



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
August 17, 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 July 15th Special Town Council meeting
 - B. Approval of minutes from the July 20th Regular Town Council meeting
 - C. Approval & Sealing of the July 20th Closed Session Minutes
 - D. Reappointment of Ed Stafford to the Planning Board
 - E. Reappointment of Rich Glover to the Piedmont Triad Regional Water Authority (PTRWA)
 - F. Analysis of the financial position of the Town of Jamestown
 - G. Analysis of the financial position of the Jamestown Park and Golf Course
 - H. Notification of Advances
 - I. Budget Amendment #4
- III. **Public Comment**
- IV. Resolution honoring Katherine Stamey- Mayor Montgomery
- V. **Old Business-**
 - A. Status Report on Code Enforcement Violations in the Town of Jamestown- Matthew Johnson, Assistant Town Manager/Director of Planning
 - B. Consideration of approval of Amendment to Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library- Dave Treme, Interim Town Manager
 - C. Consideration of approval of Interlocal Agreement with Guilford County for Animal Shelter and Control Services- Dave Treme, Interim Town Manager
 - D. Discussion about Non-Profit Contract with the Jamestown Historic Society and Funding for Services- Judy Gallman, Finance Director
- VI. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the August 17th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	II. Consent Agenda		
6:05 pm	<ul style="list-style-type: none"> A. Approval of minutes from the July 15th Special Town Council meeting B. Approval of minutes from the July 20th Regular Town Council meeting C. Approval & Sealing of the July 20th Closed Session Minutes D. Reappointment of Ed Stafford to the Planning Board E. Reappointment of Rich Glover to PTRWA F. Analysis of the Financial Position of the Town of Jamestown G. Analysis of the Financial Position of the Jamestown Park & GC H. Notification of Advances I. Budget Amendment #4 		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	IV. Resolution honoring Katherine Stamey Reese		Mayor Montgomery to present the resolution to Katherine Stamey Reese.
6:25 pm	V. Old Business		
6:25 pm	A. Status Report on Code Enforcement Violations in the Town of Jamestown	Call on M. Johnson	Johnson to introduce Brandon Emory with Alliance Code Enforcement. Emory to present a status report on code enforcement violations in the Town.
6:40 pm	B. 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.
6:50 pm	C. 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.
7:00 pm	D. Discussion about Non-Profit Contract with Jamestown Historic Society and Funding for Services	Call on J. Gallman	Gallman to present information on Jamestown Historic Society funding request for contracted services. Council Member makes a motion to approve \$7,000 for marketing, \$1,500 for shelving, \$650 for humidity control, \$1,350 for display cases as specified in Historic Jamestown Society Request and allow the Finance Director to update and enter into the contract for services as specified. Council Member makes a second to the motion. Then vote.
7:10 pm	VI. Manager/Committee Reports		
7:10 pm	A. Manager Report	Call on D. Treme	Treme to present his monthly Manager's Report to Town Council.
7:20 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:30 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:45 pm	VIII. Other Business		
7:50 pm	IX. Adjournment		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

ITEM ABSTRACT: Approval of minutes from the July 15th Special TC Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the July 15th Special Town Council Meeting

ATTACHMENTS: Minutes from the July 15, 2021 Special 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

**Special Meeting of the Town Council
July 15, 2021
9:00 am 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, Anna Hawryluk, & Paul Blanchard

Visitors Present: Warren Miller, Sam Cathcart, & 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.

Clarification of the Mission, Vision, and Values of the Town of Jamestown- Treme thanked Council for attending the special meeting to focus on the Town's mission, vision, and values. He introduced Warren Miller and Sam Cathcart with Fountain Works. He noted that Miller and Cathcart would help guide Council through a gameplanning process which would allow them to clarify the Town's mission. He highlighted the importance of understanding the mission, vision, and values and how they related to the Town's strategic plan.

Miller gave an overview of the agenda for the day. He noted that a vision statement should describe the ideal future that the Town was striving towards. He said that Council should consider what the Town/citizens were passionate about and what the Town could be best at when crafting a vision statement. He added that they also needed to consider what was financially sustainable.

Miller led Council in a visioning activity. He instructed them to take a large piece of paper and fold it into eight sections. He told them to write a newspaper headline in each box that described Jamestown in 2030.

The themes of the Council's newspaper headlines included the following: friendliness of the Town, revitalization of the Oakdale Cotton Mill, the Town's attractiveness to younger generations, Jamestown as the #1 place to live, and Jamestown as a quaint place to take a historic stroll.

Miller asked the Council Members to create a visual story about Jamestown in 2030. He requested that they use pictures from various magazines to illustrate their stories.

Miller asked Council to share the stories that they had created and illustrated. He and Cathcart identified the following themes:

- Quality of Life- activities offered throughout Town (Music in the Park, Yoga in the Park, and golf at the Jamestown Park & Golf Course), connectivity, and lifelong opportunities (ability to prosper, generational)
- History- Oakdale Cotton Mill, landmarks, historical artifacts at Mendenhall Homeplace (false bottom wagon), destination, continued use of historical structures (Jamestown Public Library), and the story of Lydia.
- Freedom of Movement- freedom to experience everything the Town has to offer
- Livability- services for elderly, safe community, walkability, and amenities
- Destination- Jamestown as a “well-kept secret,” daytime destination
- Choices- housing options, diversity
- Businesses/Restaurants- variety of options, local businesses instead of large chains, and successful businesses (small, independent)
- Community- investing in what the community has, friendly (everyone knows your name), welcoming

Miller separated the Council Members into two groups. He put Council Member Wolfe and Council Member Capes in the first group. Mayor Montgomery, Council Member Rayborn, and Council Member Straughn were in the second group. Miller asked the groups to create draft vision statements for the Town. The draft vision statements were as follows:

- Vision Statement #1 (Council Member Wolfe and Council Member Capes)- We envision Jamestown to be a place for people to feel welcome, a destination for a variety of lifestyles, a friendly town with abundant recreational opportunities, a town that embraces its history and sense of community.
- Vision Statement #2 (Mayor Montgomery, Council Member Rayborn, and Council Member Straughn) - Jamestown will be a thriving community with strong roots in our history. One dedicated to a high quality of life for residents of all ages, including, recreation, educations, and supporting businesses. A community of clean, beautiful, and safe surroundings and welcoming neighborhoods where everyone can feel at home.

Council Members discussed how the Town could build a mission to support their eventual vision. Miller led Council in a discussion about the Town’s mission statement. The draft mission statement that was created is as follows:

- “Creating an exceptional quality of life for all citizens by providing superior services.”

Miller led Council in an exercise in which they discussed the core values of the Town of Jamestown. Council Members then used dots to rank the values they felt were most vital to the Town. The values that were selected are as follows:

- Primary Values:
 - Compassion/Fairness- We show compassion to everyone, our citizens, our staff, and our visitors. When we make decisions as a Town we are thoughtful and understanding of how those decisions will affect our citizens. We ensure that everyone gets equal consideration.

- Accountability- We hold ourselves accountable and remember that we are always accountable to the citizens of Jamestown. We take ownership of the actions and decisions made by the Town and the results of those decisions.
- Servant Leadership- We believe that we are leaders who have been placed here to serve our citizens and engage them while also putting their needs first.
- Ability to work together- We will find a way to work together. Diverse backgrounds and experiences will not preclude us from finding a way to hear all voices and incorporating them in our work.
- **Secondary Values:**
 - Listening- We actively listen to the needs and desires of our town and reflect on what we've heard before responding.
 - Open-Mindedness- We keep our minds open so that we are able to respond effectively to the changing needs of Jamestown.
 - Making a Positive Impact- We strive to set goals that will have a positive impact on the lives of the people of Jamestown and allow our values to guide us in meeting or exceeding those goals.
 - Respect- We will always remain respectful in our interactions with one another, Town staff, and especially the citizens of Jamestown.

Council and staff discussed the importance of having fun while doing their work and maintaining good communication. Council Members also highlighted their appreciation of staff and all the hard work they do.

Warren thanked Council for being actively involved in all the exercises. He added that he would work with Treme to consolidate the ideas that were discussed regarding the mission, vision, and values of the Town.

Treme thanked Council and Warren for the effort that they had put into the workshop that day. He stated that staff would bring the information back to Council for further discussion at a later date.

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

The meeting ended at 12:26 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

ITEM ABSTRACT: Approval of minutes from the July 20th Regular Town Council Meeting AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the July 20th Regular Town Council Meeting

ATTACHMENTS: Minutes from the July 20, 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

**Regular Meeting of the Town Council
July 20, 2021
6:00 pm in the Civic Center
Minutes & General Account**

DRAFT

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

Staff Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamey Claybrook, Marcy Newton, & Beth Koonce, Town Attorney

Visitors Present: Cliff Paddock, Derek Carson, & 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. There were no changes requested.

Council Member Wolfe made a motion to approve the agenda for the July 20th Town Council meeting as presented. 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 June 15th Regular Town Council Meeting
- Approval & Sealing of the June 15th Closed Session Minutes
- Resolution honoring Win Scott, High School Representative
- Resolution to join North Carolina League of Municipalities (NCLM) Workers' Compensation Insurance Program
- Resolution to join NCLM Property/Liability Insurance Program
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #1
- Budget Amendment #2

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

(Resolution honoring Win Scott, High School Representative, Resolution to join NCLM Workers' Compensation Insurance Program, NCLM Property/Liability Insurance Program, Budget Amendment #1, & Budget Amendment #2)

Public Comment-Nobody signed up.

Old Business-

- Consideration of approval of Amendment to Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library- Treme stated that Guilford County had submitted a contract regarding funding for the Jamestown Public Library for Council's consideration. He added that the County had approved the contract at their July meeting. However, he noted that staff and the Town Attorney had found several typos that needed to be corrected. He requested that Council continue their consideration of the contract to the August 17th Town Council meeting.

Council Member Wolfe made a motion to continue the consideration of the Amendment to the Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library to the August 17th Town Council meeting. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Interlocal Agreement with Guilford County for Animal Shelter and Control Services- Treme requested that Council continue their consideration of the contract to the August 17th Town Council meeting.

