



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

October 24, 2023

6:00 pm in the Civic Center

Agenda

- I. Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. Consent Agenda-**
 - A. Approval of minutes September 19th Regular Town Council Meeting
 - B. Appointment of Daryle "Duane" Willis as an Alternate Member on the Parks and Recreation Advisory Committee
 - C. Proclamation Veterans Day 2023
 - D. Proclamation National Breast Cancer Awareness Month 2024
 - E. Analysis of the Financial Position of the Town of Jamestown
 - F. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - G. Budget Amendment #8
 - H. Budget Amendment #9
- III. Public Comment**
- IV. Proclamation declaring October as Fire Prevention Month in the Town of Jamestown- Mayor Montgomery**
- V. Proclamation declaring October 15th-21st as Friends of Library Week- Council Member Rebecca Mann Rayborn**
- VI. Presentation regarding the operation of the Eastside Wastewater Treatment Plant- Robby Stone, Public Services Director for the City of High Point**
- VII. Presentation regarding the operation of the Piedmont Triad Regional Water Authority (PTRWA)- Gregory Flory, Executive Director of PTRWA**
- VIII. Old Business-**
 - A. Consideration of approval of contract for services with the Historic Jamestown Society-Faith Wilson, Finance Director
 - B. Consideration of approval of contract for services with the Jamestown Youth League (JYL)- Faith Wilson, Finance Director
 - C. Consideration of approval of contract for services with the YMCA- Faith Wilson, Finance Director
 - D. Consideration of approval of contract for services with the Jamestown Public Library- Faith Wilson, Finance Director
- IX. New Business-**
 - A. Presentation of report on the annual Fall Litter Sweep- Elizabeth Greeson, Accounting Technician II
 - B. Presentation of Jamestown Park & Golf Course Quarterly Maintenance Report- Jamey Claybrook, Golf Course Superintendent
 - C. Presentation of Jamestown Park & Golf Course Quarterly Report- Marcy Newton, Golf Pro
 - D. Consideration of approval of amendments to the Jamestown Park & Golf Course Complimentary Play Policy- Marcy Newton, Golf Pro
 - E. Consideration of approval of amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course- Marcy Newton, Golf Pro

- F. Consideration of approval of Jamestown Park & Golf Course Tee Time Reservation Policy- Marcy Newton, Golf Pro
- G. Consideration of approval of implementation of Jamestown Park & Golf Course Event Contract- Marcy Newton, Golf Pro
- H. Consideration of approval of amendments to the Town of Jamestown Uniform Park Rules and Regulations- Scott Coakley, Parks Superintendent
- I. Consideration of approval of Employee Incentive Bonus Policy- Karen Strausser, HR Analyst
- J. Request to set a public hearing for the consideration of adoption of "Chapter 55: Stormwater Utility Fee" in "Title V. Public Works" of the Town's Code of Ordinances- Matthew Johnson, Town Manager

X. Manager/Committee Reports-

- A. Manager Report
- B. Council Member Committee Reports

XI. Public Comment

XII. Other Business

XIII. Adjournment

Working Agenda for the October 24th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the September 19 th Regular Town Council Meeting B. Appointment of Daryle "Duane" Willis as an Alternate Member on the Parks and Recreation Advisory Committee C. Proclamation Veterans Day 2023 D. Proclamation National Breast Cancer Awareness Month 2024 E. Analysis of the Financial Position of the Town of Jamestown F. Analysis of the Financial Position of the Jamestown Park & Golf Course G. Budget Amendment #8 H. Budget Amendment #9		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:10 pm	IV. Proclamation declaring October as Fire Prevention Month in the Town of Jamestown	Mayor Montgomery	Mayor Montgomery to present the Proclamation declaring October as Fire Prevention Month in the Town of Jamestown to PSFD firefighters.
6:15 pm	V. Proclamation declaring October 15 th -21 st as Friends of Library Week	Council Member Rayborn	Council Member Rayborn to present the Proclamation declaring October 15 th -21 st as Friends of Library Week to Representatives from the Friends of the Jamestown Public Library.
6:20 pm	VI. Presentation regarding the operation of the Eastside Wastewater Treatment Plant	Call on M. Johnson	Johnson to introduce Robby Stone, Public Services Director of the City of High Point. Stone to present information to Council regarding the operation of the Eastside Wastewater Treatment Plant.
6:30 pm	VII. Presentation regarding the operation of the PTRWA	Call on M. Johnson	Johnson to introduce Gregory Flory, Executive Director of PTRWA. Flory to present information to Council regarding the operation of PTRWA.
6:40 pm	VIII. Old Business		
6:40 pm	A. Consideration of approval of contract for services with the Historic Jamestown Society	Call on F. Wilson	Wilson to request that Council approve the contract for services with the Historic Jamestown Society. Council Member makes a motion to approve/deny the contract for services with the Historic Jamestown Society in the amount of \$10,500 for maintenance and preservation of historic structures. Council Member makes a second to the motion. Then vote.
6:50 pm	B. Consideration of approval of contract for services with the Jamestown Youth League (JYL)	Call on F. Wilson	Wilson to request that Council approve the contract for services with the Jamestown Youth League (JYL). Council Member makes a motion to approve/deny the contract for services with the Jamestown Youth League for up to \$10,000 in funding to provide recreational services for Jamestown youth residents. Council Member makes a second to the motion. Then vote.
7:00 pm	C. Consideration of approval of contract for services with the YMCA	Call on F. Wilson	Wilson to request that Council approve the contract for services with the YMCA. Council Member makes a motion to approve/deny the contract for services with the YMCA for up to \$10,000 to provide recreational services for youth and adult residents. Council Member makes a second to the motion. Then vote.
7:10 pm	D. Consideration of approval of contract for services with the Jamestown Public Library	Call on F. Wilson	Wilson to request that Council approve the contract for services with Jamestown Public Library. Council Member makes a motion to approve/deny the contract for services with the Jamestown Public Library in the amount of \$64,000 for library services. Council Member makes a second to the motion. Then vote.
7:20 pm	IX. New Business		
7:20 pm	A. Presentation of report on the annual Fall Litter Sweep	Call on E. Greeson	Greeson to present her report on the annual Fall Litter Sweep.

7:25 pm	B. Presentation of Jamestown Park & Golf Course Quarterly Maintenance Report	Call on J. Claybrook	Claybrook to present his quarterly maintenance report to Council.
7:30 pm	C. Presentation of Jamestown Park & Golf Course Quarterly Report	Call on M. Newton	Newton to present his quarterly report to Council.
7:35 pm	D. Consideration of approval of amendments to the Jamestown Park & Golf Course Complimentary Play Policy	Call on M. Newton	Newton to present information on the amendments to the Jamestown Park & Golf Course Complimentary Play Policy. Newton to request that Council approve the amended Complimentary Play Policy as presented. Council Member makes a motion to adopt/deny the amended Complimentary Play Policy as presented. Council Member makes a second to the motion. Then vote.
7:45 pm	E. Consideration of approval of amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course	Call on M. Newton	Newton to present information on the amendments to the Facility Use Guide and request that Council approve the amended Policy as presented. Council Member makes a motion to approve/deny the amended Facility Use Guide for the Clubhouse at the Jamestown Park and Golf Course as presented. Council Member makes a second to the motion. Then vote.
7:55 pm	F. Consideration of approval of Jamestown Park & Golf Course Tee Time Reservation Policy	Call on M. Newton	Newton to present an overview of the Tee Time Reservation Policy and request that Council adopt it as presented. Council Member makes a motion to approve/deny the Tee Time Reservation Policy as presented. Council Member makes a second to the motion. Then vote.
8:05 pm	G. Consideration of approval of implementation of JPGC Event Contract	Call on M. Newton	Newton to present information on an event contract for the Jamestown Park & Golf Course and request that Council approve it as presented. Council Member makes a motion to approve/deny the implementation of the Jamestown Park & Golf Course event contract as presented. Council Member makes a second to the motion. Then vote.
8:15 pm	H. Consideration of approval of amendments to the Town of Jamestown Uniform Park Rules and Regulations	Call on S. Coakley	Coakley to present information on the amendments to the Uniform Parks Rules and Regulation and request that Council approve the amended policy as presented. Council Member makes a motion to approve/deny the amended Uniform Parks Rules and Regulations for the Town of Jamestown as presented. Council Member makes a second to the motion. Then vote. Council Member makes a motion to approve the addition of a \$50 shelter deposit and a \$25 service charge to the 2023/2024 FY Fee Schedule. Council Member makes a second to the motion. Then vote.
8:25 pm	I. Consideration of approval of Employee Incentive Bonus Policy	Call on K. Strausser	Strausser to present information on the Employee Incentive Bonus Policy and request that Council adopt it as presented. Council Member makes a motion to adopt/deny the Employee Incentive Bonus Program Policy. Council Member makes a second to the motion. Then vote.
8:35 pm	J. Request to set a public hearing for the consideration of adoption of "Chapter 55: Stormwater Utility Fee" in "Title V. Public Works" of the Town's Code of Ordinances	Call on M. Johnson	Johnson to request that Council set a public hearing date for the November 21 st Regular Town Council meeting at 6:00 pm in the Civic Center at Town Hall for the consideration of adoption of "Chapter 55: Stormwater Utility Fee." Council Member makes a motion to set a public hearing date for the consideration of adoption of "Chapter 55: Stormwater Utility Fee" in "Title V. Public Works" of the Town's Code of Ordinances for the November 21 st Regular Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
8:40 pm	X. Manager/Committee Reports		
8:40 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
8:45 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:50 pm	XI. Public Comment		Please state your name and address and adhere to the 3 minute time limit
9:05 pm	XII. Other Business		
9:10 pm	XIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the September 19th Regular TC Meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the September 19th Regular Town Council meeting are attached.

ATTACHMENTS: Minutes from the September 19th Regular Town Council Meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED:

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**Regular Meeting of the Town Council
September 19, 2023
6:00 pm in the Civic Center
Minutes & General Account**

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, Capes, & Straughn

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Ty Cheek, Faith Wilson, Heather Lunsford, & Beth Koonce, Town Attorney

Visitors Present: William McLean, Jr., Mary Jay Bodenheimer, Sharla Gardner, Lee Richmond, Sherrie Richmond, Sarah Glanville, Pam Burgess, Nancy Mazza, & Carol Brooks

Call to Order: Mayor Montgomery called the meeting to order.

- Roll Call- Weiner took roll call as follows:
 - Council Member Wolfe- Present
 - Council Member Capes- Present
 - Mayor Montgomery- Present
 - Council Member Straughn- Present
 - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- Pledge of Allegiance- Blanchard led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone had any changes to make to the agenda.

Council Member Rayborn requested that the “Proclamation declaring September 17th-23rd as Constitution Week” be removed from the consent agenda and added as the first item after the first public comment period. She also requested to remove the consideration of contracts for services with the Jamestown Historic Society, JYL, YMCA, and the Jamestown Public Library from the agenda.

Council Member Rayborn made a motion to approve the agenda for the September 19th Town Council meeting as amended. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the August 22nd Regular Town Council Meeting
- Approval & Sealing of the August 22nd Closed Session minutes
- Proclamation Fall Litter Sweep 2023
- Resolution honoring the Retirement of Judy B. Gallman, Finance Director
- Reappointment of Amy Reese, Denise Johnson, & Charles Clapp, JR. to the Parks and Recreation Committee
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course

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- Budget Amendment #5
- Budget Amendment #6

Council Member Rayborn made a motion to approve the consent agenda as amended. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Proclamation Fall Litter Sweep 2023, Resolution honoring the Retirement of Judy B. Gallman, Budget Amendment #5, & Budget Amendment #6)

Public Comment- Nobody spoke.

Presentation of Proclamation declaring September 17th-23rd as Constitution Week- Mayor Montgomery presented the Proclamation declaring September 17th-23rd as Constitution Week to Nancy Mazza, Daughters of the American Revolution (DAR) Representative.

(Proclamation declaring September 17th-23rd as Constitution Week)

Old Business-

- Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Hawryluk stated that she had presented information on the amendments at the August 22nd Town Council meeting and that the hearing had been continued. She said that Council Member Straughn requested that a double negative be removed from the section regarding flag height. She noted that she had made that correction. She added that Council Member Wolfe had requested that a timeframe be added to violations related to abandoned signs. Hawryluk said that property owners would have 30 days to address abandoned signs as established in the notice of violation. Hawryluk also spoke about digital changeable copy signs. She reiterated that her recommendation was to allow those types of signs in the following zoning districts: Civic, Commercial, and Bypass.

Council Member Straughn confirmed that freedom of speech issues would not be regulated by the Town with Hawryluk.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the amendments to the LDO.

Nobody came forward to speak.

Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe discussed the section regarding murals. Council Member Wolfe spoke about potential restrictions on the percentage of windows that could be covered on businesses with Hawryluk.

Council Member Wolfe said that she had received complaints from residents about the lighting that emanates from the digital sign on West Main Street. Council Member Wolfe said that the Town should be hesitant to allow them anywhere else. She stated that the Comprehensive Plan highlighted the importance of a "sense of place" and she did not believe that digital signs enhanced the Town in any way.

Council Member Rayborn agreed with Council Member Wolfe. She said that she would prefer not to have digital changeable copy signs in Town.

Hawryluk stated that Council could allow digital signs through the Master Signage Plan process. She added that approval of those signs would go through a similar process as a rezoning. She noted that Council's consideration of a digital sign would have to be advertised, property owners would need to be notified, and Council would be able to make a decision at that time regarding specific situations. She added that she believed Civic, Commercial, and Bypass districts were appropriate areas for digital signs. She stated that she could change the amendments to reflect the requirement of the signs to go through the Master Signage Plan process if they would prefer.

Council Member Wolfe said that she was not in favor of allowing digital signs anywhere else in Town. She added that she was fine with the amendments in the other sections.

Council Member Rayborn stated that she believed digital signage should be considered on a case-by-case basis. Hawryluk said that she could include digital changeable copy signs in the prohibited signs section and require that they go through a Master Signage Plan process.

Council Member Straughn asked if Koonce had any suggestions. She stated that she agreed with Hawryluk's recommendation.

Council Member Rayborn requested that digital copy changeable signs be added to section "17.5 Prohibited Signs and Sign Characteristics," and that section "17.7-2A Digital Signage" be removed from the LDO with the exception of the following: "5. Menu Boards," "6. Time and temperature signs...", and "7. Fuel Stations."

Council Members confirmed that the proposed changes would be effective immediately with Hawryluk.

Council Member Rayborn made a motion to approve the amendments to Chapter 17: Signs in the LDO as presented with the requested changes. Council Member Capes made a second to the motion.

Weiner took a roll call vote as follows:
Council Member Wolfe- Aye
Council Member Capes- Aye
Council Member Straughn- Aye
Council Member Rayborn- Aye

The motion passed by unanimous vote.

Council Member Wolfe made the following motion:

"I make a motion that the proposed zoning amendments be approved as amended based on the following:

1. The Chapter 17: Signs amendments are consistent with the adopted Town of Jamestown Comprehensive Plan because they protect established neighborhoods from encroachment by incompatible land uses throughout appropriate application of zoning regulations. AND
2. The Chapter 17: Signs amendments are reasonable because they promote and maintain the quality of life and aesthetic standards that our residents expect in Jamestown. AND
3. The text amendments to Chapter 17 are in the public interest because they seek to preserve the culture and historic value that provides an everyday reminder of the Town's proud past and they contribute to the Town's identity or sense of place."

Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made the following motion:

"I make a motion that the proposed zoning amendments to Chapter 11.5 Landscape, Chapter 19.30-1 Pet Waste, and the Permitted Use Table be approved based on the following:

1. The proposed amendments to Chapter 11.5 Landscape, Chapter 19.30-1 Pet Waste, and the Permitted Use Table are consistent with the adopted Town of Jamestown Comprehensive Plan because periodic updates to zoning texts are necessary based on changing conditions, regulations, and laws. Updates are necessary to ensure the Land Development Ordinance is in compliance with current NC General Statutes and all applicable laws. AND
2. The proposed amendments are reasonable because the amendments to the Land Development Ordinance are in compliance with State and Federal laws that the Town is required to follow. The text amendments clarify the language with minor changes to Chapter 11.5 Landscape, Chapter 19.30-1 Pet Waste, and the Permitted Use Table to make the chapter easier to interpret and apply. AND
3. The proposed zoning text amendments to Chapter 11.5 Landscape, Chapter 19.30-1 Pet Waste, and the Permitted Use Table are in the public interest because they will assist the Town in the administration of the Land Development Ordinance."

Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

New Business-

- Consideration of acceptance of a Blue Star Memorial Marker from the Cedarwood Garden Club- Hawryluk stated that the Cedarwood Garden Club would like to purchase and donate a Gold Star Memorial Marker to be placed in Wrenn Miller Park. She added that the Gold Star Memorial Marker program was operated by NCDOT and it honored the men and women that served in the United States Armed Services with large metal markers. She added that staff was requesting that Council accept a Gold Star Memorial Marker for installation at Wrenn Miller Park. She noted that the Jamestown Veterans had been contacted regarding the donation and would be

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involved in determining the placement of the sign. She introduced Sharla Gardner, Cedarwood Garden Club Representative.

Gardner stated that the Garden Club was excited to sponsor something special for the veterans in the community. She said that the Jamestown Veterans stated that they would be honored to receive the marker. She added that they had requested a Golf Star Marker instead of a Blue Star Marker because it represented all those that had fallen during their service.

Council Member Rayborn thanked the Garden Club for their donation.

Council Member Wolfe made a motion to accept a Gold Star Memorial Marker for installation at Wrenn Miller Park with the condition that the Jamestown Veterans Committee approves the placement of the marker. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of contract to the lowest, responsive, responsible bidder for the Jamestown Park Dam #1 Storm Drainage Improvements- Blanchard stated that staff opened bids for the Jamestown Park Dam #1 Storm Drainage Improvements Project the day before the meeting. He said that the Town had received two bids for the project. He noted that the low bid was from Dillon and Griffith Enterprise, LLC in the amount of \$260,240. He added that staff had budgeted \$210,000 for the repairs. Therefore, Blanchard said that staff was requesting that Council approve Budget Amendment #7 to cover the additional costs. He noted that staff had met with the contractor to reduce any possible expenditures for the project. He requested that Council approve Budget Amendment #7 and that they award the contract to Dillon and Griffith in the amount of \$260,240.

Council Member Rayborn made a motion to approve Budget Amendment #7. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Council Member Capes made a motion to award the contract to the lowest, responsive, responsible bidder, Dillon and Griffith Enterprise, LLC, in the amount of \$260,240 for the Jamestown Park Dam #1 Storm Drainage Improvements and to authorize the Town Manager and Finance Director to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #7)

Council Member Straughn stated that American Rescue Plan Act (ARPA) funding would cover \$210,000 of the project for the record.

Manager/Committee Reports-

- Manager Report- Johnson updated Council about ongoing projects. He stated that the contractor was finalizing the interior components of the Recreation Maintenance Building, Town Hall renovations were 100% complete, and that final touches were being made on the Golf Course bathrooms. He stated that the September 1st Music in the Park event had the highest turnout in the history of the concert series. He encouraged everyone to attend the October 6th event that would feature "The Ryan Perry Band." He added that the Public Services staff had completed repairs to the brick walkway around the fountain at the Jamestown Public Library. He

noted that the trees around the fountain had been removed and replaced with evergreen species which should result in less maintenance issues with tree roots pushing up the brick pavers.

Council Member Straughn said that he had gone to the Jamestown Park and Golf Course after Council had received a complaint about the course’s maintenance. He stated that he made it a point to speak with as many patrons as possible and nobody had anything negative to say about the golf course.

Council Member Rayborn suggested that the Town hold a toilet paper ribbon cutting for the bathroom projects. Johnson happily agreed to schedule a toilet paper ribbon cutting.

- Council Member Committee Reports- There were no reports given.

Public Comment- Nobody signed up.

Other Business- Council Member Straughn said that he had gone to the YMCA and had confirmed that Jamestown residents were given a discount. He had done so in preparation for the contract for services discussion. He noted that they had confirmed that his address was within the corporate limits of the Town.

Council Member Wolfe requested that the motion regarding the approval of the LDO amendments be amended to include “to be effective immediately” for the record.

Council Member Rayborn amended her motion regarding the proposed amendments to the Chapter: 17 Signs in the LDO. Her motion was as follows: I make a motion to approve the amendments to Chapter 17: Signs in the LDO as presented with the requested changes to be effective immediately. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

- Council Member Wolfe- Aye
- Council Member Capes- Aye
- Council Member Straughn- Aye
- Council Member Rayborn- Aye

The motion passed by unanimous vote.

Adjournment- Council Member Capes made a motion to adjourn. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:52 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Appointment of Duane Willis as a Parks and Rec Alternate Member

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

There is currently a vacancy for an Alternate Member on the Parks and Recreation Advisory Committee. Daryle "Duane" Willis has an applied to be considered for the position.

Staff recommends that Council appoint Willis to serve as an Alternate Member on the Parks and Rec Advisory Committee. There are no other applications for Council to consider at this time.

