



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

Regular Meeting of the Town Council  
July 20, 2021  
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 from the June 15<sup>th</sup> Regular Town Council Meeting
  - B. Approval & Sealing of the June 15<sup>th</sup> Closed Session Minutes
  - C. Resolution honoring Win Scott, High School Representative
  - D. Resolution to join North Carolina League of Municipalities (NCLM) Workers' Compensation Insurance Program
  - E. Resolution to join NCLM Property/Liability Insurance Program
  - F. Analysis of the financial position of the Town of Jamestown
  - G. Analysis of the financial position of the Jamestown Park & Golf Course
  - H. Notification of Advances
  - I. Budget Amendment #1
  - J. Budget Amendment #2
- III. **Public Comment**
- IV. **Old Business-**
  - A. Consideration of approval of Amendment to Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library- Dave Treme, Interim Town Manager
  - B. Consideration of approval of Interlocal Agreement with Guilford County for Animal Shelter and Control Services- Dave Treme, Interim Town Manager
  - C. Discussion about Non-Profit Contracts and Funding for Services- Judy Gallman, Finance Director
- V. **New Business-**
  - A. Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade- Cliff Paddock, Jamestown Rotary Club Representative
  - B. Jamestown Park and Golf Course Quarterly Report- Marcy Newton, Assistant Golf Pro
  - C. Jamestown Park and Golf Course Maintenance Report- Jamey Claybrook, Golf Course Superintendent
  - D. Consideration of approval of Budget Amendment #3- Judy Gallman, Finance Director
  - E. Consideration of approval of Financing for Golf Equipment- Judy Gallman, Finance Director
  - F. Consideration of approval of Financing for new Sanitation Truck- Judy Gallman, Finance Director
- VI. **Manager/Committee Reports-**
  - A. Manager Report
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session Per G.S. 143.11 to discuss matters related to Personnel and Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown**
- X. **Adjournment**

**Working Agenda for the July 20<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	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. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	<ul style="list-style-type: none"> <li>A. Approval of minutes from the June 15<sup>th</sup> Regular Meeting</li> <li>B. Approval &amp; Sealing of the June 15<sup>th</sup> Closed Session Minutes</li> <li>C. Resolution honoring Win Scott, High School Representative</li> <li>D. Resolution to join NCLM Workers' Compensation Insurance Program</li> <li>E. Resolution to join NCLM Property/Liability Insurance Program</li> <li>F. Analysis of the financial position of the Town of Jamestown</li> <li>G. Analysis of the financial position of the Jamestown Park &amp; GC</li> <li>H. Notification of Advances</li> <li>I. Budget Amendment #1</li> <li>J. Budget Amendment #2</li> </ul>		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV. Old Business</b>		
6:20 pm	A. Consideration of approval of Amendment to Interlocal Agreement with Guilford County regarding Funding for Jamestown Public Library	Call on D. Treme	Treme to provide an overview of the interlocal agreement with Guilford County regarding funding for the Jamestown Public Library and request that Council approve the agreement as presented. Council Member makes a motion to approve/deny the interlocal agreement with Guilford County regarding funding for the Jamestown Public Library as presented. Council Member makes a second to the motion. Then vote.
6:30 pm	B. Consideration of approval of Interlocal Agreement with Guilford County for Animal Shelter and Control Services	Call on D. Treme	Treme to provide an overview of the interlocal agreement with Guilford County for Animal Shelter and Control Services and request that Council approve the agreement as presented. Council Member makes a motion to approve/deny the interlocal agreement with Guilford County for animal shelter and control services as presented. Council Member makes a second to the motion. Then vote.
6:45 pm	C. Discussion about Non-Profit Contracts and Funding for Services	Call on J. Gallman	Gallman to present information to Council regarding non-profit contracting for services. Council Member makes a motion to provide \$_____ for services to be provided by the YMCA, \$_____ for services to be provided by JYL, and \$_____ for services to be provided by the Jamestown Public Library AND allow the Finance Director to update contracts and enter into the contracts for services as specified. Council Member makes a second to the motion. Then vote.
7:00 pm	<b>V. New Business</b>		
7:00 pm	A. Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade	Call on C. Paddock	Paddock to present information on the special event permit request for the Jamestown Rotary Christmas Parade. Council Member makes a motion to approve/deny the special event permit request with the \$850 in funding for law enforcement, \$150 in funding for postage, and assistance from the Public Services staff as requested. Council Member makes a second to the motion. Then vote.
7:10 pm	B. Jamestown Park and Golf Course Quarterly Report	Call on M. Newton	Marcy to present the quarterly report on the Jamestown Park and Golf Course to Council.
7:20 pm	C. Jamestown Park and Golf Course Maintenance Report	Call on J. Claybrook	Claybrook to present his golf course maintenance report to Council.
7:30 pm	D. Consideration of approval of Budget Amendment #3	Call on J. Gallman	Gallman to present information on the American Rescue Plan funds and request that Council approve Budget Amendment #3. Council Member makes a motion to approve/deny Budget Amendment #3. Council Member makes a second to the motion. Then vote.
7:40 pm	E. Consideration of approval of Financing for Golf Equipment	Call on J. Gallman	Gallman to present information on financing for golf equipment. Council Member makes a motion to approve financing with _____ for golf equipment. Council Member makes a second to the motion. Then vote.

7:50 pm	<b>F.</b> Consideration of approval of Financing for new Sanitation Truck	Call on J. Gallman	Gallman to present information on financing for new sanitation truck. Council Member makes a motion to approve financing with _____ for new sanitation truck. Council Member makes a second to the motion. Then vote.
8:00 pm	<b>VI. Manager/Committee Reports</b>		
8:00 pm	<b>A.</b> Manager Report	Call on D. Treme	Treme to present his monthly Manager's Report to Town Council.
8:10 pm	<b>B.</b> Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:15 pm	<b>VII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
8:30 pm	<b>VIII. Other Business</b>		
8:35 pm	<b>IX. Closed Session per G.S. 143-318.11 to discuss matters related to Personnel and Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown</b>		Council Member makes a motion to go into closed session per general statutes 143.11 to discuss matters related to personnel and attorney client privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown. Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
9:05 pm	<b>X. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the June 15th Regular Council Meeting

**AGENDA ITEM #:** II-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

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**SUMMARY:**

Minutes from the June 15th Regular Town Council Meeting

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**ATTACHMENTS:** Minutes from the June 15, 2021 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:** N/A

**DRAFT**

**Regular Meeting of the Town Council  
June 15, 2021  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Anna Hawryluk, & Beth Koonce, Town Attorney.

**Visitors Present:** Derek Carson, Steve Monroe, Peggy Levi, Seth Heath, Charlie Melvin, Mitchell Johnson, Sarah Glanville, and 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- Mayor Montgomery 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 would like to change, add, or delete any items on the agenda.

Council Member Wolfe requested to move item "VI-A. Discussion about recycling services in the Town of Jamestown" to item "V" before "Old Business."

Council Member Straughn made a motion to approve the agenda with the requested change. 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 May 7<sup>th</sup> Special Town Council Meeting
- Approval of minutes from the May 18<sup>th</sup> Regular Town Council Meeting
- Approval & Sealing of the May 18<sup>th</sup> Closed Session Minutes
- Resolution calling for a Regular Election for the Town of Jamestown
- Resolution supporting Application for Bicycle & Pedestrian Planning Grant
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park and Golf Course
- Notification of Advances
- Budget Amendment #25



(Resolution calling for a Regular Election, Resolution supporting Application for Bicycle & Pedestrian Planning Grant, & Budget Amendment #25)

**Public Comment-** Nobody signed up.

**Discussion about recycling services in the Town of Jamestown-** Blanchard introduced Seth Heath, General Manager of Green for Life (GFL) recycling services, to Council. He added that Heath would present information on the Town's current recycling program and would answer any questions that Council may have.

Heath said that he was grateful for the opportunity to address Council. He added that he was aware that there had been some missed pickups over the past couple of months. He stated that he wanted to publicly acknowledge those issues and explain the steps that GFL was taking to proactively correct those problems.

Heath said that GFL had historically only used one truck for pickup throughout Jamestown. He stated that several residents had been placing items outside of their totes. He noted that this added additional time for workers to manually collect those recyclables. Heath said that GFL had been using two trucks temporarily to address the overflow even though their contract stated that they were only responsible for what is included in the tote. He added that some residents had also been placing their totes out after pickup had occurred. Heath spoke about educational resources that GFL could utilize to better educate citizens about proper procedures. He asked Council if they had any questions.

Council Member Capes and Council Member Rayborn asked Heath to clarify GFL's procedures regarding cardboard pickup. Heath stated that residents should breakdown cardboard and place the material into the tote.

Mayor Montgomery asked Heath if the route had been standardized. Heath said that it had been, but there were sometimes unforeseen delays.

Council Member Straughn thanked Heath for being willing to acknowledge past mistakes. He added that he appreciated that they were using GPS to track which streets had been serviced. He also spoke about the need to further educate residents about tote placement.

**Resolution honoring Steve Monroe's service as an ETJ Planning Board Member-** Mayor Montgomery presented the resolution to Steve Monroe and thanked him for his service. Monroe stated that he loved the Town of Jamestown and he cherished the time that he had lived in the community.

(Resolution honoring Steve Monroe)

#### **Old Business-**

- Appointment of Parks and Recreation Committee Members- Weiner stated that there were currently three vacancies on the Parks and Rec Committee. She added that Charles Clapp, Jr., Amy Reese, Phyllis Bridges, Summer Foster, Denise Bowie, and Peggy Levi had submitted their applications for consideration. However, she noted that Summer Foster and Peggy Levi lived in the Town's ETJ area. Weiner stated that Peggy Levi would like to be considered for one of the vacant ETJ Planning Board positions instead. She requested that Council appoint three people to serve as Parks and Rec Committee Members and one person to serve as an Alternate.

Council Member Wolfe stated that Charles Clapp, Jr. and Amy Reese were both currently Alternates to the Committee. She noted that Denise Bowie was currently serving as an advisory board steering committee member for the Town and would have some experience. She added that Phyllis Bridges was very active in the High Point Preservation Society and the Washington Street Historical Preservation Society. She noted that Bridges also had valuable experience.

Council Member Wolfe made a motion to appoint Charles Clapp, Jr., Amy Reese, and Denise Bowie to serve as Parks and Rec Committee Members and Phyllis Bridges to serve as a Parks and Rec Alternate. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Appointment of ETJ Planning Board Members- Weiner stated that there were currently two vacancies for ETJ Members on the Planning Board. She said that Robert Coon, Donald Dale, and Peggy Levi had all applied for consideration for appointment. She added that Robert Coon was currently serving as an Alternate Member. She noted that a new Alternate would need to be appointed if Council chose him to serve as a full-time Member. Weiner requested that Council appoint two people to serve as ETJ Planning Board Members and one person to serve as an Alternate if necessary.

Council Member Wolfe made a motion to appoint Robert Coon and Donald Dale to serve as ETJ Planning Board Members and Peggy Levi as an ETJ Alternate Member. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Strategic Plan- Treme stated that he had worked with staff and Council to create a strategic plan that focused on specific goals and outcomes for the Town of Jamestown. He explained the process that staff would use to implement the plan if it were approved by Council. He requested that Council adopt the strategic plan.

Council Member Straughn made a motion to adopt the strategic plan for the Town of Jamestown. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Strategic Plan)

- Public Hearing for the Fiscal Year 2021/2022 Annual Budget- Gallman briefly updated Council on the budget for fiscal year 2021/2022. She noted some minor changes to contracted services and the inclusion of the purchase of a piece of equipment for the golf course. She presented an overview of the different funds within the budget. She added that there was no tax increase included for the upcoming fiscal year.

Mayor Montgomery opened the public hearing to anyone that would like to speak about the 2021/2022 annual budget or capital improvement program.

Nobody came forward to speak.

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

Council Member Wolfe said that she was comfortable with the budget. She thanked Gallman and the rest of staff for all their hard work on the budget.

Council Member Straughn also thanked staff for working so hard on the budget.

Council Member Wolfe made a motion to adopt the 2021/2022 annual budget ordinance as presented. 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 a motion to approve the resolution adopting the Capital Improvement Program (CIP) for the fiscal years 2021/2022 through 2025/2026. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution adopting a Capital Improvement Program for the Town of Jamestown for fiscal years 2021/2022 to 2025/2026)

- Public Hearing for rezoning request for 6014 & 6016 West Gate City Boulevard from Civic (CIV) to Conditional Zoning Commercial (CZ-C) - Hawryluk presented her staff report on the rezoning request that had been submitted on behalf of the Guilford Technical Community College (GTCC) Foundation. She explained where the parcels were located and noted the zoning classifications of surrounding properties. She added that the applicant had included specific uses that would be permitted on the property within their request. Hawryluk said that the Planning Board had met on May 10<sup>th</sup> to discuss the request. She stated that they had unanimously recommended that Council approve the rezoning. She added that Sarah Glanville, Planning Board Chair, was present to present the Board's recommendation.

Glanville came forward to present the Planning Board's recommendation. She stated that the Members of the Board had agreed that the request was reasonable. She said that they believed that the request was fitting with the other development that was occurring within the area. She also noted that GTCC would be very limited in ways in which they could utilize the property as it was currently zoned.

Mayor Montgomery opened the public hearing and called the applicant forward to speak about the request.

Charlie Melvin came forward. He stated that his address was 234 North Elm Street in Greensboro. He said that the parcels were currently owned by GTCC. He added that GTCC's goal was to enter into long-term leases for commercial uses as a way to generate a source of income for GTCC. He said that they had felt that CZ-C would be the best fit. Melvin stated that they had formulated a list of uses that they believed would be compatible with the GTCC campus and also



the surrounding properties. He noted that the uses were limited to those that were specifically included on that list. He requested that Council approve the rezoning request.

Council Member Straughn discussed the details of the entryway access to the property with Melvin and Mitchell Johnson.

Council Member Wolfe stated that she had reviewed the list of permitted uses. She noted that she believed they were all appropriate for the property. She added that everything being built in the area was commercial and it seemed logical to approve the request.

Mayor Montgomery asked if there was anyone else that would like to speak about the proposed rezoning request.

Nobody came forward to speak.

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

Council Member Rayborn stated that she believed the request was consistent with surrounding properties.

Council Member Wolfe made a motion to approve the rezoning request for 6014 and 6016 West Gate City Boulevard from civic to conditional zoning commercial with the conditions restricting the uses of the property as presented. Council Member Rayborn 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 amendment #2021-01 be approved based on the following:

Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since the adoption of the plan. These changes include:

GTCC has purchased the site and use it for civic purposes. Also, the current development in the surrounding area is commercial in nature.

The proposed zoning amendment is reasonable because:

The Town staff report is adopted by reference. The Town Council finds the proposed zoning amendment to be reasonable and consistent with the current zoning, trends in the commercial development in the surrounding areas, and it coordinates planning with the surrounding jurisdictions.

The proposed zoning amendment is in the public interest because:

The Town staff report is adopted by reference. The Town Council finds the proposed zoning amendment is in the public interest because the conditional zoning will carefully manage growth and strategically locate new land development in the most appropriate places.

The Town Council also approves the amendment to the Town of Jamestown Land Development Plan (Comprehensive Plan) to reflect this zoning amendment.”

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

- Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for 6014 and 6016 W. Gate City Blvd.- Johnson stated that the Town had received a petition for annexation of the property located at 6014 and 6016 West Gate City Boulevard. He added that the Town Clerk had investigated the petition and that Council had adopted the Certificate of Sufficiency at their May 18<sup>th</sup> meeting. He said that a public hearing date had been set for the current meeting. He noted that there was a copy of an ordinance to extend the corporate limits of the Town included in the Council packet.

Mayor Montgomery opened the public hearing to anyone that would like to speak about the proposed annexation.

Nobody came forward to speak.

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

Council Member Wolfe stated that the property was in the Town’s ETJ. She added that it was logical to annex the parcels per the applicant’s request.

Council Member Wolfe made a motion to adopt the ordinance to extend the corporate limits for the annexation of 6014 and 6016 West Gate City Boulevard. 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.

(Ordinance to Extend the Corporate Limits of the Town of Jamestown)

**New Business-**

- Consideration of approval of Capital Project Ordinance for Oakdale Sidewalk Project Phase II and Budget Amendment #26- Gallman stated that the Oakdale Sidewalk project was originally included in the General Fund during the design phase. She added that staff would like to set up a capital project ordinance for the project's construction. She requested that Council adopt the resolution to establish the capital project ordinance and approve Budget Amendment #26. She added that the amendment would allow staff to adjust the budget so that the Town's match for the project could be transferred into the capital project fund.

Council Member Wolfe made a motion to approve the resolution adopting the capital project ordinance for Oakdale Sidewalk Phase 2 and Budget Amendment #26. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Resolution adopting the Capital Project Ordinance for Oakdale Sidewalk Phase 2 and Budget Amendment #26)

- Consideration of approval of Amendment to the Employment Contract for the Town Manager- Koonce stated that staff had submitted a copy of an amendment to the employment contract for the Interim Town Manager to Council. She said that the amendment would extend Treme's employment to the end of December and would adjust his weekly hours to 26.5 per week. She added that all the other terms included in the original hiring contract still applied.

Council Member Straughn made a motion to approve the amendment to the employment contract for the Interim Town Manager. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

**Manager Report-**

- Manager Report- Treme said that staff was proceeding with the construction of the recreation maintenance facility. He also highlighted the inclusivity training that staff and Council had attended that morning. He noted that this was related to one of the goals included in the Town's strategic plan. He stated that Council would have a Special Meeting on July 15<sup>th</sup> to focus on clarifying the Town's mission, vision, and values. He also spoke about the upcoming growth strategic plan meeting that staff would attend to prepare for future change in the area.

Treme called Derek Carson forward. He announced that Carson had been formally appointed to serve as the Fire Chief of Pinecroft Sedgefield Fire Department effective July 1<sup>st</sup>.

Carson stated that he was excited and honored to lead his team and to serve the community.

- Council Member Committee Reports-
  - Council Member Wolfe stated that there had been a TAC meeting on May 25<sup>th</sup>. She noted that NCDOT had reported that their finances were stable. She also noted that litter along roadways was a significant issue. She encouraged anyone that was interested in picking up litter around the area to contact Elizabeth Greeson at Town Hall.
- High School Representative Report- Mayor Montgomery stated that Scott was not present because he was pitching in a playoff baseball game for Ragsdale High School. She added that he had graduated with honors on June 5<sup>th</sup>.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe stated that Town Hall would reopen to the public in July. She asked if Council would return to the Council Chambers for the July meeting. Treme said that Council would need to make that decision.

Council Member Capes said that he thought the Civic Center was a better venue for meetings. He added that it allowed more people to attend.

Council Member Rayborn stated that she still felt more comfortable holding meetings in the Civic Center. She noted that Covid cases had declined, but that vaccines were still not available to all age groups.

Council Member Straughn said that he did like the round table in the Council Chambers. However, he noted that it was difficult for everyone to fit into that space when the meetings were heavily attended.

**Closed Session per G.S. 143-318.11 to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. the Town of Jamestown-** Council Member Wolfe made a motion to go into closed session per G.S. 143-318.11 to discuss matters related to attorney client privilege- Lori Herron (2216 Guilford College Road) vs. the Town of Jamestown. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

-----**Closed Session**-----

Council Member Capes made a motion to resume open session. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 8:31 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT: Approval & Sealing of the June 15th Closed Session Minutes

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE: July 20, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

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SUMMARY:

The Town Council went into closed session per G.S. 143-318.11 to discuss matters related to attorney client privilege- Lori Herron (2216 Guilford College Road) at their June 15th Regular Meeting.

Staff recommends that Council approve and seal the closed session minutes from the June 15th meeting.

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ATTACHMENTS: None

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: N/A

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution recognizing Win Scott, High School Representative

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

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**SUMMARY:**

Mark "Win" Scott served as the Ragsdale High School Representative to the Town Council since November 2020. He was highly recommended to the Town by his High School Counselor, Dr. Lonnie Smith. He was a member of the National Honor Society. He was also an Eagle Scout and an excellent baseball player. He graduated in June 2021, and the Town would like to thank him for his service as the High School Representative.

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**ATTACHMENTS:** Resolution honoring High School Representative Win Scott

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A





*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION HONORING HIGH SCHOOL REPRESENTATIVE  
MARK "WIN" SCOTT**

**WHEREAS**, the youth in our community are the Town's most valuable resource; and

**WHEREAS**, it is important for our youth to learn about and understand the role of our local government; and

**WHEREAS**, Win has volunteered his time to be involved in the process of local government by serving as the Ragsdale High School Representative to the Jamestown Town Council; and

**WHEREAS**, Win has positively impacted his community through his involvement with the Eagle Scouts and his project to indicate walking milestones throughout Town which inspires all residents to lead a more healthy lifestyle while enjoying our beautiful Town; and

**WHEREAS**, Win has encouraged his peers to be more active in Town events while also being an excellent student and an outstanding baseball player.

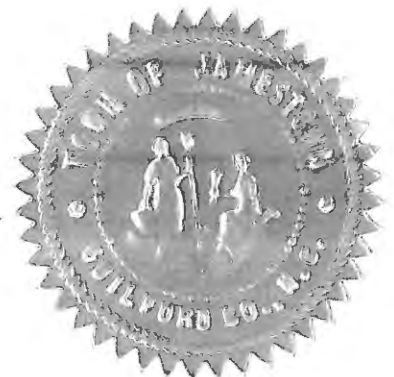
**NOW THEREFORE, BE IT RESOLVED**, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our appreciation to Win Scott for the dedication of his time and talents to our community and convey to Win our best wishes for his academic career and the pursuit of his goals in life.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be spread upon the pages of the official minutes of the Town of Jamestown to stand as a tribute to the service of Win Scott.