Council Member Wolfe made a motion to continue the consideration of the Interlocal Agreement with Guilford County for Animal Shelter and Control Services to the August 17th Town Council Meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Discussion about Non-Profit Contracts and Funding for Services- Gallman stated that the Town had contracted with the YMCA, JYL, the Jamestown Public Library, and the Historic Jamestown Society in the last fiscal year. She noted that the contracts were for recreation, library, and historic/cultural services. She added that staff had received requests from the agencies for funding for contracted services in the current fiscal year. She stated that JYL had requested \$25,500 and that the YMCA had requested \$23,545. Gallman said that the total amount budgeted for recreation programs was \$25,500. She recommended that Council allocate \$10,710 to JYL and \$14,790 to the YMCA based on the number of actual Jamestown participants that were involved in the programs the previous year. Gallman stated that half of the amounts would be paid out in advance and the remainder would be paid upon documentation of participation by Jamestown residents.

Gallman said that the Library had requested \$54,000. She noted that this was the amount budgeted for library services in the current fiscal year. She recommended that Council contract with the Jamestown Public Library in the amount of \$54,000 for library services.

She stated that the Historic Society had submitted a request for funding. However, she had some additional questions about their programming. She added that staff would like to discuss the contract for historic/cultural services at the August 17th regular Town Council meeting.

Council Members briefly discussed the details of the recreation participation with Gallman. Council Members requested that the YMCA and JYL provide more detailed lists about those that were participating in their programs this year. They were specifically concerned about whether or not the participants were actually Jamestown residents or if they just had a Jamestown mailing address. They wanted to ensure that the funding allocation was fair.

Council Member Capes made a motion to provide \$14,790 for services to be provided by the YMCA, \$10,710 for services to be provided by JYL, and \$54,000 for services to be provided by the Jamestown Public Library and to allow the Finance Director to update contracts and enter into the contracts for services specified.

New Business-

- Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade- Paddock presented the special event permit request on behalf of the Jamestown Rotary Club. He stated that the Christmas Parade would be held on December 5th. He added that the request included the typical non-profit funding for law enforcement, postage, and Town staff support for the event.

Council Members praised the Rotary Club for their work on the event and expressed their excitement that the parade would be held in December.

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

- Jamestown Park and Golf Course Quarterly Report- Newton presented the quarterly report to Council. She noted that the golf course was continuing to do extremely well. She stated that the total number of paid rounds for the fourth quarter was 10,169. She added that green fee and cart and range revenues were up. She added that the grill was open on a reduced schedule due to staffing shortages.

Council thanked Newton for her report.

- Jamestown Park and Golf Course Maintenance Report- Claybrook said that staff had sold several unused pieces of equipment in order to better utilize space. He added that he was excited about the new deep tine aerifier machine which would be arriving soon. He stated that staff continued to focus on beautifying the course. Claybrook noted that staff had been using a new software system to keep track of specific jobs, equipment repairs, and equipment services. He said that this information would be beneficial when budgeting in the future because it kept a detailed account of specific maintenance functions. He stated that staff continued to repair and monitor irrigation leaks on the course.

- Consideration of approval of Budget Amendment #3- Gallman stated that the Town had received half of the total amount of American Rescue Plan (ARP) funding that would be allocated over a two-year period. She added that the first installment had been \$714,997.72. She noted that the budget amendment would allow staff to put the total amount of \$1,429,995.44 into the budget. She added that Council had established a grant project ordinance fund at their previous meeting. She said that the amendment would put the revenue and allowable expenditures into the budget. Gallman stated that the U.S. Treasury was in charge of the funds and would determine what would be considered an allowable expense. Therefore, she stated that there would not be any funding expended until the U.S. Treasury had finalized the spending requirements. Gallman requested that Council approve Budget Amendment #3.

Council Member Wolfe made a motion to approve Budget Amendment #3. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #3)

- Consideration of approval of Financing for Golf Equipment- Gallman stated that the purchase of a sprayer and a Sand Pro machine had been included in the CIP for the current fiscal year. She said that she sent out requests for proposals to three local banks. She added that she had received three responses. She presented an overview of the financing details included in the responses. She recommended that Council approve the selection of First Bank for the financing of the golf equipment.

Council Member Wolfe made a motion to approve First Bank to finance the sprayer and Sand Pro machine, to approve the terms of the loan agreement, to authorize the Finance Director to sign the loan documents on behalf of the Town, and to approve a resolution which authorizes the Town to accept the loan proposal. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Financing for new Sanitation Truck- Gallman said that the purchase of a sanitation truck had been included in the CIP for the current fiscal year. She added that she had sent out requests for proposals to three local banks. She stated that she had received two responses. Gallman noted that staff would like to use the same bank for financing of the golf equipment and the sanitation truck for efficiency purposes. She recommended that Council approve the selection of First Bank for the financing of the new sanitation truck.

Council Member Wolfe made a motion to approve First Bank to finance the new sanitation truck, to approve the terms of the loan agreement, to authorize the Finance Director to sign the loan documents on behalf of the Town, and to approve a resolution which authorizes the Town to accept the loan proposal. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Treme presented his monthly Manager report to Council. He noted that staff planned to request bids for the recreation maintenance facility project in the coming months. He added that staff had met with United Way and had agreed to be a pacesetter again for the coming year. He stated that one of the Council's goals was to examine the insurance that was provided by the Town. He said that staff had researched various options and had joined the

North Carolina League of Municipalities (NCLM) insurances programs. He noted that this would save the Town about \$50,000. Treme added that staff was continuing to work on a strategic growth plan. He also spoke about the upcoming candidate information session and the joint Town Council/Planning Board meeting.

- Council Member Committee Reports-
 - Council Member Wolfe stated that the Comprehensive Plan Steering Committee had met via zoom on June 28th and in person on July 13th. They had discussed future land use, main street, downtown design concepts, and future land use designations. She stated that there was a TAC meeting on July 12th to discuss safety performance measures for the transit system in High Point. She added that she would be meeting with Wright Archer, NCDOT Representative, and Blanchard on Thursday.
 - Council Member Rayborn said that the AARP Committee met via zoom on July 8th. She stated that they had discussed the first draft of the Town’s proposal for inclusion in AARP’s network of Age-Friendly States and Communities. She added that Mark Hensley, AARP Representative, was in the process of reviewing the proposal before final submittal.
 - Mayor Montgomery stated that she and Johnson had attended a PTRC meeting on June 16th.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe thanked Judy and her staff for helping to save the Town money by researching other insurance options.

Mayor Montgomery presented Gallman with a certificate for excellence in financial reporting. Council Member Wolfe also presented her with a trophy for the “World’s Greatest Finance Director 2021 & Beyond” on behalf of Council. They all thanked her for her hard work and dedication to the Town.

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

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

Council Member Wolfe made a motion to resume open session. Council Member Capes 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 7:55 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

ITEM ABSTRACT: Approval & Sealing of the July 20th Closed Session Minutes

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The Town Council went into closed session per G.S. 143.11 to discuss matters related to Personnel and Attorney Client Privilege- Lori Herron (2216 Guilford College Road) at their July 20th Regular Meeting.

Staff recommends that Council approve and seal the closed session minutes from the July 20th meeting.

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

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: Reappointment of Ed Stafford to the Planning Board

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Ed Stafford's term on the Planning Board expires on August 31st. He was initially appointed as an Alternate in March 2016. He was appointed to serve his first official term in September 2016. He has been serving as Vice Chair of the Planning Board since August 2020. Stafford is willing to serve a second five-year term on the Board.

ATTACHMENTS: Application for Ed Stafford

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



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

Approved

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name EDWARD B. STAFFORD JR.

Gender Male Female Birthdate: 5-04-50 E mail EdStafford6@gmail.com

Home Phone: 454-1736 Daytime Phone: 669-5104 Fax: 889-5316

Home Address: 701 Guilford Rd. Jamestown, NC 27282

How long have you been a resident of Jamestown? 63 yrs.

Current Occupation/Title: REALTOR

Employer/Business Name: Coldwell Banker TREAD, REALTOR

Business Address and Zip: 2212 Eastchester Dr. High Point, NC 27265

Supervisor Name: _____

Education: High School () College () Graduate School () Other ()

Degree/Subject of Study: BA Sociology

School/Name Years Attended: HPU 1970-1974

BOARD/COMMITTEE APPLYING FOR (list one): PLANNING BOARD

List the Board or Committee on which you currently serve and your term expiration date:
NA

What are your qualifications for serving on the Board/Committee for which you are applying? BOARD OF ADJUSTMENT MEMBERS (1991-2013)

REAL ESTATE BROKER & GENERAL CONTRACTOR ^{FORMER} PRES. ADP PAPER
SON OF REAL ESTATE DEVELOPER

Are you willing to serve on any other Board/Committee: Please list: NA

Are you interested in serving in any other community volunteer activities:
Not now ?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

GOLFER, WALKER, NC ASSOC. OF RETIRES

List two personal references below:

Name: MARTHA S. WOLFE Daytime Telephone: 454-1138

Address: Jham Relationship: sister

Name: Keith VOLTZ Daytime Telephone:

Address: Jham Relationship: friend

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes ___ No [checked] if yes, explain complete disposition.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes ___ No [checked], if yes, explain

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

Signature of Applicant: [Signature] Date: 3-04-16

RETURN COMPLETED FORM TO:

Town of Jamestown, P O Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

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: Reappointment of Rich Glover to the PTRWA

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Rich Glover's appointment as the Jamestown representative on the Piedmont Triad Regional Water Authority's Board of Directors will expire on September 30, 2021. He currently serves as PTRWA's Vice Chairman & Treasurer of the Board. He has served on the Board of Directors since August 2012. He is willing to serve another term as Jamestown's representative. The terms are for three years and there is no limitation on the number of terms that an appointee may serve.

Staff recommends that Council reappoint Rich Glover to serve as Jamestown's representative on the PTRWA's Board of Directors.