ATTACHMENTS: Application for Duane Willis

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED:

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	9/10/23	
Last Name:	Willis		First Name:	DARYLE	
			Middle Initial:	D	
Birthdate:	1/14/72		"DUANE"		
Email:	DUANEWillis40@YAHOO.COM		Home Phone:	336-404-4889	
Daytime Phone:	336-404-4889		Cell Phone:	336-404-4889	
Home Address:	202 JAMESTOWN OAKS DR, JAMESTOWN, NC 27282				
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Current Occupation/Title	DIRECTOR OF LOGISTICS				
Employer/Business Name	LUCKY DOG VOLLEYBALL				
Business Address (with zip code):	3008 EXECUTIVE DR, GREENSBORO, NC 27406				
Supervisor's Name:	CHRISTINA REZOS				
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:				
Degree and Subject of Study:	LAW ENFORCEMENT TECHNOLOGY (EQ)				
School Name/Years Attended:	ROCKINGHAM COMMUNITY COLLEGE (2)				
Applying for Board/Commission (enter one):	PARKS				
Why are you interested in serving on that Board/Commission?	DURING MY 30 YEAR CAREER AT THE HIGH POINT POLICE DEPARTMENT, I WAS FORTUNATE TO HAVE THE OPPORTUNITY TO DO ALOT OF WORK WITH HIGH POINT POR AND ALSO WITH GUILFORD COUNTY SCHOOLS ATHLETICS. I GREW VERY FOND OF BOTH OPPORTUNITIES.				
What Board or Commission are you currently serving?	NONE				
			Term Expiration Date:		
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:		AS NEEDED			
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:		AS NEEDED			

Interests/Skills/Areas of Expertise/ Professional Organizations: **LIEUTENANT OF THE HPPD PUBLIC HOUSING UNIT. WORKED CLOSELY WITH PUBLIC HOUSING. ELEVEN YEARS AS DIRECTOR OF THE HPPD YOUTH ACADEMY. DIRECTOR OF LOGISTICS FOR THE NATIONS LEADING VOLLEYBALL MERCHANDISE.**

List two professional references below:

1.	Name:	JAMES SMITH	Daytime Phone:	336-451-5552
	Address:	3600 DRAWBRIDGE PKWY, GREENSBORO, NC		
	Relationship:	FORMER CO-WORKER		
2.	Name:	CURTIS CHEEKS	Daytime Phone:	336-473-3598
	Address:	1730 WESTCHESTER DR, HIGH POINT, NC		
	Relationship:	FORMER CO-WORKER		

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? Yes No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? Yes No

If yes, explain.

I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.

Signature of Applicant: *Paula Anne Ertle* Date: **9/10/23**
(Please print and sign.)

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: www.jamestown-nc.gov

Email: kweiner@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

Note: Applications will be kept on file for two years from the date of application.

DARYLE DUANE WILLIS

playmaker140@gmail.com * 336-404-4889 * Jamestown, NC 27282

Summary

Hardworking Lieutenant bringing 28 years of experience in law enforcement. Detail-oriented and disciplined with strong leadership skills, high integrity, and communication skills. Focused on making a positive impact in the community and the department. Skilled at relating to team members, administrators, and public with good interpersonal communication skills.

Skills

- Clerical
- Collaboration
- Organizational skills
- Work ethic
- MS Office
- Customer Service
- Problem solving
- Team Building
- Reliable and Trustworthy
- Data management
- Troubleshooting
- Supervision
- First Aid
- Working collaboratively

Experience

Director of Logistics* Lucky Dog Volleyball *Greensboro, NC * January 2022-Current

- Planning and managing logistics, transportation and customer services, for the leading volleyball event merchandiser in the United States.
- Coordinating and liaising with suppliers, manufacturers and consumers.
- Supervise warehouse staff of up to thirty employees.

Police Lieutenant * City of High Point * High Point NC * 04/1994-12/2021

- Currently supervising six officers in the departments Housing Authority Specialty Unit
- Prepare schedules, payroll, and yearly evaluations.
- Review and assess criminal prosecution information, including search warrants, citations, and complaints.
- Collaborated with divisional commanders to maintain consistency in all operations.
- Trained and mentored recruits as a field training supervisor
- Supervise events and programs throughout the city
- Work closely with management and leadership of the High Point Housing Authority

- Director of the Summer Youth Academy 1998-2009

Coach* Guilford County Schools * Greensboro, NC * 06/2000-03/2011

- Coached at Griffin Middle School (now Penn-Griffin), Southwest Guilford High School and Ferndale Middle School
- Voted Piedmont Triad 3-A Coach of the Year Three Times.
- Mentored and encouraged youth to develop strong work ethic by being positive role model and practicing skills regularly.
- Observed culture of good sportsmanship, cooperation and responsibility among athletes and coaching staff.
- Drafted and distributed packets for student-athletes outlining rules and expectations.
- Organized players' nights and other special events to promote sports program and cultivate positive relations with players, families, and local community members.

Education and Training

Rockingham Community College * Wentworth, NC * 08/1990-12/1992

Basic Law Enforcement Training * Guilford Technical *Greensboro, NC 07/1992-02/1993

Certifications

FEMA (Federal Emergency Management Agency)
NIMS (National Incident Management System)
DARE (Drug Abuse Resistance Education)
CARE (Child Abuse Resistance Effort)
North Carolina Commercial drivers license

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Veterans Day 2023

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr/Town Clerk

SUMMARY:

The United States of America nationally recognizes the men and women that faithfully served our country on November 11th. The Town of Jamestown is sincerely grateful for all the sacrifices that our fellow Americans have made to keep our democracy and our citizens safe.

ATTACHMENTS: Proclamation Veterans Day 2023

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**PROCLAMATION VETERANS DAY
NOVEMBER 11, 2023**

WHEREAS, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

WHEREAS, since the establishment of the original 13 states, Americans have been willing to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, we owe a great debt to those who have served in defense of this nation; and

WHEREAS, throughout the generations, their sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, for many, that sacrifice has ended in permanent injury or death, yet their spirit remains in the continued preservation of our freedoms and the promise of liberty established as an example for all the oppressed persons of the world; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy;

NOW, THEREFORE, I, LYNN MONTGOMERY, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim November 11th, 2023 as **VETERANS DAY**.

AND urge all citizens to join me in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 11th day of November, 2023.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation National Breast Cancer Awareness Month 2023

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Proclamation declaring October as National Breast Cancer Awareness month in the Town of Jamestown.

ATTACHMENTS: Proclamation National Breast Cancer Awareness Month October 2023

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**PROCLAMATION NATIONAL BREAST CANCER AWARENESS MONTH
OCTOBER 2023**

WHEREAS, breast cancer affects so many women and their families, not only in the Town of Jamestown, but also throughout the country. One in eight women are diagnosed with breast cancer during their lifetime, making this disease the most frequently diagnosed cancer among women in the U.S., other than skin cancer; and

WHEREAS, during 2023, statistics show there will be approximately 297,790 cases of invasive breast cancer diagnosed among women in the U.S., with about 43,700 deaths due to the disease; and

WHEREAS, the 3.8 million breast cancer survivors living in the U.S. today are a testament to courage, as well as to the importance of promoting awareness about breast cancer, providing information, funding research, following recommended screening guidelines and offering treatment to those who are affected; and

WHEREAS, there continues to be a need to increase awareness of breast cancer screening and to promote research for the prevention and cure of breast cancer; and

WHEREAS, October is designated as National Breast Cancer Awareness Month and the pink ribbon is the internationally recognized symbol of breast cancer awareness.

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, North Carolina, by the virtue of the authority vested in me, do hereby proclaim the month of October 2023 as **BREAST CANCER AWARENESS MONTH** in the Town of Jamestown.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 24th day of October, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for September 2023

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statements is also included as of 9-30-23.

Expenditures during September include debt payments for the leaf truck and garbage truck. The month also had an extra pay period.

Investment earnings are still earning strong.

ATTACHMENTS: 3 Page Summary & Detail to Actual Report for September 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

P.O. Box 848 • Jamestown, North Carolina 27282
Tel: (336) 454-1138 • Fax: (336) 886-3504

**Town of Jamestown
Financial Summary Report
Cash Balances
as of September 30, 2023**

Petty Cash	\$	1,350
Operating Cash		3,331,439
Certificates of Deposit		3,029,939
Money Market Accounts - First Bank		977,393
North Carolina Capital Management Trust		9,929,251
	\$	<u>17,269,372</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	483,769
Cash reserved by Powell Bill for street Improvements		96,048
General Capital Reserve Fund		145,362
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,200
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		284,885
Water Sewer Capital Reserve Fund		1,318,596
	\$	<u>2,523,962</u>

Cash by Fund:

General	\$	5,631,026
General Capital Reserve Fund		145,362
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,200
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		284,885
Water/Sewer		9,210,431
Randleman Reservoir		483,769
Water/Sewer Capital Reserve Fund		1,318,596
	\$	<u>17,269,372</u>

Cash by Bank:

NCCMT	\$	9,929,251
Pinnacle Bank		5,331,439
First Bank		2,007,332
	\$	<u>17,268,022</u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of September 30, 2023**

Installment Purchase Debt:	Balance at 9/30/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 7,806	12/1/2023	2023/2024
Leaf truck, financed in 2017	7,978	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>283,355</u>	11/3/2027	2027/2028
	<u>\$ 351,968</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 212,470</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of September 30, 2023

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randeman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	2,985,872	83,079	906,857	6,232	652
% of budget received	37%	74%	13%	5%	0%
% of budget, excluding appropriated fund balances, received	41%	74%	20%	25%	0%
Expenditures (and transfers)	1,797,003	-	722,599	-	-
% of budget expended	22%	0%	10%	0%	0%

	<u>Fund (#18) Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Fund (#20) Recreational Maint Facility Capital Project</u>	<u>Fund (#21) Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Fund (#23) Perry Road Sidewalk Capital Project</u>
LtW to Date Revenues & Other Financing Sources	218,844	1,078,037	78,589	51,000
% of budget received	32%	100%	40%	4%
LtW to Date Expenditures	103,987	633,860	48,486	0%
% of budget expended	15%	59%	25%	0%

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

1

10 GENERAL FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3100 AD VALOREM TAXES	2,050,893.66	2,231,271.99	3,187,350.00	956,078.01	70 %
3101 Interest on Ad Valorem Taxes	52.25	52.85	1,800.00	1,747.15	3 %
3102 Tax and Tag revenue	24,589.62	24,589.62	303,300.00	278,710.38	8 %
3103 Interest on Tax and Tag Revenues	247.80	247.80	2,480.00	2,232.20	10 %
3104 MOTOR VEHICLE FEES	1,140.00	1,140.00	114,000.00	112,860.00	1 %
3105 INTEREST ON MOTOR VEHICLE FEE	2.66	2.66	0.00	-2.66	** %
3230 SALES AND USE TAX	0.00	0.00	1,050,000.00	1,050,000.00	0 %
3250 Solid Waste Disposal Tax	0.00	746.13	3,200.00	2,453.87	23 %
3256 ELECTRICITY SALES TAX	0.00	0.00	206,000.00	206,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	25,000.00	25,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	29,090.00	29,090.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	32,000.00	32,000.00	0 %
3316 POWELL BILL	53,787.85	53,787.85	115,000.00	61,212.15	47 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	15,500.00	15,500.00	0 %
3325 ABC DISTRIBUTION	0.00	12,500.00	50,000.00	37,500.00	25 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	475.00	4,886.38	21,000.00	16,113.62	23 %
3345 INSPECTION AND PERMIT FEES	0.00	100.00	200.00	100.00	50 %
3346 CELL TOWER LEASE REVENUE	2,646.00	7,938.00	65,500.00	57,562.00	12 %
3348 REFUSE COLLECTION FEES	20,997.00	62,882.00	245,000.00	182,118.00	26 %
3350 STORMWATER FEES	0.00	0.00	50,000.00	50,000.00	0 %
3351 Sales of yard waste toters	5,040.00	11,820.00	18,000.00	6,180.00	66 %
3600 GREEN FEES	74,109.02	218,853.99	550,000.00	331,146.01	40 %
3603 Golf Now Booking Fees	441.98	1,279.87	2,500.00	1,220.13	51 %
3610 MECHANICAL CART RENTALS	40,645.98	118,352.12	288,000.00	169,647.88	41 %
3620 PULL CART RENTALS	20.00	49.00	300.00	251.00	16 %
3650 DRIVING RANGE	10,293.00	33,004.00	85,000.00	31,996.00	51 %
3660 GOLF SHOP CONCESSIONS SALES	12,678.69	37,464.06	55,000.00	17,535.94	68 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	0.00	12,000.00	12,000.00	0 %
3675 Golf Clubhouse Rental Fees	1,150.00	2,005.00	8,000.00	5,995.00	25 %
3831 INVESTMENT EARNINGS	89,143.38	116,142.66	210,000.00	93,856.34	55 %
3832 Sponsorships	2,500.00	4,500.00	2,000.00	-2,500.00	225 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	486.68	490.00	3.32	99 %
3836 SALES - PRO SHOP GOLF INVENTORY	9,095.40	25,724.21	80,000.00	54,275.79	32 %
3837 SHELTER RENTALS	774.36	2,256.85	7,000.00	4,743.15	32 %
3838 Building lease revenue	0.00	3,600.00	3,610.00	10.00	100 %
3839 MISCELLANEOUS REVENUES	5,035.28	5,064.58	5,500.00	435.42	92 %
3840 Rental Golf Sets	355.00	1,245.00	3,000.00	1,755.00	42 %
3841 Ball Field Rentals	2,500.00	3,977.53	15,000.00	11,022.37	27 %
3920 Issuance of installment purchase financing	0.00	0.00	344,000.00	344,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	75,000.00	75,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	783,443.67	783,443.67	0 %
Account Group Total:	2,408,613.93	2,985,971.93	8,052,263.67	5,066,291.74	37 %
Fund Total:	2,408,613.93	2,985,971.93	8,052,263.67	5,066,291.74	37 %

① First half power bill funding received

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 1 of 17
Report ID: B100E

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100 GOVERNING BODY EXPENDITURES							
1019	PROFESSIONAL SERVICES	3,384.00	6,959.50	53,040.50	60,000.00	110,000.00	50,000.00
2100	DEPARTMENT SUPPLIES	0.00	20.00	0.00	20.00	2,000.00	1,980.00
2200	FOOD AND PROVISIONS	0.00	886.86	784.80	1,671.66	2,500.00	828.34
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,200.00	3,200.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	700.00	700.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	100.00	100.00
3700	MARKETING / ADVERTISING	0.00	310.00	0.00	310.00	1,000.00	690.00
3800	DATA PROCESSING SERVICES	54.94	113.66	590.60	704.26	796.00	91.74
3950	DUES AND SUBSCRIPTIONS	0.00	1,329.00	0.00	1,329.00	2,500.00	1,171.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	47.45	0.00	47.45	500.00	452.55
4990	OTHER CONTRACTED SERVICES	650.00	1,225.00	4,475.00	5,700.00	7,400.00	1,700.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		4,088.94	10,891.47	58,890.90	69,782.37	138,396.00	68,613.63
4200 ADMINISTRATION EXPENDITURES							
1000	SALARIES AND WAGES	64,706.00	180,988.57	0.00	180,988.57	685,000.00	504,011.43
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
1009	FICA EXPENSE	4,917.28	13,754.63	0.00	13,754.63	50,500.00	36,745.37
1010	RETIREMENT EXPENSE	6,276.16	23,136.09	0.00	23,136.09	80,000.00	56,863.91
1011	HEALTH INSURANCE EXPENSE	5,437.09	18,222.74	0.00	18,222.74	66,000.00	47,777.26
1012	FLEX & PR TIME ADMIN FEES	6.00	18.00	54.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	596.59	0.00	596.59	1,000.00	403.41
1017	401K EXPENSE	3,134.25	7,899.72	0.00	7,899.72	30,000.00	22,100.28
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	884.06	1,619.62	0.00	1,619.62	5,500.00	3,880.38
2200	FOOD AND PROVISIONS	0.00	161.88	0.00	161.88	1,200.00	1,038.12
2600	OFFICE SUPPLIES	114.83	644.05	0.00	644.05	3,000.00	2,355.95
2900	ASSETS NOT CAPITALIZED	336.78	889.28	552.50	1,441.78	7,000.00	5,558.22
3100	TRAVEL	0.00	1,861.67	0.00	1,861.67	15,000.00	13,138.33
3150	CONFERENCE FEES AND SCHOOLS	459.00	459.00	0.00	459.00	10,825.00	10,366.00
3200	COMMUNICATIONS	696.78	2,186.04	3,105.36	5,291.40	11,400.00	6,108.60
3400	PRINTING	0.00	89.50	0.00	89.50	500.00	410.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	1,213.63	4,930.13	18,977.06	23,907.19	24,824.00	916.81
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	400.00	400.00	400.00	0.00
3950	DUES AND SUBSCRIPTIONS	1,238.70	6,423.91	5,991.10	14,415.01	16,165.00	1,749.99
3980	MISCELLANEOUS EXPENSE	59.16	184.61	0.00	184.61	1,000.00	815.39
4300	EQUIPMENT RENTAL	142.33	261.94	2,362.27	2,624.21	6,805.00	4,180.79
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	59.61	408.39	468.00	13,000.00	12,532.00
4500	INSURANCE AND BONDING	0.00	13,234.25	0.00	13,234.25	13,250.00	15.75
4990	OTHER CONTRACTED SERVICES	636.18	759.48	588.80	1,348.28	40,000.00	38,651.72
6820	First Bank Credit Card Encumbrance	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,250.00	1,250.00

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Account Total:		92,258.23	280,381.31	37,439.48	317,820.79	1,119,419.00	801,598.21
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	14,670.00	33,901.00	0.00	33,901.00	130,000.00	96,099.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,300.00	1,300.00
1009	FICA EXPENSE	1,124.61	2,603.33	0.00	2,603.33	9,900.00	7,296.67
1010	RETIREMENT EXPENSE	1,890.96	4,369.83	0.00	4,369.83	17,000.00	12,630.17
1011	HEALTH INSURANCE EXPENSE	1,812.36	5,485.24	0.00	5,485.24	21,600.00	16,114.76
1012	FLEX & PR TIME ADMIN FEES	6.00	18.00	54.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	298.30	0.00	298.30	500.00	201.70
1017	401K EXPENSE	733.59	1,695.05	0.00	1,695.05	6,400.00	4,704.95
1019	PROFESSIONAL SERVICES	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
2100	DEPARTMENT SUPPLIES	258.83	341.50	0.00	341.50	1,000.00	658.50
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2900	ASSETS NOT CAPITALIZED	0.00	582.50	552.50	1,135.00	4,500.00	3,365.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	1,325.00	1,325.00	0.00	1,325.00	4,500.00	3,175.00
3200	COMMUNICATIONS	222.26	664.88	1,255.12	1,920.00	4,100.00	2,180.00
3400	PRINTING	0.00	0.00	0.00	0.00	700.00	700.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3800	DATA PROCESSING SERVICES	322.00	267.06	7,073.50	7,340.56	8,194.00	853.44
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	399.70	1,776.82	1,434.08	3,210.90	3,500.00	289.10
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	0.00	277.71	0.00	277.71	400.00	122.29
4990	OTHER CONTRACTED SERVICES	1,195.00	1,195.00	3,975.00	5,170.00	15,000.00	9,830.00
4991	Telecommunications Contracted	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Account Total:		23,970.22	54,801.22	28,094.20	82,895.42	258,294.00	175,398.58
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	1,198.44	2,133.77	778.36	2,912.13	8,250.00	5,337.87
2140	SEED and SOD	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	800.00	800.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	2,324.64	0.00	2,324.64	2,500.00	175.36
2900	ASSETS NOT CAPITALIZED	3,500.00	11,234.99	3,500.01	14,735.00	17,500.00	2,765.00
3200	COMMUNICATIONS	-499.90	-1,423.68	1,127.79	-295.89	1,151.00	1,446.89
3300	UTILITIES	1,861.84	3,961.78	5,452.92	9,414.70	33,000.00	23,585.30
3350	Water Utilities	0.00	0.00	0.00	0.00	600.00	600.00
3500	REPAIRS AND MAINTENANCE	① 7,937.18	8,207.18	850.00	9,057.18	40,000.00	30,942.82
3940	LANDFILL FEES/DUMPSITE P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00