Adopted this the 20<sup>th</sup> day of July, 2021.

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S. Lynn Montgomery, Mayor



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution - NC Interlocal Risk Management Agency

**AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

The Town requested a renewal quote from our insurance agent for workers compensation insurance for the 21-22 fiscal year. The premium for FY 20-21 through Accident Fund was \$23,290. The current quote through Accident Fund for FY 21-22 was \$32,868. We also requested a quote from the League of Municipalities (NCLM) through their NC Interlocal Risk Management Agency. The quote from NCLM is for \$25,553, thus a savings of \$7,315 for workers compensation insurance. We believe that the NCLM will provide a better value for the Town's insurance needs. The NCLM insurance group is a self-insurance pool made up of numerous cities and towns in North Carolina. Thus we are proposing to approve the resolution from the NC Interlocal Risk Management Agency (through the NCLM) for the Town's workers compensation insurance for the current 21-22 fiscal year.

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**ATTACHMENTS:** Resolution Allowing the Town of Jamestown to Join North Carolina Risk Management Agency

**RECOMMENDATION/ACTION NEEDED:** Approve resolution to join NC Interlocal Risk Management Agency

**BUDGETARY IMPACT:** \$25,553 premium amount, and saving \$7,315 over current proposed renewal

**SUGGESTED MOTION:** Approve the resolution to join NC Interlocal Risk Management Agency for workers compensation insurance for the Town for the 2021-22 fiscal year

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION ALLOWING THE TOWN OF JAMESTOWN TO JOIN NORTH CAROLINA INTERLOCAL  
RISK MANAGEMENT AGENCY**

**WHEREAS**, certain municipalities and other units of local government of the State of North Carolina, as defined in G.S. 160A-460(2), have agreed to create the NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY and have agreed to pool the risks of their workers' compensation liabilities and payment of claims for employers' liability coverage pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A);

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Jamestown elects to become a member of the NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY upon the terms and conditions stated in the "Interlocal Agreement for a Group Self-Insurance Pool for Workers' Compensation Risk Sharing," with such future policy renewals constituting a continuing ratification of this decision to be a member of the Agency and to abide by the terms and conditions of the Interlocal Agreement.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the duly authorized officials of the Town of Jamestown are directed to execute the "Interlocal Agreement for a Group Self-Insurance Pool for Workers' Compensation Risk Sharing," a copy of which is attached to and made a part of this Resolution.

Adopted this the 20<sup>th</sup> day of July, 2021.

---

S. Lynn Montgomery, Mayor

ATTEST:

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Katie M. Weiner, MPA, CMC  
Town Clerk

**INTERLOCAL AGREEMENT FOR A  
GROUP SELF-INSURANCE POOL  
FOR WORKERS' COMPENSATION RISK SHARING**

This Agreement, made and entered into in duplicate originals this 20<sup>th</sup> day of July, 2021, by and between all the parties who are now, or may hereafter become, members of the North Carolina Interlocal Risk Management Agency (hereinafter "Agency"):

WITNESSETH:

WHEREAS, certain municipalities and other units of local government of the State of North Carolina have agreed to create the Agency and have agreed to pool the risk of their workers' compensation liabilities and payment of claims for employers' liability coverage pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A); and

WHEREAS, the members of the Agency have agreed upon designation of a Board of Trustees to direct the affairs of the Agency, to adopt rules, regulations, policies, and bylaws for implementing and administering the Agency, and to pass upon the admissibility of future members of the Agency; and

WHEREAS, the members have designated the North Carolina League of Municipalities as Administrator of the Agency, subject to the provisions of this Agreement and the policies adopted by the Trustees, and;

WHEREAS, by this Agreement the Agency will undertake to discharge, solely from the assets of this Agency, by payment, any lawful workers' compensation and employers' liability claims against any member of the Agency, which awards shall have been sustained by final judgment where suit shall have been filed, or by the rules of the Agency if settlement is made before suit is filed; and

WHEREAS, the members of the Agency agree to pay premiums and/or contributions based upon appropriate classifications, rates, and experience modifications, and other criteria established by the Trustees, out of a portion of which the Agency will establish and maintain a fund for the payment of workers' compensation and employers' liability claims and awards and further, that the members covenant and agree that there will be no disbursements out of this fund by way of dividends or distribution of accumulated reserves to the respective members, except at the discretion of the Trustees; and

WHEREAS, the members of the Agency, through the action of their respective governing bodies have elected to comply with the conditions of this Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and obligations herein contained, which are given to and accepted by each member hereof to the other, the parties hereto agree as follows:

**SECTION I. PURPOSE OF AGREEMENT; COMPOSITION OF BOARD OF TRUSTEES**

The purpose of the Agency established by the signatories hereto is to allow members to pool the risk of their workers' compensation liabilities and payment of claims for employers' liability coverage. To this end, the Agency shall be governed by a Board of Trustees made up of eleven (11) officials or employees of units of local government. Trustees shall be appointed for three (3) year overlapping terms by the Board of Directors of the North Carolina League of Municipalities and shall serve no more than two consecutive terms. No individual shall serve concurrently on the Board of Trustees and the League's Board of Directors. In addition, the Executive Director of the North Carolina League of Municipalities shall serve as an ex-officio, non-voting member of the Board of Trustees: the ex-officio position shall not have a committee assignment, nor shall the position serve as an officer of the Board of Trustees.

**II. TRUSTEES' POWERS, DUTIES, LIABILITY, AND INDEMNITY**

The Trustees shall have the following powers and duties, in addition to those set forth elsewhere in this Agreement:

1. To establish guidelines for membership in the Agency;
2. To establish the terms and conditions of coverage, including underwriting criteria and exclusions from coverage;
3. To ensure that all valid claims are promptly paid;
4. To establish, operate, and enforce rules, regulations, policies, and bylaws as between the individual members of the Agency and the Agency;
5. To enter into agreements with such persons, firms, or corporations as it deems appropriate to adjust claims; promote membership in the Agency; provide actuarial and underwriting services; defend against claims and lawsuits; provide accounting services; obtain excess insurance or reinsurance coverage, if available, designed to protect the Agency against excess losses; invest the assets of the Agency; provide loss control and other risk management services for the Agency and member units; maintain records and accounts; and provide any other service necessary or desirable for the sound operation of the Agency;
6. To lease or rent real and personal property it deems to be necessary;

7. To borrow or raise monies for the purpose of the Agency to the extent that the Trustees shall deem desirable upon such terms and conditions as the Trustees in their absolute discretion may deem desirable or proper, and for any sum so borrowed to issue their promissory note as Trustees and to secure the repayment thereof by pledging all or any part of the pool; and no person or entity lending money to the Trustees shall be bound to see to the application of the money lent or to inquire into the validity, expediency, or propriety of any such borrowing;
8. To rate individually any member unit with rates different from the group rates when the loss experience of the unit warrants such individual rating, in the discretion of the Trustees;
9. To take measures to maintain claim reserves equal to known incurred losses and loss adjustment expenses and to maintain an estimate of incurred but not reported losses; and
10. To take all necessary precautions to safeguard the assets of the Agency.

The Trustees shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. The members agree that the Trustees shall not be liable for any mistake of judgment or other action made, taken, or omitted by any employee, agent, contractor, subcontractor, or independent contractor selected with ordinary care and reasonable diligence; nor for loss incurred through investment of Agency money or failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. The Trustees shall not be required to give a bond or other security to guarantee the faithful performance of their duties hereunder.

The members of the Agency agree that, for the payment of any claim against the Agency or the performance of any obligation of the pool hereunder, resort shall be had solely to the assets of the Agency, and neither the Trustee nor the Administrator shall be liable therefor. Further, the Agency shall indemnify and hold harmless the Trustees against any and all claims, suits, actions, debts, damages, costs, charges, and expenses (including but not limited to court costs and attorneys' fees) and against all liability, losses, and damages of any nature whatever, that the Trustees shall or may at any time sustain, or be put to, by reason of the exercise of their power and in the performance of their duties hereunder, or by reason of any mistake of judgment or other action made, taken, or omitted by any employee, agent, contractor, subcontractor, or independent contractor, or for loss incurred through investment of Agency money or failure to invest.

### **SECTION III. PAYMENT OF CLAIMS**

The members of the Agency agree that, for the payment of any workers' compensation or employers' liability claim against the Agency or the performance of any obligation arising hereunder, resort shall be had solely to the assets of the Agency, and neither the Trustees nor the Administrator shall be liable therefor. Accordingly, lawful claims will be paid from the assets of the Agency pursuant to the types and levels of coverage established by the Board of Trustees.



The Board of Trustees shall establish a schedule of types and monetary levels of coverages for which the Agency shall be responsible on behalf of its members, including provisions for levels of coverage for which the members shall be individually responsible. Such types and levels of coverage may vary according to population classifications of members, mutual agreement of the Agency and a member, or such other criteria as may be established by the Board of Trustees. The types and level of coverage for each member shall be shown on a Coverage Document provided to each member. The Agency shall pay all claims (less the applicable deductible) for which each member incurs liability during each member's period of membership except where a member has individually retained the risk, where the risk is not covered, and except for amount of claims above the coverage provided by the Agency. The schedule so established may, from time to time, be amended by the Board of Trustees (but not during any coverage period) to sustain the financial integrity of the Agency or to reflect the desires of the members as determined by the Board of Trustees.

#### **SECTION IV. MUTUAL COVENANT OF RISK SHARING**

The members intend this Agreement as a mutual covenant of risk sharing and not as a partnership. No member by reason of being a member of the Agency and contributing to the pool shall be liable to the Agency, to any other member, or to any claimant, except for the payment of the premiums and/or contributions provided for in its application for membership and joinder in this Agency, and for any necessary additional assessments levied by the Trustees to offset a claims fund deficiency.

#### **SECTION V. ADMINISTRATOR**

The North Carolina League of Municipalities, an unincorporated association with offices at 215 North Dawson Street, Raleigh, North Carolina, 27603, is designated as the Administrator of the Agency. Subject to the services and sponsorship agreement between the Administrator and the Agency, the Administrator shall provide day-to-day management of the Agency and shall have the authority to contract with third parties for provision of services. The Administrator may establish offices where necessary within the State of North Carolina and employ staff to carry out the Agency's purpose. The Administrator shall deposit to the account of the Agency at any financial institution or financial institutions designated by the Trustees all premiums and/or contributions as collected and such monies shall be disbursed and/or invested only as provided by the rules, regulations, policies, and bylaws of the Trustees. The Administrator may enter into financial services agreements with financial institutions and issue checks in the name of the Agency. The Administrator shall receive such compensation as shall be determined from time to time by written agreement with the Trustees.

#### **SECTION VI. ADMISSION TO MEMBERSHIP; SUSPENSION & EXPULSION**

All members of the Agency hereby agree that the Trustees may admit as members of this Agency only the units of local government set forth in North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A). The Trustees shall be sole judge of whether or not an applicant shall be admitted to membership. Except as otherwise provided in Section

VII (i) of this Agreement, a member may be suspended or expelled by the Trustees from the Agency only after forty-five (45) days' notice has been delivered to the member in accordance with Section XV of this Agreement. No payment shall be required by the Agency as a result of any workers' compensation or employers' liability claim of the suspended or expelled member occurring after forty-five (45) days' notice has been delivered to the member in accordance with Section XV of this Agreement.

<p style="text-align: center;"><b>SECTION VII. RULES, REGULATIONS, POLICIES, AND BYLAWS; MEMBERS' RESPONSIBILITIES</b></p>
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The rules, regulations, policies, and bylaws for the administering of the Agency and the admission and expulsion or suspension of members shall be promulgated by the Trustees. In addition, each member of the Agency agrees as follows:

- (a) To make prompt payment of all premiums and/or contributions as required by the Trustees;
- (b) To (and they do hereby) appoint the Trustees and Administrator as its agent and attorney-in-fact, to act on its behalf and to execute all contracts, reports, waivers, agreements, excess insurance or reinsurance contracts, and service contracts; and to make or arrange for payment of claims, medical expenses, and all other things required or necessary;
- (c) In the event of an accident or a claim reported by a member, to make immediate provision for remedial care for its employee, and to give immediate notification of the claim to the Administrator on the prescribed forms;
- (d) To permit the Agency to defend in the name of and on the behalf of the members any suits or other proceedings which may at any time be instituted against them on account of injuries or death within the purview of the North Carolina Workers' Compensation Act or employers' liability coverage, including suits or other proceedings alleging such injuries and demanding damages or compensation therefore (although such suits, other proceedings, allegations, or demands are considered to be wholly groundless, false, or fraudulent) and to pay all judgments or costs taxed against members in any legal proceeding which is so defended at the direction of the Agency, all interest accruing after entry of judgment and all expenses which are incurred pursuant to the direction of the Agency for investigation, negotiation, or defense. It is agreed that the Agency shall make all final decisions regarding the legal defense of claims, and shall have absolute and conclusive authority with regard to defense, settlement, and payment of claims. It is agreed that the independent settlement or payment of any claim by or on behalf of a member without approval of the Agency shall be at the sole cost of the settling member without any reimbursement or

other resources from the Agency and may be grounds for expulsion of the member from the Agency;

- (e) To cooperate in all respects with the Agency, the Trustees, the Administrator, and any contractors of the Agency in carrying out the purposes of this Agreement;
- (f) In the event of the payment of any loss by the Agency under this Agreement, the Agency shall be subrogated to the extent of such payment to all the rights of the member against any person or other entity legally responsible for damages for such loss, and in such event, the member agrees to render all reasonable assistance to affect recovery;
- (g) To follow the reasonable safety, loss prevention, loss control, and risk management recommendations of the Trustees, the Administrator, or contractors of the Agency in order to minimize claims against the Agency;
- (h) The Trustees, the Administrator, and any contractors of the Agency shall be permitted at all reasonable times to inspect the work places, plants, works, machinery, and appliances of each member covered by this Agreement, and shall be permitted at all reasonable times and within two years after the final termination of a member's membership to examine the member's books, vouchers, contracts, documents, and records of any and every kind which show or tend to show or verify the premiums and/or contributions that are payable under the terms hereof;
- (i) Risk sharing by the Agency under the terms of this Agreement shall begin upon payment of the premium and/or contribution by the member to the Agency. Risk sharing by this Agency under the terms of this Agreement shall expire and be cancelled automatically for nonpayment of premiums and/or contributions, and a member may be expelled from the Agency upon thirty (30) days' notice by the Trustees, the Administrator, or their designee delivered to the member in accordance with Section XV of this Agreement specifying the date that cancellation shall be effective. No payment shall be required of the Agency as a result of any workers' compensation or employers' liability claim of the expelled member occurring after 30 days' notice has been delivered to the expelled member in accordance with Section XV of this Agreement;
- (j) To pay any assessment duly levied by the Trustees under the terms of this Agreement. If a member cancels or withdraws from the Agency, the member shall pay its pro rata share of any assessment relating to the member's period of enrollment; and
- (k) In order that an adequate reserve may be maintained, the members further agree that the Trustees shall have the right to assess the members pro-rata

in such amounts as will be sufficient to maintain at all times a minimum reserve, equal to at least the annual premium and/or contributions for the coverage provided by the Agency. Should a member fail to pay any assessment as provided for in this Section within thirty (30) days of the assessment date, all interest and claim of such defaulting member in and to the Agency shall automatically cease.

#### **SECTION VIII. ALLOCATION OF MONIES**

The Trustees are authorized to set aside from the premiums and/or contributions collected from members a reasonable sum for the operating and administrative expenses of the Agency. All remaining monies coming into their hands during any fiscal year of the Agency shall be set aside and shall be used only for the following purposes:

- (a) Disbursement to establish a reserve for payments of required medical, surgical, hospital, rehabilitation, nursing expenses, payments of workers' compensation to employees of members covered by this Agreement, and employers' liability claims including settlements, awards, judgments, legal fees, and costs in all contested cases to the extent provided herein;
- (b) Payment of such compensation to the Administrator as shall be determined from time to time by written agreement between the Administrator and the Trustees;
- (c) Payment of all costs of all bonds and auditing expenses required of the Agency, the Administrator, or its agents or employees; and
- (d) Distribution to members in such manner as the Trustees shall deem to be equitable of any excess monies remaining after payment of claims and claims expenses and after provision has been made for open claims and outstanding reserves; provided, however, that no such distributions shall be made earlier than twelve (12) months after the end of an Agency Year. Undistributed excess funds from previous Agency Years may be distributed at any time if they are not required as reserves and if approved for distribution by the Trustees.

Monies in excess of those required to fulfill the purposes, costs, and other obligations of the Agency as set out hereinabove will be accumulated in the Agency or distributed to the member units at the discretion of and in the manner provided by the Trustees.

**SECTION IX. FISCAL YEAR; CONTINUING CONTRACT; WITHDRAWAL OF MEMBERS SUBJECT TO PROVISION OF 30 DAYS' WRITTEN NOTICE TO ADMINISTRATOR; FEE IMPOSED FOR FAILURE TO PROVIDE 30 DAYS' WRITTEN NOTICE OF WITH DRAWAL**

The Agency shall operate on a fiscal year from 12:01 a.m. July 1st to midnight on June 30 of the succeeding year (the "Agency Year"). Application for membership, when approved in writing by the Trustees or their designee, shall constitute a continuing contract for each succeeding Agency Year unless cancelled by the Trustees, or unless the member shall have resigned or withdrawn from the Agency by having written notice delivered to the Administrator on or before May 30 (i.e., the written notice must be delivered to the Administrator in accordance with Section XV of this Agreement thirty (30) days prior to the last day, June 30, of the Agency Year). Failure to provide thirty (30) days' written notice shall subject the member to an exiting fee constituting two percent (2%) of the premium for that Agency Year.

**SECTION X. MEMBERS BOUND BY AGREEMENT; TERMINATION PERMITTED ONLY AT END OF FISCAL YEAR; FINAL ACCOUNTING**

Any member who formally applies for membership in the Agency and is accepted by the Trustees shall thereupon become a party to this Agreement and be bound by all of the terms and conditions hereof, and such application shall constitute a counterpart of this Agreement. Cancellation of this Agreement or of any plan, coverage, product or service provided by the Agency on the part of any member, or withdrawal from membership, shall be permitted only at the end of a fiscal year. A terminating member is entitled to a final accounting when all incurred claims are concluded, settled, or paid.

**SECTION XI. INTENTION OF INDEFINITE OPERATION; RESERVATION OF RIGHT TO TERMINATE AGENCY; REVERSION OF MONIES OR OTHER ASSETS UPON TERMINATION**

This Agency has been established with the bona fide intention that it shall be continued in operation indefinitely and that the premiums and/or contributions to the Agency shall continue for an indefinite period. However, the Trustees reserve the right at any time to terminate the Agency by a written instrument to that effect executed by the Trustees. In the event of such termination, member premiums and/or contributions (other than duly authorized assessments) shall cease as of the date of termination and the assets then remaining in the Agency shall continue to be used and applied, to the extent available, for the

- (a) payment of claims arising prior to such termination and administrative and other expenses and obligations arising prior to such termination; and
- (b) payment of reasonable and necessary expenses incurred in such termination.

Any monies or other assets thereafter remaining in the Agency shall revert to the members of the Agency as of the date of termination pro-rata to the annual premiums and/or contributions of said members paid in the year of termination. In no event shall any such assets be returned or distributed to any individual. Upon such termination, the Trustees shall continue to serve for such period of time and to the extent necessary to effectuate termination of the Agency.

#### **SECTION XII. AMENDMENT OF AGREEMENT**

This Agreement may be amended by an agreement executed by those members constituting a majority in paid-in dollar volume of contributions to the Agency during the current Agency Year. In lieu of this amendment procedure, the members hereby appoint the Board of Directors of the North Carolina League of Municipalities as their agents to make any amendments to this Agreement which would not fundamentally alter the contemplated arrangement. For purposes of illustration, and not limitation, an amendment to increase or decrease the number of members of the Board of Trustees or their terms shall not be construed as a fundamental alteration of the arrangement, provided that the current term of a member may not be terminated by any such amendment. Written notice of any amendment proposed for adoption by the Board of Directors of the North Carolina League of Municipalities shall be delivered to each member in accordance with Section XV of this Agreement not less than 30 days in advance. Written notice of amendments finally adopted by the Board of Directors of the North Carolina League of Municipalities shall be delivered to each member in accordance with Section XV of this Agreement not more than 30 days after adoption.

#### **SECTION XIII. HEADINGS**

Headings of various sections and subsections of this Agreement have been inserted for the convenience of reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

#### **SECTION XIV. INTERPRETATION**

This Agreement shall be governed and interpreted under the laws of the State of North Carolina. This Agreement is intended to serve as an interlocal agreement, for purposes of executing the undertaking described in the preceding sections and paragraphs, under North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A). The terms of this Agreement do not constitute a coverage document or form applicable to any specific claim.

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.



Failure of the Trustees, the Administrator, or their designees to insist in any one or more instances upon the performance of any of the covenants, agreements, and/or conditions of this Agreement, or to exercise any right or privilege herein conferred, shall not be construed as a waiver of any such covenant or condition.

This Agreement contains the entire agreement between the parties, whom shall not be bound by any verbal statement or agreement made heretofore.

