agenda.*

**A.**

## **5. CONSENT AGENDA**

*Motion to approve the following Consent Agenda items: (Consent items will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner.)*

- |           |  |  |
|-----------|--|--|
| <b>A.</b> | <b><u>Tax</u></b><br><b><u>Administration</u></b>    | Late Applications for Exemption / Exclusion / Deferral |
| <b>B.</b> | <b><u>Finance</u></b><br><b><u>Department</u></b>    | Budget Transfer Summary                                |
| <b>C.</b> | <b><u>Cooperative</u></b><br><b><u>Extension</u></b> | Budget Amendment (BNA#031)                             |
| <b>D.</b> | <b><u>Finance</u></b><br><b><u>Department</u></b>    | Capital Project Ordinance (BNA#032)                    |

- E.     **Finance**                   Budget Amendment (BNA#033)  
       **Department**
- F.     **Foothills Public**   Complex Operations Modifications  
       **Shooting**  
       **Complex**

### **BOARD APPOINTMENTS**

- 6.     Agricultural Advisory Board  
  
       Phyllis Nowlen, Clerk to the Board
- 7.     Veterans Advisory Council  
  
       Phyllis Nowlen, Clerk to the Board

### **CLOSED SESSION**

- 8.     Closed session per North Carolina General Statute §143-318.11(a)(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  
  
       Kevin Gordon, Chairman

### **ADJOURN**

The next regular meeting of the Cleveland County Board of Commissioners will be held on Tuesday, January 20, 2026, at 6:00 pm in the Commissioners' Chambers.

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Selection of Commission Chair**

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**Department:**

**Agenda Title:** Selection of Commission Chair

**Agenda Summary:** David Cotton, County Manager

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Selection of Commission Vice-Chair**

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**Department:**

**Agenda Title:** Selection of Commission Vice-Chair

**Agenda Summary:** Chairman

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Public Comment**

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**Department:**

**Agenda Title:**

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Late Applications for Exemption / Exclusion / Deferral**

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**Department:** Tax Administration

**Agenda Title:** Late Applications for Exemption / Exclusion / Deferral

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> Late_Applications_12-2-25.pdf	Late Applications

## STAFF REPORT

To: County Commissioners Meeting Date: December 2, 2025  
Via: David Cotton, County Manager  
From: Sherry Lavender, Tax Administrator  
Subject: Late Applications for Exemption / Exclusion / Deferral

Summary Statement: Approve or deny late applications.

Review: Per N.C.G.S. 105-282.1 every owner of property claiming exemption or exclusion from property taxes under the provisions of this Subchapter has the burden of establishing that the property is entitled to it.

Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the statutory deadlines may be approved by the Department of Revenue, the board of equalization and review, the board of county commissioners, or the governing body of a municipality, as appropriate.

This matter is submitted for consideration as a Consent Agenda item at the County Commissioner's Board meeting scheduled for December 2, 2025.

Proposed Fiscal Impact: Estimated \$ 456.25

Recommendation: Approve applications. Properties qualify for the exemption, exclusion, or deferment requested other than being untimely filed with the Assessor's Office.

Attachment:  
(1) Roster of Applicants



Late Applications for Exemption, Exclusion or Deferment						12/2/2025
					Estimated Value to be Exempt/Deferred	Estimated Fiscal Impact (County Tax Only)
Owner Name	Tax Year	Parcel/Account	Physical Location	Type		
Otis Crawford Thompson	2025	11638	320 Compact School Rd	Elderly/Disabled	\$ 102,777	\$ 456.25
<b>Staff Recommendation:</b>		Approve applications. All properties qualify for the exclusion or exemption requested other than the late submission of the application.				
				<b>Total</b>	<b>\$ 102,777</b>	<b>\$ 456.25</b>

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Budget Transfer Summary

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**Department:** Finance Department  
**Agenda Title:** Budget Transfer Summary  
**Agenda Summary:**  
**Proposed Action:**

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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Budget_Transfer_Summaries_11.20.2025.pdf	Budget Transfer Summary

County of Cleveland, North Carolina  
Manager's Budget Summary  
Presented at the December 2nd, 2025 Board Meeting  
Time Period Covered : 11/01/2025 to 11/20/2025  
For Fiscal Year Ending June 30, 2026

BUD #	DATE SUBMITTED BY DEPT	Fund #	DEPT #	DEPT NAME	EXPLANATION	Account Description	BUDGET AMOUNT
26055	11/20/2025	010	410	General Revenues	Btl For "Everyone Eats" For Washinton Outreach Ministry	Outside Agency Request-Non Profits	\$ 10,000.00
26055	11/20/2025	010	998	Contingency	Btl For "Everyone Eats" For Washinton Outreach Ministry	Emerg & Contingency	\$ (10,000.00)
26056	11/20/2025	010	422	Travel & Tourism	Bld Purchase 2 New Cell Phones And Monthly Recurring Charges For New Hires	Advertising/Promotions	\$ (3,500.00)
26056	11/20/2025	010	422	Travel & Tourism	Bld Purchase 2 New Cell Phones And Monthly Recurring Charges For New Hires	Telecommunications	\$ 3,500.00
26057	6/30/2025	011	516	Smart Start	Fy25 To Cover Minor Salary Overage For Dss	Retirement	\$ 430.00
26057	6/30/2025	011	512	Ivd Child Support	Fy25 To Cover Minor Salary Overage For Dss	Hospital Insurance	\$ (430.00)
26058	11/20/2025	010	415	Property Tax Admin	Bld To Allow It To Order The Server To House Scanned Check Image System	License/Permit/Certificate	\$ 4,000.00
26058	11/20/2025	010	415	Property Tax Admin	Bld To Allow It To Order The Server To House Scanned Check Image System	Advertising/Promotions	\$ (4,000.00)
26059	11/20/2025	013	660	Employee Wellness Center	Fy25 Employee Wellness And Legrand Overages	Lab Supplies	\$ 340.00
26059	11/20/2025	013	660	Employee Wellness Center	Fy25 Employee Wellness And Legrand Overages	Prescription Drugs	\$ (340.00)
26060	11/20/2025	013	660	Employee Wellness Center	Correction To 26059 (Wrong Year)	Lab Supplies	\$ (340.00)
26060	11/20/2025	013	660	Employee Wellness Center	Correction To 26059 (Wrong Year)	Prescription Drugs	\$ 340.00
26061	6/30/2025	055	480	Legrand Center	Fy25 Employee Wellness And Legrand Fund Overages	Contracted Services	\$ 290.00
26061	6/30/2025	013	660	Employee Wellness Center	Fy25 Employee Wellness And Legrand Fund Overages	Lab Supplies	\$ 340.00
26061	6/30/2025	013	660	Employee Wellness Center	Fy25 Employee Wellness And Legrand Fund Overages	Prescription Drugs	\$ (340.00)
26061	6/30/2025	055	480	Legrand Center	Fy25 Employee Wellness And Legrand Fund Overages	Advertising/Promotions	\$ (290.00)
26062	6/30/2025	041	209	Capital Reserve General	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Contributions From Pri Fd	\$ (1,700.02)
26062	6/30/2025	054	473	Disposal/Landfill	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Off Road Vehicle Supplies	\$ 30,393.60
26062	6/30/2025	040	210	Capital Projects General	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Transfers Fm Cap Reserve	\$ (1,700.02)
26062	6/30/2025	054	473	Disposal/Landfill	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (30,393.60)
26062	6/30/2025	041	209	Capital Reserve General	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Interfund Transfers	\$ (1,700.02)
26062	6/30/2025	010	440	School Resource Officers	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (9,850.26)
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Controlled Property Exp	\$ 14,775.39
26062	6/30/2025	010	611	Library System	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Automotive Supplies	\$ 5,718.75
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Departmental Supply	\$ 30.00
26062	6/30/2025	011	506	Social Services Admin	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Maint Bldg/Grounds	\$ 12,560.40
26062	6/30/2025	010	446	Emergency Medical Service	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Automotive Supplies	\$ 3,558.00
26062	6/30/2025	011	506	Social Services Admin	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (12,560.40)
26062	6/30/2025	010	446	Emergency Medical Service	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (3,558.00)
26062	6/30/2025	010	611	Library System	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (5,718.75)
26062	6/30/2025	011	506	Social Services Admin	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (12,560.40)
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (14,775.39)
26062	6/30/2025	010	440	School Resource Officers	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Controlled Property Exp	\$ 9,850.26
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Departmental Supply	\$ 24.00
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Controlled Property Exp	\$ 14,775.39
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Controlled Property Exp	\$ 3,880.00
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Automotive Supplies	\$ 1,768.50
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (3,880.00)
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (30.00)
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (1,768.50)
26062	6/30/2025	010	441	Sheriff'S Office	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (14,775.39)
26062	6/30/2025	010	444	Detention Center (Jail)	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (24.00)