① Landscaping done @ library

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 3 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4400	SERVICE & MAINTENANCE CONTRACTS	3,012.04	10,788.90	26,169.10	36,958.00	43,000.00	6,042.00
4500	INSURANCE AND BONDING	0.00	17,009.93	0.00	17,009.93	20,300.00	3,290.07
4990	OTHER CONTRACTED SERVICES	480.73	2,435.93	750.00	3,185.93	5,000.00	1,814.07
5800	CAPITAL OUTLAY - BUILDINGS &	① 33,774.88	145,733.49	59,898.16	205,631.65	205,631.65	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		51,265.21	202,406.93	98,526.34	300,933.27	383,432.65	82,499.38
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	500,000.00	500,000.00
4911	Sheriff Off Duty - Town events	786.00	1,834.00	4,166.00	6,000.00	6,500.00	500.00
4912	Sheriff off-duty for non-profit	0.00	1,022.80	977.20	2,000.00	2,500.00	500.00
4920	ANIMAL CONTROL CONTRACT	0.00	0.00	0.00	0.00	14,000.00	14,000.00
Account Total:		786.00	2,856.80	5,143.20	8,000.00	\$23,000.00	515,000.00
5300 FIRE EXPENSES							
2100	DEPARTMENT SUPPLIES	0.00	778.96	0.00	778.96	800.00	21.04
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	14,000.00	14,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	213,914.24	0.00	213,914.24	856,000.00	642,085.76
9700	CONTINGENCY	0.00	0.00	0.00	0.00	200.00	200.00
Account Total:		0.00	214,693.20	0.00	214,693.20	873,000.00	658,306.80
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	0.00	703.63	0.00	703.63	6,500.00	5,796.37
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,580.60	2,580.60	10,000.00	7,419.40
3300	UTILITIES	14,817.98	31,260.15	0.00	31,260.15	182,000.00	150,739.85
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3985	Permit Fees	0.00	0.00	0.00	0.00	1,100.00	1,100.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400	SERVICE & MAINTENANCE CONTRACTS	176.80	519.80	1,591.20	2,111.00	6,500.00	4,389.00
4500	INSURANCE AND BONDING	0.00	937.28	0.00	937.28	1,350.00	412.72
4990	OTHER CONTRACTED SERVICES	② 23,568.06	24,058.06	31,649.00	55,707.06	60,843.68	5,136.62
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	114,000.00	114,000.00
Account Total:		38,562.84	57,478.92	35,820.80	93,299.72	416,393.68	323,093.96
5650 STORMWATER EXPENDITURES							
4400	SERVICE & MAINTENANCE CONTRACTS	400.00	600.00	1,800.00	2,400.00	2,400.00	0.00
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	1,397.50	1,397.50	46,102.50	47,500.00	50,000.00	2,500.00
Account Total:		1,797.50	7,602.50	47,902.50	55,505.00	58,400.00	2,895.00

① payment on Town Hall renovations

② Fencing beside Lydia sidewalk

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 4 of 17
Report ID: E100B

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES						
1000 SALARIES AND WAGES	11,720.65	25,234.56	0.00	25,234.56	150,000.00	124,765.44
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,200.00	1,200.00
1009 FICA EXPENSE	881.99	1,895.12	0.00	1,895.12	10,500.00	8,604.88
1010 RETIREMENT EXPENSE	1,510.79	3,252.73	0.00	3,252.73	17,000.00	13,747.27
1011 HEALTH INSURANCE EXPENSE	2,683.27	6,356.15	0.00	6,356.15	32,400.00	26,043.85
1012 FLEX & PR TIME ADMIN FEES	6.00	18.00	54.00	72.00	750.00	678.00
1014 WORKER'S COMPENSATION	0.00	5,965.91	0.00	5,965.91	10,000.00	4,034.09
1017 401K EXPENSE	584.36	1,259.73	0.00	1,259.73	6,300.00	5,040.27
2100 DEPARTMENT SUPPLIES	① 43,841.56	44,803.29	0.00	44,803.29	49,300.00	4,496.71
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	300.00	300.00
2500 VEHICLE SUPPLIES	287.77	1,723.75	114.02	1,837.77	12,000.00	10,162.23
2520 FUELS - GAS & OIL	4,130.19	9,301.37	25,752.00	35,053.37	80,000.00	41,946.63
3200 COMMUNICATIONS	50.00	232.58	0.00	232.58	2,400.00	2,167.42
3400 PRINTING	0.00	1,525.53	0.00	1,525.53	3,800.00	2,274.47
3500 REPAIRS AND MAINTENANCE	0.00	318.74	0.00	318.74	9,300.00	8,981.26
3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940 LANDFILL FEES/DUMPFESTER P/U	8,769.06	14,592.08	43,676.78	58,268.86	69,300.00	11,031.14
3945 Recycle Fees	2,358.32	5,571.27	24,428.73	30,000.00	40,000.00	10,000.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4300 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	500.00	500.00
4500 INSURANCE AND BONDING	1,532.91	5,004.32	0.00	5,004.32	5,000.00	-4.32
4990 OTHER CONTRACTED SERVICES	0.00	3,891.61	23,208.39	27,100.00	27,100.00	0.00
5400 CAPITAL OUTLAY - MOTOR VEHICLES	0.00	2,006.00	0.00	2,006.00	2,100.00	94.00
Account Total:	78,356.87	132,952.74	118,233.92	251,186.66	535,450.00	284,263.34
6200 RECREATION EXPENDITURES						
1000 SALARIES AND WAGES	20,777.09	46,981.37	0.00	46,981.37	179,000.00	132,018.63
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	3,900.00	3,900.00
1009 FICA EXPENSE	1,580.71	3,569.60	0.00	3,569.60	12,800.00	9,230.40
1010 RETIREMENT EXPENSE	2,678.18	6,055.92	0.00	6,055.92	21,500.00	15,444.08
1011 HEALTH INSURANCE EXPENSE	2,800.25	8,309.57	0.00	8,309.57	32,400.00	24,090.43
1012 FLEX & PR TIME ADMIN FEES	12.00	36.00	108.00	144.00	750.00	606.00
1014 WORKER'S COMPENSATION	0.00	4,176.14	0.00	4,176.14	7,000.00	2,823.86
1017 401K EXPENSE	1,022.34	2,301.86	0.00	2,301.86	8,000.00	5,698.14
2100 DEPARTMENT SUPPLIES	1,949.98	4,014.56	0.00	4,014.56	11,300.00	7,285.44
2140 SEED and SOD	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2141 CHEMICALS	405.30	405.30	0.00	405.30	5,000.00	4,594.70
2142 FERTILIZER AND LIME	660.00	660.00	0.00	660.00	4,500.00	3,840.00
2143 IRRIGATION SUPPLIES	0.00	408.08	0.00	408.08	1,000.00	591.92
2144 MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400 CONSTRUCTION & REPAIR SUPPLIES	101.83	101.83	0.00	101.83	3,000.00	2,898.17
2500 VEHICLE SUPPLIES	0.00	78.59	0.00	78.59	1,500.00	1,421.41
2520 FUELS - GAS & OIL	0.00	0.00	0.00	0.00	10,000.00	10,000.00
2550 EQUIPMENT SUPPLIES	258.95	542.00	0.00	542.00	3,000.00	2,458.00
2600 OFFICE SUPPLIES	81.37	81.37	0.00	81.37	300.00	218.63
2900 ASSETS NOT CAPITALIZED	329.99	4,873.49	0.00	4,873.49	9,500.00	4,626.51
3100 TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00

① Yard Waste toters

16

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 5 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	731.38	2,391.02	5,705.86	8,096.88	13,000.00	4,903.12
3300	UTILITIES	619.97	1,837.69	0.00	1,837.69	18,000.00	16,162.31
3350	Natar Utilities	62.60	109.17	0.00	109.17	450.00	340.83
3500	REPAIRS AND MAINTENANCE	150.00	1,182.00	0.00	1,182.00	5,000.00	3,818.00
3800	DATA PROCESSING SERVICES	312.71	602.82	3,159.86	3,762.68	3,972.00	209.32
3805	Subscription Fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	600.00	600.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3950	DOES AND SUBSCRIPTIONS	0.00	275.00	0.00	275.00	2,200.00	1,925.00
3960	BANK AND MERCHANT FEES	34.96	382.34	147.66	530.00	500.00	-30.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
3981	Special Events	58.12	6,546.11	2,937.01	9,483.12	20,000.00	10,516.88
4101	Library Services	0.00	16,000.00	0.00	16,000.00	119,500.00	103,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	20,000.00	20,000.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	2.76	163.89	16,685.45	16,949.34	20,250.00	3,400.66
4301	Property tax on leased equip	0.00	0.00	1,800.00	1,800.00	1,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	159.12	467.82	1,432.08	1,899.90	3,000.00	1,100.10
4500	INSURANCE AND BONDING	0.00	1,180.28	0.00	1,180.28	1,700.00	519.72
4990	OTHER CONTRACTED SERVICES	3,174.00	6,107.00	3,726.60	9,833.60	10,500.00	666.40
5500	CAPITAL OUTLAY EQUIPMENT	0.00	16,660.00	0.00	16,660.00	16,700.00	40.00
	Account Total:	37,963.61	136,500.82	36,302.52	172,803.34	597,672.00	424,868.66
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	43,441.52	106,865.18	0.00	106,865.18	450,000.00	343,134.82
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,600.00	6,600.00
1009	FICA EXPENSE	3,184.60	7,792.97	0.00	7,792.97	35,000.00	27,207.03
1010	RETIREMENT EXPENSE	5,170.32	13,065.04	0.00	13,065.04	55,000.00	41,934.96
1011	HEALTH INSURANCE EXPENSE	5,355.37	16,398.09	0.00	16,398.09	76,000.00	59,601.91
1012	FLEX & PR TIME ADMIN FEES	12.00	36.00	108.00	144.00	650.00	506.00
1013	RETIREE HEALTH INSURANCE EXPENSE	636.38	1,077.02	0.00	1,077.02	10,800.00	9,722.98
1014	WORKER'S COMPENSATION	416.06	5,188.79	0.00	5,188.79	8,000.00	2,811.21
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,500.00	1,500.00
1017	401K EXPENSE	1,982.01	4,708.07	0.00	4,708.07	21,000.00	16,291.93
2100	DEPARTMENT SUPPLIES	430.28	1,212.81	0.00	1,212.81	12,000.00	10,787.19
2140	SEED and SOG	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2141	CHEMICALS	8,472.90	13,364.12	1,410.22	14,774.34	45,000.00	30,225.66
2142	FERTILIZER AND LIME	0.00	2,404.72	1,656.00	4,060.72	30,000.00	25,939.28
2143	IRRIGATION SUPPLIES	799.98	1,215.07	0.00	1,215.07	7,000.00	5,784.93
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2145	TOPSOIL (Sand)	747.66	4,116.46	116.09	4,232.55	20,000.00	15,767.45
2155	TRE AND GREEN SUPPLIES	450.59	450.59	0.00	450.59	5,000.00	4,549.41
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2520	FUELS - GAS & OIL	2,717.21	8,024.56	26,922.39	34,946.95	35,000.00	53.05
2550	EQUIPMENT SUPPLIES	306.74	3,834.13	2,841.10	6,675.23	35,000.00	28,324.77
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2900	ASSETS NOT CAPITALIZED	1,688.40	1,688.40	13,911.88	15,600.28	23,000.00	7,399.72
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 6 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	547.36	1,711.25	2,767.92	4,479.17	11,500.00	7,020.83
3300	UTILITIES	1,112.27	3,187.67	1,952.92	5,140.59	23,000.00	17,859.41
3350	Water Utilities	62.59	109.16	0.00	109.16	500.00	390.84
3500	REPAIRS AND MAINTENANCE	0.00	87.50	910.00	997.50	10,000.00	9,002.50
3800	DATA PROCESSING SERVICES	25.46	9.94	690.28	700.22	932.00	231.78
3805	Subscription Fees	0.00	2,550.00	0.00	2,550.00	5,200.00	2,650.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	164.28	484.22	1,402.54	1,886.76	2,600.00	713.24
3950	DUES AND SUBSCRIPTIONS	94.99	94.99	0.00	94.99	3,000.00	2,905.01
3980	MISCELLANEOUS EXPENSE	0.00	55.90	0.00	55.90	500.00	444.10
4300	EQUIPMENT RENTAL	1,349.88	6,387.01	30,569.14	36,956.15	64,157.00	27,200.85
4301	Property tax on leased equip	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	53.04	155.94	477.36	633.30	4,500.00	3,865.70
4500	INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	4,250.00	4,250.00	0.00	4,250.00	10,000.00	5,750.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	355,081.74	355,081.74	701,922.84	346,841.10
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	48,894.20	73,341.30	122,235.50	122,235.50	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		83,471.89	267,751.19	519,958.88	787,710.07	1,888,097.34	1,100,387.27
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	29,454.11	84,508.42	0.00	84,508.42	285,000.00	200,491.58
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,600.00	1,600.00
1009	FICA EXPENSE	2,260.32	6,486.19	0.00	6,486.19	21,000.00	14,513.81
1010	RETIREMENT EXPENSE	1,556.79	5,883.78	0.00	5,883.78	14,000.00	8,116.22
1011	HEALTH INSURANCE EXPENSE	1,812.36	5,533.40	0.00	5,533.40	21,600.00	16,066.60
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	3,088.08	0.00	3,088.08	10,800.00	7,711.92
1014	WORKER'S COMPENSATION	0.00	1,193.18	0.00	1,193.18	2,000.00	806.82
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1017	401K EXPENSE	589.25	1,570.25	0.00	1,570.25	5,000.00	3,429.75
2100	DEPARTMENT SUPPLIES	955.03	3,519.81	3,006.14	6,525.95	10,500.00	3,974.05
2101	Grill Supplies	79.18	79.18	920.82	1,000.00	5,000.00	4,000.00
2156	RANGE SUPPLIES	0.00	0.00	4,150.00	4,150.00	8,500.00	4,350.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	400.00	400.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2600	OFFICE SUPPLIES	130.68	130.68	0.00	130.68	1,000.00	869.32
2700	GOLF INVENTORY FOR RESALE	4,912.50	19,273.54	9,910.88	29,184.42	70,000.00	40,815.58
2705	Golf Special Orders - Purchases	2,250.80	2,250.80	311.72	2,562.52	12,000.00	9,437.48
2710	CONCESSION INVENTORY RESALE	7,947.13	16,238.29	26,511.71	42,750.00	50,000.00	7,250.00
2900	ASSETS NOT CAPITALIZED	2,119.99	2,119.99	1,240.00	3,359.99	11,500.00	8,140.01
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	640.73	1,336.89	5,580.05	6,916.94	10,438.00	3,521.06
3300	UTILITIES	1,464.73	4,060.17	1,925.76	5,985.93	20,000.00	14,014.07
3350	Water Utilities	62.59	109.14	0.00	109.14	450.00	340.86
3400	PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
3500	REPAIRS AND MAINTENANCE	39.36	536.36	0.00	536.36	5,000.00	4,463.64
3700	MARKETING / ADVERTISING	60.40	181.20	543.60	724.80	10,000.00	9,275.20

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 7 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3800	DATA PROCESSING SERVICES	-150.03	-325.98	8,773.09	8,447.11	12,215.00	3,767.89
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	203.88	603.02	1,758.82	2,361.84	3,500.00	1,138.16
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	220.00	220.00
3960	BANK AND MERCHANT FEES	3,543.91	10,003.37	5,246.63	15,250.00	30,000.00	14,750.00
3980	MISCELLANEOUS EXPENSE	13.66	41.61	0.00	41.61	250.00	208.39
4300	EQUIPMENT RENTAL	0.10	158.34	1,430.99	1,589.33	2,187.00	597.67
4310	GOLF CART RENTALS	0.00	8,483.89	42,618.24	51,102.13	58,450.00	7,347.87
4311	SALES AND USE TAX PAID	2,626.37	7,424.54	0.00	7,424.54	21,000.00	13,575.46
4400	SERVICE & MAINTENANCE CONTRACTS	1,160.68	4,100.72	11,448.44	15,549.16	18,000.00	2,450.84
4500	INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4890	OTHER CONTRACTED SERVICES	200.00	402.07	950.00	1,352.07	5,000.00	3,647.93
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		63,935.22	197,322.32	127,826.89	325,149.21	760,610.00	435,460.79
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	① 15,683.36	39,721.46	0.00	39,721.46	226,500.00	186,778.54
7101	LEASE PRINCIPAL	② 11,756.20	35,090.70	0.00	35,090.70	23,518.00	-11,572.70
7102	Subscription Principal	1,642.58	4,918.76	0.00	4,918.76	3,284.00	-1,634.76
7200	DEBT INTEREST PAYMENTS	199.02	2,358.19	0.00	2,358.19	27,000.00	24,641.81
7201	LEASE INTEREST	198.37	620.51	0.00	620.51	444.00	-175.51
7202	Subscription Interest	33.34	109.00	0.00	109.00	83.00	-26.00
Account Total:		29,512.87	82,818.62	0.00	82,818.62	280,829.00	198,010.38
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	③ 148,544.71	148,544.71	0.00	148,544.71	180,500.00	31,955.29
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	38,770.00	38,770.00
Account Total:		148,544.71	148,544.71	0.00	148,544.71	219,270.00	70,725.29
Account Group Total:		654,514.11	1,797,002.75	1,114,139.63	2,911,142.38	8,052,263.67	5,141,121.29
Fund Total:		654,514.11	1,797,002.75	1,114,139.63	2,911,142.38	8,052,263.67	5,141,121.29

① Payments on Garbage and leaf trucks and interest
 ② Monthly lease payments
 ③ Transfer of the .02 tax collection, transfer to stormwater capital project.

10/16/23
10:06:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

Page: 2 of 11
Report ID: B110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3031 INVESTMENT EARNINGS	16.72	33.79	100.00	66.21	34 %
3981 TRANSFER FROM GENERAL FUND	① 93,044.71	93,044.71	125,000.00	31,955.29	74 %
Account Group Total:	93,061.43	93,078.50	125,100.00	32,021.50	74 %
Fund Total:	93,061.43	93,078.50	125,100.00	32,021.50	74 %

① Transfer of .02 tax collection

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 8 of 17
Report ID: B100B

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9500	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	50,100.00	50,100.00
	Account Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00
	Account Group Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00
	Fund Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00

10/16/23
10:06:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

Page: 9 of 11
Report ID: B110

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	117.96	317.23	1,000.00	682.77	32 %
3710 UTILITY CHARGE - WATER	84,382.90	268,073.95	990,000.00	721,926.05	27 %
3720 UTILITY CHARGE - SEWER	173,178.50	507,978.00	3,000,000.00	2,492,022.00	17 %
3741 Meter Fee	350.00	650.00	2,000.00	1,350.00	33 %
3742 System Development Fees to be transferred	1,300.00	4,300.00	0.00	-4,300.00	100 %
3743 System Admin / Installation fee	100.00	200.00	500.00	300.00	40 %
3745 Connection Fees - Water and Sewer	800.00	2,100.00	11,000.00	8,900.00	19 %
3750 NONPAYMENT / RECONNECTION FEES	1,500.00	5,850.00	20,000.00	14,150.00	29 %
3755 Return Check Fees	50.00	75.00	300.00	225.00	25 %
3760 LATE FEES	2,050.00	5,950.00	20,000.00	14,050.00	30 %
3765 CREDIT CARD ADMINISTRATION FEES	97.81	231.73	800.00	568.27	29 %
3831 INVESTMENT EARNINGS	48,283.12	110,178.41	300,000.00	189,821.59	37 %
3839 MISCELLANEOUS REVENUES	216.00	1,052.80	500.00	-552.80	211 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	118,400.00	118,400.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,689,830.00	2,689,830.00	0 %
Account Group Total:	312,426.29	906,957.12	7,154,330.00	6,247,372.88	13 %
Fund Total:	312,426.29	906,957.12	7,154,330.00	6,247,372.88	13 %

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 14 of 17
Report ID: B100B

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	93,946.49	216,636.20	0.00	216,636.20	855,000.00	638,363.80
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	16,000.00	16,000.00
1009	FICA EXPENSE	7,132.05	16,368.05	0.00	16,368.05	66,500.00	50,131.95
1010	RETIREMENT EXPENSE	12,109.69	27,924.38	0.00	27,924.38	110,000.00	82,075.62
1011	HEALTH INSURANCE EXPENSE	10,874.16	32,911.44	0.00	32,911.44	144,000.00	111,088.56
1012	FLEX & PR TIME ADMIN FEES	12.00	36.00	108.00	144.00	1,600.00	1,456.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	4,100.97	0.00	4,100.97	21,600.00	17,499.03
1014	WORKER'S COMPENSATION	0.00	8,948.86	0.00	8,948.86	16,000.00	6,051.14
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	4,638.21	10,709.21	0.00	10,709.21	42,000.00	31,290.79
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	1,818.49	4,815.91	803.58	5,619.49	35,000.00	29,380.51
2105	WATER METERS	0.00	0.00	0.00	0.00	90,000.00	90,000.00
2200	FOOD AND PROVISIONS	86.51	119.51	0.00	119.51	1,000.00	880.49
2400	CONSTRUCTION & REPAIR SUPPLIES	677.27	8,974.22	69.82	9,044.04	40,000.00	30,955.96
2500	VEHICLE SUPPLIES	84.35	857.73	0.00	857.73	8,000.00	7,142.27
2520	FUELS - GAS & OIL	3,083.82	8,946.65	56,656.48	65,603.13	65,000.00	-603.13
2550	EQUIPMENT SUPPLIES	0.00	836.94	2,000.00	2,836.94	15,500.00	12,663.06
2600	OFFICE SUPPLIES	139.94	606.24	0.00	606.24	2,000.00	1,393.76
2750	PURCHASE OF WATER	23,472.89	46,945.78	343,054.22	390,000.00	390,000.00	0.00
2755	Water Transmission Fees	3,641.79	6,276.57	0.00	6,276.57	30,000.00	23,723.43
2900	ASSETS NOT CAPITALIZED	308.10	308.10	0.00	308.10	20,000.00	19,691.90
3100	TRAVEL	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	50.00	0.00	50.00	10,000.00	9,950.00
3200	COMMUNICATIONS	2,136.19	5,840.55	15,417.35	21,257.90	40,000.00	18,742.10
3300	UTILITIES	826.52	1,864.39	0.00	1,864.39	20,000.00	18,135.61
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	400.63	891.30	3,698.20	4,589.50	7,000.00	2,410.50
3500	REPAIRS AND MAINTENANCE	14,754.01	15,762.47	16,958.94	32,721.41	52,400.00	19,678.59
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,027.58	1,252.85	17,286.30	18,539.15	24,960.00	6,420.85
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	708.00	1,000.50	6,555.00	7,555.50	12,500.00	4,944.50
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	1,416.43	4,192.84	9,008.27	13,201.11	22,000.00	8,798.89
3980	MISCELLANEOUS EXPENSE	0.00	265.20	0.00	265.20	1,500.00	1,234.80
4300	EQUIPMENT RENTAL	142.33	109.43	2,362.28	2,471.71	9,306.00	6,834.29
4400	SERVICE & MAINTENANCE CONTRACTS	4,459.00	7,240.61	21,651.39	28,892.00	65,000.00	36,108.00
4401	NC811 Fees	105.85	317.55	4,682.45	5,000.00	5,000.00	0.00
4500	INSURANCE AND BONDING	2,316.00	23,144.49	0.00	23,144.49	30,000.00	6,855.51
4950	LAB TESTING	3,012.59	3,978.99	6,033.60	10,012.59	10,000.00	-12.59
4960	SEWER TREATMENT	55,041.83	107,489.41	0.00	107,489.41	791,500.00	684,010.59
4990	OTHER CONTRACTED SERVICES	15,533.06	27,366.74	177,148.06	204,514.80	232,020.00	27,505.20
4995	ENGINEERING FEES NOT CAPITALIZED	4,123.81	4,123.81	57,036.19	61,160.00	91,160.00	30,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	67,112.60	67,112.60	68,500.00	1,387.40
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,600,000.00	1,600,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,281,800.00	1,281,800.00
6800	OPERATING PAYMENTS TO REGIONAL	0.00	46,317.91	0.00	46,317.91	48,000.00	1,682.09