**SECTION XV. MEMBER REPRESENTATIVES; NOTICES**

There shall be a Member Representative for each member of the Agency who shall be the agent of the member for purposes of giving and receiving notices required or permitted pursuant to this Agreement. Each member shall designate a Member Representative and provide the member's postal mailing address and, if applicable, a facsimile number and electronic mail address to which the Administrator may provide notices hereunder. The Administrator shall provide forms, as needed, for use by the member in designating its Member Representative and providing its address information. Such information may be updated at any time there is a change in the information provided thereon. Until such time as different information is provided, the Member Representative shall be the member's chief administrative official as shown on the records of the Administrator and the member's postal mailing address, facsimile number and electronic mail address shall be that as provided by the member on its most recent application. For purposes of illustration and not limitation, a chief administrative official shall be considered to be a manager, administrator, clerk or executive director as may apply with respect to a particular member.

Any notices required or permitted by this Agreement shall be in writing and may be given: in person, by United States Postal Service, by facsimile, or by electronic mail. Notices shall be deemed delivered: (a) when received if delivered in person, (b) three business days after being deposited with the United States Postal Service, postage prepaid, properly addressed to the party to whom such notice is intended to be given at the address established under this section, (c) on the date sent if given by facsimile, provided that an electronic confirmation of delivery has been received by the sender and that a copy of such notice was also sent on such date by mailing, or (d) on the date sent if given by electronic mail, provided a copy of such notice was also sent on such date by mailing and receipt of the electronic mail is acknowledged by the receiving party by return electronic mail. Notices provided to the Administrator shall be delivered, addressed or directed as follows, or to such other address as designated by the Administrator in written notice to the member provided in accordance with this paragraph:

Executive Director  
North Carolina League of Municipalities  
434 Fayetteville Street, Suite 1900  
Raleigh, North Carolina 27601  
Facsimile number: 919-301-1053  
Electronic address: RMSnotifications@nclm.org

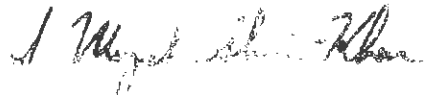
IN WITNESS WHEREOF, the participating entity listed below acknowledges its membership in the Agency and acceptance of obligations hereunder, by the due execution hereof, following appropriate governing body approval, by its duly authorized official. Further, the members of the North Carolina Interlocal Risk Management Agency have caused these presents to be signed by their duly authorized Chair of the Board of Trustees and have had this Agreement attested by its duly authorized Administrator.

WITNESS:

NORTH CAROLINA INTERLOCAL RISK  
MANAGEMENT AGENCY

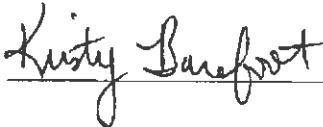


BY:



Chair  
Board of Trustees

NORTH CAROLINA LEAGUE OF  
MUNICIPALITIES



BY:



Executive Director  
Administrator

\_\_\_\_\_  
(NAME OF PARTICIPATING ENTITY)

\_\_\_\_\_  
(Clerk, or Secretary to the Board)

BY:

\_\_\_\_\_  
(Mayor, or Board Chair)

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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:** Resolution - Interlocal Risk Financing Fund - Property/Liability Ins.

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

The Town requested a renewal quote from our insurance agent for property & liability insurance for the 21-22 fiscal year. The premium for FY 20-21 through Selective was \$98,945. The current quote through Travelers Insurance for FY 21-22 was \$91,961. We also requested a quote from the League of Municipalities (NCLM) through their Interlocal Risk Financing Fund of NC. The quote from NCLM is for \$50,094, thus a savings of \$41,867 for property & liability insurance. There are some differences in coverage; however we believe that the NCLM will provide a better value for the Town's insurance needs. The NCLM insurance group is a self-insurance pool made up of numerous cities and towns in North Carolina, and they have experience in coverages that towns our size really need (and perhaps coverage that we don't need). Thus we are proposing to approve the resolution from the Interlocal Risk Financing Fund of NC (through the NCLM) for the Town's property and liability insurance for the current 21-22 fiscal year.

**ATTACHMENTS:** Resolution Allowing the Town of Jamestown to Join the Interlocal Risk Financing Fund

**RECOMMENDATION/ACTION NEEDED:** Approve resolution to join Interlocal Risk Financing Fund of NC

**BUDGETARY IMPACT:** \$50,094 premium amount, and saving \$41,867 over current proposed renewal

**SUGGESTED MOTION:** Approve the resolution to join the Interlocal Risk Financing Fund of NC for Property/Liability Insurance for the 2021-22 fiscal year

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION ALLOWING THE TOWN OF JAMESTOWN TO JOIN THE INTERLOCAL RISK  
FINANCING FUND OF NORTH CAROLINA**

**WHEREAS**, certain municipalities and other units of local government of the State of North Carolina, as defined in G.S. 160A-460(2), have agreed to create the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA and have agreed to pool the risks of their exposure to property losses and potential liabilities in the manner herein provided pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A);

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Jamestown elects to become a member of the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA upon the terms and conditions stated in the "Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing," with such future policy renewals constituting a continuing ratification of this decision to be a member of the Fund and to abide by the terms and conditions of the Interlocal Agreement.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the duly authorized officials of the Town of Jamestown are directed to execute the "Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing," a copy of which is attached to and made a part of this Resolution.

Adopted this the 20<sup>th</sup> day of July, 2021.

---

S. Lynn Montgomery, Mayor

ATTEST:

---

Katie M. Weiner, MPA, CMC  
Town Clerk

**INTERLOCAL AGREEMENT FOR A  
GROUP SELF-INSURANCE POOL  
FOR PROPERTY AND LIABILITY RISK SHARING**

This Agreement, made and entered into in duplicate originals this 20<sup>th</sup> day of July 2021, by and between all the parties who are now or may hereafter become members of the Interlocal Risk Financing Fund of North Carolina (hereafter referred to as the "Fund"):

WITNESSETH:

WHEREAS, certain municipalities and other units of local government of the State of North Carolina have agreed to create the Fund and have agreed to pool the risk of their exposure to property losses and potential liabilities in the manner herein provided pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A); and

WHEREAS, the members of the Fund have agreed upon designation of a Board of Trustees to direct the affairs of the Fund, to adopt rules, regulations, policies, and by-laws for implementing and administering the Fund, and to pass upon the admissibility of future members of the Fund; and

WHEREAS, the members have designated the North Carolina League of Municipalities as Administrator of the Fund, subject to the provisions of this Agreement and the policies adopted by the Board of Trustees of the Fund; and

WHEREAS, by this Agreement the Fund will undertake to discharge, solely from the Assets of this Fund, certain claims against any member of the Fund, when said claims come within the rules of the Fund, and when said claims are determined to be due as a result of a court judgment or settlement agreement; and

WHEREAS, the members of the Fund agree to pay premiums and/or contributions based upon appropriate classifications, rates, and loss experience, and other criteria established by the Board of Trustees, out of a portion of which the Fund will establish and maintain a fund for the payment of the claims, awards, and attorney's fees and further, that the members covenant and agree that there will be no disbursements out of the fund by way of dividends or distribution of accumulated reserves to the respective members, except at the discretion of the Trustees; and

WHEREAS, the members of the Fund, through action of their respective governing bodies, have elected to comply with the conditions of this Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and obligations herein contained, which are given to and accepted by each member hereof to the other, the parties hereto agree as follows:

**SECTION I. PURPOSE OF AGREEMENT; COMPOSITION OF BOARD OF TRUSTEES**

The purpose of the Fund established by the signatories hereto is to allow members to operate a pool for property and liability risk sharing, including but not being limited to the following risks and coverages: automobile liability; automobile physical damage; comprehensive general liability; property and inland marine; boiler and machinery; fidelity bonds; crime; police professional liability, and public officials and employment practices liability (with such exclusions, exemptions, and limitations as are specified in the regulations or schedules of coverage adopted by the Board of Trustees). To this end, the Fund shall be governed by a Board of Trustees made up of eleven (11) officials or employees of units of local government. Trustees shall be appointed for three (3) year overlapping terms by the Board of Directors of the North Carolina League of Municipalities and shall serve no more than two consecutive terms. No individual shall serve concurrently on the Board of Trustees and the League's Board of Directors. In addition, the Executive Director of the North Carolina League of Municipalities shall serve as an ex-officio, non-voting member of the Board of Trustees: the ex-officio position shall not have a committee assignment, nor shall the position serve as an officer of the Board of Trustees.

**II. TRUSTEES' POWERS, DUTIES, LIABILITY, AND INDEMNITY**

The Trustees shall have the following powers and duties, in addition to those set forth elsewhere in this Agreement:

1. To establish guidelines for membership in the Fund;
2. To establish the terms and conditions of coverage, including underwriting criteria and exclusions from coverage;
3. To ensure that all valid claims are promptly paid;
4. To establish, operate, and enforce rules, regulations, policies, and bylaws as between the individual members of the Fund and the Fund;
5. To enter into agreements with such persons, firms, or corporations as it deems appropriate to adjust claims; promote membership in the Fund; provide actuarial and underwriting services; defend against claims and lawsuits; provide accounting services; obtain excess insurance or reinsurance coverage, if available, designed to protect the Fund against excess losses; invest the assets of the Fund; provide loss control and other risk management services for the Fund and member units; maintain records and accounts; and provide any other service necessary or desirable for the sound operation of the Fund;
6. To lease or rent real and personal property it deems to be necessary;



7. To borrow or raise monies for the purpose of the Fund to the extent that the Trustees shall deem desirable upon such terms and conditions as the Trustees in their absolute discretion may deem desirable or proper, and for any sum so borrowed to issue their promissory note as Trustees and to secure the repayment thereof by pledging all or any part of the pool; and no person or entity lending money to the Trustees shall be bound to see to the application of the money lent or to inquire into the validity, expediency, or propriety of any such borrowing;
8. To rate individually any member unit with rates different from the group rates when the loss experience of the unit warrants such individual rating, in the discretion of the Trustees;
9. To take measures to maintain claim reserves equal to known incurred losses and loss adjustment expenses and to maintain an estimate of incurred but not reported losses; and
10. To take all necessary precautions to safeguard the assets of the Fund.

The Trustees shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. The members agree that the Trustees shall not be liable for any mistake of judgment or other action made, taken, or omitted by any employee, agent, contractor, subcontractor, or independent contractor selected with ordinary care and reasonable diligence; nor for loss incurred through investment of Fund money or failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. The Trustees shall not be required to give a bond or other security to guarantee the faithful performance of their duties hereunder.

The members of the Fund agree that, for the payment of any claim against the Fund or the performance of any obligation of the pool hereunder, resort shall be had solely to the assets of the Fund, and neither the Trustee nor the Administrator shall be liable therefor. Further, the Fund shall indemnify and hold harmless the Trustees against any and all claims, suits, actions, debts, damages, costs, charges, and expenses (including but not limited to court costs and attorneys' fees) and against all liability, losses, and damages of any nature whatsoever, that the Trustees shall or may at any time sustain, or be put to, by reason of the exercise of their power and in the performance of their duties hereunder, or by reason of any mistake of judgment or other action made, taken, or omitted by any employee, agent, contractor, subcontractor, or independent contractor, or for loss incurred through investment of Fund money or failure to invest.

### **SECTION III. PAYMENT OF CLAIMS**

The members of the Fund agree that, for the payment of any claim against the Fund or the performance of any obligation arising hereunder, resort shall be had solely to the assets of the Fund, and neither the Trustees nor the Administrator shall be liable therefor. Accordingly, law-

ful claims will be paid from the assets of the Fund pursuant to the types and levels of coverage established by the Board of Trustees. The Board of Trustees shall establish a schedule of types and monetary levels of coverages for which the Fund shall be responsible on behalf of its members, including provisions for levels of coverage for which the members shall be individually responsible. Such types and levels of coverage may vary according to population classifications of members, mutual agreement of the Fund and a member, or such other criteria as may be established by the Board of Trustees. The types and level of coverage for each member shall be shown on a Coverage Document provided to each member. The Fund shall pay all claims (less the applicable deductible) for which each member incurs liability during each member's period of membership except where a member has individually retained the risk, where the risk is not covered, and except for amount of claims above the coverage provided by the Fund. The schedule so established may, from time to time, be amended by the Board of Trustees (but not during any coverage period) to sustain the financial integrity of the Fund or to reflect the desires of the members as determined by the Board of Trustees.

#### **SECTION IV. MUTUAL COVENANT OF RISK SHARING**

The members intend this Agreement as a mutual covenant of risk sharing and not as a partnership. No member by reason of being a member of the Fund and contributing to the Fund shall be liable to the Fund, to any other member, or any claimant against the Fund, except for the payment of the premiums and/or contributions and deductibles provided for in its application for membership and joinder in the Fund, for annual premiums and/or contributions for continued membership as determined by the Trustees, and for any necessary additional assessments levied by the Trustees to offset a claims fund deficiency.

#### **SECTION V. ADMINISTRATOR**

The North Carolina League of Municipalities, an unincorporated association with offices at 215 North Dawson Street, Raleigh, North Carolina, 27603, is designated as the Administrator of the Fund. Subject to the services and sponsorship agreement between the Administrator and the Fund, the Administrator shall provide day-to-day management of the Fund and shall have the authority to contract with third parties for provision of services. The Administrator may establish offices where necessary within the State of North Carolina and employ staff to carry out the Fund's purpose. The Administrator shall deposit to the account of the Fund at any financial institution or financial institutions designated by the Trustees all premiums and/or contributions as collected and such monies shall be disbursed and/or invested only as provided by the rules, regulations, policies, and bylaws of the Trustees. The Administrator may enter into financial services agreements with financial institutions and issue checks in the name of the Fund. The Administrator shall receive such compensation as shall be determined from time to time by written agreement with the Trustees.



**SECTION VI. ADMISSION TO MEMBERSHIP; SUSPENSION & EXPULSION**

All members of the Fund hereby agree that the Trustees may admit as members of this Fund only the units of local government set forth in North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A). The Trustees shall be sole judge of whether or not an applicant shall be admitted to membership. Except as otherwise provided in Section VII (i) of this Agreement, a member may be suspended or expelled by the Trustees from the Fund only after forty-five (45) days' notice has been delivered to the member in accordance with Section XV of this Agreement. No payment shall be required by the Fund as a result of any claim occurring after forty-five (45) days' notice has been delivered to the member in accordance with Section XV of this Agreement.

**SECTION VII. RULES, REGULATIONS, POLICIES, AND BYLAWS;  
MEMBERS' RESPONSIBILITIES**

The rules, regulations, policies, and bylaws for the administering of the Fund and the admission and expulsion or suspension of members shall be promulgated by the Trustees. In addition, each member of the Fund agrees as follows.

- (a) To make prompt payment of all premiums and/or contributions as required by the Trustees;
- (b) To (and they do hereby) appoint the Trustees and the Administrator, as its agent and attorney-in-fact, to act on its behalf and to execute all contracts, reports, waivers, agreements, excess insurance or reinsurance contracts, and service contracts; to make or arrange for payment of claims and all other things required or necessary, insofar as they affect its liability for claims and awards and as covered by the terms of the Agreement and the rules, regulations, policies, and by-laws as now provided or as hereafter promulgated by the Trustees;
- (c) In the event a claim is reported to or is known by a member, to give immediate notification of the claim to the Administrator in the manner prescribed by the Trustees;
- (d) To permit the Fund to defend in the name of and on behalf of the members any suits or other proceedings which may at any time be instituted against them concerning claims for which the Fund may be obligated to make payment (although such suits, other proceedings, allegations, or demands are considered to be wholly groundless, false, or fraudulent) and to pay all judgments or costs taxed against members in any legal proceeding which is so defended at the direction of the Fund, all interest accruing after entry of judgment and all expenses which are incurred pursuant to the direction of the Fund for investigation, negotiation, or defense. It is agreed that the Fund shall make all final decisions regarding the legal defense of claims,

and shall have absolute and conclusive authority with regard to defense, settlement, and payment of claims. It is agreed that the independent settlement or payment of any claim by or on behalf of a member without approval of the Fund shall be at the sole cost of the settling member without any reimbursement or other resources from the Fund; and, may be grounds for expulsion of the member from the Fund;

- (e) To cooperate in all respects with the Fund, the Trustees, the Administrator, and any contractors of the Fund in carrying out the purposes of this Agreement;
- (f) In the event of the payment of any loss by the Fund under this Agreement, the Fund shall be subrogated to the extent of such payment to all the rights of the member against any person or other entity legally responsible for damages for such loss, and in such event, the member agrees to render all reasonable assistance to affect recovery;
- (g) To follow any reasonable safety, loss prevention, loss control, and risk management recommendations of the Trustees, the Administrator, or contractors of the Fund in order to minimize claims against and losses of the Fund;
- (h) The Trustees, the Administrator, and any contractors of the Fund shall be permitted at all reasonable times to inspect the real and personal property, work places, plants, works, machinery, and appliances of each member covered by this Agreement, and shall be permitted at all reasonable times within two years after the final termination of a member's membership to examine the member's books, vouchers, contracts, documents, and records of any and every kind which show or tend to show or verify the premiums and/or contributions that are payable under the terms hereof;
- (i) Risk sharing by the Fund under the terms of this Agreement shall begin upon payment of the premium and/or contribution by that member to the Fund. Risk sharing by this Fund under the terms of this Agreement shall expire and be cancelled automatically for nonpayment of premiums and/or contributions, and a member may be expelled from the Fund upon thirty (30) days' notice by the Trustees, the Administrator, or their designee delivered to the member in accordance with Section XV of this Agreement specifying the date that cancellation shall be effective. No payment shall be required of the Fund as a result of any covered loss of the expelled member occurring after 30 days' notice has been delivered to the expelled member in accordance with Section XV of this Agreement;
- (j) To pay any assessment duly levied by the Trustees under the terms of this Agreement. If a member cancels or withdraws from the Fund, the member

shall pay its pro rata share of any assessment relating to the member's period of enrollment; and

- (k) In order that an adequate reserve may be maintained, the members further agree that the Trustees shall have the right to assess the members pro-rata in such amounts as will be sufficient to maintain at all times a minimum reserve, equal to at least the annual premium and/or contributions for the coverage provided by the Fund. Should a member fail to pay any assessment as provided for in this Section within thirty (30) days of the assessment date, all interest and claim of such defaulting member in and to the Fund shall automatically cease.

#### **SECTION VIII. ALLOCATION OF MONIES**

The Trustees are authorized to set aside from the premiums and/or contributions collected from members a reasonable sum for the operating and administrative expenses of the Fund. All remaining monies coming into their hands during any fiscal year of the Fund shall be set aside and shall be used only for the following purposes:

- (a) Disbursement to establish a reserve for payments of covered claims and expenses and required settlements, awards, judgments, legal fees, and costs in all contested cases to the extent provided herein;
- (b) Payment of such compensation to the Administrator as shall be determined from time to time by written agreement between the Administrator and the Trustees;
- (c) Payment of all costs of all bonds and auditing expenses required of the Fund, the Administrator, or its agents or employees; and
- (d) Distribution to members in such manner as the Trustees shall deem to be equitable of any excess monies remaining after payment of claims and expenses and after provision has been made for open claims and outstanding reserves; provided, however, that no such distributions shall be made earlier than twelve (12) months after the end of a Fund Year. Undistributed excess funds from previous Fund Years may be distributed at any time if they are not required as reserves and if approved for distribution by the Trustees.

Monies in excess of those required to fulfill the purposes, costs, and other obligations of the Fund as set out hereinabove will be accumulated in the Fund or distributed to the member units at the discretion of and in the manner provided by the Trustees.

**SECTION IX. FISCAL YEAR; CONTINUING CONTRACT; WITHDRAWAL OF MEMBERS SUBJECT TO PROVISION OF 30 DAYS' WRITTEN NOTICE TO ADMINISTRATOR; FEE IMPOSED FOR FAILURE TO PROVIDE 30 DAYS WRITTEN NOTICE OF WITHDRAWAL**

The Fund shall operate on a fiscal year from 12:01 a.m. July 1st, to midnight of June 30 of the succeeding year (the "Fund Year"). Application for membership, when approved in writing by the Trustees or their designee, shall constitute a continuing contract for each succeeding Fund Year unless cancelled by the Trustees, or unless the member shall have resigned or withdrawn from the Fund by having written notice delivered to the Administrator on or before May 30 (i.e., the written notice must be delivered to the Administrator in accordance with Section XV of this Agreement thirty (30) days' prior to the last day, June 30, of the Fund Year). Failure to provide thirty (30) days' written notice shall subject the member to the assessment of an exiting fee constituting two percent (2%) of the premium for that Fund Year.

**SECTION X. MEMBERS BOUND BY AGREEMENT; TERMINATION PERMITTED ONLY AT END OF FISCAL YEAR; FINAL ACCOUNTING**

Any member who formally applies for membership in the Fund and is accepted by the Trustees shall thereupon become a party to this Agreement and be bound by all of the terms and conditions hereof, and such application shall constitute a counterpart of this Agreement. Cancellation of this Agreement or of any plan, coverage, product or service provided by the Fund on the part of any member, or withdrawal from membership, shall be permitted only at the end of a fiscal or year. A terminating member is entitled to a final accounting when all incurred claims are concluded, settled, or paid.