BUD #	DATE SUBMITTED BY DEPT	Fund #	DEPT #	DEPT NAME	EXPLANATION	Account Description	BUDGET AMOUNT
26062	6/30/2025	012	533	Adult Health	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Dues/Subscriptions	\$ 3,255.00
26062	6/30/2025	010	421	Information Technology	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Maint Contracts-Equip	\$ 1,700.02
26062	6/30/2025	011	506	Social Services Admin	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Maint Bldg/Grounds	\$ 12,560.40
26062	6/30/2025	012	533	Adult Health	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Controlled Property Exp	\$ 2,808.00
26062	6/30/2025	026	454	E911 Telephone System	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	License/Permit/Certificate	\$ 84,871.20
26062	6/30/2025	010	981	Fund Transfers	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Interfund Transfers	\$ (1,700.02)
26062	6/30/2025	012	533	Adult Health	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (2,808.00)
26062	6/30/2025	026	454	E911 Telephone System	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (84,871.20)
26062	6/30/2025	040	210	Capital Projects General	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (1,700.02)
26062	6/30/2025	012	533	Adult Health	Btl To Cover Adjustments To Fixed Asset Corrections Aw Drew Up	Capital Equipment	\$ (3,255.00)
26063	6/30/2025	011	519	Public Assistance	Btd Fy25 Dss Overages Post Ye Entries	Public Assistance-Afdc	\$ 570.00
26063	6/30/2025	011	506	Social Services Admin	Btd Fy25 Dss Overages Post Ye Entries	Departmental Supply	\$ (760.00)
26063	6/30/2025	011	519	Public Assistance	Btd Fy25 Dss Overages Post Ye Entries	Non-Reim Medicaid Transpo	\$ 10.00
26063	6/30/2025	011	512	Ivd Child Support	Btd Fy25 Dss Overages Post Ye Entries	Professional Services	\$ (1,440.00)
26063	6/30/2025	011	519	Public Assistance	Btd Fy25 Dss Overages Post Ye Entries	Misc Grant Expense	\$ 860.00
26063	6/30/2025	011	504	Social Work (Prev Title Xx)	Btd Fy25 Dss Overages Post Ye Entries	Misc Grant Expense	\$ 760.00
26064	6/30/2025	010	470	Public Firing Range	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Dues/Subscriptions	\$ (190.00)
26064	6/30/2025	010	611	Library System	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Maint Contracts-Equip	\$ (150.00)
26064	6/30/2025	010	494	Business Development	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Contracted Services	\$ (90,490.00)
26064	6/30/2025	010	470	Public Firing Range	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Retail Inventory	\$ (1,700.00)
26064	6/30/2025	010	446	Emergency Medical Service	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Uniforms/Clothing	\$ (3,500.00)
26064	6/30/2025	010	450	Building Inspections	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Maint Contracts-Equip	\$ (1,160.00)
26064	6/30/2025	010	542	Animal/Rabies Control	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Contracted Labor	\$ (220.00)
26064	6/30/2025	010	419	Register Of Deeds	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Professional Serv	\$ (280.00)
26064	6/30/2025	010	411	Commissioners	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Professional Serv	\$ (2,250.00)
26064	6/30/2025	010	411	Commissioners	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Contracted Services	\$ (1,000.00)
26064	6/30/2025	010	415	Property Tax Admin	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Professional Serv	\$ (4,460.00)
26064	6/30/2025	010	444	Detention Center (Jail)	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Travel/Training	\$ (1,670.00)
26064	6/30/2025	010	441	Sheriff'S Office	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Contracted Services	\$ (220.00)
26064	6/30/2025	010	444	Detention Center (Jail)	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Automotive Supplies	\$ (2,200.00)
26064	6/30/2025	010	446	Emergency Medical Service	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Professional Serv	\$ (20.00)
26064	6/30/2025	010	440	School Resource Officers	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Departmental Supply	\$ (350.00)
26064	6/30/2025	010	423	Human Resources	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Dues/Subscriptions	\$ (70.00)
26064	6/30/2025	010	445	Emergency Management	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Contracted Services	\$ (100,000.00)
26064	6/30/2025	010	444	Detention Center (Jail)	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Departmental Supply	\$ (24,500.00)
26064	6/30/2025	010	444	Detention Center (Jail)	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Motor Fuels/Oils	\$ (3,500.00)
26064	6/30/2025	010	441	Sheriff'S Office	To Bring Fund 010 Account Into The Positive After Ye Audit Entries	Controlled Property Exp	\$ (3,110.00)
26065	6/30/2025	010	451	Medical Examiner	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Hospital/Doctor Fees	\$ 3,500.00
26065	6/30/2025	010	611	Library System	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Professional Serv	\$ 30.00
26065	6/30/2025	010	446	Emergency Medical Service	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Collection Fees	\$ 20.00
26065	6/30/2025	010	542	Animal/Rabies Control	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 220.00
26065	6/30/2025	010	470	Public Firing Range	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 1,890.00
26065	6/30/2025	010	446	Emergency Medical Service	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Refunds	\$ 122,910.00
26065	6/30/2025	010	450	Building Inspections	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 1,160.00
26065	6/30/2025	010	611	Library System	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 120.00
26065	6/30/2025	010	444	Detention Center (Jail)	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 31,870.00
26065	6/30/2025	010	415	Property Tax Admin	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Tax Refunds	\$ 4,460.00