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 15 of 17
Report ID: B1008

20 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6801	DEBT PRINCIPLE PAYMENTS TO PTRWA	0.00	53,826.25	0.00	53,826.25	108,200.00	54,373.75
6802	INTEREST PAYMENTS - PTRWA	0.00	5,361.51	0.00	5,361.51	10,300.00	4,938.49
6810	PRINCIPLE PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	21,400.00	21,400.00
6811	INTEREST PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	1,100.00	1,100.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	12,500.84	0.00	12,500.84	50,050.00	37,549.16
7101	LEASE PRINCIPAL	401.66	1,062.53	0.00	1,062.53	661.00	-401.53
7200	DEBT INTEREST PAYMENTS	0.00	1,361.34	0.00	1,361.34	6,700.00	5,338.66
7201	LEASE INTEREST	20.84	52.47	0.00	52.47	11.00	-41.47
7202	Subscription Interest	17.17	56.15	0.00	56.15	62.00	5.85
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	517,000.00	517,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		269,836.25	721,752.89	811,142.73	1,532,895.62	7,154,330.00	5,621,434.38
Account Group Total:		269,836.25	721,752.89	811,142.73	1,532,895.62	7,154,330.00	5,621,434.38
Fund Total:		269,836.25	721,752.89	811,142.73	1,532,895.62	7,154,330.00	5,621,434.38

10/16/23
10:06:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

Page: 10 of 11
Report ID: B110

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	2,068.42	6,231.53	8,000.00	1,768.47	78 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	17,000.00	17,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	93,400.00	93,400.00	0 %
Account Group Total:	2,068.42	6,231.53	118,400.00	112,168.47	5 %
Fund Total:	2,068.42	6,231.53	118,400.00	112,168.47	5 %

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 16 of 17
Report ID: B100B

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Account Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Account Group Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Fund Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00

10/16/23
10:06:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

Page: 11 of 11
Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	421.39	851.50	1,000.00	148.50	85 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	500,000.00	500,000.00	0 %
Account Group Total:	421.39	851.50	501,000.00	500,148.50	0 %
Fund Total:	421.39	851.50	501,000.00	500,148.50	0 %
Grand Total:	2,872,230.00	4,048,862.35	20,620,023.67	16,571,141.32	20 %

10/16/23
10:11:13

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

Page: 17 of 17
Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
D							
9600 OTHER FINANCING USES							
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Fund Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
Grand Total:		958,762.01	2,589,401.58	2,498,175.96	5,087,577.54	19,939,129.05	14,851,551.51

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for September 2023

AGENDA ITEM #: II.F.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Attached is the report for golf operations for September 2023.

Total revenues for the month of September 2023 were \$148,789 and operating expenditures were \$179,525. September was a good month. Overall, there was a loss of \$79,630 after capital outlay expenditures for the golf course bathrooms. In September 2022, there was a loss of \$34,603.

September 2023 also had an extra pay period.

For the month of September 2023 there were 3,642 rounds played compared to 3,180 rounds played in September 2022.

September 2023 had 2 bad weather days and no closed days.

September 2023 overall was a good month for golf. There were more rounds played in September 2023, which resulted in more revenue earned compared to September 2022.

ATTACHMENTS: Golf report for September 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/24

	<u>September 2023</u>	<u>September 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
<i>Golf Course Operating Revenues</i>	148,789	120,300	28,489	23.68%	437,978	366,592	71,386	19.47%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	86,699	77,574	9,125	11.76%	222,084	216,714	5,370	2.48%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	<u>92,826</u>	<u>77,329</u>	<u>15,497</u>	20.04%	<u>226,214</u>	<u>218,445</u>	<u>7,769</u>	3.56%
<i>Net exp < or > rev before Capital Outlay</i>	(30,736)	(34,603)	3,867	-11.2%	(10,320)	(68,567)	58,247	
<i>Capital Outlay</i>	<u>48,894</u>	<u>-</u>	<u>48,894</u>		<u>48,894</u>	<u>28,250</u>	<u>(20,644)</u>	
<i>Net expenditures < or > revenues</i>	<u>(79,630)</u>	<u>(34,603)</u>	<u>(45,027)</u>	-130.12%	<u>(59,214)</u>	<u>(96,817)</u>	<u>37,603</u>	38.84%
<i>Golf Rounds Played (not including complimentary play)</i>	3,642	3,180			7,586	9,385		
<i>Bad Weather Days (1)</i>	2	5			2	11		
<i>Days closed for aerification, covered greens</i>	0	1			-	-		
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	8	11						
<i>Part-time hours</i>	1,441	1,111						
	(1)	(1)						

Variances:

Revenues
FYE 6/30/24

	<u>September 2023</u>	<u>September 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Greens	74,109	64,765	9,344	14.43%	218,854	188,282	30,572	16.24%
Golf Now Booking Fees	442		442	1	1,280	0	1,280	100.00%
Cart Rentals	40,646	34,445	6,201	18.0%	118,352	102,401	15,951	15.58%
Pull Carts	20	38	(18)	-47.37%	49	71	(22)	-30.99%
Driving Range	10,293	275	10,018	3642.91%	33,004	11,827	21,177	179.06%
Sales - Golf Shop Inventory	9,095	7,478	1,618	21.64%	25,724	26,979	(1,254)	-4.65%
Sales - Golf Shop Concessions	12,679	11,965	714	5.97%	37,464	34,812	2,652	7.62%
Golf Clubhouse Rental Fees and golf clubs	<u>1,505</u>	<u>1,335</u>	<u>170</u>	<u>12.73%</u>	<u>3,250</u>	<u>2,220</u>	<u>1,030</u>	<u>46.40%</u>
	<u><u>148,789</u></u>	<u><u>64,765</u></u>	<u><u>28,489</u></u>	<u><u>43.99%</u></u>	<u><u>437,977</u></u>	<u><u>366,592</u></u>	<u><u>71,385</u></u>	<u><u>19.47%</u></u>

Variances:

**Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/24**

	<u>September 2023</u>	<u>September 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	60,198	60,959	(761)	-1.25%	155,131	149,479	5,652	3.78%
Supplies & Materials	a. 15,614	9,472	6,141	64.83%	36,311	27,979	8,332	29.78%
Contractual Services	8,847	4,849	3,998	82.45%	22,318	29,296	(6,978)	-23.82%
Other Operating Expenditures (utilities, communications, etc)	<u>2,040</u>	<u>2,294</u>	<u>(253)</u>	-11.05%	<u>8,324</u>	<u>9,959</u>	<u>(1,635)</u>	-16.42%
Total Exp before Capital Outlay	<u>86,699</u>	<u>77,574</u>	<u>9,125</u>	11.76%	<u>222,084</u>	<u>216,714</u>	<u>5,370</u>	2.48%
Capital Outlay		<u>-</u>	<u>-</u>		<u>48,894</u>	<u>-</u>	<u>48,894</u>	
	<u>86,699</u>	<u>77,574</u>	<u>9,125</u>	11.76%	<u>270,978</u>	<u>216,714</u>	<u>54,264</u>	25.04%

Variances:

- a. purchase of fertilizer and spray for golf course

Jamestown Park Golf Course Operations
Golf Shop Expenditures
FYE 6/30/24

	<u>September 2023</u>	<u>September 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	35,674	46,201	(10,528)	-22.79%	108,264	114,529	(6,265)	-5.47%
Supplies & Materials	18,395	11,574	6,821	58.93%	43,612	39,757	3,855	9.70%
Contractual Services	32,108	13,581	18,526	136.41%	57,022	47,223	9,799	20.75%
Other Operating Expenditures (utilities, communications, etc)	<u>6,650</u>	<u>5,973</u>	<u>677</u>	11.33%	<u>17,317</u>	<u>16,936</u>	<u>381</u>	2.25%
Total Exp before Capital Outlay	<u>92,826</u>	<u>77,329</u>	<u>15,497</u>	20.04%	<u>226,215</u>	<u>218,445</u>	<u>7,770</u>	3.56%
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>28,250</u>	<u>(28,250)</u>	
	<u>92,826</u>	<u>77,329</u>	<u>15,497</u>	20.04%	<u>226,215</u>	<u>246,695</u>	<u>(20,480)</u>	-8.30%

Variations:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #8

AGENDA ITEM #: H.G.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions.

ATTACHMENTS: Budget Amendment #8

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #8

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #8

FOLLOW UP ACTION NEEDED:

FYE 6/30/24
 BUDGET AMENDMENT #8

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Lease Principal Payments	11,723.00	
	Lease Interest	220.00	
	Copier leases		424.00
	Town Hall phones leased		624.00
	Recreation equipment leased		1,850.00
	Golf Equipment leased		3,200.00
	Golf Equipment		153.00
	Golf Equipment		5,328.00
	Golf Shop phones leased		382.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,643.00	
	Subscription Interest	40.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		14.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		2.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Fund 30:

a.	Lease Principal Payments	401.00	
	Lease Interest	22.00	
	Copier leases		423.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	19.00	
	Data Processing Services		19.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #9

AGENDA ITEM #: II.H.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

The Town received funds to sponsor a bench from John and Judee Chesnutt. This amendment will increase sponsorship revenue and increase the expenditure line for the intended funds.

The budget amendment will also include moving funds out of the Reserve for Future Expenditures for cameras on the garbage trucks, knuckleboom and leaf trucks, to move septic leach lines at the park (to prepare for the new plans at the volleyball court), for a battery backup for fire doors at the library, and to repair the fence at Wrenn Miller park due to storm damage.

ATTACHMENTS: Budget Amendment #9

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #9

BUDGETARY IMPACT: \$49,500 in expenditures and revenues

SUGGESTED MOTION: Approve Budget Amendment #9

FOLLOW UP ACTION NEEDED:

**FYE 6/30/24
BUDGET AMENDMENT #9**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Assets Not Capitalized		
	Sponsorships	2,500.00	
			2,500.00
	Bench Sponsor-John & Judee Chesnutt		
b.	Reserve for Future Expenditures	17,000.00	
	Subscription Fees		4,000.00
	Other Contracted Services		1,200.00
	Subscription Fees		1,000.00
	Other Contracted Services		7,000.00
	Other Contracted Services		3,800.00
	For cameras on garbage trucks, knuckleboom, and leaf trucks, septic leach lines at park, and battery backup for fire doors at library		
c.	Reserve for Future Expenditures	1,200.00	
	Other Contracted Services		1200.00
	For fence repairs at Wrenn Miller park due to storm damage, insurance deductible is \$1,000		

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring October 2023 as Fire Prevention Month

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr/Town Clerk

SUMMARY:

Proclamation declaring October 2023 as Fire Prevention Month in the Town of Jamestown

ATTACHMENTS: Proclamation declaring October 2023 as Fire Prevention Month

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**PROCLAMATION FIRE PREVENTION MONTH
OCTOBER 2023**

WHEREAS, fires can take lives, devastate communities, and destroy our homes and businesses; and

WHEREAS, fires pose a threat to Americans across our Nation and State and they cost us billions of dollars each year; and

WHEREAS, Fire Prevention Month emphasizes the importance of taking steps to prevent fires; and

WHEREAS, October is a good time to test smoke alarms in places of work and homes to ensure the alarms are working properly; and

WHEREAS, all Americans should develop and practice a fire evacuation plan that allows for swift exits from places of work or home; and

WHEREAS, it is important to teach our children about fire prevention and fire safety; and

WHEREAS, we owe a great debt to our brave first responders and firefighters who run toward the scene of a disaster to fight fires; and

WHEREAS, these individuals are heroes that demonstrate courage, determination, and professionalism every day as they battle flames and smoke;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, by virtue of the authority vested in me and by the Town of Jamestown do hereby proclaim October 2023 as **FIRE PREVENTION MONTH** and urge all citizens of the Town of Jamestown to practice their best efforts to prevent fires and their tragic consequences.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 24th day of October, 2023.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring Oct. 15th-21st as Friends of Libraries Week **AGENDA ITEM #:** V

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

National Friends of Libraries Week promotes groups who support libraries across the country. Focusing on the third week in October each year, the observance provides the opportunity for groups to increase awareness about membership opportunities, their goals, and projects. The week celebrates the contributions of friends groups across the nation. Their dedication to local libraries leaves a lasting, positive impact on their libraries and communities.

ATTACHMENTS: Proclamation declaring October 15th-21st as Friends of Libraries Week

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**PROCLAMATION FRIENDS OF LIBRARIES WEEK
October 15th-21st, 2023**

WHEREAS, Friends of Library groups across the United States are dedicated to the support of libraries as institutions essential to democracy and life-long learning; and

WHEREAS, Friends of North Carolina Libraries support local Friends groups by helping them integrate the library thoroughly with the life and work of the community they serve; and

WHEREAS, Friends groups advocate for funding that will provide libraries with the necessary print and electronic materials, expert assistance in research, technology equipment, and services for all ages from the very young to the senior citizen; and

WHEREAS, Friends of the Jamestown Public Library promote the joys and benefits of literacy, learning, and economic well-being for community members of all ages by investing time and effort in raising supplementary funds to enhance library resources and programming; and

WHEREAS, Friends of the Jamestown Public Library also volunteer to help provide services and materials to their patrons; and

WHEREAS, the gifts of time and commitment by Friends of the Jamestown Public Library set a positive example of civic engagement that benefits both volunteers and their communities;

NOW, THEREFORE, I, Council Member Rebecca Mann Rayborn, on behalf of the Mayor and Town Council, do hereby proclaim October 15th-21st, 2023 as **FRIENDS OF LIBRARIES WEEK** in the Town of Jamestown.

AND encourage all citizens to join me in this worthy observance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 24th day of October, 2023.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation from Robby Stone re: Eastside WWTP

AGENDA ITEM #: VI

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 15 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Town would like to welcome Mr. Robby Stone, Director of Public Services for the City of High Point, to assist the Council and the public with fostering a better understanding of how our wastewater (sewer) systems work and the Town of Jamestown's role as a capital partner in the Eastside Wastewater Treatment Plant (WWTP)

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koance



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation from Greg Flory regarding the operation of PTRWA

AGENDA ITEM #: VII

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 15 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Town would like to welcome Mr. Greg Flory, Executive Director of Piedmont Triad Regional Water Authority (PTRWA), to assist the Council and the public with fostering a better understanding of how our water systems work and the Town of Jamestown's role as a capital partner in the PTRWA Water Treatment Plant.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

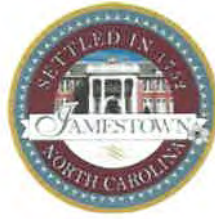
SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
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John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Historic Jamestown Society contract

AGENDA ITEM #: VIII.A.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

We have received a request from the Historic Jamestown Society (Society) for funding for the 23-24 fiscal year. The contract will be for painting, siding and other structural repairs furnished to those historic structures held in trust by the SOCIETY. The following request is an exception allowed by NC General Statue §153A-437 as described in the request attachment; thus we believe that all ara allowable costs in providing historical services to the Town of Jamestown.

Based on the priorities provided by the Director of the Historic Jamestown Society, we recommend the following be approved to be included in our amended contract with the Historic Jamestown Society:

Facility maintenance and restoration-\$10,500.

ATTACHMENTS: Contract

RECOMMENDATION/ACTION NEEDED: Approval of the revised contract with Historic Jamestown Society

BUDGETARY IMPACT: \$10,500

SUGGESTED MOTION: Council Member makes a motion to approve the contract with the Historic Jamestown Society in the amount of \$10,500 for maintenance and preservation of historic structures.

FOLLOW UP ACTION NEEDED:

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
THE HISTORIC JAMESTOWN SOCIETY, INC.

THIS CONTRACT, entered into as of the 1st day of July 2023, by and between the Town of Jamestown, (hereinafter referred to as "the TOWN"), and The Historic Jamestown Society, Inc., a North Carolina Non-Profit Corporation (hereinafter referred to as "the SOCIETY").

WITNESSETH:

WHEREAS, the TOWN has appropriated certain funds for the SOCIETY, as hereinafter stated, from the TOWN's General Fund Budget. In exchange for said funding, the SOCIETY has agreed to perform certain services of a public nature for the TOWN. Therefore, it is mutually agreed and understood between the TOWN and the SOCIETY as follows:

1. **TERM OF CONTRACT:** This Contract shall commence on July 1, 2023 and shall end on June 30, 2024. If the SOCIETY shall at any time breach any part of this Contract, then this Contract shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The SOCIETY, in and for the consideration of the funding provided to it by the TOWN as set forth in Sections 4 and 5 below, agrees to provide to the citizens and residents of the Town of Jamestown access to cultural and historical programming and the historic buildings, artifacts and property held in trust by the SOCIETY. The SOCIETY agrees to immediately notify the Town Manager in writing of any significant change in the type or level of services to be offered.
3. **STATUTORY FUNDING AUTHORIZATION:** The TOWN is authorized to provide support for museums and related programming for its citizens as described in Section 2 above pursuant to North Carolina General Statute §160A-488.
4. **ANNUAL APPROPRIATION:** For Fiscal Year 2023-2024, the amount of funding appropriated for the SOCIETY by the TOWN is \$10,500.00.
5. **PAYMENT:** The TOWN will pay the annual appropriation to the SOCIETY as follows: The Society will submit receipts for painting, siding and other structural repairs furnished to those historic structures held in trust by the SOCIETY, including, but not limited to, the Madison Lindsay House, Bank Barn and the Richard Mendenhall House. The Town will reimburse the Society in a total amount not to exceed \$10,500.00 for all approved painting/repair invoices incurred by the SOCIETY. Said payments shall be mailed to the SOCIETY at: P.O. Box 512, Jamestown, North Carolina 27282.
6. **USE OF FUNDS:** Funding provided to the SOCIETY under this Contract shall be used exclusively to provide the painting and repair services outlined in Section 2. No funds provided

by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing those services outlined in Sections 2 and 5 above as authorized under North Carolina General Statute §160A-488.

7. **ANNUAL ACTIVITY REPORT:** The SOCIETY shall provide to the TOWN an annual report of the accomplishments and services provided under this Contract. The report shall be submitted, together with any future funding request, to the TOWN by March 1 of 2024, and shall contain information for the previous fiscal year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this Contract shall be reported as municipal support and clearly identifiable in the SOCIETY financial statements.
 - B. The SOCIETY agrees that it will provide the TOWN with an annual financial report derived from the SOCIETY accounting system for the year-end period. The SOCIETY shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 are due to the TOWN one hundred and twenty (120) days after the SOCIETY's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The SOCIETY is a non-profit corporation established under the laws of the State of North Carolina, and is an independent contractor. The SOCIETY is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter into any Agreement for, or on behalf of, the TOWN. The SOCIETY shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the SOCIETY shall not, in any way, be considered employees of the TOWN.
11. **ASSIGNMENT:** The SOCIETY shall not assign its rights under this Contract or any part thereof, nor delegate or subcontract any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Contract may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by first class and/or registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

SOCIETY:
Director
The Historic Jamestown Society, Inc.
PO Box 1345
Jamestown, NC 27282 J

TOWN:
Town Manager
Town of Jamestown
301 E. Main Street
Jamestown, NC 27282

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt (if sent via first class mail) on the date which is five (5) business days after said notice was deposited with the United States Postal Service.