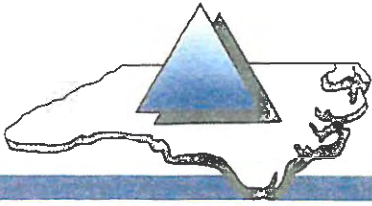
ATTACHMENTS: Memo from PTRWA notifying staff of Glover's term expiration

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: Staff will notify PTRWA of reappointment.



PIEDMONT TRIAD REGIONAL WATER AUTHORITY

MEMORANDUM

To: Ms. Katie Weiner
Town Clerk, Town of Jamestown

From: Joy Sparks, Clerk to Board

Date: July 8, 2021

Re: Local Appointees to Piedmont Triad Regional Water Authority

Terms for the following appointee(s) to the Piedmont Triad Regional Water Authority Board of Directors will expire September 30, 2021:

Rich Glover

Jamestown

We would appreciate your governing board making the necessary (re)appointment so that each of these position(s) can be filled upon the expiration of the September 30 term. Terms are for three (3) years. The PTRWA has no limitation on the number of terms an appointee may serve.

Please send written notification to the PTRWA when the (re)appointment is made.

Thank you for your assistance and please do not hesitate to call if you have any questions.

/js

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 July 2021

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

July is the first month of our fiscal year; many of the revenues and expenditures that we receive or pay out in July relate back to June. Thus these have to be accrued back into the previous fiscal year. So it will appear that we did not receive much in revenues, but it is just a timing thing of when revenues are received. As for expenditures, a lot paid in July were for June (and accrued back), but also we pay a lot of annual fees at the very beginning of the fiscal year. We are showing revenues received in July 2021 as 2% of annual budget and expenditures as 7% of annual budget - this appears reasonable.

One of the larger non-recurring items was service by D.H. Griffin for demolition and clean-up (including asbestos) of the Lee Street property.

Annual insurance premiums were paid in July (spread among departments); a service truck was purchased for the water/sewer department.

We continue to pay our quarterly debt payments timely. The operating balances of the Town at July 31st amount to approximately \$12,792,000. The water/sewer department held the biggest percentage (approximately 72%) of the Town's cash operating balance. This cash balance can only be used for water/sewer projects and operating costs. The General Fund held the other 28% of operating balances. The remaining cash (not operating) is restricted for capital projects such as sidewalks, recreational maintenance facility, and future water and sewer projects.

ATTACHMENTS: 3 Page Summary & Detail to Actual Report for July 2021

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of July 31, 2021

Petty Cash	\$	1,350
Operating Cash		1,475,682
Certificates of Deposit		3,000,000
Money Market Accounts - operating		1,227,248
North Carolina Capital Management Trust		<u>9,515,232</u>
	\$	<u>15,219,512</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	625,948
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		173,589
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>2,231,704</u>

Cash by Fund:

General	\$	3,558,722
General Capital Reserve Fund		1,837
East Fork Sidewalk Capital Project		78
Lydia Multi-use Greenway Capital Project		173,589
Oakdale Sidewalk Phase 3		114,368
Oakdale Sidewalk Phase 2		30,103
Recreational Maintenance Facility Capital Project		564,291
Grants Project Ordinance fund - ARP		714,998
Water/Sewer		9,233,492
Randleman Reservoir		625,948
Water/Sewer Capital Reserve Fund		<u>202,086</u>
	\$	<u>15,219,512</u>

Cash by Bank:

NCCMT	\$	9,515,232
Pinnacle Bank		3,475,682
First Bank		<u>2,227,248</u>
	\$	<u>15,218,162</u>

Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of July 31, 2021

Installment Purchase Debt:	Balance at 7/31/2021	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
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>		
WATER & SEWER FUND:			
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 July 31, 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)	122,422	-	211,155	5	1
% of budget received	2%	0%	4%	0%	0%
% of budget, excluding appropriated fund balance, received	2%	0%	6%	0%	0%
Expenditures (and transfers)	489,019	-	265,612	-	-
% of budget expended	7%	0%	5%	0%	0%

	<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%	94%	32%	100%	40%	50%
Life to Date Expenditures	1,613,324	1,893,365	103,762	17,408	49,486	-
% of budget expended	91%	95%	15%	3%	25%	0%

@ Reimbursement requested and accrued, but not all yet received

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	0.00	0.00	2,225,000.00	2,225,000.00	0 %
3101 Interest on Ad Valorem Taxes	0.00	0.00	2,500.00	2,500.00	0 %
3102 Tax and Tag revenue	0.00	0.00	219,890.00	219,890.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	1,000.00	1,000.00	0 %
3230 SALES AND USE TAX	0.00	0.00	841,000.00	841,000.00	0 %
3250 Solid Waste Disposal Tax	0.00	0.00	3,250.00	3,250.00	0 %
3256 ELECTRICITY SALES TAX	0.00	0.00	208,000.00	208,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	35,000.00	35,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	18,500.00	18,500.00	0 %
3361 VIDEO PROGRAMMING TAX	0.00	0.00	42,000.00	42,000.00	0 %
3316 POWELL BILL	0.00	0.00	100,000.00	100,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	19,500.00	19,500.00	0 %
3325 ABC DISTRIBUTION	0.00	0.00	50,000.00	50,000.00	0 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	1,746.00	1,746.00	7,500.00	5,754.00	23 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	0.00	200.00	200.00	0 %
3346 CELL TOWER RENTAL FEES	4,211.73	4,211.73	85,000.00	80,788.27	5 %
3348 REFUSE COLLECTION FEES	13,620.00	13,620.00	163,200.00	149,580.00	8 %
3600 GREEN FEES	50,498.00	50,498.00	515,000.00	464,502.00	10 %
3610 MECHANICAL CART RENTALS	25,409.00	25,409.00	270,000.00	244,591.00	9 %
3620 PULL CART RENTALS	53.00	53.00	300.00	247.00	15 %
3650 DRIVING RANGE	5,924.00	5,924.00	54,000.00	48,076.00	11 %
3660 GOLF SHOP CONCESSIONS SALES	9,623.12	9,623.12	80,800.00	73,176.98	12 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	3,425.00	3,425.00	9,000.00	5,575.00	38 %
3675 Golf Clubhouse Rental Fees	0.00	0.00	11,500.00	11,500.00	0 %
3831 INVESTMENT EARNINGS	56.63	56.63	2,500.00	2,443.37	2 %
3836 SALES - PRO SHOP GOLF INVENTORY	5,535.90	5,535.90	57,800.00	52,264.10	10 %
3837 SHELTER RENTALS	400.00	400.00	2,500.00	2,100.00	16 %
3838 Building lease revenue	0.00	0.00	3,611.00	3,611.00	0 %
3839 MISCELLANEOUS REVENUES	14.26	14.26	1,000.00	985.74	1 %
3840 Rental Golf Sets	355.00	355.00	1,900.00	1,545.00	19 %
3841 Ball Field Rentals	1,550.00	1,550.00	6,000.00	4,450.00	26 %
3920 Issuance of installment purchase financing	0.00	0.00	301,000.00	301,000.00	0 %
3963 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	76,600.00	76,600.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,174,165.00	1,174,165.00	0 %
Account Group Total:	122,421.64	122,421.64	6,599,316.00	6,476,894.36	2 %
Fund Total:	122,421.64	122,421.64	6,599,316.00	6,476,894.36	2 %

accrued bulk into June

2

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	0.00	0.00	10,000.00	10,000.00	50,000.00	40,000.00
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3800	DATA PROCESSING SERVICES	4.04	4.04	995.96	1,000.00	1,000.00	0.00
3950	DUES AND SUBSCRIPTIONS	2,008.00	2,008.00	0.00	2,008.00	2,500.00	492.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4990	OTHER CONTRACTED SERVICES	175.00	175.00	2,225.00	2,400.00	3,600.00	1,200.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	2,187.04	2,187.04	13,220.96	15,408.00	75,700.00	60,292.00
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	19,302.00	19,302.00	0.00	19,302.00	310,000.00	290,698.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	4,300.00	4,300.00
1009	FICA EXPENSE	1,397.16	1,397.16	0.00	1,397.16	25,000.00	23,602.84
1010	RETIREMENT EXPENSE	1,475.38	1,475.38	0.00	1,475.38	33,500.00	32,024.62
1011	HEALTH INSURANCE EXPENSE	1,930.06	1,930.06	0.00	1,930.06	35,000.00	33,069.94
1012	FLEX ADMINISTRATION FEES	6.00	6.00	139.00	145.00	300.00	155.00
1015	RETIREE HEALTH INSURANCE EXPENSE	773.59	773.59	0.00	773.59	3,600.00	2,826.41
1014	WORKER'S COMPENSATION	657.40	657.40	0.00	657.40	600.00	142.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	3,000.00	3,000.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	582.41	582.41	0.00	582.41	13,000.00	12,417.59
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	18,150.00	18,150.00
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	1,700.00	1,700.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	113.90	113.90	0.00	113.90	2,000.00	1,886.10
2900	ASSETS NOT CAPITALIZED	2,000.00	2,000.00	0.00	2,000.00	2,500.00	500.00
3100	TRAVEL	0.00	0.00	6,440.00	6,440.00	5,000.00	-1,440.00
3150	CONFERENCE FEES AND SCHOOLS	135.00	135.00	0.00	135.00	5,000.00	4,865.00
3200	COMMUNICATIONS	317.69	317.69	3,033.31	3,350.00	9,700.00	6,350.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	2,284.05	2,284.05	13,206.95	15,491.00	15,500.00	9.00
3950	DUES AND SUBSCRIPTIONS	5,912.40	5,912.40	0.00	5,912.40	9,500.00	3,587.60
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	200.00	200.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	750.00	750.00
4300	EQUIPMENT RENTAL	318.53	318.53	1,533.67	1,852.20	3,500.00	1,647.80
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	11,000.00	11,000.00
4500	INSURANCE AND BONDING	459.59	459.59	0.00	459.59	1,000.00	540.41
4990	OTHER CONTRACTED SERVICES - <i>workshops</i>	3,556.40	3,556.40	12,065.00	15,621.40	41,000.00	25,378.60