**SECTION XI. INTENTION OF INDEFINITE OPERATION; RESERVATION OF RIGHT TO TERMINATE FUND; REVERSION OF MONIES OR OTHER ASSETS UPON TERMINATION**

This Fund has been established with the bona fide intention that it shall be continued in operation indefinitely and that the premiums and/or contributions to the Fund shall continue for an indefinite period. However, the Trustees reserve the right at any time to terminate the Fund by a written instrument to that effect executed by the Trustees. In the event of such termination, member premiums and/or contributions (other than duly authorized assessments) shall cease as of the date of termination and the assets then remaining in the Fund shall continue to be used and applied, to the extent available, for the

- (a) payment of claims arising prior to such termination and administrative and other expenses and obligations arising prior to such termination; and

- (b) payment of reasonable and necessary expenses incurred in such termination.

Any monies or other assets thereafter remaining in the Fund shall revert to the members of the Fund as of the date of termination pro-rata to the annual premium and/or contributions of said members paid in the year of termination. In no event shall any such assets be returned or distributed to any individual. Upon such termination, the Trustees shall continue to serve for such period of time and to the extent necessary to effectuate termination of the Fund.

## **SECTION XII. AMENDMENT OF AGREEMENT**

This Agreement may be amended by an agreement executed by those members constituting a majority in paid-in dollar volume of contributions to the Fund during the current Fund Year. In lieu of this amendment procedure, the members hereby appoint the Board of Directors of the North Carolina League of Municipalities as their agents to make any amendments to this Agreement which would not fundamentally alter the contemplated arrangement. For purposes of illustration, and not limitation, an amendment to increase or decrease the number of members of the Board of Trustees or their terms shall not be construed as a fundamental alteration of the arrangement, provided that the current term of a member may not be terminated by any such amendment. Written notice of any amendment proposed for adoption by the Board of Directors of the North Carolina League of Municipalities shall be delivered to each member in accordance with Section XV of this Agreement not less than 30 days in advance. Written notice of amendments finally adopted by the Board of Directors of the North Carolina League of Municipalities shall be delivered to each member in accordance with Section XV of this Agreement not more than 30 days after adoption.

## **SECTION XIII. HEADINGS**

Headings of various sections and subsections of this Agreement have been inserted for the convenience of reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

## **SECTION XIV. INTERPRETATION**

This Agreement shall be governed and interpreted under the laws of the State of North Carolina. This Agreement is intended to serve as an interlocal agreement, for purposes of executing the undertaking described in the preceding sections and paragraphs, under North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A). The terms of this Agreement do not constitute a coverage document or form applicable to any specific claim.

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would

have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

Failure of the Trustees, the Administrator, or their designees to insist in any one or more instances upon the performance of any of the covenants, agreements, and/or conditions of this Agreement, or to exercise any right or privilege herein conferred, shall not be construed as a waiver of any such covenant or condition.

This Agreement contains the entire agreement between the parties, whom shall not be bound by any verbal statement or agreement made heretofore.

#### **SECTION XV. MEMBER REPRESENTATIVES; NOTICES**

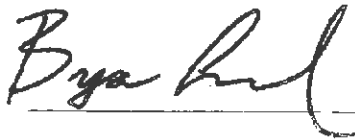
There shall be a Member Representative for each member of the Fund who shall be the agent of the member for purposes of giving and receiving notices required or permitted pursuant to this Agreement. Each member shall designate a Member Representative and provide the member's postal mailing address and, if applicable, a facsimile number and electronic mail address to which the Administrator may provide notices hereunder. The Administrator shall provide forms, as needed, for use by the member in designating its Member Representative and providing its address information. Such information may be updated at any time there is a change in the information provided thereon. Until such time as different information is provided, the Member Representative shall be the member's chief administrative official as shown on the records of the Administrator and the member's postal mailing address, facsimile number and electronic mail address shall be that as provided by the member on its most recent application. For purposes of illustration and not limitation, a chief administrative official shall be considered to be a manager, administrator, clerk or executive director as may apply with respect to a particular member.

Any notices required or permitted by this Agreement shall be in writing and may be given: in person, by United States Postal Service, by facsimile, or by electronic mail. Notices shall be deemed delivered: (a) when received if delivered in person, (b) three business days after being deposited with the United States Postal Service, postage prepaid, properly addressed to the party to whom such notice is intended to be given at the address established under this section, (c) on the date sent if given by facsimile, provided that an electronic confirmation of delivery has been received by the sender and that a copy of such notice was also sent on such date by mailing, or (d) on the date sent if given by electronic mail, provided a copy of such notice was also sent on such date by mailing and receipt of the electronic mail is acknowledged by the receiving party by return electronic mail. Notices provided to the Administrator shall be delivered, addressed or directed as follows, or to such other address as designated by the Administrator in written notice to the member provided in accordance with this paragraph:


Executive Director  
North Carolina League of Municipalities  
434 Fayetteville Street, Suite 1900  
Raleigh, North Carolina 27601  
Facsimile number: 919-301-1053  
Electronic address: RMSnotifications@ncfm.org

IN WITNESS WHEREOF, the participating entity listed below acknowledges its membership in the Fund and acceptance of obligations hereunder, by the due execution hereof, following appropriate governing body approval, by its duly authorized official. Further, the members of the Interlocal Risk Financing Fund of North Carolina have caused these presents to be signed by their duly authorized Chair of the Board of Trustees and have had this Agreement attested by its duly authorized Administrator.

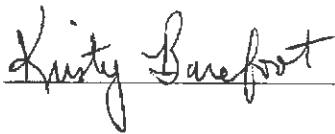
WITNESS:

  
\_\_\_\_\_

INTERLOCAL RISK FINANCING FUND  
OF NORTH CAROLINA

BY:   
\_\_\_\_\_

Chair  
Board of Trustees

  
\_\_\_\_\_

NORTH CAROLINA LEAGUE OF  
MUNICIPALITIES

BY:   
\_\_\_\_\_

Executive Director  
Administrator

\_\_\_\_\_  
(NAME OF PARTICIPATING ENTITY)

\_\_\_\_\_  
(Clerk, or Secretary to the Board)

BY: \_\_\_\_\_  
(Mayor, or Board Chair)



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 June 2021

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

As June is the last month of our fiscal year, there will be subsequent accruals made to both revenues and expenditures after this point. Thus the budget to actual statement is not the final version.

Items of note during the month of June include the following:

Capital purchases or construction include a camera system, security system, generator set-up, and gutters at the Town Hall building; a camera system at the concession building / ball field area at the park; heaters and plumbing at the fairgrounds (now storage) building. A payment of \$1,758,125 was made to the City of High Point for the Town's share of improvements to the Eastside Wastewater Treatment plant. In the years to come there will be additional big payments for an expansion of the treatment plant.

Transfers of funds were made from the General Fund to new capital project funds that were set up for the Recreational Maintenance Facility and for the Oakdale Sidewalk Phase 2.

Payments were made for contracted services for code enforcement, comp plan, refurbishing crosswalks, cutting dead trees at Wrenn Miller Park, and parks & rec master plan.

New banners were purchased for our streets, and additional outdoor furniture was purchased for the golf shop.

Although as mentioned above, while accruals still need to be made, it appears that expenditures will be greater than revenues for the 20-21 fiscal year. Thus some fund balance will be used; however this was anticipated - that fund balance would be used to purchase or construct capital assets. Until all invoices and receipts relating to the period before June 30 are received, we will not know the true amount of outstanding fund balance used and available.

In addition, there were capital assets, etc. on order that were not received before June 30. These will be re-appropriated into the 21-22 budget.

**ATTACHMENTS:** 3 Page Summary & Budget to Actual Report for June 2021

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of June 30, 2021

Petty Cash	\$	1,350
Operating Cash		1,883,927
Certificates of Deposit		3,000,000
Money Market Accounts - operating		512,187
North Carolina Capital Management Trust		<u>9,439,380</u>
	\$	<u>14,836,844</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	625,943
Cash reserved by Powell Bill for street improvements		501,195
General Capital Reserve Fund		1,837
East Fork Sidewalk Capital Project		78
Lydia Multi-use Greenway Capital Project		6,597
Oakdale Sidewalk Phase 3		114,368
Oakdale Sidewalk Phase 2		30,103
Recreational Maintenance Facility Capital Project		582,500
Water Sewer Capital Reserve Fund		<u>202,086</u>
	\$	<u>2,064,707</u>

Cash by Fund:

General	\$	4,224,996
General Capital Reserve Fund		1,837
East Fork Sidewalk Capital Project		78
Lydia Multi-use Greenway Capital Project		6,597
Oakdale Sidewalk Phase 3		114,368
Oakdale Sidewalk Phase 2		30,103
Recreational Maintenance Facility Capital Project		566,592
Water/Sewer		9,064,244
Randleman Reservoir		625,943
Water/Sewer Capital Reserve Fund		<u>202,086</u>
	\$	<u>14,836,844</u>

Cash by Bank:

NCCMT	\$	9,439,380
Pinnacle Bank		3,883,927
First Bank		1,512,187
		<u>14,835,494</u>
	\$	<u>14,835,494</u>

Town of Jamestown  
 Financial Summary Report  
 Debt Balances  
 as of June 30, 2021

Installment Purchase Debt:	Balance at 6/30/2021	Final Payment Date	Final Payment Fiscal Year
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 75,873	12/1/2023	2023/2024
Leaf truck, financed in 2017	77,563	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	117,803	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>433,349</u>	11/3/2027	2027/2028
	<u>\$ 704,588</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 324,979</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of June 30, 2021

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>	
Current Year Revenues (and transfers)	4,989,543	100,029	5,226,330	32,981	410,484	
% of budget received	77%	48%	80%	27%	22%	
% of budget, excluding appropriated fund balance, received	98%	100%	96%	83%	92%	
Expenditures (and transfers)	5,440,202	207,158	5,174,739	122,237	1,758,125	
% of budget expended	84%	100%	80%	99%	96%	
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#22)</u>
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Recreational Maint Facility Capital Project</u>	<u>Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Special Revenue Grants Fund</u>
Life to Date Revenues & Other Financing Sources	1,614,259 @	1,877,175 @	218,188	584,000	79,589	714,998
% of budget received	91%	99%	32%	100%	40%	50%
Life to Date Expenditures	1,613,324	1,807,490	103,762	17,408	49,485	-
% of budget expended	91%	95%	15%	3%	25%	0%

@ Reimbursement requested and accrued, but not all yet received

07/14/21  
10:46:52

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 6 / 21

Page: 1 of 5  
Report ID: 9110

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	6,390.01	2,219,140.53	2,181,660.00	-53,480.63	102 %
3101 Interest on Ad Valorem Taxes	323.43	2,451.29	3,000.00	548.71	82 %
3102 Tax and Tag revenue	42,201.86	209,175.31	213,850.00	4,674.69	98 %
3103 Interest on Tax and Tag Revenues	310.55	1,201.98	1,300.00	98.02	92 %
3230 SALES AND USE TAX	75,942.52	611,744.77	675,000.00	63,255.23	91 %
3240 Solid Waste Disposal Tax	0.00	3,253.62	2,500.00	-753.62	130 %
3256 ELECTRICITY SALES TAX	54,183.18	158,069.95	200,000.00	41,930.05	79 %
3257 TELECOMMUNICATIONS SALES TAX	9,136.24	28,547.99	40,000.00	11,452.01	71 %
3258 PIPED NATURAL GAS SALES TAX	10,668.66	15,736.29	16,000.00	261.71	98 %
3261 VIDEO PROGRAMMING TAX	10,373.31	32,231.45	40,000.00	7,768.55	81 %
3310 FEDERAL GRANTS	0.00	30,859.05	98,000.00	67,140.95	31 %
3311 STATE GRANTS	0.00	470.00	0.00	-470.00	** %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	104,559.61	104,500.00	-59.61	100 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	18,218.11	17,000.00	-1,218.11	107 %
3325 ABC DISTRIBUTION	0.00	50,000.00	50,000.00	0.00	100 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	225.00	6,423.94	10,000.00	1,576.06	84 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	50.00	100.00	200.00	100.00	50 %
3346 CELL TOWER RENTAL FEES	4,211.73	83,001.24	80,800.00	-2,201.24	103 %
3348 REFUSE COLLECTION FEES	13,772.00	164,162.00	168,000.00	3,838.00	98 %
1600 GREEN FEES	61,242.00	551,470.75	515,000.00	-36,470.75	107 %
3610 MECHANICAL CART RENTALS	32,625.00	304,283.00	270,000.00	-34,283.00	113 %
3620 FULL CART RENTALS	42.00	341.00	300.00	-41.00	114 %
3650 DRIVING RANGE	6,132.00	58,156.00	50,000.00	-8,156.00	116 %
3660 GOLF SHOP CONCESSIONS SALES	12,317.30	90,523.37	82,800.00	-7,723.37	109 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	258.61	6,511.18	9,500.00	2,988.82	69 %
3675 Golf Clubhouse Rental Fees	300.00	600.00	1,500.00	900.00	40 %
3851 INVESTMENT EARNINGS	199.62	23,142.69	25,500.00	2,357.31	91 %
3882 Sponsorships	0.00	1,000.00	1,000.00	0.00	100 %
3893 CONTRIBUTIONS AND DONATIONS	0.00	1,333.00	1,000.00	-333.00	133 %
3836 SALES - PRO SHOP GOLF INVENTORY	7,650.04	60,199.71	55,000.00	-5,199.71	109 %
3837 SHELTER RENTALS	-350.00	3,050.00	2,500.00	-550.00	122 %
3838 Building lease revenue	0.00	11.00	5,111.00	5,100.00	0 %
3839 MISCELLANEOUS REVENUES	1,539.59	5,704.40	3,500.00	-2,204.40	163 %
3840 Rental Golf Sets	380.00	1,995.00	2,200.00	205.00	91 %
3841 Ball Field Rentals	0.00	8,381.25	5,000.00	-3,381.25	168 %
3910 Insurance Recoveries	0.00	1,833.44	1,850.00	16.56	99 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	19,388.20	78,157.78	78,200.00	42.22	100 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,213,067.63	1,213,067.63	0 %
<b>Account Group Total:</b>	<b>369,562.90</b>	<b>4,989,543.00</b>	<b>6,483,438.63</b>	<b>1,493,895.63</b>	<b>77 %</b>
<b>Fund Total:</b>	<b>369,562.90</b>	<b>4,989,543.00</b>	<b>6,483,438.63</b>	<b>1,493,895.63</b>	<b>77 %</b>

*deferred to next fy*

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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	25,177.40	79,850.77	0.00	79,850.77	101,800.00	21,949.23
2100	DEPARTMENT SUPPLIES	63.00	695.57	0.00	695.57	2,000.00	1,304.43
2200	FOOD AND PROVISIONS	0.00	468.15	0.00	468.15	1,500.00	1,031.85
2600	OFFICE SUPPLIES	0.00	165.36	0.00	165.36	200.00	34.64
2900	ASSETS NOT CAPITALIZED	0.00	3,870.61	0.00	3,870.61	5,250.00	1,379.39
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	300.00	0.00	300.00	2,500.00	2,200.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	250.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	63.75	158.00	0.00	158.00	600.00	442.00
3800	DATA PROCESSING SERVICES	101.36	600.18	0.00	600.18	1,010.00	409.82
3950	DUES AND SUBSCRIPTIONS	0.00	2,467.21	0.00	2,467.21	2,500.00	32.79
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
4300	EQUIPMENT RENTAL	0.00	710.00	0.00	710.00	2,600.00	1,890.00
4990	OTHER CONTRACTED SERVICES	0.00	975.00	0.00	975.00	7,800.00	6,825.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,740.00	1,740.00
	<b>Account Total:</b>	<b>25,405.51</b>	<b>90,260.85</b>	<b>0.00</b>	<b>90,260.85</b>	<b>132,150.00</b>	<b>41,889.15</b>
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	19,012.00	303,461.29	0.00	303,461.29	328,594.77	25,133.49
1003	LONGEVITY PAY	0.00	3,449.00	0.00	3,449.00	5,100.00	1,651.00
1009	FICA EXPENSE	1,374.97	21,733.53	0.00	21,733.53	25,441.81	3,708.28
1010	RETIREMENT EXPENSE	1,290.50	21,538.51	0.00	21,538.51	28,955.05	7,416.54
1011	HEALTH INSURANCE EXPENSE	1,810.06	26,165.57	0.00	26,165.57	33,000.00	6,834.43
1012	FLEX ADMINISTRATION FEES	6.00	166.60	0.00	166.60	300.00	133.40
1013	RETIREE HEALTH INSURANCE EXPENSE	773.59	9,318.36	0.00	9,318.36	10,800.00	1,481.64
1014	WORKER'S COMPENSATION	0.00	456.65	0.00	456.65	900.00	443.35
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	569.32	9,255.57	0.00	9,255.57	12,500.00	3,244.43
1019	PROFESSIONAL SERVICES	0.00	15,675.00	0.00	15,675.00	16,700.00	1,025.00
2100	DEPARTMENT SUPPLIES	0.00	1,206.95	0.00	1,206.95	1,700.00	493.05
2200	FOOD AND PROVISIONS	243.66	486.16	0.00	486.16	750.00	263.84
2600	OFFICE SUPPLIES	35.49	1,496.60	0.00	1,496.60	2,000.00	503.40
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	824.32	5,116.16	0.00	5,116.16	6,000.00	2,883.84
3150	CONFERENCE FEES AND SCHOOLS	225.00	5,111.69	0.00	5,111.69	5,500.00	388.31
3200	COMMUNICATIONS	781.32	5,926.41	0.00	5,926.41	8,000.00	2,073.59
3400	PRINTING	0.00	69.50	0.00	69.50	500.00	430.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	1,591.50	11,766.19	0.00	11,766.19	16,400.00	4,633.81
3950	DUES AND SUBSCRIPTIONS	0.00	8,527.13	0.00	8,527.13	9,500.00	972.87
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	100.00	100.00
3980	MISCELLANEOUS EXPENSE	34.64	171.65	0.00	171.65	750.00	578.35
4300	EQUIPMENT RENTAL	406.80	2,726.02	0.00	2,726.02	3,000.00	273.98
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	9,048.09	0.00	9,048.09	11,000.00	1,951.91
4500	INSURANCE AND BONDING	0.00	750.00	0.00	750.00	1,000.00	250.00
4990	OTHER CONTRACTED SERVICES	3,114.24	24,986.11	0.00	24,986.11	27,000.00	2,013.89

(tax collector,  
PTRC services)



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10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6820 First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	3,000.00	3,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	100.00	100.00
<b>Account Total:</b>	<b>32,093.41</b>	<b>488,608.73</b>	<b>0.00</b>	<b>488,608.73</b>	<b>564,141.63</b>	<b>75,532.90</b>
4900 PLANNING DEPARTMENT EXPENDITURES						
1000 SALARIES AND WAGES	11,184.89	110,115.15	0.00	110,115.15	122,000.00	11,884.85
1003 LONGEVITY PAY	0.00	2,388.00	0.00	2,388.00	2,500.00	112.00
1009 FICA EXPENSE	849.35	8,510.78	0.00	8,510.78	9,575.00	1,064.22
1010 RETIREMENT EXPENSE	1,140.86	11,475.38	0.00	11,475.38	13,100.00	1,624.62
1011 HEALTH INSURANCE EXPENSE	1,810.05	13,502.82	0.00	13,502.82	16,500.00	2,997.18
1012 FLEX ADMINISTRATION FEES	6.00	118.20	0.00	118.20	200.00	81.80
1014 WORKER'S COMPENSATION	0.00	91.33	0.00	91.33	300.00	208.67
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017 401K EXPENSE	720.90	5,535.38	0.00	5,535.38	5,500.00	-35.38
2100 DEPARTMENT SUPPLIES	202.99	1,646.58	0.00	1,646.58	2,000.00	353.42
2200 FOOD AND PROVISIONS	46.48	46.48	0.00	46.48	420.00	373.52
2500 VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520 FUELS - GAS & OIL	77.07	77.07	0.00	77.07	750.00	672.93
2600 OFFICE SUPPLIES	63.30	687.67	0.00	687.67	2,500.00	1,812.33
2900 ASSETS NOT CAPITALIZED	0.00	3,918.06	0.00	3,918.06	6,000.00	2,081.94
3100 TRAVEL	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	338.75	0.00	338.75	1,920.00	1,581.25
3200 COMMUNICATIONS	201.36	1,915.12	0.00	1,915.12	3,000.00	1,084.88
3400 PRINTING	562.75	1,064.25	0.00	1,064.25	1,750.00	685.75
3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700 MARKETING / ADVERTISING	629.50	2,670.75	0.00	2,670.75	3,500.00	829.25
3800 DATA PROCESSING SERVICES	1,254.17	5,611.79	0.00	5,611.79	8,060.00	2,448.21
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	109.00	0.00	109.00	500.00	391.00
3950 DUES AND SUBSCRIPTIONS	105.98	3,944.56	0.00	3,944.56	4,500.00	555.44
3980 MISCELLANEOUS EXPENSE	32.25	44.25	0.00	44.25	650.00	605.75
4300 EQUIPMENT RENTAL	0.00	1,055.00	0.00	1,055.00	1,750.00	695.00
4400 SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	900.00	450.00
4500 INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4990 OTHER CONTRACTED SERVICES	8,160.00	80,855.00	0.00	80,855.00	134,760.00	53,905.00
4991 Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
4995 ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820 First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>	<b>27,047.90</b>	<b>256,333.42</b>	<b>0.00</b>	<b>256,333.42</b>	<b>354,635.00</b>	<b>98,301.58</b>
<i>Code enforcement + Comp plan</i>						
5000 BUILDING & GROUNDS EXPENDITURES						
2100 DEPARTMENT SUPPLIES	326.81	6,511.19	0.00	6,511.19	8,000.00	1,488.81
2140 SEED and SOD	0.00	576.00	0.00	576.00	600.00	24.00
2141 CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142 FERTILIZER AND LIME	26.00	474.00	0.00	474.00	500.00	26.00
2144 MULCH & PINE NEEDLES	900.00	983.82	0.00	983.82	4,000.00	3,016.18
2400 CONSTRUCTION & REPAIR SUPPLIES	828.09	3,130.34	0.00	3,130.34	3,150.00	19.66
2900 ASSETS NOT CAPITALIZED	0.00	6,509.10	0.00	6,509.10	13,500.00	6,990.90
3200 COMMUNICATIONS	188.08	1,800.84	0.00	1,800.84	2,000.00	199.16
3300 UTILITIES	992.75	18,970.34	0.00	18,970.34	27,350.00	8,379.66
3350 Water Utilities	0.00	183.48	0.00	183.48	400.00	216.52