BUD #	DATE SUBMITTED BY DEPT	Fund #	DEPT #	DEPT NAME	EXPLANATION	Account Description	BUDGET AMOUNT
26065	6/30/2025	010	440	School Resource Officers	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Awards/Appreciation	\$ 10.00
26065	6/30/2025	010	441	Sheriff'S Office	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Dues/Subscriptions	\$ 67,580.00
26065	6/30/2025	010	423	Human Resources	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Awards/Appreciation	\$ 70.00
26065	6/30/2025	010	419	Register Of Deeds	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Contracted Services	\$ 280.00
26065	6/30/2025	010	441	Sheriff'S Office	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Telecommunications	\$ 3,110.00
26065	6/30/2025	010	441	Sheriff'S Office	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Professional Serv	\$ 220.00
26065	6/30/2025	010	411	Commissioners	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Dues/Subscriptions	\$ 3,250.00
26065	6/30/2025	010	440	School Resource Officers	Fund 010 Transfer For Fy25(26064 Only Posted The Decrease Side For Some Reason)	Motor Fuels/Oils	\$ 340.00
2679	11/7/2025	020	600	Cleveland County Schools	Co 202648 For Funds Not Used For Greenheck Incentive Payment	Fund Balance Appropriated	\$ 25,968.00
2679	11/7/2025	020	600	Cleveland County Schools	Co 202648 For Funds Not Used For Greenheck Incentive Payment	Industrial Incentive Grnt	\$ 25,968.00
2680	11/7/2025	490	244	Cap Proj-Board Of Election (Old Srs)	Co 202649 Corrections To 490 After Some Ye Je Were Made	Contributions From Pri Fd	\$ (1,130,770.19)
2680	11/7/2025	490	244	Cap Proj-Board Of Election (Old Srs)	Co 202649 Corrections To 490 After Some Ye Je Were Made	Transfers Fm Cap Reserve	\$ (148,029.72)
2680	11/7/2025	490	244	Cap Proj-Board Of Election (Old Srs)	Co 202649 Corrections To 490 After Some Ye Je Were Made	C/O-Building	\$ (75,372.00)
2680	11/7/2025	490	244	Cap Proj-Board Of Election (Old Srs)	Co 202649 Corrections To 490 After Some Ye Je Were Made	Fund Balance Appropriated	\$ 1,203,427.91
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Bud Acc Only-Other Source	\$ 87,585,411.74
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Bud Acc Only-Other Source	\$ 87,585,411.74
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Const In Progress	\$ 23,397,985.57
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Contracted Services	\$ 8,795,294.69
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Budgetary Acctg Only	\$ 2,427,594.00
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Fund Balance Appropriated	\$ 2,427,594.00
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	State Government Grants	\$ 15,564,588.26
2681	11/14/2025	493	250	Cap Proj-Justice Center Campus	Co 202636 Justice Center Cap Proj Fund Carryover	Contributions From Pri Fd	\$ 16,628,692.00

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Cooperative Extension: Budget Amendment (BNA#031)**

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**Department:** Cooperative Extension

**Agenda Title:** Budget Amendment (BNA#031)

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> BNA_031_budgeting_additional_funds_from_CoOp_extension_for_multi_year_donation_accounts.pdf	Budget Amendment (BNA#031)

## BUDGET NEW - ORDINANCE AMENDMENT

BNA # 031SUBMITTED TO BOARD OF COUNTY COMMISSIONERS  
FOR CONSIDERATION AT MEETING TO BE HELD ON:12/02/2025

SIGNATURES:

FROM: BUDGET OFFICER  
 THRU: FINANCE OFFICE  
 FOR DEPT: COOPERATIVE EXTENSION RESTRICTED DONATIONS  
 DATE: 10.16.25

  
 Finance Director

 \_\_\_\_\_  
 Department Manager

Account Number	Project Code	Department	Account Name	Increase	Decrease
010.495.4.991.00		Cooperative Extension	Fund Balance Appropriated	\$ 9,442.36	
010.495.5.530.97		Cooperative Extension	Corn Growers	\$ 3,956.36	
010.495.5.530.86		Cooperative Extension	4H Livestock	\$ 261.00	
010.495.5.530.89		Cooperative Extension	Master Gardeners	\$ 500.00	
010.495.5.530.90		Cooperative Extension	4H Activities	\$ 4,685.00	
010.495.5.530.95		Cooperative Extension	Horticulture Activities	\$ 40.00	

 Explanation of Revisions: Budget funds for various Cooperative Extension Restricted Donations that were received but not budgeted until FY26.

 THE ABOVE AMENDMENT HAS BEEN APPROVED AND RECORDED IN THE MINUTES OF THE COUNTY  
 COMMISSIONERS' MEETING ON \_\_\_\_\_  
 (Date)

 \_\_\_\_\_  
 Phyllis Nowlen, Clerk to the Board

 RETURN TO FINANCE OFFICE and Forward copy via email to [Tonya.Brittain@clevelandcounty.com](mailto:Tonya.Brittain@clevelandcounty.com)

cc: Personnel      Batch # \_\_\_\_\_  
 cc: Purchasing    Date: \_\_\_\_\_  
 By: \_\_\_\_\_

**CLEVELAND COUNTY, NORTH CAROLINA  
CO-OP EXT RESTRICTED FUNDS RECONILIATION**

**CORN GROWERS**  
**010.495.5.530.97 / 010.495.4.510.97**

	F/Y 14/15	F/Y 15/16	F/Y 16/17	F/Y 22/23	F/Y 23/24	FY24/25 \$ 250.00	Totals
<b>BUDGETED</b>							
<b>Section II - Revenues</b>							
CORN GROWERS REVENUES		\$ 500.00	\$ -	\$ 3,400.00	\$ 5,000.00	\$ 250.00	\$ 10,150.00
<b>Total Revenue</b>	\$ -	\$ 500.00	\$ -	\$ 3,400.00	\$ 5,000.00	\$ 250.00	\$ 10,150.00
<b>Section III - Expenses</b>							
CORN GROWERS EXPENSES				\$ -	\$ 4,442.74	\$ 4,176.80	\$ 9,885.44
*Sent funds to state for escrow			\$ 235.00				\$ 235.00
<b>Total Expenses</b>	\$ -	\$ -	\$ 235.00	\$ -	\$ 4,442.74	\$ 4,176.80	\$ 10,120.44
<b>Section IV - Rev/Exp Difference</b>	\$ -	\$ 500.00	\$ (235.00)	\$ 3,400.00	\$ 557.26	\$ (3,926.80)	\$ 29.56

**\*\*Note FY23 funds were never budgeted before Commissioners but carryover was done fm FY23 to FY24 for the \$3400**  
**\*FY24 initial budget was \$3500 and rec'd \$5000 so the \$1500 needs to be budgeted on BNA to Comissioners.**  
**\*For FY25 there are no funds to be carried over. The \$3956.36 need to be budgeted via BNA before any expenses are incurred.**  
**TB 10/28/24**