08/09/21
13:32:03

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 21

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Report ID: B100B

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	2,000.00	2,000.00	3,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		41,221.56	41,221.56	38,416.93	79,638.49	564,050.00	484,411.51
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	11,995.15	11,995.15	0.00	11,995.15	160,000.00	148,004.85
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,550.00	2,550.00
1009	FICA EXPENSE	911.34	911.34	0.00	911.34	12,500.00	11,588.66
1010	RETIREMENT EXPENSE	1,367.45	1,367.45	0.00	1,367.45	19,000.00	17,632.55
1011	HEALTH INSURANCE EXPENSE	1,930.06	1,930.06	0.00	1,930.06	23,400.00	21,469.94
1012	FLEX ADMINISTRATION FEES	6.00	6.00	124.00	130.00	200.00	70.00
1014	WORKER'S COMPENSATION	410.87	410.87	0.00	410.87	500.00	89.13
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	639.68	639.68	0.00	639.68	7,200.00	6,560.32
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	4,500.00	4,500.00
2200	FOOD AND PROVISIONS	21.38	21.38	0.00	21.38	1,500.00	1,478.62
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	750.00	750.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,900.00	2,900.00	3,500.00	600.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3200	COMMUNICATIONS	189.23	189.23	1,310.77	1,500.00	4,700.00	3,200.00
3400	PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500	REPAIRS AND MAINTENANCE	359.85	359.85	0.00	359.85	500.00	140.15
3700	MARKETING / ADVERTISING	0.00	0.00	19,000.00	19,000.00	21,150.00	2,150.00
3800	DATA PROCESSING SERVICES	33.85	33.85	9,966.15	10,000.00	12,000.00	2,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	250.00	250.00
3950	DUES AND SUBSCRIPTIONS	100.00	100.00	3,064.26	3,164.26	9,500.00	6,335.74
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	600.00	600.00
4500	INSURANCE AND BONDING	137.87	137.87	0.00	137.87	300.00	162.13
4990	OTHER CONTRACTED SERVICES	21,417.00	21,417.00	130,900.00	152,317.00	183,200.00	30,883.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Account Total:		39,519.73	39,519.73	169,265.18	208,784.91	495,800.00	287,015.09
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	137.08	137.08	941.00	1,078.08	9,000.00	6,921.92
2140	SEED and SOD	0.00	0.00	0.00	0.00	600.00	600.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	600.00	600.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	800.00	800.00	10,000.00	9,200.00
3200	COMMUNICATIONS	112.06	112.06	1,237.94	1,350.00	2,000.00	650.00
3300	UTILITIES	1,082.51	1,082.51	4,000.00	5,082.51	28,000.00	22,917.49
3350	Water Utilities	0.00	0.00	0.00	0.00	400.00	400.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	50,000.00	50,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00

(1) D.H. Griffin - demolition/clean-up

08/09/21
13:33:03

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 21

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Report ID: 6100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3960	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	8,222.00	8,222.00	24,655.00	32,977.00	38,000.00	5,123.00
4500	INSURANCE AND BONDING	11,489.44	11,489.44	0.00	11,489.44	25,000.00	13,510.56
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	60,000.00	60,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		21,043.09	21,043.09	31,633.94	52,677.03	243,300.00	190,622.97
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	515,000.00	515,000.00
4911	Sheriff Off Duty - Town events	765.60	765.60	0.00	765.60	5,000.00	4,234.40
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	3,000.00	3,000.00
4920	ANIMAL CONTROL CONTRACT	0.00	0.00	0.00	0.00	12,500.00	12,500.00
Account Total:		765.60	765.60	0.00	765.60	535,500.00	534,734.40
5300 FIRE EXPENSES							
3960	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	174,091.48	174,091.48	0.00	174,091.48	696,366.00	522,274.52
4990	OTHER CONTRACTED SERVICES	0.00	0.00	2,897.50	2,897.50	2,900.00	2.50
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	5,800.00	5,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		174,091.48	174,091.48	2,897.50	176,988.98	706,266.00	529,277.02
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	30,000.00	30,000.00
3300	UTILITIES	1,346.17	1,346.17	0.00	1,346.17	120,000.00	118,653.83
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3940	LANDFILL FEES/DUMPSTER P/D	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,100.00	1,100.00
3960	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400	SERVICE & MAINTENANCE CONTRACTS	160.00	160.00	1,760.00	1,920.00	2,000.00	80.00
4500	INSURANCE AND BONDING	551.49	551.49	0.00	551.49	1,200.00	648.51
4980	STORMWATER FEES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	61,523.00	61,523.00	105,174.00	43,651.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	32,506.00	32,506.00	32,506.00	0.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	12,000.00	12,000.00
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	206,000.00	206,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		2,057.66	2,057.66	95,789.00	97,846.66	548,080.00	450,233.34

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,102.19	6,102.19	0.00	6,102.19	119,000.00	112,897.81
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,650.00	1,650.00
1009	FICA EXPENSE	456.07	456.07	0.00	456.07	9,500.00	9,043.93
1010	RETIREMENT EXPENSE	698.50	698.50	0.00	698.50	13,500.00	12,801.50
1011	HEALTH INSURANCE EXPENSE	1,930.06	1,930.06	0.00	1,930.06	35,000.00	33,069.94
1012	FLEX ADMINISTRATION FEES	13.00	13.00	203.00	216.00	400.00	184.00
1013	RETIREE HEALTH INSURANCE EXPENSE	767.28	767.28	0.00	767.28	1,800.00	1,032.72
1014	WORKER'S COMPENSATION	6,163.10	6,163.10	0.00	6,163.10	7,500.00	1,336.90
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	4,000.00	4,000.00
1017	401K EXPENSE	272.64	272.64	0.00	272.64	5,200.00	4,927.36
2100	DEPARTMENT SUPPLIES	211.83	211.83	0.00	211.83	2,000.00	1,788.17
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
2500	VEHICLE SUPPLIES	272.47	272.47	1,800.00	2,072.47	8,500.00	6,427.53
2520	FUELS - GAS & OIL	979.62	979.62	19,020.38	20,000.00	20,000.00	0.00
3200	COMMUNICATIONS	25.00	25.00	0.00	25.00	1,000.00	975.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	6,000.00	6,000.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	65,000.00	65,000.00	65,000.00	0.00
3945	Recycle Fees	8,209.18	8,209.18	91,630.62	99,840.00	105,000.00	5,160.00
3960	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4500	INSURANCE AND BONDING	1,148.94	1,148.94	0.00	1,148.94	2,500.00	1,351.06
4990	OTHER CONTRACTED SERVICES	2,747.93	2,747.93	2,252.07	5,000.00	20,000.00	15,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	197,787.71	197,787.71	220,000.00	22,212.29
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		29,997.81	29,997.81	377,693.98	407,691.79	650,450.00	242,758.21
<i>Bradley - temp service</i>							
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	7,768.96	7,768.96	0.00	7,768.96	121,000.00	113,231.04
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,850.00	2,850.00
1009	FICA EXPENSE	588.90	588.90	0.00	588.90	9,500.00	8,911.10
1010	RETIREMENT EXPENSE	847.76	847.76	0.00	847.76	11,500.00	10,652.24
1011	HEALTH INSURANCE EXPENSE	1,930.06	1,930.06	0.00	1,930.06	23,400.00	21,469.94
1012	FLEX ADMINISTRATION FEES	6.00	6.00	124.00	130.00	200.00	70.00
1014	WORKER'S COMPENSATION	2,465.24	2,465.24	0.00	2,465.24	3,000.00	534.76
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1017	401K EXPENSE	331.19	331.19	0.00	331.19	4,450.00	4,118.81
2100	DEPARTMENT SUPPLIES	231.88	231.88	0.00	231.88	10,000.00	9,768.12
2140	SEED and SOD	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	1,200.00	1,200.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	4,500.00	4,500.00
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	5,500.00	5,500.00
2550	EQUIPMENT SUPPLIES	201.35	201.35	0.00	201.35	3,500.00	3,298.65
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	6,900.00	6,900.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	256.37	256.37	2,568.63	2,825.00	4,000.00	1,175.00
3300	UTILITIES	266.06	266.06	0.00	266.06	13,500.00	13,233.94
3350	Water Utilities	23.47	23.47	0.00	23.47	650.00	626.53
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3800	DATA PROCESSING SERVICES	0.00	0.00	400.00	400.00	400.00	0.00
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	500.00	500.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	370.00	370.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
3981	Special Events	2,865.00	2,865.00	3,900.00	6,765.00	14,000.00	7,235.00
4101	Library Services	13,500.00	13,500.00	0.00	13,500.00	54,000.00	40,500.00
4102	Recreation Services	12,750.00	12,750.00	0.00	12,750.00	25,500.00	12,750.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	3,539.62	3,539.62	19,376.60	22,916.22	23,000.00	83.78
4400	SERVICE & MAINTENANCE CONTRACTS	1,040.00	1,040.00	1,540.00	2,580.00	3,000.00	420.00
4500	INSURANCE AND BONDING	919.15	919.15	0.00	919.15	2,000.00	1,080.85
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	116,000.00	116,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		49,531.01	49,531.01	27,909.23	77,440.24	499,970.00	422,529.76
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	23,993.97	23,993.97	0.00	23,993.97	400,000.00	376,006.03
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,500.00	3,500.00
1009	FICA EXPENSE	1,788.07	1,788.07	0.00	1,788.07	31,000.00	29,211.93
1010	RETIREMENT EXPENSE	2,669.45	2,669.45	0.00	2,669.45	41,000.00	38,330.55
1011	HEALTH INSURANCE EXPENSE	5,790.17	5,790.17	0.00	5,790.17	82,000.00	76,209.83
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	500.00	500.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	220.32	0.00	220.32	10,800.00	10,579.68
1014	WORKER'S COMPENSATION	4,519.61	4,519.61	0.00	4,519.61	5,500.00	980.39
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	6,000.00	6,000.00
1017	401K EXPENSE	1,066.81	1,066.81	0.00	1,066.81	13,750.00	12,683.19
1019	457b EXPENSE	0.00	0.00	0.00	0.00	2,300.00	2,300.00
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	8,500.00	8,500.00
2140	SEED and SOD	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2141	CHEMICALS	2,154.00	2,154.00	4,724.00	6,878.00	45,000.00	39,122.00
2142	FERTILIZER AND LIME	480.00	480.00	1,128.50	1,608.50	30,000.00	28,391.50
2143	IRRIGATION SUPPLIES	1,084.68	1,084.68	0.00	1,084.68	7,000.00	5,915.32
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2145	TOPSOIL (Sand)	1,232.09	1,232.09	0.00	1,232.09	10,000.00	8,767.91
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	1,482.68	1,482.68	20,517.32	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	1,779.57	1,779.57	1,632.32	3,411.89	20,000.00	16,588.11
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,200.00	2,200.00	7,200.00	5,000.00