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE - <i>library fountain</i>	1,809.40	33,194.37	0.00	33,194.37	49,225.00	16,030.63
3940	LANDFILL FEES/DUMPSTER 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	150.00	150.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,625.00	35,463.64	0.00	35,463.64	35,250.00	-213.64
4500	INSURANCE AND BONDING	0.00	21,666.82	0.00	21,666.82	25,000.00	3,333.18
4990	OTHER CONTRACTED SERVICES	0.00	2,998.19	0.00	2,998.19	15,000.00	12,001.81
5500	CAPITAL OUTLAY EQUIPMENT	12,675.33	32,542.98	0.00	32,542.98	39,750.00	7,207.02
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	18,067.50	0.00	18,067.50	19,000.00	932.50
5800	CAPITAL OUTLAY - BUILDINGS &	① 29,200.00	55,387.26	0.00	55,387.26	65,275.00	9,887.74
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>48,571.46</b>	<b>238,459.87</b>	<b>0.00</b>	<b>238,459.87</b>	<b>309,350.00</b>	<b>70,890.13</b>
<i>Camera system, generator set-up</i>							
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	252,717.88	0.00	252,717.88	400,000.00	147,282.12
4911	Sheriff Off Duty - Town events	352.64	352.64	0.00	352.64	5,600.00	5,247.36
4912	Sheriff off-duty for non-profit	0.00	287.08	0.00	287.08	3,000.00	2,712.92
4920	ANIMAL CONTROL CONTRACT	5,223.00	10,449.00	0.00	10,449.00	12,500.00	2,051.00
<b>Account Total:</b>		<b>5,575.64</b>	<b>263,806.60</b>	<b>0.00</b>	<b>263,806.60</b>	<b>421,100.00</b>	<b>157,293.40</b>
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	0.00	3,723.50	0.00	3,723.50	10,000.00	6,276.50
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	680,060.88	0.00	680,060.88	680,070.00	9.12
5500	CAPITAL OUTLAY EQUIPMENT	0.00	2,038.61	0.00	2,038.61	6,700.00	4,661.39
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>0.00</b>	<b>685,822.99</b>	<b>0.00</b>	<b>685,822.99</b>	<b>696,970.00</b>	<b>11,147.01</b>
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	0.00	1,127.77	0.00	1,127.77	6,000.00	4,872.23
2400	CONSTRUCTION & REPAIR SUPPLIES	6,213.61	6,619.10	0.00	6,619.10	3,490.00	-3,129.10
2500	VEHICLE SUPPLIES	0.00	5,191.91	0.00	5,191.91	7,000.00	1,808.09
2520	FUELS - GAS & OIL	139.15	1,699.58	0.00	1,699.58	3,000.00	1,300.42
2900	ASSETS NOT CAPITALIZED <i>Banners</i>	22,603.22	22,803.22	0.00	22,803.22	28,250.00	5,446.78
3300	UTILITIES	48,909.79	119,530.67	0.00	119,530.67	134,000.00	14,469.33
3500	REPAIRS AND MAINTENANCE	0.00	1,669.73	0.00	1,669.73	8,000.00	6,330.27
3700	MARKETING / ADVERTISING	299.61	299.61	0.00	299.61	300.00	0.39
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	1,060.00	0.00	1,060.00	1,100.00	40.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,066.20	0.00	1,066.20	1,200.00	133.80
4980	STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	② 64,231.25	64,958.75	0.00	64,958.75	67,174.00	2,215.25
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	32,510.00	32,510.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	11,149.98	0.00	11,149.98	11,500.00	350.02
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	450.00	450.00
<b>Account Total:</b>		<b>112,596.63</b>	<b>242,857.52</b>	<b>0.00</b>	<b>242,857.52</b>	<b>499,274.00</b>	<b>256,416.48</b>

① Security system, gutters - Town Hall

② Refurbishing crosswalks

07/14/21  
10:32:30

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 6 / 21

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700	POWELL BILL						
	4990 OTHER CONTRACTED SERVICES	267,074.97	267,074.97	0.00	267,074.97	275,000.00	7,925.03
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	<b>Account Total:</b>	<b>267,074.97</b>	<b>267,074.97</b>	<b>0.00</b>	<b>267,074.97</b>	<b>295,000.00</b>	<b>27,925.03</b>
5800	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	6,023.28	98,710.41	0.00	98,710.41	114,000.00	15,289.59
	1003 LONGEVITY PAY	0.00	978.00	0.00	978.00	1,500.00	522.00
	1009 FICA EXPENSE	449.78	7,412.96	0.00	7,412.96	8,900.00	1,487.04
	1010 RETIREMENT EXPENSE	616.92	10,191.22	0.00	10,191.22	12,000.00	1,808.78
	1011 HEALTH INSURANCE EXPENSE	1,310.06	28,833.56	0.00	28,833.56	33,000.00	4,166.44
	1012 FLEX ADMINISTRATION FEES	13.00	173.20	0.00	173.20	400.00	226.80
	1013 RETIREE HEALTH INSURANCE EXPENSE	767.28	8,529.14	0.00	8,529.14	10,800.00	2,270.86
	1014 WORKER'S COMPENSATION	0.00	6,393.06	0.00	6,393.06	6,950.00	556.94
	1015 Unemployment Compensation	0.00	1,767.11	0.00	1,767.11	2,000.00	232.89
	1017 401K EXPENSE	267.16	4,458.10	0.00	4,458.10	5,000.00	541.90
	2100 DEPARTMENT SUPPLIES	0.00	1,845.33	0.00	1,845.33	5,000.00	3,154.67
	2300 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	0.00	5,737.06	0.00	5,737.06	8,500.00	2,762.94
	2520 FUELS - GAS & OIL	852.75	10,732.73	0.00	10,732.73	20,000.00	9,267.27
	3200 COMMUNICATIONS	101.02	706.12	0.00	706.12	1,000.00	293.88
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	5,606.83	0.00	5,606.83	6,500.00	893.17
	3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	444.00	0.00	444.00	500.00	56.00
	3940 LANDFILL FEES/DUMPSTER P/U	10,205.24	61,103.32	0.00	61,103.32	60,000.00	-1,103.32
	3945 Recycle Fees	8,209.18	98,322.98	0.00	98,322.98	102,000.00	3,677.02
	3980 MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	0.00	1,572.31	0.00	1,572.31	1,800.00	227.69
	4990 OTHER CONTRACTED SERVICES - <i>temp help</i>	3,713.07	13,861.26	0.00	13,861.26	14,750.00	888.74
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>33,028.74</b>	<b>367,414.70</b>	<b>0.00</b>	<b>367,414.70</b>	<b>415,500.00</b>	<b>48,085.30</b>
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	7,997.90	103,543.94	0.00	103,543.94	107,000.00	3,456.06
	1003 LONGEVITY PAY	0.00	2,120.00	0.00	2,120.00	2,300.00	180.00
	1009 FICA EXPENSE	606.41	8,015.76	0.00	8,015.76	8,500.00	484.24
	1010 RETIREMENT EXPENSE	736.99	9,761.43	0.00	9,761.43	10,000.00	238.57
	1011 HEALTH INSURANCE EXPENSE	1,810.06	21,616.36	0.00	21,616.36	22,000.00	383.64
	1012 FLEX ADMINISTRATION FEES	6.00	118.20	0.00	118.20	200.00	81.80
	1014 WORKER'S COMPENSATION	0.00	2,054.91	0.00	2,054.91	3,500.00	1,445.09
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	324.04	4,197.90	0.00	4,197.90	4,300.00	102.10
	2100 DEPARTMENT SUPPLIES	422.44	8,893.92	0.00	8,893.92	9,000.00	106.08
	2140 SEED and SOD	0.00	660.00	0.00	660.00	1,000.00	340.00
	2141 CHEMICALS	0.00	3,200.00	0.00	3,200.00	3,200.00	0.00
	2142 FERTILIZER AND LIME	76.00	1,790.00	0.00	1,790.00	1,800.00	10.00
	2143 IRRIGATION SUPPLIES	0.00	67.91	0.00	67.91	800.00	732.09
	2144 MULCH & PINE NEEDLES	900.00	3,656.00	0.00	3,656.00	5,500.00	1,844.00
	2145 TOPSOIL (Sand)	50.00	891.50	0.00	891.50	1,500.00	608.50
	2200 FOOD AND PROVISIONS	0.00	44.22	0.00	44.22	50.00	5.78

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	69.59	1,380.47	0.00	1,380.47	3,000.00	1,619.53
2500	VEHICLE SUPPLIES	0.00	338.02	0.00	338.02	591.00	252.98
2520	FUELS - GAS & OIL	80.52	1,857.17	0.00	1,857.17	5,000.00	3,142.83
2550	EQUIPMENT SUPPLIES	483.09	3,873.51	0.00	3,873.51	4,900.00	1,026.49
2600	OFFICE SUPPLIES	0.00	51.46	0.00	51.46	300.00	248.54
2900	ASSETS NOT CAPITALIZED	0.00	6,771.00	0.00	6,771.00	6,900.00	129.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	145.00	0.00	145.00	1,500.00	1,355.00
3200	COMMUNICATIONS	514.37	1,572.28	0.00	1,572.28	2,000.00	427.72
3300	UTILITIES	447.25	11,469.28	0.00	11,469.28	14,500.00	3,030.72
3350	Water Utilities	65.27	248.26	0.00	248.26	650.00	401.74
3500	REPAIRS AND MAINTENANCE	0.00	2,146.38	0.00	2,146.38	2,500.00	353.62
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	41.47	255.12	0.00	255.12	820.00	564.88
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	500.00	500.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	200.00	200.00
3950	DUES AND SUBSCRIPTIONS	0.00	345.00	0.00	345.00	370.00	25.00
3980	MISCELLANEOUS EXPENSE	0.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	468.07	3,103.74	0.00	3,103.74	7,300.00	4,196.26
4101	Library Services	0.00	107,500.00	0.00	107,500.00	107,500.00	0.00
4102	Recreation Services	(2) -370.00	12,255.00	0.00	12,255.00	25,250.00	12,995.00
4103	Culture/Historical Services	0.00	4,730.00	0.00	4,730.00	10,500.00	5,770.00
4300	EQUIPMENT RENTAL	145.42	13,112.39	0.00	13,112.39	21,300.00	8,187.61
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	3,060.00	0.00	3,060.00	3,100.00	40.00
4500	INSURANCE AND BONDING	0.00	1,902.01	0.00	1,902.01	2,000.00	97.99
4990	OTHER CONTRACTED SERVICES	(1) 5,400.00	7,458.04	0.00	7,458.04	7,458.00	0.96
5500	CAPITAL OUTLAY EQUIPMENT	6,621.93	6,621.93	0.00	6,621.93	6,700.00	78.07
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	0.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>27,078.82</b>	<b>360,852.11</b>	<b>0.00</b>	<b>360,852.11</b>	<b>417,290.00</b>	<b>56,437.89</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	22,845.61	316,790.59	0.00	316,790.59	351,200.00	34,409.41
1003	LONGEVITY PAY	0.00	6,834.00	0.00	6,834.00	7,000.00	166.00
1009	FICA EXPENSE	1,658.34	23,958.50	0.00	23,958.50	27,700.00	3,741.50
1010	RETIREMENT EXPENSE	2,136.95	29,262.29	0.00	29,262.29	32,265.00	3,002.71
1011	HEALTH INSURANCE EXPENSE	4,525.13	52,266.20	0.00	52,266.20	51,000.00	-1,266.20
1012	FLEX ADMINISTRATION FEES	0.00	106.20	0.00	106.20	300.00	193.80
1013	RETIREE HEALTH INSURANCE EXPENSE	440.64	3,116.01	0.00	3,116.01	3,800.00	683.99
1014	WORKER'S COMPENSATION	0.00	4,109.82	0.00	4,109.82	5,000.00	890.18
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	937.14	11,646.62	0.00	11,646.62	12,800.00	1,153.38
2100	DEPARTMENT SUPPLIES	1,577.40	8,585.21	0.00	8,585.21	8,500.00	-85.21
2140	SEED and SOD	0.00	836.00	0.00	836.00	2,000.00	1,164.00
2141	CHEMICALS	1,601.00	40,162.50	0.00	40,162.50	41,500.00	1,337.50
2142	FERTILIZER AND LIME	1,467.00	22,396.12	0.00	22,396.12	28,500.00	6,103.88
2143	IRRIGATION SUPPLIES	1,793.40	3,103.35	0.00	3,103.35	7,000.00	3,896.65
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	200.00	200.00
2145	TOPSOIL (Sand)	1,444.72	7,794.64	0.00	7,794.64	10,000.00	2,205.36
2155	TEE AND GREEN SUPPLIES	230.00	3,694.17	0.00	3,694.17	4,000.00	305.83
2200	FOOD AND PROVISIONS	0.00	72.92	0.00	72.92	200.00	127.08

Camera system

(1) Trees cut in Wrenmiller Park; adjustment made to Parks Master Plan

(2) Refund due to not as many Jamestown participants as expected



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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	99.16	3,826.84	0.00	3,826.84	5,000.00	1,173.16
2500	VEHICLE SUPPLIES	0.00	274.17	0.00	274.17	500.00	225.83
2520	FUELS - GAS & OIL	1,743.78	12,055.27	0.00	12,055.27	22,000.00	9,944.73
2550	EQUIPMENT SUPPLIES	① 21,466.91	35,114.08	0.00	35,114.08	38,300.00	3,185.92
2600	OFFICE SUPPLIES	0.00	77.02	0.00	77.02	300.00	222.98
2900	ASSETS NOT CAPITALIZED	729.97	4,466.83	0.00	4,466.83	7,300.00	2,833.17
3100	TRAVEL	0.00	0.00	0.00	0.00	100.00	100.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	100.00	100.00
3200	COMMUNICATIONS	622.88	3,634.71	0.00	3,634.71	5,500.00	1,865.29
3300	UTILITIES	1,479.44	13,472.72	0.00	13,472.72	17,750.00	4,277.28
3350	Water Utilities	65.27	275.39	0.00	275.39	650.00	374.61
3500	REPAIRS AND MAINTENANCE	2,693.69	30,136.92	0.00	30,136.92	32,800.00	2,661.08
3700	MARKETING / ADVERTISING	0.00	150.00	0.00	150.00	1,000.00	850.00
3800	DATA PROCESSING SERVICES	112.44	539.90	0.00	539.90	900.00	360.10
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	541.00	0.00	541.00	1,500.00	959.00
3940	LANDFILL FEES/DUMPSITE P/U	0.00	2,226.83	0.00	2,226.83	5,000.00	2,771.17
3950	DUES AND SUBSCRIPTIONS	0.00	999.99	0.00	999.99	2,000.00	1,000.01
3980	MISCELLANEOUS EXPENSE	0.00	310.00	0.00	310.00	500.00	190.00
4300	EQUIPMENT RENTAL	3,403.59	62,363.65	0.00	62,363.65	63,000.00	636.35
4400	SERVICE & MAINTENANCE CONTRACTS	251.30	3,247.30	0.00	3,247.30	4,250.00	1,002.70
4500	INSURANCE AND BONDING	0.00	10,638.05	0.00	10,638.05	11,000.00	361.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	5,724.00	0.00	5,724.00	6,000.00	276.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	7,502.20	0.00	7,502.20	8,000.00	497.80
5800	CAPITAL OUTLAY - BUILDINGS &	27,650.00	87,679.88	0.00	87,679.88	88,200.00	520.12
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>100,975.76</b>	<b>819,995.89</b>	<b>0.00</b>	<b>819,995.89</b>	<b>915,715.00</b>	<b>95,719.11</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	21,605.63	246,503.66	0.00	246,503.66	258,500.00	11,996.34
1003	LONGEVITY PAY	0.00	2,260.00	0.00	2,260.00	2,300.00	40.00
1009	FICA EXPENSE	1,659.80	19,125.52	0.00	19,125.52	20,000.00	874.48
1010	RETIREMENT EXPENSE	1,361.75	15,969.46	0.00	15,969.46	16,950.00	980.54
1011	HEALTH INSURANCE EXPENSE	2,715.09	32,424.83	0.00	32,424.83	33,000.00	575.17
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	60.00	60.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	4,540.92	0.00	4,540.92	8,800.00	4,259.08
1014	WORKER'S COMPENSATION	0.00	913.29	0.00	913.29	2,000.00	1,086.71
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	521.58	6,735.71	0.00	6,735.71	6,850.00	114.29
2100	DEPARTMENT SUPPLIES	785.05	7,375.80	0.00	7,375.80	9,500.00	2,124.20
2101	Grill Supplies	611.89	2,389.89	0.00	2,389.89	8,500.00	6,110.11
2156	RANGE SUPPLIES	0.00	4,841.67	0.00	4,841.67	5,500.00	658.33
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	345.87	0.00	345.87	1,000.00	654.13
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	500.00	500.00
2600	OFFICE SUPPLIES	55.40	595.25	0.00	595.25	1,000.00	404.75
2700	GOLF INVENTORY FOR RESALE	1,870.05	33,981.49	0.00	33,981.49	36,900.00	4,918.51
2705	Golf Special Orders - Purchases	167.49	5,200.63	0.00	5,200.63	10,300.00	5,099.37
2710	CONCESSION INVENTORY RESALE	5,776.06	31,608.75	0.00	31,608.75	52,000.00	20,391.25
2715	Food purchased not in inventory	1,743.70	10,097.79	0.00	10,097.79	22,000.00	11,902.21

heating + plumbing - Fairground bids

① Due to condition of equipment, many repairs needed - thus equipment supplies increased tremendously

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	3,726.00	3,862.99	0.00	3,862.99	3,900.00	37.01
3100	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
3200	COMMUNICATIONS	778.95	9,374.52	0.00	9,374.52	11,000.00	1,625.48
3300	UTILITIES	1,145.53	13,292.18	0.00	13,292.18	16,000.00	2,707.82
3350	Water Utilities	65.26	241.64	0.00	241.64	500.00	258.36
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	2,494.87	0.00	2,494.87	3,000.00	505.13
3700	MARKETING / ADVERTISING	60.40	819.80	0.00	819.80	3,900.00	3,080.20
3800	DATA PROCESSING SERVICES	1,367.58	8,446.12	0.00	8,446.12	16,650.00	8,203.88
3900	DRUG TESTING & BACKGROUND CHECKS	227.00	665.00	0.00	665.00	2,000.00	1,335.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	1,672.19	0.00	1,672.19	3,600.00	1,927.81
3950	DUES AND SUBSCRIPTIONS	0.00	643.95	0.00	643.95	800.00	156.05
3955	Permit Fees	0.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	2,239.27	20,924.30	0.00	20,924.30	21,500.00	575.70
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	146.81	2,453.29	0.00	2,453.29	4,500.00	2,046.71
4310	GOLF CART RENTALS	5,327.28	63,927.36	0.00	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	2,154.94	19,086.90	0.00	19,086.90	19,100.00	13.10
4400	SERVICE & MAINTENANCE CONTRACTS	535.68	13,127.16	0.00	13,127.16	16,000.00	2,872.84
4500	INSURANCE AND BONDING	0.00	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	632.50	2,828.28	0.00	2,828.28	4,000.00	1,171.72
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>57,382.69</b>	<b>601,058.13</b>	<b>0.00</b>	<b>601,058.13</b>	<b>704,210.00</b>	<b>103,151.87</b>
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	14,816.17	153,248.30	0.00	153,248.30	153,250.00	1.70
7200	DEBT INTEREST PAYMENTS	1,064.21	19,305.08	0.00	19,305.08	19,750.00	444.92
<b>Account Total:</b>		<b>15,882.38</b>	<b>172,553.38</b>	<b>0.00</b>	<b>172,553.38</b>	<b>173,000.00</b>	<b>446.62</b>
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	33,514.34	585,103.00	0.00	585,103.00	585,103.00	0.00
<b>Account Total:</b>		<b>33,514.34</b>	<b>585,103.00</b>	<b>0.00</b>	<b>585,103.00</b>	<b>585,103.00</b>	<b>0.00</b>
<b>Account Group Total:</b>		<b>786,228.25</b>	<b>5,440,202.16</b>	<b>0.00</b>	<b>5,440,202.16</b>	<b>6,483,438.63</b>	<b>1,043,236.47</b>
<b>Fund Total:</b>		<b>786,228.25</b>	<b>5,440,202.16</b>	<b>0.00</b>	<b>5,440,202.16</b>	<b>6,483,438.63</b>	<b>1,043,236.47</b>

*Outdoor  
Tables + chairs -  
Self shop*

*\$455,000 to Rec maint. facility  
\$100,000 to Gen Capt Reserve Fund  
\$30,103 to Oakdale Sidewalk CP  
Ph 2*