BNA TO IAN FOR \$3956.36  
 PER TONYA'S NOTES FY25  
 10.16.25-SW  
 BUDGETED CO DONE THRU FY24

posted  
 BNA 024

**CLEVELAND COUNTY, NORTH CAROLINA  
CO-OP EXT RESTRICTED FUNDS RECONILIATION**

**4H LIVESTOCK**  
**010.495.5.530.86 / 010.495.4.510.86**

	FY23/24	FY 24/25	Totals
<b>BUDGETED</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Section II - Revenues</i>			
REVENUES	\$ 261.00	\$ -	\$ 261.00
<b>Total Revenue</b>	<b>\$ 261.00</b>	<b>\$ -</b>	<b>\$ 261.00</b>
<i>Section III - Expenses</i>			
ACTIVITIES EXPENSES		\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Section IV - Rev/Exp Difference</i>	<u><b>\$ 261.00</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 261.00</b></u>

**\*\*\*THESE FUNDS HAVE NOT BEEN BUDGETED AS OF 7/25/24 - WILL HAVE TO BE BNA BEFORE COMMISSIONERS BEFORE FUNDS CAN BE SPENT. TB 7/25/24 CAN NOT BE CARRYOVER BUDGET SINCE NOT BUDGETED.**

NEW FY24

BNA TO IAN  
10.16.25-SW

posted  
BNA 024

**CLEVELAND COUNTY, NORTH CAROLINA  
CO-OP EXT RESTRICTED FUNDS RECONILIATION**

**MASTER GARDENERS**  
**010.495.5.530.89 / 010.495.4.510.89**

	FY22/23	FY 23/24	FY24/25	Totals
<b>BUDGETED</b>	<b>\$</b>	<b>1,000.00</b>	<b>\$ 1,000.00</b>	
<b>Section II - Revenues</b>				
REVENUES	\$ 435.00	\$ 1,625.00	\$ 1,500.00	\$ 10,128.73
<b>Total Revenue</b>	<b>\$ 435.00</b>	<b>\$ 1,625.00</b>	<b>\$ 1,500.00</b>	<b>\$ 10,128.73</b>
<b>Section III - Expenses</b>				
ACTIVITIES EXPENSES	\$ 15.06	\$ 1,058.86	\$ 1,075.99	\$ 7,718.64
<b>Total Expenses</b>	<b>\$ 15.06</b>	<b>\$ 1,058.86</b>	<b>\$ 1,075.99</b>	<b>\$ 7,718.64</b>
<b>Section IV - Rev/Exp Difference</b>	<b>\$ 419.94</b>	<b>\$ 566.14</b>	<b>\$ 424.01</b>	<b>\$ 2,410.09</b>
<b>Remaining Bal 6/30/24</b>				<b>\$ 1,986.08</b>
FY22 Not Budgeted				\$ (1,000.00) *BNA030 11.12.24
FY23 Not Budgeted				\$ (435.00) *BNA030 11.12.24
FY24 Not Budgeted				\$ (625.00) *BNA030 11.12.24
<b>il to C/O From FY24 to FY25</b>				<b>\$ (73.92)</b>

Revenues have a debit balance-2/2/22  
emailed Kim to look into why we have debits posted to this account on pcard Jes-sw 2/2/22  
also have payments in AP to this account. Kim to do CJE for all this-sw 2/2/22

**FILE BALANCED THRU JAN 2022, LADY @ COOP LEFT, NO ONE TO SEND FILE TO-SW 2/2/22**

\$500 in FY25 received over budgeted amount                      BNA TO IAN                      posted

Need BNA for \$500-sw 10.16.25

10.16.25-SW

BNA 024



**CLEVELAND COUNTY, NORTH CAROLINA  
CO-OP EXT RESTRICTED FUNDS RECONILIATION**

**4H ACTIVITIES**

**010.495.5.530.90 / 010.495.4.510.90**

	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY24/25</b>	<b>Totals</b>
<b>BUDGETED</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	
<b>Section II - Revenues</b>						
4H ACTIVITIES REVENUES	\$ 942.00	\$ 1,246.05	\$ 730.00	\$ 5,643.00	\$ 4,685.00	\$ 74,587.89
<b>Total Revenue</b>	<b>\$ 942.00</b>	<b>\$ 1,246.05</b>	<b>\$ 730.00</b>	<b>\$ 5,643.00</b>	<b>\$ 4,685.00</b>	<b>\$ 74,587.89</b>
<b>Section III - Expenses</b>						
4H ACTIVITIES EXPENSES	\$ 5,119.18	\$ 471.42	\$ 880.55	\$ 4,397.62	\$ 3,213.57	\$ 73,279.79
ADJ EXP TO 5.530.96 PY					\$ (900.00)	notes only/
ADJ EXP s/b CO FUNDED					\$ (9,260.00)	notes only/
<b>Total Expenses</b>	<b>\$ 5,119.18</b>	<b>\$ 471.42</b>	<b>\$ 880.55</b>	<b>\$ 4,397.62</b>	<b>\$ 3,213.57</b>	<b>\$ 63,119.79</b>
<b>Section IV - Rev/Exp Difference</b>	<b>\$ (4,177.18)</b>	<b>\$ 774.63</b>	<b>\$ (150.55)</b>	<b>\$ 1,245.38</b>	<b>\$ 1,471.43</b>	<b>\$ 11,468.10</b>
<b>Remaining Bal 6/30/24</b>					<b>\$ 9,996.67</b>	
<b>FY24 Not Budgeted</b>					<b>\$ (2,643.00)</b>	<b>BNA030 1</b>
<b>Total Budget Avail to C/O From FY24 to FY25</b>					<b>\$ 7,353.67</b>	

FY25

No budget, received \$4685

BNA needed-sw 10.16.25

BNA TO IAN

10.16.25-SW

posted

BNA 024

do not include in totals  
do not include in totals

**1.12.24**

**CLEVELAND COUNTY, NORTH CAROLINA  
CO-OP EXT RESTRICTED FUNDS RECONILIATION**

**HORTICULTURE ACTIVITIES**  
**010.495.5.530.95 / 010.495.4.510.95**

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Totals
<b>BUDGETED</b>	<b>\$ 3,000.00</b>	<b>\$3,000.00</b>	<b>\$1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Section II - Revenues</b>							
HORTICULTURE REVENUES	\$ -	\$ 140.00	\$ 120.00	\$ 360.00	\$ 280.00	\$ 40.00	\$ 51,761.31
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 140.00</b>	<b>\$ 120.00</b>	<b>\$ 360.00</b>	<b>\$ 280.00</b>	<b>\$ 40.00</b>	<b>\$ 51,761.31</b>
<b>Section III - Expenses</b>							
HORTICULTURE EXPENSES	\$ 103.46	\$ -	\$ 121.50	\$ 463.74	\$ 42.67	\$ 908.18	\$ 49,854.34
<b>Total Expenses</b>	<b>\$ 103.46</b>	<b>\$ -</b>	<b>\$ 121.50</b>	<b>\$ 463.74</b>	<b>\$ 42.67</b>	<b>\$ 908.18</b>	<b>\$ 49,854.34</b>
<b>Section IV - Rev/Exp Difference</b>	<b>\$ (103.46)</b>	<b>\$ 140.00</b>	<b>\$ (1.50)</b>	<b>\$ (103.74)</b>	<b>\$ 237.33</b>	<b>\$ (868.18)</b>	<b>\$ 1,906.97</b>