14. INSURANCE AND LIABILITY: The SOCIETY will maintain worker's compensation and employer's liability insurance for employees as required by current North Carolina and Federal law. Current valid insurance policies meeting the requirements herein identified shall be maintained to be considered an "eligible contractor" of the TOWN. The SOCIETY will maintain insurance policies at all times in the amounts and terms set forth as follows:

- A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.
- B. The SOCIETY agrees to keep its personal property, artifacts, buildings and structures held in trust by it, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.
- C. The SOCIETY agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the SOCIETY's performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the SOCIETY's liability nor relieve the SOCIETY of any obligation hereunder.
- D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The SOCIETY shall provide evidence of all insurance required by this Contract.

15. INDEMNIFICATION: The SOCIETY will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the SOCIETY;
and
 - B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
 - C. All claims and liabilities resulting from the SOCIETY's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the SOCIETY will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.
- 16. STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Contract.
- 17. SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.
- 18. SURVIVAL:** All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between the TOWN and the SOCIETY will survive the completion of the services and the termination of the Contract.
- 19. GOVERNING LAW:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Contract, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.
- 20. ENTIRE AGREEMENT:** This Contract represents the entire understanding and agreement between the parties with respect to contracting for those services as outlined in Section 2. This Contract supersedes all prior agreements, whether written or oral, that may exist between the parties with respect to contracting for those services as outlined in Section 2. In addition, no subsequent amendment or modification to this Contract or waiver of any provisions will be effective unless in writing and signed by both parties.
- 21. CHANGES IN BYLAWS AND INSURANCE POLICIES:** In the event of any change in the SOCIETY's bylaws, or insurance policies, the SOCIETY agrees that it shall immediately notify the Town Manager. The SOCIETY shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of

execution.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the _____ by their respective duly authorized representatives.

THE TOWN OF JAMESTOWN

BY: _____
Lynn Montgomery, Mayor

THE HISTORIC JAMESTOWN SOCIETY, INC.

BY: _____
Chair-Board of Trustees

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: JYL request for providing services

AGENDA ITEM #: VIII.B.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

The Town wishes to provide recreation services to the citizens of Jamestown. The Town does not have the available staffing levels to be able to do this; thus the Town wishes to contract with Jamestown Youth League (JYL) to provide these services. The Town proposes to fund up to \$10,000 for these recreation services for youth residents. JYL has provided a cost per participant of \$100 per child. Based on # of Jamestown resident participants, the contract would not exceed \$10,000. A contract has been prepared which specifies the terms of the provision of these services. The Town staff requests that Town Council approve the amount (up to \$10,000) of funding for services and the contract which will be entered into by JYL and the Town.

ATTACHMENTS: Contract

RECOMMENDATION/ACTION NEEDED: Approve funding of services by JYL & approve contract

BUDGETARY IMPACT: up to \$10,000

SUGGESTED MOTION: Council Member makes a motion to approve the contract with JYL for up to \$10,000 in funding to provide recreational services for Jamestown youth residents.

FOLLOW UP ACTION NEEDED:

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
JAMESTOWN YOUTH LEAGUE, INC.

THIS CONTRACT, entered into as of the 1st day of July 2023, by and between the Town of Jamestown, (hereinafter referred to as “the TOWN”), and the Jamestown Youth League, Inc., a North Carolina Non-Profit Corporation (hereinafter referred to as “the JYL”).

WITNESSETH:

WHEREAS, the TOWN has appropriated certain funds for the JYL, as hereinafter stated, from the TOWN’s General Fund Budget. In exchange for said funding, the JYL has agreed to perform certain services of a public nature for the TOWN. Therefore, it is mutually agreed and understood between the TOWN and the JYL as follows:

1. **TERM OF CONTRACT:** This Contract shall commence on July 1, 2023 and shall end on June 30, 2024. If the JYL shall at any time breach any part of this Contract, then this Contract shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The JYL, in and for the consideration of the funding provided to it by the TOWN as set forth in Sections 4 and 5 below, agrees to provide youth sport and recreational activities in the fall and spring to youth living in the Town of Jamestown. The JYL agrees to immediately notify the Town Manager in writing of any significant change in the type or level of services to be offered.
3. **STATUTORY FUNDING AUTHORIZATION:** The TOWN is authorized to provide support for museums and related programming for its citizens as described in Section 2 above pursuant to North Carolina General Statute Article 18, §160A-350, et seq.
4. **ANNUAL APPROPRIATION:** For Fiscal Year 2023-2024, the amount of funding appropriated for the JYL by the TOWN is \$10,000.00.
5. **PAYMENT:** The TOWN will pay the annual appropriation to the JYL as follows: At the end of each recreation season and/or program, the JYL shall provide the TOWN with a list of each participant and their home address. The TOWN will pay \$100.00 to the JYL for each documented participant whose home address is within the limits of the Town of Jamestown, in a total amount not to exceed \$10,000.00. Said payments shall be mailed to the JYL at: 7107 E. Fork Road, High Point, North Carolina 27265.
6. **USE OF FUNDS:** Funding provided to the JYL under this Contract shall be used exclusively to provide the sports and recreational opportunities and activities to Jamestown youth outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing those services outlined in Sections 2 and 5 above as

authorized under North Carolina General Statute Article 18, §160A-350, et seq.

7. **ANNUAL ACTIVITY REPORT:** The JYL shall provide to the TOWN an annual report of the accomplishments and services provided under this Contract. The report shall be submitted, together with any future funding request, to the TOWN by March 1 of 2024, and shall contain information for the previous fiscal year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this Contract shall be reported as municipal support and clearly identifiable in the JYL financial statements.
 - B. The JYL agrees that it will provide the TOWN with an annual financial report derived from the JYL accounting system for the year-end period. The JYL shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 are due to the TOWN one hundred and twenty (120) days after the JYL's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The JYL is a non-profit corporation established under the laws of the State of North Carolina, and is an independent contractor. The JYL is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter into any Agreement for, or on behalf of, the TOWN. The JYL shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the JYL shall not, in any way, be considered employees of the TOWN.
11. **ASSIGNMENT:** The JYL shall not assign its rights under this Contract or any part thereof, nor delegate or subcontract any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Contract may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by first class and/or registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

JYL:
Director

TOWN:
Town Manager

The Jamestown Youth League, Inc.
7107 East Fork Road
High Point, NC 27265

Town of Jamestown
301 E. Main Street
Jamestown, NC 27282

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt (if sent via first class mail) on the date which is five (5) business days after said notice was deposited with the United States Postal Service.

14. INSURANCE AND LIABILITY: The JYL will maintain worker's compensation and employer's liability insurance for employees as required by current North Carolina and Federal law. Current valid insurance policies meeting the requirements herein identified shall be maintained to be considered an "eligible contractor" of the TOWN. The JYL will maintain insurance policies at all times in the amounts and terms set forth as follows:

- A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.
- B. The JYL agrees to keep its personal property, artifacts, buildings and structures held in trust by it, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.
- C. The JYL agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the JYL's performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the JYL's liability nor relieve the JYL of any obligation hereunder.
- D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The JYL shall provide evidence of all insurance required by this Contract.

15. INDEMNIFICATION: The JYL will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the JYL; and

- B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
 - C. All claims and liabilities resulting from the JYL's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the JYL will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.
16. **STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Contract.
17. **SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.
18. **SURVIVAL:** All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between the TOWN and the JYL will survive the completion of the services and the termination of the Contract.
19. **GOVERNING LAW:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Contract, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.
20. **ENTIRE AGREEMENT:** This Contract represents the entire understanding and agreement between the parties with respect to contracting for those services as outlined in Section 2. This Contract supersedes all prior agreements, whether written or oral, that may exist between the parties with respect to contracting for those services as outlined in Section 2. In addition, no subsequent amendment or modification to this Contract or waiver of any provisions will be effective unless in writing and signed by both parties.
21. **CHANGES IN BYLAWS AND INSURANCE POLICIES:** In the event of any change in the JYL's bylaws, or insurance policies, the JYL agrees that it shall immediately notify the Town Manager. The JYL shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of execution.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the

_____ by their respective duly authorized representatives.

THE TOWN OF JAMESTOWN

BY: _____
Lynn Montgomery, Mayor

THE JAMESTOWN YOUTH LEAGUE, INC.

BY: _____
Chair-Board of Trustees

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: YMCA request for providing services

AGENDA ITEM #: VIII.C.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

The Town wishes to provide recreation services to the citizens of Jamestown. The Town does not have the available staffing levels to be able to do this; thus the Town wishes to contract with the YMCA to provide these services. The Town proposes to fund up to \$10,000 for these recreation services for youth and adult residents. The YMCA will provide a list of names of each participant and their address. The Town will pay the YMCA based on the number of Jamestown residents participating in each recreational activity at the agreed upon rate set forth in Exhibit A attached to the contract, up to the total amount of \$10,000.00.

ATTACHMENTS: Contract

RECOMMENDATION/ACTION NEEDED: Approve funding of services by YMCA / contract

BUDGETARY IMPACT: up to \$10,000

SUGGESTED MOTION: Council Member makes a motion to approve the contract with the YMCA for up to \$10,000 in funding to provide recreational services for youth and adult Jamestown residents.

FOLLOW UP ACTION NEEDED:

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
YMCA of GREENSBORO, INC.,

THIS CONTRACT, entered into as of the 1st day of July 2023, by and between the Town of Jamestown, (hereinafter referred to as “the TOWN”), and the YMCA of Greensboro, Inc., d/b/a Mary Perry Ragsdale YMCA, a North Carolina Non-Profit Corporation (hereinafter referred to as “the YMCA”).

WITNESSETH:

WHEREAS, the TOWN has appropriated certain funds for the YMCA, as hereinafter stated, from the TOWN’s General Fund Budget. In exchange for said funding, the YMCA has agreed to perform certain services of a public nature for the TOWN. Therefore, it is mutually agreed and understood between the TOWN and the YMCA as follows:

1. **TERM OF CONTRACT:** This Contract shall commence on July 1, 2023 and shall end on June 30, 2024. If the YMCA shall at any time breach any part of this Contract, then this Contract shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The YMCA, in and for the consideration of the funding provided to it by the TOWN as set forth in Sections 4 and 5 below, agrees to provide to the citizens and residents of the Town of Jamestown access to recreational, health and fitness activities. The YMCA agrees to immediately notify the Town Manager in writing of any significant change in the type or level of services to be offered.
3. **STATUTORY FUNDING AUTHORIZATION:** The TOWN is authorized to provide support for recreational and related programming for its citizens as described in Section 2 above pursuant to North Carolina General Statute Article 18, §160A-350, et seq.
4. **ANNUAL APPROPRIATION:** For Fiscal Year 2023-2024, the amount of funding appropriated for the YMCA by the TOWN is \$10,000.00.
5. **PAYMENT:** The TOWN will pay the annual appropriation to the YMCA as follows: At the end of each recreation season and/or program, the YMCA shall provide the TOWN with a list containing the names of each participant and his/her home address. The TOWN will pay the YMCA based upon the number of Jamestown residents participating in each recreational activity at the agreed upon rates set forth in Exhibit A attached hereto, up to the total amount of \$10,000.00. Said payments shall be mailed to the YMCA at:

6. **USE OF FUNDS:** Funding provided to the YMCA under this Contract shall be used exclusively to provide the recreational and related programming activities outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose

other than providing those services outlined in Sections 2 and 5 above as authorized under North Carolina General Statutes Article 18, §160A-350 et seq.

7. **ANNUAL ACTIVITY REPORT:** The YMCA shall provide to the TOWN an annual report of the accomplishments and services provided under this Contract. The report shall be submitted, together with any future funding request, to the TOWN by March 1 of 2024, and shall contain information for the previous fiscal year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this Contract shall be reported as municipal support and clearly identifiable in the YMCA financial statements.
 - B. The YMCA agrees that it will provide the TOWN with an annual financial report derived from the YMCA accounting system for the year-end period. The YMCA shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 are due to the TOWN one hundred and twenty (120) days after the YMCA's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The YMCA is a non-profit corporation established under the laws of the State of North Carolina, and is an independent contractor. The YMCA is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter into any Agreement for, or on behalf of, the TOWN. The YMCA shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the YMCA shall not, in any way, be considered employees of the TOWN.
11. **ASSIGNMENT:** The YMCA shall not assign its rights under this Contract or any part thereof, nor delegate or subcontract any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Contract may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by first class and/or registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

YMCA:

TOWN:

Director
YMCA of Greensboro, Inc.
PO Box 1345
Jamestown, NC 27282 J

Town Manager
Town of Jamestown
301 E. Main Street
Jamestown, NC 27282

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt (if sent via first class mail) on the date which is five (5) business days after said notice was deposited with the United States Postal Service.

14. INSURANCE AND LIABILITY: The YMCA will maintain worker's compensation and employer's liability insurance for employees as required by current North Carolina and Federal law. Current valid insurance policies meeting the requirements herein identified shall be maintained to be considered an "eligible contractor" of the TOWN. The YMCA will maintain insurance policies at all times in the amounts and terms set forth as follows:

- A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.
- B. The YMCA agrees to keep its personal property, artifacts, buildings and structures held in trust by it, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.
- C. The YMCA agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the YMCA's performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the YMCA's liability nor relieve the YMCA of any obligation hereunder.
- D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The YMCA shall provide evidence of all insurance required by this Contract.

15. INDEMNIFICATION: The YMCA will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the YMCA; and

- B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
 - C. All claims and liabilities resulting from the YMCA's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the YMCA will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.
- 16. STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Contract.
- 17. SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.
- 18. SURVIVAL:** All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between the TOWN and the YMCA will survive the completion of the services and the termination of the Contract.
- 19. GOVERNING LAW:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Contract, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.
- 20. ENTIRE AGREEMENT:** This Contract represents the entire understanding and agreement between the parties with respect to contracting for those services as outlined in Section 2. This Contract supersedes all prior agreements, whether written or oral, that may exist between the parties with respect to contracting for those services as outlined in Section 2. In addition, no subsequent amendment or modification to this Contract or waiver of any provisions will be effective unless in writing and signed by both parties.
- 21. CHANGES IN BYLAWS AND INSURANCE POLICIES:** In the event of any change in the YMCA's bylaws, or insurance policies, the YMCA agrees that it shall immediately notify the Town Manager. The YMCA shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of execution.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the _____ by their respective duly authorized representatives.

THE TOWN OF JAMESTOWN

BY: _____
Lynn Montgomery, Mayor

THE YMCA of GREENSBORO, INC.
d/b/a/ MARY PERRY RAGSDALE YMCA

BY: _____
Chair-Board of Trustees

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Contract for Library Services

AGENDA ITEM #: VIII.D.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

Attached is the annual contract for Library Services to be provided to the Town by the Jamestown Public Library. This is an allowable use of public funds and allows the Town to have these services provided by a separate entity, per G.S. §160A-209(c)20 and §153A-264 and outlined specifically in Section 2. The contract calls for quarterly payments of \$16,000 each.

ATTACHMENTS: Contract

RECOMMENDATION/ACTION NEEDED: Approve the annual contract with Jamestown Public Library for library services.

BUDGETARY IMPACT: \$64,000

SUGGESTED MOTION: Council Member makes a motion to approve the annual contract with the Jamestown Public Library in the amount of \$64,000 for library services to be provided for the residents of the Town of Jamestown.

FOLLOW UP ACTION NEEDED:

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
JAMESTOWN PUBLIC LIBRARY

THIS CONTRACT, entered into as of the 1st day of July 2023, by and between the Town of Jamestown, (hereinafter referred to as “the TOWN”), and the Old Jamestown School Association, Inc., dba Jamestown Public Library, a North Carolina Non-Profit Corporation (hereinafter referred to as “the LIBRARY”).

WITNESSETH:

WHEREAS, the TOWN has appropriated certain funds for the LIBRARY, as hereinafter stated, from the TOWN’s General Fund Budget. In exchange for said funding, the LIBRARY has agreed to perform certain services of a public nature for the TOWN. Therefore, it is mutually agreed and understood between the TOWN and the LIBRARY as follows:

1. **TERM OF CONTRACT:** This Contract shall commence on July 1, 2023 and shall end on June 30, 2024. If the LIBRARY shall at any time breach any part of this Contract, then this Contract shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The LIBRARY, in and for the consideration of the funding provided to it by the TOWN as set forth in Sections 4 and 5 below, agrees to provide free access to public library services to residents of the Town. “Public library services” shall include, but not be limited to, adult and children’s literacy programs, cultural programs, and the ability to borrow items from the LIBRARY’s collection of books, magazines and other literacy materials in both paper and electronic formats. The LIBRARY agrees to immediately notify the Town Manager in writing of any significant change in the type or level of services to be offered.
3. **STATUTORY FUNDING AUTHORIZATION:** The TOWN is authorized to provide support for public library services for its citizens as described in Section 2 above pursuant to North Carolina General Statute §160A-209(c)20 and § 153A-264.
4. **ANNUAL APPROPRIATION:** For Fiscal Year 2023-2024, the amount of funding appropriated for the LIBRARY by the TOWN is \$64,000.00, to be paid in quarterly installments of \$16,000.00.
5. **PAYMENT:** The TOWN will pay the annual appropriation to the LIBRARY as follows: \$16,000.00 per quarter beginning and continuing on July 1, 2023, October 1, 2023, January 1, 2024 and April 1, 2024. Said quarterly payments shall be mailed to the LIBRARY at: P.O. Box 1345, Jamestown, North Carolina 27282.
6. **USE OF FUNDS:** Funding provided to the LIBRARY under this Contract shall be used exclusively to provide the public library services outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than

providing public library services as authorized under North Carolina General Statute §160A-209(c)20 and §153A-264 and outlined specifically in Section 2.

7. **ANNUAL ACTIVITY REPORT:** The LIBRARY shall provide to the TOWN an annual report of the accomplishments and services provided under this Contract. The report shall be submitted, together with any future funding request, to the TOWN by March 1 of 2024, and shall contain information for the previous fiscal year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this Contract shall be reported as municipal support and clearly identifiable in the LIBRARY financial statements.
 - B. The LIBRARY agrees that it will provide the TOWN with an annual financial report derived from the LIBRARY's accounting system for the year-end period. The LIBRARY shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 are due to the TOWN one hundred and twenty (120) days after the LIBRARY's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The LIBRARY is a non-profit corporation established under the laws of the State of North Carolina, and is an independent contractor. The LIBRARY is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter into any Agreement for, or on behalf of, the TOWN. The LIBRARY shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the LIBRARY shall not, in any way, be considered employees of the TOWN.
11. **ASSIGNMENT:** The LIBRARY shall not assign its rights under this Contract or any part thereof, nor delegate or subcontract any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Contract may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by first class and/or registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

LIBRARY:
Chair- Board of Trustees
Jamestown Public Library
PO Box 1345
Jamestown, NC 27282 J

TOWN:
Town Manager
Town of Jamestown
301 E. Main Street
Jamestown, NC 27282

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt (if sent via first class mail) on the date which is five (5) business days after said notice was deposited with the United States Postal Service.

14. INSURANCE AND LIABILITY: The LIBRARY will maintain worker's compensation and employer's liability insurance for employees as required by current North Carolina and Federal law. Current valid insurance policies meeting the requirements herein identified shall be maintained to be considered an "eligible contractor" of the TOWN. The LIBRARY will maintain insurance policies at all times in the amounts and terms set forth as follows:

- A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.
- B. The LIBRARY agrees to keep its personal property located at the Old Jamestown Library, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.
- C. The LIBRARY agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the LIBRARY'S performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the LIBRARY'S liability nor relieve the LIBRARY of any obligation hereunder.
- D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The LIBRARY shall provide evidence of all insurance required by this Contract.

15. INDEMNIFICATION: The LIBRARY will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the LIBRARY; and
 - B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
 - C. All claims and liabilities resulting from the LIBRARY's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the LIBRARY will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.
16. **STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Contract.
17. **SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.
18. **SURVIVAL:** All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between the TOWN and the LIBRARY will survive the completion of the services and the termination of the Contract.
19. **GOVERNING LAW:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Contract, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.
20. **ENTIRE AGREEMENT:** This Contract represents the entire understanding and agreement between the parties with respect to contracting for those services as outlined in Section 2. This Contract supersedes all prior agreements, whether written or oral, that may exist between the parties with respect to contracting for those services as outlined in Section 2. In addition, no subsequent amendment or modification to this Contract or waiver of any provisions will be effective unless in writing and signed by both parties.
21. **CHANGES IN BYLAWS AND INSURANCE POLICIES:** In the event of any change in the LIBRARY'S bylaws, or insurance policies, the LIBRARY agrees that it shall immediately notify the Town Manager. The LIBRARY shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of

execution.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the _____ by their respective duly authorized representatives.

TOWN OF JAMESTOWN

BY: _____
Lynn Montgomery, Mayor
Mayor

THE HISTOROC JAMESTOWN SOCIETY, INC.