1/7/2021  
10:46:50

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 6 / 21

9

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3991 INVESTMENT EARNINGS	0.00	28.51	100.00	71.49	23 %
3991 TRANSFER FROM GENERAL FUND	1,911.34	100,000.00	100,000.00	0.00	100 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	107,100.00	107,100.00	0 %
<b>Account Group Total:</b>	<b>1,911.34</b>	<b>100,028.51</b>	<b>207,200.00</b>	<b>107,171.49</b>	<b>48 %</b>
<b>Fund Total:</b>	<b>1,911.34</b>	<b>100,028.51</b>	<b>207,200.00</b>	<b>107,171.49</b>	<b>48 %</b>

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	19,386.20	207,157.78	0.00	207,157.78	207,200.00	42.22
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>19,388.20</b>	<b>207,157.78</b>	<b>0.00</b>	<b>207,157.78</b>	<b>207,200.00</b>	<b>42.22</b>
	<b>Account Group Total:</b>	<b>19,388.20</b>	<b>207,157.78</b>	<b>0.00</b>	<b>207,157.78</b>	<b>207,200.00</b>	<b>42.22</b>
	<b>Fund Total:</b>	<b>19,388.20</b>	<b>207,157.78</b>	<b>0.00</b>	<b>207,157.78</b>	<b>207,200.00</b>	<b>42.22</b>



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TOWN OF JAMESTOWN, NC  
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11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	205.69	3,426.44	3,200.00	-226.44	107 %
3710 UTILITY CHARGE - WATER	98,136.68	909,216.39	905,000.00	-4,216.39	100 %
3720 UTILITY CHARGE - SEWER	120,544.73	2,319,591.33	2,508,000.00	188,408.67	92 %
3741 Meter Fee	0.00	4,520.00	5,120.00	600.00	88 %
3742 System Development Fees to be transferred	0.00	38,375.00	38,375.00	0.00	100 %
3743 System Admin / Installation fee	0.00	1,100.00	1,100.00	0.00	100 %
3745 Connection Fees - Water and Sewer	1,350.00	12,450.00	10,000.00	-2,450.00	125 %
3750 NONPAYMENT / RECONNECTION FEES	1,700.00	14,050.00	12,100.00	-1,950.00	116 %
3755 Return Check Fees	50.00	425.00	350.00	-75.00	121 %
3760 LATE FEES	1,510.00	18,319.20	23,000.00	4,680.80	80 %
3765 CREDIT CARD ADMINISTRATION FEES	62.92	362.81	800.00	437.19	45 %
3831 INVESTMENT EARNINGS	0.00	23,688.35	30,000.00	6,311.65	79 %
3839 MISCELLANEOUS REVENUES	27.30	443.30	400.00	-43.30	111 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	122,237.29	123,000.00	762.71	99 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	1,756,125.00	1,800,000.00	41,875.00	98 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,053,795.00	1,053,795.00	0 %
<b>Account Group Total:</b>	<b>223,587.32</b>	<b>5,226,330.11</b>	<b>6,514,240.00</b>	<b>1,287,909.89</b>	<b>80 %</b>
<b>Fund Total:</b>	<b>223,587.32</b>	<b>5,226,330.11</b>	<b>6,514,240.00</b>	<b>1,287,909.89</b>	<b>80 %</b>

12

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	47,819.14	597,682.61	0.00	597,682.61	674,500.00	76,817.39
1003	LONGEVITY PAY	0.00	12,188.00	0.00	12,188.00	12,450.00	262.00
1009	FICA EXPENSE	3,648.14	46,566.92	0.00	46,566.92	51,875.00	5,308.08
1010	RETIREMENT EXPENSE	4,877.55	61,905.93	0.00	61,905.93	64,900.00	2,994.07
1011	HEALTH INSURANCE EXPENSE	9,955.33	117,028.87	0.00	117,028.87	118,050.00	1,021.13
1012	FLEX ADMINISTRATION FEES	19.00	356.60	0.00	356.60	800.00	443.40
1013	RETIREE HEALTH INSURANCE EXPENSE	773.16	9,647.68	0.00	9,647.68	11,700.00	2,052.32
1014	WORKER'S COMPENSATION	0.00	9,359.94	0.00	9,359.94	10,000.00	640.06
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	2,130.48	27,289.86	0.00	27,289.86	27,725.00	435.14
1019	PROFESSIONAL SERVICES	0.00	11,325.00	0.00	11,325.00	11,350.00	25.00
2100	DEPARTMENT SUPPLIES	5,781.36	25,439.74	0.00	25,439.74	30,000.00	4,560.26
2105	WATER METERS	0.00	31,166.16	0.00	31,166.16	32,000.00	833.84
2200	FOOD AND PROVISIONS	0.00	286.04	0.00	286.04	1,000.00	713.96
2400	CONSTRUCTION & REPAIR SUPPLIES	4,942.21	14,314.63	0.00	14,314.63	22,600.00	8,285.37
2500	VEHICLE SUPPLIES	185.14	4,324.27	0.00	4,324.27	7,500.00	3,175.73
2520	FUELS - GAS & OIL	2,385.21	20,195.65	0.00	20,195.65	22,000.00	1,804.35
2550	EQUIPMENT SUPPLIES	1,456.29	3,792.79	0.00	3,792.79	5,000.00	1,207.21
2600	OFFICE SUPPLIES	98.77	1,479.63	0.00	1,479.63	2,000.00	520.37
2750	PURCHASE OF WATER	41,861.25	248,360.13	0.00	248,360.13	340,000.00	91,639.87
2755	Water Transmission Fees	3,705.75	23,683.90	0.00	23,683.90	26,000.00	2,316.10
2900	ASSETS NOT CAPITALIZED	1,430.88	15,550.98	0.00	15,550.98	25,200.00	9,649.02
3100	TRAVEL	0.00	0.00	0.00	0.00	2,250.00	2,250.00
3150	CONFERENCE FEES AND SCHOOLS	305.00	2,760.00	0.00	2,760.00	7,500.00	4,740.00
3200	COMMUNICATIONS	3,878.52	27,589.63	0.00	27,589.63	33,500.00	5,910.37
3300	UTILITIES	1,199.39	14,570.66	0.00	14,570.66	15,000.00	429.34
3350	Water Utilities	0.00	296.44	0.00	296.44	500.00	203.56
3400	PRINTING	725.66	4,753.60	0.00	4,753.60	7,000.00	2,246.40
3500	REPAIRS AND MAINTENANCE	88.20	16,328.00	0.00	16,328.00	25,000.00	8,672.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	2,670.25	16,010.42	0.00	16,010.42	23,750.00	7,739.58
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	369.00	0.00	369.00	2,000.00	1,631.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	580.13	0.00	580.13	1,400.00	819.87
3950	DUES AND SUBSCRIPTIONS	0.00	3,091.63	0.00	3,091.63	3,000.00	-91.63
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	1,090.15	11,397.35	0.00	11,397.35	14,000.00	2,602.65
3980	MISCELLANEOUS EXPENSE	0.00	265.00	0.00	265.00	1,500.00	1,235.00
4300	EQUIPMENT RENTAL	406.78	10,029.84	0.00	10,029.84	12,500.00	2,470.16
4400	SERVICE & MAINTENANCE CONTRACTS	2,100.00	47,245.06	0.00	47,245.06	50,000.00	2,754.94
4401	NC811 Fees	339.00	2,306.25	0.00	2,306.25	3,000.00	693.75
4500	INSURANCE AND BONDING	0.00	47,184.21	0.00	47,184.21	48,000.00	815.79
4950	LAB TESTING	508.00	3,115.00	0.00	3,115.00	9,000.00	5,885.00
4960	SEWER TREATMENT	85,240.13	619,837.17	0.00	619,837.17	800,000.00	180,162.83
4990	OTHER CONTRACTED SERVICES	69,581.24	131,107.99	0.00	131,107.99	230,000.00	98,892.01
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	87,903.89	130,191.62	0.00	130,191.62	142,000.00	11,808.38
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,867.04	0.00	5,867.04	5,900.00	32.96
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	155,000.00	155,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	2,104,839.87	0.00	2,104,839.87	2,676,910.00	571,970.13

new dump truck

resurfacing (over utility cuts)

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30 WATER AND SEWER

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800 OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	45,100.00	1,144.40
6801 DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
6810 Payments for Odor Control Project	14,561.84	21,872.76	0.00	21,872.76	22,000.00	127.24
6820 First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
7100 DEBT PRINCIPAL PAYMENTS	0.00	50,003.32	0.00	50,003.32	50,005.00	1.68
7200 DEBT INTEREST PAYMENTS	0.00	8,621.82	0.00	8,621.82	9,000.00	378.18
9600 TRANSFERS TO OTHER FUNDS	0.00	443,132.00	0.00	443,132.00	481,875.00	38,743.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>	<b>401,690.73</b>	<b>5,174,739.03</b>	<b>0.00</b>	<b>5,174,739.03</b>	<b>6,514,240.00</b>	<b>1,339,500.97</b>
<b>Account Group Total:</b>	<b>401,690.73</b>	<b>5,174,739.03</b>	<b>0.00</b>	<b>5,174,739.03</b>	<b>6,514,240.00</b>	<b>1,339,500.97</b>
<b>Fund Total:</b>	<b>401,690.73</b>	<b>5,174,739.03</b>	<b>0.00</b>	<b>5,174,739.03</b>	<b>6,514,240.00</b>	<b>1,339,500.97</b>

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60 HANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	4.40	131.36	7,000.00	6,868.64	2 %
3996 TRANSFER FROM ENTERPRISE FUNDS	0.00	32,850.00	32,850.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
<b>Account Group Total:</b>	<b>4.40</b>	<b>32,981.36</b>	<b>123,000.00</b>	<b>90,018.64</b>	<b>27 %</b>
<b>Fund Total:</b>	<b>4.40</b>	<b>32,981.36</b>	<b>123,000.00</b>	<b>90,018.64</b>	<b>27 %</b>

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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	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Group Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
	Fund Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3744 Transfer from W/S - System Development Fees	0.00	0.00	39,300.00	39,300.00	0 %
3831 INVESTMENT EARNINGS	0.00	202.35	300.00	97.65	67 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	410,282.00	410,500.00	218.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,389,200.00	1,389,200.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>410,484.35</b>	<b>1,839,300.00</b>	<b>1,428,815.65</b>	<b>22 %</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>410,484.35</b>	<b>1,839,300.00</b>	<b>1,428,815.65</b>	<b>22 %</b>
<b>Grand Total:</b>	<b>595,065.96</b>	<b>10,759,367.33</b>	<b>15,167,178.63</b>	<b>4,407,811.30</b>	<b>71 %</b>

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,675.00
	9600 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	39,300.00	39,300.00
	Account Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,839,300.00	81,175.00
	Account Group Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,839,300.00	81,175.00
	Fund Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,839,300.00	81,175.00
	Grand Total:	1,207,307.18	12,702,461.26	0.00	12,702,461.26	15,167,178.63	2,464,717.37

Payment to City of High Point  
for improvements - Eastside  
Wastewater Treatment plant



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 June 2021

**AGENDA ITEM #:** II-G

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Attached is the report of golf operations for June 2021.

Total revenues for the month of June 2021 were \$120,947 and operating expenditures were \$123,453. Thus there was a net operating loss of \$2,506 for the month. In June 2020, there was an operating gain of \$11,313. There seems to be a lot more spent on supplies in both the golf maintenance area and the golf shop in June 2021. See the golf report which will address the variances in supplies (and thus total expenditures).

Rounds of play continue to be impressive. For the fiscal year ended 6-30-21 there have been 31,368 rounds played. For this same time period in 2020, there were 22,072 played. (However the course was closed for 43 days in 2020 for Covid.)

**ATTACHMENTS:** Golf Report for June 2021

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Summary  
FYE 6/30/21

	June 2021	June 2020	Variance	% Variance	YTD FYE 6/30/21	YTD FYE 6/30/20	Variance	% Variance
<b>Golf Course Operating Revenues</b>	120,947	104,037	16,910	16.25%	1,074,080	723,092	350,988	48.54%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	69,479	48,918	20,561	42.03%	720,967	631,833	89,134	14.11%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	53,974	43,806	10,168	23.21%	597,649	491,229	106,420	21.66%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	(2,506)	11,313	(13,819)		(244,536)	(399,970)	155,434	
<b>Capital Outlay</b>	27,650	55,304	(27,654)		95,182	81,264	(13,918)	
<b>Net expenditures &lt; or &gt; revenues</b>	<u>(30,156)</u>	<u>(43,991)</u>	13,835	31.45%	<u>(339,718)</u>	<u>(481,234)</u>	141,516	29.41%
<b>Golf Rounds Played (not including complimentary play)</b>	3,392	3,280			31,368	22,072		
<b>Bad Weather Days (1)</b>	2	1			74	86		
<b>Days closed for aerification, covered greens, COVID</b>	1				4	52		
						(43 days closed for COVID)		
<b>Golf course employees paid during the month:</b>								
Full-time positions	10	8						
Part-time hours	912	1,146						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above

Jamestown Park Golf Course Revenues  
Revenues  
FYE 6/30/21

	<u>June 2021</u>	<u>June 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
Greens	61,242	54,394	6,848	12.59%	551,471	376,517	174,954	46.47%
Cart Rentals	32,625	30,198	2,427	8.04%	304,283	192,122	112,161	58.38%
Pull Carts	42	57	(15)	-26.32%	341	243	98	40.33%
Driving Range	6,132	5,379	753	14.00%	58,156	34,920	23,236	66.54%
Sales - Golf Shop Inventory	7,909	5,099	2,810	55.11%	66,711	41,453	25,258	60.93%
Sales - Golf Shop Concessions	12,317	8,175	4,142	50.67%	90,523	67,482	23,041	34.14%
Golf Clubhouse Rental Fees	680	735	(55)	100.00%	2,595	10,355	(7,760)	-74.94%
Ins Recoveries	-	-	-	-	-	-	-	-
	<u>120,947</u>	<u>104,037</u>	16,910	16.25%	<u>1,074,080</u>	<u>723,092</u>	350,988	48.54%

Jamestown Park Golf Course Operations  
 Golf Maintenance Expenditures  
 FYE 6/30/21

	June 2021	June 2020	Variance	% Variance	YTD FYE 6/30/21	YTD FYE 6/30/20	Variance	% Variance
<i>Salaries &amp; Employee Benefits</i>	32,544	31,397	1,147	3.65%	448,090	423,144	24,946	5.90%
<i>Supplies &amp; Materials</i>	29,156	8,580	20,576	239.81%	139,462	109,070	30,392	27.86%
<i>Contractual Services</i>	3,655	4,371	(716)	-16.38%	81,973	69,314	12,659	18.26%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	4,124	4,570	(446)	-9.76%	51,442	30,305	21,137	69.75%
<i>Total Exp before Capital Outlay</i>	69,479	48,918	20,561	42.03%	720,967	631,833	89,134	14.11%
<i>Capital Outlay</i>	27,650	55,304	(27,654)		95,182	57,504	37,678	
	97,129	104,222	(7,093)	-6.81%	816,149	689,337	126,812	18.40%

Variances:

The huge variance in supplies from June 2020 to June 2021 is due to a great amount of equipment supplies being purchased. When the new mechanic started work, there was a lot of equipment that needed repairs. There was also not very many replacement parts in inventory. Thus the huge expense to get equipment up to good working condition.

Jamestown Park Golf Course Operations  
 Golf Shop Expenditures  
 FYE 6/30/21

	<u>June 2021</u>	<u>June 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	27,864	23,051	4,813	20.88%	328,473	259,967	68,506	26.35%
<i>Supplies &amp; Materials</i>	11,579	6,993	4,586	65.58%	97,142	74,926	22,216	29.65%
<i>Contractual Services</i>	8,595	9,226	(631)	-6.84%	113,252	105,027	8,225	7.83%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>5,936</u>	<u>4,536</u>	<u>1,400</u>	30.86%	<u>58,782</u>	<u>51,309</u>	<u>7,473</u>	14.56%
<i>Total Exp before Capital Outlay</i>	<u>53,974</u>	<u>43,806</u>	<u>10,168</u>	23.21%	<u>597,649</u>	<u>491,229</u>	<u>106,420</u>	21.66%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>23,760</u>	<u>(23,760)</u>	
	<u>53,974</u>	<u>43,806</u>	10,168	23.21%	<u>597,649</u>	<u>514,989</u>	82,660	16.05%

Variances:

Supplies were up in the golf shop as well in June. There was demand for golf inventory and also food and drinks in the grill (now that the grill is open again). Sales of both were greatly increased from prior year.

**Grill Operations**

**FYE 6/30/21**

<u>June</u> <u>2021</u>	<u>YTD</u> <u>FYE 6/30/21</u>	<u>June</u> <u>2020</u>	<u>YTD</u> <u>FYE 6/30/20</u>
----------------------------	----------------------------------	----------------------------	----------------------------------

Golf Shop Grill Revenues	12,317	90,523	8,175	67,482
Golf Shop Rental Revenue	300	600	675	8,760
	<u>12,617</u>	<u>91,123</u>	<u>8,850</u>	<u>76,242</u>

Expenditures:

Wages	3,550	42,099	2,916	37,328
FICA	271	3,224	223	2,856
Benefits	1,405	16,938	1,082	13,315
Grill supplies	176	1,954	472	2,135
Food & beverage purchases	4,797	38,984	3,709	30,140
	<u>10,199</u>	<u>103,199</u>	<u>8,402</u>	<u>85,774</u>
	<u>2,418</u>	<u>(12,076)</u>	<u>448</u>	<u>(9,532)</u>

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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:** Notification of Advances Outstanding at 6/30/21 for sidewalk projects      **AGENDA ITEM #:** II-H

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

At the February 15, 2020 Town Council meeting, approval was done to allow the Town Manager or designee to make cash advances from the General Fund to the sidewalk capital project funds in order to pay the construction invoices. These will be reimbursed by NCDOT for all allowable expenditures.

The Town's budget ordinance states that Council must be notified of any advances that will not be repaid within 60 days.

The current balance of advances to cover invoices paid for which reimbursement has been requested but not yet received are as follows:

East Main Street (Lydia) sidewalk project - \$360,344

East Fork Road sidewalk & pedestrian bridge project - \$1,063

Note: We have received reimbursements on all but 1 of our requests from NCDOT. There are other amounts that have been paid but reimbursement not yet requested due to other factors that we are waiting on.

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Budget Amendment #1

**AGENDA ITEM #:** II-I

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

This budget amendment is to re-appropriate items that should have been shipped / completed in the previous fiscal year. But due to shortages and supply chain issues, etc. several items remain that will have to be received or completed in the new fiscal year. Since these did not happen, and thus were not paid for, the budget for them goes back in to Fund Balance at year-end. Thus this amendment will essentially use that fund balance in the new year. The NCDOT sidewalk has been moved forward for several years -some day we hope it will be completed, and we will be billed.

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**ATTACHMENTS:** Budget Amendment #1

**RECOMMENDATION/ACTION NEEDED:** Approve budget amendment #1

**BUDGETARY IMPACT:** \$38,980 increase in expenditures and in Appropriated Fund Balance.

**SUGGESTED MOTION:** Approve budget amendment #1

**FOLLOW UP ACTION NEEDED:**

**FYE 6/30/22  
BUDGET AMENDMENT #1**

**Fund 10:**

		<u>Debit</u>	<u>Credit</u>
a.	Vehicles Fund Balance Appropriated	32,506.00	32,506.00
	10-5600-5400 10-3991		
	To re-appropriate funds from FY 20-21 for versalift aerial, which did not come in before June 30, 2021		
b.	Repairs & Maintenance Fund Balance Appropriated	2,100.00	2,100.00
	10-6300-3500 10-3991		
	To re-appropriate funds from FY 20-21 for repairs to irrigation pump #1; work was not performed before June 30		
c.	Assets not Capitalized Fund Balance Appropriated	2,200.00	2,200.00
	10-6300-2900 10-3991		
	To re-appropriate funds from FY 20-21 for purchase of Vertex and ICOM radios for golf course; these were not available in FY 20-21		
d.	Other Contracted Services Fund Balance Appropriated	2,174.00	2,174.00
	10-5600-4990 10-3991		
	To re-appropriate funds from FY 20-21 for the Town share of sidewalk at the bypass - payable to NCDOT		

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 #2

**AGENDA ITEM #:** II-J

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

As part of our strategic growth plan, we need to address the fire protection available from our partner Pinecroft-Sedgefield Fire District (PSFD). They are undertaking a fire district station location study, and the Town wishes to partner with PSFD in this study. We wish to participate in the cost by reimbursing PSFD 50% of the cost of the study. The Town's portion would amount to approximately \$2,900. Budget amendment #2 will increase the budget in the Fire department of our General Fund budget for this amount. Also included in the budget amendment is services for the strategic growth plan for future development in the amount of \$90,000.

Also included in this budget amendment is \$2,000 to increase the budget in our Streets department to contract for monthly mowing along the new sidewalk around the pedestrian bridge on E. Fork Road.

There is a budget amendment in the Capital Project Fund #17 (E Main Street Sidewalk) due to a supplemental agreement signed by NCDOT; this will increase the budget for expenditures and grant revenues by \$85,875.