FY25		
\$40 received NOT budgeted	BNA TO IAN	posted
BNA needed-sw 10.16.25	10.16.25-SW	BNA 024

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Capital Project Ordinance (BNA#032)**

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**Department:** Finance Department

**Agenda Title:** Capital Project Ordinance (BNA#032)

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> Capital_Project_Ordinance_(Amendment_032)_Waco_Joint_Station.pdf	Capital Project Ordinance (BNA#032)

Submitted to the Board of County Commissioners for consideration at the meeting to be held on  
December 12<sup>Th</sup>, 2025

**Capital Project Ordinance for the County of Cleveland, North Carolina. To initiate the  
Joint Construction and Ownership Agreement between the Waco Volunteer Fire  
Department and Cleveland County for the project, Waco Substation.**

**BE IT ORDAINED** by the Board of Commissioners of Cleveland County, North Carolina, that in accordance with Section 13.2 of Chapter 159 of the Local Government Budget and Fiscal Control Act, the following Capital Project Ordinance is adopted.

**Section 1:** The purpose of this Multi-Year Project Ordinance is to establish the budget for the capital project involving the construction of a 5,336 square foot fire station for the Waco Volunteer Fire Department. Cleveland County and the Waco Volunteer Fire Department have agreed to share the cost of constructing the new Waco Substation. Cleveland County will fund forty percent of the construction cost. The estimated allocation Cleveland County anticipates funding is \$2,200,000.00. These funds will support the construction of the building and include a contingency of \$360,000.00 for furniture, fixtures, equipment, and to cover any unanticipated cost changes.

This project is expected to be funded by the General Fund's Fund Balance.

**Section 2:** The Following amounts are appropriated for the project and authorized for expenditure.

Account Number	Type	Department	Account Name	Increase	Decrease
462-000-5-991-00	Expense	Waco Substation Project	Construction in Progress	\$ 2,200,000.00	
462-000-4-980-10	Revenue	Waco Substation Project	Contributions From Primary Fund	\$ 2,200,000.00	

**Section 3:** The Finance Officer is directed to maintain sufficient accounting records of the capital project in accordance.

**Section 4:** The Finance Officer is to report the financial status of the project on an as-needed basis to the governing board.

**Section 5:** The Capital Project Ordinance is expected to be completed by 06/30/2028. But it may extend beyond that date if needed, and will officially end when all funds have been expended by Cleveland County.

Finance Officer Signature

A handwritten signature in black ink, appearing to read "Phyllis Nowlen", written over a horizontal line.

THE ABOVE CAPITAL PROJECT ORDINANCE HAS BEEN APPROVED AND RECORDED IN  
THE MINUTES OF THE COUNTY COMMISSIONERS' MEETING ON \_\_\_\_\_

Phyllis Nowlen, Clerk to the Board

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# Cleveland County

NORTH CAROLINA

Date: November 18<sup>th</sup>, 2025

To: Board of County Commissioners

From: David B. Cotton, County Manager

Reference: Waco Volunteer Fire Department & Emergency Medical Services Joint Construction Project

The construction plans are complete with a not to exceed project cost of \$4.6 million. A draft joint construction and ownership agreement is attached for your review and guidance. As a reminder, the proposed construction cost split is 60% for Waco VFD and 40% for the County. The building will be constructed on Parcel ID# 67263, which is in the vicinity of the Foothills Public Shooting Range and Landfill. The project details for the EMS & Sheriff's Office space are as follows: a) apparatus bay (two drive through bays), b) kitchen, c) dayroom, d) bedroom (x2), e) restroom, f) storage (x2), g) generator. Staff is recommending this project as a pay go with funding appropriated from Fund Balance in the amount of \$2.2 million. Assuming a project total of \$4.6 million, 40% equates to \$1.84 million. Staff is recommending a \$360,000 contingency and furniture/fixtures/equipment budget.

## **Waco Volunteer Fire Department/Emergency Medical Services Joint Venture Agreement**

NORTH CAROLINA

### **JOINT CONSTRUCTION AND OWNERSHIP AGREEMENT**

CLEVELAND COUNTY

THIS JOINT CONSTRUCTION AND OWNERSHIP AGREEMENT, made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 2025, by and between CLEVELAND COUNTY, NORTH CAROLINA, a municipal corporation of the State of North Carolina, hereinafter referred to as the “County”; and the WACO COMMUNITY VOLUNTEER FIRE DEPARTMENT, a not for profit corporation formed and operated under the laws of the State of North Carolina, hereinafter referred to as “WVFD”:

### **WITNESSETH**

WHEREAS, the County, through its Board of Commissioners, is charged with the responsibility to preserve, protect, and promote the public health, safety, and welfare of the citizens of Cleveland County, North Carolina, especially in the area of providing adequate and continuing sheriff, ambulance, and rescue services; and

WHEREAS, the WVFD, is charged with the responsibility to preserve, protect, and promote the public health, safety, and welfare of the citizens of Waco, North Carolina, especially in the area of providing adequate and continuing response to fire emergencies; and

WHEREAS, the WVFD desires to construct a new Waco Volunteer Fire Department Substation to serve its citizens.

WHEREAS, the County desires to construct a new Sheriff and EMS Substation in the Waco area.

WHEREAS, the County and the WVFD desire to coordinate their efforts and construct, operate and maintain a single property located at Fielding Road, Cherryville, Cleveland County, North Carolina, parcel number 67263 to act as a substation for the Waco Volunteer Fire Department, the Cleveland County Sheriff’s Office and the Cleveland County EMS, hereinafter referred to as the “Substation”.

NOW THEREFORE, in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the County and the WVFD, it is agreed as follows:

- 1. TERM.** The term of this Agreement shall begin upon adoption by both parties and shall continue until terminated by either party under the terms of this agreement.
- 2. LOCATION AND OWNERSHIP.** The Substation will be constructed at Fielding Road, Cherryville, Cleveland County, North Carolina, parcel number 67263 and will be jointly

owned by the County and the WVFD, with the County retaining FORTY PERCENT (40%) ownership and the WVFD retaining SIXTY PERCENT (60%) ownership.