② Music in the Park

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	427.38	427.38	3,122.62	3,550.00	5,500.00	1,950.00
3300	UTILITIES	29.90	29.90	1,800.00	1,829.90	19,000.00	17,170.10
3350	Water Utilities	23.47	23.47	0.00	23.47	350.00	326.53
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	10,160.00	10,100.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	0.00	0.00	700.00	700.00	700.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3940	LANDFILL FEES/DUMPSTER P/U	299.69	299.69	1,500.31	1,800.00	3,000.00	1,200.00
3950	DUES AND SUBSCRIPTIONS	1,695.00	1,695.00	0.00	1,695.00	4,000.00	2,305.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	4,466.57	4,466.57	33,382.70	37,849.27	62,000.00	24,150.73
4400	SERVICE & MAINTENANCE CONTRACTS	40.00	40.00	440.00	480.00	4,000.00	3,520.00
4500	INSURANCE AND BONDING	5,514.93	5,514.93	0.00	5,514.93	12,000.00	6,485.07
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	7,000.00	7,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	114,441.85	114,441.85	114,500.00	58.15
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	25,000.00	25,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	120,000.00	120,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Account Total:		60,758.36	60,758.36	187,589.62	248,347.98	1,161,800.00	913,452.02
6301 GOLF SHOP EXPENDITURES							
1000	SALARIES AND WAGES	22,992.71	22,992.71	0.00	22,992.71	293,000.00	270,007.29
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,300.00	3,300.00
1009	FICA EXPENSE	1,764.06	1,764.06	0.00	1,764.06	23,000.00	21,235.94
1010	RETIREMENT EXPENSE	1,628.18	1,628.18	0.00	1,628.18	22,000.00	20,371.82
1011	HEALTH INSURANCE EXPENSE	3,858.23	3,858.23	0.00	3,858.23	46,500.00	42,641.77
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	0.00	0.00	0.00	10,800.00	10,800.00
1014	WORKER'S COMPENSATION	1,314.80	1,314.80	0.00	1,314.80	1,600.00	285.20
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	618.66	618.66	0.00	618.66	8,250.00	7,631.34
2100	DEPARTMENT SUPPLIES	289.90	289.90	1,115.84	1,405.74	9,500.00	8,094.26
2101	Grill Supplies	101.34	101.34	4,398.66	4,500.00	8,500.00	4,000.00
2156	RANGE SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2700	GOLF INVENTORY FOR RESALE	4,739.01	4,739.01	2,797.67	7,536.68	49,000.00	41,463.32
2705	Golf Special Orders - Purchases	2,728.25	2,728.25	675.00	3,403.25	7,500.00	4,096.75
2710	CONCESSION INVENTORY RESALE	1,309.23	1,309.23	30,690.77	32,000.00	32,000.00	0.00
2715	Food purchased not in inventory	557.67	557.67	8,469.12	9,026.79	16,000.00	6,973.21
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	632.29	632.29	6,467.71	7,100.00	11,000.00	3,900.00
3300	UTILITIES	0.00	0.00	2,200.00	2,200.00	17,000.00	14,800.00
3350	Water Utilities	23.46	23.46	0.00	23.46	300.00	276.54

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 21

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3400	PRINTING	0.00	0.00	0.00	0.00	250.00	250.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	2,100.00	2,100.00	3,000.00	900.00
3700	MARKETING / ADVERTISING	60.40	60.40	839.60	900.00	10,000.00	9,100.00
3800	DATA PROCESSING SERVICES	149.68	149.68	8,250.32	8,400.00	8,400.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	290.69	290.69	1,509.31	1,800.00	2,500.00	700.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	800.00	800.00
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	2,258.23	2,258.23	19,241.77	21,500.00	22,500.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	146.81	146.81	1,898.90	2,045.71	2,500.00	454.29
4310	GOLF CART RENTALS <i>July + August</i>	10,654.56	10,654.56	53,272.80	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	2,062.94	2,062.94	0.00	2,062.94	18,000.00	15,937.06
4400	SERVICE & MAINTENANCE CONTRACTS	2,771.36	2,771.36	10,220.80	12,992.16	16,000.00	3,007.84
4500	INSURANCE AND BONDING	6,893.66	6,893.66	0.00	6,893.66	15,000.00	8,106.34
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	25,000.00	25,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	67,846.12	67,846.12	154,148.27	221,994.39	769,900.00	547,905.61
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	223,500.00	223,500.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	24,000.00	24,000.00
	Account Total:	0.00	0.00	0.00	0.00	247,500.00	247,500.00
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	101,000.00	101,000.00
	Account Total:	0.00	0.00	0.00	0.00	101,000.00	101,000.00
	Account Group Total:	489,019.46	489,019.46	1,098,564.61	1,587,584.07	6,599,316.00	5,011,731.93
	Fund Total:	489,019.46	489,019.46	1,098,564.61	1,587,584.07	6,599,316.00	5,011,731.93

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3631 INVESTMENT EARNINGS	0.01	0.01	10.00	9.99	0 %
3921 TRANSFER FROM GENERAL FUND	0.00	0.00	101,000.00	101,000.00	0 %
Account Group Total:	0.01	0.01	101,010.00	101,009.99	0 %
Fund Total:	0.01	0.01	101,010.00	101,009.99	0 %

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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	0.00	0.00	0.00	0.00	76,600.00	76,600.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	24,410.00	24,410.00
	Account Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00
	Account Group Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00
	Fund Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00

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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	0.00	0.00	3,200.00	3,200.00	0 %
3710 UTILITY CHARGE - WATER	85,014.35	85,014.35	925,000.00	839,985.65	9 %
3720 UTILITY CHARGE - SEWER	121,225.70	121,225.70	2,415,000.00	2,293,774.30	5 %
3741 Meter Fee	0.00	0.00	500.00	500.00	0 %
3743 System Admin / Installation fee	0.00	0.00	100.00	100.00	0 %
3745 Connection Fees - Water and Sewer	750.00	750.00	10,000.00	9,250.00	9 %
3750 NONPAYMENT / RECONNECTION FEES	1,800.00	1,800.00	12,000.00	10,200.00	15 %
3755 Return Check Fees	50.00	50.00	350.00	300.00	14 %
3760 LATE FEES	2,170.00	2,170.00	18,000.00	15,830.00	12 %
3765 CREDIT CARD ADMINISTRATION FEES	23.11	23.11	200.00	176.89	12 %
3831 INVESTMENT EARNINGS	121.58	121.58	5,000.00	4,878.42	2 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	100.00	100.00	0 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	123,000.00	123,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,979,755.00	1,979,755.00	0 %
Account Group Total:	211,154.74	211,154.74	5,492,205.00	5,281,050.26	4 %
Fund Total:	211,154.74	211,154.74	5,492,205.00	5,281,050.26	4 %

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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	48,804.56	48,804.56	0.00	48,804.56	708,000.00	659,195.44
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	14,500.00	14,500.00
1009	FICA EXPENSE	3,721.85	3,721.85	0.00	3,721.85	55,500.00	51,778.15
1010	RETIREMENT EXPENSE	5,563.71	5,563.71	0.00	5,563.71	80,000.00	74,436.29
1011	HEALTH INSURANCE EXPENSE	10,615.33	10,615.33	0.00	10,615.33	140,100.00	129,484.67
1012	FLEX ADMINISTRATION FEES	19.00	19.00	360.00	379.00	600.00	221.00
1013	RETIREE HEALTH INSURANCE EXPENSE	773.18	773.18	0.00	773.18	10,800.00	10,026.82
1014	WORKER'S COMPENSATION	9,039.22	9,039.22	0.00	9,039.22	11,000.00	1,960.78
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1017	401K EXPENSE	2,170.43	2,170.43	0.00	2,170.43	31,500.00	29,329.57
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,450.00	11,450.00
2100	DEPARTMENT SUPPLIES	909.18	909.18	2,621.93	3,521.11	30,000.00	26,468.89
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	2,550.58	2,550.58	2,700.00	5,250.58	15,000.00	9,749.42
2500	VEHICLE SUPPLIES	350.00	350.00	0.00	350.00	7,500.00	7,150.00
2520	FUELS - GAS & OIL	2,069.49	2,069.49	19,930.51	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2600	OFFICE SUPPLIES	113.91	113.91	0.00	113.91	2,000.00	1,886.09
2750	PURCHASE OF WATER	0.00	0.00	0.00	0.00	365,000.00	365,000.00
2755	Water Transmission Fees	0.00	0.00	0.00	0.00	26,000.00	26,000.00
2900	ASSETS NOT CAPITALIZED	2,500.00	2,500.00	1,139.00	3,639.00	25,000.00	21,361.00
3100	TRAVEL	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3150	CONFERENCE FEES AND SCHOOLS	200.00	200.00	0.00	200.00	7,500.00	7,300.00
3200	COMMUNICATIONS	665.64	665.64	5,959.36	6,625.00	33,500.00	26,875.00
3300	UTILITIES	268.35	268.35	2,000.00	2,268.35	15,000.00	12,731.65
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	7,000.00	7,000.00
3500	REPAIRS AND MAINTENANCE	468.06	468.06	3,575.00	4,043.06	30,000.00	25,956.94
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	72.52	72.52	20,677.48	20,750.00	20,750.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	1,792.50	1,792.50	6,000.00	4,207.50
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	1,071.52	1,071.52	11,132.91	12,204.43	14,500.00	2,295.57
3980	MISCELLANEOUS EXPENSE	16.40	16.40	0.00	16.40	1,500.00	1,483.60
4300	EQUIPMENT RENTAL	318.51	318.51	1,533.69	1,852.20	14,000.00	12,147.80
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	1,690.62	1,690.62	50,000.00	48,309.38
4401	NC811 Fees	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
4500	INSURANCE AND BONDING	22,978.87	22,978.87	0.00	22,978.87	50,000.00	27,021.13
4950	LAB TESTING	140.00	140.00	8,860.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	0.00	0.00	0.00	840,000.00	840,000.00
4990	OTHER CONTRACTED SERVICES	1,900.00	1,900.00	71,485.00	73,385.00	150,000.00	76,615.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	42,805.00	42,805.00	44,546.90	87,351.90	90,500.00	2,148.10
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	122,005.66	122,005.66	122,025.00	19.34
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,050,000.00	1,050,000.00