**ATTACHMENTS:** Budget Amendment #2

**RECOMMENDATION/ACTION NEEDED:** Approve budget amendment #2

**BUDGETARY IMPACT:** \$4,900 increase in expenditures and in Appropriated Fund Balance.

**SUGGESTED MOTION:** Approve budget amendment #2

**FOLLOW UP ACTION NEEDED:**

**FYE 6/30/22  
BUDGET AMENDMENT #2**

**Fund 10:**

		<u>Debit</u>	<u>Credit</u>
a.	Other Contracted Services		
	Appropriated Fund Balance	2,900.00	2,900.00
	To increase budget for strategic growth plan - fire protection		
b.	Service & Maintenance Contracts		
	Appropriated Fund Balance	2,000.00	2,000.00
	To increase budget for contracted mowing to include the area around the East Fork Road sidewalk.		
c.	Other Contracted Services		
	Appropriated Fund Balance	90,000.00	90,000.00
	To increase budget for strategic growth plan - future development		

**Fund 17:**

Capital outlay - Land Improvements	17-5600-5700	85,875.00	
Federal Grants	17-3310		68,700.00
State Grants	17-3311		17,175.00
To increase budget for Supplemental Agreement #5 (NCDOT)			

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Amendment to agreement with Guilford Co. for the Library

**AGENDA ITEM #:** IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 15 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Dave Treme

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**SUMMARY:**

Guilford County Board of Commissioners will be considering an Amendment to the Interlocal Agreement for funding of the Jamestown Public Library at their July 15, 2021, meeting. This is a five year agreement between the Town and the County for funding at the Library and includes a payment of \$55,500 for the first fiscal year (2021-22).

Staff respectfully requests the approval of the Interlocal Agreement Amendment.

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**ATTACHMENTS:** Amendment to the Interlocal Agreement for funding of the library.

**RECOMMENDATION/ACTION NEEDED:** Approve the agreement as presented.

**BUDGETARY IMPACT:** \$55,000

**SUGGESTED MOTION:** Move to approve the Interlocal Agreement for funding of the library as presented.

**FOLLOW UP ACTION NEEDED:** Forward copies to the Clerk to the BOCC

NORTH CAROLINA  
GUILFORD COUNTY

**AMENDMENT NO. 3 TO THE INTERLOCAL  
AGREEMENT REGARDING FUNDING FOR  
FOR THE JAMESTOWN PUBLIC LIBRARY**

THIS AMENDMENT TO THE INTERLOCAL AGREEMENT REGARDING FUNDING FOR THE JAMESTOWN PUBLIC LIBRARY, hereinafter referred to as the "Interlocal Agreement" or the "Agreement," is hereby made, entered into and effective this 15<sup>th</sup> day of July, 2021, by and between the TOWN OF JAMESTOWN, a municipal corporation in the State of North Carolina, hereinafter referred to as the "TOWN," and GUILFORD COUNTY, North Carolina, a body politic and corporate, hereinafter referred to as the "COUNTY", and also collectively referred to as the "Parties."

WITNESSETH :

THAT WHEREAS, since 1993, the COUNTY has appropriated grant funds to the TOWN each fiscal year for the Jamestown Public Library to carry out its programs and activities; and,

WHEREAS, on July 15, 2021, the GUILFORD COUNTY Board of Commissioners approved this Interlocal Agreement with the TOWN OF JAMESTOWN and the Agreement was entered into between the Parties on July 1, 2021. The TOWN and COUNTY have determined that it is in the public benefit and interest to enter into this Amendment No. 2 to the Interlocal Agreement Regarding Funding for the Jamestown Public Library, effective July 1, 2021; and,

WHEREAS, the North Carolina General Statutes in Chapter 160A, Article 20, provide that units of local government may enter into agreements in order to execute an undertaking providing for the continual exercise by one unit of any power, function or right; and,

WHEREAS, the TOWN and the COUNTY agree that this Interlocal Agreement, as amended, shall continue for five (5) years, from July 1, 2021, to June 30, 2026, unless amended or terminated pursuant to the terms herein; and,

WHEREAS, the governing bodies of the TOWN and COUNTY have ratified this Interlocal Agreement by approvals being recorded in their respective Minutes.

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions contained in this Interlocal Agreement herein accruing to the benefit of each of the respective Parties hereto and other good and valuable consideration, receipt and sufficiency of which is acknowledged by the TOWN and the COUNTY, the Parties agree as follows:

**1. The Jamestown Public Library.** The TOWN, pursuant to the authority granted in N.C.G.S. §153A-261, et. seq., and in compliance with all applicable laws, shall continue to support a public library system for the benefit of all citizens of Guilford County. This public library system shall be entitled,



"The Jamestown Public Library". It shall be operated as the TOWN deems to be in the public interest and benefit.

2. **Term of Agreement.** This Interlocal Agreement shall continue for five (5) years, from July 1, 2021, to June 30, 2022, unless amended or terminated pursuant to the terms herein.

3. **Annual Payments to TOWN.** In consideration for the performance of the TOWN'S Library Services, the COUNTY shall pay to the TOWN the lump sum of **\$55,500.00** under the terms of this Interlocal Agreement for the first fiscal year 2021-2022.

The COUNTY'S ensuing annual payments to the TOWN for the remaining four (4) years of this Interlocal Agreement shall be determined by the per capita formula, agreed upon by the Parties. It is understood that the per capita amount, total TOWN population, and/or the total amount to be paid may vary from year to year during the term of this Agreement, and that a new Agreement or Amendment will not be necessary each year solely for the purposes of stating the new per capita amount, TOWN population, and/or the total amount to be paid for that particular year. These annual payments hereunder shall be made in lump sums, payable by December 31 of the Fiscal Year, following receipt of performance report forms acceptable to the COUNTY.

This allocation of funding may be combined with additional funding, as may be authorized in separate Interlocal Agreements between the COUNTY and the TOWN for Fiscal Year 2021-2022 and future fiscal years, to represent the COUNTY'S total fiscal year appropriation to the TOWN.

4. **Additional Payments to TOWN.** At the time that any future, additional payment amounts are appropriated by the GUILFORD COUNTY Board of Commissioners or are otherwise provided by any other funding sources, new written Agreements hereto will be entered into and executed between the Parties. Any such Agreements for additional funding will serve as supplements hereto and shall not replace or supersede this Interlocal Agreement and vice versa.

5. **Appropriation of Funds.** It is the Parties' desire that, during the term of this Contract, it be an ongoing Contract, continuing from year to year (crossing the County's fiscal years) without the necessity of re-execution, subject to continued appropriation by the GUILFORD COUNTY Board of Commissioners or other funding source, pursuant to N.C.G.S. Chapter §153A-13.

6. **"Clawback" for Non-Performance or Violation.** If the TOWN fails to perform its obligations under this Agreement, or if the TOWN shall violate any of the provisions of this Agreement, the COUNTY shall have the right to terminate this Agreement by giving written notice to the TOWN of such termination at least thirty (30) days before the effective date of such termination. In such event, all unexpended funds at the time of such termination shall be promptly repaid to the COUNTY. Furthermore, the COUNTY reserves the right to require TOWN to repay funds expended in violation of the terms and conditions of this Agreement.

7. **Termination.** This Interlocal Agreement may be terminated by either Party by providing twelve (12) months written notice prior to the start of the next fiscal year.

8. **Notice.** Notices under this Interlocal Agreement shall be deemed sufficient upon the mailing to the Parties by certified or registered mail at the following locations:

Guilford County  
County Manager  
P.O. Box 3427  
Greensboro, NC 27402

Town of Jamestown  
Town Manager  
P.O. Box 848  
Jamestown, NC 27282.

9. **Amendment.** The terms of this Agreement may only be amended with a written Contract Amendment executed by both Parties.

10. **Performance.** The TOWN must establish and provide to the COUNTY criteria that will be used in monitoring the accomplishment of established goals and objectives along with performance measures. The TOWN shall submit to the COUNTY an annual performance report and an annual status report of all program activities, including a summary of the accomplishment of stated goals and objectives.

The COUNTY shall be entitled to conduct program evaluations of the Jamestown Public Library's activities, particularly as related to the accomplishments of established goals and objectives and the quality and impact of services being delivered.

11. **Books, Records and Accounting.** All accounts, books, ledgers, journals and other records of the Jamestown Public Library shall be maintained by the TOWN in accordance with generally accepted accounting principles, practices and procedures for a period of at least three (3) years from the date of the final payment under this Agreement and shall be made available for audit or evaluation upon request during regular business hours of the TOWN.

12. **Audit.** A copy of the current audit of the comprehensive annual financial report (CAFR) and current management letter for the TOWN will be submitted to the GUILFORD COUNTY Internal Audit Office within six (6) months of the TOWN's fiscal year end. Included in the TOWN's CAFR will be the funding passed through the TOWN to the Jamestown Public Library. The Jamestown Public Library shall provide the COUNTY's Internal and External Auditors, during regular business hours, access to the Jamestown Public Library's books and records. A copy of the financial records and operations of the Jamestown Public Library shall be provided by the TOWN at the COUNTY's discretion.

13. **Drug-Free Workplace.** The TOWN must adopt a Drug-Free Workplace Policy in accordance with the Drug-Free Workplace of 1988 41 U.S.C.701).

14. **Indemnification.** As a condition of receiving funds from GUILFORD COUNTY, the TOWN agrees to fully indemnify and hold harmless GUILFORD COUNTY, its officers, agents, and employees

from and against any and all claims, demands, payments, suits, actions, costs, recoveries, and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with funds made available under this Agreement.

15. **Independent Contractor.** The COUNTY is in no way responsible for the administration or supervision of the TOWN'S officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of the COUNTY.

16. **Assignment.** The TOWN shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement without prior written approval of the COUNTY.

17. **Non-Discrimination.** In connection with the performance of this Agreement, the TOWN shall not discriminate against any employee, applicant for employment, or program participant because of race, religion, color, sex, age, handicap, or national origin.

18. **Meetings.** Meetings of the Jamestown Public Library's Board of Directors, Advisory Board or Governing Board must be open to the public.

19. **Governing Board.** The Board of Commissioners may, in its discretion, place an ex-officio member on the Governing Board of the Jamestown Public Library, to the extent allowed by law.

20. **Entire Agreement.** This Contract, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the Parties regarding the matters set forth herein. All prior conversations or writings between the Parties hereto or their representatives are hereby merged within and extinguished. This Contract shall not be modified except by a Contract Amendment or separate Agreement subscribed to by both Parties. The Parties agree that, in addition to this Interlocal Agreement Regarding Funding for the Jamestown Public Library, other Contracts or Contract Amendments regarding Library Services may be entered into by the Parties during the term of this Agreement, as provided herein.

21. **Jurisdiction.** This Contract is subject to the jurisdiction and laws of the State of North Carolina.

22. In accordance with N.C.G.S. §143C-6A-5 and other applicable sections of N.C.G.S. §143C-6A regarding the Iran Divestment Act of 2015, each Party hereby certifies that it is not identified on the State Treasurer's list of persons which the Treasurer has determined engage in investment activities in Iran, including any subcontractors of either Party.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.  
SEE THE FOLLOWING PAGE FOR CONTINUATION AND SIGNATURES.

IN WITNESS WHEREOF, the Parties have executed this Interlocal Agreement Regarding Funding for the Jamestown Public Library in their respective names and titles, by their proper officials, all by the authority of appropriate resolutions of the governing bodies of each of the taxing units, duly adopted, as of the day and year first written above.

ATTEST:

**GUILFORD COUNTY**

By: \_\_\_\_\_  
Robin B. Keller, Clerk to Board      Date

By: \_\_\_\_\_  
Michael Halford, County Manager      Date

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

\_\_\_\_\_  
Derrick Bennett, Finance Director      Date

**THE TOWN OF JAMESTOWN**

\_\_\_\_\_  
Town Manager      Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

\_\_\_\_\_  
Town Attorney      Date

By: \_\_\_\_\_  
Finance Officer

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT: Approval of Interlocal Agreement with Guilford Co. for Animal Control      AGENDA ITEM #:      IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE: July 20, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme

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**SUMMARY:**

Guilford County Board of Commissioners will be considering an Interlocal Agreement for the provision of animal shelter and control services at their July 15, 2021, meeting. This is a three year agreement between the Town and the County and will include a fee of \$12,265.00 for FY 21-22. This is a renewal of a contract which was in place since 2011.

Staff respectfully requests the approval of the Interlocal Agreement.

---

**ATTACHMENTS:** Guilford County Contract for Animal Control and shelter services.

**RECOMMENDATION/ACTION NEEDED:** Approve the agreement as presented.

**BUDGETARY IMPACT:** \$12,265

**SUGGESTED MOTION:** Move to approve the agreement for animal control and shelter services as presented.

**FOLLOW UP ACTION NEEDED:** Forward copies to Guilford Co. BOCC.

NORTH CAROLINA  
GUILFORD COUNTY

**INTERLOCAL AGREEMENT  
BETWEEN THE TOWN OF JAMESTOWN AND THE COUNTY OF GUILFORD  
FOR THE PROVISION OF ANIMAL SHELTER AND CONTROL SERVICES**

This is an Interlocal cooperation agreement made and entered into this the 22nd day of June, 2021, by and between the Town of Jamestown, a municipal corporation in the State of North Carolina (hereinafter called the "TOWN"), and Guilford County, North Carolina, a body politic and corporate (hereinafter called the "COUNTY").

WITNESSETH:

WHEREAS, the North Carolina General Statutes in Chapter 160A, Article 20, provide that units of local government may enter into agreements in order to execute an undertaking providing for the continual exercise by one unit of any power, function or right, including the provision of animal control and shelter services; and

WHEREAS, in 1955, the General Assembly authorized the COUNTY, the CITY and the City of High Point to jointly construct and operate an animal shelter; and

WHEREAS, on July 1, 2000, the TOWN and the COUNTY entered into an agreement (Guilford County Contract No. 89758-03/98-174, Amendment No. 2), whereby the parties agreed to the contractual arrangement of animal control services within the town, and the COUNTY agreed to provide animal shelter services to the TOWN at its animal shelter; and

WHEREAS, on August 1, 2011, the TOWN and COUNTY entered into an agreement (Guilford County Contract No. 87958-04/11-014) agreeing that it was in the best interest of both parties that the COUNTY assume full financial responsibility for the animal shelter; and

WHEREAS, the TOWN and COUNTY agree that continued cooperation will result in more efficient administration and delivery of animal control services, and that as a result the public interest will be better served by this agreement, as amended; and

WHEREAS, it is now desirable and in the mutual best interest of the TOWN and the COUNTY that both parties enter into an amendment for the provision of animal control services and the operation of an animal shelter in accordance with the terms and conditions hereinafter set out.

WHEREAS, the governing bodies of the TOWN and COUNTY ratified this Interlocal Agreement by resolutions being recorded in their respective minutes.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants, terms and conditions contained herein accruing to the benefit of each of the respective parties hereto, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

GUILFORD COUNTY CONTRACT NO. 87958-04/11-014, AMENDMENT 1  
TOWN OF JAMESTOWN

1. Term of Agreement. This Interlocal Agreement shall continue for three (3) years, from July 1, 2021 to June 30, 2024, unless terminated pursuant to the terms herein.
2. Animal Shelter. The TOWN and COUNTY agree that the COUNTY will maintain full financial responsibility for the operation of the Guilford County Animal Shelter. Such responsibility includes all current and future capital expenditures related to the operation of the Guilford County Animal Shelter.
3. Annual Payment to COUNTY. For fiscal year 2021-2022, the TOWN will fund the provision of animal control services in the amount of **\$12,265.00**. The COUNTY acknowledges that the TOWN may decide in the future to handle its own animal control functions. The annual payment is subject to future budget appropriations. Payments will be made quarterly beginning July 1, 2021. The COUNTY agrees to invoice the TOWN for payment on a quarterly basis. For future fiscal years during the term of this agreement the TOWN'S payment shall be based on a formula which calculates the population of the TOWN (as determined by the most recent certified Census data obtained from the State Demographics branch of the North Carolina Office of State Budget and Management) multiplied by the net per capita of the COUNTY's annual animal control net budget (budget less non-municipal fees divided by county population)
4. Animal Control.
  - a. The COUNTY agrees to enforce its animal control laws and ordinances of the COUNTY and TOWN within the corporate limits of the TOWN of Jamestown.
  - b. The COUNTY agrees to humanely secure and protect animals found in violation of current animal control laws and to make every effort to safely return those animals to their owners.
  - c. The COUNTY agrees to promote responsible pet ownership through education, assistance and effective enforcement, thereby decreasing the number of euthanized animals and violations committed.
  - d. The COUNTY agrees to provide quality animal control service to the citizens of the TOWN of Jamestown and meet their needs in a courteous, professional, efficient, productive and cost-effective manner.
  - e. The COUNTY agrees to provide adequate animal control positions for service delivery within the TOWN of Jamestown limits.
  - f. The COUNTY agrees to operate animal control services within the corporate limits of the TOWN from 8:00 A.M. to 5:00 P.M., Monday through Saturday. The COUNTY agrees to maintain adequate twenty-four (24) hour emergency services. The COUNTY agrees to establish protocol with law enforcement agencies for after hours use of animal control services.
5. Reporting. The COUNTY agrees to make available to the TOWN the following data on at least a quarterly basis:



GUILFORD COUNTY CONTRACT NO. 87958-04/11-014, AMENDMENT 1  
TOWN OF JAMESTOWN

- a. A report on the number of calls requesting animal control services within the TOWN limits each month. Further information regarding specific instances can be provided, upon request.
  - b. The annual proposed and adopted COUNTY budget for animal control services.
  - c. The COUNTY and TOWN population numbers as determined by obtaining the most recent **certified** Census data from the State Demographics Branch of the North Carolina Office of State Budget and Management.
6. Employees and Equipment. The TOWN and COUNTY agree that any employees or equipment transferred to the COUNTY under a prior agreement for animal control services are under the exclusive authority and ownership of the COUNTY. The COUNTY has the exclusive authority to appoint, remove and otherwise deal with any employees performing work under this agreement. The COUNTY'S employees acting pursuant to this agreement and within the scope of their authority or the course of their employment shall enjoy the jurisdiction, authority, rights, privileges and immunities including coverage under the workers' compensation laws which the officers, agents and employees of Guilford County enjoy within the COUNTY.
7. Liability. The COUNTY shall provide legal support and representation to its employees performing work under this agreement. The COUNTY shall handle all claims arising out of its animal control services and its operation of the animal shelter. The COUNTY agrees that the TOWN shall have no responsibility or liability regarding any such claims.
8. Termination. This Interlocal Agreement may be terminated by either party by providing twelve months notice prior to the start of the next fiscal year.
9. Amendments. This Agreement may be amended from time to time upon mutual consent of the governing bodies of the TOWN and COUNTY as expressed in writing.
10. Prior Agreements. All other provisions of the initial Contract, as amended, are hereby ratified and shall continue in full force and effect without change, unless and until revised upon mutual written Agreement of the Parties, or terminated as provided herein.
11. In accordance with N.C.G.S. §143C-6A-5 and other applicable sections of N.C.G.S. §143C-6A regarding the Iran Divestment Act of 2015, each Party hereby certifies that it is not identified on the State Treasurer's list of persons which the Treasurer has determined engage in investment activities in Iran, including any subcontractors of either Party.
12. The PARTIES agree that this Agreement is subject to the jurisdiction and laws of the State of North Carolina, and both PARTIES agree to comply with all applicable laws. Any controversies arising out of this Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

IN WITNESS WHEREOF, the parties have executed this Interlocal Agreement, as amended, in their respective names and titles, by their proper officials, all by the authority of appropriate resolutions of the governing bodies of each of the taxing units, duly adopted, as of the day and year first written above.

ATTEST:

GUILFORD COUNTY

By: \_\_\_\_\_  
Clerk to Board

By: \_\_\_\_\_  
County Manager

THIS INSTRUMENT HAS BEEN  
PREAUDITED IN THE MANNER  
REQUIRED BY THE LOCAL  
GOVERNMENT BUDGET AND  
FISCAL CONTROL ACT

By: \_\_\_\_\_  
County Finance Director

ATTEST:

THE TOWN OF JAMESTOWN

By: \_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Town Manager

APPROVED AS TO FORM  
LEGAL SUFFICIENCY

THIS INSTRUMENT HAS BEEN  
PREAUDITED IN THE MANNER  
REQUIRED BY THE LOCAL  
GOVERNMENT BUDGET AND  
FISCAL CONTROL ACT

By: \_\_\_\_\_  
Town Attorney

By: \_\_\_\_\_  
Town Finance Officer

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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:** Non-profit Contracting for Services

**AGENDA ITEM #:** IV-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 15 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

For the fiscal year ended June 30, 2021, the Town contracted with JYL and the Ragsdale Family YMCA for recreation programs for spring sports in the following amounts, and the Town paid out 1/2 this amount in advance:

JYL \$8,800  
YMCA \$16,450

We requested documentation of actual number of Jamestown participants in these programs, thus intending to pay out up to the remainder of the budgeted funding based on number of Jamestown participants. Neither organization had the proposed number of Jamestown residents who participated in these spring sports. Thus the actual amounts paid were as follows:

JYL \$5,185  
YMCA \$7,070

Both organizations have submitted requests for funding their fall and spring sports programs as follows:

JYL \$25,500  
YMCA \$23,545

The current amount budgeted for recreation programs is \$25,500. We recommend that we contract for recreation services in the amount budgeted (\$25,500) and allocated between JYL and the YMCA based on % that was paid out in FY 20-21. Thus JYL would receive \$10,710 (42%) and the YMCA would receive \$14,790 (58%). Half of these amounts would be paid in advance, and based on number of Jamestown participants, the remainder could be paid out upon documentation of participation by Jamestown residents.