3. **CONSTRUCTION DETAIL AND COSTS.** The County and the WVFD agree to share in the costs of construction as follows, based on the attached Plans and Specification:
  - a. The County will be responsible for the construction costs of its portion of the building, which totals an approximate square footage of \$5,336 ft<sup>2</sup>, specifically:
    - i. Apparatus Bay (126) ~ 3,756 ft<sup>2</sup>
    - ii. Kitchen (128) ~ 439 ft<sup>2</sup>
    - iii. Dayroom (127) ~ 387 ft<sup>2</sup>
    - iv. Utility (133) ~ 80 ft<sup>2</sup>
    - v. Bedroom (129) ~ 120 ft<sup>2</sup>
    - vi. Bedroom (132) ~ 120 ft<sup>2</sup>
    - vii. Bathroom including Corridor (131) ~ 142 ft<sup>2</sup>
    - viii. Storage (123) ~ 146 ft<sup>2</sup>
    - ix. Storage (124) ~ 146 ft<sup>2</sup>
  - b. The WVFD will be responsible for the construction costs of the remainder of the building as laid out on Sheet A101.1
  - c. The cost of preparing the site for construction, the concrete pad for the building, parking lots and driveways, and signage will be split between the County and the WVFD with the County being responsible for FORTY PERCENT (40%) of the costs and the WVFD being responsible for SIXTY PERCENT (60%) of the costs.
  - d. Construction shall include a fire rated wall separating the WVFD spaces from the County Spaces
4. **USAGE OF BUILDING.** The parties shall have exclusive use of the portions of the building as laid out in Paragraph 3(a) and (b). Each party shall be responsible for maintenance and upkeep for their portion. The parties will share the cost of maintenance and upkeep for the grounds and parking lot with the County being responsible for FORTY PERCENT (40%) of the costs and the WVFD being responsible for SIXTY PERCENT (60%) of the costs.
5. **UTILITIES.** Utilities shall be split between the parties as follows:
  - a. Each party shall have installed during construction a separate electrical meter for their portion of the building and shall be responsible for their own electrical utilities.
  - b. All other utilities shall be shared between the parties with the County being responsible for FORTY PERCENT (40%) of the other utilities and the WVFD being responsible for SIXTY PERCENT (60%) of the other utilities.

- 6. DISPUTE RESOLUTION.** If a dispute arises from or relates to this contract or the breach thereof, and if the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration. The parties further agree that any unresolved controversy or claim arising out of or relating to this contract, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
- 7. MODIFICATIONS.** The County and the WVFD agree that this Agreement may be amended or modified from time to time; provided such amendments or modifications are in writing and signed by the parties hereto.
- 8. TERMINATION.** Should either party decide to cease operation of their portion of the property, they may terminate the contract upon presenting written notice of termination to the other party at least THIRTY (30) in advance of the termination date, unless both parties agree to a shorter period. Should either party wish to buyout the other party's interest in the property, the parties agree that the buyout amount shall be set upon the seller's percentage of ownership multiplied by the total cost of construction of the property.
- 9. GENERAL PROVISIONS.** The Recitals are incorporated herein by reference and constitute part of this Agreement. The parties agree that this Agreement shall in all respects and in all instances be governed by, enforced and construed in accordance with the internal laws (and not the laws of conflicts) of the State of North Carolina. Any dispute arising out of or relating to this Agreement must be heard by a state or federal court sitting in North Carolina, and both the County and the WVFD hereby submit and consent to the personal jurisdiction of such courts.

This agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

No modification, termination or attempted waiver of this Agreement, or any provision hereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

- 10. ENTIRE AGREEMENT.** This Agreement contains and includes the entire understanding of the parties. The terms of this Agreement shall not be amended or modified in any respect except and unless such amendment or modification is in writing signed by the parties. No failure of any party to strictly enforce performance by the other of obligations created by this Agreement shall be deemed to constitute a waiver of the right to future enforcement of any term of this Agreement.

**11. NOTICES.** Except as otherwise specifically required by the Agreement, all notices required by this Agreement shall be delivered by personal service or by certified mail, return receipt requested as follows:

- a. To the County – To: County Manager  
P.O. Box 1012  
Shelby, NC 28151
- b. To the WVFD – To: Waco Volunteer Fire Department  
P.O. Box 370  
Waco, NC 28169

**IN WITNESS WHEREOF**, the parties by and with the consent of their respective governing boards here under set their hands and seals, the date above written.

CLEVELAND COUNTY

ATTEST

BY:

David B. Cotton, County Manager

BY:

WACO COMMUNITY VOLUNTEER FIRE  
DEPARTMENT

ATTEST

BY:

Marvin Hutchinson, Chairman

BY:

NORTH CAROLINA  
CLEVELAND COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that David B. Cotton, in his capacity as County Manager for Cleveland County, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

NORTH CAROLINA  
CLEVELAND COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Marvin Hutchinson, in his capacity as Board Chairman for the Waco Community Volunteer Fire Department, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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**Finance Department: Budget Amendment (BNA#033)**

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**Department:** Finance Department

**Agenda Title:** Budget Amendment (BNA#033)

**Agenda Summary:**

**Proposed Action:**

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### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> BNA_033_Transfer_from_GF_waco_joint_station_project.pdf	Budget Amendment (BNA#033)

BUDGET NEW - ORDINANCE AMENDMENT

BNA # 033

SUBMITTED TO BOARD OF COUNTY COMMISSIONERS  
FOR CONSIDERATION AT MEETING TO BE HELD ON:

December 2, 2025

SIGNATURES:

FROM: BUDGET OFFICER  
THRU: FINANCE OFFICE  
FOR DEPT: Waco Joint Station  
DATE: 11/21/2025

  
Finance Officer  
  
Department Manager

Account Number	Department	Account Name	Increase	Decrease
010-410-4-991-00	General Revenues	Fund Balance Appropriated	\$ 2,200,000.00	
010-981-5-890-92	Fund Transfer	Interfund Transfer-Cap Project 462 WJS	\$ 2,200,000.00	

Explanation of Revisions:

This amendment is to reflect the transfer needed from General Fund for Waco Substation Project. Not all \$2,200,000 will be used in one year of fund balance to mirror the increase is the Waco Substation. Will need to be updated annually.

THE ABOVE AMENDMENT HAS BEEN APPROVED AND RECORDED IN THE MINUTES OF THE COUNTY

COMMISSIONERS' MEETING ON  
(Date)

Phyllis Nowlen, Clerk to the Board

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Foothills Public Shooting Complex: Complex Operations Modifications

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**Department:** Foothills Public Shooting Complex

**Agenda Title:** Complex Operations Modifications

**Agenda Summary:**

**Proposed Action:**

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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Foothills_Public_Shooting_Range_Operational_Memorandum_102225.docx	Memo
<input type="checkbox"/> Foothills_Public_Shooting_Complex_Fee_Schedule_120225.docx	Fee Schedule

**Foothills Public Shooting  
Complex**

# Memorandum

**To:** David Cotton, County Manager

**From:** Sandra Orvig, Range Director, and Philip Steffen, Finance Director

**Date:** December 2<sup>nd</sup>, 2025

**Re:** Foothills Operations

## Hours of Operation

March – November (Summer Hours)  
Tuesday-Saturday 9:30 am - 6:30 pm  
Sunday 1:30 pm - 5:30 pm

November-March (Winter Hours)  
Tuesday-Saturday 9:30 am - 4:30 pm  
Sunday 1:30 pm - 4:30 pm

## **Proposed Fee Schedule (see table below)**

Margins: 42.86% Total

## Hours of Operation

March – November (Summer Hours)  
Tuesday - Saturday 9:30 am - 6:30 pm  
Sunday 1:30 pm - 5:30 pm  
(9 hours per day Tuesday - Saturday and 4 hours on Sunday)