service truck

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	597,975.00	597,975.00
6600	OPERATING PAYMENTS TO REGIONAL	44,388.24	44,388.24	0.00	44,388.24	46,000.00	1,611.76
6901	DEBT PAYMENTS TO PIEDMONT TRIAD	61,118.73	61,118.73	0.00	61,118.73	123,000.00	61,881.27
6910	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6920	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	50,005.00	50,005.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	7,500.00	7,500.00
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	456,500.00	456,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Account Total:		265,612.28	265,612.28	325,510.56	591,122.84	5,492,205.00	4,901,082.16
Account Group Total:		265,612.28	265,612.28	325,510.56	591,122.84	5,492,205.00	4,901,082.16
Fund Total:		265,612.28	265,612.28	325,510.56	591,122.84	5,492,205.00	4,901,082.16

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3900					
3931 INVESTMENT EARNINGS	4.82	4.82	100.00	95.18	5 %
3996 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	36,500.00	36,500.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	86,400.00	86,400.00	0 %
Account Group Total:	4.82	4.82	123,000.00	122,995.18	0 %
Fund Total:	4.82	4.82	123,000.00	122,995.18	0 %

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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	0.00	0.00	0.00	123,000.00	123,000.00
	Account Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Fund Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00

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WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3931 INVESTMENT EARNINGS	0.60	0.60	10.00	9.40	6 %
3996 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	420,000.00	420,000.00	0 %
Account Group Total:	0.60	0.60	420,010.00	420,009.40	0 %
Fund Total:	0.60	0.60	420,010.00	420,009.40	0 %
Grand Total:	333,581.81	333,581.81	12,735,541.00	12,401,959.19	3 %

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01 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 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	420,010.00	420,010.00
	Account Total:	0.00	0.00	0.00	0.00	420,010.00	420,010.00
	Account Group Total:	0.00	0.00	0.00	0.00	420,010.00	420,010.00
	Fund Total:	0.00	0.00	0.00	0.00	420,010.00	420,010.00
	Grand Total:	754,631.74	754,631.74	1,424,075.17	2,178,706.91	12,735,541.00	10,556,834.09

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 July 2021

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is the report of golf operations for July 2021.

Total revenues for the month of July 2021 were \$100,823 and operating expenditures were \$128,604. Thus there was a net operating loss of \$27,781 for the month. In July 2020, there was an operating loss of \$18,497. See the golf report which will address the variances in expenditures. There was very little difference in revenues from July 2021 and 2020.

For the month of July 2021 there were 2,671 rounds played, as opposed to 3,126 rounds played in July 2020. However there were 6 bad weather days in July 2021. There were no bad weather days in July 2020 - although the entire course was closed for 2 days for aerification. In July 2021, only 9 holes were closed for the 2 days of aerification.

ATTACHMENTS: Golf Report for July 2021

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Summary
FYE 6/30/22

	<u>July 2021</u>	<u>July 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<i>Golf Course Operating Revenues</i>	100,823	101,742	(919)	-0.90%	100,823	101,742	(919)	-0.90%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	60,758	64,815	(4,057)	-6.26%	60,758	64,815	(4,057)	-6.26%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	<u>67,846</u>	<u>55,424</u>	<u>12,422</u>	22.41%	<u>67,846</u>	<u>55,424</u>	<u>12,422</u>	22.41%
<i>Net exp < or > rev before Capital Outlay</i>	(27,781)	(18,497)	(9,284)		(27,781)	(18,497)	(9,284)	
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
<i>Net expenditures < or > revenues</i>	<u>(27,781)</u>	<u>(18,497)</u>	<u>(9,284)</u>	-50.19%	<u>(27,781)</u>	<u>(18,497)</u>	<u>(9,284)</u>	-50.19%
<i>Golf Rounds Played (not including complimentary play)</i>	2,671	3,126			31,368	3,126		
<i>Bad Weather Days (1)</i>	6	-			6	-		
<i>Days closed for aerification, covered greens, COVID</i>	-	2			-	2		
	aerification-	aerification						
	closed 9 holes							
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	10	8						
<i>Part-time hours</i>	932	1,285						

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

Jamestown Park Golf Course Revenues
Revenues
FYE 6/30/22

	<u>July 2021</u>	<u>July 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Greens	50,498	50,689	(191)	-0.38%	50,498	50,689	(191)	-0.38%
Cart Rentals	25,409	29,692	(4,283)	-14.42%	25,409	29,692	(4,283)	-14.42%
Pull Carts	53	38	15	39.47%	53	38	15	39.47%
Driving Range	5,924	5,616	308	5.48%	5,924	5,616	308	5.48%
Sales - Golf Shop Inventory	8,961	6,862	2,099	30.59%	8,961	6,862	2,099	30.59%
Sales - Golf Shop Concessions	9,623	8,745	878	10.04%	9,623	8,745	878	10.04%
Golf Clubhouse Rental Fees	355	100	255	255.00%	355	100	255	255.00%
	(golf clubs)	(golf clubs)						
Ins Recoveries	-	-			-	-		
	<u>100,823</u>	<u>101,742</u>	(919)	-0.90%	<u>100,823</u>	<u>101,742</u>	(919)	-0.90%

Jamestown Park Golf Course Operations
 Golf Maintenance Expenditures
 FYE 6/30/22

	<u>July 2021</u>	<u>July 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	40,048	35,573	4,475	12.58%	40,048	35,573	4,475	12.58%
<i>Supplies & Materials</i>	8,214	13,291	(5,077)	-38.20%	8,214	13,291	(5,077)	-38.20%
<i>Contractual Services</i>	10,021	15,275	(5,254)	-34.40%	10,021	15,275	(5,254)	-34.40%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>2,475</u>	<u>676</u>	<u>1,799</u>	266.12%	<u>2,475</u>	<u>676</u>	<u>1,799</u>	266.12%
<i>Total Exp before Capital Outlay</i>	<u>60,758</u>	<u>64,815</u>	<u>(4,057)</u>	-6.26%	<u>60,758</u>	<u>64,815</u>	<u>(4,057)</u>	-6.26%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>60,758</u></u>	<u><u>64,815</u></u>	<u><u>(4,057)</u></u>	-6.26%	<u><u>60,758</u></u>	<u><u>64,815</u></u>	<u><u>(4,057)</u></u>	-6.26%

Variations:

- Difference in salaries & benefits due to workers comp premiums being paid in June 2020, but in July 2021
- Supplies - more spent on chemicals, fertilizer and sand in 2020
- Contractual services - more spent on property & liability insurance premiums in 2020
- Other operating expenditures - subscription paid in 2021 for Task Tracker

Jamestown Park Golf Course Operations
 Golf Shop Expenditures
 FYE 6/30/22

	<u>July 2021</u>	<u>July 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	32,177	25,642	6,535	25.49%	32,177	25,642	6,535	25.49%
<i>Supplies & Materials</i>	9,725	3,764	5,961	158.37%	9,725	3,764	5,961	158.37%
<i>Contractual Services</i>	22,529	21,140	1,389	6.57%	22,529	21,140	1,389	6.57%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,415</u>	<u>4,878</u>	<u>(1,463)</u>	-29.99%	<u>3,415</u>	<u>4,878</u>	<u>(1,463)</u>	-29.99%
<i>Total Exp before Capital Outlay</i>	<u>67,846</u>	<u>55,424</u>	<u>12,422</u>	22.41%	<u>67,846</u>	<u>55,424</u>	<u>12,422</u>	22.41%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>67,846</u></u>	<u><u>55,424</u></u>	<u>12,422</u>	22.41%	<u><u>67,846</u></u>	<u><u>55,424</u></u>	<u>12,422</u>	22.41%

Variations:

Difference in salaries & benefits due to workers comp premiums being paid in June 2020, but in July 2021

Supplies - more was spent on golf shop inventory and concession inventory in 2021

Contractual services - more spent on property & liability insurance premiums in 2020, but 2 months of golf cart rentals paid in July 2021; thus expenditures slightly more in 2021

Other operating - more merchant fees paid out in 2020 (more credit card usage)

Grill Operations**FYE 6/30/22**

	<u>July 2021</u>	<u>YTD FYE 6/30/22</u>	<u>July 2020</u>	<u>YTD FYE 6/30/21</u>
Golf Shop Grill Revenues	9,623	9,623	8,745	8,745
Golf Shop Rental Revenue	-	-	-	-
	<u>9,623</u>	<u>9,623</u>	<u>8,745</u>	<u>8,745</u>
Expenditures:				
Wages	4,033	4,033	3,159	3,159
FICA	306	306	241	241
Benefits	1,460	1,460	1,357	1,357
Grill supplies	101	101	116	116
Food & beverage purchases	1,867	1,867	1,144	1,144
	<u>7,767</u>	<u>7,767</u>	<u>6,017</u>	<u>6,017</u>
	<u>1,856</u>	<u>1,856</u>	<u>2,728</u>	<u>2,728</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 7/31/21 for sidewalk projects AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 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 - \$491,775

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

ITEM ABSTRACT: Budget Amendment #4

AGENDA ITEM #: II-I

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment includes the following:

- a. increase the budget for purchasing additional cameras to use for streaming meetings
- b. increase the travel budget in Administration department for mileage reimbursement for the Interim Town Manager until 12-31-21

ATTACHMENTS: Budget Amendment #4

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #4

BUDGETARY IMPACT: \$10,000 increase in expenditures and in Appropriated Fund Balance.