In the fiscal year 20-21, the Town paid out \$52,000 for library services to the Jamestown Public Library. We have received a request for \$54,000 for library services in the 21-22 fiscal year. The current amount budgeted for library services is \$54,000. We recommend that we contract with the Library in the amount of \$54,000 for library services for the 21-22 fiscal year.

In the fiscal year 20-21, the Town budgeted \$10,500 and paid out \$4,730, per their request, to Historic Jamestown Society for historic/cultural programming. We have not yet received a request for funds in the 21-22 fiscal year. The current amount budgeted for historic/cultural services is \$10,500. We recommend taking no action on contracting out these budgeted funds until such time as we receive a request to fund specific programs.

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:** Specify \$ amount to be provided by the YMCA, JYL, and Jamestown Public Library.

**BUDGETARY IMPACT:** Up to \$25,500 in recreational expenditures, and \$54,000 in library services.

**SUGGESTED MOTION:** Specify \$ amount for services to be provided by the YMCA, JYL and the Library. Allow the Finance Director to update contracts and to enter into the contracts for services as specified.



**FOLLOW UP ACTION NEEDED:** I will update Council members on any request received from Historic Jamestown Society.

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 Special Event Permit Request for Christmas Parade    AGENDA ITEM #:    V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 20, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

**SUMMARY:**

The Jamestown Rotary Club has submitted a special event permit request for the Christmas Parade. Cliff Paddock will be representing the Rotary Club for the request. The purpose of the event is to hold a celebration for the citizens of Jamestown and the surrounding community.

They are requesting that Council waive any Town fees associated with the event. They are also requesting that Council provide funding support for an estimated \$850.00 for law enforcement and \$150.00 to cover the cost of postage for the mailings associated with the event. The Rotary Club has requested assistance from the Town's Public Services staff to assist with barricades, traffic cones, and trash removal. The requested \$850.00 for law enforcement and the \$150.00 for postage is included in the budget for the current fiscal year.

The application for the Jamestown Rotary Christmas Parade is attached.

**ATTACHMENTS:** Special Event Request for Jamestown Rotary Christmas Parade

**RECOMMENDATION/ACTION NEEDED:** Approve special event request as presented

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Approve the Jamestown Rotary Christmas Parade special event request with \$850 in funding for law enforcement, \$150 in funding for postage, and assistance from the Public Services staff

**FOLLOW UP ACTION NEEDED:**

**Jamestown Rotary Club**

Attention: Cliff Paddock  
P.O. Box 174  
Jamestown, NC 27282

July 3, 2021

Town of Jamestown  
Attn: Katie Weiner, Town Clerk  
301 E. Main St.  
Jamestown, NC 27282

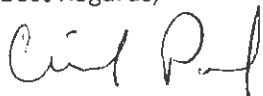
Dear Katie,

Enclosed please find the Jamestown Rotary Club's application for a Special Events Permit for the annual Jamestown Christmas Parade, which we plan to hold on Sunday, Dec. 5. Also enclosed is a Sign Permit application, and the following supporting documents:

- Tax Exempt Status letter from our treasurer
- Parade Route Map
- Certificate of Liability Insurance

Please note that as always, we are requesting non-profit funding support from the Town for postage and law enforcement. We also request waiver of any fees, support from the Town public works team to help with barricades and cones, and trash removal.

Best Regards,



Cliff Paddock,  
Jamestown Rotary Club, Parade Coordinator

Requirements for Special Events Permit Application  
Jamestown Rotary Club Christmas Parade  
December 5, 2021. Time: 3:00 pm

1. Applicant: The Jamestown Rotary Club  
C/o Cliff Paddock  
PO Box 174  
Jamestown, NC 27282  
Telephone: 336-509-8725
2. The Jamestown Rotary Club requests the Town Council waive any Town fees associated with this event. Fees include: Law Enforcement approximately \$850.00, see item #13. The Jamestown Rotary Club also requests that the Town provide postage for the mailings associated with the event. Estimated cost of postage is \$150.00. Participants will be contacted via email whenever possible to reduce postage costs.
3. Event Organizer:  
Cliff Paddock  
412 Guilford Road  
Jamestown, NC 27282  
336-509-8725
4. The Jamestown Rotary Club is the applicant.
5. Tax Exemption Letter is attached.
6. The purpose of this event is to hold a celebration for the citizens of Jamestown and the surrounding community. This event has become a holiday tradition in Jamestown.
7. The only fees charged are \$15.00 per parade entry. No fees are charged to the spectators. No fees are charged to non-profits, or to recognized religious, educational, civic or fraternal organizations.
8. Please see the attached copy of the parade route with barricade locations and a copy of the Sign Permit. The primary staging areas are in the front and rear of Town Hall, Teague Drive and Perry Road in the area of Bank of North Carolina.
9. The approximate number of entries is 90 to 100. The 2019 event had 97 entries. However, many entries have several people participating in them, so it is hard to identify the number of people in the parade. Some years there are horses in the parade, and occasionally a turkey or goat.

The parking plan for the parade is twofold: The entries for the Parade are assigned and numbered. Each entry is mailed their entry number which designates where their vehicle or float will be located in the parade.

For public parking, the Jamestown Rotary Club communicates with Jamestown United Methodist Church regarding parking the day of the parade. The church secretary publishes the parade information in the church newsletter, *The Grapevine*, for several weeks leading up to the parade.

The Jamestown Rotary Club communicates with First Baptist Church of Jamestown, the owner of the former Pinnacle Bank property, and the Jamestown Elementary School. Each of these organizations are written and telephoned. A personal visit is made to the manager of the Food Lion Shopping Center to make him or her aware of the date of the parade.

10. The Rotary Club requests trash removal by the Town of Jamestown.
11. The Christmas Parade usually has 3 to 4 marching bands from local high schools that participate. They include but are not limited to: Ragsdale High School, Southwest High School, Andrews High School and Central High School. The Jamestown Bagpipers are a regular entry as well. A group of Civil War reenactors may march in the parade, but discharge of weapons using live or blank ammunition is not permitted. There are other entries that play Christmas music such as radio station vans.
12. No portable sanitation facilities are provided.

The Town of Jamestown and the Jamestown Rotary Club acquire permission from NCDOT to close Main Street for the time period of the parade. The NC Highway Patrol assigns 2 troopers to stop/block traffic at Main & Teague and at Main & Forestdale. The Guilford County Sheriff's Department supplies deputies to work the parade for traffic control and to stop/block traffic at the intersections of Town-maintained streets. The Rotary Club requests that the Town of Jamestown cover the cost of the deputies. In the past, a total of 5 deputies worked the Parade. The approximate cost is \$37.00 per hour for each deputy with a 3 hour minimum. A Supervisor is required at \$43.00 per hour. There also is an administrative fee of \$20.00 per officer. Approximate total cost is \$850.00. As noted in Item #2 above, the Rotary Club requests Non-Profit Funding to cover these costs.

14. In addition to the above law enforcement, the Guilford County Sheriff's Department bike patrol provides 2 or more bike patrol officers to help with crowd control and to keep the spectators out of the street. The Town of Jamestown provides cones and barricades which the Public Service Department installs at the proper locations (Map attached).
15. The Parade route begins at the Town Hall parking lot. The Jamestown Fire Department is located in this same lot. The Fire Department also houses the Guilford County EMS. If there is a first aid emergency then one of these agencies would be notified. The Fire Department fire truck is the last entry in the Parade. It is placed in this position in order to be free to pull off in case of an emergency.



16. Insurance: attached.
17. The parade does require that Main Street be closed from approximately 2:45 pm to 4:30 pm.  
This authorization is covered in item #13.
18. A list of parade entry participants can be supplied, but this list is not finalized until the week of the parade.



Jamestown Rotary Club  
PO Box 174  
Jamestown NC 27282  
July 3, 2021

Town of Jamestown  
P.O. Box 848  
Jamestown, NC 27282

To whom it may concern,

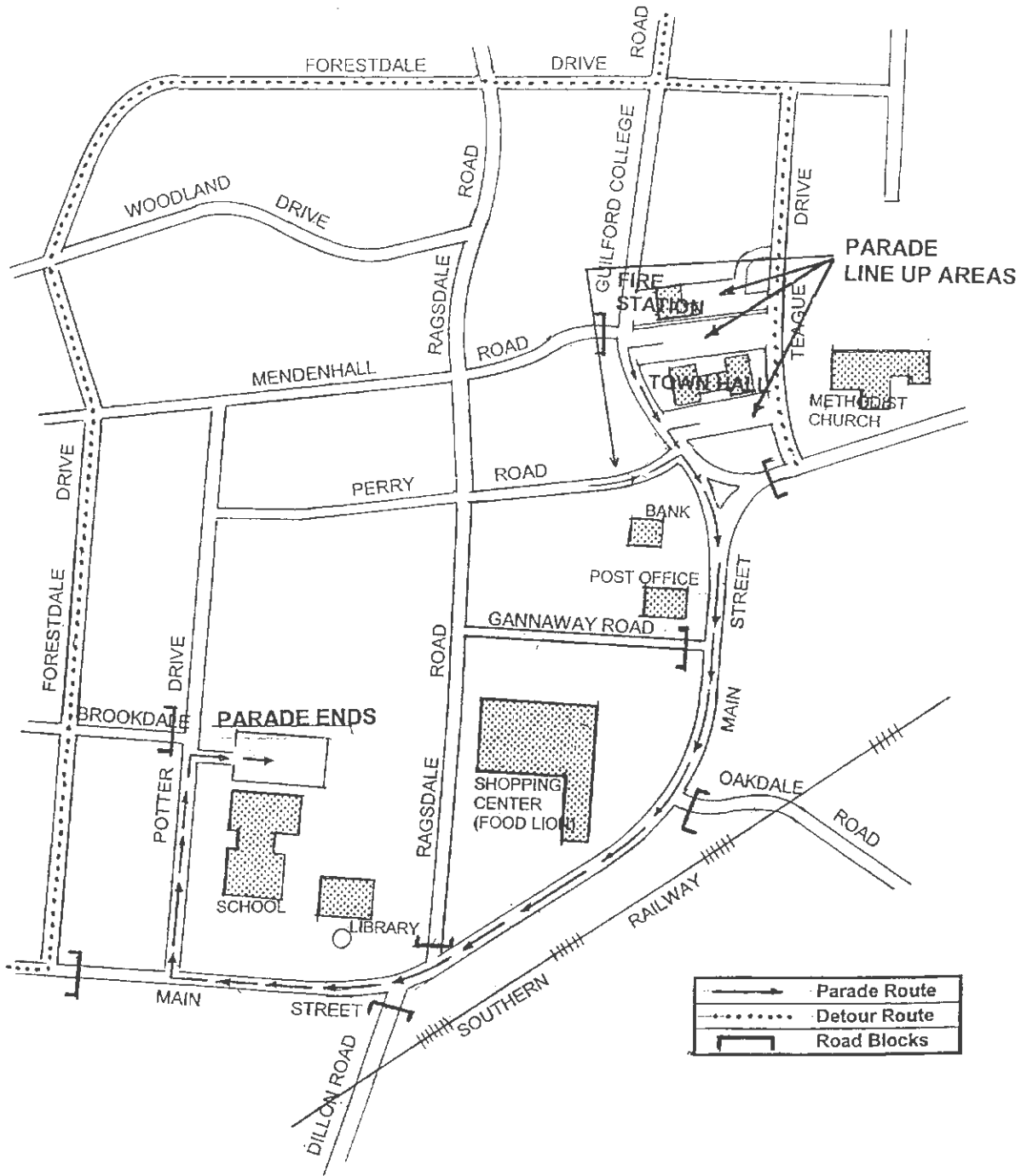
Please be advised that Jamestown Rotary Club has a tax exempt status. They are a tax exempt civic & service organization under IRS code Section 501(c)(4).  
Our tax ID # 56-6088455.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Studart, III".

Robert R. Studart, III  
Treasurer

# PARADE ROUTE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7-3-21

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Ali Sulita
	<b>PHONE (A/C, No, Ext):</b> 1-833-3ROTARY <b>FAX (A/C, No):</b> 630-285-4062 <b>E-MAIL ADDRESS:</b> rotary@ajg.com
<b>INSURED</b>  All Active US Rotary Clubs & Districts Rotary Club of Jamestown, NC  ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A:</b> Lexington Insurance Company      19437
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>

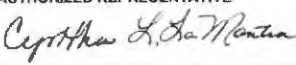
**COVERAGES**      **CERTIFICATE NUMBER:** 899307648      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> Liquor Liability Included  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	015375594	7/1/2021	7/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		015375594	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	NOT APPLICABLE			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

<b>CERTIFICATE HOLDER</b> Town of Jamestown 301 E. Main St., Jamestown, NC 27282	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

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# SIGN PERMIT

S2021-04

**Applicant/Installer:** Jamestown Rotary Club  
**Property Address:** 301 E. Main St.  
**Phone Number:** 336-509-8725  
**Date Erected:** 11-8-21 **To be Removed:** 12-6-21

**SIGN TYPE**  
 Permanent Sign  
 Temporary Banner Sign  
 Sandwich Board Sign

## PROPOSED SIGNS

Type	Location	Size	Materials	Fee
Banner	Town Hall	10'x2'	Vinyl	

TOTAL \$ 0 Nonprofit

## SIGN LETTERING/PURPOSE: (i.e.- What will sign "say"?) – Attach Plans or Sketch of Sign & Proposed Location on Property

Jamestown Christmas Parade  
Sponsored by the Jamestown Rotary Club, Jamestown Business Association, Mary Perry Ragsdale Family YMCA

## Notes:

By signing this application, I acknowledge I have read and understand the conditions that will allow placement of a sign in the approved districts in Jamestown. Any change to the board or sign from the attached sketch will be cause for the Town of Jamestown to have the sign removed. Also, the persons erecting a sign shall indemnify and hold harmless the Town and its officers, agents, employees from any claim arising from the presence or placement of the sign on Town property or right(s)-of-way.

APPLICANT \_\_\_\_\_

DATE: 7-3-21

Cliff Paddock, Representative for Rotary Club

**NOT VALID UNLESS VALIDATED AND APPROVED**

RECEIPT # \_\_\_\_\_

Permit Approved by [Signature] Date: 7/7/21

Permit Denied

Development Clearance Certificate Issued Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

Please note that it is the applicant's responsibility to contact and apply for any building or electrical permits from the Guilford County Building Inspection Department before sign installation. Please call (336) 454-1138 for more information.

## Office Use Only:

Zoning: <u>CIV</u>	Tax PIN #: _____
Number of times applied this year: <u>1</u>	
Type of Group (Religious/Civic, Business, etc.) <u>Non-profit/Civic</u>	
Sketch/Plans Attached: <u>Y</u> <input checked="" type="checkbox"/> <u>N</u> <input type="checkbox"/>	

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Quarterly Golf Report

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 20, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Golf Shop Operations

CONTACT PERSON: Marcy Newton, Assistant Golf Pro

**SUMMARY:**

This summary will include comparisons to 4th quarter of 2019 due to the closing of the golf course for 6 weeks in 2020 4th quarter.

Total number of paid rounds played in 2021 were 10,169 compared to 9,400 in 2019.

Total green fee revenues were up approximately 17% compared to 2019 4th quarter.

Total Cart and Range revenue was up approximately 28% over 2019 4th quarter.

For the yearly summary, total rounds for 20/21 were 31,400 compared to total rounds of 26,500 in 18/19 and 22,000 in 19/20 and total revenue was up approximately 35%.

The grill continues to be open for indoor and outdoor dining and the clubhouse is available for daytime rentals.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 and Golf Course Maintenance Report

**AGENDA ITEM #:** V-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Golf Maintenance

**CONTACT PERSON:** Jamey Claybrook

**SUMMARY:**

- We have sold several pieces of unused equipment on gov deals, and have started moving some equipment into the refurbished fairgrounds building including all greens covers.
- Our mechanic (Justin King) continues to work on repairing equipment, and has performed preventative maintenance on several pieces of equipment. The reel cutting blades are also sharpened on a regular basis with the accelerated growth of turf grass, and we will continue to improve our maintenance facility area organization.
- We are excited about our new deep tine aerifier machine that will soon be arriving to help with greens, tees and problem areas aerification. This will be a great addition to our facility, and help us bring the golf course closer to perfection.
- The fairways, tees, and greens surrounds turf grasses all have responded well to the fertilizer application in late May, and we have also just completed several fertilizer applications to the greens. We have completed the process of aerification of greens as well. We regularly check soil moisture readings around the course and especially greens so our irrigation water is use efficiently.
- New software has been implemented to keep track of certain jobs, equipment repairs, and equipment services. This will give us a detailed understanding of how our budget works for us, and also help us keep detailed records on what is performed on a day to day basis.
- We have completed work on the golf course irrigation computer, and have completed several communications repairs to the field irrigation satellites, and most of the irrigation sprinkler heads are fully operational, and working well with computer software.
- We have repaired irrigation leaks on numbers 6, 2 repairs on hole 7, 2 repairs on hole 10, hole 11, 2 repairs hole 12, and 1 on hole 14. We have 13 leaks on the course that are active now that will be repaired ASAP. Most of problem leaks have been valued off and are waiting to be repaired.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**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 Budget Amendment #3

**AGENDA ITEM #:** V-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

We got notification of an amount to be deposited into the Town operating bank account from the American Rescue Plan funds. The amount we are receiving is \$714,997.72, which represents 1/2 of the total amount that we will received over a 2 year period. We set up a Special Revenue Grants Fund last month. This budget amendment in that fund will budget for the total revenue amount over the life of the grant, as well as the corresponding expenditures. The budget amendment includes, for now, expenditures under water system improvements. This is a placeholder for the funds until such time as it is determined what our projects will be. The allowable uses for these funds is still somewhat up in the air, but we do know that water system expenditures is allowable. The expenditure budget can be amended at any time.

**ATTACHMENTS:** Budget Amendment #3

**RECOMMENDATION/ACTION NEEDED:** Approve budget amendment #3

**BUDGETARY IMPACT:** \$1,429,995.44

**SUGGESTED MOTION:** Approve budget amendment #3

**FOLLOW UP ACTION NEEDED:**

FYE 6/30/22  
BUDGET AMENDMENT #3

Fund 22 (Special Revenue Grants Fund):

		<u>Debit</u>	<u>Credit</u>
ARP Grant Federal Funds	22-3310	1,429,995.44	
Water System Improvements	22-7000-5900		1,429,995.44

American Rescue Plan funds - 1/2 received & 1/2 to be received  
in a year.

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT: Approval of financing of golf equipment

AGENDA ITEM #: V-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE: July 20, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

---

**SUMMARY:**

We are planning to purchase and finance 2 pieces of golf equipment - a sprayer and a sand pro machine. I have received some proposals to date, but expect at least one more by the deadline. Once I receive them all, I will present a summary of the proposals and make a recommendation then for financing this equipment.

---

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of financing of refuse collection truck

**AGENDA ITEM #:** V-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Mintues

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

A new refuse collection or "garbage truck" has been on the CIP, and we are ready to order it. Thus we have sought out financing proposals over the past week from local banks. The delivery time on the truck will be approximately 10 months out - and this has led to some difficulties with receiving interest rates that will still be good at the time the truck arrives. I have received a couple of proposals to this point, but expect at least one more. Once I receive all that I expect to, I will pass the information along to you, as well as a recommendation for financing.

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**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Manager Report

**AGENDA ITEM #:** VI-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** July 20, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Dave Treme, Interim Town Manager

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**SUMMARY:**

The Manager's Report for the July 20th Regular Town Council meeting is attached.

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**ATTACHMENTS:** Manager Report for the July 20th Town Council Meeting

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

Memorandum:

To: Mayor and Council

From: David W. Treme, Interim Town Manager

Subject: Town Manager Update

Date: July 13, 2021

- The survey and soil borings have been completed for the planned recreation maintenance facility. A soil survey is the process of classifying soil types and other soil properties in a given area and geo-encoding such information. The soil survey did identify that it will be necessary to plan for some subsidence, or the gradual settling of the earth's surface over time. The Engineering Report including electrical, plumbing, structural and architectural work should be completed the week of August 16, 2021 and ready for review by Town staff. (Outcome 4: goal 7)
- Sharen Apple and I met with representatives of the United Way last week. The Town of Jamestown has agreed to be a pacesetter again this year. Our Town's campaign should be wrapped up on or before September 17, 2021. Last year our Town employees contributed \$6,794.00 or an excellent \$263.00 per capita.
- In seeking quotes for workers compensation insurance as well as property liability the Town of Jamestown saved nearly \$50,000 by placing our business with the North Carolina League of Municipalities. Many thanks to our Finance Director, Judy Gallman and her staff for excellent work in obtaining competitive quotes. Thanks to Sharen Apple for her assistance in providing our employees a less costly option for dependent health insurance. (Outcome 1: Goal 2)
- In order to fully utilize the Jamestown Park Clubhouse, I have invited both the Jamestown Rotary Club and the Jamestown Civitan Club to hold their twice a month meetings in the Mendenhall Room. Given the significant contributions that both civic clubs make to benefit our community, I have offered them the use of the Mendenhall Room at the Jamestown Park Golf Club at the same rate as they are currently paying.
- In light of the anticipated growth of the Town of Jamestown, I have approved a request from the Pinecroft Sedgefield Fire Department to contribute 50% or \$2,897.50 for the preparation of a fire district station location plan as part of the Town of Jamestown's Strategic Growth Plan. (Outcome 5: Goal 2)