November – March (Winter Hours)  
Tuesday - Saturday 9:30 am - 4:30 pm  
Sunday 1:30 pm - 4:30 pm  
(7 hours per day Tuesday - Saturday and 3 hours on Sunday)

### Employee Safety Matrix:

1. Tuesday – Friday
  - a. Office Staffing: Range Director, 2 full-time Pro Shop Staff and 1 full-time Maintenance Technician
  - b. Range Staffing: 5 part-time CRO/Range Officers
2. Saturday
  - a. Office Staffing: Range Director, 1 full-time Pro Shop Staff and 1 full-time Maintenance Technician, 3 part-time Pro Shop Staff
  - b. Range Staffing: 11 part-time CRO/Range Officers
3. Sunday
  - a. Office Staffing: 1 full-time Pro Shop Staff and 3 part-time Pro Shop Staff
  - b. Range Staffing: 11 part-time CRO/Range Officers
4. Gates close one hour before the last shot is fired. If patrons are not on the range when the gate is closed, part-time personnel clock out.
5. Only Range 3 (combination Pistol/Rifle) is open Tuesday - Friday during operational hours. Two Range Officers are assigned to Range 3 during the week, one for Pistol and one for Rifle.
6. Range 4 (Steel Range) is open on demand Tuesday through Friday. If there is a patron who requests to shoot on Range 4 (Steel Range), one Range Officer from Range 3 will cover Range 4. Once the patron leaves, the Range Officer will return to Range 3
7. Range 1 (250 Yard Rifle Range) opens at noon Tuesday through Friday.
8. Clay Fields close at 2:00 pm Tuesday through Thursday unless the field is reserved after 2:00 pm.
9. The Archery Range is closed from November through March 1. Animals are stored to preserve them for the following year.
10. Additional Range Officers are scheduled to work and assist with events and matches.
11. Mondays are reserved for repairs and routine maintenance to the Range, including mowing, weed eating, repairs to range damage, etc.

### Proposed Fee Schedule

The table below outlines the proposed and recommended changes to the Fee Schedule that are to be considered for implementation on January 1, 2026.

Foothills Public Shooting Complex	Current Rate	Proposed Rate (01.01.2026)
General Admission		
18 years of age and up	\$13.00	\$16.00
17 years of age and down	\$8.00	\$8.00
Skeet/Trap 5-Stand Only	\$4.00	\$4.00
Discounted Rates on Tuesday, Wednesday, Thursday, and Friday		
Seniors (65 years of age and over)	\$7.00	\$8.00
Veterans (*Veteran's Day Free of Charge)	\$7.00	\$8.00

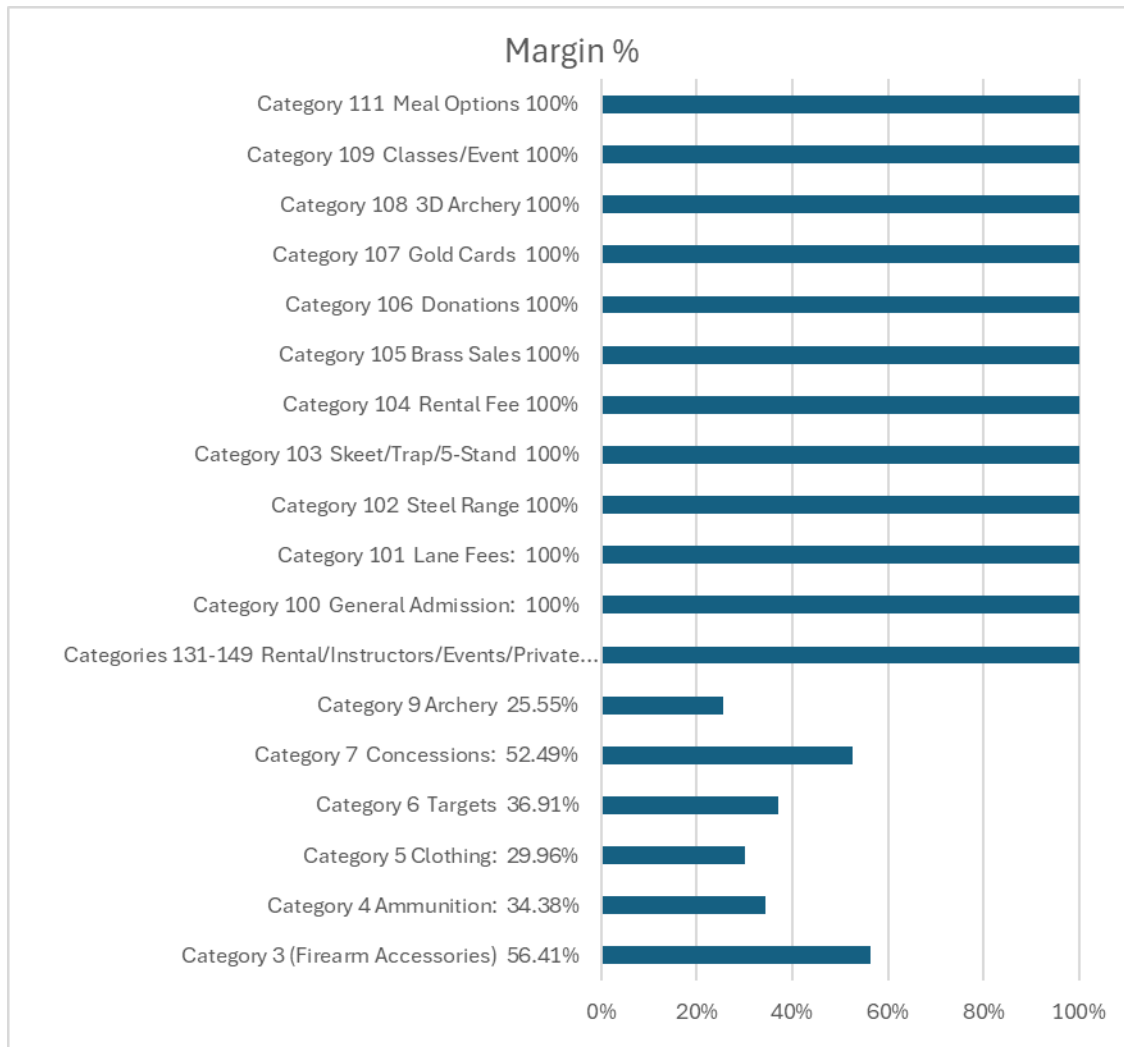
Disabled	\$7.00	\$8.00
Law Enforcement	\$7.00	\$8.00
NC Wildlife	\$7.00	\$8.00
Cleveland County Employees	\$7.00	\$8.00
Cops & Kids (admission free)	\$0.00	\$0.00
Young Life (admission free)	\$0.00	\$0.00
School Activity *(4.1.2)		\$5.00
Additional Charges		
Paper Target	\$1.00	\$1.25
Target Stand	\$2.00	\$2.00
Splatter Targets (Small)	\$1.50	\$1.50
Splatter Targets (Large)	\$2.00	\$2.50
Shotgun Target	\$2.00	\$2.00
Round of Skeet/Trap	\$6.00	\$6.50
5-Stand	\$8.00	\$8.50
Shotgun Rentals	\$5.00	\$10.00
3D Archery - Add Round	\$15.00	\$15.00
Steel Target Use	\$10.00	\$10.00
Individual Range Rental (per hour)	\$35.00	\$37.50
Individual Range Rental (1/2 day)	\$125.00	\$150.00
Individual Range Rental (full day)	\$250.00	\$300.00
Pavilion(s)	\$25.00	\$25.00
Concessions: Food & beverage vendor concession fees shall be determined in accordance with Cleveland County Contracting/Purchasing Policies & Procedures and any applicable North Carolina General Statute(s)		
Range Safety Officers (per hour - during standard operating hours) or actual wage cost per hour for Level 1, Level 2, CRO, whichever is higher	\$17.00	\$20.00
Training Center (per day)	\$125.00	\$150.00