SUGGESTED MOTION: Approve budget amendment #4

FOLLOW UP ACTION NEEDED:

**FYE 6/30/22
BUDGET AMENDMENT #4**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Assets not capitalized		
	Appropriated fund balance	5,000.00	
			5,000.00
	To purchase additional cameras for streaming meetings.		
b.	Travel		
	Appropriated fund balance	5,000.00	
			5,000.00
	Mileage expense for interim Town Manager		

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 honoring Katherine Stamey Reese

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Katherine Stamey Reese is relocating to another area. She has served as the photographer of the newly elected Town Council for over ten years. She also recently served as a Member of the Comprehensive Plan Steering Committee. She has been very involved with our Town and community and will be greatly missed.

ATTACHMENTS: Resolution honoring Katherine Stamey

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 KATHERINE STAMEY REESE

WHEREAS, Katherine Stamey Reese has been a resident of the Town of Jamestown for almost thirty years; and

WHEREAS, she has documented the history of the elected officials in the Town of Jamestown for over a decade through her artist talents and photography skills; and

WHEREAS, she volunteered to serve as a Comprehensive Plan Steering Committee Member; and

WHEREAS, the updated Comprehensive Plan will be used by the Planning Board to help guide difficult decisions for the next decade; and

WHEREAS, her love for the Town of Jamestown is obvious to everyone around her; and

WHEREAS, she has been a wonderful resident that has given back to the community in a multitude of ways.

NOW, THEREFORE, BE IT RESOLVED, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby extend our heartfelt appreciation and sincere thanks to Katherine Stamey Reese for her dedication to the citizens of our community and do extend our best wishes in the next chapter of her life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be entered into the official minute book of the Town of Jamestown to stand as a tribute to the service of Katherine Stamey Reese.

Adopted this the 17th day of August, 2021

Mayor S. Lynn Montgomery

Council Member Martha S. Wolfe

Council Member Rebecca Mann Rayborn

Council Member John Capes

Council Member Lawrence Straughn

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: Status Report on Code Enforcement

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

Please find attached a summary of the most recent Code Enforcement actions. Brandon Emory will be present at this meeting to update Council on his actions and to respond to any questions from the Board.

ATTACHMENTS: Code Enforcement report for July 2021

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Jamestown

Updated
August 3, 2021

ADDRESS	VIOLATION	STATUS
217 Cloverbrook Dr	MH/OL	OPEN
506 Forestdale Dr	JV/JP	OPEN
509 Forestdale Dr	JP	ABATED
302 N Scientific St	MH/OL	OPEN
105 Kearns St	JV	OPEN
112 Kearns St	JP/OL	OPEN
118 Kearns St	JV/JP/OL	OPEN
118 Robbins Ave	MH/JV/OL	OPEN
116 Robbins Ave	MH/JV/JP/OL	OPEN
214 N Scientific St	MH/OL	OPEN
Guilford College Rd/Cedarwood Dr	ZV	ABATED
4705 Vickrey Chapel Rd	ZV/AC	ABATED
100 Monticello Dr	MH/JP/OL	OPEN
6405 Adna Ln	JV/JP	OPEN
6402 & 6400 Adna Ln	JV/JP	OPEN
211 Yorkleigh Ln	JP	OPEN
Guilford College Rd/Main St	ZV	ABATED
200 Jackson St	JV/JP/OL	OPEN
208 Lee St	OL	UNFOUNDED
300 Lee St	OL	UNFOUNDED
4700 Hollister Dr	AC	ABATED
4314 Vickrey Chapel Rd	JV/JP/OL	OPEN
4312 Vickrey Chapel Rd	JP	OPEN
Vickrey Chapel Rd/Main St	JV	ABATED
713 W Main St	JP/ZV	OPEN
107 Knollwood Dr	JV	OPEN
110 Byrnwood Dr	JV	OPEN



Alliance Code
Enforcement LLC

Monthly Report
Town of Jamestown

Updated
August 3, 2021

-
- JV – Junk Vehicles, JP – Junk Piles, OL – Overgrown Lots, MH – Minimum Housing, ZV – Zoning Violation, AC – Animal Complaint & AWG – Abandoned White Goods.
 - Received numerous complaints and was able to inspect immediately.
 - Spoke with numerous property owners in reference to violations and what needed to take place to abate.
 - Met with Adna Ln property owners on site. Tremendous work has already been completed and continues to make great stride.
 - Met with 211 Yorkleigh Ln owner and explained exactly what need to be done to meet compliance.
 - Significant progress has been made at 200 Jackson St.
 - 19 signs were picked up.



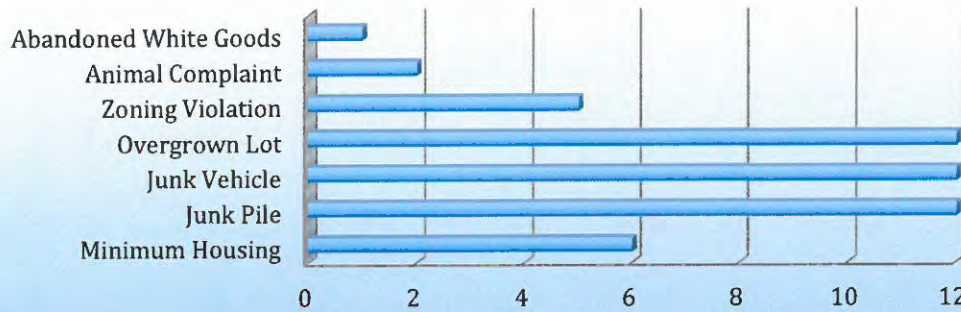
PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

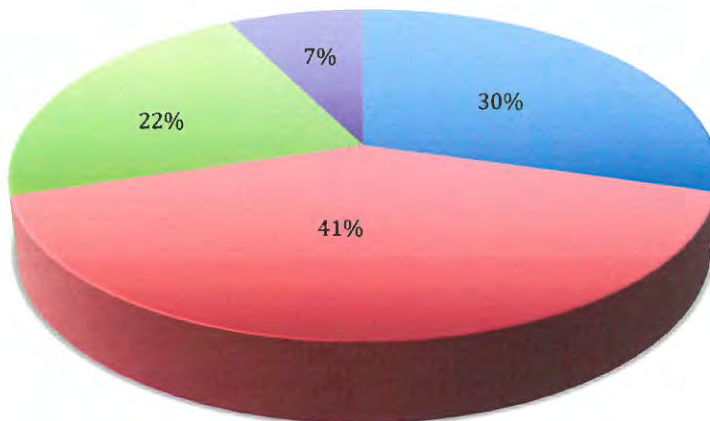
Monthly Report
Town of Jamestown

Updated
August 3, 2021

Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Zoning Violation	Animal Complaint	Abandoned White Goods
Violations by the Numbers	6	12	12	12	5	2	1



Total Cases - 27

Abated - 6

Unfounded - 2

In Progress - 11

New/No Progress - 8

■ OPEN - NEW/NO PROGRESS
 ■ OPEN - IN PROGRESS
 ■ ABATED
 ■ UNFOUNDED

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: Amendment to agreement with Guilford Co. for the Library

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme

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.

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. 2 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 21st 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 Article 14, 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, 2026, unless amended or terminated pursuant to the terms here in .

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 maintained at the current level of funding and contingent upon available and appropriated funding. These annual payments hereunder shall be made in lump sums, payable by December 31 of the Fiscal Year, following receipt of performance report forms upon request by and 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
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, upon request from the COUNTY, 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.

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

By: _____
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.

By: _____
Town Attorney Date

By: Finance Officer Date

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: Approval of Interlocal Agreement with Guilford Co. for Animal Control AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme

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 (3s) 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 afterhours 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. 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.

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

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 #: V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

We have received a request from the Historic Jamestown Society for funds in the 21-22 fiscal year of \$14,150. The current amount budgeted for historic/cultural services is \$10,500. We did inquire about priorities of the request for funding purposes. I believe that all the requests relate to historical programming (some are things necessary to be able to provide the programming); thus I think that all are allowable costs that the Town could expend itself, but we prefer to contract the programming out due to unavailable Town staff and resources to provide it.


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

Marketing and Visitor Service Campaign - request \$7,000
Shelving for history resource texts and historic texts - request \$1,500
Humidity control and monitoring - request \$650
Display cases - request was \$5,000, but our budget allows for \$1,350; thus recommend to approve \$1,350

ATTACHMENTS: Historic Jamestown Society Funding Request

RECOMMENDATION/ACTION NEEDED: Approve the amounts noted above totaling \$10,500

BUDGETARY IMPACT: \$10,500 in Historical/Cultural expenditures (under Recreation department)

SUGGESTED MOTION: Approve \$7,000 for marketing, \$1,500 for shelving, \$650 for humidity control, \$1,350 for display cases - as specified in Historic Jamestown Society request. Allow the Finance Director to update contract and to enter into the contract for services as specified. 

FOLLOW UP ACTION NEEDED:

Town of Jamestown Nonprofit Funding Request for Historic Jamestown Society

July 14, 2021

Historic Jamestown Society, Inc.