BY: _____
Gary Haynes, Board Chairman

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of report on the annual Fall Litter Sweep

AGENDA ITEM #: IX-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 10.24.23

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Elizabeth Greeson

SUMMARY:

The Town of Jamestown was thrilled to join NC DOT for their 2023 Fall Litter Sweep. On a rainy Saturday, September 24, 2023, 9am-11 am, 25 participants joined together in Jamestown to pick up 29 bags of trash from locations along E Main at Lydia's Underpass, Main St Corridor at Library and Jamestown Elem School, East Fork Rd, Ragsdale Rd, Oakdale/River Rd and Scientific St/Robbins & Kearns St. There were attendees from Jamestown Boy and Girl Scouts and Cub and Brownie Troops, Rotary Club of Jamestown, Jamestown Civitans, Town Residents, Town Staff and Town Council. A lot of students participated and were very interested to hear of future opportunities for anyone to work independently. They will contact the Town Hall for more information in between biannual events. Photos are being shared with Aaron Moody ajmoody1@ncdot.gov Participants were informed the pictures would be used for public viewing. Request for bags to be picked up by our regional office is being sent to Eleanor B Johnson eleanorjohnson@ncdot.gov (See list below) Request forms for Certificates of Appreciation from NC DOT will be submitted to Kim Sawyer in a separate email. We hope to participate again in Spring 2024 during the NC DOT Spring Litter Sweep. We have used our supplies of bags that we had received in the spring. I will be in contact in the near future to request additional rolls to keep on hand before next year.

Pick Up Sites-
 9 Bags - East Fork from Deep River Bridge to Bicentennial Greenway trail and Jamestown Park Golf Course Entrance (7041 E Fork)
 5 bags -E Main St at Lydia's Bridge Railroad Underpass-
 6 bags-Harvey Rd/Oakdale/ bags placed along section of River Rd to Highway 29/70 stoplight.
 9 bags-Scientific Street-Main St to Shannon Gray- bags and bumper across from Robbins St intersection

Thank you to each of you for your work to Keep Our Communities Beautiful!
 Elizabeth Greeson

ATTACHMENTS: Promotional Flyer

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Join Town of Jamestown Annual Fall Litter Sweep

September 23, 2023----9-11am

**Meet at the Jamestown Food Lion Parking Lot –
Main Street and Ragsdale Road**

RSVP to 336-454-1138

**Plan to wear long sleeve shirts and high top shoes to
protect against unforeseen hazards.**

Bring Gloves to fit your hands for easier pick up.

HOPE TO SEE YOU THERE!



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Golf Course Maintenance Report

AGENDA ITEM #: IX-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Course Maintenance

CONTACT PERSON: Jamey Claybrook

SUMMARY:

- Bathrooms

The tile is down and the builder is trimming around fixtures. The plumber is currently connecting the water and grading around the bathrooms will be happening soon. Looks like we are about 2 weeks from the project completion.

- Temperatures

It is starting to become more cool around the golf course and the leaves are starting to fall more and more everyday. We have raised our mowing heights on tees fairways and greens. This will have prepare us for the winter months ahead.

- Dam on 4

In the month of November we will start repairing the dam and pond on number four. We will close down the front nine hole until this work is completed. While the repair is taking place we will take advantage of the front nine being closed and start repairs on a couple of holes where we have drainage issues with old rusted underground pipes.

- Maintenance

Our new maintenance build is starting to look great. Most of the painting is finished and they are working on electrical throughout the building. The light switches are installed, cabinetry is being put into place, glass is being install in the grinding room. Hopefully we will start moving in the month of November.

- Hours Summary Metrics

We will take a look at the employee hours and task performed on the golf course so we can get a good idea of exactly what is being accomplished on golf course.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Jamestown Park & Golf Course Quarterly Report

AGENDA ITEM #: IX-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Pro shop

CONTACT PERSON: Marcy Newton, Golf Pro shop

SUMMARY:

Staff will present the quarterly report for July, August and September for the golf course, pro shop and concessions.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of approval of Complimentary Play Policy

AGENDA ITEM #: IX-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Pro shop

CONTACT PERSON: Marcy Newton, Golf Pro

SUMMARY:

Newton will present the information on the amendments to the Jamestown Park Golf Course Complimentary Play Policy. Staff is requesting that the Town Council approve the amendments to the policy as presented.

ATTACHMENTS: Amended Jamestown Park & Golf Course Complimentary Play Policy

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the amended Complimentary Play Policy as presented

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve the amended Complimentary Play Policy.

FOLLOW UP ACTION NEEDED:



The Town of Jamestown will extend golf privileges to employees and partners (as defined in the policy below) throughout the year based on the adopted Complimentary Play Policy. Certain restrictions and guidelines will apply and must be followed. These guidelines will be consistent for everyone and each employee is expected to follow the rules accordingly. In addition to Complimentary Play Policy requirements, the following Golf Department practices and procedures must also be observed and followed:

1. Play will be on a space available basis only. Those receiving complimentary ~~benefits~~ must benefits must yield their tee time to paying customers. Tee times may only be made 24 hours in advance if approved by ~~golf shop~~ the Golf Professional or their designee.
2. All employees must check in through the golf shop prior to playing and obtain a receipt. Those receiving complimentary play must be documented.
3. Employees ~~are to always~~ shall help enforce and follow all rules of play for the day.
4. Negative or derogatory comments regarding town or course rules, course playing conditions, and Jamestown facilities in general will not be tolerated.
5. Employees have unlimited use of the practice facilities if ~~applicable and~~ available.
6. Golf privileges are for the employee only and do not apply to family or guests except as allowed by policy.
7. New part-time personnel hired will be offered ~~minimum wages~~ with consideration of work experience and the complimentary play privilege benefit.
8. Finally, and most importantly, as employees, we need to realize having golf available to us is a privilege, not a right and should always be treated as such.

Violation of the Town Personnel Policy, Complimentary Play Policy, and/or Golf Department practices and procedures will result in the loss of golf privileges and /or disciplinary action up to and including possibly dismissal.

Each town employee must read the Complimentary Play Policy and sign the policy agreeing to adhere to the requirements set forth by Town Council.



Town of Jamestown
Jamestown Park Golf Course
Complimentary Play Policy

Adopted March 1996
Revised August 19, 2014
Revised October 24, 2023

All groups listed below may receive complimentary green fees, carts, and driving range privileges Monday through Friday and after 2:00 PM on Saturdays, Sundays, and holidays. Complimentary green and cart fees are allowed on weekends or holidays prior to 2:00 PM if at least one (1) player in his/her group pays the full rate for green and cart fees. Specific requirements for each individual group are listed below:

Council Members: This policy applies to all current and former council members. Spouses are included, but rounds for spouses are limited to one round per week. Rounds are not to be carried over or to accumulate. No other family members have complimentary privileges.

Town Employees: This policy applies to full-time employees, part-time employees and retirees with twenty years or more service with the Town. Part-time employees must have worked a minimum of twenty-four (24) hours per month in the preceding month to continue to qualify for complimentary play.

Jamestown EMS Personnel and Firemen Fire Personnel: This policy applies to Emergency Medical Service (EMS) members and current fulltime and volunteer firemen-fire personnel stationed in Jamestown. The Fire Chief will be responsible for providing a list of department employees stationed in Jamestown and request player cards be issued to receive complimentary play. A maximum of twelve cards may be issued to EMS Personnel and Firemen Personnel.

Jamestown Sheriff Deputies: This policy applies to current Sheriff Deputies stationed in Jamestown. The Sheriff will be responsible for providing a list of department employees stationed in Jamestown and request player cards be issued to receive complimentary play. A maximum of twelve cards may be issued to Sheriff Deputies.

PGA Officials Members: This policy applies to currently licensed members of the Professional Golf Association (PGA) and Ladies Professional Golf Association (LPGA).

Superintendents This policy applies to current ly licensed members of the North Carolina Golf Course Superintendents Association.

Other: Golf Course Management can extend green fees, carts, and driving range privileges to those groups/ individuals who have a direct business relationship with the Town of Jamestown Park Golf Course. Extreme discretion should be used in issuing these privileges and they should be issued on a limited, non-reoccurring basis and only when they can lead to a benefit for the Town of Jamestown.

Golf Course Management will provide the Finance Director on the first of each month with a list of individuals who have been granted complimentary play during the preceding month.

Complimentary golf benefits may be subject to Internal Revenue Service regulations for taxable fringe benefits.

By signing below, I agree to comply with the Town Council adopted Complimentary Play Policy as stated above and understand violation of said policy and/or Golf Department practices and procedures will result in the loss of golf privileges and possibly dismissal.

Employee Name (printed)

Employee Signature

Date

Supervisor Signature

Date

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of amendments to the Facility Use Guide for the Clubhouse

AGENDA ITEM #: IX-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Pro Shop

CONTACT PERSON: Marcy Newton, Head Golf pro

SUMMARY:

Staff will present information on the amendments to the Facility Use Guide for the Clubhouse at Jamestown Park Golf Course.

Staff is requesting that the Town Council approve the amendments to the Facility Use Guide as presented.

ATTACHMENTS: Amended Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the amended Facility Use Guide as presented.

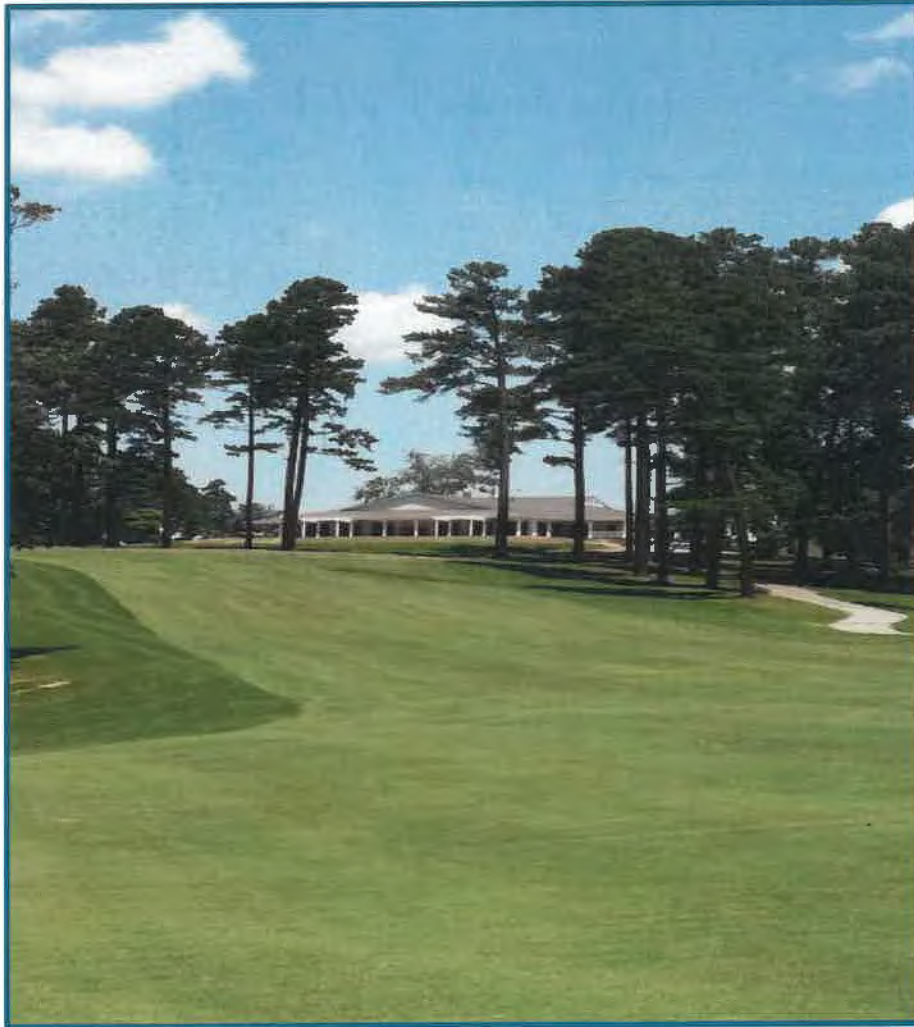
BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve the Facility Use Guide for the Clubhouse at the Jamestown Park and Golf Course as presented.

FOLLOW UP ACTION NEEDED:

JAMESTOWN PARK

Facility Use Guide



For information or to book an event date
contact Pro Shop at 336-454-4912
Website: <http://www.jamestownparkgolf.com/>

Thank you for choosing the Jamestown Park Clubhouse for your event. We look forward to working with you in making your event a success. Below is general information about the Clubhouse, which we encourage you to review as soon as possible. Jamestown Park Clubhouse is not available for rent on the evening before Thanksgiving, Thanksgiving Day, Christmas Eve and Christmas. **When you sign the Rental Agreement you will be agreeing that you have read and understand all the information in this Facility Use Guide.** Please contact the Pro Shop staff if you have any questions.

Rental Agreement, Deposits & Final Payment: Your reservation will be confirmed when we receive your signed Rental Agreement, Rental Addendum, fees, and deposit. Any additional charges incurred will be deducted from your deposit before the deposit is refunded to you. Make checks payable to "Town of Jamestown". Anyone leasing the Jamestown Park Clubhouse must be at least **25** years of age. Only the rooms designated in the Agreement are to be used during your event. The person signing the agreement **MUST** be in attendance throughout the entire function. The person signing this contract is legally responsible for making sure all procedures are followed and it is the responsibility of the signer to ensure that the facility is properly used and cared for. Users are responsible for any and all damages to the facility caused as a result of his/her event and his/her guests. A rental or reservation agreement may **NOT** be transferred or assigned to any other person or group without approval by the Director of Golf.

Cost Estimate: The Rental Addendum is a cost estimate based on the information you gave us at the time of the rental.

Liability: You cannot have more people in the room(s) you have rented than our fire capacities allow. ~~The Mendenhall room capacity is 60 and the Lindsay and Charles rooms will accommodate 52~~ Capacity limits are listed below and are subject to change. **When staging tables and chairs for your event, there must be space in front of all entry/exit doors equal to or greater than a six (6) foot radius per the Fire Marshall. There are NO EXCEPTIONS to this rule.** No smoking, vaping, or tobacco products are allowed inside the building. Any damage to the clubhouse caused by you or your guests will be taken out of your Deposit. The Town of Jamestown (dba Jamestown Park) is not responsible for any personal property or equipment brought to or left at the Clubhouse.

The renting individual or group, their guests and invitees, understand and agree that the Town of Jamestown (dba Jamestown Park) will not be responsible for injury to persons using the premises under the terms of the application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown (dba Jamestown Park) will be held harmless for any such injury, damage or loss resulting from use of its property, including any court cost and attorney fees.

Insurance: ~~The Town of Jamestown will determine the type of insurance coverage required for an event based on the following:~~

~~A. Non-profit/Civic ——— Groups/Business Organizations: These groups should have an existing general liability policy and must provide a certificate of liability insurance naming the Town of Jamestown as an additional insured, with a minimum of \$2 million in liability coverage.~~

~~Private events: These groups may not have an existing~~ All Users shall have either a general liability insurance policy, in which case they or shall obtain a "Special Event" policy. Said policy must have with a certificate of liability insurance naming the Town of Jamestown as an

additional insured with at least \$21 million of coverage.

The Director of Golf may, ~~in concurrence with the Town Manager/Assistant Town Manager, and the Finance Director,~~ allow for certain small events with a limited number of people or limited risk without the requirement for an insurance policy. In such cases, a Hold Harmless or Waiver of Liability must be signed releasing the Town of Jamestown and Jamestown Park Golf Course from any and all liability. For certain larger events, the Director of Golf may require more or additional insurance as he or she deems appropriate.

Insurance coverage must coincide with the dates of the User's contracted event date(s). If the user fails to provide evidence of coverage prior to the event, the Town may cancel the event and user shall forfeit all rights to refunds of any monies paid.

Catering Services: ~~You~~ Users are welcome to use any caterer on the Jamestown Park Clubhouse list of approved caterers. If you find a caterer you would like to use that is not on the list, we will work to add them provided they meet Jamestown Park Clubhouse requirements. Due to health code restrictions and security requirements, no one may enter the kitchen facilities except the Jamestown Park Clubhouse staff Event Host. If it is agreed the Jamestown Park Clubhouse staff will provide food services, then charges for the same plus applicable taxes and service charges will be included in a Rental Addendum as agreed upon no later than two (2) weeks prior to the event.

Food Provided by You: You may bring in your own food or have your guests bring covered dishes. You will need to bring everything related to your food service. Due to health code restrictions and security requirements no one may enter the kitchen

facilities except the staff Event Host. **You are responsible for clearing your tables of all trash and placing it in the trashcans we provide.** The Event Host will remove trash bags as necessary and place them in the dumpster. All or a portion of your Deposit will be retained, if necessary, to cover the expense of excessive cleanup or any damages.

Third-party vendors: It shall be expressly prohibited to invite any third-party vendor to provide any service without the written permission of the Director of Golf. All third-party vendors shall be subject to the same requirements for insurance as the User.

Beverage Service: Due to ABC laws, all alcohol consumed at Jamestown Park Clubhouse must be purchased from and served by the Jamestown Park Clubhouse staff Event Host. Jamestown Park Clubhouse offers a Cash Bar as described in the Fees and Charges Sections.

Private Businesses: Private businesses may not rent the facilities for private business endeavors. There is no exception to this requirement.

Selling Tickets: The selling of tickets or money exchange is not permitted at the clubhouse, including reselling alcohol from a hosted bar. Businesses selling products and events where the public has been invited and an admission is being charged are expressly prohibited.

~~**Decorations:** Any decorations brought on-site must be flame retardant and any live greenery must be cut within 24 hours of the function. You cannot affix anything on the walls, floors or ceiling with nails, staples, carpet tape or any other substance that might damage Jamestown Park or the clubhouse. Glitter, rice, confetti, sparklers, canned string, or like products are strictly prohibited. Bubbles and birdseed are allowed outside only. All decorations brought~~

~~in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. Only enclosed flames are permitted (votive candles, candles floating in glass container, hurricane lamps, etc.)~~

Event Hosts: Event Hosts are scheduled to work based on agreed upon event schedule and approved access to the building. We schedule staff as Event Hosts based on when you tell us you plan to arrive. If you arrive prior to the scheduled time, the staff person may not yet be on site to assist you. (See Fees and Charges Section)

Disclaimer: The Town of Jamestown does not discriminate on the basis of race, sex, color, religious affiliation, age, or national origin. Groups or organizations using the facilities may not deny admission to their activities based upon race, sex, color, religious affiliation, age, or national origin. Approval to use the facilities is not an endorsement by the Town of Jamestown of the User's organization or group. The Town of Jamestown reserves the right to deny rental to any person or group which, in the option of the Town of Jamestown, would be detrimental to the safety of the facility or reflect negatively upon the Town or the Golf Course.

Security: The Director of Golf shall have the authority to require groups to hire off-duty ~~Sheriff Dept. law enforcement~~ personnel to provide security for an event. This shall be at the sole discretion of the Director of Golf and shall be part of the rental agreement. Fees will be assessed to the renter per the fee schedule.

Reservations: The first priority for reserving the facility shall be given to the Town of Jamestown. All other reservations shall be on a "first-come" basis subject to availability of the requested date. "First-come" means that a renter has submitted all required paperwork and fees for a date to be

reserved. Any unpaid balances must be paid in full a minimum of 30 days prior to the day of the event or the Town may cancel your reservation at its discretion. In the event that the user is making a reservation 30 days or less to the date of the event, all fees must be paid in full the day of confirmation. Any changes to the contract that incur a fee after the full payment is made and prior to the event must be paid in full as soon as changes are made. Any additional charges incurred during or as a result of the event shall be paid within seven (7) days following the event.

Cancellations: Cancellations must be reported in writing immediately to the Director of Golf. Refunds will not include any non-refundable deposits or fees. In the event that the Town incurs fees which cannot be refunded, the user shall be responsible for paying those fees.

Cancellation Notice Rate Schedule:

100% of deposit/rental fee to be returned by the Town of Jamestown if the facility is closed due to inclement weather or other act of God and the facility is closed by the Town.

100% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 60 days or more before the event.

75% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 59-30 days before the event.

50% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 29 or fewer days before the event.

Holidays: Rental of facilities during Town of Jamestown employee holidays may be assessed at a premium rate of twice the regular rental fee and will be subject to staffing

availability.

Rules and Regulations:

1. The User understands and agrees that The Town of Jamestown does not relinquish the right to control the management of the facilities. The Town of Jamestown reserves the right to enforce all necessary laws, rules and regulations during an event. All Town authorized personnel may enter the facilities during any event without restriction whatsoever. All facilities including the space that is being use and all parking areas will be, at all times, under the control of the Town of Jamestown. The Golf Course facility will not close during standard hours of operation for an event without prior written approval of the ~~Town Manager~~ and Director of Golf. Other patrons may be entering the facility during event hours.
2. Users and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by the directives of Town and Park staff, their representatives, or any other duly authorized government official responsible for public safety. Failure to do so will result in IMMEDIATE cancellation of the event and ejection from the premises and a forfeiture of any fees paid.
3. Users and their guests shall not enter any area of the facility not covered by the User agreement.
4. Access to the facility is only allowed on the day of the event. No access is permitted without advance permission of the Director of Golf or their designee. If User needs to occupy the facility for planning or rehearsal purposes, it must be planned in advance and calculated in the costs of the rental.
5. The Town of Jamestown and Jamestown Park assume no responsibility for the User or their property while located in the facility or on the grounds. Jamestown Park does not provide storage. Please make arrangements to remove all items and decorations at the conclusion of each event. The Town's staff will dispose of any items left from events and a service charge may be applied for such removal.
6. All exit doors must remain operable and no part of any hallway, corridor, or exit within or outside of the facility may be used in a way that obstructs its use as an exit. NO DOORS MAY BE PROPPED OPEN AT ANY TIME.
7. Firearms are not permitted on the grounds of Jamestown Park at any time.
8. Any decorations brought on site must be flame retardant and any live greenery must be cut within 24 hours of the function.
- ~~8-9.~~ The use of any fasteners to hang banners, posters, balloons, etc. to any wall, floor, ceiling, curtain, windows, doors, etc. is STRICTLY PROHIBITED. User may not hang anything from the ceiling/rafters at any time.
- ~~9-10.~~ The use of paint confetti, bubbles, and the like are prohibited. No rice, glitter, colored powders, silly string, paint, fireworks (including sparklers), or open flame candles outside of an enclosed holder are permitted. Battery operated candles are permitted. Silk and fresh cut flower arrangements are allowed. Only Sterno-style heating elements, used by an approved caterer, are allowed.
- ~~10-11.~~ No animals or pets (other than previously approved service animals permitted by the Director of Golf) will be permitted inside the facilities.
- ~~11-12.~~ The removal of tables/chairs/furnishings is NOT permitted. Removal of furniture from the designated area is not permitted. Arrangements must be made prior to your event with the Director of Golf to

accommodate the setup of your space.