Training Facilities (per hour)	\$25.00	\$30.00
Private Instruction (per hour)	\$40.00	\$40.00
<b>RETAIL ITEMS</b>		
Prices for all items sold in the range storefront are subject to change based on current market conditions (includes but not limited to: ammunition, clothing, beverages, snacks, etc.) and consultation/concurrence with Finance Director		
<b>EVENT FEES</b>		
Event pricing based on the event and current market conditions and consultation/concurrence with Finance Director		

See Range Rental Agreement/Contract (Attached)

## Margins

Total Average is **42.86%**



**Sum of Actuals for FY20-25** minus Expenses, FT and PT Wages (culled out separately), Prices for FY25 to include sales for brass sold and Stripe payment received.

	FY22	FY23	FY24	FY25
All Revenue	\$418,390	\$509,083	\$484,828	\$611,563

Wage totals

Account	Actuals FY22	Actuals FY23	Actuals FY24	Actuals FY25
DENTAL INSURANCE	\$480	\$525	\$450	\$705
EMPLOYER 401K	\$6,522	\$8,238	\$8,643	\$11,610
HOSPITAL INSURANCE	\$32,000	\$36,050	\$33,000	\$51,700
MEDICARE TAXES	\$6,661	\$8,116	\$8,056	\$8,815
RETIREMENT	\$14,948	\$18,133	\$18,612	\$26,374
SALARIES/WAGES-P/T	\$325,629	\$412,369	\$415,539	\$415,598
SALARIES/WAGES-REG	\$137,995	\$152,635	\$145,048	\$195,502
SOCIAL SECURITY TAXES	\$28,483	\$34,703	\$34,445	\$37,537
Grand Total	\$552,717	\$670,767	\$663,792	\$747,840

	FY22	FY23	FY24	FY25
Retail Sales (Proshop sales)	\$91,436	\$99,319	\$105,344	\$100,364
Retail cost of goods sold	\$66,733	\$89,725	\$95,051	\$60,126
Net Revenue	\$24,703	\$9,594	\$10,293	\$40,238

387 officers were trained during those dates, part was situational courses of fire, and part was for state qualification. These officers were not charged for admission. **In Kind Value: \$4,644.00** (387 x \$12.00 based on previous admission)

## FOOTHILLS PUBLIC SHOOTING COMPLEX



### REVENUE FY25

July 1-June 30	\$611,563
July 1-November 20	\$272,793
November 20-June 30	\$388,770

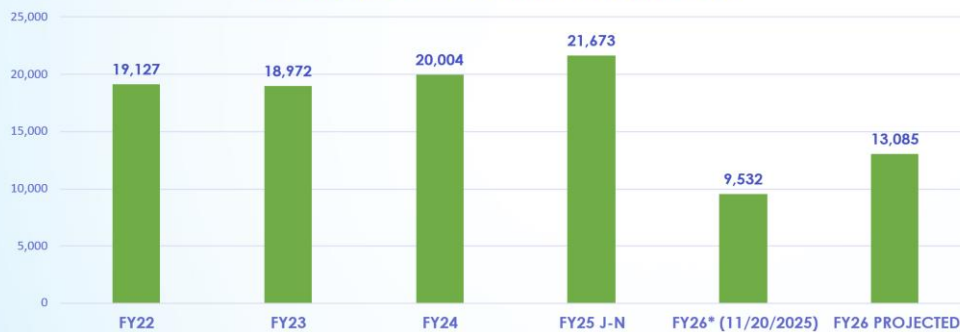
### PROJECTED REVENUE WITH 5% INCREASE IN ATTENDANCE/RATES

November 20, 2025-June 30, 2026	\$16,939
	\$84,693
<b>Total</b>	<b>\$101,631</b>

## FOOTHILLS PUBLIC SHOOTING COMPLEX



### ATTENDANCE BY FY WITH PROJECTION



### INCREASE RATE OF ATTENDANCE

FY24	FY25	FY26 (J-N)	FY26 PROJECTED
7%	5%	6%	5%

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Discounted Rates on Tuesday, Wednesday, Thursday, and Friday		
Seniors (65 years of age and over)	\$7.00	\$8.00
Veterans (*Veteran's Day Free of Charge)	\$7.00	\$8.00
Disabled	\$7.00	\$8.00
First Responder	\$7.00	\$8.00
NC Wildlife	\$7.00	\$8.00
Cleveland County Employees	\$7.00	\$8.00
Cops & Kids (admission free)	\$0.00	\$0.00
Young Life (admission free)	\$0.00	\$0.00
School Activity *(4.1.2)		\$5.00
Additional Charges		
Paper Target	\$1.00	\$1.25
Lane Fee	\$2.00	\$2.00
Splatter Targets (Small)	\$1.50	\$1.50
Splatter Targets (Large)	\$2.00	\$2.50
Shotgun Target	\$2.00	\$2.00
Round of Skeet/Trap	\$6.00	\$6.50
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<b>EVENT FEES</b>		
Event pricing based on the event and current market conditions and consultation/concurrence with Finance Director		

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Agricultural Advisory Board**

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**Department:**

**Agenda Title:** Agricultural Advisory Board

**Agenda Summary:** Phyllis Nowlen, Clerk to the Board

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Veterans Advisory Council**

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**Department:**

**Agenda Title:** Veterans Advisory Council

**Agenda Summary:** Phyllis Nowlen, Clerk to the Board

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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**Closed session per North Carolina General Statute §143-318.11(a)(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**

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**Department:**

**Agenda Title:** Closed session per North Carolina General Statute §143-318.11(a)(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

**Agenda Summary:** Kevin Gordon, Chairman

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

## COUNTY OF CLEVELAND, NORTH CAROLINA

### AGENDA ITEM SUMMARY

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**The next regular meeting of the Cleveland County Board of Commissioners will be held on Tuesday, January 20, 2026, at 6:00 pm in the Commissioners' Chambers.**

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**Department:**

**Agenda Title:** The next regular meeting of the Cleveland County Board of Commissioners will be held on Tuesday, January 20, 2026, at 6:00 pm in the Commissioners' Chambers.

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available