Mission:

The Historic Jamestown Society preserves and interprets the rich history of Jamestown by exploring, sharing, and conserving the significant stories, experiences, and material cultures of the past to promote tolerance, inspire peace, and highlight the necessity of education.

Historic Jamestown Society is a private, nonprofit organization. All of the buildings, artifacts, and property under the care of Historic Jamestown Society and are held in trust for the education, enlightenment, and enjoyment of Jamestown and its guests. As a private nonprofit organization, Historic Jamestown Society, Inc. relies upon the support of community stakeholders, like the Town of Jamestown, to fulfill its mission.

Mendenhall Homeplace Quaker historic site (the primary holding of Historic Jamestown Society and a vital resource for fulfilling our mission):

A little known corner of North Carolina history, the "Other South." Mendenhall Homeplace represents the legacy of a small community of Quaker tradespeople and farmers who actively opposed slavery, promoted education for all, and labored to create a life of peace and simplicity in the midst of troubled times. This authentic Quaker homestead includes several early 19th century structures such as: the Richard Mendenhall House (circa 1811), the Lindsay House, one of the state's first medical schools (circa 1817), North Carolina's oldest Pennsylvania-style bank barn (circa 1810), and a restored one-room schoolhouse (circa 1820s). Mendenhall Homeplace is also home to one of the nation's most significant Underground Railroad artifacts, and the only documented artifact of the Underground Railroad in the South, the Stanley-Murrow False-Bottom Wagon. The Stanley-Murrow False-Bottom Wagon was used to help dozens of enslaved people escape north to freedom, from the 1830s to 1860s. It is one of only two extant false-bottom wagons that have been authenticated.

Education, Outreach, and Advocacy:

Education

Using the lessons of the past to inform, enlighten, and inspire our guests to create a better future is an important part of what we do on a daily basis. In fact, in 2019 we hosted nearly 2,000 guests from over 40 different states and 24 different countries. A number of our guests were school children from public and private schools in North Carolina and Virginia, as well as home school excursion groups. Mendenhall Homeplace has also become a regular destination for local,

national, and international professionals and educators in the fields of history and historic preservation.

Outreach

Historic Jamestown Society members have given dozens of presentations throughout the county and Piedmont to share the unique and significant history of Jamestown with various schools, civic groups, and community organizations. HJS has also partnered with various institutions of higher learning, historical organizations, and government agencies to promote the interpretation and preservation of our history throughout the state and nation.

Advocacy

Historic Jamestown Society continues to be the foremost advocate for historic preservation in Jamestown. HJS has assisted local property owners in addressing preservation issues, while leading the effort to establish a historic preservation commission and historic districts within Jamestown. Our organization has also established an annual award, The Mary A. Browning Historic Preservation Award, to acknowledge the efforts of those who have labored to save our history, and to inspire members of the community to preserve and share our area's rich heritage. HJS and its members also offer hands-on assistance in helping local citizens preserve historic homes, sites, and cemeteries.

Examples of Programmatic Offerings:

Historic Jamestown Society also hosts several community events each year, such as: the Village Fair, Candlelight Tour of Mendenhall, Cookies with Santa, National Historic Preservation Month tours and lectures, Music at Mendenhall, the Jamestown Gold Mining Roundtable, History of the North Carolina Longrifle, "What Hath They Wrought?" (an informative session on historic, wrought iron hardware), "A Mendenhall Homecoming" (an exclusive preview of Mendenhall family furniture, quilts, documents, and photos), Mendenhall Homeplace Quilt Show, and various other presentations and exhibits.

Priorities
are noted.



Project Proposals:



1. Marketing and Visitor Service Campaign

The Historic Jamestown Society endeavors to bolster its publicity and advertising efforts by using town funds to produce: rack cards, print, online, and radio ads, traditional print ads, historic resources point maps, event banners/signage, event flyers, and permanent on site signage. These services and materials will be used to raise awareness among potential visitors of the cultural, educational, and recreational offerings of the Historic Jamestown Society and its primary holding, the Mendenhall Homeplace historic site. This marketing campaign will not only align with the town's mission of providing life enriching services to its citizens, it will also help increase the town's overall visitation numbers. Mendenhall visitors are Jamestown visitors.

Project Outline:

Rack Cards: One of the most successful marketing tools for HJS has been the rack card style flyer. Grant funds will allow HJS to design and produce a higher quality card in a greater volume for much wider distribution.

Cost: \$500.00

Web Ads/Publicity: A large number of our visitors learn about our events, programs, and site offerings via the web. Placing ads or informational listings for Mendenhall Homeplace and HJS events, such as Village Fair (our annual heritage-based trades and vendor fair), on "for fee" tourism and heritage related sites will increase our exposure to local, regional, and even national audiences.

Cost: \$300.00

Traditional Print Ads and Historic Resources Point Map: Print ads in topical heritage and travel publications, coupled with similar ads in local, regional, and statewide publications, will further increase the exposure of our offerings to a more expansive audience and promote increased general and programmatic attendance. An appealing, and easily consumable heritage resource map will allow the town guests to become better acquainted with the significant history of our community.

Cost: \$1500.00

Event Banners/Signage:

Event signage will be particularly effective in promoting HJS/Mendenhall Homeplace programmatic events and fundraisers such as: Village Fair, Tea with Minerva, Historic Preservation Month (lectures, tours, and preservation award ceremony), the Jamestown Photo Contest and various other planned events. Many of the banners and signs can be reused for regular, annual events.

Cost: \$500.00

Event Flyers:

Event flyers serve as an excellent way for HJS to advertise specific scheduled events or programs. They are distributed as mailings, or displayed at local businesses, visitor centers, neighboring historic sites, and state rest areas.

Cost: \$200.00

Tourism-Oriented Directional Signage (TODS) and Interpretive Signage:

The Mendenhall Homeplace historic site is in need of permanent directional and interpretive signage to help guests find their way throughout the grounds and learn important information about historic structures, historic artifacts, and natural landscape of the site.

Cost: \$1,500.00

Radio ads:

Historic Jamestown society intends to expend approximately \$2,500 in radio ad buys, which represents about 13 weeks of aired ads to bolster attendance for regular tours and on site programs/events.

Cost: \$2,500.00

1 **Total project cost: \$7,000.00**

2. Interpretive Displays and History Resource Shelving

A number of historically significant items have been acquired over the past ten years. Unfortunately, many of them remain in storage, since our organization lacks appropriate display units and materials to properly display them in a safe, secure manner that meets AAM (American Association of Museums) conservation and accessibility standards. These historic items will serve as important authentic touchstones for telling the meaningful stories of our community's history, if we are able to display them appropriately. In addition, HJS has acquired a sizable collection of period historic texts, and a sizable history resource library. Both of these collections require storage shelving and moisture control units. As mentioned above, our organization exists for the enlightenment of our neighbors and guests. The preservation and interpretation of our history undoubtedly enlightens and enriches our community. As a result, we respectfully request funding assistance from the Town of Jamestown to purchase the needed materials and items to install interpretive displays at Mendenhall Homeplace.

Project Outline:

4 **Display cases, units, stands, lighting, and anti-UV barriers:** Various types of museum quality cases, units, stands, lighting, and anti-UV barriers will be necessary to display historic objects in a manner that will allow them to be conserved, and secured.

Cost: \$5,000.00

Shelving for history resource texts and historic texts: Shelving is necessary to properly store our collections of history resource texts and historic texts.

2 **Cost: \$1,500.00**

Dehumidifiers and humidity monitors: Dehumidifiers and humidity monitors are necessary to control and monitor humidity levels for displayed and stored items for conservation purposes.

3 **Cost: \$650.00**

Total project cost: \$7,150.00

Grand total of funds requested: \$14,150.00

**If any unused funds remain, they will be used for other HJS programmatic offerings.*

Regards,

Shawn Rogers
Director, Mendenhall Homeplace of 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: Manager Report

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 17, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

The Manager's Report for the August 17th Regular Town Council meeting is attached.

ATTACHMENTS: Manager Report for the August 17th 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: Manager Report

Date: August 10, 2021

- All candidates for Mayor and Town Council were invited to attend a two-hour Candidate Information Session on Monday August 2, 2021 in the Jamestown Civic Center. Eleven staff members made presentations and provided materials to each of the candidates in attendance. Materials for the two candidates who were unable to attend were either delivered or picked up by them the next day. After the presentations all candidates were invited to submit written questions to the Town Clerk during the campaign. The answers to all questions will be shared with all candidates.
- A contract was signed to allow Piedmont Triad Regional Council to begin work on the Town of Jamestown's Operations Continuity Plan. Work should begin the end of August, 2021.
- The Town Council met on Tuesday, July 15th, 2021 with the Town Manager, staff and Warren Miller of Fountain Works to review and clarify the Town's current mission, vision and values. The Town Manager and staff will bring this back to Town Council at the September meeting.
- The Town Manager and Staff invited several community partners to participate in a game planning session held on Tuesday afternoon, on July 15th. The goal of this session was to provide data to Benchmark Planners in the preparation of a strategic growth plan which will aid the Mayor and Town Council. It will provide information on the impact of anticipated growth in the community.
- Fountain Works also provided additional training on game planning to our staff on Wednesday, July 16th, 2021. The Manager and Staff developed a game plan for the Candidate Information Session held on Monday, August 2, 2021.
- The Mayor and Council have scheduled a joint meeting with the Jamestown Planning Commission in order to receive and discuss changes to the current land use planning laws in North Carolina as well as the federal level. In addition, the Boards will receive tips on how to run a successful meeting as well as to introduce Mr. Tom Terrell, the Town's land use attorney, and Mr. Seth Harry, the President and founder of Seth Harry and Associates. Seth Harry will be the Town's advocate during the upcoming Johnson Farm Development process by D. R. Horton, the new owners of the 476 acre tract.

- The Town Manager and staff met with Mr. William Burgin of Ramsay, Burgin, Smith Architects on Tuesday, August 10th, 2021 to review the construction drawings for the Recreation Maintenance Facility. The project was approved by Mayor and Council for the Town's FY 2021-22 Budget.