~~12-13.~~ Standing on tables, chairs, bar, and lobby furniture is strictly prohibited.

~~13-14.~~ Music is allowed inside until 11pm. Any exceptions must be approved by the Director of Golf and accounted for in the rental agreement. Music must be presented at an acceptable sound level so not to disturb any other activities.

~~14-15.~~ The Town of Jamestown has a sign ordinance and the use of any temporary signs or banners must be discussed with the Planning Department in advance of your event.

~~15-16.~~ The use of any Town facility for “for-profit” events or events sponsored by “for-profit” entities is prohibited. Any event that is booked as a ‘fundraising’ event or as an event where a portion of the proceeds may go to a non-profit shall provide proof that a minimum of 50% of all funds received are contributed to the non-profit listed as the beneficiary. The beneficiary non-profit must meet all IRS criteria and be listed as an active 501c entity. Proof of contribution may require an audit by an independent accounting firm at the discretion of the Town of Jamestown.

~~16-17.~~ Copyright: User will assume all cost, liabilities, and claims that arise from the use of patented, trademarked, franchised, or copyrighted materials or music, devices, processes, or dramatic rights used in or incorporated into the scheduled event. The User agrees to indemnify and hold harmless the Town of Jamestown from any claims or costs, including legal fees, which might arise from questions of use of any material described above.

A. ROOM RENTAL RATES AND CHARGES

Mendenhall Room is available for rent ~~from 8:00am to 4:00pm daily~~ while the Clubhouse is open during normal business hours (until evening event rates begin at 7 PM) for an hourly rate of \$75. An Event Host is included in this rate to assist your needs.

The combined Mendenhall, Lindsay, and Charles Rooms may be rented in the evenings after golf hours for \$400 for a 4-hour event between the following times:

The evening rental hours are scheduled as follows:

May through September	7:00pm to 11:00pm
October	6:00pm to 11 <u>10</u> :00pm
November through February	5:00pm to 11 <u>9</u> :00pm
March through April	6:00pm to 11 <u>10</u> :00pm

Golf outings which reserve the entire golf course facility will include free use of the Mendenhall, Lindsay, and Charles rooms up until the Clubhouse closes. If those rooms are available after-hours on the date of your event, they may be reserved for the rates listed above on a per-hour basis.

The ~~Patio~~ patio is for the use of all Jamestown Park customers. If your event is scheduled during golf play hours, you may not have exclusive use of the patio.

Pre-approved Civic Clubs partnering with the Town may reserve meeting space in the Mendenhall Room at no rental cost for ~~business~~ (regularly scheduled) meetings. However, the Civic Club will be responsible for paying the fee of \$50 per hour for the Event Host, if an Event Host is required.

The Town of Jamestown offers “Non-Profit” rates for qualifying non-profit organizations during normal daily operational hours. The non-profit rate shall be set as \$50 per hour. Non-profits must reserve space a minimum of two weeks in advance and provide specific details about the event, documentation of 501(c) tax status with application, and submit deposits/fees by payment with a check from the non-profit organization or a credit card issued in the non-profit’s name. No personal checks or payments shall be accepted.

Individuals found to be using a non-profit reservation for personal uses shall be asked to leave and will not be allowed to return in the future. Non-profits utilizing space for business meetings during operational hours may do so without charge. Small gatherings in the Lindsay or Charles rooms will not be required to pay a cleaning fee. Generally these areas are limited to approximately 25 persons or less. Non-profits wishing to reserve rooms during the evening rental hours will be required to pay standard rates.

The Room Rental Fee includes the furniture (tables and chairs) available inside the rental room(s). You are responsible for renting from a rental company additional items you may need for your event.

The Deposit is \$150.00 per event and must be paid when the Lease is signed. (Civic Clubs are exempt from the deposit requirement). This money will be refunded by check within 10 business days if the rooms you rent are left in satisfactory condition or will be retained if excessive clean-up or repairs are required after your event or if additional hours are required by the Event Host. To assure that you are leaving the room(s) in satisfactory condition, ask your Event Host to inspect before you leave.

B. JAMESTOWN PARK CLUBHOUSE EVENT HOST

Jamestown Park Clubhouse requires at least one Event Host for each event. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.). This time is established when your Lease and Addendum are prepared. The Event Host will be in the building and available throughout your event, remain until all guests have left to remove garbage, and then secure the building. Our staff is familiar with the building and is here to meet your facility-related needs as they arise. Additional Event Hosts may be required as determined by Jamestown Park Clubhouse management to ensure a successful event. There is a fee of \$50.00 per hour per each Event Host.

C. AVAILABLE BAR SERVICES

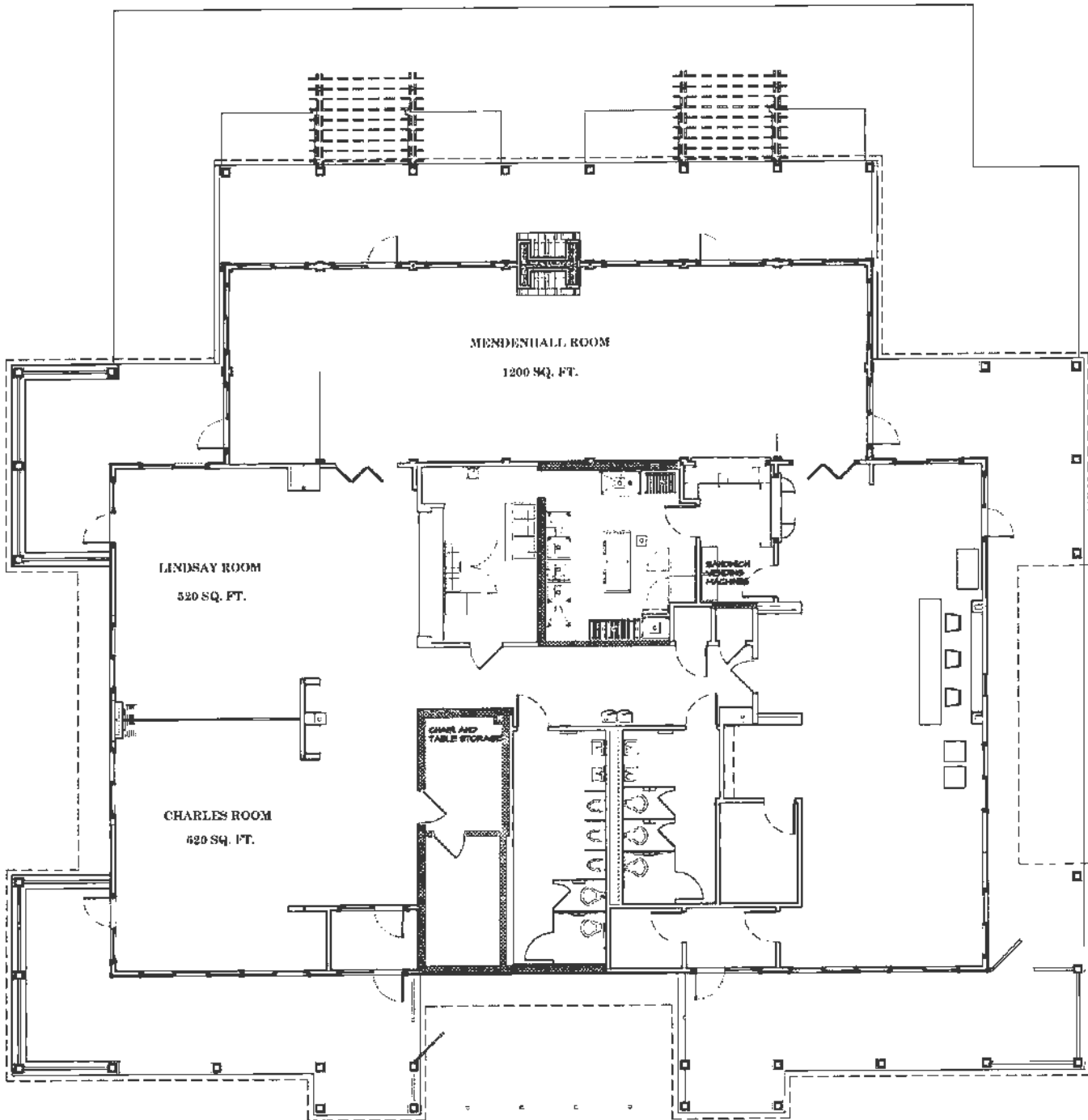
Jamestown Park Clubhouse offers beer and wine and requires town staff to serve your guests from the concession area. A valid ID is required from all guests who approach the bar and request an alcoholic beverage. If your event attendance will include 50 or more attendees and alcohol will be served, the Town shall require that an officer be present at your event at the fee listed below. At the discretion of Town Staff~~Furthermore, the Town, in their sole discretion, also reserves the right to require,~~ paid security officers ~~may also be required~~ for your event at the rate of \$~~50~~ 75 per officer per hour if the Golf Professional believes there may be a need. Under no circumstances is bringing your own alcohol or “brown bagging” permitted.

D. SPACE AND OCCUPANCY LIMITS

Depending on furniture needed in the room (buffet, cake and/or gift tables, etc.) or activities that will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people.

ROOM	DIMENSIONS	SQ. FOOTAGE	OCCUPANCY
Mendenhall	19' X 62'	1200.0	60 Tables & Chairs 169 Chairs only 237 Standing Room Only
Lindsey & Charles (each)	20' x 26'	520.0	52 Tables & Chairs 169 Chairs only 237 Standing Room Only

Jamestown Park Clubhouse Floor Plan



Effective July 1, 2022, as adopted by Town Council.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of Tee time Reservation policy

AGENDA ITEM #: IX-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Pro shop

CONTACT PERSON: Marcy Newton, Golf Pro shop

SUMMARY:

Staff will present information on a Tee time Reservation Policy.

Staff is requesting that the Town Council will approve the tee time reservation policy as presented.

ATTACHMENTS: Tee Time Reservation Policy

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Tee Time Reservation Policy as presented.

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve/amend the Tee Time Reservation Policy.

FOLLOW UP ACTION NEEDED:



**Town of Jamestown
Jamestown Park Golf Course
Tee-Time Reservation Policy**

Proposed: October 24, 2023

In order to facilitate the fair-use of our golf course and to ensure that times are available for all interested parties, the Golf Professional is hereby requesting that the Town of Jamestown institute the following "Tee-Time Reservation Policy". Once adopted by the Town Council, the policy shall become effective immediately.

Tee time etiquette is just as important as golf course etiquette and there is more to managing your tee time than just booking that time. With our course being so busy, it is important that the subscriber making the tee time reservation take ownership of that time. The following policies are hereby enacted for the Jamestown Park Golf Course.

Tee Time Reservation Policy:

- All players must have a starting time reserved through the Jamestown Park Golf Course (JPGC) Pro Shop. This may be done online, in-person, or via telephone.
- Failure to check-in and register with the Pro Shop at least 10 minutes prior to a reserved starting time may result in a cancellation fee or a set-back in start time. This shall be at the discretion of the Golf Professional or their designee as time and course conditions allow.
- You will need a valid credit card to book a tee time and guarantee your reservation.
- Tee Times may be made up to 7 days in advance.
- Tee Times can be made for a maximum of 28 players. If you require a larger reservation, this may be done on a per-case basis by calling the Pro Shop and speaking to the Golf Professional or their designee.
- All fees are due upon arrival at the course.

Cancellation Policy:

It is the responsibility of the tee time subscriber to cancel or modify group sizes no later than 24 hours prior to the scheduled reservation. You may do this during normal Pro Shop business hours either in person or over the phone by calling 336-454-4912. Failure to make changes or cancellations within this timeframe will result in the credit card holder being responsible for all applicable charges and automatically billed a "No Show Fee" for all players booked under the reservation. Changes and cancellations may not be made via email, text, or voicemail.

In the event of questionable weather, if 80% of scheduled tee times are present, then requirements of this policy shall be enforced. In the event of any extenuating circumstance, refunds for "No Show Fees" shall be the discretion of the Golf Professional.

Weather-Affected Play

In the event of rain or other weather-affected play, the Golf Professional or their designee may offer a "Rain Check" for play on a later date. Patrons who have begun a round in accordance with this policy shall not be charged any cancellation fee for weather-affected play.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Implementation of Golf Course Event Contract

AGENDA ITEM #: IX-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Golf Pro shop

CONTACT PERSON: Marcy Newton, Golf Pro

SUMMARY:

Staff will present information on the proposed implementation of a Jamestown Park & Golf Course event contract for golf outings and tournaments.

Staff is requesting that the Town Council approve the implementation of the event contract.

ATTACHMENTS: Jamestown Park & Golf Course Event Contract

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the implementation of the JPGC Event Contract

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve/deny the implementation of the Jamestown Park & Golf Course event contract.

FOLLOW UP ACTION NEEDED:



Jamestown Park Golf Course

7041 East Fork Road

Jamestown, NC 27282

Golf Event Contract

Thank you for choosing Jamestown Park Golf Course as the site for your next golf event. We are confident that our golf course, professional staff, and overall amenities will exceed your every need.

This contract provides you with a step-by-step process to ensure that every detail is considered for your event. It is just as important to us that you have a successful event. Please complete this contract in its entirety so that all your needs and requests are met.

Event Title: _____

Event Date (1st Choice): _____ (2nd Choice): _____ Rain Date: _____

Point of Contact/Event Director: _____

Address: _____

Phone Number: _____

Email: _____ Estimated # of Players: _____

Players Fees (includes green fee and cart fee):

Weekday Morning (M-F)	\$38 Per player	Range balls included
Weekday Afternoon (M-F)	\$38 Per Player	Range balls included
Weekends	\$5,200 Half Day Course Rental	Half day course rental / range balls included

Golf Outing Terms and Conditions:

- **Jamestown Park Golf Course** recommends at least 72 players to consider an 18-hole shotgun start for your event. Less than 72 players may start using a modified shotgun start. A minimum of 40 players are required for a modified shotgun start. For groups with less than 40 players, tee times will be required instead of a modified shotgun start.
- (Modified shotgun start: A shotgun start in which a portion of the 18-holes is occupied in order for the course to open the remainder of the facility for public play.)
- A total of 96 players guarantees an 18-hole shotgun start.

Please Select Your Requested Day and Start Time

Day:	AM or PM Start:	Shotgun Start or Tee Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Payment:

In order to reserve the date and time indicated above, I understand and by my signature on this Contract, hereby agree to the following terms:

- This golf event contract must be signed and returned with a \$200 deposit to formally secure the requested outing date. This deposit can be paid with cash, check, or credit card. Please make checks payable to **The Town of Jamestown**. (Note: this deposit will be applied against the final bill).
- The final guarantee of the number of golfers is due 7 days prior to the event date. The guaranteed number is not subject to reduction. Groups arriving with fewer than the guaranteed number of golfers will be charged for the final guaranteed number given.
- The final balance must be paid in full no later than the end of the day on the event date. This amount can be paid with cash, credit card or check. Please make checks payable to **The Town of Jamestown**.
- Player count and list: A player list or pairing list must be emailed to the head golf professional no later than three days prior to your event date. (Email: mnewton@jamestown-nc.gov). We ask for your cooperation and understanding so that our staff can prepare for the event and provide you with the best experience possible.

Course Etiquette:

- Guests are expected to play within the USGA Rules and guidelines while on the golf course. Repairing ball marks, raking bunkers, and leaving the course in the appropriate condition following play is expected. Please convey to all participants that Jamestown Park Golf Course staff will monitor the pace of play and, if necessary, advise or move groups forward if they are out of position or not playing at an appropriate pace. Pace of play for 18 holes is four hours and twenty minutes.

Dress Code:

- All participants must wear appropriate golf attire, no cut offs, or sleeveless shirts. Collared shirts are preferred.

- No metal spikes, boots, or cleats. Only soft spike golf shoes or sneakers are permitted.

Food and Beverage:

- Alcohol must be purchased from Jamestown Park Golf Course. No outside alcohol is allowed.
- Outside catering is allowed but must be approved by our staff no later than one week in advance of the event date.

Inclement Weather:

- Cancellation of the event will be considered only if Jamestown Park Golf Course officially closes the course to all play due to weather. The event will be rescheduled based on date availability and/or requested rain date. Completion of 9 holes of play constitutes a completed event.

Signage:

- All signage must be claimed by each event and removed from the property at the conclusion of the event. After 2 days all signage left beyond that time will be discarded.
- Jamestown Park Golf Course will provide all scorecards and cart name plates for the event.
- Jamestown Park Golf Course will provide closest to the pin, long drive markers, and scoring sheets per request.

Cancellation Policy:

- If, after your event has been booked and security deposit has been paid, you should find it necessary to cancel your scheduled event, the following cancellation policy will apply:

31 days or more prior to event	No Penalty – Full Refund
8 – 30 days prior to event	100% of deposit forfeited
7 days or less prior to event	100% of deposit and 100% of event charges will be forfeited

- It is the sole discretion of Jamestown Park Golf Course to determine if weather is cause for cancellation on the day of the event. If an event must be cancelled, you will have the option to schedule for another date. Once an event begins, there will be no refunds unless the course is closed by management on site.
- All cancellations must be made in writing – email is acceptable.

EVENT CONTACT TO INITIAL THAT THEY HAVE READ AND AGREE TO ABIDE BY THE CANCELLATION POLICY: _____

Indemnification:

- Client hereby jointly and severally agrees to indemnify, defend and hold Jamestown Park Golf Course and The Town of Jamestown harmless from all claims, suits, actions at law, judgements, liabilities, losses and damages (including attorney’s fees) arising from the use of Jamestown Park Golf Course property, however caused, including without limitations, any injury or damages resulting from negligent, careless, improper or unlawful conduct.

Damages:

- The undersigned and all participants agree to exercise extreme caution when operating equipment (specifically but not limited to golf carts) and utilizing the golf course property. In the event that any participant causes damages to the property and or equipment, the undersigned agrees to pay in full for any damages.

Conditions of the Agreement:

- Performance of the agreement is contingent upon the ability of Jamestown Park Golf Course management to complete the same, and is voidable in the event of labor dispute or strikes, accidents, government (Federal, State, or Municipal) requisitions, restrictions upon travel, transportation, food, beverages, or supplies, and or other causes, whether enumerated herein or not, beyond the control of Jamestown Park Golf Course, preventing or interfering with the delivery of services required for the private function. In no event shall Jamestown Park Golf Course be held liable for other damages.

Event terms and conditions agreed to:

- Signature below indicates that I/we fully consent with all of Jamestown Park Golf Course event terms and conditions including but not limited to: payment, player count, dress code, food and beverage, inclement weather, and cancellation policies.

Client Signature _____ Date _____

Printed Name _____ Date _____

JPGC Signature _____ Date _____

Printed Name _____ Date _____

- All checks are made payable to: The Town of Jamestown
 301 E. Main Street
 Jamestown, NC 27282

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
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Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of amendments to the Uniform Park Rules and Regulations **AGENDA ITEM #:** IX-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

The Parks and Recreation Dept. will present proposed changes to the Town of Jamestown's Uniform Park Rules and Regulations. After reviewing the current policy the staff thought a few changes are necessary to simplify the reservations, minimize cancellations, and keep the Town's Parks clean.

The Town of Jamestown Parks and Recreation Department will discuss adding a \$50 deposit to all shelter reservations.

The Parks and Recreation Dept will present a recommendation to add a \$25 service charge for the cancellation of a shelter reservation within 7 days of the date reserved.

Staff recommends that the Town Council approve the amendments to the Uniform Park Rules and Regulations as presented.

Staff also requests that Council add a \$50 deposit for shelter reservations and a \$25 service charge for reservation cancellations to the 2023/2024 FY Fee Schedule.

ATTACHMENTS: Updated Uniform Parks Rules and Regulations

RECOMMENDATION/ACTION NEEDED: Staff recommends that the Town Council approve the Uniform Parks Rules and Regulations

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the amendments to the Uniform Parks Rules and Regulations for the Town of Jamestown as presented. Council Member makes a motion to approve the addition of a \$50 shelter deposit and a \$25 service charge to the 2023/2024 FY Fee Schedule. +

FOLLOW UP ACTION NEEDED: Make a recommendation to council to approve the Uniform Parks Rules and Regulations



Town of Jamestown Uniform Park Rules and Regulations

Anticipated Adoption date September 19, 2023

The following rules shall regulate the use, occupancy and the conduct of persons in or upon all parks or park property owned and/or operated by the Town of Jamestown, North Carolina. The failure of any person to adhere to any rule or regulation may result in expulsion from the park for the day and/or for an extended period of time.

GENERAL RULES

1. VEHICLES

Motorized vehicles are not allowed on any trails or walking paths. It shall be prohibited for any person to drive any vehicle anywhere in any park, except upon the regularly established roadways; it shall be prohibited for any person to park or permit to be parked any vehicle anywhere except upon designated parking areas authorized by the Parks Director or designated official. Persons operating a licensed vehicle must possess a valid driver's license or learner's permit (and be accompanied by required licensed operator) to operate a vehicle on park property. A Segway (Electronic Personal Assistive Mobility Device) is allowed in parks and gardens, and on paths, sidewalks and trails as prescribed by North Carolina law; however the Parks Director or designee reserves the authority to regulate the time, place and manner of use.

Motor vehicle is hereby defined to include cars, trucks, mini-bikes, go-carts, motorbikes, golf carts, ATVs and any other self-propelled motorized vehicle.

2. BICYCLES

Bicycles are allowed only on designated paths, trails and public roadways. All cyclists are encouraged to wear helmets. Cyclists must comply with all NC Bicycle Statutes when riding on public roadways.

3. ROLLER SKATES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS

The use of roller skates, rollerblades, scooters and skateboards is prohibited on park roads, walkways, and parking lots.

4. ADVERTISING

It shall be prohibited for any person to place or erect any structure, sign, bulletin board,

post pole, or advertising device of any kind whatsoever in any park, or to attach any notice, bill, poster, sign, wire, rod, or cord to any tree, shrub, fence, railing, post, or structure within any park, except by such persons as are authorized by the **Parks Director** or designated official. All allowed advertising must be in accordance with the Town's sponsorship policy.

5. PRESERVATION OF PARK PROPERTY

It shall be prohibited for any person to remove, destroy, mutilate or deface any Town structure, monument, planter, fountain, wall, fence, railing, vehicle, bench, trees, plants, or any other property in any park. Any persons committing any prohibited action above will be subject to fines and/or arrest.

A. GEOCACHING

- 1) A cache must be registered with the Parks and Recreation Department. Contact Parks Director or designee at (336) 454-1138.
- 2) Requesting parties must submit a written request and gain written approval prior to placing a cache. A detailed map including the exact location of the cache must be provided to the **Parks Director or designee** for approval. A detailed list of the cache contents must be provided.
- 3) The person applying for the cache permit must provide valid contact information to include name, address, phone number, and email address.
- 4) A specific time frame for the cache should be determined if possible to avoid abandoned articles. The recommended time frame is three months. The applicant is responsible for removing the physical cache from public property. Abandoned or illegal caches will be removed and discarded.
- 5) The applicant agrees to remove the cache from any website or other promotional means at the completion of the cache event period.
- 6) Caches are of a manner not so to threaten or encourage wildlife usage such as nesting.
- 7) Virtual caches are encouraged when possible.
- 8) The cache must not be buried, disturb vegetation, be placed in water or be placed using nails, screws or fasteners, and must not constitute a hazard to the public or wildlife.
- 9) The applicant agrees to reimburse the Town of Jamestown for any replacement or repair costs associated with any damage or theft caused by the placement of a cache.
- 10) Metal detectors may not be used to search for a cache.
- 11) Permission will not be granted to place the cache in areas not accessible to the general public.
- 12) Changing the location of an existing cache will require submission of a new written letter requesting permission to relocate the cache and must have all required information (see above) included in the new request.
- 13) If for any reason it is determined by the **Parks Director or designee**, that a cache is causing adverse impacts to the park, wildlife, any park facilities or the environment, park staff or the public, then the cache will be removed by the **Parks Director or designee** and held for ten days to be picked up by the permit holder. Caches not retrieved after ten days will be discarded.
- 14) The **Parks Director** reserves the right to regulate the number of caches within any park facility or the park itself.

B. EXCAVATIONS

It shall be prohibited for any person to make an excavation or use a metal detector in any park for any purpose without written permission of the Parks Director or designated official. Requested excavations must be in writing and include site protocol excavation documentation submitted to the Parks Director or designee for consideration.

C. PLANT MATERIAL

It shall be prohibited for any person to dig, cut, bruise, mutilate or cause to be transplanted, cut, bruised, debarked or mutilated any plant material of all and any description within any park land.

9. GUNS, FIREARMS AND INCENDIARY DEVICES

In accordance with N.C. G. S. 14-415.11(c) and N.C. G. S. 14-415.23, carrying a concealed handgun is prohibited in all Town buildings and their appurtenant premises. Carrying a concealed handgun is also prohibited at Town athletic fields and their appurtenant facilities during organized athletic events for which a person or organization scheduled the athletic field for use with the Town Manager or Parks Director. The term "during" shall be construed to mean the period of time in which such athletic field is used for the organized athletic event and a one-hour period before and after that athletic event. This prohibition shall apply to all athletic fields at Jamestown Park.

Carrying a concealed handgun is also prohibited at any Town facility used for athletic events, which shall include the Jamestown Park Golf Course and Clubhouse.

See Concealed/Carry Ordinance of the Town of Jamestown.

Open fires and fireworks of any type are expressly prohibited except at those events approved and permitted by the Town of Jamestown. The approved use of a fire or fireworks must comply with the rules and regulations set forth by the Guilford County Fire Marshall, the National Fire Protection Association Codes and Standards, and Chapter 33 of the International Fire Code.

Animal control devices may be used by park staff and/or professional animal control experts with the approval of the Parks Director.

10. ANIMALS

It shall be prohibited for any person to allow or permit any horses, dogs or other animals to run at large in a park and it shall be prohibited to ride horses in any park except at a special event or activity approved by a Special Event Permit issued by the Town of Jamestown. Pet owners are required to clean up pet excrement prior to leaving the area. No animals are allowed to enter any park lakes or ponds on or off the leash.

The Guilford County Leash Law (ref. Appendix pg. O) is enforced in all parks, trails, and greenways. (Ordinance for Town of Jamestown with Respect to the Control of Animals, specifically sections 5-9 and 5-10)

11. INTERFERING WITH WILDLIFE

It shall be prohibited for any person to trap, catch, wound or kill, or cause to be injured, treat cruelly, tease, or attempt to trap, catch, wound, kill, injure, or tease any bird, animal or insect, or molest or rob any nest of any bird or any lair, den or burrow of any animal in or upon any park property. The feeding of wildlife is strictly prohibited.

No animal may be released or placed onto park property unless said release or placement is in connection with animal control devices used by park staff or professional animal control experts with the prior approval of the **Parks Director**.

12. USE OF LAKES AND PONDS

Fishing and swimming is prohibited in all lakes and ponds located on park property.

13. PROFITEERING

The sale of food and drink products, clothing and any and all other items is strictly prohibited without the prior consent and written permission of the **Parks Director**. Fees may apply. Admission fees may not be charged by any group or member of the public to attend any event or function taking place on park property unless expressly permitted by a Special Events Permit issued by the Town of Jamestown. Donations at events held on park property may be accepted by those groups designated by the Internal Revenue Service as 501 (c) (3) organizations who have also secured a Special Events Permit from the Town of Jamestown. All events serving food items must comply with Guilford County Department of Health regulations.

It shall be prohibited for any person to engage in soliciting, peddling, begging or selling, or to ply the vocation of a solicitor, agent, peddler, beggar or salesman of any description in any park.

Special events approved and exhibition shows as permitted under the Exhibition Shows rule below, or at a sponsored or co-sponsored event, activity or operation in a staffed Park from which the department receives an agreed upon rental or percentage, as specified in a signed contract, lease or agreement by the Town Manager are not subject to this rule.

14. SHOWS, MARKETS AND EXHIBITIONS

Shows, markets and exhibitions may be permitted in the parks with the issuance of a Special Events Permit by the Town of Jamestown. Applicants must work closely with the **Parks Director** in determining when and where the event will take place. The sponsoring organization obtaining the Special Events Permit shall be responsible for the payment of all license fees required. Flea market operations or rummage sales are prohibited.

15. GAMBLING

All games of chance at which any money, property or other thing of value is wagered, are prohibited on park property.

16. SMOKING

Smoking is prohibited within all park buildings and structures and within fifty (50) feet of said park buildings or structures. "Tobacco Free Zones" have been established in areas of youth activity, and no tobacco use is allowed in the areas where signs are posted.

17. DISORDERLY CONDUCT

No boisterous or insulting language is allowed to be used in any park or park facility, and disorderly conduct of any kind is not allowed in any park or park facility.

18. BEER, WINE, ALE, AND OTHER ALCOHOLIC BEVERAGES

No person may possess, consume or display publicly any beer, wine, ale or other alcoholic beverage in any park or on any trail or greenway, except under the following circumstances:

- A. Upon standards established by the Town Manager, beer, wine and ale are allowed within certain designated enclosed facilities located in that part of the park designated as the municipal golf course and clubhouse. Beer, wine or ale sold or dispensed from such facilities shall be displayed or consumed on the premises of the municipal golf course and clubhouse itself, and only in containers approved by the Town Manager.
- B. No person under the influence of alcoholic beverages is allowed to enter or remain in any park, or on any greenway or trail.

19. SPORTS FIELD USAGE

Football, golf, baseball or other games of like character are not allowed in any area of any park where signs have been posted specifically prohibiting such games. At no time shall such games be played in such proximity to playground equipment or park structures as to threaten harm to persons using the park or damage to the park structures. The hitting of golf balls is strictly prohibited in all areas of any park except those areas established as driving ranges or golf courses.

20. FIRES AND GRILLS

It shall be prohibited for any person to make or kindle a fire in any park, trail, or greenway, except in a stationary charcoal grill as provided at the park, or a gas grill approved by the Parks Director, or in an area specifically designated by the Parks Director or designee. It shall be prohibited for any person to leave any fire unattended, or to fail to completely extinguish a fire and all the embers thereof before leaving such fire. The use of any type of grease fryer (deep fryer) is strictly prohibited. Provision, use and disposal of any cooking materials or supplies are the responsibility of the park visitor. Under no circumstances may any open flame be located inside a shelter or

the exception of Sterno type canisters to heat food and ceremonial candles such as birthday, unity and memorial candles. Additional fees may be assessed when trash, flour and grease stains are not thoroughly cleaned.

21. DUMPING

No person shall deposit, dump, throw, cast, lay or place, or cause to be deposited, dumped, thrown, cast, laid or placed any ashes, trash, rubbish, soil or earth, paper, garbage, oil, refuse, debris, plant clippings or limbs or leaves in or upon any park or park lands or in any watercourse, lake, pond or slough within said park lands. The use of confetti and rice is strictly prohibited.

22. USE OF PARK AFTER HOURS

Entrance and/or use of park premises or facilities after posted park hours of operation will be considered trespassing and offenders may be prosecuted. Exceptions are limited in the case of special events approved with a Special Event Permit and the private rental of clubhouse facilities.

23. AMPLIFIED MUSIC

Musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using any park are prohibited. Cars are not to be used as outdoor stereo systems. The judgment of the level of disturbance is up to the **Parks Director or designee**. Special Events approved by the Town Manager may not be subject to this rule.

24. REMOTE CONTROL VEHICLES AND TRAJECTORIES

The use and operation of gasoline and electrically operated remote controlled devices, including but not limited to cars, boats, airplanes, jet, helicopters and rockets, is strictly prohibited unless approved by the Parks Superintendent.

25. FEES

All fees and charges associated with the operation of park facilities owned and operated by the Town of Jamestown shall be subject to the recommendations of the Jamestown Parks and Recreation Committee and the recommendations and approval of the Town of Jamestown Town Council.

26. PICNIC SHELTER USE

Advanced reservations for picnic shelters are strongly encouraged. Picnic shelter use is based on a first come, first served basis for groups of 20 or fewer at no charge if a shelter available. Groups of 20 or more are required to pay according to the scheduled posted fees for shelter rental, as allowed. Fees are due at the time of reservation to secure the shelter. Any shelter reservation canceled within 7 days of the reservation will be charged a \$25 service fee. Any person renting a shelter must be 21 or older. Shelters must be cleaned and vacated no later than 15 minutes prior to posted park closing hours.

Groups renting picnic shelters reserve the right to use the shelter exclusively for the time period specified on the rental agreement. Shelters must be left clean and free of excessive debris or the person renting the shelter will be prohibited from renting another shelter for one (1) year. Deposits, if any are required, shall be refunded after a satisfactory inspection by park staff. The Parks Director can request that a group be banned from shelter rental due to excessive violation of these rules and regulations and/or loose rental privileges for the day reserved. Park patrons refusing to leave the park when requested by the Parks Director or designee for violation of these rules and regulations are subject to arrest for trespassing.

27. TRAIL USAGE

All trails are open according to posted hours. Trail patrons must adhere to trail designations. Removal of any vegetation is prohibited.

28. INDOOR RENTALS

Rental of indoor facilities is available pursuant to the fee and time schedules posted in the parks.

29. GOLF AND DRIVING RANGE

Rules and regulations for the Jamestown Park Golf Course and Driving Range are posted and available at the Course.

30. ENFORCEMENT

These Rules and Regulations may be enforced by any and all remedies authorized by applicable law. In addition, anyone violating any of these provisions may be asked to leave immediately and may be subject to prosecution for trespassing for failing to do so. The Parks Director, Golf Course Manager, or designated official and law enforcement personnel are charged with enforcement of these rules and regulations.

Duly adopted by the Town Council of the Town of Jamestown on the 15th, day of April, 2014.



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of Approval of Incentive Bonus Program Policy

AGENDA ITEM #: IX-1

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Karen Strausser, HR Analyst

SUMMARY:

The purpose of the Employee Incentive Bonus Program is to reward Town employees for positive efforts in the form of suggestions to reduce Town expenditures, increase productivity and efficiency and to improve departmental service and operation.

Employees would submit ideas throughout the fiscal year. Any ideas submitted by March 31 would be eligible for the current year bonus, ideas submitted after that would not be considered until the following fiscal year.

Suggestions must be written by the employee, supervisor or with assistance from HR as needed. The completed information will be submitted to HR and date and time stamped upon receipt. Cost savings suggestions may be implemented immediately.

In April, a committee will be formed from Town Hall staff to review ideas submitted. Department Heads may be consulted to confirm the savings and feasibility of the suggestion.

The best three suggestions will receive a bonus paid with their final check in June. The awards will be as follows: \$500 for first place, \$300 for second place and \$100 for third place.

ATTACHMENTS: Employee Incentive Bonus Program

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Employee Incentive Bonus Program Policy.

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve/amend the Employee Incentive Bonus Program Policy.

FOLLOW UP ACTION NEEDED:

Town of Jamestown Employee Incentive Bonus Program

Purpose:

The purpose of the Employee Incentive Bonus Program is to reward Town employees for their positive efforts in the form of suggestions to reduce Town expenditures, to increase productivity and efficiency, and to improve departmental service and operation.

Objective:

The objectives of the employee suggestion program are:

1. To stimulate and reward employees for initiative and creative thinking that leads to a reduction in operating costs.
2. To provide a means for recognizing individual ideas and contributions to the Town government.
3. To provide an opportunity to simplify work methods and operations.
4. To improve services, safety and health.
5. To improve service to the citizens of the Town of Jamestown.

Eligible Activities:

1. More efficient work methods.
2. Improved safety methods.
3. Improved operation or maintenance of Town-owned motor vehicles and equipment
4. Reduction of waste in materials, supplies, time or effort
5. Combination or simplification of reports and forms
6. Improved procedures to increase productivity
7. Improved customer service and relations activities

Ineligible Activities:

1. Subjects regularly reviewed by management such as hiring practices, salaries, job classification, promotions, etc.
2. Those which would impose new or additional taxes or fees for revenue purposes.
3. Those which call attention to a problem but offer no practical solution.
4. Those which present an idea which is already under consideration by persons responsible for the operations affected
5. Those which correct a condition that exists only because established procedure is not being followed.
6. Personal grievances or complaints.
7. Awards for suggestions are not provided if the task of developing suggestions or new methods is already within the scope of the duties, assignments and responsibilities of the employee's position.
8. If the suggestion has already been suggested as part of this program.
9. Matters dealing with the hours and other terms and condition of employment that are subject to negotiations with recognized employee organizations.

How to Submit:

1. In writing, by the employee or with assistance from IIR, describe your suggestion as it currently exists. Provide specific information such as methods involved, function, location, time element, present cost, etc. Explain in detail why the current method is a problem.
2. Describe the changes in the current method that are necessary to make your idea workable. Most important, describe how your idea can be put into practice and what it is expected to accomplish. Include if possible, an estimate of any costs involved and any illustrations, photographs, or diagrams that will provide an even clearer understanding of your idea.

3. Describe how the Town will benefit from the implementation of your idea. Include, if possible, dollar savings, amount of time saved through more efficient work methods, etc.
4. Send the completed form along with any attachments to Human Resources.
5. Suggestions will be received from April through March, reviewed by Committee in April/May, decisions made in June and awards paid with last paycheck in June. Award recipients will be presented to Council at July meeting.

Awards and Recognition:

Depending on the type of suggestion and its benefit to the Town (i.e. tangible or intangible), the Committee may recommend that one or more types of awards or recognition be granted to the employee. These may include certificates of recognition, plaques, gift certificates, monetary awards or publicity. No monetary award will be made until the actual cost savings or other tangible benefits to the Town have been verified. An employee may also be recommended for a Recognition of Excellence Award.

Awards for top three suggestions that result in direct cost savings to the Town shall be paid at \$500 for first place, \$300 for second place and \$100 for third place. All monetary awards will be subject to taxes but not retirement. All employees remitting suggestions will receive a certificate of recognition.

Should the Committee or the party responsible for implementing the suggestion modify the suggestion, the employee shall be eligible for the award. However, the extent the suggestion is modified will be directly related to any award given to the employee.

If duplicate suggestions are received, the one bearing the earliest receipt shall be eligible for an award and all other shall be ineligible.

Joint suggestions by a group of employees are welcome. The amount of the award shall be prorated among those employees making the suggestion.

Administration:

Suggestion Program Committee: A Suggestion Program Committee will be appointed by the Town Manager to supervise the implementation of the program by following an established process that will determine benefits versus costs of suggestions. Also, the Committee will promote the program among employees. The Human Resources Analyst will serve as a liaison between the employees and management regarding suggestion matters.

Records: The Human Resources Analyst will maintain all records for the Employee Suggestion Program, including suggestions adopted or denied, and all correspondence.

Procedure: The suggestion will be sent to the appropriate department head for evaluation of the suggestion. All aspects of the suggestion shall be evaluated: i.e., cost of implementation, resultant savings of labor, materials or other reduction of costs/expenses, total projected savings could be part of the suggestion to be used even though the entire suggestion may not be adopted, is the suggestion original and practical.

A member of the Employee Suggestion Committee may be named as a liaison to the evaluators depending on the scope and nature of the suggestion.

Upon finding that intangible benefits will accrue to the Town through adoption and implementation, the Committee may recommend that a suggestion receive a monetary award or some other method of recognition.

The Committee will make a recommendation on the suggestion and any award to the Town Manager for final disposition. All written notifications concerning the disposition of suggestions shall be under the signature of the Town Manager.

If an employee obtains a patent for a suggestion for which he has received a monetary reward, all benefits from the patent shall accrue to the employee, provided, however, that the Town shall be entitled to use the patented idea, feature, device, product, apparatus, or design without charge.

The Employee Suggestion Program shall not be subject to any grievance or appeal procedure.

The rewards provided in this program are not a right of employment; rather a privilege granted by the Town to its employees and may be altered or discontinued by the Town at will and without notice.

Adopted this the 24th day of October, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Request to set a public hearing for Stormwater Fee Ordinance

AGENDA ITEM #: IX-J

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

As a part of the annual budget, the Town Council budgeted to receive revenues from the Stormwater Management Fee. To enact the fee, the Council must pass an ordinance to set the fee and an effective date for instituting the fee. The staff respectfully requests that the Council set a public hearing date for the November 21, 2023, regular Town Council meeting at 6 PM in the Civic Center at Town Hall.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Set public hearing date for November 21, 2023, at 6 PM in the Civic Center at Town Hall

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to set a public hearing date for November 21, 2023, at 6 PM in the Civic Center at Town Hall to consider the Stormwater Fee Ordinance.

FOLLOW UP ACTION NEEDED: Clerk/Interim Clerk will advertise the public hearing.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: X-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: October 24, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

- I. Several major projects are currently underway or completed.
 - A. Golf Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is mid-November.
 - B. Golf Course bathrooms – 90% complete. Minor electrical and plumbing work needs to be completed, and final touch-up painting. Estimate completion by end of October. (Goal 5.10)
- II. The Town hosted the season finale of our Music in the Park concert series on Friday, Oct. 6th featuring “The Ryan Perry Band”. Our staff are already busy planning next year’s music events! (Goal 2.3)
- III. Loose leaf collection began on Monday, Oct. 23rd. Crews will make continuous rounds throughout the season which will run until Feb. 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions.
- IV. Early voting will begin in the Civic Center on Oct. 27th for the Town Council elections which will be finalized on November 7th.

Key Dates:

October 27- Nov. 4 – Early Voting – Civic Center

November 7 – Election Day